

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, June 18, 2015  
3:00 P.M.

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

**DIRECTORS:** Chair Jerry Muenzer, Vice Chair Tony Boch,  
Directors, Anthony Botelho, Victor Gomez, and Ignacio Velazquez  
Alternates: San Benito County: Jaime De La Cruz;  
City of Hollister: Mickie Luna; San Juan Bautista: Jim West

*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 B. Public Comment.***

**3:00 P.M. CALL TO ORDER:**

- A. **ACKNOWLEDGE** Certificate of Posting
- B. **PUBLIC COMMENT:** (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

**CONSENT AGENDA:**

*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)*

1. **APPROVE** Local Transportation Authority Draft Meeting Minutes Dated May 21, 2015 – Gomez
2. **RECEIVE** Operations Performance Report for the 3<sup>rd</sup> Quarter of Fiscal Year 2014/2015 – Gilbert
3. **APPROVE** FY 2015/16 Local Transportation Authority Final Budget – Postigo

**Adjourn to LTA Meeting on Thursday, July 16, 2015. Agenda deadline is July 7, 2015 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.*

**San Benito County  
LOCAL TRANSPORTATION AUTHORITY  
REGULAR MEETING  
May 21, 2015 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Muenzer, Vice-Chair Boch, Director Botelho

**STAFF PRESENT:**

Deputy County Counsel, Shirley Murphy; Interim Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Secretary, Monica Gomez

**CALL TO ORDER:**

Chair Muenzer called the meeting to order at 4:17 p.m.

**A. CERTIFICATE OF POSTING**

*Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously acknowledged the Certificate of Posting.*

**B. PUBLIC COMMENT:** None

**CONSENT AGENDA:**

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated April 16, 2015 – Gomez
2. **Receive** County Express/MV Transportation and Specialized Transportation/Jovenes de Antaño Monthly Operations Reports for March and April 2015

There was no discussion or public comment on the Consent Agenda.

*Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously approved Items 1,2 from the Consent Agenda. Vote: 3/0 motion passes.*

*Upon a motion duly made by Director Boch, and seconded by Director Botelho, the Directors unanimously adjourned the LTA meeting at 4:18 p.m. Vote: 3/0 motion passes.*

**ADJOURN TO LTA MEETING JUNE 18, 2015.**

## Staff Report

To: Local Transportation Authority  
 From: Mary Gilbert, Interim Executive Director Telephone: (831) 637-7665  
 Date: June 18, 2015  
 Subject: Quarterly Operations Performance Report

### Recommendation:

RECEIVE Operations Performance Report for the 3rd Quarter of Fiscal Year 2014/2015.

### Summary:

The Operations Performance Report analyzes all public transportation services that the Local Transportation Authority administers and operates for San Benito County. The Authority contracts with MV Transportation, Inc. for public transit operations (County Express) and Jovenes de Antaño for specialized transportation.

### Financial Considerations:

The Authority provides fuel and vehicle maintenance for County Express operations and vehicle maintenance for specialized transportation operations. The table below shows operations costs and the percentage of the approved budget.

	Expended for 3rd Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$32,982.01	\$121,461.37	61%
Other Materials and Supplies	\$24,378.82	\$76,234.82	127%
Maintenance Labor	\$13,668.25	\$49,833.57	60%
Contracted Services	\$235,929.46	\$810,507.23	34%
Operators Salaries and Wages	\$24,760.70	\$100,049.04	53%

### Background:

The Operations Performance Report typically compares a single quarter in the current and previous fiscal year. The report contains system-wide, individual service, and fiscal year-to-date information for the current and previous fiscal year.

**Staff Analysis:**

During the 3rd Quarter of Fiscal Year 2014/2015, both County Express and Specialized Transportation services experienced an increase in overall ridership. "Other Materials and Supplies" is over budget due to a couple of transmission repairs to County Express vehicles.

More details on operations and performance are included in the Report (Attachment).

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A  

Attachment: County Express and Specialized Transportation Operations Performance Report

# COUNTY EXPRESS AND SPECIALIZED TRANSPORTATION OPERATIONS PERFORMANCE REPORT

Fiscal Year 2014/2015

Third Quarter Report  
January 2015 – March 2015

San Benito County  
Local Transportation Authority  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023  
831.637.7665  
[www.SanBenitoCountyExpress.org](http://www.SanBenitoCountyExpress.org)

March 2015

# Transit and Specialized Transportation Operations Performance Report

Fiscal Year 2014/2015 – Third Quarter

## Table of Contents

<b>Executive Summary</b> .....	<b>1</b>
County Express .....	1
Specialized Transportation .....	1
Financial Impact.....	1
 <b>Notable Events of Fiscal Year 2014-15</b> .....	 <b>2</b>
 <b>Performance Indicators</b> .....	 
County Express .....	3-6
Specialized Transportation .....	7-10
  <b>Glossary</b> .....	  <b>11</b>

# Executive Summary

## County Express

During the 3rd quarter of Fiscal Year 2014/2015, County Express experienced a slight decrease in ridership (-5.8%), as well as, a slight decrease in operational costs (-2.5%), these indicators totaled 29,632 and \$372,878.52 respectively.

## Specialized Transportation

During the same time period, Specialized Transportation experienced increase in ridership and decrease in operational costs. Ridership fell 4.4% (4,540 passengers), while operational costs totaled \$72,199.81, an increase of 10.5%.

## Financial Impact

Table 1 shows a breakdown of the operational expenses and percent expended of the approved budget.

	Expended for 3rd Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$32,982.01	\$121,461.37	61%
Other Materials and Supplies	\$24,378.82	\$76,234.82	127%
Maintenance Labor	\$13,668.25	\$49,833.57	60%
Contracted Services	\$235,929.46	\$810,507.23	34%
Operators Salaries and Wages	\$24,760.70	\$100,049.04	53%

*Table 1: Operational Costs*

## Notable Events of Fiscal Year 2014-15

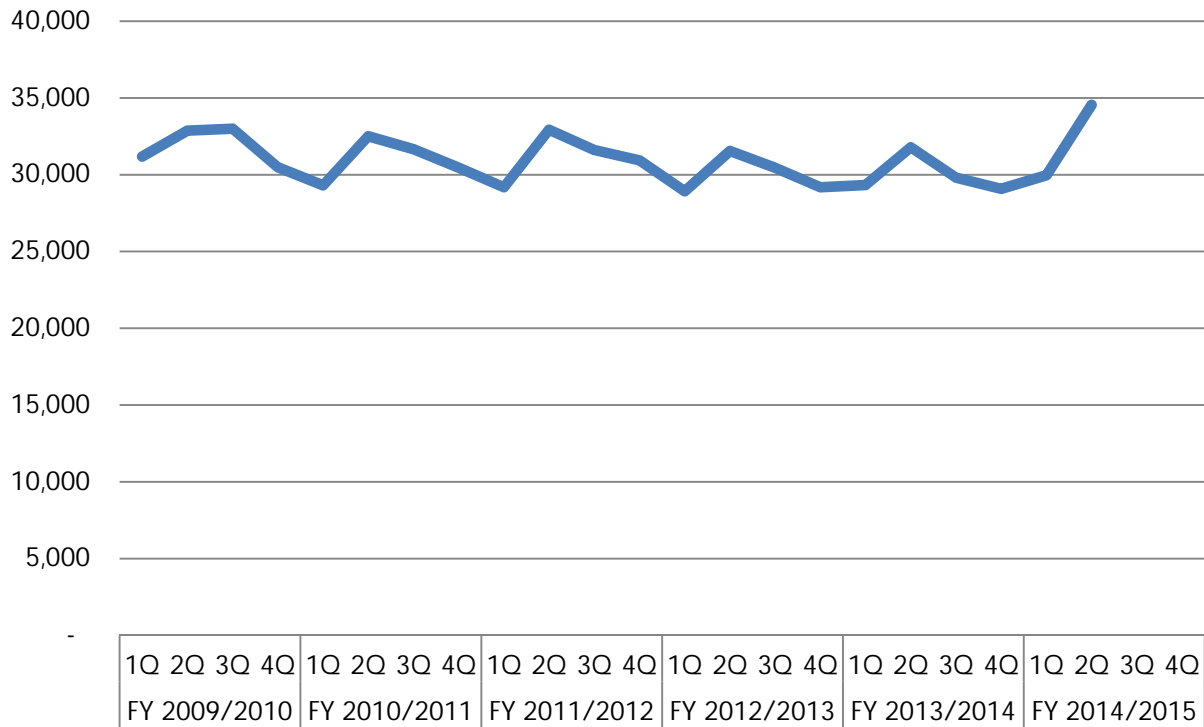
Date	Event
February 2015	Gas prices increased during the month of February and topped at \$3.45 in March 2015
January 2015	California Average: \$2.56 per regular unleaded gallon according to Gasbuddy.com at the end of January
January 26, 2015	Began operating Spring Intercounty Gavilan Schedule
January 15, 2015	Proposals responding to RFP #2014-04 due
January 5, 2015	Resumed regular Fixed Route Service
December 2014	California Average: \$2.84 per regular unleaded gallon according to Gasbuddy.com at the end of December
December 22 – January 3, 2015	Operated limited winter service schedule for Intercounty Gavilan and Fixed Route
December 19, 2014	Released RFP #2014-04 for Bus Stop Improvement Plan
December 1, 2014	Submitted FTA Section 5310 Grant Application for replacement vehicles and Paratransit operations
November 2014	California Average: \$3.15 per regular unleaded gallon according to Gasbuddy.com at the end of November
October 2014	California Average: \$3.49 per regular unleaded gallon according to Gasbuddy.com at the end of October
October 3 – 5, 2014	Provided free shuttle service to San Benito County Fair
September 2014	California Average: \$3.78 per regular unleaded gallon according to Gasbuddy.com at the end of September
August 2014	California Average: \$3.89 per regular unleaded gallon according to Gasbuddy.com at the end of August
August 24, 2014	Began operating Fall Intercounty Gavilan Schedule
August 18, 2014	Began operating regular Fixed Route Schedule
July 2014	California Average: \$4.05 per regular unleaded gallon according to Gasbuddy.com at the end of July



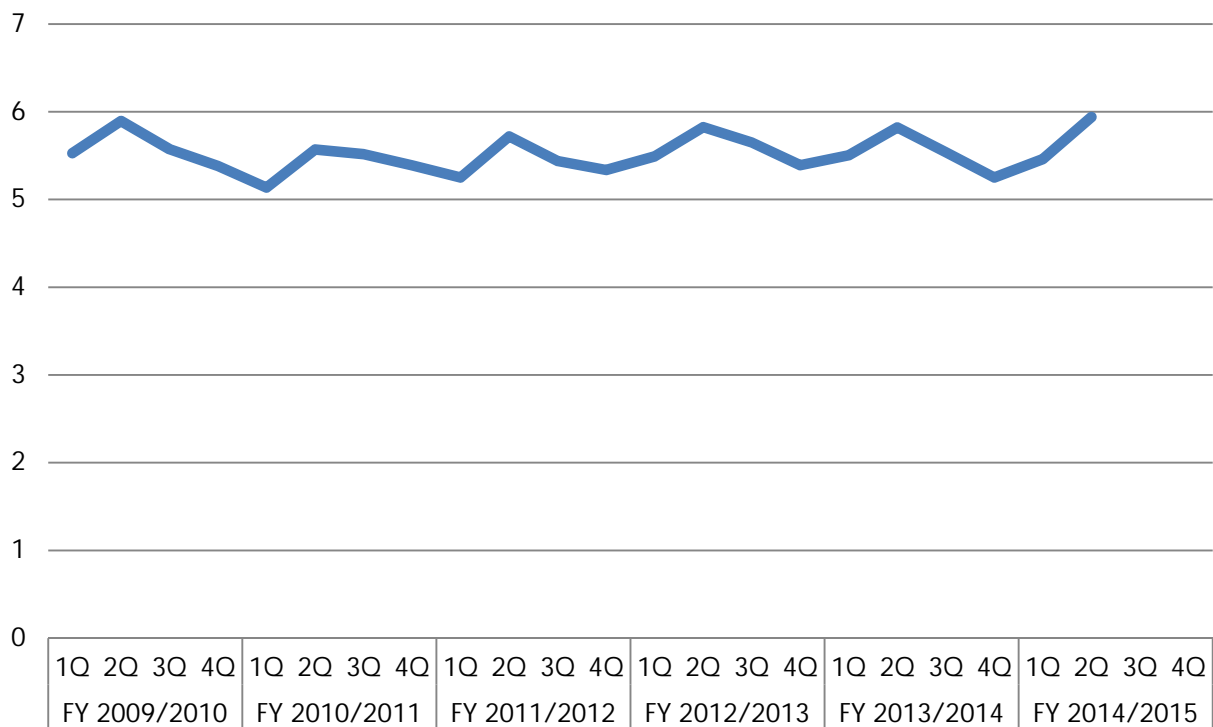
## Performance Indicators

County Express		FY 13/14 3rd Quarter	FY 14/15 3rd Quarter	% Change
Ridership	Fixed Route	9,244	7,808	-15.53%
	Dial-A-Ride	3,499	4,578	30.84%
	Paratransit	7,415	8,698	17.30%
	Intercounty	11,628	13,469	15.83%
	System-Wide	31,786	34,553	8.71%
Revenue Service Hours	Fixed Route	1,430.09	1,420.95	-0.64%
	Dial-A-Ride	926.25	1,088.11	17.47%
	Paratransit	1,710.63	1,919.70	12.22%
	Intercounty	1,392.84	1,383.80	-0.65%
	System-Wide	5,459.81	5,812.56	6.46%
Passengers Per Revenue Hour	Fixed Route	6.46	5.49	-14.99%
	Dial-A-Ride	3.78	4.21	11.37%
	Paratransit	4.33	4.53	4.53%
	Intercounty	8.35	9.73	16.59%
	System-Wide	5.82	5.94	2.11%
Cost Per Revenue Hour	Fixed Route	\$62.99	\$58.50	-7.13%
	Dial-A-Ride	\$63.07	\$58.38	-7.44%
	Paratransit	\$63.00	\$58.57	-7.03%
	Intercounty	\$63.07	\$58.43	-7.36%
	System-Wide	\$63.02	\$58.48	-7.20%
Cost Per Passenger	Fixed Route	\$9.74	\$10.65	9.34%
	Dial-A-Ride	\$16.70	\$13.88	-16.89%
	Paratransit	\$14.53	\$12.93	-11.01%
	Intercounty	\$7.55	\$6.00	-20.53%
	System-Wide	\$10.83	\$9.84	-9.14%
Operations Costs	Fuel	\$49,810.78	\$40,315.70	-19.06%
	Other Materials and Supplies	\$22,099.90	\$20,120.24	-8.96%
	Maintenance	\$26,518.00	\$14,970.64	-43.55%
	Purchased Transportation	\$213,112.76	\$234,961.10	10.25%
	Operators Salaries and Wages	\$32,555.27	\$29,555.09	-9.22%
Farebox Recovery	Fixed Route	11.81%	10.94%	-7.37%
	Dial-A-Ride	8.90%	9.95%	11.80%
	Paratransit	10.55%	10.75%	1.90%
	Intercounty	20.43%	23.30%	14.05%
	System-Wide	13.12%	13.63%	3.89%

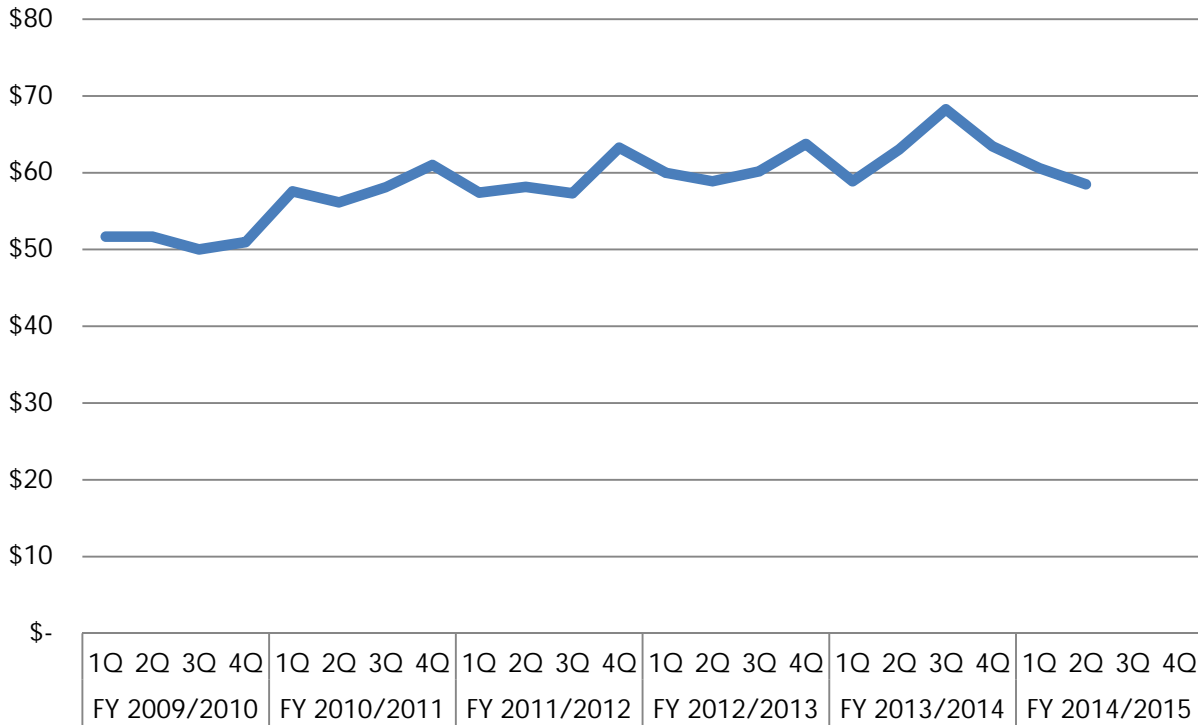
## Ridership



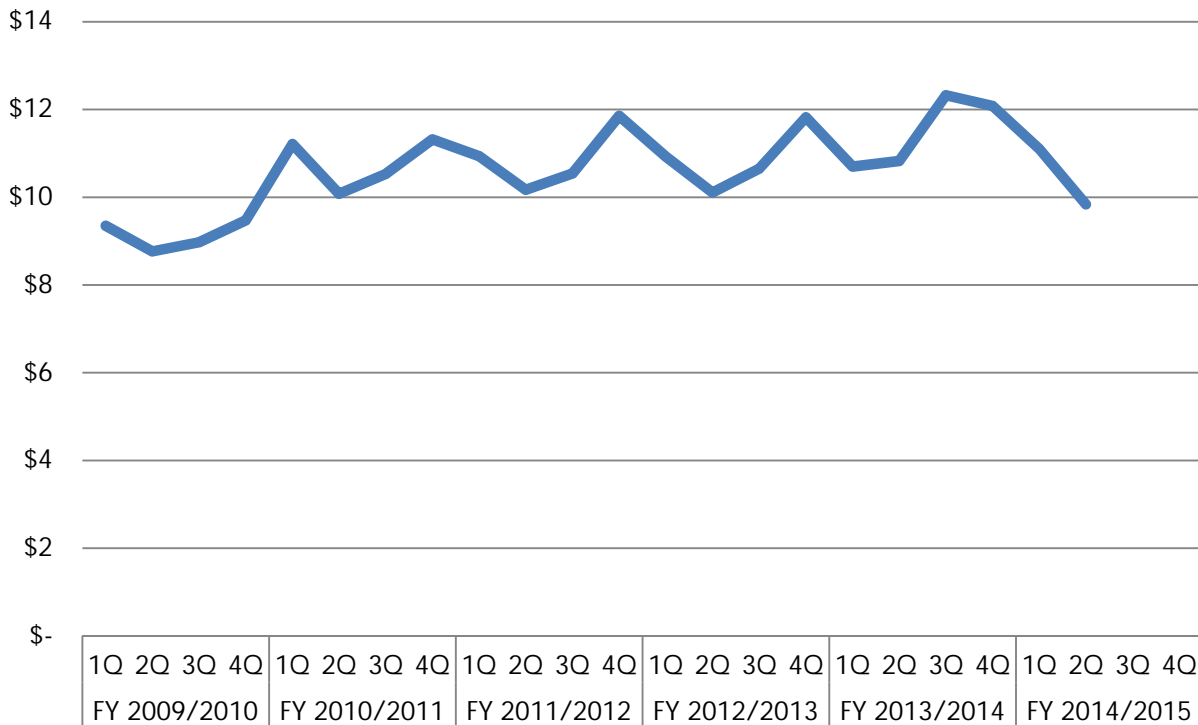
## Passengers per Vehicle Revenue Hour



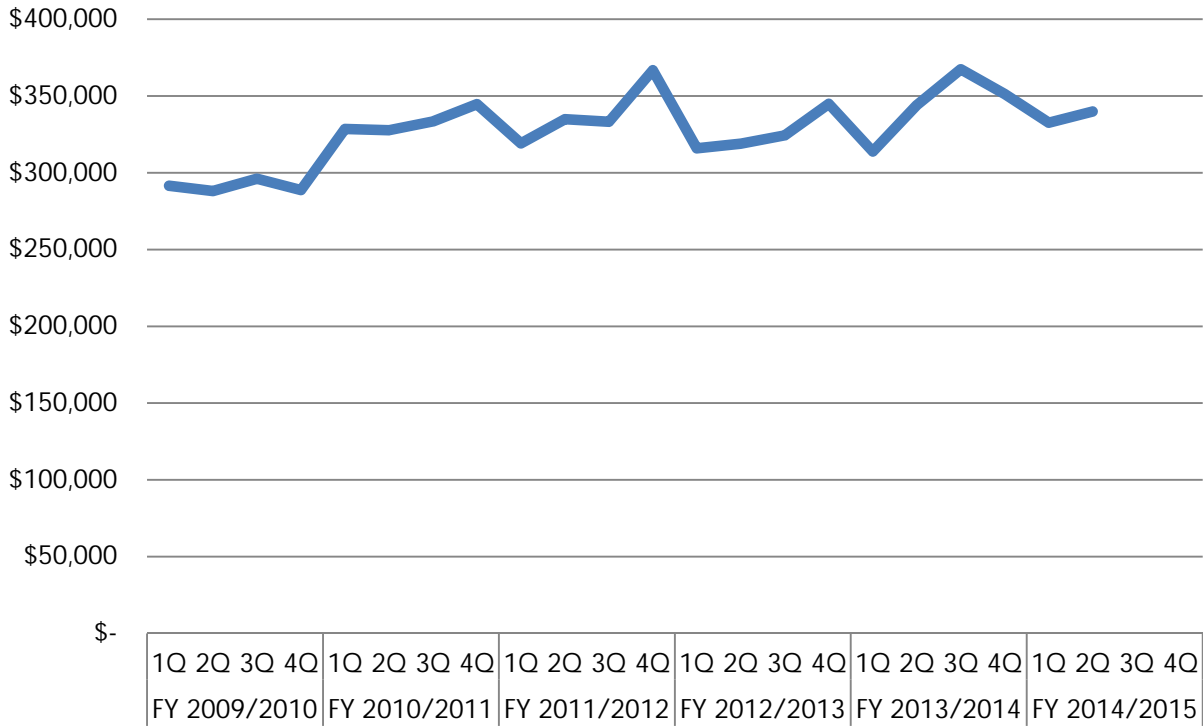
## Cost per Vehicle Revenue Hour



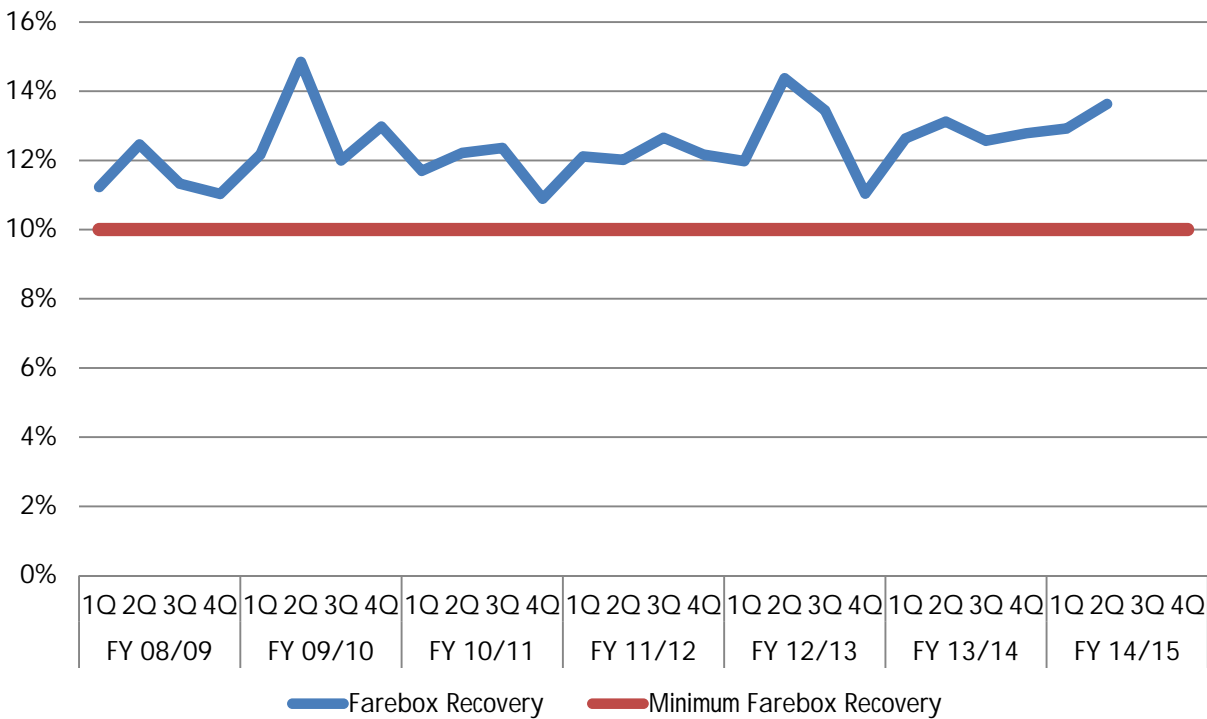
## Cost per Passenger



## Operational Costs

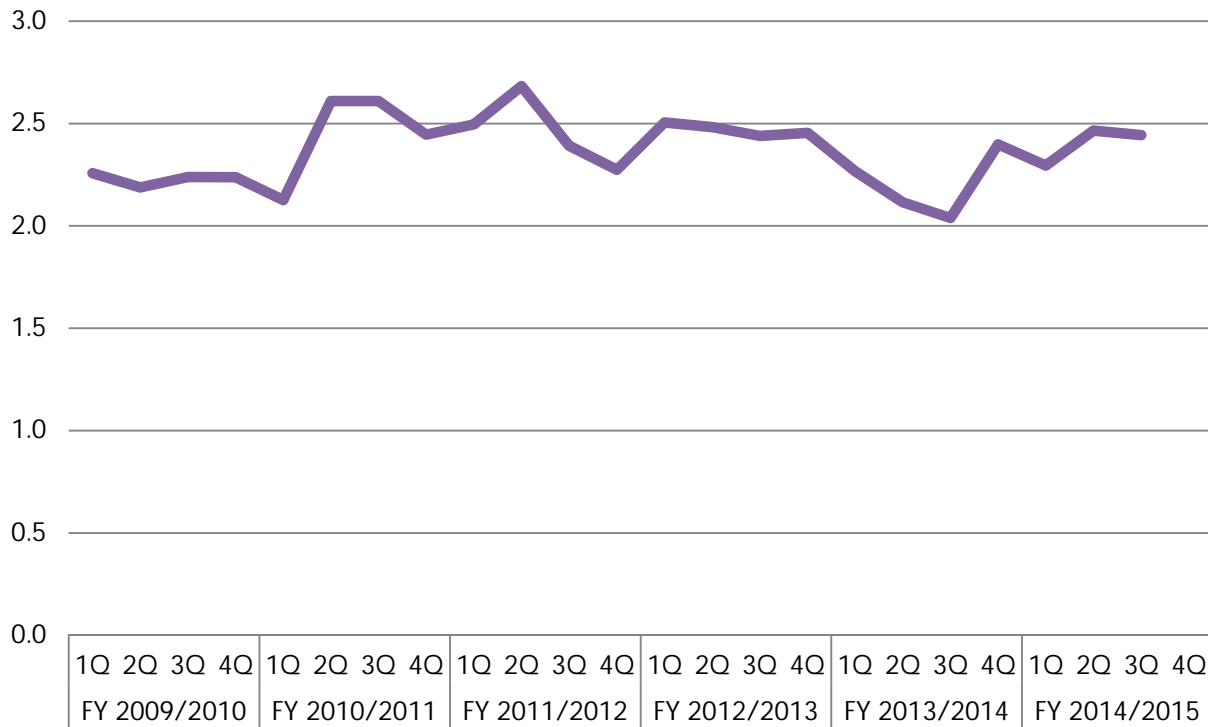


## Farebox Recovery

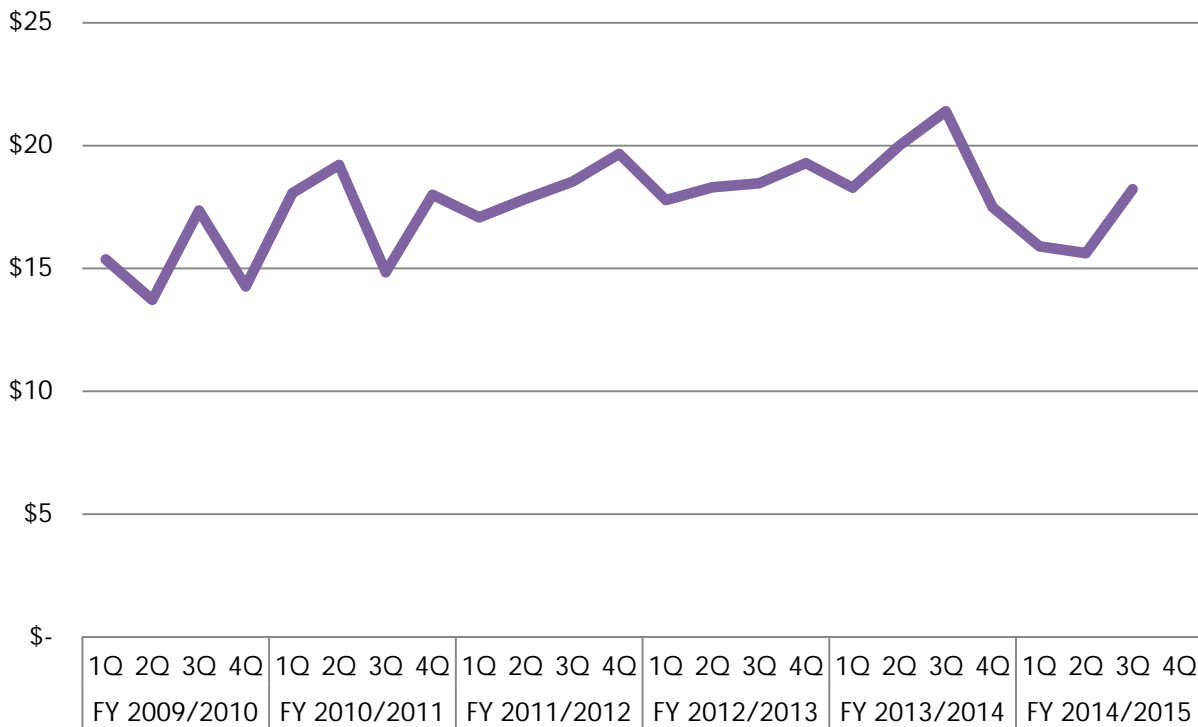


	System-Wide	4,278	4,190	-2.06%
<b>Revenue Service Hours</b>	OOCMT	1,403.08	1,055.50	-24.77%
	Senior Lunch	347.00	351.75	1.37%
	MSAP	348.50	307.50	-11.76%
	System-Wide	2,098.58	1,714.75	-18.29%
<b>Passengers Per Revenue Hour</b>	OOCMT	1.46	1.49	2.46%
	Senior Lunch	5.54	6.59	18.90%
	MSAP	0.90	0.97	7.88%
	System-Wide	2.04	2.44	19.87%
<b>Cost Per Revenue Hour</b>	OOCMT	\$43.63	\$48.76	11.76%
	Senior Lunch	\$43.61	\$37.72	-13.51%
	MSAP	\$43.62	\$37.81	-13.32%
	System-Wide	\$43.62	\$44.53	2.09%
<b>Cost Per Passenger</b>	OOCMT	\$29.98	\$32.70	9.07%
	Senior Lunch	\$7.87	\$5.72	-27.32%
	MSAP	\$48.73	\$39.14	-19.68%
	System-Wide	\$21.40	\$18.22	-14.86%
<b>Operations Costs</b>	Other Materials and Supplies	\$2,742.46	\$3,346.06	22.01%
	Maintenance Labor	\$20,559.00	\$4,556.07	-77.84%
	Contracted Services	\$60,208.26	\$50,670.86	-15.84%
	Operator Salaries and Wages	\$8,038.00	\$17,782.94	121.24%
<b>Farebox Recovery</b>	OOCMT	2.66%	1.58%	-40.60%
	MSAP	1.70%	3.15%	85.29%
	System-Wide	2.06%	1.54%	-25.24%

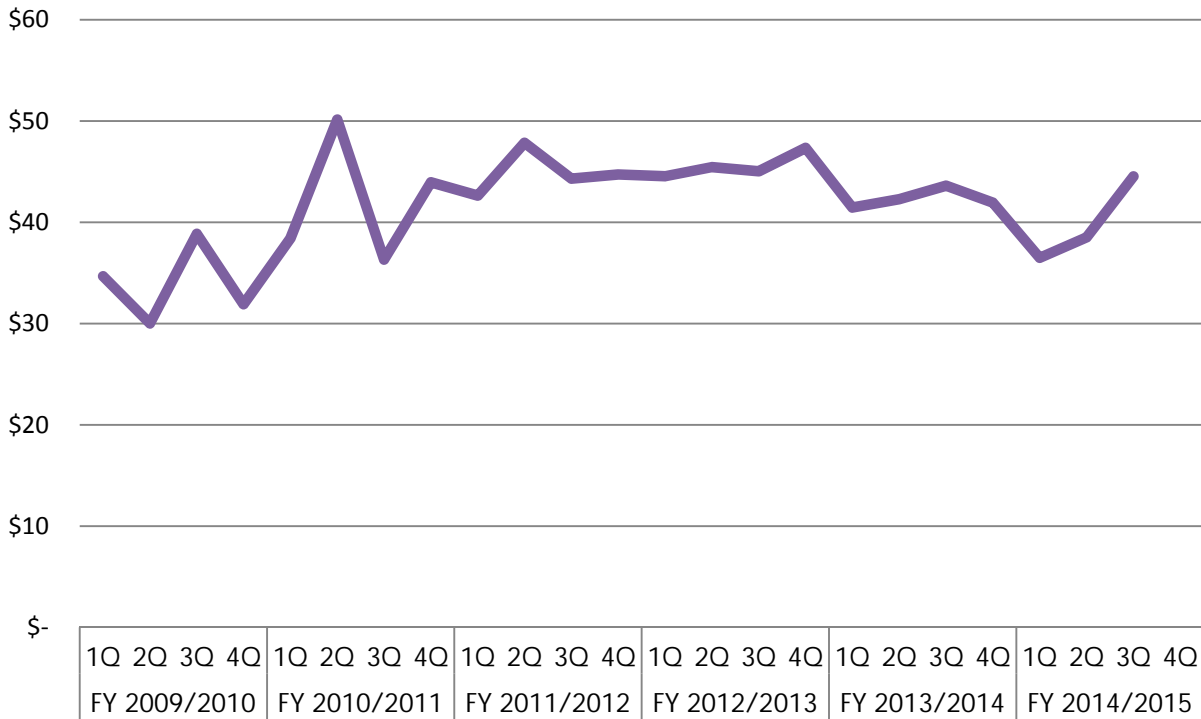
## Passenger per Revenue Service Hour



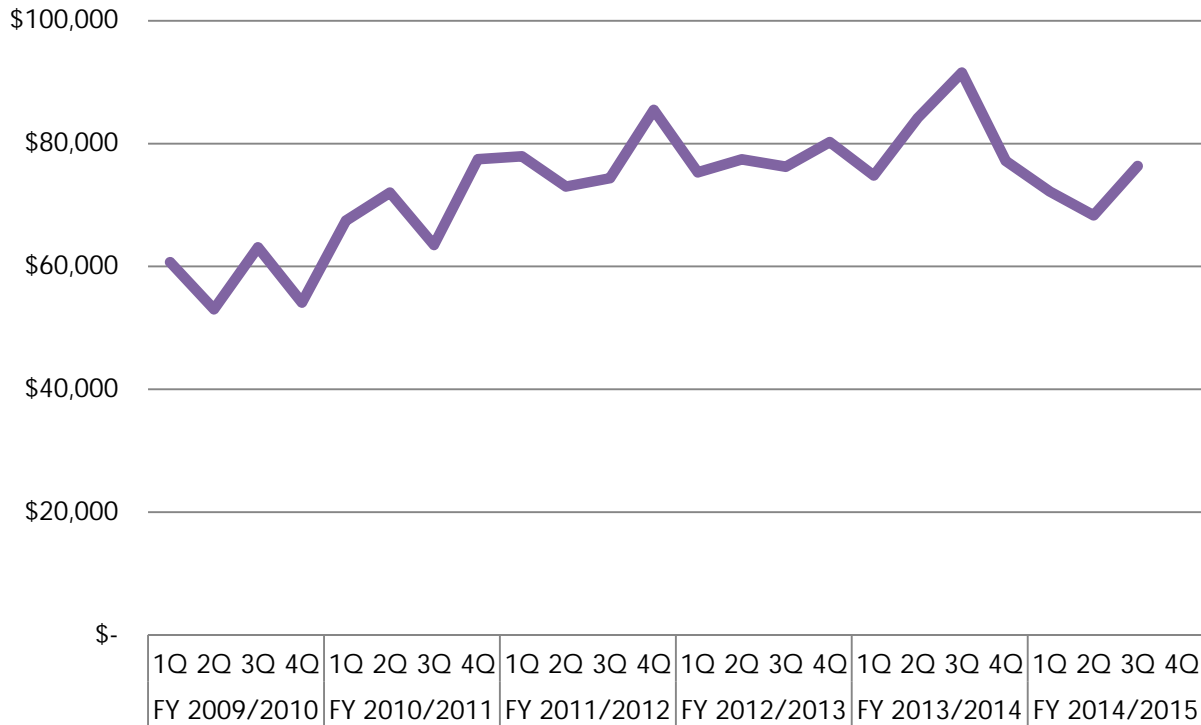
## Cost per Passenger



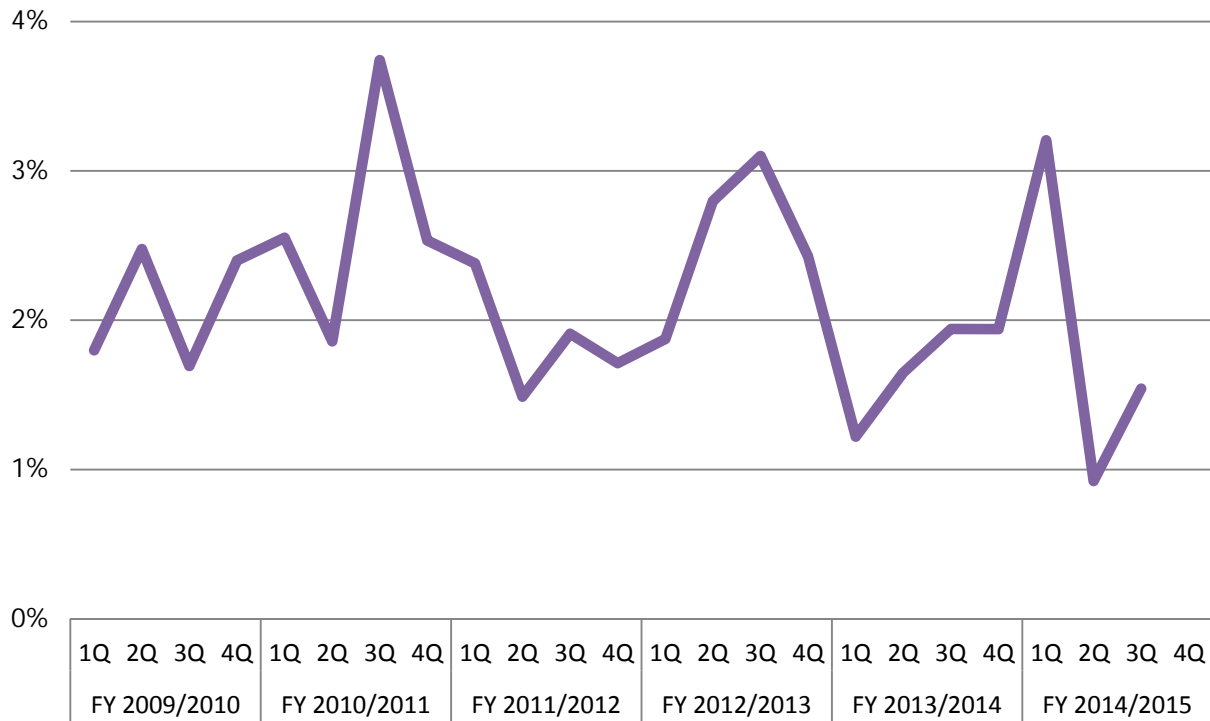
## Cost per Revenue Service Hour



## Operational Costs



## Farebox Recovery





## Glossary

Term	Definition
Contracted Services	County Express and Specialized Transportation dispatch, drivers, and management are currently contracted out to MV Transportation, Inc. and Jovenes de Antaño. Contracts with both organizations are set to expire December 31, 2015.
Cost Per Revenue Service Hour	<p>Measures the cost effectiveness of the service or route by the corresponding operational costs. Operations costs include fuel, maintenance, and contract services.</p> $\frac{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}}{\text{Total Revenue Service Hours}} = \text{Cost Per Revenue Service Hour}$
Cost Per Passenger	<p>Measures the cost effectiveness of the service or route by the corresponding passengers. Operations costs include fuel, other materials and supplies, maintenance, contract services and operator salaries and wages.</p> $\frac{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}}{\text{Total Passengers}} = \text{Cost Per Passenger}$
Farebox Recovery	<p>Effectiveness measure capturing the percentage of system operating expenses recovered by fare revenue. The equation for calculating the farebox recovery ratio is:</p> $\frac{\text{Passenger Cash Fares} + \text{Token Sales} + \text{Monthly Pass Sales} + \text{Advertising Revenue}}{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}} = \text{Farebox Recovery}$
Maintenance Labor	Operational cost of in-house maintenance staff
MSAP	Medical Shopping Assistance Program is for San Benito County seniors and persons with disabilities that need escort and/or translation services at the grocery store, bank, and at doctor's appointments. The fare is \$1.25 one-way.
No-Show	A customer who did not call ahead to cancel a scheduled trip on Dial-A-Ride and Paratransit service. Vehicle arrives on site and customer is not there for pickup.
OOCMT	Out-of-County Non-Emergency Medical Transportation for San Benito County seniors and persons with disabilities who need medical treatment not available in the County. Service area ranges from Salinas to Palo Alto.
On-Time Performance	Evaluates timeliness of services. Takes into account early, late, and missed departures on all services. The fare is a zone-based fare that ranges from \$2.00 to \$5.00 one-way.
Operational Cost	<p>County Express total costs include fuel, maintenance, the payments made to MV Transportation, Inc., for operations management services, and the project administration cost by the Local Transportation Authority.</p> <p>Specialized Transportation total costs include maintenance, payments made to Jovenes de Antaño, for operations management services, and the project administration cost by the</p>

Term	Definition
	Local Transportation Authority
Operators Salaries and Wages	Operational cost that includes project administration. Cost of dispatchers, drivers, and management are not included in this category as they are currently contracted through MV Transportation, Inc. and Jovenes de Antaño (see Contracted Services).
Other Materials and Supplies	Operational cost that includes vehicle parts, outside labor, insurance, maintenance and office supplies, cell phone service, legal fees, and etc.
Passengers per Revenue Service Hour	Measures productivity of service or route by the number of passengers served per hour per vehicle. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Productivity	Measured by passengers per revenue service hour to gauge service efficiency. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Preventable Incidents with Injury	An avoidable incident (i.e. poor mobility device securement).
Preventable Vehicle Accidents	An avoidable accident (i.e. driver error).
Ridership	Number of one-way passenger trips
Revenue Service Hour	Fixed Route and Intercounty: Time between first printed stop to last printed stop on schedule. Dial-A-Ride and Paratransit: Time between pick-up and drop-off of clients. Does not include idle time or travel time with empty vehicle.
Senior Lunch	Transportation to and from the Senior Lunch Program at the community center in the City of Hollister. There is no fare for this service.
Service Refusal	Service availability cannot be negotiated because of service overload and customer request (i.e. Ride not available because client calls for a ride within 30 minutes).
Total Cost	See Operational Cost

## Staff Report

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To: Local Transportation Authority  
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665  
Date: June 18, 2015  
**Subject: Local Transportation Authority Final Budget FY 2015/16**

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### **Staff Recommendation:**

**APPROVE** FY 2015/16 Local Transportation Authority Final Budget.

### **Summary:**

The Local Transportation Authority Final Budget – FY 2015/16 has been prepared using funding assumptions that are consistent with information provided through State and Federal programs. Expenditures match anticipated funding. A second fiscal year is included to the Final Budget for financial planning purposes.

### **Financial Considerations:**

The Local Transportation Authority's total Final Budget – FY 2015/16 is \$2.58 million. This Final Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Final Budget includes personnel and services to support transit operations.

Overall, the Final Budget is \$692,462 (or 36%) above the FY 2014/2015 Budget. This increase is mainly attributed to the appropriation of \$617,308 of Public Transportation Modernization, Improvement and Service Enhancement Account funds.

The Final Budget includes adjusting Personnel to allow for an anticipated step increase. The *Other* line item is included in this year's budget in order to show the cost of the OPEB expense to the Local Transportation Authority.

### **Background:**

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

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

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

**Staff Analysis:**

The Local Transportation Authority limits personnel costs to 13.7 percent and directs agency funds to Services and Supplies, Operations, and Capital.

*Services and Supplies* represents 21.2 percent of the budget. This category includes large expenditures in maintenance and fuel. The fuel estimate is the largest unknown in the Authority's Final Budget. Fluctuations at the gas pump are difficult to predict.

*Operations* represent 64.8 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation.

There is no capital budget for fiscal year 2015/16. The *Other* line item is included in this year's budget in order to show the cost of the OPEB expense to the Local Transportation Authority Budget.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), the American Recovery and Reinvestment Act (ARRA) funding and the California Transit Assistance Fund (CTAF). The Final Budget for this account is \$807,910. This funding is available for various transit capital needs and improvements.

The Final Budget is balanced with revenues matching expenditures.

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

Executive Director Review: \_\_\_\_\_

Counsel Review:  N/A

Attachment: LTA Final Budget – FY 2015/16





San Benito County Local Transportation Authority

# Final Budget Fiscal Year 2015/16

June 18, 2015

*Prepared and Compiled by:*

**Kathy Postigo**  
Administrative Services Specialist

**Contact Information:**  
330 Tres Pinos Road, Suite C7  
Hollister, California 95023  
(831) 637-7665  
[www.SanBenitoCountyExpress.org](http://www.SanBenitoCountyExpress.org)

**LOCAL TRANSPORTATION AUTHORITY  
FINAL BUDGET  
FISCAL YEAR 2015/2016**

*Published by Order of the:*  
**Board of Directors**

**Jerry Muenzer**  
County of San Benito

**Anthony Botelho**  
County of San Benito

**Ignacio Velazquez**  
City of Hollister

**Victor Gomez**  
City of Hollister

**Tony Boch**  
City of San Juan Bautista

**Interim Executive Director**  
Mary Gilbert

*Prepared and  
Compiled by:*  
**Kathy Postigo**  
Administrative Services Specialist

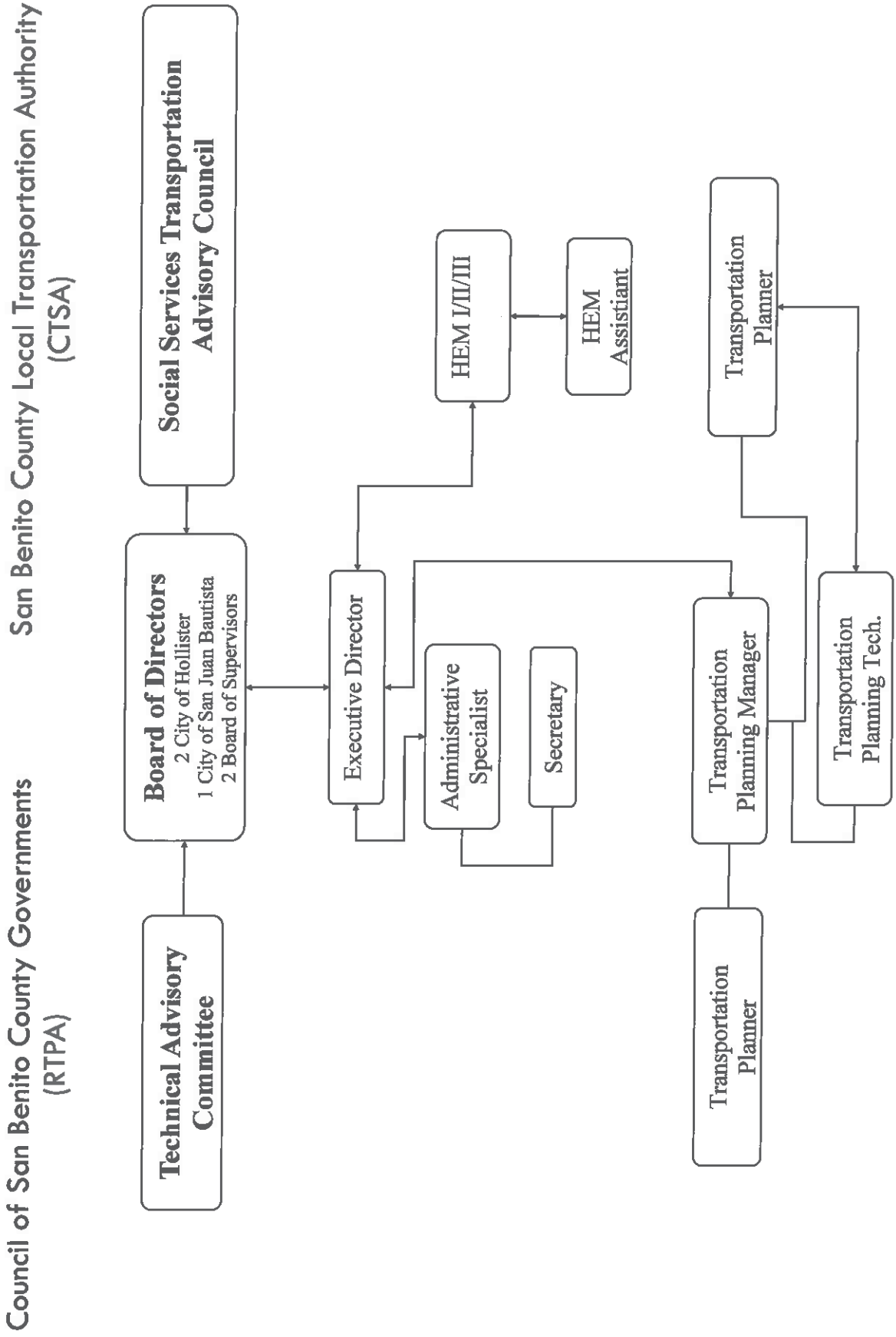
**Approved:**  
**Contact Information:**  
330 Tres Pinos Road, Suite C 7  
Hollister, California 95023  
(831) 637-7665



**TABLE OF CONTENTS**

<i>Organization Chart</i>	<u>1</u>
<i>Local Transportation Authority Executive Summary</i>	<u>2</u>
<i>Local Transportation Authority Goals and Objectives</i>	<u>2</u>
<i>Revenue Summary and Expenditure Summary</i>	<u>3-4</u>
<i>Local Transportation Authority Budget</i>	<u>5-7</u>
<i>PTMISE &amp; Stimulus</i>	<u>8-11</u>
<i>Appendix</i>	
<i>Purchasing Policies for the Local Transportation Authority</i>	<u>12-16</u>
<i>Policies for Amending the Local Transportation Authority's Budget</i>	<u>17</u>
<i>Budget Adjustment/Transfer Form</i>	<u>18</u>

# San Benito County Local Transportation Authority Organizational Chart



# LOCAL TRANSPORTATION AUTHORITY

San Benito County

COUNTY EXPRESS

## Executive Summary

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

The Local Transportation Authority's total proposed budget for FY 2015/2016 is \$2.5 million. This Budget includes contracts for transit operations for County Express and Jovenes de Antaño.

The FY 2015/2016 Budget proposes an overall increase in expenditures. The FY 2015/16 Budget proposes to keep the existing staffing level the same as the current year with only authorized positions filled. The Services & Supplies line item has increased due to the award of the Public Transportation Modernization, Improvement and Service Enhancement Account funding for \$617,308. The Contracts line item increased due to the budgeting of the Triennial Performance Audit. The Other line item has increased due to the

charge of OPEB cost of employees for the Local Transportation Authority.

The Local Transportation Authority FY 2015/2016 Budget is balanced and supports the policies of the Board of Directors and the needs of the community.

### Goals and Objectives

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

In FY 2012/2013 the Local Transportation Authority received a Federal Transit Administration Section 5304 grant to update the Short Range Transit Plan and develop a Long Range Transit Plan. The development of these plans will be completed in FY 2015/16. The Local Transportation Authority will continue work on improving the transit system during FY 2015/2016, including upgrades to the vehicle fleet and other system infrastructure.

Local Transportation Authority  
Final Budget - FY 2015/16

EXPENDITURES VS REVENUES	Adopted Budget FY14/15	Estimated Actual to June 30, 2015	Proposed Budget FY 15/16	Budget Estimate for FY 16/17	Variance FY 14/15 FY 15/16
<b>EXPENDITURES</b>					
Personnel	298,020	233,200	242,592	354,611	(55,428)
Services & Supplies	444,261	373,501	1,183,321	228,400	739,060
Contracts	1,147,461	1,167,246	1,149,461	1,182,461	2,000
Capital	0	0	-	-	-
Other	-	6,830	6,830	7,035	6,830
<b>TOTAL EXPENDITURES</b>	<b>1,889,742</b>	<b>1,780,777</b>	<b>2,582,203</b>	<b>1,772,507</b>	<b>692,461</b>
<b>REVENUES</b>					
Revenues	843,068	908,843	1,397,713	598,178	554,645
Operating Transfers (in)	1,046,673	1,029,346	1,184,490	1,174,329	137,817
<b>TOTAL REVENUE</b>	<b>1,889,741</b>	<b>1,938,189</b>	<b>2,582,203</b>	<b>1,772,507</b>	<b>692,462</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,889,742</b>	<b>1,780,777</b>	<b>2,582,203</b>	<b>1,772,507</b>	<b>692,461</b>
		<b>FUND BALANCE</b>	(0)		
		<b>DESIGNATED FUND BALANCE</b>	-		
		<b>UNDESIGNATED FUND BALANCE</b>	(0)		

The Local Transportation Authority's budget accounts include:

- PTMISEA: Public Transportation Modernization, Improvement and Service enhancement Program
- ARRA: American Recovery and Reinvestment Act
- CTAF: California Transit Assistance Fund

Local Transportation Authority  
Final Budget - FY 2015/16

EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION	Adopted Budget FY14/15	Estimated Actual to June 30, 2015	Proposed Budget FY 15/16	Budget Estimate for FY 16/17	Variance FY 14/15 FY 15/16
<b>Personnel</b>					
610101 Salaries	298,020	225,000	242,592	354,611	(55,428)
610101 Salaries (SRTP & LRTP)	-	5,700	-	-	-
610101 Salaries (5304 Bus Stop)	-	2,500	-	-	-
<b>Total</b>	<b>298,020</b>	<b>233,200</b>	<b>242,592</b>	<b>354,611</b>	<b>(55,428)</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	1,600	1,750	1,600	2,000	-
620501 Communications	-	-	1,000	-	1,000
620701 Computer Maintenance	100	-	100	100	-
620702 Computer Supplies	-	-	-	-	-
620703 Computer Software	10,000	10,000	-	-	(10,000)
640701 General Insurance	5,706	4,726	4,836	5,750	(870)
621501 Maintenance of Equipment	60,000	65,000	67,000	39,000	7,000
621502 Maintenance of Equipment - Oil and Gas	200,000	200,000	200,000	165,000	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures and Grounds	-	-	200	-	200
623619 Marketing	-	-	-	300	-
621901 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
622101 Membership Dues	375	485	485	375	110
622501 Office Furniture under \$700	-	-	-	-	-
622505 Special Project Supplies - Printing	2,000	2,000	2,000	150	-
622504 Supplies	300	300	450	350	150
622503 Postage and Delivery	25	25	25	25	-
623501 Professional Service - Legal	8,000	3,000	5,000	2,500	(3,000)
623502 Professional Services - Accounting	-	-	-	-	-
623507 Professional Services - Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	265	265	265	300	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept. Expense - Other	-	-	80,000	-	80,000
623304 Travel	-	150	100	100	100
623303 Travel Meals	-	50	100	100	100
623301 Training	-	-	250	200	250

Local Transportation Authority  
Final Budget - FY 2015/16

EXPENDITURE DESCRIPTION CONT.

	Adopted Budget FY14/15	Estimated Actual to June 30, 2015	Proposed Budget FY 15/16	Budget Estimate for FY 16/17	Variance FY 14/15 FY 15/16
623304 Travel Transportation	-	-	-	150	-
623701 Utilities	12,000	-	12,000	12,000	-
<b>Total</b>	<b>300,371</b>	<b>287,751</b>	<b>375,411</b>	<b>228,400</b>	<b>75,040</b>
<b>Contracts</b>					
623601 Special Dept. Expense - Contracts	1,147,461	1,167,246	1,149,461	1,182,461	2,000
<b>Total</b>	<b>1,147,461</b>	<b>1,167,246</b>	<b>1,149,461</b>	<b>1,182,461</b>	<b>2,000</b>
<b>Capital</b>					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equipment other than Computer	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Other</b>					
640320 OPEB	-	-	6,830	7,034.90	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>6,830</b>	<b>7,035</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,745,852</b>	<b>1,688,197</b>	<b>1,774,293</b>	<b>1,772,507</b>	<b>21,611</b>

Local Transportation Authority  
Final Budget - FY 2015/16

REVENUE DESCRIPTION	Adopted Budget FY14/15	Estimated Actual to June 30, 2015	Proposed Budget FY 15/16	Budget Estimate for FY 16/17	Variance FY 14/15 FY 15/16
570003 Sale of Fixed Assets	-	-	-	10,000	-
551113 Misc. (FTA 5311 Operating Assistance)	363,178	363,178	311,062	363,178	(52,116)
551113 FTA 5310(Vehicles & Dispatch Software)	10,000	15,675	-	-	(10,000)
551113 FTA 5304 (SRTP & LRTP)	45,000	57,275	-	-	(45,000)
551113 FTA 5304 (Bus Stop Improvement Plan)	70,000	-	70,000	-	-
551113 FTA 5304 (IT Tech for Safety & Efficiency)	10,000	-	10,000	45,000	-
570015 AB2766 (Continuation of Intercounty)	21,000	21,000	-	-	(21,000)
551113 Low Carbon Transit Operations Program	-	-	18,741	-	18,741
576012 STA/LTF transfer	1,046,673	1,029,346	1,184,490	1,174,329	137,817
562803 County Express Fares	180,000	180,000	180,000	180,000	-
<b>TOTAL REVENUE</b>	<b>1,745,851</b>	<b>1,666,474</b>	<b>1,774,293</b>	<b>1,772,507</b>	<b>28,442</b>

**Local Transportation Authority  
Final Budget - FY 2015/16**

**BUDGET NOTES**

	Proposed Budget FY 15/16
<p><b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.</p>	242,592
<b>Total</b>	<b>242,592</b>
<p><b>Services and Supplies</b> Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel. Also included is the Bus stop imp. Plan and the IT Tech for Safety &amp; Efficiency.</p>	1,183,321
<b>Total</b>	<b>1,183,321</b>
<p><b>Contracts</b> Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$946,892.50) out of county medical and senior lunch program (Jovenes de Antano \$190,568). Also \$12,000 for the Triennial Performance Audit</p>	1,149,461
<b>Total</b>	<b>1,149,461</b>
<p><b>Capital</b> No Capital expenditures are proposed in this Draft Budget.</p>	-
<b>Total</b>	<b>-</b>
<p><b>Other</b> LTA share of OPEB costs.</p>	6,830
<b>Total</b>	<b>6,830</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,582,203</b>

**SRTP: Short Range Transit Plan  
LRTP: Long Range Transit Plan**



Local Transportation Authority - PTMISEA, ARRA, and CTAF  
Final Budget - 2015/2016

EXPENDITURE DESCRIPTION	Adopted	Estimated	Proposed	Budget	Variance
	Budget FY 14/15	Actual to June 30, 2015	Budget FY 15/16	Estimate for FY 16/17	FY 14/15 FY 15/16
<b>Personnel</b>					
610101 Salaries(Brochures)	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	-	-	-	-	-
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	-	-	-	-	-
621501 Maintenance of Equipment	-	-	-	-	-
621502 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures and Grounds	-	-	-	-	-
623619 Marketing	-	-	-	-	-
621901 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
622101 Membership Dues	-	-	-	-	-
622501 Office Furniture under \$700	-	-	-	-	-
622502 Office Equipment under \$300	-	-	-	-	-
622505 Special Project Supplies - Printing	-	-	-	-	-
622504 Supplies	-	-	-	-	-
622503 Postage and Delivery	-	-	-	-	-
623501 Professional Service - Legal	-	-	-	-	-
623502 Professional Services - Accounting	-	-	-	-	-
623507 Professional Services - Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	-	-	-	-	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept. Expense - Other	-	85,750	807,910	-	664,020
623302 Travel Lodging	-	-	-	-	-
623303 Travel Meals	-	-	-	-	-
623301 Training	-	-	-	-	-
<b>Total</b>	143,890	85,750	807,910	-	664,020

Local Transportation Authority - PTMISEA, ARRA, and CTAF  
Final Budget - 2015/2016

EXPENDITURE DESCRIPTION CONT.

	Adopted Budget FY 14/15	Estimated Actual to June 30, 2015	Proposed Budget FY 15/16	Budget Estimate for FY 16/17	Variance FY 14/15 FY 15/16
623304 Travel Transportation	-	-	-	-	-
623701 Utilities	-	-	-	-	-
<b>Total</b>	<b>143,890</b>	<b>85,750</b>	<b>807,910</b>		<b>664,020</b>
<b>Contracts</b>					
623601 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>					
<b>Capital</b>					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equip other than Computer(CTSGP/CTAF)	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>					
<b>Other</b>					
640513 Operating Transfers	-	-	-	-	-
<b>Total</b>					
<b>TOTAL PROPOSED BUDGET</b>	<b>143,890</b>	<b>85,750</b>	<b>807,910</b>		<b>664,020</b>

**Local Transportation Authority - PTMISEA, ARRA, and CTAF  
Final Budget - 2015/2016**

<b>REVENUE DESCRIPTION</b>	<b>Adopted Budget FY 14/15</b>	<b>Estimated Actual to June 30, 2015</b>	<b>Proposed Budget FY 15/16</b>	<b>Budget Estimate for FY 16/17</b>	<b>Variance FY 14/15 FY 15/16</b>
551401 CTSGP - CTAF (State)	-	46,712	-	-	-
551401 PTMISEA (Proposition B)	-	-	617,308	-	617,308
556301 ARRA (Bus Stop Shelters)	-	-	-	-	-
Fund Balance (carryover previous years)	143,890	223,803	190,602	-	46,712
541001 Interest	-	1,200	-	-	-
<b>TOTAL REVENUE</b>	<b>143,890</b>	<b>271,715</b>	<b>807,910</b>	<b>-</b>	<b>664,020</b>

<b>EXPENDITURES VS REVENUES</b>	<b>Adopted Budget FY 14/15</b>	<b>Estimated Actual to June 30, 2015</b>	<b>Proposed Budget FY 15/16</b>	<b>Budget Estimate for FY 16/17</b>	<b>Variance FY 14/15 FY 15/16</b>
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	143,890	85,750	807,910	-	664,020
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>143,890</b>	<b>85,750</b>	<b>807,910</b>	<b>-</b>	<b>664,020</b>
<b>REVENUES</b>					
Revenues	143,890	271,715	807,910	-	807,910
<b>TOTAL REVENUES</b>	<b>143,890</b>	<b>271,715</b>	<b>807,910</b>	<b>-</b>	<b>807,910</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>143,890</b>	<b>85,750</b>	<b>807,910</b>	<b>-</b>	<b>664,020</b>

**FUND BALANCE**  
**DESIGNATED FUND BALANCE**  
**UNDESIGNATED FUND BALANCE**

**Local Transportation Authority - PTMISEA, ARRA, and CTAF  
Final Budget - 2015/2016**

**BUDGET NOTES**

	Proposed Budget FY 15/16
<b>Personnel</b> No Personnel expenditures are proposed in this Draft Budget.	-
<b>Services and Supplies</b> Special projects includes purchase of buses to increase service.. Customer services enhancements, transit maintenance and operational enhancements. Bus stop improvement in SJB with OES funding.	807,910
<b>Contracts</b> No Contract expenditures are proposed in this Draft Budget.	-
<b>Capital</b> No Capital expenditures are proposed in this Draft Budget.	-
<b>Other</b> No Other expenditures are proposed in this Draft Budget.	-
<b>TOTAL PROPOSED BUDGET</b>	<b>807,910</b>

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program  
ARRA: American Recovery and Reinvestment Act  
CTAF: California Transit Assistance Fund

**APPENDIX**

**LOCAL TRANSPORTATION AUTHORITY**

**BUDGET**

**FISCAL YEAR 2015/2016**

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

### **A. DEFINITIONS**

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

- 1) **Agency:** Local Transportation Authority
- 2) **Board of Directors:** The governing body of the agency.
- 3) **Contractual services:** Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) **Fixed Assets:** Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) **Local Business:** any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) **Professional Services:** An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to LTA programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) **Supplies and equipment:** Any personal property, such as physical articles, materials or things, which

property shall furnished to, or shall be used by the agency.

**B. PURPOSE OF CHAPTER**

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

**C. DESIGNATION OF THE PURCHASING AGENT**

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Local Transportation Authority.

**D. PURCHASING AGENT – POWERS AND DUTIES**

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the LTA with or without furnishing of material where the aggregate cost does not exceed \$10,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.

3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing LTA projects provided the financial obligation falls within his/her preview of authority.

4. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA Board, with an annual rent not to exceed \$10,000.

**E. DESIGNATION OF ASSISTANT PURCHASING AGENTS**

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

**F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES**

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to LTA purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board unless specified otherwise in the LTA Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and

budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.

3. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for LTA real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

#### **G. PURCHASING METHODS AND PROCEDURES**

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended.

#### **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 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**

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

Interdepartmental transfers of less than \$10,000.  
Interobject transfers of less than \$10,000.

Intraobject transfers of any amount.

### **3. BOARD APPROVAL OF BUDGET TRANSFERS**

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$10,000.

Interobject transfers of more than \$10,000.

Note: Intraobject is within object titles example within Services and Supplies. Interobject is between object titles example between Contracts and Personnel.

