Meeting Agenda

Administration Committee

2003-12-10 09:30:00.0

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.
This agenda was updated 2006-08-11 13:36:16.0. 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 October 8, 2003*

2. **Action:** Committee Approval

   • 2_A&O_minutes_October_03.doc

   Monthly Financial Statements*

   Presented by: E. Sun

3. **Action:** Receipt

   • financials_sun.XLS

   • octfinancials_sun.XLS

   Investment Reports for September & October 2003*

   Presented by: B. Mayhew

4. **Action:** Receipt

   • MTC_Investment_report_-_mayhew.doc

   Consent:

5. **Action:** Committee Approval

Change Order ? TransLink® Implementation: Motorola/ERG*

a) **Presented by:** D. Dick

• TL_Change_Order_Dick.doc

Purchase Order ? TransLink® Network Services: SBC*

b) **Presented by:** J. Avidon

• TransLink_SBC_Purchase_Order__Avidon.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.

6. **Contracts:**

Contract ? Environmental Impact Report for Transportation 2030 Plan: Dyett and Bhatia*

a) **Presented by:** A. Nguyen

Action: Committee Approval

• EIR_T2030_Nguyen.doc

Contract Amendment ? Regional Goods Movement Study #3: Cambridge Systematics*

b) **Presented by:** D. Kimsey

Action: Committee Approval

• regional_goods_movement_#3__Kimsey.doc

Update on MTC?s Office Space Needs

Presented by: T. Green

7.

Action: Information

• Update_on_MTC's_Space_Needs_Green.doc

Business Meeting Expenses

8. **Presented by:** S. Heminger

Action: Committee Approval

9. **Other Business/Public Comment**

10. Adjournment/Next Meeting

Next meeting

2004-01-14 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.

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.

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