



METROPOLITAN
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COMMISSION

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Deputy Executive Director,
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Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

May 13, 2009
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 10:45 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, Glover, Kinsey, Sartipi. Other commissioners present were: Haggerty, Tissier, Chu, Giacopini, Halsted, Lempert, Mackenzie, Rubin, Worth and Yeager.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of April 8, 2009.

Contract – Transit Accessible Locations – Health Care/Social Services and Transit Coordination

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Transit Resource Center for \$195,910 to develop strategies to better coordinate decisions about locating health care and social services near transit services.

Contract – Project-based Temporary Staffing Services: Local Government Services (LGS)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Local Government Services (LGS) for \$74,000 to provide project-based staffing services through June 30, 2009.

Resolution No. 3906 – FY 2009-10 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreement for Federal Planning Grants

The Committee referred MTC Resolution No. 3906 to the Commission for approval of the FY 2009-10 OWP and to authorize the Executive Director or his designee to apply for and execute related funding agreements to secure federal and other funds for transportation planning activities.

MONTHLY FINANCIAL STATEMENTS

The Committee received the following monthly financial reports for the month of March: Operating Income through March 2009; Report of Operating Expenditures for FY 2008-09 through March 2009; Report of Capital Projects for FY 2008-09 through March 2009; FY 2008-09 Contract Services Disbursement Report for March 2009.

The report listed twelve (12) purchase orders executed by the Executive Director between \$2,500 and \$55,000. The Committee also received a comparison of the budget and actual revenue and expenditures through March 2009.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of March 2009.

DRAFT MTC AGENCY BUDGET – FY 2009-10

Brian Mayhew, Chief Financial Officer, presented a draft MTC agency budget for FY 2009-10. The final budget will be presented to the Committee at its June 2009 meeting for referral to the full Commission for approval.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 11:03 a.m. The next Committee meeting date will be on June 10, 2009 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

