

Support Material Agenda Item No. 7

Board of Directors

**January 4, 2018
10:00a.m.**

Location:

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

CONSENT CALENDAR

Administrative Matters

7. Fiscal Year 2017/2018 Work Goals and Objectives Second Quarter Report

Receive update on the Fiscal Year 2017/2018 Work Goals and Objectives Second Quarter Report

A copy of the 2017/2018 Work Goals and Objectives Second Quarter Report is being provided separately for your information.

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
FISCAL YEAR 2017/2018 INITIATIVES AND ACTION PLAN - SECOND 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 – Q2	In progress, currently focusing on completing implementation of Accounts Payable process first.	Finance
		Finalize agency-wide electronic accounts receivable process – Q3		Finance
Notes				
File structure has been created in Laserfiche. Finance needs to set up Connector between Laserfiche and EDEN. Finance has hired an additional full-time employee to process accounts receivable and is currently in training to implement agency wide.				
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 – Q2	Finance sent letter to all City Managers in May to prepare for the annual audit, responsibilities of the City, Auditor, and SBCTA staff, and meeting deadlines. Met with Transit Operators in June to discuss audit preparation and process and deadlines.	Finance
	Monitor progress of audits and inclusion of MOE calculation, use of senior and disabled funds, and schedule of DIF shares	Implement additional information and schedules in the MSI audits – Q3	Vavrinek, Trine, & Day will incorporate the DIF schedule on the MSI audits and S&D with the transit operator audits starting for Fiscal Year 2017 audits.	Finance
	Inform Committees and SBCTA Board of status of audits	Provide audit reports and recommendations – Q3		Finance
	Manage TDA triennial performance audits of SBCTA and transit operators	Award consultant contract for performance of triennial audits – Q2	Contract was awarded in October 2017.	Fund Administration, Finance
		Submit completed audits to Caltrans by July 1, 2018 – Q4		N/A
Notes				

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

Fiscal Year 2017/2018 Initiatives

Division Strategy: Test compliance with Measure I Ordinance and Expenditure Plan				
1C	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct agreed upon procedures from pool of audit firms to review expenditures for Measure I programs for Fiscal Years 2015/2016 and 2016/2017.	Submit scope of work and select audit firm from pool to conduct agreed upon procedures on all Measure I programs – Q1	Scope of work has been prepared and submitted to audit firms that are on call. Bids expected by end of September, work to be performed in November and December 2017, and report presented to ITOC before Board in early 2018.	Finance
		Monitor work of audit firm to complete the field work – Q2	Field work for the Fiscal Year 2017 audit was completed in early November.	Finance
		Present results to Committee and Board – Q3	CAFR will be presented at the Board of Director's meeting in January.	Finance
Notes				
Prior audit for Measure I programs was prepared by Conrad LLP and covered up to Fiscal Year 2014/2015. Goal is to conduct audit every two years.				
Division Strategy: Implement database for insurance certificates				
1D	Action Plan	Milestones	Milestone Status	Responsibility
	Implement insurance certificate tracking in EXIGIS database and enable access agency wide.	Review all data entry for all current contracts – Q1	Contract with EXIGIS terminated due to nonperformance. Finance staff has developed an internal process to track insurance certificate compliance utilizing existing software. The system will be in place by December 2017.	Finance
		Train SBCTA staff on use of EXIGIS – Q2	N/A	Finance
		Launch EXIGIS agency wide – Q3	N/A	Finance
Notes				

2

Yellow shading means the effort is lagging the committed time schedule

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Fiscal Year 2017/2018 Initiatives

Division Strategy: Expand Planet Bid program to include electronic scoring and evaluation				
1E	Action Plan	Milestones	Milestone Status	Responsibility
	Implement electronic scoring and evaluation when soliciting proposals or bids by expanding use of the Planet Bid program.	Draft procedures and test on several procurements. – Q1	Finance selected one solicitation to test the process with Planet Bid program, but the program has several flaws. The system has limited characters, does not have flexibility to change scores before final scoring is performed, and information was lost after panelist entered comments relating to a proposal. Finance has communicated the deficiencies to Planet Bid. Planet Bid indicated that they will consider our recommendations and hopefully implement those in the next update. Planet Bid indicated that it will take up to a year and a half to implement the changes recommended by SBCTA staff. In the interim, SBCTA staff will test electronic proposal submittals and distribution to the evaluation panel with scanning scoring documents and comments into Planetbids.	Finance
		Inform and train SBCTA staff on the new automated system to score and evaluate bids – Q1	N/A	Finance
Notes				
Division Strategy: Use strategic programming to ensure that no funds are lost				
1F	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 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)

3

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Fiscal Year 2017/2018 Initiatives

		June 30 is CTC deadline for project allocation or extension requests	Staff will ensure projects scheduled for allocation in FY2017/2018 are allocated by the June deadline or recommended for a deadline extension.	Fund Administration
Notes				
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds				
1G	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	If I-10 Contract 1 proceeds on schedule, SBCTA will be able to obligate over 100% of the annual OA, which could result in additional OA being given to SBCTA.	Fund Administration
		Participate in development of guidelines for new programs created by SB1 – Road Repair and Accountability Act of 2017 – to ensure San Bernardino County receives its equitable share of new revenues – Q4	SBCTA staff is actively participating in workshops and working groups associated with SB1 implementation.	Fund Administration
		Participate in development of the 2018 STIP Guidelines to seek to restore the fund programming lost to San Bernardino County in 2016 STIP and to ensure San Bernardino County receives its equitable share in 2018 STIP – Q3	The Board approved the 2018 STIP Proposal in October and December 2017, which would restore the funding lost in the 2016 STIP. SBCTA will work with CTC staff and Commissioners as necessary to identify alternative proposals and strategies if funding needs exceed statewide programming capacity.	Fund Administration
		Develop plan to fully allocate all expiring Trade Corridors Improvement Fund formula shares – Q4	SBCTA staff is identifying savings and potential projects for use of those savings and will ensure the funds are programmed prior to expiration.	Fund Administration (Project Delivery)

4

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Fiscal Year 2017/2018 Initiatives

		Monitor implementation of AB 1113 to ensure City of Needles receives a share of State Transit Assistance (STA) funds and other funds that use the STA formula – Q4	AB 1113 was Chaptered in July 2017 and allows the City of Needles will receive its share of STA and other funds that use the STA formula.	Fund Administration, Legislative and Public Affairs
Notes				
Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1H	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for 2018 sales tax revenue bond program	Complete 2018 Update to the 10-Year Delivery Plan to incorporate new Measure I revenue estimates and results of 2018 STIP adoption/grant opportunities – Q4	Staff is examining the possibility of delaying the update to 2019 to maintain a biennial adoption schedule to coincide more closely with the anticipated bonding schedule. Staff will continue to examine the bonding schedule and associated need for a Delivery Plan update.	Fund Administration (Finance, Project Delivery, Transit, Planning)
	Notes			
Division Strategy: Manage geographic equity in fund distribution across the County				
II	Action Plan	Milestones	Milestone Status	Responsibility
	Develop long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure	Complete analysis of federal/state equitable share funding availability for Mountain/Desert subareas – Q2	Staff has completed the analysis of estimated federal/state funding availability in the Mountain/Desert subareas. These will be considered in developing long-term funding priorities.	Fund Administration
		Close out and reconciliation of Valley Project Advancement Agreement Program – Q1	SBCTA staff has reconciled the Arterial and Interchange PAA programs and all projects can be fully reimbursed.	Fund Administration (Planning)
Notes				

5

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Fiscal Year 2017/2018 Initiatives

Division Strategy: Administer Transportation Development Act (TDA) funds in an efficient and transparent manner				
1J	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	Technical delays in the database testing environment will likely delay implementation until Q4.	Fund Administration
	Notes			
Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion				
1K	Action Plan	Milestones	Milestone Status	Responsibility
	Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion.	Continue management		Transit
		Hire a Management Analyst 3 to fill the role of the ROW Manager – Q1	Completed.	Transit
Notes				
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	Meeting scheduled for September.	Finance
		Schedule interim field work in July 2017	Completed.	Finance
		Schedule year-end field work to start in October 2017	Completed. Field work commenced on October 2 nd .	Finance
Notes				
Generally Accepted Auditing Standards require CPA firm to report directly to the Board and have access to the Board at all times. SBCTA staff schedules a meeting before or during the interim phase of the audit and at year-end. The meeting at interim is to present the timeline of the audit, discuss any issues of concern and confirm the scope of the audit and expected deliverables. At year end, the CPA firm will inform the Executive Board any significant items identified during the audit, present the opinion on the CAFR, single audit, TDA, GANN Limit, and any other reports issued.				

6

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Fiscal Year 2017/2018 Initiatives

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 2017.		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.	Finance
Notes				
Division Strategy: Complete development of a Comprehensive Quarterly Budget Report to Board				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Complete necessary changes to the quarterly budget to actual report to Board by major Fund, by Program	Design custom report in EDEN – Q1	Finance currently working on designing report to provide to Board for 1 st Quarter of FY2018 (July-Sep 2017).	Finance
		Introduce report to Board – Q2	Report will be completed for December GPC.	Finance
Notes				

7

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Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Develop opportunities for our staff and policy makers to meet with counterparts in neighboring regions for discussions of issues impacting the broader region	Conduct forum with WRCOG to discuss issues of community health and wellness as a follow-up from our last meeting. – Q2	Working with WRCOG to coordinate possible dates. Will now be pushed into Spring of 2018 or later to allow time for WRCOG to complete strategic planning they are doing on the issue.	COG
		Conduct forum with SGVCOG to discuss cross-county issues related to transportation access and other matters. – Q4	Will meet with new SGVCOG Executive Director in January 2018. To discuss issues for joint meeting.	COG
Notes				
Division Strategy: Enhance COG role				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	Work with the Board on the annual COG work plan and increase COG activities.	Meet with COG Ad Hoc Committee to develop COG work plan. – Q1	Met with Ad Hoc on May 3, 2017. Will report to Board in June. Milestone complete. COG will also be topic at Board workshop in October. Ad Hoc committee meeting in December 2017 to discuss direction based on October Workshop.	COG
		Work Cooperatively with OIAA to engage local governments in assisting in the success of ONT.	Initial meeting scheduled in May 2017 with action plan to follow. Completed. Will schedule follow-up meeting with new OIAA staff by October 2017. Met with new OIAA Executive Director in November and will schedule a presentation to SBCOG Board in February 2018.	COG

8

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Fiscal Year 2017/2018 Initiatives

		Work on toolkit of local government actions and possible funding to combat opioid abuse. – Q2	Presentation given to City Manager’s TAC in July 2017. Working with County Dept. of Behavioral Health on a final presentation for Board by November 2017. Material presented to Board in November.	COG
		Explore opportunities for coordinating funding opportunities for improving public safety communications.	Initial meetings with local Public Safety Dispatch centers held to identify needs. Working group formed. Report back to Board in Q3.	COG
		Coordinate local response to proposed NPDES Storm Water Permit.	Will work through City/County Managers TAC once draft permit language is released.	COG
		Begin process of preparing and sharing technical tools for 2020 Census	Participate in Census bureau technical meeting Q1. Help Census Bureau with outreach to agencies on the Local Update of Census Addresses (LUCA) process during Q2 and Q3.	COG
Notes				

Division Strategy: Enhance SBCOG’s and the region’s ability to compete for grant funding

3C	Action Plan	Milestones	Milestone Status	Responsibility
	Coordinate regional efforts to comment on state guidelines and rules for grants.	Convene Ad Hoc Committee of City Managers and County to focus on competitiveness and guidelines for Cap and Trade funds	Ad Hoc formed and has had initial meeting in May 2017. Action plan to follow by Q2. COG made technical service available to for application process for Cap and Trade funds. Providing technical assistance for 3 projects with 2 agencies.	COG, Planning
		Monitor and provide comments on		COG, Planning



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Fiscal Year 2017/2018 Initiatives

3D		draft guidelines for state grants. - Ongoing		
	Host grant writing workshop for our members and other local government partners.	Schedule grant work shop for Fall – Q2	Workshop held in October	COG, Planning
	Notes			
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 energy conservation projects.	Host LED holiday light exchanges – Q2	Five agencies have committed to participate in 2017. Exchanges scheduled during December.	Air Quality/Mobility
3F		Assist members of the Regional Energy Partnership achieve the next level of utility savings and rebates. - Ongoing	Five agencies have moved up in status and are now eligible to receive more rebates from utilities. Continue to work with all partners on their progressions.	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.	Expect grant award in Q1. Begin planning work in Q2. Grant has been awarded. Consultant contract expected to be awarded in February 2018. Final plan to be completed 18 months after consultant begins work.	Air Quality/Mobility
		Complete Phase I and begin Phase II battery truck deployment at BNSF yard and Fontana logistics facility. Q4	Phase I will be complete by February 2018 and Phase II will be complete by July 2018. Experienced some delays due to SCE coordination.	Air Quality/Mobility
		Use state grant funds to install public EV charging infrastructure	Beyond Depot and Downtown San Bernardino Transit, pending new grant announcements.	Air Quality/Mobility
Notes				

Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Implement Metrolink revenue service to the San Bernardino Transit Center				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete construction of the Downtown San Bernardino Passenger Rail Service, implement Metrolink revenue service, and close-out the contract	Complete Construction – Q1	Complete	Transit
		Implement revenue service – Q2	On target. Scheduled for December 16, 2017.	Transit (Metrolink)
		Close-out construction contract – Q3	On target pending potential claim.	Transit
	Notes			
Division Strategy: Deliver the Redlands Passenger Rail Project				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	Award contract for early utility relocation contract & advertise for bid for the mainline construction contract. In addition, award the vehicle procurement contract, and enter into operating and maintenance agreements with Omnitrans and Metrolink.	Award early utility contract – Q1	Contract awarded.	Transit
		Advertise for mainline construction contract – Q3	On target pending right of way acquisition.	Transit
		Award vehicle procurement contract – Q1	Completed.	Transit
		Enter operating & maintenance agreements with Omnitrans & Metrolink – Q3	On target.	Transit
Notes				
Division Strategy: Construct at-grade crossing improvements at Sierra Avenue, Juniper Avenue, and along the Shortway				
4C	Action Plan	Milestones	Milestone Status	Responsibility
	Complete construction of the improvements at Sierra Avenue and Juniper Avenue. Enter into an agreement with Metrolink for the improvements	Complete construction at Sierra Avenue and Juniper Avenue – Q3	On target.	Transit
		Enter agreement with Metrolink for the Shortway – Q1	Delayed due to coordination with Metrolink.	Transit

Fiscal Year 2017/2018 Initiatives

	along the Shortway and acquire the necessary right of way.	Procure the right of way needed for the Shortway - ongoing	On hold pending confirmation from Metrolink on design approach.	Transit
Notes				
Division Strategy: Environmentally clear the West Valley Connector and proceed with final design.				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	Obtain environmental approval and commence the final design phase of the West Valley Connector BRT project.	Submit EIR/EA for final review – Q1	On schedule.	Transit
		Obtain approval – Q4	On schedule.	Transit
		Commence Final Design – Q4	On schedule.	Transit
Notes				
Division Strategy: Complete preliminary design and environmentally approve the Metrolink – Double Track – Control Point (CP) Lilac to CP Rancho				
4E	Action Plan	Milestones	Milestone Status	Responsibility
	Complete the preliminary design and environmental clearance of the CP Lilac to CP Rancho Double Track Project on the Metrolink San Bernardino Line.	Complete the environmental clearance – Q2	Delayed due to technical studies identified need for higher level document.	Transit
		Complete the preliminary design (30%) – Q2	On schedule.	Transit
Notes				

Fiscal Year 2017/2018 Initiatives

Division Strategy: Complete an analysis of the operational parameters and capital improvements needed to extend hybrid-rail service from the Redlands Passenger Rail Corridor onto the Metrolink San Bernardino Line.				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	Complete a study, in partnership with the Los Angeles County Metropolitan Transportation Authority to analyze expanding hybrid-rail service onto the Metrolink San Bernardino Line.	Study complete Q3	On schedule.	Transit
Notes				
Division Strategy: Delivery of Capital Projects				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Project Study Report (PSR) and Project Approval and Environmental Document (PAED) Milestones	SR 60 Archibald Interchange: PA/ED Approved - Q3	PA/ED is on schedule for Q3 approval.	Project Delivery
		SR 60 Central Interchange: PA/ED Approved - Q1	PA/ED is currently anticipated to occur in January 2018.	Project Delivery
		I-215 University Interchange: PA/ED Approved - Q3	PA/ED is currently anticipated in 18/19 Q2 due to requirement for higher level environmental document than originally anticipated and additional public outreach for the new Diverging Diamond Interchange concept.	Project Delivery
		I-10 Express Lanes, Contract 1: PA/ED Approved - Q1	This milestone was achieved.	Project Delivery
		I-10 Mt. Vernon Interchange: PSR-PDS Approved - Q3	PSR-PDS is on schedule for Q3 approval.	Project Delivery
		I-10 Mountain View Interchange: PSR-PDS Approved - Q2	PSR-PDS is currently anticipated to be approved in December 2017.	Project Delivery
		I-10 Alabama Interchange: PSR-PDS Approved - Q3	PSR-PDS is on schedule for Q3 approval.	Project Delivery
Notes				

13

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Fiscal Year 2017/2018 Initiatives

Division Strategy: Delivery of Capital Projects				
4H	Action Plan	Milestones	Milestone Status	Responsibility
	Plans, Specifications and Estimate (PSE) Milestones	U.S. 395 Widening: PS&E Approved - Q4	PS&E is on schedule for Q4 approval.	Project Delivery
Notes				
Division Strategy: Delivery of Capital Projects				
4I	Action Plan	Milestones	Milestone Status	Responsibility
	Construction Milestones	I-215 Barton Interchange: Start Construction - Q1	Construction agreement reached with Contractor, official start date for Construction is anticipated to be January 2, 2018.	Project Delivery
		I-215 Segments 1 and 3 Landscaping: Start Construction - Q2	On schedule.	Project Delivery
		ATP Metrolink Improvements: Start Construction - Q4	Construction Management contract was awarded and the construction project will be advertised in Fall 2017. Construction will start Q4.	Project Delivery
		I-10 University Interchange: Start Construction - Q2	Construction is currently anticipated to start in Q4 due to a delay in PS&E approval as a result of the change in Caltrans Policy that requires exception approval for the proposed traffic signals using non-state standard equipment and software.	Project Delivery
		I-215 Segment 2 Landscaping: Start Construction - Q1 2017	Construction is currently anticipated to start in Q1 of 2018 due to a delay in funding.	Project Delivery
		I-10 Pepper Interchange: Open for Beneficial Use - Q1	Opened for Beneficial Use on August 31, 2017.	Project Delivery
		SR 210 Pepper Interchange: Open for Beneficial Use - Q3	On schedule.	Project Delivery
Notes				

14

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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
	Work with regional and statewide entities to ensure that funding structures and policies are in place that are consistent with SBCTA's goals and priorities.	Collaborate with entities such as Southern California Legislative Roundtable, California Toll Operators Committee, SCAG, IEEP, Inland Action	Ongoing	Legislative/Public Affairs
	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects	Sponsor design-build legislation in 2017. Introduction of AB 1523 (Obermolte)	Completed (Signed by Governor on July 31, 2017)	Legislative/Public Affairs
		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	Completed (Luncheon held May 31, 2017)	Legislative/Public Affairs
Notes				

Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options				
Division Strategy: Build awareness of SANBAG programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Highlight Measure I's contributions to the region's transportation system	Use transit to promote ½ Cent Goes the Extra Mile. Coincide social media boosts with in-transit campaign – Q1-Q2 Use project locations to create a connection between active and completed projects with Measure I investment – ½ Cent Goes the Extra Mile campaign – Q1-Q4	Identified Omnitrans in-bus advertising option for campaign. Starts June 2017 and carries through end of calendar year – Ongoing Completed	Legislative/Public Affairs, Fund Administration
	Market San Bernardino County Transportation Authority (SBCTA) identity, promote awareness of programs and services	Actively identify speaking opportunities to promote programs and major projects; participate in regional forums; enhance visibility of General Assembly.	Ongoing	Legislative/Public Affairs
		Completion of External Communications Plan FY 2016-2017 – Q4	Initial ascertainments being performed in Q1 with draft development in Q2 In-process	Legislative/Public Affairs
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to enhance social media presence	Conduct one social media ad campaign per quarter highlighting project outreach and/or upcoming events	Ongoing	Legislative/Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services	Leverage projects to gain more local media coverage.	Media relationship meetings Ongoing	Legislative and Public Affairs

Fiscal Year 2017/2018 Initiatives

	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.	Participate in local events like Run through Redlands, Redlands Bike Classic; Third Thursday Food Trucks and 66ers games	Ongoing	Legislative/Public Affairs, Transit	
		Develop content for Mobility 21 and Focus on the Future events for regional visibility	Ongoing	Legislative/Public Affairs, Transit	
	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 2018 10-Year Delivery Plan – FY 2017-2018 – Q3	Staff is examining the possibility of delaying the update to 2019 to maintain a biennial adoption schedule to coincide more closely with the anticipated bonding schedule. Staff will continue to examine the bonding schedule and associated need for a Delivery Plan update,	Legislative/Public Affairs, Fund Administration	
		Submit successful project for regional awards (i.e., CAPIO, PRSA, etc.) – FY 2017-2018	Three CAPIO awards received at annual conference. Project awards opportunities identified as eligible.	Legislative/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	Legislative/Public Affairs	
		Leverage existing resources to build awareness of transit services in San Bernardino County – FY 2017-2018	Working with Transit Partners to promote special services via social media. – ongoing	Legislative/Public Affairs	
		Successfully implement LCTOP grant for marketing & branding services in the mountain/desert region – FY 2017-2018	LCTOP awarded in Q1 – R&D starts in Q1 – one year term	Legislative/Public Affairs	
Notes					

17

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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 Transit Modeling – Q2	Transit model validation is complete. Metrolink modeling being upgraded. Forecast expected in January.	Planning
		Complete Draft LRTP – Q3		Planning, Transit, Fund Administration
		Complete Final LRTP – Q4		Planning, Transit, 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
	Update Parts 1 and 2 of the Measure I 2010-2040 Strategic Plan	Obtain Board approval of Strategic Plan Updates – Q1	Approved by Board on 9/6/17	Planning, Transit, Fund Administration
		Notes		
Division Strategy: Provide current, quality planning data				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Work with SBCTA departments and local jurisdictions to determine data needs and identify areas of potential assistance.	Data Assistance Memo – Q2	Created bullet list of GIS support activities. Coordination is ongoing with other departments, e.g. created RPRP StoryMap for Redlands Forum. Working with Legislative Affairs to develop maps showing current and potential Measure I projects.	Planning
		Implement GIS Storymaps (SCAG grant)	Initiate StoryMap Project – Q3	Planning
			Define StoryMap Structure – Q4	Planning
7D	Upgrade GIS land use and demographic growth model	Test scripts – Q2	Updated existing land use and General Plan land use datasets. Established jurisdiction and subarea control totals. Updated scripts.	Planning

Fiscal Year 2017/2018 Initiatives

		Revise and validate growth model – Q3		
	Coordinate SBCTA and local jurisdiction input to initial SCAG growth forecasts for 2020 RTP/SCS	Provide feedback to SCAG by 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 Action Plan of Strategies – Q1	Technical memo provided in September.	Planning, Transit, Air Quality/Mobility
		Complete Draft Report – Q3		Planning, Transit, Air Quality/Mobility
		Complete Final Report – Q4		Planning, Transit, Air Quality/Mobility
	Mountain Area Transportation Study (MATS) -	Present Report to Committees and Stakeholder Groups – Q1	Presented to Caltrans in July 2017 and to Mountain/Desert Committee on 8/18/17.	Planning, Fund Administration
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 AQMP Facility-Based Measures in July 2017. Provided comments on CA Statewide Rail Plan in December 2017.	Planning, COG
Notes				

Fiscal Year 2017/2018 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)	Conduct studies needed to support RCIS components – Q2	Established RCIS boundary for Valley and Desert subareas. Established focal species list based on biological analysis of existing studies. Created draft RCIS outline.	Planning
		Prepare Draft RCIS – Q4		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 SRTS – Q2	Draft Final Report Complete. Additional school being added to support the AHSC application in San Bernardino. So report will be finalized in Q3.	Planning
		Finalize ROTW – Q3		
		Provide draft of CATP – Q2	Points of Interest Pedestrian Plan created Pedestrian Chapter of the CATP. Currently separate document, but being folded into CATP.	
	Successfully complete Active Transportation grants under the SCAG Sustainability Program: Morongo Basin, Redlands Passenger Rail Project, and Safe Routes to School	Initiate Morongo Basin Active Transportation Plan – Q4	SCAG selection process complete and under contract.	Planning
		Initiate Redlands Rail Accessibility Plan – Q2	SCAG selection process complete and under contract.	Planning
		Initiate Safe Routes to School Program – Q2	SCAG selection process complete and under contract.	Planning
Notes				

Fiscal Year 2017/2018 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	Start construction - Q4	Hired a Construction Manager; Advertise for construction in Fall 2017 and start construction in Q3.	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 a county-wide vanpool program.	Contracts with all necessary consultants and vendors will be executed by September 2017 and program scheduled to start in April 2018.	Air Quality/Mobility
		Analyze Freeway Service Patrol beats for efficiency and to identify future service needs	Recommendation to add a Beat in Cajon Pass to be taken to Board in August 2018 for a possible implementation in FY2018/2019. Approved expansion of hours on all beats for weekday service and will be adding weekend service on selected beats in October 2018.	Air Quality/Mobility
		Explore possible improvements to 511 system through regional collaboration	Working with RCTC and LA Metro on integrating the Inland Empire into a Southern California system. Analysis to be complete by December 2017. With recommendation to Board in February 2018.	Air Quality/Mobility
		Explore possible partnerships with private sector technology providers (e.g. Waze, Ride Amigos) to improve our commuter programs.	Gathering information from other California agencies that are using Waze. Will develop recommendations for moving forward by the end of 2017. Delayed until Spring 2018 to allow other agencies more time to gather data.	Air Quality/Mobility

Fiscal Year 2017/2018 Initiatives

			Board approved a pilot program using Ride Amigos with LLUMC's ride share program in September 2017. Pilot expected to be operational before March 2018.	
	Notes			