



SBCOG

*Council of
San Benito
County Governments*

Council of San Benito County Governments

Final Budget Fiscal Year 2020/2021

Prepared and Compiled by:

Kathy Postigo
Administrative Services Specialist

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**COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS
FINAL BUDGET
FISCAL YEAR 2020/2021**

Published by Order of the:
Board of Directors

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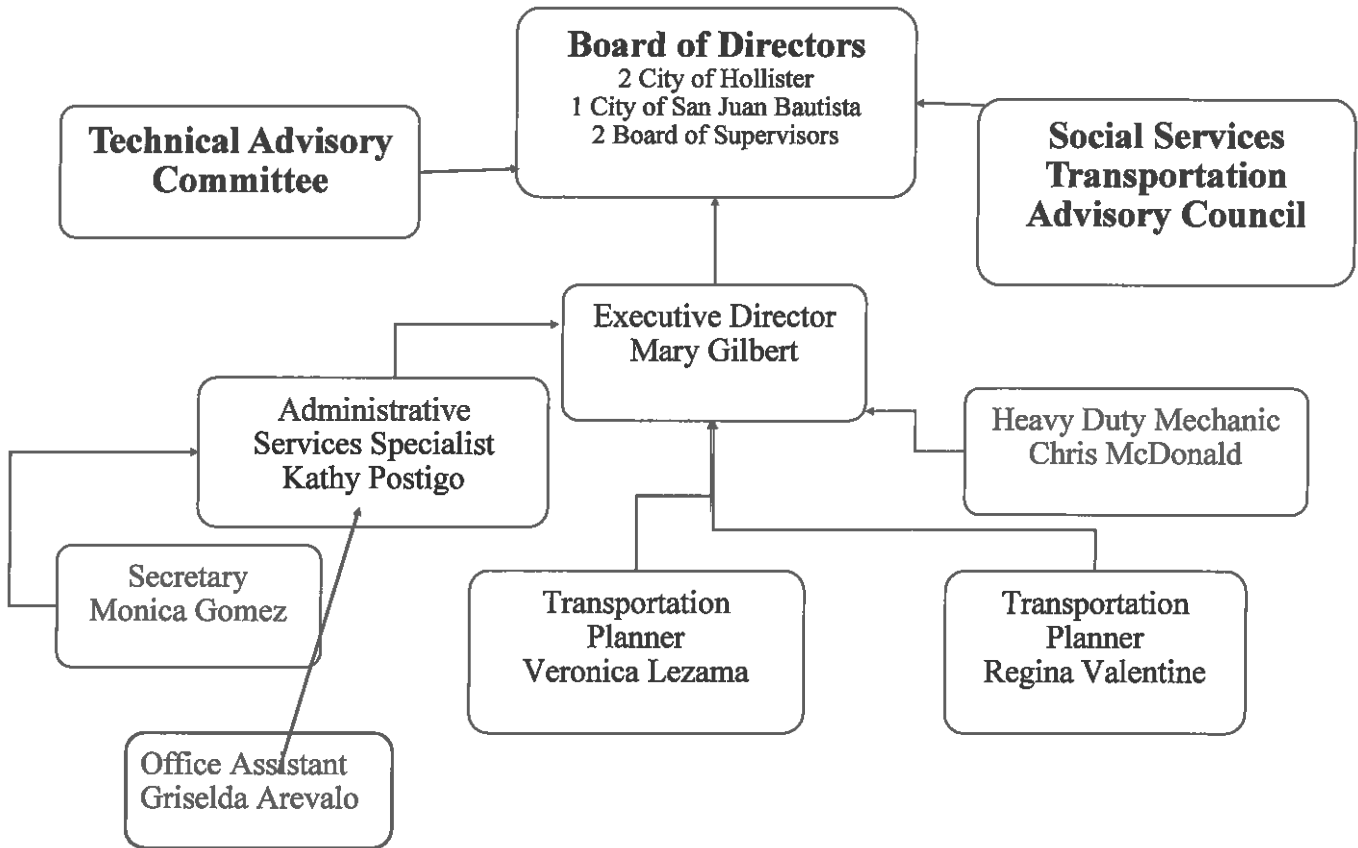
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Council of San Benito County Governments Organizational Chart

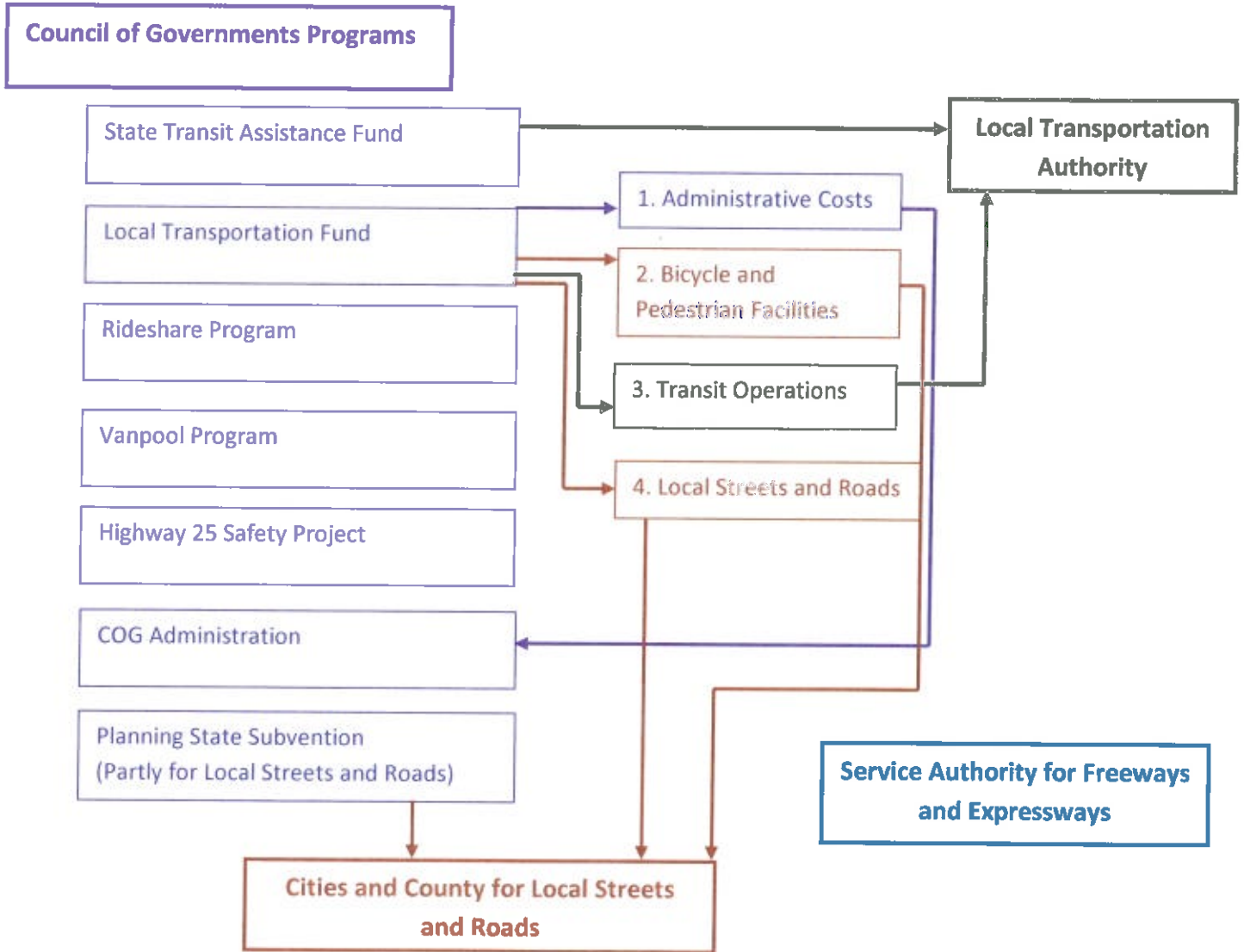
Council of San Benito County
Governments
(RTPA)

San Benito County Local
Transportation Authority
(CTSA)



Council of Governments

Funding Diagram



Mission:

The Council of San Benito County Governments improves the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.

Executive Summary

The Council of San Benito County Governments is the Regional Transportation Planning Agency for the San Benito County region. As such, the Council of Governments plans and finances transportation projects and programs of regional importance. Projects include bicycle and pedestrian facilities, highways, local streets and roads, transit, and ridesharing and vanpooling.

This Budget continues the goal of prudent and conservative fiscal management. This Budget is balanced and uses adequate revenues to match only necessary expenditures.

Budget Goals and Objectives

The Council of San Benito County Governments’ goals and objectives for the FY 2020/2021 Budget are to continue funding the federal and state transportation plans and programs and coordinate with various federal, state, regional and local agencies on transportation projects and programs.

Additionally, the Budget continues the approach of conservative funding scenarios and realistic expenditures. Conservative funding estimates allow the agency to realistically balance the budget without assuming potential revenue streams. Grant applications which are pending a decision are not included in the Budget and will only be amended into the Budget upon award.

The 2020 COVID-19 pandemic creates some uncertainty with this budget cycle. [add some bullet points for how we planned for that]

Work Program

Highlights of the FY 2020/2021 Council of San Benito County Governments Budget include:

- ✓ Regional Planning & Coordination
- ✓ Financing & Project Delivery
- ✓ Transit Planning and Operations
- ✓ Active Transportation

Staffing

There has been no staffing changes from the 2019/2020 budget.

Budget Detail

The FY 2020/2021 Budget includes several budget accounts. These separate accounts make up the total of the Council of Governments Budget. These accounts include:

- State Transit Assistance
- Local Transportation Fund
- Rideshare Program
- Council of Governments Administration
- Highway 25 Safety
- Vanpool Program
- Transportation Planning State Subvention
- Measure G

Each account includes a line item detail which shows expenditures in Personnel, Services and Supplies, Contracts, Capital, and Other. The Revenue Summary in each account shows the funding source for those proposed expenditures. A section is included which shows Revenues vs. Expenditures. The comparison is shown to allow the reader to see how revenues and expenditures match.

In addition, the Budget shows detailed information about the previous year budget with anticipated revenue receipts and expenditure expectations to June 30, 2020. The Budget also includes a column with anticipated revenues for the next budget year, FY 2021/2022. Finally, the Budget includes a column showing the change from the previous year adopted budget.

Expenditure Summary

The Council of Governments total budget for FY 2020/2021 is \$4,335,258. This budget reflects fund transfers in the amount of \$3.4 million and \$550,344 for planning activities. The amount being expended for COG Administration is \$438,371. Administration is funded through the Transportation Development Act.

The FY 2020/2021 Council of Governments Budget increased by 25.9 percent compared to the FY 2019/2020 Budget. This is mainly attributed to Transportation Development Act transfer of set aside funds for San Benito County for local streets and roads. There is also a payout of a retiring employee, additional funding of Planning, Programing and Monitoring, state grant funding for Multimodal Enhancement Study on State Route 156, an increase in the County's cost allocation plan charges, and updating computers.

The largest expenditures are he Local Transportation Authority's public transit operations, local streets and road rehabilitation and maintenance needs, and staff positions for planning work.

The Council of Governments Budget includes Transportation Development Act funding claims made by the Local Transportation Authority for public transit operations. A total of \$1,216,260 is proposed for this Transportation Development Act claim. There is a set-aside of \$1,839,886 in unclaimed funds

for o Hollister, San Juan Bautista, and San Benito County for local streets and roads needs. The last major expense is in funding staff for planning and administrative purposes, \$600,406.

Revenue Summary

Revenues in the FY 2020/2021 Budget total \$14,999,931. Revenues have increased over the previous fiscal year due to carryover of non-requested allocations. COG anticipates a decrease in some state revenues due to COVID-19.

In FY 2020/2021, the Council of Governments Budget estimates revenue of \$516,735 in State Transit Assistance funds. The State Transit Assistance funds have a reduction of \$225,365. These funds will be claimed by the Local Transportation Authority through the Transportation Development Act process.

Local Transportation Funds are provided to the Council of Governments under the Transportation Development Act. These funds are generated locally through a ¼ cent sales tax. The estimated revenue for these funds is \$1,910,000. There is a slight reduction of these fund due to the COVID-19.

Other significant revenue sources include the Planning, Programming, and Monitoring (PPM), Rural Planning Assistance, and Regional Surface Transportation Program, and other grant specific funds. Estimates for these funds increased over the previous fiscal year. In FY2019/2020 COG was awarded FY2020/2021 Planning, Programming and Monitoring funds and state Transportation Planning Grant cud's.

Budget Summary

The Council of Governments FY 2020/2021 Budget is balanced. The Budget supports the policies of the Board of Directors to complete projects and plan for the transportation needs of the community. There is no need to pull from reserves in this Budget.

Council of Governments Budget - FY 2020/21

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURE DESCRIPTION					
Personnel	473,169	457,937	600,406	517,375	127,237
Services & Supplies	230,217	224,943	314,323	171,866	84,106
Contracts	406,450	191,584	426,070	117,640	19,620
Capital	-	2,627	7,200	-	7,200
Other	2,332,364	1,605,785	2,987,259	2,411,948	654,895
TOTAL EXPENDITURES	3,442,200	2,482,877	4,335,258	3,218,829	893,058
REVENUES					
See Revenue Sheet for detail	13,458,543	13,220,897	14,563,060	13,233,184	1,073,303
Operating Transfers Received	299,912	288,741	436,871	284,531	136,959
TOTAL REVENUES	13,758,455	13,509,638	14,999,931	13,517,714	1,210,262
TOTAL PROPOSED BUDGET	3,442,200	2,482,877	4,335,258	3,218,829	893,058

The Council of Governments budget accounts include:

- | | |
|---|--|
| 1. Local Transportation Fund (629.7310) | 5. Council of Governments Administration ((|
| 2. State Transit Assistance (628.7300) | 6. Vanpool Program (628.7370) |
| 3. Low Carbon Transit Operations Program (628.7325) | 7. Highway 25 Safety Program (628.7380) |
| 4. Rideshare Program (628.7330) | 8. Transportation Planning State Subvention (628.7390) |

BUDGET NOTES

Personnel

COG salaries have increased due to annual step increases and COLAS of COG staff.

Total 600,406

Services and Supplies

Services and Supplies includes those necessary purchases to support planning and project delivery. It also includes the San Benito Cost Plan and Zoom meeting subscription.

Total 314,323

Contracts

Contracts include the County Regional GIS system, outside financial audit, Planning Grant for on Hwy 156, Hollister Airport update and contracts regarding Highway 25 widening.

Total 426,070

Capital

Three computers with monitors and a video conference calling system for COG.

7,200

Other

Other includes operating transfers to LTA, COG Administration, City of Hollister, San Juan Bautista and San Benito County in pass-through funds. This category includes COG's share of the cost for current employee retirement benefits (OPEB).

Total 2,987,259

TOTAL PROPOSED BUDGET 4,335,258

Proposed Budget FY 20/21
600,406
314,323
426,070
7,200
2,987,259
4,335,258

**MEASURE G /SALES TAX
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
541.001 Interest Income	-	29,701	50,000	30,000	50,000
512.101 Sales Tax	-	8,572,117	8,350,000	8,000,000	8,350,000
570.014 Prior Year Balance	-	3,556,370	12,158,188	1,038,000	12,158,188
TOTAL REVENUE	-	12,158,188	20,558,188	9,068,000	20,558,188

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 13/14 FY 20/21
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	56,990	58,970	56,990
Capital	-	-	-	-	-
Other	-	-	5,699,000	5,897,000	5,699,000
TOTAL EXPENDITURES	-	-	5,755,990	5,955,970	5,755,990
REVENUES					
Revenues	-	12,158,188	20,558,188	9,068,000	20,558,188
TOTAL REVENUES	-	12,158,188	20,558,188	9,068,000	20,558,188
TOTAL PROPOSED BUDGET	-	-	5,755,990	5,955,970	5,755,990

	FUND BALANCE	14,802,198
DESIGNATED FUND BALANCE	DESIGNATED FUND BALANCE	-
	UNDESIGNATED FUND BALANCE	14,802,198

BUDGET NOTES	Proposed Budget FY 20/21
Personnel No staff time.	
Total	-
Services and Supplies County Counsel's time related to Measure G	
Total	-
Contracts Contracts for consultants needed for services implementation and administration for the Measure G projects.	
Total	56,990
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Payment to Measure G projects and programs.	
Total	5,699,000
TOTAL PROPOSED BUDGET	5,755,990

**COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS**

FINAL BUDGET

FISCAL YEAR 2020/2021

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$700	-	-	-	-	-
619.170 Office Equipment under \$300	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.212 Accounting	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers (to LTA)	565,593	601,557	332,396	495,950	(233,197)
640.513 Operating Transfers (to LTA for SGR)	-	148,695	184,339	-	184,339
Total	565,593	750,252	516,735	495,950	(48,858)
TOTAL PROPOSED BUDGET	565,593	750,252	516,735	495,950	(48,858)

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
541.001	STA Interest Revenue	200	2,700	2,700	2,200	2,500
	State of Good Repair (and carryover SGR)	223,393	239,251	184,339	259,317	(39,054)
551.406	STA Revenue	565,393	555,061	329,696	495,750	(235,697)
	TOTAL REVENUE	788,986	797,012	516,735	757,267	(272,251)
	TOTAL BUDGET	565,593	750,252	516,735	495,950	(48,858)

EXPENDITURES

Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (LTA)	565,593	750,252	516,735	495,950	(48,858)
TOTAL EXPENDITURES	565,593	750,252	516,735	495,950	(48,858)

REVENUES

Revenues	788,986	797,012	516,735	757,267	(272,251)
TOTAL REVENUES	788,986	797,012	516,735	757,267	(272,251)
TOTAL PROPOSED BUDGET	565,593	750,252	516,735	495,950	(48,858)

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 20/21
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contracts are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to LTA for transit capital and operations. Also State of Good Repair Projects.	
Total	516,735
TOTAL PROPOSED BUDGET	516,735

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
650.513 Operating Transfers (LTA)	1,107,408	696,292	1,216,260	1,259,939	108,852
650.513 Operating Transfer (COG Admin)	225,071	277,687	436,871	283,331	211,800
650.513 Operating Transfer (2% reserve Bike & Ped)	38,616	38,016	38,200	35,869	(416)
650.513 Operating Transfer	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	-	-	598,308	-	598,308
Total	1,371,095	1,011,995	2,289,639	1,579,139	918,544
TOTAL PROPOSED BUDGET	1,371,095	1,011,995	2,289,639	1,579,139	918,544

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
LTF Balance from previous years)	3,101,560	2,894,403	3,686,678	3,402,789	585,118
Set Aside for Local Streets & Roads(carryover)	1,839,886	1,839,886	1,839,886	1,241,578	-
340.101 TDA 2% Reserve for Bike/Ped	582,709	618,801	657,001	692,870	74,292
541.001 LTF Interest Revenue	6,800	103,450	95,750	85,895	88,950
550.102 General Sales Tax 1/4% (LTF)	1,930,820	1,900,820	1,910,000	1,793,460	(20,820)
TOTAL REVENUE	7,461,775	7,157,360	8,189,315	7,216,592	727,540

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	1,371,095	1,011,995	2,289,639	1,579,139	918,544
TOTAL EXPENDITURES	1,371,095	1,011,995	2,289,639	1,579,139	918,544
REVENUES					
Revenues	\$7,461,775	\$7,157,360	8,189,315	\$7,216,592	727,540
TOTAL REVENUES	7,461,775	7,157,360	8,189,315	7,216,592	727,540
TOTAL PROPOSED BUDGET	1,371,095	1,011,995	2,289,639	1,579,139	918,544

FUND BALANCE	5,899,676
DESIGNATED FUND BALANCE	2,496,887
UNDESIGNATED FUND BALANCE	3,402,789

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 20/21
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to the LTA and COG Administration budgets. Also, there is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
Total	2,289,639
TOTAL PROPOSED BUDGET	2,289,639

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	3,500	1,051	3,127	3,000	(373)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,500	1,051	3,127	3,000	(373)
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.32 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	3,500	1,051	3,127	3,000	(373)

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
556310 CMAQ Rideshare Donations/Carry over	-	-	-	-	-
	3,127	1,447	3,127	3,000	-
TOTAL REVENUE	3,127	1,447	3,127	3,000	0
EXPENDITURES VS REVENUES					
EXPENDITURES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel	-	-	-	-	-
Services & Supplies	3,500	1,051	3,127	3,000	(373)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	3,500	1,051	3,127	3,000	(373)
REVENUES					
Revenues	3,127	1,447	3,127	3,000	\$0
TOTAL REVENUES	3,127	1,447	3,127	3,000	-
TOTAL PROPOSED BUDGET	3,500	1,051	3,127	3,000	(373)
FUND BALANCE			-	-	-
DESIGNATED FUND BALANCE			-	-	-
UNDESIGNATED FUND BALANCE			-	-	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel	
Total	-
Services and Supplies	
Services and Supplies for the Bike to School event at local elementary schools and other program activities as needed.	
Total	3,127
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	3,127

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 120/21
Personnel						
610.101	Salaries	-	-	-	-	-
	Total	-	-	-	-	-
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	107,615	107,615	143,811	60,000	36,196
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	Total	107,615	107,615	144,511	60,000	36,896
Contracts						
619.250	Special Dept Expense - Contracts	-	-	-	-	-
	Total	-	-	-	-	-
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
649.32	Operating Transfers	-	-	-	-	-
	Total	-	-	-	-	-
	TOTAL PROPOSED BUDGET	107,615	107,615	144,511	60,000	36,896

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 120/21
541.001 Interest	-	1,650	1,700	500	1,700
570.101 Carry Over Previous Years	108,470	108,470	142,811	-	-
551.401 State Grant Misc	-	-	-	70,000	-
TOTAL REVENUE	108,470	110,120	144,511	70,500	1,700

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 120/21
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	107,615	107,615	144,511	60,000	36,896
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	107,615	107,615	144,511	60,000	36,896
REVENUES					
Revenues	108,470	110,120	144,511	70,500	\$1,700
TOTAL REVENUES	108,470	110,120	144,511	70,500	1,700
TOTAL PROPOSED BUDGET	107,615	107,615	144,511	60,000	36,896

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel	
Total	-
Services and Supplies Services and Supplies are the cost of expansion of intercounty services, token transit agency fees and free fixed route and intercounty service.	
Total	144,511
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	144,511

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel						
610.101	Salaries	169,133	171,054	258,719	165,000	89,586
610.101	Directors Stipend	2,487	-	-	-	(2,487)
	Total	171,620	171,054	258,719	165,000	87,099
Services and Supplies						
619.126	Magazines and Subscriptions	100	-	100	100	-
619.132	Communications	1,700	1,750	2,000	2,000	300
619.138	Computer Maintenance	2,000	600	2,000	1,500	-
619.140	Computer Supplies	700	-	-	150	(700)
645.701	General Insurance	3,410	3,328	3,518	3,700	108
619.152	Maintenance of Equipment	2,200	2,052	2,200	1,700	-
619.158	Maintenance of Structure	95	95	100	50	5
619.280	Marketing	1,150	1,095	1,500	1,500	350
619.166	Membership Dues	2,905	2,905	2,905	3,000	-
619.176	Special Project Supplies	250	150	250	250	-
619.174	Supplies	1,200	1,200	1,200	1,200	-
619.172	Postage and Delivery	1,000	560	1,000	1,100	-
619.210	Legal	8,300	8,300	9,000	9,000	700
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	525	525	525	550	-
619.184	Rent Equipment	2,300	910	2,300	2,500	-
619.186	Rent Structures	37,885	37,697	38,919	43,391	1,034
619.268	Special Dept. Expense - Other	1,000	3,085	1,000	1,000	-
619.196	Travel Lodging	1,200	1,090	1,200	1,200	-
619.198	Travel Meals	200	150	200	200	-
619.194	Training	490	-	490	-	-
619.200	Travel Transportation	1,675	1,855	1,675	900	-
649.101	Cost Allocation Plan	24,837	20,981	62,240	12,000	37,403
619.306	Utilities	3,100	2,700	3,100	3,100	-
	Total	98,222	90,828	137,422	90,091	39,200
Contracts						
619.250	Special Dept. Expense - Contracts	25,450	21,715	26,000	16,000	550
	Total	25,450	21,715	26,000	16,000	550
Capital						
650.302	Equipment other than Computer	-	-	4,700	-	4,700
650.303	Computer Hardware	-	2,627	2,500	-	2,500
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	2,627	7,200	-	7,200
Other						
640.320	OPEB Charges	-	-	-	-	-
645.704	Retiree medical	4,620	4,620	9,030	13,440	4,410
	Total	4,620	4,620	9,030	13,440	-
TOTAL PROPOSED BUDGET		299,912	290,845	438,371	284,531	134,049

8/14/2020

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
576.012 OPEB revenue	-	-	-	-	-
570.006 Miscellaneous (carry over)	-	4	-	-	-
576.012 ALUC Fees	900	2,100	1,500	1,200	-
576.012 Contributions(LTF)	299,012	288,741	436,871	283,331	137,859
TOTAL REVENUE	299,912	290,845	438,371	284,531	137,859

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	171,620	171,054	258,719	165,000	87,099
Services & Supplies	98,222	90,828	137,422	90,091	39,200
Contracts	25,450	21,715	26,000	16,000	550
Capital	-	2,627	7,200	-	7,200
Other	4,620	4,620	9,030	13,440	4,410
TOTAL EXPENDITURES	299,912	290,845	438,371	284,531	138,459
REVENUES					
Revenues	299,912	290,845	438,371	284,531	138,459
TOTAL REVENUES	299,912	290,845	438,371	284,531	138,459
TOTAL PROPOSED BUDGET	299,912	290,845	438,371	284,531	138,459
FUND BALANCE			-	-	-
DESIGNATED FUND BALANCE			-	-	-
UNDESIGNATED FUND BALANCE			-	-	-

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 20/21
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, and temporary help. Administrative support is the Board of Directors compensation.	
Total	258,719
Services and Supplies Services and Supplies include normal budget items to support COG operations. The budget for Services and Supplies includes an increase in legal services and a increase in the County Cost Allocation Plan, and Zoom meeting subscription.	
Total	137,422
Contracts Contracts include the cost of the outside financial audit and Hollister Airport update \$10,000.	
Total	26,000
Capital Five new computers with monitors and video calling conference system for the conference room.	
Total	7,200
Other Other includes COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits).	
Total	9,030
TOTAL PROPOSED BUDGET	438,371

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	4,930	4,500	-	4,500
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	4,930	4,500	-	4,500
Contracts					
619.250 Special Dept. Expense - Contracts	250,000	40,500	204,570	91,640	(45,430)
Total	250,000	40,500	204,570	91,640	(45,430)
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	250,000	45,430	209,070	91,640	(40,930)

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
541.001	Interest Revenue	4,000	5,500	4,700	-	700
551.405	Caltrans Reim	-	-	-	-	-
570.014	Contributions Balance	336,371	336,040	296,010	91,640	(40,361)
TOTAL REVENUE		340,371	341,540	300,710	91,640	(39,661)

EXPENDITURES VS REVENUES		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES						
Personnel		-	-	-	-	-
Services & Supplies		-	4,930	4,500	-	4,500
Contracts		250,000	40,500	204,570	91,640	(45,430)
Capital		-	-	-	-	-
Other		-	-	-	-	-
TOTAL EXPENDITURES		250,000	45,430	209,070		(40,930)
REVENUES						
Revenues		340,371	341,540	300,710	-	(39,661)
TOTAL REVENUES		340,371	341,540	300,710	91,640	(39,661)
TOTAL PROPOSED BUDGET		250,000	45,430	209,070	-	(40,930)
FUND BALANCE				91,640		
DESIGNATED FUND BALANCE				-		
UNDESIGNATED FUND BALANCE				91,640		

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 19/20
Personnel No Personnel expenditures are proposed in this Budget.	-
Total	-
Services and Supplies Services and Supplies as needed.	4,500
Total	4,500
Contracts Contracts regarding the Hwy 25 widening.	204,570
Total	204,570
Capital No Capital expenditures are proposed in this Budget.	-
Total	-
Other	-
Total	-
TOTAL PROPOSED BUDGET	209,070

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020`	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	12,468	4,961	7,825	8,500	(4,643)
619.226 Administrative Support	-	-	-	-	-
Total	12,468	4,961	7,825	8,500	(4,643)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	251	205	181	200	(70)
619.152 Maintenance of Equipment	2,976	4,200	3,000	3,000	24
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	100	-	100	100	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.180 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	500	-	500	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,827	4,405	3,781	3,300	(46)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.320 OPEB	-	-	-	-	-
640.513 Operating Transfers	3,000	600	2,500	3,000	(500)
Total	3,000	600	2,500	3,000	(500)
TOTAL PROPOSED BUDGET	19,295	9,966	14,106	14,800	(5,189)

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
542.010 Passenger Lease Fees	21,600	14,066	12,600	21,600	(9,000)
541.001 Interest	450	1,000	750	600	300
570.011 Carryover from Vanpool	29,300	40,148	43,709	42,953	14,409
TOTAL REVENUE	51,350	55,214	57,059	65,153	5,709

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	12,468	4,961	7,825	8,500	(4,643)
Services & Supplies	3,827	4,405	3,781	3,300	(46)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	3,000	600	2,500	3,000	(500)
TOTAL EXPENDITURES	19,295	9,966	14,106	14,800	(5,189)
REVENUES					
Revenues	51,350	55,214	57,059	65,153	5,709
TOTAL REVENUES	51,350	55,214	57,059	65,153	5,709
TOTAL PROPOSED BUDGET	19,295	9,966	14,106	14,800	(5,189)
		FUND BALANCE	42,953		
		DESIGNATED FUND BALANCE	-		
		UNDESIGNATED FUND BALANCE	42,953		

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	
Total	7,825
Services and Supplies Services and Supplies include normal budget items to support vanpool operations. The budget for Services and Supplies shows continuing levels of funding needs.	
Total	3,781
Contracts No Contract expenditures are proposed in the Budget.	
Total	-
Capital No Capital expenditures are proposed in the Budget	
Total	-
Other Transferring \$3,000 to Rideshare for Bike to School event and other Rideshare activities.	
Total	2,500
TOTAL PROPOSED BUDGET	14,106

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 19/20
Personnel						
610.101	Salaries	289,081	281,922	333,862	343,875	44,781
619.226	Administrative Support	-	-	-	-	-
	Total	289,081	281,922	333,862	343,875	44,781
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	5,828	5,683	7,682	5,600	1,854
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	5,425	7,325	7,500	5,425	2,075
619.168	Office Furniture under \$3,000	-	-	-	-	-
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	100	10	100	100	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	1,000	-	1,000	500	-
619.196	Travel Lodging	1,500	721	1,500	1,000	-
619.198	Travel Meals	300	225	300	250	-
619.194	Training	2,300	2,000	2,300	2,000	-
619.200	Travel Transportation	600	150	600	600	-
619.306	Utilities	-	-	-	-	-
	Total	17,053	16,114	20,982	15,475	3,929
Contracts						
619.250	Special Dept. Expense - Contracts	3,500	-	3,500	10,000	-
619.250	Special Dept. Expense - Contracts(SB1)	127,500	122,010	192,000	-	64,500
619.250	Special Dept. Expense -Contracts	-	7,359	-	-	-
	Total	131,000	129,369	195,500	10,000	64,500
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.320	Operating Transfers (To COG Admin.OPEB)	-	-	-	-	-
640.513	Operating Transfers (RSTP)	687,068	116,005	606,226	603,750	(80,842)
	Total	687,068	116,005	606,226	603,750	(80,842)
	TOTAL PROPOSED BUDGET	1,124,202	543,410	1,156,570	973,100	32,368

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 19/20
551.405 STIP Planning, Programming & Monitoring	-	-	37,000	43,000	37,000
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
551.407 SB1 RMRA	-	-	192,000	-	192,000
551.401 SB1 Sustainable Community Grant	127,500	122,010	-	-	(127,500)
551.401 Regional Early Action Planning (REAP)	-	-	17,000	-	17,000
RSTP From Previous years	2,087,484	2,087,484	2,577,705	2,577,705	490,221
551.412 RSTP Exchange	606,226	606,226	606,226	603,750	-
Fund Balance (Carry over previous years)	1,570,354	1,596,385	1,570,354	1,570,354	-
541.001 Interest Revenue	18,000	50,000	70,000	50,000	52,000
TOTAL REVENUE	4,703,564	4,756,105	5,364,285	5,138,809	660,721

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 19/20
EXPENDITURES					
Personnel	289,081	281,922	333,862	343,875	44,781
Services & Supplies	17,053	16,114	20,982	15,475	3,929
Contracts	131,000	129,369	195,500	10,000	64,500
Capital	-	-	-	-	-
Other	687,068	116,005	606,226	603,750	(80,842)
TOTAL EXPENDITURES	1,124,202	543,410	1,156,570	973,100	32,368
REVENUES					
Revenues	4,703,564	4,756,105	5,364,285	5,138,809	660,721
TOTAL REVENUE	4,703,564	4,756,105	5,364,285	5,138,809	660,721
TOTAL PROPOSED BUDGET	1,124,202	543,410	1,156,570	973,100	32,368
			FUND BALANCE	4,207,715	
			DESIGNATED FUND BALANCE	2,577,705	
			UNDESIGNATED FUND BALANCE	1,630,010	

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	
Total	333,862
Services and Supplies Services and Supplies includes travel, lodging, meals, and training for planning activities.	
Total	20,982
Contracts Contracts includes costs for contribution to the County Regional GIS System, Hwy 156 Planning Grant	
Total	195,500
Other Other includes operating transfers of RSTP funds to the Cities and County.	
Total	606,226
TOTAL PROPOSED BUDGET	1,156,570

**MEASURE G /SALES TAX
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.308 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	56,990	58,970	56,990
Total	-	-	56,990	58,970	56,990
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	-	-	5,699,000	5,897,000	5,699,000
Total	-	-	5,699,000	5,897,000	5,699,000
TOTAL PROPOSED BUDGET	-	-	5,755,990	5,955,970	5,755,990

**Measure G
Budget FY 2020/21**

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020*	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURE DESCRIPTION					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	56,990	58,970	56,990
Capital	-	-	-	-	-
Other	-	-	5,699,000	5,897,000	5,699,000
TOTAL EXPENDITURES	-	-	5,755,990	5,955,970	5,755,990
REVENUES					
See Revenue Sheet for detail	-	12,158,188	20,558,188	9,068,000	20,558,188
Operating Transfers Received	-	-	-	-	-
TOTAL REVENUES	-	12,158,188	20,558,188	9,068,000	20,558,188
FUND BALANCE			14,802,198	5,955,970	

APPENDIX

**COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS**

BUDGET

FISCAL YEAR 2020/2021

PURCHASING POLICIES FOR THE COUNCIL OF GOVERNMENTS

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. The Purchasing Agent and Assistant Purchasing Agent shall comply with standards set forth in the Council of Governments Rules & Regulations, Section 3 – Purchasing Policy.

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 ten 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 Council of San Benito County Governments' 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 Council of Governments' 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.

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

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

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$10,000**
(Requires Board Approval)

Interobject Transfer <\$10,000
(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>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____

_____ 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