



METROPOLITAN  
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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

## ADMINISTRATION COMMITTEE

February 13, 2013  
MINUTES

### Attendance

Chair Cortese called the meeting to order at approximately 11:28 a.m. Committee members present were: Vice Chair Wiener, Commissioners Bates, Campos, Glover and Kinsey. Commission Chair Tissier was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted, Mackenzie and Spering.

### Item 2: Consent Calendar:

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

### Item 2a: Minutes

The Committee received and approved as written the meeting minutes of January 9, 2013.

### Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of December: Report of Operating Income for FY 2012-13 as of December 2012; Report of Operating Expenditures for FY 2012-13 as of December 2012; Report of Capital Projects for FY 2012-13 as of December 2012; Life to Date Federal Grants Budget as of December 2012; Report of Clipper<sup>®</sup> Operating and Capital Budgets as of December 2012; Disbursement Reports for December 2012; Capital Projects Disbursement Reports for December 2012; and Clipper Projects Disbursement Reports for December 2012. For the month of December 2012, the monthly financial report listed two (2) purchase orders executed by the Executive Director between \$2,500 and \$55,000 and

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through December 2012.

### Item 2c: Investment Report

The Committee received the Investment Report for the month of December 2012.

**Item 2d: Purchase Order Amendment – East Span Bay Bridge Public Information Office Limited-term Staffing: Regional Government Services (\$400,000)**

The Committee authorized the Executive Director or his designee to issue a purchase order amendment to Regional Government Services to provide project-based staffing services for FY 2012-13 to assist with public information activities relating to the East Span Bay Bridge Replacement Project and the Chief Financial Officer was authorized to set aside funds in an amount not to exceed \$400,000 for such purchase order amendment.

**Item 2e: Contracts – Outside Print/Web Design, Production & Programming Services (\$350,0000)**

- i. MetaDesign, San Francisco, CA
- ii. Visual Strategies, Inc., San Francisco, CA
- iii. L Studio, Sausalito, CA
- iv. Finger Design/Mediatrope, LLC, Oakland, CA
- v. MIG, Inc., Berkeley, CA
- vi. Civic Resource Group (CRG), Los Angeles, CA

The Committee authorized the Executive Director or his designee to negotiate and enter into contracts with the above firms to provide print and electronic design, production and programming services through June 2013 with the option of renewing for three additional years, in one-year increments subject to the approval of future budgets, and the Chief Financial Officer was authorized to set aside funds in a cumulative amount not to exceed \$350,000 for such contracts in FY 2012-13.

**Item 3: Regional Express Lane Network: Recommendation to Amend the Bay Area Infrastructure Financing Authority (BAIFA) Board and Assign Responsibilities to BAIFA**

Commissioner Cortese advised that this item was presented at the earlier February 13, 2013 BATA Oversight meeting. Steve Heminger, MTC Executive Director, stated that any amendments to BAIFA need to be approved by both MTC and BATA which is why the item was on both agendas.

**Item 4: Bay Regional Prosperity Plan**

- a. Purchase Orders – Bay Area Regional Prosperity Plan Project: Working Group Co-Chair Stipends. (\$120,000)
  - Working Partnerships, USA (\$20,000)
  - Bay Area Council (\$20,000)
  - Council of Community Housing Organizations (\$20,000)
  - Non-Profit Housing Association of Northern California (\$20,000)
  - Just Cause::Causa Justa (\$20,000)
  - Urban Habitat (\$20,000)

Vikrant Sood, MTC Program Manager, Bay Area Regional Prosperity Project advised that consistent with the work plan and budget approved by the US Department of Housing and Urban Development (HUD), Committee approval was requested to grant stipend payments to the six organizations named above for serving as co-chairs of the three project working groups to assist

MTC and ABAG with implementation of the Prosperity Plan work plan and manage the working group process.

Upon the motion of Commissioner Kinsey and second by Commissioner Campos, the Committee unanimously authorized the Executive Director or his designee to negotiate and issue purchase orders to the above agencies to serve as co-chairs for the Economic Prosperity Working Group and the Chief Financial Officer was authorized to set aside funds not to exceed \$20,000 for each purchase order.

- b. Funding Agreements – Bay Area Regional Prosperity Plan Project: Housing the Workforce Round 1 Sub-Grant Awards. (\$250,000)

Mr. Sood explained that the sub-grants will provide tools and resources for housing production and preservation in transit-served areas, support neighborhood stabilization in communities at risk of displacement, and will serve as pilot projects to demonstrate successful approaches. He further noted that these are being recommended by the Prosperity Plan Steering Committee.

Upon the motion of Commissioner Kinsey and second by Commissioner Campos, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into funding agreements with the following agencies in the amounts specified below:

- San Francisco Small Sites Acquisition and Stabilization Project, Chinatown Community Development Center, Inc. (\$58,290)
  - Preserving Affordable Housing Near Transit, Reconnecting America (\$67,194)
  - Development Without Displacement, Causa Justa::Just Cause (\$74,516)
  - Implementing Land Value Recapture to Support the Production and Preservation of Affordable Housing Near Transit, East Bay Housing Organization (\$50,000)
- c. Contract – Bay Area Regional Prosperity Plan Project: Regional Economic Development Strategy: San Francisco Planning and Urban Research Association (SPUR). (\$450,000)

Mr. Sood advised that this contract would develop a Regional Prosperity Plan Economic Development Strategy which would assist MTC and ABAG with the development of a regional framework for expanding economic opportunities for low- and medium-income workers in the Bay Area. He noted that the Prosperity Plan Steering Committee has recommended SPUR for this contract.

Commissioner Haggerty inquired whether this item had been tabled for further discussion at the January 11, 2013, Plan Steering Committee meeting. Commissioner Spering clarified that the Plan Steering Committee did approve the item for recommendation. Mr. Sood clarified that the Committee had added two conditions of approval for the item, including addressing outreach to grassroots organizations in the East and North Bay, and to ensure that the perspectives of Eastern Alameda and Contra Costa counties are considered in the project.

Upon the motion of Commissioner Kinsey and second by Commissioner Campos, the Committee unanimously authorized the Executive Director or his designee to negotiate and

enter into a contract with SPUR to develop the strategy and the Chief Financial Officer was authorized to set aside funds not to exceed \$450,000 for such contract.

**Item 5: Revised Funding Agreement Framework for MTC/ABAG Joint Planning Activities.**

Ann Flemer, Deputy Executive Director, Policy advised that in September 2012, the Commission approved a four-year framework to fund ABAG's annual planning and research activities. She advised that ABAG had recently agreed to relocate its offices to the Regional Agency Headquarters facility and that the final financial agreement for that move includes a \$4.2 million cost for tenant improvements to ABAG's agency space. Staff's recommendation of a revised funding framework would extend the funding agreement framework for an additional four years in amounts to cover these costs.

Commissioner Kinsey asked for clarification relative to the purchase of ABAG's share of the property. Mr. Heminger advised that the purchase reimbursement for ABAG is handled by ABAG transferring its ownership interest in the MetroCenter to BATA and then BATA extending to ABAG a similar interest in the Regional Agency facility.

Upon the motion of Commissioner Campos and second by Commissioner Bates, the Committee unanimously authorized the Committee to refer the Revised Funding Agreement Framework for MTC/ABAG Planning Activities to the Commission for approval.

**Item 6: Other Business/Public Comment/Adjournment**

There being no further business or public comment, the meeting was adjourned at approximately 11:37 a.m. The next Committee meeting date will be on March 6, 2013 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.