

**TRI-VALLEY TRANSPORTATION COUNCIL
RESOLUTION NO. 2018-03**

**A RESOLUTION ADOPTING THE TRI-VALLEY TRANSPORTATION COUNCIL
ADMINISTRATIVE EXPENSES POLICY**

WHEREAS, the Tri-Valley Transportation Council (TVTC) collects development fees in accordance with AB1600, the California Mitigation Fee Act law (Government Code 66001) and expends these fee revenues for the purpose of planning and facilitating the implementation of transportation improvement projects in the Tri-Valley Transportation Area; and

WHEREAS, in order to effectively carry out the purpose for which the development fees are collected, TVTC must expend some of these funds to administer the program; and

WHEREAS, the TVTC's Strategic Expenditure Plan (SEP) specifies allowable project expenses and earmarks 1% of the anticipated fee revenues for administration; and

WHEREAS, the TVTC's 2015 Bylaws delineate the TVTC's right to adopt an annual budget for administrative costs, authorizes the budget to include costs for stipends, administration, general counsel, treasurer, auditor, and insurance, and approves other administrative expenses with specific signature authority; and

WHEREAS, the TVTC Bylaws do not specify a percentage or dollar amount for administrative costs, but state that the TVTC may not approve a deficit spending administrative budget nor make any unbudgeted expenditures; and

WHEREAS, on April 17, 2017, the TVTC requested the TVTC Finance Subcommittee review the TVTC's administrative expenses budgeting methodology and recommend an Administrative Expenses policy to ensure sufficient funding for administrative and non-project specific expenses, in order to effectively carry out the purpose for which the fee is collected.

NOW THEREFORE BE IT RESOLVED THAT:

TVTC approves and adopts the Administrative Expenses Policy, attached hereto and incorporated herein as Exhibit A, as recommended by the TVTC Financial Subcommittee.

PASSED, APPROVED AND ADOPTED at the meeting of January 22, 2018 by the following votes:

AYES: 7 (Spedowfski, Perkins, Biddle, Stepper, Olson, Haggerty, Anderson)

NOES: 0

ABSENT: 0

ABSTAIN: 0



Steven Spedowfski, Chair
Tri-Valley Transportation Council

ATTEST:



Debbie Bell, TVTC Administrative Staff

EXHIBIT A

TRI-VALLEY TRANSPORTATION COUNCIL ADMINISTRATIVE EXPENSES POLICY

Pursuant to this policy, the Tri-Valley Transportation Council (TVTC) shall:

1. Create and adopt an annual administrative budget per the TVTC Bylaws based on anticipated need, not based on a specific percentage of anticipated or actual Tri-Valley Transportation Development Fee (TVTDF) revenue.
2. The annual administrative budget shall identify the percentage of anticipated TVTDF funds allocated to administrative expenses.
3. The annual administrative budget shall report the final dollar amount of administrative expenditures budgeted and spent in the prior fiscal year.
4. The annual administrative budget shall include expenses for special studies and efforts. This allows the TVTC to allocate funds to non-project specific administrative expenses on an annual basis, as necessary to carry out the purpose for which the fee was collected.
5. Subsequent Strategic Expenditure Plans and Nexus Studies shall calculate and set-aside an average 1% of anticipated impact fee revenue as a relative guide to reserve funds for administrative expenses. The administrative budget is not required to be at or less than the 1% set-aside.