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**March 6, 2018**

**TO: BOARD OF DIRECTORS**

**THROUGH: PHILLIP A. WASHINGTON** *Paw*  
**CHIEF EXECUTIVE OFFICER**

**FROM: THERESE MCMILLAN** *TMc*  
**CHIEF PLANNING OFFICER**

**SUBJECT: UPDATE ON MEASURE M ADMINISTRATIVE PROCEDURES**

### ISSUE

Metro staff completed the Administrative Procedures for Measure M that had a 6 month estimated timeline, following the adoption of the Measure M Master Guidelines. Specifically, the following Administrative Procedures were signed by the Chief Executive Officer (CEO) on February 2, 2018:

- Debt Policy;
- Cashflow Management for Multi-year Subregional Programs;
- Contingency Subfunds;
- 3% Local Contribution to Major Transit Projects;
- Multi-year Subregional Programs; and
- Visionary Project Seed Funding.

### DISCUSSION

On June 22, 2017, the Metro Board of Directors approved the adoption of the Measure M Master Guidelines (Guidelines), with two amendments and five approved motions. The above listed items from the Guidelines were given a "up to 6 months" timeline for development.

The draft Multi-year Subregional Program (MSP) Administrative Procedures were presented to the Policy Advisory Council (PAC) at their December 2017 meeting, and they requested that the 6 month timeline be extended another 30 days for additional time to review and comment. The revised Administrative Procedures were also presented in January 2018, and subsequently presented for CEO approval.

#### Signed Administrative Procedures

The signed Administrative Procedures have been provided to the PAC, as well as the Metro Technical Advisory Committee (TAC).

Measure M related information is posted at ThePlan.Metro.net; and the Administrative Procedures are specifically posted at: [http://theplan.metro.net/wp-content/uploads/2018/02/adminprocedures\\_measurem\\_2018-02.pdf](http://theplan.metro.net/wp-content/uploads/2018/02/adminprocedures_measurem_2018-02.pdf)

Any Measure M questions about the Administrative Procedures or Master Guidelines can be directed to [MMGuidelines@Metro.net](mailto:MMGuidelines@Metro.net).

## **NEXT STEPS**

Additional Administrative Procedures are under development, including Metro Active Transportation (2%), 2% System Connectivity Projects (Transit), and Street Car and Circulator projects, all of which are competitive funding programs. Staff will develop these procedures in concert with the Policy Advisory Council.

Additionally, the Gateway Cities Council of Governments (COG) has a TBD designation in the Measure M Expenditure Plan funding columns for Active Transportation Program MSP (Measure M Ordinance Attachment A, item 53) that is still under discussion at the COG. In December the Gateway Cities COG advised that they would be making an allocation decision "later in 2018." Staff will continue to work with the Gateway Cities COG on this issue and options to address it.

Staff will report back as additional Administrative Procedures are finalized.