

**DETAIL: WCCTAC Operations
FY 2021-22 DRAFT Budget**

Activity	Actual FY 2019-2020	Original FY 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Notes
REVENUES					
34111 Member Contributions	523,670	523,670	523,670	531,744	(a)
36102 Interest - LAIF	4,160	-	-	-	
39906 Other - Measure J (20b & 21b)	29,706	29,706	29,706	30,147	(b)
Other - Measure J 28b	48,951	40,150	-	56,502	(c)
SB1 Grant - staff time	38,129	-	-	-	(d)
TOTAL REVENUES	644,616	593,526	553,376	618,393	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	511,599	518,071	474,056	538,707	(e)
41911 Liability Insurance	4,050	5,156	5,156	5,175	
Total Salaries, Benefits & Insurance	515,649	523,227	479,212	543,882	
Professional Services					
43600 Professional Services					
Financial - City of San Pablo	18,088	18,525	18,631	19,160	
IT / VOIP phone	8,761	8,500	9,115	9,400	
Audit	12,488	12,500	12,175	12,975	
Attorney Services	8,820	12,500	10,932	12,000	
Accounting Services	4,279	4,800	4,981	5,200	
Other	1,874	3,000	350	350	
Total Professional Services	54,310	59,825	56,184	59,085	
Special Department Expenses					
44000 Special Dept. Expense					
Contingency	3,810	10,000	-	10,000	(f)
Total Special Department Expenses	3,810	10,000	-	10,000	
Training & Mileage					
44320 Training/Mileage	3,566	3,000	985	4,800	(g)
Total Training/Mileage	3,566	3,000	985	4,800	
Office Expenses & Supplies					
43500 Office Supplies	6,742	5,500	3,507	4,800	
43501 Postage	1,718	1,800	950	1,500	
43520 Printing, Copier Lease	3,255	4,000	3,489	3,800	
43900 Rent/Building	21,231	22,500	22,012	23,025	
Total Office Expense & Supplies	32,946	33,800	29,958	33,125	
TOTAL EXPENSES	610,281	629,852	566,339	650,892	
REVENUES - EXPENSES	34,335	(36,326)	(12,963)	(32,499)	

Beginning Fund Balance \$206,895

Ending Fund Balance \$174,396

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$34,396

Notes:

- (a) FY 21 dues are proposed to be raised by 1.5%
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) were used to cover staff time.
- (e) Higher expenses are mainly due to the resumption of the travel training program
- (f) Contingency per Board Reserve Policy.
- (g) Professional development and mileage/transit reimbursement was low in the current year due to COVID-19

DETAIL: TDM
FY 2021-22 DRAFT Budget

Activity	Actual 2019-2020	Original 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Note
REVENUES					
33403 Grants	532,562	551,317	551,317	562,064	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	532,562	551,317	551,317	562,064	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	309,793	301,869	298,579	317,825	
41911 Liability Insurance	3,358	5,156	5,156	5,175	
Total Salaries, Benefits, and Insurance	313,151	307,025	303,735	323,000	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	22,819	24,000	24,199	24,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	406	1,000	-	1,000	
<i>Accounting Services</i>	4,541	6,000	3,100	6,000	
<i>Program-related services</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	-	-	-	-	
Total Professional Services	64,292	68,000	48,447	71,900	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	83,621	120,077	90,800	117,939	
Total TDM Program Work	83,621	120,077	90,800	117,939	
Travel & Training					
44320 Travel/Training/Mileage	1,854	1,155	500	1,000	
43300 Memberships/Subscriptions		1,610	400	200	
Total Travel/Training	1,854	2,765	900	1,200	
Office Expenses & Supplies					
43500 Office Supplies	14,852	19,000	450	5,000	(a)
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	8,629	11,000	7,500	18,900	(a)
43900 Rent / Building	21,383	22,500	22,012	23,025	
Total Office Exp & Supplies	45,643	53,450	30,312	48,025	
TOTAL EXPENSES	508,561	551,317	474,194	562,064	
REVENUES - EXPENSES	24,001	-	77,123	-	
Beginning Fund Balance				0	
Ending Fund Balance				0	

(a) Some items that were previously budgeted in Printing, Copier Lease are now coded as Office supplies

DETAIL: STMP
FY 2021-22 DRAFT Budget

Activity	Actual FY 2019-2020	Original FY 2020-2021	Estimated 2020-2021	Proposed FY2021-22	Note
REVENUES					
34310 County STMP Fees	69,252		2,916,655	100,000	
34315 El Cerrito STMP Fees	208,302		262,527	246,697	
34320 Hercules STMP Fees	772,328	2,100,000	-	446,300	
34325 Pinole STMP Fees	32,810		25,694	20,000	
34330 Richmond STMP Fees	186,802	537,000	761,204	100,000	
34335 San Pablo STMP Fees	57,768	230,000	91,851	700,000	
36102 Interest - LAIF	74,670	50,000	50,000	20,000	
TOTAL REVENUES	1,401,933	2,917,000	4,107,932	1,632,997	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	50,000	55,000	55,000	65,000	(b) (c)
Total Salaries and Benefits	50,000	55,000	55,000	65,000	
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
<i>BART - Del Norte Modernization</i>	500,000	21,955	21,955	-	
<i>Hercules RITC - Ph.3 Design</i>		750,000	-	750,000	
<i>County-San Pablo Dam Rd. Sidewalk</i>	270,000				
<i>Pinole San Pablo Ave. Bridge</i>					
<i>Replacement</i>			-	1,600,000	
<i>Pinole Bay Trail Gap at Tennent Ave.</i>			-	100,000	
<i>Richmond I-80/Central Ave. Ph.2</i>				750,000	
<i>Cycle 1 STMP Projects</i>				3,750,000	(d)
Total Project Funding	770,000	771,955	21,955	6,950,000	
TOTAL EXPENSES	820,000	826,955	76,955	7,015,000	
REVENUES - EXPENSES	581,933	2,090,045	4,030,977	(5,382,003)	
Beginning Fund Balance				5,719,401	
Ending Fund Balance				337,398	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of STMP revenues can be used for admin, but a max. \$65K will be used in FY22.
- (c) Funds for STMP administration are contingent on receipt of revenue
- (d) Pending Board's funding allocatin decisions on Cycle 1 applications.

**DETAIL: Other Reimbursable
FY 2021-22 DRAFT Budget**

Activity	Actual FY 2019-20	Original FY 2020-21	Estimated FY 2020-2021	Proposed FY 2021-22	Note
REVENUES					
33403 Grants	-				
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan: Caltrans funds</i>	413,169			-	
<i>Express Bus Implementation Plan: CCTA Cash Match</i>	46,827			-	
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
TOTAL REVENUES	628,120	260,000	137,352	230,000	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	374,971	-	-	-	
<i>Express Bus Implementation Plan: Reimbursement for Staff Time</i>	38,198				
<i>Express Bus Implementation Plan: CCTA Cash Match</i>	46,827				
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
Total Special Project Expenses	628,120	260,000	137,352	230,000	
TOTAL EXPENSES	628,120	260,000	137,352	230,000	
REVENUES - EXPENSES	-	-	-	-	
Beginning Fund Balance				-	
Ending Fund Balance				-	

Notes:

- (a) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.
- (c) Phase 2 of the San Pablo Ave. Corridor Study may occur over the course of two fiscal years.
- (d) Awaiting Caltrans decision on grant application.

**SUMMARY OF ALL ACCOUNTS
FY 2021-2022 DRAFT Budget**

Activity	Actual FY 2019-20	Original FY 2020-21	Estimated FY 2020-21	Proposed FY 2021-22	Note
REVENUES					
33403 Grants (TDM)	532,562	551,317	551,317	562,064	
34111 Member Contributions	523,670	523,670	523,670	531,744	
343xx STMP Fees	1,401,933	2,917,000	4,067,932	1,632,997	
36102 Interest	78,830	50,000	50,000	20,000	
39906 Other Grants	666,249	260,000	137,352	230,000	
Measure J 20b, 21b, 28b	116,786	69,856	29,706	86,649	
TOTAL REVENUES	3,320,030	4,371,843	5,359,977	3,063,454	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	871,392	874,940	827,635	921,532	
41911 Liability Insurance	7,408	10,312	10,312	10,350	
Total Salaries, Benefits & Insurance	878,800	885,252	837,947	931,882	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	40,907	42,525	42,830	43,160	
<i>Audit</i>	12,488	12,500	12,175	12,975	
<i>Attorney Services</i>	9,226	13,500	10,932	13,000	
<i>Accounting Services</i>	8,820	10,800	8,081	11,200	
<i>Program Related Services (TDM)</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	1,874	3,000	350	350	
Total Professional Services	109,841	119,325	95,516	121,585	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	83,621	120,077	90,800	117,939	
<i>Misc. STMP Project Funding</i>	770,000	771,955	21,955	6,950,000	
<i>Student Bus Pass Program - WCCUSD</i>	58,124	50,000	47,354	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	459,996	-	-	-	
<i>San Pablo Ave Corridor Study</i>	50,000	150,000	30,000	120,000	
<i>Contingency (WCCTAC Operations)</i>	3,810	10,000	-	10,000	
Total Special Expenses	1,485,551	1,162,032	250,109	7,307,939	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	5,420	5,765	1,885	6,000	
Total Travel/Training	5,420	5,765	1,885	6,000	
Office Expenses & Supplies					
43500 Office Supplies	21,594	24,500	3,957	9,800	
43501 Postage	1,718	1,800	950	1,500	
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	11,884	15,000	10,989	22,700	
43900 Rent/Building	42,614	45,000	44,024	46,050	
Total Office Exp & Supplies	78,589	87,250	60,270	81,150	
TOTAL EXPENSES	2,558,201	2,259,624	1,245,727	8,448,556	
REVENUES - EXPENSES	761,829	2,112,219	4,114,250	(5,385,102)	

Beginning Fund Balance 5,929,395
Ending Fund Balance 544,293

Notes:

See notes in the attached detail sheets by account.