



Foothill Transit
Going Good Places

GOVERNING BOARD MEETING

West Covina, CA
Friday, January 31, 2020



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

RESULTS

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

INTEGRITY

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

GRATITUDE

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

DIVERSITY

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

TEAM MEMBERS

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

COMMUNICATION

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

SUSTAINABILITY

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

Governing Board Meeting AGENDA

GOVERNING BOARD MEETING
7:45 AM, JANUARY 31, 2020
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
5. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF DECEMBER 20, 2019
6. APPROVAL OF AGENDA
7. PRESENTATIONS
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to 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 two 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) 967-3147 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 10 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. NOVEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit’s unaudited operations and financial condition as of November 30, 2019, for the fiscal year ending June 30, 2020.

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 pagsasalin, 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 សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ 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.

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



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10. DECEMBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2019, for the fiscal year ending June 30, 2020.

REGULAR AGENDA:

11. RECESS MEETING FOR SPECIAL ELECTION FOR CLUSTER 4 (DIAMOND BAR, EL MONTE, INDUSTRY, LA PUENTE, SOUTH EL MONTE) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD)

12. RECONVENE MEETING AND ANNOUNCE THE SPECIAL ELECTION RESULTS FOR CLUSTER 4

13. ROSE BOWL SERVICE UPDATE

Recommended Action: Receive and file the Rose Bowl Service Update.

14. 2020 Foothill Transit Bus Roadeo Preview

Recommended Action: Receive and file the preview of the 2020 Foothill Transit Bus Roadeo.

15. FISCAL YEAR 2019-2020 BUSINESS PLAN INITIATIVES UPDATE

Recommended Action: Receive and file an update on Foothill Transit's FY2019-2020 Business Plan Initiatives.

16. FISCAL YEAR 2019-2020 SECOND QUARTER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the FY2019-2020 Second Quarter Performance Indicators Report.

17. EXECUTIVE DIRECTOR COMMENT

18. GOVERNING BOARD MEMBER COMMENT



Foothill Transit

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19. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, March 27, 2020 at 7:45 a.m.**



Foothill Transit

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

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

**Friday, December 20, 2019
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:51 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

LaShawn King Gillespie, Director of Customer Service and Operations presented a holiday safety message.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Andrew Rodriguez, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Nanette Fish, Member Carol Herrera, Member Cory Moss, Member Valerie Munoz, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Emmett Badar, Member Uriel Macias, Member Ricardo Pacheco, Member Margaret McAustin, Member Jessica Ancona, Member Hector Delgado

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of October 25, 2019



Motion by Member Calaycay, second by Member Rosales, the minutes for the Regular Meeting of October 25, 2019 were approved. Motion carried 19-0.

6. APPROVAL OF AGENDA

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

7. PRESENTATIONS

7.1 Bill Jackson, General Manager, introduced the Arcadia/Irwindale location Transdev employees of the month.

Christopher Wood – Employee of the Month
Victor Bitoncol – Operator of the Month

Brian Otchis, General Manager, introduced the Pomona location Keolis employees of the month.

Miran Yassine – Employee of the Month
Lisa Grosenbach – Operator of the Month

Araceli Lopez, General Manager, introduced the Transit Stores, Transdev employee of the quarter.

Mark Pedroza – Employee of the Quarter.

8. PUBLIC COMMENT

Lorence Bradford, ATU, addressed the Governing Board. Mr. Bradford spoke on the issue of assaults on coach operators. The ATU is collecting data for the Arcadia/Irwindale location and will present its findings at a future meeting. Mr. Bradford asked the Governing Board and management staff to help resolve the problem.

W.C. Pihl, Transdev Senior Vice President, addressed the Governing Board. He stated that Transdev appreciates the partnership it has with Foothill Transit and wished the Governing Board happy holidays.

Steve Helriegel, Keolis Senior Vice President, addressed the Governing Board. He thanked the Governing Board for allowing Keolis to be part of the Foothill Transit community. He reported that the Pomona location recently implemented the Keolis Industrialized & Harmonized Maintenance (KIHM) system, which will ensure that Foothill Transit vehicles are safe and that

Keolis is good stewards of Foothill Transit's assets.

Ryan Popple, Proterra President and CEO, addressed the Governing Board. He expressed his support for Foothill Transit's efforts in environmental sustainability. He reported that Proterra is considering putting its next battery electric production line facility in the City of Industry.

8.1 Executive Director Response to Public Comment

Mr. Doran Barnes, Executive Director, thanked all the speakers. He stated that safety is Foothill Transit's top priority. Operator barriers will be installed on all Foothill Transit's new buses and staff is looking into solutions for the existing fleet. On a national level, Mr. Barnes currently serves as Vice Chair of the Transit Cooperative Research Program and in the latest round of funding research projects, a project proposed by ATU International to research how to best protect coach operators was funded. He also reported that in January 2020, staff will present Foothill Transit's safety plan to the Board.

CONSENT CALENDAR:

9. **OCTOBER 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through October 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of October 31, 2019, for the fiscal year ending June 30, 2020.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.

10. **OCTOBER 2019 PERFORMANCE INDICATORS**

Recommended Action: Receive and file the October 2019 Performance Indicators Report.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.



11. **GOVERNING BOARD STIPEND POLICY**

Recommended Action: Adopt the attached revised Foothill Transit Executive Board and Governing Board Members Stipend Policy (Attachment A), which amends the current policy so that Foothill Transit Governing and Executive Board Members are limited to one stipend reimbursement per day.

Motion by Member Marquez, second by Member Calaycay, to receive and file. Motion carried 19-0.

REGULAR AGENDA

12. **LINE 497 UPDATE**

Recommendation: Receive and file an update on the cancellation of Line 497.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel provided an update on Line 497. In August 2019 the Governing Board approved several changes to express routes, including the cancellation of Line 497. The changes and cancellation would go into effect in March 2020. Line 497 was cancelled due to limited parking at the Chino Park and Ride, and it has the highest subsidy per customer.

The Board asked staff to meet with City of Chino staff to discuss the changes and options. On November 5, 2019, Executive Board Member Corey Calaycay and staff met with the mayors of Chino and Chino Hills, and city staff. Discussions included improvements needed at the Chino Park and Ride, and an option to connect the Chino Park and Ride to Line 495 if subsidized. Staff has not heard back from the cities, and staff plans to move forward with the cancellation of Line 497.

Receive and filed.

13. **CLUSTER 4 SPECIAL ELECTION NOTIFICATION**

Recommendation: Receive notification of Cluster 4 Special Election to be held on January 31, 2020.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided notification to Cluster 4 of a Special Election for the



Executive Board Member position and if necessary the election of an Executive Board Alternate. The election will take place at the January 31, 2020 Governing Board Meeting. Cluster 4 consists of the cities of Diamond Bar, El Monte, Industry, La Puente, and South El Monte. The Governing Board Member or Members elected will fill the remaining term, which runs through May 2021.

The vacancy will be created when Governing Board Member and Chair Carol Herrera steps down from the Diamond Bar City Council today, Friday, December 20, 2019 at 5:00 p.m.

Notification received.

14. **FISCAL YEAR 2019-2020 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the first quarter budget update for the fiscal year ending on June 30, 2020.

Jorge Quintana, Assistant Finance Analyst, presented this item.

Mr. Quintana reported that staff expects to end the fiscal year within the approved budget. During the first quarter, savings were experienced in legal fees and operations of the Covina park and Ride. An overrun in fuels costs at the Pomona Operations and Maintenance Facility was identified. Fuel at Pomona is currently over budget by \$188,088. This is because the price per mile that was used to budget fuel was too low. At the end of the fiscal year the fuel budget will be over, but it is expected that Foothill Transit will end the fiscal year within the adopted budget.

Fare revenue for the first quarter was \$226,682 less than the first quarter target. The target farebox recovery ratio for FY2019-2020 is 16.4 percent. The farebox recovery ratio for the first quarter was 16.3 percent.

Receive and filed.

15. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Paulina Ruiz, Transportation Business Intelligence Analyst, presented this item.

Ms. Ruiz reported on the sales numbers and activity for the Foothill Transit



Stores for the first quarter of FY2019-2020. Sales for the first quarter of FY2019-2020 totaled \$1,011,619. It represented a 7 percent decrease from the same period last fiscal year. During the first quarter a total of 54,099 phone calls were received through the toll-free customer line. Customer Service Representatives answered 92 percent or 49,561 incoming phone calls. Walk-in traffic for the first quarter was 45,033 entries, which is a decrease of 2 percent compared to the same period last year.

Member Pedroza inquired if Foothill Transit is considering providing service at no cost to riders. Doran Barnes, Executive Director, indicated that the topic is under discussion in the industry. He stated that with any program that is put forward there are impacts that have to be considered and explored. Ridership is a key topic in the industry and that is why no cost programs are coming into play. Mr. Barnes stated that he looks forward to having discussions with the Board on these topics in the coming year.

Receive and filed.

16. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The 2020 meeting schedule includes a Governing Board Meetings almost every month. A survey will be conducted mid-year next year to get feedback from Governing Board Members and it will assist in preparing the 2021 meeting calendar.
- Foothill Transit will be running shuttles on New Year's Day from Downtown Pasadena to the Rose Bowl for the football game.
- The opening of the Covina Transit Center will take place in 2020. Staff is currently targeting a date in April for the grand opening.
- Mr. Barnes thanked Carol Herrera for her years of service on the Foothill Transit Governing and Executive Board. He presented her with a single rose in a crystal vase.

17. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Moss thanked Chair Herrera for years of service and wished her the best.



- Vice Chair Sternquist shared that Chair Herrera is a delight to work with and wished her the best.
- Member Pedroza stated that he will miss Chair Herrera and he will always appreciate her support.
- Member Moss thanked Joe Raquel, Director of Planning, for coming to the City of Industry Council Meeting where a couple of projects were presented by Workman High School students that were tasked to create a bus route.
- Member Chandler inquired if there are any enhanced special laws for assaulting transit coach operators. Doran Barnes, Executive Director, stated that they would find out. Mr. Chandler asked if police officers not in uniform ride for free on buses. LaShawn King Gillespie, Director of Customer Service and Operations stated that police officers in uniform ride Foothill Transit buses for free. Mr. Barnes stated that the policy can be revisited.
- Member Paras-Caracci thanked the Foothill Transit family for their support, and indicated that she is doing well and is receiving treatment at City of Hope.

18. **ADJOURNMENT**

Adjournment for the December 20, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing meeting adjourned at 9:01 a.m.



January 31, 2020

To: Executive Board

Subject: **November 2019 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2019, for the fiscal year ending June 30, 2020.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of November 30, 2019, shows total assets at \$334.08 million. This total consists primarily of \$223.4 million in fixed assets, \$97.27 million in cash and investments and \$13.43 million in receivable and prepaid assets. Foothill Transit's cash position of \$84.27 million is \$8.86 million more than the previous month, and is \$12.91 million more than last year in November.

Liabilities

The accounts payable balance is \$10.38 million. Accounts Payables include operation and maintenance expenses for \$6.39 million and \$1.07 million for fuel.

The deferred revenue of \$58.60 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$40.02 million in liquid accounts held with Bank of the West; \$13.33 million in interest bearing money market accounts with Bank of the West; \$67,900 with Chase and \$30.85 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$13 million with Bank of the West Agency notes.



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)

November 2019 year-to-date fare revenues were \$6.89 million which is \$163,676 less than the budgeted amount and \$139,956 less than November 2018. Operating costs through November 2019 were \$40.90 million, which is \$2.51 million less than the budget and \$1.04 million more than November 2018. Of this \$40.90 million, \$32.36 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$2.80 million through November 2019.

Capital expenditures through November were \$10.51 million compared with \$2.07 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project and completion of the farebox refurbishment project.

Farebox Recovery Ratio

The November year-to-date farebox recovery ratio was 16.85 percent, which is 0.45 percent higher than the performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$6,890,074 by the total bus operating expense of \$40,900,172. This ratio is less than the November 2018 ratio of 17.64 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of November 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for November 2019 were \$8.26 million.



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November 2019 Financial Statements and Investment
Summary
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Capital disbursements totaled \$0.79 million and other significant disbursements include \$2.47 million to Keolis and \$3.87 million to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of November 30, 2019

Assets

Current Assets:

Cash	\$84,265,307
Investments	13,000,000
Due from government agencies	8,789,373
Other receivables	2,531,703
Other assets	1,414,873

Total Current Assets	\$110,001,255
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Non current Assets:

Notes receivable	689,639
Property & Equipment (net of depreciation)	223,390,194

Total Non Current Assets	224,079,833
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Total Assets	\$334,081,088
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$10,380,070
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Deferred Revenue	58,587,838
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Total Liabilities	\$68,967,908
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Equity

Fund Balance:

Investment in Capital Assets	\$223,390,194
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Current Year Change	3,361,882
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Reserve	38,361,104
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Total Equity	\$265,113,180
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Total Liabilities and Equity	\$334,081,088
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Attachment BSummary of Cash and
Investment Account
For November 30, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$16,424,499
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	23,591,817
BOW-Prop 1B-Cal Grants #1105	1.35%	Demand Deposit	2,266,034
Bank of the West-Money Market #1110	1.35%	Demand Deposit	4,937,241
Bank of the West-Money Market #1111	1.35%	Demand Deposit	4,897,761
Bank of the West-LCTOP #1108	1.35%	Demand Deposit	1,224,057
Chase Business Saving #1109	0.28%	Demand Deposit	67,908
LAIF Investment #1141	2.45%	Demand Deposit	30,854,389
Subtotal Cash on Hand			<u>\$84,265,307</u>
Investments:			
Bank of the West:			
1 Maturity - 01/27/21 - 5yrs.	1.25%	Callable Note	5,000,000
2 Maturity - 07/27/21 - 5yrs.	1.25%	Callable Note	8,000,000
Wells Fargo Bank:			
Subtotal Investments			<u>\$13,000,000</u>
Total Cash and Investments			<u><u>\$97,265,307</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended November 30, 2019

	Actual YTD November 2019	Budget YTD November 2019	Variance	Actual YTD November 2018
Fare Revenue				
Farebox	\$2,712,485	\$3,207,500	(15.43%)	\$3,206,394
Pass Sales	1,698,314	1,554,583	9.25%	1,625,614
TAP Cash Purse	1,891,287	1,729,167	9.38%	1,632,242
MetroLink & Access Service	237,553	251,250	(5.45%)	241,804
EZ Transit Pass	350,435	311,250	12.59%	323,976
Total Operating Revenue	\$6,890,074	\$7,053,750	(2.32%)	\$7,030,030
Operating Subsidies and Other				
Transportation Development Act	\$5,483,411	\$8,501,005	(35.50%)	\$9,284,602
State Transit Assistance (STA)	2,193,998	2,193,998	0.00%	1,701,930
Senate Bill 1 - STA	1,428,773	1,428,773	0.00%	1,002,031
Senate Bill 1 - STA BSCP	156,610	156,610	0.00%	109,617
CalTrans-LCTOP	521,301	521,301	0.00%	97,171
Prop A 40% Discretionary	6,900,007	6,900,007	0.00%	6,762,690
Prop A 40% BSCP	2,216,033	2,216,033	0.00%	2,070,035
Prop A Exchange	2,200,000	2,200,000	0.00%	0
Prop C BSIP	407,334	407,334	0.00%	398,254
Prop C Base Restructuring	874,910	874,910	0.00%	855,407
Prop C Transit Service Expansion	145,797	145,797	0.00%	142,547
Transit Security	434,192	434,192	0.00%	418,157
Measure R	5,102,177	5,102,177	0.00%	4,715,151
Measure M	5,277,322	5,277,322	0.00%	4,760,475
Miscellaneous Transit Revenues	668,233	0	0.00%	507,669
Total Subsidies and Other	\$34,010,098	\$36,359,459	(6.46%)	\$32,825,736
Total Operating Revenue	\$40,900,172	\$43,413,209	(5.79%)	\$39,855,766
Other Revenues				
Gain on Sale of Fixed Assets	\$38,164	\$0	0.00%	\$2,487
Auxiliary Revenue	395,811	397,917		669,596
Total Other Revenues	433,975	397,917	9.06%	\$672,083
Total Operating and Other Revenues	41,334,147	43,811,126	(5.65%)	\$40,527,849
Operating Expenses				
Customer Service & Operations	\$36,379,244	\$36,711,109	(0.90%)	\$35,728,582
Maintenance & Vehicle Technology	325,941	337,720	(3.49%)	300,100
Marketing & Communications	553,320	932,790	(40.68%)	646,029
Information Technology	701,170	1,066,006	(34.22%)	686,801
Administration	1,037,035	1,461,433	(29.04%)	898,199
Procurement	261,159	371,190	(29.64%)	182,849
Finance	597,728	736,823	(18.88%)	612,556
Planning	453,712	805,395	(43.67%)	285,083
Facilities	590,863	990,743	(40.36%)	515,567
Total Operating Expenses	\$40,900,172	\$43,413,209	(5.79%)	\$39,855,766
Other Expenses				
Property Management	\$199,080	\$147,917	34.59%	\$174,579
Dial-A-Ride	0	0	0.00%	240,215
Special Services	234,895	250,000	(6.04%)	257,288
Total Other Expenses	\$433,975	\$397,917	9.06%	\$672,083
Total Operating and Other Expenses	\$41,334,147	\$43,811,126	(5.65%)	\$40,527,849
Capital Revenues				
Capital Grants	\$10,507,391	\$31,977,442	(67.14%)	\$2,067,044
Capital Expenditures				
Capital Expenditures	\$10,507,391	\$31,977,442	(67.14%)	\$2,067,044

Bank Account - Check Details

Period: 11/01/19..11/30/19

Foothill Transit

Wednesday, December 11, 2019

FOOTHILLTRANSIT\FKURO

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 11/01/19..11/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
11/06/19	E01355	International City Management Assoc. Retirement Co	Payroll ending 11/02/19 retirement funds	44,724.38	0.00	0.00	Posted
11/06/19	E01356	Keolis Transit Services LLC	10/05/19 Rose Bowl UCLA vs. Oregon	7,495.78	0.00	0.00	Posted
11/06/19	E01357	Transdev Services, Inc.	10/10/19 Site Visit to Arcadia	207.45	0.00	0.00	Posted
11/06/19	E01358	Transdev Services, Inc.	10/09/19 498 Test Run	251.90	0.00	0.00	Posted
11/06/19	E01359	Transdev Services, Inc.	05-06/19 Arcadia PMI's	22,000.00	0.00	0.00	Posted
11/06/19	E01360	Transdev Services, Inc.	10/05/19 Rose Bowl UCLA vs. Oregon State	7,959.43	0.00	0.00	Posted
11/06/19	E01361	Transdev Services, Inc.	10/14/19 Metrolink Bus Bridge MTC to Union station	296.35	0.00	0.00	Posted
11/07/19	54989	AFLAC	10/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
11/07/19	54990	Allied Administrators for Delta Dental	12/19 Dental insurance premium	6,458.30	6,458.30	0.00	Posted
11/07/19	54991	Caliber Collision Center	EV2 Vehicle repair	3,627.65	3,627.65	0.00	Posted
11/07/19	54992	California Chamber of Commerce	Labor law digest, CA labor law poster	277.24	277.24	0.00	Posted
11/07/19	54993	California Choice	12/19 Health insurance premium	49,734.46	49,734.46	0.00	Posted
11/07/19	54994	City of Glendora	2015 Bus Stop Enhancement Program	38,238.48	38,238.48	0.00	Posted
11/07/19	54995	Daley and Heft, LLP	9/19 Legal Fees	1,614.00	1,614.00	0.00	Posted
11/07/19	54996	Information System Audit and Control Association, Landmark Healthplan of California, Inc.	2020 Membership renewal - Donald Luey	170.00	170.00	0.00	Posted
11/07/19	54997	MetroKinetics, Inc.	11/19 Chiropractic insurance premium	799.52	799.52	0.00	Posted
11/07/19	54998	New Millennium Construction Services	Hastus 2018 upgrade support	2,079.25	2,079.25	0.00	Posted
11/07/19	54999	Scottsdale Insurance Company	Fourth Floor Tennant Improvements	3,116.95	3,116.95	0.00	Posted
11/07/19	55000	TransitTalent.com LLC	Shelby-Brtant J case deductible	278.00	278.00	0.00	Posted
11/07/19	55001	Universal Auto Group	RFQ 19-111 Posting - 10/23	115.00	115.00	0.00	Posted
11/07/19	55002	ViriCiti LLC	OIL Change for Mitsubishi 1	53.09	53.09	0.00	Posted
11/07/19	55003	Vision Service Plan - (CA)	Annual Licenses start 10/5/19	2,916.00	2,916.00	0.00	Posted
11/07/19	55004	Waste Management	11/19 Vision plan insurance premium	1,214.72	1,214.72	0.00	Posted
11/07/19	55005	Willie J. Brooks	11/19 Arcadia Warehouse Trash	335.78	335.78	0.00	Posted
11/07/19	55006	Keolis Transit Services LLC	11/19 Indoor Plant Care	449.75	449.75	0.00	Posted
11/12/19	E01362	Keolis Transit Services LLC	07/19 Pomona PMI's	17,500.00	0.00	0.00	Posted
11/12/19	E01363	Keolis Transit Services LLC	08/19 Pomona PMI's	17,500.00	0.00	0.00	Posted
11/12/19	E01364	Keolis Transit Services LLC	10/17/19 Line 490 test run	257.51	0.00	0.00	Posted
11/12/19	E01365	Keolis Transit Services LLC	F-2153 ENGINE REPOWER	58,089.48	0.00	0.00	Posted
11/12/19	E01366	Keolis Transit Services LLC	EMO Coolinfg packages on 2162-2153-2158	58,250.60	0.00	0.00	Posted
11/12/19	E01367	Keolis Transit Services LLC	F-2162 Engine repower	56,113.08	0.00	0.00	Posted
11/12/19	E01368	Keolis Transit Services LLC	10/26/19 Rosebowl UCLA vs. Arizona state	7,478.93	0.00	0.00	Posted
11/12/19	E01369	Powell Consulting DC, LLC	10/19 Public Affairs	5,120.79	0.00	0.00	Posted
11/12/19	E01370	Transdev Services, Inc.	10/26/19 Rosebowl UCLA vs. Arizona state	6,968.71	0.00	0.00	Posted
11/14/19	55007	ACC Business	West Covina Internet	2,916.74	2,916.74	0.00	Posted
11/14/19	55008	Ashlien Savage	Reimbursable expenses	307.20	307.20	0.00	Posted
11/14/19	55009	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	280.68	280.68	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voiced Amount	Entry Status
11/14/19	55010	AT and T - 5025	EI Monte phone line router management	243.16	243.16	0.00	Posted
11/14/19	55011	Atlas Performance Industries, Inc.	DTLA Trailer install / Monthly Rent	18,715.00	18,715.00	0.00	Posted
11/14/19	55012	Azusa Light & Water	09/19 AITC Fire SVC Retail	312.72	312.72	0.00	Posted
11/14/19	55013	CA Newspaper Service Bureau	NP20-007 Notice IVDB Ad	230.56	230.56	0.00	Posted
11/14/19	55014	Caliber Collision Center	EV 3 Vehicle repair	4,354.00	4,354.00	0.00	Posted
11/14/19	55015	Carol A. Herrera	Reimbursable Expenses	49.87	49.87	0.00	Posted
11/14/19	55016	Christina Lopez	Reimbursable Expenses	210.20	210.20	0.00	Posted
11/14/19	55017	CIGNA Group Insurance	11/19 Life and AD & D insurance premium	4,649.06	4,649.06	0.00	Posted
11/14/19	55018	Cintas Corporation #2	First Aid Kit Supplies	221.83	221.83	0.00	Posted
11/14/19	55019	ConvergeOne, Inc	Email Migration Professional Services	7,848.00	7,848.00	0.00	Posted
11/14/19	55020	Crown Castle USA Inc.	11/19 Monthly tower rental	801.11	801.11	0.00	Posted
11/14/19	55021	David Reyno	10/19 Reimbursable Expenses	3,041.78	3,041.78	0.00	Posted
11/14/19	55022	Denise Martinez	Reimbursable expenses	150.48	150.48	0.00	Posted
11/14/19	55023	Digium Inc.	Arcadia Phone Services	2,157.36	2,157.36	0.00	Posted
11/14/19	55024	Donald Luey	Reimbursable expenses	114.24	114.24	0.00	Posted
11/14/19	55025	Doran J. Barnes	Reimbursable expenses	1,437.82	1,437.82	0.00	Posted
11/14/19	55026	FEDEX Corp.	Express Mail	70.91	70.91	0.00	Posted
11/14/19	55027	Frontier	Admin Building Analog phone lines	856.11	856.11	0.00	Posted
11/14/19	55028	Gotcha Spot, LLC	APU, Mt. SAC, Rio Hondo Advertising	6,756.00	6,756.00	0.00	Posted
11/14/19	55029	Graingers	10/19 Facility Supplies	223.15	223.15	0.00	Posted
11/14/19	55030	HLR Media LLC	10/24/19 Display advertising	299.00	299.00	0.00	Posted
11/14/19	55031	Home Depot Credit Services	10/19 Bus Stop/Facility Supplies	831.09	831.09	0.00	Posted
11/14/19	55032	Lazar and Associates	10/19 Translating services	166.75	166.75	0.00	Posted
11/14/19	55033	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
11/14/19	55034	New Millennium Construction Services	6th Floor Office Remodel - Permits	1,619.36	1,619.36	0.00	Posted
11/14/19	55035	Newage PHM, LLC	10/19 Transit Store 2 Electricity	124.92	124.92	0.00	Posted
11/14/19	55036	Office Depot	Office Supplies	540.21	540.21	0.00	Posted
11/14/19	55037	Omnitrans	Omnitrans passes	10,307.50	10,307.50	0.00	Posted
11/14/19	55038	Platinum Security Inc.	10/19 EI Monte security services	6,500.78	6,500.78	0.00	Posted
11/14/19	55039	Raycom	11/19 Radio Maintenance	317.00	317.00	0.00	Posted
11/14/19	55040	Rodger's Food Service	Governing Board Meeting 10/25/19	722.70	722.70	0.00	Posted
11/14/19	55041	Sam Pedroza	Reimbursable Expenses	142.46	142.46	0.00	Posted
11/14/19	55042	Staples Business Adv.-Dept. LA	Office Supplies	65.11	65.11	0.00	Posted
11/14/19	55043	State Compensation Insurance Fund	11/19 Workers Comp insurance premium	4,158.58	4,158.58	0.00	Posted
11/14/19	55044	Suburban Water Systems	10/19 Admin Bldg Fire Pump Water	143.95	143.95	0.00	Posted
11/14/19	55045	Tanya Marie Pina	Reimbursable expenses	311.46	311.46	0.00	Posted
11/14/19	55046	The Gas Co.	10/19 Admin Bldg Gas	926.18	926.18	0.00	Posted
11/14/19	55047	Thomas J. Koontz	DuartE Bus Foamcore Signs	1,456.40	1,456.40	0.00	Posted
11/14/19	55048	Thompson Coburn LLP	9/19 Cabrera Litigation	47,984.60	47,984.60	0.00	Posted
11/14/19	55049	T-Mobile USA Inc.	Vericiti cellular sim	545.69	545.69	0.00	Posted
11/14/19	55050	Ultimate Maintenance Services, Inc	10/19 Janitorial Supplies	3,550.66	3,550.66	0.00	Posted
11/14/19	55051	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	13,344.80	13,344.80	0.00	Posted
11/14/19	55052	Verizon Wireless	Cell Phone and Avail Cellular	48,859.50	48,859.50	0.00	Posted
11/14/19	55053	Walnut Valley Water District	10/19 Industry P&R Landscape Water	90.10	90.10	0.00	Posted
11/14/19	55054	Wright Express	Vehicle Fueling	533.84	533.84	0.00	Posted
11/14/19	55055	Yoko Igawa	Reimbursable for transit commute pass	100.00	100.00	0.00	Posted
11/14/19	55056	Zones Inc.	Replacement B&W printers	1,259.82	1,259.82	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
11/20/19	E01371	International City Management Assoc. Retirement Co	Payroll ending 11/16/19 retirement funds	43,666.04	0.00	0.00	Posted
11/20/19	E01372	Keolis Transit Services LLC	10/1-15 Pomona Contractor services	877,050.95	0.00	0.00	Posted
11/20/19	E01373	Keolis Transit Services LLC	11/02/19 Rose Bowl UCLA vs. Colorado State	6,934.95	0.00	0.00	Posted
11/20/19	E01374	Keolis Transit Services LLC	F-2138 In-Frame heavy maintenance	16,573.06	0.00	0.00	Posted
11/20/19	E01375	Keolis Transit Services LLC	F-2159 Heavy maintenance	13,285.85	0.00	0.00	Posted
11/20/19	E01376	Transdev Services, Inc.	Transporting Mini Bus to Golden Streets	325.99	0.00	0.00	Posted
11/20/19	E01377	Transdev Services, Inc.	07/1-31 Ebus Charging at Azusa	13,592.57	0.00	0.00	Posted
11/20/19	E01378	Transdev Services, Inc.	06/16-30 Ebus Charging at Azusa	6,317.89	0.00	0.00	Posted
11/20/19	E01379	Transdev Services, Inc.	08/1-31 Ebus Charging at Azusa	19,525.38	0.00	0.00	Posted
11/20/19	E01380	Transdev Services, Inc.	10/30/2019 BRF Procurement Ebus to 16th and Maple	207.45	0.00	0.00	Posted
11/20/19	E01381	Transdev Services, Inc.	10/29/19 Metrolink Bus Bridge Baldwin Park	158.25	0.00	0.00	Posted
11/20/19	E01382	Transdev Services, Inc.	F-2107 Heavy maintenance	99,921.15	0.00	0.00	Posted
11/20/19	E01383	Transdev Services, Inc.	F-2114 Heavy maintenance	5,496.90	0.00	0.00	Posted
11/20/19	E01384	Transdev Services, Inc.	F-1628 Heavy maintenance	4,341.27	0.00	0.00	Posted
11/20/19	E01385	Transdev Services, Inc.	F-1607 Heavy maintenance	6,822.50	0.00	0.00	Posted
11/20/19	E01386	Transdev Services, Inc.	09/1-30 Ebus Charging at Azusa	21,027.09	0.00	0.00	Posted
11/22/19	55057	ACC Business	9/11-10/10/19 Arcadia Phone internet	1,080.01	1,080.01	0.00	Posted
11/22/19	55058	Amazon Web Services, Inc	10/19 Web hosting	630.19	630.19	0.00	Posted
11/22/19	55059	Amtec Human Capital, Inc.	10/28/19-11/3/19 Kammy Chang	1,502.50	1,502.50	0.00	Posted
11/22/19	55060	Ashlien Savage	Replenish of petty cash funds	286.88	286.88	0.00	Posted
11/22/19	55061	AT and T - 5025	El Monte general phone line	2,210.82	2,210.82	0.00	Posted
11/22/19	55062	Athens Services- 54957	11/19 Admin Bldg Sweeping Services	1,513.39	1,513.39	0.00	Posted
11/22/19	55063	Azteca Landscape	10/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
11/22/19	55064	Azusa Light & Water	10/1-11/2 Electricity and Water	18,069.79	18,069.79	0.00	Posted
11/22/19	55065	CDW Government Inc.	Wireless modems for bus signal priority project	2,965.15	2,965.15	0.00	Posted
11/22/19	55066	Chamber Marketing Partners, Inc.	Claremont Business Directory	1,995.00	1,995.00	0.00	Posted
11/22/19	55067	Chamber of Commerce - Pomona	Sponsor Holiday for Heroes event	400.00	400.00	0.00	Posted
11/22/19	55068	City of Covina	Covina P&R - Monument Sign Permit Fee	1,775.40	1,775.40	0.00	Posted
11/22/19	55069	Clean Energy	09/19 Arcadia CNG Takeover Not Alt Fuel	508,929.97	508,929.97	0.00	Posted
11/22/19	55070	Conference of Minority Transport. Officials - DC	01/01/20-12/31/20 Agency Membership	5,100.00	5,100.00	0.00	Posted
11/22/19	55071	County of L.A. - Sheriff's Dept.	08/3-28/19 TSB Transit service	8,637.95	8,637.95	0.00	Posted
11/22/19	55072	Cynthia A. Sternquist	Reimbursable Expenses - APTA Conference	51.51	51.51	0.00	Posted
11/22/19	55073	FEDEX Corp.	Express Mail	45.44	45.44	0.00	Posted
11/22/19	55074	File Keepers LLC	10/19 Shredding Services	96.00	96.00	0.00	Posted
11/22/19	55075	Grand Car Wash	10/19 Vehicle washing	807.13	807.13	0.00	Posted
11/22/19	55076	Greater West Covina Business Assoc.	Sponsor Get Fit San Gabriel Valley 5k Run/Walk	500.00	500.00	0.00	Posted
11/22/19	55077	Green's Lock and Safe	10/19 - 3 FIC-P	43.00	43.00	0.00	Posted
11/22/19	55078	Inland Valley News	Sponsor 22nd Annual Celebration of Excellence	650.00	650.00	0.00	Posted
11/22/19	55079	Linda Apodaca	Expense/Travel Reimbursement	518.01	518.01	0.00	Posted
11/22/19	55080	Neofunds by Neopost	10/19 Postage	560.00	560.00	0.00	Posted
11/22/19	55081	New Millennium Construction Services	Fourth Floor Tennant Improvements	11,008.60	11,008.60	0.00	Posted
11/22/19	55082	Office Depot	Office Supplies	703.28	703.28	0.00	Posted
11/22/19	55083	Proterra Inc	Arcadia In-Depot Charger Installation	384,180.00	384,180.00	0.00	Posted
11/22/19	55084	ReadyRefresh	10/19 Drinking Water	72.25	72.25	0.00	Posted
11/22/19	55085	Rotary Club of West Covina	Annual Membership - R Cordero	100.00	100.00	0.00	Posted
11/22/19	55086	Roy Eseyan	Reimbursable Expenses - CTA Conference	433.60	433.60	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
11/22/19	55087	San Gabriel Valley PAN	Public Affairs - 11/19/19 Senator Archuleta Event	55.00	55.00	0.00	Posted
11/22/19	55088	Shih Hsiau Wang	Reimbursable expenses	51.52	51.52	0.00	Posted
11/22/19	55089	Southern California Edison Co.	Pomona Transit Center elctricity usage	8,797.48	8,797.48	0.00	Posted
11/22/19	55090	Standard Parking Corporation	10/19 Parking Services	3,956.73	3,956.73	0.00	Posted
11/22/19	55091	Suburban Water Systems	10/19 Admin Landscape Water	995.10	995.10	0.00	Posted
11/22/19	55092	Total Communication, Inc	Cisco Smartnet Renewal	42,799.62	42,799.62	0.00	Posted
11/22/19	55093	Tri - Signal Integration, Inc.	11/19 Admin Bldg Alarm Monitoring	70.00	70.00	0.00	Posted
11/22/19	55094	Ultimate Maintenance Services, Inc	09/19 Janitorial Supplies	489.04	489.04	0.00	Posted
11/22/19	55095	Vincent Saucedo	Reimbursement for ENO Seminar II	197.82	197.82	0.00	Posted
11/22/19	55096	ViriCiti LLC	Annual charge on route chargers	720.00	720.00	0.00	Posted
11/22/19	55097	W.M. Klorman Construction Corp.	Covina P&R - Monument Sign Plan Check Fee	476.17	476.17	0.00	Posted
11/22/19	55098	Walnut Valley Water District	10/19 Industry P&R Fire Pump Water	31.03	31.03	0.00	Posted
11/22/19	55099	Zonar Systems Inc.	Renewal service FOO0546 GTC November 2019	6,239.00	6,239.00	0.00	Posted
11/26/19	E01387	Bankcard Center-Bank of the West	10/19 Agency credit card usages	54,185.52	0.00	0.00	Posted
11/26/19	E01388	Keolis Transit Services LLC	10/16-31 Pomona Contractor services	1,539,669.35	0.00	0.00	Posted
11/26/19	E01389	Transdev Services, Inc.	Transporting of Mini Bus to ULV and El Monte	937.21	0.00	0.00	Posted
11/26/19	E01390	Transdev Services, Inc.	11/19 Management services	156,201.58	0.00	0.00	Posted
11/26/19	E01391	Transdev Services, Inc.	11/02/2019 Rose Bowl UCLA vs. Colorado State	6,580.97	0.00	0.00	Posted
11/26/19	E01392	Transdev Services, Inc.	10/1-15 Arcadia Contractor services	1,167,137.28	0.00	0.00	Posted
11/26/19	E01393	Transdev Services, Inc.	10/16-31 Arcadia Contractor services	2,441,379.20	0.00	0.00	Posted
11/26/19	E01394	Transdev Services, Inc.	11/08/19 BRF Admin-WCCA to Urban Farm Cuisine	177.81	0.00	0.00	Posted
11/26/19	E01395	Transdev Services, Inc.	11/07/19 BRF Admin-Covina PR-AITC	395.92	0.00	0.00	Posted
11/27/19	55100	Adt Security Services, Inc.	11/19 - 02/20 TS2 Security services	403.11	403.11	0.00	Posted
11/27/19	55101	Amtec Human Capital, Inc.	11/11-17/19 Kammy Chang	1,157.59	1,157.59	0.00	Posted
11/27/19	55102	CDW Government Inc.	Docking station for LaShawn's laptop	363.31	363.31	0.00	Posted
11/27/19	55103	Climatec Building Technologies LLC	7/1/19 -9/30/19 HVAC Software Maintenance	6,495.00	6,495.00	0.00	Posted
11/27/19	55104	Concentra Medical Centers - CA	Pre-Employment Physical Check - Kenny Lu	71.50	71.50	0.00	Posted
11/27/19	55105	Daley and Heft, LLP	10/19 Legal Fees	1,291.50	1,291.50	0.00	Posted
11/27/19	55106	Darold D. Pieper Attorney at Law	10/19 Legal Fees	7,663.11	7,663.11	0.00	Posted
11/27/19	55107	First Transit Inc.	Reimburse for Salvador Ortiz court garnishments	700.00	700.00	0.00	Posted
11/27/19	55108	Frontier	Local phone calls	2,965.33	2,965.33	0.00	Posted
11/27/19	55109	Industry Public Utility Commission	10/19 Industry P&R Electricity	1,160.42	1,160.42	0.00	Posted
11/27/19	55110	Lillian Lin	Reimburse for Transit pass	100.00	100.00	0.00	Posted
11/27/19	55111	Linda Garrison	11/19 Yoga Instructions	455.00	455.00	0.00	Posted
11/27/19	55112	Newage PHM, LLC	2019 Puente Hills Mall Transit Center Annual Fee	19,626.27	19,626.27	0.00	Posted
11/27/19	55113	Raycom	Radio equipment removal on F-1427	90.00	90.00	0.00	Posted
11/27/19	55114	Ritta Merza	Reimbursable Expenses	398.36	398.36	0.00	Posted
11/27/19	55115	Sharlane Bailey	Reimbusable Expenses	90.00	90.00	0.00	Posted
11/27/19	55116	Socal Office Technologies/MWB Business Systems	Monthly copier usage	1,562.39	1,562.39	0.00	Posted
11/27/19	55117	Southern California Edison Co.	10/19 Pomona Facility charger usages	450.69	450.69	0.00	Posted
11/27/19	55118	Southern California Edison Co.	10/19 Admin Bldg Electricity	12,513.31	12,513.31	0.00	Posted
11/27/19	55119	State of California Department of Transportation	12/19 Grand/17th Airspace Lease	15,800.00	15,800.00	0.00	Posted
11/27/19	55120	Thompson Coburn LLP	9/19 General Legal	20,698.34	20,698.34	0.00	Posted
11/27/19	55121	Vincent Saucedo	Reimburse for transit pass	100.00	100.00	0.00	Posted

Check			Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.	Vendor Name					Status
11/27/19	55122	Virgilio Victorio	Reimbursable expenses -LAIF Conference	181.25	181.25	0.00	Posted
General Checking				8,263,977.28	1,451,850.76	0.00	



January 31, 2020

To: Governing Board

Subject: **December 2019 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through December 31, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of December 31, 2019, for the fiscal year ending June 30, 2020.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of December 31, 2019, shows total assets at \$336.83 million. This total consists primarily of \$223.92 million in fixed assets, \$105.78 million in cash and investments and \$6.45 million in receivable and prepaid assets. Foothill Transit's cash position of \$81.86 million is \$6.45 million more than the previous month, and is \$7.37 million more than last year in December.

Liabilities

The accounts payable balance is \$14.39 million. Accounts Payables include operation and maintenance expenses for \$10.13 million and \$0.99 million for fuel.

The deferred revenue of \$56.46 million represents funds that are reserved for planned capital expenditures such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$37.6 million in liquid accounts held with Bank of the West; \$13.34 million in interest bearing money market accounts with Bank of the West; \$67,900 with Chase; \$10.92 million with US Treasury, and \$30.85 million invested in the Local



Agency Investment Fund (LAIF). Longer term investments include \$13 million with Bank of the West Agency notes.

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)

December 2019 year-to-date fare revenues were \$8.18 million which is \$280,821 less than the budgeted amount and \$206,893 less than December 2018. Operating costs through December 2019 were \$48.99 million, which is \$3.01 million less than the budget and \$0.92 million more than December 2018. Of this \$48.99 million, \$38.81 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$3.15 million through December 2019.

Capital expenditures through December were \$13.15 million compared with \$2.55 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses and two Double Deck electric buses, construction for the Covina Park & Ride and Transit Center project, and completion of the farebox refurbishment project.

Farebox Recovery Ratio

The December year-to-date farebox recovery ratio was 16.71 percent, which is 0.31 percent higher than the performance target of 16.4 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$8,813,679 by the total bus operating expense of \$48,987,438. This ratio is less than the December 2018 ratio of 17.46 percent, primarily as a result of declining ridership. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of December 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for December 2019 were \$5.93 million. Capital disbursements totaled \$2.69 million and other significant disbursements include \$0.88 million to Keolis and \$1.3 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of December 31, 2019

Assets

Current Assets:

Cash	\$81,859,446
Investments	23,923,388
Due from government agencies	2,604,948
Other receivables	2,462,403
Other assets	1,378,350

Total Current Assets	\$112,228,535
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Non current Assets:

Notes receivable	689,639
Property & Equipment (net of depreciation)	223,916,378

Total Non Current Assets	224,606,016
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Total Assets	\$336,834,552
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$14,385,961
--	--------------

Deferred Revenue	56,460,427
------------------	------------

Total Liabilities	\$70,846,388
-------------------	--------------

Equity

Fund Balance:

Investment in Capital Assets	\$223,916,378
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Current Year Change	3,361,882
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Reserve	38,709,904
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Total Equity	\$265,988,163
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Total Liabilities and Equity	\$336,834,552
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Attachment B

Summary of Cash and
Investment Account
For December 31, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$23,938,548
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	13,657,178
BOW-Prop 1B-Cal Grants #1105	1.31%	Demand Deposit	2,268,536
Bank of the West-Money Market #1110	1.31%	Demand Deposit	4,942,692
Bank of the West-Money Market #1111	1.31%	Demand Deposit	4,903,168
Bank of the West-LCTOP #1108	1.31%	Demand Deposit	1,225,408
Chase Business Saving #1109	0.28%	Demand Deposit	67,925
LAIF Investment #1141	2.29%	Demand Deposit	30,854,389
Subtotal Cash on Hand			\$81,859,446
 Investments:			
Bank of the West:			
1 Maturity - 01/27/21 - 5yrs.	1.25%	Callable Note	5,000,000
2 Maturity - 07/27/21 - 5yrs.	1.25%	Callable Note	8,000,000
3 Maturity - 06/11/2020 - 6 months	1.475%	US Treasury Bill	9,934,639
Wells Fargo			
1 Maturity - 06/04/2020 - 6 months	1.30%	US Treasury Bill	988,749
			0
Subtotal Investments			\$23,923,388
Total Cash and Investments			\$105,782,834

Foothill Transit
Statement of Revenue and Expense
For Month Ended December 31, 2019

	Actual YTD December 2019	Budget YTD December 2019	Variance	Actual YTD December 2018
Fare Revenue				
Farebox	\$3,212,331	\$3,849,000	(16.54%)	\$3,800,351
Pass Sales	2,015,173	1,865,500	8.02%	1,953,622
TAP Cash Purse	2,279,828	2,075,000	9.87%	1,958,684
MetroLink & Access Service	279,977	301,500	(7.14%)	290,656
EZ Transit Pass	396,371	373,500	6.12%	387,259
Total Operating Revenue	\$8,183,679	\$8,464,500	(3.32%)	\$8,390,572
Operating Subsidies and Other				
Transportation Development Act	\$7,171,241	\$10,642,926	(32.62%)	\$11,480,795
State Transit Assistance (STA)	2,632,798	2,632,798	0.00%	2,042,315
Senate Bill 1 - STA	1,714,527	1,714,527	0.00%	1,202,437
Senate Bill 1 - STA BSCP	187,932	187,932	0.00%	131,541
CalTrans-LCTOP	521,301	521,301	0.00%	97,171
Prop A 40% Discretionary	8,280,008	8,280,008	0.00%	8,115,228
Prop A 40% BSCP	2,659,240	2,659,240	0.00%	2,484,042
Prop A Exchange	2,200,000	2,200,000	0.00%	0
Prop C BSIP	488,801	488,801	0.00%	477,905
Prop C Base Restructuring	1,049,892	1,049,892	0.00%	1,026,488
Prop C Transit Service Expansion	174,956	174,956	0.00%	171,056
Transit Security	521,030	521,030	0.00%	501,788
Measure R	6,122,612	6,122,612	0.00%	5,658,181
Measure M	6,332,787	6,332,787	0.00%	5,712,570
Miscellaneous Transit Revenues	746,634	0	0.00%	577,438
Total Subsidies and Other	\$40,803,759	\$43,528,810	(6.26%)	\$39,678,955
Total Operating Revenue	\$48,987,438	\$51,993,310	(5.78%)	\$48,069,527
Other Revenues				
Gain on Sale of Fixed Assets	\$38,370	\$0	0.00%	\$2,501
Auxiliary Revenue	454,438	477,500		765,036
Total Other Revenues	492,808	477,500	3.21%	\$767,537
Total Operating and Other Revenues	49,480,247	52,470,810	(5.70%)	\$48,837,064
Operating Expenses				
Customer Service & Operations	\$43,507,778	\$44,005,335	(1.13%)	\$43,099,090
Maintenance & Vehicle Technology	387,069	405,684	(4.59%)	354,327
Marketing & Communications	662,415	1,119,348	(40.82%)	775,951
Information Technology	855,206	1,240,860	(31.08%)	832,561
Administration	1,272,929	1,740,300	(26.86%)	1,086,885
Procurement	324,320	445,028	(27.12%)	225,715
Finance	734,768	884,587	(16.94%)	724,331
Planning	529,768	955,424	(44.55%)	350,754
Facilities	713,186	1,196,744	(40.41%)	619,914
Total Operating Expenses	\$48,987,438	\$51,993,310	(5.78%)	\$48,069,527
Other Expenses				
Property Management	\$240,057	\$177,500	35.24%	\$209,698
Dial-A-Ride	0	0	0.00%	285,215
Special Services	252,751	300,000	(15.75%)	272,623
Total Other Expenses	\$492,808	\$477,500	3.21%	\$767,537
Total Operating and Other Expenses	\$49,480,247	\$52,470,810	(5.70%)	\$48,837,064
Capital Revenues				
Capital Grants	\$13,146,125	\$38,372,931	(65.74%)	\$2,545,638
Capital Expenditures				
Capital Expenditures	\$13,146,125	\$38,372,931	(65.74%)	\$2,545,638

Bank Account - Check Details

Period: 12/01/19..12/31/19

Foothill Transit

Thursday, January 16, 2020
FOOTHILLTRANSIT\LHERNANDEZ

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 12/01/19..12/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
12/04/19	E01396	International City Management Assoc. Retirement Co	Payroll ending 11/30/19 retirement funds	47,200.48	0.00	0.00	Posted
12/05/19	55123	A1 Event & Party Rentals	Tablecloths for Governing Board Meeting 10/25/19	279.01	279.01	0.00	Posted
12/05/19	55124	Assistance League of Covina Valley	Sponsor 2019 Christmas Tree Brunch 2 Tables	5,000.00	5,000.00	0.00	Posted
12/05/19	55125	Council of University Transportation Centers	2019-2020 CUTC Sponsorship	2,500.00	2,500.00	0.00	Posted
12/05/19	55126	County of L.A. - Sheriff's Dept.	10/1-31/19 TSB Transit service	6,951.56	6,951.56	0.00	Posted
12/05/19	55127	Day - Lite Maintenance Co. Inc.	10/19 Monthly Maintenance	519.15	519.15	0.00	Posted
12/05/19	55128	Erhart's Catering	11/7 Meeting w/ Secretary David Kim	303.59	303.59	0.00	Posted
12/05/19	55129	Frontier	Industry Park and Ride Phone Line	831.87	831.87	0.00	Posted
12/05/19	55130	G4S Secure Integration LLC	08/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
12/05/19	55131	Government Finance Officers Assoc.	FY 19 Excellent in Financial Reporting Program Fee	560.00	560.00	0.00	Posted
12/05/19	55132	Roberto Vidal Estrella	Travel advancement - TSI Conference 12/16-20/19	250.00	250.00	0.00	Posted
12/05/19	55133	The Gas Co.	11/19 Admin Bldg Gas	1,129.03	1,129.03	0.00	Posted
12/05/19	55134	The Poly Post	11/5/19 Advertising	242.25	242.25	0.00	Posted
12/05/19	55135	Ultimate Maintenance Services, Inc	11/19 Janitorial Supplies	404.76	404.76	0.00	Posted
12/05/19	55136	Weatherite Corporation	Admin Bldg HVAC Belt Replacement	547.29	547.29	0.00	Posted
12/10/19	E01397	Keolis Transit Services LLC	11/08/19 Cal Poly Pomona President's Transit field	256.34	0.00	0.00	Posted
12/10/19	E01398	Keolis Transit Services LLC	9/19 Pomona PMI's	17,500.00	0.00	0.00	Posted
12/10/19	E01399	Keolis Transit Services LLC	F-2132 Major engine repair	16,959.71	0.00	0.00	Posted
12/10/19	E01400	Keolis Transit Services LLC	F-1808 Major engine repair	110,874.16	0.00	0.00	Posted
12/10/19	E01401	Keolis Transit Services LLC	11/1-15 Pomona Contractor services	857,871.47	0.00	0.00	Posted
12/10/19	E01402	Transdev Services, Inc.	07-09/19 Arcadia PMI's	27,000.00	0.00	0.00	Posted
12/10/19	E01403	Transdev Services, Inc.	11/1-15 Arcadia Contractor services	1,116,320.99	0.00	0.00	Posted
12/13/19	55137	ACC Business	West Covina Internet	3,996.75	3,996.75	0.00	Posted
12/13/19	55138	AECOM Technical Services, Inc	8/24-9/20/19Autonomous Bus Consurtium	9,900.00	9,900.00	0.00	Posted
12/13/19	55139	AFLAC	12/19 AFLAC insurance premium	3,121.36	3,121.36	0.00	Posted
12/13/19	55140	Allied Administrators for Delta Dental	1/20 Dental insurance premium	5,952.00	5,952.00	0.00	Posted
12/13/19	55141	AT and T - 105068	EI Monte back line	43.97	43.97	0.00	Posted
12/13/19	55142	AT and T - 5019	Phone service	412.60	412.60	0.00	Posted
12/13/19	55143	Atlas Performance Industries, Inc.	12/19 DTLA Office Trailer	760.00	760.00	0.00	Posted
12/13/19	55144	California Choice	1/20 Health insurance premium	56,909.50	56,909.50	0.00	Posted
12/13/19	55145	California Deposition Reporters	IFB 20-044 Room 324 Farebox Office Renovation	872.50	872.50	0.00	Posted
12/13/19	55146	CALTEC Corporation	9/23/19 Admin Restroom Renovations	64,526.85	64,526.85	0.00	Posted
12/13/19	55147	Charter Communications Inc.	Monthly cable bill	172.61	172.61	0.00	Posted
12/13/19	55148	CIGNA Group Insurance	12/19 Life insurance premium	4,649.06	4,649.06	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/13/19	55149	City of West Covina	11/19 High Rise Inspection	1,016.00	1,016.00	0.00	Posted
12/13/19	55150	Clean Energy	10/19 Arcadia O & M	513,751.06	513,751.06	0.00	Posted
12/13/19	55151	Climatec Building Technologies LLC	10/1/19 -12/31/19 HVAC Software Maintenance	2,165.00	2,165.00	0.00	Posted
12/13/19	55152	County of L.A. - Dept. Public Health	FY19/20 Backflow Prevention Assembly Test	74.00	74.00	0.00	Posted
12/13/19	55153	Cristina Garcia	Educational Assistance Reimbursement	572.99	572.99	0.00	Posted
12/13/19	55154	Crown Castle USA Inc.	Tower Rental	801.11	801.11	0.00	Posted
12/13/19	55155	David Reyno	Reimbursable Expenses - CTA Conference	1,610.19	1,610.19	0.00	Posted
12/13/19	55156	Donald Luey	Reimbursable expenses	500.31	500.31	0.00	Posted
12/13/19	55157	Excel Paving Company	DTLA Layover Improvements Site	11,848.40	11,848.40	0.00	Posted
12/13/19	55158	FEDEX Corp.	Express Mail	8.10	8.10	0.00	Posted
12/13/19	55159	Frontier	Admin Building Analog Phone Lines	405.46	405.46	0.00	Posted
12/13/19	55160	Government Finance Officers Assoc.	Membership renewl - Virgilio Victorio	160.00	160.00	0.00	Posted
12/13/19	55161	HD Supply Facilities Maintenance	11/19 Facility Supplies	505.82	505.82	0.00	Posted
12/13/19	55162	Home Depot Credit Services	11/19 Bus Stop Enhancement/DTLA Layover Supplies	496.95	496.95	0.00	Posted
12/13/19	55163	Jorge Anthony Quintana Jr.	Educational Assistance Reimbursement	3,865.31	3,865.31	0.00	Posted
12/13/19	55164	Landmark Healthplan of California, Inc.	12/19 Chiropractic insurance premium	766.22	766.22	0.00	Posted
12/13/19	55165	Linda Apodaca	Reimbursable expenses	74.52	74.52	0.00	Posted
12/13/19	55166	Mobile Relay Associates Inc.	12/19 Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
12/13/19	55167	MTGL, Inc.	09/19 Professional services	9,956.00	9,956.00	0.00	Posted
12/13/19	55168	Next Level Elevator	9/19-11/19 Azusa Elevator Maintenance	486.00	486.00	0.00	Posted
12/13/19	55169	Pulsar Advertising	10/19 General marketing	8,368.75	8,368.75	0.00	Posted
12/13/19	55170	Raycom	Trip charge for dash mount and radio removal	857.00	857.00	0.00	Posted
12/13/19	55171	Ritta Merza	Reimbursable Expenses - Bar Exam	4,295.00	4,295.00	0.00	Posted
12/13/19	55172	Roberto Vidal Estrella	Reimbursable expenses	275.50	275.50	0.00	Posted
12/13/19	55173	Schindler Elevator Corporation	12/19-2/20 Elevator Maintenance	2,795.88	2,795.88	0.00	Posted
12/13/19	55174	Scottsdale Insurance Company	Shelby-Bryant case deductible	222.00	222.00	0.00	Posted
12/13/19	55175	Skyline Pest Control	11/19 Monthly Pest Control	95.00	95.00	0.00	Posted
12/13/19	55176	Solarwinds, Inc.	Kiwi Syslog renewal	106.00	106.00	0.00	Posted
12/13/19	55177	State Compensation Insurance Fund	12/19 Worker's Comp premium	4,158.58	4,158.58	0.00	Posted
12/13/19	55178	Thomas J. Koontz	Interior Cards	9,470.61	9,470.61	0.00	Posted
12/13/19	55179	Thompson Coburn LLP	10/19 General Procurement	32,645.24	32,645.24	0.00	Posted
12/13/19	55180	Translating Services, Inc.	11/19 Translating services	256.65	256.65	0.00	Posted
12/13/19	55181	Tri - Signal Integration, Inc.	08/19 Admin Fire Pump Inspection	1,070.00	1,070.00	0.00	Posted
12/13/19	55182	Ultimate Maintenance Services, Inc	12/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
12/13/19	55183	Verizon Business - 15043	Transit Store MPLS	16,768.70	16,768.70	0.00	Posted
12/13/19	55184	Verizon Wireless	Cell Phone and avail cellular	22,998.21	22,998.21	0.00	Posted
12/13/19	55185	Vision Service Plan - (CA)	12/19 Vision insurance premium	1,145.44	1,145.44	0.00	Posted
12/13/19	55186	Waste Management	12/19 Arcadia Warehouse Trash	336.19	336.19	0.00	Posted
12/13/19	55187	Western Office Interiors	Office 321 Furniture - 50% Deposit	8,362.76	8,362.76	0.00	Posted
12/13/19	55188	Willie J. Brooks	12/19 Indoor Plant Care	662.75	662.75	0.00	Posted
12/13/19	55189	Wright Express	11/19 Fuel	420.24	420.24	0.00	Posted
12/13/19	55190	Zonar Systems Inc.	11/19 GSM activation	6,247.00	6,247.00	0.00	Posted
12/19/19	E01404	Avail Technologies, Inc.	CAD/AVL Replacement -NTP2 Milestones 6	956,989.80	0.00	0.00	Posted
12/19/19	E01405	International City Management Assoc. Retirement Co	Payroll ending 12/14/19 retirement funds	44,757.40	0.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/19/19	E01406	Keolis Transit Services LLC	11/30 Rose Bowl UCLA vs. Cal State	7,523.11	0.00	0.00	Posted
12/19/19	E01407	Powell Consulting DC, LLC	11/19 Public Affairs	4,000.00	0.00	0.00	Posted
12/19/19	E01408	Transdev Services, Inc.	12/19 Management Fees	157,025.37	0.00	0.00	Posted
12/19/19	E01409	Transdev Services, Inc.	Transporting Mini Bus Arcadia Festival of Bands	248.09	0.00	0.00	Posted
12/19/19	E01410	Transdev Services, Inc.	11/8 BRF Planning Foothill Blvd and Indian Hill	158.25	0.00	0.00	Posted
12/20/19	55191	8 Cubed Technologies, LLC	West Covina Internet Connection and Installation	15,581.00	15,581.00	0.00	Posted
12/20/19	55192	Alltech Industries, Inc.	10/19 DTLA Security Services	6,213.00	6,213.00	0.00	Posted
12/20/19	55193	Amazon Web Services, Inc	11/19 Web hosting	617.67	617.67	0.00	Posted
12/20/19	55194	APTA	2019 AdWheel Entry	125.00	125.00	0.00	Posted
12/20/19	55195	Ashlien Savage	Replenish of petty cash	331.62	331.62	0.00	Posted
12/20/19	55196	AT and T - 5025	El Monte phone line (626)452-1587 & (626)452-1579	166.48	166.48	0.00	Posted
12/20/19	55197	AT and T - 5025	El Monte router phone line	241.86	241.86	0.00	Posted
12/20/19	55198	AT and T - 5025	El Monte general phone line	2,209.74	2,209.74	0.00	Posted
12/20/19	55199	Athens Services- 54957	12/19 Admin Bldg Trash Services	1,513.39	1,513.39	0.00	Posted
12/20/19	55200	Azteca Landscape	11/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
12/20/19	55201	Azusa Light & Water	10/19 AITC Main SVC Parking	283.52	283.52	0.00	Posted
12/20/19	55202	CALTEC Corporation	Admin Restroom Renovations	50,119.15	50,119.15	0.00	Posted
12/20/19	55203	Captive Audience Marketing, Inc.	Admin phone line greetings	429.00	429.00	0.00	Posted
12/20/19	55204	CDW Government Inc.	RSA Maintenance renewal	1,620.00	1,620.00	0.00	Posted
12/20/19	55205	Chamber of Commerce - Glendora	State of the City	450.00	450.00	0.00	Posted
12/20/19	55206	Chamber of Commerce - San Dimas	Membership Renewal	150.00	150.00	0.00	Posted
12/20/19	55207	Chamber of Commerce-Covina	2020 Membership Renewal	3,725.00	3,725.00	0.00	Posted
12/20/19	55208	City of Pomona - Passes	Get About tickets	2,000.00	2,000.00	0.00	Posted
12/20/19	55209	David Lam Lo	Educational Assistance Reimbursement	3,627.50	3,627.50	0.00	Posted
12/20/19	55210	Dept. of Industrial Relations (Accounting)	Industry P&R Elevator Inspection	675.00	675.00	0.00	Posted
12/20/19	55211	Digium Inc.	Arcadia Yard Phone Service	2,157.36	2,157.36	0.00	Posted
12/20/19	55212	Ed Butts Ford	Vehicle parts	82.28	82.28	0.00	Posted
12/20/19	55213	Franklin Hill Group	PMT Motor Bus Sample Estimate	7,200.00	7,200.00	0.00	Posted
12/20/19	55214	Frontier	Local phone calls	2,828.89	2,828.89	0.00	Posted
12/20/19	55215	Graingers	11/19 Facility Supplies	124.57	124.57	0.00	Posted
12/20/19	55216	Grand Car Wash	11/19 Vehicle washing	604.40	604.40	0.00	Posted
12/20/19	55217	Hendy Satya	Reimbursable expenses	248.39	248.39	0.00	Posted
12/20/19	55218	Lauren Ashley Cucchissi	Esucational Assistance Reimbursement	4,057.50	4,057.50	0.00	Posted
12/20/19	55219	Los Angeles County Fair Association	S.T.E.A.M. Fair 2020	5,000.00	5,000.00	0.00	Posted
12/20/19	55220	MTGL, Inc.	09/19 Professional services	15,603.00	15,603.00	0.00	Posted
12/20/19	55221	Neofunds by Neopost	11/19 Postage & Late Fees	607.34	607.34	0.00	Posted
12/20/19	55222	New Millennium Construction Services	RETAIN FROM KPO 19-105	32,683.55	32,683.55	0.00	Posted
12/20/19	55223	Newage PHM, LLC	12/19 Transit Store 2 Lease	7,578.66	7,578.66	0.00	Posted
12/20/19	55224	Paulina Perez	Educational Assistance Reimbursement	3,425.93	3,425.93	0.00	Posted
12/20/19	55225	Rodger's Food Service	12/20/19 Governing Board Meeting	709.56	709.56	0.00	Posted
12/20/19	55226	Rotary Club of West Covina	Heart of the Valley 5K Run/Walk 2020	1,000.00	1,000.00	0.00	Posted
12/20/19	55227	San Gabriel Valley Economic	Full page ad in guide	1,000.00	1,000.00	0.00	Posted
12/20/19	55228	Socal Office Technologies/MWB Business Systems	11/19 copier usage	427.60	427.60	0.00	Posted
12/20/19	55229	Southern California Edison Co.	Covina P&R - Pwr Req for Hot Mandrel	2,002.00	2,002.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
12/20/19	55230	Southern California Edison Co.	9/19-10/19 Covina P&R Electricity	175.97	175.97	0.00	Posted
12/20/19	55231	Southern California Edison Co.	Pomona Transit center electricity usage	9,153.76	9,153.76	0.00	Posted
12/20/19	55232	Southern California Edison Co.	11/19 Admin Bldg Electricity	11,534.94	11,534.94	0.00	Posted
12/20/19	55233	Standard Parking Corporation	11/19 Parking Services	3,622.40	3,622.40	0.00	Posted
12/20/19	55234	Stantec Architecture	10/18/19 Covina PNR Task 7 A/ E Service	2,748.11	2,748.11	0.00	Posted
12/20/19	55235	State of California Department of Transportation	01/20 Airspace Lease - 17th & Grand	15,800.00	15,800.00	0.00	Posted
12/20/19	55236	Suburban Water Systems	11/19 Admin Fire Pump Water	936.95	936.95	0.00	Posted
12/20/19	55237	The Poly Post	12/3/19 Advertising	242.25	242.25	0.00	Posted
12/20/19	55238	Thomas J. Koontz	12/19 Footnotes Monthly Newsletter	3,971.33	3,971.33	0.00	Posted
12/20/19	55239	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
12/20/19	55240	Tony Garcia Photography	2019 Rose Queen Photo Shoot	3,400.00	3,400.00	0.00	Posted
12/20/19	55241	TransTrack Systems Inc.	Business Intelligence Software	9,000.00	9,000.00	0.00	Posted
12/20/19	55242	Tri - Signal Integration, Inc.	12/19 Industry P&R Fire Monitoring	70.00	70.00	0.00	Posted
12/20/19	55243	Universal Waste Systems	11/19 DTLA Layover Sanitation Services	2,200.00	2,200.00	0.00	Posted
12/20/19	55244	Verizon Business - 15043	Cellular VPN	2,954.99	2,954.99	0.00	Posted
12/20/19	55245	W.M. Klorman Construction Corp.	10/31/19 Covina Park & Ride Design-Build Phase 2	1,401,202.50	1,401,202.50	0.00	Posted
12/20/19	55246	Walnut Valley Water District	11/19 Industry P&R Fire Pump Water	119.25	119.25	0.00	Posted
12/20/19	55247	Yoko Igawa	Reimbursable Expenses	3,133.67	3,133.67	0.00	Posted
12/31/19	GPP01444	Bankcard Center-Bank of the West	11/19 Agency credit card usages	34,613.62	0.00	0.00	Posted
		General Checking		5,926,219.35	2,526,920.56	0.00	



January 31, 2020

To: Governing Board

Subject: **Rose Bowl Service Update**

Recommendation

Receive and file the Rose Bowl Service Update.

Background

Foothill Transit has provided shuttle service between the Parsons Building parking lot and the Rose Bowl in Pasadena transporting UCLA fans, Tournament of the Roses game-goers as well as other patrons to and from events for a number of years.

The 2019 season opened up on May 4th with Foothill Transit providing shuttle services for over 8,000 fans to the BTS concert. That was followed by two soccer matches, the Pasadena Day Dream concert series and the UCLA home opener on September 7, 2019. This season Foothill Transit provided services to six UCLA home games, two concerts, two soccer matches, and closed out the season with the Tournament of Roses game on January 1, 2020 bringing the total of customers transported to 80,966.

As with all of our service, it is important to market this service to improve the chances of its success and build awareness around our brand. Among the ways we encourage customers and non-riders to take our service to Rose Bowl events are through digital media, traditional marketing platforms such as interior bus cards and newsletters.

Rose Bowl transportation provides Foothill Transit with an opportunity to interact with customers who may not use public transit regularly, and expose them to our services. The feedback on the service from customers has been very positive. Many comment on the cleanliness, comfort, and appearance of our coaches as well as on how convenient, organized, and efficient the operation is.

The success of the Rose Bowl service can be attributed to the hard work of the dozens of coach operators, Transdev's and Keolis' administrative teams, and members of Foothill Transit's administrative team who help to make the operation of services successful.



Governing Board Meeting - 01/31/2020
Rose Bowl Service Update
Page 2

We look forward to the 2020 season and continuing to partner with the Rose Bowl to provide excellent service.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya M. Pina" followed by a large flourish and the word "for".

Tanya M. Pina
Operations Contract Manager

A handwritten signature in blue ink, appearing to read "Doran J. Barnes" with a large flourish.

Doran J. Barnes
Executive Director



January 31, 2020

To: Governing Board

Subject: **2020 Foothill Transit Bus Roadeo Preview**

Recommendation

Receive and file the preview of the 2020 Foothill Transit Bus Roadeo.

Background

Foothill Transit will host its 25th annual Bus Roadeo competition on Saturday, March 7, 2020. This year's theme is Superheroes. The event will take place at our Arcadia Operations and Maintenance Facility where operators and maintenance teams from both the Pomona and Arcadia facilities will face off to determine which operator and maintenance team will represent Foothill Transit in San Antonio, Texas for the American Public Transportation Association (APTA) International Bus Roadeo competition, where the best of the best throughout the country will compete.

Those who have attended in the past know how much fun this event can be as we watch our operators navigate through an obstacle course and see our maintenance teams showcase their mechanical skills. While fun for the spectators, the competition requires participants to maintain sharp focus on safe operation whether behind the wheel or in the maintenance area. The day will begin with a continental breakfast for our judges and volunteers followed by a course walk-through, briefing for all judges and the start of the competition. A tasty lunch will be served after the competition with our awards ceremony immediately following.

We are excited about this year's roadeo and know that it would not be a success without the participation and assistance from our staff, contractors and volunteers.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



January 31, 2020

To: Governing Board

Subject: **Fiscal Year 2019-2020 Business Plan Initiatives Update**

Recommendation

Receive and file an update on Foothill Transit's FY2019-2020 Business Plan Initiatives.

Analysis

Each year a list of key agency-wide initiatives is approved by the Board with the adoption of the organization's annual Business Plan. Following is an update on the key projects included in Foothill Transit's current Business Plan:

- **Covina Transit Center and Park & Ride Development**

Development of the Covina Park & Ride continues to be a priority this year. The project is a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina is the lead for the three-party agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential units, and a transit component. The Park & Ride will consist of a three-level parking structure containing approximately 360 parking spaces, bus berths, and provisions for electric bus charging stations to accommodate Foothill Transit buses. A transit oriented commercial component will also be included within the transit center. Staff is working with a real estate consultant to assist in finding a tenant for the 3,400 SF commercial space. Construction began in December 2018 and is anticipated to be complete by the end of February 2020. Service will begin at the Park & Ride and Transit Center on March 1, 2020 to coincide with our upcoming service change. A Grand Opening event at the Transit Center is tentatively scheduled for April 15, 2020.

- **ExpressLanes Operations**

Construction of the HOV lanes between I-605 and SR-57 have been underway, with completion scheduled for the summer of 2021. To ensure effective traffic flow and transit service operation when the lanes open, it is critical that the occupancy requirement mirror the three-person peak occupancy requirement of the busway portion of the lanes. The Metro



Board will consider an I-10 ExpressLanes Busway HOV5+ Pilot Implementation Plan this month that would begin Fall of 2020. Staff will work with Metro and the Caltrans District 7 Director to implement a three-person peak period HOV minimum occupancy requirement between the 605 Freeway and the San Bernardino County Line until the Metro Pilot Plan is completed.

- **Fare Restructuring Implementation – Phase II**

In September 2019, Foothill Transit implemented Phase II of the fare restructuring approved by the board in May 2017 which consisted of price adjustment on most fare products and single ride fares. Over the next several months, we will closely monitor the ridership and fare revenue impacts to evaluate the effectiveness of the fare change. As transit operators in the region continue to look at ways to improve ridership, Foothill Transit will review our fare structure and policies for improvements to stimulate ridership.

- **Fare Technology**

Foothill Transit is undergoing a fleet-wide farebox upgrade project along with several TAP Regional Operators. The upgrade will address the complexity of maintaining aging and obsolete fareboxes. The upgraded fareboxes will also include many modern day technologies that will improve data collection, revenue security, and the customer experience. Fleet-wide installation is expected to be completed in June 2020. In the mobile realm, Foothill Transit will soon launch a mobile ticketing pilot program that will give customers more options for fare payment.

- **Fleet Electrification**

Foothill Transit currently operates a fleet of 33 battery electric buses and has operated battery-electric buses (BEBs) more than 2.8 million miles over the past nine years. In that time, it has become clear that buying BEBs is the least complex aspect of the electric bus program, and that expanding our in-depot charging infrastructure at the Pomona and Arcadia operating facilities is significantly more complicated. To understand these challenges and develop solutions, the engineering firm of Burns and McDonnell was hired for In-Depot Charging Station Design Services. In order to deploy BEBs into service, Foothill Transit will need to install electric vehicle charging stations in phases and aligned with the fleet plan



of retiring CNG buses and replaced with BEBs. The total estimated infrastructure cost over the next 12 years is \$120 million.

CNG tanks will be expiring soon on some of our older CNG buses, and because of this we are currently purchasing replacement CNG buses in order to ensure continued service delivery. We expect delivery of 11 40-ft. CNG buses between January and February of this year. Toward the 3rd quarter of 2020, we expect deliveries of 24 60-ft. articulated CNG buses, 18 40-ft. CNG buses and two 35-ft. CNG buses. We also expect delivery of two battery electric double-deck buses built by Alexander Dennis around April/May of this year. These two buses will be the first deployment ever of battery powered double deck buses in public transit service in North America.

Last December we completed the construction and installation of 14 in-depot chargers at the Arcadia yard, which will allow us to fully charge 17 BEBs prior to them being deployed on Line 280 and City of Duarte service. This is the first large scale installation of in-depot chargers in the U.S.

Operating our fleet of BEBs over the last nine years has not been without challenges. We have experienced reliability and fit-and-finish issues with the buses which impacts service delivery and on-time performance.

In light of the high cost of BEB infrastructure, range issue, and operational impacts, it may be prudent to research the fuel cell bus market and its related components. Broadening our perspective in other alternative technologies will help us determine a more resilient, efficient and reliable zero emission technology. It is possible that a combination of both grid-powered battery electric and fuel cell electric buses may be needed to meet California's Innovative Clean Transit (ICT) regulation that regarding the purchase and deployment of zero-emissions buses over the next 20 years.

- **Mobility as a Service (MaaS)**

Addressing the first/last mile of a customer's trip is one of the biggest challenges facing transit agencies today. The challenge is to identify how best to get customers between their home or work and bus stops or Transit Centers. These trips may not be productive enough to warrant a dedicated bus route or the area may not be suited for a 40-foot bus. Many agencies have partnered with various transportation network companies



(TNCs) such as Uber and Lyft, which provide shared rides or with an active transportation company like Bird or Lime to provide bikes and scooters to help customers get to and from bus stops. Some agencies have even launched their own microtransit service to better serve these areas.

Foothill Transit is currently a partner with L.A. Metro piloting on-demand service provided by Via for passenger trips to and from the El Monte Station. The pilot, which started on January 28, 2019, also provided similar service in Artesia and North Hollywood. Since the start of the pilot, the area of zones served has been expanded and the fare was eliminated. As a result, the number of rides went from 160 during the first week to 2,336 per week at the close of the third quarter where the El Monte zone generated the largest number of trips. The L.A. Metro Board will consider an extension of the year-long pilot at their meeting on January 23, 2020.

Foothill Transit staff is also working closely with L.A. Metro to identify a possible site for microtransit service within a specified zone. As we look to develop more high quality transit corridors, it will likely be most beneficial to rely more heavily on member cities to provide the first/last mile service for its residents. Staff will work with Foothill Transit member cities and neighboring agencies such as Pomona Valley Transportation Authority (PVRTA) to help develop the partnerships with transportation companies.

- **Mt. SAC Transit Center**

With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system with a limited number of high-quality bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. Development of this facility is underway and the plans include ten transit bays with covered bus shelters for customers. Concept design and environmental studies were completed in December 2018. Detail design drawings are under development and will be resubmitted to the Division of State Architect (DSA) by end of January 2020 with an anticipated approval date by March 2020. A public hearing was held by the City of Walnut Planning Commission on January 15, 2020. The public hearing included the construction of the Transit Center and additional projects to be constructed by Mt SAC for the parking structure and pedestrian bridge to be built over the future transit center. The City of Walnut reviewed the Conditional Use Permit and the Site Plan Case and Architectural Review,



and placed no further conditions on the Transit Center component of the larger campus project. We anticipate construction of the Transit Center to commence by May 2021 pending the completion of the Mt. SAC pedestrian bridge.

- **Website Redesign**

Foothill Transit first established its internet presence in October 1998. Since then, foothilltransit.org has undergone complete redesigns in 2000, 2005, 2007, 2009, 2012, and 2014, with several smaller updates in between to include new technologies, branding, services, and campaigns. The new website redesign, set for launch in June 2020, will incorporate the new CAD/AVL system into its customer communications, significantly upgrading the quality and relevance of important information to our customers. As the agency's primary online asset, the website is a crucial entry point to forming and maintaining relationships with our communities. Keeping it in step with constantly evolving technology is a key priority.

In addition to the agency-wide initiatives listed above, work also continues to advance the individual department goals that are detailed in the respective department sections within the FY2019-2020 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. McDonald'.

Kevin Parks McDonald
Deputy Executive Director

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

Doran J. Barnes
Executive Director



January 31, 2020

To: Governing Board

Subject: **Fiscal Year 2019-2020 Second Quarter Performance Indicators Report**

Recommendation

Receive and file the FY2019-2020 Second Quarter Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for the Second Quarter of Fiscal Year 2019-2020. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In the Second Quarter, Foothill Transit achieved six out of eight key performance indicator goals. The performance indicator targets met through the quarter are: Miles Between Technical Roadcalls, Complaints per 100,000 Boardings, Boardings per Vehicle Service Hour, Average Weekday Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

Further detail on each performance measure including a description and analysis to account for the variances between reporting periods follows in this section of the item. Foothill Transit's performance indicators are summarized below:

- **Boardings** – Total boardings recorded by the farebox in the Second Quarter was 2,916,340 – which is eight percent lower than the same period last fiscal year.
- **Fare Revenue** – Total fare revenue in the Second Quarter was \$4.1 million. The average fare was \$1.43 per boarding.
- **Operating Expenses** – Operating expenses incurred in the Second Quarter totaled \$24.4 million, resulting in an average cost per service hour of \$111.73.
- **Accidents** – The system averaged 0.98 preventable accidents per 100,000 miles in the Second Quarter.



- **Customer Complaints** – Foothill Transit received an average of 16.4 complaints per 100,000 boardings in the Second Quarter. This is a 10 percent increase compared to the same period last fiscal year.
- **Schedule Adherence** – On-time performance in the Second Quarter was 70.1 percent, which is seven percent lower compared to the same period last 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 indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus system, reports from the operations contractors, and financial performance data.

Overall System Performance

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

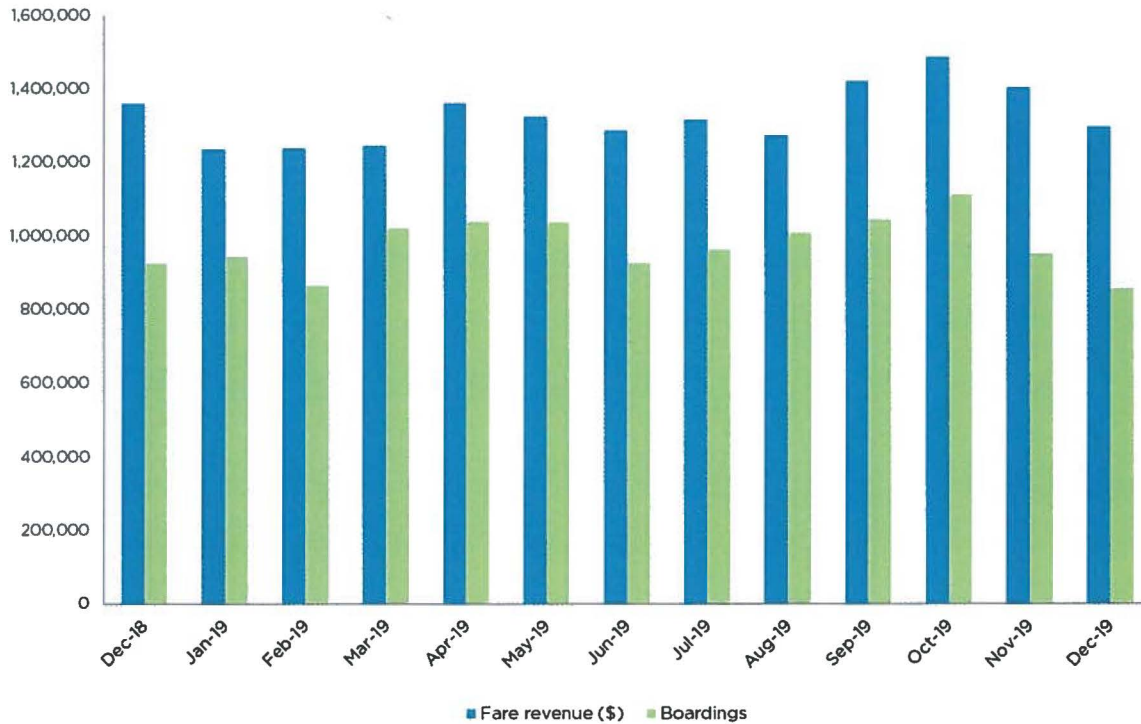
Total Boardings and Total Fare Revenues

In the Second Quarter of FY2019-2020, Foothill Transit buses had 2,916,340 boardings. When compared to the same period during the previous fiscal year, ridership decreased by eight percent. Ridership has declined for many local bus systems in Southern California. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in the Second Quarter was \$4.1 million. This is three percent lower than the same period during the previous fiscal year.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In the Second Quarter, Foothill Transit operated 218,641 service hours, which is one percent higher compared to the same period last fiscal year.

During the Second Quarter, Foothill Transit incurred \$24.4 million in operating expenses, which is nearly the same compared to the same period last fiscal year.

Goal 1: Operate a Safe Transit System

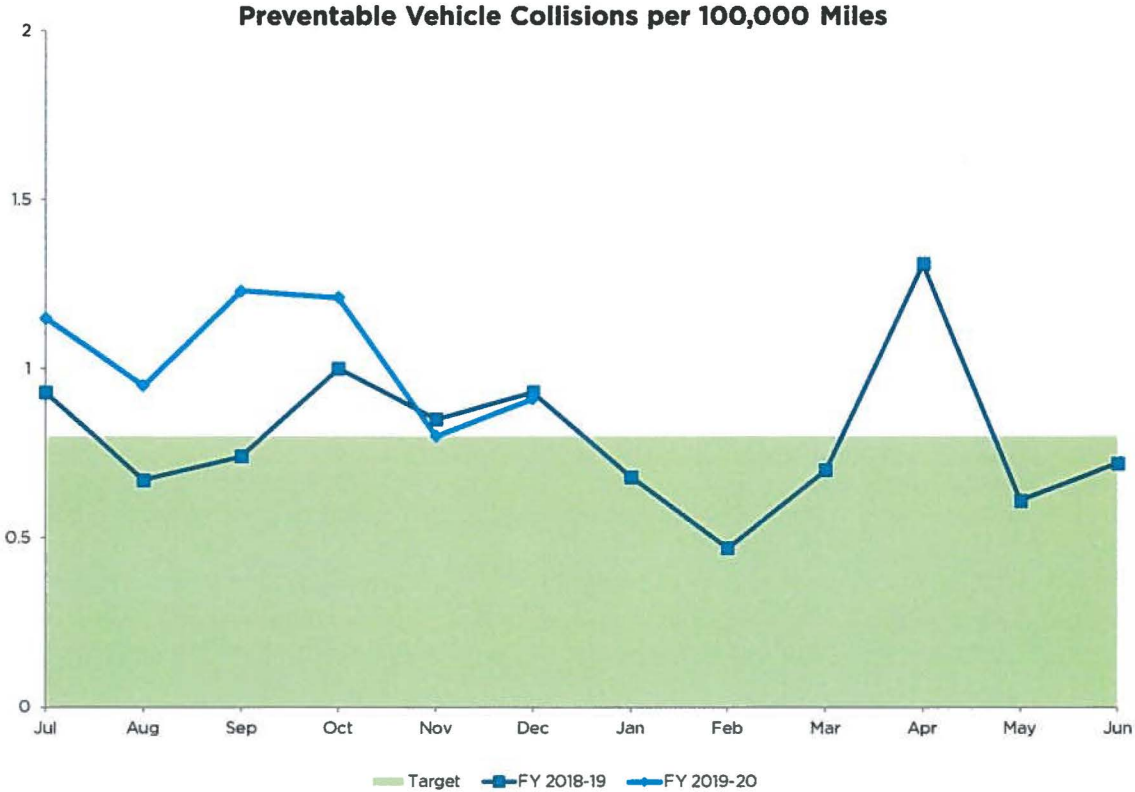
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.



Preventable Accidents per 100,000 Miles

In the Second Quarter, Foothill Transit did not meet the adopted standard of 0.80 or fewer preventable vehicle collisions per 100,000 miles with 0.98 preventable collisions per 100,000 miles. This is five percent higher compared to the same period last year. Preventable vehicle collisions in the Second Quarter resulted primarily from sideswipes and coaches making contact with fixed objects, partially because of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of action plans and implementation. These plans include operator training, coaching, and other activities as appropriate.





Goal 2: Provide Outstanding Customer Service

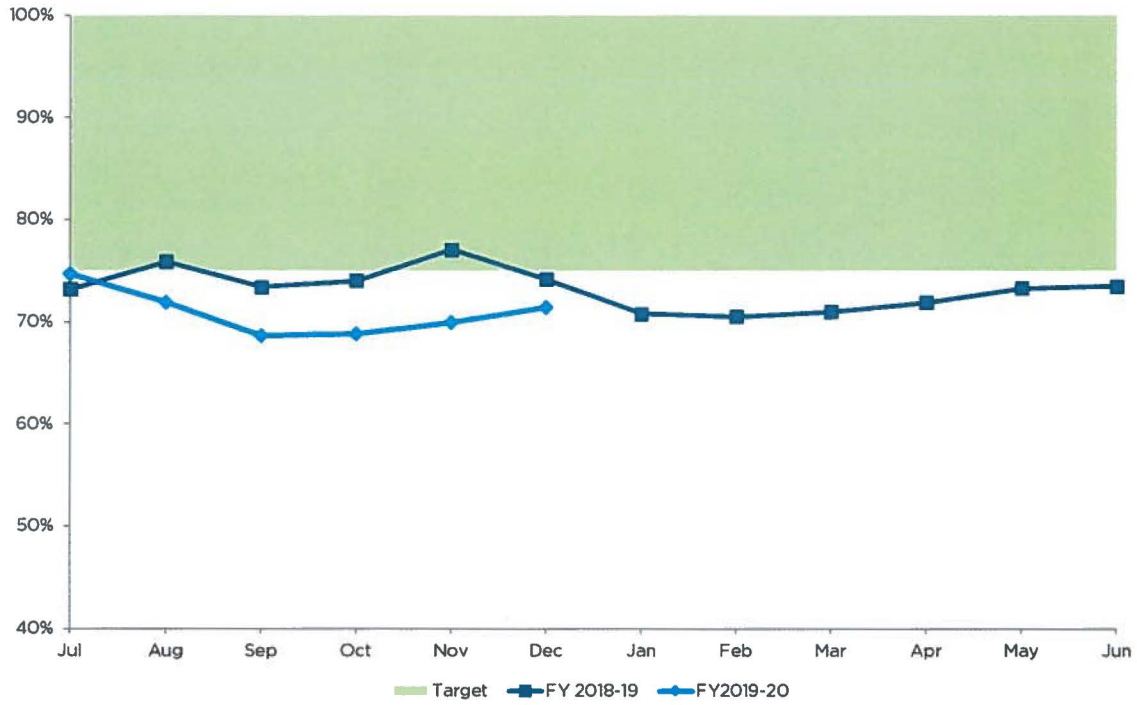
Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, and complaints per 100,000 boardings for customers calling the customer service line.

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it did not depart early and if it departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 75 percent or higher OTP for this fiscal year. In the Second Quarter, OTP was 70.1 percent. This represents a seven percent decrease compared to the same period last fiscal year of which the data was reported using other methods. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. With the OTP data available from the Avail system, we can now monitor the worst performing routes and work with both contractors to identify areas of improvement. Verifying the OTP data has been a priority for Foothill Transit and the Avail team. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals.



Schedule Adherence

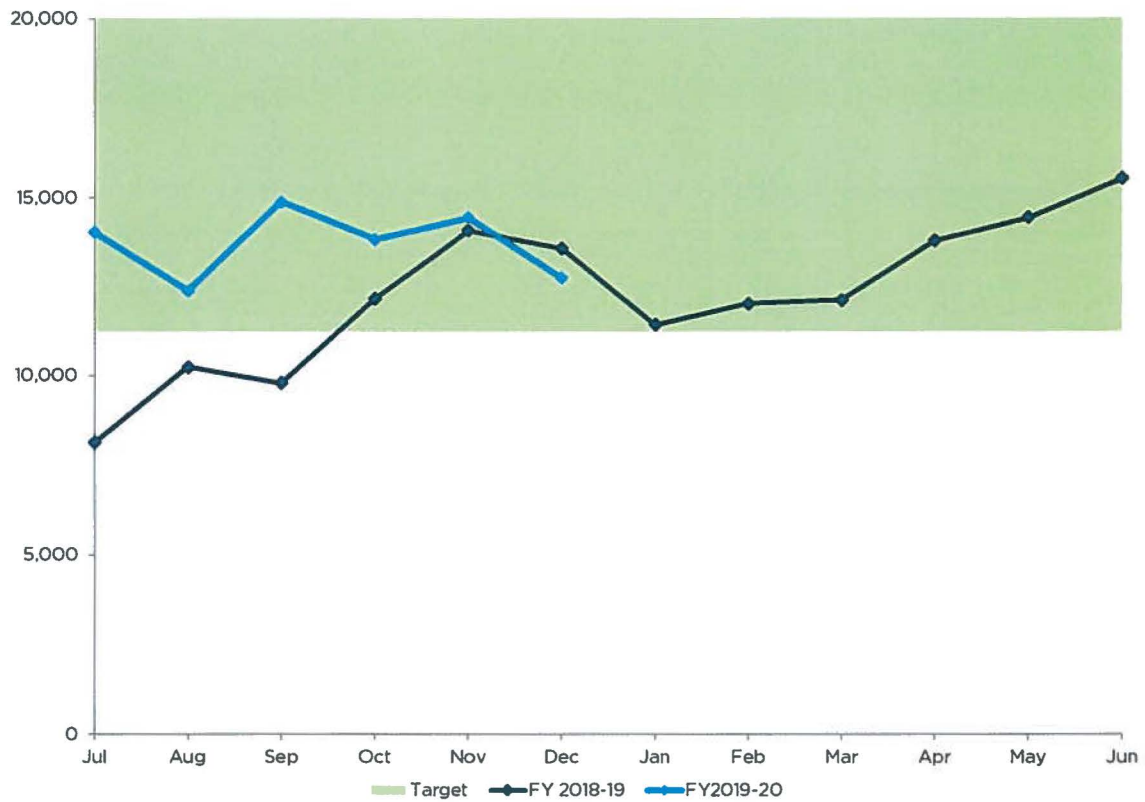




Average Miles between Technical Roadcalls

Average miles between technical roadcalls is a maintenance performance indicator. This new adopted measure will track any mechanical breakdown that occurs, whether a bus is in revenue service or not. In the Second Quarter, Foothill Transit averaged 13,625 miles between technical roadcalls as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 11,250 miles between technical roadcalls.

Average Miles between Technical Roadcalls



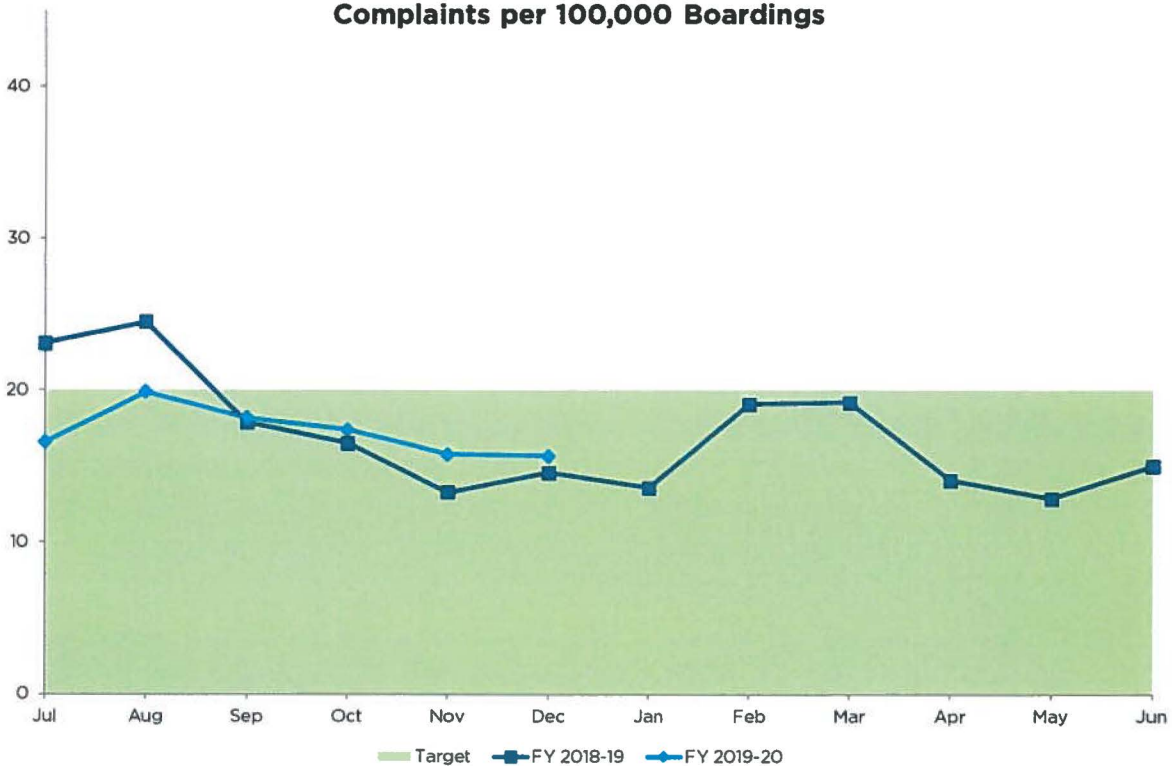


Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigative process, which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and reviewing the SMARTBus system, dispatch logs, on-board videos, and/or verbal communication with the coach operator.

In the Second Quarter, Foothill Transit met the performance target of 20 or less complaints per 100,000 boardings with an average of 16.4 complaints per 100,000 boardings. This represents a 10 percent increase compared to the same period last fiscal year.

Complaints per 100,000 Boardings





Goal 3: Operate an Effective Transit System

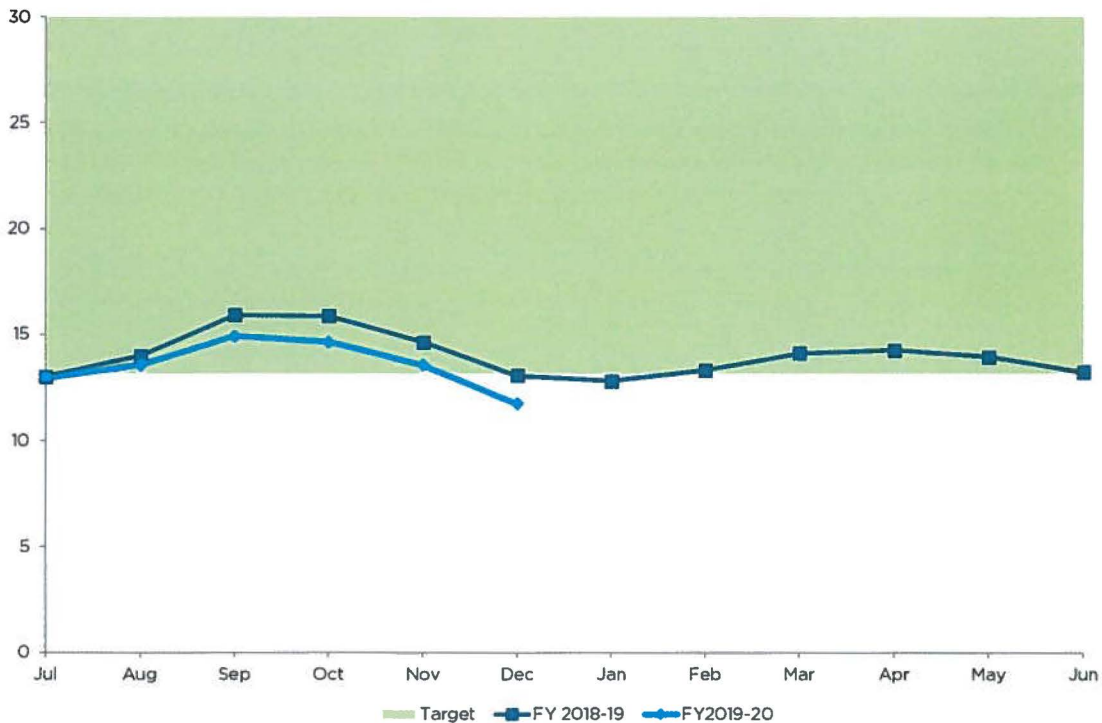
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In the Second Quarter, there was 13.34 boardings per vehicle service hour, meeting the performance target of 13.15 or more boardings per service hour. This is eight percent lower compared to the same period last fiscal year. This variance is due to the decrease in ridership discussed earlier.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Improved data analysis allows Foothill Transit staff to better understand travel demand throughout the service area, therefore assisting them in better planning routes and schedules.

Boardings per Vehicle Service Hour

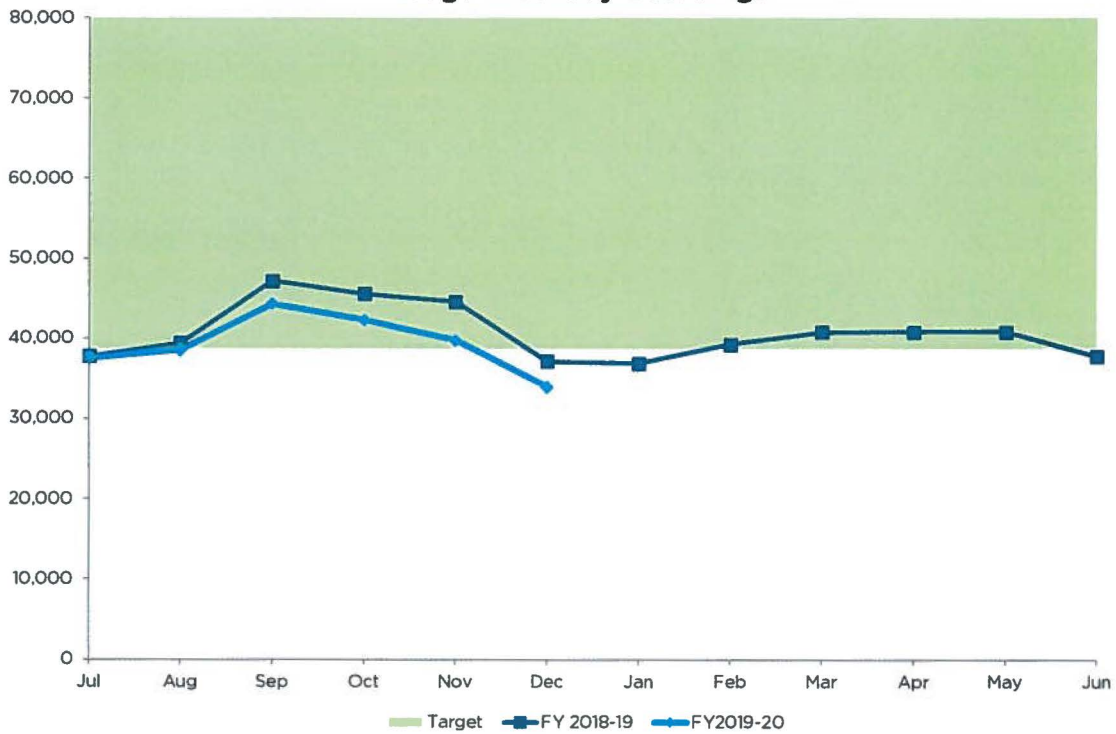




Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY19-20 performance target for this metric is to achieve at least 38,700 average weekday boardings. There were 38,785 average weekday boardings in the Second Quarter, meeting the target. This represents a seven percent decrease compared to the same period last fiscal year. This decrease mirrors the overall drop in boardings for the Quarter.

Average Weekday Boardings





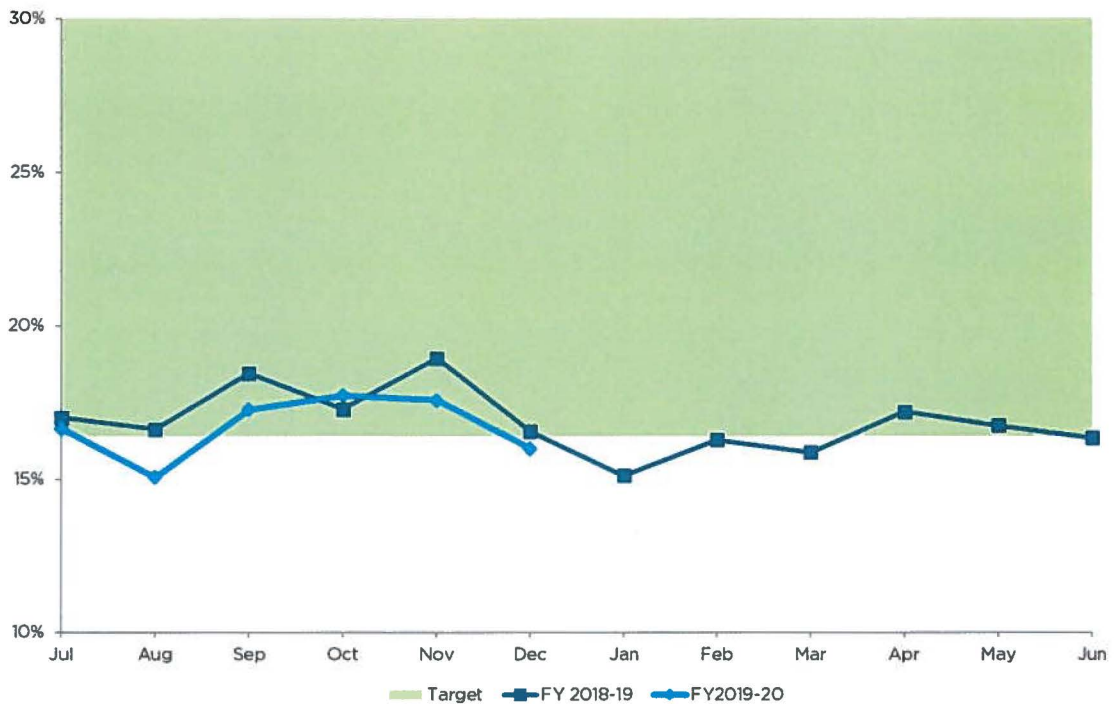
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. In the Second Quarter, the Farebox Recovery Ratio was 17.1 percent, which surpasses the target of 16.4 percent.

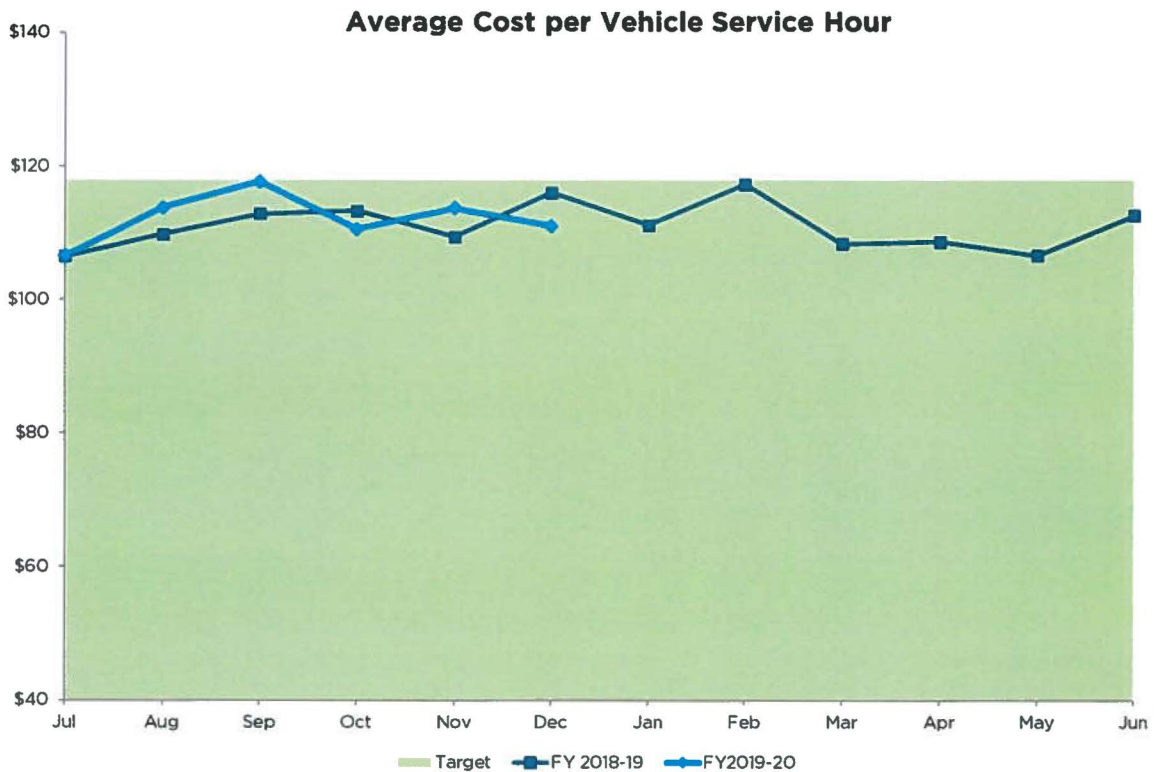
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for the Second Quarter was \$111.73, which meets the fiscal year target of less than \$117.82, and is one percent lower than the same period last fiscal year.



Sincerely,

Paulina Ruiz
Transportation Business Intelligence Analyst

Doran J. Barnes
Executive Director

Foothill Transit
Second Quarter Key Performance Indicators
FY 2019-2020

Goal	Performance Indicator	Second Quarter FY19-20	Met Target?	Second Quarter FY18-19	% Improvement Over Same Quarter Last Year	FY19-20 YTD	Met Target?	FY18-19 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	2,916,340	-	3,156,251	(8%)	5,925,554	-	6,227,068	(5%)	
	Vehicle Service Hours	218,641	-	216,721	1%	436,837	-	431,930	1%	
	Total Fare Revenue	\$4,178,111	-	\$4,299,011	(3%)	\$8,183,679	-	\$8,390,572	(2%)	
	Total Operating Expense	\$24,427,851	-	\$24,471,083	0%	\$48,987,438	-	\$48,069,527	(2%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	0.98	No	0.93	(5%)	1.04	No	0.85	(22%)	≤ 0.80
Customer Service	Schedule Adherence	70.1%	No	75.1%	(7%)	70.9%	No	74.6%	(5%)	≥ 75%
	Miles Between Technical Roadcalls	13,625	Yes	13,198	3%	13,647	Yes	10,938	25%	≥ 11,250
	Complaints per 100,000 Boardings	16.4	Yes	14.9	(10%)	17.3	Yes	18.3	5%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	13.34	Yes	14.56	(8%)	13.56	Yes	14.42	(6%)	≥ 13.15
	Average Weekday Boardings	38,785	Yes	41,919	(7%)	39,399	Yes	41,570	(5%)	≥ 38,700
Efficiency	Farebox Recovery Ratio	17.10%	Yes	17.57%	(3%)	16.71%	Yes	17.46%	(4%)	≥ 16.40%
	Average Cost per Vehicle Service Hour	\$111.73	Yes	\$112.92	1%	\$112.14	Yes	\$111.29	(1%)	≤ \$117.82

Foothill Transit Second Quarter Operations Report

FY 2019-2020

Goal	Performance Indicator	Second Quarter FY19-20	Second Quarter FY8-19	% Improvement Over Same Quarter Last Year	FY19-20 YTD	FY18-19 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.43	\$1.36	5.2%	\$1.38	\$1.35	2.5%
	Average cost per boarding	\$8.38	\$7.75	(8%)	\$8.27	\$7.72	7%
	Average subsidy per boarding	\$6.94	\$6.39	(9%)	\$6.89	\$6.37	8%
	Total vehicle miles	4,291,991	4,302,590	(0%)	8,624,755	8,542,943	1%
	Vehicle service miles	3,135,255	3,112,782	1%	6,270,026	6,204,094	1%
	Total vehicle hours	299,528	273,546	9%	578,918	543,897	6%
	In-service speed (mph)	14.34	14.36	(0%)	14.35	14.36	(0%)
	Boardings per vehicle service mile	0.93	1.01	(8%)	0.95	1.00	(6%)