

**DETAIL: WCCTAC Operations
FY 2018-19 Final Budget**

Activity	Actual FY 2016-2017	Original FY 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Notes
REVENUES					
34111 Member Contributions	421,775	455,932	455,932	502,979	(a)
36102 Interest - LAIF	207	-	-	-	
39906 Other - Measure J (20b & 21b) SB1 Grant - staff time	31,494	40,783	29,000	29,000 15,000	(b)
TOTAL REVENUES	453,476	496,715	484,932	546,979	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	370,140	409,948	418,085	443,068	(c)
41911 Liability Insurance	3,944	4,388	3,641	4,000	
Total Salaries, Benefits & Insurance	374,084	414,336	421,726	447,068	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	16,378	16,500	16,896	17,450	
<i>IT / VOIP phone</i>	4,684	4,000	3,950	4,000	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	18,500	15,200	18,000	
<i>Accounting Sevices</i>	7,477	7,800	3,050	4,500	
<i>Misc</i>	2,889		1,850		
Total Professional Services	57,231	54,300	46,746	51,450	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	4,976	10,000	-	10,000	(d)
Total Special Department Expenses	4,976	10,000	-	10,000	
Travel & Training					
44320 Travel/Training/Mileage	5,387	5,200	5,064	5,800	
Total Travel/Training/Mileage	5,387	5,200	5,064	5,800	
Office Expenses & Supplies					
43500 Office Supplies	3,644	4,000	3,998	4,000	
43501 Postage	1,871	2,200	2,097	2,000	
43520 Printing, Copier	4,537	3,800	3,187	3,800	
43530 Furniture & Equipment	822	1,250	-	-	
43900 Rent/Building	18,664	18,000	19,954	22,250	
Total Office Expense & Supplies	29,538	29,250	29,236	32,050	
TOTAL EXPENSES	471,216	513,086	502,772	546,368	
REVENUES - EXPENSES	(17,740)	(16,371)	(17,840)	611	

Beginning Fund Balance \$166,868
Ending Fund Balance \$167,479

Reserve - Undesignated \$120,000
Reserve - Accumulated Vacation \$20,000
Available Balance above Reserve \$27,479

Notes:

- (a) FY 19 dues are proposed to increase.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Includes PERS Unfunded Liability, 3.0% COLA, and potential merit increases
Also includes a shift in total work hours from TDM to WCCTAC ops
- (d) Contingency per Board Reserve Policy.

FY 2018-19 Final Budget : SUMMARY

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-18	Proposed FY 2018-19	Note
REVENUES					
33403 Grants (TDM)	551,186	508,615	513,664	555,203	
34111 Member Contributions	421,775	455,932	455,932	502,981	
343xx STMP Fees	812,188	2,040,000	925,444	2,531,000	(a)
36102 Interest	14,965	12,000	5,000	-	
39906 Other - Misc	625,991	293,783	317,531	586,509	(b)
TOTAL REVENUES	2,426,105	3,310,330	2,217,571	4,175,693	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	763,617	805,123	763,716	815,068	
41911 Liability Insurance	7,888	8,776	7,282	8,088	
Total Salaries, Benefits & Insurance	771,505	813,899	770,998	823,156	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	32,756	31,000	33,792	34,900	
<i>IT / VOIP phone</i>	8,855	8,000	7,609	7,550	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	19,500	15,800	19,000	
<i>Accounting Services</i>	15,086	15,600	7,550	10,500	
<i>STMP Nexus Study and Strategic Plan</i>	4,430	225,000	130,112	115,458	
<i>Misc</i>	6,822	-	2,850	-	
Total Professional Services	136,751	237,094	91,811	338,260	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>TDM - Incentives / Marketing</i>	115,352	72,876	95,000	130,903	
<i>Misc. STMP Project Funding</i>	2,127,749	2,600,000	196,803	4,311,226	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	
<i>Student Bus Pass Program</i>	101,589	128,000	125,000	130,682	
<i>Needs Assessment Study (senior/disabled)</i>		75,000	75,000		
<i>Express Bus Implementation Plan</i>				361,827	
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	
<i>Ops Contingency</i>	4,976	10,000	-	10,000	
Total Special Expenses	2,814,658	2,935,876	593,319	4,994,638	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	8,852	6,700	7,564	8,000	
Total Travel/Training	8,852	6,700	7,564	8,000	
Office Expenses & Supplies					
43500 Office Supplies	4,651	5,000	4,926	5,000	
43501 Postage	1,871	2,200	2,097	2,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	9,887	16,442	10,202	26,300	(d)
43530 Furniture, Equipment	822	1,250	-	-	
43900 Rent/Building	40,696	42,200	41,345	44,250	
Total Office Exp & Supplies	58,820	68,592	58,820	78,650	
TOTAL EXPENSES	3,790,586	4,062,161	1,522,512	6,242,704	
REVENUES - EXPENSES	(1,364,481)	(751,831)	695,059	(2,067,011)	

Beginning Fund Balance 2,483,930

Ending Fund Balance 416,919

Notes:

- (a) STMP revenues are projected to be strong in FY19 and represent a large share of total revenue
- (b) These revenues for FY19 include a Caltrans SB1-funded grant and Measure J 20b, 21b, and 28b funds.
- (c) Staff anticipates that WCCTAC will be able to disburse a large amount of STMP funds in FY19
- (d) Higher printing costs are related to the TDM program and expectations of program-related printing work

DETAIL: TDM
FY 2018-19 Final Budget

Activity	Actual 2016-2017	Original 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Note
REVENUES					
33403 Grants	551,186	508,615	513,664	555,203	(a)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	551,186	508,615	513,664	555,203	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	353,477	345,175	295,631	322,000	(b)
41911 Liability Insurance	3,994	4,388	3,641	4,000	
Total Salaries, Benefits, and Insurance	357,471	349,563	299,272	326,000	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	20,549	20,500	20,600	21,000	
<i>Attorney Services</i>	-	1,000	600	1,000	
<i>Accounting Services</i>	7,609	7,800	4,500	6,000	
<i>Program-related services</i>	6,474	-	10,000	21,500	(c)
<i>Other</i>	3,933	-	1,000	-	
Total Professional Services	28,158	29,300	36,700	49,500	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	115,352	72,876	95,000	130,903	(c)
Total TDM Program Work	115,352	72,876	95,000	130,903	
Travel & Training					
44320 Travel/Training/Mileage/Membershp	3,465	1,500	2,500	2,200	
Total Travel/Training	3,465	1,500	2,500	2,200	
Office Expenses & Supplies					
43500 Office Supplies	1,007	1,000	928	1,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	5,350	12,642	7,015	22,500	
43900 Rent / Building	22,032	24,200	21,400	22,000	
Total Office Exp & Supplies	29,282	39,342	29,593	46,600	
TOTAL EXPENSES	533,728	492,581	463,065	555,203	
REVENUES - EXPENSES	17,458	16,034	50,599	-	

Beginning Fund Balance 0

Ending Fund Balance 0

Notes:

- (a) More TDM grants funds (TFCA and Measure J) available in the next FY based on CCTA projections
- (b) Lower expenditures in the current FY reflect staff turnover in the TDM Program Manager position
Lower budgted salary & benefits reflect a small shift in the allocation of staff time from TDM to WCCTAC Ops
- (c) More TDM program funds will be available in the upcoming FY, given larger grant revenues and lower expenses

**DETAIL: OTHER REIMBURSABLE
FY 2018-19 Final Budget**

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-2018	Proposed FY 2018-19	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Revenue					
<i>Student Bus Pass Program Admin, WCCUSD</i>	47,719	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assesment Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Express Bus Grant</i>	-	-	-	315,000	(b)
<i>SB1 Express Bus Cash Match</i>	-	-	-	46,827	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study (28b)</i>	153,415	-	72,551	-	(f)
<i>High Capacity Transit Study (BART)</i>	180,000	-	-	-	
<i>High Capacity Transit Study (CCTA)</i>	115,022	-	11,985	-	
<i>High Capacity Transit Study (MTC)</i>	38,341	-	3,995	-	
TOTAL REVENUES	594,497	253,000	288,531	542,509	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
<i>Regional Studies/Projects</i>	-	-	-	-	
<i>Other</i>	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Program Admin, WCCUSD</i>	41,589	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assesment Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Grant - Express Bus Implemtation Plan</i>	-	-	-	361,827	(d)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	(f)
TOTAL EXPENSES	566,581	253,000	301,516	542,509	
REVENUES - EXPENSES	27,916	-	(12,985)	-	

Beginning Fund Balance -
Ending Fund Balance -

Notes:

- (a) Revenues and expenses are for those anticipated under the Student Bus Pass Program (Measure J 21b).
- (b) Revenues are from the SB1 funded Caltrans grant for an Express Bus Implementation Plan.
- (c) Revenues are Measure J 28b funds and are a match for the SB1 grant.
- (d) Expenditures are for the Express Bus Implementation Plan.
- (e) Revenues are from Measure J 28b and expenses are for the San Pablo Ave. Corridor Plan led by ACTC.
- (f) Revenues and expenses are for the now-completed High Capacity Transit Study.