



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Meeting Agenda

Administration Committee

Committee Members:

Adrienne J. Tissier, Chair David Campos, Vice Chair

Jason Baker, Tom Bates, Federal D. Glover,

Mark Luce, Libby Schaaf,

Scott Wiener, Amy Rein Worth

Non-Voting Member: Bijan Sartipi

Wednesday, December 9, 2015

9:35 AM

Lawrence D. Dahms Auditorium

This meeting is scheduled to be audiocast live on the Metropolitan Transportation
Commission's Web site: www.mtc.ca.gov.

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. [15-1035](#) Minutes of the November 4, 2015 meeting.

Action: Committee Approval

Attachments: [2a 11-04-2015 Admin Minutes.pdf](#)

- 2b. [15-1036](#) Investment Report for October 2015.

Action: Information

Presenter: Susan Woo

Attachments: [2b October Investment Report.pdf](#)

- 2c. [15-1037](#) MTC Financial Statements for October 2015.

Action: Information

Presenter: Eva Sun

Attachments: [2c MTC Financial Statements-October'2015.pdf](#)

- 2d. [15-1039](#) Purchase Order - Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

Action: Committee Approval

Presenter: Nick Roethel

Attachments: [2d PO Canon Solutions America.pdf](#)

- 2e. [15-1068](#) Contract - Ergonomic Services: PRN Ergonomic Services (\$75,000)

Action: Committee Approval

Presenter: Robert Hoffman

Attachments: [2e Contract PRN Ergonomic Solutions.pdf](#)

- 2f. [15-1069](#) Purchase Order - FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)

Action: Committee Approval

Presenter: Nick Roethel

Attachments: [2f PO Protiviti Gov Svcs.pdf](#)

- 2g. [15-1094](#) Contract Amendment - Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)

Action: Committee Approval

Presenter: Leslie Lara

Attachments: [2g Contract BABC.pdf](#)

- 2h. [15-0911](#) MTC Resolution No. 3619, Revised - Recommended Revisions to Executive Director's Signature Authority.

Recommendation for approval to authorize the Executive Director or a designated Deputy Executive Director to sign contracts and contract amendments totaling \$200,000 without referral to a standing Committee of the Commission.

Action: Commission Approval

Presenter: Denise Rodrigues

Attachments: [2h Reso-3619 ED Signature Revision.pdf](#)

Approval

3. [15-1040](#) Contract - Plan Bay Area 2040 Environmental Impact Report Project
 Manager: Tschudin Consulting Group (\$200,000)
- Action: Committee Approval
- Presenter: Adam Noelting and Matt Maloney
- Attachments: [3 Contract Tschudin Consulting.pdf](#)

Information

4. [15-1038](#) Monthly Travel Report for October 2015.
- Action: Information
- Presenter: Eva Sun
- Attachments: [4 October'2015 Travel Report.pdf](#)

5. Public Comment / Other Business**6. Adjournment / Next Meeting**

The next meeting of the Administration Committee will be held on January 13, 2016 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee 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 Committee 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: Committee 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 510.817.5757 or 510.810.5769 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 510.817.5757 或 510.817.5769 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 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee 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 Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-1035 **Version:** 1 **Name:**
Type: Report **Status:** Committee Approval
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Minutes of the November 4, 2015 meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [2a 11-04-2015 Admin Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the November 4, 2015 meeting.

Recommended Action:
Committee Approval



Metropolitan Transportation Commission Meeting Minutes

101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Administration Committee

Committee Members:

Adrienne J. Tissier, Chair David Campos, Vice Chair

*Jason Baker, Tom Bates, Federal D. Glover,
Mark Luce, Libby Schaaf,
Scott Wiener, Amy Rein Worth
Non-Voting Member: Bijan Sartipi*

Wednesday, November 4, 2015

9:35 AM

Lawrence D. Dahms Auditorium

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Glover, Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Rein Worth

Absent: 1 - Vice Chair Campos

Non-Voting Member Present: Commissioner Sartipi

Ex Officio Voting Member Present: Commission Chair Cortese

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

2. Consent Calendar

Approval of the Consent Calendar

Upon the motion by Commissioner Glover and the second by Commissioner Baker, the Consent Calendar was unanimously approved by the following vote:

Aye: 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Glover, Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Rein Worth

Absent: 1 - Vice Chair Campos

2a. [15-0970](#) Minutes of the October 14, 2015 meeting.

Action: Committee Approval

2b. [15-0972](#) Investment Report for September 2015.

Action: Information

Presenter: Susan Woo

2c. [15-0971](#) MTC Financial Statements for September 2015.

Action: Information

Presenter: Eva Sun

2d. [15-0998](#) Contract - Transit Performance Monitoring Program for FY 2015-16 through FY 2017-18: Pierlott & Associates, LLC (\$520,000)

Action: Committee Approval

Presenter: Christina Hohorst

Approval

3. [15-0973](#) MTC Resolution No. 4183, Revised. FY 2015-16 Overall Work Program (OWP) Amendment.

Approval of amendments to the FY 2015-16 OWP to include \$2.7 million in carry-over federal planning funds from FY 2014-15 and a reduction in Federal Highway Administration and Federal Transit Administration Planning funds of \$195,196.

Action: Commission Approval

Presenter: Sonia Elsonbaty

Upon the motion by Commissioner Baker and the second by Commissioner Glover, the Committee unanimously approved MTC Resolution No. 4183, Revised, FY 2015-16 Overall Work Program Amendment. The motion carried by the following vote:

Aye: 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Glover, Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Rein Worth

Absent: 1 - Vice Chair Campos

4. [15-1025](#) MTC Resolution No. 4181, Revised. FY 2015-16 MTC Agency Budget Amendment.

Approval of the amended FY 2015-16 MTC Agency Budget to reflect the changes in Agenda Item 7a and the addition of an MTC/ABAG merger study.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Bates and the second by Commissioner Baker, the Committee unanimously approved MTC Resolution No. 4181, Revised, FY 2015-16 MTC Agency Budget Amendment. The motion carried by the following vote:

Aye: 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Glover, Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Rein Worth

Absent: 1 - Vice Chair Campos

Information

5. [15-0974](#) Monthly Travel Report for September 2015.

Action: Information

Presenter: Eva Sun

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be December 9, 2015, 9:35 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

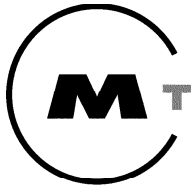
File #: 15-1036 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Investment Report for October 2015.
Sponsors:
Indexes:
Code sections:
Attachments: [2b_October_Investment_Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Investment Report for October 2015.

Presenter:
Susan Woo

Recommended Action:
Information



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Agenda Item: 2b

Joseph P. Bort MetroCenter
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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

RE: Investment Report for October 2015

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

Total funds under MTC management are just over \$3.7 billion. A breakdown by fund is as follows:

<u>Fund</u>	<u>Market Value (\$ million)</u>	<u>% of Total</u>
BATA Admin	\$ 1,066.8	28.7%
BATA Projects	675.4	18.2%
BATA Debt Payment	7.2	0.2%
BATA Debt Service Reserve	512.5	13.8%
BATA RM2	329.1	8.9%
MTC	504.0	13.5%
BART Car Exchange Program	276.2	7.4%
AB 1171	107.0	2.9%
FasTrak® (Customer Deposits)	91.0	2.5%
Clipper®	42.8	1.2%
BAHA	85.1	2.3%
SAFE	11.8	0.3%
RAFC	3.1	0.1%
Portfolio Total	<u>\$ 3,712.0</u>	<u>100.0%</u>

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

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	47.9%	No limit
Fed Home Loan Mortgage	20.4%	No limit
Fed National Mortgage Association	8.0%	No limit
Fed Farm Credit Bank	1.2%	No limit
Cash	8.5%	No limit
Certificates of Deposit	2.5%	10% portfolio
Corporate Bonds	0.3%	10% portfolio
Gov't Pools	Less than 0.1%	No limit
CalTrust Heritage Money Market Fund	5.4%	No limit
CA Asset Mgmt Program (CAMP)	0.2%	No limit
Municipal Bonds	2.5%	No limit
Mutual Funds	2.5%	20% Portfolio/10% One Fund
Blackrock (BATA Trustee)	0.2%	Trustee Funds – No limit
Morgan Stanley (BATA Trustee)	0.4%	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.

Credit ratings of commercial paper, corporate medium-term notes, municipal VRDOs, 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
0-30 days	\$ 1,180.3	31.8%
31-90 days	777.1	20.9%
91-365 days	1,223.9	33.0%
1-2 years	171.2	4.6%
2-3 years	207.3	5.6%
3-5 years	122.2	3.3%
* greater than 5 years	30.0	0.8%
Portfolio Total	\$ 3,712.0	100.0%

* BAAQMD Certificate of Participation matures November 2053

The average maturity of the MTC portfolio is 307 days.

The MTC portfolio holds \$63 million (2%) in variable rate demand obligations (VRDOs) issued by various California local agencies. The VRDOs are recognized as short term (30 days) 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 (510) 817-5730.


Steve Heminger

SH:SW
Attachment



MTC
Summary by Type
October 31, 2015
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	2	1,052,903.12	1,052,903.12 *	0.03	0.580 *	1
MM Funds	2	25,012,706.39	25,012,706.39	0.67	0.010	1
Subtotal	4	26,065,609.51	26,065,609.51	0.70	0.033	1
Fund: AB664 EAST						
Mutual Funds - Custodial	1	96,692.72	96,692.72	0.00	0.010	1
Federal Agency Disc. -Amortizing	10	116,900,000.00	116,838,014.60	3.15	0.227	112
MM Funds	1	18,280,976.66	18,280,976.66	0.49	0.010	1
Negotiable CDs	1	25,000,000.00	25,001,725.00	0.67	0.294	37
Subtotal	13	160,277,669.38	160,217,408.98	4.31	0.213	88
Fund: AB664 WEST						
Mutual Funds - Custodial	1	1,668,813.13	1,668,813.13	0.04	0.010	1
Federal Agency Coupon Securities	1	14,500,000.00	14,506,438.00	0.39	0.740	586
Federal Agency Disc. -Amortizing	5	44,600,000.00	44,577,662.70	1.20	0.204	117
MM Funds	1	11,701,386.48	11,701,386.48	0.32	0.010	1
Subtotal	8	72,470,199.61	72,454,300.31	1.95	0.275	189
Fund: 5% STATE						
MM Funds	1	11,436,236.57	11,436,236.57	0.31	0.010	1
Subtotal	1	11,436,236.57	11,436,236.57	0.31	0.010	1
Fund: 2% TRANSIT RESERVES FERRY						
Mutual Funds - Custodial	1	641,492.63	641,492.63	0.02	0.010	1
Federal Agency Disc. -Amortizing	2	12,500,000.00	12,498,218.50	0.34	0.118	74
MM Funds	1	5,692,473.21	5,692,473.21	0.15	0.010	1
Subtotal	4	18,833,965.84	18,832,184.34	0.51	0.082	49
Fund: 2% TRANSIT RESERVES STUDIES						

* Amount includes investment in Alameda County Treasurer's Pool, the rate used is as of 9/30/2015

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 2

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: 2% TRANSIT RESERVES STUDIES						
Mutual Funds - Custodial	1	2,145.59	2,145.59	0.00	0.010	1
Federal Agency Disc. -Amortizing	3	20,700,000.00	20,698,392.10	0.56	0.151	46
MM Funds	1	3,919,634.11	3,919,634.11	0.11	0.010	1
Subtotal	5	24,621,779.70	24,620,171.80	0.67	0.128	39
Fund: 90% RAIL RESERVE EAST						
Mutual Funds - Custodial	1	66,847.19	66,847.19	0.00	0.010	1
Federal Agency Coupon Securities	2	30,500,000.00	30,517,311.50	0.82	0.572	344
Federal Agency Disc. -Amortizing	5	58,000,000.00	57,984,477.40	1.56	0.180	73
Municipal Bonds	4	20,950,000.00	20,950,000.00	0.56	0.002	31
MM Funds	1	14,465,819.36	14,465,819.36	0.39	0.010	1
Subtotal	13	123,982,666.55	123,984,455.45	3.33	0.227	124
Fund: 90% RAIL RESERVE WEST						
Mutual Funds - Custodial	1	23,726.70	23,726.70	0.00	0.010	1
Federal Agency Disc. -Amortizing	4	19,200,000.00	19,197,560.60	0.52	0.163	56
MM Funds	1	4,969,158.29	4,969,158.29	0.13	0.010	1
Subtotal	6	24,192,884.99	24,190,445.59	0.65	0.132	45
Fund: MTC FEEDER BUS						
MM Funds	1	168,222.84	168,222.84	0.00	0.010	1
Subtotal	1	168,222.84	168,222.84	0.00	0.010	1
Fund: MTC EXCHANGE FUND						
MM Funds	1	27,524,330.00	27,524,330.00	0.74	0.010	1
Subtotal	1	27,524,330.00	27,524,330.00	0.74	0.010	1
Fund: BART CAR EXCHANGE PROGRAM						
Federal Agency Coupon Securities	2	40,000,000.00	39,986,670.00	1.08	0.563	367
Federal Agency Disc. -Amortizing	16	214,200,000.00	214,119,572.30	5.77	0.202	94
Mutual Funds - Custodial	1	10,090,508.19	10,090,508.19	0.27	0.040	1
Negotiable CDs	1	12,000,000.00	12,001,704.00	0.32	0.385	67

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 3

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	20	276,290,508.19	276,198,454.49	7.44	0.256	129
Fund: CLIPPER CAPITAL (MTC)						
MM Funds	1	7,886,891.64	7,886,891.64	0.21	0.010	1
Subtotal	1	7,886,891.64	7,886,891.64	0.21	0.010	1
Fund: CLIPPER OPERATIONS (MTC)						
MM Funds	1	4,730,529.66	4,730,529.66	0.13	0.010	1
Subtotal	1	4,730,529.66	4,730,529.66	0.13	0.010	1
Fund: MTC CAPITAL PROJECTS						
MM Funds	1	1,931,225.07	1,931,225.07	0.05	0.010	1
Subtotal	1	1,931,225.07	1,931,225.07	0.05	0.010	1
Fund: SAFE						
Local Agency Investment Funds	1	107,149.92	107,149.92	0.00	0.357	1
MM Funds	1	6,377,326.62	6,377,326.62	0.17	0.010	1
Subtotal	2	6,484,476.54	6,484,476.54	0.17	0.016	1
Fund: SAFE CAPITAL PROJECTS						
MM Funds	1	5,349,932.69	5,349,932.69	0.14	0.010	1
Subtotal	1	5,349,932.69	5,349,932.69	0.14	0.010	1
Fund: RM2 OPERATING						
MM Funds	1	11,729,395.67	11,729,395.67	0.32	0.010	1
Subtotal	1	11,729,395.67	11,729,395.67	0.32	0.010	1
Fund: UB DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	6,843,743.67	6,843,743.67	0.18	0.010	1
Subtotal	1	6,843,743.67	6,843,743.67	0.18	0.010	1
Fund: DEBT SERVICE RESERVE						
Mutual Funds - Trustee	1	224,152.29	224,152.29	0.01	0.010	1
Federal Agency Coupon Securities	18	217,100,000.00	217,133,907.60	5.85	1.237	1,007
Federal Agency Disc. -Amortizing	5	106,900,000.00	106,888,216.80	2.88	0.088	57

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 4

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: DEBT SERVICE RESERVE						
Federal Agency Coupon - Actual	1	14,000,000.00	14,002,576.00	0.38	0.204	288
Subtotal	25	338,224,152.29	338,248,852.69	9.12	0.830	676
Fund: BATA 2013 S-4 RESERVE						
Federal Agency Coupon Securities	6	46,800,000.00	46,834,087.70	1.26	1.428	1,105
Mutual Funds - Trustee	1	33,834.00	33,834.00	0.00	0.040	1
Subtotal	7	46,833,834.00	46,867,921.70	1.26	1.427	1,104
Fund: BATA SUB 2014 S-5 RESERVE						
Mutual Funds - Trustee	2	1,427,811.48	1,427,811.48	0.04	0.001	1
Subtotal	2	1,427,811.48	1,427,811.48	0.04	0.001	1
Fund: BATA SUB 2014 S-6 RESERVE						
Mutual Funds - Trustee	2	3,899,886.73	3,899,886.73	0.11	0.000	1
Federal Agency Disc. -Amortizing	1	10,000,000.00	9,999,850.00	0.27	0.021	22
Subtotal	3	13,899,886.73	13,899,736.73	0.38	0.015	16
Fund: BATA 2010 S-1 RESERVE						
Federal Agency Disc. -Amortizing	4	69,000,000.00	68,994,100.80	1.86	0.107	51
Mutual Funds - Trustee	2	349,248.11	349,248.11	0.01	0.012	1
Subtotal	6	69,349,248.11	69,343,348.91	1.87	0.107	51
Fund: BONY DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	2	344,165.24	344,165.24	0.01	0.040	1
Subtotal	2	344,165.24	344,165.24	0.01	0.040	1
Fund: BATA 2010 S-2 RESERVE						
Federal Agency Coupon Securities	1	5,500,000.00	5,505,956.50	0.15	2.100	1,761
Mutual Funds - Trustee	1	15,375,384.79	15,375,384.79	0.41	0.040	1
Subtotal	2	20,875,384.79	20,881,341.29	0.56	0.583	465
Fund: BATA 2010 S-3 RESERVE						
Federal Agency Coupon Securities	3	21,700,000.00	21,717,928.00	0.59	1.131	999

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 5

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA 2010 S-3 RESERVE						
Mutual Funds - Trustee	1	88,893.68	88,893.68	0.00	0.040	1
Subtotal	4	21,788,893.68	21,806,821.68	0.59	1.127	995
Fund: RM2 CAPITAL						
Mutual Funds - Custodial	3	8,588,926.48	8,588,926.48	0.23	0.140	1
Federal Agency Coupon Securities	1	17,000,000.00	17,002,278.00	0.46	0.500	303
Federal Agency Disc. -Amortizing	10	135,900,000.00	135,849,521.60	3.66	0.208	93
MM Funds	1	8,257,146.00	8,257,146.00	0.22	0.010	1
Negotiable CDs	1	11,000,000.00	10,999,912.00	0.30	0.385	113
Subtotal	16	180,746,072.48	180,697,784.08	4.87	0.234	105
Fund: BATA REHAB RESERVE						
Federal Agency Disc. -Amortizing	3	43,100,000.00	43,085,114.30	1.16	0.161	86
Mutual Funds - Custodial	1	85,820.37	85,820.37	0.00	0.040	1
MM Funds	1	885,903.13	885,903.13	0.02	0.010	1
Negotiable CDs	1	30,100,000.00	30,079,923.30	0.81	0.345	80
Subtotal	6	74,171,723.50	74,136,761.10	1.99	0.234	82
Fund: BATA REHAB PROJECTS						
Mutual Funds - Custodial	1	1,598,023.77	1,598,023.77	0.04	0.010	1
Municipal Bonds	1	2,550,000.00	2,550,000.00	0.07	0.066	30
MM Funds	1	9,893,302.22	9,893,302.22	0.27	0.010	1
Subtotal	3	14,041,325.99	14,041,325.99	0.38	0.020	6
Fund: BATA - SEISMIC CAPITAL						
Federal Agency Coupon - Actual	1	15,000,000.00	15,000,630.00	0.40	0.244	890
Federal Agency Disc. -Amortizing	15	307,000,000.00	306,791,347.50	8.26	0.225	127
Federal Agency Coupon Securities	1	2,600,000.00	2,601,487.20	0.07	0.759	592
Mutual Funds - Custodial	3	45,160,623.20	45,160,623.20	1.22	0.131	1
MM Funds	1	5,783,821.70	5,783,821.70	0.16	0.010	1
Subtotal	21	375,544,444.90	375,337,909.60	10.11	0.215	144

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 6

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: AB 1171 PROJECTS						
Federal Agency Coupon Securities	1	10,000,000.00	10,001,340.00	0.27	0.500	303
Federal Agency Disc. -Amortizing	4	80,900,000.00	80,891,144.30	2.18	0.158	56
Municipal Bonds	1	5,905,000.00	5,905,000.00	0.16	0.003	30
Mutual Funds - Custodial	2	101,446.82	101,446.82	0.00	0.052	1
MM Funds	1	10,110,163.58	10,110,163.58	0.27	0.010	1
Subtotal	9	107,016,610.40	107,009,094.70	2.88	0.167	72
Fund: EXPRESS LANES CAPITAL						
Mutual Funds - Custodial	3	45,117,378.97	45,117,378.97	1.22	0.140	1
Federal Agency Disc. -Amortizing	8	229,700,000.00	229,625,298.80	6.19	0.208	79
MM Funds	1	11,238,394.54	11,238,394.54	0.30	0.010	1
Subtotal	12	286,055,773.51	285,981,072.31	7.71	0.189	63
Fund: RM1 BATA ADMIN - SELF INSURED						
Federal Agency Coupon Securities	8	123,000,000.00	122,954,776.44	3.31	0.873	631
Federal Agency Disc. -Amortizing	7	117,100,000.00	117,058,557.90	3.15	0.187	93
Federal Agency Coupon - Actual	1	25,000,000.00	25,004,600.00	0.67	0.208	288
Corporate Bonds	1	10,000,000.00	10,065,770.00	0.27	0.581	254
Municipal Bonds	4	20,505,000.00	20,505,000.00	0.55	0.010	31
Mutual Funds - Custodial	2	10,023,201.01	10,023,201.01	0.27	0.040	1
MM Funds	1	73,568.08	73,568.08	0.00	0.010	1
Subtotal	24	305,701,769.09	305,685,473.43	8.22	0.461	323
Fund: RM1 BATA ADMIN - O&M RESERVE						
Municipal Bonds	4	12,900,000.00	12,900,000.00	0.35	0.002	30
Federal Agency Coupon - Actual	1	10,000,000.00	10,001,930.00	0.27	0.210	369
Federal Agency Disc. -Amortizing	4	82,500,000.00	82,471,049.80	2.22	0.182	81
Federal Agency Coupon Securities	3	44,500,000.00	44,537,182.00	1.20	1.794	1,413
Mutual Funds - Custodial	3	1,999,961.79	1,999,961.79	0.05	0.140	1
MM Funds	1	75,870.36	75,870.36	0.00	0.010	1
Subtotal	16	151,975,832.15	151,985,993.95	4.09	0.640	485

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Page 7

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: RM1 BATA ADMIN						
Mutual Funds - Custodial	3	112,073,167.48	112,073,167.48	3.02	0.138	1
Federal Agency Disc. -Amortizing	21	400,200,000.00	400,045,700.40	10.78	0.205	91
Local Agency Investment Funds	1	233.43	233.43	0.00	0.357	1
MM Funds	1	4,572,988.20	4,572,988.20	0.12	0.010	1
Negotiable CDs	1	15,000,000.00	15,001,035.00	0.40	0.294	37
Subtotal	27	531,846,389.11	531,693,124.51	14.32	0.192	70
Fund: RM2 ADMIN RESERVES						
Mutual Funds - Custodial	1	1,416,576.72	1,416,576.72	0.04	0.010	1
Federal Agency Disc. -Amortizing	14	133,100,000.00	133,055,932.60	3.58	0.202	84
MM Funds	1	2,165,176.87	2,165,176.87	0.06	0.010	1
Subtotal	16	136,681,753.59	136,637,686.19	3.68	0.197	82
Fund: UNDISTRIBUTED FUNDS						
MM Funds	1	1,404,183.17	1,404,183.17	0.04	0.010 *	1
Subtotal	1	1,404,183.17	1,404,183.17	0.04	0.010	1
Fund: SEISMIC ADMIN						
Mutual Funds - Custodial	3	492,697.68	492,697.68	0.01	0.077	1
MM Funds	1	1,368,978.68	1,368,978.68	0.04	0.010	1
Subtotal	4	1,861,676.36	1,861,676.36	0.05	0.028	1
Fund: FASTRAK						
MM Funds	6	90,965,724.31	90,965,724.31	2.45	0.122 **	1
Subtotal	6	90,965,724.31	90,965,724.31	2.45	0.122	1
Fund: CLIPPER						
MM Funds	4	42,837,680.87	42,837,680.87	1.15	0.040 *	1
Subtotal	4	42,837,680.87	42,837,680.87	1.15	0.040	1
Fund: BAHA OPERATING						
MM Funds	1	411,443.13	411,443.13	0.01	0.010 *	1

* Earnings Credit Rate

** Earnings Allowance Rate

MTC
Summary by Type
October 31, 2015
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	1	411,443.13	411,443.13	0.01	0.010 *	1
Fund: BAHA OWNER'S						
MM Funds	1	108,949.70	108,949.70	0.00	0.010	1
Subtotal	1	108,949.70	108,949.70	0.00	0.010	1
Fund: BAHA CAPITAL						
Municipal Bonds	1	30,000,000.00	30,000,000.00	0.81	0.130	13,880
Mutual Funds - Trustee	1	1,625.00	1,625.00	0.00	0.000	1
Federal Agency Disc. -Amortizing	4	39,000,000.00	38,997,029.00	1.05	0.154	40
Mutual Funds - Custodial	1	29,961.14	29,961.14	0.00	0.040	1
MM Funds	1	15,552,194.15	15,552,194.15	0.42	0.010	1
Subtotal	8	84,583,780.29	84,580,809.29	2.28	0.119	4,942
Fund: RAFC						
Local Agency Investment Funds	1	699,978.37	699,978.37	0.02	0.357	1
MM Funds	1	2,444,732.87	2,444,732.87	0.07	0.010	1
Subtotal	2	3,144,711.24	3,144,711.24	0.09	0.087	1
Total and Average	312	3,712,663,488.23	3,711,989,418.47	100.00	0.312	307

* Earnings Credit Rate



**MTC
Summary by Issuer
October 31, 2015**

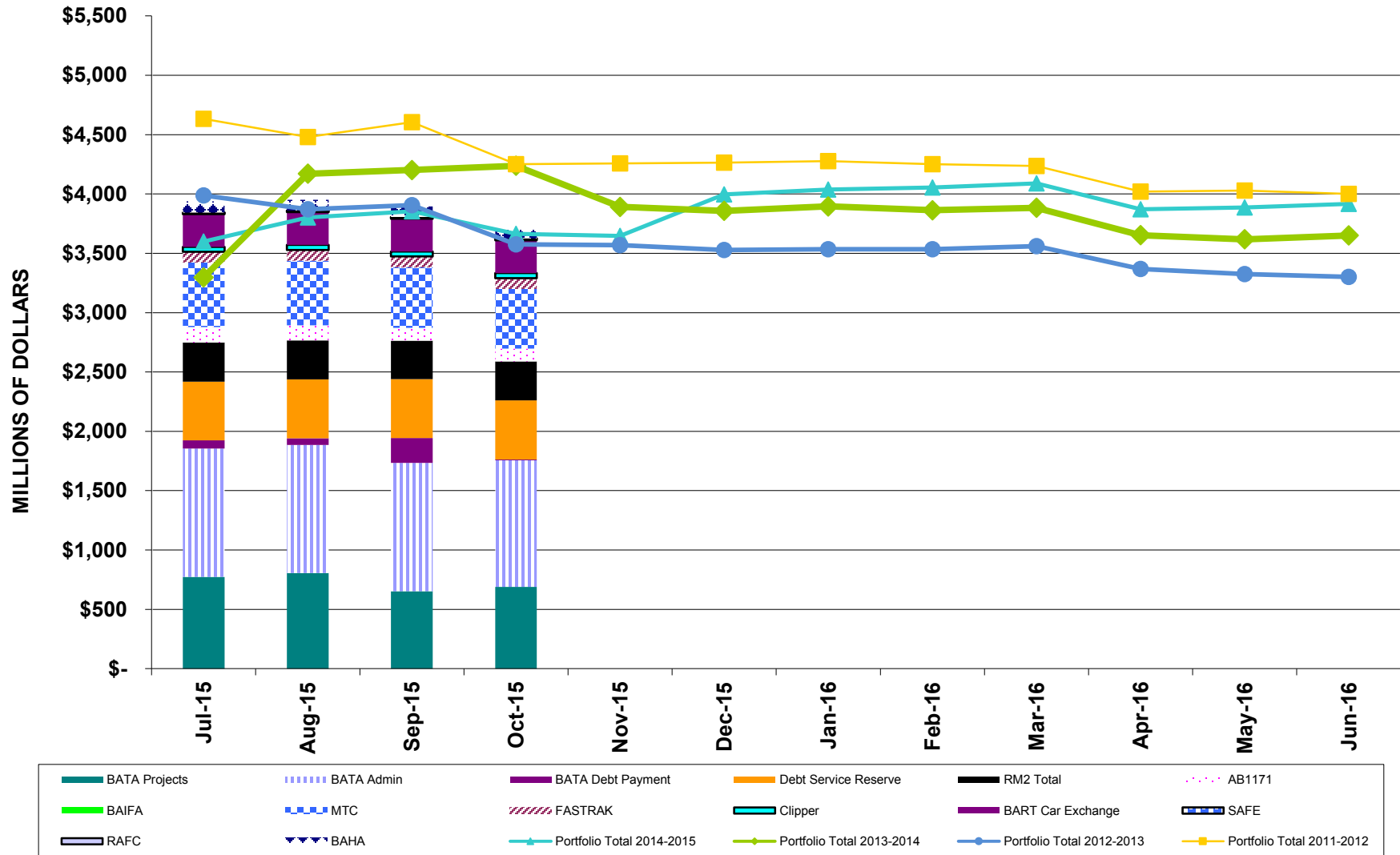
Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
FASTRAK - PREPAID	1	25,114,547.40	25,114,547.40	0.68	0.350	1
BAY AREA AIR QUALITY MGMT DIST	1	30,000,000.00	30,000,000.00	0.81	0.130	13,880
BLK ROCK T-FUND TRUSTEE	2	7,067,895.96	7,067,895.96	0.19	0.010	1
BLK ROCK T-FUND CUSTODY	11	7,571,627.91	7,571,627.91	0.20	0.010	1
FASTRAK-BOA GOVT RES FUND	1	60,932,255.77	60,932,255.77	1.64	0.010	1
FASTRAK - PARKING FEES	1	75,433.15	75,433.15	0.00	0.350	1
FASTRAK - VIOLATIONS	1	1,657,330.89	1,657,330.89	0.04	0.350	1
FASTRAK - REFUND	1	1,945,456.23	1,945,456.23	0.05	0.350	1
FASTRAK - FEE ACCOUNT	1	1,240,700.87	1,240,700.87	0.03	0.350	1
CALIFORNIA ASSET MANAGEMENT PR	8	7,155,423.33	7,155,423.33	0.19	0.140	1
CALIFORNIA ST GO	3	14,950,000.00	14,950,000.00	0.40	0.002	30
CASH BALANCE	4	5,536,772.83	5,536,772.83	0.15	0.000	1
CALTRUST HERITAGE MONEY MARKET	6	199,897,847.74	199,897,847.74	5.39	0.140	1
COUNTY OF ALAMEDA	1	835,733.85	835,733.85	0.02	0.638	1
FED FARM CREDIT BANK	5	44,900,000.00	44,897,636.84	1.21	0.452	646
FED HOME LOAN BANK	119	1,779,400,000.00	1,778,799,078.30	47.92	0.218	110
FED HOME LOAN MTG CORP	54	755,400,000.00	755,389,564.70	20.35	0.689	509
FED NATIONAL MTG ASSN	18	298,000,000.00	297,889,581.10	8.03	0.471	353
GEN ELEC CAP CORP	1	10,000,000.00	10,065,770.00	0.27	0.581	254
FEDERATED GOVT OBLIG TRUSTEE	1	239.06	239.06	0.00	0.010	1
IRVINE RANCH CA WATER DIST	1	4,600,000.00	4,600,000.00	0.12	0.001	30
LAIF	4	1,024,530.99	1,024,530.99	0.03	0.357	1
METROPOLITAN WTR DIST SOCAL SE	4	12,460,000.00	12,460,000.00	0.34	0.016	30

MTC
Summary by Issuer
October 31, 2015

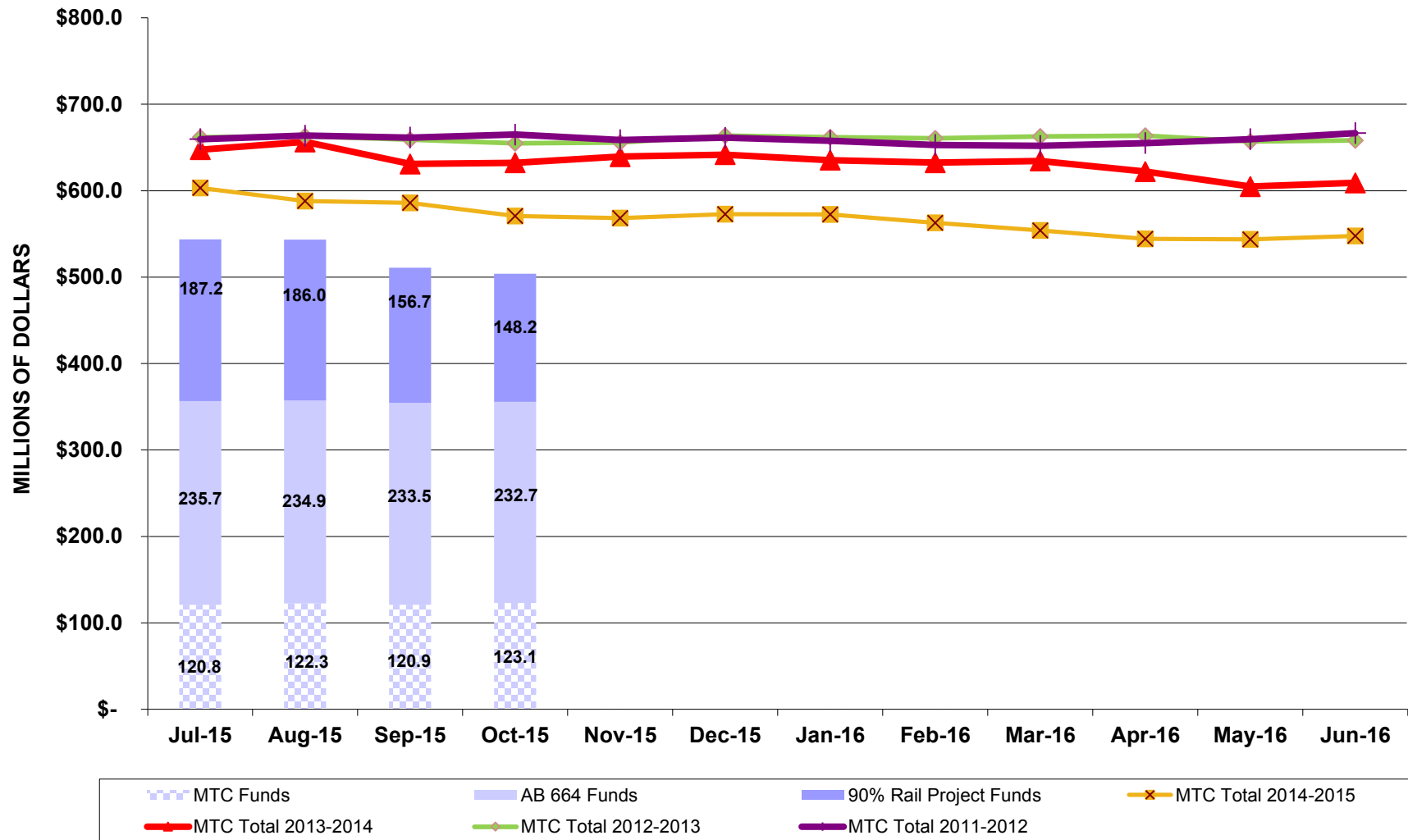
Page 2

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
MORGAN STANLEY GOVT TRUSTEE	7	15,983,837.14	15,983,837.14	0.43	0.040	1
MORGAN STANLEY GOVT CUSTODY	8	24,653,112.60	24,653,112.60	0.66	0.040	1
ORANGE CNTY CA WTR DIST	2	11,000,000.00	11,000,000.00	0.30	0.002	31
SACRAMENTO CA SUBN WATER DIST	4	19,800,000.00	19,800,000.00	0.53	0.010	31
UBOC CHECKING	2	2,919,509.17	2,919,509.17	0.08	0.010	1
UBOC DISTRICT 4 AND CHANGE FUN	1	1,404,183.17	1,404,183.17	0.04	0.010	1
UBOC INTEREST ON CHECKING	28	230,678,976.47	230,678,976.47	6.21	0.010	1
CLIPPER SETTLEMENT ACCOUNT	1	803,522.10	803,522.10	0.02	0.040	1
CLIPPER FLOAT ACCOUNT	1	41,242,875.77	41,242,875.77	1.11	0.040	1
CLIPPER PARTICIPANT CLAIM FUND	1	503,978.39	503,978.39	0.01	0.040	1
UBOC BAHA CHECKING	2	520,392.83	520,392.83	0.01	0.010	1
CLIPPER REFUND ACCOUNT	1	287,304.61	287,304.61	0.01	0.040	1
UNION BANK NA	3	53,100,000.00	53,081,539.30	1.43	0.362	84
WELLS FARGO BANK NA	2	40,000,000.00	40,002,760.00	1.08	0.294	37
Total and Average	312	3,712,663,488.23	3,711,989,418.47	100.00	0.312	307

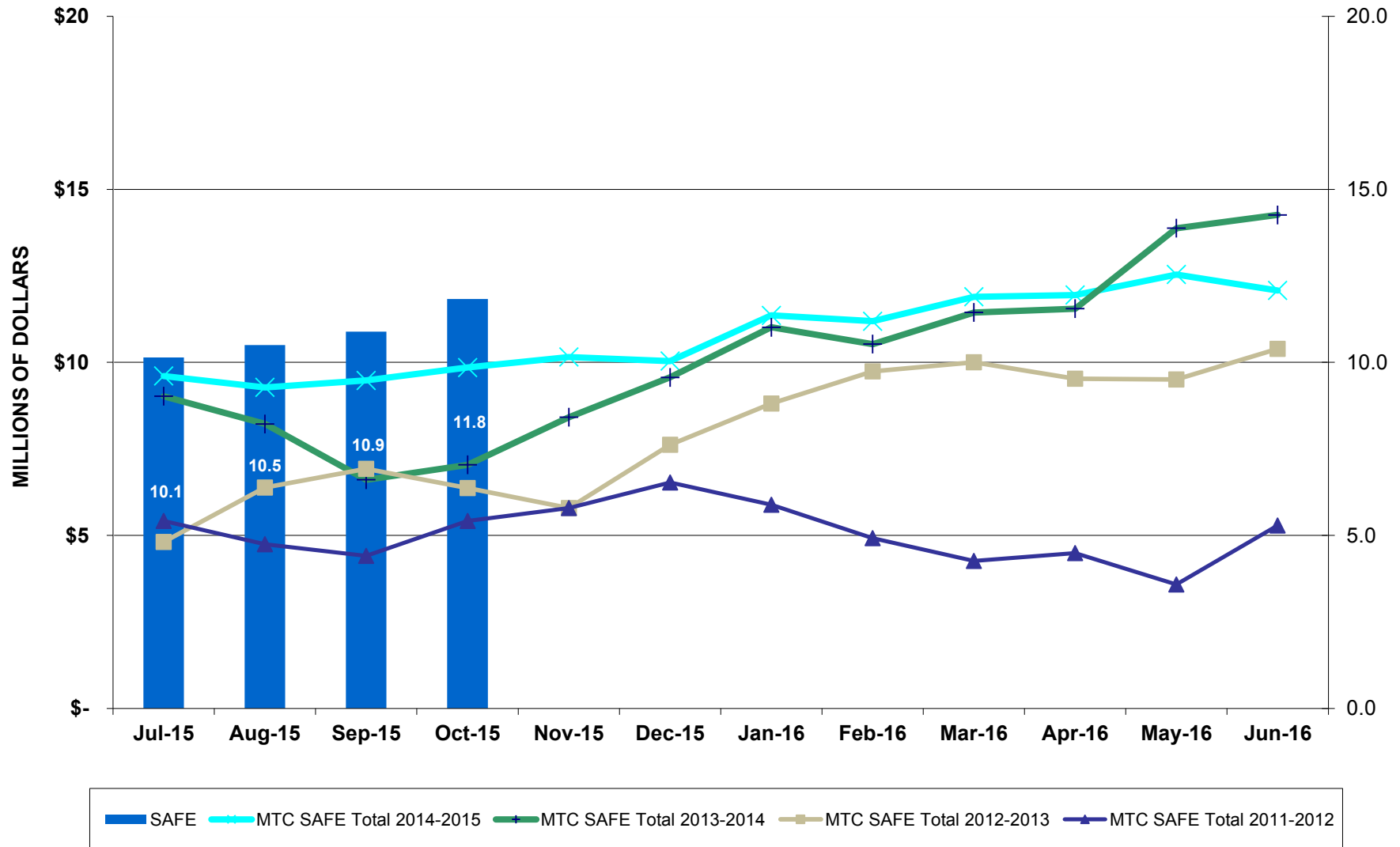
TOTAL PORTFOLIO October 2015



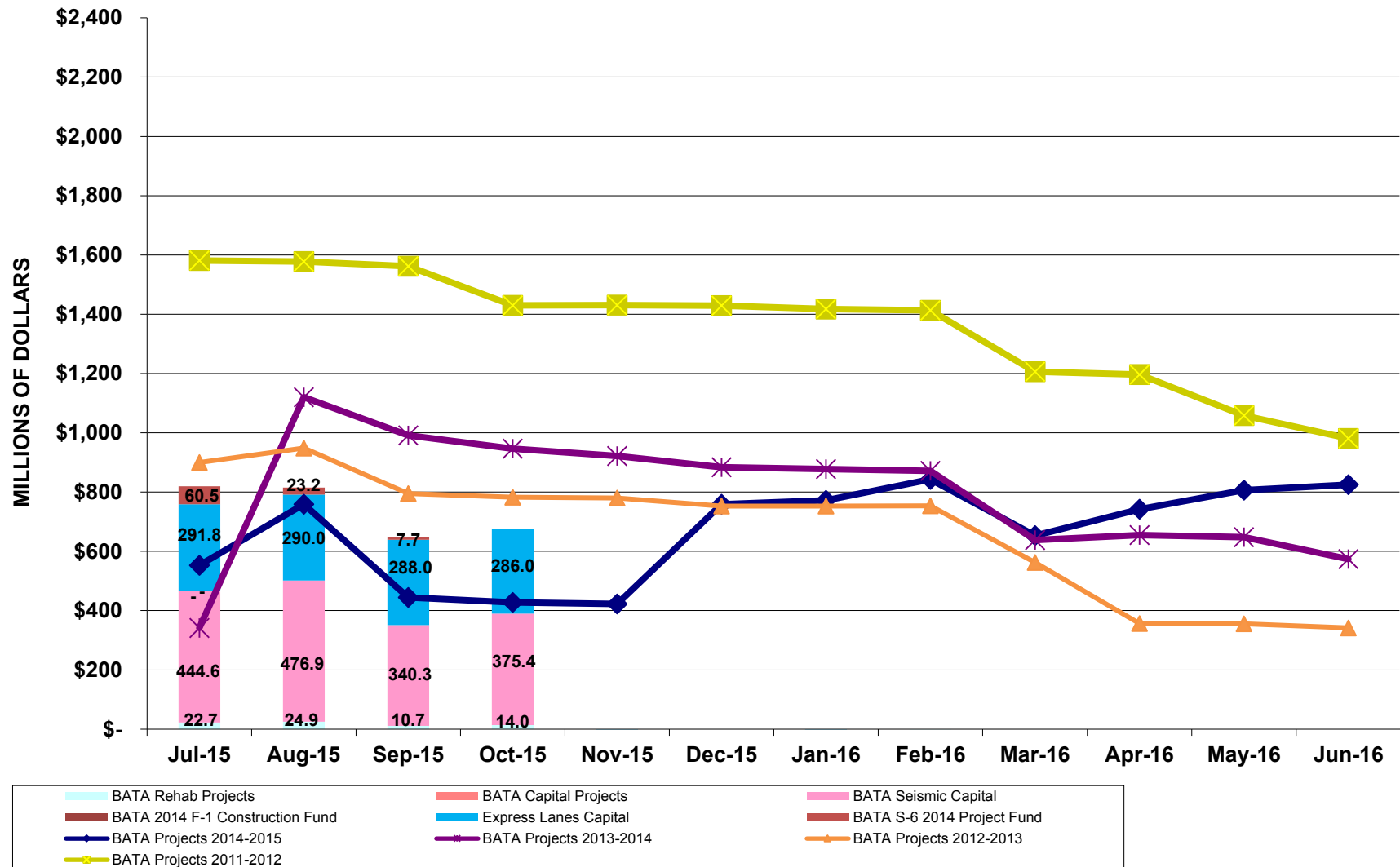
MTC FUNDS October 2015



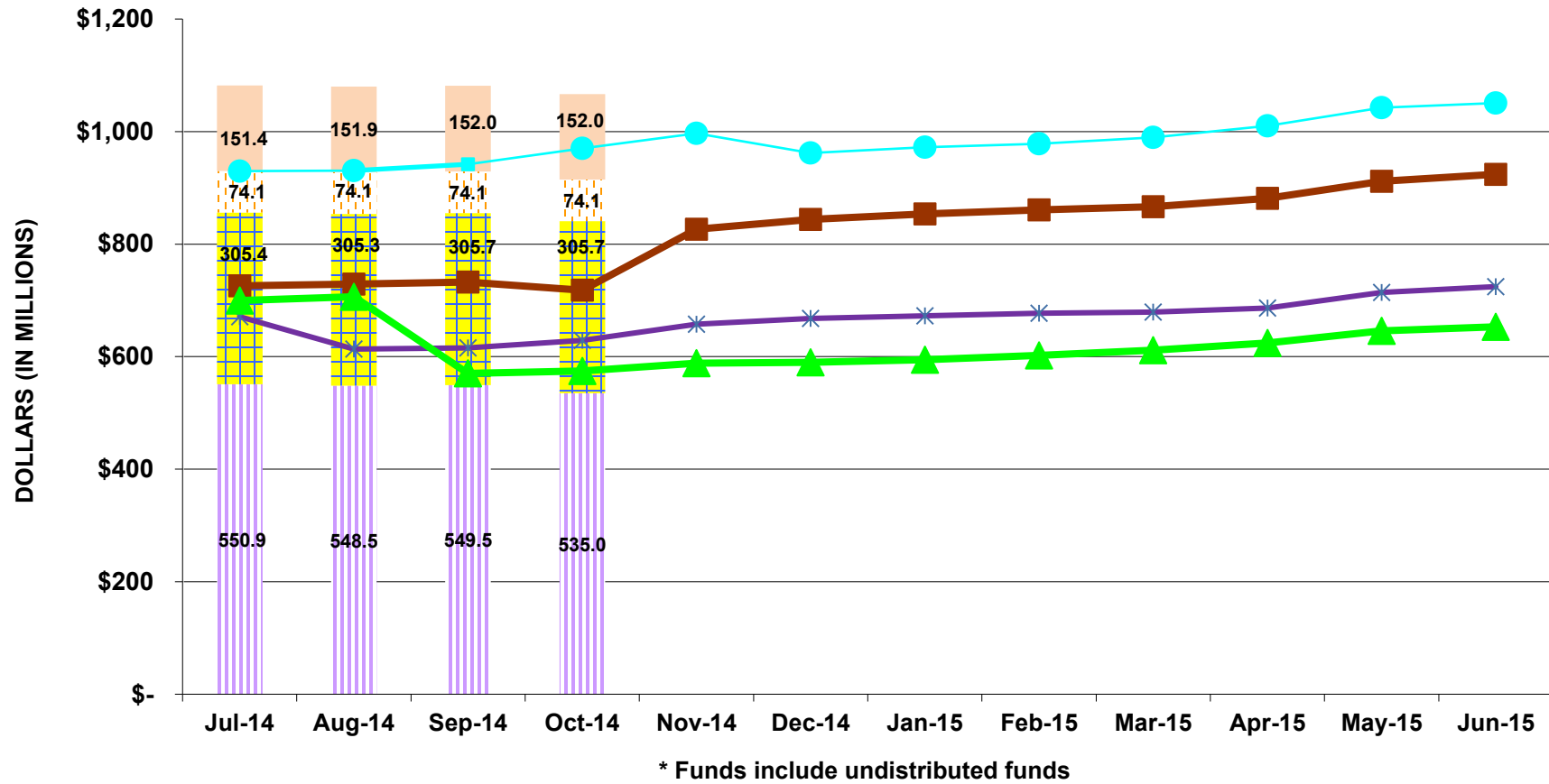
MTC SAFE FUNDS October 2015



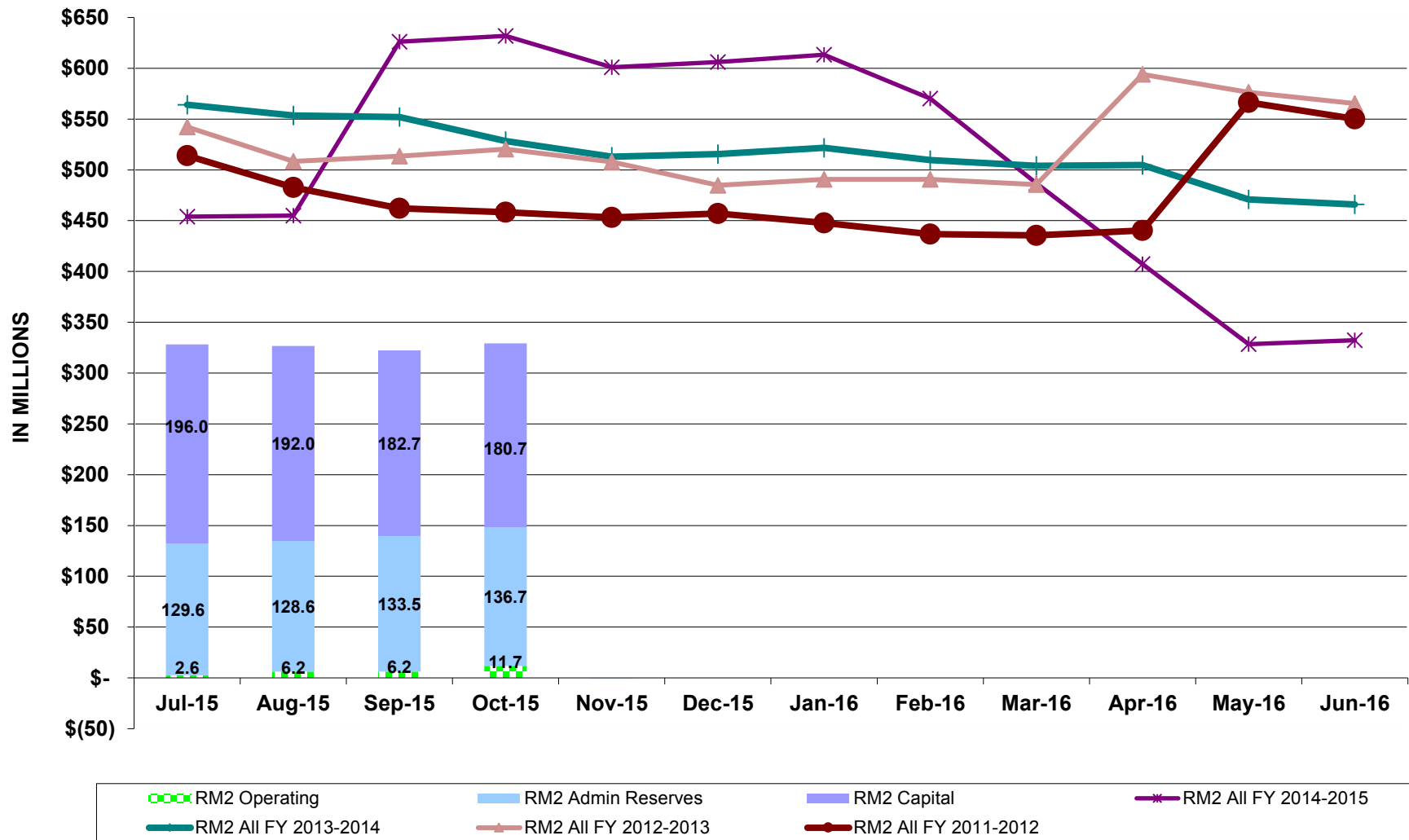
BATA PROJECTS October 2015



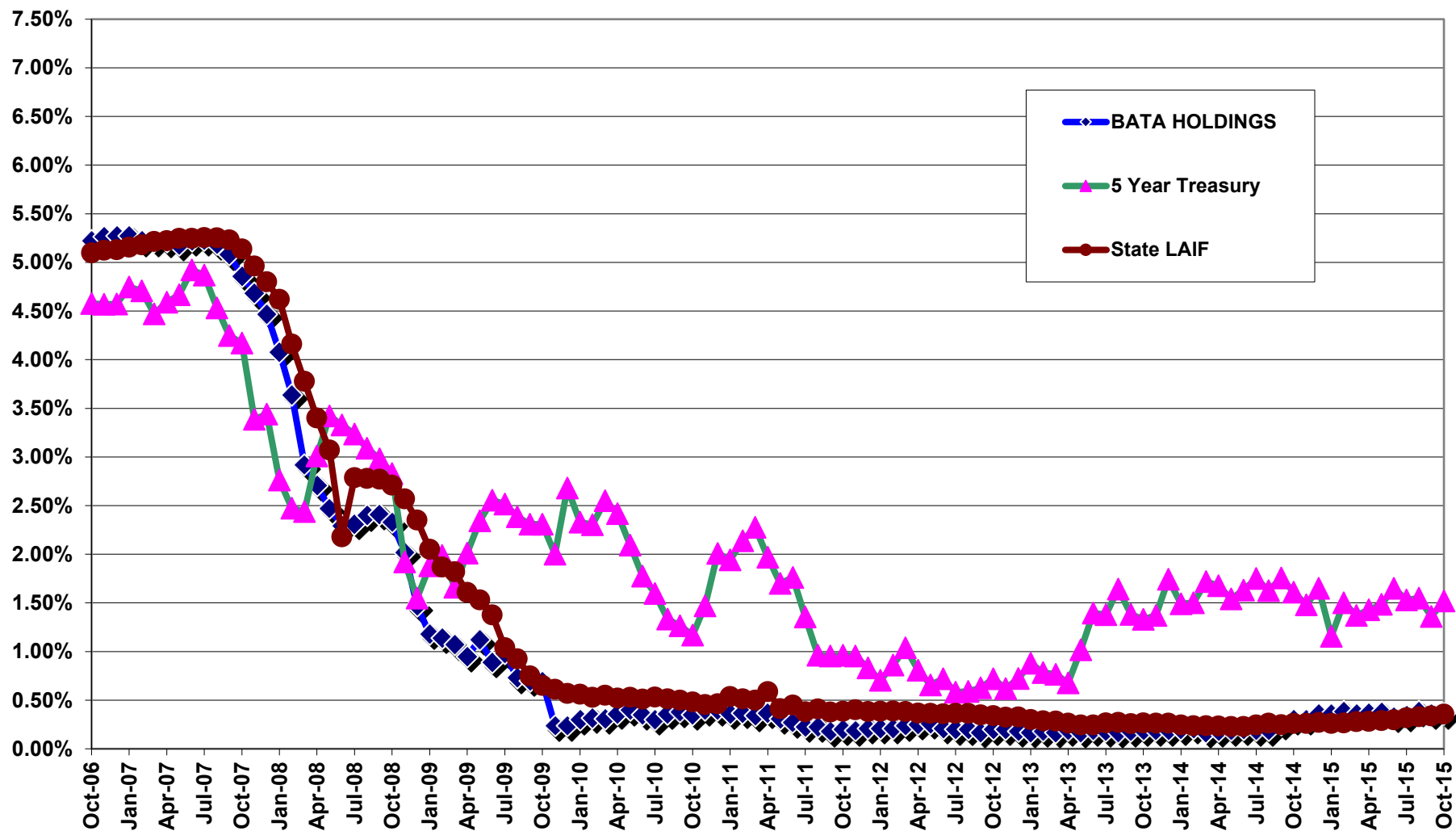
BATA ADMIN **October 2015**



REGIONAL MEASURE 2 FUNDS October 2015



Investment Rate Benchmarks October 2015 (BATA)





Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-1037 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: MTC Financial Statements for October 2015.
Sponsors:
Indexes:
Code sections:
Attachments: [2c_MTC_Financial_Statements-October'2015.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Financial Statements for October 2015.

Presenter:
Eva Sun

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item: 2c

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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

RE: MTC Financial Statements for October 2015

Attached please find MTC financial statements for the four-month period ending October 31, 2015. Major highlights of the four-month period include:

- (1) **Operating Income:** Overall operating income for the four months is trending slightly lower at 25% with 33% of the budget year expired. Revenue from interest is trending ahead of budget at 39%.
- (2) **Transfers:** Transfers include the annual 1% BATA administration fee in the amount of \$7.1 million.
- (3) **Operating Expenditures:** Total operating costs, excluding contracts, are at 30% for the four month period, or 33% of the budget year. Contract services are well below budget at 5% which is not unusual since most are tied to grants or will run over multiple years. Computer Services are trending over budget at 57% due to the fact that computer license renewals and purchase orders are paid and encumbered at the beginning of the year.
- (4) **Federal Grants:** There are four new grants in the FY 2015-16 budget that MTC will be applying for in the near future. There are two grants that are completed and will be closed out this fiscal year.

If there are any questions, please contact Eva Sun at (510) 817-5795.

Steve Heminger

Attachment

OPERATING INCOME
MTC OPERATING BUDGET FOR FY 2015-16
 As of October 2015 33.3% of year)

	1	2	3	4
Operating Revenue	FY 2015-16 Adopted Budget	Actual Revenue	Budget Balance Over/(Under)	% of Budget (col 2/1)
General Fund Revenue:				
TDA	12,300,000	4,102,656	(8,197,344)	33.4%
Interest	20,000	7,864	(12,136)	39.3%
General Fund Total	12,320,000	4,110,520	(8,209,480)	33.4%
Federal Planning Revenue:				
FHWA	8,078,052	2,660,860	(5,417,192)	32.9%
Sustainable Transportation Planning Grant	300,000	-	(300,000)	0.0%
FTA	5,186,702	838,278	(4,348,424)	16.2%
	13,564,754	3,499,138	(10,065,616)	25.8%
State Funding Revenue:				
STIP	1,217,084	59,940	(1,157,144)	4.9%
State Revenue Total	1,217,084	59,940	(1,157,144)	4.9%
Local Funding Revenue:				
TFCA	1,281,532	202,824	(1,078,708)	15.8%
HOV	490,000	116,998	(373,002)	23.9%
Pavement Management	974,730	292,471	(682,259)	30.0%
Misc	1,260,141	82,812	(1,177,329)	6.6%
Local Total	4,006,403	695,106	(3,311,297)	17.3%
Transfers:				
BATA Reimbursement	4,014,203	420,456	(3,593,747)	10.5%
RAFC	531,769	174,207	(357,562)	32.8%
SAFE	3,967,540	264,700	(3,702,840)	6.7%
BATA 1%	7,087,000	7,087,103	103	100.0%
AB 664				
2% Transit Transfers	513,509	9,166	(504,343)	1.8%
Transfers in - STA	3,379,327	76,617	(3,302,710)	2.3%
Exchange Fund Transfer	10,000,000	-	(10,000,000)	0.0%
Transfer from or (to) Reserve/Capital	7,913,991	739,730	(7,174,261)	9.3%
Transfers Total	37,458,864	8,771,979	(28,686,885)	23.4%
	-			
Total Operating Revenue	68,567,105	17,136,683	(51,430,422)	25.0%

OPERATING EXPENDITURES
MTC OPERATING BUDGET FOR FY 2015-16
As of October 2015 33.3% of year)

	1	2	3	4	5
Operating Expenditures	FY 2015-16 Adopted Budget	Actual Expense	Budget Balance Over/(Under)	% of Budget (col 2/1)	Encumbrance
Salaries & Benefits	23,015,039	7,084,364	(15,930,675)	30.8%	2,846,534
Travel & Training	402,000	109,876	(292,124)	27.3%	29,481
Commission Expense					
Commissioner Expense	70,000	12,533	(57,467)	17.9%	-
Advisory Committees	15,000	6,600	(8,400)	44.0%	-
Printing & Graphics	134,100	12,855	(121,245)	9.6%	51,233
Computer Services	1,404,500	805,255	(599,245)	57.3%	694,921
General Operations	3,726,156	490,361	(3,235,795)	13.2%	792,702
Total operating	28,766,795	8,521,844	(20,244,951)	29.6%	4,414,871
Contract Services	39,800,310	1,912,650	(37,887,660)	4.8%	9,196,885
Total Operating Expenditures	68,567,105	10,434,494	(58,132,611)	15.2%	13,611,757

MTC CAPITAL BUDGETS
As of October 2015 33.3% of year)

<u>Capital</u>	<u>Total Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Transfer from Reserves	\$1,543,000	-	-	\$1,543,000
Expense	\$1,543,000	\$16,631	\$38,873	\$1,487,497

<u>Hub Signage Program</u>	<u>LTD Total Budget</u>	<u>LTD Actual</u>	<u>Encumbrance</u>	<u>LTD Balance</u>
Revenue (Prop 1B)	9,856,450	9,856,450	-	-
Real Time Sign - STA	567,968	415,522	-	152,446
RM2	362,000	158,512	-	203,488
Revenue	\$10,786,418	\$10,430,485	-	\$355,933
Expense	\$10,786,418	\$8,657,288	1,686,529	\$442,601

Life to Date Federal Grants Budget
As of October 2015 33.3% of year)

Fund Source	Project Description	FY 2015-16 Grant LTD Balance	FY 2015-16 New Grants	FY 2015-16 Amendments	FY 2015-16 Total Grants	FY 2015-16 Staff Actual	FY 2015-16 Consultant Actual	FY 2015-16 Encumbrances Includes LGS	Grant Remaining Balance
STP Grants									
1580	Station Area Planning	\$2,159,406	-	-	\$2,159,406	-	-	1,735,901	\$423,505
1590	Performance Monitoring	209,014	-	-	209,014	-	-	207,141	1,873
1595	Ramp Metering, TOS and FPI Projects	410,412	-	-	410,412	410,412	-	-	-
1801	CMA Planning	15,586,750	-	-	15,586,750	64,193	-	13,656,866	1,865,691
1803	511 Grant	19,542,056	-	-	19,542,056	147,113	1,578,761	6,479,506	11,336,676
1805	Regional Streets and Roads	625,775	-	-	625,775	34,410	23,476	197,849	370,040
1806	Pavement Management	2,658,236	-	-	2,658,236	-	37,569	1,257,683	1,362,984
1811	PDA Planning (ABAG)	680,000	-	-	680,000	-	-	330,000	350,000
1812	Regional PDA Planning	8,124,570	-	-	8,124,570	-	118,207	6,368,863	1,637,500
1816	Arterial Operations	2,500,000	-	-	2,500,000	1,000	-	-	2,499,000
Total STP Grants		\$52,496,219	-	-	\$52,496,219	\$657,128	\$1,758,013	\$30,233,809	\$19,847,269
CMAQ Grants									
1589	Arterial Operations (PASS Program)	3,562,507	-	-	3,562,507	249,331	133,551	773,191	2,406,434
1591	Climate Initiatives Program Public Outreach	2,045,710	-	-	2,045,710	-	122,812	808,320	1,114,578
1592	Climate Initiatives Evaluation	1,055,254	-	-	1,055,254	35,310	50,572	866,022	103,350
1596	Freeway Performance Initiative	5,386,636	-	-	5,386,636	-	158,698	1,096,824	4,131,114
1800	Incident Management	5,068,154	-	-	5,068,154	110,100	-	522,943	4,435,112
1804	511 Grant	5,975,971	-	-	5,975,971	708,002	80,469	4,400,439	787,061
1809	FPI Corridor Studies	3,162,712	-	-	3,162,712	141,710	-	337,771	2,683,230
1814	Regional Bicycle Sharing Program	1,556,747	-	-	1,556,747	-	726	261,699	1,294,322
New	Incident Management	-	10,840,000	-	10,840,000	-	-	-	10,840,000
New	Climate Initiatives Cycle 2	-	7,000,000	-	7,000,000	-	-	-	7,000,000
Total CMAQ Grants		\$27,813,691	\$17,840,000	-	\$45,653,691	\$1,244,452	\$546,828	\$9,067,210	\$34,795,201
FTA GRANTS									
1613	JARC*	\$4,549	-	-	\$4,549	-	4,549	-	-
1614	JARC	347,421	-	-	347,421	-	-	-	347,421
1623	New Freedom	126,594	-	-	126,594	-	-	44,016	82,578
1624	New Freedom	7,093	-	-	7,093	-	-	-	7,093
1625	JARC	304,533	-	-	304,533	-	-	35,000	269,533
1626	New Freedom	195,925	-	-	195,925	-	-	191,761	4,164
1627	JARC	287,182	-	-	287,182	-	-	198,450	88,732
1628	New Freedom	293,611	-	-	293,611	-	-	293,608	3
1629	JARC	682,419	-	-	682,419	12,324	-	289,835	380,260
1630	JARC	2,154,267	-	-	2,154,267	-	-	1,788,667	365,600
1631	FTA 5339	9,665,839	-	-	9,665,839	-	-	-	9,665,839
1632	New Freedom	957,838	-	-	957,838	-	11,908	399,033	546,898
1633	FTA 5339	12,240,015	11,565,979	-	23,805,994	-	-	-	23,805,994
1668	TIGER (FTA)	887,860	-	-	887,860	-	135,716	252,144	500,000
Total FTA Grants		\$28,155,146	\$11,565,979	-	\$39,721,125	\$12,324	\$152,173	\$3,492,513	\$36,064,114
HPP/VPP GRANTS									
1739	VPPL Value Pricing	\$119,276	-	-	\$119,276	-	-	\$119,276	-
Total HPP/VPP Grants		119,276	-	-	119,276	-	-	119,276	-
Other Grants									
1110	Travel Model Research MTC/SFCTA	-	90,000	-	90,000	-	-	-	90,000
1111	FHWA - Climate Change Adaptation Study *	105	-	-	105	-	-	-	105
1112	SHRP2L Travel Analysis	658,056	-	-	658,056	-	-	372,858	285,198
New	Climate Initiatives Cycle 2	-	7,713,000	-	7,713,000	-	-	-	7,713,000
Total Other Grants		658,161	7,803,000	-	8,461,161	-	-	372,858	8,088,303
Total Federal Grants Budget		\$109,242,493	\$37,208,979	-	146,451,472	\$1,913,904	\$2,457,016	\$43,285,666	\$98,794,886

1613 JARC* Project is completed and grant will be closed out in FY15/16

1111 FHWA - Climate Change Adaptation Study * Project is completed and grant will be closed out in FY15/16

CLIPPER OPERATING BUDGET
As of October 2015 33.3% of year)

	Total FY2015-16			
Clipper Operating	Budget	Actual	Encumbrance	Balance
RM2	2,894,656	343,810	-	2,550,846
STA	18,476,425	1,971,924	-	16,504,501
Transit Operators	18,321,937	2,928,130	-	15,393,807
Revenue	\$39,693,018	\$5,243,863	-	34,449,155
Expense	\$39,693,018	\$5,243,863	\$25,446,331	\$9,002,824

CLIPPER CAPITAL BUDGET (Life to Date)
As of October 2015 33.3% of year)

Clipper Capital	LTD Budget Thru FY 2015-16	Actual	Encumbrance	Project Balance L-T-D
CMAQ	81,400,236	59,330,325	-	22,069,911
Card Sales	4,851,267	4,342,380	-	508,887
ARRA	11,167,891	11,167,891	-	-
FTA	25,245,557	21,527,838	-	3,717,719
STP	45,097,543	22,689,234	-	22,408,309
STA	23,328,722	20,521,148	-	2,807,574
Prop 1B	1,000,000	988,137	-	11,863
SFMTA	3,905,421	3,067,541	-	837,880
GGBHTD	2,975,000	2,638,123	-	336,877
BART	791,462	412,762	-	378,700
MTC Exchange Fund	8,269,158	7,572,638	-	696,520
BATA	27,124,813	24,316,582	-	2,808,231
Transit Operators	11,824,918	657,776	-	11,167,142
WETA	2,151,364	603,707	-	1,547,657
Sales Tax	99,311	890,216	-	(790,905)
Revenue	\$249,232,663	\$180,726,298	-	68,506,365
Expense	\$249,232,663	\$176,383,918	\$18,960,733	\$53,888,012

DISBURSEMENT REPORT (Non- Federal Funded)
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Support to the Commission	129,625			
1051111 - Subtotal	129,625	-	-	129,625
Implement Public Information Program	465,000			
Consultants		115,744	116,068	
1051112 - Subtotal	465,000	115,744	116,068	233,188
Regional Transportation Plan				
Bay Area Economic Council	1,401,482			
Consultants		38,500	44,275	
		17,498	204,916	
1051121 - Subtotal	1,401,482	55,998	249,191	1,096,293
Analyze Regional Data using GIS & Travel Models	3,416,655			
Corey, Canapary & Galanis			318,410	
ETC Institute		21,486	223,769	
Parsons Brinckerhoff, Inc.			142,151	
Redhill Group, Inc.			25,243	
Synthicity, LLC		118,724	97,276	
1051122 - Subtotal	3,416,655	140,210	806,849	2,469,596
Airport/Seaport/Freight Planning	945,199			
Alameda County Transportation			137,654	
Cambridget Systematics			174,920	
Consultants			32,625	
1051124 - Subtotal	945,199	-	345,199	600,000
Advocate Legislative Programs	514,000			
Carter, Wetch & Associates		23,067		
Government Relations		87,700		
1051132 - Subtotal	514,000	110,767	-	403,233
Agency Financial Management	619,422			
Sungard Opublic Professional		6,283	114,585	
PWC		198,360		
1011152 - Subtotal	619,422	204,643	114,585	300,194
Administrative Services	591,253			
Pathways for High School		129,043	12,752	
Koff & Associates		557	9,433	
Carl Warren & Company		5,075	36,800	
Cushman & Wakefield of California			20,000	
ABAG Compnesation Study			2,875	
1011153 - Subtotal	591,253	134,676	81,859	374,718

DISBURSEMENT REPORT (Non- Federal Funded)
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Information Technology Services	753,871			
DLT Solutions		13,857		
Share Squared Inc.			103,871	
Contoural Inc File Share Migration		28,922	47,318	
Nexlevel IT Inc. Development		7,343	71,858	
1011161 - Subtotal	753,871	50,122	223,046	480,703
Performance Measurement and Monitoring	326,025			
Consultants		26,025		
1051212 - Subtotal	326,025	26,025	-	300,000
Regional Rideshare Program	1,283,626			
Parsons Brinkerhoff		134,986	1,070,025	
1051222 - Subtotal	1,283,626	134,986	1,070,025	78,615
Operational Support for Regional Programs	539,958			
Atkins			84	
Cambridge Systematics			52	
Consultants			122,263	
Iteris Inc.			200,000	
Kimley-Horn			10,559	
1051223 - Subtotal	539,958	-	332,958	207,000
Regional Traveler Information	4,317,565			
Civic Resource Group		25,852	1,321,020	
Consultants		664		
Iteris Inc.			150,000	
Kimley-Horn & Associates		1,875	19,396	
SAIC		87,199	532,508	
SAIC (bd Systems Inc)		49,713	568,292	
1051224 - Subtotal	4,317,565	165,303	2,591,216	1,561,046
Emergency Response Operations	125,000			
Consultants				
1051228 - Subtotal	125,000	-	-	125,000
Emergency Response Planning	1,915,247			
Consultants		8,346	33,282	
URS Corporation		19,913	19,706	
1051229 - Subtotal	1,915,247	28,259	52,988	1,834,000
Pavement Management Program (PMP)	1,691,899			
Adhara Systems, Inc.			103,908	
AMS Consulting LLC			31,967	
Bellecci & Associates			2,039	
CA State University, Chico			100,000	
Capitol Asset & Pavement Services			32,024	
DevMecca, LLC		291,610	133,407	
Harros & Associates		13,329	40,822	
JG3 Consulting LLC		1,388	5,058	
Nicholas Consulting Engineers		3,042	65,857	
Quality Engineering Solutions			6,916	
1051233 - Subtotal	1,691,899	309,369	521,998	860,532

DISBURSEMENT REPORT (Non- Federal Funded)
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Arterial Operations	319,433			
Consultants		7,075	5,590	
Iteris Inc.		55,924	250,844	
1051234 - Subtotal	319,433	62,999	256,434	-
Incident Management	140,000			
Iteris Inc.		24,000	33,000	
Kimley-Horn & Associates			40,000	
1051235 - Subtotal	140,000	24,000	73,000	43,000
Freeway Performance Initiative	1,132,479			
Cambridge Systematics			81,205	
Consultants			100,000	
Feher & Peers Associates			1,859	
Kittelson & Associates			1,346	
URS Corporation		48,000	67,790	
1051237 - Subtotal	1,132,479	48,000	252,200	832,279
Implement Lifeline Transportation Programs	1,548,940			
CH2M Hill			199,940	
1051311 - Subtotal	1,548,940	-	199,940	1,349,000
Climate Assessment Initiative	115,000			
Consultants		36,900		
1051413 - Subtotal	115,000	36,900	-	78,100
Federal TIP Development	211,865			
CH2M Hill		67,055	90,261	
1051512 - Subtotal	211,865	67,055	90,261	54,549
Regional Assistance Program	268,047			
Pieriott & Associates, LLC				
1051514 - Subtotal	268,047	-	-	268,047
Regional Assistance Program	125,000			
Consultants				
1051515 - Subtotal	125,000	-	-	125,000

DISBURSEMENT REPORT (Non- Federal Funded)
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Transit Sustainability Project	2,776,043			
AC Transit			40,000	
ARUP North America Ltd			6,525	
City of Union City			30,000	
Consultants		10,015	129,905	
ECCTA			30,000	
LAVTA			30,000	
Moore, Iacofano, Goltsman			20,629	
Nelson Nygaard		22,396	77,604	
Peninsula Corridor Joint Powers			40,000	
Sonoma County Transit			30,000	
Sonoma County Transportation			20,000	
City of Vacaville			10,000	
Water Transit Authority			30,000	
Westcat			30,000	
1051517 - Subtotal	2,776,043	32,411	524,663	2,218,969
New Freedom	5,000			
1051518 - Subtotal	5,000	-	-	5,000
Transit Core Capacity Study	381,335			
Arup North America Ltd.		129,191	245,619	
1051519 - Subtotal	381,335	129,191	245,619	6,525
Transportation for Livable Communities Program	12,521,176			
ABAG			858,046	
Consultants		24,470		
Toole Design Group		94	52,991	
1051611 - Subtotal	12,521,176	24,564	911,037	11,585,575
Liability Reserve	1,220,165			
Hanson and Bridgett		6,571	22,606	
Glynn and Finley		4,858	115,143	
1060000 - Subtotal	1,220,165	11,428	137,749	1,070,988
Total Operating Contract Services	39,800,310	1,912,650	9,196,885	28,684,250

DISBURSEMENT REPORT - (Funded by Federal Grants)
As of October 2015 33.3% of year

Work Element/Consultant	Expended	Encumbered
Regional Transportation Plan		
Consultants		89,934
San Francisco Transportation Authority		282,925
1051122 - Subtotal	-	372,859
Analyze Regional Data using GIS & Travel Models		
City & County of San Francisco		3,686
Parsons Brinkerhoff	380,029	4,155,875
1051222 - Subtotal	380,029	4,159,561
Support Regional Traveler Information Services		
Atkins		647
Kimley-Horn and Associates	45,759	401,633
1051223 - Subtotal	45,759	402,280
Regional Traffic Information Services		
Civic Resource Group	199,534	1,393,100
Consultants	5,123	
Kimley-Horn & Associates	14,468	108,468
SAIC	677,352	1,911,290
SAIC (bd Systems Inc)	383,706	2,926,748
1051224 - Subtotal	1,280,183	6,339,606
Pavement Management Program (PMP)		
Adhara Sysems, Inc.		199,193
AMS Consulting LLC		246,733
Bellecci & Assocaites		15,740
Capitol Asset & Pavement Services		247,177
Harris & Associates	26,857	231,992
JG3 Consulting	10,712	39,042
Nichols Consulting Engieners	23,476	475,656
		53,384
1051233 - Subtotal	61,045	1,508,917

DISBURSEMENT REPORT - (Funded by Federal Grants)
As of October 2015 33.3% of year)

Work Element/Consultant	Expended	Encumbered
Arterial Operations		
Advantec Consulting Engineers		70,313
City of Concord	41,076	1,124
DKS Associates	25,895	215,060
Iteris Inc.	45,590	172,545
Kimly-Horn and Associates	8,610	18,435
TJKM Transportation	12,380	209,920
TJKM Transportation Consultant		1,137
Valley Transportation Authority		208,337
1051234 - Subtotal	133,551	896,871
Implement Incident Management Program		
Caltrans		108,043
URS Corporation		414,900
1051235 - Subtotal	-	522,943
Freeway Performance Initiative		
Audio Visual Innovations Inc.		250,000
Cambridge Systematics		217,475
Fehr & Peers Associates	2,603	546,683
Kimly Horn Associates	131,785	197,867
Kittelson & Associates	24,310	193,937
URS Corporation		27,437
1051237 - Subtotal	158,698	1,433,399
Lifeline Program		
City of Alameda		187,957
Central Contra Costa Transit		129,500
County of Contra Costa		109,948
Cycles of Change		287,719
Outreach		548,173
City of Richmond		115,000
San Leandro Transportation Management Organization		60,911
San Mateo County Human Service		60,000
Senior Helpline Services		96,000
1051310 - Subtotal	-	1,595,208

DISBURSEMENT REPORT - (Funded by Federal Grants)
As of October 2015 33.3% of year

Work Element/Consultant	Expended	Encumbered
Implement Lifeline Transportation Program		
City of San Leandro		35,000
Daly City		95,860
Marin Transit		289,835
Peninsula Family Services		392,049
1051311 - Subtotal	-	812,744
Lifeline Planning		
Climate Initiative		
Alta Planning and Design	67,065	714,109
CA Centr for Sustainable Energy		10,075
Civic Resource Group		653
Consultants	9,005	2,996
ICF Consulting	50,572	759,544
O'Rorke Inc.		5,605
Toole Design Group	726	261,699
1051413 - Subtotal	127,368	1,754,681
Federal Programming, Monitoring and TIP Development		
AC Transit		41,314
CH2M Hill	4,549	
County Connection		44,016
Lighthouse for the Blind		54,447
Outreach & Escort, Inc.		54,155
1051512 - Subtotal	4,549	193,932
Transit Sustainability Planning		
Arup North America Ltd.	6,525	
1051517 - Subtotal	6,525	-
New Freedom - Non - Planning Funds		
Alameda County		26,774
Center for Independent Living		318,535
City of Alameda		148,272
City of Richmond		20,088
City of San Leandro		37,646
Consultants		8,655
Peninsula Jewish Community Center		6,673
Senior Helpline Services	11,909	
Sonoma County Human Services Department		71,843
1051518 - Subtotal	11,909	638,486

DISBURSEMENT REPORT - (Funded by Federal Grants)
As of October 2015 33.3% of year)

Work Element/Consultant	Expended	Encumbered
Transit Core Capacity Study		
Arup North America Ltd.	129,191	252,144
1051519 - Subtotal	129,191	252,144
Transportation for Livable Communities		
AECOM Technical Services	5,200	18,800
City of Alameda		250,000
County of Alameda		209,004
Association of Bay Area Government		679,500
Bay Conservation and Development Community		524,094
City of Berkely		750,000
CDM Smith Inc.		119,276
City of Santa Clara, Caltrain		850,000
City of Sunnyvale		265,702
Consultants (PO)	1,320	141,680
Dyett & Bhatia		16,050
Fehr & Peers Associates	50,247	353,019
Nelson Nygaard	48,240	775,209
City of Oakland		750,000
Placeworks		60,000
City of San Jose		222,080
City of Rhonert Park		448,000
San Francisco Transporation Authority		300,000
City and County of San Francisco		96,000
City of San Jose		1,390,305
City of San Leandro		440,000
Santa Clara VTA		182,890
City of Sunnyvale	13,200	573,800
City of Walnut Creek		12,225
1051611 - Subtotal	118,207	9,427,634
Fund 190 CMA PLANNING	-	12,783,271
Total Federal Grant Funded	2,457,016	43,094,530

CAPITAL PROJECTS DISBURSEMENT REPORT

As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Capital Expenditures	1,543,000	16,631	38,873	
Subtotal	1,543,000	16,631	38,873	1,487,496
Hub Signage Program	10,786,418			
Staff Costs		1,198,224		
Consultants		1,124,616	373	
Kimly-Horn and Associates		599,195		
BART		3,803,394	1,526,920	
Wilbur Smith Associates		100,850		
City of Santa Rosa		89,424	137,576	
Jacobs Carter Burgess		481,201		
Fluoresco Lighting		448,201		
Parsons Brinkerhoff		188,388		
Nematode Holdings, LLC		223,996		
NCPTA		133,860		
Ghirardelli Association		265,939	21,660	
3322650,2651,2652,2654 & 2655 Subtotal	10,786,418	8,657,288	1,686,529	442,601
Capital Projects Total	12,329,418	8,673,919	1,725,402	1,930,097

CLIPPER PROJECTS DISBURSEMENT REPORT
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Clipper Operating	39,693,018			
Staff Costs		505,540		
AC Transit		40,800	204,000	
Auriga Corporation		24,493	110,920	
Caribou Public Relations		3,250	121,750	
Consultants		201,406	792,163	
Cubic Transportation systems		4,300,242	23,420,630	
Moore, Iacofano, Goltsman		65,700	484,300	
Nematode Holdings LLC		52,500	162,500	
Synapse Strategies		49,932	150,068	
320122116	39,693,018	5,243,863	25,446,331	9,002,824
Clipper Capital	249,232,663			
Staff costs		10,014,179		
A T & T		77,112		
AC TRANSIT		397,683		
Acumen Building Enterprise		302,151		
AT&T		13,445		
Auriga Corporation		315,692	80,000	
BART		2,574,547		
BART		1,130,185		
Booz Allen Hamilton		8,082,237		
Booz Allen Hamilton		11,539,320	1,356,351	
CH2M Hill		387,036		
Caporicci & Larson		11,530		
Consultants		560,053	3,177,861	
Cornerstone Transp. Consulting		110,119		
Cubic Transportation Systems		67,327,969	12,277,448	
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		
IBI Group		470,615	529,385	
Intl. Programming & Systems		29,491		
Invoke Technologies		156,962		
Karen Antion Consulting		290,397		
Kennison Metal Fabrication		225,361		
Kimley-Horn and Associates		667,251		
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	121,373	

CLIPPER PROJECTS DISBURSEMENT REPORT
As of October 2015 33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
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	9,520	
Solutions for Transit		182,013	17,988	
Thompson Coburn LLP		19,459		
Valley Transportation Authority		2,235,535		
Water Emergency Transportation Authority		60,000		
RM2 Capital construction		20,646,877	1,390,807	
Grand Total	249,232,663	176,383,918	18,960,733	53,888,012

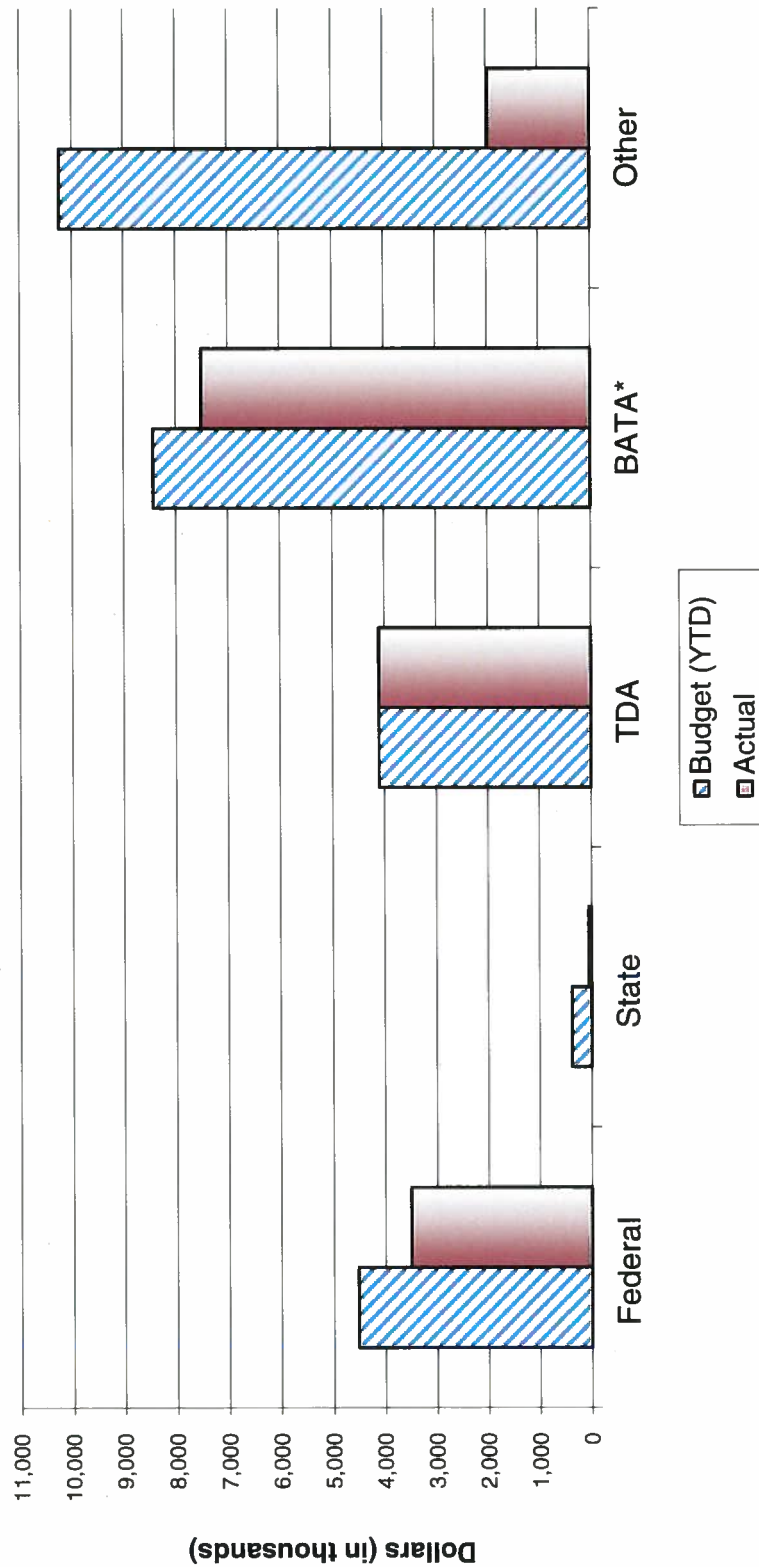
PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR

		As of October, 2015
American Management Association		\$24,464
	Group Training	
Koff and Associates		\$2,875
	ABAG Compensation Study	
Ceridian HCM Inc.		\$99,949
	Ceritidan System Updgrade	
Lyme Computer System		\$24,172
	Asure Space Deployment Software License Renewal	
Carahsoft Technology		\$57,708
	Enterprise Cloud Software License Renewal	
Govconnection		\$3,421
	Computer Hardware Purchase	
California Department of Transportation		\$21,821
	Monthly Lease Payment for ABAG/MTC Parking Lot thru June 2016	
Susan H. Kelly		\$6,000
	Graphic Recording Assistance	

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR
\$2,500-100,000

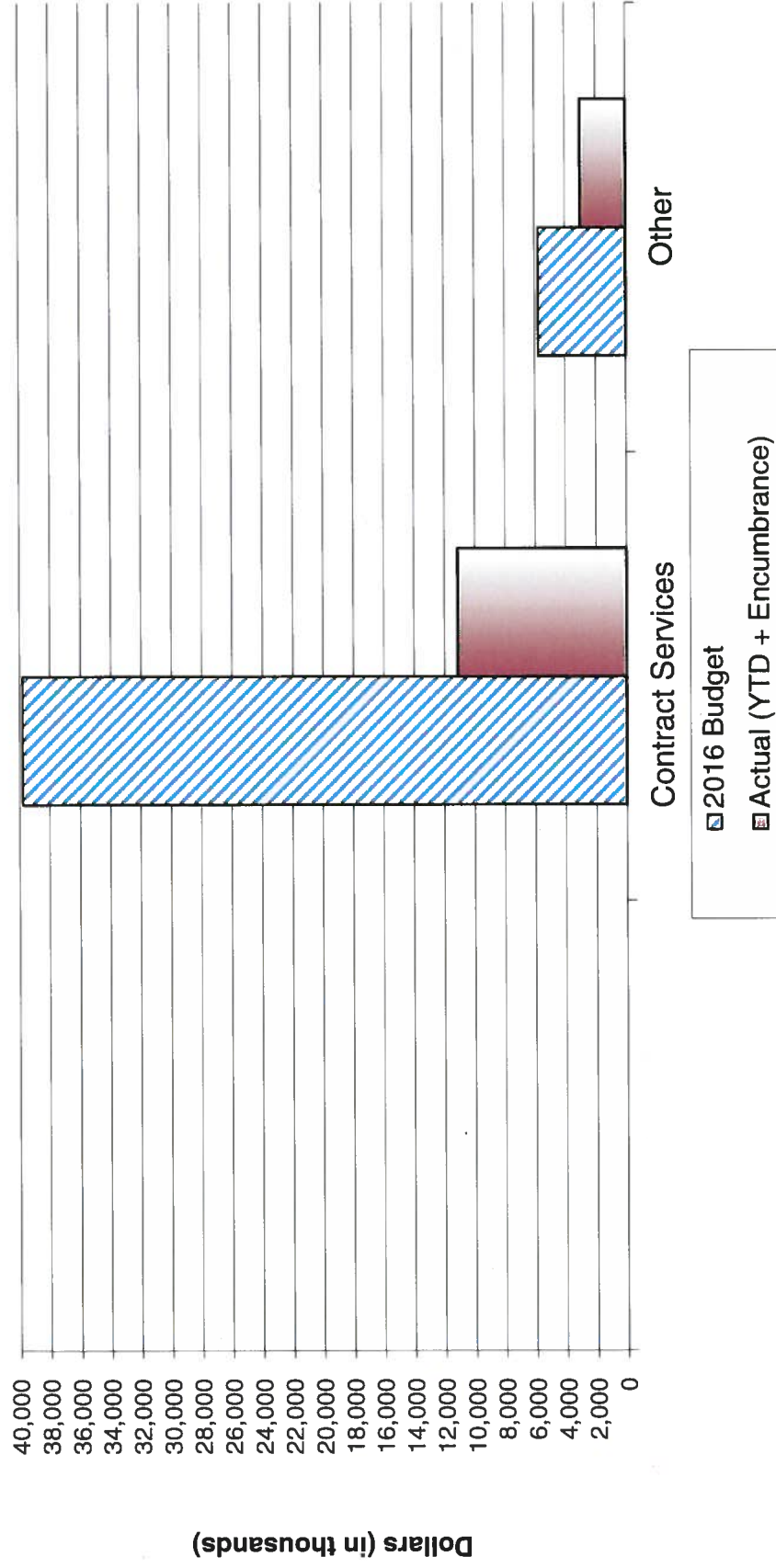
<u>Consultant</u>	<u>Purpose</u>	<u>As of October, 2015</u>
None this month		

**Chart 1: Revenue Comparison between Budget and Actual
October 2015**

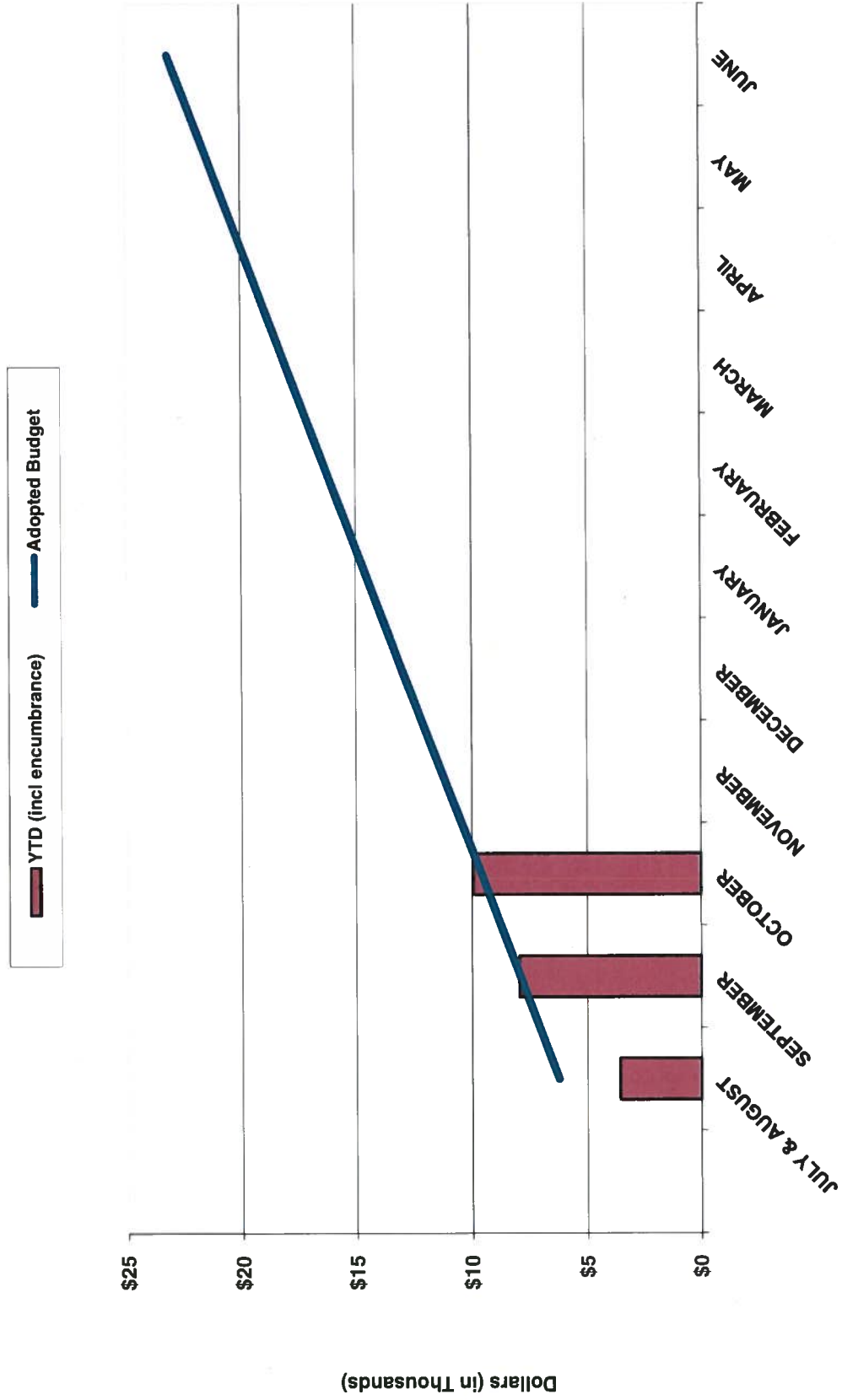


* Annual

**Chart 2: Expenditure Comparison between Budget to Actual and Encumbrances
October 2015**



Budget vs Actual Plus Encumbrance Salaries & Benefits





Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-1039 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Purchase Order - Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)
Sponsors:
Indexes:
Code sections:
Attachments: [2d_PO_Canon_Solutions_America.pdf](#)

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

Subject:
Purchase Order - Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

Presenter:
Nick Roethel

Recommended Action:
Committee Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1161

RE: Purchase Order – Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

This memorandum requests the Committee's approval to issue a Purchase Order to Canon Solutions America Inc. (Canon) to provide Copy/Print/Scan services (copiers) at 375 Beale Street in an amount not to exceed \$750,000 for fiscal years 2015-16 through 2019-20.

Background

ABAG, MTC and BAAQMD staff are recommending a joint agreement with Canon to provide copiers at 375 Beale. The copiers would act as network printers, traditional copy machines, high-capacity scanners and fax machines. This recommendation is based on a consolidated copier environment in which employees from any of the three agencies can utilize any copier on any agency floor. For simplicity, Canon would individually contract with, and bill each agency. Canon will provide technology to monitor usage and appropriately bill the proper agency as well as provide security features for confidential documents.

Canon is a part of a cooperative procurement agreement administered by a third-party organization, of which MTC is a member, the National Intergovernmental Purchasing Alliance (IPA). Bay Area Air Quality Management District currently uses Canon devices and services purchased through the IPA arrangement. This approach allows MTC to leverage the purchasing power of a nationally bid contract based on large quantity. Canon is neither a small business nor a disadvantaged business enterprise, and has no subcontractors for this work.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a five-year purchase order to Canon for the purposes described above in an amount not to exceed \$750,000 for FY 2015-16 through 2019-20.

Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.:	1161
Consultant:	Canon Solutions America Inc.
Work Project Title:	Copy/Print/Scan Services
Purpose of Project:	To provide copiers that can print and scan.
Brief Scope of Work:	To provide copy/print/scan services for MTC during FY 2015-16 through FY 2019-20.
Project Cost Not to Exceed:	\$750,000
Funding Source:	MTC Funds
Fiscal Impact:	<p>\$150,000 is in the MTC FY 2015-16 budget.</p> <p>\$150,000 in each FY 2016-17 through FY 2019-20, subject to inclusion in future years' budgets.</p>
Motion by Committee:	<p>That the Executive Director or his designee is authorized to issue a purchase order to Canon Solutions America, for print/copy/scan services for FY 2015-16 through FY 2019-20 described above and in the Executive Director's memorandum dated December 9, 2015, and the Chief Financial Officer is authorized to set aside FY 2015-16 through FY 2019-20 funds in the amount of \$750,000 for such purchase order: in an amount of \$150,000 per FY, subject to inclusion in each FY's budget.</p>
Administration Committee:	<hr/> <p>Adrienne J. Tissier, Chair</p>
Approved:	Date: December 9, 2015



Metropolitan Transportation Commission

101 Eighth Street,
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Legislation Details (With Text)

File #: 15-1068 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 11/16/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Contract - Ergonomic Services: PRN Ergonomic Services (\$75,000)
Sponsors:
Indexes:
Code sections:
Attachments: [2e_Contract_PRN_Ergonomic_Solutions.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - Ergonomic Services: PRN Ergonomic Services (\$75,000)

Presenter:
Robert Hoffman

Recommended Action:
Committee Approval



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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1153

RE: Contract – Ergonomic Services: PRN Ergonomic Services (\$75,000)

This memorandum is to request Committee approval to enter into a contract with PRN Ergonomic Services (“PRN”) through June 30, 2016, or until such time a new contractor is selected following a pending procurement, in an amount not to exceed \$75,000, to provide ergonomic services to MTC employees.

Background

Since July 2011 under a competitively – procured contract, PRN has provided MTC employees with guidance, instruction and equipment recommendations that aid employee comfort and productivity, and reduces injury. PRN has provided excellent service in the past, and staff recommends continuing with PRN on a sole source basis as provider of ergonomic services through the end of FY 2015-16, an additional year beyond the original procurement term, to provide continuity of services. Following the relocation to the Bay Area MetroCenter in San Francisco, PRN will have the added responsibility to ensure that staff is properly accommodated with the new furniture and settings of the new offices.

This contract will be for an amount not to exceed \$75,000, which is in MTC’s adopted budget for FY 2015-16. PRN is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to negotiate and enter into a contract with PRN for the purposes described above in an amount not to exceed \$75,000.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1153
Consultant:	PRN Ergonomic Services
Work Project Title:	Ergonomic Services
Purpose of Project:	To provide ergonomic services
Brief Scope of Work:	To provide ergonomic services for MTC employees during the transition and after the move to the new building at 375 Beale Street until no later than June 30, 2016.
Project Cost Not to Exceed:	\$75,000.
Funding Source:	MTC Funds
Fiscal Impact:	Funds are in the MTC FY 2015-2016 Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with PRN Ergonomic Services in the amount of \$75,000 for FY 2015-2016 and the Chief Financial Officer is authorized to set aside FY 2015-2016 funds in the amount of \$75,000 for such contract.
Administration Committee:	<hr/>
	Adrienne J. Tissier, Chair
Approved:	Date: December 9, 2015



Metropolitan Transportation Commission

101 Eighth Street,
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Legislation Details (With Text)

File #:	15-1069	Version:	1	Name:	
Type:	Contract	Status:		Committee Approval	
File created:	11/16/2015	In control:		Administration Committee	
On agenda:	12/9/2015	Final action:			
Title:	Purchase Order - FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2f_PO_Protiviti_Gov_Svcs.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

Purchase Order - FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)

Presenter:

Nick Roethel

Recommended Action:

Committee Approval



**METROPOLITAN
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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

W. I. 1161

RE: Purchase Order – FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)

Staff requests the Committee's approval to issue a purchase order in an amount not to exceed \$300,000 with Protiviti Government Services, Inc. (Protiviti), to provide technical experts to work with MTC staff to fully deploy the Microsoft Office 365/SharePoint Online cloud platform for all employees by the end of FY 2015-16.

Background:

MTC began implementing Microsoft's Office 365/SharePoint Online platform last year, after moving its email/calendaring services to Microsoft's Office 365 cloud. MTC is actively building its SharePoint presence and requires additional temporary expertise and hands-on resources to move this effort fully forward. Protiviti has the resources to provide both on-site staffing and on-call technical experts as the need arises. Staff proposes to leverage Protiviti's existing GSA contract, as allowed under EDMM No. 352 (Third Party Contracting Policy and Procedures, Sec. G – Intergovernmental Procurements) for this work. Protiviti is neither a small business nor a disadvantaged business enterprise, and has no subcontractors.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order to Protiviti in an amount not to exceed \$300,000 to continue and accelerate the deployment of Office 365/SharePoint Online.



Steve Heminger

SH:NR:jm

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.:	1161
Consultant(s):	Protiviti Government Services, Inc., Alexandria, VA
Work Project Title:	Office 365/SharePoint Online Technical Deployment Support
Purpose of Project:	Provide all employees with cloud-based productivity services for collaboration, document management, project management and remote access.
Brief Scope of Work:	Continue the roll-out of SharePoint and other Office 365 services to each business unit and work group, including configuring web sites for each, and migrating active content from the file servers to the Microsoft cloud. Provide user training and adoption support as required throughout the transition.
Project Cost Not to Exceed:	\$300,000
Funding Source:	General fund
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order to Protiviti Government Services, Inc., to continue and accelerate the deployment of Office 365/SharePoint Online, as described above, and the Chief Financial Officer is authorized to set aside funds in the amount of \$300,000 for such purchase order.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: December 9, 2015



Metropolitan Transportation Commission

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Legislation Details (With Text)

File #: 15-1094 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 11/19/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Contract Amendment - Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)
Sponsors:
Indexes:
Code sections:
Attachments: [2g_Contract_BABC.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract Amendment - Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)

Presenter:
Leslie Lara

Recommended Action:
Committee Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

W.I.: 1413

RE: Contract Amendment – Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)

This memorandum requests Committee approval of a contract amendment with the Bay Area Bicycle Coalition (BABC) in an amount not to exceed \$150,000 for implementation of the Bay Area's Bike to Work program for 2016.

Background

In November 2013, the Operations Committee authorized a contract with BABC to implement the 2014 and 2015 Bike to Work programs. The Request for Qualifications (RFQ) under which BABC was selected allowed for a two-year initial term contract with an option to extend for up to three one-year periods for a total of five years.

Additionally, the Operations Committee approved moving the Bike to Work program from the Rideshare Program (Operations) to the Climate Initiatives Program, which falls under the Administration Committee. As such, staff is requesting Administration Committee approval of this contract amendment in an amount not to exceed \$150,000 for FY 2015-16. Attachment A includes a summary of BABC's and its project team's small business and disadvantaged business enterprise status.

BABC has consistently implemented a successful Bike to Work Program that continues to grow in participation year over year. In 2014 and 2015, participation in Bike to Work Day and the month-long Team Bike Challenge competition increased by nearly 20 percent from previous years. Further, BABC has efficiently managed the dozens of local implementing partners to make Bike to Work Day a truly regional event and the premier bicycling event in the region.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with BABC in an amount not to exceed \$150,000 for implementation of the 2016 Bike to Work program.



Steve Heminger

SH:ll
Attachment

Attachment A

		DBE* Firm			SBE** Firm			
Firm Name		Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Bay Area Bicycle Coalition	Regional Implementation/Project Management			X			X
	Bike East Bay (formerly East Bay Bicycle Coalition)	Local Implementation			X			X
Subcontractor	Marin County Bicycle Coalition	Local Implementation			X			X
	Napa County Bicycle Coalition	Local Implementation			X			X
	San Francisco Bicycle Coalition	Local Implementation			X			X
	Silicon Valley Bicycle Coalition	Local Implementation			X			X
	Solano Napa Commuter Information	Local Implementation			X			X
	Sonoma County Bicycle Coalition	Local Implementation			X			X
	SABP Reprographics	Printing	X	38792				X

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

Visit http://www.dot.ca.gov/hq/bep/find_certified.htm to check DBE status.

Visit <http://www.bidsync.com/DPXBisCASB> to check SBE status.

REQUEST FOR COMMITTEE APPROVAL

Summary of Consultant Contract Amendment

Work Item No.:	1413
Consultant:	Bay Area Bicycle Coalition San Francisco, CA
Work Project Title:	2016 Bike to Work Program
Purpose of Project:	To implement the nine-county San Francisco Bay Area's Bike to Work Program, including the annual Bike to Work Day and all related Bike Month activities.
Brief Scope of Work:	Bike to Work Program Implementation
Project Cost Not to Exceed:	This amendment – \$150,000 Current contract amount before this amendment - \$300,000 Maximum contract amount after this amendment - \$450,000
Funding Source:	CMAQ
Fiscal Impact:	\$150,000 is included in the MTC budget for FY 2015-16
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with the Bay Area Bicycle Coalition for implementation of the 2016 Bike to Work program as described above and in the Executive Director's memorandum dated December 2, 2015, and the Chief Financial Officer is authorized to set aside funds in the amount of \$150,000 for FY 2015-16 for such contract amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	December 9, 2015



Metropolitan Transportation Commission

101 Eighth Street,
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Legislation Details (With Text)

File #:	15-0911	Version:	1	Name:	
Type:	Resolution	Status:		Commission Approval	
File created:	9/17/2015	In control:		Administration Committee	
On agenda:	12/9/2015	Final action:			
Title:	MTC Resolution No. 3619, Revised - Recommended Revisions to Executive Director's Signature Authority. Recommendation for approval to authorize the Executive Director or a designated Deputy Executive Director to sign contracts and contract amendments totaling \$200,000 without referral to a standing Committee of the Commission.				

Sponsors:

Indexes:

Code sections:

Attachments: [2h_Reso-3619_ED_Signature_Revision.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

MTC Resolution No. 3619, Revised - Recommended Revisions to Executive Director's Signature Authority.

Recommendation for approval to authorize the Executive Director or a designated Deputy Executive Director to sign contracts and contract amendments totaling \$200,000 without referral to a standing Committee of the Commission.

Presenter:

Denise Rodrigues

Recommended Action:

Commission Approval



METROPOLITAN
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Memorandum

TO: MTC Administrative Committee
MTC Operations Committee
BATA Oversight Committee

DATE: December 2, 2015

FR: Executive Director

W.I.: 1150

RE: Recommended Revisions to Executive Director's Signature Authority:

- MTC Resolution No. 3619, Revised
- MTC SAFE Resolution No. 44, Revised
- BATA Resolution No. 46, Revised

Summary of Recommendations

Based on significant increases in contracting activities for MTC, MTC SAFE, BATA, BAHA and BAIFA and review of other Bay Area transportation agencies' practices, staff recommends that the Committee approve, and forward to the Commission or applicable Authority for approval, the following revision to the Executive Director's (ED) and Deputy Executive Directors' (DED) delegated signature authority, expressed in MTC Resolution No. 3619, Revised, MTC SAFE Resolution No. 44, Revised, and BATA Resolution No. 46, Revised, for reasons discussed in this memorandum:

Increase the delegated contracting authority of the ED or DED from \$100,000 to \$200,000 to allow for contracts or amendments to contracts totaling \$200,000 to be authorized by the ED or DED, without Committee approval.

Background

"Signature authority" refers to the ED's or DEDs' ability to authorize contracts or funding agreements without Committee approval. The proposed changes to MTC Resolution No. 3619, Revised, MTC SAFE Resolution No. 44, Revised, and BATA Resolution No. 46, Revised, would establish identical signature authority limits.

The dollar amounts for delegated authority in MTC Resolution No. 3619, Revised, MTC SAFE Resolution No. 44, Revised, and BATA Resolution No. 46, Revised, were last amended in 2004 to increase the ED and DED signature authority from \$25,000 to \$100,000 for contracts, among other changes.

Discussion

Increasing the ED's and DEDs' authority to execute third party contracts to \$200,000 would permit Commissioners to use committee meetings to focus on projects with greater financial and programmatic significance and is consistent with regional practice. To illustrate the likely impact of the proposed delegation on MTC Committees, in Fiscal Year 2014-15, MTC Committees approved 190 contracts or amendments. Under the proposed higher delegation threshold, MTC Committees

would have been asked to approve 123 contracts or amendments, comprising approximately 96% of the total dollar value of MTC's contracts in Fiscal Year 2014-15. Per the attached survey of other California transportation agencies with comparable contracting activities (Attachment 1), the proposed delegation would be higher than some comparable agencies such as the San Francisco Bay Area Rapid Transit District (BART) and the Bay Area Air Quality Management District (BAAQMD), but below other large agencies such as Orange County Transportation Authority (OCTA), Los Angeles Metropolitan Transit Authority (LAMTA), San Francisco Municipal Transportation Agency (SFMTA), and Santa Clara Valley Transportation Authority (VTA).

Under the proposed delegation, the ED and DED, if authorized by the ED, could sign third-party contracts in amounts up to and including \$200,000 without committee approval, provided that the items to be purchased or work to be done were included in the adopted agency budget. As is the practice under the current \$100,000 ceiling, management staff would continue to identify contracts under \$200,000 likely to be of Commission interest, to refer to the appropriate Committee for approval. Other provisions related to purchase orders, Section Director authority and monthly reporting are proposed to remain unchanged.

Recommendation

Staff recommends that the Committee forward to the Commission or applicable Authority for its approval the revisions to MTC Resolution No. 3619, Revised, MTC SAFE Resolution No. 44, Revised, or BATA Resolution No. 46, Revised, as applicable, as set forth in the attached revised resolution.



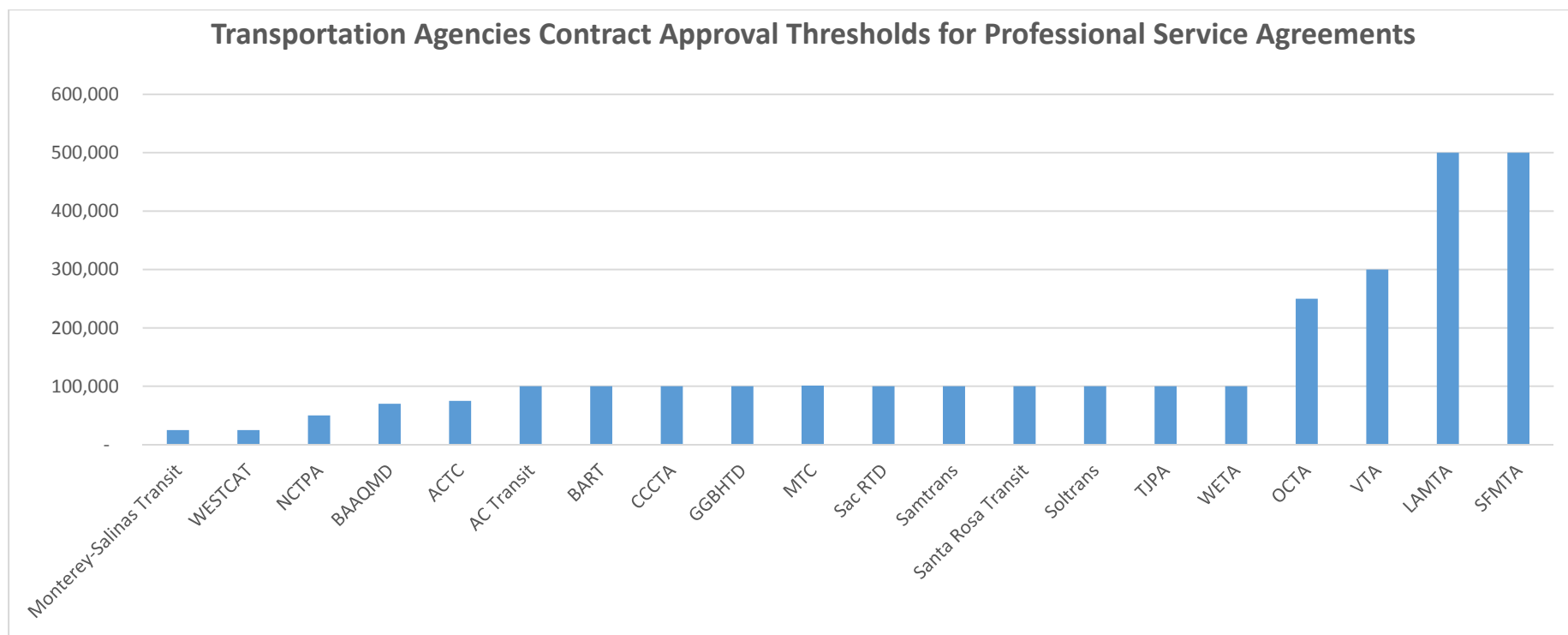
Steve Heminger

Attachments:

Attachment 1 – Transportation Agencies Contract Approval Thresholds for Professional Service Agreements

Attachment 2 – MTC Resolution No. 3619, Revised

ATTACHMENT 1



Notes: VTA allows for purchases up to \$500K, TJPA allows for construction contracts up to \$400K and LAMTA allows for low bid awards up to \$1M. SANDAG has a \$5M threshold but is not depicted in this chart to allow visual comparison of all other agencies.

Date: March 24, 2004
W.I.: 1150
Referred by: Administration
Revised: 04/25/07-C
06/23/10-C
04/24/13-C
12/16/15-C

ABSTRACT

Resolution No. 3619, Revised

Resolution No. 1101 delegated signature authority to the Executive Director of the Commission, Deputy Executive Director, or a designee of the Executive Director, to enter into certain specific contracts and funding agreements without Administration Committee approval.

This resolution revises the signature authority delegated to the Executive Director by the Commission, or to the Deputy Director if authorized by the Executive Director, to enter into certain specified contracts and funding agreements without Administration Committee approval.

Resolution No. 1101 is superseded.

Attachment A of this resolution was revised on April 25, 2007 to delegate signature authority to the Executive Director of the Commission or to the Deputy Director or other designee, if authorized by the Executive Director, to execute contract amendments that in total do not exceed the dollar value of a contract allotment approved by the Commission. In addition, clarifying changes were made to this resolution to reflect MTC's current staffing organization and Committee structure.

Attachment A of this resolution was revised on June 23, 2010 to modify and clarify the delegation of signature authority.

Attachment A of this resolution was revised on April 24, 2013 to augment the signature authority of the Executive Director and the Deputy Executive Director in relation to emergency expenditures, as defined in Attachment A.6.

Attachment A of this resolution was revised on December 16, 2015 to increase the delegation of signature authority.

Date: March 24, 2004
W.I.: 1150
Referred by: Administration

RE: Delegation of Contracting Authority, without Administration Committee approval, to the Executive Director of the Commission, a Deputy Director, or a designee of the Executive Director

METROPOLITAN TRANSPORTATION COMMISSION

Resolution No. 3619

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

WHEREAS, pursuant to Government Code § 66505, the Commission has appointed an Executive Director who, subject to the direction of the Commission, has charge of administering the affairs of the Commission; and

WHEREAS, pursuant to the Executive Director's duties in administering the affairs of the Commission, the Executive Director, among other things, enters into contracts and purchase orders for goods and services necessary to carry out the statutory purposes of the Commission and funding agreements with other public agencies for the distribution and receipt of funds; and

WHEREAS, funds for such purchase orders, contracts and funding agreements are programmed by the Commission with the adoption of the annual Overall Work Program (OWP) and annual budget for each fiscal year and are approved via appropriate committee(s) of the Commission; and

WHEREAS, in order to efficiently administer such purchase orders, contracts and funding agreements, the Commission authorized the Executive Director, pursuant to MTC Resolution No. 1101, to execute certain agreements without prior approval by the Administration Committee; and

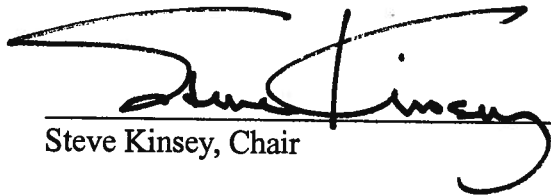
WHEREAS, the Commission wishes to modify MTC Resolution No. 1101; now, therefore, be it

RESOLVED, that the Executive Director, or the Deputy Director, or a designee of the Executive Director, is hereby authorized and directed to sign purchase orders, contract documents and funding agreements, as indicated on Attachment A; and, be it further

RESOLVED, that any action taken by the Executive Director (or the Deputy Director or designee, as applicable), shall be reported to the Administration Committee as part of the monthly financial reporting procedure; and, be it further

RESOLVED, that Commission Resolution No. 1101 is superseded with the adoption of this resolution.

METROPOLITAN TRANSPORTATION COMMISSION



Steve Kinsey, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on March 24, 2004.

Date: March 24, 2004
W.I.: 1150
Referred by: Administration
Revised: 04/25/07-C
06/23/10-C
04/24/13-C
12/16/15-C

Attachment A
Resolution No. 3619
Page 1 of 2

1. References to “contracts” in this Attachment refer also to “purchase orders”.
2. The Executive Director or a designated Deputy Executive Director is hereby authorized to sign contracts and/or amendments to contracts totaling \$~~200,000~~~~100,000~~, without referral to a standing Committee of the Commission with contract approval authority, provided the things to be purchased or the work to be done are included in the annual Overall Work Program and/or the annual budget approved by the Commission. This delegated authority is renewed for any single contract each time the appropriate Committee approves a new total contract amount.
3. The Executive Director may authorize MTC Section Directors to sign contracts and/or amendments to such contracts with a total contract value up to \$25,000 cumulatively.
4. Where a Commission Committee with contract approval authority has approved a contract allotment in addition to the original contract amount to cover changes that may be required during the performance period, the Executive Director or a designated Deputy Executive Director is authorized to sign change orders and contract amendments that in total do not exceed the approved contract allotment, without further referral to the appropriate authorizing Committee.
5. The Executive Director, or designated Deputy Executive Director is authorized to sign funding agreements and amendments to funding agreements included in the annual Overall Work Program and/or the annual budget approved by the Commission authorizing MTC to receive funds from other public agencies and to distribute funds to other public agencies without referral to the appropriate authorizing Committee and without regard to dollar amount, provided, with respect to distribution of funds, that the recipients are named in the

Overall Work Program or annual agency budget or by action of another Committee of the Commission. Funding agreements distributing funds to recipients not so named are subject to the delegation authority for contracts and amendments in paragraphs one, two and three of this Attachment.

6. The Executive Director and a Deputy Executive Director is hereby authorized to waive competitive procurement requirements for emergency contracts and/or purchase orders, with the approval of the Commission Chair, or in his/her absence, the Vice Chair, provided that:
(i) funds for the contract or purchase order are available in the adopted agency budget; and
(ii) each emergency contract or purchase order may not exceed \$200,000~~100,000~~.

“Emergency” contract is defined as a contract necessary to deal with Acts of God or other threats to public safety or well-being when the delay caused by waiting for the next meeting of the Committee or Commission would increase that threat. Any contract or purchase order in excess of \$100,000 shall be ratified by the appropriate authorizing Committee or Commission at the next regular meeting.



Metropolitan Transportation Commission

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Legislation Details (With Text)

File #: 15-1040 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Contract - Plan Bay Area 2040 Environmental Impact Report Project Manager: Tschudin Consulting Group (\$200,000)

Sponsors:

Indexes:

Code sections:

Attachments: [3 Contract Tschudin Consulting.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Plan Bay Area 2040 Environmental Impact Report Project Manager: Tschudin Consulting Group (\$200,000)

Presenter:

Adam Noelting and Matt Maloney

Recommended Action:

Committee Approval



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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1121

RE: Contract – Plan Bay Area 2040 Environmental Impact Report Project Manager: Tschudin Consulting Group (\$200,000)

This memorandum requests the Committee’s approval to enter into a sole source contract in an amount not to exceed \$200,000 with Tschudin Consulting Group to manage the Environmental Impact Report (EIR) for the update of *Plan Bay Area*, Plan Bay Area 2040. This work is anticipated to commence on or before February 1, 2016, and to be complete by June 30, 2017.

Background

The purpose of the EIR for Plan Bay Area 2040 – the Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS) – is to perform a regional assessment to identify the Plan’s significant impacts on the environment, evaluate a range of reasonable alternatives to the Plan, and determine how the Plan can avoid or mitigate its significant impacts. MTC and its California MPO counterparts have very limited staff resources to develop programmatic EIRs for regional transportation plans and sustainable communities strategies. This work is very complex and requires specific expertise. As a result of the complexity and limited staff resources, MTC posted a position to hire an EIR Project Manager in September 2015. Very few applications were received and none had the technical experience required. Thus, staff is recommending a change in approach to enter into a sole source contract with Tschudin Consulting Group to manage the EIR so that the EIR (and the adoption of Plan Bay Area 2040) remains on schedule.

Tschudin Consulting Group, led by Heidi Tschudin, has 35 years of experience as a land use planner, project manager, and CEQA specialist. Most recently, Ms. Tschudin managed the EIR for the Sacramento Area Council of Governments’ first combined Metropolitan Transportation Plan/Sustainable Communities Strategy and its subsequent update, currently underway. Ms. Tschudin’s experience and familiarity with managing programmatic EIRs of regional transportation plans and sustainable communities strategies will mean Tschudin Consulting Group is fully equipped to provide strategic guidance on preparing the EIR, and will be able to begin work immediately to ensure timely delivery of a high quality product. While Tschudin Consulting Group is a woman-owned one-person firm, the firm is not currently registered as a small business or a disadvantaged business enterprise and has no subcontractors.

Tschudin Consulting Group will be responsible for managing and coordinating the development of the EIR for Plan Bay Area 2040. This will include such activities as administering consultant contracts; coordinating with state and federal agencies and other regulatory and resource agencies, county transportation authorities, local jurisdictions, and environmental and land use planners; coordinating with technical experts on such topics as transportation, air quality, land

use, energy, climate change and greenhouse gases, noise, geology and seismicity, and water, biological, visual and cultural resources; and, ensuring that all applicable policies, procedures, and regulations are followed.

Recommendation

Staff recommends this Committee authorize the Executive Director or his designated representative to negotiate and enter into a sole source contract in an amount not to exceed \$200,000 with Tschudin Consulting Group to manage the development of the EIR for Plan Bay Area 2040.



Steve Heminger

SH:MM:an

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract

Work Item No.:	1121
Consultant:	Tschudin Consulting Group (Sacramento, CA)
Work Project Title:	Plan Bay Area 2040 – the Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS)
Purpose of Project:	To manage the development and coordination of the Environmental Impact Report (EIR) for Plan Bay Area 2040
Brief Scope of Work:	Managing EIR preparation for Plan Bay Area 2040 including administering consultant contracts; coordinating with state and federal agencies and other regulatory and resource agencies, county transportation authorities, local jurisdictions, and environmental and land use planners; coordinating with technical experts and, ensuring that all applicable policies, procedures, and regulations are followed.
Project Cost Not to Exceed:	\$200,000
Funding Source:	General Fund
Fiscal Impact:	Funds are available in the FY 2015-16 agency budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with Tschudin Consulting Group for the Plan Bay Area 2040 EIR Project Manager as described above and in the Executive Director's memorandum dated December 2, 2015, and the Chief Financial Officer is directed to set aside funds in the amount of \$200,000 for such contract.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	December 9, 2015



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-1038 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 11/9/2015 **In control:** Administration Committee
On agenda: 12/9/2015 **Final action:**
Title: Monthly Travel Report for October 2015.
Sponsors:
Indexes:
Code sections:
Attachments: [4_October'2015_Travel_Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Monthly Travel Report for October 2015.

Presenter:
Eva Sun

Recommended Action:
Information



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

RE: Monthly Travel Report for October 2015

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

Commissioners Haggerty and Spering traveled in October to the RailVolution Conference in Dallas.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 13% as of October with 33% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

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Travel Report
As of October, 2015 (33.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	39,916	21%
BATA	180,400	12,183	7%
SAFE	9,400	1,466	16%
Clipper	43,600	1,404	3%
Total	427,800	54,969	13%