

Tri-Valley Transportation Council Adopted Policies

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TVTC MEMBER AGENCIES



IN ASSOCIATION WITH



Policy 1

**TRI-VALLEY TRANSPORTATION COUNCIL
RESOLUTION NO. 2017-04**

**A RESOLUTION ADOPTING THE TRI-VALLEY TRANSPORTATION COUNCIL
CASH BALANCE POLICY**

WHEREAS, on September 22, 2010, TVTC Resolution 2010-05 authorized the Tri-Valley Transportation Council (TVTC) to establish an account at a private banking institution and a Local Agency Investment Fund (LAIF) account for the purposes of depositing Tri-Valley Transportation Development Fee (TVTDF) funds from member agencies and disbursing TVTDF funds as authorized by resolution of the TVTC;

WHEREAS, on July 20, 2015, the TVTC approved a motion establishing a cash balance policy limiting funds in Mechanics Bank to no more than \$500,000 and depositing the remainder in LAIF;

WHEREAS, on January 23, 2017, the TVTC directed the TVTC Technical Advisory Committee (TAC) to maintain a no fee account at Mechanics Bank, which means maintaining a balance no less than \$250,000; and

WHEREAS, on January 23, 2017, the TVTC directed the TVTC Finance Subcommittee to review and recommend revising the cash balance policy to minimize banking fees, maximize the opportunity to generate additional LAIF interest, provide latitude for regular account balance fluctuations, and avoid significant administrative burden.

NOW THEREFORE BE IT RESOLVED THAT:

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

PASSED, APPROVED AND ADOPTED at the meeting of April 17, 2017, by the following votes:

AYES: 7 (Spedowski, Olson, Perkins, Biddle, Stepper, Haggerty, Andersen)

NOES: 0

ABSENT: 0

ABSTAIN: 0



Steven Spedowski, Chair
Tri-Valley Transportation Council

ATTEST:



Debbie Bell, TVTC Administrative Staff

EXHIBIT A

TRI-VALLEY TRANSPORTATION COUNCIL CASH BALANCE POLICY

Pursuant to this policy, the TVTC shall:

- 1. Maintain an account balance no less than \$250,000.**
This balance will result in no monthly fees and provide a reasonable contingency to cover the TVTC annual budget and any unforeseen expenses (ex: an unexpected wire transfer fee).
- 2. Manage the TVTC cash balance in order to maximize returns, minimize expenses, and avoid significant administrative burden.**
The TVTC bank account should generally maintain between \$250,000 and \$500,000 with consideration of necessary account fluctuations.
- 3. Transfer TVTC funds to LAIF on a quarterly basis, approximately 60 days after the end of every quarter, if the account balance is in excess of \$250,000, in an amount that maintains funds for a near-term TVTC project disbursement(s) and/or operating budget expenses.**
This will create a manageable expectation for fund transfers with an appropriate administrative burden.

Policy 2

**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 (Spedowski, Perkins, Biddle, Stepper, Olson, Haggerty, Anderson)

NOES: 0

ABSENT: 0

ABSTAIN: 0



Steven Spedowski, 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.