State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DISTRICT DIRECTORS
PROJECT MANAGEMENT DEPUTIES
ENVIRONMENTAL DEPUTIES

Date: January 2, 2003

From: BRENT FELKER
Chief Engineer

Subject: Balanced Environmental Document Delivery

The Department can derive substantial benefit by balancing delivery of environmental documents over the entire fiscal year, particularly to create more predictability for resource and regulatory agencies in planning their workloads for review of environmental documents and technical reports. This will allow limited staff resources in these agencies to work on our projects in a more timely manner.

Similar to the need to balance planned Ready to List (RTL) delivery (see attached memo), it is critical that you plan to deliver approximately 25 percent of the environmental documents (EIR or Negative Declaration and NEPA equivalents) each quarter during the fiscal year.

Attachment

State of California

Business Transportation and Housing Agency

Memorandum

To: DISTRICT DIRECTORS
SINGLE FOCAL POINTS
PROGRAM MANAGERS
PROJECT DELIVERY

Date: April 27, 2000

File:

From: **DEPARTMENT OF TRANSPORTATION**
PROJECT DELIVERY
Mail Station #28

Subject: Milestone Delivery

The need to meet project delivery commitments and to appropriately balance project workload is as critical as ever. There is ever increasing emphasis on timely completion of all major milestones, especially Project Approval & Environmental Document (PA&ED), Ready to List (RTL), and Construction Contract Acceptance (CCA). All are important in the eyes of our customers. In the 1999/2000 Fiscal Year, the Department planned to deliver (RTL) 65% of its programmed State Transportation Improvement Program (STIP) within the month of June. The timing creates undue strain on key functional groups and unnecessary risk.

In an effort to improve project planning and a more balanced delivery plan, beginning in the 2000/01 FY the Districts/Regions shall submit within their District Operation Plan no more than 30% of the fiscal year's dollar delivery, in each of the third and fourth quarters. Because of the timing of this memo, the 30% will be a target for the 2000/01 FY and will be mandatory for the 2001/02 FY. Exceptions will require approval from the Program Manager, Project Management. The District/Region's operation plan, as well as applicable programming documents, are the tools that will be used to determine compliance with this planning criteria and to set a baseline. Actual performance will then be measured against this baseline and be monitored each quarter to coincide with the CTC project delivery reports.

Original Signed by
BRENT FELKER

BRENT FELKER
Deputy Director
Project Development

cc: Tony Harris, Chief Deputy Director
Jim Roberts, Chief Deputy Director
John Allison, Director, Engineering Service Center
Project Management Program Office Chiefs