

**POMONA VALLEY TRANSPORTATION AUTHORITY
SPECIAL BOARD MEETING**

Wednesday, April 9, 2025

5:00 P.M.

**CITY OF LAVERNE
CITY HALL- COUNCIL CHAMBERS
3660 "D" STREET
LA VERNE, CA 91750**

<u>ATT. NO.</u>	<u>SUGGESTED DISPOSITION</u>	
1.	Call to Order	
2.	Consent Calendar	Action
	A. Minutes(Feb)	2A
	B. Check Register	2B
3.	Mobility Manager Update - (Diana)	Information
4.	Operations Report- (Transdev)	Information
5.	FY26 Officer Elections Memo (Diana)	Information
6.	FY26 Preliminary Budget & Discussion (Nicole)	Information
7.	Oral - members of the public may address the Board on items of interest during this time	
8.	New Business	
9.	Adjourn to next regular meeting May 14, 2025	

***Public Comment Time Limit 4 minutes**

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, February 12, 2025

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Mayor
Adam Pirrie, City Manager
Kristin Mikula, Community Services Manager

La Verne

JR Ranells, Assistant City Manager

Pomona

Nora Garcia, Councilmember
Lindsay McElwain, Public Works

San Dimas

Emmett Badar, Mayor
Brad Mckinney, City Manager
Travis Sais, Assistant City Manager

PVTA

Nicole Carranza, CEO
Diana Mendez, Mobility Manager
Susan Dominguez, Travel Trainer

Transdev

W.C. Pihl, Senior Vice President of Operations
Joseph Erwin, Vice President of Operations
Lora Sanchez, General Manager

Guest

Doran Barnes, Foothill Transit CEO
Martin Gombert, Consultant
Vincent C Ewing, PVTA Legal Counsel

1. Call to Order

Board Chair Corey Calaycay called the meeting to order at 5:00 PM.

2. Consent Calendar

- A. Minutes (Oct & Jan)
- B. Financial Report
- C. Check Register
- D. Admin Report

Action: Nora Garcia **MOVED** to approve the consent calendar, **Seconded** by Emmett Badar, and the Board unanimously **VOTED** in favor, with one member absent.

3. Operations Report

Joseph Erwin(Transdev) Presenting:

Transdev is leveraging past and current trends to optimize staffing schedules and forecast budget ceilings. Ecolane collaborated with Transdev to enhance efficiency through data integration. Working closely with the union will further optimize staff utilization. The new contract will replace Ecolane with Spare, focusing on performance, scheduling improvements, and streamlined invoicing.

Certain services, such as One Step and Claremont Dial-a-Ride, have seen increased demand. Metrics are being closely monitored to ensure accuracy, improve staffing efficiency, and maintain a balance between staff-managed rides and Uber trips.

4. Procurement Policies and Procedures Revision

Nicole Carranza Presenting:

This item was brought up at the January workshop. PVTAs had a procurement policy that was in line with FTAs \$250,000 spending policy. The revision will bring the spending limit closer to the cities which is a limit of \$25,000.

Board Member Nora Garcia expressed concern that the new limit was too low.

Recommendation: To update and approve PVTAs procurement policy.

Action: Nora Garcia **MOVED** to approve the revised Procurement Policies and Procedures, **Seconded** by Emmett Badar, and the Board unanimously **VOTED** in favor, with one member absent.

5. FY25 Revised Budget Approval

Martin Gombert Presenting:

PVTA Board approved a \$5.2 million FY 25 budget in 2024. During this time PVTA went out for bid and the contract was awarded to Transdev with a price \$527,503 over budget. This is a trend across neighboring agencies since the covid19 pandemic. In order for the agency to continue operating, the funding will have to be taken from operating reserves and increase the FY 25 budget from \$5,252,663 to \$5,780,169.

Recommendation: Amend the FY '25 PVTA Budget to transfer \$527,303 to the operating budget from operating reserves and increase the total FY '25 budget to \$5,780.169.

Question by Corey Calaycay: What is the percentage of reserves for our overall budget?

Answer Nicole Carranza: It is 25% of the overall budget.

Question Nora Garcia: Is the increase within the 25% of the reserve budget? Or is it dipping further into the reserves?

Answer Nicole Carranza: It is within the 25% reserve.

Action: Nora Garcia **MOVED** to amend and pass the budget, **Seconded** by Emmett Badar, and the Board unanimously **VOTED** in favor, with one member absent.

6. Five Year Budget Discussion

Martin Gomber & Nicole Carranza Presenting:

The service is experiencing a significant cost increase, currently covered by reserves, but FY26 will see additional financial strain due to a 3% contractual increase and CPI fluctuations. Pomona officials are concerned about their ability to cover costs. In response, discussions are needed among the four cities to explore potential solutions, similar to adjustments made during COVID.

Possible strategies include capping revenue hours, optimizing scheduling with Transdev, and maximizing shared rides to reduce costs. Cutting service hours, such as ending earlier or limiting weekend service, is a last resort since ridership impacts federal funding. A technical committee will analyze ridership data and financial projections to develop viable solutions. Further discussions and data analysis will shape the FY26 budget, with a possible follow-up meeting in March.

7. Vehicle Purchase Schedule

Nicole Carranza Presenting:

Regular meetings with the maintenance manager help assess vehicle conditions, mileage, and driver/passenger preferences to determine which vehicles need replacement or decommissioning. The goal is to delay zero-emission purchases while preparing for future regulations. A summary outlines vehicles slated for replacement or discontinuation in FY25, FY26, and FY28.

No purchases will be made without Board approval, though preliminary size considerations are in place. Some vehicles are ready for decommissioning and need to be sold. The capital reserve fund, receiving \$100,000 annually, supports these purchases. Additionally, Claremont's federally funded vehicles supplement the fleet, and PVRTA receives 5310 funding for transportation needs.

Question Nora Garcia: Who decides the usefulness of a city or agency owned vehicle? Answer Nicole Carranza: We follow FTA regulations, which set the threshold for vehicle replacement. If federal funds are used and a vehicle has met its useful life, it can be replaced or sold. However, selling a vehicle before reaching its useful life is not permitted.

Recommendation: Allow PVRTA to follow this schedule to decommission and replace listed vehicles. (All final replacement procurements will be brought to the Board for final purchase approval)

Action: Nora Garcia **MOVED** to approve the Vehicle Purchase Schedule, **Seconded** by Emmett Badar, and the Board unanimously **VOTED** in favor, with one member absent.

8. Final Transdev Contract Agreement

Nicole Carranza Presenting:

9. Oral - Members of the public may address the Board on items of interest during this time

No members of the public came forward to address the Board.

10. New Business

No new business

11. Adjourn to next regular meeting

March 12, 2025



April 9, 2025

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Erika Jacquez, Senior Program Manager

Subject: Check Register – February-March FY2025

Attached is a copy of PVTA's check register from February-March 2025. 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. Due to ongoing attempts to collect outstanding invoices, this month's register is not divided by program, but rather listed completely.

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:

- Account – General Ledger account number for the PVTA checking accounts.
- Transaction ID – Internal recorded payment number
- Date – Date payment was written or processed
- Transaction Type - Payment method
- Num – Check Number
- Name – the payee of the payment; vendor name
- 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.

Check Detail Report

Pomona Valley Transportation Authority

February 1-March 31, 2025

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
10105 Cash - Checking BMO	1931	02/24/2025	Bill Payment (Check)	14304	TransitTalent.com	-125.00
10105 Cash - Checking BMO	1931	02/24/2025	Bill Payment (Check)	14304	TransitTalent.com	-125.00
10105 Cash - Checking BMO	1932	02/24/2025	Bill Payment (Check)	14310	Raul V. Bravo + Associates, Inc.	-900.00
10105 Cash - Checking BMO	1932	02/24/2025	Bill Payment (Check)	14310	Raul V. Bravo + Associates, Inc.	-900.00
10105 Cash - Checking BMO	1933	02/24/2025	Bill Payment (Check)	14305	CALACT	-1,680.00
10105 Cash - Checking BMO	1933	02/24/2025	Bill Payment (Check)	14305	CALACT	-1,680.00
10105 Cash - Checking BMO	1934	02/24/2025	Bill Payment (Check)	14306	IMRAN HAMID	-267.00
10105 Cash - Checking BMO	1934	02/24/2025	Bill Payment (Check)	14306	IMRAN HAMID	-267.00
10105 Cash - Checking BMO	1935	02/24/2025	Bill Payment (Check)	14307	LANGUAGE LINE SERVICES	-823.40
10105 Cash - Checking BMO	1935	02/24/2025	Bill Payment (Check)	14307	LANGUAGE LINE SERVICES	-823.40
10105 Cash - Checking BMO	1936	02/24/2025	Bill Payment (Check)	14308	LSL	-17,967.00
10105 Cash - Checking BMO	1936	02/24/2025	Bill Payment (Check)	14308	LSL	-17,967.00
10105 Cash - Checking BMO	1937	02/24/2025	Bill Payment (Check)	14309	Vincent C. Ewing	-3,675.00
10105 Cash - Checking BMO	1937	02/24/2025	Bill Payment (Check)	14309	Vincent C. Ewing	-3,675.00
10105 Cash - Checking BMO	2022	03/18/2025	Bill Payment (Check)	14311	Everon	-50.00
10105 Cash - Checking BMO	2022	03/18/2025	Bill Payment (Check)	14311	Everon	-50.00
10105 Cash - Checking BMO	2023	03/18/2025	Bill Payment (Check)	14312	CALIFORNIA DIGITAL SYSTEM	-134.12
10105 Cash - Checking BMO	2023	03/18/2025	Bill Payment (Check)	14312	CALIFORNIA DIGITAL SYSTEM	-134.12
10105 Cash - Checking BMO	2024	03/18/2025	Bill Payment (Check)	14313	2120 FOOTHILL PROPERTIES	-4,357.19
10105 Cash - Checking BMO	2024	03/18/2025	Bill Payment (Check)	14313	2120 FOOTHILL PROPERTIES	-4,357.19
10105 Cash - Checking BMO	2025	03/18/2025	Bill Payment (Check)	14314	Diana Mendez	-131.07
10105 Cash - Checking BMO	2025	03/18/2025	Bill Payment (Check)	14314	Diana Mendez	-131.07
10105 Cash - Checking BMO	2026	03/18/2025	Bill Payment (Check)	14315	Erika Jacquez	-33.05
10105 Cash - Checking BMO	2026	03/18/2025	Bill Payment (Check)	14315	Erika Jacquez	-33.05
10105 Cash - Checking BMO	2027	03/18/2025	Bill Payment (Check)	14316	TOUCH TEL MOBILE	-800.00
10105 Cash - Checking BMO	2027	03/18/2025	Bill Payment (Check)	14316	TOUCH TEL MOBILE	-800.00
10105 Cash - Checking BMO	2028	03/18/2025	Bill Payment (Check)	14318	Raul V. Bravo + Associates, Inc.	-300.00
10105 Cash - Checking BMO	2028	03/18/2025	Bill Payment (Check)	14318	Raul V. Bravo + Associates, Inc.	-300.00
10105 Cash - Checking BMO	2029	03/18/2025	Bill Payment (Check)	14317	Andrew Rodriguez	-48.40
10105 Cash - Checking BMO	2029	03/18/2025	Bill Payment (Check)	14317	Andrew Rodriguez	-48.40
10100 Cash - Checking- BoA	2132	02/03/2025	Bill Payment (Check)	ACH	PUBLIC STORAGE	-330.00
10100 Cash - Checking- BoA	2132	02/03/2025	Bill Payment (Check)	ACH	PUBLIC STORAGE	-330.00
10100 Cash - Checking- BoA	2133	02/05/2025	Bill Payment (Check)	ACH	Google	-144.00
10100 Cash - Checking- BoA	2133	02/05/2025	Bill Payment (Check)	ACH	Google	-144.00
10100 Cash - Checking- BoA	2134	02/05/2025	Bill Payment (Check)	ACH	ZOOM VIDEO COMMUNICATIONS	-232.54
10100 Cash - Checking- BoA	2134	02/05/2025	Bill Payment (Check)	ACH	ZOOM VIDEO COMMUNICATIONS	-232.54
10100 Cash - Checking- BoA	2139	02/12/2025	Bill Payment (Check)	ACH	GO TO COMMUNICATIONS, INC.	-905.23
10100 Cash - Checking- BoA	2139	02/12/2025	Bill Payment (Check)	ACH	GO TO COMMUNICATIONS, INC.	-905.23
10100 Cash - Checking- BoA	2089	02/18/2025	Check	SVCCHRG		-142.84
10100 Cash - Checking- BoA	2089	02/18/2025	Check	SVCCHRG		142.84
10100 Cash - Checking- BoA	2142	02/24/2025	Bill Payment (Check)	ACH	ADOBE	-19.99
10100 Cash - Checking- BoA	2142	02/24/2025	Bill Payment (Check)	ACH	ADOBE	-19.99
TOTAL						-\$65,845.98

April 9, 2025

**AGENDA
ITEM #3**

MEMORANDUM

To: Pomona Valley Transportation Authority

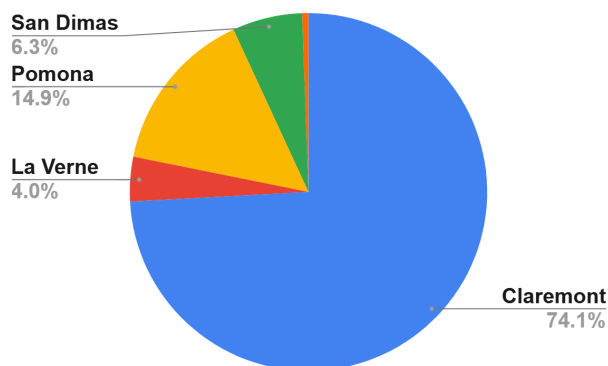
From: Diana Mendez, Mobility Manager

Subject: **Mobility Manager and Travel Trainer Update**

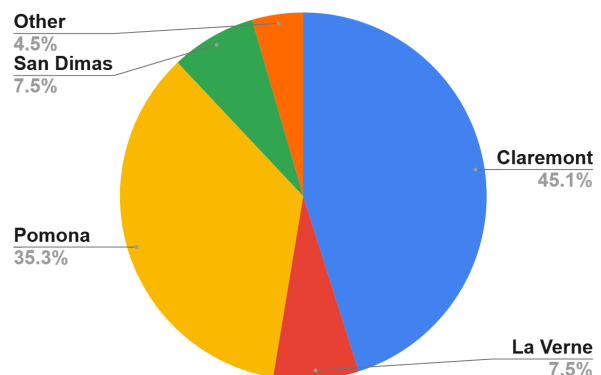
The Mobility Manager and Travel Trainer oversee operations at the PVTA Transit Store, including rider registrations (such as Uber), customer service, and community outreach. Together, they handled a total of 1,417 calls in February and 1,478 calls in March. Spring tabling schedules for all four cities have been updated, and a set presentation schedule has been coordinated with each city as part of the senior nutrition program. Following each presentation, attendees have the opportunity to speak directly with the PVTA Mobility Manager to ask questions, share feedback, or voice any concerns.

PVTA Registrations

February total: 174



March total: 133



The Uber program continues to show strong results, with 81 new participants in February and 44 in March. The PVTA Travel Trainer remains actively engaged in supporting individuals by providing personalized, one-on-one assistance with navigating available transportation options in the area. Those interested in learning more about the program or in need of additional support are encouraged to contact PVTA to schedule a session with the Travel Trainer.

April 9, 2025

**AGENDA
ITEM #5****MEMORANDUM**

To: Pomona Valley Transportation Authority

From: Diana Mendez, Mobility Manager

Subject: FY 26 Board Member Elections

The conclusion of each fiscal year marks the reelection of the Pomona Valley Transportation Authority (PVTA) Board officers. The PVTA Board consists of representatives from four cities: Claremont, La Verne, Pomona, and San Dimas.

PVTA's board meeting quorum policy requires the presence of five voting members. Each city is allotted up to two votes, typically cast by one elected official and one city staff member. If a voting member is absent, an alternate may step in, provided that both voting members from the same city are not city staff or employees. This means two elected officials from a city may vote, but only one city staff member is permitted to do so. Previous schedules:

June 2021(FY22)Chair - La Verne
Vice/Co - San Dimas
Treasurer - La Verne
CJPIA - Pomona, Alternate: PVTA
Board Secretary - PVTA**May 2022(FY23)**Chair - Pomona
Vice/Co - Claremont
Treasurer - La Verne
CJPIA - La Verne, Alternate: PVTA

Board Secretary - PVTA

June 2023(FY24)Chair - San Dimas
Vice/Co - Pomona
Treasurer - La Verne
CJPIA - Claremont, Alternate:
Pomona/PVTA
Board Secretary - PVTA**May 2024 (FY25)**Chair - Claremont
Vice/Co - La Verne
Treasurer - La Verne

The positions of Chair, Vice Chair, Treasurer, CJPIA Representative, and Board Secretary rotate among the four cities. For FY 26, PVTA recommends the following:

May 2025(FY 26)Chair - La Verne
Vice/Co - Pomona
Treasurer - La Verne
CJPIA - San Dimas, Alternate: Claremont/PVTA
Board Secretary - PVTA

April 9, 2025

**AGENDA
ITEM #6**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Nicole Carranza, PVTA CEO

Subject: Preliminary FY 2026 Budget

Recommended Action: Receive and file the FY 2026 Preliminary Budget

The preliminary budget for FY 2026 is developed for Board review and to supply the cities with initial figures for their budget development. The preliminary budget represents our first look at the budget. Right now, the financial picture for the upcoming year will be significantly higher than last year.

FY 2026 will include a steep increase in operating cost due to new operations contract rates. On June 12, 2024 the Pomona Valley Transportation Authority (PVTA) approved a total capital and operations budget for FY 25 followed by a new Request for Proposal (RFP) for transit contract service effective November 1, 2024, due to drivers threatening to go on strike because of low wages. In FY25 the new RFP updated transit contract costs for the last (8) months of the fiscal year. On October 2, 2024 the PVTA Board of Directors awarded a transit contract to TransDev effective November 1, 2024. Three bids were received and TransDev was awarded an eighteen (18) month contract.

The contract awarded to TransDev was a 27% increase over previous hourly and fixed costs. This significant contract increase was not included in the FY 25 budget and required a budget amendment to reflect these increased transit contract costs. The total increase for the new transit operator contracting costs for the (8) months was over \$500,000 for FY25 and was covered by programming PVTA reserves.

FY26 costs will be higher as they reflect the full 12 months of the new contract rate plus the contract requirement to include CPI adjustments which we estimate at 3%. During the last five years, transit agencies have been impacted by a significant increase in transit operating costs. The increases have primarily been driven by large increases in operator labor costs. Industries throughout the country have been impacted by a shortage of workers and the resultant increase in wage costs. Foothill Transit experienced a 34% increase in contract costs for the award of their last transit operating contract.

FY26 remains uncertain as ridership continues to fluctuate and we wait for projected revenues. Staff has taken a very conservative approach in developing estimates of FY 2026 service levels and expected revenues. We may be able to reduce projected city contributions as our service levels become clearer.

Get About Budget Outlook for FY 2026

The current FY 2025 budget was increased by over \$500,000 to cover the 8 month cost of a mid-year contract implementation. This increase in operating expenses was necessary to cover the increased wages in the operations contract with Transdev. Moving forward in FY 2026 the budget will account for the full 12 months and a 3% increase to cover projected contract cost CPI increase. Although the contract cost will increase no more than 3% it is possible that we may be able to lower expenses if we can continue to use Uber. Uber was put in place in an emergency case as a pilot to cover the closure of taxi services in our service area. PVTA is pending final approval from FTA to be able to continue using Uber since PVTA does receive federal funds. PVTA may also be able to lower cost if ridership levels continue to come in lower in the next couple of months.

- 1. City Contributions** - City contributions for FY 2026 are all projected to increase to cover the cost of the new contract. The total increase is about 1.9 million.
- 2. Revenues** - The FY 2026 preliminary budget projects a slight decrease in the total of outside revenues. This can change as we get closer to metro's finalized funding estimates.
- 3. Expenses** - The expenses will increase by over 50% due to the new operating contract cost that increased to cover contracted driver wages.
- 4. Capital Contributions** - FY 2026 programmed \$100,000 in capital contributions.
- 5. PVTA Administration cost** - PVTA admin cost for FY2026 have increased by 3.6% due to increased insurance cost.

Budget Development and Adoption Process

PVTA staff will be working with the city staff throughout the budget review and adoption process. The budget adoption process is outlined below:

- 1. April 9th Preliminary Budget** - The preliminary budget is provided for review and input to the PVTA Board of Directors.

2. **May - Adopt FY 2026 Proposed Budget** - Staff plans to provide a revised budget for the May board meeting. Metro will be releasing the FY 2025 funding marks sometime in late April and we will have a clearer idea of projected service demand for FY 2026 at that time. After review and input from the cities, staff will present the proposed budget for final adoption at our June board meeting.

3. **June - Tentative meeting to Adopt Proposed FY 2026 Budget** - If PVTA or cities need more time to review and adopt the proposed budget we will have a meeting in June to adopt the final proposed budget.

Organization of the Budget Packet

The budget packet is divided into seven segments:

1. Estimate of Local Return Contributions by City
2. Overall Summary of Revenue & Expenditures
3. PVTA Administration
4. Get About Budget
5. Claremont Dial-a-Ride
6. San Dimas Dial-a-Cab
7. Pomona Group Service

For the purposes of comparison, we are showing the FY 2024 and FY 2025 budget figures alongside the preliminary FY2026 budget amounts.

Due to the new operations contract cost increase, the preliminary budget projects operating cost increasing by 28% from 4.5 million to 5.8 million. Currently, Get About is operating at about 75% of normal capacity. The FY 2025 budget projects service returning to about 80% of capacity.

The service levels for FY 2024, the projections for FY 2025 and the FY 2026 budget estimates are shown below:

<u>Get About Annual Service Levels</u>			
Program	FY2024	FY2025(Projected)	FY2026(Budget)
GA VAN			
Riders	72,500	73,000	80,000
Rev hrs.	22,500	25,000	28,000
Ops Cost	\$2,475,000	\$3,703,383	\$5,480,235
GA CAB Total			
Riders	29,294	23,000	23,000
Ops Cost	\$921,128	\$850,000	\$600,000

Get About Revenues

We are projecting the outside revenue funds to PVTA for Get About cost will come in close to fiscal year FY25 with a slight increase in sub-regional metro funds that we can expect to come in at 25% of the net operating expense.

City Get About Shares

Get About contributions are based on a three-year rolling average. A preliminary calculation utilizing YTD shares for FY 2025 is shown below:

FY2026 Projected City Share of Prop A Local Return for Get About				
	CL	LV	PO	SD
FY2023	10.1%	12.2%	69.3%	8.3%
FY2024	11.0%	15.0%	67.0%	7.0%
FY2025*	11.4%	17.0%	62.6%	9.1%
FY2026	10.8%	14.7%	66.3%	8.1%

* YTD FY2025

For FY 2026 per the three year rolling average of Pomona ridership, their share will increase from 62.6% (FY2025) to 66.3% (FY2026). Claremont, La Verne and San Dimas shares have slightly decreased.

City Get About Contributions

The preliminary budget projects an increase in city contributions to Get About of \$1.6 million. This significant increase is due to the new operating cost increase. The preliminary budget recommends contributions of \$100,000 to the capital fund which is used primarily to replace fleet vehicles.

Below is a summary of city contributions to Get About operations. To provide some context regarding the historic contribution levels we have included the contributions from FY 2023 through FY 2025.

Summary of City Contributions to Get About Operations (FY23 to FY26)

	<u>FY2023</u>	<u>FY2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY25-FY26</u> <u>+/-</u>
Claremont	\$287,385	\$309,690	\$343,100	\$592,957	+\$249,857
La Verne	\$318,780	\$376,750	\$454,725	\$807,664	+352,939
Pomona	\$1,649,060	\$2,061,100	\$2,414,626	\$3,634,669	+\$1,220,043
San Dimas	\$402,275	\$483,460	\$312,550	\$444,946	+\$132,396

Claremont Dial-a-Ride

The budget anticipates an increase in Claremont Dial-a-Ride costs due to both new contract rates and rising ridership. The introduction of Uber vouchers for Dial-a-Ride passengers in FY25 has successfully boosted ridership. We project that ridership will double to approximately 14,000 rides by the end of FY25, up from 7,000 rides as of December FY25. For FY2026, we plan to maintain ridership projections in line with the end-of-FY2025 estimates.

San Dimas Dial-a-Cab

The San Dimas preliminary budget projects ridership to slowly grow from current levels. FY25 is projected to end at 5,260 and we project FY26 to come in at about the same. However, costs are expected to increase due to the new operations contract. FY25 was budgeted at \$147,500 and FY2026 is expected to be about \$161,000.

Pomona Group

The Pomona Group service currently represents a modest expense within the city's overall transit program. Based on group activity during the first months of FY2025, we are maintaining the ridership projection at 250 trips for FY2026. In comparison, FY2024 ridership was 926 trips. Costs for the Pomona Group have increased due to higher contract rates and the impact of reduced ridership, which results in less Subregional Incentive Revenue being allocated to the program, leading to a higher Prop A city contribution.

<u>Get About</u>		<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
Fares		\$105,000	\$115,000	\$115,000
Subregional Incentive Funds		\$800,000	\$900,000	\$970,000
Interest		\$80,000	\$90,000	\$90,000
Carryover - Reduction in Reserves		\$480,000	\$555,840	\$0
FTA Operations Revenue		\$95,000	\$95,000	\$250,000
CRRSAA/ARPA		\$0	\$0	\$0
Total Fares & Other Revenue		\$1,560,000	\$1,755,840	\$1,425,000
	Local Funds Prop A	<u>FY2026</u>		
Claremont	10.8%	\$320,790	\$343,100	\$592,957
La Verne	14.7%	\$361,250	\$454,725	\$807,664
Pomona	66.3%	\$1,936,300	\$2,414,626	\$3,634,669
San Dimas	8.1%	\$271,660	\$312,550	\$444,946
Total Local Funds 100%		\$2,890,000	\$3,525,001	\$5,480,235
Total Get About Revenue		<u>\$4,450,000</u>	<u>\$5,280,841</u>	<u>\$6,905,235</u>
<u>Claremont & San Dimas Cab, Pomona Group</u>				
Fares		\$57,000	\$29,000	\$41,000
Subregional Incentive Funds (SD & PG)		\$74,500	\$39,000	\$93,000
Regional Funds (Claremont)		\$216,000	\$170,000	\$198,053
CRRSSA/ARPA		\$304,000	\$0	\$0
Total Fares & Other Revenue		\$651,500	\$238,000	\$332,053
Local Funds (Prop A)				
Claremont		\$60,000	\$52,828	\$287,771
San Dimas		\$197,000	\$104,500	\$56,060
Pomona		\$45,500	\$33,000	\$94,872
Total Local Funds		\$302,500	\$190,328	\$438,703
Total Cab & Group Revenue		<u>\$954,000</u>	<u>\$428,328</u>	<u>\$770,756</u>
Total Operating Revenue		<u>\$5,404,000</u>	<u>\$5,709,169</u>	<u>\$7,675,991</u>

Capital & Technology Revenue

		<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
La Verne	14.06%	\$28,000	\$14,060	\$16,420
Pomona	76.08%	\$150,000	\$76,080	\$74,300
San Dimas	9.86%	\$21,200	\$9,860	\$9,280
Capital and Technology Reserves	100.00%	\$700,000	\$0	\$0
FTA 5310/5317		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Capital & Technology Revenue		\$899,200	\$100,000	\$100,000
Total Revenue		<u>\$6,303,200</u>	<u>\$5,809,169</u>	<u>\$7,775,991</u>

EXPENDITURES**PVTA ADMINISTRATION****Salaries & Benefits**

	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
Administrator	\$119,000	\$122,000	\$130,000
Senior Program Manager	\$100,000	\$88,000	\$104,000
Administrative Manager	\$73,000	\$87,000	\$67,200
Benefits	<u>\$200,000</u>	<u>\$141,000</u>	<u>\$148,000</u>
Total Salaries & Benefits	\$492,000	\$438,000	\$449,200

Other Expenditures

Audit	\$25,000	\$26,000	\$28,000
Legal	\$2,500	\$2,500	\$25,000
Telephone	\$9,500	\$10,000	\$12,000
Supplies/ADP	\$11,000	\$12,000	\$15,000
Insurance	\$20,000	\$20,000	\$22,000
Travel & Training	\$9,000	\$9,000	\$10,000
Rent & Utilities	\$50,000	\$56,000	\$60,000
Equipment Rent & Maintenance	\$10,000	\$10,000	\$10,000
Accounting Services	<u>\$30,000</u>	<u>\$50,000</u>	<u>\$40,000</u>

Total Other Expense	<u>\$167,000</u>	<u>\$195,500</u>	<u>\$222,000</u>
Marketing & Consultants	<u>220,000</u>	<u>\$115,000</u>	<u>\$120,000</u>
Total Consultants & Marketing	<u>220,000</u>	<u>\$115,000</u>	<u>\$120,000</u>
Total PVRTA Administration & Marketing	<u>879,000</u>	<u>\$748,500</u>	<u>\$791,200</u>
<u>Mobility Manager/Travel Trainer</u>			
Wages	\$240,000	\$150,000	\$160,000
Benefits	\$55,000	\$57,000	\$35,000
Rent/Supplies/Start-up	<u>\$0</u>	<u>\$0</u>	\$5,000
	<u>295,000</u>	<u>\$207,000</u>	<u>\$200,000</u>
Total (Administration Expense)	1,112,000	\$955,500	\$991,200
(Less FTA 5310 Mobility Manager)	<u>263,000</u>	<u>\$173,880</u>	<u>\$168,000</u>
Net Administration Cost	<u>\$849,000</u>	<u>\$781,620</u>	<u>\$823,200</u>

	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
<u>Get About Other</u>			
Consultant, Marketing	<u>\$24,000</u>	<u>\$24,000</u>	<u>\$24,000</u>
Total Get About Other	<u>\$24,000</u>	<u>\$24,000</u>	<u>\$24,000</u>

<u>Get About Operations</u>			
Van Service	\$2,475,000	\$3,703,383	\$5,542,000
Cab	<u>\$1,130,000</u>	<u>\$850,000</u>	<u>\$600,000</u>
Total Get About Operations	<u>\$3,605,000</u>	<u>\$4,553,383</u>	<u>\$6,142,000</u>

<u>Claremont Dial-a-Ride Operations</u>			
Cab Charges	\$206,000	\$78,000	\$261,841
Van Service	\$74,000	\$54,000	\$98,144
Marketing & Consultants	<u>\$100,000</u>	<u>\$70,000</u>	<u>\$70,000</u>
Total DAR Operations	<u>\$380,000</u>	<u>\$202,000</u>	<u>\$429,985</u>

San Dimas Dial-a-Cab Operations

Cab Charges including dedicated	\$220,000	\$104,000	\$133,956
Marketing	<u>\$5,000</u>	<u>\$2,500</u>	<u>\$2,500</u>
	\$225,000	\$106,500	\$136,456

Pomona Group Service

Contract Cost	\$46,000	\$40,000	\$65,591
Marketing	<u>\$0</u>	<u>\$1,000</u>	<u>\$0</u>
Total Pomona Group Service	\$46,000	\$41,000	\$65,591

Total Operating Expense

	<u>\$5,129,000</u>	<u>\$5,708,503</u>	<u>\$7,621,232</u>
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Capital & Technology Fund

Vehicles	\$215,000	\$200,000	\$100,000
Software Update	\$85,000		0
In-Vehicle Camera System	\$0	\$0	0
Capital Reserves	\$400,000	\$0	0
Total Capital & Technology	\$700,000	\$200,000	\$100,000

Total Expenditures

	<u>5,829,000</u>	<u>\$5,908,503</u>	<u>\$7,721,232</u>
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	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
CLAREMONT			
Get About	\$309,690	\$343,100	\$592,957
Dial-a-Ride	\$113,000	\$52,828	\$287,771
	\$422,690	\$395,928	\$880,728

LA VERNE			
Get About	\$348,750	\$454,725	\$807,664
Capital Expenditures	\$28,000	\$14,060	\$16,420
	\$376,750	\$468,785	\$824,084

POMONA			
Get About	\$1,869,300	\$2,414,626	\$3,634,669
Pomona Group	\$41,000	\$33,000	\$94,872
Capital Expenditures	\$150,800	\$76,080	\$74,300
	\$2,061,100	\$2,523,706	\$3,803,841

SAN DIMAS			
Get About	\$262,260	\$312,550	\$444,946
Dial-a-Cab	\$200,000	\$104,500	\$56,060
Capital Expenditures	\$21,200	\$9,860	\$9,280
	\$483,460	\$426,910	\$510,286

	CLAREMONT	LA VERNE	POMONA	SAN DIMAS
Prop. A FY 26 MTA Est.	\$974,844	\$819,923	\$3,936,159	\$877,427
City Prop.A Contribution	\$880,728	\$824,084	\$3,803,841	\$510,286
Balance	\$94,116	-\$4,161	\$132,318	\$367,141

EXPENDITURES

	FY2024	FY 2025	FY 2026
Salaries & Benefits			
Chief Executive Officer	\$119,000	\$122,000	\$130,000
Senior Program Manager	\$87,000	\$88,000	\$104,000
Administrative Manager	\$87,000	\$87,000	\$67,200
Benefits (PERS, Health Ins, W/C)	\$137,000	\$141,000	\$148,000
Total Salaries & Benefits	\$430,000	\$438,000	\$449,200
Other Expenditures			
Audit	\$25,000	\$26,000	\$28,000
Legal	\$2,500	\$2,500	\$25,000
Telephone	\$9,500	\$10,000	\$12,000
Supplies/ADP	\$11,000	\$12,000	\$15,000
Insurance	\$20,000	\$20,000	\$22,000
Travel & Training	\$10,000	\$9,000	\$10,000
Rent & Utilities	\$55,000	\$56,000	\$60,000
Services & Equipment Rental	\$4,000	\$10,000	\$10,000
Accounting Services	\$1,000	\$50,000	\$40,000
Total Other Expenditures	\$138,000	\$195,500	\$222,000
Marketing & Consultants	\$220,000	\$115,000	\$120,000
Total Marketing and Consultants	\$220,000	\$115,000	\$120,000
Total Admin & Marketing	788,000	748,500	791,200
	FY 2024	FY 2025	FY 2026
Mobility Manager /Travel Trainer			
Wages	\$240,000	\$150,000	\$160,000
Benefits	\$55,000	\$57,000	\$35,000
Supplies etc.	\$0	\$0	\$5,000
MM/TT Total	\$295,000	\$207,000	\$200,000
Total Administrative Expense	\$1,112,000	\$955,500	\$991,200
(Less FTA 5310 Mobility Manager)	-\$263,000	-\$173,880	\$168,000
	\$849,000	\$849,000	\$823,200
Allocation of Administrative Costs			
Get About	90%	\$721,000	\$703,458
Claremont DAR	6.20%	\$68,000	\$32,828
San Dimas DAC	3.00%	\$55,000	\$41,426
Pomona Group	0.78%	\$5,000	\$3,908
Total	100.0%	\$849,000	\$781,620
			\$823,200

REVENUES		FY 2024	FY 2025	FY 2026
Fares		\$105,000	\$115,000	\$115,000
Subregional Incentive Funds		\$800,000	\$900,000	\$970,000
Interest		\$80,000	\$90,000	\$90,000
Carryover - Reduction in Reserves		\$480,000	\$555,840	\$0
FTA Operations Revenue 5310 5317		\$95,000	\$95,000	\$250,000
CRRSAA/ARPA		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Fares & Other Revenue		\$1,560,000	\$1,755,840	\$1,425,000
Local Funds FY 2026				
Claremont	10.8%	\$309,690	\$343,100	\$592,957
La Verne	14.7%	\$348,750	\$454,725	\$807,664
Pomona	66.3%	\$1,869,300	\$2,414,626	\$3,634,669
San Dimas	8.1%	\$262,260	\$312,550	\$444,946
	<u>100.0%</u>			
Total Local Revenue (Prop. A)		\$2,790,000	\$3,525,001	\$5,480,235
				\$5,481,880
Total Revenue		\$4,350,000	\$5,280,841	\$6,906,880
EXPENDITURES				
Administration & Marketing				
Marketing		\$24,000	\$24,000	\$24,000
PVTA Services Cost		\$721,000	\$703,458	\$740,880
Total Administration & Marketing		\$745,000	\$727,458	\$764,880
Contractor Expense				
Fixed Rate		\$1,400,000	\$2,203,195	\$2,209,000
Hourly & Other (Variable @ \$102.91)		\$1,075,000	\$1,500,188	\$3,333,000
Van Service Total		\$2,475,000	\$3,703,383	\$5,542,000
Cab Charges		\$1,130,000	\$850,000	\$600,000
Total Contractor Expense		\$3,605,000	\$4,553,383	\$6,142,000
Get About Total Expense		\$4,350,000	\$5,280,841	\$6,906,880

Revenue

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Fares	\$15,000	\$12,000	\$24,000
Regional Funds bos fund marks	\$320,000	\$170,000	\$198,053
Proposition A	\$113,000	\$52,828	\$287,771
FTA 5307	\$0	\$0	\$0
Total Revenue	\$448,000	\$234,828	\$509,824

Expenditures

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Cab Charges	\$206,000	\$78,000	\$261,841
Van Service (Group)	\$74,000	\$54,000	\$98,144
PVTA Services	\$68,000	\$32,828	\$79,838
Marketing & Consulting	\$100,000	\$70,000	\$70,000
Total Expenditures	\$448,000	\$234,828	\$509,824

* The total does not include an estimated \$80,000 in Claremont administrative costs. Projected Claremont revenues and expenditures for FY 2024 including Claremont administrative costs & are detailed below.

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

Revenue

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2026</u>
Fares	\$15,000	\$12,000	\$24,000
Regional Funds	\$320,000	\$170,000	\$198,053
Proposition A	\$193,000	\$132,828	\$367,771
FTA 5307	\$0	\$0	\$0
Total Revenue	\$528,000	\$314,828	\$589,824

Expenditures

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2026</u>
Cab Charges	\$206,000	\$78,000	\$261,841
Van Service	\$74,000	\$54,000	\$98,144
PVTA Cost	\$168,000	\$102,828	\$149,838
Claremont Admin	\$80,000	\$80,000	\$80,000
Total Expenditures	\$528,000	\$314,828	\$589,824

Revenue	FY 2024	FY 2025	FY 2026
Fares	\$20,000	\$16,000	\$16,000
Subregional Incentive Funds	\$60,000	\$27,000	\$89,092
CRRSAA/.ARPA	\$0	\$0	\$0
Proposition A Funds	\$200,000	\$104,500	\$56,060
Total Revenue	\$280,000	\$147,500	\$161,152
Expense	FY 2024	FY 2025	FY 2026
Cab Charges	\$220,000	\$104,000	\$133,956
PVTA Services	\$55,000	\$41,000	\$24,696
Marketing	\$5,000	\$2,500	\$2,500
TOTAL EXPENSE	\$280,000	\$147,500	\$161,152

<u>Revenue</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Fares	\$2,000	\$1,000	\$1,000
Subregional Incentive Funds	\$9,500	\$12,000	\$3,908
CRRSAA/ARPA	\$14,000	\$0	\$0
Proposition A	\$45,500	\$33,000	\$94,872
Total Revenue	\$71,000	\$46,000	\$99,780

<u>Expense</u>	<u>Fy 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Contractor Cost	\$46,000	\$40,000	\$65,591
PVTA Services	\$5,000	\$5,000	\$6,421
Marketing	\$0	\$1,000	\$0
Total Expense	\$51,000	\$46,000	\$99,780

April 9, 2025

MEMORANDUM

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO , Vanessa Nalbandian, PVTA Admin Manager

Subject: Preliminary FY 2026 Budget

Recommended Action: Receive and review for board discussion

After meeting with the technical committee, PVTA then met with Pomona staff to further discuss their budgetary shortfall. Pomona’s goal is to get their contribution down to \$2 million, these updated numbers are shown below with detail.

The Original FY26 \$5.5 million amount below, reflects what would be the normal full year of the contract rate plus a 3% CPI increase. This is running 28,000 revenue hours in a year. Since Pomona is experiencing a shortfall of Prop A funds with higher than anticipated increase in expenses, the following cost saving scenarios are presented as Scenario 1, Scenario 2, and Scenario 2.1.

Prop A Local Funds		FY2025	Original FY2026	Scenario 1 FY2026	Scenario 2 EVEN Split	Scenario 2.1 3 CITY Split
Claremont	10.8%	\$ 343,100	\$ 592,957	\$ 429,971	\$ 371,453	\$ 495,651
La Verne	14.7%	\$ 454,725	\$ 807,664	\$ 585,662	\$ 505,954	\$ 675,370
Pomona	66.3%	\$ 2,414,626	\$ 3,634,669	\$ 2,635,611	\$ 2,276,910	\$ 1,891,035
San Dimas	8.1%	\$ 312,550	\$ 444,946	\$ 322,644	\$ 278,733	\$ 372,024
TOTAL		\$3,525,001	\$ 5,480,235	\$3,973,888	\$ 3,433,050	\$ 3,434,080

Description	Trips Cut By City				
	Claremont	La Verne	Pomona	San Dimas	Total
Total Usual Trips Taken By City	9,735	13,260	59,673	7,305	90,000
Scenario 1 (20,000 rev hrs)	-2,812	-3,831	-17,239	-2,110	-26,000
Scenario 2 (15,000 rev hrs, EVEN Split)	-4,543	-6,188	-27,847	-3,409	-42,000
Scenario 2.1 (15,000 rev hrs, 3 CITY Split)	-2,812	-3,831	-33,247	-2,110	-42,000

Scenario 1: Moderate Reduction to 20,000 Revenue Hours, Stopping One Step Program

Decreasing to 20,000 revenue hours and stopping the One Step Over the Line Program will get Pomona’s contribution down to roughly \$2.64 million. Stopping the One Step program allows for PVTA to re-structure to become more efficient and put their focus towards Get About and Ready Now. Get About is the traditional dial-a-ride service and Ready Now is PVTA’s on-demand

same-day service for those riders. The One Step program is transportation service to areas east of LA County and has gotten to be very costly since the taxi provider shut their doors and is no longer sustainable to operate.

In FY24, PVTA ran about 90,000 trips, which was 28,000 revenue hours for the year. This means 3.2 revenue hours for every trip. If we were to decrease to 20,000 revenue hours, we estimate only running 64,000 trips for the year (3.2 x 20,000). Running only 20,000 revenue hours will cut 26,000 trips, keeping in mind that most trips are essential/lifeline.

Scenario 1: 20,000 Revenue Hours Break Down per City

Get About & Ready Now		Revenue Hours	Estimated One-Way Trips	Estimated Round Trips
Claremont	10.8%	2,165	6,928	3,464
La Verne	14.7%	2,950	9,440	4,720
Pomona	66.3%	13,260	42,432	21,216
San Dimas	8.1%	1,625	5,200	2,600
TOTAL		20,000	64,000	32,000

Prop A Local Funds		Original FY2026	Scenario 1 FY2026
Claremont	10.8%	\$ 592,957	\$ 429,971
La Verne	14.7%	\$ 807,664	\$ 585,662
Pomona	66.3%	\$ 3,634,669	\$ 2,635,611
San Dimas	8.1%	\$ 444,946	\$ 322,644
TOTAL		\$ 5,480,235	\$3,973,888

Scenario 2: Extreme Reduction to 15,000 Revenue Hours, Stopping One Step Program

Decreasing to 15,000 hours will be shared amongst the 4 cities. This would get Pomona's contribution down to \$2 million. This also means decreased costs for all cities. We will need to cap hours for all cities. To be fair to Claremont, La Verne, and San Dimas, PVTA proposes capping revenue hours for all four cities and giving Claremont, La Verne, and San Dimas capped revenue hours based on 20,000 revenue hours. Thus, giving Pomona the remaining hours of 15,000 which would be 8,280. This means each city's share percentage changes slightly from the traditional way we calculate shares. Each city will essentially pay for their own revenue hours.

Scenario 2: 15,000 Revenue Hours Break Down per City

Get About & Ready Now		Revenue Hours	Estimated One-Way Trips	Estimated Round Trips
Claremont	14.4%	2,165	6,928	3,464
La Verne	19.7%	2,950	9,440	4,720
Pomona	55.1%	8,260	26,432	13,216
San Dimas	10.8%	1,625	5,200	2,600
TOTAL		15,000	48,000	24,000

*Estimated trips is based off of 3.2 trips per revenue hour

Scenario 2: Prop A Contributions by City

Prop A Local Funds		Original FY2026	Scenario 2 EVEN Split	Scenario 2.1 3 CITY Split
Claremont	14.4%	\$ 592,957	\$ 371,453	\$ 495,651
La Verne	19.7%	\$ 807,664	\$ 505,954	\$ 675,370
Pomona	55.1%	\$ 3,634,669	\$ 2,276,910	\$ 1,891,035
San Dimas	10.8%	\$ 444,946	\$ 278,733	\$ 372,024
TOTAL REVENUES		\$ 5,480,235	\$ 3,433,050	\$ 3,434,080

One Step Program Breakdown By Trips and Clients

One Step	Trips	Percentage
Claremont	787	15%
La Verne	613	12%
Pomona	3,699	70%
San Dimas	165	3%
TOTAL	5,264	100%

One Step	Clients	Percentage
Claremont	74	21.39%
La Verne	52	15.03%
Pomona	195	56.36%
San Dimas	25	7.23%
TOTAL	346	100.00%

Calculations and Assumptions

Before getting into each scenario, it is important to specify how numbers are calculated. In FY24, PVTA ran about 90,000 (one-way) trips, which equated to 28,000 revenue hours. This would give you 3.2 trips per revenue hour (90,000 trips ÷ 28,000 revenue hours = 3.2 trips per revenue hour) . If we were to decrease to 20,000 revenue hours, we estimate only running 64,000 trips for the year (3.2 trips x 20,000 revenue hours). Running only 20,000 revenue hours will cut 26,000 one-way trips, keeping in mind that most trips are essential/lifeline (90,000-64,000 = 26,000 trips). This number is separate from passengers per trip. PVTA does about 1.18 passengers per hour, so if you take 1.18 and multiply it by 3.2 trips, you get 3.8 passengers per revenue hour which is the standard number we aim to meet specified in our contract. Running only 15,000 revenue hours would equate to about 48,000 annual trips (15,000 revenue hours x 3.2 trips per revenue hours = 48,000 trips).