

# General Ledger

## Detailed Trial Balance

User: BradW  
 Printed: 02/21/2011 - 10:38AM  
 Period: 07, 2011



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
770	WCCTAC Operations					
REVENUE						
770-0000-33403	Grants	0.00				
	770-0000-33403 Totals:	0.00	0.00	0.00	0.00	0.00
770-0000-34010	STMP Administration	10,000.00				
	770-0000-34010 Totals:	10,000.00	0.00	0.00	0.00	0.00
	Var: 10,000.00					
770-0000-34111	Member Contributions	455,460.00				
	770-0000-34111 Totals:	455,460.00	-341,704.00	0.00	0.00	-341,704.00
	Var: 113,756.00					
770-0000-36102	Interest State	0.00				
	770-0000-36102 Totals:	0.00	-520.95	0.00	0.00	-520.95
	Var: -520.95					
770-0000-39906	Other Revenue	40,000.00				
	770-0000-39906 Totals:	40,000.00	-9,964.49	0.00	0.00	-9,964.49
	Var: 30,035.51					
	770-0000 REVENUE Totals:	505,460.00	-352,189.44	0.00	0.00	-352,189.44
	REVENUE Totals:	505,460.00	-352,189.44	0.00	0.00	-352,189.44
EXPENSE						
770-0000-42001	Communications	0.00				
	770-0000-42001 Totals:	0.00	0.00	0.00	0.00	0.00
	770-0000 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
770-7700	WCCTAC Operations					
770-7700-41000	Salary	228,932.00				
1/13/2011	PR	7	42	Computer Checks Batch 2011 01 015	8,868.15	0.00
1/28/2011	PR	7	89	Computer Checks Batch 2011 01 031	9,136.53	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
770-7700-41002	770-7700-41000 Totals: Buy Back Compensation	228,932.00 0.00	109,034.30	18,004.68	0.00	127,038.98
770-7700-41105	770-7700-41002 Totals: Workers Compensation	0.00 0.00	0.00	0.00	0.00	0.00
770-7700-41200	770-7700-41105 Totals: PERS Retirement	0.00 51,154.00	0.00	0.00	0.00	0.00
1/13/2011 PR	7 42 Computer Checks Batch 2011 01 015			2,047.70	0.00	
1/28/2011 PR	7 89 Computer Checks Batch 2011 01 031			2,109.65	0.00	
770-7700-41310	770-7700-41200 Totals: Medical Insurance	51,154.00 31,562.00	24,910.65	4,157.35	0.00	29,068.00
1/28/2011 PR	7 89 Computer Checks Batch 2011 01 031			3,320.10	0.00	
770-7700-41311	770-7700-41310 Totals: Medical/Dental Ins. Retirees	31,562.00 1,333.00	18,790.50	3,320.10	0.00	22,110.60
1/7/2011 AP	7 27 PERSHEAL - P.E.R.S. - Health Bene: Ck# 0			108.00	0.00	
770-7700-41400	770-7700-41311 Totals: Dental	1,333.00 2,748.00	473.48	108.00	0.00	581.48
1/28/2011 PR	7 89 Computer Checks Batch 2011 01 031			245.06	0.00	
770-7700-41500	770-7700-41400 Totals: Vision	2,748.00 3,597.00	1,455.38	245.06	0.00	1,700.44
1/20/2011 AP	7 64 EBSIN111 - Employee Benefit Sp. EI Ck# 0			2,125.00	0.00	
770-7700-41800	770-7700-41500 Totals: LTD Insurance	3,597.00 506.00	0.00	2,125.00	0.00	2,125.00
1/13/2011 PR	7 42 Computer Checks Batch 2011 01 015			21.60	0.00	
1/28/2011 PR	7 89 Computer Checks Batch 2011 01 031			21.78	0.00	
770-7700-41900	770-7700-41800 Totals: Medicare	506.00 3,200.00	250.67	43.38	0.00	294.05
1/13/2011 PR	7 42 Computer Checks Batch 2011 01 015			123.38	0.00	
1/28/2011 PR	7 89 Computer Checks Batch 2011 01 031			127.82	0.00	
770-7700-41902	770-7700-41900 Totals: FICA	3,200.00 0.00	1,524.79	251.20	0.00	1,775.99

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	770-7700-41902 Totals:	0.00	0.00	0.00	0.00	0.00
770-7700-41903	Employee Assistance Program	199.00				
1/13/2011 AP	7 46 CSACEXCE - CSAC Excess Insuranc Ck# 99512			58.65	0.00	
	770-7700-41903 Totals:	199.00	58.65	58.65	0.00	117.30
770-7700-41904	Life Insurance	769.00				
1/13/2011 PR	7 42 Computer Checks Batch 2011 01 015			37.70	0.00	
	770-7700-41904 Totals:	769.00	226.14	37.70	0.00	263.84
770-7700-41905	Benefits In Lieu	0.00				
	770-7700-41905 Totals:	0.00	0.00	0.00	0.00	0.00
770-7700-41906	Bonds	0.00				
	770-7700-41906 Totals:	0.00	0.00	0.00	0.00	0.00
770-7700-41911	Liability Insurance	12,000.00				
	770-7700-41911 Totals:	12,000.00	0.00	0.00	0.00	0.00
770-7700-41912	Unemployment Insurance	0.00				
	770-7700-41912 Totals:	0.00	436.00	0.00	0.00	436.00
770-7700-42001	Communications	2,000.00				
1/7/2011 AP	7 23 USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			47.75	0.00	
	770-7700-42001 Totals:	2,000.00	47.75	47.75	0.00	95.50
770-7700-43500	Office Supplies	5,000.00				
1/7/2011 AP	7 23 USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			26.96	0.00	
1/7/2011 AP	7 23 USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			120.72	0.00	
1/7/2011 AP	7 23 USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			26.00	0.00	
1/28/2011 AP	7 90 XEROXCCA - Xerox Corporation Ck# 99703			462.73	0.00	
	770-7700-43500 Totals:	5,000.00	1,480.08	636.41	0.00	2,116.49
770-7700-43600	Professional Services	48,400.00				
1/3/2011 GL	7 14 Monthly Acctg Svs			832.09	0.00	
1/7/2011 AP	7 23 HORNENEE - BlinkTag Inc. Ck# 99409			125.00	0.00	
1/7/2011 AP	7 23 MAZEASSO - Maze & Associates Ck# 99455			520.00	0.00	
1/28/2011 AP	7 90 HORNENEE - BlinkTag Inc. Ck# 99634			150.00	0.00	
1/28/2011 AP	7 90 MEYERSNA - Meyers Nave Professi Ck# 99679			208.00	0.00	
1/28/2011 AP	7 90 MEYERSNA - Meyers Nave Professi Ck# 99679			236.60	0.00	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
770-7700-43600	Totals:	Var: -21,741.58	48,400.00	68,069.89	2,071.69	0.00	70,141.58
770-7700-43900	Rent/Building		10,000.00				
1/3/2011 GL 7 14	Monthly Rent			764.94	0.00		
770-7700-43900	Totals:	Var: 4,645.42	10,000.00	4,589.64	764.94	0.00	5,354.58
770-7700-44000	Special Department Expenses		50,000.00				
1/20/2011 AP 7 65	ALHAMBRA - Alhambra & Sierra Sj Ck# 99563			17.99	0.00		
770-7700-44000	Totals:	Var: 39,901.24	50,000.00	10,080.77	17.99	0.00	10,098.76
770-7700-44320	Travel/Training		10,000.00				
1/7/2011 AP 7 23	PALLOCKJ - Joanna Pallock Ck# 99449			124.75	0.00		
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			97.50	0.00		
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			150.00	0.00		
1/28/2011 AP 7 90	ATIENZAC - Christina Atienza Ck# 99630			21.25	0.00		
770-7700-44320	Totals:	Var: 7,654.50	10,000.00	1,952.00	393.50	0.00	2,345.50
770-7700-49000	Employee Benefits		0.00				
770-7700-49000	Totals:		0.00	0.00	0.00	0.00	0.00
770-7700-49001	Building Maintenance		3,000.00				
1/7/2011 AP 7 23	USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			63.70	0.00		
770-7700-49001	Totals:	Var: 730.89	3,000.00	2,205.41	63.70	0.00	2,269.11
770-7700-49004	Comm/Util/Copies		0.00				
770-7700-49004	Totals:		0.00	0.00	0.00	0.00	0.00
770-7700-49005	PERS Side Fund		17,700.00				
770-7700-49005	Totals:	Var: 17,700.00	17,700.00	0.00	0.00	0.00	0.00
770-7700-49006	GASB 45 OPEB		5,000.00				
770-7700-49006	Totals:	Var: 5,000.00	5,000.00	0.00	0.00	0.00	0.00
	770-7700 EXPENSE Totals:		487,100.00	245,586.10	32,347.10	0.00	277,933.20
	EXPENSE Totals:		487,100.00	245,586.10	32,347.10	0.00	277,933.20
771	Richmond Intermodal Station		18,360.00	-106,603.34	32,347.10	0.00	-74,256.24
REVENUE							

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
771-0000-33403	Grants	0.00				
	771-0000-33403 Totals:	0.00	0.00	0.00	0.00	0.00
771-0000-33404	Federal Flood Reimbursement	0.00				
	771-0000-33404 Totals:	0.00	0.00	0.00	0.00	0.00
771-0000-36102	Interest State	0.00				
	771-0000-36102 Totals:	0.00	0.00	0.00	0.00	0.00
771-0000-39906	Other Revenue	0.00				
	771-0000-39906 Totals:	0.00	0.00	0.00	0.00	0.00
	771-0000 REVENUE Totals:	0.00	0.00	0.00	0.00	0.00
	REVENUE Totals:	0.00	0.00	0.00	0.00	0.00
EXPENSE						
771-7710	WCCTAC Action Plan					
771-7710-43600	Professional Services	0.00				
	771-7710-43600 Totals:	0.00	0.00	0.00	0.00	0.00
	771-7710 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
	771 Totals:	0.00	0.00	0.00	0.00	0.00
772	WCCTAC TDM					
REVENUE						
772-0000-33403	Grants	458,418.00				
	772-0000-33403 Totals:	458,418.00	0.00	0.00	0.00	0.00
772-0000-39906	Other Revenue	0.00				
	772-0000-39906 Totals:	0.00	-106,297.18	0.00	0.00	-106,297.18
	772-0000 REVENUE Totals:	458,418.00	-106,297.18	0.00	0.00	-106,297.18
	REVENUE Totals:	458,418.00	-106,297.18	0.00	0.00	-106,297.18
EXPENSE						
772-7720	WCCTAC TDM					

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
772-7720-41000	Salary	222,335.00				
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			6,916.62	0.00	
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			6,778.34	0.00	
772-7720-41000	Totals:	222,335.00	83,478.36	13,694.96	0.00	97,173.32
772-7720-41002	Buy Back Compensation	0.00				
772-7720-41002	Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-41105	Workers Compensation	0.00				
772-7720-41105	Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-41200	PERS Retirement	50,033.00				
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			1,597.01	0.00	
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			1,565.09	0.00	
772-7720-41200	Totals:	50,033.00	18,863.57	3,162.10	0.00	22,025.67
772-7720-41310	Medical Insurance	27,002.00				
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			1,834.56	0.00	
772-7720-41310	Totals:	27,002.00	10,346.96	1,834.56	0.00	12,181.52
772-7720-41400	Dental Insurance	4,887.00				
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			271.64	0.00	
772-7720-41400	Totals:	4,887.00	1,644.82	271.64	0.00	1,916.46
772-7720-41500	Vision Care	0.00				
772-7720-41500	Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-41800	LTD Insurance	1,770.00				
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			29.03	0.00	
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			29.66	0.00	
772-7720-41800	Totals:	1,770.00	357.74	58.69	0.00	416.43
772-7720-41900	Medicare	3,244.00				
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			96.50	0.00	
1/28/2011 PR 7 89	Computer Checks Batch 2011 01 031			93.88	0.00	
772-7720-41900	Totals:	3,244.00	1,228.08	190.38	0.00	1,418.46
772-7720-41903	Employee Assistance Program	0.00				
772-7720-41903	Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-41904	Life Insurance	800.00				

Account Number		Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
1/13/2011	PR	7 42 Computer Checks Batch 2011 01 015			32.00	0.00	
		772-7720-41904 Totals:	800.00	192.06	32.00	0.00	224.06
772-7720-41905		Benefits in Lieu	8,347.00				
		772-7720-41905 Totals:	8,347.00	4,154.04	0.00	0.00	4,154.04
772-7720-41906		Bonds	0.00				
		772-7720-41906 Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-41911		Liability Insurance	0.00				
		772-7720-41911 Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-42001		Communication	1,500.00				
		772-7720-42001 Totals:	1,500.00	0.00	0.00	0.00	0.00
772-7720-43300		Memberships/Subscriptions	0.00				
		772-7720-43300 Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-43500		Office Supplies	5,000.00				
1/28/2011	AP	7 90 XEROXCCA - Xerox Corporation Ck# 99703			17.33	0.00	
		772-7720-43500 Totals:	5,000.00	65.31	17.33	0.00	82.64
772-7720-43501		TDM Postage	7,000.00				
1/28/2011	AP	7 90 XEROXCCA - Xerox Corporation Ck# 99703			24.22	0.00	
		772-7720-43501 Totals:	7,000.00	78.59	24.22	0.00	102.81
772-7720-43502		TDM Postage	7,000.00				
		772-7720-43502 Totals:	7,000.00	508.39	0.00	0.00	508.39
772-7720-43600		Professional Services	0.00				
		772-7720-43600 Totals:	0.00	0.00	0.00	0.00	0.00
772-7720-43900		Rent/Building	9,000.00				
1/3/2011	GL	7 14 Monthly Rent / 707			750.00	0.00	
		772-7720-43900 Totals:	9,000.00	5,556.00	750.00	0.00	6,306.00
772-7720-44000		Special Department Expenses	94,000.00				
1/28/2011	AP	7 90 CHECKERC - Checker Cab Company Ck# 99642			1,109.25	0.00	
1/28/2011	AP	7 90 YELLOWWC - Yellow Cab Co of W Ck# 99704			1,606.25	0.00	
		772-7720-44000 Totals:	94,000.00	32,005.31	2,715.50	0.00	34,720.81

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
772-7720-44001	Public Information / Workshops	15,000.00					
1/7/2011 AP 7 23	USBANKIM - US Bank/ I.M.P.A.C C Ck# 99478			43.89	0.00		
1/28/2011 AP 7 90	WCCTAWES - WCCTA West Cat Ck# 99698			1,385.46	0.00		
	772-7720-44001 Totals:	Var: 13,170.65	15,000.00	400.00	1,429.35	0.00	1,829.35
772-7720-44320	Travel/Training	1,500.00					
1/13/2011 PR 7 42	Computer Checks Batch 2011 01 015			52.50	0.00		
	772-7720-44320 Totals:	Var: 47.23	1,500.00	1,400.27	52.50	0.00	1,452.77
772-7720-49000	Employee Benefits	0.00					
	772-7720-49000 Totals:		0.00	0.00	0.00	0.00	0.00
772-7720-49001	Building Maintenance	0.00					
	772-7720-49001 Totals:		0.00	0.00	0.00	0.00	0.00
772-7720-49004	Comm/Util/Copies	0.00					
	772-7720-49004 Totals:		0.00	0.00	0.00	0.00	0.00
	772-7720 EXPENSE Totals:		458,418.00	160,279.50	24,233.23	0.00	184,512.73
772-7730	STMP						
772-7730-41000	Salary	0.00					
	772-7730-41000 Totals:		0.00	0.00	0.00	0.00	0.00
	772-7730 EXPENSE Totals:		0.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:		458,418.00	160,279.50	24,233.23	0.00	184,512.73
	772 Totals:		0.00	53,982.32	24,233.23	0.00	78,215.55
773	STMP						
REVENUE							
773-0000-34310	CC County STMP Fees	68,000.00					
	773-0000-34310 Totals:	Var: 68,000.00	68,000.00	0.00	0.00	0.00	0.00
773-0000-34315	El Cerrito STMP Fees	10,000.00					
	773-0000-34315 Totals:	Var: 10,000.00	10,000.00	0.00	0.00	0.00	0.00
773-0000-34320	Hercules STMP Fees	17,180.00					
	773-0000-34320 Totals:	Var: 17,180.00	17,180.00	0.00	0.00	0.00	0.00



Account Number	Description		Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
773-0000-34325	Pinole STMP Fees		0.00				
	773-0000-34325 Totals:		0.00	0.00	0.00	0.00	0.00
773-0000-34330	Richmond STMP Fees		90,000.00				
	773-0000-34330 Totals:	Var: 48,559.92	90,000.00	-41,440.08	0.00	0.00	-41,440.08
773-0000-34335	San Pablo STMP Fees		7,000.00				
	773-0000-34335 Totals:	Var: 7,000.00	7,000.00	0.00	0.00	0.00	0.00
773-0000-36102	Interest State		0.00				
	773-0000-36102 Totals:	Var: -1,904.18	0.00	-1,904.18	0.00	0.00	-1,904.18
773-0000-39906	Other Revenue		0.00				
	773-0000-39906 Totals:		0.00	0.00	0.00	0.00	0.00
	773-0000 REVENUE Totals:		192,180.00	-43,344.26	0.00	0.00	-43,344.26
	REVENUE Totals:		192,180.00	-43,344.26	0.00	0.00	-43,344.26
EXPENSE							
773-7730	STMP						
773-7730-41000	Salary		0.00				
	773-7730-41000 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-41001	Part Time Employees		0.00				
	773-7730-41001 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-41900	Medicare		0.00				
	773-7730-41900 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-41902	FICA		0.00				
	773-7730-41902 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-43500	Office Supplies		0.00				
	773-7730-43500 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-43600	Professional Services		343,100.00				
	773-7730-43600 Totals:	Var: 262,155.63	343,100.00	80,944.37	0.00	0.00	80,944.37
773-7730-43900	Rent/Building		0.00				

Account Number	Description		Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	773-7730-43900 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-44000	Special Department Expense		87,000.00				
	773-7730-44000 Totals:	Var: 87,000.00	87,000.00	0.00	0.00	0.00	0.00
773-7730-44320	Travel/Training		0.00				
	773-7730-44320 Totals:		0.00	0.00	0.00	0.00	0.00
773-7730-49001	Buliding Maintenance		0.00				
	773-7730-49001 Totals:		0.00	0.00	0.00	0.00	0.00
	773-7730 EXPENSE Totals:		430,100.00	80,944.37	0.00	0.00	80,944.37
	EXPENSE Totals:		430,100.00	80,944.37	0.00	0.00	80,944.37
	773 Totals:		-237,920.00	37,600.11	0.00	0.00	37,600.11
774	WCCTAC Special Projects						
REVENUE							
774-0000-33403	Grants		159,500.00				
	774-0000-33403 Totals:	Var: 159,500.00	159,500.00	0.00	0.00	0.00	0.00
774-0000-36102	Interest State		0.00				
	774-0000-36102 Totals:	Var: -21.51	0.00	-21.51	0.00	0.00	-21.51
774-0000-39906	Other Revenue		14,000.00				
	774-0000-39906 Totals:	Var: 14,000.00	14,000.00	0.00	0.00	0.00	0.00
	774-0000 REVENUE Totals:		173,500.00	-21.51	0.00	0.00	-21.51
	REVENUE Totals:		173,500.00	-21.51	0.00	0.00	-21.51
EXPENSE							
774-7740	WCCTAC Special Projects						
774-7740-41000	Salary		0.00				
	774-7740-41000 Totals:		0.00	0.00	0.00	0.00	0.00
774-7740-41200	PERS Retirement		0.00				
	774-7740-41200 Totals:		0.00	0.00	0.00	0.00	0.00
774-7740-41310	Medical Insurance		0.00				

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	774-7740-41310 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-41800	LTD Insurance	0.00				
	774-7740-41800 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-41900	Medicare	0.00				
	774-7740-41900 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-41904	Life Insurance	0.00				
	774-7740-41904 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-41911	Liability insurance	0.00				
	774-7740-41911 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-43500	Office Supplies	0.00				
	774-7740-43500 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-43600	Professional Services	159,500.00				
	774-7740-43600 Totals:	159,500.00	Var: 159,500.00	0.00	0.00	0.00
774-7740-44000	Special Department Expense	14,000.00				
	774-7740-44000 Totals:	14,000.00	Var: 14,000.00	0.00	0.00	0.00
774-7740-44320	Travel and Training	0.00				
	774-7740-44320 Totals:	0.00	0.00	0.00	0.00	0.00
774-7740-49001	Building Maintenance	0.00				
	774-7740-49001 Totals:	0.00	0.00	0.00	0.00	0.00
	774-7740 EXPENSE Totals:	173,500.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	173,500.00	0.00	0.00	0.00	0.00
	774 Totals:	0.00	-21.51	0.00	0.00	-21.51
	Report Totals:	-219,560.00	-15,042.42	56,580.33	0.00	41,537.91

*DRAFT*

**PROPOSED PUBLIC OUTREACH PLAN FOR  
THE CONTRA COSTA COMPONENT OF MTC'S 2013 RTP  
"CALL FOR PROJECTS"**

**March 2, 2011**

**Scope**

The scope of this outreach effort is intended to fulfill the CMA's\* role to conduct public outreach at the county-level on behalf of MTC. This effort is intended to complement the broader public outreach effort that is expected to be deployed by the regional agencies. The requirement for CMA outreach is found in the Inter-agency funding agreement between CCTA and MTC, which states that CCTA shall "assist MTC and ABAG with public outreach and involvement of county residents and local organizations in the development of the RTP/SCS, pursuant to MTC's adopted Public Participation Plan (MTC Resolution No. 3821, revised). More detailed requirements are set forth in the attached "Call for Projects Guidance" issued by MTC on February 14, 2011.

**Overall Approach**

- Make full use of available forums such as the public meetings held by CCTA, PC, the RTPCs, the CAC, the PMA, and the Contra Costa Council;
- Use the Authority's full electronic contact list for distribution of notifications and information materials. Avoid mass mailings to the public at large;
- Maximize use of the Authority website. Keep meeting notifications current. Post the links to draft RTP materials on the website. Also, post all related meeting handout and presentation materials. Post links to (and from) other resource sites where appropriate.
- Video record major RTP/SCS-related public meetings using Contra Costa TV, which is available to the Authority at minimal cost, and encourage CCTV to re-broadcast the proceedings. The video recordings may also be edited (for brevity) and posted on the Authority's web site.

**Authority, PC, APC, CAC, and RTPC Review**

This portion of the review uses, to the fullest extent possible, existing public forums where the RTP/SCS can be presented for review and comment. The Authority and its standing committees will receive regular briefings on the status of the outreach effort. Members of the CAC will hear presentations on the RTP/SCS as well. Presentations to the RTPCs will take place at their regularly scheduled meetings; these will be in addition to the Public Workshops described below. Furthermore, from time-to-time, the RTPCs may wish to hold "expanded" meetings where the full councils from each member jurisdiction are invited to participate. Expanded meetings should be held in the evening hours or on weekends when the vast majority of stakeholders are available to attend.

\*See attached list of acronyms

### **Mass e-mailings**

Meeting notices and relevant information will be transmitted to an expanded e-mail contacts listing. Approximately 2000 contacts are available in the Authority's Outlook Contracts database. Additional contact lists will be obtained from the RTPCs and other interested parties, for a grand total of approximately 5000 contacts. Mass e-mailings will be transmitted using software to ensure that the individual e-mails can bypass spam filters.

### **Public Workshops (tentative)**

Three public workshops, jointly sponsored by MTC and CCTA, will be held in the evening in various subareas. Meeting locations will be accessible to public transit. Meeting rooms should be capable of holding at least 100 persons. MTC will arrange meeting schedule, location, and setup.

#### *Workshop Format:*

- **Sign-in and Walk-through:** The first 15 to 20 minutes will allow the public to sign in and walk through a series of posters explaining the RTP/SCS.
- **Staff Presentation:** MTC staff will make a PowerPoint® presentation (20-minutes max.) that pulls together all aspects of the RTP/SCS effort, including the Authority's role, current issues, goals, and strategies, and the public review schedule.
- **Formal Testimony:** Attendees will be encouraged to comment on the materials as presented and circulated. Comments will be recorded on the projection screen using Word® software.
- **Videotaping:** Arrangements will be made for Contra Costa TV to tape and broadcast one or more of the public workshops for re-broadcast at appropriate times that maximize public viewership. Furthermore, excerpts from the broadcasts will be posted on the CCTA website.
- **Language Translation Services:** Upon request, language translation services will be provided at the workshop subject to advance notification by the interested party.

### **Presentations to Local Jurisdictions**

Local jurisdictions are encouraged to become involved in the RTP/SCS through their respective RTPCs. Authority staff will, however, be available to present the RTP/SCS to interested City or Town Councils and the Board of Supervisors. The Councils/Board are encouraged to schedule presentations on their regular meeting agendas, or request special work sessions for a more focused discussion and review. Already, several local jurisdictions have scheduled RTP/SCS presentations on their agendas.

### **Addressing Equity through Involvement of Communities of Concern and NGOs**

MTC has requested that the CMAs assist MTC with addressing Title VI equity requirements by involving "communities of concern" in the RTP Call for Projects. MTC has indicated that for the 2013 RTP "Call for Projects," any Non-governmental Organization (NGO) may submit a project, provided a public agency is

willing to sponsor it. To enable the participation of low income communities, CCTA will notify NGOs throughout Contra Costa, and encourage them to participate in the process. The notifications will inform the NGOs of upcoming meeting locations and dates, including RTPC meetings. We will also provide a CCTA e-mail contact that NGOs can use to submit project ideas. CCTA and RTPC staff will work with the NGOs to develop the project scope of work. If a project submitted by an NGO has a clear scope of work, and is eligible for inclusion in the RTP, then CCTA and RTPC staff will assist the NGO in identifying a potential project sponsor.

### **Parallel Outreach Effort Conducted through Private Grant**

MTC staff has indicated that additional workshops may be sponsored by NGOs through a private grant. Authority staff will make every effort to coordinate the schedule of the NGO workshops with other planned activities. Furthermore, the Authority will include information regarding NGO workshop times and locations on the CCTA website and through the mass e-mailings.

### **Website**

The Authority's website will serve as a major hub for the public outreach effort. The website will provide information on the RTP/SCS, and will link visitors to draft RTP/SCS documents and resource materials. All meeting announcements and presentation materials will also be posted on the website. Any website visitor who wishes to submit comments may do so via e-mail, using the information provided on the website.

### **Staff and Consultant Resources**

- Much of the work will be done in-house, however, limited consultant resources will be available through Dyett & Bhatia, Nolte, and Economic Planning Systems (EPS) through existing on-call services agreements. Dyett & Bhatia will assist in preparing presentation materials, workshop posters, and portions of the "hand-out" materials for the workshops. Nolte and EPS can provide technical support for information delivery.
- MTC and ABAG staff will accompany CCTA staff to attend the public meetings/workshops and make the RTP/SCS presentation.
- Authority staff will attend all other meetings with the various standing committees and Councils/Boards.

### **Cost Estimate**

- The cost of issuing electronic mail is covered under administrative expenses.
- Newspaper Advertisements: Assumed to be approximately \$1,000.
- Television Broadcast: CCTV charges a nominal fee of approximately \$700 for each recording session, editing, and subsequent broadcast of the public workshops on cable television.

- Website: There is a fixed cost associated with maintaining the CCTA website. Although some staff time is required to post additional notices, no additional costs are directly attributed to posting the 2013 RTP Update information.

## **Documentation**

The Authority will provide MTC with written documentation of how the public was involved in the process for nominating and/or commenting on projects for inclusion in the RTP/SCS. The documentation will include a description of how the public engagement process meets the outreach requirements of MTC's Public Participation Plan. It will summarize comments received, indicate whether the comments were incorporated, and will provide the rationale for each specific response.

## Acronyms/Definitions

**CAC:** Citizens Advisory Committee

**CCTA:** The Contra Costa Transportation Authority

**CMA:** Congestion Management Agency

**Communities of Concern:** Low income communities identified by MTC as part of the Lifeline Transportation Program.

**Expanded e-mail Contacts Listing:** A combined listing of the Authority's existing contacts list plus additional listings received from the RTPCs and other interested agencies.

**MTC:** Metropolitan Transportation Commission

**NGO:** Non-governmental organization

**PC:** The Authority's Planning Committee

**PMA:** The Contra Costa Public Managers Association, comprised of the city managers of each local jurisdiction in Contra Costa

**Project Sponsor:** A government organization, such as a city, town, the county, or a transit agency, that is eligible to receive federal funds and is willing to support the environmental review, design, right-of-way, and construction for a proposed transportation improvement project.

**RTP:** Regional Transportation Plan

**RTPCs:** Regional Transportation Planning Committees

**SB 375:** Senate Bill SB 375, the 2008 legislation that created the requirement for Metropolitan Planning Organizations (such as MTC) to develop a Sustainable Communities Strategy in the RTP.

**SCS:** The Sustainable Communities Strategy required under SB 375. An SCS is a land use and transportation plan that limits suburban sprawl and encourages compact growth and more mixed-use communities that will reduce Greenhouse Gas Emissions from cars and light trucks.

**Title VI:** Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). Subsequent Executive Orders include the requirement for "environmental justice," to ensure that federally -funded transportation projects do not have a disproportionate adverse environmental impacts on minority communities.



**TCC:** The Authority's standing Technical Coordinating Committee

## **Attachment A**

### **Call for Projects Guidance**

The Metropolitan Transportation Commission (MTC) requests the assistance of the nine Bay Area Congestion Management Agencies (CMAs) to help with the Call for Projects within their counties. CMAs are best suited for this role because of their existing relationships with local jurisdictions, elected officials, transit agencies, community organizations and stakeholders, and members of the public within their counties. MTC expects the CMAs to plan and execute an effective public outreach and local engagement process to solicit candidate projects to be submitted to MTC for consideration in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

Project sponsors with projects vying for future state or federal funding must have their project identified in the financially constrained RTP/SCS. CMAs will be the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the 2013 SCS/RTP. Sponsors of multi-county projects (i.e. Caltrans, BART, Caltrain, etc.) may submit directly to MTC, but communication and coordination with CMAs is encouraged. Members of the public are eligible to submit projects, but must secure a public agency sponsor and coordinate the project submittal with their CMA.

CMAs will assist MTC with the Call for Projects by carrying out the following activities:

#### **1. Public Involvement and Outreach**

- ***Conduct countywide outreach to stakeholders and the public to solicit project ideas.*** CMAs, as well as multi-county transit operators and Caltrans, will be expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 3821), which can be found at [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm). CMAs are expected, at a minimum, to:
  - Execute effective and meaningful local engagement efforts during the Call for Projects by working closely with local jurisdictions, elected officials, transit agencies, community-based organizations, and the public through the project solicitation process. In addition to the CMAs' citizen advisors, MTC's Policy Advisory Council members are a good resource to the CMAs to help plan community outreach events, engage members of the public, and identify candidate projects. Please see **Attachment A.4** for a list of MTC's Policy Advisory Council members.
  - Explain the local Call for Projects process, informing stakeholders and the public about the opportunities for public comments on project ideas and when decisions are to be made on the list of projects to be submitted to MTC;
  - Hold public meetings and/or workshops at times which are conducive to public participation to solicit public input on project ideas to submit;
  - Hold at least one public hearing providing opportunity for public comment on the list of potential projects prior to submittal to MTC;
  - Post notices of public meetings and hearing(s) on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations.
  - CMA staff will be expected to provide MTC with a link so the information can also be viewed on the website OneBayArea.org;
  - Hold public meetings in central locations that are accessible for people with people with disabilities and by public transit;

- Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting.
- ***Document the outreach effort undertaken for the local call for projects.*** CMAs, as well as multi-county transit operators and Caltrans, are to provide MTC with:
  - A description of how the public was involved in the process for nominating and/or commenting on projects for inclusion in the RTP/SCS. Specify whether public input was gathered at forums held specifically for the RTP/SCS or as part of an outreach effort associated with, for example, an update to a countywide plan;
  - A description of how the public engagement process met the outreach requirements of MTC's Public Participation Plan, including how the CMA ensured full and fair participation by all potentially affected communities in the project submittal process.
  - A summary of comments received from the public and a description of how public comments informed the recommended list of projects submitted by the CMA. Conversely, rationale must be provided if comments or projects from the public were not able to be accommodated in the list of candidate projects and a description of how the CMA, in future project nomination processes, plans to address the comments or projects suggested by the public.

## 2. Agency Coordination

- ***Work closely with local jurisdictions, transit agencies, MTC, Caltrans, and stakeholders to identify projects for consideration in the RTP/SCS.*** CMAs will assist with agency coordination by:
  - Communicating this Call for Projects guidance to local jurisdictions, transit agencies, Caltrans, and stakeholders and coordinate with them on the online project application form by assigning passwords, fielding questions about the project application form, reviewing and verifying project information, and submitting projects as ready for review by MTC
  - Working with members of the public interested in advancing a project idea to find a public agency project sponsor, and assisting them with submitting the project to MTC;
  - Developing freeway operations and capacity enhancement projects in coordination with MTC and Caltrans staff.
  - Developing transit improvements in coordination with MTC and transit agency staff.

## 3. Title VI Responsibilities

- ***Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the Civil Rights Act of 1964.***
  - Assist community-based organizations, communities of concern, and any other underserved community interested in submitting projects;
  - Remove barriers for persons with limited English proficiency to have access to the project submittal process;
  - For additional Title IV outreach strategies, please refer to MTC's Public Participation Plan found at: [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm)

#### 4. County Target Budgets

- ***Ensure that the County project list fits within the target budget defined by MTC for the county.***
  - To establish the county target budgets, MTC used the discretionary funding amount (\$32 billion) from the Transportation 2035 Plan and assigned counties a target budget based on a population share formula with an additional 75% mark up. County target budgets can be seen below. This formula approach is consistent with the formula used in Transportation 2035 Plan.
  - County target budgets are intended as a starting point to guide each CMA in recommending a project list to MTC by providing an upper financial limit.
  - County target budgets are not intended as the financially constrained RTP/SCS budget. CMAs and MTC will continue to discuss further and select projects later in the process that fit the RTP/SCS financially constrained envelope.

#### **County Target Budgets (in billions)**

Alameda: \$11.76

Contra Costa: \$7.84

Marin: \$2.24

Napa: \$1.12

San Francisco: \$6.16

San Mateo: \$5.60

Santa Clara: \$14.0

Solano: \$3.36

Sonoma: \$3.92

#### 5. Cost Estimation Review

- ***Establish guidelines for estimating project costs.*** CMAs are to establish cost estimation guidelines for use by project sponsors. The guidelines may be developed by the CMAs or CMAs can elect to use other accepted guidelines produced by local, state or federal agencies. MTC has identified the following cost estimation guidelines available for use:
  - Federal: National Cooperative Highway Research Program's Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction ([http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp\\_w98.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_w98.pdf))
  - State: Caltrans' Project Development Procedures Manual Chapter 20, Project Development Cost Estimates ([http://www.dot.ca.gov/hq/oppd/pdpm/chap\\_pdf/chapt20.pdf](http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt20.pdf))
  - Local: Contra Costa Transportation Authority (CCTA) Cost Estimation Guide ([http://ccta.net/assets/documents/Cost\\_Est\\_Guide\\_Documentation.pdf](http://ccta.net/assets/documents/Cost_Est_Guide_Documentation.pdf))
- ***Review and verify with MTC that each project has developed an appropriate cost estimate prior to submittal.***

#### 6. General Project Criteria

- ***Identify whether projects meet basic project parameters as outlined by MTC.*** CMAs will encourage project sponsors to submit projects which meet one or more of the general criteria listed below, keeping in consideration that projects should support SCS principals promulgated by SB 375:
  - Supports the goals and performance targets of the RTP/SCS (see **Attachment A.1**).
  - Serves as a regionally significant component of the regional transportation network. A regionally significant transportation project serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region,

major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves).

- Supports focused growth by serving existing housing and employment centers FOCUS Priority Development Areas.
  - Derives from an adopted plan, corridor study, or project study report (e.g., community-based transportation plans, countywide transportation plan, regional bicycle plan, climate action plans, etc.).
- **Assess how well the project meets basic criteria**  
Project sponsors are welcome to use MTC's qualitative/quantitative approach or some hybrid thereof to develop and evaluate project priorities (See **Attachment A.3**). Sponsors may include qualitative discussion and/or quantitative data to demonstrate how proposed projects meet the RTP/SCS goals and targets, the magnitude of project impacts and cost effectiveness. MTC will provide a function in the on-line application for this information and may use it to inform the Goals Assessment portion of MTC's evaluation.

## 7. Programmatic Categories

- CMAs should group similar projects, which are exempt from regional air quality conformity that do not add capacity or expand the transportation network, into broader programmatic categories rather than submitting them as individual projects for consideration in the RTP/SCS. These individual projects may address a concern of the community (e.g., improved pedestrian ways to transit, curb bulb-outs to calm traffic, etc.), but do not have to be individually specified for the purposes of air quality conformity. See **Attachment A.2** for guidance on the programmatic categories.

## Timeline

Task	Date
Issue Call for Projects Letter to CMAs, Caltrans, and Multi-County Transit Operators	February 10, 2011
Open Online Project Application Form for Use by CMAs/ Project Sponsors	March 1, 2011
Close of Project Submittal Period	April 29, 2011
MTC Conducts Project-Level Performance Assessment and Selection Process for Projects for Detailed SCS Scenarios	May – July 2011