



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

DATE: Thursday, June 16, 2016
3:00 P.M.

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

DIRECTORS: Chair Tony Boch, Vice Chair Ignacio Velazquez,
Anthony Botelho, Victor Gomez, and Jerry Muenzer
Alternates: San Benito County: Jaime De La Cruz;
City of Hollister: Mickie 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 June 18, 2015 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2015/16 Third Quarter Budget – Postigo
3. **APPROVE** FY 2016/17 Service Authority for Freeways and Expressways Final Budget – Postigo

REGULAR AGENDA:

4. **RECEIVE** Presentation on the San Benito County Motorist Aid System – Lezama

ADJOURN TO MEETING OF THURSDAY JULY 21, 2016. AGENDA DEADLINE IS JULY 12, 2016 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**

June 18, 2015 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

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

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Interim Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Transportation Planner Sean Vienna; Secretary, Monica Gomez

CALL TO ORDER:

Chair Gomez called the meeting to order at 4:16 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.

B. Public Comment: None

CONSENT AGENDA:

- 1. Approve** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated February 19, 2015 – Gomez
- 2. Approve** FY 2015/16 Service Authority for Freeways and Expressways Final Budget – Postigo

Ms. Gilbert noted a correction to Item 2. She stated that the correct action was to **ADOPT** Fiscal Year 2015/16 Service Authority for Freeways and Expressways Final Budget.

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

Upon a motion duly made by Director De La Cruz and seconded by Director Gomez, the Directors unanimously approved Items 1 and 2 from the Consent Agenda, as amended by staff. Vote: 5/0 motion passes.

Upon a motion duly made by Director De La Cruz, and seconded by Chair Muenzer, the Directors adjourned the SAFE meeting at 4:17 p.m. Vote: 5/0 motion passes.

ADJOURN TO SAFE MEETING JULY 16, 2015.



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 16, 2016
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Service Authority for Freeways and Expressways FY 2015/16 Third Quarter Budget Report.

Summary:

The FY 2015/2016 Third Quarter Budget Report shows that overall expenditures for SAFE were low at 32.08% and revenues were high at 93.85%.

Financial Considerations:

During the Third quarter, total expenditures for SAFE were \$15,045 or 32.08%.

Revenues received were \$157,758 or 93.85%.

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 2015/16 Third Quarter Budget Report, ending March 31, 2016, 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 Salaries and Maintenance of Equipment line items were lower than anticipated.

Revenues in the Third Quarter Budget report were higher due to carry over from FY 2015/16.

Executive Director Review: _____

Counsel Review: N/A

Supporting Attachment(s): Service Authority for Freeways and Expressways' Third Quarter Budget Report FY 2015/16

Service Authority for Freeways and Expressways (6560101)
Third
Quarter Budget Report FY 2015/16

FISCAL SUMMARY	Budgeted FY 15/16	Expenses 3/31/2016	Balance FY 15/16	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	22,412	13,561	8,851	75%	60.51%
Services & Supplies	23,819	13,121	10,698	75%	55.09%
Contracts	125	60	65	75%	48.35%
Capital	-	-	-		
Other	546	-	546	50%	0.09%
TOTAL EXPENDITURES	\$46,902	\$26,743	\$20,159	75%	57.02%
REVENUES					
Revenues	168,097	157,758	10,339	75%	93.85%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$168,097	\$157,758	\$10,339	75%	93.85%
TOTAL FUND BALANCE	\$121,195	\$131,015			

FUND BALANCE \$131,015
Only available for SAFE

Service Authority for Freeways and Expressways (6560101)
Third
Quarter Budget Report FY 2015/16

REVENUE & EXPENDITURES

REVENUES Category	Budgeted FY 15/16	Revenues 3/31/2016	Balance FY 15/16	Projected % 75%	Actual %
550109 registered Vehicle Revenue	52,000	14,761	37,239	75%	28.39%
Fund Balance (Carryover previous years)	115,597	142,997	(27,400)	75%	123.70%
541001 Interest	500	-	500	75%	0.00%
570010 Reim for damages	-	-	-	-	-
TOTAL	168,097	157,758	10,339	75%	93.85%

EXPENDITURES Category	Budgeted FY 15/16	Expenses 3/31/2016	Balance FY 15/16	Projected % 75%	Actual %
Personnel					
610101 Salaries	22,412	13,561	8,851	75%	60.51%
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	22,412	13,561	8,851	75%	60.51%
Services and Supplies					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	4,200	3,275	925	75%	77.98%
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	451	451	0	75%	99.94%
621501 Maintenance of Equipment	18,848	9,232	9,616	75%	48.98%
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	-	50	75%	0.00%
622702 Permits & Legal	-	-	-	75%	-
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	75%	0.00%
623301 Training	-	-	-	-	-
623304 Travel Transportation	220	163	57	75%	74.18%
623701 Utilities	-	-	-	-	-
Total	23,819	13,121	10,698	75%	55.09%
Contracts					
623601 Special Dept Expense - Contracts	125	60	65	75%	48.35%
Total	125	60	65	75%	48.35%
Capital					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equipment other than Computer	-	-	-	75%	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	75%	-
Other					
640320 OPEB	546	-	546	-	-
640513 Operating Transfers	-	-	-	-	-
Total	546	-	546	-	0.00%
TOTAL	46,902	26,743	20,159	75%	57.02%

15-16-7 Travel-Transportation 623304 + \$200.00 / 610101 Salaries - \$200.00



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 16, 2016
Subject: Service Authority for Freeways and Expressways Final Budget – FY 2016/17

Staff Recommendation:

APPROVE FY 2016/17 Service Authority for Freeways and Expressways Final Budget

Summary:

The Service Authority for Freeways and Expressways Final Budget – FY 2016/17 has been prepared using revenue assumptions that match anticipated funding levels. The Final Budget is balanced. A second fiscal year is included in the Final Budget for financial planning purposes.

Financial Considerations:

The Service Authority for Freeways and Expressways' total Final budget for FY 2016/17 is \$57,058. Overall, the Final Budget for FY 2016/17 is 21 percent higher than the FY 2015/16 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 Final Budget includes 32.9 percent for *Personnel*, 39.8 percent for *Services and Supplies* including maintaining equipment, 26.5 percent for contracts and .8 percent for *Other* line item.

The *Personnel* line item decreased slightly. *Services and Supplies* decreased slightly. The *Other* line item is included in this budget in order to show the cost of the OPEB expense to SAFE. Contracts line item increased \$15,000 for the plan to contact with the California Highway Patrol for extra enforcement on Highway 25 between San Felipe and the Santa Clara County line. Overall, the Service Authority for Freeways and Expressways Final Budget increased \$10,157.

In summary, the Service Authority for Freeways and Expressways Final Budget meets the goals and objective of the agency and matches revenue with expenses.

Executive Director Review: _____

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways Final Budget – FY 2016/17



San Benito County

**Service
Authority for
Freeways and
Expressways**

Service Authority for Freeways and Expressways

Final Budget Fiscal Year 2016/17

June 16, 2016

Prepared and Compiled by:
Kathy Postigo
Administrative Services Specialist

Contact Information:
330 Tres Pinos Road, Suite C7
Hollister, California 95023
(831) 637-7665

**SERVICE AUTHORITY FOR FREEWAYS AND
EXPRESSWAYS
FINAL BUDGET
FISCAL YEAR 2016/2017**

Published by Order of the:
Board of Directors

Jerry Muenzer
County of San Benito

Tony Boch
City of San Juan Bautista

Victor Gomez
City of Hollister

Ignacio Valazquez
City of Hollister

Anthony Botelho
County of San Benito

~~Executive~~ **Executive Director**
Mary Gilbert

*Prepared and
Compiled by:*
Kathy Postigo
Administrative Services Specialist

Approved: June 16, 2016
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San Benito County

**Service
Authority for
Freeways and
Expressways**

Executive Summary

The Service Authority for Freeways and Expressways operates and maintains the emergency motorist aid call boxes in San Benito County. The agency was formed in 1998 to implement a call box program on the State Highways within the County. There are a total of 36 call boxes installed on Highways 25, 101, 152, and 156. In 2011, the agency installed an additional 4 call boxes in the remote area of Panoche Road.

The Department of Motor Vehicles collects \$1 per registered vehicle in San Benito County to fund the program. A Five-Year Strategic Plan was developed in 2009 to provide direction on the emergency motorist aid system for the next five years. Since that time, the Authority has been working on the implementation of the Strategic Plan. The Service Authority for Freeways and Expressways total budget for FY 2016/2017 is \$57,058.

There is an increase in the total amount of the Authority's budget from FY 2015/2016 to FY 2016/2017 due to the addition of a contract with the California Highway Patrol for extra enforcement on Highway 25 between San Felipe and the Santa Clara County line.

Goals and Objectives

The Service Authority for Freeways and Expressways goals are to implement the 5-Year Strategic Plan and upgrade the emergency call box program as needed, implement approved service options from the 5-Year Strategic Plan, and ensure that existing emergency call boxes are maintained in proper working order. The Service Authority for Freeways and Expressways also works with Caltrans and the California Highway Patrol to continue call box operations.

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FINAL BUDGET - FY 2016/17
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 15/16	Estimated Actual to June 30, 2016	Proposed Budget FY 16/17	Budget Estimate for FY 17/18	Variance FY 15/16 FY 16/17
Personnel						
610101	Salaries	22,612	15,645	18,787	22,750	(3,825)
623510	Administrative Support	-	-	-	-	-
623508	Outside Labor	-	-	-	-	-
Total		22,612	15,645	18,787	22,750	(3,825)
Services and Supplies						
620202	Magazines and Subscriptions	-	-	-	-	-
620301	Clothing and Safety	-	-	-	-	-
620501	Communications	4,200	3,500	3,600	4,200	(600)
620701	Computer Maintenance	-	-	-	-	-
620702	Computer Supplies	-	-	-	-	-
640701	General Insurance	451	451	398	375	(53)
621501	Maintenance of Equipment	18,848	17,500	18,500	18,900	(348)
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 and 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	50	50	50	-
623502	Accounting	-	-	-	-	-
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	50	-
623301	Training	-	-	-	-	-
623304	Travel Transportation	20	163	150	20	130
623701	Utilities	-	-	-	-	-
Total		23,619	21,664	22,748	23,595	(871)
Contracts						
623601	Special Dept. Expense - Contracts	125	120	15,125	125	15,000
Total		125	120	15,125	125	15,000
Capital						
650205	Improvements - Other	-	-	-	-	-
650304	Furniture and Fixtures	-	-	-	-	-
650302	Equipment other than Computer	-	-	-	-	-
650303	Computer Hardware	-	-	-	-	-
650301	Automobiles, Trucks, Vans	-	-	-	-	-
Total		-	-	-	-	-
Other						
640320	OPEB	545	545	398	550	(147)
Total		545	545	398	550	(147)
TOTAL PROPOSED BUDGET		46,901	37,974	57,058	47,020	10,157

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FINAL BUDGET - FY 2016/17
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION	Adopted Budget FY 15/16	Estimated Actual to June 30, 2016	Proposed Budget FY 16/17	Budget Estimate for FY 17/18	Variance FY 15/16 FY 16/17
550109 Registered Vehicle Revenue	52,000	55,000	54,500	52,000	2,500
Fund Balance(Carryover previous years)	115,597	142,997	160,500	160,500	44,903
541001 Interest Revenue	500	500	500	500	-
TOTAL REVENUE	168,097	198,497	215,500	213,000	47,403

EXPENDITURES VS REVENUES	Adopted Budget FY 15/16	Estimated Actual to June 30, 2016	Proposed Budget FY 16/17	Budget Estimate for FY 17/18	Variance FY 15/16 FY 16/17
EXPENDITURES					
Personnel	22,612	15,645	18,787	22,750	(3,825)
Services & Supplies	23,619	21,664	22,748	23,595	(871)
Contracts	125	120	15,125	125	15,000
Capital	-	-	-	-	-
Other	545	545	398	550	(147)
TOTAL EXPENDITURES	46,901	37,974	57,058	47,020	10,157
REVENUES					
Revenues	168,097	198,497	215,500	213,000	47,403
TOTAL REVENUE	168,097	198,497	215,500	213,000	47,403
TOTAL PROPOSED BUDGET	46,901	37,974	57,058	47,020	10,157
			FUND BALANCE		
					158,442
			DESIGNATED FUND BALANCE		-
			UNDESIGNATED FUND BALANCE		158,442

Only available for SAFE projects

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
FINAL BUDGET - FY 2016/17
BUDGET NOTES**

BUDGET NOTES

		Proposed Budget FY 16/17
Personnel		
Personnel includes salaries, administrative support, and professional services. These include regular staff salaries and temporary help.		
Total		18,787
Services and Supplies		
Services and Supplies include regular budget items to support call box operations.		
Total		22,748
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		15,125
Capital		
No Capital expenditures are proposed in this Budget.		
Total		-
Other		
SAFE share of OPEB costs.		
Total		398
TOTAL PROPOSED BUDGET		57,058

APPENDIX

**SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS**

BUDGET

FISCAL YEAR 2016/2017

PURCHASING POLICES FOR SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Service Authority For Freeways and Expressways
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to SAFE programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Service Authority For Freeways and Expressways.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for SAFE where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the SAFE with or without furnishing of material where the aggregate cost does not exceed \$10,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing SAFE projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of SAFE, contracts to lease or rent for the SAFE real property or storage space where funding has been approved by the SAFE Board, with an annual rent not to exceed \$10,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to SAFE purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for SAFE where funding has been approved and budgeted by the Board unless specified otherwise in the SAFE Purchasing Policy.

2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Rental of Real Property – To negotiate and execute in the name of SAFE, contracts to lease or rent for SAFE real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis; the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for SAFE personnel.

11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of SAFE, or the necessary emergency repair of SAFE equipment.
13. When the product/services are needed by SAFE pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that SAFE gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any

responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within ten percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies, shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of SAFE;
3. in order to make necessary emergency repairs of SAFE equipment required to provide essential services or for the operation of SAFE; or
4. in order to avoid economic loss to SAFE.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Service Authority for Freeways and Expressways' Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Service Authority for Freeways and Expressways' Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers may be made with prior approval of the Executive Director.

Interdepartmental transfers of less than \$10,000.

Interobject transfers of less than \$10,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$10,000.

Interobject transfers of more than \$10,000.

Note: Intraobject is within object titles example within Services and Supplies.
Interobject is between object titles example between Contracts and Personnn

**Service Authority for Freeways and Expressways
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$10,000**
(Requires Board Approval)

Interobject Transfer <\$10,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____ Date _____

Verification of Sufficient Funds: _____
 Administrative Services Specialist Date _____

Approval: _____ Date _____
 Executive Director

Approval by COG Board _____ Date _____

Attested: _____
 Clerk of the Board: _____ Vote: _____ Yes _____ No



Staff Report

To: Service Authority for Freeway and Expressways
 From: Veronica Lezama, Transportation Planner **Telephone: (831) 637-7665**
 Date: June 16, 2016
 Subject: San Benito County Motorist Aid System

Recommendation:

RECEIVE Presentation on the San Benito County Motorist Aid System.

Summary:

The Service Authority for Freeways and Expressways program provides free emergency telephone service to stranded motorists through call boxes. The program is a cooperative effort between California Department of Transportation, California Highway Patrol, and the San Benito County Service Authority for Freeways and Expressways.

Financial Considerations:

The Service Authority for Freeways and Expressways (SAFE) receives approximately \$56,000 annually in vehicle registration fees to maintain emergency call boxes in San Benito County. A \$1 per registered vehicle fee is collected by the Department of Motor Vehicles for this program.

Background:

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE). SAFE was tasked with developing a Motorist Air System in San Benito County.

In some communities the Motorist Air System consists of an Emergency Call Box Program, Freeway Service Patrol, and/or additional California Highway Patrol enforcement. In San Benito County, the Motorist Aid System consist on only an Emergency Call Box Program.

Staff Analysis:

At the May 19, 2016, the Service Authority for Freeways and Expressways Board directed staff to provide a report on the call box usage. A presentation will provided at the SAFE Board meeting detailing the Emergency Call Box Program's purpose, usage and service options.

In San Benito County, there are a total of 40 emergency call boxes at the following locations:

- Eight - Highway 25 north of Hollister
- Four - Highway 25 south of Hollister
- One - Highway 146
- Six - Highway 101
- 17 - Highway 156
- Four - Panoche Road

Call boxes provide 24-hour assistance to motorists in trouble – allowing them direct phone access to the California Highway Patrol. Call boxes are conveniently located next to state highways and on specific County roads.

Executive Director Review: _____

Counsel Review: N/A