



**Adopted Budget
Fiscal Year 2022/23**

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**Local Transportation Authority
Adopted Budget
Fiscal Year 2022 - 2023**

Published by Order of the:
Board of Directors

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Local Transportation Authority Budget

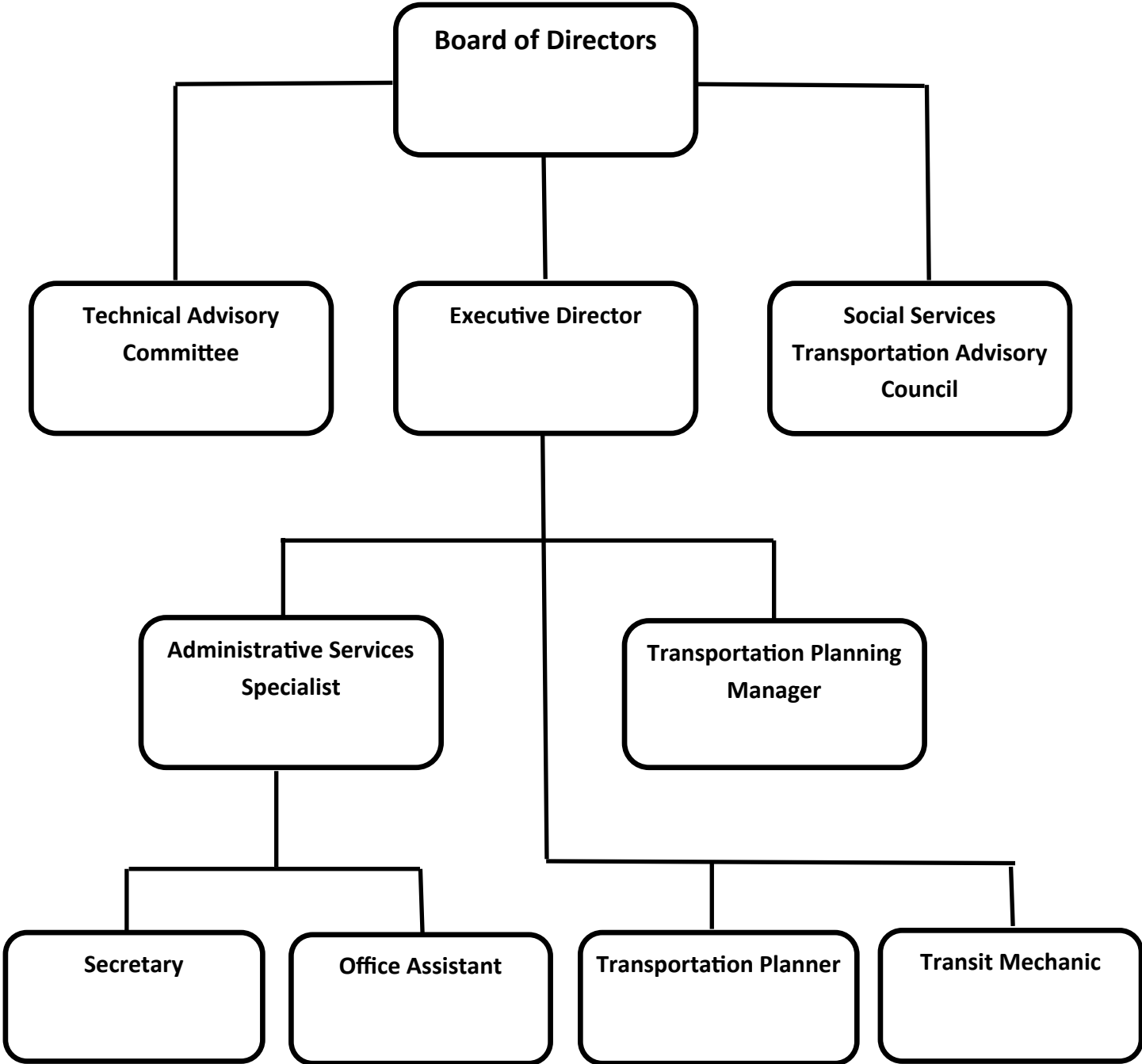
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Local Transportation Authority

Organizational Chart



Executive Summary

The Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County. The Local Transportation Authority is responsible for administration and operation of San Benito County Express, the public transportation for the County, which operates seven (7) days a week. San Benito County Express services, operated through a contract with MV Transportation Inc., include Fixed Route, Complementary Paratransit, Dial-A-Ride, On-Demand, and Intercounty transit services.

Local Transportation Authority also provides three (3) Specialized Transportation services operated through a contract with the local nonprofit, Jovenes de Antaño: Out-of-County Non-Emergency Medical Transportation and Medical-Shopping Assistance Program.

Goals and Objectives

The Local Transportation Authority goals for FY 2022/2023 are to continue serving the community through its transit operations, increased community outreach, implementation of unmet transit needs, and implementation of the Short-Range Transit Plan recommendations which will include upgrades to the vehicle fleet and system infrastructure.

Budget Detail

The Local Transportation Authority's total proposed budget for FY 2022/2023 is \$2.9 million. The FY 2022/2023 Budget reflects an overall decreased in expenditures. The budget consists of Personnel costs of \$344,768. A previously vacant mechanic position has been filled and included in the Budget. Service and Supplies includes large expenditures in vehicle maintenance and fuel cost. The Local Transportation Authority contracts with MV Transportation and Jovenes de Antano for transit operations, Routematch for trip planning software, and Dantec for the completion of the Short Range Transit Plan.

The Local Transportation Authority FY 2022/2023 Budget is balanced and supports the policies of the Board or Directors and the immediate needs of the community.

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2022/23
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
Personnel					
610.101 Salaries	289,055	258,610	344,768	372,349	55,713
610.101 Salaries	-	-	-	-	-
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
Total	289,055	258,610	344,768	372,349	55,713
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,500	1,500	1,500	-
619.132 Communications	1,200	1,376	1,400	1,400	200
619.138 Computer Maintenance	1,127	300	1,200	1,200	73
619.140 Computer Supplies	325	100	325	325	-
619.142 Computer Hardware	1,050	1,044	1,050	1,050	-
645.701 General Insurance	9,503	8,851	10,309	10,500	806
619.152 Maintenance of Equipment	65,000	60,000	55,000	55,000	(10,000)
619.154 Maintenance of Equipment - Oil and Gas	80,000	80,000	220,000	250,000	140,000
619.158 Maintenance of Structures and Grounds	2,500	2,800	600	600	(1,900)
619.280 Marketing	13,820	20,000	4,400	4,400	(9,420)
619.166 Membership Dues	650	650	700	720	50
619.176 Special Project Supplies - Supplies	643	642	600	600	(43)
619.174 Supplies	250	-	250	250	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	4,000	5,325	5,500	6,000	1,500
619.180 Public and Legal Notices	500	492	1,000	500	500
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	100	60	100	100	-
619.268 Special Dept. Expense - Other (CARES Act)	698,019	147,049	202,850	202,850	(495,169)
619.268 Special Dept. Expense - Other (5311 CRRSAA)	918,436	-	229,609	229,609	(688,827)
619.268 Special Dept. Expense - Other (5310 CRRSAA)	32,929	-	32,929	32,929	-
619.196 Travel Lodging	-	-	550	800	550
619.198 Travel Meals	-	-	200	250	200
619.194 Training	2,000	1,145	2,000	2,000	-
619.200 Travel Transportation	-	-	200	200	200
619.306 Utilities	-	-	-	-	-
Total	1,833,577	331,334	772,297	802,808	(1,061,280)
Contracts					
619.250 Special Dept. Expense - Contracts	1,810,061	106,194	29,711	26,313	(1,780,350)
619.250 Special Dept. Expense - MV Contract	-	1,237,196	1,500,029	1,543,694	1,500,029
619.250 Special Dept. Expense - JDA Contract	-	280,238	339,459	351,969	339,459
Total	1,810,061	1,623,629	1,869,199	1,921,976	59,138
Capital					
650.301 Automobiles, Trucks, Vans	137,200	-	-	180,000	(137,200)
Total	137,200	0	-	180,000	(137,200)
Other					
649.320 OPEB	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	4,069,893	2,213,573	2,986,263	3,277,133	(1,083,630)

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2022/23
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
570.001 Advertisement Revenue	1,000	14,426	1,000	1,000	-
570.003 Sale of Fix Asset	3,000	2,349	-	2,000	(3,000)
551.113 Misc. (FTA 5311 Operating Assistance)	347,399	347,399	457,619	460,651	110,220
551.113 FTA 5310 (Out of County Medical)	55,000	58,012	-	-	(55,000)
551.113 FTA 5310 (Traditional)	137,200	-	-	-	(137,200)
551.113 FTA 5304 Sustainable Communities (SRTP)	80,000	76,602	3,398	-	(76,602)
551.113 Low Carbon Transit Operations Program	47,675	106,354	157,268	110,000	109,593
551.113 CARES	698,019	147,049	202,850	202,850	(495,169)
551.113 STA SB1	45,000	-	-	-	(45,000)
576.012 STA/LTF transfer	1,655,235	875,357	1,235,528	1,578,919	(419,707)
576.012 STA Transfer in	-	520,494	601,062	625,104	601,062
562.803 County Express Fares	50,000	65,531	65,000	67,000	15,000
556.301 FTA 5311 CRRSSA	918,436	-	229,609	229,609	(688,827)
556.301 FTA 5310 CRRSSA	32,929	-	32,929	-	-
TOTAL REVENUE	4,070,893	2,199,147	2,986,263	3,046,524	(1,084,630)

EXPENDITURES VS REVENUES <u>LTA</u>	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURES					
Personnel	289,055	258,610	344,768	372,349	55,713
Services & Supplies	1,833,577	331,334	772,297	802,808	(1,061,280)
Contracts	1,810,061	1,623,629	1,869,199	1,921,976	59,138
Capital	137,200	0	-	180,000	(137,200)
Other	-	-	-	-	-
TOTAL EXPENDITURES	4,069,893	2,213,573	2,986,263	3,277,133	(1,083,630)
REVENUES					
Revenues	2,415,658	1,323,790	1,750,735	1,467,605	(664,923)
Operating Transfers (in)	1,655,235	875,357	1,235,528	1,578,919	(419,707)
TOTAL REVENUE	4,070,893	2,199,147	2,986,263	3,046,524	(1,084,630)
TOTAL PROPOSED BUDGET	4,069,893	2,213,573	2,986,263	3,277,133	(1,083,630)

FUND BALANCE	0
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	0

**LTA
BUDGET NOTES**

Personnel

Personnel includes salaries, administrative support, and professional services. These costs including regular staff salaries, executive director services and temporary help.

Total

344,768

Services and Supplies

Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and general insurance. A total amount of \$465,388 has been budgeted in the Special Department Expense line to make available the pandemic relief funds, CARES ACT and CRSSA, as needed.

Total

772,297

Contracts

Historically, all Contracts have been lumped together in one line but will now be itemized. MV Contract includes transit operations for fixed route, intercounty, dial-a-ride, and on demand services. Jovenes de Antaño Contract includes out of county medical transportation. The Contract line includes \$3,400 for the SRTP and \$25,061 for annual Routematch support.

Total

1,869,199

Capital

No Capital expenditures are proposed in this Budget.

Total

-

Other

The revenue for in line-item FTA 5310 (Traditional) 551.113 totaling \$137,000 budgeted in FY 21/22 was not received nor was the expenditure for Capitol-650.301 expended as Caltrans received the funding and did the procurement on LTA's behalf. The capitol was recognized in LTA.

TOTAL PROPOSED BUDGET

2,986,263

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA
BUDGET - FY 2022/23
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
Personnel					
610.101 Salaries	-	-	-	-	-
623.510 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	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Professional Service - 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	1,135,227	142,184	958,079	-	(177,148)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	1,135,227	142,184	958,079	-	(177,148)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.320 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	1,135,227	142,184	958,079	-	(177,148)

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES
BUDGET - FY 2022/23
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
551.401 PTMISEA (Proposition B) (carryover PY)	884,008	842,426	842,426	-	(41,582)
551.401 OES (Carryover-Prop 1B Grants)	121,596	-	-	-	(121,596)
Fund Balance (carryover previous years)	117,623	113,453	114,653	-	(2,970)
541.001 Interest	12,000	1,200	1,000	-	(11,000)
	-	-	-	-	-
TOTAL REVENUE	1,135,227	957,079	958,079	-	(177,148)

EXPENDITURES VS REVENUES	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	1,135,227	142,184	958,079	-	(177,148)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	1,135,227	142,184	958,079	-	(177,148)
REVENUES					
Revenues	1,135,227	957,079	958,079	-	(177,148)
TOTAL REVENUES	1,135,227	957,079	958,079	-	(177,148)
TOTAL PROPOSED BUDGET	1,135,227	142,184	958,079	-	(177,148)
FUND BALANCE			-		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			-		

BUDGET NOTES	Proposed Budget FY 22/23
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies Special projects includes purchase of buses to increase service, customer service enhancements, transit maintenance and operational enhancements. Purchase of buses will be capitalize in LTA.	
Total	958,079
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other No Other expenditures are proposed in this Budget.	
Total	-
TOTAL PROPOSED BUDGET	958,079

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program
ARRA: American Recovery and Reinvestment Act
OES: Office of Emergency Services

APPENDIX

PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY

A. DEFINITIONS

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

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

B. PURPOSE OF CHAPTER

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

C. DESIGNATION OF THE PURCHASING AGENT

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

D. PURCHASING AGENT – POWERS AND DUTIES

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

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the LTA with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing LTA projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

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

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

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

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

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

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

G. PURCHASING METHODS AND PROCEDURES

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

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for LTA personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of LTA, or the necessary emergency repair of LTA equipment.
13. When the product/services are needed by LTA pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that LTA gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within the percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies shall be considered equal to the amount of the

lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of LTA;
3. in order to make necessary emergency repairs of LTA equipment required to provide essential services or for the operation of LTA; or
4. in order to avoid economic loss to LTA.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or

contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Local Transportation Authority's Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Local Transportation Authority's Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

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

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

Note: Intraobject is within object titles example within Services and Supplies. Interobject is between object titles example between Contracts and Personnel. The following Budget Transfers may be made with prior approval of the Executive Director.

**Local Transportation Authority
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

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

Comments: _____

Submitted: _____ Date _____

Verification of Sufficient Funds: _____ Date _____
 Administrative Services Specialist

Approval: _____ Date _____
 Executive Director

Approval by COG Board _____ Date _____

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