

**Metropolitan Transportation Commission**  
**Operations Committee**

**June 9, 2023**

**Agenda Item 6a**

**MTC Service Authority for Freeways and Expressways (SAFE) Resolution No. 71 - Fiscal  
Year (FY) 2023-24 Operating and Capital Budgets**

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**Subject:**

Request for Authority approval of SAFE Resolution No. 71 authorizing the FY 2023-24 SAFE Operating and Capital Budgets.

**Background:**

On May 24, 2023, staff presented the draft MTC-SAFE FY 2023-24 Operating and Capital Budgets to the Authority. Staff does not propose any changes from the draft operating and capital budget presented to the Authority. The total operating budget revenue for FY 2023-24 is \$22.1 million, and the total operating budget expense is \$22.9 million. The operating budget is balanced by covering a \$726,000 deficit with a draw from available reserves. There is no additional project funding in the FY 2023-24 SAFE Capital Budget.

SAFE is one of the 21 programs throughout the state of California. SAFE has two separate activities: the Freeway Assist Program (FAP), which provides callbox services on the Bay Area freeways, and the Freeway Service Patrol (FSP), which provides vehicle towing services. SAFE also manages a capital program with five active projects.

**Operating Revenue**

SAFE's FAP revenue is primarily derived from the California Department of Motor Vehicles (DMV) registration fees. FSP is funded by grants from the State Local Assistance Program (LAP) and Senate Bill 1 (SB 1), reimbursing eighty percent of towing and direct program operating expenses. The FSP has no other funding source except for FAP's DMV fees. Major funding sources are listed below (in millions):

	<u>FY 2022-23</u> (in millions)	<u>FY 2023-24</u> (in millions)
FAP - DMV Registration Fees	\$6.85	\$6.89
FSP - LAP	7.97	7.93
FSP - SB 1	6.52	7.14
Interest	--	0.16

The FY 2023-24 SAFE total revenue of \$22.1 million is a marginal 3.6% increase from the prior fiscal year. This indicates that funding sources are relatively steady, particularly the DMV fees. State grant funding is expected to increase slightly due to increased reimbursement for higher towing expenses affected by volatile and rising fuel prices.

**Operating Expense**

Proposed operating expenses for FY 2023-24 are \$22.9 million, 4.5% higher than FY 2022-23. There is a minor reallocation of staff from SAFE to other MTC programs. The main drivers for higher operating expenses are the towing contract increases and higher fuel prices. The California Highway Patrol will also increase its presence beyond peak hours.

Highlights of operating expenses changes include:

<ul style="list-style-type: none"> <li>Salaries &amp; Benefits - MOU increase mitigated by position reallocated out.</li> </ul>	-\$18,200
<ul style="list-style-type: none"> <li>General Operations - Increase in business insurance mitigated by the elimination of budget for depreciation which is a non-cash item.</li> </ul>	-\$114,400
<ul style="list-style-type: none"> <li>Freeway Assist Program Contracts &amp; Consultants - Implementation of new contracts for incident management program and marketing services.</li> </ul>	+\$144,500
<ul style="list-style-type: none"> <li>Freeway Service Patrol Contracts &amp; Consultants - Increase towing contract amounts and related expenses.</li> </ul>	+\$981,000

The SAFE Budget, as proposed will continue the important program of assisting motorists and reducing congestion in the region. However, there is a need to enhance the revenue base of the SAFE programs, especially when FSP towing services are only reimbursed for eighty percent of direct expenses. For the past several years, the SAFE operating budget has been supported by transfers from reserves –these reserves are sufficient to support the program for the next few years. However, their use limits the Authority’s ability to apply the reserves.

**Capital Projects**

There are no new projects for FY 2023-24. The SAFE life-to-date capital budget is \$9.1 million with a remaining balance of \$4.7 million.

**Reserves**

SAFE has a designated reserve of \$20.8 million at the close of FY 2021-22. During FY 2022-23, there is a projected year-end reserve balance of \$20.1 million after covering operating and capital obligations. The FY 2023-24 operating budget and its result project a year-end reserve balance of \$19.4 million. This includes \$11.1 million (six months of operating revenue) designated as operating reserve and \$4.4 million designated for capital projects. The undesignated reserve balance of \$3.4 million can be used to cover future operational requirements. SAFE approval is required for any future changes to the reserve designations.

The current and projected operating and capital reserve position is shown below (in thousands).


Description	FY 2021-22 Actual (in thousands)	FY 2022-23 Budget (in thousands)	FY 2023-24 Budget (in thousands)
Total Reserve for:			
Encumbrances	500	500	500
Fixed Assets	188	250	250
Transfer to MTC/Other	2,302	0	0
Capital Projects	4,400	4,400	4,400
Operating Reserve	0	10,673	11,060
Total Restricted	7,390	15,823	16,210
Unrestricted Balance	13,452	4,513	3,400
Total Reserves	\$20,843	\$20,086	\$19,360

**Recommendations:**

Staff recommends that SAFE Resolution No. 71 authorizing the FY 2023-24 Operating and Capital Budgets be referred to the Authority for approval.

**Attachments:**

- Attachment A: SAFE Resolution No. 71 FY 2023-24 Operating and Capital Budgets
- Attachment B: SAFE FY 2023-24 Operating and Capital Budgets

  
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Andrew B. Fremier

Date: June 28, 2023  
W.I.: 6031, 6032  
Referred by: Operations

ABSTRACT

SAFE Resolution No. 71

This resolution approves the SAFE Operating and Capital Budgets for Fiscal Year (FY) 2023-24 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 9, 2023.

Date: June 28, 2023  
W.I.: 6031, 6032  
Referred by: Operations

RE: Metropolitan Transportation Commission Service Authority for Freeways and Expressways' Operating and Capital Budgets for FY 2023-24

METROPOLITAN TRANSPORTATION COMMISSION  
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

SAFE RESOLUTION NO. 71

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 2023-24; and

WHEREAS, the final draft SAFE budget for FY 2023-24 was reviewed and recommended by the Metropolitan Transportation Commission Regional Network Management Committee (the "Regional Network Management Committee" and formally known as the Operations Committee) for approval; now, therefore, be it

RESOLVED, the SAFE operating and capital budgets for FY 2023-24, 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 2023-24, 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 Regional Network Management Committee the authority to approve all contracts and expenditures in SAFE's Budget for FY 2023-24, 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 Regional Network Management Committee for approval of consultants, professional services, and expenditures authorized in the SAFE Budget for 2023-24; 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 2023-24; 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 Regional Network Management 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 Regional Network Management Committee.

METROPOLITAN TRANSPORTATION  
COMMISSION SERVICE AUTHORITY FOR  
FREEWAYS AND EXPRESSWAYS

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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 28, 2023.



Date: June 28, 2023  
W.I.: 6031, 6032  
Referred by: Operations  
Attachment A  
SAFE Resolution No. 71

FY 2023-24 SAFE Budget

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS  
FY 2023-24 OPERATING BUDGET**

SAFE RESOLUTION N71  
DATE: June 28, 2023  
WORK ITEM: 6031, 6032

<b>REVENUE AND EXPENSE SUMMARY</b>					
<b>OPERATING REVENUE/EXPENSE</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Freeway Assist Program	\$4,390,817	\$6,854,000	\$7,050,000	\$196,000	2.9%
Freeway Service Patrol	\$8,324,632	\$14,492,000	\$15,070,400	\$578,400	4.0%
<b>Subtotal Operating Revenue</b>	<b>\$12,715,449</b>	<b>\$21,346,000</b>	<b>\$22,120,400</b>	<b>\$774,400</b>	<b>3.6%</b>
Freeway Assist Program	\$1,331,906	\$2,983,137	\$2,991,805	\$8,668	0.3%
Freeway Service Patrol	\$11,066,940	\$18,869,986	\$19,854,134	\$984,148	5.2%
<b>Subtotal Operating Expense</b>	<b>\$12,398,846</b>	<b>\$21,853,123</b>	<b>\$22,845,939</b>	<b>\$992,816</b>	<b>4.5%</b>
<b>Operating Surplus (Shortfall) before Transfer</b>	<b>\$316,603</b>	<b>(\$507,123)</b>	<b>(\$725,539)</b>	<b>(\$218,416)</b>	<b>43.1%</b>
Transfers Out	\$0	\$0	\$0	\$0	0.0%
<b>Total Operating Surplus (Shortfall)</b>	<b>\$316,603</b>	<b>(\$507,123)</b>	<b>(\$725,539)</b>	<b>(\$218,416)</b>	<b>43.1%</b>
<b>Transfer In from Reserve</b>	<b>\$0</b>	<b>\$507,123</b>	<b>\$725,539</b>	<b>\$218,416</b>	<b>43.1%</b>

<b>REVENUE DETAIL</b>					
<b>OPERATING REVENUE</b>					
<b>FREEWAY ASSIST PROGRAM REVENUE</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
DMV (Annual Vehicle Registration Fees)	\$4,298,293	\$6,850,000	\$6,890,000	\$40,000	0.6%
Interest	\$92,524	\$4,000	\$160,000	\$156,000	3900.0%
<b>Subtotal: Freeway Assist Program Revenue</b>	<b>\$4,390,817</b>	<b>\$6,854,000</b>	<b>\$7,050,000</b>	<b>\$196,000</b>	<b>2.9%</b>
<b>FREEWAY SERVICE PATROL REVENUE</b>					
State Local Assistance Program (LAP)	\$5,981,623	\$7,970,600	\$7,929,600	(\$41,000)	-0.5%
Road Repair & Accountability Act (SB 1)	\$2,343,009	\$6,521,400	\$7,140,800	\$619,400	9.5%
<b>Subtotal: Freeway Service Patrol Revenue</b>	<b>\$8,324,632</b>	<b>\$14,492,000</b>	<b>\$15,070,400</b>	<b>\$578,400</b>	<b>4.0%</b>
<b>Total Operating Revenue</b>	<b>\$12,715,449</b>	<b>\$21,346,000</b>	<b>\$22,120,400</b>	<b>\$774,400</b>	<b>3.6%</b>

<b>EXPENSE DETAIL</b>					
<b>OPERATING EXPENSE</b>					
<b>I. SALARIES AND BENEFITS EXPENSE</b>					
<b>FREEWAY ASSIST PROGRAM</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Salaries and Benefits	\$402,833	\$607,567	\$600,575	(\$6,992)	-1.2%
Freeway Assist overhead	\$195,978	\$303,783	\$300,288	(\$3,496)	-1.2%
<b>Freeway Assist Program Subtotal</b>	<b>\$598,811</b>	<b>\$911,351</b>	<b>\$900,863</b>	<b>-\$10,488</b>	<b>-1.2%</b>
<b>FREEWAY SERVICE PATROL</b>					
Salaries and Benefits	\$265,813	\$399,099	\$393,928	(\$5,172)	-1.3%
Freeway Service Patrol Overhead	\$129,318	\$199,550	\$196,964	(\$2,586)	-1.3%
<b>Freeway Service Patrol Subtotal</b>	<b>\$395,131</b>	<b>\$598,649</b>	<b>\$590,891</b>	<b>-\$7,758</b>	<b>-1.3%</b>
<b>Total Salaries and Benefits</b>	<b>\$993,942</b>	<b>\$1,510,000</b>	<b>\$1,491,754</b>	<b>(\$18,246)</b>	<b>-1.2%</b>

**II. GENERAL OPERATIONS EXPENSE**

<b>FREEWAY ASSIST PROGRAM</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Office Operations (meals, postage, printing)	\$0	\$11,000	\$11,000	\$0	0.0%
Travel/Training	\$1,659	\$22,000	\$12,000	(\$10,000)	-45.5%
Data Security Improvements/HW Transition	\$48,640	\$65,000	\$72,500	\$7,500	11.5%
Legislative advocacy	\$18,160	\$50,000	\$52,000	\$2,000	100.0%
Professional Memberships	\$6,237	\$9,800	\$12,800	\$3,000	30.6%
Insurance	\$85,556	\$104,459	\$120,243	\$15,784	15.1%
Audit/Accounting	\$47,186	\$65,500	\$62,400	(\$3,100)	-4.7%
<b>Freeway Assist Program Subtotal w/o Depreciation</b>	<b>\$207,438</b>	<b>\$327,759</b>	<b>\$342,943</b>	<b>\$15,184</b>	<b>4.6%</b>

<b>FREEWAY SERVICE PATROL</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Travel/Training	\$5,640	\$11,000	\$12,000	\$1,000	9.1%
Insurance	\$85,556	\$104,459	\$120,243	\$15,784	15.1%
<b>Freeway Service Patrol Subtotal w/o Depreciation</b>	<b>\$91,196</b>	<b>\$115,459</b>	<b>\$132,243</b>	<b>\$16,784</b>	<b>14.5%</b>

<b>Total General Operations w/o Depreciation</b>	<b>\$298,635</b>	<b>\$443,217</b>	<b>\$475,185</b>	<b>\$31,968</b>	<b>7.2%</b>
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<b>FREEWAY ASSIST PROGRAM</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Office depreciation	\$41,446	\$140,528	\$0	(\$140,528)	-100.0%

<b>FREEWAY SERVICE PATROL</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Office depreciation	\$2,939	\$5,878	\$0	(\$5,878)	0.0%

<b>Freeway Assist Program Subtotal with Depreciation</b>	<b>\$248,884</b>	<b>\$468,287</b>	<b>\$342,943</b>	<b>-\$125,344</b>	<b>-26.8%</b>
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<b>Freeway Service Patrol Subtotal with Depreciation</b>	<b>\$94,135</b>	<b>\$121,337</b>	<b>\$132,243</b>	<b>\$10,905</b>	<b>9.0%</b>
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<b>Total General Operations with Depreciation</b>	<b>\$343,020</b>	<b>\$589,624</b>	<b>\$475,185</b>	<b>(\$114,439)</b>	<b>-19.4%</b>
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**II. PROJECT CONSULTANT SERVICES EXPENSE**

<b>FREEWAY ASSIST PROGRAM</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Transportation Asset-EOC Platform (STIR project)	\$75,000	\$125,000	\$150,000	\$25,000	20.0%
Emergency Management	\$0	\$400,000	\$500,000	\$100,000	25.0%
Connected Bay Area Strategic Plan	\$0	\$150,000	\$75,000	(\$75,000)	100.0%
Consultant (Other)	\$0	\$50,000	\$25,000	(\$25,000)	-50.0%
<b>Freeway Assist Program Subtotal</b>	<b>\$75,000</b>	<b>\$725,000</b>	<b>\$750,000</b>	<b>\$25,000</b>	<b>3.4%</b>

<b>FREEWAY SERVICE PATROL</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Information/Data Management	\$61,800	\$100,000	\$100,000	\$0	0.0%
Consultant (Other)	\$3,758	\$25,000	\$25,000	\$0	0.0%

<b>Freeway Service Patrol Subtotal</b>	<b>\$65,558</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$0</b>	<b>0.0%</b>
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<b>Total Consultant Expense</b>	<b>\$140,558</b>	<b>\$850,000</b>	<b>\$875,000</b>	<b>\$25,000</b>	<b>2.9%</b>
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**II. PROJECT OPERATING CONTRACTS EXPENSE**

<b>FREEWAY ASSIST PROGRAM</b>	<b>Actual as of 02/28/2023</b>	<b>FY 2022-23 Approved</b>	<b>FY 2023-24 Draft</b>	<b>Change \$ Increase/(Decrease)</b>	<b>Change % Increase/(Decrease)</b>
Freeway Assist Telecommunication Services	\$48,442	\$143,500	\$133,000	(\$10,500)	-7.3%
Call Box Repairs/Maintenance/Vandalism	\$185,370	\$270,000	\$200,000	(\$70,000)	-25.9%
Private Call Center	\$105,243	\$70,000	\$85,000	\$15,000	21.4%
Incident Management Program	\$35,000	\$235,000	\$375,000	\$140,000	59.6%
Marketing/Incentives	\$0	\$0	\$60,000	\$60,000	0.0%
SAFETY Corridor Programs (SAFE on 17)	\$0	\$100,000	\$100,000	\$0	0.0%
Emergency Operations Telecommunications	\$35,155	\$60,000	\$45,000	(\$15,000)	-25.0%
<b>Freeway Assist Program Subtotal</b>	<b>\$409,210</b>	<b>\$878,500</b>	<b>\$998,000</b>	<b>\$119,500</b>	<b>13.6%</b>

	Actual as of 02/28/2023	FY 2022-23 Approved	FY 2023-24 Draft	Change \$ Increase/(Decrease)	Change % Increase/(Decrease)
<b>FREEWAY SERVICE PATROL</b>					
Freeway Service Patrol Tow Service	\$10,416,927	\$17,700,000	\$18,575,000	\$875,000	4.9%
CHP Funding Agreement	\$0	\$10,000	\$85,000	\$75,000	750.0%
In-vehicle Maintenance	\$8,084	\$70,000	\$70,000	\$0	0.0%
Freeway Service Patrol Telecommunication Services	\$53,550	\$130,000	\$133,000	\$3,000	2.3%
Equipment Replacement (hardware & warranties)	\$1,026	\$20,000	\$20,000	\$0	0.0%
System Improvement (software & website)	\$11,733	\$35,000	\$50,000	\$15,000	42.9%
Freeway Service Patrol General Operations	\$20,796	\$60,000	\$73,000	\$13,000	21.7%
Freeway Service Patrol Subtotal	\$10,512,116	\$18,025,000	\$19,006,000	\$981,000	5.4%
<b>Total Operating Contracts Expense</b>	<b>\$10,921,326</b>	<b>\$18,903,500</b>	<b>\$20,004,000</b>	<b>\$1,100,500</b>	<b>5.8%</b>
Freeway Assist Program Operating Expense	\$1,331,906	\$2,983,137	\$2,991,805	\$8,668	0.3%
Freeway Service Patrol Operating Expense	\$11,066,940	\$18,869,986	\$19,854,134	\$984,148	5.2%
<b>Total Operating Expense</b>	<b>\$12,398,846</b>	<b>\$21,853,123</b>	<b>\$22,845,939</b>	<b>\$992,816</b>	<b>4.5%</b>

SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS  
FISCAL 2023-24 CAPITAL BUDGET

		Life to Date Budget FY 2022-23	FY 2023-24	Life to Date Budget FY 2023-24	Actual Life to Date	Remaining Balance thru February 2023
Program	Funding Source	Budget	Budget	Budget		Budget
<b>6306 FSP Data-AVL</b>						
	SAFE	2,270,000	0	2,270,000	2,270,000	0
	STBG	1,556,260	0	1,556,260	446,729	1,109,531
		<b>3,826,260</b>	<b>0</b>	<b>3,826,260</b>	<b>2,716,729</b>	<b>1,109,531</b>
<b>6314 CBX Site Improvement</b>						
	SAFE	2,744,331	0	2,744,331	1,329,452	1,414,879
		<b>2,744,331</b>	<b>0</b>	<b>2,744,331</b>	<b>1,329,452</b>	<b>1,414,879</b>
<b>6320 Emergency/Major Incidents Program</b>						
	SAFE	1,000,000	0	1,000,000	676,148	323,852
		<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	<b>676,148</b>	<b>323,852</b>
<b>6321 Incident Management Capital Program</b>						
	SAFE	1,000,000	0	1,000,000	0	1,000,000
		<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>
<b>6322 NEW Connected Bay Area Capital Program</b>						
	SAFE	500,000	0	500,000	0	500,000
		<b>500,000</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>Total</b>		<b>\$9,070,591</b>	<b>\$0</b>	<b>\$9,070,591</b>	<b>\$4,722,329</b>	<b>\$4,348,262</b>