

Support Material Agenda Item No. 7

General Policy Committee Meeting

**June 12, 2019
9:00 AM**

Location:

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

DISCUSSION CALENDAR

Administrative Matters

7. Fiscal Year 2018/2019 Initiatives and Action Plan – Fourth Quarter Report

Receive the Fiscal Year 2018/2019 Initiatives and Action Plan – Fourth Quarter Report.

The Fiscal Year 2018/2019 Initiatives and Action Plan – Fourth Quarter Report is being provided separately for your information.

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
FISCAL YEAR 2018/2019 INITIATIVES AND ACTION PLAN – FOURTH QUARTER REPORT

Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Finalize implementation of electronic financial records management system				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	Implement electronic accounts receivable system	Test electronic accounts receivable process – Q1	Receivable documentation is stored electronically in Laser fiche.	Finance
		Finalize agency-wide electronic accounts receivable process pending completion of agency-wide electronic accounts payable process – Q4	Agency wide electronic accounts payable process in progress agency wide.	Finance
	Notes			
Division Strategy: Complete timely audits of Measure I and Transportation Development Act recipients				
1B	Action Plan	Milestones	Milestone Status	Responsibility
	Manage and communicate with Audit firm to plan and complete annual audits	Convey time table and expectations to jurisdictions and transit operators – Q1	Completed – SBCTA staff met with transit operators to plan annual audit. Finance mailed in June letter to Jurisdictions explaining the audit process and responsibilities.	Finance
	Monitor progress of audits	Oversee audit scheduling and progress - Q3	Finance continues to manage MSI and TDA audits.	Finance
	Inform Committees and SBCTA Board of status of audits	Provide audit reports and recommendations – Q3	Completed General Policy Committee meeting in February.	Finance
	Notes			
Division Strategy: Update construction in progress and conduct annual inventory of capital assets				
1C	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct annual inventory of capital and inventoriable assets, including updates to construction in progress (CIP)	Update capital asset listing and CIP by Q3.	Capital asset listing was completed end of Q1.	Finance
		Conduct annual inventory by Q4.	Annual inventory completed August 2018.	Finance
	Notes			

1

Yellow shading means the work is behind schedule

Red text signifies urgent and significant challenges in completing the task

Fiscal Year 2018/2019 Initiatives

Division Strategy: Use strategic programming to ensure that no funds are lost

1D	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects closely with Caltrans to ensure adequate resources are available when projects are ready	May 1 is Caltrans’ deadline for guaranteed access to federal Obligation Authority (OA) – Q4	SBCTA had all obligation requests in prior to the May 1 deadline so that all SBCTA OA was able to be used as well as a share of statewide OA available after May 1. This will likely result in additional shares of funding being available to SBCTA in FY2019/2020.	Fund Administration (Project Delivery)
		June 30 is CTC deadline for project allocation or extension requests – Q4	Current project schedules will allow SBCTA to allocate funds before the June 30 deadline.	Fund Administration
	Notes			

Division Strategy: Protect San Bernardino County’s equitable share of available state and federal funds

1E	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 will not be lost as SBCTA continues to accumulate OA for future project priorities – Q4	SBCTA had all obligation requests in prior to the May 1 deadline so that all SBCTA OA was able to be used as well as a share of statewide OA available after May 1. This will likely result in additional shares of funding being available to SBCTA in FY2019/2020 and allowed SBCTA to avoid a rescission of its federal funds that is scheduled to occur in September 2019. Additionally SBCTA partnered with VCTC on loans of apportionment and OA so that VCTC was not subject to loss of funds.	Fund Administration
	Notes			

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Fiscal Year 2018/2019 Initiatives

Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1F	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for 2018 sales tax revenue bond program	Complete 2019 Update to the 10-Year Delivery Plan to incorporate new Measure I revenue estimates and results of 2018 STIP adoption and SB1 grant opportunities – Q4	The 2019 Update to the 10-Year Delivery Plan is scheduled for adoption by the Board in June 2018.	Fund Administration (Finance, Project Delivery, Transit, Planning)
	Notes			
Division Strategy: Manage geographic equity in fund distribution across the County				
1G	Action Plan	Milestones	Milestone Status	Responsibility
	Develop long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure	Complete development of a policy for the new SB1 Local Partnership Program– Q2	The SB1 Local Partnership Program policy was adopted by Board in September 2018.	Fund Administration
		Develop methodology for factoring in time value of money considerations in allocation of Measure I Arterial and Major Local Highway Program funds – Q2	Staff presented options and considerations for factoring in time value of money for the Measure I Valley Arterial and Victor Valley Major Local Highway Program funds in August 2018. Policy modifications to the Major Local Highway Program were approved by the Board in January 2019. Discussions on the Measure I Arterial Program were delayed until the decision on the split of funds between the Arterial Program and the Express Bus/BRT Program was made. Although staff has planned to implement any required changes to the Arterial Program by Q4, production of the 10-Year Delivery Plan delayed those conversations. These will be carried over into FY2019/2020.	Fund Administration (Planning)
Notes				

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Fiscal Year 2018/2019 Initiatives

Division Strategy: Administer Transportation Development Act (TDA) funds in an efficient and transparent manner

1H	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	See note below. This database is also used for management of the capital projects at SBCTA and is an important tool in analysis for the 10-Year Delivery Plan. This milestone will be delayed until next fiscal year so that development of the 10-Year Delivery Plan is not disrupted.	Fund Administration
	Work with transit agencies in development of constrained SRTPs	Adoption of Needles Transit SRTP – Q2	Staff participated in an SRTP “Open House” in Needles in November 2018. The City has delayed adoption of the SRTP until Fiscal Year 2019/2020 as they are currently trying to contract with a new service provider.	Fund Administration
		Adoption of Omnitrans SRTP – Q4	Omnitrans has delayed adoption of the revised SRTP until Fiscal Year 2020 to allow time for their internal Strategic Plan development, which is intended to guide their SRTP development.	Fund Administration
	Notes			
	Technical delays in the database testing environment delayed implementation of this milestone in Fiscal Year 2017/2018; however, staff intends to resume this task when the technical issues are resolved.			
Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion				
1I	Action Plan	Milestones	Milestone Status	Responsibility
	Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion.	Continue management and incorporate Best Practices as appropriate	Ongoing.	Transit
		Remove Zanja Bridge – Q1	Completed. Demolition of Zanja Bridge was completed in February 2019.	Transit
	Notes			
Proposed revisions to the SBCTA Railroad Right-of-Way Policy to include an additional template agreement for storage of private rail cars on the vacant tracks located west of the San Bernardino Depot were approved in Q2. Other template revisions were deemed minor and were done under existing authority in accordance with General Counsel approval.				

Initiative #2: Engender Public Trust				
Division Strategy: Secure an unmodified opinion of comprehensive annual financial report (CAFR)				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	Plan meeting at interim field work with Executive Board officers and CPA firm	Schedule meeting – Q1	Completed – Meeting held in June 2018.	Finance
		Schedule interim field work in July 2018	Interim field work completed in July 2018.	Finance
		Schedule year-end field work to start in October 2018	Completed- Field work competed October 2018.	Finance
	Notes			
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for the CAFR	Submit application and CAFR to GFOA after meeting with Executive Board in December 2018.	Application to GFOA was submitted in December 2018.	Finance
	Notes			
Division Strategy: Obtain Distinguished Budget Presentation Award				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for annual budget	Submit application to GFOA – Q1	Application submitted to GFOA in June 2018 and award received.	Finance
	Notes			
Division Strategy: Complete internal control self-assessment to identify areas of improvement.				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Complete and implement internal control self-assessment	Draft procedure and questionnaire based on Code of Federal Regulations, Federal Transit Administration, and framework from the Committee of Sponsoring Organizations of the Treadway Committee (COSO) by June 2018.	Completed – Procedure and questionnaire for internal control assessment.	Finance

Fiscal Year 2018/2019 Initiatives

		Introduce procedure and questionnaire to executive staff and complete questionnaire by June 2019.	Finance staff introduced in August procedure and questionnaire to executive staff. Completion of questionnaire is in progress and will be completed by Q2. Additional assessment and review needs to be completed by Finance staff.	Finance
		Identify and improve controls for areas that require improvement by Q3.	Finance staff is reviewing answers and comments to the questionnaire and intends to prepare a staff report for June GPC and July Board.	Finance
	Notes			
Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Work with other governments and business groups to leverage resources for our region’s benefit				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Collaborate with WRCOG, San Bernardino and Riverside County Departments of Public Health on furthering community health and wellness initiatives.	Board Adoption of Healthy Communities Resolution.	Board approved continued collaboration rather than passing actual resolution.	COG
		Work with local agencies and stakeholders to create a Development Checklist 2.0	Initial meeting held with local agencies on the Checklist. Further work delayed to FY 19/20 as we work on other priorities of the Board.	COG
		Implement \$25,000 incentives for local agencies to implement Healthy Communities Strategy	County lead initiative. Helping to coordinate with local agencies. Grants will be distributed during Q2. Communities selected for grants and pending Board of Supervisors’ approval before the end of 2018. Grants approved by Board of Supervisors December 2018.	COG
		Policy Maker Forum on Health and Wellness	This forum has been cancelled. Key non-profit partners and other stakeholders cancelled to focus on other initiatives.	COG
	Participate in the Inland Empire Growth Opportunity (IEGO) Project	Provide opportunities for the communication of the IEGO findings and action plans to our member agencies.	IEGO was presented as a session at the 2018 City/County Conference. Report back to Board after the final report is complete in December 2018. Delayed at request of IEGO Coordinator. Report provided at the April 2019 Board meeting. Final report presented. Staff will monitor efforts of stakeholder groups that are implementing recommendations.	COG

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Fiscal Year 2018/2019 Initiatives

	Further the Countywide Vision goal of making San Bernardino County a business friendly location.	Partner with County Economic Development and Building Industry Association on workshops discussing development best practices.	Last workshop scheduled for September 2018 in the East Valley. Will work with City Managers TAC and BIA on additional opportunities to further best practices. Have met with BIA and COG Advisory Group. Strategy being developed. Update provided as part of Annual Report at City/County Conference. Will continue in next year's workplan.	COG
	Work with Inland Counties Emergency Medical Agency and CONFIRE on ways to improve public safety dispatch.	Establish and work with AdHoc Committee and provide technical assistance and representation.	Scheduled for presentation to Board by December 2018 for budget and authorization for RFP for consultant to assist ICEMA, CONFIRE and local agencies on possible improvements for emergency medical response in the County. Item delayed until January 2019 Board meeting. RFP was released and there was only one respondent. Scope of work was modified and RFP was re-released. Expect award of contract by October 2019.	COG
	Help increase accuracy and participation in 2020 Census.	Provide technical assistance and communication plans from the Census Bureau to our member agencies.	Partnering with UCR, San Bernardino County and Riverside County in forming a Complete Count Committee to coordinate outreach and grant funds for outreach. First outreach coordination session was held in September 2018. Structure and identification of stakeholders for committee was established. Committee meetings will be ongoing throughout 2019. Update provided at City Managers in April 2019 and a session on this topic was part of the City/County Conference. Work will be ongoing in next year.	COG
	Notes			

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Fiscal Year 2018/2019 Initiatives

Division Strategy: Enhance COG role

3B	Action Plan	Milestones	Milestone Status	Responsibility
	Work with the Board to make sure the COG is responsive to the needs of our members.	Meet with COG Ad Hoc Committee to develop COG work plan before the end of Q1.	Ad Hoc met in August and provided direction on the work plan. That work plan was presented to the City Managers TAC and went to GPC in September 2018 and the Board in October 2018. Board approved work plan. Forming a COG advisory committee made up of staff from cities and the county to provide guidance on the work plan. COG Advisory Group is now active and meeting regularly to provide input on the work plan.	COG
	Notes			
Division Strategy: Enhance SBCOG's and the region's ability to compete for grant funding				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	Host grant writing workshop for our members and other local government partners.	Schedule grant workshop for Q2.	Workshop was held on October 30, 2018.	COG
	Better communicate grant opportunities to member agencies.	Establish formal process for notifications.	Will present process to City Managers TAC for roll out in Q3. Item delayed until Q4 due to staff focusing on other Board priorities. Work on formal process not accomplished due to other priorities on the COG workplan approved by the Board. Informal communication on grant opportunities continue. Will target process implementation in Q2 FY 19/20.	COG
Notes				

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Fiscal Year 2018/2019 Initiatives

Division Strategy: Assist local governments with environmental and efficiency initiatives				
3D	Action Plan	Milestones	Milestone Status	Responsibility
	Provide leadership and assistance to our members in implementing energy conservation projects.	Host LED Holiday light exchanges in Q2.	Events will be scheduled throughout November and December 2018. Six events held.	Air Quality/Mobility
		Assist members of the Regional Energy Partnership achieve the next level of utility savings and rebates – Ongoing	Working with members on completing energy benchmarks by Q4. Benchmarking completed for four cities.	Air Quality/Mobility
	Assist local agencies and the region with tools and funding to encourage pollution reductions through alternative fueled vehicles and new advanced technologies.	Conduct regional EV strategic plan. (Carryover from last year – consultant under contract – work to be completed by Q4.)	Working group has been formed and has had first meeting in July 2018, second meeting in October 2018, and third meeting in January 2019. Final meeting was held in April 2019. On target for completion of in Q4 and final report to the CEC by Q2 FY 19/20. Slight delay from Q1 to allow additional time for stakeholder review prior to submission to CEC.	Air Quality/Mobility
		Complete Phase II battery truck deployment at BNSF yard and Fontana logistics facility.	Completion expected to be delayed by a month until January 2020 to allow additional time for truck operations for a better analysis of truck performance. Review and analysis of vehicles is ongoing.	Air Quality/Mobility
		Pursue state grant funds to install public EV charging infrastructure	Continue to monitor grant opportunities. Will use EV strategic plan to assist with applications.	Air Quality/Mobility
	Notes			

Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Deliver the Redlands Passenger Rail Project				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete contract for early utility relocation & advertise invitation for bid for the mainline construction contract and maintenance facility. In addition, enter into operating and maintenance agreements with Omnitrans and Metrolink.	Complete early utility relocation contract – Q2	Completed (Q4)	Transit
		Advertise for maintenance facility contract. – Q1	Completed (Q3)	Transit
		Advertise for mainline construction contract – Q1	Completed.	Transit
		Execute operating & maintenance agreement with Omnitrans & Metrolink – Q1	Completed (Q3)	Transit
	Notes			
Division Strategy: Support Delivery of Gold Line Phase 2B				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	Enter necessary agreements to facilitate delivery of Gold Line Phase 2B	Execute agreement with the Gold Line Construction Authority (GLCA) for delivery of the project – Q1	Draft agreement prepared by SBCTA and issued to GLCA for review and comment. Negotiations on hold at the request of the GLCA. See note below.	Transit
		Execute operating & maintenance agreement with LA Metro for operation of Gold Line service in SB County – Q3	Draft agreement provided by LA Metro for review. On-hold pending re-scoping of the Project.	Transit
Notes				
The construction bids exceeded the engineer’s estimate by \$570 million. The GLCA is re-scoping the project to include Pomona as the initial terminus, an option to build to the San Bernardino County Line (County Line), and then another option from the County Line to Montclair. Pending revalidation of the environmental document, the revised cost proposals are expected in May 2019 with validation and presentation to GLCA Board in July 2019. The GLCA indicated SBCTA should increase the most recent cost estimate provided for the design-build work within San Bernardino County \$20 million. The GLCA has indicated the construction agreement for the San Bernardino County portion is not needed “for several years” as they were able to include the San Bernardino County portion as a separate bid component. Pending successful re-scoping of the Project, SBCTA would like to proceed with execution of the construction agreement and has provided a draft to the GLCA for review.				

Fiscal Year 2018/2019 Initiatives

Division Strategy: Deliver the West Valley Connector

4C	Action Plan	Milestones	Milestone Status	Responsibility
	Obtain environmental approval, submit the Small Starts Rating Package, and commence final design phase of the West Valley Connector BRT project.	Complete Final Design – Q4/FY 2020	Preliminary engineering is underway and final design will commence pending environmental approval.	Transit
		Submit Small Starts Rating Package – Q1/FY 2019	Submittal of rating package postponed.	Transit
		Environmental Approval – Q2/FY2019	Delayed. The FTA required the maintenance facility be included in the mainline environmental document requiring additional studies. Additional studies and updates to the environmental document are complete. Environmental approval is now anticipated early 2020.	Transit
	Notes			
Staff is working with the City of Ontario to incorporate private investment in the Holt Blvd. corridor portion of the project and Omnitrans on the need to demonstrate baseline operations expenditures (without the project) are solvent for a 10-year period so that the project will be in a stronger position to compete for the necessary Small Starts grant funding. Staff has developed a signal dedicated lane option in an effort to reduce the estimated cost.				
Division Strategy: Complete preliminary design and environmentally approve the Metrolink – Double Track – Control Point (CP) Lilac to CP Rancho				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	Environmentally clear CP Lilac to CP Rancho Double Track Project on the Metrolink San Bernardino Line.	Complete environmental approval – Q1	Completed	Transit
	Notes			
Preliminary engineering was completed in FY 2017/2018.				
Division Strategy: Delivery of Capital Projects				
4E	Action Plan	Milestones	Milestone Status	Responsibility
	Project Study Report (PSR) and Project Approval and Environmental Document (PA/ED) Milestones	I-215 University Parkway: PA/ED Approved – Q2	Target approval 19/20 Q1 – Delay due to geometric and traffic issue resolution.	Project Delivery
		I-10 Alabama Street: PA/ED Approved – Q3	Approved April 2019	Project Delivery
		I-15 Corridor: PA/ED Approved – Q1	Approved December 2018	Project Delivery
		Mt. Vernon Avenue Viaduct: Revalidation PA/ED – Q1	Completed October 2018	Project Delivery

Fiscal Year 2018/2019 Initiatives

		I-10 Mount Vernon Avenue: PSR Approved - Q2	Approved December 2018	Project Delivery
		I-10 EB Truck Climbing Lane: PA/ED Approved – Q4	Target approval 19/20 Q2 – Delay due to elevated Environmental Document requirement.	Project Delivery
	Notes			
Division Strategy: Delivery of Capital Projects				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	Plans, Specifications and Estimate (PSE) Milestones	SR 60 Archibald Avenue: PS&E Approved – Q4	On Track	Project Delivery
		SR 60 Central Avenue: PS&E Approved – Q4	Target approval 19/20 Q1 due to delays in approval of funding agreements which postponed r/w acquisition.	Project Delivery
		US 395: PS&E Approved – Q2	Completed October 2018	Project Delivery
		I-10 University Street: PS&E Approved – Q3	Target approval 19/20 Q1 due to delays in final design.	Project Delivery
		SR 210 Base Line and Lane Addition: PS&E Approved – Q3	PS&E Approved May 2019	Project Delivery
	Notes			
Division Strategy: Delivery of Capital Projects				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Construction Milestones	I-215 Segments 1 and 3 Landscaping: Complete Landscaping – Q3	Completed October 2018	Project Delivery
		Metrolink ATP: Complete for Beneficial Use – Q3	Completed January 2019	Project Delivery
		I-10 University Street: Start Construction – Q2	Design has not yet been finalized, start of construction anticipated in Q2 FY 19/20.	Project Delivery
		I-215 Segment 2 Landscaping: Start Construction – Q1	Contract awarded December 2018, Started construction February 2019.	Project Delivery

Fiscal Year 2018/2019 Initiatives

		Monte Vista Avenue and UPRR: Complete for Beneficial Use – Q3	Q1 FY 19/20 – Delay due to SCE relocation and extended UPRR Railroad approvals due to a reduction in workforce.	Project Delivery
		SR 210 Pepper Avenue: Complete Plant Establishment – Q4	Q1 FY 19/20 – 2 month postponement due to encountering utility relocation issues and unanticipated buried manmade objects.	Project Delivery
		SR 210 Freeway Expansion Landscaping: Complete Landscaping – Establish Existing Planting Feb 2020	Scheduled for Q2 FY 19/20	Project Delivery
		US 395: Start Construction – Q3	Construction contract awarded February 6, 2019.	Project Delivery
		I-10 Corridor (Contract 1): Design Builder NTP 2 – Q3	NTP2 Issued March 11, 2019	Project Delivery
	Notes			
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects	Monitor Annual State/Federal Appropriations	Ongoing	Legislative/Public Affairs
		Support/Oppose legislation favorable/harmful to SBCTA’s ability to deliver transportation projects	Ongoing	Legislative/Public Affairs
		Host a legislative roundtable with district staff from SBCTA’s state and federal delegation	Tentatively Scheduled for Fall, 2019	Legislative/Public Affairs

Fiscal Year 2018/2019 Initiatives

		Discussions with Ontario Airport Transit Access focused roundtable with SB County stakeholders	Ongoing	Legislative/Public Affairs
	Notes			
Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options				
Division Strategy: Build awareness of SBCTA programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Highlight Measure I’s contributions to the region’s transportation system	Actively identify speaking opportunities to promote programs and major projects; participate in regional forums; enhance visibility	Ongoing	Legislative/Public Affairs, Fund Administration
	Market San Bernardino County Transportation Authority (SBCTA) identity, promote awareness of programs and services	Completion of Two Year Internal Communications Plan – Q1	Draft under review	Legislative/Public Affairs
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to enhance traditional and social media presence	Leverage projects to gain more local media coverage. Procure media relations expert to advance media placement and agency reputation with editors.	Ongoing	Legislative/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 communication opportunities throughout the region.	Participate in local events like Run through Redlands, Redlands Bike Classic, 66ers games and other events as identified throughout the year.	Will participate as appropriate relevant to budget	Legislative/Public Affairs
		Develop content for Mobility 21 and Focus on the Future events for regional visibility	Expos in Q2	Legislative/Public Affairs, Transit

Fiscal Year 2018/2019 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 with design of the 2019 10-Year Delivery Plan – FY 2018-2019 – Q3 Submit successful projects for regional awards (i.e., CAPIO, PRSA, etc.) – FY 2017-2018	Ongoing	Legislative/Public Affairs, Fund Administration
		Rebrand Capital Project Fact Sheets for agency consistency.	Templates Complete Bilingual Content – Q1	Legislative/Public Affairs, Fund Administration
	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	Leverage existing resources to build awareness of transit services in San Bernardino County – Omnitrans Bus Placards and Metrolink Station Signage.	Replaced Content in Omnitrans Fleet – Q2	Legislative/Public Affairs
		Successfully implement LCTOP grant for marketing & branding services in the mountain/desert region	Completion of Marketing Toolkit – Q2	Legislative/Public Affairs
		Implement the Private Transportation Provider Pilot Program to ONT – Q2	Delayed. Negotiations with proposed contractor ongoing to ensure compliance with Title VI requirements. Targeted implementation FY 19/20 Q2.	Transit
	Notes			

Initiative #7: Long Range Strategic Planning				
Division Strategy: Analyze long range transit strategy in a financially constrained framework				
7A	Action Plan	Milestones	Milestone Status	Responsibility
	Update Long Range Transit Plan	Complete Draft LRTP – Q2	Draft Introduction, Existing Conditions, and Alternatives sections completed by end of Q2. Omnitrans SRTP is being delayed, which will mean a delay of LRTP well into FY 19/20.	Planning, Transit, Fund Administration
		Complete Final LRTP – Q4		Planning, Transit, Fund Administration
	Update Countywide Transportation Plan	Complete Draft CTP – Q4	Completed CTP project lists and transportation strategy. Presented to TTAC June 3. Complete draft Q1 FY 19/20.	Planning, Fund Administration
	Notes			
Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice				
7B	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare analysis and recommendation concerning required percentage increase in Measure I Valley Express Bus/BRT funding and percent reduction in Valley Major Street funding.	Prepare analysis – Q2	Analysis completed and discussed with Transportation TAC, City Manager TAC, and MVSS. Board decision in January.	Planning, Transit, Fund Administration
		Prepare recommendation – Q3	Board decision made in January to increase Xbus/BRT funding to 5% of Valley Measure I.	Planning, Transit, Fund Administration
	Prepare updated priority list of rail/highway grade separation projects	Prepare analysis – Q1	Prepared internal first cut of grade separation priorities.	Planning
		Prepare recommendations – Q2	Analysis and draft technical memo completed.	Planning
	Notes			

Fiscal Year 2018/2019 Initiatives

Division Strategy: Provide current, quality planning data				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Create Digital Active Transportation Plan (Non-Motorized Transportation Plan)	Develop Active Transportation Dashboard – Q4	Draft dashboard architecture completed and is being reviewed by staff. Expecting completion of the project in FY 19/20 Q1.	Planning
	Coordinate SBCTA and local jurisdiction input to initial SCAG growth forecasts for 2020 RTP/SCS	Complete growth forecast – Q2	City-level and zone-level growth forecasts were completed and submitted to SCAG in October	Planning
	Notes			
Division Strategy: Conduct subarea and modal studies				
7D	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare Congested Corridor Plans (CCPs) to address SB 1 Solutions for Congested Corridors requirements	Initiate preparation of CCPs with RCTC and Caltrans – Q3	Consultant selection process completed by SCAG. NTP expected by end of FY 2018/2019. Start was later than planned.	Planning
		Complete Existing Conditions Memo – Q4	SCAG NTP in early June. Start was later than planned.	Planning
	Conduct study “Paths to Clean Vehicle Technology and Alternative Fuels Implementation in SB County” (Caltrans grant)	Initiate study – Q2	Study initiated with kick-off meeting on October 3.	Planning, Air Quality/Mobility
	Notes			
Initiative #8: Environmental Stewardship and Sustainability				
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines				
8A	Action Plan	Milestones	Milestone Status	Responsibility
	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies	As draft reports and guidelines are released for review	Provided comments on CTC guidelines for Congested Corridor Plans in Q1.	Planning, COG
	Notes			

Fiscal Year 2018/2019 Initiatives

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, including Regional Conservation Investment Strategy (RCIS)	Prepare Draft RCIS – Q3	Draft RCIS prepared and distributed to Environment Element Group. Project next steps unclear, as no additional funding has materialized. Draft RCIS submitted to CDFW for their review.	Planning
		RCIS Grant Funding (Prop 68) – Q4	Submitted to WCB for scope, schedule, and cost changes. Expect State to decide on funding FY 19/20 Q1.	
	Prepare Climate Adaptation Plan (with WRCOG)	Prepare Draft Plan – Q4	Completed (Outreach and Review Process Started)	Planning
	Prepare Countywide GHG Reduction Plan	GHG Inventory – Q2	Project began in October and GHG inventory work has been initiated. Start of project was delayed 6 months over contracting issues. Estimated completion date July 2020.	Planning
		Draft GHG reduction measures – Q4	Project delayed for few months in order to develop consistent VMT calculation methods between SB 743 Study and this project.	Planning
	Notes			
Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct Active Transportation Plans: Redlands Rail Accessibility Study, Safe Routes to School Program (with County), and Countywide Sidewalk Inventory	Redlands Rail – Conduct Outreach – Q2	Completed bike and walk audits and coordinated on transit village plans.	Planning
		Redlands Rail – Draft Plan – Q4	Project delayed to address consistency issues between Redlands Transit Village Plan and this project. Targeted completion FY 19/20 Q2.	Planning
		SRTS Program: Complete 15 of 25 School Program Elements – Q4	Completed	Planning
Sidewalk Inventory-Data Structure – Q2		Database concept and attributes defined. Coordinating with SCAG data structure.	Planning	

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		Sidewalk Inventory -25% inventory – Q4	Completed	Planning
	Update the Non-Motorized Transportation Plan to the 2019 Countywide Active Transportation Plan (CATP)	Draft Plan – Q2	Public draft available on SBCTA website.	Planning
		Final Plan – Q4	Completed but working on digital NMTP e-plan	Planning
	Notes			
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	Complete for Beneficial Use – Q3	Completed	Project Delivery, Planning
	Notes			
Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network				
8E	Action Plan	Milestones	Milestone Status	Responsibility
	Administer programs to reduce congestion and traffic delays.	Implement county-wide vanpool program.	Program launch in September 2018. Program is now operational. Currently have 31 vanpools.	Air Quality/Mobility
		Analyze Freeway Service Patrol beats for efficiency and to identify future service needs.	Will evaluate opportunities in Q3 once state funding is known. New beat to be added to Cajon Pass. RFP will be released in June 2019 with service to begin by January 2020.	Air Quality/Mobility
		Explore possible improvements to 511 system through regional collaboration.	Regional meeting on program scheduled for October 2018. Substantial delay from key partner LA Metro in providing a draft regional agreement. That agreement has now been received. Delay means report to Board to consider joining regional effort will move from July 2019 to December 2019.	Air Quality/Mobility

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		Explore possible partnerships with private sector technology providers (e.g. Waze, Ride Amigos) to improve our commuter programs	Evaluating pilot with LLUMC. Will evaluate opportunities for additional partnerships in Q3. Requesting one year extension of pilot to allow time for more data to be collected.	Air Quality/Mobility
	Notes			