



Pomona Valley
Transportation
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas
2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750
phone 909-596-7664 fax 909-596-7399

April 14, 2021

MEMORANDUM

**AGENDA
ITEM #4**

To: Pomona Valley Transportation Authority
From: Nicole Carranza, Senior Program Manager
Subject: **Updated FY 2022 Budget**

Recommended Action: *Receive and File the Updated FY 2022 Budget*

A. Summary of Changes from the Preliminary Budget

The updated FY 2022 Budget contains several major positive changes from the preliminary budget we presented in February. The major changes are summarized below:

- 1. *Member City Contributions to Get About***-The updated budget reduces member city contributions to Get About and the Capital Replacement fund by a combined total of \$1,010,000. A city-by-city comparison of total Get About contributions between the preliminary and updated budgets is shown below:

	<u>Prelim.FY2022</u>	<u>Updated FY 2022</u>	<u>+/-</u>
Claremont	\$295,369	\$210,630	-\$84,739
La Verne	\$395,980	\$232,050	-\$163,930
Pomona	\$1,915,335	\$1,217,370	-\$697,965
San Dimas	<u>\$189,601</u>	<u>\$124,950</u>	<u>-\$64,651</u>
Total	\$2,796,285	\$1,785,000	-\$1,011,285

- 2. *Capital Contributions***-The updated budget transfers \$300,000 from general reserves to the capital replacement reserves in lieu of requiring member cities to contribute to these reserves.

3. FY 2022 Fund Marks-Projected Local Return Revenues

Metro released the first set of fund marks for FY 2022. Based on a comparison of the FY 2021 fund marks with the projected FY 2022 figures, local return revenues are rising by about 10.5%.

B. Major Budgetary Factors

The changes to the updated budget are based on three primary factors.

- ***Projected available fund reserves.***
- ***Projected revenue from CRRSAA funding***
- ***Revised service level estimates.***

1. ***Available Reserve Funds***-Due to the suppressed ridership related to the pandemic, our operating expenses are running below budgeted levels. Based on our projections we do not anticipate needing to expend reserve funds that were included in the FY 2021 budget. The PVTA Board has established a policy that PVTA maintain a rainy day reserve of 30% of the Get About operating budget. For FY 2022 this amounts to \$1.1 million. We are projecting a fund balance of \$1.8 million as of 6/30/2021.
 - a. The updated budget programs \$400,000 of this balance to FY 2022 Get About operations.
 - b. The budget applies \$300,000 in reserves to the capital replacement fund, allowing PVTA to use these funds in lieu of requiring capital contributions from member cities.
2. ***CRRSAA Funding***-The second stimulus bill, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) provided additional funding for transit in Los Angeles County. PVTA joined with several other local operators to advocate that a portion of the funds for Los Angeles County be apportioned to local operators that are not part of the region's formula allocation program (FAP). PVTA qualifies for a total of \$493,000 in additional funding, \$451,000 for Get About and \$42,000 for San Dimas and Pomona Group. Claremont DAR also qualifies for \$120,000 in direct CRRSAA funding.
3. ***Revised Demand and Expense Projections***—The continuation of the pandemic has continued to suppress ridership. We have revised our service level estimated downward for the year and adjusted our expense projections accordingly. We reduced our projected contractor expenses by \$160,000.

Get About Annual Service Levels

Program	FY2019	FY2020	FY2021	FY2022
GA VAN				
Riders	79,227	59,549	21,000	53,000
Rev hrs.	23,643	17,686	8,000	17,500
Ops Cost	\$1,855,388	\$1,782,757	\$1,490,000	\$2,085,000
GA CAB Total				
Riders	43,431	40,503	22,000	36,000
Rev hrs.	10,438	9,744	4,700	7,700
Ops Cost	\$847,720	\$836,980	\$550,000	\$900,000

4. Other Revenue Categories

- ✓ **Subregional Incentive Funds-** Due to the pandemic, MTA has agreed to base incentive criteria numbers on FY2019. We have budgeted based on the FY 2019 subregional allocation of \$800,000 for Get About.
- ✓ **FTA Operating Revenues-**We are projecting our revenues from our FTA Ready Now and One Step programs to increase to \$120,000 as ridership get closer to pre-pandemic levels.
- ✓ **Fares-**We are lowering our estimate of fare revenue for Get About to \$60,000 based on projected reduced ridership.

Claremont Dial-a-Ride

The preliminary budget for Claremont DAR projected service levels to rebound modestly in FY 2022. That projection is consistent with current ridership patterns. The updated budget incorporates \$120,000 in CRRSAA funds and includes an estimated \$380,000 from the formula allocation program. We have increased the estimate of expenditures in order to accommodate a potential shuttle or route deviation pilot in the coming year. After accounting for these costs Claremont is projected to expend only \$123,000 in local return funds.

San Dimas Dial-a-Cab

Revisions to the San Dimas DAC budget are the lowering of the estimate of fare revenue and the incorporation of \$37,000 in CRRSAA related funds. The budget lowers the estimate of San Dimas local return needed by \$17,000.

Pomona Group

The updated budget for Pomona Group reduces the estimated local contribution by about \$3,000.

PROPOSED BUDGET FY2022
POMONA VALLEY TRANSPORTATION AUTHORITY
TOTAL PROPOSITION A CONTRIBUTION ANALYSIS

4/14/2021

	<u>18-19</u>	<u>19-20</u>	<u>FY 2021</u>	<u>FY 2022</u>
CLAREMONT				
Get About	\$289,560	\$300,120	\$228,595	\$210,630
Dial-a-Ride	<u>\$154,000</u>	<u>\$195,000</u>	<u>\$155,000</u>	<u>\$123,342</u> *
	\$443,560	\$495,120	\$383,595	\$333,972
LA VERNE				
Get About	\$417,449	\$393,600	\$246,045	\$232,050
Capital Expenditures	<u>\$19,700</u>	<u>\$36,400</u>	<u>\$0</u>	<u>\$0</u>
	\$437,149	\$430,000	\$246,045	\$232,050
POMONA				
Get About	\$1,529,842	\$1,594,080	\$1,130,760	\$1,217,370
Pomona Group	\$40,000	\$39,000	\$28,000	\$33,972
Capital Expenditures	<u>\$72,000</u>	<u>\$147,600</u>	<u>\$0</u>	<u>\$0</u>
	\$1,641,842	\$1,780,680	\$1,158,760	\$1,251,342
SAN DIMAS				
Get About	\$176,149	\$172,200	\$139,600	\$124,950
Dial-a-Cab	\$309,000	\$301,000	\$190,000	\$204,753
Capital Expenditures	<u>\$8,300</u>	<u>\$16,000</u>	<u>\$0</u>	<u>\$0</u>
	\$493,449	\$489,200	\$329,600	\$329,703
	<u>CLAREMONT</u>	<u>LA VERNE</u>	<u>POMONA</u>	<u>SAN DIMAS</u>
Prop. A FY 22 MTA Est.	\$723,104	\$672,472	\$3,126,449	\$685,502
City Prop.A Contribution	<u>\$333,972</u>	<u>\$232,050</u>	<u>\$1,251,342</u>	<u>\$329,703</u>
Balance	\$389,132	\$440,422	\$1,875,107	\$355,799

* Plus \$371,430 in Regional Funding, includes Claremont Admin.

**PROPOSED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY**

4/14/2021

<u>Get About</u>	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
Fares	\$150,000	\$35,000	\$60,000
Subregional Incentive Funds	\$760,000	\$1,150,000	\$800,000
Interest	\$60,000	\$20,000	\$28,003
Carryover - Reduction in Reserves	\$220,000	\$475,000	\$400,000
FTA Operations Revenue	\$190,000	\$55,000	\$120,000
CRRSSA	<u>\$0</u>	<u>\$0</u>	<u>\$450,000</u>
Total Fares & Other Revenue	<u>\$1,380,000</u>	<u>\$1,735,000</u>	<u>\$1,858,003</u>
Local Funds Prop A	<u>FY 22</u>		
Claremont 11.8%	\$300,120	\$228,595	\$210,630
La Verne 13.0%	\$393,000	\$246,045	\$232,050
Pomona 68.2%	\$1,594,080	\$1,130,760	\$1,217,370
San Dimas 7.0%	<u>\$172,800</u>	<u>\$139,600</u>	<u>\$124,950</u>
Total Local Funds 100%	<u>\$2,460,000</u>	<u>\$1,745,000</u>	<u>\$1,785,000</u>
Total Get About Revenue	<u>\$3,840,000</u>	<u>\$3,480,000</u>	<u>\$3,643,003</u>
<u>Claremont & San Dimas Cab, Pomona Group</u>			
Fares	\$93,000	\$20,000	\$57,000
Subregional Incentive Funds	\$80,000	\$107,000	\$74,500
Regional Funds (Claremont)	\$420,000	\$310,000	\$354,772
CRRSSA	<u>\$0</u>	<u>\$0</u>	<u>\$162,500</u>
Total Fares & Other Revenue	<u>\$593,000</u>	<u>\$437,000</u>	<u>\$648,772</u>
Local Funds (Prop A)			
Claremont	\$65,000	\$35,000	\$0
San Dimas	\$301,000	\$190,000	\$204,753
Pomona	<u>\$39,000</u>	<u>\$28,000</u>	<u>\$33,972</u>
Total Local Funds	<u>\$405,000</u>	<u>\$253,000</u>	<u>\$238,725</u>
Total Cab & Group Revenue	<u>\$998,000</u>	<u>\$690,000</u>	<u>\$887,497</u>
Total Operating Revenue	<u>\$4,838,000</u>	<u>\$4,170,000</u>	<u>\$4,530,500</u>
<u>Capital & Technology Revenue</u>			
	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
La Verne	\$36,400	\$0	\$0
Pomona	\$147,600	\$0	\$0
San Dimas	\$16,000	\$0	\$0
Capital and Technology Reserves	\$363,000	\$151,000	\$300,000
FTA 5310/5317	<u>\$432,000</u>	<u>\$194,000</u>	<u>\$0</u>
Total Capital & Technology Revenue	<u>\$995,000</u>	<u>\$345,000</u>	<u>\$300,000</u>
Total Revenue	<u>\$5,833,000</u>	<u>\$4,515,000</u>	<u>\$4,830,500</u>

PROPOSED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY

4/14/2021

EXPENDITURES

PVTA ADMINISTRATION

<u>Salaries & Benefits</u>	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
Administrator	\$130,000	\$125,000	\$133,000
Senior Analyst	\$90,000	\$90,000	\$94,000
Office Administrative	\$66,000	\$66,000	\$70,000
Benefits	<u>\$130,000</u>	<u>\$140,000</u>	<u>\$142,000</u>
Total Salaries & Benefits	<u>\$416,000</u>	<u>\$421,000</u>	<u>\$439,000</u>

Other Expenditures

Audit	\$9,000	\$7,000	\$9,000
Legal	\$5,000	\$2,500	\$5,000
Telephone	\$4,000	\$3,500	\$4,500
Supplies	\$8,000	\$5,000	\$8,000
Insurance	\$22,000	\$18,000	\$19,000
Travel & Training	\$13,000	\$7,000	\$10,000
Rent & Utilities	\$45,000	\$50,000	\$53,000
Equipment Rent & Maintenance	\$7,000	\$5,000	\$5,000
Miscellaneous	<u>\$8,000</u>	<u>\$0</u>	<u>\$2,000</u>
Total Other Expense	<u>\$121,000</u>	<u>\$98,000</u>	<u>\$115,500</u>

Marketing & Consultants	\$85,000	85,000	85,000
Total Consultants & Marketing	<u>\$85,000</u>	<u>85,000</u>	<u>85,000</u>

Total PVTA Administration & Marketing	<u>\$622,000</u>	<u>604,000</u>	<u>639,500</u>
--	-------------------------	-----------------------	-----------------------

Mobility Manager

Wages	\$125,000	126,000	134,000
Benefits	\$50,000	40,000	50,000
Rent/Supplies/Start-up	<u>\$20,000</u>	<u>10,000</u>	<u>10,000</u>
	<u>\$195,000</u>	<u>176,000</u>	<u>194,000</u>

Total (Administration Expense)	\$817,000	780,000	833,500
(Less FTA 5310 Mobility Manager)	<u>-\$155,000</u>	<u>-150,000</u>	<u>-170,000</u>
Net Administration Cost	<u>\$662,000</u>	<u>\$630,000</u>	<u>\$663,500</u>

**PROPOSED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY**

4/14/2021

	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
<u>Get About Other</u>			
Consultant, Marketing	\$75,000	24,000	100,000
Total Get About Other	\$75,000	24,000	100,000
<u>Get About Operations</u>			
Van Service	\$2,145,000	1,975,000	2,085,000
Cab Meter	<u>\$1,090,000</u>	<u>945,000</u>	<u>900,000</u>
Total Get About Operations	\$3,235,000	2,920,000	2,985,000
<u>Claremont Dial-a-Ride Operations</u>			
Cab Charges	\$305,000	195,000	235,000
Van Service	\$135,000	75,000	165,000
Marketing & Consultants	<u>\$35,000</u>	<u>42,000</u>	<u>57,000</u>
Total DAR Operations	\$475,000	312,000	457,000
<u>San Dimas Dial-a-Cab Operations</u>			
Cab Charges including dedicated	\$342,000	240,000	275,000
Marketing	<u>\$5,000</u>	<u>5,000</u>	<u>5,000</u>
	\$347,000	245,000	280,000
<u>Pomona Group Service</u>			
Contract Cost	\$42,000	38,000	42,000
Marketing	<u>\$2,000</u>	<u>1,000</u>	<u>3,000</u>
Total Pomona Group Service	\$44,000	39,000	45,000
Total Operating Expense	<u>\$4,838,000</u>	<u>4,170,000</u>	<u>4,530,500</u>
<u>Capital & Technology Fund</u>			
Vehicles	\$730,000	240,000	120,000
Computers/Telephone System (FY 2018)	\$0	20,000	0
PVTA Transit Options Website	\$0	20,000	0
Software Update	\$200,000	0	100,000
In-Vehicle Camera System	\$65,000	65,000	65,000
Capital Reserves	\$0	0	15,000
Total Capital & Technology	\$995,000	345,000	300,000
Total Expenditures	<u>\$5,833,000</u>	<u>\$4,515,000</u>	<u>\$4,830,500</u>

**PROPOSED
FY 2022 BUDGET
PVTA ADMINISTRATION**

EXPENDITURES

<u>Salaries & Benefits</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Administrator	\$130,000	\$125,000	\$133,000
Senior Transit Analyst	\$90,000	\$90,000	\$94,000
Secretary	\$66,000	\$66,000	\$70,000
Benefits (PERS, Health Ins, W/C)	<u>\$130,000</u>	<u>\$140,000</u>	<u>\$142,000</u>
Total Salaries & Benefits	\$416,000	\$421,000	\$439,000

Other Expenditures

Audit	9,000	\$7,000	\$9,000
Legal	5000	\$2,500	\$5,000
Telephone	4000	\$3,500	\$4,500
Supplies/ADP	8000	\$5,000	\$8,000
Insurance	22,000	\$18,000	\$19,000
Travel & Training	13,000	\$7,000	\$10,000
Rent & Utilities	45,000	\$50,000	\$53,000
Equipment Rent & Maintenance	7,000	\$5,000	\$5,000
Miscellaneous & Moving Exp.	<u>8000</u>	<u>\$0</u>	<u>\$2,000</u>
Total Other Expenditures	\$121,000	\$98,000	\$115,500

Marketing & Consultants	<u>85,000</u>	<u>\$85,000</u>	<u>\$85,000</u>
Total CSS and Consultants	\$85,000	\$85,000	\$85,000

Total Admin & Marketing	<u>622,000</u>	<u>604,000</u>	<u>639,500</u>
------------------------------------	-----------------------	-----------------------	-----------------------

	<u>FY 2020</u>	<u>FY 2021 Rev.</u>	<u>FY 2022</u>
<u>Mobility Manager (1/1/2018)</u>			
Wages	\$125,000	\$126,000	\$134,000
Benefits	\$50,000	\$40,000	\$50,000
Supplies etc.	<u>\$20,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
Mobility Manager Total	\$195,000	\$176,000	\$194,000

Total Administrative Expense	\$817,000	\$780,000	\$833,500
(Less FTA 5310 Mobility Manager)	<u>-\$155,000</u>	<u>-\$150,000</u>	<u>-\$170,000</u>
	\$662,000	\$630,000	\$663,500

Allocation of Administrative Costs

Get About	84.1%	\$530,000	\$536,000	\$558,003
Claremont DAR	7.2%	\$60,000	\$41,000	\$47,772
San Dimas DAC	7.8%	\$66,000	\$50,000	\$51,753
Pomona Group	<u>0.9%</u>	<u>\$6,000</u>	<u>\$3,000</u>	<u>\$5,972</u>
Total	100.0%	\$662,000	\$630,000	\$663,500

**PROPOSED FY 2022 BUDGET
GET ABOUT**

4/14/21

<u>REVENUES</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022.</u>
Fares	\$150,000	\$35,000	\$60,000
Subregional Incentive Funds	\$760,000	\$1,150,000	\$800,000
Interest	\$100,000	\$20,000	\$28,003
Carryover - Reduction in Reserves	\$220,000	\$475,000	\$400,000
FTA Operations Revenue	\$190,000	\$55,000	\$120,000
CRRSAA (IN-LIEU)	\$0	\$0	\$450,000
Total Fares & Other Revenue	\$1,420,000	\$1,735,000	\$1,858,003
Local Funds FY 2022			
Claremont 11.8%	\$300,120	\$228,595	\$210,630
La Verne 13.0%	\$393,600	\$246,045	\$232,050
Pomona 68.2%	\$1,594,080	\$1,130,760	\$1,217,370
<u>San Dimas 7.0%</u>	<u>\$172,800</u>	<u>\$139,600</u>	<u>\$124,950</u>
100%			
Total Local Revenue (Prop. A)	\$2,460,600	\$1,745,000	\$1,785,000
Total Revenue	<u>\$3,880,600</u>	<u>\$3,480,000</u>	<u>\$3,643,003</u>
<u>EXPENDITURES</u>			
<u>Administration & Marketing</u>			
Consultant & Marketing	\$75,000	\$24,000	\$100,000
PVRTA Administration	<u>\$530,000</u>	<u>\$536,000</u>	<u>\$558,003</u>
Total Administration & Marketin	\$605,000	\$560,000	\$658,003
<u>Contractor Expense</u>			
Fixed Rate	\$1,095,000	\$1,195,000	\$1,220,000
Hourly, Incentives, Dispatch (17,50	\$1,010,000	\$760,000	\$835,000
Gas (85,000 gallons x \$.70)	<u>\$40,000</u>	<u>\$20,000</u>	<u>\$30,000</u>
Van Service Total	\$2,145,000	\$1,975,000	\$2,085,000
Cab Charges (55,000 Rides)	\$1,090,000	\$945,000	\$900,000
Total Contractor Expense	<u>\$3,235,000</u>	<u>\$2,920,000</u>	<u>\$2,985,000</u>
Get About Total Expense	<u>\$3,840,000</u>	<u>\$3,480,000</u>	<u>\$3,643,003</u>

**PROPOSED FY 2022 BUDGET
CLAREMONT DIAL-A-RIDE**

4/14/21

Revenue

	<u>FY 20</u>	<u>FY 2021</u>	<u>FY 2022</u>
Fares	\$50,000	\$8,000	\$30,000
Regional Funds	\$420,000	\$310,000	\$354,772
Proposition A	\$65,000	\$35,000	\$0
FTA 5307	<u>\$0</u>	<u>\$0</u>	<u>\$120,000</u>
Total Revenue	\$535,000	\$353,000	\$504,772

Expenditures

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Cab Charges	\$305,000	\$195,000	\$235,000
Van Service (Group)	\$135,000	\$75,000	\$165,000
Administration	\$60,000	\$41,000	\$47,772
Marketing & Consulti	\$35,000	\$42,000	\$57,000
Total Expenditures	<u>\$535,000</u>	<u>\$353,000</u>	<u>\$504,772</u> *

* The total does not include an estimated \$140,000 in Claremont administrative costs. Projected Claremont revenues and expenditures for FY 2022 including Claremont administrative costs & are detailed below.

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

Revenue

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Fares	\$50,000	\$8,000	\$30,000
Regional Funds	\$420,000	\$310,000	\$371,430
Proposition A	\$195,000	\$165,000	\$123,342
FTA 5307	<u>\$0</u>	<u>\$0</u>	<u>\$120,000</u>
Total Revenue	\$665,000	\$483,000	\$644,772

Expenditures

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Cab Charges	\$305,000	\$195,000	\$235,000
Van Service	\$135,000	\$75,000	\$165,000
PVTA Cost	\$95,000	\$83,000	\$104,772
Claremont Admin	<u>\$130,000</u>	<u>\$130,000</u>	<u>\$140,000</u>
Total Expenditures	\$665,000	\$483,000	\$644,772

**PROPOSED BUDGET
FY 2022
SAN DIMAS DIAL-A-CAB**

<u>Revenue</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Fares	\$40,000	\$10,000	\$25,000
Subregional Incentive Funds	\$72,000	\$95,000	\$65,000
CRRSAA	\$0	\$0	\$37,000
Proposition A Funds	<u>\$301,000</u>	<u>\$190,000</u>	<u>\$204,753</u>
Total Revenue	<u>\$413,000</u>	<u>\$295,000</u>	<u>\$331,753</u>
<u>Expense</u>	<u>FY 2020</u>	<u>FY 2021 Rev.</u>	<u>FY 2022</u>
Cab Charges	\$342,000	\$240,000	\$275,000
Administration	\$66,000	\$50,000	\$51,753
Marketing	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
TOTAL EXPENSE	<u>\$413,000</u>	<u>\$295,000</u>	<u>\$331,753</u>

**PROPOSED
BUDGET
FY2022
POMONA GROUP SERVICE**

4/14/2021

<u>Revenue</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Fares	\$3,000	\$2,000	\$2,000
Subregional Incentive Funds	\$8,000	\$12,000	\$9,500
CRRSAA	\$0	\$0	\$5,500
Proposition A	<u>\$39,000</u>	<u>\$28,000</u>	<u>\$33,972</u>
Total Revenue	<u>\$50,000</u>	<u>\$42,000</u>	<u>\$50,972</u>
<u>Expense</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Contractor Cost	\$42,000	\$38,000	\$42,000
Administration	\$6,000	\$3,000	\$5,972
Marketing	<u>\$2,000</u>	<u>\$1,000</u>	<u>\$3,000</u>
Total Expense	<u>\$50,000</u>	<u>\$42,000</u>	<u>\$50,972</u>