



**AGENDA
REGULAR MEETING
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS**

DATE: Thursday, May 17, 2018
3:00 P.M.

LOCATION: Board of Supervisors Chambers
481 Fourth Street, Hollister, CA 95023

DIRECTORS: Chair Jaime De La Cruz, Vice Chair Tony Boch
Directors Anthony Botelho, Jim Gillio, and Ignacio Velazquez
Alternates: San Benito County: Jerry Muenzer
City of Hollister: Mickie Solorio Luna; San Juan Bautista: Jim West

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section B. Public Comment.***

3:00 P.M. CALL TO ORDER

A. ACKNOWLEDGE Certificate of Posting

B. PUBLIC COMMENT: (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

1. **APPROVE** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated February 15, 2018 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2017/18 Third Quarter Budget Report – Postigo
3. **RECEIVE** FY 2018/2019 Service Authority for Freeways and Expressways Draft Budget – Postigo

ADJOURN TO MEETING OF THURSDAY JUNE 21, 2018. AGENDA DEADLINE IS JUNE 5, 2018 AT 12:00 P.M.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Service Authority for Freeways and Expressways Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831)637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

**SAN BENITO COUNTY
SERVICE AUTHORITY FOR FREEWAYS
AND EXPRESSWAYS (SAFE)
MEETING**

February 15, 2018 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair De La Cruz, Vice-Chair Boch, Director Gillio, Director Velazquez , and Alternate Muenzer

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Chair De La Cruz called the meeting to order at 4:11 P.M.

A. Acknowledge Certificate of Posting

Upon a motion duly made by Director Boch, and seconded by Director Muenzer, the Directors unanimously acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

B. Public Comment: None

CONSENT AGENDA:

- 1. Approve** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated January 18, 2018 – Gomez
- 2. Receive** Service Authority for Freeways and Expressways FY 2017/18 Second Quarter Budget Report – Postigo

There was no discussion or public comment on Consent.

Upon a motion duly made by Director Velazquez, and seconded by Director Muenzer, the Directors unanimously approved Items 1 and 2 from the Consent Agenda. Vote:5/0 motion passes.

Upon a motion duly made by Director Boch, and seconded by Director Gillio, the Directors unanimously adjourned the SAFE meeting at 4:12 p.m. Vote: 5/0 motion passes.

ADJOURN TO SAFE MEETING MARCH 15, 2018.



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 17, 2018
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Service Authority for Freeways and Expressways FY 2017/18 Third Quarter Budget Report.

Summary:

The FY 2017/18 Third Quarter Budget Report shows that overall expenditures for SAFE were low at 61.3% and revenues were high at 93.4%.

Financial Considerations:

During the Third quarter, total expenditures for SAFE were \$40,456 or 61.3%.

Revenues received were \$215,842 or 93.39%.

Background:

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed, a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed.

Staff Analysis:

The FY 2017/18 Third Quarter Budget Report, ending March 31, 2018, summarizes the quarterly expenditures and revenues. Staff has prepared this report for the Board's review. No budget adjustment/transfers are necessary at this time.

Third Quarter Budget Report shows lower than projected expenditures for SAFE as Maintenance of Equipment line item was lower than anticipated.

Revenues in the Third Quarter Budget report were higher due to carry over from FY 2016/17.

Executive Director Review: _____

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways' Third Quarter Budget Report FY 2017/18

Council of San Benito County Governments ■ *Measure A Authority*
Airport Land Use Commission ■ *Service Authority for Freeways and Expressways*

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**Service Authority for Freeways and Expressways Second
Quarter Budget Report FY 2017/18**

FISCAL SUMMARY	Budgeted FY 17/18	Expenses 3/31/2018	Balance FY 17/18	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	23,656	16,436	7,220	75%	69.48%
Services & Supplies	36,598	23,860	12,738	75%	65.20%
Contracts	5,625	99	5,526	75%	1.76%
Capital	-	-	-		
Other	123	61	62	50%	0.81%
TOTAL EXPENDITURES	\$66,002	\$40,456	\$25,546	75%	61.30%
REVENUES					
Revenues	231,127	215,842	15,285	75%	93.39%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$231,127	\$215,842	\$15,285	75%	93.39%
TOTAL FUND BALANCE	\$165,125	\$175,385			

FUND BALANCE \$175,385
Only available for SAFE

Service Authority for Freeways and Expressways Second Quarter Budget Report FY 2017/18

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 17/18	3/31/2018	FY 17/18	75%	
550.109	registered Vehicle Revenue	58,000	35,418	22,582	75%	61.06%
	Fund Balance (Carryover previous years)	172,627	180,424	(7,797)	75%	104.52%
541.001	Interest	500	-	500	75%	0.00%
570.006	Reim for damages	-	-	-	-	-
TOTAL		231,127	215,842	15,285	75%	93.39%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 17/18	3/31/2018	FY 17/18	75%	
Personnel						
610.101	Salaries	23,656	16,436	7,220	75%	69.48%
Total		23,656	16,436	7,220	75%	69.48%
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	4,175	2,350	1,825	75%	56.29%
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	248	229	19	75%	92.54%
619.152	Maintenance of Equipment	31,925	21,280	10,645	75%	66.66%
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503	Maintenance of Equipment - Auto	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.164	Medical/Dental/Lab Supplies & Services	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.168	Office Furniture under \$700	-	-	-	-	-
619.170	Office Equipment under \$300	-	-	-	-	-
619.176	Special Project Supplies - Printing	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	50	-	50	75%	0.00%
619.182	Permits & Legal	-	-	-	75%	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.188	Rent Space	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	50	-	50	75%	0.00%
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	150	-	150	75%	0.00%
619.306	Utilities	-	-	-	-	-
Total		36,598	23,860	12,738	75%	65.20%
Contracts						
619.250	Special Dept Expense - Contracts	5,625	99	5,526	75%	1.76%
Total		5,625	99	5,526	75%	1.76%
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	75%	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
Total		-	-	-	75%	-
Other						
640.320	OPEB	123	61	62	-	-
640.513	Operating Transfers	-	-	-	-	-
Total		123	61	62	-	49.93%
TOTAL		66,002	40,456	25,546	75%	61.30%



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 17, 2018
Subject: Service Authority for Freeways and Expressways Draft Budget – FY 2018/2019

Staff Recommendation:

RECEIVE FY 2018/2019 Service Authority for Freeways and Expressways Draft Budget

Summary:

The Service Authority for Freeways and Expressways Draft Budget – FY 2018/2019 has been prepared using revenue assumptions that match anticipated funding levels. The Draft Budget is balanced. A second fiscal year is included in the Draft Budget for financial planning purposes.

Financial Considerations:

The Service Authority for Freeways and Expressways' total draft budget for FY 2018/2019 is \$66,361. Overall, the Draft Budget for FY 2018/2019 is .5 percent higher than the FY 2017/18 Budget.

Background:

The Service Authority for Freeways and Expressways receives funding from the Department of Motor Vehicles from vehicle registration fees. With this funding, the Service Authority for Freeways and Expressways maintains the emergency call box program for San Benito County.

The Authority maintains 40 call boxes: 8 located on Highway 25 north of Hollister, 6 along Highway 101, 17 along Highway 156, 5 along Highway 25 south of Hollister and 4 along Panoche Road.

The funds received from vehicle registration fees can only be used for Service Authority for Freeways and Expressways purposes.

Staff Analysis:

The Service Authority for Freeways and Expressways receives funding from the Department of Motor Vehicles from vehicle registration fees. The Draft Budget includes 22.8 percent for Personnel, 54.4 percent for Services and Supplies including maintaining equipment, and 22.8 percent for contracts.

The Personnel and Services and Supplies line items both decreased slightly. Contracts line item includes a contract for \$15,000 with the California Highway Patrol for extra enforcement on Highway 25 between San Felipe and the Santa Clara County line.

Executive Director Review: _____

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways Draft Budget – FY 2018/2019

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2018/19
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 17/18	Estimated Actual to June 30, 2018	Proposed Budget FY 18/19	Budget Estimate for FY 19/20	Variance FY 17/18 FY 18/19
Personnel					
610.101 Salaries	23,656	24,225	15,135	19,150	(8,521)
619.226 Administrative Support	-	-	-	-	-
Total	23,656	24,225	15,135	19,150	(8,521)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	4,175	3,525	3,600	3,800	(575)
619.138 Computer Maintenance	-	-	-	-	-
619.14 Computer Supplies	-	-	-	-	-
645.701 General Insurance	248	230	226	375	(22)
619.152 Maintenance of Equipment	31,925	31,925	32,000	32,500	75
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	50	50	50	50	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	50	50	50	50	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	150	100	150	20	-
619.306 Utilities	-	-	-	-	-
Total	36,598	35,880	36,076	36,795	(522)
Contracts					
623601 Special Dept. Expense - Contracts	5,625	135	15,150	150	9,525
Total	5,625	135	15,150	150	9,525
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.320 OPEB	123	123	-	550	(123)
Total	123	123	-	550	(123)
TOTAL PROPOSED BUDGET	66,002	60,363	66,361	56,645	359

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2018/19
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION	Adopted Budget FY 17/18	Estimated Actual to June 30, 2018	Proposed Budget FY 18/19	Budget Estimate for FY 19/20	Variance FY 17/18 FY 18/19
550.109 Registered Vehicle Revenue	58,000	60,100	60,700	58,000	2,700
Fund Balance(Carryover previous years)	172,627	180,424	182,161	178,500	9,534
541.001 Interest Revenue	500	2,000	2,000	1,500	1,500
TOTAL REVENUE	231,127	242,524	244,861	238,000	13,734

EXPENDITURES VS REVENUES	Adopted Budget FY 17/18	Estimated Actual to June 30, 2018	Proposed Budget FY 18/19	Budget Estimate for FY 19/20	Variance FY 17/18 FY 18/19
EXPENDITURES					
Personnel	23,656	24,225	15,135	19,150	(8,521)
Services & Supplies	36,598	35,880	36,076	36,795	(522)
Contracts	5,625	135	15,150	150	9,525
Capital	-	-	-	-	-
Other	123	123	-	550	(123)
TOTAL EXPENDITURES	66,002	60,363	66,361	56,645	359
REVENUES					
Revenues	231,127	242,524	244,861	238,000	13,734
TOTAL REVENUE	231,127	242,524	244,861	238,000	13,734
TOTAL PROPOSED BUDGET	66,002	60,363	66,361	56,645	359

FUND BALANCE	178,500	
DESIGNATED FUND BALANCE	-	
UNDESIGNATED FUND BALANCE	178,500	Only available for SAFE projects

BUDGET NOTES

	Proposed Budget FY 18/19
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries and temporary help.	
Total	15,135
Services and Supplies Services and Supplies include regular budget items to support call box operations.	
Total	36,076
Contracts Contracts includes a contract with CHP for call answering services and extra CA Highway Patrol enforcement for Hwy 25 between San Felipe and the Santa Clara County line.	
Total	15,150
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other SAFE share of OPEB costs.	
Total	-
TOTAL PROPOSED BUDGET	66,361