



## **Adopted Budget Fiscal Year 2025/26**

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# **Local Transportation Authority Adopted Budget Fiscal Year 2025 - 2026**

*Published by Order of the:*  
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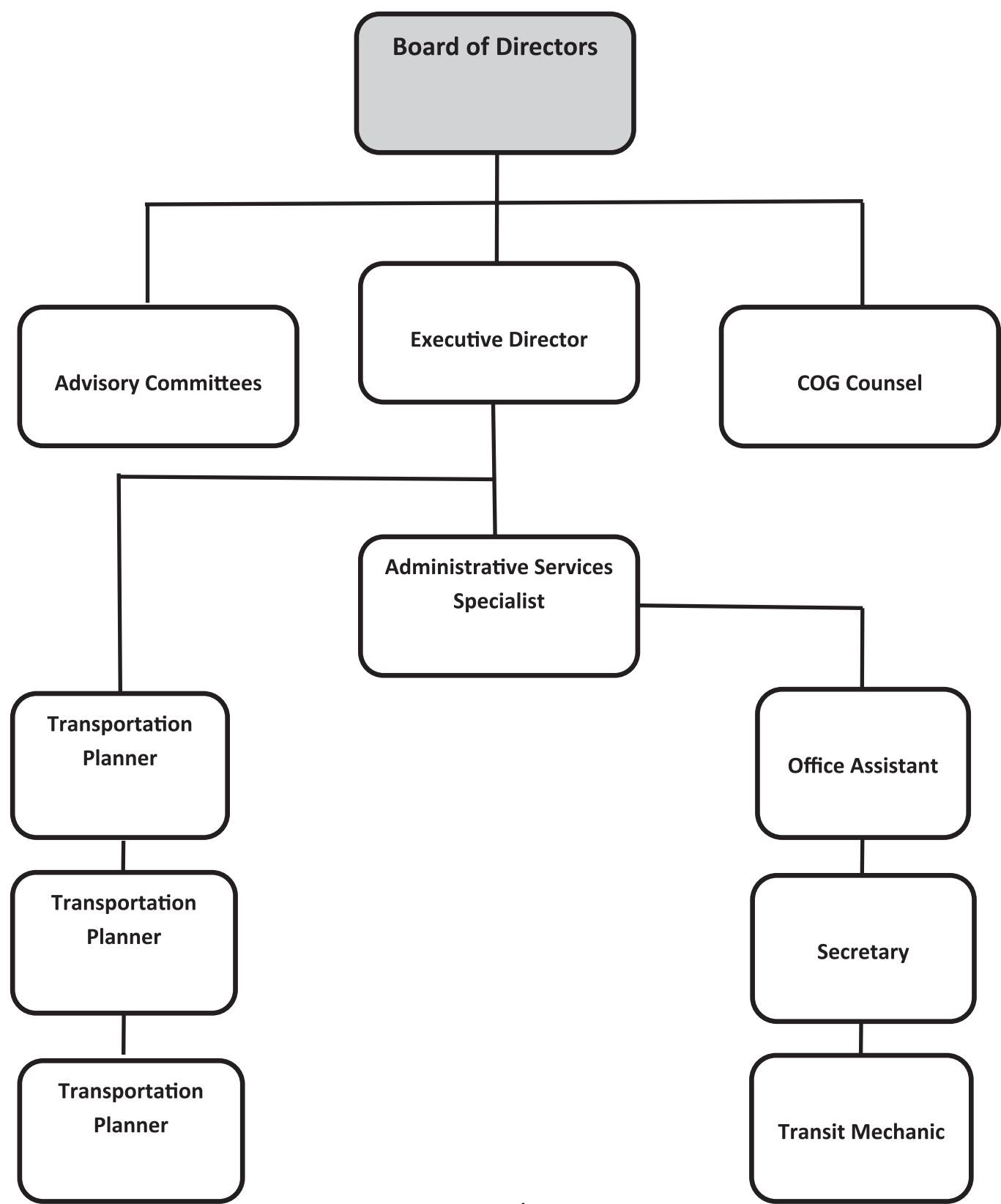
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# Local Transportation Authority

## Organizational Chart



## Executive Summary

The Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County. The Local Transportation Authority is responsible for administration and operation of San Benito County Express, the public transportation for the County, which operates seven days a week. San Benito County Express services, operated through a contract with Transdev Services Inc., include Fixed Route, Complementary Paratransit, Dial-A-Ride, and Intercounty transit services.

Local Transportation Authority also provides three Specialized Transportation services operated through a separate contract: Out-of-County Non-Emergency Medical Transportation and Medical-Shopping Assistance Program.

## Goals and Objectives

The Local Transportation Authority goals for FY 2025/2026 are to continue serving the community through its transit operations, increased community outreach, implementation of unmet transit needs, and implementation of the Short-Range Transit Plan recommendations.

## Budget Detail

**The Local Transportation Authority's total proposed budget for FY 2025/2026 is \$3.7 million.** The FY 2025/2026 Budget reflects a 30% increase in expenditures. The largest increase is in the Contracts line item, which rose by 36% due to the increased cost of operating transit. The Personnel budget category includes expenses related to planning, mechanic salary, and program administration. Service and Supplies includes large expenditures in vehicle maintenance and fuel cost. The Local Transportation Authority contracts for its transit operations with Transdev Services Inc. Contracts also include trip planning software, newly implemented performance management software, and professional services contracts for the implementation of the Short Range Transit Plan.

The Local Transportation Authority FY 2025/2026 Budget is balanced and supports the policies of the Board or Directors and the immediate needs of the community.

**LOCAL TRANSPORTATION AUTHORITY (LTA)**  
**BUDGET - FY 2025/26**  
**EXPENDITURES- COUNTY EXPRESS SERVICE**

EXPENDITURE DESCRIPTION		Previous Year Actual FY 05/06	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
<b>Personnel</b>							
610.905	Salaries- Direct		325,195	433,593	298,082	312,986	(27,113)
610.905	Salaries- Indirect		-	-	68,966	72,414	68,966
	<b>Total</b>		<b>325,195</b>	<b>433,593</b>	<b>367,047</b>	<b>385,399</b>	<b>41,852</b>
<b>Services and Supplies</b>							
619.126	Magazines and Subscriptions		-	1,017	-	-	-
619.130	Clothing and Safety		1,200	1,770	1,900	1,600	700
619.132	Communications		12,000	1800	5,976	4,800	(6,024)
619.138	Computer Maintenance		1,500	700	375	500	(1,125)
619.140	Computer Supplies		300	-	225	300	(75)
619.142	Computer Hardware		500	-	375	300	(125)
645.701	General Insurance		14,555	14,417	16,257	17,070	1,703
619.152	Maintenance of Equipment		48,750	75,353	85,000	89,250	36,250
619.154	Maintenance of Equipment - Oil and Gas		200,000	236,106	225,000	300,000	25,000
621503	Maintenance of Equipment - Auto		-	-	-	-	-
619.158	Maintenance of Structures and Grounds		500	2,000	3,000	4,000	2,500
619.280	Marketing		6,000	4,500	4,500	6,000	(1,500)
621901	Medical/Dental/Lab Supplies and Services		-	-	-	-	-
619.166	Membership Dues		1,000	840	750	1,000	(250)
622501	Office Furniture under \$700		-	-	-	-	-
622502	Office Equipment under \$300		-	-	-	-	-
619.176	Special Project Supplies - Supplies		-	-	-	-	-
619.174	Supplies		150	150	150	200	-
619.172	Postage and Delivery		-	-	-	-	-
619.210	Professional Service - Legal		3,750	5,000	7,500	7,000	3,750
623502	Professional Services - Accounting		-	-	-	-	-
623507	Professional Services - Other Consultants		-	-	-	-	-
619.180	Public and Legal Notices		-	-	-	-	-
619.184	Rent Equipment		-	-	-	-	-
619.186	Rent Structures		-	-	-	-	-
622903	Rent Space		-	-	-	-	-
619.190	Small Tools		75	138	150	200	75
619.268	Special Dept. Expense - Other		21,000	8,578	10,000	-	(11,000)
619.196	Travel Lodging		-	-	-	-	-
619.198	Travel Meals		-	-	-	-	-
619.194	Training		-	-	-	-	-
619.200	Travel Transportation		75	-	-	-	(75)
649.101	Cost Allocation Plan		-	15,752	20,411	21,432	-
619.306	Utilities		-	-	-	-	-
	<b>Total</b>		<b>311,355</b>	<b>368,121</b>	<b>381,569</b>	<b>453,652</b>	<b>49,804</b>
<b>Contracts</b>							
619.250	Special Dept. Expense - Contracts		58,500	11,897	21,250	25,000	(37,250)
619.250	Special Dept. Expense - CE Contract		1,562,892	1,634,433	2,357,231	2,458,885	794,339
	<b>Total</b>		<b>1,621,392</b>	<b>1,646,330</b>	<b>2,378,481</b>	<b>2,483,885</b>	<b>757,089</b>
<b>Capital</b>							
650.302	Equipment other than Computer		-	-	-	-	-
650.303	Computer Hardware		-	-	-	-	-
650.301	Automobiles, Trucks, Vans		-	-	-	-	-
	<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>2,257,941</b>	<b>2,448,044</b>	<b>3,127,097</b>	<b>3,322,936</b>	<b>848,745</b>

**LOCAL TRANSPORTATION AUTHORITY  
BUDGET - FY 2025/26  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Previous Year Actual Year Actual	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
541.001	Interest Revenue		6,500	8,000	6,000	6,000	(11,000)
570.001	Advertisement Revenue		12,000	956	1,000	1,000	
570.003	Sale of Fix Asset		-	-	2,000	2,000	
551.113	FTA 5311 Operating Assistance		530,148	530,148	-	-	(530,148)
551.101	Grant Revenue State Aid- Grants (LCTOP)		-	-	172,900	178,087	172,900
551.113	Local Transit Fund Grant		-	-	-	-	-
551.113	Grant Revenue Local Transit Fund Grant		177,876	177,876	-	-	-
576.012	LTF Transfer in		606,327	920,699	1,640,260	2,257,064	1,033,933
576.012	STA Transfer in		799,553	698,404	689,937	710,335	(109,616)
562.803	County Express Fares/JDA Fares		111,550	111,961	115,000	118,450	3,450
556.301	Federal Misc. Revenue		335,000	-	-	-	(335,000)
556.301	Federal Misc. Revenue		299,060	-	-	-	(299,060)
556.001	Federal Grants (FTA 5311)		-	-	500,000	50,000	500,000
<b>TOTAL REVENUE</b>			<b>2,878,014</b>	<b>2,448,044</b>	<b>3,127,097</b>	<b>3,322,936</b>	<b>(74,541)</b>

EXPENDITURES VS REVENUES <u>LTA</u>		Previous Year Actual FY05/06	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
<b>EXPENDITURES</b>							
	Personnel		325,195	433,593	367,047	385,399	41,852
	Services & Supplies		311,355	368,121	381,569	453,652	70,215
	Contracts		1,621,392	1,646,330	2,378,481	2,483,885	757,089
	Capital		0	0	-	-	-
	Other		-	-	-	-	-
<b>TOTAL EXPENDITURES</b>			<b>2,257,941</b>	<b>2,448,044</b>	<b>3,127,097</b>	<b>3,322,936</b>	<b>869,156</b>
<b>REVENUES</b>							
	Revenues		2,078,461	1,749,640	2,437,160	2,612,601	358,699
	Operating Transfers (in)		799,553	698,404	689,937	710,335	(109,616)
<b>TOTAL REVENUE</b>			<b>2,878,014</b>	<b>2,448,044</b>	<b>3,127,097</b>	<b>3,322,936</b>	<b>249,083</b>
<b>TOTAL PROPOSED BUDGET</b>			<b>2,257,941</b>	<b>2,448,044</b>	<b>3,127,097</b>	<b>3,322,936</b>	<b>869,156</b>
<b>FUND BALANCE</b>					<b>0</b>		
<b>DESIGNATED FUND BALANCE</b>					<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>					<b>0</b>		

<u>LTA</u> BUDGET NOTES		Proposed Budget FY 25/26
<b>Personnel</b> Personnel includes staff salaries.		
<b>Services and Supplies</b> Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.		367,047
<b>Contracts</b> MV contract includes transit operations for fixed route, intercounty, and dial-a-ride. Jovenes de Antaño contract includes out of county medical transportation. Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.		
<b>Capital</b> No Capital expenditures are proposed in this Budget.		
<b>Other</b>		
<b>TOTAL PROPOSED BUDGET</b>		<b>3,127,097</b>

**LOCAL TRANSPORTATION AUTHORITY (LTA)**  
**BUDGET - FY 2025/26**  
**EXPENDITURES - SPECIALIZED TRANSPORTATION SERVICE**

EXPENDITURE DESCRIPTION		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
<b>Personnel</b>						
610.905	Salaries- Direct	108,398	433,593	99,361	104,329	(9,038)
610.905	Salaries- Indirect	-	-	22,989	24,138	22,989
	<b>Total</b>	<b>108,398</b>	<b>433,593</b>	<b>122,349</b>	<b>128,466</b>	<b>13,951</b>
<b>Services and Supplies</b>						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	400	556	700	735	300
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	700	125	131	125
619.140	Computer Supplies	-	-	75	79	75
619.142	Computer Hardware	-	-	125	131	125
645.701	General Insurance	4,852	4,806	5,419	5,690	568
619.152	Maintenance of Equipment	16,250	8,712	10,000	10,500	(6,250)
619.154	Maintenance of Equipment - Oil and Gas	60,000	18,000	40,000	42,000	(20,000)
621503	Maintenance of Equipment - Auto	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	1,000	1,050	1,000
619.280	Marketing	-	-	1,500	1,575	1,500
621901	Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166	Membership Dues	-	-	250	263	250
622501	Office Furniture under \$700	-	-	-	-	-
622502	Office Equipment under \$300	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	50	-	50	53	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Professional Service - Legal	1,250	2,000	2,500	2,625	1,250
623502	Professional Services - Accounting	-	-	-	-	-
623507	Professional Services - Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
622903	Rent Space	-	-	-	-	-
619.190	Small Tools	25	60	50	53	25
619.268	Special Dept. Expense - Other	4,000	-	5,570	5,849	1,570
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	25	-	-	-	(25)
649.101	Cost Allocation Plan	-	15,752	6,804	7,144	-
619.306	Utilities	-	-	-	-	-
	<b>Total</b>	<b>86,852</b>	<b>50,586</b>	<b>74,168</b>	<b>77,876</b>	<b>(19,488)</b>
<b>Contracts</b>						
619.250	Special Dept. Expense - Contracts	-	-	6,750	-	6,750
619.250	Special Dept. Expense - ST Contract	438,273	288,580	417,634	445,243	(20,639)
	<b>Total</b>	<b>438,273</b>	<b>288,580</b>	<b>424,384</b>	<b>445,243</b>	<b>(13,889)</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>633,523</b>	<b>772,759</b>	<b>620,901</b>	<b>651,586</b>	<b>(19,426)</b>



**LOCAL TRANSPORTATION AUTHORITY  
BUDGET - FY 2025/26  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
541.001	Interest Revenue	-	6,000	6,000	6,000	6,000
570.003	Sale of Fix Asset	-	-	-	-	-
551.113	Grant Revenue Local Transit Fund Grant	-	-	-	-	-
576.012	LTF Transfer in	-	760,702	608,901	639,586	608,901
562.803	Charges for Services- Fares	3,450	6,057	6,000	6,000	2,550
556.301	Federal Misc. Revenue	-	-	-	-	-
556.001	Federal Grants (FTA 5310)	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>3,450</b>	<b>772,759</b>	<b>620,901</b>	<b>651,586</b>	<b>617,451</b>

<b>EXPENDITURES VS REVENUES</b>		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
<b><u>LTA</u></b>						
<b>EXPENDITURES</b>						
	Personnel	108,398	433,593	122,349	128,466	13,951
	Services & Supplies	86,852	50,586	74,168	77,876	(12,684)
	Contracts	438,273	288,580	424,384	445,243	(13,889)
	Capital	0	0	-	-	-
	Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>633,523</b>	<b>772,759</b>	<b>620,901</b>	<b>651,586</b>	<b>(12,622)</b>
<b>REVENUES</b>						
	Revenues	3,450	772,759	620,901	651,586	617,451
	Operating Transfers (in)	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>3,450</b>	<b>772,759</b>	<b>620,901</b>	<b>651,586</b>	<b>617,451</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>633,523</b>	<b>772,759</b>	<b>620,901</b>	<b>651,586</b>	<b>(12,622)</b>
<b>FUND BALANCE</b>				<b>0</b>		
<b>DESIGNATED FUND BALANCE</b>				<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>				<b>0</b>		

<b><u>LTA</u></b>				<b>Proposed Budget FY 25/26</b>
<b>BUDGET NOTES</b>				
<b>Personnel</b>				
Personnel includes staff salaries.				122,349
<b>Services and Supplies</b>				
Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.				
<b>Total</b>				<b>74,168</b>
<b>Contracts</b>				
MV contract includes transit operations for fixed route, intercounty, and dial-a-ride.				
Jovenes de Antaño contract includes out of county medical transportation.				
Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.				
<b>Total</b>				<b>424,384</b>
<b>Capital</b>				
No Capital expenditures are proposed in this Budget.				
<b>Total</b>				<b>-</b>
<b>Other</b>				
<b>TOTAL PROPOSED BUDGET</b>				<b>620,901</b>

# APPENDIX

## **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 \$50,000. 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 \$50,000.

## **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.

#### **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 the 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 \$50,000.

Interobject transfers of less than \$50,000.

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 \$50,000.

Interobject transfers of more than \$50,000.

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.

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<input type="checkbox"/>	<b>Appropriation/Est. Revenue Increase</b> (Requires Board Approval)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Interdepartmental Transfer or Interobject Transfer &gt;\$50,000</b> (Requires Board Approval)
<input type="checkbox"/>	<b>Interobject Transfer &lt;\$50,000</b> (Requires Executive Director and Admin Ser Spe )
<input type="checkbox"/>	<b>Intraobject Transfer</b> (Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
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Total			\$ -	\$ -

Submitted:	<hr/>	<hr/> Date
Verification of Sufficient Funds:	<hr/>	
	Administrative Services Specialist	Date
Approval:	<hr/>	<hr/>
	Executive Director	Date

Attested: \_\_\_\_\_  
Clerk of the Board: \_\_\_\_\_

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No