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

	FY 2018-19	FY 2019-20	FY 2020-21	
Operating Revenue	<u>Actual</u>	Budget	Budget	<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>	(\$83,000)

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

Г							
	FY 2018-19	FY 2019-20	FY 2020-21				
Expense	Actual	Budget	Budget	Difference			
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	96,226	80,000	85,000	5,000			
Total Operating Expense	12,854,818	20,778,760	20,930,900	152,140			
Operating Balance	\$2,722,956	(\$28,760)	(\$263,900)	(\$235,140)			
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	330,730	0	0	0			
Total Transfers Out	3,986,255	1,921,000	1,100,000	(821,000)			
Year End Balance	(\$1,263,299)	<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	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	<u>Actual</u>	<u>Actual</u>	Budget	Budget
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	0	0	3,944,000	4,186,180
Total Restricted	3,179,074	6,276,536	8,094,000	6,036,180
Unrestricted Balance	11,975,168	<u>7,614,407</u>	5,828,443	7,622,363
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.

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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: <u>Approval of the FY 2020-21 Budget for the Metropolitan Transportation Commission</u> 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

<u>RESOLVED</u>, 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

<u>RESOLVED</u>, 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

<u>RESOLVED</u>, 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

<u>RESOLVED</u>, 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 Expe	ense Summary			
	Actual as of	FY 2019-20	FY 2020-21	Percent	Change \$
OPERATING REVENUE/EXPENSE	12/31/2019	Budget	Budget	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)
	REVENU	E DETAIL			
OPERATING REVENUE					
	Actual as of	FY 2019-20	FY 2020-21	Percent	Change \$
FREEWAY ASSIST/SAFE REVENUE	12/31/2019	Budget	Budget	Change	Inc./(Dec.)
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					
OFERATING EXPENSE	Actual as of	FY 2019-20	FY 2020-21	Percent	Change \$
I. Salaries and Benefits	12/31/2019	Budget	Budget	Change	Inc./(Dec.)
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
	TRANSFI	-De			
	IRANSFI	-R3			
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. SA	LARIES AND BE	NEFITS EXPENSE			
FREEWAY ASSIST/SAFE Program	Actual as of 12/31/2019	FY 2019-20 Budget	FY 2020-21 Budget	Percent Change	Change \$ Inc./(Dec.)
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. G	ENERAL OPERA	TIONS EXPENSE			
	Actual as of	FY 2019-20	FY 2020-21	Percent	Change \$
FREEWAY ASSIST/SAFE	12/31/2019	Budget	Budget	Change	Inc./(Dec.)
Office Operations (meals, postage, printing)		\$14,000	\$14,000	0.0%	\$0 L
Travel/Training	\$4,190	\$9,000	\$9,000	0.0%	\$0 L
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) L
Legislative advocacy	\$8,257	\$24,000	\$0	-100.0%	(\$24,000) L
Professional Memberships Insurance	\$5,000 \$46,520	\$9,800 \$60,000	\$9,800 \$55,000	-8.3%	\$0 L (\$5,000) L
Audit	\$73,229	\$75,000	\$65,000	-13.3%	(\$5,000) L
Piror 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 L
FSP Overhead	\$71,503	\$169,500	\$170,000	0.3%	\$500 L
Insurance	\$46,520	\$60,000	\$55,000	-8.3%	(\$5,000) L
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) L
FREEWAY SERVICE PATROL					
Office depreciation	\$0	\$0	\$0	0.0%	\$0 L
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. PRO	OJECT CONSULTAN	SERVICES EXPE	ENSE		
	Actual as of	FY 2019-20	FY 2020-21	Percent	Change \$
FREEWAY ASSIST/SAFE	12/31/2019	Budget	Budget	Change	Inc./(Dec.)
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 L
Emergency Management	\$300,000	\$300,000	\$350,000	16.7%	\$50,000 L
Consultant other	\$0	\$100,000	\$50,000	-50.0%	(\$50,000) L
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 L
Consultant other	\$0	\$50,000	\$25,000	-50.0%	(\$25,000) L
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	FY 2019-20	FY 2020-21	Percent	Change \$	1
REEWAY ASSIST/SAFE	12/31/2019	Budget	Budget	Change	Inc./(Dec.)	_
CHP Administrative Services	\$13,678	\$20,000	\$25,000	25.0%	\$5,000	L19
Freeway Assist Telcommunication Services	\$80,375	\$100,000	\$100,000	0.0%	\$0	L20
Call Box Repairs/Maintenance/Vandalism	\$400,000	\$400,000	\$400,000	0.0%	\$0	L21
Private Call Center	\$70,000	\$75,000	\$75,000	0.0%	\$0	L22
Incident Management Operations	\$0	\$130,000	\$120,000	100.0%	(\$10,000)	L23
SAFETY Corridor Programs (SAFE on 17)	\$66,851	\$100,000	\$100,000	0.0%	\$0	L24
Emergency Operations Telecommunications	\$0	\$100,000	\$150,000	50.0%	\$50,000	L25
Freeway Assist Operations	\$6,078	\$10,000	\$10,000	0.0%	\$0	L26
Freeway Assist/SAFE Subtotal	\$636,982	\$935,000	\$980,000	4.8%	\$45,000	-]
REEWAY SERVICE PATROL						
FSP Tow Service	\$15,413,827	\$15,500,000	\$17,000,000	9.7%	\$1,500,000	L27
CHP Funding Agreement	\$917,864	\$1,000,000	\$625,000	-37.5%	(\$375,000)	L28
In-vehicle Maintenance	\$65,000	\$75,000	\$100,000	33.3%	\$25,000	L29
FSP Telecommunication Services	\$113,225	\$150,000	\$100,000	-33.3%	(\$50,000)	L30
Equipment Replacement (hardware & warranties)	\$6,000	\$50,000	\$60,000	20.0%	\$10,000	L31
System Improvement (software & website)	\$10,795	\$25,000	\$30,000	20.0%	\$5,000	L32
FSP General Operations	\$52,691	\$70,000	\$75,000	7.1%	\$5,000	L33
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		020-21 RES 67		to Date 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 Improv	rement				
SAFE	2,744,331			SAFE	2,744,331
	2,744,331				2,744,331
6318 Commuter Parki	ng Initiative				Close in FY21
SAFE	5,700,000			SAFE	5,700,000
	5,700,000				5,700,000
6320 Emergency/Majo	or 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 (SAFE Funds from Op	•		\$0 \$0		