

# A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

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September 9, 2020

MEMORANDUM

AGENDA ITEM #4

To:

Pomona Valley Transportation Authority

From:

George L. Sparks, PVTA Administrator

Subject:

FY 2021 Budget Modification

Recommended Action: Receive and File the FY 2021 Draft Modified Budget

### A. <u>Budget Modification Process</u>

In June, in light of the impact of COVID 19, we adopted a FY 2021 Budget that represented a 25% reduction in projected city contributions from the levels in the initial budget. Given the uncertainties created by the pandemic, PVTA committed to a multi-step budgetary process that includes a formal budget review at the September or October board meeting. We hoped to be able to confirm our funding levels from Metro and have a clearer picture of our actual service demand levels. The Metro board is scheduled to adopt their final funding marks for FY 2021 on September 24th. If approved, PVTA will be eligible to receive additional funding through the Subregional Incentive program. PVTA plans to adopt a revised FY 2021 that will reflect the added funds and based on updated service level demands.

Staff has developed a revised budget based on this information and presents it at this point to allow for review by the cities. We plan to present the modified budget for board adoption at its October  $14^{\rm th}$  meeting.

### B. <u>Summary of Changes from the Adopted Budget</u>

The draft budget modification would (1) reduce the cities FY 2021 contributions to Get About by \$415,000 or 19% and (2) it would add \$250,000 to capital reserves. Below is a summary of the adjustments contemplated in the budget modification.

- 1. Revenues Estimates-We modified our estimate of Get About revenues as follows:
  - **a.** We increased our projected Subregional Incentive revenues by \$350,000 to \$1,150,000 based on the proposed Metro funding marks.
  - **b.** Because we are not collecting fares for our non-premium service and lower demand, we reduced our fare revenue estimate from \$90,000 to \$35,000.
  - **c.** Based on continued lower service demand we reduced our projected FTA revenues by \$15,000 to \$55,000.
- 2. Revised Demand and Expense Projections—The continuation of the pandemic has suppressed ridership more than expected. We have revised our service level estimated downward for the year and adjusted our expense projections accordingly. We reduced our projected contractor expenses by \$170,000. We increased our consultant costs projection by \$50,000. The modified budget reduces overall expenses by \$135,000.
- 3. Capital Contributions-The adopted budget deferred \$250,000 capital fund contributions for a year. The revised budget recommends that the Board authorize the transfer of \$250,000 from reserves to the capital and technology fund. Expenses were considerably lower in the last four months of FY 2020 generating higher than estimated savings. The transfer will allow PVTA to continue capital contributions at planned levels. This will avoid the need to further increase city capital contributions in FY 2022 and future years. We are projecting that PVTA will end FY 2021 with reserves that meet the board adopted level of 30% of the Get About operating budget.

# Summary of City Contributions to Get About Operations and Capital

Below is a chart that compares the revised FY 2021 budget to the FY 2020 budget and FY 2021adopted budget.

-	Adopted	Adopted	Revised	FY20-21rev	FY21-21rev
	FY2020	FY2021	<b>FY2021</b>	+/~	+/-
Claremont	\$300,120	\$282,960	\$228,595	-\$71,525	-\$54,365
La Verne	\$430,000	\$304,560	\$246,045	-\$183,995	-\$58,515
Pomona	\$1,741,680	\$1,399,680	\$1,130,760	-\$610,920	-\$268,920
San Dimas	<u>\$188,200</u>	<u>\$172,800</u>	\$139 <u>,600</u>	<u>-\$48,600</u>	<u>-\$33,200</u>
Total	\$2,660,000	\$2,160,000	\$1,745,000	-\$915,000	-\$415,000

The draft budget revision lowers city Get About contributions by \$915,000 compared to the FY 2020 budget and by \$415,000 compared to the FY 2021 adopted budget.

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#### C. <u>City Get About Shares</u>

Get About contributions are based on a three-year rolling average. A calculation of the FY 2021 shares is shown below:

#### PROJECTED FY 2021 CITY SHARES

	$\underline{\mathbf{CL}}$	$LV_{\underline{\cdot}}$	<u>PO</u>	<u>SD</u>
FY 2018	11.6%	16.0%	64.6%	7.8%
FY 2019	13.4%	13.5%	65.3%	7.8%
FY 2020*	14.2%	12.8%	64.6%	<u>8.4%</u>
FY 21 Share	13.1%	14.1%	64.8%	8.0%
*Estimated				

### D. Claremont Dial-a-Ride

Claremont Group service operations are extremely curtailed since there are no afterschool programs and nutrition programs operating. Claremont DAR ridership is lower as well. We have reduced our estimate of operating cost by \$87,000 to \$353,000.

#### E. San Dimas Dial-a-Cab

We reduced our estimate of San Dimas DAC costs by \$37,000 and increased its projected Subregional revenues by \$25,000. We lowered the estimated fares by \$10,000. The net impact is a \$42,000 reduction in the projected local return contributions by San Dimas.

#### F. Pomona Group

Pomona Group service currently represents a modest cost in the city's overall transit program and has held steady for the last several years. In light of the expected reductions in activity in the coming year, we have decreased the Pomona's estimated contribution to \$28,000 in FY 2021.

# REVISED BUDGET FY2021 POMONA VALLEY TRANSPORTATION AUTHORITY TOTAL PROPOSITION A CONTRIBUTION ANALYSIS

	<u>19-20</u>	<u>Pre-FY 2021</u> <u>FY</u>	Z 2021 Adopted E	Y 2021 Revised
CLAREMONT				
Get About	\$300,120	\$349,115	\$282,960	\$228,595
Dial-a-Ride	<u>\$195,000</u>	<u>\$215,000</u>	<u>\$185,000</u>	\$155,000 *
	\$495,120	\$564,115	\$467,960	\$383,595
LA VERNE				
Get About	\$393,600	\$375,765	\$304,560	\$246,045
Capital Expenditures	<u>\$36,400</u>	<u>\$40,500</u>	<u>\$0</u>	<u>\$0</u>
	\$430,000	\$416,265	\$304,560	\$246,045
POMONA				
Get About	\$1,594,080	\$1,726,920	\$1,399,680	\$1,130,760
Pomona Group	\$39,000	\$40,000	\$28,000	\$28,000
Capital Expenditures	<u>\$147,600</u>	<u>\$186,750</u>	<u>\$0</u>	<u>\$0</u>
	\$1,780,680	\$1,953,670	\$1,427,680	\$1,158,760
SAN DIMAS				
Get About	\$172,200	\$213,200	\$172,800	\$139,600
Dial-a-Cab	\$301,000	\$277,000	\$232,000	\$190,000
Capital Expenditures	<u>\$16,000</u>	<u>\$22,750</u>	<u>\$0</u>	<u>\$0</u>
	\$489,200	\$512,950	\$404,800	\$329,600
	CLAREMONT	LA VERNE	<u>POMONA</u>	SAN DIMAS
Prop. A FY 21 MTA Est.	\$658,024	\$598,369	\$2,781,069	\$623,294
City Prop.A Contribution	<u>\$383,595</u>	<u>\$246,045</u>	\$1,158,760	\$329,600
Balance	\$274,429	\$352,324	\$1,622,309	\$293,694

<sup>\*</sup> Plus \$310,000 in Regional Funding, includes Claremont Admin.

# REVISED FY 2021 BUDGET POMONA VALLEY TRANSPORTATION AUTHORITY

Get About	Pre-FY 2021 TY	Z 2021Adopted	FY2021 Rev.
Fares	\$165,000	\$90,000	35,000
Subregional Incentive Funds	\$705,000	\$800,000	1,150,000
Interest	\$70,000	\$20,000	20,000
Carryover - Reduction in Reserves	\$275,000	\$475,000	475,000
FTA Operations Revenue	\$170,000	\$70,000	55,000
	<u>\$0</u>		
Total Fares & Other Revenue	\$1,385,000	\$1,455,000	1,735,000
Local Funds Prop A FY 21			
Claremont 13.1%	\$358,285	\$282,960	228,595
La Verne 14.1%	\$385,635	\$304,560	246,045
Pomona 64.8%	\$1,772,280	\$1,399,680	1,130,760
San Dimas 8.0 <u>%</u>	\$218,800	<u>\$172,800</u>	139,600
Total Local Funds 100%	\$2,735,000	\$2,160,000	1,745,000
<b>Total Get About Revenue</b>	<u>\$4,120,000</u>	<u>\$3,615,000</u>	<u>3,480,000</u>
Claremont & San Dimas Cab, Pomona Gr	oup		
Fares	\$83,000	\$32,000	20,000
Subregional Incentive Funds	\$88,000	\$79,000	107,000
Regional Funds (Claremont)	\$420,000	\$375,000	310,000
Total Fares & Other Revenue	\$591,000	\$486,000	437,000
Local Funds (Prop A)			
Claremont	\$85,000	\$55,000	35,000
San Dimas	\$277,000	\$232,000	190,000
Pomona	\$40,000	\$28,000	28,000
Total Local Funds	\$402,000	\$315,000	\$253,000
Total Cab & Group Revenue	<u>\$993,000</u>	<u>\$801,000</u>	<u>\$690,000</u>
Total Operating Revenue	\$5,113,000	<u>\$4,416,000</u>	<u>\$4,170,000</u>
Capital & Technology Revenue			
	<u>Pre-FY 2021</u> ?Y	2021Adopted	FY2021 Rev.
La Verne 16.2%	\$40,500	\$0	\$0
Pomona 74.7%	\$186,750	\$0	\$0
San Dimas 9.11%	\$22,750	\$0	\$0 \$0
Capital and Technology Reserves	\$5,000	\$151,000	\$151,000
FTA 5310/5317	<u>\$0</u>	\$194,000	\$194,000
Total Capital & Technology Revenue	\$255,000	\$345,000	\$345,000
Total Revenue	\$5,368,000	<b>\$4,761,000</b>	\$4,515,000
* Awarded in FY 2018			0.000 0000 000 000 000 000

# REVISED FY 2021 BUDGET POMONA VALLEY TRANSPORTATION AUTHORITY

EXPENDITURES	EXP	ΈΝD	ITI	JRES
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PVTA ADMINISTRATION			
Salaries & Benefits	Pre-FY 2021?Y	2021Adopted	FY2021 Rev.
Administrator	\$130,000	\$125,000	125,000
Senior Analyst	\$93,000	\$90,000	90,000
Office Administrative	\$68,000	\$66,000	66,000
Benefits	\$145,000	\$140,000	140,000
Total Salaries & Benefits	\$436,000	\$421,000	421,000
Other Expenditures			
Audit	\$9,000	7,000	7,000
Legal	\$4,000	2500	2,500
Telephone	\$4,000	3500	3,500
Supplies	\$8,000	6000	5,000
Insurance	\$19,000	19,000	18,000
Travel & Training	\$16,000	8,000	7,000
Rent & Utilities	\$50,000	50,000	50,000
Equipment Rent & Maintenance	\$7,000	7,000	5,000
Miscellaneous	\$8,000	<u>0</u>	<u>0</u>
Total Other Expense	<u>\$125,000</u>	<u>\$103,000</u>	<u>98,000</u>
Marketing & Consultants	\$85,000	\$35,00 <u>0</u>	85,000
Total CSS & Consultants	\$85,000	\$35,000	85,000
Total PVTA Administration & Marketing	<u>\$646,000</u>	<u>\$559,000</u>	<u>604,000</u>
Mobility Manager			
Wages	\$126,000	\$126,000	126,000
Benefits	\$40,000	\$40,000	40,000
Rent/Supplies/Start-up	\$10,000	\$10,000	10,000
**	\$176,000	\$176,000	176,000
Total (Administration Expense)	\$822,000	\$735,000	780,000
(Less FTA 5310 Mobility Manager)	(\$150,000)	-\$150,000	-150,000
Net Administration Cost	\$672,000	\$585,000	\$630,000

# REVISED FY 2021 BUDGET POMONA VALLEY TRANSPORTATION AUTHORITY

	Pre-FY 2021 YY 2021Adopted		FY2021 Rev.
Get About Other			
Consultant, Marketing	\$100,000	\$23,000	24,000
Total Get About Other	\$100,000	\$23,000	24,000
Get About Operations			
Van Service	\$2,400,000	\$2,100,000	1,975,000
Cab Meter	\$1,050,000	<u>\$995,000</u>	945,000
Total Get About Operations	\$3,450,000	\$3,095,000	2,920,000
Claremont Dial-a-Ride Operations			
Cab Charges	\$295,000	\$250,000	195,000
Van Service	\$140,000	\$110,000	75,000
Marketing & Consultants	<u>\$57,000</u>	<u>\$42,000</u>	<u>42,000</u>
Total DAR Operations	\$492,000	\$402,000	312,000
San Dimas Dial-a-Cab Operations			
Cab Charges including dedicated	\$345,000	\$270,000	240,000
Marketing	\$5,000	\$5,000	<u>5,000</u>
<u> </u>	\$350,000	\$275,000	245,000
Pomona Group Service			
Contract Cost	\$46,000	\$35,000	38,000
Marketing	<u>\$3,000</u>	<u>\$1,000</u>	<u>1,000</u>
Total Pomona Group Service	\$49,000	\$36,000	39,000
Total Operating Expense	<u>\$5,113,000</u>	<u>\$4,416,000</u>	<u>4,170,000</u>
Capital & Technology Fund			
Replacement Cut-A-Ways (FTA 5310)	\$0	\$0	0
Accessible minivans	\$0	\$240,000	240,000
Computers/Telephone System (FY 2018)	\$20,000	\$20,000	20,000
PVTA Transit Options Website	\$20,000	\$20,000	20,000
Scheduling Software	\$150,000	\$0	0
In-Vehicle Camera System	\$65,000	\$65,000	65,000
Total Capital & Technology	\$255,000	\$345,000	345,000
Total Expenditures	<u>\$5,368,000</u>	<u>\$4,761,000</u>	<u>\$4,515,000</u>

# REVISED FY 2021 BUDGET PVTA ADMINISTRATION

EXPENDITURES			
Salaries & Benefits	<u>Pre-FY 2021 FY</u>	2021 Adopted	FY 2021 Rev.
Administrator	\$130,000	\$125,000	\$125,000
Senior Transit Analyst	\$93,000	\$90,000	\$90,000
Secretary	\$68,000	\$66,000	\$66,000
Benefits (PERS, Health Ins, W/C)	<u>\$145,000</u>	<u>\$140,000</u>	\$140,000
<b>Total Salaries &amp; Benefits</b>	\$436,000	\$421,000	\$421,000
Other Expenditures			
Audit	\$9,000	7,000	\$7,000
Legal	\$4,000	2500	\$2,500
Telephone	\$4,000	3500	\$3,500
Supplies/ADP	\$8,000	6000	\$5,000
Insurance	\$19,000	19,000	\$18,000
Travel & Training	\$16,000	8,000	\$7,000
Rent & Utilities	\$50,000	50,000	\$50,000
Equipment Rent & Maintenance	\$7,000	7,000	\$5,000
Miscellaneous & Moving Exp.	\$8,000	<u>0</u>	<u>\$0</u>
Total Other Expenditures	\$125,000	\$103,000	\$98,000
Marketing & Consultants	\$85,000	<u>35,000</u>	<u>\$85,000</u>
Total CSS and Consultants	\$85,000	\$35,000	\$85,000
Total Admin & Maketing	<u>\$646,000</u>	<u>559,000</u>	<u>604,000</u>
	Pre-FY 2021 FY	2021 Adopted	FY 2021 Rev.
Mobility Manager (1/1/2018)			
Wages	\$126,000	\$126,000	\$126,000
Benefits	\$40,000	\$40,000	\$40,000
Supplies etc.	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
Mobility Manager Total	\$176,000	\$176,000	\$176,000
Total Administrative Expense	\$822,000	\$735,000	\$780,000
(Less FTA 5310 Mobility Manager)	(\$150,000)	<u>-\$150,000</u>	<u>-\$150,000</u>
	<u>\$672,000</u>	\$585,000	\$630,000
Allocation of Administrative Costs			
Get About 85.0%	\$570,000	\$497,000	\$536,000
Claremont DAR 6.5%	\$43,000	\$38,000	\$41,000
San Dimas DAC 8.0%	\$54,000	\$47,000	\$50,000
Pomona Group5%	<u>\$5,000</u>	<u>\$3,000</u>	\$3,000
Total 100.0%	\$672,000	\$585,000	\$630,000

# REVISED FY 2021 BUDGET GET ABOUT

REVENUES	<u>Pre-FY 2021</u>	FY 2021 Adopted	FY 2021 Rev.
Fares	\$165,000	90,000	35,000
Subregional Incentive Funds	\$705,000	800,000	1,150,000
Interest	\$70,000	20,000	20,000
Carryover - Reduction in Reserves	\$275,000	475,000	475,000
FTA Operations Revenue	<u>\$170,000</u>	<u>70,000</u>	<u>55,000</u>
Total Fares & Other Revenue	\$1,385,000	\$1,455,000	\$1,735,000
Local Funds FY 2021			
Claremont 13.1%	\$358,285	\$282,960	228,595
La Verne 14.1%	\$385,635	\$304,560	246,045
Pomona 64.8%	\$1,772,280	\$1,399,680	1,130,760
San Dimas 8.0.%	\$218,800	<u>\$172,800</u>	<u>139,600</u>
100%			
Total Local Revenue (Prop. A)	\$2,735,000	\$2,160,000	\$1,745,000
Total Revenue	<u>\$4,120,000</u>	<u>\$3,615,000</u>	<u>\$3,480,000</u>
EXPENDITURES			
Administration & Marketing			
Consultant & Marketing	\$100,000	\$23,000	24,000
PVTA Administration	\$570,000	<u>\$497,000</u>	<u>536,000</u>
Total Administration & Marketin	\$670,000	\$520,000	560,000
Contractor Expense			
Fixed Rate	\$1,175,000	\$1,175,000	1,195,000
Hourly, Incentives, Dispatch (24,00	\$1,190,000	\$905,000	760,000
Fares Retained	N/A	N/A	N/A
Gas (85,000 gallons x \$.70)	<u>\$35,000</u>	\$20,000	20,000
Van Service Total	\$2,400,000	2,100,000	1,975,000
Cab Charges (55,000 Rides)	\$1,050,000	\$995,000	945,000
Total Contractor Expense	\$3,450,000	\$3,095,000	<u>\$2,920,000</u>
Get About Total Expense	<u>\$4,120,000</u>	\$3,615,000	<u>\$3,480,000</u>

### REVISED FY 2021 BUDGET CLAREMONT DIAL-A-RIDE

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	<u>Pre-FY 2021</u>	FY 20-21 Adopted	FY 2021 Rev.
Fares	\$30,000	\$10,000	\$8,000
Regional Funds	\$420,000	\$375,000	\$310,000
Proposition A	<u>\$85,000</u>	<u>\$55,000</u>	<u>\$35,000</u>
Total Revenue	\$535,000	\$440,000	\$353,000

# **Expenditures**

Claremont Admin

**Total Expenditures** 

	Pre-FY 2021	FY 2021 Adopted	FY 2021 Rev.
Cab Charges	\$295,000	\$250,000	\$195,000
Van Service (Group)	\$140,000	\$110,000	\$75,000
Administration	\$43,000	\$38,000	\$41,000
Marketing & Consulti	<u>\$57,000</u>	<u>\$42,000</u>	\$42,000
Total Expenditures	\$535,000	<u>\$440,000</u>	\$353,000 *

<sup>\*</sup> The total does not include an estimated \$130,000 in Claremont administrative costs. Projected Claremont revenues and expenditures for FY 2020 including Claremont administrative costs & are detailed below.

\$130,000 **\$665,000** 

# CLAREMONT DIAL-A-RIDE (INCLUDING CLAREMONT ADMINISTRATION)

Revenue	Pre-FY 2021	FY 2021Adopted	FY 2021 Rev.
Fares	\$30,000	\$10,000	\$8,000
Regional Funds	\$420,000	\$375,000	\$310,000
Proposition A	<u>\$215,000</u>	<u>\$185,000</u>	<u>\$165,000</u>
Total Revenue	\$665,000	\$570,000	\$483,000
Expenditures	<u>Pre-FY 2021</u>	FY 2021Adopted	FY 2021 Rev.
Cab Charges	\$295,000	\$250,000	\$195,000
Van Service	\$140,000	\$110,000	\$75,000
PVTA Cost	\$100,000	\$80,000	\$83,000

\$130,000

\$570,000

\$130,000

\$483,000

# REVISED BUDGET FY 2021 SAN DIMAS DIAL-A-CAB

Revenue	<u>Pre-FY 2021</u>	FY 2021 Adopted	FY 2021 Rev.
Fares	\$50,000	\$20,000	\$10,000
Subregional Incentive Funds	\$77,000	\$70,000	\$95,000
Proposition A Funds	<u>\$277,000</u>	<u>\$232,000</u>	\$190,000
Total Revenue	<u>\$404,000</u>	<u>\$322,000</u>	<u>\$295,000</u>
Expense	<u>Pre-FY 2021</u>	FY 2021 Adopted	FY 2021 Rev.
Cab Charges	\$345,000	\$270,000	\$240,000
Administration	\$54,000	\$47,000	\$50,000
Marketing	\$5,000	<u>\$5,000</u>	<u>\$5,000</u>
TOTAL EXPENSE	<u>\$404,000</u>	<u>\$322,000</u>	\$295,000

## REVISED BUDGET FY2021 POMONA GROUP SERVICE

Revenue	<u>Pre-FY 2021</u>	FY 2021 Adopted	FY 2021 Rev.
Fares	\$3,000	\$2,000	\$2,000.00
Subregional Incentive Funds	\$11,000	\$9,000	\$12,000.00
Proposition A	\$40,000	<u>\$28,000</u>	<u>\$28,000.00</u>
Total Revenue	<u>\$54,000</u>	<u>\$39,000</u>	<u>\$42,000.00</u>
<b>Expense</b>	<u>Pre-FY 2021</u>	FY 2021 Adopted	FY 2021 Rev.
Contractor Cost	\$46,000	\$35,000	\$38,000.00
Administration	\$5,000	\$3,000	\$3,000.00
Marketing	<u>\$3,000</u>	\$1,000	\$1,000.00
Total Expense	<u>\$54,000</u>	<u>\$39,000</u>	<u>\$42,000</u>