



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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**ADMINISTRATION COMMITTEE**

October 10, 2012  
MINUTES

*Adrienne J. Tissier, Chair*  
San Mateo County

*Amy Rein Worth, Vice Chair*  
Cities of Contra Costa County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*David Campos*  
City and County of San Francisco

*Dave Cortese*  
Santa Clara County

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Mark Green*  
Association of Bay Area Governments

*Scott Haggerty*  
Alameda County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Licardo*  
Cities of Santa Clara County

*Jake Mackenzie*  
Sonoma County and Cities

*Kevin Mullin*  
Cities of San Mateo County

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Scott Wiener*  
San Francisco Mayor's Appointee

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

**Attendance**

Chair Cortese called the meeting to order at approximately 10:48 a.m. Committee members present were: Commissioners Bates, Campos, and Dodd. Commission Chair Tissier and Vice Chair Rein Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Green, Haggerty, Halsted, Mackenzie, and Spering.

**Item 2: Consent Calendar:**

Upon the motion of Commissioner Campos and second by Commissioner Dodd, the following items on the Consent Calendar were approved unanimously.

**Item 2a: Minutes**

The Committee received and approved as written the meeting minutes of September 12, 2012.

**Item 2b: Monthly Financial Statements**

The Committee received the following monthly financial reports for the month of August: Report of Operating Income for FY 2012-13 as of August 2012; Report of Operating Expenditures for FY 2012-13 as of August 2012; Report of Capital Projects for FY 2012-13 as of August 2012; Life to Date Federal Grants Budget as of August 2012; Report of Clipper<sup>®</sup> Operating and Capital Budgets as of August 2012; and the FY 2012-13 Contract Services Capital Projects, and Clipper Projects Disbursement Reports for August 2012. For the month of August 2012, the monthly financial 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 vs. actual plus encumbrance salaries and benefits through August 2012.

**Item 2c: Investment Report**

The Committee received the Investment Reports for the month of August 2012.

**Item 2d: Contract Amendment – StreetSaver® Software Development, Maintenance and Support Services: DevMecca.com, LLC. (\$600,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with DevMecca.com for StreetSaver software development, maintenance, application hosting, and support including database migration and conversion from previous versions to StreetSaver v.9 and other PMS software, and the Chief Financial Officer was authorized to set aside funds in an amount not to exceed \$600,000 for such amendment.

**Item 2e: Contract Amendments – Public Participation Program for Plan Bay Area**

- i. MIG, Inc. (\$160,000)
- ii. Davis & Associates (\$50,000)
- iii. Corey, Canapary & Galanis (\$125,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with MIG, Inc. in an amount not to exceed \$160,000; Davis & Associates in an amount not to exceed \$50,000; and Corey, Canapary & Galanis in an amount not to exceed \$125,000, to assist in implementing a multi-year comprehensive public participation program for the development of Plan Bay Area. The Chief Financial Officer was authorized to set aside funds for such amendments.

**Item 3: Revisions to MTC's Conflict-of-Interest Code (MTC Resolution No. 1198, Revised)**

Adrienne Weil, MTC General Counsel, advised the Committee that MTC's conflict-of-interest code must be updated this year to accurately reflect the most current revisions to the designated positions and assigned disclosure categories in MTC's organizational structure. A 45 day public comment period would be opened from Wednesday, October 10, 2012 through Monday, November 26, 2012.

Upon the motion of Commissioner Dodd and second by Commissioner Campos, the Committee authorized staff to circulate the proposed changes for public comment, and to schedule a public hearing should such a request arise during the public comment period.

**Item 4: Other Business/Public Comment/Adjournment**

There being no further business or public comment, the meeting was adjourned at approximately 10:50 a.m. The next Committee meeting date will be on November 14, 2012 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.