

**MEMORANDUM
CITY OF LANCASTER, CA**

TO: City Council Members

FROM: Council Member Marvin Crist
Council Member Ken Mann

DATE: September 25, 2012

SUBJECT: **Report on the Activities of the Board of Directors for the Antelope Valley Transit Authority**

Recommendation:

Receive a report of the proceedings and issues discussed at the August 2012 regular Board of Directors meetings of the Antelope Valley Transit Authority (AVTA).

Background:

The Antelope Valley Transit Authority is a distinct government entity created under a joint powers authority agreement between the City of Lancaster, the City of Palmdale, and Los Angeles County that provides public transit services. Council members Marvin Crist and Ken Mann serve on the AVTA Board for the City of Lancaster.

The following significant events took place at the August Board meeting:

- **Attendance.** Alternate Director Tom Lackey from Palmdale attended for Jim Ledford
- **Staff.** Lyle Block was introduced as AVTA's new Procurement Officer.
- **Special Report.**
 - Staff presented a comparison analysis of the KPIs for fixed routes and Dial-a-Ride for fiscal years 2010/11 and 2011/12. The Board discussed the farebox recovery rate for local transit, overall system performance goals, and the data that can be retrieved from the proposed Intelligent Transportation System. The Board directed staff to compare AVTA's local transit fare policy with other transit agencies.
Executive Director Austin added that staff will work with the Transit Advisory Committee members to develop targets based on industry standards and past performance. A KPI report will be submitted to the Board on a monthly basis and a 3-month analysis will be presented quarterly.
 - AVTA's Bringing You Home ad campaign won first place in the small operator's division for print advertising promotions, which staff will accept at the APTA fall conference in Seattle. AVTA will be eligible for the grand award for this category. This campaign was designed in-house by Nate Pitkin.
 - Staff showed AVTA's newest marketing items, two 30 second commercials designed to improve AVTA's image.
- **Contracts.**
 - The Board approved a contract to CSI Fullmer for Furniture, Fixtures and Equipment

- The Board approved change order #6 to Webb Brothers Construction in the amount of \$391,055.33 for the Finance Offices/Conference Room and Diesel Exhaust Fluid Shelter.
- **BIDs.** The Board approved an Invitation for Bids for the Bus Stop Improvement Program for Los Angeles County.
- **Grants.** Staff reported on the Proposition 1B Transit Transit Security grants received for emergency preparedness and the mobile command center. Staff confirmed that they are working with the Sheriff's Department, Fire Department, and Community Emergency Response Team to develop AVTA's emergency plan.
- **Bylaws.** The Board approved a change to the bylaws that allows for a rotation in officers effective July 1, 2013. The Board discussed the change would be beneficial because it would provide stability and more flexibility.
- **Internal Procedures.** The Board adopted the revised Procurement Policy Manual that was updated for emergency and non-competitive procurements and Cal-Card Program.
- **Closed Session.** There were no reportable actions taken during Closed Session, just consultation with Legal Counsel regarding existing litigation (California Government Code Section 54956.9(a)). Case: Holland, Roemer v. AVTA (Case No. BC470695).