

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, May 20, 2021  
4:00 P.M.

**LOCATION:** Via-Zoom

Attendance at the LTA meeting is closed to the public per Executive Order N-29-30. The public may join meeting by Zoom: <https://zoom.us/join> per the instructions provided at the end of the agenda:

Meeting ID: 889-4736-2821

**DIRECTORS:** Chair Ignacio Velazquez, Vice Chair Mary Vazquez Edge  
Rolan Resendiz, Mark Medina, and Bob Tiffany  
Alternates: San Benito County: Kollin Kosmicki;  
City of San Juan Bautista: César E. Flores; City of Hollister: Rick Perez

*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 C, Public Comment.***

**4:00 P.M. CALL TO ORDER:**

- A. ACKNOWLEDGE** Certificate of Posting
- B. NOTICE OF TEMPORARY PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS:** (Please see Zoom instructions at the end of the agenda)

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the Local Transportation Authority are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

- C. 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** Local Transportation Authority Draft Meeting Minutes Dated March 18, 2021 – Gomez
- 2. RECEIVE** Local Transportation Authority FY 2020-21 Third Quarter Budget Report – Rivera

3. **APPROVE** Cancellation of July 2021 Local Transportation Authority Board Meeting – Gilbert
4. **ADOPT** Resolution 2021-02 Authorizing the Execution of the Low Carbon Transit Operations Program (LCTOP) Projects “Expansion of Intercounty Services” and “Mobility on Demand Operations” – Valentine
5. **Surplus Vehicles** – Valentine
  - a. **DECLARE** Two Vehicles Surplus Property to be Auctioned or Salvaged to Donate to Eligible Local Nonprofits and Other Eligible Local Government Agencies;
  - b. **DIRECT** Staff to Prepare a Solicitation for Eligible Local Nonprofits and Other Eligible Local Government Agencies to Indicate Interest in and Eligibility for Donation of Surplus Vehicles;
  - c. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles for Sale or for Donation to Eligible Local Nonprofits or Other Eligible Local Government Agencies.

#### REGULAR AGENDA:

6. **RECEIVE** Presentation on FY 2021/22 Local Transportation Authority Draft Budget – Rivera

**Adjourn to LTA Meeting on Thursday, June 17, 2021. Agenda deadline is June 1, 2021 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 Local Transportation Authority 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.*

#### ZOOM INSTRUCTIONS:

**Members of the public are encouraged to participate in Board meetings in the following ways:**

##### 1. Remote Viewing

Members of the public who wish to watch the meeting can view the meeting online through Zoom. Instructions for participating via Zoom are included below.

##### 2. Written Comments & Email Public Comment

Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Clerk of the Board at [monica@sanbenitocog.org](mailto:monica@sanbenitocog.org). Regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

##### 3. Local Transportation Authority meeting - Zoom Instructions for remote Participants:

Each meeting will have a meeting ID, which is a unique number associated with an instant or scheduled meeting. Three ways to attend zoom meetings:

##### 1. Over the phone (Audio only):

- (669) 900-6833 or (408) 638-0968.

##### 2. Open the Web-browser:

- <https://zoom.us/join>

##### 3. Smart device Application:

- Apple App store: <https://apps.apple.com/us/app/id546505307>
- Android App store: <https://play.google.com/store/apps/details?id=u.s.zoom.videomeetings>

##### Zoom Audio Only (phone)

If you are calling in as audio-only, please dial (669) 900-6833 or (408) 638-0968.

1. It will ask you to enter the **Meeting ID, 889-4736-2821** followed by the “#” key, which can be found at the top page of the agenda. The meeting agenda can be found at: [http://www.sanbenitocog.org/wp-content/uploads/2021/05/LTA\\_Packet\\_052021.pdf](http://www.sanbenitocog.org/wp-content/uploads/2021/05/LTA_Packet_052021.pdf)
2. It will then ask for a **Participant ID**, press the “#” key to continue.
3. Once you enter the zoom meeting, you will automatically be placed on mute.
4. **Public Comment:** If you are using a phone, please press the “\*9” to raise your hand, zoom facilitator will unmute you when your turn arrives.

#### **Zoom On Web-browser or Zoom app on Tablet or Smartphone**

If joining through web-browser launch: <https://zoom.us/join> or launch the Zoom app on your Tablet or Smartphone

1. Select “**JOIN A MEETING**”
2. The participant will be prompted to enter **Meeting ID, 889-4736-2821** and name to join the meeting, which can be found at the top page of the agenda. The meeting agenda can be found at: [http://www.sanbenitocog.org/wp-content/uploads/2021/05/LTA\\_Packet\\_052021.pdf](http://www.sanbenitocog.org/wp-content/uploads/2021/05/LTA_Packet_052021.pdf)
3. You can launch audio through your computer or set it up through the phone. Follow instructions provided by Zoom.
4. **Public Comment:** Click “**Raise hand**” icon, the zoom facilitator will unmute you when your turn arrives.

#### **Public Comment Guidelines**

- If participating on zoom Once you are selected, you will hear that you have been unmuted: State your first name, last name, and county you reside in for the record.
- The Local Transportation Authority welcomes your comments.
- Each individual speaker will be limited to a presentation total of three (3) minutes.
- Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

## CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on **May 20, 2021** at **4:00 P.M.** was posted at the following locations freely accessible to the public:

The front entrance of the Old San Benito County Courthouse, Monterey Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the **14<sup>th</sup> day of May 2021**, on or before **5:00 P.M.**

The meeting agenda was also posted on the Council of San Benito County Governments website, [www.sanbenitocog.org](http://www.sanbenitocog.org), under Meetings, LTA Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY:



Monica Gomez, Secretary II  
Council of San Benito County Governments

**San Benito County  
LOCAL TRANSPORTATION AUTHORITY  
REGULAR MEETING  
(Zoom Platform)**

**March 18, 2021 6:00 P.M.**

**MINUTES**

**MEMBERS PRESENT:**

Chair Ignacio Velazquez, Mary Vazquez Edge, Rolan Resendiz, Mark Medina, and Bob Tiffany

**STAFF PRESENT:**

Executive Director, Mary Gilbert; Transportation Planner Regina Valentine; Secretary, Monica Gomez; Administrative Services Specialist, Norma Rivera; Transportation Planner, Veronica Lezama; Office Assistant, Griselda Arevalo; Deputy County Counsel, Shirley Murphy

**CALL TO ORDER:**

Chair Velazquez called the meeting to order at 6:46 p.m.

**A. CERTIFICATE OF POSTING**

Motion made to acknowledge Certificate of Posting:

Motion: Mary Vazquez Edge    Second: Bob Tiffany

Motion carried:    5/0

Yes:	Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz
No:	None
Recused:	None
Abstention:	None
Absent:	None

**B. NOTICE OF TEMPORARY PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS**

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the LTA Board can attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

Chair Velazquez reminded members of the public that an overview of temporary procedures (Zoom etiquette) for LTA meetings was attached to the agenda.

**C. PUBLIC COMMENT: NONE**

**CONSENT AGENDA:**

1. **Approve** Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, Service Authority for Freeways and Expressways Adjourned Draft Meeting Minutes Dated December 17, 2020 – Gomez
2. **Approve** Local Transportation Authority Adjourned Draft Meeting Minutes dated December 21, 2020 – Gomez
3. **Approve** Local Transportation Authority Draft Meeting Minutes Dated January 21, 2021 – Gomez
4. **Adopt** Resolution 2021-01, Amending the Local Transportation Authority Rules and Regulations to Change the Regular Board Meeting Time to 4:00 p.m. – Rivera
5. **Receive** Local Transportation Authority FY 2020-21 Second Quarter Budget Report – Rivera
6. **Approve** Contract between the San Benito County Local Transportation Authority and DanTec Associates for an Amount Not to Exceed \$100,0000 for the Preparation of a Short Range Transit Plan Update – Valentine

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda:

Motion: Bob Tiffany                      Second: Mary Vazquez Edge

Motion carried:     5/0

Yes:                      Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz  
No:                        None  
Recused:                None  
Abstention:            None  
Absent:                  None

There being no further business to discuss, Director Vazquez Edge motioned to adjourn at 6:48 p.m.  
Motion seconded by Director Tiffany and carried by a unanimous vote.

**ADJOURN TO LTA MEETING APRIL 15, 2021 AT 4:00 P.M.**

## Staff Report

---

To: Local Transportation Authority  
From: Norma Rivera, Administrative Services Specialist Telephone: (831) 637-7665  
Date: May 20, 2021  
Subject: **Third Quarter Budget Report**

---

### Recommendation:

RECEIVE Local Transportation Authority FY 2020-21 Third Quarter Budget Report.

### Summary:

The Third Quarter Budget Report summarizes revenues and expenditures as of March 31, 2021. The Report shows that revenues were at 10.12% and expenditures were at 45.90% in total.

### Financial Considerations:

As of the third quarter, total revenues were \$257,343 or 10.12% of the budgeted revenues. This number includes the fund balance that has been carried forward from the previous fiscal year.

Total expenditures for all Local Transportation Authority accounts were \$1,167,693 or 45.90%. This amount is under the 75% estimated for the third quarter.

### Background:

Staff prepares a quarterly update on the revenues and expenditures of Local Transportation Authority fiscal year performance for the Board to review. The attached report identifies the revenues and expenditures for Fiscal Year (FY) 2021, for the period of July 1, 2020 through March 31, 2021. After each quarter, staff reviews and analyzes the Trial Balances for errors or corrections. Once the Trial Balances are reviewed, staff prepares a budget report and analyzes the need for budget adjustments/transfers to reflect actual revenues and expenditures.

The Third Quarter Budget report includes the Public Transportation, Modernization, Improvement and Safety Enhancement Account (PTMISEA).

The Third Quarter Budget Report of Local Transportation Authority shows expenditures under the 75% projection due to a decrease in services rendered.

Transportation Development Act (TDA) funds are allocated to the Local Transportation Authority at the end of the fiscal year. This is the cause for the low percentage of revenues in the summary.

**Staff Analysis:**

Staff made budget adjustments, approved by the Executive Director as authorized in the Purchasing/Budget policy to cover small overages. At this time there are no Budget Adjustments required for Board approval.

Executive Director Review: MG

Counsel Review: N/A

**Supporting Attachments:**

1. Local Transportation Authority FY 2020/21 Third Quarter Budget Report
2. Public Transportation, Modernization, Improvement and Safety Enhancement Account FY 2020/21 Third Quarter Budget Report



**Local Transportation Authority (627.7320)**  
**Third Quarter Budget Report**  
**FY 2020/21**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 20/21</b>	<b>Actual as of 3/31/2021</b>	<b>Balance FY 20/21</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b><u>EXPENDITURES</u></b>					
Salaries & Benefits	323,691	201,993	121,698	75%	62.40%
Services & Supplies	612,868	255,298	357,570	75%	41.66%
Contracts	1,607,204	710,402	896,802	75%	44.20%
Capital	-	-	-	75%	
Other	-	-	-	75%	
<b>TOTAL EXPENDITURES</b>	<b>\$2,543,763</b>	<b>1,167,693</b>	<b>\$1,376,070</b>	<b>75%</b>	<b>45.90%</b>
<b><u>REVENUES</u></b>					
Revenues	2,543,763	257,343	2,285,363	75%	10.12%
Operating Transfers	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$2,543,763</b>	<b>\$257,343</b>	<b>\$2,285,363</b>	<b>75%</b>	<b>10.12%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>(\$910,351)</b>			
	Equip. Trf	(\$910,351)			

**Local Transportation Authority (627.7320)**  
**Third Quarter Budget Report**  
**FY 2020/21**

**REVENUE & EXPENDITURES**

<b>REVENUES</b>	<b>Budgeted</b>	<b>Revenues</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY 20/21</b>	<b>3/31/2021</b>	<b>FY 20/21</b>	<b>75%</b>	
541.001 Interest	-	(1,057)	-	75%	
551.113 Mis (FTA 5311 Operating Assistance)	316,616	-	316,616	75%	0.00%
551.113 FTA 5310 (Out of county med.)	37,000	26,870	10,130	75%	72.62%
551.113 Low Carbon Transit Operations Program \	142,811	70,756	72,055	75%	49.54%
551.113 STA SB1	45,000	-	45,000	75%	0.00%
551.113 CARES	350,680	141,007	209,673	75%	40.21%
551.401 State Misc Rev	-	-	-	75%	
551.401 LCTOP-Inter County Service exp	-	-	-	75%	
562.803 County Express Fares	100,000	2,450	97,550	75%	2.45%
570.001 Other Rev Other Sales Ad Space	-	5,854	(5,854)	75%	
570.003 Other Rev Sales Revenue Sales of FA	3,000	3,179	(179)	75%	105.97%
570.006 Other Rev Reim	-	-	-	75%	
570.015 Other Revenue Private Grants	-	8,285	(8,285)	75%	
576.012 Transfer from Trust STA&LTF	1,548,656	-	1,548,656	75%	0.00%
590.001 Unclaimed check	-	-	-	75%	
<b>TOTAL</b>	<b>2,543,763</b>	<b>257,343</b>	<b>2,285,363</b>	<b>75%</b>	<b>10.12%</b>

<b>EXPENDITURES</b>	<b>Budgeted</b>	<b>Expenses</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<b>Category</b>	<b>FY 20/21</b>	<b>3/31/2021</b>	<b>FY 20/21</b>	<b>75%</b>	
<b>Personnel</b>					
610.101 Salaries	323,691	201,993	121,698	75%	62.40%
610.101 BS IT	-	-	-		
610.101 Bus Stop Imp.	-	-	-		
<b>Total</b>	<b>323,691</b>	<b>201,993</b>	<b>121,698</b>	<b>75%</b>	<b>62.40%</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	75%	
619.130 Clothing and Safety	1,500	1,079	421	75%	71.91%
619.132 Communications	1,200	682	518	75%	56.79%
619.138 Computer Maintenance	10,919	10,919	0	75%	100.00%
619.140 Computer Supplies	325	316	9	75%	97.14%
619.142 Computer Hardware	200	-	200	75%	0.00%
619.152 Maintenance of Equipment	50,000	16,455	33,545	75%	32.91%
619.154 Maintenance of Equip - Oil and Gas	165,899	60,179	105,720	75%	36.27%
619.158 Maint of Structures and Grounds	500	344	156	75%	68.88%
621.503 Maint of Equipment - Auto	-	-	-		
619.166 Membership Duesx	620	620	-	75%	100.00% Cal Act
619.172 Postage and Delivery x	25	-	25	75%	0.00%
621.901 Medical/Dental/Lab Supplies and Services	-	-	-		
619.174 Supplies x	250	29	221	75%	11.44%
622.501 Office Furniture under \$700	-	-	-		
622.502 Office Equipment under \$300	-	-	-		
619.176 Special Project Supplies x	600	-	600	75%	0.00%
619.180 Public and Legal Notices	100	50	50	75%	50.00%
619.184 Rent Equipment	-	-	-	75%	
619.190 Small Tools x	400	14	386	75%	3.44%
619.222 Professional Services - Other Consultants	-	-	-		
619.194 Training	2,000	-	2,000	75%	0.00%
619.196 Travel Lodging x	800	-	800	75%	0.00%
619.186 Rent Structures	-	-	-		
619.188 Rent Space	-	-	-		
619.198 Travel Meals x	250	-	250	75%	0.00%
619.200 Travel Transportation	150	-	150	75%	0.00%
619.210 Professional Service - Legalex	4,000	2,150	1,850	75%	53.75%
619.268 Special Dept Expense - Other (CARES)	351,680	147,104	204,576	75%	41.83%
619.280 Marketing x	9,400	7,980	1,420	75%	84.89%
619.306 Utilities	4,670	-	4,670	75%	0.00%
645.701 General Insurance	7,380	7,379	1	75%	99.99%
<b>Total</b>	<b>612,868</b>	<b>255,298</b>	<b>357,570</b>	<b>75%</b>	<b>41.66%</b>
<b>Contracts</b>					
619.250 Special Dept Exp (S RTP & LRTP)	-	-	-	75%	
619.250 Special Dept Expense - Contracts	1,607,204	710,402	896,802	75%	44.20%
<b>Total</b>	<b>1,607,204</b>	<b>710,402</b>	<b>896,802</b>	<b>75%</b>	<b>44.20%</b>
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	75%	
650.302 Equipment other than Computer	-	-	-	75%	
650.301 Automobiles, Trucks, Vans	-	-	-	75%	
650.312 Depreciation Exp	-	-	-	0%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	
<b>Other</b>					
640.320 OPEB	-	-	-		
640.513 Operating Transfers	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b></b>	<b></b>
<b>TOTAL</b>	<b>2,543,763</b>	<b>1,167,693</b>	<b>1,376,070</b>	<b>75%</b>	<b>45.90%</b>

**Local Transportation Authority (627.7320)**  
**Third Quarter Budget Report**  
**FY 2020/21**

**Budget Adjustment**

---

20-21-01	619.250 Contracts	\$12,000	<b>Depreciation</b>
	619.101 Salaries (12,000)		
20-21-02	619.280 Marketing	\$6,000	
	645.701 General Insurance	\$57	
	619.140 Computer Supplies	\$325	
	619.154 Oil and Gas (6382)		
20-21-03	619.142 Computer Software	\$7,719	
	619.154 Oil and Gas (7,719)		

**PTMISEA and OES (628.7400)**  
**Third Quarter Budget Report**  
**FY 2020/21**

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<b><u>EXPENDITURES</u></b>					
Salaries & Benefits	-	-	-		
Services & Supplies	1,396,250	212,689	1,183,561	75%	15.23%
Contracts	-	-	-		
Capital	-	-	-		
Other	-	-	-		
<b>TOTAL EXPENDITURES</b>	<b>\$1,396,250</b>	<b>\$212,689</b>	<b>\$1,183,561</b>	<b>75%</b>	<b>15.23%</b>
<b><u>REVENUES</u></b>					
Revenues	1,396,250	1,385,113	11,137	75%	99%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$1,396,250</b>	<b>\$1,385,113</b>	<b>\$11,137</b>	<b>75%</b>	<b>99%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>\$1,172,424</b>			

**PTMISEA and OES (628.7400)**  
**Third Quarter Budget Report**  
**FY 2020/21**

**REVENUE & EXPENDITURES**

<b>REVENUES</b>		<b>Budgeted</b>	<b>Revenues</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<u>Category</u>		<b>FY 20/21</b>	<b>3/31/2021</b>	<b>FY 20/21</b>	<b>75%</b>	
541.001	Interest Revenue	12,000	4,555	7,445	75%	37.96%
551.401	PTMISEA (Current Yr)	-	-	-	75%	0.00%
551.401	PTMISEA (Prop B) (carryover PY)	1,144,780	1,141,339	3,441	75%	0.00%
551.401	OES (Carryover Prop 1B Grants)	121,596	121,596	-	75%	0.00%
	Fund Balance (carryover previous years)	117,874	117,623	251	75%	0.00%
570.011	PTMISEA (Prior Yr)	-	-	-	75%	0.00%
570.011	OES (State) (Prior Yr)	-	-	-	75%	0.00%
	<b>TOTAL</b>	<b>1,396,250</b>	<b>1,385,113</b>	<b>11,137</b>	<b>75%</b>	<b>99%</b>

<b>EXPENDITURES</b>		<b>Budgeted</b>	<b>Expenses</b>	<b>Balance</b>	<b>Projected %</b>	<b>Actual %</b>
<u>Category</u>		<b>FY 20/21</b>	<b>3/31/2021</b>	<b>FY 20/21</b>	<b>75%</b>	
<b>Personnel</b>						
610.101	Salaries		-	-		
	<b>Total</b>		-	-		
<b>Services and Supplies</b>						
619.126	Magazines and Subscriptions			-		
619.132	Communications			-		
619.138	Computer Maintenance			-		
619.140	Computer Supplies			-		
619.152	Maintenance of Equipment			-		
619.154	Maintenance of Equip- Oil and Gas			-		
619.158	Maintenance of Structures & Grounds			-		
619.166	Membership Dues			-		
619.168	Office Furniture under \$700			-		
619.170	Office Equipment under \$300			-		
619.172	Postage and Delivery			-		
619.174	Supplies			-		
619.176	Special Project Supplies - Printing			-		
619.180	Public and Legal Notices			-		
619.184	Rent Equipment			-		
619.186	Rent Structures			-		
619.188	Rent Space			-		
619.190	Small Tools			-		
619.194	Training			-		
619.198	Travel Meals			-		
619.200	Travel Transportation			-		
619.210	Legal			-		
619.222	Other Consultants			-		
619.268	Special Dept Expense - PTMISEA	1,396,250	212,689	1,183,561	75%	15.23%
619.268	Special Dept Expense - OES			-		
619.280	Marketing			-		
619.306	Utilities			-		
645.701	General Insurance			-		
	<b>Total</b>	<b>1,396,250</b>	<b>212,689</b>	<b>1,183,561</b>	<b>75%</b>	<b>15.23%</b>
<b>Contracts</b>						
623601	Special Dept Expense - Contracts			-		
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Capital</b>						
650.301	Automobiles, Trucks, Vans			-		
650.302	Equipment other than Computer			-		
650.303	Computer Hardware			-		
650.304	Furniture & Fixtures(Bus Stop Shelters)			-		
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Other</b>						
670.000	Trf Out Other Funds			-		
670.000	Interfund Trf			-		
	<b>TOTAL</b>	<b>1,396,250</b>	<b>212,689</b>	<b>1,183,561</b>	<b>75%</b>	<b>15.23%</b>

## Staff Report

---

To: San Benito County Local Transportation Authority  
From: Mary Gilbert, Executive Director Telephone: (831) 637-7665 x 207  
Date: May 20, 2021  
Subject: July 2021 LTA Board of Directors Meeting

---

### Recommendation:

**APPROVE** Cancellation of July 2021 Local Transportation Authority Board Meeting.

### Background:

In the past, the Local Transportation Authority (LTA) has cancelled its July meeting if no action items are required of the Board.

### Financial Impact:

There is no financial impact to LTA for cancelling the July meeting.

### Staff Analysis:

Like many other governmental bodies, LTA on occasion cancels its meeting in July to accommodate vacation schedules. Staff has reviewed its work items and does not anticipate any action items for the Board in July; therefore, staff recommends that the Board cancel the meeting. In the event any pertinent items become necessary for LTA action, staff will consult with the Chairperson and convene a special meeting.

Executive Director Review: MG

Counsel Review: N/A

---

---

## Staff Report

---

---

To: Local Transportation Authority  
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205  
Date: May 20, 2021  
Subject: Low Carbon Transit Operations Program

---

---

### Recommendation:

**ADOPT** Resolution 2021-02 authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) projects “Expansion of Intercounty Services” and “Mobility on Demand Operations.”

### Summary:

The Low Carbon Transit Operations Program (LCTOP) provides funding for transit services that reduce greenhouse gas emissions. For Fiscal Year 2021/22, LTA is proposing to use the funds for additional trips for the County Express Intercounty service and to cover the first month of operating cost of the Mobility on Demand service pilot scheduled to begin Fall 2021.

### Financial Considerations:

\$65,234 is earmarked for San Benito County LTA from the LCTOP.

### Background:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

### Staff Analysis:

The State requires local agencies to adopt an annual resolution to establish eligibility and receive funds for LCTOP Projects. A draft version of the resolution was submitted in April 2021 as part of the LCTOP allocation request due to Caltrans. Staff submitted two projects for allocation:

- **Expansion of Intercounty Services:** During FY 2021/22 County Express will begin a 7:35am roundtrip and a 1:10pm roundtrip to the Gilroy Caltrain Station. Remaining FY 2019/20 LCTOP funds will be used to complete the operation for the full FY 2021/22.
- **Mobility on Demand Operations:** Because Fixed Route was suspended in response to COVID-19, in FY 2021/222 County Express will be piloting Mobility on Demand service Monday - Friday from 6am to 6pm in the Fixed Route service area in Hollister. This will allow an increase in service while still being able to cap the number of passengers on board for public health safety. At this time the service is being designed, but it is projected to begin August 2021.

Staff is requesting that the LTA Board ratify the submittal of the allocation request with the adoption of Resolution 2021-02.

Executive Director Review: MG

Counsel Review: Yes

Attachment: Resolution 2021-02



RESOLUTION OF THE SAN BENITO COUNTY LOCAL )  
TRANSPORTATION AUTHORITY AUTHORIZING THE )  
SUBMITTAL OF THE LOW CARBON TRANSIT )  
OPERATIONS PROGRAM (LCTOP) PROJECT )  
NOMINATION AND ALLOCATION REQUEST FOR USE IN )  
FISCAL YEAR 2021-2022: EXPANSION OF INTERCOUNTY )  
SERVICES (\$53,880) AND MOBILITY ON DEMAND )  
OPERATIONS (\$11,354) AND AUTHORIZING THE EXECUTIVE )  
DIRECTOR TO ACCEPT SUCH ALLOCATIONS AND TO )  
EXECUTE RELATED AGREEMENTS AND OTHER DOCUMENTS )  
REQUIRED BY THE DEPARTMENT OF TRANSPORTATION )

Resolution No. 21-02

**WHEREAS**, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the LTA wishes to implement the LCTOP projects listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**BE IT FURTHER RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department in Fiscal Year 2020-2021 for LCTOP funds to be used in Fiscal Year 2021-2022:

*Project 1 Name: Expansion of Intercounty Services*

- Amount of LCTOP funds requested: \$53,880
- Short Description of project: During FY 2021-2022 San Benito LTA will: begin a 7:35am roundtrip and a 1:10pm roundtrip to the Gilroy Caltrain Station. Remaining FY 2019-2020 LCTOP funds will be used to complete the operation for the full FY 2021-2022.
- Benefit to Priority Populations: Project provides improved transit or passenger rail service for stations or stops within a disadvantaged or low-income community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, improved accessibility, bus rapid transit service).

*Project 2 Name: Mobility on Demand Operations*

- Amount of LCTOP funds requested: \$11,354
- Short Description of project: San Benito LTA will pilot Mobility on Demand service in FY 2021/22.
- Benefit to Priority Populations: Because Fixed Route was suspended in response to COVID-19, San Benito LTA will be piloting Mobility on Demand service Monday through Friday from 6am to 6pm in the Fixed Route service area in Hollister, which includes AB 1550 Low-income areas. This will allow an increase in service while still being able to cap the number of passengers on board for public health and safety. At this time the service is being designed, but it is projected to begin August 2021 increasing revenue service hours by 5,500 during FY 2021-2022, increasing mobility options for San Benito County residents, including those living in AB1550 Low-Income areas.

**BE IT FURTHER RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby authorizes the Executive Director to accept LCTOP funds allocated for use in Fiscal Year 2021-2022 and to execute agreements and other required documents with the Department related to such allocations, for and on behalf of the Local Transportation Authority.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 20<sup>th</sup> day of May 2021, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Ignacio Velasquez, Chair

ATTEST:  
Mary Gilbert, Executive Director

APPROVED AS TO LEGAL FORM:  
San Benito County Counsel's Office

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: Shirley L. Murphy  
Shirley L. Murphy, Deputy County Counsel  
Date: May 11, 2021

## Staff Report

To: Local Transportation Authority  
 From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205  
 Date: May 20, 2021  
 Subject: Surplus Vehicles

### Recommendation:

- a. **DECLARE** Two Vehicles Surplus Property to be Auctioned or Salvaged to Donate to Eligible Local Nonprofits and Other Eligible Local Government Agencies;
- b. **DIRECT** Staff to Prepare a Solicitation for Eligible Local Nonprofits and Other Eligible Local Government Agencies to Indicate Interest in and Eligibility for Donation of Surplus Vehicles;
- c. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles for Sale or for Donation to Eligible Local Nonprofits or Other Eligible Local Government Agencies.

### Summary:

Staff has identified two transit vehicles to be declared surplus vehicles which may be auctioned or salvaged as they can no longer be used in transit operations. Replacement vehicles have already been received and funded through a previously Board approved SB1 State of Good Repair (SB1 SGR) project. Staff will first offer surplus vehicles to eligible local nonprofits and other eligible local government agencies.

### Financial Analysis:

Staff anticipates less than \$1,000 in revenue if the vehicles are auctioned or salvaged. Staff will determine whether to auction or salvage the vehicles to yield the highest return for the Local Transportation Authority (LTA) after offering them as donations to eligible local nonprofits and other eligible local government agencies.

### Staff Analysis:

Once a transit vehicle has been determined to require excessive costly repairs, the LTA may declare the vehicles as surplus property. The following vehicles can no longer be used in transit operations and are eligible to be declared as surplus property:

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage
59	01823	2010 Starcraft	12A/2WC	279,647
60	01785	2010 Starcraft	12A/2WC	193,766

A = Ambulatory, WC = Wheelchair

Staff is also providing information regarding the option to solicit local nonprofits and other local government agencies, to indicate interest in and eligibility to receive donations of the surplus vehicles.

LTA may donate surplus personal property, under the authority set forth in California Government Code Section 25372. This Code Section authorizes the Board to donate any real or personal property that the Board declares to be surplus to any organization exempt from taxation pursuant to 26 U.S. Code Section 501(c) (3) that meets one of the following conditions:

The section applies to organizations that are organized for the following: care, teaching, or training of children or developmentally disabled children; care, teaching, or training of Native Americans; or to provide health or human services.

The Board may also donate to a school district or community college district, or to a county children and families commission.

The Board may impose on the donation any terms and conditions that it determines to be appropriate. Staff has prepared a Bill of Conditional Transfer (Attachment 1) that will be used for any transfers to eligible nonprofit organizations or local government agencies, if they are selected following the LTA's solicitation. If eligible local nonprofit organizations or local government agencies do not express interest in one or both of the surplus vehicles, staff will arrange for the remaining surplus vehicle(s) to be auctioned and transferred to the highest bidder(s) via the Bill of Sale (Attachment 2).

Executive Director Review: MG

Counsel Review: Yes

Supporting Attachment:

1. Bill of Conditional Transfer
2. Bill of Sale

**BILL OF CONDITIONAL TRANSFER**

The San Benito County Local Transportation Authority ("LTA"), hereby donates, transfers, conveys and assigns to \_\_\_\_\_ ("RECIPIENT"), its successors and assigns, all of the LTA's right, title and interest in and to a used van ("PROPERTY"), described as follows:

Vehicle	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage

The LTA warrants and represents that it is the sole owner of the PROPERTY and that the property is free and clear of all liens, encumbrances, security interest and any claims to title.

By signing this Bill of Conditional Transfer and accepting the delivery of the donated vehicle, RECIPIENT shall agree to abide by the following terms and conditions of donation:

1. This Bill of Transfer may be relied upon as conclusive proof that the property has been transferred to RECIPIENT.
2. This Bill of Transfer has been prepared, negotiated and executed, and shall be construed in accordance with, the laws of the State of California.
3. RECIPIENT shall remove the LTA's decal still on the vehicle within 15 days of the transfer or before use of the vehicle.
4. RECIPIENT agrees to use the vehicle (PROPERTY) for its intended purpose, as a van to transport youth to events and competitions, for at least 18 months after the donation.
5. RECIPIENT, acknowledges receipt of the vehicle and of this Bill of Transfer and understands there is no guarantee or warranty, expressed or implied, with respect to the above-described property. It is also understood that the above-stated vehicle is transferred in "as is" condition.
6. RECIPIENT assumes full responsibility for all risk of injury or loss, including death, which may result from the transfer of this PROPERTY.
7. RECIPIENT agrees to hold harmless, release, waive, and covenant not bring suit, and/or claims against the LTA (its officers, agents or employees) by reason of any accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting from the transfer of the PROPERTY.
8. In the event any action or proceeding is brought by either party hereto against the other party hereto by reason of the breach or enforcement of this Bill of Transfer, the prevailing party shall be entitled to have and recover from the other party all costs and expenses of the action or proceeding, including reasonable attorneys' fees. Any action or proceeding relating to or arising out of this Bill of Transfer shall be filed, if a state action, in the Superior Court of the State of California for the County of San Benito, or if a federal action, in the United States District Court for the Northern District of California.
9. EXCEPT AS MAY BE OTHERWISE PROVIDED IN THIS BILL OF TRANSFER, THE LTA AND

RECIPIENT ACKNOWLEDGE AND AGREE THAT THIS IS A NON-WARRANTY BILL OF TRANSFER AND THAT RECIPIENT IS RECEIVING THE PROPERTY WITHOUT ANY WARRANTIES, WHETHER EXPRESS OR IMPLIED, AND WHETHER PURSUANT TO THE CALIFORNIA UNIFORM COMMERCIAL CODE, OR OTHERWISE. TO THE EXTENT ANY WARRANTIES WOULD APPLY TO THE PROPERTY OR THIS TRANSACTION, RECIPIENT UNCONDITIONALLY WAIVES, AND THE LTA DISCLAIMS, ANY SUCH WARRANTIES.

RECIPIENT FURTHER EXPRESSLY ACKNOWLEDGES THAT RECIPIENT IS RECEIVING THE PROPERTY IN AN "AS IS," "WHERE IS" CONDITION, WITH ALL ITS FAULTS. RECIPIENT HAS INSPECTED THE PROPERTY AND IS SATISFIED THAT THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN AND IS IN GOOD CONDITION. THE LTA HAS NOT INSPECTED THE PROPERTY, DOES NOT KNOW IF THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN, NOR DOES THE LTA KNOW THE PURPOSE TO WHICH RECIPIENT WILL PUT THE PROPERTY. THE LTA MAKES NO REPRESENTATION CONCERNING THE VALUE OF THE PROPERTY.

THE LTA DOES NOT WARRANT THE MERCHANTABILITY OF THE PROPERTY OR WHETHER IT IS FIT FOR ANY PARTICULAR PURPOSE, OR EVEN IF THE PROPERTY IS FIT FOR THE ORDINARY PURPOSE FOR WHICH IT IS NORMALLY USED, AND RECIPIENT SPECIFICALLY WAIVES ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE PROPERTY OR WARRANTY THAT THE PROPERTY IS FIT FOR ANY PARTICULAR PURPOSE OR THE PURPOSE FOR WHICH IT IS NORMALLY USED.

IN NO EVENT, SHALL RECIPIENT BE ENTITLED TO CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND OR NATURE WHATSOEVER.

IN WITNESS WHEREOF, The LTA and RECIPIENT have executed this Bill of Transfer as of -  
\_\_\_\_\_.

LTA  
Executive Director

APPROVED AS TO LEGAL FORM:  
SAN BENITO COUNTY COUNSEL'S OFFICE

\_\_\_\_\_  
Name: Mary Gilbert  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Shirley L. Murphy, Deputy County Counsel  
Dated: \_\_\_\_\_

RECIPIENT

\_\_\_\_\_  
Name: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Tax I.D. \_\_\_\_\_

**BILL OF SALE**

In consideration of the sum of \$\_\_\_\_\_.00, receipt of payment hereby acknowledged, the San Benito County Local Transportation Authority ("LTA"), hereby transfers, conveys and assigns to \_\_\_\_\_ ("BUYER"), his successors and assigns, all of the LTA's right, title and interest in and to a used van ("PROPERTY"), described as follows:

Vehicle	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage

The LTA and BUYER shall agree to abide by the following terms and conditions:

1. The LTA warrants and represents that it is the sole owner of the PROPERTY and that the property is free and clear of all liens, encumbrances, security interest and any claims to title.
2. This Bill of Sale may be relied upon as conclusive proof that the property has been transferred to BUYER.
3. This Bill of Sale has been prepared, negotiated and executed, and shall be construed in accordance with, the laws of the State of California.
4. BUYER shall remove the LTA's decal still on the vehicle within 15 days of the transfer or before use of the vehicle.
5. BUYER acknowledges receipt of this Bill of Sale and understands there is no guarantee or warranty, expressed or implied, with respect to the above-described property. It is also understood that the above-stated vehicle is sold in "as is" condition.
6. BUYER assumes full responsibility for all risk of injury or loss, including death, which may result from the transfer of this PROPERTY.
7. BUYER agrees to hold harmless, release, waive, and covenant not bring suit, and claims against the LTA (its officers, agents or employees) by reason of any accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting from the transfer of the PROPERTY.
8. In the event any action or proceeding is brought by either party hereto against the other party hereto by reason of the breach or enforcement of this Bill of Sale, the prevailing party shall be entitled to have and recover from the other party all costs and expenses of the action or proceeding, including reasonable attorneys' fees. Any action or proceeding relating to or arising out of this Bill of Sale shall be filed, if a state action, in the Superior Court of the State of California for the County of San Benito, or if a federal action, in the United States District Court for the Northern District of California.
9. EXCEPT AS MAY BE OTHERWISE PROVIDED IN THIS BILL OF SALE, THE LTA AND BUYER ACKNOWLEDGE AND AGREE THAT THIS IS A NON-WARRANTY BILL OF SALE AND THAT BUYER IS RECEIVING THE PROPERTY WITHOUT ANY WARRANTIES, WHETHER

EXPRESS OR IMPLIED, AND WHETHER PURSUANT TO THE CALIFORNIA UNIFORM COMMERCIAL CODE, OR OTHERWISE. TO THE EXTENT ANY WARRANTIES WOULD APPLY TO THE PROPERTY OR THIS TRANSACTION, BUYER UNCONDITIONALLY WAIVES, AND THE LTA DISCLAIMS, ANY SUCH WARRANTIES.

BUYER FURTHER EXPRESSLY ACKNOWLEDGES THAT BUYER IS PURCHASING THE PROPERTY IN AN "AS IS," "WHERE IS" CONDITION, WITH ALL ITS FAULTS. BUYER HAS INSPECTED THE PROPERTY AND IS SATISFIED THAT THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN AND IS IN GOOD CONDITION. THE LTA HAS NOT INSPECTED THE PROPERTY, DOES NOT KNOW IF THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN, NOR DOES THE LTA KNOW THE PURPOSE TO WHICH BUYER WILL PUT THE PROPERTY. THE LTA MAKES NO REPRESENTATION CONCERNING THE VALUE OF THE PROPERTY.

THE LTA DOES NOT WARRANT THE MERCHANTABILITY OF THE PROPERTY OR WHETHER IT IS FIT FOR ANY PARTICULAR PURPOSE, OR EVEN IF THE PROPERTY IS FIT FOR THE ORDINARY PURPOSE FOR WHICH IT IS NORMALLY USED, AND BUYER SPECIFICALLY WAIVES ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE PROPERTY OR WARRANTY THAT THE PROPERTY IS FIT FOR ANY PARTICULAR PURPOSE OR THE PURPOSE FOR WHICH IT IS NORMALLY USED.

IF THE LTA BREACHES ITS WARRANTY OF TITLE, BUYER'S SOLE AND EXCLUSIVE REMEDY SHALL BE LIMITED TO THE RECOVERY OF AN AMOUNT EQUAL TO THE FAIR MARKET VALUE OF THE PROPERTY AS OF THE DATE HEREOF AND, IN NO EVENT, SHALL BUYER BE ENTITLED TO CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND OR NATURE WHATSOEVER.

By signing the Bill of Sale, the LTA and BUYER acknowledge items one through nine (1-9) above, and agree to the conditions outlined above.

IN WITNESS WHEREOF, the LTA and BUYER have executed this Bill of Sale as of \_\_\_\_\_, \_\_\_\_\_.

LOCAL TRANSPORTATION AUTHORITY  
EXECUTIVE DIRECTOR

APPROVED AS TO LEGAL FORM:  
SAN BENITO COUNTY COUNSEL'S OFFICE

\_\_\_\_\_  
Name: Mary Gilbert, Executive Director

\_\_\_\_\_  
Shirley L. Murphy, Deputy County Counsel

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

BUYER

\_\_\_\_\_  
Name: \_\_\_\_\_

Dated: \_\_\_\_\_ Tax I.D. : \_\_\_\_\_



## Staff Report

---

To: Local Transportation Authority  
From: Norma Rivera, Administrative Services Specialist Telephone: (831) 637-7665  
Date: May 20, 2020  
Subject: Local Transportation Authority Draft Budget FY 2021/22

---

### Staff Recommendation:

RECEIVE presentation on FY 2021/22 Local Transportation Authority Draft Budget.

### Summary:

The Local Transportation Authority Draft Budget – FY 2021/22 has been prepared using funding assumptions that are consistent with information provided through State and Federal programs. Expenditures match anticipated funding. A second fiscal year is included to the draft Budget for financial planning purposes.

### Financial Considerations:

The Local Transportation Authority's total Draft Budget – FY 2021/22 is \$4.07 million. This Draft Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Draft Budget includes personnel and services to support transit operations. The Draft Budget also includes an account for Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funding.

Overall, the Draft Budget is 3.19% above the FY 2020/2021 Budget. This increase of \$129,880 is mainly attributed to the Services and Supplies line item related to COVID-19 pandemic response and CARES Act funding.

### Background:

The San Benito County Local Transportation Authority (LTA) administers and operates public transportation services in the County. County Express provides local Fixed Route service, General Public Dial-a-Ride, ADA Paratransit, and commuter services to the residents of San Benito County. The Fixed Route service has been temporarily suspended due to COVID-19. Jovenes de Antano provides transportation for the Senior Lunch Program, Medical & Shopping Assistance Program and Out of County Medical Transportation.

The most important component of the Draft Budget focuses on aligning spending with anticipated funding and financing transit operations. The Local Transportation Authority is funded through the Transportation Development Act, Federal Transit Act and various local grants.

Pending grant applications will be amended into the Budget at a future date if the funds become available.

**Staff Analysis:**

The Local Transportation Authority limits personnel costs to 7.5 percent and directs agency funds to Services and Supplies, Operations, and Capital.

Services and Supplies represents 44.6 percent of the budget. This category includes large expenditures in maintenance and fuel. The fuel estimate is the largest unknown in the Authority's Draft Budget. Fluctuations at the gas pump are difficult to predict. It also includes expenses related to Covid 19 and the CARES Act funding.

Contracts represent 44.4 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation. Also \$45,000 to rebuild the County Express website and \$80,000 for the development of a Short Range Transit Plan.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), and the Office of Emergency Services funding (OES). The Draft Budget for this account is \$1,135,227. This funding is available for various transit capital needs, purchase of buses and customer services enhancements, transit maintenance and operational enhancements.

The Draft Budget is balanced with revenues matching expenditures.

In summary, the Local Transportation Authority meets the goals and objectives of the agency and matches anticipated funding with expenses.

Executive Director Review: MG

Counsel Review: N/A

Supporting Attachments: 1. LTA Draft Budget – FY 2021/22  
2. PTMISEA Draft Budget – FY 2021/22

**LOCAL TRANSPORTATION AUTHORITY  
DRAFT BUDGET - FY 2021/22  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
<b>Personnel</b>					
610.101 Salaries	323,691	297,616	<b>304,055</b>	313,177	(19,636)
610.101 Salaries	-	-	-	-	-
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
<b>Total</b>	<b>323,691</b>	<b>297,616</b>	<b>304,055</b>	<b>313,177</b>	<b>(19,636)</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,185	<b>1,500</b>	1,500	-
619.132 Communications	1,200	1,192	<b>1,200</b>	1,200	-
619.138 Computer Maintenance	3,200	1,000	<b>3,200</b>	46,899	-
619.140 Computer Supplies	325	316	<b>325</b>	325	-
619.142 Computer Hardware	200	-	-	-	(200)
645.701 General Insurance	7,380	7,379	<b>9,503</b>	10,000	2,123
619.152 Maintenance of Equipment	50,000	22,594	<b>50,000</b>	55,000	-
619.154 Maintenance of Equipment - Oil and Gas	173,618	62,668	<b>80,000</b>	90,000	(93,618)
619.158 Maintenance of Structures and Grounds	500	64	<b>500</b>	500	-
619.280 Marketing	9,400	9,000	<b>9,400</b>	9,400	-
619.166 Membership Dues	620	620	<b>620</b>	620	-
619.176 Special Project Supplies - Supplies	600	-	<b>600</b>	600	-
619.174 Supplies	250	129	<b>250</b>	250	-
619.172 Postage and Delivery	25	-	<b>25</b>	25	-
619.210 Professional Service - Legal	4,000	4,000	<b>4,000</b>	4,000	-
619.180 Public and Legal Notices	100	50	<b>100</b>	150	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	400	25	<b>100</b>	100	(300)
619.268 Special Dept. Expense - Other (CARES)	351,681	325,000	<b>698,019</b>	-	346,338
619.268 FTA 5310 CRRSSA	-	-	<b>918,436</b>	-	-
619.268 FTA 5311 CRRSSA	-	-	<b>32,929</b>	-	-
619.196 Travel Lodging	800	-	<b>800</b>	800	-
619.198 Travel Meals	250	-	<b>250</b>	250	-
619.194 Training	2,000	-	<b>2,000</b>	2,000	-
619.200 Travel Transportation	150	-	<b>150</b>	150	-
619.306 Utilities	4,670	-	<b>4,670</b>	4,670	-
<b>Total</b>	<b>612,869</b>	<b>435,222</b>	<b>1,818,577</b>	<b>228,439</b>	<b>254,343</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	1,607,204	1,059,462	<b>1,810,061</b>	1,607,205	202,857
<b>Total</b>	<b>1,607,204</b>	<b>1,059,462</b>	<b>1,810,061</b>	<b>1,607,205</b>	<b>202,857</b>
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	<b>137,200</b>	-	137,200
<b>Total</b>	<b>0</b>	<b>0</b>	<b>137,200</b>	<b>-</b>	<b>137,200</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>2,543,764</b>	<b>1,792,300</b>	<b>4,069,893</b>	<b>2,148,821</b>	<b>574,764</b>

**LOCAL TRANSPORTATION AUTHORITY  
DRAFT BUDGET - FY 2021/22  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
570.001 Advertisement Revenue	-	1,000	1,000	1,000	1,000
570.003 Sale of Fix Asset	3,000	2,985	3,000	3,000	-
551.113 Misc. (FTA 5311 Operating Assistance)	316,616	316,616	347,399	341,279	30,783
551.113 FTA 5310 (Out of County Medical)	37,000	53,739	55,000	37,000	18,000
551.113 FTA 5310 (Traditional)	-	-	137,200	-	-
551.113 FTA 5304 Sustainable Communities (SRTP)	-	20,000	80,000	-	80,000
551.113 Low Carbon Transit Operations Program	142,811	95,136	47,675	47,675	(95,136)
551.113 CARES	350,680	325,000	698,019	498,019	347,339
551.113 STA SB1	45,000	-	45,000	-	-
576.012 STA/LTF transfer	1,548,656	981,852	1,655,235	1,548,656	106,579
562.803 County Express Fares	100,000	4,892	50,000	85,000	(50,000)
556.301 FTA 5311 CRRSSA	-	-	918,436	-	918,436
556.301 FTA 5310 CRRSSA	-	-	32,929	-	32,929
<b>TOTAL REVENUE</b>	<b>2,543,763</b>	<b>1,800,220</b>	<b>4,069,893</b>	<b>2,560,629</b>	<b>437,565</b>

EXPENDITURES VS REVENUES <u>LTA</u>	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
<b>EXPENDITURES</b>					
Personnel	323,691	297,616	304,055	313,177	(19,636)
Services & Supplies	612,869	435,222	1,818,577	228,439	1,205,708
Contracts	1,607,204	1,059,462	1,810,061	1,607,205	202,857
Capital	0	0	137,200	-	137,200
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,543,764</b>	<b>1,792,300</b>	<b>4,069,893</b>	<b>2,148,821</b>	<b>1,526,129</b>
<b>REVENUES</b>					
Revenues	995,107	818,368	2,414,658	1,011,973	1,419,551
Operating Transfers (in)	1,548,656	981,852	1,655,235	1,548,656	106,579
<b>TOTAL REVENUE</b>	<b>2,543,763</b>	<b>1,800,220</b>	<b>4,069,893</b>	<b>2,560,629</b>	<b>1,526,130</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,543,764</b>	<b>1,792,300</b>	<b>4,069,893</b>	<b>2,148,821</b>	<b>1,526,129</b>
		<b>FUND BALANCE</b>	(0)		
		<b>DESIGNATED FUND BALANCE</b>	-		
		<b>UNDESIGNATED FUND BALANCE</b>	(0)		

**LTA**

**BUDGET NOTES**

	Proposed Budget FY 21/22
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.	
<b>Total</b>	<b>304,055</b>
<b>Services and Supplies</b> Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel. Includes expenses related to Covid 19 and CARES and CRRSSA funding.	
<b>Total</b>	<b>1,818,577</b>
<b>Contracts</b> Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express) out of county medical and senior lunch program (Jovenes de Antano) . Short Range Transit Plan \$80,000 and \$45,000 to rebuild CE website.	
<b>Total</b>	<b>1,810,061</b>
<b>Capital</b>	

No Capital expenditures are proposed in this Budget.

**Other**

<b>Total</b>	<b>137,200</b>
<b>Total</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>4,069,893</b>

**LOCAL TRANSPORTATION AUTHORITY - Cal Office of Emergency Services**  
**DRAFT BUDGET - FY 2021/22**  
**EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
<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	-	-	-	-	-
619.268 Special Dept. Expense - Other	1,396,250	257,331	1,135,227	-	(261,023)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>1,396,250</b>	<b>257,331</b>	<b>1,135,227</b>	-	<b>(261,023)</b>
<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>1,396,250</b>	<b>257,331</b>	<b>1,135,227</b>	-	<b>(261,023)</b>

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES  
DRAFT BUDGET - FY 2021/22  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
551.401 PTMISEA (Proposition B) (carryover PY)	1,144,780	1,141,339	884,008	-	(260,772)
551.401 OES (Carryover-Prop 1B Grants)	121,596	121,596	121,596	-	-
Fund Balance (carryover previous years)	117,874	117,623	117,623	-	(251)
541.001 Interest	12,000	14,000	12,000	-	-
	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,396,250</b>	<b>1,394,558</b>	<b>1,135,227</b>	<b>-</b>	<b>(261,023)</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	1,396,250	257,331	1,135,227	-	(261,023)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,396,250</b>	<b>257,331</b>	<b>1,135,227</b>	<b>-</b>	<b>(261,023)</b>
<b>REVENUES</b>					
Revenues	1,396,250	1,394,558	1,135,227	-	(261,023)
<b>TOTAL REVENUES</b>	<b>1,396,250</b>	<b>1,394,558</b>	<b>1,135,227</b>	<b>-</b>	<b>(261,023)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,396,250</b>	<b>257,331</b>	<b>1,135,227</b>	<b>-</b>	<b>(261,023)</b>
			<b>FUND BALANCE</b>		<b>(0)</b>
			<b>DESIGNATED FUND BALANCE</b>		<b>-</b>
			<b>UNDESIGNATED FUND BALANCE</b>		<b>(0)</b>

BUDGET NOTES	Proposed Budget FY 21/22
<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>	1,135,227
<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>1,135,227</b>

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