

**Metropolitan Transportation Commission
Service Authority for Freeways and Expressways
Operations Committee**

June 12, 2020

Agenda Item 5a

MTC SAFE Resolution No. 66: Fiscal Year 2020-21 Operating and Capital Budget

Background: The MTC SAFE proposed budget for FY 2020-21 is showing an operating deficit of \$363,900 before transfer out. The deficit will be covered with transfer in from available reserve balance which is currently nearly \$14 million.

Operating Revenue

Total operating revenue for FY 2020-21 is \$20.7 million, a slight decrease of \$83,000 or 0.4% from the FY 2019-20 budget. Revenue is maintaining at a similar level as prior year as expenditures are also remaining at a similar level.

Table 1

<u>Operating Revenue</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Budget</u>	<u>FY 2020-21 Budget</u>	<u>Difference</u>
STP	\$2,612,649	\$0	\$0	\$0
DMV Revenue	6,865,827	6,600,000	6,402,000	(198,000)
Interest Income	466,769	400,000	40,000	(360,000)
Local Assistance Program	2,715,826	6,650,000	7,000,000	350,000
SB1	2,916,703	7,000,000	7,225,000	225,000
State of California	0	100,000	0	(100,000)
Total Op. Revenue	<u>\$15,577,774</u>	<u>\$20,750,000</u>	<u>\$20,667,000</u>	<u>(\$83,000)</u>

Operating Expense

The operating budget recommended for FY 2020-21 shows an increase of \$152,140 or 0.7% in comparison to the FY 2019-20 budget (Table 2) due to cost of living increases built into the tow contracts and an increase in tow contingency to address the potential for tow companies going out of business due to the COVID-19 crisis.

Table 2

<u>Expense</u>	<u>FY 2018-19</u> <u>Actual</u>	<u>FY 2019-20</u> <u>Budget</u>	<u>FY 2020-21</u> <u>Budget</u>	<u>Difference</u>
Operating Expense				
Salaries/ Benefits/ Temps	\$810,727	\$965,700	\$861,100	(\$104,600)
Professional Fees	753,191	2,425,000	2,015,000	(410,000)
General Administration	1,085,841	1,283,060	909,800	(373,260)
Repairs and Maintenance	434,257	525,000	560,000	35,000
FSP Tow Expense	9,674,576	15,500,000	16,500,000	1,000,000
Other	<u>96,226</u>	<u>80,000</u>	<u>85,000</u>	<u>5,000</u>
Total Operating Expense	12,854,818	20,778,760	20,930,900	152,140
Operating Balance	<u>\$2,722,956</u>	<u>(\$28,760)</u>	<u>(\$263,900)</u>	<u>(\$235,140)</u>
Transfers				
In – Reserve		1,981,260	1,363,900	(617,360)
Out				
MTC	655,525	1,921,000	1,100,000	(821,000)
Other	3,000,000	0	0	0
SAFE Capital	<u>330,730</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Transfers Out	3,986,255	1,921,000	1,100,000	(821,000)
Year End Balance	<u>(\$1,263,299)</u>	<u>\$31,500</u>	<u>\$0</u>	<u>(\$31,500)</u>

The Freeway Service Patrol proposed budget has a deficit of \$263,900 before transfer out for FY 2020-21.

Capital Program

Closing of Existing Capital Program:

Commuter Parking Initiative (6318). The Commuter Parking Initiative Program implemented ridesharing measures including ride-matching, vanpool services, and commute trip planning services. The project is completed so this capital program can be closed.

Transfers

Staff proposes the following project and operational transfers for FY 2020-21

- \$1.1 million to MTC for operating contracts

Operating Reserve

The current and projected operating reserve position is shown in Table 3 below.

Table 3

Description	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Total Reserve for:				
Encumbrances	500,000	500,000	500,000	500,000
Fixed Assets	38,477	29,451	250,000	250,000
Transfer to MTC/Other	1,740,011	4,416,355	1,921,000	1,100,000
Transfer to SAFE Capital Projects	300,000	330,730	1,479,000	0
Net Pension Liability	600,586	1,000,000	0	0
Operating Reserve	<u>0</u>	<u>0</u>	<u>3,944,000</u>	<u>4,186,180</u>
Total Restricted	3,179,074	6,276,536	8,094,000	6,036,180
Unrestricted Balance	<u>11,975,168</u>	<u>7,614,407</u>	<u>5,828,443</u>	<u>7,622,363</u>
Total Reserves	\$15,154,242	\$13,890,943	\$13,922,443	\$13,658,543

The unrestricted balance is also used as operating cash flow to pay for expenses as the grants are on a reimbursement basis.

Recommendation: Staff recommends that the Committee refer MTC SAFE Resolution No. 66 to the Authority for approval.

Attachments: MTC SAFE Resolution No. 66: FY 2020-21 Operating and Capital Budget



Therese W. McMillan

Date: June 24, 2020
W.I.: 6031, 6032
Referred by: Operations

ABSTRACT

SAFE Resolution No. 66

This resolution approves the FY 2020-21 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 12, 2020.

Date: June 24, 2020
W.I.: 6031, 6032
Referred by: Operations

RE: Approval of the FY 2020-21 Budget for the Metropolitan Transportation Commission Service Authority for Freeways and Expressways

METROPOLITAN TRANSPORTATION COMMISSION
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

SAFE RESOLUTION NO. 66

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 2020-21; and

WHEREAS, the final draft SAFE budget for FY 2020-21 was reviewed and recommended by the Metropolitan Transportation Commission Operations Committee (the "Operations Committee") for approval; now, therefore, be it

RESOLVED, that the SAFE budget for FY 2020-21, as prepared in accordance with generally accepted accounting principles, attached hereto as Attachment A and incorporated herein as though set forth in full, is hereby approved in the amounts and for the purposes listed therein; and, be it further

RESOLVED, that the Executive Director or designee may approve adjustments among line items in the SAFE operating budget for FY 2020-21, 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 the Operations Committee the authority to approve all contracts and expenditures in SAFE's Budget for FY 2020-21, provided 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 FY 2020-21; 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 2020-21; and be it further

RESOLVED, that the Chief Financial Officer is authorized to make advances for cash flow purposes from available resources for operating, project and grant funding purposes with such advances to be repaid as funds are received; 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

Dave Cortese, 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, 2020.

Date: June 24, 2020
W.I.: 6031, 6032
Referred by: Operations

Attachment A
SAFE Resolution No. 66

FY 2020-21 SAFE Budget

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FY 2020-21 OPERATING AND CAPITAL BUDGET**

Date: June 24, 2020
SAFE: WE 6031, 6032

SAFE RESOLUTION NO. 66

ATTACHMENT A: TABLE OF CONTENTS

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Revenue and Expense Summary

OPERATING REVENUE/EXPENSE	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.
Freeway Assist/SAFE Project	\$3,429,072	\$7,000,000	\$6,442,000	-8.0%	(\$558,000)
FSP	\$4,992,986	\$13,750,000	\$14,625,000	6.4%	\$875,000
Subtotal Operating Revenue	\$8,422,058	\$20,750,000	\$21,067,000	1.5%	\$317,000
Freeway Assist/SAFE Project	\$1,833,890	\$3,206,260	\$2,762,900	-13.8%	(\$443,360)
FSP	\$16,924,476	\$17,572,500	\$18,668,000	6.2%	\$1,095,500
Subtotal Operating Expense	\$18,758,366	\$20,778,760	\$21,430,900	3.1%	\$652,140
Operating Surplus (Shortfall) before Transfer	(\$10,555,103)	(\$28,760)	(\$363,900)	1165.3%	(\$31,500)
Transfers Out	\$218,795	\$1,921,000	\$1,100,000	-42.7%	(\$821,000)
Total Operating Surplus (Shortfall)	(\$10,773,898)	(\$1,949,760)	(\$1,463,900)	-24.9%	\$485,860
Transfer In from Reserve	\$0	\$1,981,260	\$1,463,900	-26.1%	(\$517,360)

REVENUE DETAIL

OPERATING REVENUE	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.
FREEWAY ASSIST/SAFE REVENUE					
DMV (Vehicle Registration Fees)	\$3,291,828	\$6,600,000	\$6,402,000	-3.0%	(\$198,000)
Interest	\$137,244	\$400,000	\$40,000	-90.0%	(\$360,000)
Subtotal: SAFE Revenue	\$3,429,072	\$7,000,000	\$6,442,000	-8.0%	-\$558,000
FSP REVENUE					
State Local Assistance Program (LAP)	\$2,776,712	\$6,650,000	\$7,200,000	8.3%	\$550,000
Road Repair & Accountability Act (SB 1)	\$2,216,274	\$7,000,000	\$7,425,000	6.1%	\$425,000
Traffic Mitigation Program (Caltrans)	\$0	\$100,000	\$0	-100.0%	(\$100,000)
Subtotal: FSP Revenue	\$4,992,986	\$13,750,000	\$14,625,000	6.4%	\$875,000
Total Operating Revenue	\$8,422,058	\$20,750,000	\$21,067,000	1.5%	\$317,000

EXPENSE DETAIL

OPERATING EXPENSE					
	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.)
I. Salaries and Benefits					
Freeway Assist/SAFE Project	\$331,832	\$651,700	\$542,100	-16.8%	(\$109,600)
FSP Project	\$126,197	\$314,000	\$319,000	1.6%	\$5,000
II. General Operations					
Freeway Assist/SAFE Project	\$547,360	\$1,119,560	\$740,800	-33.8%	(\$378,760)
FSP Project	\$118,877	\$238,500	\$234,000	-1.9%	(\$4,500)
III. Consultant Services					
Freeway Assist/SAFE Project	\$317,716	\$500,000	\$500,000	0.0%	\$0
FSP Project	\$100,000	\$150,000	\$125,000	-16.7%	(\$25,000)
IV. Operating Contracts					
Freeway Assist/SAFE Project	\$636,982	\$935,000	\$980,000	4.8%	\$45,000
FSP Project	\$16,579,402	\$16,870,000	\$17,990,000	6.6%	\$1,120,000
Freeway Assist Operating Expense	\$1,833,890	\$3,206,260	\$2,762,900	-13.8%	-\$443,360
FSP Operating Expense	\$16,924,476	\$17,572,500	\$18,668,000	6.2%	\$1,095,500
Total Operating Expense	\$18,758,366	\$20,778,760	\$21,430,900	3.1%	\$652,140

TRANSFERS

TRANSFERS OUT					
Transfers Out to MTC					
MTC (1122, Travel Model Research)		\$100,000	\$0	-100.0%	(\$100,000)
MTC (1212, Performance Measure & Monitoring)		\$125,000	\$0	-100.0%	(\$125,000)
MTC (1161, Bay Area Regional Architecture)		\$0	\$250,000	N/A	\$250,000
MTC (1223, Transportation Management Systems)		\$546,000	\$25,000	-95.4%	(\$521,000)
MTC (1224, Regional Travel Info Systems)		\$0	\$300,000	N/A	\$300,000
MTC (1235, Incident Management)		\$175,000	\$275,000	57.1%	\$100,000
MTC (1237, I-880 Corridor Operations)		\$975,000	\$250,000	-74.4%	(\$725,000)
Total Transfers Out to MTC Op. Budget	\$218,795	\$1,921,000	\$1,100,000	-42.7%	(\$821,000)
Transfer Out to Express Lanes Capital	\$0	\$0	\$0	100%	\$0
Total Transfers Out	\$218,795	\$1,921,000	\$1,100,000	-42.7%	-\$821,000
Total Expense and Transfers	\$18,977,161	\$22,699,760	\$22,530,900	-0.7%	-\$168,860

I. SALARIES AND BENEFITS EXPENSE

	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.)
FREEWAY ASSIST/SAFE Program					
Salaries and Benefits	\$331,832	\$644,000	\$531,000	-17.5%	(\$113,000)
Temporary Assistance	\$0	\$7,700	\$11,100	44.2%	\$3,400
Freeway Assist/SAFE Subtotal	\$331,832	\$651,700	\$542,100	-16.8%	-\$109,600
FREEWAY SERVICE PATROL					
Salaries and Benefits	\$126,197	\$314,000	\$319,000	1.6%	\$5,000
FSP Subtotal	\$126,197	\$314,000	\$319,000	1.6%	\$5,000
Total Salaries and Benefits	\$458,029	\$965,700	\$861,100	-10.8%	-\$104,600

II. GENERAL OPERATIONS EXPENSE

	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.)
FREEWAY ASSIST/SAFE					
Office Operations (meals, postage, printing)		\$14,000	\$14,000	0.0%	\$0
Travel/Training	\$4,190	\$9,000	\$9,000	0.0%	\$0
SAFE overhead	\$188,016	\$347,500	\$288,000	-17.1%	(\$59,500)
Data Security Improvements/HW Transition	\$107,737	\$210,000	\$40,000	100%	(\$170,000)
Legislative advocacy	\$8,257	\$24,000	\$0	-100.0%	(\$24,000)
Professional Memberships	\$5,000	\$9,800	\$9,800	0.0%	\$0
Insurance	\$46,520	\$60,000	\$55,000	-8.3%	(\$5,000)
Audit	\$73,229	\$75,000	\$65,000	-13.3%	(\$10,000)
Prior Year Enc	\$0	\$60,260	\$0	-100.0%	(\$60,260)
Freeway Assist Subtotal w/o Depreciation	\$432,949	\$809,560	\$480,800	-40.6%	-\$328,760
FREEWAY SERVICE PATROL					
Travel/Training	\$854	\$9,000	\$9,000	0.0%	\$0
FSP Overhead	\$71,503	\$169,500	\$170,000	0.3%	\$500
Insurance	\$46,520	\$60,000	\$55,000	-8.3%	(\$5,000)
FSP Subtotal w/o Depreciation	\$118,877	\$238,500	\$234,000	-1.9%	-\$4,500
Total General Operations w/o Depreciation	\$551,826	\$1,048,060	\$714,800	-31.8%	-\$333,260
FREEWAY ASSIST/SAFE					
Office depreciation	\$114,411	\$310,000	\$260,000	-16.1%	(\$50,000)
FREEWAY SERVICE PATROL					
Office depreciation	\$0	\$0	\$0	0.0%	\$0
Freeway Assist Subtotal with Depreciation	\$547,360	\$1,119,560	\$740,800	-33.8%	-\$378,760
FSP Subtotal with Depreciation	\$118,877	\$238,500	\$234,000	-1.9%	-\$4,500
Total General Operations with Depreciation	\$666,237	\$1,358,060	\$974,800	-28.2%	-\$383,260

III. PROJECT CONSULTANT SERVICES EXPENSE

	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.)
FREEWAY ASSIST/SAFE					
Freeway Assist Marketing	\$17,716	\$100,000	\$0	-100.0%	(\$100,000)
Transportation Asset-EOC Platform (STIR project)	\$0	\$0	\$100,000	N/A	\$100,000
Emergency Management	\$300,000	\$300,000	\$350,000	16.7%	\$50,000
Consultant other	\$0	\$100,000	\$50,000	-50.0%	(\$50,000)
Freeway Assist/SAFE Subtotal	\$317,716	\$500,000	\$500,000	0.0%	\$0
FREEWAY SERVICE PATROL					
Information/Data Management	\$100,000	\$100,000	\$100,000	0.0%	\$0
Consultant other	\$0	\$50,000	\$25,000	-50.0%	(\$25,000)
FSP Subtotal	\$100,000	\$150,000	\$125,000	-16.7%	-\$25,000
Total Consultant Expense	\$417,716	\$650,000	\$625,000	-3.8%	-\$25,000

IV. PROJECT OPERATING CONTRACTS EXPENSE

	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./Dec.)
FREEWAY ASSIST/SAFE					
CHP Administrative Services	\$13,678	\$20,000	\$25,000	25.0%	\$5,000
Freeway Assist Telecommunication Services	\$80,375	\$100,000	\$100,000	0.0%	\$0
Call Box Repairs/Maintenance/Vandalism	\$400,000	\$400,000	\$400,000	0.0%	\$0
Private Call Center	\$70,000	\$75,000	\$75,000	0.0%	\$0
Incident Management Operations	\$0	\$130,000	\$120,000	100.0%	(\$10,000)
SAFETY Corridor Programs (SAFE on 17)	\$66,851	\$100,000	\$100,000	0.0%	\$0
Emergency Operations Telecommunications	\$0	\$100,000	\$150,000	50.0%	\$50,000
Freeway Assist Operations	\$6,078	\$10,000	\$10,000	0.0%	\$0
Freeway Assist/SAFE Subtotal	\$636,982	\$935,000	\$980,000	4.8%	\$45,000
FREEWAY SERVICE PATROL					
FSP Tow Service	\$15,413,827	\$15,500,000	\$17,000,000	9.7%	\$1,500,000
CHP Funding Agreement	\$917,864	\$1,000,000	\$625,000	-37.5%	(\$375,000)
In-vehicle Maintenance	\$65,000	\$75,000	\$100,000	33.3%	\$25,000
FSP Telecommunication Services	\$113,225	\$150,000	\$100,000	-33.3%	(\$50,000)
Equipment Replacement (hardware & warranties)	\$6,000	\$50,000	\$60,000	20.0%	\$10,000
System Improvement (software & website)	\$10,795	\$25,000	\$30,000	20.0%	\$5,000
FSP General Operations	\$52,691	\$70,000	\$75,000	7.1%	\$5,000
FSP Subtotal	\$16,579,402	\$16,870,000	\$17,990,000	6.6%	\$1,120,000
Total Operating Contracts Expense	\$17,216,384	\$17,805,000	\$18,970,000	6.5%	\$1,165,000

SAFE CAPITAL PROGRAM
Fiscal Year 2020-21 - SAFE RES 66

Life to Date through FY 2019-20			FY 2020-21 SAFE RES 67		Life to Date through FY 2020-21	
Program	Fund	Budget	Fund	Budget	Fund	Budget
6306 FSP Data-AVL						
	CMAQ	0			CMAQ	0
	SAFE	400,000			SAFE	400,000
	SAFE	1,870,000			SAFE	1,870,000
	STP	1,556,260			STP	1,556,260
		3,826,260				3,826,260
6314 CBX Site Improvement						
	SAFE	2,744,331			SAFE	2,744,331
		2,744,331				2,744,331
6318 Commuter Parking Initiative						
	SAFE	5,700,000			SAFE	5,700,000
		5,700,000				5,700,000
6320 Emergency/Major Incidents Program						
	SAFE	1,000,000			SAFE	1,000,000
		1,000,000				1,000,000
Total		\$13,270,591				\$13,270,591

SAFE Capital Funds (+/-) \$0

SAFE Funds from Operating Reserve \$0