



**Foothill Transit**  
Going Good Places

## **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, June 24, 2016



Foothill Transit

# Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING  
8:00 AM, JUNE 24, 2016  
Foothill Transit Administrative Office  
2<sup>nd</sup> Floor Board Room  
100 South Vincent Avenue  
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 22, 2016 AND REGULAR MEETING & LEADERSHIP DEVELOPMENT WORKSHOP OF MAY 27, 2016
7. PRESENTATIONS:
  - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT

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Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.





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CONSENT CALENDAR: Items 9 through 18 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MAY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2016 for fiscal year ending June 30, 2016.*

10. MAY 2016 PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file the May 2016 Performance Indicators Report.*

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务，请至少于会议前48小时致电高级主任办公室：(626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalín, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកកាវិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้ช่วยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



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11. JUNE 2016 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the June 2016 Legislative Summary.*

12. ENVIRONMENTAL SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

*Recommended Action: Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities.*

13. LEASE AGREEMENT ON SUITE 404

*Recommended Action: Authorize the Executive Director to renew the current lease with Ricardo A. Suarez, DDS, Inc. located at 100 S. Vincent Ave, West Covina, CA in Suite 404 for a period of six years commencing May 1, 2017.*

14. SUPPLEMENTAL LAW ENFORCEMENT SERVICES - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

*Recommended Action: Authorize the Executive Director to enter into a five-year Agreement with the Los Angeles County Sheriff's Department for Supplemental Law Enforcement Services to be performed on an as-needed basis at a potential cost of up to \$200,000 per year.*

15. GOVERNING BOARD PAYROLL

*Recommended Action: Authorize the Executive Director to implement a process whereby Foothill Transit Governing Board Members are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit.*

16. FISCAL YEAR 2015/2016 CUSTOMER SERVICE CONTRACTOR INCENTIVE PAYMENT

*Recommended Action: Authorize an incentive payment in the amount of \$35,000 to Transdev for their efforts on behalf of Foothill Transit during Fiscal Year 2015/2016.*

17. REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

*Recommended Action: Adopt a Revised DBE program goal of 20.6 percent for Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018).*



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18. REQUEST TO ISSUE RFQ/RFP - DESIGN-BUILD FOR COVINA PARK AND RIDE AND TRANSIT CENTER

*Recommended Action: Authorize the Executive Director to issue a Request for Qualifications/Proposals (RFQ/RFP) No. 17-007 for the Design-Build contract associated with detail design and construction of the proposed Covina Park & Ride and Transit Center Project.*

REGULAR AGENDA:

19. IMPACTS OF THE LA METRO GOLD LINE ON Foothill TRANSIT'S RIDERSHIP AND PROPOSED CHANGES TO LINE 690

*Recommended Action: 1. Receive and file a report on the impacts that the Metro Gold Line Foothill Extension from Pasadena to Azusa has on Foothill Transit's Ridership; and 2. Recommend the Governing Board to authorize the service change to Line 690 to better coordinate with the Metro Gold Line Foothill Extension.*

20. REQUEST TO ISSUE RFP - TRANSIT SERVICES - POMONA FACILITY (RFP NO. 17-001)

*Recommended Action: Authorize the Executive Director to issue a request for proposals (RFP No. 17-001) for transit operations and maintenance services at Foothill Transit's Pomona facility.*

21. CITY OF WEST COVINA FUND EXCHANGE

*Recommended Action: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.*

22. TRANSIT STORE QUARTERLY REPORT

*Recommended Action: Receive and file the Transit Store Quarterly Report.*

23. RACE TO ZERO EMISSIONS

*Recommended Action: Authorize joining the United States Department of Transportation's Race to Zero Emissions.*



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- 24. EXECUTIVE DIRECTOR COMMENT
  
- 25. BOARD MEMBER COMMENT
  
- 26. ADJOURNMENT

A Special Meeting of the Governing  
Board is scheduled for  
Wednesday, July 6, 2016 at 7:45 a.m.

The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, July 29, 2016 at 8:00 a.m.



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2<sup>ND</sup> FLOOR BOARD ROOM  
100 S. VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, April 22, 2016  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 9:00 a.m.

Chair Herrera welcomed City of Industry Governing Board Member Cory Moss.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Herrera.

**3. FOCUS ON SAFETY**

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on Active Shooter Awareness.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw (Executive Board Alternate), Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Absent: Member Delach

**5. APPROVAL OF AGENDA**

Staff requested that Item 19 Fiscal Year 2015/2016 Third Quarter Performance Indicators Report be presented prior to Item 17 Proposed Fiscal Year 2016/2017 Business Plan and Budget.

6. **REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Regular Meeting of April 1, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of April 1, 2016 were approved. Motion carried 5-0.

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit operator and employee of the month:

Lora Ford, Operator of the Month (April 2016)  
Mario Rodriguez, Employee of the Month (April 2016)

Dana Coffey, Assistant General Manager, Transdev, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Elias Orellana, Operator of the Month (April 2016)  
James Martus, Employee of the Month (April 2016)

After discussion, by Common Consent, and there being no objection, the Board recognized the operators and employees of the month.

8. **PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

**CONSENT CALENDAR**

Vice Chair Shevlin requested that Item 10 in the Consent Calendar be pulled for discussion. Staff requested that Item 13 be pulled for an update by staff.

9. **MARCH 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2016, for the fiscal year



ending June 30, 2016.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

10. **APRIL 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2016 Legislative Summary. Adopt a support position on AB 2222.

Member Shevlin stated that she is concerned about the reimbursement portion of AB 2222 and that it might be too low and was concerned it would affect the agency's farebox recovery. Director of Government Relations David Reyno reported that AB 2222 would establish a state Class Pass Program. Director of Finance & Treasurer Michelle Lopes Caldwell reported that with Foothill Transit's Class Pass Program the agency currently receives 60 cents per boarding. The legislation would allow Foothill Transit to count the other 65 cents Foothill Transit does not receive. The other 65 cents that Foothill Transit does not receive will be counted as part of Foothill Transit's total revenues, which will then go into the STA calculation to hopefully improve the money Foothill Transit receives from STA. Member Shevlin stated that she feels it is a wonderful idea but she still has concerns about the reimbursement.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file the April 2016 Legislative Summary and adopt the revised recommendation to support in concept AB 2222. Motion carried 5-0.

11. **SECOND AMENDMENT - DEPUTY EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

Recommendation: Authorize the Executive Director to execute the Second Amendment to the Deputy Executive Director Employment Agreement

Motion by Member Calaycay, second by Member De La Torre, to approve. Motion carried 5-0.

12. **EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE**

Recommendation: Authorize the Executive Director to exercise the second and of two one-year options in the amount of \$362,220 for Xerox Software Support and Maintenance of Foothill Transit's SMARTBus system.

Motion by Member Calaycay, second by Member De La Torre, to receive and file. Motion carried 5-0.

13. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE AND TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Contract No. 16-053 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the design of a Park & Ride and Transit Center in the City of Covina in the amount of \$554,222.

Deputy Executive Director Kevin Parks McDonald clarified that the recommendation as listed in the staff report was correct and that the recommendation in the agenda had the incorrect contract award amount.

Motion by Member De La Torre, second by Vice Chair Shevlin, to approve. Motion carried 5-0.

**REGULAR AGENDA**

14. **STATUS UPDATE ON ELECTRIC BUS PROGRAM**

Recommendation: Receive and file the Status Update on the Electric Bus Program.

Andrew Papson, Electric Bus Program Manager, presented this item.

Mr. Papson gave an update on Foothill Transit's Electric Bus Program and recent successes. He reviewed information on reduced maintenance and electricity costs for the buses, and provided an update on future plans. He also announced that Foothill Transit was awarded an FTA grant for \$1.3 million to fund new electric chargers at the Arcadia Operations & Maintenance Facility.

Motion by Vice Chair Shevlin, second by Member Corey Calaycay, to receive and file. Motion carried 5-0.

15. **2030 ALL ELECTRIC VISION**

Recommendation: Adopt Foothill Transit's "2030 All Electric Vision."

Linda Apodaca, Interim Director of Marketing & Communications, presented this item.

Ms. Apodaca reported that Foothill Transit is updating its electric bus program campaign. Foothill Transit's Electric Bus Program began in 2010 and represented a revolutionary approach to providing ecologically friendly public transportation service. To call attention to the electric buses, a marketing sub-brand and unique livery was created. The electric buses were named Ecoliner. With the addition of two 40' catalyst FC (fast-charge) electric buses and 13 new 40' XR (extended range) electric buses expected in the fall 2017 the sub-brand is no longer adequate with the different body styles. Staff is working closely with Pulsar Advertising to create a more full-body approach to showcase the electric bus program. The first step in marketing the new vision for the program was creating a strong vision statement. The manifesto pronounces Foothill Transit's vision to have a fully electric fleet by 2030.

Motion by Member Calaycay, second by Member De La Torre, to adopt. Motion carried 5-0.

16. **CLASS PASS PROGRAM - CAL POLY POMONA**

Recommendation: Authorize Executive Director to pursue a memorandum of understanding with Cal Poly Pomona to implement a Class Pass Pilot Program and pursue the development of a transit center on campus.

Katie Gagnon, Special projects Manager, presented this item.

Ms. Gagnon reported that the Class Pass Program is slowly coming to fruition at Cal Poly Pomona. Foothill Transit currently does not have a commitment from the college, but positive discussions have taken place. Staff feels it would be beneficial to approve a concept of a pilot program prior to discussing it formerly with Cal Poly Pomona administrators. A Class Pass Pilot Program for Cal Poly Pomona would include a year program at no cost to the college where they get to see what the program would look like and how it would work. During the pilot staff will be able to gather ridership numbers to estimate future ridership, if it were to move forward. One aspect that is different from other programs is the potential to build a transit center on campus. Currently students walk about half a mile from the bus stop to the center of campus. For the success of the program, staff feels it is important that students have a bus stop that is comparable to parking on campus. An MOU agreement could include a transit center that would be funded by Foothill Transit.

Executive Director Doran Barnes stated that after the Board takes action, a letter would be sent to Cal Poly stating Foothill Transit's intentions.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve.  
Motion carried 5-0.

17. **PROPOSED FISCAL YEAR 2016/2017 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2016/2017 to the Foothill Transit Governing Board.

Michelle Lopes Caldwell, Director of Finance & Treasurer, presented this item.

Ms. Caldwell reported that Foothill Transit's proposed FY 2016/2017 budget is balanced between revenues and expenses with an estimated \$94.2 million operating budget and a \$56.1 capital budget, for a total budget of \$150.3 million. Foothill Transit is anticipating increasing ridership due to a boost in ridership that Foothill Transit will experience by assuming operation of Lines 190, 194, and 270 from L.A. Metro.

Motion by Member De La Torre, second by Vice Chair Shevlin, approve.  
Motion carried 5-0.

18. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REVIEW**

Recommendation: 1. Receive and file an update on Foothill Transit's Federal Transit Administration (FTA) DBE Program Review; 2. Authorize Public outreach related to Foothill Transit's proposed DBE program goal of 20.6 percent; and 3. Adopt Foothill Transit's updated DBE Program (Attachment A).

Kevin Parks McDonald, Deputy Executive Director, presented this item.

Mr. McDonald reported that the Foothill Transit DBE Program was selected by the Federal Transit Administration's office of Civil Rights for an in depth review in 2015. The reviewers began collecting data related to Foothill Transit's DBE Program back in July 2015. After the onsite review the FTA sent Foothill Transit the draft and final reports in January and March 2016. In early April, Foothill Transit responded to the FTA and the review team with Foothill Transit's corrective actions. Following the Executive Board's action





at today's meeting, staff will inform the FTA and the review team of the Executive Board's decision relative to Foothill Transit's updated DBE plan and proposed goal for the current year and next two federal fiscal years. Staff will await final close out of the findings from the FTA.

Motion by Vice Chair Shevlin, second by Member De La Torre, to receive and file, approve, and adopt. Motion carried 5-0.

19. **FISCAL YEAR 2015/2016 THIRD QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY 2015/2016 Third Quarter Performance Indicators Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Key Performance Indicators (KPIs) for the third quarter, which include January, February, and March. In the third quarter there were 3.36 million boardings, which is a 7 percent decline from the same period last fiscal year. Total vehicle service hours totaled 197,615, which is a 5 percent increase from the same period last fiscal year. Total fare revenue totaled \$4.2 million, which is 8 percent lower from same period last fiscal year. Operating expenses increased by 10 percent to \$19.25 million. In the third quarter of FY 2015/2016, Foothill Transit achieved two out of nine key performance indicator goals.

Motion by Vice Chair Shevlin, second by Member Calaycay, to receive and file. Motion carried 5-0.

20. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:

- After today's meeting, Mr. Barnes and Katie Gagnon will head to Cal Poly Pomona to attend a conference of Cal State University and University of California student leaders to discuss sustainability and Earth Day. Mr. Barnes was asked to participate and to talk about the role the transit industry can play globally and discuss some of the work being done at Foothill Transit.



- Next week L.A. Metro will consider the potential transition of Lines 190, 194 and 270. The Metro San Gabriel Valley Service Sector Council has approved the transition. The item goes to the L.A. Metro Board as a receive and file item. However, a member of the L.A. Metro Board can pull the item. Mr. Barnes stated that he will be unable to attend the Metro meeting. He will be in Washington, DC for a congressional panel meeting. Chair Herrera has some industry commitments and an APTA board meeting. Kevin Parks McDonald with the support of David Reyno and Michelle Lopez Caldwell will be working on what happens at the Metro meeting. A message will be sent out to the Governing Board regarding the Metro meeting.
- The Foothill Transit Annual Meeting is scheduled for May 12, 2016.
- On May 24-25, 2016 the CTA Legislative Conference is being held.
- For the May 27, 2016 Executive Board Meeting, staff does not have any specific business to move forward. However, Chair Herrera has asked that instead that time be taken to do some team building activities. Particularly due to possible changes on the Executive Board.
- This week Mr. Barnes had some commitments in Washington, DC and Kevin Parks McDonald led the team in putting this month's board meeting together and he expressed his thanks to Mr. McDonald. Mr. Barnes stated that he is working with Chair Herrera as he moves into his leadership role at APTA, to make sure that those commitments do not impact any of the Foothill Transit board meetings.

21. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin stated that this would be her last Executive Board Meeting. She stated that it was an honor to be part of the Executive Board.
- Member Corey Warshaw stated that the new Blaze Pizza restaurant in West Covina had its grand opening yesterday and today would be serving free pizzas.

22. **ADJOURNMENT**

Adjournment for the April 22, 2016 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 10:50 a.m.



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING & LEADERSHIP  
DEVELOPMENT WORKSHOP OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD**

**CAL POLY POMONA - KELLOGG HOUSE  
3801 WEST TEMPLE AVENUE  
POMONA, CALIFORNIA 91768**

**Friday, May 27, 2016  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:10 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sternquist, Member Warshaw, Vice Chair Calaycay, Chair Herrera

Absent: Member Pedroza

Chair Herrera welcomed City of Bradbury Councilmember and Foothill Transit Executive Board Alternate Richard Barakat.

**3. PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

**4. LEADERSHIP DEVELOPMENT WORKSHOP**

A leadership workshop was facilitated by Peter Stark of Peter Barron Stark Companies. Mr. Stark led the board and staff through various exercises on characteristics of a great board, relationship strategies, and a strength deployment inventory exercise.

**5. ADJOURNMENT**

Adjournment for the May 27, 2016 Foothill Transit Executive Board Meeting and Leadership Development Workshop.

There being no further business, the Foothill Transit Executive Board Meeting and Leadership Development Workshop adjourned at 11:42 a.m.





June 24, 2016

To: Executive Board

Subject: **May 2016 Financial Statements and Investment Summary**

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**Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2016.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2016 for the fiscal year ending June 30, 2016.

**Balance Sheet Analysis** (Attachment A):

Assets

As of May 31, 2016, the balance sheet shows total assets at \$321 million. This total consists primarily of \$200 million in fixed assets, \$97 million in cash and investments and \$24 million in receivable and prepaid assets. Foothill Transit's cash position of \$70 million is \$5 million less than the previous month, and is \$13 million less than last year in May.

Liabilities

The accounts payable balance is \$11.3 million. Accounts Payables include operating and maintenance expenses for \$7.68 million and \$0.95 million for fuel.

The deferred revenue of \$75.9 million represents capital grants and funds that are reserved for planned capital expenditures.

**Investments** (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes \$12.1 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$24.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo certificates of deposit; \$500,000 with Bank of the West certificates of deposit; and \$15 million invested in the Local Agency Investment Fund (LAIF).



The current interest rates on all accounts are included on Attachment B. The LAIF investment, money market accounts, and the deposits with Chase earn interest but are immediately available as cash, should they be required. The investments are held for six months to five years and are planned for future capital and operating funding requirements.

**Operating and Capital Revenues and Expense Analysis (Attachment C)**

May 2016 year-to-date fare revenues were \$15,810,351 which is \$1,496,316 (8.65%) less than the year-to-date budgeted amount and \$1,621,566 less than May 2015. Through May 2016, ridership is 6.91 percent lower than last year at this time.

Year-to-date operating costs through May 2016 were \$67,844,165 which is \$4,623,943 less than the budget. Of this \$67,844,165, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$50.58 million. The other primary operating expense is fuel which was \$4.99 million through May 2016.

Capital expenditures through May were \$19.49 million, compared with \$40.62 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, and completion of the Azusa Intermodal Transportation Center.

Farebox Recovery Ratio

The farebox recovery ratio through May was 23.30 percent; lower than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$15,810,351 by the total bus operating expense of \$67,844,165. This ratio is less than the May 2015 ratio of 26.83 percent.

**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of May 2016; they do not reflect the total expense incurred for the month. If an expense has been incurred but has not yet been invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for May 2016 were \$11,929,462.





Capital disbursements totaled \$9,867,325 and other significant disbursements include \$683,571 to First Transit and \$213,518 to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michelle Lopes Caldwell'.

Michelle Lopes Caldwell  
Director of Finance and Treasurer

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of May 31, 2016

**Assets**

## Current Assets:

Cash	69,726,593
Investments	\$27,488,000
Due from government agencies	20,704,944
Other receivables	2,917,721
Other assets	691,316
Total Current Assets	<u>121,528,574</u>
Property & Equipment (net of depreciation)	199,507,325
Total Assets	<u><u>321,035,899</u></u>

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	11,307,974
Deferred Revenue	75,921,299
Total Liabilities	<u>87,229,273</u>

**Equity**

Fund Balance:	
Investment in Capital Assets	199,507,325
Current Year Change	2,519,420
Reserve	31,779,881
Total Equity	<u>233,806,625</u>
Total Liabilities and Equity	<u><u>\$ 321,035,899</u></u>



Summary of Cash and  
Investment Account  
For May 31, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$7,255,496
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	4,851,349
Bank of the West-Money Market	0.180%	Demand Deposit	7,056,649
Bank of the West-Money Market	0.180%	Demand Deposit	14,573,088
Bank of the West-Money Market	0.180%	Demand Deposit	9,614,188
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,703
Chase Business Saving	0.080%	Demand Deposit	11,058,383
LAIF Investment	0.460%	Demand Deposit	15,063,136
Subtotal Cash on Hand			<u>\$69,726,593</u>
Investments:			
Bank of the West:			
Maturity - 08/26/20 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 12/30/20 - 5yrs.	1.500%	Callable Note	5,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
Maturity - 09/30/19 - 3yrs.	1.375%	Callable Note	5,000,000
Maturity - 09/30/19 - 3yrs.	1.375%	Callable Note	3,000,000
	1.25-1.50%	Cert. of Deposit	500,000
	0.45-1.60%	Cert. of Deposit	2,988,000
Ba Subtotal Investments			<u>\$27,488,000</u>
We Total Cash and Investments			<u>\$97,214,593</u>

(1) Consist of 2 Cds at \$250,000 each

(2) Consist 12 Cds at \$249,000 each

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended May 31, 2016**

	Actual YTD May-16	Budget YTD May -16	Variance	Actual YTD May1 - 15	
<b>Fare Revenue</b>					
1	Farebox	8,280,764	\$9,010,833	(8.10%)	\$9,130,505
2	Pass Sales	3,462,737	4,033,333	(14.15%)	\$4,084,810
3	TAP Cash Purse	2,822,712	2,750,000	2.64%	\$2,667,180
4	MetroLink & Access Service	551,976	595,833	(7.36%)	\$594,933
5	EZ Transit Pass	692,163	916,667	(24.49%)	\$954,491
6	<b>Total Operating Revenue</b>	<b>15,810,351</b>	<b>\$17,306,667</b>	<b>(8.65%)</b>	<b>\$17,431,917</b>
<b>Operating Subsidies and Other</b>					
7	Transportation Development Act	18,579,746	22,247,247	(16.49%)	\$20,043,584
8	STA	3,096,137	3,096,139	0.00%	\$2,515,612
9	Prop A 40% Discretionary	13,094,365	13,094,365	0.00%	\$12,681,574
10	Prop A 40% BSCP	4,111,542	4,111,542	0.00%	\$4,003,406
11	Prop C BSIP	822,802	822,802	0.00%	\$806,905
12	Prop C Base Restructuring	1,767,290	1,767,290	0.00%	\$1,733,149
13	Prop C Transit Service Expansion	294,505	294,505	0.00%	\$288,816
14	Transit Security-Operating	766,501	766,501	0.00%	\$778,878
15	Measure R Operating	8,961,049	8,961,049	0.00%	\$9,077,574
16	CMAQ Operating	0	0	0.00%	\$504,075
17	Miscellaneous Transit Revenues	539,876	0	0.00%	\$246,406
18	<b>Total Subsidies and Other</b>	<b>52,033,814</b>	<b>\$55,161,441</b>	<b>(5.67%)</b>	<b>\$52,679,978</b>
19	<b>Total Operating Revenue</b>	<b>67,844,165</b>	<b>\$72,468,108</b>	<b>(6.38%)</b>	<b>\$70,111,895</b>
<b>Other Revenues</b>					
20	Gain on Sale of Fixed Assets	18,514	0	0.00%	\$213,831
21	Auxiliary Revenue	1,322,349	1,489,583	(11.23%)	\$1,313,419
22	<b>Total Other Revenues</b>	<b>1,340,863.30</b>	<b>\$1,489,583</b>	<b>(9.98%)</b>	<b>\$1,527,250</b>
<b>Operating Expenses</b>					
23	Operations	58,097,198	\$60,872,812	4.56%	\$56,108,492
24	Maintenance & Vehicle Technology	753,207	705,914	(6.70%)	517,956
25	Marketing and Communications	1,366,327	1,751,662	22.00%	1,280,225
26	Information Technology	1,955,998	2,079,429	5.94%	1,219,593
27	Administration	2,418,671	2,918,619	17.13%	2,382,521
28	Procurement	660,983	763,950	13.48%	612,543
29	Finance	992,456	1,030,523	3.69%	817,010
30	Planning	775,668	1,031,943	24.83%	927,799
31	Facilities	823,657	1,313,257	37.28%	1,096,479
32	<b>Total Operating Expenses</b>	<b>67,844,165</b>	<b>\$72,468,108</b>	<b>6.38%</b>	<b>\$64,962,618.64</b>
<b>Other Expenses</b>					
33	Property Management	383,166	\$504,167	24.00%	\$0
34	Dial-A-Ride	619,112	687,500	9.95%	\$620,212
35	Special Services	262,204	297,917	11.99%	\$223,049
36	<b>Total Other Expenses</b>	<b>1,264,483</b>	<b>\$1,489,583</b>	<b>21.93%</b>	<b>\$843,262</b>
37	<b>Total Operating and Other Expenses</b>	<b>69,108,648</b>	<b>\$73,957,691</b>	<b>6.56%</b>	<b>\$65,805,880</b>
<b>Capital Revenues</b>					
40	Capital Grants	19,492,070	\$52,252,349	(62.70%)	\$40,624,140
<b>Capital Expenditures</b>					
41	Capital Expenditures	19,492,070	\$52,252,349	62.70%	\$40,624,140

**Bank Account - Check Details**

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Period: 05/01/16..05/31/16

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Foothill Transit

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**ATTACHMENT D**

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 05/01/16..05/31/16

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.	800-488-2265					
05/05/16	23104	ACC Business	Internet	1,404.20	1,404.20	0.00	Posted
05/05/16	23105	AFLAC	04/16 Voluntary insurance premium	1,331.36	1,331.36	0.00	Posted
05/05/16	23106	Albert F. Ambriz	March 4 government board meeting fee	150.00	150.00	0.00	Posted
05/05/16	23107	Allied Administrators for Delta Dental	06/16 Dental Insurance Premium	6,691.67	6,691.67	0.00	Posted
05/05/16	23108	AT and T - 105068	El Monte Back line	38.87	38.87	0.00	Posted
05/05/16	23109	AT and T - 5019	Ride info line	302.40	302.40	0.00	Posted
05/05/16	23110	AT and T - 5025	Phone Service	111.87	111.87	0.00	Posted
05/05/16	23111	AT and T - 5025	Phone Service	111.88	111.88	0.00	Posted
05/05/16	23112	AT and T - 5025	El Monte Phone Line General	1,632.07	1,632.07	0.00	Posted
05/05/16	23113	Bankcard Center-Bank of the West	4/16 Agency credit card usgaes	35,063.48	35,063.48	0.00	Posted
05/05/16	23114	Charter Communications	Cable TV service	162.68	162.68	0.00	Posted
05/05/16	23115	Chi Cheong Chik	Reimbursable expense - Transitech	182.13	182.13	0.00	Posted
05/05/16	23116	CIGNA Group Insurance	05/16 Cigna Life Insurance Premium	3,460.72	3,460.72	0.00	Posted
05/05/16	23117	Come Land Maintenance Service Company Inc.	4/16 Janitorial Service	2,800.00	2,800.00	0.00	Posted
05/05/16	23118	Crown Castle USA Inc.	Tower Rental	755.30	755.30	0.00	Posted
05/05/16	23119	Day - Lite Maintenance Co. Inc.	4/16 Monthly Lighting Contract	420.51	420.51	0.00	Posted
05/05/16	23120	FEDEX Corp.	Shipping charges for Doran's name badges	37.40	37.40	0.00	Posted
05/05/16	23121	Frontier California Inc.	Fire monitoring	3,376.38	3,376.38	0.00	Posted
05/05/16	23122	Jarrett Stoltzfus	Employee rideshare program	100.00	100.00	0.00	Posted
05/05/16	23123	LACMTA	40 Used Fareboxes	174,400.00	174,400.00	0.00	Posted
05/05/16	23124	Lewis Engraving	Etching on Aaron's 25th Anniversary Award	45.78	45.78	0.00	Posted
05/05/16	23125	Metrolink	3/16 Metrolink passes	55,520.50	55,520.50	0.00	Posted
05/05/16	23126	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	19,360.03	19,360.03	0.00	Posted
05/05/16	23127	PC Connection Sales Corp.	Disk Cloning Software	52.69	52.69	0.00	Posted
05/05/16	23128	San Gabriel Valley Newspaper	3/16 Advertising	1,709.25	1,709.25	0.00	Posted
05/05/16	23129	Socal Office Technologies	Xerox Copier	661.08	661.08	0.00	Posted
05/05/16	23130	Southern California Edison Co.	Pomona Transit Center Electricity Usage	2,017.54	2,017.54	0.00	Posted
05/05/16	23131	Southern California Edison Co.	Pomona Transit Center Electricity Usage	10,875.48	10,875.48	0.00	Posted
05/05/16	23132	Southern California Public Radio	Advertising	1,775.00	1,775.00	0.00	Posted
05/05/16	23133	State Compensation Insurance Fund	5/16 Workers Comp. insurance premium	4,947.17	4,947.17	0.00	Posted
05/05/16	23134	Tanya Marie Pina	Travel Advancement for APTA Roadeo Conference	400.00	400.00	0.00	Posted
05/05/16	23135	Toyo Landscaping Company	Admin Bldg Landscape Sprinkler Repair	1,750.08	1,750.08	0.00	Posted
05/05/16	23136	Verizon Business - 15043	SBS Tower MPLS	21,200.79	21,200.79	0.00	Posted
05/05/16	23137	Verizon Wireless	Cell Phone	2,188.51	2,188.51	0.00	Posted
05/05/16	23138	Vision Service Plan - (CA)	5/16 Vision Insurance Premium	1,160.94	1,160.94	0.00	Posted
05/12/16	23139	ACCO Engineered Systems Inc.	4/16 Admin Bldg HVAC Maintenance	350.00	350.00	0.00	Posted
05/12/16	23140	Ace Construction Authority	SGV Congressional Appreciation Reception	1,976.23	1,976.23	0.00	Posted
05/12/16	23141	Cal Poly Pomona Foundation	5/27 Executive Board Meeting/Workshop	2,008.31	2,008.31	0.00	Posted

**Bank Account - Check Details**

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**ATTACHMENT D**

05/12/16	23142 California Choice	06/16 Medical Insurance Premium	42,468.03	42,468.03	0.00 Posted
05/12/16	23143 Capture Technologies, Inc.	Verint base rate	189.56	189.56	0.00 Posted
05/12/16	23144 Carol A. Herrera	Reimbursable Expenses	462.11	462.11	0.00 Posted
05/12/16	23145 Christopher Pieper	Reimbursable expenses -NIGP Training	261.72	261.72	0.00 Posted
05/12/16	23146 Civic Resource Group International Inc.	Website Maintenance - April 2016	2,850.00	2,850.00	0.00 Posted
05/12/16	23147 Clean Energy	03/16 Pomona CNG Facility Maintenance	448,171.68	448,171.68	0.00 Posted
05/12/16	23148 Climatec Building Technologies	4/1/16 - 6/30/16 HVAC Software Maintenance	1,849.75	1,849.75	0.00 Posted
05/12/16	23149 Darold D. Pieper Attorney at Law	Legal Fees	7,025.00	7,025.00	0.00 Posted
05/12/16	23150 FEDEX Corp.	Express Mail	114.43	114.43	0.00 Posted
05/12/16	23151 Frank Kuo	Reimbursable expenses - ADP Annual Conference	64.62	64.62	0.00 Posted
05/12/16	23152 GFI GENFARE	50 Farebox Keys and Locks	10,266.03	10,266.03	0.00 Posted
05/12/16	23153 Gil Victorio	Reimbursable expenses - ADP Annual Conference	339.17	339.17	0.00 Posted
05/12/16	23154 Grand Car Wash	Car wash	572.62	572.62	0.00 Posted
05/12/16	23155 Hertz Corporation	Vehicle rental	323.90	323.90	0.00 Posted
05/12/16	23156 Instant Signs Inc.	Admin Bldg "Employees Only" "Exit to Lobby" Signs	199.03	199.03	0.00 Posted
05/12/16	23157 John Xie	Reimbursable expense - RFID Conference	587.52	587.52	0.00 Posted
05/12/16	23158 Kevin Mc Donald	Reimbursable Expenses	116.03	116.03	0.00 Posted
05/12/16	23159 Landmark Healthplan of California, Inc.	05/16 Chiropractic Insurance Premium	323.84	323.84	0.00 Posted
05/12/16	23160 Lazar and Associates	Translation Services - DBE Goals Copy	170.00	170.00	0.00 Posted
05/12/16	23161 Pulsar Advertising	03/16 Consulting services	31,234.50	31,234.50	0.00 Posted
05/12/16	23162 Richards Watson and Gershon	Legal Fees	3,467.30	3,467.30	0.00 Posted
05/12/16	23163 Skyline Pest Control	4/16 Pest and Rodent Control	95.00	95.00	0.00 Posted
05/12/16	23164 Staples Business Adv.-Dept. LA	Office Supplies	458.37	458.37	0.00 Posted
05/12/16	23165 The Gas Co.	4/16 Admin Bldg Gas	424.09	424.09	0.00 Posted
05/12/16	23166 Thomas J. Koontz	Business Cards	56.68	56.68	0.00 Posted
05/12/16	23167 Thurman Business Interiors	Arcadia Furniture - deposit	12,518.72	12,518.72	0.00 Posted
05/12/16	23168 Tri - Signal Integration, Inc.	5/16 Industry P&R Fire Alarm Monitoring	1,242.50	1,242.50	0.00 Posted
05/12/16	23169 United States Post Office	BRM Permit Renewal	215.00	215.00	0.00 Posted
05/12/16	23170 Verizon Business - 660794	Credit for overpayment	0.00	0.00	0.00 Posted
05/12/16	23171 W.M. Klorman Construction Corp.	Azusa Park & Ride Construction	54,945.15	54,945.15	0.00 Posted
05/12/16	23172 Waste Management	5/16 Arcadia Warehouse Trash	215.23	215.23	0.00 Posted
05/12/16	23173 Willie J. Brooks	5/16 Indoor Plant Care	662.75	662.75	0.00 Posted
05/12/16	23174 Yoko Igawa	CAPPO Membership Renewal	130.00	130.00	0.00 Posted
05/12/16	E00284 International City Management Assoc. Retirement Co	Payroll ending 5/7/16 retirement funds	32,948.09	0.00	0.00 Posted
05/12/16	E00285 New Flyer of America Inc.	F-2406 Replacement Bus	652,224.00	0.00	0.00 Posted
05/12/16	E00286 New Flyer of America Inc.	F-2408 Replacement Bus	652,224.00	0.00	0.00 Posted
05/12/16	E00287 New Flyer of America Inc.	F-2409 Replacement Bus	652,224.00	0.00	0.00 Posted
05/12/16	E00288 New Flyer of America Inc.	F-2410 Replacement Bus	652,224.00	0.00	0.00 Posted
05/12/16	E00289 New Flyer of America Inc.	F-2415 Replacement Bus	652,224.00	0.00	0.00 Posted
05/12/16	E00290 Transdev Services, Inc.	Extra Employee hours for Rodeo	2,341.60	0.00	0.00 Posted
05/12/16	E00291 Transdev Services, Inc.	Coach 1610 Reimbursement	16,297.63	0.00	0.00 Posted
05/12/16	E00292 Transdev Services, Inc.	Coach 1613 reimbursement	15,847.55	0.00	0.00 Posted
05/12/16	E00293 Transdev Services, Inc.	Coach 1618 Reimbursement	14,621.58	0.00	0.00 Posted
05/19/16	23175 ABP Supply Inc.	HP Roller Kit	40.03	40.03	0.00 Posted
05/19/16	23176 ABS Quality Evaluations	Certification fee - Katie Gagnon	8,816.82	8,816.82	0.00 Posted
05/19/16	23177 Active Network LTD	Annual Maintenance Renewal 1/1/16-12/31/16	8,435.59	8,435.59	0.00 Posted
05/19/16	23178 Albert F. Ambriz	4/15 Governing Board Meeting	150.00	150.00	0.00 Posted
05/19/16	23179 Antonio F. Cartagena	4/15 Governing Board Meeting	150.00	150.00	0.00 Posted

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Period: 05/01/16..05/31/16

Foothill Transit

**ATTACHMENT D**

05/19/16	23180 AT and T - 5025	El Monte Phone Line	200.75	200.75	0.00	Posted
05/19/16	23181 AT and T Mobility II LLC	Wireless service	198.12	198.12	0.00	Posted
05/19/16	23182 Athens Services	5/16 Admin Trash Service & Parking Lot Sweeping	1,126.04	1,126.04	0.00	Posted
05/19/16	23183 C.A.T. Specialties	Rodeo shirts for competition	49.05	49.05	0.00	Posted
05/19/16	23184 Chamber of Commerce - Arcadia	Annual Membership	310.00	310.00	0.00	Posted
05/19/16	23185 Chamber of Commerce - Pasadena	Annual Membership	265.00	265.00	0.00	Posted
05/19/16	23186 Charles Rosales	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23187 Citrix Online LLC	OpenVoice Audio Service	83.19	83.19	0.00	Posted
05/19/16	23188 Civic Publications	Let's Clear the Air Advertisement	4,987.00	4,987.00	0.00	Posted
05/19/16	23189 Cory C. Moss	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23190 Cruz Baca Semebello	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23191 David Rodriguez	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23192 Day - Lite Maintenance Co. Inc.	5/16 Monthly Lighting Contract	96.00	96.00	0.00	Posted
05/19/16	23193 Emmett G. Badar	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23194 Frontier California Inc.	Fire Monitor Phone Line	2,459.05	2,459.05	0.00	Posted
05/19/16	23195 Gary L. Boyer	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23196 Glendora Public Library Friends Foundation	Night on the Plaza	500.00	500.00	0.00	Posted
05/19/16	23197 Hacienda Heights Kiwanis 4th of Jul	29th Annual 4th of July Parade	60.00	60.00	0.00	Posted
05/19/16	23198 Hector Delgado	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23199 Home Depot Credit Services	4/16 Facility supplies	390.18	390.18	0.00	Posted
05/19/16	23200 Inland Valley News	Celebration of Excellence	1,475.00	1,475.00	0.00	Posted
05/19/16	23201 International City Management Assoc. Retirement Co	July 2014 - March 2016 Retirement Funds Asset fee	9,221.36	9,221.36	0.00	Posted
05/19/16	23202 Juventino M. Gomez	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23203 Lazar and Associates	04/16 Interpreting Services	178.35	178.35	0.00	Posted
05/19/16	23204 Margaret McAustin	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23205 NWC Partners, Inc.	Financial analysis of operations proposals	17,745.00	17,745.00	0.00	Posted
05/19/16	23206 Panera, LLC	Annual Governing Board Meeting	57.42	57.42	0.00	Posted
05/19/16	23207 Professional Child Development Associates	8th Annual Harvest Moon	750.00	750.00	0.00	Posted
05/19/16	23208 Proterra LLC	APRIL CHARGE STATION PMI	1,545.23	1,545.23	0.00	Posted
05/19/16	23209 Pulsar Advertising	Stock Photography for Advertisements	362.00	362.00	0.00	Posted
05/19/16	23210 Richard Barakat	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23211 Rodger's Food Service	Annual Governing Board Meeting	452.35	452.35	0.00	Posted
05/19/16	23212 Roger Chandler	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23213 Rotary Club of West Covina	Heart of the Valley 5K Walk/Run	1,000.00	1,000.00	0.00	Posted
05/19/16	23214 Sharlane Bailey	ENO Senior Executive Program Reimbursables	42.54	42.54	0.00	Posted
05/19/16	23215 SIGManet	Switches and Router Smartnet	29,798.90	29,798.90	0.00	Posted
05/19/16	23216 Socal Office Technologies	Copier service	592.02	592.02	0.00	Posted
05/19/16	23217 Standard Parking Corporation	4/16 Parking Services	5,103.83	5,103.83	0.00	Posted
05/19/16	23218 Suburban Water Systems	4/16 Admin Bldg Fire Pump Water	764.93	764.93	0.00	Posted
05/19/16	23219 The Hartford	Luis Renderos Surety Bond renewal	100.00	100.00	0.00	Posted
05/19/16	23220 Tzeitel Paras-Caracci	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23221 Valerie Munoz	4/15 Governing Board Meeting	150.00	150.00	0.00	Posted
05/19/16	23222 W.M. Klorman Construction Corp.		0.00	0.00	0.00	Voided
05/19/16	23223 W.M. Klorman Construction Corp.	RETAIN FROM KPO 15-002	500,405.30	500,405.30	0.00	Posted
05/19/16	23224 Western Office Interiors	(10) Wrist pad for 27" Keyboard tray	621.30	621.30	0.00	Posted
05/19/16	23225 Western States Fire Protection Co.	Fire Alarm Extension Project at Pomona	11,989.00	11,989.00	0.00	Posted
05/19/16	23226 Wright Express	Vehicle fueling	550.08	550.08	0.00	Posted
05/19/16	E00294 First Transit Inc.	Pomona Special Service 04-01-2016	187.43	0.00	0.00	Posted
05/19/16	E00295 First Transit Inc.	Pomona Contractor Services 04/1-15	674,075.12	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 05/01/16..05/31/16

Foothill Transit

**ATTACHMENT D**

05/19/16	E00296	First Transit Inc.	Pomona 499 Extra Trips 03/16-31	1,517.92	0.00	0.00	Posted
05/19/16	E00297	First Transit Inc.	Pomona 486 Extra Trips 03/16-30	3,223.84	0.00	0.00	Posted
05/19/16	E00298	First Transit Inc.	Pomona 499 Extra Trips 04/01-15	1,249.38	0.00	0.00	Posted
05/19/16	E00299	First Transit Inc.	Pomona 486 Extra Trips 04/01-15	3,317.28	0.00	0.00	Posted
05/19/16	E00300	International City Management Assoc. Retirement Co	Retirement Funds for Payroll ending 5/21/16	32,923.36	0.00	0.00	Posted
05/19/16	E00301	New Flyer of America Inc.	F-2411 Replacement Bus	652,224.00	0.00	0.00	Posted
05/19/16	E00302	New Flyer of America Inc.	F-2416 Replacement Bus	652,224.00	0.00	0.00	Posted
05/19/16	E00303	New Flyer of America Inc.	F-2417 Replacement Bus	652,224.00	0.00	0.00	Posted
05/19/16	E00304	New Flyer of America Inc.	F-2413 Replacement Bus	652,224.00	0.00	0.00	Posted
05/19/16	E00305	Transdev Services, Inc.	Arcadia Rodeo Practice site 2016	1,380.00	0.00	0.00	Posted
05/19/16	E00306	Transdev Services, Inc.	Arcadia International Rodeo Meals 04/13-18	1,416.00	0.00	0.00	Posted
05/19/16	E00307	Transdev Services, Inc.	Arcadia Special Service Santa Anita Race Track	246.75	0.00	0.00	Posted
05/19/16	E00308	Transdev Services, Inc.	F - 1713 Maintenance	5,433.92	0.00	0.00	Posted
05/27/16	23227	A-1 Rentals	Tablecloth Rental for Governing Board Meeting	75.63	75.63	0.00	Posted
05/27/16	23228	Adt Security Services, Inc.	Security Services for TS2 -5/19- 8/18/16	336.72	336.72	0.00	Posted
05/27/16	23229	AT and T - 5025	El Monte Store phone line	1,632.76	1,632.76	0.00	Posted
05/27/16	23230	Baker Donelson Bearman and Cal.	Public Affairs	9,000.00	9,000.00	0.00	Posted
05/27/16	23231	C.A.T. Specialties	Polos for staff	233.81	233.81	0.00	Posted
05/27/16	23232	Charles Rosales	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23233	Charter Communications	Cable TV service	162.68	162.68	0.00	Posted
05/27/16	23234	Citrix Online LLC	Openvoice audio service	94.86	94.86	0.00	Posted
05/27/16	23235	Citrus Valley Florist	Flower Arrangements	124.90	124.90	0.00	Posted
05/27/16	23236	Coalition for Clean Air	CA Air Quality Awards 2016	1,400.00	1,400.00	0.00	Posted
05/27/16	23237	Come Land Maintenance Service Company Inc.	5/16 Janitorial Service	2,800.00	2,800.00	0.00	Posted
05/27/16	23238	Cory C. Moss	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23239	Crowe Horwath LLP	FY 16 Financial audit	15,000.00	15,000.00	0.00	Posted
05/27/16	23240	CSI Fullmer	(73)Board Room Chairs	11,164.00	11,164.00	0.00	Posted
05/27/16	23241	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	592.95	592.95	0.00	Posted
05/27/16	23242	Day One	626 Golden Streets	1,000.00	1,000.00	0.00	Posted
05/27/16	23243	Donald Luey	Reimbursable expenses - conferences	691.20	691.20	0.00	Posted
05/27/16	23244	Doran J. Barnes	Reimbursable Expenses	831.86	831.86	0.00	Posted
05/27/16	23245	Edward J Alvarez	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23246	FEDEX Corp.	Express Mail	24.71	24.71	0.00	Posted
05/27/16	23247	Foothill Unity Center	The Golden Plate Awards Luncheon	1,360.00	1,360.00	0.00	Posted
05/27/16	23248	Frontier Communications Corporation	Azusa P&R Utility relocation	51,692.00	51,692.00	0.00	Posted
05/27/16	23249	G4S Secure Integration LLC	03/16 Security Maintenance	20,849.66	20,849.66	0.00	Posted
05/27/16	23250	Gary L. Boyer	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23251	GFI GENFARE	Farebox Keys and Locks	485.53	485.53	0.00	Posted
05/27/16	23252	Hector Delgado	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23253	IBI Group	CAD/AVL Replacement Consulting	33,543.00	33,543.00	0.00	Posted
05/27/16	23254	Industry Public Utility Commission	4/16 Industry P&R Electricity	1,234.36	1,234.36	0.00	Posted
05/27/16	23255	Infogroup Wholesale Division	Postage Prepayment	6,200.00	6,200.00	0.00	Posted
05/27/16	23256	Irwindale Public Library Foundation	Summer Reading Program	200.00	200.00	0.00	Posted
05/27/16	23257	J.J. Keller and Associates, Inc.	CA Workplace Safety Subscription	754.28	754.28	0.00	Posted
05/27/16	23258	Jarrett Stoltzfus	Reimbursable Expense - APTA Bus Conference	1,064.43	1,064.43	0.00	Posted



**Bank Account - Check Details**

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Page 1

Foothill Transit

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**ATTACHMENT D**

05/27/16	23259	John Robert Ebner	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23260	Katherine E. Gagnon	Reimbursable Expenses - APTA Denver	188.62	188.62	0.00	Posted
05/27/16	23261	Lazar and Associates	Line #690 Advertisements	170.00	170.00	0.00	Posted
05/27/16	23262	Margaret McAustin	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23263	Mary W. Su	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23264	Metrolink	4/16 Metrolink passes	53,581.50	53,581.50	0.00	Posted
05/27/16	23265	Nelson/Nygaard	4/03/16-4/30/16 Comprehensive Operational Analysis	4,154.01	4,154.01	0.00	Posted
05/27/16	23266	Networks Asia, Inc.	Electric Spring Media Campaign	2,550.00	2,550.00	0.00	Posted
05/27/16	23267	Newage PHM, LLC	TS2 Electricity Usage	7,227.28	7,227.28	0.00	Posted
05/27/16	23268	Office Depot	Office Supplies	726.14	726.14	0.00	Posted
05/27/16	23269	Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	1,917.50	1,917.50	0.00	Posted
05/27/16	23270	Pasadena Police Activities League	Golden Badge Awards Dinner	700.00	700.00	0.00	Posted
05/27/16	23271	Paula Lantz	Reimbursable Expenses - APTA TBMS	313.50	313.50	0.00	Posted
05/27/16	23272	Proterra LLC	Catalyst FC Battery Electric Bus	1,149,429.56	1,149,429.56	0.00	Posted
05/27/16	23273	ReadyRefresh	Drinking Water	71.92	71.92	0.00	Posted
05/27/16	23274	Recall Secure Destruction Serv.	Shredding Services	131.18	131.18	0.00	Posted
05/27/16	23275	Roger Chandler	4/28 Business and 5/12 Governing Board Meeting	300.00	300.00	0.00	Posted
05/27/16	23276	Ruben Cervantes	Training Reimbursement - CPA Exam materials	1,425.07	1,425.07	0.00	Posted
05/27/16	23277	Signal Campus, LLC	Azusa Pacific Unviersity	1,296.00	1,296.00	0.00	Posted
05/27/16	23278	Skyline Pest Control	5/16 Pest and Rodent Control	95.00	95.00	0.00	Posted
05/27/16	23279	Southern California Edison Co.	4/16 Admin Bldg Electricy	11,509.70	11,509.70	0.00	Posted
05/27/16	23280	St. John's Well Child & Family Center	Asthma Awareness Month	500.00	500.00	0.00	Posted
05/27/16	23281	Staples Business Adv.-Dept. LA	Office Supplies	9.49	9.49	0.00	Posted
05/27/16	23282	Thompson Coburn LLP	13(c) Labor Protection	38,784.75	38,784.75	0.00	Posted
05/27/16	23283	Top Cleaners LLC	Cleaning of Tablecloths	125.00	125.00	0.00	Posted
05/27/16	23284	Tzeitel Paras-Caracci	5/12 Annual Governing Board Meeting	150.00	150.00	0.00	Posted
05/27/16	23285	Walnut Valley Water District	4/16 Industry P&R Landscape Water	101.16	101.16	0.00	Posted
05/27/16	23286	Zonar Systems Inc.	GPS Logging Service 10/01/15 - 9/30/16	105,032.16	105,032.16	0.00	Posted
05/31/16	E00309	New Flyer of America Inc.	F-2414 Replacement Bus	652,224.00	0.00	0.00	Posted
05/31/16	E00310	New Flyer of America Inc.	F-2418 Replacement Bus	652,224.00	0.00	0.00	Posted
05/31/16	E00311	New Flyer of America Inc.	F-2419 Replacement Bus	652,224.00	0.00	0.00	Posted
05/31/16	E00314	Transdev Services, Inc.	05/16 Management services fee	155,933.25	0.00	0.00	Posted
		<b>General Checking</b>		<b>11,929,461.64</b>	<b>3,139,812.94</b>	<b>0.00</b>	



June 24, 2016

To: Executive Board

Subject: **May 2016 Performance Indicators Report**

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### **Recommendation**

Receive and file the May 2016 Performance Indicators Report.

### **Summary**

This report provides an analysis of Foothill Transit's performance indicators for May 2016. Foothill Transit monitors a number of measures in evaluating the services provided to the public. There are nine key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements which are monitored to assess transit operations.

In May 2016, Foothill Transit achieved five out of nine key performance indicator goals. The performance indicator targets met for the month are: Schedule Adherence, Miles between Mechanical Service Interruptions, Complaints per 100,000 Boardings, Average Hold Time and Average Cost per Vehicle Service Hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in the analysis section of this item. Due to the timing of this report, FY 2015-2016 data are unaudited, preliminary figures. Updates to these initial numbers will be incorporated into the next monthly report. Foothill Transit's performance indicators are summarized below.

- **Boardings** – Total number of boardings recorded by the farebox in May 2016 was 1.10 million – an eight percent decrease from the same month last year.
- **Fare Revenue** – Total fare revenue for the month was \$1.36 million. The average fare was \$1.24 per boarding.
- **Operating Expenses** – Operating expenses incurred in the month totaled \$6.33 million, resulting in an average cost per service hour of \$94.87.





- **Accidents** – The system averaged 0.79 preventable accidents per 100,000 miles.
- **Customer Complaints** – Foothill Transit received 13.6 complaints per 100,000 boardings in the month.
- **Schedule Adherence** – In May 2016, Foothill Transit recorded 85 percent on-time performance. This is less than a one percent decline from May of last year.

### **Analysis**

In order to accomplish its mission, Foothill Transit has the following goals:

- Goal 1: Operate a safe transit system.
- Goal 2: Provide outstanding customer service.
- Goal 3: Operate an effective transit system.
- Goal 4: Operate an efficient transit system.

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. *Attachment A* summarizes the performance indicators used to determine Foothill Transit's progress toward achieving these goals for FY 2015-2016. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data. *Attachment A* summarizes performance indicators and system goals for May 2016 and FY 2015-2016 year-to-date. *Attachment B* provides additional operations-related performance measures.

### **Overall System Performance**

Foothill Transit's overall system performance is based on several key indicators. These include total ridership, fare revenues, vehicle service hours, and total operating expenses.

#### **Total Boardings and Total Fare Revenues**

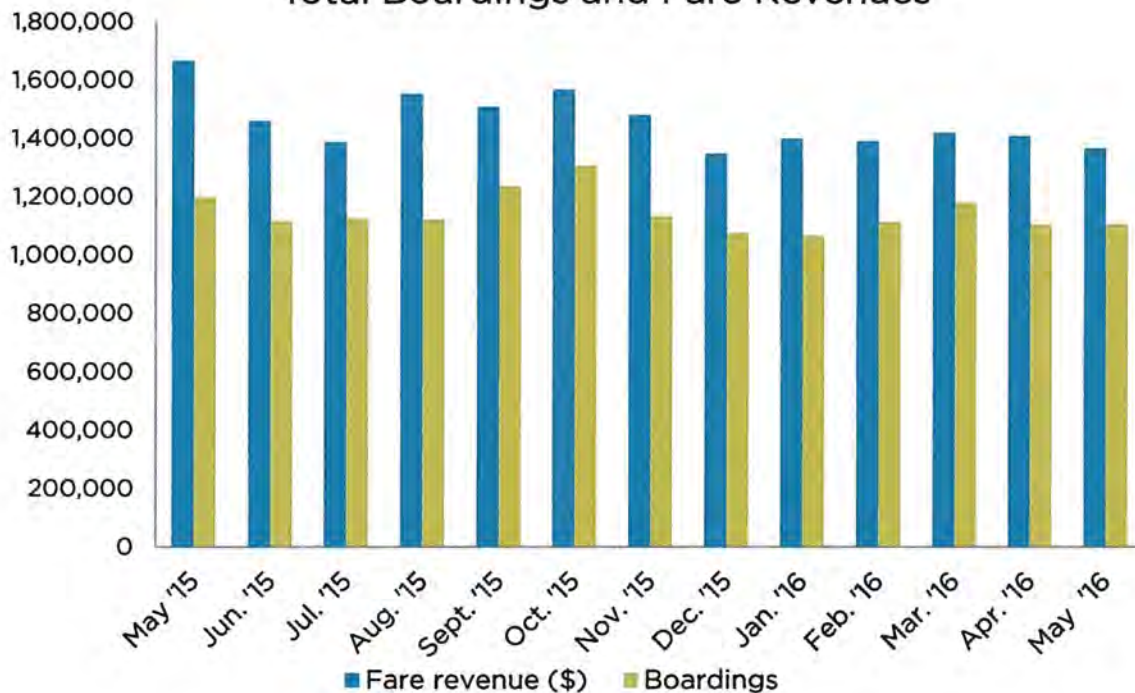
In May 2016, Foothill Transit buses had 1.10 million boardings. Compared to the same month last year, this is an eight percent decrease from 1.12 million boardings. Fiscal year-to-date, there has been 12.6 million boardings compared with 13.5 million boardings in the same period the previous year.

Total fare revenue recorded in the month was \$1.36 million, an eighteen percent decline from May of last year. The decline in fare revenue can be



attributed to an eight percent decline in ridership as well as a lower average fare per boarding. Average fare per boarding for this month was \$1.24, compared to \$1.39 the same period the previous year. This can be attributed to a change in the reimbursement rate for the Class Pass program, which caused fare revenue to decrease at a greater rate than ridership. Fiscal year-to-date, Foothill Transit has recorded \$15.81 million in fare revenue.

Total Boardings and Fare Revenues



**Vehicle Service Hours and Operating Expenditure**

In May 2016, Foothill Transit operated 65,965 service hours, which represents a five percent increase compared to the same period the previous year. This is primarily the result of increased commuter express service and expanded Silver Streak service, as well as the addition of Route 496. Fiscal year-to-date, Foothill Transit has operated 726,398 service hours.

Foothill Transit incurred \$6.33 million in operating expenses in May 2016. Fiscal year-to-date, Foothill Transit has incurred \$68 million in operating expenses, which is a five percent increase over the same period the previous year.



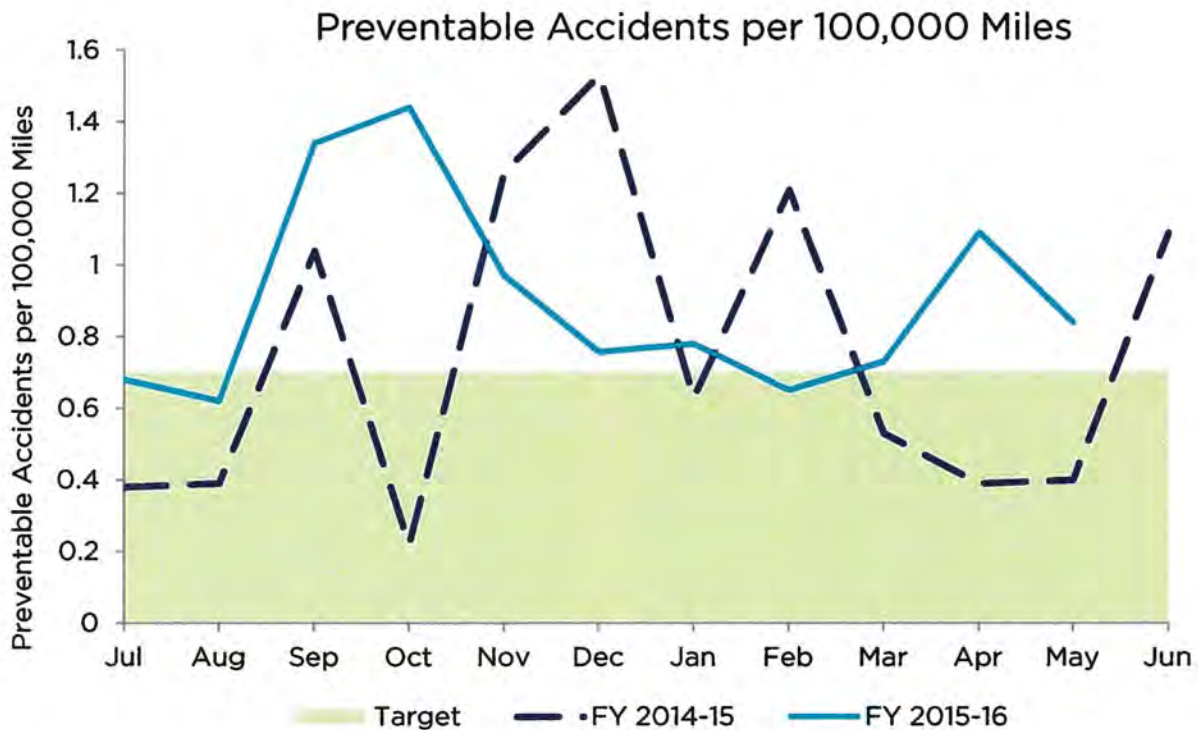


**Goal 1: Operate a Safe Transit System**

Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

**Preventable Accidents per 100,000 Miles**

In May 2016, Foothill Transit had 0.79 preventable accidents per 100,000 miles, which did not meet the target of less than 0.7. The majority of the preventable accidents in May were vehicles making contact with fixed-objects. Fiscal year-to-date, there have been an average of 0.89 preventable accidents per 100,000 miles, which is a 25 percent increase compared to the same period the previous fiscal year. Staff is working closely with both operations contractors to advance accident reporting to help reduce the number of preventable accidents. Improved communication of accident information and additional reporting has helped to provide better data analytics for safety training and safety campaigns held by the operations contractors’ management staff and bus operators.







**Goal 2: Provide Outstanding Customer Service**

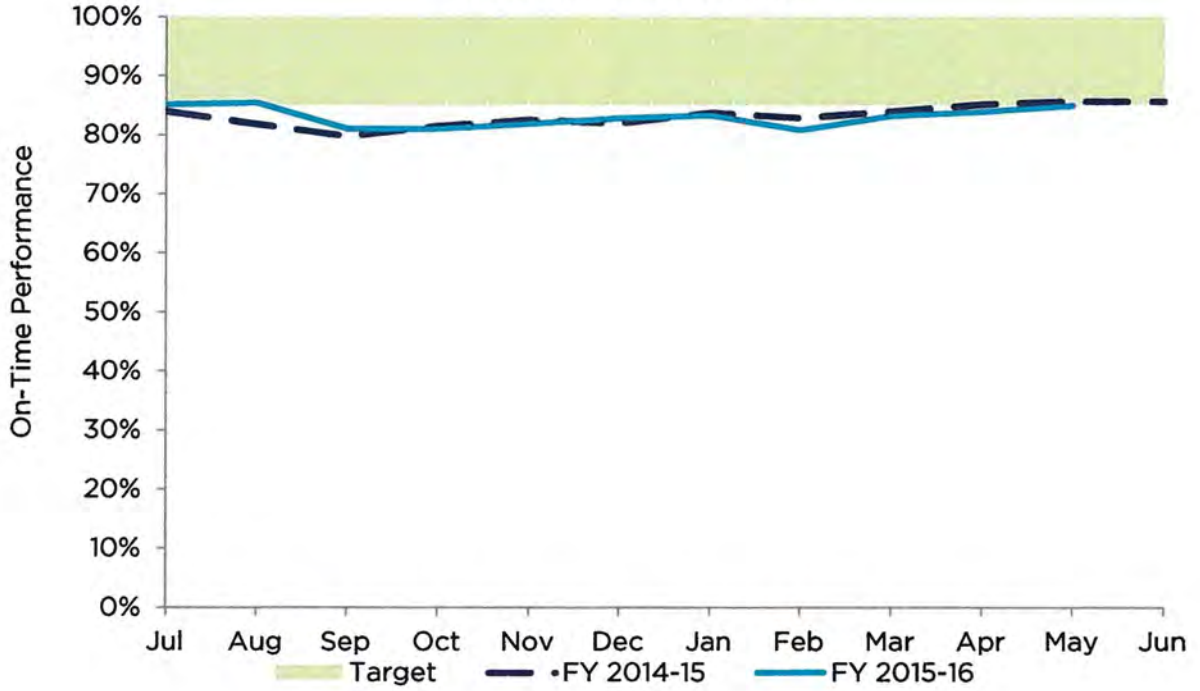
Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer service line.

*Schedule Adherence*

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it did not depart early or departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 85 percent or higher OTP for this fiscal year. In May 2016, Foothill Transit achieved 85 percent OTP for the entire system. This is less than a one percent decrease from the same period last year. OTP was 85.7 percent for local routes, 79.4 percent for local express routes, and 83.1 percent for express routes. Fiscal year-to-date, Foothill Transit has achieved 83.1 percent OTP, which is a one percent improvement compared to the same period the previous year. Since the schedule change in late January, staff has been working closely with the operations contractors' management team to identify schedule improvements, which have resulted in a steady increase in OTP month to month. Year-to-date, OTP is at 83 percent, which is the same as the same period last fiscal year, despite a significant increase in service.



On-Time Performance

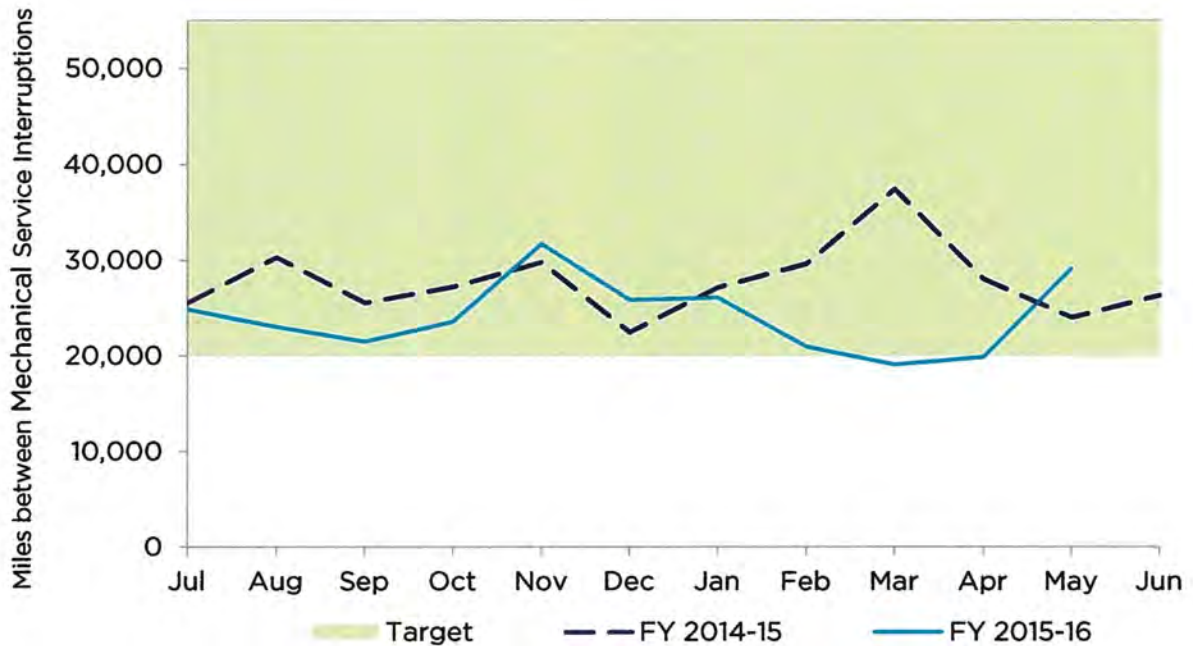




**Average Miles Between Service Interruptions**

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In May 2016, Foothill Transit averaged 30,933 miles between service interruptions as reported by the operations contractors, which exceeds the maintenance reliability goal of at least 20,000 miles. This represents an improvement of twenty one percent from May of last fiscal year. Fiscal year-to-date, Foothill Transit has averaged 24,091 miles between service interruptions, which is twelve percent lower compared to the same period the previous year, but still meets the target.

Miles Between Service Interruptions



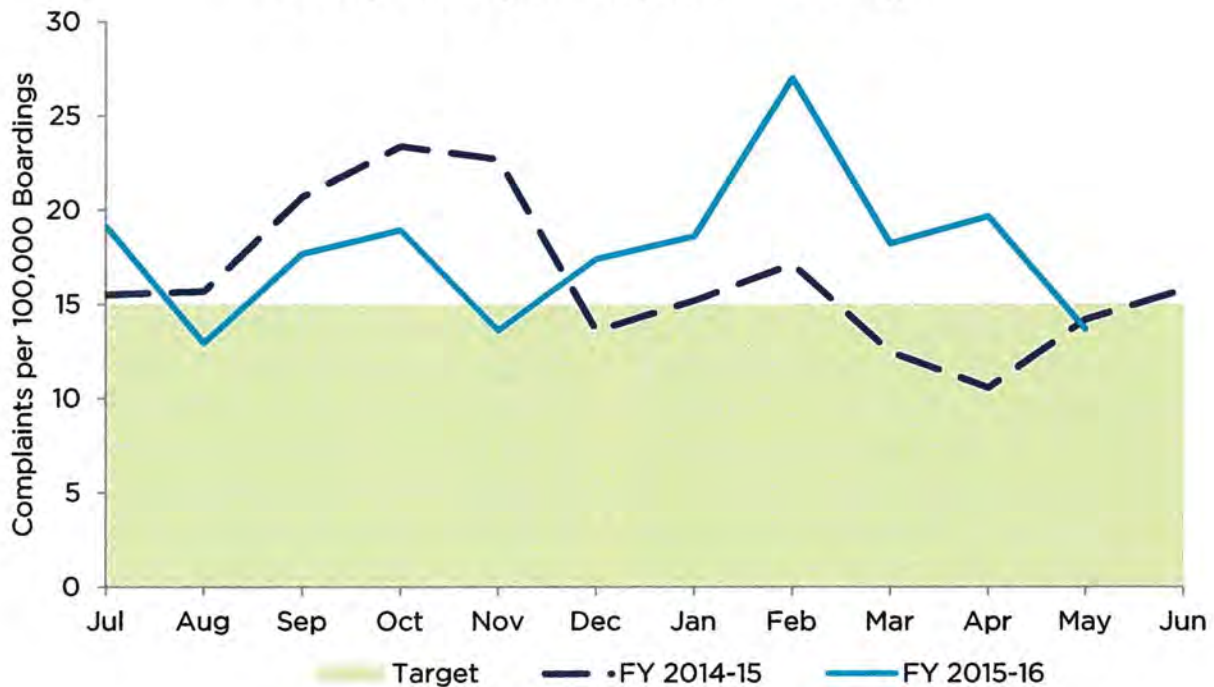




*Complaints per 100,000 Boardings*

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator. In May 2016, Foothill Transit received 13.6 valid complaints per 100,000 boardings, meeting the performance target of 15.00 or fewer complaints per 100,000 boardings. Forty two percent of the complaints received this month were related to schedule adherence, and 19.8 percent were related to courtesy. Of particular note is that Southern California has once again risen to the top of the list of areas with the worst traffic congestion. Fiscal year-to-date, Foothill Transit has received 18.2 valid complaints per 100,000 boardings which is roughly the same compared to May of 2015.

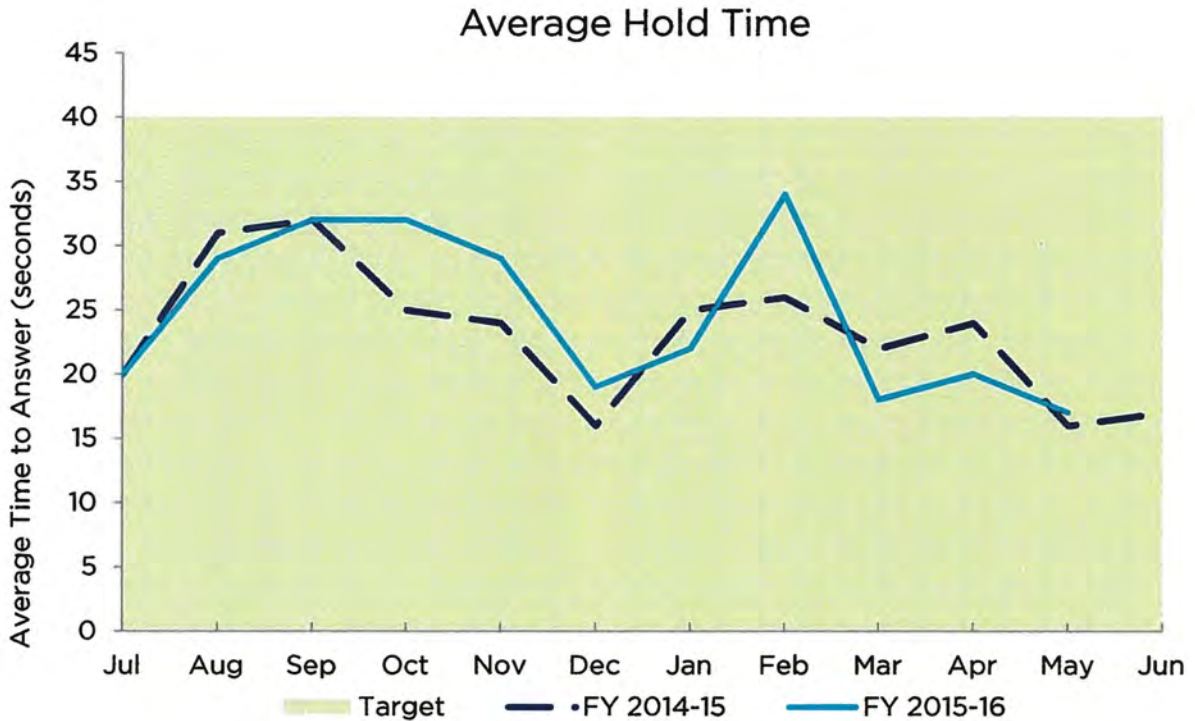
Complaints per 100,000 Boardings





*Average Hold Time*

Phone systems at Foothill Transit’s five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 17 seconds during May 2016 achieves the performance target of less than 40 seconds. Fiscal year-to-date, Foothill Transit has an average hold time of 26 seconds.







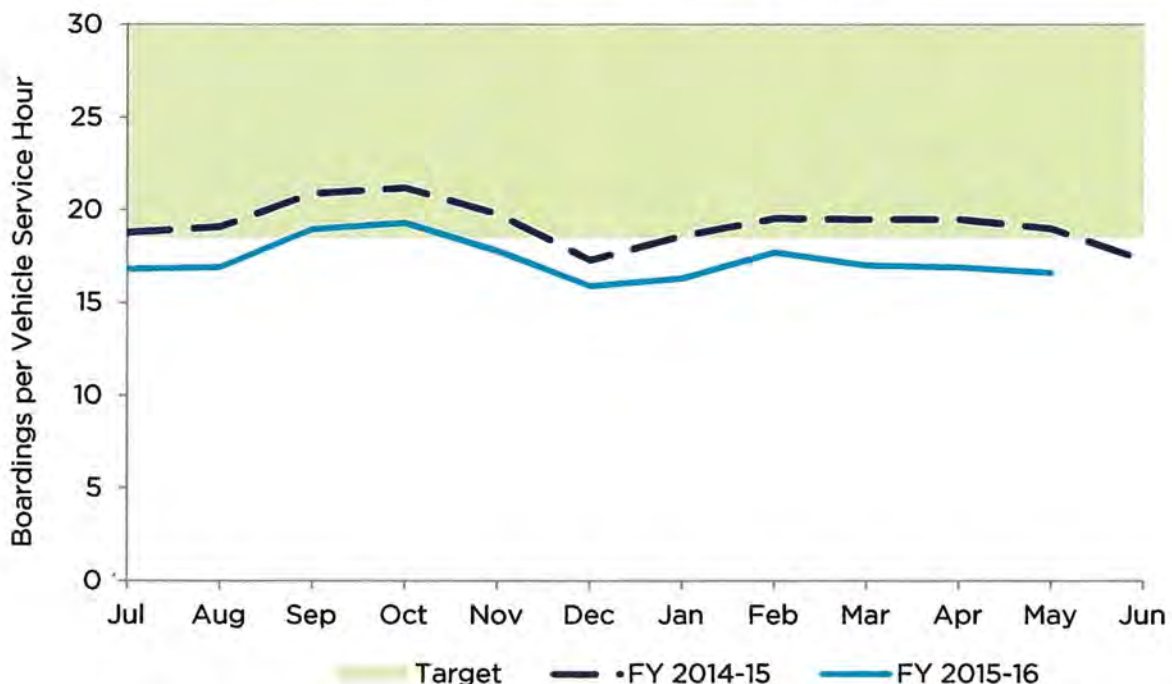
**Goal 3: Operate an Effective Transit System**

Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

*Boardings per Vehicle Service Hour*

Boardings per vehicle service hour are the total number of boardings divided by the total number of service hours in a given period. Foothill Transit buses averaged 16.7 boardings per vehicle service hour in May 2016. This does not meet the performance target of 18.5 or more boardings per service hour and is a twelve percent decline compared to May 2015. The operation of five percent more service hours along with an eight percent decline in ridership explains this year-to-year variance in system performance. Staff is continuing to work on identifying strategic service changes with the goal of maximizing service effectiveness and reducing duplicated service along the new Metro Gold Line Extension. Fiscal year-to-date, Foothill Transit has averaged 17.3 boardings per vehicle service hour, which is an eleven percent decrease compared to the same period the previous year.

Boardings per Vehicle Service Hour

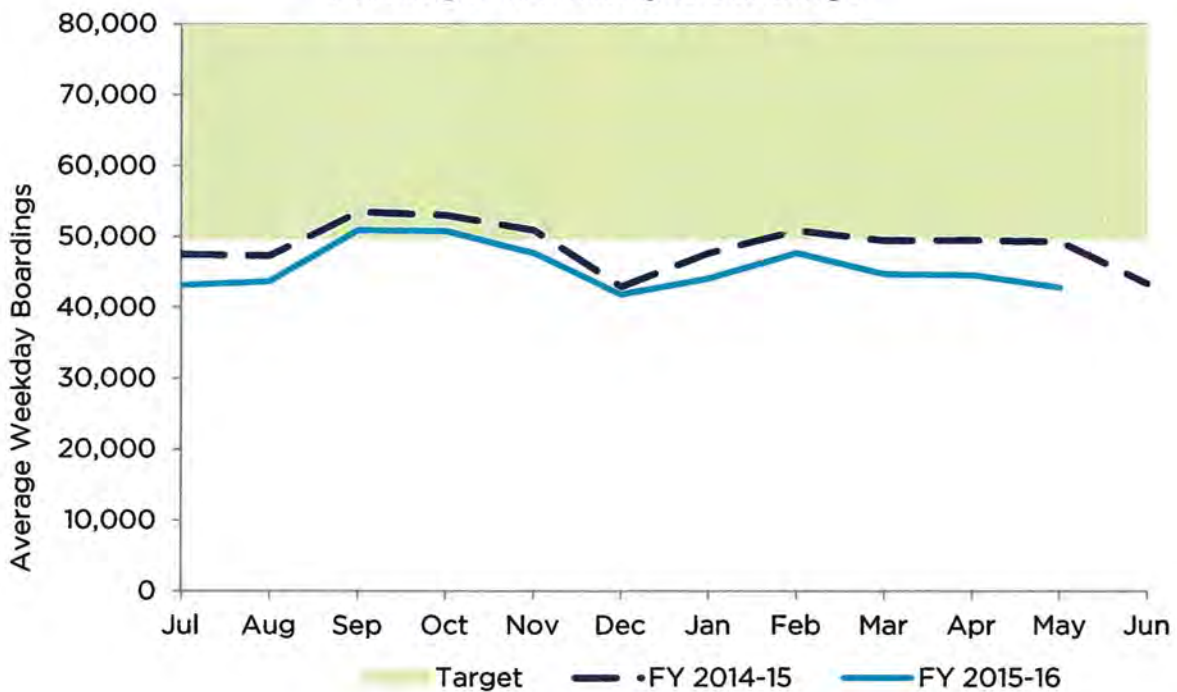




**Average Weekday Boardings**

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In May 2016, there were 44,817 average weekday boardings which is a nine percent decline from the same period the previous fiscal year. Foothill Transit did not meet the performance target. Analysis of the three service classes show that compared to the same period the previous year, there was a thirteen percent decline in average weekday boardings on local lines, a fourteen percent decline in average weekday boardings on limited stop lines, and an eleven percent decline in average weekday boardings on commuter express lines. Fiscal year-to-date, Foothill Transit has recorded 45,768 average weekday boardings, which is a seven percent decrease compared to the same period the previous fiscal year.

Average Weekday Boardings







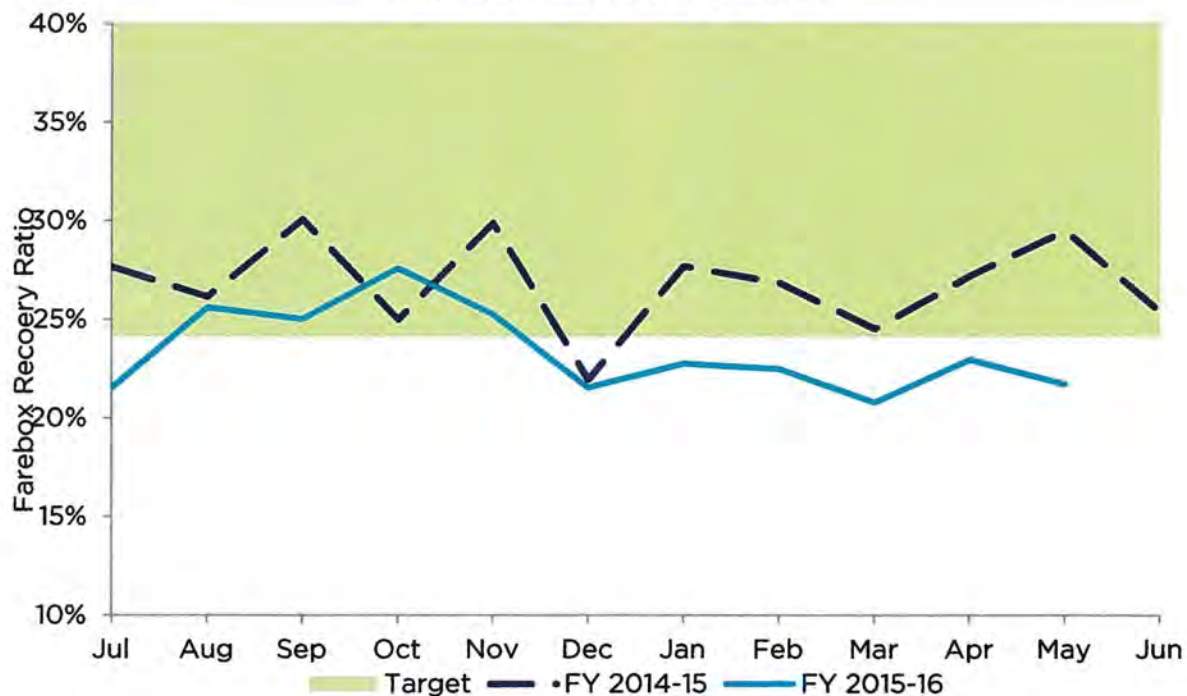
**Goal 4: Operate an Efficient Transit System**

Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

*Farebox Recovery Ratio*

Farebox recovery ratio is a measure of the proportion of operating cost recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 24.10 percent has been established for the fiscal year. A minimum farebox recovery ratio of 20 percent for transit service is required by the Transportation Development Act (TDA) in order for transit agencies to receive the state sales tax available for public transit purposes. Foothill Transit's farebox recovery ratio for May 2016 was 21.7 percent. Fiscal year-to-date, the farebox recovery ratio is 23.3 percent which did not achieve the performance target of greater than 24.10 percent, but exceeds the TDA requirement of 20 percent. This decrease is a result of lower fare revenue as well as higher operating expenses for the month of May.

Farebox Recovery Ratio

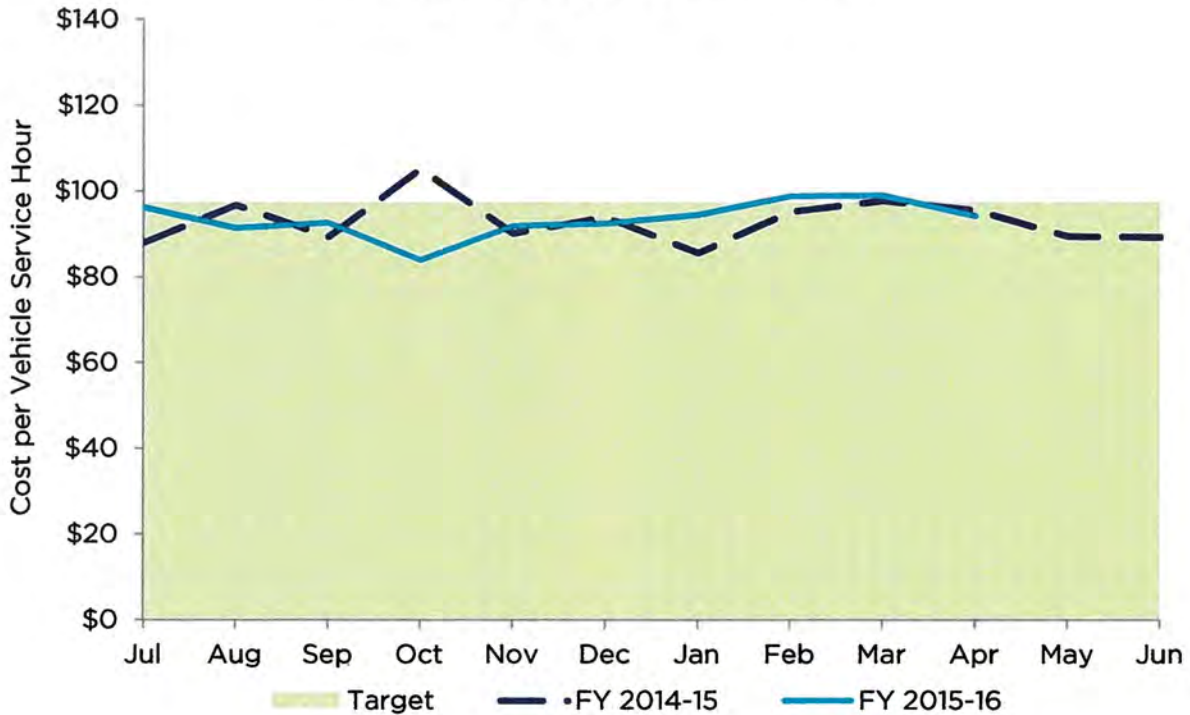




*Average Cost per Vehicle Service Hour*

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for May 2016 was \$95.89. Fiscal year-to-date, Foothill Transit's average cost per vehicle service hour is \$93.64, which is well below the fiscal year target of less than \$97.36.

Average Cost per Vehicle Hour



Sincerely,

Mike Tobin  
Quality Assurance Analyst

Doran J. Barnes  
Executive Director

Attachment A  
 Foothill Transit  
 Key Performance Indicators  
 May 2016

Goal	Performance Indicator	May 2016	Met Target?	May 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,104,659	-	1,197,487	(8%)	12,555,837	-	13,481,200	(7%)	
	Vehicle Service Hours	65,965	-	63,100	5%	726,398	-	695,406	4%	
	Total Fare Revenue	\$1,364,712	-	\$1,665,305	(18%)	\$15,810,351	-	\$17,431,917	(9%)	
	Total Operating Expense	\$6,325,259	-	\$5,642,628	12%	\$68,021,085	-	\$64,962,619	5%	
Safety	Preventable Accidents per 100,000 Miles	0.79	No	0.40	97%	0.89	No	0.72	25%	≤ 0.70
Customer Service	Schedule Adherence	85.0%	Yes	85.7%	(0.8%)	83.1%	No	83.0%	0%	≥ 85%
	Miles Between Mechanical Service Interruptions	30,933	Yes	24,030	29%	24,091	Yes	27,463	(12%)	≥ 20,000
	Complaints per 100,000 Boardings	13.66	Yes	14.20	(4%)	17.93	No	16.56	8%	≤ 15.00
	Average Hold Time (Seconds)	17	Yes	16	6%	25.58	Yes	24	8%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	16.7	No	19.0	(12%)	17.29	No	19.4	(11%)	≥ 18.5
	Average Weekday Boardings	44,817	No	49,274	(9%)	45,768	No	49,240	(7%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	21.7%	No	29.51%	(26%)	23.3%	No	26.83%	(13%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	\$95.89	Yes	\$89.42	7%	\$93.64	Yes	\$93.42	0%	≤ \$97.36

Red = did not meet target

Attachment B  
 Foothill Transit  
 Operations Report  
 May 2016

Goal	Performance Indicator	May 2016	May 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
Operations	Average fare per boarding	<b>\$1.24</b>	\$1.39	(11%)	\$1.27	\$1.28	(1%)
	Average cost per boarding	<b>\$5.73</b>	\$4.71	22%	\$5.35	\$4.83	11%
	Average subsidy per boarding	<b>\$4.57</b>	\$3.32	37%	\$4.10	\$3.55	16%
	Total vehicle miles	<b>1,391,999</b>	1,249,578	11%	11,574,924	12,701,644	(9%)
	Vehicle service miles	<b>975,049</b>	920,886	6%	8,607,254	9,281,260	(7%)
	Total vehicle hours	<b>87,403</b>	83,404	5%	780,127	849,021	(8%)
	In-service speed (mph)	<b>14.8</b>	14.6	1%	14.53	14.7	(1%)
	Boardings per vehicle service mile	<b>1.13</b>	1.30	(13%)	1.20	1.32	(10%)





June 24, 2016

To: Executive Board

Subject: **June 2016 Legislative Summary**

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**Recommendation**

Receive and file the April 2016 Legislative Summary.

**Analysis**

A summary of state and federal legislation and its status is attached.

***State Legislative Issues:***

AB 2222 (Holden) passed the Assembly Transportation Committee unanimously and Appropriations Committee by a vote of 18-2. AB 2222 passed the Assembly floor, but prior to passing out of the Appropriations Committee, Chair Lorena Gonzalez removed funding from the bill because using the GHG Reduction Fund had become controversial. Without funding, the legislation proposes a student pass program that would benefit students and the environment but without any financial assistance to transit agencies or educational institutions.

AB 857 (Perrera) was previously supported by Foothill Transit at the April 24, 2015 Executive Board meeting. This bill was gutted and amended to a bill about firearms information. AB 2415 with similar language was introduced on February 19, 2016 by Eduardo Garcia. Like AB 857, AB 2415 will fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities. This bill may provide a new funding source for Foothill Transit electric and CNG buses.

***Federal Legislative Issues:***

FTA and the Federal Highway Administration (FHWA) jointly released final regulations on May 27 governing statewide, non-metropolitan and metropolitan transportation planning. The new rules incorporate changes to the planning process contained in both the MAP-21 and FAST Act reauthorizations including:



- Requiring a performance-based approach to planning
- Requiring states to have a higher level of involvement with non-metropolitan local officials
- Providing a process for the creation of regional transportation planning organizations (non-metropolitan)
- Integrating planning and environmental review processes, as well as programmatic mitigation plans
- Changing the membership of large MPOs to include public transit providers

Sincerely,

A handwritten signature in blue ink that reads "D. Reyno".

David Reyno  
Director of Government Relations

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes  
Executive Director

Attachment

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 338	Hernandez	Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.	This bill would provide a new operating funding source for Foothill Transit.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
Gut and Amend AB 2415	Garcia	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Assembly Committee on Appropriations		Support Position Adopted 4/24/2015
AB 1250	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Signed by the Governor & Chaptered by the Secretary of State - 10/4/2015	CTA - Support	Support Position Adopted 4/24/2015

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.				
AB 1217	Daly	This bill restructures the composition of the Orange County Fire Authority (OCFA) Board by reducing the current, 25-member Board to 13 members, most of whom would be selected by an as-yet-to-be-created OCFA City Selection Committee. The existing OCFA Board comprised of two members from the County Board of Supervisors and one member from each of the cities that are a party to the Joint Powers Authority (JPA) that created the OCFA would be eliminated. Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities.	This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA, an entity that by definition has no relation to matters of statewide concern. The bill is an attempt to intervene in a local matter that is best resolved at the local government level. If this bill becomes law, the Foothill Transit JPA could be at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Senate Committee on Governance & Finance	ACC-OC - Opposes	Oppose
AB 1591	Frazier	The bill would require the California Transportation Commission to adopt performance criteria to ensure efficient use of the funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.225 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill, including an inflation adjustment as provided, an increase of \$38	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Assembly Committees on Transportation/ Revenue and Taxation	CTA - Support	<b>Support Position Adopted 2/26/2016</b>

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined.				
AB 2090	Alejo	This bill would authorize a recipient transit agency to apply for, and receive, Low Carbon Transit Operations (LCTOP) funds for the purpose of maintaining transit service levels, if the recipient transit agency is experiencing a fiscal emergency.	This bill would provide Foothill Transit with financial support in case of a severe funding challenge.	<b>Senate Committee on Transportation and Housing</b>	CTA - Support	<b>Support Position Adopted 4/1/2016</b>
AB 2222	Holden	<b>This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.</b>	<b>This bill could help support Foothill Transit's Class Pass Program.</b>	Senate Committee on Transportation and Housing		Support
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 6/26/2015
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Inactive File	CTA - Support	Support Position Adopted 5/29/2015



## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Signed by the Governor & Chaptered by the Secretary of State - 10/10/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Signed by the Governor & Chaptered by the Secretary of State - 10/9/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance,	This bill would provide a new operating funding source for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 10/7/2015	Metro - Support	Support Position adopted 5/29/2015

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.</p>				
SB 824	Beall	<p>This bill would create flexibility in the Low Carbon Transit Operations Program (LCTOP) to allow a recipient transit agency to retain its funding share over multiple years for use in a subsequent fiscal year and loan, transfer and/or pool its funding share with other recipient transit agencies within its region if it cares to do so.</p>	<p>This bill would allow Foothill Transit to more strategically utilize our LCTOP funding shares</p>	<p>Assembly Committee on Transportation</p>	<p>CTA - Support</p>	<p><b>Support Position Adopted 4/1/2016</b></p>
SBX17	Allen	<p>This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.</p>	<p>This bill could provide additional state funding for Foothill Transit.</p>	<p>State Senate</p>	<p>CTA - Support</p>	<p>Support Position Adopted 8/28/2015</p>

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SBX18	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX11	Huff	SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session.  Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	State Senate		Support Position Adopted 8/28/2015

## 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAX1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAX1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				
H.R. 680	Blumenauer	Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost	A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015



# 2016 Legislation Summary

Current as of 6/13/2016

(Amendments and Bills with updated status or requesting action are indicated in **bold**)

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.</p>				



June 24, 2016

To: Executive Board

Subject: **Environmental Sustainability Management System (ESMS)  
Update**

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### **Recommendation**

Receive and file an update on Foothill Transit's ESMS program at the Arcadia and Pomona operations and maintenance facilities.

### **Background**

As required under the International Organization for Standardization (ISO) 14001, a certified Environmental & Sustainability Management System (ESMS) program must undergo a yearly surveillance audit and a re-certification audit every three years to maintain its ISO 14001 Certificate.

During the week of April 4 - 8, 2016, ABS Consulting conducted a recertification audit of Arcadia's ESMS program. The audit team found two minor non-conformities. The first was that there was no revision on the Aspects Analysis Matrix, and the second was that the organization's chosen nomenclature for identifying files has not been fully realized throughout all EMS documentation.

The document revision requirement stipulates that:

*The organization shall establish, implement and maintain a procedure(s) to*

- *ensure that changes and the current revision status of documents are identified; and*
- *ensure that documents remain legible and readily identifiable.*

The second non-conformity identified was the absence of a methodology or evidence showing that results of previous audits were being considered as required by the standard.

The nomenclature requirement stipulates that:

*Audit programme(s) shall be planned, established, implemented and maintained by the organization, taking into consideration the environmental importance of the operation(s) concerned and the results of previous audits.*



As mentioned previously, the findings are minor and can be easily resolved.

Based on the results of the audit, the audit team determined that the management system was effectively implemented and maintained per defined requirements, except as noted in the nonconformities. No follow-up audit is required.

ABS Consulting performed a surveillance audit of Pomona's ESMS program from May 31 through June 2, 2016. There were no minor nor major nonconformities identified during the audit. Based on the results of the audit, the audit team determined that the management system was effectively implemented and maintained per defined requirements.

Future Plans:

Since the Arcadia and Pomona ESMS programs were implemented and certified two years apart, scheduling the surveillance and recertification audits is problematic and inefficient. Because of the timing difference, the audit team has to perform the audits separately and within two months of each other. To solve this, Foothill Transit has requested an umbrella certificate to cover the Pomona and Arcadia ESMS programs and also include the Administrative office. ABS Consulting agrees with the plan and will incorporate it in next year's audit plan. In addition, training will be provided to staff in updating the ESMS program to comply with the new ISO 14001 Standards issued in October 2015.

The ESMS Core Team will be working on a new set of objectives for the Arcadia and Pomona facilities. Those objectives are to:

- 1) Reduce water consumption - Staff will conduct a water audit to determine areas of high water consumption, identify new water saving systems, and develop water savings programs to reach our goal.
- 2) Reduce electricity consumption - Staff, with assistance from a professional engineer, will conduct an audit of the facilities to determine areas where Foothill Transit can save energy and reach our established goal.
- 3) Assure an emergency plan is effective.
- 4) Ensure all products and chemicals have proper Material Safety Data Sheets (MSDS) documents in place.





Included in the development of the new objectives, the ESMS Core Team will set target goals and create programs by which to meet those goals. The objectives will require some expenses related to the performance of water and electricity audits which are included in the adopted FY 16-17 Business Plan and budget.

**Budget Impact**

The cost of the re-certification and surveillance audits are included in the adopted FY 2015/2016 Business Plan and Budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roland M. Cordero'.

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director





June 24, 2016

To: Executive Board

Subject: **Lease Agreement on Suite 404**

**Recommendation**

Authorize the Executive Director to renew the current lease with Ricardo A. Suarez, DDS, Inc. located at 100 S. Vincent Ave, West Covina, CA in Suite 404 for a period of six years commencing May 1, 2017.

**Analysis**

On November 16, 2006 Foothill Transit entered into a lease agreement with Dr. Suarez. The term of our Lease Agreement with Dr. Suarez for Suite 404 expires on April 30, 2017 and the lease terms afford Dr. Suarez two option(s) to extend the Initial Term for five (5) years each.

In the past nine years, the average annual Base Rent escalator has been 3.02 percent. However, in light of the current economic conditions and the fact that these lease terms were entered into before the economic downturn of 2008, and after further discussions with staff and Dr. Suarez, below are the recommended terms for the third amendment to lease:

<b>Third Amendment to Lease</b>	<b>Begin Period</b>	<b>End Period</b>	<b>% Increase</b>	<b>Monthly Rent</b>
1-12 months	5/1/2017	4/30/2018	0%	\$6,100.90
13-24 months	5/1/2018	4/30/2019	1%	\$6,161.91
25-36 months	5/1/2019	4/30/2020	2%	\$6,285.15
37-48 months	5/1/2020	4/30/2021	3%	\$6,473.70
49-60 months	5/1/2021	4/30/2022	3%	\$6,667.91
61-72 months	5/1/2022	4/30/2023	3%	\$6,867.95

Two additional five-year options will be added to the proposed third amendment. The Option Rent shall be equal to the fair market rental rate for buildings similar to the building in the City of West Covina.



**Budget Impact**

No budget impact to the lease renewal as funding was included in the agency's operating costs.

Sincerely,

  
Sharlane R. Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director





June 24, 2016

To: Executive Board

Subject: **Supplemental Law Enforcement Services - Los Angeles County Sheriff's Department**

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### **Recommendation**

Authorize the Executive Director to enter into a five-year Agreement with the Los Angeles County Sheriff's Department for Supplemental Law Enforcement Services to be performed on an as-needed basis at a potential cost of up to \$200,000 per year.

### **Analysis**

Foothill Transit desires to secure Supplemental Law Enforcement Services such as can be provided by the Los Angeles County Sheriff's Department (LASD). The scope of services would be for LASD to provide uniformed law enforcement services to Foothill Transit on an "as-needed" basis to address special problems or challenges that are beyond the capacity or authority of Foothill Transit personnel.

The duties requested may include but are not limited to, conducting investigations of vandalism, routine transit patrol, mitigation of fare evasion, and any other general law enforcement activities related to public transportation within the confines of the County and neighboring counties related to the Foothill Transit service territory.

The dates of service to be requested and approximate number of personnel provided would be mutually agreed upon in writing between the Sheriff's Department and Foothill Transit. Under the proposed contract, service shall commence on July 1, 2016 and terminate on June 30, 2021, unless sooner terminated or extended in whole or in part as provided for in the agreement. Either party would be able to terminate the agreement with or without cause by giving not less than 60 calendar days advance written notice to the other party. The not-to-exceed amount would be \$200,000 per year during the life of the agreement. This will allow Foothill Transit to utilize up to 2,700 hours of law enforcement services per year to address any security or crime-related concerns that may arise during the next five fiscal years.



**Foothill Transit**

**Executive Board Meeting**

Executive Board Meeting - 6/24/16  
Supplemental Law Enforcement Services - Los Angeles  
County Sheriff's Department  
Page 2

**Budget Impact**

Funding for the supplemental law enforcement services is budgeted in the Customer Service and Operations section of the FY 2016/2017 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ali Showkatian'.

Ali Showkatian  
Safety Compliance Coordinator

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes'.

Doran J. Barnes  
Executive Director





June 24, 2016

To: Executive Board

Subject: **Governing Board Payroll**

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**Recommendation**

Authorize the Executive Director to implement a process whereby Foothill Transit Governing Board Members are paid and reported to the Internal Revenue Service (IRS) as employees of Foothill Transit.

**Analysis**

As approved at the December 14, 2012 Executive Board Meeting, Executive Board Members and Alternates are paid and reported to the Internal Revenue (IRS) as Foothill Transit employees and the Governing Board Members are paid as outside contractors. In February 2016, the IRS issued a guideline for Classification of Elected and Appointed Officials (**Attachment A**). The IRS guideline reiterates that Governing Board Members should be considered as employees of Foothill Transit by virtue of them being classified as “public officials” who “administers or enforces public laws, whether the individual is elected by the public or appointed to an office”. This guidance was reinforced to Foothill Transit during a recent IRS audit.

Foothill Transit will begin collecting the needed information (**Attachment B**) from each Governing Board member. It is estimated this process will require 30 days to complete.

**Budget Impact**

Foothill Transit is currently using an outside payroll processor for all staff employees, Executive Board members, and alternates, for a cost of approximately \$450 per payroll. To include the Governing Board members to the payroll system, there will be additional payroll processing costs of \$150 per payroll during months when Governing Board meetings are convened. Other additional costs will include employer Social Security, State Unemployment Insurance and State Disability Insurance.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director

Attachments



## Classification of Elected and Appointed Officials

### Government Officials as Employees

Generally, any individual who serves as a public official is an employee of the government for whom he or she serves. Therefore, the government entity is responsible for withholding and paying Federal income tax, social security and Medicare taxes, and issuing Form W-2, Wage and Tax Statement, to a public official.

### Public Officials and Public Officers

Although there is no precise definition for the term "public official" or "public officer," the courts have generally held that anyone who exercises significant authority pursuant to public laws is a public officer. This includes any official who administers or enforces public laws, whether the individual is elected by the public or appointed to an office.

The regulations for section 1402, addressing the applicability of self-employment tax, indicate that holders of "public office" are not in a trade or business and therefore not subject to self-employment tax. These regulations state that the performance of the functions of a public office does not constitute a trade or business. An exception applies for certain public officials paid solely on a fee basis. All other holders of public office, paid on a salary basis, are excepted from self-employment tax and are presumed to be employees receiving wages.

Generally, if there is any provision in a public law that authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the state or political subdivision to which the provision applies.

The following facts indicate that an office is a "public office":

- The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.
- The office was delegated a portion of the powers of a government body.
- The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.
- The duties are to be performed independently and without control of a superior power other than the law.
- The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers are: the President and the Vice President; a governor or mayor; the secretary of state; a member of a legislative body, such as a state legislature, county commission, city council, school board, utility or hospital district; a judge, a justice of the peace, a county or city attorney, a marshal, a sheriff, a constable and a registrar of deeds; tax collectors and assessors; and members of advisory boards and committees.

If there is not any authority in a public law to hire or elect an individual to fill a position, one, a determination must be made about the employment status of that position under the general common-law rules, discussed below.

### Common-Law Rules

In applying the common-law rules, the IRS considers whether the recipient of the services, in this case a government body, has behavioral and financial control over the worker and evaluates the type of relationship between the parties.

Behavioral controls are evidenced by facts that indicate whether the service recipient has a right to direct or control how the worker performs the tasks for which he or she is hired. Facts that illustrate the right to control how a worker performs a task include the provision of training or instruction.

Financial controls are evidenced by facts that indicate whether the service recipient has a right to direct or control the financial aspects of the worker's activities. These facts include whether the individual has a significant investment and unreimbursed expenses, makes services available to the relevant market, and has an opportunity for profit or loss.

A "type of relationship" determination is evidenced by facts that indicate whether the parties intended there to be an employee-employer relationship. These include a written contract that describes the relationship the parties intended to create, whether the individual is provided with employee-type benefits, and the permanency of the relationship.

### **Exception for Fee-Based Public Officials**

When a public office is compensated solely on a fee basis, then the person who serves in that capacity is considered to operate a trade or business and is not considered an employee. This exception only applies when the fees are received directly from the public rather than from the government. For example, a building inspector who is compensated solely from fees paid directly to him or her by clients is considered to operate a trade or business and is not treated as an employee of the government.

*Page Last Reviewed or Updated: 11-Feb-2016*



This form can be used to manually compute your withholding allowances, or you can electronically compute them at [www.taxes.ca.gov/de4.pdf](http://www.taxes.ca.gov/de4.pdf).

### EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status Withholding Allowances <input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD
City, State, and ZIP Code	

1. Number of allowances for Regular Withholding Allowances, Worksheet A \_\_\_\_\_  
 Number of allowances from the Estimated Deductions, Worksheet B \_\_\_\_\_  
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2016 \_\_\_\_\_  
 OR
2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C \_\_\_\_\_  
 OR
3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

**Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer's Name and Address	California Employer Account Number
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----- cut here -----

Give the top portion of this page to your employer and keep the remainder for your records.

#### **YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.**

***IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.***

**PURPOSE:** This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

You should complete this form if either:

- (1) You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or,
- (2) You claim additional allowances for estimated deductions.

**THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.**

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. **If you rely on the number of withholding allowances you claim on your Form W-4 withholding allowance**

**certificate for your state income tax withholding, you may be significantly underwithheld.** This is particularly true if your household income is derived from more than one source.

**CHECK YOUR WITHHOLDING:** After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

**EXEMPTION FROM WITHHOLDING:** If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption is good for one year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new Form W-4 by December 1.



**EXEMPTION FROM WITHHOLDING** (continued): Under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if (i) your spouse is a member of the armed forces present in California in compliance with military orders; (ii) you are present in California solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under this act, check the box on Line 3. You may be required to provide proof of exemption upon request.

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**IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA INCOME TAX RETURN OR CALL THE FRANCHISE TAX BOARD (FTB).**

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)  
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 916-845-6500

The *California Employer's Guide* (DE 44) provides the income tax withholding tables. This publication may be found on the Employment Development Department (EDD) website at [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm). To assist you in calculating your tax liability, please visit the FTB website at [www.ftb.ca.gov/individuals/index.shtml](http://www.ftb.ca.gov/individuals/index.shtml).

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**NOTIFICATION:** If the IRS instructs your employer to withhold federal income tax based on a certain withholding status, your employer is required to use the same withholding status for state income tax withholding.

The burden of proof rests with the employee to show the correct California Income Tax Withholding. Pursuant to Section 4340-1(e) of the California Code of Regulations, the FTB or the EDD may, by special direction in writing, require an employer to submit a Form W-4 or DE 4 when such forms are necessary for the administration of the withholding tax programs.

**PENALTY:** You may be fined \$500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding. This is provided by Section 13101 of the California Unemployment Insurance Code and Section 19176 of the Revenue and Taxation Code.

**INSTRUCTIONS — 1 — ALLOWANCES\***

When determining your withholding allowances, you must consider your personal situation:

- Do you claim allowances for dependents or blindness?
- Will you itemize your deductions?
- Do you have more than one income coming into the household?

**TWO-EARNER/TWO-JOBS:** When earnings are derived from more than one source, underwithholding may occur. If you have a working spouse or more than one job, it is best to check the box "SINGLE or MARRIED (with two or more incomes)." Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with one employer. Do not claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 or Form W-4 filed for the highest paying job and zero allowances are claimed for the others.

**MARRIED BUT NOT LIVING WITH YOUR SPOUSE:** You may check the "Head of Household" marital status box if you meet all of the following tests:

- (1) Your spouse will not live with you at any time during the year;
- (2) You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; and
- (3) You will file a separate return for the year.

**HEAD OF HOUSEHOLD:** To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the entire year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

**WORKSHEET A**

**REGULAR WITHHOLDING ALLOWANCES**

- (A) Allowance for yourself — enter 1 . . . . . (A) \_\_\_\_\_
- (B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1 . . . . . (B) \_\_\_\_\_
- (C) Allowance for blindness — yourself — enter 1 . . . . . (C) \_\_\_\_\_
- (D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1 . . . . . (D) \_\_\_\_\_
- (E) Allowance(s) for dependent(s) — do not include yourself or your spouse . . . . . (E) \_\_\_\_\_
- (F) Total — add lines (A) through (E) above . . . . . (F) \_\_\_\_\_

**INSTRUCTIONS — 2 — ADDITIONAL WITHHOLDING ALLOWANCES**

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB Form 540 as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments, or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each \$1,000, or fraction of \$1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

**WORKSHEET B**

**ESTIMATED DEDUCTIONS**

1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB Form 540 . . . . . 1. \_\_\_\_\_
2. Enter \$8,088 if married filing joint with two or more allowances, unmarried head of household, or qualifying widow(er) with dependent(s) or \$4,044 if single or married filing separately, dual income married, or married with multiple employers . . . . . - 2. \_\_\_\_\_
3. Subtract line 2 from line 1, enter difference . . . . . = 3. \_\_\_\_\_
4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits) . . . . . + 4. \_\_\_\_\_
5. Add line 4 to line 3, enter sum . . . . . = 5. \_\_\_\_\_
6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts) . . . . . - 6. \_\_\_\_\_
7. If line 5 is greater than line 6 (if less, see below);  
Subtract line 6 from line 5, enter difference . . . . . = 7. \_\_\_\_\_
8. Divide the amount on line 7 by \$1,000, round any fraction to the nearest whole number . . . . . 8. \_\_\_\_\_  
Enter this number on line 1 of the DE 4. Complete Worksheet C, if needed.
9. If line 6 is greater than line 5;  
Enter amount from line 6 (nonwage income) . . . . . 9. \_\_\_\_\_
10. Enter amount from line 5 (deductions) . . . . . 10. \_\_\_\_\_
11. Subtract line 10 from line 9, enter difference . . . . . 11. \_\_\_\_\_  
Complete Worksheet C

\*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California Personal Income Tax (PIT) withholding and PIT wages. This law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of Section 297 of the Family Code. For more information, please call our Taxpayer Assistance Center at 888-745-3886.

**WORKSHEET C**

**TAX WITHHOLDING AND ESTIMATED TAX**

1. Enter estimate of total wages for tax year 2016 . . . . . 1. \_\_\_\_\_
2. Enter estimate of nonwage income (line 6 of Worksheet B) . . . . . 2. \_\_\_\_\_
3. Add line 1 and line 2. Enter sum . . . . . 3. \_\_\_\_\_
4. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest) . . . . . 4. \_\_\_\_\_
5. Enter adjustments to income (line 4 of Worksheet B) . . . . . 5. \_\_\_\_\_
6. Add line 4 and line 5. Enter sum . . . . . 6. \_\_\_\_\_
7. Subtract line 6 from line 3. Enter difference . . . . . 7. \_\_\_\_\_
8. Figure your tax liability for the amount on line 7 by using the 2016 tax rate schedules below . . . . . 8. \_\_\_\_\_
9. Enter personal exemptions (line F of Worksheet A x \$119.90) . . . . . 9. \_\_\_\_\_
10. Subtract line 9 from line 8. Enter difference . . . . . 10. \_\_\_\_\_
11. Enter any tax credits. (See FTB Form 540) . . . . . 11. \_\_\_\_\_
12. Subtract line 11 from line 10. Enter difference. This is your total tax liability . . . . . 12. \_\_\_\_\_
13. Calculate the tax withheld and estimated to be withheld during 2016. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2016. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2016 . . . . . 13. \_\_\_\_\_
14. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld . . . . . 14. \_\_\_\_\_
15. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4 . . . . . 15. \_\_\_\_\_

**NOTE:** Your employer is not required to withhold the additional amount requested on line 2 of your DE 4. If your employer does not agree to withhold the additional amount, you may increase your withholdings as much as possible by using the "single" status with "zero" allowances. If the amount withheld still results in an underpayment of state income taxes, you may need to file quarterly estimates on Form 540-ES with the FTB to avoid a penalty.

THESE TABLES ARE FOR CALCULATING WORKSHEET C AND FOR 2016 ONLY

SINGLE OR MARRIED WITH DUAL EMPLOYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$7,850 ...	1.100%	\$0	\$0.00
\$7,850	\$18,610 ...	2.200%	\$7,850	\$86.35
\$18,610	\$29,372 ...	4.400%	\$18,610	\$323.07
\$29,372	\$40,773 ...	6.600%	\$29,372	\$796.60
\$40,773	\$51,530 ...	8.800%	\$40,773	\$1,549.07
\$51,530	\$263,222 ...	10.230%	\$51,530	\$2,495.69
\$263,222	\$315,866 ...	11.330%	\$263,222	\$24,151.78
\$315,866	\$526,443 ...	12.430%	\$315,866	\$30,116.35
\$526,443	\$1,000,000 ...	13.530%	\$526,443	\$56,291.07
\$1,000,000	and over	14.630%	\$1,000,000	\$120,363.33

MARRIED FILING JOINT OR QUALIFYING WIDOW(ER) TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$15,700 ...	1.100%	\$0	\$0.00
\$15,700	\$37,220 ...	2.200%	\$15,700	\$172.70
\$37,220	\$58,744 ...	4.400%	\$37,220	\$646.14
\$58,744	\$81,546 ...	6.600%	\$58,744	\$1,593.20
\$81,546	\$103,060 ...	8.800%	\$81,546	\$3,098.13
\$103,060	\$526,444 ...	10.230%	\$103,060	\$4,991.36
\$526,444	\$631,732 ...	11.330%	\$526,444	\$48,303.54
\$631,732	\$1,000,000 ...	12.430%	\$631,732	\$60,232.67
\$1,000,000	\$1,052,886 ...	13.530%	\$1,000,000	\$106,008.38
\$1,052,886	and over	14.630%	\$1,052,886	\$113,163.86

UNMARRIED HEAD OF HOUSEHOLD TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .		PLUS*
\$0	\$15,710 ...	1.100%	\$0	\$0.00
\$15,710	\$37,221 ...	2.200%	\$15,710	\$172.81
\$37,221	\$47,982 ...	4.400%	\$37,221	\$646.05
\$47,982	\$59,383 ...	6.600%	\$47,982	\$1,119.53
\$59,383	\$70,142 ...	8.800%	\$59,383	\$1,872.00
\$70,142	\$357,981 ...	10.230%	\$70,142	\$2,818.79
\$357,981	\$429,578 ...	11.330%	\$357,981	\$32,264.72
\$429,578	\$715,962 ...	12.430%	\$429,578	\$40,376.66
\$715,962	\$1,000,000 ...	13.530%	\$715,962	\$75,974.19
\$1,000,000	and over	14.630%	\$1,000,000	\$114,404.53

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA INCOME TAX RETURN OR CALL THE FTB:

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)  
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES  
(Not Toll Free) 916-845-6500

\*marginal tax

The DE 4 information is collected for purposes of administering the PIT law and under the authority of Title 22, California Code of Regulations, and the Revenue and Taxation Code, including Section 18624. The Information Practices Act of 1977 requires that individuals be notified of how information they provide may be used. Further information is contained in the instructions that came with your last California income tax return.

# Form W-4 (2016)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for yourself if no one else can claim you as a dependent . . . . .	<b>A</b>	
<b>B</b>	Enter "1" if: <span style="font-size: 2em; vertical-align: middle;">{</span> <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>	<b>B</b>	
<b>C</b>	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b>	
<b>D</b>	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b>	
<b>E</b>	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . .	<b>E</b>	
<b>F</b>	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit . . . . . (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	<b>F</b>	
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child . . . . .	<b>G</b>	
<b>H</b>	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b>	
	For accuracy, complete all worksheets that apply. <span style="font-size: 2em; vertical-align: middle;">{</span> <ul style="list-style-type: none"> <li>• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</li> <li>• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</li> <li>• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.</li> </ul>		

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074  <span style="font-size: 2em; font-weight: bold;">2016</span>
1 Your first name and middle initial <span style="float: right;">Last name</span>		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5 <input style="width: 40px;" type="text"/>	
6 Additional amount, if any, you want withheld from each paycheck	6 \$ <input style="width: 40px;" type="text"/>	
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶		7 <input style="width: 40px;" type="text"/>
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)



**Deductions and Adjustments Worksheet**

**Note:** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over \$311,300 and you are married filing jointly or are a qualifying widow(er); \$285,350 if you are head of household; \$259,400 if you are single and not head of household or a qualifying widow(er); or \$155,650 if you are married filing separately. See Pub. 505 for details . . . . . 1 \$ \_\_\_\_\_

2 Enter: { \$12,600 if married filing jointly or qualifying widow(er) }  
 { \$9,300 if head of household }  
 { \$6,300 if single or married filing separately } . . . . . 2 \$ \_\_\_\_\_

3 Subtract line 2 from line 1. If zero or less, enter "-0-" . . . . . 3 \$ \_\_\_\_\_

4 Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505) . . . . . 4 \$ \_\_\_\_\_

5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2016 Form W-4* worksheet in Pub. 505.) . . . . . 5 \$ \_\_\_\_\_

6 Enter an estimate of your 2016 nonwage income (such as dividends or interest) . . . . . 6 \$ \_\_\_\_\_

7 Subtract line 6 from line 5. If zero or less, enter "-0-" . . . . . 7 \$ \_\_\_\_\_

8 Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction . . . . . 8 \_\_\_\_\_

9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . . 9 \_\_\_\_\_

10 Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . 10 \_\_\_\_\_

**Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)**

**Note:** Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . . . 1 \_\_\_\_\_

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" . . . . . 2 \_\_\_\_\_

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . 3 \_\_\_\_\_

**Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet . . . . . 4 \_\_\_\_\_

5 Enter the number from line 1 of this worksheet . . . . . 5 \_\_\_\_\_

6 Subtract line 5 from line 4 . . . . . 6 \_\_\_\_\_

7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . 7 \$ \_\_\_\_\_

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . 8 \$ \_\_\_\_\_

9 Divide line 8 by the number of pay periods remaining in 2016. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2016. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . 9 \$ \_\_\_\_\_

**Table 1**

**Table 2**

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$9,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
6,001 - 14,000	1	9,001 - 17,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 25,000	2	17,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
25,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,600		
44,001 - 55,000	6	75,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Attachment B

USCIS  
Form I-9

OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		E-mail Address			Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

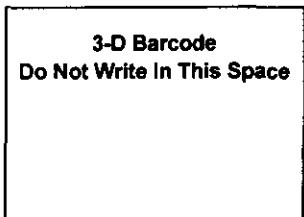
- A citizen of the United States
- A noncitizen national of the United States (*See instructions*)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (*See instructions*)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

**Preparer and/or Translator Certification** (*To be completed and signed if Section 1 is prepared by a person other than the employee.*)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



**Employer Completes Next Page**



**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

**3-D Barcode**  
Do Not Write in This Space

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name)	Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
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C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
-----------------	------------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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**LISTS OF ACCEPTABLE DOCUMENTS****All documents must be UNEXPIRED**

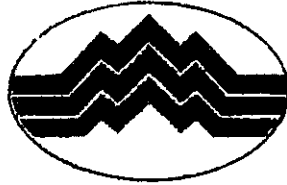
Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				(1) NOT VALID FOR EMPLOYMENT
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		5. U.S. Military card or draft record		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
		6. Military dependent's ID card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		7. U.S. Coast Guard Merchant Mariner Card		5. Native American tribal document
		8. Native American tribal document		6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		<b>For persons under age 18 who are unable to present a document listed above:</b>		8. Employment authorization document issued by the Department of Homeland Security
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.





# Foothill Transit

## Voluntary Affirmative Action Record

Applicants at Foothill Transit are considered for all positions, and employees are treated equally during employment without regard to race, color, religion, sex, national origin, age (40+), marital or veteran status, sexual orientation, or disability.

As an equal employment opportunity and affirmative action employer, Foothill Transit must comply with certain statistical record-keeping and reporting requirements. This information is used solely for reporting and will be kept in a separate confidential file separate from your application for employment.

**Please print:**

Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_

Referral Source:  Internet Job Board  Friend  Walk-In  
 Employment Agency  Other \_\_\_\_\_

Sex:  Male  Female

Race/Ethnic Group:  White  Black or African American  
 Hispanic/Latino  American Indian/Alaskan Native  
 Asian  Two or more races  
 Native Hawaiian or Other Pacific Islander

Are you a Veteran?  Yes  No  
 Are you a disabled veteran?  Yes  No  
 Are you an other protected veteran?  Yes  No

In which branch of the U.S military did you serve?  Army  Navy  
 National Guard  Coast Guard  Marines  Air Force

### Definitions

**White-** (Not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black or African American-** (Not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.

**Hispanic/Latino-** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native-** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian-** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Native Hawaiian or Other Pacific Islander - -** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.



**Foothill Transit**  
Going Good Places

### DIRECT DEPOSIT REQUEST FORM

**Important! Please read and sign before completing and submitting.**

I hereby authorize ADP to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by ADP to my account. In the event that ADP deposits funds erroneously into my account, I Authorize ADP to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until ADP and Bank have received written notice from me of its termination in such time and in such manner as to afford ADP and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Account Information

You have the option of selection a total of three account distributions, two can be of the same type: ex: 2 checking 1 saving, or 2 saving and 1 checking. The last item must be for the remaining amount owed to you.

**Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.**

1. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount

2. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount

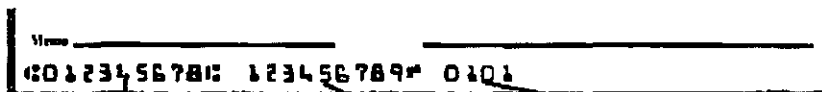
3. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire Net Amount

To enroll in Full Service Direct Deposit, simply fill out this form and give it to your payroll manager. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



Routing/Transit #  
(A 9-digit number always  
between these two marks)

Checking Account #

Check #  
(this number matches the number in  
the upper right corner of the check—  
not needed for sign-up)



**Foothill Transit**  
Going Good Places

**EMERGENCY CONTACT INFORMATION**

Employee Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

**In case of emergency (accident or illness), please contact the person(s) below:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

**Second choice for contact::**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



June 24, 2016

To: Executive Board

Subject: **Fiscal Year 2015/2016 Customer Service Contractor Incentive Payment**

---

**Recommendations**

Authorize an incentive payment in the amount of \$35,000 to Transdev for their efforts on behalf of Foothill Transit during Fiscal Year 2015/2016.

**Analysis**

Section 4.1 of the Agreement No. 08-035 between Foothill Transit and Transdev provides for the payment of an extraordinary performance bonus of up to \$100,000 annually. This amount shall be paid at the sole discretion of the Executive Board and shall not be added to the base compensation of Transdev for the ongoing services that Transdev provides.

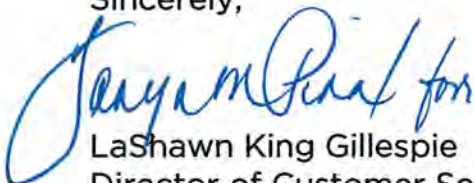
Attached is correspondence from Mr. Mike Murray, Chief Operating Officer for Transdev, which outlines the work that Transdev performed for Foothill Transit which might warrant consideration of such a bonus or incentive payment (**Attachment A**). Mr. Murray notes a number of items. Transdev continues to perform strongly, providing good value to Foothill Transit's customers.

Please note that Mr. Murray indicates in his letter that any incentive payment would be focused on enhancing programs for the Transdev employees assigned to serve Foothill Transit under this contract. This includes the Transit Store and Bus Stop/Facilities staff members serving the organization under this agreement.

**Budget Impact**

Funding is available in Foothill Transit's adopted operating budget for this incentive.

Sincerely,



LaShawn King Gillespie  
Director of Customer Service and Operations



Doran J. Barnes  
Executive Director





June 1, 2016

Doran Barnes, Executive Director  
Foothill Transit  
100 S. Vincent Avenue, Suite 200  
West Covina, CA 91790

**Re: Fiscal Year 2016 Incentive Payment**

Dear Mr. Barnes:

The management services agreement between Foothill Transit and Transdev includes the opportunity for an incentive payment. This payment may be awarded at the sole discretion of Foothill Transit in an amount of up to \$35,000. The purpose of this letter is to seek your consideration of award of this incentive payment for fiscal year 2016.

Foothill Transit's key performance indicators provide a solid overview of the performance of the organization. Overall, our team has collectively worked very hard to maintain the high standards that Foothill Transit has exhibited over the years.

Fiscal year 2016 has been another exciting year for Foothill Transit and Transdev is pleased to have contributed to this success. Just a few of the notable projects that we have managed on behalf of the agency include:

- Our Transit Store team continues to strive to provide outstanding customer service. We continue to consistently meet the Average Speed of Answer KPI maintaining the new indicator in FY 2015/16 at less than 40 seconds and answering 93% of calls received during FY 2016. We are targeted to end the current fiscal year at 26 seconds which exceeds the KPI of 40 seconds Average Speed to Answer.
- With the implementation of the Customer Service Audits in FY 2015, we have seen an improvement in courtesy comments specifically for the Customer Service Team. In FY 2016, we have received to date a total of 64 valid customer comments with 48 resulting in customer compliments. In FY 2015, we received a total of 47 valid customer comments with 20 resulting in customer compliments. Overall, there has been an improvement of approximately 59 percent in courtesy comments.
- Safety is our number one goal. For the past 365 consecutive business days, our Facilities team has maintained an accident/injury free workplace environment.



- Both our Facilities and Claremont Transit Store teams provided support with the permanent closure of the Claremont Transit Store. Staff assisted with the moving of store furniture, equipment, packed and stored all files, remaining office supplies and transferred unsold fare media to the Pomona Transit Store. In addition, the safe was relocated to the West Covina Store.
- With the opening of the new Azusa Intermodal Transit Center in the City of Azusa, our Facilities team provided support with maintenance upkeep, installation of new bus stop poles, signage, and posted Wayfinding signage throughout the parking structure. We continue to maintain the landscaping, elevators, replace light fixtures as needed and replace pedestrian cross walk poles when damaged.
- With the completion of the Bus Stop Replacement Project, our Facilities team inspected approximately 2,497 bus stop signs throughout our service area to ensure all signage included the correct destination and route number.

In light of these accomplishments, we respectfully request your consideration of a one-time incentive payment that is appropriate given our level of effort and accomplishments. If approved by Foothill Transit, Transdev will use any funds provided to enhance programs for our employees assigned to the Foothill Transit contract and recognize their efforts.

Thank you for your consideration and for the opportunity to serve Foothill Transit. If you have any questions regarding this request, please contact me at (630) 382-1087.

Sincerely,

Mike Murray  
President and Chief Operating Officer

Cc: K. Parks McDonald, Deputy Executive Director  
L. King Gillespie, Director of Customer Service & Operations  
D. Eskierka, Senior Vice President, Operations  
K. Ooms, Vice President – Reporting and Accounting  
A. Lopez, Transit Store General Manager





June 24, 2016

To: Executive Board

Subject: **Revised Disadvantaged Business Enterprise (DBE) Program Goal**

---

### **Recommendations**

Adopt a Revised DBE program goal of 20.6 percent for Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018).

### **Analysis**

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years, and in April of this year the Board authorized staff to conduct public outreach to obtain feedback from the vendor community relative to Foothill Transit's revised DBE goal of 20.6 percent. This goal was calculated based on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's planned federally-funded projects during the current three-year period.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit which, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.

Through September 30, 2018, Foothill Transit's federal funds are currently planned to be used on construction projects including the Covina Park & Ride facility and an electric bus charging station in the City of Azusa, and in the procurement of buses to replace or expand the current Foothill Transit revenue vehicle fleet. Revenue vehicle procurements are not subject to Foothill Transit's DBE program goal because the DBE requirements for bus procurements are instead handled directly between the DOT and the bus manufacturers. Accordingly, Foothill Transit's DBE goal for the triennial period





is based on the number of ready, willing and able DBE vendors for activities likely to be engaged for any construction related projects.

The methodology that was used in the determination of an appropriate DBE goal included utilizing data of available firms to provide the services that would be needed for construction related activities utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

Foothill Transit's previously proposed goal of 3.5 percent that was adopted by the Board at the June 26, 2015 meeting had been adjusted taking into consideration the actual DBE participation rate on Foothill Transit projects over the past three federal fiscal years and the current demand in the Los Angeles region for similar construction related activities. Foothill Transit's experience with our DBE program initially led staff to conclude that the overall high demand for construction services throughout the Southern California area and particularly in the Los Angeles area served to limit the actual availability of DBE-certified vendors to achieve the Step 1 DBE goal that Foothill Transit calculated for the period ending on September 30, 2018.

The FTA's DBE Program Review team indicated during their review of Foothill Transit's DBE program that the Step 2 adjustment reasoning and methodology were insufficiently substantiated. As such, the goal was recalculated and a Step 2 adjustment to the goal was not made in light of the fact that the Step 1 calculation produced a figure that was only negligibly different from L.A. Metro's DBE Program goal of 18 percent.

The 20.6 percent proposed figure is being recommended as staff has concluded its consultative process that invited input from the local business community. Public notification of the June 9, 2016 public hearing that was held at noon at the West Covina administrative offices regarding Foothill Transit's proposed DBE goal began shortly after the April Executive Board meeting by way of classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

During the course of the public outreach process, no vendors or other interested members of the public expressed opposition to Foothill Transit's Revised DBE goal. It is therefore proposed that Foothill Transit adopt a DBE





goal of 20.6 percent for federal fiscal years 2016 - 2018. Pending Board action on June 24, 2016 Foothill Transit's FFY 2016 through FFY 2018 DBE goal will be widely published using a variety of means, including but not limited to Foothill Transit's website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

To ensure maximum DBE participation, staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet its triennial goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

**Budget Impact**

There are some minor costs related to advertising the DBE program goal and contracting opportunities. These expenses were included in the adopted Fiscal Year 2015-2016 budget.

Sincerely,

Handwritten signature of Kevin Parks McDonald in blue ink.

Kevin Parks McDonald  
Deputy Executive Director

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director



June 24, 2016

To: Executive Board

Subject: **Request to Issue RFQ/RFP - Design-Build Contract for the Covina Park & Ride and Transit Center**

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### **Recommendation**

Authorize the Executive Director to issue a Request for Qualifications/Proposals (RFQ/RFP) No. 17-007 for the Design-Build contract associated with detail design and construction of the proposed Covina Park & Ride and Transit Center Project.

### **Analysis**

In the past, the majority of capital construction projects undertaken by Foothill Transit have been delivered as traditional Design-Bid-Build projects. However, based on research and recent trends, many public agencies are leaning towards a Design-Build project delivery method. Some advantages of design-build are:

- A single point of responsibility for both design and construction;
- Risk for design is shifted to Design-Builder and hence, changes related to design are minimized;
- Achievement of schedule efficiency and significant time savings because design can proceed in parallel with some construction;
- Overall cost savings as Design-Build method can potentially minimize contract-generated changes and hence reduce contract closeout time.

As this project requires standard or minimal design effort, it is conducive to being implemented by a design-build contractor with general engineering, parking structure experience and contracting capacity.

The design-build procurement will require a two-phase procurement (RFQ followed by RFP) and will follow the requirements set forth in the California Public Contract Code Section 22160-22169.

On July 19, 2016 the project team, along with preliminary design consultants will present the conceptual design of the parking structure and transit center at the City of Covina's City Council Study Session. The purpose of the meeting is to present the conceptual design of the Covina Forward project where the





City of Covina, Foothill Transit, and private developer MLC Inc. will present the city, transit, and residential components of the Project, respectively.

The recommendation of the design-build contract award to the Executive Board is tentatively scheduled by the first quarter of 2017, pending the completion of NEPA and CEQA environmental reviews, FTA review of appraisals of subject property, and Project Entitlement approval by the City of Covina.

**Budget Impact**

The approved FY 2016-2017 Business Plan and Budget includes funding the for the Covina Park & Ride Project.

Sincerely,

  
Sharlane R. Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director



June 24, 2016

To: Executive Board

Subject: **Impacts of the LA Metro Gold Line on Foothill Transit’s Ridership and Proposed Changes to Line 690**

**Recommendations**

1. Receive and file a report on the impacts that the Metro Gold Line Foothill Extension from Pasadena to Azusa has on Foothill Transit’s ridership; and
2. Recommend the Governing Board authorize the service change to Line 690 to better coordinate with the Metro Gold Line Foothill Extension.

**Background**

The Metro Gold Line Foothill Extension began its operation from Pasadena to Azusa on March 5, 2016. The Foothill Transit Planning team has been monitoring the light rail’s impacts on the agency’s ridership; the preliminary findings are significant.

**Methodology**

There are a total of seven (7) Foothill Transit bus routes that directly interface with the Metro Gold Line Foothill Extension. These lines are categorized into 2 types: parallel and feeder. The “parallel” lines run along the corridor that the Metro Gold Line serves. The “feeder” lines have changes in alignment and level of service (January 2016 service change) to provide customers seamless transfer between Foothill Transit routes and the extension. The breakdown of the two (2) categories is presented in Table 1.

**Table 1 Foothill Transit Service: Metro Gold Line Interface**

Category	Line Number
Parallel (mixed)	187 (local) 690 (local express)
Feeder (local only)	185, 272, 280, 284, 488

Ridership was collected and analyzed for the months of February, March, April, and May (See Table 2). Level of service remained constant for all select lines. The first five (5) days of March were included in the March ridership, even though they were prior to the new extension’s operation, as they did not have any significant impact on the overall monthly ridership.





Table 2 Ridership Analysis: Selected Months

Before the Gold Line	After the Gold Line
February 1 to 29	March 1 to 31 April 1 to 30 May 1 to 31

Percent change was then calculated to show the change in ridership before and after the Metro Gold Line Foothill Extension.

It is important to note that ridership fluctuates seasonally. March is historically a month with higher ridership in comparison to other months. Therefore, the Metro Gold Line Foothill Extension may not have attributed to declining numbers of ridership in April and May. Additionally, transit ridership in the Los Angeles County region has been on a decline.

**Impact Analysis on Foothill Transit Ridership**

1. Feeder Lines Category

In January 2016, the Planning Department had implemented a series of service changes to provide local connections to new Metro Gold Line stations located in Foothill Transit's service area. Table 3 details the service enhancements by line.

Table 3 Service Enhancement Changes on January 31, 2016

Line	Description of Service Change
185	Extend line to Azusa Intermodal Transit Center
272	Improve direct service to Duarte Gold Line Station
280	Extend line to Azusa Intermodal Transit Center
284	Extend line to Citrus College Gold Line Station
488	Extend line to Citrus College Gold Line Station

These five (5) Metro Gold Line feeder line (presented in Table 4) enjoyed healthy ridership since the beginning of operation of the light rail. The fluctuations in monthly ridership that was observed since the opening of the Metro Gold Line Foothill Extension has stabilized in May, which indicates that riders have been accustomed to the new travel options and patterns.



Table 4 Metro Gold Line Feeder Lines: Ridership

Line	Before	March 5  Gold Line STARTS	After		
	February		March	April	May
185	35,964		39,162	37,938	36,918
272	8,985		9,812	9,492	9,278
280	75,425		82,827	79,983	80,439
284	4,366		4,966	4,717	4,481
488	39,469		44,017	42,405	43,444

Overall, there was a 6.3 percent cumulative gain in ridership from March to May, averaging 5.05 percent increase per line (See Table 5 for detail). This means that customers might be using the Foothill Transit services to access the Metro Gold Line stations. Furthermore, ridership analysis at the bus stop level showed that the numbers of boarding and alighting had increased at bus stops that interface with the Metro Gold Line since March 2016.

Table 5 Metro Gold Line Feeder Lines: Cumulative Percent Change

Line	Cumulative Percent Change (entire route)	Percent Change in Boarding at GL Stations	Percent Change Alighting at GL Stations
185	+2.65%	+32.49%	+48.24%
272	+3.26%	0.00%	0.00%
280	+6.65%	+112.98%	+67.55%
284	+2.63%	+185.71%	+50.00%
488	+10.07%	+12.27%	+0.00%
Overall	+6.30%	+64.75%	+57.48%

2. Parallel Lines Category

Lines 187 and 690 continued to operate on the same alignments and levels of service before and after the inception of the Metro Gold Line Foothill Extension. However, these two lines experienced significant drop in ridership after the extension came into operation (See Table 6). Ridership of Line 187 dropped 14.72 percent from March to May. Line 690's ridership had also experienced 51.75 percent drop in the same period.



Table 6 Metro Gold Line Parallel Lines: Ridership

Line	Before		March 5 Gold Line STARTS	After		
	January	February		March	April	May
187	N/A	148,341		142,688	130,479	126,508
690	N/A	6,102		4,905	3,105	2,944

Overall, there was a 16.18 percent cumulative loss in ridership from March to May, averaging 33.24 percent decrease per line (See Table 7 for detail). This means that customers might have switched to the Metro Gold Line service to access downtown Los Angeles and Old Pasadena, instead of riding Foothill Transit services. Line 690 had the highest loss in ridership - almost 52 percent over the course of three (3) months; Line 187 followed with 15 percent drop in ridership.

Table 7 Metro Gold Line Parallel Lines: Cumulative Percent Change

Line	Cumulative Percent Change (entire route)
187	-14.72%
690	-51.75%
Overall	-16.18%

**Recommended Action**

Realignment of Line 690 in October 2016

The significant drop in ridership of Line 690 calls for a realignment of the line to reduce duplicative service along the Metro Gold Line corridor. The proposal is to eliminate the western portion from Azusa to Pasadena and to operate Line 690 from the Montclair Transit Center to the AITC during peak hours (See Attachment A). The Planning Department is developing a new route schedule to provide seamless transfer to and from Line 690 and the Metro Gold Line.

The service will be re-categorized as a local service; the new fare will be \$1.25. An interagency transfer of \$0.50 will allow customers to transfer between Foothill Transit buses and Metro's light rail per direction. Customers will enjoy a net saving of \$1.50 roundtrip (Table 8).



Table 8 Line 690: Fare Breakdown

Current Fare		Proposed Fare			
Westbound	Eastbound	Westbound	trip cost	Eastbound	trip cost
\$2.75	\$2.75	Foothill Transit	\$1.25	Gold Line	\$1.75
		Transfer to Gold Line	\$0.50	Transfer to Foothill Transit	\$0.50
		Total Trip Cost	\$1.75	Total Trip Cost	\$2.25

Net Saving	Westbound	Eastbound
1-way	\$1.00	\$0.50
Roundtrip	\$1.50	

Furthermore, the new alignment allows the agency to responsibly allocate its limited available resources. Under the assumptions that service cost remains constant and five (5) new later trips are added when the proposal is implemented in October 2016, the operational saving will be approximately \$153,109 annually (See Table 9).

Table 9 Line 690: Cost Comparison

Line 690	Existing Alignment	Proposed Alignment
Service Miles	130,437.60	90,461.25
Service Cost	\$499,576.01	\$346,466.59
Cost Saving	\$153,109.42	

Demographic analysis shows that this realignment does not impose any disparate impact and disproportionate burden on the communities residing along the route and in Foothill Transit's service area. With the new alignment, Line 690 will provide access to an additional 1.9 percent of minority. However, there is a loss of 3.72 percent in the number of low-income population served (See Table 10).





Table 10 Line 690: Demographic Comparison

Line 690	Minority Percent	Low-Income Percent
Existing Alignment	61.9%	24.6%
Proposed Alignment	63.8%	20.9%
Percent Difference	+1.89%	-3.72%

Public Outreach and Comments

Customers support the proposed change. The Foothill Transit Planning team collected comments regarding the proposed change to Line 690 via customer comment, email, postal mail, etc. from May 16, 2016 to June 15, 2016. Public hearing was held on June 11, 2016 at the Claremont Public Library in which fifteen (15) people actively participated. The result showed 48 "for" and 23 "against."

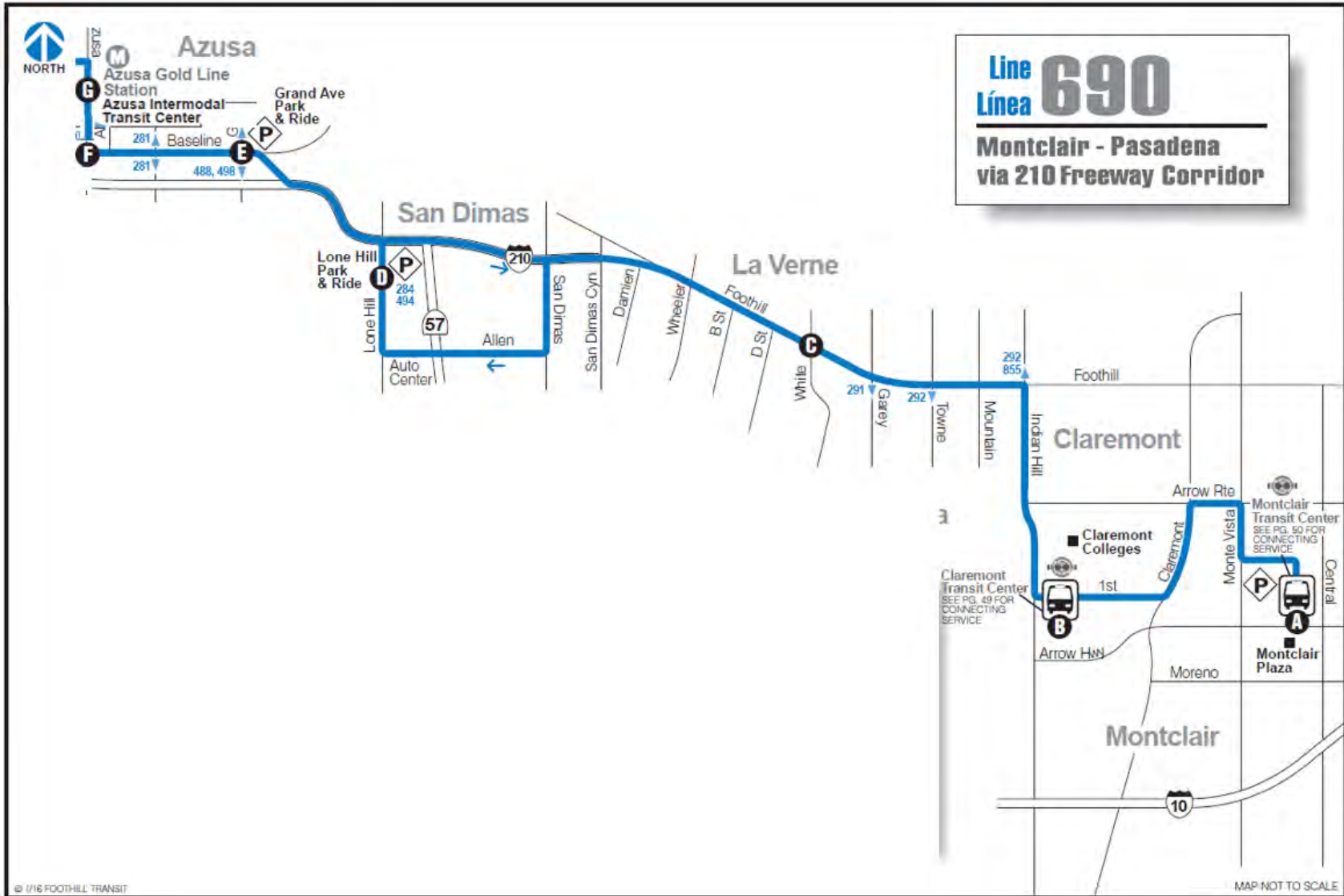
Sincerely,

Vy Phan-Hoang  
Transit Planner

  
Doran J. Barnes  
Executive Director

Attachment

Attachment A - Proposed Alignment of Line 690 (October 2016 Service Change)





June 24, 2016

To: Executive Board

Subject: **Request to Issue RFP - Transit Services - Pomona Facility  
(RFP No. 17-001)**

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### **Recommendation**

Authorize the Executive Director to issue a request for proposals (RFP No. 17-001) for transit operations and maintenance services at Foothill Transit's Pomona facility.

### **Analysis**

First Transit has been operating transit service at Foothill Transit's Pomona facility under the terms of Contract No. 12-001 since January 1, 2012. Prior to that, First Transit has operated the service at our Pomona facility since that facility opened in 1997. The Contractor currently provides operations and maintenance services for 180 CNG buses and 15 all-electric, fast-charge buses operating out of that facility. The current Agreement is scheduled to expire on June 30, 2017 and there are two two-year options available to Foothill Transit beyond that date.

In order to better align the terms of the Pomona operations and maintenance agreement with the agreement recently procured for operations and maintenance at Foothill Transit's Arcadia facility, it is recommended that a new operating agreement be procured. This will allow for a complete and thorough new procurement for transit services to be conducted and for operations and maintenance services to be provided under a new contract with the successful proposer.

If authorized, several changes will be included in the new RFP and the Agreement for transit service. Key among these are:

- A number of clarifications to the RFP and supporting documents to ensure that proposers include correct assumptions in their technical and price proposals;
- The performance of a third-party analysis of price proposals to evaluate their reasonableness and realism;
- Possible changes to the compensation and payment methodology in the Agreement;
- The inclusion in the Agreement of specific representations, certifications and warranties from the Contractor; and





- Other technical and conforming changes to the Agreement and updates to the Attachments and Exhibits.

Key dates in the proposed procurement timeline are as follows:

<b>Event</b>	<b>Date</b>
Issuance of RFP	July 29, 2016
Proposals due	October 25, 2016
Initial Evaluation and Interviews	October 28 - November 28, 2016
Best and Final Offers due from Proposers	January 11, 2017
Contract award by Foothill Transit Executive Board	February 24, 2017
Commencement Date	July 1, 2017

This schedule will provide adequate time for execution of final contract documents and transition to the delivery of service under the new agreement.

**Budget Impact**

Some costs related to conducting comprehensive audits of the fleet and facility during the procurement process will be incurred. Staff anticipates that these costs can be covered by budget savings in the current year. Funds will be programmed in the Fiscal Year 2017/2018 and subsequent Business Plans and Budgets for operation of transit service at Foothill Transit’s Pomona facility.

Sincerely,



LaShawn King Gillespie  
Director of Customer Service and Operations



Doran J. Barnes  
Executive Director





June 24, 2016

To: Executive Board

Subject: **City of West Covina Fund Exchange**

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**Recommendation**

Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

**Analysis**

The City of West Covina has \$1,781,155 of uncommitted Proposition A Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of West Covina with \$1,335,866 of available general use funds. The Proposition A Local Return funds may only be used for transportation-related expenditures.

Pending Executive Board approval, the exchange will take place a) within 30 days of execution of the assignment agreement, and b) upon approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$445,289 more than our contribution. The City of West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes  
Executive Director



June 24, 2016

To: Executive Board

Subject: **Transit Store Quarterly Report**

**Recommendation**

Receive and file the Transit Store Quarterly Report.

**Analysis**

**Pass Sales** (Attachments A, B & E): Total Sales for Quarter 3 of FY 2015/2016 totaled \$1,254,843. The Pass Sales figure represents an eight percent decrease in sales from the same period of FY 2014/15. This decrease is primarily attributable to decrease in the sale of Adult Silver Streak passes, as well as the closure of the Claremont Store on February 12<sup>th</sup>.

Attachment A provides a graphic representation of the three-month sales figures by store. Attachment B provides a graphic representation of the three-month sales figures by product type. Sales by Transit Store are also summarized in the table below.

Location	January 2016	February 2016	March 2016	FY 2015/16 YTD
El Monte	\$105,308	\$114,928	\$113,160	\$333,396
Pomona	\$91,395	\$95,734	\$110,773	\$297,902
Puente Hills	\$98,856	\$98,140	\$90,736	\$287,732
West Covina	\$55,847	\$65,490	\$63,344	\$184,681
Claremont	\$37,714	\$27,861	\$0	\$65,575
On-line	\$30,615	\$26,309	\$28,635	\$85,559
<b>Total</b>	<b>\$419,734</b>	<b>\$428,461</b>	<b>\$406,647</b>	<b>\$1,254,843</b>





**Phone Activity** (Attachments C & D): In January, February and March, a total of 69,012 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 93 percent, or 64,375 incoming phone calls with an average time to answer of 24 seconds. The average handling time of a call was one minute and fifty seconds. Compared to last year, this was a 17.5 percent decrease in the total number of calls received, and a 16.5 percent decrease in the total number of calls answered. The decline in calls received is likely partially attributable to the decline in ridership that is being observed systemwide and across Los Angeles County and the nation. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer call handling					
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time
January 2016	95%	22,363	21,116	0:22	01:46
February 2016	91%	23,764	21,448	0:34	01:53
March 2016	96%	22,885	21,811	0:18	01:51
Total	93%	69,012	64,375	0:25	1:50

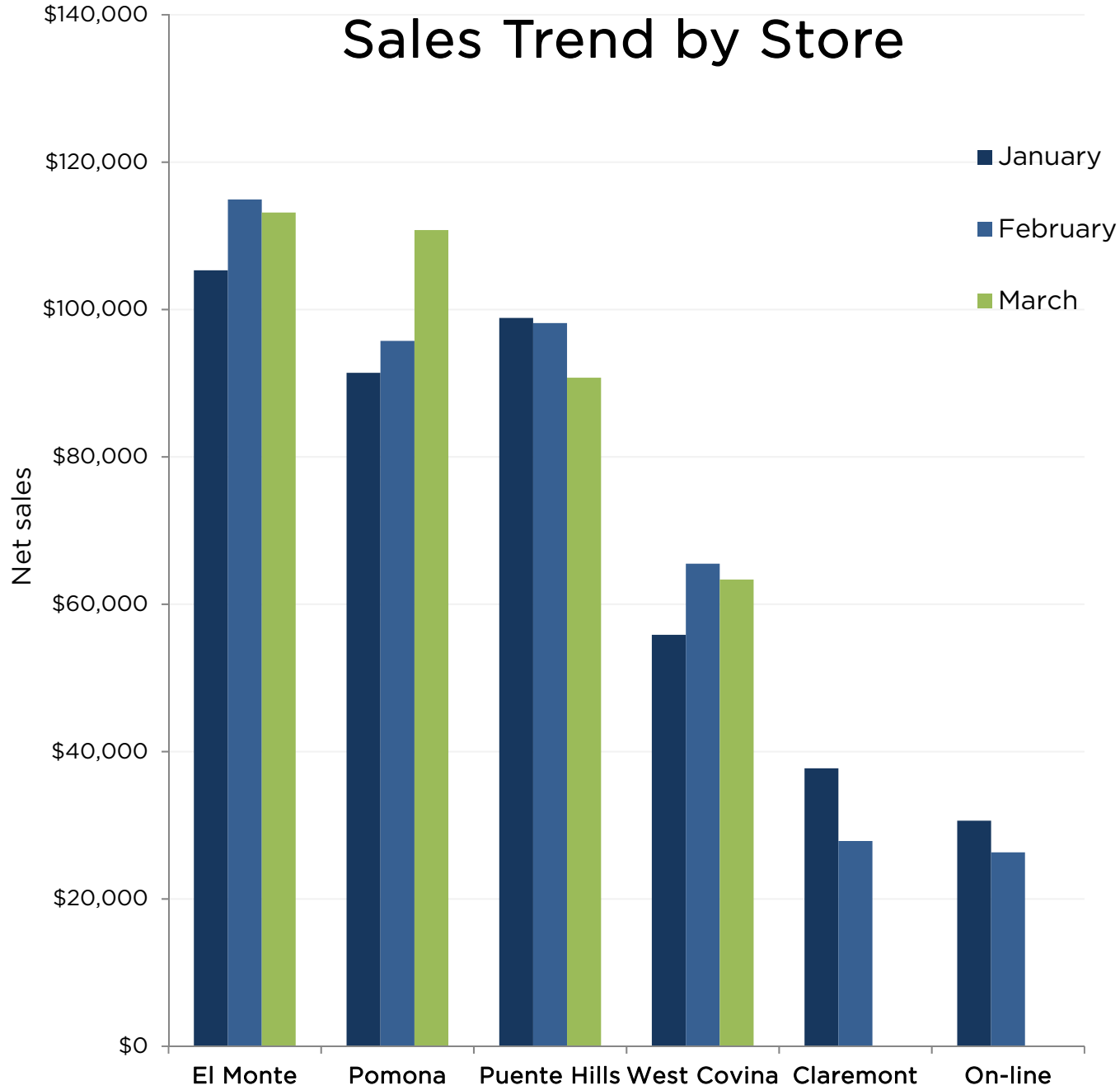
**Walk-in Traffic** (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 52,002 entries, which amounts to a decrease of 32 percent. This variance is due to the accuracy of the new people counters, which no longer double count customers, as well as the closure of the Claremont store.

Sincerely,

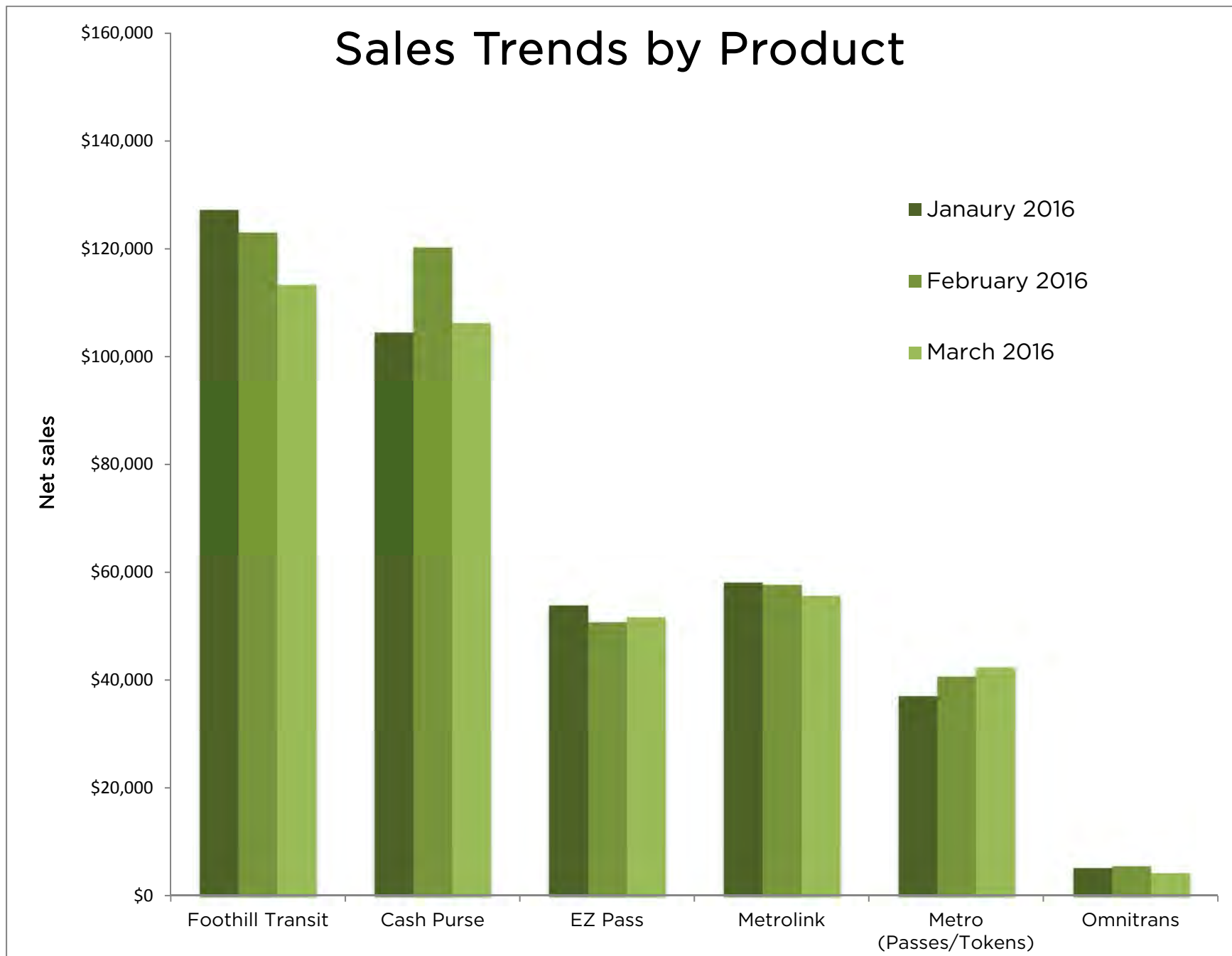
Mike Tobin  
Quality Assurance Analyst

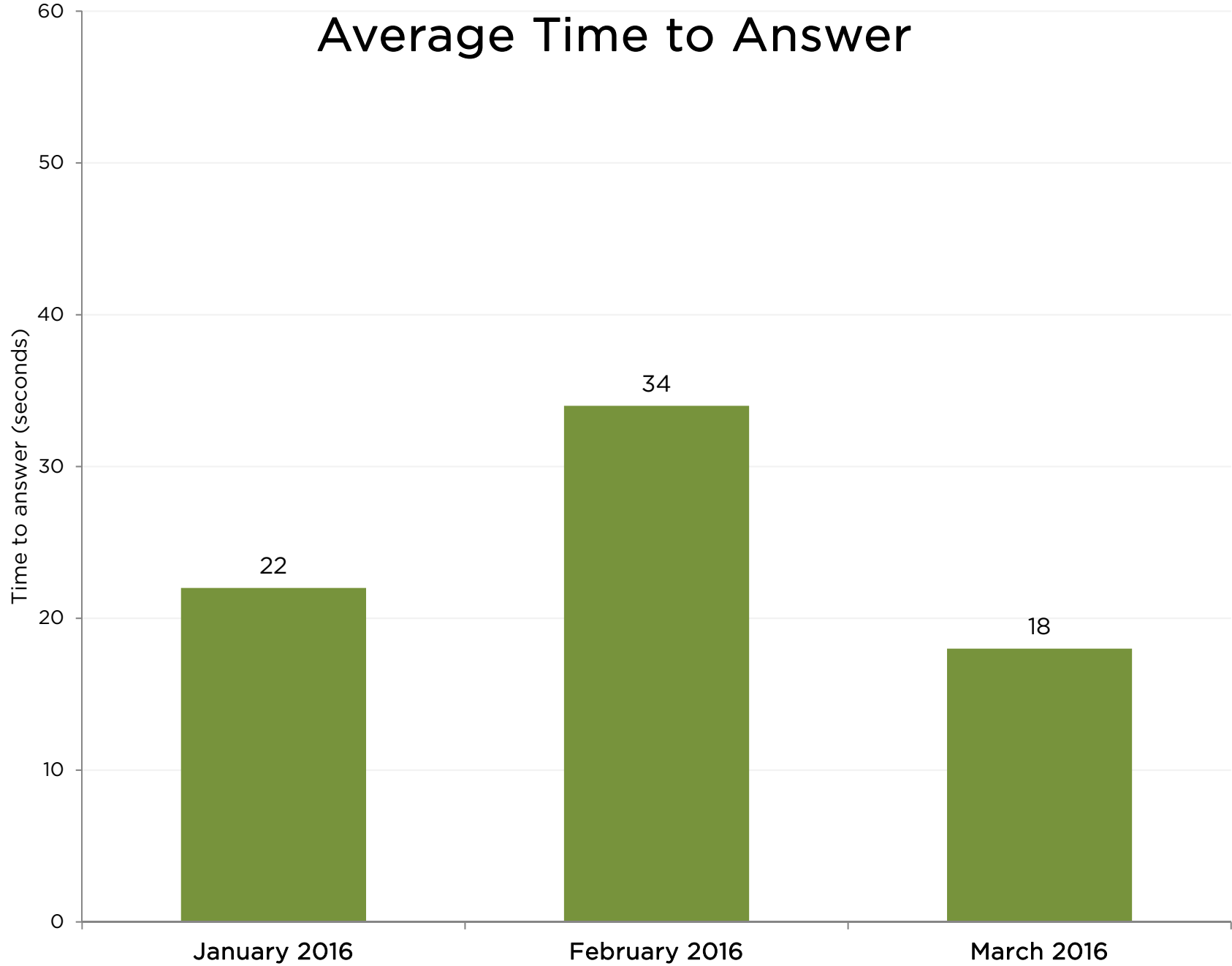
Doran J. Barnes  
Executive Director

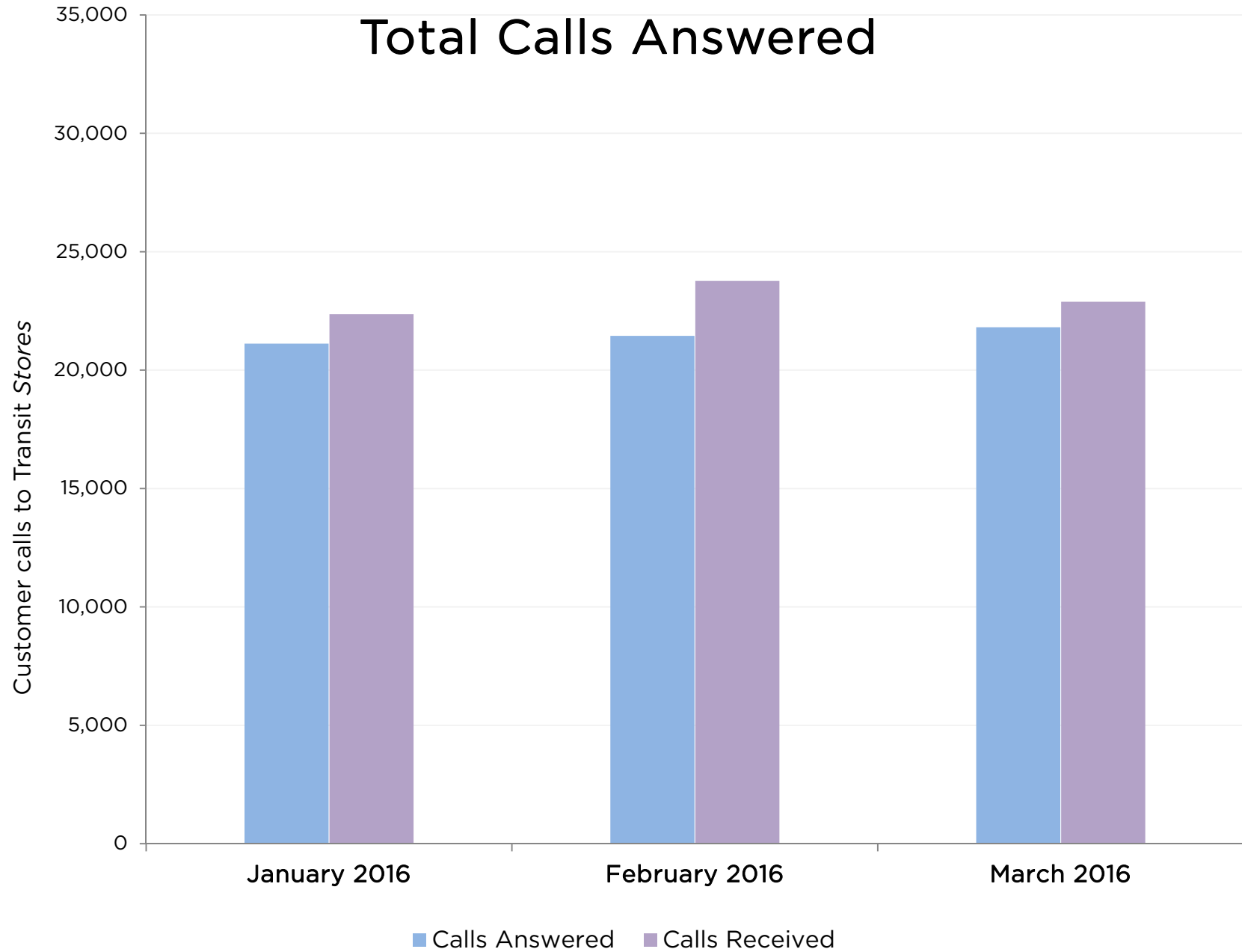
Attachments

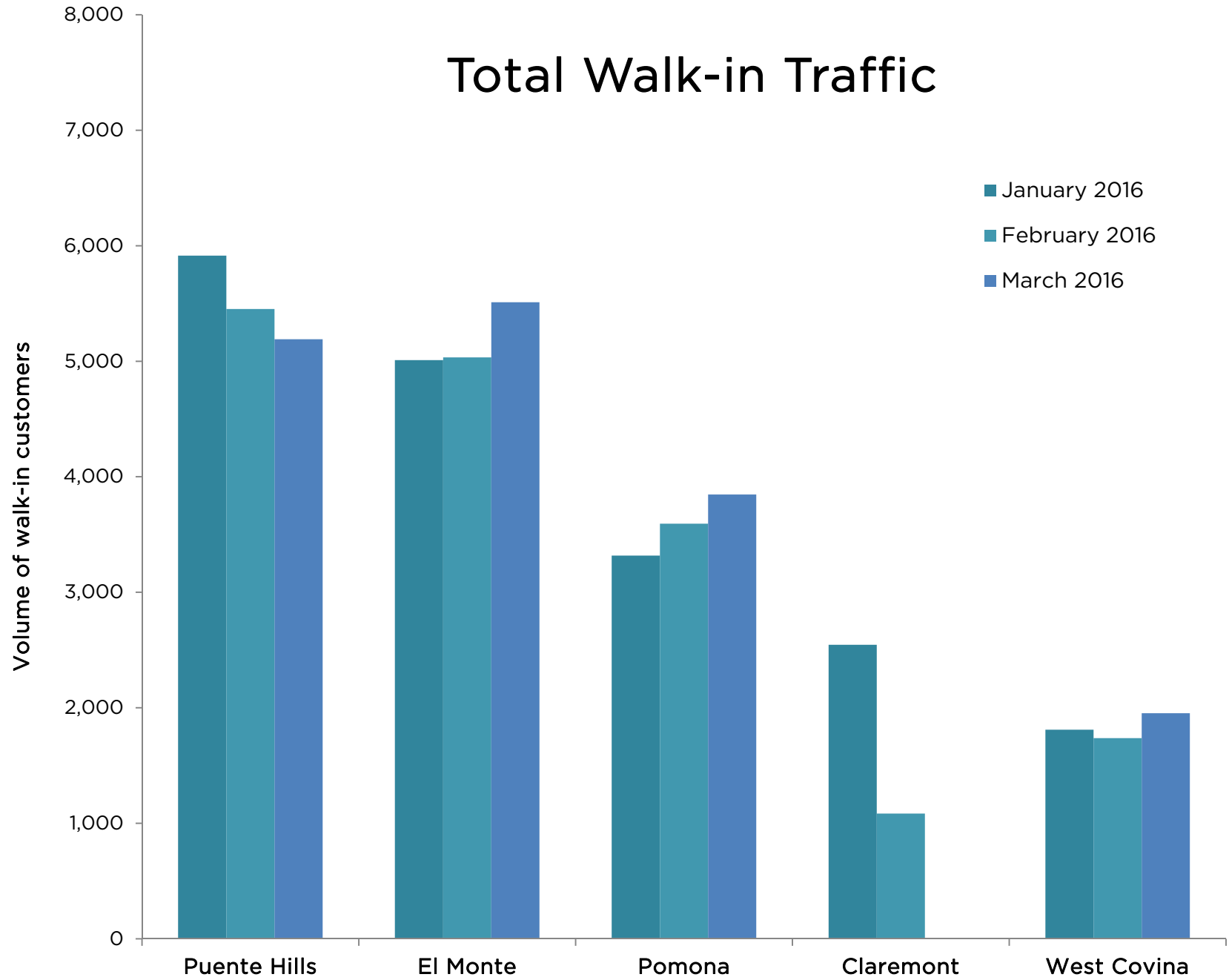






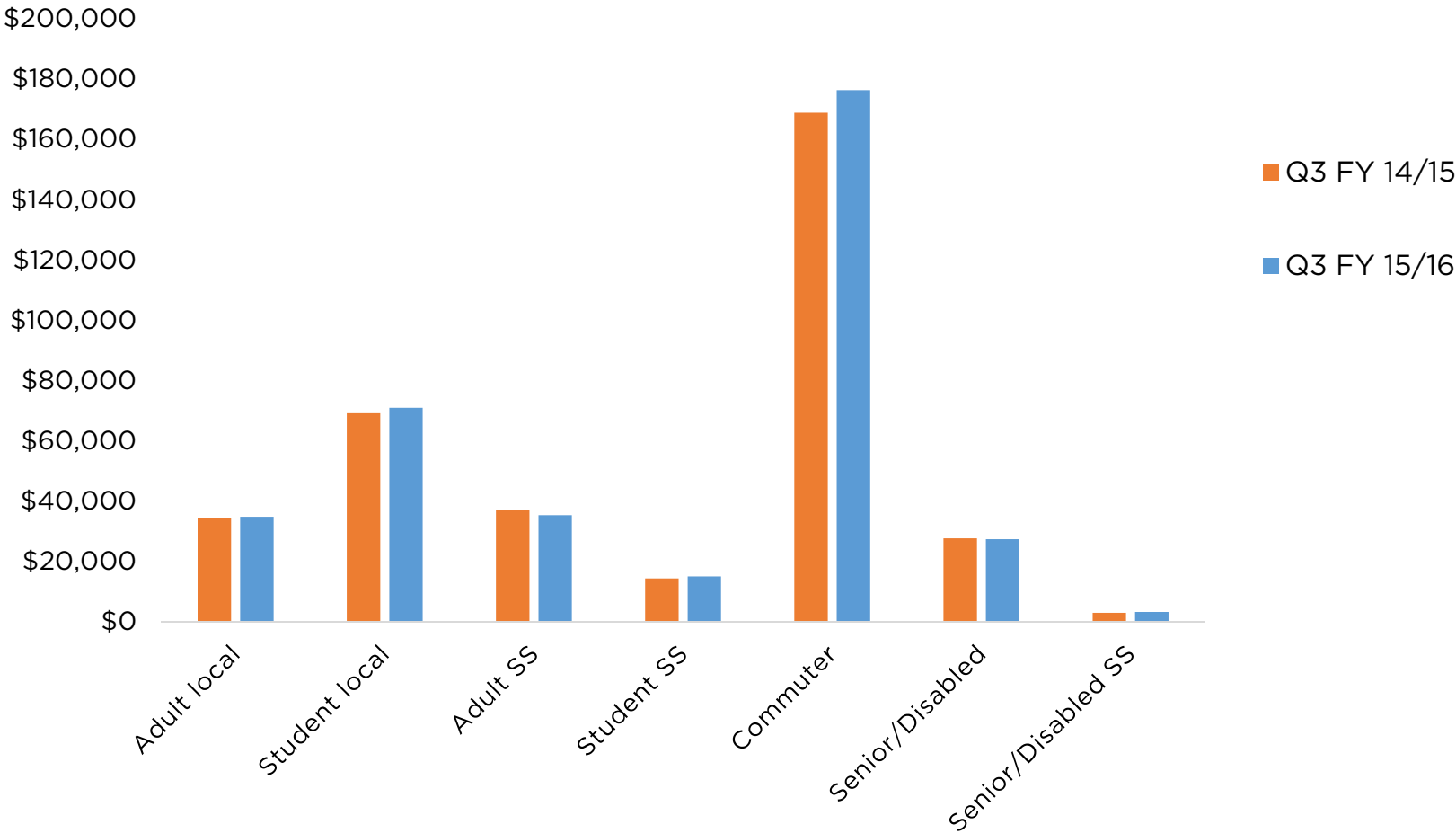








# In %tore Product Sales





June 24, 2016

To: Executive Board

Subject: **Race to Zero Emissions**

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### **Recommendation**

Authorize joining the United States Department of Transportation's Race to Zero Emissions.

### **Analysis**

U.S. Transportation Secretary Anthony Foxx and China's Minister of Transport Yang Chuantang unveiled the U.S.-China Race to Zero Emissions (R2ZE) Challenge during the eighth U.S.-China Transportation Forum in Los Angeles two weeks ago. The R2ZE Challenge is a collaborative and friendly competition that encourages cities and metropolitan transit districts in the United States and China to deploy innovative and advanced non-polluting Zero Emission Buses (ZEBs) in their transit systems.



Secretary Foxx and Minister Yang Chuangtang also signed a Memorandum of Cooperation to further cement the transportation partnership between the two countries and their cooperation in other areas of mutual interest. These areas of interest include safety, innovation and technology, energy efficiency, urban congestion, and public private partnerships.

The Race to Zero Emissions Challenge aims to reduce greenhouse gas and criteria emissions while fostering demand and innovation for zero emission heavy-duty vehicle technology. The R2ZE Challenge calls for a long-term commitment by transit agencies to expand green-energy transit fleets with interim targets and a finish line.

The targets are considered met when buses are deployed and remain in revenue service on an annual basis. Each target is based on the percentage of the operator's bus fleet in revenue service that produces zero tailpipe emissions. In both the U.S. and China, the aspirational goal is to have at least 35 percent of a participating city's bus fleet comprised of ZEBs by 2025.





The focus on the zero emission technologies stems from the proven benefits of these vehicles to the environment, business, and fleet operations. These benefits include pollutant emission reduction, better fuel efficiency over conventional fuels, operational/maintenance cost savings, and market acceleration and job creation. For the purpose of this program, a “zero emissions bus” is a bus that operates in electric-only mode, whether the electricity is supplied by batteries, a fuel-cell, or catenary.

The Challenge is open to all U.S. and China cities/metropolitan transit districts. All cities/metropolitan transit districts that voluntarily commit to and subsequently achieve the targets will be recognized as R2ZE Challenge participants. Participants will be able to use the R2ZE logo in promotional materials, attend the annual summit, and be featured in U.S.-China press releases. In addition, a competition will highlight specific categories of achievers, and each year, the U.S. and China will select and recognize cities and metropolitan transit districts in several categories. The United States and China will convene an annual conference that will bring together R2ZE participants in order to share progress made toward the R2ZE goals and lessons learned. The R2ZE participants and winners from the prior year will be announced and recognized during the event.

As the United States leader in the deployment of electric vehicles, it is recommended that Foothill Transit be one of the first to join the challenge.

**Budget Impact**

Foothill Transit is competing assertively for grant funds to continue to expand our electric bus program. Joining the R2ZE challenge demonstrates our commitment to this technology and could assist us in securing funds for our program.

Sincerely,

Andrew Papson  
Electric Vehicle Program Manager

Doran J. Barnes  
Executive Director