



## **Adopted Budget Fiscal Year 2026/27**

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# Local Transportation Authority Adopted Budget Fiscal Year 2026 - 2027

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

### Introduction

Organization Chart.....	1
Local Transportation Authority Executive Summary.....	2
Local Transportation Authority Goals and Objectives.....	2

### Local Transportation Authority Budget

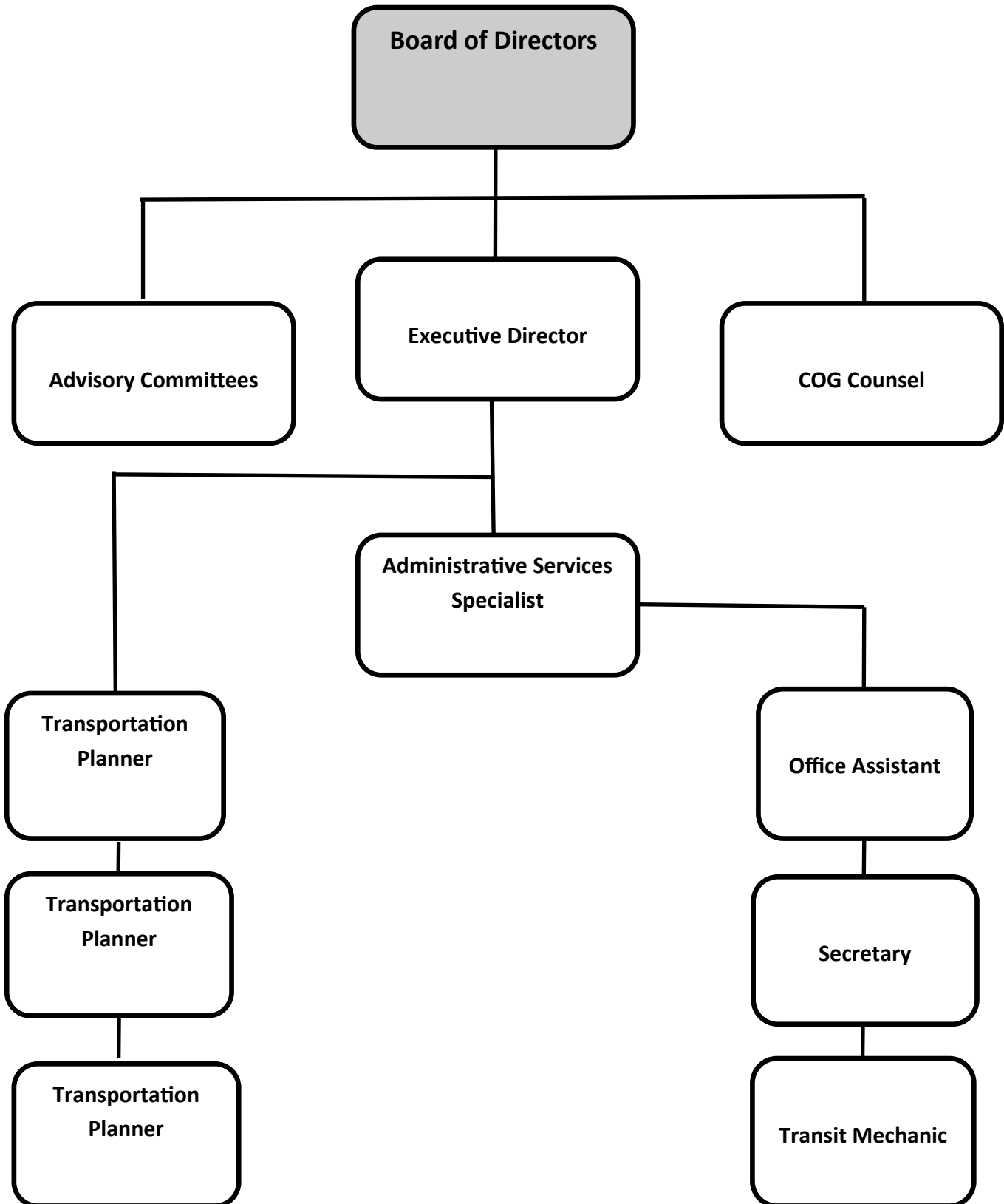
Local Transportation Authority – County Express.....	3
Revenue Summary and Expenditure Summary .....	4
Local Transportation Authority – Specialized Transportation .....	5

### Appendix

Purchasing Policies for the Local Transportation Authority .....	7
Policies for Amending the Local Transportation Authority Budget.....	13
Budget Adjustment/Transfer Form.....	14

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

**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	-	-
<b>TOTAL REVENUE</b>		<b>3,194,947</b>	<b>2,816,093</b>	<b>4,015,203</b>	<b>3,194,812</b>	<b>963,015</b>

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
<b>EXPENDITURES</b>						
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		-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>3,194,948</b>	<b>2,748,243</b>	<b>4,015,203</b>	<b>3,194,812</b>	<b>820,255</b>
<b>REVENUES</b>						
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)
<b>TOTAL REVENUE</b>		<b>3,194,947</b>	<b>2,816,093</b>	<b>4,015,203</b>	<b>3,194,812</b>	<b>820,256</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>3,194,948</b>	<b>2,748,243</b>	<b>4,015,203</b>	<b>3,194,812</b>	<b>820,255</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>	Proposed Budget FY 26/27
<b>Personnel</b> Personnel includes staff salaries.	
<b>Total</b>	<b>266,493</b>
<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>403,019</b>
<b>Contracts</b> Transdev contract includes transit operations for fixed route, intercounty, and dial-a-ride. Contracts also include Routematch Software and Transtrack software.	
<b>Total</b>	<b>2,545,690</b>
<b>Capital</b> Local Transportation Authority's (LTA) Bus and Bus Facilities Project	
<b>Total</b>	<b>800,000</b>
<b>Other</b>	
<b>Total</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>4,015,203</b>

**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
<b>Personnel</b>						
610.905	Salaries- Direct	122,349	100,670	55,824	58,615	(66,525)
610.905	Salaries- Indirect	-	-	47,526	49,902	47,526
	<b>Total</b>	<b>122,349</b>	<b>100,670</b>	<b>103,350</b>	<b>108,518</b>	<b>(18,999)</b>
<b>Services and Supplies</b>						
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	-	-	-	-	-
	<b>Total</b>	<b>74,168</b>	<b>46,789</b>	<b>69,931</b>	<b>73,428</b>	<b>(8,356)</b>
<b>Contracts</b>						
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
	<b>Total</b>	<b>424,384</b>	<b>528,347</b>	<b>468,235</b>	<b>482,282</b>	<b>43,851</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>620,901</b>	<b>675,806</b>	<b>641,516</b>	<b>664,227</b>	<b>16,496</b>

**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
<b>TOTAL REVENUE</b>	<b>620,901</b>	<b>675,806</b>	<b>641,516</b>	<b>664,227</b>	<b>20,615</b>
<hr/>					
<b>EXPENDITURES VS REVENUES</b>	<b>Adopted Budget FY 25/26</b>	<b>Estimated Actual to June 30, 2026</b>	<b>Proposed Budget FY 26/27</b>	<b>Budget Estimate for FY 27/28</b>	<b>Variance FY 25/26 FY 26/27</b>
<b>LTA</b>					
<b>EXPENDITURES</b>					
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	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>620,901</b>	<b>675,806</b>	<b>641,516</b>	<b>664,227</b>	<b>20,615</b>
<b>REVENUES</b>					
Revenues	620,901	675,806	641,516	664,227	20,615
Operating Transfers (in)	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>620,901</b>	<b>675,806</b>	<b>641,516</b>	<b>664,227</b>	<b>20,615</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>620,901</b>	<b>675,806</b>	<b>641,516</b>	<b>664,227</b>	<b>20,615</b>
<b>FUND BALANCE</b>			<b>0</b>		
<b>DESIGNATED FUND BALANCE</b>			<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>			<b>0</b>		
<hr/>					
<b>LTA</b>					
<b>BUDGET NOTES</b>			<b>Proposed Budget FY 26/27</b>		
<b>Personnel</b> Personnel includes staff salaries.			<b>103,350</b>		
<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>69,931</b>		
<b>Contracts</b> Transdev Specialized Transportation includes out of county medical transportation, senior lunch transportation and medical shopping transportation. Contracts also include Routematch Software and Transtrack software.			<b>468,235</b>		
<b>Capital</b> No Capital expenditures are proposed in this Budget.			<b>-</b>		
<b>Other</b>					
<b>TOTAL PROPOSED BUDGET</b>			<b>641,516</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.

