

**TRI-VALLEY TRANSPORTATION COUNCIL  
RESOLUTION NO. 2019-01**

**A RESOLUTION ADOPTING THE TRI-VALLEY TRANSPORTATION COUNCIL  
FISCAL YEAR 2019/2020 ADMINISTRATIVE BUDGET**

**WHEREAS**, on October 18, 2013, the Tri-Valley Transportation Council (TVTC), consisting of the County of Alameda, the County of Contra Costa, the Town of Danville, the City of Dublin, the City of Livermore, the City of Pleasanton, and the City of San Ramon, entered into a Joint Exercise of Powers Agreement (JEPA) effectively establishing TVTC as a separate public entity duly organized and existing under the Constitution and other laws of the State of California; and

**WHEREAS**, the JEPA establishes: 1) a framework for TVTC to enact a development fee necessary for implementation of transportation improvements; 2) funding goals for transportation improvements; 3) mechanisms for collecting, managing and disbursing development fees for implantation of transportation improvements; and 4) facilitation of cooperative regional planning efforts through adoption and implementation of regional transportation plans, the Strategic Expenditure Plan and fee program;

**WHEREAS**, the JEPA under section 5(b)(iii) authorizes TVTC to prepare and adopt a budget for TVTC's administrative functions; and

**WHEREAS**, in 2015 the TVTC adopted Bylaws (Bylaws) that 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 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**, the Bylaws state that the TVTC shall adopt a budget for administrative costs annually prior to July 1 of each year and that the TVTC may revise the budget from time to time within a fiscal year; and

**WHEREAS**, the Bylaws state that the adoption of an annual administrative budget, or any revisions, shall require a vote of a supermajority of five; and

**WHEREAS**, in January 2018, the TVTC adopted an Administrative Expenses policy to ensure sufficient annual funding for administrative and non-project specific expenses, in order to effectively carry out the purpose for which the fee is collected; and

**WHEREAS**, the Administrative Expenses Policy allows the TVTC to 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; and

**WHEREAS**, the Fiscal Year 2019/2020 administrative budget will be reviewed and adjusted, if necessary, prior to adoption of the next fiscal year budget; and

**WHEREAS**, TVTC annually reviews and approves the Treasurer's Financial Status Report showing cumulative revenues and disbursements.

**NOW THEREFORE BE IT RESOLVED THAT:**

The TVTC adopts the Fiscal Year 2019/2020 administrative budget as recommended by the TVTC Financial Subcommittee, attached hereto and incorporated herein as Exhibit A.

**PASSED, APPROVED AND ADOPTED** at the meeting of April 15, 2019, by the following votes:

**AYES:** Narum, Munro, Josey, Stepper, Haggerty, Andersen

**NOES:** None

**ABSENT:** Perkins

**ABSTAIN:** None



\_\_\_\_\_  
Kathy Narum, Chair  
Tri-Valley Transportation Council

**ATTEST:**



\_\_\_\_\_  
Cedric Novenario, TVTC Administrative Staff

**EXHIBIT A**  
**Tri-Valley Transportation Council Fiscal Year 2019/2020 Administrative Budget**

	FY 2017/18 Expended	FY 2018/19 Budget	FY 2018/19 Remaining To Date	FY 2019/20 Budget	Difference from FY18/19 to 19/20
<b>Expenses</b>					
TVTC Administrator (a)	\$20,000	\$20,000	\$0	\$20,000	\$ -
Accounting Services (b)	\$4,245	\$5,000	\$2,410	\$5,000	\$ -
Audit Services (c)	\$4,000	\$4,000	\$0	\$4,000	\$ -
Legal Services (d)	\$10,357	\$14,000	\$12,139	\$14,000	\$ -
Treasurer Oversight (San Ramon) (e)	\$0	\$1,200	\$1,200	\$1,200	\$ -
Insurance (f)	\$3,007	\$6,000	\$2,941	\$6,000	\$ -
Basecamp (San Ramon) (g)	\$264	\$300	\$132	\$300	\$ -
Banking/Service Charges (h)	\$0	\$500	\$500	\$500	\$ -
Website Annual Maintenance (i)	\$1,549	\$2,000	\$951	\$2,000	\$ -
Board Member Stipends	\$2,500	\$3,000	\$1,700	\$3,000	\$ -
<b>Expenses Subtotal</b>	<b>\$45,922</b>	<b>\$56,000</b>	<b>\$21,972</b>	<b>\$56,000</b>	<b>\$ -</b>
<b>Special Studies and Efforts (Non-Project Specific Admin Expenses)</b>					
Administrative Guidance for Development Fee (k)	\$ -	\$ 5,000.00	\$5,000.00	\$10,000	\$ 5,000
Nexus Study and Strategic Expenditure Plan (j)	\$ -	\$ 100,000.00	\$100,000.00	\$100,000	\$ -
2017 Strategic Expenditure Plan Updated	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Studies and Efforts Subtotal</b>	<b>\$0</b>	<b>\$ 105,000.00</b>	<b>\$105,000.00</b>	<b>\$110,000</b>	<b>\$ -</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$45,922</b>	<b>\$161,000</b>		<b>\$166,000</b>	<b>\$5,000</b>

Notes:

- (a) TVTC Administration Annual Stipend
- (b) Franklin Management
- (c) Annual Audit/Cropper Accountancy
- (d) General Counsel/Meyers Nave
- (e) Treasurer/San Ramon staff
- (f) General Liability+Crime Insurance/Alliant
- (g) TVTC's webbased project management collaboration tool
- (h) Mechanics Bank
- (i) Tech Support and annual domain renewal/Planetaria Media
- (j) Begin Work on the Nexus Study and Strategic Expenditure Plan  
(full cost of effort approximately \$250,000 to be allocated over multiple fiscal years)
- (k) Additional \$5,000 is needed based on consultant solicitation