



Adopted Budget Fiscal Year 2022 - 2023

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COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
Adopted Budget
Fiscal Year 2022 - 2023

Published by Order of the:
Board of Directors

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Council of Governments Budgets

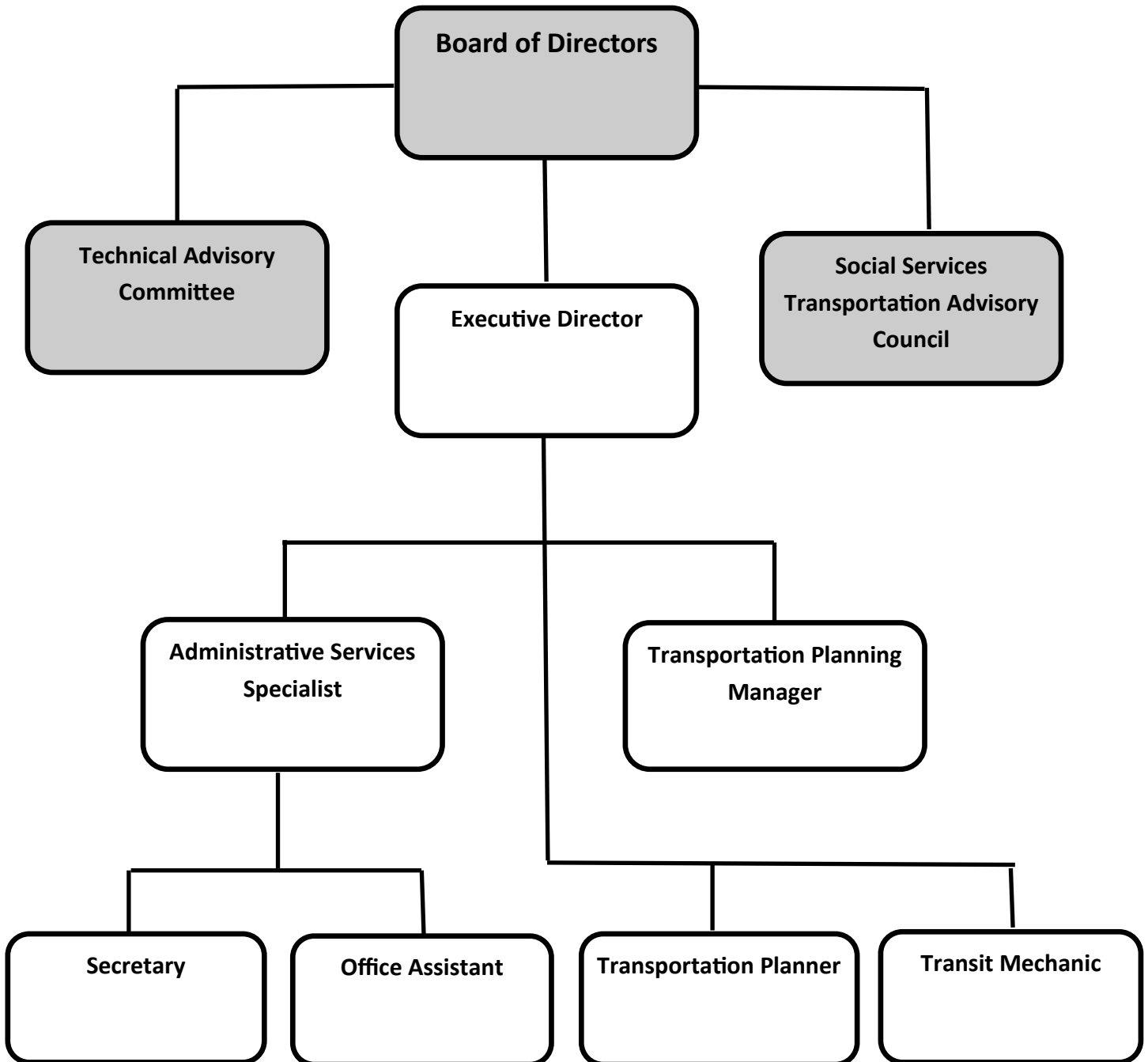
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Council of San Benito County Governments

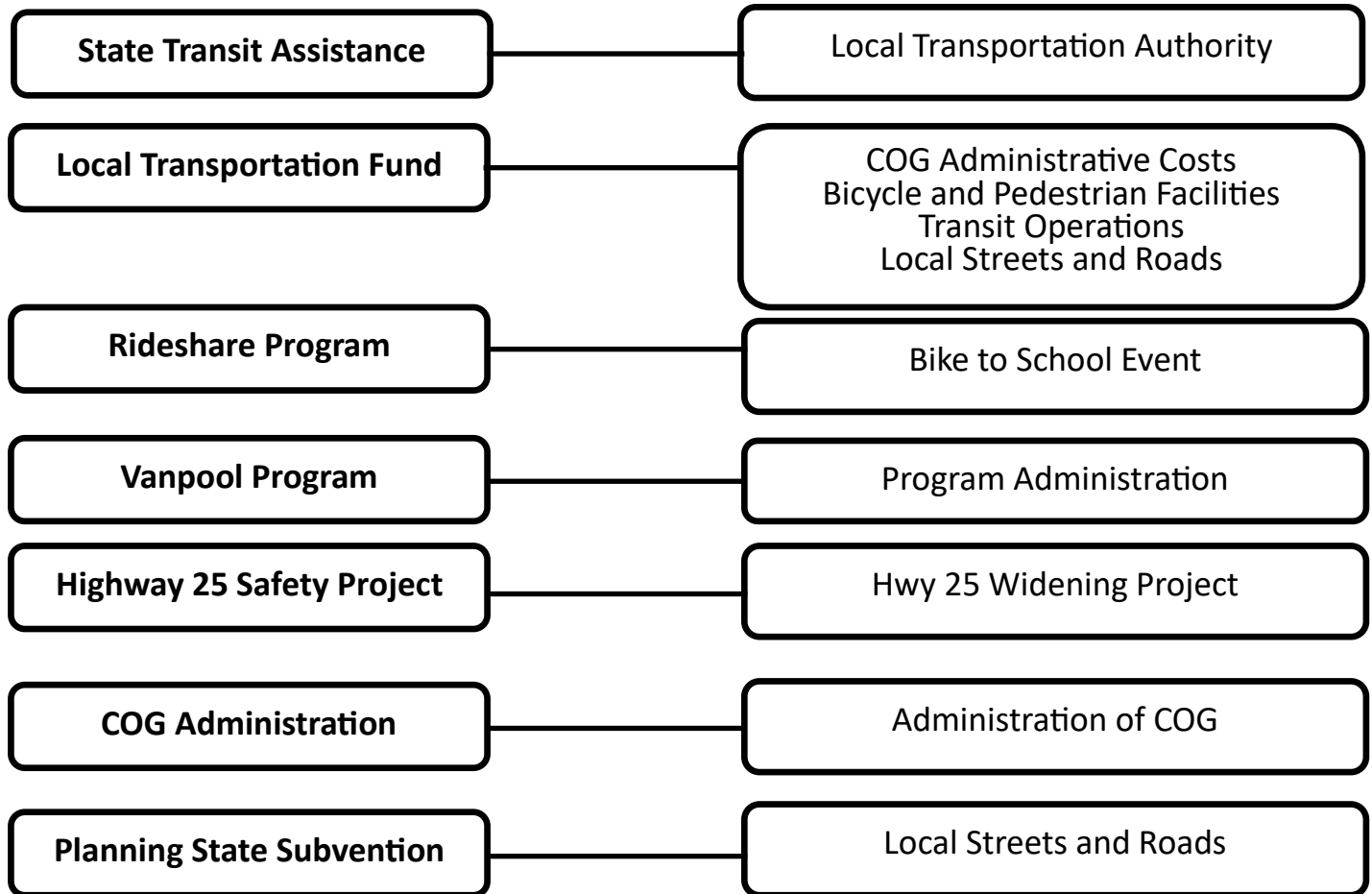
Organizational Chart



Council of Governments

Funding Diagram

Council of Governments Programs



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 2022/2023 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.

Work Program

Highlights of the FY 2022/2023 Council of San Benito County Governments Budget include:

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

Staffing

There are two staffing changes from the previous year budget. The Council of Governments Executive Director position is vacant and is anticipated to be filled in October 2022. The Transportation Planner II was promoted to a Transportation Planning Manager. Other staff positions remain the same. The COG budget includes funding for seven Full Time Equivalent positions.

Budget Detail

The FY 2022/2023 Budget includes eight 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

Account Organization

Each account includes a line-item detail which shows spending 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 balance.

In addition, the Budget shows detailed information about the previous year budget with anticipated revenue receipts and expected spending to June 30, 2022. The Budget also includes a column with anticipated revenues for the next budget year, FY 2023/2024. 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 2022/2023 is \$13,541,017. The FY 2022/2023 Council of Governments Budget increase by 186% percent compared to the FY 2021/2022 Budget. This is mainly attributed to a contract with Caltrans for the State Route 156 Widening Project.

Personnel costs for planning and administrative purposes totals \$539,156.

Service and Supplies totals \$370,522. This category includes those necessary purchases to support planning and project delivery including \$87,530 that COG pays the County of San Benito for the annual cost allocation plan.

Contracts accounts for \$9,503,938 of the budget of which \$9.2 million is a contract with the California Department of Transportation (Caltrans) for the widening of State Route 156 which will be funded by the County of San Benito and City of Hollister Traffic Impact Fee Program. The Council of Governments Contracts also includes contracted services for the annual financial audit, Airport Land Use Commission (ALUC) consultation services, a contract with the Association of Monterey Bay Area Governments (AMBAG), County Geographic Information System (GIS) Program, and contracts regarding the State Route 25 widening.

This budget reflects fund transfers in the amount of \$3.1 million. This includes a transfer to the Local Transportation Authority for public transit operations funded by the Transportation

Development Act (TDA) totaling \$1,280,528. The amount being expended for COG Administration is \$385,752 which is also funded through the Transportation Development Act. There is a set-aside budget of \$1,241,578 in unclaimed TDA funds for the City of Hollister and City of San Juan Bautista for local streets and road rehabilitation and maintenance needs.

Revenue Summary

Revenues in the FY 2022/2023 Budget total \$28,306,594. Revenues have increased substantially over the previous fiscal year due to \$9.2 million in pass through funds for the State Route 156 widening project.

For FY 2022/2023, the Council of Governments Budget estimates revenue of \$711,512 in State Transit Assistance funds. The State Transit Assistance funds have increased by \$43,497. 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 \$2,783,857 which is an increase from last fiscal year based on current sales tax projections.

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 FY 2021/2022, COG was awarded a Regional Early Action Planning Grant and Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant.

Measure G

The Council of Governments is working to implement the San Benito County Roads and Transportation Safety Investment Plan with a 1% sales tax, which is addressing critical transportation issues.

The revenue from the sales tax measure is projected at \$14.3 million for FY 22/23 along with an additional one-time allocation of \$2.5 million from State Bill 1 Local Partnership Program along with a biennial allocation of approximately \$600,000.

Expenditures are budgeted at \$11.4 million which includes \$2.7 million for contracts related to the pre-construction, environmental phase of the State Route 25 widening and \$8.1 million in transfers to the local jurisdictions for local streets and road improvements.

Budget Summary

The Council of Governments FY 2022/2023 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.

**COUNCIL OF GOVERNMENTS
BUDGET - FY 2022/23
REVENUE SUMMARY**

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
Local Transportation Fund (629.95.7310)					
LTF Balance	4,074,244	4,871,683	6,327,367	7,413,924	2,253,123
340.101 TDA 2% Reserved for Bike/Ped.	703,769	722,007	777,684	833,361	73,915
541.001 LTF Interest Revenue	70,000	5,330	5,458	5,556	(64,542)
550.102 General Sales Tax (1/4%) LTF	2,250,000	2,718,610	2,783,857	2,833,966	533,857
Set aside Local Streets & Roads(carry over)	1,241,578	1,241,578	1,241,578	620,789	-
Total	8,339,591	9,559,208	11,135,944	11,707,598	2,796,353
Transportation Planning State Subvention (628.95.7390)					
551.405 STIP Planning, Programming, & Monitoring	37,000	37,000	37,000	37,000	-
551.405 STIP - FTA CRRSAA	-	-	414,060	-	-
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
570.017 SB1 RMRA	192,000	192,000	-	-	(192,000)
551.401 SB1 Sustainable Community Grant (SRTP)	97,305	-	-	-	(97,305)
551.401 Regional Early Action Planning (REAP)	50,000	38,545	11,254	-	(38,746)
570.014 Other Revenue Contributions	-	-	9,284,000	-	9,284,000
RSTP From Previous years- Held for Others	1,243,703	1,754,763	2,382,922	1,191,461	1,139,219
551.412 RSTP Exchange	628,159	628,159	644,404	630,000	16,245
Fund Balance (carry over previous years)	1,668,421	2,501,963	2,501,963	(7,586,608)	833,542
541.001 Interest Revenue	50,000	6,555	5,000	5,000	(45,000)
Total	4,260,588	5,452,985	15,574,603	(5,429,147)	10,899,955
State Transit Assistance (629.95.7300)					
551.406 STA Revenue	482,791	520,494	601,062	625,104	118,271
State of Good Repair (And carryover of SGR)	303,430	110,410	209,409	102,958	(94,021)
541.001 STA Interest Revenue	16	80	80	80	64
Total	786,237	630,984	810,551	728,142	24,314
COG Administration (628.95.7340)					
576.012 OPEB revenue	-	-	17,200	-	17,200
Misc. (carry over)	-	-	-	-	-
561.904 ALUC Fees	2,000	2,000	2,000	2,000	-
570.001 Contributions (LTF)	351,910	338,527	366,552	395,295	14,642
Total	353,910	340,527	385,752	397,295	31,842
Rideshare Fund (628.95.7330)					
556.310 CMAQ Rideshare	-	-	-	-	-
570.012 Donations/Balance	1,500	405	4,000	4,500	2,500
Total	1,500	405	4,000	4,500	2,500
LCTOP (628.95.7325)					
541.001 Interest	1,200	80	40	40	(1,160)
570.101 Carry Over Previous Years	50,193	47,322	6,282	6,322	(43,911)
551.401 State Grant Misc	65,234	65,234	157,268	110,000	92,034
Total	116,627	112,636	163,590	116,362	46,963
Hwy 25 Safety (628.95.7360)					
541.001 Interest Revenue	1,500	338	250	150	(1,250)
564.501 Copies	-	-	-	-	-
570.014 Reimbursement from Caltrans	-	-	-	-	-
570.014 Contributions (RDA)Balance	290,155	194,750	195,088	-	(95,067)
Total	291,655	195,088	195,338	150	(96,317)
Vanpool Administration Account (628.95.7370)					
542.010 Passenger Lease Fees	6,000	1,316	-	-	(6,000)
541.001 Interest	500	26	20	10	(480)
350.101 Carryover from previous years & sale of van	40,880	39,455	40,796	27,849	(84)
Total	47,380	40,796	40,816	27,859	(6,564)
*TOTAL COG REVENUES	13,844,078	15,993,697	27,940,042	7,150,964	13,681,904
Measure G (634.95.7391)					
541.001 Interest Revenue	80,000	11,000	11,440	11,897	(68,560)
550.113 SB 1 Local Partnership Program (LPP) - Formulaic	-	-	2,500,000	-	2,500,000
550.113 SB 1 Local Partnership Program (LPP) - Formulaic Cycle 3	-	-	600,000	-	600,000
512.101 1% Sales Tax	10,220,000	12,096,224	12,386,533	12,609,491	2,166,533
570.014 Prior Year Balance	19,005,447	16,295,941	14,311,084	18,383,939	(4,694,363)
TOTAL MEASURE G REVENUES	29,305,447	28,403,165	29,809,057	31,005,327	503,610

*Total does not include the transfer of LTF funds or Planning Subvention to COG Administration.

Note: Revenue to the various accounts are reimbursed at the end of the fiscal year or when the project has been completed.

Acronyms Summary:

RSTP - Regional Surface Transportation Program	STA - State Transit Assistance
CMAQ - Congestion Mitigation and Air Quality	STIP - State Transportation Improvement Program
5311 - Federal Transit Administration Section 5311 Program	LTF - Local Transportation Fund
RMRA - Road Maintenance & Rehabilitation Account (St. Funds)	SRTP - Short Range Transit Plan
CRRSAA - Coronavirus Response and Relief Supplemental Appropriations Act of 2021	
CARES Act - Coronavirus Aid, Relief, and Economic Security Act	

**COUNCIL OF GOVERNMENTS
BUDGET - FY 2022/23
Expenditure Summary and Revenue Summary**

EXPENDITURE DESCRIPTION	Adopted Budget FY 21/22	Estimated Actual to 30-Jun-22	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURE DESCRIPTION					
Personnel	487,522	480,499	539,156	563,145	51,634
Services & Supplies	336,142	325,883	370,522	323,312	34,380
Contracts	523,455	274,589	9,503,938	26,600	8,980,483
Capital	3,700	-	-	2,700	(3,700)
Other	3,382,722	2,944,502	3,127,401	3,089,722	(255,321)
TOTAL EXPENDITURES	4,733,541	4,025,472	13,541,017	4,005,479	8,807,476
REVENUES					
See Revenue Sheet for detail	13,845,578	-	15,994,102	7,152,964	13,681,904
Operating Transfers Received	353,910	338,527	366,552	397,295	12,642
TOTAL REVENUES	14,199,488	16,332,629	28,306,594	7,550,259	13,694,546
TOTAL PROPOSED BUDGET	4,733,541	4,025,472	13,541,017	4,005,479	8,807,476

The Council of Governments budget accounts include:

- | | |
|---|--|
| 1. Local Transportation Fund (629.7310) | 5. Council of Governments Administration (|
| 2. State Transit Assistance (629.7300) | 6. Vanpool Program (628.7370) |
| 3. Low Carbon Transit Operations Program (628.7325) | 7. Highway 25 Safety Program (628.7360) |
| 4. Rideshare Program (628.7330) | 8. Transportation Planning State Subvention (628.7390) |

BUDGET NOTES

Personnel

COG salaries have decreased due to a one time benefits payout to a retired employee.

Total 539,156

Services and Supplies

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

Total 370,522

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 9,503,938

Capital

No capital expenses proposed in this draft budget.

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 3,127,401

TOTAL PROPOSED BUDGET 13,541,017

Proposed Budget FY 22/23
539,156
370,522
9,503,938
-
3,127,401
13,541,017

Measure G Budget FY 2022/23

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to 6/30/2022	Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
EXPENDITURE DESCRIPTION					
Personnel	-	-	12,471	-	12,471
Services & Supplies	-	-	-	-	-
Contracts	102,200	100,000	2,700,000	126,095	2,597,800
Capital	-	-	-	-	-
Other	14,000,000	13,992,081	8,712,647	8,761,659	(5,287,353)
TOTAL EXPENDITURES	14,102,200	14,092,081	11,425,118	8,887,754	(2,677,082)
REVENUES					
See Revenue Sheet for detail	29,305,447	28,403,165	29,809,057	31,005,327	503,610
Operating Transfers Received			-	-	-
TOTAL REVENUES	29,305,447	28,403,165	29,809,057	31,005,327	503,610
FUND BALANCE			18,383,939	8,887,754	

**Council of San Benito County
Governments**

**Adopted Budget
Fiscal Year 2022/2023**

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
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	-	-	-	-	-
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 (STA to LTA)	482,791	520,494	601,062	625,104	118,271
640.513 Operating Transfers (SGR to LTA)	185,224	-	110,450	110,500	(74,774)
Total	668,015	520,494	711,512	735,604	43,497
TOTAL PROPOSED BUDGET	668,015	520,494	711,512	735,604	43,497

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
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
541.001	STA Interest Revenue	16	80	80	80	64
	State of Good Repair (and carryover SGR)	303,430	110,410	209,409	102,958	(94,021)
551.406	STA Revenue	482,791	520,494	601,062	625,104	118,271
	TOTAL REVENUE	786,237	630,984	810,551	728,142	24,314
	TOTAL BUDGET	668,015	520,494	711,512	735,604	43,497

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
	Personnel	-	-	-	-	-
	Services & Supplies	-	-	-	-	-
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other (LTA)	668,015	520,494	711,512	735,604	43,497
	TOTAL EXPENDITURES	668,015	520,494	711,512	735,604	43,497

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
	Revenues	786,237	630,984	810,551	728,142	24,314
	TOTAL REVENUES	786,237	630,984	810,551	728,142	24,314
	TOTAL PROPOSED BUDGET	668,015	520,494	711,512	735,604	43,497

FUND BALANCE	99,039
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	99,039

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES		Proposed Budget FY 22/23
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 an annual STA operating transfer to the LTA for transit operations and a transfer of State of Good Repair funds for transit capitol. Tranist bus #55 is scheduled to be replaced in FY 22/23 and will be capitolized in LTA.	Total	711,512
TOTAL PROPOSED BUDGET		711,512

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2022/23**

EXPENDITURE DESCRIPTION	EXPENDITURES		Proposed Budget FY 22/23	Budget Estimate for FY 23/24	Variance FY 21/22 FY 22/23
	Adopted Budget FY 21/22	Estimated Actual to June 30, 2022			
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)	1,172,428	875,357	1,280,528	1,625,719	108,100
650.513 Operating Transfer (COG Admin)	351,910	338,527	366,552	395,295	14,642
650.513 Operating Transfer (2% reserve Bike & Ped)	45,000	54,372	55,677	56,679	10,677
650.513 Operating Transfer (Hollister)	-	-	-	-	-
650.513 Operating Transfer (San Juan Bautista)	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	-	-	-	-	-
Total	1,569,338	1,268,256	1,702,757	2,077,693	133,419
TOTAL PROPOSED BUDGET	1,569,338	1,268,256	1,702,757	2,077,693	133,419

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
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
LTF Balance from previous years)	4,074,244	4,871,683	6,327,367	7,413,924	2,253,123
Set Aside for Local Streets & Roads(carryover)	1,241,578	1,241,578	1,241,578	620,789	-
340.101 TDA 2% Reserve for Bike/Ped	703,769	722,007	777,684	833,361	73,915
541.001 LTF Interest Revenue	70,000	5,330	5,458	5,556	(64,542)
550.102 General Sales Tax 1/4% (LTF)	2,250,000	2,718,610	2,783,857	2,833,966	533,857
TOTAL REVENUE	8,339,591	9,559,208	11,135,944	11,707,598	2,796,353

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	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	1,569,338	1,268,256	1,702,757	2,077,693	133,419
TOTAL EXPENDITURES	1,569,338	1,268,256	1,702,757	2,077,693	133,419
REVENUES					
Revenues	\$8,339,591	\$9,559,208	11,135,944	11,707,598	2,796,353
TOTAL REVENUES	8,339,591	9,559,208	11,135,944	11,707,598	2,796,353
TOTAL PROPOSED BUDGET	1,569,338	1,268,256	1,702,757	2,077,693	133,419

FUND BALANCE	9,433,187
DESIGNATED FUND BALANCE	2,019,262
UNDESIGNATED FUND BALANCE	7,413,924

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
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. There is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
Total	1,702,757
TOTAL PROPOSED BUDGET	1,702,757

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
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	-	-	-	-	-
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	1,500	200	4,000	4,500	2,500
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	1,500	200	4,000	4,500	2,500
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	1,500	200	4,000	4,500	2,500

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
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
556310	CMAQ Rideshare	-	-	-	-	-
	Donations/Carry over	1,500	405	4,000	4,500	2,500
	TOTAL REVENUE	1,500	405	4,000	4,500	2,500

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	1,500	200	4,000	4,500	2,500
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	1,500	200	4,000	4,500	2,500
REVENUES						
	Revenues	1,500	405	4,000	4,500	\$2,500
	TOTAL REVENUES	1,500	405	4,000	4,500	2,500
	TOTAL PROPOSED BUDGET	1,500	200	4,000	4,500	2,500

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
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	4,000
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	4,000

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
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	-	-	-	-	-
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	108,000	106,354	157,268	110,000	49,268
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	108,000	106,354	157,268	110,000	49,268
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	108,000	106,354	157,268	110,000	49,268

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
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
541.001 Interest	1,200	80	40	40	(1,160)
570.101 Carry Over Previous Years	50,193	47,322	6,282	6,322	(43,911)
551.401 State Grant Misc	65,234	65,234	157,268	110,000	92,034
TOTAL REVENUE	116,627	112,636	163,590	116,362	46,963

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	108,000	106,354	157,268	110,000	49,268
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	108,000	106,354	157,268	110,000	49,268
REVENUES					
Revenues	116,627	112,636	163,590	116,362	\$46,963
TOTAL REVENUES	116,627	112,636	163,590	116,362	46,963
TOTAL PROPOSED BUDGET	108,000	106,354	157,268	110,000	49,268

FUND BALANCE	6,322
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	<u>6,322</u>

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
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	157,268
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	157,268

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
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	147,769	148,109	170,173	175,713	22,404
	Total	147,769	148,109	170,173	175,713	22,404
Services and Supplies						
619.126	Magazines and Subscriptions	100	180	480	480	380
619.132	Communications	2,664	2,667	2,700	2,700	36
619.138	Computer Maintenance	2,000	500	1,000	1,500	(1,000)
619.140	Computer Supplies	800	400	800	800	-
645.701	General Insurance	4,300	4,002	5,089	6,142	789
619.152	Maintenance of Equipment	1,536	1,000	2,000	2,000	464
619.158	Maintenance of Structure	500	500	500	500	-
619.280	Marketing	1,500	1,050	1,500	1,500	-
619.166	Membership Dues	500	-	-	-	(500)
619.17	Office Equipment	-	-	3,200	-	3,200
619.176	Special Project Supplies	250	100	250	250	-
619.174	Supplies	1,200	1,200	1,200	1,200	-
619.172	Postage and Delivery	1,000	600	800	800	(200)
619.210	Legal	10,500	15,126	16,000	18,000	5,500
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	1,325	1,100	1,135	525	(190)
619.184	Rent Equipment	2,300	2,300	2,300	2,300	-
619.186	Rent Structures	40,046	40,046	41,175	42,300	1,129
619.268	Special Dept. Expense - Other	1,000	-	1,000	1,000	-
619.196	Travel Lodging	-	-	800	800	800
619.198	Travel Meals	200	-	200	200	-
619.194	Training	490	-	500	490	10
619.200	Travel Transportation	1,675	-	1,700	1,675	25
649.101	Cost Allocation Plan	86,635	86,635	87,530	90,000	895
619.306	Utilities	3,500	3,091	3,500	3,500	-
	Total	164,021	160,498	175,359	178,662	11,338
Contracts						
619.250	Special Dept. Expense - Contracts	21,200	16,200	23,000	23,000	1,800
	Total	21,200	16,200	23,000	23,000	1,800
Capital						
650.302	Equipment other than Computer	2,700	-	-	2,700	(2,700)
650.303	Computer Hardware	1,000	-	-	-	(1,000)
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	3,700	-	-	2,700	(3,700)
Other						
640.320	OPEB Charges	-	-	-	-	-
645.704	Retiree medical	17,220	15,720	17,220	17,220	-
	Total	17,220	15,720	17,220	17,220	-
TOTAL PROPOSED BUDGET		353,910	340,527	385,752	397,295	31,842

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
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
576.012 OPEB revenue	-	-	17,200	-	17,200
570.006 Miscellaneous (carry over)	-	-	-	-	-
576.012 ALUC Fees	2,000	2,000	2,000	2,000	-
576.012 Contributions(LTF)	351,910	338,527	366,552	395,295	14,642
TOTAL REVENUE	353,910	340,527	385,752	397,295	31,842

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	147,769	148,109	170,173	175,713	22,404
Services & Supplies	164,021	160,498	175,359	178,662	11,338
Contracts	21,200	16,200	23,000	23,000	1,800
Capital	3,700	-	-	2,700	(3,700)
Other	17,220	15,720	17,220	17,220	-
TOTAL EXPENDITURES	353,910	340,527	385,752	397,295	31,842
REVENUES					
Revenues	353,910	340,527	385,752	397,295	31,842
TOTAL REVENUES	353,910	340,527	385,752	397,295	31,842
TOTAL PROPOSED BUDGET	353,910	340,527	385,752	397,295	31,842
FUND BALANCE			-		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			-		

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
Personnel Personnel includes staff salaries and the Board of Directors stipend. Increase in personnel costs due to significant changes in FY 21/22 including County approved equity adjustments, COVID-related one-time payment, increase in longevity pay, and a staff promotion.	Total 170,173
Services and Supplies Services and Supplies include routine budget items to support COG operations. The budget for Services and Supplies includes an increase in legal services and an annual increase in rent fees.	Total 175,359
Contracts Contracts include the cost of the financial audit and ALUC consultant fee \$5,000 and \$18,000 for the annual financial audit.	Total 23,000
Capital Video calling conference system for the conference room.	Total -
Other COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits). In FY 22/23 COG will be taking a distribution from its California Employers' Retiree Benefit Trust (CERBT) fund to cover the OPEB expenses.	Total 17,220
TOTAL PROPOSED BUDGET	385,752

COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
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	-	-	-	-	-
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	5,000	200	5,000	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	5,000	200	5,000	-	-
Contracts					
619.250 Special Dept. Expense - Contracts	286,655	62,789	190,338	-	(96,317)
Total	286,655	62,789	190,338	-	(96,317)
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	291,655	62,989	195,338	-	(96,317)

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
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
541.001	Interest Revenue	1,500	338	250	-	(1,250)
551.405	Caltrans Reim	-	-	-	-	-
570.014	Contributions Balance	290,155	194,750	195,088	-	(95,067)
TOTAL REVENUE		291,655	195,088	195,338	-	(96,317)

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	5,000	200	5,000	-	-
	Contracts	286,655	62,789	190,338	-	(96,317)
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
TOTAL EXPENDITURES		291,655	62,989	195,338		(96,317)
REVENUES						
	Revenues	291,655	195,088	195,338	-	(96,317)
TOTAL REVENUES		291,655	195,088	195,338	-	(96,317)
TOTAL PROPOSED BUDGET		291,655	62,989	195,338	-	(96,317)
FUND BALANCE				-		
DESIGNATED FUND BALANCE				-		
UNDESIGNATED FUND BALANCE				-		

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies Services and Supplies as needed including website updates.	
Total	5,000
Contracts Contracts related to Hwy 25 projects.	
Total	190,338
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	195,338

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
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	7,079	7,079	4,967	5,215	(2,112)
619.226 Administrative Support	-	-	-	-	-
Total	7,079	7,079	4,967	5,215	(2,112)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	251	206	150	250	(101)
619.152 Maintenance of Equipment	3,000	2,695	3,000	3,000	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	274	-	250	250	(24)
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	500
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,625	2,901	4,000	4,100	375
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	1,500	-	4,000	4,500	2,500
Total	1,500	-	4,000	4,500	2,500
TOTAL PROPOSED BUDGET	12,204	9,980	12,967	13,815	763

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
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
542.010 Passenger Lease Fees	6,000	1,316	-	-	(6,000)
541.001 Interest	500	26	20	10	(480)
570.011 Carryover from Vanpool	40,880	39,455	40,796	27,849	(84)
TOTAL REVENUE	47,380	40,796	40,816	27,859	(6,564)

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	7,079	7,079	4,967	5,215	(2,112)
Services & Supplies	3,625	2,901	4,000	4,100	375
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	1,500	-	4,000	4,500	2,500
TOTAL EXPENDITURES	12,204	9,980	12,967	13,815	763
REVENUES					
Revenues	47,380	40,796	40,816	27,859	(6,564)
TOTAL REVENUES	47,380	40,796	40,816	27,859	(6,564)
TOTAL PROPOSED BUDGET	12,204	9,980	12,967	13,815	763
		FUND BALANCE	27,849		
		DESIGNATED FUND BALANCE	-		
		UNDESIGNATED FUND BALANCE	27,849		

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	
Total	4,967
Services and Supplies Services and Supplies include routine budget items to support vanpool operations.	
Total	4,000
Contracts No Contract expenditures are proposed in the Budget.	
Total	-
Capital No Capital expenditures are proposed in the Budget	
Total	-
Other Transferring to Rideshare for Bike to School event and other Rideshare activities.	
Total	4,000

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
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	332,674	325,311	364,016	382,217	31,342
619.226	Administrative Support	-	-	-	-	-
	Total	332,674	325,311	364,016	382,217	31,342
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	10,397	9,685	10,885	12,000	488
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	8,935	5,410	8,210	8,250	(725)
619.168	Office Furniture under \$3,000	-	-	-	-	-
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	1,000	-	-	-	(1,000)
619.174	Supplies	100	-	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	30,000	38,545	1,000	1,000	(29,000)
619.196	Travel Lodging	365	-	1,500	1,500	1,135
619.198	Travel Meals	300	-	300	300	-
619.194	Training	2,300	2,090	2,300	2,300	-
619.200	Travel Transportation	600	-	600	600	-
619.306	Utilities	-	-	-	-	-
	Total	53,997	55,730	24,895	26,050	(29,102)
Contracts						
619.250	Special Dept. Expense - Contracts	23,600	3,600	3,600	3,600	(20,000)
619.250	Special Dept. Expense - Contracts(SB1)	192,000	192,000	-	-	(192,000)
619.250	Special Dept. Expense - Contracts (HWY 156)	-	-	9,284,000	-	-
619.250	Special Dept. Expense -Contracts (AMBAG)	-	-	3,000	-	3,000
	Total	215,600	195,600	9,290,600	3,600	(209,000)
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.320	Operating Transfers (CRRSAA)	-	-	414,060	-	414,060
640.513	Operating Transfers (RSTP)	1,478,559	1,478,559	644,404	650,000	(834,155)
	Total	1,478,559	1,478,559	1,058,464	650,000	(834,155)
	TOTAL PROPOSED BUDGET	2,080,830	2,055,200	10,737,975	1,061,867	(1,040,915)

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
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
551.405 STIP Planning, Programming & Monitoring	37,000	37,000	37,000	37,000	-
551.405 STIP - FTA CRRSAA	-	-	414,060	-	414,060
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
551.407 SB1 RMRA	192,000	192,000	-	-	(192,000)
551.401 SB1 Sustainable Community Grant (SRTP)	97,305	-	-	-	(97,305)
551.401 Regional Early Action Planning (REAP)	50,000	38,545	11,254	-	(38,746)
570.014 Other Revenue Contributions	-	-	9,284,000	-	9,284,000
RSTP From Previous years- Held for Others	1,243,703	1,754,763	2,382,922	1,191,461	1,139,219
551.412 RSTP Exchange	628,159	628,159	644,404	630,000	16,245
Fund Balance (Carry over previous years)	1,668,421	2,501,963	2,501,963	(7,586,608)	833,542
541.001 Interest Revenue	50,000	6,555	5,000	5,000	(45,000)
TOTAL REVENUE	4,260,588	5,452,985	15,574,603	(5,429,147)	11,314,015

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	332,674	325,311	364,016	382,217	31,342
Services & Supplies	53,997	55,730	24,895	26,050	(29,102)
Contracts	215,600	195,600	9,290,600	3,600	9,075,000
Capital	-	-	-	-	-
Other	1,478,559	1,478,559	1,058,464	650,000	(420,095)
TOTAL EXPENDITURES	2,080,830	2,055,200	10,737,975	1,061,867	8,657,145
REVENUES					
Revenues	4,260,588	5,452,985	15,574,603	(5,429,147)	11,314,015
TOTAL REVENUE	4,260,588	5,452,985	15,574,603	(5,429,147)	11,314,015
TOTAL PROPOSED BUDGET	2,080,830	2,055,200	10,737,975	1,061,867	(1,040,915)
		FUND BALANCE	4,836,628		
		DESIGNATED FUND BALANCE	2,382,922		
		UNDESIGNATED FUND BALANCE	2,453,706		

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2022/23
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 22/23
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	Total 364,016
Services and Supplies Services and Supplies includes travel, lodging, meals, and training for planning activities.	Total 24,895
Contracts Contracts includes costs for contribution to the County Regional GIS System. Contract with CALTRANS for State Route 156 widening project. Contract with AMBAG, funded through REAP planning grant for RHNA assistance.	Total 9,290,600
Other Other includes operating transfers of RSTP funds to the Cities and County and STIP-CRRSAA funds.	Total 1,058,464
General Notes SRTP revenue in FY 21/22 was erroneously budgeted in the	TOTAL PROPOSED BUDGET 10,737,975

**MEASURE G /SALES TAX
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					
610101 Salaries	-	-	12,471	13,095	12,471
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	12,471	13,095	12,471
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	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept. Expense - Contracts Environmental	-	-	2,500,000	-	-
619.250 Special Dept. Expense - Contracts	102,200	100,000	200,000	126,095	97,800
Total	102,200	100,000	2,700,000	126,095	97,800
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- LPP Formulaic Cycle 3	-	-	600,000	-	-
640.513 Operating Transfers- Sales Tax Rev	14,000,000	13,992,081	8,112,647	8,761,659	(5,887,353)
Total	14,000,000	13,992,081	8,712,647	8,761,659	(5,887,353)
TOTAL PROPOSED BUDGET	14,102,200	14,092,081	11,425,118	8,900,849	(5,777,082)

**MEASURE G /SALES TAX
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
541.001 Interest Income	80,000	11,000	11,440	11,897	(68,560)
550.113 SB 1 Local Partnership Program (LPP) - Formulaic	-	-	2,500,000	-	2,500,000
550.113 SB 1 Local Partnership Program (LPP) - Formulaic Cycle 3	-	-	600,000	-	600,000
512.101 Sales Tax	10,220,000	12,096,224	12,386,533	12,609,491	2,166,533
570.014 Prior Year Balance	19,005,447	16,295,941	14,311,084	18,383,939	(4,694,363)
TOTAL REVENUE	29,305,447	28,403,165	29,809,057	31,005,327	503,610

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	-	-	12,471	-	12,471
Services & Supplies	-	-	-	-	-
Contracts	102,200	100,000	2,700,000	126,095	2,597,800
Capital	-	-	-	-	-
Other	14,000,000	13,992,081	8,712,647	8,761,659	(5,287,353)
TOTAL EXPENDITURES	14,102,200	14,092,081	11,425,118	8,887,754	(2,677,082)
REVENUES					
Revenues	29,305,447	28,403,165	29,809,057	31,005,327	503,610
TOTAL REVENUES	29,305,447	28,403,165	29,809,057	31,005,327	503,610
TOTAL PROPOSED BUDGET	14,102,200	14,092,081	11,425,118	8,887,754	(2,677,082)

	FUND BALANCE	18,383,939
DESIGNATED FUND BALANCE	DESIGNATED FUND BALANCE	-
	UNDESIGNATED FUND BALANCE	18,383,939

BUDGET NOTES	Proposed Budget FY 22/23
Personnel Staff time related to Measure G.	
Total	12,471
Services and Supplies County Counsel's time related to Measure G.	
Total	-
Contracts \$2.5 million programmed and allocated by CTC for the SR 25 Conversion Project pre-construction phase-environmental. Contracts for consultants needed for services, implementation, and administration for the Measure G projects.	
Total	2,700,000
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Biennial SB 1 Local Partnership Program allocation of \$600,000. Distribution of Tier II Measure G funds to the County of San Benito, City of Hollister, and City of San Juan Bautista.	
Total	8,712,647
TOTAL PROPOSED BUDGET	11,425,118

APPENDIX

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: Council of Governments
- 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 COG programs. Providers are selected based on 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 Council of Governments.

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 COG 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 COG 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 COG 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 COG, contracts to lease or rent for the COG real property or storage space where funding has been approved by the COG 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 COG 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 COG where funding has been approved and budgeted by the Board unless specified otherwise in the COG 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 COG, contracts to lease or rent for COG 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 COG 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 COG, or the necessary emergency repair of COG equipment.
13. When the product/services are needed by COG 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 COG 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 COG;
3. in order to make necessary emergency repairs of COG equipment required to provide essential services or for the operation of COG; or
4. in order to avoid economic loss to COG.

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 >\$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>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
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