



# Metropolitan Transportation Commission

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

## 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 R. Worth  
Non-Voting Member: Bijan Sartipi*

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Wednesday, October 12, 2016

9:35 AM

Board Room - 1st Floor

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This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 a.m. or immediately following the 9:30 a.m. Bay Area Toll Authority Oversight Committee meeting.

#### 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. [15-1918](#) Minutes of the September 14, 2016 meeting  
Action: Committee Approval  
Attachments: [2a Admin Draft Minutes of 09-14-2016 Meeting Ver3.pdf](#)
- 2b. [15-1919](#) Investment Report for August 2016  
Action: Information  
Presenter: Susan Woo  
Attachments: [2b Investment Report August'2016.pdf](#)
- 2c. [15-1920](#) MTC Financial Statements for July 2016  
Action: Information  
Presenter: Eva Sun  
Attachments: [2c FinancialStatement-August'2016.pdf](#)

**2d.**     [15-1921](#)     Monthly Travel Report

**Action:**             Information

**Presenter:**        Sonia Elsonbaty

**Attachments:**     [2d Travel Report Aug'2016.pdf](#)

**2e.**     [15-1922](#)     Contract Amendment - StreetSaver® Training & Guidance Services:  
NCE (\$510,347)

**Action:**             Committee Approval

**Presenter:**        Sui Tan

**Attachments:**     [2e StreetSaver Training Guidance Contract Amend.pdf](#)

**3. Approval****3a.**     [15-1955](#)     Contract - California Metropolitan Planning Organization Cooperative  
Household Travel Survey: Resource Systems Group, Inc. (\$1,160,000)

A request to enter into a contract with Resource Systems Group, Inc. to provide consulting services for the California Metropolitan Planning Organization Cooperative Household Travel Survey.

**Action:**             Committee Approval

**Presenter:**        David Ory

**Attachments:**     [3a RSG Contract.pdf](#)

**3b.**     [15-1957](#)     Contract Amendment - Bay Area Bikeshare Program Amendment: Bay  
Area Motivate, LLC

A request to amend a contract with Bay Area Motivate, LLC to modify terms of the Bay Area Bikeshare Program Agreement.

**Action:**             Committee Approval

**Presenter:**        Alix Bockelman

**Attachments:**     [3b Bay Area Motivate LLC ContractAmend.pdf](#)

- 3c.**     [15-1958](#)     Contract - Targeted Community Outreach for Bikeshare: Transform (\$260,000)

A request to enter into a contract with Transform to partner with community based organizations and bicycle coalitions to conduct targeted community outreach in advance of the expansion of the FordGo Bikeshare system.

**Action:**             Committee Approval

**Presenter:**         Doug Johnson

**Attachments:**     [3c Transform Contract.pdf](#)

- 3d.**     [15-1896](#)     Contract - Regional Transit Mapping Project: San Francisco Bay Area Planning and Urban Research Association (SPUR) (\$300,000)

A request to enter into a contract with SPUR to develop a digital and printable regional transit map and a uniform mapping platform for use by all Bay Area transit systems.

**Action:**             Committee Approval

**Presenter:**         Ursula Vogler

**Attachments:**     [3d SPUR Contract.pdf](#)

#### **4. Public Comment / Other Business**

#### **5. Adjournment / Next Meeting**

The next meeting of the Administration Committee will be held on November 9, 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](http://mtc.ca.gov)) for public review for at least one year.

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

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

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

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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

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1918      **Version:** 1      **Name:**

**Type:** Minutes      **Status:** Consent

**File created:** 9/9/2016      **In control:** Administration Committee

**On agenda:** 10/12/2016      **Final action:**

**Title:** Minutes of the September 14, 2016 meeting

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2a Admin Draft Minutes of 09-14-2016 Meeting Ver3.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the September 14, 2016 meeting

**Recommended Action:**  
Committee Approval



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

### *Committee Members:*

*Adrienne J. Tissier, Chair David Campos, Vice Chair*

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

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Wednesday, September 14, 2016

9:35 AM

Board Room - 1st Floor

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Call Meeting to Order

### 1. Roll Call/Confirm Quorum

**Present:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce  
**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

Non-Voting Member Absent: Commissioner Sartipi

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

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

### 2. Consent Calendar

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 5 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos and Commissioner Glover

**Absent:** 4 - Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Worth

2a. [15-1847](#) Minutes of the July 13, 2016 meeting

**Action:** Committee Approval

- 2b.**     [15-1848](#)     Investment Report for June of 2016  
                         Investment Report for July of 2016  
                 **Action:** Information  
                 **Presenter:** Susan Woo
- 2c.**     [15-1849](#)     MTC Financial Statements June 2016 (Unaudited)  
                 **Action:** Information  
                 **Presenter:** Eva Sun
- 2d.**     [15-1850](#)     Monthly Travel Report and International Travel Request  
                 **Action:** Committee Approval  
                 **Presenter:** Eva Sun
- 2e.**     [15-1851](#)     MTC Resolution No. 1198, Revised - Revisions to MTC's Conflict of  
                         Interest Code.  
                 **Action:** Commission Approval  
                 **Presenter:** Adrienne Weil
- 2f.**     [15-1853](#)     Contract Amendment - Communications Assistance for Regional Planning  
                         Activities: Barbary Coast Consulting (\$140,000)  
                 **Action:** Committee Approval  
                 **Presenter:** Catalina Alvarado
- 2g.**     [15-1855](#)     MTC Resolution No. 4247 - MTC Agency FY 2016-17 Pay Schedules for  
                         the Executive Director and General Counsel.  
                 **Action:** Commission Approval  
                 **Presenter:** Robin James

### 3. Approval

- 3a. [15-1769](#) MTC Resolution No. 1058, Revised - Revisions to MTC's Commission Procedures Manual.

Approval of revisions to the MTC Commission Procedures Manual to incorporate the process and timeframe for designating transit representatives on the Commission, consistent with the recently released Federal Planning Rule and to update Appendix A, MTC's Conflict of Code, as approved by the FPPC.

**Action:** Commission Approval

**Presenter:** Steve Heminger

**Upon the motion by Commissioner Glover and the second by Commissioner Bates, the Committee unanimously approved the referral of MTC Resolution No. 1058, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover and Commissioner Luce

**Absent:** 3 - Commissioner Baker, Commissioner Schaaf and Commissioner Worth

- 3b. [15-1854](#) MTC Resolution No. 4224, Revised - FY 2016-17 Overall Work Program (OWP) Amendment No. 17-02.

Approval of amendments to the FY 2016-17 OWP to include \$800,000 - a new grant award for Resilient Transportation System for Safe and Sustainable Communities.

**Action:** Commission Approval

**Presenter:** Sonia Elsonbaty

**Upon the motion by Vice Chair Campos and the second by Commissioner Bates, the Committee unanimously approved the referral of MTC Resolution No. 4224, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

- 3c. [15-1866](#) MTC Resolution No. 4240, Revised - FY 2016-17 MTC Agency Budget Amendment.

Approval of an amendment to the FY 2016-17 MTC Agency Budget.

**Action:** Commission Approval

**Presenter:** Eva Sun

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Committee unanimously approved the referral of MTC Resolution No. 4240, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

- 3d. [15-1856](#) Contract - Improving Goods Movement Efficiency and Competitiveness in the Northern California Mega-Region Study: the Tioga Group, Inc. (\$450,000)

Request for approval of a consultant contract with the Tioga Group, Inc. The study would be funded through a planning grant from Caltrans (\$300,000) and matching funds from MTC (\$60,000), the Sacramento Area Council of Governments (\$30,000) and the San Joaquin Council of Governments (\$60,000). The project's anticipated start date is October 2016 and completion date is May 2018.

**Action:** Committee Approval

**Presenter:** Vikrant Sood

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Committee unanimously approved the contract with the Tioga Group, Inc. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

#### 4. Public Comment / Other Business

#### 5. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on October 12, 2016 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1919      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 9/9/2016      **In control:** Administration Committee  
**On agenda:** 10/12/2016      **Final action:**  
**Title:** Investment Report for August 2016  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2b Investment Report August'2016.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Investment Report for August 2016

**Presenter:**  
Susan Woo

**Recommended Action:**  
Information



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## Memorandum

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

RE: Investment Report for August 2016

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 under \$3.7 billion. A breakdown by fund is as follows:

<b><u>Fund</u></b>	<b><u>Market Value (\$ million)</u></b>	<b><u>% of Total</u></b>
BATA Admin	\$ 1,061.8	28.9%
BATA Projects	731.6	19.9%
BATA Debt Payment	33.2	0.9%
BATA Debt Service Reserve	515.4	14.0%
BATA RM2	277.8	7.5%
MTC	461.8	12.6%
BART Car Exchange Program	327.6	8.9%
AB 1171	55.4	1.5%
FasTrak® (Customer Deposits)	98.9	2.7%
Clipper®	53.9	1.5%
BAHA	43.9	1.2%
SAFE	12.6	0.3%
RAFC	2.2	0.1%
Portfolio Total	<u>\$ 3,676.1</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:

<b><u>Security Holding</u></b>	<b><u>Portfolio Composite</u></b>	<b><u>Policy Limits</u></b>
Fed Home Loan Bank	54.8%	No limit
Fed Home Loan Mortgage	23.0%	No limit
Fed National Mortgage Association	2.9%	No limit
Fed Farm Credit Bank	1.9%	No limit
Cash	9.1%	No limit
Certificates of Deposit	2.8%	10% portfolio
Gov't Pools	Less than 0.1%	No limit
CalTrust Heritage Money Market Fund	0.7%	No limit
CA Asset Mgmt Program (CAMP)	Less than 0.1%	No limit
Municipal Bonds	0.8%	No limit
Mutual Funds	2.8%	20% Portfolio/10% One Fund
Blackrock (BATA Trustee)	0.7%	Trustee Funds – No limit
Morgan Stanley (BATA Trustee)	0.5%	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 corporate medium-term notes, mutual funds, and certificates of deposit held in the MTC portfolio are within the limits required by the MTC Investment Policy.

#### Liquidity Summary of MTC Portfolio

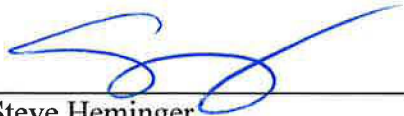
<b>Maturity</b>	<b>Market Value (\$ million)</b>	<b>% of Total Portfolio</b>	<b>Cumulative Minimum Level per MTC Investment Policy</b>
30 days or less	\$ 1,215.1	33%	10%
90 days or less	2,025.9 cumulative	55% cumulative	15%
1 year or less	3,181.7 cumulative	87% cumulative	30%
1-5 years	464.4	12%	
*greater than 5 years	30.0	1%	

\* BAAQMD Certificate of Participation matures November 2053

The weighted maturity of the MTC portfolio is 251 days, the maximum weighted maturity cannot exceed 5 years.



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



Steve Heminger

SH:sw  
Attachment

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**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: MTC CASH AND CASH EQUIVALENT</b>						
Local Agency Investment Funds	2	1,057,643.97	1,057,643.97 *	0.03	0.806 *	1
MM Funds	2	27,570,582.57	27,570,582.57	0.75	0.265	1
<b>Subtotal</b>	<b>4</b>	<b>28,628,226.54</b>	<b>28,628,226.54</b>	<b>0.78</b>	<b>0.285</b>	<b>1</b>
<b>Fund: AB664 EAST</b>						
Federal Agency Coupon Securities	1	10,000,000.00	10,000,300.00	0.27	1.050	602
Federal Agency Disc. -Amortizing	8	132,500,000.00	132,373,350.30	3.60	0.487	91
Mutual Funds - Custodial	1	52,838.77	52,838.77	0.00	0.280	1
MM Funds	1	14,499,592.67	14,499,592.67	0.39	0.270	1
<b>Subtotal</b>	<b>11</b>	<b>157,052,431.44</b>	<b>156,926,081.74</b>	<b>4.26</b>	<b>0.503</b>	<b>116</b>
<b>Fund: AB664 WEST</b>						
Federal Agency Disc. -Amortizing	7	51,000,000.00	50,938,373.50	1.39	0.436	111
Federal Agency Coupon Securities	1	10,000,000.00	9,995,110.00	0.27	0.850	421
Mutual Funds - Custodial	1	24,979.37	24,979.37	0.00	0.280	1
MM Funds	1	10,262,252.39	10,262,252.39	0.28	0.270	1
<b>Subtotal</b>	<b>10</b>	<b>71,287,231.76</b>	<b>71,220,715.26</b>	<b>1.94</b>	<b>0.470</b>	<b>139</b>
<b>Fund: 5% STATE</b>						
MM Funds	1	14,558,697.87	14,558,697.87	0.40	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>14,558,697.87</b>	<b>14,558,697.87</b>	<b>0.40</b>	<b>0.270</b>	<b>1</b>
<b>Fund: 2% TRANSIT RESERVES FERRY</b>						
Federal Agency Disc. -Amortizing	3	13,100,000.00	13,095,035.90	0.36	0.359	46
Mutual Funds - Custodial	1	77,298.37	77,298.37	0.00	0.280	1
MM Funds	1	5,698,592.17	5,698,592.17	0.16	0.270	1
<b>Subtotal</b>	<b>5</b>	<b>18,875,890.54</b>	<b>18,870,926.44</b>	<b>0.52</b>	<b>0.332</b>	<b>32</b>
<b>Fund: 2% TRANSIT RESERVES STUDIES</b>						

\* Amount includes investment in Alameda County Treasurer's Pool, the rate used is as of 7/31/2016

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 2

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: 2% TRANSIT RESERVES STUDIES</b>						
Federal Agency Disc. -Amortizing	3	20,700,000.00	20,692,112.30	0.56	0.363	46
Mutual Funds - Custodial	1	61,322.68	61,322.68	0.00	0.280	1
MM Funds	1	3,040,687.55	3,040,687.55	0.08	0.270	1
<b>Subtotal</b>	<b>5</b>	<b>23,802,010.23</b>	<b>23,794,122.53</b>	<b>0.64</b>	<b>0.350</b>	<b>40</b>
<b>Fund: 90% RAIL RESERVE EAST</b>						
Federal Agency Disc. -Amortizing	5	57,900,000.00	57,863,762.10	1.57	0.507	67
Federal Agency Coupon Securities	1	15,000,000.00	15,035,625.00	0.41	0.750	180
Mutual Funds - Custodial	1	6,240.82	6,240.82	0.00	0.280	1
MM Funds	1	12,723,012.97	12,723,012.97	0.35	0.270	1
Negotiable CDs	1	8,000,000.00	8,003,520.00	0.22	0.771	47
<b>Subtotal</b>	<b>9</b>	<b>93,629,253.79</b>	<b>93,632,160.89</b>	<b>2.55</b>	<b>0.536</b>	<b>74</b>
<b>Fund: 90% RAIL RESERVE WEST</b>						
Federal Agency Disc. -Amortizing	4	18,900,000.00	18,889,892.40	0.51	0.380	62
Mutual Funds - Custodial	1	83,575.01	83,575.01	0.00	0.280	1
MM Funds	1	1,952,270.87	1,952,270.87	0.05	0.270	1
<b>Subtotal</b>	<b>6</b>	<b>20,935,845.88</b>	<b>20,925,738.28</b>	<b>0.56</b>	<b>0.369</b>	<b>56</b>
<b>Fund: MTC FEEDER BUS</b>						
MM Funds	1	168,403.00	168,403.00	0.00	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>168,403.00</b>	<b>168,403.00</b>	<b>0.00</b>	<b>0.270</b>	<b>1</b>
<b>Fund: MTC EXCHANGE FUND</b>						
MM Funds	1	28,500,111.67	28,500,111.67	0.78	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>28,500,111.67</b>	<b>28,500,111.67</b>	<b>0.78</b>	<b>0.270</b>	<b>1</b>
<b>Fund: BART CAR EXCHANGE PROGRAM</b>						
Federal Agency Coupon Securities	4	60,200,000.00	60,160,854.20	1.64	0.747	387
Federal Agency Disc. -Amortizing	13	254,600,000.00	254,261,669.90	6.92	0.474	117
Mutual Funds - Custodial	1	38,545.72	38,545.72	0.00	0.280	1
Negotiable CDs	2	13,100,000.00	13,100,289.80	0.36	0.943	144

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 3

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>20</b>	<b>327,938,545.72</b>	<b>327,561,359.62</b>	<b>8.92</b>	<b>0.543</b>	<b>168</b>
<b>Fund: CLIPPER CAPITAL (MTC)</b>						
MM Funds	1	3,320,525.32	3,320,525.32	0.09	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>3,320,525.32</b>	<b>3,320,525.32</b>	<b>0.09</b>	<b>0.270</b>	<b>1</b>
<b>Fund: CLIPPER OPERATIONS (MTC)</b>						
MM Funds	1	-258,145.66	-258,145.66 *	-0.01	0.000	1
<b>Subtotal</b>	<b>1</b>	<b>-258,145.66</b>	<b>-258,145.66</b>	<b>-0.01</b>	<b>0.000</b>	<b>1</b>
<b>Fund: MTC CAPITAL PROJECTS</b>						
MM Funds	1	1,516,062.86	1,516,062.86	0.04	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>1,516,062.86</b>	<b>1,516,062.86</b>	<b>0.04</b>	<b>0.270</b>	<b>1</b>
<b>Fund: SAFE</b>						
Local Agency Investment Funds	1	107,518.97	107,518.97	0.00	0.614	1
MM Funds	1	684,709.55	684,709.55	0.02	0.270	1
<b>Subtotal</b>	<b>2</b>	<b>792,228.52</b>	<b>792,228.52</b>	<b>0.02</b>	<b>0.317</b>	<b>1</b>
<b>Fund: SAFE CAPITAL PROJECTS</b>						
MM Funds	1	11,824,953.59	11,824,953.59	0.32	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>11,824,953.59</b>	<b>11,824,953.59</b>	<b>0.32</b>	<b>0.270</b>	<b>1</b>
<b>Fund: RM2 OPERATING</b>						
MM Funds	1	12,718,261.32	12,718,261.32	0.35	0.270	1
<b>Subtotal</b>	<b>1</b>	<b>12,718,261.32</b>	<b>12,718,261.32</b>	<b>0.35</b>	<b>0.270</b>	<b>1</b>
<b>Fund: UB DEBT PAYMENT - TRUSTEE</b>						
Mutual Funds - Trustee	1	16,105,386.28	16,105,386.28	0.44	0.220	1
<b>Subtotal</b>	<b>1</b>	<b>16,105,386.28</b>	<b>16,105,386.28</b>	<b>0.44</b>	<b>0.220</b>	<b>1</b>
<b>Fund: DEBT SERVICE RESERVE</b>						
Mutual Funds - Trustee	1	10,042,371.71	10,042,371.71	0.27	0.220	1
Federal Agency Disc. -Amortizing	6	62,200,000.00	62,187,092.30	1.69	0.303	27
Federal Agency Coupon Securities	22	268,320,000.00	268,107,056.78	7.29	0.893	509

\* Pending reimbursement from transit operators

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 4

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>29</b>	<b>340,562,371.71</b>	<b>340,336,520.79</b>	<b>9.25</b>	<b>0.766</b>	<b>406</b>
<b>Fund: BATA 2013 S-4 RESERVE</b>						
Federal Agency Coupon Securities	6	47,200,000.00	47,189,462.70	1.28	0.888	469
Mutual Funds - Trustee	1	17,722.15	17,722.15	0.00	0.280	1
<b>Subtotal</b>	<b>7</b>	<b>47,217,722.15</b>	<b>47,207,184.85</b>	<b>1.28</b>	<b>0.887</b>	<b>468</b>
<b>Fund: BATA SUB 2014 S-5 RESERVE</b>						
Federal Agency Coupon Securities	1	1,400,000.00	1,399,060.60	0.04	0.699	351
Mutual Funds - Trustee	1	35,231.25	35,231.25	0.00	0.280	1
<b>Subtotal</b>	<b>2</b>	<b>1,435,231.25</b>	<b>1,434,291.85</b>	<b>0.04</b>	<b>0.689</b>	<b>342</b>
<b>Fund: BATA SUB 2014 S-6 RESERVE</b>						
Federal Agency Coupon Securities	3	13,908,000.00	13,885,720.53	0.38	0.667	383
Mutual Funds - Trustee	1	41,596.77	41,596.77	0.00	0.280	1
<b>Subtotal</b>	<b>4</b>	<b>13,949,596.77</b>	<b>13,927,317.30</b>	<b>0.38</b>	<b>0.665</b>	<b>382</b>
<b>Fund: BATA 2010 S-1 RESERVE</b>						
Federal Agency Coupon - Actual	1	10,000,000.00	10,007,980.00	0.27	0.624	438
Federal Agency Disc. -Amortizing	2	23,800,000.00	23,766,297.10	0.65	0.529	129
Federal Agency Coupon Securities	4	35,750,000.00	35,711,279.05	0.97	0.917	558
Mutual Funds - Trustee	1	78,892.48	78,892.48	0.00	0.280	1
<b>Subtotal</b>	<b>8</b>	<b>69,628,892.48</b>	<b>69,564,448.63</b>	<b>1.89</b>	<b>0.742</b>	<b>394</b>
<b>Fund: BONY DEBT PAYMENT - TRUSTEE</b>						
Mutual Funds - Trustee	1	17,051,998.59	17,051,998.59	0.46	0.280	1
<b>Subtotal</b>	<b>1</b>	<b>17,051,998.59</b>	<b>17,051,998.59</b>	<b>0.46</b>	<b>0.280</b>	<b>1</b>
<b>Fund: BATA 2010 S-2 RESERVE</b>						
Federal Agency Disc. -Amortizing	1	1,300,000.00	1,299,149.80	0.04	0.432	76
Federal Agency Coupon Securities	2	19,600,000.00	19,593,612.40	0.53	0.826	428
Mutual Funds - Trustee	1	81,501.24	81,501.24	0.00	0.280	1
<b>Subtotal</b>	<b>4</b>	<b>20,981,501.24</b>	<b>20,974,263.44</b>	<b>0.57</b>	<b>0.799</b>	<b>404</b>

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 5

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: BATA 2010 S-3 RESERVE</b>						
Federal Agency Coupon Securities	3	20,900,000.00	20,893,215.10	0.57	0.819	428
Federal Agency Disc. -Amortizing	1	1,000,000.00	999,346.00	0.03	0.432	76
Mutual Funds - Trustee	1	45,606.52	45,606.52	0.00	0.280	1
<b>Subtotal</b>	<b>5</b>	<b>21,945,606.52</b>	<b>21,938,167.62</b>	<b>0.60</b>	<b>0.800</b>	<b>411</b>
<b>Fund: RM2 CAPITAL</b>						
Federal Agency Coupon Securities	1	11,500,000.00	11,498,539.50	0.31	0.460	76
Federal Agency Disc. -Amortizing	8	93,100,000.00	93,003,198.50	2.53	0.468	95
Mutual Funds - Custodial	3	2,706,099.74	2,706,099.74	0.07	0.399	1
MM Funds	1	7,029,627.75	7,029,627.75	0.19	0.270	1
Negotiable CDs	1	10,100,000.00	10,101,727.10	0.27	1.044	168
<b>Subtotal</b>	<b>14</b>	<b>124,435,727.49</b>	<b>124,339,192.59</b>	<b>3.37</b>	<b>0.501</b>	<b>92</b>
<b>Fund: BATA REHAB RESERVE</b>						
Federal Agency Coupon Securities	2	28,080,000.00	28,085,120.82	0.76	0.569	118
Federal Agency Disc. -Amortizing	2	15,200,000.00	15,194,801.60	0.41	0.501	41
Mutual Funds - Custodial	1	2,243.36	2,243.36	0.00	0.280	1
MM Funds	1	886,854.32	886,854.32	0.02	0.270	1
Negotiable CDs	1	30,000,000.00	29,913,540.00	0.81	0.689	226
<b>Subtotal</b>	<b>7</b>	<b>74,169,097.68</b>	<b>74,082,560.10</b>	<b>2.00</b>	<b>0.600</b>	<b>144</b>
<b>Fund: BATA REHAB PROJECTS</b>						
Mutual Funds - Custodial	1	6,449,350.33	6,449,350.33	0.18	0.280	1
MM Funds	1	15,282,497.93	15,282,497.93	0.42	0.270	1
<b>Subtotal</b>	<b>2</b>	<b>21,731,848.26</b>	<b>21,731,848.26</b>	<b>0.60</b>	<b>0.273</b>	<b>1</b>
<b>Fund: BATA - SEISMIC CAPITAL</b>						
Federal Agency Coupon - Actual	1	15,000,000.00	14,982,930.00	0.41	0.513	585
Federal Agency Coupon Securities	1	2,600,000.00	2,600,426.40	0.07	0.759	287
Federal Agency Disc. -Amortizing	21	415,000,000.00	414,846,122.50	11.28	0.390	36
Mutual Funds - Custodial	3	19,071,440.83	19,071,440.83	0.52	0.288	1

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 6

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: BATA - SEISMIC CAPITAL</b>						
MM Funds	1	5,628,687.18	5,628,687.18	0.15	0.270	1
<b>Subtotal</b>	<b>27</b>	<b>457,300,128.01</b>	<b>457,129,606.91</b>	<b>12.43</b>	<b>0.390</b>	<b>54</b>
<b>Fund: AB 1171 PROJECTS</b>						
Federal Agency Disc. -Amortizing	5	41,900,000.00	41,879,467.50	1.14	0.365	54
Mutual Funds - Custodial	2	94,667.86	94,667.86	0.00	0.326	1
MM Funds	1	13,450,861.41	13,450,861.41	0.37	0.270	1
<b>Subtotal</b>	<b>8</b>	<b>55,445,529.27</b>	<b>55,424,996.77</b>	<b>1.51</b>	<b>0.342</b>	<b>41</b>
<b>Fund: EXPRESS LANES CAPITAL</b>						
Federal Agency Coupon Securities	1	20,000,000.00	19,997,460.00	0.54	0.460	76
Federal Agency Disc. -Amortizing	13	205,600,000.00	205,464,256.50	5.59	0.463	67
Mutual Funds - Custodial	3	10,131,618.18	10,131,618.18	0.28	0.400	1
MM Funds	1	17,255,546.02	17,255,546.02	0.47	0.270	1
<b>Subtotal</b>	<b>18</b>	<b>252,987,164.20</b>	<b>252,848,880.70</b>	<b>6.88</b>	<b>0.447</b>	<b>60</b>
<b>Fund: RM1 BATA ADMIN - SELF INSURED</b>						
Federal Agency Coupon - Actual	2	28,200,000.00	28,191,987.60	0.77	0.639	714
Federal Agency Disc. -Amortizing	13	235,200,000.00	234,941,665.70	6.39	0.466	99
Federal Agency Coupon Securities	7	44,200,000.00	44,183,239.80	1.20	0.751	374
Mutual Funds - Custodial	2	93,462.30	93,462.30	0.00	0.295	1
MM Funds	1	73,646.73	73,646.73	0.00	0.270	1
<b>Subtotal</b>	<b>25</b>	<b>307,767,109.03</b>	<b>307,484,002.13</b>	<b>8.36</b>	<b>0.523</b>	<b>195</b>
<b>Fund: RM1 BATA ADMIN - O&amp;M RESERVE</b>						
Federal Agency Coupon - Actual	1	10,000,000.00	10,002,880.00	0.27	0.287	64
Federal Agency Coupon Securities	5	49,300,000.00	49,266,706.70	1.34	0.659	290
Federal Agency Disc. -Amortizing	7	91,300,000.00	91,220,017.20	2.48	0.504	84
Mutual Funds - Custodial	3	2,099,010.78	2,099,010.78	0.06	0.508	1
MM Funds	1	75,951.44	75,951.44	0.00	0.270	1
<b>Subtotal</b>	<b>17</b>	<b>152,774,962.22</b>	<b>152,664,566.12</b>	<b>4.15</b>	<b>0.540</b>	<b>148</b>

**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 7

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: RM1 BATA ADMIN</b>						
Federal Agency Coupon Securities	2	37,000,000.00	36,991,133.00	1.01	0.464	113
Federal Agency Disc. -Amortizing	17	401,000,000.00	400,563,451.00	10.90	0.467	104
Local Agency Investment Funds	1	234.24	234.24	0.00	0.614	1
Mutual Funds - Custodial	3	14,153,913.64	14,153,913.64	0.39	0.367	1
MM Funds	1	26,913,620.01	26,913,620.01	0.73	0.270	1
Negotiable CDs	3	43,000,000.00	43,002,288.00	1.17	0.937	133
<b>Subtotal</b>	<b>27</b>	<b>522,067,767.89</b>	<b>521,624,639.89</b>	<b>14.20</b>	<b>0.493</b>	<b>99</b>
<b>Fund: RM2 ADMIN RESERVES</b>						
Federal Agency Coupon Securities	1	7,300,000.00	7,300,503.70	0.20	0.520	13
Federal Agency Disc. -Amortizing	9	130,600,000.00	130,439,120.50	3.55	0.444	111
Mutual Funds - Custodial	1	313,463.59	313,463.59	0.01	0.280	1
MM Funds	1	2,642,200.67	2,642,200.67	0.07	0.270	1
<b>Subtotal</b>	<b>12</b>	<b>140,855,664.26</b>	<b>140,695,288.46</b>	<b>3.83</b>	<b>0.444</b>	<b>104</b>
<b>Fund: UNDISTRIBUTED FUNDS</b>						
MM Funds	1	3,618,657.02	3,618,657.02	0.10	0.000 *	1
<b>Subtotal</b>	<b>1</b>	<b>3,618,657.02</b>	<b>3,618,657.02</b>	<b>0.10</b>	<b>0.000</b>	<b>1</b>
<b>Fund: SEISMIC ADMIN</b>						
Mutual Funds - Custodial	3	621,074.00	621,074.00	0.02	0.319	1
MM Funds	1	1,725,040.51	1,725,040.51	0.05	0.270	1
<b>Subtotal</b>	<b>4</b>	<b>2,346,114.51</b>	<b>2,346,114.51</b>	<b>0.07</b>	<b>0.283</b>	<b>1</b>
<b>Fund: FASTRAK</b>						
MM Funds	5	25,276,881.19	25,276,881.19	0.69	0.000 **	1
Mutual Funds - Custodial	1	73,613,046.71	73,613,046.71	2.00	0.010	1
<b>Subtotal</b>	<b>6</b>	<b>98,889,927.90</b>	<b>98,889,927.90</b>	<b>2.69</b>	<b>0.007</b>	<b>1</b>
<b>Fund: CLIPPER</b>						
MM Funds	4	53,905,246.66	53,905,246.66	1.47	0.000 ***	1

\* Earnings Credit Rate of 0.01%

\*\* Earnings Allowance Rate of 0.35%

\*\*\* Earnings Credit Rate of 0.04%



**MTC**  
**Summary by Type**  
**August 31, 2016**  
**Grouped by Fund**

Page 8

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Subtotal</b>	<b>4</b>	<b>53,905,246.66</b>	<b>53,905,246.66</b>	<b>1.47</b>	<b>0.000</b>	<b>1</b>
<b>Fund: BAHA OPERATING</b>						
MM Funds	2	917,894.01	917,894.01	0.02	0.048	1
<b>Subtotal</b>	<b>2</b>	<b>917,894.01</b>	<b>917,894.01</b>	<b>0.02</b>	<b>0.048</b>	<b>1</b>
<b>Fund: BAHA OWNER'S</b>						
MM Funds	1	883,671.20	883,671.20	0.02	0.000 *	1
<b>Subtotal</b>	<b>1</b>	<b>883,671.20</b>	<b>883,671.20</b>	<b>0.02</b>	<b>0.000</b>	<b>1</b>
<b>Fund: BAHA CAPITAL</b>						
Municipal Bonds	1	30,000,000.00	30,000,000.00	0.82	0.409	13,575
Federal Agency Disc. -Amortizing	1	3,000,000.00	2,999,415.00	0.08	0.288	27
Mutual Funds - Custodial	1	95,811.64	95,811.64	0.00	0.280	1
MM Funds	1	9,008,924.19	9,008,924.19	0.25	0.270	1
<b>Subtotal</b>	<b>4</b>	<b>42,104,735.83</b>	<b>42,104,150.83</b>	<b>1.15</b>	<b>0.371</b>	<b>9,675</b>
<b>Fund: RAFC</b>						
MM Funds	2	2,188,936.90	2,188,936.90	0.06	0.010	1
<b>Subtotal</b>	<b>2</b>	<b>2,188,936.90</b>	<b>2,188,936.90</b>	<b>0.06</b>	<b>0.010</b>	<b>1</b>
<b>Total and Average</b>	<b>322</b>	<b>3,678,559,023.72</b>	<b>3,676,120,190.10</b>	<b>100.00</b>	<b>0.490</b>	<b>251</b>

\* Earnings Credit Rate of 0.01%



**MTC**  
**Summary by Issuer**  
**August 31, 2016**

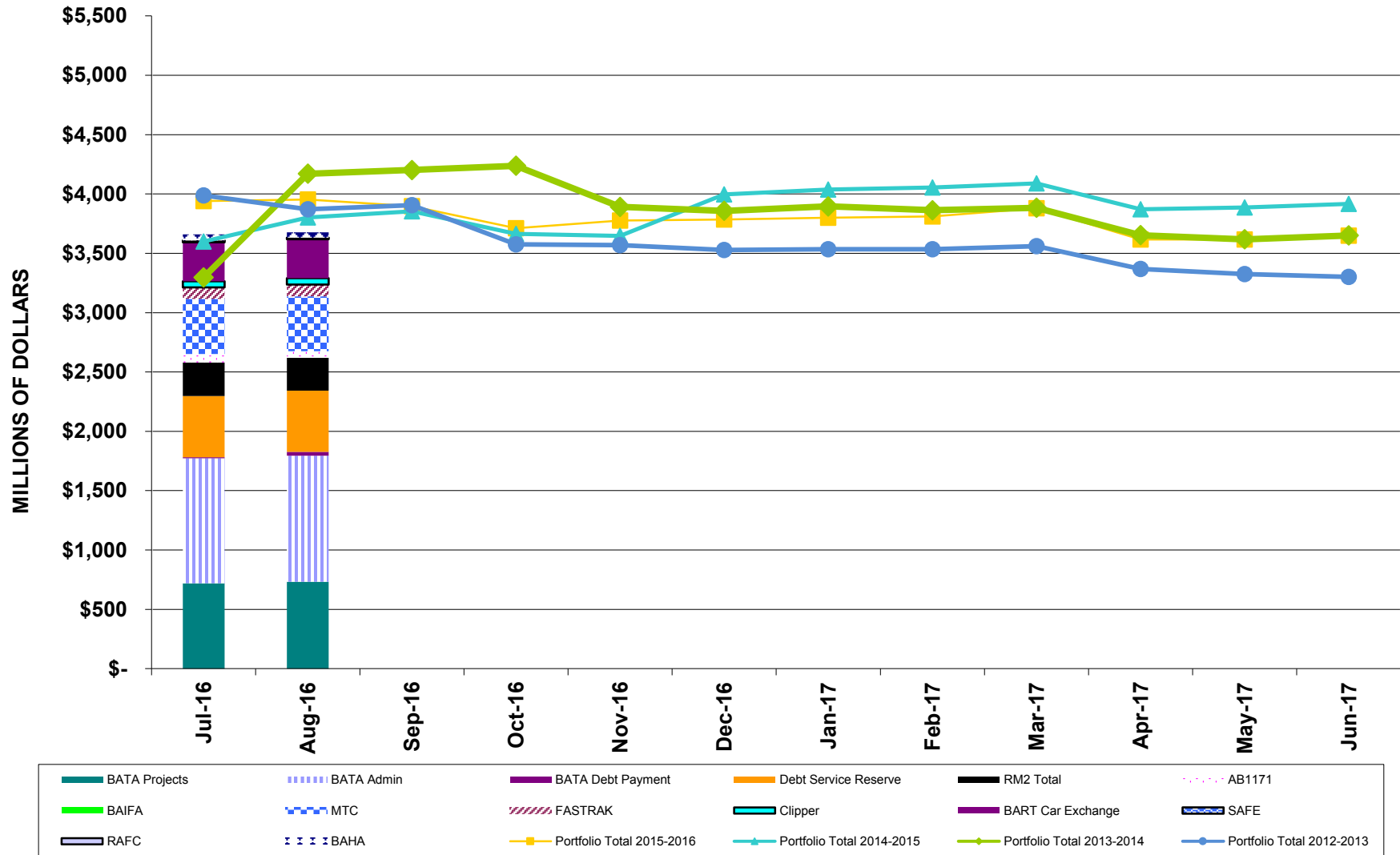
Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
FASTRAK - PREPAID	1	20,024,764.15	20,024,764.15	0.54	0.000	1
BAY AREA AIR QUALITY MGMT DIST	1	30,000,000.00	30,000,000.00	0.82	0.409	13,575
BLK ROCK T-FUND TRUSTEE	2	26,147,757.99	26,147,757.99	0.71	0.220	1
FASTRAK - PARKING FEES	1	90,199.90	90,199.90	0.00	0.000	1
FASTRAK - VIOLATIONS	1	2,321,042.71	2,321,042.71	0.06	0.000	1
FASTRAK - REFUND	1	1,339,871.93	1,339,871.93	0.04	0.000	1
FASTRAK - FEE ACCOUNT	1	1,501,002.50	1,501,002.50	0.04	0.000	1
CALIFORNIA ASSET MANAGEMENT PR	8	1,159,911.75	1,159,911.75	0.03	0.640	1
CALTRUST HERITAGE MONEY MARKET	6	25,023,027.84	25,023,027.84	0.68	0.400	1
COUNTY OF ALAMEDA	1	839,726.72	839,726.72	0.02	0.856	1
FED FARM CREDIT BANK	7	68,600,000.00	68,582,370.80	1.87	0.563	521
FED HOME LOAN BANK	143	2,015,880,000.00	2,014,732,449.32	54.81	0.473	89
FED HOME LOAN MTG CORP	64	845,678,000.00	844,643,632.16	22.98	0.666	321
FED NATIONAL MTG ASSN	8	104,200,000.00	104,039,349.20	2.83	0.433	133
LAIF	3	325,670.46	325,670.46	0.01	0.614	1
MORGAN STANLEY GOVT TRUSTEE	7	17,352,549.00	17,352,549.00	0.47	0.280	1
MORGAN STANLEY GOVT CUSTODY	19	29,994,017.40	29,994,017.40	0.82	0.280	1
FASTRAK BLK ROCK TREAS TR FUND	1	73,613,046.71	73,613,046.71	2.00	0.010	1
UBOC CHECKING	2	2,742,905.93	2,742,905.93	0.07	0.010	1
UBOC DISTRICT 4 AND CHANGE FUN	1	3,618,657.02	3,618,657.02	0.10	0.000	1
UBOC INTEREST ON CHECKING	30	248,363,679.42	248,363,679.42	6.76	0.270	1
CLIPPER SETTLEMENT ACCOUNT	1	656,339.06	656,339.06	0.02	0.000	1

**MTC**  
**Summary by Issuer**  
**August 31, 2016**

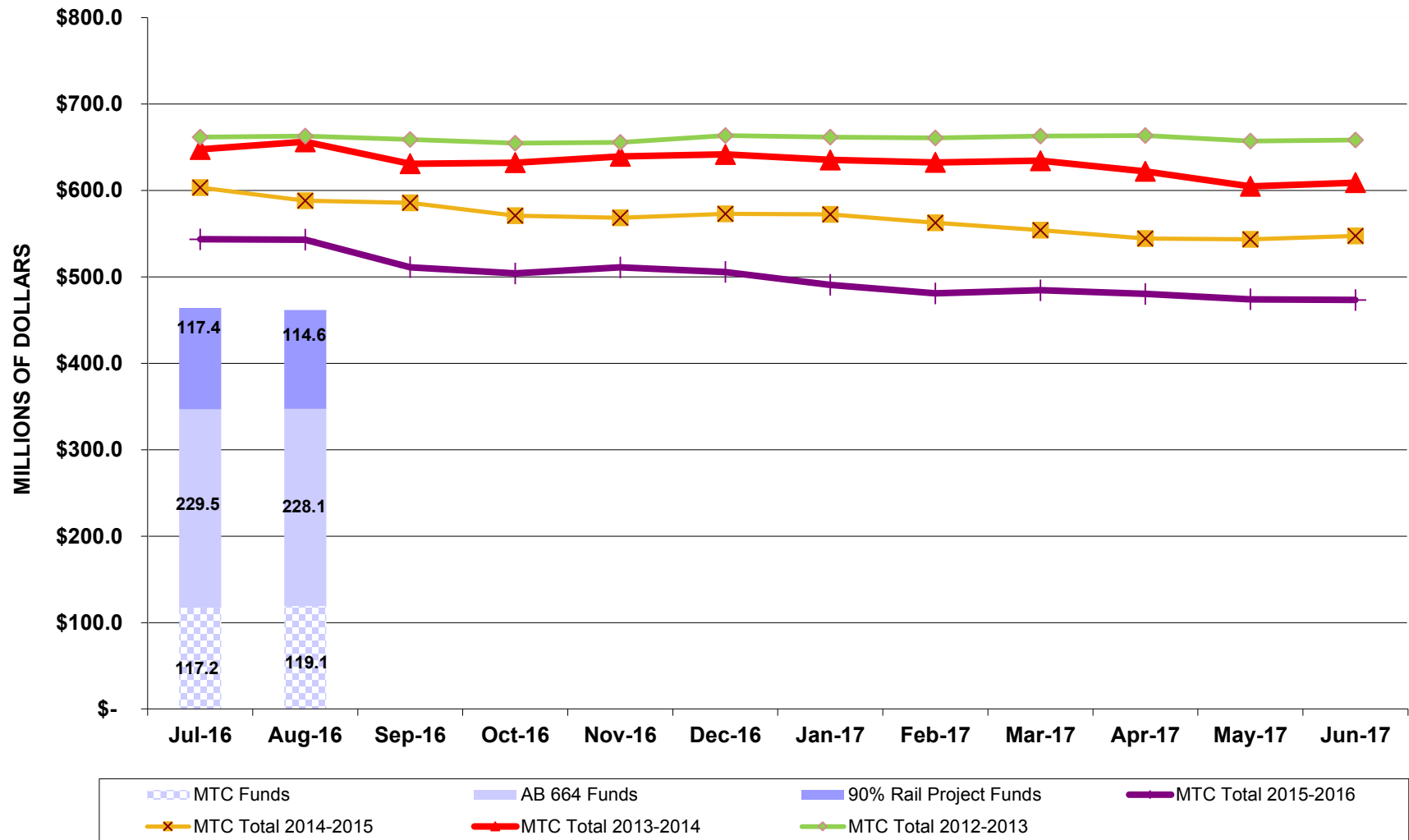
Page 2

<b>Issuer</b>	<b>Number of Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>% of Portfolio</b>	<b>Average YTM 365</b>	<b>Average Days to Maturity</b>
CLIPPER FLOAT ACCOUNT	1	52,143,036.82	52,143,036.82	1.42	0.000	1
CLIPPER PARTICIPANT CLAIM FUND	1	601,147.13	601,147.13	0.02	0.000	1
UBOC BAHA CHECKING	2	1,637,945.63	1,637,945.63	0.04	0.000	1
CLIPPER REFUND ACCOUNT	1	504,723.65	504,723.65	0.01	0.000	1
UNION BANK NA	4	51,000,000.00	50,919,120.00	1.39	0.701	145
WELLS FARGO BANK NA	4	53,200,000.00	53,202,244.90	1.45	1.020	170
<b>Total and Average</b>	<b>322</b>	<b>3,678,559,023.72</b>	<b>3,676,120,190.10</b>	<b>100.00</b>	<b>0.490</b>	<b>251</b>

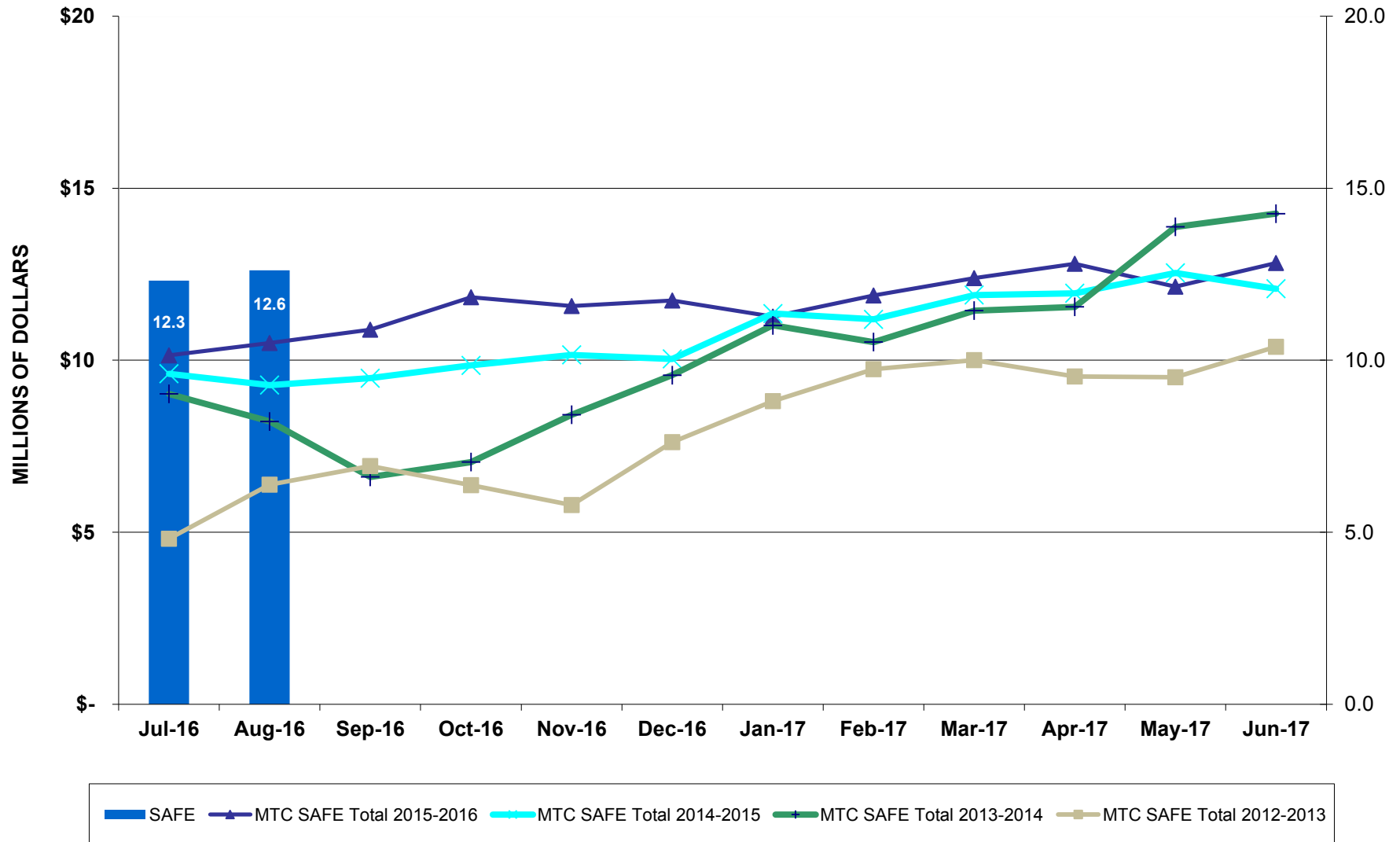
# TOTAL PORTFOLIO August 2016



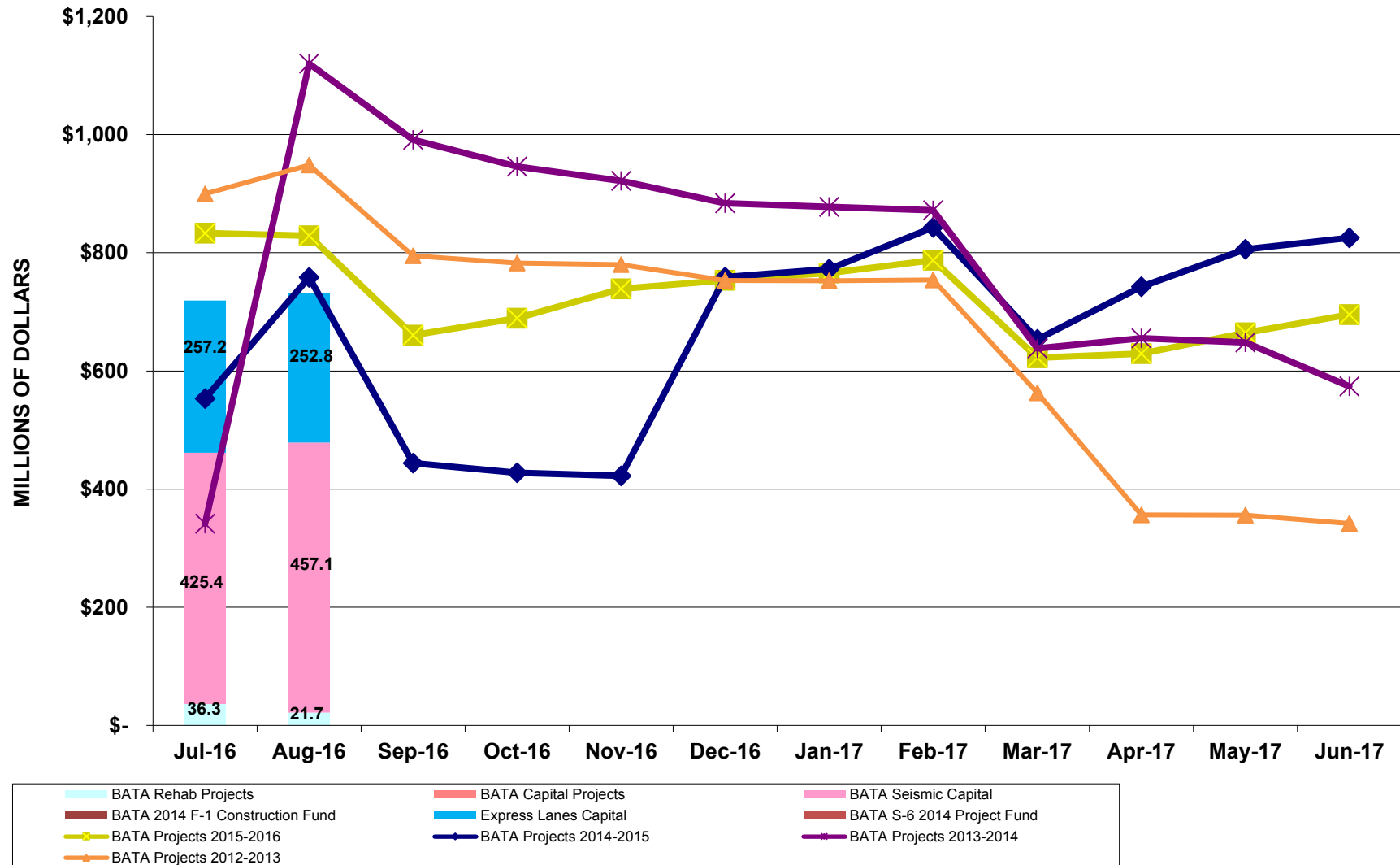
# MTC FUNDS August 2016



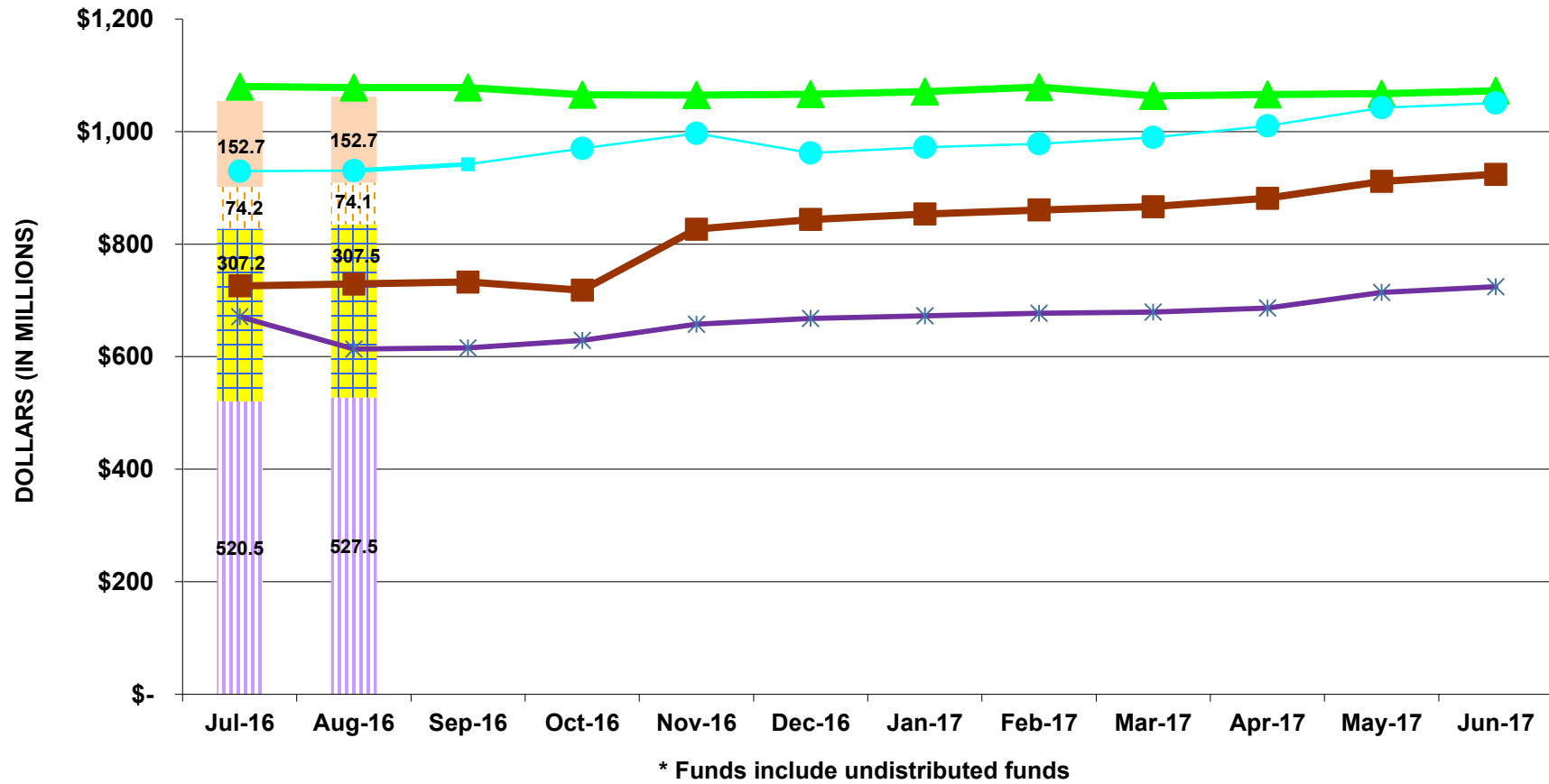
# MTC SAFE FUNDS August 2016



# BATA PROJECTS August 2016

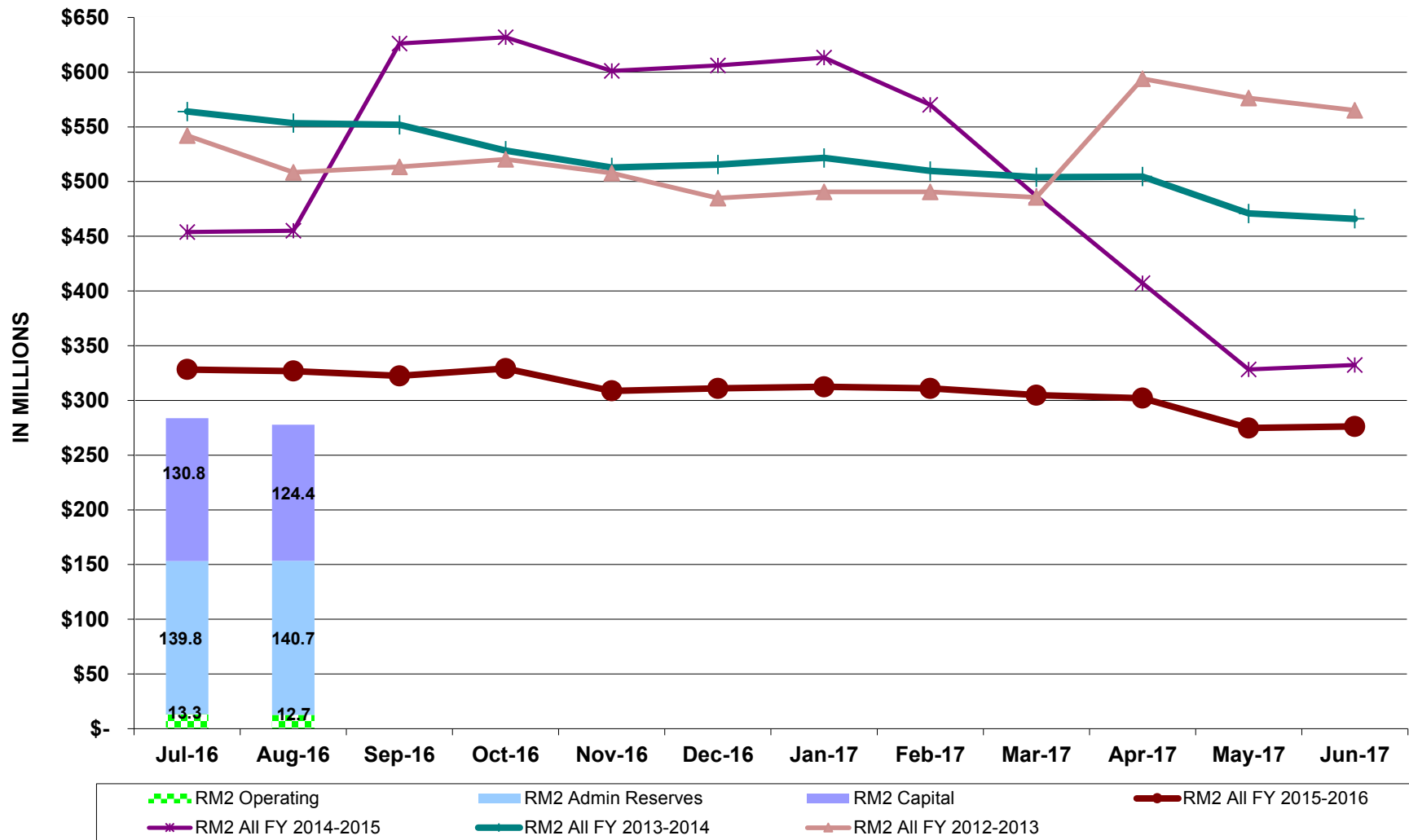


# **BATA ADMIN** **August 2016**

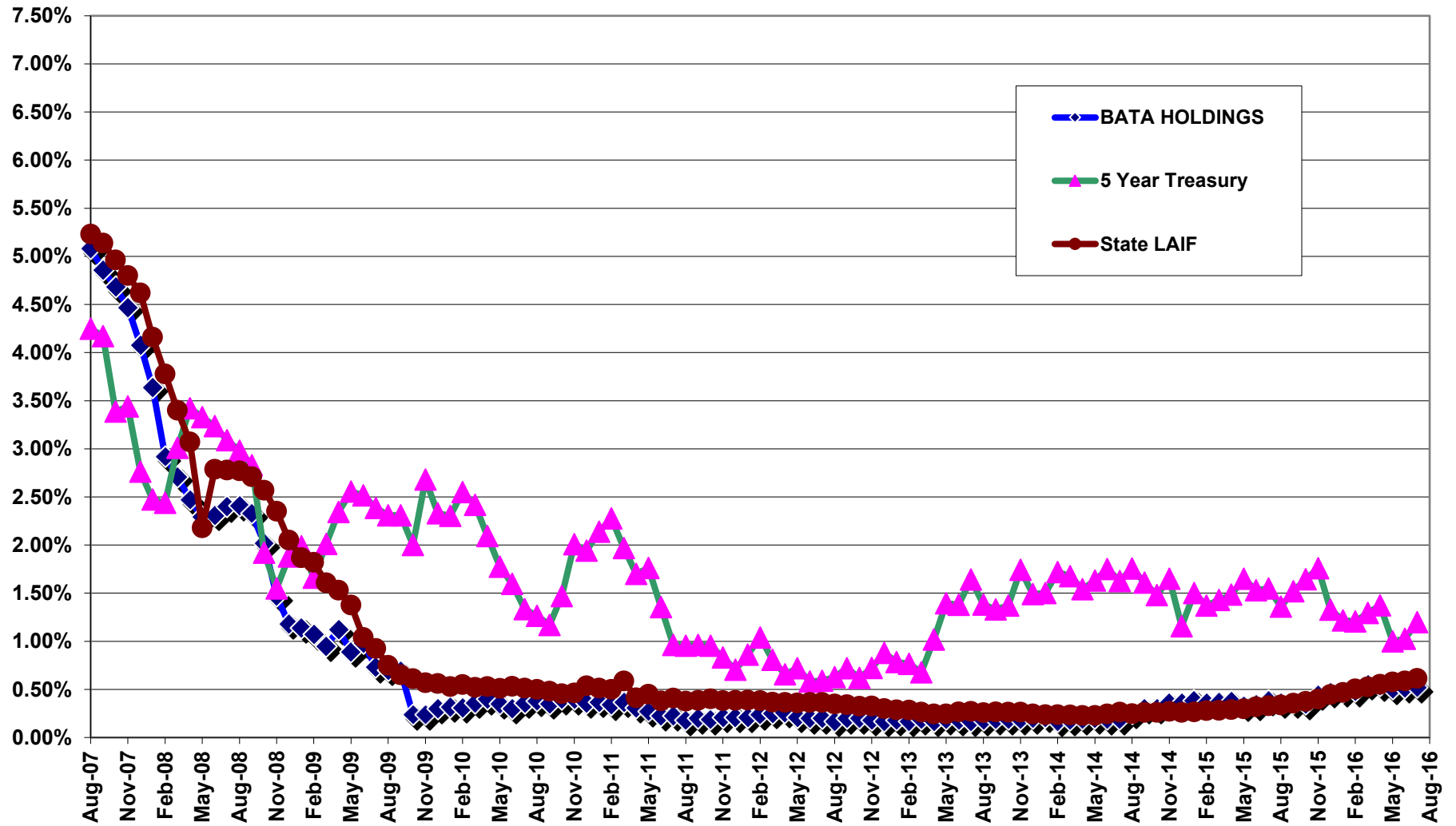




# REGIONAL MEASURE 2 FUNDS August 2016



Investment Rate Benchmarks  
August 2016  
(BATA)





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1920      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 9/9/2016      **In control:** Administration Committee  
**On agenda:** 10/12/2016      **Final action:**  
**Title:** MTC Financial Statements for July 2016  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2c\\_FinancialStatement-August'2016.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
MTC Financial Statements for July 2016

**Presenter:**  
Eva Sun

**Recommended Action:**  
Information



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

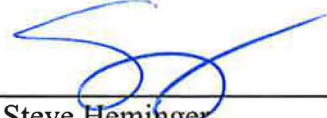
RE: MTC Financial Statements for July and August 2016

Attached please find MTC financial statements for the two-month period ending August 31, 2016. Major highlights of the two-month period include:

- (1) **Operating Income:** Total operating income for the two months is trending higher at 25% with 17% of the budget year expired.
- (2) **Transfers:** Transfers include the annual 1% BATA administration fee in the amount of \$7.3 million.
- (3) **Operating Expenditures:** Total operating expenditures, excluding contracts, are at 14% for the two month period, or 17% of the budget year. Contract services are well below budget at 2% which is not unusual since most of the contracts will run over multiple years.

**Federal Grants:** There are four new grants in the FY 2016-17 budget that MTC will be applying for in the near future. They relate to Incident Management, Freeway Performance Initiative and 511 Traveler Information Programs.

If there are any questions, please contact Eva Sun at (415) 778-6795.

  
\_\_\_\_\_  
Steve Heminger

**OPERATING INCOME**  
**MTC OPERATING BUDGET FOR FY 2016-17**  
**As of August 2016 (16.7% of year)**

	1	2	3	4
Operating Revenue	FY 2016-17 Adopted Budget	Actual Revenue	Budget Balance Over/(Under)	% of Budget (col 2/1)
<b>General Fund Revenue:</b>				
TDA	12,500,000	2,065,329	(10,434,671)	16.5%
Interest	20,000	3,577	(16,423)	17.9%
General Fund Total	12,520,000	2,068,906	(10,451,094)	16.5%
	-			
<b>Federal Planning Revenue:</b>				
	-			
	-			
FHWA	8,921,688	89,240	(8,832,448)	1.0%
FHWA - SP&R Partnership PL Grant	300,000	-	(300,000)	0.0%
FTA	5,082,022	1,252,146	(3,829,876)	24.6%
	14,303,710	1,341,386	(12,962,324)	9.4%
	-			
<b>State Funding Revenue:</b>				
STIP	687,933	-	(687,933)	0.0%
State Revenue Total	687,933	-	(687,933)	0.0%
<b>Local Funding Revenue:</b>				
TFCA	1,000,000	-	(1,000,000)	0.0%
ABAG	100,178	-	(100,178)	0.0%
HOV	500,000	97,613	(402,387)	19.5%
Pavement Management	965,000	25,715	(939,285)	2.7%
BAAQMD	308,749		(308,749)	0.0%
Misc	329,991	14,148	(315,843)	4.3%
Local Total	3,203,918	137,476	(3,066,442)	4.3%
<b>Transfers:</b>				
BATA Reimbursement	2,243,135	115,650	(2,127,485)	5.2%
RAFC	74,640	32,077	(42,563)	43.0%
SAFE	2,212,270	40,420	(2,171,850)	1.8%
BATA 1%	7,297,531	7,297,531	-	100.0%
2% Transit Transfers	452,868	-	(452,868)	0.0%
Transfers in - STA	3,020,661	-	(3,020,661)	0.0%
Transfer from or (to) Reserve/Capital	5,366,935	202,075	(5,164,860)	3.8%
Transfers Total	20,668,040	7,687,753	(12,980,287)	37.2%
<b>Total Operating Revenue</b>	<b>\$51,383,603</b>	<b>\$11,235,521</b>	<b>(\$40,148,082)</b>	<b>25.0%</b>

**OPERATING EXPENDITURES**  
**MTC OPERATING BUDGET FOR FY 2016-17**  
**As of August 2016 (16.7% of year)**

	1	2	3	4	5
<b>Operating Expenditures</b>	<b>FY 2016-17 Adopted Budget</b>	<b>Actual Expense</b>	<b>Budget Balance Over/(Under)</b>	<b>% of Budget (col 2/1)</b>	<b>Encumbrance</b>
Salaries & Benefits	24,010,714	3,739,772	(20,270,942)	15.6%	367,340
Travel & Training	402,000	28,155	(373,845)	7.0%	74,242
Commission Expense					
Commissioner Expense	70,000	4,645	(65,355)	6.6%	-
Advisory Committees	15,000	1,650	(13,350)	11.0%	-
Printing & Graphics	134,100	-	(134,100)	0.0%	102,840
Computer Services	1,404,500	376,564	(1,027,936)	26.8%	569,920
General Operations	3,488,624	73,631	(3,414,993)	2.1%	755,190
<b>Total operating</b>	<b>29,524,938</b>	<b>4,224,417</b>	<b>(25,300,521)</b>	<b>14.3%</b>	<b>1,869,532</b>
Contract Services	21,858,665	332,524	(21,526,141)	1.5%	9,303,598
<b>Total Operating Expenditures</b>	<b>51,383,603</b>	<b>4,556,941</b>	<b>(46,826,662)</b>	<b>8.9%</b>	<b>11,173,130</b>

**MTC CAPITAL BUDGETS**  
**As of August 2016 (16.7% of year)**

<u>Capital</u>	<u>Total Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
<b>Transfer from Reserves</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expense</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$148,403</b>	<b>\$451,597</b>

<u>Hub Signage Program</u>	<u>LTD Total Budget</u>	<u>LTD Actual</u>	<u>Encumbrance</u>	<u>LTD Balance</u>
Prop 1B	9,856,450	9,856,450	-	-
RM2	362,000	158,512	-	203,488
STA	1,333,045	473,541	-	859,504
Real Time Sign - BART	300,000	-	-	300,000
<b>Revenue</b>	<b>\$11,851,495</b>	<b>\$10,488,503</b>	<b>\$1,063,398</b>	<b>\$299,594</b>
<b>Expense</b>	<b>\$11,851,495</b>	<b>\$9,028,214</b>	<b>\$1,063,398</b>	<b>\$1,759,884</b>

**Life to Date Federal Grants Budget  
As of August 2016 (16.7% of year)**

<b>Fund Source</b>		<b>Grant LTD Balance</b>	<b>New Grants</b>	<b>Total Grants</b>	<b>Staff Actual</b>	<b>Consultant Actual</b>	<b>Encumbrances</b>	<b>Remaining Balance</b>
<b>STP Grants</b>								
1580	Station Area Planning	\$1,295,898	-	\$1,295,898	-	-	872,392	\$423,505
1801	CMA Planning	4,458,887	9,150,000	13,608,887	-	-	219,834	13,389,054
1803	511 Grant	7,407,504	-	7,407,504	-	36,430	2,801,101	4,569,972
1805	Regional Streets and Roads	232,744	-	232,744	-	-	-	232,744
1806	Pavement Management	1,461,030	-	1,461,030	-	-	1,356,239	104,791
1811	PDA Planning (ABAG)	20,073	-	20,073	-	-	-	20,073
1812	Regional PDA Planning	7,058,600	-	7,058,600	-	12,520	6,266,517	779,563
1816	Arterial Operations	2,393,072	-	2,393,072	-	7,620	1,374,228	1,011,224
1818	Pavement Management	-	1,500,000	1,500,000	-	-	-	1,500,000
New	Incident Management	-	1,400,000	1,400,000	-	-	-	1,400,000
New	Freeway Performance Initiative	-	7,200,000	7,200,000	-	-	-	7,200,000
New	511 Traveler Information	-	9,030,000	9,030,000	-	-	-	9,030,000
<b>Total STP Grants</b>		<b>\$24,327,808</b>	<b>\$28,280,000</b>	<b>\$52,607,808</b>	<b>-</b>	<b>\$56,570</b>	<b>\$12,890,311</b>	<b>\$39,660,926</b>
<b>CMAQ Grants</b>								
1589	Arterial Operations (PASS Program)	\$2,224,676	-	\$2,224,676	50,309	-	160,635	\$2,013,732
1591	Climate Initiatives Program Public Outreach	617,293	1,388,000	2,005,293	-	-	251,432	1,753,861
1592	Climate Initiatives Evaluation	675,067	-	675,067	-	-	256,656	418,410
1596	Freeway Performance Initiative	3,838,056	-	3,838,056	173,637	-	1,158,689	2,505,731
1800	Incident Management	4,696,797	-	4,696,797	49,831	-	289,791	4,357,175
1804	511 Grant	3,117,361	-	3,117,361	259,487	-	126,580	2,731,294
1809	FPI Corridor Studies	2,454,318	-	2,454,318	43,024	-	265,951	2,145,342
1814	Regional Bicycle Sharing Program	1,490,142	-	1,490,142	-	-	195,819	1,294,323
New	Incident Management	-	10,840,000	10,840,000	-	-	-	10,840,000
<b>Total CMAQ Grants</b>		<b>\$19,113,710</b>	<b>\$12,228,000</b>	<b>\$31,341,710</b>	<b>\$576,288</b>	<b>-</b>	<b>\$2,705,554</b>	<b>\$28,059,868</b>
<b>FTA GRANTS</b>								
1614	JARC	\$347,421	-	\$347,421	-	-	-	\$347,421
1623	New Freedom	133,687	-	133,687	-	-	51,109	82,578
1625	JARC	304,533	-	304,533	-	-	-	304,533
1626	New Freedom	47,417	-	47,417	-	-	-	47,417
1627	JARC	171,914	-	171,914	-	-	83,182	88,732
1628	New Freedom	181,723	-	181,723	-	-	175,046	6,677
1629	JARC	479,106	-	479,106	-	-	479,106	-
1630	JARC	1,667,079	-	1,667,079	-	-	1,311,479	355,600
1631	FTA 5339	9,665,839	-	9,665,839	-	-	-	9,665,839
1632	New Freedom	763,840	-	763,840	-	-	216,943	546,897
1633	FTA 5339	11,807,629	-	11,807,629	-	-	-	11,807,629
1634	FTA 5339	9,590,718	-	9,590,718	-	-	197,701	9,393,017
1668	TIGER (FTA)	460,808	-	460,808	-	-	460,808	-
<b>Total FTA Grants</b>		<b>\$35,621,714</b>	<b>-</b>	<b>\$35,621,714</b>	<b>-</b>	<b>-</b>	<b>\$2,975,375</b>	<b>\$32,646,339</b>
<b>HPP/VPP GRANTS</b>								
<b>Other Grants</b>								
1110	HEPP Travel Model	\$81,843	-	\$81,843	-	-	81,843	-
1112	SHRP2L Travel Analysis	\$522,496	-	\$522,496	-	2,450	449,768	70,278
<b>Total Other Grants</b>		<b>\$604,339</b>	<b>-</b>	<b>\$604,339</b>	<b>-</b>	<b>\$2,450</b>	<b>\$531,612</b>	<b>\$70,278</b>
<b>Total Federal Grants Budget</b>		<b>\$79,667,571</b>	<b>\$40,508,000</b>	<b>\$120,175,571</b>	<b>\$576,288</b>	<b>\$59,020</b>	<b>\$19,102,852</b>	<b>\$100,437,411</b>



**CLIPPER OPERATING BUDGET**  
As of August 2016 (16.7% of year)

Clipper Operating	Total FY 2016-17 Budget	Actual	Encumbrance	Balance
RM2	2,950,000	98,949	-	2,851,051
STA	11,378,757	141,531	-	11,237,226
Transit Operators	15,801,500	-	-	15,801,500
<b>Revenue</b>	<b>\$30,130,257</b>	<b>\$240,480</b>	<b>\$0</b>	<b>\$29,889,777</b>
<b>Expense</b>	<b>\$30,130,257</b>	<b>\$240,480</b>	<b>\$5,471,931</b>	<b>\$24,417,846</b>

**CLIPPER I - CAPITAL BUDGET (Life to Date)**  
As of August 2016 (16.7% of year)

Clipper I - Capital	LTD Budget Thru FY 2016-17	Actual	Encumbrance	Project Balance L-T-D
CMAQ	71,495,201	64,315,812	-	7,179,389
Card Sales	6,851,267	6,575,339	-	275,928
Cap and Trade	3,500,000	3,559,290	-	(59,290)
ARRA	11,167,891	11,167,891	-	-
FTA	25,009,181	21,626,711	-	3,382,470
STP	39,035,448	25,518,267	-	13,517,181
STA	22,159,756	19,381,023	-	2,778,733
Prop 1B	1,000,000	988,137	-	11,863
SFMTA	8,005,421	3,175,743	-	4,829,678
GGBHTD	2,975,000	2,638,123	-	336,877
BART	725,000	412,762	-	312,238
MTC Exchange Fund	8,269,158	7,572,638	-	696,520
BATA	26,864,813	24,381,544	-	2,483,269
Transit Operators	13,857,000	657,775	-	13,199,225
WETA	603,707	603,707	-	-
Sales Tax	99,311	890,216	-	(790,905)
<b>Revenue</b>	<b>\$241,618,154</b>	<b>\$192,907,204</b>	<b>\$0</b>	<b>\$48,710,950</b>
<b>Expense</b>	<b>\$241,618,154</b>	<b>\$183,325,517</b>	<b>\$19,366,890</b>	<b>\$38,925,747</b>

**CLIPPER II - CAPITAL BUDGET (Life to Date)**  
As of August 2016 (16.7% of year)

Clipper II - Capital	LTD Budget Thru FY 2016-17	Actual	Encumbrance	Project Balance L-T-D
STP	4,569,554	2,628,611	-	1,940,943
BATA	260,000	259,802	-	198
STA	1,047,841	727,847	-	319,994
<b>Revenue</b>	<b>\$5,877,395</b>	<b>\$3,616,260</b>	<b>\$0</b>	<b>\$2,261,135</b>
<b>Expense</b>	<b>\$5,877,395</b>	<b>\$3,616,260</b>	<b>\$784,220</b>	<b>\$1,476,916</b>

**DISBURSEMENT REPORT (Non- Federal Funded)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Support to the Commission</b>	100,000			
<b>1051111 - Subtotal</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>Implement Public Information Program</b>	445,000			
Consultants		13,420	161,521	
<b>1051112 - Subtotal</b>	<b>445,000</b>	<b>13,420</b>	<b>161,521</b>	<b>270,059</b>
<b>Regional Transportation Plan</b>	1,454,089			
Ascent Environmental, Inc.			320,000	
Consultants		708	350,651	
Tschudin Consulting Group			148,508	
<b>1051121 - Subtotal</b>	<b>1,454,089</b>	<b>708</b>	<b>819,159</b>	<b>634,222</b>
<b>Analyze Regional Data using GIS &amp; Travel Models</b>	3,701,226			
Consultants			396,305	
Corey, Canapary & Galanis			184,650	
ETC Institute		70,300	2,580,699	
Parsons Brinckerhoff, Inc.			140,974	
Redhill Group, Inc.			573	
<b>1051122 - Subtotal</b>	<b>3,701,226</b>	<b>70,300</b>	<b>3,303,201</b>	<b>327,725</b>
<b>Airport/Seaport/Freight Planning</b>	450,000			
Cambridget Systematics			70,000	
<b>1051124 - Subtotal</b>	<b>450,000</b>	<b>-</b>	<b>70,000</b>	<b>380,000</b>
<b>Non-Motorized Transportation Activities</b>	284,000			
<b>1051125 - Subtotal</b>	<b>284,000</b>	<b>-</b>	<b>-</b>	<b>284,000</b>
<b>Advocate Legislative Programs</b>	578,100			
Carter, Wetch & Associates		12,971		
Government Relations		21,925		
<b>1051132 - Subtotal</b>	<b>578,100</b>	<b>34,896</b>	<b>-</b>	<b>543,204</b>

**DISBURSEMENT REPORT (Non- Federal Funded)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Agency Financial Management</b>	687,366			
Sungard Opublic Professional			263,121	
PWC		66,500	182,744	
<b>1011152 - Subtotal</b>	<b>687,366</b>	<b>66,500</b>	<b>445,866</b>	<b>175,000</b>
<b>Administrative Services</b>	320,000			
Pathways for High School		88,970		
<b>1011153 - Subtotal</b>	<b>320,000</b>	<b>88,970</b>	<b>-</b>	<b>231,030</b>
<b>Information Technology Services</b>	712,567			
Agreeya Solutions		14,480	185,520	
Visual Strategies		11,500	23,900	
Share Squared Inc.			103,871	
Informatix, Inc.			153,911	
Pee;;e Technologies			49,167	
<b>1011161 - Subtotal</b>	<b>712,567</b>	<b>25,980</b>	<b>516,369</b>	<b>170,218</b>
<b>Performance Measurement and Monitoring</b>	150,000			
CH2M Hill			24,165	
Consultants		949	75,738	
<b>1051212 - Subtotal</b>	<b>150,000</b>	<b>949</b>	<b>99,903</b>	<b>49,148</b>
<b>Regional Rideshare Program</b>	1,300,000			
<b>1051222 - Subtotal</b>	<b>1,300,000</b>	<b>-</b>	<b>-</b>	<b>1,300,000</b>
<b>Operational Support for Regional Programs</b>	348,630			
Consultants			122,263	
Iteris Inc.			65,808	
Kimley-Horn			10,559	
URS Corporation			150,000	
<b>1051223 - Subtotal</b>	<b>348,630</b>	<b>-</b>	<b>348,630</b>	<b>-</b>

**DISBURSEMENT REPORT (Non- Federal Funded)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Regional Traveler Information</b>	1,895,000			
Civic Resource Group			290,415	
Consultants		4,720		
Faneuil Inc.			11,102	
Iteris Inc.			231,791	
Kimley-Horn & Associates			43,216	
<b>1051224 - Subtotal</b>	<b>1,895,000</b>	<b>4,720</b>	<b>576,524</b>	<b>1,313,756</b>
<b>Emergency Response Operations</b>	100,000			
Consultants				
<b>1051228 - Subtotal</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
<b>Emergency Response Planning</b>	1,042,000			
URS Corporation			224,881	
<b>1051229 - Subtotal</b>	<b>1,042,000</b>	<b>-</b>	<b>224,881</b>	<b>817,119</b>
<b>Pavement Management Program (PMP)</b>	1,379,688			
Adhara Systems, Inc.			25,033	
AMS Consulting LLC			29,382	
Bellecci & Associates			11,243	
Capitol Asset & Pavement Services			32,651	
CH2M Hill		4,989		
DevMecca, LLC			20	
DevMecca, LLC			27	
Harros & Associates			33,054	
JG3 Consulting LLC			5,162	
Nicholas Consulting Engineers			33,620	
Quality Engineering Solutions			5,571	
<b>1051233 - Subtotal</b>	<b>1,379,688</b>	<b>4,989</b>	<b>175,763</b>	<b>1,198,936</b>
<b>Arterial Operations</b>				
Consultants	48,084			
DKS Associates			32,513	
Iteris Inc.			1,000	
Kimley-Horn And Associates			11,871	
TJKM Transportation			2,700	
<b>1051234 - Subtotal</b>	<b>48,084</b>	<b>-</b>	<b>48,084</b>	<b>-</b>

**DISBURSEMENT REPORT (Non- Federal Funded)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Incident Management</b>	200,000			
Iteris Inc.			4,600	
Kimley-Horn & Associates			2,000	
<b>1051235 - Subtotal</b>	<b>200,000</b>	<b>-</b>	<b>6,600</b>	<b>193,400</b>
<b>Freeway Performance Initiative</b>	1,018,925			
Audio Visual Innovations Inc.			143,980	
Cambridge Systematics			55,829	
Consultants			517,000	
Dowling Associates			42,907	
FEHR & PEERS Associates			219,830	
Kettelson & Associates			1,346	
<b>1051237 - Subtotal</b>	<b>1,018,925</b>	<b>-</b>	<b>980,892</b>	<b>38,033</b>
<b>Implement Lifeline Transportation Programs</b>	1,076,602			
Consultants			45,750	
Nelson/Nygard			109,440	
<b>1051311 - Subtotal</b>	<b>1,076,602</b>	<b>-</b>	<b>155,190</b>	<b>921,412</b>
<b>Climate Assessment Initiative</b>	35,000			
<b>1051413 - Subtotal</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>
<b>Regional Assistance Program</b>	218,000			
Pieriott & Associates, LLC			126,734	
<b>1051514 - Subtotal</b>	<b>218,000</b>	<b>-</b>	<b>126,734</b>	<b>91,266</b>
<b>State Programing, Monitoring and TIP Development</b>	314,933			
<b>1051515 - Subtotal</b>	<b>314,933</b>	<b>-</b>	<b>-</b>	<b>314,933</b>

**DISBURSEMENT REPORT (Non- Federal Funded)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Transit Sustainability Project</b>	1,055,070			
City of Union City			30,000	
Consultants			115,470	
ECCTA			30,000	
LAVTA			9,703	
Solano Transportation Authority			120,000	
Sonoma County Transit			5,000	
City of Vacaville			10,000	
Westcat			30,000	
<b>1051517 - Subtotal</b>	<b>1,055,070</b>	<b>-</b>	<b>350,173</b>	<b>704,897</b>
<b>New Freedom</b>	5,000			
Nelson/Nygard			5,000	
<b>1051518 - Subtotal</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>
<b>Transit Core Capacity Study</b>	550,027			
Arup North America Ltd.			454,284	
<b>1051519 - Subtotal</b>	<b>550,027</b>	<b>-</b>	<b>454,284</b>	<b>95,743</b>
<b>Transportation for Livable Communities Program</b>	1,571,358			
Consultants		780	30,667	
Placeworks			59,956	
City of Santa Clara			60,000	
Toole Design Group			52,991	
<b>1051611 - Subtotal</b>	<b>1,571,358</b>	<b>780</b>	<b>203,614</b>	<b>1,366,964</b>
<b>Climate Adaptation Consulting (BARC)</b>	68,000			
Consultants		18,022	17,802	
<b>1051612- Subtotal</b>	<b>68,000</b>	<b>18,022</b>	<b>17,802</b>	<b>32,176</b>
<b>Legal</b>	750,000			
Hanson and Bridgett			27,801	
Glynn and Finley		2,290	99,775	
Schiff Hardin LLP			16,386	
Renne Sloan Holtzman Sakalili			69,446	
<b>1060000 - Subtotal</b>	<b>750,000</b>	<b>2,290</b>	<b>213,408</b>	<b>534,302</b>
<b>Total Operating Contract Services</b>	<b>21,858,665</b>	<b>332,524</b>	<b>9,303,598</b>	<b>12,222,543</b>

**DISBURSEMENT REPORT - (Funded by Federal Grants)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Expended	Encumbered
<b>Regional Transportation Plan</b>		
Consultants	2,450	339,002
San Francisco Transportation Authority		192,610
<b>1051122 - Subtotal</b>	<b>2,450</b>	<b>531,612</b>
<b>Support Regional Traveler Information Services</b>		
Kimley-Horn and Associates		125,684
<b>1051223 - Subtotal</b>	<b>-</b>	<b>125,684</b>
<b>Regional Traffic Information Services</b>		
Civic Resource Group		1,083,441
Consultants	36,430	
Faneuil, Inc.		85,688
Iteris, Inc.		1,340,709
Kimley-Horn & Associates		292,160
<b>1051224 - Subtotal</b>	<b>36,430</b>	<b>2,801,998</b>
<b>Pavement Management Program (PMP)</b>		
Adhara Sysems, Inc.		193,213
AMS Consulting LLC		226,779
Bellecci & Assocaites		86,776
Capitol Asset & Pavement Services		252,017
Harris & Associates		255,126
JG3 Consulting		39,838
Nichols Consulting Engieners		259,490
Quality Engineering Solutions		42,999
<b>1051233 - Subtotal</b>	<b>-</b>	<b>1,356,238</b>
<b>Arterial Operations</b>		
Consultants		140,000
County of Santa Clara		567,000
DKS Associates		88,796
DKS Associates	7,620	89,290
City of Fremont		577,938
Iteris Inc.		185,022
Kimly-Horn and Associates		22,339
Kimly-Horn and Associates		49,500
Valley Tranportation Authority		156,697
<b>1051234 - Subtotal</b>	<b>7,620</b>	<b>1,876,582</b>

**DISBURSEMENT REPORT - (Funded by Federal Grants)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Expended	Encumbered
<b>Implement Incident Management Program</b>		
URS Corporation		289,791
<b>1051235 - Subtotal</b>	<b>-</b>	<b>289,791</b>
<b>Freeway Performance Initiative</b>		
Atkins		187,949
Audio Visual Innovations Inc.		5,280
Cambridge Systematics		54,334
Dowling Associates		194,592
Fehr & Peers Associates		50,584
Kimly Horn Associates		440,233
Kittelson & Associates		149,949
<b>1051237 - Subtotal</b>	<b>0</b>	<b>1,082,921</b>
<b>Lifeline Program</b>		
City of Alameda		120,753
Central Contra Costa Transit		122,795
County of Contra Costa		105,684
Cycles of Change		203,336
Outreach		435,557
City of Richmond		65,000
San Mateo County Human Sevice		56,066
<b>1051310 - Subtotal</b>	<b>0</b>	<b>1,109,191</b>
<b>Implement Lifeline Transportation Program</b>		
Daly City		41,461
Marin Transit		288,435
Outreach		190,671
Peninsula Family Services		202,288
Peninsula Family Services		41,721
<b>1051311 - Subtotal</b>	<b>0</b>	<b>764,576</b>
<b>Lifeline Planning</b>		
Alta Planning and Design		250,780
Civic Resource Group		653
ICF Consulting		256,656
Toole Design Group		195,820
<b>1051413 - Subtotal</b>	<b>0</b>	<b>703,909</b>
<b>Federal Programming, Monitoring and TIP Development</b>		
County Connection		51,109
Consultants		197,701
<b>1051512 - Subtotal</b>	<b>0</b>	<b>248,810</b>



**DISBURSEMENT REPORT - (Funded by Federal Grants)**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Expended	Encumbered
<b>New Freedom - Non - Planning Funds</b>		
Alameda County CMA		26,774
Center for Independent Living		161,211
City of Alameda		148,272
Consultants		90
Sonoma County Human Services Department		55,642
<b>1051518 - Subtotal</b>	<b>0</b>	<b>391,989</b>
<b>Transit Core Capacity Study</b>		
Arup North America Ltd.		460,808
<b>1051519 - Subtotal</b>	<b>0</b>	<b>460,808</b>
<b>Transportation for Livable Communities</b>		
City of Alameda		250,000
Association of Bay Area Government		219,834
City of Berkely		571,103
City of Sunnyvale		265,702
Community Design and Architecture		193,514
Consultants (PO)	6,100	111,580
Dyett & Bhatia	6,420	0
Fehr & Peers Associates		182,016
Nelson Nygaard		441,622
City of Oakland		632,300
City of Richmond		222,080
San Francisco Transporation Authority		196,000
City and County of San Francisco		736,000
City of San Jose		1,363,782
City of San Leandro		440,000
Santa Clara VTA		140,385
City of Santa Clara, Caltrain		850,000
City of Sunnyvale		530,600
City of Walnut Creek		12,225
<b>1051611 - Subtotal</b>	<b>12,520</b>	<b>7,358,743</b>
<b>Fund 190 CMA PLANNING</b>	<b>0</b>	<b>0</b>
<b>Total Federal Grant Funded</b>	<b>59,020</b>	<b>19,102,852</b>

**CAPITAL PROJECTS DISBURSEMENT REPORT**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Capital Expenditures</b>	<b>600,000</b>		148,403	
<b>Subtotal</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$148,403</b>	<b>\$451,597</b>
<b>Hub Signage Program</b>	<b>11,851,495</b>			
Staff Costs		1,288,902		
Consultants		969,990		
Kimly-Horn and Associates		621,388	10,969	
BART		4,168,144	1,044,546	
Wilbur Smith Associates		100,850		
City of Santa Rosa		89,424		
Jacobs Carter Burgess		481,201		
Fluoresco Lighting		448,201		
Solari Corporation		188,388	5,000	
Nematode Holdings, LLC		223,996	373	
NCPTA		133,860		
Ghirardelli Association		313,870	2,510	
<b>3322650,2651,2652,2654 &amp; 2655 Subtotal</b>	<b>\$11,851,495</b>	<b>\$9,028,214</b>	<b>\$1,063,398</b>	<b>\$1,759,884</b>
<b>Capital Projects Total</b>	<b>\$12,451,495</b>	<b>\$9,028,214</b>	<b>\$1,211,800</b>	<b>\$2,211,481</b>

**CLIPPER PROJECTS DISBURSEMENT REPORT**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
<b>Clipper Operating</b>	<b>30,130,257</b>			
Staff Costs		141,531		
AC Transit			25,400	
AT&T			155,328	
Caribou Public Relations			200,000	
Consultants		98,949	281,039	
Cubic Transportation systems			4,026,457	
Moore, Iacofano, Goltsman			11,121	
Nematode Holdings LLC			523,745	
Synapse Strategies			248,840	
<b>320122116 Clipper Operating Expenses</b>	<b>\$30,130,257</b>	<b>\$240,480</b>	<b>\$5,471,931</b>	<b>\$24,417,846</b>
<b>Clipper I - Capital</b>	<b>241,618,154</b>			
Staff costs		10,238,665		
A T & T		77,112	38,000	
AC TRANSIT		397,683		
Acumen Building Enterprise		302,151		
AT&T		13,445		
Auriga Corporation		361,441	34,251	
BART		2,574,547		
BART		1,130,185		
Booz Allen Hamilton		8,082,237		
Booz Allen Hamilton		12,611,565		
CH2M Hill		375,358	254,705	
Caporicci & Larson		11,530		
Consultants		997,869		
Cornerstone Transp. Consulting		110,119		
Cubic Transportation Systems		75,539,459	17,991,616	
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		178,724		
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	
MOTOROLA (PHASE I)		2,166,458		
MOTOROLA (PHASE II)		37,511,848		

**CLIPPER PROJECTS DISBURSEMENT REPORT**  
**As of August 2016 (16.7% of year)**

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
PB CONSULT		193,500		
Peninsula Corr. Joint Powers		2,079,685		
Pricewaterhouse Coopers		40,000		
Samtrans		149,013		
San Francisco Muni		579,882		
Santa Clara VTA		1,636,101		
SBC/MCI		1,128		
SF Muni		431,580		
Shiralian Management Group		83,160		
Synapse Strategies		437,245		
Solano County Transit		165,480		
Solutions for Transit		192,013	7,988	
Thompson Coburn LLP		19,459		
Valley Transportation Authority		2,235,535		
VenTek Transit, Inc.		411,586	918,958	
Water Emergency Transportation Authority		127,867		
RM2 Capital construction		17,410,805		
<b>310 Clipper Capital I - Total Expenses</b>	<b>\$241,618,154</b>	<b>\$183,325,517</b>	<b>\$19,366,890</b>	<b>\$38,925,747</b>
 <b>Clipper II- Capital</b>	 <b>5,877,395</b>			
Staff Costs		1,534,727		
IBI Group		1,569,952	30,048	
Thompson Coburn LLP			200,000	
CH2M Hill Clipper Consultants		461,903	533,193	
Invoke Technologies		49,678	20,978	
<b>312 Clipper II - Total Expenses</b>	<b>\$5,877,395</b>	<b>\$3,616,260</b>	<b>\$784,220</b>	<b>\$1,476,916</b>

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

	<b>As of August, 2016</b>
ESRI Inc.	\$99,690
<i>Software License Renewal</i>	
Network Television Time Inc.	\$56,889
<i>On Going AV Troubleshooting and Training</i>	
SHI	\$34,920
<i>Oracle Database Software License Renewal</i>	
Column Technologies Inc.	\$58,815
<i>Software License Renewal</i>	
X-IO Technologies	\$15,577
<i>Computer Maintenance /Services</i>	
Iron Mountain Off Site Storage	\$18,000
<i>Off-Site Media Tape Storage</i>	
Iron Mountain Off-Site Storage	\$14,000
<i>FY16/17 Off-Site Storage Rental</i>	
Globafone	\$8,976
<i>Communication Service</i>	
AT&T	\$92,248
<i>Communication Service</i>	
Emergent LLC	\$22,203
<i>Software License Renewal</i>	
Agility Recovery	\$2,760
<i>Computer Maintenance /Services</i>	
AT&T	\$35,000
<i>Communication Service</i>	
CDW Government Inc.	\$100,000
<i>Computer Hardware Supplies</i>	
PCM Sales Inc.	\$2,670
<i>VM Enterprise Support Software License Renewal</i>	
PCM Sales Inc.	\$63,767
<i>Software License Renewal</i>	
Citrix Online	\$57,904
<i>Software License Renewal</i>	
PCM Sales	\$9,268
<i>Software License Renewal</i>	
Grouplink LLC	\$2,997
<i>Help Desk Upgrade Software License Renewal</i>	
Mathew Bender and Company Inc.	\$6,500
<i>Law Library</i>	
Continuing Education	\$4,000
<i>Law Library</i>	
West Payment	\$20,000
<i>Law Library</i>	
Info-Tech Research Group	\$10,335
<i>Software License Renewal</i>	

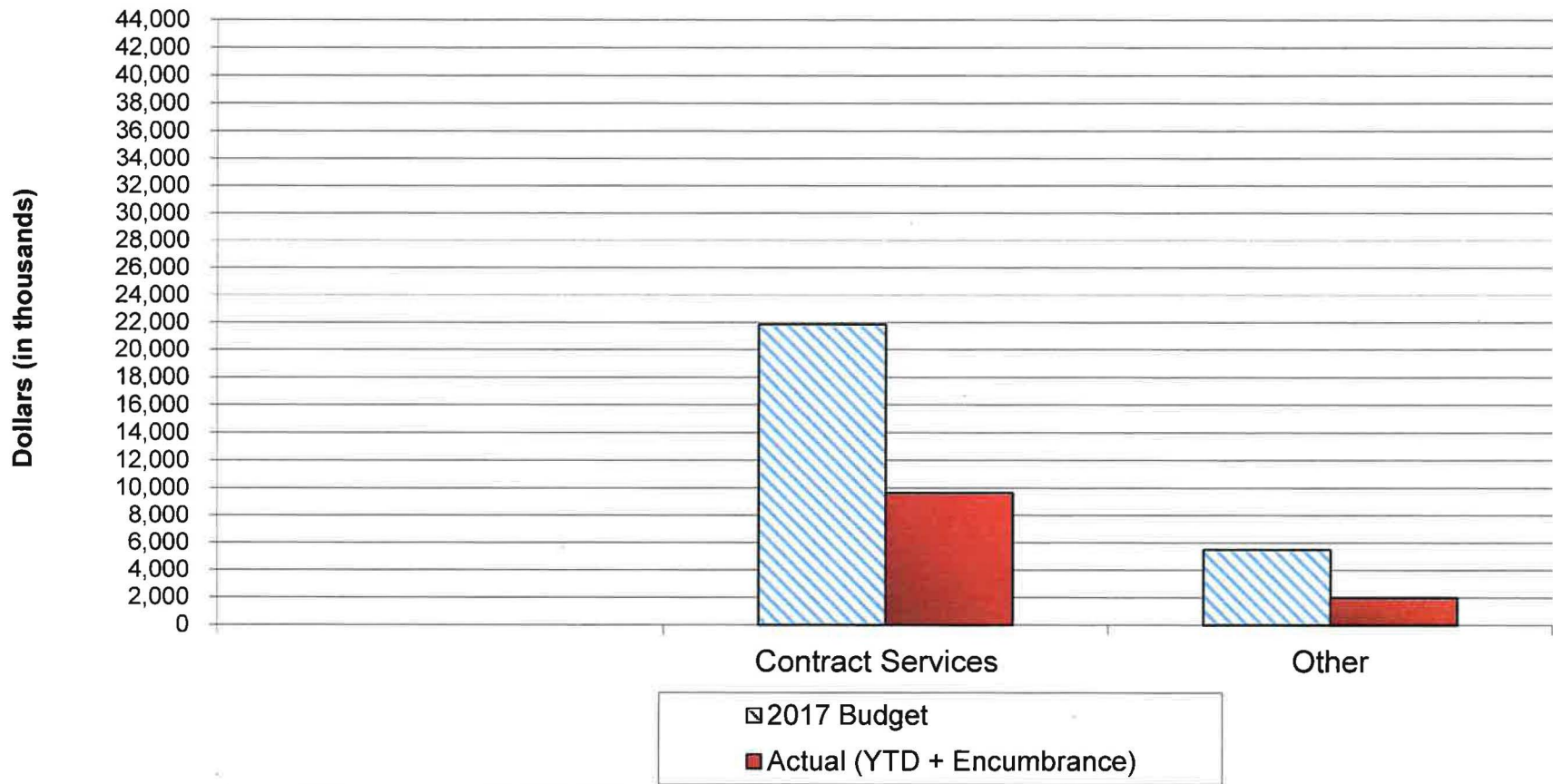
**PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR**  
**\$2,500-\$200,000**

	<b>As of August, 2016</b>
Alta Planning and Design	\$4,350
Advertising and Public Awareness	
Cornerstone on Demand	\$41,083
Software License Renewal	
DLT Solutions LLC	\$72,000
Amazon Web Services Infrastructure	
West Payment	\$17,000
Law Library	
NI Government Services	\$20,599
Stationary Satellite - Communications	
Cornerstone on Demand	\$4,200
Group Training	
Socrata Inc.	\$24,844
Open Data Software License Renewal	
Pitney Bowes Inc.	\$5,400
Fees Postage Metering Machine	
Hogue and Associates	\$25,000
Office Furniture	
Mail Stream Corporation	\$3,000
Printing and Reproduction	
Honda of Oakland	\$3,000
Auto Expense	
Open Account for Catering	\$3,000
Catering	
AAA Business Supplies	\$75,000
Office Supplies	
All Mobile Details	\$3,000
Auto Expense	
Siskind Susser PC	\$4,000
Recruiting Expenses - Employment Visa and Immigration	
Grainger	\$3,000
Office Supplies	
The Ford Store	\$3,000
Auto Expense	
Postmaster	\$10,000
MTC Bulk Mail	
California Department of Transportation	\$22,536
Monthly Parking MTC/ABAG Parking Lot	
City of Oakland	\$3,000
Monthly Parking Taxes for MTC/ABAG Parking Lot	
Grainger	\$3,000
Office Supplies	
Home Depot	\$3,000
General Building Maintenance Supplies	
Amazon.Com LLC	\$3,000
Maintenance Supplies	

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

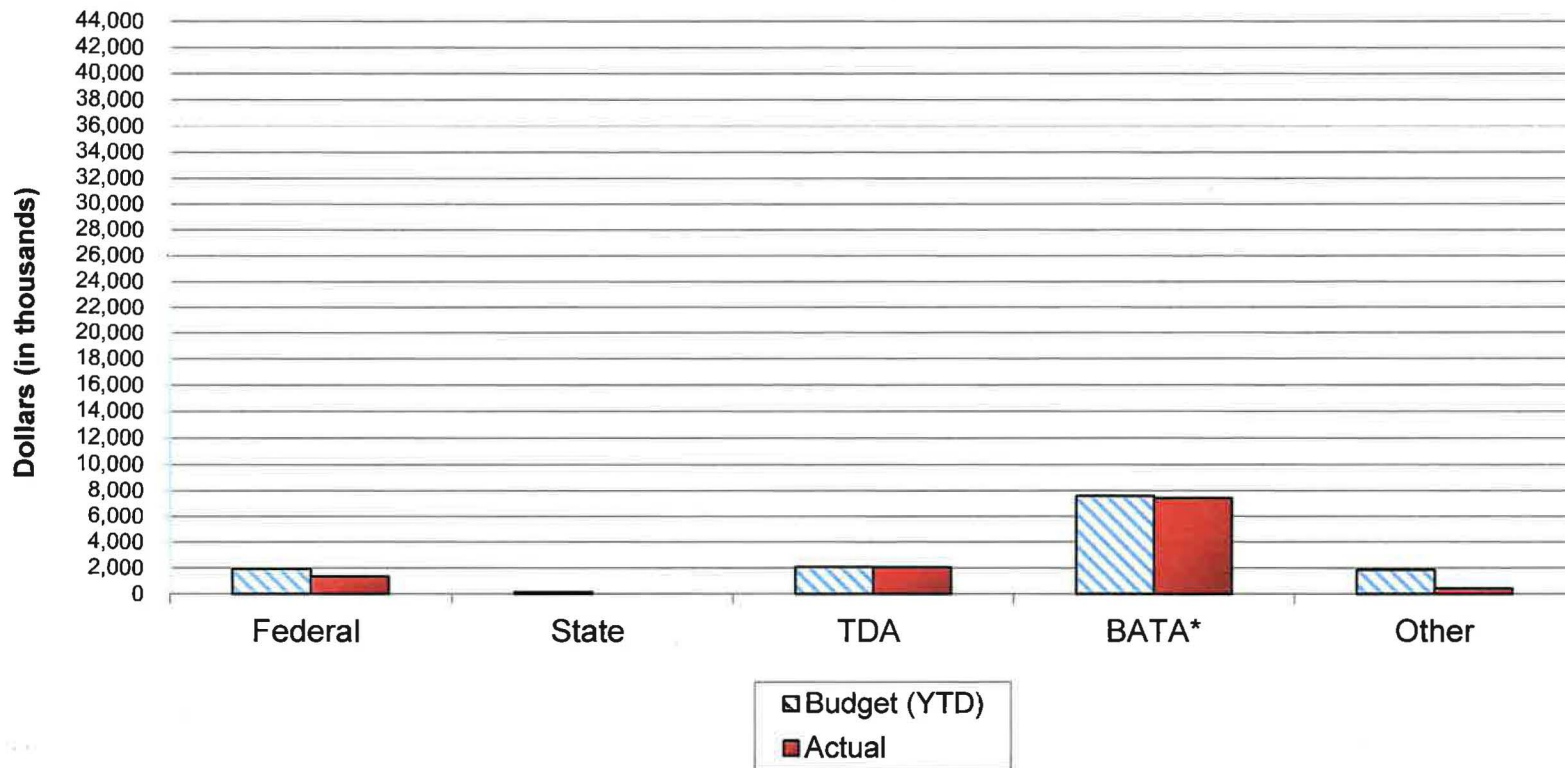
<u>Consultant</u>	<u>Purpose</u>	<u>As of August, 2016</u>
Carter Welch and Associates	MTC State Legislative Advocate	\$164,341
Kimly Horn and Associates	511 Traveler Information Program Systems	\$166,420
Management Partners	MTC Merger and Implementation	\$150,000

**Chart 2: Expenditure Comparison between Budget to Actual and Encumbrances  
August 2016**



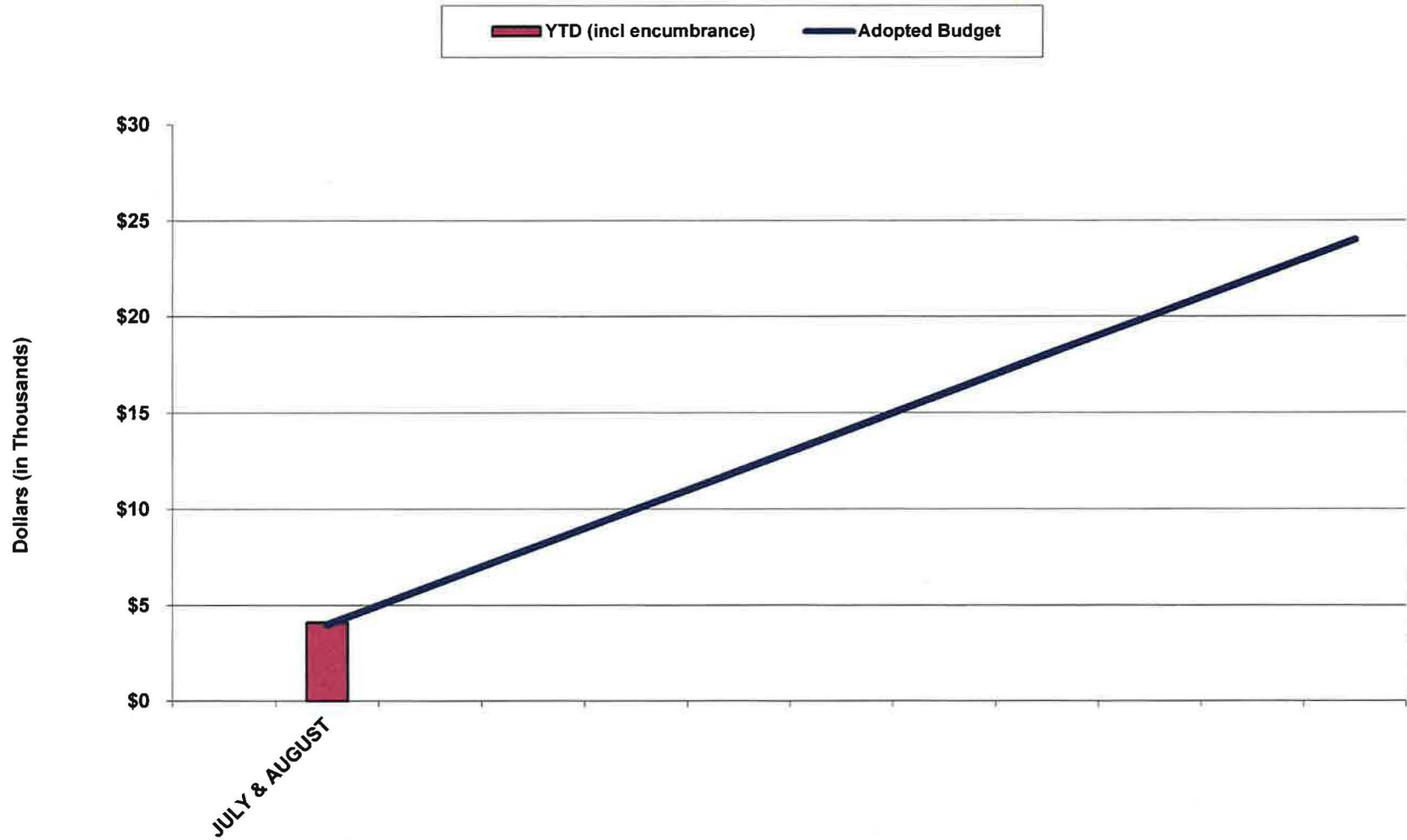


**Chart 1: Revenue Comparison between Budget and Actual  
August 2016**



\* Annual

### Budget vs Actual Plus Encumbrance Salaries & Benefits





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1921      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 9/9/2016      **In control:** Administration Committee  
**On agenda:** 10/12/2016      **Final action:**  
**Title:** Monthly Travel Report  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2d\\_Travel\\_Report\\_Aug'2016.pdf](#)

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

**Subject:**  
Monthly Travel Report

**Presenter:**  
Sonia Elsonbaty

**Recommended Action:**  
Information



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

RE: Monthly Travel Report

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

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

### **International Travel Requests**


None this month.

### **Commissioner Travel**

None this month.

### **Budget Report**

As outlined in Attachment 1, actual travel expenses for all combined MTC travel funds are below budget at 9% as of August 2016 with 17% of the budget year elapsed.

  
\_\_\_\_\_  
Steve Heminger

SH:bm  
Attachment

**TRAVEL REPORT FOR FY 2016-17**  
**As of August, 2016 (16.7% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$194,400	\$11,444	6%
BATA	\$179,200	\$27,281	15%
SAFE	\$17,000	\$0	0%
Clipper	\$53,000	\$0	0%
<b>Total</b>	<b>\$443,600</b>	<b>\$38,726</b>	<b>9%</b>



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1922      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Consent

**File created:** 9/9/2016      **In control:** Administration Committee

**On agenda:** 10/12/2016      **Final action:**

**Title:** Contract Amendment - StreetSaver® Training & Guidance Services: NCE (\$510,347)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2e\\_StreetSaver\\_Training\\_Guidance\\_Contract\\_Amend.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract Amendment - StreetSaver® Training & Guidance Services: NCE (\$510,347)

**Presenter:**  
Sui Tan

**Recommended Action:**  
Committee Approval



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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

## Memorandum

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

W.I.: 1233

RE: Contract Amendment – StreetSaver® Training and Guidance Services: NCE (\$510,347)

This memorandum requests Committee approval of a contract amendment to add \$510,347 and a one-year extension to MTC's contract for StreetSaver® training and guidance services.

### Background

MTC's roadway asset management program, StreetSaver®, is designed to provide local jurisdictions with a set of recommendations, or "best practices", for roadway infrastructure system preservation in order to help them use their limited local street and road funding in the most cost-effective manner. Currently, all 109 Bay Area jurisdictions use StreetSaver®, in addition to over 300 users nationwide. MTC uses StreetSaver® exclusively to report the pavement conditions for local streets and roads annually in Vital Signs – MTC's regional performance trends and tracking website – and to project the region's pavement needs for long range planning purposes.

In January 2016, following a competitive procurement process, MTC retained NCE to provide StreetSaver® training and pavement management system (PMS) guidance services. The Committee approved a one-year contract, with the option to extend the contract for two additional years.

This amendment will add \$510,347 and one more year to the contract bringing the contract total to \$660,251 for the two-year period. Funding for this amendment is included in the approved FY 2016-17 agency budget. NCE's and its subcontractors' small business and disadvantaged enterprise status are shown in Attachment A.

### Recommendation

Staff recommends that this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with NCE for a one-year extension and in an amount not to exceed \$510,347 to provide StreetSaver training and PMS guidance services as described herein.




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Steve Heminger

SH:ST

J:\COMMITTEE\Administration\2016 by Month\10\_Oct'2016\_Admin\2e\_StreetSaver\_Training\_Guidance\_Contract\_Amend2\_NCE.docx

### Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	NCE	Training & Technical Services			X			X
Subcontractor	University of Texas at El Paso	Technical Guidance			X			X
Subcontractor	Royal Palm Solutions	Software Testing	X	42821				X
Subcontractor	Norwest Management Systems	Training			X			X
	Roger Smith	Training &Technical Guidance			X			X

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

\*\*Denotes certification by the State of California.



REQUEST FOR COMMITTEE APPROVAL  
Summary of Consultant Contract Amendment

Work Item No.:	1233
Consultant:	NCE. Reno, Nevada
Work Project Title:	MTC StreetSaver® Training & Guidance Services
Purpose of Project:	To provide training, seminars and technical guidance for the MTC StreetSaver® pavement management software.
Brief Scope of Work:	Provide computer training and seminars related to StreetSaver® and technical expertise in developing and maintaining PMS concepts, projection models and calculation engines.
Project Cost Not to Exceed:	\$510,347 this amendment Previously approved agreement = \$149,904 Total approved contract amount based on this action = \$660,251
Funding Source:	STP, PMP Sales and General Funds
Fiscal Impact:	Funds programmed in FY 2016-17 Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with NCE for StreetSaver® training and guidance services as described above and in the Executive Director's memorandum dated October 5, 2016, and the Chief Financial Officer is authorized to set aside funds up to \$510,347 for such amendment.
Administration Committee:	
	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: October 12, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

<b>File #:</b>	15-1955	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Contract	<b>Status:</b>		Committee Approval	
<b>File created:</b>	9/20/2016	<b>In control:</b>		Administration Committee	
<b>On agenda:</b>	10/12/2016	<b>Final action:</b>			
<b>Title:</b>	Contract - California Metropolitan Planning Organization Cooperative Household Travel Survey: Resource Systems Group, Inc. (\$1,160,000)				
	A request to enter into a contract with Resource Systems Group, Inc. to provide consulting services for the California Metropolitan Planning Organization Cooperative Household Travel Survey.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">3a RSG Contract.pdf</a>				
<b>Date</b>	<b>Ver.</b>	<b>Action By</b>	<b>Action</b>	<b>Result</b>	

### Subject:

Contract - California Metropolitan Planning Organization Cooperative Household Travel Survey:  
Resource Systems Group, Inc. (\$1,160,000)

*A request to enter into a contract with Resource Systems Group, Inc. to provide consulting services  
for the California Metropolitan Planning Organization Cooperative Household Travel Survey.*

### Presenter:

David Ory

### Recommended Action:

Committee Approval



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
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WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Administration Committee DATE: October 5, 2016  
FR: Executive Director WI: 1122  
RE: Contract – California Metropolitan Planning Organization Cooperative Household Travel Survey: Resource Systems Group, Inc. (\$1,160,000)

This memorandum requests Committee approval to negotiate and enter into a contract with Resource Systems Group, Inc. (RSG), in an amount not to exceed \$1,160,000, to provide consulting services for the California Metropolitan Planning Organization Cooperative Household Travel Survey (MPO Partners Household Travel Survey).

### **Background**

On September 15, 2015 MTC, Southern California Association of Governments (SCAG), Sacramento Area Council of Governments (SACOG), and the San Diego Association of Governments (SANDAG) (collectively, MPO Partners) entered into a memorandum of agreement (MOA) to coordinate their efforts in the collection of household travel survey data. The MOA establishes an approach for sharing program start-up, overhead, and maintenance costs under a single procurement, while contracting separately (subsequent to this contract) for the data collection within each region. The MPO Partners will pursue a program methodology that yields more consistent data collection between the regions, and supports better inter-regional data comparisons. Additionally, this approach allows the aggregation of data across regions, providing a fuller and more nuanced characterization of travel markets within and between the state's most populous urban areas. The scope of this contract includes the first two phases of the three-phased program undertaken by the MPO Partners and described below:

- 1) **Phase 1: Survey Development** – This includes development of the survey instrument and procedures for household travel data collection.
- 2) **Phase 2: Maintenance of Survey Infrastructure** – This includes methodology testing and refinements of work products developed in Phase 1, above.
- 3) **Phase 3: Data Collection (in a subsequent contract)** – Collection of household travel survey data, performed within each of the MPO Partner regions.

Household travel data collection in Phase 3 will be performed based on the program protocols developed in Phases 1 and 2. At MTC and the MPO Partners' option, RSG may be engaged for Phase 3 work, but the contract award proposed here does not guarantee that; other firms may be

engaged for Phase 3. While MTC is managing this contract, the work will be overseen and paid for by all the MPO Partners (\$252,500 each and a Caltrans planning grant of \$150,000).

### **Consultant Selection Process**

On June 21, 2016, MTC released a Request for Proposals for the MPO Partners Household Travel Survey, seeking a consultant team with experience and expertise in collecting data from households about their demographic composition and travel behavior. On August 26, MTC received four proposals in response to the RFP, all of which were assessed to meet the minimum qualifications and submittal requirements. A five-member evaluation panel composed of staff from MTC, SCAG, SACOG, and SANDAG evaluated the proposals and conducted interviews with teams from Cambridge Systematics Inc. (Cambridge Systematics), RSG, and Westat, Inc. (Weststat) on September 14, 2016.

<b>Firms that Submitted a Proposal</b>	<b>Firm Location</b>	<b>Proposal Budget</b>
Cambridge Systematics	Los Angeles, CA	\$1,025,208
RSG	San Diego, CA	\$1,132,107
Sentenium, Inc.	Pleasant Hill, CA	\$154,050
Westat	Rockville, MD	\$1,144,833

The evaluation panel used the following five evaluation factors to score each proposal:

- Individual and team expertise and experience – 25 points;
- Understanding of the project and approach to implementing the scope of work – 25 points;
- Written proposal communication – 20 points;
- Cost effectiveness of the proposal – 15 points; and
- Cost relative to lowest cost proposal – 15 points.

The four consultant teams and their average scores from the evaluation are listed below.

1. Cambridge Systematics 83.4 points
2. RSG 88.6 points
3. Sentenium, Inc. 37.2 points
4. Westat 88.2 points

Three of the four firms – Cambridge Systematics, RSG, and Westat - demonstrated strong experience and expertise with the collection of household travel survey data, an understanding of project goals and research needs, and the ability to complete the work plan within the required timeframe and budget. RSG, however, distinguished itself through its strong project management and technology platform. The collection of household travel survey data is increasingly more challenging due to declining response rates and the need for targeting “hard-to-reach” populations, such as low-income, minority, young, and large households. RSG, more than the others, has refined a technology-driven approach utilizing smartphones that minimizes the respondent burden for survey participants. The evaluation panel therefore recommends the selection of RSG for this project. Attachment A includes a summary of RSG’s and its project team’s small business and disadvantaged business enterprise status.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract with RSG in an amount not to exceed \$1,160,000 to provide consulting services for the MPO Partners Household Travel Survey.



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Steve Heminger

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Attachments

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### Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Resource Systems Group, Inc.	Project Lead			X			X
Subcontractor	Data Perspectives Consulting	Data Collection and Methodology	X	42636				X
	ETC Institute	Call Center Support			X			X
	Transport Foundry	Passive Transportation Data Expertise			X			X
	University of California, Berkeley	Travel Behavior and Modeling Expertise			X			X
	University of Kentucky	Activity-Based Travel Demand Modeling Expertise			X			X

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

\*\*Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Consultant Contract

Work Item No.:	1122
Consultant:	Resource Systems Group, Inc., San Diego, CA
Work Project Title:	California Metropolitan Planning Organization Cooperative Household Travel Survey
Purpose of Project:	Develop a household data collection program in partnership with the Los Angeles, Sacramento and San Diego regions to enable greater inter-region data consistency and comparability, and to better understand inter-regional transportation.
Brief Scope of Work:	Task order-based assistance in designing household data collection plans and instruments for the San Francisco Bay Area, Los Angeles, Sacramento, and San Diego regions. This includes program coordination, development of survey methodology and instrument design, a survey pretest, and communications and outreach for the effort.
Project Cost Not to Exceed:	\$1,160,000
Funding Source:	Caltrans Planning Grant (\$150,000), SCAG (\$252,500), SACOG (\$252,500), SANDAG (\$252,500), and MTC (\$252,500)
Fiscal Impact:	\$376,500 is included in the MTC FY 2016-17 budget, subject to receipt of funding from the funding source partners; \$783,500 is subject to inclusion in the MTC FY 2017-18 through FY 2020-21 budgets and receipt of funding from the funding source partners in the following yearly amounts: \$202,000 in each FY 2017-18, 2018-19, and 2019-20; and \$177,500 in FY 2020-21.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with Resource Systems Group, Inc., to provide consulting services for the California Metropolitan Planning Organization Cooperative Household Travel Survey as described above and in the Executive Director's October 5, 2016 memorandum and the Chief Financial Officer is directed to set aside \$1,160,000 for such contract, with funding subject to inclusion in future agency budgets as described above and receipt of funding from funding source partners.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: October 12, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1957      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Committee Approval  
**File created:** 9/22/2016      **In control:** Administration Committee  
**On agenda:** 10/12/2016      **Final action:**  
**Title:** Contract Amendment - Bay Area Bikeshare Program Amendment: Bay Area Motivate, LLC  
  
A request to amend a contract with Bay Area Motivate, LLC to modify terms of the Bay Area Bikeshare Program Agreement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3b\\_Bay\\_Area\\_Motivate\\_LLC\\_ContractAmend.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Contract Amendment - Bay Area Bikeshare Program Amendment: Bay Area Motivate, LLC

*A request to amend a contract with Bay Area Motivate, LLC to modify terms of the Bay Area Bikeshare Program Agreement.*

**Presenter:**

Alix Bockelman

**Recommended Action:**

Committee Approval





METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

W. I. 1125

RE: Contract Amendment – Bay Area Bikeshare Program Agreement: Bay Area Motivate, LLC

This memorandum asks for Committee approval of a contract amendment with Bay Area Motivate, LLC (“Motivate”) to modify certain terms of the Bay Area Bikeshare Program Agreement according to the revised Term Sheet, attached as Attachment A, Term Sheet (revised October 2016). These modifications, described in full detail below, will allow Motivate to secure stronger financing for successful operation of the program, modify the program implementation schedule, expand the low-income equity program, plan for additional community engagement, and provide terms for Motivate to operate smart-bike systems integrated in the region at a reduced rate.

### **Background:**

On May 27, 2015, after a presentation to this Committee, the Commission authorized the MTC Executive Director to negotiate and enter into a 10-year contract (with two 5-year options to extend) with Motivate International, Inc. for a contract to deliver, implement, and operate a bike share system for 7,000 shared bikes in Berkeley, Emeryville, Oakland, San Francisco, and San Jose, at no cost to taxpayers. At that meeting, the Commission also approved a Term Sheet, which dictated certain contract requirements, such as the term, implementation schedule, operations and pricing, and program expansion. The Term Sheet, including modifications proposed in this Memorandum, is attached as Attachment A, Term Sheet (revised October 2016).

On December 31, 2015, MTC negotiated and entered into the contract with Bay Area Motivate, LLC, a company that Motivate International, Inc.’s parent company, Bikeshare Holdings, LLC, formed to operate the bike share program in the Bay Area. This Committee approved the Program Agreement and other program related agreements on January 13, 2016. On June 28, 2016, the Program Agreement was amended to modify its Attachment A, Continuation Agreement that related to continued operation of the existing Pilot Bike Share Program to extend the period of performance.

On September 9, 2016, Motivate announced that Ford Motor Co., would sponsor the Bay Area Bike Share Program for seven years, at a price of \$49 million. However, Motivate’s lenders will only provide a line of credit for five years because of MTC’s ability to reduce the term to five years. Motivate is seeking to change this provision.

In exchange, staff has further negotiated with Motivate to create a more accessible low-income equity program, to expand community engagement as further outreach of the Bike Share program, and to alter other terms for the operation of smart-bike systems in the region.

**Requested Contract Amendment Terms**

Staff requests this Committee to authorize a contract amendment with Motivate to modify the following terms, in accordance to Attachment A, Term Sheet (revised October 2016):

1. Contract Term Reduction (refer to Attachment A, Item 4, Term)

Staff requests to modify the contract term provision such that MTC may reduce the 10-year term by three (3) years [instead of five (5) years], so that Motivate may get a seven year loan against seven years of sponsorship revenue. This will assist Motivate in getting essential funding upfront to implement the program, and provide for a more timely installation schedule and financially sustainable operation. MTC will still retain its ability to terminate the contract for cause.

2. Program Implementation Schedule (refer to Attachment A, Item 3, Launch Dates)

2A: Phase I Milestone re: Installation

Staff requests to extend the milestone for commencement of Phase I installation of bicycles such that installation commences seven (7) months [instead of effectively five (5) months] after 75% of Phase I permits have been issued. This will ensure that Motivate has enough time to close its financing, order the equipment, and receive delivery.

2B: Phase I Milestone re: Order for Bicycles

Staff requests to extend the milestone date for Motivate to place a purchase order for 75% of the Phase I Bicycles and Stations to sixty (60) days [instead of thirty (30) days] after 75% of the Phase I permits have been issued. This will provide Motivate with additional time to close the loan and organize its finances.

3. Community Engagement (refer to Attachment A, Item 24, Low Income and Minority Community Engagement)

Staff requests to add a contract term such that Motivate agrees to provide \$140,000 to create a community engagement program that will fund community based organizations to educate their communities about planning for and use of the Bikeshare system in advance of and during its expansion. This is one of the key strategies to increase use of the Bikeshare system by low-income and minority riders who have not used Bikeshare systems nationally at rates commensurate with their population share within the service areas. In combination with the provision of a deeper low-income pass (see #4 below), these outreach efforts will walk potential users through the siting, potential benefits, user requirements, and membership process in their own neighborhoods and languages leading up to and through the arrival of hundreds of new bicycles in 2017. Early feedback from these communities will also be used to inform future phases of the system expansion, identify additional

community needs for the successful use of the system by all the residents of the service area, and link with Motivate's community outreach efforts.

4. Pricing Uniformity and Discounting (refer to Attachment A, Item 7, Pricing)

Staff requests to add a contract term requiring Motivate to offer uniform pricing to users of all bicycles operated by Motivate in the Bay Area. Furthermore, staff requests to modify the pricing provision such that Motivate must offer a discounted pass set at \$5 for the first year and \$5 per month thereafter [instead of 40% of the annual price]. Based on the Chicago Divy Bikeshare system, this pricing structure is a proven method to encourage would-be, low-income users to try Bikeshare. By reducing this barrier to entry, creating a cash-payment option in time for Phase I deployment, and in combination with the outreach program outlined above, these changes will help MTC and Motivate develop a Bikeshare system that meets both equity and sustainability goals. Motivate will partner the cities and MTC to study usage and membership of low-income and minority users within six months of Phase I deployment to determine the efficacy of these actions and determine if any additional changes are needed to increase usage and membership.

5. Smart Bike System – (refer to Attachment A, Item 25, Reciprocity with Contiguous Smart Bike System)

Staff requests to add a requirement that other cities in the MTC region within a 10 mile radius that contract with Motivate for operations of a "smart bike" system that has membership reciprocity with the MTC program will be charged no more than \$195 per bike per month for a "smart-bike" system. This will provide for an integrated membership solution among various vendor systems in preparation for possible future integration of smart bike systems in the Bay Area.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Bay Area Motivate, LLC in accordance with the Attachment A, Term Sheet (revised October 2016), in order to allow for continued successful program implementation and financing for the Bay Area Bike Share Program.

  
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Steve Heminger

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**Attachment A**  
**Motivate-MTC Term Sheet**  
*(Originally adopted May 25, 2015)*  
*(Revised October 2016)*

This term sheet is intended to be used to facilitate discussions between the Metropolitan Transportation Commission (“MTC”) and Motivate International Inc. (“Motivate”) in order to develop a contract for the acquisition, launch and operation of a bike share system in the Bay Area.

Where text is revised, added text is indicated in italics. Deleted text is indicated in strikethrough.

<i>Item</i>	<b>Contract Topic</b>	<b>Contract Terms</b>
1	Equipment Ownership	<p>If required by the FHWA, Motivate will be obligated to purchase the equipment initially acquired with federal funds according to the terms of the FHWA agreement.</p> <p>As currently outlined in the FHWA agreement, any item with a current per-unit FMV of less than \$5,000 will be transferred to Motivate at no cost. For items with a current per-unit FMV of more than \$5,000, the purchase price will be based on the share of federal funding for the project multiplied by the equipment’s FMV, as established by past sales of comparable equipment.</p>
2	System Size	<p>7,000-7,055 bikes total</p> <ul style="list-style-type: none"> <li>• 4,500 in SF</li> <li>• 1,000 in San Jose</li> <li>• 1,400 in East Bay (850 in Oakland, 100 in Emeryville, 400 in Berkeley, 50 TBD based on additional system planning analysis)</li> <li>• Between 100 and 155 to be determined: <ul style="list-style-type: none"> <li>– If Mountain View, Palo Alto, and Redwood City all decide to agree with Motivate and continue bike share, Motivate will provide 155 bikes among the three cities.</li> <li>– If one or two of the three pilot cities listed above decide to continue bike share, Motivate will provide enough bikes to maintain a 2:1 dock to bike ratio with the docks currently stationed in each city. If this is less than 100 bikes, Motivate will deliver enough bikes to another city to reach a program total of at least 7,000.</li> <li>– If none of the three pilot cities listed above decides to continue bike share, 100 bikes to be determined among SF, San Jose, and the East Bay.</li> </ul> </li> </ul>
3	Launch Dates	<p><i><b>PHASE I:</b> Sites Motivate, or Operator, shall submit to the Participating Cities complete applications for Site Permits for Stations representing 25% of the total bikes for San Jose, East Bay and San Francisco (the “Phase I Stations”) <del>should be approved and permitted</del></i></p>

Item	Contract Topic	Contract Terms
		<p><del>by December 30, 2015</del> by the date that is 5 months after the Effective Date. <del>Motivate will install these bikes by June 1, 2016</del> Operator shall not be obligated to commence installation of fully functional and operational Bicycles and related Equipment at such Sites until the date that is 7 months after the issuance by the Participating Cities of Site Permits for 75% of the Phase I Stations and shall complete such installation for all such Sites by the date that is 7 months after the issuance by the Participating Cities of Site Permits for the remainder of the Phase I Stations.</p> <p>Motivate will order bikes within 60 days of receiving 75% of Phase I Permits</p> <p><b><u>PHASE II:</u></b> <del>Site Permits for Station Sites</del> Motivate, or Operator, shall submit to the Participating Cities complete applications for Stations representing an additional 15% of bikes for San Jose, East Bay and SF (the “Phase II Stations”) <del>should be approved and permitted by April 30, 2016.</del> by the date that is 9 months after the Effective Date. <del>Motivate will install these bikes by October 1, 2016.</del> Operator shall not be obligated to commence installation of fully functional and operational Bicycles and related Equipment at such Sites until the date that is 5 months after the issuance by the Participating Cities of Site Permits for 75% of the Phase II Stations and shall complete such installation for all such Sites by the date that is 5 months after the issuance by the Participating Cities of Site Permits for the remainder of the Phase II Stations.</p> <p><b><u>PHASE III:</u></b> <del>Sites</del> Motivate, or Operator, shall submit to the Participating Cities complete applications Permits for Stations representing the remaining 60% of bikes for the East Bay (the “Phase III Stations”) <del>should be approved and permitted by July 30, 2016</del> by the date that is 12 months after the Effective Date. <del>Motivate will install these bikes by January 1, 2017.</del> Operator shall not be obligated to commence installation of fully functional and operational Bicycles and related Equipment at such Sites until the date that is 5 months after the issuance by the Participating Cities of Site Permits for 75% of the Phase III Stations and shall complete such installation for all such Sites by the date that is 5 months after the issuance by the Participating Cities of Site Permits for the remainder of the Phase III Stations.</p> <p><b><u>PHASE IV:</u></b> <del>Sites</del> Operator shall submit to the Participating Cities complete applications for Site Permits for Stations representing an additional 30% of bikes for San Jose and SF (the “Phase IV Stations”) <del>should be approved and permitted by November 30, 2016</del> by the date that is 16 months after the Effective Date. <del>Motivate will install these bikes by April 1, 2017.</del> Operator shall not be obligated to commence installation of fully functional and operational Bicycles and related Equipment at such Sites until the date that is 5 months after the</p>



Item	Contract Topic	Contract Terms
		<p><i>issuance by the Participating Cities of Site Permits for 75% of the Phase IV Stations and shall complete such installation for all such Sites by the date that is 5 months after the issuance by the Participating Cities of Site Permits for the remainder of the Phase IV Stations.</i></p> <p><i><b>PHASE V:</b> Sites Operator shall submit to the Participating Cities complete applications for Site Permits for the remaining bikes in San Jose and SF (the “Phase IV Stations”) <del>should be approved and permitted by May 31, 2017</del> by the date that is 22 months after the Effective Date. <del>The remainder of bikes shall be installed no later than November 1, 2017.</del> Operator shall not be obligated to commence installation of fully functional and operational Bicycles and related Equipment at such Sites until the date that is 5 months after the issuance by the Participating Cities of Site Permits for 75% of the Phase V Stations and shall complete such installation for all such Sites by the date that is 5 months after the issuance by the Participating Cities of Site Permits for the remainder of the Phase V Stations.</i></p> <p>Delays in receiving permitted and approved sites by specified dates <i>or Events of Force Majeure</i> will result in extension of the installation dates in an amount equal to the delay.</p> <p><del>The above dates are based on completion of the contract with the MTC by July 31, 2015. If Motivate is negotiating in good faith and the contract signing occurs after July 31, 2015, the above dates will be extended by a duration equal to the difference between the contract signing date and July 31, 2015.</del></p>
4	Term	<p>10 year term, reduced to <del>5 years</del> <i>seven (7) years</i> if Motivate does not achieve the aggregate bike target numbers described above (includes provisions for force majeure and siting issues) or if Motivate is in persistent and material breach of its contractual obligations as of the time renewal is considered in the <del>fourth</del> <i>sixth</i> year.</p> <p>The contract may be extended for two additional five-year terms upon mutual agreement of the MTC and Motivate. If Motivate is in substantial compliance with the terms of the contract, MTC will engage in good faith negotiations to renew the contract on substantially equivalent terms one year prior to the expiration of the current term.</p> <p>MTC will provide notification of non-renewal no later than six months prior to the end of the term. If neither party provides no notice of non-renewal by six months, the contract should be extended for five years on the same terms.</p>

<i><b>Item</b></i>	<b>Contract Topic</b>	<b>Contract Terms</b>
5	Exclusivity	<p>During the Term of this Agreement, Motivate shall have the exclusive right to operate a bike sharing program that utilizes public property and public right of way anywhere within San Francisco, Berkeley, Oakland, San Jose and Emeryville.</p> <p>The exclusivity provision does not apply to an existing pilot electric bike share program, facilitated by City CarShare and planned for Berkeley and San Francisco. The approximately 90 electric bikes at 25 planned stations will be available only to members of City CarShare.</p>
6	System Buy-In	<p>San Jose, San Francisco, Berkeley, Emeryville, and Oakland may contribute public funding for additional bikes and stations that are interoperable with the existing system. Costs to cities for purchasing, installing and operating the equipment is as follows:</p> <ul style="list-style-type: none"> <li>• Capital Equipment: Aggregate pricing for bike share solution as specified in the Air District contract + 10%. Adjusted annually by the producer price index.</li> <li>• Installation: \$4,000 per station, including site planning and drawings, growing at CPI.</li> <li>• Operations and maintenance of the equipment: \$100 per dock per month, growing at CPI</li> <li>• Motivate is obligated to maintain equipment purchased by the cities in a state-of-good repair throughout the term. At the end of the term, Motivate shall return the equipment to the city in good working order acknowledging that there is expected to be normal wear and tear from use.</li> </ul> <p>San Mateo and existing pilot cities other than San Francisco and San Jose that want to continue and/or expand existing system operations after the expiration of the BAAQMD contract can develop a new service agreement with Motivate using their own sources of funds. Costs to cities for purchasing, installing and operating the equipment is as follows:</p> <ul style="list-style-type: none"> <li>• Existing equipment upgrade cost: \$12.50 per dock per month, growing at PPI.</li> <li>• New capital equipment: Aggregate pricing for bike share solution as specified in the Air District contract + 10%. Adjusted annually by the producer price index.</li> <li>• Installation of new equipment: \$4,000 per station, including site planning and drawings, growing at CPI</li> <li>• Operations and maintenance of the equipment: \$100 per dock per month, growing at CPI.</li> </ul>

<i>Item</i>	<b>Contract Topic</b>	<b>Contract Terms</b>
	System Buy-In (continued)	<ul style="list-style-type: none"> <li>- Price is reduced to \$75 per dock, adjusted by CPI, if an average of 1 ride per bike per day citywide occurs for a 12 month period</li> <li>- Price is reduced to \$50 per dock, adjusted by CPI, if an average of 1.5 rides per bike per day citywide occurs for a 12 month period</li> <li>- Price is reduced to \$0 per dock, adjusted by CPI, if an average of 3 rides per bike per day citywide occurs for a 12 month period</li> </ul> <ul style="list-style-type: none"> <li>• Motivate is obligated to maintain equipment purchased by the cities in a state-of-good repair throughout the term. At the end of the term, Motivate shall return the equipment to the city in good working order, acknowledging that there is expected to be normal wear and tear from use.</li> <li>• Cities are able to raise sponsorship to offset the costs of purchasing and operating the bike share system in their locality. Local sponsorship packages may include recognition of the sponsor on one side of one ad panel on the station. System naming rights, bike branding, and other branding of physical assets will be determined by Motivate in conjunction with title sponsor and in compliance with local advertising regulations. Local sponsors cannot be in the same category as the title sponsor, unless approved by Motivate.</li> <li>• Motivate will operate the current configurations of stations and docks, following the expiration of the BAAQMD contract, with enough bikes to provide a 2:1 ratio of bikes to docks, at no cost until December 31, 2015.</li> <li>• MTC will pay \$100 per dock per month to Motivate from January 1, 2016 through June 30, 2016 to maintain operations in the pilot cities.</li> <li>• Cities must decide whether or not to continue and/or expand bike share by May 31, 2016. Motivate will begin relocating equipment in cities that decide not to continue in July 2016.</li> </ul> <p>Subsequent to deployment of 7,000 bikes within San Francisco, San Jose, Oakland, Berkeley and Emeryville, other cities in the MTC region that want to participate in the regional bike share system can develop a service agreement with Motivate using their own sources of funds. Costs to cities for purchasing, installing and operating the equipment is as follows:</p>



<i>Item</i>	<b>Contract Topic</b>	<b>Contract Terms</b>
	System Buy-In (continued)	<ul style="list-style-type: none"> <li>• New capital Equipment: Aggregate pricing for bike share solution as specified in the Air District contract + 10%. Adjusted annually by the producer price index.</li> <li>• Installation: \$4,000 per station, including site planning and drawings, growing at CPI</li> <li>• Operations and maintenance of the equipment: \$130 per dock per month, growing at CPI. <ul style="list-style-type: none"> <li>– Price is reduced to \$97.50 per dock, adjusted by CPI, if an average of 1 ride per bike per day citywide occurs for a 12 month period</li> <li>– Price is reduced to \$65 per dock, adjusted by CPI, if an average of 1.5 rides per bike per day citywide occurs for a 12 month period</li> <li>– Price is reduced to \$0 per dock, adjusted by CPI, if an average of 3 rides per bike per day citywide occurs for a 12 month period</li> </ul> </li> <li>• Motivate is obligated to maintain equipment purchased by the cities in a state-of-good repair throughout the term. At the end of the term, Motivate shall return the equipment to the city in good working order, acknowledging that there is expected to be normal wear and tear from use.</li> <li>• Cities are able to raise sponsorship to offset the costs of purchasing and operating the bike share system in their locality. Local sponsorship packages may include recognition of the sponsor on one side of one ad panel on the station. System naming rights, bike branding, and other branding of physical assets will be determined by Motivate in conjunction with title sponsor and in compliance with local advertising regulations. Local sponsors cannot be in the same category as the title sponsor, unless approved by Motivate.</li> </ul> <p>In addition, Motivate has the right to contract with private entities that want to provide funding for stations and bikes that are situated on privately-owned property.</p>
7	Pricing	<p><i>This pricing will be offered to users of all bicycles operated by Motivate in the Bay Area.</i></p> <p>\$149 annual pass that can be increased no more than CPI + 2% annually. Annual pass can be paid in 12-monthly installments of no more than \$15.00</p> <p>All other pricing can be set at Motivate's discretion.</p> <p>Motivate will offer a discounted pass set at <del>40% of the annual price</del> \$5</p>

		<i>for the first year and \$5 per month thereafter and, in partnership with the cities, provide a cash payment option for households without an active bank account.</i> The discount will be available to customers who are eligible and enrolled in Bay Area utility lifeline programs. If participation in the discounted program is below expectations, Motivate and MTC may mutually agree on other eligibility criteria so long as the eligibility is determined by a third-party.
8	Revenue Share	<p>User Revenue: 5% of user revenue above \$18,000,000 earned by Motivate (in accordance with GAAP) in any year will be paid to MTC. Amounts owed will be paid within 120 days of the end of the calendar year.</p> <p>Sponsorship Revenue: 5% of sponsorship revenue in excess of \$7,000,000 earned by Motivate (in accordance with GAAP) in any year will be paid to MTC. Amounts owed under the sponsorship revenue share agreement in years 1-5 will be deferred and paid in equal installments in years 6-10. For years 6-10, amounts owed under the sponsorship revenue share agreement will be paid within 120 days of the end of the calendar year.</p> <p>The revenue share hurdle will be adjusted for CPI starting in year 2.</p>
9	Brand Development and Sponsorship	<p>Motivate is responsible for identifying sponsors and developing system name, color, logo and placement of system assets. MTC, in consultation with the cities, will have approval rights over title sponsorship and branding.</p> <p>Motivate will abide by cities' existing guidelines and restrictions with regards to outdoor advertising. Motivate will not choose sponsors that are in age-restricted categories (alcohol, tobacco or firearms), products banned by the local government, or deemed offensive to the general public. Rejection of proposed sponsors by municipalities are limited to the grounds above.</p>
10	Advertising	Motivate will have the right to sell advertising on physical and digital assets. Advertising on physical assets are subject to local restrictions on outdoor advertising.
11	Siting	<p>Motivate to develop site locations, which will be prioritized based on demand. Motivate will also use city analyses and recommendations already developed where possible.</p> <p>If a city does not approve a proposed site location, they must provide an alternative within one-block.</p> <p>Motivate to provide a 20% minimum placement in communities of concern system-wide. Participating cities may designate other areas for 20% minimum placement instead of communities of concern.</p>

<b>Item</b>	<b>Contract Topic</b>	<b>Contract Terms</b>
	Siting (continued)	<p>Motivate will work together with cities on community engagement and outreach as part of the station siting process, including necessary business associations and city meetings.</p> <p>Motivate can relocate or resize underperforming stations while maintaining minimum placements in communities of concern.</p> <p>Motivate will hire planning and engineering firms to minimize the cities' costs and resources related to planning. Motivate will discuss staff time requirements with each city and determine ways to reduce demands on staff. If staff time exceeds estimates due to errors or omissions or by Motivate or its contractors, Motivate will reimburse cities for reasonable and documented direct staff time related to these issues.</p> <p>Cities to provide estimates on costs of permits within seven days of signing term sheet. If costs of permits are significant, Motivate will seek a waiver on permit costs given the public benefits of the project. If Motivate and Cities cannot reach agreement on a waiver, Motivate may consider reimbursing actual direct costs incurred by the city to provide the permit (e.g, a field visit by an inspector).</p>
12	Security Fund	<p>Motivate will provide \$250,000 into a Security Fund account controlled by MTC prior to the installation of the first new station. The Security Fund shall serve as security for the faithful performance by Motivate of all obligations under the contract.</p> <p>MTC may make withdrawals from the Security Fund of such amounts as necessary to satisfy (to the degree possible) Motivate's obligations under this Agreement that are not otherwise satisfied and to reimburse the MTC or cities for costs, losses or damages incurred as the result of Motivate's failure to satisfy its obligations.</p> <p>MTC shall not make any withdrawals by reason of any breach for which Motivate has not been given notice and an opportunity to cure in accordance with the Agreement.</p> <p>If funds are withdrawn from the Security Fund, Motivate will be required to replenish the Security Fund to an amount equal to \$250,000 on a quarterly basis.</p> <p>Interest in account accrues to Motivate.</p> <p>90 days after the end of the term, any remaining funds will be returned to Motivate.</p>

<b>Item</b>	<b>Contract Topic</b>	<b>Contract Terms</b>
13	Liability	Motivate shall defend, indemnify and hold MTC and its officers and employees harmless, to the fullest extent permitted by law, etc. Similar indemnities for cities.
14	Default	Termination and default clauses include the option to require Motivate to remove equipment, assign or transfer equipment and IP to a third party. IP assignment is limited to the extent needed for a third-party to maintain and operate the system.
15	Data	All data owned by Motivate. Cities granted a non-exclusive, royalty free, perpetual license to use all non-personal data.  Monthly Reports shall be provided for each of the above KPIs and other system data, to be determined.
16	Responsibilities of Motivate	Brand development, station siting, design, permitting, purchase of equipment and software, installation of bikes and stations, station relocation, equipment replacement, bike share safety training, monthly operating meetings with MTC and cities, marketing, sales and sponsorship, operations and maintenance of system including customer service.  Station relocation by public agencies will require reimbursement of costs incurred by Motivate. However, if a newly installed station is found to be unsuitable by a city for its location, the city may request within 30 days of installation the relocation of a station at Motivate's cost. The number of available free station moves is equal to 10% of the installed station base less any prior moves. For example, if a city has 100 stations installed, they have a total of 10 free station moves less any free station moves used to date. If the system grows to 200 stations, they then have 20 station moves less any station moves used to date.
17	Site Design and Planning	Motivate will hire a planning and engineering firm with experience in the specific locality to do surveying, site design and permit submission. Motivate will solicit input from each city to help determine its planning and engineering partners.  Motivate will hire a community relations firm to assist with organizing and hosting community meetings and to conduct outreach to local residents and businesses.  Motivate will use commercially reasonable efforts to subcontract the work to DBEs where possible.  Each municipality should provide a point of contact to coordinate the community engagement efforts and the permitting process.

<b>Item</b>	<b>Contract Topic</b>	<b>Contract Terms</b>
18	Marketing	<p>MTC, in consultation with the cities, has final approval of marketing plans and activities.</p> <p>MTC, in consultation with the cities has approval over marketing and outreach plans for low-income communities, non-native English speaking populations, and disadvantaged communities. Motivate must do outreach and marketing in Spanish, Chinese and Vietnamese. MTC retains the ability to conduct outreach and program support in low-income and Limited English Proficiency neighborhoods.</p> <p>Motivate's other marketing activities must comply with MTC and local standards for decency and not offend the general public. Motivate will not advertise or promote any products in prohibited categories (tobacco, alcohol, etc.).</p>
19	Parking Meter Revenue	<p>Motivate must make best effort to avoid taking metered parking spaces. If a city requires reimbursement of lost parking meter revenue for a given site, the city must also provide an alternative site location within one city block that is not sited in metered parking areas. Motivate can choose to locate in either site.</p>
20	KPIs	<p>Key Performance Indicators:</p> <ol style="list-style-type: none"> <li>1. Rebalancing: no station will remain full or empty for more than 3 consecutive hours between 6AM and 10PM.</li> <li>2. Bicycle Availability: the number of bikes available for rent on an average, monthly basis shall be at least 90% of all bikes in service.</li> <li>3. Station Deactivation, Removal, Relocation, and Reinstallation: as notified by MTC, perform the necessary action within the number of days in the established schedule for each task.</li> <li>4. Station/Bike Maintenance, Inspection &amp; Cleaning: check each bike and station at least once per month and resolve each issue within a given time frame.</li> <li>5. Program, Website, and Call Center Functionality: the system, website, and call center shall each be operational and responsive 24/7, 365 days a year.</li> </ol> <p>Liquidated damages related to KPIs may not exceed 4% of annual user revenue for the year.</p>

<b>Item</b>	<b>Contract Topic</b>	<b>Contract Terms</b>
21	Transition of Project from Bay Air Quality Management District (BAAQMD) to MTC	Subject to Air District Board approval, BAAQMD, MTC and Motivate will cooperatively develop a plan to effectuate the transfer of the project from the BAAQMD to MTC. The plan will provide for the implementation of new pricing, the continuation of existing memberships, the transfer of system data, the transfer of assets, and any other provision to ensure a seamless transfer and provide Motivate with the ability to operate the system under the MTC contract.
22	Resolution of Terms with BAAQMD	Resolution includes: <ul style="list-style-type: none"> <li>• Motivate will settle all outstanding claims with the Air District for the amount of \$150,000.</li> <li>• Air District agrees to release funds withheld for billed expenses and to pay all legitimate past and documented unbilled expenses totaling \$582,872 less the \$150,000 settlement amount.</li> <li>• On a go-forward basis, Motivate will be paid for all eligible reimbursable costs per month to the maximum amount of one twelfth of the Annual Operations Fee, or \$136,638.67 per month. Cost caps within categories will not be relevant.</li> <li>• This agreement will resolve prior SLA claims and any other prior potential claims that could be asserted through the date of Settlement</li> </ul>
23	Americans with Disability Act (ADA) Provisions	In implementing and operating the bicycle sharing system, Motivate shall comply with all applicable requirements of the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, and all other applicable federal, state and local requirements relating to accessibility for persons with disabilities, including any rules or regulations promulgated thereunder. Such compliance shall extend to the location and design of system equipment and related facilities as well as the system website and any mobile application for the system.
24	<i>Low Income and Minority Community Engagement</i>	<i>Motivate will provide \$140,000 to create a community engagement program that will fund community based organizations to educate their communities about planning for and using the Bikeshare system in advance of its expansion.</i>
25	<i>Reciprocity with Contiguous Smart Bike Systems</i> [JG2] [ALN3]	<i>Other cities in the MTC region within a 10 mile radius of an existing Motivate bike share Operation that contract with Motivate for operations of a “smart bike” system that has membership reciprocity with the MTC program will be charged no more than \$195 per bike per month for a “smart-bike” system, which is a 25% discount from the “smart-dock” offer in the original term sheet.</i>

REQUEST FOR COMMITTEE APPROVAL  
Summary of Program Agreement Amendment

Work Item No.:	1125
Consultant:	Bay Area Motivate, LLC New York, NY
Work Project Title:	Bay Area Bikeshare Program
Purpose of Project:	To operate the Bay Area Bikeshare Program in the existing pilot program areas of Mountain View, Palo Alto, Redwood City, San Francisco, and San Jose, and expand the program to Berkeley, Emeryville, Oakland, San Francisco, and San Jose.
Brief Scope of Work:	This amendment will modify the contract in accordance with the revisions stated in the Executive Director's Memorandum, and in accordance with the revisions indicated in <u>Attachment A</u> , Term Sheet (revised October 2016) thereto.
Project Cost Not to Exceed:	\$0 (this amendment) Total Contract before this amendment: \$500,000 Total Authorized Contract after this amendment: \$500,000
Funding Source:	Fund transfer from Bay Area Air Quality Management District (BAAQMD) – local bike share pilot program revenues
Fiscal Impact:	Included in the MTC FY 2015-16 budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Bay Area Motivate, LLC, for the purposes described above and in the Executive Director's memorandum dated October 5, 2016.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: October 12, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 15-1958      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Committee Approval  
**File created:** 9/22/2016      **In control:** Administration Committee  
**On agenda:** 10/12/2016      **Final action:**  
**Title:** Contract - Targeted Community Outreach for Bikeshare: Transform (\$260,000)

A request to enter into a contract with Transform to partner with community based organizations and bicycle coalitions to conduct targeted community outreach in advance of the expansion of the FordGo Bikeshare system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3c Transform Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Contract - Targeted Community Outreach for Bikeshare: Transform (\$260,000)

*A request to enter into a contract with Transform to partner with community based organizations and bicycle coalitions to conduct targeted community outreach in advance of the expansion of the FordGo Bikeshare system.*

**Presenter:**

Doug Johnson

**Recommended Action:**

Committee Approval





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## *Memorandum*

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

W. I. 1125

RE: Contract – Targeted Community Outreach for Bikeshare: Transform (\$260,000)

This memorandum requests the Committee's approval to enter into a sole source contract in an amount of \$260,000 with Transform, which will partner with community based organizations and bicycle coalitions to conduct targeted community outreach in advance of the expansion of the FordGo Bikeshare system set for spring 2017. Of this amount, \$140,000 will be contributed by Motivate Inc.

### **Background**

In December 2015, MTC entered into a contract with Motivate International, Inc. (Motivate) to operate a bike share system in the cities of Berkeley, Emeryville, Oakland, San Francisco, and San Jose. As part of that contract, Motivate will deliver and install at least 7,000 bikes and all associated equipment, and will also service the bicycles, manage membership, and provide 24/7 customer service. Various bike share outreach efforts demonstrated by other Bikeshare programs across the country are not included in the Motivate agreement.

Following feedback received during the public approval process of the Motivate proposal and agreement and at subsequent public meetings in the expansion cities, staff recommends an outreach program that will use local teams to reach out to members of targeted communities to promote bicycling and bike share. TransForm will first work with community-based organizations, Bike East Bay, the San Francisco Bike Coalition, and the Silicon Valley Bike Coalition to develop an outreach strategy and content, and then craft a team training plan for outreach ambassadors. The local community-based organizations will train and deploy teams to conduct outreach directly to the communities. Lessons learned from previous outreach efforts nationwide will help inform the education program content and approach (e.g. avoid bike share service area maps in favor of a more introductory conversation around the benefits of bicycling generally).


### **Sole Source Justification**

TransForm has extensive experience engaging communities in partnership with community based organizations, especially disadvantaged communities, to have central roles in shaping the future of transportation and development in their communities. Together with the bike coalitions, this group represents leading bicycle outreach expertise and content knowledge in the Bay Area

and has extensive familiarity with CBOs conducting similar work. Additionally, TransForm and Bike East Bay have an existing community engagement grant from the Better Bike Share Partnership to test community outreach strategies that encourage access to bike share by people of all incomes, backgrounds, and ethnicities, which will allow for increased impact from the proposed investment in this initiative. Finally, TransForm's non-profit status and low rates presents a cost-effective proposal for completing this project.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a sole source contract with Transform in the amount of \$260,000 to conduct multi-lingual bicycle and bike share outreach in targeted communities



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Steve Heminger

SH:dj  
Attachments

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Contract

Work Item No.:	1125
Consultant:	TransForm
Work Project Title:	Targeted Community Outreach for Bikeshare
Purpose of Project:	Increase Bikeshare usage in Communities of Concern by conducting education, outreach and training with local community organizations.
Brief Scope of Work:	Transform will partner with community based organizations and bicycle coalitions to conduct targeted community outreach in advance of the expansion of the FordGo Bikeshare system set for spring 2017.
Project Cost Not to Exceed:	\$260,000
Funding Source:	State Transit Assistance, member revenue contribution from Motivate Inc.
Fiscal Impact:	Funds are available in the FY 2016-17 agency budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with TransForm for Targeted Community Outreach for Bikeshare described above and the Executive Director's memorandum dated October 5, 2016, and the Chief Financial Officer is authorized to set aside \$260,000 for such contract.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: October 12, 2016



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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<b>File #:</b>	15-1896	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Contract	<b>Status:</b>		Committee Approval	
<b>File created:</b>	9/2/2016	<b>In control:</b>		Administration Committee	
<b>On agenda:</b>	10/12/2016	<b>Final action:</b>			
<b>Title:</b>	Contract - Regional Transit Mapping Project: San Francisco Bay Area Planning and Urban Research Association (SPUR) (\$300,000)				

A request to enter into a contract with SPUR to develop a digital and printable regional transit map and a uniform mapping platform for use by all Bay Area transit systems.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3d SPUR Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Contract - Regional Transit Mapping Project: San Francisco Bay Area Planning and Urban Research Association (SPUR) (\$300,000)

*A request to enter into a contract with SPUR to develop a digital and printable regional transit map and a uniform mapping platform for use by all Bay Area transit systems.*

**Presenter:**

Ursula Vogler

**Recommended Action:**

Committee Approval



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## *Memorandum*

TO: Administration Committee

DATE: October 5, 2016

FR: Executive Director

W. I. 1112

RE: Contract – Regional Transit Mapping Project: San Francisco Bay Area Planning and Urban Research Association (SPUR) (\$300,000)

This memorandum requests the Committee's approval to enter into a contract in the amount of \$150,000 for the 2016-17 fiscal year (with the option of renewing for another \$150,000 in the 2017-18 fiscal year) with the San Francisco Bay Area Planning and Urban Research Association (SPUR) to develop a digital and printable regional transit map and a uniform mapping platform for use by all Bay Area transit systems.

### **Background**

In 2015, SPUR released its in-depth Seamless Transit report, which looked at ways of improving the rider experience on the Bay Area's transit network. One of the key findings was a call for a regional transit map that would integrate the routes of the region's two-dozen-plus modes and operators. The Seamless Transit recommendations were presented to MTC's Programming and Allocations Committee at its meeting in October 2015, and there was general support for the regional transit mapping project. Note that the Commission approved using Regional Measure 2 marketing funds for the project in May 2016.

Not only would this project produce a single integrated map to give Bay Area residents and visitors a clear picture of where they can go on public transit, and how they can get there, but also, it would provide a platform on which individual transit operators could build their network maps, for a uniform, seamless approach to mapping in the Bay Area.

Staff is recommending entering into a contract on a sole source basis with SPUR; the Silicon Valley Community Foundation is providing matching funds in the amount of at least \$200,000 from several sources for this project, and will serve as a technical adviser to the project. SPUR is uniquely positioned to undertake this project due to the organization's thorough knowledge of Bay Area transit systems, and its strong partnerships with operators, interest groups/stakeholders and the business community.

As part of this project, SPUR will work closely with the region's major transit operators to identify plans for upgrading their mapping systems, and work to integrate these efforts regionally, with the goal of creating a uniform system of mapping, symbols and terminology that can be used by all operators. The map would be designed to be scalable, dynamic and interactive,

and to function on a variety of digital platforms, including smart phones, tablets, desktop computers and in-station kiosks, and also be printable. SPUR also intends to explore opportunities for involving the Bay Area's tech and design community in this project, either through a contest or a charette process in which several design firms would be engaged to produce alternative mapping styles that then would be tested with the public.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract with the San Francisco Bay Area Planning and Urban Research Association in the amount of \$150,000 for the 2016-17 fiscal year, with the option of renewing the contract for an additional \$150,000 for the 2017-18 fiscal year, subject to the approval of the FY 2017-18 agency budget, for the development of a regional transit mapping system as described herein.



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Steve Heminger

SH:bk  
Attachments

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Contract

Work Item No.:	1112
Consultant:	San Francisco Bay Area Planning and Urban Research Association (SPUR)
Work Project Title:	Regional Transit Mapping Project
Purpose of Project:	Improve the transit rider experience and promote seamless transit by developing a regional transit mapping system.
Brief Scope of Work:	Create a scalable, dynamic, interactive map incorporating all two-dozen-plus Bay Area transit systems, and produce a uniform mapping platform for use by all Bay Area transit operators.
Project Cost Not to Exceed:	\$300,000 over two years, at \$150,000 per year.
Funding Source:	Regional Measure 2
Fiscal Impact:	\$150,000 in funds are available in the FY 2016-17 agency budget; the balance of \$150,000 is subject to the approval of the FY 2017-18 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with the San Francisco Bay Area Planning and Urban Research Association (SPUR) for the Regional Transit Mapping Project described above and the Executive Director's memorandum dated October 5, 2016, and the Chief Financial Officer is authorized to set aside \$150,000 for fiscal year 2016-17 for such contract and, if renewed in FY 2017-18, an additional \$150,000, subject to the approval of the Fiscal Year 2017-18 agency budget.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: October 12, 2016