



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

#### *Committee Members:*

*Federal D. Glover, Chair      Jeannie Bruins, Vice Chair*

*Carol Dutra-Vernaci, Nick Josefowitz, Gina Papan,  
Hillary Ronen, Libby Schaaf, Amy R. Worth*

*Non-Voting Member: Tony Tavares*

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Wednesday, May 8, 2019

9:35 AM

Board Room - 1st Floor

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

#### 1. Roll Call/Confirm Quorum

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

#### 2. Consent Calendar

- 2a. [19-0337](#) Minutes of the April 10, 2019 meeting
- Action: Committee Approval
- Attachments: [2a\\_04-10-2019\\_Draft\\_Administration\\_Minutes\\_v1.pdf](#)
- 2b. [19-0230](#) Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$300,000)
- Action: Committee Approval
- Presenter: Sui Tan
- Attachments: [2b\\_Contract\\_Amend#2\\_StreetSaver\\_Software\\_Development\\_x.pdf](#)
- 2c. [19-0394](#) MTC Resolution No. 4373 - MTC Agency FY 2019-20 Pay Schedules
- Action: Commission Approval
- Presenter: Robin James
- Attachments: [2c\\_Reso-4373\\_MTC\\_Agency\\_FY2019-20\\_Pay\\_Schedules\\_x.pdf](#)

- 2d. [19-0405](#) International Travel Request
- Action: Committee Approval
- Presenter: Andrew Fremier
- Attachments: [2d International Travel Request Fremier x.pdf](#)

### 3. Approval

- 3a. [19-0284](#) MTC Resolution No. 4370 - FY 2019-20 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants
- A request for approval of the FY 2019-2020 OWP, which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.
- Action: Commission Approval
- Presenter: Brian Mayhew
- Attachments: [3a Reso-4370 FY2019-20 OWP x.pdf](#)

### 4. Public Comment / Other Business

### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on June 12, 2019 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](http://mtc.ca.gov)) for public review for at least one year.

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

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

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

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

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

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



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 19-0337      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Consent  
**File created:** 3/29/2019      **In control:** Administration Committee  
**On agenda:** 5/8/2019      **Final action:**  
**Title:** Minutes of the April 10, 2019 meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2a\\_04-10-2019\\_Draft\\_Administration\\_Minutes\\_v1.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the April 10, 2019 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      Jeannie Bruins, Vice Chair*

*Carol Dutra-Vernaci, Nick Josefowitz, Gina Papan,  
Hillary Ronen, Libby Schaaf, Amy R. Worth  
Non-Voting Member: Tony Tavares*

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Wednesday, April 10, 2019

9:35 AM

Board Room - 1st Floor

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### Call Meeting to Order

#### 1. Roll Call/Confirm Quorum

**Present:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

Non-Voting Member Present: Commissioner Tavares

Ex Officio Voting Member Present: Commission Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Giacomini and Commissioner Halsted

#### 2. Consent Calendar

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

**Aye:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

**2a.**     [19-0279](#)     Minutes of the March 6, 2019 meeting

**Action:** Committee Approval

**2b.**     [19-0280](#)     Investment Report for February 2019

**Action:** Information

**Presenter:** Catherine Cam

**2c.**     [19-0281](#)     MTC Financial Statements for February 2019

**Action:** Information

**Presenter:** Sonia Elsonbaty

**2d.**     [19-0282](#)     Monthly Travel Report

**Action:** Information

**Presenter:** Sonia Elsonbaty

**2e.**     [19-0283](#)     Contract Amendment - Website Operations, Maintenance and  
Improvement Services: Visual Strategies, Inc. (\$425,000)

**Action:** Committee Approval

**Presenter:** Alysha Nachtigall

**3. Public Comment / Other Business**

**4. Adjournment / Next Meeting:**

**The next meeting of the Administration Committee will be held on May 8, 2019 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 #:** 19-0230      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Consent  
**File created:** 3/6/2019      **In control:** Administration Committee  
**On agenda:** 5/8/2019      **Final action:**  
**Title:** Contract Amendment - StreetSaver® Software Development, Maintenance, and Support:  
DevMecca.com, LLC (\$300,000)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2b Contract Amend#2 StreetSaver Software Development x.pdf](#)

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

Contract Amendment - StreetSaver® Software Development, Maintenance, and Support:  
DevMecca.com, LLC (\$300,000)

### Presenter:

Sui Tan

### Recommended Action:

Committee Approval

# Metropolitan Transportation Commission Administration Committee

May 8, 2019

Agenda Item 2b

## Contract Amendment – StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$300,000)

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**Subject:** Staff requests Committee approval for a contract amendment in an amount not to exceed \$300,000 to the StreetSaver® Software Development, Maintenance and Support contract with DevMecca.com, LLC (DevMecca) to provide technical service plans (TSPs) for StreetSaver® users.

**Background:** MTC’s roadway asset management program, StreetSaver®, is designed to provide local jurisdictions with a set of recommendations, or “best practices”, for roadway infrastructure system preservation in order to help them use their limited local street and road funding in the most cost-effective manner. Currently, all 109 Bay Area jurisdictions use StreetSaver®, in addition to over 350 users nationwide. MTC uses StreetSaver® exclusively to report the pavement conditions for local streets and roads annually in Vital Signs – MTC’s regional performance trends and tracking website – and to project the region’s pavement needs for our regional transportation plan. Since 2008, StreetSaver® has been the analytical engine behind the California Statewide Local Streets and Roads Needs Assessment, providing credible and defensible data that helped pass Senate Bill 1 in 2017.

After a competitive procurement process, on November 1, 2017, MTC entered into a 3-year contract with DevMecca, with the option of two, 2-year extensions. The initial contract was for \$625,000 in FY 2017-18. Funding for FY 2018-19 was \$1.5 million, and future funding of up to \$1.5 million for FY 2019-20 is subject to MTC’s annual budgetary approval process. In June, 2018, the contract was amended to add \$200,000 for additional services, bringing the total amount for the 3-year contract to \$3,825,000.

As more local agencies are switching to StreetSaver®, the need to provide TSPs has increased substantially. The TSPs provided typically consist of database conversions from other pavement management systems, GIS mapping integration, training, and other services requested by users. While software sales generated from license fees are more predictable, expected TSP sales are difficult to gauge. Therefore, staff is requesting to add \$300,000 to the existing contract for FY 2018-19 in order to pay DevMecca for providing TSP services that were not anticipated at the start of the budget year. The funding to pay for the budget increase comes from the local jurisdictions that purchase the TSPs. Staff has recently negotiated TSP agreements with several jurisdictions including Pima



County, Arizona, St. Louis County, Minnesota, the Fresno Council of Governments, and the Transportation Agency for Monterey County. Budget authority for the requested funds is included in the FY 2018-19 agency budget and payment for the services has already been provided by the customer agencies. DevMecca and its subcontractors' small business and disadvantaged enterprise status is shown in Attachment A.

**Issues:** None

**Recommendation:** Staff recommends Committee approval to negotiate and enter into a contract amendment with DevMecca in an amount not to exceed \$300,000 to provide technical service plans as described above.

**Attachments:** Attachment A – Small Business and Disadvantaged Enterprise Status; and Request for Committee Approval – Summary of Proposed Contract Amendment



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Therese W. McMillan

### Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	DevMecca.com, LLC	Software development, maintenance and support			X			X
Subcontractor	Roger E. Smith	Training and technical support			X			X
Subcontractor	Royal Palm Solutions	Training and technical support	X	42821				X
	Dingxin Cheng	Maintain Learning Management System			X			X

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

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

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Work Item No.: 1233

Consultant: DevMecca.com, LLC  
Salem, OR

Work Project Title: StreetSaver® Software Development, Maintenance & Support Services

Purpose of Project: To provide technical service plans for StreetSaver® users

Brief Scope of Work: Provide database conversions from other pavement management systems, GIS mapping integration, training, and other services requested by users

Project Cost Not to Exceed: \$300,000 this amendment  
Previous approved agreement = \$3,825,000  
Total approved contract amount based on this action = \$4,125,000

Funding Source: General Funds

Fiscal Impact: Funds for this amendment are available in the FY 2018-19 agency budget; future funding of \$1.5 million is subject to approval of the FY 2019-20 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with DevMecca.com, LLC for StreetSaver® software development, maintenance, and support services described above and in the Administration Committee Summary Sheet dated May 8, 2019 and that the Chief Financial Officer is authorized to set aside \$300,000 for such amendment.

Administration Committee: \_\_\_\_\_  
Federal D. Glover, Chair

Approved: May 8, 2019



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 19-0394      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Consent

**File created:** 4/9/2019      **In control:** Administration Committee

**On agenda:** 5/8/2019      **Final action:**

**Title:** MTC Resolution No. 4373 - MTC Agency FY 2019-20 Pay Schedules

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2c\\_Reso-4373\\_MTC\\_Agency\\_FY2019-20\\_Pay\\_Schedules\\_x.pdf](#)

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

MTC Resolution No. 4373 - MTC Agency FY 2019-20 Pay Schedules

### Presenter:

Robin James

### Recommended Action:

Commission Approval

# Metropolitan Transportation Commission Administration Committee

May 8, 2019

Agenda Item 2c

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## MTC Resolution No. 4373 – MTC Agency FY 2019-20 Pay Schedules

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- Subject:** This item requests referral of MTC Resolution No. 4373, approving MTC's agency pay schedules for Committee for Staff Representation (CSR) represented employees, confidential employees, and for specific executive employees for FY 2019-20 to the Commission for approval, consistent with the requirements of California Code of Regulations Title 2, Section 570.5.
- Background:** As background, on June 27, 2018, the Commission approved employment benefits and salaries for a four-year period from July 1, 2018 through June 30, 2022 through MTC Resolution Nos. 4341 and 4342. The proposed pay schedules are consistent with those set forth in MTC Resolution Nos. 4341 and 4342.
- Recommendation:** Staff recommends that this Committee refer MTC Resolution No. 4373 to the Commission for approval.
- Attachments:** MTC Resolution No. 4373 with Attachments A and B.



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Therese W. McMillan

Date: May 22, 2019  
W.I.: 1153  
Referred by: Administration

ABSTRACT

Resolution No. 4373

This resolution sets forth the MTC agency pay schedules for MTC employees from July 1, 2019 through and including June 30, 2020.

Further discussion of this resolution is contained in the Administration Committee's Summary Sheet dated May 8, 2019.

Date: May 22, 2019  
W.I.: 1153  
Referred by: Administration Committee

Re: MTC Agency Pay Schedules for FY 2019-20, from July 1, 2019 through June 30, 2020

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 4373

WHEREAS, the Metropolitan Transportation Commission (MTC) is the Regional Transportation Planning Authority for the San Francisco Bay Area pursuant to Government Code §§ 66500 *et seq.*; and

WHEREAS, MTC Resolution No. 4341 sets forth the employment benefits and salary schedule for CSR represented employees and confidential employees from July 1, 2018 through and including June 30, 2022; and

WHEREAS, MTC Resolution No. 4342 sets forth the employment benefits and salary schedule for specific executive employees from July 1, 2018 through and including June 30, 2022; and

WHEREAS, the MTC contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, CalPERS uses the MTC's pay schedules to calculate retirement benefits earned by the MTC's employees; and

WHEREAS, the MTC as a contracting public employer is adhering to the California Code of Regulations, Title 2, Section 570.5, which sets forth reporting regulations for CalPERS member agencies to have a duly approved and adopted publicly available pay schedule; now therefore be it

RESOLVED, that this resolution sets forth the MTC pay schedules contemplated in MTC Resolution Nos. 4341 and 4342 for the period from July 1, 2019 through June 30, 2020; and be it further

RESOLVED, that the MTC agency pay schedule for CSR represented regular staff employees and Confidential employees effective July 1, 2019 through June 30, 2020 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that the MTC agency pay schedule for specific executive employees effective July 1, 2019 through June 30, 2020 shall be as set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that the attached pay schedules will be posted at MTC's offices or immediately accessible for public review during normal business hours or posted on MTC's internet site.

METROPOLITAN TRANSPORTATION COMMISSION

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Scott Haggerty, 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 May 22, 2019.



**Metropolitan Transportation Commission**  
**Pay Schedule for CSR Represented Employees and Confidential Employees**  
**Fiscal Year 2019 - 2020, Effective July 1, 2019 to June 30, 2020**

*The base salary rate is stated as the hourly rate for each classification grade level and each step within the grade level*

CLASSIFICATION LEVEL & POSITIONS INCLUDED	SALARY GRADE LEVEL	STEP A HOURLY RATE	STEP A1 HOURLY RATE	STEP B HOURLY RATE	STEP B1 HOURLY RATE	STEP C HOURLY RATE	STEP C1 HOURLY RATE	STEP D HOURLY RATE	STEP D1 HOURLY RATE	STEP E HOURLY RATE	STEP E1 HOURLY RATE	STEP F HOURLY RATE	STEP F1 HOURLY RATE	STEP G HOURLY RATE
<b>ADMINISTRATOR I</b>	<b>I</b>	\$21.9608	\$22.4001	\$22.8481	\$23.3050	\$23.7711	\$24.2465	\$24.7315	\$25.2261	\$25.7306	\$26.2452	\$26.7701	\$27.3055	\$27.8516
<i>Intern</i>														
<b>ADMINISTRATOR II</b>	<b>II</b>	\$24.9446	\$25.4435	\$25.9524	\$26.4714	\$27.0008	\$27.5409	\$28.0917	\$28.6535	\$29.2266	\$29.8111	\$30.4073	\$31.0155	\$31.6358
<i>Administrative Assistant I GSU Assistant I Accounting Assistant I</i>														
<b>ADMINISTRATOR III</b>	<b>III</b>	\$27.4869	\$28.0367	\$28.5974	\$29.1693	\$29.7527	\$30.3478	\$30.9547	\$31.5738	\$32.2053	\$32.8494	\$33.5064	\$34.1765	\$34.8601
<i>Administrative Assistant II GSU Assistant II Accounting Assistant II</i>														
<b>ADMINISTRATOR/TECHNICIAN</b>	<b>IV</b>	\$30.2272	\$30.8318	\$31.4484	\$32.0774	\$32.7189	\$33.3733	\$34.0408	\$34.7216	\$35.4160	\$36.1243	\$36.8468	\$37.5838	\$38.3354
<i>Administrative Assistant III Purchasing Technician GSU Assistant III Building Services Assistant I Information Systems Technician I Accounting Assistant III Library Technician I Public Info &amp; Outreach Technician I</i>														
<b>TECHNICIAN</b>	<b>V</b>	\$33.2585	\$33.9236	\$34.6021	\$35.2942	\$36.0000	\$36.7200	\$37.4544	\$38.2035	\$38.9676	\$39.7470	\$40.5419	\$41.3527	\$42.1798
<i>Executive Assistant I Legal Assistant I Purchasing/Procurement Specialist Building Services Assistant II Human Resources Technician Information Systems Technician II Finance Technician I GIS Planner/Analyst I Graphic Artist I Library Technician II Public Info &amp; Outreach Technician II Planning Technician Program Technician</i>														

Metropolitan Transportation Commission Pay Schedule for CSR Represented Employees and Confidential Employees Fiscal Year 2019 - 2020, Effective July 1, 2019 to June 30, 2020														
The base salary rate is stated as the hourly rate for each classification grade level and each step within the grade level														
CLASSIFICATION LEVEL & POSITIONS INCLUDED	SALARY GRADE LEVEL	STEP A HOURLY RATE	STEP A1 HOURLY RATE	STEP B HOURLY RATE	STEP B1 HOURLY RATE	STEP C HOURLY RATE	STEP C1 HOURLY RATE	STEP D HOURLY RATE	STEP D1 HOURLY RATE	STEP E HOURLY RATE	STEP E1 HOURLY RATE	STEP F HOURLY RATE	STEP F1 HOURLY RATE	STEP G HOURLY RATE
<b>JUNIOR</b>	<b>VI</b>	\$36.6863	\$37.4201	\$38.1685	\$38.9318	\$39.7105	\$40.5047	\$41.3148	\$42.1411	\$42.9839	\$43.8436	\$44.7204	\$45.6148	\$46.5271
<i>Executive Assistant II</i> <i>Legal Assistant II</i> <i>Contract Assistant</i> <i>Assistant Building Engineer</i> <i>Human Resources Analyst I</i> <i>Information Systems Specialist I</i> <i>Systems Analyst I</i> <i>Junior Financial Analyst</i> <i>Accountant/Auditor I</i> <i>Finance Technician II</i> <i>GIS Planner/Analyst II</i> <i>Graphic Artist II</i> <i>Librarian I</i> <i>Junior Public Info/Outreach Analyst</i> <i>Junior Planner/Analyst</i> <i>Junior Program Coordinator</i>														
<b>ASSISTANT</b>	<b>VII</b>	\$42.2997	\$43.1457	\$44.0086	\$44.8888	\$45.7866	\$46.7023	\$47.6364	\$48.5891	\$49.5609	\$50.5521	\$51.5631	\$52.5944	\$53.6463
<i>Contract Specialist</i> <i>Executive Assistant III</i> <i>Legal Assistant III</i> <i>Building Engineer</i> <i>Human Resources Analyst II</i> <i>Information Systems Specialist II</i> <i>Systems Analyst II</i> <i>Assistant Financial Analyst</i> <i>Accountant/Auditor II</i> <i>GIS Planner/Analyst III</i> <i>Graphic Artist III</i> <i>Librarian II</i> <i>Assistant Public Info/Outreach Analyst</i> <i>Assistant Legislative Analyst</i> <i>Assistant Planner/Analyst</i> <i>Assistant Program Coordinator</i>														

Metropolitan Transportation Commission Pay Schedule for CSR Represented Employees and Confidential Employees Fiscal Year 2019 - 2020, Effective July 1, 2019 to June 30, 2020														
The base salary rate is stated as the hourly rate for each classification grade level and each step within the grade level														
CLASSIFICATION LEVEL & POSITIONS INCLUDED	SALARY GRADE LEVEL	STEP A HOURLY RATE	STEP A1 HOURLY RATE	STEP B HOURLY RATE	STEP B1 HOURLY RATE	STEP C HOURLY RATE	STEP C1 HOURLY RATE	STEP D HOURLY RATE	STEP D1 HOURLY RATE	STEP E HOURLY RATE	STEP E1 HOURLY RATE	STEP F HOURLY RATE	STEP F1 HOURLY RATE	STEP G HOURLY RATE
<b>ASSOCIATE</b>	<b>VIII(a)</b>	\$48.7682	\$49.7436	\$50.7385	\$51.7532	\$52.7883	\$53.8441	\$54.9209	\$56.0194	\$57.1397	\$58.2825	\$59.4482	\$60.6372	\$61.8499
Contract Administrator Building Administrator Human Resources Analyst III Information Systems Specialist III Systems Analyst III Associate Financial Analyst Accountant/Auditor III GIS Coordinator Graphic Artist Coordinator Head Librarian Associate Public Info/Outreach Analyst Associate Legislative Analyst Associate Planner/Analyst Associate Program Coordinator														
<b>SENIOR</b>	<b>VIII(b)</b>	\$51.2371	\$52.2619	\$53.3071	\$54.3732	\$55.4607	\$56.5699	\$57.7013	\$58.8553	\$60.0324	\$61.2331	\$62.4578	\$63.7069	\$64.9810
Senior Contract Administrator Human Resources Analyst IIIb Information Systems Specialist IIIb Systems Analyst IIIb Senior Financial Analyst Accountant/Auditor IIIb GIS Senior Coordinator Graphic Artist Senior Coordinator Head Librarian IIIb Senior Public Info/Outreach Analyst Senior Legislative Analyst Senior Planner/Analyst Senior Program Coordinator														

**Metropolitan Transportation Commission**  
**Pay Schedule for CSR Represented Employees and Confidential Employees**  
**Fiscal Year 2019 - 2020, Effective July 1, 2019 to June 30, 2020**

*The base salary rate is stated as the hourly rate for each classification grade level and each step within the grade level*

CLASSIFICATION LEVEL & POSITIONS INCLUDED	SALARY GRADE LEVEL	STEP A HOURLY RATE	STEP A1 HOURLY RATE	STEP B HOURLY RATE	STEP B1 HOURLY RATE	STEP C HOURLY RATE	STEP C1 HOURLY RATE	STEP D HOURLY RATE	STEP D1 HOURLY RATE	STEP E HOURLY RATE	STEP E1 HOURLY RATE	STEP F HOURLY RATE	STEP F1 HOURLY RATE	STEP G HOURLY RATE
<b>PRINCIPAL</b>	<b>IX</b>	<b>\$59.7106</b>	<b>\$60.9048</b>	<b>\$62.1229</b>	<b>\$63.3653</b>	<b>\$64.6327</b>	<b>\$65.9253</b>	<b>\$67.2438</b>	<b>\$68.5887</b>	<b>\$69.9605</b>	<b>\$71.3597</b>	<b>\$72.7869</b>	<b>\$74.2426</b>	<b>\$75.7275</b>

Contract Manager  
Building Manager  
Assistant Human Resources Manager  
Principal Information Systems Manager  
Principal Systems Manager  
Revenue & Budget Manager  
Principal Financial Analyst  
Accounting Manager  
GIS Principal  
Principal Public Info/Outreach Analyst  
Principal Legislative Analyst  
Principal Planner/Analyst  
Principal Program Coordinator

*Regular full-time positions work a 30 hour a week minimum and up to 40 hours a week. 30 hrs a week equals 1,560 hrs worked a year. 32 hrs a week equals 1,664 hrs worked a year. 36 hrs a week equals 1,872 hrs worked a year. 40 hrs a week equals 2,080 hrs worked a year.*

*Regular part-time positions work a 20 hour a week minimum and up to 29 hours a week. 20 hrs a week equals 1,040 hrs worked a year. 24 hrs a week equals 1,248 hrs worked a year. 26 hrs a week equals 1,352 hrs worked a year. 29 hrs a week equals 1,508 hrs worked a year.*

Pay Schedule for MTC Specific Executive Employees Fiscal Year 2019-20, Effective July 1, 2019 through June 30, 2020				
CLASS/POSITION	GRADE	MIN	MAX	Hourly Base Rate
<b>ASSOCIATE COUNSEL I/II</b>	<b>L/2</b>	<b>\$68.9119</b>	<b>\$91.8157</b>	<b>HOURLY BASE RATE</b>
Associate Counsel I Associate Counsel II				
<b>EXECUTIVE ADMINISTRATIVE</b>	<b>X/B &amp; F/2</b>	<b>\$68.9119</b>	<b>\$91.8157</b>	<b>HOURLY BASE RATE</b>
Assistant Director BARC Director				
<b>DEPUTY GENERAL COUNSEL</b>	<b>L/3</b>	<b>\$90.4180</b>	<b>\$112.4236</b>	<b>HOURLY BASE RATE</b>
Deputy General Counsel Senior Attorney				
<b>EXECUTIVE MANAGEMENT</b>	<b>X/A &amp; F/3</b>	<b>\$90.4180</b>	<b>\$112.4236</b>	<b>HOURLY BASE RATE</b>
Section Director Deputy Financial Officer Deputy Director				
<b>SENIOR DEPUTY GENERAL COUNSEL</b>	<b>L/4</b>	<b>\$100.2940</b>	<b>\$117.2878</b>	<b>HOURLY BASE RATE</b>
Senior Deputy General Counsel				
<b>DEPUTY EXECUTIVE DIRECTOR</b>	<b>X/3</b>	<b>\$112.5966</b>	<b>\$134.5681</b>	<b>HOURLY BASE RATE</b>
Deputy Executive Director				
<b>Chief Financial Officer</b>	<b>X/4</b>	<b>\$112.5966</b>	<b>\$134.5681</b>	<b>HOURLY BASE RATE</b>
Chief Financial Officer				
Regular full-time positions work a 30 hour a week minimum and up to 40 hours a week. 30 hrs a week equals 1,560 hrs worked a year. 32 hrs a week equals 1,664 hrs worked a year. 36 hrs a week equals 1,872 hrs worked a year. 40 hrs a week equals 2,080 hrs worked a year.				
Regular part-time positions work a 20 hour a week minimum and up to 29 hours a week. 20 hrs a week equals 1,040 hrs worked a year. 24 hrs a week equals 1,248 hrs worked a year. 26 hrs a week equals 1,352 hrs worked a year. 29 hrs a week equals 1,508 hrs worked a year.				



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 19-0405      **Version:** 1      **Name:**  
**Type:** Contract      **Status:** Consent  
**File created:** 4/10/2019      **In control:** Administration Committee  
**On agenda:** 5/8/2019      **Final action:**  
**Title:** International Travel Request  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2d International Travel Request Fremier x.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
International Travel Request

**Presenter:**  
Andrew Fremier

**Recommended Action:**  
Committee Approval

# Metropolitan Transportation Commission Administration Committee

May 8, 2019

Agenda Item 2d

## International Travel Request

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**Subject:** A request for Committee approval of an International Request for Andrew Fremier to attend and participate in the APTA 2019 International Study Mission in Vienna, Hamburg, and Helsinki from June 2-8, 2019.

**Background:** Pursuant to MTC Resolution No. 1058, Revised, this memorandum 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.


Andrew Fremier, Deputy Executive Director, has been selected to participate in an APTA 2019 International Study Mission entitled: Integrated Mobility: Being Mobility-as-a-Service (MaaS) Ready. This study mission to Vienna, Hamburg, and Helsinki from June 2-8, 2019 is designed to give in-depth insights into: the MaaS concept and how it has been applied in three key European cities; effective strategies and lessons learned in implementing MaaS platforms, including new public/private partnership models and addressing evolving customer needs; and how the physical mobility ecosystem can be better integrated to ensure a successful MaaS system. Led by APTA Chair David M. Stackrow, Sr. and APTA President and CEO Paul P. Skoutelas, this high-level, policy-oriented study mission will be a unique learning opportunity that promotes information-sharing and education for participating members. The mission will consist of in-depth stakeholder presentations and roundtable discussions with top European decision-makers and practitioners charged with MaaS implementation and development, guided site visits and debriefing sessions. The site visits will allow participants to explore a variety of MaaS models that are currently in use.

Staff is seeking authorization to set aside up to \$7,800 (\$5,350 fee, plus airfare) in FY 2019-20 to cover this international travel. (See Attachment A - Summary of International Travel Request.)

**Issues:** None

**Recommendation:** Staff recommends that the Committee approve the International Travel Request for Andrew Fremier to attend and participate in the APTA 2019 International Study Mission in Vienna, Hamburg, and Helsinki from June 2-8, 2019.

**Attachments:** Attachment A – Request for Committee Approval – Summary of Proposed International Travel Request

  
Therese W. McMillan



## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed International Travel Request

Work Item No.:	1252
Staff:	Andrew Fremier
Travel Location:	Vienna, Hamburg, and Helsinki
Purpose of Travel	APTA 2019 International Study Mission: Integrated Mobility
Travel Cost Estimate:	\$7,800 (\$5,350 fee, plus airfare)
Funding Source:	BATA Budget
Fiscal Impact:	Sufficient funds are available in the MTC FY 2019-20 BATA and Electronic Payments Sections' Training and Travel budgets
Motion by Committee:	That Andrew Fremier is authorized for international travel as described above and in the Administration Committee Summary Sheet dated May 8, 2019 and that the Chief Financial Officer is authorized to set aside funds in the amount of \$7,800 from the FY 2019-20 BATA Budget for this purpose.

Administration Committee:

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Federal D. Glover, Chair

Approved: Date: May 8, 2019



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 19-0284      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Commission Approval  
**File created:** 3/7/2019      **In control:** Administration Committee  
**On agenda:** 5/8/2019      **Final action:**  
**Title:** MTC Resolution No. 4370 - FY 2019-20 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants

A request for approval of the FY 2019-2020 OWP, which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3a Reso-4370 FY2019-20 OWP x.pdf](#)

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

MTC Resolution No. 4370 - FY 2019-20 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants

A request for approval of the FY 2019-2020 OWP, which guides the collaborative *metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.*

**Presenter:**

Brian Mayhew

**Recommended Action:**

Commission Approval

# **Metropolitan Transportation Commission Administration Committee**

**May 8, 2019**

**Agenda Item 3a**

## **MTC Resolution No. 4370**

### **FY 2019-20 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants**

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**Subject:** A request for Committee approval to refer the OWP (MTC Resolution No. 4370) to the Commission for approval.

**Background:** The Fixing America's Surface Transportation Act (FAST Act) calls for the development of the Overall Work Program (OWP) by the federally designated Metropolitan Planning Organization (MPO). The Metropolitan Transportation Commission (MTC), as the federally designated MPO for the nine-county San Francisco Bay Area region, annually develops and maintains the OWP. The OWP is the principal document governing the budget, allocation, and use of federal and state transportation planning funds in the nine-county San Francisco Bay Area region.

The Draft FY 2019-20 OWP is developed in consultation and coordination with the region's transit operators, congestion mitigation agencies (CMAs), the Association of Bay Area Governments, Caltrans, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Draft FY 2019-20 OWP includes Caltrans' Unified Work Program and transportation and air quality related planning activities proposed for the nine-county San Francisco Bay Area region for the state fiscal year July 1, 2019 to June 30, 2020.

The Draft FY 2019-20 OWP incorporates the California Planning Emphasis Areas (PEAs) developed by Caltrans for California MPOs, as listed below:

- Core Planning Functions
- Performance Management
- State of Good Repair

On December 13, 2018, MTC held the annual Overall Work Program Planning meeting with FHWA, FTA and Caltrans. Attendees discussed the FY 2019-20 OWP and the California Planning Emphasis Areas. MTC staff provided the OWP for review to Caltrans, FHWA and FTA in March 2019. MTC staff incorporated the comments received from the state and federal agencies in this final Draft FY 2019-20 OWP, as appropriate.

Attached for your review and consideration for referral to the Commission is MTC Resolution No. 4370, which includes the following actions:

- Approves the final OWP for FY 2019-20;
- Authorizes the programming of approximately \$20 million in FY 2019-20 transportation planning funds as follows:

FHWA PL FY 2019-20	\$ 8,209,054
Estimated FHWA PL FY 2018-19 CARRYOVER	3,612,000
FTA 5303 FY 2019-20	3,510,474
Estimated FTA 5303 FY 2018-19 CARRYOVER	913,000
Estimated FTA 5304 FY 2018-19 CARRYOVER	828,032
Estimated SB1 FY 2018-19 CARRYOVER	913,950
Senate Bill 1 (SB1) Allocated Funds FY 2019-20	2,106,140
<b>Total</b>	<b>\$ 20,092,650</b>

- Certifies that MTC's planning process will be implemented in accordance with applicable statutes and regulations; and
- Authorizes the Executive Director or her designee to apply for grants and execute agreements to secure federal and other funds for transportation planning activities in FY 2019-20.

The carryover funding estimates will not be expended until completion of the audit and the reconciliation of the final statement of expenditures is approved by Caltrans.

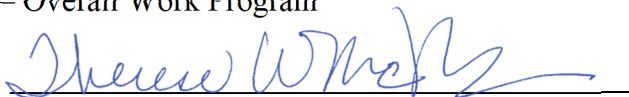
In addition to the transportation planning funds authorized in MTC Resolution No. 4370, a number of grant and project funds are included in the MTC Budget Summary table of the OWP.

Commission approval is the first step in authorizing the FY 2019-20 expenditure of federal and state funds. Following approval by the Commission, Caltrans will review and approve the OWP, which must then be included in the MTC Operating budget for FY 2019-20.

An electronic version of the FY 2019-20 OWP can be reviewed at the following link: [https://mtc.ca.gov/sites/default/files/FINAL\\_FY\\_2019-20\\_OWP.pdf](https://mtc.ca.gov/sites/default/files/FINAL_FY_2019-20_OWP.pdf).

**Recommendation:** Staff recommends that the Committee refer MTC Resolution No. 4370 to the Commission for approval.

**Attachments:** MTC Resolution No. 4370 – Overall Work Program

  
Therese W. McMillan

Date: May 22, 2019  
W.I.: 1152  
Referred by: Administration Committee

ABSTRACT

MTC Resolution No. 4370

This resolution approves MTC's Overall Work Program (OWP) for transportation planning activities in the nine-county San Francisco Bay Area for FY 2019-20, 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.

Further discussion of the OWP is contained in the Cover Memorandum dated May 8, 2019.

Re: Overall Work Program for Fiscal Year 2019-20, 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. 4370

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 2040, which was adopted in July 2017; 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 2019-20 has been prepared by MTC, the Association of Bay Area Governments, the California Department of Transportation (Caltrans), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA); and

WHEREAS, the OWP for Fiscal Year 2019-20 includes Caltrans' Unified Work Program for the fiscal year to achieve the goals and objectives in MTC's Regional Transportation Plan (RTP); and

WHEREAS, MTC's Administration Committee has reviewed and recommended adoption of the OWP for FY 2019-20; and

WHEREAS, 23 Code of Federal Regulations (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 Overall Work Program for fiscal year 2019-20; now, therefore, be it

RESOLVED, that MTC does hereby adopt the FY 2019-20 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 2019-20 and shall incorporate any amendments into appropriate supplements to the OWP; and be it further

RESOLVED, that the Executive Director or her designee is authorized to apply for and execute any agreements with DOT for grants to aid in the financing of MTC's Overall 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 her 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 her 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

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Scott Haggerty, 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 May 22, 2019



Date: May 22, 2019  
W.I.: 1152  
Referred by: Admin

Attachment A  
Resolution No. 4370  
Page 1 of 1

Attachment A is the FY 2019-20 Overall Work Program for Planning Activities in the San Francisco Bay Area. Copies are on file at the MTC library.

Attachment B  
Resolution No. 4370  
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: May 22, 2019  
W.I.: 1152  
Referred by: Admin

Attachment C  
Resolution No. 4370  
Page 1 of 1

Attachment C includes all amendments and supplements to the FY 2019-20 Overall Work Program for Planning Activities in the San Francisco Bay Area. Copies are on file at the MTC offices.