

## **Support Material for Agenda Item No. 12**

### **Board of Directors**

**September 7, 2016**

**10:15 a.m.**

**Location:**

**SANBAG**

*First Floor Lobby*

Santa Fe Depot, 1170 W. 3<sup>rd</sup> Street  
San Bernardino, CA

## **Consent Calendar**

### **Administrative Matters**

**12. Fiscal Year 2015/2016 Work Goals and Objectives 4th Quarter Report**

Receive the Fiscal Year 2015/2016 4<sup>th</sup> Quarter Work Goals and Objectives.

**Raymond Wolfe**

*The Fiscal Year 2015/2016 Work Goals and Objectives 4<sup>th</sup> Quarter report is being provided separately for your information.*

SAN BERNARDINO ASSOCIATED GOVERNMENTS  
 FISCAL YEAR 2015/2016 4TH 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 received 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	In May 2016 the Board approved 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 will be presenting the Rural Mountain/Desert lists for Committee review in August 2016. The Victor Valley list requires more extensive bonding analysis and will be finalized in conjunction with development of the	Fund Administration

2

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

			Ten-Year Delivery Plan in FY2016/2017.	
		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	The TDA Manual was finalized and distributed to the transit operators.	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 was expected to be operational for testing by end Q4, but a necessary change in consultant staff has delayed development. Staff expects to have a fully operational database for use by the transit operators by FY2017/2018.	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	Finalize and execute contract with EXGIS for tracking and	Contract completed in June 2015	Finance

**3** | 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

system		maintenance in FY 15-16 – Q1		
	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. Implement electronic accounts payable system	EXIGS to contact vendors for new insurance in FY 15-16 – Q1	Completed. Follow-up required for nonresponsive vendors.	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	Completed	Finance
		Test electronic accounts payable process in FY 15-16 – Q2	Completed Transit accounts payable. Major Projects is the next test to be completed by October 2016.	Finance
		Finalize agency-wide electronic accounts payable process in FY 15-16 – Q3	Delayed to February 2017 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

4

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

	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	Completed Q4.	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				
Initiative #2: Engender Public Trust				
Division Strategy: Ensure compliance with Measure I Ordinance and Policies				

5

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

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. The ITOC is scheduled to review the remaining two jurisdictions by the end of 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 in June 2016. The final Board approval will occur after the Fall ITOC meeting is scheduled.	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	Conduct meeting in FY 15-16 – Q1	Completed July 2015	Finance
		Scheduled to be completed in FY 15-16 – Q1	Completed	Finance
	2. Preliminary audit work	Scheduled to be completed in FY 15-16 – Q2	Completed November 2015.	Finance
	3. Audit field work	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
4. CAFR, Single Audit and other reports to be submitted to General Policy Committee or Board Officers and to the Board				
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.				

6 | 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

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			

7

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

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 released late Q4. Have signed on to letter with SCAG and others asking for federal action to level field for California and help achieve air quality goals faster.	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.	
			Will plan AQMP presentation to Board by Q2.	
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. Complete.  Staff continues to work with County on literacy initiatives.	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. Deadline missed. Will convene with City Managers after summer hiatus.	COG
	Inform and educate the Board on the	Keep Board informed of COG	COG newsletter being published on	Legislative and Public

8

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

	current COG activities and seek direction for future COG activities.	activities with monthly presentations and with an at least quarterly COG newsletter.	quarterly schedule, with issues released in August, November, and March. Staff has developed a schedule of COG related items for each Board meeting.	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. Work plan presented. Board directed formation of a COG Ad Hoc Committee to review workplan and help establish priorities. Committee to be formed in Q1 and report back to Board by end of Q2.	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. Grant still not released by CEC. Have received grant from MSRC for EV charging stations at	COG

9 | 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

		Depot.	
	<p>Establish Energy Leader Partnership with SCE and Gas Company to provide incentives to local governments for energy conservation and leadership programs.</p> <p>Energy Leader Partnership approved by the CPUC in April 2015. Partnership agreements will be presented to Board in Q1 2015.</p>	Complete	COG
	<p>Energy Leader Partnership resolutions will be distributed to 15 member agencies not already part of a partnership in Q1 2015.</p>	Complete	COG
	<p>First Energy Leader Partnership meeting scheduled for Q1 2015.</p>	Regular quarterly meetings now being held.	COG
	<p>Assist local agencies to host LED Christmas light exchange Q2 2015.</p>	Complete. Five cities participated. Will schedule again in 2016 and begin to recruit cities for participation earlier.	COG
	<p>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.</p>	<p>Board approved participating in a feasibility study with WRCOG and CVAG. RFP for consultant has been released by WRCOG and selection expected by May 2016.</p> <p>Consultant selected and study underway. Workshop held with Board July 2016. Study completion expected by end of Q2.</p>	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 be made or greater assistance rendered – Q2	Initial GIS portal developed for Planning Department. Meetings with departments completed in Q3. Plan for improved data and map access underway.	Planning
		Implement data and analysis access enhancements – Q4	Implemented enhancements and presented sample at all-staff meeting in June.	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	Public mapping application now available for use on SANBAG and other agency projects.	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 90% complete. The target date for authorization to advertise for construction bids is September 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 October 2016 due to noise studies	Major Projects
		SR210 Baseline Interchange PAED Approved: April 2016	PAED approval delayed to October 2016 due to noise studies	Major Projects
		I-10 Corridor Circulate environmental document: December 2015	PAED circulated April 2016. Delayed 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 approved to March 2016. Delayed 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 approved in June 2016. Delayed 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	Construction commenced 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 in May 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 100% complete. OmniTrans is overseeing fence installation separately.	Transit
		Complete installation – Q3	The target date for contract award is September 2017. Construction is expected to be complete in Fiscal Year 2016/2017.	Transit
Notes				
Division Strategy: Construct DSBPRP				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Continue construction of the Downtown San Bernardino Passenger Rail Project	Continue construction – Q2	Construction is continuing and staff is working with contractor to determine time impacts. Staff anticipates construction will be complete spring/summer 2017.	Transit
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. The RFP is now expected to be released in August 2016.	Transit
		Release RFP for Construction Management Services – Q2	Award of the construction management services contract is expected in September 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	Design contract was awarded in May 2016.	Transit
	Notes			
Notes				
<b>Division Strategy: Implement Shortway Grade Crossing Improvements</b>				
4I	Action Plan	Milestones	Milestone Status	Responsibility
	Shortway grade crossing safety enhancements	Finish design and start construction – Q2	Design is 90% complete. 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 <sup>th</sup> and reviewed the plan at their meeting on November 12 <sup>th</sup> . 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 efficiencies and more coordinated service and project delivery	Facilitate implementation of the recommendations of the Transit Efficiency Study – Q3	The Efficiency Study has been completed and posted to the SANBAG website.	Fund Administration (Transit and Planning)
		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. The Road User Charge Technical Advisory Committee recommendations were finalized in December 2015. RUC pilot program has begun.  Complete. End of Session Report to Board of Directors – January 2016.  SANBAG Sponsor Bill (SB 1305) is moving through the legislative process.	Legislative and Public Affairs
		Evaluate results of prior year advocacy efforts – Q2	Complete. State Advocacy Evaluation to General Policy Committee.  New Federal Advocacy contract awarded July 2015.	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 but the issue is still being considered.	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 SANBAG Board	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 and TTAC. Presented to MVSS in October.	Planning
		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
	<p>Identify key local and regional projects to highlight Measure I's contributions to the transportation system</p> <p>Leverage and grow social media, outreach, media and communications opportunities</p>	<p>Build upon existing communications opportunities including displays, media outreach, local and regional publications, signage, local and regional event presence, and collateral materials</p>	<p>Continue to evaluate new opportunities. Continued presence at Focus on the Future 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.</p>	<p>Legislative and Public Affairs</p>
		<p>Grow social media following through multiple platforms, including Facebook and Instagram.</p> <p>Continue building Twitter following.</p> <p>Introduce a centralized media blog platform to create SANBAG media content.</p>	<p>Instagram Followers (@sanbagnews and @i10tippecanoe) – 446</p> <p>Twitter Followers – 2002</p> <p>Facebook Followers (SANBAG, I-10/I-15, and RPRP pages) – 3175</p> <p>SANBAGnewsroom blog launched in Q2. It can be found at <a href="http://sanbagnewsroom.wordpress.com">sanbagnewsroom.wordpress.com</a></p>	<p>Legislative and Public Affairs</p>
		<p>Enhance public engagement and information sharing</p>	<p>New tools being evaluated through the On-Call Public Outreach Contract, On-Call Graphic Design Services Contract, and Marketing and Branding Services Procurement.</p>	<p>Legislative and Public Affairs</p>
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.	<p>Contract for Redlands Passenger Rail Project public outreach to be awarded – Q1.</p> <p>RFP and Contract Award for Public Outreach On-Call services targeted for – Q2.</p> <p>RFP and Contract Award for On-Call Graphic Design Service – Q3.</p> <p>RFP and Contract Award for Marketing and Branding Services – Q3.</p> <p>RFP and Contract Award for Transit Support Services (LCTOP) – Q4.</p>	<p>Complete. Awarded October 2015.</p> <p>Complete. Awarded February 2016.</p> <p>Complete: Awarded March 2016.</p> <p>Complete: Awarded April 2016.</p> <p>LCTOP funded in Q4 – RFP and Contract Award anticipated for fall 2016.</p>	Legislative and Public Affairs
	Notes			
Division Strategy: Highlight transit options to key events across San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	<p>Identify events and work with transit providers on the best ways to highlight transit connectivity</p> <p>Create media to educate the public on alternative transportation options to attend events as well as promoting events themselves</p>	Evaluate opportunities to leverage existing marketing resources to build awareness of transit services in San Bernardino County.	<p>LCTOP Grant awarded to expand transit marketing &amp; branding services and transit subsidies for mountain/desert transit agencies. RFP anticipated for October 2016.</p> <p>Marketing and Branding Services Contract to provide additional resources for potential efforts awarded April 2016.</p>	Legislative and Public Affairs; Transit; Fund Admin

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)	<p>Prepared comment letters on California Transportation Plan, Inter-regional Transportation Strategic and Plan, Road Charge Pilot Program, SB 743 draft guidelines, and California Transportation Plan 2040.</p> <p>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.</p>	Planning (Legislative and Public Affairs, Fund Administration).
		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. <b>Draft AQMP released in June, and comments will be provided in FY 16-17 Q1.</b>	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 SCAG RTP/SCS.	Board Adoption – Q2	Board approved the CTP on Nov. 4 for consideration by SCAG as input to the 2016 RTP/SCS.	Planning
	Conduct Mountain Area Transportation Study (MATS)	Complete Draft of MATS – Q4	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	Planning (Transit, Legislative and Public Affairs)

			jurisdictions. Using leftover funds from Caltrans grant. Video completed in June and made available to jurisdictions for their use.	
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		Approach is to upgrade model in	Planning	

		strategy for model upgrades for next RTP/SCS cycle – Q4	conjunction with the Long Range Transit Plan update in FY 16-17.	
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	Development plan presentation preempted by SBTAM modeling requirements for I-10 Express Lanes project.	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	Participate in meetings with stakeholders to identify common	Discussions held with IEEP to gain input from the logistics industry.	COG (Legislative and Public

	technical work that will serve as the basis of the AQMP.	areas of interest and strategies to review and influence the AQMP and SFI (Q1-Q4)		Affairs; Planning)
	Provide opportunities to inform policymakers on the issues, options and implications being considered for the AQMP.	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 of implications and provide opportunities for them to give direction. (Q1-Q3)	Briefing provided to Board in October on progress of AQMP and on next steps to develop control strategies.	COG (Legislative and Public Affairs; Planning)
		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 released in June. Comments to be provided in FY 16-17 Q1.	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	SANBAG working with multiple local jurisdictions to facilitate their ATP grant projects and update the NMTP as new information is provided.	Planning

		review of the documents from the local jurisdictions to be consistent with the NMTP – Q1-Q4		
		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. <b>AHSC grant application submitted for additional bike/ped projects around Metrolink stations.</b>	Planning
Notes				
<b>Division Strategy: Promote Pedestrian Transportation</b>				
8C	<b>Action Plan</b>	<b>Milestones</b>	<b>Milestone Status</b>	<b>Responsibility</b>
	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	Complete initial walk audits – Q4		Planning
		Release RFP for the Phase II of the	RFP released on September 9. Award	Planning

	be integrated with the Non-Motorized Transportation Plan	SRTS Plan in August 2016 – Q1	approved by Board on Jan. 6, 2016.	
		Complete prioritization list of the school sites from phase 1 study and begin school site community outreach and walk audits – Q4	Walk audits initiated.	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
	Submit competitive grant applications for Cap-and-Trade funds	Draft Active Transportation Master Plan – Q4	Preparation of Master Plan has been initiated but will flow into FY 2016-2017.	Planning
		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	Planning (Transit, Fund Administration, Legislative and Public Affairs)

			marketing & branding and transit subsidies.	
		Submit grant applications in coordination with other agencies (Q3-Q4)	AHSC grant application submitted for additional bike/ped projects around Metrolink stations.	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 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	<b>Grant consultant has identified initial Cap-and-Trade grant opportunities.</b>	Planning