



**Metro**

*Virtual Online Meeting*

*Watch online: <http://boardagendas.metro.net> OR*

*Listen by phone: Dial +1 (877) 422-8614 and enter extension 3490064#*

**Agenda - Final**

**Thursday, June 25, 2020**

**10:00 AM**

Comments can be made via:

Web: <http://boardagendas.metro.net>

Email: [jacksonm@metro.net](mailto:jacksonm@metro.net)

Post Office Mail:

Board Secretary's Office

One Gateway Plaza

MS: 99-3-1

Los Angeles, CA 90012

## **LA SAFE**

*James Butts, Chair*

*Eric Garcetti, Vice Chair*

*Hilda Solis, 2nd Vice Chair*

*Kathryn Barger*

*Mike Bonin*

*Jacquelyn Dupont-Walker*

*John Fasana*

*Robert Garcia*

*Janice Hahn*

*Paul Krekorian*

*Sheila Kuehl*

*Ara Najarian*

*Mark Ridley-Thomas*

*John Bulinski, non-voting member*

*Phillip A. Washington, Chief Executive Officer*

**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 must be submitted electronically using the tablets available in the Board Room lobby. Individuals requesting to speak will be allowed to speak for a total of three (3) minutes per meeting on agenda items in one minute increments per item. For individuals requiring translation service, time allowed will be doubled. The Board shall reserve the right to limit redundant or repetitive comment.

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 one (1) minute during this Public Comment period or at the discretion of the Chair. Speakers will be called according to the order in which their requests are submitted. Elected officials, not their staff or deputies, may be called out of order and prior to the Board's consideration of the relevant item.

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.

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 and is available at [www.metro.net](http://www.metro.net) or on CD's and as MP3's 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.

## ADA REQUIREMENTS

Upon request, sign language interpretation, materials in alternative formats and other accommodations are available to the public for MTA-sponsored meetings and events. All requests for reasonable accommodations must be made at least three working days (72 hours) in advance of the scheduled meeting date. Please telephone (213) 922-4600 between 8 a.m. and 5 p.m., Monday through Friday. Our TDD line is (800) 252-9040.

## LIMITED ENGLISH PROFICIENCY

A Spanish language interpreter is available at all Committee and Board Meetings. All other languages must be requested 72 hours in advance of the meeting by calling (213) 922-4600 or (323) 466-3876.



**323.466.3876**

x2 *Español (Spanish)*

x3 *中文 (Chinese)*

x4 *한국어 (Korean)*

x5 *Tiếng Việt (Vietnamese)*

x6 *日本語 (Japanese)*

x7 *русский (Russian)*

x8 *Հայերէն (Armenian)*

## HELPFUL PHONE NUMBERS

Copies of Agendas/Record of Board Action/Recordings of Meetings - (213) 922-4880 (Records Management Department)

General Information/Rules of the Board - (213) 922-4600

Internet Access to Agendas - [www.metro.net](http://www.metro.net)

TDD line (800) 252-9040

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

**CALL TO ORDER****ROLL CALL**

1. **SUBJECT: MINUTES OF THE LA SAFE BOARD MEETING** [2019-0536](#)

**RECOMMENDATION**

APPROVE Minutes of the LA SAFE Board Meeting held June 27, 2019.

**Attachments:** [LA SAFE MINUTES - June 27, 2019](#)

2. **SUBJECT: CONTINUING RESOLUTION FOR FISCAL YEAR 2021 BUDGET** [2020-0346](#)

**RECOMMENDATION**

A. ADOPT a continuing resolution to extend the FY20 budget authorization, including authorization to continue obtaining administrative and staffing services from PTSC, for one quarter into FY21 until September 2020 when Fiscal Year 2021 (FY21) budget is considered for Board adoption.

B. AUTHORIZE the CEO to execute the adopted continuing resolution through first quarter of FY21 until October 1, 2020.

- SUBJECT: GENERAL PUBLIC COMMENT** [2020-0392](#)

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

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

## Board Report

---

**File #:** 2019-0536, **File Type:** Minutes

**Agenda Number:** 1.

---

**LA SAFE BOARD MEETING  
JUNE 25, 2020**

**SUBJECT: MINUTES OF THE LA SAFE BOARD MEETING**

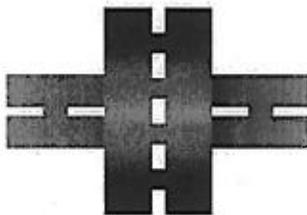
**ACTION: APPROVE MINUTES**

**RECOMMENDATION**

APPROVE Minutes of the LA SAFE Board Meeting held June 27, 2019.

# **Metro**

Los Angeles County Service Authority for Freeway Emergencies  
Motorist Aid  
One Gateway Plaza, Los Angeles, CA 90012,



## **LASAFE**

3rd Floor, Metro Board Conference Room

### **MINUTES**

**Thursday, June 27, 2019**

**9:30 AM**

**One Gateway Plaza, Los Angeles, CA 90012,  
3rd Floor, Metro Board Conference Room**

### **LA SAFE**

Sheila Kuehl, Chair  
James Butts, Vice Chair  
Kathryn Barger  
Mike Bonin  
Jacquelyn Dupont-Walker - \*Via Telephone  
John Fasana  
Robert Garcia  
Janice Hahn  
Mark Archuleta, non-voting member

Phillip A. Washington, Chief Executive Officer

\*Hyatt Regency Hotel & Conference Center, 900 Bellevue Way NE, Bellevue WA 98004

**CALLED TO ORDER AT: 9:58 A.M.**

**ROLL CALL**

1. **SUBJECT: MINUTES OF THE LA SAFE BOARD MEETING** **2018-0443**

APPROVED Minutes of the LA SAFE Board Meeting held June 28, 2018.

**Moved by Director Kuehl. Seconded by Director Fasana.**

PK	JF	JH	MB	HS	JB	SK	EG	KB	JDW	MRT	AN	RG
A	Y	Y	Y	A	Y	Y	A	Y	A	A	A	Y

2. **SUBJECT: CALL BOX SYSTEM** **2019-0239**

AUTHORIZE the restructuring of the Los Angeles County Kenneth Hahn Call Box System which will enable the removal or reallocation of up to 574 call boxes. As a result, the system will be reduced to no more than 100 call box sites, depending upon the number of reallocations. Staff will continue to review the performance of the system and present future restructuring recommendations as part of the annual budget approval process.

**Director Hahn requested the item be continued to the next meeting. Continued without objection.**

3. **SUBJECT: LA SAFE FISCAL YEAR BUDGET** **2019-0240**

ADOPTED the Fiscal Year 2019-2020 (FY20) budget in the amount of \$8,122,141 for the operation and administration of the Los Angeles County Service Authority for Freeway Emergencies (LA SAFE). This budget amount includes the annual funding allocation for the agreement with the Public Transportation Services Corporation (PTSC) for direct labor and administrative support services in the amount of \$1,757,141.

**Moved by Kuehl.**

PK	JF	JH	MB	HS	JB	SK	EG	KB	JDW	MRT	AN	RG
A	Y	Y	Y	A	Y	Y	A	Y	Y	A	A	Y

PK = P. Krekorian	HS = H. Solis	KB = K. Barger	RG = R. Garcia
JF = J. Fasana	JB = J. Butts	JDW = J. Dupont-Walker	
JH = J. Hahn	EG = E. Garcetti	MRT = M. Ridley-Thomas	
MB = M. Bonin	SK = S. Kuehl	AN = A. Najarian	

LEGEND: Y = YES, N = NO, C = HARD CONFLICT, S = SOFT CONFLICT ABS = ABSTAIN, A = ABSENT, P = PRESENT

ADJOURNED at 10:05 a.m.

Prepared by: Eric Chun  
Administrative Analyst, Board Administration

  
Michele Jackson, Board Secretary



Board Report

File #: 2020-0346, File Type: Budget

Agenda Number: 2.

**SAFE BOARD MEETING  
JUNE 25, 2020**

**SUBJECT: CONTINUING RESOLUTION FOR FISCAL YEAR 2021 BUDGET**

**ACTION: ADOPT A CONTINUING RESOLUTION FOR FISCAL YEAR 2021 BUDGET**

**RECOMMENDATION**

- A. ADOPT a continuing resolution to extend the FY20 budget authorization, including authorization to continue obtaining administrative and staffing services from PTSC, for one quarter into FY21 until September 2020 when Fiscal Year 2021 (FY21) budget is considered for Board adoption.
- B. AUTHORIZE the CEO to execute the adopted continuing resolution through first quarter of FY21 until October 1, 2020.

**ISSUE**

The current FY20 budget authorization is for the period of July 1, 2019 to June 30, 2020. The development of the FY21 budget was on schedule until March 2020 when Coronavirus Disease-2019 (COVID-19) pandemic altered the trajectory of the economy and negatively impacted the development of the FY21 annual budget. As a matter of practice, LA SAFE develops its budget in coordination and collaboration with Metro. In May, Metro adopted a continuing resolution effectively extending the FY20 budget until September 2020. This action will ensure that LA SAFE remains aligned with Metro and has the ability to appropriately adjust its budget to account for any impact that Metro budgetary actions may have to LA SAFE services and programs.

A continuing resolution to extend the adopted FY20 Budget beyond June 30, 2020 for one quarter is a temporary reprieve to enable LA SAFE to continue operating without interruption until the FY21 budget can be adopted. Meanwhile, LA SAFE will work to revise the FY21 Budget for Board consideration to adopt by September 2020.

**BACKGROUND**

LA 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. To fulfill its

mission, LA SAFE needs an annual budget and requires administrative support and staffing services, which is provided via a Memorandum of Understanding (MOU) with the PTSC.

## **DISCUSSION**

Until now, the preparation of LA SAFE's annual budget has followed the normal timeline, with budget development beginning in January, progressing through the subsequent months, and culminating in Board adoption in June.

During FY20, LA SAFE continued to fund, develop, implement and operate a variety of motorist aid services, programs, and activities. These services, programs, and activities include:

- Operation and maintenance of the Kenneth Hahn Call Box System
- Operation of Southern California 511 (SoCal 511) services
- Development of a new mobile application and Spanish language services for SoCal 511
- Initiation of a Quality Control/Quality Assurance program to support program improvements
- Coordination with Metro, Caltrans and California Highway Patrol (CHP) on the operation and development of the Regional Integration of Intelligent Transportation Systems (RIITS)
- Coordination with CHP and Caltrans for the ongoing integration of SoCal 511 operations into the Los Angeles Regional Traffic Management Center (LARTMC)
- Initiation of a strategic evaluation and development of a strategic plan for LA SAFE

### **Financial Indicators to Date**

LA SAFE is funded by a \$1.00 vehicle registration surcharge on all vehicles in Los Angeles County. Currently despite the economic crisis, the vehicle registration revenue for LA SAFE is projected to remain relatively stable, albeit with a slight decrease. This is based on experiences from prior economic downturns as well as a review of the latest available data. However, if the economic situation further deteriorates, LA SAFE may experience a greater impact. Staff will continue monitoring the data and make adjustment as necessary.

### **CEO Call for Action to Control Expenses**

In April 2020, the CEO issued a call to take immediate steps to control expenses, enforce strong fiscal discipline and maintain a balanced budget through the crisis. As a result, LA SAFE reduced the fourth quarter FY20 budget by approximately \$2.2 million. Staff is also reviewing existing contracts and planned/required new actions for possible additional cost savings. This practice will continue through the first quarter of FY21 and will inform the development of the overall FY21 budget.

Revised Budget Development Process:

With the approval of the Continuing Resolution, LA SAFE will revise the budget development process accordingly, while functioning within the authorized levels. The additional time will allow for a more up-to-date review of LA SAFE needs and resources. Staff will continue to monitor the financial conditions and reforecast available revenues and resources. Budget expenditures and program needs will be re-assessed as LA SAFE perseveres through the sudden recession caused by COVID-19. The revised budget adoption is anticipated in September 2020. As the situation evolves, a mid-year adjustment may be required.

Date	Action
June 2020	Adoption of Continuing Resolution
September 24, 2020	FY21 Budget Adoption
December 2020	Midyear Budget Amendment (as needed)

**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. These programs support motorists by providing services 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**

The Resolution will allow LA SAFE to allocate available resources to existing programs, consistent with the adopted FY20 budget beyond June 30, 2020 until the adoption of the FY21 Budget.

**ALTERNATIVES CONSIDERED**

Not adopting a Continuing Resolution is not recommended as the annual budget legal authorization ends on June 30, 2020. In the absence of the adoption of the FY21 Budget, the Continuing Resolution is necessary to allow LA SAFE to obligate and spend funds without negatively impacting LA SAFE's functions and activities.

Adoption of the currently drafted LA SAFE FY21 budget is also not recommended. This budget was developed prior to the COVID-19 pandemic and may not accurately reflect the needs and capabilities of LA SAFE post pandemic.

**NEXT STEPS**

LA SAFE staff will continue to coordinate with Metro to develop the FY21 budget and continue to prepare financial resources according to the authorization of the Continuing Resolution through

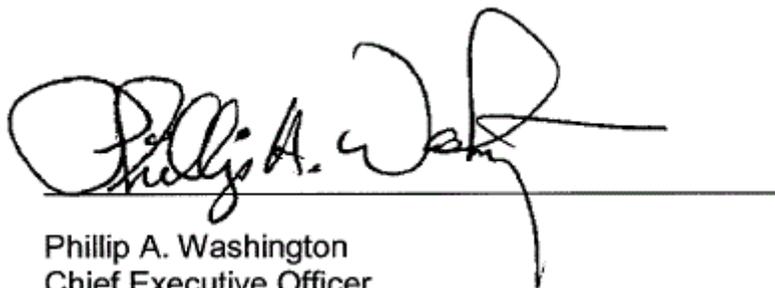
September 30, 2020.

Prepared by: Melissa Park, Principal Transportation Planner, Congestion Reduction, (213) 418-3318

Adrian Ziemer, Sr. Manager Congestion Reduction, (213) 922-5587

Ken Coleman, DEO Congestion Reduction, (213) 922-2951

Reviewed by: Shahrzad Amiri, Executive Officer Congestion Reduction, (213) 922-3061



A handwritten signature in black ink, appearing to read "Phillip A. Washington", is written over a horizontal line. The signature is stylized and cursive.

Phillip A. Washington  
Chief Executive Officer



Board Report

File #: 2020-0346, File Type: Budget

Agenda Number: 2.

**SAFE BOARD MEETING  
JUNE 25, 2020**

**SUBJECT: CONTINUING RESOLUTION FOR FISCAL YEAR 2021 BUDGET**

**ACTION: ADOPT A CONTINUING RESOLUTION FOR FISCAL YEAR 2021 BUDGET**

**RECOMMENDATION**

- A. ADOPT a continuing resolution to extend the FY20 budget authorization, including authorization to continue obtaining administrative and staffing services from PTSC, for one quarter into FY21 until September 2020 when Fiscal Year 2021 (FY21) budget is considered for Board adoption.
- B. AUTHORIZE the CEO to execute the adopted continuing resolution through first quarter of FY21 until October 1, 2020.

**ISSUE**

The current FY20 budget authorization is for the period of July 1, 2019 to June 30, 2020. The development of the FY21 budget was on schedule until March 2020 when Coronavirus Disease-2019 (COVID-19) pandemic altered the trajectory of the economy and negatively impacted the development of the FY21 annual budget. As a matter of practice, LA SAFE develops its budget in coordination and collaboration with Metro. In May, Metro adopted a continuing resolution effectively extending the FY20 budget until September 2020. This action will ensure that LA SAFE remains aligned with Metro and has the ability to appropriately adjust its budget to account for any impact that Metro budgetary actions may have to LA SAFE services and programs.

A continuing resolution to extend the adopted FY20 Budget beyond June 30, 2020 for one quarter is a temporary reprieve to enable LA SAFE to continue operating without interruption until the FY21 budget can be adopted. Meanwhile, LA SAFE will work to revise the FY21 Budget for Board consideration to adopt by September 2020.

**BACKGROUND**

LA 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. To fulfill its

mission, LA SAFE needs an annual budget and requires administrative support and staffing services, which is provided via a Memorandum of Understanding (MOU) with the PTSC.

## **DISCUSSION**

Until now, the preparation of LA SAFE's annual budget has followed the normal timeline, with budget development beginning in January, progressing through the subsequent months, and culminating in Board adoption in June.

During FY20, LA SAFE continued to fund, develop, implement and operate a variety of motorist aid services, programs, and activities. These services, programs, and activities include:

- Operation and maintenance of the Kenneth Hahn Call Box System
- Operation of Southern California 511 (SoCal 511) services
- Development of a new mobile application and Spanish language services for SoCal 511
- Initiation of a Quality Control/Quality Assurance program to support program improvements
- Coordination with Metro, Caltrans and California Highway Patrol (CHP) on the operation and development of the Regional Integration of Intelligent Transportation Systems (RIITS)
- Coordination with CHP and Caltrans for the ongoing integration of SoCal 511 operations into the Los Angeles Regional Traffic Management Center (LARTMC)
- Initiation of a strategic evaluation and development of a strategic plan for LA SAFE

### Financial Indicators to Date

LA SAFE is funded by a \$1.00 vehicle registration surcharge on all vehicles in Los Angeles County. Currently despite the economic crisis, the vehicle registration revenue for LA SAFE is projected to remain relatively stable, albeit with a slight decrease. This is based on experiences from prior economic downturns as well as a review of the latest available data. However, if the economic situation further deteriorates, LA SAFE may experience a greater impact. Staff will continue monitoring the data and make adjustment as necessary.

### CEO Call for Action to Control Expenses

In April 2020, the CEO issued a call to take immediate steps to control expenses, enforce strong fiscal discipline and maintain a balanced budget through the crisis. As a result, LA SAFE reduced the fourth quarter FY20 budget by approximately \$2.2 million. Staff is also reviewing existing contracts and planned/required new actions for possible additional cost savings. This practice will continue through the first quarter of FY21 and will inform the development of the overall FY21 budget.

Revised Budget Development Process:

With the approval of the Continuing Resolution, LA SAFE will revise the budget development process accordingly, while functioning within the authorized levels. The additional time will allow for a more up-to-date review of LA SAFE needs and resources. Staff will continue to monitor the financial conditions and reforecast available revenues and resources. Budget expenditures and program needs will be re-assessed as LA SAFE perseveres through the sudden recession caused by COVID-19. The revised budget adoption is anticipated in September 2020. As the situation evolves, a mid-year adjustment may be required.

<b>Date</b>	<b>Action</b>
June 2020	Adoption of Continuing Resolution
September 24, 2020	FY21 Budget Adoption
December 2020	Midyear Budget Amendment (as needed)

**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. These programs support motorists by providing services 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**

The Resolution will allow LA SAFE to allocate available resources to existing programs, consistent with the adopted FY20 budget beyond June 30, 2020 until the adoption of the FY21 Budget.

**ALTERNATIVES CONSIDERED**

Not adopting a Continuing Resolution is not recommended as the annual budget legal authorization ends on June 30, 2020. In the absence of the adoption of the FY21 Budget, the Continuing Resolution is necessary to allow LA SAFE to obligate and spend funds without negatively impacting LA SAFE's functions and activities.

Adoption of the currently drafted LA SAFE FY21 budget is also not recommended. This budget was developed prior to the COVID-19 pandemic and may not accurately reflect the needs and capabilities of LA SAFE post pandemic.

**NEXT STEPS**

LA SAFE staff will continue to coordinate with Metro to develop the FY21 budget and continue to prepare financial resources according to the authorization of the Continuing Resolution through

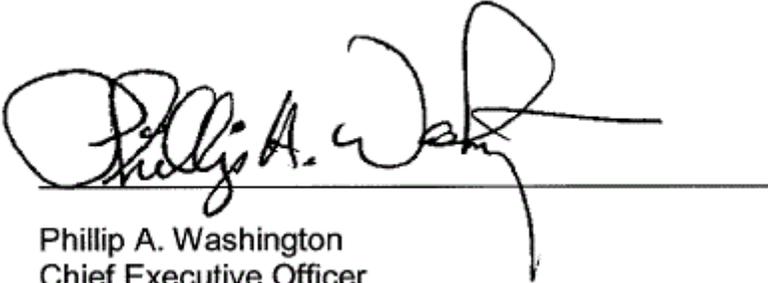
September 30, 2020.

Prepared by: Melissa Park, Principal Transportation Planner, Congestion Reduction, (213) 418-3318

Adrian Ziemer, Sr. Manager Congestion Reduction, (213) 922-5587

Ken Coleman, DEO Congestion Reduction, (213) 922-2951

Reviewed by: Shahrzad Amiri, Executive Officer Congestion Reduction, (213) 922-3061



Phillip A. Washington  
Chief Executive Officer