

**Metro**Los Angeles County
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**FINANCE BUDGET AND AUDIT COMMITTEE
PLANNING AND PROGRAMMING COMMITTEE
MAY 14, 2014
SYSTEM SAFETY AND OPERATIONS COMMITTEE
CONSTRUCTION COMMITTEE
EXECUTIVE MANAGEMENT COMMITTEE
MAY 15, 2014**

SUBJECT: DRAFT METRO COMMITTEE CHARTERS

ACTION: REVIEW AND CONSIDER APPROVAL OF THE DRAFT CHARTERS

RECOMMENDATION

Review and consider approval of the draft Metro Committee Charters (Attachments A-G).

ISSUE

At the March 27, 2014 Metro Board meeting, the Board approved a motion (Attachment H) which directed staff to provide draft formal charters for each of the current Standing Committees that outline guidance and specify responsibilities, authorities, and activities of the committees.

DISCUSSION

Until now the roles and responsibilities of the standing and ad-hoc committees have not been inventoried in a unified document. Presently, policies are brought to committees based on subject matter alignment and historical precedent. The aim of the Committee Charters is to capture institutional knowledge and historical precedents, and act as a resource for Metro staff, the Board of Directors and the public to better understand the functions of the five standing and two ad-hoc committees.

Staff members have worked across departments to identify and clearly outline items which:

- a) best align with the committee's purview;
- b) require the specific oversight of the said committee;
- c) have been mandated by the Board for said committee's review.

Each charter is organized in three sections. The first is a general statement of purpose for the committee. The second is staff oriented, which outlines the expectation that staff will develop, report on, recommend action for and request approval on various items. These subject areas outlined are also described under the committee member oriented portion, which is laid out in the last section. Based on historical precedent, committee members will receive, vet, direct and approve items that come before the committee.

The draft charters (Attachment A-G) have incorporated the input from the all the executive business units and their staff. Should these charters be adopted in the future, they would provide staff with guidelines as to how best direct policy for the committees to vet and recommend action.

BACKGROUND

Metro currently has five standing committees and two ad-hoc committees, which in compliance with Metro's Administrative Code, Section 2-01-080 (Attachment I). The code designates a minimum of five standing committees. Per the Board Chair's discretion, additional standing or ad-hoc committees can be appointed subject to consensus.

DETERMINATION OF SAFETY IMPACT

Approval of this item will have no direct impact on the safety of Metro's employees and customers.

FINANCIAL IMPACT

Approval of this item will have no direct impact on Metro's expenditures.

ALTERNATIVES CONSIDERED

The Board could choose to not adopt committee charters, which would result in the continuation of board items being directed to committees based on institutional precedents.

NEXT STEPS

Work with the board members to develop the charters in an effort to foster a more comprehensive and cohesive board reporting operation and communication process.

ATTACHMENTS

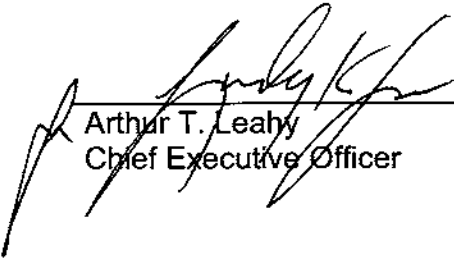
- A. Draft Finance, Budget and Audit Committee Charter
- B. Draft Planning and Programming Committee Charter
- C. Draft System Safety and Operations Committee Charter
- D. Draft Construction Committee Charter

- E. Draft Executive Management Committee Charter
- F. Draft Ad-Hoc Sustainability Committee Charter
- G. Draft Ad-Hoc Congestion Reduction Committee Charter
- H. Motion 49: Establishment of Committee Charters
- I. Administrative Code, Section 2-01-080

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DRAFT Metro Committee Charters

Finance, Budget and Audit Committee

The purpose of the Finance, Budget, and Audit committee is to provide oversight and fiscal policy direction that supports Metro's fiscal wellbeing through the management of investments, debt proceeds, assets; budgetary resource allocations; and performance measurements and monitoring through audit activities.

Staff will develop, report on, recommend action for and request approval on matters related to:

- Metro's cash requirements, financial assets, the investment and management of available funds and debt proceeds, the administration of Metro's debt program, and revenue management.
- Accounting activities and functions.
- Audit activities including financial audits, compliance audits, internal audits, grant and contract audits, changes to the Audit Charter and Annual Audit Plan.
- Agency-wide risk assessment and insurance measures.
- The monitoring, management and distribution of revenues.
- The monitoring of Metro's operating, capital, and subsidy budget, including the ongoing funds and resources, and performance metrics tracking and development.
- Labor and manpower planning as it relates to project delivery.
- Cost effectiveness of resource consumption and project performances.

All matters brought before committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

DRAFT Metro Committee Charters

ATTACHMENT A

Committee members will receive, vet, direct and approve matters related to:

- Metro's cash requirements, financial assets, the investment and management of available funds and debt proceeds, the administration of Metro's debt program, and revenue management.
- Accounting activities and functions.
- Audit activities including financial audits, compliance audits, internal audits, grant audits and contract audits, changes to the Audit Charter and Annual Audit Plan.
- Agency-wide risk assessment and insurance measures.
- The monitoring, management and distribution of revenues.
- The monitoring Metro's operating, capital, and subsidy budget, including the ongoing funds and resources, and performance metrics tracking and development.
- Labor and manpower planning as it relates to project delivery.
- Cost effectiveness of resource consumption and project performances.

DRAFT Metro Committee Charters

Planning and Programming Committee

The purpose of the Planning and Programming Committee is to provide oversight and strategic agency-wide policy direction that supports the health and growth of our regional transportation system in the pursuit of enhancing mobility in Los Angeles County.

Staff will develop, report on, recommend action for and request approval on matters related to:

- the reduction of congestion; improved air quality; and enhanced mobility including active transportation, transportation system and demand management, sustainability, and goods movement programs in Los Angeles County.
- the development and implementation of Metro's countywide priorities in the Long Range Transportation Plan, Transportation Improvement Programs, and Call for Projects.
- the planning of programs and projects for transit services including bus and rail services and highway programs, and plans and initiatives designed to enhance/ improve, compliment, and/or aid in the expansion and maintenance of our regional transportation system.
- programming and strategic financing (including Public Private Partnerships) of transit services, including bus and rail and highway plans and programs, and programs and initiatives designed to enhance/ improve, compliment, and/or aid in the expansion and maintenance of our regional transportation system.
- the use/ activation, planning and development of Metro owned property and property under partial or full management by Metro.
- real estate actions, property acquisitions and dispositions.
- Transit Oriented Development.
- the monitoring, management and distribution of countywide transportation funding.

All matters brought before committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Committee members will receive, vet, direct and approve matters related to:

- the reduction of congestion; improved air quality; and enhanced mobility including active transportation, transportation system and demand management, sustainability, and goods movement programs in Los Angeles County.
- the development and implementation of Metro's countywide priorities in the Long Range Transportation Plan, Transportation Improvement Programs, and Call for Projects.
- to the planning of programs and projects for transit services including bus and rail services and highway programs, and plans and initiatives designed to enhance/ improve, compliment, and/or aid in the expansion and maintenance of our regional transportation system.
- programming and strategic financing (including Public Private Partnerships) of transit services, including bus and rail and highway plans and programs, and programs and initiatives designed to enhance/ improve, compliment, and/or aid in the expansion and maintenance of our regional transportation system.
- the use/ activation, planning and development of Metro owned property and property under partial or full management by Metro.
- real estate actions, property acquisitions and dispositions.
- Transit Oriented Development.
- the monitoring, management and distribution of countywide transportation funding.

System Safety and Operations Committee

The purpose of the System Safety and Operations Committee is to provide oversight and strategic direction on all Metro bus and rail safety, security, and operational policies and plans, safety risks and mitigation strategies, emergency management, asset management plans, state of good repair program, fare and service changes.

Staff will develop, report on, recommend action for and request approval on matters related to:

- The operation of the Metro bus and rail system, including contract bus service.
- Bus and rail capital projects, including bus and rail revenue vehicles, rail capital improvement, support equipment, operations facilities, and stations.
- Schedules and service policies.
- System safety, including safety performance metrics and results of safety audits and reviews.
- Security and policing, including transit court, which responds to customer concerns regarding transit and parking violations including collection of fines payable and assisting patrons in contesting violations.
- Emergency management.
- ACCESS Services.
- Transit technology.
- All agency-related operations, such as, building and facility maintenance and capital and LA Union Station.
- ITS capital investments.
- Asset Management Plans and State Of Good Repair Programs.

All matters brought before committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Committee members will receive, vet, direct and approve matters related to:

- The operation of Metro bus and rail system, including contract bus service.
- Bus and rail capital projects, including bus and rail revenue vehicles, rail capital improvement, support equipment, operations facilities, and stations.
- Schedules and service policies.
- System safety, including safety performance metrics and results of safety audits and reviews.
- Security and policing, including transit court, which respond to customer concerns regarding transit and parking violations including collection of fines payable and assisting patrons in contesting violations.
- Approval on matters related to emergency management.
- ACCESS Services.
- Transit technology.
- All agency-related operations, such as, building and facility maintenance and capital and LA Union Station.
- ITS capital investments.
- Asset Management Plans and State Of Good Repair Programs.

DRAFT Metro Committee Charters

Construction Committee

Provide oversight and approval of Metro Construction projects and programs for effective and efficient planning, development and implementation of activities related to all transportation construction. This includes construction projects and program concepts, controls, schedules, design, engineering, specifications, contract provisions, change orders, agreements for work, and construction contracts related to Metro rail transit, commuter rail, transportation operations and highway projects.

Staff will develop, report on, recommend action for and request approval on matters related to:

- Engineering, design, construction, environmental compliance, and construction safety activities related to all Metro construction projects and programs.
- Metro's management, project implementation strategy, studies and analysis of construction projects, including but not limited to all major capital projects.
- Developments regarding progress activities related to Metro engineering and construction project delivery and schedules.
- The administration and oversight of funds, resources, contracts, contract award approvals, change orders and vendor relations pertaining to Metro's construction projects.

All matters brought before the committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Committee members will receive, vet, direct and approve matters related to:

- Metro's Construction project and program activities, engineering, developments and project oversight work.
- Policies regarding Metro's Construction project and program activities and developments.
- Construction projects and program funding plans, resources, expenditures, and life-of-project requests/modifications and contingency amounts.

All actions of the committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Executive Management Committee

The purpose of the Executive Management Committee is to provide oversight and strategic agency-wide policy direction, including establishment of agency goals and objectives, management and control issues, and ensure that these are implemented throughout Metro.

Staff will develop, report on, recommend action for and request approval on matters related to:

- Multi-level strategy and action plans for advancing policy priorities of Metro at local, state and federal levels of government.
- Public outreach activities, plans and messages, including feedback on media, marketing, community and customer relations initiatives to create awareness and promote usage of Metro programs and services.
- Changes to Metro fare policy and structure.
- Countywide fare integration.
- TAP policies.
- Personnel matters and updates to organizational structure.
- Civil rights compliance issues, including Americans with Disabilities Act (ADA) compliance.
- Metro internal policy initiatives and codes.

Committee members will receive, vet, direct and approve matters related to:

- Multi-level strategy and action plans for advancing policy priorities of Metro at local, state and federal levels of government.
- Public outreach activities, plans and messages, including feedback on media, marketing, community and customer relations initiatives to create awareness and promote usage of Metro programs and services.
- Changes to Metro fare policy and structure.
- Countywide fare integration.
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- Personnel matters and updates to organizational structure.
- Civil rights compliance issues, including Americans with Disabilities Act (ADA) compliance.
- Metro internal policy initiatives and codes.

Ad-Hoc Sustainability Committee

Sustainability projects and programs intend to integrate sustainability into the agency's planning functions, foster walkable and livable communities, minimize greenhouse gas emissions and environmental impacts and provide leadership in sustainability within Los Angeles County without compromising our core mission of providing an efficient and effective transportation system.

Staff will develop, report on, recommend action for and request approval on matters related to:

- Planning, implementing, constructing and maintaining a regional transportation network that increases mobility and connectivity in an effort to reduce overall regional greenhouse gas emissions and environmental impacts.
- Minimizing economic, social and environmental impacts and enhancing our customer welfare and experience through the design, construction, operation and maintenance of our facilities; and use of technology in our operations.
- Aligning and optimizing transportation strategies, leading or supporting creative and innovative initiatives/proposals that demonstrate the fulfillment of our sustainability goals, pursuing opportunities and partnerships in an effort to advance active transportation programs and allocating funds specific to projects that advance and achieve our environmental, resource management and energy goals.

All matters brought before the committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Committee members will receive, vet, direct and approve matters related to:

- Information related to Metro's Ad-Hoc Sustainability Committee activities and performance metrics/indicators.
- Policies related to Metro's Ad-Hoc Sustainability Committee activities and developments.
- Sustainability project/initiative funding plans, schedule, resources and expenditures for existing and potential projects, including active transportation related to our existing sustainability program.



Ad-Hoc Congestion Reduction Committee

Congestion Reduction projects and programs are intended to reduce congestion and enhance mobility in Los Angeles County in an effort to maximize throughput through reduced travel times and increased reliability and capacity.

Staff will develop, report on, recommend action for and request approval on matters related to:

- Existing and future Congestion Reduction projects and programs, including tolling policies and tolling feasibility studies
- Congestion Reduction Program operating plans and alternatives, schedule implementation, including revenue projections, investment recommendations, environmental effects, mobility and social impacts on legislative requirements and overall technical feasibility of projects and programs.
- Short-range and long-range Congestion Reduction project goals, budgets, schedules, progress, and strategies.
- Innovative practices for traffic management to increase throughput without building additional capacity
- Delivery of innovative approaches aimed at reducing congestion

All matters brought before committee are to be in accordance with Metro's policies and procedures, and adhere to and advance the agency's goals and mission statement.

Committee members will receive, vet, direct and approve matters related to:

- The development, oversight and approval of the Congestion Reduction projects and programs.
- Policies related to existing and future Congestion Reduction projects and programs.

Regular Board Meeting
March 27, 2014

Motion by Director DuBois
Establishment of Committee Charters

Title 2 chapter 2-01 of the Metropolitan Transportation Authority Administrative Code outlines administrative matters of the Metro Board. It states that the Board of Directors shall have a minimum of five standing committees. The Chair of the Board of Directors may designate other standing and ad-hoc committees subject to concurrence of the Board of Directors and shall make appointments to all committees. The Board of Directors may delegate to committees any responsibilities authorized by law including the power to approve contracts with a 4/5 vote.

These Committees give the Board more detailed information and analysis concerning all aspects of Metro's business and provide members a chance to discuss and provide recommendations to the entire Board. The current Standing Committees include:

Construction
Executive Management
Finance, Budget and Audit
Planning and Programming System Safety and Operations
Ad Hoc Sustainability
Ad Hoc Congestion Pricing

Over time, priorities of the Agency have changed along with the focus of the Committees in an overlap of responsibilities. Oversight of the same issue has been shared by multiple committees. This has led to increased staff and increased costs for consultants or other professional services. While the existence of Board Committees is defined in the Administrative Code and general descriptions have been developed, there is no formal Charter for the Committees that clearly delineates responsibilities and focus.

I, **THEREFORE, MOVE** that the Metro Board instruct the CEO to come back to the May EMC Committee and provide a draft of a formal Charter that outlines guidance and specifies responsibilities, authorities, and activities of the committees.