



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, September 30, 2016



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, SEPTEMBER 30, 2016
Foothill Transit Administrative Office
2nd 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, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JULY 29, 2016
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
 - 7.2. New & Promoted Staff
8. PUBLIC COMMENT

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 16 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. AUGUST 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through August 31, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2016 for the fiscal year ending June 30, 2017.

10. AUGUST 2016 PERFORMANCE INDICATORS REPORT

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

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. SEPTEMBER 2016 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the September 2016 Legislative Summary. There are no recommended positions on bills this month.

12. TITLE VI ANALYSIS FOR ROUTE MODIFICATION OF LINE 690

Recommended Action: Receive and file the Title VI analysis for route modification of Line 690, which will be implemented in the October 2016 service change.

13. TITLE VI REPORT CLASS PASS PILOT PROGRAM AT CITRUS COLLEGE

Recommended Action: Receive and file the Title VI analysis report for the Class Pass Pilot Program at Citrus College.

14. PLANNING SOFTWARE UPGRADE - SOLE SOURCE CONTRACT AWARD

Recommended Action: Authorize the Executive Director to enter into a sole-source contract in the amount of \$339,963 with Giro, Inc. to upgrade Foothill Transit's existing Hastus scheduling software, and negotiate final contract terms and conditions.

15. RESOLUTION FOR FILING OF FEDERAL TRANSIT ADMINISTRATION APPLICATIONS

Recommended Action: Adopt Resolution No. 2016-03: A resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code and any other federal statutes administered by the Federal Transit Administration.

16. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2016-2017

Recommended Action: Approve the proposed FY 2016-2017 Holiday Service Schedule.

REGULAR AGENDA:

17. CAD/AVL SYSTEM REPLACEMENT UPDATE

Recommended Action: Receive and file an update of the replacement of Foothill Transit's computer dispatch and automatic vehicle location (CAD/AVL) system.



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18. ELECTRIC BUS PROGRAM UPDATE

Recommended Action: Receive and file the Electric Bus Program Update.

19. TRANSIT CENTER AND PARK & RIDE IN THE CITY OF COVINA

Recommended Action: Authorize the Executive Director to execute an amendment to the Deposit Agreement with the City of Covina in the amount of \$85,700 related to the development of a Transit Center and Park & Ride facility in the City of Covina.

20. MT. SAN ANTONIO COLLEGE TRANSIT CENTER MEMORANDUM OF UNDERSTANDING (MOU)

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and execute a Memorandum of Understanding (MOU) with Mt. San Antonio Community College (Mt. SAC) related to the development of a transit center to be located on the college campus.

21. FISCAL YEAR 2015-2016 FINANCIAL STATEMENT & INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2016.

22. FISCAL YEAR 2015-2016 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the Fiscal Year 2015-2016 Performance Indicators Report.

23. TRANSIT STORE QUARTERLY REPORT

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

24. EXECUTIVE DIRECTOR COMMENT

25. BOARD MEMBER COMMENT

26. ADJOURNMENT



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A Special Meeting of the Governing
Board is scheduled for
Tuesday, October 4, 2016 at 7:45 a.m.

The Governing Board Meeting
scheduled for
Thursday, October 13, 2016 is cancelled

The next Regular Meeting of the Executive
Board is scheduled for
Friday, October 28, 2016 at 8:00 a.m.



Foothill Transit

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

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

**Friday, July 29, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:03 a.m.

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 the importance of Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

5. APPROVAL OF AGENDA

Staff requested that item 16, Cancellation of Pilot Line 496 be presented prior to item 15, Federal Asset Transfer - Azusa parking Structure.

Chair Herrera approve the agenda as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of June 24, 2016.

Motion by Vice Chair Calaycay, second by Member Warshaw, the minutes for

the Regular Meeting of June 24, 2016 were approved. Motion carried 4-0. Member Pedroza abstention.

7. PRESENTATIONS

6.1 Contractors' Employee Recognition

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

Suwit Durongwong, Operator of the Month (July 2016)
John Jackman, Employee of the Month (July 2016)

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev, operator and employee of the month:

Freddie Fan, Operator of the Month (July 2016)
Pedro Benitez Mendez, Employee of the Month (July 2016)

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

6.2 New & Promoted Staff

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired staff:

New Hire:
London Lee, Quality Assurance Inspector
Roberto Estrella, Quality Assurance Inspector

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.

**6.3 Recognition of Interim Director of Marketing and Communications
Linda Apodaca**

Doran Barnes, Executive Director, Foothill Transit, recognized Ms. Apodaca for her leadership during Director of Marketing & Communications Felicia Friesema's leave.

After discussion, by Common Consent, and there being no objection, the Board recognized Linda Apodaca.

6.4 Update on Electric Bus Program

Ryan Popple, Proterra President and CEO, provided an update on electric bus technology.

After discussion, by Common Consent, and there being no objection, the Board accepted Mr. Popple's update.

8. **PUBLIC COMMENT**

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

CONSENT CALENDAR

9. **JULY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the July 2016 Legislative Summary. Adopt support positions on SB 998 and the Los Angeles County Traffic Improvement Plan local sales tax ballot measure and an oppose position on SB 882.

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

10. **FUELING STATION UPGRADE - RATIFICATION OF EMERGENCY PROCUREMENT ACTION**

Recommendation: Ratify the action of the Director of Procurement to undertake the procurement of two additional natural gas compressors at Foothill Transit's Arcadia Operations and Maintenance Facility under the Emergency Procurement provision of Foothill Transit's Procurement Procedures.

Motion by Vice Chair Calaycay, second by Member Warshaw, to ratify. Motion carried 5-0.

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in March and May of 2016.



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

12. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) No. 07-012 - REPLACEMENT OF EMERGENCY DIESEL GENERATOR AT Foothill TRANSIT'S POMONA OPERATIONS & MAINTENANCE FACILITY**

Recommendation: Authorize the Executive Director to issue IFB No. 17-012 for replacement of the Emergency Diesel Generator at Foothill Transit's Pomona Operations & Maintenance Facility.

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

13. **REQUEST FOR QUALIFICATIONS (RFQ) NO. 17-017 - ARCHITECTURAL ENGINEERING CONSULTANT - WEST COVINA TRANSIT CENTER**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-017 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of the proposed Transit Center and Transit Store to be located at Plaza West Covina.

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

REGULAR AGENDA

14. **TRANSIT CENTER AND PARK & RIDE IN THE CITY OF COVINA**

Recommendation: Receive and file the update on the development of a Transit Center and Park & Ride facility in the City of Covina.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported on the progress that has been made on the Covina Transit Center and Park & Ride Project. In January 2016 the City of Covina, Foothill Transit, and the private developer entered into a non-binding memorandum of understanding to collaborate on the development of a transit oriented development mixed use project in the City of Covina.

Project goals include innovative high-quality design that meets the needs of the community, new Covina express line into Downtown Los Angeles,

provide safe parking, and a sustainable design for the transit component. The project area is 10.71 acres and composed of a former Kmart property and an existing private temple. The life of project budget is \$28.4 million dollars. Construction of the transit center and parking structure is tentatively scheduled to begin November 2017 and anticipate completion of the project in December 2018.

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

15. **FEDERAL ASSET TRANSFER - AZUSA PARKING STRUCTURE**

Recommendation: Authorize the Executive Director to enter into an Agreement with L.A. Metro under which ownership of and maintenance responsibility for the 202 parking spaces at the Azusa Intermodal Transit Center parking structure currently dedicated for Foothill Transit's use would be transferred to L.A. Metro.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that there has been a significant demand for parking at the Azusa Intermodal Transit Center for Metro's customers to access the Gold Line. In collaboration with the City of Azusa and Metro, Foothill Transit took the lead in managing the design and construction of the Azusa Intermodal Transit Center. Foothill Transit lines 195, 280 and Pilot Line 496 service the Azusa Intermodal Transit Center. As noted by Planning Manager Josh Landis in his presentation, ridership on Pilot Line 496 has been declining since Metro began operation of the Gold Line. Foothill Transit owns and has maintenance responsibilities for 202 of the 547 parking spaces in the structure. The 202 spaces are reserved and must be used by Foothill Transit customers by 10:00 a.m., after which they are opened up for other transit related uses. The demand for parking by Gold Line riders has far exceeded the 200 parking spaces that were dedicated to Metro.

In an effort to best meet the travel needs of the residents of the San Gabriel Valley, the recommendation is that Foothill Transit's proportional ownership and proportional maintenance responsibility for the structure be transferred to L.A. Metro. This action would require the concurrence of the Federal Transit Administration (FTA) who provided the majority of the funding for the structure. Conversations have been held with FTA and Metro staff, and both would be amenable to a federal asset transfer. Full FTA approval will be needed before moving forward with discussions with Metro.

As part of the recommendation, staff will seek repayment of the local funds in the amount of \$1,636,569 for the parking structure costs from L.A. Metro. Staff will return to the Executive Board at the conclusion of negotiations with Metro, and the Executive Board will take final action.

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

16. **CANCELLATION OF PILOT LINE 496**

Recommendation: Recommend that the Governing Board authorize the cancellation of Line 496 due to low ridership.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in January 2016, Foothill Transit began operation of Pilot Line 496 following the completion of the Azusa Intermodal Transit Center. The line travels from the Azusa Intermodal Transit Center to Downtown Los Angeles, with one stop in West Covina. The goal of the pilot line was to utilize the designated parking spots at the transit center so passengers could use the pilot line to travel to Downtown Los Angeles.

Ridership on the pilot line decreased significantly since the opening of the Gold Line. Upon further investigation it was found that 80 percent of the ridership boards at the West Covina bus stop. Those who board at the West Covina stop are able to utilize Pilot Line 496 in addition to Line 498. The intent of having an express bus line leaving Azusa is no longer needed. If Pilot Line 496 is approved for cancellation, additional trips could be added to Line 498 to ensure proper coverage. If approved, the pilot line would end service at the next schedule change, scheduled for late October 2016. Since this line was a pilot line, there is no requirement to hold public hearings, however Foothill Transit will ensure that customers are aware of the changes via Foothill Transit's usual customer communication outlets.

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

17. **LOS ANGELES COUNTY FAIR SERVICE**

Recommendation: Receive and file the report on 2016 Los Angeles County Fair service.

Vice Chair Calaycay stated that he is employed by Fairplex and due to that

relation to the agenda item, Vice Chair Calaycay recused himself from this agenda item.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported on Foothill Transit's new service to the LA County Fair. Staff has been working closely with the Pomona Fairplex to design a service that takes customers from the Azusa Intermodal Transit Center to the fair. A grant application to support funding for this line was submitted to the Air Quality Management District. Line 196 will operate on weekends during the month of September. Line 196 will operate at a 40 minute headway, and will start approximately 1 hour before the fair opens and end 1 hour after the fair closes. Customers will pay the current local fare of \$1.25 to ride the service. Customers who ride Foothill Transit to the fair will be eligible for a discount on admission with the online advanced purchase of tickets.

Motion by Member Warshaw, second by Member Pedroza, to receive and file. Motion carried 4-0. Member Calaycay abstention.

18. **DOUBLE DECKER BUS DEMONSTRATION**

Recommendation: Receive and file a report on Foothill Transit's plan to demonstrate a double decker bus.

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

Mr. Papson reported that staff has been exploring a role for an electric version of the Alexander Dennis Double Deck Bus, which could serve on Foothill Transit's high-capacity routes. Several grant applications have been submitted for funding of electric double decker buses.

Staff has been working with the manufacturer to demonstrate a double decker in revenue service here at Foothill Transit. Staff is planning a demonstration of 1-2 weeks in September/October 2016. The purpose of the demonstration is to learn how well the buses perform in revenue service. The demonstration will primarily run buses on the Silver Streak, another route of interest is Line 486.

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



19. **FARE RESTRUCTURING STUDY**

Recommendation: Receive and file the update on the Fare Restructuring project.

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

Ms. Caldwell provided an update on the fare restructuring study project. She noted that the consultant Four Nines Technologies have completed many of the initial tasks outlined in the contract. In April 2016, the consultant met with the Governing Board as part of their stakeholder interview process and background gathering. The consultants have begun modeling different scenarios and analyzing those results to determine if they meet the overall goals set by the Governing Board at the April 2016 meeting.

Several policy issues will be brought to the Executive and Governing Board in early 2017. Topics discussed at these meetings will be modeling and analysis results, impacts on discounts, incentives, and the transfer policy. Public hearings will be held in March 2017 with a recommendation to the Executive Board in April 2017 and Governing Board in May 2017. Implementation of the fare restructuring is proposed for September 2017.

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

20. **ARCADIA OPERATIONS AND MAINTENANCE FACILITY IMPROVEMENTS UPDATE**

Recommendation: Receive and file the Arcadia Operations and Maintenance Facility Improvements Update.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo provided an update on a number of upgrades at the Arcadia facility. Upgrades included new interior and exterior paint and surface repairs, new cabinets and counter tops, new plumbing fixtures, flooring, and renovation of the roll-out shelter, new farebox collection canopy, and new office furniture.

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

21. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- A Special Governing Board Meeting is scheduled for August 12, 2016.
- The Executive Board Meeting for August 26, 2016 is cancelled.
- The American Public Transportation Association Annual Meeting is scheduled to be held in Downtown Los Angeles in September. He hopes that members of the Board will be able to participate. Mr. Barnes will be installed as Chair during the Annual Meeting.
- Mr. Barnes reported that he attended a meeting in Washington, DC of the APTA and FTA senior staff. The APTA opportunity provides access to these types of meetings. This type of access would not be normally available.

22. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Pedroza is impressed by the Foothill Transit team. He noted the recognition of the operators, the presentations, the technology, and is proud to be part of the Foothill Transit team.
- Member Warshaw thanked Ryan Popple, Proterra President and CEO, for his presentation. He requested that Mr. Popple make a presentation at a future Governing Board Meeting.
- Member Sternquist welcomed Sam Pedroza to the Executive Board and welcomed Felicia Friesema back from her leave.
- Chair Herrera thanked Doran Barnes and Kevin Parks McDonald for their leadership, and all the Foothill Transit employees for their hard work. Ms. Herrera welcomed Felicia Friesema back from her leave.

23. ADJOURNMENT

Adjournment for the July 29, 2016 Foothill Transit Executive Board Meeting.



There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:42 a.m.



September 30, 2016

To: Executive Board

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

Recommendation

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

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of August 31, 2016 for the fiscal year ending June 30, 2017.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of August 31, 2016, shows total assets at \$318 million. This total consists primarily of \$202 million in fixed assets, \$102 million in cash and investments and \$14.7 million in receivable and prepaid assets. Foothill Transit's cash position of \$74.5 million is \$9 million more than the previous month, and is \$2.5 million less than last year in August.

Liabilities

The accounts payable balance is \$10.9 million. Accounts Payables include operating and maintenance for \$8.15 million and \$0.98 million for fuel.

The deferred revenue of \$74.11 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park and ride construction activities.

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 \$18.32 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; \$9.6 million with Chase; and \$15 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes;



\$500,000 Bank of the West certificates of deposit; and \$3.0 million with Wells Fargo certificates of deposit.

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

August 2016 year-to-date fare revenues were \$2.75 million which is \$0.5 million less than the budgeted amount and \$0.19 million less than August 2015. Through August 2016, ridership is 0.55 percent higher than last year at this time.

Operating costs through August 2016 were \$14.3 million, which is \$1.15 million less than the budget and \$1.83 million more than August 2015. Of this \$14.3 million, \$11.13 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$0.98 million through August 2016.

Capital expenditures through August were \$1.15 million compared with \$1.5 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park and Ride lot.

Farebox Recovery Ratio

The August year-to-date farebox recovery ratio was 19.22 percent; 1.78 percent lower than the performance target of 21 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$2,748,544 by the total bus operating expense of \$14,303,226. This ratio is less than the August 2015 ratio of 23.56 percent. The decline is a combination of increased operating expenses and decreased ridership.

Total Disbursements (Attachment D)

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



Total disbursements for August 2016 were \$4.14 million. Capital disbursements for buses totaled \$0.65 million, fuel was \$483,114 and other significant disbursements include \$0.69 million to First Transit and \$1.04 million 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 August 31, 2016

Assets

Current Assets:

Cash	74,526,509
Investments	\$27,239,000
Due from government agencies	11,671,756
Other receivables	1,706,763
Other assets	1,396,028
Total Current Assets	<u>116,540,057</u>
Property & Equipment (net of depreciation)	201,756,073
Total Assets	<u><u>318,296,129</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	10,905,498
Deferred Revenue	74,110,080
Total Liabilities	<u>85,015,578</u>

Equity

Fund Balance:	
Investment in Capital Assets	201,756,073
Current Year Change	(4,857,285)
Reserve	36,381,764
Total Equity	<u>233,280,551</u>
Total Liabilities and Equity	<u><u>\$ 318,296,129</u></u>

Summary of Cash and
Investment Account
For August 31, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,448,550
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	4,868,537
Bank of the West-Money Market	0.180%	Demand Deposit	7,059,843
Bank of the West-Money Market	0.180%	Demand Deposit	14,579,682
Bank of the West-Money Market	0.180%	Demand Deposit	9,618,539
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,754
Chase Business Saving	0.080%	Demand Deposit	9,613,376
LAIF Investment	0.460%	Demand Deposit	15,083,629
Subtotal Cash on Hand			<u>\$74,526,509</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 01/27/21 - 5yrs.	1.000%	Callable Note	5,000,000
Maturity - 07/27/21 - 5yrs.	1.000%	Callable Note	8,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$27,239,000</u>
Total Cash and Investments			<u><u>\$101,765,509</u></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 August 31, 2016

	Actual YTD August-16	Budget YTD August -16	Variance	Actual YTD August - 15
Fare Revenue				
Farebox	1,446,692	\$1,650,000	(12.32%)	1,606,575
Pass Sales	571,853	760,000	(24.76%)	588,414
TAP Cash Purse	508,808	570,000	(10.74%)	501,369
MetroLink & Access Service	104,629	120,000	(12.81%)	101,074
EZ Transit Pass	116,562	150,000	(22.29%)	139,969
Total Operating Revenue	2,748,544	\$3,250,000	(15.43%)	\$2,937,400
Operating Subsidies and Other				
Transportation Development Act	3,823,468	3,823,469	(0.00%)	3,479,173
TDA-Reserve from prior years	1,441,354	2,215,232	(34.93%)	0
STA	306,968	306,967	0.00%	562,934
Prop A 40% Discretionary	2,680,206	2,680,207	(0.00%)	2,380,794
Prop A 40% BSCP	759,812	759,813	(0.00%)	747,554
Prop C BSIP	152,368	152,368	0.00%	149,600
Prop C Base Restructuring	327,270	327,270	0.00%	321,326
Prop C Transit Service Expansion	54,538	54,537	0.00%	53,546
Transit Security-Operating	153,004	153,004	(0.00%)	139,364
Measure R Operating	1,735,286	1,735,287	(0.00%)	1,629,282
Miscellaneous Transit Revenues	120,409	66,667	80.61%	55,857
Total Subsidies and Other	11,554,683	\$12,274,820	(5.87%)	\$9,519,430
Total Operating Revenue	14,303,226	\$15,524,820	(7.87%)	\$12,456,831
Other Revenues				
Gain on Sale of Fixed Assets	42,208	0	0.00%	\$3,644
Auxiliary Revenue	194,177	179,167	8.38%	215,731
Total Other Revenues	236,385	\$179,167	31.94%	\$219,375
Operating Expenses				
Operations	12,643,737	\$13,328,020	5.13%	\$11,078,229
Maintenance & Vehicle Technology	138,710	146,490	5.31%	85,603
Marketing and Communications	192,003	341,125	43.71%	176,353
Information Technology	346,855	377,207	8.05%	226,477
Administration	413,876	559,538	26.03%	382,698
Procurement	68,229	141,383	51.74%	65,260
Finance	190,851	206,042	7.37%	152,664
Planning	132,331	162,575	18.60%	158,786
Facilities	176,633	195,773	9.78%	143,427
Total Operating Expenses	14,303,226	\$15,458,153	7.47%	\$12,469,495
Other Expenses				
Property Management	82,170	\$66,667	(23.26%)	\$66,722
Dial-A-Ride	110,000	54,167	(103.08%)	110,000
Special Services	12,127	125,000	90.30%	29,989
Total Other Expenses	204,297	\$245,833	(12.78%)	\$206,711
Total Operating and Other Expenses	14,507,523	\$15,703,987	7.62%	\$12,676,206
Capital Revenues				
Capital Grants	1,151,980	\$9,354,519	(87.69%)	\$1,501,603
Capital Expenditures				
Capital Expenditures	1,151,980	\$9,354,519	87.69%	\$1,501,603

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 08/01/16..08/31/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001			General Checking					
			Phone No. 800-488-2265					
08/04/16		23696	ACC Business	Internet fiber lines	3,051.72	3,051.72	0.00	Posted
08/04/16		23697	ACCO Engineered Systems Inc.	7/16 Admin Bldg HVAC Maintenance	350.00	350.00	0.00	Posted
08/04/16		23698	ACE Pelizon Plumbing	Admn Bldg Gas Leak Inspection	89.00	89.00	0.00	Posted
08/04/16		23699	Albert F. Ambriz	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23700	AT and T - 105068	Long distance calls	37.04	37.04	0.00	Posted
08/04/16		23701	AT and T - 5025	Phone Service	112.06	112.06	0.00	Posted
08/04/16		23702	AT and T - 5025	El Monte phone line router management	112.10	112.10	0.00	Posted
08/04/16		23703	Bankcard Center-Bank of the West	7/16 Agency credit card usages	22,915.34	22,915.34	0.00	Posted
08/04/16		23704	Becky A. Shevlin	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23705	Business Life Magazine	Advertising	1,225.00	1,225.00	0.00	Posted
08/04/16		23706	California Assoc. of Public Information Officials	Membership Renewal - Felicia Friesema	225.00	225.00	0.00	Posted
08/04/16		23707	Charles Rosales	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23708	Clean Energy	06/16 Arcadia CNG Fuel	465,479.25	465,479.25	0.00	Posted
08/04/16		23709	Climatec Building Technologies	6/1/16 - 9/30/16 HVAC Software Maintenance	1,849.75	1,849.75	0.00	Posted
08/04/16		23710	Come Land Maintenance Service Company Inc.	6/16 Janitorial Supplies	663.71	663.71	0.00	Posted
08/04/16		23711	Cory C. Moss	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23712	Craig's CPR and First Aid Training	07/13-19 CPR Training	1,360.00	1,360.00	0.00	Posted
08/04/16		23713	Crown Castle USA Inc.	Tower rental	755.30	755.30	0.00	Posted
08/04/16		23714	Darold D. Pieper Attorney at Law	Legal Fees	14,918.10	14,918.10	0.00	Posted
08/04/16		23715	Day - Lite Maintenance Co. Inc.	Admin Bldg Interior Lighting Repair	577.13	577.13	0.00	Posted
08/04/16		23716	Deanna Forrest	Reimbursable expense - floral arrgmt Board Presen	65.40	65.40	0.00	Posted
08/04/16		23717	E.C. Construction Inc.	Arcadia Fare Collection Canopy Installation	103,207.05	103,207.05	0.00	Posted
08/04/16		23718	Emmett G. Badar	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23719	FEDEX Corp.	Express Mail	96.45	96.45	0.00	Posted
08/04/16		23720	Frontier California Inc.	Industry Park and Ride Phone Line	343.24	343.24	0.00	Posted
08/04/16		23721	GFI GENFARE	Farebox parts	9,951.91	9,951.91	0.00	Posted
08/04/16		23722	Hector Delgado	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23723	Instant Signs Inc.	Pomona Facility Window Graphics	507.35	507.35	0.00	Posted
08/04/16		23724	Iron Mountain Inc.	Shredding Services	178.26	178.26	0.00	Posted
08/04/16		23725	Jarrett Stoltzfus	Employee Rideshare program	100.00	100.00	0.00	Posted
08/04/16		23726	Juventino M. Gomez	7/6 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/04/16		23727	Landmark Healthplan of California, Inc.	08/16 Chiropractic Insurance Premium	323.84	323.84	0.00	Posted
08/04/16		23728	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	20,365.03	20,365.03	0.00	Posted
08/04/16		23729	Office Depot	Office Supplies	1,029.78	1,029.78	0.00	Posted
08/04/16		23730	Pacific Products and Services, LLC.	Bus Stop Materials	138.16	138.16	0.00	Posted
08/04/16		23731	Panera, LLC	7/29 Executive Board Meeting	186.81	186.81	0.00	Posted
08/04/16		23732	Penske Toyota Scion of West Covina	Replace Battery in Key Fobe	31.69	31.69	0.00	Posted

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Check Date	Check Number	Payee	Category	Amount	Balance	Status
08/04/16	23733	Purchase Power	Postage	142.23	142.23	0.00 Posted
08/04/16	23734	RNL/Interplan	Phase 1 A&E Services for Covina P&R	23,371.16	23,371.16	0.00 Posted
08/04/16	23735	Roger Chandler	7/6 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/04/16	23736	Sharlane Bailey	Educational Assistance Reimbursement	5,250.00	5,250.00	0.00 Posted
08/04/16	23737	State Compensation Insurance Fund	8/16 Workers Comp insurance premium	3,990.25	3,990.25	0.00 Posted
08/04/16	23738	The Gas Co.	7/16 Admin Bldg Gas	32.85	32.85	0.00 Posted
08/04/16	23739	Top Cleaners LLC	Jumpsuits	195.00	195.00	0.00 Posted
08/04/16	23740	Toyo Landscaping Company	7/16 Industry P&R Landscape Maintenance	1,268.12	1,268.12	0.00 Posted
08/04/16	23741	Trace3, Inc.	Netapp Renewal	46,880.80	46,880.80	0.00 Posted
08/04/16	23742	Tzeitel Paras-Caracci	7/6 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/04/16	23743	U.S. Healthworks Medical Group. P.C.	Pre-Employment Physical Chk - London Lee, DForrest	110.00	110.00	0.00 Posted
08/04/16	23744	Verizon Wireless	Cell phones	5,156.29	5,156.29	0.00 Posted
08/04/16	23745	Xerox Transport Solutions, Inc.	7/1/16-6/30/17 - Smartbus software annual support	362,220.00	362,220.00	0.00 Posted
08/04/16	E00378	International City Management Assoc. Retirement Co	Payroll ending 7/30/16 retirement funds	34,748.90	0.00	0.00 Posted
08/10/16	23746	Airflow Appliance Repair, Inc.	3rd Floor Refridgerator repair	1,219.93	1,219.93	0.00 Posted
08/11/16	23747	Allied Administrators for Delta Dental	09/16 Dental Insurance Premium	6,858.17	6,858.17	0.00 Posted
08/11/16	23748	APTA	7/1/16 - 6/30/17 APTA Membership Dues	38,691.00	38,691.00	0.00 Posted
08/11/16	23749	AT and T - 5025	Avail cellular	535.80	535.80	0.00 Posted
08/11/16	23750	AT and T - 5025	El Monte phone line	201.13	201.13	0.00 Posted
08/11/16	23751	Athens Services	8/16 Admin Trash Service & Parking Lot Sweeping	1,126.04	1,126.04	0.00 Posted
08/11/16	23752	California Choice	09/16 Medical Insurance Premium	40,431.57	40,431.57	0.00 Posted
08/11/16	23753	Capture Technologies, Inc.	8/16 Nice recorders channel expansion base rate	189.56	189.56	0.00 Posted
08/11/16	23754	CIGNA Group Insurance	08/16 Cigna Life Insurance Premium	3,834.69	3,834.69	0.00 Posted
08/11/16	23755	Citrix Online LLC	OpenVoice Audio Service	136.10	136.10	0.00 Posted
08/11/16	23756	Civic Resource Group International Inc.	Website Maintenance - July 2016	2,850.00	2,850.00	0.00 Posted
08/11/16	23757	Cygnus Business Media	Katie Gagnon 40 under 40	1,800.00	1,800.00	0.00 Posted
08/11/16	23758	E.C. Construction Inc.	Arcadia Fare Collection Canopy Installation	2,473.80	2,473.80	0.00 Posted
08/11/16	23759	Executive Glass Tinting Inc.	Rear window Tint 2	280.00	280.00	0.00 Posted
08/11/16	23760	Fleet Refinishing So Cal Wraps	So Cal Wraps decals for Electric Bus	3,639.00	3,639.00	0.00 Posted
08/11/16	23761	Frontier California Inc.	Fire Monitor Phone Line	51.47	51.47	0.00 Posted
08/11/16	23762	G4S Secure Integration LLC	06/16 Security Maintenance	10,424.83	10,424.83	0.00 Posted
08/11/16	23763	Graingers	Hex Wrench tool	33.26	33.26	0.00 Posted
08/11/16	23764	Grand Car Wash	Vehicle washing	858.87	858.87	0.00 Posted
08/11/16	23765	Home Depot Credit Services	7/16 Facility Supplies	551.22	551.22	0.00 Posted
08/11/16	23766	IBI Group	CAD/AVL Replacement Consulting 2/1-2/29/16	4,821.00	4,821.00	0.00 Posted
08/11/16	23767	Joseph Raquel	Reimbursable expense -APTA Planning Conference	630.64	630.64	0.00 Posted
08/11/16	23768	LA Opinion	Advertising	1,250.00	1,250.00	0.00 Posted
08/11/16	23769	Ninyo and Moore	On-Call Material Testing	3,944.50	3,944.50	0.00 Posted
08/11/16	23770	PCM Sales Inc.	BIT Defender Gravitiy	3,662.50	3,662.50	0.00 Posted
08/11/16	23771	Peter Barron Stark and Associates	Consulting	1,790.00	1,790.00	0.00 Posted
08/11/16	23772	Pulsar Advertising	07/16 Consulting services	19,454.25	19,454.25	0.00 Posted
08/11/16	23773	ReadyRefresh	Drinking Water	71.92	71.92	0.00 Posted
08/11/16	23774	RNL/Interplan	Phase 1 A&E Services for Covina P&R	35,362.84	35,362.84	0.00 Posted
08/11/16	23775	San Gabriel Valley Council of Governments	Sponsorship	1,500.00	1,500.00	0.00 Posted

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Check Date	Check Number	Payee	Description	Amount	Balance	Posted
08/11/16	23776	Signal Campus, LLC	8/15/6 - 9/11/17 - Annual Advertising Dues	1,296.00	1,296.00	0.00 Posted
08/11/16	23777	Skyline Pest Control	7/16 Monthly Pest & Rodent Control	95.00	95.00	0.00 Posted
08/11/16	23778	Socal Office Technologies	Xerox Copier	689.00	689.00	0.00 Posted
08/11/16	23779	Staples Business Adv.-Dept. LA	Office Supplies	222.42	222.42	0.00 Posted
08/11/16	23780	Steve Hirano	Recruitment Ad -QA Inspector	95.00	95.00	0.00 Posted
08/11/16	23781	The Hartford	Hartford Security Bond for TJ NASS	130.00	130.00	0.00 Posted
08/11/16	23782	Thomas J. Koontz	Schedule Pamphlets New Routes	4,589.99	4,589.99	0.00 Posted
08/11/16	23783	Thomas Nass	Reimbursable Expense APTA Mid-Manager	181.42	181.42	0.00 Posted
08/11/16	23784	Tri - Signal Integration, Inc.	8/16 Admin Bldg Alarm Monitoring	70.00	70.00	0.00 Posted
08/11/16	23785	U.S. Healthworks Medical Group. P.C.	Pre-Employment Physical Check - Roberto Estrella	154.00	154.00	0.00 Posted
08/11/16	23786	United States Post Office	Reload BRM Permit	50.00	50.00	0.00 Posted
08/11/16	23787	Verizon Business - 15043	SBS Tower MPLS	4,132.11	4,132.11	0.00 Posted
08/11/16	23788	Vision Service Plan - (CA)	8/16 Vision Insurance Premium	1,160.94	1,160.94	0.00 Posted
08/11/16	23789	Waste Management	8/16 Arcadia Warehouse Trash	217.66	217.66	0.00 Posted
08/11/16	23790	Willie J. Brooks	8/16 Indoor Plant Care	662.75	662.75	0.00 Posted
08/18/16	23791	ACE Pelizon Plumbing	PHTS Plumbing Repair	631.00	631.00	0.00 Posted
08/18/16	23792	AFLAC	08/16 Voluntary insurance premium	1,331.36	1,331.36	0.00 Posted
08/18/16	23793	ASK-intTag, LLC	Tap Stickers	11,300.00	11,300.00	0.00 Posted
08/18/16	23794	Barracuda Networks Inc.	Message Archiver 3 year renewal	3,449.00	3,449.00	0.00 Posted
08/18/16	23795	C.A.T. Specialties	Polos	103.55	103.55	0.00 Posted
08/18/16	23796	California Deposition Reporters	RFP 17-001 Pre-Proposal Conference	579.26	579.26	0.00 Posted
08/18/16	23797	CSI Fullmer	(73)Board Room Chairs	11,163.45	11,163.45	0.00 Posted
08/18/16	23798	Cubic Transportation Systems Inc.	Logic Boards	18,340.00	18,340.00	0.00 Posted
08/18/16	23799	Donald Luey	Reimbursable expense - Conference	31.31	31.31	0.00 Posted
08/18/16	23800	Frontier Communications Corporation	Local calls	2,449.12	2,449.12	0.00 Posted
08/18/16	23801	G4S Secure Integration LLC	07/16 Security Maintenance	10,424.83	10,424.83	0.00 Posted
08/18/16	23802	Industry Public Utility Commission	7/16 Industry P&R Electricity	1,502.08	1,502.08	0.00 Posted
08/18/16	23803	Instant Signs Inc.	Class Pass Banners	433.14	433.14	0.00 Posted
08/18/16	23804	Panera, LLC	Governing Board Meeting 8/12/16	140.68	140.68	0.00 Posted
08/18/16	23805	Rodger's Food Service	Governing Board Meeting Breakfast 8/12/16	452.02	452.02	0.00 Posted
08/18/16	23806	San Gabriel Valley Newspaper	DBE Advertising	1,195.17	1,195.17	0.00 Posted
08/18/16	23807	Southern California Edison Co.	7/16 Admin Bldg Electricity	32,838.28	32,838.28	0.00 Posted
08/18/16	23808	Standard Parking Corporation	7/16 Parking Services	3,257.60	3,257.60	0.00 Posted
08/18/16	23809	Suburban Water Systems	7/16 Admin Bldg Water	887.21	887.21	0.00 Posted
08/18/16	23810	Toyo Landscaping Company	Admin Bldg Irrigation repair	321.83	321.83	0.00 Posted
08/18/16	23811	Verizon Business - 15043	Arcadia and Pomona Yard MPLS	17,578.96	17,578.96	0.00 Posted
08/18/16	23812	Walnut Valley Water District	7/16 Industry P&R Landscape Water	115.83	115.83	0.00 Posted
08/18/16	E00379	International City Management Assoc. Retirement Co	Payroll ending 8/13/16 retirement funds	35,013.04	0.00	0.00 Posted
08/18/16	E00380	New Flyer of America Inc.	F-2412 Replacement Bus	652,224.00	0.00	0.00 Posted
08/22/16	23813	Caliber Colission Center	Non-revenue vehicle 2012 Camry repair	2,472.25	2,472.25	0.00 Posted
08/25/16	23814	Albert F. Ambriz	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23815	Alireza Showkatian	Educational Assistance and Reimbursement	1,248.00	1,248.00	0.00 Posted
08/25/16	23816	Andrew John Papson	Reimbursable expense - Legislative meetings	129.22	129.22	0.00 Posted
08/25/16	23817	Ashlien Savage	Educational Assistance and Reimbursement	1,844.43	1,844.43	0.00 Posted
08/25/16	23818	Baker Donelson Bearman and Cal.	Public Affairs	9,000.00	9,000.00	0.00 Posted
08/25/16	23819	Becky A. Shevlin	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted

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08/25/16	23820 Becnel Uniforms	Roberto Estrella Q.A. uniforms	1,680.52	1,680.52	0.00 Posted
08/25/16	23821 C.A.T. Specialties	Q.A. shirts	289.91	289.91	0.00 Posted
08/25/16	23822 California Deposition Reporters	RFQu 17-007 Pre-Proposal Conference	654.86	654.86	0.00 Posted
08/25/16	23823 Charles Rosales	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23824 Christopher Pieper	Educational Assistance and Reimbursement	1,248.00	1,248.00	0.00 Posted
08/25/16	23825 Cintas Corporation #2	First Aid Kit Supplies	54.03	54.03	0.00 Posted
08/25/16	23826 Civic Publications	Connecting riders to an Entire Region	4,987.00	4,987.00	0.00 Posted
08/25/16	23827 Cory C. Moss	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23828 Day - Lite Maintenance Co. Inc.	Admin Bldg 5th Floor Outlet Repair	349.77	349.77	0.00 Posted
08/25/16	23829 Edward J Alvarez	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23830 Emmett G. Badar	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23831 FEDEX Corp.	Express Mail	165.17	165.17	0.00 Posted
08/25/16	23832 Gene Murabito	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23833 Hector Delgado	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23834 Iron Mountain Inc.	Shredding Services	130.74	130.74	0.00 Posted
08/25/16	23835 Jim Purdum Productions, Inc.	Staff Portrait Photo Shoot	5,632.53	5,632.53	0.00 Posted
08/25/16	23836 John Joseph Lutz	Educational Assistance and Reimbursement	610.50	610.50	0.00 Posted
08/25/16	23837 Jose Antonio Aguirre	Azusa Intermodal Transit Center Muralist	11,500.00	11,500.00	0.00 Posted
08/25/16	23838 Juventino M. Gomez	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23839 Katherine E. Gagnon	Reimbursable Expenses	809.71	809.71	0.00 Posted
08/25/16	23840 LA Fitness	Employee Fitness program - Initiation fee	3,000.00	3,000.00	0.00 Posted
08/25/16	23841 Lazar and Associates	07/16 Interpreting Services	156.60	156.60	0.00 Posted
08/25/16	23842 Luis A Renderos	Educational Assistance and Reimbursement	983.50	983.50	0.00 Posted
08/25/16	23843 MailFinance Inc.	Postage Machine Leasing Charges	481.83	481.83	0.00 Posted
08/25/16	23844 Margaret McAustin	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23845 Michael Tobin	Educational Assistance and Reimbursement	2,248.50	2,248.50	0.00 Posted
08/25/16	23846 Moore and Associates Inc.	08/16 Transit Store Customer Service Audits	2,771.25	2,771.25	0.00 Posted
08/25/16	23847 National Transit Institute	Transit maintenance leadership workshop	2,095.00	2,095.00	0.00 Posted
08/25/16	23848 Neofunds by Neopost	Postage & Supplies	808.99	808.99	0.00 Posted
08/25/16	23849 Newage PHM, LLC	9/16 TS 2 Office lease	7,273.41	7,273.41	0.00 Posted
08/25/16	23850 NWC Partners, Inc.	7/16 Financial Analysis of Operations Proposals	2,047.50	2,047.50	0.00 Posted
08/25/16	23851 Office Depot	Office Supplies	1,183.07	1,183.07	0.00 Posted
08/25/16	23852 Joe Beatty	Refund Bus Fare	58.20	58.20	0.00 Posted
08/25/16	23853 Penske Toyota Scion of West Covina	Vehicle Service	97.99	97.99	0.00 Posted
08/25/16	23854 Proterra LLC	SIDE A-B PMI -JULY	1,125.00	1,125.00	0.00 Posted
08/25/16	23855 Raycom	Endura Rapid charger 6 dual charging pods	7,545.06	7,545.06	0.00 Posted
08/25/16	23856 Regional Chamber of Commerce - SGV	Public Affairs	100.00	100.00	0.00 Posted
08/25/16	23857 Robert Pacheco	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23858 Roger Chandler	8/12 Special Governing Board Meeting	152.00	152.00	0.00 Posted
08/25/16	23859 Sabrina Ashley Muhne	Educational Assistance and Reimbursement	1,284.00	1,284.00	0.00 Posted
08/25/16	23860 Southern California Edison Co.	8/16 Pomona Transit Ctr electricity usage	17,634.91	17,634.91	0.00 Posted

Bank Account - Check Details

Period: 08/01/16..08/31/16

Foothill Transit

Thursday, September 01, 2016 04:14:04 PM

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ATTACHMENT D

08/25/16	23861 Staples Business Adv.-Dept. LA	Office Supplies	189.26	189.26	0.00	Posted
08/25/16	23862 Tanya Marie Pina	Educational Assistance and Reimbursement	2,001.00	2,001.00	0.00	Posted
08/25/16	23863 Thomas J. Koontz	Interior Cards	5,903.46	5,903.46	0.00	Posted
08/25/16	23864 Tzeitel Paras-Caracci	8/12 Special Governing Board Meeting	152.00	152.00	0.00	Posted
08/25/16	23865 Vy Thuy Phan - Hoang	Reimbursable Expense - Remix Conference	49.00	49.00	0.00	Posted
08/25/16	23866 Wright Express	Vehicle fueling	504.44	504.44	0.00	Posted
08/25/16	E00381 Avail Technologies, Inc.	CAD/AVL Replacement	159,049.80	0.00	0.00	Posted
08/25/16	E00382 First Transit Inc.	June 2016 Pomona PMI's	12,500.00	0.00	0.00	Posted
08/25/16	E00383 First Transit Inc.	07/1-15 Pomona 499 Extra Trips	1,446.81	0.00	0.00	Posted
08/25/16	E00384 First Transit Inc.	07/1-15 Pomona Contractor Services	676,151.38	0.00	0.00	Posted
08/25/16	E00385 First Transit Inc.	7/21/2016 - Pomona Special Service	275.29	0.00	0.00	Posted
08/25/16	E00386 First Transit Inc.	7/19/16 - Pomona Special Service	238.39	0.00	0.00	Posted
08/25/16	E00387 Transdev Services, Inc.	08/16 Management services fee	160,574.87	0.00	0.00	Posted
08/25/16	E00388 Transdev Services, Inc.	07/1-15 Arcadia Contractor Services	879,245.73	0.00	0.00	Posted
	General Checking		4,136,969.05	1,525,500.84	0.00	



September 30, 2016

To: Executive Board

Subject: **August 2016 Performance Indicators Report**

Recommendation

Receive and file the August 2016 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for August 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 contractors, and financial performance data.

In August, Foothill Transit achieved four of nine key performance indicator goals. The performance indicators met for the month are: schedule adherence; miles between service interruptions; average hold time; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** - Overall boardings recorded by the farebox for the month was 1.16 million boardings - a three percent increase from the same month last year.
- **Fare Revenue** - Total fare revenue for the month was \$1.39 million. The average fare was \$1.20 per boarding.
- **Operating Expenses** - Total monthly operating expenses were \$7.43 million, resulting in an average cost per service hour of \$97.55.
- **Accidents** - The system averaged 0.89 preventable accidents per 100,000 miles.
- **Customer Complaints** - Foothill Transit received 22.63 complaints per 100,000 boardings in August 2016. This is 74 percent higher than August 2015.



- **Schedule Adherence** - This month, Foothill Transit recorded 83.2 percent on-time performance. This is approximately three percent higher than the previous fiscal year.

Analysis

In order to accomplish its mission, Foothill Transit focuses on 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 our performance indicators to quantify and measure how well Foothill Transit is performing.

Overall System Performance

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

Total Boardings and Total Revenues

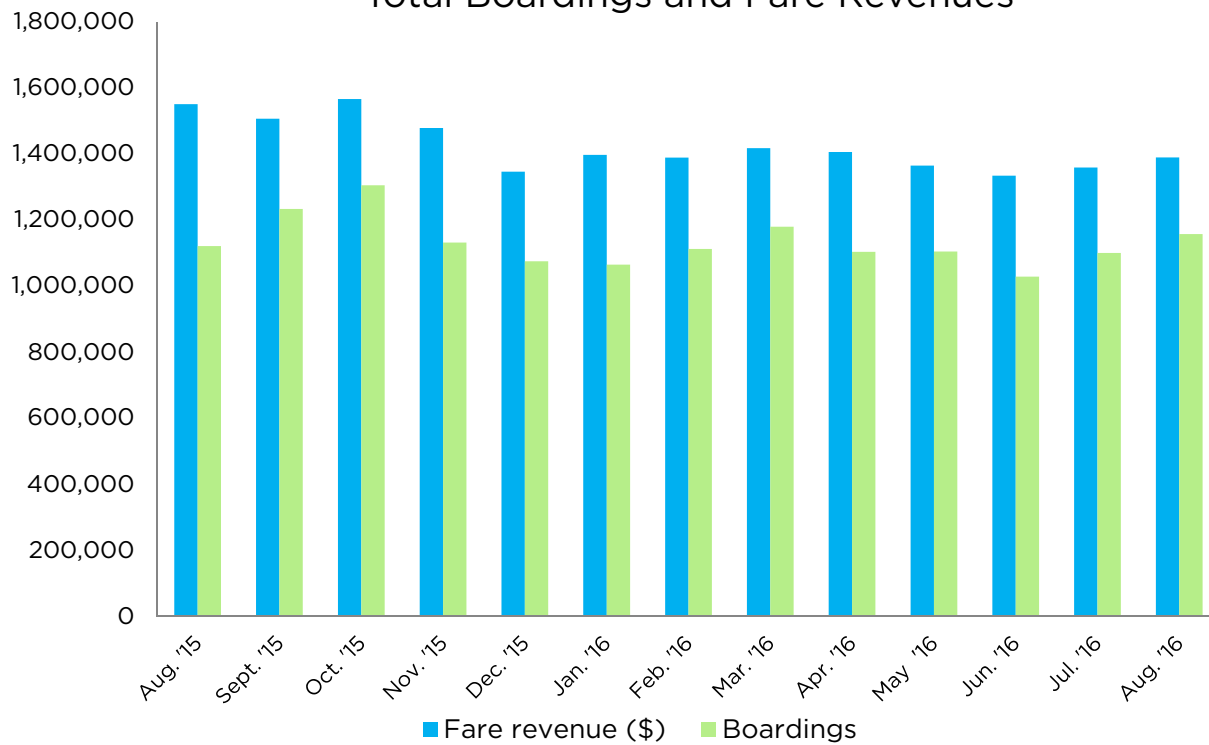
In August 2016, Foothill Transit buses had 1.16 million boardings which is a three percent increase compared to August 2015. Compared to the same month last fiscal year, there was a five percent increase in boardings on local lines, a six percent decline in boardings on limited-stop lines, and a two percent increase in boardings on express lines.

Total fare revenue recorded this month was \$1.39 million, a ten percent decline from the same month last year. The fare revenue decline is attributed to the use of Metro Fare Media on lines 190, 194 and 270. As well as a large increase in Access Services free fare boardings and Class Pass boardings.

Total operating expenditures in August 2016 were \$7.43 million for the month. This represents 23 percent increase in operating expenditures compared to the same month the previous year, which is partially due to a 15 percent increase in service hours primarily as a result of the addition of Lines 190, 194 and 270, as well as higher operating costs associated with the new Arcadia contract.



Total Boardings and Fare Revenues



Goal 1: Operate a Safe Transit System

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

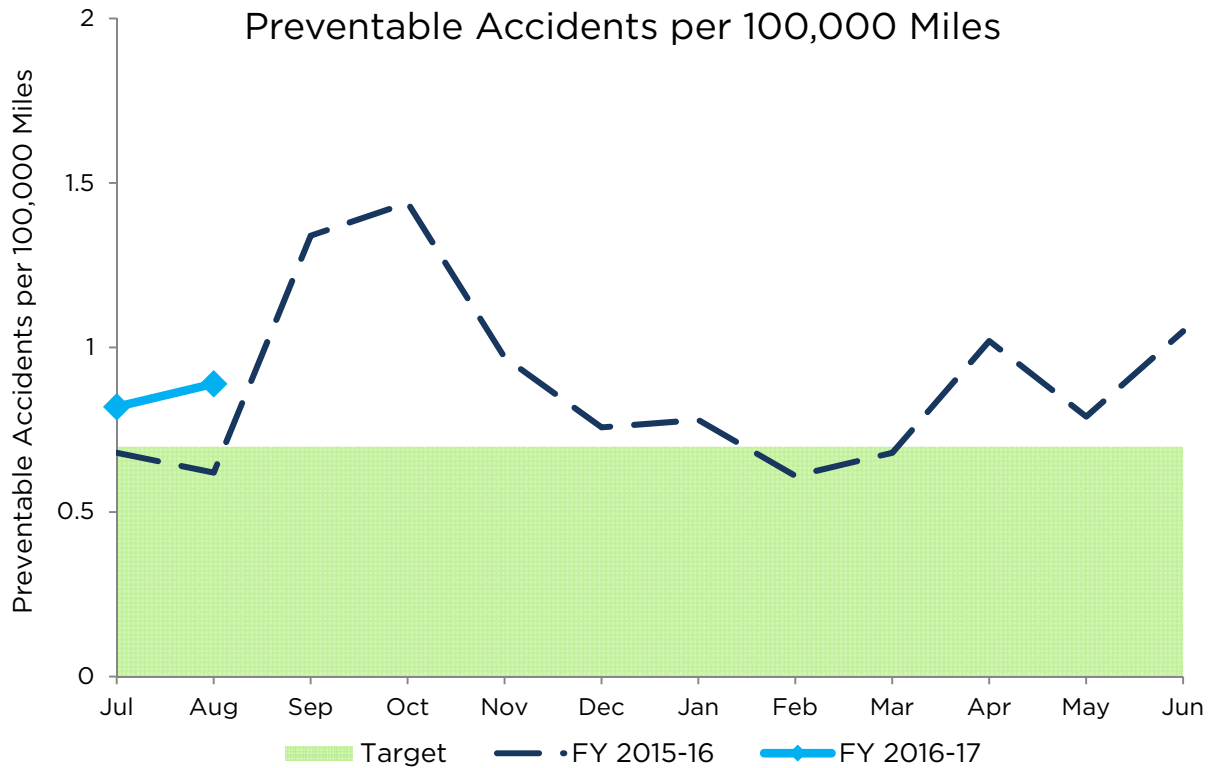
Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.70 or fewer preventable accidents per 100,000 miles for this fiscal year. In August 2016 Foothill Transit didn’t meet the performance target with an average of 0.89 preventable accidents per 100,000 miles. This is a 43 percent increase compared to the same period the previous year, but a significant improvement compared to the previous month. Foothill Transit’s classification of Preventable Accidents includes not only those collisions that involve other vehicles, but also any impact with a fixed object as well as slips and falls that occur on board our buses - essentially any accident that could have been prevented by more careful action on the part of the coach operator.

Foothill Transit continues to support the operations contractors with their safety training and safety campaigns for their management staff and bus



operators. Foothill Transit is currently employing location intelligence analysis to visualize and gain greater insight from the agency's accident data by identifying historical patterns to better target specific causes of accidents.



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 comment line.

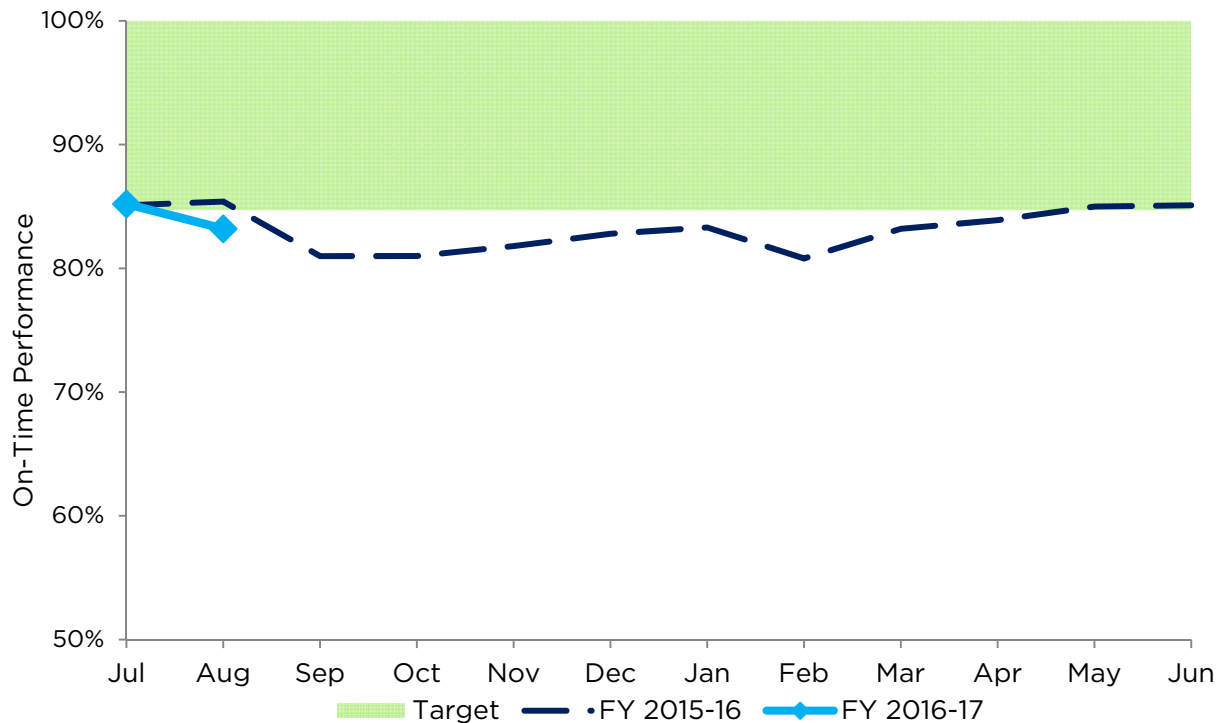


Schedule Adherence

Foothill Transit has adopted a goal of 83 percent or higher on-time performance for this fiscal year. In August 2016, the agency achieved 83.2 percent on-time performance for the entire system. This is higher than the same period last fiscal year.

Quality assurance staff continue to closely monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance to the schedule. Using feedback from quality assurance staff, dispatchers, and bus operators, as well as weekly schedule adherence analysis reports compiled from achieved SMARTBus data, Foothill Transit's planning staff has worked with the operations contractors to address chronic schedule adherence problems through improved run cuts and interlining.

On-Time Performance

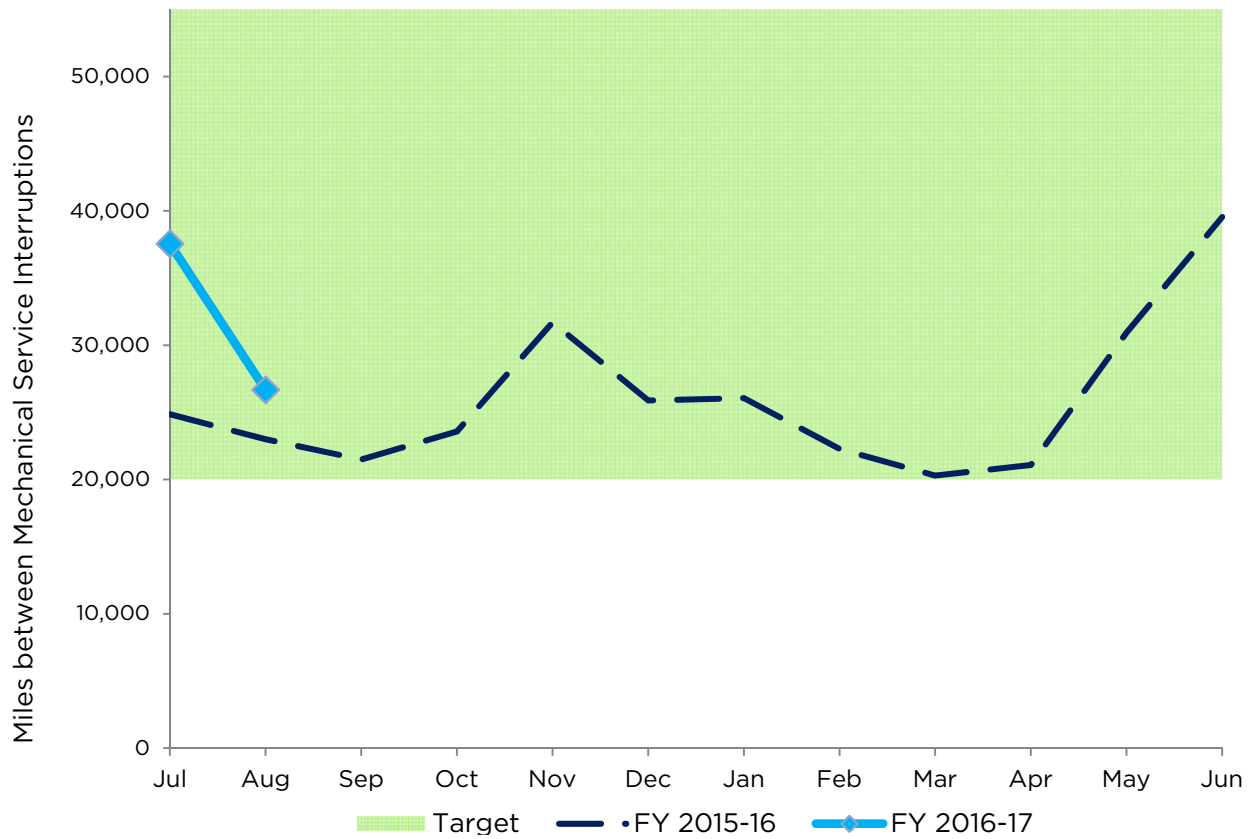




Average Miles between Service Interruptions

In August 2016, Foothill Transit averaged 26,676 miles between service interruptions as reported by the operations contractors, a 16 percent increase from the same month last fiscal year. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays due to mechanical service interruptions. Foothill Transit met the goal of at least 20,000 miles between service interruptions.

Average Miles Between Service Interruptions



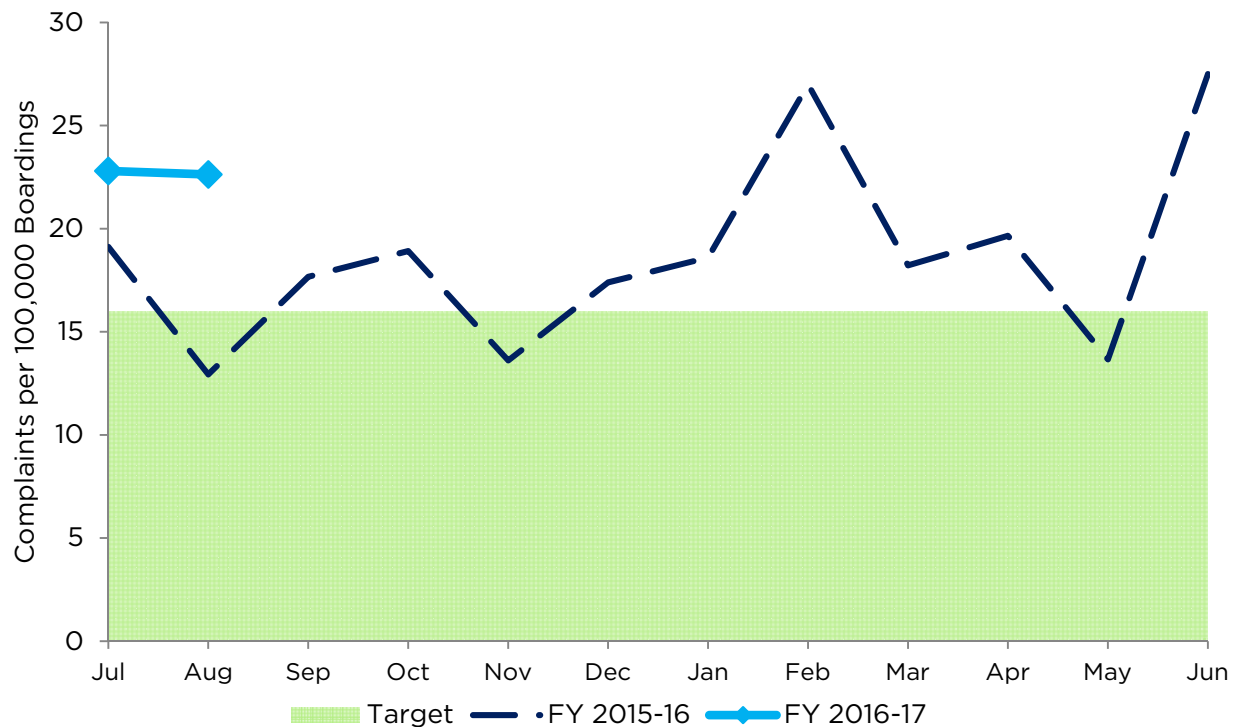


Complaints per 100,000 Boardings

In August 2016, Foothill Transit received 22.63 complaints per 100,000 boardings. This does not achieve the performance target of 16 or fewer complaints per 100,000 boardings and is a 74 percent increase from the same period the previous fiscal year.

Of the complaints received this month 48 percent were related to schedule adherence and 17 percent were related to courtesy. The higher volume of customer complaints coincides with the addition of Routes 190, 194 and 270 at the end of June, as well as ongoing construction along the 10 freeway and in downtown L.A.

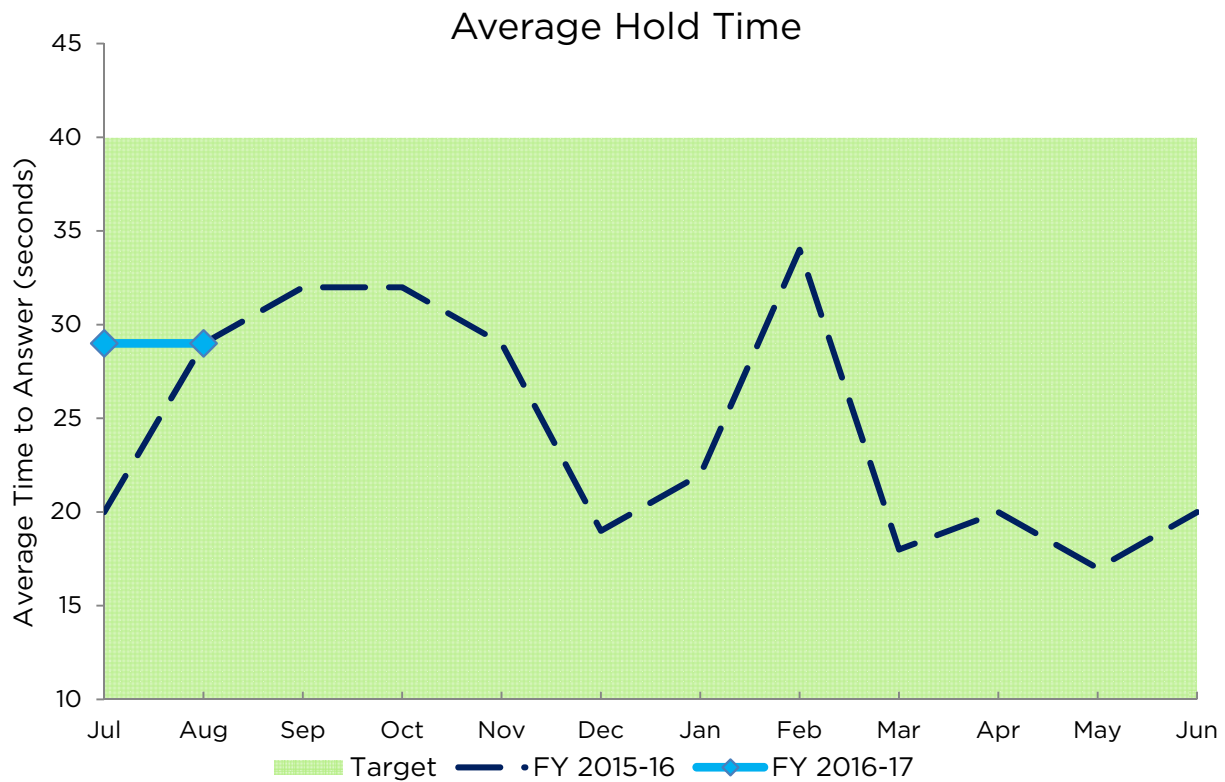
Complaints per 100,000 Boardings





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 29 seconds this month is well below the performance target of less than 40 seconds. There were 25,151 calls received in August 2016, an 11 percent decrease from the same month last fiscal year.



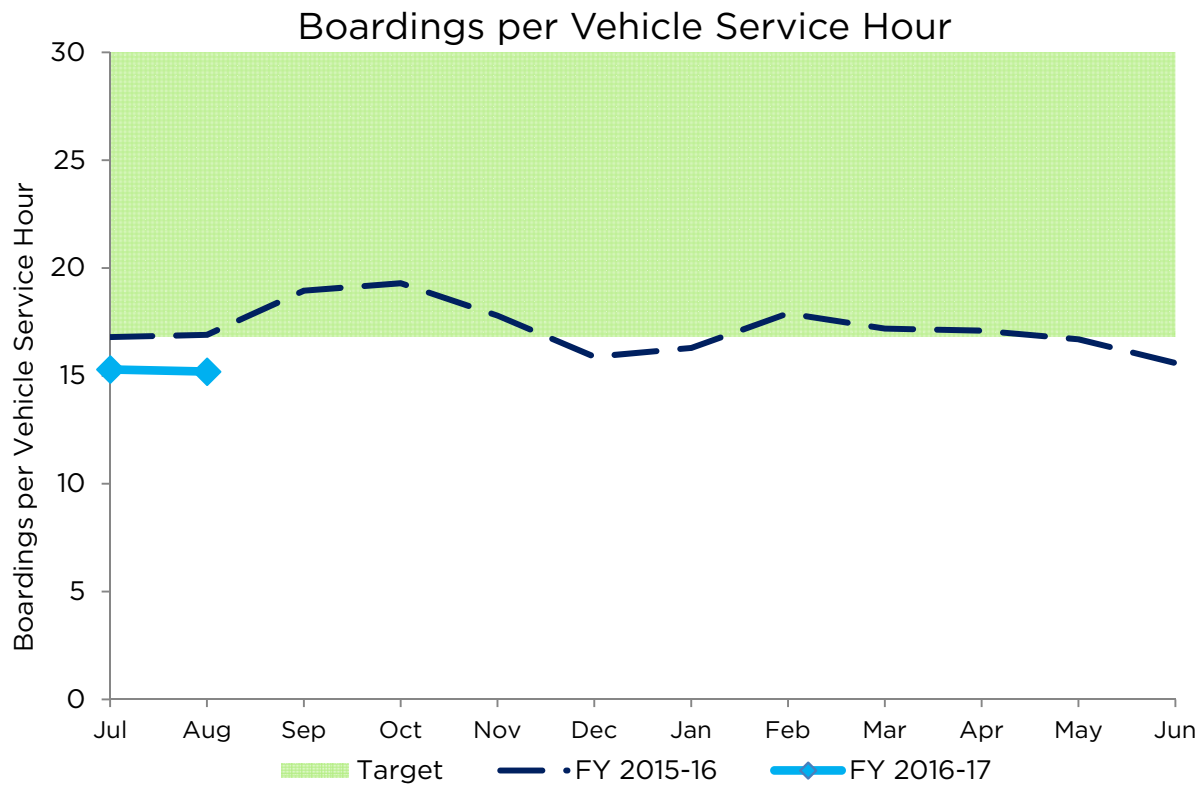


Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour

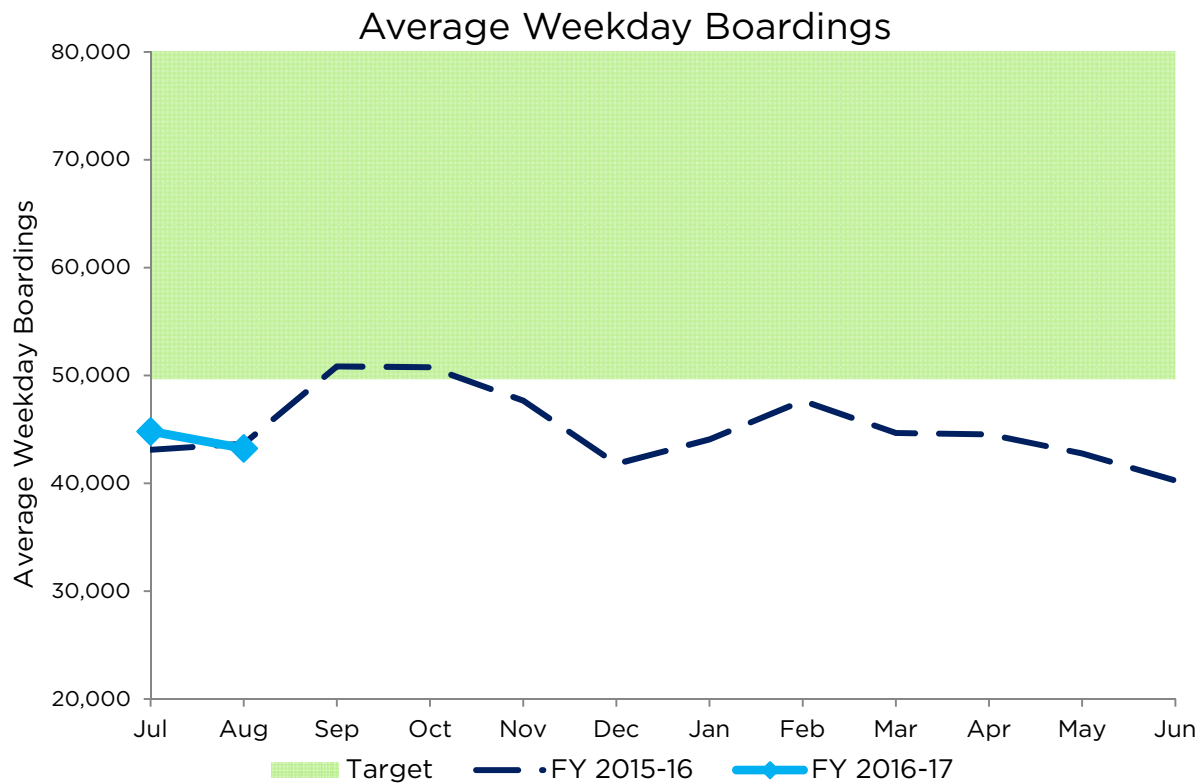
Foothill Transit buses averaged 15.2 boardings per vehicle service hour in August 2016. This does not meet the performance target of 16.8 or more boardings per service hour and is ten percent less than the same month last year. The operation of 15 percent more service hours explains this variance in system performance.





Average Weekday Boardings

The Fiscal Year 2016-2017 performance target for average weekday boardings is to achieve at least 49,638 average weekday boardings. In August 2016, Foothill Transit did not meet the performance target with 43,237 average weekday boardings, amounting to a one percent decrease from August the previous fiscal year. While total ridership has increased overall, average weekday boardings have decreased from last year. Although the reason for this discrepancy is not immediately clear, staff will continue to conduct research to ascertain the cause of this anomaly.





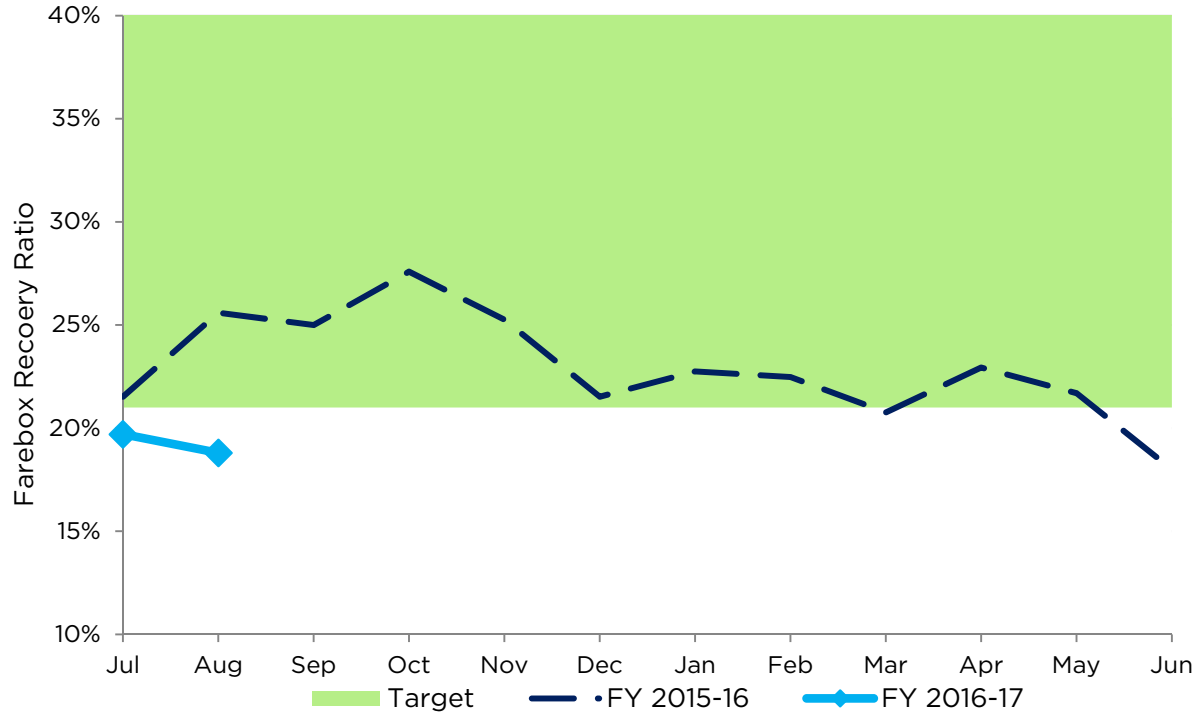
Goal 4: Operate an Efficient Transit System

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

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The month's farebox recovery ratio was 18.8 percent, which doesn't meet the performance target for the fiscal year of greater than 21.0 percent. This is partially due to higher operating costs associated with an increase in service hours as well as the new Arcadia contract. Another factor that contributes to the decline in farebox recovery ratio is our acceptance of Metro fare media during the first year of operation of Lines 190, 194 and 270. The majority of boardings on these three lines are customers who are still using Metro fare media.

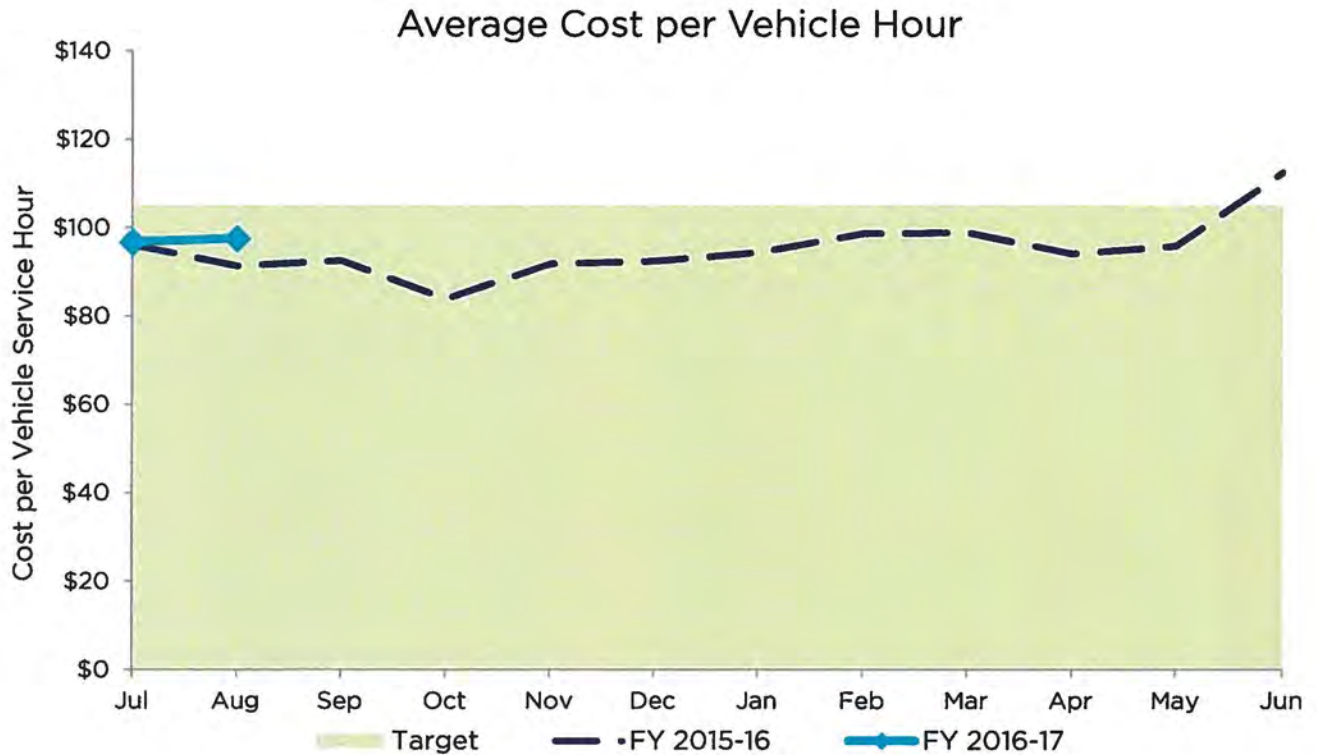
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour this month was \$97.55, which meets the fiscal year target of less than \$105.17. This is seven percent higher than that of the same period last year. This variance is due to the aforementioned increase in operating expenses.



Sincerely,

Mike Tobin
Operations Analyst

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Key Performance Indicators
August 2016

Goal	Performance Indicator	August 2016	Met Target?	August 2015	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	Met Target?	FY 2015-2016 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,157,553	-	1,120,942	3%	2,257,674	-	2,245,222	1%	
	Vehicle Service Hours	76,220	-	66,300	15%	148,037	-	133,291	11%	
	Total Fare Revenue	\$1,389,690	-	\$1,550,942	(10%)	\$2,748,544	-	\$2,937,400	(6%)	
	Total Operating Expense	\$7,434,899	-	\$6,059,010	23%	\$14,352,065	-	\$12,469,494	15%	
Safety	Preventable Accidents per 100,000 Miles	0.89	No	0.62	43%	0.85	No	0.65	31%	≤ 0.70
Customer Service	Schedule Adherence	83.2%	Yes	85.4%	(2.6%)	84.3%	No	85.3%	(1%)	≥ 83%
	Miles Between Mechanical Service Interruptions	26,676	Yes	23,011	16%	32,118	Yes	23,910	34%	≥ 20,000
	Complaints per 100,000 Boardings	22.63	No	12.94	75%	22.72	No	16.03	42%	≤ 16.00
	Average Hold Time (Seconds)	29	Yes	29	0%	29	Yes	25	18%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	15.2	No	16.9	(10%)	15.3	No	16.8	(9%)	≥ 16.8
	Average Weekday Boardings	43,237	No	43,685	(1%)	44,029	No	43,392	1%	≥ 49,638
Efficiency	Farebox Recovery Ratio	18.8%	No	25.60%	(27%)	19.2%	No	23.56%	(18%)	≥ 21.0%
	Average Cost per Vehicle Service Hour	\$97.55	Yes	\$91.39	7%	\$96.93	Yes	\$93.55	4%	≤ \$105.17

Red = did not meet target

**Foothill Transit
Operations Report
August 2016**

Goal	Performance Indicator	August 2016	August 2015	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.20	\$1.38	(13.2%)	\$1.23	\$1.31	-
	Average cost per boarding	\$6.42	\$5.41	18.8%	\$6.30	\$5.55	-
	Average subsidy per boarding	\$5.22	\$4.02	29.9%	\$4.63	\$4.25	-
	Total vehicle miles	1,573,903	1,288,621	22.1%	3,038,693	2,606,199	-
	Vehicle service miles	1,103,626	962,281	14.7%	2,143,669	1,936,863	-
	Total vehicle hours	100,962	86,971	16.1%	195,916	175,211	-
	In-service speed (mph)	14.5	14.5	(0.2%)	14.48	14.5	-
	Boardings per vehicle service mile	1.05	1.16	(10.0%)	1.06	\$1.16	-



September 30, 2016

To: Executive Board

Subject: **September 2016 Legislative Summary**

Recommendation

Receive and file the September 2016 Legislative Summary. There are no recommended positions on bills this month.

Analysis

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

State Legislative Issues:

On September 8, in the presence of state legislative leaders, Governor Brown signed SB 32 (Pavley). This important climate change legislation creates a greenhouse gas emission reduction target for 2030, effectively extending the core provisions of California's Global Warming Solutions Act of 2006 - AB 32 (Nunez). While this bill did not explicitly extend the state's cap and trade program, it does set the stage for a discussion moving forward on how the state will continue using the market-based compliance mechanism beyond 2020 in order to help achieve the goals set forth in SB 32.

On September 13, Governor Jerry Brown signed SB 838 (Committee on Budget and Fiscal Review) which directs the State Controller's Office to temporarily return to the long-understood methodology for allocating any unallocated funding from the State Transit Assistance (STA) program for Fiscal Year (FY) 2015-16, and for all funds to be allocated in FY 2016-17 and FY 2017-18.

Early this year, new calculation and allocation methodologies went into effect for the 2015-16 State Transit Assistance (STA) program, promulgated by the State Controller's Office, suddenly changing the way these vital funds are distributed. The State Controller's Office reconsidered its rationale for the longtime allocation practices, and the Controller's legal counsel and implementing staff developed a new interpretation of the governing statutes and regulations, reflected in the first quarter 2015-16 allocation released in January.



Transit operators historically receiving STA program funds faced several unintended, but potentially negative consequences stemming from the administrative changes. For instance, because more than 100 new entities were added to the pool of operators for which individual revenue shares must be calculated, many transit agencies, especially in counties in which new entities were not added, have seen their STA shares diminished dramatically. In addition, some entities were added that did not, at first glance, appear to be true operators of public transportation service.

Toward that end and recognizing that many transit operators budgeted for 2015-16, and even for the 2016-17 year, based on a longstanding understanding of how the program works, the California Transit Association (CTA) acted to advocate that the Legislature use the 2016-17 Budget Act to compel the State Controller to return to the long-understood methodology for any remaining unallocated funds in the 2015-16 year (quarters three and four), and, for all funds to be allocated in 2016-17 and 2017-18, as reflected in SB 838.

The CTA has convened interested stakeholders, forming a Task Force to develop a long-term policy proposal for the Legislature's subsequent consideration and enactment, clarifying any ambiguities in the existing law and setting the rules more clearly going forward. The long-term policy will be included as part of the CTA's 2017 State Legislative Program.

Federal Legislative Issues:

While it has not yet been officially published in the Federal Register, the Federal Transit Administration (FTA) has published a "Notice of Final Policy and Public Interest Waiver" regarding the implementation of the phased increase in Buy America domestic content requirements under the FAST Act. In short, the final rule states that "scheduled delivery date of the first production vehicle" will control the applicable domestic content percentage. The FAST Act increases the Buy America domestic content requirement for transit rolling stock from the current level of 60 percent to 65 percent in FY 2018 (October 1, 2017) and to 70 percent by FY 2020. The legislation left it to the FTA to determine the rules for contracts that span years with different domestic content requirements.



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 09/30/16
September 2016 Legislative Summary
Page 3

Budget Impact

The impact of SB 32 has not been determined at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Reyno".

David Reyno
Director of Government Relations

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

Doran J. Barnes
Executive Director

Attachment

2016 Legislation Summary

Current as of 9/15/2016

(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
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 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	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	Approved by the Legislature. Awaiting Action by the Governor.	ACC-OC - Opposes	Oppose Position Adopted 4/22/2016

2016 Legislation Summary

Current as of 9/15/2016

(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>authorities.</p> <p>The bill was amended to only prohibit the OCFA Board from including alternate members.</p>	being altered by state legislation at any time with the local governing agencies having no control in the matter.			
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, 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.	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
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	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	Support Position Adopted 2/26/2016

2016 Legislation Summary

Current as of 9/15/2016

(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
		adjustment as provided, an increase of \$38 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.	Senate Committee on Appropriations	CTA - Support	Support Position Adopted 4/1/2016
AB 2222	Holden	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.	This bill could help support Foothill Transit's Class Pass Program.	Senate Committee on Appropriations		Support Position Adopted 4/22/2016
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 9/15/2016

(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 9/15/2016

(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 9/15/2016

(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
		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.				
SB 824	Beall	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.	This bill would allow Foothill Transit to more strategically utilize our LCTOP funding shares	Approved by the Legislature. Awaiting Action by the Governor.	CTA - Support	Support Position Adopted 4/1/2016
SB 882	Hertzberg	Would prohibit public transit agencies from charging minors with an infraction or misdemeanor for various acts related to fare evasion.	Public transit is already highly subsidized by taxpayer dollars and this bill will add to that financial burden. Simply saying that a minor cannot be held accountable for an act still illegal for adults sets a bad precedent and mindset in young people regarding responsible transit ridership.	Signed by the Governor & Chaptered by the Secretary of State - 10/7/2015	CTA - Oppose	Oppose Position Adopted 7/29/2016
SB 998	Wieckowski	Would prohibit a person from operating a motor vehicle, or stopping, parking, or leaving standing, on a portion of the highway designated for the exclusive use of public transit buses, subject to specified	This bill will assist Foothill Transit and other state transit operators who utilize Bus Rapid Transit (BRT) and express service by keeping bus only	Approved by the Legislature. Awaiting Action by the Governor.	CTA - Support	Support Position Adopted 7/29/2016

2016 Legislation Summary

Current as of 9/15/2016

(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
		exceptions.	lanes free of other vehicles.			
SBX17	Allen	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.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
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	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

2016 Legislation Summary

Current as of 9/15/2016

(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>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.</p>				
SCAX11	Huff	<p>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.</p> <p>Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be 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</p>	<p>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.</p>	State Senate		<p>Support Position Adopted 8/28/2015</p>

2016 Legislation Summary

Current as of 9/15/2016

(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>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	<p>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 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>	<p>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.</p>	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015

2016 Legislation Summary

Current as of 9/15/2016

(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
Los Angeles County Traffic Improvement Plan Local Sales Tax Ballot Measure	L.A. Metro	The measure approved by the Metro Board of Directors in June for placement on the November ballot. The sales tax measure calls for a sustained funding approach that, if approved by the voters, would accelerate and fund a wide variety of transit and highway projects, roadway improvements and pedestrian and bike paths. The Plan would also devote billions of dollars to commuter rail, transit operations and projects to keep buses, trains and facilities in good repair. The ballot measure will ask the voters to approve a new transportation ½ cent sales tax and extend the current Measure R ½ cent sales tax until the voters decide to end it.	Foothill Transit will receive additional operating funding from the measure.		Metro - Support	Support Position Adopted 7/29/2016



September 20, 2016

To: Executive Board

Subject: **Title VI Analysis for Route Modification of Line 690**

Recommendation

Receive and file the Title VI analysis report for route modification of Line 690, which will be implemented in the October 2016 service change.

Analysis

In October 2016, the Governing Board approved service changes to Line 690 will be implemented. These changes constitute both a major service change and a fare change. Thus, an Equity Analysis of the service changes is required to evaluate the disparate impact or disproportionate burden, if any, that may result from the service changes. If an impact and/or burden is identified, appropriate measures are to be implemented to mitigate the impact/burden.

This analysis report is in accordance with the U.S. Department of Transportation's Circular 4702.1B, which states that agencies "shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact."

This document provides information on the approved service changes to Line 690. It also contains the Title VI analysis of the service changes and their impacts on Line 690's minority and low-income customers.

Based on the analysis, the approved service changes to Line 690 do not create a disparate impact or disproportionate burden on Foothill Transit's minority and low-income passengers.

The Los Angeles County Metropolitan Transportation Authority (LA Metro) launched the Gold Line Foothill Extension on March 5, 2016, extending the Gold Line alignment beyond the Sierra Madre Villa Station in the City of Pasadena to the Azusa Intermodal Transit Center in the City of Azusa, California. This new light-rail service has attracted many customers as it provides another transit option to travel to both Old Pasadena and Downtown Los Angeles. Both places are centers of employment. As a result, ridership on



Foothill Transit bus routes that provide parallel service to the Gold Line has experienced a decline since March 2016.

In particular, Line 690 experienced the biggest ridership drop. The agency saw a drop of 52.75 percent in ridership on this line from March to May. Moreover, city personnel and customers along the route regularly expressed the need for regional east-west connectivity in the northern region of the San Gabriel and Pomona Valleys, which the Metro Gold Line and Foothill Transit Line 690 are jointly facilitating.

The significant loss of ridership on Line 690 and the ever-growing need for regional connectivity prompted a reassessment of the route's alignment, schedule, and fare structure to enhance connectivity. In April 2016, the following changes to Line 690 were proposed:

1. Terminate the route at the Azusa Intermodal Transit Center instead of the original stop at Fair Oaks Avenue & Walnut Street in downtown Pasadena (Figures 1 and 2);
2. Change the current local express fare of \$2.75 to the local fare of \$1.25 to facilitate transfer between Foothill Transit Line 690 and the L.A. Metro Gold Line; and
3. Extend span of service by adding five more trips to the schedule.



Figure 1 Original Alignment of Line 690

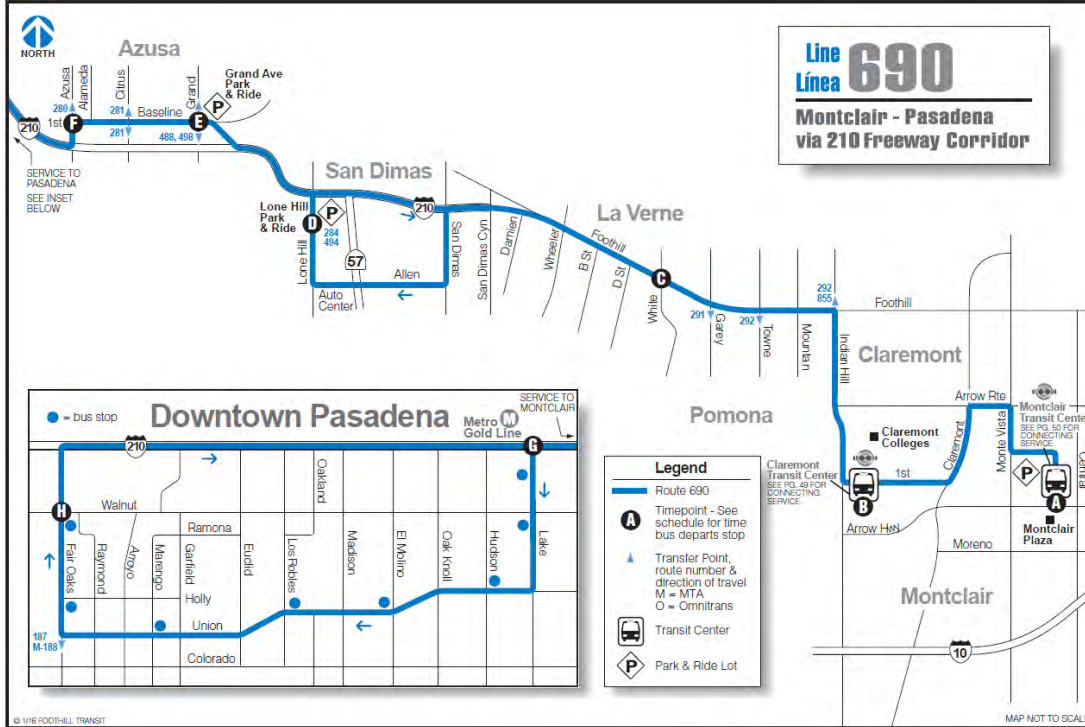
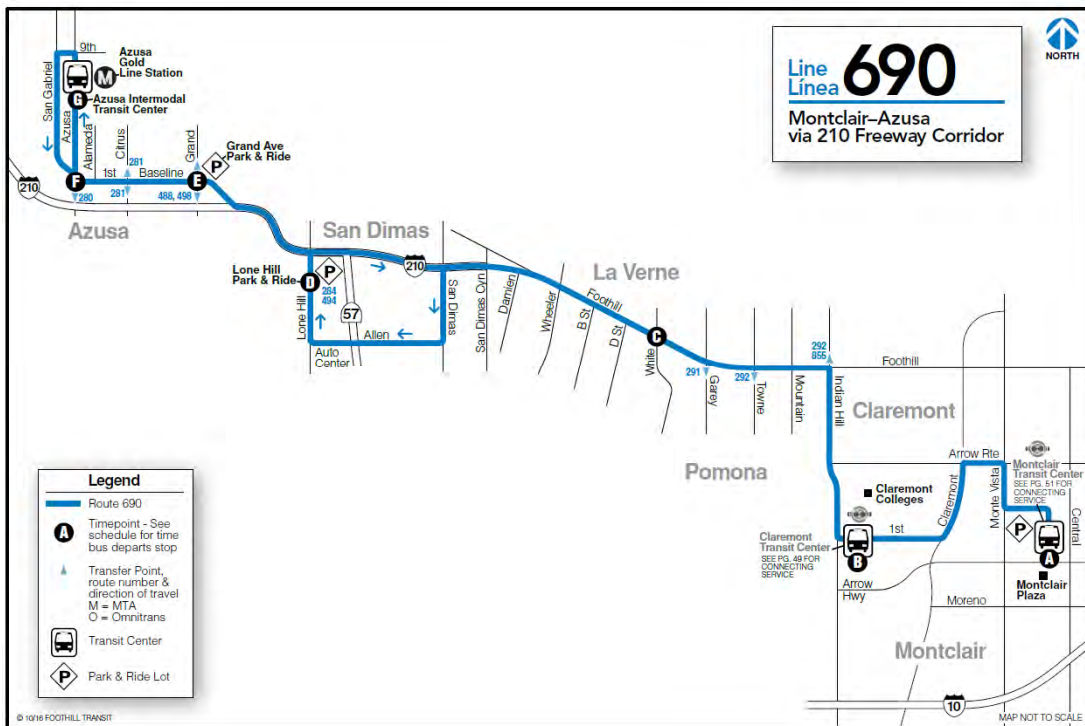


Figure 2 Modified Alignment of Line 690





Customers and other stakeholders were afforded the opportunity to provide feedback and comments regarding the changes. The public comment period was opened from May 16 to June 15, 2016. Those customers who were affected, as well as anyone else who was interested, had the opportunity to submit their comments via multiple venues such as writing, emailing, or calling Foothill Transit. A public meeting/hearing was held on Saturday June 11, 2016 at 1 p.m. at the Claremont Public Library (208 Harvard Ave N, Claremont, CA 91711).

Title VI Analysis

1. Methodology

Foothill Transit staff utilized the 2009-2013 American Survey 5-year Estimate Block Group Data to determine the impacts that the changes might have on the minority and low-income populations residing along Line 690's service area and the agency's overall service area. Census data was selected for this. Line 690 currently runs through seven cities: Montclair, Claremont, La Verne, Pomona, San Dimas, Azusa, and Pasadena. Demographic data from census tracts within the ¼-mile and 1-mile radius of the route were applied for the analysis.

Demographic data from the identified census tract was utilized to compare against the Foothill Transit service area at large. Foothill Transit services 28 cities and unincorporated areas: Arcadia, Azusa, Baldwin Park, Bradbury, Chino, Chino Hills, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Hacienda Heights, Industry, Irwindale, La Puente, La Verne, Monrovia, Montclair, Pasadena, Pomona, Rowland Heights, San Dimas, South El Monte, Temple City, Walnut, West Covina and Whittier.

Foothill Transit considers low-income to be a household that earns 30 percent or less of the median household income in its service area. The average median household income in Foothill Transit's service area is \$68,310.54; therefore, the low income threshold is \$20,493.16. Because the census reports household income in \$10,000 increments (after \$15,000), Foothill Transit considers any household with an income less than \$25,000 as "low-income."

2. Results

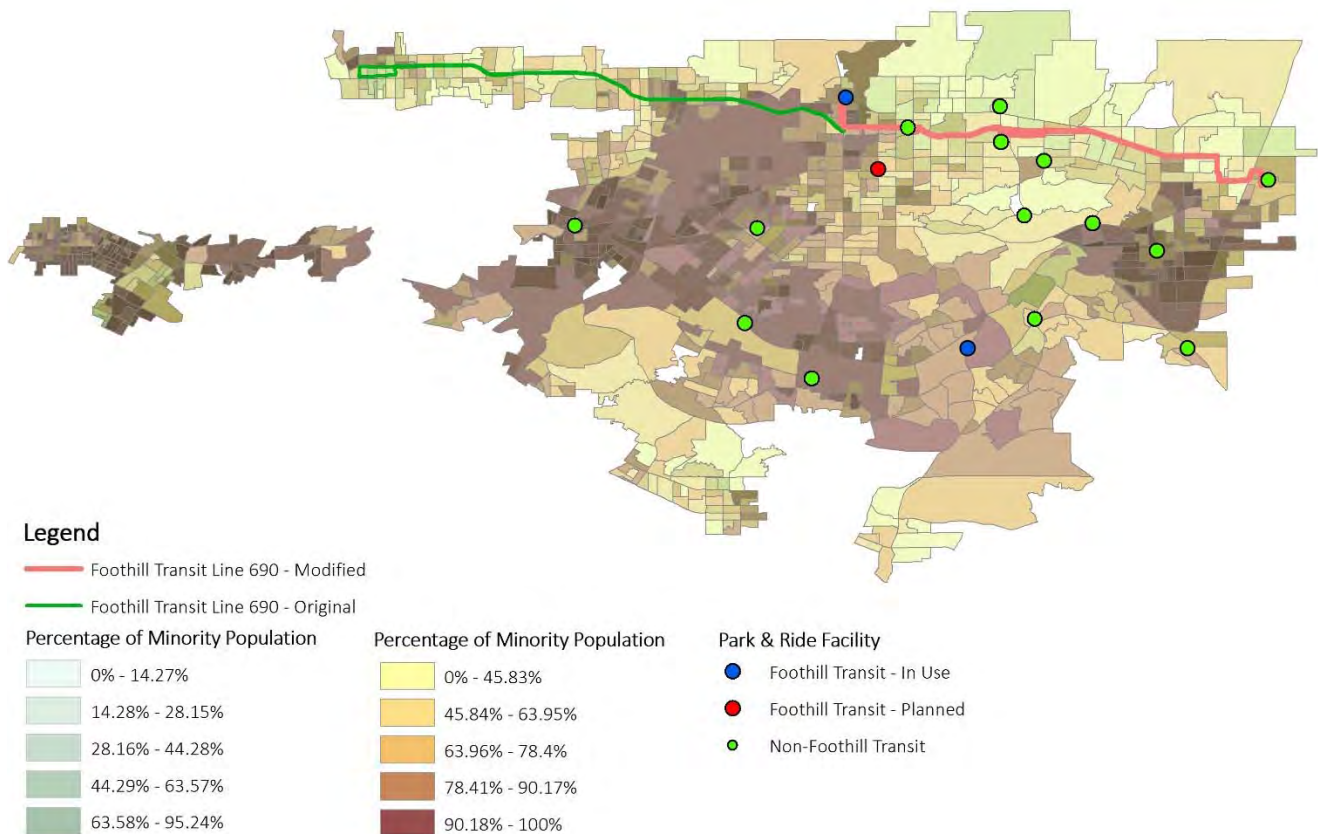
It is important to note the original Line 690 already has low proportion of minority residents living around the route's alignment in comparison to that of the overall service area. The difference is approximately 19 percent. Thus, any



changes along Line 690's alignment will result in a percent change that is higher than 15 percent when compared against the service area. Such comparison is considered improper. As a result, the decision was made to compare the percent change of minority populations only between the original alignment and the modified alignment for the agency's October 2016 service change to properly understand the direct impact of its proposed service change.

The analysis looked at both 1/4-mile radius and 1-mile radius. Below is the map of minority and low-income populations along Line 690.

Foothill Transit Service Area's Demographics: Line 690





2a. Quarter-mile radius analysis:

Table 2a -1 Modified Line 690 vs Overall Service Area: Quarter-mile-radius Buffer Analysis

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
¼-mile radius of Modified 690	13,476	63.80%	-16.92%	17.80%	-5.04%
Overall Service Area	1,684,088	80.72%		22.84%	

Table 2a-2 Modified Line 690 vs Original Line 690: Quarter-mile-radius Buffer Analysis

	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
¼-mile radius of Modified 690	13,476	63.80%	+1.89%	17.80%	-1.75%
Original 690	23,205	61.91%		19.55%	

When comparing the minority proportion of populations between the 1/4-mile radius around the modified Line 690 and the overall service area, it is as expected that the minority population difference exceeded the 15 percent threshold as the original alignment served less non-diverse areas. The analysis, therefore, proceeded to analyze the difference between the modified Line 690 and the original Line 690.

The results showed impacts less than 15 percent for both minority population and low-income population with the percent difference of 1.89 percent and 1.75, respectively. These results also showed that the modified alignment would allow Foothill Transit to positively serve more people of minority by 1.89 percent, while relatively small percentage of low-income population would be negatively impacted.



2b. One-mile-radius analysis:

Table 2b-1 Modified 690 vs Overall Service Area: One-mile-radius Buffer Analysis

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
1-mile radius of Modified 690	229,496	62.15%	-18.57%	17.64%	-5.20%
Overall Service Area	1,684,088	80.72%		22.84%	

Table 2b-2 Modified 690 vs Original 690: One-mile-radius Buffer Analysis

	Population	Minority proportion of population	Difference from the original route	Low-income proportion of population	Difference from the original route
1-mile radius of Modified 690	229,496	62.15%	-1.93%	17.80%	-0.64%
Original 690	390,215	64.08%		18.44%	

When comparing the minority proportion of populations between the 1-mile radius around the modified Line 690 and the overall service area, it is as expected that the minority population difference exceeded the 15 percent threshold as the original alignment served less non-diverse areas. The analysis, therefore, proceeded to analyze the difference between the modified Line 690 and the original Line 690.

The results showed impacts less than 15 percent for both minority population and low-income population with the percent difference of 1.93 percent and 0.64 percent, respectively. These results also showed that the modified alignment would serve less people of minority by 1.93 percent and less people of low income by 0.64 percent. This also further confirmed that the areas served by Line 690 have lower populations of minority and low-income comparing to Foothill Transit’s service area as a whole.

2c. Results of Onboard Passenger Survey of 2014



Onboard passenger survey was carried out in 2014. The survey results showed that the demographics of the passengers using Line 690 were in line of the census analysis. 51 percent identified as minority. Only 11 percent of the passenger population had annual income below \$25,000. 42 percent answered that they personally spoke a language other than English at home 91 percent had “very-well” and “well” fluency. Additionally, 97 percent of the passengers were employed either full-time or part-time. An overwhelming 86 percent of passengers had access to a car as an alternative mode. These survey results showed that the passenger composition of Line 690 was not of large minority and low-income populations.

3. Mitigating, Minimizing and/or Offset Disproportionate Impact Measures

Easier transfer to the Metro Gold Line will be facilitated through the connecting terminus at the Azusa Intermodal Transit Center and the reduction of fare (\$1.25 local base fare, instead of \$2.75 local express fare). Passengers can transfer from the modified Line 690 to the LA Metro Gold Line at the Azusa Intermodal Transit Center. This light rail mimics Line 690’s original alignment from Azusa to its terminus at Pasadena. This service offers regional, direct, and fast connection from the San Gabriel Valley to downtown Los Angeles with transfer points to other light-rail lines and buses in downtown Los Angeles. Customers can transfer from Foothill Transit bus to the Metro Gold Line with a transfer fare of \$0.50. Customers can make transfers by purchasing the limited-use ticket or loading a transfer onto their TAP card via the ticket vending machine at the station or from the bus operator.

Customers will enjoy faster travel using both the Foothill Transit Line 690 and the LA Metro Gold Line. The \$0.50 savings from Line 690’s new local fare will neutralize any additional cost incurred by the transfer. Customers will also enjoy time savings the hybrid of Foothill Transit Line 690 and the LA Metro Gold Line as buses avoiding highly trafficked corridor during peak hours and high service frequency, respectively.

Furthermore, five new trips will be added to the route’s schedule by reallocating the saved resources resulting from the modification. Two trips will be added in the morning peak hours, and three in the afternoon peak hours - extending span of service to 8:30 A.M. and to 8 P.M., respectively. This extension of schedule is incorporated into the change per customer comments as many had expressed the need to utilize the transfer between Foothill Transit Line 690 and LA Metro Gold Line for to get to and from work later in the rush-hour periods.



Foothill Transit Line 187 will continue to provide local bus service from Montclair Transit Center to downtown Pasadena along the original Line 690 corridor. The local fare is \$1.25 for Line 187. This route also offers customers opportunity to transfer to the Metro Gold Line at served station along the corridor.

Conclusion

The service and fare change analysis anticipates no disparate impact and disproportionate burden on the minority and low-income populations, respectively. The percent difference of minority populations between the modified Line 690 and Foothill Transit's service area exceeds 15 percent threshold set forth by the agency's policy. However, this is not a fair comparison as the minority populations of the route's alignment is already more than 15 percent lower than that of the overall service area. Any change will exceed the threshold regardless. Thus, comparison between the original and modified routes is performed; the result shows the modified Line 690 will serve an additional two percent of the minority. There is no disproportionate burden on the low-income community.

The lowering of the fare - from local express fare of \$2.75 to local fare of \$1.25 - will be implemented to promote regional connectivity and transit usage between Foothill Transit and LA Metro light rail service. The savings from the new fare will enable customers to utilize the modified Line 690 from the many park-and-ride facilities along its alignment to access LA Metro Gold Line stations in the San Gabriel and Pomona Valleys area.

Sincerely,

Handwritten signature of Vy Phan-Hoang in blue ink.

Vy Phan-Hoang
Transit Planner

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **Title VI Analysis for Class Pass Pilot Program at Citrus College**

Recommendation

Receive and file the Title VI analysis report for the Class Pass Pilot Program at Citrus College.

Analysis

Foothill Transit has developed a relationship with Citrus College in Glendora, California; and intends to implement a student pass pilot program at the college beginning August 2016. The pilot program remains in place for the duration of one academic year (August 15, 2016 to June 23, 2017), or nine calendar months. This program will allow Foothill Transit to collect information regarding specific student ridership at the campus. After one year of data collection, Foothill Transit will work with Citrus College to determine the feasibility of continuing a student public transportation program beyond the Pilot Program. Before a fee is established, a Title VI Fare Equity Analysis will be conducted to ensure the impacts, if any, are minor.

The following analysis explores and documents information regarding the demographic makeup of the student population at Citrus College, as well as the breakdown of fare usage among students in general. FTA Circular 4702.1B requires the submittal of a Fare Equity Analysis for any change of fare with the exception of a demonstration project, defined by the FTA as lasting six months or less. Although this is a pilot project designed specifically to gather data on student ridership to determine an appropriate fee for the student pass, Foothill Transit is submitting this analysis because the pilot program is slated to last nine months.

Citrus College Class Pass Pilot Program

Citrus College is a public community college located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state. The college currently serves more than 15,000 students annually.



Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options -- winter intersession, evenings, summer sessions, and optional class formats, such as distance education online courses and distance education integrated classes.

In May 2016, Foothill Transit and Citrus College signed a Memorandum of Understanding to establish a Class Pass Pilot Program. The program is designed to begin on August 15, 2016 and end on June 23, 2017 to correspond to the end of the spring 2017 semester. This Class Pass Pilot Program is structured to work similarly to the Class Pass Program that Foothill Transit has already implemented with the University of La Verne and Mount San Antonio College.

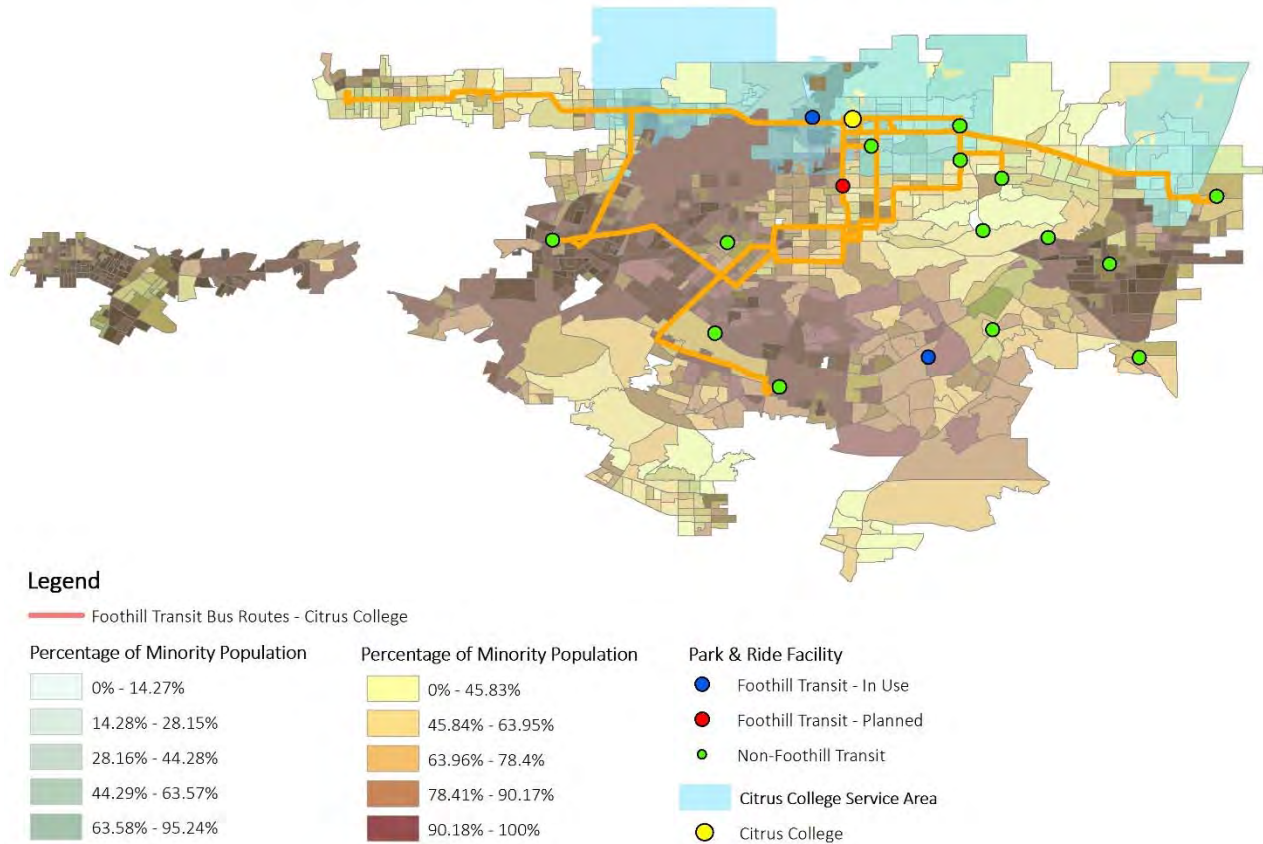
During the term of the pilot program, Citrus College students will have the opportunity to obtain a Foothill Transit TAP card, enabling them to ride Foothill Transit's local lines and Silver Streak free of charge. The TAP card is the Los Angeles County region's stored-value card and regional fare payment system. During the pilot program, Foothill Transit will be able to track student ridership to determine the feasibility of continuation of a student public transportation program beyond the Pilot Program, as well as the necessary data and details regarding all potential costs of a student public transportation program.

Five Foothill Transit local lines - **187, 281, 284, 488, and 494** - directly serve Citrus College on weekdays and weekends. Data gathered from the Automatic Passenger Counter from stops adjacent to the Citrus College campus show an average of 421 boardings and 305 alightings per day. Over the course of the college's academic year, this corresponds to ridership of approximately 153,724 boardings and 111,290 alightings per year. This figure does not include rides on other lines that these students are likely to take.

The map below shows the location of Citrus College and the route alignment of the five bus lines that serve the college, in relationship to the surrounding minority and low-income communities. Communities which exceed the average minority and low-income populations are highlighted.



Foothill Transit Service Area's Demographics: Citrus College



Foothill Transit Class Pass Pilot Program

As described above, Foothill Transit is offering passes to students at Citrus College for a pilot period of one academic year or nine months. During this time, Foothill Transit will collect data concerning student usage and provide data to the College to assist the College in determining the feasibility of continuance of a student public transportation program beyond the Pilot Program, as well as provide data and details regarding all potential costs of a student public transportation program. Foothill Transit will provide detailed ridership, cost information, and relevant technology upon the completion of the Pilot Program.

Upon receipt of all data and details regarding potential ridership, the operation of the Pilot Program, and estimated costs, the College agrees that it will conduct a referendum of students concerning an increase in student fees



to fund any public transportation program for Citrus College students beyond the Pilot Program. The College further agrees to conduct the referendum no later than June 17, 2017.

The chart below identifies the fares that are affected by this Class Pass pilot program:

Fare Type	Foothill Transit Current Fare	Foothill Transit Proposed Fare
Cash (Adult/Student Local)	\$1.25	Decrease fare to \$0
31-Day Student Pass	\$33.00	Decrease fare to \$0
31-Day Student Pass - Silver Streak	\$52.00	Decrease fare to \$0

Foothill Transit’s Policy Thresholds and Methodology for Determining Disparate Impact and Disproportionate Burden

Foothill Transit only provides bus service, thus the effects on other service modes have not been analyzed. For future fare and service change analysis, Foothill Transit will be working closely with the community to develop policy thresholds to assess the impact of a fare change on minority and low-income populations as required under FTA Circular 4702.1B. Even though the pilot period for this project exceeds the FTA designation of six months, this program is being treated as such by Foothill Transit. At the end of the pilot period, an appropriate fee will be determined based on the ridership that is observed during this nine-month trial period. Foothill Transit will conduct another equity analysis when ridership data is collected, and a fee is established.

Analysis of Foothill Transit Promotional Fare Reduction

1. Methodology

Foothill Transit utilized data provided by each college on the demographic breakdown of their student population to compare against the Foothill Transit service area at large. This analysis assumes that the breakdown of student ridership using the proposed pass on Foothill Transit will closely reflect the makeup of the student body population. Foothill Transit services 28 cities and unincorporated areas: Arcadia, Azusa, Baldwin Park, Bradbury, Chino, Chino Hills, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Hacienda Heights, Industry, Irwindale, La Puente, La Verne, Monrovia, Montclair, Pasadena, Pomona, Rowland Heights, San Dimas, South El Monte, Temple City, Walnut, West Covina and Whittier.



Foothill Transit considers low-income to be a household that earns 30 percent or less of the median household income in its service area. The average median household income in Foothill Transit’s service area is \$62,184.40; therefore, the low income threshold is \$18,655.32. Because the census reports household income in \$10,000 increments (after \$15,000), Foothill Transit considers any household with an income less than \$25,000 as “low-income.”

For the purpose of this analysis, the 150 percent federal poverty level threshold was applied for this analysis due to the lack of financial information from the student population. The low-income student population was determined using financial-aid recipient data collected via the Management Information Systems Data Mart from the California Community Colleges Chancellor’s Office. Financial-aid recipients were subjected to the federal poverty level threshold guidelines for eligibility. Thus, in order to properly assess the impact of the Class Pass Program at Citrus College, Foothill Transit staff had determined the 150 percent federal poverty level threshold to be the appropriate measure of low-income population.

2. Impact of Fare Change on Minority and Low-Income Passengers

Table 1 below summarize the proportion of minority and low-income populations at Citrus College for the 2013-2014 academic year versus Foothill Transit’s service area. Additionally, Table 1 also compares the proportion of minority and low-income populations in the Citrus College’s service area versus Foothill Transit’s service area.

The population of Citrus College represents a small proportion of the overall service area at 1.19 percent. Despite its small population, the College’s student population is diverse with large percentage of students receiving some forms of financial aid. Population comparison, as shown in Table 1 below, shows that the proportion of the school’s minority population is about one percent less than that of Foothill Transit’s service area, while the low-income population is approximately 31 percent more than the Foothill Transit’s.

Table 1 Citrus College Campus vs Foothill Transit’s Service Area

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
Citrus College	19,035	79.39%	-1.33%	59.37%	+30.46%
Overall Service Area	1,684,088	80.72%		28.91%	



Additional demographic analysis also indicates that the student population at Citrus College has larger minority and low-income populations than the school’s service area, which is defined the Citrus Junior College District. Currently, there are five city members: Azusa, Glendora, Claremont, Duarte, and Monrovia. These cities’ combined populations have lesser minority and low-income populations than Citrus College and Foothill Transit’s service area, separately (see Tables 2 and 3)

Table 2 Citrus College Campus vs Citrus College’s Service Area

	Population	Minority proportion of population	Difference from Citrus College	Low-income proportion of population	Difference from Citrus College
Citrus College	19,035	79.39%	+18.67	59.37%	+38.92%
Citrus College Service Area	192,511	60.72%		20.45%	

Table 3 Citrus College’s Service Area vs Foothill Transit’s Service Area

	Population	Minority proportion of population	Difference from overall service area	Low-income proportion of population	Difference from overall service area
Citrus College Service Area	192,511	60.72%	-20.00%	20.45%	-8.46%
Overall Service Area	1,684,088	80.72%		28.91%	



The chart below reflects the breakdown of the student usage of the different fare payment options on the five local lines which serve both colleges between July 2015 and May 2016:

Table 4 Fare Type Usage by Students

Fare Type	System-wide Usage	187	281	284	488	494
Cash - Student	0.43%	0.43%	0.80%	0.29%	0.72%	0.01%
Stored Value Card (TAP) - Student	0.09%	0.09%	0.09%	0.07%	0.07%	0.04%
Student Pass	2.49%	2.43%	4.05%	3.64%	2.25%	1.41%

Students using these five lines appear to be overwhelmingly utilizing the student pass over cash fare. In addition to being more convenient for the students, the student cash fare is the same as the adult cash fare and does not offer significant savings. Again, because the population that is impacted by this pilot program is small, both positive and negative impacts on the service area in general are small.

3. Result of the Impact Analysis:

Based on the threshold set forth by the agency’s disparate impact and disproportionate burden policy, the Planning staff found that the Class Pass Pilot Program at Citrus College has 1) no impact on the minority population, and 2) a positive impact on the low-income student population as the program will serve a larger population of both minority and low-income students.

The comparisons of populations presented in Tables 1, 2, and 3 show that the Class Pass Pilot Program will serve its intention of providing affordable transportation alternative to students of minority and/or low-income. Within the minority population, approximately 20 percent more of students living in the Citrus College’s service area will enjoy reduced fare on public transportation service, while only less than a percent of the overall Foothill Transit’s service area will not.

Within the low-income population, the Class Pass Pilot Program at Citrus College will provide reduced fare to a considerable number of low-income students. The low-income population at Citrus College is approximately 39 percent and 30 percent more than the Citrus College’s service area and Foothill Transit’s service area, respectively. This is a significant number given that the College’s service area has a lower proportion of both minority and



low-income populations in comparison to the Foothill Transit's overall service area by 20 percent and 8.5 percent, respectively.

Furthermore, students riding the five lines, which serve the Citrus College campus, have already chosen to use the offered Foothill Transit student pass over cash payments due to the pass' savings benefits (See Table 4 above). With the introduction of the Class Pass Pilot Program, students, particularly the low-income students, at the Citrus College will be able to afford public transportation.

Thus, the Class Pass Pilot Program at Citrus College is deemed to have no negative disparate impact and positive disparate impact.

4. Available Alternative Fare Payment Options

This Class Pass Pilot program is currently being offered to students at three college campuses: University of La Verne, Mt. SAC, and the newly added Citrus College. Class Pass student holders can use the pass on all Foothill Transit local lines and the Silver Streak if the pass is purchased via any of the campuses that have a Class Pass Program or Class Pass Pilot Program with Foothill Transit. However, the permitted pass access varies for each campus, depending the signed memorandum of understanding (MOU).

This pass will replace student passes for students at these three colleges/universities, as well as the cash fare. Foothill Transit is actively working to create partnerships with other universities in the area.

Conclusion

The proposed University Pass pilot program offers a fare reduction to students Citrus College. Due the fact that the minority and low-income populations reflect the make up the general community, it is Foothill Transit's general consensus that this program will not cause a disparate impact or disproportionate burden.

As stated previously, this promotional program is being offered during nine-month period to collect data and determine an appropriate fee to charge the students. This allows Foothill Transit one full academic year of data collection. It is during this data collection period that additional analysis will be completed, as well as finalizing the disparate impact and disproportionate burden analysis if the referendum of students concerning an increase in



student fees to fund any public transportation program for College students, particularly the Class Program, is passed. At the time that a permanent fare is established, a Fare Equity Analysis will have been completed to support the establishment of the new fare.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vy Phan-Hoang'.

Vy Phan-Hoang
Transit Planner

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

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **Planning Software Upgrade - Sole Source Contract Award**

Recommendation

Authorize the Executive Director to enter into a sole-source contract in the amount of \$339,963 with Giro, Inc. to upgrade Foothill Transit's existing Hastus scheduling software, and negotiate final contract terms and conditions.

Analysis

Foothill Transit has been using the Giro Hastus scheduling software since 2001. The system provides Foothill Transit's Planning staff with the ability to better schedule routes, and provides the data necessary for the SMARTBus system to function.

The 2017 version of Hastus is available and contains many features that will greatly benefit Foothill Transit. This version will include upgrades to all of Foothill Transit's current scheduling modules. These upgrades include new algorithms to reduce vehicle hours and peak vehicles, and optimize operator assignments.

The total price for the upgrade to the latest version, version 2017, of Hastus is \$339,963. This includes upgrades to all current Foothill Transit scheduling modules and the addition of the Rider and ATP modules which allow the integration of data from the SmartBus system to better analyze route run times. A sole source contract award is recommended for the following reasons:

- No other vendor can upgrade Giro Hastus' proprietary scheduling modules;
- Foothill Transit's current SMARTBus system is fully integrated with Hastus data and the recently procured SMARTBus system replacement design parameters are built on the Hastus platform. A new interface would need to be generated in order to make it functional with our system. In addition to the longer timeframe, costs and other expenses are not included in the current project budget.



Budget Impact

Funding for this project is included in the approved FY 2016-2017 Capital Budget.

Sincerely,

A blue ink signature of Joseph Raquel, consisting of a stylized 'J' followed by a long horizontal stroke and a sharp upward-pointing tail.

Joseph Raquel
Director of Planning

A blue ink signature of Doran J. Barnes, featuring a cursive 'D' and 'B'.

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **Resolution For Filing of Federal Transit Administration Applications**

Recommendation

Adopt Resolution No. 2016-03: A resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Chapter 53 of Title 49 of the United States Code and any other federal statutes administered by the Federal Transit Administration.

Background

In August 1992, Foothill Transit Zone adopted a one-time authorizing resolution for filing grant applications with the United States Department of Transportation. The 1992 resolution was updated in 2014 to reflect the name of the organization as Foothill Transit and to reaffirm that the authority granted by the 1992 resolution will continue to remain in full force.

A further update is needed to reflect a modification to the process by which payment requests from grant awards are effected. The proposed resolution for authorization for filing federal grant applications is included as

Attachment A.

Sincerely,


Darold Pieper
General Counsel


Doran J. Barnes
Executive Director

RESOLUTION NO. 2016-03

A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY CHAPTER 53 OF TITLE 49 OF THE UNITED STATES CODE AND ANY OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

The Executive Board of Foothill Transit does resolve as follows:

1. **Findings.** The Executive Board hereby finds and declares the following:
 - A. The Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53.
 - B. Grants or cooperative agreements for Federal financial assistance will impose certain obligations upon Foothill Transit and may require Foothill Transit to provide the non-Federal share of transportation-related expenses supported with Federal financial assistance.
 - C. Foothill Transit is legally authorized under Federal, state, or local law to apply for and receive Federal assistance.
 - D. Foothill Transit has received authority from the Designated Recipient to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307.
 - E. Foothill Transit is required to provide certain certifications and assurances to the Federal Transit Administration at least annually.
2. **Action.** The Executive Board of Foothill Transit hereby resolves that:
 - A. The Executive Director or designee is authorized to execute and file an application for Federal assistance on behalf of Foothill Transit with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53 or any other Federal statutes authorizing activities administered by the Federal Transit Administration.
 - B. The Executive Director or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
 - C. The Executive Director is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of Foothill Transit.

[Type here]

D. The Executive Director or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on September 30, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

Carol Herrera, Chair

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

ATTEST:
Doran J. Barnes, Executive Director

By: _____
Darold Pieper, General Counsel

By: _____
Doran J. Barnes, Executive Director

Certification

The undersigned duly qualified Secretary, acting on behalf of Foothill Transit, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Executive Board held on September 30, 2016.

Christina Lopez, Secretary

Date



September 30, 2016

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2016-2017**

Recommendation

Approve the proposed FY 2016-2017 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such it is recommended that Foothill Transit operate a Sunday schedule on the following holidays in accordance to the Federal Holiday schedule for FY 2016- 2017:

Holiday	Day of Week	Date
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Thanksgiving Day	Thursday	November 24
Christmas Day	Monday	December 26**
New Year’s Day	Monday	January 2**
President’s Day	Monday	February 20
Memorial Day	Monday	May 29

** December 25, 2016 and January 1, 2017 (the legal public holidays for Christmas Day and New Year’s Day), fall on a Sunday. For most Federal employees, Monday, December 26th and Monday January 2nd will be treated as holidays.

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$614,774 in reduced operating cost than if regular weekday service was provided on the dates listed above.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **CAD/AVL System Replacement Update**

Recommendation

Receive and file an update of the replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system.

Analysis

In June 2015, the Executive Board authorized the Executive Director to negotiate final contract terms and conditions and award a contract to Avail Technologies for the replacement of the CAD/AVL system including equipment installation, testing, training, system implementation, product support and warranty. This new state-of-the art system will replace Foothill Transit's aging system and will include enhancements to better monitor service in real time, while providing more accurate data to customers to plan their trips and to agency staff for system planning and performance reporting.

As part of the CAD/AVL replacement, the Avail solution includes a replacement of the automatic passenger counters (APC), automatic voice announcement (AVA), vehicle health monitoring (VHM), integrated real time passenger information (RTPI), and an integrated business intelligence (BI) tool. Voice and data communication will be achieved using a combination of digital radio communication and Voice over Internet Protocol (VoIP) using cellular service, with backup digital voice communication service.

Since contract award, the Avail team has been working with Foothill Transit staff, operations, maintenance, and customer service contract staff as well as Foothill Transit technical consultants from IBI Group on the development of the Foothill Transit replacement CAD/AVL system. This work has included several site visits, bus and facility inspections and multi-day working groups to discuss the current system functionality and the improved performance required of the new system. Much of the equipment needed for the system, has been procured and is being retained by Avail for programming prior to installation.

The Preliminary Design Document has been submitted and Avail's System Engineers are now working on the final design of the system. Over the next



several months, a number of milestones will be achieved including Final System Design, Factory Acceptance Testing, additional equipment procurement, site testing, vehicle pilot fleet testing, training, and system adoption. All of these will take place in the weeks and months leading up to the final testing phase and system acceptance.

The project timeline has project completion slated for April, 2018.

Budget Impact

The adopted Fiscal Year 2016-2017 budget includes funding for the replacement of the existing CAD/AVL system, including equipment, installation, testing, training, system implementation, product support, and warranty.

Sincerely,

A handwritten signature in blue ink, appearing to read 'LaShawn King Gillespie'.

LaShawn King Gillespie
Director of Customer Service & Operations

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

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **Electric Bus Program Update**

Recommendation

Receive and file the Electric Bus Program Update.

Analysis

Foothill Transit's battery electric bus fleet has now logged over **one million miles** of service. This is a major milestone accomplishment not just for Foothill Transit but also for the transit industry. Foothill Transit is the first agency in the nation to have achieved this milestone.

Electric Bus Program History

Foothill Transit's electric bus program was launched in 2009 with an award of \$6.2 million by the American Recovery and Reinvestment Act (ARRA) to procure three electric buses and two in-route fast chargers. In 2010 the buses were deployed on Line 291 marking the first deployment of heavy-duty, fast-charge electric buses in public transit.

In 2011, the program grew further with a TIGGER II grant award of \$10.2 million to procure 12 additional buses. These vehicles were deployed in 2014, and allowed Foothill Transit to fully electrify Line 291 that serves the cities of Pomona and La Verne.

Last July, Foothill Transit received two 40' Catalyst FC buses from Proterra, bringing the total fleet size to 17. Since program inception, our electric buses have now charged 105,860 times at the Pomona Transit Center.

Benefits To-Date

With the accumulation of one millions miles in service, Foothill Transit's electric bus program has had considerable environmental benefits such as:

- 247,542 gallons of compressed natural gas saved; and
- 1,810 tons of greenhouse gases eliminated;

This is equivalent to planting 42,518 trees and saving 3,798 barrels of oil.



Future Plans

The entire Foothill Transit team is working to keep growing the electric bus program and working toward meeting the agency's Board approved initiative of our fleet being "100% electric by 2030".

- In 2017 we will receive 13 extended range electric buses which will be deployed in service on Line 280 in Azusa.
- We plan to deploy 20 extended range electric buses on Line 486, traveling between the Pomona Transit Center and El Monte Transit Center, with service to Cal Poly Pomona and Mt. San Antonio College.

In addition, installation of a fast-charge charger at the Pomona operations and maintenance facility is underway and the infrastructure has already been installed to facilitate two charging stations at the Azusa Intermodal Transit Center for electrification of Line 280 which travels along Azusa Avenue to the Puente Hills Mall.

Sincerely,

Andrew Papson
Electric Bus Program Manager

Doran J. Barnes
Executive Director



September 30, 2016

To: Executive Board

Subject: **Transit Center and Park & Ride in the City of Covina**

Recommendation

Authorize the Executive Director to execute an amendment to the Deposit Agreement with the City of Covina in the amount of \$85,700 related to the development of a Transit Center and Park & Ride facility in the City of Covina.

Analysis

In January 2016, a Deposit Agreement with the City of Covina was executed to begin the process of developing a joint mixed-use development project for the City, Foothill Transit, and private developer MLC. The project consists of a residential community, transit center, and city event center and business incubator. The Transit Center component will consist of a parking structure, bus bays, transit oriented retail space, and provisions for an electric bus charging station.

The base Deposit Agreement is for expenses that will be incurred by the City in conjunction with the City's due diligence in connection with the proposed project. The due diligence cost related to the project include: economic studies, parking assessment study, financial feasibility, conceptual master plan design work, public right-of-way improvement studies/infrastructure studies, public outreach, and other miscellaneous costs. Foothill Transit agreed to bear one-third of the due diligence cost.

In addition to the necessary due diligence work described in the Deposit Agreement, the City is incurring other expenses, such as the preparation of the CEQA and NEPA documents and land use entitlement application fees; consequently, Foothill Transit is requested to pay one-third of the CEQA environmental report, one-third of the entitlement application fees, and the full amount for the NEPA environmental documents. The following table provides details on these expenses:



Activity	Estimated cost	Foothill Transit Est. Fees
CEQA preparation	\$165,945	\$55,315
NEPA preparation	\$15,385	\$15,385
Project Application Fees and Land Use Entitle Fees	\$45,000	\$15,000
Total Foothill Transit's pro-rata share		\$85,700

The transit component would comprise approximately 3.1 acres of the total 10.66-acre project site. The parking structure will be a three tier parking structure with approximately 372 parking spaces. As the project continues to develop, a refinement of parking count will occur as the design-build team begins detail design. The transit-related retail will be adjacent to the parking structure which is approximately 4,800 square feet. Bus bays would be located south of the parking structure for bus loading and unloading of passengers and for use during bus layover.

To date, the Project team has participated in two study sessions with the Covina City Council and one study session with the Covina Planning Commission and residents of Covina. The public outreach consultant continues to interface with neighborhood residents and project stakeholders to discuss the Covina Forward project.

As the project continues to move forward, the following sequence of events will be required in order to begin construction:

	Task	Projected completion date
1	Draft EIR issuance	9/13/16
2	Issue RFQ for Design-Build	August 2016
3	Preliminary appraisal of subject property for the transit component.	September 2016
4	Schematic Design for transit component complete	October 2016
5	Issue RFP for Design-Build to short list of qualified firms	11/08/2016
6	City Planning Commission Meeting	11/08/2016



7	City Council Meeting for land use entitlement, DEIR, etc.	11/29/2016 and 12/06/16
9	FTA approval of NEPA- CE	December 2016
10	FTA review of the appraisals and concurrence	January 2016
11	Request Authorization to Approve Land Purchase Agreement	February 2017 Executive Board Meeting
12	Contract Award for Design-Build firm	February 2017 Executive Board Meeting
13	Start construction	November 2017
14	Complete construction	December 2018

Budget Impact

Foothill Transit's approved FY 2016/2017 Business Plan and Budget includes funding for the Covina Park & Ride and Transit Center Project.

Sincerely,


 Sharlane Bailey
 Director of Facilities


 Doran J. Barnes
 Executive Director



September 30, 2016

To: Executive Board

Subject: **Mt. San Antonio College Transit Center Memorandum of Understanding (MOU)**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and execute a Memorandum of Understanding (MOU) with Mt. San Antonio Community College (Mt. SAC) related to the development of a transit center to be located on the college campus.

Analysis

At the May 2015 Executive Board Meeting, the Board authorized the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. SAC related to the development of a transit center on the Mt. SAC campus. **Attachment A** is the draft MOU. Since then a new location for the proposed transit center has been identified by the College. Foothill Transit staff has been working with the College to discuss the new proposed location which also meets our transit needs and our desire for the transit center to be located central to the campus. The MOU is currently under final legal review with the College and is anticipated to be received with final comments by end of this month. The MOU will be recommended for Mt. SAC Board of Trustees approval during their October 12, 2016 meeting.

The College owns certain real property located on Temple Avenue between Mt. SAC Way and Bonita Drive and agrees to contribute the value of the land where the proposed transit center will be built. Foothill Transit will be responsible for the design and construction of the transit center as well as vehicular and pedestrian circulation improvements adjacent to the transit center area. The College will be responsible for ensuring that the preparation and completion of all environmental documents and clearances required under federal and state law for the Project are met for the transit center project.

The MOU provides direction for the development of the transit center, including funding obligations, planning, design, construction, use of property, utilities, maintenance and repairs and security. The transit center is



anticipated to consist of ten bus bays with covered walkways, provisions for electric bus charging stations, vehicular and pedestrian circulation improvements adjacent to the transit center area, new traffic signal, and new stair and elevator tower to meet ADA requirements.

Budget Impact

Foothill Transit's Fiscal Year 2016-2017 Business Plan and Budget includes funding for the creation of a Transit Center on the Mt. SAC campus. In early September, Foothill Transit was awarded \$7.24 million through the FTA Bus and Bus Facilities competitive grant process to help support the construction of the 10-bay bus transit center.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



Foothill Transit

Memorandum of Understanding

between

Foothill Transit

and

Mt. San Antonio Community College
District

Transit Center

DRAFT AS OF 5-26-16
Incorporating District and FT Comments

This Memorandum of Understanding (MOU) is made and entered into as of _____ 2016 by and between **FOOTHILL TRANSIT**, a joint powers agency organized under the laws of the State of California with its principal place of business at 100 South Vincent Avenue, Suite 200, West Covina, California 91790 and **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT** (the District), a _____ with its principal place of business at 1100 North Grand Avenue, Walnut, California 91789. Foothill Transit and the District are sometimes individually referred to as a "Party" and collectively as "Parties."

ARTICLE 1 RECITALS

A. The District owns certain real property generally located on Temple Avenue between Mt. SAC Way and Bonita Drive, which property is more particularly described in Exhibit "A" attached hereto and incorporated by reference herein (the Property). A portion of the Property is proposed to be developed as a transit center and transit store, which will consist of three primary elements: 1) a transit center with bus bays to serve Foothill Transit's buses; 2) a Foothill Transit store; and 3) electric bus charging stations.

B. Foothill Transit operates a public transportation system that services the District and the surrounding area. Foothill Transit provides bus transportation services along specified routes for the benefits of the students at the District and residents of the surrounding communities.

C. The District and Foothill Transit wish to enter into this MOU to provide direction for the development of the transit center facility, including the joint financing, planning, design, construction and use of components of the transit center, transit store, electric bus charging stations, and potential bike storage area to be constructed on the Property to accommodate Foothill Transit buses and customers (as more particularly described herein, the Project).

ARTICLE 2 SCOPE OF PROJECT

The Project generally consists of the construction of a transit center that includes eight to ten transit bays with covered walkways, a transit store, electric bus charging stations, vehicular and pedestrian circulation improvements adjacent to the transit center area, and potential bike storage area to be utilized by Foothill Transit. Exhibit "B" attached hereto and incorporated by reference herein contains a more complete description of the Project.

ARTICLE 3 FUNDING OBLIGATIONS OF FOOTHILL TRANSIT

A. Except as otherwise provided herein, Foothill Transit shall provide all funding necessary to design and construct the Project. Foothill Transit will only design and construct the Project if sufficient funding is available to Foothill Transit to complete the design and construction of the Project.

B. The Parties agree that Foothill Transit will serve as the Federal Transit Administration (FTA) grantee for the Project. Foothill Transit will contribute an amount not to exceed _____ in FTA Section 530X funds to the Project.

**ARTICLE 4
FUNDING OBLIGATIONS OF THE DISTRICT**

The District agrees that it will contribute a portion of the Property valued at _____ to the Project, more particularly described as _____. The District will also [other funding obligations? costs of environmental assessments per Article 5?].

**ARTICLE 5
PRE-CONSTRUCTION AND RELATED ENVIRONMENTAL ACTIVITIES**

A. Foothill Transit and the District will be jointly responsible for the preparation of conceptual design drawings and specifications for the Project. The Parties shall meet and discuss 1) the design of the Project, 2) the preparation of conceptual design and landscape plans, and 3) Foothill Transit's budget for the plans and the Project, prior to commissioning the preparation of such plans. The design shall adhere to the District's campus standards.

B. Foothill Transit and the District will be jointly responsible for the funding, preparation, and assuring completion of all environmental documents and clearances required under federal and state law for the Project.

C. Foothill Transit shall be responsible for the funding, commissioning, and preparation of 1) final design plans, 2) construction drawings and specifications for construction of the Project, including the commissioning and preparation of final design drawings, and 3) construction drawings and specifications related to the electric bus charging stations. Foothill Transit will submit all construction drawings and specifications to the District for its review, comment, and approval. Foothill Transit agrees that final design plans shall be consistent with the jointly-developed conceptual design drawings and specifications for the Project prepared pursuant to subsection A. above. Foothill Transit shall afford the District the opportunity to review the construction drawings prior to Foothill Transit's issuance of the invitation for bids for construction of the Project.

D. The District will expeditiously take all actions necessary to consider the approval of the Project, including, but not limited to, conducting any public hearings required for the Project, reviewing all state and/or federal environmental documents, and obtaining all required construction permits after Project approval.

**ARTICLE 6
CONSTRUCTION OF THE FACILITIES**

A. Hiring of Contractor(s). Foothill Transit agrees to hire a contractor or contractors to construct the Project. Foothill Transit agrees to obtain contractor bids together with bid bonds to construct the Project as soon as practicable after approval of the construction drawings and specifications by the District as provided for in Article 5 and the completion/certification of the applicable environmental documents. Foothill Transit will be solely responsible for the review of bids received to determine the lowest responsible and responsive bidder. Foothill Transit shall comply with all applicable state and federal laws governing the bidding and construction of the Project.

B. Construction Defined. Project construction shall include, but not be limited to, the erection of the physical structures comprising the Project facility(ies); the installation of all systems necessary for the proper functioning of the transit center and transit store, including but not limited to the relocation and modification of utilities; making vehicular and pedestrian circulation improvements adjacent to the transit center area; and installation of landscaping and irrigation around the transit center. Construction may also include the installation of electric bus charging stations at a location on the Property to be mutually determined by the Parties and construction of any and all ancillary bus stop facilities that Foothill Transit determines in its sole discretion are necessary to serve the Project.

C. Construction Hours. Foothill Transit will ensure that its contractor's activities do not interfere with the daily activities taking place at the District's college campus and adhere to the District's campus construction hours of work.

D. Contractor's Work Areas. Foothill Transit will ensure that any contractor staging areas are approved by the District. Foothill Transit will also ensure that the contractor will be solely responsible for the staging area including the equipment and materials stored in staging area, as well as its tools and supplies and safety of its personnel.

E. Site Cleanup. Foothill Transit will ensure that its contractor shall, at the end of each workday, clean the job site and store all equipment and material in a neat and orderly manner; that the contractor shall remove all waste generated by the contractor from the site on a timely basis; and that at the completion of the Project, the contractor shall clear and clean the job site of all materials and waste resulting from its work within 48 hours of final acceptance of the Project facility(ies) by Foothill Transit.

F. Construction Progress Meetings. Foothill Transit will hold weekly construction progress meetings with its construction contractor. A representative of the District will be invited to participate in these meetings.

G. Environmental Remediation. The District agrees that it will be solely responsible for any environmental remediation necessary to prepare the Project Property for construction activities.

ARTICLE 7 OWNERSHIP OF FACILITIES

The Parties agree that the transit center, bus bays, transit store, electric bus charging stations, and potential bike storage area will be owned by Foothill Transit (collectively, the Facilities).

ARTICLE 8 USE OF PROPERTY

The District shall lease the Property underlying the Facilities to Foothill Transit, at no cost to Foothill Transit, for a period of not less than fifty (50) years. The lease agreement shall provide Foothill Transit with among other things a) the exclusive right to use the Facilities without interference from the District and b) roadway access to the Facilities at all times.

Foothill Transit specifically recognizes that the lease contemplated in this Article will terminate upon completion of the fifty (50) year term. The Parties shall meet to discuss extension of the

lease term or transfer of ownership of the Facilities to the District no later than twelve (12) months prior to the termination of the lease.

**ARTICLE 9
UTILITIES**

A. Utility Services Provided by the District. The District agrees to provide water, electricity and/or sub-meter services, emergency power, and storm and sanitary sewer services for all aspects of the Project, except for the electric bus charging stations. Foothill Transit will be solely responsible for the payment of costs for the utility services provided by the District.

B. Utility Service for Electric Bus Charging Stations. Foothill Transit will be solely responsible for all electric utility charges related to the electric bus charging stations and will work with the local electric company offering preferred rates to Foothill Transit for utility charges for the electric bus charging stations.

**ARTICLE 10
MAINTENANCE AND REPAIRS**

A. As used in this MOU, “maintenance” shall mean the provision of janitorial services; trash removal services; wall surface repairs; painting of the façade of the facilities as necessary; repairs/removal of surface vandalism; inspection, cleaning and replace of mechanical, electrical and plumbing equipment, fixtures and utilities; the removal and disposal of trash and debris; and other repairs other than structural repairs as provided for in Article 11.

B. The District will be responsible for all maintenance of the Project, except with respect to the electric bus charging stations. The District will perform all janitorial maintenance in accordance with the standards that it uses in performing janitorial maintenance services elsewhere on District-owned Property. All other maintenance work shall be done in accordance with the standards prescribed in manufacturers’ operations and maintenance manuals. All repairs and replacements made by the District will be made and performed in a good and workmanlike manner in accordance with all applicable codes, statutes, and regulations, including but not limited to prevailing wage laws and regulations, and will be made and performed so that the repairs and replacements will be at least equal in quality, value, and utility to the original work or installation. The District will be responsible for all costs associated with fulfilling its maintenance responsibilities.

C. Foothill Transit will be solely responsible for the maintenance of the electric bus charging stations. Foothill Transit will be responsible for all costs associated with maintenance of the electric bus charging stations.

D. Foothill Transit will be responsible for the development of a District-approved Preventive Maintenance Plan for the Project facilities and all of the mechanical, electrical, and plumbing equipment, fixtures, and utilities, and will be responsible for any repairs to the on-campus roadway caused by bus access to the transit center. The District will be responsible for the implementation of the Plan so long as it is responsible for providing maintenance in accordance with the provisions of this Article.

**ARTICLE 11
STRUCTURAL REPAIRS**

- A. As used in this MOU, “structural repairs” shall mean all repairs other than those defined as “maintenance” in Article 10. Structural repairs include, but are not limited to, repairs to any structural element of the structures including foundations, walls, and load-bearing walls.
- B. Foothill Transit will be solely responsible for structural repairs to the Facilities.
- C. Foothill Transit will notify District, in writing, in advance of making any structural repairs, and will provide the other Party detailed plans and specifications of any such repairs.

**ARTICLE 12
CAPITAL IMPROVEMENTS**

- A. Construction of Foothill Transit-Initiated Capital Improvements. Foothill Transit will be responsible for the construction of all future capital improvements to the Facilities constructed as part of the Project.
- B. Foothill Transit-Initiated Improvements. The District must approve any capital improvements to the Project initiated by Foothill Transit, which approval shall not be unduly withheld. Foothill Transit shall be solely responsible for all costs associated with Foothill Transit-initiated capital improvements.
- C. District-Initiated Improvements. If the District initiates any capital improvements to the Project, Foothill Transit shall have the right to participate in the planning process for such improvements. The District, in consultation with Foothill Transit, will be responsible for the development of detailed plans and specifications for any such capital improvements. The District shall be solely responsible for all costs associated with District-initiated capital improvements; provided that Foothill Transit may determine, in its sole discretion, to reimburse the District for any costs associated with such capital improvements.

**ARTICLE 13
ALTERATIONS**

Neither Party will make any alterations to the Project or Facilities without prior notice to the other Party. Each Party will have the right to approve such alterations if the alterations are integrally related to the functionality or operations of the Project or Facilities.

**ARTICLE 14
SECURITY**

The District will be solely responsible for the security of the Project Facilities after completion of construction.

**ARTICLE 15
SIGNS AND ADVERTISING**

- A. Foothill Transit may, at its own expense, install and operate electronic or other type of information signs within the Project subject to compliance with District and City of Walnut sign ordinance(s). Foothill Transit specifically acknowledges that commercial advertisement signage is prohibited. For purposes of this MOU, the term “commercial advertisement signage” does not include signage promoting Foothill Transit’s routes and services.
- B. The District must approve the installation of any signs by Foothill Transit within the boundaries of the Project.

**ARTICLE 16
INSURANCE**

- A. Foothill Transit will be responsible for obtaining and maintaining builders’ risk insurance in an amount sufficient to cover reconstruction of the Project should there be a loss during construction.
- B. Foothill Transit will obtain and maintain property insurance on an all risk form on the Facilities, including but not limited to the electric bus charging stations.
- C. The District will obtain and maintain property insurance on an all risk form on all District-owned property, if any, located on the Property on which the Project is built.
- D. Once the Project is completed and operational, each Party shall obtain and maintain general liability insurance for injuries or damages to third parties arising out of each Party’s use of the Project, and each Party will ensure that the other Party is listed as an additional insured on the other Party’s general liability insurance policy.

**ARTICLE 17
INDEMNITY**

- A. While the Project is being constructed, Foothill Transit shall defend, indemnify, and hold the District and its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, including wrongful death, to the extent caused by any alleged acts, omissions, or willful misconduct of Foothill Transit, its Members, officials, officers, volunteers, agents, and staff in connection with the construction of the Project, including without limitation the payment of all consequential damages and attorneys’ fees and other related costs and expenses. The obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Foothill Transit or its Members, officials, officers, volunteers, agents, and staff.
- B. While the Project is being constructed, the District shall defend, indemnify, and hold the Foothill Transit, its Members, officials, officers, volunteers, agents, and staff free and harmless from any and all claims, demands, causes of action, costs, including wrongful death, to the extent caused by any alleged acts, omissions, or willful misconduct of the District, its officials, officers, employees, volunteers, and agents in connection with the construction of the Project, including without limitation the payment of all consequential damages and attorneys’ fees and other related

costs and expenses. The obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, volunteers, and agents.

C. Once the Project is completed and operational, the Parties each agree to assume their own liability for any and all claims of any nature including all costs, expenses and attorneys' fees which may, in any manner result from, or arise out of each Party's use of the Project as described in this MOU.

**ARTICLE 18
DISPUTE RESOLUTION**

If a dispute should arise between the Parties with respect to this MOU or any of its provisions, the Parties shall attempt to settle such dispute through the use of a mediator mutually acceptable to the Parties prior to the initiation of any legal action on the part of either Party with respect to this MOU, any of its provisions, and/or its enforcement. The costs of such mediation shall be shared equally by the Parties.

**ARTICLE 19
COMPLIANCE WITH APPLICABLE PROVISIONS OF LAW**

The Parties agree to comply with all applicable provisions of federal law, California state law, and local ordinance which shall be considered a part of this MOU as though full set forth herein.

**ARTICLE 20
GOVERNING LAW**

This MOU is entered into in and under the laws of the State of California and shall be interpreted in accordance therewith.

**ARTICLE 21
NOTICES**

Notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

The District
XXX
XXX
XXX
XXX

With a copy to: XXX
 XXX
 XXX

Foothill Transit
Sharlane Bailey, Director of Facilities

100 South Vincent Avenue, Suite 200
West Covina, CA 91790
626.931.7253

With a copy to: Thompson Coburn LLP
1909 K Street, N.W., Suite 600
Washington, D.C. 20006

Any notice or demand which may or must be given or made by a Party hereto under the terms of this MOU or any statute or ordinance shall be in writing and shall be deemed received on: 1) the day of delivery if delivered by hand (including overnight courier service) during the receiving Party's regular business hours; or 2) on the second business day following deposit in the United States mail, postage prepaid, to the address(es) set forth above, or to such other address(es) as the Parties may, from time to time, designate in writing pursuant to the provisions of this Article 20, provided the sender obtains and retains record of such postings. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

ARTICLE 22 GENERAL PROVISIONS

A. Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate, or convenient to attain the purposes of this MOU.

B. Successors and Assigns. This MOU shall be binding on the successors and assigns of the Parties. Neither Party shall assign, hypothecate, or transfer, either directly or by operation of law, this MOU or any interest herein without the prior written consent of the other Party. Any attempt to do so shall be null and void, and any assignees, hypothecates, or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation, or transfer.

C. Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this MOU, the language of this MOU shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days, or period for performance shall be deemed calendar days. All references to the District include all personnel, employees, and agents of the District, except as otherwise specified in this MOU. All references to Foothill Transit include its elected officials, officers, agents, volunteers, and staff, except as otherwise specified in this MOU. The captions of the various sections and paragraphs are for convenience and ease of reference only and do not define, limit, augment, or describe the scope, content, or intent of this MOU.

D. Amendment; Modification. No supplement, modification, or amendment of this MOU shall be binding unless set forth in writing and signed by both Parties.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise. The failure of either Party to enforce one or more of the terms or conditions of this MOU or to exercise any of its rights or privileges, or the waiver by either Party of any breach of such terms or conditions, shall not be construed as thereafter waiving any such

terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.

F. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

G. Invalidity; Severability. If any portion of this MOU is declared as invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

H. Authority to Enter MOU. Each Party has all requisite power and authority to conduct its business and to execute, deliver, and perform the MOU. Each Party warrants that the individuals who have signed this MOU have the legal power, right, and authority to make this MOU and bind each respective Party.

I. Counterparts. This MOU may be signed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

J. Entire Agreement. This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, and agreements.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first written above.

FOOTHILL TRANSIT

MT. SAN ANTONIO COLLEGE DISTRICT

By: _____
Doran J. Barnes
Executive Director
Foothill Transit

By: _____
William I. Scroggins
President/CEO
Mt. San Antonio College District

Approved as to Form:

Approved as to Form:

By: _____
Kathleen Kraft
Thompson Coburn LLP
Special Counsel to Foothill Transit

By: _____
Randall Porent
Liebert, Cassidy, Whitmore
General Counsel,
Mt. San Antonio College District

Exhibit A

DESCRIPTION OF PROPERTY

The District owns a fee simple title to Lots xxx through xxx inclusive and the xxx Block xx of Map of xxx, in the City of Walnut, County of Los Angeles, State of California, as per map recorded in Book 8710, Pages xx through xx inclusive, of Miscellaneous Records, in the office of the recorder of the County of Los Angeles.



September 23, 2016

To: Executive Board

Subject: **FY 2015/2016 Year-End Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2016.

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of June 30, 2016, shows total assets at \$323 million. This total consists primarily of \$205 million in fixed assets, \$99 million in cash and investments and \$18.8 million in receivable and prepaid assets. Foothill Transit's cash position of \$84.8 million is \$14.8 million more than the previous month, and is \$10.6 million less than last year in June.

Liabilities

The accounts payable balance is \$11.2 million. Accounts Payables include operating and maintenance expenses of \$4.35 million and \$0.47 million in fuel cost.

The deferred revenue of \$74 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park & ride construction activities.

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 \$26.7 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; \$11.5 million with Chase; and



\$15 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$11.0 million with Bank of the West Agency notes; \$500,000 Bank of the West certificates of deposit; and \$3.0 million with Wells Fargo certificates of deposit. \$26 million Agency Callable notes were called during the fiscal year netting a gain of \$180,625 in interest.

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

June 2016 year-to-date fare revenues were \$17,144,739 which is \$1.7 million less than the budgeted amount and \$1.7 million less than June 2015. Fare revenue decreases were noted in the EZ Transit Pass. This pass is used primarily by riders who ride multiple transit agency services. Foothill Transit is continuing with the fare restructuring study in FY2016/2017 to simplify the fare structure and increase revenues and ridership. According to our peer transit agencies, declining ridership is a regional and nationwide trend. Increased transit choices, first mile-last mile solutions, and faster service are proposed solutions to improving ridership.

Operating costs through June 2016 were \$75 million, which is \$3.5 million less than the budget and \$4.6 million more than June 2015. Of this \$75 million, \$56.17 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$5.39 million through June 2016.

Capital expenditures through June were \$27 million compared with \$43 million last year at this time. Foothill Transit took delivery of 30 new CNG buses and two new electric buses during FY2015/2016 for a total expenditure of \$21.2 million during the fiscal year. Additional capital expenditures included the completion of the Azusa Park & Ride and City of Industry Park & Ride projects with a life-of-project budget savings of \$5.8 million. The unspent capital funds have been carried over to the FY2016/2017 budget for the continuing projects.

Farebox Recovery Ratio

The June year-to-date farebox recovery ratio was 22.8 percent; 1.3 percent lower than the performance target of 24.6 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$17,144,739 by the total bus operating expense of \$75,106,248. This ratio is less than the June 2015 ratio of



26.8 percent. The decline is a combination of increased operating expenses and decreased ridership.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of June 2016; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for June 2016 were \$13.9 million. Capital disbursements for buses totaled \$3.2 million, fuel was \$883,451 and other significant disbursements include \$3.0 million to First Transit and \$4.99 million 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 June 30, 2016

Assets

Current Assets:

Cash	84,867,746
Investments	\$14,488,000
Due from government agencies	15,597,909
Other receivables	2,132,796
Other assets	1,108,936
Total Current Assets	<u>118,195,386</u>
Property & Equipment (net of depreciation)	205,180,858
Total Assets	<u><u>323,376,244</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	11,274,134
Deferred Revenue	73,964,274
Total Liabilities	<u>85,238,407</u>

Equity

Fund Balance:	
Investment in Capital Assets	205,180,858
Current Year Change	6,850,631
Reserve	26,106,347
Total Equity	<u>238,137,837</u>
Total Liabilities and Equity	<u><u>\$ 323,376,244</u></u>

Summary of Cash and
Investment Account
For June 30, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$16,861,354
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	9,868,537
Bank of the West-Money Market	0.180%	Demand Deposit	7,057,691
Bank of the West-Money Market	0.180%	Demand Deposit	14,575,238
Bank of the West-Money Market	0.180%	Demand Deposit	9,615,607
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,719
Chase Business Saving	0.080%	Demand Deposit	11,571,864
LAIF Investment	0.460%	Demand Deposit	15,063,136
Subtotal Cash on Hand			<u>\$84,867,746</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000 ⁽¹⁾
	0.45-1.60%	Cert. of Deposit	2,988,000 ⁽²⁾
Subtotal Investments			<u>\$14,488,000</u>
Total Cash and Investments			<u><u>\$99,355,746</u></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 June 30, 2016

	Actual YTD June-16	Budget YTD June -16	Variance	Actual YTD June - 15	
Fare Revenue					
1	Farebox	8,988,245	\$9,830,000	(8.56%)	\$9,878,356
2	Pass Sales	3,717,431	4,400,000	(15.51%)	4,439,522
3	TAP Cash Purse	3,112,977	3,000,000	3.77%	2,920,388
4	MetroLink & Access Service	599,492	650,000	(7.77%)	649,612
5	EZ Transit Pass	726,594	1,000,000	(27.34%)	1,002,421
6	Total Operating Revenue	17,144,739	\$18,880,000	(9.19%)	\$18,890,298
Operating Subsidies and Other					
7	Transportation Development Act	21,361,427	23,715,577	(9.93%)	\$18,856,281
8	STA	3,377,606	3,377,606	0.00%	2,744,304
9	Prop A 40% Discretionary	14,284,762	14,284,762	0.00%	13,834,444
10	Prop A 40% BSCP	4,485,319	4,485,319	0.00%	4,367,352
11	Prop C BSIP	897,602	897,602	0.00%	880,260
12	Prop C Base Restructuring	1,927,953	1,927,953	0.00%	1,890,708
13	Prop C Transit Service Expansion	321,278	321,278	0.00%	315,072
14	Transit Security-Operating	836,183	836,183	0.00%	849,685
15	Measure R Operating	9,775,690	9,775,690	0.00%	9,902,808
16	CMAQ Operating	0	0	0.00%	2,104,075
17	Miscellaneous Transit Revenues	693,689	0	0.00%	291,268
18	Total Subsidies and Other	57,961,509	\$59,621,970	(2.78%)	\$56,036,256
19	Total Operating Revenue	75,106,249	\$78,501,970	(4.33%)	\$74,926,555
Other Revenues					
20	Gain on Sale of Fixed Assets	18,730	0	0.00%	\$214,473
21	Auxiliary Revenue	1,484,666	1,625,000	(8.64%)	1,412,720
22	Total Other Revenues	1,503,396	\$1,625,000	(7.48%)	\$1,627,193
Operating Expenses					
23	Operations	64,313,516	\$66,406,690	3.15%	\$60,616,027
24	Maintenance & Vehicle Technology	814,656	770,070	(5.79%)	571,220
25	Marketing and Communications	1,590,994	1,910,890	16.74%	1,520,694
26	Information Technology	2,147,753	2,268,460	5.32%	1,369,361
27	Administration	2,708,537	3,183,950	14.93%	2,676,699
28	Procurement	803,515	833,400	3.59%	786,374
29	Finance	1,090,897	1,120,100	2.61%	905,239
30	Planning	887,629	1,125,750	21.15%	1,006,158
31	Facilities	748,752	882,660	15.17%	958,009
32	Total Operating Expenses	75,106,249	\$78,501,970	4.33%	\$70,409,780
Other Expenses					
33	Property Management	546,751	\$550,000	0.59%	\$301,205
34	Dial-A-Ride	688,961	750,000	8.14%	681,421
35	Special Services	267,684	325,000	17.64%	233,241
36	Total Other Expenses	1,503,396	\$1,625,000	25.77%	\$1,215,868
37	Total Operating and Other Expenses	76,609,644	\$80,126,970	4.39%	\$71,625,648
38	Total Operating and Other Revenues	76,609,644	\$80,126,970	(4.39%)	\$76,553,747
39	Total Operating and Other Expenses	76,609,644	\$80,126,970	4.39%	\$71,625,648
Capital Revenues					
40	Capital Grants	27,386,888	\$57,002,562	(51.95%)	\$43,067,156
Capital Expenditures					
41	Capital Expenditures	27,386,888	\$57,002,562	51.95%	\$43,067,156
42	Total Revenues	103,996,533	\$137,129,532	(24.16%)	\$119,620,903
43	Total Expenditures	103,996,533	\$137,129,532	24.16%	\$114,692,804

Bank Account - Check Details

Friday, July 01, 2016 09:20:46 AM

Period: 06/01/16..06/30/16

Page 1

Foothill Transit

FOOTHILLTRANSIT\k

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001			General Checking					
			Phone No.	800-488-2265				
06/02/16		23287	AT and T - 105068	Long distance calls	40.49	40.49	0.00	Posted
06/02/16		23288	AT and T - 5019	Ride Info Line	304.71	304.71	0.00	Posted
06/02/16		23289	AT and T - 5025	TS 6 computer line	111.89	111.89	0.00	Posted
06/02/16		23290	Bankcard Center-Bank of the West	5/16 Agency credit card usgaes	33,832.52	33,832.52	0.00	Posted
06/02/16		23291	California Transit Association	Spring Legislative Conference Registration	350.00	350.00	0.00	Posted
06/02/16		23292	Chi Cheong Chik	Reimbursable expense - Cisco Conference	44.80	44.80	0.00	Posted
06/02/16		23293	Crown Castle USA Inc.	Tower Rental	755.30	755.30	0.00	Posted
06/02/16		23294	Deanna Forrest	Reimbursable expenses	53.40	53.40	0.00	Posted
06/02/16		23295	Frontier California Inc.	ARC Computer	177.37	177.37	0.00	Posted
06/02/16		23296	Green's Lock and Safe	Duplicate Keys	32.34	32.34	0.00	Posted
06/02/16		23297	James David Jollett	Lip Balm	5,534.05	5,534.05	0.00	Posted
06/02/16		23298	Jarrett Stoltzfus	Employee rideshare program	100.00	100.00	0.00	Posted
06/02/16		23299	MetroKinetics, Inc.	Scheduling Software Consultant	17,579.00	17,579.00	0.00	Posted
06/02/16		23300	Moore and Associates Inc.	05/16 Transit Store Customer Service Audits	9,359.00	9,359.00	0.00	Posted
06/02/16		23301	Promocentric, Inc.	USB Drives	7,343.39	7,343.39	0.00	Posted
06/02/16		23302	PS Furniture	Board Room tables	1,084.20	1,084.20	0.00	Posted
06/02/16		23303	State Compensation Insurance Fund	6/16 Workers Comp. insurance premium	4,947.13	4,947.13	0.00	Posted
06/02/16		23304	Thomas J. Koontz	Safety Signs	6,275.16	6,275.16	0.00	Posted
06/02/16		E00315	Avail Technologies, Inc.	CAD/AVL Replacement	397,623.60	0.00	0.00	Posted
06/02/16		E00316	First Transit Inc.	4/18-29 Pomona 486 Extra Trips	3,035.28	0.00	0.00	Posted
06/02/16		E00317	First Transit Inc.	4/18-29 Pomona 499 Extra Trips	1,135.80	0.00	0.00	Posted
06/02/16		E00318	First Transit Inc.	5/14 Pomona Special Service - Rose Bowl	11,037.02	0.00	0.00	Posted
06/02/16		E00319	First Transit Inc.	4/16-30 Pomona Contracted Services	1,107,489.03	0.00	0.00	Posted
06/02/16		E00320	Transdev Services, Inc.	4/16-30 Arcadia Contracted Services	1,433,745.53	0.00	0.00	Posted
06/02/16		E00321	Transdev Services, Inc.	5/14 Arcadia Special Service - Rose Bowl	8,406.86	0.00	0.00	Posted
06/02/16		E00322	Transdev Services, Inc.	4/1-15 Arcadia Contracted Services	552,355.67	0.00	0.00	Posted
06/10/16		23305	4imprint Inc.	Umbrellas	2,974.81	2,974.81	0.00	Posted
06/10/16		23306	Aaron Brothers	Frames & Easels	113.59	113.59	0.00	Posted
06/10/16		23307	ACC Business	Internet	2,583.51	2,583.51	0.00	Posted
06/10/16		23308	ACCO Engineered Systems Inc.	5/16 Admin Bldg HVAC Maintenance	350.00	350.00	0.00	Posted
06/10/16		23309	AFLAC	05/16 Voluntary insurance premium	1,331.36	1,331.36	0.00	Posted
06/10/16		23310	Alireza Showkatian	Educational Assistance and Reimbursement	2,001.00	2,001.00	0.00	Posted
06/10/16		23311	Allied Administrators for Delta Dental	07/16 Dental Insurance Premium	6,480.59	6,480.59	0.00	Posted
06/10/16		23312	AT and T - 5025	El Monte phone line router management	111.89	111.89	0.00	Posted
06/10/16		23313	AT and T - 5025	El Monte Phone Line	200.77	200.77	0.00	Posted
06/10/16		23314	AT and T Mobility II LLC	Avail Cellular	534.00	534.00	0.00	Posted
06/10/16		23315	C.A.T. Specialties	Blue shirts for Doran, Kevin, David	180.83	180.83	0.00	Posted
06/10/16		23316	California Chamber of Commerce	Chamber Membership 07/16 -07/17	769.00	769.00	0.00	Posted

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
	06/10/16	23317	California Choice	07/16 Medical Insurance Premium	41,320.01	41,320.01	0.00	Posted
	06/10/16	23318	Carol A. Herrera	Reimbursable expense - APTA Board Members Seminar	73.31	73.31	0.00	Posted
	06/10/16	23319	Chi Cheong Chik	Educational assistance and reimbursement	1,827.00	1,827.00	0.00	Posted
	06/10/16	23320	Chico Bag Company	Chico Bags	11,064.38	11,064.38	0.00	Posted
	06/10/16	23321	Choate Parking Consultants, Inc.	Azusa Park & Ride - project closeout	11,882.50	11,882.50	0.00	Posted
	06/10/16	23322	Christopher Pieper	Educational Assistance and Reimbursement	2,001.00	2,001.00	0.00	Posted
	06/10/16	23323	CIGNA Group Insurance	06/16 Cigna Life Insurance Premium	3,460.72	3,460.72	0.00	Posted
	06/10/16	23324	City of Claremont	Fourth of July Depot Banner	300.00	300.00	0.00	Posted
	06/10/16	23325	Civic Resource Group International Inc.	Website Maintenance - May 2016	2,850.00	2,850.00	0.00	Posted
	06/10/16	23326	Darold D. Pieper Attorney at Law	Legal Fees	7,025.00	7,025.00	0.00	Posted
	06/10/16	23327	Datalink Corporation	MR72	5,761.71	5,761.71	0.00	Posted
	06/10/16	23328	David J. Orozco	Glendora Chamber Directory	2,495.00	2,495.00	0.00	Posted
	06/10/16	23329	Frank Kuo	Reimbursable expense - GFOA Annual Conference	1,006.23	1,006.23	0.00	Posted
	06/10/16	23330	Freedom 424	Run 4 Their Lives Event	500.00	500.00	0.00	Posted
	06/10/16	23331	GFI GENFARE	10 Farebox Keys and Locks	2,179.37	2,179.37	0.00	Posted
	06/10/16	23332	Graingers	Admin Bldg Building Supplies	50.37	50.37	0.00	Posted
	06/10/16	23333	Hendy Satya	Reimbursable expense - PRSA Conference	317.52	317.52	0.00	Posted
	06/10/16	23334	Henry Lopez	Educational Assistance and Reimbursement	2,048.00	2,048.00	0.00	Posted
	06/10/16	23335	Historical Society of West Covina	Summer Fest 2016	500.00	500.00	0.00	Posted
	06/10/16	23336	Home Depot Credit Services	Admin Bldg Supplies	447.90	447.90	0.00	Posted
	06/10/16	23337	Jeffrey Charles Schenkel	Advertising	950.00	950.00	0.00	Posted
	06/10/16	23338	John Joseph Lutz	Educational Assistance and Reimbursement	1,998.00	1,998.00	0.00	Posted
	06/10/16	23339	Katherine E. Gagnon	Educational Assistance and Reimbursement	1,248.00	1,248.00	0.00	Posted
	06/10/16	23340	LA Opinion	Advertising	1,250.00	1,250.00	0.00	Posted
	06/10/16	23341	Landmark Healthplan of California, Inc.	06/16 Chiropractic Insurance Premium	323.84	323.84	0.00	Posted
	06/10/16	23342	LaShawn Gillespie	Reimbursable expense - APTA Charlotte, NC	120.00	120.00	0.00	Posted
	06/10/16	23343	Linda Apodaca	Educational assistance and reimbursement	1,308.00	1,308.00	0.00	Posted
	06/10/16	23344	MetroKinetics, Inc.	Robert Madison (CSched)	817.62	817.62	0.00	Posted
	06/10/16	23345	Mobile Relay Associates Inc.	Mobile Radio Digital Airtime	19,360.03	19,360.03	0.00	Posted
	06/10/16	23346	Newage PHM, LLC	2015 CAM Prior Year Reconciliation	649.17	649.17	0.00	Posted
	06/10/16	23347	Omnitrans	Omnitrans passes	6,456.00	6,456.00	0.00	Posted
	06/10/16	23348	Penske Toyota Scion of West Covina	Windshield replacement Operation vehicle	1,142.91	1,142.91	0.00	Posted
	06/10/16	23349	Peter Barron Stark and Associates	Consulting - Leadership Development Workshop	6,383.37	6,383.37	0.00	Posted
	06/10/16	23350	Platinum Security Inc.	El Monte Security Services	3,994.34	3,994.34	0.00	Posted
	06/10/16	23351	Pulsar Advertising	04/16 Consulting services	29,614.25	29,614.25	0.00	Posted
	06/10/16	23352	RNL/Interplan	Arcadia Improvement- Canopy	1,255.95	1,255.95	0.00	Posted
	06/10/16	23353	Roy Eseyan	Educational assistance and reimbursement	1,593.00	1,593.00	0.00	Posted
	06/10/16	23354	Roy Jorgensen Associates, Inc.	Arcadia warehouse inventory and CMMS training	3,200.00	3,200.00	0.00	Posted
	06/10/16	23355	Ruben Cervantes	Educational assistance and reimbursement	585.50	585.50	0.00	Posted
	06/10/16	23356	Sabrina Ashley Muhne	Educational Assistance and Reimbursement	1,998.00	1,998.00	0.00	Posted

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
	06/10/16	23357	San Gabriel Valley Newspaper	Advertising	5,963.80	5,963.80	0.00	Posted
	06/10/16	23358	Shih Hsiau Wang	Reimbursable expense - GFOA Conference	796.55	796.55	0.00	Posted
	06/10/16	23359	Southern California Edison Co.	Pomona Transit Center Electricity usage	10,582.95	10,582.95	0.00	Posted
	06/10/16	23360	Splash Tents, Inc.	Event Tent	2,792.00	2,792.00	0.00	Posted
	06/10/16	23361	Steve Hirano	Recruitment ad - Policy Administration Manager	190.00	190.00	0.00	Posted
	06/10/16	23362	Tanya Marie Pina	Educational Assistance and Reimbursement	2,001.00	2,001.00	0.00	Posted
	06/10/16	23363	The Gas Co.	5/16 Admin Bldg Gas	685.02	685.02	0.00	Posted
	06/10/16	23364	The Pasadena Journal	Earth Day Advertising	1,170.00	1,170.00	0.00	Posted
	06/10/16	23365	Thomas J. Koontz	05/16 Footnotes Monthly Newsletter	2,935.00	2,935.00	0.00	Posted
	06/10/16	23366	Thomas Nass	Educational Assistance and Reimbursement	1,548.50	1,548.50	0.00	Posted
	06/10/16	23367	Toyo Landscaping Company	5/16 Industry P&R Landscape Maintenance	1,878.12	1,878.12	0.00	Posted
	06/10/16	23368	Verizon Business - 15043	SBS Tower MPLS	22,291.86	22,291.86	0.00	Posted
	06/10/16	23369	Vincent Saucedo	Reimbursable expense -West Coast MAX	49.00	49.00	0.00	Posted
	06/10/16	23370	Vision Service Plan - (CA)	6/16 Vision Insurance Premium	1,160.94	1,160.94	0.00	Posted
	06/10/16	23371	Vy Thuy Phan - Hoang	Reimbursable expense - membership dues	167.00	167.00	0.00	Posted
	06/10/16	23372	Waste Management	6/16 Arcadia Warehouse Trash	217.41	217.41	0.00	Posted
	06/10/16	23373	West Covina Beautiful	Ten Weeks to Love	44.00	44.00	0.00	Posted
	06/10/16	23374	Willie J. Brooks	6/16 Indoor Plant Care	662.75	662.75	0.00	Posted
	06/10/16	23375	Wright Express	Vehicle Fueling 5/16	499.16	499.16	0.00	Posted
	06/10/16	23376	Yoko Igawa	Reimbursable expense - West Coast MAX	50.08	50.08	0.00	Posted
	06/10/16	23377	Zones Inc.	Server Power Supply	1,789.05	1,789.05	0.00	Posted
	06/10/16	E00323	First Transit Inc.	02/15 Pomona PMI's	12,500.00	0.00	0.00	Posted
	06/10/16	E00324	First Transit Inc.	Pomona 486 Extra Trips 05/2-13	2,858.48	0.00	0.00	Posted
	06/10/16	E00325	First Transit Inc.	Pomona 499 Extra Trips 05/2-13	1,135.80	0.00	0.00	Posted
	06/10/16	E00326	First Transit Inc.	Pomona Contractor Services 05/1-15	668,710.90	0.00	0.00	Posted
	06/10/16	E00327	International City Management Assoc. Retirement Co	Retirement funds for payroll ending 6/4/16	32,227.16	0.00	0.00	Posted
	06/10/16	E00328	New Flyer of America Inc.	F-2420 Replacement Bus	652,224.00	0.00	0.00	Posted
	06/10/16	E00329	New Flyer of America Inc.	F-2421 Replacement Bus	652,224.00	0.00	0.00	Posted
	06/10/16	E00332	Transdev Services, Inc.	Arcadia Contractor Services 05/1-15	542,950.14	0.00	0.00	Posted
	06/10/16	E00333	Transdev Services, Inc.	Arcadia Start-up cost progress billing	380,210.00	0.00	0.00	Posted
	06/16/16	23378	ACCO Engineered Systems Inc.	6/1/16 - 8/31/16 PTC HVAC Maintenance	340.00	340.00	0.00	Posted
	06/16/16	23379	AFLAC	06/16 Voluntary insurance premium	1,331.36	1,331.36	0.00	Posted
	06/16/16	23380	C.A.T. Specialties	Power Bank	6,625.93	6,625.93	0.00	Posted
	06/16/16	23381	Capture Technologies, Inc.	4/16 Nice recorders channel expansion base rate	189.56	189.56	0.00	Posted
	06/16/16	23382	Choate Parking Consultants, Inc.	Azusa Park & Ride - project closeout	11,882.50	11,882.50	0.00	Posted
	06/16/16	23383	City of Pomona	Alarm Registration/ Permit Fees	20.00	20.00	0.00	Posted
	06/16/16	23384	Come Land Maintenance Service Company Inc.	Admin Bldg Janitorial Supplies	3,488.73	3,488.73	0.00	Posted
	06/16/16	23385	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	333.85	333.85	0.00	Posted
	06/16/16	23386	E.C. Construction Inc.	Irwindale Permit Reimbursements	3,192.60	3,192.60	0.00	Posted
	06/16/16	23387	FEDEX Corp.	Express Mail	192.98	192.98	0.00	Posted
	06/16/16	23388	Frontier Communications Corporation	Fire monitoring line	50.93	50.93	0.00	Posted

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
	06/16/16	23389	Hendy Satya	Education Assistance and Reimbursement	1,971.00	1,971.00	0.00	Posted
	06/16/16	23390	Joshua Seth Landis	Educational Assistance and Reimbursement	307.50	307.50	0.00	Posted
	06/16/16	23391	Kanaan Construction, Inc.	Arcadia Improvements Permit Reimbursements	3,287.90	3,287.90	0.00	Posted
	06/16/16	23392	Luis A Renderos	Education Assistance and Reimbursement	861.50	861.50	0.00	Posted
	06/16/16	23393	Michael Tobin	Educational Assistance and Reimbursement	1,500.75	1,500.75	0.00	Posted
	06/16/16	23394	MTGL, Inc.	01/16 Azusa P&R Material Testing	500.00	500.00	0.00	Posted
	06/16/16	23395	Networks Asia, Inc.	Advertising	5,100.00	5,100.00	0.00	Posted
	06/16/16	23396	Ninyo and Moore	On-Call Material Testing	1,580.75	1,580.75	0.00	Posted
	06/16/16	23397	Oscar Benavente	Reimbursable expenses - APTA Bus Roadeo	50.00	50.00	0.00	Posted
	06/16/16	23398	Pulsar Advertising	05/16 Consulting services	14,401.25	14,401.25	0.00	Posted
	06/16/16	23399	ReadyRefresh	Drinking Water	71.92	71.92	0.00	Posted
	06/16/16	23400	Richards Watson and Gershon	Legal Fees	5,708.95	5,708.95	0.00	Posted
	06/16/16	23401	Schindler Elevator Corporation	6/1/16 - 8/31/16 Elevator Maintenance	2,506.29	2,506.29	0.00	Posted
	06/16/16	23402	Signal Campus, LLC	APU	1,296.00	1,296.00	0.00	Posted
	06/16/16	23403	Socal Office Technologies	Copiers - 05/16	263.20	263.20	0.00	Posted
	06/16/16	23404	Staples Business Adv.-Dept. LA	Office Supplies	122.20	122.20	0.00	Posted
	06/16/16	23405	Steven Leonard Gandara	Educational Assistance and Reimbursement	1,998.00	1,998.00	0.00	Posted
	06/16/16	23406	Suburban Water Systems	5/16 Admin Bldg Landscape Water	821.68	821.68	0.00	Posted
	06/16/16	23407	Thomas J. Koontz	06/16 Footnotes Monthly Newsletter	4,015.00	4,015.00	0.00	Posted
	06/16/16	23408	Thompson Coburn LLP	General Legal	81,284.83	81,284.83	0.00	Posted
	06/16/16	23409	Tri - Signal Integration, Inc.	6/16 Industry P&R Fire Alarm Monitoring	70.00	70.00	0.00	Posted
	06/16/16	23410	United States Post Office	Load BRM Permit	600.00	600.00	0.00	Posted
	06/16/16	23411	Verizon Wireless	Cell Phones	5,557.53	5,557.53	0.00	Posted
	06/16/16	23412	Western Office Interiors	6th Floor Conference Room Table Repair	660.00	660.00	0.00	Posted
	06/16/16	23413	Westgate Ctr for Leadership Management Development	Transit & Paratransit Mgmt Cert. - Michael Tobin	2,190.00	2,190.00	0.00	Posted
	06/16/16	E00334	New Flyer of America Inc.	F-2424 Replacement Bus	652,224.00	0.00	0.00	Posted
	06/16/16	E00335	New Flyer of America Inc.	F-2425 Replacement Bus	652,224.00	0.00	0.00	Posted
	06/23/16	23414	APTA	Ad - Manager of Administration & Reg. Compliance	814.50	814.50	0.00	Posted
	06/23/16	23415	AT and T - 5025	El Monte Phone line general	1,629.11	1,629.11	0.00	Posted
	06/23/16	23416	Athens Services	6/16 Admin Trash Service & Parking Lot Sweeping	1,126.04	1,126.04	0.00	Posted
	06/23/16	23417	Baker Donelson Bearman and Cal.	Public Affairs	9,000.00	9,000.00	0.00	Posted
	06/23/16	23418	Cameron J. Saylor	6/24 Executive Board Meeting	263.56	263.56	0.00	Posted
	06/23/16	23419	Day - Lite Maintenance Co. Inc.	6/16 Monthly Lighting Contract	96.00	96.00	0.00	Posted
	06/23/16	23420	DiscoverIT Solutions	Thin Clients	2,803.17	2,803.17	0.00	Posted
	06/23/16	23421	Diversified Transportation, LLC	03/16 Monrovia Dial A Ride	114,438.90	114,438.90	0.00	Posted
	06/23/16	23422	E.C. Construction Inc.	Arcadia Fare Collection Canopy Installation	29,234.35	29,234.35	0.00	Posted
	06/23/16	23423	FEDEX Corp.	Express Mail	7.50	7.50	0.00	Posted
	06/23/16	23424	Finley and Cook, PLLC	Product Enhancement Software	601.25	601.25	0.00	Posted
	06/23/16	23425	Frontier California Inc.	Local calls	2,408.20	2,408.20	0.00	Posted
	06/23/16	23426	Gil Victorio	Reimbursable expenses - ADP Annual Conference	339.17	339.17	0.00	Posted
	06/23/16	23427	Grand Car Wash	Vehicle washing	600.35	600.35	0.00	Posted
	06/23/16	23428	HD Supply Facilities Maintenance	Batteries	38.02	38.02	0.00	Posted

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
	06/23/16	23429	Jarrett Stoltzfus	Employee rideshare program	100.00	100.00	0.00	Posted
	06/23/16	23430	Kanaan Construction, Inc.	Arcadia Improvements Construction	121,144.00	121,144.00	0.00	Posted
	06/23/16	23431	LACMTA - Accounts Payable	Metro Tokens	17,193.70	17,193.70	0.00	Posted
	06/23/16	23432	Lazar and Associates	05/16 Interpreting Services	211.70	211.70	0.00	Posted
	06/23/16	23433	Neil Beightol	(200) "Alternate Bus Signs"	637.20	637.20	0.00	Posted
	06/23/16	23434	Newage PHM, LLC	7/16 TS 2 Office lease	7,257.74	7,257.74	0.00	Posted
	06/23/16	23435	NWC Partners, Inc.	Financial analysis of operations proposals 5/16	3,120.00	3,120.00	0.00	Posted
	06/23/16	23436	Office Depot	Office Supplies	342.07	342.07	0.00	Posted
	06/23/16	23437	PCM Sales Inc.	HP Monitors to replace defective monitors	2,696.00	2,696.00	0.00	Posted
	06/23/16	23438	San Gabriel Valley Newspaper	Advertising	5,031.00	5,031.00	0.00	Posted
	06/23/16	23439	South Coast AQMD	Admin Bldg Generator Permit Renewal Fees	1,188.93	1,188.93	0.00	Posted
	06/23/16	23440	Southern California Edison Co.	5/16 Admin Bldg Electricity	12,937.30	12,937.30	0.00	Posted
	06/23/16	23441	Southern California Edison Co.	Pomona Transit Center Electricity usafe	12,125.86	12,125.86	0.00	Posted
	06/23/16	23442	Standard Parking Corporation	5/16 Parking Services	3,478.59	3,478.59	0.00	Posted
	06/23/16	23443	Staples Business Adv.-Dept. LA	Office Supplies	245.13	245.13	0.00	Posted
	06/23/16	23444	Thomas J. Koontz	Printing of Business Plans	1,655.71	1,655.71	0.00	Posted
	06/23/16	23445	Thompson Coburn LLP	General Legal	11,090.35	11,090.35	0.00	Posted
	06/23/16	23446	Thurman Business Interiors	Arcadia Furniture	12,518.72	12,518.72	0.00	Posted
	06/23/16	23447	University of La Verne	Tuition down payment - Summer 2016	2,999.25	2,999.25	0.00	Posted
	06/23/16	23448	Walnut Valley Water District	5/16 Industry P&R Landscape Water	69.40	69.40	0.00	Posted
	06/23/16	23449	West Covina Lions Club	2016 Donald Membership Fees	2,120.00	2,120.00	0.00	Posted
	06/23/16	E00336	International City Management Assoc. Retirement Co	Payroll ending 6/18/16 retirement funds	32,044.97	0.00	0.00	Posted
	06/23/16	E00337	New Flyer of America Inc.	F-2426 Replacement Bus	652,224.00	0.00	0.00	Posted
	06/23/16	E00338	Transdev Services, Inc.	06/16 Management services fee	155,992.83	0.00	0.00	Posted
	06/23/16	E00339	Transdev Services, Inc.	Arcadia Start-up cost progress billing	380,210.00	0.00	0.00	Posted
	06/27/16	A000001	Payment of Invoice PI017855	ACH Payment test	1.20	0.00	0.00	Exported
	06/30/16	23450	Aaron Brothers	Frames and Easels	58.79	58.79	0.00	Posted
	06/30/16	23451	ABS Quality Evaluations	ISO 14001 2004 surveillance audit June/2016	5,766.25	5,766.25	0.00	Posted
	06/30/16	23452	ACCO Engineered Systems Inc.	6/16 Admin Bldg HVAC Maintenance	530.00	530.00	0.00	Posted
	06/30/16	23453	ACE Pelizon Plumbing	Admin Bldg Plumbing Service	710.22	710.22	0.00	Posted
	06/30/16	23454	Alandale Ins. Agency	2017 Insurance premium	134,801.90	134,801.90	0.00	Posted
	06/30/16	23455	Alpine Innovations LLC	Spudz	2,856.50	2,856.50	0.00	Posted
	06/30/16	23456	Andrew John Papson	Employee rideshare program	100.00	100.00	0.00	Posted
	06/30/16	23457	Ashlien Savage	Replensih petty cash fund	214.69	214.69	0.00	Posted
	06/30/16	23458	AT and T - 5019	EI Monte Phone line general	304.71	304.71	0.00	Posted
	06/30/16	23459	AT and T - 5025	Phone Service- Admin local calls	111.89	111.89	0.00	Posted
	06/30/16	23460	Brand Makers, LLC	Lanyards with J-Hooked Pouch	19,750.00	19,750.00	0.00	Posted
	06/30/16	23461	C.A.T. Specialties	Polo Shirt	45.78	45.78	0.00	Posted
	06/30/16	23462	Carol A. Herrera	Reimbursable expense - APTA Exec Committee Mtgs	139.50	139.50	0.00	Posted
	06/30/16	23463	Charter Communications	Cable TV	165.12	165.12	0.00	Posted
	06/30/16	23464	Christopher Pieper	Reimbursable expense - NTI DBE Training	254.05	254.05	0.00	Posted
	06/30/16	23465	City of Pomona - Passes	Get About Tickets	2,000.00	2,000.00	0.00	Posted
	06/30/16	23466	Clean Energy	04/16 Arcadia CNG Fuel	860,243.21	860,243.21	0.00	Posted
	06/30/16	23467	Come Land Maintenance Service Company Inc.	5/16 Janitorial Supplies	772.66	772.66	0.00	Posted

Bank Account - Check Details

Period: 06/01/16..06/30/16

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
	06/30/16	23468	David Reyno	Reimbursable Expense - SCAG and ICSC conference	2,139.30	2,139.30	0.00	Posted
	06/30/16	23469	Diversified Transportation, LLC	05/16 Monrovia Dial A Ride	53,195.35	53,195.35	0.00	Posted
	06/30/16	23470	Fanfare Sports Marketing	Monrovia HS	479.45	479.45	0.00	Posted
	06/30/16	23471	FEDEX Corp.	Express Mail	386.95	386.95	0.00	Posted
	06/30/16	23472	Frontier California Inc.	Industry Park and Ride Phone Line	501.63	501.63	0.00	Posted
	06/30/16	23473	Gabrielle Klein-Mejia	Reimbursable expense - Social Media Week Seminar	60.13	60.13	0.00	Posted
	06/30/16	23474	GFI GENFARE	Farebox parts	1,112.27	1,112.27	0.00	Posted
	06/30/16	23475	HD Supply Facilities Maintenance	Acrylic Convex Mirror	49.05	49.05	0.00	Posted
	06/30/16	23476	Hendy Satya	Reimbursable expense - 190/194/270 Ambassador	7.56	7.56	0.00	Posted
	06/30/16	23477	IBI Group	CAD/AVL Replacement Consulting 5/1-5/31/16	47,669.00	47,669.00	0.00	Posted
	06/30/16	23478	Industry Public Utility Commission	5/16 Industry P&R Electricity	1,388.08	1,388.08	0.00	Posted
	06/30/16	23479	Infogroup Wholesale Division	Consumer database	1,728.72	1,728.72	0.00	Posted
	06/30/16	23480	Instant Signs Inc.	Bus Route Sign Sample	13,758.59	13,758.59	0.00	Posted
	06/30/16	23481	Iron Mountain Inc.	Shredding Services	131.18	131.18	0.00	Posted
	06/30/16	23482	Jarrett Stoltzfus	Employee rideshare program	100.00	100.00	0.00	Posted
	06/30/16	23483	John Xie	Reimbursable expense - Arcadia Cashfare audit	171.13	171.13	0.00	Posted
	06/30/16	23484	Lawrence Ragan Communications	Subscription Renewal - Bits & Pieces	26.95	26.95	0.00	Posted
	06/30/16	23485	Linda Apodaca	Reimbursable expense - APTA University - Michigan	116.80	116.80	0.00	Posted
	06/30/16	23486	Metrolink	5/16 Metrolink passes	54,232.50	54,232.50	0.00	Posted
	06/30/16	23487	Moore and Associates Inc.	Coach Operator Performance Audits	6,316.00	6,316.00	0.00	Posted
	06/30/16	23488	Nelson/Nygaard	4/03/16-4/30/16 Comprehensive Operational Analysis	1,005.75	1,005.75	0.00	Posted
	06/30/16	23489	Pacific Products and Services, LLC.	Bus Stop Materials & Supplies	2,255.81	2,255.81	0.00	Posted
	06/30/16	23490	Panera, LLC	4/15/16 Governing Board Meeting	287.39	287.39	0.00	Posted
	06/30/16	23491	Platinum Security Inc.	El Monte Security Services	3,919.36	3,919.36	0.00	Posted
	06/30/16	23492	Profile Display	Gold Ad	645.00	645.00	0.00	Posted
	06/30/16	23493	ReadyRefresh	Drinking Water	71.92	71.92	0.00	Posted
	06/30/16	23494	Regional Chamber of Commerce - SGV	Centerpiece Sponsor	500.00	500.00	0.00	Posted
	06/30/16	23495	Rodger's Food Service	Special Governing Board Meeting 7/6/16	386.95	386.95	0.00	Posted
	06/30/16	23496	Ruben Cervantes	Educational Reimbursement - CPA exam registration	734.10	734.10	0.00	Posted
	06/30/16	23497	Sing Tao Daily	Advertising	373.68	373.68	0.00	Posted
	06/30/16	23498	Staples Business Adv.-Dept. LA	Office Supplies	176.33	176.33	0.00	Posted
	06/30/16	23499	Steve Hirano	IFB 16-070 Advertisement	95.00	95.00	0.00	Posted
	06/30/16	23500	The Gas Co.	6/16 Admin Bldg Gas	290.63	290.63	0.00	Posted
	06/30/16	23501	Thomas J. Koontz	Interior Cards	11,010.80	11,010.80	0.00	Posted
	06/30/16	23502	Thompson Coburn LLP	13(c) Labor Protection	42,354.25	42,354.25	0.00	Posted
	06/30/16	23503	Toyo Landscaping Company	6/16 Admin Bldg Landscape Maintenance	1,268.12	1,268.12	0.00	Posted
	06/30/16	23504	Verizon Business - 15043	Phone Service	23,517.69	23,517.69	0.00	Posted
	06/30/16	23505	Virgilio Victorio	Reimbursable expense - GFOA Annual Conference	1,212.83	1,212.83	0.00	Posted
	06/30/16	23506	W.M. Klorman Construction Corp.	RETAIN FROM KPO 15-002	2,891.85	2,891.85	0.00	Posted
	06/30/16	23507	Walnut Valley Water District	5/16 Industry P&R Fire Sprinkler Water	28.50	28.50	0.00	Posted
	06/30/16	E00340	First Transit Inc.	Pomona Special Service Rose Bowl 06/04/2016	8,840.76	0.00	0.00	Posted
	06/30/16	E00341	First Transit Inc.	06/1-15 Pomona 499 Extra Trips	1,269.52	0.00	0.00	Posted

Bank Account - Check Details

Period: 06/01/16..06/30/16

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/16..06/30/16

Check						Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount Status
06/30/16	E00342	First Transit Inc.	06/1-10 Pomona 486 Extra Trips	2,288.36	0.00	0.00 Posted
06/30/16	E00343	First Transit Inc.	05/16-31 Pomona 486 Extra Trips	3,183.00	0.00	0.00 Posted
06/30/16	E00344	First Transit Inc.	05/16-31 Pomona 499 Extra Trips	1,258.89	0.00	0.00 Posted
06/30/16	E00345	First Transit Inc.	Pomona March PMI's	12,500.00	0.00	0.00 Posted
06/30/16	E00346	First Transit Inc.	Pomona Special Service 06/16/2016	165.05	0.00	0.00 Posted
06/30/16	E00347	First Transit Inc.	Pomona Special Service 06/17/2016	361.35	0.00	0.00 Posted
06/30/16	E00348	First Transit Inc.	05/16-31 Pomona Contractor Services	1,190,101.79	0.00	0.00 Posted
06/30/16	E00349	Transdev Services, Inc.	Arcadia Special Service Copa America Event	6,302.54	0.00	0.00 Posted
06/30/16	E00354	Transdev Services, Inc.	05/16-31 Arcadia Contractor Services	1,535,283.97	0.00	0.00 Posted
General Checking				13,942,093.12	2,195,747.62	0.00



September 30, 2016

To: Executive Board

Subject: **Fiscal Year 2015-2016 Performance Indicators Report**

Recommendation

Receive and file the Fiscal Year 2015-2016 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for fiscal year 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 contractors, and financial performance data.

In fiscal year 2015-2016, Foothill Transit achieved three out of nine key performance indicator goals. The performance indicators met for the fiscal year were: miles between service interruptions; average hold time; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** - Overall boardings recorded by the farebox for the year was 13.6 million boardings - a seven percent decrease from previous fiscal year.
- **Fare Revenue** - Total fare revenue for the month was \$17,144,739
The average fare was \$1.26 per boarding.
- **Operating Expenses** - Total yearly operating expenses were \$75,446,753, resulting in an average cost per service hour of \$95.26.
Operating expenses were seven percent higher than the previous year.
- **Accidents** - There were 114 preventable accidents recorded in fiscal year 2015-2016, with the system averaging 0.90 preventable accidents per 100,000 miles. This is 20 percent higher compared to the previous fiscal year.



- **Customer Complaints** - Foothill Transit received 18.7 complaints per 100,000 boardings in fiscal year 2015-2016, a 13 percent increase compared to the previous year.
- **Schedule Adherence** - For the fiscal year, Foothill Transit recorded 83.2 percent on-time performance. This is the same as the previous fiscal year.

Analysis

In order to accomplish its mission, Foothill Transit focuses on 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 metrics that quantify and measure how well Foothill Transit is performing.

Overall System Performance

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

Attachment A summarizes system goals and performance indicators for fiscal year 2015-2016. **Attachment B** provides additional operations-related performance measures for the year.

Total Boardings and Total Revenues

In fiscal year 2015-2016, Foothill Transit buses had 13.6 million boardings. This is a seven percent decrease compared to the previous year. For the year, local lines experienced a 1.3 percent increase, local express lines experienced a 4.2 percent decline, and express lines experienced a 0.1 percent increase in boardings. Overall, there was an increase in boardings during the first three quarters of the fiscal year and a decline in boardings during the quarter four of the fiscal year compared to the number of boardings the previous year.

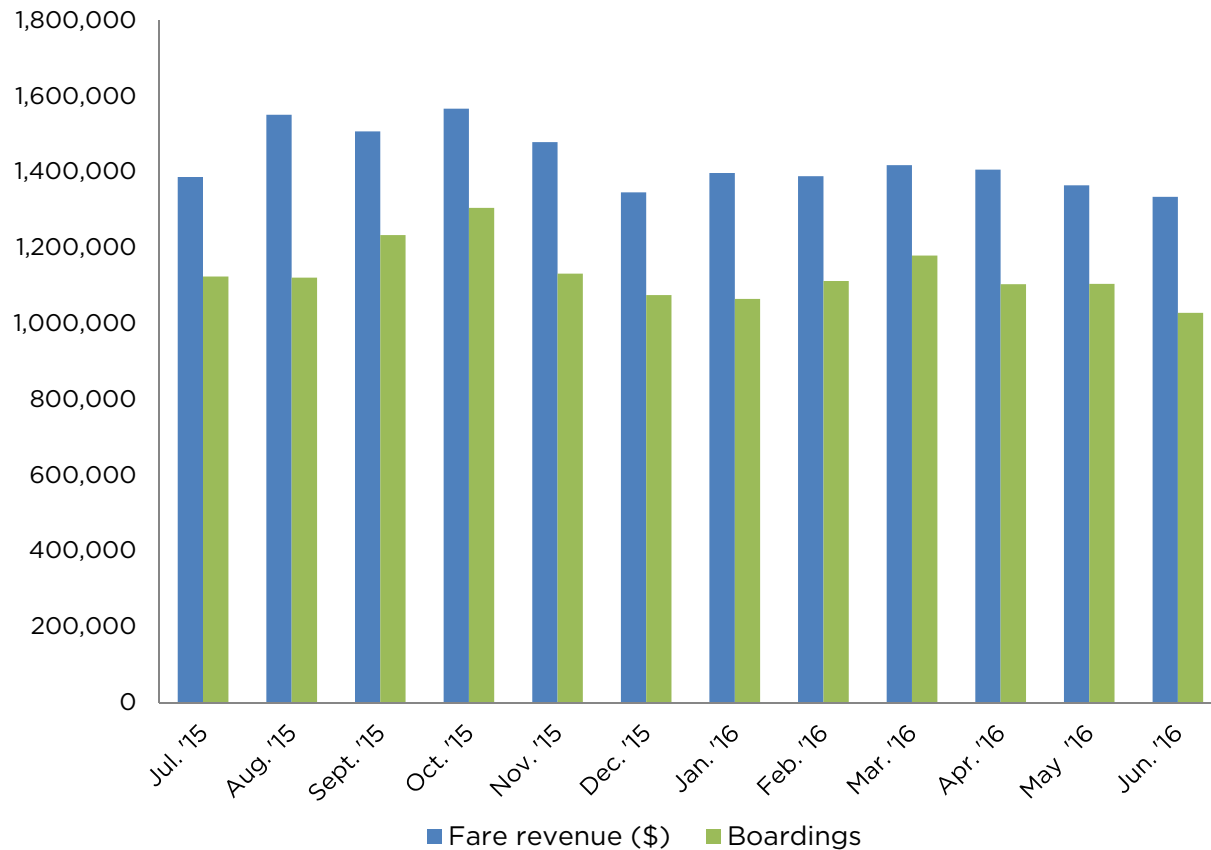
Total fare revenue recorded the year was \$17.1 million, which represents a nine percent decrease from the previous fiscal year.



Total operating expenditures for fiscal year 2015-2016 were \$75.4 million. This is a seven percent increase compared to the previous year. Increases in operating expenditure can partially be attributed to increases in service hours and miles, including the addition one lines 496, 190, 194 and 270, as well as higher costs associated with the new Arcadia contract, including one-time transitional fees. In fiscal year 2015-2016, Foothill Transit operated about 11,597,784 service miles, a four percent increase compared to the previous year, and 799,177 service hours, a five percent increase compared to the previous year.

The chart below shows total boardings and fare revenue for the fiscal year.

Total Boardings and Fare Revenues





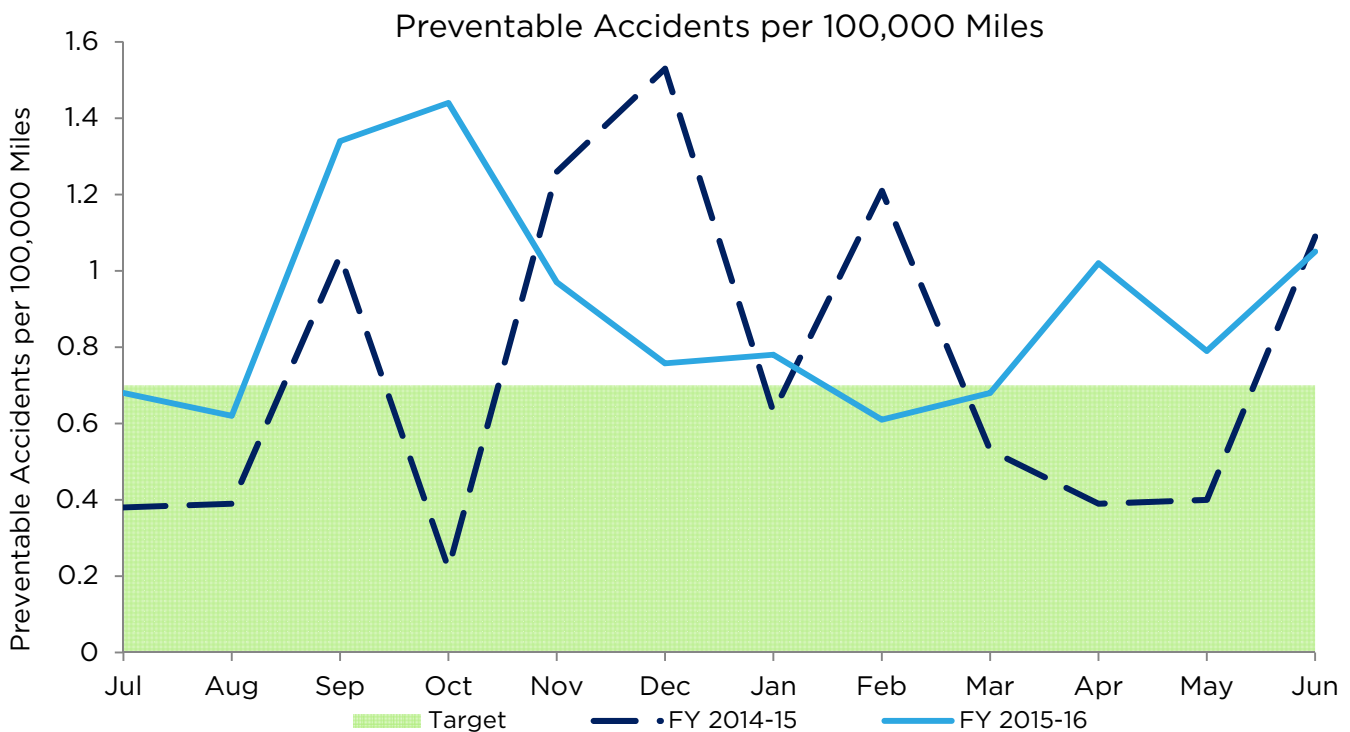
Goal 1: Operate a Safe Transit System

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

Preventable Accidents per 100,000 Miles

Foothill Transit adopted a standard of 0.70 or fewer preventable accidents per 100,000 miles for the fiscal year. In fiscal year 2015-2016 Foothill Transit did not meet the performance target, averaging 0.90 preventable accidents per 100,000 miles. This is a 20 percent increase compared to the previous fiscal year.

Foothill Transit’s operations team continues to work closely with the contractors at the yards to improve safety performance. Throughout the year, particular emphasis was placed on reducing fixed object collisions and encouraging safe and alert bus operations in the yards. Furthermore, staff are currently working on utilizing additional analytic tools in helping to identify trends and trouble areas with the goal of further reducing preventable accidents.





Goal 2: Provide Outstanding Customer Service

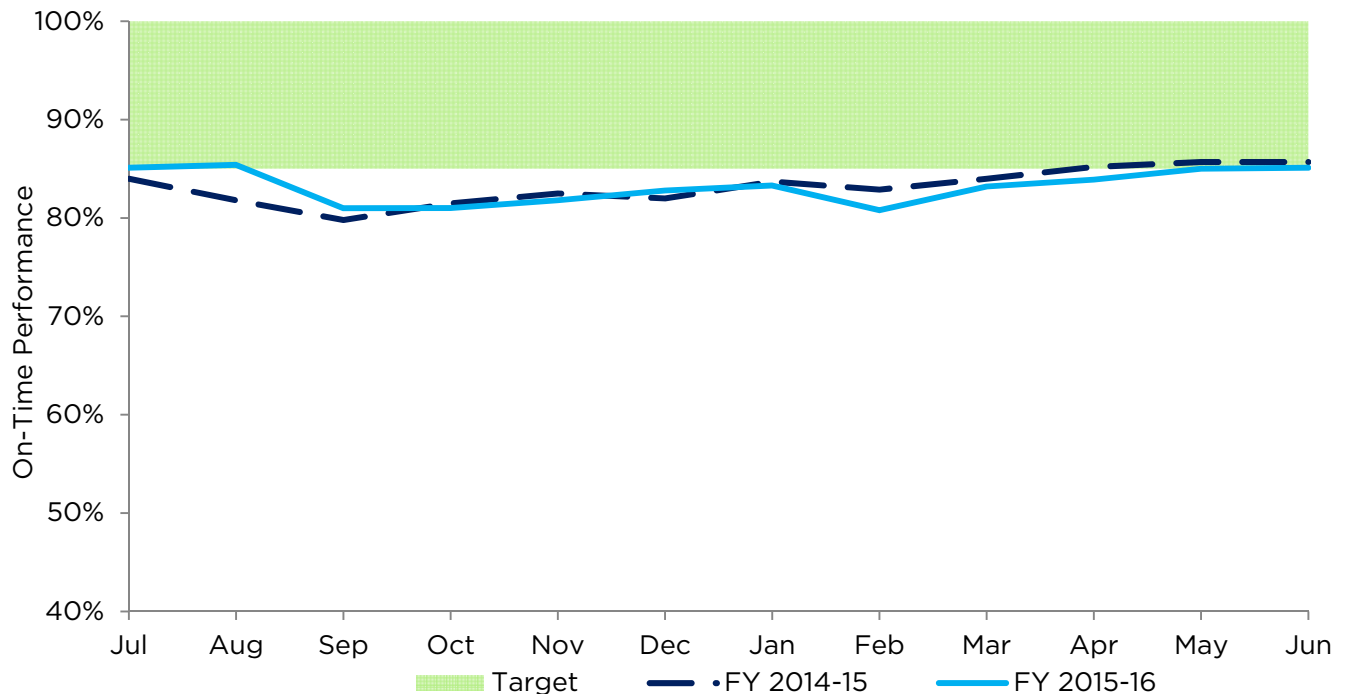
Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer comment line.

Schedule Adherence

Foothill Transit adopted a goal of 85 percent or better on-time performance for the fiscal year. In fiscal year 2015-2016, the agency achieved 83.2 percent on-time performance for the entire system. Foothill Transit did not meet the performance target for the year. However, the agency maintained the same OTP as the previous fiscal year despite a significant increase in service.

Quality assurance staff have been closely monitoring the SMARTBus system and working with the operations contractors to ensure that bus service runs on schedule. Foothill Transit’s operations and planning are using schedule adherence data to improve run cuts and identify specific causes of delay for more timely system operations.

On-Time Performance

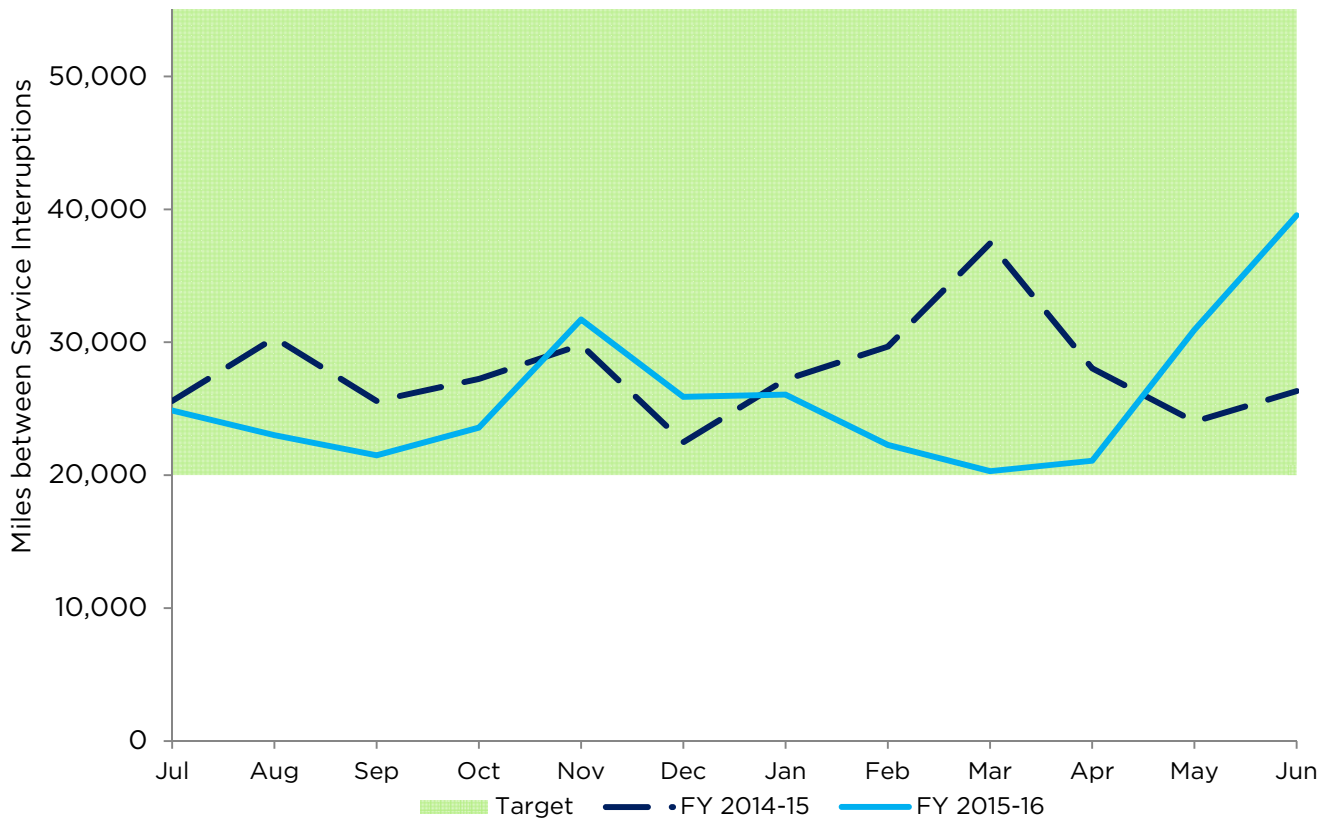




Average Miles between Service Interruptions

In fiscal year 2015-2016, Foothill Transit averaged 25,694 miles between service interruptions, which achieved the target of more than 20,000 miles. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays from mechanical service interruptions.

Miles Between Service Interruptions



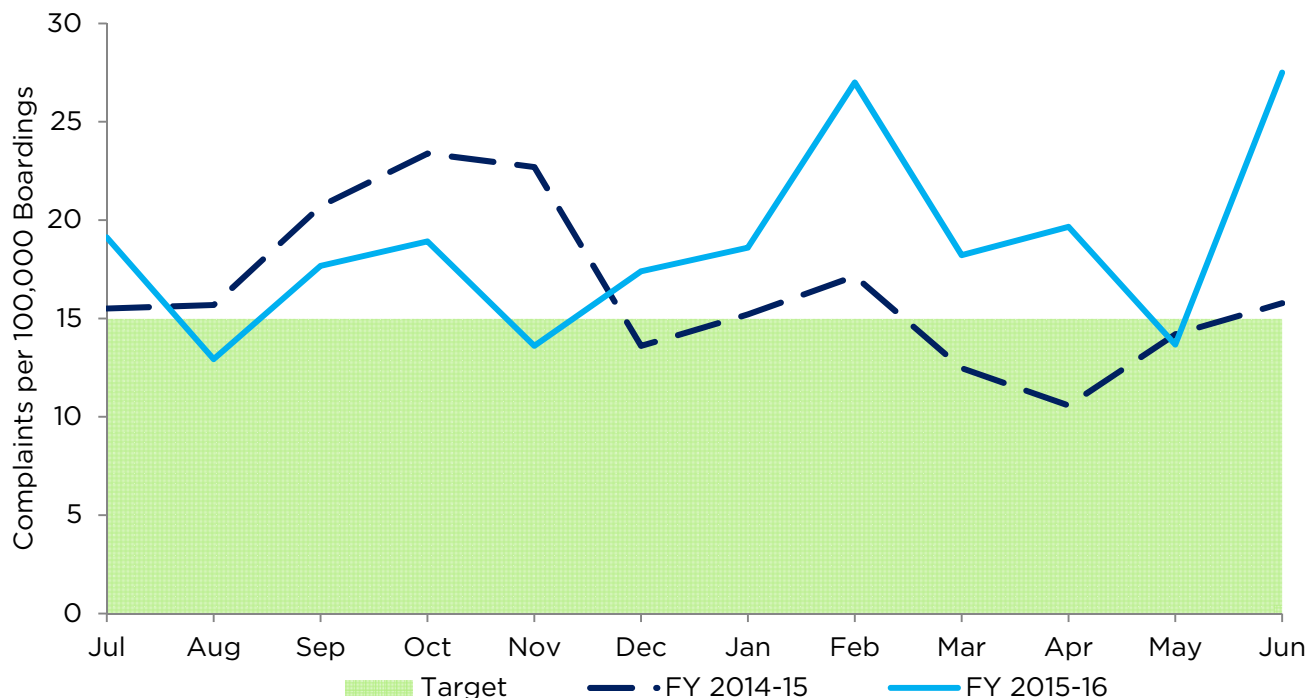


Complaints per 100,000 Boardings

In fiscal year 2015-2016, Foothill Transit received 18.7 complaints per 100,000 boardings. This does not achieve the performance target of 15 or fewer complaints per 100,000 boardings, and is a 13 percent decline from the same period the previous year. This variance can be attributed to the increase in service. Foothill Transit saw one of the largest increases this year in its history, with the addition of four new lines, including Routes 190, 194, 270 and 496. Additionally, detours due to major construction along the Ten Freeway corridor contributed to schedule adherence issues, which led to a concomitant increase in customer complaints

Schedule adherence and courtesy remain Foothill Transit's top two categories for complaints. Foothill Transit's management team and service contractors continue to target both of these areas by closely monitoring bus operations in the field and through the SMARTBus system.

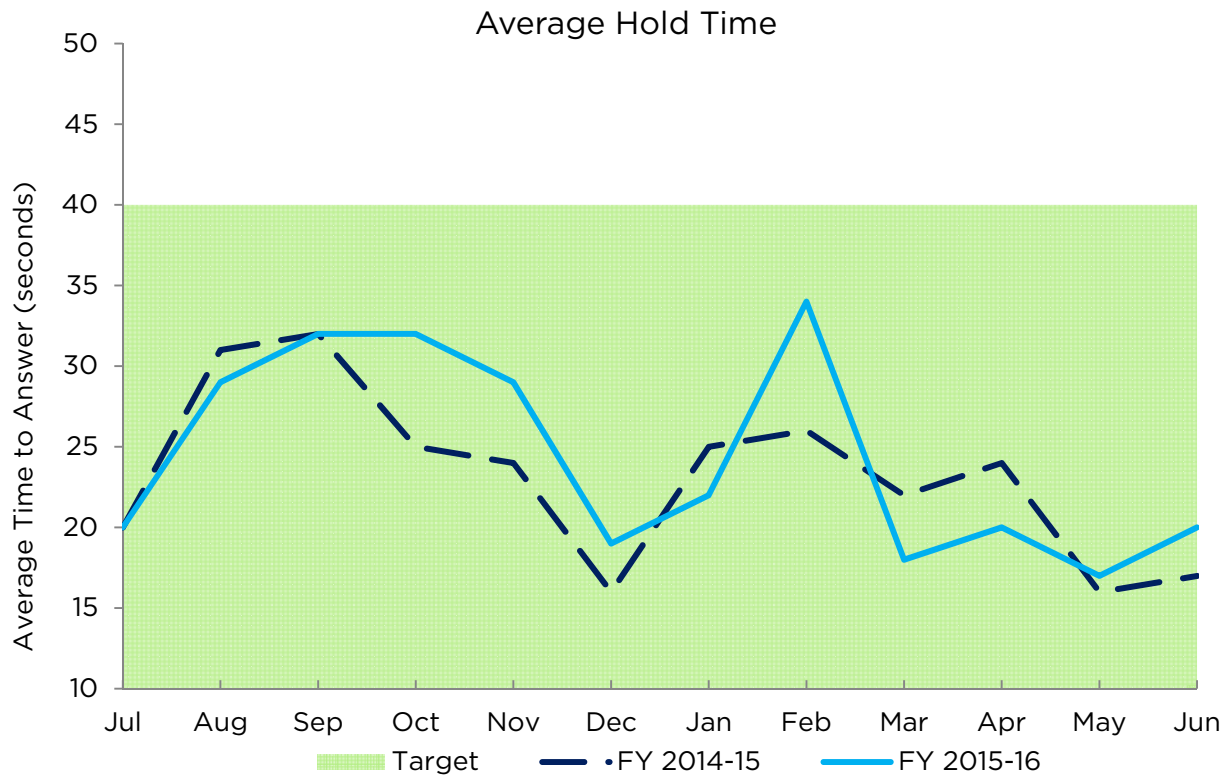
Complaints per 100,000 Boardings





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 23 seconds for FY2015/16 is well below the performance target of less than 40 seconds.



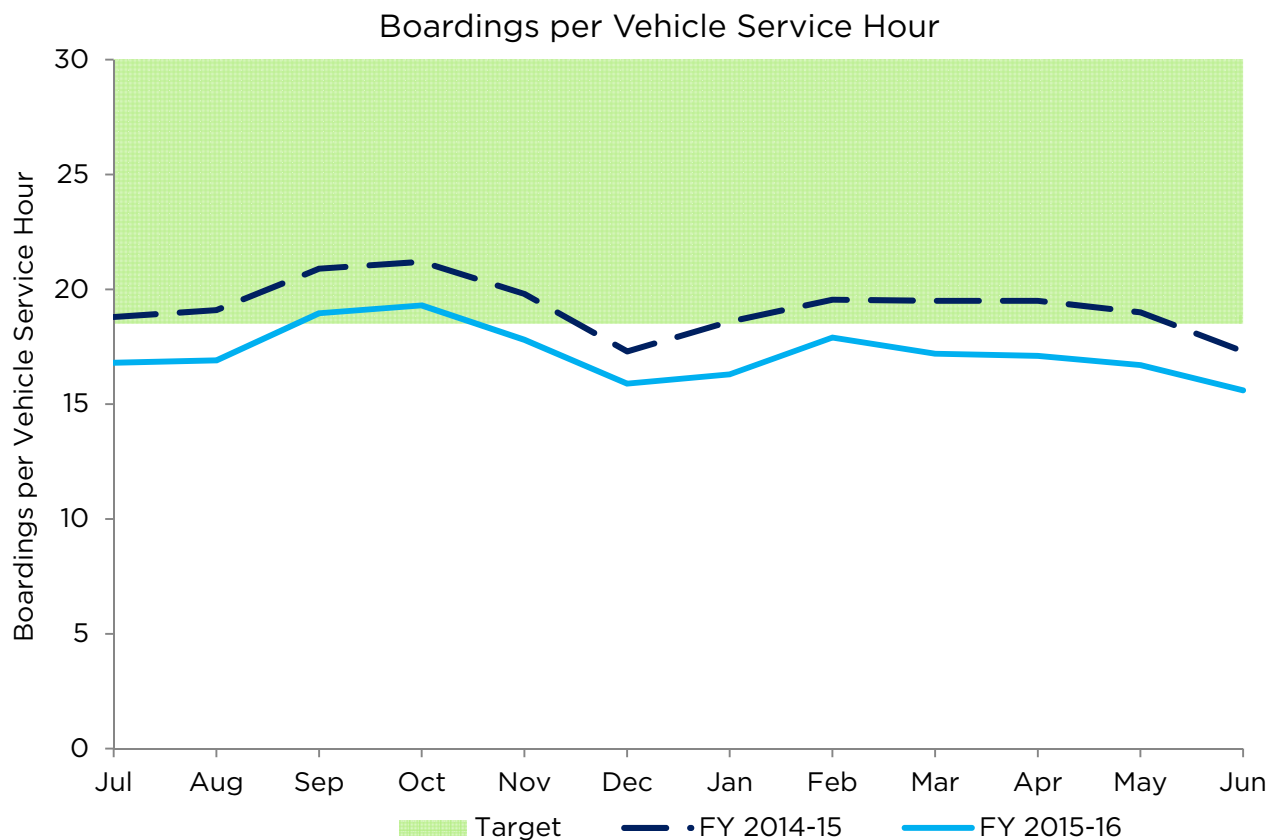


Goal 3: Operate an Effective Transit System

Foothill Transit measures service effectiveness and the maximization of system usage by monitoring boardings per vehicle service hour as well as average weekday boardings.

Boardings per Vehicle Service Hour

Foothill Transit buses averaged 17.2 boardings per vehicle service hour in fiscal year 2015-2016. This does not meet the performance target of 19.5 or more boardings per service hour and is seven percent less than the previous year. The operation of five percent more service hours along with a steep decline in ridership during the last half of the fiscal year explains this change in system performance.

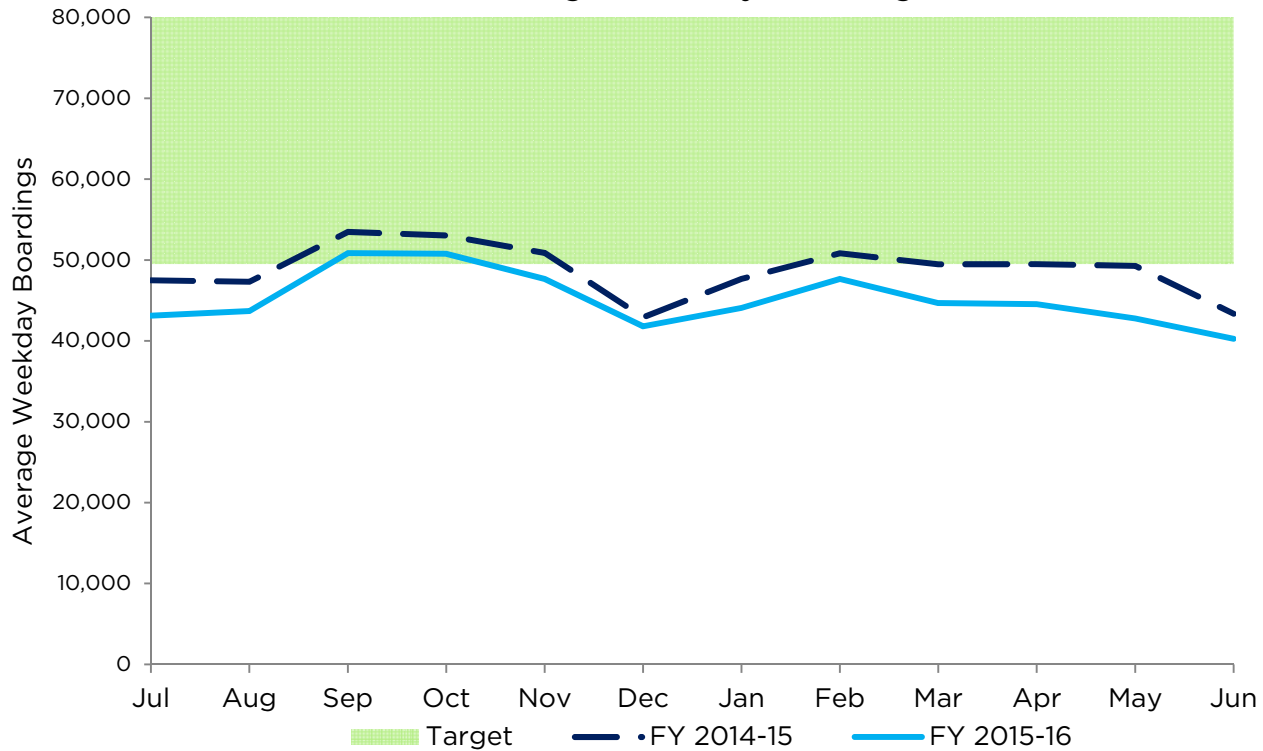




Average Weekday Boardings

The fiscal year 2015-2016 performance target for average weekday boardings is 49,490 or more boardings. In FY 2015/16, Foothill Transit buses averaged 45,310 weekday boardings, which amounts to a seven percent decline from last fiscal year. This is in line with the overall trend in declining ridership.

Average Weekday Boardings





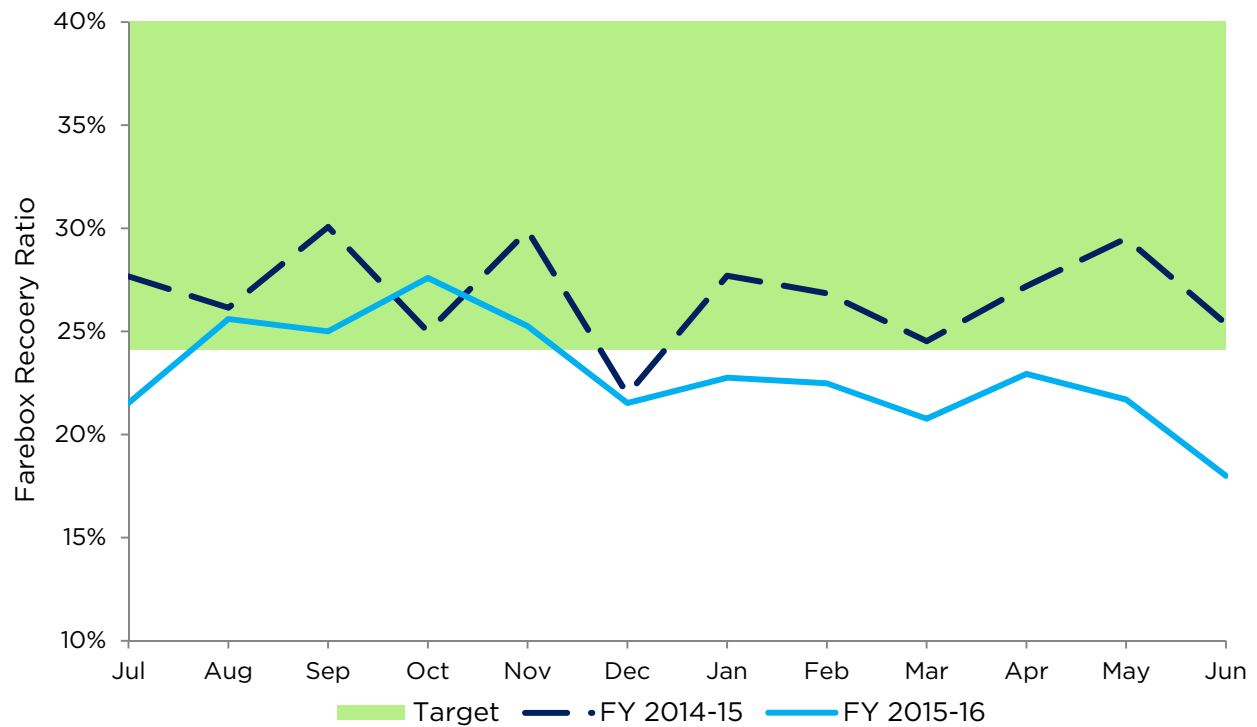
Goal 4: Operate an Efficient Transit System

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

The Farebox Recovery Ratio is a measure of the proportion of operating costs recovered by passenger fares, and is calculated by dividing the fare revenues by operating expenses. This year’s farebox recovery ratio was 22.9%, a 14% decrease over the previous fiscal year, and does not meet the target of more than 24.1%. This decrease can be attributed to the sharp drop in ridership over the course of the year, as well as a significant increase in operating expenses, especially for the latter half of the year. The increase in operating expenses was primarily attributable to higher costs associated with the new Arcadia contract, including one-time transitional fees.

Farebox Recovery Ratio

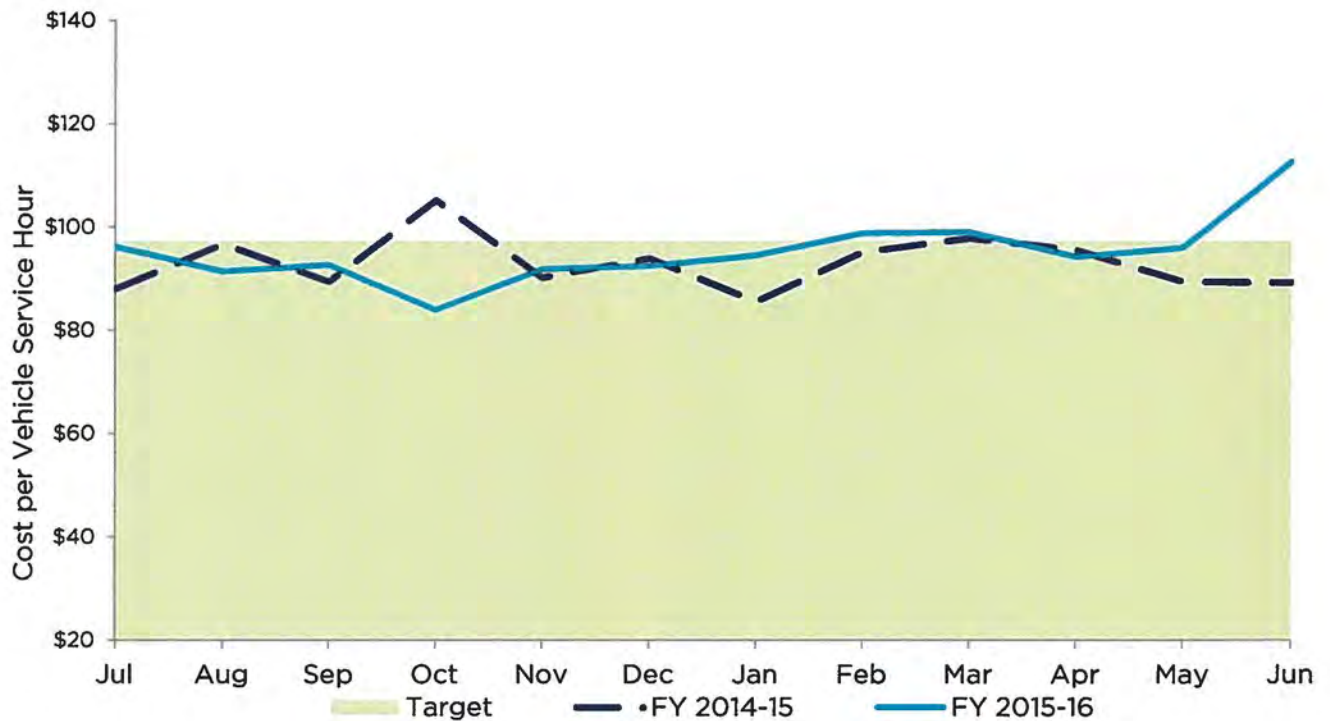




Average Cost per Vehicle Service Hour

The average cost per vehicle service hour for the year was \$95.50, which met the target of less than \$97.36, and was a three percent increase from the same period last fiscal year.

Average Cost per Vehicle Hour



Sincerely,

Mike Tobin
Operations Analyst

Doran J. Barnes
Executive Director

**Foothill Transit
Key Performance Indicators
Fiscal Year 2015/16**

Goal	Performance Indicator	FY 2015- 2016	Met Target?	FY 2014-2015	% Improvement	Performance Target
Overall System Performance	Total Boardings	13,584,135	-	14,596,534	(7%)	
	Vehicle Service Hours	799,177	-	759,784	5%	
	Total Fare Revenue	\$17,144,739	-	\$18,890,298	(9%)	
	Total Operating Expense	\$75,446,753	-	\$70,710,986	7%	
Safety	Preventable Accidents per 100,000 Miles	0.90	No	0.75	20%	≤ 0.70
Customer Service	Schedule Adherence	83.2%	No	83.2%	0.0%	≥ 85%
	Miles Between Mechanical Service Interruptions	25,694	Yes	25,360	1%	≥ 20,000
	Complaints per 100,000 Boardings	18.7	No	16.5	13%	≤ 15.00
	Average Hold Time (Seconds)	25	Yes	23	8%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	17.2	No	19.2	(10%)	≥ 18.5
	Average Weekday Boardings	45,310	No	48,731	(7%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	22.9%	No	26.71%	(14%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	\$95.50	Yes	\$93.07	3%	≤ \$97.36

**Foothill Transit
Operations Report
Fiscal Year 2015/16**

Goal	Performance Indicator	FY 2015- 2016	FY 2014-2015	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.15	\$1.29	-11.5%	\$1.15	\$1.29	-11.5%
	Average cost per boarding	\$4.93	\$4.84	1.8%	\$4.93	\$4.84	1.8%
	Average subsidy per boarding	\$4.21	\$3.55	18.7%	\$4.21	\$3.55	18.7%
	Total vehicle miles	15,991,195	15,241,464	4.9%	15,991,195	15,241,464	4.9%
	Vehicle service miles	11,597,784	11,143,236	4.1%	11,597,784	11,143,236	4.1%
	Total vehicle hours	1,043,444	1,017,739	2.5%	1,043,444	1,017,739	2.5%
	In-service speed (mph)	14.7	14.7	0.1%	14.7	14.7	0.1%
	Boardings per vehicle service mile	1.17	1.31	-10.7%	1.2	1.31	-10.7%



September 30, 2016

To: Executive Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Pass Sales (Attachments A & B): Total Sales for Quarter 4 of FY 2016 totaled \$1,165,352. The Pass Sales figure represents a 12 percent decrease from the sales during the same period of FY 2014/15. The decrease is primarily attributable to decrease in the sale of Adult Silver Streak passes and Commuter Express passes, as well as the closing of the Claremont Store in February.

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	April 2016	May 2016	June 2016	Total by Store
El Monte	\$108,889	\$111,207	\$101,259	\$321,355
Pomona	\$103,998	\$101,639	\$94,391	\$300,027
Puente Hills	\$96,019	\$92,465	\$88,918	\$277,401
West Covina	\$62,052	\$64,040	\$54,495	\$180,587
On-line	\$32,586	\$28,384	\$25,012	\$85,982
Total by Month	\$403,543	\$397,735	\$364,074	\$1,165,352



Phone Activity (Attachments C & D): In April, May and June, a total of 64,115 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 95 percent, or 60,759 incoming phone calls with an average time to answer of 19 seconds. The average handling time of a call was one minute and fifty seconds. Compared to last year, this was a 19.5 percent decrease in the total number of calls received, and total number of calls answered. 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
April 2016	94.6%	22,024	20,841	:20	01:46
May 2016	95.1%	20,472	19,461	:17	01:53
June 2016	94.6%	21,619	20,457	:20	01:51
Total	95%	64,115	60,759	:19	1:50

Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 56,826 entries, which amounts to a decrease of 41 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

