

# TRI-VALLEY TRANSPORTATION COUNCIL

## Item 5d

**Renee Morgan**  
**TVTC Chair**  
**Councilmember**  
Town of Danville  
(925) 918-3999

**David Haubert**  
**TVTC Vice Chair**  
**Supervisor District 1**  
Alameda County  
(510) 272-6691

**Jean Josey**  
**Vice Mayor**  
Dublin  
(925) 833-2530

**Candace Andersen**  
**Supervisor District 2**  
Contra Costa County  
(925) 957-8860

**Kristie Wang**  
**Vice Mayor**  
City of Livermore  
(925) 960-4019

**Julie Testa**  
**Councilmember**  
City of Pleasanton  
(925) 931-5001

**Marisol Rubio**  
**Vice Mayor**  
San Ramon  
(925) 964-5946

**To:** Tri Valley Transportation Committee (TVTC)

**From:** Technical Advisory Committee (TAC)

**Date:** February 9, 2026

**Subject:** Adopt Proposed FY27 Budget

---

### BACKGROUND

The TVTC Joint Exercise of Powers Agreement (JEPA) requires the TVTC to prepare and adopt an operating budget (Section 5.b.iii.). The TVTC Administrator prepares the budget with input from the Treasurer and the TVTC Finance Subcommittee for review and approval by the Board.

TVTC's Bylaws require TVTC to adopt an annual budget prior to July 1<sup>st</sup> each year for administrative costs. The annual budget includes costs for stipends, administration, legal counsel, accounting, treasurer, auditor, and insurance. The Bylaws also state TVTC may revise the budget from time to time within a fiscal year to account for additional costs. The adoption of the annual administrative budget, or any revisions requires a vote of a supermajority of five.

In January 2018, the TVTC adopted an Administrative Expenses policy to ensure sufficient annual funding for administrative and non-project specific expenses. Pursuant to this policy, the 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 expenditure 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.

# TRI-VALLEY TRANSPORTATION COUNCIL

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.

## DISCUSSION

### FY27 Administrative Expenses (\$85,700)

The proposed TVTC FY27 Administrative Budget is \$85,700 (Exhibit A). The proposed Administrative Budget includes the following expenses:

1. TVTC Administrator
2. Accounting Services
3. Audit Services
4. Legal Services
5. Treasurer Oversight
6. Insurance
7. Banking/Service Charges
8. Professional Services
9. Website Hosting and Maintenance
10. Board Member Stipends

All recommended budget line items remain unchanged from the approved FY26 budget with the exception of the addition of one line item - Professional Services.

The TAC recommends the addition of one budget line for FY27, for Professional Services in the amount of \$5,000. The additional \$5,000 appropriation for discretionary professional services will provide flexibility to engage in planning or consulting expertise as needed to evaluate implications of legislative changes, such as AB 3177, on the Tri-Valley Transportation Development Fee program including potential impacts on fee rates, nexus assumptions, housing related exemptions, and complicated requirements.

This funding will not be committed to any specific contract and will only be utilized if the TVTC TAC determines such analysis or services are warranted and within the TVTC administrator's approval authority to ensure the fee program remains compliant with best practices and with evolving state law.

## RECOMMENDATION

1. The TVTC TAC recommends the Board adopt Resolution 2026-04, approving the proposed FY27 budget.
2. Authorize the TVTC Administrator to transfer funds between individual line items within the approved administrative budget as necessary to meet the demands of administering the TVTC program, provided that the total amount of the overall TVTC administrative budget (\$80,700 for FY27) is not increased and that any such

# TRI-VALLEY TRANSPORTATION COUNCIL

transfers are reported to the TVTC Board or Finance Subcommittee at the next regular meeting.

## **ATTACHMENTS:**

- a. Resolution 2026-05: A Resolution Adopting the Tri-Valley Transportation Council Proposed FY27 Administrative Operating Budget

# TRI-VALLEY TRANSPORTATION COUNCIL

## TRI-VALLEY TRANSPORTATION COUNCIL RESOLUTION NO. 2026-05

### A RESOLUTION ADOPTING THE TRI-VALLEY TRANSPORTATION COUNCIL PROPOSED FY27 ADMINISTRATIVE OPERATING 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 (“JEP A”) 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 JEP A 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 implementation of transportation improvements; and 4) facilitation of cooperative regional planning efforts through adoption and implementation of regional transportation action plans, the Strategic Expenditure Plan and fee program; and

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

**WHEREAS**, the annual budget includes costs for ongoing administrative functions, including administrative staff support, accounting services, audit services, legal services, treasurer oversight, insurance, website services, and banking services; and

**WHEREAS**, staff prepared the FY27 budget (Exhibit A), which totals \$95,700 for administrative costs and remains unchanged in total amount from the approved FY26 administrative budget; and

**WHEREAS**, all line items in the Fiscal Year 2027 Budget remain unchanged from the previously approved Fiscal Year 2026 Budget except for reductions in Accounting Services (from \$20,000 to \$17,500) and Legal Services (from \$20,000 to \$17,500), offset by the establishment of a new line item for Professional Services in the amount of \$5,000, resulting in no net increase to the overall administrative budget; and

**WHEREAS**, the proposed FY27 Budget includes an additional \$5,000 appropriation for discretionary Professional Services to provide flexibility for engaging planning or consulting expertise as may be needed to evaluate recent and evolving legislative changes and their potential implications for the Tri-Valley Transportation Development Fee program, fee rates, nexus assumptions, housing-related exemptions, and ongoing compliance requirements, as well as providing supporting analysis to ensure compliance with evolving requirements; and

# TRI-VALLEY TRANSPORTATION COUNCIL

**WHEREAS**, the TVTC Finance Subcommittee reviewed and recommended approval of the proposed FY27 budget;

**NOW THEREFORE BE IT RESOLVED THAT:** the TVTC adopts the FY27 operating budget, attached hereto and incorporated herein as Exhibit A, in the total amount of \$85,700; and

**BE IT FURTHER RESOLVED THAT** the TVTC Administrator is hereby authorized to transfer funds between individual line items within the approved FY27 administrative budget as necessary to meet the demands of administering the TVTC program, provided that:

1. the total amount of the overall administrative budget is not increased,
2. any such transfers are reported to the TVTC Finance Subcommittee or the full Board at the next regular meeting following the transfer, and
3. for audit purposes, if any such transfers are made, the TVTC Administrator shall prepare a brief memo advising of the transfer, identifying the date of the Board action delegating this authority, and attaching a revised budget reflecting the transfer, with such documentation maintained in the records for review by auditors as required.

**PASSED, APPROVED AND ADOPTED** at the meeting of February 9, 2026, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Renee S. Morgan, Chair  
Tri-Valley Transportation Council

**ATTEST:**

---

Allan Shields,  
TVTC Administrator

# TRI-VALLEY TRANSPORTATION COUNCIL

## Exhibit A to Resolution: Proposed FY27 Administrative Operating Budget

TVTC's FY26 Mid-Year Budget Request + FY27 Proposed Budget

Date: 2/13/2026

| Expenses / Description   | PREVIOUS YEAR      |  | CURRENT YEAR                                |                       |                                  |                     | NEXT YEAR             |
|--|--------------------|--|---|-----------------------|----------------------------------|---------------------|-----------------------|
|  | FY25 Budget        | FY25 Actual Budget (used) provided by Krisch | FY26 Approved Budget-As of January 27, 2025 | FY26 Remaining Budget | Mid-year budget request for FY26 | Revised FY26 budget | FY27 Projected Budget |
| TVTC Administrator (a)   | \$20,000.00        | \$20,000.00                                  | \$20,000.00                                 | \$0.00                |                                  | \$20,000.00         | \$20,000.00           |
| Accounting Services (b)  | \$15,000.00        | \$12,694.00                                  | \$20,000.00                                 | \$9,166.00            |                                  | \$20,000.00         | \$17,500.00           |
| Audit Services (c)   | \$10,000.00        | \$5,000.00                                   | \$10,000.00                                 | \$10,000.00           |                                  | \$10,000.00         | \$10,000.00           |
| Legal Services (d)   | \$20,000.00        | \$12,445.00                                  | \$20,000.00                                 | \$9,702.54            |                                  | \$20,000.00         | \$17,500.00           |
| Treasurer Oversight (e)  | \$1,200.00         | \$1,200.00                                   | \$1,200.00                                  | \$1,200.00            |                                  | \$1,200.00          | \$1,200.00            |
| Insurance (f)  | \$6,000.00         | \$4,729.40                                   | \$6,000.00                                  | \$2,329.62            |                                  | \$6,000.00          | \$6,000.00            |
| Banking/Service Charges (g)  | \$500.00           | \$110.00                                     | \$500.00                                    | \$480.00              |                                  | \$500.00            | \$500.00              |
| Website Monthly/Annual Maintenance (h)                                   | \$3,000.00         | \$1,424.00                                   | \$3,000.00                                  | \$2,250.00            |                                  | \$3,000.00          | \$3,000.00            |
| Board Member Stipends (i)  | \$5,000.00         | \$2,700.00                                   | \$5,000.00                                  | \$3,300.00            |                                  | \$5,000.00          | \$5,000.00            |
| Professional Services (j)  | \$0.00             | \$0.00                                       | \$0.00                                      | \$0.00                | \$5,000.00                       | \$5,000.00          | \$5,000.00            |
| <b>Operating Budget Expenses Subtotal</b>                                | <b>\$80,700.00</b> | <b>\$60,302.40</b>                           | <b>\$85,700.00</b>                          | <b>\$38,428.16</b>    | <b>\$5,000.00</b>                | <b>\$90,700.00</b>  | <b>\$85,700.00</b>    |
| <b>Special Studies and Efforts (Non-Project Specific Admin Expenses)</b> |                    |  |   |                       |                                  |                     |                       |
| <b>Development Fee Manual + Amendment to SEP (k)</b>                     |                    |  |   |                       |                                  |                     |                       |
| <b>GRAND TOTAL EXPENSES</b>  | <b>80,700.00</b>   | <b>60,302.40</b>                             | <b>85,700.00</b>                            | <b>38,428.16</b>      | <b>5,000.00</b>                  | <b>90,700.00</b>    | <b>85,700.00</b>      |

Notes:

- (a) TVTC Administration Annual Stipend
- (b) Franklin Management + Transition Service
- (c) Annual Audit/Cropper Rowe LLP - budget includes \$6,000 approved on April 18,2023 + rollover unbilled approved amount from 2021/22 of \$2,500
- (d) General Counsel/Meyers Nave
- (e) Treasurer
- (f) General Liability+Crime Insurance/Alliant
- (g) Mechanics Bank
- (h) Tech Support,annual domain renewal&Security Certificate - \$1,999/year/contract
- (i) Board member stipends for board and sub-committee meetings
- (k) Wrapping up Development Fee Manual + SEP 2022 Amendment