

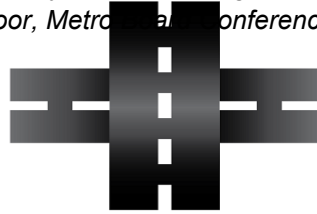
# **Metro**

*Los Angeles County Service Authority for Freeway Emergencies*

*Motorist Aid*

*One Gateway Plaza, Los Angeles, CA 90012,*

*3rd Floor, Metro Board Conference Room*



**LA SAFE**

## **Agenda - Final**

**Thursday, June 28, 2018**

**10:00 AM**

**One Gateway Plaza, Los Angeles, CA 90012,**

**3rd Floor, Metro Board Room**

### **LA SAFE**

*Eric Garcetti, Chair*

*Sheila Kuehl, Vice Chair*

*James Butts, 2nd Vice Chair*

*Kathryn Barger*

*Mike Bonin*

*Jacquelyn Dupont-Walker*

*John Fasana*

*Robert Garcia*

*Janice Hahn*

*Paul Krekorian*

*Ara Najarian*

*Mark Ridley-Thomas*

*Hilda Solis*

*Carrie Bowen, non-voting member*

*Phillip A. Washington, Chief Executive Officer*

***\*A written request to address the Board should be submitted in person at the meeting to the Board Secretary prior to the item being called for discussion. Once discussion on an item begins, requests to speak on that item will no longer be accepted.***

**METROPOLITAN TRANSPORTATION AUTHORITY BOARD RULES**  
(ALSO APPLIES TO BOARD COMMITTEES)

**PUBLIC INPUT**

A member of the public may address the Board on agenda items, before or during the Board or Committee's consideration of the item for one (1) minute per item, or at the discretion of the Chair. A request to address the Board should be submitted in person at the meeting to the Board Secretary. Individuals requesting to speak on more than three (3) agenda items will be allowed to speak up to a maximum of three (3) minutes per meeting. For individuals requiring translation service, time allowed will be doubled.

Notwithstanding the foregoing, and in accordance with the Brown Act, this agenda does not provide an opportunity for members of the public to address the Board on any Consent Calendar agenda item that has already been considered by a Committee, composed exclusively of members of the Board, at a public meeting wherein all interested members of the public were afforded the opportunity to address the Committee on the item, before or during the Committee's consideration of the item, and which has not been substantially changed since the Committee heard the item.

The public may also address the Board on non-agenda items within the subject matter jurisdiction of the Board during the public comment period, which will be held at the beginning and/or end of each meeting. Each person will be allowed to speak for up to three (3) minutes per meeting and may speak no more than once during the Public Comment period. Speakers will be called according to the order in which the speaker request forms are received. Elected officials, not their staff or deputies, may be called out of order and prior to the Board's consideration of the relevant item.

In accordance with State Law (Brown Act), all matters to be acted on by the MTA Board must be posted at least 72 hours prior to the Board meeting. In case of emergency, or when a subject matter arises subsequent to the posting of the agenda, upon making certain findings, the Board may act on an item that is not on the posted agenda.

**CONDUCT IN THE BOARD ROOM** - The following rules pertain to conduct at Metropolitan Transportation Authority meetings:

**REMOVAL FROM THE BOARD ROOM** The Chair shall order removed from the Board Room any person who commits the following acts with respect to any meeting of the MTA Board:

- a. Disorderly behavior toward the Board or any member of the staff thereof, tending to interrupt the due and orderly course of said meeting.
- b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.
- c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Board; and
- d. Any other unlawful interference with the due and orderly course of said meeting.

**INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE BOARD**

Agendas for the Regular MTA Board meetings are prepared by the Board Secretary and are available prior to the meeting in the MTA Records Management Department and on the Internet. Every meeting of the MTA Board of Directors is recorded on CD's and as MP3's and can be made available for a nominal charge.

## DISCLOSURE OF CONTRIBUTIONS

The State Political Reform Act (Government Code Section 84308) requires that a party to a proceeding before an agency involving a license, permit, or other entitlement for use, including all contracts (other than competitively bid, labor, or personal employment contracts), shall disclose on the record of the proceeding any contributions in an amount of more than \$250 made within the preceding 12 months by the party, or his or her agent, to any officer of the agency, additionally PUC Code Sec. 130051.20 requires that no member accept a contribution of over ten dollars (\$10) in value or amount from a construction company, engineering firm, consultant, legal firm, or any company, vendor, or business entity that has contracted with the authority in the preceding four years. Persons required to make this disclosure shall do so by filling out a "Disclosure of Contribution" form which is available at the LACMTA Board and Committee Meetings. Failure to comply with this requirement may result in the assessment of civil or criminal penalties.

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**NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA**

**CALL TO ORDER****ROLL CALL****APPROVE Consent Calendar Items: 1 and 2.**

**Consent Calendar items are approved with one motion unless held by a Director for discussion and/or separate action.**

CONSENT CALENDAR**1. SUBJECT: MINUTES OF THE LA SAFE BOARD MEETING 2017-0471**

APPROVE Minutes of the LA SAFE Board Meeting held June 22, 2017.

Attachments: LA SAFE Board Minutes June 22 2017

**2. SUBJECT: FISCAL YEAR BUDGET [2018-0320](#)****RECOMMENDATION**

ADOPT the Fiscal Year 2018-2019 (FY19) budget in the amount of \$7,868,365 for the operation and administration of the Los Angeles County Service Authority for Freeway Emergencies (SAFE). This budget amount includes the annual funding allocations for the agreement with the Public Transportation Services Corporation (PTSC) for direct labor and administrative support services in the amount of \$1,673,365.

Attachments: [Attachment A - Proposed FY 2018-2019 Budget Summary](#)  
[Attachment B - Five Year Financial Forecast](#)

**SUBJECT: GENERAL PUBLIC COMMENT [2018-0419](#)**

GENERAL PUBLIC COMMENT

**Adjournment**

Consideration of items not on the posted agenda, including: items to be presented and (if requested) referred to staff; items to be placed on the agenda for action at a future meeting of the Committee or Board; and/or items requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Committee subsequent to the posting of the agenda.



# Metro

## Board Report

Los Angeles County  
Metropolitan Transportation  
Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA

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File #: 2018-0320, File Type: Budget

Agenda Number: 2.

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**SAFE BOARD MEETING  
JUNE 28, 2018**

**SUBJECT: FISCAL YEAR BUDGET**

**ACTION: ADOPT THE FISCAL YEAR 2018-2019 BUDGET**

**RECOMMENDATION**

ADOPT the Fiscal Year 2018-2019 (FY19) budget in the amount of \$7,868,365 for the operation and administration of the Los Angeles County Service Authority for Freeway Emergencies (SAFE). This budget amount includes the annual funding allocations for the agreement with the Public Transportation Services Corporation (PTSC) for direct labor and administrative support services in the amount of \$1,673,365.

**ISSUE**

SAFE was created in 1988, pursuant to California Streets and Highway Code Section 2550 et.seq. and is responsible for providing motorist aid services in Los Angeles County. In order to fulfill its mission, SAFE needs an annual budget and requires administrative support services, which is provided via a Memorandum of Understanding (MOU), with the PTSC. A summary of the proposed FY19 budget is provided as Attachment A.

**DISCUSSION**

During FY18, SAFE continued to fund, develop, implement and operate a variety of motorist aid services, programs and activities. These programs, services and activities included:

- Operation, maintenance and restructuring of the Kenneth Hahn Call Box System.
- Deployment and operation of the next generation Southern California 511 system.
- Funding of the Metro FSP program.
- Coordination with Metro, Caltrans and CHP on the operation and development of the Regional Integration of Intelligent Transportation Systems (RIITS).

For FY19, SAFE will focus on the operation and continued improvement of the next generation Southern California 511. In addition to operating and maintaining the Southern California 511 system, LA SAFE will be working on the following projects and activities:

- Integrating Inland Empire 511 (IE511) into the Southern California 511 system;
- Operating and maintaining the existing call box system;
- Collaborating with Metro and Caltrans on the development and improvements to RIITS, which includes securing new transportation data sources and developing new mobility improving applications;
- Working with Metro, Caltrans, CHP and the City of Los Angeles to move forward with the implementation of a more integrated Los Angeles Regional Transportation Management Center;
- Collaborating with our regional partners to identify and implement improvements to existing programs and develop new services that will improve mobility within the region - including Intelligent Transportation Systems (ITS), Connected Vehicle, and corridor management projects;
- Implementing a Quality Control/Quality Assurance program to better monitor program performance; and
- Conducting a strategic evaluation of Southern California 511 and developing a roadmap for the future services.

The FY19 budget of \$7.9 million represents a decrease of approximately \$1.2 million or 13% compared to the adopted FY18 budget. Specifically, the FY19 budget variances for each major budget category are as follows:

<u>Category</u>	<u>Increase/ (Decrease)</u>
Administration	(\$ 40,000)
Direct Labor	\$ 209,170
Programs & Services	(\$1,389,000)

The Administration budget is proposed to decrease by \$40,000. This category covers the general administrative costs for SAFE and includes the budget for general office and computer supplies including interactive video displays to enable more effective management of projects, insurance, business travel, workshops and training. The decrease is due to a reduction in funds to replace/update computer equipment which was done in FY18 and a slight decrease in business travel, staff training and workshops.

The Direct Labor budget covers the costs for obtaining staff (full-time and as-needed) from the PTSC. This category includes the costs for direct labor, as-needed, allocated overhead, fringe and other labor related costs. The budget is proposed to increase by approximately \$209,170. This increase is due to an increase in the PTSC calculated overhead and fringe cost allocations of approximately \$160,000, increase in direct labor costs of approximately \$25,000 and an increase to the as-needed budget of approximately \$130,000. The increase in the as-needed budget will allow SAFE to absorb the impact of a long-term military deployment to a current FTE as well as providing a more cost effective means of managing new projects. These FY19 projects include the integration into the Los

Angeles Regional Transportation Management Center, development of new SoCal 511 mobile services and the implementation of the Quality Control/Quality Assurance program.

The Programs & Services category provides the funding needed to operate, maintain, improve and develop the variety of motorist aid services supported by SAFE. This category is proposed to decrease by approximately \$1.4 million, of which \$1 million is due to the removal of FSP funding for FY19. The decrease is attributed to the following factors:

- 1) completion of the initial development of and transition to the new Southern California 511 system;
- 2) reduction in the operating costs for Southern California 511 as a result of the transition to the new platforms; and
- 3) elimination of funding for Metro Freeway Service Patrol due to a reduced need as new funding from the State was secured.

A summary as well as a breakdown of the FTE allocation is provided as part of the Five-Year Financial Forecast (Attachment B).

### **DETERMINATION OF SAFETY IMPACT**

The budget is used in support of the continued safe and reliable operation of the call box system and Southern California 511. Both systems support motorists by providing a service from which motorists can request assistance and also obtain transportation-related information, which can improve the overall safety and reliability of the transportation network.

### **FINANCIAL IMPACT**

Funding in the amount of \$7,868,365 million has been included in the FY19 proposed budget in project 300209 and allocated to cost centers 2220 (Congestion Reduction), 3351 (SAFE), 1210 (County Counsel) and 7140 (Marketing). The Five-Year Financial Forecast demonstrates the financial capacity of SAFE to use its existing fund balance and projected revenue to fully fund the proposed FY19 budget.

### **Impact to Budget**

The FY19 SAFE budget is funded from dedicated SAFE resources and has no impact on the budget of the Metro. The FY19 budget request is consistent with the information contained in Metro's FY19 budget.

### **ALTERNATIVES CONSIDERED**

The Board can forgo the adoption of the proposed budget, however this alternative is not recommended since the adoption of the budget is required to ensure the continued operation of SAFE and its programs. Without the budget, SAFE will be unable to administer its programs and

fulfill its statutory motorist aid mission.

The Board could choose to make a modification, either a decrease or an increase, to the proposed budget. This alternative is not recommended since the proposed budget was developed to ensure that SAFE is sufficiently funded for FY19 and has a certain amount of flexibility to adapt to situations and opportunities as they arise. The proposed budget ensures SAFE's ability to properly fulfill its mission and comply with all existing legal and statutory requirements.

### **NEXT STEPS**

Upon approval of the proposed FY19 budget, staff will begin implementing the projects and work for FY19. Staff will monitor the budget and projects to ensure SAFE meets all its requirements in a fiscally responsible manner.

### **ATTACHMENTS**

Attachment A - Proposed Fiscal Year 2018 - 2019 Budget Summary

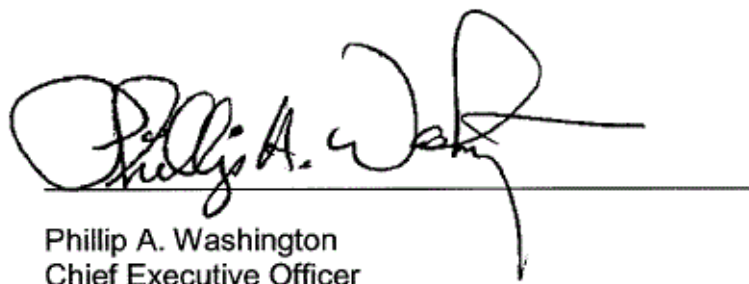
Attachment B - Five Year Financial Forecast

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Phillip A. Washington  
Chief Executive Officer



**ATTACHMENT A**

**Proposed Fiscal Year 2018-2019 Budget Summary  
Total Expenditure Categories**

<b>CATEGORY</b>	<b>FY19</b>	
	<b>PROPOSED BUDGET</b>	<b>PERCENTAGE</b>
<b>Administration</b>	165,000	2%
<b>Direct Labor</b>	1,673,365	21%
<b>Programs &amp; Services</b>	6,030,000	77%
Call Box Operations	750,000	12%
Traveler Information System	4,530,000	75%
Metro Freeway Service Patrol	0	0%
Motorist Services Improvements	750,000	12%
<b>Total</b>	<b>7,868,365</b>	

**Proposed Fiscal Year 2018-2019 Budget Summary  
Comparison FY18 Budget vs. FY19 Budget**

<b>CATEGORY</b>	<b>FY19</b>		
	<b>FY18 BUDGET</b>	<b>PROPOSED BUDGET</b>	<b>VARIANCE</b>
<b>Administration</b>	205,000	165,000	(40,000)
<b>Direct Labor</b>	1,464,195	1,673,365	209,170
<b>Programs &amp; Services</b>	7,419,000	6,030,000	(1,389,000)
Call Box Operations	890,000	750,000	(140,000)
Traveler Information System	4,779,000	4,530,000	(249,000)
Metro Freeway Service Patrol	1,000,000	0	(1,000,000)
Motorist Services Improvements	750,000	750,000	0
<b>Total</b>	<b>9,088,195</b>	<b>7,868,365</b>	<b>(1,219,830)</b>

**ATTACHMENT B**

**LOS ANGELES COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
FINANCIAL FORECAST (\$000)  
FISCAL YEAR 2018-2019**

	<b>PROJECTED YEAR-END 2017/2018</b>	<b>PROPOSED BUDGET 2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>SAFE FUNDS</b>							
Projected Registration Surcharge	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750
Projected SAFE Fund Balance	\$18,874	\$21,405	\$21,515	\$21,723	\$21,930	\$22,086	\$22,441
Projected Interest	\$223	\$229	\$230	\$233	\$234	\$237	\$240
<b>FUNDS AVAILABLE</b>	\$26,847	\$29,383	\$29,496	\$29,705	\$29,914	\$30,074	\$30,431
<b>EXPENSES/OBLIGATIONS</b>							
Administration	\$148	\$165	\$150	\$150	\$150	\$150	\$150
Direct Labor	\$1,884	\$1,673	\$1,723	\$1,775	\$1,828	\$1,883	\$1,939
Programs & Services	\$3,410	\$6,030	\$5,900	\$5,850	\$5,850	\$5,600	\$5,600
Call Box Program	\$364	\$750	\$750	\$700	\$700	\$700	\$700
Traveler Information	\$1,987	\$3,780	\$3,300	\$3,300	\$3,300	\$3,050	\$3,050
Metro Freeway Service Patrol	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
Motorist Services Improvements	\$59	\$1,500	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
<b>TOTAL EXPENSE/OBLIGATIONS</b>	\$5,442	\$7,868	\$7,773	\$7,775	\$7,828	\$7,633	\$7,689
<b>PROJECTED YEAR END BALANCE</b>	\$21,405	\$21,515	\$21,723	\$21,930	\$22,086	\$22,441	\$22,742

Los Angeles County  
Service Authority for Freeway Emergencies  
Five-Year Financial Forecast  
Fiscal Year 2018 – 2019

Notes and Assumptions

The FY19 Five-Year Financial Forecast has been developed to provide a snapshot of SAFE's current financial situation and project the impact of the proposed FY19 budget to the overall financial condition of SAFE. The forecast is based upon the assumptions and notes listed herein.

The use of SAFE funds is strictly limited per California Streets and Highways Code Section 2550 et.seq., which requires SAFE to first use its dedicated funds to support the call box system and then enables the use of funds to support other motorist aid services.

The forecast demonstrates that SAFE has sufficient financial capacity to fund the motorist aid services activities as proposed in the FY19 budget and to absorb the impact of the FY19 budget for the next five years. As a result of new funding from the State, SAFE is no longer providing direct funding to the Metro Freeway Service Patrol. However, SAFE will continue to provide in-kind and other support as needed in support of Metro Freeway Service Patrol operations.

This forecast includes the projected costs of operating the call box system and Southern California 511 and funding improvements to motorist services programs. All financial figures will be refined as better information is obtained and more accurate projections can be made.

### SAFE FUNDS

This section provides a summary of the projected funds available to SAFE.

- **Projected Registration Surcharge**

This refers to the projected annual revenue generated by the \$1.00 vehicle registration surcharge. The forecast is based upon historical figures. The forecast is a conservative forecast based upon long-term historical actuals. Overall, the registration surcharge is projected to remain relatively constant for the next five years. However, this will be an item that will require annual review as recent increases to the cost of owning a vehicle in California, attitudinal changes regarding vehicle ownership, impact of ride/car sharing services, technological changes and other related items may impact the overall number of registered vehicles.

- Projected SAFE Fund Balance

The SAFE fund balance shows the available funds from the end of the previous fiscal year.

- Projected Interest

This references the projected interest income for SAFE, based upon a conservative 1.0% rate of return on the investment base. The investment base is defined as the total funds available less 80% of the projected fiscal year expenditures. The total funds available are defined as the "Projected Registration Surcharge" + "Projected SAFE Fund Balance".

## EXPENSES/OBLIGATIONS

- Administration

These are funds programmed for general administrative support services and equipment costs. Items such as travel, training, office supplies, computer equipment, insurance, legal, and other general services required for the administration of SAFE are included in this category. The cost for administration is projected to remain relatively stable with slight increases in FY21 and FY24 to account for potential cost increase in supplies, insurance and other related administrative items. As this is an annual forecast the impact will be updated each year as new information is received.

The FY19 budget for administrative services is proposed to decrease by \$40,000 compared to the adopted FY18 budget. This decrease is primarily due to a \$35,000 decrease in the budget for computer equipment which was a one-time upgrade in FY18. Additionally, there is a \$5,000 decrease for the Business/Travel/Seminars budget.

- Direct Labor

These funds are programmed to cover the projected costs associated with SAFE's staffing resource needs. This includes overhead, salary, fringe benefits and as-needed labor costs. Between FY18 and FY19 there is no change to the allocation of FTEs for LA SAFE. The FY19 budget for this category is \$209,170 more than FY18 due to an increase in the allocated overhead and fringe cost as well as an increase in the as-needed budget to support LA SAFE projects and resource requirements. All of the staff provided under this category will be obtained from the Public Transportation Services Corporation (PTSC) via the existing MOU.

The FY19 FTE allocation is comprised of the following positions:

<b>Position</b>	<b>FY19 Request</b>	<b>FY18 Authorized</b>	<b>Comment</b>
EO – Congestion Reduction	0.4	0.4	Position provides overall Executive leadership. This position also oversees the Metro Freeway Service Patrol and Metro ExpressLanes programs.
DEO – Hwy Ops	0.8	0.8	Position providing overall leadership over SAFE, RIITS, Freeway Beautification and the development of other motorist services.
Sr. Mgr Hwy Ops Program	1	1	Program manager provides daily management over Southern California 511.
Mgr. Highway Ops	1	1	Position provides senior level support over the daily operation of 511 and quality assurance services.
Principal Transportation Planner	1	1	Position supporting 511 strategic evaluation, customer service and freeway beautification program.
Sr. Hwy Ops Program Administrator	1	1	Position supports the TMC integration implementation and coordination with partner agencies.
Sr. Admin Analyst	0.4	0.4	Position provides general administrative support for the Congestion Reduction department.
Production Mgr.	0.02	0.02	Position supports the review and development of public facing media in support of 511.
Sr. Marketing & Communications Officer	0.1	0.1	Position coordinates all related marketing and communications needs for 511.
<b>Total</b>	<b>5.72</b>	<b>5.72</b>	

For FY19, SAFE is requesting a total of 5.72 FTEs, which is stable from FY18.

Costs for outlying years are projected to slightly increase over the forecast period. The forecast predicts a 3% annual increase in Direct Labor costs for the duration of the forecast period.

- **Programs & Services**

Funds programmed in direct support of the programs, projects and services operated by or to be funded by SAFE. The programs and services SAFE proposes

to support during FY19 include the Kenneth Hahn Call Box System, Southern California 511 traveler information system, and Motorist Services Improvements.

The FY19 budget for this category has decreased by \$1,389,000 compared to the adopted FY18 budget. This decrease is attributable to the completion of the development of the next generation Southern California 511 system and the sun-setting of LA SAFE funding for Metro Freeway Service Patrol. The budget associated with the on-going operations of the call box system is proposed to remain stable however, it may decrease due implementation of further Board approved restructuring. Funds for Motorist Services Improvements and strategic services are proposed to remain stable throughout the forecasted period.

Funding for Programs & Services is projected to decrease in future years due to the anticipated continued decrease in the cost to operate the call box and 511 systems. The following is a breakdown of each program and service to be funded and/or operated by SAFE during FY19:

#### Call Box Program

Funds programmed to cover the costs to operate, maintain and upgrade the Kenneth Hahn Call Box System. The FY19 funding for the Call Box Program is comprised of \$750,000 to operate the system.

Operational costs to fund the call box system include all day-to-day requirements to operate and maintain the call box system and are based on contractual and supplier costs. Items include call answering services, cellular service and maintenance operations. Funding for the call box system is projected to decrease as fewer motorists use the call box. At this point, the impact of additional restructuring efforts has not been integrated into this forecast. Should additional system restructuring be authorized the forecast will be adjusted accordingly.

#### Traveler Information System – Southern California 511

Funds programmed to support the operation, maintenance and improvement of the Southern California 511 system. Southern California 511 is a regional traveler information system operated in partnership with MTA, the Orange County Transportation Commission, the Ventura County Transportation Commission, CHP and Caltrans. The system provides individuals with the ability to obtain traffic, transit, commuter services and other general traveler information via their phone or the Internet. The system was deployed in June 2010 and since the launch, Southern California 511 has been used by over 11 million users. In FY18, the NextGen 511 system was deployed and entered into its operations and maintenance phase.

The FY19 allocation for Southern California 511 is proposed to decrease by \$249,000 compared to the FY18 allocation. This decrease is due to the completion of the initial development and transition cost associated with the deployment of the NextGen 511 system.

Allocations for FY20 and beyond are projected to remain stable with some slight initial increase to accommodate anticipated costs of integrating IE511 and well as deployment of an updated mobile app in FY19. As things change quickly with any technology based service, staff will be closely monitoring the service to make any changes as a result of market conditions. Any changes will be reflected in future forecasts.

### *Metro Freeway Service Patrol Operations*

Funds programmed to assist MTA with the operation of the Metro Freeway Service Patrol (FSP). Funding of the FSP program from SAFE funds is authorized as FSP is a motorist aid service. Based on discussions with MTA, FSP has secured new funding for the State and does not need funding from LA SAFE for FY19. As this is an annual forecast the funding allocation will be addressed annually with MTA; however, the forecast reflects no direct future funding for FSP at this time.

### *Motorist Services Improvements*

Funds programmed to enable SAFE to support improvements to existing motorist services programs and/or develop new services. In the past these funds have been used to develop the Southern California 511 mobile app as well as support MTA's Veteran's Transportation grant. For FY19, these funds may be used to support marketing and outreach opportunities; develop a strategic roadmap for SAFE; support the integration of motorist services operations into the Los Angeles Regional Transportation Management Center; and support the procurement of third party data for RIITS and 511. The funding for service improvements will be allocated on an annual basis depending upon available funds, identified needs or the ability to secure new third party/grant funds.