

# South Bay Cities Council of Governments

February 9, 2015

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director  
Steve Lantz, SBCCOG Transportation Director

SUBJECT: Measure R South Bay Highway Program Implementation Plan (SBHP-IP) Update

## ADHERENCE TO STRATEGIC PLAN:

***Goal A: Environment, Transportation and Economic Development.*** Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

## BACKGROUND

The Los Angeles County Measure R half-percent sales tax includes \$906 million (in 2008\$) over 30 years to improve operations on South Bay freeways and state highways. Metro and the SBCCOG have entered into a cooperative agreement and have executed a funding agreement covering development and administration of the SBHP program and oversight of projects being funded with Measure R funds through 2019.

The SBHP-IP Update is updated every two years to reflect new and changed policies, processes and procedures. The South Bay Highway Program Implementation Plan was initially adopted in 2011 and updated in 2013. The SBHP-IP 2013 Update reorganized the initial SBHP-IP document format into four sections for policies, procedures, the new conceptual Strategic Transportation Element, and the program/project funding program through 2019.

The 2015 update process began with a review of the 2013 Implementation Plan by SBCCOG staff and the IWG Executive Committee to develop a list of the issues and processes/procedures that need to be added or changed in the new document. SBCCOG staff will be working with Metro staff, the IWG and Steering Committee during the next six months to develop a draft for consideration by the Steering Committee and Board. The updated SBHP IP is ultimately approved by the SBCCOG Board; it does not require Metro Board action.

The initial list of issues to be addressed in the 2015 SBHP IP Update is attached as Exhibit 1. Although the 2013 IP consisted of four documents, staff is recommending that the 2015 IP be consolidated into two sections. Section 1 would contain policies. Section II would contain SBHP processes and procedures. The SBHP Update Issues List will be considered by the Steering Committee at its February 9, 2015 meeting.

## RECOMMENDATION

Staff recommends that Steering Committee members review the issues list and provide direction concerning any additional issues.

## SBHP Implementation Plan Update TO-DO List

2/2/15

**POLICY CHANGES**

Topic	Comments	Date revised
Re-organize Implementation Plan to reflect program development and administration, project selection / commitment, project development, funding, project management (project progress reporting, oversight / compliance, and marketing / outreach. (Revise document to consolidate 4 sections into two documents: an SBHP IP policy plan and an SBHP procedures manual)		
Obtain SBCCOG approval of the SBHP policy plan before updating the procedures manual		
Incorporate SBCCOG vision, mission, strategic objectives into policy plan		
Incorporate Deobligation Policy		
Describe SBHP website needs and integrate into SBCCOG website including project management and stakeholder outreach		
Revise Green Construction SB policy guidance		
Determine Measure R subfund, Call for Projects, local, and other match requirements for future projects in three tiers: less than \$1 million, \$1 million to \$7.2 million, over \$7.2 million		
Determine subfund match requirements for Caltrans and Metro future projects that are not eligible for CFP		
Revise ITS Master Plan compliance recommendations		
Include Baseline Arterial Performance monitoring requirements		
Incorporate Deobligation Policy		
Document signage policy that includes SBCCOG logo		
Include Maintenance of Effort requirement for pavement condition management		
Update Project Oversight Policy and Procedures to reflect quarterly updates rather than monthly		
Update Lapsing Funds policy		
Risk Management Planning and Monitoring Policies		
Update policy on reimbursement of Funds expended prior to SBHP funding approval		
Revise policy regarding loss of Previously Committed Funds (Eligibility of Highway Projects to Receive Supplemental MR Funds to Replace Lost Funding or to Compensate for Increase Costs		
Revise ITS Master Plan / STE compliance recommendations		
Annual training policy - topics, costs, frequency. Include project management, risk management, change management, fundraising/ grants management		
Add policy regarding leveraging of SBHP Funds		
Add sample Task Order and Cost Estimate templates consistent with CFP forms		
Establish new project prioritization policy / scoring methodology		
Define a strategic South Bay ITS Capital / Ops/Maint. Partnership policy between Metro, State, Federal, SBHP Measure R and Measure R local return funds		
Update policy on use of SBHP funds Match and over-match for CFP		
Establish SBHP policy goal of replacing Metro CFP with formula allocation process for Measure R subfund and other funds used by Metro in CFP		

Topic	Comments	Date revised
Incorporate PSR/PSRE policy for projects on state highways or freeways and for project that are pursuing funding through CFP applications		
Update policy related to SBHP funding eligibility of Active Transportation Projects (ATP) (bike/pedestrian operational improvement projects), non-operational elements of complete street projects		
Identify project for approving SBHP Funding Allocation Plan Changes (new or deleted projects, scope/sched/project cost changes & escalation)		
Document Metro and Caltrans project management / oversight roles for Caltrans-led projects and studies		
Update policy regarding protecting Local Govt Control & Maintaining Local Govt Revenue		
Incorporate requirements for SBHP project compliance with MTA Long Range TP, SCAG RTP, Federal TIP requirements		
Document signage policy that includes SBCCOG logo		
Incorporate SBHP management agreement between Metro / SBCCOG		
Incorporate policy on use of technical consultant bench resources by lead agencies		
Incorporate Consultant Conflict of Interest Policy for Project Technical Assistance and Plan Oversight Task Orders		
Update City Council resolution requirements for new, changed SBHP project and study funding	MH to go through Board, Steering, MRO minutes and look for city memos/resolutions	
Update Candidate Projects List to reflect changes since last plan and expanded project eligibility for bikeways and soundwalls with cumulative costs of these projects limited to no more than 20% of SBHP funding		
Incorporate the new Metro policy limiting incidental, non-operational elements of projects to no more than 20% of project cost		
Update policy related to SBHP project lead agency responsibilities		
Incorporate policy clarifying that the SBCCOG does not implement SBHP projects and that an SBHP project must have a committed lead agency other than the SBCCOG prior to being approved for development or implementation.		
Incorporate Metro cash-flow management policy in which funding is identified in the Metro Budget Request based on projected cash flow (as reflected in project FAs or SBHP annual Metro Budget Request line items)		
Change Implementation Plan update process to reflect MARCH approval of Budget Request by Metro	Pages A-i , 8, 9, 14, 17, 30, 33, 38, 40, 42	
Revise Annual Update Process calendar	Page 38	
6-month Measure R Public Update (press)		
Advocacy agenda (No CFP)		
SBHP match for policy on <i>technical assistance</i> in prep for CFP applications (not preparation of applications themselves)		
Eliminate MRO Committee		
Eliminate strategic positioning/early action project categories		
Update Delegation of Authority		
Create an SBHP matching funds policy for cost sharing in projects that exceed \$7.2 million (or the maximum cost of a Metro Call for Projects RSTI application, whichever is greater)		

**PROCESS & PROCEDURAL CHANGES**

Topic	Comments	Date revised
Revise PMIS and risk management process details		
Include project oversight process flow chart		
Revise administrative process to reflect elimination of Measure R Committee and changes in IWG / Steering Committee roles		
Update process to reflect CFP funding application requirement for major projects up to \$7.2 million in cost		
Determine project development process, local cost share and SBHP cost share for SBHP-eligible projects		
Revise policies and procedures for monitoring project progress and ensuring SBCCOG participation in SBHP project key milestone celebrations		
Risk Management Planning and Monitoring Procedures		
Incorporate procedure for requesting increased SBHP funding / Substitution of Funds		
Revise Project Progress Reporting process		
Update process for committing subfunds to Metro CFP and other grant applications		
Establish procedure for establishing annual SBHP fund estimates and Metro Budget Requests		
Update nexus process and policy for new Projects		
Update SBHP Funding Allocation Plan Approval and Amendment Process		
Document consultant technical assistance bench selection and task order processes		
6-month process for working with IWG for policy planning/procedures		