

Support Material for Agenda Item No. 7

Board of Directors Meeting

May 4, 2016
10:00 a.m.

Location:
SANBAG

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

CONSENT CALENDAR

Administrative Matters

7. Fiscal Year 2015/2016 Work Goals and Objectives Third Quarter Report

Receive update on the Fiscal Year 2015/2016 Work Goals and Objectives.
Raymond Wolfe

The Fiscal Year 2015/2016 Work Goals and Objectives Third Quarter Report is being provided separately for your information.

SAN BERNARDINO ASSOCIATED GOVERNMENTS
 FISCAL YEAR 2015/2016 3RD QUARTER UPDATE
 INITIATIVES AND ACTION PLAN REPORT



Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Use strategic programming to ensure that no funds are lost				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects closely with Caltrans to ensure adequate review resources are available when projects are ready	May 1 is Caltrans' deadline for guaranteed access to federal OA	SANBAG staff meets monthly with Local Assistance to encourage early review of projects that are scheduled for delivery after May 1.	Fund Administration (Project Delivery)
		June 30 is CTC deadline for project allocation or extension requests	SANBAG is on schedule to receive allocations or allocation extension approvals for all CTC-administered projects programmed in FY2015/2016 by the June 30 deadline.	Fund Administration (Project Delivery)
Notes				
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds				
1B	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 won't be lost as SANBAG continues to accumulate OA for future project priorities – Q4	Staff is aware that OA targets will not be met this FY as we accumulate federal funds for Redlands Rail and I-10 improvements. Staff will work with other agencies and CT toward agreements for OA loans to protect our share of funds.	Fund Administration
		Develop plan to fully allocate all expiring Trade Corridors Improvement Fund formula shares – Q4	Staff has identified projects that would be eligible for TCIF savings. Ability to use all savings could depend on award amounts. At the March 2016 CTC meeting, the CTC extended the program deadline from June 2016 to June 2019.	Fund Administration (Project Delivery)

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

		Develop allocation strategy for Low Carbon Transit Operations Program (LCTOP) – Q2	The annual LCTOP allocation amount for FY 2015/2016 was released by the State on 10/30/2015. An allocation strategy was approved by the Board in January 2016 in accordance with the allocation principles approved by the Board in July 2015.	Fund Administration (Transit)
Notes				
Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1C	Action Plan	Milestones	Milestone Status	Responsibility
	Establish 2016 sales tax revenue bond program	Update Ten-Year Delivery Plan – Q3	Staff recommends extending the completion of the Ten-Year Delivery Plan into FY2016/2017 so that the results of the I-10 Financial Plan update and various potential state and federal grant awards can be incorporated.	Fund Administration (Finance, Project Delivery, Transit, Planning)
	Notes			
Division Strategy: Manage geographic equity in fund distribution across the County				
1D	Action Plan	Milestones	Milestone Status	Responsibility
	Develop long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure	Include refined project priorities through 2025 for Mountain/Desert subareas in 2016 update to the Ten-Year Delivery Plan – Q3	SANBAG Staff is actively working with Mountain/Desert jurisdictions on development of these lists and expects to present them for Committee review in Q3. Final project lists will be evaluated in conjunction with development of the Ten-Year Delivery Plan in FY2016/2017.	Fund Administration

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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

		Develop constrained project priorities through 2040 for Mountain/Desert subareas through 2040 – Q4	SANBAG Staff is actively working with Mountain/Desert jurisdictions on development of these lists and expects to present them for Committee and Board review in 2017 after results of Ten-Year Delivery Plan are known.	Fund Administration (Planning)
Notes				
Division Strategy: Administer Transportation Development Act (TDA) funds in an efficient and transparent manner				
1E	Action Plan	Milestones	Milestone Status	Responsibility
	Complete an update of the SANBAG TDA Manual and develop a TDA database for tracking allocations and disbursements	Complete update of TDA Manual – Q3	Staff provided the final draft of the updated manual to the transit operators for review in March and expects the final manual to be completed in May4.	Fund Administration
		Develop database for internal tracking of TDA allocations and disbursements – Q4	Staff has coordinated necessary IT changes with Management Services and developed a scope of work for integration of the database in EcoSys. The database is expected to be operational for testing by end Q4.	Fund Administration (Management Services, Project Delivery)
Notes				
Division Strategy: Implement electronic financial records management system				
1F	Action Plan	Milestones	Milestone Status	Responsibility
	1. Implement electronic insurance tracking system	Finalize and execute contract with EXGIS for tracking and maintenance in FY 15-16 – Q1	Contract completed in June 2015	Finance
	2. Implement electronic submission and tracking of insurance claims to be linked to SANBAG's website	Upload and setup contracts in data base in FY 15-16 – Q1	Data uploaded in July 2015	Finance

3 | Yellow shading means the effort is lagging the committed time schedule
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	3. Implement electronic accounts payable system	EXIGIS to contact vendors for new insurance in FY 15-16 – Q1	To be completed in Quarter 3. EXIGIS upgraded its system in December and has sent letters to vendors requesting new insurance certificates.	Finance
		Insurance compliance of majority of vendors in FY15-16 – Q2	In progress. EXIGIS has requested current insurance certificates upon final implementation. Procurement currently verifies insurance compliance before issuing notice to proceed.	Finance
		Create file structure in Laserfiche in FY15-16 – Q1	Completed	Finance
		Create claim form and post it on website in FY 15-16 - Q1	Completed	Finance
		Prepare EDEN approval structure system for accounts payable in FY 15-16 – Q1	Delayed to Q4. Finance has drafted procedures and will commence parallel testing in April before implementing electronic accounts payable agency wide.	Finance
		Test electronic accounts payable process in FY 15-16 – Q2	Delayed Q4 Finance has drafted procedures and will commence parallel testing in April before implementing electronic accounts payable agency wide.	Finance
		Finalize agency-wide electronic accounts payable process in FY 15-16 – Q3	Delayed to Q4 to properly plan and manage the implementation.	Finance
Notes				
Electronic accounts receivable, budget transfers and journal entries are other possibilities in FY 15-16 time permitting. Future expansion could include possible bid and proposal submissions.				
Division Strategy: Complete timely audits of all TDA recipients				
1G	Action Plan	Milestones	Milestone Status	Responsibility
	1. Manage audit consultant to ensure timely completion of audits	Communicate with Operators and Auditors to develop a time table and action plan in FY15-16 – Q1	Completed July 2015	Finance

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	2. Communicate expectations of audits with operators	Work with Operators and Auditors to ensure work begins quickly after the end of the fiscal year in FY 15-16 – Q1	Completed July 2015	Finance
	3. Update SANBAG Board and Transit Boards on status of audits	Provide assistance and direction on critical issues in FY 15-16 – Q2	To be completed Q4, after submitting audit reports for review and comment of the Independent Taxpayer Oversight Committee (ITOC). Finance staff will incorporate ITOC's comments and recommendations in the agenda report.	Finance
	Notes			
Division Strategy: Enhance Management of SANBAG Right of Way				
1H	Action Plan	Milestones	Milestone Status	Responsibility
	SANBAG Railroad Right-of-Way management	Hire ROW management staff – Q1	Position has been filled.	Transit
	Notes			
Division Strategy: Delivery of Capital Projects				
1I	Action Plan	Milestones	Milestone Status	Responsibility
	Program Improvements	Further enhancement of electronic Document Control System currently used for the construction phase to include other phases of project development: May 2016	Developed software and hardware requirements to address compatibility issues for future contracts. Implementation: December 2016	Major Projects
		Develop and implement a formal Quality Management Plan program for consultant services: March 2016	Completed March 2016	Major Projects
Notes				

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Initiative #2: Engender Public Trust				
Division Strategy: Ensure compliance with Measure I Ordinance and Policies				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	Implement Maintenance of Effort requirements for the Local Streets Program	Review Maintenance of Effort baseline amounts with Independent Taxpayer Oversight Committee – Q2	The first ITOC review was scheduled for January 2016 and the second for April 2016. Board approval of MOE amounts in expected by June 2016.	Fund Administration
		Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3	Board approval of the first ITOC review occurred in March 2016 and the second approval is scheduled in June 2016.	Fund Administration
Notes				
Division Strategy: Secure an unmodified opinion on annual financial statements				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	1. Initial meeting with General Policy Committee or Board Officers and Auditors 2. Preliminary audit work 3. Audit field work 4. CAFR, Single Audit and other reports to be submitted to General Policy Committee or Board Officers and to the Board	Conduct meeting in FY 15-16 – Q1	Completed July 2015	Finance
		Scheduled to be completed in FY 15-16 – Q1	Completed	Finance
		Scheduled to be completed in FY 15-16 – Q2	Completed November 2015.	Finance
		Submitted to GPC or Officers in FY 15-16 – Q2	Completed December 2015	Finance
		Submitted to Board in FY 15-16 – Q3	Submitted to Board January 2016	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 to confirm the scope of the forthcoming audit and review any prior items of concern. The Board also meets with the Auditor at the conclusion of the financial audit to review the CAFR, Single Audit and other reports. The Auditor also has access to the Board for any significant items identified during the financial audit.				

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Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Submit CAFR and application to GFOA	Submit in FY 15-16 – Q2	Submitted December 2015	Finance
	Notes			
Division Strategy: Update SANBAG Budget document				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	1. Reformat current budget summaries and provide additional summaries by major fund and object codes to be included in FY 2016-2017 budget document	Develop scripts with EDEN to provide certain budget summaries in FY 15-16 – Q2	Scripts were not created in EDEN. Data was retrieved from Eden to prepare the summaries. Summaries were completed in Q3 and s will be included in the FY 2016/17 proposed budget. The draft will be provided to Board in May 2016.	Finance
	2. Develop revenue detail section of 2016-2017 budget document	Develop scripts with EDEN to provide certain revenue detail in FY 15-16 – Q2	Scripts were not created in EDEN. Data was retrieved from EDEN to prepare the summaries. Summaries will be included in the FY 2016/17 proposed budget. The draft will be provided to Board in May 2016.	Finance
	Notes			
Future development will include developing a comprehensive financial report for the Board dependent on the success of the aforementioned scripts. Expected to be completed in late FY 15-16 or early FY 16-17.				
Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Continue regional forums to discuss issues of regional interest throughout the County				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Actively seek to develop programs on regional issues, coordinate meetings with key stakeholders including legislators.	Conduct forums in each of the subregions – ongoing as issues arise.	Ongoing	COG Legislative and Public Affairs
	Notes			

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Division Strategy: Promote a greater understanding of the region’s inability to meet pending air quality deadlines				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	Work with stakeholders to build a coalition advocating for a more rational approach	Develop strategies with 2016 AQMP data – Q3	AQMP not yet released. Strategies pending review of AQMP upon its release.	COG, Legislative and Public Affairs, Planning
	Provide opportunities to educate policymakers on the issues, options and implications		Spring Advocacy Trips for Mobility 21 and Inland Action carried air quality deadline message. Also part of SANBAG trip planned for Summer 2016.	
Notes				
Division Strategy: Enhance COG role				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	Actively work to implement and further the Countywide Vision	Promote and engage local agencies in a Countywide literacy effort in FY 2015/2016. Make presentation to Board introducing idea by September 2015.	Incorporating literacy into the 2016 City/County Conference	COG
		Develop program to encourage addition of business friendly best practices by cities. Discuss draft program with City Manager's TAC at October meeting to launch in – Q1 2016.	Subcommittee of City Managers selected to determine ways to measure adoption of Business Friendly Best Practices. Will report to full City Manager’s TAC by June 2016.	COG
	Inform and educate the Board on the current COG activities and seek direction for future COG activities.	Keep Board informed of COG activities with monthly presentations and with an at least quarterly COG newsletter.	COG newsletter being published on quarterly schedule, with issues released in August, November, and March. Staff has developed a schedule of COG related items for each Board meeting.	Legislative and Public Affairs/COG

		Discuss COG structure and funding as part of the Strategic Planning Retreat in September 2015.	Complete. Received direction from Board to add staff and adjust dues. Will be incorporated as part of FY 2016/2017 budget.	COG
		Prepare an annual COG work plan in advance of the budget.	In progress to be presented by April 2016 Board meeting. Delayed to May 2016 Board meeting.	COG
	Notes			
Division Strategy: Environmental Stewardship				
3D	Action Plan	Milestones	Milestone Status	Responsibility
	Provide leadership and assistance to our members in implementing clean energy and conservation projects to reduce utility bills and reduce greenhouse gas emissions (GHG).	Review alternative PACE programs for consideration by member agencies to add competition and bring down overall rates for consumers, thus increasing market adoption. Bring alternative PACE providers to Board for consideration in September 2015.	Complete. Alternative providers vetted by staff. MOU with providers to reimburse SANBAG for staff time scheduled for March 2016 Board meeting.	COG
		Apply for grant funding to implement public electric vehicle (EV) charging networks in the region by Q1 in 2016.	CEC has not yet released grant. We are prepared to submit expecting grant release in Spring 2016.	COG
	Establish Energy Leader Partnership with SCE and Gas Company to provide incentives to local governments for energy conservation and leadership programs. Energy Leader Partnership approved by the CPUC in April 2015. Partnership agreements will be presented to Board in Q1 2015.		Complete	COG

		Energy Leader Partnership resolutions will be distributed to 15 member agencies not already part of a partnership in Q1 2015.	Complete	COG
		First Energy Leader Partnership meeting scheduled for Q1 2015.	Regular quarterly meetings now being held.	COG
		Assist local agencies to host LED Christmas light exchange Q2 2015.	Complete. Five cities participated. Will schedule again in 2016 and begin to recruit cities for participation earlier.	COG
		Explore the feasibility of Community Choice Aggregation (CCA) in the County or in cooperation with WRCOG. CCA is a way of providing choice for how communities get their power and can allow for lower costs to consumers and provide more opportunities for clean energy. Provide an informational item to the Board in Q1 2016 and get direction for further action.	Board approved participating in a feasibility study with WRCOG and CVAG. RFP for consultant has been released by WRCOG and selection expected by May 20'16.	COG
Notes				
Division Strategy: Promote Greater Internal and External Coordination and Use of GIS and Other Modeling Capabilities				
3E	Action Plan	Milestones	Milestone Status	Responsibility
	Work with SANBAG departments and local jurisdictions to determine data needs and identify areas for potential assistance	Meet with each department and groups of jurisdictions – Q1	Prepared sample GIS template for departmental access to GIS data and mapping and prepared memo explaining structure. Will roll out to departments in Q2.	Planning
		Document where improvements can	Initial GIS portal developed for Planning	Planning

		be made or greater assistance rendered – Q2	Department. Meetings with departments completed in Q3. Plan for improved data and map access underway.	
		Implement data and analysis access enhancements – Q4		Planning
	Notes			
Division Strategy: Increase Agency and Public Access to SANBAG Data				
3F	Action Plan	Milestones	Milestone Status	Responsibility
	Compile and document comprehensive list of data sources maintained and ascertain which additional sources might be made available to agencies and the public and in which format	Document Data Management Office data – Q1	Created inventory of datasets and map applications.	Planning
		Document data list and determine which datasets can be made available to other agencies and the public – Q3	Data inventory completed in conjunction with Goal 3E.	Planning
		Make data available at appropriate levels for agencies and public – Q4		Planning
Notes				
Division Strategy: Enhance Vanpooling across the County				
3G	Action Plan	Milestones	Milestone Status	Responsibility
	Implement County-Wide Vanpool Program	Execute sub-recipient agreement with Omnitrans – Q1	The agreement was executed in Q2. This task has been transferred to the Air Quality and Mobility Program.	Transit
		Hire/Procure vanpool staff Q1	Decision made to use contract rather than hire staff. Contract was executed March 2016.	Air Quality and Mobility
Begin program setup of vanpool program – Q2		Program setup begun in March 2016	Air Quality and Mobility	

		Begin implementation of vanpool program – Q4	Implementation has begun. Program expected to be fully operational by January 2017.	Air Quality and Mobility
Notes				
Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Complete Grade Crossing Improvements in Fontana				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Design and Construction of Grade Crossings in Fontana	Complete design and start construction on the Fontana grade crossings at Sierra and Juniper – Q3	Design is 60% complete. The target date for authorization to advertise for construction bids is summer/fall 2016.	Transit
	Notes			
Division Strategy: Closeout sbX/BRT Project				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	E Street Corridor sbX/BRT Project Closeout	Complete closeout activities on the E Street Corridor sbX/BRT Project – Q4	OmniTrans is continuing close-out activities and SANBAG is continuing to support the right-of-way efforts on an as-needed basis which could continue beyond Q4.	Transit
	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	SR210 Lane Addition PAED Approved: April 2016	PAED approval delayed to September 2016 due to noise studies	Major Projects
		SR210 Baseline Interchange PAED Approved: April 2016	PAED approval delayed to September 2016 due to noise studies	Major Projects
		I-10 Corridor Circulate environmental document: December 2015	PAED circulation delayed to April 2016 due to new EPA air quality requirement	Major Projects
		I-10 University Interchange PAED Approved: May 2016	On schedule	Major Projects
		ATP Metrolink PAED Approved: January 2016	PAED approval delayed to March 2016 due to Cultural Studies	Major Projects
		SR210 Pepper Avenue Interchange PAED Approved: July 2015	PAED approval obtained July 2015	Major Projects
		Notes		
Division Strategy: Delivery of Capital Projects				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	Plans, Specifications and Estimate (PS&E) Milestones	SR210 Pepper Avenue Interchange PS&E Approved: November 2015	PS&E approval delayed to June 2016 due to the purchase of mitigation property	Major Projects
		Monte Vista Grade Separation PS&E Approved: March 2016	PS&E approval delayed to May 2016 due to the final coordination and constructability reviews	Major Projects
Notes				
Division Strategy: Delivery of Capital Projects				
4E	Action Plan	Milestones	Milestone Status	Responsibility

	Construction Milestones	I-10 Pepper Avenue Interchange Start Construction: December 2015	Start of construction delayed to March 2016	Major Projects
		SR210 Pepper Avenue Interchange Start Construction: May 2016	Delayed to December 2016 due to the purchase of mitigation property	Major Projects
		Lenwood and BNSF Grade Separation Open for Beneficial Use: September 2015	Open to traffic in August 2015	Major Projects
		I-10 Tippecanoe Interchange Phase II Open for Beneficial Use: February 2016	Open for beneficial use scheduled for April 2016	Major Projects
Notes				
Division Strategy: Construct San Bernardino Transit Center				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	Complete initial construction of San Bernardino Transit Center	Complete initial construction – Q1	Complete	Transit
	San Bernardino Transit Center additional improvements	Design of back-up generator, fencing, and landscaping – Q1	Design is 95% complete and with the City of San Bernardino for review.	Transit
Complete installation – Q3		The target date for authorization to advertise for construction bids is June pending receipt of comments from the City. Construction is likely to continue into next fiscal year as staff is targeting fall for the landscaping.	Transit	
Notes				
Division Strategy: Construct DSBPRP				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Continue construction of the Downtown	Continue construction – Q2	Construction is continuing and staff is working with contractor to determine	Transit

	San Bernardino Passenger Rail Project		time impacts. Staff anticipates construction will be complete spring/summer 2017.	
Notes				
Division Strategy: Implement RPRP				
4H	Action Plan	Milestones	Milestone Status	Responsibility
	Implementation of Redlands Passenger Rail Project	Begin Final Design – Q1	Final design began in Q2.	Transit
		Begin Program Management – Q1	Program Management began in Q1.	Transit
		Release RFP for vehicle procurement consultant – Q1	This effort was incorporated into the Program Management contract.	Transit
		Release RFP for vehicle procurement (purchase of vehicles) – Q3	The RFP will be released in Q4.	Transit
		Release RFP for Construction Management Services – Q2	RFP was released in March and proposals are due April 19, 2016.	Transit
		Release RFP for right-of-way acquisition – Q1	Right-of-way legal services contract was awarded in March 2016.	Transit
		Complete construction of Alabama/Colton crossing – Q3	City project is complete. Grade crossing work will be done as part of the larger RPRP construction contract.	Transit
		Initiate Programmatic EIRs for land use around RPRP Stations – Q2	In accordance with Board action in February 2016, this work was removed from the SANBAG budget.	Transit
	Initiate environmental clearance and design of California Street Station – Q2	This action was contingent upon award of TIGER grant funding which did not occur.	Transit	
	Release RFP for design of maintenance facility – Q1	Done. Contract award is anticipated in May 2016.	Transit	

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Notes				
Division Strategy: Implement Shortway Grade Crossing Improvements				
4I	Action Plan	Milestones	Milestone Status	Responsibility
	Shortway grade crossing safety enhancements	Finish design and start construction – Q2	Design is underway and expected to be complete in Q4. Construction will take place in Fiscal Year 2016/2017.	Transit
	Notes			
Division Strategy: Develop short-term financing needs to help leverage other funds and deliver projects				
4J	Action Plan	Milestones	Milestone Status	Responsibility
	Establish short-term financing program which includes notes, commercial paper and other short-term options	Meet with Financial Consultant and Fund Administration to determine short-term financing needs and options FY 15-16 – Q4 based on the updated 10-year delivery plan	On going	Finance
	Notes			
Division Strategy: Update ten-year delivery plan				
4K	Action Plan	Milestones	Milestone Status	Responsibility
	Provide revenue forecast update for Ten-Year Delivery Plan update	Obtain a ten year MSI forecast from HDL and long-term forecast from Dr. Husing by FY 15-16 – Q2	Completed Q2	Finance
	Notes			

Division Strategy: Ensure SANBAG’s freight needs are recognized				
4L	Action Plan	Milestones	Milestone Status	Responsibility
	Promote the inclusion of regional corridors in goods movement policies and plans	Primary Freight Network – Ongoing – Q2	Partially complete. Network expanded to 41,000 in the FAST Act to reflect connectivity between systems. SANBAG’s priority routes included.	Legislative and Public Affairs (Planning)
	Support funding for freight priorities		The National Freight Advisory Committee released a draft freight plan on October 18 th and reviewed the plan at their meeting on November 12 th . Final comments due April 25, 2016.	
		Map-21 Reauthorization: Freight Title – Q2	Complete. Freight Title included in the FAST Act for the first time with focused funding. \$10.8 billion included over five years: \$6.3 billion in formula funds and \$4.5 billion in discretionary funds.	Legislative and Public Affairs (Planning)
Notes				
Initiative # 5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Deliver the highest quality and most cost effective rail & transit projects and service possible in San Bernardino County				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Study the efficiency of all seven transit operators and explore consolidation of various functions to provide greater	Facilitate implementation of the recommendations of the Transit Efficiency Study – Q3	The implementation of several recommendations is already underway and staff will continue to facilitate	Fund Administration (Transit and Planning)

	efficiencies and more coordinated service and project delivery		meetings between the consultant and transit operator staff for this effort.	
		Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4	The Board affirmed that the most effective structure is for the CTSA to be operated by Omnitrans. Staff is actively working with Omnitrans and VTrans to ensure a smooth transition of services.	Fund Administration
Notes				
Division Strategy: Study Transit Oriented Development in Upland				
5B	Action Plan	Milestones	Milestone Status	Responsibility
	Upland Metrolink Transit Oriented Development Study	Complete Upland Metrolink TOD study – Q1	Study is complete .	Transit
Notes				
Division Strategy: Effectively advocate to maintain or grow historic funding levels provided by state and federal governments				
5C	Action Plan	Milestones	Milestone Status	Responsibility
	Work with regional and statewide entities to ensure that funding structures and policies are in place that are consistent with SANBAG’s goals and priorities	Map-21 Reauthorization or Extension – Q1	Complete. FAST Act signed December 4, 2015	Legislative and Public Affairs (Fund Admin.; Planning)
	Promote policies to garner more state and federal funding Advocate for legislation that protects and grows state and federal funds	State Budget and Funding options (Cap and Trade, Adoption of Potential Revenue Proposals) – Q2 Passage of state legislation to take effect in 2016 – Q2	Partially complete. FY 2015/2016 State Budget continued existing cap and trade allocations from the FY 2014/2015 budget agreement, with a few additions for agriculture, energy, water, and low carbon vehicle programs. Special Session negotiations are still ongoing.	Legislative and Public Affairs

			<p>The Road User Charge Technical Advisory Committee recommendations were finalized in December 2015. RUC pilot program scheduled to begin Summer 2016.</p> <p>Complete. End of Session Report to Board of Directors – January 2016.</p> <p>SANBAG Sponsor Bill signed by the Governor on October 9th.</p>	
		Evaluate results of prior year advocacy efforts – Q2	<p>Complete. State Advocacy Evaluation to General Policy Committee - January 2016</p> <p>New Federal Advocacy contract awarded July 2015.</p>	Legislative and Public Affairs
	Notes			
Division Strategy: Promote expanded alternative project delivery mechanisms and project streamlining				
5D	Action Plan	Milestones	Milestone Status	Responsibility
	Work with statewide and regional partners on streamlining and expanded/extended authorities for project delivery.	P3 state authority expires 2017 – ongoing	A P3 extension did not pass in the 2015 legislative session. The issue will continue to be considered in 2016.	Legislative and Public Affairs
		MAP-21 reauthorization – Q2	Complete. FAST Act signed December 4, 2015.	Legislative and Public Affairs
Notes				
Division Strategy: Evaluate Valley Interchange Program				
5E	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare Valley interchange program analysis and options for consideration by	Present interchange priority options to TAC’s, committee and Board, including phasing options – Q1	Developed interchange phasing and priority recommendations in conjunction with City/County Manager Ad Hoc/TAC	Planning

	SANBAG Board		and TTAC. Presented to MVSS in October.	
		Update Strategic Plan interchange priority list and policies based on Board direction – Q2	Board provided direction to proceed with interchange phasing and updated interchange priorities on Nov. 4. Meetings initiated with affected agencies to determine whether/how to include in 10-Year Delivery Plan. Draft proposal for inclusion of phases into 10-Year Delivery Plan (10-YDP) completed in Q3 for initial TTAC review.	Planning
Notes				
Initiative #6: Develop Marketing Strategies				
Division Strategy: Build awareness of SANBAG programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Identify key local and regional projects to highlight Measure I's contributions to the transportation system	Build upon existing communications opportunities including displays, media outreach, local and regional publications, signage, local and regional event presence, and collateral materials	Continue to evaluate new opportunities. Continued presence at League of California Cities Annual Conference, Mobility 21 Annual Conference, High Desert Opportunity Expo, participation in the High Desert Public Relations Coalition, and speaking opportunities highlighting public engagement programs at International Association for Public Participation (IAP2) Conference.	Legislative and Public Affairs
	Leverage and grow social media, outreach, media and communications opportunities	Grow social media following through multiple platforms, including Facebook and Instagram.	Instagram Followers (@sanbagnews and @i10tippecanoe) – 373 Twitter Followers – 1905	Legislative and Public Affairs

		Continue building Twitter following.	Facebook Followers (SANBAG, I-10/I-15, and RPRP pages) – 937	
		Introduce a centralized media blog platform to create SANBAG media content.	SANBAGnewsroom blog launched and is regularly updated. It can be found at sanbagnewsroom.wordpress.com	
		Enhance public engagement and information sharing	New tools being evaluated through the On-Call Public Outreach Contract, On-Call Graphic Design Services Contract, and Marketing and Branding Services Procurement. New tools are also being evaluated for use on the Redlands Passenger Rail Project.	Legislative and Public Affairs
Notes				
Division Strategy: Expand contracting opportunities				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Provide additional contracting opportunities with SANBAG by unbundling public outreach from construction and project development contracts and promote separate procurements.	Contract for Redlands Passenger Rail Project public outreach to be awarded – Q1. RFP and Contract Award for Public Outreach On-Call services targeted for – Q2.	Complete. Awarded October 2015. Complete. Awarded February 2015. RFP and Contract for On-Call Graphic Design Services complete and awarded March 2015. RFP for Marketing and Branding Services complete. Contract award anticipated for April 2015. RFP and Contract for LCTOP Transit	Legislative and Public Affairs

			Marketing anticipated for June 2015 RFP release and August 2015 contract award.	
Notes				
Division Strategy: Highlight transit options to key events across San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	Identify events and work with transit providers on the best ways to highlight transit connectivity	Evaluate opportunities to leverage existing marketing resources to build awareness of transit services in San Bernardino County.	LCTOP Grant awarded to expand transit marketing & branding services and transit subsidies for mountain/desert transit agencies. RFP pending.	Legislative and Public Affairs; Transit; Fund Admin
	Create media to educate the public on alternative transportation options to attend events as well as promoting events themselves		Marketing and Branding Services Contract to provide additional resources for potential efforts awarded March 2016.	
		Consider creation of special event transportation services and identify funding for those services.	Currently evaluating opportunities for service.	Legislative and Public Affairs; Transit; Fund Admin; COG
Notes				
Division Strategy: Ensure SANBAG's interests are preserved in statewide and Regional Planning				
6D	Action Plan	Milestones	Milestone Status	Responsibility
	Provide input to and comments on Statewide and regional transportation planning efforts	Provide input to Statewide planning documents and policies (Q1-Q4)	Prepared comment letters on California Transportation Plan, Inter-regional Transportation Strategic and Plan, Road	Planning (Legislative and Public Affairs, Fund Administration).

			Charge Pilot Program, SB 743 draft guidelines, and California Transportation Plan 2040. Comments offered on Draft Affordable Housing and Sustainable Communities and the State Transportation Improvement Program guidelines, as well as Caltrans Cycle 3 Active Transportation Program guidelines. California Freight Advisory Committee on the freight strategy.	
		Provide input to regional planning documents and policies (Q1-Q4)	Prepared comment letter on draft Air Quality Management Plan white papers and SCAG RTP/SCS, and Program EIR for the RTP/SCS. Release of draft AQMP expected in Q4.	Planning (Legislative and Public Affairs, Fund Administration)
	Notes			
Initiative #7: Long Range Strategic Planning				
Division Strategy: Complete Countywide Transportation Plan and Subarea Studies				
7A	Action Plan	Milestones	Milestone Status	Responsibility
	Finalize and adopt Countywide Transportation Plan as basis for input to	Board Adoption – Q2	Board approved the CTP on Nov. 4 for consideration by SCAG as input to the	Planning

	SCAG RTP/SCS. Conduct Mountain Area Transportation Study (MATS)	Complete Draft of MATS – Q4	2016 RTP/SCS. Initiated MATS on September 28. Study in progress. Will likely be completed in early FY 16-17.	Planning
	Notes			
Division Strategy: Develop a Long-Term Vision for the San Bernardino Metrolink Line and Take Initial Implementation Steps				
7B	Action Plan	Milestones	Milestone Status	Responsibility
	Complete ARRIVE Planning Study with input from local stakeholders.	Present ARRIVE findings to TACs, Transit Committee and Board – Q2	Made presentation on ARRIVE final report to TTAC in August and TC in September.	Planning (Transit)
		Develop action plan among corridor jurisdictions to move implementation forward – Q3	Worked with SCAG on a procurement to produce ARRIVE Corridor video for purpose of providing continuity of the ARRIVE vision over time and across jurisdictions. Using leftover funds from Caltrans grant.	Planning (Transit, Legislative and Public Affairs)
Notes				
Division Strategy: Update Congestion Management Program Monitoring Process				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Develop web-based Congestion Management Program monitoring tool.	Complete development of monitoring tool – Q1	Development completed. Presentation made to TTAC in August and GPC in October.	Planning

		Prepare bi-annual monitoring report through application of monitoring tool – Q3	CMP monitoring report completed. Monitoring tool (“SANBAG iPeMS”) now being used in various applications throughout the County.	Planning
Notes				
Division Strategy: Update GIS Growth Model				
7D	Action Plan	Milestones	Milestone Status	Responsibility
	Update model based on more current data and in conjunction with RTP/SCS	Evaluate current model limitations – Q1	Identified model improvement needs and prepared memo.	Planning
		Determine model improvement possibilities – Q2	Identified options for enhanced analysis of redevelopment, density variations, and relationship to SCAG Scenario Planning Model.	Planning
		Assess available data and prepare strategy for model upgrades for next RTP/SCS cycle – Q4		Planning
Notes				
Division Strategy: San Bernardino Transportation Analysis Model (SBTAM) Development				
7E	Action Plan	Milestones	Milestone Status	Responsibility

	Evaluate transit component of model for application purposes.	Evaluate transit model validation – Q3	Evaluated transit component of model for application purposes. Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper. Evaluation showed that significant upgrade needed to transit portion of model, which is being built into update of the Long Range Transit Plan for FY 2016-2017.	Planning (Transit)
	Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper	Present SBTAM development plan to TTAC – Q4		Planning
	Notes			

Initiative #8: Environmental Stewardship and Sustainability

Division Strategy: Collaborate on regional input to the 2016 Air Quality Management Plan (AQMP) and the CARB Sustainable Freight Initiative (SFI)

8A	Action Plan	Milestones	Milestone Status	Responsibility
	Work with stakeholders in San Bernardino County and the SCAG region on reviewing technical work that will serve as the basis of the AQMP.	Participate in meetings with stakeholders to identify common areas of interest and strategies to review and influence the AQMP and SFI (Q1-Q4)	Discussions held with IEEP to gain input from the logistics industry.	COG (Legislative and Public Affairs; Planning)
		Review technical “white papers” being prepared by AQMD and drafts of the SFI by CARB (Q2) Provide SANBAG comments and collaborate on regional comments (Q1 – Q3)	Provided comments on draft AQMP white papers in Q1.	Planning
		Hold committee briefings and workshop(s) on policy issues anticipated in the AQMP to give Board Members clear understanding	Briefing provided to Board in October on progress of AQMP and on next steps to develop control strategies.	COG (Legislative and Public Affairs; Planning)

	Provide opportunities to inform policymakers on the issues, options and implications being considered for the AQMP.	of implications and provide opportunities for them to give direction. (Q1-Q3)		
		Participate in technical committees responsible for reviewing AQMP and SFI (Q1-Q4)	Participating on the 2016 AQMP Advisory Group and white paper review groups.	Planning
		Provide formal comments and testimony on drafts of AQMP and SFI (according to AQMD and CARB schedules)	Draft of AQMP expected in Q4.	Planning
Notes				
Division Strategy: Maintain Countywide Non-Motorized Plan for Grant Application Purposes				
8B	Action Plan	Milestones	Milestone Status	Responsibility
	Amend the Non-Motorized Transportation Plan in accordance with updated local plans and existing conditions	Several local jurisdictions have started developing active transportation master plans. SANBAG will assist and provide review of the documents from the local jurisdictions to be consistent with the NMTP – Q1-Q4	SANBAG working with multiple local jurisdictions to facilitate their ATP grant projects and update the NMTP as new information is provided.	Planning
		Countywide Complete Streets Guidelines and Strategy will be completed by June of 2015. Staff will incorporate the guideline document as an appendix to the NMTP – Q1	Countywide Complete Streets Guidelines and Strategies completed in June 2015 and incorporated into the NMTP.	Planning
Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4		SANBAG continues to assist jurisdictions with grant applications and planning for Active Transportation. Call-for-projects released for use of TDA Article 3 funds as match for State ATP Cycle 3 applications.	Planning	

Notes				
Division Strategy: Promote Pedestrian Transportation				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	Utilize awarded grand funds to create a Countywide Pedestrian Points of Interest Plan (PIPP) to be integrated in the Non-Motorized Transportation Plan	Initiate PIPP Study – Q1	Study initiated.	Planning
		Identify destination locations throughout the County to start stakeholder outreach and walk audits – Q2	Initial candidate sites identified.	Planning
	Utilize awarded grant funds to create a Countywide Safe-Routes to School Plan to be integrated with the Non-Motorized Transportation Plan	Complete initial walk audits – Q4		Planning
		Release RFP for the Phase II of the SRTS Plan in August 2016 – Q1	RFP released on September 9. Award approved by Board on Jan. 6, 2016.	Planning
		Complete prioritization list of the school sites from phase 1 study and begin school site community outreach and walk audits – Q4		Planning
Notes				
Division Strategy: Submit Competitive Grant Applications and Coordinate with Other Agencies on Applications and Implementation				
8D	Action Plan	Milestones	Milestone Status	Responsibility
	Work with stakeholders in the Rim of the World (ROTW) Community to develop Active Transportation Master Plan.	Execute the cooperative agreement between SANBAG and ROTW – Q1	Cooperative agreement approved by SANBAG and ROTW.	Planning
Draft Active Transportation Master Plan – Q4		Preparation of Master Plan has been initiated but will flow into FY 2016-2017.	Planning	

	Submit competitive grant applications for Cap-and-Trade funds	Provide input to next round of Cap-and-Trade Guidelines (Q2)	Joint comment letter submitted with County on Affordable Housing/Sustainable Communities guidelines.	Planning (Transit, Fund Administration)
		Identify C&T grant funding opportunities and coordinate with other agencies (Q2-Q3)	Tracking guidelines and NOFA dates for several C&T programs. Currently preparing applications for Transit & Intercity Rail Capital Program (TIRCP) funding for the Gold Line to Montclair and Redlands Passenger Rail Project. Low Carbon Transit Operators Program (LCTOP) funding awarded for Mountain/Desert Transit Agencies marketing & branding and transit subsidies.	Planning (Transit, Fund Administration, Legislative and Public Affairs)
		Submit grant applications in coordination with other agencies (Q3-Q4)		Planning (Transit, Fund Administration, Legislative and Public Affairs)
	Notes			
Division Strategy: Promote Countywide, Interagency Active Transportation Collaboration				
8E	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to provide cross-disciplinary and cross-agency leadership through panel and consortium participation and grant application advocacy and assistance.	Work with Community Vital Signs (CVS) Wellness Element Group, SCAG, and the State (OPR) to finalize built-environment health indicators for the 2016 RTP/SCS Scenario Planning Model (SPM). – Q2	Continuing discussion with CVS and Wellness Element Group on indicators. Also coordinating with County Land Use Services application of SPM.	Planning

		Collaborate and assist CVS data committee efforts in developing central database for County’s vital statistics, including data on built-environment – Q1 - Q4	Providing built environment data to County	Planning
	Notes			
Division Strategy: Implement Components of ATP Metrolink Station Accessibility Grant				
8F	Action Plan	Milestones	Milestone Status	Responsibility
	Initiate construction of the Bicycle and Pedestrian improvements around the six Metrolink Stations as identified in the Transit Access Plan	Complete environmental review – Q3	<i>Environmental clearance obtained from Caltrans. Design consultant selected.</i>	Major Projects (Planning)
		Initiate Construction Design – Q4	On Schedule	Major Projects (Planning)
	Notes			
Division Strategy: Progress Toward Countywide Habitat Conservation Goals				
8G	Action Plan	Milestones	Milestone Status	Responsibility
	Coordinate efforts with the County and SCAG to continue on Open Space/Habitat Planning in the region	Report to PDTF and Board on the Completed Countywide Framework Study – Q1	Provided report to GPC on September 9 and subsequently to PDTF and City/County Manager TAC	Planning
		Start on the next steps as identified in the Countywide Framework Study – Q2	Secured funding and executed agreement with County and SCAG for Phase II	Planning

	Begin work with USFS on development of the Forest Management Plan –Q3	Work initiated in Q2 on Cucamonga portion. Will expand to Lytle Creek portion in Q4.	Planning/COG
	Research and develop Cap-and-Trade opportunities for forest lands in the County – Q4		Planning