



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, June 28, 2019



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

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, JUNE 28, 2019
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA,
STERNQUIST
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 26, 2019
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) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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CONSENT CALENDAR: Items 9 through 13 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MAY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. MAY 2019 PERFORMANCE INDICATORS REPORT

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

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកករិយាល័យនាយកប្រតិបត្តិ 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.

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



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11. JUNE 2019 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the June 2019 Legislative Summary and adopt a support position on H.R. 2164.

12. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2019-2020

Recommended Action: Approve the proposed FY 2019-2020 Holiday Service Schedule.

13. CONTRACT AMENDMENT - CNG BUS PROCUREMENT

Recommended Action: Authorize the Executive Director to amend Contract No. 18-043 with Creative Bus Sales in the amount \$19,710, inclusive of California Sales Tax, for a total option value of \$6,556,570 for the purchase of cleanable seat fabric and installation of rear window glass fill at the bottom half of the bus, on the current option order of ten CNG buses.

REGULAR AGENDA:

14. CONTRACT AWARD - SPECIAL LEGAL SERVICES

Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract Nos. 19-037.1, 19-037.2, 19-037.3 and 19-037.4 with Thompson Coburn LLP, Daley & Heft LLP, The Sohagi Group PLC and Atkinson, Andelson, Loya, Ruud and Romo, respectively, for special legal services. The contracts will be billed at the proposed hourly rates for services rendered and the cumulative cost of these is agreements is expected to be less than \$600,000 per year.

15. TRANSIT STORE QUARTERLY REPORT

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

16. EXECUTIVE DIRECTOR COMMENT

17. BOARD MEMBER COMMENT

18. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit
Superior Court of California County of Los Angeles, Case Number BC723268



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19. CLOSED SESSION REPORT

20. ADJOURNMENT

**A Meeting of the Foothill Transit
Governing Board is scheduled for
Friday, August 23, 2019 at 7:45 AM**

**A Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, August 23, 2019 at 9:00 AM**



Foothill Transit

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

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

**Friday, April 26, 2019
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Boyer.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on prescription drug use.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Richard Barakat, Member Gary Boyer, Member Sam Pedroza, Vice Chair Herrera, Chair Corey Calaycay

5. APPROVAL OF AGENDA

Staff requested that Item 19, Fiscal Year 2018-2019 Third Quarter Performance Indicators Report be presented prior to Item 18, Proposed Fiscal Year 2019-2020 Business Plan and Budget.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of March 29, 2019.

Motion by Vice Chair Herrera, second by Member Pedroza, the minutes for the Regular Meeting of March 29, 2019 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

Araceli Lopez, General Manager, Transdev, introduced and recognized the Transit Stores employee of the month.

Catalina Berrios, Employee of the Quarter

Marc Perla, General Manager, Keolis, introduced and recognized the following Pomona location Keolis operator and employee of the month:

Winston Kilkenny, Operator of the Month
Rosie Uruga, Employee of the Month

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

Philli Hoo, Operator of the Month
Maria Velasco, Employee of the Month

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

8. PUBLIC COMMENT

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

CONSENT CALENDAR

Member Pedroza requested that Item 10, April 2018 Legislative Summary be pulled from the consent calendar for presentation.

9. MARCH 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

10. **APRIL 2019 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2019 Legislative Summary.
Adopt a support position on AB 784 and an oppose position on AB 1568.

Member Pedroza requested that SB 50 be added to the list of bills that Foothill Transit follows, and asked if staff could provide an overview of the bill, so that the Executive Board can discuss. David Reyno, Director of Government Relations, reported that SB 50 is an affordable housing bill that would have local governments grant equitable communities incentives to developments. There would be two different programs. The first one would be called the Jobs Rich Housing, and the other is the Transit Rich Housing projects. The Transit Rich Housing projects would be located within a half mile of a rail or ferry stop, or a quarter mile of a high quality bus corridor. The bill removes local government density limits within a quarter mile of frequent service bus stops. There will be no parking minimum and would open up neighborhoods previously zoned for single family homes to apartment and condominiums. Only counties with 600,000 or more residents would be subject to the new law.

Member Pedroza requested that staff monitor the bill and perhaps bring back an item for discussion, specifically as it relates to transit. Member Pedroza stated that his concern was how many of Foothill Transit's bus stops would meet the Transit Rich criteria and then possibly member cities may start requesting that bus stops be removed from their city. Darold Pieper, General Counsel, stated that the bill will need to be brought to a future meeting for action. Member Boyer stated that the bill can eventually affect public transportation. Mr. Reyno stated that the California Transit Association has not taken any position on the bill. Chair Calaycay requested that an item be brought to the next meeting for discussion and possible action. Doran Barnes, Executive Director, stated an item will be added to the agenda for the next meeting.

Motion by Member Pedroza, second by Member Barakat, to receive and file, and adopt. Motion carried 5-0.

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the FY2018-2019 Third Quarter Coach Operator Audits.

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

12. **CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER**

Recommendation: Authorize the Executive Director to execute Amendment No. 1 to Contract No. 18-017 with Psomas in the amount of \$176,709 for additional design services for the Mt. San Antonio College Transit Center.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

13. **CONTRACT AWARD - ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-074 with Caltec Corp. in the amount of \$1,086,520 for construction related to the administrative office restrooms compliance modernization project.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

14. **SOLE SOURCE CONTRACT AWARD - BUSINESS INTELLIGENCE SOFTWARE**

Recommendation: Authorize the Executive Director to enter into a sole source agreement with TransTrack in a not to exceed amount of \$239,840.03 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

Motion by Vice Chair Herrera, second by Member Boyer, to approve. Motion carried 5-0.

REGULAR AGENDA

15. **REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING REALIGNMENT**

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input and conduct a public hearing

regarding the proposed changes to Express Service Routing.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented a request for public outreach in regards to proposed changes to Foothill Transit's express service. The focus of the proposals center around the opening of the Covina Transit Center in early 2020 and follow-up on the discussions of last summer for Line 497. He presented an overview of the proposals, which include the creation of Line 490 that will serve the Covina Transit Center, shifting the eastern terminus of Line 493, cancelling Line 497 due to low ridership and high costs, and removing the northern route segment of Line 498 due to creation of Line 490.

The public outreach plan will consist of several in person meetings at bus stops. Customers will also be able to submit comments via phone, fax, email, and in person at the Transit Stores. A public hearing will be held on a Saturday in July 2019. A recommendation will be made to the Governing Board at their August 2019 meeting for implementation in winter 2020.

Motion by Vice Chair Herrera, second by Member Barakat, to approve.
Motion carried 5-0.

16. **CONTRACT AWARD - TRANSIT STORE OPERATIONS & BUS STOP FACILITY MAINTENANCE SERVICES**

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract No. 19-035 with Transdev Services, Inc. for Transit Store operations and bus stop facility maintenance services. The contract term will consist of four base years and two two-year options. The projected four year base contract cost is \$8.3 million, including startup costs, and the cumulative cost over the potential eight-year life of the contract is projected at \$17.8 million.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that on December 14, 2018 the Executive Board authorized staff to issue an RFP to solicit proposals for Transit Store Operations and Bus Stop Maintenance Services. Two proposals were received and were evaluated for pre-qualifications by the procurement staff. Both firms were interviewed and asked to submit best and final offers that included changes to their final pricing and technical proposers.

Transdev Services Inc., was ranked the highest with an overall score of 89.28 out of a possible 100 points. Their experience in providing similar services and innovative approach to improving the customers service experience, and the experienced local and corporate team were noted factors in the evaluations. Transdev Services Inc., has also provided Transit Store Operations and Facility Maintenance Service to Foothill Transit for more than 30 years.

Araceli Lopez, Transdev Transit Stores General Manager, addressed the Executive Board. She thanked staff for today's recommendation to continue the long standing and trusted partnership to service Foothill Transit.

Ibrahima Toure, Transdev Area Vice President Operations, addressed the Executive Board. He thanked Ms. Lopez for her leadership. He thanked the Executive Board for the opportunity to serve at the stores and the Arcadia facility.

Motion by Member Pedroza, second by Member Boyer, to approve. Motion carried 5-0.

17. **OPTION EXERCISE - ARCADIA OPERATIONS AND MAINTENANCE AGREEMENT NO. 16-021**

Recommendation: Authorize the Executive Director to exercise the four-year option on agreement No. 16-021 with Transdev Services, Inc. for transit services operated out of Foothill Transit's Arcadia facility.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that services out of the Arcadia Operations and Maintenance Facility have been provided by Transdev Services Inc., since October 2014. In addition to providing the daily service, Transdev Services Inc., has also worked to meet the goals of the agency and has worked with Foothill Transit on a number of projects, including service expansion of Lines 190, 194, and 270, duartEbus service, bus rehabilitation and repowering project, and Transdev has been engaged in Foothill Transit's Electric Bus Project. At the 2018 APTA Bus Rodeo Maintenance Competition, Foothill Transit was recognized as the first place winner. Foothill Transit was represented at that competition by the Transdev Services Inc., maintenance team.

The base term of the current agreement with Transdev Services Inc., will expire on June 30, 2020. The Executive Board has an option of exercising a four-year extension to the contract, which was negotiated as part of the original agreement. If the Executive Board elects not to pursue exercising the option, staff would initiate a competitive procurement. The annual value of the Transdev Services Inc., contract is \$48.1 million. There was a typo in the board report that indicated the annual value as \$37.1 million. The correct amount is \$48.1 million. The agreement incorporates an annual increase of three percent.

Bill Jackson, Transdev General Manager, thanked the Executive Board and staff for recommending the exercise of the option years. He stated that they have enjoyed their partnership with Foothill Transit and have worked hard to achieve the goals that have been set.

Motion by Member Barakat, second by Member Pedroza, to approve. Motion carried 5-0.

18. **PROPOSED FISCAL YEAR 2019-2020 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2019-2020 to the Foothill Transit Governing Board.

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

Ms. Caldwell presented the draft business plan and budget for the Executive Board's review and recommendation to the Governing Board. She reported that in FY18-19 ridership continued to decline. Ridership is projected to reflect the current trends through FY19-20. Foothill Transit will continue to participate in the Ridership Growth Action Plan (RGAP). The RGAP activities are aimed at specifically improving each regional transit agency's ridership. Fare revenues remained constant due to the fare restructuring. A second phase of fare restructuring is scheduled for implementation this year. Staff is optimistic that there will be fare revenue growth during the next fiscal year. In FY19-20, service hours are projected to increase as express service is added with the opening of the Covina Park and Ride, and Foothill Transit will operate the Duarte service for the entire year.

The proposed operating and capital budget for FY19-20 is \$180.6 million, of which \$103.9 million are operating expenses and \$76.7 million are capital investments supporting transit operations. Foothill Transit expects to

operate approximately 875,000 service hours and have 11.5 million passenger boardings.

Doran Barnes, Executive Director, asked the Executive Board to consider a couple of items before making the final recommendation to the Governing Board. A \$3.2 million capital grant will be included in the budget. The Grant was awarded subsequent to the issuance of the agenda packet. Also a fund exchange with the City of West Covina needs to be included in the budget document. Mr. Barnes requested that the Executive Board consider two expenses, the first one is building into the budget the capacity of doing nine governing board meetings, instead of six. It would be approximately a \$20,000 expense. He also requested that the Information Technology budget be amended by \$150,000 to allow for capacity to address cyber-security issues.

Motion by Member Barakat, second by Member Pedroza, to approve the amended recommendation to include the four financial adjustments and that staff can make editorial changes that are not material to the budget. Motion carried 5-0.

19. **FISCAL YEAR 2018-2019 THIRD QUARTER PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the FY2018-2019 Third Quarter Performance Indicators Report.

LaShawn King Gillespie, Director of Customer Service and Operations, presented this item.

Ms. Gillespie reported that the overall performance for the third quarter of FY18-19 resulted in 2.8 million boardings, fare revenues were \$3.71 million, service hours were slightly lower compared to last year, and operating expenses have increased by 3 percent due to annual cost escalators in the Arcadia and Pomona operations and maintenance contracts.

Through the third quarter, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met through the quarter are: Complaints per 100,000 Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

Received and filed.

20. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Foothill Transit continues to get requests to share the agency's Electric Bus Program story. Deputy Executive Director Kevin McDonald and Director of Maintenance and Vehicle Technology Roland Cordero have participated at various events. The California Transit Association has asked that Mr. Barnes lead the Zero Emission Taskforce.
- Mr. Barnes announced that April marked his 20th year of service to Foothill Transit.

21. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Member Pedroza congratulated Mr. Barnes on his 20 years of service. He also thanked Katie Gagnon for all her work on Class Pass and wished her the best in her new position at Metro. He also stated that MTA had a meeting where the proposed BRT from Pasadena to North Hollywood was discussed. At that meeting Supervisor Barger expressed that Foothill Transit should be part of the discussion. Planning Manager Josh Landis indicated that staff would be attending a meeting on Monday regarding the project.
- Chair Calaycay congratulated Katie Gagnon in her new position with Metro.
- Member Boyer reported that he had the honor of representing Foothill Transit at the artwork unveiling at the Azusa Intermodal Transit Center. He stated it was a very impressive event, and he had the opportunity to speak to a Foothill Transit customer who spoke very highly of the service.

The Executive Board recessed into Closed Session related to Items 22 and 23 on the agenda at 9:55 a.m.

22. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit

Superior Court of California County of Los Angeles, Case Number BC723268

23. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Government Code § 54956.8)

Property Address/Location: 100 S. Vincent Ave., Suite 401, West Covina, CA
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald

Negotiating Parties: Senate Rules Committee, California Legislature

Under Negotiation: Price and Terms

The Executive Board reconvened at 10:41 a.m.

Chair Calaycay reported that there were no reportable actions on Closed Session Items 22 and 23.

24. **ADJOURNMENT**

Adjournment for the April 26, 2019 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned in memory of former West Covina Mayor Mike Spence at 10:42 a.m.



June 28, 2019

To: Executive Board

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

Recommendation

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

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of May 31, 2019, shows total assets at \$333 million. This total consists primarily of \$220 million in fixed assets, \$93.06 million in cash and investments and \$19.03 million in receivable and prepaid assets. Foothill Transit's cash position of \$68.63 million is \$2.61 million less than the previous month, and is \$2.9 million less than last year in May.

Liabilities

The accounts payable balance is \$11.84 million. Accounts Payables include operation and maintenance expenses for \$6.6 million and \$1.03 million for fuel.

The deferred revenue of \$57.58 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 \$25.15 million in liquid accounts held with Bank of the West; \$12.91 million in interest bearing money market accounts with Bank of the West; \$67,800 with Chase;



\$0.43 million with US Treasury and \$30.5 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 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)

May 2019 year-to-date fare revenues were \$14.79 million which is \$356,037 less than the budgeted amount and \$71,583 more than May 2018. Through May 2019, ridership is approximately 3.52 percent less than it was last year at this time. Operating costs through May 2019 were \$87.89 million, which is \$4.83 million less than the budget and \$2.93 million more than May 2018. Of this \$87.89 million, \$69.03 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$6.42 million through May 2019 compared to \$5.24 million last year through May 2018.

Capital expenditures through May were \$32.47 million compared with \$25.57 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The May year-to-date farebox recovery ratio was 16.83 percent, approximately 0.53 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$14,793,713 by the total bus operating expense of \$87,892,127. This ratio is less than the May 2018 ratio of 17.50 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 May 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 May 2019 were \$11.2 million. Capital disbursements totaled \$0.46 million and other significant disbursements include \$3.75 million to Keolis and \$5.88 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 May 31, 2019

Assets

Current Assets:

Cash	\$68,627,965
Investments	24,430,357
Due from government agencies	11,890,789
Other receivables	2,747,023
Other assets	4,389,620

Total Current Assets	\$112,085,754
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Non current Assets:

Notes receivable	721,433
Property & Equipment (net of depreciation)	220,075,334

Total Non Current Assets	220,796,766
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Total Assets	\$332,882,521
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$11,837,967
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Deferred Revenue	57,580,329
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Total Liabilities	\$69,418,296
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Equity

Fund Balance:

Investment in Capital Assets	\$220,075,334
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Current Year Change	16,254,046
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Reserve	27,134,845
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Total Equity	\$263,464,225
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Total Liabilities and Equity	\$332,882,521
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Summary of Cash and
Investment Account
For May 31, 2019

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$11,675,383
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	13,473,067
BOW-Prop 1B-Cal Grants	2.02%	Demand Deposit	2,246,495
Bank of the West-Money Market	2.02%	Demand Deposit	4,893,976
Bank of the West-Money Market	2.02%	Demand Deposit	4,854,842
Bank of the West-LCTOP	2.02%	Demand Deposit	915,844
Chase Business Saving	0.28%	Demand Deposit	67,814
LAIF Investment	2.55%	Demand Deposit	30,498,945
Subtotal Cash on Hand			<u>\$68,627,965</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	430,357
Subtotal Investments			<u>\$24,430,357</u>
Total Cash and Investments			<u><u>\$93,058,322</u></u>

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

	Actual YTD May 2019	Budget YTD May 2019	Variance	Actual YTD May 2018
Fare Revenue				
Farebox	\$6,566,688	\$7,864,083	(16.50%)	\$7,402,371
Pass Sales	3,491,741	3,394,417	2.87%	3,367,431
TAP Cash Purse	3,560,957	2,794,917	27.41%	2,943,381
MetroLink & Access Service	507,344	532,583	(4.74%)	529,096
EZ Transit Pass	666,983	563,750	18.31%	623,018
Total Operating Revenue	\$14,793,713	\$15,149,750	(2.35%)	\$14,865,296
Operating Subsidies and Other				
Transportation Development Act	\$18,567,243	\$26,471,497	(29.86%)	\$21,189,830
State Transit Assistance (STA)	3,744,244	3,744,244	0.00%	798,547
Senate Bill 1 - STA	2,204,468	2,204,468	0.00%	N/A
Senate Bill 1 - STA BSCP	241,158	241,158	0.00%	N/A
CalTrans-LCTOP	587,349	587,349	0.00%	N/A
AQMD/MSRC – Clean Air Grant	49,407	49,407	0.00%	N/A
Prop A 40% Discretionary	14,877,918	14,877,918	0.00%	15,148,953
Prop A 40% BSCP	4,554,077	4,554,077	0.00%	4,092,881
Prop A Exchange	2,200,000	-	-	2,000,000
Prop C BSIP	876,158	876,158	0.00%	852,689
Prop C Base Restructuring	1,881,896	1,881,896	0.00%	1,831,485
Prop C Transit Service Expansion	313,603	313,603	0.00%	305,202
Transit Security	919,945	919,945	0.00%	825,901
Measure R	10,373,332	10,373,332	0.00%	9,572,639
Measure M	10,473,046	10,473,046	0.00%	9,117,000
Miscellaneous Transit Revenues	1,234,573	-	-	847,720
Total Subsidies and Other	\$73,098,414	\$77,568,095	(5.76%)	\$70,100,159
Total Operating Revenue	\$87,892,127	\$92,717,845	(5.20%)	\$84,965,455
Other Revenues				
Gain on Sale of Fixed Assets	\$70,826	-	-	\$73,894
Auxiliary Revenue	1,122,036	1,691,250	(33.66%)	1,182,737
Total Other Revenues	1,192,861	1,691,250	(29.47%)	\$1,256,631
Total Operating and Other Revenues	\$89,084,988	\$94,409,095	(5.64%)	\$86,222,086
Operating Expenses				
Customer Service & Operations	\$78,311,119	\$79,410,293	(1.38%)	\$75,301,337
Maintenance & Vehicle Technology	659,146	795,309	(17.12%)	733,419
Marketing & Communications	1,561,966	2,172,133	(28.09%)	1,430,636
Information Technology	1,551,795	1,905,998	(18.58%)	1,930,936
Administration	2,168,268	2,872,357	(24.51%)	2,062,364
Procurement	491,783	847,642	(41.98%)	511,971
Finance	1,352,501	1,625,516	(16.80%)	1,268,423
Planning	718,414	1,389,163	(48.28%)	768,592
Facilities	\$1,077,136	\$1,699,436	(36.62%)	957,777
Total Operating Expenses	\$87,892,127	\$92,717,845	(5.20%)	\$84,965,455
Other Expenses				
Property Management	\$363,201.82	\$407,917	(10.96%)	\$321,997
Dial-A-Ride	459,028	\$733,333	(37.41%)	693,333
Special Services	370,632	550,000	(32.61%)	241,301
Total Other Expenses	\$1,192,861	\$1,691,250	(29.47%)	\$1,256,631
Total Operating and Other Expenses	\$89,084,988	\$94,409,095	(5.64%)	\$86,222,086
Capital Revenues				
Capital Grants	\$32,468,330	\$65,471,843	(50.41%)	\$25,565,834
Capital Expenditures				
Capital Expenditures	\$32,468,330	\$65,471,843	(50.41%)	\$25,565,834

Bank Account - Check Details

Period: 05/01/19..05/31/19

Foothill Transit

Tuesday, June 04, 2019
FOOTHILLTRANSIT\CLIN

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 05/01/19..05/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
05/01/19	E01139	Keolis Transit Services LLC	4/14/19Transport bus for Claremont Earth Day	195.36	0.00	0.00	Posted
05/01/19	E01140	Keolis Transit Services LLC	03/16-31 Pomona Contractor services	1,406,295.25	0.00	0.00	Posted
05/01/19	E01141	Powell Consulting DC, LLC	2/19-3/19 Federal Advocacy Services	11,577.33	0.00	0.00	Posted
05/01/19	E01142	Transdev Services, Inc.	03/28/2019 EMS Camera Pre-Bid	160.82	0.00	0.00	Posted
05/01/19	E01143	Transdev Services, Inc.	03/06/2019 Admin to DTLA Layover	292.40	0.00	0.00	Posted
05/01/19	E01144	Transdev Services, Inc.	3/14/19 Transporting bus for STEAM Fair - Fairplex	350.88	0.00	0.00	Posted
05/01/19	E01145	Transdev Services, Inc.	3/6/19Transporting bus to Duarte PAC	321.64	0.00	0.00	Posted
05/01/19	E01146	Transdev Services, Inc.	3/29/19Transporting bus Palm Elementary School	175.44	0.00	0.00	Posted
05/01/19	E01147	Transdev Services, Inc.	03/16-31 Arcadia Contractor services	2,236,039.02	0.00	0.00	Posted
05/02/19	53956	ACC Business	Admin Building Internet	3,993.58	3,993.58	0.00	Posted
05/02/19	53957	Amtec Human Capital ,Inc	3/31/19 Chang, Kammy	113.40	113.40	0.00	Posted
05/02/19	53958	AT and T - 105068	El Monte Back line	35.10	35.10	0.00	Posted
05/02/19	53959	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	427.45	427.45	0.00	Posted
05/02/19	53960	Automated Power Technologies, Inc.	4/26/19-4/25/20 maintenance contract	2,199.00	2,199.00	0.00	Posted
05/02/19	53961	Azusa Light & Water	02/26-0319 Electricity and water	4,307.42	4,307.42	0.00	Posted
05/02/19	53962	Burns & McDonnell Engineering Company, Inc	3/31/19 In Depot Charging Services	66,095.00	66,095.00	0.00	Posted
05/02/19	53963	C.A.T. Specialties	New Rose Bowl shirts	2,818.53	2,818.53	0.00	Posted
05/02/19	53964	CDW Government Inc.	Barracuda renewal 3 years	3,747.12	3,747.12	0.00	Posted
05/02/19	53965	Cintas Corporation #2	First Aid Kit Supplies	200.68	200.68	0.00	Posted
05/02/19	53966	Crown Castle USA Inc.	Tower Rental	801.11	801.11	0.00	Posted
05/02/19	53967	David Reyno	Reimbursable Expenses	2,785.94	2,785.94	0.00	Posted
05/02/19	53968	Day - Lite Maintenance Co. Inc.	4/19 Monthly Lighting Contract	96.00	96.00	0.00	Posted
05/02/19	53969	FEDEX Corp.	Express Mail	516.21	516.21	0.00	Posted
05/02/19	53970	Felicia Friesema	APTA Marketing Mtg.	159.90	159.90	0.00	Posted
05/02/19	53971	Frontier	Industry Park and Ride Phone Line	362.64	362.64	0.00	Posted
05/02/19	53972	Home Depot Credit Services	Facilities Supplies / Bus Stop Supplies	335.72	335.72	0.00	Posted
05/02/19	53973	Ingallina's Box Lunch LA #1 Inc	5/9/19 TransMAC Meeting	293.37	293.37	0.00	Posted
05/02/19	53974	Jarrett Stoltzfus	Refund share of Anthem Blue Cross 2017 MLR rebate	7.99	7.99	0.00	Posted
05/02/19	53975	Katherine E. Gagnon	Additional final pay for payroll ending 4/26/19	327.68	327.68	0.00	Posted
05/02/19	53976	Matsumoto Consulting LLC	RFP 19-035 Price Realism Analysis	6,086.40	6,086.40	0.00	Posted
05/02/19	53977	Mobile Relay Associates Inc.	05/19 Mobile Radio / Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
05/02/19	53978	MTGL, Inc.	Professional services2/1/19-2/28/19	11,323.00	11,323.00	0.00	Posted
05/02/19	53979	National CineMedia, LLC	Advertising 3/29/19 - 4/11/19	2,085.94	2,085.94	0.00	Posted
05/02/19	53980	Office Depot	Office Supplies	488.50	488.50	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/02/19	53981	Omnitrans	Omnitrans Passes	6,331.20	6,331.20	0.00	Posted
05/02/19	53982	Paragon ID	TAP Stickers	5,829.00	5,829.00	0.00	Posted
05/02/19	53983	Raycom	05/19 Radio Maintenance	367.00	367.00	0.00	Posted
05/02/19	53984	Richards Watson and Gershon	3/19 Legal Fees	201.87	201.87	0.00	Posted
05/02/19	53985	The Gas Co.	4/19 Admin Bldg Gas	955.57	955.57	0.00	Posted
05/02/19	53986	Thomas J. Koontz	Interior Cards-Insustry hills pro rodeo	1,704.30	1,704.30	0.00	Posted
05/02/19	53987	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
05/02/19	53988	Ultimate Maintenance Services, Inc	4/19 Janitorial Supplies	486.57	486.57	0.00	Posted
05/02/19	53989	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	10,045.97	10,045.97	0.00	Posted
05/02/19	53990	Verizon Wireless	Cell Phone and avail cellular	25,116.89	25,116.89	0.00	Posted
05/02/19	53991	Western Office Interiors	(12) New Gel Pads	325.22	325.22	0.00	Posted
05/02/19	53992	Willie J. Brooks	05/19 Indoor Plant Care	213.00	213.00	0.00	Posted
05/07/19	E01148	International City Management Assoc. Retirement Co	Retirement funds for payroll ending 5/4/19	55,752.88	0.00	0.00	Posted
05/10/19	53993	Allied Administrators for Delta Dental	06/19 Dental insurance premium	7,254.80	7,254.80	0.00	Posted
05/10/19	53994	California Choice	6/19 Medical insurance premium	57,528.71	57,528.71	0.00	Posted
05/10/19	53995	Chamber of Commerce - Pasadena	05/01/19-05/01/20 Membership Dues	265.00	265.00	0.00	Posted
05/10/19	53996	Chamber of Commerce - San Dimas	2019 Membership Renewal	160.00	160.00	0.00	Posted
05/10/19	53997	Clean Energy	03/19 Pomona O & M	517,067.11	517,067.11	0.00	Posted
05/10/19	53998	Coalition for Clean Air	2109 California Air Quality Awards	5,000.00	5,000.00	0.00	Posted
05/10/19	53999	Crossroads Inc.	3rd Annual Speaker Series	1,000.00	1,000.00	0.00	Posted
05/10/19	54000	Darold D. Pieper Attorney at Law	4/19 Legal Fees	7,682.96	7,682.96	0.00	Posted
05/10/19	54001	Day - Lite Maintenance Co. Inc.	4/19 Admin Bldg Lighting Repairs	3,181.87	3,181.87	0.00	Posted
05/10/19	54002	Digium Inc.	Arcadia Phone	2,129.73	2,129.73	0.00	Posted
05/10/19	54003	Envision WC Toy Auto LLC	Element Repair	74.20	74.20	0.00	Posted
05/10/19	54004	FEDEX Corp.	Express Mail	84.37	84.37	0.00	Posted
05/10/19	54005	Frontier Ford	Two ford fusion 2019	63,689.00	63,689.00	0.00	Posted
05/10/19	54006	Grand Car Wash	Vehicle washing	1,122.83	1,122.83	0.00	Posted
05/10/19	54007	Greater West Covina Business Assoc.	2019 West Covina Public Safety Awards	500.00	500.00	0.00	Posted
05/10/19	54008	Green's Lock and Safe	Re-Key Suite 401	266.93	266.93	0.00	Posted
05/10/19	54009	Historical Society of West Covina	Summer Fest 2019	600.00	600.00	0.00	Posted
05/10/19	54010	Landmark Healthplan of California, Inc.	05/19 Chiropractor insurance premium	844.21	844.21	0.00	Posted
05/10/19	54011	MTGL, Inc.	Professional services 3/1/19-3/31/19	15,967.00	15,967.00	0.00	Posted
05/10/19	54012	Office Depot	Office Supplies	166.09	166.09	0.00	Posted
05/10/19	54013	Plaza West Covina, LP	2019 Summer Movies Under the Stars	3,500.00	3,500.00	0.00	Posted
05/10/19	54014	Raycom	Trip charge	4,573.05	4,573.05	0.00	Posted
05/10/19	54015	Schindler Elevator Corporation	AITC Elevator Repairs	1,491.28	1,491.28	0.00	Posted
05/10/19	54016	Stantec Architecture	OCS TO4	3,879.50	3,879.50	0.00	Posted
05/10/19	54017	State Compensation Insurance Fund	05/19 Workers Comp premium	4,612.58	4,612.58	0.00	Posted
05/10/19	54018	Suburban Water Systems	4/19 Admin Bldg Fire Pump Water	685.14	685.14	0.00	Posted
05/10/19	54019	Thomas J. Koontz	Class Pass Brochures	260.19	260.19	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/10/19	54020	Thompson Coburn LLP	3/19 General Legal	11,861.30	11,861.30	0.00	Posted
05/10/19	54021	Tri - Signal Integration, Inc.	3rd Floor Fire Suppression Tank Repair	10,100.00	10,100.00	0.00	Posted
05/10/19	54022	Waste Management	5/19 Arcadia Warehouse Trash	333.52	333.52	0.00	Posted
05/10/19	54023	Wright Express	May6 2019 fuel bill	560.92	560.92	0.00	Posted
05/15/19	E01149	Keolis Transit Services LLC	04/17/2019 Congresswoman Napolitano's retreat	748.11	0.00	0.00	Posted
05/15/19	E01150	Keolis Transit Services LLC	04/18/2019 Congresswoman Napolitano's retreat	873.37	0.00	0.00	Posted
05/15/19	E01151	Keolis Transit Services LLC	01/19 Pomona PMI's	17,500.00	0.00	0.00	Posted
05/15/19	E01152	Keolis Transit Services LLC	03/19 Pomona PMI's	17,500.00	0.00	0.00	Posted
05/15/19	E01153	Keolis Transit Services LLC	02/19 Pomona PMI's	14,500.00	0.00	0.00	Posted
05/15/19	E01154	Transdev Services, Inc.	04/03/2019 APTA Ebus	229.24	0.00	0.00	Posted
05/15/19	E01155	Transdev Services, Inc.	03/19 Rodeo Operator/Mechanic Prep reimbursement	8,477.85	0.00	0.00	Posted
05/15/19	E01156	Transdev Services, Inc.	04/18/2019 Ebus AZGL Congress	175.44	0.00	0.00	Posted
05/15/19	E01157	Transdev Services, Inc.	11-12/2018 Arcadia Incentive	39,000.00	0.00	0.00	Posted
05/17/19	54024	8 Cubed Technologies, LLC	Arcadia wireless access point repair	767.00	767.00	0.00	Posted
05/17/19	54025	Aaron Lim	Refund overpayment on ICMA loan	366.75	366.75	0.00	Posted
05/17/19	54026	Adt Security Services, Inc.	El Monte security services	381.69	381.69	0.00	Posted
05/17/19	54027	Amazon Web Services, Inc	04/19 Web hosting	620.12	620.12	0.00	Posted
05/17/19	54028	Ashlien Savage	Petty Cash 3/31/19	310.77	310.77	0.00	Posted
05/17/19	54029	AT and T - 5025	El Monte phone line router management	209.05	209.05	0.00	Posted
05/17/19	54030	AT and T - 5025	El Monte Phone lines	2,062.63	2,062.63	0.00	Posted
05/17/19	54031	Athens Services- 54957	5/19 Admin Trash Service & Parking Lot Sweeping	1,386.40	1,386.40	0.00	Posted
05/17/19	54032	Azteca Landscape	4/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
05/17/19	54033	Azusa Light & Water	03/25-04/19 Electricity and water	4,644.01	4,644.01	0.00	Posted
05/17/19	54034	Basic Backflow	Backflow Device - Testing & Certification	200.00	200.00	0.00	Posted
05/17/19	54035	Best Contracting Services Inc.	Arcadia O&M Facility Utility Roof Replacement	190,740.05	190,740.05	0.00	Posted
05/17/19	54036	C.A.T. Specialties	Q.A. Polos	427.44	427.44	0.00	Posted
05/17/19	54037	Community Partners	Handlebars level sponsor	2,500.00	2,500.00	0.00	Posted
05/17/19	54038	FEDEX Corp.	Express Mail	47.47	47.47	0.00	Posted
05/17/19	54039	Finley and Cook, PLLC	7/1/19-6/30/20 Support Agreement	6,816.00	6,816.00	0.00	Posted
05/17/19	54040	Frank Kuo	Reimbursed Expense ADP Pro Summit	161.72	161.72	0.00	Posted
05/17/19	54041	Frontier	Fax line	2,640.63	2,640.63	0.00	Posted
05/17/19	54042	G4S Secure Integration LLC	04/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
05/17/19	54043	Gotcha Media Holdings, LLC	5/6/19-6/2/19 APU, Mt. SAC, Rio Hondo	7,606.00	7,606.00	0.00	Posted
05/17/19	54044	Hile Group, Inc.	Transformative Safety Workshop - R. Estrella	1,200.00	1,200.00	0.00	Posted
05/17/19	54045	Iron Mountain Inc.	4/19 Shredding Services	137.68	137.68	0.00	Posted
05/17/19	54046	Lawrence Ragan Communications	Subscription Renewal - Bits & Pieces	26.95	26.95	0.00	Posted
05/17/19	54047	Lazar and Associates	04/19 Translating services	388.95	388.95	0.00	Posted
05/17/19	54048	Linda Apodaca	Expense Reimbursement	258.75	258.75	0.00	Posted
05/17/19	54049	Los Angeles County Business Federation	6/1/19-5/31/20 Membership	5,000.00	5,000.00	0.00	Posted
05/17/19	54050	Neofunds by Neopost	4/19 Postage & Late Fee	609.28	609.28	0.00	Posted
05/17/19	54051	Office Depot	Office Supplies	353.86	353.86	0.00	Posted
05/17/19	54052	Panera, LLC	RFP Interviews 5/3/19	242.17	242.17	0.00	Posted
05/17/19	54053	Platinum Security Inc.	04/19 El Monte security services	6,500.78	6,500.78	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/17/19	54054	Pulsar Advertising	04/19 TAP Card and Day Pass Campaign	6,747.75	6,747.75	0.00	Posted
05/17/19	54055	ReadyRefresh	4/19 Drinking Water	72.25	72.25	0.00	Posted
05/17/19	54056	Richards Watson and Gershon	3/19 Legal Fees	518.25	518.25	0.00	Posted
05/17/19	54057	Rodger's Food Service	Governing Board Meeting 3/29/19	1,084.05	1,084.05	0.00	Posted
05/17/19	54058	San Gabriel Valley Newspaper	04/19-05/20 1 year subscription to SGVTribune	1,778.40	1,778.40	0.00	Posted
05/17/19	54059	Sensis Inc	Website Redesign Services-Requirements Plan	22,215.00	22,215.00	0.00	Posted
05/17/19	54060	Socal Office Technologies/MWB Business Systems	Monthly copier usage	565.46	565.46	0.00	Posted
05/17/19	54061	Southern California Edison Co.	Pomona Transit electricity usage	8,405.69	8,405.69	0.00	Posted
05/17/19	54062	Steven Leonard Gandara	Reimbursable Expenses - Covina P&R Grant Deed	22.75	22.75	0.00	Posted
05/17/19	54063	Tegres Inc	Pomona - Additional Work/Utilities for Ice Machine	6,602.88	6,602.88	0.00	Posted
05/17/19	54064	The Poly Post	Advertising 1/22/19	484.50	484.50	0.00	Posted
05/17/19	54065	Thomas J. Koontz	Sales tax for order 18289	1,049.40	1,049.40	0.00	Posted
05/17/19	54066	Thompson Coburn LLP	3/19 Covina and West Covina Park & Ride	28,168.10	28,168.10	0.00	Posted
05/17/19	54067	Tri - Signal Integration, Inc.	5/19 Admin Bldg Alarm Monitoring	70.00	70.00	0.00	Posted
05/17/19	54068	Ultimate Maintenance Services, Inc	5/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
05/17/19	54069	Verizon Business - 15043	Cellular VPN	4,620.31	4,620.31	0.00	Posted
05/17/19	54070	Virgilio Victorio	Reimbursed Expense ADP Pro Conference	348.25	348.25	0.00	Posted
05/17/19	54071	Walnut Valley Water District	4/19 Industry P&R Landscape Water	151.21	151.21	0.00	Posted
05/17/19	54072	Weatherite Corporation	4/19 Admin Bldg HVAC Maintenance	538.00	538.00	0.00	Posted
05/29/19	E01158	Bankcard Center-Bank of the West	4/19 Agency credit card usages	33,151.10	0.00	0.00	Posted
05/29/19	E01159	Keolis Transit Services LLC	05/04/19 BTS concert	9,928.83	0.00	0.00	Posted
05/29/19	E01160	Keolis Transit Services LLC	04/16-30 Pomona Contractor services	1,425,204.67	0.00	0.00	Posted
05/29/19	E01161	Keolis Transit Services LLC	04/1-15 Pomona Contractor services	855,030.75	0.00	0.00	Posted
05/29/19	E01162	Powell Consulting DC, LLC	4/19 Public Affairs	4,800.00	0.00	0.00	Posted
05/29/19	E01163	Transdev Services, Inc.	F2119 Coach 3L Executive Services	10,889.90	0.00	0.00	Posted
05/29/19	E01164	Transdev Services, Inc.	05/04/2019 BTS Concert	8,993.39	0.00	0.00	Posted
05/29/19	E01165	Transdev Services, Inc.	04/1-15 Arcadia Contractor services	1,153,958.46	0.00	0.00	Posted
05/29/19	E01166	Transdev Services, Inc.	04/16-30 Arcadia Contractor services	2,254,426.05	0.00	0.00	Posted
05/29/19	E01167	Transdev Services, Inc.	Transporting of Mini Bus for Pasadena Earth Day	229.24	0.00	0.00	Posted
05/29/19	E01168	Transdev Services, Inc.	05/2019 Management Services	169,925.50	0.00	0.00	Posted
05/31/19	54073	AFLAC	04/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
05/31/19	54074	Amtec Human Capital ,Inc	4/28/19 Chang, Kammy	718.16	718.16	0.00	Posted
05/31/19	54075	Amtec Human Capital ,Inc	5/12/19 Chang, Kammy	614.22	614.22	0.00	Posted
05/31/19	54076	Ardent Technologies, Inc	3/1/19-4/30/19 Website Maintenance	850.00	850.00	0.00	Posted
05/31/19	54077	AT and T - 5019	Phone Service	390.36	390.36	0.00	Posted
05/31/19	54078	AT and T - 5025	El Monte phone line	962.48	962.48	0.00	Posted
05/31/19	54079	Azteca Landscape	2/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
05/31/19	54080	C.A.T. Specialties	Jacket ordered for Planning Dept.	223.31	223.31	0.00	Posted
05/31/19	54081	CDW Government Inc.	managers printers	1,307.61	1,307.61	0.00	Posted
05/31/19	54082	CDW Government Inc.	Transit Store replacement printers	6,443.33	6,443.33	0.00	Posted
05/31/19	54083	County of L.A. - Sheriff's Dept.	TSB Transit Service 4/1/19-4/26/19	6,966.16	6,966.16	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/31/19	54084	Crown Castle USA Inc.	Tower Rental	801.11	801.11	0.00	Posted
05/31/19	54085	Doran J. Barnes	Reimbursable Expenses 4/24-5/14/19	1,691.08	1,691.08	0.00	Posted
05/31/19	54086	Douglas Food Stores Inc	(2) Ice Cube Dispenser & Maker Installation	2,200.00	2,200.00	0.00	Posted
05/31/19	54087	Douglas Food Stores Inc	(2) Ice Cube Dispenser & Maker	12,215.03	12,215.03	0.00	Posted
05/31/19	54088	Empire Transportation Inc	04/19 Dial A Ride	37,172.77	37,172.77	0.00	Posted
05/31/19	54089	FEDEX Corp.	Express Mail	436.86	436.86	0.00	Posted
05/31/19	54090	Frontier	Arcadia Phone line	393.09	393.09	0.00	Posted
05/31/19	54091	Frontier	Industry Park and Ride phone line	362.64	362.64	0.00	Posted
05/31/19	54092	G4S Secure Integration LLC	Arcadia Security Maintenance	1,470.00	1,470.00	0.00	Posted
05/31/19	54093	GIRO Inc.	Hastus Licence fees 2/27/18-2/26/19	58,702.60	58,702.60	0.00	Posted
05/31/19	54094	Industry Public Utility Commission	4/19 Industry P&R Electricity	1,091.88	1,091.88	0.00	Posted
05/31/19	54095	Joshua Seth Landis	Refund overpayments on ICMA Loan	251.46	251.46	0.00	Posted
05/31/19	54096	Kevin Mc Donald	Reimbursed Expense-Alexander Dennis Visit for Bus	2,545.76	2,545.76	0.00	Posted
05/31/19	54097	Lany Laura Hernandez Vazquez	Reimburse GFOA 2019	45.25	45.25	0.00	Posted
05/31/19	54098	Lillian Lin	06/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
05/31/19	54099	Linda Garrison	05/19 Yogo instruction	585.00	585.00	0.00	Posted
05/31/19	54100	Newage PHM, LLC	5/19 TS2 Electricity usage	115.96	115.96	0.00	Posted
05/31/19	54101	Georgina Ramirez	Refund for 31 day Pass deposit	50.00	50.00	0.00	Posted
05/31/19	54102	Pacific Products and Services, LLC.	Bus Stop Materials	591.30	591.30	0.00	Posted
05/31/19	54103	Pacific Products and Services, LLC.	Bus Stop Materials	214.62	214.62	0.00	Posted
05/31/19	54104	Raycom	6/19 Radio Maintenance	317.00	317.00	0.00	Posted
05/31/19	54105	Roberto Vidal Estrella	Reimbursed Expense 5/13-5/16/19	212.39	212.39	0.00	Posted
05/31/19	54106	Rodger's Food Service	5/31/19 Governing Board Meeting	722.70	722.70	0.00	Posted
05/31/19	54107	Standard Parking Corporation	4/19 Parking Services	3,798.31	3,798.31	0.00	Posted
05/31/19	54108	Tanya Marie Pina	Reimbursed Expense 5/15/19-5/22/19	241.14	241.14	0.00	Posted
05/31/19	54109	The Gas Co.	5/19 Admin Bldg Gas	752.43	752.43	0.00	Posted
05/31/19	54110	The Hartford	Surety bond fee-Luis Renderos	100.00	100.00	0.00	Posted
05/31/19	54111	The Poly Post	June 2019 Advertising	850.00	850.00	0.00	Posted
05/31/19	54112	The Type Gallery	Printing of Free Ride Coupons	3,425.16	3,425.16	0.00	Posted
05/31/19	54113	Town Square Publication LLC	Arcadia Chamber Directory-Full Page Ad	1,920.00	1,920.00	0.00	Posted
05/31/19	54114	TransitTalent.com LLC	19-060 RFP Ad	115.00	115.00	0.00	Posted
05/31/19	54115	Ultimate Maintenance Services, Inc	5/19 Janitorial Supplies	492.64	492.64	0.00	Posted
05/31/19	54116	Verizon Business - 15043	Transit store MPLS	4,458.90	4,458.90	0.00	Posted
05/31/19	54117	Willie J. Brooks	6/19 Indoor Plant Care	449.75	449.75	0.00	Posted
05/31/19	54118	WTS - Los Angeles Chapter	Membership - Y. Igawa	95.00	95.00	0.00	Posted
05/31/19	54119	Yale/Chase Equipment and Services, Inc.	Admin Bldg Generator Maintenance	382.13	382.13	0.00	Posted
05/31/19	54120	Yale/Chase Equipment and Services, Inc.	Admin Building Generator Maintenance	382.13	382.13	0.00	Posted
05/31/19	54121	Yale/Chase Equipment and Services, Inc.	Admin Bldg Generator Maintenance	382.13	382.13	0.00	Posted
05/31/19	54122	Yoko Igawa	Reimbursed Expense 3/5/19-3/24/19	606.90	606.90	0.00	Posted
05/31/19	54123	Yoko Igawa	06/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
05/31/19	54124	Zones Inc.	Plantronics headsets for transit stores	788.18	788.18	0.00	Posted
05/31/19	E50001	City of Los Angeles	DTLA Layover Tree Replacement - Standard Fee	349.86	0.00	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
05/31/19	E50002	City of Los Angeles	DTLA Layover - Tree Replacement Cash in Lieu	11,670.00	0.00	0.00	Posted
05/31/19	E01171	International City Management Assoc. Retirement Co	Payroll ending 5/18/19 retirement funds	43,474.91	0.00	0.00	Posted
General Checking				11,202,069.53	1,409,871.84	0.00	



June 28, 2019

To: Executive Board

Subject: **May 2019 Performance Indicators Report**

Recommendation

Receive and file the May 2019 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for May of FY2018-2019. 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 May, Foothill Transit achieved four out of eight key performance indicator goals. The performance indicator targets met through the month are: Preventable Vehicle Collisions per 100,000 miles, Complaints per 100,000 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 May was 1,035,217 – which is five percent lower than the same month last fiscal year.
- **Fare Revenue** – Total fare revenue for May was \$1.32 million. The average fare was \$1.28 per boarding.
- **Operating Expenses** – Operating expenses incurred in May totaled \$7.9 million, resulting in an average cost per service hour of \$106.58.
- **Accidents** – The system averaged 0.61 preventable vehicle collisions per 100,000 miles in May.
- **Customer Complaints** – Foothill Transit received an average of 12.9 complaints per 100,000 boardings in May. This is 32 percent lower than the same month last fiscal year.



- **Schedule Adherence** - On-time performance for May was 71.9 percent as reported by Foothill Transit's CAD/AVL system by Avail. Prior year data is only available through November 2017 when activities began to transition from the prior CAD/AVL system to the Avail system. FY17-18 year-to-date on-time performance through November 2017 was 80.5 percent.

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.

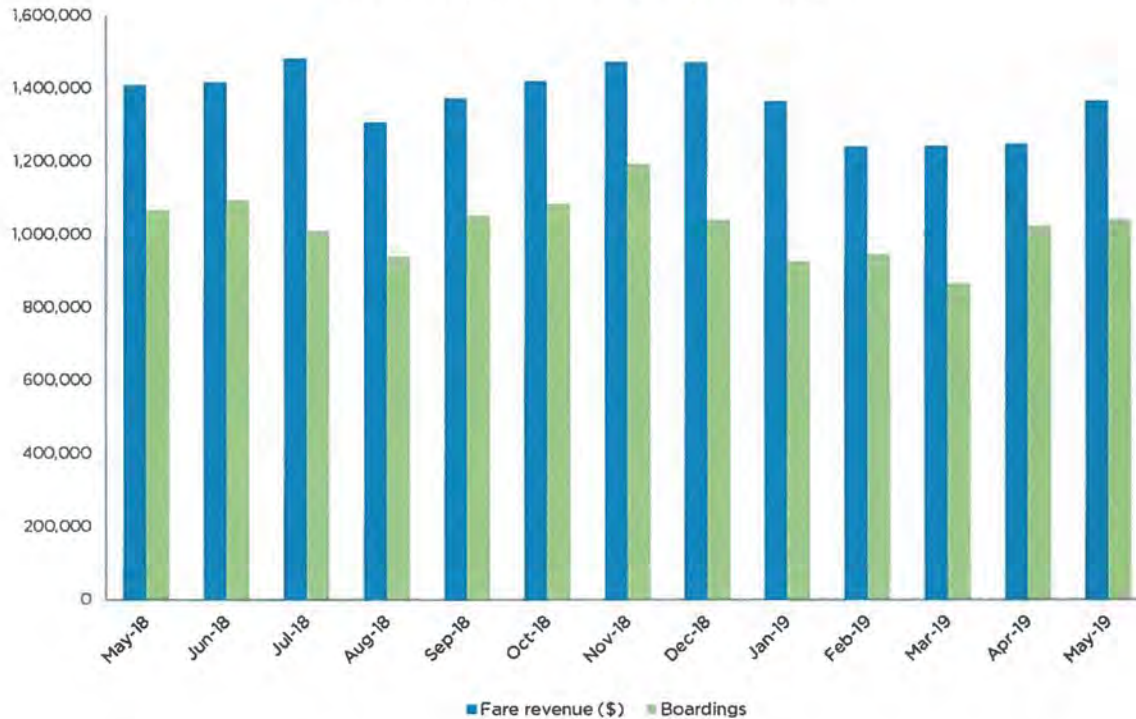
Total Boardings and Total Fare Revenues

In May 2019, Foothill Transit buses had 1,035,217 boardings. When compared to the same month during the previous fiscal year, ridership decreased by five percent. 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 May was \$1.32 million. This is six percent lower than the same month during the previous fiscal year.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In May, Foothill Transit operated 74,212 service hours, which represents the same level of service provided during the same month last fiscal year.

During the month of May, Foothill Transit incurred \$7.9 million in operating expenses, which is two percent higher compared to the same month the previous fiscal year. Variance between May FY17-18 and May FY18-19 expenses is due to annual cost escalators in the Arcadia and Pomona operations and maintenance contracts.

Goal 1: Operate a Safe Transit System

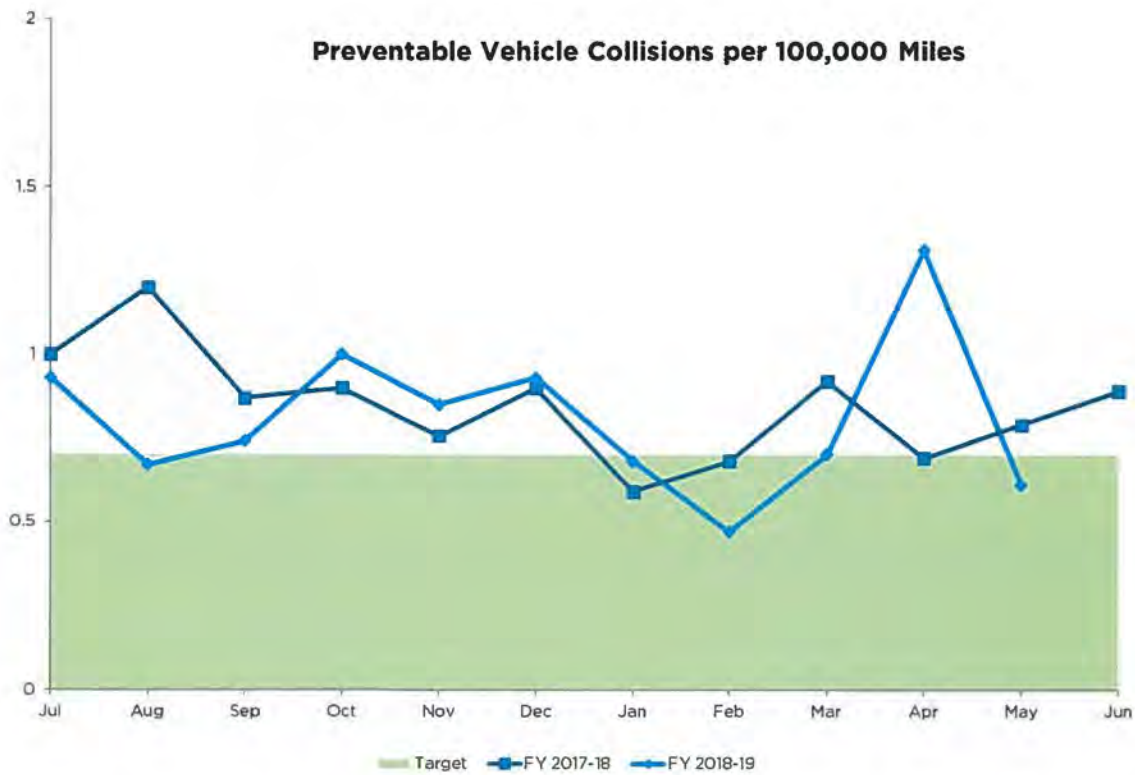
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable vehicle collisions incurred for every 100,000 miles of vehicle operation.



Preventable Vehicle Collisions per 100,000 Miles

In May 2019, Foothill Transit met the adopted standard of 0.70 or fewer preventable vehicle collisions per 100,000 miles with 0.61 preventable collisions per 100,000 miles. This is 23 percent lower compared to the same month last year. Preventable vehicle collisions in May resulted primarily from 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.





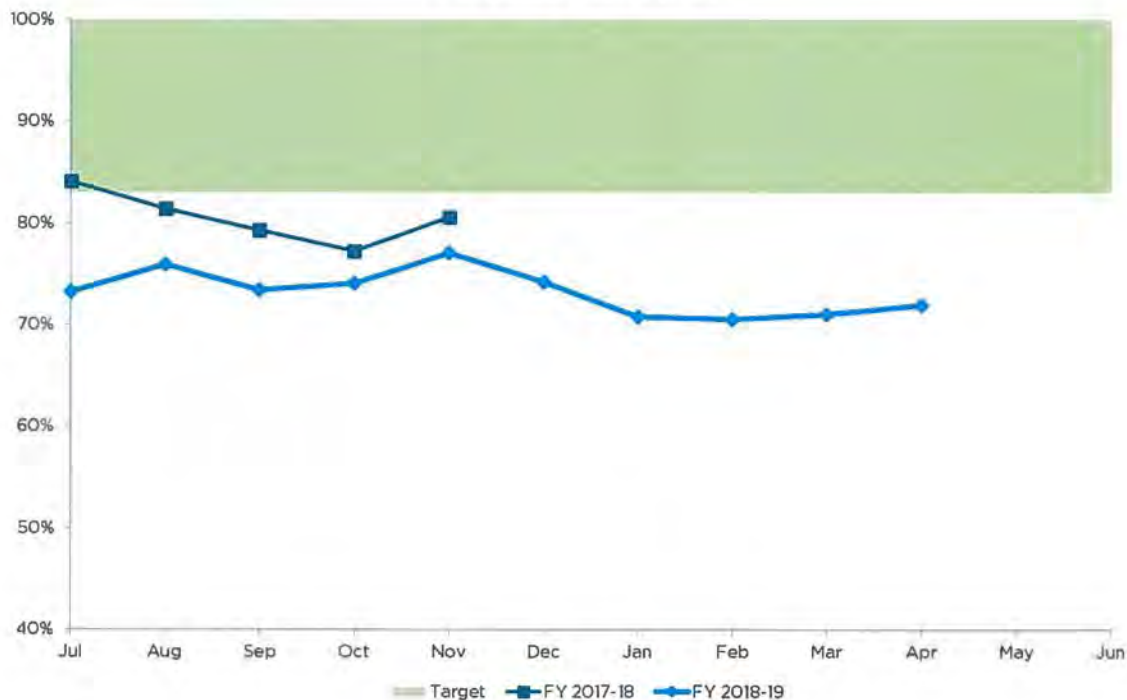
Goal 2: Provide Outstanding Customer Service

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

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 departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. For May 2019, OTP is 71.9 percent. From December 2017 through June 2018 of last fiscal year, OTP data was unavailable while our old CAD/AVL system was replaced. 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. Staff continue to work closely with the contractors to identify areas for improvement.

Schedule Adherence

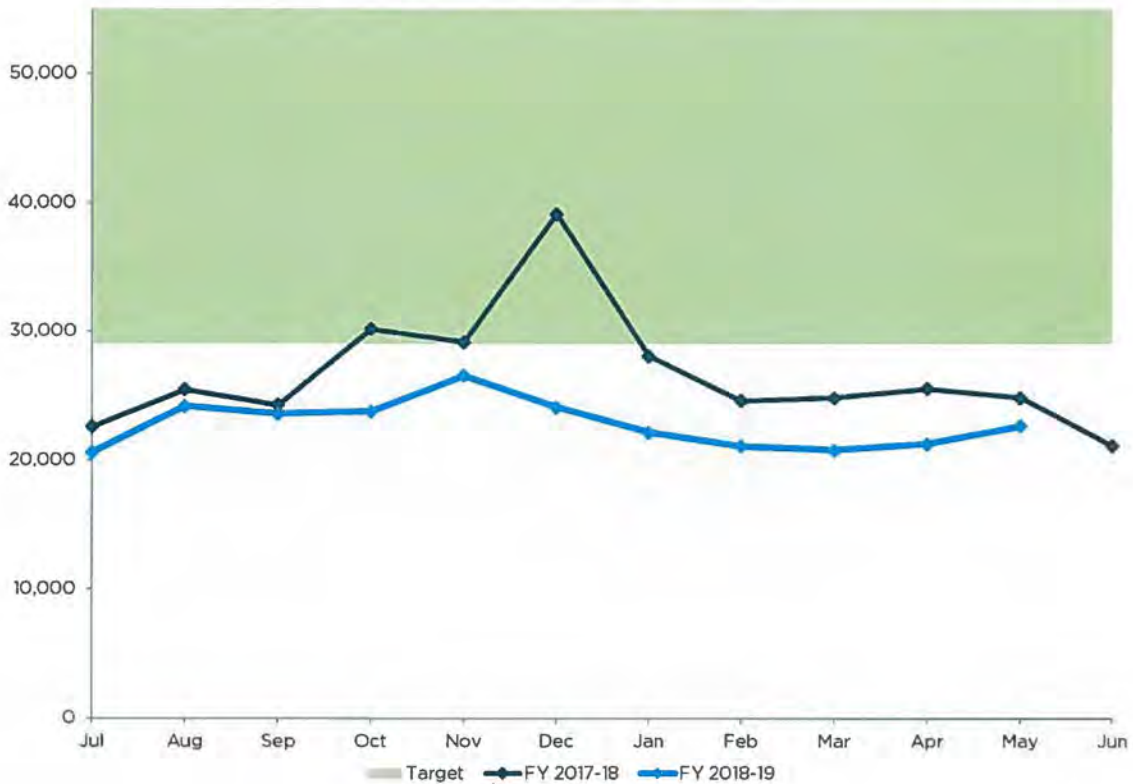




Average Miles between Mechanical Service Interruptions

Average miles between mechanical service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service that result in a service delay of more than five minutes. In May, Foothill Transit averaged 22,663 miles between service interruptions as reported by the operations contractors. Foothill Transit did not meet the maintenance reliability goal of at least 29,000 miles between service interruptions and the metric is nine percent lower compared to the same month last fiscal year.

Average Miles between Mechanical Service Interruptions





Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an 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 May, Foothill Transit received an average of 12.9 complaints per 100,000 boardings, which represents a 32 percent decrease compared to the same month last fiscal year.



Goal 3: Operate an Effective Transit System

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

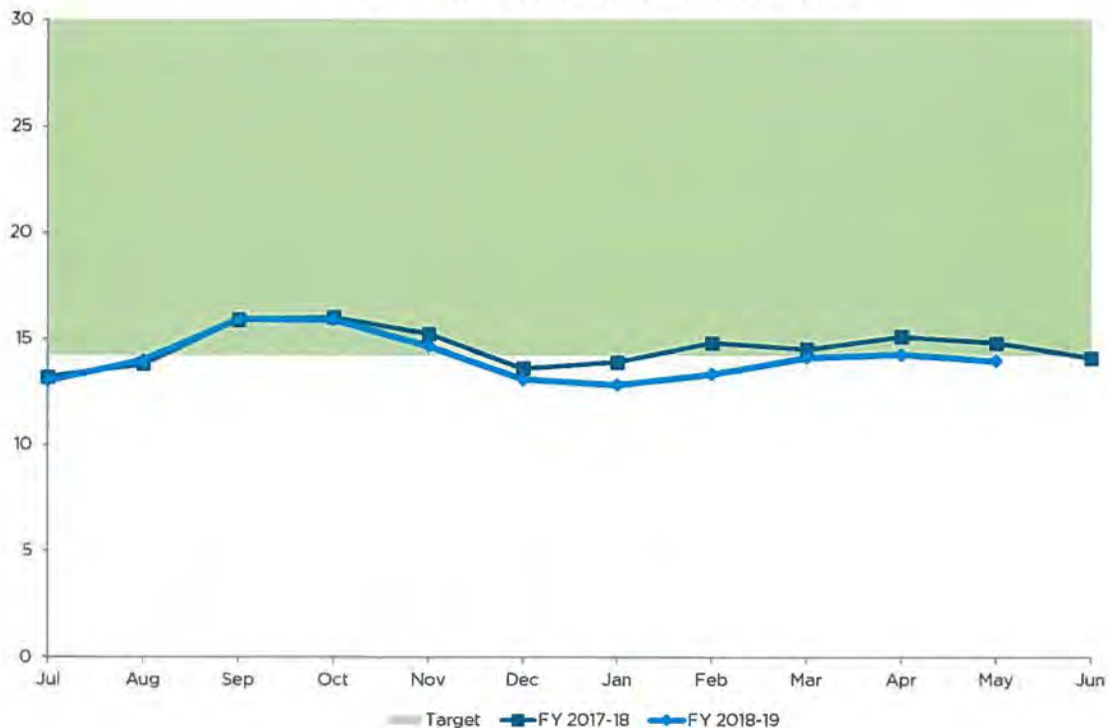


Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In May, there was 13.95 boardings per vehicle service hour, slightly below the performance target of 14.19 or more boardings per service hour. This is six percent lower compared to the same month 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

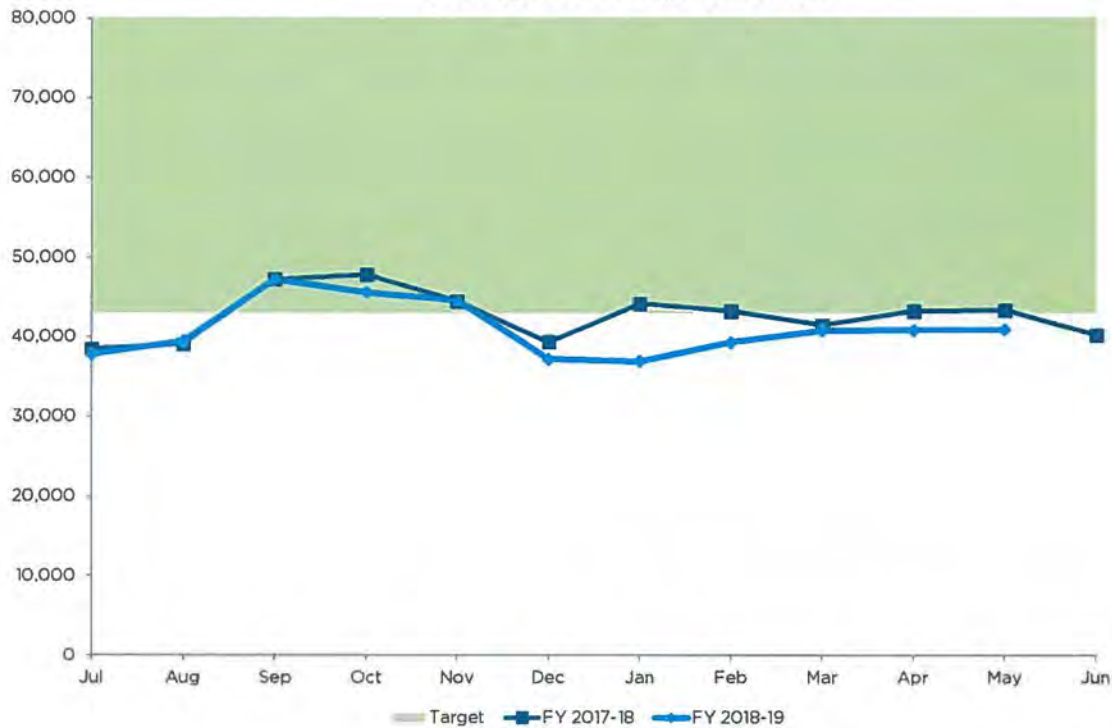




Average Weekday Boardings

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 FY2018-2019 performance target for this metric is to achieve at least 43,000 average weekday boardings. In May, there was 40,851 average weekday boardings, which is a six percent decrease compared to the same month last fiscal year and does not meet the target. This decrease mirrors the overall drop in boardings for the month.

Average Weekday Boardings





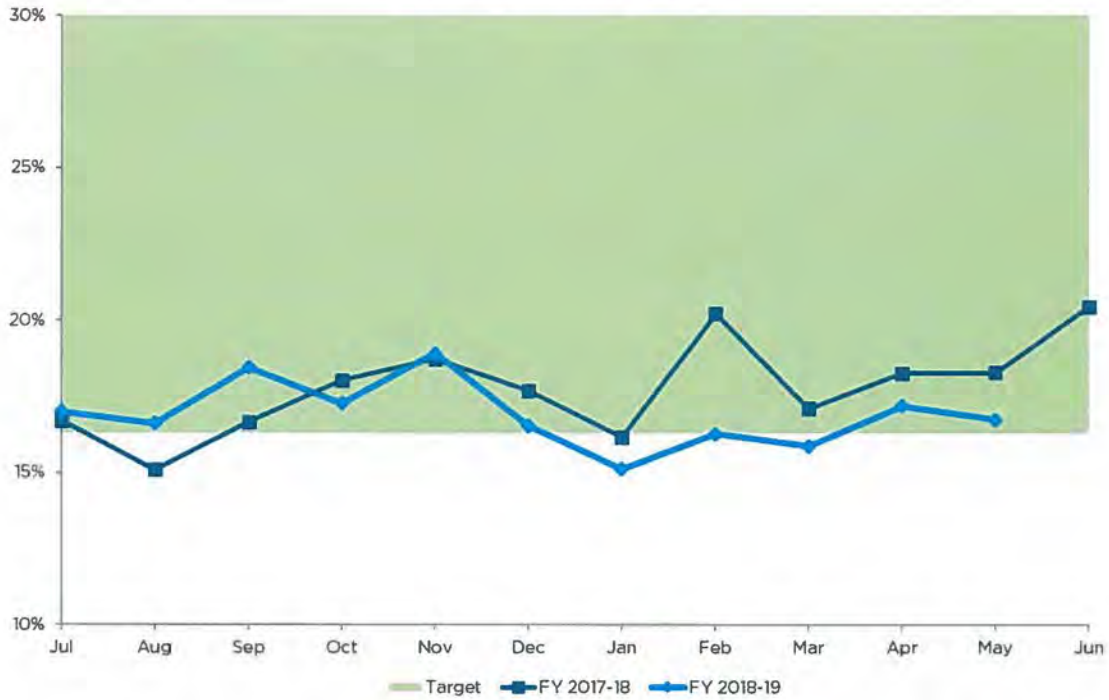
Goal 4: Operate an Efficient Transit System

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. For the month of May, the Farebox Recovery Ratio was 16.75 percent, which meets the target of 16.30 percent.

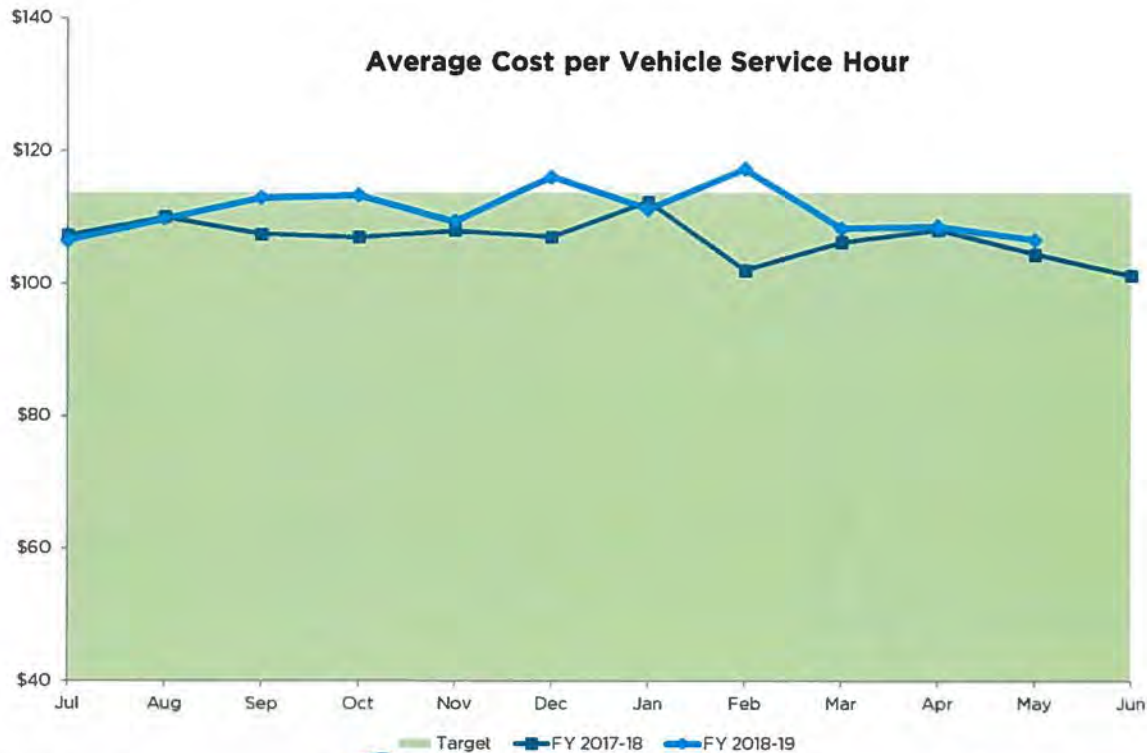
Farebox Recovery Ratio





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 May was \$106.58, which meets the fiscal year target of less than \$113.68, and is two percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with annual cost increases on the Arcadia and Pomona operations and maintenance contract, and high CNG fuel costs experienced earlier this fiscal year.



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachment

Foothill Transit Monthly Key Performance Indicators

May FY 2019

Goal	Performance Indicator	May FY 2019	Met Target?	May FY 2018	% Improvement Over Same Month Last Year	FY 2018-2019 YTD	Met Target?	FY 2017-2018 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,035,217	-	1,093,612	(5%)	11,128,664	-	11,535,387	(4%)	
	Vehicle Service Hours	74,212	-	74,062	0%	789,622	-	791,971	(0%)	
	Total Fare Revenue	\$1,324,678	-	\$1,413,952	(6%)	\$14,793,713	-	\$14,865,296	(0%)	
	Total Operating Expense	\$7,909,206	-	\$7,733,407	(2%)	\$87,501,127	-	\$84,994,216	(3%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	0.61	Yes	0.79	23%	0.81	No	0.85	4%	≤ 0.70
Customer Service	Schedule Adherence	73.3%	No	0.0%		72.6%	No	36.6%	98%	≥ 83%
	Miles Between Mechanical Service Interruptions	22,663	No	24,832	(9%)	22,671	No	26,616	(15%)	≥ 29,000
	Complaints per 100,000 Boardings	12.9	Yes	18.9	32%	17.1	Yes	24.5	30%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	13.95	No	14.77	(6%)	14.09	No	14.57	(3%)	≥ 14.19
	Average Weekday Boardings	40,851	No	43,333	(6%)	40,906	No	42,361	(3%)	≥ 43,000
Efficiency	Farebox Recovery Ratio	16.75%	Yes	18.28%	(8%)	16.91%	Yes	17.49%	(3%)	≥ 16.30%
	Average Cost per Vehicle Service Hour	\$106.58	Yes	\$104.42	(2%)	\$110.81	Yes	\$107.32	(3%)	≤ \$113.68

Foothill Transit Monthly Operations Report

May FY 2019

Goal	Performance Indicator	May FY 2019	May FY 2018	% Improvement Over Same Month Last Year	FY18-19 YTD	FY17-18 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.28	\$1.29	(1.0%)	\$1.33	\$1.29	3.2%
	Average cost per boarding	\$7.64	\$7.07	(8%)	\$7.86	\$7.37	7%
	Average subsidy per boarding	\$6.36	\$5.78	(10%)	\$6.53	\$6.08	7%
	Total vehicle miles	1,473,094	1,514,782	(3%)	15,643,012	15,969,469	(2%)
	Vehicle service miles	1,065,426	1,063,373	0%	11,335,150	11,377,058	(0%)
	Total vehicle hours	93,680	100,489	(7%)	995,413	1,040,433	(4%)
	In-service speed (mph)	14.36	14.36	(0%)	14.36	14.37	(0%)
	Boardings per vehicle service mile	0.97	1.03	(6%)	0.98	1.01	(3%)



June 28, 2019

To: Executive Board

Subject: **June 2019 Legislative Summary**

Recommendations

Receive and file the June 2019 Legislative Summary and adopt a support position on H.R. 2164.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on H.R. 2164 (Brownley).

State Issues:

The California Legislature passed a \$214.8 billion budget deal on June 13, with new spending on schools, homelessness, and health care for undocumented immigrants. The budget relies on a surplus to add billions to the state's reserves funds, which will bring the state's total so-called rainy day fund to \$19 billion. It puts hundreds of millions of dollars into other reserves, too, including ones for schools and social services. Lawmakers are still hashing out final details of some aspects of the budget through so-called trailer bills, which can be passed after the main budget bill. But the bill passed will provide the major framework for state spending in the next fiscal year, which starts July 1.

The budget includes an appropriation of \$182 million in Cap and Trade auction revenue to the California Air Resources Board (CARB) for clean bus and trucks, consistent with the Governor's May Revise. Lawmakers also approved \$250 million to help cities and counties plan for new housing, and half a billion dollars each for developer loans to build affordable housing and expanding the state's Low-Income Housing Tax Credit program. The bill also includes \$650 million for local governments to help homeless people, as well as other spending intended to help that population.

Federal Issues:

H.R. 2164, The Green Bus Act would take the state policy to the federal level by increasing funding to improve green bus technology and help deploy it nationwide, increasing funding to ensure that transit agencies have the resources necessary to purchase and deploy zero-emission bus fleets and requiring all buses purchased with federal funds be zero-emission, starting



October 1, 2029. Specifically, the law will increase funds for the Federal Transit Administration’s Low or No Emission Vehicle Component Assessment Program from \$3 million to \$5 million, annually. It will also increase funds for the FTA’s Transit Cooperative Research Program (TCRP) from \$5 million to \$20 million, annually, which will prompt more federal research on ways to reduce emissions and develop and deploy zero-emission technology nationwide. This bill will support Foothill Transit’s Electric Bus Program by providing more opportunities for funding our buses and charging infrastructure. The increased research funding at the national level could lead to future cost savings for all transit agencies.

On June 4, the House Committee on Appropriations approved the Department of Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Act for Fiscal Year (FY) 2020. The measure was approved by a vote of 29 - 21. The bill continues historic transportation funding levels, providing \$16.2 billion for public transportation and intercity passenger rail grants, including \$13.5 billion for public transportation and \$2.7 billion for passenger rail grants. In total, these funding levels are:

- \$150.5 million more than FY 2019 enacted funding levels (including \$60.5 million more for public transportation and \$90 million more for passenger rail grants);
- \$1.1 billion more than FY 2020 FAST Act authorization levels; and
- \$1.9 billion more than the FY 2020 President’s Budget request.

During the markup, there was one amendment offered related to public transportation and passenger rail. Representative Mike Simpson (R-ID) offered an amendment to strike a provision of the bill that prevents the Federal Railroad Administration from rescinding the \$2.5 billion in funding previously expended for the California high-speed rail project, or transferring nearly \$1 billion in California high-speed rail grants that were terminated several weeks ago. The amendment failed by a vote of 21 - 29.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

Attachment

2019 Legislation Summary

Current as of 6/14/2019

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	Senate Committee on Governance & Finance	CTA - Support	Support Position Adopted 4/26/2019
AB 1568	McCarty	Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.	Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6. This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.	Assembly Committee on Appropriations	CTA - Oppose	Oppose Position Adopted 4/26/2019

2019 Legislation Summary

Current as of 6/14/2019

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
HR 1139	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> • Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers. • De-escalation training for bus drivers. • Modified bus specifications and retrofits to reduce visibility impairments. • Driver assistance technology that reduces accidents. • Installation of bus driver seating to reduce ergonomic injuries. <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>	<p>While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.</p>	Subcommittee on Highways and Transit		Support Position Adopted 3/29/2019

2019 Legislation Summary

Current as of 6/14/2019

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
HR 2164	Brownley	The Green Bus Act would take the state policy to the federal level by increasing funding to improve green bus technology and help deploy it nationwide, increasing funding to ensure that transit agencies have the resources necessary to purchase and deploy zero-emission bus fleets and requiring all buses purchased with federal funds be zero-emission, starting Oct. 1, 2029. Specifically, the law will increase funds for the Federal Transit Administration's Low or No Emission Vehicle Component Assessment Program from \$3 million to \$5 million, annually. It will also increase funds for the FTA's Transit Cooperative Research Program (TCRP) from \$5 million to \$20 million, annually, which will prompt more federal research on ways to reduce emissions and develop and deploy zero-emission technology nationwide.	This bill will support Foothill Transit's Electric Bus Program by providing more opportunities for funding our buses and charging infrastructure. The increased research funding at the national level could lead to future cost savings for all transit agencies.	Subcommittee on Highways and Transit		Support



June 28, 2019

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2019-2020**

Recommendation

Approve the proposed FY 2019-2020 Holiday Service Schedule.

Analysis

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

Holiday	Day of Week	Date
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Thanksgiving Day	Thursday	November 28
Christmas Day	Wednesday	December 25
New Year’s Day	Wednesday	January 1
President’s Day	Monday	February 17
Memorial Day	Monday	May 25

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$795,872 in reduced operating cost than if regular weekday service was provided on these dates.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



June 28, 2019

To: Executive Board

Subject: **Contract Amendment - CNG Bus Procurement**

Recommendation

Authorize the Executive Director to amend Contract No. 18-043 with Creative Bus Sales in the amount \$19,710, inclusive of California Sales Tax, for a total option value of \$6,556,570 for the purchase of cleanable seat fabric and installation of rear window glass fill at the bottom half of the bus, on the current option order of ten CNG buses.

Analysis

Foothill Transit has ten 1500 series CNG buses with CNG tanks that will expire by the end of the calendar year. These buses have over 600,000 miles of transit service and are 12 years old, making them eligible for retirement under the FTA threshold for bus retirement. These buses need to be replaced this year in order to ensure that both Keolis and Transdev are assigned the 15 percent spare ratio of buses stipulated in both transit operations agreements.

At the March 29, 2019 Executive Board meeting, the Board authorized the Executive Director to exercise an option in the amount \$6,536,860 including California Sales Tax for the purchase of ten 40-ft. low-floor CNG transit buses.

This amendment reflects an upgrade to the bus seat fabric and design to allow for easier cleaning and maintenance, ADA seats and securement, and installation of glass window fill to the bottom of the rear half of the bus similar to our fleet of NABI and New Flyer buses. The cost for the upgrades total \$1,800.00 per bus plus sales tax.

Budget Impact

The adopted Foothill Transit Business Plan and Budget for Fiscal Year 2019 - 2020 includes funds for procuring replacement buses as older CNG buses in our fleet are retired.



Sincerely,


Roland M. Cordero
Director of Maintenance and
Vehicle Technology


Doran J. Barnes
Executive Director


Michelle Caldwell
Director of Finance and Treasurer


Chris Pieper
Director of Procurement



June 28, 2019

To: Executive Board

Subject: **Contract Award - Special Legal Services**

Recommendation

Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract Nos. 19-037.1, 19-037.2, 19-037.3 and 19-037.4 with Thompson Coburn LLP, Daley & Heft LLP, The Sohagi Group PLC and Atkinson, Andelson, Loya, Ruud and Romo, respectively, for special legal services. The contracts will be billed at the proposed hourly rates for services rendered and the cumulative cost of these agreements is expected to be less than \$600,000 per year.

Analysis

On December 14, 2018, the Executive Board authorized the issuance of Request for Proposals (RFP) No. 19-037 for legal services. The services include, but are not limited to, research, review, advisement, representation, drafting of legal documents and policies, and analysis across ten distinct areas of legal expertise. These areas are as follows: Civil Rights, including Americans with Disabilities Act (ADA) and Disadvantaged Business Enterprise (DBE), Environmental Law, Finance, Insurance and Liability, Intellectual Property, Labor and Employment, Federal Compliance, Public Transportation Operations, Real Estate, and Procurement. The RFP was issued to vendors using the agency's e-procurement platform, PlanetBids.

Seventeen proposals were received in response to the RFP that was issued on January 11, 2019. Each firm's Pre-qualification Submittal was evaluated by Foothill Transit's Procurement staff and General Counsel. Pre-qualification Submittals consisted of a submittal letter, certifications, and exceptions taken to the draft contract. The pre-qualification review also examined the Proposer's Technical and Price Proposal to determine compliance with the requirements of the RFP.

Sixteen proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase and one withdrew due to a conflict of interest. Subsequently, an evaluation committee, consisting of six members of Foothill Transit's administrative team, reviewed each qualified firm's Technical Proposal. The following technical factors comprised 80 percent of the total score:



- Experience and Past Performance (25 percent)
- Key Personnel, Staff Qualifications and Organizational Relationships (35 points)
- Work Plan, Resource Allocation and Responsiveness (20 percent)

Price was weighted at 20 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 20 \text{ Points}$$

Each Proposer's overall pricing was determined by the firm's blended hourly rate based on the resource allocation percentages and hourly rates of each of the key personnel.

A summary of the initial scores and ranking is provided in Attachments A1-A10. The evaluation committee determined that nine total proposers were within a competitive range in at least one of the various disciplines. Interviews and discussions with these firms were conducted on May 3 and May 9, 2019. Each firm was then asked to submit a Best and Final Offer (BAFO) that included changes to their final pricing and technical proposals. Each of the proposals underwent a final evaluation taking into consideration information gleaned from the interview process, responses to questions asked in the written BAFO request, and each firm's BAFO pricing.

Thompson Coburn LLP was ranked highest in seven disciplines (Civil Rights, including ADA and DBE, Finance, Intellectual Property, Federal Compliance, Public Transportation Operations, Real Estate, and Procurement). Daley & Heft LLP (Insurance and Liability), The Sohagi Group PLC (Environmental Law) and Atkinson, Andelson, Loya, Ruud and Romo (Labor and Employment) were ranked highest in one discipline each. A summary of the final scores and ranking is also provided in Attachments B1-B10.

Among Thompson Coburn LLP's notable proposal elements are a long history of experience with the Federal Transportation Administration, innovative work monitoring system and real time billing tracking.

Daley & Heft has been representing public agencies since it was founded in 1980. The firm has experience providing similar services for both San Diego MTS and North County Transit District. Among their notable proposal elements are a high success rate in disposing of cases through pretrial



motions, focus on public entity protection and familiarity in representing agencies with contracted transit operations.

The Sohagi Group PLC exclusively represents public entities in the field of environmental law. They have worked with regional planning authorities, LACMTA, and various municipalities throughout California. Among the notable proposal elements are the dedication to one specialty, extensive experience in CEQA and NEPA requirements, and attorney participation as an instructor in the Continuing Judicial Studies Program for Superior, Appellate and Supreme Court judges and justices.

Atkinson, Andelson, Loya, Ruud and Romo has been representing public entities since it was founded in 1979. They have experience working with multiple Southern California transportation agencies including Long Beach Transit, Metrolink, and Antelope Valley Transit Authority. Among the firm's notable proposal elements were a strong emphasis on proactive instruction, training and compliance monitoring, a strong track record of professional recognition and understanding of transit agencies' labor law needs.

Subject to Executive Board authorization of contract award, the start-up date for services under the contract is July 1, 2019.

Budget Impact

Funding for this project is included in Foothill Transit's proposed FY19-20 Business Plan and Budget. Planning for future year expenses is included in the Foothill Transit agency-wide ten-year forecast.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Attachment A1

RFP 19-037 Special Legal Services
 Category: ADA, Civil Rights & DBE
 PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer										
	Bergman Dacey Goldsmith	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Leal-Trejo	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 318.75	\$ 290.00	\$ 188.75	\$ 232.50	\$ 443.00	\$ 333.75	\$ 179.50	\$ 325.00	\$ 248.75	\$ 240.00	\$ 465.00
Proposer's Price Rank	7	6	2	3	10	9	1	8	5	4	11
Percentage of Lowest Price with respect to Proposer's Price	56.31%	61.90%	95.10%	77.20%	40.52%	53.78%	100.00%	55.23%	72.16%	74.79%	38.60%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	11.26	12.38	19.02	15.44	8.10	10.76	20.00	11.05	14.43	14.96	7.72

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer										
		Bergman Dacey Goldsmith	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Leal-Trejo	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Price Score	20	11.26	12.38	19.02	15.44	8.10	10.76	20.00	11.05	14.43	14.96	7.72
Technical Score	80	39.70	29.11	35.81	17.11	67.64	23.51	34.77	43.93	24.79	17.24	73.71
Proposer's Overall Score	100	50.96	41.49	54.83	32.55	75.75	34.27	54.77	54.97	39.22	32.20	81.43
<i>Rank</i>		6	7	4	10	2	9	5	3	8	11	1

Attachment A2

RFP 19-037 Special Legal Services

Category: Environmental

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer										
	AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Hanson Bridgett	Leal-Trejo	Richard Watson Gerson	Sohagi	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 360.00	\$ 299.00	\$ 314.00	\$ 282.50	\$ 280.00	\$ 435.00	\$ 325.00	\$ 325.00	\$ 376.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	8	4	5	3	2	10	6	6	9	1	11
Percentage of Lowest Price with respect to Proposer's Price	66.67%	80.27%	76.43%	84.96%	85.71%	55.17%	73.85%	73.85%	63.83%	100.00%	51.61%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	13.33	16.05	15.29	16.99	17.14	11.03	14.77	14.77	12.77	20.00	10.32

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer										
		AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Hanson Bridgett	Leal-Trejo	Richard Watson Gerson	Sohagi	SBEMP	Thompson Coburn
Price Score	20	13.33	16.05	15.29	16.99	17.14	11.03	14.77	14.77	12.77	20.00	10.32
Technical Score	80	53.00	61.23	62.01	61.30	27.17	64.25	26.52	62.33	74.01	19.25	68.38
Proposer's Overall Score	100	66.33	77.29	77.29	78.29	44.31	75.28	41.29	77.10	86.77	39.25	78.71
<i>Rank</i>		8	5	4	3	9	7	10	6	1	11	2

Attachment A3

RFP 19-037 Special Legal Services

Category: Federal Compliance

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer					
	Best Best Krieger	Burke Willams Sorenson	Hanson Bridgett	Lubka & White	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 330.00	\$ 269.00	\$ 451.00	\$ 369.50	\$ 240.00	\$ 465.00
Proposer's Price Rank	3	2	5	4	1	6
Percentage of Lowest Price with respect to Proposer's Price	72.73%	89.22%	53.22%	64.95%	100.00%	51.61%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	14.55	17.84	10.64	12.99	20.00	10.32

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer					
		Best Best Krieger	Burke Willams Sorenson	Hanson Bridgett	Lubka & White	SBEMP	Thompson Coburn
Price Score	20	14.55	17.84	10.64	12.99	20.00	10.32
Technical Score	80	58.91	54.90	66.81	23.67	14.36	75.15
Proposer's Overall Score	100	73.46	72.74	77.45	36.66	34.36	85.47
<i>Rank</i>		3	4	2	5	6	1

Attachment A4

RFP 19-037 Special Legal Services

Category: Finance

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer				
	Cole Huber	Hanson Bridgett	Richard Watson Gerson	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 280.00	\$ 495.00	\$ 325.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	2	5	3	1	4
Percentage of Lowest Price with respect to Proposer's Price	85.71%	48.48%	73.85%	100.00%	51.61%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	17.14	9.70	14.77	20.00	10.32

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer				
		Cole Huber	Hanson Bridgett	Richard Watson Gerson	SBEMP	Thompson Coburn
Price Score	20	17.14	9.70	14.77	20.00	10.32
Technical Score	80	18.46	60.84	54.21	15.14	71.76
Proposer's Overall Score	100	35.60	70.54	68.98	35.14	82.08
<i>Rank</i>		4	2	3	5	1

Attachment A5

RFP 19-037 Special Legal Services

Category: Insurance & Liability

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer									
	Burke Willams Sorenson	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 272.50	\$ 290.00	\$ 186.75	\$ 232.50	\$ 445.00	\$ 145.25	\$ 400.00	\$ 248.75	\$ 240.00	\$ 465.00
Proposer's Price Rank	6	7	2	3	9	1	8	5	4	10
Percentage of Lowest Price with respect to Proposer's Price	53.30%	50.09%	77.78%	62.47%	32.64%	100.00%	36.31%	58.39%	60.52%	31.24%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	10.66	10.02	15.56	12.49	6.53	20.00	7.26	11.68	12.10	6.25

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer									
		Burke Willams Sorenson	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Price Score	20	10.66	10.02	15.56	12.49	6.53	20.00	7.26	11.68	12.10	6.25
Technical Score	80	58.05	38.13	57.98	20.66	62.33	52.01	67.54	33.40	18.42	63.16
Proposer's Overall Score	100	68.71	48.14	73.54	33.15	68.86	72.01	74.80	45.08	30.52	69.41
Rank		6	7	2	9	5	3	1	8	10	4

Attachment A6

RFP 19-037 Special Legal Services

Category: Intellectual Property

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer			
	AALRR	Hanson Bridgett	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00
Proposer's Price	\$ 400.00	\$ 450.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	2	3	1	4
Percentage of Lowest Price with respect to Proposer's Price	60.00%	53.33%	100.00%	51.61%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	12.00	10.67	20.00	10.32

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer			
		AALRR	Hanson Bridgett	SBEMP	Thompson Coburn
Price Score	20	12.00	10.67	20.00	10.32
Technical Score	80	46.10	67.35	12.71	72.69
Proposer's Overall Score	100	58.10	78.02	32.71	83.02
<i>Rank</i>		3	2	4	1

Attachment A7

RFP 19-037 Special Legal Services
Category: Labor & Employment

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer														
	AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Williams Sorenson	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Kegal Tobin Truce	Leal-Trejo	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 360.00	\$ 322.50	\$ 312.00	\$ 285.00	\$ 282.00	\$ 186.75	\$ 238.75	\$ 441.00	\$ 100.00	\$ 327.50	\$ 179.50	\$ 325.00	\$ 248.75	\$ 240.00	\$ 465.00
Proposer's Price Rank	13	10	9	8	7	3	4	14	1	12	2	11	6	5	15
Percentage of Lowest Price with respect to Proposer's Price	27.78%	31.01%	32.05%	35.09%	35.46%	53.55%	41.88%	22.68%	100.00%	30.53%	55.71%	30.77%	40.20%	41.67%	21.51%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	5.56	6.20	6.41	7.02	7.09	10.71	8.38	4.54	20.00	6.11	11.14	6.15	8.04	8.33	4.30

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer														
		AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Williams Sorenson	Cole Huber	Daley & Heft	DTPA	Hanson Bridgett	Kegal Tobin Truce	Leal-Trejo	Liedle Larson Vail	Richard Watson Gershon	Silver & Wright	SBEMP	Thompson Coburn
Price Score	20	5.56	6.20	6.41	7.02	7.09	10.71	8.38	4.54	20.00	6.11	11.14	6.15	8.04	8.33	4.30
Technical Score	80	67.12	55.98	51.38	65.45	33.92	46.78	17.08	64.86	21.13	21.23	36.36	64.04	31.94	22.73	63.98
Proposer's Overall Score	100	72.67	62.18	57.79	72.47	41.01	57.48	25.46	69.39	41.13	27.33	47.50	70.20	39.98	31.06	68.28
Rank		1	6	7	2	11	8	15	4	10	14	9	3	12	13	5

Attachment A8

RFP 19-037 Special Legal Services

Category: Procurement

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer											
	AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Hanson Bridgett	Leal-Trejo	Liedle Larson Vail	Lubka & White	Richard Watson Gershon	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 360.00	\$ 315.00	\$ 312.50	\$ 269.00	\$ 280.00	\$ 450.00	\$ 310.00	\$ 142.75	\$ 333.50	\$ 325.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	10	7	6	3	4	11	5	1	9	8	2	12
Percentage of Lowest Price with respect to Proposer's Price	39.65%	45.32%	45.68%	53.07%	50.98%	31.72%	46.05%	100.00%	42.80%	43.92%	59.48%	30.70%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	7.93	9.06	9.14	10.61	10.20	6.34	9.21	20.00	8.56	8.78	11.90	6.14

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer											
		AALRR	Best Best Krieger	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Hanson Bridgett	Leal-Trejo	Liedle Larson Vail	Lubka & White	Richard Watson Gershon	SBEMP	Thompson Coburn
Price Score	20	7.93	9.06	9.14	10.61	10.20	6.34	9.21	20.00	8.56	8.78	11.90	6.14
Technical Score	80	45.06	63.96	47.08	59.07	15.13	66.18	13.21	28.51	40.10	52.01	17.94	75.24
Proposer's Overall Score	100	52.99	73.02	56.22	69.68	25.32	72.53	22.42	48.51	48.66	60.79	29.84	81.38
Rank		7	2	6	4	11	3	12	9	8	5	10	1

Attachment A9

RFP 19-037 Special Legal Services
 Category: Public Transportation Operations
 PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer					
	Burke Willams Sorenson	Cole Huber	DTPA	Hanson Bridgett	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 269.00	\$ 280.00	\$ 241.25	\$ 457.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	3	4	2	5	1	6
Percentage of Lowest Price with respect to Proposer's Price	89.22%	85.71%	99.48%	52.52%	100.00%	51.61%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	17.84	17.14	19.90	10.50	20.00	10.32

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer					
		Burke Willams Sorenson	Cole Huber	DTPA	Hanson Bridgett	SBEMP	Thompson Coburn
Price Score	20	17.84	17.14	19.90	10.50	20.00	10.32
Technical Score	80	52.78	16.17	11.63	57.63	9.67	75.29
Proposer's Overall Score	100	70.62	33.31	31.52	68.13	29.67	85.61
<i>Rank</i>		2	4	5	3	6	1

Attachment A10

RFP 19-037 Special Legal Services

Category: Real Estate

PRICE SCORE CALCULATION & SUMMARY (FIRST ROUND)

PRICE SCORE (FIRST ROUND)

Evaluation Factors	Proposer									
	AALRR	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Daley & Heft	Hanson Bridgett	Liedle Larson Vail	Richard Watson Gershon	SBEMP	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 360.00	\$ 309.50	\$ 275.00	\$ 280.00	\$ 191.75	\$ 455.00	\$ 191.25	\$ 325.00	\$ 240.00	\$ 465.00
Proposer's Price Rank	8	6	4	5	2	9	1	7	3	10
Percentage of Lowest Price with respect to Proposer's Price	53.13%	61.79%	69.55%	68.30%	99.74%	42.03%	100.00%	58.85%	79.69%	41.13%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	10.63	12.36	13.91	13.66	19.95	8.41	20.00	11.77	15.94	8.23

TOTAL SCORE (FIRST ROUND)

Evaluation Factors	Maximum Score	Proposer									
		AALRR	Bergman Dacey Goldsmith	Burke Willams Sorenson	Cole Huber	Daley & Heft	Hanson Bridgett	Liedle Larson Vail	Richard Watson Gershon	SBEMP	Thompson Coburn
Price Score	20	10.63	12.36	13.91	13.66	19.95	8.41	20.00	11.77	15.94	8.23
Technical Score	80	60.72	58.07	59.59	30.75	41.94	53.02	41.77	63.71	32.87	67.12
Proposer's Overall Score	100	71.35	70.43	73.49	44.41	61.89	61.43	61.77	75.48	48.81	75.35
Rank		4	5	3	10	6	8	7	1	9	2

Attachment B1

RFP 19-037 Special Legal Services
 Special Services Category: ADA, Civil Rights and DBE
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer	
	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00
Proposer's Price	\$ 443.00	\$ 465.00
Proposer's Price Rank	1	2
Percentage of Lowest Price with respect to Proposer's Price	100.00%	95.27%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	19.05

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer	
		Hanson Bridgett	Thompson Coburn
Price Score	20	20.00	19.05
Technical Score	80	68.58	75.78
Proposer's Overall Score	100	88.58	94.84
<i>Rank</i>		2	1

Attachment B2

RFP 19-037 Special Legal Services
 Special Services Category: Environmental
 PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer		
	Burke Willams Sorenson	Sohagi	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00
Proposer's Price	\$ 282.50	\$ 378.50	\$ 465.00
Proposer's Price Rank	1	2	3
Percentage of Lowest Price with respect to Proposer's Price	100.00%	74.64%	60.75%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	14.93	12.15

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer		
		Burke Willams Sorenson	Sohagi	Thompson Coburn
Price Score	20	20.00	14.93	12.15
Technical Score	80	57.26	76.46	65.74
Proposer's Overall Score	100	77.26	91.39	77.89
<i>Rank</i>		3	1	2

Attachment B3

RFP 19-037 Special Legal Services
 Special Services Category: Federal Compliance
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer	
	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00
Proposer's Price	\$ 451.00	\$ 465.00
Proposer's Price Rank	1	2
Percentage of Lowest Price with respect to Proposer's Price	100.00%	96.99%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	19.40

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer	
		Hanson Bridgett	Thompson Coburn
Price Score	20	20.00	19.40
Technical Score	80	68.21	75.96
Proposer's Overall Score	100	88.21	95.36
<i>Rank</i>		2	1

Attachment B4

RFP 19-037 Special Legal Services
 Special Services Category: Finance
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer	
	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00
Proposer's Price	\$ 495.00	\$ 465.00
Proposer's Price Rank	2	1
Percentage of Lowest Price with respect to Proposer's Price	93.94%	100.00%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	18.79	20.00

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer	
		Hanson Bridgett	Thompson Coburn
Price Score	20	18.79	20.00
Technical Score	80	65.79	71.38
Proposer's Overall Score	100	84.58	91.38
<i>Rank</i>		2	1

Attachment B5

RFP 19-037 Special Legal Services

Special Services Category: Insurance and Liability

PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer		
	Daley & Heft	Liedle Larson Vail	Richard Watson Gerson
Maximum Price Score	20.00	20.00	20.00
Proposer's Price	\$ 187.00	\$ 143.38	\$ 400.00
Proposer's Price Rank	2	1	3
Percentage of Lowest Price with respect to Proposer's Price	76.67%	100.00%	35.85%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	15.33	20.00	7.17

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer		
		Daley & Heft	Liedle Larson Vail	Richard Watson Gerson
Price Score	20	15.33	20.00	7.17
Technical Score	80	64.11	58.13	69.83
Proposer's Overall Score	100	79.44	78.13	77.00
<i>Rank</i>		1	2	3

Attachment B6

RFP 19-037 Special Legal Services
 Special Services Category: Intellectual Property
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer	
	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00
Proposer's Price	\$ 450.00	\$ 465.00
Proposer's Price Rank	1	2
Percentage of Lowest Price with respect to Proposer's Price	100.00%	96.77%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	19.35

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer	
		Hanson Bridgett	Thompson Coburn
Price Score	20	20.00	19.35
Technical Score	80	67.00	74.23
Proposer's Overall Score	100	87.00	93.58
<i>Rank</i>		2	1

Attachment B7

RFP 19-037 Special Legal Services
 Special Services Category: Labor and Employment
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer				
	AALRR	Burke Willams Sorenson	Hanson Bridgett	Richard Watson Gerson	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 345.00	\$ 282.50	\$ 441.00	\$ 325.00	\$ 465.00
Proposer's Price Rank	3	1	4	2	5
Percentage of Lowest Price with respect to Proposer's Price	81.88%	100.00%	64.06%	86.92%	60.75%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	16.38	20.00	12.81	17.38	12.15

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer				
		AALRR	Burke Willams Sorenson	Hanson Bridgett	Richard Watson Gerson	Thompson Coburn
Price Score	20	16.38	20.00	12.81	17.38	12.15
Technical Score	80	70.08	61.88	67.14	60.79	69.03
Proposer's Overall Score	100	86.45	81.88	79.95	78.18	81.18
<i>Rank</i>		1	2	4	5	3

Attachment B8

RFP 19-037 Special Legal Services
 Special Services Category: Procurement
PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer		
	Burke Willams Sorenson	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00
Proposer's Price	\$ 260.00	\$ 450.00	\$ 465.00
Proposer's Price Rank	1	2	3
Percentage of Lowest Price with respect to Proposer's Price	100.00%	57.78%	55.91%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	11.56	11.18

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer		
		Burke Willams Sorenson	Hanson Bridgett	Thompson Coburn
Price Score	20	20.00	11.56	11.18
Technical Score	80	54.85	68.74	76.87
Proposer's Overall Score	100	74.85	80.30	88.05
<i>Rank</i>		3	2	1

Attachment B9

RFP 19-037 Special Legal Services

Special Services Category: Public Transportation Operations

PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer		
	Burke Willams Sorenson	Hanson Bridgett	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00
Proposer's Price	\$ 269.00	\$ 457.00	\$ 465.00
Proposer's Price Rank	1	2	3
Percentage of Lowest Price with respect to Proposer's Price	100.00%	58.86%	57.85%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	20.00	11.77	11.57

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer		
		Burke Willams Sorenson	Hanson Bridgett	Thompson Coburn
Price Score	20	20.00	11.77	11.57
Technical Score	80	54.31	62.11	77.16
Proposer's Overall Score	100	74.31	73.88	88.73
<i>Rank</i>		2	3	1

Attachment B10

RFP 19-037 Special Legal Services
 Special Services Category: Real Estate
 PRICE SCORE CALCULATION & SUMMARY (SECOND ROUND)

PRICE SCORE (SECOND ROUND)

Evaluation Factors	Proposer				
	AALRR	Bergman Dacey Goldsmith	Burke Willams Sorenson	Richard Watson Gerson	Thompson Coburn
Maximum Price Score	20.00	20.00	20.00	20.00	20.00
Proposer's Price	\$ 345.00	\$ 304.50	\$ 275.00	\$ 325.00	\$ 465.00
Proposer's Price Rank	4	2	1	3	5
Percentage of Lowest Price with respect to Proposer's Price	79.71%	90.31%	100.00%	84.62%	59.14%
Proposer's Price Score <i>(maximum price score x percentage of lowest price)</i>	15.94	18.06	20.00	16.92	11.83

TOTAL SCORE (SECOND ROUND)

Evaluation Factors	Maximum Score	Proposer				
		AALRR	Bergman Dacey Goldsmith	Burke Willams Sorenson	Richard Watson Gerson	Thompson Coburn
Price Score	20	15.94	18.06	20.00	16.92	11.83
Technical Score	80	61.55	59.62	56.27	59.08	71.37
Proposer's Overall Score	100	77.49	77.68	76.27	76.01	83.19
<i>Rank</i>		3	2	4	5	1



June 28, 2019

To: Executive Board

Subject: **Transit Store Quarterly Report**

Recommendation

Receive and file the Transit Store Quarterly Report.

Analysis

Total Pass Sales (Attachments A & B): Sales for the Third Quarter of FY2018-2019 totaled \$1,005,210. Overall sales decreased by nine percent from the same period of FY2017-2018. Foothill Transit product sales had a zero percent change from the same period last fiscal year.

Attachment A provides a graphic representation of the three-month sales figures by store location. As the chart indicates, January had the highest amount of sales, while March had the lowest sales. For the Third Quarter, online sales increased by seven percent compared to the same period last year. Attachment B provides a graphic representation of the three-month sales figures categorized by product type. Metro sales decreased by 33 percent due to the elimination of tokens. Additionally, there was a 24 percent decline in Metrolink sales.

Sales by Transit Store are also summarized in the table below.

Location	January 2019	February 2019	March 2019	Total
El Monte	\$78,678	\$77,034	\$75,472	\$231,184
Pomona	\$87,302	\$84,803	\$81,796	\$253,901
Puente Hills	\$87,048	\$91,680	\$88,328	\$267,056
West Covina	\$48,901	\$45,057	\$46,544	\$140,502
Online	\$39,150	\$34,327	\$39,094	\$112,571
Total	\$341,079	\$332,901	\$331,234	\$1,005,214



Foothill Transit Product Sales (Attachment C): In the Third Quarter, Foothill Transit product sales totaled to \$352,667. Of the total, the top three consisted of Commuter Pass (37%), Adult Local (26%), and Student Local (16%).

Phone Activity (Attachment D): In January, February, and March, a total of 49,706 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 94 percent, or 46,811 incoming phone calls. The average handling time of a call was two minutes and one second. Compared to the Third Quarter last year, total number of calls received by the Transit Stores decreased by 11 percent. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer Call Handling				
Month	% of calls answered	Calls received	Calls answered	Average handling time
January 2019	95%	16,030	15,263	1:59
February 2019	94%	16,802	15,727	2:08
March 2019	94%	16,874	15,821	1:57
Total	94%	49,706	46,811	2:01

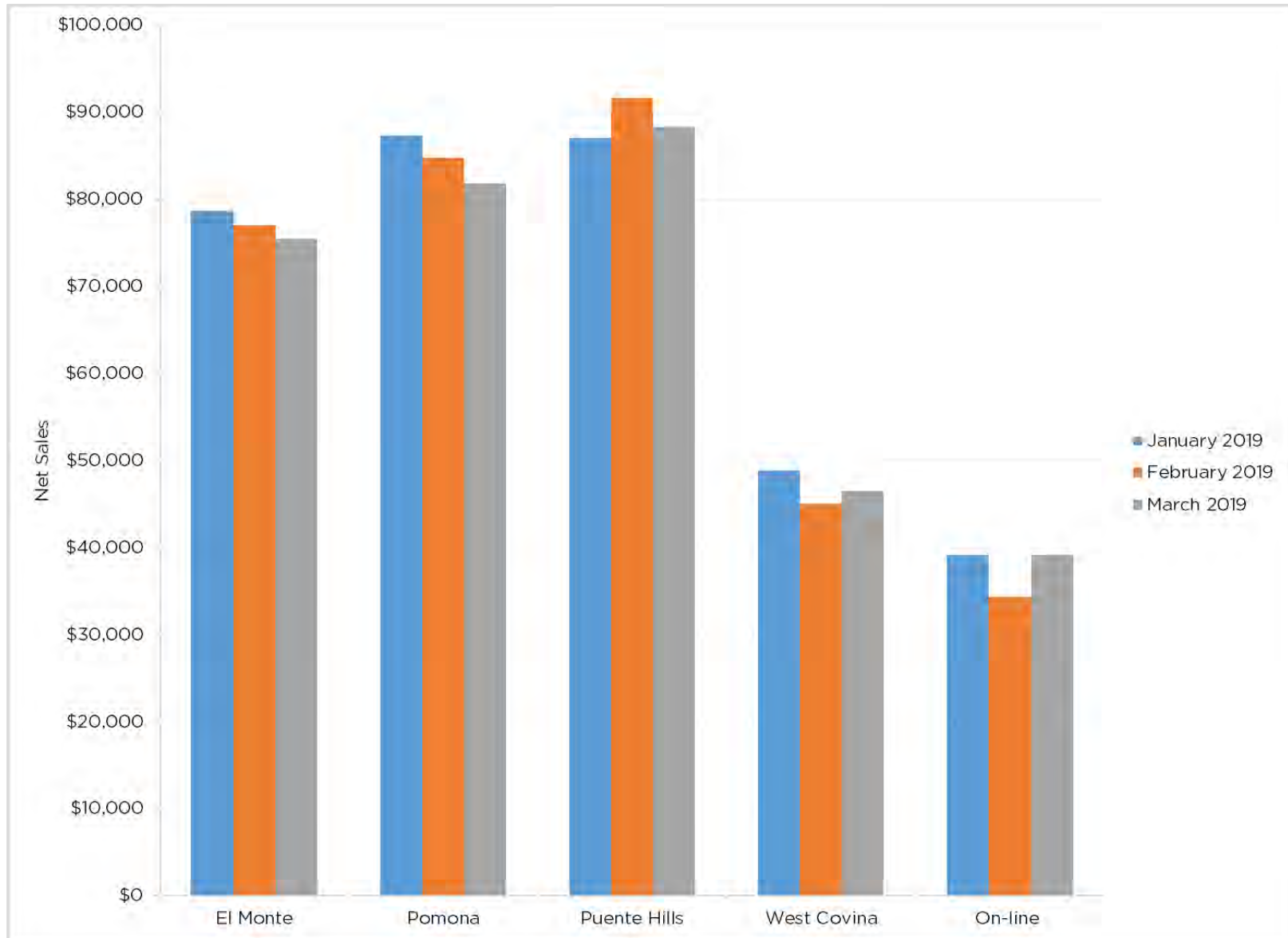
Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 39,922 entries, which amounts to a decrease of eight percent from the Third Quarter of last year.

Sincerely,

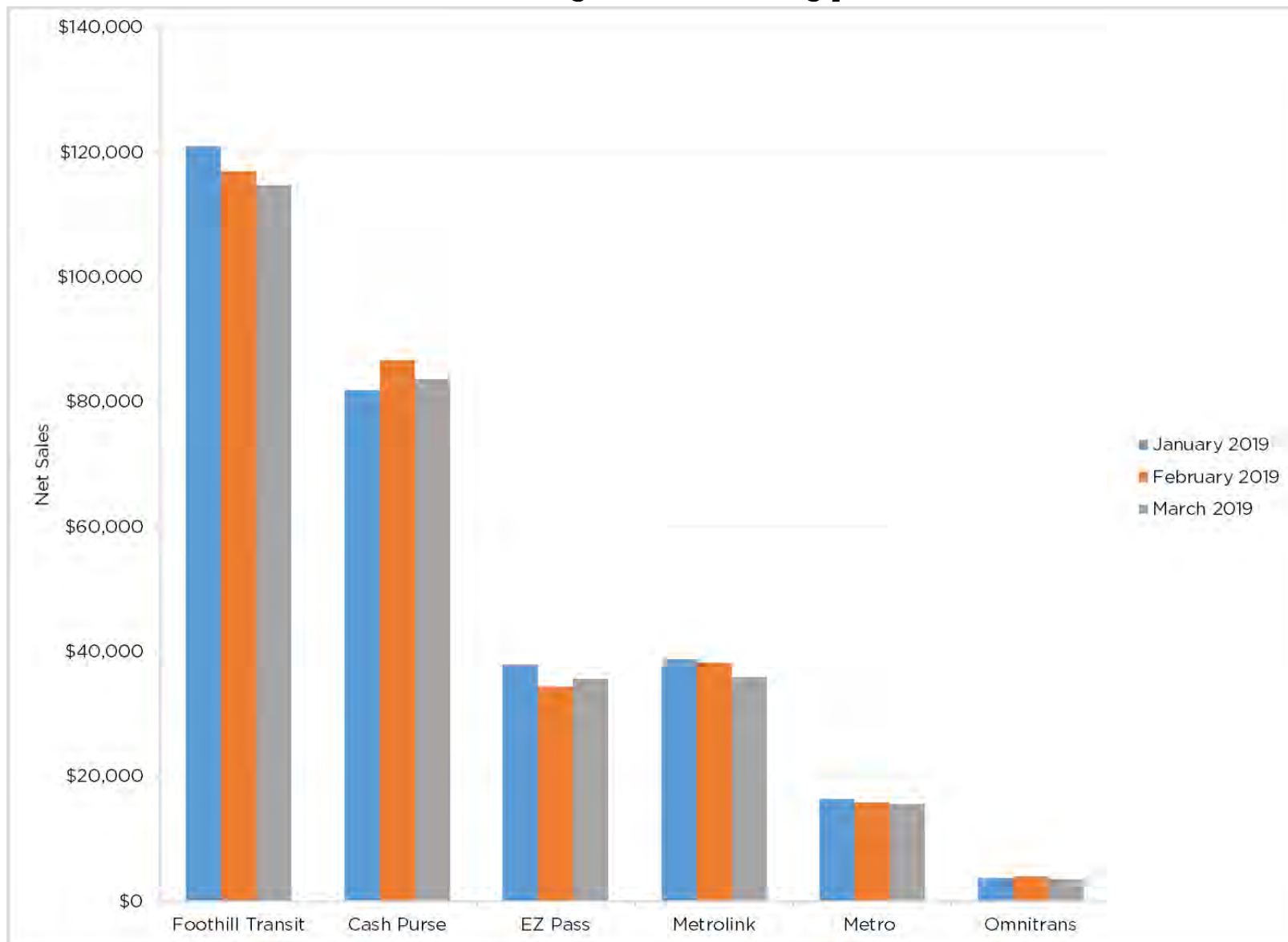
LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

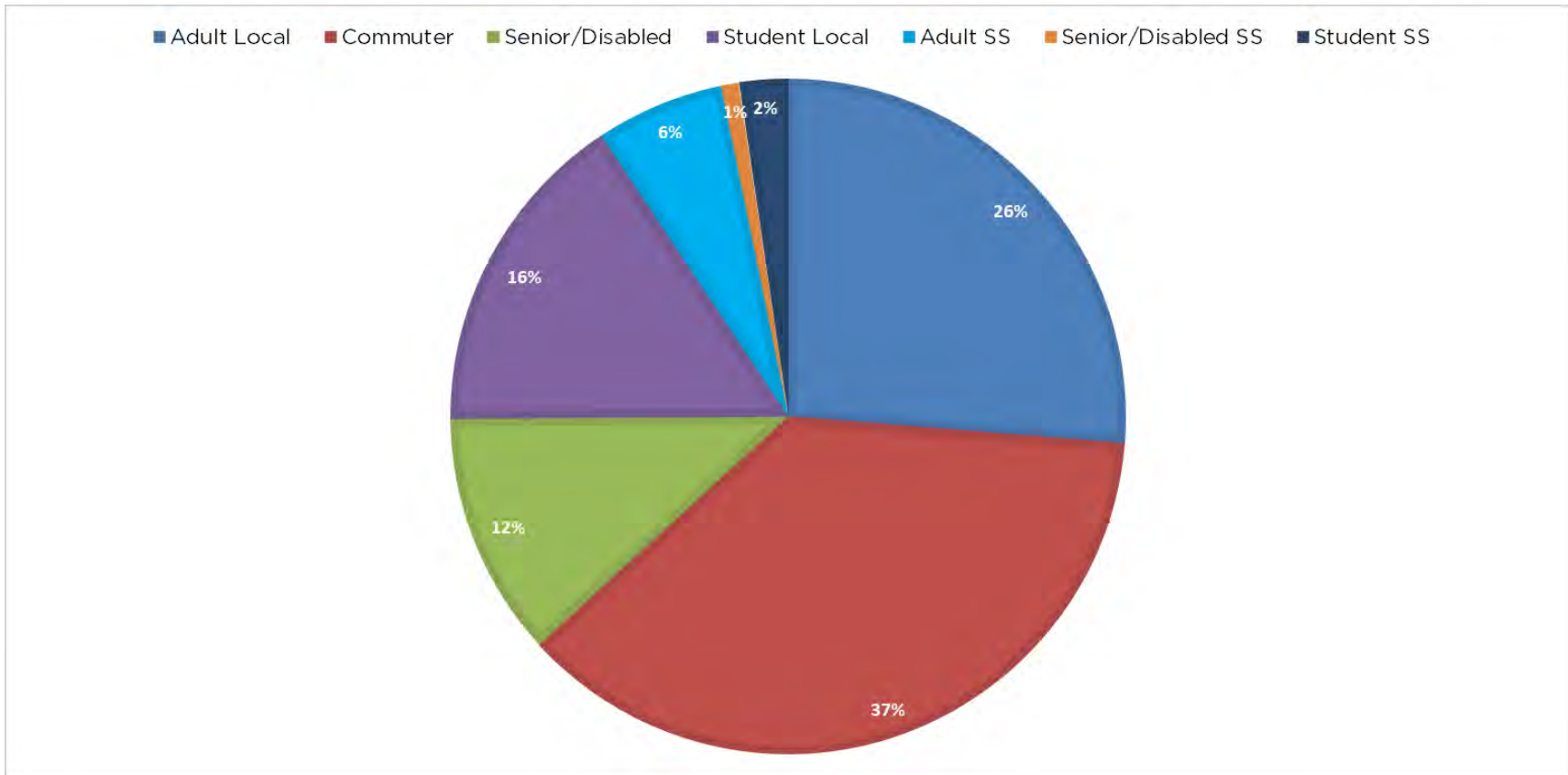
Sales Trends by Store



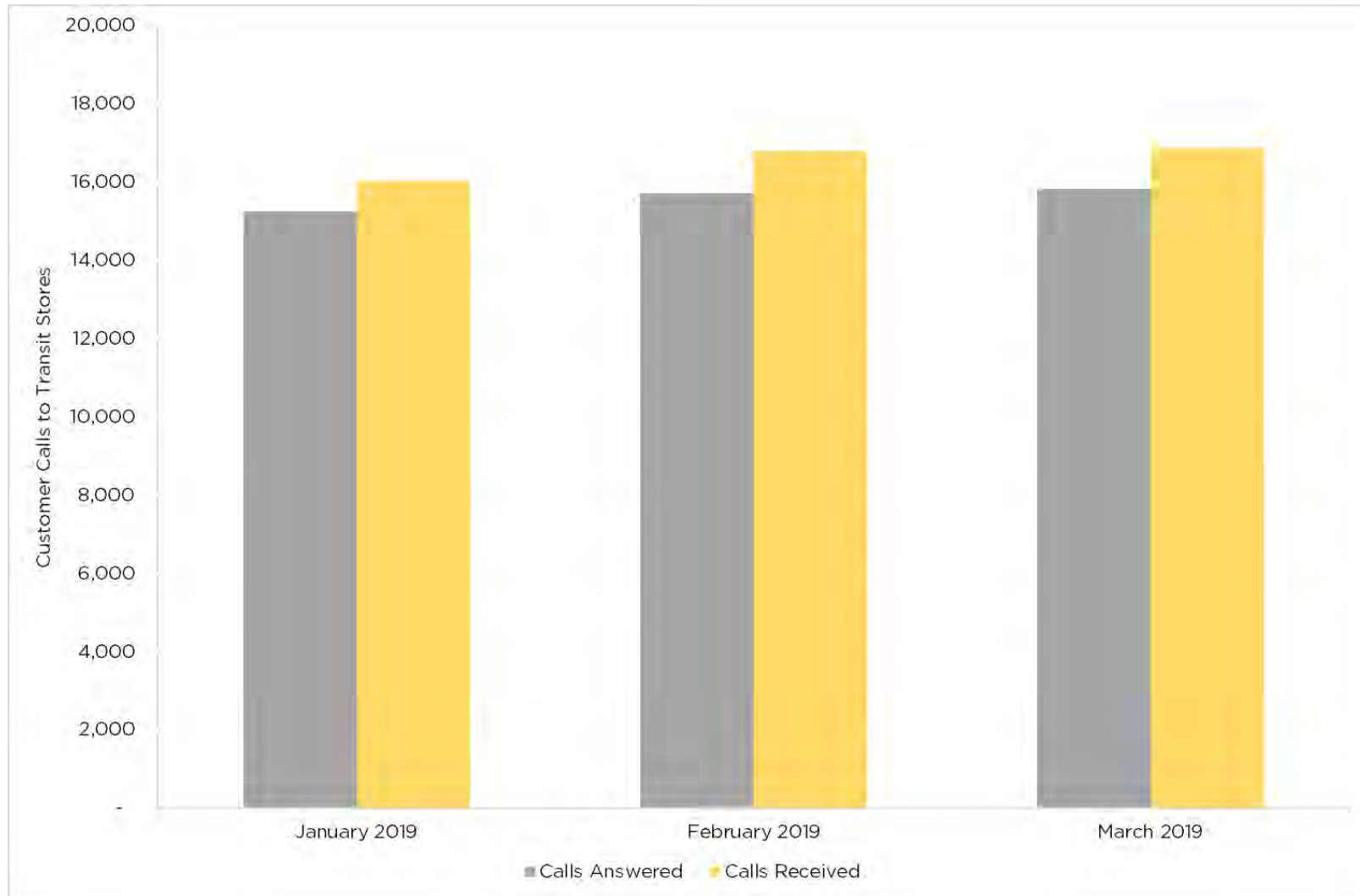
Sales by Product Type



Foothill Transit Product



Calls Answered



Total Walk-in Traffic

