

- 2c.** [19-0030](#) Consultant Panel: On-Call Project/Program Management and Strategic Advisor Cycle 1: (Advanced Mobility Group, AECOM Technical Services, Inc., Atkins North America, Inc., BayPac Consult Inc., Carlton Haack Consulting, Gannett Fleming, Gray-Bowen-Scott, IBI Group, Iteris, Inc., Jacobs Engineering Group, Inc., Kimley-Horn and Associates, Inc., Mott MacDonald, T.Y. Lin International, WSP USA Inc.)

Action: Committee Approval

Presenter: Kevin Chen

Attachments: [2c ProjectManagement Bench.pdf](#)

- 2d.** [19-0031](#) Clipper® Bank Account Cash Management: Transfer of \$1,460,000 from Clipper Float Account to MTC to Fund Clipper Program Operating Costs

Action: Committee Approval

Presenter: David Weir

Attachments: [2d Float Cash Distribution.pdf](#)

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, March 8, 2019 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

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

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 19-0028 **Version:** 1 **Name:**
Type: Minutes **Status:** Consent
File created: 1/2/2019 **In control:** Operations Committee
On agenda: 2/8/2019 **Final action:**
Title: Minutes of the January 11, 2019 Meeting
Sponsors:
Indexes:
Code sections:
Attachments: [2a_OPS Minutes_Jan 2019.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Minutes of the January 11, 2019 Meeting

Recommended Action:
Committee Approval

Attachments:



Metropolitan Transportation Commission

Meeting Minutes - Draft

Operations Committee

Committee Members:

Dave Cortese, Chair Julie Pierce, Vice Chair

*Alicia Aguirre, Damon Connolly, Anne Halsted,
Sam Liccardo, Jim Spering*

Non-Voting Members: Tom Azumbrado, Dorene M. Giacomini

Agenda Item 2a

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

Friday, January 11, 2019

9:35 AM

Board Room - 1st Floor

1. Roll Call / Confirm Quorum

Present: 6 - Vice Chair Pierce, Commissioner Aguirre, Commissioner Connolly, Commissioner Halsted, Commissioner Spering and Chair Cortese

Absent: 1 - Commissioner Liccardo

Non-Voting Member Present: Commissioner Giacomini

Non-Voting Member Absent: Commissioner Azumbrado

Ex Officio Voting Members Present: Commission Chair Mackenzie and
Commission Vice Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Dutra-Vernaci and Commissioner Worth

2. Consent Calendar

Approval of the Consent Calendar

**Upon the motion by Vice Chair Pierce and second by Commissioner Halsted, the
Consent Calendar was approved by the following vote:**

Aye: 6 - Vice Chair Pierce, Commissioner Aguirre, Commissioner Connolly, Commissioner Halsted, Commissioner Spering and Chair Cortese

Absent: 1 - Commissioner Liccardo

2a. [18-1087](#) Minutes of the December 14, 2018 Meeting

Action: Committee Approval

Attachments: [2a OPS Minutes_Dec 2018.pdf](#)

3. Approval

- 3a. [18-0771](#) Contract Amendment - Mapping and Wayfinding Design Services: City ID LLC (\$950,000)

Contract amendment to test regional mapping prototypes.

Action: Committee Approval

Presenter: Shauna Callow and Jay Stagi

Attachments: [3a_Reg_Map_CityID_Amendment.pdf](#)

Aaron Priven of AC Transit was called to speak.

Upon the motion by Commissioner Spering and second by Commissioner Halsted, the Contract Amendment - Mapping and Wayfinding Design Services: City ID LLC (\$950,000) was approved. The motion carried by the following vote:

Aye: 6 - Vice Chair Pierce, Commissioner Aguirre, Commissioner Connolly, Commissioner Halsted, Commissioner Spering and Chair Cortese

Absent: 1 - Commissioner Liccardo

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, February 8, 2019 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 19-0029 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 1/2/2019 **In control:** Operations Committee

On agenda: 2/8/2019 **Final action:**

Title: Second Quarter MTC Service Authority for Freeways and Expressways (SAFE) Financial Statements December 2018

Sponsors:

Indexes:

Code sections:

Attachments: [2b 2nd Qtr SAFE Financial Statements FY19.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Second Quarter MTC Service Authority for Freeways and Expressways (SAFE) Financial Statements
December 2018

Presenter:
Sonia Elsonbaty

Recommended Action:
Information

Attachments:



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2b

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Operations Committee

DATE: February 1, 2019

FR: Executive Director

W.I.: 1231

RE: Second Quarter MTC Service Authority for Freeways and Expressways (SAFE) Financial Statements December 2018

Attached are the MTC SAFE financial statements for the second quarter ended December 31, 2018.

SAFE Program

Total revenues of \$3.5 million are above budget at 54%, compared to 50% of the expired budget year. The additional revenues are the result of more vehicle registration fees collected and higher interest earned during the second quarter. Total DMV registration fees collected for the six month period are \$3.3 million which makes up 94% of total revenues for the program.

Year-to-date expenses of \$823,367 for the SAFE Program are 27% below budget. Activities will ramp up later in the year as services are rendered for the encumbered contracts.

Freeway Service Patrol (FSP) Program

Total expenses for the second quarter at \$4.5 million are 32% of the expenses budget for the FSP Program. Out of the \$9.5 million budget balance, 74% is encumbered for various service contracts. Activities are expected to ramp up later in the year as services are rendered for those encumbered contracts.

Tow related expenses are \$4.2 million as of the end of the second quarter, which is 91% of the total reported expenditure.

Capital Programs

The total life-to-date budget for the Capital Programs is \$21 million. As of the end of the second quarter of FY 2018-19, life-to-date expenses for those programs plus encumbrances total \$13 million.

If you have any questions about this report, please contact Brian Mayhew at (415) 778-6730.



Steve Heminger

Attachment:

- Attachment A: MTC Service Authority for Freeways and Expressways (SAFE) Financial Statements as of December 2018

SH: se

J:\COMMITTEE\Operations\2019 Operations Comm Packet\02_OPS_Feb_2019\2b_1_1st Qtr SAFE Financial Statements FY19.docx

MTC Service Authority for Freeways and Expressways
Operating Budget
As of December 2018

	1	2	3	4	5	6
	FY 2018-19 Budget	Actual YTD	Budget Balance Over/(Under)	% of Budget	% of Budget year Expired	Encumbrances
<u>SAFE Program</u>						
REVENUE:						
Vehicle Registration Fees	6,500,000	3,315,361	(3,184,639)	51.0%	50.0%	-
Interest Income	9,000	224,450	215,450	2493.9%	50.0%	-
Total Revenue	6,509,000	3,539,811	(2,969,189)	54.4%	50.0%	-
EXPENSE:						
Salaries and Benefits	656,500	229,338	(427,162)	34.9%	50.0%	-
General Operations	1,119,163	374,546	(744,617)	33.5%	50.0%	41,889
Consultant Services	510,000	11,462	(498,538)	2.2%	50.0%	9,271
Callbox Operating Expense	805,000	208,021	(596,979)	25.8%	50.0%	374,254
Total Expense	3,090,663	823,367	(2,267,296)	26.6%	50.0%	425,414
OPERATING/CAPITAL TRANSFERS In (Out):						
MTC	(880,000)	(30,478)	(849,522)	3.5%	50.0%	-
FSP	(2,479,603)	(793,950)	(1,685,653)	32.0%	50.0%	-
Capital	(330,730)	(330,730)	-	100.0%	50.0%	-
MTC - Unfunded PERS Liability	(1,000,000)	(1,000,000)	-	100.0%	50.0%	-
Express Lanes Capital	(3,000,000)	-	(3,000,000)	0.0%	50.0%	-
Operating Reserve	4,271,996	(561,286)	4,833,282	-13.1%	50.0%	-
Total Transfers	(3,418,337)	(2,716,444)	(701,893)	79.5%	50.0%	-
NET Operating Revenue (Exp)	-	-	-			
	1	2	3	4	5	6
	FY 2018-19 Budget	Actual YTD	Budget Balance Over/(Under)	% of Budget (col 2/1)	% of Budget year Expired	Encumbrances
<u>FSP Program</u>						
REVENUE:						
Local Assistance Program (LAP)	4,000,000	640,370	(3,359,630)	16.0%	50.0%	
Surface Transportation Program (STP)	2,800,000	2,037,401	(762,599)	72.8%	50.0%	
SB1	4,700,000	1,076,038	(3,623,962)	22.9%	50.0%	
Traffic Mitigation Program	100,000	-	(100,000)	0.0%	50.0%	
Total Revenue	11,600,000	3,753,809	(7,846,191)	32.4%	50.0%	
EXPENSE:						
Salaries and Benefits	329,500	137,818	(191,682)	41.8%	50.0%	-
General Operations	228,650	126,050	(102,600)	55.1%	50.0%	204
Consultant Services	150,000	36,326	(113,674)	24.2%	50.0%	63,674
Freeway Serv Operating Expense	1,371,453	64,653	(1,306,800)	4.7%	50.0%	140,039
FSP Tow Beat Expense	12,000,000	4,182,912	(7,817,088)	34.9%	50.0%	6,854,513
Total Expense	14,079,603	4,547,759	(9,531,844)	32.3%	50.0%	7,058,430
TRANSFERS In (Out):						
Transfers from Callbox	2,479,603	793,950	(1,685,653)	32.0%	50.0%	-
Total Transfers	2,479,603	793,950	(1,685,653)	32.0%	50.0%	-
Ending Balance	-	-	-			

MTC Service Authority for Freeways and Expressways
Capital Budget
As of December 2018

	1	2	3	4	5
<u>Capital Program</u>	LTD Budget			Project Balance	Actual LTD
	Thru FY 2018-19	Actual LTD	Encumbrance	LTD	plus Encumb
<u>Active Programs</u>					
REVENUE:					
1. CMAQ	6,959,731	6,873,991	-	85,740	6,873,991
2. STP	1,470,520	1,102,665	-	367,855	1,102,665
Total Revenue	8,430,251	7,976,656	-	453,595	7,976,656
EXPENSE:					
6303-Bay Area Camera Upgrade	9,464,583	8,903,108	70,672	490,803	8,973,780
6306-Data - AVL telecom system update	3,842,000	2,335,742	63,471	1,442,787	2,399,213
6314-Callbox Site Mitigation	1,844,331	1,373,812	76,359	394,160	1,450,171
6318-Connected Vehicles & Telematic	2,500,000	-	-	2,500,000	-
6319-Active OPS Mgt Program	3,200,000	268,856	-	2,931,144	268,856
Total Expense	20,850,914	12,881,518	210,502	7,758,894	13,092,020
TRANSFERS In/(Out):					
SAFE	12,420,663	12,420,663	-	-	12,420,663
Total Transfer In/(Out)	12,420,663	12,420,663	-	-	12,420,663
Ending Balance	-	7,515,801	(210,502)	-	7,305,300

Total Air Counties

Month	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Jul	\$580,000	\$570,000	\$570,000	\$570,000	\$570,000	\$570,000
Aug	\$540,000	\$530,000	\$530,000	\$530,000	\$530,000	\$590,000
Sept	\$500,000	\$520,000	\$520,000	\$520,000	\$520,000	\$550,000
Oct	\$480,000	\$490,000	\$490,000	\$490,000	\$490,000	\$570,000
Nov	\$430,000	\$440,000	\$440,000	\$440,000	\$440,000	\$500,000
Dec	\$520,000	\$510,000	\$510,000	\$510,000	\$510,000	\$530,000
Jan	\$540,000	\$530,000	\$530,000	\$530,000	\$530,000	\$550,000
Feb	\$510,000	\$520,000	\$520,000	\$520,000	\$520,000	\$540,000
Mar	\$590,000	\$580,000	\$580,000	\$580,000	\$580,000	\$610,000
Apr	\$560,000	\$570,000	\$570,000	\$570,000	\$570,000	\$580,000
May	\$550,000	\$540,000	\$540,000	\$540,000	\$540,000	\$620,000
Jun	\$450,000	\$580,000	\$580,000	\$580,000	\$580,000	\$600,000

The chart displays monthly revenue data for six fiscal years (FY 14 to FY 19). The Y-axis represents revenue in thousands, ranging from \$0 to \$8,000. The X-axis shows the months from July to June. A red trend line is overlaid on the bars, indicating a steady increase in revenue over the period. The legend on the right identifies the colors for each fiscal year: FY 14 (dark purple), FY 15 (light purple), FY 16 (yellow), FY 17 (blue), FY 18 (orange), and FY 19 (light orange).

Month	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Jul	600	600	600	600	600	600
Aug	1100	1100	1100	1100	1100	1100
Sept	1600	1600	1600	1600	1600	1600
Oct	2100	2100	2100	2100	2100	2100
Nov	2600	2600	2600	2600	2600	2600
Dec	3100	3100	3100	3100	3100	3100
Jan	3600	3600	3600	3600	3600	3600
Feb	4100	4100	4100	4100	4100	4100
Mar	4600	4600	4600	4600	4600	4600
Apr	5100	5100	5100	5100	5100	5100
May	5600	5600	5600	5600	5600	5600
Jun	6100	6100	6100	6100	6100	6100

PURCHASE ORDERS EXECUTED BY EXECUTIVE DIRECTOR

\$2,500 - \$200,000	Oct - Dec'18
----------------------------	---------------------

Crystal Communication	7,000.00
<i>Communication Service</i>	



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 19-0030 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 1/2/2019 **In control:** Operations Committee

On agenda: 2/8/2019 **Final action:**

Title: Consultant Panel: On-Call Project/Program Management and Strategic Advisor Cycle 1: (Advanced Mobility Group, AECOM Technical Services, Inc., Atkins North America, Inc., BayPac Consult Inc., Carlton Haack Consulting, Gannett Fleming, Gray-Bowen-Scott, IBI Group, Iteris, Inc., Jacobs Engineering Group, Inc., Kimley-Horn and Associates, Inc., Mott MacDonald, T.Y. Lin International, WSP USA Inc.)

Sponsors:

Indexes:

Code sections:

Attachments: [2c ProjectManagement Bench.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

Consultant Panel: On-Call Project/Program Management and Strategic Advisor Cycle 1: (Advanced Mobility Group, AECOM Technical Services, Inc., Atkins North America, Inc., BayPac Consult Inc., Carlton Haack Consulting, Gannett Fleming, Gray-Bowen-Scott, IBI Group, Iteris, Inc., Jacobs Engineering Group, Inc., Kimley-Horn and Associates, Inc., Mott MacDonald, T.Y. Lin International, WSP USA Inc.)

Presenter:

Kevin Chen

Recommended Action:

Committee Approval

Attachments:



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2c
Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Operations Committee

DATE: February 1, 2019

FR: Executive Director

W.I. 1234, 1237, 6840

RE: Consultant Panel: On-Call Project/Program Management and Strategic Advisor Cycle 1:
(Advanced Mobility Group, AECOM Technical Services, Inc., Atkins North America, Inc.,
BayPac Consult Inc., Carlton Haack Consulting, Gannett Fleming, Gray-Bowen-Scott, IBI
Group, Iteris, Inc., Jacobs Engineering Group, Inc., Kimley-Horn and Associates, Inc., Mott
MacDonald, T.Y. Lin International, WSP USA Inc.)

This memorandum requests approval of a pre-qualified panel of consultants to provide On-Call Project/Program Management and Strategic Advisor Services to support the development and implementation of operational efficiency projects for a four-year period ending February 28, 2023, with an option to extend for one additional year.

Procurement Process

On December 12, 2018, MTC issued a Request for Qualifications (RFQ) for On-Call Project/Program Management and Strategic Advisor Services, to support MTC on a range of operational improvement projects for the Design and Project Delivery Section and Field Operations and Asset Management Section. The RFQ permits MTC to add additional funds to the panel as the need arises through future RFQ cycles, and support for other MTC sections and programs within MTC may be added in a future procurement cycle. The RFQ was emailed to 2,166 individuals registered with MTC and posted on MTC's online procurement portal. It was also downloaded by 101 firms.

A total of 19 SOQs were received. Each SOQ was reviewed against the Minimum Qualifications (MQs). The 19 SOQs received were determined to meet the MQs and were then evaluated by a panel comprised of MTC staff (Evaluation Panel).

The Evaluation Panel reviewed each SOQ against the evaluation criteria specified in the RFQ, as listed below.

- | | |
|--|--------|
| 1. Experience and Qualifications of Firms and Proposed Staff | (60%) |
| 2. Reasonableness of Rates | (25%) |
| 3. Written Communication | (15%) |
| | (100%) |

Each criterion was scored with a total possible score of 100.

Based on the results of the evaluation, the Evaluation Panel recommended that 14 of the 19 firms be pre-qualified on the bench, as summarized in Attachment A to this memorandum. All selected firms demonstrated strong project management skills, identified qualified key staff with relevant project experience, and demonstrated an expertise in related consulting services.

Award of a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC's procurement procedures. Attachment A also includes each recommended firm's small business and disadvantaged business enterprise status.

Five firms were deemed, by the review panel, to be not as competitive with respect to the evaluation criteria for the services being sought under this procurement. These five firms are:

- Auriga Corporation
- Clevor Consulting Group Inc.
- KPMG LLP
- PMA Consultants, LLC
- RAM Project Solutions

Recommendation

Staff recommends that this Committee approve the pre-qualified panel of consultants to provide On-Call Project/Program Management and Strategic Advisor services to MTC on an as-needed basis, for a four-year period ending February 28, 2023, with an option to extend for an additional year. Funding will become available in each fiscal year, subject to approval of MTC annual budgets. Staff will return to the Operations Committee for authorization of any contracts exceeding the Executive Director's signature authority.



Steve Heminger

Attachment:

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

SH: kc

J:\COMMITTEE\Operations\2019 Operations Comm Packet\02_OPS_Feb_2019\2c_ProjectManagement_Bench_v4.docx

Small Business Enterprise and
Disadvantaged Business Enterprise Status

				DBE* Firm			SBE** Firm	
	Firm Name	Role on Project	No	Yes	If Yes, List #	No	Yes	If Yes, List #
Prime Consultant	Advanced Mobility Group	TBD			X			X
Prime Consultant	AECOM Technical Services, Inc.	TBD			X			X
Prime Consultant	Atkins North America, Inc.	TBD			X			X
Prime Consultant	BayPac Consult Inc.	TBD	X	42358		X	2004950	
Prime Consultant	Carlton Haack Consulting	TBD			X			X
Prime Consultant	Gannett Fleming, Inc.	TBD			X			X
Prime Consultant	Gray-Bowen-Scott	TBD			X	X	1756291	
Prime Consultant	IBI Group	TBD			X			X
Prime Consultant	Iteris, Inc.	TBD			X			X
Prime Consultant	Jacobs Engineering Group, Inc.	TBD			X			X
Prime Consultant	Kimley-Horn and Associates, Inc.	TBD			X			X
Prime Consultant	Mott MacDonald	TBD			X			X
Prime Consultant	T.Y. Lin International	TBD			X			X
Prime Consultant	WSP USA Inc.	TBD			X			X

*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.:	1234, 1237, 6840
Contractor:	See Attachment A to Executive Director's Memorandum Dated February 1, 2019.
Work Project Title:	On-Call Project/Program Management and Strategic Advisor Services
Purpose of Project:	Provide On-Call Project/Program Management and Strategic Advisor Services to support the development and implementation of operational efficiency projects.
Brief Scope of Work:	Provide project/program management and strategic advisory support to MTC for any phase of a project, including concept development, initial planning, project initiation, project development, project approval and environmental analysis, design, construction support, implementation and operations of the facilities, etc.
Project Cost Not to Exceed:	Project costs will be determined in each contract.
Funding Source:	Varies
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.
Motion by Committee:	That the above-referenced consultants be pre-qualified to enter into contracts with MTC to provide On-Call Project/Program Management and Strategic Advisor Services on an as-needed basis through February 28, 2023, as described above and in the Executive Director's memorandum dated February 1, 2019, with an option to extend contracts for one additional year, subject to applicable contract approval procedures and necessary budget approvals.
Operations Committee:	<hr/> Dave Cortese, Chair
Approved:	Date: February 8, 2019



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	19-0031	Version:	1	Name:	
Type:	Contract	Status:		Consent	
File created:	1/3/2019	In control:		Operations Committee	
On agenda:	2/8/2019	Final action:			
Title:	Clipper® Bank Account Cash Management: Transfer of \$1,460,000 from Clipper Float Account to MTC to Fund Clipper Program Operating Costs				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2d Float Cash Distribution.pdf				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

Clipper® Bank Account Cash Management: Transfer of \$1,460,000 from Clipper Float Account to MTC to Fund Clipper Program Operating Costs

Presenter:

David Weir

Recommended Action:

Committee Approval

Attachments:



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2d
Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Operations Committee

DATE: February 1, 2019

FR: Executive Director

W. I. 1221

RE: Clipper® Bank Account Cash Management: Transfer of \$1,460,000 from Clipper Float Account to MTC to Fund Clipper Program Operating Costs

Background

In its role as the Clipper contracting entity pursuant to the Clipper Program Memorandum of Understanding (MOU) among MTC and the participating Clipper transit agencies, MTC maintains the Clipper Program bank accounts. As of November 30, 2018, the Clipper Program Float Bank Account (Float Account) held nearly \$75 million in stored transit value on nearly 2.8 million patron cards.

When patrons load cash value onto Clipper cards, the Float Account holds those funds until used to ride on a transit operator, sometimes for many years. The Clipper Cardholder License Agreement defines “Inactive Funds” as the cash value balances on Clipper cards not used in the last three years or longer.


In April 2018, this Committee authorized the distribution by MTC’s Chief Financial Officer of \$4 million from the Float Account to MTC to offset Clipper Program operating costs, following an identical authorization by the Clipper Executive Board, the Clipper Program policy-making body established by the MOU. That amount represented 90% of Inactive Funds on unregistered Clipper cards whose last use was prior to December 2014. A 10% reserve, totaling \$400,000, was held in the Float Account to honor any “inactive” unregistered cards that reappeared in the future.

Since the \$4 million distribution, less than one-third of the 10% reserve has been accessed to cover renewed use of cards carrying Inactive Funds by cardholders. Another \$1.8 million in Inactive Funds has accrued on unregistered cards whose last activity was between December 2014 and November 2015. On December 17, 2018 the Clipper Executive Board approved an MTC staff proposal to distribute up to \$1.5 million in Inactive Funds to the FY 18/19 Clipper Operating Budget to help address near-term operating budget shortfalls, withholding \$300,000 to replenish the Inactive Fund reserve to maintain a 10% balance.

Recommendation

Staff recommends that the Operations Committee authorize the Executive Director or designee to distribute \$1.5 million, identified as Inactive Funds, from the Clipper Float Account to MTC to offset Clipper Program operating costs. A 10% reserve will be maintained within the Float Account to cover potential future use of the unregistered cards associated with this distribution.

Staff further recommends that the Operations Committee authorize subsequent annual distributions of Inactive Funds held on unregistered Clipper cards from the Clipper Float Account to MTC to offset Clipper Program operating costs, maintaining a 10% reserve covering all distributions of Inactive Funds, subject to Clipper Executive Board approval.



Steve Heminger

SH:ck

J:\COMMITTEE\Operations\2019 Operations Comm Packet\02_OPS_Feb_2019\2d_Float_Cash_Distribution_v7.docx

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Action

Work Item No.:	320-1221
Work Project Title:	Clipper® Bank Account Cash Management
Purpose of Action:	Transfer \$1,460,000 identified as Inactive Funds from the Clipper Float Account to MTC to offset Clipper Program operating costs
Brief Scope of Work:	MTC to transfer \$1,460,000 from the Clipper Float Account to MTC budget to fund Clipper Program operating costs
Project Cost Not to Exceed:	N/A
Funding Source:	N/A
Fiscal Impact:	Transfers \$1,460,000 in operating funds to the MTC agency budget for Clipper Program operating costs
Motion by Committee:	That the Executive Director or designee is authorized to distribute the \$1,460,000 identified as Inactive Funds from the Clipper Float Account to MTC to offset Clipper Program operating costs, and, subject to Clipper Executive Board approval, to make subsequent annual distributions of Inactive Funds from the Clipper Float Account to offset Clipper Program operating costs, maintaining a 10% reserve covering all distributions of Inactive Funds, as described above and in the Executive Director's memorandum dated February 1, 2019.
Operations Committee:	<hr/> Dave Cortese, Chair
Approved:	Date: February 8, 2019