



**ORANGE COUNTY TRANSPORTATION AUTHORITY**

**2012 Chief Executive Officer's Initiatives and Action Plan –  
Second Quarter Report**

**Attachment B**

## 2012 CEO Initiatives and Action Plan - Q2 Status Report

### STRATEGIC PLAN GOAL AREA: MOBILITY

**"Deliver programs, projects and services to improve the movement of people and goods throughout Orange County and the region."**



#### CEO Initiative 1: Accelerate delivery of the Capital Programs Program

Supports Chair Initiatives 3: Expedite Capital Programs Project Delivery

5: Take Advantage of Funding Opportunities

7: Select I-405 Locally Preferred Strategy


CEO 2012-1-A	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Evaluate alternatives for I-405 widening.	Select locally preferred alternative that is financially viable.	Board approval of locally preferred alternative in Q3.	Capital Programs	External Affairs	Q3
<p><b>Status Notes</b></p> <p>Caltrans released the draft environmental impact statement / draft environmental impact report on Friday, May 18, 2012 which is available for public review and comment through July 17, 2012. During the public review period, the I-405 project team is conducting public hearings providing an overview of 3 construction alternatives and the need for transportation improvements for the I-405. As traffic on the I-405 is expected to increase 35 to 40 percent by 2040, the I-405 project team is seeking public input on the 3 alternatives.</p>						
<b>Schedule Notes</b>						

CEO 2012-1-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Prepare an M2 implementation plan and update Capital Action Plan (M2020).	Conduct Board workshop in Q1 to determine priorities based on financial analysis.	Board adoption of M2020 Plan in Q2.	Planning	All	Q3
<p><b>Status Notes</b></p> <p>The draft M2020 plan is on schedule for Board review in Q3 and is proceeding ahead of the I-405 Locally Preferred Alternative (LPA). The M2 funding commitment is the same for all of the I-405 LPA alternatives under consideration. The current schedule has the draft M2020 plan being presented to the Board on August 27, 2012 and the final M2020 plan on September 10, 2012.</p>						
<b>Schedule Notes</b>						
Timetable moved from Q2 to Q3.						

CEO 2012-1-C	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Ensure 2010 Long-Range Transportation Plan projects are included in SCAG's 2012 Regional Transportation Plan (RTP).	Work with SCAG on securing RTP approval on OCTA plans and projects.	SCAG approval in Q2.	Planning	Executive Office	Q2
<p><b>Status Notes</b></p> <p>OCTA's 2012 Draft Regional Transportation Plan with all Orange County projects was approved by the Joint Policy Committee on March 22, 2012. On April 4, 2012, the Southern California Association of Governments (SCAG) approved the final 2012 Regional Transportation Plan and certified the associated Program Environmental Impact Report. This final plan accurately reflects the Orange County Transportation Authority's 2010 Long-Range Transportation Plan, as well as the Orange County Sustainable Communities Strategy.</p>						
<b>Schedule Notes</b>						
Completed in Q2, 2012.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-1-D	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Implement high priority bus capital projects.	Identify funds to implement high priority Bus Capital projects and compete for discretionary funds for projects.	Attain additional capital funds in addition to 5307 funds.	Government Relations	Transit	Q1 - Q4
	Schedule Notes					
Status Notes						
Staff pursued over \$13.6M in competitive federal and state grants to help fund 10 OCTA projects, of which 7 are in support of OCTAs high priority security needs. A total of \$680,000 in competitive funds were awarded to help fund 3 OCTA projects, including operating funds for the Angels and OC Fair Express services.						
 <b>CEO Initiative 2: Test new bus transit concepts</b> Supports Chair Initiative 2: Create Ridership Programs	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Develop a 3 year plan of pilot programs that test the feasibility of the new transit concepts.	Develop transit pilot projects and funding plan.	Board review of pilot projects and funding plan in Q1. Launch pilot projects as resources permit.	Planning	Transit	Q1
		Create Awareness and stimulate usage of pilot projects	Begin activities Q3 and beyond	Planning	F&A Transit	Q2 - Q4
			Assess productivity of pilot programs 6 months from launch.	External Affairs	Q3 2012- Q4 2015	
				Planning	F&A Transit	Q3 2012- Q4 2015
	Schedule Notes					
	First milestone of this strategy was completed in Q1, 2012.					
CEO 2012-2-A	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Explore new transit corridors	Initiate and complete a transit study from Orange County to the Ontario Airport.	Complete study in Q4.	Planning		Q1 - Q4
		Work with SCAG to complete the PE corridor study.	Complete SCAG study in Q2.	Planning		Q3
	Schedule Notes					
For the second milestone, the PE corridor was to be presented to the Board in Q2. The finalized alternatives was completed in June so this milestone subsequently slipped to early Q3.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report



### CEO Initiative 3: Improve passenger rail service Supports Chair Initiatives 1: Improve Passenger Rail Service 4: Build Collaborative Relationships

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
			Schedule Notes		
Establish and secure Board approval for metrics to govern the addition or reduction of Metrolink rail service and supporting bus service.	Work with Metrolink to develop and secure standard performance measures.	Present metrics to Board in Q2.	Capital Programs		Q2
<p><b>CEO 2012-3-A</b></p> <p>OCTA continues to work with Metrolink to gain access to additional performance data. SCRRA is overhauling its Oracle financial system, which will feed into a data warehouse to provide additional performance information needed to help make decisions on service changes. That system will likely not be completed until sometime next calendar year (2013). Existing metrics will continue to be reported to the Board on a quarterly basis. Those metrics are: (1) Ridership, (2) Revenue, (3) On-time performance.</p> <p>It is unlikely Metrolink will be able to provide the performance data this year required by OCTA to make decisions to request service changes. Since Metrolink's upgraded Oracle financial system will not be completed until 2013, this strategy will carryover into the 2013 CEO Initiatives and be shown as yellow (timetable adjusted) for the remainder of this calendar year.</p>					
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
			Schedule Notes		
Integrate transportation services along the corridor.	Execute a lease for the Anaheim Regional Transportation Intermodal Center (ARTIC) site with the City of Anaheim.	Signed Lease by Q2.	Capital Programs	F&A	Q3
<p><b>CEO 2012-3-B</b></p> <p>This is an ongoing effort with continued negotiations with the City of Anaheim. Several proposals are being discussed, including the possible sale of the ARTIC property site to the City of Anaheim. Board approval is expected in Q3.</p>					
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
			Schedule Notes		
Facilitate regional commuter and intercity rail service integration within the LOSSAN corridor.	Complete LOSSAN service integration implementation plan.	Complete implementation plan in Q4.	Capital Programs		Q4
<p><b>CEO 2012-3-C</b></p> <p>The LOSSAN Board and local Agencies have agreed upon the implementation plan for all pertinent and relevant institutional documents for the full integration of the LOSSAN corridor. Those documents are: (1) Joint Powers Agreement, (2) Interagency Transfer Agreement, (3) Bi-Laws and, (4) Enabling Legislation - SB 1225.</p>					





## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-3-D	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Lead the effort for standardized regional fare integration for bus and rail ticketing, transfer policies and procedures in Orange County.	Conduct Vender Expo in Q1.	Conduct Vendor Expo in Q1.	Transit		Q1	
		Bring consultant on board.	Start RFP in Q1.	Transit		Q1	
		Test fare technology or media	Test ticket vending machines (TVM).	Transit		Q4	
Status Notes				Schedule Notes			
This quarter, a regional team of "super users" consisting of OCTA, Metrolink, Long Beach Transit, and the U.S. Department of Transportation Volpe National Transportation Systems Center participated in a forum with 19 other transit agencies, 15 fare collection vendors, and other professionals to discuss how regional fares and emerging fare collection technologies can be utilized.							
CEO 2012-3-E	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Strengthen LOSSAN Joint Powers Agreement (JPA) designation and seek enhancements for critical rail corridors.	Seek State Legislative approval for an updated LOSSAN JPA.	Board approval of updated LOSSAN JPA in Q3.	Government Relations		Q3	
	Status Notes			Schedule Notes			
	LOSSAN Joint Powers Agreement (JPA) legislation was submitted to the California State Legislature in early March. The State Senate approved the bill on May 30, 2012. The bill will go before the Assembly Appropriations Committee before August 17, 2012. On track for Q3 approval.						
CEO 2012-3-F	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Enhance customer communication for passenger rail services.	Implement Text for Next (train schedule) for Orange County Metrolink service.	Implement pilot by Q2.	External Affairs	F&A	Q2	
		Assess Metrolink station way finding signage and kiosk information.	Assess in Q1	External Affairs		Q1	
			Implement in Q4	External Affairs		Q4	
Status Notes				Schedule Notes			
The Capital Programs Division is completing the Orange County Metrolink Station Capital Improvement Program Study and will present findings to the board in Q3. This study assesses Metrolink stations to evaluate current conditions and prioritizes potential enhancements as the stations age and the level of passenger rail service increases. Dependent upon Board response to the study, the implementation of the Metrolink station way finding signage and kiosk information is on track for Q4 completion.							
First milestone of this strategy was completed in Q2, 2012. Second milestone of this strategy was completed in Q1, 2012.							




## 2012 CEO Initiatives and Action Plan - Q2 Status Report

	<b>CEO Initiative 4: Improve first and last mile connections to passenger rail</b> Supports Chair Initiatives 1: Improve Passenger Rail Service 2: Create Ridership Programs					
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Explore bike sharing program.	Launch a bike sharing pilot program.	Issue RFP in Q1. Implement pilot in Q3.	External Affairs		Q1
	Status Notes The Board approved the release of the original RFP for the bike sharing program on January 23, 2012. However, after further review of the requirements for this project, the original RFP was cancelled. The scope of work has been redefined and the new RFP will be released in July 2012. Because of the change in the procurement schedule, the implementation of the pilot program has been moved to the first quarter of 2013.			External Affairs		Q1-2013
	<b>CEO Initiative 5: Develop marketing programs to stimulate trial use of the bus and rail transit.</b> Supports Chair Initiative 2: Create Ridership Programs					
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Assess bus and rail customer satisfaction.	Complete Bus Customer Satisfaction survey. Complete Rail Customer Satisfaction survey.	Board review in Q1. Board review in Q2.	External Affairs		Q1
	Status Notes On April 19, 2012, the Legislative and Communications Committee was presented the draft results of the Metrolink Customer Satisfaction Survey. The final report will be presented in Q3 after further analysis and review with SCRRA and input from Board members.			External Affairs		Q3




## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-5-B	Division Strategy	Action Plan		Milestones	Primary Division	Support Division	Timetable and Status
	Assess Metrolink market potential along LOSSAN corridor in Orange County.	Complete Metrolink market potential assessment.		Board review in Q2.	External Affairs		Q3
	Status Notes						Schedule Notes
	The draft Metrolink Market Potential Research results have been completed and will be presented to the Board in August 2012.						
CEO 2012-5-C	Division Strategy	Action Plan		Milestones	Primary Division	Support Division	Timetable and Status
	Develop a comprehensive Metrolink ridership building program.	Complete Metrolink Marketing plan.		Board review in Q2	External Affairs		Q3
	Status Notes						Schedule Notes
	The Metrolink Marketing Plan development is dependent upon the research being completed from the Metrolink Market Potential Research from strategy CEO 2012-5-B. The scheduled completion of this milestone is being moved awaiting Board recommendations.						
CEO 2012-5-D	Division Strategy	Action Plan		Milestones	Primary Division	Support Division	Timetable and Status
	Develop a marketing and communication plan for bus transit.	Complete bus transit marketing and communication plan.		L&C review in Q2	External Affairs		Q2
	Status Notes						Schedule Notes
	The bus transit marketing and communication plan was completed in Q2. The Legislative and Communications Committee reviewed the plan on May 17, 2012 and approved the plan on June 21, 2012.						
CEO 2012-6-A	 <b>CEO Initiative 6: Optimize street and bikeway networks.</b> Supports Chair Initiatives 5: Take Advantage of Funding Opportunities 6: Optimize Street and Bikeway Networks						
	Division Strategy	Action Plan		Milestones	Primary Division	Support Division	Timetable and Status
	Develop a county wide bikeway strategy.	Initiate bikeways planning in other supervisorial districts to build on the successful collaboration in District 4.		Board report in Q1.	Planning	External Affairs	Q1
	Status Notes						Schedule Notes
County wide bikeway strategy was presented to the Board on March 26, 2012.							



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
Secure Bikeway funding grants	Federal grant awarded \$768K in Jan 2012. Working with MSRC for local match.	MSRC call for projects in March 2012. Awarded expected in Q3.	Government Relations	External Affairs	Q3
Schedule Notes					
Status Notes					
Staff pursued \$260,000 in competitive state funds to help fund the 5th District Bikeways Collaborative. In addition, work on a proposal is underway to seek the local match required for \$768,000 in federal grant funds already awarded for OCTAs Bikeshaaring Pilot Project. The proposal will be submitted to the Mobile Source Air Pollution Reduction Review Committee (MSRC) in July 2012 with project selections announced September 2012.					
CEO 2012-6-B					


					
CEO Initiative 7: Enhance collaborative partnerships with local and regional agencies and business community					
Supports Chair Initiative 4: Build Collaborative Relationships					
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
Implement service using Job Access Reverse Commute (JARC) funding.	Implement Public Private Partnership for special needs transit.	Implement in Q1.	Transit		Q1
Schedule Notes					
Status Notes					
The Vocational Visions JARC service was implemented on February 1, 2012.					
CEO 2012-7-A					

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
Collaborate with OCCOG on long term financial sustainability and administration plan.	Provide OC City Managers updated budget for remaining fiscal year and prepare a 2 year budget plan for sustainability.	Present a financial and administration implementation to the OCTA and OCCOG Boards by Q2.	Government Relations	F&A	Q3
Schedule Notes					
Status Notes					
The OCCOG Board approved a one year financial plan including a dues increase for Fiscal Year 2012-2013 and requested the OCCOG Executive Director to work with OCCOG Member agencies on a sustainable plan for the continued operation of OCCOG beyond June 2013. It is expected that a draft plan will be presented to both the OCCOG and OCTA Boards by September 2012.					
Completion of this milestone moved from Q2 to Q3 pending OCCOG approval. Draft plan to be presented to OCTA Board in Q3.					
CEO 2012-7-B					

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
Partner with OC businesses to enhance their employees mobility choices.	Complete employer transportation plans.	Complete 50 employer transportation plans from Q1 through Q4.	External Affairs	Planning	Q1-Q4
Schedule Notes					
Status Notes					
The consultant hired for this project is on track to complete 50 employer transportation plans by the end of the calendar year. To date, two plan have been completed, eighteen plans to be completed by August 2012, and the rest by December 2012. Fifty employers have already committed to completing plans.					
CEO 2012-7-C					



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-7-D	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Refine small business programs.	Develop small business outreach plan.	Plan completed in Q3.	External Affairs	F&A	Q3
	Schedule Notes					
	The initial draft of the new small business outreach plan has been completed. In August 2012, an internal review will be conducted and in September the plan will be presented to the Legislative and Communications Committee.					
STRATEGIC GOAL AREA: PUBLIC SERVICE						
"Enhance customer satisfaction by understanding, connecting with and serving our diverse communities and partners."						
						
CEO 2012-8-A	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Secure an unqualified opinion on annual financial statements.		Due Q4 on annual basis	F&A	Audit	Q4
	Schedule Notes					
	This strategy is completed on an annual basis and will be completed and submitted to the Board at the end of the calendar year.					
CEO 2012-8-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Attain finding of compliance from Taxpayer Oversight Committee (TOC) for M1 and M2.	Provide TOC with information and conduct Measure M annual public hearing.	Compliance findings in Q1.	External Affairs	F&A	Q1
	Schedule Notes					
	Annual public hearing of the Measure M Taxpayer Oversight Committee was held on Feb 13, 2012.					
Completed in Q1, 2012.						




## 2012 CEO Initiatives and Action Plan - Q2 Status Report

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
CEO 2012-8-C	Revise, update and execute the Limited English Proficiency (LEP).	Revisions and execution of LEP in Q1.	HROD	Transit	Q1
	Develop and execute the Public Participation Plan.	Board review of Public Participation Plan in Q2.	HROD	External Affairs Transit	Q3
		Execute plan in Q3.	HROD	External Affairs Transit	Q3
	Update Title VI plan for OCTA's triennial review.		Board adoption of Title VI plan in Q3.	HROD	
Schedule Notes					
The Public Participation plan was completed in Q2. The plan is being presented at four community meetings for public comment. The community meeting dates are July 19, July 24, July 25, and July 26. The public hearing is being held at the August 13, 2012 Board meeting to discuss the following Title IV items: (1) Changing service, a, on-time performance, b, service accessibility, c, vehicle headway, and d, vehicle load; (2) Service and fare change evaluation policy and; (3) Public Involvement plan.					
The first milestone of this strategy was completed in Q2, 2012. Q2: Second Milestone has been moved from Q2 to Q3 to allow time for public comment.					
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
CEO 2012-8-D	Assess public awareness and perception of OCTA and its services.	Board review Q1.	External Affairs		Q1
	Schedule Notes				
	The 2011 Countywide Attitudinal and Awareness Survey results was presented at the January 9, 2012 Board meeting.				
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
CEO 2012-8-E	Enhance local government awareness and perception of OCTA and its services	Quarterly CEO status reports on results.	Government Relations	Executive Office External Affairs	Q1-Q4
	Schedule Notes				
	For Q2, the CEO was provided a status report on the following programs and services: - Interstate 405 (I-405) Outreach - Interstate 5 (I-5) Outreach - M2020 Outreach - M2 Compliance				




## 2012 CEO Initiatives and Action Plan - Q2 Status Report

STRATEGIC GOAL AREA: FISCAL SUSTAINABILITY "Ensure fiscal health through prudent financial management and by protecting and leveraging available revenue sources."						
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<b>CEO Initiative 9: Expand leverage opportunities and seek new revenues</b> Supports Chair Initiative 5: Take Advantage of Funding Opportunities						
CEO 2012-9-A	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Develop a long term real-estate strategy	Develop plan to leverage OCTA real-estate for cost savings and revenue opportunities	OCTA headquarters options presented to Board by Q1.  Inventory our real property assets and make recommendations to the CEO for revenue enhancements or cost savings by Q4.	F&A	Capital Programs	Q2
Status Notes In Q2, OCTA entered into a contract with CBRE to conduct a needs analysis to define the requirements for the OCTA headquarters. This analysis will be used to help with presenting headquarters options to the Board. The Finance and Administration Division is on track for delivering to the CEO an inventory of OCTA real property assets with an approach for revenue enhancements for each piece of property.						
Schedule Notes The first milestone of this strategy was completed in Q2, 2012.						
CEO 2012-9-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Secure the maximum available amount of state capital funding through the 2012 State Transportation Improvement Program (STIP).	Work with California Transportation Commission to finalize funding recommendations by April 2011.	Board report in Q3	Planning	Government Relations	Q3
Status Notes On November 14, 2011, OCTA presented to the Board the 2012 STIP recommendations for submittal to the California Transportation Commission. The California Transportation Commission approved the final 2012 State Transportation Improvement Program on March 28, 2012, resulting in a \$247 million program of projects. On May 14, 2012, the final 2012 State Transportation Improvement Program was presented by staff with recommendations for Board approval.						
Schedule Notes Completed in Q2, 2012. This Q3 strategy was completed ahead of schedule.						
CEO 2012-9-C	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Participate in federal "August redistribution" to secure apportionment levels.	Obligate maximum available amount of federal funds prior to May 1, 2012.	Board report in Q3 (Planning Division's metrics report)	Planning	Capital Programs	Q3
Status Notes As of May 2012, OCTA had obligated 100% of the \$72M target.						
Schedule Notes Completed in Q2, 2012. This Q3 strategy was completed ahead of schedule.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-9-D	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
CEO 2012-9-D	Finalize project selection recommendations for active M2 calls for projects and initiate new calls for Projects O, P, S, and X.	Finalize Projects O and P calls for projects in June 2012. Issues new calls for projects by Q4.	Board actions in June 2012 and Q4.	Planning		Q2-Q4	
	Status Notes						Schedule Notes
	Please see CEO 2012-4-B for latest status on Project S (Station Van Concepts). Please see CEO 2012-11-C for latest status on Project X (Water Quality Program).						
CEO 2012-10-A	Draft funding estimates and guidelines to issue a call for projects for Measure M2 Regional Capacity Program (Project P) and Regional Traffic Signal Synchronization (Project O) were completed in June 2012. In August 2012, the draft estimates and guidelines will be presented to the Board for approval to issue a call for projects.						
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	<b>CEO Initiative 10: Ensure the long term financial viability of all programs</b> Supports Chair Initiative 9: Enhance Efficiency and Effectiveness						
CEO 2012-10-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Maintain an updated Comprehensive Business Plan (CBP).	Maintain and update the CBP in Q1.	Approved updated CBP by CEO in Q1.	F&A		Q1	
	Status Notes						Schedule Notes
CEO 2012-10-C	The CBP was presented and approved by the CEO on March 29, 2012.						Completed in Q1, 2012
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Adopt a balanced budget consistent with the CBP.	Annual Division budget development for FY 2012 - 13.	Board adopted budget by Q2.	F&A	All	Q2	
CEO 2012-10-C	Status Notes						Schedule Notes
	Board adoption of OCTA balanced budget was held on June 11, 2012.						Completed in Q2, 2012.
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Manage Measure M2 administrative costs - the 1%.	Track labor costs against the M2 one percent cap.	Report with M2 quarterly reports	F&A	Planning	Q1-Q4	
	Status Notes						Schedule Notes
	Currently the Finance and Administration (F&A) Division is tracking labor costs against the M2 one percent cap and reporting to the Board and the Tax Payer Oversight Committee. F&A is also working on a quarterly report that will forecast the one percent cap for internal use purposes.						








## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-10-G	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Prepare a bus capital plan to guide the planning and programming of transit capital investments.	Seek Board direction in Q1.	Board approval of evaluation criteria and priorities in Q1.	Planning		Q1
Schedule Notes						
Status Notes						
The financial investment plan to implement the bus capital plan was included in the FY 2012-13 Comprehensive Business Plan which was presented to the CEO in March 2012 and is being used to develop the FY 2012-13 Budget.						
Completed in Q1, 2012.						
CEO 2012-10-H	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Upgrade existing bus radio communications systems to ensure continuity of operations and enhanced functionality.	Continue to implement bus radio communications systems.	Complete bus radio communications systems in Q4.	Transit	F&A	Q1-2013
Schedule Notes						
Status Notes						
The project began in July 2010 and was originally scheduled to be completed by June 2012. However, due to the following issues the project completion date is now estimated to be January 2013.						
<ol style="list-style-type: none"> <li>1. Change in Xerox Project Manager - The project went through three project managers before a permanent manager was accepted by OCTA.</li> <li>2. Delay in Factory Acceptance Test - The OCTA project team took a very conservative approach in not proceeding with the project until the "fail over" function of the system was successfully demonstrated.</li> </ol>						
Milestone moved from Q4 to Q1-2013.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

STRATEGIC GOAL AREA: STEWARDSHIP "Embrace responsible policies and practices designed to promote environmental sustainability and enhance the safety and quality of life in Orange County."						
						
<b>CEO Initiative 11: Emphasize environmental stewardship and sustainability in projects and operations</b> Supports Chair Initiative 8: Support Sustainability Initiatives						
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
Provide our environmental sustainability study to the public as a success story for OCTA.	Publish information on displaced emissions by transit service from the August 2011 Greenhouse Gas Emissions Inventory Study.	Study published in Q1.	HROD	External Affairs	Q1	
<b>Status Notes</b> The Environmental Sustainability Study was provided to the External Affairs Division for publication in Q1. The release and publication is on OCTA's intranet and can be found at <a href="http://www.octa.net/ghg.aspx">http://www.octa.net/ghg.aspx</a> .						
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
Prepare countywide mitigation plan for measure M2 freeway projects.	Release the draft Habitat Conservation Plan/Natural Community Conservation Plan for review by state and federal permitting agencies and begin development of long-term habitat conservation plans.	Board action to release in Q3.	Planning	External Affairs	Q3	
	Complete acquisition of environmental mitigation properties funded with M2 bonds and award a second round of environmental property restoration grants.	Complete acquisitions and award additional restoration grants in Q4.	Planning	External Affairs	Q4	
<b>Status Notes</b> The draft Habitat Conservation Plan was presented to the OCTA Environmental Oversight Committee (EOC) in June 2012. Further updates will be delivered to the EOC in July/August with the anticipated release of the Habitat Conservation Plan to the permitting agencies in September 2012. In May 2012, the Board approved six restoration projects for funding, taking into consideration the recommendations of the Environmental Oversight Committee.						
<b>CEO 2012-11-B</b>						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

CEO 2012-11-C	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Complete a draft plan to guide regional investments for the M2 water quality program.		Board approval of plan in Q4.	Planning		Q4
Schedule Notes						
On May 14, 2012, the Board approved the Measure M2 Environmental Cleanup Program Tier 2 Comprehensive Transportation Funding Program Guidelines and authorized staff to issue the fiscal year 2012-13 call for projects for the Tier 2 Grant Program.						
Completed in Q2, 2012. This Q4 strategy was completed ahead of schedule.						
CEO 2012-11-D	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Identify organizational impacts on the environment and understand current conditions.	Conduct an environmental source review per the APTA Sustainability Commitment guidelines to develop parameters for an impact study.	Source review completed in Q4.	HROD		Q4
Schedule Notes						
OCTA's Greenhouse Gas inventory calculation is 90 % complete and scheduled for completion in early Q3. The source review is still on schedule for Q4 completion.						
CEO 2012-11-E	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Initiate M2 performance assessment.	Prepare SOW and RFP for consulting services.	Award contract for consulting services in Q3.	Planning	External Affairs	Q3
Schedule Notes						
RFP for consulting services was issued on Feb 22, 2012. The procurement is expected to be on time with consultant notice to proceed in July 2012.						
CEO 2012-11-F	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Identify potential environmental exposure to loss and provide remediation protection.	Study the exposure and research financial instruments to protect the public assets.	Study with recommendations in Q4.	HROD		Q4
Schedule Notes						
Health, Safety, and Environmental Compliance(HSEC) staff has identified the locations, quantities, and types of hazardous materials which may pose an environmental threat if not properly managed and/or if an unexpected loss would occur. All on-site hazardous material storage has been reported to local authorities and permitted where required. HSEC recommendations to be developed and presented to the Board in Q4.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report




### CEO Initiative 12: Maintain OCTA's high commitment to health and safety

Supports Chair Initiative 9: Enhance Efficiency and Effectiveness

Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
CEO 2012-12-A  Ensure employee safety in regards to chemical, physical, and biological exposures.	Complete an Industrial Hygiene (IH) assessment to identify area / task exposures, review past IH monitoring results, and develop an IH guidance plan for future studies and budget allocations. Include recurring budget line item for contingency needs on annual basis.	Contractor complete assessment in Q4	HROD		Q4
	Status Notes				
	Reprographics Industrial Hygiene study was completed on April 19th and the Santa Ana facility study was conducted on June 28th, final report and laboratory analysis pending for Santa Ana.				
Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
CEO 2012-12-B  Drive transparency of Health Safety and Environmental Compliance (HSEC) statistics and trends through monthly metric tracking.	Develop a Monthly HSEC statistics report with OCTA, base, and craft data for internal communication.	Complete HSEC report in Q1.	HROD		Q1
	Identify negative HSEC trends and recommend action plans.	Report on recommended actions during the calendar year in Q4	HROD		Q4
	Implement appropriate corrective health and safety actions by responsible divisions	Report on implemented actions during the calendar year in Q4.	All	HROD	Q4
Status Notes					
Q1 Injury and illness statistics provided to CEO and Deputy CEO. Monthly reports were generated and provided to the appropriate parties. FY 11-12 summary is scheduled to be released by July 15th.					
First milestone of this strategy was completed in Q1, 2012.					



## 2012 CEO Initiatives and Action Plan - Q2 Status Report

STRATEGIC GOAL AREA: ORGANIZATIONAL EXCELLENCE "Continue the tradition of being a high-performing organization through employee development and efficient business practices"						
						
<b>CEO Initiative 13: Advance workforce development and maximize human capital potential</b> Supports Chair Initiative 9: Enhance Efficiency and Effectiveness						
CEO 2012-13-A	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Introduce and promote OCTA's core competencies to the workforce.	Conduct Extraordinary Leader Workshops.  Create vignettes to accompany core competency training	100% participation of identified managers by Q4  Complete 9 of 16 core competency vignettes by Q4	HROD  HROD		Q1-Q4  Q4
Status Notes One Extraordinary Leader Class (Advancing the Extraordinary Leader) was conducted in Q2 (April 2012) for 12 people. New names are being identified for a second Extraordinary Leader class in Q3. Two additional core competency training vignettes were started in Q2.						
CEO 2012-13-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status
	Implement the core competencies into the talent management (workforce development) life cycle.	Conduct the second annual Talent Review process for supervisory and managerial staff based on the 16 core competencies and create a comparative review between first and second year data.	Integrated core competencies into performance evaluations in Q4.	HROD		Q4
Status Notes Work continued on refining the "Forced Choice" competency tool used by recruiters. The calendar and plan to roll out the Talent Review process were pushed to Q3.						



## 2012 CEO Initiatives and Action Plan - Q2 Status Report



### CEO Initiative 14: Ensure transparency, accountability and efficiency in operations

Supports Chair Initiatives 4: Build Collaborative Relationships

9: Enhance Efficiency and Effectiveness

CEO 2012-14-A	Status Notes					Schedule Notes	
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
CEO 2012-14-A	Publish CEO Initiatives	Publish CEO Initiatives database and train Executive Directors on use.	Process completed for publication and presentation of the CEO Action Plan.	HROD		Q2	
	The 2012 CEO Initiatives and Action Plan was presented to the Board on February 13, 2012 and was subsequently published on the OCTA intranet site.					Completion of this project was moved from Q1 to Q2. Completed in Q2, 2012.	
CEO 2012-14-B	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Convert Division Metrics to utilize Business Objects technology and publish on the OCTA internet/intranet.	Complete detail design of division metrics and implement Business Objects	F&A in Q1 HROD in Q1 External Affairs Q2 Capital Programs Q3 Planning Q4 Others completed by Q1 2013	HROD		Q3	
	Status Notes					Schedule Notes	
CEO 2012-14-C	The milestone for this strategy has been accelerated to complete all 5 goal areas by the end of the third quarter of 2012.					Timetable moved from Q1-2012 to Q3.	
	Division Strategy	Action Plan	Milestones	Primary Division	Support Division	Timetable and Status	
	Enhance OCTA and Measure M website.	Upgrade usability and technology	Upgrade by Q3	External Affairs		Q3	
CEO 2012-14-C	Status Notes					Schedule Notes	
	The upgraded OCTA website will be launched by mid July with demos to the Legislative and Communications Committee and the Board in August.						

Legend: On Track Timetable Adjusted At Risk Initiative Complete