

Support Material Agenda Item No. 8

Board of Directors Meeting

January 6, 2016

10:30 a.m.

Location:

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

Consent Calendar

Administrative Matters

8. Fiscal Year 2015/2016 Work Goals and Objectives First Quarter Report

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

Ray Wolfe

The following reports are being distributed separately from the agenda:

- *Fiscal Year 2015/2016 Work Goals and Objectives First Quarter Report*

SAN BERNARDINO ASSOCIATED GOVERNMENTS
 FISCAL YEAR 2015/2016
 FIRST 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 is working 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 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 and whether the CTC extends the program beyond June 2016.	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 – Q2	An allocation strategy has been approved by the CRTC but has not received Board approval as the annual allocation amount has not been released by the State.	Fund Administration (Transit and Rail)
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 Q4 so that the results of the I-10 Financial Plan update can be incorporated.	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	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 Q3.	Fund Administration
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 Q4.	Fund Administration (Planning)	
Notes				

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Yellow shading means the effort is lagging the committed time schedule

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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 is coordinating with the consultant on the manual update and expects the update to be completed in Q3.	Fund Administration
		Develop database for internal tracking of TDA allocations and disbursements – Q4	Staff has coordinated necessary IT changes with Management Services and is currently verifying the database structure proposed by EcoSys.	Fund Administration (Management Services, Project Delivery)
Notes				
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.				
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 EXIGIS for tracking and maintenance in FY 15-16 – Q1	Contract completed in June 2015	Finance
		Upload and setup contracts in data base in FY 15-16 – Q1	Data uploaded in July 2015	Finance
	3. Implement electronic accounts payable system	EXIGIS to contact vendors for new insurance in FY 15-16 – Q1	To be completed in next 2-3 months. Since EXIGIS is upgrading its system in December, we have decided to wait for the upgrade to finalize to prevent reloading all information into the system.	Finance
		Insurance compliance of majority of vendors in FY15-16 – Q2	Pending implementation in EXIGIS. EXIGIS will request current insurance certificates upon final implementation. Procurement currently verifies insurance compliance before issuing notice to proceed.	Finance

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		Create file structure in Laserfiche in FY15-16 – Q1	Completed	Finance
		Create claim form and post it on website in FY 15-16 - Q1	In process, form created as first draft.	Finance
		Prepare EDEN approval structure system for accounts payable in FY 15-16 – Q1	Delayed to Q3 to properly plan and manage the implementation.	Finance
		Test electronic accounts payable process in FY 15-16 – Q2	Delayed Q3 to properly plan and manage the implementation.	Finance
		Finalize agency-wide electronic accounts payable process in FY 15-16 – Q3	Delayed 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
	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
		Provide assistance and direction on critical issues in FY 15-16 – Q2	To be completed Q3 since audits will be completed by end of December 2015.	

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	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 Q3 since audits will be completed by end of December 2015.	
Notes				
Division Strategy: Enhance Management of SANBAG Right of Way				
1H	Action Plan	Hire ROW management staff – Q1	The position was approved by the Board in November. Staff anticipates the position will be filled in Q3.	Transit and Rail
	SANBAG Railroad Right-of-Way management	Hire ROW management staff – Q1	The position was approved by the Board in November. Staff anticipates the position will be filled in Q3.	Transit and Rail
	Notes			
Division Strategy: Delivery of Capital Projects				
II	Action Plan	Further enhancement of electronic Document Control System currently used for the construction phase to include other phases of project development: May 2016		Major Projects
	Program Improvements	Develop and implement a formal Quality Management Plan program for consultant services: March 2016		Major Projects
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Notes				

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Initiative #2: Engender Public Trust				
Division Strategy: Ensure compliance with Measure I Ordinance and Policies				
2A	Action Plan	Review Maintenance of Effort baseline amounts with Independent Taxpayer Oversight Committee – Q2	Staff anticipates scheduling the ITOC review for early Q3.	Fund Administration
	Implement Maintenance of Effort requirements for the Local Streets Program	Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3	Staff anticipates Board approval of MOE baseline amounts in March 2016.	Fund Administration
		Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3	Staff anticipates Board approval of MOE baseline amounts in March 2016.	Fund Administration
	Notes			
Division Strategy: Secure an unmodified opinion on annual financial statements				
2B	Action Plan	Conduct meeting in FY 15-16 – Q1	Completed July 2015	Finance
	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	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	To be completed December 2015	Finance
		Submitted to Board in FY 15-16 – Q3	To be submitted to Board January 2015	Finance
		Submitted to Board in FY 15-16 – Q3	To be submitted to Board January 2015	Finance

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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	Submit in FY 15-16 – Q2	To be submitted December 2015	Finance
	Submit CAFR and application to GFOA	Submit in FY 15-16 – Q2	To be submitted December 2015	Finance
	Notes			
Division Strategy: Update SANBAG Budget document				
2D	Action Plan	Develop scripts with EDEN to provide certain budget summaries in FY 15-16 – Q2	To be completed in Q3 since Finance required more time to compile the data. The summaries will be included in the FY 2016/17 budget document.	Finance
	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 revenue detail 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	Conduct forums in each of the subregions – ongoing as issues arise.	Staff has met with WRCOG to follow-up on last regional forum and to discuss future cooperation and forum on community health and wellness probably in late Spring Early Summer 2016. Staff will meet with SGVCOG in November to plan next regional forum as a follow-up from our last forum with them. Tentative time will be first quarter 2016.	COG Legislative and Public Affairs
	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.	Staff has met with WRCOG to follow-up on last regional forum and to discuss future cooperation and forum on community health and wellness probably in late Spring Early Summer 2016. Staff will meet with SGVCOG in November to plan next regional forum as a follow-up from our last forum with them. Tentative time will be first quarter 2016.	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	Develop strategies with 2016 AQMP data – Q3	Hosted AQMP staff at October Board meeting. SANBAG has provided comments on AQMP white papers and continues to monitor progress. Working to identify nationwide stakeholders to partner on a solution. Topic planned as part of 2016 DC Advocacy Trip	COG, Legislative/Public Affairs, Planning

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	Work with stakeholders to build a coalition advocating for a more rational approach	Develop strategies with 2016 AQMP data – Q3	Hosted AQMP staff at October Board meeting. SANBAG has provided comments on AQMP white papers and continues to monitor progress.	COG, Legislative/Public Affairs, Planning
	Provide opportunities to educate policymakers on the issues, options and implications		Working to identify nationwide stakeholders to partner on a solution.	
	Notes			
Division Strategy: Enhance COG role				
3C	Action Plan	Promote and engage local agencies in a Countywide literacy effort in FY 15/16. Make presentation to Board introducing idea by September '15.	Vision2Read presentation made by Supt of Schools at September Board meeting. SANBAG staff is helping to engage business community and IEEP to support effort. Vision2Read will be incorporated into 2016 City/County Conference	COG
	Actively work to implement and further the Countywide Vision	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.	Meeting with City Managers delayed until January.	COG
		Keep Board informed of COG activities with monthly presentations and with an at least quarterly COG newsletter.	First issue of COG Communicator published in August 2015. Second issue to be published before the end of November.	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.	Discuss COG structure and funding as part of the Strategic Planning Retreat in September '15.	Discussion held. Follow-up discussion with Board to take place at December Board meeting seeking approval of funding plan and plan for dedicated COG staffing.	COG
		Prepare an annual COG work plan in advance of the budget.	Rough budget to be provided at December Board and thorough budget for FY 16/17 to be called out specifically during the annual budget discussions.	COG
		Prepare an annual COG work plan in advance of the budget.	Rough budget to be provided at December Board and thorough budget for FY 16/17 to be called out specifically during the annual budget discussions.	COG
	Notes			
Division Strategy: Environmental Stewardship				
3D	Action Plan	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.	Alternative PACE providers vetted by staff and necessary resolutions forwarded to cities for their consideration. MOU with alternative PACE providers scheduled for presentation to December committee and January Board.	COG
		Apply for grant funding to implement public electric vehicle (EV) charging networks in the region by Q1 in 2016.	Staff is currently preparing RFP for consultant for EV readiness plan which will be basis of the grant request. RFP to be presented to Board by Q1 2016. Grant finding from California Energy Commission has been delayed until Q1 2017.	COG

	<p>Establish Energy Leader Partnership with SCE and Gas Co. 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>	<p>Partnership agreement approved by the board.</p>	<p>COG</p>
	<p>Energy Leader Partnership resolutions will be distributed to 15 member agencies not already part of a partnership in Q1 2015.</p>	<p>Done. Waiting for agencies to take action to approve resolutions.</p>	<p>COG</p>
	<p>First Energy Leader Partnership meeting scheduled for Q1 2015.</p>	<p>First Partnership meeting occurred in October. Partnership preparing to retain energy audit and engineering firm for on call work in support of local agency efforts.</p>	<p>COG</p>
	<p>Assist local agencies to host LED Christmas light exchange Q2 2015.</p>	<p>LED holiday light exchange in cooperation with 5 cities will take place in November/December.</p>	<p>COG</p>
	<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>Provided informational report to City/County Managers TAC in November. Visiting Marin Clean Energy and Sonoma Clean Power, the first two successful CCA's in California, with WRCOG in November in preparation for report to SANBAG Board in Q1.</p>	<p>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.	Provided informational report to City/County Managers TAC in November. Visiting Marin Clean Energy and Sonoma Clean Power, the first two successful CCA's in California, with WRCOG in November in preparation for report to SANBAG Board in Q1.	COG
	Notes			
Division Strategy: Promote Greater Internal and External Coordination and Use of GIS and Other Modeling Capabilities				
3E	Action Plan	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
	Work with SANBAG departments and local jurisdictions to determine data needs and identify areas for potential assistance	Document where improvements can be made or greater assistance rendered – Q2		Planning
		Implement data and analysis access enhancements – Q4		Planning
		Implement data and analysis access enhancements – Q4		Planning

Notes				
Division Strategy: Increase Agency and Public Access to SANBAG Data				
3F	Action Plan	Document Data Management Office data – Q1	Created inventory of datasets and map applications.	Planning
	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 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
		Make data available at appropriate levels for agencies and public – Q4		Planning
	Notes			
Division Strategy: Enhance Vanpooling across the County				
3G	Action Plan	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 and Rail
	Implement County-Wide Vanpool Program	Hire/Procure vanpool staff Q1	Rather than hire specific staff, will look at incorporating into contract with consultant. Contract to be presented to Board in February 2016	Air Quality and Mobility
		Begin program setup of vanpool program – Q2	On schedule at this time	Air Quality and Mobility
		Begin implementation of vanpool program – Q4	On schedule at this time.	Air Quality and Mobility

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		Begin implementation of vanpool program – Q4	On schedule at this time.	Air Quality and Mobility
Notes				
Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Complete Grade Crossing Improvements in Fontana				
4A	Action Plan	Complete design and start construction on the Fontana grade crossings at Sierra and Juniper – Q3	Design is underway and advertisement for construction bids is scheduled for Q4.	Transit and Rail
	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 underway and advertisement for construction bids is scheduled for Q4.	Transit and Rail
	Notes			
Division Strategy: Closeout sbX/BRT Project				
4B	Action Plan	Complete closeout activities on the E Street Corridor sbX/BRT Project – Q4	Closeout activities are underway but it is anticipated that right-of-way activities could continue past Q4.	Transit and Rail
	E Street Corridor sbX/BRT Project Closeout	Complete closeout activities on the E Street Corridor sbX/BRT Project – Q4	Closeout activities are underway but it is anticipated that right-of-way activities could continue past Q4.	Transit and Rail

Notes				
Division Strategy: Delivery of Capital Projects				
4C	Action Plan	SR210 Lane Addition PAED Approved: April 2016	PAED approval delayed to June 2016 due to noise studies	Major Projects
	Project Study Report (PSR) and Project Approval and Environmental Document (PAED) Milestones	SR210 Baseline Interchange PAED Approved: April 2016	PAED approval delayed to June 2016 due to noise studies	Major Projects
		I-10 Corridor Circulate environmental document: December 2015	PAED circulation delayed to January 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	On schedule	Major Projects
		SR210 Pepper Avenue Interchange PAED Approved: July 2015	PAED approval obtained July 2015	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	SR210 Pepper Avenue Interchange PS&E Approved: November 2015	PS&E Approval delayed to April 2016 due to the purchase of mitigation property	Major Projects

	Plans, Specifications and Estimate (PS&E) Milestones	Monte Vista Grade Separation PS&E Approved: March 2016	On schedule	Major Projects
		Monte Vista Grade Separation PS&E Approved: March 2016	On schedule	Major Projects
	Notes			
Division Strategy: Delivery of Capital Projects				
4E	Action Plan	I-10 Pepper Avenue Interchange Start Construction: December 2015	Start of construction delayed to February 2016	Major Projects
	Construction Milestones	SR210 Pepper Avenue Interchange Start Construction: Jan 2017	Start of construction delayed to October 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	On schedule	Major Projects
		I-10 Tippecanoe Interchange Phase II Open for Beneficial Use: February 2016	On schedule	Major Projects

Notes				
Division Strategy: Construct San Bernardino Transit Center				
4F	Action Plan	Complete initial construction – Q1	Operations began on September 8.	Transit and Rail
	Complete initial construction of San Bernardino Transit Center	Design of back-up generator, fencing, and landscaping – Q1	Design is 95% complete and with the City for review.	Transit & Rail
	San Bernardino Transit Center additional improvements	Complete installation – Q3	Construction is likely to continue into next fiscal year as staff is targeting fall for the landscaping.	Transit & Rail
		Complete installation – Q3	Construction is likely to continue into next fiscal year as staff is targeting fall for the landscaping.	Transit & Rail
	Notes			
Division Strategy: Construct DSBPRP				
4G	Action Plan	Continue construction – Q2	Per the contractor's current schedule construction will be completed in summer 2017. Staff has worked with the City and BNSF to expedite delivery where possible.	Transit & Rail
	Continue construction of the Downtown San Bernardino Passenger Rail Project	Continue construction – Q2	Per the contractor's current schedule construction will be completed in summer 2017. Staff has worked with the City and BNSF to expedite delivery where possible.	Transit & Rail
	Notes			

Division Strategy: Implement RPRP				
4H	Action Plan	Begin Final Design – Q1	Final design began in Q2.	Transit & Rail
	Implementation of Redlands Passenger Rail Project	Begin Program Management – Q1	Program Management began in Q1.	Transit & Rail
		Release RFP for vehicle procurement consultant – Q1	N/A - The vehicle procurement activities were incorporated into the Program Management contract.	Transit & Rail
		Release RFP for vehicle procurement (purchase of vehicles) – Q3	On schedule.	Transit & Rail
		Release RFP for Construction Management Services – Q2	On schedule.	Transit & Rail
		Release RFP for right-of-way acquisition – Q1	Done.	Transit & Rail
		Complete construction of Alabama/Colton crossing – Q3	On schedule.	Transit & Rail
		Initiate Programmatic EIRs for land use around RPRP Stations – Q2	The programmatic EIRs have not been initiated. Staff is reviewing the eligibility of the fund source assigned and need.	Transit & Rail
		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 & Rail
			Release RFP for design of maintenance facility – Q1	Done.
	Release RFP for design of maintenance facility – Q1	Done.	Transit & Rail	
Notes				

Division Strategy: Implement Shortway Grade Crossing Improvements				
4I	Action Plan	Finish design and start construction – Q2	Design is underway and expected to be complete in Q4. Construction will take place the following fiscal year.	Transit & Rail
	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 the following fiscal year.	Transit & Rail
	Notes			
Division Strategy: Develop short-term financing needs to help leverage other funds and deliver projects				
4J	Action Plan	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
	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			
Division Strategy: Update ten-year delivery plan				
4K	Action Plan	Obtain a ten year MSI forecast from HDL and long-term forecast from Dr. Husing by FY 15-16 – Q2		Finance
	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	Primary Freight Network – Ongoing – Q2	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 .	Legislative and Public Affairs (Planning)
	Promote the inclusion of regional corridors in goods movement policies and plans	Map-21 Reauthorization: Freight Title – Q2	The House and Senate both included new freight programs in multi-year transportation bills. The Joint Conference Committee is currently negotiating the final program, reconciling differences between the two proposals.	Legislative and Public Affairs (Planning)
	Support funding for freight priorities	Map-21 Reauthorization: Freight Title – Q2	The House and Senate both included new freight programs in multi-year transportation bills. The Joint Conference Committee is currently negotiating the final program, reconciling differences between the two proposals.	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	Facilitate implementation of the recommendations of the Transit Efficiency Study – Q3	The implementation of several recommendations are already underway and staff will continue to facilitate meetings between the consultant and transit operator staff for this effort.	Fund Administration (Transit and Rail, Planning)

	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	Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4	Staff is actively working with Omnitrans and VTrans to determine the most effective structure for a CTSA in the Valley subarea.	Fund Administration
		Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4	Staff is actively working with Omnitrans and VTrans to determine the most effective structure for a CTSA in the Valley subarea.	Fund Administration
	Notes			
Division Strategy: Study Transit Oriented Development in Upland				
5B	Action Plan	Complete Upland Metrolink TOD study – Q1		Transit and Rail
	Upland Metrolink Transit Oriented Development Study	Complete Upland Metrolink TOD study – Q1		Transit and Rail
	Notes			

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Division Strategy: Effectively advocate to maintain or grow historic funding levels provided by state and federal governments				
5C	Action Plan	Map-21 Reauthorization or Extension – Q1	<p>The Senate approved a \$350 billion six year bill in July 2015. The House approved a \$325 billion six-year bill in November 2015. These both fall below the \$478 billion proposed by the Administration.</p> <p>A joint conference committee has been established to iron out the differences in the two bills.</p> <p>Existing authority is set to expire on December 4th.</p>	Legislative/Public Affairs (Fund Admin.; Planning)
	<p>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</p> <p>Promote policies to garner more state and federal funding</p> <p>Advocate for legislation that protects and grows state and federal funds</p>	<p>State Budget and Funding options (Cap and Trade, Adoption of Potential Revenue Proposals) – Q2</p> <p>Passage of state legislation to take effect in 2016 – Q2</p>	<p>FY 2015/16 State Budget signed by the Governor on January 28th. Continued existing cap and trade allocations from the FY 2014/15 budget agreement, with a few additions for agriculture, energy, water, and low carbon vehicle programs.</p> <p>Special Session negotiations are still ongoing. The Road User Charge Technical Advisory Committee is scheduled to finalize its recommendations for a pilot program to the CTC in December 2015.</p> <p>End of Year Report scheduled for consideration by the Board on December 2nd.</p> <p>SANBAG sponsor bill signed by the Governor on October 9th.</p>	Legislative/Public Affairs

		Evaluate results of prior year advocacy efforts – Q2	New Federal Lobbyist contract awarded July 2015. State Advocacy Evaluation targeted to go to the General Policy Committee in December 2015/January 2016.	Legislative/Public Affairs
		Evaluate results of prior year advocacy efforts – Q2	New Federal Lobbyist contract awarded July 2015. State Advocacy Evaluation targeted to go to the General Policy Committee in December 2015/January 2016.	Legislative/Public Affairs
	Notes			
Division Strategy: Promote expanded alternative project delivery mechanisms and project streamlining				
5D	Action Plan	P3 state authority expires 2017 – Q2	A P3 extension did not pass in the 2015 legislative session. The issue will continue to be considered in 2016.	Legislative/Public Affairs
	Work with statewide and regional partners on streamlining and expanded/extended authorities for project delivery.	MAP-21 reauthorization – Q2	Current authority expires December 4, 2015. Conference Committee has an aggressive schedule targeting adoption of a multi-year bill before that date.	Legislative/Public Affairs
		MAP-21 reauthorization – Q2	Current authority expires December 4, 2015. Conference Committee has an aggressive schedule targeting adoption of a multi-year bill before that date.	Legislative/Public Affairs
	Notes			
Division Strategy: Evaluate Valley Interchange Program				
5E	Action Plan	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

	Prepare Valley interchange program analysis and options for consideration by SANBAG Board	Update Strategic Plan interchange priority list and policies based on Board direction – Q2		Planning
		Update Strategic Plan interchange priority list and policies based on Board direction – Q2		Planning
Notes				
Initiative #6: Develop Marketing Strategies				
Division Strategy: Build awareness of SANBAG programs and services				
6A	Action Plan	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. Recent presence at the League of California Cities Conference, Mobility 21 Conference, and speaking opportunities highlighting public engagement programs at International Association for Public Participation (IAP2) Conference.	Legislative/Public Affairs
	Identify key local and regional projects to highlight Measure I's contributions to the transportation system Leverage and grow social media, outreach, media and communications opportunities	Grow social media following through multiple platforms, including Facebook and Instagram. Continue building Twitter following. Introduce a centralized media blog platform to create SANBAG media content.	Instagram account recently introduced (@sanbagnews), growing following. @i10tippecanoe project page also available. Twitter followers – 1,761 Facebook followers on the SANBAG page and I-10/I-15 Facebook pages – 844 @sanbagnews blog has been introduced and is regularly updated. It can be found at sanbagnewsroom.wordpress.com	Legislative/Public Affairs

		Enhance public engagement and information sharing	New tools being considered through the On-Call Public Outreach Procurement and also be evaluated for use on the Redlands Passenger Rail Project.	Legislative/Public Affairs
		Enhance public engagement and information sharing	New tools being considered through the On-Call Public Outreach Procurement and also be evaluated for use on the Redlands Passenger Rail Project.	Legislative/Public Affairs
Notes				
Division Strategy: Expand contracting opportunities				
6B	Action Plan	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.	Contract Awarded October 2015 Public Outreach On-Call proposals received November 12 th . Interviews scheduled for December 3 rd and contract award to committee in January 2016.	Legislative/Public Affairs
	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.	Contract Awarded October 2015 Public Outreach On-Call proposals received November 12 th . Interviews scheduled for December 3 rd and contract award to committee in January 2016.	Legislative/Public Affairs

Notes				
Division Strategy: Highlight transit options to key events across San Bernardino County				
6C	Action Plan	Evaluate opportunities to leverage existing marketing resources to build awareness of transit services in San Bernardino County.	Marketing/Branding RFP to provide additional resources toward this effort targeted for release in January/February 2016.	Legislative/Public Affairs; Transit/Rail; Fund Admin
	Identify events and work with transit providers on the best ways to highlight transit connectivity	Consider creation of special event transportation services and identify funding for those services.	Currently evaluating opportunities for service.	Legislative/Public Affairs; Transit/Rail; Fund Admin; COG
	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.	Currently evaluating opportunities for service.	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	Provide input to Statewide planning documents and policies (Q1-Q4)	<p>Prepared comment letters on California Transportation Plan, Inter-regional Transportation Strategic Plan, and Road Charge Pilot Program.</p> <p>Comments offered on Draft Affordable Housing and Sustainable Communities and the State Transportation Improvement Program guidelines, as well as to the Road User Charge Technical Advisory Committee on program considerations and the California Freight Advisory Committee on the freight strategy.</p>	Planning (Legislative, Fund Administration).
	Provide input to and comments on Statewide and regional transportation planning efforts	Provide input to regional planning documents and policies (Q1-Q4)	Prepared comment letter on draft Air Quality Management Plan white papers.	Planning (Legislative, Fund Administration)
		Provide input to regional planning documents and policies (Q1-Q4)	Prepared comment letter on draft Air Quality Management Plan white papers.	Planning (Legislative, Fund Administration)
	Notes			

Initiative #7: Long Range Strategic Planning				
Division Strategy: Complete Countywide Transportation Plan and Subarea Studies				
7A	Action Plan	Board Adoption – Q2		Planning
	Finalize and adopt Countywide Transportation Plan as basis for input to SCAG RTP/SCS. Conduct Mountain Area Transportation Study (MATS)	Complete Draft of MATS – Q4	Initiated MATS on September 28.	Planning
		Complete Draft of MATS – Q4	Initiated MATS on September 28.	Planning
	Notes			
Division Strategy: Develop a Long-Term Vision for the San Bernardino Metrolink Line and Take Initial Implementation Steps				
7B	Action Plan	Present ARRIVE findings to TACs, Commuter Rail and Transit Committee and Board – Q2	Made presentation on ARRIVE final report to TTAC in August and CRTC in September.	Planning (Transit)
	Complete ARRIVE Planning Study with input from local stakeholders.	Develop action plan among corridor jurisdictions to move implementation forward – Q3		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	Complete development of monitoring tool – Q1	Development completed. Presentation made to TTAC in August and GPC in October.	Planning
	Develop web-based Congestion Management Program monitoring tool.	Prepare bi-annual monitoring report through application of monitoring tool – Q3		Planning
		Prepare bi-annual monitoring report through application of monitoring tool – Q3		Planning
	Notes			
Division Strategy: Update GIS Growth Model				
7D	Action Plan	Evaluate current model limitations – Q1	Identified model improvement needs and prepared memo.	Planning
	Update model based on more current data and in conjunction with RTP/SCS	Determine model improvement possibilities – Q2		Planning
		Assess available data and prepare strategy for model upgrades for next RTP/SCS cycle – Q4		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	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)
	Evaluate transit component of model for application purposes.	Present SBTAM development plan to TTAC – Q4		Planning
	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	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/Public Affairs; Planning)

	Work with stakeholders in San Bernardino County and the SCAG region on reviewing technical work that will serve as the basis of 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
	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)	Briefing provided to Board in October on progress of AQMP and on next steps to develop control strategies.	COG (Legislative/Public Affairs; Planning)
		Participate in technical committees responsible for reviewing AQMP and SFI (Q1-Q4)	Provided input through AQMP working group and participated in CA Freight Advisory Committee.	Planning
		Provide formal comments and testimony on drafts of AQMP and SFI (according to AQMD and CARB schedules)		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	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
	Amend the Non-Motorized Transportation Plan in accordance with updated local plans and existing conditions	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	Made presentation to TTAC on final Complete Streets and Safe Routes to School studies in August.	Planning
		Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4	Worked with jurisdictions on ATP grant applications in Spring 2015 and in Q1 presented strategy for coordinating ATP awards with TDA Article 3 call-for-projects.	Planning
		Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4	Worked with jurisdictions on ATP grant applications in Spring 2015 and in Q1 presented strategy for coordinating ATP awards with TDA Article 3 call-for-projects.	Planning
	Notes			
Division Strategy: Promote Pedestrian Transportation				
8C	Action Plan	Initiate PIPP Study – Q1	Selected PIPP consultant and provided NTP.	Planning
	Utilize awarded grand funds to create a Countywide Pedestrian Points of Interest Plan (PIPP) to be integrated in the Non-	Identify destination locations throughout the County to start stakeholder outreach and walk audits – Q2		Planning

	Motorized Transportation Plan	Complete initial walk audits – Q4		Planning
	Utilize awarded grant funds to create a 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
		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	Execute the cooperative agreement between SANBAG and ROTW – Q1	Agreement approved by SANBAG Board in September.	Planning
	Work with stakeholders in the Rim of the World Community to develop Active Transportation Master Plan.	Draft Active Transportation Master Plan – Q4		Planning
		Provide input to next round of Cap-and-Trade Guidelines (Q2)		Planning (Transit, Fund Administration)
	Submit competitive grant applications for Cap-and-Trade funds	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)
		Submit grant applications in coordination with other agencies (Q3-Q4)		Planning (Transit, 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

Notes				
Division Strategy: Promote Countywide, Interagency Active Transportation Collaboration				
8E	Action Plan	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
	Continue to provide cross-disciplinary and cross-agency leadership through panel and consortium participation and grant application advocacy and assistance.	Collaborate and assist CVS data committee efforts in developing central database for County’s vital statistics, including data on built-environment – Q1 - Q4		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	Complete environmental review – Q3		Major Projects (Planning)
	Initiate construction of the Bicycle and	Initiate Construction – Q4		Major Projects (Planning)

	Pedestrian improvements around the six Metrolink Stations as identified in the Transit Access Plan	Initiate Construction – Q4		Major Projects (Planning)
	Notes			
Division Strategy: Progress Toward Countywide Habitat Conservation Goals				
8G	Action Plan	Report to PDTF and Board on the Completed Countywide Framework Study – Q1	Report on Phase I provided to GPC in September and cooperative agreement for Phase II with County and SCAG approved at October Board.	Planning
	Coordinate efforts with the County and SCAG to continue on Open Space/Habitat Planning in the region	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