

Support Material Agenda Item No. 5

General Policy Committee

**June 14, 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

5. Fiscal Year 2016/2017 Work Goals and Objectives Fourth Quarter Report

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

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

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
 FISCAL YEAR 2016/2017 INITIATIVES AND ACTION PLAN
 FOURTH QUARTER REPORT

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	Complete	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	Complete	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	Complete	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	SBCTA 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 has ensured that projects scheduled for allocation in FY 2016/2017 will be 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 SBCTA continues to accumulate OA for future project priorities – Q4	SBCTA 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 SBCTA Board in July 2016 and were approved 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	SBCTA 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 legislation could result in allocations to City of Needles as early as FY 2017/2018.	Fund Administration, Legislative and Public Affairs
	Notes			
The need to accumulate federal apportionments for SBCTA’s large delivery program in future fiscal years 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.				
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 10-Year Delivery Plan – Q3	The 2017 Update to the 10-Year Delivery Plan was approved by the Board in March 2017.	Fund Administration (Finance, Project Delivery, Transit and Rail, Planning)
	Notes			
The 2016 Update to the 10-Year Delivery Plan was delayed into 2017 to allow for results of grant opportunities to be realized. Many grant opportunities and funding sources are still in flux and will be considered in the 2018 Update.				
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 10-Year Delivery Plan – Q3	The SBCTA Board adopted the project lists for inclusion in the 2017 Update to the 10-Year Delivery Plan in October 2016.	Fund Administration

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Fiscal Year 2016/2017 Initiatives

		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 but testing has been delayed as a major update to the EcoSys software is needed prior to implementation. Fund Administration is coordinating with Project Delivery on that update.	Fund Administration
Notes				
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

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Fiscal Year 2016/2017 Initiatives

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
	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	Complete	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 Q1 of 2018 fiscal year. Finance has been trained by 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 and were approved by ITOC at their May meeting. They are scheduled for Board approval in July.	Fund Administration
		Adopt MOE baseline levels for remaining jurisdictions – Q2	Adoption of MOE baseline levels is scheduled for July Board.	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
Notes				

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Fiscal Year 2016/2017 Initiatives

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. Work carried over to FY 2017-2018 expected meeting in Q2.	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, based on current understanding of AQMD's schedule - Q1	Complete. Arranged presentation from AQMD staff to SANBAG Board on Sept. 7, 2016.	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.	Met with COG Ad Hoc committee in May 2017. Will present work plan at the June 2017 Board meeting.	COG
		Include new staff to focus on COG as part of the FY 2016/2017 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. Meeting completed. Ongoing communication and coordination will continue in FY 2017-2018.	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 - Q2	Action delayed until early 2017. Research underway report back to Board by June 2017. Delayed until Q2 FY 2017/2018.	COG
		Explore opportunities for coordinating efforts and funding opportunities to modernize public safety communications. Initial report - Q3	Presentation made to City/County Manager's TAC. Will discuss specific ways to work together with CONFIRE and will present report to Board. Staff helped form working group with CONFIRE and other public safety staff. Will report to Board on Q3 FY 2017/2018	COG

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Fiscal Year 2016/2017 Initiatives

		Complete Forest Service Study focused on Cucamonga Canyon and Lytle Creek and use results to strategize long term funding. Report to Board - Q2	First draft of Cucamonga Canyon study being circulated now. Estimate completion by Q4 with work on Lytle Creek beginning in Q4.	COG
		Help coordinate local government responses to proposed NPDES Storm Water Permit. Begin conducting meeting with stakeholders in cooperation with County Public Works - 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.	Complete	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. Next workshop will be conducted in Q2 FY 2017/2018.	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				

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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 - 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. Received notification of \$181,000 grant for EV readiness planning.	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 - 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. Complete. No further action per Board direction.	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 - Q3	On schedule.	Air Quality and Mobility
		Expand Freeway Service Patrol to I-210 - Q3	Contract awarded. On schedule to begin service in March 2017. Complete.	

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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 2016/2017 - 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				
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	Delayed to Q1 2017/2018 due to new Caltrans geometric requirements	Major Projects
I-215 University Interchange PAED Started - Q1		Complete	Major Projects	

Fiscal Year 2016/2017 Initiatives

		I-10 Truck Climbing Lane PAED Started - Q1	Delayed until Q1 2017/2018 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			
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	Complete	Major Projects
		South Milliken Ave Grade Separation Open for Beneficial Use - Q3	Complete	Major Projects
		Laurel Avenue Grade Separation Open for Beneficial Use - Q1	Complete	Major Projects
		SR210 Pepper Interchange Start Construction - Q3	Construction contract awarded at February, 2017 Board. Construction starting April, 2017	Major Projects
		Monte Vista Grade Separation Start Construction - Q3	Delayed to Q1 2017/2018 due to delay in receiving E76 authorization for Federal Funding	Major Projects
Notes				

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Fiscal Year 2016/2017 Initiatives

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 July 2017. following completion of construction. Non-revenue testing is likely to be completed in late September 2017.	Transit
	Substantially complete construction and begin closeout of construction contract.	Q4	On schedule with contract completion date of July 2017.	Transit
Notes				
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	Final draft of agreement is complete. However, SBCTA and Omnitrans staff have determined that final execution should coincide with the SBCTA/Metrolink/Omnitrans agreement which is under development.	Transit
	Enter agreement with Metrolink for maintenance of way and dispatch.	Q3	Likely to occur in Q2 of FY 2017/2018.	Transit
	Complete 95% Design	Q4	Likely to occur in Q2 of FY 2017/2018.	Transit
Notes				

Fiscal Year 2016/2017 Initiatives

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 SBCTA Fund Administration Department to implement a non-federalized funding plan if possible.	Q3	A funding plan has been developed and included in 2017 10-Year Delivery Plan which includes a funding gap of \$32 million. Staff will be seeking State TIRCP and/or a fund swap with Metro to fill the gap.	Transit & Fund Administration
Notes				
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	Delayed to 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	Contract awarded in April 2017.	Transit
	Advertise and award the construction contract for Juniper Avenue.	IFB - Q1 and Award – Q2	Contract awarded in April 2017.	Transit
Notes				
Due to receipt of only one bid, the project was re-advertised causing a delay of three months.				

Fiscal Year 2016/2017 Initiatives

Division Strategy: Implement a Quiet 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.	Transit
Notes				
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	Delayed to Q2 of Fiscal Year 2017/2018	Transit
	Complete construction and closeout of construction contract.	Q4	Delayed to Q4 of Fiscal Year 2017/2018	Transit
Notes				
The IFB was released but we did not receive a responsive bid. Omnitrans was considering the use of solar powered battery backup instead of a generator but has decided to move forward with the generator. Omnitrans has also indicated they would like to move forward with the landscaping work. The two will be bid separately.				
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
	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)	[Ongoing - bill passed out of Assembly floor and is headed to Senate.]	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

Fiscal Year 2016/2017 Initiatives

Notes				
Division Strategy: Build awareness of SANBAG programs and services				
Action Plan	Milestones	Milestone Status	Responsibility	
6A	Highlight Measure I's and 10-year Delivery plan contributions to the region's transportation system	Collaborate with IEEP for the Supply Chain and Logistics Summit – Q2	Complete	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	Ongoing] - Ascertainments or communication vehicles in progress. Draft plan – Q4	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	Complete	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 – Dodger trains/Angels trains Rams Train Campaign complete Q3	Legislative and Public Affairs
	In partnership with transit operators, promote Measure I and investment in Transit	Leverage existing resources to build awareness of transit services in San Bernardino County	Ongoing – Measure I advertising campaign in Omnitrans fleet – Q4	Legislative and Public Affairs
		Successfully implement LCTOP grant for marketing & branding services in the mountain/desert region – FY 2016-2017 – Q4	Funding allocated – Q4 RFP released for qualified marketing firms – FY 2016/2017 - Q4 Award contract in FY 2017/2018 - Q1	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	Modified networks and transit modeling parameters.	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
		Prepare draft edits of Measure I policies (Part 2) – Q2	Policy update library established, and working systematically through MI policies	Planning, Transit, Fund Administration
		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	Reviewed updates with TTAC. Scheduled for Board review in August.	Planning, Transit, Fund Administration
Notes				

Fiscal Year 2016/2017 Initiatives

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 Work with SANBAG departments and local jurisdictions to determine data needs and identify areas of potential assistance.	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.	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	Held workshop with ESRI to pursue story map and other opportunities	Planning
		Identify opportunities and mechanisms for outside access to SWIM – Q4	Held workshop with ESRI to pursue story map and other opportunities	Planning
Notes				
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	Waiting on SCAG base year (2016) data and county-level growth totals.	Planning
Notes				

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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	Action Plan of Strategies completed, focusing on five specific opportunities in the East and West Valley subareas.	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
		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 2017-2018.	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				

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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	Complete gap analysis – Q4	Gap analysis delayed to allow for re-scoping to respond to the RCIS opportunity.	Planning
Notes				
Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	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. Update the Non-Motorized Transportation Plan to the 2017 Countywide Active Transportation Plan (CATP)	Finalize PIPP – Q2	Draft report prepared.	Planning
	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. Update the Non-Motorized Transportation Plan to the 2017 Countywide Active Transportation Plan (CATP)	Finalize SRTS – Q4	Walk audits completed. Report in early FY 2017/2018.	Planning
		Finalize ROTW ATP – Q4	Completion in early FY 2017/2018. Led by ROTW District, contract with SBCTA.	Planning
		Provide draft of CATP – Q3	Draft of pedestrian chapter of CATP provided through PIPP project.	Planning

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	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	PS&E Approved: Q4	On Schedule	Major Projects, Planning
Notes				