



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

DATE: Thursday, June 20, 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 Meeting Minutes Dated May 16, 2019 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2018/19 Third Quarter Budget Report – Postigo
3. **APPROVE** FY 2019/2020 Service Authority for Freeways and Expressways Final Budget – Postigo

ADJOURN TO MEETING OF THURSDAY AUGUST 15, 2019. AGENDA DEADLINE IS AUGUST 6, 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**

May 16, 2019 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair Flores, Director Gillio, Director Richman, Director Velazquez, and Director Botelho

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 4:38 P.M.

A. Acknowledge Certificate of Posting

Upon a motion duly made by Director Botelho, and seconded by Director Gillio, 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 March 21, 2019 – Gomez
- 2. Receive** 2019/2020 Service Authority for Freeways and Expressways Draft Budget – Postigo

There was no discussion or public comment on Items 1 and 2.

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

Upon a motion duly made by Director Botelho, and seconded by Director Gillio, the Directors unanimously adjourned the SAFE meeting at 4:39 p.m. Vote: 5/0 motion passes.

ADJOURN TO SAFE MEETING JUNE 20, 2019.



Agenda Item: _____

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 20, 2019
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Service Authority for Freeways and Expressways FY 2018/19 Third Quarter Budget Report.

Summary:

The FY 2018/19 Third Quarter Budget Report shows that overall expenditures for SAFE were low at 52.05% and revenues were high at 92.24%.

Financial Considerations:

During the Third quarter, total expenditures for SAFE were \$34,542 or 52.05%.

Revenues were \$225,866 or 92.24% which includes the previous year's fund balance. SAFE revenue is generated through a one dollar vehicle registration fee.

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 2018/19 Third Quarter Budget Report, ending March 31, 2019, 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 2017/18.

Executive Director Review: _____

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways' Third Quarter Budget Report FY 2018/19

**Service Authority for Freeways and Expressways Third
Quarter Budget Report FY 2018/19**

FISCAL SUMMARY	Budgeted FY 18/19	Expenses 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	15,135	11,909	3,226	75%	78.69%
Services & Supplies	36,076	22,532	13,544	75%	62.46%
Contracts	15,150	100	15,050	75%	0.66%
Capital	-	-	-		
Other	-	-	-	50%	
TOTAL EXPENDITURES	\$66,361	\$34,542	\$31,819	75%	52.05%
REVENUES					
Revenues	244,861	225,866	18,995	75%	92.24%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$244,861	\$225,866	\$18,995	75%	92.24%
TOTAL FUND BALANCE	\$178,500	\$191,325			

FUND BALANCE \$191,325
Only available for SAFE

Service Authority for Freeways and Expressways Third Quarter Budget Report FY 2018/19

REVENUE & EXPENDITURES

REVENUES Category	Budgeted FY 18/19	Revenues 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
550.109 registered Vehicle Revenue	60,700	37,133	23,567	75%	61.18%
Fund Balance (Carryover previous years)	182,161	188,733	(6,572)	75%	103.61%
541.001 Interest	2,000	-	2,000	75%	0.00%
570.006 Reim for damages	-	-	-	-	-
TOTAL	244,861	225,866	18,995	75%	92.24%

EXPENDITURES Category	Budgeted FY 18/19	Expenses 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
Personnel					
610.101 Salaries	15,135	11,909	3,226	75%	78.69%
Total	15,135	11,909	3,226	75%	78.69%
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	3,570	2,566	1,004	75%	71.89%
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	256	256	0	75%	99.92%
619.152 Maintenance of Equipment	32,000	19,674	12,326	75%	61.48%
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	36	14	75%	72.00%
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	36,076	22,532	13,544	75%	62.46%
Contracts					
619.250 Special Dept Expense - Contracts	15,150	100	15,050	75%	0.66%
Total	15,150	100	15,050	75%	0.66%
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	-	-	-	-	-
640.513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL	66,361	34,542	31,819	75%	52.05%

JE#
18-19-05 645.701 General Ins. 30.00
619.132 Communications (30.00)
5/28/2019 1:31 PM



Staff Report

To: Service Authority for Freeways and Expressways
 From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
 Date: June 20, 2019
 Subject: **Service Authority for Freeways and Expressways Final Budget – FY 2019/2020**

Staff Recommendation:

APPROVE FY 2019/2020 Service Authority for Freeways and Expressways Final Budget

Summary:

The Service Authority for Freeways and Expressways Final Budget – FY 2019/2020 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 2019/2020 is \$53,486. Overall, the Final Budget for FY 2019/2020 is 19 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 Final Budget includes 32 percent for Personnel, 67.7 percent for Services and Supplies including maintaining equipment, and .3 percent for contracts.

The Personnel line item increased due to normal steps and cost of living increases. Services and Supplies line item increased slightly. Contracts line item decreased due to the removal of a contract with the California Highway Patrol for extra enforcement on Highway 25 between San Felipe and Santa Clara County line. This contract was not implemented in the past two budget years.

Executive Director Review: MAE

Counsel Review: N/A

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



San Benito County

**Service
Authority for
Freeways and
Expressways**

Service Authority for Freeways and Expressways

Final Budget Fiscal Year 2019/20

June 20, 2019

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 2019/2020**

Published by Order of the:
Board of Directors

Mark Medina
County of San Benito

Cesar Flores
City of San Juan Bautista

Marty Richman
City of Hollister

Ignacio Valazquez
City of Hollister

Jim Gillio
County of San Benito

Executive Director
Mary Gilbert

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

Approved: June 20, 2019
Contact Information:
330 Tres Pinos Road, Suite C 7
Hollister, California 95023
(831) 637-7665

TABLE OF CONTENTS

SAFE EXECUTIVE SUMMARY.....	1
SAFE GOALS AND OBJECTIVES.....	1
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS BUDGET	2-3
APPENDIX	
PURCHASING POLICIES FOR THE SERVICE AUTHORITY FOR FREEWAYS AND EXPRESS WAYS	4-9
POLICIES FOR AMENDING THE SAFE'S BUDGET.....	10
BUDGET ADJUSTMENT/TRANSFER FORM.....	11



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 2019/2020 is \$53,486.

There is an decrease in the total amount of the Authority's budget from FY 2018/2019 to FY 2018/2019 due to not including a contract with CHP for additional service on Highway 25.

Goals and Objectives

The Service Authority for Freeways and Expressways goal is to 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 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
FINAL 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	-
	TOTAL PROPOSED BUDGET	53,486

APPENDIX

**SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS**

BUDGET

FISCAL YEAR 2019/2020

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: _____
 Executive Director

_____ Date

Approval by COG Board

_____ Date

Attested: _____
 Clerk of the Board: _____

Vote: _____ Yes _____ No