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- San Bernardino County Transportation Commission
 - San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency
 - Service Authority for Freeway Emergencies
-

Support Material Agenda Item No. 20

Board of Directors Meeting

June 3, 2015

10:30 a.m.

Location:

San Bernardino Associated Governments
Santa Fe Depot- SANBAG Lobby 1st Floor
1170 W. 3rd Street, San Bernardino, California 92410

Discussion Calendar

Administrative Matters

20. Fiscal Year 2015/16 Work Goals and Objectives

Receive the Fiscal Year 2015/2016 Work Goals and Objectives.

The report was unavailable at the time of the agenda mailing. It is being provided under separate cover.

SAN BERNARDINO ASSOCIATED GOVERNMENTS
 FISCAL YEAR 2015/2016
 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		Fund Administration (Project Delivery)
		June 30 is CTC deadline for project allocation or extension requests		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		Fund Administration
		Develop plan to fully allocate all expiring Trade Corridors Improvement Fund formula shares – Q4		Fund Administration (Project Delivery)
		Develop allocation strategy for Low Carbon Transit Operations Program – Q2		Fund Administration (Transit and Rail)
Notes				

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

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		Fund Administration (Finance, Project Delivery, Transit and Rail, 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		Fund Administration
		Develop constrained project priorities through 2040 for Mountain/Desert subareas through 2040 – Q4		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		Fund Administration
		Develop database for internal tracking of TDA allocations and disbursements – Q4		Fund Administration (Management Services, Project Delivery)
Notes				

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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

Notes				
<p>Staff is exploring the use of EcoSys for management of the TDA process. EcoSys is the database currently used internally for management of project data such as cash flow projections and fund allocations. If this is the chosen method for managing the TDA data, Fund Administration will have to coordinate with Management Services and Project Delivery staff for IT and programming assistance.</p>				
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		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		Finance
		EXIGS to contact vendors for new insurance in FY 15-16 – Q1		Finance
	3. Implement electronic accounts payable system	Insurance compliance of majority of vendors in FY15-16 – Q2		Finance
		Create file structure in Laserfiche in FY15-16 – Q1		Finance
		Create claim form and post it on website in FY 15-16 - Q1		Finance
		Prepare EDEN approval structure system for accounts payable in FY 15-16 – Q1		Finance
		Test electronic accounts payable process in FY 15-16 – Q2		Finance
		Finalize agency-wide electronic accounts payable process in FY 15-16 – Q3		Finance

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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		Finance
	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		Finance
	3. Update SANBAG Board and Transit Boards on status of audits	Provide assistance and direction on critical issues in FY 15-16 – Q2		
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		Transit and Rail
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		Major Projects

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		Develop and implement a formal Quality Management Plan program for consultant services: March 2016		Major Projects
Notes				
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		Fund Administration
		Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3		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		Finance
		Scheduled to be completed in FY 15-16 – Q1		Finance
		Scheduled to be completed in FY 15-16 – Q2		Finance
		Submitted to GPC or Officers in FY 15-16 – Q2		Finance

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		Submitted to Board in FY 15-16 – Q3		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.				
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		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		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		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.				

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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.		COG Legislative and Public Affairs
Notes				
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		COG, Legislative/Public Affairs, Planning
	Provide opportunities to educate policymakers on the issues, options and implications			
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 15/16. Make presentation to Board introducing idea by September '15.		Legislative/Public Affairs/COG

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	Inform and educate the Board on the current COG activities and seek direction for future COG activities.	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.		Legislative/Public Affairs/COG
		Keep Board informed of COG activities with monthly presentations and with an at least quarterly COG newsletter.		Legislative/Public Affairs/COG
		Discuss COG structure and funding as part of the Strategic Planning Retreat in September '15.		Legislative/Public Affairs/COG
		Prepare an annual COG work plan in advance of the budget.		Legislative/Public Affairs/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 '15.		COG

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	Apply for grant funding to implement public electric vehicle (EV) charging networks in the region by Q1 in 2016.		COG
	Establish Energy Leader Partnership with SCE and Gas Co. 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.		COG
	Energy Leader Partnership resolutions will be distributed to 15 member agencies not already part of a partnership in Q1 2015.		COG
	First Energy Leader Partnership meeting scheduled for Q1 2015.		COG
	Assist local agencies to host LED Christmas light exchange Q2 2015.		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.		COG

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		Provide an informational item to the Board in Q1 2016 and get direction for further action.		
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		Planning
		Document where improvements can be made or greater assistance rendered – Q2		Planning
		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		Planning
		Document data list and determine which datasets can be made available to other agencies and the public – Q3		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		Transit and Rail
		Hire/Procure vanpool staff Q1		Transit and Rail
		Begin program setup of vanpool program – Q2		Transit and Rail
		Begin implementation of vanpool program – Q4		Transit and Rail
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		Transit and Rail
Notes				

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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		Transit and Rail
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		Major Projects
		SR210 Baseline Interchange PAED Approved: April 2016		Major Projects
		I-10 Corridor Circulate environmental document: December 2015		Major Projects
		I-10 University Interchange PAED Approved: May 2016		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		Major Projects

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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		Major Projects
		SR210 Pepper Avenue Interchange Start Construction: May 2016		Major Projects
		Lenwood and BNSF Grade Separation Open for Beneficial Use: September 2015		Major Projects
		I-10 Tippecanoe Interchange Phase II Open for Beneficial Use: February 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		Transit and Rail
	San Bernardino Transit Center additional improvements	Design of back-up generator, fencing, and landscaping – Q1		Transit & Rail
Complete installation – Q3			Transit & Rail	

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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		Transit & Rail
Notes				
Division Strategy: Implement RPRP				
4H	Action Plan	Milestones	Milestone Status	Responsibility
	Implementation of Redlands Passenger Rail Project	Begin Final Design – Q1		Transit & Rail
		Begin Program Management – Q1		Transit & Rail
		Release RFP for vehicle procurement consultant – Q1		Transit & Rail
		Release RFP for vehicle procurement (purchase of vehicles) – Q3		Transit & Rail
		Release RFP for Construction Management Services – Q2		Transit & Rail
		Release RFP for right-of-way acquisition – Q1		Transit & Rail
		Complete construction of Alabama/Colton crossing – Q3		Transit & Rail
Initiate Programmatic EIRs for land use around RPRP Stations – Q2			Transit & Rail	

		Initiate environmental clearance and design of California Street Station – Q2		Transit & Rail
		Release RFP for design of maintenance facility – Q1		Transit & Rail
	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		Transit & Rail
	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 – Q3 based on the updated 10-year delivery plan		Finance
	Notes			

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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		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		Legislative and Public Affairs (Planning)
	Support funding for freight priorities	Map-21 Reauthorization: Freight Title – Q2		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		Fund Administration (Transit and Rail, Planning)
		Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4		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		Transit and Rail
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		Legislative/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		Legislative/Public Affairs
		Evaluate results of prior year advocacy efforts – Q2		Legislative/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 – Q2		Legislative/Public Affairs
		MAP-21 reauthorization – Q2		Legislative/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		Planning
		Update Strategic Plan interchange priority list and policies based on Board direction – Q2		Planning
Notes				

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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		Legislative/Public Affairs
	Leverage and grow social media, outreach, media and communications opportunities			
		Grow social media following through multiple platforms, including Facebook and Instagram.		Legislative/Public Affairs
		Continue building Twitter following.		
		Introduce a centralized media blog platform to create SANBAG media content.		
		Enhance public engagement and information sharing		Legislative/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.		Legislative/Public Affairs
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.		Legislative/Public Affairs; Transit/Rail; Fund Admin
	Create media to educate the public on alternative transportation options to attend events as well as promoting events themselves	Consider creation of special event transportation services and identify funding for those services.		Legislative/Public Affairs; Transit/Rail; 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)		Planning (Legislative, Fund Administration).
		Provide input to regional planning documents and policies (Q1-Q4)		Planning (Legislative, 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. Conduct Mountain Area Transportation Study (MATS)	Board Adoption – Q2		Planning
		Complete Draft of MATS – Q4		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, Commuter Rail and Transit Committee and Board – Q2		Planning (Transit)
		Develop action plan among corridor jurisdictions to move implementation forward – Q3		Planning (Transit)
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		Planning
		Prepare bi-annual monitoring report through application of monitoring tool – Q3		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		Planning
		Determine model improvement possibilities – Q2		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. Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper	Evaluate transit model validation – Q3	Evaluate transit component of model for application purposes. Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper	Planning (Transit)
		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)		COG (Legislative/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)		Planning
	Provide opportunities to inform policymakers on the issues, options and implications being considered for the AQMP.	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)		COG (Legislative/Public Affairs; Planning)
		Participate in technical committees responsible for reviewing AQMP and SFI (Q1-Q4)		Planning
		Provide formal comments and testimony on drafts of AQMP and SFI (according to AQMD and CARB schedules)		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		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 – Anticipated to be completed in June 2015	Planning
		Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4		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		Planning
		Identify destination locations throughout the County to start stakeholder outreach and walk audits – Q2		Planning
	Utilize awarded grant funds to create a	Complete initial walk audits – Q4		Planning

	Countywide Safe-Routes to School Plan to be integrated with the Non-Motorized Transportation Plan	Release RFP for the Phase II of the SRTS Plan in August 2016 – Q1		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 Community to develop Active Transportation Master Plan.	Execute the cooperative agreement between SANBAG and ROTW – Q1		Planning
		Draft Active Transportation Master Plan – Q4		Planning
	Submit competitive grant applications for Cap-and-Trade funds	Provide input to next round of Cap-and-Trade Guidelines (Q2)		Planning (Transit, Fund Administration)
		Identify C&T grant funding opportunities and coordinate with other agencies (Q2-Q3)		Planning (Transit, Fund Administration)
		Submit grant applications in coordination with other agencies (Q3-Q4)		Planning (Transit, Fund Administration)
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		Planning
		Collaborate and assist CVS data committee efforts in developing central database for County’s vital statistics, including data on built-environment – Q1 - Q4		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		Major Projects (Planning)
		Initiate Construction – Q4		Major Projects (Planning)
Notes				

27 | 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: 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		Planning
		Start on the next steps as identified in the Countywide Framework Study –Q2		Planning
		Begin work with USFS on development of the Forest Management Plan –Q3		Planning
		Research and develop Cap-and-Trade opportunities for forest lands in the County – Q4		Planning