

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

June 11, 2021

Agenda Item 5a

**MTC Service Authority for Freeways and Expressways (SAFE) Resolution No. 68:
Fiscal Year 2021-22 Operating and Capital Budget**

Subject: A request that the Committee refer to the Authority for approval, MTC SAFE Resolution No. 68, the MTC SAFE FY 2021-22 Operating and Capital Budgets.

Background: SAFE operates the Freeway Assist Program (FAP) and the Freeway Service Patrol (FSP). The FAP provides callbox services along with the roadside, while FSP provides vehicle towing services.

The SAFE budget, as proposed, will have a slight operating deficit of \$369,000, which will be covered from available reserves of approximately \$12.5 million at the end of FY 2019-20. Total operating revenue for the proposed FY 2021-22 SAFE Budget is \$21.4 million, up \$376,000, or 1.8%. Total operating expenses for the proposed FY 2021-22 Operating Budget are \$21.8 million, up approximately 1.8% from FY 2020-21. There are no new positions, however one position was shifted from another fund to support SAFE. The slightly higher expenses created the operating deficit, similar to FY 2020-21.

Operating Revenue

SAFE is primarily funded through specialized revenue utilized to assist motorists on the local roads. The main sources of revenue are DMV Registration Fees as well as State Local Assistance and Senate Bill 1 (SB1). Major funding sources are listed below (in millions):

	<u>FY 2020-21</u>	<u>FY 2021-22</u>
DMV Registration Fees	\$6.40	\$6.60
State Local Assistance (LAP)	7.20	7.60
SB 1	7.40	7.20
Other	.07	--

The SAFE funding sources combined are relatively stable with only a 1.8% differential between the FY 2020-21 and FY 2021-22 budgets, respectively.

Operating Expense

The proposed operating expenses for FY 2021-22 are \$21.8 million, up from \$21.4 million in FY 2020-21, less than 2%. Highlights include:

<ul style="list-style-type: none">Salaries & Benefits One position moved from another fund.	+ \$352,000
<ul style="list-style-type: none">Overhead Increased overhead from position change.	+ \$138,000
<ul style="list-style-type: none">Freeway Service Patrol Slight decrease to Contracts	-\$270,000

The SAFE Budget as proposed will continue the important program of assisting motorists and reducing congestion in the region.

Capital Projects

We propose to transfer \$1.5 million to capital projects. The two new projects are:

- 1) Incident Management \$1.0 million
- 2) Connected Bay Area \$0.5 million

The \$1.5 million transfer will bring the total capital programming to just over \$9 million.

SAFE Operating Reserves

The goal of all MTC operating funds is to maintain fully funded reserves as necessary to meet contractual and liquidity needs as well as economic uncertainties. At SAFE, the restricted reserves are set equal to six months of operating revenue.

The total SAFE designated reserve was just over \$12.5 million at the close of FY 2019-20.

The projection for FY 2021-22 is \$11.8 million with about \$10.6 million (50% of budgeted operating revenue) designated and restricted to cover the projected FY 2021-22 deficit, contractual and project budgets, as well as \$8.3 million designated as an operating reserve. The reserve balance, \$1.2 million (10%) is undesignated and available for further programming. However, no changes to the reserve designations are possible without future SAFE approval.

Table 1 (in thousands)


Description	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Actual</u>	<u>FY 2019-20</u> <u>Actual</u>	<u>FY 2020-21</u> <u>Budget</u>	<u>FY 2021-22</u> <u>Budget</u>
Total Reserve for:					
Encumbrances	500	500	500	500	500
Fixed Assets	38	29	16	250	250
Transfer to MTC/Other	1,740	5,416	2,669	1,100	50
Transfer to Capital Projects	300	331	1,479	0	1,500
Net Pension Liability	601	0	0	0	0
Operating Reserve	0	0	0	4,186	8,322
Total Restricted	3,179	6,276	4,664	6,036	10,622
Unrestricted Balance	11,975	7,614	7,884	6,148	1,193
Total Reserves	\$15,154	\$13,890	\$12,548	\$12,184	\$11,815

SAFE Resolution No. 68

SAFE Resolution No. 68 establishes the operating rules for administration of the SAFE Budget. The resolution also designates restricted reserves to be applied as detailed in the table above.

Recommendation: Staff requests that the Committee refer SAFE Resolution No. 68 authorizing the SAFE Operating and Capital Budgets for FY 2021-22 to the SAFE Authority for approval.

Attachments: Attachment A: MTC SAFE Resolution No. 68: FY 2021-22 Operating and Capital Budgets
Attachment B: PowerPoint


Therese W. McMillan

Date: June 23, 2021
W.I.: 6031, 6032
Referred by: Operations

ABSTRACT

SAFE Resolution No. 68

This resolution approves the SAFE Operating and Capital Budgets for FY 2021-22 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 11 2021.

Date: June 23, 2021
W.I.: 6031, 6032
Referred by: Operations

RE: Metropolitan Transportation Commission Service Authority for Freeways and Expressways' Operating and Capital Budgets for FY 2021-22

METROPOLITAN TRANSPORTATION COMMISSION
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

SAFE RESOLUTION NO. 68

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 2021-22; and

WHEREAS, the final draft SAFE budget for FY 2021-22 was reviewed and recommended by the Metropolitan Transportation Commission Operations Committee (the "Operations Committee") for approval; now, therefore, be it

RESOLVED, the SAFE operating and capital budgets for FY 2021-22, 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 2021-22, 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 Operations Committee the authority to approve all contracts and expenditures in SAFE's Budget for FY 2021-22, 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 Operations Committee for approval of consultants, professional services, and expenditures authorized in the SAFE Budget for FY 2021-22; 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 2021-22; 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 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

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 23, 2021.

Date: June 23, 2021
W.I.: 6031, 6032
Referred by: Operations
Attachment A
SAFE Resolution No. 68

FY 2021-22 SAFE Budget

SAFE Resolution No. 68

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FY 2021-22 OPERATING AND CAPITAL BUDGET**

Date: June 23, 2021

SAFE: WI 6031, 6032

SAFE RESOLUTION NO. 88

ATTACHMENT A: TABLE OF CONTENTS

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SAFE Resolution No. 68

Revenue and Expense Summary

OPERATING REVENUE/EXPENSE	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./Dec.
Freeway Assist Program	\$3,349,090	\$6,442,000	\$6,613,940	2.7%	\$171,940
FSP	\$4,565,859	\$14,625,000	\$14,829,237	1.4%	\$204,237
Subtotal Operating Revenue	\$7,914,949	\$21,067,000	\$21,443,177	1.8%	\$376,177
Freeway Assist Program	\$733,691	\$2,762,900	\$3,055,766	10.6%	\$292,866
FSP	\$6,177,408	\$18,668,000	\$18,756,762	0.5%	\$88,762
Subtotal Operating Expense	\$6,911,099	\$21,430,900	\$21,812,528	1.8%	\$381,628
Operating Surplus (Shortfall) before Transfer	\$745,175	(\$363,900)	(\$369,351)	1.5%	(\$5,451)
Transfers Out	\$258,675	\$1,100,000	\$1,550,000	40.9%	\$450,000
Total Operating Surplus (Shortfall)	\$486,500	(\$1,463,900)	(\$1,919,351)	31.1%	(\$455,451)
Transfer In from Reserve	\$0	\$1,463,900	\$1,919,351	31.1%	\$455,451

REVENUE DETAIL

OPERATING REVENUE	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./Dec.
FREEWAY ASSIST PROGRAM REVENUE					
DMV (Annual Vehicle Registration Fees)	\$3,329,911	\$6,402,000	\$6,609,940	3.2%	\$207,940
Interest	\$3,360	\$40,000	\$4,000	-90.0%	(\$36,000)
Other Revenue	\$15,819	\$0	\$0	0.0%	\$0
Subtotal: Freeway Assist Program Revenue	\$3,349,090	\$6,442,000	\$6,613,940	2.7%	\$171,940
FSP REVENUE					
State Local Assistance Program (LAP)	\$2,372,978	\$7,200,000	\$7,629,237	6.0%	\$429,237
Road Repair & Accountability Act (SB 1)	\$2,192,881	\$7,425,000	\$7,200,000	-3.0%	(\$225,000)
Subtotal: FSP Revenue	\$4,565,859	\$14,625,000	\$14,829,237	1.4%	\$204,237
Total Operating Revenue	\$7,914,949	\$21,067,000	\$21,443,177	1.8%	\$376,177

SAFE Resolution No. 68

EXPENSE DETAIL					
OPERATING EXPENSE					
I. Salaries and Benefits	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./Dec.)
Freeway Assist Program	\$243,563	\$542,100	\$634,128	17.0%	\$92,028
FSP Project	\$162,690	\$319,000	\$579,259	81.6%	\$260,259
II. General Operations					
Freeway Assist Program	\$320,261	\$740,800	\$716,638	-3.3%	(\$24,162)
FSP Project	\$139,687	\$234,000	\$352,503	50.6%	\$118,503
III. Consultant Services					
Freeway Assist Program	\$80,272	\$500,000	\$655,000	31.0%	\$155,000
FSP Project	\$40,013	\$125,000	\$105,000	-16.0%	(\$20,000)
IV. Operating Contracts					
Freeway Assist Program	\$89,595	\$980,000	\$1,050,000	7.1%	\$70,000
FSP Project	\$5,835,018	\$17,990,000	\$17,720,000	-1.5%	(\$270,000)
Freeway Assist Program Operating Expense	\$733,691	\$2,762,900	\$3,055,766	10.6%	\$292,866
FSP Operating Expense	\$6,177,408	\$18,668,000	\$18,756,762	0.5%	\$88,762
Total Operating Expense	\$6,911,099	\$21,430,900	\$21,812,528	1.8%	\$381,628
TRANSFERS					
TRANSFERS OUT					
Transfers Out to MTC					
MTC (1161, Bay Area Regional Architecture)		\$250,000	\$0	-100.0%	(\$250,000)
MTC (1223, Transportation Management Systems)		\$25,000	\$0	-100.0%	(\$25,000)
MTC (1224, Regional Travel Info Systems)		\$300,000	\$50,000	-83.3%	(\$250,000)
MTC (1235, Incident Management)		\$275,000	\$0	-100.0%	(\$275,000)
MTC (1237, I-880 Corridor Operations)		\$250,000	\$0	-100.0%	(\$250,000)
Total Transfers Out to MTC Op. Budget	\$258,675	\$1,100,000	\$50,000	-95.5%	(\$1,050,000)
Transfer Out to SAFE Capital	\$0	\$0	\$1,500,000	100%	\$1,500,000
Total Transfers Out	\$258,675	\$1,100,000	\$1,550,000	40.9%	\$450,000
Total Expense and Transfers	\$7,169,774	\$22,530,900	\$23,362,528	3.7%	\$831,628

SAFE Resolution No. 68

I. SALARIES AND BENEFITS EXPENSE					
	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./ (Dec.)
FREEWAY ASSIST PROGRAM					
Salaries and Benefits	\$232,474	\$531,000	\$611,456	15.2%	\$80,456
Temporary Assistance	\$11,089	\$11,100	\$22,672	104.3%	\$11,572
Freeway Assist Program Subtotal	\$243,563	\$542,100	\$634,128	17.0%	\$92,028
FREEWAY SERVICE PATROL					
Salaries and Benefits	\$162,690	\$319,000	\$579,259	81.6%	\$260,259
FSP Subtotal	\$162,690	\$319,000	\$579,259	81.6%	\$260,259
Total Salaries and Benefits	\$406,253	\$861,100	\$1,213,387	40.9%	\$352,287
II. GENERAL OPERATIONS EXPENSE					
	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./ (Dec.)
FREEWAY ASSIST PROGRAM					
Office Operations (meals, postage, printing)	\$0	\$14,000	\$14,000	0.0%	\$0
Travel/Training	\$0	\$9,000	\$11,000	22.2%	\$2,000
Freeway Assist overhead	\$139,245	\$288,000	\$306,096	6.3%	\$18,096
Data Security Improvements/HW Transition	\$352	\$40,000	\$50,000	25.0%	\$10,000
Legislative advocacy	\$0	\$0	\$50,000	100.0%	\$50,000
Professional Memberships	\$4,385	\$9,800	\$9,800	0.0%	\$0
Insurance	\$44,769	\$55,000	\$51,525	-6.3%	(\$3,475)
Audit	\$50,658	\$65,000	\$69,000	6.2%	\$4,000
Freeway Assist Program Subtotal w/o Depreciation	\$239,409	\$480,800	\$561,421	16.8%	\$80,621
FREEWAY SERVICE PATROL					
Travel/Training	\$1,908	\$9,000	\$11,000	22.2%	\$2,000
FSP Overhead	\$93,010	\$170,000	\$289,978	70.6%	\$119,978
Insurance	\$44,769	\$55,000	\$51,525	-6.3%	(\$3,475)
FSP Subtotal w/o Depreciation	\$139,687	\$234,000	\$352,503	50.6%	\$118,503
Total General Operations w/o Depreciation	\$379,096	\$714,800	\$913,924	27.9%	\$199,124
FREEWAY ASSIST PROGRAM					
Office depreciation	\$80,852	\$260,000	\$155,217	-40.3%	(\$104,783)
FREEWAY SERVICE PATROL					
Office depreciation	\$0	\$0	\$0	0.0%	\$0
Freeway Assist Program Subtotal with Depreciation	\$320,261	\$740,800	\$716,638	-3.3%	-\$24,162
FSP Subtotal with Depreciation	\$139,687	\$234,000	\$352,503	50.6%	\$118,503
Total General Operations with Depreciation	\$459,948	\$974,800	\$1,069,141	9.7%	\$94,341

SAFE Resolution No. 68

III. PROJECT CONSULTANT SERVICES EXPENSE

	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./ (Dec.)	
FREEWAY ASSIST PROGRAM						
Transportation Asset-EOC Platform (STIR project)	\$0	\$100,000	\$100,000	0.0%	\$0	L14
Emergency Management	\$80,272	\$350,000	\$400,000	14.3%	\$50,000	L15
Connected Bay Area Strategic Plan	\$0	\$0	\$150,000	100.0%	\$150,000	L16
Consultant (Other)	\$0	\$50,000	\$5,000	-90.0%	(\$45,000)	L17
Freeway Assist Program Subtotal	\$80,272	\$500,000	\$655,000	31.0%	\$155,000	
FREEWAY SERVICE PATROL						
Information/Data Management	\$40,013	\$100,000	\$100,000	0.0%	\$0	L18
Consultant (Other)	\$0	\$25,000	\$5,000	-80.0%	(\$20,000)	L19
FSP Subtotal	\$40,013	\$125,000	\$105,000	-16.0%	-\$20,000	
Total Consultant Expense	\$120,285	\$625,000	\$760,000	21.6%	\$135,000	

IV. PROJECT OPERATING CONTRACTS EXPENSE

	Actual as of 12/31/2020	FY 2020-21 Budget	FY 2021-22 Budget	Percent Change	Change \$ Inc./ (Dec.)	
FREEWAY ASSIST PROGRAM						
CHP Administrative Services	\$0	\$25,000	\$0	-100.0%	(\$25,000)	L20
Freeway Assist Telcommunication Services	\$40,020	\$100,000	\$150,000	50.0%	\$50,000	L21
Call Box Repairs/Maintenance/Vandalism	\$49,575	\$400,000	\$300,000	-25.0%	(\$100,000)	L22
Private Call Center	\$0	\$75,000	\$65,000	-13.3%	(\$10,000)	L23
Incident Management Program	\$0	\$120,000	\$225,000	100.0%	\$105,000	L24
Marketing/Incentives	\$0	\$0	\$60,000		\$60,000	L25
SAFETY Corridor Programs (SAFE on 17)	\$0	\$100,000	\$100,000	0.0%	\$0	L26
Emergency Operations Telecommunications	\$0	\$150,000	\$150,000	0.0%	\$0	L27
Freeway Assist Operations	\$0	\$10,000	\$0	-100.0%	(\$10,000)	L28
Freeway Assist Program Subtotal	\$89,595	\$980,000	\$1,050,000	7.1%	\$70,000	
FREEWAY SERVICE PATROL						
FSP Tow Service	\$5,715,622	\$17,000,000	\$17,200,000	1.2%	\$200,000	L27
CHP Funding Agreement	\$29,392	\$625,000	\$215,000	-65.6%	(\$410,000)	L28
In-vehicle Maintenance	\$5,638	\$100,000	\$85,000	-15.0%	(\$15,000)	L29
FSP Telecommunication Services	\$84,129	\$100,000	\$135,000	35.0%	\$35,000	L30
Equipment Replacement (hardware & warranties)	\$0	\$60,000	\$20,000	-66.7%	(\$40,000)	L31
System Improvement (software & website)	\$0	\$30,000	\$15,000	-50.0%	(\$15,000)	L32
FSP General Operations	\$237	\$75,000	\$50,000	-33.3%	(\$25,000)	L33
FSP Subtotal	\$5,835,018	\$17,990,000	\$17,720,000	-1.5%	(\$270,000)	
Total Operating Contracts Expense	\$5,924,613	\$18,970,000	\$18,770,000	-1.1%	-\$200,000	

SAFE CAPITAL PROGRAM**Fiscal Year 2021-22****SAFE Resolution No. 68**

	Actual Thru Dec 2020	Life to Date thru FY 2020-21	FY 2021-22 SAFE RES 68	Life to Date thru FY 2021-22
Program Funding Source	Actual	Budget	Budget	Budget
6306 FSP Data-AVL				
CMAQ	0	0	0	0
SAFE	1,351,933	2,270,000	0	2,270,000
STP	1,109,531	1,556,260	0	1,556,260
	2,461,464	3,826,260	0	3,826,260
6314 CBX Site Improvement				
SAFE	1,373,812	2,744,331	0	2,744,331
	1,373,812	2,744,331	0	2,744,331
6320 Emergency/Major Incidents Program				
SAFE	82,781	1,000,000	0	1,000,000
	82,781	1,000,000	0	1,000,000
63XX NEW Incident Management Capital Program				
SAFE			1,000,000	1,000,000
			1,000,000	1,000,000
63XX NEW Connected Bay Area Capital Program				
SAFE			500,000	500,000
			500,000	500,000
Total	\$3,918,057	\$7,570,591	\$1,500,000	\$9,070,591

SAFE Capital Funds (+/-)

\$1,500,000

SAFE Funds from Operating Reserve

\$1,500,000