



Western Placer  
Consolidated  
Transportation  
Services Agency

## **MEMORANDUM**

**TO: Board of Directors**

**DATE: October 1, 2012**

**FROM: Celia McAdam, Executive Director  
David Melko, Senior Transportation Planner**

**SUBJECT: FY 2012/13 WESTERN PLACER CONSOLIDATED TRANSPORTATION  
SERVICES AGENCY BUDGET AMENDMENT #1**

### **ACTION REQUESTED**

Adopt the FY 2012/13 Budget Amendment #1 for the Western Placer Consolidated Transportation Services Agency (WPCTSA).

### **BACKGROUND**

As a government entity, WPCTSA must adopt an annual budget for income and expenditures, based on projections for the coming year. As the actual income and expenses are finalized as each fiscal year progresses, refinements will be necessary. For that reason, amendments to the budget are normally expected during the fiscal year.

### **DISCUSSION**

Attachment 1 provides the operating and capital budget summary for the WPCTSA for FY 2012/13 as provided in Amendment #1. The FY 2012/13 operating budget is consistent with the adopted WPCTSA Short Range Transit Plan.

Overall operating expenditures now total \$1,198,935, a 1% increase compared to the adopted budget. The increase in operating expenditures is primarily due to several expense categories, such as legal, fiscal audits, and accounting, that were inadvertently omitted from the adopted June budget.

Operating revenues are up 5% over the adopted budget and now total \$1,361,352. Combined LTF Article 4.5 and STA make up the large majority of the revenue increase.

An end of the year operating budget surplus of \$162,417 is projected, which is intended to be carried over into FY 2013/14.

Attachment 1 also includes the capital budget summary. There are no proposed changes to the capital budget adopted by the Board in June 2012.

## Western Placer CTSA Capital Budget Summary FY 2012/13

June 2012 - No Amendment

Capital Revenue (Allocations)	FY 2012/13 Proposed	FY 2011/12 Final Amendment #2
Prior Year Prop 1B Allocations (1)	\$ -	\$ 217,212
Prop 1B PTMISEA (2)	\$ -	\$ 15,000
Prop 1B TSSSDRA (2)	\$ -	\$ 8,356
<b>Total Capital Revenue</b>	<b>\$ -</b>	<b>\$ 240,568</b>

Capital Expenditures	FY 2012/13 Proposed	FY 2011/12 Final Amendment #2
Prior Year Prop 1B Applications (1)	\$ -	\$ 217,212
Vehicle Tracking	\$ -	\$ -
Community Transit Enhancement Projects	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ -</b>	<b>\$ 217,212</b>

Capital Revenue to Capital Expenditure Comparison	FY 2012/13 Proposed	FY 2011/12 Final Amendment #2
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ 23,356</b>

### Notes

1. Applications have been submitted for entire allocation amounts shown.
2. The State Controller has not released 2012/13 Prop 1B allocation estimates. Once they are available they will be reflected in a budget amendment occurring fall 2012.

# Attachment 1: Western Placer CTSA Proposed Operating Budget Summary FY 2012/13 - Amendment #1

October 2012

Operating Expenditures	FY 2012/13 Amendment #1	FY 2012/13 Adopted	Difference
PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1)	\$ 116,127	\$ 117,042	\$ (915)
Legal Services	\$ 4,000	0	\$ 4,000
Placer Collaborative Network (PCN) Membership	\$ 125	0	\$ 125
WPCTSA / Seniors First Board Member Contribution	\$ 300	0	\$ 300
Accounting Services	\$ 500	0	\$ 500
Fiscal Auditors (TDA)	\$ 5,000	0	\$ 5,000
Direct Expenses (2)	\$ 1,500	0	\$ 1,500
Subtotal PCTPA Administration	\$ 127,552	\$ 117,042	\$ 10,510
<b>Existing Programs</b>			
Seniors First - Health Express / NEMT (3)	\$ 550,000	\$ 550,000	\$ -
Seniors First - Volunteer Door-to-Door Rides (3)	\$ 100,000	\$ 100,000	\$ -
Seniors First - Voucher Program	\$ 10,000	\$ 10,000	\$ -
Transit Ambassador Program	\$ 30,000	\$ 30,000	\$ -
Transit Planning/Workshops	\$ 7,500	\$ 7,500	\$ -
<b>New Programs</b>			
Dial-a-Ride CTSA Trips Reimbursement	\$ 82,500	\$ 82,500	\$ -
Health Express Pilot: Sheridan, Foresthill & 2nd Daily Trip to Sacramento Medical Facilities	\$ 35,000	\$ 35,000	\$ -
Bus Pass Subsidy Program	\$ 50,000	\$ 50,000	\$ -
Mileage Reimbursement Program	\$ 50,000	\$ 50,000	\$ -
<b>Operating Reserve (4)</b>			
Subtotal Existing & New Programs	\$ 1,071,383	\$ 1,069,806	\$ 1,577
<b>Total Operating Expenditures</b>	<b>\$ 1,198,935</b>	<b>\$ 1,186,848</b>	<b>\$ 12,087</b>

Operating Revenue	FY 2012/13 Amendment #1	FY 2012/13 Adopted	Difference
FY 2012/13 LTF Article 4.5 (5)	\$685,940	\$624,813	\$ 61,127
FY 2012/13 State Transit Assistance (5)	\$70,666	\$63,537	\$ 7,129
Prior Year Deferred Revenue (6)	\$388,282	\$387,729	\$ 553
Interest Income	\$2,847	\$0	\$ 2,847
Excess Operating Reserve to Revenue	\$8,617	\$10,194	\$ (1,577)
Seniors First match toward Health Express Pilot Program (3)	\$125,000	\$125,000	\$ -
Seniors First match toward Volunteer Door-to-Door Pilot Program (3)	\$55,000	\$55,000	\$ -
Non-Profit Agency Match for New Programs (6)	\$25,000	\$25,000	\$ -
FTA 5317 Urban New Freedom Grant (SACOG)	\$0	\$0	\$ -
FTA 5317 Rural New Freedom Grant (Caltrans)	\$0	\$0	\$ -
<b>Total Operating</b>	<b>\$ 1,361,352</b>	<b>\$ 1,291,273</b>	<b>\$ 70,080</b>

Operating Revenue to Operating Expenditure Comparison	FY 2012/13 Amendment #1	FY 2012/13 Adopted	Difference
<b>Fund Balance</b>	<b>\$ 162,417</b>	<b>\$ 104,424</b>	<b>\$ 57,993</b>

### Notes

1. Staff Administration includes indirect expenses.
2. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
3. Represents fully allocated costs. Revenue is contributed by Seniors First as a local match toward Health Express and Volunteer Door-to-Door projects.
4. The Government Finance Officers Association recommends an operating reserve of up to 15%. Excess operating reserve goes to operating revenue.
5. WPCTSA final allocation for FY 2012/13 approved at 4.0% by PCTPA in August 2012.
6. Unaudited as of June 30, 2012.
7. Reflects revenue attributable to non-profit match for new programs.