



Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Agenda

Administration Committee

Committee Members:

Federal D. Glover, Chair Alfredo Pedroza, Vice Chair

*Jeannie Bruins, Carol Dutra-Vernaci, Nick Josefowitz,
Jane Kim, Libby Schaaf, Warren Slocum, Amy R. Worth*

Non-Voting Member: James E. Davis

Wednesday, June 13, 2018

9:40 AM

Board Room - 1st Floor

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:40 a.m. or immediately following the 9:35 a.m. Programming and Allocations Committee.

1. Roll Call/Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Consent Calendar

2a. [18-0383](#) Minutes of the May 9, 2018 meeting

Action: Committee Approval

Attachments: [2a_05-09-2018_Administration_Draft_Minutes.pdf](#)

2b. [18-0384](#) Investment Report for April 2018

Action: Information

Presenter: Christine Lin

Attachments: [2b_Investment_Report_April'2018.pdf](#)

2c. [18-0385](#) MTC Financial Statements for April 2018

Action: Information

Presenter: Sonia Elsonbaty

Attachments: [2c_Financial_Statement_April'2018.pdf](#)

- 2d.** [18-0386](#) Monthly Travel Report
- Action:** Information
- Presenter:** Sonia Elsonbaty
- Attachments:** [2d_Travel_Report_April'2018.pdf](#)
- 2e.** [18-0434](#) Contract - High School Internship Program Support: Pathways for Students, Inc. (\$135,000)
- Action:** Committee Approval
- Presenter:** Ann Macaulay
- Attachments:** [2e_Contract_Pathways_for_Students.pdf](#)
- 2f.** [18-0436](#) MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual
- Action:** Commission Approval
- Presenter:** Leslie Miessner
- Attachments:** [2f_ResoNo-1058_Commission_Procedures_Manual_Update.pdf](#)

3. Approval

- 3a.** [18-0388](#) Mandatory Audit Rotation Policy
- A report on the previously held Commission policy that prohibited the incumbent audit firm from participating in the new solicitation once their contract has expired.
- Action:** Committee Approval
- Presenter:** Brian Mayhew
- Attachments:** [3a_Mandatory_Audit_Rotation_Policy.pdf](#)
- 3b.** [18-0414](#) MTC Resolution No. 4330 - MTC FY 2018-19 Agency Budget
- A request to refer MTC FY 2018-19 Agency Budget, MTC Resolution No. 4330 to the Commission for approval.
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [3b_ResoNo-4330_MTC_FY2018-19_Agency_Budget.pdf](#)

4. Closed Session

[18-0401](#) New Memorandum of Understanding

The Committee will meet in closed session pursuant to Government Code Section 54957.6 regarding ongoing negotiations of a new memorandum of understanding with represented agency employee groups effective July 1, 2018.

Attachments: [4 ResoNos-4341-4342.pdf](#)

5. Open Session

[18-0449](#) MTC Resolution Nos. 4341 and 4342 - Memorandum of Understanding for MTC Employee Salaries and Benefits effective July 1, 2018 through and including June 30, 2022.

Action: Commission Approval

Attachments: [5 HANDOUT ResoNos-4341-4342 MOU.pdf](#)

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on July 11, 2018 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Public Comment: The public is encouraged to comment on agenda items at Commission meetings by completing a request-to-speak card (available from staff) and passing it to the Commission secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Commission may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Commission meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Commission members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Commission. Actions recommended by staff are subject to change by the Commission.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0383 **Version:** 1 **Name:**
Type: Minutes **Status:** Consent
File created: 5/8/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: Minutes of the May 9, 2018 meeting
Sponsors:
Indexes:
Code sections:
Attachments: [2a_05-09-2018_Administration_Draft_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the May 9, 2018 meeting

Recommended Action:
Committee Approval



**Metropolitan Transportation
Commission
Meeting Minutes**

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Administration Committee

Committee Members:

Federal D. Glover, Chair Alfredo Pedroza, Vice Chair

*Jeannie Bruins, Carol Dutra-Vernaci, Nick Josefowitz,
Jane Kim, Libby Schaaf, Warren Slocum, Amy R. Worth
Non-Voting Member: James E. Davis*

Wednesday, May 9, 2018

9:35 AM

Board Room - 1st Floor

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 6 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Vice Chair Pedroza, Commissioner Schaaf and Commissioner Worth

Absent: 3 - Chair Glover, Commissioner Kim and Commissioner Slocum

Non-Voting Member Present: Commissioner Davis

Ex Officio Voting Members Present: Commission Chair Mackenzie and Commission Vice Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Aguirre, Commissioner Cortese, Commissioner Giacomini, Commissioner Halsted, Commissioner Pierce, and Commissioner Spering

2. Consent Calendar

Upon the motion by Commissioner Worth and the second by Commissioner Dutra-Vernaci, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Vice Chair Pedroza, Commissioner Schaaf and Commissioner Worth

Absent: 3 - Chair Glover, Commissioner Kim and Commissioner Slocum

2a. [18-0274](#) Minutes of the April 11, 2018 meeting

Action: Committee Approval

2b. [18-0275](#) Investment Report for March 2018

Action: Information

Presenter: Christine Lin

2c. [18-0276](#) MTC Financial Statements for March 2018

Action: Information

Presenter: Sonia Elsonbaty

2d. [18-0277](#) Monthly Travel Report and International Travel Request

Action: Information

Presenter: Sonia Elsonbaty

2e. [18-0279](#) Contract Amendment - Regional Resource Center Operations: Faneuil, Inc. (\$245,000)

Action: Committee Approval

Presenter: Kelley Jackson

3. Approval

3a. [17-3100](#) Funding Agreement - Car Sharing and Mobility Hubs in Affordable Housing Pilot Project: TransForm (\$1,569,000)

A request for the approval of a funding agreement with TransForm to develop and implement a suite of mobility options such as car sharing, electric vehicle charging stations, bikeshare, transit passes, electric bicycles, credit for ride-hailing trips to transit and other rideshare solutions at three affordable housing sites in Disadvantaged Communities (DACs) in the cities of Oakland, Richmond and San Jose.

Action: Committee Approval

Presenter: Krute Singa

Upon the motion by Commissioner Josefowitz and the second by Commissioner Worth, the Committee unanimously approved the funding agreement with TransForm. The motion carried by the following vote:

Aye: 6 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Vice Chair Pedroza, Commissioner Schaaf and Commissioner Worth

Absent: 3 - Chair Glover, Commissioner Kim and Commissioner Slocum

- 3b.** [18-0280](#) Legal Services Bench - Law Firms Pre-Qualified to Provide Legal Services to MTC, MTC SAFE, BATA, BAIFA, BAHA, 375 Beale Condominium Corporation, and ABAG and its Local Collaboration Programs through FY 2021-22 (\$400,000 per year):
- i. Atkinson, Andelson, Loya, Ruud & Romo, Pleasanton, CA;
 - ii. Best Best & Krieger LLP, Walnut Creek, CA;
 - iii. Farella Braun + Martel LLP, San Francisco, CA;
 - iv. Glynn & Finley, LLP, Walnut Creek, CA;
 - v. Hanson Bridgett LLP, San Francisco, CA;
 - vi. Meyers Nave Riback Silver & Wilson PLC, Oakland, CA;
 - vii. Orrick, Herrington & Sutcliffe LLP, San Francisco, CA;
 - viii. PC Law Group, Irvine, CA;
 - ix. Renne Public Law Group LLP, San Francisco, CA; and
 - x. Thomas Law Group, Sacramento, CA

A request for approval to create a bench of ten pre-qualified law firms to provide legal services on an as-needed basis through June 30, 2022.

Action: Committee Approval

Presenter: Leslie Miessner

Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Committee unanimously approved the legal services bench with: Atkinson, Andelson, Loya, Ruud & Romo, Pleasanton, CA; Best Best & Krieger LLP, Walnut Creek, CA; Farella Braun + Martel LLP, San Francisco, CA; Glynn & Finley, LLP, Walnut Creek, CA; Hanson Bridgett LLP, San Francisco, CA; Meyers Nave Riback Silver & Wilson PLC, Oakland, CA; Orrick, Herrington & Sutcliffe LLP, San Francisco, CA; PC Law Group, Irvine, CA; Renne Public Law Group LLP, San Francisco, CA; and Thomas Law Group, Sacramento, CA. The motion carried by the following vote:

Aye: 6 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Vice Chair Pedroza, Commissioner Schaaf and Commissioner Worth

Absent: 3 - Chair Glover, Commissioner Kim and Commissioner Slocum

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on June 13, 2018 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0384 **Version:** 1 **Name:**
Type: Report **Status:** Consent
File created: 5/8/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: Investment Report for April 2018
Sponsors:
Indexes:
Code sections:
Attachments: [2b Investment Report April'2018.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Investment Report for April 2018

Presenter:
Christine Lin

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Executive Director

RE: Investment Report for April 2018

In accordance with the adopted investment policy, attached are the comprehensive investment holdings for MTC and all component units.

Total funds under MTC management are just under \$3.5 billion. A breakdown by fund is as follows:

<u>Fund</u>	<u>Market Value (\$ million)</u>	<u>% of Total</u>
BATA Admin	\$ 1,165.4	33.3%
BATA Projects	497.0	14.2%
BATA Debt Payment	7.2	0.2%
BATA Debt Service Reserve	517.6	14.8%
BATA RM2	260.4	7.4%
MTC	356.6	10.2%
BART Car Exchange Program	384.1	11.0%
AB 1171	69.8	2.0%
FasTrak® (Customer Deposits)	115.6	3.3%
Clipper®	74.4	2.1%
BAHA	21.0	0.6%
SAFE	22.3	0.7%
BAIFA	6.0	0.2%
Portfolio Total	<u>\$ 3,497.4</u>	<u>100.0%</u>

The BART Car Exchange fund is held in trust for future replacement of BART cars.

Investment funds decreased by \$200 million from last month's \$3.7 billion due to semi-annual bond debt interest payment.

The portfolio consists mainly of Government Sponsored Enterprises (GSEs). The portfolio breakdown is as follows:

<u>Security Holding</u>	<u>Portfolio Composite</u>	<u>Policy Limits</u>
Fed Home Loan Bank	55.2%	No limit
Fed Home Loan Mortgage	17.3%	No limit
Fed National Mortgage Association	0.5%	No limit
Fed Farm Credit Bank	1.8%	No limit
Cash	13.5%	No limit
Certificates of Deposit	1.1%	10% portfolio
Gov't Pools	Less than 0.1%	No limit
CalTrust Medium-Term Fund	5.8%	No limit
CA Asset Mgmt Program (CAMP)	0.3%	No limit
Municipal Bonds	0.9%	No limit
Mutual Funds	3.4%	20% Portfolio/10% One Fund
Blackrock (BATA Trustee)	0.2%	Trustee Funds – No limit
Morgan Stanley (BATA Trustee)	Less than 0.1%	Trustee Funds – No limit
Portfolio Total	100.0%	

Funds held by trustee are subject to permitted investments authorized in the approved issuing documents and are not subject to mutual fund limits as defined by California law and the MTC Investment Policy.

From time to time, there will be negative balances in the checking account which reflect timing differences between payments and receipt of funds from internal or external sources.

Credit ratings of corporate medium-term notes, mutual funds, and certificates of deposit held in the MTC portfolio are within the limits required by the MTC Investment Policy.

Liquidity Summary of MTC Portfolio

Maturity	Market Value (\$ million)	% of Total Portfolio	Cumulative Minimum Level per MTC Investment Policy
30 days or less	\$ 1,036.3	30%	10%
90 days or less	1,936.9 cumulative	55% cumulative	15%
1 year or less	2,729.7 cumulative	78% cumulative	30%
1-5 years	748.4	21%	
*greater than 5 years	19.3	Less than 1%	

* BAAQMD Certificate of Participation matures November 2053 and is held in the RM1 BATA Admin Reserve.

The weighted maturity of the MTC portfolio is 340 days, and the maximum weighted maturity cannot exceed 5 years.

The MTC portfolio holds \$13 million (less than 1%) in variable rate demand obligations (VRDOs) issued by various California local agencies. The VRDOs are recognized as short term investment bonds for accounting classification purposes even though the various securities have maturities up to 30 years. The classification as short term investments is possible because VRDOs have “liquidity instruments” that allow the bonds to be “put” to the liquidity support bank at any time with seven days’ notice.

If there are any questions, please contact Brian Mayhew at (415) 778-6730.



Steve Heminger

SH:cl
Attachment



MTC
Summary by Issuer
April 30, 2018

<u>Issuer</u>	<u>Number of Investments</u>	<u>Par Value</u>	<u>Market Value</u>	<u>% of Portfolio</u>	<u>Average YTM 365</u>	<u>Average Days to Maturity</u>
FASTRAK - PREPAID	1	20,109,021.89	20,109,021.89	0.57	0.000	1
BAY AREA AIR QUALITY MGMT DIST	1	19,300,000.00	19,300,000.00	0.55	2.933	12,968
BLK ROCK T-FUND TRUSTEE	2	7,371,513.61	7,371,513.61	0.21	1.560	1
FASTRAK - PARKING FEES	1	44,118.98	44,118.98	0.00	0.000	1
FASTRAK - VIOLATIONS	1	3,021,278.60	3,021,278.60	0.09	0.000	1
FASTRAK - REFUND	1	871,692.12	871,692.12	0.02	0.000	1
FASTRAK - FEE ACCOUNT	1	1,969,746.63	1,969,746.63	0.06	0.000	1
CALIFORNIA ASSET MANAGEMENT PR	8	1,180,988.92	1,180,988.92	0.03	1.840	1
CASH BALANCE	2	1,715.50	1,715.50	0.00	0.000	1
CALTRUST MEDIUM-TERM FUND	7	208,141,498.24	205,281,438.28	5.87	1.920	1 *
EAST BAY MUD	1	7,000,000.00	7,008,155.19	0.20	0.908	31
FED FARM CREDIT BANK	5	63,200,000.00	63,117,907.20	1.80	1.800	495
FED HOME LOAN BANK	172	1,943,492,000.00	1,932,328,023.85	55.25	1.694	188
FED HOME LOAN MTG CORP	56	611,235,000.00	604,895,769.93	17.30	1.718	600
FED NATIONAL MTG ASSN	2	16,200,000.00	15,782,451.40	0.45	2.097	1,355
LAIF	3	331,214.35	331,214.35	0.01	1.661	1
LOS ANGELES DEPT WTR & PWR	1	5,900,000.00	5,900,747.58	0.17	0.707	31
MORGAN STANLEY GOVT TRUSTEE	7	478,244.28	478,244.28	0.01	1.620	1
MORGAN STANLEY GOVT CUSTODY	19	30,020,380.61	30,020,380.61	0.86	1.620	1
FASTRAK BLK ROCK TREAS TR FUND	1	89,576,779.67	89,576,779.67	2.56	0.832	1
UBOC CHECKING	1	2,758,432.13	2,758,432.13	0.08	0.010	1
UBOC DISTRICT 4 AND CHANGE FUN	1	1,388,851.74	1,388,851.74	0.04	0.000	1
UBOC INTEREST ON CHECKING	35	365,029,366.48	365,029,366.48	10.44	1.730	1

MTC
Summary by Issuer
April 30, 2018

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
CLIPPER SETTLEMENT ACCOUNT	1	3,907,785.96	3,907,785.96	0.11	0.000	1
CLIPPER FLOAT ACCOUNT	1	67,579,643.50	67,579,643.50	1.93	0.000	1
CLIPPER PARTICIPANT CLAIM FUND	1	2,610,930.83	2,610,930.83	0.07	0.000	1
UBOC BAHA CHECKING	2	6,494,312.59	6,494,312.59	0.19	0.000	1
CLIPPER REFUND ACCOUNT	1	253,646.91	253,646.91	0.01	0.000	1
UNION BANK NA	3	38,855,000.00	38,835,655.13	1.11	2.158	150
Total and Average	338	3,518,323,163.54	3,497,449,813.86	100.00	1.651	296 **

* Average Days to Maturity for CALTRUST Medium-Term Fund is 748 days.

** The Adjusted Average Days to Maturity for the MTC Portfolio is 340 days.



MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: MTC CASH AND CASH EQUIVALENT						
Local Agency Investment Funds	1	221,626.85	221,626.85	0.01	1.661	1
Checking Accounts	2	35,592,204.72	35,592,204.72	1.02	1.597	1
Subtotal	3	35,813,831.57	35,813,831.57	1.03	1.597	1
Fund: NON TRANSPORTATION PLNG						
Checking Accounts	1	251,239.99	251,239.99	0.01	1.730	1
Subtotal	1	251,239.99	251,239.99	0.01	1.730	1
Fund: AB664 EAST						
Federal Agency Disc. -Amortizing	10	129,337,000.00	128,829,958.73	3.68	1.612	75
Mutual Funds - Custodial	1	6,838.33	6,838.33	0.00	1.620	1
Checking Accounts	1	8,885,687.93	8,885,687.93	0.25	1.730	1
Negotiable CDs	1	5,525,000.00	5,523,276.20	0.16	2.160	136
Subtotal	13	143,754,526.26	143,245,761.19	4.09	1.641	73
Fund: AB664 WEST						
Federal Agency Disc. -Amortizing	4	40,023,000.00	39,891,027.15	1.14	1.804	65
Mutual Funds - Custodial	1	32,422.32	32,422.32	0.00	1.620	1
Checking Accounts	1	5,327,847.75	5,327,847.75	0.15	1.730	1
Subtotal	6	45,383,270.07	45,251,297.22	1.29	1.796	57
Fund: 5% STATE						
Checking Accounts	1	13,429,929.30	13,429,929.30	0.38	1.730	1
Subtotal	1	13,429,929.30	13,429,929.30	0.38	1.730	1
Fund: 2% TRANSIT RESERVES FERRY						
Federal Agency Disc. -Amortizing	3	13,412,000.00	13,354,752.74	0.38	1.794	82
Mutual Funds - Custodial	1	4,061.38	4,061.38	0.00	1.620	1
Checking Accounts	1	4,227,863.39	4,227,863.39	0.12	1.730	1

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	5	17,643,924.77	17,586,677.51	0.50	1.778	63
Fund: 2% TRANSIT RESERVES STUDIES						
Federal Agency Disc. -Amortizing	3	19,613,000.00	19,565,022.17	0.56	1.719	49
Mutual Funds - Custodial	1	117,363.64	117,363.64	0.00	1.620	1
Checking Accounts	1	2,636,538.55	2,636,538.55	0.08	1.730	1
Subtotal	5	22,366,902.19	22,318,924.36	0.64	1.720	43
Fund: 90% RAIL RESERVE EAST						
Federal Agency Disc. -Amortizing	5	24,443,000.00	24,361,289.30	0.70	1.691	65
Mutual Funds - Custodial	1	6,915.72	6,915.72	0.00	1.620	1
Checking Accounts	1	16,706,792.48	16,706,792.48	0.48	1.730	1
Subtotal	7	41,156,708.20	41,074,997.50	1.18	1.707	39
Fund: 90% RAIL RESERVE WEST						
Mutual Funds - Custodial	1	1,423.45	1,423.45	0.00	1.620	1
Checking Accounts	1	2,035,454.64	2,035,454.64	0.06	1.730	1
Subtotal	2	2,036,878.09	2,036,878.09	0.06	1.730	1
Fund: MTC FEEDER BUS						
Checking Accounts	1	170,941.15	170,941.15	0.00	1.730	1
Subtotal	1	170,941.15	170,941.15	0.00	1.730	1
Fund: MTC EXCHANGE FUND						
Checking Accounts	1	30,026,279.63	30,026,279.63	0.86	1.730	1
Subtotal	1	30,026,279.63	30,026,279.63	0.86	1.730	1
Fund: BART CAR EXCHANGE PROGRAM						
Federal Agency Coupon Securities	11	138,500,000.00	137,183,866.65	3.92	1.538	481
Federal Agency Disc. -Amortizing	17	248,003,000.00	246,806,273.68	7.06	1.686	91
Mutual Funds - Custodial	1	110,928.22	110,928.22	0.00	1.620	1
Subtotal	29	386,613,928.22	384,101,068.55	10.98	1.633	231
Fund: CLIPPER CAPITAL (MTC)						

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: CLIPPER CAPITAL (MTC)						
Checking Accounts	1	4,803,346.41	4,803,346.41	0.14	1.730	1
Subtotal	1	4,803,346.41	4,803,346.41	0.14	1.730	1
Fund: CLIPPER 2.0 (MTC)						
Checking Accounts	1	-506,851.06	-506,851.06 *	-0.01	1.730	1
Subtotal	1	-506,851.06	-506,851.06	-0.01	1.730	1
Fund: CLIPPER OPERATIONS (MTC)						
Checking Accounts	1	387,592.66	387,592.66	0.01	1.730	1
Subtotal	1	387,592.66	387,592.66	0.01	1.730	1
Fund: MTC CAPITAL PROJECTS						
Checking Accounts	1	796,441.14	796,441.14	0.02	1.730	1
Subtotal	1	796,441.14	796,441.14	0.02	1.730	1
Fund: SAFE						
Local Agency Investment Funds	1	109,349.27	109,349.27	0.00	1.661	1
Checking Accounts	1	11,290,462.90	11,290,462.90	0.32	1.730	1
Subtotal	2	11,399,812.17	11,399,812.17	0.32	1.729	1
Fund: SAFE CAPITAL PROJECTS						
Checking Accounts	1	10,896,243.78	10,896,243.78	0.31	1.730	1
Subtotal	1	10,896,243.78	10,896,243.78	0.31	1.730	1
Fund: RM2 OPERATING						
Checking Accounts	1	5,805,521.58	5,805,521.58	0.17	1.730	1
Subtotal	1	5,805,521.58	5,805,521.58	0.17	1.730	1
Fund: UB DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	7,096,051.37	7,096,051.37	0.20	1.560	1
Subtotal	1	7,096,051.37	7,096,051.37	0.20	1.560	1
Fund: DEBT SERVICE RESERVE						
Mutual Funds - Trustee	1	275,462.24	275,462.24	0.01	1.560	1

* Pending reimbursement from Transit Operators

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: DEBT SERVICE RESERVE						
Municipal Bonds	1	7,000,000.00	7,008,155.19	0.20	0.908	31
Federal Agency Disc. -Amortizing	5	57,422,000.00	57,234,179.84	1.64	1.653	65
Federal Agency Coupon - Actual	1	10,000,000.00	10,017,285.00	0.29	1.575	388
Federal Agency Coupon Securities	23	282,100,000.00	278,655,016.90	7.97	1.596	657
Subtotal	31	356,797,462.24	353,190,099.17	10.11	1.591	542
Fund: BATA SUB 2014 S-5 RESERVE						
Federal Agency Coupon Securities	1	1,400,000.00	1,349,160.40	0.04	2.200	1,598
Mutual Funds - Trustee	1	62,051.93	62,051.93	0.00	1.620	1
Subtotal	2	1,462,051.93	1,411,212.33	0.04	2.175	1,530
Fund: BATA SUB 2014 S-6 RESERVE						
Mutual Funds - Trustee	2	116,428.50	116,428.50	0.00	1.610	1
Federal Agency Disc. -Amortizing	1	310,000.00	309,648.77	0.01	1.719	24
Federal Agency Coupon Securities	2	13,800,000.00	13,371,886.80	0.38	2.236	1,628
Subtotal	5	14,226,428.50	13,797,964.07	0.39	2.220	1,580
Fund: BATA 2010 S-1 RESERVE						
Mutual Funds - Trustee	2	63,583.74	63,583.74	0.00	1.595	1
Federal Agency Disc. -Amortizing	3	33,665,000.00	33,528,524.38	0.96	1.697	78
Federal Agency Coupon Securities	6	37,190,000.00	36,783,781.00	1.05	1.924	885
Subtotal	11	70,918,583.74	70,375,889.12	2.01	1.816	502
Fund: BONY DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	124,789.55	124,789.55	0.00	1.620	1
Subtotal	1	124,789.55	124,789.55	0.00	1.620	1
Fund: BATA 2017 S-7 RESERVE						
Federal Agency Disc. -Amortizing	1	1,207,000.00	1,199,482.80	0.03	1.924	118
Federal Agency Coupon Securities	5	57,210,000.00	55,517,731.81	1.59	2.205	1,484
Mutual Funds - Trustee	1	103,240.74	103,240.74	0.00	1.620	1
Subtotal	7	58,520,240.74	56,820,455.35	1.62	2.198	1,454

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA 2010 S-2 RESERVE						
Federal Agency Coupon Securities	1	50,000.00	49,443.80	0.00	1.700	549
Mutual Funds - Trustee	1	5,061.91	5,061.91	0.00	1.620	1
Subtotal	2	55,061.91	54,505.71	0.00	1.693	499
Fund: BATA 2010 S-3 RESERVE						
Federal Agency Disc. -Amortizing	2	6,160,000.00	6,151,335.31	0.18	1.531	30
Federal Agency Coupon Securities	4	16,170,000.00	15,790,025.12	0.45	2.038	1,147
Mutual Funds - Trustee	1	4,803.41	4,803.41	0.00	1.620	1
Subtotal	7	22,334,803.41	21,946,163.84	0.63	1.898	839
Fund: RM2 CAPITAL						
Mutual Funds - Custodial	3	2,639,198.48	2,603,710.13	0.07	1.918	1
Federal Agency Disc. -Amortizing	8	41,599,000.00	41,510,220.03	1.19	1.516	43
Federal Agency Coupon Securities	2	11,900,000.00	11,714,007.60	0.33	1.855	763
Checking Accounts	1	23,198,603.44	23,198,603.44	0.66	1.730	1
Subtotal	14	79,336,801.92	79,026,541.20	2.25	1.643	137
Fund: BATA REHAB RESERVE						
Mutual Funds - Custodial	2	11,985,852.36	11,848,442.95	0.34	1.870	1
Federal Agency Coupon Securities	3	25,000,000.00	24,343,825.00	0.70	2.042	1,311
Federal Agency Disc. -Amortizing	3	36,520,000.00	36,406,619.72	1.04	1.647	60
Checking Accounts	1	900,220.93	900,220.93	0.03	1.730	1
Subtotal	9	74,406,073.29	73,499,108.60	2.11	1.817	471
Fund: BATA REHAB PROJECTS						
Federal Agency Coupon Securities	1	15,000,000.00	14,719,710.00	0.42	1.800	850
Federal Agency Disc. -Amortizing	6	103,061,000.00	102,797,672.41	2.94	1.643	51
Mutual Funds - Custodial	1	38,579.04	38,579.04	0.00	1.620	1
Checking Accounts	1	10,247,657.05	10,247,657.05	0.29	1.730	1
Subtotal	9	128,347,236.09	127,803,618.50	3.65	1.668	140
Fund: BATA - SEISMIC CAPITAL						

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA - SEISMIC CAPITAL						
Mutual Funds - Custodial	3	12,075,541.90	12,058,889.78	0.34	1.650	1
Federal Agency Disc. -Amortizing	9	138,478,000.00	137,860,719.18	3.94	1.845	85
Checking Accounts	1	4,792,570.70	4,792,570.70	0.14	1.730	1
Subtotal	13	155,346,112.60	154,712,179.66	4.42	1.826	76
Fund: BATA TRANSIT PROGRAM						
Checking Accounts	1	30,636,161.49	30,636,161.49	0.88	1.730	1
Subtotal	1	30,636,161.49	30,636,161.49	0.88	1.730	1
Fund: AB 1171 PROJECTS						
Federal Agency Disc. -Amortizing	2	6,007,000.00	5,988,729.65	0.17	1.832	60
Mutual Funds - Custodial	2	18,723.88	18,723.88	0.00	1.763	1
Checking Accounts	1	63,785,503.81	63,785,503.81	1.82	1.730	1
Subtotal	5	69,811,227.69	69,792,957.34	1.99	1.739	6
Fund: EXPRESS LANES CAPITAL						
Mutual Funds - Custodial	3	10,289,859.04	10,148,731.61	0.29	1.920	1
Federal Agency Coupon Securities	7	52,250,000.00	51,637,851.50	1.48	1.900	711
Federal Agency Disc. -Amortizing	6	92,407,000.00	92,074,580.05	2.63	1.612	70
Checking Accounts	1	21,716,824.42	21,716,824.42	0.62	1.730	1
Negotiable CDs	1	8,330,000.00	8,320,178.93	0.24	2.151	202
Subtotal	18	184,993,683.46	183,898,166.51	5.26	1.749	245
Fund: RM1 BATA ADMIN - SELF INSURED						
Mutual Funds - Custodial	3	101,755,079.88	100,359,464.11	2.87	1.919	1
Federal Agency Coupon - Actual	3	33,200,000.00	33,217,397.20	0.95	1.385	200
Federal Agency Disc. -Amortizing	8	112,732,000.00	112,365,234.69	3.21	1.632	64
Federal Agency Coupon Securities	9	66,300,000.00	64,948,818.25	1.86	2.377	1,475
Checking Accounts	1	111,769.67	111,769.67	0.00	1.730	1
Subtotal	24	314,098,849.55	311,002,683.92	8.89	1.857	356
Fund: RM1 BATA ADMIN - O&M RESERVE						

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: RM1 BATA ADMIN - O&M RESERVE						
Mutual Funds - Custodial	3	12,195,661.54	12,042,052.66	0.34	1.913	1
Federal Agency Coupon - Actual	1	20,000,000.00	19,988,380.00	0.57	2.141	723
Federal Agency Coupon Securities	4	34,000,000.00	33,756,960.00	0.97	2.019	659
Federal Agency Disc. -Amortizing	8	88,921,000.00	88,648,760.95	2.53	1.583	60
Checking Accounts	1	77,096.18	77,096.18	0.00	1.730	1
Subtotal	17	155,193,757.72	154,513,249.79	4.41	1.777	272
Fund: RM1 BATA ADMIN						
Municipal Bonds	1	19,300,000.00	19,300,000.00	0.55	2.933	12,968
Mutual Funds - Custodial	3	86,541,876.45	85,561,718.45	2.45	1.867	1
Federal Agency Disc. -Amortizing	26	478,202,000.00	476,223,776.47	13.62	1.656	79
Local Agency Investment Funds	1	238.23	238.23	0.00	1.661	1
Municipal Bonds	1	5,900,000.00	5,900,747.58	0.17	0.707	31
Checking Accounts	1	9,881,513.54	9,881,513.54	0.28	1.730	1
Negotiable CDs	1	25,000,000.00	24,992,200.00	0.71	2.160	136
Subtotal	34	624,825,628.22	621,860,194.27	17.78	1.738	468
Fund: RM2 ADMIN RESERVES						
Federal Agency Disc. -Amortizing	21	148,535,000.00	147,971,197.33	4.23	1.642	73
Mutual Funds - Custodial	1	1,318,755.30	1,318,755.30	0.04	1.620	1
Checking Accounts	1	26,242,043.54	26,242,043.54	0.75	1.730	1
Subtotal	23	176,095,798.84	175,531,996.17	5.02	1.655	62
Fund: UNDISTRIBUTED FUNDS						
Checking Accounts	1	1,388,851.74	1,388,851.74	0.04	0.000 *	1
Subtotal	1	1,388,851.74	1,388,851.74	0.04	0.000	1
Fund: SEISMIC ADMIN						
Mutual Funds - Custodial	2	203,563.54	203,563.54	0.01	1.686	1
Checking Accounts	1	2,893,696.79	2,893,696.79	0.08	1.730	1
Subtotal	3	3,097,260.33	3,097,260.33	0.09	1.727	1

* Earnings Credit Rate of 0.01%

MTC
Summary by Type
April 30, 2018
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: EXPRESS LANES OPERATING						
Checking Accounts	1	-176.70	-176.70 *	0.00	1.730	1
Subtotal	1	-176.70	-176.70	0.00	1.730	1
Fund: FASTRAK						
Checking Accounts	5	26,015,858.22	26,015,858.22	0.74	0.000 **	1
Mutual Funds - Custodial	1	89,576,779.67	89,576,779.67	2.56	0.832	1
Subtotal	6	115,592,637.89	115,592,637.89	3.30	0.645	1
Fund: CLIPPER						
Checking Accounts	4	74,352,007.20	74,352,007.20	2.13	0.000 ***	1
Subtotal	4	74,352,007.20	74,352,007.20	2.13	0.000	1
Fund: BAHA OPERATING						
Checking Accounts	2	12,997,091.51	12,997,091.51	0.37	1.331	1
Subtotal	2	12,997,091.51	12,997,091.51	0.37	1.331	1
Fund: BAHA OWNER'S						
Checking Accounts	1	3,495,860.23	3,495,860.23	0.10	0.000 ***	1
Subtotal	1	3,495,860.23	3,495,860.23	0.10	0.000	1
Fund: BAHA CAPITAL						
Mutual Funds - Custodial	1	223.30	223.30	0.00	1.620	1
Checking Accounts	1	4,179,942.28	4,179,942.28	0.12	1.730	1
Subtotal	2	4,180,165.58	4,180,165.58	0.12	1.730	1
Fund: 375 BEALE STREET (BAHA)						
Checking Accounts	1	335,650.07	335,650.07	0.01	1.730	1
Subtotal	1	335,650.07	335,650.07	0.01	1.730	1
Fund: BAIFA OP Admin						
Checking Accounts	1	6,026,545.31	6,026,545.31	0.17	1.730	1
Subtotal	1	6,026,545.31	6,026,545.31	0.17	1.730	1
Total and Average	338	3,518,323,163.54	3,497,449,813.86	100.00	1.651	296 ****

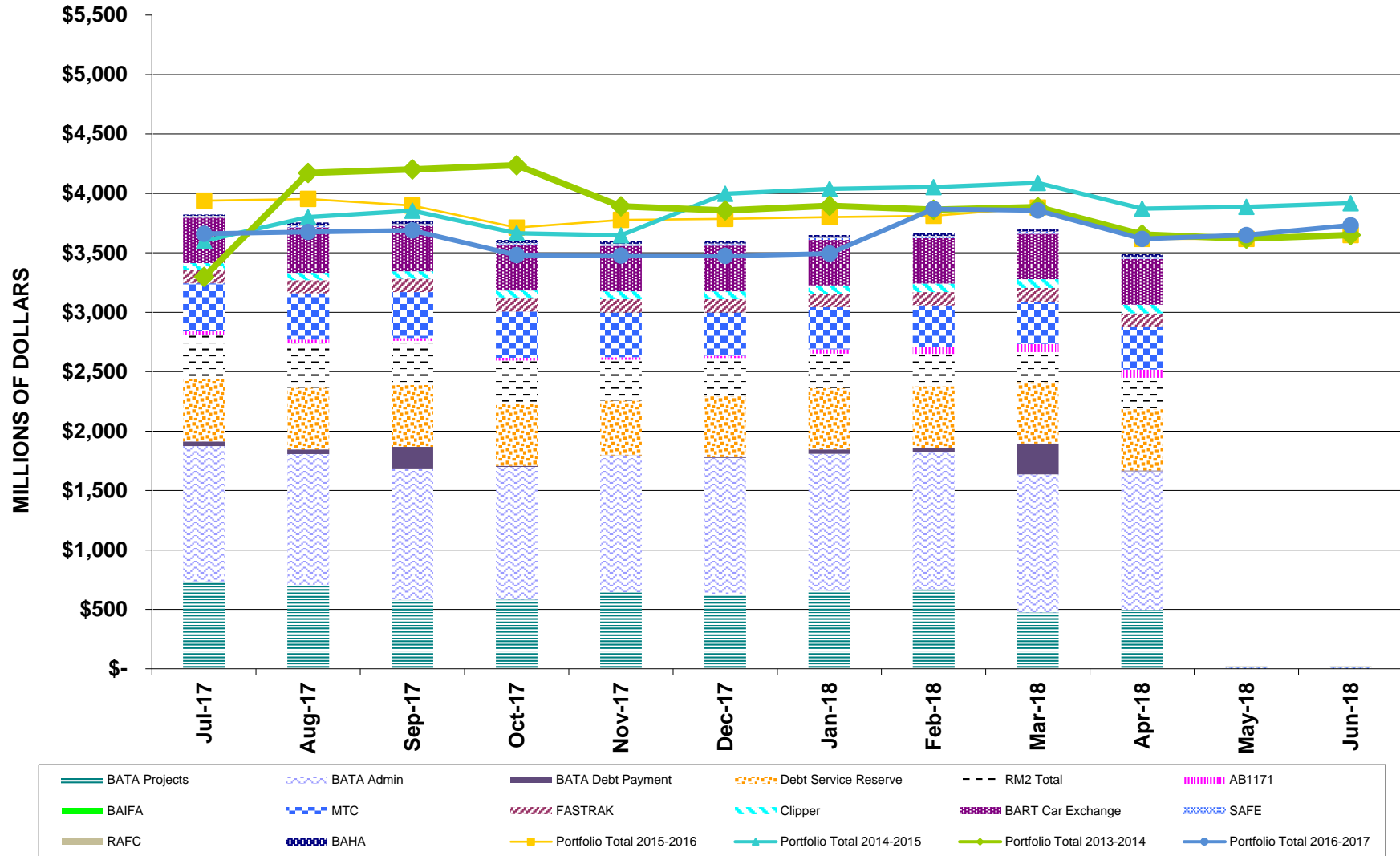
* Payment posted in error, adjusted in May

** Earnings Allowance Rate of 0.35%

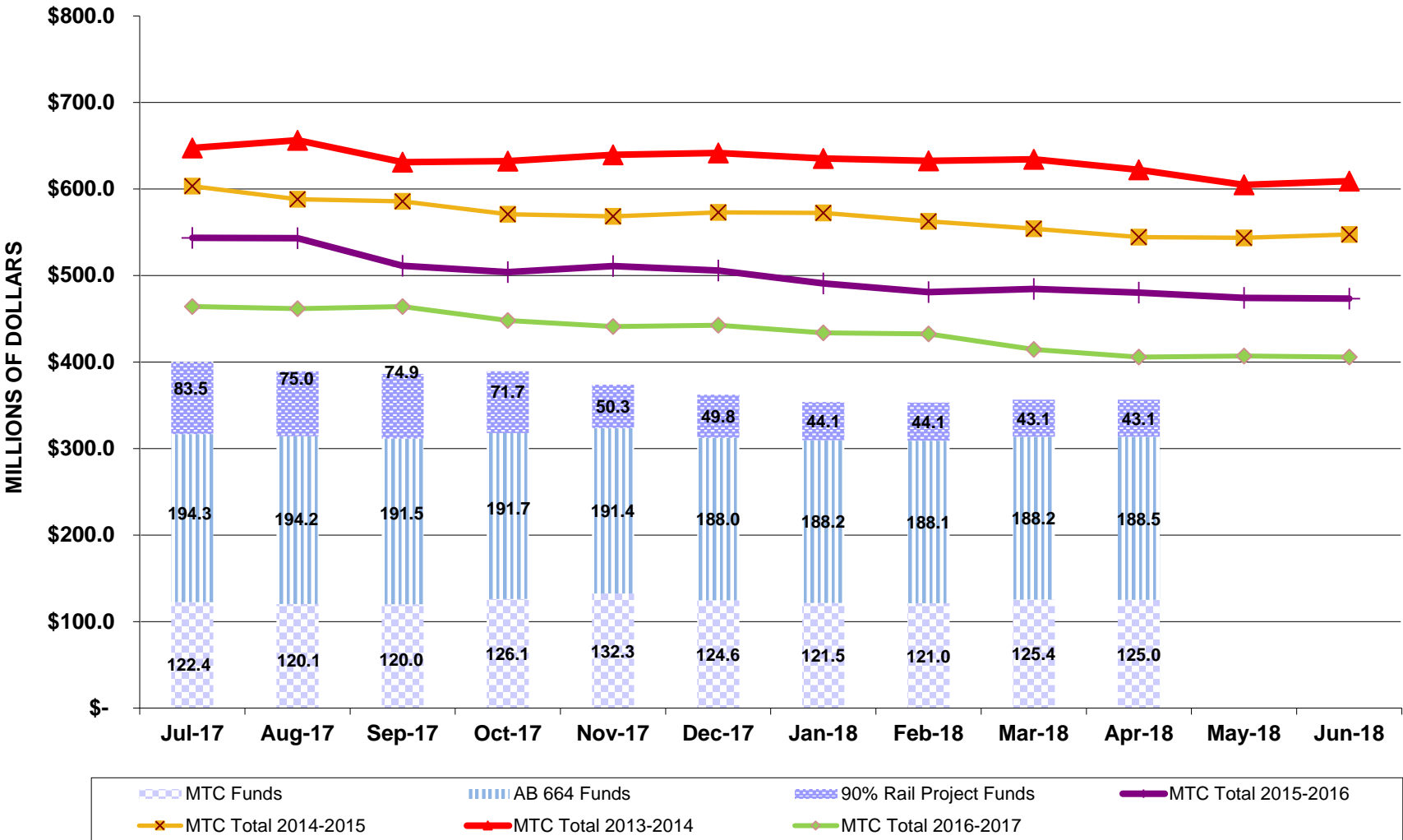
*** Earnings Credit Rate of 0.04%

**** Average Days to Maturity of the CALTRUST Medium-Term Fund is 748 day
The Adjusted Average Days to Maturity of the MTC Portfolio is 340 days

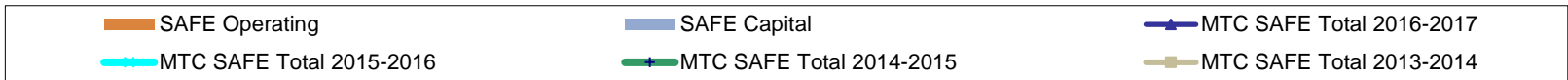
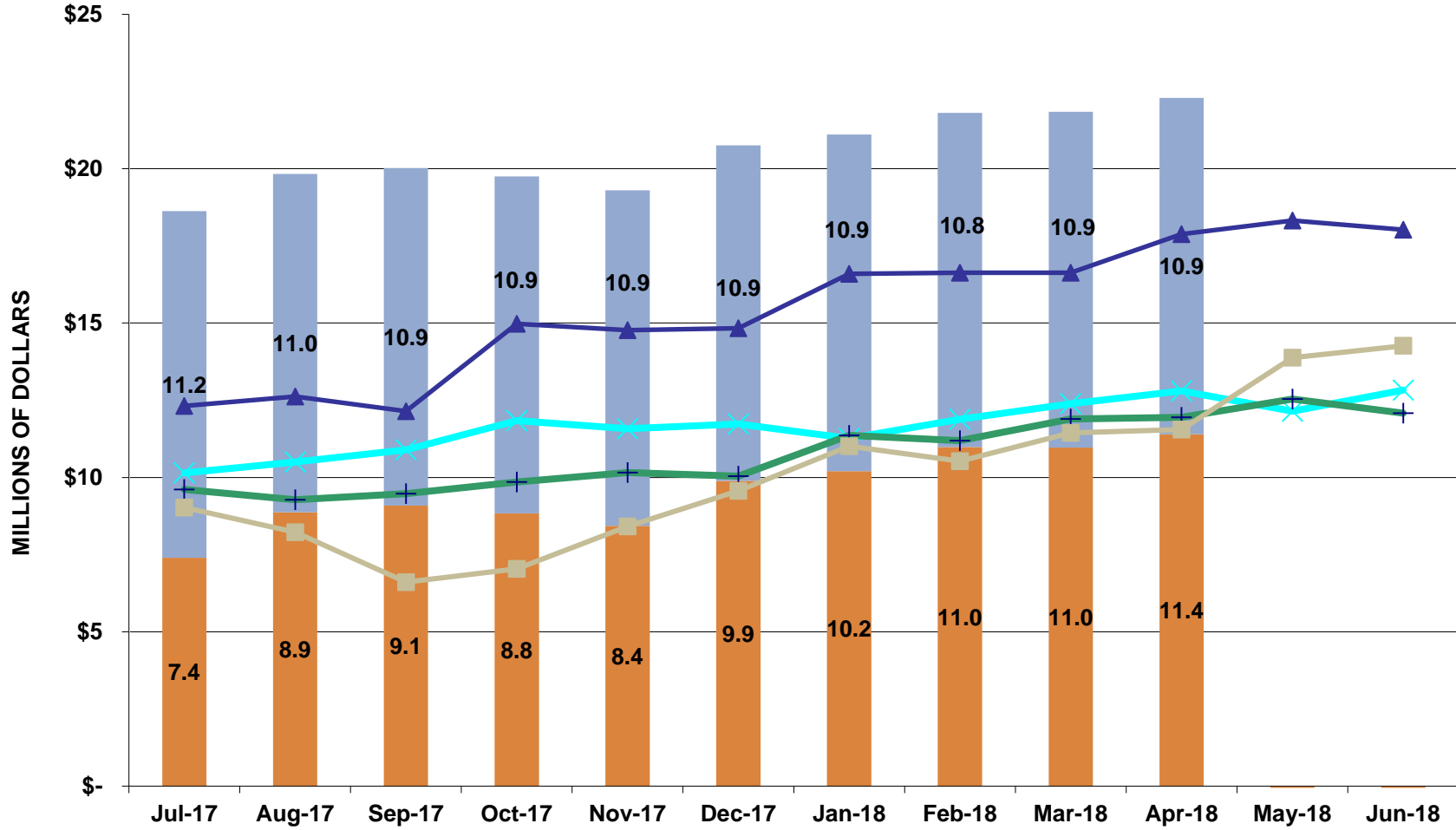
TOTAL PORTFOLIO April 2018



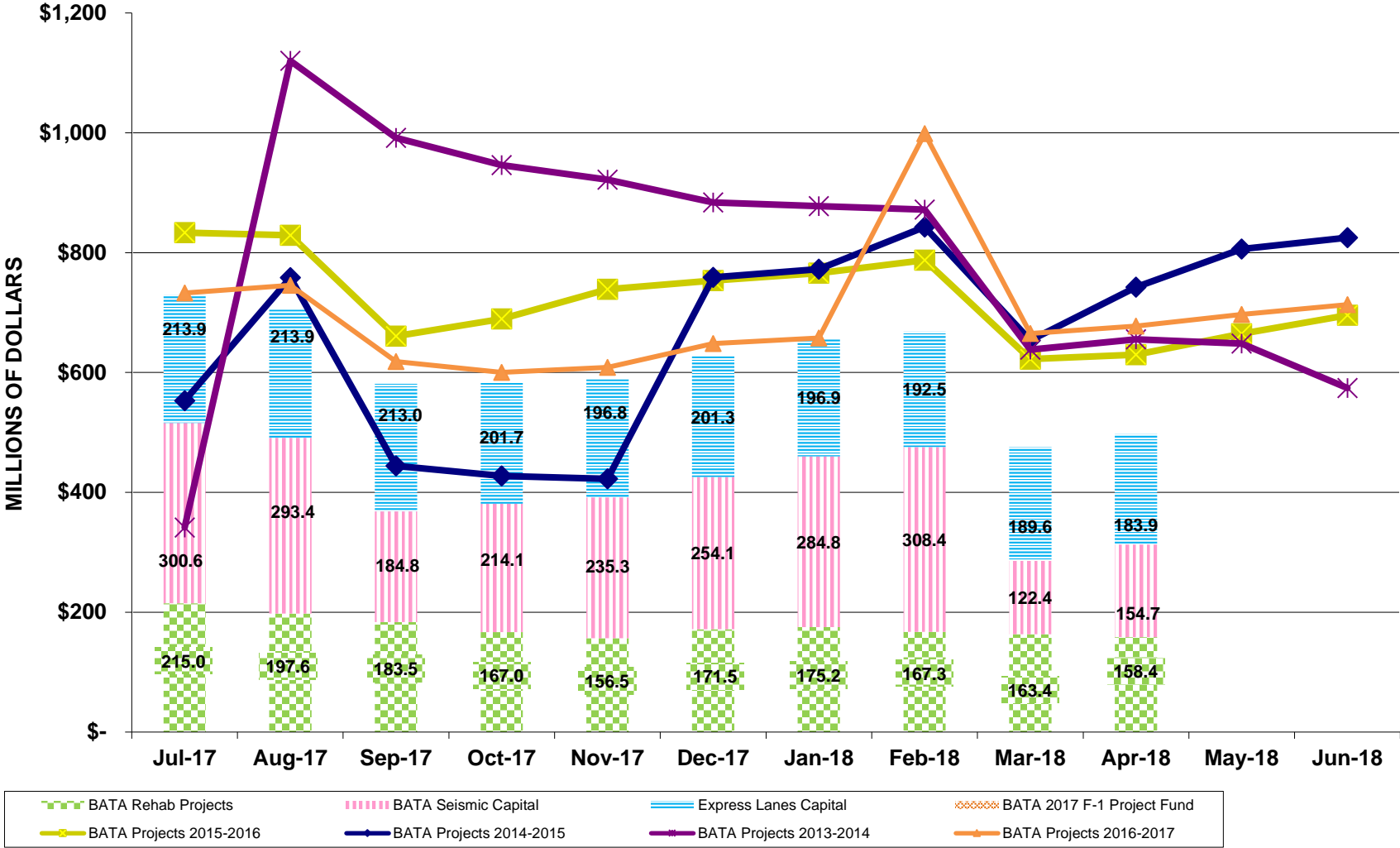
MTC FUNDS April 2018



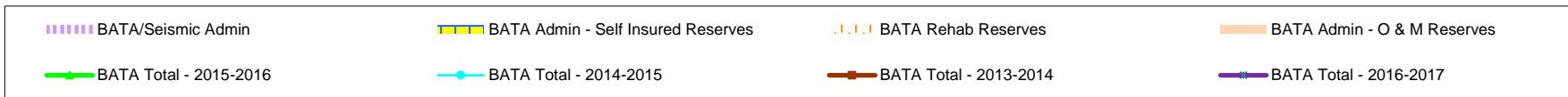
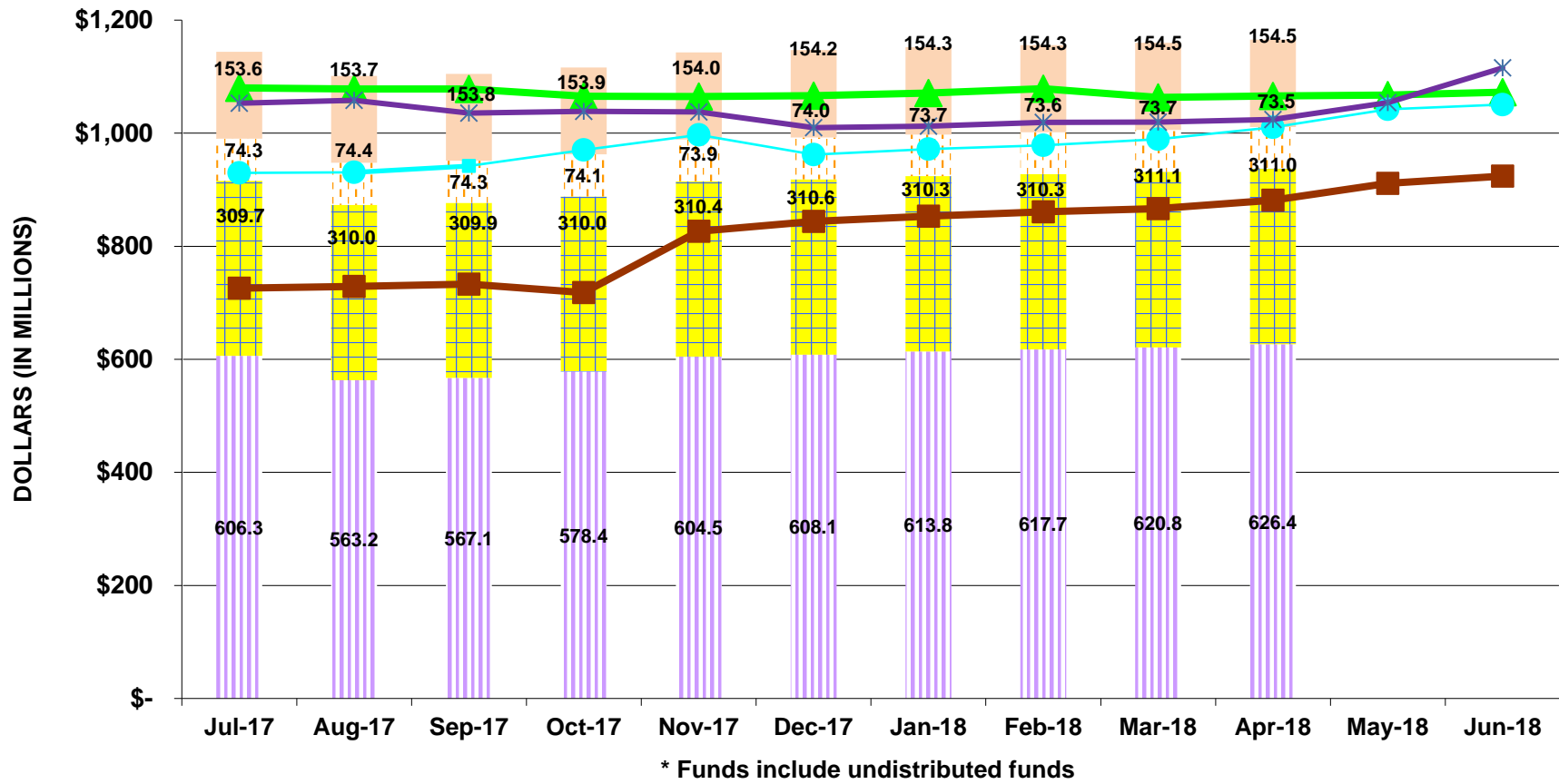
MTC SAFE FUNDS April 2018



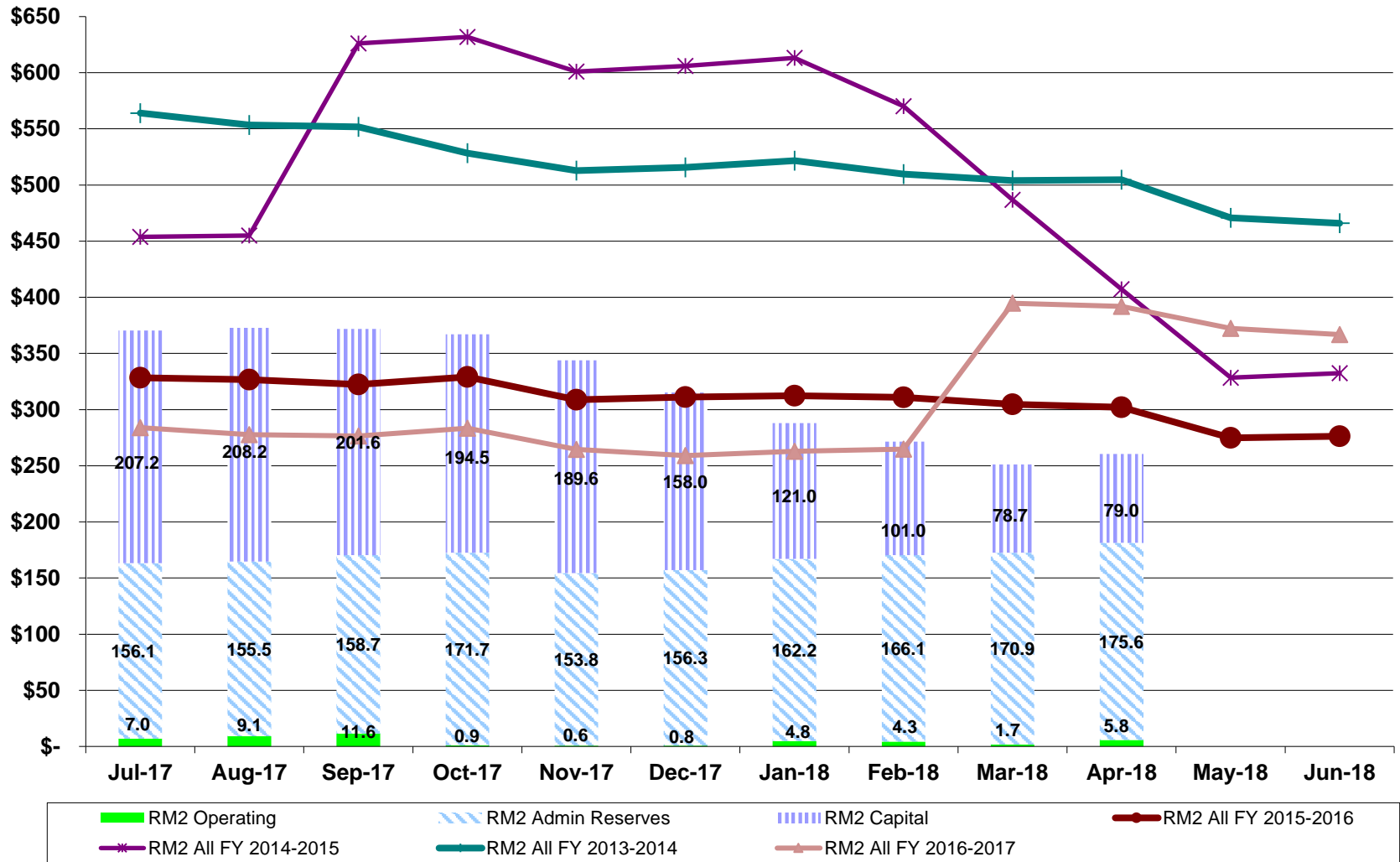
BATA PROJECTS April 2018



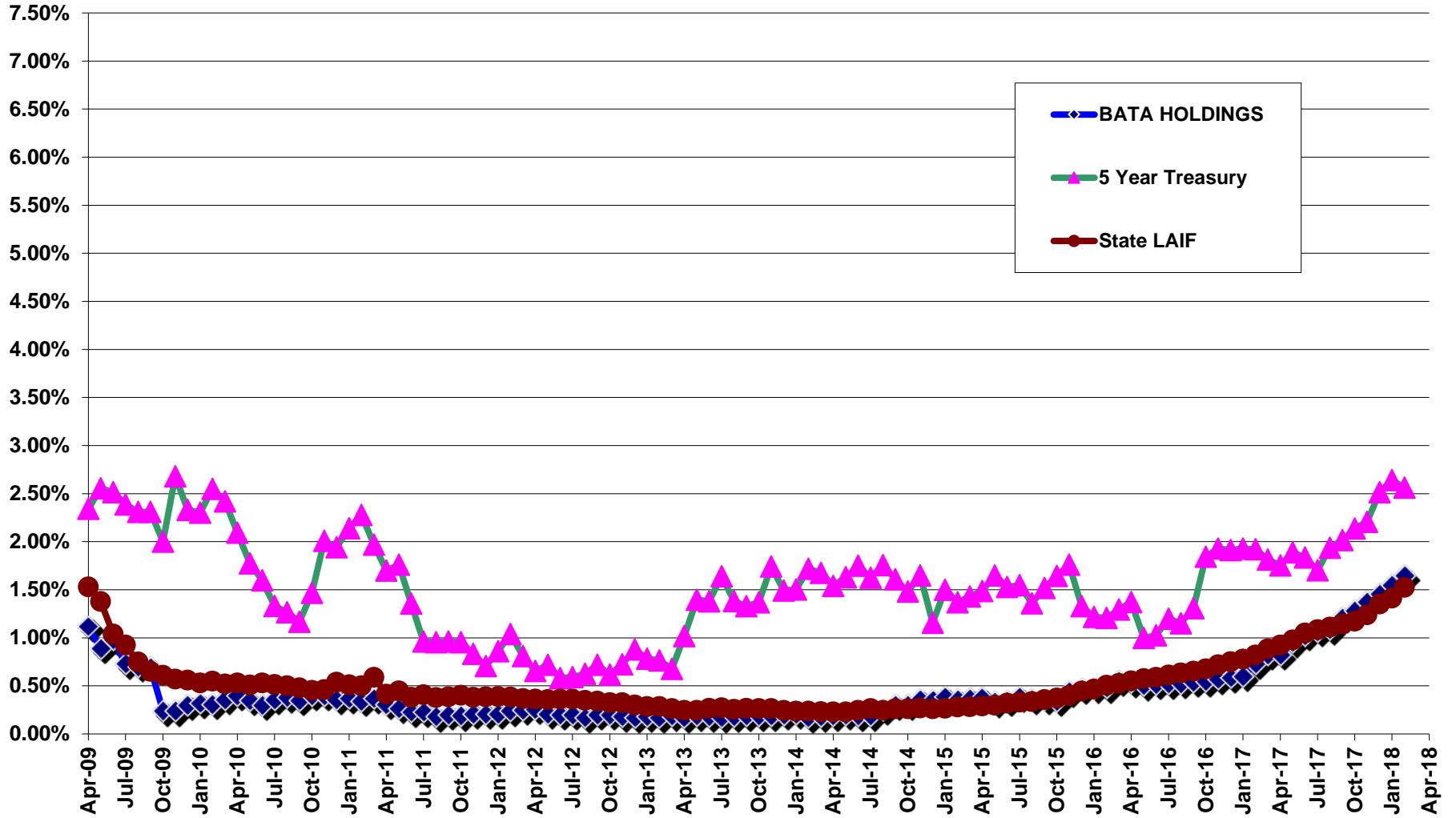
BATA ADMIN April 2018



REGIONAL MEASURE 2 FUNDS April 2018



Investment Rate Benchmarks
April 2018
(BATA)





Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0385 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 5/8/2018 **In control:** Administration Committee

On agenda: 6/13/2018 **Final action:**

Title: MTC Financial Statements for April 2018

Sponsors:

Indexes:

Code sections:

Attachments: [2c_Financial_Statement_April'2018.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Financial Statements for April 2018

Presenter:
Sonia Elsonbaty

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018


FR: Deputy Executive Director, Policy

RE: MTC Financial Statements for April 2018

Attached please find MTC financial statements for the ten-month period ending April 2018. Major highlights of the ten-month period include:

- (1) **Operating Income:** Total operating income for the ten months is below target at 60% with 83% of the budget year expired. Sales tax (TDA) and federal planning funds are running slightly higher than budget.
- (2) **Transfers:** Transfers are at 45% of budget while the annual 1% BATA administration fee of \$7.5 million is complete for FY 2017-18.
- (3) **Operating Expenditures:** Total operating expenditures, excluding contracts, are at 77% through April. Overall, we still expect operating expenditures to end the year within budget.
- (4) **Carry Over:** Prior year carryover balances of \$6.8 million for contract services have been included in the FY 2017-18 budgets.

Federal Grants: There are twenty-two new grants in the FY 2017-18 budget that have been awarded and five grants have been fully spent and will be closed out this year.


Alix A. Bockelman

OPERATING INCOME
MTC OPERATING BUDGET FOR FY 2017-18
(As of April 83.3% of year)

	1	2	3	4
Operating Revenue	FY 2017-18 Adopted Budget	Actual Revenue	Budget Balance Over/(Under)	% of Budget (col 2/1)
General Fund Revenue:				
TDA	13,250,000	11,290,897	(1,959,103)	85.2%
Interest	30,000	29,829	(171)	99.4%
General Fund Total	13,280,000	11,320,726	(1,959,274)	85.2%
Federal Planning Revenue:				
FHWA - PL	7,989,524	7,431,792	(557,732)	93.0%
FHWA - SP&R	342,200	121,631	-	35.5%
FTA 5304	841,241	183,215	(658,026)	21.8%
FTA 5303	5,465,629	3,476,219	(1,989,410)	63.6%
FTA Total	14,638,593	11,212,858	(3,425,736)	76.6%
State Funding Revenue:				
STIP	664,912	388,923	(275,989)	58.5%
Regional Coastal Conservancy	1,172,376	492,029	(680,347)	42.0%
Senate Bill 1 (SB1)	2,296,563	895,660	(1,400,903)	39.0%
State Revenue Total	4,133,851	1,776,613	(2,357,238)	43.0%
Local Funding Revenue:				
TFCA	870,000	-	(870,000)	0.0%
HOV	500,000	361,618	(138,382)	72.3%
PTAP LM	164,494	94,426	(70,068)	57.4%
Pavement Management	1,402,780	1,206,078	(196,702)	86.0%
BAAQMD	818,605	188,594	(630,011)	23.0%
Miscellaneous	2,109,831	700,953	(1,408,877)	33.2%
Local Total	5,865,710	2,551,670	(3,314,040)	43.5%
Transfers:				
BATA 1%	7,494,251	7,494,251	-	100.0%
Transfer BATA	1,940,075	1,297,740	(642,335)	66.9%
SAFE	2,372,469	605,865	(1,766,604)	25.5%
2% Transit Transfers	408,000	-	(408,000)	0.0%
Transfers in - STA	2,426,513	189,297	(2,237,216)	7.8%
Bay Trail 2% Bridge Tolls & 5%	723,000	681,024	(41,976)	94.2%
Membership Dues	782,401	-	(782,401)	0.0%
Transfer from or (to) Reserve/Capital	10,512,585	1,632,585	(8,880,001)	15.5%
Transfers Total	26,659,294	11,900,761	(14,758,533)	44.6%
Total Operating Revenue	64,577,448	38,762,627	(25,814,821)	60.0%

OPERATING EXPENDITURES
MTC OPERATING BUDGET FOR FY 2017-18
(As of April 83.3% of year)

	1	2	3	4	5
	FY 2017-18	Actual	Budget Balance	% of Budget	
Operating Expenditures	Adopted Budget	Expense	Over/(Under)	(col 2/1)	Encumbrance
Salaries & Benefits	29,132,881	23,967,021	(5,165,860)	82.3%	-
Travel & Training	590,419	377,804	(212,615)	64.0%	65,524
Commission Expense					
Commissioner Expense	150,000	57,130	(92,870)	38.1%	-
Advisory Committees	15,000	17,150	2,150	114.3%	-
Printing & Graphics	150,200	60,634	(89,566)	40.4%	36,662
Computer Services	2,584,907	2,046,192	(538,715)	79.2%	441,884
General Operations	4,291,500	1,698,809	(2,592,691)	39.6%	983,885
Total operating	36,914,907	28,224,739	(8,690,168)	76.5%	1,527,955
Contract Services	27,662,539	6,767,993	(20,894,546)	24.5%	7,881,248
Total Operating Expenditures	64,577,448	34,992,732	(29,584,716)	54.2%	9,409,203

MTC CAPITAL BUDGETS
(As of April 83.3% of year)

<u>Capital</u>	<u>Total Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Transfer from Reserves	\$276,156	\$0	\$0	\$0
Expense	\$276,156	\$90,062	\$64,435	\$121,659

<u>Hub Signage Program</u>	<u>LTD Total Budget</u>	<u>LTD Actual</u>	<u>Encumbrance</u>	<u>LTD Balance</u>
Prop 1B	9,729,204	9,729,204	-	-
RM2	362,000	158,885	-	203,115
Real Flag Sign - STA	2,743,624	569,561	-	2,174,063
Revenue	\$12,834,828	\$10,457,650	\$384,238	\$1,992,940
Expense	\$12,834,828	\$9,853,829	\$384,238	\$2,596,761

LIFE TO DATE FEDERAL GRANT BUDGET

(As of April 83.3% of year)

Fund Source	Project Description	Grant LTD			Staff Actual	Consultant Actual	Enc.	Remaining Balance
		Balance as of 6/30/2017	New Grants	Total Grants				
STP GRANTS								
6084-146 1580	Station Area Planning	474,045	-	474,045	90,504	166,578	36,000	180,963
6084-175 1801	MTC Regional Planning	3,479,604	-	3,479,604	143,704	1,970,021	820,940	544,938
6084-176 1803	511 Grant	3,773,067	-	3,773,067	52,879	1,479,949	1,148,411	1,091,829
6084-179 1806	Pavement Management	96,175	-	96,175	-	14,207	47,782	34,186
6084-186 1812	OBAG Regional PDA	5,732,653	-	5,732,653	-	486,987	4,390,422	855,244
6084-193 1816	Arterial Operations	1,183,673	-	1,183,673	-	311,289	284,352	588,032
6084-198 1818	Pavement Management	1,495,705	5,500,000	6,995,705	-	714,607	1,673,746	4,607,352
6084-199 1819	511 Traveler Information	6,891,032	-	6,891,032	1,459,209	1,518,454	2,967,266	946,103
6084-201 1820	Freeway Performance Initiative	3,454,981	-	3,454,981	1,705,999	143,925	1,159,265	445,792
6084-203 1821	Arterial Operations	499,000	-	499,000	499,000	-	-	-
6084-205 1822	Pavement Management	130,150	1,500,000	1,630,150	-	242,642	61,516	1,325,993
6160-027 1823	Incident Management	516,000	-	516,000	194,977	-	-	321,023
6084-206 1826	CMA Planning	39,016,000	-	39,016,000	-	1,813,428	9,993,572	27,209,000
6084-207 1827	MTC Planning	9,555,000	-	9,555,000	8,853	205,138	60,862	9,280,147
6084-212 1834	Connected Vehicles/Shared Mobility	-	5,000,000	5,000,000	-	-	-	5,000,000
6084-225 1835	Incident Management	-	13,000,000	13,000,000	-	-	-	13,000,000
6084-225 1836	System Travel Demand	-	1,000,000	1,000,000	-	-	-	1,000,000
6084-228 1838	Freeway Performance -SR I880 - US101	-	1,000,000	1,000,000	-	-	-	1,000,000
6084-226-1841	Arterial Operations	-	4,250,000	4,250,000	-	-	-	4,250,000
6084-227-1842	Enhance Arterial: CAT1	-	1,000,000	1,000,000	-	-	-	1,000,000
6084-230 1843	Commuter Parking O&M	-	1,000,000	1,000,000	-	-	-	1,000,000
6084-231 1844	Freeway Performance - I880 Corridor	-	1,000,000	1,000,000	-	-	-	1,000,000
6084-233 1845	Freeway Performance - I 680 Corridor	-	8,000,000	8,000,000	-	-	-	8,000,000
6084-232 1839	PDA Planning & Implementation	-	18,500,000	18,500,000	-	-	-	18,500,000
6084-220 1837	Field Equipment Devices O&M	-	11,750,000	11,750,000	-	-	-	11,750,000
6084-235 1846	Bay Area Forward	-	2,500,000	2,500,000	-	-	-	2,500,000
New	Freeway Performance	-	33,000,000	33,000,000	-	-	-	33,000,000
TOTAL		76,297,086	108,000,000	184,297,086	4,155,124	9,067,225	22,644,133	148,430,603
CMAQ GRANTS								
6084-160 1589	Arterial Operations	982,998	-	982,998	9,839	353,657	595,916	23,586
6084-164 1591	Climate Initiatives	334,612	-	334,612	-	39,144	295,468	-
6160-018 1596	Freeway Performance	1,255,737	-	1,255,737	90,075	535,378	606,662	23,622
6160-020 1800	Incident Management	743,337	-	743,337	369,968	220,602	-	152,767
6084-176 1804	511 Grant	528,652	-	528,652	-	259,069	269,583	-
6084-180 1809	FPI	1,949,896	-	1,949,896	50,000	385,649	1,490,928	23,319
6084-188 1814	Regional Bicycle Program	1,411,018	(1,330,364)	80,654	-	-	-	80,654
6084-202 1824	Climate Initiatives	1,100,000	22,000,000	23,100,000	-	144,610	360,155	22,595,235
6084-209 1825	Operate Car Pool Program	8,000,000	7,280,000	15,280,000	81,877	-	986,718	14,211,405
6084-211 1828	Commuter Benefits Implementation	-	1,379,000	1,379,000	-	19,517	138,385	1,221,098
6084-210-1829	Incident Management	-	14,278,000	14,278,000	-	-	1,698,639	12,579,361
6084-215 1830	Spare the Air Youth Program	-	2,463,000	2,463,000	-	22,209	2,429,559	11,232
6084-216 1831	Arterial/Transit Performance/Rideshare	-	18,720,000	18,720,000	-	265,004	205,631	18,249,365
6084-208 1832	Vanpool Program	-	2,000,000	2,000,000	-	-	-	2,000,000
6084-213 1833	511 Next Generation	-	37,215,000	37,215,000	-	-	982,497	36,232,503
6084-219 1840	Bay Area Forward	-	5,820,000	5,820,000	-	-	-	5,820,000
New	Capital Bike Share	-	1,925,000	1,925,000	-	-	-	1,925,000
TOTAL		16,306,249	111,749,636	128,055,885	601,758	2,244,838	10,060,142	\$113,224,146

LIFE TO DATE FEDERAL GRANT BUDGET

(As of April 83.3% of year)

Fund Source	Project Description	Grant LTD			Staff Actual	Consultant Actual	Enc.	Remaining Balance
		Balance as of 6/30/2017	New Grants	Total Grants				
FTA GRANTS								
CA57-X023 1623	New Freedom	107,525	-	107,525	-	419	17,485	89,622
CA37-X104 1625	JARC	270,799	-	270,799	-	146,333	124,465	-
CA57-X050 1626	New Freedom	47,417	-	47,417	-	-	-	47,417
CA37-X133 1627	JARC	130,193	-	130,193	-	-	41,461	88,732
CA57-X074 1628	New Freedom	33,451	-	33,451	-	-	26,774	6,677
CA37-X164 1629	JARC	281,348	-	281,348	-	74,627	193,575	13,146
CA37-X177 1630	JARC	1,061,717	-	1,061,717	-	102,476	436,423	522,818
CA34-X001 1631	FTA 5339 - Bus Purchases	9,665,839	-	9,665,839	-	-	231,591	9,434,248
CA57-X109 1632	New Freedom	419,219	-	419,219	-	-	306,362	112,857
CA34-0024 1633	FTA 5339 - Bus Purchases	4,898,890	-	4,898,890	-	-	1,757,154	3,141,736
CA34-0032 1634	FTA 5339 - Bus Purchases	2,518,280	-	2,518,280	-	-	1,303,136	1,215,144
CA16-X065 1635	FTA 5310	171,756	692,000	863,756	171,756	-	-	692,000
CA79-1001-1668	TIGER *	17,340	-	17,340	-	-	-	17,340
TOTAL		\$7,606,266	\$692,000	20,315,773	171,756	323,855	4,438,426	15,381,736
SHA 6084-184 1112	FHWA - SHRP2	402,528	-	402,528	-	165,362	199,285	37,880
G16AC00318 1311	USGS National Grant - G16AC00318*	13,678	-	13,678	13,678	-	-	-
G16AP00172 1312	USGS National Grant - G16AC00172	42,031	-	42,031	21,050	-	-	20,981
G15AP00118 1313	USGS National Grant - G15AC00118	12,801	-	12,801	2,056	8,759	35	1,951
G17AC00135 1314	USGS National Grant - G17AC00239	50,000	-	50,000	26,978	20,475	75	2,472
G17AC00239 1315	USGS National Grant - G17AC00136	-	-	50,000	48,868	-	-	1,132
BF-99T455 1340	Environmental Protection Agency (EPA)	531,563	-	531,563	31,888	58,695	311,305	129,675
CA000007-01 1342	Environmental Protection Agency (EPA)	-	-	600,000	-	-	-	600,000
2016CA00010 1370	Federal Emergency Management Agenc	33,857	-	33,857	33,857	-	-	-
EMF2016 1372	Federal Emergency Management Agenc	299,221	-	299,221	39,005	39,525	15,875	204,816
14 -003 2800	Coastal Conservancy	726,931	-	726,931	-	254,724	142,831	329,376
10-092 2801	Coastal Conservancy	472,455	-	472,455	51,827	163,048	91,694	165,886
07-053 2802	Coastal Conservancy	207,975	-	207,975	-	22,431	127,194	58,350
TSFF 2017 5005	The San Francisco Foundation	19,992	-	19,992	-	-	-	19,992
North Bay 5006	Marin Municipal Water District*	8,700	-	8,700	8,700	-	-	-
North Bay 5007	Rockefeller Philanthropy Advisors	150,000	-	150,000	-	11,100	105,049	33,851
TOTAL		2,971,731	-	3,621,731	277,906	744,118	993,344	1,606,364
Total Federal Grants Budget		\$103,181,331	\$220,441,636	\$336,290,475	\$5,206,544	\$12,380,036	\$38,136,046	\$280,567,849

CA-79-1001 1668 TIGER * - The project under this grant is completed and the grant will be closed out in FY17/18
 2016CA00010 1370 Federal Emergency Management Agency * - Grant will be closed out in FY17/18
 G16AC00318 1311 USGS National Grant* - G16AC00318 - Grant will be closed out in FY17/18
 North Bay 5006 Marin Municipal Water District - Grant will be closed out in FY17/18
 6084-203 1821 Arterial Operations - Grant is fully spent and will be closed out in FY17/18

CLIPPER OPERATING BUDGET
(As of April 83.3% of year)

Clipper Operating	Total FY 2017-18			
	Budget	Actual	Encumbrance	Balance
RM2	3,102,913	1,374,346	-	1,728,567
STA	11,418,402	8,159,515	-	3,258,887
Transit Operators	19,263,922	12,361,341	-	6,902,582
Revenue	\$33,785,237	\$21,895,203	\$0	\$11,890,035
Expense	\$33,785,237	\$22,216,561	\$12,100,071	-\$531,395

CLIPPER I - CAPITAL BUDGET (Life to Date)
(As of April 83.3% of year)

Clipper I - Capital	LTD Budget			Project
	Thru FY 2016-17	Actual	Encumbrance	Balance L-T-D
CMAQ	68,703,835	66,659,851	-	2,043,984
Card Sales	8,851,267	7,776,595	-	1,074,672
Cap and Trade (LCTOP)	4,677,971	4,677,971	-	-
ARRA	11,167,891	11,167,891	-	-
FTA	27,213,349	23,184,161	-	4,029,188
STP	37,538,086	30,478,140	-	7,059,946
STA	22,570,958	20,555,787	-	2,015,171
Prop 1B	1,115,383	1,030,555	-	84,828
SFMTA	8,005,421	3,213,743	-	4,791,678
GGBHTD	2,975,000	2,638,123	-	336,877
BART	725,000	484,901	-	240,099
MTC Exchange Fund	7,573,878	7,573,878	-	-
BATA	26,864,813	23,656,848	-	3,207,965
Transit Operators	14,357,000	1,603,047	-	12,753,953
WETA	603,707	603,707	-	-
Sales Tax	890,216	890,216	-	-
Revenue	\$243,833,775	\$206,195,414	\$0	\$37,638,361
Expense	\$243,833,775	\$200,927,276	\$17,258,016	\$25,648,483

CLIPPER II - CAPITAL BUDGET (Life to Date)
(As of April 83.3% of year)

Clipper II - Capital	LTD Budget			Project
	Thru FY 2016-17	Actual	Encumbrance	Balance L-T-D
STP	7,254,326	4,768,565	-	2,485,761
FTA	10,078,133	805,839	-	9,272,294
Golden Gate pass Through	5,000,000	-	-	5,000,000
BATA	260,000	259,802	-	198
STA	1,786,423	1,786,423	-	-
Revenue	\$24,378,882	\$7,620,629	\$0	\$16,758,253
Expense	\$24,378,882	\$7,620,629	\$1,804,625	\$14,953,628

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Support to the Commission	8,500			
Consultants				
1051111 - Subtotal	8,500	-	-	8,500
Implement Public Information Program	979,588			
Consultants		380,195	263,151	
International Effectiveness Center			15,000	
1051112 - Subtotal	979,588	380,195	278,151	321,242
Regional Transportation Plan	1,491,385			
Arup North America, Ltd		42,506	37,206	
Ascent Environmental Inc.		113,686		
Cambridge Systematics			2,966	
Consultants		192,661	157,897	
Tscudin Consulting Group		28,326	20,481	
1051121 - Subtotal	1,491,385	377,179	218,550	895,656
Analyze Regional Data using GIS & Travel Models	3,825,901			
Consultants		175,872	117,138	
Corey, Canapary & Galanis		69,236	136,650	
ETC Institue		1,019,045	446,294	
Parsons Brincherhoff, Inc.			45,454	
Redhill Group, Inc.		26,143	150,000	
Resource Systems Group		207,565	435,474	
RSG, Inc.		84,803	143,704	
WSP USA Inc.			100,000	
1051122 - Subtotal	3,825,901	1,582,664	1,574,714	668,523
Airport/Seaport/Freight Planning	345,853			
Cambridge Systematcs		15,000		
The Tioga Group, Inc.			330,853	
1051124 - Subtotal	345,853	15,000	330,853	(0)
Resiliency (Sea Level Rise/Adaptation) PL	1,006,689			
AECOM		45,863	369,137	
Bay Conservation & Development		203,141	312,075	
1051126 - Subtotal	1,006,689	249,004	681,212	76,473

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Regional Trails	983,087			
Consultants		50	2,070	
1051127 - Subtotal	983,087	50	2,070	980,967
Resilience and Hazards Planning	906,400			
Consultants		38,221	7,817	
1051128 - Subtotal	906,400	38,221	7,817	860,362
Regional Research and Economic	228,089			
Consultants				
1051129 - Subtotal	228,089	-	-	-
Advocate Legislative Programs	488,362			
Carter, Wetch & Associates		58,590	12,836	
Consultants		30,463	70,613	
Government Relations		202,700	113,160	
1051132- Subtotal	488,362	291,753	196,609	-
Agency Financial Management	835,551			
Milliman Actuarial Servies		20,000		
Sungard Bi-Tech Inc.		2,250	4,049	
Gray and Associates CPA's		7,356	4,644	
PWC		241,188		
Milliman			5,000	
1011152 - Subtotal	835,551	270,795	13,693	551,064
Administrative Services	862,593			
Koff & Associates		99,056	10,369	
Management Partners			105,352	
Pathways for High School		118,092	31,592	
Carl Warren & Co.		4,100	42,600	
Performance Based Ergonomics		19,289	20,711	
Consultants			7,320	
Marcia Ruben		12,000		
CSI Compliance		7,500	2,500	
1011153 - Subtotal	862,593	260,036	220,444	382,112

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Information Technology Services	674,726	12,795		
Informatix, Inc.		15,403	98,297	
SSP Data		9,750	48,481	
Dell Computer Corporation		30,721		
Communications Strategies		6,355	1,845	
Center for Creative Leadership		17,932		
Management Partners Inc.			95,000	
1011161 - Subtotal	674,726	92,956	243,622	338,148
ABAG Finance	47,000			
Consultants			-	
1011750- Subtotal	47,000	-	-	47,000
Performance Measurement and Monitoring	200,000			
CH2M Hill			16,697	
Consultants		115,203	62,800	
1051212 - Subtotal	200,000	115,203	79,497	5,300
Regional Rideshare Program	951,300			
Parsons Brinkerhoff		42,527	191,524	
1051222 - Subtotal	951,300	42,527	191,524	717,249
Support Regional Operations Program	142,698			
Iteris Inc.		14,345	34,031	
Kimley-Horn			10,559	
1051223 - Subtotal	142,698	14,345	44,590	83,763
Implement Regional Traveler Information Services				
Regional Traveler Information	1,426,799			
Civic Resource Group		113,131	103,365	
Consultants		30,000	67,127	
Faneuil, Inc.		29,570	9,253	
Iteris, Inc.		192,358	477,660	
Kimley-Horn & Associates		806	2,029	
1051224 - Subtotal	1,426,799	365,865	659,434	401,500

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Emergency Response Planning	1,452,305			
URS Corporation		181,176	21,130	
1051229 - Subtotal	1,452,305	181,176	21,130	1,249,999
Pavement Management Program (PMP)	2,205,021			
AMS Consulting		9,096	51,236	
Bellecci & Associates		1,841	11,937	
Capitol Asset & Pavement Services		15,370	46,557	
Consultants		31,437	291,824	
DevMecca, LLC		1,208,806	17,117	
Fugro Roadware, Inc.		9,864	29,478	
Harris & Associates		78,195	18,686	
Nichols Consulting		18,417	48,874	
Pavement Engineering Inc.		15,852	10,071	
Quality Engineering Solutions		9,142	15,290	
1051233 - Subtotal	2,205,021	1,398,020	541,070	265,931
Arterial Operations	201,286			
Consultants			1,367	
DKS Associates		32,231	29,882	
Iteris Inc.		24,370	27,511	
Kimley-Horn And Associates		26,529	17,831	
TJKM Transportation		26,670	14,895	
1051234 - Subtotal	201,286	109,800	91,486	-
Incident Management	650,000			
Circlepoint			34,300	
Consultants		3,000	4,000	
Iteris, Inc.			305,218	
1051235 - Subtotal	650,000	3,000	343,518	303,482
Freeway Performance Initiative	1,612,553			
Audio Visual Innovations Inc.		97,944	-	
Cambridge Systematics			55,584	
Consultants		65,774	219,414	
Kimly-Horn		120,000		
Kettelson & Associates			1,346	
URS Corporation			88,854	
WSP USA Inc.			150,000	
1051237 - Subtotal	1,612,553	283,718	515,198	813,637

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Implement Lifeline Transportation Programs	1,236,321			
CH2M Hill Consultants		14,142	10,000 4,650	
Nelson/Nygaard TransForm		11,390 140,000	- -	
1051311 - Subtotal	1,236,321	165,532	14,650	1,056,139
Climate Assessment Initiative	35,000			
Consultants		10,234	24,766	
1051413 - Subtotal	35,000	10,234	24,766	-
Regional Assistance Program	218,000			
Pieriott & Associates, LLC		25,000	149,000	
1051514 - Subtotal	218,000	25,000	149,000	44,000
State Programing, Monitoring and TIP Developer	200,000			
Consultants			35,652	
1051515 - Subtotal	200,000	-	35,652	164,348
Transit Sustainability Project	1,525,315			
City of Union City Consultants			30,000 24,068	
ECCTA			30,000	
Golden Gate Transit District LAVTA			14,036 9,703	
Napa Valley Transportation Authority Nelson Nygaard			5,081 6,840	
Parsons Brinckerhoff, Inc.		80,295	262,227	
Sonoma County Transit City of Vacaville			30,000 10,000	
1051517 - Subtotal	1,525,315	80,295	421,955	1,023,065

DISBURSEMENT REPORT (Non- Federal Funded)
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Transportation for Livable Communities Program	333,539			
Consultants		30,890	182,276	
FEHR & PEERS Assocaites		3,478		
Placeworks			5,264	
City of Santa Clara		4,200	60,000	
Toole Design Group			47,431	
1051611 - Subtotal	333,539	38,568	294,971	(0)
Climate Adaptation Consulting (BARC)	85,431			
Consultants		30,366		
1051612- Subtotal	85,431	30,366	-	55,065
Connecting Housing and Transportation	594,423			
Consultants		245,602	4,398	
Community Outreach			12,000	
Monument Impact			12,000	
TransIght LLC			150,000	
1051615- Subtotal	594,423	245,602	178,398	170,423
Regional Advance Mitigation Projects	56,478			
Consultants				
1051616- Subtotal	56,478	-	-	56,478
Technical Assistance Strategic Planning	112,956			
Consultants				
1051617- Subtotal	112,956	-	-	112,956
Affordable Mobility Pilot Program	610,600			
Consultants				
1051618- Subtotal	610,600	-	-	610,600
Legal	1,128,790			
Hanson and Bridgett		53,224	80,468	
Glynn and Finley		22,435	139,246	
Meyers Nave		10,667	44,347	
Schiff Hardin LLP			16,386	
Renne Sloan Holtzman Sakalili		14,563	226,226	
1060000 - Subtotal	1,128,790	100,890	506,673	521,227
Total Operating Contract Services	27,662,539	6,767,993	7,881,248	12,785,209

DISBURSEMENT REPORT - (Funded by Federal Grants)
(As of April 83.3% of year)

Work Element/Consultant	Expended	Encumbered
Regional Transportation Plan		
Consultants	124,857	97,516
San Francisco Transportation Authority	40,505	101,769
1051122 - Subtotal	165,362	199,285
Regional Trails		
City of American Canyon	22,431	5,075
City of Antioch	31,835	
City of Newark		77,119
City of Richmond		45,000
City of Vallejo	114,187	10,813
East Bay Regional Park Distric	192,944	95,888
GreenInfo Network	11,188	
City of Napa		100,000
Petaluma Small Craft Center	27,081	15,806
Sonoma County Regional Parks	40,537	12,018
1051127 - Subtotal	440,203	361,719
Resilience and Hazards Planning		
Arrieta Chakos	11,100	105,049
Consultants	68,759	15,985
1051128 - Subtotal	79,859	121,034
Analyze Regional Data using GIS & Travel Models		
Alameda County Transportation Authority	45,457	24,543
Consultants		70,000
Contra Costa Transportation Authority	38,625	
Parsons Brinkerhoff	636,321	1,561,749
San Mateo Association of Govrnments		70,000
Solano Transportation Authority	101,846	
Sonoma County Trasnportation	6,581	39,846
Transportation Authority of Marin	63,830	6,170
1051222 - Subtotal	892,660	1,772,308

DISBURSEMENT REPORT - (Funded by Federal Grants)
(As of April 83.3% of year)

Work Element/Consultant	Expended	Encumbered
Support Regional Traveler Information Services		
Kimley-Horn and Associates	19,042	69,207
1051223 - Subtotal	19,042	69,207
Regional Traffic Information Services		
Civic Resource Group	1,125,010	1,123,876
Faneuil, Inc.	228,232	691,418
Iteris, Inc.	1,027,263	2,149,748
Kimley-Horn & Associates	6,217	415,479
1051224 - Subtotal	2,386,722	4,380,521
Pavement Management Program (PMP)		
AMS Consulting	70,204	395,464
Bellecci & Associates	14,207	92,135
Capitol Asset & Pavement Services	118,630	359,344
Consultants	242,642	62,214
Fugro Roadware Inc.	76,136	227,522
Harris & Associates	114,580	144,222
Nichols Consulting Engineers	142,150	377,226
Pavement engineering Inc.	122,348	77,729
Quality Engineering Solutions	70,558	118,010
1051233 - Subtotal	971,455	1,853,866
Arterial Operations Coordination		
Consultants		142,394
DKS ASSOCIATES	180,699	409,582
City of Fremont	139,111	61,117
Ieris, DBA MMA	112,268	130,442
Iteris, Inc.	19,472	124,341
Kimly Horn	165,498	47,213
Kimley-Horn & Associates	3,497	282,694
LAVTA	85,000	
TJKM Transportation Consultant	232,705	175,682
1051234 - Subtotal	938,250	1,373,465

DISBURSEMENT REPORT - (Funded by Federal Grants)
(As of April 83.3% of year)

Work Element/Consultant	Expended	Encumbered
Implement Incident Management Program		
Circlepoint	115,700	
S&C Engineering, Inc.		1,698,639
URS Corporation	104,902	
1051235 - Subtotal	220,602	1,698,639
Freeway Performance Initiative		
Audio Visual Innovations Inc.	146	5,135
Cambridge Systematics	49,027	8,421
Consultants	18,076	381,925
FEHR & PEERS Associates	4,811	195,189
HDR Engineering, Inc.	255,316	384,684
Kimley-Horn & Associates	527,172	1,521,841
Kittelson & Associates	8,060	83,694
Parsons Brinckerhoff, Inc.	38,935	28,507
Parsons Brinckerhoff Group		232,000
Placeworks	36,289	63,711
Transportation Mobility Solutions	118,820	34,185
URS Corporation		200,000
Wilson, Sparling & Associates		30,000
1051237 - Subtotal	1,056,652	3,169,292
Lifeline Program		
City of Alameda		24,688
County of Contra Costa	32,984	135,091
Cycles of Change	31,692	126,615
Outreach		167,814
City of Richmond		13,889
San Leandro Transportation Management	135,745	45,664
San Mateo County Human Service	2,195	47,127
1051310 - Subtotal	202,616	560,888
Implement Lifeline Transportation Program		
Daly City		41,461
Marin Transit	74,627	193,575
Peninsula Family Services	46,193	
1051311 - Subtotal	120,820	235,036

DISBURSEMENT REPORT - (Funded by Federal Grants)
(As of April 83.3% of year)

Work Element/Consultant	Expended	Encumbered
Lifeline Planning		
Alta Planning and Design	22,209	2,611,703
Civic Resource Group		653
Consultants	84,610	155
ICF Consulting	17,708	112,671
Silicon Valley Bicycle Coalition	60,000	360,000
1051413 - Subtotal	184,527	3,085,182
Federal Programming, Monitoring and TIP Development		
CCCTA- County Connection		1,715,991
City of Santa Rosa		231,591
County Connection	419	17,485
ECCTA		1,344,299
1051512 - Subtotal	419	3,309,366
New Freedom - Non - Planning Funds		
Center for Independent Living		76,306
Outrech & Escort Inc.		246,256
Sonoma County Human Services Department		10,574
1051518 - Subtotal	-	333,136
Transportation for Livable Communities		
Bay Conservation & Development Community	205,138	60,862
City of Berkely		340,417
Community Design and Architecture	33,800	47,358
Dyett & Bhatia		9,630
Fehr & Peers Associates	40,834	-8,385
Nelson Nygaard		255,556
City of Oakland		459,800
San Francisco Transportation Authority		736,000
City of San Jose	102,560	1,261,222
City of San Leandro	256,800	57,000
Santa Clara VTA	107,070	
City of Santa Clara		850,000
City of Sunnyvale	112,500	405,600
City of Walnut Creek		12,225
1051611 - Subtotal	858,702	4,487,285

DISBURSEMENT REPORT - (Funded by Federal Grants)
(As of April 83.3% of year)

Work Element/Consultant	Expended	Encumbered
Priority Development Area (PDA)		
Consultants	6,907	-3,870
1051612 - Subtotal	6,907	-3,870
 Connecting Housing and Transportation		
Ninyo and Moore	58,695	311,305
1051615 - Subtotal	58,695	311,305
Fund 190 CMA PLANNING	3,776,542	10,818,382
Total Federal Grant Funded	12,380,035	38,136,046

CAPITAL PROJECTS DISBURSEMENT REPORT
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Capital Expenditures	276,156	90,062	64,435	
Subtotal	276,156	90,062	64,435	121,659
Hub Signage Program	12,834,828			
Staff Costs		1,451,678		
Consultants		866,777		
Kimly-Horn and Associates		792,395		
BART		4,760,658	384,238	
Wilbur Smith Associates		100,850		
City of Santa Rosa		89,424		
Jacobs Carter Burgess		481,201		
Fluoresco Lighting		448,201		
Solari Corporation		188,388		
Nematode Holdings, LLC		224,369		
NCPTA		133,860		
Ghirardelli Association		316,028		
3322650,2651,2652,2654 & 2655 Subtotal	12,834,828	9,853,829	384,238	2,596,761
Capital Projects Total	13,110,984	9,943,891	448,673	2,718,420

CLIPPER PROJECTS DISBURSEMENT REPORT

(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Clipper Operating	33,785,237			
Staff Costs		1,069,758		
AC Transit		183,600	71,200	
Caribou Public Relations		82,875	197,042	
Faneuil, Inc.		273,847	136,924	
Consultants		214,195	80,148	
Cubic Transportation systems		19,446,911	11,136,695	
Moore, Iacofano, Goltsman		427,710	256,534	
Nematode Holdings LLC		220,822	58,372	
Resource Development Association		119,946	80,054	
Synapse Strategies		176,897	83,103	
320122116 Clipper Operating Expenses	\$33,785,237	\$22,216,561	\$12,100,071	(\$531,395)
Clipper I - Capital	243,833,775			
Staff costs		11,990,641	383,209	
Auriga Corporation		12,293		
A T & T		77,112		
AC TRANSIT		397,683		
Acumen Building Enterprise		302,151		
AT&T		13,445		
Auriga Corporation		373,734		
BART		2,574,547		
BART		1,130,185		
Booz Allen Hamilton		8,438,008	1,157,476	
Booz Allen Hamilton		13,544,126		
Caporicci & Larson		11,530		
Consultants		2,682,457	40,341	
Cornerstone Transp. Consulting		110,119		
Cubic Transportation Systems		89,210,916	15,066,602	
D-S-P		10,000		
Elmwood Consulting		11,603		
Fleishman-Hillard Inc.		175,760		
Glynn & Finley, LLP		199,990		
Golden Gate BHTD		46,347		
Golden Gate BHTD		38,790		
Golden Gate Transit District		25,270		
Hanson Bridgett Marcus Vlahos		5,000		
Hothouse Interactive		13,104		
Intl. Programming & Systems		29,491		
Invoke Technologies		156,962		

CLIPPER PROJECTS DISBURSEMENT REPORT
(As of April 83.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Karen Antion Consulting		290,397		
Kennison Metal Fabrication		225,361		
Kimley-Horn and Associates		667,251	200,000	
Kimley-Horn and Associates		337,390		
KPMG consulting		1,127,033		
Local Government Services		915,517		
Macias, Gini and Company		47,190		
Moore, Iacofano, Goltsman		128,627		
MOTOROLA (PHASE I)		2,166,458		
MOTOROLA (PHASE II)		37,511,848		
PB CONSULT		193,500		
Peninsula Corr. Joint Powers		2,079,685		
Pricewaterhouse Coopers		40,000		
Samtrans		149,013		
San Francisco Muni		579,882		
Santa Clara VTA		1,636,101		
SBC/MCI		1,128		
SF Muni		431,580		
Shiralian Management Group		83,160		
Synapse Strategies		437,245		
Solano County Transit		165,480		
Solutions for Transit		192,013		
Thompson Coburn LLP		19,459		
Valley Transportation Authority		2,265,500	30,035	
VenTek Transit, Inc.		1,036,972	380,353	
Water Emergency Transportation Authority		127,867		
RM2 Capital construction		16,490,355		
310 Clipper Capital I - Total Expenses	\$243,833,775	\$200,927,276	\$17,258,016	\$25,648,483

Clipper II- Capital

24,378,882

Staff Costs		4,073,678		
IBI Group		2,548,587	1,051,414	
Consultants			149,088	
KPMG Consulting		180,965		
Thompson Coburn LLP		209,240		
CH2M Hill Clipper Consultants		500,819	544,277	
Invoke Technologies		107,340	59,846	
312 Clipper II - Total Expenses	\$24,378,882	\$7,620,629	\$1,804,625	\$14,953,628

PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR
\$2,500-\$200,000

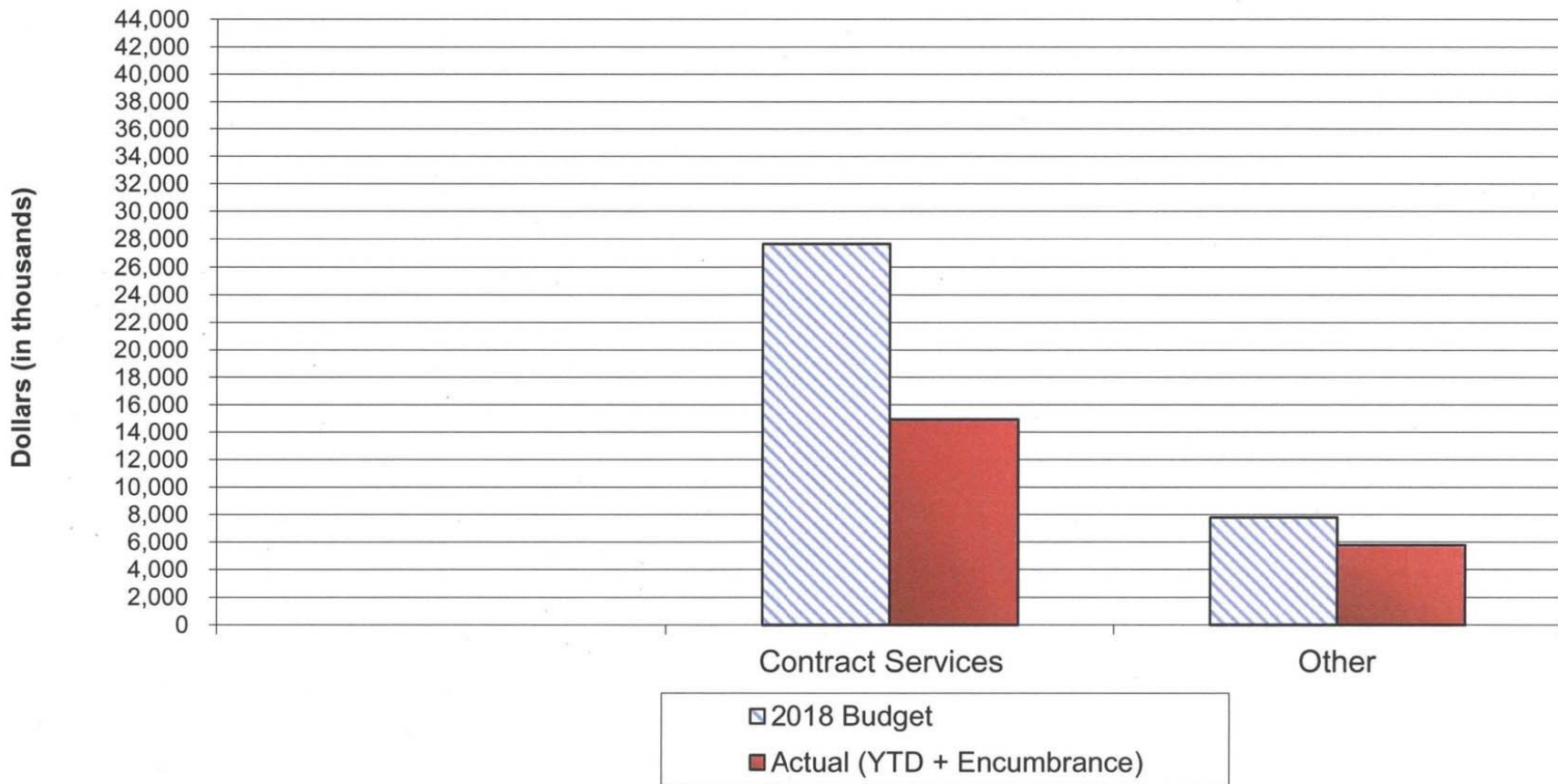
April
2018

East Bay Municipal		\$19,994
	<i>West Grand On-Ramp Improvement Consultant</i>	
Paul A Sherwin		\$4,200
	<i>Printing and Reproduction</i>	

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR
\$2,500-200,000

<u>Consultant</u>	<u>Purpose</u>	<u>As of April 2018</u>
City of Napa	Parks & Recreation Services	\$100,000

**Chart 2: Expenditure Comparison between Budget to Actual and Encumbrances
April 2018**



Budget vs Actual Plus Encumbrance Salaries & Benefits

■ YTD (incl encumbrance) — Adopted Budget

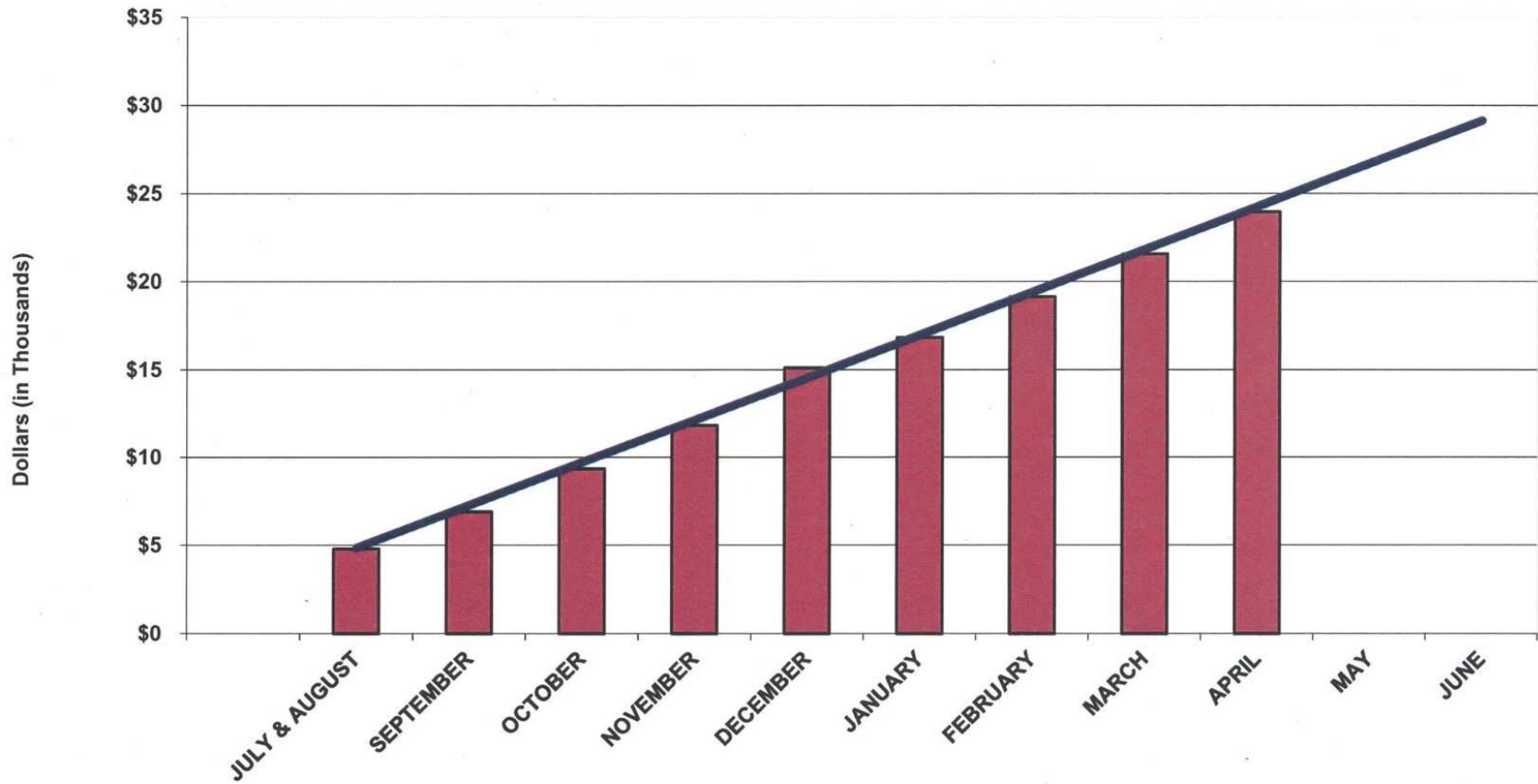
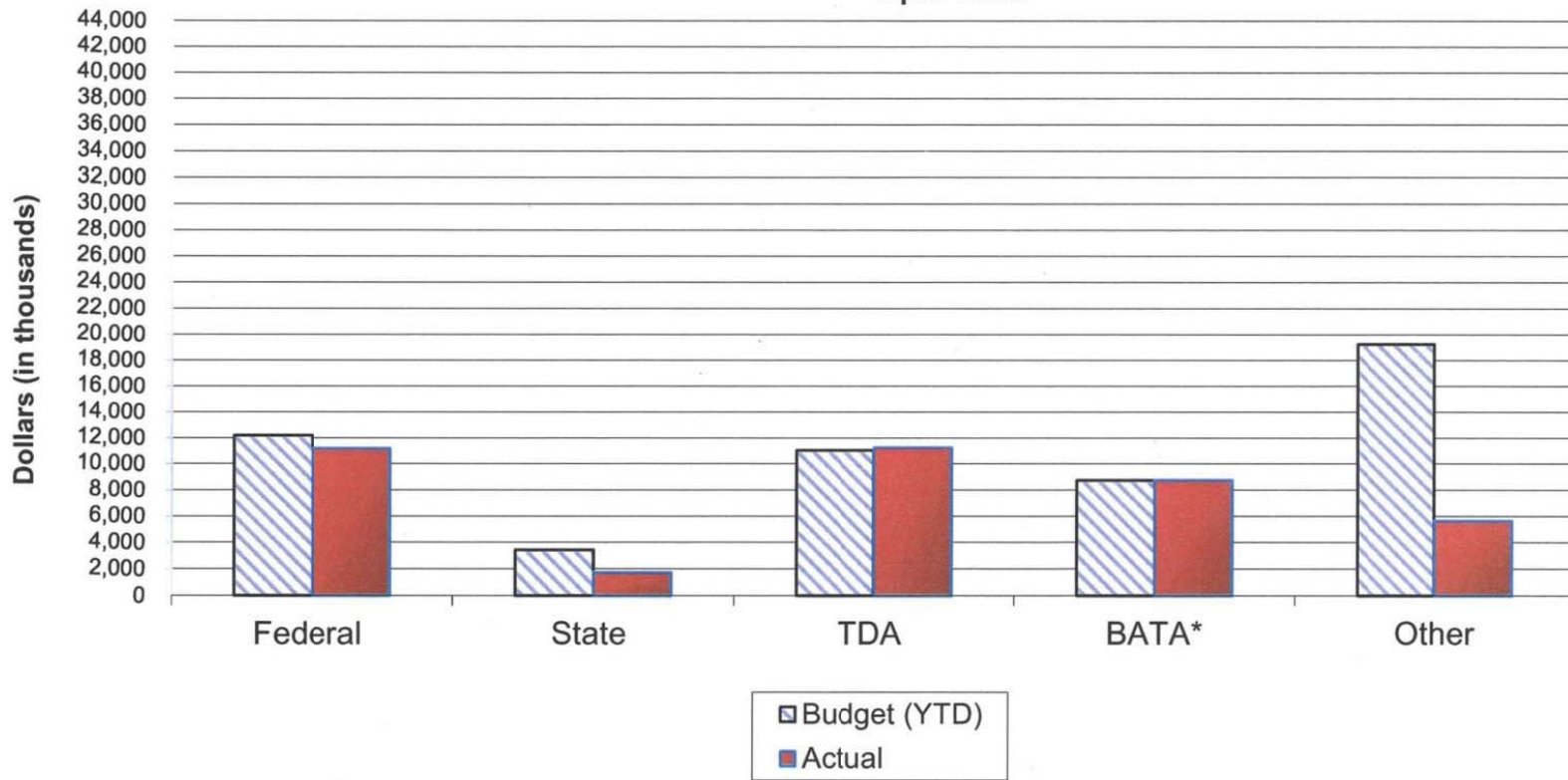


Chart 1: Revenue Comparison between Budget and Actual
April 2018



* Annual



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0386 **Version:** 1 **Name:**
Type: Report **Status:** Consent
File created: 5/8/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: Monthly Travel Report
Sponsors:
Indexes:
Code sections:
Attachments: [2d_Travel_Report_April'2018.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Monthly Travel Report

Presenter:
Sonia Elsonbaty

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Deputy Executive Director, Policy

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, this constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All Commissioner travel must be disclosed in regular monthly reports to this Committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests

None this month.

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 34% as of April 2018 with 83% of the budget year elapsed.

A handwritten signature in blue ink, appearing to read 'Alix A. Bockelman', is written over a horizontal line.

Alix A. Bockelman

AB:bm
Attachments

TRAVEL REPORT FOR FY 2017-18
As of April (83.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$163,358	35%
BATA	\$223,154	\$79,198	35%
SAFE	\$17,000	\$4,733	28%
Clipper	\$50,000	\$9,271	19%
Total	\$751,973	\$256,559	34%



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0434 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 5/16/2018 **In control:** Administration Committee

On agenda: 6/13/2018 **Final action:**

Title: Contract - High School Internship Program Support: Pathways for Students, Inc. (\$135,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2e_Contract_Pathways for Students.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - High School Internship Program Support: Pathways for Students, Inc. (\$135,000)

Presenter:
Ann Macaulay

Recommended Action:
Committee Approval



METROPOLITAN
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COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Executive Director

RE: Contract – High School Internship Program Support: Pathways for Students, Inc. (\$135,000)

This memorandum requests the Committee's approval to enter into a contract with Pathways for Students, Inc. (formerly Career Alliance) to assist with the summer high school internship program, for an amount not to exceed \$135,000 through June 30, 2019, with the option to renew the contract on an annual basis for up to an additional four years, through June 30, 2023.

Background

The high school internship program introduces students to career opportunities in the field of transportation planning, and provides partner agencies with intern staff assistance on entry-level tasks. The program was instituted in 2000 through the leadership of MTC's Minority Citizens Advisory Committee. Approximately 30 paid internships will be available throughout the nine-county region. MTC provides the funds to pay the students' salaries (\$15 per hour). Students are placed at job sites with partner agencies that provide a work area, appropriate supervision, and a range of daily tasks. The students will be recruited from around the region and work either full or part-time, from June through August. By the start of the program, student applicants must be at least 16 years of age, have completed at least the tenth grade and have an un-weighted grade point average of 2.8 or higher (students with a lower GPA will be considered if they submit two letters of recommendation).

Staff issued a Request for Proposal (RFP) for this project on March 20, 2018. Proposals were received from one (1) firm: Pathways for Students, Inc., Oakland, CA (Pathways). The evaluation panel recommends Pathways because it offers cost-effectiveness and experience with other public agencies, specifically with placing students into summer jobs. Pathways takes a proactive approach to program management and intern assistance. Pathways' proposal demonstrated significant experience with hiring and management of high school students, a thorough knowledge of employment regulations related to hiring high school students, and an in-depth understanding of the close relationship it must maintain with MTC's interns in order to make the program a success, for example by going to students' schools to facilitate the work permit process.

Scope of Work

Pathways will perform outreach to students by attending job fairs and school events, informing students about the program, and encouraging them to apply. Once the partner agencies have made their final selections Pathways will employ the students selected, assign each student to a work site, collect timesheets from students and their supervisors, and process paychecks on a weekly basis. In addition, Pathways will partner with MTC on providing general work training to the students including helping them learn proper work attire, time reporting requirements, and communication skills. The contract budget includes marketing, advertising, the students' salaries and program management costs.

Pathways is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract with Pathways for Students (Career Alliance) in an amount not to exceed \$135,000 through June 30, 2019, pending approval of the FY 2018-19 agency budget, with the option to renew for four additional years through June 30, 2023 subject to annual budgetary approval processes.



Steve Heminger

SH:am

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.: 1112

Consultant: Pathways for Students, Inc., Oakland, CA

Project Title: Employment Agency for High School Internship Program

Purpose of Project: To introduce high school students to career opportunities in the field of transportation, and to provide partner agencies with some assistance on entry-level tasks.

Brief Scope of Work: Perform outreach; hire those high school students selected to participate in the program; assign students to work sites collect timesheets from students and their supervisors; and process paychecks for the students on a weekly basis.

Project Cost Not to Exceed: \$135,000

Funding Source: General Fund

Fiscal Impact: Funding pending approval of the FY 2018-19 agency budget. Funds for future fiscal years subject to MTC's contract and budget approval process.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Pathways for Students, Inc. for the High School Internship Program as described above and in the Executive Director's Memorandum dated June 6, 2018 and the Chief Financial Officer is authorized to set aside funds up to \$135,000 for such contract, pending approval of the FY 2018-19 agency budget.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: June 13, 2018



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0436 **Version:** 1 **Name:**

Type: Resolution **Status:** Consent

File created: 5/21/2018 **In control:** Administration Committee

On agenda: 6/13/2018 **Final action:**

Title: MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual

Sponsors:

Indexes:

Code sections:

Attachments: [2f ResoNo-1058 Commission Procedures Manual Update.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual

Presenter:
Leslie Miessner

Recommended Action:
Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: General Counsel

WI: 1111

RE: MTC Resolution No. 1058, Revised – Update Appendix A, MTC’s Conflict of Interest Code, to the Commission Procedures Manual

The Commission Procedures Manual, MTC Resolution No. 1058, Revised, is reviewed periodically and updated to reflect changes as needed. The attached update to the Commission Procedures Manual includes an update to MTC's Conflict of Interest Code (COIC) revising the designated positions to reflect the MTC-Association of Bay Area Governments staff consolidation, MTC's staffing of the Advancing California Financing Authority, and MTC's current organizational structure. The updated COIC was approved by the California Fair Political Practices Commission (FPPC) on March 29, 2018 and by the Commission on April 25, 2018 in the form of Resolution No. 1198, Revised. Since Resolution No. 1198, Revised is attached as Appendix A to Resolution No. 1058, Revised, it is now necessary to update Resolution No. 1058, Revised, to include as Appendix A the updated Resolution No. 1198, Revised, that the Commission approved on April 25, 2018.

I recommend that this Committee refer Resolution No. 1058, Revised, the Commission Procedures Manual, to the Commission for approval.



Adrienne D. Weil

ADW:lgm

Attachment: MTC Resolution No. 1058, Revised

Date:	11/25/81	
W.I.:	11.1.1.0	
Referred by:	A&O	
Revised:	10/27/82	11/24/82
	11/27/85	02/25/87
	09/23/87	04/26/89
	09/18/89	09/26/90
	06/26/91	11/25/92
	01/27/93	12/15/93
	05/24/95	02/26/97
	12/16/98	07/28/99
	11/17/99	02/26/03
	07/23/03	04/28/04
	01/25/06	04/26/06
	12/19/12	05/22/13
	01/28/15	03/25/15
	09/28/16	09/27/17
	06/27/18	

ABSTRACT

Resolution No. 1058, Revised

This resolution adopts the Commission Procedures Manual as revised and dated November 25, 1981. Resolution No. 1058 supersedes Resolution No. 745. Resolution No. 745 previously superseded Resolution No. 358.

Appendix A to the Commission Procedures Manual (MTC's Conflict of Interest Code) was revised by the Commission on October 27, 1982.

The Commission Procedures Manual was revised by the Commission on November 24, 1982 to amend the election of the Commission Chair and Vice-Chair to terms that begin in February of odd-numbered years.

The Commission Procedures Manual was revised by the Commission on November 27, 1985 to clarify some minor parliamentary procedures, to update information, and to revise Appendices B, D, and E so that those appendices supersede MTC Resolution Nos. 208, 348, 291, and 1057.

The Commission Procedures Manual was revised on February 25, 1987 to require all agendas to be posted at least 72 hours prior to meetings, special meeting agendas to be posted at least 24 hours prior to the meeting, to provide additional information on public comment, to clarify the approval authority of GR&AC and WPPRC Committees, and to allow flexibility in selection of the first meeting date of each new Commission term.

The Commission Procedures Manual was revised on September 23, 1987 to state that items on Commission and committee agendas are all subject to action.

The Commission Procedures Manual was revised on April 26, 1989 to revise the membership of standing committees, to add the Vice-Chair as an ex-officio member of all standing committees, and to allow per diem payments to any Commissioner attending any committee meeting.

The Commission Procedures Manual was revised on September 18, 1989 to clarify certain expense provisions in Appendix B.

Appendix E to the Commission Procedures Manual was revised by the Commission on September 26, 1990 to clarify certain delegations between the Grant Review and Allocations Committee and the Work Program and Plan Revision Committee.

The Commission Procedures Manual was revised on June 26, 1991 to change the membership of standing committees; to eliminate the Transportation Finance standing committee and change the name of the Work Program and Plan Revision Committee to the Work Program Committee; to update and clarify standing committee delegations and descriptions of special and advisory committees; and to update references.

Appendix D to the Commission Procedures Manual was revised on November 25, 1992 to add the Blue Ribbon Advisory Council to the list of Citizen Advisory Committees eligible for expense reimbursement.

The Commission Procedures Manual was revised on January 27, 1993 to delete provisions for reimbursement for meals of citizen advisors.

The Commission Procedures Manual was revised on December 15, 1993 to amend Section 3.08 to include further guidance regarding public comment at MTC meetings.

The Commission Procedures Manual was revised on May 24, 1995 to incorporate new MTC responsibilities, update references and committee information, make editorial changes, and delete Appendices F, G, H, and I. The revisions are summarized in the General Counsel's memorandum to the A&O Committee dated May 3, 1995.

The Commission Procedures Manual was revised on February 26, 1997 to amend the regular meeting date and times of MTC's standing committees.

The Commission Procedures Manual was revised on December 16, 1998 to update references, update special and advisory committees, add language regarding the designation of ad hoc committee members, and revise MTC's Conflict of Interest Code (Attachment A).

Appendix E to the Commission Procedures Manual was revised by the Commission on July 28, 1999 to rename: the Administration and Oversight Committee to the Administration Committee; the Grant Review and Allocations Committee to the Programming and Allocations Committee; the Legislation and Public Affairs Committee to the Legislation Committee; and the Work Program and Plan Revision Committee to the Planning and Operations Committee; and to restructure and clarify certain delegations among and between them.

Section 1.07 of the Commission Procedures Manual was revised on November 17, 1999 to allow commissioners to be reimbursed for up to five meetings in one day.

Appendix D to the Commission Procedures Manual was revised on February 26, 2003, to revise the reimbursement policy for advisors appointed by the Commission serving on the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee.

The Commission Procedures Manual was revised on July 23, 2003 to update references, update committees, and incorporate MTC's revised Conflict of Interest Code (Attachment A).

Appendix D to the Commission Procedures Manual was revised on April 28, 2004, to clarify that members of the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee may seek reimbursement for attending meetings of working groups with MTC staff formed at the direction of the Commission to provide input into Commission decisions.

Section 4.14 Commission Committees, and Appendix E to the Commission Procedures Manual were revised on January 25, 2006, to rename the Planning and Operations Committee as the Planning Committee and to add the Operations Committee to replace the SAFE Committee.

The Commission Procedures Manual was revised on April 26, 2006 to revise Appendix E to delegate specific contract, personal services agreement, and purchase order approval authority to the Operations Committee.

The Commission Procedures Manual was revised on December 19, 2012 to update provisions relating to AB57, SB375, MAP 21, the development of the Commission's Public Participation Plan, the creation of the Policy Advisory Council, the creation of the Bay Area Infrastructure Financing Authority and the Bay Area Headquarters Authority, clarify ex-officio voting capacity, incorporate MTC's revised Conflict of Interest Code, and to update provisions to conform to current practice (Attachment A, Appendices A, B, D and E).

The Commission Procedures Manual was revised on May 22, 2013 to incorporate MTC's revised Conflict of Interest Code as approved by the California Fair Political Practices Commission (FPPC) on April 17, 2013 to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on January 28, 2015 to update and revise the Travel Policy contained in Appendix B.

The Commission Procedures Manual was revised on March 25, 2015 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on February 2, 2015, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on September 28, 2016 to provide for the appointment of one or more public transportation representatives in accordance with provisions contained in MAP 21 as amended by the FAST Act and to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on June 30, 2016, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Appendix A to Attachment A), and to add a MTC special committee.

Appendix E to the Commission Procedures Manual was revised on September 27, 2017 to change the composition of the MTC Executive Committee to add the Association of Bay Area Governments (ABAG) Representative.

The Commission Procedures Manual was revised on June 27, 2018 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on March 29, 2018, to revise the designated positions to reflect the MTC-Association of Bay Area Governments staff consolidation, MTC's staffing of the Advancing California Financing Authority, and MTC's current organizational structure (Appendix A to Attachment A).

Date: 11/25/81
W.I.: 99.1.20
Referred by: A&O

Re: Commission Procedures Manual.

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 1058

WHEREAS, by Resolution No. 358 and 746 the Metropolitan Transportation Commission (Commission) adopted the Commission Procedures Manual relating to the Commission and commissioners, Commission officers, Commission meetings and the conduct of business, and Commission committees; and

WHEREAS, the Commission now desires to revise the Procedures Manual to clarify and reflect current practice as well as make revisions to the duties of the Commission resulting from recent State legislation; now, therefore, be it

RESOLVED, that the Metropolitan Transportation Commission adopts its Commission Procedures Manual as revised and dated November 25, 1981, a copy of which is attached hereto and marked Attachment A and incorporated by reference; and, be it further

RESOLVED, that MTC Resolution No. 1058 supersedes Resolution No. 746.

METROPOLITAN TRANSPORTATION COMMISSION

/s/ William R. "Bill" Lucius
William R. "Bill" Lucius, Chairman

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on November 25, 1981.

W.I.: 1111
Referred by: A&O
Revised: See below

Attachment A
Resolution No. 1058

METROPOLITAN TRANSPORTATION COMMISSION
COMMISSION PROCEDURES MANUAL

Adopted September 22, 1976
Revised December 19, 1979
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Revised October 27, 1982
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Revised February 25, 1987
Revised September 23, 1987
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Revised June 26, 1991
Revised November 25, 1992
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Revised June 27, 2018

METROPOLITAN TRANSPORTATION COMMISSION
COMMISSION PROCEDURES MANUAL

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APPENDICES

Appendix A

Resolution No. 1198

(Last revised ~~09/28/16~~06/27/18)

Conflict of Interest Code

Appendix B

(Last revised 01/28/15)

Travel Reimbursement to Commissioners and MTC Staff

Appendix C

Resolution Nos. 663 and 664

(Adopted 5/23/79)

MTC Legal Counsel

Appendix D

(Last revised 12/19/12)

Travel Reimbursement Rates for Citizens on Advisory Committees

Appendix E

(Last revised 09/27/17)

Standing Committees' Structure

METROPOLITAN TRANSPORTATION COMMISSION,
METROPOLITAN TRANSPORTATION COMMISSION SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS, BAY AREA TOLL AUTHORITY, BAY AREA
INFRASTRUCTURE FINANCING AUTHORITY AND BAY AREA HEADQUARTERS
AUTHORITY
PROCEDURES MANUAL

INTRODUCTION

The Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for that area of California comprising the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma (Government Code § 66500 *et seq.*). These nine counties of the Bay Area cover an area of approximately 7,000 square miles and have a population of approximately 7.2 million (2010 census). Within the structure of California governmental agencies, MTC is classified as a local area planning agency and not as part of the executive branch of the state government.

In accordance with its legislative mandate, MTC adopted a Regional Transportation Plan (RTP) in June 1973. Thereafter, the Commission has regularly reviewed and revised the RTP in compliance with the statutory requirement of continuing plan review. The enactment of Senate Bill 375 (Steinberg) in 2008 requires MTC to adopt a Sustainable Communities Strategy (SCS) together with its RTP to strive to reach greenhouse gas (GHG) reduction targets. The first SCS/RTP is scheduled for adoption in 2013.

The Commission is charged with certain responsibilities for implementation of the SCS/RTP, as well as the RTP standing alone. Applications of local agencies for grants of certain state and federal transportation funds are subject to MTC review and approval as to their compatibility with the RTP. Generally, the state must conform to the RTP in allocating funds for construction on the state highway system within the MTC region.

Legislation passed in 1997 gave MTC increased decision-making authority over the selection of project and allocation of funds for the State Transportation Improvement Program (STIP). MTC is the agency responsible for allocation of local transportation funds among qualified claimants

under the Transportation Development Act (TDA) (Public Utilities Code § 99200 *et seq.*). The TDA statute provides MTC with a role in fulfilling fiscal and performance audit requirements with respect to claimants of TDA funds.

Under AB 1107 (Public Utilities Code § 29142.2), MTC allocates among eligible claimants one-fourth of the one-half cent Bay Area Rapid Transit District (BART) sales tax in Alameda, Contra Costa and San Francisco counties. Under AB 664 (Streets and Highways Code § 30880 *et seq.*), MTC is responsible for allocation of net revenues of state toll bridges located within the region. Pursuant to Streets and Highways Code § 30889, MTC may establish tolls for such bridges in order to generate net revenues provided that net revenues may not exceed the average net revenues available during fiscal year 1977-78 and 1978-79, except as may be adjusted annually according to the appropriate inflationary index as adopted by MTC. SB 620 (Public Utilities Code § 99310 *et seq.*) provides MTC with authority to allocate the regional share of the State Public Transportation Account.

MTC is responsible for meeting state and federal Transportation Improvement Program (TIP) requirements for the Bay Region. (Government Code § 65080 *et seq.* and 23 Code of Federal Regulations Section 450 Subpart B.) The Commission is the region's Metropolitan Planning Organization (MPO) and conducts the continuing, comprehensive, cooperative planning program necessary to maintain this region's eligibility for federal transportation funding. (23 Code of Federal Regulations Section 450 Subpart A.) MTC is the designated recipient of large urbanized area Federal Transit Administration (FTA) formula funds, such as 5307, 5339, and 5337. MTC is also designated other responsibilities for FTA funds by the California Department of Transportation (Caltrans), such as the 5303 planning funds, 5311, and 5310.

Through state law, MTC has programming responsibilities for Federal Highway Administration (FHWA) funds such as Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ). MTC is also responsible for submitting a Regional Transportation Improvement Program to the California Transportation Commission and Caltrans every two years.

MTC has conducted special planning studies at a multi-regional and subregional level. Examples include the Transit Connectivity Plan, the Transit Sustainability Project, and the Regional Goods Movement Study. MTC is jointly responsible with the Association of Bay Area Governments (ABAG) and the Bay Area Air Quality Management District (BAAQMD) for air quality planning to meet the requirements of the federal Clean Air Act, as amended, and shares with the BAAQMD the responsibility for air quality transportation control measures under the state Clean Air Act, as amended. MTC shares with ABAG the responsibility for ~~adopting~~ preparing the SCS.

The Metropolitan Transportation Commission Service Authority for Freeways and Expressways (“MTC SAFE”) was created by legislation effective January 1, 1988 (Streets and Highways Code § 2550 *et seq.*), which authorized the creation of an MTC SAFE to provide for implementation, maintenance and operation of motorist-aid services through a call box program linked directly to the California Highway Patrol and a fleet of roving tow truck patrols, the Freeway Service Patrol. Under the law, MTC oversees the regional SAFE, which was officially convened in mid-1988.

The Bay Area Toll Authority (“BATA”) was created by legislation effective January 1, 1998 (Streets & Highways Code § 30950 *et seq.*) to administer the base \$1 toll on the San Francisco Bay Area’s seven state-owned toll bridges. Pursuant to additional legislation including SB 60, AB 1171, AB 144 and AB 1175 and voter-approved toll increases, tolls in addition to the \$1.00 base toll are collected and administered. Under the law, MTC serves as BATA.

In July, 2012 AB 57 (Beall) was chaptered. AB 57 amended Sections 66503 and 66504 of the Government Code to add, effective January 1, 2013, two additional voting seats on the commission and impose certain other requirements on commissioner appointments as further outlined in Part I of this Commission Procedures Manual.

In 2015 Congress enacted, and the President signed into law the FAST Act (23 U.S.C. §101). Title 23 U.S.C. §134 (d)(2) provides that a metropolitan planning organization shall consist of local officials, officials of public agencies that administer or operate major modes of transportation in the

metropolitan area, including representation by providers of public transportation, and appropriate State officials. Title 23 U.S.C. §134 (d)(3)(B) provides that, subject to the bylaws or enabling statute of the metropolitan planning organization, a representative of a provider of public transportation may also serve as a representative of a local municipality.

For the purposes of this Commission Procedures Manual, the term “MTC” includes the three agencies: the Metropolitan Transportation Commission, the Metropolitan Transportation Commission Service Authority for Freeways and Expressways and the Bay Area Toll Authority. It also includes two joint powers authorities formed by MTC and BATA: the Bay Area Infrastructure Financing Authority (BAIFA), and the Bay Area Headquarters Authority (BAHA).

I. THE COMMISSION AND COMMISSIONERS

1.01. Commissioners. Effective January 1, 2013, there are eighteen voting commissioners. The City and County of San Francisco and the Counties of Contra Costa and San Mateo, each have two commissioners, and the Counties of Alameda and Santa Clara each have three commissioners, appointed as follows: the Board of Supervisors of each county appoints one commissioner; in San Francisco, the Mayor appoints one commissioner; in each of the remaining counties, the City Selection Committee appoints one commissioner; and in the Counties of Alameda and Santa Clara, the Mayors of the Cities of Oakland and San Jose shall be self-appointed or shall appoint a member of their respective City Councils to serve as the third commissioner . The Counties of Marin, Napa, Solano, and Sonoma each have one commissioner who is appointed by the county's Board of Supervisors from a list of three nominees furnished by the Mayor's Selection Committee. The Association of Bay Area Governments appoints one commissioner who shall not be from the Counties of Alameda or Santa Clara or from the City and County of San Francisco. The San Francisco Bay Conservation and Development Commission appoints one commissioner, who shall be a resident of the City and County of San Francisco approved by the Mayor of San Francisco. All appointments are subject to Section 1.02.

Effective September 28, 2016, any sitting commissioner who also serves on the board of a public transit agency shall be deemed to be a representative of a provider of public transportation within the meaning of the FAST Act (“Transit Representative”). Subsequent to September 28, 2016, at the beginning of each Commission term, the Chair shall designate and the Commission shall approve any sitting commissioner who also serves on the board of a public transit agency as a Transit Representative. Upon a vacancy occurring during a Commission term of a commissioner then serving as a Transit Representative, the Chair shall designate, and the Commission shall approve, one or more representatives not then currently designated, if any, from the commissioners then currently on the board who are also serving on a board of a transit agency as a Transit Representative.

The Commission's enabling legislation provides for three non-voting members, one appointed by the Secretary of the Business, Transportation and Housing Agency, and one each appointed by the United States Department of Transportation, and the United States Department of Housing and Urban Development.

1.02. Selection. The basis for selection of a commissioner is special familiarity with the problems and issues in the field of transportation. Elected or appointed public officers may serve as commissioners during their terms of public office. The effect of this is that such public officers are not prohibited from being commissioners; i.e., the two positions are not necessarily incompatible. No more than three voting members of the Commission shall be residents of the same county.

1.03. Term of Office. The term of office of a commissioner is four years. Since the initial term for commissioners commenced February 10, 1971, the organizational meeting date of the Commission, the four-year terms of commissioners shall commence quadrennially from that date. The current appointment term began February 10, 2011. Except as provided in the next sentence, the next appointment dates are February 10, 2015 and February 10, 2019. The commissioners appointed by the Mayors of the Cities of Oakland and San Jose shall have an initial term of office commencing January 1, 2013 and ending in February 2015. Appointments to fill a resignation or vacancy during a term shall be only for the balance of such term. Commissioners shall continue to serve as such until reappointed or until their successor is appointed; provided that, where a commissioner has been appointed as a public officer, the commissioner must vacate his/her Commission seat upon ceasing to hold such public office, unless the appointing authority consents to completion of the commissioner's term (Government Code Section 66504).

1.04. Oath of Office. Commissioners shall complete oath of office forms when they are appointed to the Commission, which are then notarized. The original is kept on file at the MTC offices.

1.05. Conflict of Interest Code. The Commission adopted a conflict of interest code by Resolution No. 1198, Revised (Appendix A), which was subsequently approved by the State of

California Fair Political Practices Commission. Commissioners are required to file annual statements of economic interest and within thirty days of assuming or leaving office.

1.06. Alternates. There is no provision for voting alternates for the voting commissioners. Substitutes may sit on behalf of non-voting commissioners.

1.07. Reimbursement. Commissioners serve without compensation. Commissioners are entitled to receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties. In lieu of such reimbursement for attendance at Commission or committee meetings, each commissioner shall receive one hundred dollars (\$100.00) per meeting for a maximum of five (5) such meetings in any one calendar month, plus necessary travel expenses as authorized by the Commission pursuant to the rates and terms set forth in Appendix B to this manual. Commissioners may be reimbursed a separate per diem for each such meeting in any one day up to the monthly maximum reimbursement number of meetings. The monthly maximum is calculated and applied separately to MTC and BATA. BAIFA and BAHA meeting per diem is applied and counts toward the BATA monthly maximum. No reimbursement applies to MTC SAFE meetings.

1.08. Travel Expenses. Commissioners shall be paid necessary traveling expenses as may be authorized from time to time by the Commission. The Commission policy for travel expenses is set forth in Appendix B to this manual. The policy applies to all MTC employees as well.

1.09. Orientation for New Commissioners. When a new commissioner is appointed to the Commission, the Secretary to the Commission will provide the commissioner, along with administrative materials, copies of the current major MTC, BATA, MTC SAFE, BAIFA and BAHA documents and an overview of the content of these documents. The Secretary will also arrange an orientation session for the new commissioner with the Executive Director and section managers.

II. OFFICERS

2.01. Commission Officers. There are two (2) Commission officers: a Chair and a Vice-Chair. Any voting commissioner is eligible to hold the office of Chair or Vice-Chair. Non-voting commissioners are ineligible for such offices.

2.02. Term. The Chair and Vice-Chair shall serve two-year terms commencing upon elections at the regular Commission meeting in February of odd numbered years. A commissioner may serve as Chair or Vice-Chair without restriction as to number of terms. The Chair and Vice-Chair shall serve as such until their successors are elected.

2.03A. Nomination/Election of Commission Officers (New Commission Term). In years when new Commission terms begin, the following procedure for the nomination and election of Commission officers shall be followed:

- a. The Commission shall meet on February 10, or within five working days thereof, for a special meeting. The meeting date shall be set by the prior Commission.
- b. The existing Chair, if reappointed, or if not reappointed, the Vice-Chair, if reappointed, or if not reappointed, the reappointed commissioner with the longest continuous length of service, shall preside over the meeting, and is the Acting Chair until the election of new officers.
- c. The Acting Chair shall at this special meeting appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission.
- d. The Ad Hoc Nominating Committee shall meet and send its report in writing to the Commission with the packet for the regular February meeting.
- e. The Acting Chair shall convene the regular February meeting, usually the fourth Wednesday of the month, at which the Ad Hoc Nominating Committee shall give its report as the first order of business. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the March meeting.
- f. The Commission shall elect a Chair and Vice-Chair at its regular February meeting, or as soon thereafter as possible after nominations are closed.
- g. Upon the election of new officers, the new Chair shall take over the gavel and conduct the remaining business of the meeting.

2.03B. Nomination/Election of Commission Officers (Mid-Commission Term.) The Chair shall appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission at the regular Commission meeting in December of even-numbered years. The Ad Hoc Nominating Committee shall send its report in writing to the Commission with the packet for the regular January Commission meeting. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the February Commission meeting. The Commission shall elect a Chair and Vice-Chair at its regular February meeting as the first order of business, or as soon thereafter as possible.

2.04. Duties of Chair. The Chair shall preside at all meetings of the Commission, state each question for vote, announce the decision, and decide all questions of order subject to appeal to the Commission. The Chair is a voting ex-officio member of all standing committees of the Commission. In such capacity the Chair shall vote only when necessary to attain a quorum of voting members of a committee. The Chair shall execute all resolutions adopted by the Commission, the approved minutes, and any other documents that may require the signature of the Chair.

The Chair shall appoint, subject to approval of the Commission, members of standing committees, and subsequent to September 28, 2016, the Chair shall designate, subject to approval of the Commission, the Transit Representative(s). In making committee and Transit Representative appointments/designations, the Chair shall, as much as possible, attempt to balance the representation of various areas of the region. The Chair shall select the Chair and Vice-Chair of each committee subject to approval of the Commission. The Chair should request individual commissioners to submit their preferences and areas of interest regarding appointment to committees. The Chair shall also appoint, subject to the approval of the Commission, Commission members of special committees.

In years when a new Chair is elected, then current committee members, chairs, and vice chairs shall continue to serve as such until the new Chair makes new committee appointments. To

the extent necessary to carry out committee business, the Chair may appoint temporary committee chairs, vice-chairs, and members, pending confirmation of committee appointments at the regular March Commission meeting.

The Chair shall approve, within the limits of the approved budget, commissioner's attendance and expenses at an out-of-region conference or any conference in which MTC has a substantial interest in being represented.

The Chair shall perform such functions as may be delegated by action of the Commission. Where circumstances warrant, the Chair may, in the absence of existing policy, act as necessary for the Commission between its scheduled meetings and shall report that action at the next Commission meeting.

The Chair shall select a temporary chair of a committee when that committee's chair and vice-chair are both unable to attend that committee's meeting(s).

2.05. Duties of Vice-Chair. The Vice-Chair shall assume the Chair's duties in his/her absence. In addition, the Vice-Chair is a voting ex-officio member of all standing committees of the Commission. In such capacity the Vice-Chair shall vote only when necessary to attain a quorum of voting members of a committee.

2.06. Chair Pro Tem. If both the Chair and Vice-Chair are or will be absent from a Commission meeting or other functions, or duties of the Chair must be performed (including, but not limited to, the execution of documents), the most senior member of the Commission shall perform such functions and duties.

2.07. Vacancies During Term of Office.

A. Chair. In the event the office of Chair is vacated during the term, the vacancy shall be filled for the unexpired balance of the term by the Vice-Chair.

B. Vice-Chair. In the event the office of Vice-Chair is vacated during the term, the vacancy may be filled for the unexpired balance of the term by a special election. If the vacancy is to be filled, an ad hoc nominating committee shall be appointed by the Chair, subject to the approval of the Commission at the next regular Commission meeting. At the Commission meeting

following the meeting approving the ad hoc nominating committee, the ad hoc nominating committee shall present its written report which shall be included in the meeting packet sent to commissioners; additional nominations, if any, may be made by commissioners at the meeting; nominations shall thereafter be closed and the election for Vice-Chair held at that meeting.

C. Chair and Vice-Chair. In the event the office of Chair and Vice-Chair are both vacated simultaneously during their terms, the vacancy for Chair and Vice-Chair shall be filled in the same manner as the vacancy for Vice-Chair in paragraph B of this Subsection, with the ad hoc nominating committee being appointed by the Commission.

2.08 Staff Officers.

A. Executive Director. The Commission shall appoint an Executive Director who shall have charge of administering the affairs of the Commission subject to the Commission's direction and policies. The Executive Director shall in turn appoint, subject to approval of the Commission, such employees as may be necessary to carry out the functions of the Commission (Resolution No. 664). The Executive Director shall designate an employee to act as Secretary of the Commission for the purpose of keeping its minutes and resolutions.

B. Legal Counsel. The Executive Director shall appoint a Legal Counsel subject to the approval of the Commission. In addition to other duties, the Legal Counsel shall have a responsibility to directly advise the Commission and commissioners in the course of their duties (Resolution Nos. 663 and 664, Appendix C).

III. COMMISSION MEETINGS AND CONDUCT OF BUSINESS

3.01. Principal Offices. The principal offices of the Commission shall be at the-Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105, or at such other location as may be determined by Commission action.

3.02. Regular Commission Meetings. Regular Commission meetings shall be on the fourth Wednesday of each month with the exception of the month of December when the regular meeting of the Commission shall be the third Wednesday of December and with the exception of the month of August which shall not have a regular Commission meeting. Unless otherwise scheduled, meetings regularly commence at 9:30 a.m. When a regular meeting falls upon a legal holiday, the date and time of such meeting shall be determined by the Commission no later than at its preceding regular meeting. Commission meetings shall be held in the Board Room, 375 Beale Street, San Francisco, CA 94105, in alternate locations within the region that are easily available to the public and accessible to persons with disabilities; provided that, if such an alternative location is chosen, it shall be publicly announced, if possible, at the preceding regular Commission meeting.

The Chair may cancel or reschedule a regular Commission meeting if a quorum cannot be obtained, or if there is insufficient business to warrant a meeting. Notice of cancellation of a meeting shall be given, if possible, not later than seven (7) days prior to the meeting date to those persons who receive formal notice of regular meetings.

3.03. Special Commission Meetings. The Chair may call special meetings of the Commission when warranted by the business of the Commission. In addition, upon written request of ten (10) Commissioners, a special meeting shall be held upon the call of the Chair.

3.04. Notice Regarding Commission Meetings. Notice of Commission meetings shall be given as follows:

A. Regular Meetings. Notice of all regular Commission meetings shall be given in compliance with applicable provisions of the Ralph M. Brown Act (Government Code Section 54950 *et seq.*, as may be amended from time to time; hereinafter "Brown Act"). The notice shall at

a minimum specify the date, hour, and location of the meeting and may be a preliminary agenda for the meeting. The final agenda shall be posted adjacent to the front door of the Bay Area Metro Center not later than 72 hours prior to the date of the meeting.

B. Special Meetings. Notice of special meetings shall be given in compliance with applicable provisions of the Brown Act. Notice of special meetings shall specify the date, time, and location of the meeting and the matters to be considered by the Commission. No matters other than those specified in the notice of special meetings may be considered. Notice of special meetings shall be given to those persons who receive notice of regular meetings. Unless otherwise provided by the Brown Act, at least twenty-four (24) hours' written notice shall be given by electronic or U.S. postal mail or personal delivery to each commissioner and to each local newspaper of general circulation, radio or television station requesting notice in writing, and by posting such notice in the MTC library.

C. Recipients of Notice. Notice of MTC meetings may be received by any person or organization requesting notice. Designated staff shall maintain a database of persons and organizations who have requested notice or to whom, in designated staff's judgment, notice shall be sent. The database is updated on an ongoing basis.

D. Brown Act. In providing notice of Commission meetings, MTC staff shall at all times comply at least with all minimum applicable notice requirements of the Brown Act.

3.05. Open Meetings. In accordance with the provisions of the Brown Act, all meetings of the Commission shall be open to the public except matters that may be discussed in closed session pursuant to the Brown Act. Members of the public shall have an opportunity to directly address the Commission on matters before it, subject to limitations on the total amount of time allocated for public testimony on particular issues and for each individual speaker.

3.06. Quorum. A majority of the appointed, voting commissioners shall constitute a quorum for any meeting of the Commission. When 18 voting commissioners have been appointed and seated, the quorum is ten (10) commissioners. No official action shall be taken by the Commission unless a quorum is present. A majority of the commissioners present and voting shall

be required to carry any action of the Commission; provided that, no action shall be valid unless approved by at least a majority of a quorum.

3.07. Voting. Voting shall be by voice; provided that a roll call shall be taken at the Chair's discretion or upon the request of one (1) commissioner.

3.08. Conduct of Meetings. Robert's Rules of Order, as revised, except when inconsistent with these procedures, law, or specific resolutions of the Commission, shall govern the conduct of meetings of the Commission and its established committees.

3.09. Agenda. The Commission may take no action on any item not appearing on the agenda except as allowed under the Brown Act. All items on Commission agendas shall be subject to action.

A preliminary agenda shall be distributed electronically or by regular or express mail prior to the date of the meeting, consistent with the Brown Act. (See Subsection 3.04, Notice Regarding Commission Meetings.) A final agenda will be prepared and posted adjacent to the front door of the Bay Area Metro Center in accordance with the Brown Act. Copies of the final agenda will be available at the meeting.

If, in the Chair's judgment, it is necessary to maintain the orderly flow of business, public comment may be restricted by any one or a combination of the following procedures:

1. limiting the time each speaker may testify per agenda item. The limit may not be less than one (1) minute for each speaker, and may range, at the discretion of the Chair, up to three (3) minutes per speaker.
2. requiring a speaker who plans to speak on more than one agenda item to combine his or her testimony on all agenda items to one appearance. The limit for a combined appearance may not be less than three (3) minutes per speaker, and may range, at the discretion of the Chair, up to seven (7) minutes per speaker.
3. establishing the maximum amount of time available during the meeting for public comment so as to permit the meeting agenda to be completed before the loss of a quorum; provided, however, that each speaker be permitted to speak at least one (1) minute.

4. establishing a single period of time during a meeting to take all public testimony before proceeding with the agenda, when there are multiple requests to speak on multiple items on the agenda.

5. rearranging the order of items on the agenda to accommodate public testimony.

Any decision of the Chair regarding the taking of public testimony made pursuant to the Commission Procedures Manual shall govern for the meeting unless overruled by a two-thirds vote of the quorum present.

The order of agenda items may also be changed, if, in the Chair's judgment, there are other reasons to do so.

3.10. Resolutions. Resolutions may be considered by the Commission at any regular or special Commission meetings. All resolutions shall be in writing.

A summary explanation of the purpose and content of each resolution shall be prepared and attached to the proposed resolution, but shall not be considered part of such resolution. The original of a resolution adopted by the Commission is the one signed by the Chair and shall be the official text of that resolution.

3.11. Regional Transportation Plan Revisions. Revisions of the Commission's adopted Regional Transportation Plan (RTP) are prepared as the need arises. Except for revisions approved by the Commission under emergency procedures, revisions to the RTP are considered by the Commission for adoption every four years. Review of proposed Plan revisions is assigned to a standing committee of the Commission, which shall make recommendations to the full Commission for Plan revision. Notice of availability of the text of proposed revisions of the RTP shall be sent to organizations and concerned citizens on the current Commission mailing list. Not earlier than twenty (20) days after this distribution of the proposed revisions, and at a time convenient to the public, no less than (2) public hearings shall be held in the region to receive comments, suggestions, and reactions to the proposed revisions. Additional hearings may be scheduled if necessary to allow opportunity for public comment in parts of the region significantly affected by proposed revisions. These public hearings may be conducted by less than a quorum of

the Commission. A transcript or summary of the public hearings shall be provided to all commissioners prior to their acting on the Plan revisions. Notice of the public hearings shall appear in major newspapers of the region and other media as appropriate at least thirty (30) days prior to the scheduled hearings.

3.12 Public Hearings. Public hearings shall be conducted in accordance with MTC's Public Participation Plan, MTC Resolution No. 3821.

3.13. Recording of Meetings. Commission meetings shall be recorded electronically and are available on the Commission's website at no cost and are archived for meetings occurring since 2004. Copies of any recordings (in accessible formats, for persons with disabilities) shall be made available to the public upon request. Further, any citizen may record a Commission meeting or parts thereof, if such recording is done in a reasonable manner.

3.14. Minutes of Meetings. The Commission shall keep accurate minutes of all meetings and make them available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment. Minutes approved by the board at a succeeding meeting shall be the evidence of action taken at a prior meeting.

3.15. Public Information Materials. MTC staff will routinely prepare and provide all commissioners with general public informational material. Requests for specialized public information assistance for a specific commissioner will be handled on a time-available basis.

3.16 Meeting Conduct. In the event that any public meeting conducted by MTC is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of those individuals who are willfully disrupting the meeting. Such individuals may be subject to arrest. If order cannot be restored by such removal, the members of the Commission may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue on matters appearing on the agenda.

IV. COMMISSION COMMITTEES

4.01. Types. Commission committees are designated as standing committees, special committees, or advisory committees.

4.02. Policy. It is the general policy of the Commission to receive comments from the public on specific items at committee meetings. Summaries of these comments shall be included in the committee minutes and forwarded to all commissioners.

4.03. Standing Committees. Each standing committee is charged with subject matter responsibility over specific element(s) of the Commission's overall mission and/or organizational functions. Standing committees shall be composed solely of commissioners. Non-voting commissioners may be appointed to standing committees. Notwithstanding that there may be a quorum of the Commission (10 or more commissioners commencing January 1, 2013) in attendance at a standing committee meeting, no standing committee may act for the full Commission unless the meeting is noticed, in accordance with the Brown Act, as a Commission meeting. Each standing committee shall be responsible for reviewing comments of appropriate MTC advisory committees and such comments shall accompany any standing committee recommendations to the Commission.

4.04. Special Committees. The Commission may establish special committees to supervise the development of a specific task or project. Membership of special committees is not limited to commissioners. Composition of special committees will depend upon the task to be performed and may involve the participation of private citizens or representatives of other public agencies.

4.05. Advisory Committees. Advisory committees are discussed in Section 4.14C.

4.06. Appointments to Committees.

A. Manner of Appointment. The Chair of the Commission, subject to the approval of the Commission, shall appoint members of standing committees and special committees to the extent that special committee appointments are the responsibility of MTC. The Commission Chair

shall designate the Chair and Vice-Chair of the standing committee, subject to approval of the Commission. Designation by the MTC Chair of special committee chairs and vice-chairs is subject to the approval of the Commission to the extent that these appointments are the responsibility of MTC. Appointments to advisory committees shall be made by the Commission in accordance with the Commission resolution establishing the particular advisory committee. In the event the Chair and Vice-Chair of a standing committee are not present at a standing committee meeting, the committee members present shall select a Chair Pro Tem for that meeting from among themselves.

B. Term. Subject to Section 2.04, appointments to standing committees shall be for the term of the Commission Chair. Appointments of commissioners to special committees shall be for the term of the Commission Chair. Other appointments to special committees shall be for a term dependent upon the function of the special committee as set forth in the resolution which governs the special committee. Appointments to advisory committees are for a term dependent upon the function of the advisory committee as set forth in the resolution establishing the particular advisory committee.

4.07. Quorum. The quorum for committees established by the Commission shall be a majority of the committee's non-ex-officio voting membership. If necessary to establish a quorum of a committee at a meeting, the Chair and Vice-Chair of the Commission, as ex-officio members of the committee, shall become voting members for that meeting. Unless otherwise approved by the Commission, MTC standing committees shall have eight (8) voting members, as approved by the Commission, plus the MTC Chair and Vice-Chair as ex-officio, voting members.

Every member of the Commission who is not a voting member of a standing committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at a meeting of a standing committee, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless a meeting has been previously noticed as a Commission meeting.

An ad hoc non-voting committee member who is also a voting member of the Commission may be designated by the committee chairperson as a voting member at a particular committee meeting if an additional voting member is needed for a committee quorum.

4.08. Open Meetings. It is recognized that "legislative body" as defined in the Brown Act does not include committees composed solely of commissioners when they number less than a quorum of the Commission or a quorum of a standing committee. It is the intention of the Commission to apply the Brown Act to include all non-ad-hoc committees created by the Commission, not just those identified as advisory commissions or committees. All meetings of non-ad-hoc committees created by the Commission, with the exception of closed sessions permitted by the Brown Act, shall be open meetings properly announced in accordance with the provisions of the Brown Act.

4.09. Notice of Meetings. Notice of regular committee meetings shall be given consistent with applicable provisions of the Brown Act and posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours, preceding the date of the meeting. If a special meeting is called on short notice, then notice shall comply with the requirements of Subsection 3.04 B of these procedures. The notice shall announce the date, time, and location of the meeting together with an agenda. This notice shall be sent to all commissioners and to media representatives, concerned citizens, and organizations who have filed a request for receipt of notice of committee meetings and posted in the MTC library. Special meetings of committees shall comply with the minimum notice provisions of the Brown Act. Notices of postponed or canceled committee meetings shall be posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours prior to the regular date of the meeting and shall state the date, time, and location of the next committee meeting if possible. Notices of meetings held earlier than the regular meeting date shall be sent out and posted adjacent to the front door of the Bay Area Metro Center as soon as possible.

4.10. [Reserved]

4.11. Recording of Meetings. Standing and special committee meetings, if possible, shall be recorded electronically and follow the procedures as stated in Subsection 3.13 of this document.

4.12. Minutes of Committee Meetings. Minutes of all committee meetings shall be kept and made available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment.

4.13. Reimbursement and Travel Expenses. Commissioners who are members of standing or special committees shall be entitled to receive in lieu reimbursement for attendance at such committee meetings in accordance with Government Code Section 66504.1. Commissioners serving on standing and/or special committees shall also be entitled to receive necessary travel expenses in accordance with the Commission's current resolution in this regard. (See Appendix B.) Members of special committees appointed by the Commission and members of advisory committees appointed through Commission resolutions shall be reimbursed for their necessary travel expenses in accordance with the Commission's current procedures regarding this subject. (See Appendix D.)

Commissioners appointed by the Chair or the full Commission to represent MTC on committees other than those created by MTC shall be entitled to receive the MTC per diem and necessary travel expenses for attendance at such committee meetings. If the procedures of such committees require or permit the appointment of an alternate representative, MTC alternates to such committees may not claim per diem or travel expenses for any meeting at which the MTC commissioner is also present and claiming per diem.

4.14. Commission Committees.

A. Standing Committees. The current charters of the Commission's standing committees, as established by this Manual, are attached as Appendix E. Current Commission standing committees are as follows:

1. Administration Committee - is charged with the oversight of the operation and performance of the Commission staff including the development and oversight of agency personnel, financial policies, and management.

2. Programming and Allocations Committee - reviews projects seeking federal, state and regional funding approval for conformance with the Sustainable Communities Strategy/Regional Transportation Plan, adopts the region's multi-year program of funding priorities for federal, state and regional funds, and recommends allocation of various federal, state and regional funds among the various eligible claimants and applicants within the region.

3. Planning Committee - develops the region's annual transportation work program and program budget, reviews planning policies and issues, and together with ABAG, develops the Sustainable Communities Strategy, and proposes revisions to the Sustainable Communities Strategy/Regional Transportation Plan.

4. Operations Committee - establishes, oversees and evaluates transportation system management and operational activities sponsored by MTC, SAFE and others.

5. Legislation Committee - recommends Commission legislative policy, represents the Commission in the legislative process, and oversees the Commission's public information and citizen participation program.

6. Executive Committee - considers matters of urgency brought before it by the Chair between Commission meetings and other matters assigned to it by the Commission or the Chair.

B. Special Committees. Special committees are committees consisting of MTC commissioners and representatives of other organizations. Special committees are established, modified or disbanded by separate Commission action. Examples of current committees include, but are not limited to, the following:

1. Regional Airport Planning Committee - reorganized pursuant to MTC Resolution No. 3123 and is responsible for recommendations relating to the Regional Airport Element of the Regional Transportation Plan and the update of revisions relating to this element.

2. MTC/Bay Conservation and Development Commission (BCDC) Seaport Planning Advisory Committee - was established pursuant to a Memorandum of Understanding between BCDC and MTC (MTC Resolution No. 516) and is responsible for developing the

legislatively-mandated Seaport Element to the Regional Transportation Plan and recommendations for revision of the Seaport Element of the BCDC Bay Plan

3. Mega-Region Working Group – was established in 2015 through Resolution 4209 to identify issues of common interest and recommend joint activities among metropolitan planning organizations in the Northern California mega-region.

C. Advisory Committees. Advisory committees consist of members of the public and/or staff from public agencies or private organizations. Advisory committees are established, modified or disbanded by separate Commission action. When appropriate, all upcoming vacancies on MTC advisory committees shall be posted on the Commission website. Prior to making appointments to such committees, thirty days shall be allowed to receive responses from citizens who are interested in appointment. Examples of current advisory committees include, but are not limited to, the following:

1. Policy Advisory Council – This advisory committee was established in November 2009 pursuant to MTC Resolution No. 3931 to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. Its 27 members are appointed by the Commission, including 9 members, one from each Bay Area county, selected to represent interests related to the communities of color, environmental justice and low-income issues; 9 members, one from each Bay Area county, selected to represent the interests of disabled persons and seniors; and 9 members selected to represent interests related to the economy and the environment.

2. The Bay Area Partnership (The Partnership) - The Partnership is a consortium of local, state and federal agencies, including the top managers from agencies for transportation and protecting the region's environmental quality; intended to foster consensus in the implementation of TEA 21 and its successor statutes, develop agreed-upon funding and planning priorities, and implement plans and programs to better manage and operate the metropolitan transportation system.

3. Regional Transit Coordinating Council (RTCC) - Pursuant to Public Utilities Code § 29142.4, the Commission has established the RTCC to advise MTC with respect to its state and federal programs, to focus attention on transit coordination, and to encourage participation of transit operators' top management in MTC's deliberations. MTC Resolution No. 2467 establishes the RTCC.

4. Paratransit Coordinating Councils (PCCs) - established by MTC Resolution No. 468 in 1977 to require participation by counties in promoting the efficient use of limited paratransit services. Membership composition is established in MTC Resolution No. 1209.

NOTE: Special and advisory committees usually forward their recommendations to the Programming and Allocations Committee. Special issues can be referred to the appropriate MTC standing committee.

V. MISCELLANEOUS

5.01 Authority. The Metropolitan Transportation Commission finds that these procedures are necessary to carry out the purposes of the Metropolitan Transportation Commission Act. These procedures are adopted pursuant to the Commission's authority under Government Code § 66506.

5.02 Emergency Notice Provision. In the event a postal strike or other calamity makes it impossible to give notice of meetings by mail as required in these procedures, notice of meetings of the Commission and its committees shall be given to commissioners and committee members, respectively, with such time and by such means as may be practical, which may include, but not be limited to, personal service, facsimile, email and posting at MTC's website. In such event, the general public and those requesting notice of Commission and committee meetings shall be notified, if possible, by publication of notice in a newspaper or newspapers of general circulation in the region. The timing and content of such published notice shall conform, if possible, to the requirements pertaining to mailed notice set forth in these procedures.

5.03 Severability. Should any part, term, portion, or provision of these procedures be finally decided to be in conflict with any law of the United States or the State of California or otherwise be ineffectual or unenforceable, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, providing such remaining portions or provisions can be construed to stand as the Commission intended.

Appendix A
Resolution No. 1058

Conflict of Interest Code

Date: October 27, 1982
W.I.: 99110
I.D.: File 1
Referred by: Administration Committee
Revised: 06/26/91-C 07/27/94-C
11/18/98-C 06/28/00-C
11/20/02-C 09/28/11-C
05/22/13-C 03/25/15-C
09/28/16-C 04/25/18-C

ABSTRACT

Resolution No. 1198, Revised

Subject

This resolution adopts the amendments to the Metropolitan Transportation Commission's Conflict of Interest Code, directs the Executive Director to submit a copy of the amended code to the Fair Political Practices Commission, provides for future amendments, and revises Appendix A of the Commission Procedures Manual (Resolution No. 1058).

Resolution No. 1198 supersedes Resolution No. 859.

This resolution was revised on June 26, 1991 to include the disclosure of "business positions in business entities," to add a disclosure category for telecommunications services and equipment manufacturers to cover the activities of the MTC SAFE, to update the designated positions to reflect MTC's current organizational structure, and to clarify the definition of "consultant."

This resolution was revised on July 27, 1994 to amend the disclosure categories to cover MTC and MTC SAFE activities in the areas of towing services and intelligent vehicle highway systems (IVHS) and to update the designated positions to reflect MTC's current organizational structure.

This resolution was revised on November 18, 1998 to amend the conflict of interest code to reflect changes in FPPC regulations, amend the disclosure categories to cover the MTC Service Authority for Freeways and Expressways ("MTC SAFE") and Bay Area Toll Authority ("BATA") activities, and to update the designated positions to reflect MTC's current organizational structure. .

This resolution was revised on June 28, 2000 to add Associate Counsel as a designated position, delete the Legislation and Public Affairs and Finance sections to create one Funding and External Affairs section, and rename Treasury to Finance.

This resolution was revised on November 20, 2002, to delete the Funding and External Affairs section, to create a Programming and Allocations section and a Legislation and Public Affairs section, and to replace the Deputy Executive Director's position with two Deputy Directors' Positions.

This resolution was revised on September 28, 2011, to update the designated positions to reflect MTC's current organizational structure and disclosure categories.

This resolution was revised on May 22, 2013, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure.

This resolution was revised on March 25, 2015, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure.

This resolution was revised on September 28, 2016, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure, and to add Clipper[®] Executive Board member as a designated position.

This resolution was revised on April 25, 2018, to add designated positions in MTC's organization and their assigned disclosure categories resulting from the consolidation of the staffs of MTC and the Association of Bay Area Governments ("ABAG"), pursuant to the Contract for Services between ABAG and MTC, dated as of May 30, 2017 and the formation of the Advancing California Finance Authority, its staffing by MTC, and its adoption of the MTC Conflict of Interest Code; and to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure.

Date: October 27, 1982
W.I.: 99110
I.D.: File 1
Referred by: A&O Committee

RE: Adoption of the Amendments to the Metropolitan Transportation Commission's Conflict of Interest Code.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 1198

WHEREAS, the Metropolitan Transportation Commission (MTC), is the regional transportation planning agency pursuant to Government Code § 66500 *et seq.*; and

WHEREAS, MTC has adopted for purposes of the Political Reform Act (Government Code § 81000 *et seq.*) a Conflict of Interest Code (Resolution No. 859) which has been approved by the Fair Political Practices Commission; and

WHEREAS, MTC desires to amend its Conflict of Interest Code; and

WHEREAS, the proposed amendments have been submitted to the public for comment and subject to a public hearing; now, therefore, be it

RESOLVED, that the amended Conflict of Interest Code, incorporated herein as though set forth at length as Attachment A, is adopted; and, be it further

RESOLVED, that the Executive Director is directed to submit a copy of the Conflict of Interest Code to the California Fair Political Practices Commission for approval; and, be it further

RESOLVED, that MTC may from time to time further amend Attachment A as appropriate, in accordance with the applicable statutory and regulatory provisions; and, be it further

RESOLVED, that MTC Resolution No. 859 is superseded by Resolution No. 1198; and, be it further

RESOLVED, that Appendix A of the Commission Procedures Manual (MTC Resolution No. 1058) is revised by Resolution No. 1198.

METROPOLITAN TRANSPORTATION COMMISSION

/s/ _____
William R. "Bill" Lucius, Chairman

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on October 27, 1982.

Date: October 27, 1982
W.I.: 99110
I.D.: File 1
Referred by: A&O Committee
Revised: 06/26/91-C 07/27/94-C
11/18/98-C 06/28/00-C
11/20/02-C 09/28/11-C
05/22/13-C 03/25/15-C
09/28/16-C 04/25/18-C

Attachment A - Resolution No. 1198
Page 1 of 5

CONFLICT OF INTEREST CODE FOR THE METROPOLITAN TRANSPORTATION COMMISSION

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Metropolitan Transportation Commission (“MTC”), a statutorily created regional transportation planning agency pursuant to Government Code Section 66500 *et seq.*, is for the purposes of the Political Reform Act, a local government agency pursuant to Government Code Section 82041. MTC also functions as the MTC Service Authority for Freeways and Expressways (“MTC SAFE”) pursuant to Streets and Highways Code Sections 2550-2556, and the Bay Area Toll Authority (“BATA”) pursuant to Streets and Highways Code Section 30950 *et seq.* and, pursuant to the Contract for Services dated as of May 30, 2017 between MTC and the Association of Bay Area Governments (“ABAG”), provides consolidated staff to perform work for ABAG. MTC is also a member of and provides staff for the Bay Area Infrastructure Financing Authority (“BAIFA”) and the Bay Area Headquarters Authority (“BAHA”), and staffs the Advancing California Financing Authority (“ACFA”), a joint powers authority formed by ABAG and the ABAG Finance Authority for Nonprofit Corporations. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearings, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sec. 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Metropolitan Transportation Commission (MTC)**.

Date: October 27, 1982
W.I.: 99110
I.D.: File 1
Referred by: A&O Committee
Revised: 06/26/91-C 07/27/94-C
11/18/98-C 06/28/00-C
11/20/02-C 09/28/11-C
05/22/13-C 03/25/15-C
09/28/16-C 04/25/18-C

Attachment A - Resolution No. 1198
Page 2 of 5

Individuals holding designated positions shall file their statements of economic interests with **MTC**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by **MTC**.

Date: October 27, 1982
W.I.: 99110
I.D.: File 1
Referred by: A&O Committee
Revised: 06/26/91-C 07/27/94-C
11/18/98-C 06/28/00-C
11/20/02-C 09/28/11-C
05/22/13-C 03/25/15-C
09/28/16-C 04/25/18-C

Attachment A - Resolution No. 1198
Page 3 of 5

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Deputy Executive Director, Policy	1, 3, 4
Deputy Executive Director, Operations	1, 3, 4
Deputy Executive Director, Local Government Services (LGS)	1, 3, 4
General Counsel	1, 3, 4
Deputy General Counsel	1, 3, 4
Senior Counsel	1, 3, 4
Associate Counsel	1, 3, 4
Special Counsel	1, 3, 4
Director, Administration & Facilities (AF)	1, 3
Director, Integrated Planning Department (PLN)	2, 3
Director, Operations (OPS)	2
Director, Electronic Payments (EPS)	2
Director, Programming and Allocations (PAC)	2, 3
Director, Legislation and Public Affairs (LPA)	1, 3
Director, Technology Services (TSS)	2
Director, SF Estuary Partnership	2, 3
Director, Budget & Revenue (aka Deputy Finance Director)	1
Director, Treasury (aka Deputy Treasurer)	1
Assistant Directors: PLN, PAC, LGS	2, 3
Assistant Directors: OPS, EPS, TSS	2
Assistant Directors: LPA	1
Assistant Directors: AF	1, 3
Assistant Directors: Finance	1
Clipper® Executive Board Members	2
Consultants/New Positions	*

*Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

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W.I.: 99110
I.D.: File 1
Referred by: A&O Committee
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11/20/02-C 09/28/11-C
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Attachment A - Resolution No. 1198
Page 4 of 5

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.) Nothing herein excuses any such consultant from any other provision of the conflict-of-interest code.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below manage public investments and shall file a statement of economic interests pursuant to Government Code Section 87200.

MTC Commissioners
Chief Financial Officer
Executive Director

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Date: October 27, 1982
W.I.: 99110
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11/20/02-C 09/28/11-C
05/22/13-C 03/25/15-C
09/28/16-C 04/25/18-C

Attachment A - Resolution No. 1198
Page 5 of 5

APPENDIX B

DISCLOSURE CATEGORIES

Designated positions shall disclose pursuant to the appropriate disclosure category as indicated in Appendix A.

- CATEGORY 1** – Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from, entities that provide services, products, or equipment of the type utilized by MTC, including public utilities, consultants, transportation companies, and manufacturers.
- CATEGORY 2** – Investments and business positions in business entities, and income including receipt of loans, gifts, and travel payments, from, sources that provide services, products, or equipment of the type utilized by the designated position’s department or division.
- CATEGORY 3** – All interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by MTC.
- CATEGORY 4** – Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from, sources that filed a claim against MTC during the previous two years, or have a claim pending against MTC.

This is the last page of the conflict of interest code for **Metropolitan Transportation Commission**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for **Metropolitan Transportation Commission** was approved on 3/27 2018. This code will become effective on 4/28/ 2018.

A handwritten signature in black ink, appearing to read "John M. Feser, Jr.", written over a horizontal line.

John M. Feser, Jr.

Senior Commission Counsel

Fair Political Practices Commission



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0388 **Version:** 1 **Name:**
Type: Report **Status:** Committee Approval
File created: 5/8/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: Mandatory Audit Rotation Policy

A report on the previously held Commission policy that prohibited the incumbent audit firm from participating in the new solicitation once their contract has expired.

Sponsors:

Indexes:

Code sections:

Attachments: [3a_Mandatory_Audit_Rotation_Policy.pdf](#)

Date	Ver.	Action By	Action	Result
6/13/2018	1	Administration Committee		

Subject:

Mandatory Audit Rotation Policy

A report on the previously held Commission policy that prohibited the incumbent audit firm from participating in the new solicitation once their contract has expired.

Presenter:

Brian Mayhew

Recommended Action:

Committee Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Deputy Executive Director, Policy

WI: 1233

RE: Mandatory Audit Firm Rotation Policy

In February 2018, the Administration Committee approved the staff recommendation to award a contract to PricewaterhouseCoopers, LLP (PwC) to continue as the external financial auditors for MTC. The approval included a request to re-examine the previously held Commission policy that prohibited the incumbent audit firm from participating in the new solicitation once its contract has expired.

Staff research in response to this request indicated that some agencies require audit partner rotation while other agencies mandate rotation of the audit firm. Current “Best Practices” include:

- AB 1345 requires rotation of lead audit partners every six years
- Government Finance Officers Association “Best Practices” recommend long-term (5-year) contracts but do not recommend mandatory firm rotation

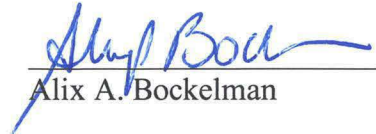
In addition the Securities Exchange Commission (SEC) requires rotation of “Lead” and “Concurring” partners every five years for public company financial audits. Staff has conducted a survey of local finance and audit departments and the results of our survey are included in Attachment B. In the attached survey you will note several agencies have long term relationships while others mandate rotation every five years.

As a result of the discussion during the February Committee meeting and in light of the research done into the rotation issue, staff has developed a proposed Independent Auditor Selection Policy (Attachment A). Among other things, the proposed policy prohibits the incumbent auditing firm from bidding for the MTC annual financial audit services contract for two years after the signature date of the most recently-completed audit.

PwC is currently in the first year of a five year plus two optional years contract approved by the Administration Committee in February, 2018. The option to continue with PwC is presented to the Audit Committee each October in combination with the presentation of the annual financial statements. If the Audit Committee chooses to continue with PwC that recommendation is forwarded to the Administration Committee as part of the annual contract approval process. If this policy is approved, PwC would be prohibited from bidding the next time MTC goes out to bid for its annual financial audit services, the timing of which will be dependent on annual approvals and whether any option years are exercised.

Recommendation:

Staff recommends this Committee approve the proposed Independent Auditor Selection Policy attached hereto as Attachment A.


Alix A. Bockelman

AB:bm

Attachment

Metropolitan Transportation Commission (MTC)

Finance Department

Independent Auditor Selection Policy

POLICY

At the end of an audit contract term, a full-scale competitive process will be held for selection of the independent audit firm. MTC will actively seek the participation of all qualified firms except that the current audit firm is prohibited from submitting a proposal for annual financial audit services for two consecutive years from the signature date of the most recently completed audit.

MTC follows the California Assembly Bill 1345 which added Section 12410.6 (b) to Government Code and requires the audit firm to rotate their lead audit partners every six years.

The principal factor in the selection is the auditor's ability to perform a quality audit. Price is not allowed to serve as the sole criterion for the selection in any case.

PROCEDURES

1. The Request for Proposal process will be utilized in the evaluation of prospective audit firms. The auditor selection project manager follows the MTC's standard procurement procedures to organize and document the process.
2. Members of the MTC Audit Committee and ABAG Finance Committee will be invited to participate in the auditor interview panel.
3. The procurement will list the requirements that the selected firm follows AB 1345 requirements and will acknowledge that the selected firm will be prohibited from bidding for annual financial audit services for two consecutive years from the signature date of the most recently completed audit.
4. At the end of the procurement process, one audit firm will be recommended to the MTC Commissioners for approval.

TERM OF CONTRACT

The initial contract term will be a minimum of five years subject to the annual concurrence of the MTC Audit Committee and the MTC Administrative Committee and the satisfactory negotiation of terms.

Attachment B

Attachment B

Bay Area Counties and Cities	Auditor Rotation Policy?	Follow AB 1345?	Current Auditor	How Long
(1) Santa Clara County	No	Didn't indicate in reply	MGO	since 2001
(2) San Mateo County	No	Yes	MGO	since 2001
(3) City and County of San Francisco	No	Didn't indicate in reply	MGO	since 2004
(4) Alameda County	No	Yes	MGO	since 2010
(5) Contra Costa County	Didn't reply	Didn't reply	MGO	since 2013
(6) Sonoma County	No	Didn't indicate in reply	VTD LLP	since 2013
(7) Solano County	No	Didn't indicate in reply	VTD LLP	since 2015
(8) Marin County	Didn't reply	Didn't reply	CLA LLP	since 2016
(9) Napa County	Didn't reply	Didn't reply	Brown Armstrong	since 2016
(10) City of Oakland	Didn't reply	Didn't reply	MGO	since 2003
(11) City of San Jose	Didn't reply	Didn't reply	Grant Thornton	since 2016
(12) City of Clayton	No	Yes	Cropper	since 2011
(13) City of Redwood City	No	Yes	Badawi & Associates	since 2012
(14) Union City	No	Didn't indicate in reply	Badawi & Associates	since 2012
(15) City of Orinda	No	Yes	Maze & Associates	since 2015

Entities who have an auditor rotation policy	How Often
(1) City of Los Altos	Every 5 years
(2) City of Pleasanton	Every 5 years
(3) Solano County Water District	Every 5 years
(4) City of Coronado	Every 10 years
(5) City of Mission Viejo	Every 8 years
(6) United Water Conservation District	Every 5 years
(7) Mojave Water Agency	Every 5 years



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0414 **Version:** 1 **Name:**
Type: Resolution **Status:** Commission Approval
File created: 5/11/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: MTC Resolution No. 4330 - MTC FY 2018-19 Agency Budget

A request to refer MTC FY 2018-19 Agency Budget, MTC Resolution No. 4330 to the Commission for approval.

Sponsors:

Indexes:

Code sections:

Attachments: [3b_ResoNo-4330_MTC_FY2018-19_Agency_Budget.pdf](#)

Date	Ver.	Action By	Action	Result
6/13/2018	1	Administration Committee		

Subject:

MTC Resolution No. 4330 - MTC FY 2018-19 Agency Budget

A request to refer MTC FY 2018-19 Agency Budget, MTC Resolution No. 4330 to the Commission for approval.

Presenter:

Brian Mayhew

Recommended Action:

Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Deputy Executive Director, Policy

W. I. 1152

RE: MTC Resolution No. 4330 - MTC FY 2018-19 Agency Budget

Staff requests that the Committee forward MTC Resolution No. 4330 (Attachment A), the MTC FY 2018-19 Agency Budget, to the Commission for approval. The proposed budget is balanced with a \$49,000 projected surplus.

Authorized staffing for the combined Agency, MTC, SAFE and BATA will drop from 291 to 286 full time positions due to the elimination of the Plan and Sharp programs and the reassignment of the five staff to positions in other departments.

The draft budget presented in May showed a deficit of \$661,408. There were some staffing adjustments that actually added \$256,884 to the MTC budget making the total deficit target \$918,292. We balanced the budget through a combination of cuts and carryover revenue as shown below:

Draft budget deficit (May)	\$(661,408)
Staffing Adjustments	(256,884)
Contract cuts	400,000
Travel/Training cuts	386,481
Carryover revenue augmentation	<u>180,479</u>
Proposed Budget balance	<u>\$ 48,668</u>

MTC FY 2018-19 Operating Budget

There are several components to the MTC operating budget. The components are:

- General Operations – Administration for all MTC, SAFE, BATA and ABAG Funds (Attachment A).
- Planning – MTC planning operations mainly funded through an annual allocation of federal planning grants.

- Grants – MTC projects funded through various Federal and State grants which are budgeted for the life of the project (Attachment B).
- Clipper[®] – A separately funded enterprise to operate the Clipper program (Attachment C).

All MTC costs are adopted on an annual basis. Grant-funded projects are funded and budgeted for the life of the project or until the grant expires.

Revenue

Proposed operating revenue is \$56 million, a 1% decrease from the FY 2017-18 budget (Table 1).

Table 1

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Budget
TDA (Sales tax)	\$12,812,330	\$13,088,720	\$13,250,000	\$13,528,250
Interest/Other	606,081	609,604	530,000	540,000
Federal Planning Grants	9,841,225	12,781,000	14,860,283	14,570,671
Transfers	14,895,515	24,507,411	24,191,672	22,227,419
State & Local Funding	6,135,367	4,643,459	4,190,894	5,367,976
Total Operating Revenue	\$44,290,518	\$55,630,194	\$57,022,849	\$56,234,316

Highlights of the proposed MTC revenue:

- TDA (Sales Tax) – Increase of \$278,000 (2%).
- Federal Planning Grants – Decrease of \$289,000 (2%). FY 2018-19 budget includes carryover funds from FY 2017-18 as well as new Senate Bill 1 (SB1) awards and State Planning and Research (SP&R) planning funds.
- Transfers – Decrease of approximately \$2 million mainly the result of moving the ABAG grants to the grants budget section.
- State & Local Funding- Increase of approximately \$1 million due to the participation of local agencies in the Arterial Operations Implementation Project and an increase in the Pavement Management Program (PMP) sales.

Operating Expenses

The proposed operating budget shows a 1% decrease in total operating expenses. (Table 2).

	Table 2			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Budget
Salaries/ Benefits	\$19,632,581	\$22,450,249	\$29,499,247	\$30,172,295
Temporaries	2,897,140	0	0	0
Other Expenses	3,235,955	3,187,100	7,415,660	8,403,278
Ops Subtotal	25,765,676	25,637,349	36,914,907	38,575,573
Contractual	14,677,811	17,230,517	19,698,109	17,610,076
Transfer Out	154,232	11,467,332	0	0
Total Operating Expense	\$40,597,719	\$54,335,198	\$56,613,016	\$56,185,649

Staff Salaries and Benefits

Total regular staff salaries and benefits will have a 2% increase. The increase is related to the employment agreement (Agenda Item 4).

Other Expenses

Other Expenses increased by \$1 million.

- The increase is due to hosted service and software license costs as well as a slight increase in the 375 Beale Street assessment.

Contractual Services

Contractual services decreased by \$2.1 million. There is a slight drop resulting from consolidation of Planning Services and the redirection of the ongoing emergency exercise support costs to the SAFE budget.

Multi-year Federal Grants

Approximately \$97 million in new STP grants, \$27 million in new CMAQ and \$2 million in other grants for multiple programs will be added in FY 2018-19 bringing the total grant program under management to \$126 million. Grants are budgeted on a life-to-date basis and as such only the new funding is subject to the annual budget approval process. The life-to-date budget for the multi-year federal grants is included in Attachment B.

Capital Projects

Capital projects are also budgeted on a life-to-date basis. The proposed FY 2018-19 budget includes capital expenditures of \$130,000 for backup system hardware and authentication security systems. The Hub Signage capital budget of \$12.8 million will increase by \$1.1 million for the lifecycle replacement of real time displays.

Clipper®

Clipper is an Enterprise Fund operated by MTC. The Clipper operating and capital budgets for FY 2018-19 are shown in Attachment C. However, as an enterprise Clipper's revenues and expenses do not flow through MTC.

The Clipper operating expenses are projected to be \$36 million:

- \$32.0 million for Clipper operations;
- \$1.4 million staff costs; and
- \$2.6 million for customer outreach/education.

Total Life-to-date Clipper capital program budget of \$244 million will increase by \$5.1 million in FY 2018-19.

Reserve Balances

Reserves offer support for times of fiscal distress, as well as the ability to fund one-time costs that would otherwise distort budget management. The unrestricted reserve is projected to have a shortfall of \$20 million at the end of FY 2018-19. This "paper" shortfall is the result of putting the unfunded liabilities of \$39 million net pension liability and \$8 million net other post-employment benefits (OPEB) liability on the MTC books in accordance with GASB 68 and 75.

The reserve is important to MTC particularly because the \$126 million in active grants and the \$36 million in Clipper costs are all managed on a reimbursement basis. Without the cash flow capacity provided by the reserve, MTC could not deliver projects on the basis of budgetary priority. Our current and projected reserve position is shown in Table 4 below.

Table 4

	Actual FY 2016-17	Budget FY 2017-18	Budget FY 2018-19
Benefits Reserve	\$1,515,948	\$3,000,000	\$6,000,000
Liability Reserve	294,763	300,000	\$0
Capital Asset	0	200,000	130,000
Compensated Leave	5,151,294	4,900,000	5,500,000
Encumbrances	3,013,964	4,000,000	4,000,000
Net Pension Liability	22,572,445	34,700,000	39,000,000
OPEB	0	0	8,300,000
STA Reserve	49,194	500,000	500,000
Total Restricted	\$32,597,608	\$47,600,000	\$63,430,000
Unrestricted Balance	\$9,067,182	(\$5,525,378)	(\$20,306,710)
Total Reserves	\$41,664,790	\$42,074,622	\$43,123,290

A negative “unrestricted” balance is not the end of financial life or necessarily a “going concern” qualification by GASB standards, particularly when we have \$43 million in funded cash reserves to partially offset the pension/OPEB liability. Nevertheless there can be unpleasant ramifications in credit markets, grant applications and audit difficulties. This will be an ongoing issue among local governments nationwide.

In order to avoid any adverse consequences associated with the negative unrestricted balance, it is in the best interest of MTC to resolve and retire both debts. MTC staff along with our bond lawyers, bankers and financial advisors are working on a three part plan to retire the pension/OPEB debt:

- Obtain actuarial valuations based on the final transition of all staff.
- Direct a combination of current budget, reserves and our OPEB trust account to retire the OPEB obligation in FY 2018-19.
- Use the variable rate market, refinance and defease the pension debt amortizing the debt over 15 years using the current budget as the payment stream.

Based on our initial discussions with PERS and OPEB actuarial staff, we believe the potential exists to retire both outstanding obligations during the FY 2018-19 year. We will return to this Committee with our plan of attack at the appropriate time.

Recommendation:

MTC staff recommends that this Committee forward Resolution No. 4330, MTC’s FY 2018-19 operating and capital budget, to the Commission for approval.



 Alix A. Bockelman

SH:se
 Attachments

Date: June 27, 2018
W.I.: 1152
Referred By: Administration

ABSTRACT

Resolution No. 4330

This resolution approves the Agency Budget for FY 2018-19.

Further discussion of the agency budget is contained in the MTC Deputy Executive Director's memoranda to the Administration Committee dated June 6, 2018. A budget is attached as Attachments A, B and C.

Date: June 27, 2018
W.I.: 1152
Referred By: Administration

Re: Metropolitan Transportation Commission's Agency Budget for FY 2018-19

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4330

WHEREAS, the Metropolitan Transportation Commission (MTC or the Commission) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, on April 25, 2018 the Commission approved MTC's Overall Work Program (OWP) for Fiscal Year 2018-19 with the adoption of MTC Resolution No. 4329; and

WHEREAS, the OWP identifies MTC's unified work program for FY 2018-19; and

WHEREAS, the final draft MTC Agency Budget for FY 2018-19 as reviewed and recommended by the Administration Committee is consistent with the OWP as adopted pursuant to MTC Resolution No. 4329; now, therefore, be it

RESOLVED, that MTC's Agency Budget for FY 2018-19, prepared in accordance with generally accepted accounting principles and modified accrual, attached hereto as Attachment A, and incorporated herein as though set forth at length, is approved; and, be it further

RESOLVED, that the Executive Director or designee may approve adjustments among line items in the MTC operating budget for FY 2018-19, provided that there shall be no increase in the overall MTC operating budget without prior approval of the Commission; and, be it further

RESOLVED, that MTC delegates to its Administration or Operations Committees the authority to approve all contracts and expenditures in MTC's Agency Budget for FY 2018-19, providing that there shall be no increase in the overall budget without prior approval of the Commission; and, be it further

RESOLVED, that MTC's Executive Director, or the responsible MTC staff person designated by the Executive Director, shall submit written requests to the Administration or

Operations Committees for approval of consultants, professional services, and expenditures authorized in the MTC Agency Budget for FY 2018-19; and, be it further

RESOLVED, that MTC's Executive Director and the Chief Financial Officer are authorized to carry over and re-budget all grants, contracts and funds properly budgeted in the prior year for which expenditures were budgeted and encumbered and which will take place in FY 2018-19; and, be it further

RESOLVED, that the Commission authorizes the use of MTC funds for cash flow purposes, as an advance on authorized expenditures until the expenditures have been reimbursed; and, be it further

RESOLVED, that the Commission authorizes the designation of certain reserves for FY 2018-19 as follows: Benefits, Liability, Compensated Leave, Encumbrances, Building, Unfunded Pension Obligation, OPEB and Fixed Asset Replacement. The Chief Financial Officer is authorized to set aside \$130,000 for computer capital. The Chief Financial Officer is authorized to utilize the funds in the Benefits Reserve to meet any obligations resulting from the requirements of or changes in the employee labor agreements or for the purpose of prepaying or retiring unfunded pension or OPEB Liability. No additional expenditures shall be authorized from any designated reserves authorized by MTC's Agency Budget for FY 2018-19 without prior authorization of the Administration Committee; and, be it further

RESOLVED, that the total of full time regular and project employees is established at 286 and will not be increased without approved increase to the appropriate FY 2018-19 budget and that the Executive Director or Designee is authorized to manage all contract, hourly or agency employees within the authorized FY 2018-19 budgets; and, be it further

RESOLVED, that MTC's Executive Director, or the responsible MTC staff person designated by the Executive Director, shall furnish the Administration Committee with a monthly financial report to reflect budgeted and actual income, expenditures, obligations for professional and consultant services and such other information and data as may be requested by the Administration Committee.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by
the Metropolitan Transportation Commission
at a regular meeting of the Commission
held in San Francisco, California on June 27, 2018.

Date: June 27, 2018
W.I.: 1152
Referred by: Administration

Attachments A, B, C
Resolution No. 4330

METROPOLITAN TRANSPORTATION COMMISSION

AGENCY BUDGET

FY 2018-19

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METROPOLITAN TRANSPORTATION COMMISSION

BUDGET FY 2018-19

Attachment A

SUMMARY

PART 1: OPERATING REVENUE-EXPENSE SUMMARY

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change % Inc./Dec)	Change \$ Inc./Dec)
General Planning Revenue	\$28,110,283	\$28,098,921	0%	(\$11,361)
Other MTC Revenue	1,187,708	1,249,044	5%	61,336
Transfers from other Funds	24,191,671	22,227,419	-8%	(1,964,251)
Local Revenue Grants	3,533,186	4,658,931	32%	1,125,745
Total Operating Revenue	\$57,022,849	\$56,234,316	-1%	(\$788,532)
Total Operating Expense	\$56,613,016	\$56,185,649	-1%	(\$427,367)
Operating Surplus (Shortfall)	\$409,832	\$48,668	-88%	(\$361,164)
Total Operating Revenue - Prior Year	\$6,854,432	\$0	-100%	(\$6,854,432)
Total Operating Expense - Prior Year	\$6,854,432	\$0	-100%	(\$6,854,432)
Operating Surplus (Shortfall)- Prior year	\$0	\$0	0%	(\$0)
Total Operating Surplus (Shortfall)	\$409,832	\$48,668	-88%	(\$361,163)

PART2: CAPITAL PROJECTS REVENUE-EXPENSE SUMMARY

Total Annual Capital Revenue	\$1,483,333	\$389,000	0%	(\$1,094,333)
Total Annual Capital Expense	\$1,483,333	\$389,000	-74%	(\$1,094,333)
Capital Surplus(Shortfall)	\$0	\$0	0%	\$0
TOTAL FISCAL YEAR SURPLUS (SHORTFALL)	\$409,832	\$48,668	-88%	(\$361,163)

PART3: CHANGES IN RESERVES

Transfer To Designated Reserve	\$0	\$0		
Net MTC Reserves - in(out)	\$409,832	\$48,668	-88%	(\$361,163)
Current Year Ending Balance	\$0	\$0		

REVENUE DETAIL

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change % Inc./Dec)	Change \$ Inc./Dec)
General Planning Revenue				
FTA Section 5303	\$3,367,898	\$3,437,418	2%	\$69,520
FTA 5303 FY 17 Final Allocation	(30,599)	0	-100%	30,599
FTA 5303 FY 18 Final Allocation	0	40,329		
FTA 5303 carryover FY'17	739,291	0	-100%	(739,291)
FTA 5304	89,377	86,448	-3%	(2,928)
FTA 5304 carryover FY 17	408,473	0	-100%	(408,473)
FHWA 1/2 % PL	7,895,439	8,142,204	3%	246,765
FHWA FY 17 Final Allocation	18,811	0	-100%	(18,811)
FHWA FY 18 Final Allocation	0	30,150		30,150
FHWA carryover FY'17	75,030	0	-100%	(75,030)
SP&R	0	220,000	100%	220,000
Sustainable Communities SB1 - Awards	0	507,950	100%	507,950
Sustainable Communities SB1 - Allocated	2,296,563	2,106,140	-8.3%	(190,423)
TDA (Planning/Administrative)	13,250,000	13,528,282	2.1%	278,282
Subtotal: General Planning Revenue	\$28,110,283	\$28,098,921	0.0%	(\$11,361)
Other MTC Revenue				
STIP-PPM	\$657,708	\$709,044	7.8%	\$51,336
HOV lane fines	500,000	500,000	0.0%	0
Interest	30,000	40,000	33.3%	10,000
Subtotal: MTC Other Revenue	\$1,187,708	\$1,249,044	5.2%	\$61,336
Operating Transfers				
BATA 1%	\$7,494,251	\$7,806,994	4%	\$312,743
Transfer BATA RM2	615,000	875,000	42%	260,000
BATA Reimbursements (Audit/misc. contracts)	819,074	951,530	16%	132,456
Service Authority Freeways Expressways (SAFE)	1,636,516	1,618,609	-1%	(17,907)
STA Transfer	2,032,529	1,283,000	-37%	(749,529)
2% Transit Transfers	408,000	324,000	-21%	(84,000)
Bay Trail funds from MTC 5% and 2% Bridge Tolls	723,000	723,421	0%	421
Other ABAG Grants- (FY'19 moved to LTD Grants)	2,155,405	0	-100%	(2,155,405)
Transfer in - Net of Membership Dues	782,401	527,010	-33%	(255,391)
BATA Operating for SFEP -Overhead	1,106,480	1,014,823	-8%	(91,658)
ABAG Admin	0	101,038	100%	101,038
ABAG Other Programs - Overhead	1,132,794	861,541	-24%	(271,253)
Express Lanes - Overhead	456,837	446,413	-2%	(10,424)
MTC Grant Funded - Overhead	2,882,008	3,366,052	17%	484,044
Capital Programs - Overhead	1,947,377	2,327,989	20%	380,612
Subtotal: Transfers from other funds	\$24,191,671	\$22,227,419	-8%	(\$1,964,252)
MTC Total Planning Revenue	\$53,489,662	\$51,575,384	-4%	(\$1,914,278)
Local Revenue Grants				
Misc. Revenue (PMP Sales)	\$1,400,000	\$1,675,000	20%	\$275,000
TFCA (Regional Rideshare), Spare the Air.	870,000	1,000,000	15%	130,000
BAAQMD	733,605	759,134	3%	25,529
Cities	529,581	1,224,797	131%	695,216
Subtotal: Local Revenue Grants	\$3,533,186	\$4,658,931	32%	\$1,125,745
Total Current Year Revenue	\$57,022,849	\$56,234,316	-1%	(\$788,533)
MTC Prior Year Project Revenue				
Prior Year Project Revenue - Federal/State				
FTA 5303	1,389,039			
FTA 5304	343,391			
FHWA	244			
FHWA Planning Grant	121,631			
SP&R	220,569			
State Transit Assistance (STA)	383,984			
Subtotal:	\$2,458,858			
Prior Year Project Revenue - Local				
General Fund	2,413,894			
BAAQMD	85,000			
Service Authority for Freeways/Expressways (SAFE)	735,953			
PTAP LM	164,494			
PPM	7,204			
RM2/BATA Reimb.	506,001			
PMP	2,780			
local Cities/Agencies	480,250			
Subtotal:	\$4,395,574			
Total Prior Year Project Revenue	\$6,854,432			

EXPENSE SUMMMARY

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change % Inc./(Dec)	Change \$ Inc./(Dec)
Operating Expense				
I. Salaries and Benefits	\$29,499,247	\$30,172,295	2%	\$673,048
MTC Staff - Regular	\$28,912,725	\$29,951,694	3.6%	\$1,038,969
Temporary Staff	180,157	180,602	0%	445
ABAG Temps	366,366	0	-100%	(366,366)
Hourly /Interns	40,000	40,000	0%	0
II. Travel and Training	\$590,419	\$590,419	0%	\$0
III. Printing, Repro. & Graphics	\$150,200	\$156,900	4%	\$6,700
IV. Computer Services	\$2,584,907	\$3,291,900	27%	\$706,993
V. Commissioner Expense	\$150,000	\$150,000	0%	\$0
VI. Advisory Committees	\$15,000	\$15,000	0%	\$0
VII. General Operations	\$3,925,134	\$4,199,059	7%	\$273,925
Subtotal Staff Cost	\$36,914,907	\$38,575,573	4%	\$1,660,666
IX. Contractual Services	\$19,698,109	\$17,610,076	-11%	(\$2,088,033)
Total Operating Expense	\$56,613,016	\$56,185,649	-1%	(\$427,367)
IX. Contractual Services - Prior Year	\$6,854,432	\$0	0%	(\$6,854,432)

CAPITAL PROJECTS

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change % Inc./Dec)	Change \$ Inc./Dec)
Annual Transfer from Reserve to Capital & Legal	\$500,000	\$130,000	-74%	(\$370,000)
Legal reserve	\$300,000	\$0	-100%	(\$300,000)
Annual Capital Expense	\$200,000	\$130,000	-35%	(\$70,000)

	LTD Budget Thru FY 2017-18	Draft BUDGET FY 2018-19	LTD Budget Thru FY 2018-19
Hub Signage Program			
Revenue			
Prop. 1B	\$9,729,204	\$0	\$9,729,204
RM2	362,000	0	362,000
Real Flap Sign - STA	2,743,624	259,000	3,002,624
	\$12,834,828	\$259,000	\$13,093,828
Expense			
Staff	\$1,442,324	\$99,208	\$1,541,532
Consultants	11,392,504	159,792	11,552,296
	\$12,834,828	\$259,000	\$13,093,828

BAY BRIDGE FORWARD PROJECT

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change \$ Inc./Dec)
Revenue			
STP	14,225,935	\$16,546,059	\$2,320,124
CMAQ	5,650,874	1,820,000	(3,830,874)
STA	10,000	0	(10,000)
RM2 Capital	0	14,426,724	14,426,724
SAFE Capital	0	2,500,000	2,500,000
Local- Cities	1,100,000	3,900,000	2,800,000
Total Revenue	\$20,986,809	\$39,192,783	\$18,205,974
Expense			
Staff	\$2,026,809	\$2,296,059	\$269,250
Consultants			
Design Alternative Assessments/Corridor Studies	\$1,000,000	\$2,500,000	\$1,500,000
Bay Bridge Forward Implementation	\$17,220,000	23,646,724	6,426,724
Transit elements	\$10,000	0	(10,000)
Performance Monitoring & Tools	\$730,000	750,000	20,000
Freeway Performance Impl. I-680	\$0	8,000,000	8,000,000
Freeway Performance Impl I-880	\$0	1,000,000	1,000,000
Freeway Performance Impl. SR 84	\$0	1,000,000	1,000,000
Total Expense	\$20,986,809	\$39,192,783	\$18,205,974

CONTRACTUAL SERVICES DETAIL
New Contractual and Professional Services

Work Element	Description/Purpose	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change \$ Inc./Dec)	
1111	Support Commission Standing Committees				
	Governance Study	\$0	\$50,000	\$50,000	
	Planning Programs - Other	200,000	200,000	0	
	TOTAL	\$200,000	\$250,000	\$50,000	
1112	Implement Public Information Program				
	LWV Monitor	\$25,000	\$25,000	\$0	
	Photography services for MTC/BATA	60,000	75,000	15,000	
	Design & Production Services	150,000	150,000	0	
	On-call Facilitation and Outreach	35,000	50,000	15,000	
	Digital Promotion & Analysis	25,000	50,000	25,000	
	On call Video Services	25,000	50,000	25,000	
	Social Media Consultants	0	75,000	75,000	
	Climate Initiatives	25,000	25,000	0	
	Awards Program	15,000	55,000	40,000	
	MTC web integration/portal	200,000	200,000	0	
	Hub Outreach and Promotion	25,000	25,000	0	
	Public Records Management System	40,000	30,000	(10,000)	
	Transit Connectivity	0	15,000	15,000	
	Regional Transit Mapping Project	150,000	1,000,000	850,000	
	Regional Urban Wayfinding Coordination and Guidelines	40,000	0	(40,000)	
	ABAG CONSULTANTS	263,679	0	(263,679)	
	TOTAL	\$1,078,679	\$1,825,000	\$746,321	
	1121	Plan Bay Area			
		Horizon Public Engagement Program	\$100,000	\$225,000	\$125,000
Action Plan Outreach/Special Events		50,000	0	(50,000)	
Event Expenses		25,000	0	(25,000)	
CBO Outreach		25,000	0	(25,000)	
Public Opinion/Revenue Poll - CASA		150,000	150,000	0	
Horizon Digital Engagement Program		361,140	125,000	(236,140)	
CALCOG MPO Coordination		0	29,500	29,500	
Horizon Poll		0	150,000	150,000	
PBA Website: Development & Maintenance		0	100,000	100,000	
Youth Outreach		0	0	0	
Blue Sky Planning		0	350,000	350,000	
Needs Assessment Assistance		0	100,000	100,000	
EIR Development		75,000	0	(75,000)	
2021 RTP/SCS Performance/Strategy Integration		135,000	0	(135,000)	
Integrated Transportation and Health Impact Model Update		50,000	0	(50,000)	
TOTAL		\$971,140	\$1,229,500	\$258,360	
1122	Analyze Regional Data using GIS and Travel Models				
	Travel Model Assistance	\$100,000	\$200,000	\$100,000	
	Land use Model Research	150,000	150,000	0	
	Travel Model Research	35,000	70,000	35,000	
	Technical Support for Web Based Projects	100,000	100,000	0	
	Consolidated household travel	250,250	202,000	(48,250)	
	Regional Transit on Board	1,321,100	500,000	(821,100)	
	Future Mobility Research Program	100,000	75,000	(25,000)	
	TOTAL	\$2,056,350	\$1,297,000	(\$759,350)	
1126	Resiliency (Sea Level Rise/Adaption) Planning				
	Sustainable Transportation Planning - Sea level Rise	\$491,473	\$65,120	(\$426,353)	
TOTAL	\$491,473	\$65,120	(\$426,353)		
1124	Regional Goods Movement Plan				
	Northern California Megaregional Study	\$0	\$330,000	\$330,000	
TOTAL	\$0	\$330,000	\$330,000		
1125	Non-Motorized Transportation				
	Bike share Low Income Community Outreach	\$0	\$100,000	\$100,000	
	Complete Streets Workshops	40,000	40,000	\$0	
	Bike/Ped Counts	75,000	30,000	(45,000)	
TOTAL	\$115,000	\$170,000	\$55,000		
1127	Regional Trails				
	Bay Trail Cartographic Services	\$953,087	\$10,000	(943,087)	
TOTAL	\$953,087	\$10,000	(\$943,087)		
1128	Resilience and Hazards Planning				
	Integrate BAM resilience-staffing	\$100,000	\$100,000	\$0	
	Planning Consultants	794,400	0	(794,400)	
TOTAL	\$894,400	\$100,000	(\$794,400)		
1129	Economic Development and Forecasting				
	Data Management and Engagement	\$0	\$250,000	\$250,000	
	Research Support for Economic Program	0	100,000	100,000	
	Data and Research for forecasting	0	50,000	50,000	
TOTAL	\$0	\$400,000	\$400,000		
1132	Advocacy Coalitions				
	Legislative advocates - Sacramento	\$120,000	\$120,000	\$0	
	Mineta Transportation Institute	100,000	100,000	0	
	Legislative advocates - Washington D.C.	268,362	292,000	23,638	
TOTAL	\$488,362	\$512,000	\$23,638		
1152	Agency Financial Management				
	Financial Audit	\$469,000	\$430,000	(\$39,000)	
	OPEB Actuary	30,000	30,000	0	
	Financial System Upgrade	5,000	10,000	5,000	
TOTAL	\$504,000	\$470,000	(\$34,000)		
1153	Administrative Services				
	Organizational and Compensation	\$220,000	\$230,000	\$10,000	
	Ergonomics	40,000	40,000	0	
	Language Assist. Plan Review	50,000	0	(50,000)	
	SBE Pilot Program	160,000	200,000	40,000	
	Internship Program	256,000	256,000	0	
TOTAL	\$726,000	\$726,000	\$0		

CONTRACTUAL SERVICES DETAIL

Work Element	Description/Purpose	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change \$ Inc./(Dec)
1161	Information Technology Services			
	Data Security Improvements	\$75,000	\$125,000	\$50,000
	Web/DB Application Development/Integration	50,000	50,000	0
	Network Assistance	50,000	50,000	0
	Buisness Process ID - Planning	0	65,000	65,000
	Process improvements - automated forms/app	0	100,000	100,000
	Telephone System Migration	80,000	0	(80,000)
	File System Migration	50,000	0	(50,000)
	Mobile device mgmnt merging with ABAG	20,000	0	(20,000)
	Change training	50,000	25,000	(25,000)
	Move Assist./Project Mgmt	40,000	0	(40,000)
	TOTAL	\$415,000	\$415,000	\$0
1212	Performance Measuring and Monitoring			
	Vital Signs Website Development	\$150,000	\$250,000	\$100,000
	Federal Performance Monitoring	50,000	75,000	25,000
TOTAL	\$200,000	\$325,000	\$125,000	
1222	Regional Rideshare Program			
	511 Ridesharing Program Operations	\$870,000	\$250,000	(\$620,000)
	Regional Vanpool Supprt Program	0	750,000	750,000
TOTAL	\$870,000	\$1,000,000	\$130,000	
1223	Operational Support for Regional Programs			
	Regional ITS Architecture Update	\$0	\$150,000	\$150,000
TOTAL	\$0	\$150,000	\$150,000	
1224	Regional Traveler Information			
	511 Traffic/Real Time Transit	\$250,000	\$0	(\$250,000)
	511 Transit system	60,000	165,000	105,000
	511 Communications	200,000	100,000	(100,000)
	511 ETC Removal	300,000	0	(300,000)
TOTAL	\$810,000	\$265,000	(\$545,000)	
1229	Regional Transportation Emergency Planning			
	Ongoing Emergency Exercise Support	\$300,000	\$0	(\$300,000)
	Joint Operations at @ Beale Street	50,000	0	(50,000)
	Transit Service Contingency	1,000,000	0	(1,000,000)
TOTAL	\$1,350,000	\$0	(\$1,350,000)	
1233	Transportation Asset Management			
	Software Development and Maintenance	\$1,225,000	\$1,500,000	\$275,000
	Transit Capital Inventory	304,549	0	(304,549)
	Software Training Support	238,868	238,868	0
	PTAP Projects	194,331	407,297	212,966
	Quality Assurance Program	75,000	75,000	0
TOTAL	\$2,037,748	\$2,221,165	\$183,417	
1234	Arterial and Transit Performance			
	Program for Arterial System	\$150,000	\$600,000	\$450,000
TOTAL	\$150,000	\$600,000	\$450,000	
1235	Incident Management			
	I-880 ICM Device Maint.	\$100,000	\$100,000	\$0
	Incident Management Task Force	200,000	155,000	(45,000)
	Incident Analytics Module	350,000	187,000	(163,000)
TOTAL	\$650,000	\$442,000	(\$208,000)	
1311	Lifeline Planning			
	Disabled Persons Data Collection	\$50,000	\$0	(\$50,000)
	Mobility Management Implementation Technical Assist.	50,000	0	(50,000)
	Means Based Fare Program	872,529	713,000	(159,529)
	Coordinated Technology Platform for Paratransit Trips	0	10,000	10,000
	Non Emergency Medical Trip	50,000	0	(50,000)
TOTAL	\$1,022,529	\$723,000	(\$299,529)	

CONTRACTUAL SERVICES DETAIL

Work Element	Description/Purpose	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change \$ Inc./(Dec)
1413	Climate Initiative			
	Global Climate Summit	\$0	\$50,000	\$50,000
	EV Strategic Council	\$35,000	\$35,000	\$0
	TOTAL	\$35,000	\$85,000	\$50,000
1415	Road Maintenance & Rehabilitation Adaption Pl.			
	East Palo Alto and Dumbarton Bridge Resiliency Study	\$0	\$300,000	\$300,000
	TOTAL	\$0	\$300,000	\$300,000
1514	Regional Assistance Programs			
	TDA Claims/Fund Estimate on line Migration and Reporting	\$25,000	\$25,000	\$0
	Performance audits - TDA audit & RM2 Oversight	193,000	192,000	(1,000)
	TOTAL	\$218,000	\$217,000	(\$1,000)
1515	Regional Assistance Programs			
	FMS Developer	\$200,000	\$187,200	(\$12,800)
	TOTAL	\$200,000	\$187,200	(\$12,800)
1517	Transit Sustainability			
	Transit Sustainability Planning	\$634,884	\$324,000	(\$310,884)
	Transit Core Capacity Phase 2 Planning/Implementation	140,000	200,000	60,000
	SRTP	300,000	560,000	260,000
	TOTAL	\$1,074,884	\$1,084,000	\$9,116
1615	Connecting Housing and Transportation			
	CASA	\$340,423	\$195,000	(\$145,423)
	Develop & Research Regional Housing	260,000	0	(260,000)
	TOTAL	\$600,423	\$195,000	(\$405,423)
1616	RAMP			
	Regional Advance Mitigation projects	\$56,478	\$50,000	(\$6,478)
	TOTAL	\$56,478	\$50,000	(\$6,478)
1617	Technical Asstance Strategic Planning			
	Technical Asstance Strategic Planning	\$112,956	\$100,000	(\$12,956)
	TOTAL	\$112,956	\$100,000	(\$12,956)
1611	Transportation and Land Use Coordination			
	Rail Volution	\$50,000	\$25,000	(\$25,000)
	PDA Implementation	0	50,000	50,000
	TOTAL	\$50,000	\$75,000	\$25,000
1613	Road Maintenance & Rehab Acct			
	Local & Regional climate change	\$0	\$487,474	\$487,474
	TOTAL	\$0	\$487,474	\$487,474
1618	Affordable Mobility Pilot Program			
	Affordable Mobility Pilot Program	\$610,600	\$601,600	(\$9,000)
	TOTAL	\$610,600	\$601,600	(\$9,000)
1612	Climate Adaption Consulting (BARC)	\$56,000	\$102,016	\$46,016
106	Legal Services	\$700,000	\$600,000	(\$100,000)
	Total consultant contracts:	\$19,698,109	\$17,610,076	(\$2,088,033)

STP Grants	STP Grants	1	2	3 = (1-2)	4	5	6	7 = (3+4-5-6)
		LTD Grant thru FY 2017	LTD Actual & Enc thru FY 2018	Balance thru FY 2018	New Grant FY 2018-19	staff budget FY 2018-19	Consultant budget FY 2018-19	Balance FY 2018-19
Grant # / Fund Source #	Project Description							
6084-146 1580	Station Area Planning	\$17,957,890	\$17,639,774	\$318,116	\$0	\$0	\$0	\$318,116
6084-175 1801	MTC Regional Planning	51,629,000	51,503,210	125,790	-	-	-	125,790
6084-176 1803	511 Grant	32,500,000	31,662,663	837,337	-	-	837,337	0
6084-179 1806	Pavement Management	6,000,000	5,965,814	34,186	-	-	-	34,186
6084-186 1812	OBAG Regional PDA	8,740,305	7,926,685	813,620	-	-	400,000	413,620
6084-193 1816	Arterial Operations	2,500,000	2,068,696	431,304	-	-	-	431,304
6084-198 1818	Pavement Management	6,000,000	1,586,139	4,413,861	-	-	1,783,485	2,630,376
6084-199 1819	511 Traveler Information	8,750,000	6,182,221	2,567,779	-	-	-	2,567,779
6084-201 1820	Freeway Performance Initiative	3,480,000	2,160,417	1,319,583	-	1,331,059	-	(11,476)
6084-203 1821	Arterial Operations	500,000	500,000	-	-	-	-	-
6084-205 1822	Pavement Management	1,847,000	1,730,485	116,515	-	-	116,515	(0)
6160-027 1823	Incident Management	517,000	517,000	-	-	-	-	-
6084-206 1826	CMA Planning	39,016,000	5,859,000	33,157,000	16,716,000	-	9,111,000	40,762,000
6084-207 1827	MTC Planning	9,555,000	734,000	8,821,000	35,000	1,867,227	293,612	6,695,161
6084-213 1833	511 Next Generation	11,226,000	-	11,226,000	-	1,634,513	5,031,663	4,559,824
6084-212 1834	Transportation Mgmt System	2,910,000	-	2,910,000	-	1,057,554	-	1,852,446
NEW	PDA Planning & Implementation (Applied)	-	-	-	1	8,550,000	500,000	8,050,000
NEW	I880 Communication Upgrade (Applied)	-	-	-	3	8,100,000	-	8,100,000
NEW	Incident Management (Applied)	-	-	-	5	4,160,000	752,839	-
NEW	Active Operations Mgmt AOM Implementation	-	-	-	4	23,737,000	965,000	3,250,000
6084-225-1836	TMC Asset Upgrade and Replacement	-	-	-	6	1,150,000	-	305,000
NEW	Innovative Deployments for IDEA	-	-	-	18	13,000,000	-	3,000,000
NEW	Freeway Performance I-880	-	-	-	15	3,000,000	-	1,000,000
NEW	Freeway Performance I-680	-	-	-	16	8,000,000	-	8,000,000
NEW	Freeway Performance SR 84	-	-	-	17	5,000,000	-	1,000,000
NEW	Bay Bridge Forward- Eastbay Commuter Parking	-	-	-	12	2,500,000	-	1,000,000
NEW	Connected Vehicles/Technology based Operations	-	-	-	19	2,500,000	-	2,500,000
		\$203,128,195	\$136,036,105	\$67,092,090		\$96,448,000	\$8,108,192	\$53,778,612
								\$101,653,285
CMAQ Grants								
6084-160 1589	Arterial Operations	\$10,750,000	\$10,746,615	\$3,385	\$0	\$0	\$0	\$3,385
6084-164 1591	Climate Initiatives	7,393,432	7,393,432	-	-	-	-	-
6160-018 1596	Freeway Performance	8,608,000	8,560,904	47,097	-	-	-	47,097
6160-020 1800	Incident Management	3,862,000	3,655,945	206,055	-	-	-	206,055
6084-176 1804	511 Grant	16,270,000	16,270,000	-	-	-	-	-
6084-180 1809	Freeway Performance Corridor Studies	4,000,000	3,005,161	994,839	-	734,584	-	260,254
6084-188 1814	Regional Bicycle Program	319,636	313,982	5,654	75,000	-	75,000	5,654
d remove the \$100k of S	Climate Initiatives	1,300,000	684,765	615,235	-	-	200,000	415,235
6084-209 1825	Operate Car Pool Program	8,000,000	1,165,891	6,834,109	-	197,130	1,770,000	4,866,979
6084-211 1828	Commuter Benefits Program	705,000	157,902	547,098	674,000	123,427	220,000	877,671
6084-210-1829	Incident Management	14,278,000	-	14,278,000	-	-	14,278,000	-
6084-215 1830	Spare the Air Youth Program	2,463,000	2,451,768	11,232	-	-	-	11,232
6084-216 1831	Arterial System Sync. PASS	1,000,000	162,000	838,000	14	4,000,000	-	1,000,000
6084-208 1832	Vanpool Program	2,000,000	-	2,000,000	-	-	2,000,000	-
NEW	Climate Initiatives	-	-	-	7	12,000,000	-	12,000,000
6084-220-1837	I880 Central Segment Project Study	-	-	-	13	8,840,000	-	1,142,000
NEW	Bay Bridge Forward - Commuter Parking Initiative	-	-	-	20	820,000	-	820,000
NEW	West Grand Ave Transit Signal Priority	-	-	-	21	1,000,000	-	1,000,000
		\$80,949,068	\$54,568,365	\$26,380,703	\$61	\$27,409,000	\$1,055,141	\$34,505,000
								\$18,229,562
FTA GRANTS								
CA57-X023 1623	New Freedom	\$1,545,232	\$1,462,654	\$82,578	\$0	\$0	\$0	\$82,578
CA37-X104 1625	JARC	2,654,120	2,654,120	-	-	-	-	-
CA57-X050 1626	New Freedom	3,748,859	3,701,442	47,417	-	-	-	47,417
CA37-X133 1627	JARC	1,004,559	915,827	88,732	-	-	-	88,732
CA57-X074 1628	New Freedom	2,793,517	2,786,840	6,677	-	-	-	6,677
CA37-X164 1629	JARC	805,190	805,190	-	-	-	-	-
CA37-X177 1630	JARC	2,430,952	2,068,647	362,305	-	-	-	362,305
CA34-X001 1631	FTA 5339 - Bus Purchases	10,506,277	7,531,410	2,974,867	-	-	-	2,974,867
CA57-X109 1632	New Freedom	1,383,631	1,283,375	100,256	-	-	-	100,256
CA34-0024 1633	FTA 5339 - Bus Purchases	12,240,015	7,341,125	4,898,890	-	-	-	4,898,890
CA34-0032 1634	FTA 5339 - Bus Purchases	11,515,172	7,072,438	4,442,734	-	-	-	4,442,734
16-X065-00 1635	FTA 5310	-	-	-	347,746	287,746	60,000	-
		\$50,627,524	\$37,623,068	\$13,004,456	\$0	\$347,746	\$287,746	\$60,000
								\$13,004,456
Other Grants								
NEW	FTA 5304					\$500,000		\$500,000
NEW	Sustainable Communities Grant					\$406,000		\$406,000
SHA 6084-184 1112	FHWA - SHRP2	\$700,000	\$680,572	\$19,428	\$0	\$0	\$0	\$19,428
NEW	CARB Grant	2,250,000	-	2,250,000	-	-	2,250,000	-
Grants transferred from ABAG								
14-003 - 2800	Coastal Conservancy. 14-003	726,931	227,555	499,376	-	-	-	499,376
10-092 - 2801	Coastal Conservancy 10-092	472,455	304,930	167,524	185,000	175,000	10,000	167,524
07-053 - 2802	Coastal Conservancy 07-053	207,975	27,506	180,469	-	-	-	180,469
G16AP00172 1312	USGS National Grant - G16AC00172	42,031	15,116	26,915	-	-	-	26,915
G15AP00118 1313	USGS National Grant - G15AC00118	12,801	10,605	2,196	-	-	-	2,196
G17AC00135 1314	USGS National Grant - G17AC00239	50,000	31,166	18,834	-	-	-	18,834
G17AC00239 1315	USGS National Grant - G17AC00136	50,000	39,610	10,390	-	-	-	10,390
BF-99T455 1340	Environmental Protection Agency (EPA)	537,290	400,684	136,606	-	79,000	-	57,606
CA000007-01 1342	Environmental Protection Agency (EPA)	600,000	-	600,000	-	157,558	-	442,442
EMF2016 1372	Federal Emergency Management Agency	299,221	63,019	236,202	-	-	-	236,202
TSFF 2017 5005	The San Francisco Foundation	19,992	-	19,992	-	-	-	19,992
North Bay 5006	Marin Municipal Water District	8,700	8,700	-	-	-	-	-
NEW	FEMA	-	-	-	300,000	200,000	100,000	-
NEW	USGS National Grant	-	-	-	75,000	-	-	75,000
		\$5,977,396	\$1,809,464	\$4,167,932	\$0	\$1,466,000	\$611,558	\$3,266,000
								\$1,756,374
Total Federal Grants Budget		\$340,682,183	\$230,037,002	\$110,645,181	\$61	\$125,670,746	\$10,062,637	\$91,609,612
								\$134,643,677

CONTRACTUAL SERVICES DETAIL Federal Grants

Work Element	Description/Purpose	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19	Change \$ Inc./(Dec)
1112	Implement Public Information Program Bike to Work Day TOTAL	\$200,000 \$200,000	\$200,000 \$200,000	\$0 \$0
1125	Non-Motorized Transportation Capital Bike Share TOTAL	\$2,000,000 \$2,000,000	\$75,000 \$75,000	(\$1,925,000) (\$1,925,000)
1127	Regional Trails Water Trail Environmental Services TOTAL	\$0 \$0	\$10,000 \$10,000	\$10,000 \$10,000
1128	Resilience and Hazards Planning Environmental Protection Task TOTAL	\$0 \$0	\$100,000 \$100,000	\$100,000 \$100,000
1222	Regional Rideshare Program 511 Program Operations Turn key vanpool services in Bay Area Rideshare: Employer Services (CMAs) SB 1128 TOTAL	\$1,621,000 0 250,000 380,000 \$2,251,000	\$1,520,000 2,000,000 250,000 220,000 \$3,990,000	(\$101,000) 2,000,000 0 (160,000) \$1,739,000
1223	Operational Support for Regional Programs 1-880 Communications Upgrade TOTAL	\$2,685,000 \$2,685,000	\$8,405,000 \$8,405,000	\$5,720,000 \$5,720,000
1224	Regional Traveler Information 511 Web Services 511 System Integrator Technical Advisor Services 511 Communications 511 TIC Operations 511 ETC Removal TOTAL	\$6,210,000 2,640,000 200,000 550,000 620,000 200,000 \$10,420,000	\$2,035,000 2,436,000 175,000 300,000 723,000 200,000 \$5,869,000	(\$4,175,000) (204,000) (25,000) (250,000) 103,000 0 (\$4,551,000)
1233	Pavement Management System Software Training Support P-TAP Projects TOTAL	\$300,000 1,500,000 \$1,800,000	\$300,000 1,600,000 \$1,900,000	\$0 100,000 \$100,000
1234	Arterial and Transit Performance Program for Arterial System TOTAL	\$6,000,000 \$6,000,000	\$4,000,000 \$4,000,000	(\$2,000,000) (\$2,000,000)
1235	Incident Management I-880 Central Segment Project Study Report I-880 ICM TOTAL	\$600,000 14,278,000 \$14,878,000	\$1,142,000 14,278,000 \$15,420,000	\$542,000 0 \$542,000
1228	Technology-Based Operations & Mobility Technology-Based Operations & Mobility TOTAL	\$4,000,000 \$4,000,000	\$2,500,000 \$2,500,000	(\$1,500,000) (\$1,500,000)
1310	Implement Lifeline Transportation Program Lifeline Planning TOTAL	\$304,533 \$304,533	\$0 \$0	(\$304,533) (\$304,533)
1311	Planning for Lifeline Transportation Program Coordinated Plan Implementation Activities Climate Resilience for people with disabilities TOTAL	\$0 0 \$0	\$60,000 406,000 \$466,000	\$60,000 406,000 \$466,000
1413	Climate Initiative Spare the Air Youth Program Climate Initiatives Cycle 1 Climate Initiatives Cycle 2 Climate Initiatives OBAG 2 TOTAL	\$2,463,000 57,652 100,000 22,000,000 \$24,620,652	\$0 0 0 12,000,000 \$12,000,000	(\$2,463,000) (57,652) (100,000) (10,000,000) (\$12,620,652)
1512	Federal TIP Development Busses replacements TOTAL	\$17,083,009 \$17,083,009	\$0 \$0	(\$17,083,009) (\$17,083,009)
1618	Affordable Mobility Pilot Program Affordable Mobility Pilot Program TOTAL	\$2,250,000 \$2,250,000	\$2,250,000 \$2,250,000	\$0 \$0
1611	Transportation and Land Use Coordination BCDC STP CMAs - STP Diridon Concept Plan Access Public Lands near Transit PDA Implementation Studies SR 82 Study PDA Planning Grant TOTAL	\$355,000 22,746,000 0 500,000 150,000 0 10,000,000 \$33,751,000	\$264,628 9,111,000 500,000 100,000 300,000 0 8,050,000 \$18,325,628	(\$90,372) (13,635,000) 500,000 (400,000) 150,000 0 (1,950,000) (\$15,425,372)
1612	Climate Adaption Consulting (BARC)	\$24,000	\$28,984	\$4,984
	Total Federal funded Consultants before BBF	\$122,267,194	\$75,539,612	(\$46,727,582)
1237	BAY BRIDGE FORWARD PROJECT Performance Monitoring & Tools Design Alternative Assessments/Corridor Studies Bay Bridge Forward Implementation Freeway Performance Implementation TOTAL BAY BRIDGE FORWARD	\$730,000 1,000,000 16,120,000 0 \$17,850,000	\$750,000 2,500,000 2,820,000 10,000,000 \$16,070,000	\$20,000 1,500,000 (13,300,000) 10,000,000 (\$1,780,000)
	Total Federal funded Consultants after BBF	\$140,117,194	\$91,609,612	(\$48,507,582)

Clipper Operating:

	Amended BUDGET FY 2017-18	Draft Budget FY 2018-19		Change \$ Inc./Dec)
Revenue:				
RM2	\$3,102,913	\$2,600,000	-16%	(\$502,913)
STA	11,418,402	9,760,703	-15%	(1,657,699)
Inactive Accounts	0	3,996,255	100%	3,996,255
Transit Operators	19,183,922	19,648,000	2%	464,078
Total clipper operating Revenue	\$33,705,237	\$36,004,958	7%	\$2,299,721
Expenses:				
Staff cost	\$1,317,051	\$1,311,420	0%	(\$5,631)
Travel & Other General Ops.	72,235	49,283	-32%	(22,952)
Promotion/Outreach/Fare Inc.	2,800,000	2,600,000	-7%	(200,000)
Clipper Operations	29,515,951	32,044,255	9%	2,528,304
Total clipper operating Expense	\$33,705,237	\$36,004,958	7%	\$2,299,721

Clipper 1 Capital:

	LTD Budget Thru FY2017-18	Draft BUDGET FY 2018-19	LTD Budget Thru FY2018-19
Revenue:			
CMAQ	\$68,703,835	\$0	\$68,703,835
Card Sales	8,851,267	2,000,000	10,851,267
Low Carbon Transit Operations (LCTOP)	4,677,971	3,100,000	7,777,971
ARRA	11,167,891	0	11,167,891
FTA	27,213,349	0	27,213,349
STP	37,538,086	0	37,538,086
STA	22,946,540	0	22,946,540
Prop 1B	1,115,383	0	1,115,383
SFMTA	8,005,421	0	8,005,421
GCGHTD	2,975,000	0	2,975,000
BART	725,000	0	725,000
MTC Exchange Fund	7,573,878	0	7,573,878
BATA	26,864,813	0	26,864,813
Transit Operators	14,357,000	0	14,357,000
WETA	603,707	0	603,707
Sales Tax	890,216	0	890,216
Total Clipper 1 capital Revenue	\$244,209,357	\$5,100,000	\$249,309,357
Expense:			
Staff Costs	\$11,416,936	\$1,341,914	\$12,758,850
Travel	3,208	0	3,208
Pilot Equipment Maintenance	3,093,834	0	3,093,834
Transit Agency Funded Projects	14,410,707	0	14,410,707
Design	54,690,574	0	54,690,574
Site Preparation	3,899,437	0	3,899,437
Construction	21,867,682	0	21,867,682
Consultants	25,472,623	3,100,000	28,572,623
Engineering	7,953,061	0	7,953,061
Communications	1,583,000	0	1,583,000
Marketing	2,212,029	0	2,212,029
Financial Services	391,600	0	391,600
Equipment	49,226,873	0	49,226,873
Clipper Cards	17,140,095	2,000,000	19,140,095
Other	30,847,698	(1,341,914)	29,505,784
Total Clipper 1 Expense	\$244,209,357	\$5,100,000	\$249,309,357

Clipper 2 Capital:

	LTD Budget Thru FY2017-18	Draft BUDGET FY 2018-19	LTD Budget Thru FY2018-19
Revenue:			
STP	\$4,569,554	\$0	\$4,569,554
FTA	10,078,133	0	10,078,133
TCP - CMAQ Funds	2,684,772	0	2,684,772
Golden Gate Pass through	5,000,000	0	5,000,000
Low Carbon Transit Operations (LCTOP)	0	0	0
BATA	260,000	0	260,000
STA	1,410,841	0	1,410,841
Total Clipper 2 Revenue	\$24,003,300	\$0	\$24,003,300
Expense:			
Staff Costs	\$4,477,342	\$2,157,559	\$6,634,901
Equipment	6,591,903	0	6,591,903
Consultants	12,934,055	(2,157,559)	10,776,496
Total Clipper 2 Expense	\$24,003,300	\$0	\$24,003,300



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0401 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 5/10/2018 **In control:** Administration Committee
On agenda: 6/13/2018 **Final action:**
Title: New Memorandum of Understanding

The Committee will meet in closed session pursuant to Government Code Section 54957.6 regarding ongoing negotiations of a new memorandum of understanding with represented agency employee groups effective July 1, 2018.

Sponsors:

Indexes:

Code sections:

Attachments: [4 ResoNos-4341-4342.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

New Memorandum of Understanding

The Committee will meet in closed session pursuant to Government Code Section 54957.6 regarding ongoing negotiations of a new memorandum of understanding with represented agency employee groups effective July 1, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4341

This resolution sets forth the employment benefits and salary schedule for CSR represented employees and confidential employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022 for CSR and Confidential Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4341

WHEREAS, MTC Resolution No. 4153, adopted June 25, 2014 established employment benefits and a salary schedule for non-management staff employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 et seq.) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the Committee for Staff Representation (CSR) representing regular staff employees (other than confidential) have met and conferred with the appointed agency negotiator; and

WHEREAS, representatives of the confidential employees have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for CSR represented employees and confidential employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for CSR represented regular staff employees and confidential employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 and September 1, 2018, for CSR represented regular staff employees and Confidential employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Commission shall approve the applicable cost of living salary updates each fiscal year as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California, on June 27, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4342

This resolution sets forth the employment benefits and salary schedule for specific executive employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022 for Specific Executive Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4342

WHEREAS, MTC Resolution No. 4154, adopted June 25, 2014 established employment benefits and a salary schedule for specific executive employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 et seq.) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the executive staff have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for specific executive employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for specific executive employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 and September 1, 2018, for specific executive employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Commission shall approve the applicable cost of living salary updates each fiscal year as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California, on June 27, 2018.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 18-0449 **Version:** 1 **Name:**

Type: Resolution **Status:** Commission Approval

File created: 5/25/2018 **In control:** Administration Committee

On agenda: 6/13/2018 **Final action:**

Title: MTC Resolution Nos. 4341 and 4342 - Memorandum of Understanding for MTC Employee Salaries and Benefits effective July 1, 2018 through and including June 30, 2022.

Sponsors:

Indexes:

Code sections:

Attachments: [5 HANDOUT ResoNos-4341-4342 MOU.pdf](#)

Date	Ver.	Action By	Action	Result
6/13/2018	1	Administration Committee		

Subject:

MTC Resolution Nos. 4341 and 4342 - Memorandum of Understanding for MTC Employee Salaries and Benefits effective July 1, 2018 through and including June 30, 2022.

Recommended Action:

Commission Approval

**HANDOUT - Administration Committee
Agenda Item 5**

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4341

This resolution sets forth the employment benefits and salary schedule for CSR represented employees and confidential employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022
for CSR and Confidential Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4341

WHEREAS, MTC Resolution No. 4153, adopted June 25, 2014 established employment benefits and a salary schedule for non-management staff employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 *et seq.*) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the Committee for Staff Representation (CSR) representing regular staff employees (other than confidential) have met and conferred with the appointed agency negotiator; and

WHEREAS, representatives of the confidential employees have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for CSR represented employees and confidential employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for CSR represented regular staff employees and confidential employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 and September 1, 2018, for CSR represented regular staff employees and confidential employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Executive Director shall approve the applicable salary schedule updates as set forth in Attachment A as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California on June 27, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment A
Resolution No. 4341
Page 1 of 15

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

SUMMARY OF BENEFITS, PROGRAMS, AND SALARY FOR INCUMBENTS OF
REGULAR CSR REPRESENTED AND CONFIDENTIAL EMPLOYEE POSITIONS
(EXCEPT AS OTHERWISE NOTED AND EXCLUDING EXECUTIVE
EMPLOYEES)

Fiscal Years 2018-2019, 2019-2020, 2020-2021 and 2021-2022

SALARY TABLES

Salary administration is regulated per compensation policy and the MTC Employee Handbook.

Staff Salary Charts

1. The current eleven-step (2.5% difference between steps) salary grade chart with the 2.8% COLA salary adjustment will be effective from July 1, 2018 through August 31, 2018 (refer to Attachment B).
2. A new thirteen-step (2.0% difference between steps) salary grade chart effective September 1, 2018 through June 30, 2022 (refer to Attachment B).

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:

- July 1, 2018 – 2.8% increase
- July 1, 2019 – 2.8% increase
- July 1, 2020 – 2.8% increase
- July 1, 2021 – 2.8% increase

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase steps effective September 1, 2018.

Meets Expectations: 2.0% or one-step increase

Exceeds Expectations: 4.0% or two-step increase
Exceptional: 6.0% or three step increase
Promotional Increase:* 4.0% or two step increase
from pre-promotion rate and
one classification grade level
jump

* If an employee is promoted, a new salary anniversary date may be established as of the date of the promotion, and shall be used thereafter until the employee reaches the maximum for his/her class.

PAID TIME OFF BENEFITS

Eligibility and use of all paid time off benefits is regulated per agency policy and the MTC Employee Handbook, and is dependent on the employee's category of employment.

Holidays

Eleven (11) days per calendar year for regular employees.

Regular part-time employees will receive holiday pay for the amount of hours they normally work on that holiday.

No minimum service required for eligibility.

Funeral Leave

Up to three (3) days, on the basis of need, in the case of the death of a defined eligible family member. No minimum service required for eligibility. This time off benefit has no cash value and is not payable upon employment separation. Sick leave time off benefits may be used for additional bereavement leave.

Personal Business Days

Up to twenty-four (24) hours are granted at the beginning of each calendar year. Employees considered full-time working 30 hours or more a week accrue full personal business day benefits. Employees considered part-time working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated personal business day benefits.

The number of personal business day hours granted to new employees is prorated as follows:

January through April:	24 hours
May through August:	16 hours
September through November:	8 hours
December	0 hours

Vacation Benefits

Accrual of Benefits

- Standard accrual of eight (8) hours per month worked for up to ninety-six (96) hours per year.
- An additional bonus accrual of eight (8) hours per year each additional year worked starting in year one and each year thereafter up to thirteen years for a maximum total annual accrual of standard and bonus benefits of two-hundred (200) hours per year.
- Benefits accrue to a cap of five-hundred (500) hours. Once the cap of 500 hours is reached, all vacation accrual stops until such time that the vacation balance falls below the cap of 500 hours. If the vacation accrual is larger than the difference between the vacation balance and the 500 hour cap, individuals will receive only a fraction of their bi-weekly vacation accrual for that pay period bringing their vacation balance to 500 hours.
- Employees considered full-time working 30 hours or more a week accrue full vacation benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.
- All vacation leave benefits are accrued and available for use with each bi-weekly pay period after completion of the first six months of employment, or probationary period, per policy.

Annual Vacation Cash-Out Option:

Once a twelve month period, employees may cash-out accrued but unused vacation leave over 320 hours up to the cap of 500 hours. Payment will be made at the employee's current hourly rate and is considered taxable earnings. Payment is subject to any and all applicable deductions.

Payment Upon Separation:

Accrued but unused vacation time off benefits up to the maximum accrual of 500 hours are payable upon employment separation at the hourly rate earned by the employee at the time of employment separation. Payment will be in one lump sum and is subject to any and all applicable deductions.

Use of Benefit:

Employees may use accrued vacation time off benefits per policy after completion of the first six months of employment, or probationary period, per policy.

Regular Sick Leave Benefits

Accrual of Benefits:

- Eight (8) hours per month worked for up to ninety-six (96) hours per year.
- Accrue without a cap.
- Employees considered full-time working 30 hours or more a week accrue full regular sick leave benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.

Payment Upon Separation:

Accrued but unused regular sick leave benefits up to a maximum of 240 hours are payable upon employment separation at the hourly rate paid the employee at the time of employment separation. Payment will be in one lump sum and is subject to any all applicable deductions.

Use of Benefit:

Employees may use accrued regular sick leave benefits per policy as soon as they are earned.

MTC Paid Family Leave Benefit
(MTC PFL Benefits)

MTC will provide all eligible regular employees a new additional wage continuance benefit that ensures employees receive 100% of their regular salary for the first six (6) weeks of their eligible leave. This benefit is 240 hours total, must be used to keep the employee at their full regular salary level, and can be coordinated with short-term disability insurance payments.

MTC PFL benefits are used for the following four types of qualifying medical/family leaves:

1. Maternity leave for the biological delivery of a baby
2. Bonding leave for the arrival of a child
3. Personal leave for a qualifying medical reason
4. Caregiving leave for an eligible family member's qualifying medical leave

Human Resources will authorize the use of MTC PFL benefits when administering the qualifying leave of absence. This benefit will be applied automatically following confirmation of the qualifying leave type outlined above.

MTC PFL is available to all regular employees with no employment waiting period.

The administration and use of this wage continuance benefit and the coordination with other leave wage continuance benefits will be dictated by the MTC leave policy and applicable regulations.

MTC PFL benefits are a wage continuance benefit and should not be confused with a leave type designation (FMLA, PDL, CFRA, MTC Family Leave, or LWOP).

PROBATIONARY PERIOD

The probationary period is regulated per applicable policy and the MTC Employee Handbook.

The initial six-months of employment is considered a probationary introduction period during which time a new employee's work and conduct are observed and evaluated, orientation and training provided as necessary, and issues with performance addressed directly and promptly in an effort to ensure the employee's success.

ALTERNATIVE WORK OPTION POLICY

Employees may request to participate in alternative work schedule and location options per position and performance eligibility as outlined in the policy. Options include working remotely or requesting two-week pay period scheduling options other than 8 hours a day over 10 work days. MTC's intent is to make this policy available to all employees, and will state in the policy and/or the amendments any positions that due to assigned core tasks and responsibilities are not eligible for either or both remote work or alternative pay period scheduling.

INSURANCE

Scope, limitations, and annual insurance premium costs are set forth in actual insurance company policies and provided each year during open enrollment.

Group Dental Insurance

MTC pays the total premium for employee's coverage. The cost to the employees for coverage for one dependent is \$6.30 per month, and \$19.13 per month for two or more dependents. MTC pays the remainder of the dependent premium. MTC will deduct employee dependent premium payments from earned wages pre-tax as allowable by law.

Group Dental Insurance Cash-in-Lieu

Employees have the option of receiving the equivalent dollar amount of the employee-only premium in cash upon signing a waiver of coverage and providing proof of being covered under a comparable dental plan. The cash-in-lieu payment is subject to federal and state tax withholding.

Group Medical Insurance

Employees agree to contribute towards medical premiums by paying five percent (5%) of the premium for each coverage line. The employer will cover ninety-five percent (95%) of the premium for each coverage line.

Employee five percent (5%) contributions will be capped as follows:

- \$75.00 per month for Employee Only
- \$125.00 per month for Employee plus One
- \$175.00 per month for Employee plus Family

MTC will deduct employee medical insurance premium payments from earned wages pre-tax as allowable by law.

Group Medical Cash-in-Lieu

Employees have the option of receiving cash-in-lieu instead of enrolling in the group medical insurance plan upon the signing of a waiver of coverage and providing proof of being covered under a comparable medical plan. The amount of the cash-in-lieu will be equal to the second-most costly employee-only premium total minus the employee contribution amount for that premium. The cash-in-lieu payment is subject to federal and state tax withholding.

Vision Care Insurance

MTC pays the total premium for the employee only coverage. Employees may enroll dependents at their sole expense. MTC will deduct dependent premium payments from earned wages pre-tax as allowable by law.

Domestic Partner Coverage

MTC provides group medical insurance, group dental insurance, and group vision coverage for an eligible domestic partner and dependents subject to CalPERS regulations regarding domestic partner coverage. The maximum amount MTC contributes shall be the same as that specified under the “Group Dental Insurance” and “Group Medical Insurance” provisions referenced above.

Life and Related Insurances

MTC pays premium for employee life insurance policy; life insurance benefit is equal to two-times annual salary. MTC pays additional premium for employee for accidental death and dismemberment coverage equal to the group term life insurance coverage. MTC pays the premium for qualified dependents (as defined in the current policy) for \$2,000 life coverage per dependent.

Group Voluntary Life and Related Insurance

Employee may elect to purchase, at his/her expense, supplemental group voluntary life insurance.

Short-Term and Long-Term Disability Insurance

MTC pays monthly premium for short-term disability coverage for qualifying regular employee medical disabilities to cover the loss of wages. There is a seven (7) day waiting period, considered part of the benefit’s full 12 weeks of coverage, with an additional eleven (11) weeks of paid benefits. Coverage is 66 2/3rds of salary up to a maximum of \$2,500* per week. Benefits paid are taxable.

MTC pays monthly premium for long-term disability coverage for qualifying employee medical disabilities to cover the loss of wages. There is a 90-day waiting period (designed to pick up at the end of the full 12 weeks of short-term disability eligibility). Coverage level is 67% of monthly salary up to a maximum of \$15,000* per month. Benefits paid are taxable.

* Maximum benefit levels may be adjusted up during the period of the MOU to keep current with increasing salary schedule ranges ensuring the benefit payments comply with percentages.

Travel Insurance

MTC pays the annual premium for all regular employees for a \$100,000 loss of life policy. Policy covers employees while traveling on MTC business.

RETIREMENT

Defined Benefit Pension – 1st Tier, “Classic Plan”

The retirement benefit formula is calculated, pursuant to contract with PERS, at 2.5% at 55.

MTC and the employee agree to equally share any annual employer contribution rate change with employees assuming 50% of the annual employer rate change up to an employee total contribution rate capped at 8.0%.

Effective June 30, 2018, the MTC total contribution rate is 18.968% and employees are contributing 6.50% (rounded) on earned wages.

Effective July 1, 2018, MTC’s total contribution rate will be 19.572%. Sharing 50% of the change in the total contribution rate will result in an increase in the employee contribution rate to 6.79%.

July 1, 2019, July 1, 2020, and July 1, 2021, the shared contribution rates will change based on the change in the employer contribution rate shown in the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Defined Benefit Pension – 2nd Tier, “PEPRA”

The retirement formula is calculated, pursuant to contract with PERS, at 2.0% at 62.

Per PERS regulation, employee must pay 50% of the plan’s “Normal Cost” as determined per the annual plan actuarial valuation process.

As of June 30, 2018, the “Normal Cost” the employee pays is 6.50%.

Effective July 1, 2018, the “Normal Cost” the employee pays remains 6.50%.

Effective July 1, 2019, July 1, 2020, and July 1, 2021 the employee rate will be the plan “Normal Costs” as determined by the Annual PERS Actuarial Valuation Report issued approximately each October and per any

additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Other PERS-Defined Benefit
Pension Contracted Benefits
(Classic and PEPRAs Plans)

- Up to 3% Maximum Cost-of-Living Allowance
- Section 21573 – Third Level 1959 Survivor Benefits
- Section 21583 – Second Election 1959 Survivor Benefits
- Section 21548 – Pre-retirement Optional Settlement 2 Death Benefit
- Section 20903 – Two years' Additional Service Credit

Retiree Medical Insurance

Retiree and eligible dependents are entitled to the same medical benefits provided to regular MTC active employees and at the same co-pay amounts (and per CalPERS' PEMCHA Equal Method Plan). If eligible, a retired MTC employee must apply for Medicare. His/her PERS health coverage is then provided as a supplement.

Retiree Dental and Vision
Insurance

MTC provides retiree group insurance plans for dental and vision coverages to PERS eligible retired annuitants. The cost of the premiums are the sole responsibility of the retiree. Eligibility for these coverages follows PERS retiree medical eligibility rules and requirements.

COMMUTER PROGRAM

MTC provides a commuter program to assist employees as follows. This program is available to all regular employees and some temporary employees. Employees may elect to participate in only one option at a time.

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations for employees for legitimate and applicable transit fare purchases. Purchases must be made through authorized MTC provided third-party administrator(s) only and must be for up to the monthly amount needed and used by each employee each month to commute to and from work per IRS regulation.

The employee monthly subsidy is any actual needed amount up to \$255 per month.

MTC will provide this subsidy tax-free per IRS fringe benefit allowances.

Employer-Provided Parking Option

MTC provides daily parking at a designated private lot in Oakland. Employees may select to park at this lot and take public transit, carpool, or ride-share into San Francisco. The monthly amount to park is set at the July 1, 2014, BART Lake Merritt station monthly rate of \$84.00. This amount is deducted from the monthly transit subsidy leaving a MTC paid subsidy of up to \$171 per month for transit purchases. Such purchases are administered as stated above in the Transit Subsidy Option paragraph.

Carpool Option

Employees in a verified carpool with two or more persons who work at MTC or the Air District may park in the above mentioned private lot in Oakland for free. Verified carpool employees are then afforded the full monthly transit subsidy of up to \$255 for transit fare purchases.

Bicycle Commuter Option

For any employee regularly using a bicycle for a substantial portion of the travel between the employee's residence and place of employment for qualifying bicycle commuting months as described in the IRS Publication 15-B, MTC will pay \$20 per month. If the IRS allows this to be a tax-free payment, MTC will pay this tax-free. If not, this amount will be considered taxable income.

Cash-in-Lieu Option

Employees may elect to receive \$20 per month cash-in-lieu if not selecting another Commuter Program option. Cash-in-lieu payments are taxable income.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full time employees (30 hours a week or more) who have completed their probation. The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and

disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and subject to applicable Federal and State public employment rules. Eligible staff may seek the assistance of their exclusively recognized employee organization (EREO) representative to assist in the grievance process.

**COOPERATION WITH
EXCLUSIVELY RECOGNIZED
EMPLOYEE ORGANIZATION
(EREO)**

MTC agrees to work with the EREO by engaging them as required by agency resolution regarding the recognition and role of the organization, as required by California Public Employment Relations Board regulations, and as required of the Meyers-Milias-Brown Act. This includes, but not limited to, the following:

- Meeting required notification regulations of represented employee status (hiring, separating, status changes, etc.)
- Providing agency Equal Employment Opportunity Commission EEO-4 Report data when requested
- Involving EREO representatives as required by regulation and agency policy in organizational and total compensation studies and projects
- Involving EREO representatives as required by regulation and agency policy in serious grievance procedures

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California
MEMORANDUM OF UNDERSTANDING
(As provided Under California Government Code Section 3505.1)

The representatives of the Executive Director of the Metropolitan Transportation Commission (MTC) have met and conferred with the Committee for Staff Representation (CSR), representing eligible staff of the MTC, and the confidential employees, under provisions of the Meyers-Milias-Brown Act (California Government Code § 3500 et seq.). As a result of these meetings, an agreement has been reached for a four year period from July 1, 2018, covering Fiscal Years 2018-2019, 2019-2020, 2020-2021, and 2021-2022.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The first year salary charts are set forth in Attachment B.

The following actions are agreed to by all parties:

- Apply the agreed-to July 1, 2018, cost-of-living salary increase to the existing staff grade and step structure as referenced in Attachment B.
- September 1, 2018, implement a new staff grade and step structure as referenced in Attachment B and map all employees to a new step, where applicable.
- Update or create the following policies including doing any required updates to other referenced policies. Updates will be done under the direction of the Director of Administrative Services and the appropriate subject matter team in consultation with representatives from the employee groups.
 - EDMM Nos. 240, Flextime Schedules, and 250, Teleworking Program, and EDMP No. 036, Pay Period Compressed Work Week Schedule, restated into a single Alternative Work Option Policy. This new policy will be designed using principles of the San Francisco City & County policy and procedures, and will include designation of current positions ineligible for either teleworking or alternate work schedules. It is agreed this policy will be completed in September of 2018.
 - EDMM No. 297, Leave Policy, to incorporate the new MTC Paid Family Leave Benefit (MTC PFL Benefit), a wage continuance benefit, and to clarify the order and use of all MTC leave benefits for certain kinds of leaves of absence. In addition, the Catastrophic Sick Leave Program will be incorporated into the overall leave policy. It is agreed that the reports on the Catastrophic Sick Leave Program, in addition to donation, use, and current balance totals, will include the number of requests, the number of requests approved, the hours requested per individual, the hours granted per individual, the period of usage per individual, and the number of occurrences per individual by leave type - baby bonding (biological maternity or bonding), personal medical, and eligible family member medical. The new MTC PFL Benefit will be available to regular benefitted

employees as of July 1, 2018, and application of the benefit will be executed by HR in consultation with Exclusively Recognized Employee Organization (EREO) and other employee representatives until the policy text has been completed and approved.

- EDMM No. 265, Grievance Procedure, to include information about agency corrective performance actions, progressive discipline steps, and to update and clarify the formal grievance processes and procedures.
 - EDMM Nos. 230, Employee Performance Evaluation, and 225, Salary Administration Guidelines, to update new merit increase step percentages.
 - Updates to EDMM No. 270, Staff Training, Development & Conference and Business Meeting Attendance, will include documentation that categorizes current budget allocations by section into the following general areas: technical training, leadership training, trade association conferences, and general conferences.
- MTC has agreed to research the underwriting of an additional dental coverage plan with all or some of the following: a higher annual maximum limit, orthodontic coverage, night guard coverage, additional diagnostic and preventative services. MTC will present the results of this research to provide these services through a second tier option as well as a la carte. If a second tier or a la carte plan is added to MTC's current dental coverage options employees agree that any premium costs above the current first tier coverage will be the sole responsibility of the subscribed employees. MTC will continue to honor the set premium cost-shares in Attachment A regardless of overall premium plan increases over the MOU period for the plan design as it currently exists. MTC does not agree to absorb any premium increases associated with a second tier plan offering.
 - Continue to honor all agency organizational study agreements including the agreement to involve members of the EREO and other employee participants, including reviewing the addition of performance based merit bonuses to the total compensation design. In particular, members of the EREO and other employees will continue to participate in the next phase of MTC's updating of its classification families, specification requirements, job description templates, and all policies associated with position promotions and career ladder reclassifications. It is further agreed to make adjustments to current organizational study Implementation Action Plan deadlines as follows:
 - September 2018 for development of a new Alternative Work Option policy
 - January 2019 for the implementation of a new Travel and Training policy
 - March 2019 for development of a new Classification Framework

This agreement shall be binding for its term, upon the successors of the Metropolitan Transportation Commission (MTC) and MTC's Committee for Staff Representation (CSR) and the Confidentials.

Executed in San Francisco, California on this day 27th of June, 2018.

Andrew B. Fremier Date
Deputy Executive Director, Operations
Agency Representative

Marcella Aranda Date
Lead Negotiator, Committee for Staff
Representation (CSR)

Michael Brinton Date
Lead Negotiator, Confidentials

Courtney A. Ruby Date
Director, Administrative & Facilities
Services

Robin H. James Date
Human Resources Manager

Date: June 27, 2018
 Referred by: Administration

Attachment B
 MTC Resolution No. 4341
 Page 1 of 2

MTC Staff Salary Chart - Effective July 1, 2018 through August 31, 2018												
Grade	A	A1	B	B1	C	C1	D	D1	E	E1	F	
IX	\$119,697.79	\$122,690.40	\$125,757.38	\$128,901.14	\$132,123.89	\$135,426.92	\$138,812.45	\$142,282.66	\$145,839.74	\$149,485.67	\$153,222.87	Yearly
Principal	\$9,974.82	\$10,224.20	\$10,479.78	\$10,741.76	\$11,010.32	\$11,285.58	\$11,567.70	\$11,856.89	\$12,153.31	\$12,457.14	\$12,768.57	Monthly
	\$4,603.76	\$4,718.86	\$4,836.82	\$4,957.74	\$5,081.69	\$5,208.73	\$5,338.94	\$5,472.41	\$5,609.22	\$5,749.45	\$5,893.19	Bi-Weekly
FY19	\$57.5470	\$58.9858	\$60.4603	\$61.9717	\$63.5211	\$65.1091	\$66.7368	\$68.4051	\$70.1153	\$71.8681	\$73.6648	Hourly
VIII (b)	\$102,711.15	\$105,278.81	\$107,910.98	\$110,608.95	\$113,374.06	\$116,208.28	\$119,113.79	\$122,091.48	\$125,143.76	\$128,272.36	\$131,479.17	Yearly
Senior	\$8,559.26	\$8,773.23	\$8,992.58	\$9,217.41	\$9,447.84	\$9,684.02	\$9,926.15	\$10,174.29	\$10,428.65	\$10,689.36	\$10,956.60	Monthly
	\$3,950.43	\$4,049.19	\$4,150.42	\$4,254.19	\$4,360.54	\$4,469.55	\$4,581.30	\$4,695.83	\$4,813.22	\$4,933.55	\$5,056.89	Bi-Weekly
FY19	\$49.3804	\$50.6148	\$51.8803	\$53.1774	\$54.5068	\$55.8694	\$57.2662	\$58.6978	\$60.1653	\$61.6694	\$63.2111	Hourly
VIII (a)	\$97,762.08	\$100,206.01	\$102,711.15	\$105,278.81	\$107,910.98	\$110,608.95	\$113,374.06	\$116,208.28	\$119,113.79	\$122,091.48	\$125,143.76	Yearly
Assoc.	\$8,146.84	\$8,350.50	\$8,559.26	\$8,773.23	\$8,992.58	\$9,217.41	\$9,447.84	\$9,684.02	\$9,926.15	\$10,174.29	\$10,428.65	Monthly
	\$3,760.08	\$3,854.08	\$3,950.43	\$4,049.19	\$4,150.42	\$4,254.19	\$4,360.54	\$4,469.55	\$4,581.30	\$4,695.83	\$4,813.22	Bi-Weekly
FY19	\$47.0010	\$48.1760	\$49.3804	\$50.6148	\$51.8803	\$53.1774	\$54.5068	\$55.8694	\$57.2662	\$58.6978	\$60.1653	Hourly
VII	\$84,795.42	\$86,915.11	\$89,088.10	\$91,315.28	\$93,598.18	\$95,938.13	\$98,336.43	\$100,795.06	\$103,314.89	\$105,897.48	\$108,544.99	Yearly
Asst.	\$7,066.29	\$7,242.93	\$7,424.01	\$7,609.61	\$7,799.85	\$7,994.84	\$8,194.70	\$8,399.59	\$8,609.57	\$8,824.79	\$9,045.42	Monthly
	\$3,261.36	\$3,342.89	\$3,426.47	\$3,512.13	\$3,599.93	\$3,689.93	\$3,782.17	\$3,876.73	\$3,973.65	\$4,072.98	\$4,174.81	Bi-Weekly
FY19	\$40.7670	\$41.7861	\$42.8308	\$43.9016	\$44.9991	\$46.1241	\$47.2771	\$48.4592	\$49.6706	\$50.9122	\$52.1851	Hourly
VI	\$73,542.59	\$75,381.02	\$77,265.75	\$79,197.42	\$81,177.57	\$83,206.65	\$85,287.06	\$87,419.03	\$89,604.31	\$91,844.43	\$94,140.50	Yearly
Jr.	\$6,128.55	\$6,281.75	\$6,438.81	\$6,599.78	\$6,764.80	\$6,933.89	\$7,107.26	\$7,284.92	\$7,467.03	\$7,653.70	\$7,845.04	Monthly
	\$2,828.56	\$2,899.27	\$2,971.76	\$3,046.05	\$3,122.21	\$3,200.26	\$3,280.27	\$3,362.27	\$3,446.32	\$3,532.48	\$3,620.79	Bi-Weekly
FY19	\$35.3570	\$36.2409	\$37.1470	\$38.0757	\$39.0277	\$40.0032	\$41.0034	\$42.0284	\$43.0790	\$44.1560	\$45.2599	Hourly
V	\$66,670.84	\$68,337.72	\$70,046.06	\$71,797.17	\$73,592.17	\$75,431.92	\$77,317.74	\$79,250.51	\$81,231.98	\$83,262.81	\$85,344.32	Yearly
Tech.	\$5,555.90	\$5,694.81	\$5,837.17	\$5,983.10	\$6,132.68	\$6,285.99	\$6,443.14	\$6,604.21	\$6,769.33	\$6,938.57	\$7,112.03	Monthly
	\$2,564.26	\$2,628.37	\$2,694.08	\$2,761.43	\$2,830.47	\$2,901.23	\$2,973.76	\$3,048.10	\$3,124.31	\$3,202.42	\$3,282.47	Bi-Weekly
FY19	\$32.0533	\$32.8547	\$33.6760	\$34.5179	\$35.3809	\$36.2653	\$37.1720	\$38.1012	\$39.0538	\$40.0302	\$41.0309	Hourly
IV	\$60,593.92	\$62,108.76	\$63,661.78	\$65,253.19	\$66,884.74	\$68,556.66	\$70,270.70	\$72,027.53	\$73,828.23	\$75,673.90	\$77,565.86	Yearly
Adm/Tech	\$5,049.49	\$5,175.73	\$5,305.15	\$5,437.77	\$5,573.73	\$5,713.06	\$5,855.89	\$6,002.29	\$6,152.35	\$6,306.16	\$6,463.82	Monthly
	\$2,330.54	\$2,388.80	\$2,448.53	\$2,509.74	\$2,572.49	\$2,636.79	\$2,702.72	\$2,770.29	\$2,839.55	\$2,910.53	\$2,983.30	Bi-Weekly
FY19	\$29.1317	\$29.8600	\$30.6066	\$31.3717	\$32.1561	\$32.9599	\$33.7840	\$34.6286	\$35.4943	\$36.3817	\$37.2913	Hourly
III	\$55,101.22	\$56,478.73	\$57,890.90	\$59,337.95	\$60,821.64	\$62,342.19	\$63,900.47	\$65,498.02	\$67,135.50	\$68,813.78	\$70,533.96	Yearly
Adm III	\$4,591.77	\$4,706.56	\$4,824.24	\$4,944.83	\$5,068.47	\$5,195.18	\$5,325.04	\$5,458.17	\$5,594.62	\$5,734.48	\$5,877.83	Monthly
	\$2,119.28	\$2,172.26	\$2,226.57	\$2,282.23	\$2,339.29	\$2,397.78	\$2,457.71	\$2,519.15	\$2,582.13	\$2,646.68	\$2,712.84	Bi-Weekly
FY19	\$26.4910	\$27.1532	\$27.8322	\$28.5279	\$29.2412	\$29.9722	\$30.7214	\$31.4894	\$32.2767	\$33.0835	\$33.9106	Hourly
II	\$50,004.50	\$51,254.33	\$52,535.75	\$53,849.42	\$55,195.55	\$56,575.47	\$57,990.06	\$59,439.74	\$60,925.85	\$62,449.25	\$64,010.16	Yearly
Adm II	\$4,167.04	\$4,271.19	\$4,377.98	\$4,487.45	\$4,599.63	\$4,714.62	\$4,832.50	\$4,953.31	\$5,077.15	\$5,204.10	\$5,334.18	Monthly
	\$1,923.25	\$1,971.32	\$2,020.61	\$2,071.13	\$2,122.91	\$2,175.98	\$2,230.39	\$2,286.14	\$2,343.30	\$2,401.89	\$2,461.93	Bi-Weekly
FY19	\$24.0406	\$24.6415	\$25.2576	\$25.8891	\$26.5363	\$27.1997	\$27.8798	\$28.5768	\$29.2913	\$30.0237	\$30.7741	Hourly
I	\$44,023.01	\$45,123.71	\$46,251.63	\$47,408.20	\$48,593.21	\$49,808.16	\$51,053.47	\$52,329.79	\$53,637.96	\$54,978.85	\$56,353.53	Yearly
Adm I	\$3,668.58	\$3,760.31	\$3,854.30	\$3,950.68	\$4,049.43	\$4,150.68	\$4,254.46	\$4,360.82	\$4,469.83	\$4,581.57	\$4,696.13	Monthly
	\$1,693.19	\$1,735.53	\$1,778.91	\$1,823.39	\$1,868.97	\$1,915.70	\$1,963.60	\$2,012.68	\$2,063.00	\$2,114.57	\$2,167.44	Bi-Weekly
FY19	\$21.1649	\$21.6941	\$22.2364	\$22.7924	\$23.3621	\$23.9462	\$24.5449	\$25.1586	\$25.7875	\$26.4321	\$27.0930	Hourly

By definition: Annual is Hrly times 2080 Hrs; BiWeekly is Annual divided by 26 pay periods; Monthly is Annual divided by 12 months

Date: June 27, 2018
 Referred by: Administration

Attachment B
 MTC Resolution No. 4341
 Page 2 of 2

MTC Staff Salary Chart - Effective September 1, 2018													
Grade	A	A1	B	B1	C	C1	D	D1	E	E1	F	F1	G
IX	\$120,815.19	\$123,231.49	\$125,696.12	\$128,210.04	\$130,774.24	\$133,389.73	\$136,057.52	\$138,778.67	\$141,554.25	\$144,385.33	\$147,273.04	\$150,218.50	\$153,222.87
Principal	\$10,067.93	\$10,269.29	\$10,474.68	\$10,684.17	\$10,897.85	\$11,115.81	\$11,338.13	\$11,564.89	\$11,796.19	\$12,032.11	\$12,272.75	\$12,518.21	\$12,768.57
	\$4,646.74	\$4,739.67	\$4,834.47	\$4,931.16	\$5,029.78	\$5,130.37	\$5,232.98	\$5,337.64	\$5,444.39	\$5,553.28	\$5,664.35	\$5,777.63	\$5,893.19
FY19	\$58.0842	\$59.2459	\$60.4308	\$61.6394	\$62.8722	\$64.1297	\$65.4123	\$66.7205	\$68.0549	\$69.4160	\$70.8043	\$72.2204	\$73.6648
VIII (b)	\$103,670.43	\$105,743.83	\$107,858.71	\$110,015.89	\$112,216.20	\$114,460.53	\$116,749.74	\$119,084.73	\$121,466.43	\$123,895.76	\$126,373.67	\$128,901.14	\$131,479.17
Senior	\$8,639.20	\$8,811.99	\$8,988.23	\$9,167.99	\$9,351.35	\$9,538.38	\$9,729.14	\$9,923.73	\$10,122.20	\$10,324.65	\$10,531.14	\$10,741.76	\$10,956.60
	\$3,987.32	\$4,067.07	\$4,148.41	\$4,231.38	\$4,316.01	\$4,402.33	\$4,490.37	\$4,580.18	\$4,671.79	\$4,765.22	\$4,860.53	\$4,957.74	\$5,056.89
FY19	\$49.8416	\$50.8384	\$51.8551	\$52.8923	\$53.9501	\$55.0291	\$56.1297	\$57.2523	\$58.3973	\$59.5653	\$60.7566	\$61.9717	\$63.2111
VIII (a)	\$98,675.00	\$100,648.50	\$102,661.47	\$104,714.70	\$106,809.00	\$108,945.18	\$111,124.08	\$113,346.56	\$115,613.49	\$117,925.76	\$120,284.28	\$122,689.96	\$125,143.76
Assoc.	\$8,222.92	\$8,387.38	\$8,555.12	\$8,726.23	\$8,900.75	\$9,078.76	\$9,260.34	\$9,445.55	\$9,634.46	\$9,827.15	\$10,023.69	\$10,224.16	\$10,428.65
	\$3,795.19	\$3,871.10	\$3,948.52	\$4,027.49	\$4,108.04	\$4,190.20	\$4,274.00	\$4,359.48	\$4,446.67	\$4,535.61	\$4,626.32	\$4,718.84	\$4,813.22
FY19	\$47.4399	\$48.3887	\$49.3565	\$50.3436	\$51.3505	\$52.3775	\$53.4250	\$54.4935	\$55.5834	\$56.6951	\$57.8290	\$58.9856	\$60.1653
VII	\$85,586.99	\$87,298.73	\$89,044.70	\$90,825.60	\$92,642.11	\$94,494.95	\$96,384.85	\$98,312.55	\$100,278.80	\$102,284.37	\$104,330.06	\$106,416.66	\$108,544.99
Asst.	\$7,132.25	\$7,274.89	\$7,420.39	\$7,568.80	\$7,720.18	\$7,874.58	\$8,032.07	\$8,192.71	\$8,356.57	\$8,523.70	\$8,694.17	\$8,868.06	\$9,045.42
	\$3,291.81	\$3,357.64	\$3,424.80	\$3,493.29	\$3,563.16	\$3,634.42	\$3,707.11	\$3,781.25	\$3,856.88	\$3,934.01	\$4,012.69	\$4,092.95	\$4,174.81
FY19	\$41.1476	\$41.9705	\$42.8100	\$43.6662	\$44.5395	\$45.4303	\$46.3389	\$47.2656	\$48.2110	\$49.1752	\$50.1587	\$51.1619	\$52.1851
VI	\$74,229.14	\$75,713.72	\$77,228.00	\$78,772.56	\$80,348.01	\$81,954.97	\$83,594.07	\$85,265.95	\$86,971.27	\$88,710.69	\$90,484.91	\$92,294.61	\$94,140.50
Jr.	\$6,185.76	\$6,309.48	\$6,435.67	\$6,564.38	\$6,695.67	\$6,829.58	\$6,966.17	\$7,105.50	\$7,247.61	\$7,392.56	\$7,540.41	\$7,691.22	\$7,845.04
	\$2,854.97	\$2,912.07	\$2,970.31	\$3,029.71	\$3,090.31	\$3,152.11	\$3,215.16	\$3,279.46	\$3,345.05	\$3,411.95	\$3,480.19	\$3,549.79	\$3,620.79
FY19	\$35.6871	\$36.4008	\$37.1288	\$37.8714	\$38.6289	\$39.4014	\$40.1895	\$40.9932	\$41.8131	\$42.6494	\$43.5024	\$44.3724	\$45.2599
V	\$67,293.41	\$68,639.28	\$70,012.07	\$71,412.31	\$72,840.56	\$74,297.37	\$75,783.31	\$77,298.98	\$78,844.96	\$80,421.86	\$82,030.30	\$83,670.90	\$85,344.32
Tech.	\$5,607.78	\$5,719.94	\$5,834.34	\$5,951.03	\$6,070.05	\$6,191.45	\$6,315.28	\$6,441.58	\$6,570.41	\$6,701.82	\$6,835.86	\$6,972.58	\$7,112.03
	\$2,588.21	\$2,639.97	\$2,692.77	\$2,746.63	\$2,801.56	\$2,857.59	\$2,914.74	\$2,973.04	\$3,032.50	\$3,093.15	\$3,155.01	\$3,218.11	\$3,282.47
FY19	\$32.3526	\$32.9997	\$33.6596	\$34.3328	\$35.0195	\$35.7199	\$36.4343	\$37.1630	\$37.9062	\$38.6644	\$39.4376	\$40.2264	\$41.0309
IV	\$61,160.15	\$62,383.36	\$63,631.02	\$64,903.64	\$66,201.72	\$67,525.75	\$68,876.27	\$70,253.79	\$71,658.87	\$73,092.04	\$74,553.88	\$76,044.96	\$77,565.86
Adm/Tech	\$5,096.68	\$5,198.61	\$5,302.59	\$5,408.64	\$5,516.81	\$5,627.15	\$5,739.69	\$5,854.48	\$5,971.57	\$6,091.00	\$6,212.82	\$6,337.08	\$6,463.82
	\$2,352.31	\$2,399.36	\$2,447.35	\$2,496.29	\$2,546.22	\$2,597.14	\$2,649.09	\$2,702.07	\$2,756.11	\$2,811.23	\$2,867.46	\$2,924.81	\$2,983.30
FY19	\$29.4039	\$29.9920	\$30.5918	\$31.2037	\$31.8277	\$32.4643	\$33.1136	\$33.7759	\$34.4514	\$35.1404	\$35.8432	\$36.5601	\$37.2913
III	\$55,615.55	\$56,727.86	\$57,862.42	\$59,019.67	\$60,200.06	\$61,404.06	\$62,632.14	\$63,884.78	\$65,162.48	\$66,465.73	\$67,795.04	\$69,150.95	\$70,533.96
Adm III	\$4,634.63	\$4,727.32	\$4,821.87	\$4,918.31	\$5,016.67	\$5,117.01	\$5,219.35	\$5,323.73	\$5,430.21	\$5,538.81	\$5,649.59	\$5,762.58	\$5,877.83
	\$2,139.06	\$2,181.84	\$2,225.48	\$2,269.99	\$2,315.39	\$2,361.69	\$2,408.93	\$2,457.11	\$2,506.25	\$2,556.37	\$2,607.50	\$2,659.65	\$2,712.84
FY19	\$26.7382	\$27.2730	\$27.8185	\$28.3748	\$28.9423	\$29.5212	\$30.1116	\$30.7138	\$31.3281	\$31.9547	\$32.5938	\$33.2456	\$33.9106
II	\$50,471.57	\$51,481.01	\$52,510.63	\$53,560.84	\$54,632.06	\$55,724.70	\$56,839.19	\$57,975.97	\$59,135.49	\$60,318.20	\$61,524.57	\$62,755.06	\$64,010.16
Adm II	\$4,205.96	\$4,290.08	\$4,375.89	\$4,463.40	\$4,552.67	\$4,643.72	\$4,736.60	\$4,831.33	\$4,927.96	\$5,026.52	\$5,127.05	\$5,229.59	\$5,334.18
	\$1,941.21	\$1,980.04	\$2,019.64	\$2,060.03	\$2,101.23	\$2,143.26	\$2,186.12	\$2,229.85	\$2,274.44	\$2,319.93	\$2,366.33	\$2,413.66	\$2,461.93
FY19	\$24.2652	\$24.7505	\$25.2455	\$25.7504	\$26.2654	\$26.7907	\$27.3265	\$27.8731	\$28.4305	\$28.9991	\$29.5791	\$30.1707	\$30.7741
I	\$44,434.37	\$45,323.06	\$46,229.52	\$47,154.11	\$48,097.19	\$49,059.14	\$50,040.32	\$51,041.13	\$52,061.95	\$53,103.19	\$54,165.25	\$55,248.56	\$56,353.53
Adm I	\$3,702.86	\$3,776.92	\$3,852.46	\$3,929.51	\$4,008.10	\$4,088.26	\$4,170.03	\$4,253.43	\$4,338.50	\$4,425.27	\$4,513.77	\$4,604.05	\$4,696.13
	\$1,709.01	\$1,743.19	\$1,778.06	\$1,813.62	\$1,849.89	\$1,886.89	\$1,924.63	\$1,963.12	\$2,002.38	\$2,042.43	\$2,083.28	\$2,124.94	\$2,167.44
FY19	\$21.3627	\$21.7899	\$22.2257	\$22.6702	\$23.1237	\$23.5861	\$24.0578	\$24.5390	\$25.0298	\$25.5304	\$26.0410	\$26.5618	\$27.0930

By definition: Annual is Hrly times 2080 Hrs; BiWeekly is Annual divided by 26 pay periods; Monthly is annual divided by 12 months

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4342

This resolution sets forth the employment benefits and salary schedule for specific executive employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022 for Specific Executive Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4342

WHEREAS, MTC Resolution No. 4154, adopted June 25, 2014 established employment benefits and a salary schedule for specific executive employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 et seq.) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the specific executive employees have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for specific executive employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for specific executive employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 for specific executive employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Executive Director shall approve the applicable salary schedule updates as set forth in Attachment A as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California on June 27, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment A
Resolution No. 4342
Page 1 of 16

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

SUMMARY OF BENEFITS, PROGRAMS, AND SALARY FOR INCUMBENTS OF
REGULAR SPECIFIC EXECUTIVE EMPLOYEE POSITIONS
(EXCEPT AS OTHERWISE NOTED AND EXCLUDING CSR REPRESENTED &
CONFIDENTIAL EMPLOYEES)

Fiscal Years 2018-2019, 2019-2020, 2020-2021 and 2021-2022

SALARY TABLES

Salary administration is regulated per compensation policy and the MTC Employee Handbook.

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:

- July 1, 2018 – 2.8% increase
- July 1, 2019 – 2.8% increase
- July 1, 2020 – 2.8% increase
- July 1, 2021 – 2.8% increase

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase steps effective September 1, 2018.

- Meets Expectations: 2.0% or one-step increase
- Exceeds Expectations: 4.0% or two-step increase
- Exceptional: 6.0% or three step increase
- Promotional Increase:* 4.0% or two step increase from pre-promotion rate and one classification grade level jump

* If an employee is promoted, a new salary anniversary date may be established as of the date of the promotion, and shall be used thereafter until the employee reaches the maximum for his/her class.

PAID TIME OFF BENEFITS

Eligibility and use of all paid time off benefits is regulated per agency policy and the MTC Employee Handbook, and is dependent on the employee's category of employment.

Holidays

Eleven (11) days per calendar year for regular employees.

Regular part-time employees will receive holiday pay for the amount of hours they normally work on that holiday.

No minimum service required for eligibility.

Funeral Leave

Up to three (3) days, on the basis of need, in the case of the death of a defined eligible family member. No minimum service required for eligibility. This time off benefit has no cash value and is not payable upon employment separation. Sick leave time off benefits may be used for additional bereavement leave.

Personal Business Days

Up to twenty-four (24) hours are granted at the beginning of each calendar year. Employees considered full-time working 30 hours or more a week accrue full personal business day benefits. Employees considered part-time working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated personal business day benefits.

The number of personal business day hours granted to new employees is prorated as follows:

January through April:	24 hours
May through August:	16 hours
September through November:	8 hours
December	0 hours

Vacation Benefits

Accrual of Benefits

- Standard accrual of eight (8) hours per month worked for up to ninety-six (96) hours per year.
- An additional bonus accrual of eight (8) hours per year each additional year worked starting in year one and each year thereafter up to thirteen years for a maximum total annual accrual of standard and bonus benefits of two-hundred (200) hours per year.

- Benefits accrue to a cap of five-hundred (500) hours. Once the cap of 500 hours is reached, all vacation accrual stops until such time that the vacation balance falls below the cap of 500 hours. If the vacation accrual is larger than the difference between the vacation balance and the 500 hour cap, individuals will receive only a fraction of their bi-weekly vacation accrual for that pay period bringing their vacation balance to 500 hours.
- Employees considered full-time working 30 hours or more a week accrue full vacation benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.
- All vacation leave benefits are accrued and available for use with each bi-weekly pay period after completion of the first six months of employment, or probationary period, per policy.

Annual Vacation Cash-Out Option:

Once a twelve month period, employees may cash-out accrued but unused vacation leave over 320 hours up to the cap of 500 hours. Payment will be made at the employee's current hourly rate and is considered taxable earnings. Payment is subject to any and all applicable deductions.

Payment Upon Separation:

Accrued but unused vacation time off benefits up to the maximum accrual of 500 hours are payable upon employment separation at the hourly rate earned by the employee at the time of employment separation. Payment will be in one lump sum and is subject to any and all applicable deductions.

Use of Benefit:

Employees may use accrued vacation time off benefits per policy after completion of the first six months of employment, or probationary period, per policy.

Regular Sick Leave Benefits

Accrual of Benefits:

- Eight (8) hours per month worked for up to ninety-six (96) hours per year.

- Accrue without a cap.
- Employees considered full-time working 30 hours or more a week accrue full regular sick leave benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.

Payment Upon Separation:

Accrued but unused regular sick leave benefits up to a maximum of 240 hours are payable upon employment separation at the hourly rate paid the employee at the time of employment separation. Payment will be in one lump sum and is subject to any all applicable deductions.

Use of Benefit:

Employees may use accrued regular sick leave benefits per policy as soon as they are earned.

MTC Paid Family Leave Benefit
(MTC PFL Benefits)

MTC will provide all eligible regular employees a new additional wage continuance benefit that ensures employees receive 100% of their regular salary for the first six (6) weeks of their eligible leave. This benefit is 240 hours total, must be used to keep the employee at their full regular salary level, and can be coordinated with short-term disability insurance payments.

MTC PFL benefits are used for the following four types of qualifying medical/family leaves:

1. Maternity leave for the biological delivery of a baby
2. Bonding leave for the arrival of a child
3. Personal leave for a qualifying medical reason
4. Caregiving leave for an eligible family member's qualifying medical leave

Human Resources will authorize the use of MTC PFL benefits when administering the qualifying leave of absence. This benefit will be applied automatically following confirmation of the qualifying leave type outlined above.

MTC PFL is available to all regular employees with no employment waiting period.

The administration and use of this wage continuance benefit and the coordination with other leave wage continuance benefits will be dictated by the MTC leave policy and applicable regulations.

MTC PFL benefits are a wage continuance benefit and should not be confused with a leave type designation (FMLA, PDL, CFRA, MTC Family Leave, or LWOP).

PROBATIONARY PERIOD

The probationary period is regulated per applicable policy and the MTC Employee Handbook.

The first year of employment is considered a probationary introduction period during which time a new employee's work and conduct are observed and evaluated, orientation and training provided as necessary, and issues with performance addressed directly and promptly in an effort to ensure the employee's success.

ALTERNATIVE WORK OPTION POLICY

Employees may request to participate in alternative work schedule and location options per position and performance eligibility as outlined in the policy. Options include working remotely or requesting two-week pay period scheduling options other than 8 hours a day over 10 work days. MTC's intent is to make this policy available to all employees, and will state in the policy and/or the amendments any positions that due to assigned core tasks and responsibilities are not eligible for either or both remote work or alternative pay period scheduling.

INSURANCE

Scope, limitations, and annual insurance premium costs are set forth in actual insurance company policies and provided each year during open enrollment.

Group Dental Insurance

MTC pays the total premium for employee's coverage. The cost to the employees for coverage for one dependent is \$6.30 per month, and \$19.13 per month for two or more dependents. MTC pays the remainder of the dependent premium. MTC will deduct employee dependent premium payments from earned wages pre-tax as allowable by law.

Group Dental Insurance Cash-in-Lieu

Employees have the option of receiving the equivalent dollar amount of the employee-only premium in cash upon signing a waiver of coverage and providing proof of being covered under a comparable dental plan. The cash-in-lieu payment is subject to federal and state tax withholding.

Group Medical Insurance

Employees agree to contribute towards medical premiums by paying five percent (5%) of the premium for each coverage line. The employer will cover ninety-five percent (95%) of the premium for each coverage line.

Employee five percent (5%) contributions will be capped as follows:

\$75.00 per month for Employee Only

\$125.00 per month for Employee plus One

\$175.00 per month for Employee plus Family

MTC will deduct employee medical insurance premium payments from earned wages pre-tax as allowable by law.

Group Medical Cash-in-Lieu

Employees have the option of receiving cash-in-lieu instead of enrolling in the group medical insurance plan upon the signing of a waiver of coverage and providing proof of being covered under a comparable medical plan. The amount of the cash-in-lieu will be equal to the second-most costly employee-only premium total minus the employee contribution amount for that premium. The cash-in-lieu payment is subject to federal and state tax withholding.

Vision Care Insurance

MTC pays the total premium for the employee only coverage. Employees may enroll dependents at their sole expense. MTC will deduct dependent premium payments from earned wages pre-tax as allowable by law.

Domestic Partner Coverage

MTC provides group medical insurance, group dental insurance, and group vision coverage for an eligible domestic partner and dependents subject to CalPERS regulations regarding domestic partner coverage. The maximum amount MTC contributes shall be the same as that specified under the "Group Dental

Insurance” and “Group Medical Insurance” provisions referenced above.

Life and Related Insurances

MTC pays premium for employee life insurance policy; life insurance benefit is equal to two-times annual salary. MTC pays additional premium for employee for accidental death and dismemberment coverage equal to the group term life insurance coverage. MTC pays the premium for qualified dependents (as defined in the current policy) for \$2,000 life coverage per dependent.

Group Voluntary Life and Related Insurance

Employee may elect to purchase, at his/her expense, supplemental group voluntary life insurance.

Short-Term and Long-Term Disability Insurance

MTC pays monthly premium for short-term disability coverage for qualifying regular employee medical disabilities to cover the loss of wages. There is a seven (7) day waiting period, considered part of the benefit’s full 12 weeks of coverage, with an additional eleven (11) weeks of paid benefits. Coverage is 66 2/3rds of salary up to a maximum of \$2,500* per week. Benefits paid are taxable.

MTC pays monthly premium for long-term disability coverage for qualifying employee medical disabilities to cover the loss of wages. There is a 90-day waiting period (designed to pick up at the end of the full 12 weeks of short-term disability eligibility). Coverage level is 67% of monthly salary up to a maximum of \$15,000* per month. Benefits paid are taxable.

* Maximum benefit levels may be adjusted up during the period of the MOU to keep current with increasing salary schedule ranges ensuring the benefit payments comply with percentages.

Travel Insurance

MTC pays the annual premium for all regular employees for a \$100,000 loss of life policy. Policy covers employees while traveling on MTC business.

RETIREMENT

Defined Benefit Pension – 1st Tier, “Classic Plan”

The retirement benefit formula is calculated, pursuant to contract with PERS, at 2.5% at 55.

MTC and the employee agree to equally share any annual employer contribution rate change with employees assuming 50% of the annual employer rate change up to an employee total contribution rate capped at 8.0%.

Effective June 30, 2018, the MTC total contribution rate is 18.968% and employees are contributing 6.50% (rounded) on earned wages.

Effective July 1, 2018, MTC's total contribution rate will be 19.572%. Sharing 50% of the change in the total contribution rate will result in an increase in the employee contribution rate to 6.79%.

July 1, 2019, July 1, 2020, and July 1, 2021, the shared contribution rates will change based on the change in the employer contribution rate shown in the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Defined Benefit Pension – 2nd Tier,
“PEPRA”

The retirement formula is calculated, pursuant to contract with PERS, at 2.0% at 62.

Per PERS regulation, employee must pay 50% of the plan's “Normal Cost” as determined per the annual plan actuarial valuation process.

As of June 30, 2018, the “Normal Cost” the employee pays is 6.50%.

Effective July 1, 2018, the “Normal Cost” the employee pays remains 6.50%.

Effective July 1, 2019, July 1, 2020, and July 1, 2021 the employee rate will be the plan “Normal Costs” as determined by the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Other PERS-Defined Benefit
Pension Contracted Benefits
(Classic and PEPRAs Plans)

- Up to 3% Maximum Cost-of-Living Allowance
- Section 21573 – Third Level 1959 Survivor Benefits
- Section 21583 – Second Election 1959 Survivor Benefits
- Section 21548 – Pre-retirement Optional Settlement 2 Death Benefit
- Section 20903 – Two years' Additional Service Credit

Retiree Medical Insurance

Retiree and eligible dependents are entitled to the same medical benefits provided to regular MTC active employees and at the same co-pay amounts (and per CalPERS' PEMCHA Equal Method Plan). If eligible, a retired MTC employee must apply for Medicare. His/her PERS health coverage is then provided as a supplement.

Retiree Dental and Vision
Insurance

MTC provides retiree group insurance plans for dental and vision coverages to PERS eligible retired annuitants. The cost of the premiums are the sole responsibility of the retiree. Eligibility for these coverages follows PERS retiree medical eligibility rules and requirements.

COMMUTER PROGRAM

MTC provides a commuter program to assist employees as follows. This program is available to all regular employees and some temporary employees. Employees may elect to participate in only one option at a time.

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations for employees for legitimate and applicable transit fare purchases. Purchases must be made through authorized MTC provided third-party administrator(s) only and must be for up to the monthly amount needed and used by each employee each month to commute to and from work per IRS regulation.

The employee monthly subsidy is any actual needed amount up to \$255 per month.

MTC will provide this subsidy tax-free per IRS fringe benefit allowances.

Employer-Provided Parking Option

MTC provides daily parking at a designated private lot in Oakland. Employees may select to park at this lot and take public transit, carpool, or ride-share into San Francisco. The monthly amount to park is set at the July 1, 2014, BART Lake Merritt station monthly rate of \$84.00. This amount is deducted from the monthly transit subsidy leaving a MTC paid subsidy of up to \$171 per month for transit purchases. Such purchases are administered as stated above in the Transit Subsidy Option paragraph.

Carpool Option

Employees in a verified carpool with two or more persons who work at MTC or the Air District may park in the above mentioned private lot in Oakland for free. Verified carpool employees are then afforded the full monthly transit subsidy of up to \$255 for transit fare purchases.

Bicycle Commuter Option

For any employee regularly using a bicycle for a substantial portion of the travel between the employee's residence and place of employment for qualifying bicycle commuting months as described in the IRS Publication 15-B, MTC will pay \$20 per month. If the IRS allows this to be a tax-free payment, MTC will pay this tax-free. If not, this amount will be considered taxable income.

Cash-in-Lieu Option

Employees may elect to receive \$20 per month cash-in-lieu if not selecting another Commuter Program option. Cash-in-lieu payments are taxable income.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program,

except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full time employees (30 hours a week or more) who have completed their probation. The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and

disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and subject to applicable Federal and State public employment rules.

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California
MEMORANDUM OF UNDERSTANDING
(As provided Under California Government Code Section 3505.1)

The representatives of the Executive Director of the Metropolitan Transportation Commission (MTC) have met and conferred with the representatives of specific executive employees, under provisions of the Meyers-Milias-Brown Act (California Government Code § 3500 et seq.). As a result of these meetings, an agreement has been reached for a four year period from July 1, 2018, covering Fiscal Years 2018-2019, 2019-2020, 2020-2021, and 2021-2022.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The first year salary charts are set forth in Attachment B.

The following actions are agreed to by all parties:

- Update or create the following policies including doing any required updates to other referenced policies. Updates will be done under the direction of the Director of Administrative Services and the appropriate subject matter team in consultation with representatives from the employee groups.
 - EDMM Nos. 240, Flextime Schedules, and 250, Teleworking Program, and EDMP No. 036, Pay Period Compressed Work Week Schedule, restated into a single Alternative Work Option Policy. This new policy will be designed using principles of the San Francisco City & County policy and procedures, and will include designation of current positions ineligible for either teleworking or alternate work schedules. It is agreed this policy will be completed in September of 2018.
 - EDMM No. 297, Leave Policy, to incorporate the new MTC Paid Family Leave Benefit (MTC PFL Benefit), a wage continuance benefit, and to clarify the order and use of all MTC leave benefits for certain kinds of leaves of absence. In addition, the Catastrophic Sick Leave Program will be incorporated into the overall leave policy. It is agreed that the reports on the Catastrophic Sick Leave Program, in addition to donation, use, and current balance totals, will include the number of requests, the number of requests approved, the hours requested per individual, the hours granted per individual, the period of usage per individual, and the number of occurrences per individual by leave type - baby bonding (biological maternity or bonding), personal medical, and eligible family member medical. The new MTC PFL Benefit will be available to regular benefitted employees as of July 1, 2018, and application of the benefit will be executed by HR in consultation with Exclusively Recognized Employee Organization (EREO) and other employee representatives until the policy text has been completed and approved.
 - EDMM No. 265, Grievance Procedure, to include information about agency corrective performance actions, progressive discipline steps, and to update and clarify the formal grievance processes and procedures.
 - EDMM Nos. 230, Employee Performance Evaluation, and 225, Salary Administration Guidelines, to update new merit increase step percentages.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment B
Page 1 of 1

PROPOSED: Salary Ranges For MTC Specific Executive Employees Fiscal Year 2018-19, Effective July 1, 2018				
CLASS/POSITION	GRADE	MIN	MAX	PAY TYPES
ASSOCIATE COUNSEL I/II	L/2	\$67.0349	\$89.3149	HOURLY BASE RATE
EXECUTIVE ADMINISTRATIVE	X/B	\$5,362.79	\$7,145.19	BI-WEEKLY
FINANCE ASSISTANT DIRECTOR	F/2	\$11,619.37	\$15,481.25	MONTHLY
		\$139,432.49	\$185,775.00	ANNUAL
Associate Counsel I Associate Counsel II Assistant Director BARC Director				
DEPUTY GENERAL COUNSEL	L/3	\$87.9553	\$109.3615	HOURLY BASE RATE
EXECUTIVE MANAGEMENT	X/A	\$7,036.42	\$8,748.92	BI-WEEKLY
DEPUTY FINANCIAL OFFICER	F/3	\$15,245.58	\$18,955.99	MONTHLY
		\$182,946.91	\$227,471.87	ANNUAL
Deputy General Counsel Senior Attorney Section Director Deputy Financial Officer				
SENIOR DEPUTY GENERAL COUNSEL	L/4	\$97.5623	\$114.0932	HOURLY BASE RATE
		\$7,804.99	\$9,127.46	BI-WEEKLY
		\$16,910.81	\$19,776.15	MONTHLY
		\$202,929.67	\$237,313.85	ANNUAL
Senior Deputy General Counsel				
DEPUTY EXECUTIVE DIRECTOR/ CHIEF FINANCIAL OFFICER	X/3-X/4	\$109.5298	\$130.9028	HOURLY BASE RATE
		\$8,762.38	\$10,472.23	BI-WEEKLY
		\$18,985.16	\$22,689.82	MONTHLY
		\$227,821.98	\$272,277.86	ANNUAL
Deputy Executive Director Chief Financial Officer				