



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Committee Members:

Federal D. Glover, Chair Alfredo Pedroza, Vice Chair

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

Wednesday, December 13, 2017

9:30 AM

Board Room - 1st Floor

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 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. Pledge of Allegiance

3. Compensation Announcement (Committee Clerk)

4. Consent Calendar

- 4a. [17-3016](#) Minutes of the November 8, 2017 meeting
- Action: Committee Approval
- Attachments: [4a 11-08-2017 Administration Draft Minutes.pdf](#)
- 4b. [17-3017](#) Investment Report for October 2017
- Action: Information
- Presenter: Russell Yuen
- Attachments: [4b Investment Report October'2017.pdf](#)
- 4c. [17-3018](#) MTC Financial Statements for September 2017
- Action: Information
- Presenter: Sonia Elsonbaty
- Attachments: [4c FinancialStatement October'2017.pdf](#)

4d. [17-3019](#) Monthly Travel Report

Action: Information

Presenter: Sonia Elsonbaty

Attachments: [4d_Travel_Report_October'2017.pdf](#)

4e. [17-3051](#) Contract Amendment - Facilitation Services for the Committee for Housing the Bay Area (CASA): Estolano LeSar Perez Advisors (\$250,000)

Action: Committee Approval

Presenter: Vikrant Sood

Attachments: [4e_Contract_ELPA.pdf](#)

5. Commission Approval**5a.** [17-2990](#) MTC Resolution No. 4277, Revised - FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01

The FY 2017-18 OWP is being amended to add a new SB 1 Sustainable Communities Formula Grant of \$2.2 million, and include approximately \$3.2 million unspent carryover federal planning funds from FY 2016-17.

Action: Commission Approval

Presenter: Brian Mayhew

Attachments: [5a_Reso-4277_FY16OWP_Amend-18-02.pdf](#)

5b. [17-2991](#) MTC Resolution No. 4280, Revised - Agency Budget Amendment

The FY 2017-18 MTC Agency Budget is being amended to include carryover federal planning (PL) funds of approximately \$3.2 million and SB 1 funds of \$2.3 million.

Action: Commission Approval

Presenter: Brian Mayhew

Attachments: [5b_Reso-4280_MTC_Budget_Amend.pdf](#)

- 5c. [17-3020](#) Contract - Business Insurance Broker, Consultation and Third Party Insurance Certificate Management Services: USI Insurance Services

A request for authorization to enter into a contract with USI Insurance Services to provide business insurance brokerage, risk assessment and management, and consultation; and issue payment(s) to secure appropriate business insurance policies.

Action: Committee Approval

Presenter: Michael Brinton

Attachments: [5c Contract Insurance Brokerage.pdf](#)

- 5d. [17-3035](#) MTC Resolution No. 4306 - Transit Oriented Affordable Housing (TOAH) II Fund

A request for authorization to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, and the Low Income Investment Fund to convert the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund.

Action: Commission Approval

Presenter: Therese Trivedi and Melissa Garcia

Attachments: [5d Reso-4306 TOAH.pdf](#)

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on January 10, 2018 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

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

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

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

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

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

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

Attachments are sent to 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)

File #: 17-3016 **Version:** 1 **Name:**
Type: Minutes **Status:** Consent
File created: 11/9/2017 **In control:** Administration Committee
On agenda: 12/13/2017 **Final action:**
Title: Minutes of the November 8, 2017 meeting
Sponsors:
Indexes:
Code sections:
Attachments: [4a 11-08-2017 Administration Draft Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the November 8, 2017 meeting

Recommended Action:
Committee Approval



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Committee Members:

Federal D. Glover, Chair Alfredo Pedroza, Vice Chair

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

Wednesday, November 8, 2017

9:35 AM

Board Room - 1st Floor

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Commissioner Schaaf and Commissioner Worth

Absent: 2 - Vice Chair Pedroza and Commissioner Slocum

Non-Voting Member Absent: Commissioner Sartipi

Ex Officio Voting Members Present: Commission Vice Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Cortese, Commissioner Giacopini, Commissioner Pierce, and Commissioner Sprung

2. Consent Calendar

Approval of the Consent Calendar

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

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Commissioner Schaaf and Commissioner Worth

Absent: 2 - Vice Chair Pedroza and Commissioner Slocum

2a. [17-2935](#) Minutes of the October 11, 2017 meeting

Action: Committee Approval

2b. [17-2936](#) Investment Report for September 2017

Action: Information

Presenter: Russell Yuen

- 2c. [17-2937](#) MTC Financial Statements for September 2017

Action: Information

Presenter: Sonia Elsonbaty

- 2d. [17-2938](#) Monthly Travel Report

Action: Information

Presenter: Sonia Elsonbaty

- 2e. [17-2947](#) Contract Amendment - State Legislative Advocacy Services: Carter, Wetch & Associates (\$122,596)

Action: Committee Approval

Presenter: Rebecca Long

3. Approval

- 3a. [17-2939](#) Contract - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$3,625,000)

A request to enter into a contract with DevMecca.com to develop and improve MTC's StreetSaver® and StreetSaver® Plus transportation asset management software.

Action: Committee Approval

Presenter: Theresa Romell

Upon the motion by Commissioner Bruins and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the contract with DevMecca.com. The motion carried by the following vote:

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Commissioner Schaaf and Commissioner Worth

Absent: 2 - Vice Chair Pedroza and Commissioner Slocum

4. Public Comment / Other Business

Ken Bukowski was called to speak.

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on December 13, 2017 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-3017 **Version:** 1 **Name:**
Type: Report **Status:** Consent
File created: 11/9/2017 **In control:** Administration Committee
On agenda: 12/13/2017 **Final action:**
Title: Investment Report for October 2017
Sponsors:
Indexes:
Code sections:
Attachments: [4b Investment Report October'2017.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Investment Report for October 2017

Presenter:
Russell Yuen

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director

RE: Investment Report for October 2017

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

Total funds under MTC management are just over \$3.6 billion. A breakdown by fund is as follows:

<u>Fund</u>	<u>Market Value (\$ million)</u>	<u>% of Total</u>
BATA Admin	\$ 1,116.3	30.9%
BATA Projects	582.7	16.1%
BATA Debt Payment	8.9	0.2%
BATA Debt Service Reserve	518.2	14.4%
BATA RM2	367.1	10.2%
MTC	389.5	10.9%
BART Car Exchange Program	382.7	10.6%
AB 1171	22.6	0.6%
FasTrak® (Customer Deposits)	111.2	3.1%
Clipper®	66.0	1.8%
BAHA	25.2	0.7%
SAFE	19.7	0.5%
Portfolio Total	<u>\$ 3,610.1</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:

<u>Security Holding</u>	<u>Portfolio Composite</u>	<u>Policy Limits</u>
Fed Home Loan Bank	47.5%	No limit
Fed Home Loan Mortgage	29.3%	No limit
Fed National Mortgage Association	2.1%	No limit
Fed Farm Credit Bank	1.5%	No limit
Cash	9.7%	No limit
Gov't Pools	Less than 0.1%	No limit
CalTrust Medium-Term Fund	5.7%	No limit
CA Asset Mgmt Program (CAMP)	Less than 0.1%	No limit
Municipal Bonds	1.3%	No limit
Mutual Funds	2.6%	20% Portfolio/10% One Fund
Blackrock (BATA Trustee)	0.3%	Trustee Funds – No limit
Morgan Stanley (BATA Trustee)	Less than 0.1%	Trustee Funds – No limit
Portfolio Total	100.0%	

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

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

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

Liquidity Summary of MTC Portfolio

Maturity	Market Value (\$ million)	% of Total Portfolio	Cumulative Minimum Level per MTC Investment Policy
30 days or less	\$ 1,004.4	28%	10%
90 days or less	1,921.0 cumulative	53% cumulative	15%
1 year or less	3,033.7 cumulative	84% cumulative	30%
1-5 years	557.1	15%	
*greater than 5 years	19.3	1%	

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

The weighted maturity of the MTC portfolio is 289 days, and the maximum weighted maturity cannot exceed 5 years.

The MTC portfolio holds \$29 million (1%) in variable rate demand obligations (VRDOs) issued by various California local agencies. The VRDOs are recognized as short term investment bonds for accounting classification purposes even though the various securities have maturities up to 30 years. The classification as short term investments is possible because VRDOs have “liquidity instruments” that allow the bonds to be “put” to the liquidity support bank at any time with seven days’ notice.

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



Steve Heminger

SH:ry
Attachment



MTC
Summary by Type
October 31, 2017
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: MTC CASH AND CASH EQUIVALENT						
Local Agency Investment Funds	1	220,136.99	220,136.99	0.01	1.143	1
Checking Accounts	2	34,335,129.40	34,335,129.40	0.95	1.068	1
Subtotal	3	34,555,266.39	34,555,266.39	0.96	1.069	1
Fund: NON TRANSPORTATION PLNG						
Checking Accounts	1	250,127.75	250,127.75	0.01	1.080	1
Subtotal	1	250,127.75	250,127.75	0.01	1.080	1
Fund: AB664 EAST						
Federal Agency Disc. -Amortizing	10	133,955,000.00	133,530,981.28	3.70	1.154	97
Mutual Funds - Custodial	1	9,986.65	9,986.65	0.00	0.920	1
Checking Accounts	1	9,977,949.06	9,977,949.06	0.28	1.080	1
Subtotal	12	143,942,935.71	143,518,916.99	3.98	1.149	90
Fund: AB664 WEST						
Federal Agency Disc. -Amortizing	5	39,725,000.00	39,649,000.43	1.10	1.115	63
Mutual Funds - Custodial	1	12,978.42	12,978.42	0.00	0.920	1
Checking Accounts	1	8,490,494.76	8,490,494.76	0.24	1.080	1
Subtotal	7	48,228,473.18	48,152,473.61	1.34	1.108	52
Fund: 5% STATE						
Checking Accounts	1	13,357,742.28	13,357,742.28	0.37	1.080	1
Subtotal	1	13,357,742.28	13,357,742.28	0.37	1.080	1
Fund: 2% TRANSIT RESERVES FERRY						
Federal Agency Disc. -Amortizing	3	13,270,000.00	13,247,929.83	0.37	1.084	55
Mutual Funds - Custodial	1	24,014.81	24,014.81	0.00	0.920	1
Checking Accounts	1	4,184,019.05	4,184,019.05	0.12	1.080	1
Subtotal	5	17,478,033.86	17,455,963.69	0.49	1.083	42

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 2

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: 2% TRANSIT RESERVES STUDIES						
Federal Agency Disc. -Amortizing	4	19,550,000.00	19,516,983.75	0.54	1.088	55
Mutual Funds - Custodial	1	37,554.36	37,554.36	0.00	0.920	1
Checking Accounts	1	3,002,202.13	3,002,202.13	0.08	1.080	1
Subtotal	6	22,589,756.49	22,556,740.24	0.62	1.087	48
Fund: 90% RAIL RESERVE EAST						
Federal Agency Disc. -Amortizing	6	48,225,000.00	48,132,380.45	1.33	1.093	61
Mutual Funds - Custodial	1	44,143.26	44,143.26	0.00	0.920	1
Checking Accounts	1	15,749,275.20	15,749,275.20	0.44	1.080	1
Subtotal	8	64,018,418.46	63,925,798.91	1.77	1.090	46
Fund: 90% RAIL RESERVE WEST						
Federal Agency Disc. -Amortizing	1	3,500,000.00	3,498,134.50	0.10	1.119	19
Mutual Funds - Custodial	1	2,185.34	2,185.34	0.00	0.920	1
Checking Accounts	1	4,250,582.42	4,250,582.42	0.12	1.080	1
Subtotal	3	7,752,767.76	7,750,902.26	0.22	1.098	9
Fund: MTC FEEDER BUS						
Checking Accounts	1	169,178.43	169,178.43	0.00	1.080	1
Subtotal	1	169,178.43	169,178.43	0.00	1.080	1
Fund: MTC EXCHANGE FUND						
Checking Accounts	1	29,716,653.99	29,716,653.99	0.82	1.080	1
Subtotal	1	29,716,653.99	29,716,653.99	0.82	1.080	1
Fund: BART CAR EXCHANGE PROGRAM						
Federal Agency Coupon Securities	7	103,500,000.00	103,089,530.75	2.86	1.347	569
Federal Agency Disc. -Amortizing	16	280,295,000.00	279,462,183.97	7.74	1.148	92
Mutual Funds - Custodial	1	134,086.55	134,086.55	0.00	0.920	1
Subtotal	24	383,929,086.55	382,685,801.27	10.60	1.201	221
Fund: CLIPPER CAPITAL (MTC)						
Checking Accounts	1	5,491,725.42	5,491,725.42	0.15	1.080	1

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 3

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	1	5,491,725.42	5,491,725.42	0.15	1.080	1
Fund: CLIPPER 2.0 (MTC)						
Checking Accounts	1	-280,924.93	-280,924.93 *	-0.01	0.000	1
Subtotal	1	-280,924.93	-280,924.93	-0.01	0.000	1
Fund: CLIPPER OPERATIONS (MTC)						
Checking Accounts	1	1,767,235.13	1,767,235.13	0.05	1.080	1
Subtotal	1	1,767,235.13	1,767,235.13	0.05	1.080	1
Fund: MTC CAPITAL PROJECTS						
Checking Accounts	1	1,113,388.60	1,113,388.60	0.03	1.080	1
Subtotal	1	1,113,388.60	1,113,388.60	0.03	1.080	1
Fund: SAFE						
Local Agency Investment Funds	1	108,614.18	108,614.18	0.00	1.143	1
Checking Accounts	1	8,725,538.43	8,725,538.43	0.24	1.080	1
Subtotal	2	8,834,152.61	8,834,152.61	0.24	1.081	1
Fund: SAFE CAPITAL PROJECTS						
Checking Accounts	1	10,913,684.73	10,913,684.73	0.30	1.080	1
Subtotal	1	10,913,684.73	10,913,684.73	0.30	1.080	1
Fund: RM2 OPERATING						
Checking Accounts	1	850,413.46	850,413.46	0.02	1.080	1
Subtotal	1	850,413.46	850,413.46	0.02	1.080	1
Fund: UB DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	8,902,509.55	8,902,509.55	0.25	0.920	1
Subtotal	1	8,902,509.55	8,902,509.55	0.25	0.920	1
Fund: DEBT SERVICE RESERVE						
Mutual Funds - Trustee	1	333,940.75	333,940.75	0.01	0.920	1
Federal Agency Disc. -Amortizing	6	43,480,000.00	43,419,161.82	1.20	1.089	46
Federal Agency Coupon - Actual	1	10,000,000.00	10,001,135.00	0.28	1.158	569

* Pending reimbursement from transit operators

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 4

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: DEBT SERVICE RESERVE						
Federal Agency Coupon Securities	23	287,300,000.00	286,288,429.03	7.93	1.265	526
Municipal Bonds	3	7,750,000.00	7,758,482.33	0.21	0.732	27
Municipal Bonds	2	5,450,000.00	5,450,000.00	0.15	0.714	8
Subtotal	36	354,313,940.75	353,251,148.93	9.78	1.220	449
Fund: BATA SUB 2014 S-5 RESERVE						
Federal Agency Coupon Securities	1	1,400,000.00	1,389,486.00	0.04	2.200	1,779
Mutual Funds - Trustee	1	46,378.31	46,378.31	0.00	0.920	1
Subtotal	2	1,446,378.31	1,435,864.31	0.04	2.159	1,722
Fund: BATA SUB 2014 S-6 RESERVE						
Federal Agency Disc. -Amortizing	1	100,000.00	100,000.00	0.00	1.038	0
Federal Agency Coupon Securities	3	13,908,000.00	13,863,094.67	0.38	2.227	1,796
Mutual Funds - Trustee	1	61,241.82	61,241.82	0.00	0.920	1
Subtotal	5	14,069,241.82	14,024,336.49	0.38	2.213	1,776
Fund: BATA 2010 S-1 RESERVE						
Federal Agency Coupon - Actual	1	10,000,000.00	10,001,050.00	0.28	0.924	12
Federal Agency Disc. -Amortizing	3	13,300,000.00	13,281,883.30	0.37	1.103	46
Federal Agency Coupon Securities	8	46,960,000.00	46,863,401.64	1.30	1.072	288
Mutual Funds - Trustee	1	72,322.91	72,322.91	0.00	0.920	1
Subtotal	13	70,332,322.91	70,218,657.85	1.95	1.056	202
Fund: BONY DEBT PAYMENT - TRUSTEE						
Mutual Funds - Trustee	1	38,640.20	38,640.20	0.00	0.920	1
Subtotal	1	38,640.20	38,640.20	0.00	0.920	1
Fund: BATA 2017 S-7 RESERVE						
Federal Agency Coupon Securities	2	28,000,000.00	27,850,956.00	0.77	2.096	1,606
Federal Agency Disc. -Amortizing	3	29,300,000.00	29,281,499.60	0.81	1.050	22
Mutual Funds - Trustee	1	14,854.69	14,854.69	0.00	0.920	1
Subtotal	6	57,314,854.69	57,147,310.29	1.58	1.561	797

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 5

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA 2010 S-2 RESERVE						
Mutual Funds - Trustee	1	54,994.29	54,994.29	0.00	0.920	1
Subtotal	1	54,994.29	54,994.29	0.00	0.920	1
Fund: BATA 2010 S-3 RESERVE						
Federal Agency Coupon Securities	4	16,130,000.00	16,054,939.41	0.44	1.644	1,015
Federal Agency Disc. -Amortizing	1	6,000,000.00	5,994,108.00	0.17	1.084	34
Mutual Funds - Trustee	1	25,310.68	25,310.68	0.00	0.920	1
Subtotal	6	22,155,310.68	22,074,358.09	0.61	1.492	749
Fund: RM2 CAPITAL						
Mutual Funds - Custodial	3	2,607,169.63	2,599,874.10	0.07	1.520	1
Federal Agency Disc. -Amortizing	12	174,190,000.00	173,571,278.28	4.81	1.166	108
Checking Accounts	1	18,329,475.36	18,329,475.36	0.51	1.080	1
Subtotal	16	195,126,644.99	194,500,627.74	5.39	1.163	97
Fund: BATA REHAB RESERVE						
Mutual Funds - Custodial	2	10,024,778.77	9,996,127.44	0.28	1.528	1
Federal Agency Coupon Securities	3	25,000,000.00	24,909,153.00	0.69	2.042	1,492
Federal Agency Disc. -Amortizing	4	38,430,000.00	38,324,221.93	1.06	1.120	86
Checking Accounts	1	890,938.01	890,938.01	0.02	1.080	1
Subtotal	10	74,345,716.78	74,120,440.38	2.05	1.485	547
Fund: BATA REHAB PROJECTS						
Federal Agency Coupon Securities	1	15,000,000.00	14,965,020.00	0.41	1.800	1,031
Federal Agency Disc. -Amortizing	13	143,220,000.00	142,875,414.77	3.96	1.126	76
Mutual Funds - Custodial	1	45,080.49	45,080.49	0.00	0.920	1
Checking Accounts	1	9,088,235.25	9,088,235.25	0.25	1.080	1
Subtotal	16	167,353,315.74	166,973,750.51	4.62	1.184	157
Fund: BATA - SEISMIC CAPITAL						
Mutual Funds - Custodial	4	5,496,963.98	5,493,540.71	0.15	0.975	1
Federal Agency Coupon - Actual	1	15,000,000.00	15,014,385.00	0.42	0.825	159

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: BATA - SEISMIC CAPITAL						
Federal Agency Disc. -Amortizing	9	185,100,000.00	184,393,941.20	5.11	1.164	119
Municipal Bonds	1	3,500,000.00	3,500,000.00	0.10	0.715	0
Checking Accounts	1	5,653,575.50	5,653,575.50	0.16	1.080	1
Subtotal	16	214,750,539.48	214,055,442.41	5.94	1.126	113
Fund: AB 1171 PROJECTS						
Federal Agency Disc. -Amortizing	2	13,950,000.00	13,943,934.00	0.39	1.048	15
Mutual Funds - Custodial	2	58,402.25	58,402.25	0.00	0.972	1
Checking Accounts	1	8,598,047.75	8,598,047.75	0.24	1.080	1
Subtotal	5	22,606,450.00	22,600,384.00	0.63	1.060	10
Fund: EXPRESS LANES CAPITAL						
Mutual Funds - Custodial	3	10,153,066.93	10,124,054.59	0.28	1.529	1
Federal Agency Coupon Securities	2	12,250,000.00	12,226,717.25	0.34	1.451	504
Federal Agency Disc. -Amortizing	12	175,235,000.00	174,878,785.66	4.84	1.104	65
Checking Accounts	1	1,758,913.65	1,758,913.65	0.05	1.080	1
Subtotal	18	199,396,980.58	198,988,471.15	5.51	1.147	88
Fund: RM1 BATA ADMIN - SELF INSURED						
Mutual Funds - Custodial	3	100,294,353.70	100,007,554.13	2.77	1.529	1
Federal Agency Coupon - Actual	2	28,200,000.00	28,255,074.20	0.78	1.103	288
Federal Agency Coupon Securities	8	51,300,000.00	51,094,090.16	1.42	1.545	981
Federal Agency Disc. -Amortizing	7	130,700,000.00	130,520,897.10	3.62	1.101	45
Checking Accounts	1	73,985.87	73,985.87	0.00	1.080	1
Subtotal	21	310,568,339.57	309,951,601.46	8.59	1.313	208
Fund: RM1 BATA ADMIN - O&M RESERVE						
Mutual Funds - Custodial	3	12,047,003.52	12,015,425.30	0.33	1.499	1
Federal Agency Disc. -Amortizing	7	116,170,000.00	115,902,980.83	3.21	1.121	75
Federal Agency Coupon Securities	2	20,000,000.00	19,969,410.00	0.55	0.775	104
Municipal Bonds	1	5,930,000.00	5,930,000.00	0.16	0.715	0

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 7

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: RM1 BATA ADMIN - O&M RESERVE						
Checking Accounts	1	76,301.17	76,301.17	0.00	1.080	1
Subtotal	14	154,223,304.69	153,894,117.30	4.25	1.090	70
Fund: RM1 BATA ADMIN						
Municipal Bonds	1	19,300,000.00	19,300,000.00	0.53	2.119	13,149
Mutual Funds - Custodial	4	72,385,494.02	72,183,997.56	2.00	1.511	1
Federal Agency Disc. -Amortizing	19	471,000,000.00	469,782,071.00	13.01	1.133	80
Local Agency Investment Funds	1	236.63	236.63	0.00	1.143	1
Municipal Bonds	1	5,900,000.00	5,900,000.00	0.16	0.711	30
Checking Accounts	1	5,011,756.19	5,011,756.19	0.14	1.080	1
Subtotal	27	573,597,486.84	572,178,061.38	15.84	1.209	509
Fund: RM2 ADMIN RESERVES						
Mutual Funds - Custodial	2	1,537,617.52	1,537,617.52	0.04	0.855	1
Federal Agency Disc. -Amortizing	11	143,100,000.00	142,672,547.70	3.95	1.139	90
Checking Accounts	1	27,505,049.49	27,505,049.49	0.76	1.080	1
Subtotal	14	172,142,667.01	171,715,214.71	4.75	1.127	75
Fund: UNDISTRIBUTED FUNDS						
Checking Accounts	1	2,260,567.77	2,260,567.77	0.06	0.000 *	1
Subtotal	1	2,260,567.77	2,260,567.77	0.06	0.000	1
Fund: SEISMIC ADMIN						
Mutual Funds - Custodial	3	1,224,194.05	1,221,037.72	0.03	1.482	1
Checking Accounts	1	2,715,573.97	2,715,573.97	0.08	1.080	1
Subtotal	4	3,939,768.02	3,936,611.69	0.11	1.205	1
Fund: EXPRESS LANES OPERATING						
Checking Accounts	1	2,678,041.79	2,678,041.79	0.07	1.080	1
Subtotal	1	2,678,041.79	2,678,041.79	0.07	1.080	1
Fund: FASTRAK						
Checking Accounts	5	26,437,800.34	26,437,800.34	0.73	0.000 **	1

* Earnings Credit Rate of 0.01%

** Earnings Allowance Rate of 0.35%

MTC
Summary by Type
October 31, 2017
Grouped by Fund

Page 8

Security Type	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: FASTRAK						
Mutual Funds - Custodial	1	84,774,878.76	84,774,878.76	2.35	0.371	1
Subtotal	6	111,212,679.10	111,212,679.10	3.08	0.283	1
Fund: CLIPPER						
Checking Accounts	4	65,951,573.46	65,951,573.46	1.83	0.000 *	1
Subtotal	4	65,951,573.46	65,951,573.46	1.83	0.000	1
Fund: BAHA OPERATING						
Checking Accounts	2	13,225,858.29	13,225,858.29	0.37	0.922	1
Subtotal	2	13,225,858.29	13,225,858.29	0.37	0.922	1
Fund: BAHA OWNER'S						
Checking Accounts	1	1,510,561.90	1,510,561.90	0.04	0.000 **	1
Subtotal	1	1,510,561.90	1,510,561.90	0.04	0.000	1
Fund: BAHA CAPITAL						
Mutual Funds - Custodial	1	140.10	140.10	0.00	0.920	1
Checking Accounts	1	10,094,674.75	10,094,674.75	0.28	1.080	1
Subtotal	2	10,094,814.85	10,094,814.85	0.28	1.080	1
Fund: 375 BEALE STREET (BAHA)						
Checking Accounts	1	349,399.99	349,399.99	0.01	1.080	1
Subtotal	1	349,399.99	349,399.99	0.01	1.080	1
Total and Average	330	3,618,641,019.92	3,610,131,280.71	100.00	1.145	242 ***

* Earnings Credit Rate of 0.04%

** Earnings Credit Rate of 0.01%

*** Average Days to Maturity of the CALTRUST MEDIUM-TERM FUND is 828 days

The adjusted Average Days to Maturity of the MTC Portfolio is 289 days



MTC
Summary by Issuer
October 31, 2017

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
FASTRAK - PREPAID	1	20,130,411.51	20,130,411.51	0.56	0.000	1
BAY AREA AIR QUALITY MGMT DIST	1	19,300,000.00	19,300,000.00	0.53	2.119	13,149
BLK ROCK T-FUND TRUSTEE	2	9,236,450.30	9,236,450.30	0.26	0.920	1
FASTRAK - PARKING FEES	1	85,588.63	85,588.63	0.00	0.000	1
FASTRAK - VIOLATIONS	1	2,808,856.11	2,808,856.11	0.08	0.000	1
FASTRAK - REFUND	1	1,856,742.31	1,856,742.31	0.05	0.000	1
FASTRAK - FEE ACCOUNT	1	1,556,201.78	1,556,201.78	0.04	0.000	1
CALIFORNIA ASSET MANAGEMENT PR	8	1,172,361.13	1,172,361.13	0.03	1.170	1
CASH BALANCE	3	748,670.00	748,670.00	0.02	0.000	1
CALTRUST MEDIUM-TERM FUND	8	206,417,320.99	205,825,907.94	5.70	1.530	1
EAST BAY MUD	1	7,000,000.00	7,008,155.19	0.19	0.729	30
FED FARM CREDIT BANK	4	53,200,000.00	53,270,509.20	1.48	0.991	200
FED HOME LOAN BANK	125	1,717,060,000.00	1,713,082,990.74	47.45	1.182	179
FED HOME LOAN MTG CORP	88	1,060,583,000.00	1,056,671,771.30	29.27	1.189	256
FED NATIONAL MTG ASSN	7	74,900,000.00	74,790,920.27	2.07	1.310	421
LAIF	3	328,987.80	328,987.80	0.01	1.143	1
LOS ANGELES DEPT WTR & PWR	2	7,400,000.00	7,400,000.00	0.20	0.711	30
MORGAN STANLEY GOVT TRUSTEE	7	313,742.90	313,742.90	0.01	0.920	1
MORGAN STANLEY GOVT CUSTODY	19	7,800,862.23	7,800,862.23	0.22	0.920	1
SAN FRANCISCO CA AIRPORT COMM	5	14,130,000.00	14,130,327.14	0.39	0.717	0
FASTRAK BLK ROCK TREAS TR FUND	1	84,774,878.76	84,774,878.76	2.35	0.371	1
UBOC CHECKING	1	373,237.12	373,237.12	0.01	0.010	1
UBOC DISTRICT 4 AND CHANGE FUN	1	2,260,567.77	2,260,567.77	0.06	0.000	1

MTC
Summary by Issuer
October 31, 2017

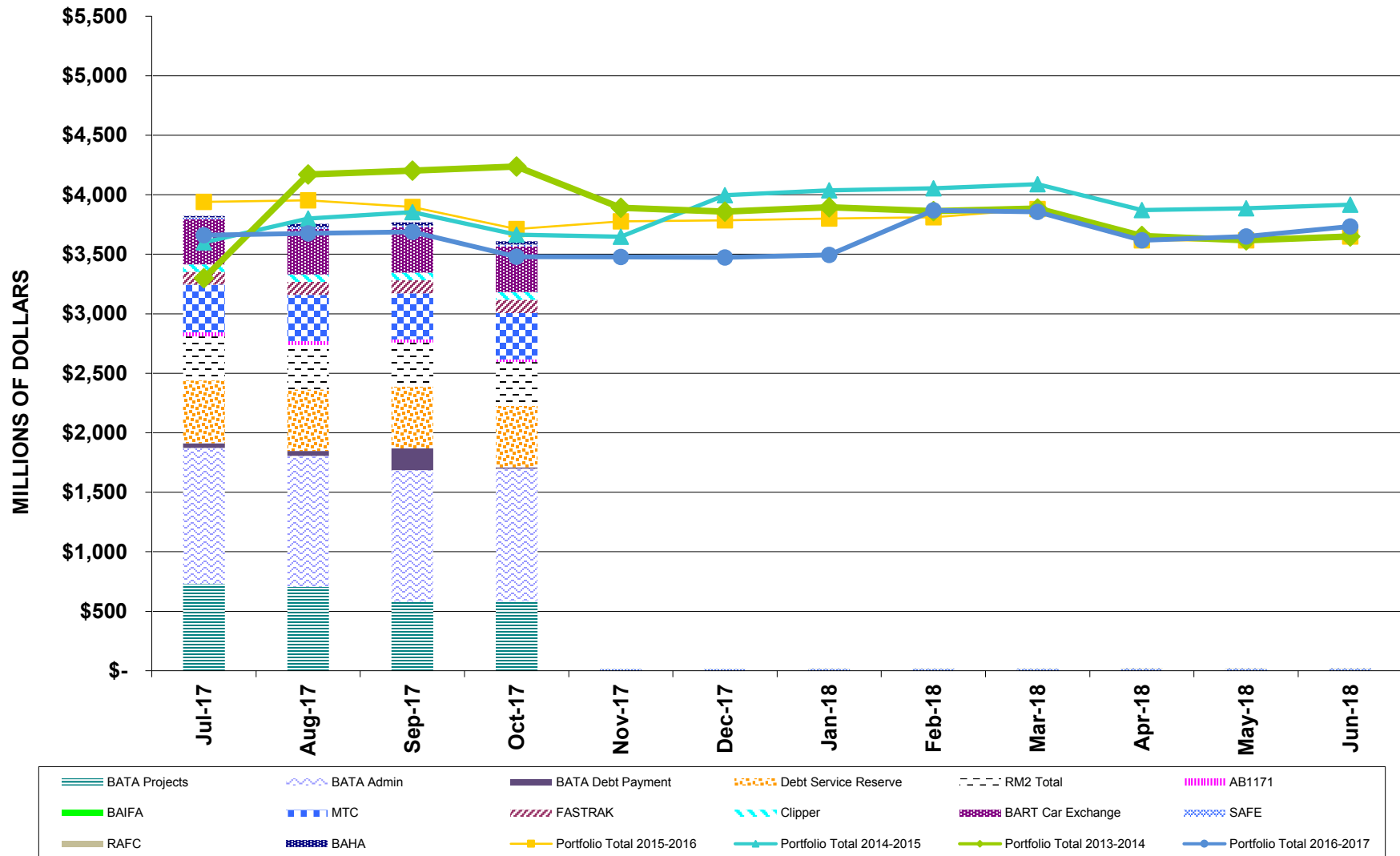
Page 2

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
UBOC INTEREST ON CHECKING	33	255,805,824.05	255,805,824.05	7.09	1.081	1
CLIPPER SETTLEMENT ACCOUNT	1	1,215,500.71	1,215,500.71	0.03	0.000	1
CLIPPER FLOAT ACCOUNT	1	63,047,264.02	63,047,264.02	1.75	0.000	1
CLIPPER PARTICIPANT CLAIM FUND	1	1,523,222.82	1,523,222.82	0.04	0.000	1
UBOC BAHA CHECKING	2	3,445,743.07	3,445,743.07	0.10	0.000	1
CLIPPER REFUND ACCOUNT	1	165,585.91	165,585.91	0.00	0.000	1
Total and Average	330	3,618,641,019.92	3,610,131,280.71	100.00	1.145	242 *

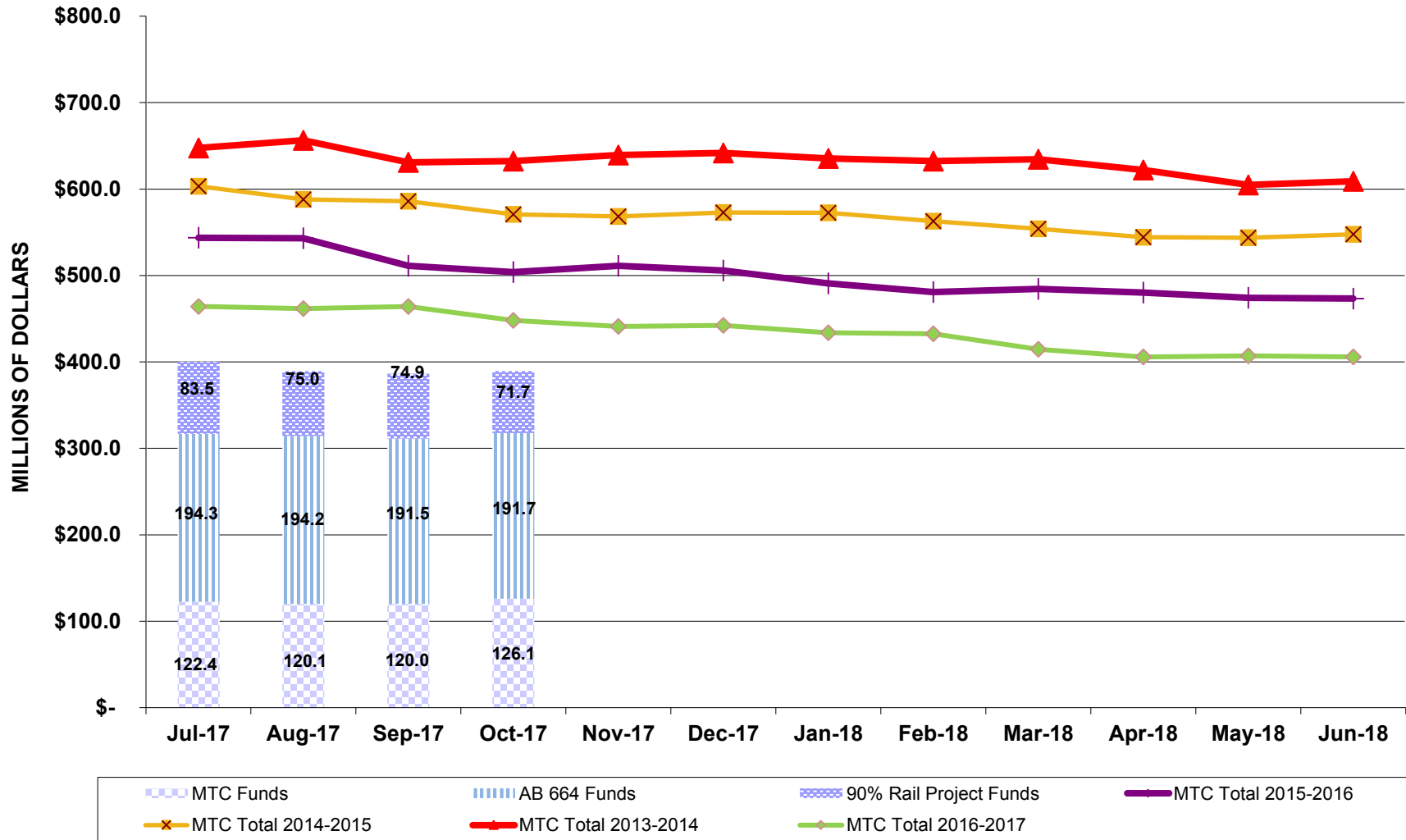
* Average Days to Maturity of the CALTRUST MEDIUM-TERM FUND is 828 days

The adjusted Average Days to Maturity of the MTC Portfolio is 289 days

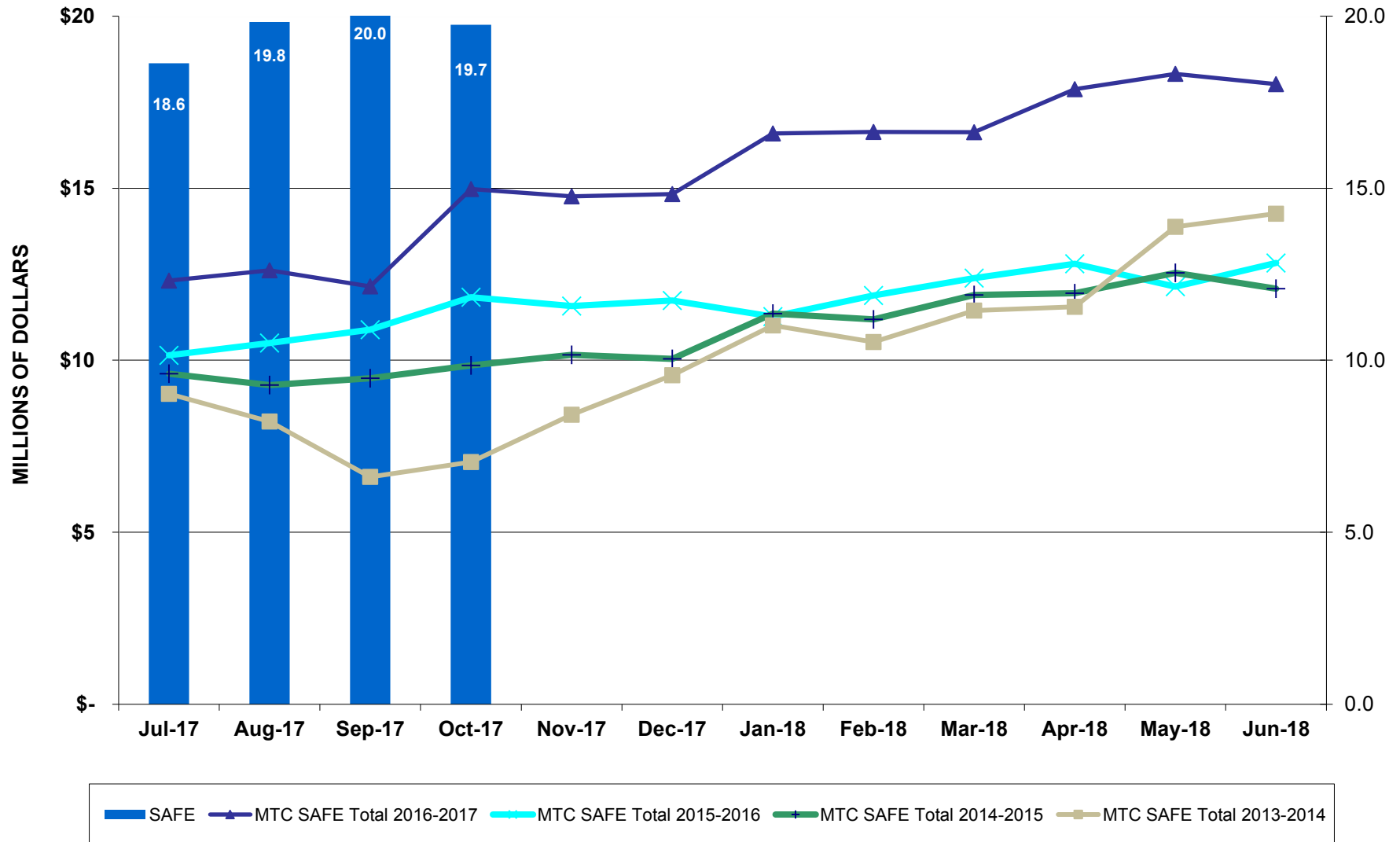
TOTAL PORTFOLIO October 2017



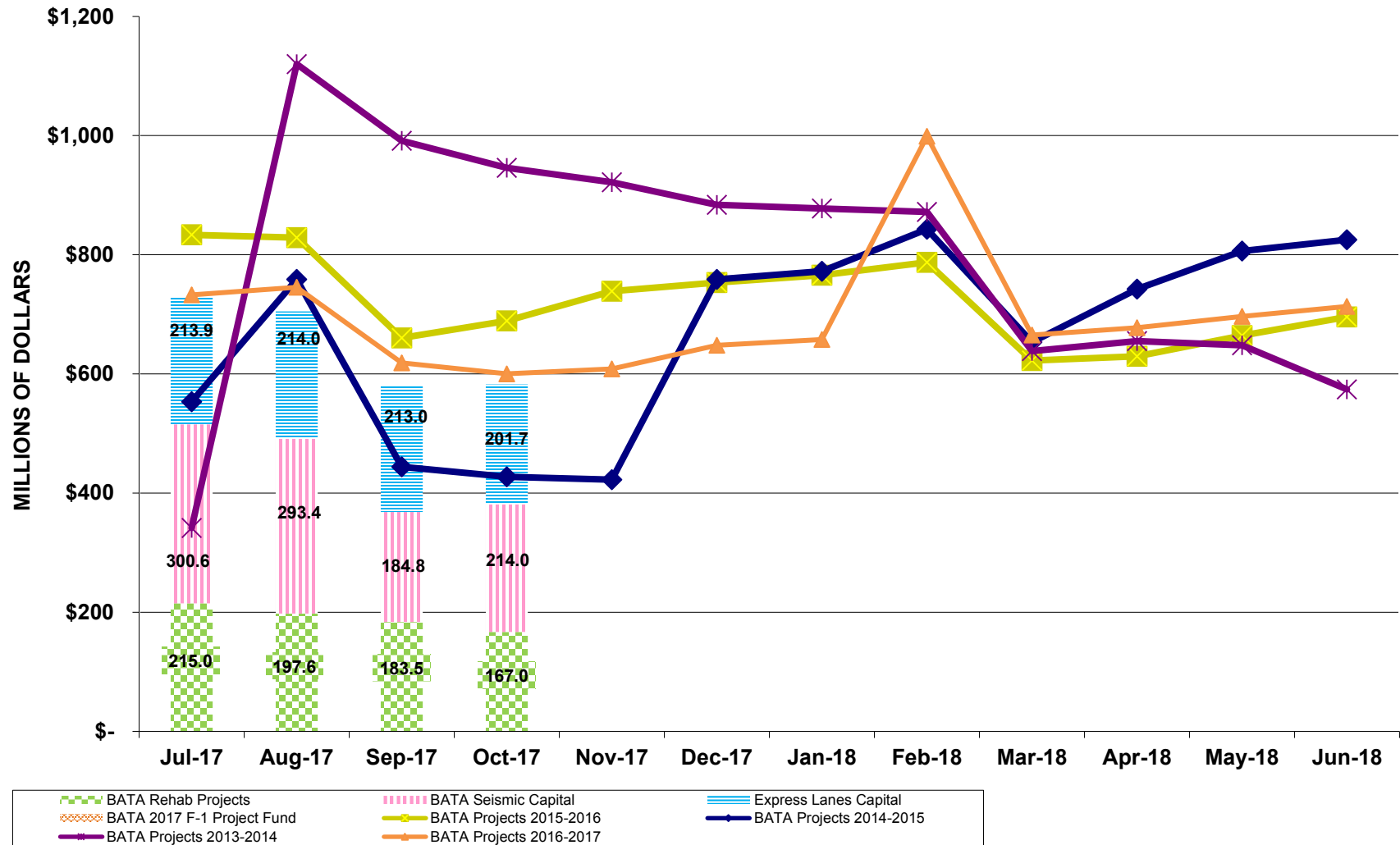
MTC FUNDS October 2017



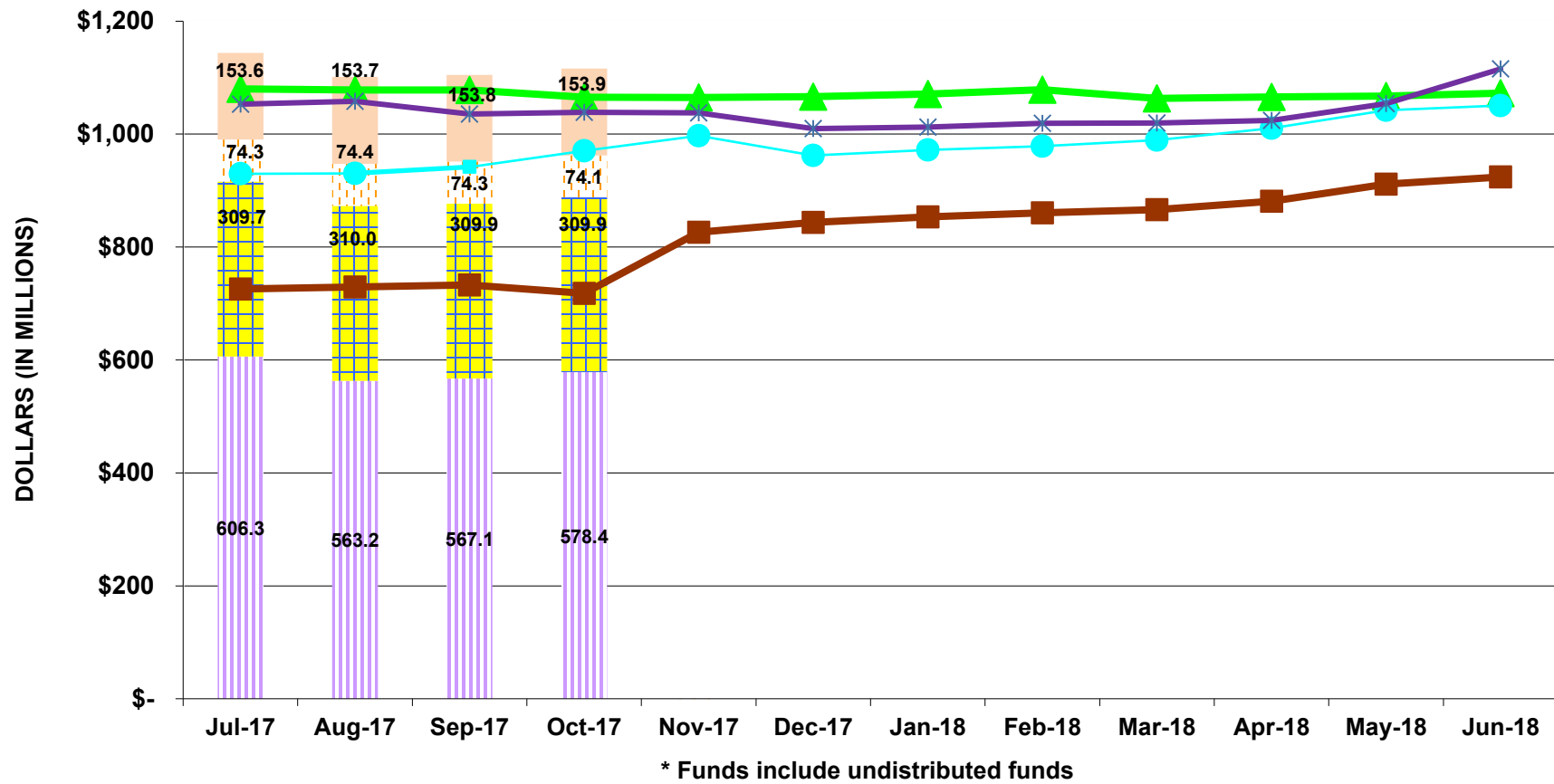
MTC SAFE FUNDS October 2017



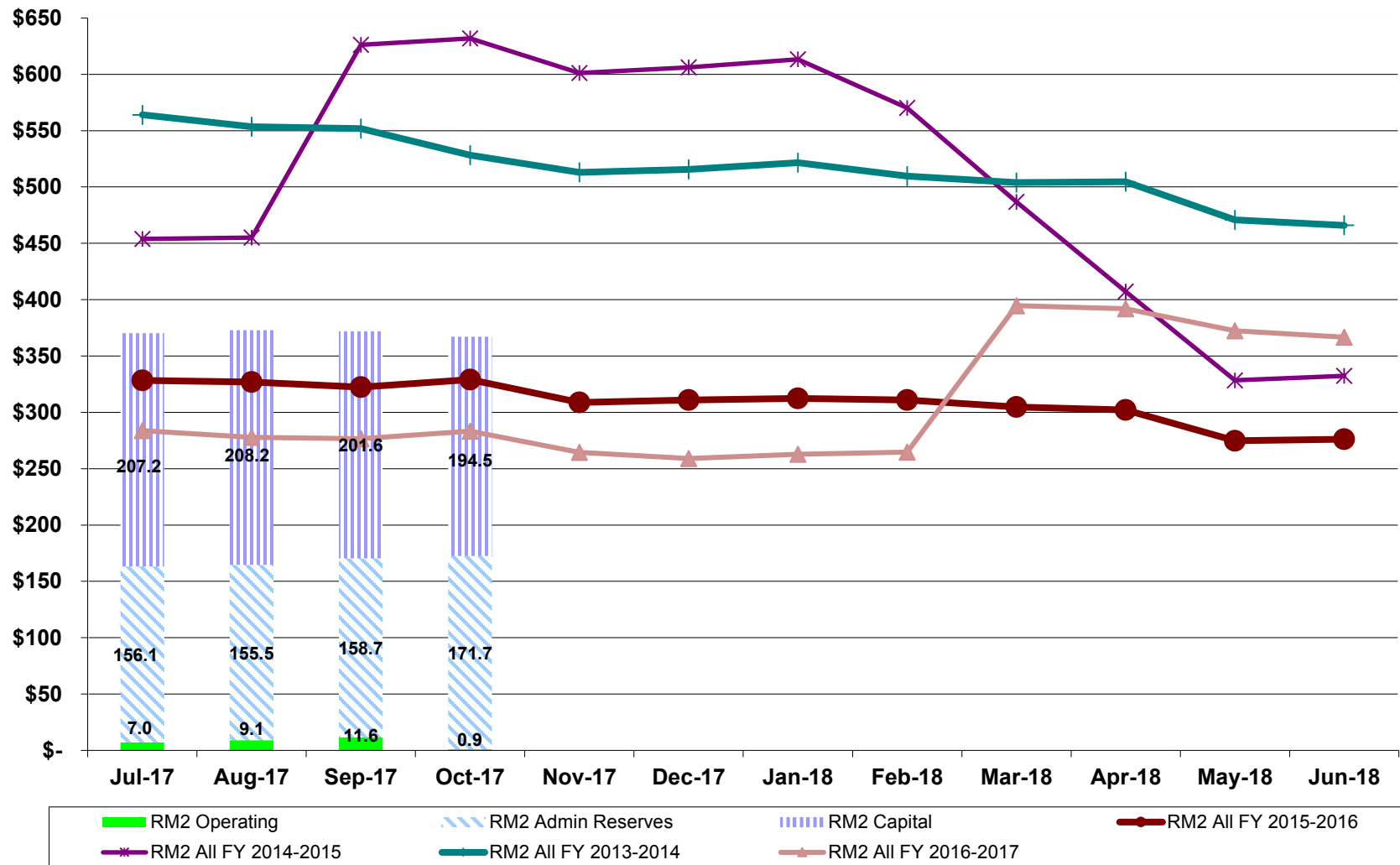
BATA PROJECTS October 2017



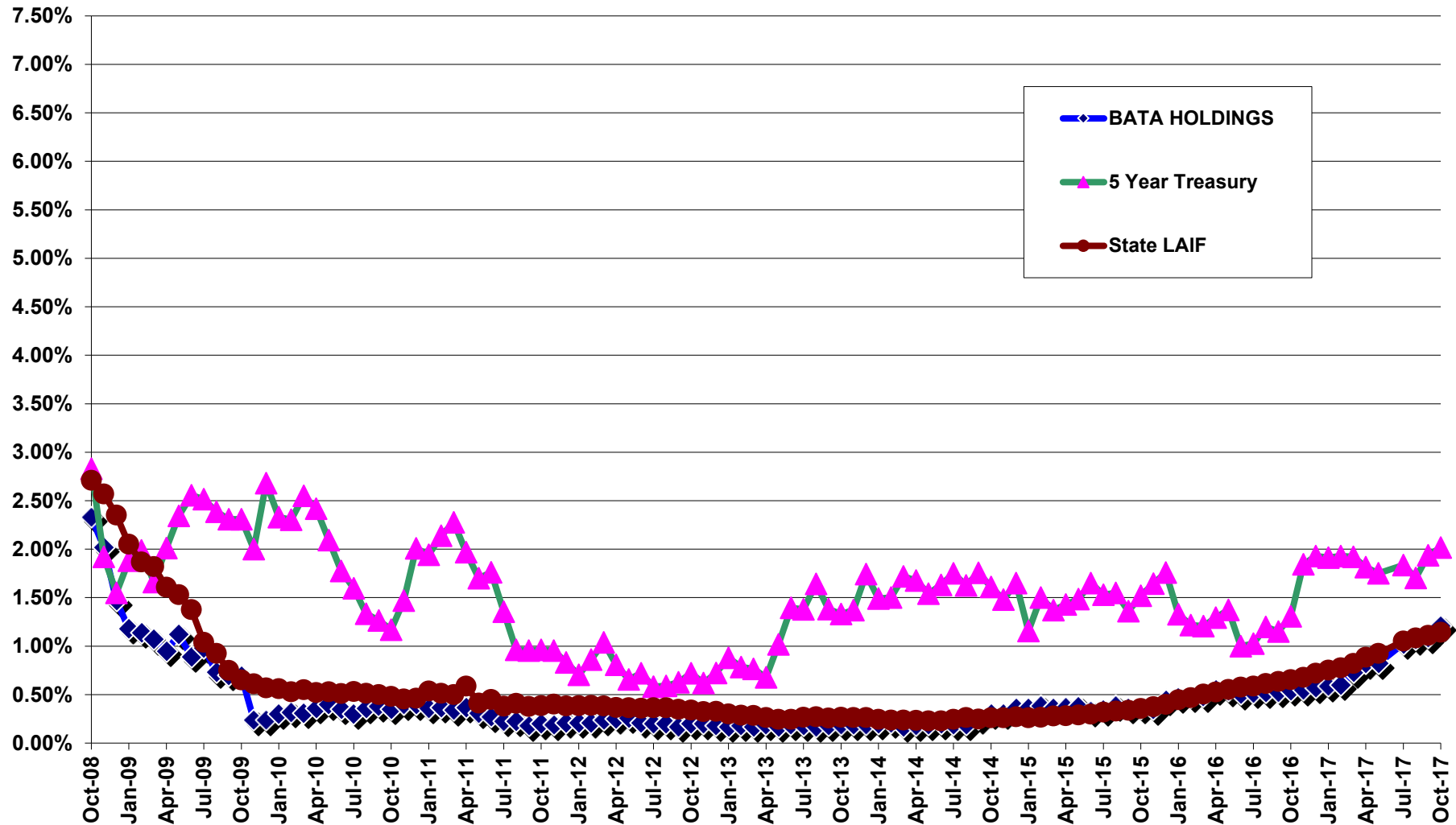
BATA ADMIN **October 2017**



REGIONAL MEASURE 2 FUNDS October 2017



Investment Rate Benchmarks
October 2017
(BATA)





Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-3018 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 11/9/2017 **In control:** Administration Committee

On agenda: 12/13/2017 **Final action:**

Title: MTC Financial Statements for September 2017

Sponsors:

Indexes:

Code sections:

Attachments: [4c_FinancialStatement_October'2017.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
MTC Financial Statements for September 2017

Presenter:
Sonia Elsonbaty

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director


RE: MTC Financial Statements for October 2017

Attached please find MTC financial statements for the four-month period ending October 31, 2017. Major highlights of the four-month period include:

- (1) **Operating Income:** Total operating income for the four months is on target at 32% with 33.3% of the budget year expired mainly due to the 1% BATA administration fee transfer at the beginning of the year.
- (2) **Transfers:** Transfers include the annual 1% BATA administration fee in the amount of \$7.5 million.
- (3) **Operating Expenditures:** Total operating expenditures, excluding contracts, are at 29% for the four months period, or 33.3% of the budget year. Contract services are well below budget at 7% which is not unusual since most of the contracts will run over multiple years.
- (4) **Carry Over:** Prior year carryover balances of \$6.8 million have been included in the FY 2017-18 Budgets.

Federal Grants: There are sixteen new grants in the FY 2017-18 budget that MTC will be applying for in the near future. There are two new grants in the FY 2017-18 that have been awarded and three grants have been fully spent and will be closed out this year.

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



Steve Heminger

OPERATING INCOME
MTC OPERATING BUDGET FOR FY 2017-18
As of October (33.3% of year)

	1	2	3	4
Operating Revenue	FY 2017-18 Adopted Budget	Actual Revenue	Budget Balance Over/(Under)	% of Budget (col 2/1)
General Fund Revenue:				
TDA	13,250,000	4,339,475	(8,910,525)	32.8%
Interest	30,000	3,577	(26,423)	11.9%
General Fund Total	13,280,000	4,343,052	(8,936,948)	32.7%
Federal Planning Revenue:				
FHWA - PL	7,895,683	2,441,736	(5,453,947)	30.9%
FHWA - SP&R	342,200	-	(342,200)	0.0%
FTA 5304	432,768	7,318	(425,451)	1.7%
FTA 5303	4,686,934	2,840,972	(1,845,962)	60.6%
FTA Total	13,357,584	5,290,026	(8,067,559)	39.6%
State Funding Revenue:				
STIP	664,912	145,022	(519,890)	21.8%
Regional Coastal Conservancy	1,172,376	137,282	(1,035,094)	0.0%
State Revenue Total	1,837,288	282,303	(1,554,985)	15.4%
Local Funding Revenue:				
TFCA	870,000	-	(870,000)	0.0%
HOV	500,000	94,047	(405,953)	18.8%
Bay Trail 5%	230,500	-	(230,500)	0.0%
PTAP LM	2,780	5,483	2,703	197.2%
Pavement Management	1,564,494	514,912	(1,049,582)	32.9%
BAAQMD	308,005	90,786	(217,219)	29.5%
Miscellaneous	2,109,831	151,499	(1,958,331)	7.2%
Local Total	5,585,609	856,726	(4,728,882)	15.3%
Transfers:				
BATA 1%	7,494,251	7,494,251	-	100.0%
Transfer BATA RM2	1,940,075	120,172	(1,819,903)	6.2%
SAFE	2,372,469	149,992	(2,222,477)	6.3%
2% Transit Transfers	408,000	-	(408,000)	0.0%
Transfers in - STA	2,426,513	47,051	(2,379,462)	1.9%
Bay Trail 2% Bridge Tolls	492,500	162,557	(329,943)	33.0%
Membership Dues	782,401	-	(782,401)	0.0%
Transfer from or (to) Reserve/Capital	10,705,123	679,947	(10,025,176)	6.4%
Transfers Total	26,621,332	8,653,970	(17,967,362)	32.5%
Total Operating Revenue	60,681,812	19,426,077	(41,255,736)	32.0%

OPERATING EXPENDITURES
MTC OPERATING BUDGET FOR FY 2016-17
As of October (33.3% of year)

	1	2	3	4	5
	FY 2017-18	Actual	Budget Balance	% of Budget	
Operating Expenditures	Adopted Budget	Expense	Over/(Under)	(col 2/1)	Encumbrance
Salaries & Benefits	28,716,163	8,911,144	(19,805,019)	31.0%	417,715
Travel & Training	590,419	119,943	(470,476)	20.3%	44,963
Commission Expense					
Commissioner Expense	150,000	13,563	(136,437)	9.0%	-
Advisory Committees	15,000	4,200	(10,800)	28.0%	-
Printing & Graphics	150,200	15,002	(135,198)	10.0%	32,653
Computer Services	2,584,907	764,365	(1,820,542)	29.6%	877,771
General Operations	4,291,500	856,310	(3,435,190)	20.0%	1,406,351
Total operating	36,498,189	10,684,527	(25,813,662)	29.3%	2,779,453
Contract Services	24,183,623	1,799,437	(22,384,186)	7.4%	8,798,738
Total Operating Expenditures	60,681,812	12,483,964	(48,197,848)	20.6%	11,578,191

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

<u>Capital</u>	<u>Total Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Transfer from Reserves	\$276,156	\$0	\$0	\$0
Expense	\$276,156	\$26,264	\$197,532	\$52,360

<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	158,885	-	203,115
Real Flag Sign - STA	2,743,624	561,562	-	2,182,062
Revenue	\$12,962,074	\$10,576,898	\$677,202	\$1,707,974
Expense	\$12,962,074	\$9,624,954	\$677,202	\$2,659,918

LIFE TO DATE FEDERAL GRANT BUDGET

As of October (33.3% of year)

Fund Source	Project Description	Grant LTD			Staff Actual	Consultant Actual	Enc.	Remaining Balance
		Balance as of 6/30/2017	New Grants	Total Grants				
STP GRANTS								
6084-146 1580	Station Area Planning	474,045	-	474,045	-	-	155,929	318,116
6084-175 1801	MTC Regional Planning	3,479,604	-	3,479,604	75,057	2,760	2,779,256	622,532
6084-176 1803	511 Grant	3,773,067	-	3,773,067	-	429,552	2,315,575	1,027,939
6084-179 1806	Pavement Management	96,175	-	96,175	-	-	61,990	34,186
6084-186 1812	OBAG Regional PDA	5,732,653	-	5,732,653	-	168,734	4,694,835	869,084
6084-193 1816	Arterial Operations	1,183,673	-	1,183,673	-	1,658	873,679	308,336
6084-198 1818	Pavement Management	1,495,705	-	1,495,705	-	42,317	1,205,769	247,619
6084-199 1819	511 Traveler Information	6,891,032	-	6,891,032	613,001	185,541	1,861,393	4,231,097
6084-201 1820	Freeway Performance Initiative	3,454,981	-	3,454,981	625,247	25,410	784,033	2,020,292
6084-203 1821	Arterial Operations	499,000	-	499,000	225,324	-	-	273,677
6084-205 1822	Pavement Management	130,150	-	130,150	-	-	13,635	116,515
6160-027 1823	Incident Management	516,000	-	516,000	104,784	-	-	411,216
6084-206 1826	CMA Planning	39,016,000	-	39,016,000	-	-	3,070,000	35,946,000
6084-207 1827	MTC Planning	9,555,000	-	9,555,000	-	-	-	9,555,000
NEW	PDA Planning & Implementation	-	18,500,000	18,500,000	-	-	-	18,500,000
NEW	Freeway Performance	-	43,000,000	43,000,000	-	-	-	43,000,000
NEW	Arterial/Transit Performance	-	18,000,000	18,000,000	-	-	-	18,000,000
NEW	Connected Vehicles/Shared Mobility	-	5,000,000	5,000,000	-	-	-	5,000,000
NEW	Field Equipment Devices O&M	-	19,000,000	19,000,000	-	-	-	19,000,000
NEW	Bay Area Forward	-	2,500,000	2,500,000	-	-	-	2,500,000
TOTAL		\$76,297,086	\$106,000,000	\$182,297,086	\$1,643,412	\$855,972	\$17,816,094	\$161,981,608
CMAQ GRANTS								
6084-160 1589	Arterial Operations	982,998	-	982,998	-	39,687	909,886	33,425
6084-164 1591	Climate Initiatives	334,612	-	334,612	-	-	334,612	-
6160-018 1596	Freeway Performance	1,255,737	-	1,255,737	90,075	86,830	1,055,210	23,622
6160-020 1800	Incident Management	743,337	-	743,337	62,298	-	97,282	583,757
6084-176 1804	511 Grant	528,652	-	528,652	-	13,493	515,159	-
6084-180 1809	Freeway Performance Corridor Studies	1,949,896	-	1,949,896	-	38,896	270,395	1,640,605
6084-188 1814	Regional Bicycle Program	1,411,018	-	1,411,018	-	-	-	1,411,018
6084-202 1824	Climate Initiatives	1,100,000	-	1,100,000	-	5,713	479,052	615,235
6084-209 1825	Operate Car Pool Program	8,000,000	-	8,000,000	52,557	-	-	7,947,443
6084-211-1828	Commuter Benefits Program	-	1,111,000	1,111,000	-	-	157,902	953,098
6084-215-1830	Spare the Air Youth Program	-	2,463,000	2,463,000	-	-	2,451,768	11,232
NEW	Climate Initiatives	-	22,000,000	22,000,000	-	-	-	22,000,000
NEW	Rideshare Implementation	-	720,000	720,000	-	-	-	720,000
NEW	Capital Bike Share	-	2,000,000	2,000,000	-	-	-	2,000,000
NEW	Carpool Program	-	7,280,000	7,280,000	-	-	-	7,280,000
NEW	Vanpool Program	-	2,000,000	2,000,000	-	-	-	2,000,000
NEW	Commuter Benefits Implementation	-	674,000	674,000	-	-	-	674,000
NEW	511 Next Generation	-	37,215,000	37,215,000	-	-	-	37,215,000
NEW	Bay Area Forward	-	5,820,000	5,820,000	-	-	-	5,820,000
NEW	Incident Management	-	14,278,000	14,278,000	-	-	-	14,278,000
NEW	Incident Management	-	13,000,000	13,000,000	-	-	-	13,000,000
TOTAL		\$16,306,249	\$108,561,000	\$124,867,249	\$204,929	\$184,618	\$6,271,266	\$118,206,435
FTA GRANTS								
CA57-X023 1623	New Freedom	107,525	-	107,525	-	419	17,485	89,622
CA37-X104 1625	JARC	270,799	-	270,799	-	31,941	238,857	1
CA57-X050 1626	New Freedom	47,417	-	47,417	-	-	-	47,417
CA37-X133 1627	JARC	130,193	-	130,193	-	-	41,461	88,732
CA57-X074 1628	New Freedom	33,451	-	33,451	-	-	26,774	6,677
CA37-X164 1629	JARC	281,348	-	281,348	-	-	268,202	13,145
CA37-X177 1630	JARC	1,061,717	-	1,061,717	-	-	538,899	522,818
CA34-X001 1631	FTA 5339 - Bus Purchases	9,665,839	-	9,665,839	-	-	-	9,665,839
CA57-X109 1632	New Freedom	419,219	-	419,219	-	-	306,362	112,857
CA34-0024 1633	FTA 5339 - Bus Purchases	4,898,890	-	4,898,890	-	-	-	4,898,890
CA34-0032 1634	FTA 5339 - Bus Purchases	2,518,280	-	2,518,280	-	-	-	2,518,280
CA16-X065 1635	FTA 5310	171,756	692,000	863,756	151,923	-	-	711,832
CA79-1001-1668	TIGER *	17,340	-	17,340	-	-	-	17,340
TOTAL		\$7,606,266	\$692,000	20,315,773	151,923	32,360	1,438,040	18,693,449
SHA 6084-184 1112								
G16AC00318 1311	FHWA - SHRP2	402,528	-	402,528	-	8,050	346,461	48,016
G16AP00172 1312	USGS National Grant - G16AC00318*	13,678	-	13,678	13,678	-	-	-
G15AP00118 1313	USGS National Grant - G16AC00172	42,031	-	42,031	2,991	-	-	39,040
G17AC00135 1314	USGS National Grant - G15AC00118	12,801	-	12,801	-	3,106	5,688	4,007
G17AC00239 1315	USGS National Grant - G17AC00239	50,000	-	50,000	303	-	-	49,697
BF-99T455 1340	USGS National Grant - G17AC00136	-	-	50,000	20,174	-	-	29,826
CA000007-01 1342	Environmental Protection Agency (EPA)	531,563	-	531,563	16,849	11,000	359,000	144,714
2016CA00010 1370	Environmental Protection Agency (EPA)	-	-	600,000	-	-	-	600,000
EMF2016 1372	Federal Emergency Management Agency *	33,857	-	33,857	33,857	-	-	-
	Federal Emergency Management Agency	299,221	-	299,221	174	-	-	299,047
TOTAL		1,385,678	-	2,035,678	88,026	22,156	711,149	1,214,347
Total Federal Grants Budget		\$101,595,278	\$215,253,000	\$329,515,786	\$2,088,290	\$1,095,106	\$26,236,549	\$300,095,840

CA-79-1001 1668 TIGER * - The project under this grant is completed and the grant will be closed out in FY17/18
 2016CA00010 1370 Federal Emergency Management Agency * - Grant will be closed out in FY17/18
 G16AC00318 1311 USGS National Grant - G16AC00318 - Grant will be closed out in FY17/18

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

Clipper Operating	Total FY 2017-18 Budget	Actual	Encumbrance	Balance
RM2	3,102,913	438,222	-	2,664,691
STA	11,418,402	2,229,828	-	9,188,574
Transit Operators	19,183,922	3,185,256	-	15,998,667
Revenue	\$33,705,237	\$5,853,307	\$0	\$27,851,931
Expense	\$33,705,237	\$5,853,307	\$27,327,926	\$524,004

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

Clipper I - Capital	LTD Budget Thru FY 2016-17	Actual	Encumbrance	Project Balance L-T-D
CMAQ	68,703,835	66,483,921	-	2,219,914
Card Sales	8,851,267	4,925,328	-	3,925,939
Cap and Trade (LCTOP)	3,559,290	4,677,971	-	(1,118,681)
ARRA	11,167,891	11,167,891	-	-
FTA	27,213,349	22,619,230	-	4,594,119
STP	37,538,086	28,180,648	-	9,357,438
STA	22,946,540	20,051,161	-	2,895,379
Prop 1B	988,137	988,137	-	-
SFMTA	8,005,421	3,213,743	-	4,791,678
GGBHTD	2,975,000	2,638,123	-	336,877
BART	725,000	412,762	-	312,238
MTC Exchange Fund	7,573,878	7,573,878	-	-
BATA	26,864,813	23,644,646	-	3,220,167
Transit Operators	14,357,000	3,845,214	-	10,511,786
WETA	603,707	603,707	-	-
Sales Tax	890,216	890,216	-	-
Revenue	\$242,963,430	\$201,916,577	\$0	\$41,046,853
Expense	\$242,963,430	\$196,524,030	\$17,294,271	\$29,145,129

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

Clipper II - Capital	LTD Budget Thru FY 2016-17	Actual	Encumbrance	Project Balance L-T-D
STP	4,569,554	4,397,921	-	171,633
FTA	10,078,133	360,792	-	9,717,341
TCP - CMAQ Funds	2,684,772	-	-	2,684,772
Golden Gate pass Through	5,000,000	-	-	5,000,000
Low Carbon Transit Operations (LCTOP)	1,100,000	-	-	1,100,000
BATA	260,000	259,802	-	198
STA	1,410,841	1,318,622	-	92,219
Revenue	\$25,103,300	\$6,337,138	\$0	\$18,766,162
Expense	\$25,103,300	\$6,337,138	\$2,173,845	\$16,592,317

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

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Support to the Commission	150,000		42,195	
1051111 - Subtotal	150,000	-	42,195	107,805
Implement Public Information Program	1,082,679			
Consultants		20,467	555,377	
1051112 - Subtotal	1,082,679	20,467	555,377	506,835
Regional Transportation Plan	920,745			
Ascent Environmental, Inc.		113,686		
Cambridge Systematics			1,103	
Consultants		100,712	119,333	
Tscudin Consulting Group		28,326	20,481	
1051121 - Subtotal	920,745	242,724	140,917	537,104
Analyze Regional Data using GIS & Travel M	3,504,801			
Consultants		71,482	96,528	
Corey, Canapary & Galanis		46,322	94,109	
ETC Institute		417,280	357,013	
Parsons Brincherhoff, Inc.			45,454	
Redhill Group, Inc.			188,578	
Resource Systems Group			341,039	
RSG, Inc.		48,262	180,245	
WSP USA Inc.			100,000	
1051122 - Subtotal	3,504,801	583,346	1,402,966	1,518,489
Airport/Seaport/Freight Planning	345,853			
Cambridge Systematics		15,000		
The Tioga Group, Inc.			330,853	
1051124 - Subtotal	345,853	15,000	330,853	(0)
Resiliency (Sea Level Rise/Adaptation) PL	598,216			
AECOM			415,000	
Bay Conservation & Development			515,216	
1051126 - Subtotal	598,216	-	930,216	(332,000)
Regional Trails	1,068,087			
City of American Canyon		27,506		
City of Vallejo		11,786	113,214	
Consultants		50	9,447	
Greeninfo Network		9,535		
Petaluma Small Craft Center		24,373	18,514	
Sonoma County Regional Parks		12,862	39,693	
1051127 - Subtotal	1,068,087	86,112	180,868	801,107

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

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Regional Research and Economic	228,089			
Consultants			14,000	
1051129 - Subtotal	228,089	-	14,000	214,089
Advocate Legislative Programs	488,362			
Carter, Wetch & Associates		21,197	5,299	
Consultants			146,006	
Government Relations		65,775	250,085	
1051132- Subtotal	488,362	86,972	401,390	-
Agency Financial Management	835,551			
Public Financial Management				
Sungard Bi-Tech Inc.			4,489	
Gray and Associates CPA's			2,000	
PWC		167,731	73,425	
Milliman			25,000	
1011152 - Subtotal	835,551	167,731	104,914	562,906
Administrative Services	862,593			
Koff & Associates		69,665	8,160	
Pathways for High School		104,783	44,573	
Carl Warren & Co.			46,700	
Performance Based Ergonomics		10,285	7,715	
CSI Compliance			10,000	
1011153 - Subtotal	862,593	184,733	117,147	560,713
Information Technology Services	674,726	12,795		
Informatix, Inc.		1,060	130,639	
SSP Data		2,400	55,831	
Dell Computer Corporation			30,993	
Center for Creative Leadership		17,932	168	
1011161 - Subtotal	674,726	34,187	217,631	422,908
Performance Measurement and Monitoring	200,000			
CH2M Hill			16,692	
Consultants		54,358	78,646	
1051212 - Subtotal	200,000	54,358	95,338	50,304

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

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Regional Rideshare Program	951,300			
Parsons Brinkerhoff		588	5,902	
1051222 - Subtotal	951,300	588	5,902	944,810
Support Regional Operations Program	142,698			
Iteris Inc.		14,345	34,031	
Kimley-Horn			10,559	
1051223 - Subtotal	142,698	14,345	44,590	83,763
Implement Regional Traveler Information Services				
Regional Traveler Information	1,426,799			
Civic Resource Group		54,773	81,828	
Consultants			40,000	
Faneuil, Inc.			11,102	
Iteris, Inc.		40,592	558,103	
Kimley-Horn & Associates		213	25,754	
1051224 - Subtotal	1,426,799	95,578	716,787	614,434
Emergency Response Planning	1,452,305			
URS Corporation		22,661	79,645	
1051229 - Subtotal	1,452,305	22,661	79,645	1,349,999
Pavement Management Program (PMP)	1,950,472			
Bellecci & Associates			4,602	
Capitol Asset & Pavement Services		3,062	30,992	
Consultants			85,620	
DevMecca, LLC			600,923	
Fugro Roadware, Inc.			19,728	
Harris & Associates			93,057	
Nichols Consulting			31,198	
Pavement Engineering Inc.		2,420	23,502	
Quality Engineering Solutions			24,431	
1051233 - Subtotal	1,950,472	5,482	914,053	1,030,937
Arterial Operations				
Consultants	201,286		200	
DKS Associates		2,238	27,224	
Iteris Inc.		1,419	1000	
Kimley-Horn And Associates		655	12,771	
TJKM Transportation		809	3,411	
1051234 - Subtotal	201,286	5,121	44,606	151,559

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

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Incident Management	650,000			
Consultants			7,000	
Iteris, Inc.			175,000	
1051235 - Subtotal	650,000	-	182,000	468,000
Freeway Performance Initiative	1,612,553			
Audio Visual Innovations Inc.			97,944	
Cambridge Systematics			8,420	
Consultants			265,194	
FEHR & PEERS Associates			50,186	
Kimly-Horn		26,300	93,700	
Kettelson & Associates			1,346	
URS Corporation			88,854	
1051237 - Subtotal	1,612,553	26,300	605,644	980,609
Implement Lifeline Transportation Programs	1,236,321			
CH2M Hill			24,142	
Consultants			4,650	
Nelson/Nygaard			11,390	
TransForm			205,000	
1051311 - Subtotal	1,236,321	-	245,182	991,139
Climate Assessment Initiative	35,000			
Consultants			17,818	
1051413 - Subtotal	35,000	-	17,818	17,182
Regional Assistance Program	218,000			
Pieriott & Associates, LLC			174,000	
1051514 - Subtotal	218,000	-	174,000	44,000
State Programing, Monitoring and TIP Develo	200,000			
Consultants			35,652	
1051515 - Subtotal	200,000	-	35,652	164,348

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

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Transit Sustainability Project	1,288,428			
City of Union City			30,000	
Consultants			24,068	
ECCTA			30,000	
Golden Gate Transit District			14,036	
LAVTA			9,703	
Napa Valley Transportation Authority			5,081	
Nelson Nygaard			6,840	
Parsons Brinckerhoff, Inc.			290,700	
Sonoma County Transit			30,000	
City of Vacaville			10,000	
1051517 - Subtotal	1,288,428	-	450,428	838,000
Transportation for Livable Communities Program	583,539			
Consultants		110,952	248,413	
Placeworks			5,264	
City of Santa Clara			60,000	
Toole Design Group			47,431	
1051611 - Subtotal	583,539	110,952	361,108	111,479
Climate Adaptation Consulting (BARC)	85,431			
Consultants		10,939	(2,395)	
1051612- Subtotal	85,431	10,939	(2,395)	76,887
Connecting Housing and Transportation	14,000			
Consultants			14,000	
1051615- Subtotal	14,000	-	14,000	-
ABAG Finance	47,000			
Consultants			-	
1011750- Subtotal	47,000	-	-	47,000
Legal	1,128,790			
Hanson and Bridgett		1,022	103,042	
Glynn and Finley		12,300	135,303	
Meyers Nave		5,607	49,407	
Schiff Hardin LLP			16,386	
Orrick Herrington			43,890	
Renne Sloan Holtzman Sakalili		12,911	27,878	
1060000 - Subtotal	1,128,790	31,841	375,906	721,044
Total Operating Contract Services	24,183,623	1,799,437	8,798,738	13,585,449

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

Work Element/Consultant	Expended	Encumbered
Regional Transportation Plan		
Consultants	8,050	204,431
San Francisco Transportation Authority		142,274
1051122 - Subtotal	8,050	346,705
Resilience and Hazards Planning		
Consultants	3,106	5,688
1051128 - Subtotal	3,106	5,688
Resilience and Hazards Planning		
Consultants		14,000
1051129 - Subtotal	-	14,000
Analyze Regional Data using GIS & Travel Models		
Alameda County Transportation Authority		70,000
Consultants		70,000
Contra Costa Transportation Authority		38,625
Parsons Brinkerhoff	4,541	1,486,460
San Mateo Association of Govrnments		70,000
Solano Transportation Authority		101,846
Sonoma County Trasnportation		46,427
Transportation Authority of Marin		70,000
1051222 - Subtotal	4,541	1,953,358
Support Regional Traveler Information Services		
Kimley-Horn and Associates	13,493	74,756
1051223 - Subtotal	13,493	74,756

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

Work Element/Consultant	Expended	Encumbered
Regional Traffic Information Services		
Civic Resource Group	408,048	80,933
Faneuil, Inc.	-	327,371
Iteris, Inc.	200,861	1,837,914
Kimley-Horn & Associates	1,644	397,133
1051224 - Subtotal	610,553	2,643,351
Pavement Management Program (PMP)		
Bellecci & Assocaites	-	35,518
Capitol Asset & Pavement Services	23,638	239,208
Consultants		14,334
Fugro Roadware Inc.		152,272
Harris & Associates		229,293
JG3 Consulting		
Nichols Consulting Engineers		240,802
Pavement engineering Inc.	18,680	181,398
Quality Engineering Solutions		188,569
1051233 - Subtotal	42,318	1,281,394
Arterial Operations Coordination		
Consultants		131,879
DKS ASSOCIATES	20,142	380,915
City of Fremont		200,228
Ieris, DBA MMA		242,710
Iteris, Inc.	19,472	122,754
Kimly Horn	1,658	219,853
Kimley-Horn & Associates	3,497	282,694
LAVTA		85,000
TJKM Transportation Consultant	4,876	403,511
URS Corporation		97,282
1051234 - Subtotal	49,645	2,166,826

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

Work Element/Consultant	Expended	Encumbered
Freeway Performance Initiative		
Audio Visual Innovations Inc.		5,280
Consultants		250,000
FEHR & PEERS Associates		200,000
Kimley-Horn & Associates	86,830	982,183
Kittelson & Associates		91,754
Parsons Brinckerhoff, Inc.	6,851	60,591
Placeworks	18,559	81,442
Transportation Mobility Solutions	30,596	122,409
URS Corporation		200,000
Wilson, Sparling & Associates		30,000
1051237 - Subtotal	142,836	2,023,659
Lifeline Program		
City of Alameda		24,688
County of Contra Costa		168,074
Cycles of Change	10,588	147,719
Outreach		167,814
City of Richmond		13,889
San Leandro Transportation Management	21,354	160,056
San Mateo County Human Service		49,323
1051310 - Subtotal	31,942	731,563
Implement Lifeline Transportation Program		
Daly City		41,461
Outreach		268,202
Peninsula Family Services		46,193
1051311 - Subtotal	-	355,856
Lifeline Planning		
Alta Planning and Design		2,633,913
Civic Resource Group		653
Consultants	5,713	79,052
ICF Consulting		130,379
Silicon Valley Bicycle Coalition		400,000
1051413 - Subtotal	5,713	3,243,997

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

Work Element/Consultant	Expended	Encumbered
Federal Programming, Monitoring and TIP Development		
County Connection	419	17,485
1051512 - Subtotal	419	17,485
New Freedom - Non - Planning Funds		
Center for Independent Living		76,306
Outrech & Escort Inc.		246,256
Sonoma County Human Services Department		10,574
1051518 - Subtotal	-	333,136
Transportation for Livable Communities		
Bay Conservation & Development Community		1,204
City of Berkely		340,417
Community Design and Architecture	33,800	37,358
Dyett & Bhatia		9,630
Fehr & Peers Associates	22,434	11,692
Nelson Nygaard		255,556
City of Oakland		459,800
San Francisco Transportation Authority		736,000
City of San Jose		1,363,782
City of San Leandro		261,000
Santa Clara VTA		107,704
City of Santa Clara		850,000
City of Sunnyvale	112,500	405,600
City of Walnut Creek		12,225
1051611 - Subtotal	168,734	4,851,968
Priority Development Area (PDA)		
Consultants	2,760	128
1051612 - Subtotal	2,760	128
Connecting Housing and Transportation		
Consultants		14,000
Ninyo and Moore	11,000	359,000
1051615 - Subtotal	11,000	373,000
Fund 190 CMA PLANNING	-	5,819,679
Total Federal Grant Funded	1,095,106	26,236,549

CAPITAL PROJECTS DISBURSEMENT REPORT
As of October (33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Capital Expenditures	276,156	26,264	197,532	
Subtotal	276,156	26,264	197,532	52,360
Hub Signage Program	12,962,074			
Staff Costs		1,408,834		
Consultants		981,915		
Kimly-Horn and Associates		792,395	10,969	
BART		4,459,489	666,233	
Wilbur Smith Associates		100,850		
City of Santa Rosa		89,424		
Jacobs Carter Burgess		481,201		
Fluoresco Lighting		448,201		
Solari Corporation		188,388		
Nematode Holdings, LLC		224,369		
NCPTA		133,860		
Ghirardelli Association		316,028		
3322650,2651,2652,2654 & 2655 Subtotal	12,962,074	9,624,954	677,202	2,659,918
Capital Projects Total	13,238,230	9,651,218	874,734	2,712,278

CLIPPER PROJECTS DISBURSEMENT REPORT

As of October (33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Clipper Operating	33,705,237			
Staff Costs		481,918	911,533	
AC Transit		40,800	214,000	
Caribou Public Relations		41,738	215,546	
Faneuil, Inc.			410,770	
Consultants		63,347	360,356	
Cubic Transportation systems		4,879,718	24,238,070	
Moore, Iacofano, Goltsman		165,813	418,431	
Nematode Holdings LLC		87,970	191,223	
Resource Development Association		30,800	169,200	
Synapse Strategies		61,203	198,797	
320122116 Clipper Operating Expenses	\$33,705,237	\$5,853,307	\$27,327,926	\$524,004
Clipper I - Capital	242,963,430			
Staff costs		11,519,963		
Auriga Corporation		12,293		
A T & T		77,112		
AC TRANSIT		397,683		
Acumen Building Enterprise		302,151		
AT&T		13,445		
Auriga Corporation		373,734		
BART		2,574,547		
BART		1,130,185		
Booz Allen Hamilton		8,082,237	670,425	
Booz Allen Hamilton		13,544,126		
Caporicci & Larson		11,530		
Consultants		2,434,785	17,757	
Cornerstone Transp. Consulting		110,119		
Cubic Transportation Systems		85,695,907	12,733,034	
D-S-P		10,000		
Elmwood Consulting		11,603		
Fleishman-Hillard Inc.		175,760		
Glynn & Finley, LLP		199,990		
Golden Gate BHTD		46,347		
Golden Gate BHTD		38,790		
Golden Gate Transit District		25,270		
Hanson Bridgett Marcus Vlahos		5,000		
Hothouse Interactive		13,104		
Intl. Programming & Systems		29,491		
Invoke Technologies		156,962		

CLIPPER PROJECTS DISBURSEMENT REPORT

As of October (33.3% of year)

Work Element/Consultant	Budgeted	Expended	Encumbered	Balance
Karen Antion Consulting		290,397		
Kennison Metal Fabrication		225,361		
Kimley-Horn and Associates		667,251		
Kimley-Horn and Associates		337,390		
KPMG consulting		1,127,033		
Local Government Services		915,517		
Macias, Gini and Company		47,190		
Moore, Iacofano, Goltsman		128,627		
MOTOROLA (PHASE I)		2,166,458		
MOTOROLA (PHASE II)		37,511,848		
PB CONSULT		193,500		
Peninsula Corr. Joint Powers		2,079,685		
Pricewaterhouse Coopers		40,000		
Samtrans		149,013		
San Francisco Muni		579,882		
Santa Clara VTA		1,636,101		
SBC/MCI		1,128		
SF Muni		431,580		
Shiralian Management Group		83,160		
Synapse Strategies		437,245		
Solano County Transit		165,480		
Solutions for Transit		192,013		
Thompson Coburn LLP		19,459		
Valley Transportation Authority		2,263,000	32,535	
VenTek Transit, Inc.		1,036,972	380,353	
Water Emergency Transportation Authority		127,867		
RM2 Capital construction		16,678,740	3,460,167	
310 Clipper Capital I - Total Expenses	\$242,963,430	\$196,524,030	\$17,294,271	\$29,145,129
Clipper II- Capital	25,103,300			
Staff Costs		2,865,984		
IBI Group		2,259,115	1,340,886	
Consultants		331,926	143,450	
KPMG Consulting		56,550		
Thompson Coburn LLP		291,545	59,246	
CH2M Hill Clipper Consultants		500,819	494,277	
Invoke Technologies		31,199	135,986	
312 Clipper II - Total Expenses	\$25,103,300	\$6,337,138	\$2,173,845	\$16,592,317

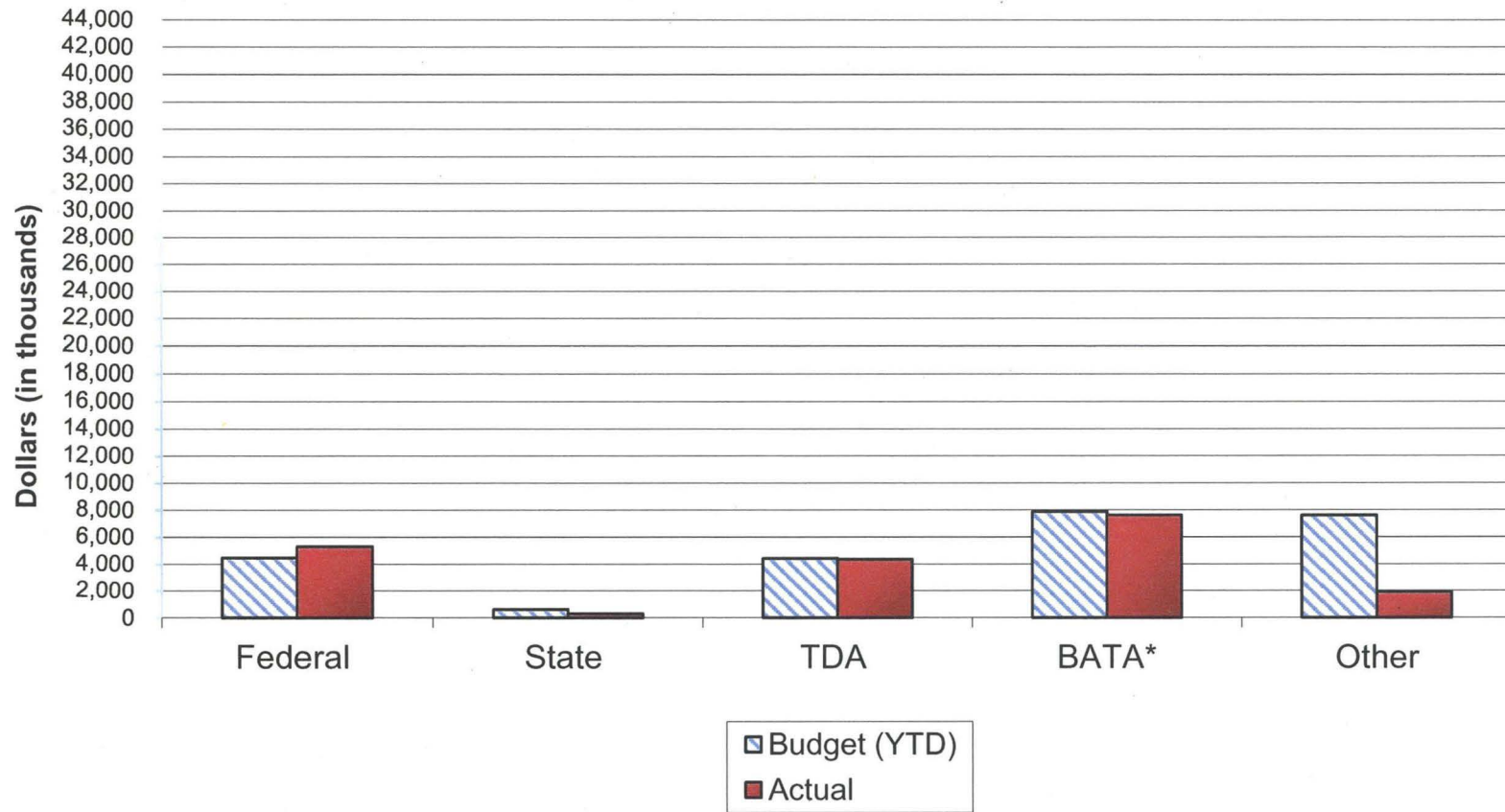
PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR
\$2,500-\$200,000

		As of October 2017
Agreeya Solutions Inc.		\$200,000
	<i>FMS Developer - Temporary Staff</i>	
AT&T		\$50,000
	<i>Voice and Data Communication Services</i>	
Government Jobs.Com		\$4,735
	<i>Insight Enterprise Software Renewal</i>	
Smartsheet.com Inc.		\$978
	<i>Software License Renewal</i>	
PCM Sales Inc.		\$5,400
	<i>Software License Renewal</i>	
Insight Public Sector		\$135,600
	<i>Computer Maintenance Services</i>	
Asure Software Inc.		\$30,000
	<i>Software License Renewal</i>	

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

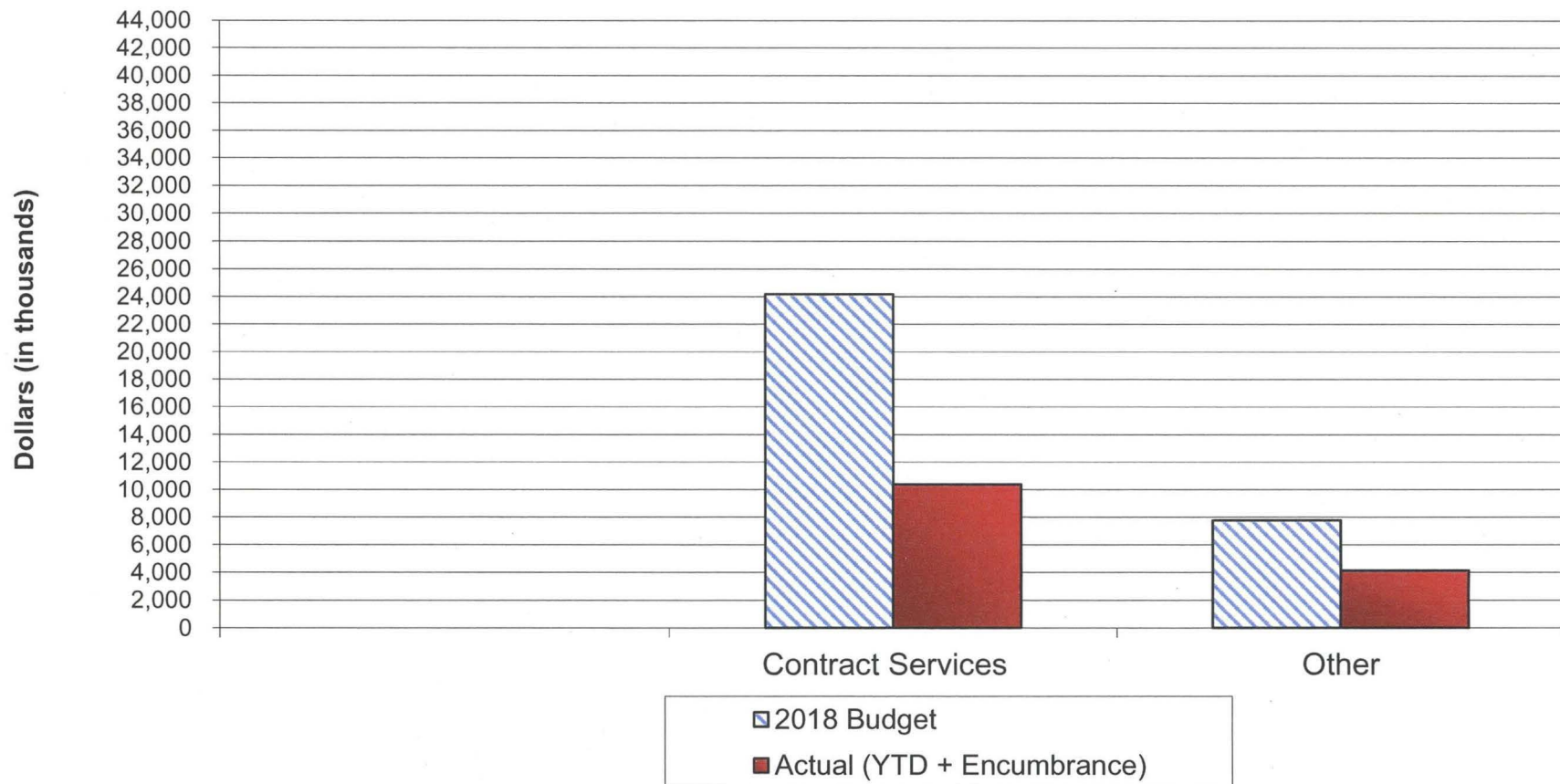
<u>Consultant</u>	<u>Purpose</u>	<u>As of October 2017</u>
Hope A Seligson	Hazards Estimation Services	\$8,794

**Chart 1: Revenue Comparison between Budget and Actual
October 2017**

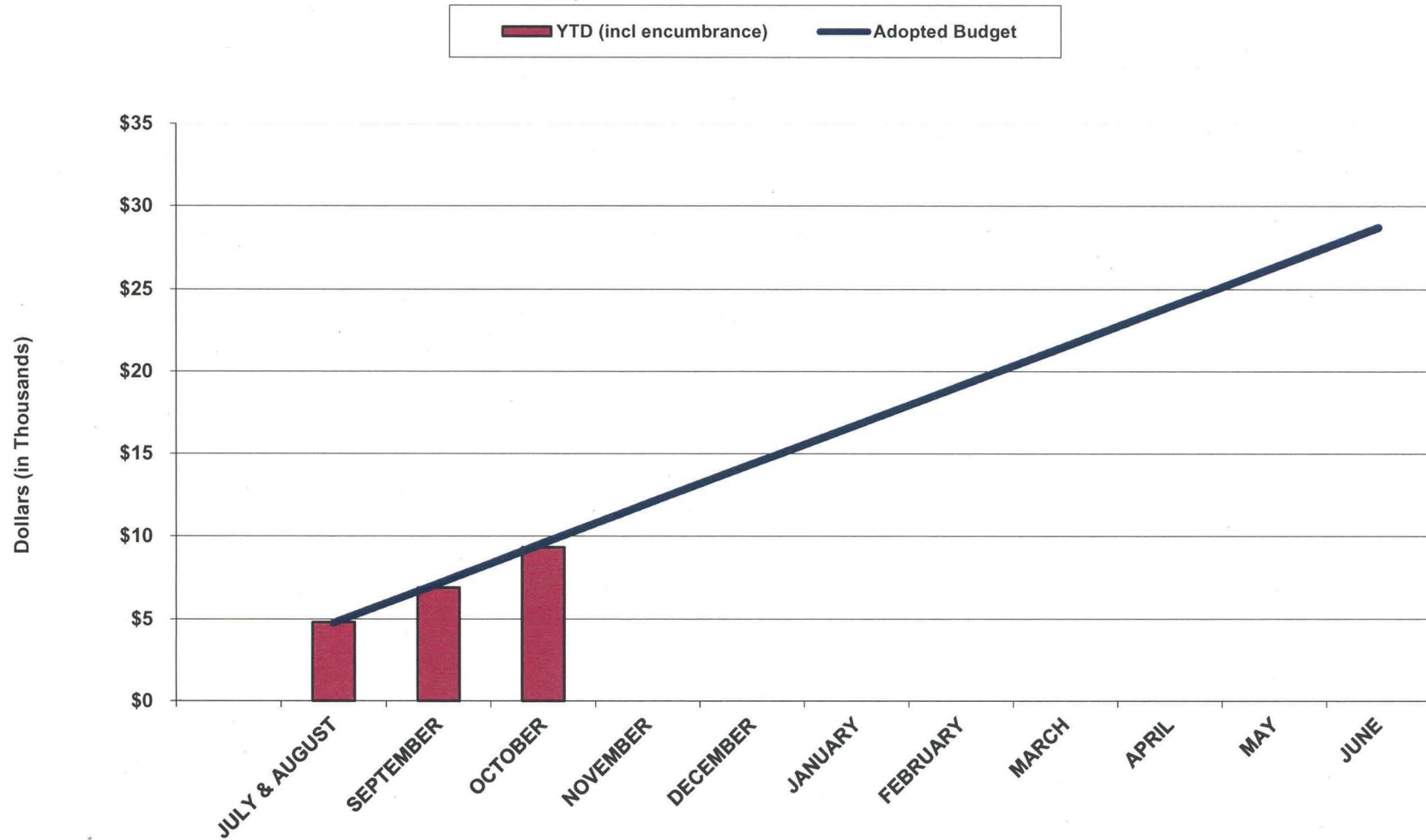


* Annual

**Chart 2: Expenditure Comparison between Budget to Actual and Encumbrances
October 2017**



Budget vs Actual Plus Encumbrance Salaries & Benefits





Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-3019 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 11/9/2017 **In control:** Administration Committee

On agenda: 12/13/2017 **Final action:**

Title: Monthly Travel Report

Sponsors:

Indexes:

Code sections:

Attachments: [4d_Travel_Report_October'2017.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Monthly Travel Report

Presenter:
Sonia Elsonbaty

Recommended Action:
Information



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

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 12% as of October 2017 with 33.3% of the budget year elapsed.

Steve Heminger

SH:bm
Attachment

TRAVEL REPORT FOR FY 2017-18
As of October, 2017 (33.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$47,448	10%
BATA	\$223,154	\$35,763	16%
SAFE	\$17,000	\$3,021	18%
Clipper	\$50,000	\$1,456	3%
Total	\$751,973	\$87,688	12%



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	17-3051	Version:	1	Name:	
Type:	Contract	Status:		Consent	
File created:	11/14/2017	In control:		Administration Committee	
On agenda:	12/13/2017	Final action:			
Title:	Contract Amendment - Facilitation Services for the Committee for Housing the Bay Area (CASA): Estolano LeSar Perez Advisors (\$250,000)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	4e Contract ELPA.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

Contract Amendment - Facilitation Services for the Committee for Housing the Bay Area (CASA):
Estolano LeSar Perez Advisors (\$250,000)

Presenter:

Vikrant Sood

Recommended Action:

Committee Approval

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

TO: Administration Committee DATE: December 6, 2017

FR: Executive Director WI: 1615

RE: Contract Amendment – Facilitation Services for the Committee for Housing the Bay Area (CASA): Estolano LeSar Perez Advisors (\$250,000)

Background

CASA was convened by MTC following the release of Plan Bay Area 2040, the region’s long-range transportation and land use plan, which projects the region will see 2.4 million more people, 820,000 new households and 1.3 million new jobs by the year 2040. The plan makes aggressive assumptions about policy interventions and strategies to help accommodate this growth, but falls short on a number of key performance measures including affordable housing, access to jobs, displacement risk, and housing and transportation affordability.

Project Overview

CASA includes leaders from across the Bay Area who will be working to build an actionable political consensus around (1) increasing housing production at all levels of affordability, (2) preserving existing affordable housing, and (3) protecting vulnerable populations from housing instability and displacement. CASA is led by three Co-Chairs: Fred Blackwell (The San Francisco Foundation), Leslye Corsiglia (Silicon Valley at Home) and Michael Covarrubias (TMG Partners). It is structured around a Steering Committee and Technical Committee composed of elected officials, thought leaders and policy experts from across the region. The CASA effort is supported and staffed by MTC and a team of consultants.

From summer 2017 through the end of 2018 the Co-Chairs and Committees will develop a suite of integrated legislative, financial, policy and regulatory recommendations that together will form a Regional Housing Implementation Strategy. The plan is expected to include innovative financing strategies, state and local legislation, and recommendations to address the current regulatory environment, with a final report slated for release in late 2018.

Sole Source Contract

In summer 2017, the CASA Co-Chairs requested consultant support from a trusted facilitator to guide the CASA process. In May 2017, the Co-Chairs recommended MTC recruit Jennifer LeSar of ELPA to serve this role, based on her extensive work on a similar effort in San Diego, and her experience working with both non-profit and for-profit housing developers. Based on this recommendation, in June 2017, MTC entered into a sole source, deliverables-based contract with ELPA for \$175,000, to support the CASA process between June and October 2017.

In November 2017, MTC extended ELPA's contract by another two months under the Executive Director's authority, with an additional budget of \$25,000 to take the contract through to the end of the calendar year.

Based on the consultant's performance over the last six months, CASA Co-Chairs have recommended extending ELPA's contract through the end of the project, anticipated to be December 2018, with an additional budget of \$250,000. The Administrative Committee must approve this contract amendment since the Executive Director's authority to approve contracts is limited to \$200,000. If approved, ELPA's total budget for providing facilitation services to CASA between June 2017 and December 2018 would increase to \$450,000. This is obviously not a small sum, but we have been impressed with the high caliber of this consultant's work given the extreme sensitivity and high profile of the CASA effort.

Recommendation

Staff recommends that this Administration Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with ELPA, in an amount not to exceed \$250,000 to provide facilitation services for CASA.



Steve Heminger

AB:vs/kk

Attachments

J:\COMMITTEE\Administration\2017 by Month\12 Dec'2017_Administration Committee\2f_Contract_ELPA_Memo.docx

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Estolano LeSar Perez Advisors	Project Lead	X	42483		X	2002042	
Subcontractor	n/a	n/a						

*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.: 1615

Consultant: Estolano LeSar Perez Advisors, San Diego, CA

Work Project Title: Facilitation Services for the Committee for Housing the Bay Area (CASA)

Purpose of Project: CASA brings together leaders from across the Bay Area to build an actionable political consensus around increasing housing production at all levels of affordability, preserving existing affordable housing and protecting vulnerable populations from housing instability and displacement.

Brief Scope of Work: Deliverables-based assistance in facilitating the CASA process, including planning for and moderating the Steering Committee and Technical Committee meetings; providing support, as needed, to the three CASA co-chairs and four working group moderators; providing guidance on research and analysis; providing expertise on developing strategic housing initiatives and shaping the “grand bargain”; supporting the community outreach and engagement activities; and supporting MTC staff in managing and coordinating the overall process.

Total contract before this amendment: \$200,000

This amendment: \$250,000

Total contract after this amendment: \$450,000

Funding Source: General Funds, SB 1 Formula Grant 2017-18, SB 1 Formula Grant 2018-19

Fiscal Impact: \$125,000 is included in the MTC FY 2017-18 budget, and \$125,000 is subject to inclusion in the MTC FY 2018-19 budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Estolano LeSar Perez Advisors, to provide consulting services for CASA as described above and in the Executive Director’s memorandum dated December 6, 2017, and the Chief Financial Officer is directed to set aside \$250,000 for such contract, with funding for future years subject to inclusion in the agency budget, as specified above.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: December 13, 2017



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	17-2990	Version:	1	Name:	
Type:	Resolution	Status:		Commission Approval	
File created:	10/17/2017	In control:		Administration Committee	
On agenda:	12/13/2017	Final action:			
Title:	MTC Resolution No. 4277, Revised - FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01				

The FY 2017-18 OWP is being amended to add a new SB 1 Sustainable Communities Formula Grant of \$2.2 million, and include approximately \$3.2 million unspent carryover federal planning funds from FY 2016-17.

Sponsors:

Indexes:

Code sections:

Attachments: [5a Reso-4277_FY16OWP_Amend-18-02.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

MTC Resolution No. 4277, Revised - FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01

The FY 2017-18 OWP is being amended to add a new SB 1 Sustainable Communities Formula Grant of \$2.2 million, and include approximately \$3.2 million unspent carryover federal planning funds from FY 2016-17.

Presenter:

Brian Mayhew

Recommended Action:

Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director

RE: MTC Resolution No. 4277, Revised – FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01

Staff requests that the Committee refer Resolution No. 4277, Revised, which amends the OWP in order to include carryover of approximately \$3.2 million in unspent federal planning funds from FY 2016-17 and add \$2.3 million in a new SB 1 Sustainable Communities Formula Grant, to the Commission for approval.

The carryover balances were finalized in the MTC audit and must be amended into the FY 2017-18 OWP in order to incorporate the funds into MTC's budget.

The breakdown of the federal planning funds and proposed reallocation to support five focus areas is as follows:

	Carryover Funds	Proposed Reallocation
FHWA PL Funds (Toll Credit for a Match)	\$94,086	\$94,086 – Regional on Board Travel Survey
FTA 5303 Funds (Toll Credit for a Match)	\$2,097,730	\$1,165,867 – Regional on Board Travel Survey
		\$677,314 – Transit Sustainability Planning
		\$254,549 – Transportation Asset Management
FTA 5304	\$751,864	\$751,864 – A Resilient Transportation System
FHWA SP&R Partnership Planning	\$220,569	\$220,569 – Regional Goods Movement
Total Planning Carryover Funds	\$3,164,249	

SB 1 (Beall) included a substantial augmentation of planning funds for the state's MPO's to be distributed by the existing formula. The Bay Area breakdown of the SB 1 Sustainable Communities Formula Grant is detailed below:

SB 1 Sustainable Communities Formula Grants	
Analyze Regional Data using GIS and Travel Models	\$146,000
Non-motorized Transportation	\$81,000
Performance Measurement and Monitoring	\$86,000
Regional Goods Movement Plan	\$44,000
Resilience and Hazards Planning	\$238,000
Connecting Housing and Transportation	\$646,423
Transit Sustainability	\$137,000
Plan Bay Area	\$398,140
Priority Development Area	\$370,000
Regional Advance Mitigation Program (RAMP)	\$50,000
Technical Assistance Strategic Planning	\$100,000
Total	\$2,296,563

A memorandum and proposed resolution amending these funds into the operating budget is agendized as a separate item. However, before work can begin on the funded projects, the OWP must be reviewed and approved by Caltrans. In addition, the SB 1 funds are subject to California Transportation Commission approval in December.

Recommendation

Staff recommends that the Administration Committee refer MTC Resolution No. 4277, Revised, to the Commission for approval.


Steve Heminger

Attachments
AB:bm

Date: April 26, 2017
W.I.: 1152
Referred by: Administration Committee
Revised: 12/20/17-C

ABSTRACT

Resolution No. 4277, Revised

This resolution approves MTC's Overall Work Program (OWP) for transportation planning activities in the nine-county San Francisco Bay Area for FY 2017-18, certifies that the planning process of the Metropolitan Transportation Commission is in conformance with the applicable joint metropolitan transportation planning and programming regulations of the U.S. Department of Transportation, and authorizes MTC's Executive Director to apply for and execute agreements with the U.S. Department of Transportation for grants to aid in the financing of the OWP.

Attachment C to the resolution was revised on December 20, 2017 to add a new SB 1 Sustainable Communities Formula Grant of \$2,296,563, and to include \$3,164,249 unspent carryover federal planning funds from FY 2016-17.

Further discussion of the OWP is contained in the Executive Director's memoranda dated April 5, 2017 and December 6, 2017.

Re: Overall Work Program for Fiscal Years 2017-18, Certification of Compliance with Requirements of Federal Metropolitan Transportation Planning and Programming Regulations, and Authorization to Apply for and Execute Agreements for Federal Grants.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4277

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

WHEREAS, MTC is also the designated Metropolitan Planning Organization (MPO) for the Bay Area and is charged with carrying out the metropolitan transportation planning and programming process required to maintain the region's eligibility for federal funds for transportation planning, capital improvements, and operations; and

WHEREAS, MTC has articulated goals and objectives for the region's transportation system through its current Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) entitled Plan Bay Area, which was adopted in July 2013; and

WHEREAS, MTC has developed, in cooperation with the State of California and with publicly-owned operators of mass transportation services, a work program for carrying out continuing, comprehensive, and cooperative transportation planning; and

WHEREAS, an Overall Work Program (OWP) for planning activities in the Bay Area for FY 2017-18 has been prepared by MTC, the Association of Bay Area Governments, and the California Department of Transportation; and

WHEREAS, the OWP for Fiscal Year 2017-18 includes MTC's unified work program for the fiscal year to achieve the goals and objectives in MTC's RTP; and

WHEREAS, MTC's Administration Committee has reviewed and recommended adoption of the OWP for FY 2017-18; and

WHEREAS, 23 CFR 450.334 requires that the designated MPO certify each year that the planning process is being conducted in conformance with the applicable requirements; and

WHEREAS, MTC desires to apply for and execute one or more agreements with the United States Department of Transportation (DOT) for a grant(s) to aid in the financing of MTC's unified work program for fiscal year 2017-18; now, therefore, be it

RESOLVED, that MTC does hereby adopt the FY 2017-18 OWP and proposed budget therein, attached hereto as Attachment A to this Resolution and incorporated herein as though set forth at length; and be it further

RESOLVED, that MTC certifies that MTC's planning process is addressing the major issues in the metropolitan area and will be conducted in accordance with 23 CFR 450.334 and the Fixing America's Surface Transportation Act (FAST Act) and applicable requirements that are set forth in Attachment B to this Resolution and incorporated herein as though set forth at length; and be it further

RESOLVED, that MTC's Administration Committee shall monitor, direct, and update the OWP as necessary during Fiscal Year 2017-18 and shall incorporate any amendments into appropriate supplements to the OWP; and be it further

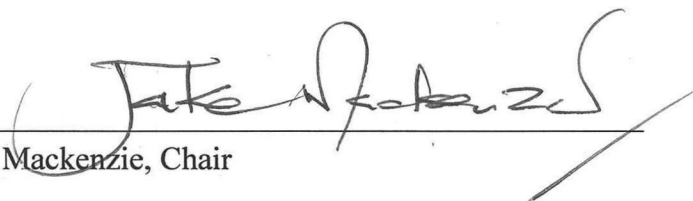
RESOLVED, that the Executive Director or his designee is authorized to apply for and execute any agreements with DOT for grants to aid in the financing of MTC's unified work program included in Attachment A to this Resolution and to execute any subsequent amendments to such agreement(s) consistent with Attachment C to this Resolution; and be it further

RESOLVED, that the Executive Director or his designee is authorized to execute and file with such application assurances or other documentation requested by

DOT of MTC's compliance with applicable federal statutory and regulatory requirements;
and be it further

RESOLVED, that the Executive Director or his designee is authorized to make administrative changes to the grant application(s) so long as such changes do not affect the total amount of the grant or scope of work.

METROPOLITAN TRANSPORTATION COMMISSION



Jake Mackenzie, Chair

The above resolution was entered into by
the Metropolitan Transportation Commission
at a regular meeting of the Commission
held in San Francisco, California on April 26, 2017

Date: April 26, 2017
W.I.: 1152
Referred by: Admin

Attachment A
Resolution No. 4277
Page 1 of 1

Attachment A is the FY 2017-18 Overall Work Program for Planning Activities in the San Francisco Bay Area. Copies are on file at the MTC library.

Attachment B
Resolution No. 4277
Page 1 of 1

In accordance with 23 CFR 450.334 and 450.218, and the Fixing America's Surface Transportation Act (the "FAST Act"), Metropolitan Transportation Commission ("MTC"), the Metropolitan Planning Organization for the San Francisco Bay Area, hereby certifies that the transportation planning process is addressing the major issues in the metropolitan planning area, and is being conducted in accordance with all applicable requirements, including:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and Part 450 of Subchapter E of Chapter 1 of Title 23 of the Code of Federal Regulations;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub.L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Date: April 26, 2017
W.I.: 1152
Referred by: Admin
Revised: 12/20/17-C

Attachment C
Resolution No. 4277
Page 1 of 1

Attachment C includes all amendments and supplements to the FY 2017-18 Overall Work Program for Planning Activities in the San Francisco Bay Area. Copies are on file at the MTC offices.

OWP Amendment No.18-02 adds a new SB 1 Sustainable Communities Formula Grant of \$2,296,563, and includes \$3,164,249 unspent carryover federal planning funds from FY 2016-17.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-2991 **Version:** 1 **Name:**
Type: Resolution **Status:** Commission Approval
File created: 10/17/2017 **In control:** Administration Committee
On agenda: 12/13/2017 **Final action:**
Title: MTC Resolution No. 4280, Revised - Agency Budget Amendment

The FY 2017-18 MTC Agency Budget is being amended to include carryover federal planning (PL) funds of approximately \$3.2 million and SB 1 funds of \$2.3 million.

Sponsors:

Indexes:

Code sections:

Attachments: [5b_Reso-4280_MTC_Budget_Amend.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

MTC Resolution No. 4280, Revised - Agency Budget Amendment

The FY 2017-18 MTC Agency Budget is being amended to include carryover federal planning (PL) funds of approximately \$3.2 million and SB 1 funds of \$2.3 million.

Presenter:

Brian Mayhew

Recommended Action:

Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director

W. I. 1152

RE: MTC Resolution No. 4280, Revised - FY 2017-18 MTC Agency Budget Amendment

Attached for your review and referral to the Commission for approval is Resolution No. 4280, Revised, amending the MTC budget for FY 2017-18. The budget changes are shown below which include FY 2016-17 final carryover/ allocation and new Sustainable Communities formula SB 1 funds.

Operating Deficit per original Budget	C/O/Final Allocation	New/Changes	Total	(\$765,732)
Operating Revenue Revisions				
General Planning Revenues (FHWA,FTA 5303,5304)	\$1,211,006		\$1,211,006	
Sustainable Communities SB1		2,296,563	2,296,563	
BAAQMD funding Affordable Mobility Program		510,600	510,600	
Total Operating Revenue Revisions	\$1,211,006	2,807,163	\$4,018,169	\$4,018,169
Operating Expenses Revisions				
Staff Cost funded by SB1		\$1,345,000	\$1,345,000	
Shifted with General funded staff cost		(1,345,000)	(1,345,000)	
Consultants				
Regional on Board Travel Model	321,100		321,100	
Resiliency Sea Level Rise	408,473		408,473	
Transit Sustainability	226,884		226,884	
Transportation Asset Management	254,549		254,549	
Planning Program - other		\$50,000	50,000	
Affordable Mobility Program		\$610,600	610,600	
Resilience and Hazards Planning		100,000	100,000	
Connecting Housing and Transportation		340,423	340,423	
Plan Bay Area		361,140	361,140	
Regional Advance Mitigation Program (RAMP)		56,478	56,478	
Technical Assist Strategic Planning		112,956	112,956	
Total Operating Expenses Revisions	\$1,211,006	\$1,631,597	\$2,842,603	(\$2,842,603)
Operating Surplus per Amendment # 1				\$409,834

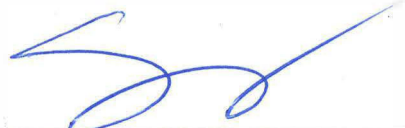
The recommended budget changes include carryover funding of \$1.2 million in unspent federal planning funds (in addition to the \$2 million encumbered) as well as the addition of \$2.3 million in a new SB 1 Sustainable Communities Formula Grant. The \$1.2 million carryover planning funds will be reallocated to the regional travel model, resiliency sea level rise, transit sustainability projects and transportation asset management. Other changes include a \$50,000 increase in the planning program to address the unexpected planning work for response to the Sonoma and Napa wildfires and a \$510,600 grant awarded to MTC as matching to the California Air Resource Board (CARB) grant for a pilot program to install mobility hubs, including car share, in three multi-family affordable housing sites in the Bay Area. Also, MTC committed to providing \$210,900 in cash match for this two-year project. Staff is requesting the Commission to include \$100,000 of this cash match in the FY 2017-18 budget. The remaining \$110,900 will be requested in the FY 2018-19 budget.

Multi-Year Grants

In addition to the budget changes related to the above two items, staff proposes to revise the multi- year grants budget to add \$15.2 million in STP CMA planning grants recommended to the Commission this month as part of the OneBay Area Grant 2 program (see agenda item 5a on the Programming and Allocations Committee agenda) and also to add \$2.2 million in California Air Resource Board (CARB) grant as awarded to MTC in October. The FY 2016-17 grant balances were adjusted after the FY 2016-17 audit was finalized.

Recommendation

Staff recommends that this Committee forward MTC Resolution No. 4280, Revised, to the Commission for approval.



Steve Heminger

SH:bm

Attachments

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Date: June 28, 2017
W.I.: 1152
Referred By: Administration
Revised: 12/20/17-C

ABSTRACT

Resolution No. 4280, Revised

This resolution approves the Agency Budget for FY 2017-18.

This resolution was revised on December 20, 2017 for budget changes. The changes include the addition of \$2.3 million of new Sustainable Communities Formula SB 1 Grant, \$1.2 million of unspent carryover federal planning funds from FY 2016-17 and \$0.5 million from Bay Area Air Quality Management District to the MTC operating budget and \$17.4 million to the grants budget. Prior fiscal year encumbrances of \$6.8 million were also brought forward to FY 2017-18.

Further discussion of the agency budget is contained in the MTC Deputy Executive Director's memoranda to the Administration Committee dated June 7, 2017 and MTC Executive Director's memoranda to the Administration Committee dated December 6, 2017. A budget is attached as Attachments A, B and C.

Date: June 28, 2017
W.I.: 1152
Referred By: Administration

Re: Metropolitan Transportation Commission's Agency Budget for FY 2017-18

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4280

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

WHEREAS, on April 26, 2017 the Commission approved MTC's Overall Work Program (OWP) for Fiscal Year 2017-18 with the adoption of MTC Resolution No. 4277; and

WHEREAS, the OWP identifies MTC's unified work program for FY 2017-18; and

WHEREAS, the final draft MTC Agency Budget for FY 2017-18 as reviewed and recommended by the Administration Committee is consistent with the OWP as adopted pursuant to MTC Resolution No. 4277; now, therefore, be it

RESOLVED, that MTC's Agency Budget for FY 2017-18, prepared in accordance with generally accepted accounting principles and modified accrual, attached hereto as Attachment A, and incorporated herein as though set forth at length, is approved; and, be it further

RESOLVED, that MTC delegates to its Administration or Operations Committees the authority to approve all contracts and expenditures in MTC's Agency Budget for FY 2017-18, providing that there shall be no increase in the overall budget without prior approval of the Commission; and, be it further

RESOLVED, that MTC's Executive Director, or the responsible MTC staff person designated by the Executive Director, shall submit written requests to the Administration or Operations Committees for approval of consultants, professional services, and expenditures authorized in the MTC Agency Budget for FY 2017-18; and, be it further

RESOLVED, that MTC's Executive Director and the Chief Financial Officer are authorized to carry over and re-budget all grants, contracts and funds properly budgeted in the prior year for which expenditures were budgeted and encumbered and which will take place in FY 2017-18; and, be it further

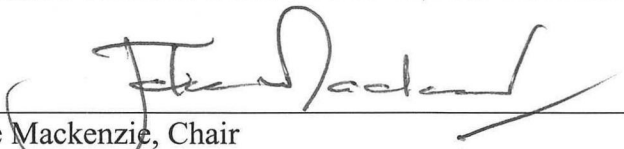
RESOLVED, that the Commission authorizes the use of funds from the general fund for cash flow purposes, as an advance on authorized expenditures until the expenditures have been reimbursed; and, be it further

RESOLVED, that the Commission authorizes the designation of certain reserves for FY 2017-18 as follows: Benefits, Liability, Compensated Leave, Encumbrances, Building, Unfunded Pension Obligation and Fixed Asset Replacement. The Chief Financial Officer is authorized to set aside \$200,000 for computer capital as well as set aside \$300,000 from the Liability Reserve. The Chief Financial Officer is authorized to utilize the funds in the Benefits Reserve to meet any obligations resulting from the requirements of or changes in the employee labor agreements. No additional expenditures shall be authorized from any designated reserves authorized by MTC's Agency Budget for FY 2017-18 without prior authorization of the Administration Committee; and, be it further

RESOLVED, that the total of full time regular and project employees is established at 291 and will not be increased without approved increase to the appropriate FY 2017-18 budget and that the Executive Director or Designee is authorized to manage all contract, hourly or agency employees within the authorized FY 2017-18 budgets; and, be it further

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

METROPOLITAN TRANSPORTATION COMMISSION



Jake Mackenzie, Chair

The above resolution was entered into by
the Metropolitan Transportation Commission
at a regular meeting of the Commission
held in San Francisco, California on June 28, 2017.

Date: June 28, 2017
W.I.: 1152
Referred by: Administration
Revised: 12/20/17-C

Attachments A, B, C
Resolution No. 4280

METROPOLITAN TRANSPORTATION COMMISSION

AGENCY BUDGET

FY 2017-18

TABLE OF CONTENTS

	<u>Page</u>
Budget Summary	1
Revenue Detail	2
Expense Summary	3
Contractual Services	5

METROPOLITAN TRANSPORTATION COMMISSION

BUDGET FY 2017-18

Attachment A

SUMMARY

PART 1: OPERATING REVENUE-EXPENSE SUMMARY

	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change % Inc./Dec)	Change \$ Inc./Dec)
General Planning Revenue	\$24,602,714	\$28,110,283	14%	\$3,507,569
Other MTC Revenue	1,187,708	1,187,708	0%	0
Transfers from other Funds	24,201,672	24,201,671	0%	0
Local Revenue Grants	4,122,586	4,633,186	12%	510,600
Total Operating Revenue	\$54,114,680	\$58,132,848	7%	\$4,018,169
Total Operating Expense	\$54,880,412	\$57,723,016	5%	\$2,842,604
Operating Surplus (Shortfall)	(\$765,732)	\$409,834	-154%	\$1,175,566
Total Operating Revenue - Prior Year	\$0	\$6,784,429	0%	\$6,784,429
Total Operating Expense - Prior Year	\$0	\$6,784,429	0%	\$6,784,429
Operating Surplus (Shortfall)- Prior year	\$0	\$0	0%	\$0
Total Operating Surplus (Shortfall)	(\$765,732)	\$409,834	-154%	\$1,175,566

PART2: CAPITAL PROJECTS REVENUE-EXPENSE SUMMARY

Total Annual Capital Revenue	\$1,610,579	\$1,483,333	0%	(\$127,246)
Total Annual Capital Expense	\$1,610,579	\$1,483,333	-8%	(\$127,246)
Capital Surplus(Shortfall)	\$0	(\$0)	0%	(\$0)
TOTAL FISCAL YEAR SURPLUS (SHORTFALL)	(\$765,732)	\$409,834	-154%	\$1,175,566

PART3: CHANGES IN RESERVES

Transfer To Designated Reserve	\$0	\$0		
Net MTC Reserves - in(out)	(\$765,732)	\$409,834	-154%	\$1,175,566
Current Year Ending Balance	\$0	\$0		

REVENUE DETAIL

	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change % Inc./Dec	Change \$ Inc./Dec
General Planning Revenue				
FTA Section 5303	\$3,367,898	\$3,367,898	0%	\$0
FTA 5303 FY 17 Final Allocation	0	(30,599)	100%	(30,599)
FTA 5303 carryover FY*17	0	739,291	100%	739,291
FTA 5304	89,377	89,377	0%	0
FTA 5304 carryover FY 17	0	408,473	100%	408,473
FWHA 1/2 % PL	7,895,439	7,895,439	0%	0
FWHA FY 17 Final Allocation	0	18,811	100%	18,811
FWHA carryover FY*17	0	75,030	100%	75,030
Sustainable Communities SB1	0	2,296,563	100%	2,296,563
TDA (Planning/Administrative)	13,250,000	13,250,000	0%	0
Subtotal: General Planning Revenue	\$24,602,714	\$28,110,283	14%	\$3,507,569
Other MTC Revenue				
STIP-PPM	\$657,708	\$657,708	0%	\$0
HOV lane fines	500,000	500,000	0%	0
Interest	30,000	30,000	0%	0
Subtotal: MTC Other Revenue	\$1,187,708	\$1,187,708	0%	\$0
Operating Transfers				
BATA 1%	\$7,494,251	\$7,494,251	0%	\$0
Transfer BATA RM2	615,000	615,000	0%	0
BATA Reimbursements (Audit/misc. contracts)	819,074	819,074	0%	0
Service Authority Freeways Expressways (SAFE)	1,636,516	1,636,516	0%	0
STA Transfer	2,042,529	2,042,529	0%	0
2% Transit Transfers	408,000	408,000	0%	0
Coastal Conserv. grants	1,172,376	1,172,376	0%	0
Bay Trail funds from MTC 5% and 2% Bridge Tolls	723,000	723,000	0%	0
Other ABAG grants	983,029	983,029	0%	0
STP Grant Funded - Overhead	386,975	386,975	0%	0
BATA Operating for SFEP -Overhead	1,106,480	1,106,480	0%	0
ABAG Other Programs - Overhead	1,132,794	1,132,794	0%	0
Transfer in - Net of Membership Dues	782,401	782,401	0%	0
Express Lanes - Overhead	456,837	456,837	0%	0
MTC Grant Funded - Overhead	2,495,033	2,495,033	0%	0
Capital Programs - Overhead	1,947,377	1,947,377	0%	0
Subtotal: Transfers from other funds	\$24,201,671	\$24,201,671	0%	\$0
MTC Total Planning Revenue	\$49,992,093	\$53,499,662	7%	\$3,507,569
Local Revenue Grants				
Misc. Revenue (PMP Sales)	\$1,400,000	\$1,400,000	0%	\$0
TFCA (Regional Rideshare), Spare the Air.	870,000	870,000	0%	0
BAAQMD	223,005	733,605	229%	510,600
Cities	1,629,581	1,629,581	0%	0
Subtotal: Local Revenue Grants	\$4,122,586	\$4,633,186	12%	\$510,600
Total Current Year Revenue	\$54,114,679	\$58,132,848	7%	\$4,018,169
MTC Prior Year Project Revenue				
Prior Year Project Revenue - Federal/State				
FTA 5303		1,319,036		
FTA 5304		343,391		
FWHA		244		
FWHA Planning Grant		121,631		
SP&R		220,569		
State Transit Assistance (STA)		383,984		
Subtotal:		\$2,388,855		
Prior Year Project Revenue - Local				
General Fund		2,413,894		
BAAQMD		85,000		
Service Authority for Freeways/Expressways (SAFE)		735,953		
PTAP LM		164,494		
PPM		7,204		
RM2/BATA Reimb.		506,001		
PMP		2,780		
local Cities/Agencies		480,250		
Subtotal:		\$4,395,574		
Total Prior Year Project Revenue		\$6,784,429		

**EXPENSE SUMMARY
BUDGET FY 2017-18**

	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change % Inc./Dec)	Change \$ Inc./Dec)
Operating Expense				
I. Salaries and Benefits	\$29,132,881	\$29,132,881	0%	\$0
MTC Staff - Regular	\$23,279,771	\$23,279,771	0%	\$0
ABAG Staff - Regular	5,632,954	5,632,954	0%	\$0
Temporary Staff	180,157	180,157	0%	0
Hourly /Interns	40,000	40,000	0%	0
II. Travel and Training	\$590,419	\$590,419	0%	\$0
III. Printing, Repro. & Graphics	\$150,200	\$150,200	0%	\$0
IV. Computer Services	\$2,584,907	\$2,584,907	0%	\$0
V. Commissioner Expense	\$150,000	\$150,000	0%	\$0
VI. Advisory Committees	\$15,000	\$15,000	0%	\$0
VII. General Operations	\$4,291,500	\$4,291,500	0%	\$0
Subtotal Staff Cost	\$36,914,907	\$36,914,907	0%	\$0
IX. Contractual Services	\$15,897,340	\$18,739,943	18%	\$2,842,603
ABAG Consultants (PL/Bay Trail/LPA/Admin	\$2,068,166	\$2,068,166	N/A	\$0
Total consultants	\$17,965,506	\$20,808,109	-9%	\$2,842,603
Total Operating Expense	\$54,880,413	\$57,723,016	5%	\$2,842,603
IX. Contractual Services - Prior Year	\$0	\$6,784,429	0%	\$6,784,429

CAPITAL PROJECTS

	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change % Inc./Dec)	Change \$ Inc./Dec)
Annual Transfer from Reserve to Capital & Legal	\$500,000	\$500,000	0%	\$0
Legal reserve	\$300,000	\$300,000	0%	\$0
Annual Capital Expense	\$200,000	\$200,000	0%	\$0

	LTD Budget Thru FY 2016-17	Amended BUDGET FY 2017-18	LTD Budget Thru FY 2017-18
Hub Signage Program			
Revenue			
Prop. 1B	\$9,856,450	(\$127,246)	\$9,729,204
RM2	362,000	0	362,000
Real Flap Sign - STA	1,633,045	1,110,579	2,743,624
	\$11,851,495	\$983,333	\$12,834,828
Expense			
Staff	\$1,351,745	\$90,579	\$1,442,324
Consultants	10,499,750	892,754	11,392,504
	\$11,851,495	\$983,333	\$12,834,828

CONTRACTUAL SERVICES DETAIL
New Contractual and Professional Services

Work Element	Description/Purpose	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change \$ Inc./(Dec)
1111	Support Commission Standing Committees			
	Planning Programs - Other	\$150,000	\$200,000	\$50,000
	TOTAL	\$150,000	\$200,000	\$50,000
1112	Implement Public Information Program			
	LWV Monitor	\$25,000	\$25,000	\$0
	Photography services for MTC/BATA	60,000	60,000	0
	Design & Production Services	150,000	150,000	0
	On-call Facilitation and Outreach	35,000	35,000	0
	Digital Promotion & Analysis	25,000	25,000	0
	On call Video Services	25,000	25,000	0
	Climate Initiatives	25,000	25,000	0
	Awards Program	15,000	15,000	0
	MTC web integration/portal	200,000	200,000	0
	Hub Outreach and Promotion	25,000	25,000	0
	Public Records Management System	40,000	40,000	0
	Regional Transit Mapping Project	150,000	150,000	0
	Regional Urban Wayfinding Coordination and Guidelines	40,000	40,000	0
	TOTAL	\$815,000	\$815,000	\$0
1121	Plan Bay Area			
	Develop Public Involvement	\$100,000	\$100,000	\$0
	Action Plan Outreach/Special Events	50,000	50,000	0
	Economic Analysis	0	0	0
	Event Expenses	25,000	25,000	0
	CBO Outreach	25,000	25,000	0
	Public Opinion/Revenue Polls (2 total)	150,000	150,000	0
	Blue Sky Planning	0	361,140	361,140
	Digital Tools/Visualization	0	0	0
	EIR Development	75,000	75,000	0
	CALCOG	0	0	0
	2021 RTP/SCS Performance/Strategy Integration	75,000	135,000	60,000
	Integrated Transportation and Health Impact Model Update	50,000	50,000	0
	TOTAL	\$550,000	\$971,140	\$421,140
1122	Analyze Regional Data using GIS and Travel Models			
	Travel Model Assistance	\$100,000	\$100,000	\$0
	Land use Model Research	150,000	150,000	0
	Travel Model Research	35,000	35,000	0
	Technical Support for Web Based Projects	100,000	100,000	0
	Consolidated household travel	250,250	250,250	0
	Regional Transit on Board	1,000,000	1,321,100	321,100
	Future Mobility Research Program	100,000	100,000	0
	TOTAL	\$1,735,250	\$2,056,350	\$321,100
1126	Resiliency (Sea Level Rise/Adaption) Planning			
	Sea Level/Adaption Planning	\$83,000	\$491,473	\$408,473
		\$83,000	\$491,473	\$408,473
1125	Non-Motorized Transportation			
	Complete Streets Workshops	\$40,000	\$40,000	\$0
	Bike/Ped Counts	75,000	75,000	0
		\$115,000	\$115,000	\$0
1128	Resilience and Hazards Planning			
	Integrate BAM resilience-staffing	\$0	\$100,000	\$100,000
		\$0	\$100,000	\$100,000
1132	Advocacy Coalitions			
	Legislative advocates - Sacramento	\$120,000	\$120,000	\$0
	Mineta Transportation Institute	100,000	100,000	0
	Legislative advocates - Washington D.C.	268,362	268,362	0
	TOTAL	\$488,362	\$488,362	\$0
1152	Agency Financial Management			
	Financial Audit	\$422,000	\$422,000	\$0
	OPEB Actuary	30,000	30,000	0
	Financial System Upgrade	5,000	5,000	0
	TOTAL	\$457,000	\$457,000	\$0
1153	Administrative Services			
	Organizational and Compensation	\$220,000	\$220,000	\$0
	Ergonomics	40,000	40,000	0
	Language Assistance Plan Review	50,000	50,000	0
	SBE Pilot Program	160,000	160,000	0
	Internship Program	256,000	256,000	0
	TOTAL	\$726,000	\$726,000	\$0

CONTRACTUAL SERVICES DETAIL

Work Element	Description/Purpose	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change \$ Inc./Dec)
1161	Information Technology Services			
	Data Security Improvements	\$75,000	\$75,000	\$0
	Web/DB Application Development/Integration	50,000	50,000	0
	Network Assistance	50,000	50,000	0
	Telephone System Migration	80,000	80,000	0
	File System Migration	50,000	50,000	0
	Mobile device mgmnt merging with ABAG	20,000	20,000	0
	Change training	50,000	50,000	0
	Move Assistance/Project Management	40,000	40,000	0
	TOTAL	\$415,000	\$415,000	\$0
1212	Performance Measuring and Monitoring			
	Vital Signs Website Development	\$150,000	\$150,000	\$0
	Federal Performance Monitoring	50,000	50,000	0
	TOTAL	\$200,000	\$200,000	\$0
1222	Regional Rideshare Program			
	511 Ridesharing Program Operations	\$870,000	\$870,000	\$0
	TOTAL	\$870,000	\$870,000	\$0
1224	Regional Traveler Information			
	511 Traffic/Real Time Transit	\$250,000	\$250,000	\$0
	511 Transit system	60,000	60,000	0
	511 Communications	200,000	200,000	0
	511 ETC Removal	300,000	300,000	0
	TOTAL	\$810,000	\$810,000	\$0
1229	Regional Transportation Emergency Planning			
	Ongoing Emergency Exercise Support	\$300,000	\$300,000	\$0
	Joint Operations at @ Beale Street	50,000	50,000	0
	Transit Service Contingency	1,000,000	1,000,000	0
	TOTAL	\$1,350,000	\$1,350,000	\$0
1233	Transportation Asset Management			
	Software Development and Maintenance	\$1,225,000	\$1,225,000	\$0
	Transit Capital Inventory	50,000	304,549	254,549
	Software Training Support	238,868	238,868	0
	PTAP Projects	194,331	194,331	0
	Quality Assurance Program	75,000	75,000	0
	TOTAL	\$1,783,199	\$2,037,748	\$254,549
1234	Arterial and Transit Performance			
	Program for Arterial System	\$150,000	\$150,000	0
	TOTAL	\$150,000	\$150,000	\$0
1235	Incident Management			
	I-880 ICM Device Maint.	\$100,000	\$100,000	\$0
	Incident Management Task Force	200,000	200,000	0
	Incident Analytics Module	350,000	350,000	0
	TOTAL	\$650,000	\$650,000	\$0
1237	Bay Area Forward			
	Bay Area Forward Implementation	\$1,100,000	\$1,100,000	\$0
	Transit Elements	10,000	10,000	0
	TOTAL	\$1,110,000	\$1,110,000	\$0
1311	Lifeline Planning			
	Disabled Persons Data Collection	\$50,000	\$50,000	\$0
	Mobility Management Implementation Technical Assist.	50,000	50,000	0
	Means Based Fare Program	872,529	872,529	0
	Non Emergency Medical Trip Reimbursement Sys.	50,000	50,000	0
	TOTAL	\$1,022,529	\$1,022,529	\$0

CONTRACTUAL SERVICES DETAIL

Work Element	Description/Purpose	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change \$ Inc./.(Dec)
1413	Climate Initiative			
	EV Strategic Council	\$35,000	\$35,000	\$0
	TOTAL	\$35,000	\$35,000	\$0
1514	Regional Assistance Programs			
	TDA Claims/Fund Estimate on line Migration and Reporting	\$25,000	\$25,000	\$0
	Performance audits - TDA audit & RM2 Oversight	193,000	193,000	0
	TOTAL	\$218,000	\$218,000	\$0
1515	Regional Assistance Programs			
	FMS Developer	\$200,000	\$200,000	\$0
	TOTAL	\$200,000	\$200,000	\$0
1517	Transit Sustainability			
	Transit Sustainability Planning	\$408,000	\$634,884	\$226,884
	Transit Core Capacity Phase 2 Planning/Implementation	200,000	140,000	(60,000)
	S RTP	300,000	300,000	0
	TOTAL	\$908,000	\$1,074,884	\$166,884
1615	Connecting Housing and Transportation			
	CASA	\$0	\$340,423	\$340,423
	Develop & Research Regional Housing	0	250,000	250,000
	TOTAL	\$0	\$590,423	\$590,423
1616	RAMP			
	Regional Advance Mitigation projects	\$0	\$56,478	\$56,478
	TOTAL	\$0	\$56,478	\$56,478
1617	Technical Assistance Strategic Planning			
	Technical Assistance Strategic Planning	\$0	\$112,956	\$112,956
	TOTAL	\$0	\$112,956	\$112,956
1611	Transportation and Land Use Coordination			
	Rail Volution	\$50,000	\$50,000	\$0
	CASA	250,000	0	(250,000)
	TOTAL	\$300,000	\$50,000	(\$250,000)
1618	Affordable Mobility Pilot Program			
	Affordable Mobility Pilot Program	\$0	\$610,600	610,600
	TOTAL	\$0	\$610,600	\$610,600
1612	Climate Adaption Consulting (BARC)	\$56,000	\$56,000	\$0
106	Legal Services	\$700,000	\$700,000	\$0
101	ABAG Consultants	\$2,068,166	\$2,068,166	\$0
	Total consultant contracts:	\$17,965,506	\$20,808,109	\$2,842,603

	STP Grants	1	2	3 = (1-2)	4	5	6	7 = (3+4-5-6)
		LTD Grant thru FY 2016	LTD Actual thru FY 2017	Balance thru FY 2017	New Grant FY 2017-18	staff budget FY 2017-18	Consultant budget FY 2017-18	Balance FY 2017-18
Grant # / Fund Source #	Project Description							
6084-146 1580	Station Area Planning	\$17,957,890	\$17,483,845	\$474,045	\$0	\$0	\$0	\$474,045
6084-175 1801	MTC Regional Planning	51,629,000	48,149,396	3,479,604		83,574	12,000	3,384,030
6084-176 1803	511 Grant	32,500,000	28,726,933	3,773,067	-	-	840,000	2,933,067
6084-179 1806	Pavement Management	6,000,000	5,903,825	96,175	-	-	-	96,175
6084-186 1812	OBAG Regional PDA	8,740,305	3,007,652	5,732,653	-	-	500,000	5,232,653
6084-193 1816	Arterial Operations	2,500,000	1,316,327	1,183,673	-	-	-	1,183,673
6084-198 1818	Pavement Management	1,500,000	4,295	1,495,705	4,500,000	-	1,500,000	4,495,705
6084-199 1819	511 Traveler Information	8,750,000	1,858,968	6,891,032	-	2,016,377	3,210,000	1,664,655
6084- 201 1820	Freeway Performance Initiative	3,480,000	25,019	3,454,981	-	1,277,834	730,000	1,447,147
6084- 203 1821	Arterial Operations	500,000	-	499,000	-	-	-	499,000
6084- 205 1822	Pavement Management	347,000	-	130,150	1,500,000	-	\$300,000	1,330,150
6160- 027 1823	Incident Management	517,000	-	516,000	-	-	-	516,000
6084-206 1826	CMA Planning	-	-	-	54,267,000	-	22,746,000	31,521,000
6084-206 1827	MTC Planning	-	-	-	9,555,000	1,551,574	283,426	7,720,000
NEW	PDA Planning & Implementation	-	-	-	18,500,000	500,000	10,150,000	7,850,000
NEW	Freeway Performance	-	-	-	43,000,000	-	10,000,000	33,000,000
NEW	Arterial/Transit Performance	-	-	-	18,000,000	-	6,000,000	12,000,000
NEW	Connected Vehicles/Shared Mobility	-	-	-	5,000,000	-	4,000,000	1,000,000
NEW	Field Equipment Devices O&M	-	-	-	19,000,000	545,532	2,685,000	15,769,468
NEW	Bay Area Forward	-	-	-	2,500,000	-	2,500,000	-
		\$134,421,195	\$106,476,260	\$27,726,085	\$175,822,000	\$5,974,891	\$65,456,426	\$132,116,768

CMAQ Grants								
6084-160 1589	Arterial Operations	\$10,750,000	\$9,767,002	\$982,998	\$0	\$615,174	\$0	\$367,824
6084-164 1591	Climate Initiatives	7,393,432	\$7,058,820	334,612	-	-	-	334,612
6084-202 1824	Climate Initiatives	1,300,000	-	1,300,000	-	-	357,652	942,348
6160 -018 1596	Freeway Performance	8,608,000	7,352,263	1,255,737	-	1,030,874	-	224,863
6160-020 1800	Incident Management	3,862,000	3,118,663	743,337	-	-	-	743,337
6084-176 1804	511 Grant	16,270,000	15,741,348	528,652	-	-	-	528,652
6084-180 1809	Freeway Performance Corridor Studies	4,000,000	2,050,104	1,949,896	-	-	1,000,000	949,896
6084-188 1814	Regional Bicycle Program	1,725,000	313,982	1,411,018	(1,405,364)	-	-	5,654
6084-215 1830	Spare the Air Youth Program	-	-	-	2,463,000	-	2,463,000	-
NEW	Climate Initiatives	-	-	-	22,000,000	-	22,000,000	-
NEW	Rideshare Implementation	-	-	-	720,000	58,922	-	661,078
NEW	Capital Bike Share	-	-	-	2,600,000	-	2,600,000	-
6084-209 1825	Carpool Program	-	-	-	8,000,000	-	1,231,000	6,769,000
NEW	Vanpool Program	-	-	-	2,000,000	-	250,000	1,750,000
NEW	Commuter Benefits Implementation	-	-	-	674,000	-	380,000	294,000
6084-211 1828	Commuter Benefits Program	-	-	-	1,111,000	-	-	1,111,000
NEW	511 Next Generation	-	-	-	37,215,000	-	6,760,000	30,455,000
NEW	Bay Area Forward	-	-	-	5,820,000	-	3,620,000	2,200,000
NEW	Incident Management	-	-	-	14,278,000	-	14,278,000	-
NEW	Incident Management	-	-	-	13,000,000	910,395	600,000	11,489,605
		\$53,908,432	\$45,402,182	\$8,506,250	\$109,881,000	\$2,615,366	\$55,539,652	\$58,826,868

FTA GRANTS								
16-X065-00 1635	FTA 5310	\$460,429	\$288,673	\$171,756	\$692,000	\$350,000	\$0	\$513,756
34-001 1631	FTA 5339 - Bus Purchases	10,506,277	840,438	9,665,839	-	-	9,665,839	-
34-0024 1633	FTA 5339 - Bus Purchases	12,240,015	7,341,125	4,898,890	-	-	4,898,890	-
34-0032 1634	FTA 5339 - Bus Purchases	9,590,718	7,072,438	2,518,280	-	-	2,518,280	-
37-X104 1625	JARC	2,654,120	2,383,321	270,799	-	-	270,799	-
37-X133 1627	JARC	1,004,559	874,366	130,193	-	-	33,734	96,459
37-X164 1629	JARC	805,190	523,842	281,348	-	-	-	281,348
37-X177 1630	JARC	2,430,952	1,369,235	1,061,717	-	-	-	1,061,717
57-X023 1623	New Freedom	1,545,232	1,437,707	107,525	-	-	-	107,525
57-X050 1626	New Freedom	3,748,859	3,701,442	47,417	-	-	-	47,417
57-X074 1628	New Freedom	2,793,517	2,760,066	33,451	-	-	-	33,451
57-X109 1632	New Freedom	1,383,631	964,412	419,219	-	-	-	419,219
CA79-1001-1668	TIGER	1,000,000	982,660	17,340	-	-	-	17,340
		\$50,163,499	\$30,539,725	\$19,623,774	\$692,000	\$350,000	\$17,387,542	\$2,578,232

Other Grants								
SHA 6084-184 1112	FHWA - SHRP2	700,000	297,472	\$402,528	\$0	\$0	\$0	\$402,528
G16AC00318 -1311	USGS National Grant - G16AC00318*	-	-	13,678	-	-	-	13,678
G16AP00172 1312	USGS National Grant - G16AC00172	-	-	42,031	-	-	-	42,031
G15AP00118 1313	USGS National Grant - G15AC00118	-	-	12,801	-	-	-	12,801
G17AC00135 1314	USGS National Grant - G17AC00239	-	-	50,000	-	-	-	50,000
G17AC00239 1315	USGS National Grant - G17AC00136	-	-	-	50,000	-	-	50,000
BF-99T455 1340	Environmental Protection Agency (EPA)	-	-	531,563	-	-	-	531,563
CA000007-01 1342	Environmental Protection Agency (EPA)	-	-	-	600,000	-	-	600,000
W99T61501 5007	Rockfeeler	-	-	-	150,000	-	-	150,000
2016CA00010 1370	Federal Emergency Management Agency	-	-	33,857	-	-	-	33,857
EMF2016 1372	Federal Emergency Management Agency	-	-	-	299,221	-	-	299,221
NEW	CARB Grant	-	-	-	2,250,000	-	2,250,000	-
		\$700,000	\$297,472	\$1,086,458	\$3,349,221	\$0	\$2,250,000	\$2,185,679
Total Federal Grants Budget		\$239,193,126	\$182,715,639	\$56,942,567	\$289,744,221	\$8,940,256	\$140,633,620	\$195,707,547

CONTRACTUAL SERVICES DETAIL Federal Grants

Work Element	Description/Purpose	Original BUDGET FY 2017-18	Amended BUDGET FY 2017-18	Change \$ Inc./Dec)
1112	Implement Public Information Program Bike to Work Day	\$200,000 \$200,000	\$200,000 \$200,000	\$0 \$0
1125	Non-Motorized Transportation Capital Bike Share	\$2,000,000 \$2,000,000	\$2,600,000 \$2,600,000	\$600,000 \$600,000
1222	Regional Rideshare Program 511 Program Operations Rideshare: Employer Services (CMAs) SB 1128 TOTAL	\$1,621,000 250,000 380,000 \$2,251,000	\$1,621,000 250,000 380,000 \$2,251,000	\$0 0 0 \$0
1223	Operational Support for Regional Programs TOS Device Maintenance and Repair TOTAL	\$2,685,000 \$2,685,000	\$2,685,000 \$2,685,000	\$0 \$0
1224	Regional Traveler Information 511 Web Services 511 System Integrator Technical Advisor Services 511 Communications 511 TIC Operations 511 ETC Removal TOTAL	\$6,210,000 2,640,000 200,000 550,000 620,000 200,000 \$10,420,000	\$6,210,000 2,640,000 200,000 550,000 620,000 200,000 \$10,420,000	\$0 0 0 0 0 0 \$0
1233	Pavement Management System Software Training Support P-TAP Projects TOTAL	\$300,000 1,500,000 \$1,800,000	\$300,000 1,500,000 \$1,800,000	\$0 0 \$0
1234	Arterial and Transit Performance Program for Arterial System TOTAL	\$6,000,000 \$6,000,000	\$6,000,000 \$6,000,000	\$0 \$0
1235	Incident Management I-880 Central Segment Project Study Report I-880 ICM TOTAL	\$600,000 14,278,000 \$14,878,000	\$600,000 14,278,000 \$14,878,000	\$0 0 \$0
1237	Bay Area Forward Performance Monitoring & Tools Design Alternative Assessments/Corridor Studies Bay Bridge Forward Implementation Bay Area Forward Implementation TOTAL	\$730,000 1,000,000 6,120,000 10,000,000 \$17,850,000	\$730,000 1,000,000 6,120,000 10,000,000 \$17,850,000	\$0 0 0 0 \$0
1228	Technology-Based Operations & Mobility Technology-Based Operations & Mobility TOTAL	\$4,000,000 \$4,000,000	\$4,000,000 \$4,000,000	\$0 \$0
1310	Implement Lifeline Transportation Program Lifeline Planning TOTAL	\$304,533 \$304,533	\$304,533 \$304,533	\$0 \$0
1413	Climate Initiative Spare the Air Youth Program Climate Initiatives Cycle 1 Climate Initiatives Cycle 2 Climate Initiatives OBAG 2 TOTAL	\$2,463,000 57,652 100,000 22,000,000 \$24,620,652	\$2,463,000 57,652 100,000 22,000,000 \$24,620,652	\$0 0 0 0 \$0
1512	Federal TIP Development Busses replacements TOTAL	\$23,449,474 \$23,449,474	\$17,083,009 \$17,083,009	(\$6,366,465) (\$6,366,465)
1618	Affordable Mobility Pilot Program Affordable Mobility Pilot Program	\$0 \$0	\$2,250,000 \$2,250,000	\$2,250,000 \$2,250,000
1611	Transportation and Land Use Coordination ABAG - STP BCDC STP CMAs - STP Access Public Lands near Transit PDA Implementation Studies PDA Planning Grant TOTAL	\$0 271,426 7,495,000 500,000 150,000 10,000,000 \$18,416,426	\$0 271,426 22,746,000 500,000 150,000 10,000,000 \$33,667,426	\$0 0 15,251,000 0 0 0 \$15,251,000
1612	Climate Adaption Consulting (BARC)	\$24,000	\$24,000	\$0
	Total Federal funded Consultants	\$128,899,085	\$140,633,620	\$11,734,535

Clipper Operating:

	Original BUDGET FY 2017-18	Prior Year Enc.	Amended BUDGET FY 2017-18		Change \$ Inc./Dec
Revenue:					
RM2	\$2,800,000	\$302,913	\$3,102,913	11%	\$302,913
STA	11,079,286	339,116	11,418,402	3%	339,116
Transit Operators	18,506,000	677,922	19,183,922	4%	677,922
Total clipper operating Revenue	\$32,385,286	\$1,319,951	\$33,705,237	4%	\$1,319,951
Expenses:					
Staff cost	\$1,317,051	\$0	\$1,317,051	0%	\$0
Travel & Other General Ops.	72,235	0	72,235	0%	0
Promotion/Outreach/Fare Inc.	2,800,000	0	2,800,000	0%	0
Clipper Operations	28,196,000	1,319,951	29,515,951	5%	1,319,951
Total clipper operating Expense	\$32,385,286	\$1,319,951	\$33,705,237	4%	\$1,319,951

Clipper 1 Capital:

	LTD Budget Thru FY2017-18	Amended BUDGET FY 2017-18	LTD Budget Thru FY2017-18
Revenue:			
CMAQ	\$68,703,835	\$0	\$68,703,835
Card Sales	8,851,267	0	8,851,267
Low Carbon Transit Operations (LCTOP)	3,577,971	1,100,000	4,677,971
ARRA	11,167,891	0	11,167,891
FTA	27,213,349	0	27,213,349
STP	37,538,086	0	37,538,086
STA	22,946,540	0	22,946,540
Prop 1B	1,115,383	0	1,115,383
SFMTA	8,005,421	0	8,005,421
GGGHTD	2,975,000	0	2,975,000
BART	725,000	0	725,000
MTC Exchange Fund	7,573,878	0	7,573,878
BATA	26,864,813	0	26,864,813
Transit Operators	14,357,000	0	14,357,000
WETA	603,707	0	603,707
Sales Tax	890,216	0	890,216
Total Clipper 1 capital Revenue	\$243,109,357	\$1,100,000	\$244,209,357

Expense:

Staff Costs	\$11,416,936		\$11,416,936
Travel	3,208	0	3,208
Pilot Equipment Maintenance	3,093,834	0	3,093,834
Transit Agency Funded Projects	14,410,707	0	14,410,707
Design	54,690,574	0	54,690,574
Site Preparation	3,899,437	0	3,899,437
Construction	21,867,682	0	21,867,682
Consultants	24,372,623	1,100,000	25,472,623
Engineering	7,953,061	0	7,953,061
Communications	1,583,000	0	1,583,000
Marketing	2,212,029	0	2,212,029
Financial Services	391,600	0	391,600
Equipment	49,226,873	0	49,226,873
Clipper Cards	17,140,095	0	17,140,095
Other	30,847,698	0	30,847,698
Total Clipper 1 Expense	\$243,109,357	\$1,100,000	\$244,209,357

Clipper 2 Capital:

	LTD Budget Thru FY2017-18	Amended BUDGET FY 2017-18	LTD Budget Thru FY2017-18
Revenue:			
STP	\$4,569,554	\$0	\$4,569,554
FTA	10,078,133	0	10,078,133
TCP - CMAQ Funds	2,684,772	0	2,684,772
Golden Gate Pass through	5,000,000	0	5,000,000
Low Carbon Transit Operations (LCTOP)	1,100,000	(1,100,000)	0
BATA	260,000	0	260,000
STA	1,410,841	0	1,410,841
Total Clipper 2 Revenue	\$25,103,300	(\$1,100,000)	\$24,003,300

Expense:

Staff Costs	\$4,477,342		\$4,477,342
Equipment	6,591,903	0	6,591,903
Consultants	14,034,055	(1,100,000)	12,934,055
Total Clipper 2 Expense	\$25,103,300	(\$1,100,000)	\$24,003,300

CONTRACTUAL SERVICES DETAIL

Prior Year Contractual and Professional Services

**Prior year BUDGET
FY 2016-17**

Work Element	Description/Purpose	
1121	Plan Bay Area	
	Barbary Coast	\$77,742
	Thomas Law Group	\$13,732
	Cambridge Systematics	\$1,134
	Tschudin Consulting Group	\$48,807
	San Jose State University	\$46,716
	Bay Area Council Economic	\$25,000
	Management Partners	\$63,358
	Ascent Environmental Inc.	\$93,451
	Ca. Association of Council	\$804
	TOTAL	\$370,745
1122	Analyze Regional Data using GIS and Travel Models	
	Corey, Canapary	\$87,581
	Corey, Canapary	\$150,000
	ETC Institute	\$416,024
	ETC Institute	\$150,000
	Sam Shwartz Engng	\$1,207
	Redhill Group	\$150,000
	Redhill Group	\$38,907
	Parsons Brinkerhoff	\$45,454
	Resource Systems Group	\$10,832
	Oakland Analytics	\$75,000
	Resource Systems Group, Inc.	\$228,507
	Resource Systems Group, Inc.	\$341,039
	Urbanism, Inc.	\$75,000
	TOTAL	\$1,769,551
1124	Regional Goods Movement Plan	
	The Tioga Group	\$330,853
	Cambridge Systematics	\$15,000
	TOTAL	\$345,853
1126	Sustainable Transportation Planning	
	Bay Area Conservation	\$515,216
	TOTAL	\$515,216
1152	Agency Financial Management	
	Sungard Bi-Tech	\$4,489
	Pricewaterhouse Coopers	\$241,156
	TOTAL	\$245,645
1153	Administrative Services	
	Pathways for Students	\$16,356
	Koff & Associates	\$68,915
	PRN Ergonomics	\$21,700
	TOTAL	\$106,971
1161	Technology Services	
	SSP Data	\$58,231
	Informatrix	\$144,494
	TOTAL	\$202,725
1222	Regional Rideshare Program	
	Parsons Brinkerhoff	\$81,300
	TOTAL	\$81,300
1223	Operational Support for Regional Programs	
	Iteris, Inc.	\$48,376
	Delcan	\$83,763
	Kimley Horn	\$10,559
	TOTAL	\$142,698
1224	Regional Traveler Information	
	Civic Resource Group	\$130,581
	Iteris	\$449,361
	Kimley Horn	\$25,754
	Faneuil Inc	\$11,102
	TOTAL	\$616,799
1229	Regional Transportation Emergency Planning	
	URS	\$102,305
	TOTAL	\$102,305
1233	Pavement Management System	
	Bellecci & Associates	\$4,602
	DevMecca.com	\$923
	Nichols Consulting	\$1,857
	Capitol Asset & Pavement	\$30,625
	Quality Engng Solutions	\$24,431
	Gugro Roadware, Inc.	\$19,728
	Nichols Consulting	\$29,478
	Pavement Engineering, Inc.	\$25,922
	Harris & Associates	\$29,707
	TOTAL	\$167,273
1234	Arterial Operations Coordination	
	TJKM	\$5,779
	DKS	\$29,662
	Kimley Horn	\$13,426
	Iteris	\$2,419
	TOTAL	\$51,286

1237	Freeway Performance Initiative	
	Audio Visual	\$97,944
	Kittleson	\$2,273
	Fehr Peers	\$33,649
	Cambridge	\$15,565
	URS	\$88,854
	CDM Smith	\$139,267
	Kimley Horn	\$125,000
	TOTAL	\$502,553
1311	Lifeline Planning	
	Yeamans Consulting	\$4,650
	Tranform CA	\$205,000
	CH2M Hill	\$4,142
	TOTAL	\$213,792
1517	Transit Sustainability	
	Nelson Nygaard	\$6,840
	NVTA	\$5,081
	Sonoma County Transit	\$7,500
	GGBHTD	\$14,036
	SAMTRAMS	\$3,711
	WSP	\$290,700
	LAVTA	\$9,703
	CALTRAIN	\$42,857
	TOTAL	\$380,428
1611	Transportation for Livable Communities	
	Toole Design	\$47,431
	Santa Clara City of	\$60,000
	LeSar	\$127,844
	Strozzi Institute	\$43,000
	Placeworks	\$5,264
	TOTAL	\$283,539
1612	BARC	
	Consensus Building Institute	\$24,806
	Ariel Rubissow-Okamoto	\$4,625
	TOTAL	\$29,431
1998/1999	Operating Expenses	
	Wiline Networks	\$2,400
	Ceridian	\$56,750
	Hogue	\$11,432
	NWN Corporation	\$21,416
	Marcia Ruben	\$18,191
	William Self Associates	\$7,912
	Socrata Inc.	\$26,085
	ESRI	\$7,100
	Paleo West	\$88
	Sungard Bitech	\$32,957
	Ceridian	\$43,199
	TOTAL	\$227,530
Fund 106		
	Thomas Law Group	\$178,128
	Orrick & Sutcliffe	\$43,890
	Glynn & Finley	\$107,602
	Hanson Bridgett	\$57,770
	Myers Nave	\$25,014
	Schiff Hardin LLP	\$16,386
	TOTAL	\$428,790
	Total Prior Year Contractual and Professional Services	\$6,784,429



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-3020 **Version:** 1 **Name:**
Type: Contract **Status:** Committee Approval
File created: 11/9/2017 **In control:** Administration Committee
On agenda: 12/13/2017 **Final action:**
Title: Contract - Business Insurance Broker, Consultation and Third Party Insurance Certificate
Management Services: USI Insurance Services

A request for authorization to enter into a contract with USI Insurance Services to provide business insurance brokerage, risk assessment and management, and consultation; and issue payment(s) to secure appropriate business insurance policies.

Sponsors:

Indexes:

Code sections:

Attachments: [5c_Contract_Insurance_Brokerage.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Business Insurance Broker, Consultation and Third Party Insurance Certificate
Management Services: USI Insurance Services

A request for authorization to enter into a contract with USI Insurance Services to provide business insurance brokerage, risk assessment and management, and consultation; and issue payment(s) to secure appropriate business insurance policies.

Presenter:

Michael Brinton

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: December 6, 2017

FR: Executive Director

WI: 1153

RE: Contract – Business Insurance Broker, Consultation and Third Party Insurance Certificate Management Services: USI Insurance Services

This memorandum requests the Committee's approval to enter into a contract with USI Insurance Services to provide business insurance brokerage and consulting services.

Background:

In July 2017, MTC and ABAG issued a Request for Proposal (RFP) for business insurance broker services to secure coverage as required by MTC, MTC SAFE, BATA, BAHA and BAIFA ("Agencies") to protect their assets for loss and other exposures, and to provide insurance consulting services. MTC's current contract with Wells Fargo Insurance began in July 2014 and expires on December 31, 2017.

An RFP notification was sent to more than fifty-six contacts, with three firms submitting proposals:

1. Wells Fargo Insurance (San Francisco, CA) (note: Wells Fargo Insurance was purchased by USI Insurance Services (USI). MTC was informed that the purchase was effective November 30, 2017);
2. Alliant Insurance Services, Inc. (San Francisco, CA); and
3. G.F. Brown Insurance Service, LLC (Albany, CA).

A panel evaluated and interviewed all three firms based on the following criteria:

1. Experience in relevant insurance brokerage and consulting services, including public agency experience (40%);
2. Professional background of staff (30%);
3. Service approach and responsiveness to clients (based in part on references) (20%); and
4. Cost (10%).

Based on the evaluation panel's results, staff recommends USI for its industry-recognized expertise demonstrated by: 1) extensive experience serving other local transit agencies including BART, Peninsula Corridor Joint Powers Board (Caltrain) and Golden Gate Bridge, Highway and Transportation District; 2) a thorough understanding of the Agencies' risk profiles, including a robust risk transference program for third-party contracting; 3) cost-conscious commission structure inclusive of services from coverage renewals to claims advocacy, risk control with site inspections, and comprehensive, expert consultation on risk management, contracting and risk evaluation; and 4) prior assistance with third-party contracts and assisting with obtaining vendor compliance with the required insurance provisions.

As noted above, MTC was informed that USI formally acquired Wells Fargo Insurance on November 30, 2017. Since the sale was imminent at the time of the submission deadline, Wells Fargo Insurance submitted its proposal under the name of Wells Fargo Insurance. However the then-pending purchase of Wells Fargo Insurance by USI was documented in detail in the proposal, including affirmation that policies and coverages would not be affected; the staff proposed as the MTC service team would not

change; and the executive management (Chairman/CEO and President) would not change. As the Committee will recall, MTC and its affiliates suspended some of our business relationships with Wells Fargo following revelations about its fraudulent banking practices.

Scope of Work:

USI will provide the following services:

I. Business Insurance Brokerage Services

Commission paid by each insurance carrier directly to USI (estimated at 10-15% of premiums) for the services, including but not limited to evaluating the current insurance programs to ensure adequate insurance protection at optimum costs, underwriting information and marketing strategy for various insurance programs, including the recommended coverage, deductible and self-retention levels; marketing the existing insurance programs; obtaining quotations and evaluating coverage options; reviewing recommendations for placement of insurance program with staff and binding approved coverages and maintaining policies throughout the coverage period; investigating rights of the insured agencies; and reviewing and processing, as appropriate, business insurance claims, invoices, underwriters' audits and other documents on behalf of the insured agencies.

II. Third Party Insurance Certificate Management Services

Review the insurance provisions included in all third-party contracts issued and support oversight of contractor compliance with these provisions, and provide assistance with maintaining the web-based database of all third-party contracts.

III. Consulting Services

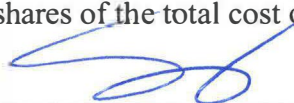
Provide consulting services, as needed, responding within 24 hours when required, on insurance levels, contract reviews, requests for insurance waivers, surety bonding and letters of credit requirements, specific requirements for unique projects, and assist with implementation of self insurance programs, including any claims processing and subrogation assistance as necessary.

Recommendation:

Staff recommends that this Committee authorize the Executive Director, or his designated representative to negotiate and enter into a contract with USI on behalf of the Agencies for the period of January 1, 2018 through December 31, 2020, with the option to extend for three (3) additional years, at increments of MTC's choosing, as follows:

1. To provide business insurance brokerage, risk assessment and management, and consultation on a commission basis (received from insurers in an amount of approximately 10-15%). The cost for subsequent FYs is subject to the adoption of the annual operating budget.
2. To issue payment(s) to secure the appropriate business insurance policies at the annual renewal period as recommended by USI, up to the amount set aside in the applicable FY operating budget for business insurance renewal expenses.

The Agencies will reimburse MTC for their respective shares of the total cost of insurance services.



Steve Heminger

SH:DR

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.: 1153

Consultant: USI Insurance Services, San Francisco, CA

Work Project Title: Business Insurance Broker

Purpose of Project: To provide business insurance broker, consultation and third party insurance certificate management services.

Brief Scope of Work: To provide MTC, MTC SAFE, BATA, BAHA and BAIFA with business insurance services, consultation and third-party certificate management services.

Project Cost Not to Exceed: Business Insurance Brokerage Services and Consulting Services: Commission paid by insurance carriers (estimated at 10-15% of premiums)

Funding Source: MTC, MTC SAFE, BATA, BAHA and BAIFA FY 2017-18 through FY 2020-21 Operating Budgets

Fiscal Impact: Funds are included in the FY 2017-18 budget subject to adoption. Future costs are subject to the adoption of subsequent annual operating budgets.

Motion by Committee: 1) That the Executive Director or his designee is authorized to negotiate and enter into a contract with USI Insurance Services to provide brokerage, consulting and third-party certificate management services for a three-year period, with the option to extend for up to three (3) additional years as described above and in the Executive Director's memorandum dated December 6, 2017.
2) That the Executive Director, or his designee, is authorized to issue payment(s) to secure the appropriate business insurance policies at the annual renewal period as recommended by the selected broker, up to the amount set aside in the FY operating budget for insurance expenses.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: December 13, 2017



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 17-3035 **Version:** 1 **Name:**
Type: Resolution **Status:** Commission Approval
File created: 11/9/2017 **In control:** Administration Committee
On agenda: 12/13/2017 **Final action:**
Title: MTC Resolution No. 4306 - Transit Oriented Affordable Housing (TOAH) II Fund

A request for authorization to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, and the Low Income Investment Fund to convert the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund.

Sponsors:

Indexes:

Code sections:

Attachments: [5d Reso-4306 TOAH.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

MTC Resolution No. 4306 - Transit Oriented Affordable Housing (TOAH) II Fund

A request for authorization to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, and the Low Income Investment Fund to convert the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund.

Presenter:

Therese Trivedi and Melissa Garcia

Recommended Action:

Commission Approval



METROPOLITAN
TRANSPORTATION
COMMISSION

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

Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director

RE: MTC Resolution No. 4306 – Transit Oriented Affordable Housing (TOAH) II Fund

Staff requests that the Committee refer Resolution No. 4306, which authorizes the Executive Director or his designee to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, (Fund LLC), and the Low Income Investment Fund (LIIF) for the purpose of converting the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund, to the Commission for approval.

Background

The TOAH Fund provides financing for the development of affordable housing and other vital community services near transit lines throughout the Bay Area. Through the TOAH Fund, for-profit and not-for-profit developers can access flexible, affordable capital to purchase or improve available property in Priority Development Areas for the development of primarily affordable housing and retail space and other critical services, such as childcare centers, fresh food outlets and health clinics. The TOAH Fund is currently managed by the LIIF, a community development financial institution (CDFI) established in 1984 that has financed housing, schools, and childcare and community facilities totaling \$9.5 billion.

Current funders of the TOAH fund include the San Francisco Foundation, the Silicon Valley Community Foundation, the Ford Foundation, Living Cities, numerous CDFIs, Morgan Stanley and Citi Community Capital. MTC's initial investment of \$10 million in 2011 leveraged \$40 million¹ to create the largest lending pool in the country at the time for affordable transportation-oriented development, totaling \$50 million. In the current and proposed structure, MTC funds are the last to be repaid, although it is important to note that there have been no losses to date. In the remote event that the TOAH Fund suffers losses, MTC's capital will be in the first loss position and there is a risk that it will not be repaid at the end of the December 30, 2025 TOAH Fund term, or at the end of the proposed TOAH II extension term, which would end on December 31, 2035.

The TOAH Fund is filling a much-needed gap in financing for affordable housing in the Bay Area. To date, the TOAH Fund has originated nine acquisition or refinance loans, which have created and/or preserved over 950 units of affordable housing across San Francisco, Alameda

¹ Exceeding the Commission requirement of a 3:1 leverage

and Santa Clara counties. The TOAH Fund has been instrumental in helping to originate these projects, and has provided the funding flexibility necessary to deliver them through market and resource challenges, including state and federal reductions in affordable housing funding, that may have otherwise eliminated them.

Summary of Proposed Changes

Based on TOAH Fund experience over the past six years, as well as feedback from TOAH Fund stakeholders, including market-rate and affordable housing developers, CDFIs and government entities, a number of changes are proposed to restructure and streamline the lending program. The increased flexibility provided by restructuring the TOAH Fund will enable the CDFI partners to quickly respond to affordable housing developers' needs.

The recommended changes include:

- Simplifying the financing structure by removing the foundations and banks. This change, which is consistent with financial changes in the market and current industry standards, leaves MTC and the CDFI lenders as the sole capital providers of the Fund. Mirroring the successful Golden State Acquisition Fund with its "one stop" project loan origination and credit underwriting by only CDFI lenders, this change will allow for faster loan execution and will increase the ability of the TOAH Fund to be utilized. While MTC's risk exposure would be marginally increased, the conditions of repayment would remain the same as in the original TOAH Fund.
- Revising the terms and conditions of the specific acquisition and predevelopment loan products offered through the Fund. Revisions have been tailored to reflect current market demand, interest rates, cost increases and the inclusion of eligible locations in Transit Priority Areas (in addition to Priority Development Areas) to better align with state transit oriented development funding.
- Adding an emphasis to assist with the rebuilding efforts in the North Bay through the following addition, "the TOAH Fund will prioritize applications for eligible projects that address housing needs in North Bay fire-affected areas up to \$10 million dollars."

Eligible project types and portfolio-wide funding priorities remain unchanged, as well as the original requirement to leverage MTC's initial \$10 million investment at a minimum of 3:1.

Staff have reviewed the proposed TOAH II business plan and term sheets in detail, and support the proposed changes.

Recommendation

Staff recommends that the Administration Committee refer MTC Resolution No. 4306 to the Commission for approval.



Steve Heminger

SH:tt
Attachment

Date: December 20, 2017
W.I.: 1611
Referred by: Administration Committee

ABSTRACT

Resolution No. 4306

This resolution authorizes the Commission to direct the Executive Director or his designee, with respect to the BAY AREA TRANSIT ORIENTED AFFORDABLE HOUSING FUND (the “FUND”), to negotiate and enter into an Amended and Restated Funding Agreement with BAY AREA TRANSIT ORIENTED AFFORDABLE HOUSING LLC, a California limited liability company, as the “FUND LLC”, and the LOW INCOME INVESTMENT FUND, a California non-profit public benefit corporation, as the “Program Manager,” for the purpose of converting the FUND’s existing TOAH lending program to a streamlined and restructured “TOAH II” lending program, subject to certain specified conditions.

Further discussion of this action is contained in the MTC Executive Director’s Memorandum dated December 6, 2017.

Date: December 20, 2017
W.I.: 1611
Referred by: Administration Committee

RE: Transit Oriented Affordable Housing Fund Restructure

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4306

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

WHEREAS, MTC and ABAG adopted Plan Bay Area 2040 which included a target to reduce the combined cost of housing and transportation for low-income families by 2040, which are estimated to account for over 70% of these households' income in 2010 and 2040; and

WHEREAS, in 2011, the LOW INCOME INVESTMENT FUND (LIIF), a community development financial institution, was selected to create and manage the Transit Oriented Affordable Housing Fund (FUND) through the FUND LLC; and

WHEREAS, MTC adopted Resolution 3991 on March 23, 2011 authorizing a funding agreement with LIIF for MTC to contribute \$10 million towards the FUND, subject to a Business Plan and other conditions; and

WHEREAS, in order to implement the FUND's lending program, on March 30, 2011, the FUND LLC entered into a multi-party Credit Agreement (the "Credit Agreement") that included LIIF and other Community Development Financial Institutions (the "CDFI Lenders"), private banks, funds, and foundations; and

WHEREAS, the FUND LLC has proposed (a) to terminate the Credit Agreement by repaying all amounts thereunder owed to the CDFI lenders, private banks, funds, and the foundations and (b) to continue leveraging the original MTC \$10 million investment in accordance with a new TOAH II business plan that will convert and streamline the FUND loan program so as to more directly address current challenges in the development of Bay Area affordable housing near existing and proposed transit stations; and

WHEREAS, the Fund is being successfully managed by LIIF; now therefore be it

RESOLVED, that the Commission authorizes the Executive Director to enter into an amended and restated funding agreement with LIIF and the FUND LLC in order to convert the FUND and the existing FUND loan program to TOAH II and to continue MTC's \$10 million investment of funding toward the converted FUND based on the Principles of Agreement outlined in Attachment A.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered
into by the Metropolitan Transportation
Commission at a regular meeting
of the Commission held in San Francisco,
California, on December 20, 2017.

Date: December 20, 2017
W.I.: 1611
Referred by: Administration

Attachment A
Resolution No. 4306
Page 1 of 2

Principles of Agreement

Bay Area Transit Oriented Affordable Housing Fund Conversion to TOAH II

The Commission adopts the following Principles of Agreement to govern the AMENDED AND RESTATED FUNDING AGREEMENT that MTC will enter into with the FUND LLC to continue MTC's \$10 million investment in the FUND's converted and streamlined TOAH II lending program.

1. The FUND term will be extended to December 31, 2035;
2. LIIF, a non-profit public benefit corporation, will continue to manage the FUND as the Program Manager;
3. The FUND's origination period for the TOAH II loan program will be four (4) years from the effective date of the amended and restated funding agreement;
4. The existing MTC \$10 million held by the FUND as TOAH I will be retained by the FUND to be held and deployed in the TOAH II loan program to acquire participation interests in direct project loans to be made by the CDFI Lenders;
5. The FUND will leverage MTC's \$10 million in the TOAH II lending program by at least three (3) times (\$30 million) with capital from that portion of funds in each participated loan that are directly advanced by the CDFI Lenders, equity from the project borrowers, and/or support from government and philanthropic sources, to the extent then committed. With such leveraging, the total anticipated funding for the TOAH II lending program will be at least \$40 million;
6. The FUND will prioritize applications for eligible projects that address housing needs in North Bay five-affected areas up to \$10 million.
7. All TOAH II program loans made by the CDFI Lenders (and in which the FUND LLC will acquire participation interests) will be made to projects in Priority Development Areas or Transit Priority Areas;
8. MTC will continue to be represented on the Fund Advisory Committee to monitor the Fund's progress against the business plan. MTC will not participate in the selection of specific projects;

9. LIIF, as the Program Manager, will cause the FUND to use standard accounting controls, and MTC will have the right to review all financial reports of the FUND;
10. No representative from MTC will participate in the FUND in any paid capacity;
11. MTC funds will remain in the subordinate position to the funds advanced by the CDFI Lenders for repayment during the life of the FUND and at the close of the FUND. As such, after all CDFI Lenders have been fully repaid and reimbursed and all unpaid FUND expenses are paid or reimbursed at the close of the FUND, any balance remaining in the FUND will be returned to MTC unless MTC agrees to reinvest in a new fund, facility or program that promotes transit oriented development.