Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Agenda

Operations Committee

Committee Members:
Carol Dutra-Vernaci, Chair ***Damon Connolly, Vice Chair***

Eddie Ahn, David Canepa, Victoria Fleming,
Sam Liccardo, Libby Schaaf, and James P. Spering

Non-Voting Members: Dorene M. Giacopini and Vacant

Friday, June 10, 2022 **9:35 AM** **REMOTE**

In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with Assembly Bill 361's (Rivas) provisions allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants.

A Zoom panelist link for meeting participants will be sent separately to Committee members.

The meeting webcast will be available at http://mtc.ca.gov/whats-happening/meetings Members of the public are encouraged to participate remotely via Zoom at the following link or phone number. Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: https://bayareametro.zoom.us/j/87344616739
iPhone One-Tap: US: +13462487799,,87344616739# or +16699006833,,87344616739#
Join by Telephone (for higher quality, dial a number based on your current location) US: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 873 4461 6739
International numbers available: https://bayareametro.zoom.us/u/kuqoE593M
Detailed instructions on participating via Zoom are available at: https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name and agenda item number in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Call to Order / Roll Call / Confirm Quorum

Quorum: A quorum of this body shall be a majority of its regular voting members (5).

2. Pledge of Allegiance / Acknowledgement of the Flag

3. Compensation Announcement – Clerk of the Committee

4. Consent Calendar

4a. 22-0900 Approval of Operations Committee Minutes of the May 13, 2022 Meeting

Action: Committee Approval

Attachments: 4a_2022-05-13_Operations_Committee_Meeting_Minutes_Draft.pdf

4b. 22-0905 Purchase Order Amendment - Salesforce Licenses: Carahsoft Technology Corp ($339,500)

Action: Committee Approval

Presenter: Brooke Fotheringham

Attachments: 4b_Purchase_Order_Amendment-Salesforce_Licenses-Carahsoft_Technology_

4c. 22-0923 Contract - Bay Trail Gap Closure Implementation Plan: Alta Planning + Design, Inc. ($250,000)

Action: Committee Approval

Presenter: Joel Shaffer

Attachments: 4c_Contract-Bay_Trail_Gap_Closure_Implementation.pdf

4d. 22-0933 Clipper® Purchase Order - Network Services: AT&T ($400,000)

Action: Committee Approval

Presenter: Sarah Doggett

Attachments: 4d_Clipper_Purchase_Order–Network_Services_AT&T-$400,000.pdf

4e. 22-0934 Contract Actions - Clipper® In-Person Customer Service Centers (IPCSCs):
i. Contract Amendment - TTEC Government Solutions, LLC (TTEC) ($485,000);
ii. Contract Amendment - Nematode Holdings, LLC (Nematode) ($300,000);
iii. Funding Agreement Amendment - Alameda-Contra Costa Transit District (AC Transit) ($250,000)

Action: Committee Approval

Presenter: Kelley Jackson

Attachments: 4e_Contract_Actions–Clipper_In-Person_Customer_Service_Centers.pdf

5. Action

5a. 22-0899 MTC Service Authority for Freeways and Expressways (SAFE) Resolution No. 69 - Fiscal Year (FY) 2022-23 Operating and Capital Budget

Staff requests that SAFE Resolution No.69 authorizing the FY 2022-23 Service Authority for Freeways and Expressways (SAFE) Operating and Capital Budgets be referred to the SAFE Authority for approval. The SAFE Operating Budget for FY 2022-23 includes operating budget revenue of $21.3 million and operating budget expense of $21.8 million. The operating budget is balanced with a projected slight operating deficit of $507 thousand which will be covered by a transfer from available reserves. The SAFE Capital Budget for FY 2022-23 does not propose any new projects.

Action: SAFE Authority Approval

Presenter: Derek Hansel

Attachments: 5ai_MTC_SAFE_Res_No.69-Fiscal_Year_2022-23_Operating_and_Capital_Bu
5aii_PowerPoint_MTC_SAFE_Res_No.69-Fiscal_Year_2022-23_Operating_an

6. Public Comment / Other Business

*Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

7. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, July 8, 2022 at 9:35 a.m. Any changes to the schedule will be duly noticed to the public.

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. 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.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章：MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are 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.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.

Metropolitan Transportation Commission

Meeting Minutes - Draft

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Operations Committee

Committee Members:
Carol Dutra-Vernaci, Chair ***Damon Connolly, Vice Chair***

Eddie Ahn, David Canepa, Victoria Fleming,
Sam Liccardo, Libby Schaaf, and James P. Spering

Non-Voting Members: Dorene M. Giacopini and Vacant

Friday, May 13, 2022 **9:35 AM** **REMOTE (In person option available)**

1. Call to Order / Roll Call / Confirm Quorum

Present: 5 - Vice Chair Connolly, Commissioner Spering, Commissioner Ahn, Commissioner Schaaf and Commissioner Fleming

Absent: 3 - Commissioner Liccardo, Commissioner Canepa and Chair Dutra-Vernaci

Non-Voting Member Present: Commissioner Giacopini
Ex Officio Voting Member Present: Commission Chair Pedroza
Ad Hoc Non-Voting Members Present: Commissioner Papan and Commissioner Rabbitt

2. Pledge of Allegiance / Acknowledgement of the Flag

3. Compensation Announcement – Clerk of the Committee

4. Consent Calendar

Upon the motion by Commissioner Spering and second by Commissioner Fleming, the Consent Calendar was unanimously approved. The motion carried by the following vote:

Aye: 5 - Vice Chair Connolly, Commissioner Spering, Commissioner Ahn, Commissioner Schaaf and Commissioner Fleming

Absent: 3 - Commissioner Liccardo, Commissioner Canepa and Chair Dutra-Vernaci

4a. 22-0680 Approval of Operations Committee Minutes of the April 8, 2022 Meeting

Action: Committee Approval

Attachments: 4a_2022-04-08_Operations_Committee_Meeting_Minutes_Draft.pdf

4b. 22-0752 Next Generation Clipper® (C2) Contract - Credit Card Acceptance: American Express Travel Related Services Company, Inc. (Amex) ($75,000)

Action: Committee Approval

Presenter: David Weir

Attachments: 4b_American_Express_Clipper_2_FY 22-23.pdf

4c. 22-0753 Contract - Clipper® Customer Education Services: MIG, Inc. ($2,100,000)

Action: Committee Approval

Presenter: Lysa Hale

Attachments: 4c_Contract with MIG Inc.pdf

5. Action

5a. 22-0754 Next Generation Clipper® ("C2") System Integrator Contract Change Order - Revised Account-Based System Delivery Approach: Cubic Transportation Systems, Inc. (Cubic)

Change Order to the C2 System Integrator Contract ("Contract") to revise the approach and schedule for delivery of the account-based Clipper system.

Action: Committee Approval

Presenter: Jason Weinstein

Attachments: 5ai_Next_Generation_Clipper_System_Integrator_Contract_Change_Order_Summary_Sheet.pdf
5aii_PowerPoint_Next_Generation_Clipper_System_Integrator_Contract_Change_Order.pdf

Upon the motion by Commissioner Spering and second by Commissioner Fleming, the Next Generation Clipper System Integrator Contract Change Order - Revised Account-Based System Delivery Approach: Cubic Transportation Systems, Inc. was unanimously approved. The motion carried by the following vote:

Aye: 5 - Vice Chair Connolly, Commissioner Spering, Commissioner Ahn, Commissioner Schaaf and Commissioner Fleming

Absent: 3 - Commissioner Liccardo, Commissioner Canepa and Chair Dutra-Vernaci

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, June 10, 2022 at 9:35 a.m. Any changes to the schedule will be duly noticed to the public.

Metropolitan Transportation Commission
Operations Committee

June 10, 2022 **Agenda Item 4b**

Purchase Order Amendment - Salesforce Licenses: Carahsoft Technology Corp ($339,500)

Subject:

Under this purchase order amendment, Carahsoft Technology Corp. (Carahsoft) would provide Salesforce licenses to develop and operate the regional and internal customer account management programs in Salesforce.

Background:

In December 2018, this Committee approved a purchase order with Carahsoft for Salesforce licenses for the Clipper® START means-based application process, account platform, and customer service system in Salesforce. In May 2021, this committee approved a purchase order amendment with Carahsoft for Salesforce licenses for the expanded Salesforce platform, which supports regional and internal customer account management program needs. The Salesforce platform currently provides the FasTrak case escalation management system, Clipper START application and customer service system, and the MTC/ABAG Contacts Center. Under development, MTC will soon launch the e-Bike Rebate application and customer service system, the MTC Help Desk system, and the Regional Transit Connection (RTC) discount card intake and verification system.

Contract Actions:

Staff recommends that the Operations Committee authorize the Executive Director or designated representative to amend the Salesforce Licenses Purchase Order with Carahsoft in an amount not to exceed $339,500. Under this purchase order amendment, Carahsoft would provide Salesforce licenses for the regional and internal customer account management programs in Salesforce. Carahsoft's services were procured using CMAS (California Multiple Award Schedule) in compliance with MTC's procurement policies. Carahsoft is an authorized vendor under CMAS and is Salesforce's Master Value Added Reseller and Aggregator in the US public sector. Carahsoft is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Issues:

None identified.

Recommendations:

Staff recommends that the Operations Committee authorize the Executive Director or designee to issue a purchase order amendment to Carahsoft Technology Corp. in an amount not to exceed $339,500 to continue to provide Salesforce licenses.

Attachments:

None.

Therese W. McMillan

Request for Committee Approval

Summary of Proposed Purchase Order Amendment

Work Item No.:	8902, 1131, 1251, 6854, 1161
Consultant:	Carahsoft Technology Corp. Reston, VA
Work Project Title:	Salesforce licenses
Purpose of Project:	To provide Salesforce licenses.
Brief Scope of Work:	Provide Salesforce licenses to operate and enhance the Salesforce platform for regional and internal customer account management program needs.
Project Cost Not to Exceed:	$$339,500 (this amendment) Total purchase order before this amendment: $360,777.12 Total authorized purchase order after this amendment: $700,277.12
Funding Source:	General Funds, STA, BATA, BAIFA, LCTOP
Fiscal Impact:	$339,500 is subject to approval of the FY 2022-23 MTC budget, as follows: • FasTrak Case Management: $17,000 – BATA • Agency CRM Enhancement: $112,500 – General Funds • E-Bike Rebate: $15,000 – BATA • Clipper START: $50,000 – LCTOP • Express Lanes START: $75,000 – BAIFA • RTC: $70,000 – STA

Motion by Committee: That the Executive Director or designee is authorized to issue a purchase order amendment to Carahsoft Technology Corp. to provide Salesforce licenses for the projects described above and in the Operations Committee Summary Sheet dated June 10, 2022 and that the Chief Financial Officer is authorized to set aside $339,500 for such amendment, subject to necessary budgetary approvals.

Operations Committee:

_____

Carol Dutra-Vernaci, Chair

Approved: June 10, 2022

Metropolitan Transportation Commission
Operations Committee

June 10, 2022 **Agenda Item 4c**

Contract – Bay Trail Gap Closure Implementation Plan: Alta Planning + Design, Inc. ($250,000)

Subject:

Request for approval of a contract for the Bay Trail Gap Closure Implementation Plan with Alta Planning + Design, Inc. in a not to exceed amount of $250,000.

Background:

In 1987, Senate Bill 100 (Lockyer) mandated that ABAG develop and adopt a plan and implementation program, including a financing plan, for a continuous, nonmotorized recreational corridor extending around the perimeter of San Francisco and San Pablo Bays: The San Francisco Bay Trail. The ultimate vision of the Bay Trail program is a 500-mile trail serving 47 cities in all nine Bay Area counties and seven toll bridges.

In 2005, ABAG conducted its first evaluation of the Bay Trail network: The San Francisco Bay Trail Project Gap Analysis Study. This study identified remaining unconstructed segments of the Bay Trail (i.e., gaps), scored and prioritized gaps based on evaluation criteria, developed cost estimates, and presented an overall timeframe for completion of the Bay Trail. At the time of the study, approximately 270 miles of the planned 500-mile network (54%) had been constructed. The study concluded that the Bay Trail could be completed within 15 years at the cost of about $188 million. No Bay Trail gap closure studies have been conducted since 2005.

In early 2021, the Bay Trail program moved to MTC's Operations Division in the Design and Project Delivery Section to align with the need to design and deliver the remaining gap closures. As of 2021, 352 miles (70%) of the 500-mile vision had been constructed; the remaining 30% contains challenging segments and includes major bridge corridors. MTC staff recognize the need to revisit the 2005 study for an updated inventory of gaps in the Bay Trail and to re-evaluate the scoring and prioritization of gap closure projects, given new priorities for the Bay Trail program. Such priorities include expanding trail access to Equity Priority Communities, increasing active transportation mode share, developing connections to parks and open space, providing access to transit and on-street active transportation facilities, preserving the shoreline environment, adapting to sea level rise, and creating a comfortable user experience.

In December 2021, MTC Resolution No. 4459 was approved by the Administration Committee; it included the allocation of $250,000 of Bay Area Toll Authority (BATA) 2% Transit Transfer funds to Work Item 1127 Regional Trails, to be used to develop the Bay Trail Gap Closure Implementation Plan.

Procurement Process:

On March 23, 2022, MTC issued a Request for Proposal (RFP) for the Bay Trail Gap Closure Implementation Plan to the 2020 Quick-Build Design and Engineering and Construction Management Services consultant bench under Service Category A: Design and Engineering Services, as well as the 2021 Transportation Engineering and Planning Services consultant bench under Service Category D: Active Transportation Planning and Engineering. On April 20, 2022, MTC received proposals from two teams: Alta Planning + Design, Inc. and Street Plans.

A panel consisting of staff from MTC and the East Bay Regional Park District evaluated the proposals based on qualifications/team experience, project understanding/approach, price, cost effectiveness, presentation, and Small Business Enterprise (SBE) Program. Upon review of the proposals, MTC staff recommends the selection of Alta Planning + Design, Inc. due to their strong understanding of the project and extensive qualifications in trail planning and development, geographic information system based prioritization and analysis, and robust community engagement.

Issues:

None identified.

Recommendations:

Staff recommends that the Operations Committee authorize the Executive Director or designee to negotiate and enter into a contract with Alta Planning + Design, Inc. in an amount not to exceed $250,000 for the above-described work.

Attachments:

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status

Therese W. McMillan

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	Alta Planning + Design, Inc.	Project Management, Data Analysis, Evaluation, Prioritization, and Community Engagement	No	n/a	No	n/a
Subcontractor	Parisi Transportation Consulting	Concept Designs	No	n/a	Yes	2000013

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	1127
Consultant:	Alta Planning + Design, Inc. Oakland, CA
Work Project Title:	Bay Trail Gap Closure Implementation Plan
Purpose of Project:	To inventory and evaluate existing gaps in the Bay Trail network to rank and prioritize implementation of gap closure projects.
Brief Scope of Work:	Inventory existing gaps in the Bay Trail network, develop and apply evaluation criteria to score and rank gap closure projects, develop concept designs for top-ranked gap closure projects, develop a Gap Closure Implementation Plan document, conduct robust community engagement, and manage the overall project schedule and budget.
Project Cost Not to Exceed:	$250,000
Funding Source:	BATA 2% Transit Transfer, MTC Resolution No. 4459
Fiscal Impact:	Funding is included in the FY 2021-22 MTC Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Alta Planning + Design, Inc. to inventory and evaluate existing gaps in the Bay Trail network as described above and in the Operations Committee Summary Sheet dated June 10, 2022 and that the Chief Financial Officer is authorized to set aside $250,000 for such contract.
Operations Committee:	
	Carol Dutra-Vernaci, Chair
Approved:	June 10, 2022

Metropolitan Transportation Commission
Operations Committee

June 10, 2022 **Agenda Item 4d**

Clipper® Purchase Order – Network Services: AT&T ($400,000)

Subject:

Request for approval of a Purchase Order for Clipper Network Services for Fiscal Year 2022-23: AT&T ($400,000).

Background:

AT&T provides network services for the Clipper system that enable connections between card readers, other Clipper devices, data servers, and the Clipper Central System. Per the Clipper Memorandum of Understanding, approximately 95% of this cost is reimbursed by Clipper transit agencies. This Purchase Order would cover network operations during Fiscal Year 2022-23. The Clipper Executive Board approved the proposed purchase order at its May 16, 2022 meeting. AT&T is neither a small business nor a disadvantaged business enterprise and has no subcontractors for this work.

Issues:

None identified.

Recommendation:

Staff recommends the Operations Committee authorize the Executive Director or designee to issue a Purchase Order with AT&T in an amount not to exceed $400,000 for the network services described above.

Attachments:

None.

Therese W. McMillan

Request for Committee Approval

Summary of Proposed Purchase Order

Work Item No.:	320-1221
Contractor:	AT&T Carol Stream, IL
Work Project Title:	Clipper® Network Services
Purpose of Project:	To provide network services for the Clipper system during FY 2022-23
Brief Scope of Work:	Provision of network services and operations to allow telecommunications connections between Clipper devices, data servers and the central system.
Project Cost Not to Exceed:	$400,000
Funding Source:	Participating Operator funds, STP, CMAQ, STA, STP Exchange, Regional Measure 2 Operating funds, CARES Act funds, Inactive Card funds, Float Account Interest
Fiscal Impact:	Approximately 95% of the funding would be provided by the participating transit operators. Remainder of funding dependent on the approval of the FY 2022-23 MTC agency budget.
Motion by Committee:	That the Executive Director or designee is authorized to issue a Purchase Order to AT&T as described above and in the Operations Committee Summary Sheet dated June 10, 2022, and the Chief Financial Officer is authorized to set aside $400,000 for such purpose, subject to approval of the FY 2022-23 MTC budget.
Operations Committee:	
	Carol Dutra-Vernaci, Chair
Approved:	June 10, 2022

Metropolitan Transportation Commission
Operations Committee

June 10, 2022 **Agenda Item 4e**

Contract Actions – Clipper® In-Person Customer Service Centers (IPCSCs):

i. **Contract Amendment – TTEC Government Solutions, LLC (TTEC) ($485,000);**
ii. **Contract Amendment – Nematode Holdings, LLC (Nematode) ($300,000);**
iii. **Funding Agreement Amendment – Alameda-Contra Costa Transit District (AC Transit) ($250,000)**

Subject:

Request for approval of contracts for Clipper IPCSCs for Fiscal Year (FY) 2022-23.

Background:

The Clipper program funds IPCSCs at two San Francisco locations and AC Transit's Oakland headquarters. In addition to issuing new adult, Youth and Senior Clipper cards and selling value, these service centers are able to replace lost, stolen and damaged cards, accept cash payment for card replacement fees and distribute Clipper START materials. Staff also are trained to provide information about obtaining and using Clipper mobile cards.

Contract Amendment – Clipper IPCSC at Embarcadero Station: TTEC ($485,000)

In April 2017, this Committee approved the award to Faneuil, Inc. of a contract to operate the IPCSC at the Embarcadero BART/Muni station. This competitive award was for two years of operation, with options to extend annually for up to five years. MTC agreed to a contract assignment by Faneuil to TTEC, effective April 1, 2022. While Faneuil's procurement proposal was for compensation of $438,000 in Extension Year 4, staff has agreed to increase that compensation by $47,000 after TTEC made a compelling business case for an increase to aid in the hiring and retention of qualified employees, reflecting rising San Francisco minimum wage rates and wages for similar work in the area. The amendment would add $485,000 to the current contract amount of $2,085,350, and extend operations through June 30, 2023.

Contract Amendment – Clipper IPCSC at San Francisco Ferry Building: Nematode ($300,000)

MTC first executed a sole source contract with Nematode in December 2010 to offer Clipper services due to Nematode's Bay Crossings store being the only vendor in the San Francisco Bay Ferry Building with experience providing transportation information and selling fare media. In July 2020, MTC executed a new sole source contract with Nematode to continue offering Clipper services with an expanded scope of work to prepare for the transition to the next-generation Clipper system. The current contract amount is $629,140; the amendment would add $300,000 and extend operations through June 30, 2023.

Funding Agreement Amendment – Clipper IPCSC at AC Transit Headquarters: AC Transit ($250,000)

In April 2012, MTC executed a funding agreement with AC Transit to provide expanded Clipper customer services at AC Transit's headquarters in downtown Oakland, walkable to several bus lines and BART's 12th and 19th Street stations. The current funding agreement amount is $2,544,600; the amendment would add $250,000, funding operations through June 30, 2023.

The Clipper Executive Board approved these proposed contract actions at its May 16, 2022 meeting. Neither TTEC nor Nematode is a Small Business Enterprise or a Disadvantaged Business Enterprise, and neither of them has subcontractors.

Issues:

None identified.

Recommendations:

Staff recommends the Operations Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with TTEC in an amount not to exceed $485,000; a contract amendment with Nematode in an amount not to exceed $300,000; and a funding agreement amendment with AC Transit in an amount not to exceed $250,000; to provide in-person Clipper customer services as described above.

Attachments:

None

Therese W. McMillan

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	320-1221
Consultant:	TTEC Government Solutions, LLC Englewood, CO
Work Project Title:	Clipper Customer Service Center Operations at Embarcadero Station
Purpose of Project:	Provide Clipper in-person customer services, including issuance of new and replacement cards
Brief Scope of Work:	Contractor shall provide trained staff to support a range of Clipper customer services
Project Cost Not to Exceed:	$485,000 (this amendment) Total Contract value including amendments before this amendment is $2,085,350 Total Contract amount with this amendment is $2,570,350
Funding Source:	Regional Measure 2 Marketing and Operations, STA, STP
Fiscal Impact:	Funds dependent on approval of the FY 2022-23 MTC agency budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with TTEC Government Solutions, LLC for the purposes described above and in the Operations Committee Summary Sheet dated June 10, 2022 and that the Chief Financial Officer is authorized to set aside $485,000 for such amendment, subject to the approval of the FY 2022-23 MTC budget.
Operations Committee:	blank
blank	Carol Dutra-Vernaci, Chair
Approved:	June 10, 2022

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	320-1221
Consultant:	Nematode Holdings, LLC San Francisco, CA
Work Project Title:	Clipper Customer Service Center Operations at San Francisco Ferry Building (Bay Crossings)
Purpose of Project:	Provide Clipper in-person customer services, including issuance of new and replacement cards; and maintain ferry schedule flap sign display
Brief Scope of Work:	Contractor shall provide trained staff to support a range of Clipper customer services and the maintenance of the ferry schedule display
Project Cost Not to Exceed:	$300,000 (this amendment) Total Contract value before this amendment is $629,140 Total Contract amount with this amendment is $929,140
Funding Source:	Regional Measure 2 Marketing and Operations, STA, STP
Fiscal Impact:	Funds dependent on approval of the FY 2022-23 MTC agency budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Nematode Holdings, LLC for the purposes described above and in the Operations Committee Summary Sheet dated June 10, 2022 and that the Chief Financial Officer is authorized to set aside $300,000 for such amendment, subject to the approval of the FY 2022-23 MTC budget.
Operations Committee:	
	Carol Dutra-Vernaci, Chair blank
Approved:	June 10, 2022

Request for Committee Approval

Summary of Proposed Funding Agreement Amendment

Work Item No.:	320-1221
Consultant:	Alameda-Contra Costa Transit District (AC Transit) Oakland, CA
Work Project Title:	Clipper Customer Service Center Operations at AC Transit Headquarters
Purpose of Project:	Provide Clipper in-person customer services, including issuance of replacement cards in the East Bay
Brief Scope of Work:	Operate Clipper in-person customer service center
Project Cost Not to Exceed:	$250,000 (this amendment) Total Funding Agreement value including amendments before this amendment is $2,544,600 Total Contract amount with this amendment is $2,794,600
Funding Source:	Regional Measure 2 Marketing and Operations, STA, STP
Fiscal Impact:	Funds dependent on approval of the FY 2022-23 MTC agency budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a funding agreement amendment with Alameda-Contra Costa Transit District for the purposes described above and in the Operations Committee Summary Sheet dated June 10, 2022 and that the Chief Financial Officer is authorized to set aside $250,000 for such amendment, subject to the approval of the FY 2022-23 MTC budget.
Operations Committee:	
	Carol Dutra-Vernaci, Chair
Approved:	June 10, 2022

Metropolitan Transportation Commission
Operations Committee

June 10, 2022 **Agenda Item 5a**

MTC Service Authority for Freeways and Expressways (SAFE) Resolution No. 69 - Fiscal Year (FY) 2022-23 Operating and Capital Budget

Subject:

Staff requests that SAFE Resolution No.69 authorizing the FY 2022-23 Service Authority for Freeways and Expressways (SAFE) Operating and Capital Budgets be referred to the SAFE Authority for approval. The SAFE Operating Budget for FY 2022-23 includes operating budget revenue of $21.3 million and operating budget expense of $21.8 million. The operating budget is balanced with a projected slight operating deficit of $507 thousand which will be covered by a transfer from available reserves. The SAFE Capital Budget for FY 2022-23 does not propose any new projects.

Background:

SAFE operates the Freeway Assist Program (FAP) providing callbox services and the Freeway Service Patrol (FSP) for vehicle towing services. SAFE also manages a capital program.

Staff requests approval of SAFE Resolution 69 to continue the operations of SAFE with an operating and capital budget for FY 2022-23 and provide administration of such SAFE Budget. The resolution also designates restricted reserves.

Operating Revenue

SAFE's FAP revenue are California Department of Motor Vehicles (DMV) Registration Fees while the FSP are funded by grants from the State Local Assistance and Senate Bill 1 (SB1). Major funding sources are listed below (in millions):

	FY 2021-22	FY 2022-23
FAP - DMV Registration Fees	$6.60	$6.85
FSP - State Local Assistance (LAP)	7.63	7.97
FSP - SB 1	7.20	6.52
Total	**21,43**	**21.34**

Projected FY 2022-23 SAFE combined funding sources of $21.3 million are relatively stable, down by only $97 thousand or -0.5% compared to FY 2021-22. The slight reduction is due to lower grant reimbursements based on slightly lower operating expenses for the FSP in FY 2022-23 compared to FY 2021-22. The lower FSP revenue is mitigated by higher DMV registration fees in the FAP.

Operating Expense

Proposed operating expenses for FY 2022-23 are $21.85 million, up by only 0.2% from FY 2021-22. There is one new position partially funded by SAFE and one position shifted out from SAFE to a program in another fund. Highlights of operating expenses include:

- Salaries & Benefits - $242,000
  One project staff moved to another fund.
- General Operations +$125,000
  Increase insurance for cybersecurity and data security improvement
- Freeway Assist Program Contracts -$171,000
  Decrease maintenance, marketing and communications services
- Freeway Service Patrol Contracts +$305,000
  Increase towing contracts due to increased traffic

The SAFE Budget as proposed will continue the important program of assisting motorists and reducing congestion in the region.

Capital Projects

There are no new projects for the FY 2022-23.

SAFE Reserves

The goal of all MTC operating funds is to maintain fully funded reserves as necessary to meet contractual and liquidity needs as well as economic uncertainties. At SAFE, the restricted reserves are set equal to six months of operating revenue.

The total SAFE designated reserve was $21.8 million at the close of FY 2020-21. The projection for FY 2022-23 is $20.9 million after application of reserve balances to cover a portion of the FY2022-23 operating budget. This action would leave SAFE with approximately $11.4 million designated and restricted reserves to cover any future operational requirements , contractual and project budgets, and including $10.7 million (50% of budgeted operating revenue) designated as an operating reserve. The reserve balance of $9.5 million is undesignated and available to support operations or other general purposes. SAFE approval is required for any future changes to the reserve designations.

Table 1 (in thousands)

Description	**FY 2020-21 Actual**	**FY2021-22 Budget**	**FY 2022-23 Budget**
Total Reserve for:			
Encumbrances	500	500	500
Fixed Assets	334	250	250
Transfer to MTC/Other	3,118	50	0
Transfer to Capital Projects	0	1,500	
Net Pension Liability	0	0	0
Operating Reserve	0	8,322	10,673
Total Restricted	3,952	10,622	11,423
Unrestricted Balance	17,888	10,836	9,527
Total Reserves	$21,840	$21,458	$20,951

Recommendations:

Staff recommends that the Committee refer SAFE Resolution No. 69 authorizing the FY 2022-23 SAFE Operating and Capital Budgets for submission to the SAFE Authority for approval.

Attachments:

- Attachment A: MTC SAFE Resolution No. 69: FY 2022-23 Operating and Capital Budgets
- Attachment B: PowerPoint

Therese W. McMillan

Date: June 22, 2022
W.I.: 6031, 6032
Referred by: Operations

ABSTRACT

SAFE Resolution No. 69

This resolution approves the SAFE Operating and Capital Budgets for FY 2022-23 Budget for the Metropolitan Transportation Commission Service Authority for Freeways and Expressways (SAFE).

Further discussion of the SAFE Budget is contained in the Operations Committee Summary Sheet dated June 10, 2022.

Date: June 22, 2022
W.I.: 6031, 6032
Referred by: Operations

RE: Metropolitan Transportation Commission Service Authority for Freeways and Expressways' Operating and Capital Budgets for FY 2022-23

METROPOLITAN TRANSPORTATION COMMISSION
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

SAFE RESOLUTION NO. 69

WHEREAS, SAFE Resolution No. 1 established a Metropolitan Transportation Commission Service Authority for Freeways and Expressways (MTC SAFE or SAFE) pursuant to Streets and Highways Code §§ 2550-2556, which provides for the design, installation, operation and maintenance of a motorist aid call box system in any of the Bay Area counties that elect to join SAFE; and

WHEREAS, SAFE staff has prepared a budget setting forth the anticipated revenues and expenditures of the SAFE for FY 2022-23; and

WHEREAS, the final draft SAFE budget for FY 2022-23 was reviewed and recommended by the Metropolitan Transportation Commission Operations Committee (the "Operations Committee") for approval; now, therefore, be it

RESOLVED, the SAFE operating and capital budgets for FY 2022-23, prepared in accordance with generally accepted accounting principles, attached hereto as Attachment A and incorporated herein as though set forth in full, is approved, and be it further

RESOLVED, that the Executive Director or designee may approve adjustments among line items in the SAFE operating budget for FY 2022-23, provided that there shall be no increase in the overall SAFE operating budget without prior approval of SAFE; and be it further

RESOLVED, that SAFE delegates to its Operations Committee the authority to approve all contracts and expenditures in SAFE's Budget for FY 2022-23, providing that there shall be no increase in the overall budget without prior approval of SAFE; and be it further

RESOLVED, that SAFE's Executive Director, or the responsible staff person designated by the Executive Director, shall submit written requests to the Operations Committee for approval of consultants, professional services, and expenditures authorized in the SAFE Budget for 2022-23; and be it further

RESOLVED, that SAFE's Executive Director and Chief Financial Officer are authorized to carry over and re-budget all grants, contracts and funds properly budgeted in the prior fiscal year for which expenditures were budgeted and encumbered and which will take place in FY 2022-23; and be it further

RESOLVED, that SAFE'S Executive Director and Chief Financial Officer are directed to restrict and reserve funds for year-end encumbrances, fixed assets, operating and capital transfers included in the adopted budget, pension liabilities as well as an operating reserve equivalent to six months operating revenue and except for items included in the adopted budget, no use of the reserve is authorized without approval of SAFE; and be it further

RESOLVED, SAFE authorizes the use of SAFE funds for cash flow purposes as an advance on authorized expenditures until the expenditure has been reimbursed; and be it further

RESOLVED, that SAFE's Executive Director, or the responsible staff person designated by the Executive Director, shall furnish the Operations Committee with a quarterly financial report to reflect budgeted and actual income, expenditures, obligations for professional and consultant services and such other information and data as may be requested by the Operations Committee.

METROPOLITAN TRANSPORTATION
COMMISSION SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS

_____

Alfredo Pedroza, Chair

The above resolution was entered into by
the Metropolitan Transportation Commission
Service Authority for Freeways and Expressways

at a regular meeting of the Authority held in San Francisco, California and at other remote locations, on June 24, 2022.

Date: June 24, 2022
W.I.: 6031, 6032
Referred by: Operations
Attachment A
SAFE Resolution No. 69

FY 2022-23 SAFE Budget

SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FY 2022-23 OPERATING AND CAPITAL BUDGET

SAFE RESOLUTION NO. 69

ATTACHMENT A

Date: June 10, 2022

SAFE: WI 6031, 6032

REVENUE AND EXPENSE SUMMARY

OPERATING REVENUE/EXPENSE	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)
Freeway Assist Program	$4,275,525	$6,613,940	$6,854,000	3.6%	$240,060
Freeway Service Patrol	$7,183,784	$14,829,237	$14,492,000	-2.3%	($337,237)
Subtotal Operating Revenue	**$11,459,309**	**$21,443,177**	**$21,346,000**	-0.5%	**($97,177)**
Freeway Assist Program	$1,236,987	$3,055,766	$2,983,137	-2.4%	($72,629)
Freeway Service Patrol	$9,732,855	$18,756,762	$18,869,986	0.6%	$113,224
Subtotal Operating Expense	**$10,969,842**	**$21,812,528**	**$21,853,124**	0.2%	**$40,596**
Operating Surplus (Shortfall) before Transfer	**$489,467**	**($369,351)**	**($507,124)**	37.3%	($137,773)
Transfers Out	$1,830,448	$1,550,000	$0	-100.0%	($1,550,000)
Total Operating Surplus (Shortfall)	**($1,340,981)**	**($1,919,351)**	**($507,124)**	-73.6%	$1,412,227
Transfer In from Reserve	**$0**	**$1,919,351**	**$507,124**	-73.6%	($1,412,227)

REVENUE DETAIL

OPERATING REVENUE

FREEWAY ASSIST PROGRAM REVENUE	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
DMV (Annual Vehicle Registration Fees)	$4,272,760	$6,609,940	$6,850,000	3.6%	$240,060	A
DMV Planned Additional (from Reserve)	$0	$0	$0	0.0%	$0	B
Interest	$2,765	$4,000	$4,000	0.0%	$0	C
Other Revenue	$0	$0	$0	0.0%	$0	D
Subtotal: Freeway Assist Program Revenue	**$4,275,525**	**$6,613,940**	**$6,854,000**	3.6%	**$240,060**	
Freeway Service Patrol REVENUE						
State Local Assistance Program (LAP)	$4,217,445	$7,629,237	$7,970,600	4.5%	$341,363	E
Road Repair & Accountability Act (SB 1)	$2,966,339	$7,200,000	$6,521,400	-9.4%	($678,600)	F
Subtotal: Freeway Service Patrol Revenue	**$7,183,784**	**$14,829,237**	**$14,492,000**	-2.3%	($337,237)	
Total Operating Revenue	**$11,459,309**	**$21,443,177**	**$21,346,000**	-0.5%	**($97,177)**	

EXPENSE DETAIL

OPERATING EXPENSE

I. SALARIES AND BENEFITS EXPENSE

FREEWAY ASSIST PROGRAM	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
Salaries and Benefits	$312,274	$611,456	$571,825	-6.5%	($39,631)	
Temporary Assistance	$0	$22,672	$0	-100.0%	($22,672)	
Freeway Assist overhead	$148,955	$306,096	$285,912	-6.6%	($20,184)	L3
Freeway Assist Program Subtotal	**$461,229**	**$940,224**	**$857,737**	-8.8%	**-$62,303**	
FREEWAY SERVICE PATROL						
Salaries and Benefits	$342,716	$579,259	$399,099	-31.1%	($180,160)	
Freeway Service Patrol Overhead	$163,475	$289,978	$199,550	-31.2%	($90,428)	L10
Freeway Service Patrol Subtotal	**$506,191**	**$869,237**	**$598,649**	-31.1%	**-$180,160**	
Total Salaries and Benefits	**$967,420**	**$1,809,461**	**$1,456,386**	-19.5%	**-$242,463**	

II. GENERAL OPERATIONS EXPENSE

FREEWAY ASSIST PROGRAM	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
Office Operations (meals, postage, printing)	$0	$14,000	$11,000	-21.4%	($3,000)	L1
Travel/Training	$1,285	$11,000	$22,000	100.0%	$11,000	L2
Data Security Improvements/HW Transition	$0	$50,000	$65,000	30.0%	$15,000	L4
Legislative advocacy	$0	$50,000	$50,000	100.0%	$0	L5
Professional Memberships	$6,452	$9,800	$9,800	0.0%	$0	L6
Insurance	$62,832	$51,525	$104,459	102.7%	$52,934	L7
Audit/Accounting	$46,935	$69,000	$65,500	-5.1%	($3,500)	L8
Prior Year Enc	$0	$0	$0	0.0%	$0	
Freeway Assist Program Subtotal w/o Depreciation	**$117,504**	**$255,325**	**$327,759**	28.4%	**$72,434**	
FREEWAY SERVICE PATROL						
Travel/Training	$182	$11,000	$11,000	0.0%	$0	L9
Insurance	$62,832	$51,525	$104,459	102.7%	$52,934	L11
Freeway Service Patrol Subtotal w/o Depreciation	**$63,013**	**$62,525**	**$115,459**	84.7%	**$52,934**	
Total General Operations w/o Depreciation	**$180,517**	**$317,850**	**$443,217**	39.4%	**$125,367**	
FREEWAY ASSIST PROGRAM						
Office depreciation	$70,264	$155,217	$140,528	-9.5%	($14,689)	L12
FREEWAY SERVICE PATROL						
Office depreciation	$2,939	$0	$5,878	0.0%	$5,878	L13
Freeway Assist Program Subtotal with Depreciation	**$187,768**	**$410,542**	**$468,287**	14.1%	**$57,745**	
Freeway Service Patrol Subtotal with Depreciation	**$65,952**	**$62,525**	**$121,337**	94.1%	**$58,812**	
Total General Operations with Depreciation	**$253,720**	**$473,067**	**$589,624**	24.6%	**$116,557**	

II. PROJECT CONSULTANT SERVICES EXPENSE

FREEWAY ASSIST PROGRAM	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
Transportation Asset-EOC Platform (STIR project)	$50,000	$100,000	$125,000	25.0%	$25,000	L14
Emergency Management	$83,570	$400,000	$400,000	0.0%	$0	L15
Connected Bay Area Strategic Plan	$0	$150,000	$150,000	100.0%	$0	L16
Consultant (Other)	$0	$5,000	$103,614	1972.3%	$98,614	L17
Freeway Assist Program Subtotal	**$133,570**	**$655,000**	**$778,614**	18.9%	**$123,614**	
FREEWAY SERVICE PATROL						
Information/Data Management	$69,365	$100,000	$100,000	0.0%	$0	L18
Consultant (Other)	$0	$5,000	$25,000	400.0%	$20,000	L19
Freeway Service Patrol Subtotal	**$69,365**	**$105,000**	**$125,000**	19.0%	**$20,000**	
Total Consultant Expense	**$202,935**	**$760,000**	**$903,614**	18.9%	**$143,614**	

II. PROJECT OPERATING CONTRACTS EXPENSE

FREEWAY ASSIST PROGRAM	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
CHP Administrative Services	$0	$0	$0	0.0%	$0	L20
Freeway Assist Telecommunication Services	$100,626	$150,000	$143,500	-4.3%	($6,500)	L21
Call Box Repairs/Maintenance/Vandalism	$251,636	$300,000	$270,000	-10.0%	($30,000)	L22
Private Call Center	$21,744	$65,000	$70,000	7.7%	$5,000	L23
Incident Management Program	$63,750	$225,000	$235,000	4.4%	$10,000	L24
Marketing/Incentives	$0	$60,000	$0	-100.0%	($60,000)	L25
SAFETY Corridor Programs (SAFE on 17)	$16,665	$100,000	$100,000	0.0%	$0	L26
Emergency Operations Telecommunications	$0	$150,000	$60,000	-60.0%	($90,000)	L27
Freeway Assist Operations	$0	$0	$0	0.0%	$0	
Freeway Assist Program Subtotal	**$454,420**	**$1,050,000**	**$878,500**	-16.3%	**-$171,500**	

	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Increase/(Decrease)	Change $ Increase/(Decrease)	
FREEWAY SERVICE PATROL						
Freeway Service Patrol Tow Service	$8,979,730	$17,200,000	$17,700,000	2.9%	$500,000	L28
CHP Funding Agreement	$0	$215,000	$10,000	-95.3%	($205,000)	L29
In-vehicle Maintenance	$23,804	$85,000	$70,000	-17.6%	($15,000)	L30
Freeway Service Patrol Telecommunication Services	$58,296	$135,000	$130,000	-3.7%	($5,000)	L31
Equipment Replacement (hardware & warranties)	$2,076	$20,000	$20,000	0.0%	$0	L32
System Improvement (software & website)	$14,871	$15,000	$35,000	133.3%	$20,000	L33
Freeway Service Patrol General Operations	$12,569	$50,000	$60,000	20.0%	$10,000	L34
Freeway Service Patrol Subtotal	**$9,091,347**	**$17,720,000**	**$18,025,000**	1.7%	**$305,000**	
Total Operating Contracts Expense	**$9,545,767**	**$18,770,000**	**$18,903,500**	0.7%	**$133,500**	
Freeway Assist Program Operating Expense	**$1,236,987**	**$3,055,766**	**$2,983,137**	-2.4%	**-$52,445**	
Freeway Service Patrol Operating Expense	**$9,732,855**	**$18,756,762**	**$18,869,986**	0.6%	**$203,652**	
Total Operating Expense	**$10,969,842**	**$21,812,528**	**$21,853,124**	0.2%	**$151,207**	
TRANSFERS OUT						
Transfers Out to MTC						
MTC (1161, Bay Area Regional Architecture)		$0	$0	0.0%	$0	
MTC (1223, Transportation Management Systems)		$0	$0	0.0%	$0	
MTC (1224, Regional Travel Info Systems)		$50,000	$0	-100.0%	($50,000)	
MTC (1235, Incident Management)		$0	$0	0.0%	$0	
MTC (1239 Regional Mobility Technology Program)		$0	$0	100.0%	$0	L35
MTC (1237, I-880 Corridor Operations)		$0	$0	100.0%	$0	L35
Total Transfers Out to MTC Op. Budget	**$330,448**	**$50,000**	**$0**	-100.0%	**($50,000)**	L35
Transfer Out to SAFE Capital	**$1,500,000**	**$1,500,000**	**$0**	100%	**($1,500,000)**	L36
Total Transfers Out	**$1,830,448**	**$1,550,000**	**$0**	-100.0%	**-$1,550,000**	
Total Expense and Transfers	**$12,800,290**	**$23,362,528**	**$21,853,124**	-6.5%	**-$1,509,404**	

SAFE CAPITAL PROGRAM
Fiscal Year 2022-23

SAFE Resolution No. 69

		Life to Date thru FY 2021-22	FY 2022-23 SAFE RESOLUTION 69	Life to Date thru FY 2022-23
Program	**Funding Source**	**Budget**	**Budget**	**Budget**
6306 FSP Data-AVL				
	SAFE	2,270,000	0	2,270,000
	STBG	1,556,260	0	1,556,260
		3,826,260	**0**	**3,826,260**
6314 CBX Site Improvement				
	SAFE	2,744,331	0	2,744,331
		2,744,331	**0**	**2,744,331**
6320 Emergency/Major Incidents Program				
	SAFE	1,000,000	0	1,000,000
		1,000,000	**0**	**1,000,000**
6321 Incident Management Capital Program				
	SAFE	1,000,000	0	1,000,000
		1,000,000	**0**	**1,000,000**
6322 NEW Connected Bay Area Capital Program				
	SAFE	500,000	0	500,000
		500,000	**0**	**500,000**
Total		**$9,070,591**	**$0**	**$9,070,591**

MTC SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS (SAFE)
Proposed FY 2022-23 Budget

SAFE Resolution No. 69

JUNE 10, 2022

SAFE FY 2022-23 Operating Budget

Operations

- Freeway Assist Program (FAP) provides callbox services
- Freeway Service Patrol (FSP) for vehicle towing services

Revenue $21.3M, down 0.5%

Expense $21.8M, down 0.1%

Operating deficit $507 thousand

- covered by a transfer from $21.8M reserve with $18.0M undesignated available for both operating and capital programs

REVENUE AND EXPENSE SUMMARY

OPERATING REVENUE/EXPENSE	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Inc./(Dec.)	Change $ Inc./(Dec.)
Freeway Assist Program	$4,275,525	$6,613,940	$6,854,000	3.6%	$240,060
Freeway Service Patrol	$7,183,784	$14,829,237	$14,492,000	-2.3%	($337,237)
Subtotal Operating Revenue	**$11,459,309**	**$21,443,177**	**$21,346,000**	-0.5%	**($97,177)**
Freeway Assist Program	$1,236,987	$3,055,766	$2,983,137	-2.4%	($72,629)
Freeway Service Patrol	$9,732,855	$18,756,762	$18,869,986	0.6%	$113,224
Subtotal Operating Expense	**$10,969,842**	**$21,812,528**	**$21,853,124**	0.2%	**$40,596**
Operating Surplus (Shortfall) before Transfer	**$489,467**	**($369,351)**	**($507,124)**	37.3%	($137,773)
Transfers Out	$1,830,448	$1,550,000	$0	-100.0%	($1,550,000)
Total Operating Surplus (Shortfall)	**($1,340,981)**	**($1,919,351)**	**($507,124)**	-73.6%	$1,412,227
Transfer In from Reserve	**$0**	**$1,919,351**	**$507,124**	-73.6%	($1,412,227)

SAFE OPERATING REVENUE

- Total operating revenue $21.3M
- Revenue sources
  - DMV fees (FAP) increase
  - State LAP (FSP) increase
  - SB1 (FSP) lesser allocation

REVENUE DETAIL

OPERATING REVENUE FREEWAY ASSIST PROGRAM REVENUE	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Inc./(Dec.)
DMV (Annual Vehicle Registration Fees)	$4,272,760	$6,609,940	$6,850,000	3.6%
Interest	$2,765	$4,000	$4,000	0.0%
Subtotal: Freeway Assist Program Revenue	**$4,275,525**	**$6,613,940**	**$6,854,000**	3.6%
Freeway Service Patrol REVENUE				
State Local Assistance Program (LAP)	$4,217,445	$7,629,237	$7,970,600	4.5%
Road Repair & Accountability Act (SB 1)	$2,966,339	$7,200,000	$6,521,400	-9.4%
Subtotal: Freeway Service Patrol Revenue	**$7,183,784**	**$14,829,237**	**$14,492,000**	-2.3%
Total Operating Revenue	**$11,459,309**	**$21,443,177**	**$21,346,000**	-0.5%

SAFE Operating Expense

Total operating expense $21.8M

- - Salaries & Benefits down for one project staff moved to another fund
- - General Ops increased due to insurance for cybersecurity
- - Anticipated additional consulting services both for FAP and FSP
- - Decreased callbox maintenance and marketing for FAP
- - Increased FSP towing contract increases with traffic increase

EXPENSE DETAIL

OPERATING EXPENSE DETAIL	Actual as of 2/28/2022	FY 2021-22 Budget	FY 2022-23 Draft	Change % Inc./(Dec.)	Change $ Inc./(Dec.)
I. SALARIES AND BENEFITS	**$967,420**	**$1,809,461**	**$1,456,386**	-19.5%	**-$242,463**
FAP	$461,229	$940,224	$857,737	-8.8%	-$62,303
FSP	$506,191	$869,237	$598,649	-31.1%	-$180,160
II. GENERAL OPERATIONS	**$180,517**	**$317,850**	**$443,217**	39.4%	**$125,367**
FAP	$117,504	$255,325	$327,759	28.4%	$72,434
FSP	$63,013	$62,525	$115,459	84.7%	$52,934
II. PROJECT CONSULTANT SERVICES	**$202,935**	**$760,000**	**$903,614**	18.9%	**$143,614**
FAP	$133,570	$655,000	$778,614	18.9%	$123,614
FSP	$69,365	$105,000	$125,000	19.0%	$20,000
II. PROJECT OPERATING CONTRACTS	**$9,545,767**	**$18,770,000**	**$18,903,500**	0.7%	**$133,500**
FAP	$454,420	$1,050,000	$878,500	-16.3%	-$171,500
FSP	$9,091,347	$17,720,000	$18,025,000	1.7%	$305,000
Total FAP	**$1,236,987**	**$3,055,766**	**$2,983,137**	-2.4%	**-$52,445**
Total FSP	**$9,732,855**	**$18,756,762**	**$18,869,986**	0.6%	**$203,652**
Total Operating Expense	**$10,969,842**	**$21,812,528**	**$21,853,124**	0.2%	**$151,207**

SAFE Capital Program

- Life to Date Capital Budget
  $ 9.1 million
- No new projects

Program	Funding Source	Life to Date thru FY 2021-22 Budget	FY 2022-23 SAFE RESO 69 Budget	Life to Date thru FY 2022-23 Budget
6306 FSP Data-AVL				
	CMAQ	0	0	0
	SAFE	2,270,000	0	2,270,000
	STBG	1,556,260	0	1,556,260
		3,826,260	**0**	**3,826,260**
6314 CBX Site Improvement				
	SAFE	2,744,331	0	2,744,331
		2,744,331	**0**	**2,744,331**
6320 Emergency/Major Incidents Program				
	SAFE	1,000,000	0	1,000,000
		1,000,000	**0**	**1,000,000**
6321 Incident Management Capital Program				
	SAFE	1,000,000	0	1,000,000
		1,000,000	**0**	**1,000,000**
6322 NEW Connected Bay Area Capital Program				
	SAFE	500,000	0	500,000
		500,000	**0**	**500,000**
		0	**0**	**0**
Total		**$9,070,591**	**$0**	**$9,070,591**

MTC SAFE Resolution No. 69

- Authorization to administer the MTC SAFE FY 2022-23 Budget
  - Adjustments within line-items but no overall increase to FY 2022-23 Budget without SAFE approval
  - Delegates contract and administrative approval to Operations Committee
  - Authorizes carryover and re-budgeting of all grants, contract and funds not completed during FY 2021
  - Designates reserves for budget, year-end expenses and operating reserve

FY 2022-23 Reserves (in thousands):

• Year-end Encumbrance	$	500
• Fixed Assets		250
• Operating reserve		10,673

Total Designations/Restricted	$	11,423
Unrestricted		9,527

Total Fund Balance	$	20,951