

**AGENDA
 PALOS VERDES PENINSULA TRANSIT AUTHORITY
 REGULAR MEETING
 APRIL 27, 2017
 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. Register of Standing demands and Previously Authorized demands under Resolution 94/95-01 and per attached listing:

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	Checks	Amount
January	5805-5821	\$ 153,320.38
February	5824-5835	\$ 175,913.23
March	5837-5850	\$ 54,975.84
TOTAL		\$ 384,209.45

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.

2. Approval of February 16, 2017 Board Minutes

Page 6

Recommendation: Approve Consent Calendar items

(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 03/30/17

Recommendation: Receive and file report

B. Finance

1. Financial Statements as of December 31, 2016

Page 13

Recommendation: Receive and file statements.

2. 2017-18 Budget

Page 17

OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2017-18 Budget

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2017-18 Budget, setting service levels and fares.

3. Fiscal Year 2015-2016 Audit Report

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Recommendation: Approve FY 2016 Audit Report

II. NEW BUSINESS

A. Proposition A Fund Exchange with the City of Palos Verdes Estates

Page 23

Recommendation: Approve Proposition A Assignment Agreement with the City of Palos Verdes Estates

III. OLD BUSINESS

None

(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:**

ADJOURNMENT: Rolling Hills Estates City Hall, July 27, 2017

Palos Verdes Peninsula Transit Authority
January-March 2017

Date	Num	Name	Memo	Original Amount	Paid Amount
Jan 17					
01/11/2017	5805	LACMTA	Refund for double payment	-8,361.21	-8,361.21
01/19/2017	5806	Administrative Services Co-Op	Dial-A-Ride Service	-17,446.26	-17,446.26
01/19/2017	5807	AT&T	Account No. 0206360576001	-160.31	-160.31
01/19/2017	5808	Cal Act	2017 Membership renewal	-535.00	-535.00
01/19/2017	5809	Clean Energy	CE11947705 December 2016	-8,387.57	-8,387.57
01/19/2017	5810	County Sanitation Districts of LA County	February 2017	-7,287.67	-7,287.67
01/19/2017	5811	Frontier Communications7108	310 544-7108-062795-5	-323.40	-323.40
01/19/2017	5812	Macias Gini & O'Connell, LLP	FYE June 30, 2016 Audit	-1,235.00	-1,235.00
01/19/2017	5813	Mutual Liquid Gas & Equipment Co., Inc.	December 2016	-3,304.91	-3,304.91
01/19/2017	5814	MV Transportation, Inc.	December 2016	-87,396.10	-87,396.10
01/19/2017	5815	PC Parlor	IT Services	-62.50	-62.50
01/19/2017	5816	Pinney Bowes - Purchase Power	Acct. 8000-9090-0212-1536	-446.95	-446.95
01/19/2017	5817	PinneyBowes Global Financial Services	Quarterly Lease 1/20/17-4/19/17	-284.18	-284.18
01/19/2017	5818	PVPUSD	Utilities	-353.90	-353.90
01/19/2017	5819	ReadyRefresh by Nestle	Account 0024293722	-11.98	-11.98
01/19/2017	5820	Xerox	Account 719892051	-328.69	-328.69
01/31/2017	5821	Mobility Advancement Group	Administrative Services for January 2017	-17,394.75	-17,394.75
Jan 17			TOTAL	-153,320.38	-153,320.38

Date	Num	Name	Memo	Original Amount	Paid Amount
Feb 17					
2/23/2017	5822	Administrative Services Co-Op	January Dial-A-Ride	-16,022.53	-16,022.53
2/23/2017	5823	AT&T	Account No. 0206360576001	-149.57	-149.57
2/23/2017	5824	Clean Energy	CNG Fuel	-11,173.77	-11,173.77
2/23/2017	5825	County Sanitation Districts of LA County	March 2017 Facility Lease	-7,287.67	-7,287.67
2/23/2017	5826	Decals By Design	Decal Removal	-300	-300
2/23/2017	5827	Frontier Communications7108	310 544-7108-062795-5	-334.76	-334.76
2/23/2017	5828	Macias Gini & O'Connell, LLP	FYE June 30, 2016 Audit	-4,027.50	-4,027.50
2/23/2017	5829	MV Transportation, Inc.	January Fixed Route service	-114,277.21	-114,277.21
2/23/2017	5830	Statewide Traffic Safety and Signs	Bus Stop Sign Installation	-1,335.00	-1,335.00
2/23/2017	5831	White Wings Cleaning Service	Invoice 7144	-110	-110
2/23/2017	5832	Xerox	Account 719892051	-319.08	-319.08
2/28/2017	5833	Xerox	Invoice 087181884	-317.91	-317.91
2/28/2017	5834	CKG Communications	Invoice PVPIA 110	-1,950.00	-1,950.00
2/28/2017	5835	Mobility Advancement Group	Administrative Services for February 2017	-17,380.37	-17,380.37
2/28/2017	5835	State Board of Equalization	Exempt Bus Operator Use Fuel Tax Return	-927.86	-927.86
Feb 17			TOTAL	-175,913.23	-175,913.23

Palos Verdes Peninsula Transit Authority
January-March 2017

Date	Num	Name	Memo	Original Amount	Paid Amount
03/21/2017	5837	Administrative Services Co-Op	February 2017	-13,094.33	-13,094.33
03/21/2017	5838	AT&T	Account No. 0206360576001	-229.01	-229.01
03/21/2017	5839	Clean Energy	February 2017 CNG Fuel	-12,135.07	-12,135.07
03/21/2017	5840	County Sanitation Districts of LA County	April 2017 Parking Lease	-7,287.67	-7,287.67
03/21/2017	5841	Frontier Communications7108	310 544-7108-062795-5	-92.60	-92.60
03/21/2017	5842	MFR Graphics	Invoice 25431	-287.76	-287.76
03/21/2017	5843	Mutual Liquid Gas & Equipment Co., Inc.	February 2017 LPG Fuel	-3,623.18	-3,623.18
03/21/2017	5844	PC Parlor	IT Service	-125.00	-125.00
03/21/2017	5845	Purchase Power	Acct. 8000-9090-0212-1536	-300.00	-300.00
03/21/2017	5846	Linda Lembeck	Jay Lembeck #6132/TC#101350	-144.00	-144.00
03/21/2017	5847	Patti Crane	Jean Palmer #5956/TC#066579	-162.00	-162.00
03/21/2017	5848	Yu-Cong Johnson	Donald Johnson #6477/TC#172856	-36.00	-36.00
03/28/2017	5849	ReadyRefresh by Nestle	Account 002493722	-55.85	-55.85
03/28/2017	5850	Mobility Advancement	March 2017 Administrative Services	-17,403.37	-17,403.37
					<u>-54,975.84</u>

Mar 17

Mar 17

5

**MINUTES
PALOS VERDES PENINSULA TRANSIT AUTHORITY**

Thursday, February 16, 2017

The meeting was called to order at 6:02p.m. by Chairperson Goodhart at Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North Rolling Hills Estates, CA 90274

REGULAR SESSON:

Board roll call was answered as follows:

PRESENT: Betty Peterson, PVE, Betty Lee Peterson, RVE, Jerry Duhovic, RPV, Steve Zuckerman, RHE, Velveth Schmitz, RHE, Susan Brooks, RPV, Ken Rukavina, PVE

ABSENT: None

Also present were Martin Gombert, PVPTA; Greg Grammer, RHE; and Nicole Jules, RPV.

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 (1-5):

Member Brooks moved approval of the Consent Calendar, seconded by Member Zuckerman, and approved by unanimous vote.

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

None

ADMINISTRATOR REPORT

Administrator Gombert made a brief presentation on operational issues and noted the successful New Year's Eve service, Cal Start electric bus meeting, bus

stop improvements in the City of Rancho Palos Verdes, and a Route 225 update. There was brief discussion by Board Members.

MONTHLY AND REGULAR REPORTS:

- A.1 Operations Report: Mr. Gombert presented the Operations Report and there were several questions by Board Members..

Member Duhovic moved approval of the Operations Report, seconded by Member Zuckerman, and approved by unanimous vote.

- B.1 Financial Report: Mr. Martin Gombert, Administrator made a brief presentation on the 1st Quarter 2017 Financial Report. Chairperson Goodhart asked about the FY 2017 L.A. County payment.

Member Zuckerman moved approval of the Financial Report, seconded by Member Duhovic, and approved by unanimous vote.

NEW BUSINESS

- II. A. Transit Services Agreement with Metro

Administrator Gombert made a brief presentation on the staff report. He noted it had be reviewed by the Authority's attorney.

Member Duhovic moved approval of the Transit Services Agreement, seconded by Member Schmitz, and approved by unanimous vote.

OLD BUSINESS

- A. Bus Advertising Update

Administrator Gombert requested that this item be pulled from the Agenda.

FUTURE AGENDA ITEMS

None

CHAIR AND MEMBER ITEMS

Election of Officers

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

Mr., Jerry Duhovic, Chairperson
Ms., Velveth Schmitz, Vice Chairperson
Ms. Betty Lee Peterson, Secretary Treasurer

Seconded by Member Duhovic and approved by unanimous vote.

ADJOURNMENT

At 7:04 p.m. Chairperson Goodhart moved to adjourn the Board Meeting until April 27, 2017 at 6 pm.

Respectfully submitted:

Martin Gombert, Administrator

Approved

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 23, 2017
SUBJECT: Operations Report for the period ending March 31, 2017

PV TRANSIT

PV Transit ridership for the period ending March 31, 2017 totaled 111,397, a 4% drop from previous year's totals. Ridership was significantly impacted by the heavy rains in February, which resulted in ridership dropping 8%.

DIAL-A-RIDE

Dial-A-Ride ridership totaled 7,959 for the period ending March 31, 2017, a 7% decrease over previous year's totals.

Our dial-a-ride contractor, Administrative Services Co-Op, is applying for a 5310 grant through Metro to purchase 10 accessible taxi cabs for use in the South Bay. The 5310 program provides operating and capital assistance for projects that are designed to meet the special needs of seniors and disabled passengers. We are submitting a letter of support for their grant application. The addition of ten accessible taxi cabs would not only improve service for disabled residents in the Peninsula but the entire South Bay.

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, and Metro's Bus Operations Subcommittee (BOS).

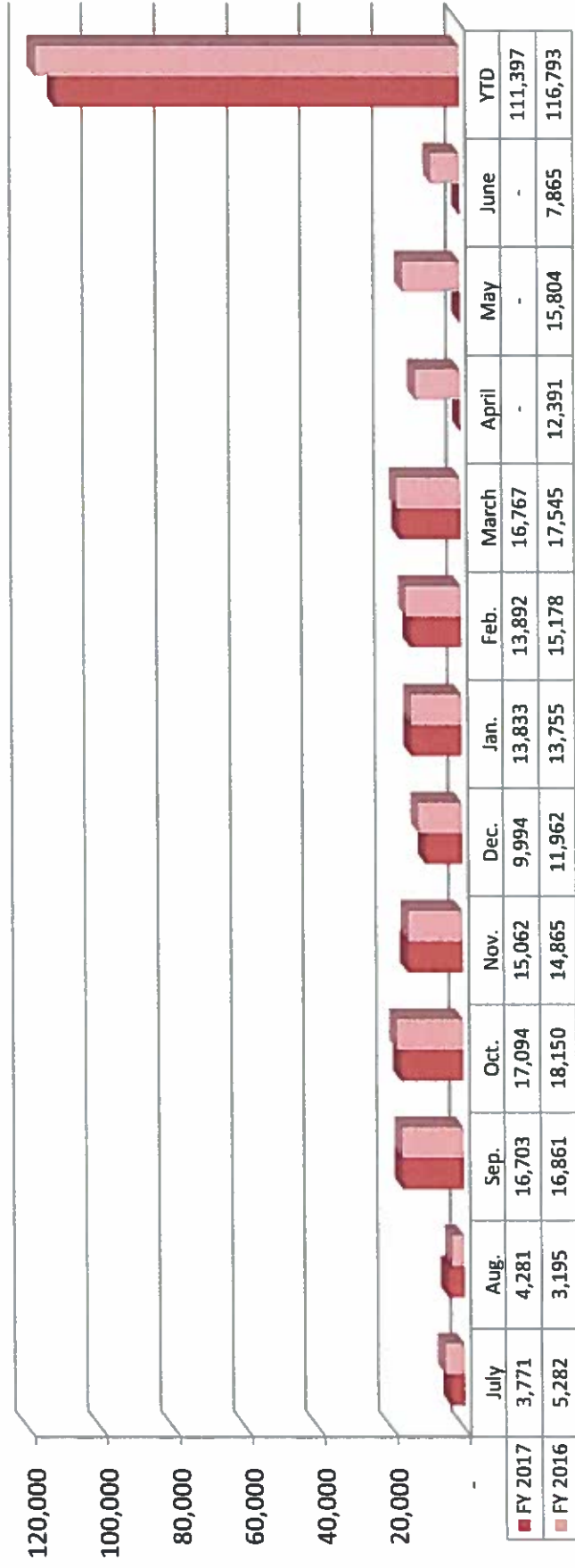
On March 9th PV Transit staff attended the Miraleste Intermediate School 6th Grade Orientation. This annual event provides parents and students an overview of making the transition from elementary to intermediate school. Staff spoke with dozens of parents regarding PV Transit

PV Transit staff made a presentation to PV Cares volunteers on March 31st and explained how the dial-a-ride service works for senior and disabled residents.

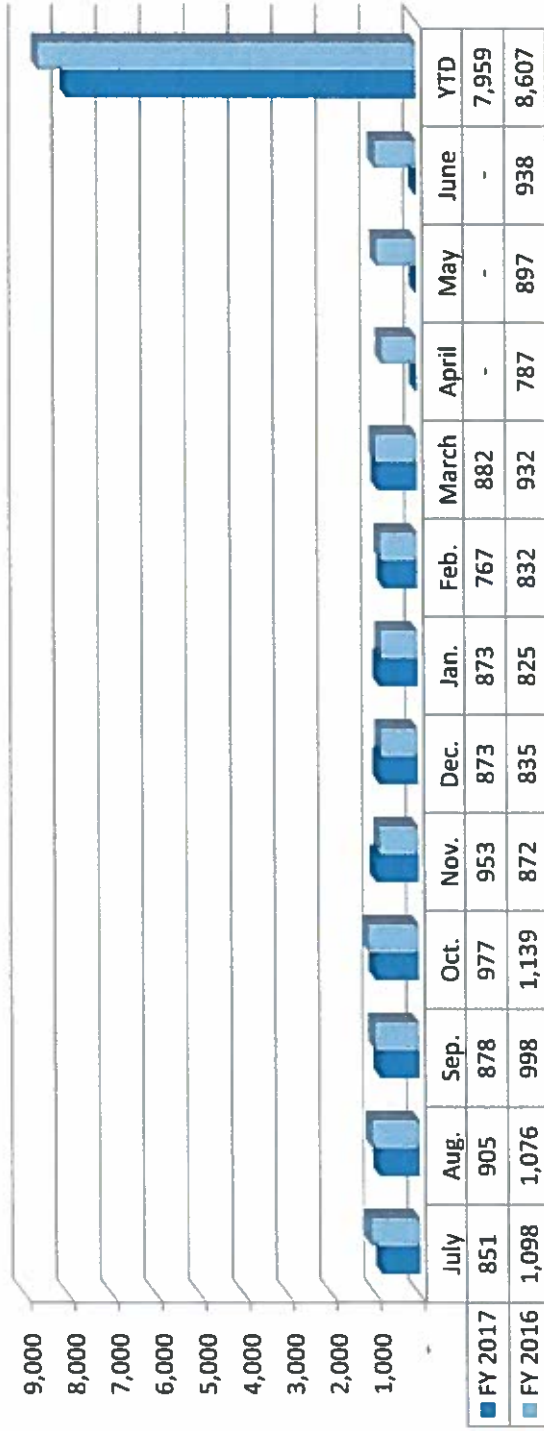
RECOMMENDATION

Receive and file report.

PV TRANSIT RIDERSHIP



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



MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 23, 2017
SUBJECT: Financial Statements for the period ending December 31, 2016

Attached are the *draft* Financial Statements for the period ending December 31, 2016.

The first report presented is Management Analysis-Budget vs. Actual. The results of this report are analyzed below. The following two reports are Profit and Loss YTD Comparison and Balance Sheet generated by the Quick Books accounting software. These reports have been modified to show previous year comparison as requested by Board Members.

Budget vs. Actual

Total expenses for the Fiscal Year ending December 31, 2016 were \$1,147,841, within 1.76% of budgeted amounts (\$19,814).

Charges for Services

Passenger revenue totaled \$192,477 for the fiscal year. This was 2.87% below budgeted amounts. This slight reduction was caused by a drop dial-a-ride trip sales (\$2,064) and fixed-route fares (\$3,997).

Government Revenue

PV Transit is current with all grant payments from Metro and member agencies as of December 31, 2016.

Attachments
-Financial Statements

Palos Verdes Peninsula Transit Authority
Management Analysis
Budget vs. Actual
YTD December 2016

	<u>YTD 12/31/16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% Diff</u>
Operating Revenue				
Charges for Services				
Fixed Route	\$ 159,173	\$ 163,170	\$ (3,997)	-2.45%
Dial-A-Ride	\$ 22,936	\$ 25,000	\$ (2,064)	-8.26%
Adverting	\$ 8,100	\$ 9,000	\$ (900)	-10.0%
Charters	\$ 2,268	\$ 1,000	\$ 1,268	0.0%
TOTAL OPERATING REVENUE	\$ 192,477	\$ 198,170	\$ (5,693)	-2.87%
Operating Expenses				
Operator Fees				
Fixed Route	\$ 589,845	\$ 578,690	\$ 11,155	1.93%
Dial-A-Ride	\$ 95,950	\$ 95,000	\$ 950	1.0%
Subtotal	\$ 685,796	\$ 673,690	\$ 12,105	1.8%
Contract Administration	\$ 103,706	\$ 105,600	\$ (1,894)	-1.79%
Fuel Purchases	\$ 73,106	\$ 73,416	\$ (310)	-0.42%
Marketing and Promotions	\$ 8,196	\$ 10,000	\$ (1,804)	-18.04%
Facility Leasing	\$ 42,489	\$ 43,089	\$ (600)	-1.39%
Other operating Expenses	\$ 51,092	\$ 51,874	\$ (782)	-1.51%
Depreciation	\$ 183,456	\$ 170,358	\$ 13,098	7.69%
Subtotal	\$ 462,045	\$ 454,337	\$ 7,709	1.7%
TOTAL EXPENSE	\$ 1,147,841	\$ 1,128,027	\$ 19,814	1.76%
OPERATING LOSS	\$ (955,364)	\$ (929,857)	\$ (25,507)	2.74%

Palos Verdes Peninsula Transit Authority
Profit & Loss Prev Year Comparison
July through December 2016

04/23/17

Accrual Basis

	<u>Jul - Dec 16</u>	<u>Jul - Dec 15</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
46400 · Other Types of Income	8,100.00	5,083.08	3,016.92	59.4%
551.00 · Governmental Sources	0.00	0.00	0.00	0.0%
504.04 · Route 225/226 Operating Support	0.00	116,538.00	-116,538.00	-100.0%
500.00 · Charges for Services	184,377.31	187,247.97	-2,870.66	-1.5%
Total Income	<u>192,477.31</u>	<u>308,869.05</u>	<u>-116,391.74</u>	<u>-37.7%</u>
Expense				
621.03 · Facility Leasing	42,489.02	41,240.46	1,248.56	3.0%
620.00 · Operator fees	685,795.53	696,159.41	-10,363.88	-1.5%
660.00 · Marketing and promotions	8,196.13	5,528.12	2,668.01	48.3%
650.00 · Fuel Purchases	73,106.19	74,451.93	-1,345.74	-1.8%
640.00 · Depreciation	183,456.00	195,564.00	-12,108.00	-6.2%
630.00 · Contract administration	103,706.22	103,706.22	0.00	0.0%
680.00 · Other Operating Expense	51,092.97	69,410.62	-18,317.65	-26.4%
Total Expense	<u>1,147,842.06</u>	<u>1,186,060.76</u>	<u>-38,218.70</u>	<u>-3.2%</u>
Net Ordinary Income	<u>-955,364.75</u>	<u>-877,191.71</u>	<u>-78,173.04</u>	<u>-8.9%</u>
Other Income/Expense				
Other Income				
551.01 · LA County Grant	376,000.00	376,000.00	0.00	0.0%
900.00 · Interest Income	1,041.24	204.56	836.68	409.0%
920.00 · Member contributions	500,471.50	487,789.00	12,682.50	2.6%
Total Other Income	<u>877,512.74</u>	<u>863,993.56</u>	<u>13,519.18</u>	<u>1.6%</u>
Net Other Income	<u>877,512.74</u>	<u>863,993.56</u>	<u>13,519.18</u>	<u>1.6%</u>
Net Income	<u><u>-77,852.01</u></u>	<u><u>-13,198.15</u></u>	<u><u>-64,653.86</u></u>	<u><u>-489.9%</u></u>

Palos Verdes Peninsula Transit Authority
Balance Sheet
 As of December 31, 2016

	Dec 31, 16	Dec 31, 15
ASSETS		
Current Assets		
Checking/Savings		
101.00 · Cash and cash equivalents	921,111.21	719,058.66
102.00 · Cash in Bank - LAIF	70,394.32	397,482.64
103.00 · Wells Fargo		
Total 101.00 · Cash and cash equivalents	991,505.53	1,116,541.30
Total Checking/Savings	991,505.53	1,116,541.30
Accounts Receivable		
120.00 · Due from other governments		
122.00 · Due from MTA-Special		
122.03 · EZ Pass	-125.69	-2,680.35
122.02 · Operating Support	38,846.00	58,269.00
122.01 · Incentive Funding	100,286.25	0.00
Total 122.00 · Due from MTA-Special	139,006.56	55,588.65
121.00 · Due from JPA Members,Cities/LAC	4,860.00	378,539.00
Total 120.00 · Due from other governments	143,866.56	434,127.65
130.00 · Accounts Receivable-Other	14,655.20	1,620.00
Total Accounts Receivable	158,521.76	435,747.65
Other Current Assets		
140.00 · Prepaid Expense	34,761.19	22,648.78
1499 · Undeposited Funds	377,870.00	0.00
Total Other Current Assets	412,631.19	22,648.78
Total Current Assets	1,562,658.48	1,574,937.73
Fixed Assets		
212.00 · Accum. Depreciation - Vehicles	-2,976,539.15	-2,598,563.15
212.10 · Accum Deprec Infrastructures	-6,770.17	-5,726.17
15900 · Leasehold Improvements	12,449.00	12,449.00
16400 · Vehicles	4,355,221.62	4,110,710.49
Total Fixed Assets	1,384,361.30	1,518,870.17
TOTAL ASSETS	2,947,019.78	3,093,807.90
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
310.00 · Vouchers Payable	120,485.03	163,653.15
Total Accounts Payable	120,485.03	163,653.15
Credit Cards		
Wells Fargo Business Card	-404.46	0.00
Total Credit Cards	-404.46	0.00
Total Current Liabilities	120,080.57	163,653.15
Long Term Liabilities		
355.00 · Deferred Rent	825.00	4,536.00
Total Long Term Liabilities	825.00	4,536.00
Total Liabilities	120,905.57	168,189.15
Equity		
3900 · Retained Earnings	2,903,966.22	2,938,816.90
Net Income	-77,852.01	-13,198.15
Total Equity	2,826,114.21	2,925,618.75
TOTAL LIABILITIES & EQUITY	2,947,019.78	3,093,807.90

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 23, 2017
SUBJECT: Proposed Budget for Fiscal Year 2017-18

BACKGROUND

The April 27, 2017, meeting for the consideration and adoption of the Fiscal Year 2017-18 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 B) on a line-item basis for expenditures and anticipated revenues.

Operating expenses are planned to increase 0.36% over FY 2017 budgeted totals.

- Contracted Services: The cost of our contract with MV Transportation is estimated to cost \$1,278,655, a 0.57% decrease over FY 2017 totals. The hourly rate increase is 1.16%.

Dial-A-Ride contractor fees (line 2) are assumed to remain static from FY 2017 budgeted amounts.

- 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 1.88% increase in fuel cost (line 5) for the fiscal year.
- Administrative Costs: Total administrative costs (line 6) are unchanged from the FY 2017-18 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 accounting staff estimates. This number will be adjusted depending on the delivery date of new equipment.
- Capital Program: The purchase of three (3) new vehicles is proposed. The new vehicles will replace vehicles purchased in 2009 that have reached the end of their useful life. The estimated cost of these vehicles will be \$480,000.

SUPPORT FUNDING SOURCES

Support funding from the three member agencies has increased 1.5% over FY 2017 totals.

Metro Incentive Funding has increased by 11.6%. This funding is generated by a formula that takes into account operating statistics and financial performance.

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.

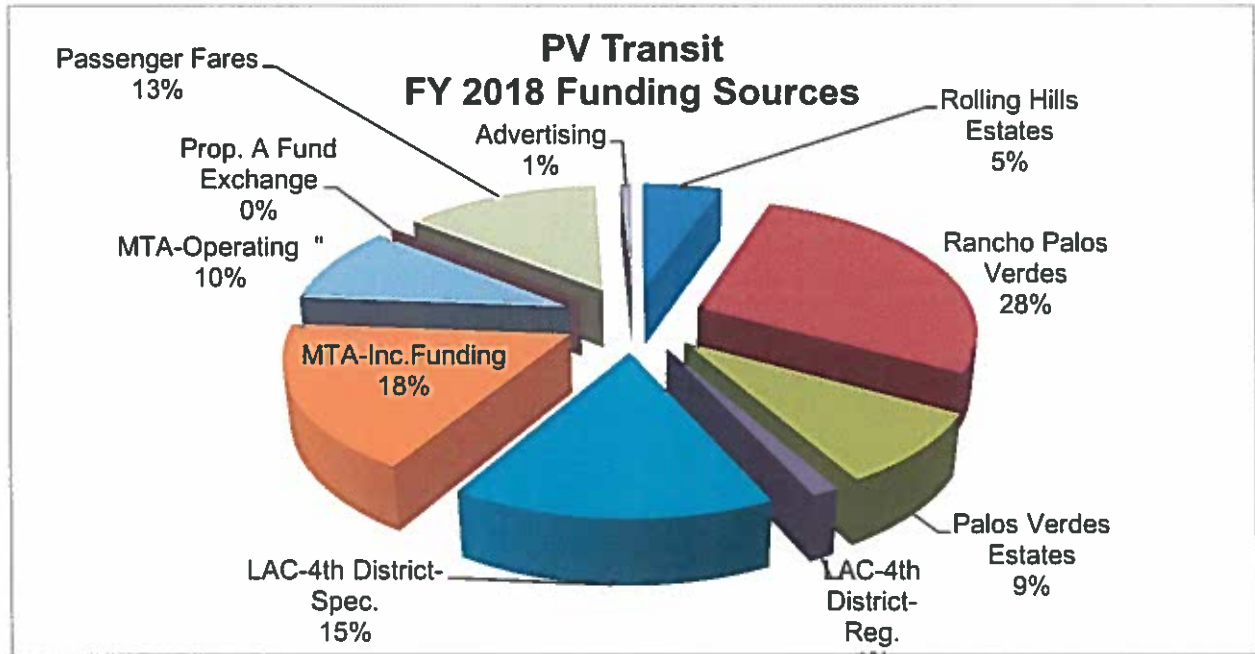
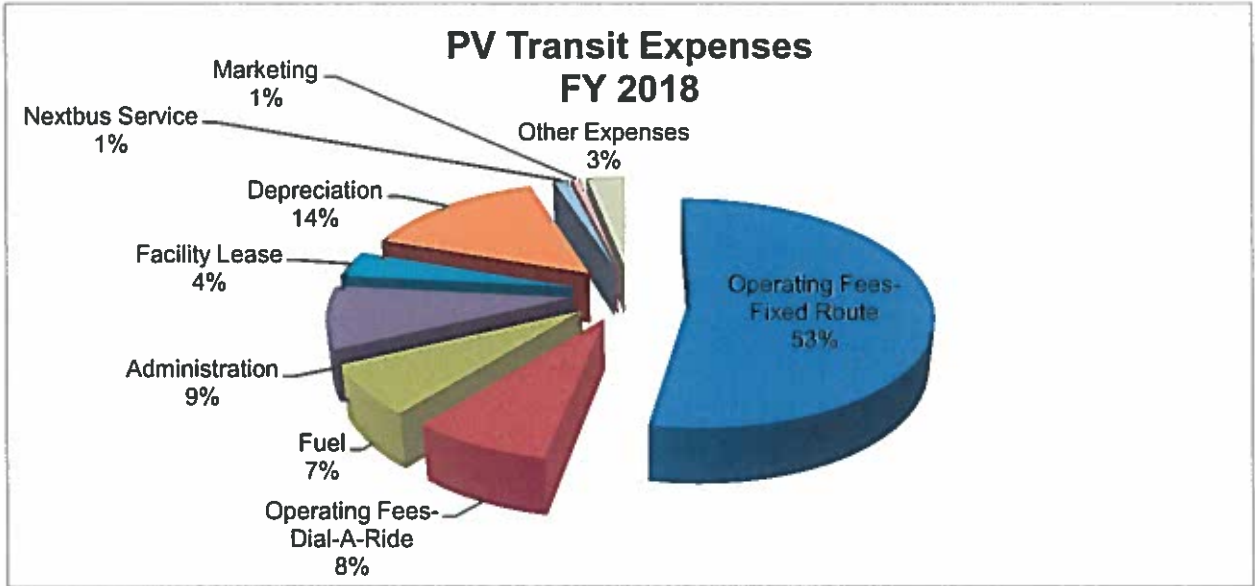
PASSENGER FARES

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 2017-18 budget in the amount of \$2,414,433 for operations and \$480,000 for capital. Adopt the proposed PVPTA fare structure.



Attachments:

- Proposed FY 2017-18 Budget
- Proposed PVPTA Fare Structure

**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2017-18**

	A	B		% Change over FY 2017
	FY 2016-17 Final Budget	FY 2017-18 Draft Budget	NOTES	
EXPENDITURES				
Operations Expense				
1 Oper. Fees-Fixed Rt	\$ 1,285,978	\$ 1,278,655	1.16% rate increase	-0.57%
2 " " -DAR/DAL	190,000	190,000		0.00%
3 " " - Charter	1,000	1,000		
4 Facility Lease	86,178	88,764	Contractual increase	3.00%
5 Fuel	166,855	170,000		1.88%
Total Operations	\$ 1,730,011	\$ 1,728,419		-0.09%
Administrative Exp.				
6 Admin. - General	\$ 211,200	\$ 211,200		
7 Marketing	20,000	18,000		
8 Nextbus Service	29,747	29,747		
9 Other Operating Expenses	74,000	74,000		
Total Administration	\$ 334,947	\$ 332,947		-0.60%
10 Depreciation Expense	340,716	353,067	Updated 4/2017	
TOTAL EXPENDITURES	\$ 2,405,674	\$ 2,414,433		0.36%
REVENUES				
11 Farebox	\$ 281,328	\$ 275,000		
12 Charter sales	\$ 2,000	\$ 2,000		
13 Voucher Sales	\$ 50,000	\$ 50,000		
Total Sales	\$ 333,328	\$ 327,000		
14 Other Revenue	18,000	18,000	Bus advertising and interest	
TOTAL REVENUES	\$ 351,328	\$ 345,000		-1.80%
SUPPORT FUNDING REQ.	\$ 2,054,346	\$ 2,069,433		
15 Operating Res.Reqmnt	-			
CAPITAL PROGRAM	-	480,000	Purchase of three new vehicles	
TOTAL FUNDING REQ.	\$ 2,054,346	\$ 2,549,433		24.10%
SUPPORT FUNDING SOURCES				
Source:				
Rolling Hills Estates	\$ 129,988	\$ 131,938	1.5% increase	
Rancho Palos Verdes	\$ 661,314	\$ 671,234	↓	
Palos Verdes Estates	\$ 209,641	\$ 212,785		
LAC-4th District-Reg.	32,200	32,200		
LAC-4th District-Spec.	376,000	376,000		
MTA-Inc.Funding	383,290	428,017	Draft funding marks 4/17/17	
MTA-Operating "	235,407	233,076	2017 funding amount	
Prop. A Fund Exchange	26,507	-	Prop A Fund Exchange	
Prop. A Fund Exchange	-			
SUPPORT FUNDING	\$ 2,054,347	\$ 2,085,250		1.50%
From Capital Reserve	\$ -	\$ 464,183		
TOTAL FUNDING	\$ 2,054,347	\$ 2,549,433		

PVPTA FARE STRUCTURE
Effective 7/1/17

<u>Cash Fares</u>	<u>Current</u>	<u>Proposed</u>
Cash/Token	\$ 2.50	N/C
Senior/Disabled	\$ 1.00	N/C
<u>Transfers</u>	<u>Current</u>	<u>Proposed</u>
PV bus to PV bus	\$ -	\$ -
Muni Transfer	\$ 0.25	N/C
<u>Transit Passes</u>	<u>Current</u>	<u>Proposed</u>
Monthly Pass	\$ 78	N/C
Summer Pass	\$38/Semester High School	
	\$57/Intermediate School	
<u>Semester Pass</u>	<u>Current</u>	<u>Proposed</u>
One	295	N/C
Two in Family	290	N/C
Three in Family	280	N/C
<u>Annual Pass</u>	<u>Current</u>	<u>Proposed</u>
One	590	N/C
Two in Family	580	N/C
Three in Family	560	N/C
<u>Other</u>	<u>Current</u>	<u>Proposed</u>
PV DAR Card	\$ -	\$ -
(for use on PV buses)		
Access Services Card	\$ -	\$ -
EZ Pass (225-226)	\$ -	\$ -
Lost Pass Fee	\$ 10.00	\$ 10.00
<u>Dial-A-Ride</u>	<u>Current</u>	<u>Proposed</u>
Registration Fee	\$ 10	N/C
(initial registration only)		
Voucher	\$ 6	N/C
<u>Charter Service</u>	<u>Current</u>	<u>Proposed</u>
Cost Per Hour	\$ 72	\$ 73.15
(5 Hour minimum)		

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 23, 2017
SUBJECT: Fiscal Year 2015-2016 Audit Report

The Fiscal Year 2015-16 Audit Report will be provided under separate cover prior to the Board Meeting.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: April 23, 2017
SUBJECT: Proposition A Fund Exchange with the City of Palos Verdes Estates

BACKGROUND

In the past several years the Authority has made Proposition A Fund exchanges with other cities including Bell, Cudahy, and Hidden Hills. These cities have had excess Proposition A Funds that they could not use for transportation projects. They have exchange these restricted funds for a lesser amount of unrestricted general funds from the Authority.

The City of Palos Verdes Estates proposed to exchange \$669,522 in Proposition A Local Return Funds for \$502,142 in general funds¹.

The Assignment Agreement is scheduled to be approved by the City of Palos Verdes Estates City Council at their April 25, 2017 meeting.

A copy of the Assignment Agreement is attached.

FINANCIAL IMPACT

The exchange of funds will increase the Authority's revenue for FY 2016-17 by \$167,380. The Authority has sufficient reserves to complete the fund transfer.

RECOMMENDATION

Staff recommends that the Board approve the Proposition A Assignment Agreement with the City of Palos Verdes Estates.

¹ The Authority will assume these funds came from fare revenue collected in the previous fiscal years.

PROPOSITION A ASSIGNMENT AGREEMENT

This Proposition A Assignment Agreement ("Agreement") is made and entered into this 25th day of April, 2017, by the City of Palos Verdes Estates, California and the Palos Verdes Peninsula Transit Authority with respect to the following facts:

- A. The Palos Verdes Peninsula Transit Authority operates a municipal transit system and has the need for additional Proposition A Local Return funds to assist in the financing of its fixed route and Dial-A-Lift operations, and to provide fund for acquisition of new transit related equipment and any other Metro approved Proposition A expenditures.
- B. The City of Palos Verdes Estates has an accumulation of uncommitted Proposition A Local Return funds which could be made available to the Palos Verdes Peninsula Transit Authority to assist in providing the project described in Paragraph A of this Agreement. In exchange for the assignment by the Palos Verdes Peninsula Transit Authority of the amount of its general funds indicated in Section 1 below, the City of Palos Verdes Estates is willing to assign uncommitted Proposition A Local Return funds to the Palos Verdes Peninsula Transit Authority for the purpose identified in Paragraph A.

Now, therefore, in consideration of the mutual benefits to be derived by the parties and of the promises herein contained, it is mutually agreed as follows:

1. Exchange. The City of Palos Verdes Estates agrees to assign \$669,522 of its uncommitted Proposition A Local Return funds to the Palos Verdes Peninsula Transit Authority in Fiscal Year 2016-17. In return, the Palos Verdes Peninsula Transit Authority agrees to assign \$502,142 in General Funds to the City of Palos Verdes Estates.
2. Consideration. The City of Palos Verdes Estates shall assign the agreed upon Proposition A Local Return funds to the Palos Verdes Peninsula Transit Authority in one lump sum payment. The Palos Verdes Peninsula Transit Authority shall assign the agreed upon general funds to the City of Palos Verdes Estates in one lump sum payment. The lump sum payment shall be due and payable no later than June 30, 2017.
3. Term. This Agreement is effective on the date above written and for such time as is necessary for both parties to complete their mutual obligations under this Agreement.
4. Termination. Termination of this Agreement may be made by either party before the date of approval of the project description covering the funds in question by the Metropolitan Transportation Authority, so long as written notice of intent to terminate is given to the other party at least five (5) days prior to the termination.

5. Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

- a. John Dows, Finance Director
City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
- b. Martin Gombert, Administrator
Palos Verdes Peninsula Transit Authority
P.O. Box 2656
P.V. Peninsula, CA 90274

6. Assurances.

- a. The Palos Verdes Peninsula Transit Authority shall use the assigned Proposition A Local Return Funds only for the purpose of providing the project discussed in Paragraph A of the Agreement and within the time limits specified in Metropolitan Transportation Authority's Proposition A Local Return Program Guidelines.
- b. The City of Palos Verdes Estates is providing Proposition A Local Return funding only and does not assume any responsibility or obligation for the project describes in Paragraph A or any other project undertaken by the Palos Verdes Peninsula Transit Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Assignment Agreement to be executed by their respective officers, duly authorized, on the day and year written above.

CITY OF PALOS VERDES ESTATES

PALOS VERDES PENINSULA TRANSIT
AUTHORITY

By: _____
James D. Vandever, Mayor

By: _____
Martin Gombert, Administrator

Attest:

Attest:

Vickie Kroneberger, City Clerk

Approved as to Form:

Approved as to Form:

Christi Hogin, City Attorney

Darold Pieper, Attorney