



TO: Board of Directors

DATE: June 3, 2014

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

**SUBJECT: WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES
AGENCY FY 2013/14 BUDGET AMENDMENT #2 AND FY 2014/15 BUDGET**

ACTION REQUESTED

1. Adopt FY 2013/14 Budget Amendment #2; and
2. Adopt the FY 2014/15 Budget.

BACKGROUND

WPCTSA must adopt an annual budget and amendments thereto for income and expenditures, based on projections for the coming year, consistent with the adopted Short Range Transit Plan.

DISCUSSION

Staff recommends approval of the Budget Amendment #2 and the FY 2014/15 Budget. The TOWG and TAC concur with the staff budget recommendations.

FY 2013/14 Budget Amendment #2

Attachment 1 provides the Amendment #2 operating budget for FY 2013/14. Amendment #2 increases the operating budget by \$112,472 to account for:

- \$70,000 - Federal Transit Administration New Freedom funds awarded by Caltrans in 2011 for the Health Express; and
- \$42,472 increase in Local Transportation Funds from the preliminary to final apportionment.

An end of the year operating budget surplus of \$245,785 is projected, which is intended to be carried over into FY 2014/15.

FY 2014/15 Budget

Attachment 2 provides the budget summary for FY 2014/15. Proposed operating expenditures total \$1,363,593, a 6.4% increase compared to the amended FY 2013/14 budget. The FY 2014/15 budget adjusts expenditures between various program categories. The largest increase is for funds set aside for future reimbursement of Health Express trips that could be placed on local dial-a-ride.

Operating revenues show a decline of 9.7% compared to the FY 2013/14 budget as amended, and now total \$1,379,861. While the revenue decline is a concern, the prior year deferred revenue shown is an estimate and will likely increase based on a review of expenditures at year-end. The deferred revenue estimate will be updated in an October budget amendment. Combined LTF Article 4.5 and STA provide the majority of revenue, along with FTA New Freedom funds and match provided by partner organizations. An estimated year end fund balance of \$16,268 would be carried over to FY 2014/15.

There are no changes proposed to the capital expenditures budget. This budget is funded entirely with State Proposition 1B funds. All grant funds have been allocated to projects by prior Board action.

Attachment 1: Western Placer CTSA Proposed Operating Budget Summary FY 2013/14 Draft Amendment #2

June 2014

| Operating Expenditures | FY 2013/14 Proposed Amendment #2 | FY 2013/14 Adopted Amendment #1 | Difference |
|---|--|---------------------------------------|-------------|
| PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1) | \$ 128,090 | \$ 128,090 | \$ - |
| Legal Services | \$ 7,500 | \$ 7,500 | \$ - |
| Placer Collaborative Network (PCN) Membership | \$ 125 | \$ 125 | \$ - |
| WPCTSA / Seniors First Board Member Annual Contribution | \$ 300 | \$ 300 | \$ - |
| Accounting Services | \$ 500 | \$ 500 | \$ - |
| Fiscal Auditors (TDA) | \$ 5,300 | \$ 5,300 | \$ - |
| Marketing (2) | \$ - | \$ - | \$ - |
| Direct Expenses (3) | \$ 2,500 | \$ 2,500 | \$ - |
| Subtotal PCTPA Administration | \$ 144,315 | \$ 144,315 | \$ - |
| Programs | | | \$ - |
| Seniors First - Health Express / NEMT | \$ 453,000 | \$ 453,000 | \$ - |
| Seniors First - Health Express Program Management (4) | \$ 135,000 | \$ 135,000 | \$ - |
| Seniors First - My Rides (5) | \$ 162,500 | \$ 162,500 | \$ - |
| Transit Ambassador Program | \$ 30,000 | \$ 30,000 | \$ - |
| Transit Planning (6) | \$ 57,500 | \$ 57,500 | \$ - |
| Dial-a-Ride CTSA Trips Reimbursement | \$ 82,500 | \$ 82,500 | \$ - |
| Bus Pass Subsidy Program | \$ 50,000 | \$ 50,000 | \$ - |
| Subtotal Existing & New Programs | \$ 970,500 | \$ 970,500 | \$ - |
| | | | \$ - |
| Subtotal Operating Expenditures | \$ 1,114,815 | \$ 1,114,815 | \$ - |
| | | | \$ - |
| Operating Reserve (7) | \$ 167,222 | \$ 167,222 | \$ - |
| Total Operating Expenditures | \$ 1,282,037 | \$ 1,282,037 | \$ - |

| Operating Revenue | FY 2013/14 Amendment #2 | FY 2013/14 Amendment #1 | Difference |
|---|----------------------------|----------------------------|-------------------|
| FY 2013/14 LTF Article 4.5 (8) | \$ 714,072 | \$ 671,600 | \$ 42,472 |
| FY 2013/14 State Transit Assistance (8) | \$ 48,630 | \$ 48,630 | \$ - |
| Prior Year Deferred Revenue (9) | \$ 347,120 | \$ 347,120 | \$ - |
| Interest Income | \$ 3,000 | \$ 3,000 | \$ - |
| Seniors First match toward Health Express - Hospital Funds (10) | \$ 125,000 | \$ 125,000 | \$ - |
| Seniors First match toward Volunteer Door-to-Door Program - A4AA Funds (10) | \$ 55,000 | \$ 55,000 | \$ - |
| First 5 Placer Commission match toward Mileage Reimbursement Program (10) | \$ 15,000 | \$ 15,000 | \$ - |
| FTA 5317 Urban New Freedom Grant (SACOG) (11) | \$ 150,000 | \$ 150,000 | \$ - |
| FTA 5317 Rural New Freedom Grant (Caltrans) (12) | \$ 70,000 | \$ - | \$ 70,000 |
| Total Operating | \$ 1,527,822 | \$ 1,415,350 | \$ 112,472 |

| | FY 2013/14 Amendment #2 | FY 2012/13 Amendment #1 | Difference |
|---------------------|----------------------------|----------------------------|-------------------|
| Fund Balance | \$ 245,785 | \$ 133,313 | \$ 112,472 |

Notes

1. Per PCTPA OWP & Budget FY 2013/14 Amendment #3.
2. Marketing activities will be funded under the PCTPA Coordinated Transit Marketing Program.
3. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
4. Program Management expenditures include one-time transition cost of \$10,000 for FY 2013/14 only.
5. My Rides consists of prior year Volunteer Door-to-Door, Voucher and Rural Mileage Reimbursement programs.
6. Reflects funds set aside for transit planning consultant work associated with CTSA reimbursement of dial-a-ride providing non-emergency medical trips and administration of the Bus Pass Subsidy program through the South Placer Transit Information Center (Call Center).
7. The Government Finance Officers Association recommends an operating reserve of up to 15%.
8. WPCTSA final allocation for FY 2013/14 approved at 4.0 percent by PCTPA in August 2013.
9. Actual as of July 2013.
10. Reflects revenue attributable to non-profit match for programs.
11. Reflects funds programmed in SACOG MTIP 13-01 on January 22, 2013 for FFY 2013.

Attachment 2: Western Placer CTSA Proposed Operating Budget Summary FY 2014/15

June 2014

| Operating Expenditures | FY 2014/15 Proposed | FY 2013/14 Adopted Amendment #2 | Difference |
|---|------------------------|---------------------------------------|------------------|
| PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1) | \$ 123,908 | \$ 128,090 | \$ (4,182) |
| Legal Services | \$ 7,500 | \$ 7,500 | \$ - |
| Placer Collaborative Network (PCN) Membership | \$ 125 | \$ 125 | \$ - |
| WPCTSA Seniors First Board Member Annual Contribution | \$ 300 | \$ 300 | \$ - |
| Accounting Services | \$ 500 | \$ 500 | \$ - |
| Fiscal Auditors (TDA) | \$ 5,400 | \$ 5,300 | \$ 100 |
| Marketing (2) | \$ 2,500 | \$ - | \$ 2,500 |
| Direct Expenses (3) | \$ 7,500 | \$ 2,500 | \$ 5,000 |
| Subtotal PCTPA Administration | \$ 147,733 | \$ 144,315 | \$ 3,418 |
| Programs | | | \$ - |
| MV Transit - Health Express (4) | \$ 366,000 | \$ 453,000 | \$ (87,000) |
| Seniors First - Health Express Program Management (5) | \$ 145,000 | \$ 135,000 | \$ 10,000 |
| Seniors First - My Rides | \$ 162,500 | \$ 162,500 | \$ - |
| Transit Ambassador Program | \$ 30,000 | \$ 30,000 | \$ - |
| Transit Planning (6) | \$ 27,000 | \$ 57,500 | \$ (30,500) |
| Retired Vehicle Program | \$ 10,000 | \$ - | \$ 10,000 |
| Dial-a-Ride CTSA Trips Reimbursement (7) | \$ 247,500 | \$ 82,500 | \$ 165,000 |
| Bus Pass Subsidy Program (7) | \$ 50,000 | \$ 50,000 | \$ - |
| Subtotal Existing & New Programs | \$ 1,038,000 | \$ 970,500 | \$ 67,500 |
| Subtotal Operating Expenditures | \$ 1,185,733 | \$ 1,114,815 | \$ 70,918 |
| Operating Reserve (8) | \$ 177,860 | \$ 167,222 | \$ 10,638 |
| Total Operating Expenditures | \$ 1,363,593 | \$ 1,282,037 | \$ 81,556 |

| | FY 2014/15 Proposed | FY 2013/14 Amendment #2 | Difference |
|---|------------------------|----------------------------|---------------------|
| FY 2014/15 LTF Article 4.5 (9) | \$ 736,993 | \$ 714,072 | \$ 22,921 |
| FY 2014/15 State Transit Assistance (9) | \$ 56,223 | \$ 48,630 | \$ 7,593 |
| Prior Year Deferred Revenue (10) | \$ 245,785 | \$ 347,120 | \$ (101,335) |
| Interest Income (10) | \$ 2,000 | \$ 3,000 | \$ (1,000) |
| Seniors First match toward Health Express - Hospital Funds (11) | \$ 100,000 | \$ 125,000 | \$ (25,000) |
| Seniors First match toward Volunteer Door-to-Door Program - A4AA Funds (11) | \$ 38,860 | \$ 55,000 | \$ (16,140) |
| First 5 Placer Commission match toward Mileage Reimbursement Program (11) | \$ 15,000 | \$ 15,000 | \$ - |
| FTA 5317 Urban New Freedom Grant (SACOG) (12) | \$ 150,000 | \$ 150,000 | \$ - |
| FTA 5317 Rural New Freedom Grant (Caltrans) (12) | \$ 35,000 | \$ 70,000 | \$ (35,000) |
| Total Operating | \$ 1,379,861 | \$ 1,527,822 | \$ (147,961) |

| Operating Revenue to Expenditure Comparison | FY 2014/15 Proposed | FY 2013/14 Amendment #2 | Difference |
|---|------------------------|----------------------------|---------------------|
| Fund Balance | \$16,268 | \$ 245,785 | \$ (229,517) |

Notes

1. Per PCTPA Final OWP & Budget FY 2014/15.
2. Preparation of marketing materials for Health Express and My Rides programs.
3. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
4. Includes cost to lease larger bus for subscription trips and Sacramento medical service.
5. Includes new task to determine Health Express rider eligibility and certification.
6. Reflects funds for on-call transit planning consultant services and local match for Caltrans grant for Placer County Rural Transit Study.
7. Reflects funding amounts for FYs 2012/13 through 2014/15 for CTSA DAR trip reimbursement and Bus Pass Subsidy Program.
8. The Government Finance Officers Association recommends an operating reserve of up to 15%.
9. WPCTSA preliminary allocation for FY 2014/15 approved at 4.0 percent by PCTPA in February 2014.
10. Estimate as of May 2014. Actual will be available in July 2014.
11. Reflects revenue attributable to non-profit match for programs.
12. Reflects FTA New Freedom funds programmed in SACOG MTIP 13-01 on January 22, 2013 for FFY 2013.