

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

INFRASTRUCTURE WORKING GROUP LUNCH MEETING

Wednesday, April 16, 2014 from 11:30 A.M. – 1:30 P.M.

LOCATION: Blue Water Grill, 665 North Harbor Drive, Redondo Beach 90277

For map of location go to: www.bluewatergrill.com

There is no charge for attending the meeting. An optional lunch including soft drinks, coffee, and tip, is available at a cost of **\$25.00** per person and must be paid in cash; **no credit cards**. Payment will be collected during the meeting. Lunch selection will be available at the meeting.

To ensure seating for everyone, please RSVP your attendance and whether you will be purchasing lunch by **close of business, Monday, April 14, 2014**, to Marcy Hiratzka at: Marcy@southbaycities.org

IWG SOCIAL & ORDER LUNCH - 11:30 A.M. to Noon

MEETING – 12:00 P. M. to 1:30 P. M.

- 12:00 p.m.** Self-Introductions & Approval of March 19, 2014 Meeting Notes (Attachment A)
- 12:05 p.m.** Agency & Other Reports
- **SBCCOG** – Program update – Steve Lantz, SBCCOG
 - **SOUTH BAY TRAFFIC FORUM, LA County Dept. of PW** – Status – Jane White
 - **Caltrans** – Update
 - **Metro** - Monthly / Quarterly Report Submittal Update, Board Update, Measure X Update, Semi-annual Metro Budget Request Update
 - **Metro TAC & Streets and Freeway Subcommittee** – Update – Rob Beste
- 12:25 p.m.** Measure R Updates – Steve Lantz
- **Three-Month Look Ahead** (Attachment B)
 - **SBHP Annual Update Calendar** (Attachment C)
 - **SBHP Project Progress Report** (Attachment D)
 - **SBHP Project Monitoring, Reporting, New SBHP Project Selection** (Attachment E)
 - **SBHP Technical Consultant Bench Update**
- 12:40 p.m.** I-405 ExpressLane Conversion from HOV Lane – Danny Wu, Parsons Brinckerhoff
- 12:55 p.m.** Project Spotlight: Pedestrian Activated Signals @ PCH / Aviation – Caltrans Staff
- 1:10 p.m.** Metro ExpressLanes Net Toll Revenue Grant Application – Steve Lantz
- 1:15 p.m.** Metro 2015 Call for Projects / PSR deadline / Technical Assistance – Steve Lantz
- 1:25 p.m.** Metro Mobility Matrices Update - Steve Lantz *May 21, 2014.*
- 1:30 p.m.** **Announcements / Adjournment** - *Next IWG meeting May 21, 2014. If you want to include an item in the agenda, please send e-mail to: Marcy@southbaycities.org by May 12, 2014.*

THIS PAGE LEFT INTENTIONALLY BLANK

South Bay Cities Council of Governments Infrastructure Working Group March 19, 2014 – Meeting Notes

Attachment A

Attendees: Rob Beste, Craig Bilezerian & Ted Semaan (Torrance); Stephanie Katsouleas (El Segundo); Frank Bigdeli (Gardena); Akbar Farokhi & Alan Leung (Hawthorne); Edward Kao, Tony Olmos & Joe Parco (Manhattan Beach); Hon. Jim Goodhart (Palos Verdes Estates); Elaine Jeng, John Mate & Wisam Altowaji (Redondo Beach); Andres Narvaez (LA County DWP); Isidro Panuco (Metro); Marcy Hiratzka & Steve Lantz (SBCCOG); Dan Freeman (Athalye Consulting); Melissa de la Pena & Liz Suh (CH2M Hill); Mel Barosay (Epic Land Solutions); Danielle Buzas (GPA Consulting); Elizabeth Ramirez (Group Delta); Mitali Gupta (HDR); Alan Clelland (Iteris); Ken Berkman (Mckissack & McKissack); Tracy Bartlett & Greg Fasiano (Nichols Consulting Engineers); Sam Ekrami & Danny Wu (PBWorld); Anissa Voyiatzes (Psomas); Marcella Low (Southern California Gas Co); Sean Fitzpatrick (WH Pacific, Inc.)

Chair Beste called the meeting to order at 12:03 pm.

I. **Self-Introductions and Approval of February 19 Minutes** (Attachment A) – Minutes were approved as presented.

II. **Agencies & Other Reports-**

- **SBCCOG-** Steve Lantz read a report submitted by Jacki Bacharach, containing the following updates:
 - a. Thanks to those who attended the SBCCOG's 15th Annual General Assembly on February 28, 2014. Over 300 attended; comments were positive. Suggestions are welcome.
 - b. At today's South Bay City Managers Association meeting, Ms. Bacharach will be mentioning her concern about the Measure R projects that have fallen behind schedule by 6 months or more, as well as the projects that should have had executed funding agreements with Metro by now, but do not. There is growing concern about the ability of these cities to meet their 5 year Early Action project completion commitment (5 years from signing their funding agreement with Metro). The Measure R Oversight Committee will be considering whether to withhold awarding new Measure R projects to a city if the current projects are significantly delayed.
 - c. The HERO (Home Energy Renovation Opportunity) Program has been temporarily delayed, due to processing at the LA County Treasurer and Tax Collector. It is expected to be operational in the next 30 days.
 - d. The SBCCOG will be holding elections for Metro's South Bay Service Council, which oversees the Metro transit service in the South Bay. The SBCCOG is soliciting applications from members of the community interested in transit. Council members must commit to use transit at least once per month.
 - e. On April 30, the California Public Utilities Commissioners will be meeting with local elected officials in Downtown Los Angeles. The South Bay Cities have been invited to send a delegation. If anyone on your staff or council is interested in attending, please let the SBCCOG know. In preparation for the April 30 meeting, cities are asked to submit a report on their individual city meetings with Edison regarding the reliability of their infrastructure and whether Edison is responsive to their concerns.
 - f. The Steering Committee approved the Strategic Implementation Plan with a new Vision, Mission and Guiding Principles for Board consideration this month. There will be quarterly updates to track achievement of goals. The Work Program for next year will go to the Board in April and after that, the Steering Committee agreed that Jacki Bacharach should make personal appearances at every council meeting to discuss the SBCCOG and its accomplishments.
 - g. No change is planned for SBCCOG dues for member cities. The assessment also is expected to continue at its original level. Invoices will be mailed in May.
 - h. This month the SBCCOG is hosting the second meeting for city staff that works on social media to share ideas and lessons learned.
 - i. For the first time, the SBCCOG is hosting a meeting for city staff that works on senior issues and services to discuss any gaps in service in the South Bay and whether there is some collective action that can be taken to enhance the services that we have.
 - j. Metro's ExpressLanes pilot program within the I-110 and I-10 corridors has completed its one-year pilot phase and Metro has created a Net Toll Revenue Reinvestment Grant Program available for cities within 3 miles of the ExpressLanes, using the surplus funds generated from the program. Metro hopes to bring about a sustainable countywide transportation system through a series of integrated strategies (transit operations, transportation demand management, transportation systems management, active transportation, and capital investments) with these funds. The application process, funding availability, and program guidelines will be discussed at a workshop on April 3 at the SBCCOG office. See flyer.
 - k. Move LA's Annual Transportation Conference will be held on March 28 in Downtown LA; complementary admission is available to elected officials and city staff and can be obtained by contacting Marcy Hiratzka.

- **South Bay Traffic Forum-** Andres Narvaez distributed the South Bay Forum Status Report for March 2014. Highlights included: Regarding the South Bay ITS Project, the City of Gardena will select an A/V sound wall vendor next week; Regarding the TSSP Projects, 2009 CFP awarded projects were added to the list, in addition to the 2007 projects.
- **Caltrans-** Not Present
- **Metro-** Isidro Panuco reported that Metro's Planning & Programming Committee would be discussing the following today: approval of the updated Project List for the Measure R Highway Sub-Regional Program; SBHP Project Budget & Schedule Status Report (Steve Lantz added that if this item is approved by the MTA Board on March 27, cities need to begin executing their FY2013-2104 project Funding Agreements as soon as possible); LAX Light Rail Connector; the addition of one voting and one non-voting Active Transportation member and alternate representing Bicycle and Pedestrian issues to the Metro TAC.
- **TAC and Streets & Freeway Subcommittee-** Chair Beste reported that at the last TAC meeting, there was a presentation on the Countywide Bus Rapid Transit and Street Design Improvement Study (Hawthorne Blvd is the third study on Metro's list). In May 2014, Metro will allow for 2013 CFP de-obligation appeals. Elaine Jeng said that the Streets & Freeway Subcommittee recently discussed Metro's transition of the Active Transportation Plan from the Metro Call for Projects to a SCAG/Caltrans grant process (Metro is asking that sponsors apply for ATP funding, as there will be a \$90 million shortfall for the 2015 CFP.) Cities must apply for ATP unless they can prove that their projects will experience a significant delay. Also discussed at the February SFC meeting was the MTA Countywide Bike Share program. Pasadena and Santa Monica are the only current participants.

III. **Measure R Updates** – Steve Lantz made the following reports:

- **3 Month Look Ahead (Attachment B)** – In May 2014, the SBCCOG will take project updates/requests from lead agencies, as Metro now allows semi-annual budget request updates. The SBCCOG Board will approve the requested updates (if there are any) on June 26.
- **SBHP Annual Update Calendar (Attachment C)** – The importance of executing Funding Agreements with Metro once the budget request is approved (the MTA Board will vote on March 27) was reiterated. There are currently 5 cities with current projects that have yet to execute Funding Agreements.
- **SBHP Project Progress Report (Attachment D)** – Orange color-coding has been added to the Gantt chart legend to indicate the 2013-14 projects that should have executed Funding Agreements by now. This totals up to \$91 million dollars that could be reallocated to projects that *are ready/do* have the resources to begin, as we move into the new funding cycle. The 5 cities that lack Funding Agreements are at risk of having their projects' SBHP funds deferred indefinitely if the Funding Agreements are not executed soon.
- **3/19/14 Measure R Oversight Committee Recommendations** - See Item IV below.
- **SBHP Technical Consultant Bench Update-** City/County staff that are present at this meeting are requested to stay after the meeting has ended and consultants have been excused, so that the SBCCOG can discuss the lead agencies' preference for a revised project study and technical consulting bench process.

IV. **Project Spotlight – Hawthorne Blvd Project (Cost Increase Request) – (Attachment E)** - Alan Leung and Akbar Farohki from the City of Hawthorne described Hawthorne Public Works Director, Arnold Shadbehr's, request that was made at the March Measure R Oversight Committee meeting for an additional \$2,184,467 to offset the shortfall of \$1,634,467 that the City of Hawthorne recently experienced after receiving bids for its Measure R project on Hawthorne Blvd. (MR312.44.) The original construction cost was estimated more than two years ago. Several factors (design changes, concrete and asphalt cost increases, parking loss during construction, dumping fees, labor cost increases) caused the shortfall. The shortfall occurred despite the fact that the City put its own funds into the project in addition to previously committed Measure R funds, and a MTA Call for Projects grant. Jacki Bacharach had suggested that the City's bid list be made public to the IWG, as a cautionary example, and the City agreed. Steve Lantz said that when a city discovers the need for a cost increase, the additional funds can only be awarded to the city if it can be demonstrated that the shortfall was through no fault of the city. Mr. Lantz added that the SBCCOG is establishing a formal procedure since Gardena just presented a similar request. The request for a project cost increase must go before the Measure R Oversight Committee, and if the request is approved there, then the request will go before the SBCCOG Board. A city may not begin the new work until the project's Funding Agreement with Metro has been amended.

V. **Metro Mobility Matrices (Attachment F)** – Steve Lantz said that last year, Metro asked each sub-region for a list of priority projects that might be funded by a new sales tax (Measure X.) Since then, Metro has introduced its Mobility Matrices Program, which shall provide consistent countywide corridor performance criteria to be used to identify and evaluate transportation improvements to address sub-regional needs. This program focuses on non-SBHP eligible multi-modal and sustainable strategies that can be applied to highways/freeways, arterials, transit, and bicycle/pedestrian projects. The SBCCOG will organize meetings with the cities in order for Metro to receive the cities' input. The SBCCOG applied for a grant from the

Strategic Growth Council, and if awarded, the South Bay will have even more resources to explore complete streets, active transportation, land-use, neighborhood-oriented development, climate action planning, and sustainability.

- VI. **Metro 2015 CFP/PSR Deadline and Technical Assistance-** Steve Lantz said that lead agencies that plan to request project development funding, technical assistance, and/or funding for the minimum required local match from the SBCCOG, must let the SBCCOG know of their intent by April 30. The SBCCOG will release an official schedule and procedure for this following the Measure R Oversight Committee meeting on April 2.

- VII. **Announcements** – None

- VIII. **Adjournment** – Chair Beste adjourned the meeting at 12:42pm until April 16, 2014. Those who wish to include an item in the agenda must send an e-mail to: Marcy@southbaycities.org by April 8, 2014.

THIS PAGE LEFT INTENTIONALLY BLANK

South Bay Measure R Highway Program

3-month Look-ahead on Committee Meetings and Decision Milestones

April 2014	May 2014	June 2014
<p>2. Measure R Oversight Committee</p> <ul style="list-style-type: none"> • Review Project Progress Report • Review Project Risks Report • Project Progress Spotlight • Approve technical services bench task orders (if any) • Review status of SBHP Bench Task Order Requests • Review 3-month look ahead • Review SBHP Implementation Calendar <p>14. Steering Committee</p> <p>16. IWG Meeting</p> <p>24. Metro Board</p> <p>24. SBCCOG Board</p>	<p>7. Measure R Oversight Committee</p> <ul style="list-style-type: none"> • Review Project Progress Report • Review Project Risks Report • Project Progress Spotlight • Approve technical services bench task orders (if any) • Review status of SBHP Bench Task Order Requests • Review 3-month look ahead • Review SBHP Implementation Calendar • Review semi-annual Metro Budget Request • Review SBHP Quarterly Report <p>12. Steering Committee</p> <p>21. IWG Meeting</p> <ul style="list-style-type: none"> • Review semi-annual Metro budget request • Review SBHP Quarterly Report <p>22. Metro Board</p> <p>22. SBCCOG Board</p> <ul style="list-style-type: none"> • Receive SBHP Quarterly Report 	<p>4. Measure R Oversight Committee</p> <ul style="list-style-type: none"> • Review Project Progress Report • Review Project Risks Report • Project Progress Spotlight • Approve technical services bench task orders (if any) • Review status of SBHP Bench Task Order Requests • Review semi-annual Metro budget request • Review 3-month look ahead • Review SBHP Implementation Calendar <p>9. Steering Committee</p> <p>18. IWG Meeting</p> <p>26. Metro Board</p> <p>26. SBCCOG Board</p> <ul style="list-style-type: none"> • Approve Semi-annual SBCCOG SBHP Metro Budget Request

THIS PAGE LEFT INTENTIONALLY BLANK

2014 Measure R South Bay Highway Program Annual Update Calendar Updated 3/25/14 Attachment C

The Measure R South Bay Highway Program includes annual updates of the Implementation Plan and the Metro budget request. The 2014 calendar includes a review of schedules and costs for current projects and potential new projects to the FY 2-14-2020 program. The process also includes initiation of the budget submittal process for Metro Measure R funding from FY 2015 to FY 2021. The SBHP Implementation Plan is revised biennially with the next update due in July 2015.

Phase	Committee	Start	End	Jan. '14	Feb. '14	Mar. '14	Apr. '14	May '14	Jun. '14	Jul. '14	Aug. '14	Sep. '14	Oct. '14	Nov. '14	Dec '14
Program Status Report	IWG	Quarterly			Review			Review			Review			Review	
	Oversight	Quarterly			Review			Review			Review			Review	
	SBCCOG	Annual	Feb. thru Nov.		Receive			Receive			Receive			Receive	
Semi-annual SBCCOG SBHP Metro Budget Request Programming	IWG	April, Sept.	May, Oct.				Review	Review				Review	Review		
	Oversight	May, Oct.	July, Nov.					Review	Recom.				Review	Recom.	
	SBCCOG	May, Oct.	July, Nov.						Approve					Approve	
	Metro	January, July	March, Sept.	Metro staff review		Metro Board Approve					Metro staff review		Metro Board Approve		
Biennial SBHP Implementation Plan Update (Next due in July 2015)	IWG	April	June				N/A	N/A	N/A						
	Oversight	May	June					N/A	N/A	N/A					
	SBCCOG	July	July							N/A					
Funding Agreements	Lead Agencies	May, October	June, Nov.				Execute March '14 Metro-approved FAs					Execute September '14 Metro-approved FAs			

THIS PAGE LEFT INTENTIONALLY BLANK

THIS PAGE LEFT INTENTIONALLY BLANK

April 16, 2014

TO: SBCCOG Infrastructure Working Group
FROM: SBCCOG Measure R Oversight Committee
SUBJECT: SBHP Project Monitoring, Reporting, New SBHP Project Selection

ADHERENCE TO GUIDING PRINCIPLES:

Identify challenges and opportunities that transcend jurisdictional boundaries.

BACKGROUND

L. A. Metro and the SBCCOG have committed Measure R South Bay Highway Project funding for 39 projects totaling more than \$225 million by 2019. To date, we have expended \$14,887,387.

L. A. Metro is very concerned with the large amount of Measure R funding that is not being used as forecast in the agency’s Long Range Transportation Plan and is considering revising the manner in which funds are obligated to the SBHP program to allow Metro to use the funds on an interim basis for ongoing cash flow needs. Although Metro has committed that Measure R cash would be made available by Metro as needed to fund the SBHP projects’ cash-flow requirements, the Measure R Oversight Committee is understandably concerned about the lack of progress on a significant percentage of the SBHP projects.

Metro and the SBCCOG approve the funding for SBHP projects with the expectation that the projects will be completed within 5 years of the date that a funding agreement is executed between L. A. Metro and the lead agency for each of the project. Since Measure R funding is made available in annual increments, funding for four of 39 the projects will not become available until July 2014. Another four projects must wait until subsequent fiscal years to execute their funding agreements (one project each fiscal year through FY2018-19).

The current status of projects is as follows:

- 8 future projects will receive first funding between FY 15 and FY 19
- 9 projects have funding agreements & on schedule
- 10 projects have funding agreements & are 6 months or more behind schedule
- 12 projects do not have executed funding agreements (2 of these projects are more than one year late in executing funding agreements)
- 39 projects - total

Funding previously committed to projects in a particular year can be re-programmed to other ready-to-go projects by deferring and de-programming the execution of a delayed project’s

funding agreement. This project deferral is accomplished during the semi-annual SBHP process used by the SBCCOG to request Metro to modify the SBHP Metro Budget Request. Although the lead agencies that do not execute funding agreements would not permanently lose the funding, their project would have to wait for subsequently available Measure R funding to be programmed. In addition, the delays could cause increases in the cost of the project and the SBCCOG would need to determine if it is willing to program additional funds to cover the project cost increases.

Because of the poor project delivery trends during the past two years, the Measure R Oversight Committee is considering whether to re-program funding for projects in which lead agencies have not executed funding agreements by the end of the first year of funding availability. In order to gauge the magnitude of the problem, the Measure R Oversight Committee will consider changes in the selection and programming process for new and delayed projects.

One of the changes is to request resolutions from City Councils so that SBCCOG has the assurance that the City has made SBHP funding a part of its current work program and will be providing necessary resources to implement the projects for which they have requested funding.

Once funding agreements are executed, lead agencies generally have 5 years to deliver their project. No projects are currently at risk of exceeding their initial 5 year schedule. However, 11 of the current 31 projects are more than 6 months late. There are 29 projects that will reach the five year limit for project completion or will have funding agreements expire over the next four years, grouped as follows:

FY 15/16 – 9 projects

FY 16/17 – 5 projects

FY 17/18 – 15 projects

RECOMMENDATION

The Measure R Oversight Committee should ask the Infrastructure Working Group to comment on the following new policies and procedures and report back to the May Measure R Oversight Committee meeting:

1. During the annual (or semi-annual) process when the SBCCOG accepts new projects and considers re-programming current projects, a City Council resolution will be required from the lead agency requesting SBHP funding for any new SBHP project and/or future Metro Call for Project applications in which SBHP funding is proposed for the minimum local match. The resolution must include a list of all current SBHP project commitments previously made by the lead agency with the Metro funding agreement delivery deadline and most current estimate of completion date for each project.
2. For those cities that have SBHP funds but are not requesting new funding in this program cycle, SBCCOG is requesting a City Council resolution listing all of the projects for which the funds have been granted along with the amount requested, the date of their funding agreement with Metro for each project, and an estimated cost and schedule to complete the phase of the project for which funding has been requested.

3. The SBCCOG will provide a sample resolution template to each eligible local jurisdiction by May 1, 2014.
4. For the next cycle City Council resolutions requesting funds must be received by June 30, 2014 to ensure that project requests can be considered during preparation of the next Metro Budget Request which must begin in June 2014 in order to be ready be approved by the Metro Board in November 2014 to meet Metro's submittal deadline. This deadline also applies to the FY 2015 Metro Call for Projects in which SBHP funding is being requested as the minimum local match since the SBCCOG will have to act in November 2014 to meet the anticipated January 2015 Metro Call for Projects application deadline.
5. Funding agreements for SBHP projects must be executed within the first fiscal year in which the Measure R and other funds are available. If the lead agency does not execute a funding agreement with Metro during the first year that the project is eligible for funding, the Measure R Oversight Committee will reserve the right to defer and/or re-program the funds for the project during any subsequent semi-annual Metro SBHP Program Budget Update process.

THIS PAGE LEFT INTENTIONALLY BLANK