



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

**DATE:** Thursday, September 18, 2014  
3:00 P.M.

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

**DIRECTORS:** Chair Victor Gomez, Vice Chair Jerry Muenzer,  
Tony Boch, Anthony Botelho, and Ignacio Velazquez  
Alternates: San Benito County: Jaime De La Cruz;  
City of Hollister: Pauline Valdivia; San Juan Bautista: Andy Moore

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*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.***

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**3:00 P.M. CALL TO ORDER**

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- 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:**

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*(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 June 19, 2014 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2013/14 Fourth Quarter Budget Report – Postigo

**ADJOURN TO MEETING OF THURSDAY OCTOBER 16, 2014. AGENDA DEADLINE IS OCTOBER 7, 2014 AT 12:00 P.M.**

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*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**

**June 19, 2014 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Gomez, Director Boch, Director Botelho, Director Muenzer, and Director Scattini

**STAFF PRESENT:**

Deputy County Counsel, Barbara Thompson; Executive Director, Lisa Rheinheimer; Administrative Services Specialist, Kathy Postigo; Transportation Planning Manager, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Betty LiOwen; Transportation Intern, Regina Valentine; Secretary, Monica Gomez

**CALL TO ORDER:**

Chair Gomez called the meeting to order at 4:37 P.M.

**A. Acknowledge Certificate of Posting**

*Upon a motion duly made by Director Muenzer, and seconded by Director Boch, the Directors unanimously acknowledged the Certificate of Posting.*

**B. Public Comment: None**

**CONSENT AGENDA:**

1. **Approve** Service Authority for Freeways and Expressways Transaction Report (Financial Claims) dated April through May 2014– Postigo
2. **Approve** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated April 17, 2014 – Gomez
3. **Approve** FY 2014/15 Service Authority for Freeways and Expressways Final Budget – Postigo

There was no discussion or public comment on the Consent Agenda.

*Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously approved Items 1 - 3 from the Consent Agenda. Vote: 5/0 motion passes*

*Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors adjourned the SAFE meeting at 4:38 p.m.*

**ADJOURN TO SAFE MEETING THURSDAY, JULY 17, 2014.**



Agenda Item: \_\_\_\_\_

## Staff Report

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To: Service Authority for Freeways and Expressways  
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665  
Date: September 18, 2014  
**Subject: Fourth Quarter Budget Report**

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### **Recommendation:**

**RECEIVE** Service Authority for Freeways and Expressways FY 2013/14 Fourth Quarter Budget Report.

### **Summary:**

The FY 2012/2013 Fourth Quarter Budget Report shows that overall expenditures for SAFE were low at 80.10% and revenues were on target at 103.14%.

### **Financial Considerations:**

During the Fourth quarter, total expenditures for SAFE were \$36,478 or 80.10% . .

Revenues received were \$163,350 or 103.14%.

### **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 2013/14 Fourth Quarter Budget Report, ending June 30, 2014, 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.

Fourth Quarter Budget Report shows lower than projected expenditures for SAFE as Salaries and Maintenance of Equipment line items were lower than anticipated.

Revenues in the Fourth Quarter Budget report were slightly higher than anticipated due to higher vehicle registration revenue.

In the attached Fourth Quarter Budget Report the highlighted amounts represent Budget Adjustment/Transfers that staff made as authorized under the Purchasing/Budget Policy, which were approved by the Executive Director.

Executive Director Review: \_\_\_\_\_

Counsel Review: N/A

Supporting Attachment(s): Service Authority for Freeways and Expressways' Fourth Quarter Budget Report FY 2013/14



**Service Authority for Freeways and Expressways (6560101)**  
**Fourth Quarter Budget Report**  
**FY 2013/14**

**REVENUE & EXPENDITURES**

<b>REVENUES</b>	<b>Budgeted</b>	<b>Revenues</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY 13/14</b>	<b>6/30/2014</b>	<b>FY 13/14</b>	<b>100%</b>	
550109 registered Vehicle Revenue	52,000	55,848	(3,848)	100%	107.40%
Fund Balance (Carryover previous years)	105,373	106,990	(1,617)	100%	101.53%
541001 Interest	1,000	512	488	100%	51.24%
570010 Reim for damages	-	-	-	-	-
<b>TOTAL</b>	<b>158,373</b>	<b>163,350</b>	<b>(4,977)</b>	<b>100%</b>	<b>103.14%</b>

<b>EXPENDITURES</b>	<b>Budgeted</b>	<b>Expenses</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY 13/14</b>	<b>6/30/2014</b>	<b>FY 13/14</b>	<b>100%</b>	
<b>Personnel</b>					
610101 Salaries	21,850	20,182	1,668	100%	92.36%
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
<b>Total</b>	<b>21,850</b>	<b>20,182</b>	<b>1,668</b>	<b>100%</b>	<b>92.36%</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	4,321	4,321	0	100%	99.99%
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	249	249	(0)	100%	100.10%
621501 Maintenance of Equipment	18,848	11,540	7,308	100%	61.23%
621502 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures and Grounds	-	-	-	-	-
623619 Marketing	-	-	-	-	-
621901 Medical/Dental/Lab Supplies & Services	-	-	-	-	-
622101 Membership Dues	-	-	-	-	-
622501 Office Furniture under \$700	-	-	-	-	-
622502 Office Equipment under \$300	-	-	-	-	-
622505 Special Project Supplies - Printing	-	-	-	-	-
622504 Supplies	-	-	-	-	-
622503 Postage and Delivery	-	-	-	-	-
623501 Legal	50	36	14	100%	72.00%
622702 Permits & Legal	-	-	-	100%	-
623507 Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	-	-	-	-	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept Expense - Other	-	-	-	-	-
623302 Travel Lodging	-	-	-	-	-
623303 Travel Meals	50	-	50	100%	0.00%
623301 Training	-	-	-	-	-
623304 Travel Transportation	20	-	20	100%	0.00%
623701 Utilities	-	-	-	-	-
<b>Total</b>	<b>23,538</b>	<b>16,146</b>	<b>7,392</b>	<b>100%</b>	<b>68.60%</b>
<b>Contracts</b>					
623601 Special Dept Expense - Contracts	150	150	(0)	100%	100.13%
<b>Total</b>	<b>150</b>	<b>150</b>	<b>(0)</b>	<b>100%</b>	<b>100.13%</b>
<b>Capital</b>					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equipment other than Computer	-	-	-	100%	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>	<b>-</b>
<b>Other</b>					
640513 Operating Transfers	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>45,538</b>	<b>36,478</b>	<b>9,060</b>	<b>100%</b>	<b>80.10%</b>

JE 13-14-09 posted 09/04/14