

## San Benito County Local Transportation Authority

# Final Budget Fiscal Year 2019/20

June 20, 2019

*Prepared and Compiled by:*

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**LOCAL TRANSPORTATION AUTHORITY  
FINAL BUDGET  
FISCAL YEAR 2019/2020**

*Published by Order of the:*  
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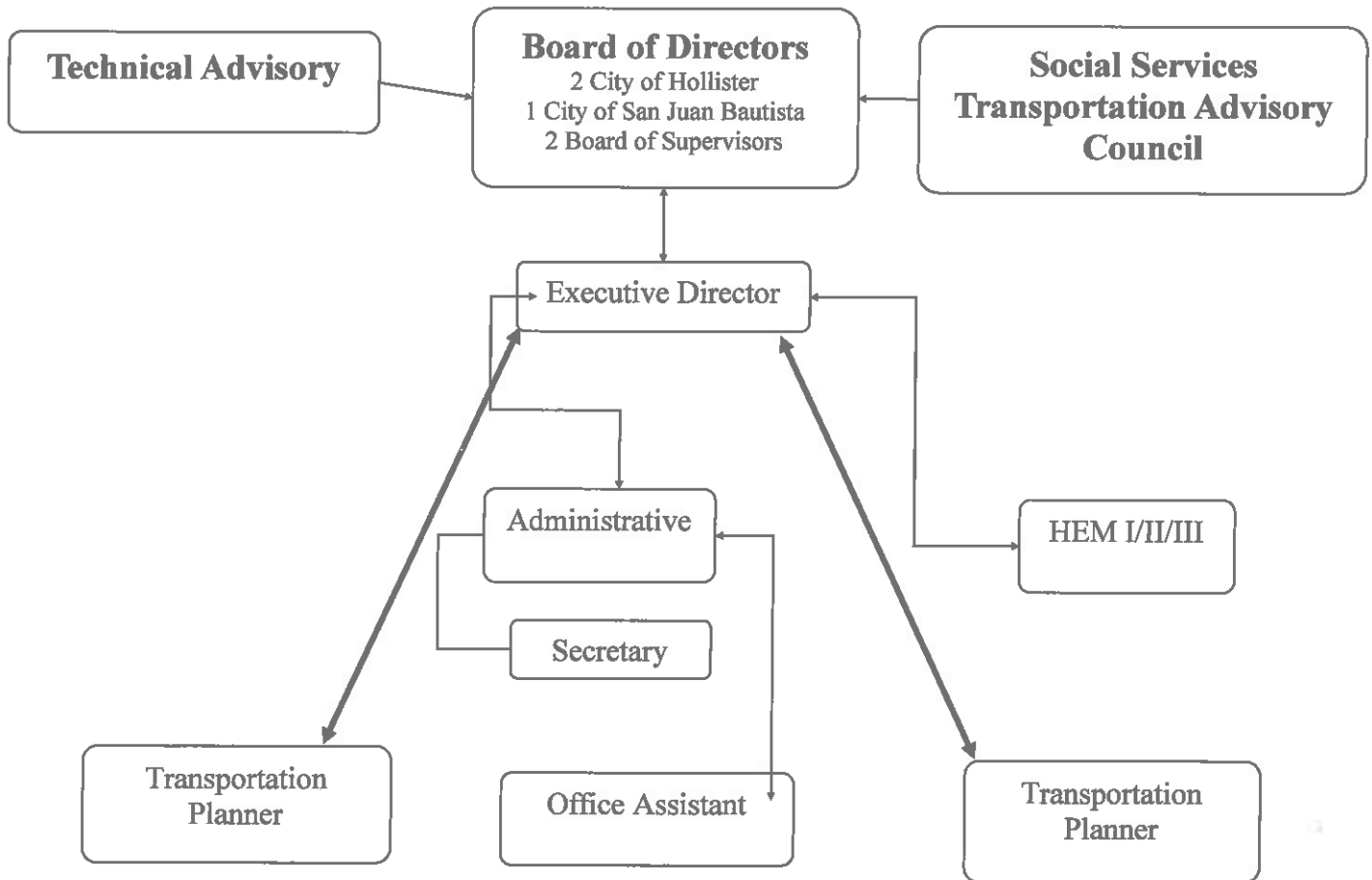
## TABLE OF CONTENTS

<b>ORGANIZATION CHART .....</b>	<b>1</b>
<b>LOCAL TRANSPORTATION AUTHORITY EXECUTIVE SUMMARY .....</b>	<b>2</b>
<b>LOCAL TRANSPORTATION AUTHORITY GOALS AND OBJECTIVES .....</b>	<b>2</b>
<b>LOCAL TRANSPORTATION AUTHORITY .....</b>	<b>3-4</b>
<b>REVENUE SUMMARY AND EXPENDITURE SUMMARY .....</b>	<b>4</b>
<b>PTMISE &amp; STIMULUS .....</b>	<b>5-6</b>
<b>APPENDIX</b>	
<b>PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY....</b>	<b>7-12</b>
<b>POLICIES FOR AMENDING THE LOCAL TRANSPORTATION AUTHORITY'S BUDGET .....</b>	<b>13</b>
<b>BUDGET ADJUSTMENT/TRANSFER FORM .....</b>	<b>14</b>

# San Benito County Local Transportation Authority Organizational Chart

Council of San Benito County  
Governments  
(RTPA)

San Benito County Local  
Transportation Authority  
(CTSA)



## **Executive Summary**

The Local Transportation Authority (LTA) administers and operates public transportation services in San Benito County under the name of County Express and Jovenes de Antaño. County Express offers public bus service on routes in Hollister and to Gilroy. Additionally, County Express offers complementary Paratransit and Dial-a-Ride service in Hollister and San Juan Bautista. The Local Transportation Authority contracts with Jovenes de Antaño, a non-profit organization, to provide specialized transportation services for the elderly and people with disabilities.

The Local Transportation Authority's total proposed budget for FY 2019/2020 is \$3.75million. This Budget includes contracts for transit operations for County Express and Jovenes de Antaño. The FY 2019/2020 Budget proposes an overall increased in expenditures. The FY 2019/2020 Budget proposes to keep the existing staffing level the same as the current year with only authorized positions filled. The Services & Supplies line item has increased due to the Public Transportation Modernization, Improvement and Service Enhancement Account funding for purchase of buses. The Contracts line item decreased due to the completion of contracts.

The Local Transportation Authority FY 2019/2020 Budget is balanced and supports the policies of the Board of Directors and the needs of the community.

### ***Goals and Objectives***

The Local Transportation Authority goals are to continue transit operations, implement any unmet transit needs, and implement recommendations of the Short Range Transit Plan to streamline services and maximize funding. The Local Transportation Authority also develops and maintains a comprehensive regional transit system that serves the needs of the community, with particular emphasis on serving transit dependent populations and improving the multimodal transportation network.

The implementations of the Short Range Long Range Transit Plans will continue in FY 2019/2020. The Local Transportation Authority will continue work on improving the transit system during FY 2019/2020, including upgrades to the vehicle fleet and other system infrastructure.

**LOCAL TRANSPORTATION AUTHORITY  
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
<b>Personnel</b>					
610.101 Salaries	280,731	267,350	305,737	300,000	25,006
610.101 Salaries	-	-	-	-	-
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
<b>Total</b>	<b>280,731</b>	<b>267,350</b>	<b>305,737</b>	<b>300,000</b>	<b>25,006</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,500	1,500	1,500	-
619.132 Communications	1,025	1,025	1,025	1,025	-
619.138 Computer Maintenance	1,000	1,000	1,000	600	-
619.140 Computer Supplies	-	-	-	-	-
619.142 Computer Software	200	-	200	200	-
645.701 General Insurance	4,427	4,600	6,164	5,500	1,737
619.152 Maintenance of Equipment	66,000	65,000	66,000	66,500	-
619.154 Maintenance of Equipment - Oil and Gas	141,000	198,000	200,000	200,000	59,000
619.158 Maintenance of Structures and Grounds	500	500	500	500	-
619.280 Marketing	900	900	900	900	-
619.166 Membership Dues	590	590	590	600	-
619.176 Special Project Supplies - Supplies	1,100	1,200	1,100	700	-
619.174 Supplies	250	250	250	350	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	4,000	3,000	4,000	4,500	-
619.180 Public and Legal Notices	100	100	100	150	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	250	250	250	250	-
619.268 Special Dept. Expense - Other	2,000	2,000	2,000	-	-
619.196 Travel Lodging	500	500	500	500	-
619.198 Travel Meals	200	200	200	200	-
619.194 Training	2,000	2,000	2,000	2,000	-
619.200 Travel Transportation	150	150	150	150	-
619.306 Utilities	4,103	-	12,000	12,000	7,897
<b>Total</b>	<b>231,820</b>	<b>282,765</b>	<b>300,454</b>	<b>298,150</b>	<b>68,634</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	1,582,865	1,483,772	1,559,425	1,580,543	(23,440)
<b>Total</b>	<b>1,582,865</b>	<b>1,483,772</b>	<b>1,559,425</b>	<b>1,580,543</b>	<b>(23,440)</b>
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Other</b>					
649.320 OPEB	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>2,165,616</b>	<b>2,178,693</b>	<b>70,200</b>

**LOCAL TRANSPORTATION AUTHORITY  
FINAL BUDGET - FY 2019/20  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE 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
570.003 Sale of Fixed Assets	3,000	6,000	3,000	3,000	-
551.113 Misc. (FTA 5311 Operating Assistance)	298,186	316,616	316,616	322,950	18,430
551.113 FTA 5310 (Out of County Medical)	-	-	30,000	-	30,000
551.113 Low Carbon Transit Operations Program	71,288	71,288	107,615	-	36,327
576.012 STA/LTF transfer	1,552,942	1,485,983	1,520,385	1,692,743	(32,557)
562.803 County Express Fares	170,000	154,000	158,000	160,000	(12,000)
<b>TOTAL REVENUE</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>2,165,616</b>	<b>2,178,693</b>	<b>70,200</b>

EXPENDITURES VS REVENUES <u>LTA &amp; PTMISEA</u>	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
<b>EXPENDITURES</b>					
Personnel	280,731	267,350	305,737	300,000	25,006
Services & Supplies	231,820	282,765	1,885,454	298,150	1,653,634
Contracts	1,582,865	1,483,772	1,559,425	1,580,543	(23,440)
Capital	0	0	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>3,750,616</b>	<b>2,178,693</b>	<b>1,655,200</b>
<b>REVENUES</b>					
Revenues	1,692,460	2,351,565	2,432,892	688,611	740,432
Operating Transfers (in)	1,552,942	1,485,983	1,520,385	1,692,743	(32,557)
<b>TOTAL REVENUE</b>	<b>3,245,402</b>	<b>3,837,548</b>	<b>3,953,277</b>	<b>2,381,354</b>	<b>707,875</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>3,750,616</b>	<b>2,178,693</b>	<b>1,655,200</b>

**FUND BALANCE** 202,661  
**DESIGNATED FUND BALANCE** -  
**UNDESIGNATED FUND BALANCE** 202,661

**LTA & PTMISEA  
BUDGET NOTES**

**Personnel**

Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.

**Total** 305,737

**Services and Supplies**

Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel.

**Total** 1,885,454

**Contracts**

Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$1,250,416) out of county medical and senior lunch program (Jovenes de Antano \$297,009). Also \$15,000 for the remainder Triennial Performance Audit.

**Total** 1,559,425

**Capital**

No Capital expenditures are proposed in this Budget.

**Total** -

**Other**

**Total** -

**TOTAL PROPOSED BUDGET** 3,750,616

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES  
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
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
623.510 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Professional Service - Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.288 Special Dept. Expense - Other	1,149,986	10,000	1,585,000	202,661	435,014
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	1,149,986	10,000	1,585,000	202,661	435,014
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.320 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>



**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES  
FINAL BUDGET - FY 2019/20  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE 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
551.401 OES (State)	-	-	-	-	-
551.401 PTMISEA (Proposition B)	1,055,315	1,055,315	-	-	(1,055,315)
551.401 OES (Carryover-Prop 1B Grants)	84,081	84,081	84,081	-	-
Fund Balance (carryover previous years)	10,590	658,265	1,703,580	202,661	1,692,990
541.001 Interest	-	6,000	-	-	-
<b>TOTAL REVENUE</b>	<b>1,149,986</b>	<b>1,803,661</b>	<b>1,787,661</b>	<b>202,661</b>	<b>637,675</b>

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
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	1,149,986	10,000	1,585,000	202,661	435,014
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>
<b>REVENUES</b>					
Revenues	1,149,986	1,803,661	1,787,661	202,661	1,787,661
<b>TOTAL REVENUES</b>	<b>1,149,986</b>	<b>1,803,661</b>	<b>1,787,661</b>	<b>202,661</b>	<b>1,787,661</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>
<b>FUND BALANCE</b>			<b>202,661</b>		
<b>DESIGNATED FUND BALANCE</b>			<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>			<b>202,661</b>		

**BUDGET NOTES**

	Proposed Budget FY 19/20
<b>Personnel</b> No Personnel expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Services and Supplies</b> Special projects includes purchase of buses to increase service. Customer services enhancements, transit maintenance and operational enhancements. Purchased of buses will be capitalize in LTA.	
<b>Total</b>	1,585,000
<b>Contracts</b> No Contract expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Other</b> No Other expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>	<b>1,585,000</b>

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program  
ARRA: American Recovery and Reinvestment Act  
OES: Office of Emergency Services

**APPENDIX**

**LOCAL TRANSPORTATION AUTHORITY**

**FINAL BUDGET**

**FISCAL YEAR 2019/2020**

## **PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY**

### **A. DEFINITIONS**

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

- 1) Agency: Local Transportation Authority
- 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 LTA 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 Local Transportation Authority.

**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 LTA 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 LTA 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 LTA 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 LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA 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 LTA 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 LTA where funding has been approved and budgeted by the Board unless specified otherwise in the LTA 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 LTA, contracts to lease or rent for LTA 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. The Purchasing Agent and Assistant Purchasing Agent shall comply with standards set forth in the Council of Governments Rules & Regulations, Section 3 – Purchasing Policy.

#### **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 LTA 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 LTA, or the necessary emergency repair of LTA equipment.
13. When the product/services are needed by LTA 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 LTA 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 LTA;
3. in order to make necessary emergency repairs of LTA equipment required to provide essential services or for the operation of LTA; or
4. in order to avoid economic loss to LTA.

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 Local Transportation Authority's Budget

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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 Local Transportation Authority's 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

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

