

South Bay Cities Council of Governments

November 21, 2013

To: SBCCOG Board of Directors

From: Measure R Oversight Committee, Jim Goodhart, Chair

Subject: Measure R Oversight Committee Administrative Procedures

BACKGROUND

The Measure R Oversight Committee was established in February 2011 by the SBCCOG Board to provide Board oversight of the Measure R Sub-funds assigned by Metro to deliver operational improvements on the South Bay freeway and highway network. The committee, working with the SBCCOG Infrastructure Working Group (IWG), the SBCCOG Board of Directors, local jurisdictions, Caltrans, and Metro, developed the initial South Bay Highway Program Implementation Plan which includes a comprehensive set of policies, procedures and projects that will be implemented during the first 5 years of Metro's 30-year Measure R Expenditure Plan. Significant progress has been made and nearly all South Bay cities with first-year Early Action projects have MOU's in place and have initiated design /construction planning.

Consistent with good practice, the Oversight Executive Committee convened an annual review of the Committee on January 24, 2012. The review included:

- Current committee processes and accomplishments
- Effectiveness of meetings
- Committee composition
- Key focus areas
- Potential improvements / refinements
- Leadership rotation/succession process

A range of Measure R administrative policy statements were adopted by the SBCCOG Board in April 2012. The Measure R Oversight Committee reviewed the 2012 statements at its November 6, 2013 meeting and is recommending updates and changes in some of the statements. The recommended changes are indicated by ~~strikeout~~ typeface for deletions and *italic* type for additions, as follows:

~~2012~~2014 Measure R Oversight Committee Operating Procedures and Responsibilities Update

The Measure R Oversight Committee is empowered by the SBCCOG Board of Directors to assure Measure R SBHP success by implementing the following Administrative Procedures regarding:

1. Delegated authority and responsibility

- Involving all interested stakeholders in ~~a monthly~~ *a regular* update of program schedule, and action items status including, but not limited to Metro, IWG, South Bay Cities, Caltrans,

and SBCCOG. *Hold monthly Infrastructure Working Group Meetings on the second Wednesday of each month. Hold Measure R Oversight Committee Meetings on the first Wednesday of each month, only as necessary to deliver work products and recommendations and take actions in accordance with the Annual SBHP Calendar.* NOTE: The Infrastructure Working Group allows monthly networking opportunities between staff and consultants and has a broader scope than the Measure R Oversight Committee which should meet as needed to make timely recommendations to the Steering Committee or Board and to adequately monitor project progress and risk.

- Monitoring ~~quarterly~~ *bi-monthly Project Progress Report with bi-monthly Risk Report containing updates on projects that are at risk of exceeding their budgets or schedules that are reported on when appropriate based on expected change in risk.* NOTE: Little progress on a project is customarily made on a monthly basis.
- Monitoring ~~monthly~~ *quarterly* status of SBCCOG staff and Iteris consultant team scopes of work, program costs and schedule performance *in conjunction with the quarterly invoice to Metro.* NOTE: Reports are prepared in conjunction with the quarterly invoice to Metro.
- ~~Recommending to the SBCCOG Board SBHP project priorities, funding and policies for inclusion in SBHP Implementation Plan Updates~~ *Recommending to the SBCCOG Board (or Steering Committee, if timely and there is no board meeting) policies, funding allocations and program development priorities for immediate approval and subsequent incorporation into the subsequent SBHP Implementation Plan Update.* NOTE: Development of new policies occurs as needed and is usually effective immediately upon approval by the Steering Committee or Board. Metro has recently informed the SBCCOG that the funding allocation plans can be revised twice yearly rather than annually. The SBHP IP is updated bi-annually and is not the timeframe driver for actions or new policies.
- Recommending to the SBCCOG Board consultant contracts / task orders and other Measure R funded procurements
- Coordinating with Metro staff as partner and stakeholder to assure SBHP program schedule, scope and cost objectives are met
- Coordinating with South Bay cities, Caltrans, Metro and L. A. County as project lead agencies to meet SBHP scope, cost and schedule commitments

2. Methods to focus on Milestone and Project Status

- Project and consultant scope, costs and schedule adherence should be presented quarterly by SBCCOG staff in a concise summary document that captures variances and known obstacles to success
- SBHP Implementation Plan Update status ~~should be reviewed monthly, including upcoming milestones~~ *report and annual schedule should be revised as needed to reflect changes in Metro deadlines and efficient use of committees*
- Major procurements and development of new SBHP policies ~~should~~ *may* be assigned to an ad hoc task force appointed by *the Measure R Oversight Committee Chair.* Task force

recommendations should be brought back to the full committee for consideration.

3. Methods to emphasize Communication of roles among Stakeholders

- Metro Board – *While Metro considers the SBHP Implementation Plan an internal SBCCOG document and won't act on the Plan itself, it approves ~~SBHP Implementation Plan~~, Metro policies related to the SBHP, SBHP project schedules and funding assignments, ~~SBHP related policies~~ and annual SBHP Measure R budgets, cooperative agreement between Metro and SBCCOG* NOTE: Metro has determined that the SBHP IP is an internal SBCCOG document. Hence, Metro will not act on the plan.
- Metro Staff – Determines that new projects meet Measure R eligibility requirements, administers SBHP project Funding agreements, directly manages SBHP Caltrans projects, develops and administers SBHP program cooperative agreement with SBCCOG, provides regional policy and technical input to SBHP Implementation Plan Updates and related studies, *may perform as lead agency for SBHP project development and administration on South Bay freeway and state highway projects.* NOTE: Metro and Caltrans determine which agency will be the lead agency for freeway and ramp projects funded within the SBHP.
- SBCCOG Board / Steering Committee - Approves SBHP contracts and modifications; approves SBHP Policies and Implementation Plan Updates; approves SBHP projects, schedules and funding assignments; appoints Measure R Oversight Committee members and officers
- City/County Departments – Perform as Lead agencies for SBHP project development and administration, provide technical input to IWG Committee on SBHP-related studies and SBHP Implementation Plan Updates
- Caltrans – Performs as lead agency for SBHP project development and administration on SB freeways/ramps and state highways, provides technical input to IWG Committee on SBHP-related studies and SBHP Implementation Plan Updates
- IWG and IWG Executive Committee - Provide technical recommendations on SBHP program/project development, related studies and program administration
- SBCCOG *Measure R* Oversight Committee – Develops and recommends changes in SBHP Implementation Plan Updates, new projects, project changes, procurements and task orders for approval by SBCCOG Board; monitors program schedule and budget compliance
- SBCCOG Staff *and management consultants* – Perform as SBHP Program management, coordination with Metro, Caltrans and local agencies, ~~Iteris~~ *consultant* contract administration, *Measure R Oversight Committee and IWG Committee administration.*
- *Technical* Contractors and Consultants - Review and recommend priorities for SBHP projects, monitor and report SBHP project progress, prepare draft updates of SBHP Implementation Plan, provide SBHP technical assistance through task orders issued by the SBCCOG, develop and present SBHP training courses

4. Monitoring Program and project cost data

- ~~City and Caltrans SBHP project cost and budget status (Quarterly and Annually-Monitor and report on lead agency project progress and scope, schedule and budget risks as needed to effectively perform the functions called for in the Funding Agreement between the SBCCOG and Metro.~~
- *Monitor and reconcile* Metro Measure R Sub-funds in 30-year Measure R Expenditure Plan (*semi-annually*)
- *Monitor and reconcile* Metro fiscal year budget availability for Sub-fund (*semi-Annually*)
- *Review Monthly* SBCCOG Administrative costs compared to budget (~~Monthly~~ *quarterly*).
NOTE: SBCCOG historically has invoiced Metro quarterly. Since Metro also requires narrative updates to be submitted with the invoices, the same update is used for both purposes.
- The Measure R Oversight Committee shall perform an tri-annual review of its roles, responsibilities, policies and performance and shall report with any recommended changes to the SBCCOG Steering Committee

5. Committee composition / quorum requirements

- Board members, alternates, stakeholders and other interested participants are welcome to participate in Committee proceedings
- Members and Officers of the Measure R Oversight Committee must be elected officials. Measure R Oversight Committee officers or members serve a one-year term unless he or she is reappointed by the Steering Committee
- An elected official that is not re-elected ceases to be a member and a replacement will be appointed by the Steering Committee
- A minimum of four SBCCOG Board members must be present to constitute a quorum of the Measure R Oversight Committee
- ~~There are two officers of the Measure R Oversight Committee, are~~ the Chair and Vice Chair
- Each Oversight Committee member should identify an alternate elected official to the committee who is willing and able to keep informed so they can substitute for the committee member when necessary. Board authorizes *the Measure R Oversight committee* to establish standing roles for the Vice Chair, ~~for duration of officer terms~~

RECOMMENDATION

The Measure R Oversight Committee recommends that the SBCCOG Board of Directors approve the Measure R Oversight Committee Administrative Procedures Update and that subsequent reviews, committee and officer appointments and any other procedural changes be delegated to the Steering Committee for approval.