



**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, May 21, 2026
4:00 P.M.

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

DIRECTORS: Ignacio Velazquez, Chair (County of San Benito)
Roxanne Stephens, Vice-Chair (City of Hollister)
Jackie Morris-Lopez (City of San Juan Bautista)
Rolan Resendiz (City of Hollister)
Kollin Kosmicki (County of San Benito)

ALTERNATES: San Benito County: Dom Zanger
City of San Juan Bautista: Scott Freels
City of Hollister: Rudy Picha

NOTICE OF PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS

The meeting will be available through Zoom, for those who wish to join or require accommodations.

Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following: Webinar ID: 852-9641-7765 and Webinar Passcode: 840826

*Those participating by phone who would like to make a comment can use the "raise hand" feature by dialing "*9" (star-nine). In order to receive full Zoom experience, please make sure your application is up to date.*

Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.

*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 3. Public Comment.***

1. CALL TO ORDER

2. Verification of Certificate of Posting

3. 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.)

4. APPROVE Local Transportation Authority Regular Meeting Action Minutes Dated March 19, 2026 – Gomez
5. FY 25-26 Q3 Budget Report – Aceves
 - a. RECEIVE FY 25-26 Q3 Budget Report
 - b. APPROVE Budget Adjustment 25-26-06.

ACTION ITEMS:

4:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

6. Fiscal Year 2026-2027 Budget for the Local Transportation Authority – Aceves
 - a. RECEIVE Presentation on the Fiscal Year 2026-2027 Budget.
 - b. HOLD Public Hearing on the Fiscal Year 2026-2027 Budget.
 - c. ADOPT Resolution 2026-02 Adopting the Fiscal Year 2026-2027 Budget and Resolution 2026-03 Authorizing the Transportation Development Act (TDA) Claim for allocation of TDA funds.

Adjourn to LTA Meeting on June 18, 2026. Agenda deadline is June 2, 2026, 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.

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 Secretary at 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.

Public Comment Guidelines

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. 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.

If you have questions, contact the Council of Governments, and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on May 21, 2026, at 4:00 P.M. was posted at the following locations freely accessible to the public:

The front entrance of the San Benito County Administration Building, 481 Fourth Street Hollister, CA 95023, and the Council of Governments Office, 650 San Benito St., Ste. 120, Hollister, CA 95023, at the following date and time:

On the 15th day of May 2026, 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, under Meetings, LTA Board, Meeting Schedule.

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

Monica Gomez

BY: _____

Monica Gomez, Secretary II

Council of San Benito County Governments

San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING

Board of Supervisors Chambers, 481 Fourth Street, Hollister, CA 95023, Zoom Platform

March 19, 2026, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Ignacio Velazquez, Vice Chair Roxanne Stephens, Director Jackie Morris-Lopez, Director Kollin Kosmicki, Alternate Director Rudy Picha.

MEMBERS ABSENT:

Director Rolan Resendiz.

STAFF PRESENT:

Executive Director; Binu Abraham, Office Assistant; Griselda Arevalo; Secretary; Monica Gomez, SBCOG Legal Counsel; Osman Mufti (via-Zoom).

1. CALL TO ORDER:

Chair Velazquez called the meeting to order at 5:20 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Kosmicki Second: Director Morris-Lopez

Motion carried: 5/0

Yes: Velazquez, Stephens, Kosmicki, Morris-Lopez, Alt. Picha

No: None

Recused: None

Abstention: None

3. 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.)*

There was no public comment.

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.)

4. APPROVE Local Transportation Authority Regular Meeting Action Minutes Dated February 19, 2026 – Gomez
5. FY 24-25 Year End Budget Report – Aceves
 - a. RECEIVE FY 25-26 Year End Budget Report
 - b. APPROVE Budget Adjustments 25-26-02 and 25-26-04
6. CEQA Finding and Filing for Bus and Bus Facilities Project – Arreola
 - a. FINDING the San Benito County Local Transportation Authority's (LTA) Bus and Bus Facilities Project is Exempt Under the California Environmental Quality (CEQA) .
 - b. APPROVE the LTA Bus and Bus Facilities Project, as Defined in the Notice of Exemption (NOE).
 - c. DIRECT Staff to File the NOE with the County Clerk.

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Items 4-6:

Motion: Director Kosmicki Second: Director Picha
 Motion carried: 5/0
 Yes: Velazquez, Stephens, Morris-Lopez, Kosmicki, Alt. Picha
 No: None
 Recused: None
 Abstention: None

ACTION ITEMS:

7. ADOPT Resolution 2026-01 Accepting, Approving, and Adopting the San Benito County Local Transportation Authority's Updated Drug and Alcohol Testing Policy – Arreola

Transportation Planner Myranda Arreola presented an update to the San Benito County Local Transportation Authority's updated Drug and Alcohol Testing Policy. The revision ensures compliance with Federal Transit Administration (FTA) standards for safety-sensitive employees, maintaining eligibility for federal funding.

There was no public comment.

Motion made to Approve Item 7.:

Motion: Director Kosmicki Second: Director Morris-Lopez
 Motion carried: 5/0
 Yes: Velazquez, Stephens, Morris-Lopez, Kosmicki, Picha
 No: None
 Recused: None
 Abstention: None

INFORMATION ITEMS:

- 8. RECEIVE Update on the SBCOG/LTA’s Joint Effort with Gavilan College’s Administration Department on Efforts to Pursue Funding for a New LTA Transit Service to the Gavilan College Campus in Hollister – Aceves

Administrative Services Specialist Norma Aceves provided an update on SBCOG/LTA’s joint effort with Gavilan College’s Administrative Departments efforts to pursue funding for a new transit route to the Gavilan College campus in Hollister.

Director Morris-Lopez asked about long-term funding sustainability and whether student fees or a partnership with the college could support transportation costs. Vice-Chair Stevens questioned whether low ridership reflects limited demand or misalignment between service routes/schedules and student needs.

Ms. Aceves responded that funding remains uncertain and will depend on available grants, though some level of fare or cost recovery is expected. She also noted that ridership data is currently limited and additional funding is needed to evaluate demand and service alignment, adding that current usage is consistent and capacity has not been an issue. Ms. Aceves added that LTA staff remain committed to collaborating with Gavilan College and ensuring recommendations are transparent, equitable, financially sustainable, and aligned with Board priorities.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Director Kosmicki motioned to adjourn at 5:33 p.m.

Motion seconded by Director Morris-Lopez.

Motion carried: 5/0

Yes: Velazquez, Stephens, Morris-Lopez, Kosmicki, Alt. Picha

No: None

Recused: None

Abstention: None

ADJOURN TO LTA MEETING APRIL 16, 2026, AT 4:00 P.M.



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: FY 25-26 Q3 Budget Report

Agenda Item No. 5

Approved By: Binu Abraham, Executive Director

Meeting Date: May 21, 2026

Recommendation:

- a. Receive FY 25-26 Q3 Budget Report
- b. Approve Budget Adjustment 25-26-06.

Summary:

The Q3 Budget Report summarizes revenues and expenditures as of March 31, 2026.

Background/ Discussion:

Staff have prepared a Q3 budget report on the fiscal performance of the Local Transportation Authority (LTA), summarizing revenues and expenditures for the Board's review. The attached report outlines financial activity for Fiscal Year (FY) 2026, covering the period from July 1, 2025, through March 31, 2026.

Throughout the year, staff conduct quarterly reviews and analyses of the Trial Balances to identify and correct any errors. Following these reviews, staff prepare a budget report and evaluate whether budget adjustments or transfers are needed to align the budget with actual revenues and expenditures.

Staff have completed a review of the LTA accounts as part of the Q3 budget review. All accounts are in good standing, with anticipated revenues budgeted for the fiscal year coming in as planned. Expenditures across all accounts are tracking in line with the Board-approved budget. At this time, one budget adjustment is needed. Details for the adjustment are provided below.

Financial Impact:

The following budget adjustment is attached for the Boards review and approval:

LTA County Express- The budget adjustment reallocates \$500,000 in State TIRCP revenue for transit operations, allowing for \$500,000 in TDA funds to be returned to the TDA fund balance.

Attachment:

1. Budget Adjustments 25-26-06
2. FY 25-26 Q3 Budget Report

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: 2025-2026
 Department: LTA County Express
 Org Key: 627.95.7320

- Appropriation/Est. Revenue Increase**
 (Requires Board Approval)
- Interdepartmental Transfer or Interobject Transfer >\$50,000**
 (Requires Board Approval)
- Interobject Transfer <\$50,000**
 (Requires Executive Director and Admin Ser Spe)
- Intraobject Transfer**
 (Requires Executive Director)

| <u>Org Key:</u> | <u>Object No:</u> | <u>Description</u> | <u>Decrease/ Rev. Increase</u> | <u>Increase</u> |
|-----------------|-------------------|---------------------------------|------------------------------------|----------------------|
| 627.95.7320 | 619.158 | Maint of Structures and Grounds | \$ - | \$ 1,228.00 |
| 627.95.7320 | 619.28 | Marketing x | \$ - | \$ 1,331.00 |
| 627.95.7320 | 619.166 | Membership Duesx | \$ - | \$ 130.00 |
| 627.95.7320 | 645.701 | General Insurance | \$ (2,337.00) | |
| 627.95.7320 | 619.21 | Professional Service - Legalx | \$ (352.00) | \$ - |
| 627.95.7320 | 576.012 | Transfer from Trust (LTF) | \$ (500,000.00) | \$ - |
| | 576.012 | Transfer from Trust (TIRCP) | | \$ 500,000.00 |
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| Total | | | \$ (502,689.00) | \$ 502,689.00 |

Comments: Small line-item adjustments to cover slight budget overages and align expenditures with actual project costs

Budget adjustment reallocates \$500,000 in TIRCP funds for transit operations, allowing \$500,000 in TDA funds to be returned to the TDA fund balance.

Submitted: Norma Aceves 5/6/2026
 Date

Verification of Sufficient Funds: _____
Administrative Services Specialist Date

Approval: _____
Executive Director Date

Approval by COG Board _____
 Date

Attested: _____
 Clerk of the Board: _____ Vote: _____ Yes _____ No

Local Transportation Authority- CE (627.7320)
Third Quarter Budget Report
FY 2025/26

| FISCAL SUMMARY | Budgeted FY 25/26 | Actual as of 3/31/2026 | Balance FY 25/26 | Projected % 75% | Actual % |
|----------------------------|------------------------------|-----------------------------------|-----------------------------|----------------------------|-----------------|
| <u>EXPENDITURES</u> | | | | | |
| Salaries & Benefits | 367,047 | 216,629 | 150,418 | 75% | 59.02% |
| Services & Supplies | 381,569 | 242,392 | 139,177 | 75% | 63.53% |
| Contracts | 2,378,481 | 1,372,534 | 1,005,947 | 75% | 57.71% |
| Capital | 67,850 | 9,893 | 57,957 | 75% | 14.58% |
| Other | - | - | - | 75% | |
| TOTAL EXPENDITURES | \$3,194,947 | 1,841,448 | \$1,353,498 | 75% | 57.64% |
| <u>REVENUES</u> | | | | | |
| Revenues | 3,194,947 | 2,481,834 | (1,023,252) | 75% | 77.68% |
| Operating Transfers | - | - | - | - | - |
| TOTAL REVENUE | \$3,194,947 | \$2,481,834 | (1,023,252) | 75% | 77.68% |
| TOTAL FUND BALANCE | \$0 | \$640,386 | | | |
| | | Equip. Trf | | | |
| | | \$640,386 | | | |

Local Transportation Authority- CE (627.7320)

Third Quarter Budget Report

FY 2025/26

REVENUE & EXPENDITURES

| REVENUES | | Budgeted | Revenues | Balance | Projected % | Actual % |
|--------------|---------------------------------------|------------------|--------------------|-------------------------|-------------|---------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| 541.001 | Interest | 6,000 | 13,514 | 7,514 | 75% | 225.23% |
| 551.401 | Low Carbon Transit Operations Program | 172,900 | 31,353 | (141,547) | 75% | 18.13% |
| 556.001 | FTA 5311 | 500,000 | - | (500,000) | 75% | 0.00% |
| 576.012 | Transfer from Trust SGR | 67,850 | - | (67,850) | 75% | 0.00% |
| 562.803 | County Express Fares | 115,000 | 76,922 | (38,078) | 75% | 66.89% |
| 570.001 | Other Rev Other Sales Ad Space | 1,000 | 1,957 | 957 | 75% | 195.70% |
| 570.003 | Other Rev Sales Revenue Sales of FA | 2,000 | - | (2,000) | 75% | 0.00% |
| 570.006 | Other Rev Reim | - | - | - | 75% | - |
| 576.012 | Transfer from Trust STA | 689,937 | 310,139 | (689,937) | 75% | 44.95% |
| 576.012 | Transfer from Trust LTF | 1,140,260 | 1,547,949 | 407,689 | 75% | 135.75% |
| 579.012 | Transfer from Trust (TIRCP) | 500,000 | 500,000 | - | - | 100.00% |
| 590.001 | Unclaimed check | - | - | - | 75% | - |
| TOTAL | | 3,194,947 | 2,481,834 | (1,023,252) | 75% | 77.68% |
| | | | \$1,250,286 | GL Total 8/25/25 | | |

| EXPENDITURES | | Budgeted | Expenses | Balance | Projected % | Actual % |
|------------------------------|------------------------------------|------------------|------------------|------------------|-------------|---------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| Personnel | | | | | | |
| 610.101 | Salaries | 367,047 | 216,629 | 150,418 | 75% | 59.02% |
| Total | | 367,047 | 216,629 | 150,418 | 75% | 59.02% |
| Services and Supplies | | | | | | |
| 619.126 | Magazines and Subscriptions | - | - | - | 75% | - |
| 619.130 | Clothing and Safety | 1,900 | 789 | 1,111 | 75% | 41.52% |
| 619.132 | Communications | 5,976 | 1,808 | 4,168 | 75% | 30.25% |
| 619.138 | Computer Maintenance | 375 | 57 | 318 | 75% | 15.20% |
| 619.140 | Computer Supplies | 225 | - | 225 | 75% | 0.00% |
| 619.142 | Computer Hardware | 375 | - | 375 | 75% | 0.00% |
| 645.701 | General Insurance | 13,920 | 13,920 | - | 75% | 100.00% |
| 619.152 | Maintenance of Equipment | 85,000 | 50,277 | 34,723 | 75% | 59.15% |
| 619.154 | Maintenance of Equip - Oil and Gas | 225,000 | 133,640 | 91,360 | 75% | 59.40% |
| 619.158 | Maint of Structures and Grounds | 4,228 | 4,228 | - | 75% | 100.00% |
| 619.280 | Marketing x | 5,831 | 5,831 | - | 75% | 100.00% |
| 619.166 | Membership Duesx | 880 | 880 | - | 75% | 100.00% |
| 619.172 | Postage and Delivery x | - | - | - | 75% | - |
| 619.174 | Supplies x | 150 | - | 150 | 75% | 0.00% |
| 619.176 | Special Project Supplies x | - | - | - | 75% | - |
| 619.180 | Public and Legal Notices | - | - | - | 75% | - |
| 619.190 | Small Tools x | 150 | - | 150 | 75% | 0.00% |
| 619.194 | Training | - | - | - | 75% | - |
| 619.196 | Travel Lodging x | - | - | - | 75% | - |
| 619.200 | Travel Transportation | - | - | - | 75% | - |
| 619.202 | Gas and Oil | - | - | - | 75% | - |
| 619.210 | Professional Service - Legalx | 7,148 | 1,133 | 6,015 | 75% | 15.85% |
| 619.268 | Special Dept Expense - Other | 10,000 | 9,418 | 582 | 75% | 94.18% |
| 649.101 | Cost Plan | 20,411 | 20,412 | (1) | 75% | 100.00% |
| Total | | 381,569 | 242,392 | 139,177 | 75% | 63.53% |
| Contracts | | | | | | |
| 619.250 | Special Dept Exp-Contracts | 21,250 | 49,057 | (27,807) | 75% | 230.86% |
| 619.250 | Special Dept Exp - CE Contract | 2,357,231 | 1,323,477 | 1,033,754 | 75% | 56.15% |
| Total | | 2,378,481 | 1,372,534 | 1,005,947 | 75% | 57.71% |
| Capital | | | | | | |
| 650.207 | Fixed Assets | 67,850 | 9,893 | 57,957 | 75% | 14.58% |
| 650.312 | Depreciation Exp | - | - | - | 0% | - |
| Total | | 67,850 | 9,893 | 57,957 | 75% | 14.58% |
| Total | | - | - | - | - | - |
| TOTAL | | 3,194,947 | 1,841,448 | 1,353,498 | 75% | 57.64% |

*Not included are liabilities (compensated absences and depreciation expenses)

| 25-26-04 Budget Adjustments | | |
|-----------------------------|-------------------------|--------|
| 576.012 | Transfer from Trust SGR | 67,850 |
| 650.207 | Fixed Assets | 67,850 |

| 25-26-06 | | |
|----------|---------------------------------|---------|
| 619.158 | Maint of Structures and Grounds | 1228 |
| 619.280 | Marketing x | 1331 |
| 619.166 | Membership Duesx | 130 |
| 645.701 | General Insurance | -2337 |
| 619.210 | Professional Service - Legalx | -352 |
| 576.012 | Transfer from Trust LTF | -500000 |
| 576.012 | Transfer from Trust (TIRCP) | 500000 |

**Local Transportation Authority- ST (627.7321)
Third Quarter Budget Report**

| FISCAL SUMMARY | Budgeted FY 25/26 | Actual as of 3/31/2026 | Balance FY 25/26 | Projected % 75% | Actual % |
|---------------------------|------------------------------|-----------------------------------|-----------------------------|----------------------------|-----------------|
| EXPENDITURES | | | | | |
| Salaries & Benefits | 122,349 | 72,209 | 50,140 | 75% | 59.02% |
| Services & Supplies | 74,168 | 39,501 | 34,667 | 75% | 53.26% |
| Contracts | 424,384 | 344,861 | 79,523 | 75% | 81.26% |
| Capital | - | - | - | 75% | |
| Other | - | - | - | 75% | |
| TOTAL EXPENDITURES | \$620,901 | 456,571 | \$164,330 | 75% | 73.53% |
| REVENUES | | | | | |
| Revenues | 620,901 | 723,836 | (108,863) | 75% | 116.58% |
| Operating Transfers | - | - | - | - | - |
| TOTAL REVENUE | \$620,901 | \$723,836 | (\$108,863) | 75% | 116.58% |
| TOTAL FUND BALANCE | \$0 | \$267,265 | | | |
| | Equip. Trf | \$267,265 | | | |

Local Transportation Authority- ST (627.7321)
Third Quarter Budget Report
FY 2025/26

REVENUE & EXPENDITURES

| REVENUES | | Budgeted | Revenues | Balance | Projected % | Actual % |
|-----------------|-------------------------------|-----------------|------------------|------------------|--------------------|-----------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| 551.113 | FTA 5310 (Out of county med.) | - | - | - | | |
| 551.113 | FTA 5310 (Traditional) | - | - | - | | |
| 541.001 | Interest | 6,000 | 4,789 | (1,211) | 75% | 79.82% |
| 562.803 | ST Fares | 6,000 | 4,247 | (1,753) | 75% | 70.78% |
| | Carryover | - | 105,899 | (105,899) | 75% | |
| 576.012 | Transfer from Trust LTF | 608,901 | 608,901 | - | 75% | 100.00% |
| TOTAL | | 620,901 | 723,836 | (108,863) | 75% | 116.58% |

| EXPENDITURES | | Budgeted | Expenses | Balance | Projected % | Actual % |
|------------------------------|------------------------------------|-----------------|------------------|-----------------|--------------------|-----------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| Personnel | | | | | | |
| 610.101 | Salaries | 122,349 | 72,209 | 50,140 | 75% | 59.02% |
| Total | | 122,349 | 72,209 | 50,140 | 75% | 59.02% |
| Services and Supplies | | | | | | |
| 619.130 | Clothing and Safety | 700 | 277 | 423 | 75% | 39.57% |
| 619.132 | Communications | - | - | - | 75% | |
| 619.138 | Computer Maintenance | 125 | - | 125 | 75% | 0.00% |
| 619.140 | Computer Supplies | 75 | 19 | 56 | 75% | 25.33% |
| 619.142 | Computer Hardware | 125 | - | 125 | 75% | 0.00% |
| 619.152 | Maintenance of Equipment | 10,000 | 8,077 | 1,923 | 75% | 80.77% |
| 619.154 | Maintenance of Equip - Oil and Gas | 40,000 | 16,775 | 23,225 | 75% | 41.94% |
| 619.158 | Maint of Structures and Grounds | 1,000 | 1,410 | (410) | 75% | 140.98% |
| 621.503 | Maint of Equipment - Auto | - | - | - | | |
| 619.166 | Membership Duesx | 250 | - | 250 | 75% | 0.00% |
| 619.172 | Postage and Delivery x | - | 31 | (31) | 75% | |
| 619.174 | Supplies x | 50 | - | 50 | 75% | 0.00% |
| 619.176 | Special Project Supplies x | - | - | - | 75% | |
| 619.178 | Treasurer Charges | - | - | - | 75% | |
| 619.180 | Public and Legal Notices | - | - | - | 75% | |
| 619.190 | Small Tools x | 50 | - | 50 | 75% | 0.00% |
| 619.194 | Training | - | - | - | 75% | |
| 619.196 | Travel Lodging x | - | - | - | 75% | |
| 619.202 | Gas and Oil | - | - | - | 75% | |
| 619.200 | Travel Transportation | - | - | - | 75% | |
| 619.210 | Professional Service - Legalx | 2,500 | 684 | 1,816 | 75% | 27.36% |
| 619.268 | Special Dept Expense - Other | 5,570 | 518 | 5,052 | 75% | 9.30% |
| 619.280 | Marketing x | 1,500 | 267 | 1,233 | 75% | 17.80% |
| 649.101 | Cost Plan | 6,804 | 6,803 | 1 | 75% | 99.99% |
| 645.701 | General Insurance | 5,419 | 4,640 | 779 | 75% | 85.62% |
| Total | | 74,168 | 39,501 | 34,667 | 75% | 53.26% |
| Contracts | | | | | | |
| 619.250 | Special Dept Exp- Contracts | 6,750 | 2,851 | 3,899 | 75% | 42.24% |
| 619.250 | Special Dept Exp - Contracts TD | 417,634 | 342,010 | 75,624 | 75% | 81.89% |
| Total | | 424,384 | 344,861 | 79,523 | 75% | 81.26% |
| Capital | | | | | | |
| 650.301 | Automobiles, Trucks, Vans | - | - | - | 75% | |
| 650.312 | Depreciation Exp | - | - | - | 0% | |
| Total | | - | - | - | 75% | |
| TOTAL | | 620,901 | 456,571 | 164,330 | 75% | 73.53% |

PTMISEA (628.7400)
Third Quarter Budget Report
FY 2025/26

| FISCAL SUMMARY | Budgeted FY 25/26 | Actual as of 3/31/2026 | Balance FY 25/26 | Projected % 75% | Actual % |
|----------------------------|------------------------------|-----------------------------------|-----------------------------|----------------------------|-----------------|
| <u>EXPENDITURES</u> | | | | | |
| Salaries & Benefits | - | - | - | | |
| Services & Supplies | 61,363 | 61,363 | - | 75% | 100.00% |
| Contracts | - | - | - | | |
| Capital | - | - | - | | |
| Other | - | - | - | | |
| TOTAL EXPENDITURES | \$61,363 | \$61,363 | \$0 | 75% | 100.00% |
| <u>REVENUES</u> | | | | | |
| Revenues | 61,636 | 61,668 | (32) | 75% | 100% |
| Operating Transfers | - | - | - | | |
| TOTAL REVENUE | \$61,636 | \$61,668 | (\$32) | 75% | 100% |
| TOTAL FUND BALANCE | \$273 | \$305 | | | |

PTMISEA (628.7400)
Third Quarter Budget Report
FY 2025/26

REVENUE & EXPENDITURES

| REVENUES | | Budgeted | Revenues | Balance | Projected % | Actual % |
|--------------|---|---------------|---------------|-------------|-------------|-------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| 541.001 | Interest Revenue | | 32 | (32) | 75% | #DIV/0! |
| 551.401 | FMV Adjustment | | | - | 75% | 0.00% |
| 551.401 | PTMISEA (Prop B) (carryover PY) | | | - | 75% | 0.00% |
| 551.401 | OES (Carryover Prop 1B Grants) | | | - | 75% | 0.00% |
| | Fund Balance (carryover previous years) | 61,636 | 61,636 | (0) | 75% | 0.00% |
| 570.011 | PTMISEA (Prior Yr) | | | - | 75% | 0.00% |
| 570.011 | OES (State) (Prior Yr) | | | - | 75% | 0.00% |
| TOTAL | | 61,636 | 61,668 | (32) | 75% | 100% |

| EXPENDITURES | | Budgeted | Expenses | Balance | Projected % | Actual % |
|------------------------------|---|---------------|---------------|----------|-------------|----------------|
| Category | | FY 25/26 | 3/31/2026 | FY 25/26 | 75% | |
| Personnel | | | | | | |
| 610.101 | Salaries | | 0 | - | | |
| Total | | | - | - | | |
| Services and Supplies | | | | | | |
| 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 | 61,363 | 61,363 | - | 75% | 100.00% |
| 619.268 | Special Dept Expense - OES | | | - | 75% | |
| 619.306 | Utilities | | | - | | |
| 645.701 | General Insurance | | | - | | |
| Total | | 61,363 | 61,363 | - | 75% | 100.00% |
| Contracts | | | | | | |
| 623601 | Special Dept Expense - Contracts | | | - | | |
| Total | | - | - | - | | |
| Capital | | | | | | |
| 650.301 | Automobiles, Trucks, Vans | | | - | | |
| 650.302 | Equipment other than Computer | | | - | | |
| 650.303 | Computer Hardware | | | - | | |
| 650.304 | Furniture & Fixtures(Bus Stop Shelters) | | | - | | |
| Total | | - | - | - | | |
| Other | | | | | | |
| 670.000 | Trf Out Other Funds | | | - | | |
| 670.000 | Interfund Trf | | | - | | |
| Total | | - | - | - | | |
| TOTAL | | 61,363 | 61,363 | - | 75% | 100.00% |

| 25-26-02 Budget Adjustments | | |
|-----------------------------|--------------------------------|--------|
| 340.101 | Fund Balance Assigned | 61,363 |
| 619.268 | Special Dept. Expense -PTMISEA | 61,363 |



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Fiscal Year 2026-2027 Budget

Agenda Item No. 6

Approved By: Binu Abraham, Executive Director

Meeting Date: May 21, 2026

Recommendation:

- a. Receive presentation on the Fiscal Year 2026-2027 Budget.
- b. Hold public hearing on the Fiscal Year 2026-2027 Budget.
- c. Adopt Resolution 2026-02 adopting the Fiscal Year 2026-2027 Budget and Resolution 2026-03 authorizing the Transportation Development Act (TDA) Claim for allocation of TDA funds.

Summary:

The Local Transportation Authority (LTA) Budget totals \$4,656,719. The budget is balanced.

Background/ Discussion:

The San Benito County Local Transportation Authority (LTA) administers and operates public transportation services in the San Benito County region.

The LTA budget was prepared using the line-item format. This style is easy to use and identifies where funds are spent. The budget includes conservative revenue assumptions that are based on apportionments and distributions identified through State and Federal resources. Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the budget. The most important component of the budget focuses on aligning spending with anticipated funding sources.

The LTA budget totals \$4,656,719 and reflects a 22% increase, primarily due to capital enhancement projects which are partially funded through State LPP-F funds.

Financial Impact:

The LTA budget is balanced.

Attachment:

1. Resolution No. 2026-02, Resolution No. 2026-03, and TDA Claim Forms
2. Fiscal Year 2026-2027 Local Transportation Authority Budget

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)
LOCAL TRANSPORTATION AUTHORITY)
ADOPTING THE 2026/2027 FISCAL YEAR) Resolution No. 2026-02
ANNUAL BUDGET)

WHEREAS, the Local Transportation Authority of San Benito County published and held a public hearing regarding the Board of Director’s consideration of the budget for the Local Transportation Authority of San Benito County for Fiscal Year 2026/2027; and

WHEREAS, at the public hearing, the Local Transportation Authority Board of Directors heard and received all oral and written testimony and evidence that was made, presented, or filed, and all persons present at the hearing were given ample opportunity to hear and be heard with respect to any matter related to the budget for Fiscal Year 2026/2027; and

WHEREAS, said hearing was concluded, during which time all additions and deletions to the budget for Fiscal Year 2026/2027 were made or authorized; and

WHEREAS, the 2026/2027 fiscal year budget is a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Local Transportation Authority of San Benito County that the Adopted Budget of the Local Transportation Authority for Fiscal Year 2026/2027, is hereby adopted by reference to the attached Adopted Budget.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 21st DAY OF MAY 2026 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO FORM:

Dated: 5-14-2026

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Dated: _____

By: _____
Binu Abraham, Executive Director

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)
LOCAL TRANSPORTATION AUTHORITY)
AUTHORIZING THE FILING OF A CLAIM WITH) Resolution No. 2026-03
THE COUNCIL OF SAN BENITO COUNTY)
GOVERNMENTS, ACTING AS THE REGIONAL)
TRANSPORTATION PLANNING AGENCY, FOR)
ALLOCATION OF TRANSPORTATION)
DEVELOPMENT ACT FUNDS FOR FISCAL)
YEAR 2026/2027)

WHEREAS, the Transportation Development Act (TDA), as amended (California Public Utilities Code commencing with Section 99200 et seq.) provides for the allocation of funds from the Local Transportation Fund and the State Transit Assistance Fund by Regional Transportation Planning Agencies, for the use by eligible claimants for various transportation purposes; and

WHEREAS, the Council of San Benito County Governments is the Regional Transportation Planning Agency in and for the County of San Benito; and

WHEREAS, pursuant to the provisions of the TDA, as amended and pursuant to the applicable rules and regulations thereunder (Title 21, Division 3, Chapter 2 (commencing with section 6600) of the California Code of Regulations) a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance fund shall file its claim with the Council of San Benito County Governments.

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2026/2027.

BE IT FURTHER RESOLVED that the authorized claim includes \$2,170,678 for transit purposes.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Council of San Benito County Governments in conjunction with the filings of the claims.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 21ST DAY OF MAY 2026 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO FORM:

Dated: 5-14-2026

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Dated: _____

By: _____
Binu Abraham, Executive Director

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
650 SAN BENITO STREET, SUITE 120, HOLLISTER, CA 95023

FROM: CLAIMANT: San Benito County Local Transportation Authority
ADDRESS: 650 San Benito Street Suite 120
Hollister, CA 95023
CONTACT PERSON: Samuel Borick
Phone: (831)637-7665 Email: sborick@sanbenitocog.org

The San Benito County Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$ 616,919 for Fiscal Year 2026-2027, to be drawn from the State Transit Assistance fund deposited with the San Benito County Treasurer.

When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: Binu Abraham
(signature)

TITLE: _____

TITLE: Executive Director

DATE: _____

DATE: May 21, 2026

CLAIM FOR LOCAL TRANSPORTATION FUNDS
TRANSIT PURPOSES

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
650 SAN BENITO STREET, SUITE 120, HOLLISTER, CA 95023

FROM: CLAIMANT: San Benito County Local Transportation Authority
ADDRESS: 650 San Benito Street, Suite 120
Hollister, CA 95023
CONTACT PERSON: Samuel Borick
Phone: 831-636-7665 Email: sborick@sanbenitocog.org

The San Benito County Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2026-2027, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

P.U.C. 99260a, Article 4, Transit Operation/Capital: \$ 1,271,843
P.U.C. 99275, Article 4.5, Community Transit Services: \$ 281,916
P.U.C. 66400c, Article 8c, Contracted Transit Services: \$ _____
C.C.R. 6648, Capital Reserve: \$ _____
P.U.C. 99400e, Article 8e, Capital for Contracted Services: \$ _____

When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: Binu Abraham
(signature)

TITLE: _____

TITLE: Executive Director

DATE: _____

DATE: May 21, 2026



Adopted Budget Fiscal Year 2026/27

650 San Bentio Street, Suite 120
Hollister, California 95023
(831) 637-7665

www.sanbenitocountyexpress.org

Local Transportation Authority Adopted Budget Fiscal Year 2026 - 2027

Published by Order of the:
Board of Directors

Ignacio Velazquez, Chair
San Benito County

Roxanne Stephens, Vice Chair
City of Hollister

Kollin Kosmicki
San Benito County

Jackie Morris-Lopez
City of San Juan Bautista

Rolan Resendiz
City of Hollister

Executive Director
Binu Abraham

Prepared and Compiled by
Norma Aceves
Administrative Services Specialist

Adopted: May 21, 2026

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Local Transportation Authority Budget

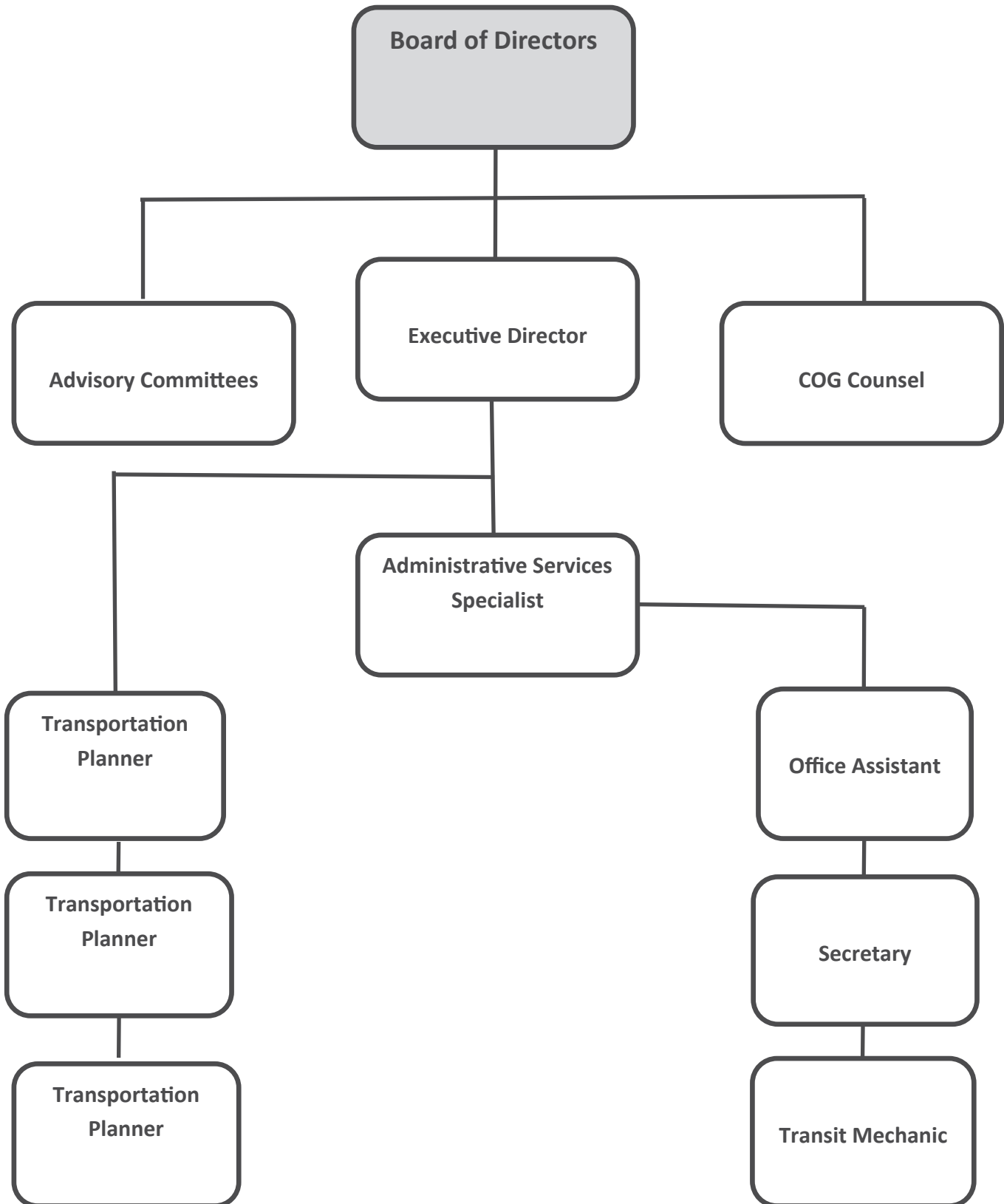
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Local Transportation Authority

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 2026/2027 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 2026/2027 is \$4.6 million and reflects a 22% increase, primarily due to capital enhancement projects which are partially funded through State LPP-F funds. The Personnel budget category includes expenses related to planning, mechanic salary, and program administration. Service and Supplies include 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, performance management software, and professional services contracts for the implementation of the Short-Range Transit Plan.

The Local Transportation Authority FY 2026/2027 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 2026/27
EXPENDITURES- COUNTY EXPRESS SERVICE**

| EXPENDITURE DESCRIPTION | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|---|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| Personnel | | | | | |
| 610.905 Salaries- Direct | 298,082 | 298,082 | 158,350 | 166,268 | (139,732) |
| 610.905 Salaries- Indirect | 68,966 | 68,966 | 108,143 | 113,550 | 39,177 |
| Total | 367,048 | 367,048 | 266,493 | 279,818 | (100,555) |
| Services and Supplies | | | | | |
| 619.13 Clothing and Safety | 1,900 | 1,462 | 1,900 | 1,900 | - |
| 619.132 Communications | 5,976 | 3372 | 6,000 | 6,000 | 24 |
| 619.138 Computer Maintenance | 375 | 120 | 300 | 300 | (75) |
| 619.14 Computer Supplies | 225 | - | 200 | 200 | (25) |
| 619.142 Computer Hardware | 375 | - | 200 | 200 | (175) |
| 645.701 General Insurance | 16,257 | 13,920 | 13,312 | 13,711 | (2,945) |
| 619.152 Maintenance of Equipment | 85,000 | 79,828 | 85,000 | 70,000 | - |
| 619.154 Maintenance of Equip - Oil and Gas | 225,000 | 199,798 | 225,000 | 230,000 | - |
| 619.158 Maint of Structures and Grounds | 3,000 | 4,887 | 6,040 | 5,000 | 3,040 |
| 619.28 Marketing x | 4,500 | 6,200 | 6,600 | 6,500 | 2,100 |
| 619.166 Membership Duesx | 750 | 880 | 924 | 970 | 174 |
| 619.174 Supplies x | 150 | 120 | 250 | 250 | 100 |
| 619.19 Small Tools x | 150 | - | 150 | 150 | - |
| 619.21 Professional Service - Legalx | 7,500 | 1,955 | 5,000 | 4,000 | (2,500) |
| 619.268 Special Dept Expense - Other | 10,000 | 6,880 | 19,375 | 10,000 | 9,375 |
| 649.101 Cost Plan | 20,411 | 20,411 | 32,768 | 50,000 | 12,357 |
| Total | 381,569 | 339,833 | 403,019 | 399,182 | 21,450 |
| Contracts | | | | | |
| 619.250 Special Dept. Expense - Contracts | 21,250 | 45,249 | 67,975 | 68,179 | 46,725 |
| 619.250 Special Dept. Expense - CE Contract | 2,357,231 | 1,996,113 | 2,477,715 | 2,447,634 | 120,484 |
| Total | 2,378,481 | 2,041,362 | 2,545,690 | 2,515,813 | 167,209 |
| Capital | | | | | |
| 650.207 Fixed Assets | 67,850 | - | 800,000 | - | 732,150 |
| 650.303 Computer Hardware | - | - | - | - | - |
| 650.301 Automobiles, Trucks, Vans | - | - | - | - | - |
| Total | 67,850 | - | 800,000 | - | 732,150 |
| Other | | | | | |
| 649.320 OPEB | - | - | - | - | - |
| Total | - | - | - | - | - |
| TOTAL PROPOSED BUDGET | 3,194,948 | 2,748,243 | 4,015,203 | 3,194,812 | 820,255 |

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2026/27
REVENUES AND EXPENDITURES VS REVENUES**

| REVENUE DESCRIPTION | | Previous Year Actual | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|----------------------|---|-------------------------|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| 541.001 | Interest Revenue | | 6,000 | 6,000 | 20,000 | 20,000 | 4,000 |
| 570.001 | Advertisement Revenue | | 1,000 | 3,000 | 5,000 | 5,000 | (2,000) |
| 570.003 | Sale of Fix Asset | | 2,000 | 2,000 | - | - | 156,759 |
| 551.101 | Grant Revenue State Aid- Grants (LCTOP) | | 172,900 | 152,900 | 329,659 | 339,549 | 156,759 |
| 551.401 | State Miscellaneous Revenue | | - | - | 400,000 | - | 400,000 |
| 576.012 | LTF Transfer in | | 1,640,260 | 1,806,302 | 1,271,843 | 2,091,837 | (368,417) |
| 576.012 | STA Transfer in | | 689,937 | 679,937 | 616,919 | 635,427 | (73,018) |
| 576.012 | SGR Transfer in | | 67,850 | 67,850 | 271,782 | - | 203,932 |
| 576.012 | TIRCP Transfer In | | - | - | 500,000 | - | 500,000 |
| 562.803 | County Express Fares/JDA Fares | | 115,000 | 98,104 | 100,000 | 103,000 | (15,000) |
| 556.301 | Federal Misc. Revenue | | - | - | - | - | - |
| 556.301 | Federal Misc. Revenue | | - | - | - | - | - |
| 556.001 | Federal Grants (FTA 5311) | | 500,000 | - | 500,000 | - | - |
| TOTAL REVENUE | | | 3,194,947 | 2,816,093 | 4,015,203 | 3,194,812 | 963,015 |

| EXPENDITURES VS REVENUES <u>LTA</u> | | Previous Year Actual FY05/06 | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|--|------------------------------|------------------------------------|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| EXPENDITURES | | | | | | | |
| | Personnel | | 367,048 | 367,048 | 266,493 | 279,818 | (100,555) |
| | Services & Supplies | | 381,569 | 339,833 | 403,019 | 399,182 | 21,450 |
| | Contracts | | 2,378,481 | 2,041,362 | 2,545,690 | 2,515,813 | 167,209 |
| | Capital | | 67,850 | 0 | 800,000 | - | 732,150 |
| | Other | | - | - | - | - | - |
| | TOTAL EXPENDITURES | | 3,194,948 | 2,748,243 | 4,015,203 | 3,194,812 | 820,255 |
| REVENUES | | | | | | | |
| | Revenues | | 3,079,947 | 2,717,989 | 3,915,203 | 3,091,812 | 835,256 |
| | Operating Transfers (in) | | 115,000 | 98,104 | 100,000 | 103,000 | (15,000) |
| | TOTAL REVENUE | | 3,194,947 | 2,816,093 | 4,015,203 | 3,194,812 | 820,256 |
| | TOTAL PROPOSED BUDGET | | 3,194,948 | 2,748,243 | 4,015,203 | 3,194,812 | 820,255 |
| FUND BALANCE | | | | | 0 | | |
| DESIGNATED FUND BALANCE | | | | | - | | |
| UNDESIGNATED FUND BALANCE | | | | | 0 | | |

| <u>LTA</u> | | Proposed Budget FY 26/27 |
|--|--|--------------------------------|
| Personnel | | |
| Personnel includes staff salaries. | | |
| Total | | 266,493 |
| Services and Supplies | | |
| 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. | | |
| Total | | 403,019 |
| Contracts | | |
| Transdev contract includes transit operations for fixed route, intercounty, and dial-a-ride. Contracts also include Routematch Software and Transtrack software. | | |
| Total | | 2,545,690 |
| Capital | | |
| Local Transportation Authority's (LTA) Bus and Bus Facilities Project | | |
| Total | | 800,000 |
| Other | | |
| Total | | - |
| TOTAL PROPOSED BUDGET | | 4,015,203 |

**LOCAL TRANSPORTATION AUTHORITY (LTA)
BUDGET - FY 2026/27
EXPENDITURES - SPECIALIZED TRANSPORTATION SERVICE**

| EXPENDITURE DESCRIPTION | | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|------------------------------|---|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| Personnel | | | | | | |
| 610.905 | Salaries- Direct | 122,349 | 100,670 | 55,824 | 58,615 | (66,525) |
| 610.905 | Salaries- Indirect | - | - | 47,526 | 49,902 | 47,526 |
| | Total | 122,349 | 100,670 | 103,350 | 108,518 | (18,999) |
| Services and Supplies | | | | | | |
| 619.126 | Magazines and Subscriptions | - | - | - | - | - |
| 619.130 | Clothing and Safety | 700 | 500 | 500 | 525 | (200) |
| 619.132 | Communications | - | - | - | - | - |
| 619.138 | Computer Maintenance | 125 | - | - | - | (125) |
| 619.140 | Computer Supplies | 75 | 20 | 50 | 53 | (25) |
| 619.142 | Computer Hardware | 125 | - | 100 | 105 | (25) |
| 645.701 | General Insurance | 5,419 | - | 5,163 | 5,421 | (256) |
| 619.152 | Maintenance of Equipment | 10,000 | 12,000 | 16,000 | 16,800 | 6,000 |
| 619.154 | Maintenance of Equipment - Oil and Gas | 40,000 | 24,939 | 30,000 | 31,500 | (10,000) |
| 621503 | Maintenance of Equipment - Auto | - | - | - | - | - |
| 619.158 | Maintenance of Structures and Grounds | 1,000 | 1,295 | 1,680 | 1,764 | 680 |
| 619.280 | Marketing | 1,500 | - | - | - | (1,500) |
| 621901 | Medical/Dental/Lab Supplies and Services | - | - | - | - | - |
| 619.166 | Membership Dues | 250 | - | 250 | 263 | - |
| 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 | - | 31 | 40 | 42 | 40 |
| 619.210 | Professional Service - Legal | 2,500 | 1,200 | 2,000 | 2,100 | (500) |
| 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 | 50 | - | 50 | 53 | - |
| 619.268 | Special Dept. Expense - Other | 5,570 | - | 3,125 | 3,281 | (2,445) |
| 619.196 | Travel Lodging | - | - | - | - | - |
| 619.198 | Travel Meals | - | - | - | - | - |
| 619.194 | Training | - | - | - | - | - |
| 619.200 | Travel Transportation | - | - | - | - | - |
| 649.101 | Cost Allocation Plan | 6,804 | 6,804 | 10,923 | 11,469 | - |
| 619.306 | Utilities | - | - | - | - | - |
| | Total | 74,168 | 46,789 | 69,931 | 73,428 | (8,356) |
| Contracts | | | | | | |
| 619.250 | Special Dept. Expense - Contracts | 6,750 | 2,851 | 22,992 | 23,682 | 16,242 |
| 619.250 | Special Dept. Expense - ST Contract | 417,634 | 525,495 | 445,243 | 458,600 | 27,609 |
| | Total | 424,384 | 528,347 | 468,235 | 482,282 | 43,851 |
| Capital | | | | | | |
| 650.302 | Equipment other than Computer | - | - | - | - | - |
| 650.303 | Computer Hardware | - | - | - | - | - |
| 650.301 | Automobiles, Trucks, Vans | - | - | - | - | - |
| | Total | 0 | 0 | - | - | 0 |
| Other | | | | | | |
| 649.320 | OPEB | - | - | - | - | - |
| | Total | - | - | - | - | - |
| TOTAL PROPOSED BUDGET | | 620,901 | 675,806 | 641,516 | 664,227 | 16,496 |

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2026/27
REVENUES AND EXPENDITURES VS REVENUES**

| REVENUE DESCRIPTION | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|--|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| 541.001 Interest Revenue | 6,000 | 3,000 | 3,000 | 3,000 | (3,000) |
| 570.003 Sale of Fix Asset | - | - | - | - | - |
| 551.113 Grant Revenue Local Transit Fund Grant | - | - | - | - | - |
| 576.012 LTF Transfer in | 608,901 | 666,316 | 281,916 | 654,427 | (326,985) |
| 562.803 Charges for Services- Fares | 6,000 | 6,490 | 6,600 | 6,800 | 600 |
| 556.301 Federal Misc. Revenue | - | - | - | - | - |
| 556.001 Federal Grants (FTA 5310) | - | - | 350,000 | - | 350,000 |
| TOTAL REVENUE | 620,901 | 675,806 | 641,516 | 664,227 | 20,615 |

| EXPENDITURES VS REVENUES <u>LTA</u> | Adopted Budget FY 25/26 | Estimated Actual to June 30, 2026 | Proposed Budget FY 26/27 | Budget Estimate for FY 27/28 | Variance FY 25/26 FY 26/27 |
|--|-------------------------------|---|--------------------------------|------------------------------------|----------------------------------|
| EXPENDITURES | | | | | |
| Personnel | 122,349 | 100,670 | 103,350 | 108,518 | (18,999) |
| Services & Supplies | 74,168 | 46,789 | 69,931 | 73,428 | (4,237) |
| Contracts | 424,384 | 528,347 | 468,235 | 482,282 | 43,851 |
| Capital | - | - | - | - | - |
| Other | - | - | - | - | - |
| TOTAL EXPENDITURES | 620,901 | 675,806 | 641,516 | 664,227 | 20,615 |
| REVENUES | | | | | |
| Revenues | 620,901 | 675,806 | 641,516 | 664,227 | 20,615 |
| Operating Transfers (in) | - | - | - | - | - |
| TOTAL REVENUE | 620,901 | 675,806 | 641,516 | 664,227 | 20,615 |
| TOTAL PROPOSED BUDGET | 620,901 | 675,806 | 641,516 | 664,227 | 20,615 |
| FUND BALANCE | | | 0 | | |
| DESIGNATED FUND BALANCE | | | - | | |
| UNDESIGNATED FUND BALANCE | | | 0 | | |

| <u>LTA</u> BUDGET NOTES | Proposed Budget FY 26/27 |
|--|--------------------------------|
| Personnel Personnel includes staff salaries. | 103,350 |
| Services and Supplies 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. | 69,931 |
| Total | 69,931 |
| Contracts Transdev Specialized Transportation includes out of county medical transportation, senior lunch transportation and medical shopping transportation. Contracts also include Routematch Software and Transtrack software. | 468,235 |
| Total | 468,235 |
| Capital No Capital expenditures are proposed in this Budget. | - |
| Total | - |
| Other | |
| TOTAL PROPOSED BUDGET | 641,516 |

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

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.

