

Joint Meeting of MTC Planning Committee and ABAG Administrative Committee Merger Study Implementation Action Plan

May 27, 2016

Management
Partners



Association
of Bay Area
Governments



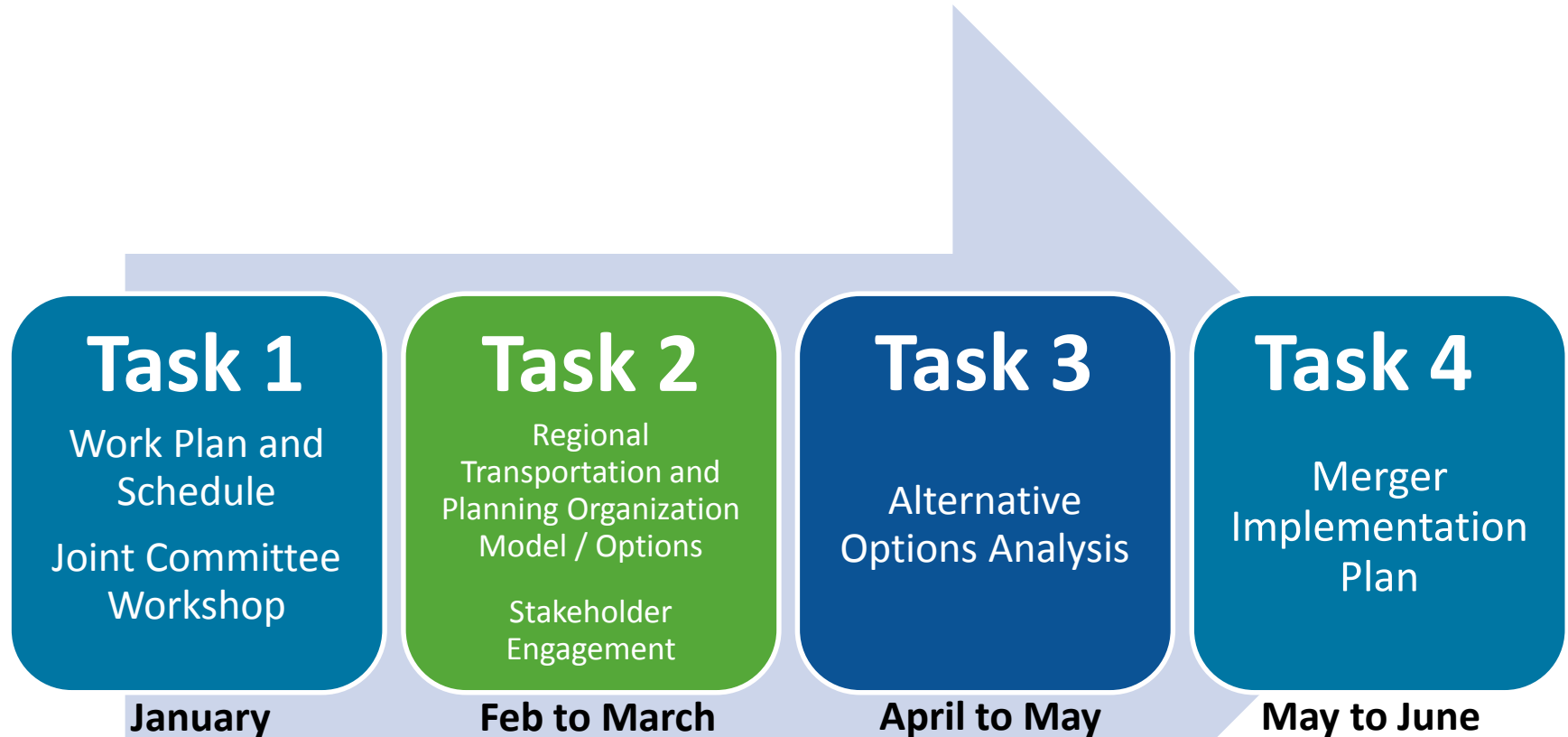
METROPOLITAN
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COMMISSION

Overview

- Project Update
- Overview of Option 7
- Implementation Action Plan
- Next Steps



Project Update

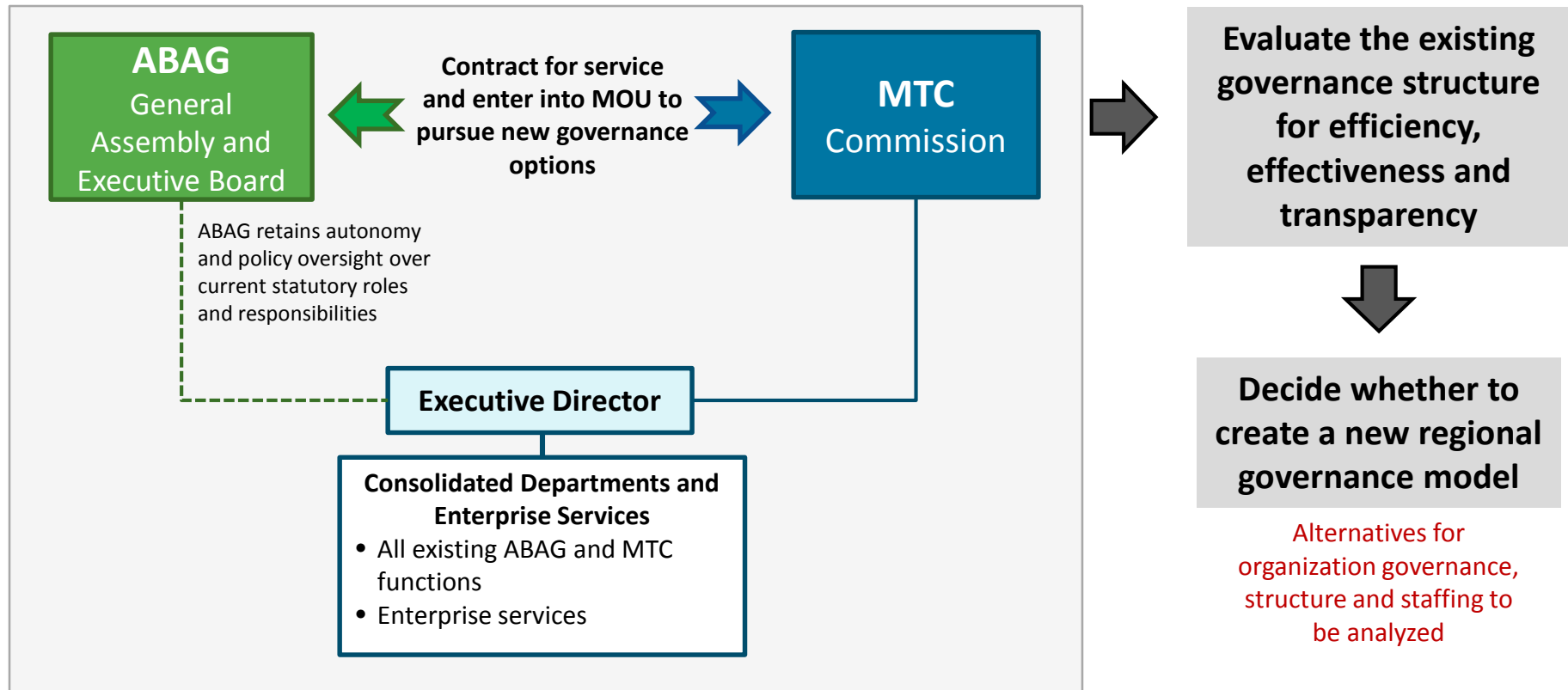


Meetings with:

- ABAG General Assembly and Executive Board (**May 19**)
- MTC Commission (**May 25**)
- Joint Committee (**May 27**)



Option 7. Consolidate all Staff Functions and Pursue New Governance Options



What is an Implementation Action Plan (IAP)?

Implementation Action Plan

- A tool to help guide the process should MTC and ABAG move forward with Option 7
- The IAP may be modified or amended as the process moves forward



General Approach to the IAP

1. Policy Support

Gain policy support for Option 7

2. Due-diligence Analysis and Contract for Service/MOU

Conduct a due-diligence analysis leading to a possible Contract for Service and MOU

3. Employee Engagement

Establish a process by which employees will be engaged early and in-depth.

4. Employee Transition

Transition ABAG staff (if a contract for service is executed)

General Approach to the IAP

5. Administrative Activities

Implement general administrative activities to support contract

6. Work Program Integration

Integrate ABAG work program into MTC

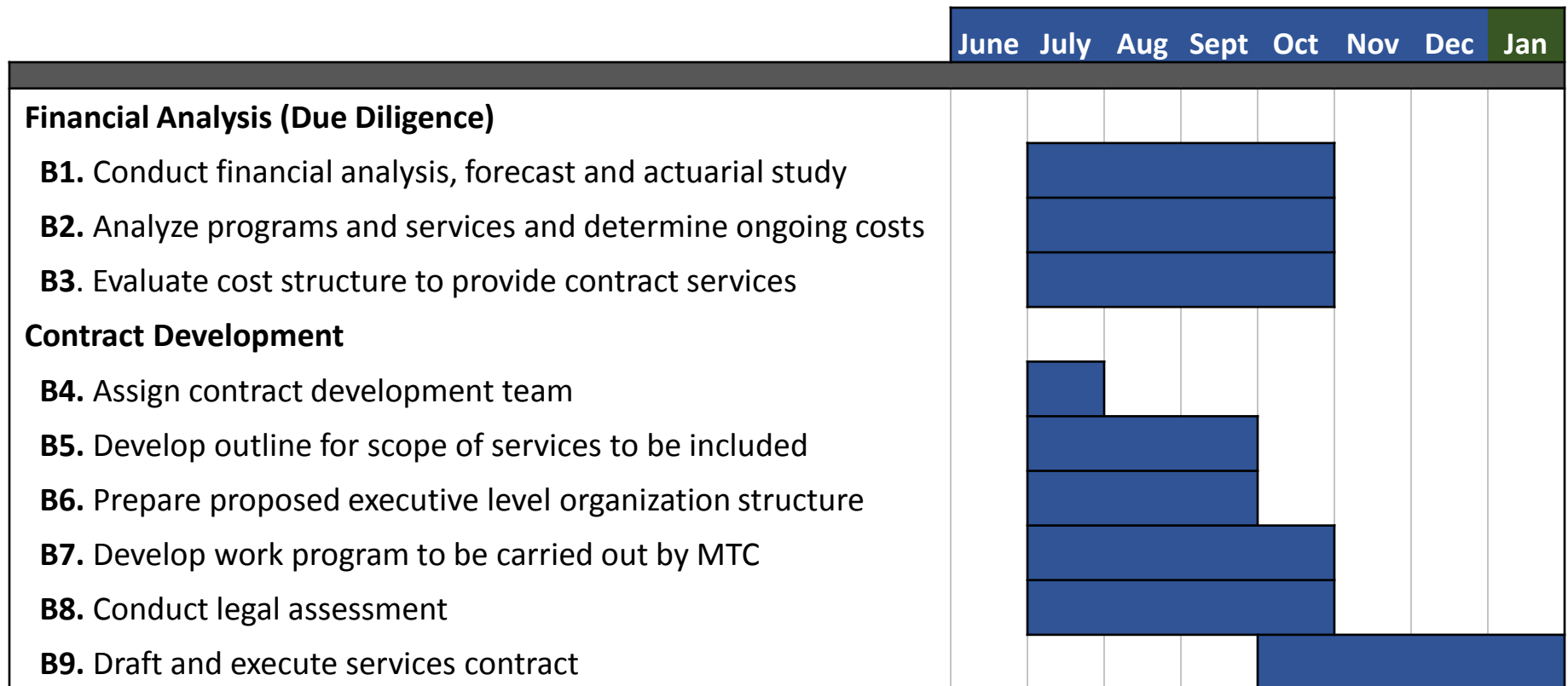
A. Framework and Schedule

Objective: To achieve consensus regarding the general framework, schedule and plan for implementation of Option 7.

	June	July	Aug	Sept	Oct	Nov
A1a. Adopt resolution expressing support for Option 7						
A1b. Enter into agreement to support ABAG planning services						
A2. Develop implementation schedule						
A3. Request Commission/Board Chairs to work on contract and MOU						
A4a. Establish a joint employee/management committee						
A4b. Meet with employee bargaining groups						
A5. Develop Communications Plan						

B. Contract for Service

Objective: To conduct a financial analysis of the impact on both MTC and ABAG of consolidating all staff functions within MTC and develop a contract for service if determined to be feasible.



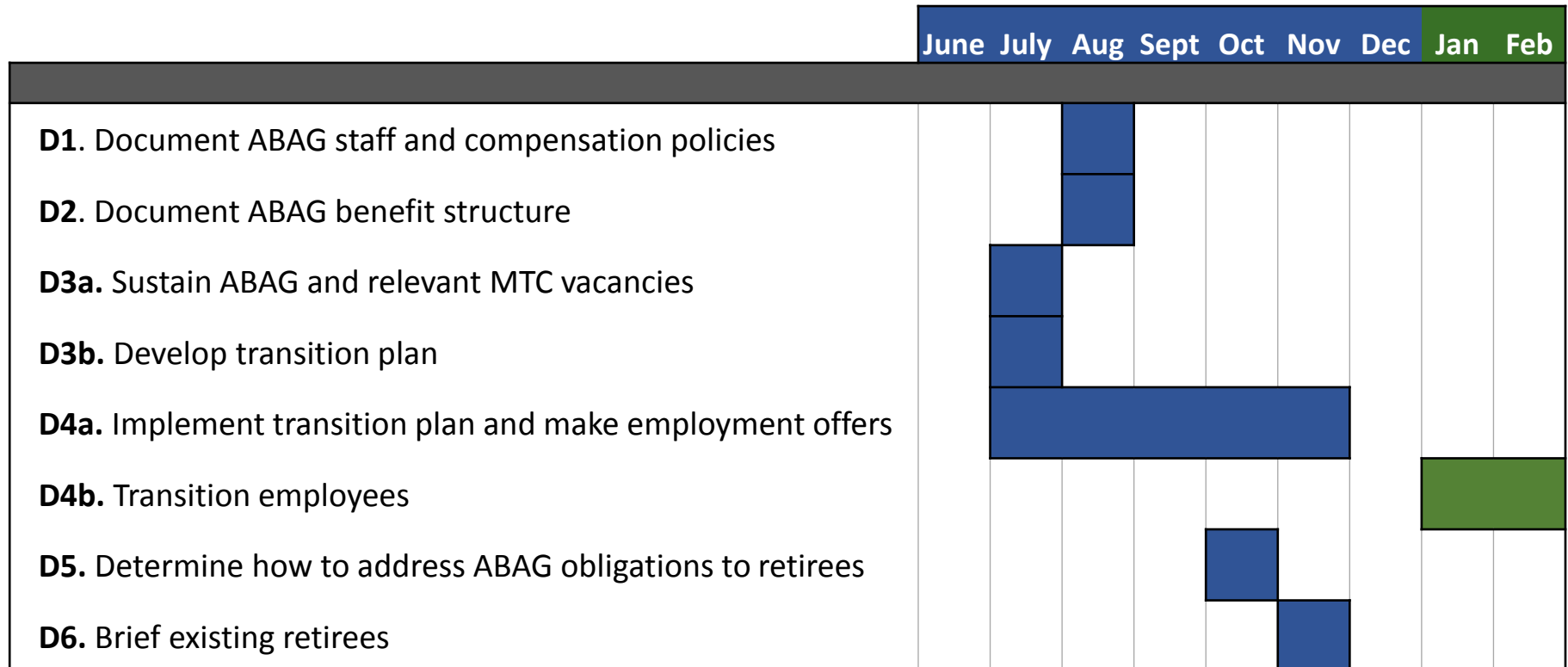
C. Memorandum of Understanding

Objective: To establish a time frame for future consideration of governance options.

	June	July	Aug	Sept	Oct	Nov	Dec	Jan
C1a. Establish timeframe for future consideration of governance options								
C1b. Draft MOU and review with respective policy bodies								
C1c. Adopt MOU								
C2. Conduct evaluation								TBD

D. Human Resources

Objective: To establish the compensation and benefit structure for ABAG employees to be transitioned to a consolidated agency.



E. General Administration

Objective: To establish a work program for general administrative activities following execution of a contract for service.

	Nov	Dec	Jan	Feb	Mar
Administrative Services					
E1. Establish policies and procedures for financial management					
E2. Develop financial reporting policies					
E3. Assess ABAG investment policies and make changes as needed					
E4. Amend budget documents following contract implementation					
E5. Brief ABAG employees on new HR policies and procedures					
E6. Assess opportunities to consolidate IT systems					
E7. Redistribute support staff responsibilities, as needed					
E8. Contract outside legal services for ABAG					

E. General Administration

Objective: To establish a work program for general administrative activities following execution of a contract for service.

	Nov	Dec	Jan	Feb	Mar
Organizational Development					
E9a. Review existing MTC and ABAG organization structure					
E9b. Meet with designated stakeholders on organization structure					
E9c. Gain consensus around new structure and implement					
E10a. Meet with planning staff to understand interests					
E10b. Develop integrated planning work program					
E11a. Conduct teambuilding sessions					
E11b. Establish vision, values and expectations for planning dept.					
Commission, Board and Committee Support					
E12. Determine reporting relationships					
E13. Assess policy body staff support needs and assign staff					
E14a. Study policy committee structure (using process maps)					
E14b. Propose revisions to policy committee structure					

F. Policy Programs and Services

Objective: To develop an integrated work program for Plan Bay Area and establish a unified planning team positioned to address the region's planning priorities.

	Nov	Dec	Jan	Feb	Mar	Apr	May	June
F1a. Prepare PBA policy decision making process map								
F1b. Propose revised policy roles and responsibilities, if necessary								
F2. Prepare revised and fully integrated PBA work program								
F3a. Identify existing and regional issues to include								
F3b. Forge closer relationship with BAAQMD and BCDC								
F4. Inventory services and develop planning work program								

Action Requested

- Review and approval of the proposed or an amended IAP
- Refer to respective policy boards for consideration in June



Proposed Next Steps

- Conduct financial and legal analyses to determine impact on both MTC and ABAG (due diligence)
- Develop implementation schedule
- Request Commission/Board Chairs or designees to work on contract and MOU
- Establish a joint employee/management committee



Thank you