



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Amy Rein Worth, Chair
Cities of Contra Costa County

Dave Cortese, Vice Chair
Santa Clara County

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Cities of San Mateo County

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U.S. Department of Housing
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Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

May 8, 2013
MINUTES

Attendance

Chair Tissier called the meeting to order at approximately 11:13 a.m. Committee members present were: Vice Chair Wiener, Commissioners Bates, Campos, Dodd, Glover, Pirzynski, Quan and Sartipi. Commission Chair Worth and Commission Vice Chair Cortese were present as Ex-Officio voting members. 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 Dodd and second by Commissioner Pirzynski, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of April 10, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of March: Report of Operating Income for FY 2012-13 as of March 2013; Report of Operating Expenditures for FY 2012-13 as of March 2013; Report of Capital Projects for FY 2012-13 as of March 2013; Life to Date Federal Grants Budget as of March 2013; Report of Clipper[®] Operating and Capital Budgets as of March 2013; Disbursement Reports for March 2013; Capital Projects Disbursement Reports for March 2013; and Clipper Projects Disbursement Reports for March 2013. For the month of March 2013, the monthly financial report listed one (1) contract executed in the amount of \$100,000 and under and fourteen (14) 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 March 2013.

Item 2c: Investment Report

The Committee received the Investment Report for the month of March 2013.

Item 2d: MTC Resolution No. 1198, Revised – Revisions to MTC’s Conflict-of-Interest Code.

In October 2012, Adrienne Weil, MTC General Counsel, reported that MTC’s Conflict-of-Interest (COI) Code required an update in order to more accurately reflect the most current designated positions and assigned disclosure categories in MTC’s organizational structure. The Committee authorized posting the draft changes in the MTC Library for a 45-day public comment period ending November 26, 2012. MTC did not receive any comments, and the COI code was granted approval by the California Fair Political Practices Commission (FPPC) on April 17, 2013.

The Committee unanimously agreed to forward MTC Resolution No. 1198, Revised – Revisions to MTC’s Conflict-of-Interest Code to the Commission for approval.

Item 2e: MTC Resolution No. 1058, Revised – Update Appendix A, MTC’s Conflicts-of-Interest Code, to the Commission Procedures Manual

The Committee unanimously agreed to forward to the Commission for its approval, MTC Resolution No. 1058, Revised, which updates the Commission Procedures Manual to include MTC’s Conflicts-of-Interest Code, subject to the Commission’s approval of MTC Resolution No. 1198, Revised.

Item 3: Resolution No. 4088 – FY 2013-14 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreement for Federal Planning Grants

Brian Mayhew, MTC Chief Financial Officer, advised that the OWP is the principal document governing the budget, allocation, and use of federal transportation planning funds in the San Francisco Bay Area. MTC staff reviewed the draft OWP and met with representatives from Caltrans, the Association of Bay Area Governments, the Federal Highway Administration, and Federal Transit Administration. Once approved, the OWP authorizes MTC to program \$10,210,099 in FY 2013-14 transportation planning funds.

Upon the motion of Commissioner Glover and second by Commissioner Dodd, the Committee unanimously agreed to forward Resolution No. 4088 to the Commission for approval.

Item 4: Draft MTC FY 2013-14 Agency Budget

Mr. Mayhew presented the draft MTC agency budget for FY 2013-14 and advised that the draft budget, as written, contains an operating deficit of \$85,046, but that staff would be working on options to eliminate the deficit and will be presenting a final recommended budget for approval in June.

Both Commissioner Bates and Quan asked what steps were being taken in preparation for the proposed increase in CalPERS contributions. Mr. Mayhew responded that data are currently in the process of being analyzed, and a plan will be presented as part of the final budget in June.

Administration Committee

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Item 4: Draft MTC FY 2013-14 Agency Budget (continued)

Commissioner Mackenzie requested additional information regarding the Clipper Capital Program Enhancements line item. Steve Heminger, MTC Executive Director, responded that as part of the final budget presentation, a detailed schedule would be provided.

Item 5: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 11:21 a.m. The next Committee meeting date will be on June 12, at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.