

Administration Committee

2005-01-12 09:30:00.0

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Roll Call

1.

Action: Confirm Quorum

Minutes ? Meeting of December 8, 2004*

2. **Action:** Committee Approval

• [2 A&O minutes December 04.doc](#)

Consent:

3.

Action: Receipt

Monthly Financial Statements*

a. **Presented by:** E. Sun

• [3a financials sun.XLS](#)

Investment Reports for November 2004*

b. **Presented by:** S. Woo

• [3b MTC Investment report-woo.doc](#)

The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.

4. **Contracts:**

a. **BART High-Value Discount E-purse:**

Action: Committee Approval

- [4a BART Courtney.doc](#)

i) TransLink® Change Order #56:Motorola/ERG

Funding Agreement with Bay Area Rapid Transit District BART*(\$1,635,055)

ii)

Presented by: K. Courtney

Funding Agreement ? Phase 2 TransLink® Site Preparation: Caltrain* (\$2,647,770)

Presented by: S. Cairns

b.

Action: Committee Approval

- [4b Caltrain Cairns.doc](#)

Contract ? High Speed Rail Ridership/Revenue Forecasting: Cambridge Systematics Inc.* (\$1,426,265)

Presented by: D. Kimsey

c. Action: Commission Approval

- [4c Agency Budget Amended 05 Mayhew.xls](#)

- [4c HighSpeedRail Kimsey Purvis.doc](#)

Resolution No. 3627 Revised, Metropolitan Transportation Commission's Agency Budget for FY 2004-05*

Presented by: B. Mayhew

5. Action: Commission Approval

- [5 Resolution 3627 Mayhew.doc](#)

- [5 Revised Resolution 3627.doc](#)

Resolution No. 3577 Revised, Executive Management ? Management Benefits and Salary Schedule*

6. Presented by: A. Flemer

Action: Commission Approval

- [6 Resolution 3577 Revised CFO Green.doc](#)

7. Acquisition and Renovation of Joseph P. Bort MetroCenter 2nd Floor: BART*

Purchase Negotiations Status

Presented by: T. Green

a.

Action: Information

• [7ab January 2005 Status Report.doc](#)

Contract ? Design/Build Tenant Improvements: TBD* (\$2,500,000)

Presented by: T. Green

b.

Action: Commission Approval

• [7b Design-Build Recommendation Green.doc](#)

Business Meeting Expenses

8. Presented by: S. Heminger

Action: Committee Approval

9. Other Business/Public Comment

10. Adjournment/Next Meeting

Next meeting

2005-02-09 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

* Attachment 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.

*** The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+ Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this

committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

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 or chairperson. 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.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment. Audio casts are maintained on MTC's Web site for public review for at least one month.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from Alameda; #36X from Hayward.

Parking at the MetroCenter: Metered parking is available on the street. No public parking is provided at the MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.