



Bridges and Tunnels

Committee Work Plan



BRIDGES AND TUNNELS COMMITTEE WORK PLAN

I. RECURRING AGENDA ITEMS

TOPIC

Approval of Minutes
Committee Work Plan
Report on Operations
Safety Report
Financial Report
Procurements
Action Items (if any)

Responsibility

Committee Chair & Members
Committee Chair & Members
Facility Mgt & Tolling Mgt
Env, Health & Safety
MTA Finance
MTA Procurement

II. SPECIFIC AGENDA ITEMS

Responsibility

January 2025

2024 Accomplishments
Approval of 2025 Work Plan

President
Committee Chair & Members

February 2025

2025 Adopted Budget/Financial Plan 2025-2028
2024 B&T Operating Surplus
Operating Performance

MTA Finance
MTA Finance
Facility Mgt

March 2025

Enforcement

President

April 2025

Joint Operating Agencies Committee

May 2025

Final Review of 2024 Year-End Operating
Budget Results
Joint Operating Agencies Committee

MTA Finance

June 2025

Revenue Collection
Operating Performance

Tolling Mgt
Facility Mgt

July 2025

Security & Enforcement
Customer & Employee Safety

Security & Operations
Env, Health & Safety

August 2025

No meeting scheduled

September 2025

2026 Preliminary Budget
2025 Mid-Year Forecast
Operating Performance

MTA Finance
MTA Finance
Facility Mgt

October 2025

Revenue Collection

Tolling Mgt

November 2025

Operating Performance
2026 Proposed Committee Work Plan

Facility Mgt
Committee Chair & Members

December 2025

2026 Approve Committee Work Plan
2026 Proposed Final Budget

Committee Chair & Members
MTA Finance

BRIDGES & TUNNELS COMMITTEE WORK PLAN

Detailed Summary

I. RECURRING

Approval of Minutes

Approval of the official proceedings of the Committee Meeting.

Diversity and Equal Opportunity Report

Summary of B&T workforce numbers, new hires, separations, Employee Resource Group (ERG) events and accomplishments, and complaints. The Diversity and Equal Opportunity Report provides information quarterly and included in the Committee Book.

Financial Report

Summary presentation of the financial indicators for the month, which includes the Balance Sheet for the reported month, Accrual Statement of Operations for the month and year-to-date, variance analysis, traffic volume and ridership information, toll collection rates, and headcount charts. The Financial Report is provided on a one-month lag, except in the month of September, at which time it includes the July and August reports.

Operations Report

Summary of major B&T service indicators, including graphs and tables depicting total traffic for all facilities, average daily traffic by method of payment and vehicle type, traffic by facility, and data on factors that can impact B&T traffic such as weather and gasoline prices. The Report on Operations is provided on a two-month lag, except in September when it includes reports with June and July data.

Procurements

List of procurement action items requiring Board approval. The non-competitive items are listed first, followed by competitive items, and then ratifications. The list will indicate items that require a 2/3 vote and a majority vote of the Board for approval. Procurements are for the current month; in the month of September, the August and September procurements are included.

Staff summary documents presented to the Board for approval for items affecting business standards and practices.

Safety Report

A compilation of key leading and lagging customer and employee safety indicators, including collision rates, employee lost time injury rates, and leading indicators for roadway and fire safety. The Safety Report is provided on a two-month lag, except in September when it includes reports with June and July data.

II. SPECIFIC AGENDA ITEMS

JANUARY 2025

2024 Accomplishments

Summary of accomplishments for 2024.

Approval of Work Plan for 2025

The Committee received a draft work plan for 2025 at the December 2024 meeting. The Committee will be requested to approve the amended work plan for the year.

FEBRUARY 2025

2025 Adopted Budget and February Financial Plan 2025-2028

Present revised 2025 Adopted Budget and Financial Plan which incorporates any changes made by the Board at the December 2024 meeting and any agency technical adjustments is included for information.

2024 B&T Operating Surplus

The Committee will recommend action to the Board.

Operating Performance

Present update on operations, maintenance, and construction.

MARCH 2025

Enforcement

Present an update on enforcement.

APRIL 2025

Joint Operating Agencies Committee

MAY 2025

Final Review of 2024 Year-End Operating Budget Results

The customary review of prior year's budget results and their implications for current and future budget performance will be presented to the Committee. Each Agency will present for inclusion in the agenda materials, and be prepared to answer questions on, a review of its financial performance. The MTA Finance will prepare an overall review also for inclusion in the materials that draws MTA-wide conclusions.

Joint Operating Agencies Committee

JUNE 2025

Operating Performance

Present update on operations, maintenance, and construction.

Revenue Collection

Provide update on collection of revenue, including tolls and fees.

JULY 2025

Security & Enforcement

Present an update on security and enforcement.

Customer & Employee Safety

Present update on safety including customer and employee safety.

AUGUST 2025

No meeting scheduled.

SEPTEMBER 2025

2026 Preliminary Budget

Present highlights of the Preliminary Budget to the Committee. Public comment will be accepted on the 2026 Preliminary Budget.

2025 Mid-Year Budget

Provide the 2024 Mid-Year Forecast financial information for revenue and expense by month.

Operating Performance

Present an update on operations, maintenance, and construction.

OCTOBER 2025

2026 Preliminary Budget

Present highlights of the Preliminary Budget to the Committee. Public comment will be accepted on the 2026 Preliminary Budget.

Revenue Collection

Provide update on collection of revenue, including tolls and fees.

NOVEMBER 2025

Operating Performance

Present an update on operations, maintenance, and construction.

2026 Proposed Committee Work Plan

The Committee Chair will present a draft Bridges and Tunnels Committee Work Plan for 2026 that will address initiatives to be reported throughout the year.

DECEMBER 2025

2026 Approval of Committee Work Plan

The Committee received a draft work plan for 2026 at the November 2025 meeting. The Committee will be requested to approve the amended work plan for the year.

2026 Proposed Final Budget

The Committee will recommend action to the Board.