



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

DATE: Thursday, May 16, 2019
3:00 P.M.

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

DIRECTORS: Chair César E. Flores , Vice Chair Jim Gillio
Directors Anthony Botelho, Marty Richman, and Ignacio Velazquez
Alternates: San Benito County: Mark Medina
City of Hollister: Rolan Resendiz; San Juan Bautista: Mary Vazquez Edge

*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 Special Meeting Minutes Dated March 21, 2019 – Gomez
2. **RECEIVE** 2019/2020 Service Authority for Freeways and Expressways Draft Budget – Postigo

ADJOURN TO MEETING OF THURSDAY JUNE 20, 2019. AGENDA DEADLINE IS JUNE 4, 2019 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)
REGULAR MEETING**

March 21, 2019 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair Flores, Director Gillio, and Director Richman

MEMBERS ABSENT:

Mark Medina, Ignacio Velazquez

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 Flores called the meeting to order at 6:50 P.M.

A. Acknowledge Certificate of Posting

Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors unanimously acknowledged the Certificate of Posting. Vote: 3/0 motion passes.

B. Public Comment: None

CONSENT AGENDA:

- 1. Approve** Service Authority for Freeways and Expressways Draft Special Meeting Minutes Dated January 24, 2019 – Gomez

There was no discussion or public comment on Item 1.

Upon a motion duly made by Director Richman, and seconded by Director Gillio, the Directors unanimously approved Item 1 from the Consent Agenda. Vote: 3/0 motion passes.

- 2. Receive** Service Authority for Freeways and Expressways FY 2018/19 Second Quarter Budget Report – Postigo

There was no discussion or public comment on Item 2.

Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors unanimously approved Item 2 from the Consent Agenda. Vote: 3/0 motion passes.

Upon a motion duly made by Director Richman, and seconded by Director Gillio, the Directors unanimously adjourned the SAFE meeting at 6:51 p.m. Vote: 3/0 motion passes.

ADJOURN TO SAFE MEETING APRIL 18, 2019.



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: May 16, 2019
Subject: Service Authority for Freeways and Expressways Draft Budget – FY 2019/2020

Staff Recommendation:

RECEIVE FY 2019/2020 Service Authority for Freeways and Expressways Draft Budget

Summary:

The Service Authority for Freeways and Expressways Draft Budget – FY 2019/2020 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 2019/2020 is \$53,486. Overall, the Draft Budget for FY 2019/2020 is 19.4 percent lower than the FY 2018/19 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 32.1 percent for Personnel, 67.6 percent for Services and Supplies including maintaining equipment, and .3 percent for contracts.

The Personnel and Services and Supplies line items both increased slightly. Contracts line item includes a contract for answering calls by the California Highway Patrol.

Executive Director Review: _____

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways Draft Budget – FY 2019/2020

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
BUDGET - FY 2019/20
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019'	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel					
610.101 Salaries	15,135	15,100	17,170	19,150	2,035
619.226 Administrative Support	-	-	-	-	-
Total	15,135	15,100	17,170	19,150	2,035
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	3,570	3,570	3,570	3,800	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	256	256	346	375	90
619.152 Maintenance of Equipment	32,000	32,000	32,000	32,500	-
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	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	150	-	150	100	-
619.306 Utilities	-	-	-	-	-
Total	36,076	35,876	36,166	36,875	90
Contracts					
619.250 Special Dept. Expense - Contracts	15,150	150	150	150	(15,000)
Total	15,150	150	150	150	(15,000)
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	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	66,361	51,126	53,486	56,175	(12,875)

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
550.109	Registered Vehicle Revenue	60,700	62,768	63,670	64,030	2,970
	Fund Balance(Carryover previous years)	182,161	188,733	198,000	205,500	15,839
541.001	Interest Revenue	2,000	2,000	2,000	2,000	-
	TOTAL REVENUE	244,861	253,501	263,670	271,530	18,809

EXPENDITURES VS REVENUES		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES						
	Personnel	15,135	15,100	17,170	19,150	2,035
	Services & Supplies	36,076	35,876	36,166	36,875	90
	Contracts	15,150	150	150	150	(15,000)
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	66,361	51,126	53,486	56,175	(12,875)
REVENUES						
	Revenues	244,861	253,501	263,670	271,530	18,809
	TOTAL REVENUE	244,861	253,501	263,670	271,530	18,809
	TOTAL PROPOSED BUDGET	66,361	51,126	53,486	56,175	(12,875)

FUND BALANCE	210,184	
DESIGNATED FUND BALANCE	-	
UNDESIGNATED FUND BALANCE	210,184	Only available for SAFE projects

BUDGET NOTES

	Proposed Budget FY 19/20
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries.	
Total	17,170
Services and Supplies Services and Supplies include regular budget items to support call box operations.	
Total	36,166
Contracts Contracts includes a contract with CHP for call answering services	
Total	150
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other SAFE share of OPEB costs.	
TOTAL PROPOSED BUDGET	53,486