

**AGENDA
PALOS VERDES PENINSULA TRANSIT AUTHORITY
REGULAR MEETING
MAY 28, 2015
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.

4:00 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.

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:**

(30 mins) **REGULAR BUSINESS:**

I. MONTHLY & REGULAR REPORTS

A. Finance

1. 2015-16 Budget

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OPEN PUBLIC HEARING

Staff presentation on Fiscal Year 2015-16 Budget

CLOSE PUBLIC HEARING

Recommendation: Adopt Fiscal Year 2015-16 Budget, setting service levels and fares.

II. NEW BUSINESS

A. Contract for the Operation of PV Transit

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Extend for one month the existing contract with Transportation Concepts a rate of \$76.39 per revenue hour.

RECOMMENDED ACTION: Award a five-year contract with MV Transportation for the operation of the Palos Verde Peninsula Transit Authority (PVPTA) fixed route service for a price not-to-exceed \$6,773,067 effective August 1, 2015.

(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
- C. Meeting Schedule

Verbal
Verbal
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ADJOURNMENT: Rolling Hills Estates City Hall, July 27, 2014

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 23, 2015
SUBJECT: Proposed Budget for Fiscal Year 2015-16

BACKGROUND

The May 28, 2015, meeting for the consideration and adoption of the Fiscal Year 2015-16 budget has been duly advertised. It includes a static level of service and no proposed changes in fares.

FY 2015-2016 BUDGET REVIEW

The attached budget document shows the current year budget (Column A), estimated FY 2015 year-end results (Column B) and the proposed budget (Column C) on a line-item basis for expenditures and anticipated revenues.

Operating expenses are planned to decrease 4.52% over FY 2015 estimated totals. This is due to a significant decrease in fixed route operating costs due to the contract with a new contractor.

- Contracted Services: The cost of our proposed contract with MV Transportation (11 months) and Transportation Concepts (1 month) is estimated to cost \$1,256,793, a 7.36% decrease over FY 2015 totals.

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 modest (5%) increase in fuel cost (line 5) for the fiscal year.

- Administrative Costs: Total administrative costs (line 6) are unchanged from the FY 2014-15 budget.
- Nextbus: The budget contains annual operations cost for the Nextbus system (line 8) of \$29,747.
- Depreciation Expense: This amount (line 10) increased from \$385,506 in FY 2014-15 to \$391,620 to reflect a change in PV Transit's asset base.
- Capital Program: No vehicle purchases are proposed for Fiscal Year 2015-16. Staff may come back to the Board with a budget amendment later in the year if our Agency's Call for Projects Application for two replacement buses is successful. Metro should notify us of our project's standing in the process this summer.

SUPPORT FUNDING SOURCES

Support funding from the three member agencies has increased 3.99% over FY 2015 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 5.73%. This funding is generated by a formula that takes into account operating statistics and financial performance.

The budget includes a \$56,551 gain from a Proposition A Fund Exchange in Fiscal Year 2016.

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.

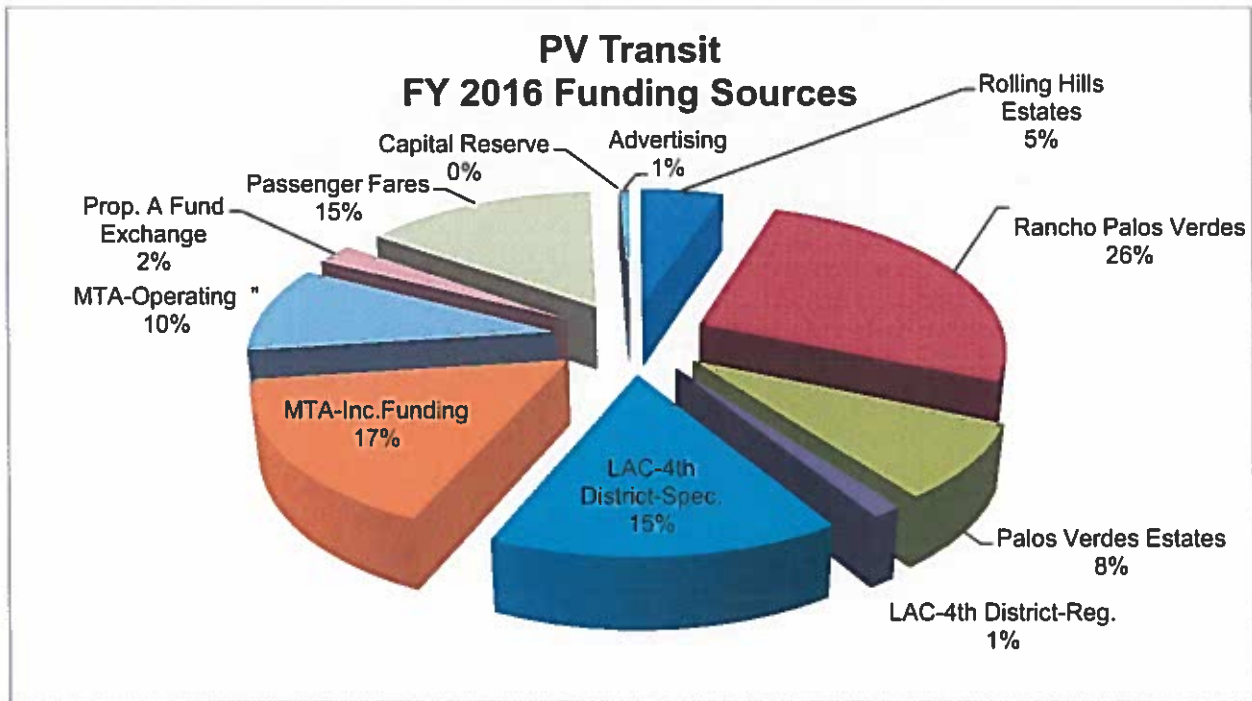
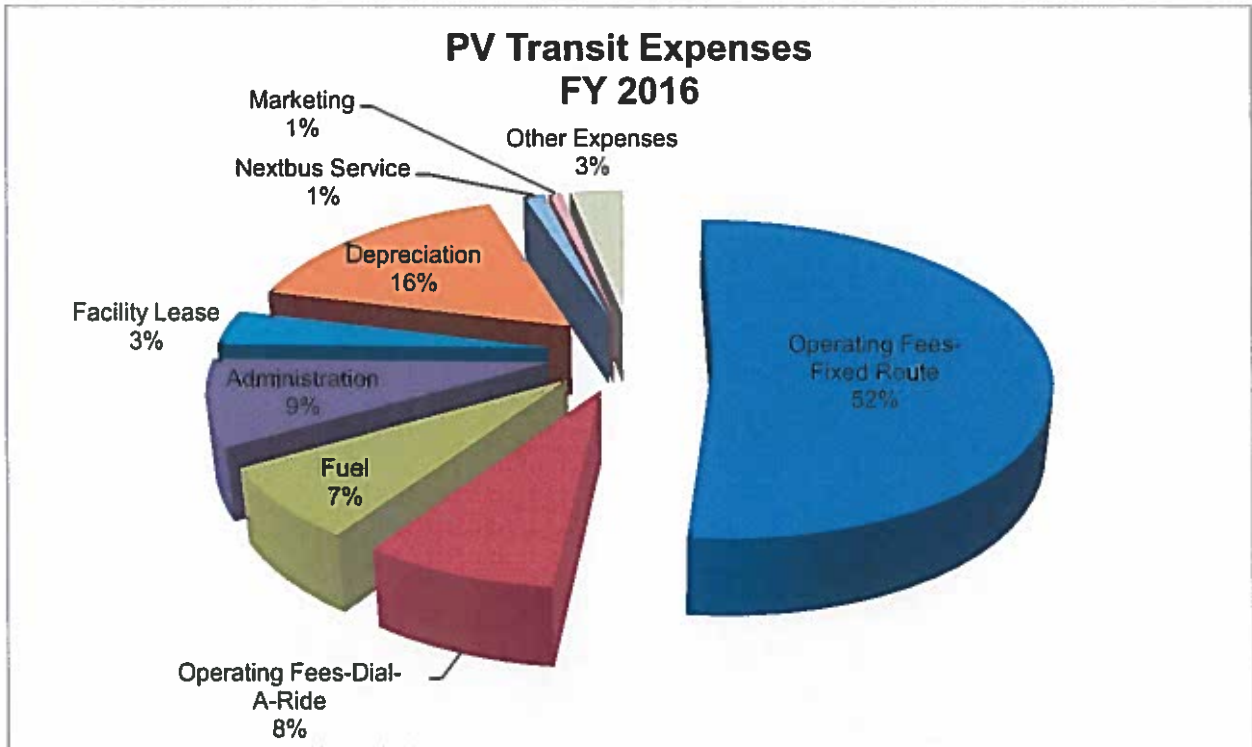
RECOMMENDATION

Adopt the Fiscal Year 2015-16 budget in the amount of \$2,433,274 for operations and \$0 for capital. Adopt the proposed PVPTA fare structure.

Agenda Item I.B.2
May 28, 2015

Attachments:

- Proposed FY 2015-16 Budget
- Proposed PVPTA Fare Structure



**PALOS VERDES PENINSULA TRANSIT AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2015-16**

	A		B		C		% Change over FY 2015
	FY 2014-2015	FY 2014-15	FY 2014-15	FY 2015-16	Draft	Budget	
EXPENDITURES	Budget	Estimated	Budget	Budget	Budget	Budget	
Operations Expense							
1 Oper. Fees-Fixed Rt	\$ 1,365,298	\$ 1,356,604	\$ 1,256,793	New operator 8/1/15			-7.36%
2 " " -DAR/DAL	200,876	180,498	189,523				5.00%
3 " " -Charter	1,000	1,600	1,000				
4 Facility Lease	83,694	83,964	86,391	Contractual increase			
5 Fuel	175,100	166,855	175,000				4.88%
Total Operations	\$ 1,825,968	\$ 1,789,521	\$ 1,708,707				-4.52%
Administrative Exp.							
6 Admin. - General	\$ 211,200	\$ 211,200	\$ 211,200				
7 Marketing	18,000	18,000	18,000	1% of operating budget			
8 Nextbus Service	29,747	29,747	29,747				
9 Other Operating Expenses	65,441	74,270	74,000				
Total Administration	\$ 324,388	\$ 333,217	\$ 332,947				
10 Depreciation Expense	385,506	385,506	391,620	Updated by BCWS			
Mun. Lease pmts	-	-	-				-2.99%
TOTAL EXPENDITURES	\$ 2,535,862	\$ 2,508,244	\$ 2,433,274				
REVENUES							
11 Farebox	\$ 321,337	\$ 284,736	\$ 281,328				
12 Charter sales	2,000	2,000	2,000				
13 Voucher Sales	56,070	55,838	57,000				
Total Sales	\$ 379,407	\$ 342,574	\$ 340,328				
14 Other Revenue	500	2,148	14,900	Bus advertising and interest			3.05%
TOTAL REVENUES	\$ 379,907	\$ 344,722	\$ 355,228				
SUPPORT FUNDING REQ.							
15 Operating Res.Reqmnt	-	-	-				
TOTAL FUNDING REQ.	\$ 2,155,955	\$ 2,163,523	\$ 2,078,046				-3.95%

	A		B		C		% Change over FY 2015
	FY 2014-2015	Budget	FY 2014-15	Estimated	FY 2015-16	Draft	
							NOTES
SUPPORT FUNDING SOURCES							
Source:							
Rolling Hills Estates	\$	121,842			\$	126,694	Metro LRF Increase
Rancho Palos Verdes		619,823				644,556	↓
Palos Verdes Estates		196,843				204,328	
LAC-4th District-Reg.		32,200				32,200	
LAC-4th District-Spec.		376,000				376,000	
MTA-Inc.Funding *		425,543				401,145	Draft funding marks May 1, 2015
MTA-Operalling *		233,704				236,572	1.5% increase over 2015 funding
Prop. A Fund Exchange		75,000				56,551	City of Bell
Prop. A Fund Exchange		75,000				-	City of Rolling Hills
SUPPORT FUNDING	\$	2,155,955			\$	2,078,046	
From Capital Reserve	\$	-			\$	-	
TOTAL FUNDING	\$	2,155,955			\$	2,078,046	

PVPTA FARE STRUCTURE
Effective 7/1/15

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

<u>Charter Service</u>	<u>Current</u>	<u>Proposed</u>
Cost Per Hour (5 Hour minimum)	\$ 76	N/C

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 22, 2015
RE: Award of Fixed Route Transit Contract

INTRODUCTION

The current contract with the Authority's fixed route operator, Transportation Concepts, expires on June 30, 2015. On January 22nd the Board authorized the issuance of a Request for Proposal (RFP) for transit services.

On February 17th, the RFP was issued to interested contractors and the procurement was advertised in Transit Talent, a major website for transit procurement announcements. A pre-proposal meeting was held on March 5th and four bids were received on April 9th.

Bids were received from the following companies:

- Global Paratransit
- MV Transportation
- Ride Right
- Transportation Concepts

On May 14th interviews were held at Rolling Hills Estates City Hall with all four proposers. The evaluation team included the following members:

- Mr. Jordan Catanese, Los Angeles County Department of Public Works
- Mr. Matthew Avancena, Access Services
- Ms. Kathryn Engel, City of Glendale¹

¹ Ms. Engel was unable to make the interviews because of Jury Duty but did provide comments on the proposals.

All proposers introduced their proposed staff, made a fifteen minute presentation, and then engaged in a Q&A session with the evaluation staff.

At the end of the interview, all proposers were offered the chance to present a Best and Final Offer (BOFA) after hearing comments from the evaluation team regarding their proposals. Evaluation Team members then graded each proposer on the following items using a five point scale:

- Operations Management Ability (20 points)
- Technical Competence-Transit Operations (20 points)
- Technical Competence-Maintenance and Facilities (20 points)

PV Transit staff reviewed and graded the proposals for the following items:

- Financial Viability (5 points)
- Proposed Cost Per Revenue Hour (35 points)
- Compliance with California Labor Code 1070-1074 (10 bonus points)

ANALYSIS

The Request for Proposal (RFP) requires companies to provide drivers, supervisors, management staff, maintenance staff, maintenance facility, and vehicle insurance. The Authority provides parking space, fuel, vehicles, and an operations office at the 38 Crest Road West facility.

Staff checked all four proposals for compliance with RFP requirements. References were checked or confirmed for all four bidders to document positive performance in providing fixed route transit service.

Staff also requested detailed pricing and staffing information from each bidder to confirm that a sufficient number of staff were being proposed for the service. The four companies proposed 34,100 to 35,841 annual labor hours for drivers, indicating that the proposed staff was adequate to provide service. All bidders confirmed they would comply with California Labor Code 1070-1074, which requires successor contractors to offer jobs to existing transit employees if they meet the new employer's hiring qualifications.

Three of the four companies bidding had maintenance facilities in South Bay Cities including Torrance, Gardena, and Carson. One bidder proposed a maintenance facility in Paramount. Distance from these facilities ranged from 9 to 21 miles.

Shown below is the ranking of the four proposals by the evaluation team:

Proposer	Points
MV Transportation	108.2
Transportation Concepts	105.2
Global Paratransit	94.0
Ride Right	89.8

MV Transportation received the highest number of evaluation points. They are a large transit contracting company based in Dallas, Texas that operates numerous contracts throughout Los Angeles County. Clients include:

- Los Angeles Country Metropolitan Transportation Authority (Metro)
- Access Services
- Los Angeles County Department of Public Works
- City of Downey
- City of Paramount
- City of Lawndale

MV Transportation proposes to maintain PV Transit equipment out of their existing facility in Paramount, located near the I-105 and I-710 Freeways. They proposed a group of experienced transit staff to operate the PV Transit contract.

Staff proposes that the existing contract with Transportation Concepts be extended at their proposed hourly rate for one month to end on July 31, 2015. This would ease the transition to a new provider as only one route is operating at this time.

FINANCIAL IMPACT

As noted, a maximum of 35 points were awarded in the evaluation process for Proposed Cost per Revenue Hour. Shown below is the five-year operating costs proposed by the four bidders.

Proposer	Cost-BOFA	% Above Low Bid	Points
Global Paratransit	\$ 6,667,850	0%	35
MV Transportation	\$ 6,773,067	2%	34
Ride Right	\$ 7,279,935	9%	32
Transportation Concepts	\$ 7,943,325	17%	29

The cost per hour proposed by MV Transportation for FY 2016 is \$67.72, which is 8.7% below our current hourly rate of \$74.20.

RECOMMENDATION

Award a five-year contract with MV Transportation for the operation of the Palos Verde Peninsula Transit Authority (PVPTA) fixed route service for a price not-to-exceed \$6,773,067 effective August 1, 2015.

Extend for one month the existing contract with Transportation Concepts a rate of \$76.39 per revenue hour.

MEMORANDUM

TO: AUTHORITY MEMBERS
FROM: Martin Gombert, Administrator
DATE: May 23, 2015
SUBJECT: Schedule of Meetings for Fiscal Year 2015-16

Shown below are the proposed Board Meeting dates for Fiscal Year 2015-16.

July 23, 2015
October 22, 2015
January 28, 2016
February or March – Annual Workshop
April 28, 2016
May 26, 2016 (if necessary for Budget hearing)
July 28, 2016