

**TRI-VALLEY TRANSPORTATION COUNCIL
RESOLUTION NO. 2024-03**

**A RESOLUTION ADOPTING THE TRI-VALLEY TRANSPORTATION COUNCIL
REVISED FY 2023-2024 AND PROPOSED FY 2024-2025 ADMINISTRATIVE
OPERATING BUDGETS**

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 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 JEPA 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, on April 18, 2023, TVTC Board approved the FY 2023-2024 budget of \$71,200; and

WHEREAS staff reviewed and identified the need for an additional budget of \$8,500, to cover additional costs in FY 2023-2024; and

WHEREAS, staff prepared the FY 2024-2025 budget, which includes \$80,700 for administrative costs; and

WHEREAS, the TVTC Finance Subcommittee reviewed the revised FY 2023-2024 budget and the proposed FY 2024-2025 budget and recommended that the Board approve the budgets.

NOW THEREFORE BE IT RESOLVED THAT: TVTC adopts the revised FY 2023-2024 budget and the FY 2024-2025 budget, as recommended by the TVTC Financial Subcommittee, attached hereto and incorporated herein as Exhibit A


PASSED, APPROVED AND ADOPTED at the meeting of January 29, 2024, by the following votes:

AYES: Josey, Morgan, Perkins, Testa, Haubert and Andersen

NOES:


ABSENT: Kiick

ABSTAIN:

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Jean Josey, Chair
Tri-Valley Transportation Council

ATTEST:

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Sai Midididdi, TVTC Administrative Staff

Tri-Valley Transportation Council

Exhibit A

TVTC's FY 2023-2024 Mid-Year Budget Request + FY 2024-2025 Proposed Budget

Date: 1/29/2024

| Expenses / Description | PREVIOUS YEAR | | CURRENT YEAR | | | | NEXT YEAR |
|--|--|---------------------------------|--|---|--|---------------------------|-----------------------------|
| | Revised Total FY 2022-2023 Budget as of April 17, 2023 | FY 2022-23 Actual Budget (used) | FY 2023-2024 Approved Budget- As of April 18, 2023 | FY 2023-2024 Remaining Budget as of November 30, 2023 | Mid-year budget request for FY 2023-24 | Revised FY 2023-24 budget | FY 2024-25 Projected Budget |
| TVTC Administrator (a) | \$20,000 | \$20,000 | \$20,000 | \$0 | | \$20,000 | \$20,000 |
| Accounting Services (b) | \$11,000 | \$9,575 | \$15,000 | \$6,588.75 | \$5,000.00 | \$20,000 | \$15,000 |
| Audit Services (c) | \$6,000 | \$6,000 | \$6,000 | \$3,500 | \$2,500 | \$8,500 | \$10,000 |
| Legal Services (d) | \$26,000 | \$25,583 | \$16,000 | \$8,843 | | \$16,000 | \$20,000 |
| Treasurer Oversight (e) | \$1,200 | \$1,200 | \$1,200 | \$1,200 | | \$1,200 | \$1,200 |
| Insurance (f) | \$6,000 | \$4,366 | \$6,000 | \$4,570.78 | | \$6,000 | \$6,000 |
| Banking/Service Charges (g) | \$500 | \$115 | \$500 | \$480 | | \$500 | \$500 |
| Website Monthly/Annual Maintenance (h) | \$1,500 | \$1,674 | \$1,500 | \$750 | \$1,000 | \$2,500 | \$3,000 |
| Board Member Stipends (i) | \$5,000 | \$4,900 | \$5,000 | \$4,500 | | \$5,000 | \$5,000 |
| Operating Budget Expenses Subtotal | \$77,200 | \$73,413 | \$71,200 | \$30,433 | \$8,500 | \$79,700 | \$80,700 |
| Special Studies and Efforts (Non-Project Specific Admin Expenses) | | | | | | | |
| Development Fee Manual + Amendment to SEP | \$5,000 | | | | | \$5,000 | |
| GRAND TOTAL EXPENSES | \$82,200 | \$73,413 | \$71,200 | \$30,433 | \$8,500 | \$84,700 | \$80,700 |

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