

Support Material Agenda Item No. 6

General Policy Committee

**March 8, 2017
9:00 a.m.**

Location:

San Bernardino County Transportation Authority
First Floor Lobby
Santa Fe Depot, 1170 W. 3rd Street
San Bernardino, CA 92410

DISCUSSION CALENDAR

Administrative Matters

6. Fiscal Year 2016/2017 Work Goals and Objectives Second and Third Quarter Report

Receive update on the Fiscal Year 2016/2017 Work Goals and Objectives Second and Third Quarter Report.

A copy of the 2016/2017 Work Goals and Objectives Second and Third Quarter Report is being provided separately for your information.

**SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
FISCAL YEAR 2016/2017 INITIATIVES AND ACTION PLAN
SECOND AND THIRD QUARTER REPORTS**

Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Implement electronic financial records management system				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	1. Implement electronic accounts receivable system	Create file structure in Laserfiche FY 2016/2017-Q1	File structure has been created.	Finance
		Prepare connection with Laserfiche and EDEN for accounts receivable FY 2016/2017-Q2	In progress, current focus is in full implementation of AP module first.	Finance
		Test electronic accounts receivable process FY 2016/2017-Q3	In progress	Finance
		Finalize agency-wide electronic accounts receivable process FY 2016/2017-Q4	In progress	Finance
Notes				
Division Strategy: Complete timely audits of TDA recipients				
1B	Action Plan	Milestones	Milestone Status	Responsibility
	1. Manage audit consultant to ensure timely completion of audits	Communicate with operators and auditor to develop time table and action plan FY 2016/2017-Q1	Completed	Finance
	2. Establish expectations of audits with operators	Work with operators and auditor to ensure work begins in a timely manner FY 2016/2017-Q2	Completed	Finance

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

Fiscal Year 2016/2017 Initiatives

	3. Update SANBAG and Transit Boards on status of audits	Provide report and recommendations FY 2016/2017-Q3	Completed	Finance
Notes				
Division Strategy: Use strategic programming to ensure that no funds are lost				
1C	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects closely with Caltrans to ensure adequate review resources are available when projects are ready	May 1 is Caltrans' deadline for guaranteed access to federal OA	SANBAG staff meets monthly with Local Assistance to encourage early review of projects that are scheduled for delivery after May 1.	Fund Administration (Project Delivery)
		June 30 is CTC deadline for project allocation or extension requests	Staff will ensure projects scheduled for allocation in FY2016/2017 are allocated by the June deadline.	Fund Administration
Notes				
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds				
1D	Action Plan	Milestones	Milestone Status	Responsibility
	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds	Ensure that OA and apportionment won't be lost as SANBAG continues to accumulate OA for future project priorities – Q4	SANBAG staff is coordinating closely with CT District and HQ staff about OA needs over the next five years for delivery of the proposed I-10 Express Lanes and Redlands Rail projects.	Fund Administration
		Work with local jurisdictions to identify federal earmark repurposing opportunities under the federal FY2016 Appropriation Act – Q1	All federal earmarks available for repurposing were addressed by the SANBAG Board in July 2016 and are under consideration by FHWA.	Fund Administration (Project Delivery)

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Yellow shading means the effort is lagging the committed time schedule

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

Fiscal Year 2016/2017 Initiatives

		Develop plan to fully allocate all expiring Trade Corridors Improvement Fund formula shares – Q4	SANBAG staff will continue to monitor TCIF savings as projects are completed and recommend allocation plans for Board approval as necessary.	Fund Administration (Project Delivery)
		Work with Legislative and Public Affairs and California Transit Association to ensure revised legislative language provides City of Needles a share of State Transit Assistance (STA) funds and other funds that use the STA formula. – through FY 2018	On-going. Pending future legislation.	Fund Administration, Legislative and Public Affairs
	Notes			
<p>The need to accumulate federal apportionments for SANBAG’s large delivery program in Fiscal Year 2017/2018 could result in apportionments expiring or loss of obligation authority. Staff will work closely with Caltrans and other regions to develop plans for extensions or funding loans as necessary.</p>				
Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1E	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for 2018 sales tax revenue bond program	Update Ten-Year Delivery Plan – Q3	Approval of the 2017 Update to the Ten-Year Delivery Plan is scheduled for March 2017.	Fund Administration (Finance, Project Delivery, Transit and Rail, Planning)
	Notes			
<p>The 2016 Update to the Ten-Year Delivery Plan was delayed into 2017 to allow for results of grant opportunities to be realized. Those results will determine the complexity of the process required to develop a funding strategy that allows all planned projects to proceed on schedule.</p>				

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Manage geographic equity in fund distribution across the County				
1F	Action Plan	Milestones	Milestone Status	Responsibility
	Develop long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure	Include refined project priorities through 2025 for Mountain/Desert subareas in 2016 update to the Ten-Year Delivery Plan – Q3	The SANBAG Board adopted the project lists for inclusion in the 2017 Update to the Ten-Year Delivery Plan in October 2016.	Fund Administration
		Develop constrained project priorities through 2040 for Mountain/Desert subareas through 2040 – Q3	On-going	Fund Administration (Planning)
Notes				
Division Strategy: Administer Transportation Development Act (TDA) funds in an efficient and transparent manner				
1G	Action Plan	Milestones	Milestone Status	Responsibility
	Implement a TDA database for tracking allocations and disbursements	Implement and train operators on database for internal tracking of TDA allocations and disbursements – Q3	The structure of the database has been developed and will be available for testing in Q3.	Fund Administration
Notes				

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Enhance management of SANBAG owned rail right-of-way.				
1H	Action Plan	Milestones	Milestone Status	Responsibility
	Develop an implementation plan for collection of revenue generated by SBCTA railroad property use agreements.	Q3	Information gathering and coordination with between Transit, Finance, and SBCTA's on-call consultant is underway.	Transit & Finance
	Update rights of use agreements along SBCTA owned railroad right-of-way.	Identify a key group of use agreements and plan for updating them to be compliant with the Board approved templates. - Q2	Progress pending additional General Counsel support.	Transit & General Counsel
	Where appropriate recommend excess property be deemed surplus and disposed of.	Q3	The bid process for two parcels in Upland was completed however a limited number of bids were received that were substantially below the appraised values. Remnants have been identified in other areas and staff has met with local jurisdictions to discuss their disposal.	Transit & General Counsel
Notes				
Initiative #2: Engender Public Trust				
Division Strategy: Secure an unmodified opinion on annual financial statements				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	1. Initiate meeting with Executive Board Officers and independent auditor	Schedule meeting – Q1	Completed	Finance
	2. Preliminary audit work	Schedule work - Q1	Completed	Finance
	3. Audit field work	Schedule work - Q2	Unmodified opinion issued for FY 2016.	Finance

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Fiscal Year 2016/2017 Initiatives

	4. Submission of CAFR, Single Audit and other related reports	Submitted to Executive Board – Q2 Submitted to Board - Q3	Completed	Finance
	Notes			
	NOTE: Generally Accepted Auditing Standards require the independent auditor (who reports to the Board) have access to the Board on an ongoing basis. This is accomplished by having an initial meeting with the Executive Board Officers to confirm the scope of the forthcoming audit and review any prior issues of concern. The Board Officers also meet with the auditor at the conclusion of the financial audit to review the CAFR, Single Audit and other reports. The independent auditor also has access to the Board for any significant items identified during the financial audit.			
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for CAFR	Submission of application FY 2016/2017-Q2	Application submitted in December after meeting with Executive Board.	Finance
	Notes			
Division Strategy: Obtain Distinguished Budget Presentation				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for Annual Budget	Submit application - Q1	Completed.	Finance
	Notes			

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Develop Comprehensive Quarterly Budget Report for Board				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Identify improvements to the quarterly budgetary report to the Board	Identify and design additional reports in EDEN 1. Budget-to-Actual Governmental Funds 2. Revenues and Expenditures Capital Projects Funds 3. Revenues and Expenditures MSI 1990-2010 Fund 4. Revenues and Expenditures MSI 2010-2040 Fund 5. Budget-to-Actual by Program/ Task FY 2016/2017-Q3	The quarterly reports have not been modified. The goal is to complete it by Q4. Finance is currently working with Tyler, developer of EDEN financial system, to generate the data.	Finance
Notes				
Division Strategy: Ensure compliance with Measure I Ordinance and Policies				
2E	Action Plan	Milestones	Milestone Status	Responsibility
	Implement Maintenance of Effort requirements for the Local Streets Program	Review MOE baseline levels with Independent Taxpayer Oversight Committee for two remaining jurisdictions – Q2	MOE baseline levels have been developed for two remaining jurisdictions, but ITOC meeting likely won't occur until Q3.	Fund Administration
		Adopt MOE baseline levels for remaining jurisdictions – Q2	Adoption of MOE baseline levels will follow ITOC review.	Fund Administration
		Work with Finance and Auditors in determining compliance with MOE baseline levels for Fiscal Years 2009/2010 – 2014/2015 – Q3	Auditors have included compliance with MOE for FY 2009/2010-2014/2015 in conjunction with the FY2015/2016 MSI audits.	Finance, Fund Administration

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Fiscal Year 2016/2017 Initiatives

Notes				
Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Continue regional forums to discuss issues of importance across our region.				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Actively seek to develop programs on regional issues, coordinate meetings with key stakeholders including legislators.	Conduct forums with neighboring COGs in Riverside and LA Counties of broader regional issues. Expect meetings in Q1 and Q2.	Preparing for joint meeting in FY 2016-2017 – Q3 with WRCOG on Healthy Communities initiative. Meeting delayed pending completion of preliminary work by both Riverside and San Bernardino County Public Health.	COG, Legislative and Public Affairs
Notes				
Division Strategy: Provide input to the South Coast Air Quality Management Plan (AQMP) and promote a greater understanding of feasible strategies and timelines for attainment of air quality standards.				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	1. Work with stakeholders to build a coalition to advocate for a more rational approach.	Develop material and data to support our position on the AQMP requirements, the impacts of its implementation schedule. Q1	Complete. Provided 8/19/16 comment letter on first draft 2016 AQMP.	COG, Legislative and Public Affairs, Planning
	2. Provide opportunities to educate policymakers on the issues, options and implications related to the AQMP.	Present information on the 2016 AQMP to Board. Q1 based on current understanding of AQMD's schedule.	Complete. Arranged presentation from AQMD staff to SANBAG Board on Sept. 7.	COG, Planning
Notes				

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Enhance COG role.				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	1. Prepare an annual COG work plan and increase COG activities.	Present work plan as part of budget process in May 2017.	Scheduling COG Ad Hoc Committee meeting for March to provide direction for staff for the FY 17/18 work plan.	COG
		Include new staff to focus on COG as part of the FY 16/17 budget.	COG Administrator and Management Analyst have been hired and have started in February 2017.	COG
		Work cooperatively with Ontario International Airport Authority to engage local governments in assisting in the success of the airport. Schedule to be worked out with OIAA.	SANBAG Planning and Legislative Affairs staff has begun meetings with OIAA staff on a variety of issues. This work will continue. Will meet with OIAA in FY 2016-2017 – Q3 to specifically discuss engaging local governments. Delayed to Q4.	COG, Legislative and Public Affairs
		Work with local governments and medical stakeholders on local government actions that can be used to combat illegal opiate use. Report to the Board in Q2	Action delayed until early 2017. Research underway report back to Board by June 2017.	COG
		Explore opportunities for coordinating efforts and funding opportunities to modernize public safety communications. Initial report in Q3.	Presentation made to City/County Manager's TAC. Will discuss specific ways to work together with CONFIRE and will present report to Board. Could be delayed pending internal technical analysis by CONFIRE.	COG
		Complete Forest Service Study focused on Cucamonga Canyon and Lytle Creek and use results to strategize long term funding. Report to Board in Q2	First draft of Cucamonga Canyon study being circulated now. Estimate completion by Q4 with work on Lytle Creek beginning in Q4.	COG

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Fiscal Year 2016/2017 Initiatives

		Help coordinate local government responses to proposed NPDES Storm Water Permit. Begin conducting meeting with stakeholders in cooperation with County Public Works in Q2.	Delayed until release of draft permit language by Water Quality Control Board. Staff continues to monitor. Reviewing proposed legislation and policies being proposed in LA County for possible inclusion in our legislative platform.	COG
Notes				
Division Strategy: Enhance SANBAG's and the regions ability to compete for grant funding				
3D	Action Plan	Milestones	Milestone Status	Responsibility
	1. Work with grants consultant to improve SANBAG grant applications.	Track all grant submittals and our success rate. Provide a progress report to the Board at the beginning of Q4.	On schedule.	COG, Planning
	2. Hosts grant workshops for cities and county on grant opportunities and on successful grant writing strategies.	Host workshops in Q2 and Q4.	First grant workshop was held in October.	COG, Planning
	3. Provide comments on grant guidelines, as appropriate	Monitor and provide comments on draft guidelines as they become available – Q1–Q4	Planning staff has been active in providing comments on proposed AHSC guidelines.	Planning, COG
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Assist local governments with environmental and efficiency initiatives				
3E	Action Plan	Milestones	Milestone Status	Responsibility
	Provide leadership and assistance to our members in implementing clean energy and conservation projects to reduce utility costs and greenhouse gas emissions.	Apply for grant funding for electric vehicle charging network in the region in Q1.	Grant information not yet released by CEC for 2017. Staff has applied for EV Readiness plan grant from CEC for region. The Readiness plan will assist us for future grants for actual charging infrastructure when they become available.	Air Quality and Mobility
		Host LED holiday light exchanges with local cities Q2.	Complete	Air Quality and Mobility
		Complete Community Choice Aggregation feasibility study with WRCOG and CVAG on ways to provide lower energy costs to the region. Present finding for Board action in Q2.	Draft CCA study complete. Has been circulated to staff of all cities and county for review. Workshop to answer questions and receive feedback held in November 2016. Discussed with City Managers and Planning TACS. Scheduled for Board review and direction in April 2017.	COG
		Complete Phase I of battery truck deployment at BNSF yard and logistics facility in Fontana Q4.	On schedule.	Air Quality and Mobility
Notes				
Division Strategy: Develop programs to reduce commute times				
3F	Action Plan	Milestones	Milestone Status	Responsibility
	Implement and expand programs that help reduce congestion and traffic delays.	Implement county-wide vanpool program by Q3.	On schedule.	Air Quality and Mobility
		Expand Freeway Service Patrol to I-210 in Q3.	Contract awarded. On schedule to begin service in March 2017.	

Fiscal Year 2016/2017 Initiatives

Notes				
Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Develop financing plan for I-10 corridor				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Establish short-term and long-term financing for the first phase of the I-10 express lane project	Meet with finance team and staff to schedule : 1. TIFIA loan 2. Toll revenue bonds and notes 3. GARVEE bonds 4. Sales tax revenue bonds and notes FY 2-16/2017 Q3	Finance continues to participate in conference calls and meetings with the financing team for the I-10 Phase I project. SBCTA will proceed with the TIFIA loan, use of MSI Freeway program funds, and loan from MSI Freeway program.	Finance
Notes				
Division Strategy: Promote expanded alternative project delivery mechanisms and project streamlining				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	Work with regional and statewide partners on streamlining and expanded/extended authorities for project delivery	P3 authority expires in 2017	No current movement in Legislature to extend. Expect this to change with the passage of Measure M in LA County as they have stated the need for P3 investment.	Major Projects/Legislative Affairs
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Delivery of Capital Projects				
4C	Action Plan	Milestones	Milestone Status	Responsibility
	Project Study Report (PSR) and Project Approval and Environmental Document (PAED) Milestones	SR60 Central Interchange PAED Approved: Q4	On Schedule	Major Projects
		I-215 University Interchange PAED Started: Q1	Complete	Major Projects
		I-10 Truck Climbing Lane PAED Started: Q1	Delayed until Q3 due to Caltrans coordination to combine this project with the Freeway Rehabilitation Project	Major Projects
Notes				
Division Strategy: Delivery of Capital Projects				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	Plans, Specifications and Estimate (PSE) Milestones	I-10 University Interchange PS&E Approved: Q4	On Schedule	Major Projects
		I-215 Barton Interchange PS& E Approved: Q4	On Schedule	Major Projects
Notes				

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Delivery of Capital Projects				
4E	Action Plan	Milestones	Milestone Status	Responsibility
	Construction Milestones	I-15/I-215 Improvement (Devore) Open for Beneficial Use: Q1	Completed	Major Projects
		South Milliken Ave Grade Separation Open for Beneficial Use: Q3	Completed	Major Projects
		Laurel Avenue Grade Separation Open for Beneficial Use: Q1	Completed	Major Projects
		SR210 Pepper Interchange Start Construction: Q3	On Schedule	Major Projects
		Monte Vista Grade Separation Start Construction: Q3	Q4 Awaiting 2017 FTIP Amendment 2 approval followed by approval of Request for Authorization	Major Projects
Notes				
Division Strategy: Construct the Downtown San Bernardino Passenger Rail Project and Implement Metrolink Service				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	Commission Metrolink Service	Q3	Commissioning of Metrolink Service is scheduled to begin in early March. Non-revenue testing is likely to continue into Q4.	Transit
	Substantially complete construction and begin closeout of construction contract.	Q4	On schedule.	Transit
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Delivery the Redlands Passenger Rail Project and Implement New Passenger Rail Service				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Award the construction management services consultant contract.	Q1	Complete.	Transit
	Advertise and award vehicle procurement contract and award.	RFP – Q1 and Award – Q3	Proposals have been received and award is likely to occur in Q1 of FY 2017/2018.	Transit
	Advertise and award early utility relocation contract.	IFB - Q2 and Award - Q3	IFB – Q4 and Award Q1 of FY 2017/2018.	Transit
	Enter agreement with OmniTrans for rail operations and maintenance of equipment.	Q2	Likely to occur in Q4. Final draft of agreement is developed and going through final review.	Transit
	Enter agreement with Metrolink for maintenance of way and dispatch.	Q3	Likely to occur in Q1 of FY 2017/2018.	Transit
	Complete 95% Design	Q4	Likely to occur in Q2 of FY 2017/2018.	Transit
Notes				
Division Strategy: Support delivery of the extension Gold Line from Azusa to Montclair				
4H	Action Plan	Milestones	Milestone Status	Responsibility
	Provide oversight and coordination for the extension of the Gold Line from Azusa to Montclair, including preliminary engineering effort by the Gold Line Construction Authority.	Q4	Initial review of the Gold Line Construction Authority’s Advanced Conceptual Engineering Drawings was completed and comments were submitted by the review deadline of December 9.	Transit
	Seek non-federal funding sources and work with SANBAG Fund Administration Department to implement a non-federalized funding plan if possible.	Q3		Transit & Fund Administration
Notes				

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Develop the Metrolink San Bernardino Line Double Track Project - Control Point (CP) Lilac to CP Rancho to a shelf-ready project				
4I	Action Plan	Milestones	Milestone Status	Responsibility
	Seek CEQA and NEPA environmental clearance.	FY 2017/2018 -Q1	On schedule.	Transit
	30% Preliminary Engineering	FY 2017/2018 -Q1	Likely to occur in Q2 of FY 2017/2018.	Transit
Notes				
Division Strategy: Complete the Fontana At-grade Crossing Improvements				
4J	Action Plan	Milestones	Milestone Status	Responsibility
	Advertise and award the construction contract for Sierra Avenue.	IFB - Q1 and Award – Q2	Due to receipt of only one bid, the project was re-advertised and award is scheduled for April 2017.	Transit
	Advertise and award the construction contract for Juniper Avenue.	IFB - Q1 and Award – Q2	Due to receipt of only one bid, the project was re-advertised and award is scheduled for April 2017.	Transit
Notes				
Division Strategy: Implement a Quite Zone along the Shortway				
4K	Action Plan	Milestones	Milestone Status	Responsibility
	CEQA Approval	Q1	Complete.	Transit
	Advertise and award the construction contract.	IFB - Q3 and Award – Q2	Delayed due to additional coordination with Metrolink required at Walnut Avenue. IFB likely be delayed to Q4.	Transit
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Construct Phase 2 of the San Bernardino Transit Center				
4L	Action Plan	Milestones	Milestone Status	Responsibility
	Advertise and award - Generator and landscape construction contract.	IFB - Q1 and Award - Q2	The IFB was release but we did not receive a responsive bid. Omnitrans is considering the use of solar powered battery backup instead of a generator. Release of the IFB is contingent upon final direction from Omnitrans.	Transit
	Complete construction and closeout of construction contract.	Q4	Delayed pending final direction on what is included in Phase 2.	Transit
Notes				
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Effectively advocate to maintain or grow historic funding levels provided by state and federal governments				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Work with regional and statewide entities to ensure that funding structures and policies are in place that are consistent with SANBAG's goals and priorities.	Evaluate results of prior year's advocacy	Southern California Legislative Roundtable held in FY 2016-2017 – Q2 Metropolitan Transportation Commission attended in FY 2016-2017 – Q2	Legislative and Public Affairs
	Advocate for legislation that protects and grows state and federal funds as well as provides for efficient project delivery tools.	Sponsor design-build legislation in 2017	Introduction of AB 1523 (Oberholte)	Legislative and Public Affairs
	Work with regional and statewide entities to ensure that funding structures and policies are in place that are consistent with SANBAG's goals and priorities.	Annual Federal Appropriations	Ongoing	Legislative and Public Affairs
		State Budget, Cap and Trade Funding	Ongoing	Legislative and Public Affairs
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Build awareness of SANBAG programs and services				
Action Plan		Milestones	Milestone Status	Responsibility
6A	Highlight Measure I's contributions to the region's transportation system	Will collaborate with IEEP for the Supply Chain and Logistics Summit – Q2	Event date of April 20, 2017 is confirmed.	Legislative and Public Affairs, Fund Administration
	Brand and market SANBAG/San Bernardino County Transportation Authority (SBCTA) identity, promote awareness of programs and services	Development of associated logos and taglines – FY 2016-2017 – Q2	Board approved November 2, 2016	Legislative and Public Affairs
		Completion of Internal/External Communications Plan FY 2016-2017 – Q4	In development	Legislative and Public Affairs
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
Action Plan		Milestones	Milestone Status	Responsibility
6B	Continue to enhance social media presence	Conduct one social media ad campaign per quarter highlighting project outreach and/or upcoming events	Ongoing	Legislative and Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services Contracts, Marketing and Branding Services Contract, and Redlands Passenger Rail Project Outreach Contract to utilize new tools and capitalize on communications opportunities throughout the region.	Conduct agency wide background research and brand audit – FY 2016-2017 – Q1	Complete	Legislative and Public Affairs
		Analyze RPRP Brand Development Focus Group and Working Group data to develop logo, tagline and messaging options – FY 2016-2017 – Q1	Complete	Legislative and Public Affairs, Transit
		Finalize RPRP Service Branding – FY 2016-2017 – Q2	Complete	Legislative and Public Affairs, Transit

Fiscal Year 2016/2017 Initiatives

	Utilize On-Call Graphic Design Services Contracts and Marketing and Branding Services Contract to support each Division in their efforts to communicate internally and externally.	Assist Fund Admin and Programming with design of 2017 10-Year Delivery Plan – FY 2016-2017 – Q3	Complete	Legislative and Public Affairs, Fund Admin
		Assist Finance with design of FY 2017-2018 Annual Budget document – FY 2016-2017 – Q4	Pending	Legislative and Public Affairs, Finance
		Submit successful project for regional awards (i.e., CAPIO, PRSA, etc.) – FY 2016-2017 – Q3	Ongoing. Received awards for I-10/Tippecanoe, Devore, and I-10/I-15 Express Lanes materials	Legislative and Public Affairs
	Notes			
Division Strategy: Highlight transit options in San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	In partnership with transit operators, highlight transit connectivity options in the region	Promote special event transportation services – Ongoing	Ongoing. Rams Train Campaign Complete	Legislative and Public Affairs
	In partnership with transit operators, highlight transit connectivity options in the region	Leverage existing resources to build awareness of transit services in San Bernardino County – FY 2016-2017 – Q3	In progress	Legislative and Public Affairs
		Successfully implement LCTOP grant for marketing & branding services in the mountain/desert region – FY 2016-2017 – Q4	Pending receipt of funding allocation	Legislative and Public Affairs
Notes				

Fiscal Year 2016/2017 Initiatives

Initiative #7: Long Range Strategic Planning				
Action Plan	Milestones	Milestone Status	Responsibility	
Division Strategy: Analyze long range transit strategy in a financially constrained framework				
7A	Update Long Range Transit Plan	Develop Plan Outline – Q1	Outline Complete	Planning, Transit, Fund Administration
		Complete existing conditions and identify LRTP alternatives – Q2	Existing conditions section of Board-approved SRTP will be referenced as existing conditions for LRTP. Prepared “Purpose and Scope” paper which outlines two scenarios to be evaluated: baseline and aggressive.	Planning, Transit, Fund Administration
	Update Long Range Transit Plan Notes	Complete initial SBTAM transit model calibration/validation – Q4		Planning
		Complete initial SBTAM transit model calibration/validation – Q4		Planning
	Notes			
Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice				
Action Plan	Milestones	Milestone Status	Responsibility	
7B	Update Parts 1 and 2 of the Measure I 2010-2040 Strategic Plan	Prepare scope of update effort and discuss internally – Q1	Planning and Fund Administration held initial discussions on overall effort and structural issues	Planning, Transit, Fund Administration
	Update Parts 1 and 2 of the Measure I 2010-2040 Strategic Plan	Prepare draft update of Part 1 with current data – Q2	Responsibilities assigned to departments. Edits initiated for Part 1	Planning, Transit, Fund Administration
		Prepare draft edits of Measure I policies (Part 2) – Q2	Policy update library established, and working systematically through MI policies	Planning, Transit, Fund Administration

Fiscal Year 2016/2017 Initiatives

		Review drafts of Part 1 and Part 2 with technical advisory committees – Q3	Edits of Parts 1 and 2 completed, with review scheduled for TTAC.	Planning, Transit, Fund Administration
		Obtain Board approval of Strategic Plan updates – Q4		Planning, Transit, Fund Administration
	Notes			
Division Strategy: Provide current, quality planning data				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Enhance iPeMS system as an effective tool for SANBAG and partner agencies	Identify long-term application enhancements, and implement where practical – Q4		Planning
	Work with SANBAG departments and local jurisdictions to determine data needs and identify areas of potential assistance.			
	Work with SANBAG departments and local jurisdictions to determine data needs and identify areas of potential assistance.	Review potential enhancements to SWIM 1.0 (SANBAG Warehouse of Information and Mapping) – Q1	Updated data list, and mapping now available on our Map Library site	Planning
		Implement and maintain mapping applications and data resources – Q1-Q4	Maintenance and upgrades ongoing	Planning
		Roll out SWIM 2.0 and review with departments – Q4		Planning
		Identify opportunities and mechanisms for outside access to SWIM – Q4		Planning
Notes				

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

Fiscal Year 2016/2017 Initiatives

7D	Upgrade GIS land use and demographic growth model	Map out approach to specific growth model enhancements – Q1	Concepts prepared and discussed on potential enhancements.	Planning
	Upgrade GIS land use and demographic growth model Notes	Collect applicable data – Q2	Selected demographic data obtained.	Planning
		Design and test scripts – Q3	Scripts design. Testing to be ongoing.	Planning
		Revise and validate growth model – Q4		Planning
	Notes			
Division Strategy: Conduct subarea and modal studies				
7E	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct Customer-Based Ridesharing and Transit Interconnectivity Study (Caltrans grant)	Draft Existing Conditions Report – Q2	Draft of Existing Conditions Report received from consultant and reviewed.	Planning, Transit, Air Quality/Mobility
	Conduct Customer-Based Ridesharing and Transit Interconnectivity Study (Caltrans grant)	Employer/customer outreach – Q3	On-line employee survey developed and provided to selected major employers.	Planning, Transit, Air Quality/Mobility
		Draft Action Plan of Strategies – Q4		Planning, Transit, Air Quality/Mobility
	ARRIVE Corridor	Define next steps for ARRIVE – Q2	Coordinating with local jurisdictions on land use opportunities, particularly Montclair, Upland and Rancho Cucamonga.	Planning, Transit
Mountain Area Transportation Study (MATS) -	Draft Implementation Plan – Q2	List of identified issues and associated solutions/improvements prepared by consultant. Reviewed by TAC and Caltrans.	Planning, Fund Administration	

Fiscal Year 2016/2017 Initiatives

		Present Final Report to Committees and Stakeholder Groups – Q3	Presented initial improvement options to Caltrans staff. Scheduling additional outreach, but final report development will extend into early FY 17-18.	Planning
Notes				
Initiative #8: Environmental Stewardship and Sustainability				
Division Strategy:				
8A	Action Plan	Milestones	Milestone Status	Responsibility
	Provide technical comments on the draft 2016 AQMP and input at AQMP-related meetings	Comment periods anticipated in Q1 and Q2. Dependent on AQMD and CARB.	Comments provided on first draft AQMP on 8/19/16. Input also being provided through AQMP Advisory Group	Planning, COG
Notes				
Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide habitat conservation planning				
8B	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct Habitat Preservation/Conservation Framework, Phase 2	Complete habitat data inventory – Q2	Inventory partially complete. Consultant on hold in light of AB 2087 legislation to evaluate opportunity to prepare a Regional Conservation Investment Strategy (RCIS).	Planning
	Conduct Habitat Preservation/Conservation Framework, Phase 2 Notes	Complete gap analysis – Q4		Planning
Notes				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	<p>Successfully complete Active Transportation Program grants: Points of Interest Pedestrian Plan (PIPP), Safe Routes to School (SRTS) Plan, Phase 2, and Rim-Of-The-World (ROTW) Active Transportation Plan.</p> <p>Update the Non-Motorized Transportation Plan to the 2017 Countywide Active Transportation Plan (CATP)</p>	Finalize PIPP – Q2	Draft report prepared.	Planning
		Finalize SRTS – Q4		Planning
	<p>Successfully complete Active Transportation Program grants: Points of Interest Pedestrian Plan (PIPP), Safe Routes to School (SRTS) Plan, Phase 2, and Rim-Of-The-World (ROTW) Active Transportation Plan.</p> <p>Update the Non-Motorized Transportation Plan to the 2017 Countywide Active Transportation Plan (CATP)</p>	Finalize ROTW ATP – Q4		Planning
		Provide draft of CATP – Q3	Draft of pedestrian chapter of CATP provided through PIPP project.	Planning
	Notes			

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Fiscal Year 2016/2017 Initiatives

Division Strategy: Implement components of ATP Metrolink Station Accessibility Grant				
8D	Action Plan	Milestones	Milestone Status	Responsibility
	Construction of the Bicycle and Pedestrian improvements around the six Metrolink Stations as identified in the Transit Access Plan	PS&E Approved: Q4	On Schedule	Major Projects, Planning
Notes				