

POMONA VALLEY TRANSPORTATION AUTHORITY
WEDNESDAY MARCH 9, 2022
REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Kristin Mikula, Community Services
Corey Calaycay, Councilmember

La Verne

Muir Davis, Mayor Pro Tem
James "JR" Ranells, Assist. City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Brad McKinney, Assistant City Manager
Denis Bertone, Councilmember

PVTA

George Sparks, Administrator
Erika Jacquez, Mobility Manager
Diana Mendez, Mobility Manager

Foothill Transit

Doran Barnes, CEO

Network

Freddie Mohammadi, Project Manager

1. **Call to Order**

The meeting was called to order at 5:02 p.m. by Muir Davis.

2. **Consent Calendar**

- A. Minutes (January)
- B. Administrator's Report
- C. Financial Report (November)
- D. Check Register (January/February)
- E. Additional Check Signer Resolution

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Denis Bertone, Board unanimously **VOTED** to approve the consent calendar as presented.

3. **November Operations Report**

Erika Jacquez Presenting

Get About ridership has increased, there was a 48% increase in ridership for the month of November. It is anticipated that there will be a decrease in ridership for the month of January. There is an industry wide driver shortage that is currently affecting our ability to obtain new employees. As a result a bonus is being offered for new employees after they have completed their probationary period. Mobility Manager presentations were down in the month of November but are expected to pick up after the holidays. PVTA was awarded a travel trainer grant that will begin in July of 2022.

4. **Revised Budget FY 2023**

George Sparks Presenting:

The revision is more extensive than previous budgets with the exception of city contributions staying about the same. Revenues will be higher than anticipated, the biggest change is the raising of the amount of general reserve that will be used to program next year's budget. PVTA is also recommending that the \$400,000 capital contribution we were going to take from the reserves be moved up to \$700,000. In terms of PVTA costs we are estimating an increase of about \$43,000 to shorten PERS debt payoff from 23 years to 10 years to save money. There has been an increased estimate in contractor costs based on recruitment for our driving force. Starting drivers wage is at \$16 and PVTA is looking to get into a more competitive scale. The allocation of ridership shares has been adjusted to the current pattern.

5. **Joint PVTA/Claremont Rollout Plan**

George Sparks presenting:

PVTA has to present a Zero Emission Bus rollout plan for the Board to approve in the next 15 months. It is a requirement that can be changed at any time, depending on the availability of technology. Some of the challenges facing PVTA are: lack of facilities, (neighboring cities like Claremont do not have space at their facilities), as a local operator PVTA is not eligible for 5307 funds. We will continue to lobby for inclusion in 5307 funding to aid with the costs of ZEB rollout. Claremont is seen legally as a separate entity from PVTA and has to present its own ZEB rollout plan. These plans can be presented jointly which is what we are recommending to the board.

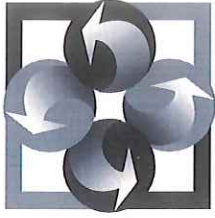
Action: It was **MOVED** by Nora Garcia, **SECONDED** by Denis Bertone, Board unanimously **VOTED** to approve partnering with Claremont DAR to develop a joint ZEB rollout plan and to authorize PVTA staff to consult with Claremont to solicit proposals for the plans development from qualified consulting firms.

6. **Oral - members of the public may address the Board at this time**

No members of the public chose to address the board

7. **Adjourn at 5:29 pm to the next regular meeting**

Wednesday, April 13, 2022



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 13, 2022

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVRTA Administrator

Subject: Administrator's Report-April 2022

A. Board Meeting Schedule

PVRTA's board meetings are scheduled as needed to facilitate the planning and budgetary process. Meetings are normally held on the second Wednesday of the month. Our upcoming meeting will be in person on April 13, 2022, at 5:00 p.m. in the La Verne City Hall Council Chambers. We expect the need for one more meeting this fiscal year on either May 11th or June 8th to adopt the FY 2023 budget and elect officers. Normally, we do not meet in July or August.

B. Discussions with Lyft

PVRTA staff has begun discussions with Lyft to explore utilizing TNCs as either a subcontractor or program option for PVRTA services. Transportation Network Company (TNC) services like Lyft can be funded using local return dollars and in some cases for FTA 5310 projects such as Ready Now or One Step Over the Line. It is less likely that regional formula allocation funds (FAP) which Claremont uses to support its Dial-a-Ride services could be used for TNC services. Our planned next steps include:

1. Identify funding sources that can be used to operate TNC based services.
2. Clarify operational questions.
 - a. Can TNCs be used to supplement existing PVRTA programs like Get About in the same way cabs are used currently?
 - b. What would be the fare structure? Ride limits?
 - c. Can a service like Lyft be integrated into the PVRTA smartphone application currently in development?

- d. How will riders using mobility devices be accommodated?
- e. Will a new procurement process be required to utilize TNCs?

If TNCs seem to be a viable option for improving PVTA services, staff would move forward with the development of plans for a pilot program to test the concept.

C. *The Alliance of Local Operators Seek Increased Funding*

PVTA like most of the local transit operators is facing the prospect of significant additional expenses as we move to zero emissions. The recently passed federal transportation and infrastructure bill contain large increases in both formula and discretionary funding programs. In Los Angeles County, only Metro and included operators are currently eligible to receive these federal funds. The Alliance of Local Transit Operators is asking Metro to consider allowing local providers to access these funds to meet our ZEB infrastructure needs and to rebuild services impacted by the pandemic. The Alliance has written Metro's CEO, Stephanie Wiggins and Metro board members outlining our request. A copy is attached to this report. We are hoping to meet with Metro staff to explore potential avenues for addressing these needs.

D. *Budget Update*

We will be including an update to the FY 2023 budget as a portion of the April board packet. The updated budget includes the initial fund marks for FY 2023. The updated budget contains several adjustments including changes to our revenue estimates and as well as projected expenses. City contributions to Get About remain at the same level as in the revised budget presented in March. Our projected expenses have increased most significantly in fuel costs. We plan to present the budget for adoption at our final meeting of the fiscal year in either May or June.

E. *Mobility Manager Update*

Mobility managers saw an increase in activity during the month of March. There were 101 registrations for new riders. March was the busiest month for the Transit Store with Access ticket sales along with Omni and Tap. Mobility Managers also handled an increased number of customer service requests and were active in following up on and addressing service related issues.

Group trips were provided to senior groups and to Pomona youth programs. Get About also helped distribute activities bags for their senior participants. Over 140 activity bags were delivered to the seniors that signed up. This was done over the course of 2 days. In person events are resuming and presentations have been set up.



ALLIANCE OF LOCAL TRANSIT OPERATORS

March 23, 2022

Stephanie Wiggins
Chief Executive Officer
One Gateway Plaza
Los Angeles, CA 90012

SUBJECT: New Federal and State Funding Opportunities for Local Operator

Dear Ms. Wiggins,

The Alliance of Local Transit Operators, comprised of over 40 locally funded agencies in L.A. County, was formed to advocate that Federal Transit Administration (FTA) COVID relief funds be allocated to locally funded operators. With the extraordinary amount of new federal formula and discretionary capital funds passed in the Federal Infrastructure Bill to fund transit fleet modernization and climate priorities such as replacement of CNG/gasoline buses with zero-emission buses, our members also need funding to accomplish the transition to zero-emission fleets. We are requesting Metro work with the Alliance and LTSS to allocate new capital funds to local transit operators.

Much like with Metro and our municipal operator peers, our agencies are experiencing the same operational and capital challenges. Bus driver shortages, low ridership, and the implementation of the Innovative Clean Transit (ICT) regulation requiring zero-emission fleets by 2040 are shared issues. However, the resources to address these issues are not. Lack of capital funding for locally funded operators is further exacerbated by the ending of the Call for Projects, and unfortunately, Measure M subregional funds are not yet available in the amounts necessary to deliver capital improvements to meet the national and state climate priorities.

Despite these challenges, our members stand ready to help implement more equitable and sustainable transit services in L.A. County. Federal and state funding programs have prioritized making transit more equitable and supporting the 2028 Olympics. Increasing Local Transit funding with new or increased funding prioritizes equity by keeping the whole region on a level footing, not a select area served by specific operators. Our members provide local paratransit service and crucial first/last mile fixed-route service to access regional bus and rail services. Additionally, helping our members electrify would greatly aid L.A. County and the South Coast Air Basin achieve its air quality and climate change goals.

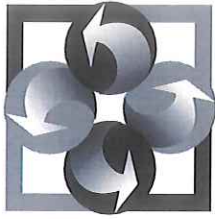
We appreciate your and Metro staff's assistance with including our members in the distribution of COVID relief funds. This arrangement was essential in helping us stay operational. Our members and the LTSS Subcommittee are excited to work quickly with Metro staff to develop a funding framework such as a countywide Call for Projects with FHWA CMAQ and other Infrastructure Bill program funds for FY 2023. In addition, local operators need Metro grant writing assistance to apply for FTA discretionary grant programs such as Low or No Emission and Buses and Bus Facilities.

We appreciate your consideration of our request. If you have any questions or would like to discuss this further, please contact me at (909) 596-7664.

Sincerely,

George Sparks, PVRTA Administrator
For the Alliance of Local Transit Operators

City of Agoura Hills
City of Alhambra
City of Artesia
City of Avalon
City of Azusa
City of Baldwin Park
City of Bell Gardens
City of Beverly Hills
City of Burbank
City of Calabasas
City of Carson
City of Cerritos
City of Covina
City of Downey
City of Duarte
City of El Monte
City of El Segundo
City of Glendale
City of Glendora
City of Inglewood
City of La Canada Flintridge
City of Lakewood
City of Lawndale
City of Lynwood
City of Manhattan Beach
City of Monrovia
City of Monterey Park
City of Paramount
City of Pasadena
City of Pico Rivera
City of Redondo Beach
City of Rosemead
City of San Fernando
City of Santa Fe Springs
City of South Gate
City of South Pasadena
City of West Covina
City of West Hollywood
City of Whittier
Los Angeles County DPW
Palos Verdes Peninsula
Transit Authority
Pomona Valley
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April 13, 2022

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVTA Administrator
Subject: **Financial Report for December 2021**

Recommended Action: *Receive and file*

Get About

Fares revenue, interest, and FTA operations revenues are the major variable sources. Fares are running ahead of our projections and should end the year about \$10,000 above budgeted levels. Interest revenues are expected to remain quite a bit lower than budgeted and will likely remain so for the balance of the fiscal year. We expect FTA operating revenues to be about \$40,000 below our original projection. The lower revenue reflects reduced ridership we have seen so far. The reductions in revenue will be offset by the lower costs associated with reduced ridership. We expect to receive about \$70,000 more CRRSAA related funds than we originally budgeted.

The pattern of reduced service levels and reduced contractor expenses has continued. Get About expenses through December are \$260,000 below the prorated budget. Contractor costs are \$194,000 below the projected budget. Administrative, marketing and consultant costs are coming into line with the prorated budget. Based on the initial operations reports for January and February, it appears the pattern of reduced expenses has continued.

Claremont Dial-a-Ride

Claremont DAR's costs through December are \$125,000 below budgeted levels. Claremont costs will end the year well below budgeted levels.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab are about \$60,000 below the prorated budget. San Dimas' share of administration is now in line with the budget.

December Financial Report
April 13, 2022
Page Two

Pomona Group

Pomona Group costs are running \$7,000 below the prorated budget. Lower activity in December through February will keep costs lower than the budget.

**2021-22
GET ABOUT**

	Approved Budget <u>2021-22</u>	Current Month <u>Dec-21</u>	YTD 7/1/2021 <u>12/31/2021</u>	Prorated Budget
<u>Revenues</u>				
Fares	60,000	5,022	36,828	30,000
Subregional Incentive	800,000	0	0	400,000
Interest	28,003	5	1,999	14,002
Reserves	400,000	0	0	200,000
FTA Operations Revenue	120,000	21,414	21,414	60,000
CRRSAA/ARPA	<u>450,000</u>	<u>0</u>	<u>0</u>	<u>225,000</u>
Total Fares & Other Revenue	1,858,003	26,441	60,241	929,002
Prop. A				
Claremont	224,910	0	112,456	112,455
La Verne	249,900	0	124,950	124,950
Pomona	1,169,175	0	584,588	584,588
San Dimas	<u>141,015</u>	<u>0</u>	<u>70,508</u>	<u>70,508</u>
Total Local Return	1,785,000	0	892,502	892,500
Total Revenue	3,643,003	26,441	952,743	1,821,502
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	558,003	35,198	260,020	279,002
Consultants & Marketing	<u>100,000</u>	<u>0</u>	<u>761</u>	<u>50,000</u>
Total Administration	658,003	35,198	260,781	329,002
<u>Operations</u>				
Van Operation	2,085,000	151,822	923,168	1,042,500
Cab Operation	<u>900,000</u>	<u>66,165</u>	<u>375,170</u>	<u>450,000</u>
Total Operation Expense	2,985,000	217,987	1,298,338	1,492,500
Total Get About Expense	3,643,003	253,185	1,559,119	1,821,502

**CLAREMONT
DIAL-A-RIDE**

	Approved Budget <u>2021-22</u>	Current Month <u>Dec-21</u>	YTD 7/1/2021 <u>12/31/2021</u>	Prorated Budget
<u>Revenue</u>				
Fares	30,000	597	4,024	15,000
Regional Funds	335,772	0	167,886	167,886
Proposition A	0	0	0	0
FTA 5307	<u>139,000</u>	<u>0</u>	<u>69,500</u>	69,500
Total Revenue	504,772	597	241,410	252,386
<u>Expenditures</u>				
PVTA Administration	47,772	2,700	18,029	23,886
Cab Operations	235,000	13,791	85,762	117,500
Van Services	165,000	896	19,994	82,500
Marketing & Consulting	<u>57,000</u>	<u>560</u>	<u>3,160</u>	<u>28,500</u>
Total Expenditures	504,772	17,947	126,945	252,386

**SAN DIMAS
DIAL-A-CAB**

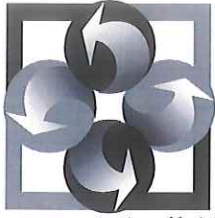
	Approved Budget <u>2021-22</u>	Current Month <u>Dec-21</u>	YTD 7/1/2021 <u>12/31/2021</u>	Prorated Budget
<u>Revenue</u>				
Fares	25,000	1,141	7,906	12,500
Proposition A	204,753	0	102,377	102,377
Subregional Incentive	65,000	0	0	32,500
CRRSAA/ARPA	<u>37,000</u>	<u>0</u>	<u>0</u>	<u>18,500</u>
Total Revenue	331,753	1,141	110,283	165,877
<u>Expenditures</u>				
Administration	51,753	3,261	23,687	25,877
Cab Operations	275,000	12,751	80,098	137,500
Marketing	<u>5,000</u>	<u>0</u>	<u>761</u>	<u>2,500</u>
Total Expenditures	331,753	16,012	104,546	165,877

POMONA GROUP

	Approved Budget <u>2021-22</u>	Current Month <u>Dec-21</u>	YTD 7/1/2021 <u>12/31/2021</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	205	1,000
Prop. A	33,972	0	16,986	16,986
Subregional Incentive Funds	9,500	0	0	4,750
CRRSAA/ARPA	<u>5,500</u>	<u>0</u>	<u>0</u>	<u>2,750</u>
Total Revenues	50,972	0	17,191	22,736
<u>EXPENDITURES</u>				
Administration	5,972	0	2,591	2,986
Contract Cost	42,000	0	15,936	21,000
Marketing	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>1,500</u>
Total Expenditures	50,972	0	18,527	25,486

PVTA ADMINISTRATION

	<u>Approved Budget 2021-22</u>	<u>Current Month Dec-21</u>	<u>YTD 7/1/2021 12/31/2021</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Administration Charges	663,500	41,159	304,326	331,750
Total Revenue	663,500	41,159	304,326	331,750
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	133,000	9,989	64,930	66,500
Program Manager	94,000	3,671	44,057	47,000
Office Administrative	70,000	5,300	34,449	35,000
Benefits	<u>142,000</u>	<u>6,981</u>	<u>84,461</u>	<u>71,000</u>
Total Salaries & Benefits	439,000	25,941	227,897	219,500
Other Expenditures				
Audit	9,000	0	6,725	4,500
Legal	5,000	0	0	2,500
Telephone	4,500	870	4,775	2,250
Supplies/ADP	8,000	1,095	4,682	4,000
Insurance	19,000	0	0	9,500
Travel & Conference	10,000	254	4,545	5,000
Rent & Utilities	53,000	4,236	25,877	26,500
Equipment Rent & Maintenance	5,000	105	1,052	2,500
Miscellaneous & Moving Exp.	<u>2,000</u>	<u>15</u>	<u>428</u>	<u>1,000</u>
Total Other Expenditures	115,500	6,575	48,084	57,750
Consultants & Marketing	<u>85,000</u>	<u>6,654</u>	<u>17,783</u>	<u>42,500</u>
Total Consultant & Marketing	85,000	6,654	17,783	42,500
<u>Mobility Manager</u>				
Wages	134,000	10,095	65,618	67,000
Benefits	50,000	2,338	14,541	25,000
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Mobility Manager Total	194,000	12,434	80,159	97,000
Total Admin. & Marketing	833,500	51,604	373,923	416,750
(Less FTA 5310 Mobility Manager)	<u>(170,000)</u>	<u>(10,444)</u>	<u>(69,597)</u>	<u>(85,000)</u>
	663,500	41,159	304,326	331,750



Pomona Valley
Transportation
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April 13, 2022

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phone 909-596-7664 fax 909-596-7399

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: ^{D.H.} Dalal Haddad, Administrative Manager

Subject: Check Register – March

Attached is a copy of PVTA's check register for March. This report lists every check written by PVTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. The name of the service is at the top of the page, beginning with our general fund "Pomona Valley Transportation", Claremont Dial-a-Ride, Get About Transportation, San Dimas Dial-a-Cab, and Pomona Group.

General Administration costs like office rent, office supplies, and telephone are paid through the Pomona Valley Transportation fund, and then allocated to each service by journal entry.

The columns on the Check Register Report are:

- Check #
- Bank Account – "101" is the General Ledger account number for the PVTA checking account.
- Date – the check was written
- Type – Computer generated check
- Vendor – an abbreviation of the vendor name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed. Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer-generated report will always list the checks as "Outstanding")

Date: 4/05/22
Time: 11:03AM

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
Date: 3/01/22 - 3/31/22

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013422	101	3/08/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,242.53	Outstand
000013423	101	3/08/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,594.23	Outstand
000013424	101	3/08/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	123.48	Outstand
000013425	101	3/08/2022	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013426	101	3/08/2022	Computer	DAROLD	DAROLD D PIEPER, ATTORNEY	192.50	Outstand
000013427	101	3/08/2022	Computer	JIVE	LOGMEIN COMMUNICATIONS INC.	678.94	Outstand
000013428	101	3/08/2022	Computer	MBA	MBA SOFTWARE & CONSULTING, INC	400.00	Outstand
000013429	101	3/08/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	338.92	Outstand
000013430	101	3/08/2022	Computer	PUBLIC	PUBLIC STORAGE	1,122.00	Outstand
000013443	101	3/09/2022	Computer	LAIF	CALIFORNIA STATE TREASURER OFFICI	500,000.00	Outstand
000013444	101	3/29/2022	Computer	ADT	ADT SECURITY SERVICES	75.00	Outstand
000013445	101	3/29/2022	Computer	AMMA	AMMA TRANSIT PLANNING, INC.	2,000.95	Outstand
000013446	101	3/29/2022	Computer	BOA	BUSINESS CARD	4,515.24	Outstand
000013447	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC.	85,205.50	Outstand
000013448	101	3/29/2022	Computer	FRONTIER	FRONTIER COMMUNICATIONS	131.95	Outstand
000013449	101	3/29/2022	Computer	READY	READY REFRESH BY NESTLE	52.46	Outstand

Report Totals: 602,873.70

Date: 4/05/22
Time: 11:04AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 3/01/22 - 3/31/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013431	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	13,194.00	Outstand
000013450	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	13,991.50	Outstand

Report Totals: 27,185.50

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
 Date: 3/01/22 - 3/31/22

Void Checks/Outstanding Checks
 Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013432	101	3/08/2022	Computer	DIANA	DIANA MENDEZ	21.89	Outstand
000013433	101	3/08/2022	Computer	ERIKA	ERIKA JACQUEZ	270.43	Outstand
000013434	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	345.00	Outstand
000013435	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	29,895.52	Outstand
000013436	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	17,089.12	Outstand
000013437	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	149,101.86	Outstand
000013438	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	8,068.76	Outstand
000013439	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	1,637.52	Outstand
000013440	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	4,364.68	Outstand
000013441	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC	1,681.42	Outstand
000013451	101	3/29/2022	Computer	AGING	AGING NEXT	750.00	Outstand
000013452	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	29,425.70	Outstand
000013453	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	16,808.19	Outstand
000013454	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	143,034.52	Outstand
000013455	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	575.00	Outstand
000013456	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	3,352.83	Outstand
000013457	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	6,009.21	Outstand
000013458	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	4,487.03	Outstand
000013459	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC	1,869.10	Outstand
000013460	101	3/29/2022	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand

Report Totals: 419,567.78

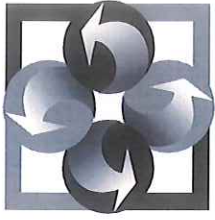
Date: 4/05/22
Time: 11:05AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 3/01/22 - 3/31/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013442	101	3/08/2022	Computer	FIRST	FIRST TRANSIT, INC.	11,610.34	Outstand
000013461	101	3/29/2022	Computer	FIRST	FIRST TRANSIT, INC.	10,612.38	Outstand

Report Totals: 22,222.72



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 13, 2022

**AGENDA
ITEM #2E**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **FY 2022 Budget Modification**

Recommendation: *Approve the Modified FY 2022 Budget*

Budget Modification

In September, the board approved the development and acquisition of a smartphone application at a cost of \$89,690. As staff indicated, there were sufficient budgetary savings in other areas to offset the cost of the applications costs without increasing overall expenditures. The added cost of the application will cause us to exceed the consultants line item by approximately \$40,000. The attached budget modification increases the consultant line item in the PVRTA administration budget by \$40,000. This amount is offset in the budget by savings primarily in the Get About consultant line item and as well as reductions in market costs for Claremont DAR, San Dimas DAC and Pomona Group.

The attached Modified FY 2022 Budget will not change any member city contributions.

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

4/13/2022

	<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	\$224,910
Dial-a-Ride	<u>\$154,000</u>	<u>\$195,000</u>	<u>\$165,000</u>	<u>\$123,342</u> *
	\$443,560	\$495,120	\$393,595	\$348,252
LA VERNE				
Get About	\$417,449	\$393,600	\$246,045	\$249,900
Capital Expenditures	<u>\$19,700</u>	<u>\$36,400</u>	<u>\$0</u>	<u>\$0</u>
	\$437,149	\$430,000	\$246,045	\$249,900
POMONA				
Get About	\$1,529,842	\$1,594,080	\$1,130,760	\$1,169,175
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	\$1,203,147
SAN DIMAS				
Get About	\$176,149	\$172,200	\$139,600	\$141,015
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	\$345,768
	<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>\$329,252</u>	<u>\$249,900</u>	<u>\$1,203,147</u>	<u>\$345,760</u>
Balance	\$393,852	\$422,572	\$1,923,302	\$339,742

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

MODIFIED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY

4/13/2022

<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 12.6%	\$300,120	\$228,595	\$224,910
La Verne 14.0%	\$393,000	\$246,045	\$249,900
Pomona 65.5%	\$1,594,080	\$1,130,760	\$1,169,175
San Dimas 7.9%	<u>\$172,800</u>	<u>\$139,600</u>	<u>\$141,015</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>

MODIFIED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY

4/13/2022

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>
<u>Other Expenditures</u>			
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	<u>\$85,000</u>	<u>85,000</u>	<u>125,000</u>
Total Consultants & Marketing	<u>\$85,000</u>	<u>85,000</u>	<u>125,000</u>
Total PVTA Administration & Marketing	<u>\$622,000</u>	<u>604,000</u>	<u>679,500</u>
<u>Mobility Manager</u>			
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	873,500
(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>\$703,500</u>

MODIFIED FY 2022 BUDGET
POMONA VALLEY TRANSPORTATION AUTHORITY

4/13/2022

	<u>FY 2020</u>	<u>FY2021</u>	<u>FY2022</u>
<u>Get About Other</u>			
Consultant, Marketing	\$75,000	24,000	66,359
Total Get About Other	\$75,000	24,000	66,359
<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>54,120</u>
Total DAR Operations	\$475,000	312,000	454,120
<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>1,880</u>
	\$347,000	245,000	276,880
<u>Pomona Group Service</u>			
Contract Cost	\$42,000	38,000	42,000
Marketing	<u>\$2,000</u>	<u>1,000</u>	<u>2,641</u>
Total Pomona Group Service	\$44,000	39,000	44,641
<u>Total Operating Expense</u>	<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>

**MODIFIED
FY 2022 BUDGET
PVTA ADMINISTRATION**

EXPENDITURES**Salaries & Benefits**

	<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>\$125,000</u>
Total CSS and Consultants	\$85,000	\$85,000	\$125,000

Total Admin & Marketing	<u>622,000</u>	<u>604,000</u>	<u>679,500</u>
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	<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	\$873,500
(Less FTA 5310 Mobility Manager)	<u>-\$155,000</u>	<u>-\$150,000</u>	<u>-\$170,000</u>
	\$662,000	\$630,000	\$703,500

Allocation of Administrative Costs

Get About	84.1%	\$530,000	\$536,000	\$591,644
Claremont DAR	7.2%	\$60,000	\$41,000	\$50,652
San Dimas DAC	7.8%	\$66,000	\$50,000	\$54,873
Pomona Group	<u>0.9%</u>	<u>\$6,000</u>	<u>\$3,000</u>	<u>\$6,331</u>
Total	100.0%	\$662,000	\$630,000	\$703,500

**MODIFIED FY 2022 BUDGET
GET ABOUT**

<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)	<u>\$0</u>	<u>\$0</u>	<u>\$450,000</u>
Total Fares & Other Revenue	<u>\$1,420,000</u>	<u>\$1,735,000</u>	<u>\$1,858,003</u>
Local Funds FY 2022			
Claremont 12.6%	\$300,120	\$228,595	\$224,910
La Verne 14.0%	\$393,600	\$246,045	\$249,900
Pomona 65.5%	\$1,594,080	\$1,130,760	\$1,169,175
<u>San Dimas 7.9%</u>	<u>\$172,800</u>	<u>\$139,600</u>	<u>\$141,015</u>
100%			
Total Local Revenue (Prop. A)	<u>\$2,460,600</u>	<u>\$1,745,000</u>	<u>\$1,785,000</u>
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
PVTA Administration	<u>\$530,000</u>	<u>\$536,000</u>	<u>\$558,003</u>
Total Administration & Marketin	<u>\$605,000</u>	<u>\$560,000</u>	<u>\$658,003</u>
<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	<u>\$2,145,000</u>	<u>\$1,975,000</u>	<u>\$2,085,000</u>
 Cab Charges (55,000 Rides)	 <u>\$1,090,000</u>	 <u>\$945,000</u>	 <u>\$900,000</u>
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>

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

4/13/22

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	<u>\$535,000</u>	<u>\$353,000</u>	<u>\$504,772</u>

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	\$50,652
Marketing & Consulti	<u>\$35,000</u>	<u>\$42,000</u>	<u>\$54,120</u>
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	<u>\$665,000</u>	<u>\$483,000</u>	<u>\$644,772</u>

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	<u>\$665,000</u>	<u>\$483,000</u>	<u>\$644,772</u>

MODIFIED BUDGET
 FY 2022
 SAN DIMAS DIAL-A-CAB

4/13/2022

<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	\$301,000	\$190,000	\$204,753
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	\$54,873
Marketing	\$5,000	\$5,000	\$1,880
TOTAL EXPENSE	<u>\$413,000</u>	<u>\$295,000</u>	<u>\$331,753</u>

**MODIFIED
 BUDGET
 FY2022
 POMONA GROUP SERVICE**

4/13/2022

<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	\$6,331
Marketing	<u>\$2,000</u>	<u>\$1,000</u>	<u>\$2,641</u>
Total Expense	<u>\$50,000</u>	<u>\$42,000</u>	<u>\$50,972</u>