



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

DATE: Thursday, May 18, 2017
3:00 P.M.

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

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Jaime De La Cruz,
Directors, Tony Boch, and Anthony Botelho,
Alternates: San Benito County: Mark Medina
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 March 16, 2017 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2016/17 Third Quarter Budget Report – Postigo
3. **RECEIVE** Presentation on FY 2017/2018 Service Authority for Freeways and Expressways Draft Budget – Postigo

ADJOURN TO MEETING OF THURSDAY JUNE 15, 2017. AGENDA DEADLINE IS MAY 30, 2017 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**

March 16, 2017 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair Velazquez, Director Boch, Director Botelho, and Director De La Cruz

STAFF PRESENT:

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

CALL TO ORDER:

Chair Velazquez called the meeting to order at 5:29 P.M.

A. Acknowledge Certificate of Posting

Upon a motion duly made by Director De La Cruz, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting. Vote: 4/0 motion passes.

B. Public Comment: None

CONSENT AGENDA:

- 1. Approve** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated January 19, 2017 – Gomez
- 2. Receive** Service Authority for Freeways and Expressways FY 2016/17 Second Quarter Budget Report – Postigo

There was no discussion or public comment on Consent.

Upon a motion duly made by Director Botelho, and seconded by Director De La Cruz, the Directors unanimously approved Items 1 and 2 from the Consent Agenda. Vote: 4/0 motion passes.

Upon a motion duly made by Director Boch, and seconded by Director Botelho, the Directors unanimously adjourned the SAFE meeting at 5:29 p.m. Vote: 4/0 motion passes.

ADJOURN TO SAFE MEETING APRIL 20, 2017.



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 18, 2017
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Service Authority for Freeways and Expressways FY 2016/17 Third Quarter Budget Report.

Summary:

The FY 2016/2017 Third Quarter Budget Report shows that overall expenditures for SAFE were low at 52.49% and revenues were high at 93.6%.

Financial Considerations:

During the Third quarter, total expenditures for SAFE were \$29,953 or 52.49%.

Revenues received were \$201,766 or 63.93%.

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 2016/17 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 Maintenance of Equipment line item was 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

Attachment: Service Authority for Freeways and Expressways' Third Quarter Budget Report FY 2016/17

*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 (628.7380)

Third

Quarter Budget Report FY 2016/17

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
550.109	registered Vehicle Revenue	54,500	34,537	19,963	75%	63.37%
	Fund Balance (Carryover previous years)	160,500	166,954	(6,454)	75%	104.02%
541.001	Interest	500	275	225	75%	54.90%
570.006	Reim for damages	-	-	-	-	-
TOTAL		215,500	201,766	13,734	75%	93.63%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 16/17	3/31/2017	FY 16/17	75%	
Personnel						
610.101	Salaries	18,787	14,533	4,254	75%	77.36%
Total		18,787	14,533	4,254	75%	77.36%
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	3,600	2,794	806	75%	77.62%
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	398	247	151	75%	62.18%
619.152	Maintenance of Equipment	18,500	12,244	6,256	75%	66.18%
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	7	143	75%	4.67%
619.306	Utilities	-	-	-	-	-
Total		22,748	15,293	7,455	75%	67.23%
Contracts						
619.250	Special Dept Expense - Contracts	15,125	-	15,125	75%	0.00%
Total		15,125	-	15,125	75%	0.00%
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	398	127	271	-	-
640.513	Operating Transfers	-	-	-	-	-
Total		398	127	271	-	31.83%
TOTAL		57,058	29,953	27,105	75%	52.49%



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 18, 2017
Subject: Service Authority for Freeways and Expressways Draft Budget – FY 2017/2018

Staff Recommendation:

RECEIVE presentation on FY 2017/2018 Service Authority for Freeways and Expressways Draft Budget

Summary:

The Service Authority for Freeways and Expressways Draft Budget – FY 2017/2018 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 2017/2018 is \$66,001. Overall, the Draft Budget for FY 2017/2018 is 16 percent higher than the FY 2016/17 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 21.5 percent for Personnel, 55.5 percent for Services and Supplies including maintaining equipment, and 23 percent for contracts.

The Personnel line item decreased slightly. Services and Supplies line item increased due to a new vendor for the maintenance of the call boxes. Contracts line item is the same as 2016/17 which includes the 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 2017/2018

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2017/18
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
Personnel					
610101 Salaries	18,787	21,883	14,156	22,750	(4,631)
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	18,787	21,883	14,156	22,750	(4,631)
Services and Supplies					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	3,600	4,160	4,175	4,200	575
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	398	247	248	375	(150)
621501 Maintenance of Equipment	18,500	25,544	31,925	18,900	13,425
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	50	-
623301 Training	-	-	-	-	-
623304 Travel Transportation	150	100	150	20	-
623701 Utilities	-	-	-	-	-
Total	22,748	30,151	36,598	23,595	13,850
Contracts					
623601 Special Dept. Expense - Contracts	15,125	125	15,125	125	-
Total	15,125	125	15,125	125	-
Capital					
650205 Improvements - Other	-	-	-	-	-
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equipment other than Computer	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640320 OPEB	398	168	123	550	(275)
Total	398	168	123	550	(275)
TOTAL PROPOSED BUDGET	57,058	52,327	66,001	47,020	8,943

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2017/18
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
550109	Registered Vehicle Revenue	54,500	57,500	58,000	58,000	3,500
	Fund Balance(Carryover previous years)	166,954	166,954	172,627	165,125	5,673
541001	Interest Revenue	500	500	500	500	-
	TOTAL REVENUE	221,954	224,954	231,127	223,625	9,173

EXPENDITURES VS REVENUES		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
EXPENDITURES						
	Personnel	18,787	21,883	14,156	22,750	(4,631)
	Services & Supplies	22,748	30,151	36,598	23,595	13,850
	Contracts	15,125	125	15,125	125	-
	Capital	-	-	-	-	-
	Other	398	168	123	550	(275)
	TOTAL EXPENDITURES	57,058	52,327	66,001	47,020	8,943

REVENUES						
	Revenues	221,954	224,954	231,127	223,625	9,173
	TOTAL REVENUE	221,954	224,954	231,127	223,625	9,173
	TOTAL PROPOSED BUDGET	57,058	52,327	66,001	47,020	8,943

FUND BALANCE	165,125	
DESIGNATED FUND BALANCE	-	
UNDESIGNATED FUND BALANCE	165,125	Only available for SAFE projects

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2017/18
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 17/18
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries and temporary help.	
Total	14,156
Services and Supplies Services and Supplies include regular budget items to support call box operations.	
Total	36,598
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	123
TOTAL PROPOSED BUDGET	66,001