

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: Administrative and Financial
Oversight

SECTION NO.: 4.01.00

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EFFECTIVE DATE: 9/14/09

PURPOSE/APPLICATION: While the KCTA is in a period of transition culminating in the merger with the City of Kalamazoo's Act 55 Authority, the KCTA Board needs to oversee the fiscal and administrative functions of the organization. The purpose of this policy is to authorize the KCTA Project Manager to carry out those functions on behalf of the Board and to report to the Board through its Executive Committee on the organization's fiscal and administrative activities as needed. The business of the Board up to, during and following the merger will be conducted with transparency as a key operational principle.

POLICY STATEMENT: It shall be the policy of the Kalamazoo County Transportation Authority (KCTA) Board to oversee the administrative and financial components of the Authority. It will do so by empowering the Project Manager of the KCTA to manage those duties on a day to day basis, making adjustments where necessary but never placing the Authority in a position where expenses exceed revenues. The KCTA Project Manager will report to the Board through the Executive Committee on these issues as needed, identifying issues, concerns, and projections until such time as the merger occurs and a full administrative team is installed to oversee the consolidated transportation system.

IMPLEMENTING PROCEDURES:

The Project Manager will work with County Finance Department staff as well as County Central Administration and City of Kalamazoo Metro Transit administration and follow those county policies, procedures and formats adopted by the KCTA in administering the resources of the Authority.

REFERENCES:

APPROVAL:

KCTA Board Chair

KCTA Secretary