

**AGENDA
 PALOS VERDES PENINSULA TRANSIT AUTHORITY
 REGULAR MEETING
 APRIL 21, 2016
 ROLLING HILLS ESTATES CITY HALL, 4045 Palos Verdes Drive North
 Rolling Hills Estates, CA 90274**

Time Estimates: The time noted next to an agenda item is only an estimate of the amount of time that will be spent during the meeting on that particular item. Accordingly, these estimates should not be relied on in determining when a matter will be heard, especially since agenda items are often re-ordered during a meeting and may be discussed at any time.

6:00 P.M. REGULAR SESSION

(5 mins) **CALL TO ORDER:**

ROLL CALL:

FLAG SALUTE:

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK:

PUBLIC COMMENTS: (All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Board request specific items to be removed from the Consent Calendar for separate action.

(5 mins) **APPROVAL OF CONSENT CALENDAR:**

- 1. Minutes of the February 25, 2016 Board Meeting Page 4
- 2. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing: Page 7

	Checks	Amount
January	5574-5591	\$173,686.01
February	5592-5605	\$247,806.74
March	5606-5623	\$204,077.56
TOTAL		\$625,570.31

Recommended Action: Approve Consent Calendar items

If you need special assistance to participate in an Authority meeting under the Americans with Disabilities Act (ADA) or as a person with limited English proficiency (LEP) under Executive Order 13166, please contact the Secretary (310-544-7108) with request for reasonable accommodation at least forty-eight hours prior to the meeting.

(10 mins) **ADMINISTRATOR REPORT:**

(45 mins) **REGULAR BUSINESS:**

I. MONTHLY & REGULAR REPORTS

A. Operations Report

Page 9

1. Review of ridership data for the period ending 03/31/16

Recommendation: Receive and file report

B. Finance

1. Financial Statements as of March 31, 2016

Page 13

2. 2016-17 Budget

Page 14

OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2016-17 Budget

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2016-17 Budget, setting service levels and fares.

II. NEW BUSINESS

1. Purchase Replacement Bus from A-Z Bus Sales

Page 19

Recommendation: Purchase replacement bus from A-Z Bus Sales for a price not-to-exceed \$244,503 and approve a project budget of \$268,953.

2. Amendment #4 with Mobility Advancement Group

Page 22

RECOMMENDED ACTION: Approve Amendment #4 for transit administration services with the Mobility Advancement Group.

3. South Bay Cities Council of Governments, Senior Transportation

Verbal

(5 mins) FUTURE AGENDA ITEMS: (This section of the agenda is designated for individual Board Members to request that an item be placed on a future PVPTA meeting agenda.)

(10 mins) CHAIR AND MEMBER ITEMS REPORT:

- A. METRO South Bay Governance Council Update
- B. PVPUSD Update

Verbal
Verbal

ADJOURNMENT: Rolling Hills Estates City Hall, July 21, 2016

DRAFT
MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY

Thursday, February 25, 2016

The meeting was called to order at 4:12 p.m. by Chairperson Goodhart at Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North Rolling Hills Estates, CA 90274

REGULAR SESSION:

Board roll call was answered as follows:

PRESENT: Betty Peterson, PVE, Jerry Duhovic, RPV, Jim Goodhart, PVE;
Steve Zuckerman, RHE, Britt Huff, RHE

ABSENT: Susan Brooks, RPV

Also present were Martin Gombert, PVPTA; Alexa Davis, RHE; Greg Grammer, RHE; Nicole Jules, RPV; Sheri Repp, PVE; and Koral Shishido, BCWS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Goodhart.

CONFIRM POSTING OF THE AGENDA BY ROLLING HILLS ESTATES CITY CLERK

City of Rolling Hills Estates confirmed the posting of the Authority Agenda.

APPROVAL OF CONSENT CALENDAR (1-4):

Member Zuckerman requested that Item #2 be removed from the consent calendar.

Member Duhvic moved approval of the Consent Calendar items 1, 3, and 4, seconded by Member Huff and approved by unanimous vote.

Administrator Gombert responded to Member Zuckerman's question on item #2.

Member Zuckerman moved approval of Consent Calendar item #2, seconded by Member Peterson, and approved by unanimous vote.

PUBLIC COMMENTS: (Audience Comments regarding Items not on the Agenda)

None

MONTHLY AND REGULAR REPORTS:

- A.1 Operations Report: Mr. Gombert presented the operations report for the period ending January 31, 2015. There were several comments by Board Members.

Member Zuckerman moved to receive and file the Operations Report, seconded by Member Duhovic and approved by unanimous vote.

- B.1 Financial Report: Mr. Martin Gombert, Administrator reviewed the financial report for the period ending December 31, 2015. There was discussion.

Member Duhovic moved to receive and file the Financial Report, seconded by Member Peterson and approved by unanimous vote.

- B.2 FY 2015 Audit Report: Mr. Terry Robertson, Manager Macias Gini & O'Connell presented the Fiscal Year 2015 Audit Report. There was discussion by several Board Members.

Member Duhovic moved to receive and file the audit report, seconded by Member Huff.

The motion passed on the following roll call vote:

AYES: Goodhart, Peterson, Zuckerman, Huff, Duhovic
NOES: None
ABSENT: Brooks

NEW BUSINESS

- II. A. Proposition A Fund Exchange, City of Hidden Hills

Administrator Gombert made a brief presentation on the staff report.

Member Duhovic moved to approve the Agreement with the City of Hidden Hills, seconded by Member Huff.

The motion passed on a unanimous vote.

II.B Capital Improvement Program

Administrator Gombert noted that staff had decided not to replace the CNG fuel tanks on Bus #1029 and would come back to the Board in April with a request to purchase a new bus.

Administrator Gombert reviewed the proposal to purchase three replacement buses.

Member Zuckerman moved to approve the staff recommendation, seconded by Member Duhovic.

The motion passed on the following roll call vote:

AYES: Goodhart, Peterson, Zuckerman, Huff, Duhovic
NOES: None
ABSENT: Brooks

II.C. Fare Policy

Administrator Gombert presented the staff report on the Fare Policy. Member Goodhart also provided background on the topic.

Staff was directed to come back to the Board at the next Board meeting with a proposal to offer a 50% discount on transit passes for low-income Peninsula residents that met eligibility requirements.

OLD BUSINESS

None

FUTURE AGENDA ITEMS

None

ADMINISTRATOR ITEMS

Administrator Gombert reviewed items related to the Route 225-226 Memorandum of Understanding (MOU). He noted that the MOU expired this fiscal year and staff had proposed that the route be extended to its current terminal on 8th & Averill to San Pedro to connect with Metro's Silver Line.

CHAIR AND MEMBER ITEMS

There was a brief updated on Metro items provided by Member Goodhart.

C. Election of Officers

Member Zuckerman moved to accept the following slate of offices for calendar year 2016:

Mr., Jim Goodhart, Chairperson
Mr., Jerry Duhovic, Vice Chairperson
Mrs. Britt Huff, Secretary Treasurer

Seconded by Peterson and approved by unanimous vote.

ADJOURNMENT

At 6:01 p.m. Chairperson Goodhart moved to adjourn the Board Meeting until April 21, 2016 at 6 pm.

Palos Verdes Peninsula Transit Authority Checks Written for Month

Date	Num	Name	January-March 2016	Memo	Original Amount	Paid Amount
01/21/2016	5574	Janet Mebane	24 unused DAR rides		-120.00	-120.00
01/21/2016	5575	Administrative Services Co-Op	December 2015 Dial-A-Ride Service		-13,336.48	-13,336.48
01/21/2016	5576	AT&T	Account No. 0206360576001		-187.66	-187.66
01/21/2016	5577	Clean Energy	CNG Fuel		-6,381.69	-6,381.69
01/21/2016	5578	County Sanitation Districts of LA County	February 2016 Parking Lot Rent		-7,075.41	-7,075.41
01/21/2016	5579	Mutual Liquid Gas & Equipment Co., Inc.	December 2015 Propane Fule		-3,587.29	-3,587.29
01/21/2016	5580	MV Transportation, Inc.	December 2015 Fixed Route Bus Service		-102,697.50	-102,697.50
01/21/2016	5581	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536		-400.00	-400.00
01/21/2016	5582	PitneyBowes Global Financial Services	Quarterly Lease 1/20/16-4/20/16		-286.68	-286.68
01/21/2016	5583	Ready/Refresh by Nestle	Water		-23.96	-23.96
01/21/2016	5584	State Board of Equalization	2015 Exempt Bus Operator Use Fuel Tax		-820.14	-820.14
01/21/2016	5585	Verizon California	118744825		-149.99	-149.99
01/21/2016	5586	Verizon California 310 544-7108	310 544-7108		-146.54	-146.54
01/21/2016	5587	Verizon California 310 544-7109	310 544-7109		-27.09	-27.09
01/21/2016	5588	Wells Fargo	Acct 4484610002154188		-2,260.37	-2,260.37
01/21/2016	5589	Xerox	Account 719892051		-317.46	-317.46
01/25/2016	5590	Administrative Services Co-Op	October 2015, Dial-A-Ride Service		-18,315.03	-18,315.03
01/29/2016	5591	Mobility Advancement Group	Administrative Services for January 2016		-17,552.72	-17,552.72
					-173,686.01	-173,686.01

Jan 16

Jan 16

Date	Num	Name	Memo	Original Amount	Paid Amount
02/18/2016	5592	Administrative Services Co-Op	January 2016, Dial-A-Ride Service	-13,603.84	-13,603.84
02/18/2016	5593	AT&T	Account No. 0206360576001	-203.77	-203.77
02/18/2016	5595	County Sanitation Districts of LA County	March 2016, Parking Lot Rent	-7,075.41	-7,075.41
02/18/2016	5596	Mutual Liquid Gas & Equipment Co., Inc.	January 2016, Propane Fuel	-4,610.41	-4,610.41
02/18/2016	5597	MV Transportation, Inc.	January 2016, Fixed Route Bus Service	-113,424.69	-113,424.69
02/18/2016	5598	Pitney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	-323.68	-323.68
02/18/2016	5599	Verizon California	118744825	-149.99	-149.99
02/18/2016	5600	Verizon California 310 544-7108	310 544-7108	-156.00	-156.00
02/18/2016	5601	Verizon California 310 544-7109	310 544-7109	-21.50	-21.50
02/18/2016	5602	Wells Fargo	Acct 4484610002154188	-86.60	-86.60

Feb 16

7

Palos Verdes Peninsula Transit Authority

Checks Written for Month

January-March 2016			
Date	Num	Name	Memo
02/18/2016	5603	Xerox	Account 719892051
02/29/2016	5604	Mobility Advancement Group	Administrative Services for February 2016
02/29/2016	5605	City of Hidden Hills	Proposition A Assignment Agreement
			-342.25
			-17,808.60
			-90,000.00
			<u>-247,806.74</u>

Feb 16

March 2016			
Date	Num	Name	Memo
03/17/2016	5606	West Tseng	DAR Member Annie Tseng #5898/TC#048304
03/17/2016	5607	Administrative Services Co-Op	February Dial-A-Ride Service
03/17/2016	5608	AT&T	Account No. 0206360576001
03/17/2016	5609	Clean Energy	CNG Fuel
03/17/2016	5610	County Sanitation Districts of LA County	April 2016, Parking Lot Rent
03/17/2016	5611	Macias Gini & O'Connell, LLP	FY 2015 Audit
03/17/2016	5612	Mutual Liquid Gas & Equipment Co., Inc.	February 2016, Propane Fuel
03/17/2016	5613	MV Transportation, Inc.	February 2016, Fixed Route Bus Service
03/17/2016	5614	National Bus Trader	12 months
03/17/2016	5615	ReadyRefresh by Nestle	Water
03/17/2016	5616	Trillium Solutions	Invoice 1704 - May and June 2015, IT
03/17/2016	5617	Verizon California 310 544-7108	310 544-7108
03/17/2016	5618	Verizon California 310 544-7109	310 544-7109
03/17/2016	5619	Verizon Communications	Acct 1187744825
03/17/2016	5620	Xerox	Account 719892051
03/24/2016	5621	Craig Davies	Pass Refund
03/31/2016	5622	CKG Communications	Invoice PVPTA 104, Marketing
03/31/2016	5623	Mobility Advancement Group	Administrative Services for March 2016
			(120.00)
			-29,868.65
			-176.56
			-20,648.75
			-7,075.41
			-7,950.30
			-4,383.62
			-112,631.43
			-30.00
			-60.88
			-390.00
			-152.88
			-26.91
			-149.99
			-336.22
			-245.00
			-2,306.26
			-17,524.70
			<u>\$ (204,077.56)</u>

Mar 16

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 18, 2016
SUBJECT: Operations Report for the period ending March 31, 2016

PV TRANSIT

PV Transit ridership for the period ending March 31, 2016 totaled 116,793, a 1% drop from previous year's totals.

PV Transit operators have driven 241 days without an accident through March 31, 2016.

Staff is preparing the schedules for summer service, which will be held from June 20th through July 28th. High School will be held at Peninsula, which historically has resulted in lower ridership than when summer school is held at Palos Verdes H. S.

Metro has recently informed staff that they are preparing a new Memorandum of Understanding (MOU) for the continued operation of Route 225-226. This MOU provides approximately \$20k of funding for the operation of this route monthly.

Staff will be presented previously-discussed changes to Route 225-226 at the July Board meeting.

DIAL-A-RIDE

Dial-A-Ride ridership totaled 8,607 for the period ending March 31, 2016, a 4% increase over previous year's totals. Dial-A-Ride ridership has declined every month since November 2015.

Copies of the ridership graphs for both fixed route and dial-a-ride service are attached.

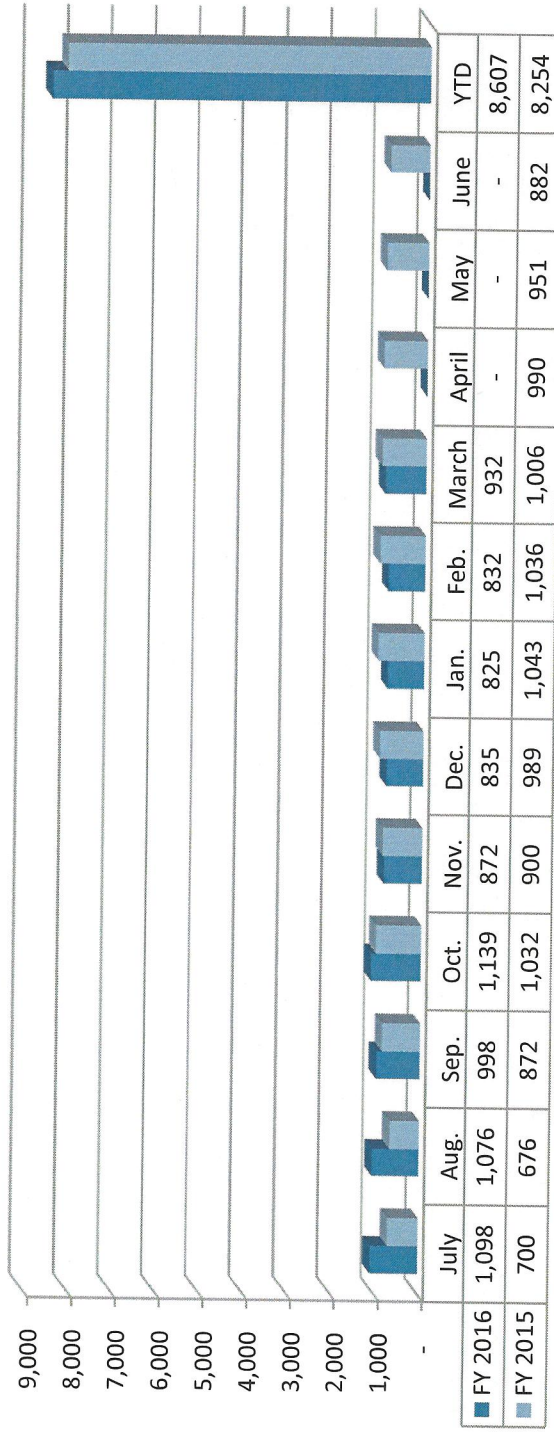
GONVERMENT RELATIONS

During the past three months staff has attended meetings of Metro's Local Transit Service Subcommittee (LTSS), Access Services Board Meetings, Metro's Bus Operations Subcommittee (BOS), and the California Transit Association annual meeting in La Jolla.

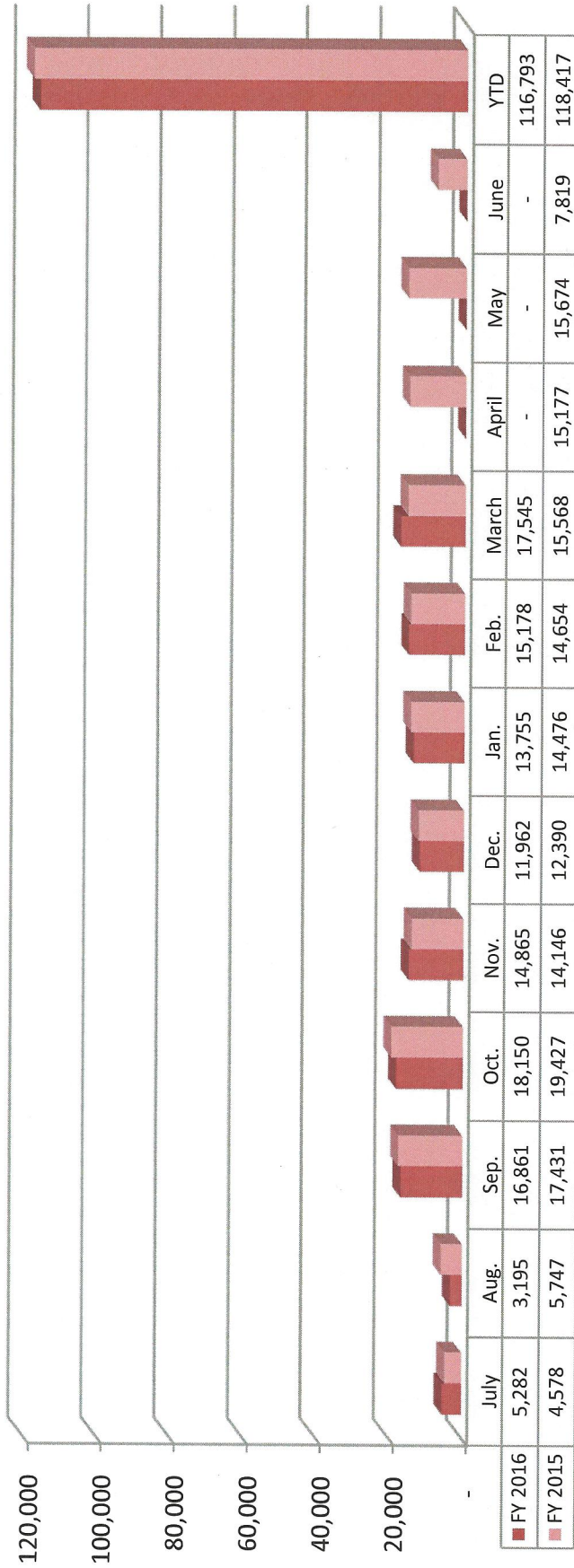
RECOMMENDATION

Receive and file report.

Dial-A-Ride/Lift Ridership Palos Verdes Peninsula Transit Authority



PV TRANSIT RIDERSHIP



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 18, 2016
SUBJECT: Financial Statements for the period ending March 31, 2016

This report will be provided under separate cover.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 18, 2016
SUBJECT: Proposed Budget for Fiscal Year 2016-17

BACKGROUND

The April 21, 2016, meeting for the consideration and adoption of the Fiscal Year 2016-17 budget has been duly advertised. It includes a static level of service and no proposed changes in fares.

FY 2016-2017 BUDGET REVIEW

The attached budget document shows the current year budget (Column A) and the proposed budget (Column C) on a line-item basis for expenditures and anticipated revenues.

Operating expenses are planned to increase 1.25% over FY 2016 budgeted totals.

- Contracted Services: The cost of our contract with MV Transportation is estimated to cost \$1,285,978, a 2.32% increase over FY 2016 totals. The hourly rate increase is 0.21%. The remainder of the increase is for a slight expansion of Route 225-226 to connect with the Metro Silver Line in San Pedro as well as the operation of the Beach Bus in August.

Dial-A-Ride contractor fees (line 2) have been increased to reflect the continuing increased ridership.

- Facility Lease Cost: The lease cost of the parking lot at the L.A. County Sanitation District (line 4) facility has increased 3% per contract.
- Fuel Cost: The budget assumes a 4.5% decrease in fuel cost (line 5) for the fiscal year.

- Administrative Costs: Total administrative costs (line 6) are unchanged from the FY 2015-16 budget.
- Nextbus: The budget contains annual operations cost for the Nextbus system (line 8) of \$29,747.
- Depreciation Expense: This amount (line 10) is from BCWS estimates. This number will be adjusted depending on the delivery date of new equipment.
- Capital Program: No vehicle purchases are proposed for Fiscal Year 2016-17.

SUPPORT FUNDING SOURCES

Support funding from the three member agencies has increased 2.6% over FY 2016 totals. This is the annual increase in local return funds (Prop. A, C, and Measure R) received by member agencies.

Metro Incentive Funding has decreased by 4.5%. This funding is generated by a formula that takes into account operating statistics and financial performance.

The budget includes a \$26,507 gain from a Proposition A Fund Exchange in Fiscal Year 2017.

ROUTE AND SCHEDULE CHANGES

Minor route and schedule changes will be made to improve schedule adherence and meet passenger demand. Schedules will be adjusted using Nextbus operating data.

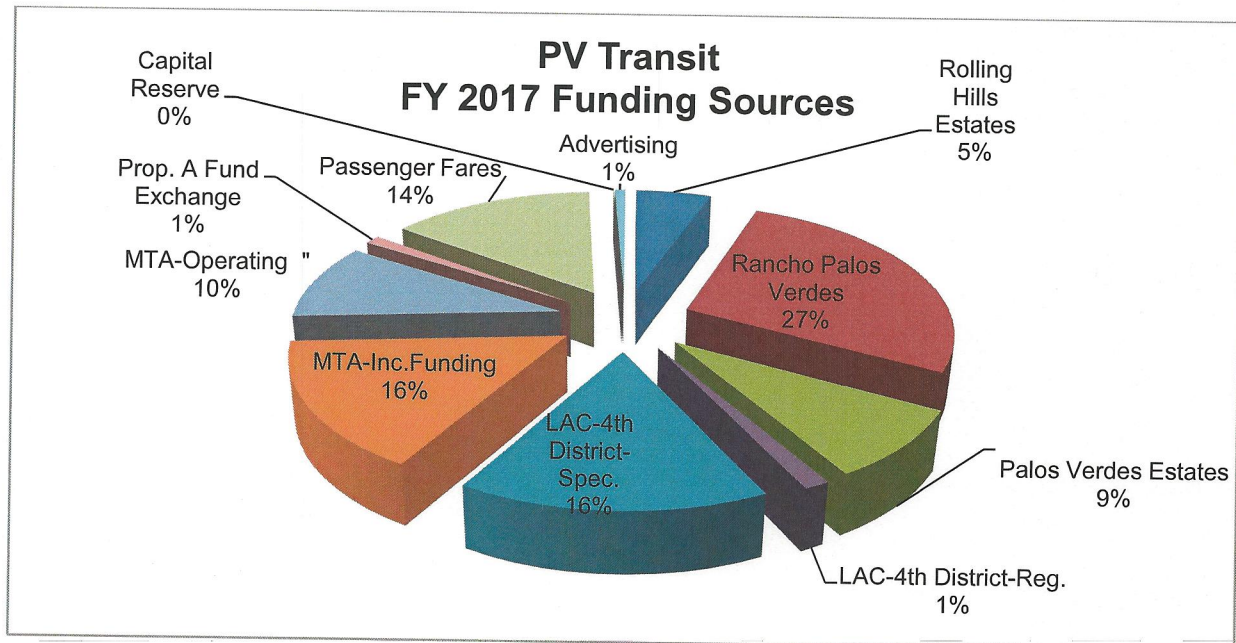
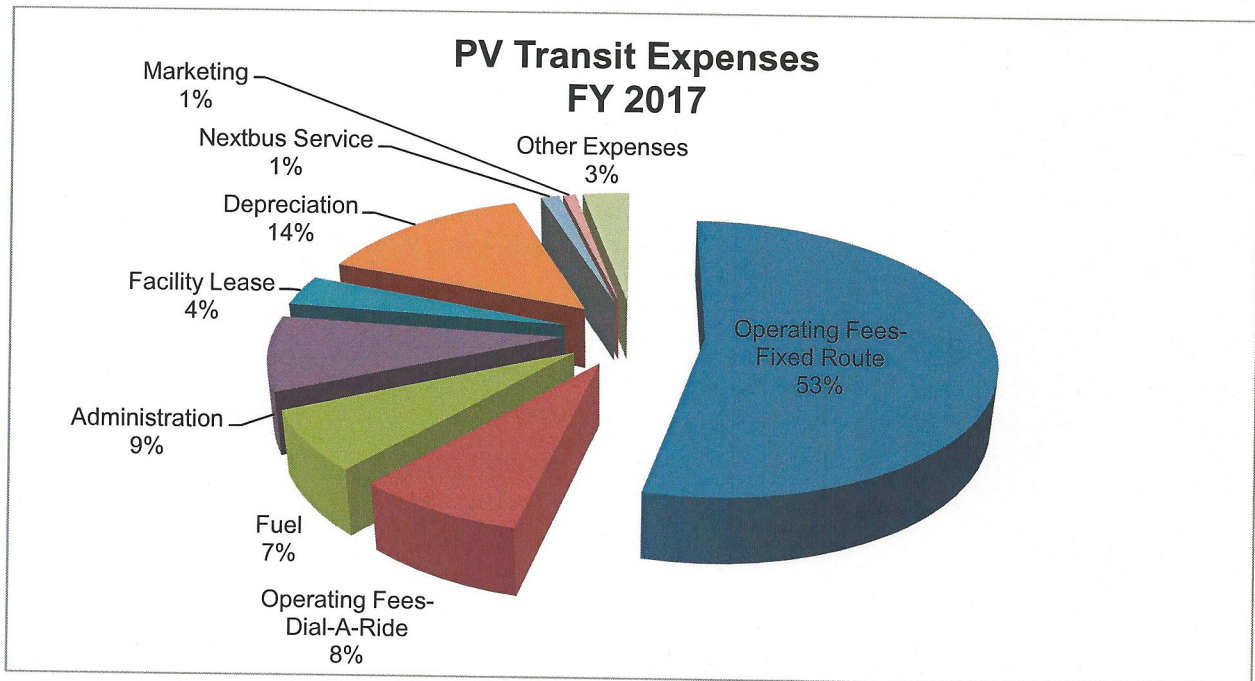
PASSENGER FARES

The proposed prices for fixed route and dial-a-ride fees are shown in the attachment. The following items are noted:

- No increases in fixed route or dial-a-ride fares are proposed.

RECOMMENDATION

Adopt the Fiscal Year 2016-17 budget in the amount of \$2,054,347 for operations and \$0 for capital. Adopt the proposed PVPTA fare structure.



Attachments:

- Proposed FY 2016-17 Budget
- Proposed PVPTA Fare Structure

**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2016-17**

	A	C		% Change over FY 2016
	FY 2015-16 Final Budget	FY 2015-16 Draft Budget	NOTES	
EXPENDITURES				
Operations Expense				
1 Oper. Fees-Fixed Rt	\$ 1,256,793	\$ 1,285,978	Beach Bus and 225 increase	2.32%
2 " " -DAR/DAL	189,523	190,000		0.25%
3 " " - Charter	1,000	1,000		
4 Facility Lease	86,391	86,178	Contractual increase	-0.25%
5 Fuel	175,000	166,855		-4.65%
Total Operations	\$ 1,708,707	\$ 1,730,011		1.25%
Administrative Exp.				
6 Admin. - General	\$ 211,200	\$ 211,200		
7 Marketing	18,000	20,000	Slight increase for Beach Bus	
8 Nextbus Service	29,747	29,747		
9 Other Operating Expenses	74,000	74,000		
Total Administration	\$ 332,947	\$ 334,947		0.60%
10 Depreciation Expense	391,620	340,716	Updated by BCWS 4/3/16	
Mun. Lease pmts	-	-		
TOTAL EXPENDITURES	\$ 2,433,274	\$ 2,405,674		-1.13%
REVENUES				
11 Farebox	\$ 281,328	\$ 281,328		
12 Charter sales	\$ 2,000	\$ 2,000		
13 Voucher Sales	\$ 57,000	\$ 50,000		
Total Sales	\$ 340,328	\$ 333,328		
14 Other Revenue	14,900	18,000	Bus advertising and interest	
TOTAL REVENUES	\$ 355,228	\$ 351,328		-1.10%
SUPPORT FUNDING REQ.	\$ 2,078,046	\$ 2,054,346		
15 Operating Res.Reqmnt	-	-		
CAPITAL PROGRAM	-	-		
TOTAL FUNDING REQ.	\$ 2,078,046	\$ 2,054,346		-1.14%
SUPPORT FUNDING SOURCES				
Source:				
Rolling Hills Estates	\$ 126,694	\$ 129,988	Metro LRF Increase	
Rancho Palos Verdes	644,556	\$ 661,314		
Palos Verdes Estates	204,328	\$ 209,641		
LAC-4th District-Reg.	32,200	32,200		
LAC-4th District-Spec.	376,000	376,000		
MTA-Inc.Funding	401,145	383,290	Draft funding marks 2/18/16	
MTA-Operating "	236,572	235,407	1% increase over 2016 funding	
Prop. A Fund Exchange	56,551	26,507	Prop A Fund Exchange	
Prop. A Fund Exchange	-	-		
SUPPORT FUNDING	\$ 2,078,046	\$ 2,054,347		-1.14%
From Capital Reserve	\$ -	\$ -		
TOTAL FUNDING	\$ 2,078,046	\$ 2,054,347		

PVPTA FARE STRUCTURE
Effective 7/1/16

Cash Fares Current Proposed

Cash/Token \$ 2.50 N/C
 Senior/Disabled \$ 1.00 N/C

Transfers Current Proposed

PV bus to PV bus \$ - \$ -
 Muni Transfer \$ 0.25 N/C

Transit Passes Current Proposed

Monthly Pass \$ 78 N/C
 Summer Pass \$38/Semester High School
 \$57/Intermediate School

Semester Pass Current Proposed

One 295 N/C
 Two in Family 290 N/C
 Three in Family 280 N/C

Annual Pass Current Proposed

One 590 N/C
 Two in Family 580 N/C
 Three in Family 560 N/C

Other Current Proposed

PV DAR Card \$ - \$ -
 (for use on PV buses)
 Access Services Card \$ - \$ -
 EZ Pass (225-226) \$ - \$ -
 Lost Pass Fee \$ 10.00 \$ 10.00

Dial-A-Ride Current Proposed

Registration Fee \$ 10 N/C
 (initial registration only)
 Voucher \$ 6 N/C

Charter Service Current Proposed

Cost Per Hour \$ 72 N/C
 (5 Hour minimum)

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 18, 2016
SUBJECT: Capital Improvement Program

INTRODUCTION

Bus #1029 was purchased in 2003 and has exceeded its useful life. The vehicle is powered by a John Deere CNG engine which is no longer manufactured, which has caused difficulties in sourcing parts and conducting maintenance.

Staff is recommending that a new bus be purchased to replace bus #1029.

ANALYSIS

Replacement Buses

It is recommended that the Authority purchase one replacement bus from A-Z Bus Sales to replace bus #1029.

A summary of vehicle specifications is shown below:

- Make and Model: Blue Bird
- Forty-nine passenger capacity
- Wheelchair Lift with seating positions for two wheelchairs
- Powered by compressed-natural-gas (CNG)
- Electronic Destination Signs
- Bike Racks

Detailed vehicle specifications are attached.

FINANCIAL IMPACT

Shown below is the estimated cost and funding source for the replacement vehicle purchase. A copy of the A-Z quote dated April 6th is attached.

Replacement Buses

Price	\$ 244,503
Number	1
Subtotal	\$ 244,503
Contingency	\$ 24,450
TOTAL	\$ 268,953

Funding Source

**Capital
Reserves** \$ 268,953

There are sufficient capital reserves to fund the \$268,953 of the Capital Improvement Program funding request.

RECOMMENDATION

Approve the purchase of one (1) Blue Bird bus from A-Z Bus Sales (quote dated 4-6-16) for a price not to exceed \$244,503 plus a project contingency of 10%.

A2Z BUS SALES

SALES AGREEMENT

Customer: **Palo Verde Peninsula Transit Authority** Date: **4/6/2016**
 Address: **38 Crest Road W.** County: _____
 City: **Rolling Hills, CA 90724** State: **CA** Zip Code: **90274**
 Contact: **Martin Gombert** Office: _____ Fax: _____
 Email Address: _____ Cell: **(626) 487-8230**
 Sales Representative: **Brian Hunt** Transaction Type: **Purchase Order**
 Trade Ins: **none**

QUOTATION SUMMARY

Description	Price
2017 Blue Bird Rear Engine, CNG Activity Bus	\$225,877
Similar to the current BB in service, Specifications Attached	
Delivery in Sept/Oct if ordered in in April/May	
This order can not be cancelled. Section 3 in terms applies.	
Quotation is Valid for 90 Days and subject to pricing changes and option availability until executed by the customer.	

SPECIFICATION SUMMARY

Model Year: 2017	Make: Blue Bird	Model: T3RE 3904
Type: Activity	Chassis: Blue Bird	Wheelchair Lift Type: Braun
Passenger Capacity: 53	Wheelbase: 259	Number of Tie Downs: 2 - Qstraint Deluxe
Seat Fabric: Brown Vinyl	Engine: CNG ISL G 250hp	Alternator: 320 amp
Air Conditioning System: Trans Air/ Blitzer	GVWR: 32,000	Other: Fare Box, Dest Signs, Alu Wh
Exterior Color/Graphics: White	Body Length: 40'	Estimated Delivery: 4-5 months ROO

SALES ORDER

4/6/2016

PRICING SUMMARY	
Vehicle as Specified	\$ 225,877.00
Dealer Added Options	
Total Cash Price	\$ 225,877.00
ADA Equipment Amount (non-taxable)	\$ 19,800.00
Documentation Fee	\$ 80.00
Total Taxable Amount	\$ 206,077.00
Sales Tax Carson 9.00%	\$ 18,546.93
Estimated DMV Fees	\$ -
Tire Recycle Fee (California only)	\$ -
Delivery to Customer	\$ -
Total Price Per Bus	\$ 244,503.93
Quantity	1
Total Sales Order Amount	\$ 244,503.93
Due Upon Order	
Deposit	0%
\$ -	
Balance Due on Delivery	\$ 244,503.93

Delivery Commitment:

150 days from order or less

FOB Rolling Hills, CA

Purchaser agrees that this Order is inclusive all information contained herein and Addendum attached; that this Order cancels and supersedes any prior agreement; and as of the date indicated herein comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby; and that this order shall not become binding until accepted by dealer; this sales order may be terminated by the seller at any time at its sole discretion. All pricing is inclusive of and net of manufacturer rebates and concessions, rebates or concessions shall be retained by dealer.

Offered by:

Representative

Brian Hunt

4/6/2016
Date

Agreed and Accepted by:

Purchase

Date

Print Name

Title

MEMORANDUM

TO: AUTHORITY MEMBERS

FROM: Darold Pieper, General Counsel

DATE: April 21, 2016

SUBJECT: Contract for Authority Administration

INTRODUCTION

The current Agreement for Transit Administration Services with the Mobility Advancement Group (Mr. Martin Gombert, Administrator) expires on June 30, 2016. The agreement may be extended for additional terms upon the mutual consent of Authority and Administrator.

CONTRACT RENEWAL

The Administrator is prepared to extend the agreement for an additional three-year term with no change in compensation. Should the Authority desire to extend the agreement, a Fourth Amendment to the agreement is attached for your consideration. The only changes reflected in the amendment are to the term dates and to the mailing address for the Administrator.

Should the Authority not desire to extend the term, then the Authority would need to prepare and circulate a request for proposals for administrative services.

RECOMMENDED ACTION

Consider renewal of the Agreement for Transit Administration Services with the Mobility Advancement Group.

AMENDMENT No. 4
To
AGREEMENT FOR TRANSIT ADMINISTRATIVE SERVICES

This Amendment to the February 1, 2005 Agreement is made and entered into by the PALOS VERDES PENINSULA TRANSIT AUTHORITY (AUTHORITY) and the MOBILITY ADVANCEMENT GROUP (Administrator).

WITNESSETH:

WHEREAS, on February 1, 2005, Authority and Administrator entered into an Agreement to retain Administrator for certain services to be performed,

WHEREAS, on ~~April 22, 2010~~ May 23, 2013, Authority and Administrator entered into an Amendment to extend the Agreement to June 30, ~~2013~~ 2016.

WHEREAS, Authority and Administrator agree that it is in their mutual interest to extend the Agreement under like terms and conditions,

NOW, THEREFORE, in consideration of the mutual covenants in said Agreement, Authority and Administrator agree to revise the Agreement as follows:

Article 2 – Term – The first sentence, shall be removed and replaced by the following: This Agreement shall commence February 1, 2005, and shall terminate on-June 30, ~~2016~~ 2019.

Article 10 – Notice – The address for the Administrator shall be replaced by the following:

Administrator: Mr. Martin Gombert

Except as herein amended, the Agreement shall remain in full force and effect. This amendment shall become effective as of ~~May 23, 2013~~ April 21, 2016, the date same was approved by the Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 4 to be executed by their duly authorized Officers.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

DATE _____

BY _____

THE MOBILITY ADVANCEMENT GROUP

DATE _____

BY _____

AMENDMENT No. 4
To
AGREEMENT FOR TRANSIT ADMINISTRATIVE SERVICES

This Amendment to the February 1, 2005 Agreement is made and entered into by the PALOS VERDES PENINSULA TRANSIT AUTHORITY (AUTHORITY) and the MOBILITY ADVANCEMENT GROUP (Administrator).

WITNESSETH:

WHEREAS, on February 1, 2005, Authority and Administrator entered into an Agreement to retain Administrator for certain services to be performed,

WHEREAS, on May 23, 2013, Authority and Administrator entered into an Amendment to extend the Agreement to June 30, 2016.

WHEREAS, Authority and Administrator agree that it is in their mutual interest to extend the Agreement under like terms and conditions,

NOW, THEREFORE, in consideration of the mutual covenants in said Agreement, Authority and Administrator agree to revise the Agreement as follows:

Article 2 – Term – The first sentence, shall be removed and replaced by the following: This Agreement shall commence on February 1, 2005, and shall terminate on-June 30, 2019.

Article 10 – Notice – The address for the Administrator shall be replaced by the following:

Administrator: Mr. Martin Gombert
 2202 Pinecrest Drive
 Altadena, CA 91001

Except as herein amended, the Agreement shall remain in full force and effect. This amendment shall become effective as of April 21, 2016, the date same was approved by the Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 4 to be executed by their duly authorized Officers.

PALOS VERDES PENINSULA TRANSIT AUTHORITY

DATE _____

BY _____

THE MOBILITY ADVANCEMENT GROUP

DATE _____

BY _____