



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, February 24, 2017



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, February 24, 2017
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 16, 2016
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
 - 7.2. New & Promoted Staff
8. PUBLIC COMMENT

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

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



8:00 AM, February 24, 2017
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

CONSENT CALENDAR: Items 9 through 19 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. JANUARY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. JANUARY 2017 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the January 2017 Performance Indicators Report.

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

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

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

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

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

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

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

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

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

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

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

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

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



8:00 AM, February 24, 2017

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 3

11. FEBRUARY 2017 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the February 2017 Legislative Summary. Adopt support positions on AB 1, SB 1, and AB 17.

12. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the Coach Operator Audits conducted in November of 2016.

13. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 16-084 - POMONA FACILITY RENOVATIONS

Recommended Action: Authorize the Executive Director to Issue IFB No. 16-084 for construction renovation activities to the Pomona Operations and Maintenance Facility.

14. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 17-065 - ARCADIA OVERFLOW PARKING LOT EXPANSION

Recommended Action: Authorize the Executive Director to issue RFP No. 17-065 for design and construction services for the expansion of the overflow parking at the Arcadia Operation and Maintenance Facility.

15. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 17-053 - GENERAL MARKETING SERVICES

Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 17-053 for General Marketing Services.

16. CONTRACT AWARD - NETWORK SECURITY MONITORING APPLIANCE

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter in Sole-Source Agreement No. 17-060 with Darktrace in the amount of one hundred eighty nine thousand, three hundred and thirty seven dollars and fifty one cents (\$189,337.51) to purchase a network security monitoring appliance.

17. CONTRACT AMENDMENT - 30 BUS PROCUREMENT

Recommended Action: Authorize the Executive Director to execute Amendment No. 17 to Contract No. 12-040 with New Flyer in the amount of One Hundred Sixty-Seven Thousand, Three Hundred and Four dollars (\$167,304) sales tax included, for design changes as requested by Foothill Transit.



8:00 AM, February 24, 2017

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 4

18. PROPOSED FISCAL YEAR 2017-2018 BUSINESS PLAN INITIATIVES

Recommended Action: Approve the proposed FY 2017-2018 Business Plan Initiatives.

19. FISCAL YEAR 2016-2017 SECOND QUARTER BUDGET UPDATE

Recommended Action: Receive and file the second quarter budget update for the fiscal year ending June 30, 2017.

REGULAR AGENDA:

20. 2017 BUS ROADEO PREVIEW

Recommended Action: Receive and file the preview of the 2017 Bus Rodeo.

21. ROSE BOWL SERVICE UPDATE

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

22. PROPOSED 2017 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS

Recommended Action: Adopt the proposed 2016 Federal State, and Local Legislative Program as outlined in Attachments A, B, and C.

23. CONTRACT AWARD - OPERATIONS AND MAINTENANCE -POMONA FACILITY

Recommended Action: Authorize the Executive Director to award a contract to Keolis Transit Services, LLC for transit operations and maintenance services at Foothill Transit's Pomona facility. The base contract term will be four years and the contract will include one four-year option to be exercised at Foothill Transit's sole discretion. The projected four-year base contract cost is \$115.8 million, including startup costs, and the cumulative cost over the potential life of the contract is projected at \$237.2 million.

24. PROPOSED FARE STRUCTURE - PUBLIC OUTREACH REQUEST

Recommended Action: Recommend that the Governing Board authorize the Executive Director to seek public input regarding fare restructuring.



8:00 AM, February 24, 2017

2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

Page 5

25. PROPOSED FISCAL YEAR 2017-2018 SERVICE ENHANCEMENTS AND REQUEST TO CONDUCT PUBLIC HEARINGS

Recommended Action: Recommend that the Governing Board authorize the Executive Director to seek public input regarding proposed service enhancements for fiscal year 2017-2018.

26. EXECUTIVE DIRECTOR COMMENT

27. BOARD MEMBER COMMENT

28. ADJOURNMENT

A Meeting of the Governing Board is scheduled for
Friday, March 24, 2017 from 7:45 a.m.

The next Regular Meeting of the Executive
Board is scheduled for
Friday, March 31, 2017 at 8:00 a.m.



Foothill Transit

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

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

**Friday, December 16, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:04 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on holiday safety awareness.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

5. APPROVAL OF AGENDA

Chair Herrera approved the agenda as presented.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of October 28, 2016

Motion by Vice Chair Calaycay, second by Member Warshaw, the minutes for the Regular Meeting of October 28, 2016 were approved. Motion carried 5-0.

7. PRESENTATIONS

Prior to the beginning of presentations, Chair Herrera invited Transdev Vice President of Reporting and Accounting Kevin Ooms to say a few words. Mr. Ooms stated that Transdev appreciates the partnership with Foothill Transit and he provided an update on some recent management changes.

7.1 Contractors' Employee Recognition

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

Todd Taylor, Operator of the Month (December 2016)
Angel Marquez, Employee of the Month (December 2016)

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

Michael Gavran, Operator of the Month (December 2016)
Billie Green, Employee of the Month (December 2016)

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

7.2 New & Promoted Staff

New Positions:

Oscar Benavente, Fleet Maintenance Coordinator
Jon House, Fleet Technology Coordinator

New Staff:

Lillian Lin, Procurement Specialist

Promoted Staff:

Roy Eseyan, IT Application Specialist

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

8. **PUBLIC COMMENT**

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

CONSENT CALENDAR

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

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

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

10. **OCTOBER 2016 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the October 2016 Performance Indicators Report.

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

11. **NOVEMBER 2016 ELECTION SUMMARY UPDATE**

Recommendation: Receive and file the November 2016 Election Summary Update.

Member Pedroza asked that due to the recent local elections results, how soon will changes to the Foothill Transit Clusters take effect. Executive Director Barnes stated that there were changes to the council in the City of Pomona. The City of Pomona should be making their appointments to the Foothill Transit Governing Board soon. With Paula Lantz stepping off the council, this creates an opening for Executive Board Alternate for Cluster 1. A Special Election to fill this vacancy will be held at either the February or March 2017 Governing Board Meeting. Mr. Barnes also reported that due to recent changes on the L.A. County Board of Supervisors that they may choose to make changes to their appointments to the Foothill Transit Governing Board.

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

12. **CONTRACT AWARD - WIDE AREA NETWORK SERVICE RENEWAL AND PHONE SERVICE CONVERSION**

Recommendation: Authorize the Executive Director to enter into Agreement No. 17-014 with Verizon in the amount of \$121,642.70 for replacement of PRI (Primary Rate Interface) and SIP (Session Initiation Protocol) trunk services for the VOIP phone system and continued service of existing six MPLS (Multiprotocol Label Switching) Ethernet PIP circuits.

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

REGULAR AGENDA

13. **CAD/AVL SYSTEM REPLACEMENT DEMONSTRATION**

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

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

Ms. Gillespie introduced Dorsey Houtz, President and CEO, Avail Technologies, and Rick Spangler, Chief Technology Officer, Avail Technologies, Inc. Mr. Houtz reported final system design for Delivery #1 has been submitted and reviewed between Foothill Transit, IBI, and Avail. In addition, all backend software has been developed, the in-vehicle communications system is up and running, and the Foothill Transit Quality Assurance Dashboard has been developed and is being refined. Deployment of Delivery #1 to Foothill Transit is scheduled for April 2017, and final approval and fleet rollout is scheduled for July or August 2017.

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

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

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

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey provided an overview of the Transit Center and Park & Ride in the City of Covina. The transit component of the project is currently under review with Federal Transit Administration in order to meet the National Environmental Policy Act (NEPA). Staff anticipates approval of NEPA categorical exclusion by the end of January. In March or April 2017 a request for approval will be brought to the Executive Board for authorization to execute a purchase and sale agreement with MLC Holding, Inc. In March 2017 staff anticipates a contract award for design build of the transit component will be brought to the Executive Board for authorization. The anticipated construction completion is December of 2018.

Ms. Bailey introduced Mr. Lester Tucker, Vice President of Forward Planning, MLC Holdings, Inc. Mr. Tucker thanked the Executive Board and staff for their efforts, support, and partnership. A short video animation highlighting the transit component and its integration with the residential component was played.

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

15. **CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WEST COVINA TRANSIT CENTER**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and execute Contract No. 17-017 in the amount of \$697,452.50 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the preliminary design of a Transit Center in the City of West Covina.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that West Covina Parkway serves as a major corridor for some of Foothill Transit's busiest bus lines. In October 2016 Foothill Transit issued a request for qualifications from architectural and engineering firms to provide preliminary design services for a 10-12 bay transit center in the City of West Covina. In November 2016 five proposals were received and interviews were held. The highest ranked proposal was RNL Interplan.

Phase 1A of the scope would include preliminary engineering and conceptual design for up to three potential sites at the West Covina Plaza for a contract

amount of \$219,452.50.

Phase 1B will consist of schematic design, geotechnical and easement analysis, and assist in development of environmental clearance documents and entitlements for a contract amount of \$478,000.

Motion by Member Pedroza, second by Vice Chair Calaycay, to approve. Motion carried 4-0. Member Warshaw abstention.

16. FISCAL YEAR 2016/2017 BUSINESS PLAN INITIATIVES UPDATE

Recommendation: Receive and file the status update on the FY 2016/2017 Business Plan Initiatives.

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

Mr. McDonald provided updates on the Fiscal Year 2016/2017 Initiatives listed below:

- Pomona Operations Contract Procurement
- Arcadia Operations Contract Startup
- Fleet Electrification
- CAD/AVL System Replacement
- Covina Park & Ride and Transit Center
- Fare Restructuring
- Mt. SAC Transit Center Development
- Alternative Service Delivery Concepts
- Class Pass Program Expansion

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

17. FOOTHILL TRANSIT METROLINK BUS BRIDGE SERVICE

Recommendation: Receive and file the report on Foothill Transit's Metrolink bus bridge service.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina provided an update on Foothill Transit's Metrolink bus bridge service. Through a Memorandum of Understanding (MOU) Foothill Transit is one of many regional bus operators that provide bus bridge service to the Southern California Regional Rail Authority, also known as Metrolink. In the

event of a service disruption and when the need arises the MOU between Foothill Transit and Metrolink allows Metrolink to request assistance in transporting passengers between stations using Foothill Transit buses and operators. When buses and operators are available it is Foothill Transit's responsibility to provide the service. As stipulated in the MOU, Metrolink is then billed an hourly rate.

There are times when Foothill Transit has not been able to participate. This is due to Foothill Transit's and Metrolink's peak service hours coinciding with one another. If bus bridge service were to be provided during peak service hours, it would result in a reduction of service to Foothill Transit customers. In the last six months Metrolink has requested bus bridge service seven times. Foothill Transit was able to accommodate three requests. The other four bus bridge requests were cancelled by Metrolink due to their service being restored.

In November 2016 Foothill Transit staff met with Metrolink staff to discuss service requests, response time, improving communication, and limitations on the provision of the service. Foothill Transit also participates in Metrolink's quarterly bus bridge review meeting. Foothill transit will continue to work to provide and improve when possible.

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

18. I-10 FREEWAY CONSTRUCTION SERVICE IMPACT UPDATE

Recommendation: Receive and file the I-10 Freeway Construction Service Update report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the service impacts caused by construction on Interstate 10. Interstate 10 is Foothill Transit's main connection to Downtown L.A. When construction leads to closures of on and off ramps it impacts the bus service. CalTrans has been working since December 2009 to extend the HOV lanes from the 605 Freeway to the 57 Freeway. Completion of the project is scheduled for the summer of 2021.

The construction continues to impact service on the Silver Streak, the express lines, and Line 480. Construction is currently taking place on two segments of the freeway simultaneously. The closure of lanes slows travel speeds and increases traffic congestion. This negatively affects schedule

adherence and the number of customer comments regarding schedule adherence goes up. Run times on bus routes need to be adjusted, which means adding more time. The additional time means an increase in revenue hours. Increased revenue hours means increased costs. Since Fiscal Year 2012, revenue hours on express lines and the Silver Streak have increased about 12 percent, which equates to \$6.9 million increase in cost.

In late September or early October 2017, CalTrans plans to close the ExpressLanes from Rosemead Boulevard to Fremont Avenue for 6 weeks to perform some bridge construction. This will force buses out of the HOV lanes and into the general traffic lanes. A meeting with CalTrans and L.A. Metro is scheduled for February 2017.

Foothill Transit will participate in bi-weekly CalTrans construction meetings regarding the current HOV project, be diligent about customer communications, and once HOV lanes are complete, Foothill Transit will press for legislation for 3+ occupancy during peak hours on the new HOV lanes once they open.

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

19. **FISCAL YEAR 2016/2017 FIRST QUARTER BUDGET UPDATE**

Recommendation: Receive and file the First Quarter Budget Update for the fiscal year ending on June 30, 2017.

Reuben Cervantes, Finance Analyst, presented this item.

Mr. Cervantes provided an update on the current budget year and progress through September 30, 2016. Foothill Transit was \$2.7 million under budget at the end of the first quarter. These savings are due to timing instead of savings. An example of this was the SmartBus system support was projected to be paid as a onetime payment in the first quarter of the year, but instead was favorably negotiated as a monthly payment.

After reviewing the anticipated projects and programs, the departments determined that Foothill Transit should end the fiscal year approximately \$720,000 under the approved budget.

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

20. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Foothill Transit Store sales, and activity for the first quarter of Fiscal Year 2016/2017, which includes the months of July, August, and September 2016.

Sales for the quarter totaled \$1.12 million dollars which is 14 percent lower than same time period the previous year. Average hold time for the quarter was 26 seconds. The average handing time was one minute 55 seconds. Customer Service representatives handled 94 percent of the more than 76,634 calls received. Compared to last year, this was a 13.6 percent decrease in the total number of calls answered and total number calls received, which reflects the over trend of declining ridership. Walk-in traffic recorded for the stores this quarter totaled 50,246, which is about 40 percent lower than the same period last fiscal year, which is due to the new people counters installed at stores that are more accurate.

Motion by Member Warshaw, second by Member Sternquist, to receive and file. Motion carried 5-0.

21. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- The Avail Demonstration will take place in the conference room at the conclusion of the Executive Board Meeting.
- Mr. Barnes introduced Evie Palicz, Manager of Training and Development, Access Services. Ms. Palicz introduced the Access Services Intern Douglas Tohom and Extern Oliver Wolyniec, who were observing today's Executive Board Meeting.
- Congratulated Chris Pieper, Procurement Manager, in receiving his Master's in Business Administration.
- Foothill Transit received at \$240,000 Carl Moyer Grant Award.
- The Federal Transit Administration (FTA) Drug and Alcohol Compliance Review was conducted this week by the FTA. Overall the findings were positive. There are a few areas staff will be working with the contractors on.



- Federal Transit Administration Triennial Review scheduled for May 2017.
- Work continues on advancing the various priorities of APTA. A proposal to update the APTA Bylaws went out to board members.
- Foothill Transit has updated its PowerPoint presentations templates and new imagery has been added.
- Rose Bowl service scheduled is for January 2, 2017.
- Thanked the Executive Board for the Holiday Period.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera stated that Foothill Transit has completed three and half years as an independent agency. Congratulated the Foothill Transit staff. Wished staff a happy holiday and safe 2017.

23. **ADJOURNMENT**

Adjournment for the December 16, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:29 a.m.



February 24, 2017

To: Executive Board

Subject: **January 2017 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2017.

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of January 31, 2017, shows total assets at \$304 million. This total consists primarily of \$193 million in fixed assets, \$102 million in cash and investments and \$8.8 million in receivable and prepaid assets. Foothill Transit's cash position of \$75 million is \$1.6 million less than the previous month, and is \$1 million more than last year in January.

Liabilities

The accounts payable balance is \$8.1 million. Accounts Payables include operating and maintenance for \$5.43 million and \$1.06 million for fuel.

The deferred revenue of \$73.8 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park and ride construction activities.

Investments (Attachment B)

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

The cash and investments balance includes \$18.6 million in non-interest bearing accounts held with Bank of the West; \$31.2 million in interest bearing money market accounts with Bank of the West; \$9.61 million with Chase; and



\$15.13 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; \$500,000 Bank of the West certificates of deposit; and \$2.74 million with Wells Fargo certificates of deposit.

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

Operating and Capital Revenues and Expense Analysis (Attachment C)

January 2017 year-to-date fare revenues were \$9.54 million which is \$1.83 million less than the budgeted amount and \$0.69 million less than January 2016. Through January 2017, ridership is flat versus last year at this time.

Operating costs through January 2017 were \$49.98 million, which is \$5.1 million less than the budget and \$7.56 million more than January 2016. Of this \$49.98 million, \$38.68 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$3.72 million through January 2017.

Capital expenditures through January were \$4.35 million compared with \$3.84 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park and Ride lot.

Farebox Recovery Ratio

The January year-to-date farebox recovery ratio was 19.08 percent; 1.92 percent lower than the performance target of 21 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$9,544,765 by the total bus operating expense of \$49,981,032. This ratio is less than the January 2016 ratio of 24 percent. The decline is due to an increase in operating expenses combined with lower ridership.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of January 2017; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for January 2017 were \$8.26 million. Capital



disbursements totaled \$1,092,747, and other significant disbursements include \$1.96 million to First Transit and \$3.42 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 January 31, 2017

Assets

Current Assets:

Cash	74,917,950
Investments	\$27,239,000
Due from government agencies	5,179,334
Other receivables	2,338,374
Other assets	1,230,326
Total Current Assets	<u>110,904,983</u>
Property & Equipment (net of depreciation)	193,453,082
Total Assets	<u><u>304,358,065</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	8,059,676
Deferred Revenue	73,830,903
Total Liabilities	<u>81,890,579</u>

Equity

Fund Balance:	
Investment in Capital Assets	193,453,082
Current Year Change	(15,670,350)
Reserve	44,684,754
Total Equity	<u>222,467,486</u>
Total Liabilities and Equity	<u><u>\$ 304,358,065</u></u>

Summary of Cash and
Investment Account
For January 31, 2017

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,678,335
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	4,952,912
Bank of the West-Money Market	0.250%	Demand Deposit	7,065,564
Bank of the West-Money Market	0.250%	Demand Deposit	14,591,498
Bank of the West-Money Market	0.250%	Demand Deposit	9,626,336
Bank of the West-CA Transit Assistance	0.070%	Demand Deposit	252,828
Chase Business Saving	0.080%	Demand Deposit	9,616,597
LAIF Investment	0.680%	Demand Deposit	15,132,279
Subtotal Cash on Hand			<u>\$74,917,950</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 01/27/21 - 5yrs.	1.000%	Callable Note	5,000,000
Maturity - 07/27/21 - 5yrs.	1.000%	Callable Note	8,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000 (1)
	0.45-1.60%	Cert. of Deposit	2,739,000 (2)
Subtotal Investments			<u>\$27,239,000</u>
Total Cash and Investments			<u><u>\$102,156,950</u></u>

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

(2) Consist 11 Cds at \$249,000 each

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2017

	Actual YTD January-17	Budget YTD January -17	Variance	Actual YTD January - 16
Fare Revenue				
Farebox	\$4,935,493	\$5,775,000	(14.54%)	\$5,427,309
Pass Sales	\$2,028,925	2,660,000	(23.72%)	2,215,033
TAP Cash Purse	\$1,800,043	1,995,000	(9.77%)	1,780,408
MetroLink & Access Service	\$375,345	420,000	(10.63%)	353,560
EZ Transit Pass	\$404,959	525,000	(22.86%)	456,557
Total Operating Revenue	\$9,544,765	\$11,375,000	(16.09%)	\$10,232,867
Operating Subsidies and Other				
Transportation Development Act	\$13,382,140	13,382,140	0.00%	\$10,886,068
TDA-Reserve from prior years	\$5,307,945	8,586,053	(38.18%)	0
STA	\$1,074,388	1,074,385	0.00%	1,970,269
Prop A 40% Discretionary	\$9,380,724	9,380,724	(0.00%)	8,332,778
Prop A 40% BSCP	\$2,659,344	2,659,344	0.00%	2,616,436
Prop C BSIP	\$533,287	533,287	(0.00%)	523,601
Prop C Base Restructuring	\$1,145,445	1,145,445	0.00%	1,124,639
Prop C Transit Service Expansion	\$190,880	190,880	0.00%	187,412
Transit Security-Operating	\$535,515	535,515	0.00%	487,773
Measure R Operating	\$6,073,506	6,073,506	(0.00%)	5,702,486
Miscellaneous Transit Revenues	\$153,093	153,093	0.00%	301,917
Total Subsidies and Other	\$40,436,266	\$43,714,371	(7.50%)	\$32,133,380
Total Operating Revenue	\$49,981,032	\$55,089,371	(9.27%)	\$42,366,246
Other Revenues				
Gain on Sale of Fixed Assets	\$54,846	0	0.00%	\$13,458
Auxiliary Revenue	\$1,268,728	860,417	47.46%	\$880,986
Total Other Revenues	\$1,323,574	\$860,417	53.83%	\$894,444
Operating Expenses				
Operations	\$44,181,935	\$47,011,104	6.02%	\$36,656,186
Maintenance & Vehicle Technology	\$432,627	495,018	12.60%	416,672
Marketing and Communications	\$878,725	1,206,427	27.16%	896,974
Information Technology	\$1,110,581	1,539,617	27.87%	1,135,036
Administration	\$1,410,807	2,056,149	31.39%	1,443,841
Procurement	\$322,161	502,050	35.83%	345,360
Finance	\$649,987	736,585	11.76%	570,620
Planning	\$429,406	606,516	29.20%	439,075
Facilities	\$564,803	935,905	39.65%	517,078
Total Operating Expenses	\$49,981,032	\$55,089,371	9.27%	\$42,420,841
Other Expenses				
Property Management	\$262,747	\$233,333	(12.61%)	\$240,545
Dial-A-Ride	\$497,247	189,583	(162.28%)	397,456
Special Services	\$184,872	437,500	57.74%	201,847
Total Other Expenses	\$944,867	\$860,417	(104.54%)	\$839,849
Total Operating and Other Expenses	50,925,898	\$55,949,788	8.98%	\$43,260,690
Capital Revenues				
Capital Grants	\$4,350,713	\$32,740,815	(86.71%)	\$3,836,240
Capital Expenditures				
Capital Expenditures	\$ 4,350,713	\$32,740,815	86.71%	\$3,836,240

Bank Account - Check Details

Period: 01/01/17..01/31/17

Foothill Transit

ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: Bank Acc. Posting Group: B001, Date Filter: 01/01/17..01/31/17

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001			General Checking					
			Phone No. 800-488-2265					
	01/05/17	24479	ALSO Energy Inc.	Arcadia Facility Solar Monitoring Renewal	4,500.00	4,500.00	0.00	Posted
	01/05/17	24480	Ashlien Savage	Replenish petty cash fund	341.03	341.03	0.00	Posted
	01/05/17	24481	AT and T - 5019	Phone Service	304.78	304.78	0.00	Posted
	01/05/17	24482	Bankcard Center-Bank of the West	12/16 Agency credit cards usages	14,720.71	14,720.71	0.00	Posted
	01/05/17	24483	C.A.T. Specialties	Arcadia Driver Jackets	1,174.06	1,174.06	0.00	Posted
	01/05/17	24484	Calstart, Inc.	2017 CA ZEB Coalition support	1,850.00	1,850.00	0.00	Posted
	01/05/17	24485	CDW Government Inc.	Adobe Creative Cloud - license renewal 2017	1,134.88	1,134.88	0.00	Posted
	01/05/17	24486	Clean Energy	Arcadia CNG Upgrade	141,907.20	141,907.20	0.00	Posted
	01/05/17	24487	Council of University Transportation Centers	CUTC Sponsorship - Silver	2,500.00	2,500.00	0.00	Posted
	01/05/17	24488	Day - Lite Maintenance Co. Inc.	Admin Bldg Exterior Lighting Repair	141.17	141.17	0.00	Posted
	01/05/17	24489	Felicia Friesema	Reimbursable expense	97.98	97.98	0.00	Posted
	01/05/17	24490	Frontier California Inc.	Arc Computer	178.09	178.09	0.00	Posted
	01/05/17	24491	Hertz Corporation	Vehicle rental	417.21	417.21	0.00	Posted
	01/05/17	24492	Home Depot Credit Services	12/16 Facilities Supplies	536.39	536.39	0.00	Posted
	01/05/17	24493	Jarrett Stoltzfus	Reimbursable exp - Eno Capital Convergence Airfare	310.40	310.40	0.00	Posted
	01/05/17	24494	Joshua Smalley	Reimbursable expense - Uber for Rose bowl attendee	43.54	43.54	0.00	Posted
	01/05/17	24495	Lawrence Ragan Communications	Subscription Renewal - Bits & Pieces	26.95	26.95	0.00	Posted
	01/05/17	24496	NWC Partners, Inc.	11/16 Financial Analysis of Operations Proposals	31,005.00	31,005.00	0.00	Posted
	01/05/17	24497	Pasadena Now	Advertising Ads	700.00	700.00	0.00	Posted
	01/05/17	24498	Proterra LLC	Pomona Over Head Charger	668,230.47	668,230.47	0.00	Posted
	01/05/17	24499	RNL/Interplan	Phase 1 A&E Services for Covina P&R	105,714.07	105,714.07	0.00	Posted
	01/05/17	24500	Signal Campus, LLC	Mt. SAC	1,770.00	1,770.00	0.00	Posted
	01/05/17	24501	Standard Parking Corporation	11/16 Parking Services	3,237.29	3,237.29	0.00	Posted
	01/05/17	24502	State Compensation Insurance Fund	1/17 Workers Comp Insurance Premium	3,990.25	3,990.25	0.00	Posted
	01/05/17	24503	The Gas Co.	12/16 Admin Bldg Gas	923.36	923.36	0.00	Posted
	01/05/17	24504	Thomas J. Koontz	12/16 Footnotes Monthly Newsletter	3,125.75	3,125.75	0.00	Posted
	01/05/17	24505	Transit Information Products	EBOOK for 10/30/16 service change	7,301.19	7,301.19	0.00	Posted
	01/05/17	24506	Verizon Wireless	Cell Phone	4,748.95	4,748.95	0.00	Posted
	01/05/17	24507	Virgilio Victorio	Reimbursable expenses - Jet Report training	337.47	337.47	0.00	Posted
	01/05/17	24508	Waste Management	1/17 Arcadia Warehouse Trash	222.20	222.20	0.00	Posted
	01/05/17	24509	Willie J. Brooks	1/17 Indoor Plant Care	449.75	449.75	0.00	Posted
	01/06/17	E00467	International City Management Assoc. Retirement Co	payroll ending 12/31/16 retirement funds	34,107.65	0.00	0.00	Posted
	01/06/17	E00468	Transdev Services, Inc.	Transporting of Mini Bus to LA County Fair	585.40	0.00	0.00	Posted
	01/06/17	E00469	Transdev Services, Inc.	Trans. of Minibus for Arcadia Showcase of Bands	351.24	0.00	0.00	Posted
	01/06/17	E00470	Transdev Services, Inc.	Transport minibus for Azusa and El Monte Parades	936.64	0.00	0.00	Posted
	01/06/17	E00471	Transdev Services, Inc.	1805 Reimbursement	78,596.95	0.00	0.00	Posted
	01/06/17	E00472	Transdev Services, Inc.	1728 Reimbursement	81,679.73	0.00	0.00	Posted
	01/06/17	E00473	Transdev Services, Inc.	1721 Reimbursement	77,667.25	0.00	0.00	Posted

Bank Account - Check Details

Period: 01/01/17..01/31/17

Foothill Transit

FOOTHILLTRANSIT\fkuo

ATTACHMENT D

01/12/17	24510 ACC Business		3,051.72	0.00	3,051.72	Voided
01/12/17	24511 ACCO Engineered Systems Inc.		870.00	0.00	870.00	Voided
01/12/17	24512 Adt Security Services, Inc.		299.91	0.00	299.91	Voided
01/12/17	24513 Allied Administrators for Delta Dental		7,277.09	0.00	7,277.09	Voided
01/12/17	24514 AT and T - 105068		45.73	0.00	45.73	Voided
01/12/17	24515 AT and T - 5025		110.65	0.00	110.65	Voided
01/12/17	24516 AT and T - 5025		121.84	0.00	121.84	Voided
01/12/17	24517 AT and T Mobility II LLC		535.80	0.00	535.80	Voided
01/12/17	24518 Athens Services		1,179.48	0.00	1,179.48	Voided
01/12/17	24519 Cal Poly Pomona Foundation		2,008.31	0.00	2,008.31	Voided
01/12/17	24520 California Choice		47,879.19	0.00	47,879.19	Voided
01/12/17	24521 Capture Technologies, Inc.		189.56	0.00	189.56	Voided
01/12/17	24522 City of West Covina		2,304.79	0.00	2,304.79	Voided
01/12/17	24523 City of West Covina - Business License		4,107.96	0.00	4,107.96	Voided
01/12/17	24524 Civic Publications		4,987.00	0.00	4,987.00	Voided
01/12/17	24525 Civic Resource Group International Inc.		2,850.00	0.00	2,850.00	Voided
01/12/17	24526 Clean Energy		1,030,734.64	0.00	1,030,734.64	Voided
01/12/17	24527 Come Land Maintenance Service Company Inc.		768.24	0.00	768.24	Voided
01/12/17	24528 Crown Castle USA Inc.		755.30	0.00	755.30	Voided
01/12/17	24529 Day - Lite Maintenance Co. Inc.		96.00	0.00	96.00	Voided
01/12/17	24530 En-Pro Management Inc.		2,495.00	0.00	2,495.00	Voided
01/12/17	24531 FEDEX Corp.		400.27	0.00	400.27	Voided
01/12/17	24532 Frontier California Inc.		340.19	0.00	340.19	Voided
01/12/17	24533 Frontier Communications Corporation		51.14	0.00	51.14	Voided
01/12/17	24534 G4S Secure Integration LLC		10,424.83	0.00	10,424.83	Voided
01/12/17	24535 Grand Car Wash		315.47	0.00	315.47	Voided
01/12/17	24536 Hendy Satya		214.17	0.00	214.17	Voided
01/12/17	24537 Iron Mountain Inc.		166.43	0.00	166.43	Voided
01/12/17	24538 Jose Antonio Aguirre		28,750.00	0.00	28,750.00	Voided
01/12/17	24539 Katherine E. Gagnon		42.71	0.00	42.71	Voided
01/12/17	24540 Landmark Healthplan of California, Inc.		338.11	0.00	338.11	Voided
01/12/17	24541 Metrolink		46,215.75	0.00	46,215.75	Voided
01/12/17	24542 Mobile Relay Associates Inc.		20,365.03	0.00	20,365.03	Voided
01/12/17	24543 Moore and Associates Inc.		9,470.00	0.00	9,470.00	Voided
01/12/17	24544 NWC Partners, Inc.		5,606.25	0.00	5,606.25	Voided
01/12/17	24545 Office Depot		1,183.41	0.00	1,183.41	Voided
01/12/17	24546 Pacific Products and Services, LLC.		1,145.20	0.00	1,145.20	Voided
01/12/17	24547 ReadyRefresh		71.92	0.00	71.92	Voided
01/12/17	24548 Richards Watson and Gershon		273.70	0.00	273.70	Voided
01/12/17	24549 Rotary Club of Walnut Valley		268.80	0.00	268.80	Voided
01/12/17	24550 Staples Business Adv.-Dept. LA		301.52	0.00	301.52	Voided
01/12/17	24551 Suburban Water Systems		871.98	0.00	871.98	Voided
01/12/17	24552 The Gallery Collection		111.52	0.00	111.52	Voided
01/12/17	24553 Thomas J. Koontz		135.16	0.00	135.16	Voided
01/12/17	24554 ThyssenKrupp Elevator Corporation		450.01	0.00	450.01	Voided
01/12/17	24555 Trace3, Inc.		44,286.21	0.00	44,286.21	Voided
01/12/17	24556 Transit Information Products		2,698.35	0.00	2,698.35	Voided
01/12/17	24557 Tri - Signal Integration, Inc.		70.00	0.00	70.00	Voided
01/12/17	24558 Verizon Business - 15043		1,323.86	0.00	1,323.86	Voided
01/12/17	24559 Vision Service Plan - (CA)		1,234.32	0.00	1,234.32	Voided
01/12/17	24560 Willie J. Brooks		213.00	0.00	213.00	Voided
01/12/17	24561 Wright Express		325.14	0.00	325.14	Voided
01/12/17	24562 ACC Business	Internet	3,051.72	3,051.72	0.00	Posted

Bank Account - Check Details

Period: 01/01/17..01/31/17

Foothill Transit

FOOTHILLTRANSIT\k

ATTACHMENT D

Check Date	Check Number	Payee	Description	Amount	Balance	Category
01/12/17	24563	ACCO Engineered Systems Inc.	12/16 Admin Bldg HVAC Maintenance	870.00	870.00	0.00 Posted
01/12/17	24564	Adt Security Services, Inc.	Arcadia yard security services	299.91	299.91	0.00 Posted
01/12/17	24565	Allied Administrators for Delta Dental	02/17 Dental insurance premium	7,277.09	7,277.09	0.00 Posted
01/12/17	24566	AT and T - 105068	El Monte Back line	45.73	45.73	0.00 Posted
01/12/17	24567	AT and T - 5025	El Monte phone line	110.65	110.65	0.00 Posted
01/12/17	24568	AT and T - 5025	Phone Service	121.84	121.84	0.00 Posted
01/12/17	24569	AT and T Mobility II LLC	Avail Cellular	535.80	535.80	0.00 Posted
01/12/17	24570	Athens Services	1/17 Admin Trash Service & Parking Lot Sweeping	1,179.48	1,179.48	0.00 Posted
01/12/17	24571	Cal Poly Pomona Foundation	2017 Strategic Planning Workshop	2,008.31	2,008.31	0.00 Posted
01/12/17	24572	California Choice	2/17 Medical insurance premium	47,879.19	47,879.19	0.00 Posted
01/12/17	24573	Capture Technologies, Inc.	12/16 Nice recorders channel expansion base rate	189.56	189.56	0.00 Posted
01/12/17	24574	City of West Covina	FY 17 Citywide Lighting and Maintenance	2,304.79	2,304.79	0.00 Posted
01/12/17	24575	City of West Covina - Business License	2017 Business License renewal	4,107.96	4,107.96	0.00 Posted
01/12/17	24576	Civic Publications	Sustaining Living Publication	4,987.00	4,987.00	0.00 Posted
01/12/17	24577	Civic Resource Group International Inc.	Website Maintenance - 12/16	2,850.00	2,850.00	0.00 Posted
01/12/17	24578	Clean Energy	11/16 Arcadia CNG Facility Maintenance	1,030,734.64	1,030,734.64	0.00 Posted
01/12/17	24579	Come Land Maintenance Service Company Inc.	11/28/16 Janitorial Supplies	768.24	768.24	0.00 Posted
01/12/17	24580	Crown Castle USA Inc.	Tower Rental	755.30	755.30	0.00 Posted
01/12/17	24581	Day - Lite Maintenance Co. Inc.	1/17 Monthly Lighting Contract	96.00	96.00	0.00 Posted
01/12/17	24582	En-Pro Management Inc.	Five year Professional AED Program	2,495.00	2,495.00	0.00 Posted
01/12/17	24583	FEDEX Corp.	Express Mail	400.27	400.27	0.00 Posted
01/12/17	24584	Frontier California Inc.	Industry Park and Ride Phone Line	340.19	340.19	0.00 Posted
01/12/17	24585	Frontier Communications Corporation	Fire Monitor	51.14	51.14	0.00 Posted
01/12/17	24586	G4S Secure Integration LLC	11/16 Security Maintenance	10,424.83	10,424.83	0.00 Posted
01/12/17	24587	Grand Car Wash	Vehicle Washing	315.47	315.47	0.00 Posted
01/12/17	24588	Hendy Satya	Reimbursable expense -Smartsheet Training	214.17	214.17	0.00 Posted
01/12/17	24589	Iron Mountain Inc.	Shredding Services	166.43	166.43	0.00 Posted
01/12/17	24590	Jose Antonio Aguirre	Azusa Intermodal Transit Center Muralist-materials	28,750.00	28,750.00	0.00 Posted
01/12/17	24591	Katherine E. Gagnon	Reimbursable Expenses - December	42.71	42.71	0.00 Posted
01/12/17	24592	Landmark Healthplan of California, Inc.	01/17 Chiropractor insurance premium	338.11	338.11	0.00 Posted
01/12/17	24593	Metrolink	12/16 Metrolink passes	46,215.75	46,215.75	0.00 Posted
01/12/17	24594	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	20,365.03	20,365.03	0.00 Posted
01/12/17	24595	Moore and Associates Inc.	Fare Demographic Passenger Survey	9,470.00	9,470.00	0.00 Posted
01/12/17	24596	NWC Partners, Inc.	7/22-10/31/16 - Financial Analysis of Operations	5,606.25	5,606.25	0.00 Posted
01/12/17	24597	Office Depot	Office Supplies	1,183.41	1,183.41	0.00 Posted
01/12/17	24598	Pacific Products and Services, LLC.	Bus Stop Supplies	1,145.20	1,145.20	0.00 Posted
01/12/17	24599	ReadyRefresh	Drinking Water	71.92	71.92	0.00 Posted
01/12/17	24600	Richards Watson and Gershon	Legal Fees	273.70	273.70	0.00 Posted
01/12/17	24601	Rotary Club of Walnut Valley	Joe's Rotary 3rd Quater dues	268.80	268.80	0.00 Posted
01/12/17	24602	Staples Business Adv.-Dept. LA	Office Supplies	301.52	301.52	0.00 Posted
01/12/17	24603	Suburban Water Systems	12/16 Admin Bldg Fire Pump Water	871.98	871.98	0.00 Posted
01/12/17	24604	The Gallery Collection	Birthday Cards	111.52	111.52	0.00 Posted
01/12/17	24605	Thomas J. Koontz	Business Cards - D. Barnes FHT/APTA	135.16	135.16	0.00 Posted
01/12/17	24606	ThyssenKrupp Elevator Corporation	1/1/17 - 3/31/17 Industry P&R Elavator Maintenance	450.01	450.01	0.00 Posted

Bank Account - Check Details

Period: 01/01/17..01/31/17

Foothill Transit

FOOTHILLTRANSIT\k

ATTACHMENT D

Check Date	Check Number	Payee	Description	Debit	Credit	Balance
01/12/17	24607	Trace3, Inc.	01/01/17 to 12/31/17 - Software Support Renewal	44,286.21	44,286.21	0.00 Posted
01/12/17	24608	Transit Information Products	Transit Tubes/Replacement Windows	2,698.35	2,698.35	0.00 Posted
01/12/17	24609	Tri - Signal Integration, Inc.	1/17 Admin Bldg Alarm Monitoring	70.00	70.00	0.00 Posted
01/12/17	24610	Verizon Business - 15043	SBS Tower MPLS	1,323.86	1,323.86	0.00 Posted
01/12/17	24611	Vision Service Plan - (CA)	01/17 Vision Insurance Premium	1,234.32	1,234.32	0.00 Posted
01/12/17	24612	Willie J. Brooks	01/17 Transit Store Plant Care	213.00	213.00	0.00 Posted
01/12/17	24613	Wright Express	Vehicle fueling December to January	325.14	325.14	0.00 Posted
01/18/17	E00474	First Transit Inc.	10-12/16 Pomona Additional Running time on I-10	75,000.00	0.00	0.00 Posted
01/18/17	E00475	First Transit Inc.	10/16 Pomona PMI's	14,500.00	0.00	0.00 Posted
01/18/17	E00476	First Transit Inc.	12/1-15 Pomona Contractor Services	737,449.38	0.00	0.00 Posted
01/18/17	E00477	First Transit Inc.	12/16-31 Pomona Contractor Services	1,128,630.23	0.00	0.00 Posted
01/18/17	E00478	International City Management Assoc. Retirement Co	Payroll ending 1/14 retirement funds	38,117.24	0.00	0.00 Posted
01/18/17	E00479	Transdev Services, Inc.	Arcadia Special Service Rose Bowl 01/02/2017	18,644.48	0.00	0.00 Posted
01/18/17	E00480	Transdev Services, Inc.	01/17 Management services fee	161,236.95	0.00	0.00 Posted
01/18/17	E00481	Transdev Services, Inc.	11/12/16 Arcadia Special Event Rose Bowl	6,799.99	0.00	0.00 Posted
01/18/17	E00482	Transdev Services, Inc.	12/1-15 Arcadia Contractor Services	905,452.16	0.00	0.00 Posted
01/18/17	E00483	Transdev Services, Inc.	Reimbursement for Coach 1809	82,603.37	0.00	0.00 Posted
01/18/17	E00484	Transdev Services, Inc.	Reimbursement for Coach 1344	13,572.52	0.00	0.00 Posted
01/19/17	24614	ACCO Engineered Systems Inc.	Air Handler Filters	1,110.50	1,110.50	0.00 Posted
01/19/17	24615	AFLAC	01/17 Voluntary insurance premium	1,506.22	1,506.22	0.00 Posted
01/19/17	24616	AT and T - 5025	El Monte phone line router management	121.84	121.84	0.00 Posted
01/19/17	24617	Baker Donelson Bearman and Cal.	12/16 & 1/17 Public Affairs	18,000.00	18,000.00	0.00 Posted
01/19/17	24618	Chamber of Commerce - San Dimas	2017 Membership Renewal	160.00	160.00	0.00 Posted
01/19/17	24619	Chamber of Commerce-Covina	Annual Membership Dues and Sponsorships	3,600.00	3,600.00	0.00 Posted
01/19/17	24620	CIGNA Group Insurance	01/17 Cigna Life Insurance Premium	3,992.84	3,992.84	0.00 Posted
01/19/17	24621	Cintas Corporation #2	First Aid Kit Supplies	223.99	223.99	0.00 Posted
01/19/17	24622	Citrix Online LLC	OpenVoice Audio Service	91.01	91.01	0.00 Posted
01/19/17	24623	Come Land Maintenance Service Company Inc.	1/17 Janitorial Services	2,800.00	2,800.00	0.00 Posted
01/19/17	24624	Diversified Transportation, LLC	12/16 Monrovia Dial a Ride	68,461.19	68,461.19	0.00 Posted
01/19/17	24625	Gotcha Media Holdings, LLC	APU, Mt. SAC, Rio Hondo	4,881.00	4,881.00	0.00 Posted
01/19/17	24626	International City Management Assoc. Retirement Co	10/31 -12/31/16 Asset Fee Allowance 307178	3,488.11	3,488.11	0.00 Posted
01/19/17	24627	Jarrett Stoltzfus	Employee Rideshare Program	100.00	100.00	0.00 Posted
01/19/17	24628	Lazar and Associates	12/16 Interpreting Services	101.50	101.50	0.00 Posted
01/19/17	24629	Moore and Associates Inc.	Coach Performance Audits Q6	9,301.49	9,301.49	0.00 Posted
01/19/17	24630	Mary Lou Contreras	Cash fare reimbursement	15.10	15.10	0.00 Posted
01/19/17	24631	Promocentric, Inc.	Butterfly USB Drive	4,973.20	4,973.20	0.00 Posted
01/19/17	24632	Pulsar Advertising	12/16 Consulting services	26,094.50	26,094.50	0.00 Posted
01/19/17	24633	San Gabriel Valley Newspaper	Advertising Rose Magazine	15,995.00	15,995.00	0.00 Posted
01/19/17	24634	Skyline Pest Control	12/16 Monthly Pest & Rodent Control	95.00	95.00	0.00 Posted
01/19/17	24635	Southern California Edison Co.	12/16 Admin Bldg Electricity	9,037.75	9,037.75	0.00 Posted
01/19/17	24636	State Compensation Insurance Fund	2016 Workers Comp. insurance premium revision amt	2,674.72	2,674.72	0.00 Posted
01/19/17	24637	Steve Hirano	12/14/16 - Recruitment AD-Help Desk Administrator	95.00	95.00	0.00 Posted
01/19/17	24638	Thomas J. Koontz	CAFR Booklets	1,055.12	1,055.12	0.00 Posted
01/19/17	24639	Thompson Coburn LLP	San Gabriel Valley Park & Ride	75,185.31	75,185.31	0.00 Posted

Bank Account - Check Details

Wednesday, February 01, 2017 10:39:05 AM

Period: 01/01/17..01/31/17

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Foothill Transit

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ATTACHMENT D

01/19/17	24640 University of Southern California	METRANS Associates Program - membership dues	10,000.00	10,000.00	0.00 Posted
01/20/17	24641 Jarrett Stoltzfus	Payroll ending 1/14/17 manual check for PTO Cashout	5,825.99	5,825.99	0.00 Posted
01/25/17	E00485 Transdev Services, Inc.	12/16-31 Arcadia Contractor Services	1,987,074.07	0.00	0.00 Posted
01/26/17	24642 3D Chemical & Equipment Inc.	Facility Truck Equipment	1,528.79	1,528.79	0.00 Posted
01/26/17	24643 Adt Security Services, Inc.	2/01 - 04/30/17 West Covina security services	503.85	503.85	0.00 Posted
01/26/17	24644 AT and T - 5025	El Monte Phone line general	1,888.41	1,888.41	0.00 Posted
01/26/17	24645 California Chamber of Commerce	CA Labor Law poster and pamphlets	315.93	315.93	0.00 Posted
01/26/17	24646 City of Pomona - Passes	Oct 2016 - Get About Tickets	2,000.00	2,000.00	0.00 Posted
01/26/17	24647 Climatec Building Technologies LLC	1/1/17 - 3/31/17 HVAC Software Maintenance	1,849.75	1,849.75	0.00 Posted
01/26/17	24648 County of L.A. - Sheriff's Dept.	11/3-18 Private Entity Security	4,291.43	4,291.43	0.00 Posted
01/26/17	24649 Darold D. Pieper Attorney at Law	Legal Fees	7,025.00	7,025.00	0.00 Posted
01/26/17	24650 FEDEX Corp.	Express Mail	22.22	22.22	0.00 Posted
01/26/17	24651 Frontier California Inc.	Arcadia	2,618.85	2,618.85	0.00 Posted
01/26/17	24652 Gotcha Media Holdings, LLC	Mt. SAC, APU	2,691.00	2,691.00	0.00 Posted
01/26/17	24653 Industry Public Utility Commission	12/16 Industry P&R Electricity	1,327.55	1,327.55	0.00 Posted
01/26/17	24654 Jarrett Stoltzfus	Reimbursable exp - TRB Annual Meeting	2,205.50	2,205.50	0.00 Posted
01/26/17	24655 Joshua Smalley	Direct deposit returned - payroll ending 1/14/17	75.00	75.00	0.00 Posted
01/26/17	24656 Newage PHM, LLC	TS2 Electricity usage	7,320.83	7,320.83	0.00 Posted
01/26/17	24657 NextBus, Inc.	8/1/16-7/31/17 Hosting Real-Time Passengr Info Sys	91,296.00	91,296.00	0.00 Posted
01/26/17	24658 Prime West Inc.	Advertising at Azusa Senior Center	1,390.00	1,390.00	0.00 Posted
01/26/17	24659 Richards Watson and Gershon	Legal Fees	234.60	234.60	0.00 Posted
01/26/17	24660 RNL/Interplan	Phase 1 A&E Services for Covina P&R	72,959.85	72,959.85	0.00 Posted
01/26/17	24661 Socal Office Technologies	Copier	376.26	376.26	0.00 Posted
01/26/17	24662 Southern California Edison Co.	Pomona Transit electricity usage 12/16	10,312.80	10,312.80	0.00 Posted
01/26/17	24663 Standard Parking Corporation	12/16 Parking Services	3,255.17	3,255.17	0.00 Posted
01/26/17	24664 Staples Business Adv.-Dept. LA	Office Supplies	577.42	577.42	0.00 Posted
01/26/17	24665 State Board of Equalization -	4th Qtr. Sales and Use Tax Return	131.00	131.00	0.00 Posted
01/26/17	24666 Thomas J. Koontz	01/17 Footnotes Monthly Newsletter	2,935.00	2,935.00	0.00 Posted
01/26/17	24667 Thompson Coburn LLP	Electric Bus Procurement	6,787.00	6,787.00	0.00 Posted
01/26/17	24668 Transit Information Products	Transit Tube Inserts 10.30.16	4,034.02	4,034.02	0.00 Posted
01/26/17	24669 Veritiv Operating Company	Hand Soap & Sanitizer	1,354.37	1,354.37	0.00 Posted
01/26/17	24670 Verizon Business - 15043	800 Line	20,035.24	20,035.24	0.00 Posted
01/26/17	24671 Vy Thuy Phan - Hoang	Reimbursable expense - TRB 2017	536.70	536.70	0.00 Posted
01/26/17	24672 Walnut Valley Water District	12/16 Industry P&R Landscape Water	127.24	127.24	0.00 Posted
	General Checking		9,546,603.87	2,813,265.96	1,290,332.66



February 24th, 2016

To: Executive Board

Subject: **January 2017 Performance Indicators Report**

Recommendation

Receive and file the January 2017 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for January of FY 2016-2017. Foothill Transit monitors a number of factors in evaluating the services provided to the public. There are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements which are monitored to assess transit operations.

In January, Foothill Transit achieved three out of nine key performance indicator goals. The performance indicator targets met for the quarter are: miles between service interruptions, average hold time, and average cost per vehicle service hour.

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

- **Boardings** - Total number of boardings recorded by the farebox in January was 1.02 million - a four percent decrease from the same month last year.
- **Fare Revenue** - Total fare revenue for January was \$1.24 million. The average fare was \$1.21 per boarding.
- **Operating Expenses** - Operating expenses incurred in January totaled \$7.06 million, resulting in an average cost per service hour of \$96.52.
- **Accidents** - The system averaged 0.75 preventable accidents per 100,000 miles in January.
- **Customer Complaints** - Foothill Transit received 24 complaints per 100,000 boardings in January. This is 31 percent higher than the same month last fiscal year.



- **Schedule Adherence** - In January, Foothill Transit recorded 80.9 percent on-time performance. This is a three percent decrease from same month last year.

Analysis

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

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

These goals provide a framework for performance indicators to quantify and measure how well Foothill Transit is performing. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the operations contractors, and financial performance data.

Overall System Performance

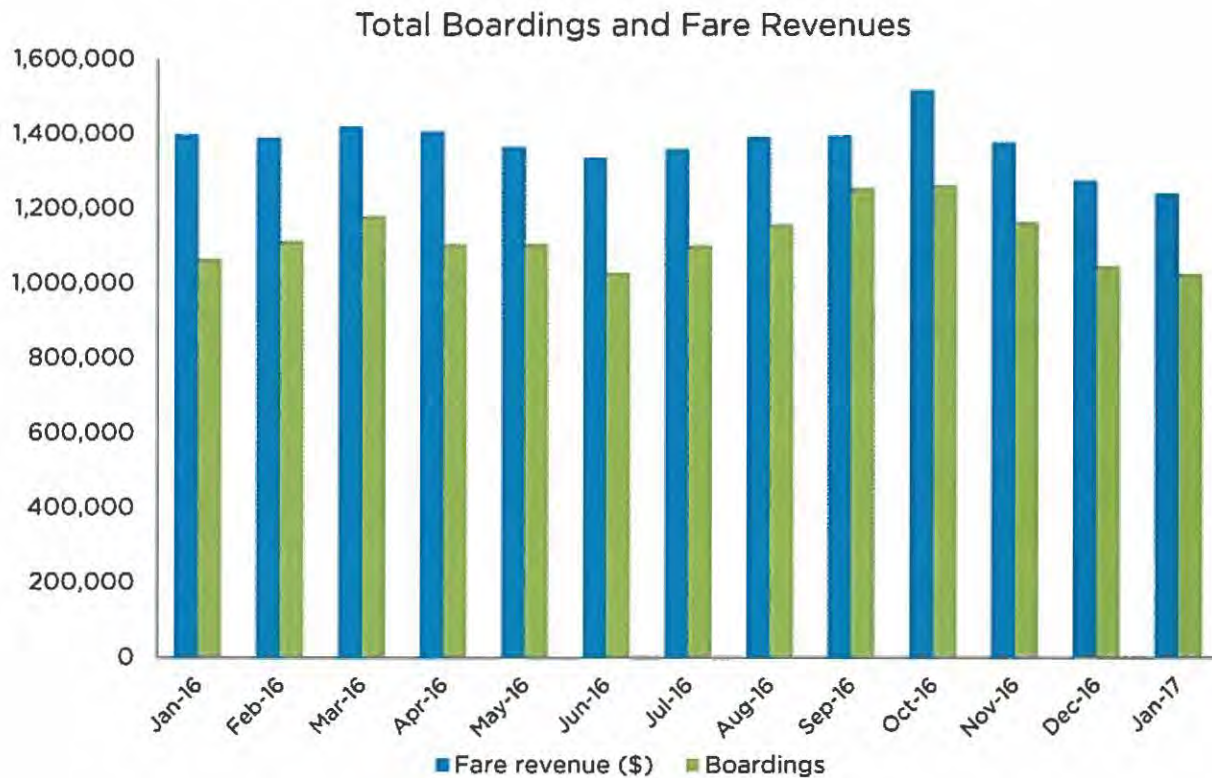
Foothill Transit's overall system performance is based on several key indicators. These include total ridership, fare revenues, vehicle service hours, and total operating expenses.



Total Boardings and Total Fare Revenues

In January 2017, Foothill Transit buses had 1.02 million boardings. Compared to the 1.06 million boardings during the same period last year, this is a four percent decrease. Analysis of the three service classes show that compared to the same period the previous year, there was a 1.4 percent decline in boardings on Local lines, an 18 percent decline in boardings on Limited Stop lines, and a six percent increase in boardings on Commuter Express lines. Both nationally and regionally, bus transit ridership has been on the decline, and the decrease in ridership may be attributed to continued economic recovery and an increase in car sales in the region. Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, and investigate strategies to attract customers.

Total fare revenue recorded in January was \$1.24 million, an 11 percent decline from the same period last year. This decline in fare revenue can be attributed to an increase in the proportion of ADA free fare boardings, as well as the acceptance of Metro fare media on Lines 190, 194 and 270 through June 26, 2017 - during the first year of operation of those three lines.





Vehicle Service Hours and Operating Expenditure

In January, Foothill Transit operated 73,174 service hours, which represents a 12 percent increase compared to the same period last fiscal year. This is primarily the result of the addition of Lines 190, 194, 270, as well as increased service on lines connecting to the Gold Line Foothill Extension.

During January, Foothill Transit incurred \$7.06 million in operating expenses. This is 14 percent higher compared to the same period the previous fiscal year. Variance between years is related to increased service provided, as well as increased costs associated with the new Arcadia contract, which went into effect in June 2016. The increase in service is due to the addition of the aforementioned routes.

Goal 1: Operate a Safe Transit System

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

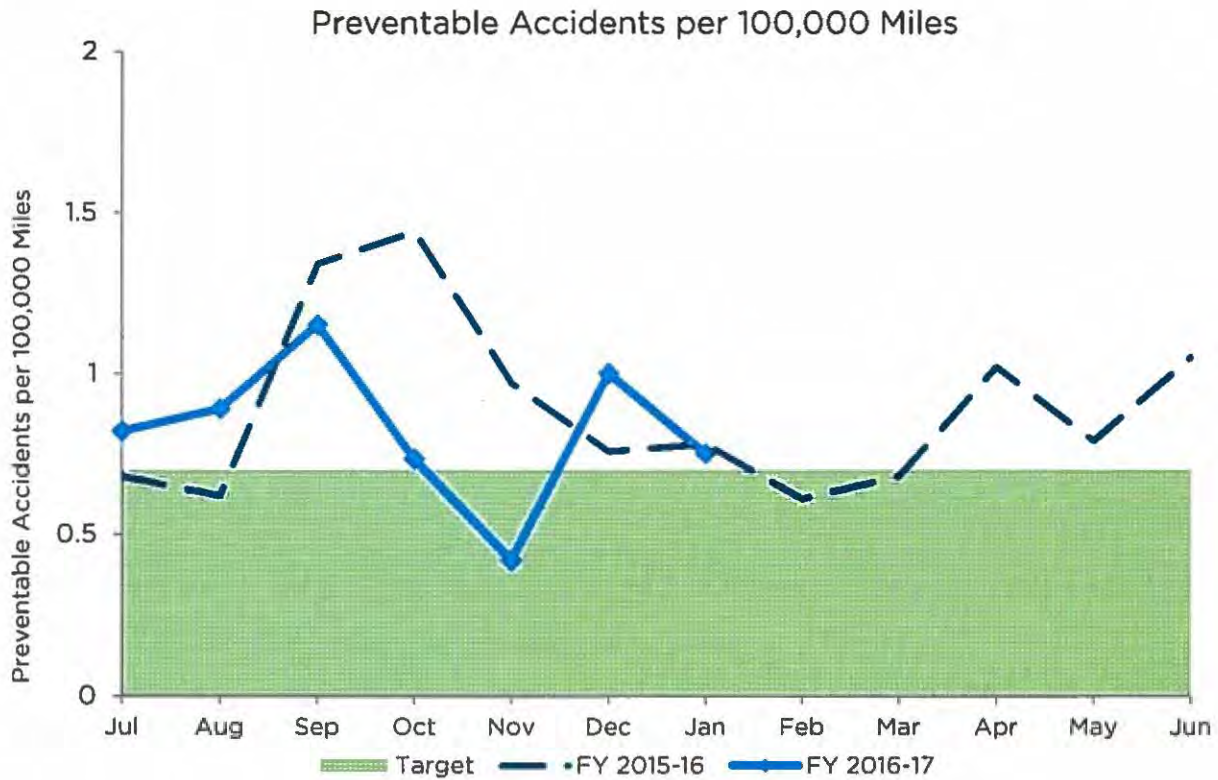
Preventable Accidents per 100,000 Miles

In January 2017, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with 0.75. However, this is a four percent improvement compared to the same period last year. Year to date, the agency has averaged 0.81 preventable accidents per 100,000 miles, an 18 percent improvement. The majority of the preventable accidents in the month of January were vehicles making contact with fixed-objects.

Foothill Transit staff continue to work closely with the contractors at the yards to improve safety performance. Particular emphasis has been placed on reducing fixed object collisions, increasing pedestrian awareness, and identifying blind spots. Furthermore, staff have been utilizing additional analytic tools in helping to identify trends and trouble areas with the goal of further reducing preventable accidents. Specifically, staff have conducted an analysis on preventable accidents by route, in order to better help identify specific routes that require improvement.



Our operations and maintenance contractors have implemented various measures to improve safety, including the strategic placement of road supervisors at specific locations to ensure safe driving practices, as well as targeted training with the goal of instilling better driving habits among operators. One such example is a campaign conducted by Transdev in Arcadia focusing on pedestrian safety. As part of that focus, visual warning signals have been placed throughout the operations and maintenance yards to help emulate busy streets and remind operators to keep their eyes out for pedestrians.



Goal 2: Provide Outstanding Customer Service

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

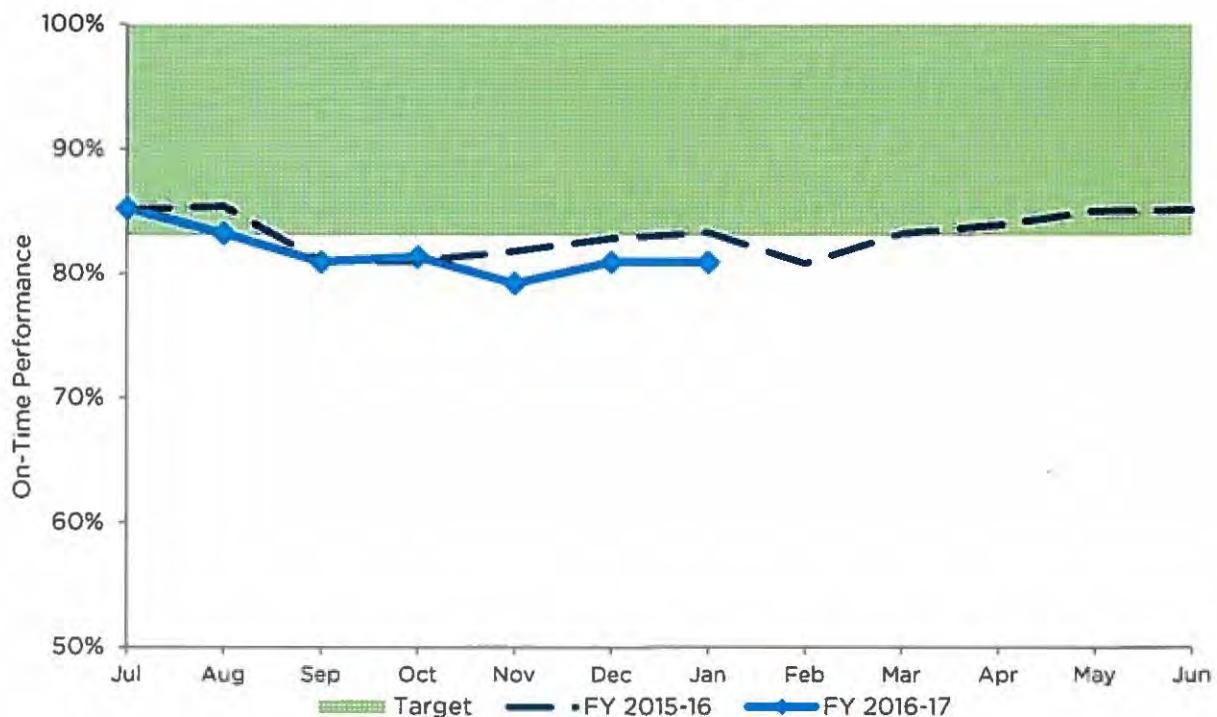


Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it 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. In January, Foothill Transit achieved 80.9 percent OTP for the entire system, which is slightly below the target and is a 1.4 percent decrease from last year. This variance is due to myriad construction projects in downtown Los Angeles that have primarily affected Commuter Express service, as well as service along the 10 freeway that is impacted by the ongoing freeway construction. Furthermore, January had multiple instances of inclement weather, as well as civil demonstrations associated with the Presidential Inauguration, both of which impacted service delivery.

Local routes averaged 81.8 percent OTP, while Limited Stop routes averaged 74.4 percent and Commuter Express routes averaged 76.6 percent. Quality Assurance staff continue to monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance with the schedule. Staff have worked closely with the contractors to identify areas for improvement.

On-Time Performance



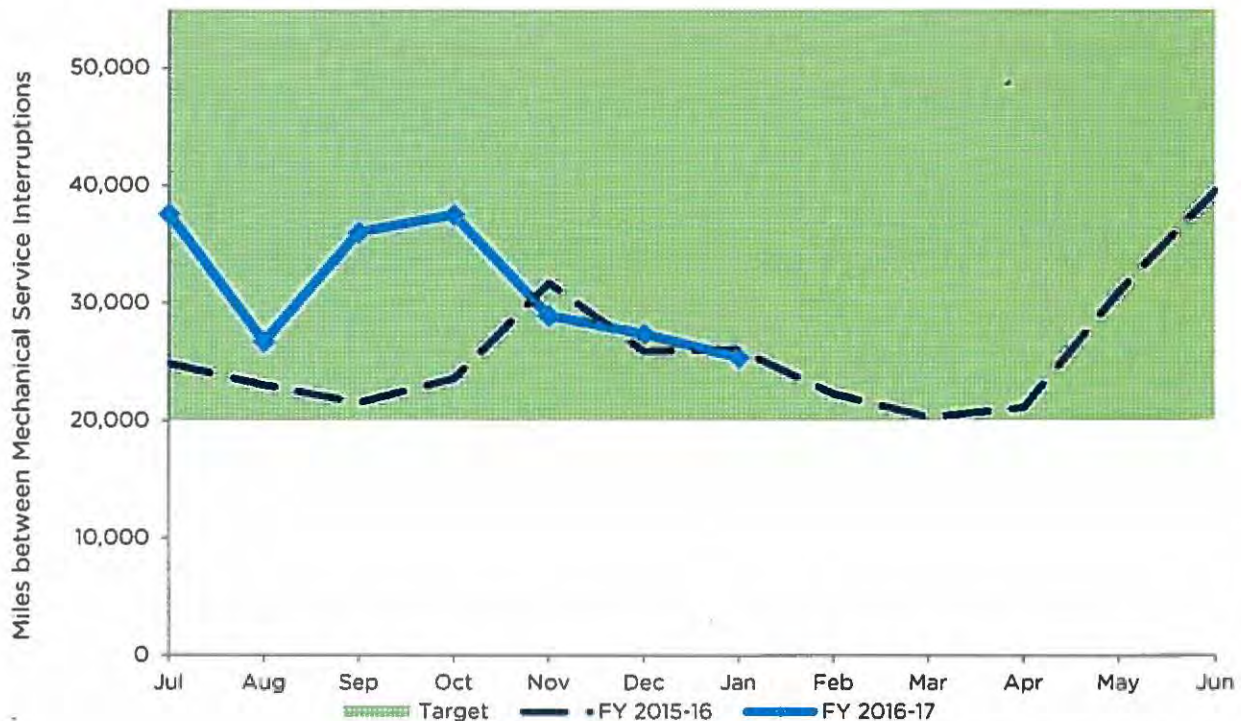


Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In January, Foothill Transit averaged 25,338 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is three percent lower compared to last year.

As older bus models have been phased out and newer buses added, the overall age of the fleet has decreased, resulting in an increase in mechanical reliability. Furthermore, there has been a campaign to repower the engines in the 1600, 1700 and 1800-series coaches that were procured in FY 2007 through 2010. These coaches have undergone a heavy maintenance campaign that included a refurbishing of the interior space, technology updates, a repainting with Foothill Transit's new livery, and an engine rebuild, thus further increasing reliability and decreasing the frequency of mechanical breakdowns that would result in customer delays. Careful monitoring of roadcalls by Foothill Transit staff have helped to identify trends in types of mechanical failures and these are being used to advise targeted bus maintenance efforts.

Average Miles between Service Interruptions



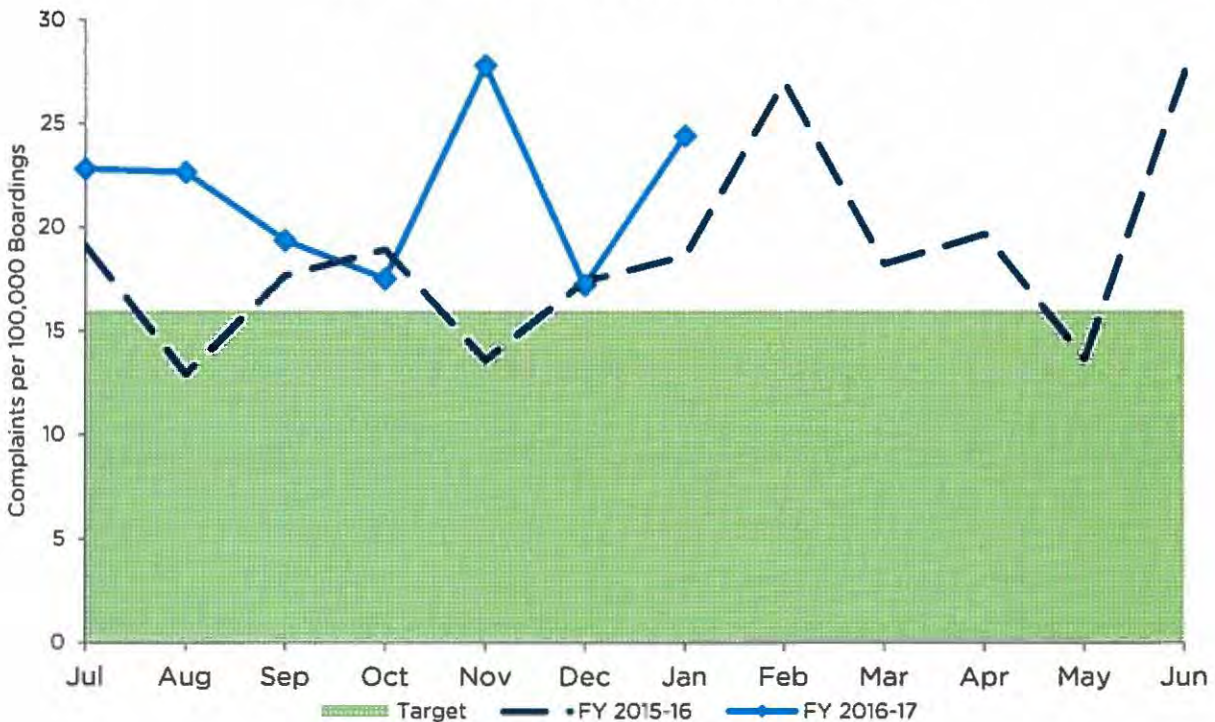


Complaints per 100,000 Boardings

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

In January, Foothill Transit received 24 complaints per 100,000 boardings, which represented a 31 percent increase from the previous fiscal year, and doesn't achieve the performance target of 16 or fewer complaints per 100,000 boardings. Of the complaints received this quarter, 48 percent were related to schedule adherence, 21 percent were for mechanical issues, and 14 percent were related to courtesy. In January, the Arcadia yard received 16 compliments, and the Pomona yard received 18 compliments.

Complaints per 100,000 Boardings





Average Hold Time

Phone systems at Foothill Transit’s four Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 22 seconds during January is well below the performance target of less than 40 seconds. Recently, Foothill Transit staff have focused on improving average hold time by continuing to refine holiday and queue messages and hiring bilingual staff to meet performance targets for calls from both English and Spanish speakers.



Goal 3: Operate an Effective Transit System

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

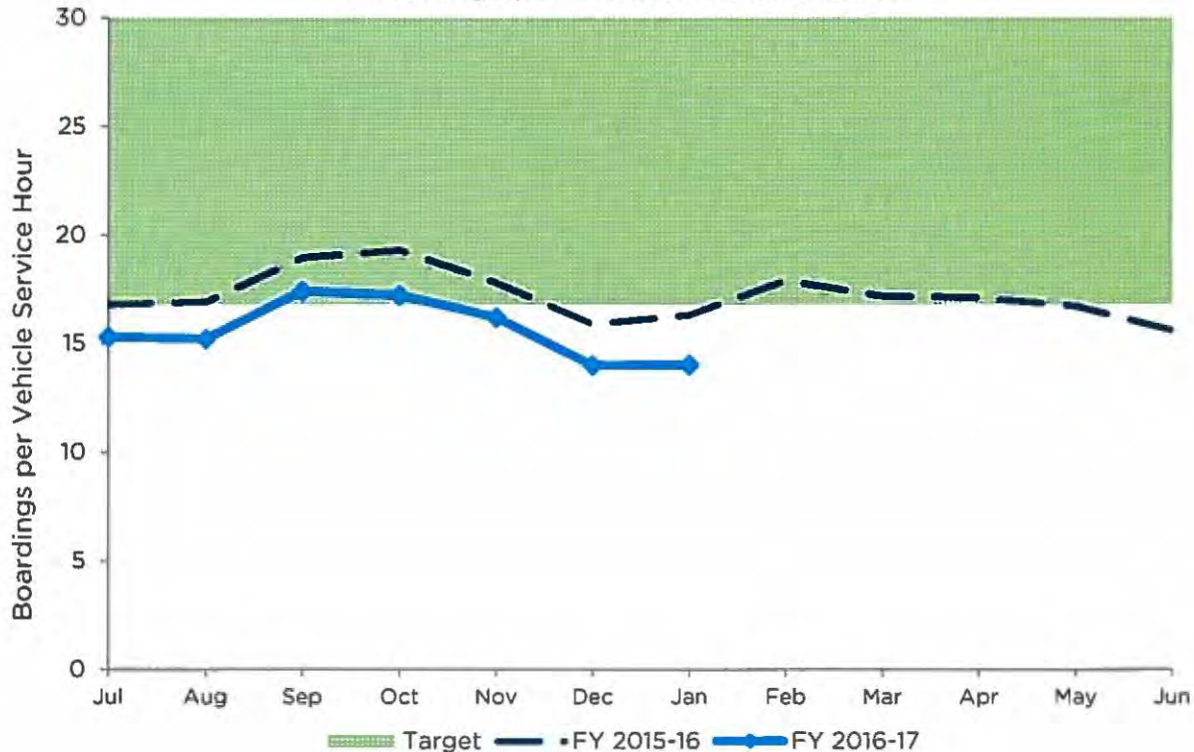


Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In January, there were 14 boardings per vehicle service hour, which doesn't meet the performance target of 16.8 or more boardings per service hour. This is a 14 percent decline compared to the same period the previous year. Year to date, the agency is averaging 15.6 boardings per vehicle service hour, which doesn't meet the target of at least 16.8.

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 Planning staff to better understand travel demand in the service area. Foothill Transit is using this information to target strategic service changes in order to balance ridership with overall service.

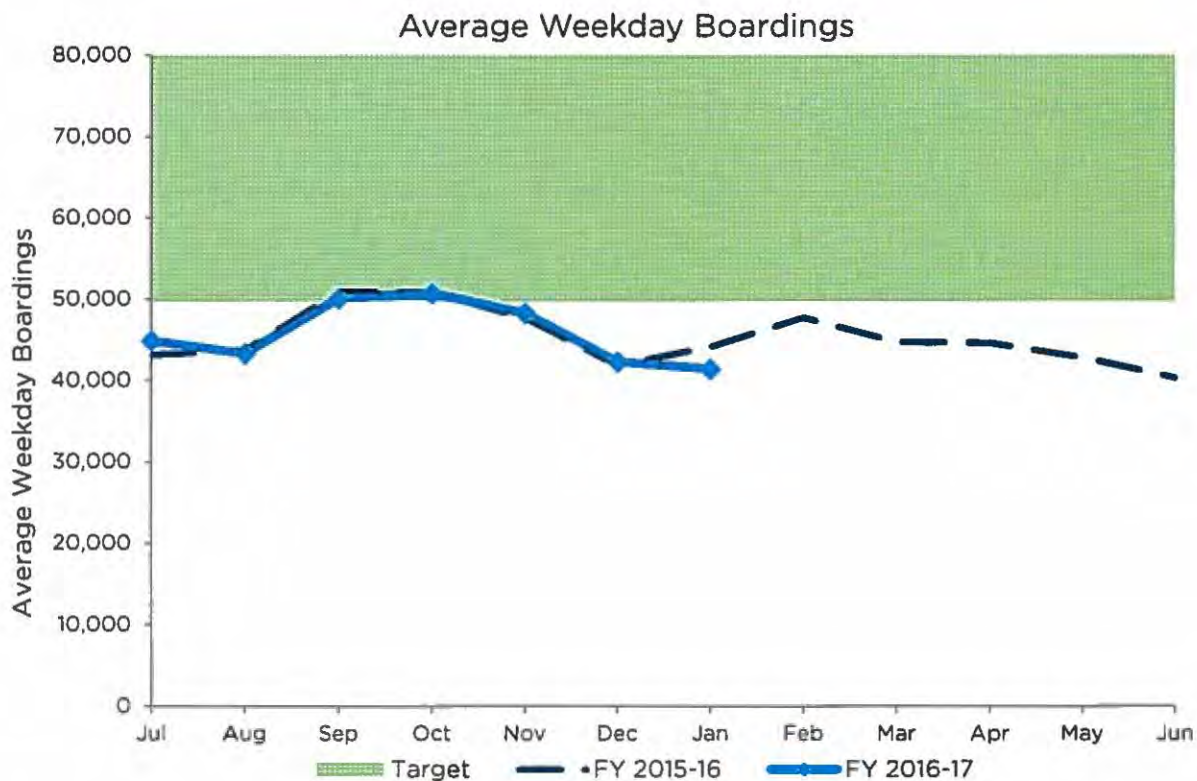
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The Fiscal Year 2016-2017 performance target for average weekday boardings is to achieve at least 49,638 average weekday boardings. In January, there were 41,339 average weekday boardings, which is a six percent decrease from the same period the previous year and doesn't meet the target. This decrease is most likely attributable to the inclement weather experienced throughout the month of January, which deters riders from taking the bus. The overall trend in average weekday boardings closely matches the overall trends in total boardings. Year to date the agency has averaged 46,107 average weekday boardings, which doesn't meet the performance target.



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.

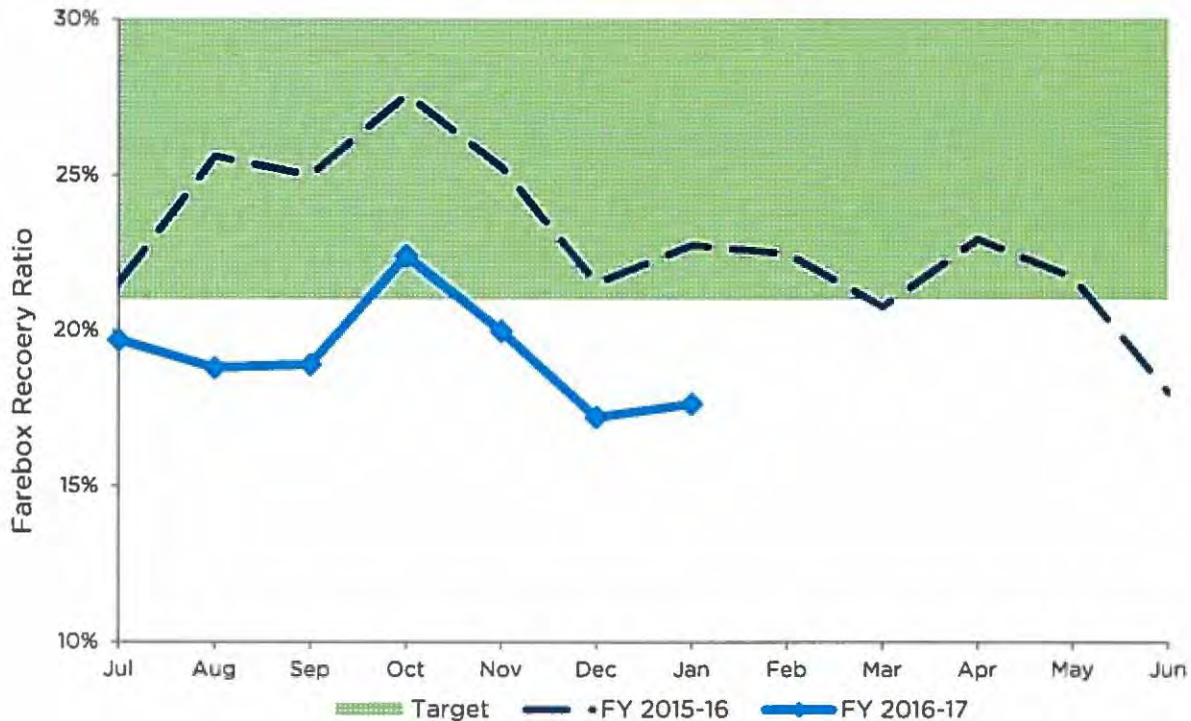


Farebox Recovery Ratio

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. As part of the budget development process, a goal of 21 percent has been established for the fiscal year. The Transportation Development Act (TDA) stipulates that a minimum ratio of 20 percent of a transit agency's cost of providing service must be met using local funds in order for the transit agency to receive the state sales tax available for public transit purposes. To date, Foothill Transit has met that threshold by applying its farebox revenues. Foothill Transit's farebox recovery ratio for January was 17.6 percent, which is 23 percent lower than the previous fiscal year.

The lower farebox recovery ratio as compared to the budget is a result of lower fare revenues than projected due to the acceptance of Metro fare media on Lines 190, 194 and 270, as well as an increase in ADA free fare boardings and an increase in operating expenses incurred this quarter. Year-to-date, the farebox recovery ratio is 19.8 percent.

Farebox Recovery Ratio

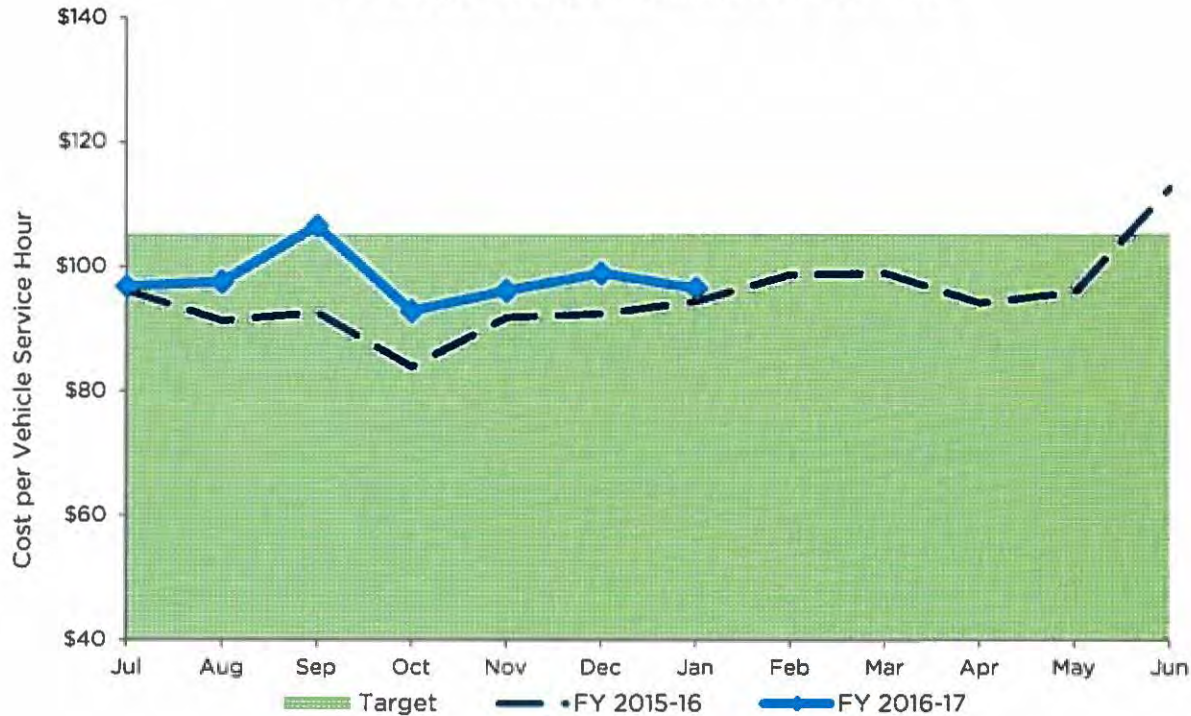




Average Cost per Vehicle Service Hour

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 January was \$96.52, which meets the fiscal year target of less than \$105.17, and is two percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the newly procured operation and maintenance contract in Arcadia.

Average Cost per Vehicle Service Hour



Sincerely,

Mike Tobin
Quality Assurance Analyst

Doran J. Barnes
Executive Director

**Foothill Transit
Key Performance Indicators
January 2017**

Goal	Performance Indicator	January 2017	Met Target?	January 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	Met Target?	FY 2015-2016 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,024,657	-	1,064,889	(4%)	8,016,204	-	8,055,637	(0%)	
	Vehicle Service Hours	73,174	-	65,368	12%	512,952	-	462,742	11%	
	Total Fare Revenue	\$1,238,073	-	\$1,397,211	(11%)	\$9,544,766	-	\$10,232,867	(7%)	
	Total Operating Expense	\$7,062,802	-	\$6,174,780	14%	\$49,981,032	-	\$42,455,140	18%	
Safety	Preventable Accidents per 100,000 Miles	0.75	No	0.78	(4%)	0.81	No	0.94	(14%)	≤ 0.70
Customer Service	Schedule Adherence	80.9%	No	83.3%	(3%)	81.7%	No	83.0%	(2%)	≥ 83%
	Miles Between Mechanical Service Interruptions	25,338	Yes	26,061	(3%)	31,335	Yes	24,884	26%	≥ 20,000
	Complaints per 100,000 Boardings	24.4	No	18.6	31%	21.6	No	16.95	28%	≤ 16.00
	Average Hold Time (Seconds)	22	Yes	22	0%	24	Yes	27	(13%)	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	14.0	No	16.3	(14%)	15.6	No	17.4	(10%)	≥ 16.8
	Average Weekday Boardings	41,339	No	44,082	(6%)	46,107	No	45,965	0%	≥ 49,638
Efficiency	Farebox Recovery Ratio	17.6%	No	22.75%	(23%)	19.1%	No	24.1%	(21%)	≥ 21.0%
	Average Cost per Vehicle Service Hour	\$96.52	Yes	\$94.46	2%	\$97.82	Yes	\$91.75	7%	≤ \$105.17

Red = did not meet target

**Foothill Transit
Operations Report
January 2017**

Goal	Performance Indicator	January 2017	January 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.21	\$1.31	(7.9%)	\$1.20	\$1.27	(5.8%)
	Average cost per boarding	\$6.89	\$5.80	18.9%	\$6.28	\$5.28	19.0%
	Average subsidy per boarding	\$5.68	\$4.57	24.5%	\$4.96	\$4.02	23.4%
	Total vehicle miles	1,469,584	1,277,003	15.1%	10,434,773	9,028,803	15.6%
	Vehicle service miles	1,045,222	952,029	9.8%	7,383,218	6,722,678	9.8%
	Total vehicle hours	97,245	85,953	13.1%	680,024	609,364	11.6%
	In-service speed (mph)	14.3	14.5	(1.6%)	14.40	14.5	(0.9%)
	Boardings per vehicle service mile	0.98	1.12	(12.4%)	1.09	\$1.20	(9.0%)



February 24, 2017

To: Executive Board

Subject: **February 2017 Legislative Summary**

Recommendation

Receive and file the February 2017 Legislative Summary. Adopt support positions on AB 1, SB 1 and AB 17.

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on AB 1 (Frazier), SB 1 (Beall), and AB 17 (Holden).

State Legislative Issues:

On December 5, 2016 the new class of 2017-2018 legislators was sworn in, and the chairs of each House's transportation policy committee, Senator Jim Beall and Assembly Member Jim Frazier, separately introduced transportation funding proposals, AB 1 and SB 1, designed to repair and maintain our state highways and local roads, improve our trade corridors, and support public transit and active transportation. The \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.

These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75 percent to 5.25 percent (an effective increase of 3.5 percent). Additionally, Senator Beall's bill adds another 0.50 percent sales tax on diesel fuel increment, for intercity and commuter rail purposes.

AB 17, an identical measure to last year's AB 2222 that Foothill Transit supported, would create the Transit Pass Program to provide free or reduced fare transit passes to low income public school, community college, California State University and University of California students. Funding allocated by



the Program, pending appropriation by the Legislature, would be expended to provide lower no cost public transit passes to low income students through programs that support new or existing transit pass programs. Eligible participant include, but are not limited to, a transit operator, school district, community college districts, the California State University, or the University of California.

On January 10, Governor Brown unveiled his proposed 2017-18 State Budget. Citing economic uncertainty, the \$176 billion budget emphasizes fiscal restraint, while continuing strategic investments to strengthen California's economic footing, improve our infrastructure, counteract the effects of poverty, and address climate change.

Importantly, the proposed budget restates the Governor's commitment to addressing the state's transportation infrastructure crisis, and introduces a revised transportation funding package, which would invest \$43 billion in transportation over the next decade (an increase of approximately \$600 million annually from his 2016-17 proposal). The Governor's Budget states that "the repair, maintenance, and efficient operation of the state's transportation system are vital to California's economic growth" and once again emphasizes a few key principles:

- Focusing new revenue primarily on "fix it first" investments to repair neighborhood roads and state highways and bridges;
- Making key investments in trade corridors to support continued economic growth and implementing a sustainable freight strategy;
- Continuing measures to improve performance, accountability and efficiency at Caltrans;
- Investing in passenger rail and public transit modernization and improvement;
- Avoiding an impact on the General Fund.

The Governor's proposed transportation funding package shares elements of AB 1 and SB 1, and includes "a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections for the new revenues," and revenues will be split evenly between state and local priorities.

Specifically, the \$4.2 billion proposal provides annualized resources as follows:



- *Road Improvement Charge* – \$2.1 billion from a new \$65 fee on all vehicles, including hybrids and electrics;
- *Stabilize Gasoline Excise Tax* – \$1.1 billion by setting the gasoline excise tax beginning in 2017-18 at the 2013-14 rate of 21.5 cents and eliminating the current annual adjustments. The broader gasoline tax would then be adjusted annually for inflation to maintain purchasing power;
- *Diesel Excise Tax* – \$425 million from an 11 cent increase in the diesel excise tax beginning in 2017-18, adjusted annually for inflation;
- *Cap and Trade* – \$500 million in additional Cap and Trade proceeds; and,
- *Caltrans Efficiencies* – \$100 million in cost saving reforms.

Additionally, the Budget includes a General Fund commitment to transportation by accelerating \$706 million in loan repayments over the next three years. These funds will support additional investments in the Transit and Intercity Rail Capital Program, trade corridor improvements, and repairs to the state highway system.

The Governor's plan does include a ramp up in 2017-18, with only \$1.8 billion in new revenues the first year. However, by year two the plan would provide approximately \$4.2 billion for a number of programs. Of this amount, approximately \$1.8 billion would be available for local streets and roads, \$1.8 billion for state highways, \$250 million for goods movement, and \$400 million for transit.

Finally, the Governor's plan provides \$25 million annually for competitive planning grants to assist regions and local governments in achieving the sustainable transportation requirements of SB 375 (Steinberg) [Chapter 728, Statutes of 2008] and other State objectives.

We are excited to see the Governor and leaders of the State Legislature are making transportation and transit funding a priority and will work with the California Transit Association to assist where we can to make sure these proposals move forward.

Federal Legislative Issues:

On January 20, Donald Trump was sworn in as the United States 45th President. President Trump's victory has put the spotlight on prospects for a \$1 trillion, 10-year infrastructure investment package, as he has promised to make America's transportation infrastructure "second to none."



Elaine Chao was sworn in as Secretary of the Department of Transportation (DOT) by Vice President Mike Pence on Jan. 31 after the Senate approved her nomination earlier that day. Chao previously served under President George Herbert Walker Bush as Deputy Secretary of Transportation from 1989-1991 and Director of the Peace Corp from 1991-1992. She also served under President George W. Bush as Secretary of Labor from 2001-2009 and was the first American woman of Asian descent to be appointed to a President's Cabinet in our nation's history

Chao said her top three priorities are to exercise good stewardship, expedite repair and construction while decreasing regulatory burdens, and strive for equity among geographic areas and different modes. "A top priority for DOT is to maintain a culture of good stewardship on behalf of the American people," Chao stated. "This means effective enforcement of safety measures; getting the most benefit from the department's expenditures, including strengthening its planning and acquisition practices; and preparing for the future by considering new technologies in our infrastructure."

Rep. Bill Shuster (R-PA), chairman of the House Transportation and Infrastructure (T & I) Committee, announced that work on President Trump's infrastructure proposal will probably not begin until after his first 100 days in office. Press reports have suggested that Congress will consider healthcare issues, regulation changes and tax overhauls before taking up infrastructure concerns.

As quoted by *The Hill* newspaper, Shuster said, "We're going to start to work on it, but first of all, you've got to figure out the pay-fors, which will come, I believe, in the first 100 days. Then in the second 100 days is when we'll put together a big infrastructure package."

Budget Impact

The impact of AB 1, SB 1 AB 17 and the state budget proposals have not been determined at this time.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

Attachment

2017 Legislation Summary

Current as of 2/9/2017

(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 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	Assembly Committee on Transportation	CTA - Support	Support
AB 17	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.	This bill could help support Foothill Transit's Class Pass Program.	Senate Committee on Transportation		Support
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Committee on Transportation and Housing	CTA - Support	Support



February 24, 2017

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the Coach Operator Audits conducted in November of 2016.

Background

Coach operator performance audits were conducted during the period of November 8, 2016 through November 12, 2016 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a new firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

In order to ensure maximum coverage of Foothill Transit's operational area the audits are conducted randomly at various times throughout the day. Auditors from Moore & Associates utilize Foothill Transit service as anonymous riders. When the auditor first boards, they will challenge the driver by depositing the incorrect fare or by attempting to use an invalid transfer or pass. If the driver challenges the fare the auditor will then deposit the correct fare, if not, the occurrence is reported as a fare violation. Once onboard the bus, the auditor will then monitor the coach operator's performance in terms of customer relations and safety.

The chart below summarizes the results of the November 2016 audits for each operating facility.

Table 1 shows the trend of the Coach Operator Audits for Foothill Transit's Arcadia facility.

Table 2 shows the trend of the Coach Operator Audits for Foothill Transit's Pomona facility.



Executive Board Meeting - 02/24/17
Coach Operator Audit Results
Page 2

Summary for Transdev - Arcadia						
	MAY 2016	AVERAGE VIOLATIONS PER TRIP	AUG 2016	AVERAGE VIOLATIONS PER TRIP	NOV 2016	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	114	N/A	106	N/A	130	N/A
FARE VIOLATIONS	40	0.4	27	0.3	16	0.1
CUSTOMER RELATIONS VIOLATIONS	57	0.5	113	1.1	113	0.9
SAFETY VIOLATIONS	31	0.3	20	0.2	29	0.2
TOTAL VIOLATIONS	128	1.1	160	1.5	158	1.2
TOTAL PERFECT CHECKS	N/A	N/A	28	N/A	47	N/A

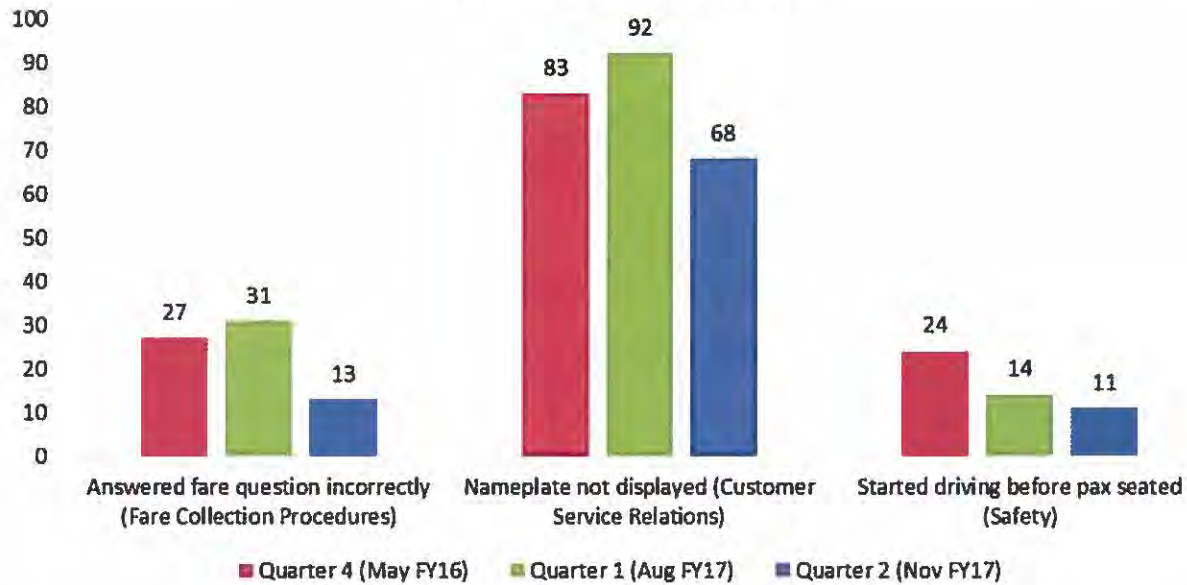
Summary for First Transit - Pomona						
	MAY 2016	AVERAGE VIOLATIONS PER TRIP	AUG 2016	AVERAGE VIOLATIONS PER TRIP	NOV 2016	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	86	N/A	82	N/A	67	N/A
FARE VIOLATIONS	22	0.3	25	0.3	12	0.2
CUSTOMER RELATIONS VIOLATIONS	113	1.3	100	1.2	98	1.5
SAFETY VIOLATIONS	26	0.3	27	0.3	4	0.1
TOTAL VIOLATIONS	161	1.9	152	1.9	114	1.7
TOTAL PERFECT CHECKS	N/A	N/A	21	N/A	14	N/A

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the November 2016 audit, a total of 61 coach operators had perfect checks.

The audit results show a slight decrease in total violations from August 2016 to November 2016 for the Arcadia facility and a 25 percent decrease in total violations for the Pomona facility over the same period. The decrease in total violations for Pomona are primarily attributed to the reduction in Safety violations this quarter. Safety violations as a proportion of total violations decreased to 8.9 percent from 15.1 percent last quarter. The majority of the November 2016 violations for the service characteristics observed fell within the following areas:



Top Violations by Quarter



In addition, auditors collected on-time performance for time-points during each observed trip. For the trips observed this audit period 79 percent were reported as being on-time. This is an increase since the previous quarter. Furthermore, no trips were missed. While the primary focus is on Fare, Safety and Customer Service violations we have modified the audit process to include an ADA challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be lowered. Out of the 162 requests made, 98 percent of our operators complied.

The Coach Operator Audits provide Foothill Transit the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans for the areas that need attention.

The administrative team continues to work with both operations contractors to maintain and ensure Foothill Transit's high service standards for safety, courtesy, and on-time performance. The coach operator performance audits will continue to be conducted on a quarterly basis in order to measure and document progress in maintaining and improving performance.



Budget Impact

Funding for the coach operator audits is included in Foothill Transit's FY 2016-2017 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tanya M. Pina'.

Tanya M. Pina
Operations Contract Manager

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

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Request to Issue Invitation for Bids (IFB) No. 16-084 - Pomona Facility Renovations**

Recommendation

Authorize the Executive Director to Issue IFB No. 16-084 for construction renovation activities to the Pomona Operations and Maintenance Facility.

Analysis

Foothill Transit began bus operations from the Pomona Operations and Maintenance Facility in 1997. The facility last received renovations in 2010. Those renovations included remodeling of the operators area along with replacement of furniture in the operators' area. While the facility has been well maintained over the years, it is in need of improvements in both the administration and maintenance buildings. The planned improvements will restore the facility to Foothill Transit standards and provide coach operators and staff a clean and inviting work environment.

Some elements of the planned Pomona Operations & Maintenance Facility renovations include:

- o Exterior and interior livery update to match Foothill Transit's brand
- o New paint in administrative offices and hallways
- o New carpeting in administrative offices and select conference rooms
- o Surface preparation and painting of maintenance building interior walls
- o Concrete slab repairs at bus yard

Budget Impact

Funding is included in Foothill Transit's approved Fiscal Year 2016-2017 budget for facility maintenance and rehabilitation.

Sincerely,

Vincent Saucedo
Construction Project Manager

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) No. 17-065 -
Arcadia Overflow Parking Lot Expansion**

Recommendation

Authorize the Executive Director to issue RFP No. 17-065 for design and construction services for the expansion of the overflow parking at the Arcadia Operations and Maintenance Facility.

Analysis

Foothill Transit began bus operations from the Arcadia Operations & Maintenance Facility in 2002. Foothill Transit currently operates 18 lines out of the Arcadia facility. Over the last year, Foothill Transit has increased service frequency on select existing lines and began operating new lines 190, 194 and 270. In the future, to address limited parking availability for buses at our Pomona facility, Foothill Transit may transition existing Foothill Transit lines to be operated out of the Arcadia facility. As a result, additional bus operators are required to operate the transferred service. During peak service periods, employee parking demand at the Arcadia facility has reached its parking capacity. Hence, additional employee parking spaces are needed to accommodate additional staff at the Arcadia facility.

An expansion to the existing overflow employee parking lot located north of the Arcadia facility entrance would provide additional employee parking spaces. Foothill Transit's property limits of the Arcadia facility include a piece of vacant land adjacent to the overflow employee parking lot which would be ideal for the parking lot expansion.

In order to keep up with the demand of additional contractor employees at the Arcadia facility, Foothill Transit will issue a request for proposals from qualified firms experienced in design and construction of surface parking lots.

Budget Impact

Funding is included in Foothill Transit's approved Fiscal Year 2016-2017 budget for facility maintenance and rehabilitation.

Sincerely,

Vincent Saucedo
Construction Project Manager

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) 17-053 - General Marketing Services**

Recommendation

Authorize the Executive Director to issue Request for Proposals (RFP) No. 17-053 for General Marketing Services.

Analysis

On May 25, 2012, the Executive Board authorized the Executive Director to enter into a contract with Pulsar Advertising for general marketing services. Pulsar Advertising has provided marketing services to Foothill Transit since 1998. The current contract for general marketing services expired on June 30, 2017 and there are no remaining available contract options.

The procurement of a marketing firm to perform general marketing services will be conducted according to a schedule that will provide continuity of Foothill Transit's branding and marketing efforts. The successful firm will be asked to develop marketing programs for five basic areas, and all campaigns will be designed to collectively build on Foothill Transit's brand image, with the ultimate goal of increasing ridership. The areas of work include:

- General Marketing Programs
- Class Pass Program Development
- Strategic Media Purchasing
- Customer and General Demographic Research
- Digital Communication Strategy

Budget Impact

The approved FY 2016-2017 Business Plan includes funding for the organization's marketing services.

Sincerely,

Felicia Friesema
Director of Marketing and Communications

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Contract Award - Network Security Monitoring Appliance**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Sole-Source Agreement No. 17-060 with Darktrace in the amount of one hundred eighty nine thousand, three hundred and thirty seven dollars and fifty one cents (\$189,337.51) to purchase a network security monitoring appliance.

Analysis

Network security is an essential part of using technology today to protect against harmful activities that occur on a daily basis. Darktrace is a network security monitoring system that will allow Foothill Transit to better defend itself against cyber threats. Darktrace uses artificial intelligence to learn network activity patterns, and report out of the ordinary network traffic such as ransomware attacks. There is no other product on the market that uses artificial intelligence for security monitoring. Darktrace's proprietary algorithms for monitoring network traffic provide a level of security not available from any other product currently on the market. During a recent two-month demonstration period, Darktrace was able to strengthen Foothill Transit's cyber defense by identifying potential weaknesses in the network infrastructure.

In order to maintain the level of security required to ensure business continuity, the purchase of the Darktrace security monitoring system is recommended.

Budget Impact

Funding for this project is available in Foothill Transit's adopted FY 2016-2017 budget. The source of funds is California Office of Emergency Services (Cal OES) security grant funding.

Sincerely,

Handwritten signature of Jake Chik in blue ink.

Jake Chik
Network Manager

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Contract Amendment - 30 Bus Procurement**

Recommendation

Authorize the Executive Director to execute Amendment No. 17 to Contract No. 12-040 with New Flyer in the amount of One Hundred Sixty-Seven Thousand, Three Hundred and Four dollars (\$167,304) sales tax included, for design changes as requested by Foothill Transit.

Analysis

During the design review and pre-production meeting with New Flyer, Foothill Transit identified available design items that provide additional safety features.

For the upcoming bus order, New Flyer will install internet protocol (IP) Surveillance Cameras. An IP camera is a type of digital video camera commonly employed for surveillance and unlike analog closed circuit television (**CCTV**) cameras, IP cameras can send and receive data via a computer network over the internet. In addition, New Flyer will install an improved exhaust blanket to help prevent exhaust heat from dissipating into the engine compartment area. Another safety improvement is painting the farebox pedestal yellow to ensure drivers don't miss a step as they step down from the operator compartment area.

Attachment A is a breakdown of the added costs.

Budget Impact

Funds are included in the FY 16-17 bus procurement capital budget.

Sincerely,

Roland M. Cordero
Director of Maintenance and Vehicle Technology

Doran J. Barnes
Executive Director

Attachment A

Description	Cost Each	Quantity	Total
Price change to a Trident 3000 exhaust blanket	\$ 1,125.83	30	\$ 33,774.90
Price change to paint farebox pedestal yellow	\$ 206.20	30	\$ 6,186.00
Price change to install 9 IP cameras	\$ 3,784.30	30	\$ 113,529.00
			\$ 153,489.90
		Sales tax	\$ 13,814.09
		Total Cost	\$ 167,303.99



February 24, 2017

To: Executive Board

Subject: **Proposed Fiscal Year 2017-2018 Business Plan Initiatives**

Recommendation

Approve the proposed FY 2017-2018 Business Plan Initiatives.

Analysis

Each year, Foothill Transit identifies initiatives that will direct the agency's activities and focus for the coming fiscal year. The following eight key projects are recommended for inclusion in the Business Plan:

- **Pomona Operations Contract Startup** - Procurement activities for a new operations and maintenance agreement at the Foothill Transit operations and maintenance facility in Pomona recently concluded. Proposals were received and evaluated, and following the evaluation process, a recommendation regarding contract award will be presented to the Executive Board in a separate staff report on today's agenda. The new contract goes into effect on July 1, 2017 and will incorporate a number of changes to the management of that operating agreement. Among these changes are a modification to the invoicing methodology that takes into account fixed costs as well as both hours-based and miles-based costs incurred by the contractor. Contract startup activities will include a thorough inspection along with any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract startup. In addition, numerous contract closeout activities for the current transit operations and maintenance agreement will be completed in the months following the contract transition.
- **Fleet Electrification** - In 2010, Foothill Transit became the first transit agency in the nation to implement fast-charge, all-electric buses into normal transit operations. Our electric bus program has matured as we have gained much-needed insight from our experience operating our 17-bus electric fleet. With advancements in battery technology and the growing number of electric bus manufacturers, it is now feasible to pursue full electrification of the Foothill Transit fleet. As older CNG buses are retired and as the necessary electric charging infrastructure is put in place at both operations and maintenance facilities, retired CNG coaches will be replaced by all-electric coaches. Based on current coach



retirement schedules, Foothill Transit will pursue operation of a fully electric fleet by 2030.

- **Legislative Advocacy** - This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly elected U.S. Senator Kamala Harris and her staff and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein and their staff and returning staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento.
- **CAD/AVL System Replacement** - System design is currently underway for a new state of the art system to replace Foothill Transit's aging computer aided dispatch and automated vehicle location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes. Pilot fleet deployment of the new CAD/AVL system, Final System Design, and then complete fleet system deployment will be completed in the upcoming fiscal year.
- **Covina Park & Ride and Transit Center Development** - Development of the Covina Park & Ride continues to be a priority this year. The project is a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina is the lead for the three-party Agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential, and transit component. The Park & Ride component will consist of a four-level parking structure containing approximately 380 parking spaces, bus berths, and electric bus charging stations to accommodate Foothill Transit buses. A transit oriented retail component will also be included within the Transit Center element.
- **Fare Restructuring Implementation** - The goals of this effort are to develop an overall fare policy, simplify our existing fares, and increase ridership and revenues. Upon receiving Board input, the team will review options for fare changes and hold public workshops to



encourage community feedback. Foothill Transit's fare restructuring consultants have developed a fare model specifically designed for our organization, based on historical ridership, and service area economics and employment demographics. After a preferred slate of recommendations is approved by the Governing Board, the team will conduct a Title VI analysis to ensure that the changes do not negatively impact individual segments of the population. A proposal for a fare policy change is expected to be provided to the Governing Board in May 2017, with an anticipated implementation date for the fare restructuring slated for fall 2017.

- **Service Enhancements** - The success of the Gold Line Foothill Extension presents opportunities to restructure a number of Foothill Transit lines to provide more seamless integration with the rail line - with connecting bus service to the east of the eastern terminus of the rail line, and with north-south bus service that provides for enhanced customer access to and from the Gold Line. A number of service enhancements will be implemented during the coming fiscal year to continue advancing this effort.
- **Mt. SAC Transit Center Development** - With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the entire Foothill Transit system and has very marginal bus stops. Foothill Transit wrote and was awarded a federal grant for the construction of this transit center and the development of this facility is underway. This center is anticipated to have ten transit bays with covered and inviting bus shelters for riders.
- **Innovative Service Delivery Exploration** -
 - Transportation network companies (TNCs) such as Uber, Lyft and others have become more prevalent within the Foothill Transit service area and throughout the nation. As such, it is prudent for Foothill Transit to investigate and pursue strategies to provide for more seamless integration of the mass transit service we provide with the services provided by these TNCs. In the coming year, staff will work within the framework of the Federal Transit Administration's (FTA) guidelines to implement innovative approaches to partnering with TNCs in delivering service not only to our current customers, but also to those customers who could



use the services of a TNC to provide much-needed critical first-mile and last-mile trip connections.

- o Staff will also explore a pilot opportunity this year to assume operation of the transit service provided in one of our member cities while expanding the implementation of our electric bus fleet in that transit operation.
- **Class Pass Program Expansion** - Based on the successful launch and adoption of the Class Pass programs at Mt. SAC and University of La Verne and the successful launch of a pilot program on the campus of Citrus College, Foothill Transit will continue to pursue Class Pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys.

These are proposed agency-wide initiatives for FY 2017-2018. Individual department goals will be detailed in their respective sections within the preliminary FY 2017-2018 Business Plan.

Pending approval by the Foothill Transit Executive Board these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY 2017-2018 Budget and Business Plan.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Fiscal Year 2016-2017 Second Quarter Budget Update**

Recommendation

Receive and file the second quarter budget update for the fiscal year ending June 30, 2017.

The attached budget report summarizes Foothill Transit's expenditures through the second quarter, compares the actual to budget, and provides a forecast to complete the fiscal year.

Budget Update

As of December 31, 2016, Foothill Transit is \$4.1 million under the approved year-to-date operating budget of \$47.3 million.

After reviewing the second quarter budget and expenditures, Foothill Transit is forecasted to end the fiscal year approximately \$3.8 million under the approved operating budget of \$93.1 million. The expected budget underrun includes service changes that were not implemented during the first and second quarter or are not expected to be implemented during the fiscal year.

Operating Accomplishments

A major accomplishment during the second quarter was the evaluation of the proposals to award a contract to operate and maintain transit services out of the Foothill Transit Pomona facility. Other accomplishments include mobilization activities for the CAD/AVL bus equipment and voice over IP testing, and continuance of the fare restructuring study.

Capital Project Accomplishments

Major achievements during the second quarter of FY2016/2017 in the capital programs include the unanimous approval of the Environmental Impact Report (EIR) by the City of Covina for the Covina Transit Center. Other accomplishments include the contract award for architectural and engineering services for the West Covina Transit Center, continued activities for the CAD/AVL replacement project, heavy maintenance of three articulated buses, engine rebuilding of two CNG buses, and continued construction for the cash revenue security enhancement project.



FY2016/2017 Budgetary Variances

The second-quarter budget analysis identified a slight overrun for the Information Technology department, due to unforeseen expenses related to data usage for digital radios and CAD/AVL testing. This overrun will be ameliorated with savings from other departments by the end of the fiscal year.

Ridership continues to be less than budgeted and as a result fare revenues are also under the planned budget. This underrun will negatively impact the farebox recovery ratio.

Areas for Budgetary Improvement

The Finance Department will continue to review and analyze the budget on a quarterly basis to ensure sound financial management.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachment



FY16/17 Quarterly Budget Variance Report
TOTAL BUDGET BY DEPARTMENT
QUARTER 2

	Dept #	DEPARTMENTS	Annual Budget (A)	Budget Y-T-D (B)	Actual Y-T-D (C)	Variance Fav(unf) (B - C)	Annual Budget Remaining (A - C)	Estimated Savings (Deficit)
1	10	Customer Service & Operations	\$79,968,120	\$40,355,055	\$38,058,467	\$2,296,588	\$41,909,653	\$3,352,000
2	11	Maintenance & Vehicle Technology	878,940	429,292	368,945	60,347	509,995	0
3	20	Marketing and Communications	2,046,750	1,038,366	728,937	309,429	1,317,813	0
4	30	Information Technology	2,263,240	1,393,970	919,822	474,148	1,343,418	(104,500)
5	40	Administration	3,357,230	1,691,932	1,233,237	458,695	2,123,993	470,000
6	41	Procurement	848,300	413,200	251,047	162,153	597,253	0
7	60	Finance	1,236,250	636,305	559,432	76,873	676,818	400
8	80	Planning	975,450	532,728	354,595	178,133	620,855	100,000
9	90	Facilities	1,574,640	812,605	691,758	120,847	882,882	0
10		TOTAL	\$93,148,920	\$47,303,453	\$43,166,239	\$4,137,214	\$49,982,681	\$3,817,900



February 24, 2017

To: Executive Board

Subject: **2017 Bus Roadeo Preview**

Recommendation

Receive and file the preview of the 2017 Bus Roadeo.

Background

Foothill Transit will host its 22nd annual Bus Roadeo competition on Saturday, March 4, 2017 with this year's theme being a Hollywood movie night. The event will take place at our Arcadia Operations and Maintenance Facility where operators and maintenance teams will face off to determine which operator and maintenance team will represent Foothill Transit in Reno, Nevada for the American Public Transportation Association (APTA) International Bus Roadeo competition, where the best of the best throughout the country will compete.

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

To date we have a total of 45 operators and three maintenance teams signed up and ready to compete. We are very excited about this year's roadeo and know that it would not be a success without the participation and assistance from our staff, contractors and volunteers. We look forward to having representation again at this year's International Bus Roadeo that hopefully lands Foothill Transit a starring role on the big stage.

Budget Impact

Funding for the 2017 Bus Roadeo is included in Foothill Transit's FY 2017 Business Plan.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Rose Bowl Service Update**

Recommendation

Receive and file the Rose Bowl Service Update.

Background

Foothill Transit has provided shuttle service between the Parsons Building parking lot and the Rose Bowl in Pasadena transporting UCLA fans, Tournament of the Roses game-goers as well as other patrons to and from events for a number of years. The service is provided in compliance with the Federal Transit Administration's Charter Regulations which allow Foothill Transit or any other recipient of federal funds to operate charter service in the event that no Registered Charter Provider responds to a published notice of the availability of the service.

The season opened up on May 14, 2016 with Foothill Transit providing shuttle services for over 14,000 fans to the Beyoncé concert. That was followed by the Copa America Soccer Match, Cold Play concert and the UCLA home opener on September 10, 2016. This season Foothill Transit provided services to seven UCLA home games, two concerts, one soccer match and closed out the season with the Tournament of Roses game on January 2, 2017 bringing the total of customers transported to 117,117.

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

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



While the 2016 season may have come to an end, Rose Bowl staff have already contacted Foothill Transit regarding their 2017 event calendar. We look forward to continue partnering with the Rose Bowl and providing excellent service.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Proposed 2017 Federal, State, and Local Legislative Programs**

Recommendation

Adopt the proposed 2016 Federal, State, and Local Legislative Programs as outlined in **Attachments A, B, and C.**

Analysis

The 2017 Federal Legislative Program will help guide staff recommendations and actions on federal proposals during the upcoming year. Foothill Transit's proposed federal legislative program is provided in **Attachment A.** This program continues our efforts to strengthen our relationships with our representatives in Washington, D.C. as well as our relationships with their staff members and the staff of the various committees and regulatory agencies that could have an impact on Foothill Transit. Our goals are to build support for Foothill Transit and its programs and to secure funding for our capital program.

Below is a history of our efforts since 2003:

In 2003, the Foothill Transit Executive Board approved a TEA-21 Six-Year Reauthorization request for \$39 million and an FY 2004 Federal Appropriations request for \$6.5 million for our Transit Oriented Neighborhood Program (TONP). Foothill Transit received a FY 2004 Appropriations earmark of \$2.5 million.

In 2004, Foothill Transit again requested the \$6.5 million that was part of our TEA-21 Six-Year Reauthorization request of \$39 million and included the \$4 million from the FY 2004 request we did not receive. Foothill Transit received a FY 2005 Appropriations discretionary grant of \$200,000.

In 2005, Foothill Transit requested \$10 million, of which \$6.5 million was part of our TEA-21 Six-Year Reauthorization request of \$39 million and \$3.5 million not included in the FY 2005 and FY 2006 earmarks that were requested. Foothill Transit received a FY 2006 Appropriations earmark of \$3.3 million and a SAFETEA-LU discretionary grant of \$7.9 million for the six-year reauthorization period.



In 2006, Foothill Transit requested \$10 million. Unfortunately, the 109th Congress failed to complete work on the appropriations bill and the new 110th Congress decided not to include earmarks in their budget and passed the responsibility for distribution to the Federal Transit Administration (FTA). We submitted an application to the FTA, but received no funding.

In 2007, Foothill Transit requested \$10 million and received a FY 2008 earmark of \$500,000. This amount is in addition to the approximately \$2.1 million received in SAFETEA-LU funding.

In 2008, Foothill Transit shifted its federal request proposal to the funding of compressed natural gas (CNG) replacement buses. We requested \$5 million and received a FY 2009 earmark of \$1.18 million. This amount is in addition to the approximately \$2.1 million in SAFETEA-LU funding.

In 2009, a decision was made to not pursue a FY 2010 Section 5309 discretionary funding appropriation because we had been awarded over \$20 million in American Recovery & Reinvestment Act (ARRA) funds that were targeted for a number of important capital projects over the ensuing years. Our congressional delegation staff expressed appreciation for our willingness to pass on a funding request in order for other agencies who may not have received ARRA funding to receive this annual appropriations funding as well as being good stewards of federal taxpayers' dollars.

In 2010, Foothill Transit requested \$5 million in FY 2011 Section 5309 discretionary funding for replacement buses that would be used to assist us in converting the remainder of our fleet to CNG as well as other alternative fuels including electric battery power. Unfortunately, the 111th Congress did not pass the FY 2011 Transportation, Housing and Urban Development (HUD) Bill and instead passed a Continuing Resolution (CR) to fund all federal government programs through March 4, 2011. With the new Republican majority in the House of Representatives, the final version of the FY 2011 Transportation and HUD Bill by the 112th Congress did not include federal discretionary funding.

In 2011, the Board recommended that Foothill Transit not pursue a FY 2012 Section 5309 discretionary funding appropriation due to our solid capital budget position which was a result of prior appropriations and authorizations funding awards, approximately \$20 million in ARRA funding and over \$10 million awarded to us under the Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Grant Program for our Ecoliner all-electric bus program.



Since 2012, the Board recommended that Foothill Transit not pursue a Fiscal Year Section 5309 funding appropriation due to the moratorium Congress has put on federal discretionary funding and our continuing strong capital budget position.

This year, similar to the situation since 2012, pursuing a FY 2018 Section 5309 discretionary appropriation is not recommended due to the moratorium Congress has put on federal discretionary earmarks and the strength of our current capital budget position.

Our federal efforts will continue to be supported by Jan Powell of the firm Baker, Donelson, Bearman, Caldwell & Berkowitz. Jan acts as our advocate in Washington, D.C. when Board members or staff cannot be there to directly represent Foothill Transit.

The 2017 State and Local Legislative Programs will help guide staff recommendations and actions on state and local proposals during the upcoming year. Each year a legislative program is prepared for adoption by the Foothill Transit Executive Board. The program will serve as a guide for pursuing Foothill Transit's legislative proposals and strategies and is meant to be flexible in order to give the administrative team the leeway to pursue unanticipated legislative opportunities that may present themselves during the course of the year, such as advocating for legislation that is consistent with **Attachments B and C**.

On a monthly basis, staff will continue to prepare a state legislative update that will ask the Board to approve staff recommendations on individual bills and policies that affect Foothill Transit's interests. The same will be done for federal and local issues as the need arises.

Between 2008 and 2015, our state efforts were supported by Tim Egan of the firm Capital Representation Group. As there has been no Foothill Transit specific legislation since 2012 and none anticipated in the foreseeable future and since we have been able to build very strong relationships with our state delegation and their staff, the final two option years of Capital Representation Group's contract were not exercised.

Budget Impact

The federal advocate contract is funded under the Public Affairs line item of the Foothill Transit budget. Foothill Transit's budget provides funding for Board Members and staff to meet with elected officials and their staff in



Foothill Transit

Executive Board Meeting

Executive Board Meeting - 02/24/17
Proposed 2017 Federal, State and Local Legislative Programs
Page 4

Washington, D.C. and in Sacramento. Adoption of this plan will require the continuation of these efforts along with their associated costs.

Sincerely,

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

David Reyno
Director of Government Relations

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

Doran J. Barnes
Executive Director

Attachment

Proposed 2017 Federal Legislative Program

Goal #1:

Ensure that federal policy decisions are beneficial to Foothill Transit's operations or funding.

Proposed Action Items:

1. **Federal Advocacy:** Meet with Foothill Transit's House and Senate representatives and/or their staff throughout the year to advocate for ongoing federal funding for our nation's transportation projects, key transportation related legislation and thank them for their hard work for Foothill Transit in past appropriations bills, authorization bills, and legislation.

H.R. 22, the Fixing America's Surface Transportation (FAST) Act became law on December 4, 2015. Continue to thank our delegation, their staff and key committee staff for their hard work in putting together this long awaited successor to MAP-21. Advocate for an increase in funding for federal transportation infrastructure and the Highway Trust Fund (HTF) so that the Fund remains solvent and will fully support transit programs, reinstatement of federal section 5309 discretionary spending earmarks for transportation projects, a long-term extension of the alternate fuels excise tax credit, developing a permanent federal solution for bus axle weight limits, equal federal income tax treatment for employer-provided transit passes, vanpool benefits and parking spaces, Southern California Regional Transit Training Consortium (SCRTTC) on its FY2018 legislative efforts to obtain federal funds to streamline bus maintenance training for alternative fuel buses and simplify the Buy America compliance process across all transportation modes to keep compliance from becoming a barrier to certain procurement situations where a lack of domestic production exists. Oppose efforts to dismantle or reduce the role of the Federal Transit Administration (FTA) and proposals to transfer authority over federal highways and transit programs to states commonly known as "devolution".

2. **American Public Transportation Association (APTA):** Maintain active participation of staff in APTA activities, including Strategic Planning, Human Resources, Legislative, Marketing, Finance, and Sustainability committees. Work to make sure APTA's positions reflect those of Foothill Transit.
3. **Support Legislation:** In general, Foothill Transit will support federal legislation or rules that:
 - Enhance Foothill Transit's ability to deliver effective and efficient transportation service.
 - Increase transit funding.
 - Encourage transit-oriented development throughout the United States.
4. **Oppose Legislation:** In general, Foothill Transit will oppose federal legislation or rules that:

Proposed 2017 Federal Legislative Program

- Inhibit Foothill Transit's ability to deliver effective and efficient transportation services.
- Divert current funding or ignore the need for increased transit funding.

Goal #2:

Maintain a strong presence with Foothill Transit's federal legislative delegation and their staff.

Proposed Action Items:

1. Board Members, Director of Government Relations and Executive Director will meet with federal representatives and/or key staff on a regular basis to maintain strong relations with long term delegation members and staff and develop relations with new delegation members and staff and discuss issues of concern to Foothill Transit both locally and in Washington D.C. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Foothill Transit representatives will attend the APTA Annual Legislative Conference and participate in APTA Legislative Committee and subcommittee meetings to ensure Foothill Transit's interests are represented at the federal level.

Proposed 2017 State Legislative Program

Goal #1:

Ensure that state policy decisions are beneficial to Foothill Transit's operations or funding.

Proposed Action Items:

1. **Monthly updates:** Continue to provide monthly updates to the Executive Board on significant legislation and initiatives.
2. **State Advocacy:** Advocate for the maximum amount of funding under the California State Budget, Public Transportation Account (PTA), Transit Development Act (TDA), State Transit Assistance (STA) and Cap and Trade revenue allocated to transit through the Low-Carbon Transit Operations Program (LCTOP), work with the California Air Resources Board (CARB) on their Advanced Clean Transit (ACT) regulation that includes a reasonable transit agency financial and service framework and modifications to the California Environmental Quality Act (CEQA) to advantage public transit projects like park and ride facilities and seek legislation and/or regulatory action that would make the 10 Freeway carpool lanes 3 person minimum between the 605 Freeway and the San Bernardino County Line during peak congestion periods.
3. **California Transit Association (CTA):** Maintain active participation of staff in CTA activities, including Executive and Legislative committees. Work to make sure CTA's positions reflect those of Foothill Transit's.
4. **Support Legislation:** In general, Foothill Transit will support state legislation or rules that:
 - Enhance Foothill Transit's ability to deliver effective and efficient transportation services,
 - Increase transit funding,
 - Increase state funding for welfare-to-work transportation programs,
 - Encourage transit-oriented development in California.
 - Provide relief from excessive taxes.
5. **Oppose Legislation:** In general, Foothill Transit will oppose state legislation or rules that:
 - Inhibit Foothill Transit's ability to deliver effective and efficient transportation services,
 - Divert current funding or ignore the need for increased transit funding.

Proposed 2017 State Legislative Program

Goal #2:

Establish a strong presence with Foothill Transit's state legislative delegation and their staff.

Proposed Action Items:

1. The Director of Government Relations will contact local representatives and/or key staff on a regular basis to continue positive relations and discuss issues of concern to Foothill Transit both locally and in Sacramento. Staff will continue to extend invitations to elected officials to familiarize them with Foothill Transit capital projects and tour our facilities.
2. Local representatives and their staff will continue to receive Foothill Transit publications as well as invitations to Foothill Transit events.
3. Foothill Transit representatives will participate in the CTA Legislative and Annual Conferences, League of Cities Legislative Action Days, California Chamber of Commerce Business Legislative Summit and other key organization events to promote relations with elected officials at the leadership and transportation committee levels.
4. Staff will continue to attend legislative functions in the Los Angeles area, such as the various Legislative Power Lunches, San Gabriel Valley Public Affairs Network luncheons, San Gabriel Valley Economic Partnership Legislative Reception and similar events.

Proposed 2017 Local Legislative Program

Goal #1:

Ensure that policy decisions made by regional planning and programming entities are beneficial to Foothill Transit.

Proposed Action Items:

1. **Local Advocacy:** Formally support or oppose Metro, SGVCOG and SCAG positions on issues that affect Foothill Transit and the other municipal operators. Ensure Foothill Transit receives maximum amount of funding from local sales tax measures Prop. A, Prop. C, Measure R and Measure M. Work through the Bus Operations Subcommittee and LACMOA to craft solutions to potential areas of concern.
2. **Local Legislative Committees:** Attend various local legislative committee meetings (i.e., San Gabriel Valley Economic Partnership, Chambers of Commerce, San Gabriel Valley Public Affairs Network, San Gabriel Valley Council of Governments, etc.).

Goal #2:

Maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.

Proposed Action Items:

1. Regularly participate in meetings of the SGVCOG, SGVEP, Metro, SCAG, League of California Cities - LA County Division, Los Angeles County General Managers and Los Angeles County Municipal Operators Association (LACMOA).
2. Monitor service area city council meetings and local newspapers to ensure that fixed route transportation needs are being met.
3. Treat local officials as “constituents” and respond in a timely manner to their concerns about Foothill Transit’s policies and service.
4. Ensure that Foothill Transit publications are distributed to the offices of all local officials and city managers in order to provide updates on current events at Foothill Transit.
5. Distribute Executive Director’s weekly report to all Governing Board members and other interested individuals via e-mail and/or fax.



February 24, 2017

To: Executive Board

Subject: **Contract Award - Operations and Maintenance - Pomona Facility**

Recommendation

Authorize the Executive Director to award a contract to Keolis Transit Services, LLC for transit operations and maintenance services at Foothill Transit's Pomona facility. The base contract term will be four years and the contract will include one four-year option to be exercised at Foothill Transit's sole discretion. The projected four-year base contract cost is \$115.8 million, including startup costs, and the cumulative cost over the potential life of the contract is projected at \$237.2 million.

Analysis

Foothill Transit issued Request for Proposals (RFP) No. 17-001 on July 29, 2016 for the operation of transit services for the agency's Pomona facility. This RFP included a number of requirements, including: (1) invoicing based on a combination of a fixed monthly fee; a rate per revenue hour times the number of revenue miles operated; and a rate per revenue mile times the number of revenue hours operated; (2) performance measurement and invoicing based on systemwide data collected from Foothill Transit's SMART*Bus* system; and (3) clarifications to the performance requirements and vehicle and fleet condition and maintenance requirements.

On October 25, 2016 proposals were received in response to the RFP from First Transit, Keolis Transit Services, LLC, McDonald Transit, National Express and Transdev. Each firm's Prequalification submittals were evaluated by a Prequalification Evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel. The prequalification factors evaluated included:

- Submittal Letter;
- Evidence of Good Standing and Authorized Execution;
- Summary of Qualifications;
- Information Regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events;
- Financial Information;



- Certifications;
- Plans and Policies;
- Proposal Bond;
- Performance Bond and Insurance; and
- Exceptions

All proposers satisfied the prequalification criteria and were recommended for passage into the evaluation phase.

Subsequently, the technical evaluation committee, consisting of six members of Foothill Transit's team and one outside representative from a peer agency, reviewed the technical proposals. Technical qualifications were weighted at 75 percent of the total score. Each technical proposal was evaluated based on the following criteria and weighting:

Technical Qualifications

- Local Project Team Management and Technical Competence (20 percent)
- Proposer Approach (20 percent)
- Corporate Experience and Past Performance (18 percent)
- Quality of Vehicle Maintenance Program and Plans (14 percent)
- Quality of Staffing and Training Plan (12 percent)
- Quality of Other Plans (8 percent)

Financial Viability (8 percent)*

*Financial Viability was evaluated by an independent, third party firm with significant experience in this area.

Additionally, at this stage of the evaluation, evaluators considered the results of reference checks performed on each proposer.

Price was weighted at 25 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 100 \text{ Points}$$

Overall pricing for each contractor was determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, the number of revenue hours by route, and the number of revenue miles by route as indicated in the RFP. In addition, each firm proposed their startup costs and separate costs per hour for Extra Work such as equipment transfers from retired to new coaches, and for Special



Services such as Rose Bowl service. Those costs were factored into their overall pricing using the projected number of annual hours in each category.

The evaluation committee determined that all five written technical proposals were within the competitive range. With the competitive range determined, the evaluation committee recommended, in consultation with the Contracting Officer, that interviews be conducted with each of the five proposing firms. Interviews were subsequently conducted on December 13 and 14, 2016, allowing each firm to clarify and expand on their written proposal and respond to questions from the evaluation team. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposers. After the evaluation committee received each proposer's BAFO, the proposals underwent a final evaluation by the team, taking into account information gleaned during the interview process, and each firm's BAFO submittal.

Keolis' proposal was ranked highest with an overall score of 86.53 out of a possible 100 points. Among the positive aspects of this proposal is Keolis' well thought out staffing plan, innovative approaches to service delivery, and their CAD/AVL system transition experience. Keolis was able to demonstrate significant improvement in on-time performance at other transit agencies through their use of CAD/AVL systems to monitor and control on-street service.

The Keolis team also highlighted their experience with the implementation of Transit Asset Management and State of Good Repair best practices. Keolis' approach and commitment to ensuring the highest levels of fleet maintenance and vehicle appearance was also highly ranked by the evaluation team, as was their customer service focus. In addition, the proposal committed to a goal of implementing a maintenance certification program with Proterra for our existing electric bus fleet. The agreement will also include incentives for performance that surpasses Foothill Transit's on-time performance, customer service and maintenance standards.

A summary of the final scores is provided as **Attachment A**.

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Proposer pricing over the potential eight-year life of the contract ranged from \$225,417,479 to \$272,479,059. At \$237,204,871, Keolis' price proposal was determined to be reasonable and realistic.



On February 9, a meeting was held with representatives of Keolis to finalize the terms of the Operations and Maintenance Agreement. In addition, Keolis' parent company, Keolis S.A., has agreed to provide a Parent Guaranty to support the performance of Keolis Transit Services, LLC. Subject to the Executive Board's approval, the contract will be executed and activities to allow transition to operations under the terms of the new contract will be undertaken. The start-up date for services under the new contract will be July 1, 2017.

Budget Impact

Foothill Transit's proposed FY 2017-2018 Business Plan is currently being developed and will include the required funding for the operation of transit services. Funding for future year operations and maintenance will be programmed into subsequent Business Plans.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment A

Evaluation Factors	Maximum Score	Proposer				
		First Transit	Keolis	McDonald	National Express	Transdev
1. Local Project Team Management and Technical Competence	20	17.37	17.57	17.34	14.60	14.26
2. Proposer Approach	20	16.54	18.06	15.86	15.37	15.86
3. Corporate Experience and Past Performance	18	14.01	14.84	14.27	12.91	14.22
4. Quality of Vehicle Maintenance Program and Plans	14	11.06	12.18	11.44	11.32	11.08
5. Quality of Staffing and Training Plan	12	9.82	10.54	9.09	8.88	9.05
6. Quality of Other Plans	8	6.51	7.13	6.46	5.91	6.08
Subtotal	92	75.31	80.32	74.46	68.99	70.55
7. Financial Viability	8	3.79	3.37	6.32	8.00	4.21
Technical Points (Total)	100	79.12	83.69	80.77	76.99	74.76
Technical Score (= 0.75 x Technical Points)	75	59.34	62.77	60.58	57.74	56.07
Price Score	25	25.00	23.76	22.66	20.68	22.26
Overall Score	100	84.34	86.53	83.24	78.42	78.33
Rank		2	1	3	4	5



February 24, 2017

To: Executive Board

Subject: **Proposed Fare Structure - Public Outreach Request**

Recommendation

Recommend that the Governing Board authorize the Executive Director to seek public input regarding fare restructuring.

Analysis

In August 2015, the Executive Board authorized the issuance of RFP No. 16-016 for Foothill Transit to seek proposals from qualified firms to conduct a fare restructuring study. The purpose of the study is to evaluate Foothill Transit's current fare structure, provide recommendations to restructure, and perform predictive modeling for potential fare changes. The Executive Board authorized award of a contract to Four Nines Technologies in December 2015. Parts of the study included peer reviews of similar size transit agencies and on-board surveys to identify potential disproportionate burden on low income and disparate impacts on minority populations resulting from any fare changes.

On April 15, 2016, the Governing Board met to discuss the goals of the new fare structure and to identify specific structural options to be included in the new fare structure. The goals of the study are the following:

- Increase ridership while maintaining or increasing fare revenue
- Develop an overall fare policy
- Simplify fares
- Reduce cash fares
- Fare equity
- Align fares regionally
- Develop Board fare policies

Four Nines Technologies completed a comprehensive review of Foothill Transit's fare structure, ridership, and revenue. Financial and performance data was used to craft a predictive model that allows us to forecast revenue and ridership when adjusting our fares and product offerings. With the model, Four Nines has drafted four alternative fare structures that meet our goals and objectives of the fare study. After careful consideration, staff is proposing an alternative that best fits financial and performance goals.



Overarching Business Trends

For the last three years, Foothill Transit has experienced an increase in operating expenses and decrease in ridership. Ridership decline has impacted transit agencies across the nation. The reasons are numerous and continue to be studied so that solutions can be implemented. Ridership decline translates to revenue reduction, which has ultimately affected our farebox recovery ratio. Each year our operating contractors' costs have been adjusted by the consumer price index (CPI), while fare prices have remained unchanged. The gap between fare revenue and operating cost is widening and a fare change is needed to support rising operating costs and innovative projects.

Proposed Fare Structure Features

Below are the two charts showing the proposed fare changes. Please note that the proposal includes implementing both phase one and phase two.

Proposed Cash and TAP Fares

	Current	PHASE 1		PHASE 2	
		Cash	TAP	Cash	TAP
Local					
• Adult	\$ 1.25	\$ 1.50	\$ 1.25	\$ 1.75	\$ 1.50
• Senior/Disabled	\$ 0.50	\$ 0.75	\$ 0.50	\$ 0.75	\$ 0.50
• Student	\$ 1.25	\$ 1.50	\$ 1.25	\$ 1.75	\$ 1.50
Silver Streak					
• Adult	\$ 2.45	\$ 2.75	\$ 2.50	\$ 3.00	\$ 2.75
• Senior/Disabled	\$ 1.15	\$ 1.25	\$ 1.15	\$ 1.50	\$ 1.25
• Student	\$ 2.45	\$ 2.75	\$ 2.50	\$ 3.00	\$ 2.75
Express					
• Adult					
• Senior/Disabled	\$ 4.90	\$ 5.00	\$ 5.00	\$ 5.50	\$ 5.50
• Student					

Interagency Transfer Adult/Student: \$ 0.50 Senior/Disabled: \$ 0.25



Proposed Pass Prices

	Current 31-Day	PHASE 1		PHASE 2	
		1-Day	31-Day	1-Day	31-Day
Local					
• Adult	\$ 70.00	\$ 5.00	\$ 50.00	\$ 6.00	\$ 60.00
• Senior/Disabled	\$ 22.00	\$ 2.50	\$ 25.00	\$ 3.00	\$ 30.00
• Student	\$ 33.00	\$ 5.00	\$ 40.00	\$ 6.00	\$ 45.00
Silver Streak					
• Adult	\$ 105.00	\$ 5.00	\$ 105.00	\$ 6.00	\$ 110.00
• Senior/Disabled	\$ 52.00	\$ 2.50	\$ 52.00	\$ 3.00	\$ 55.00
• Student	\$ 52.00	\$ 5.00	\$ 75.00	\$ 6.00	\$ 85.00
Express					
• Adult					
• Senior/Disabled	\$ 170.00	N/A	\$ 170.00	N/A	\$ 180.00
• Student					

Proposed Fare Structure Features

TAP Incentives - The proposed fare structure will include a price incentive for TAP card users. Customers who use a TAP card will not notice an increase in single-ride fares. The TAP card simplifies complicated fare policies allowing the farebox to compute the appropriate fare to be deducted. An increase in TAP card usage decreases cash transactions on-board, which then reduces cash collection risks and decreases dwell time. Increased bus speeds are a factor in improving ridership and increasing system efficiency.

Day Pass - The popularity of a day pass by customers at other agencies led our consultants to conduct an in-depth feasibility analysis to determine the financial implications of the product. With the strength of demand, the day pass option has signified a strong revenue and ridership generator. Introduction of a day pass eliminates the need for interagency paper transfers within Foothill Transit. The day pass will be valid on local and Silver Streak service and priced at four times the single-ride TAP fare. Allowing day pass



use on the Silver Streak will encourage the customer to travel to and from a Silver Streak stop using our local service, reducing the need to seek an alternative mode of transportation to complete the first and last mile trip.

Simplification - Single ride fares will be rounded up to the nearest quarter and passes will be rounded to the nearest \$5.00. Rounding single ride fares to the nearest quarter simplifies the cash paying process and reduces the number of coins inserted in the farebox, reducing maintenance costs and dwell time.

Realigning Fares Regionally - Pass prices will be derived from base fare multiples. Foothill Transit's current pass multiples are not aligned with industry levels. The fare restructuring improves alignment of pass multiples across all pass products resulting in a slight increase in certain products, with the exception of the 31-day pass which will be slightly decreased in price.

Two-phase implementation- The proposed fare structure includes a two-phase approach to ease the transition of TAP and cash fares and day pass. The first phase introduces the proposed fare structure with minimal changes in price; this allows time for both customers and operators to adjust to the new product and features of the proposed fare structure. In phase two, fares will increase to meet our financial objectives.

Public Outreach

With the authorization of the Governing Board, Foothill Transit will begin the public hearing process that is required by the office of Civil Rights to ensure changes to the fare have no disparate impacts on minority or disproportionate burden on low income populations in our service area. We have conducted sufficient on-board surveys to identify potential areas of impacted population. The Marketing Department will begin publishing public notices for public hearings and outreach meetings as soon as staff is authorized by the Board. Collected public comments will be reviewed and analyzed to determine if modifications are necessary to the proposed fare structure. Staff will then bring forth the final proposal to the Annual Governing Board Meeting that is scheduled for May 26, 2017. If the Board approves the proposed fare change, phase one will be implemented in October 2017 and phase two will be implemented in July 2019.



Financial Impact

According to the forecast model, Phase 1 of the fare change will yield a one percent reduction Phase 2 will yield a three percent reduction in ridership due to the fare changes. Fare revenue is expected to by seven percent in Phase 1 and an additional ten percent Phase 2. The growth then compounds over the life of the forecast.

Initial decline in ridership is expected with price changes due to the natural behaviors of price sensitive customers. Over time, the long term trend of ridership stabilization will recuperate ridership and revenue back to improved levels.

Sincerely,

Michelle Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Executive Director



February 24, 2017

To: Executive Board

Subject: **Proposed Fiscal Year 2017-2018 Service Enhancements and Request to Conduct Public Hearings**

Recommendation

Recommend that the Governing Board authorize the Executive Director to seek public input regarding proposed service enhancements for fiscal year 2017-2018.

Analysis

On October 26, 2012 the Executive Board authorized the Executive Director to enter into an agreement with Nelson\Nygaard Consulting Associates to complete a Comprehensive Operational Analysis (COA) for Foothill Transit. The goals of the project are to optimize current transit services, maximize underutilized resources, and expand the system in an efficient manner, where possible and necessary so that Foothill Transit can provide the most effective bus network for residents of the Pomona and San Gabriel Valleys.

The COA recommendations have been divided into phases, with each phase being dependent on the success of the previous phase. This approach allows us to minimize service impact while still being prepared for future challenges that may arise.

The initial phase of service enhancements aimed at integrating service with the Gold Line extension and streamlining existing routes so they run more efficiently. Some of the highlights were:

- **Gold Line** - The adjustments made for Lines 272, 280, 284, and 488 allowed passengers to easily connect to Gold Line stations in the Foothill Transit service area. Several lines which connect to a Gold Line station have seen ridership increases since the extension of the Gold Line.
- **Improved Route Efficiency** - The customer surveys conducted through the COA indicated customers want faster and more efficient trips. The COA made recommendations to make minor route changes to local lines which improved productivity.



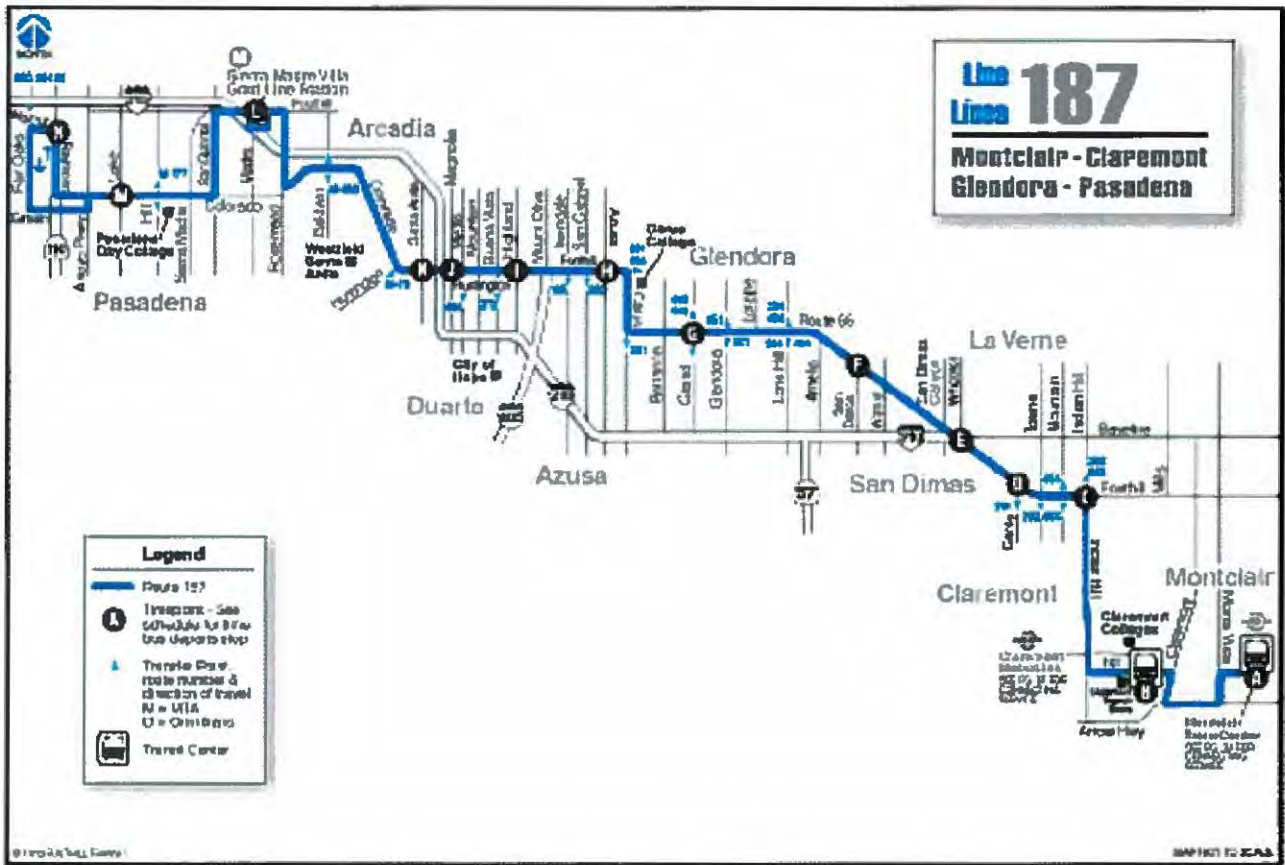
- **Lines 190, 194, and 270** - The transition of these lines from LA Metro has proven to meet the needs of the customers in the region as ridership on these lines has been strong. Our agreement with Metro stipulated that the lines be operated with only minor changes for the first year of Foothill Transit operation. Based on customer feedback, Sunday service is needed on Line 270. This line currently operated Monday - Saturday and provides a good north-south connection between the Monrovia Gold Line Station and the El Monte Bus Station. Additionally, schedules Lines 190 and 194 need to be modified to better meet the needs of the riding public.

The next phase of service enhancements is focused on providing an efficient transit service.

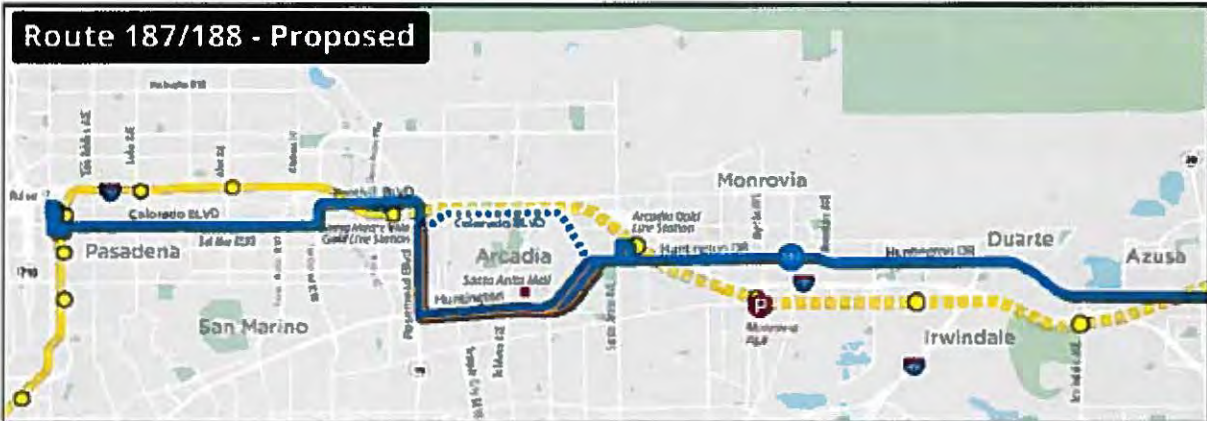


Proposed Line Modifications:

Lines 187/188: The recommendation is to split this line into two separate lines where service will be direct and trip lengths for the two segments will be shorter. Boardings and alightings are highest in Azusa near the Gold Line station, which is proposed to be the new route terminus. Line 187 will operate the western portion of the line from Pasadena to Azusa and also serve a new destination with Santa Anita mall. Line 188 will operate the eastern portion from Azusa to Montclair.



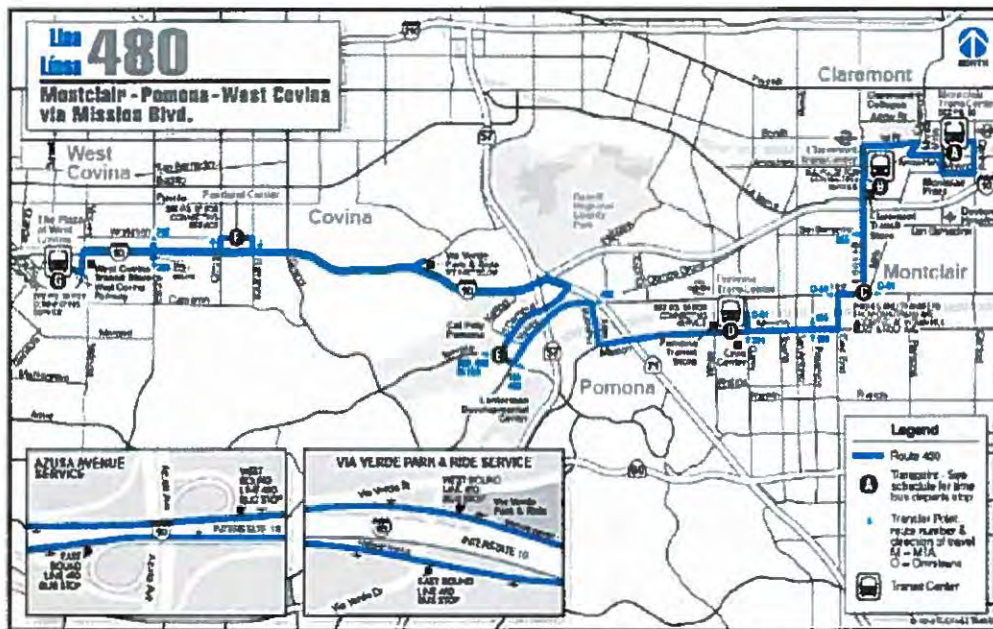
The proposed change will have no budget effect as the change is cost neutral.



Route Map of Line 187/188 highlighting proposed changes.



Line 480: The recommendation is to change the terminus from West Covina Plaza to Eastland Center as well as serve a new trip generator at Mount San Antonio College. The routing of this line to Mount San Antonio College will serve a needed function to connect riders to Pomona Transit Center, Claremont, and Montclair.



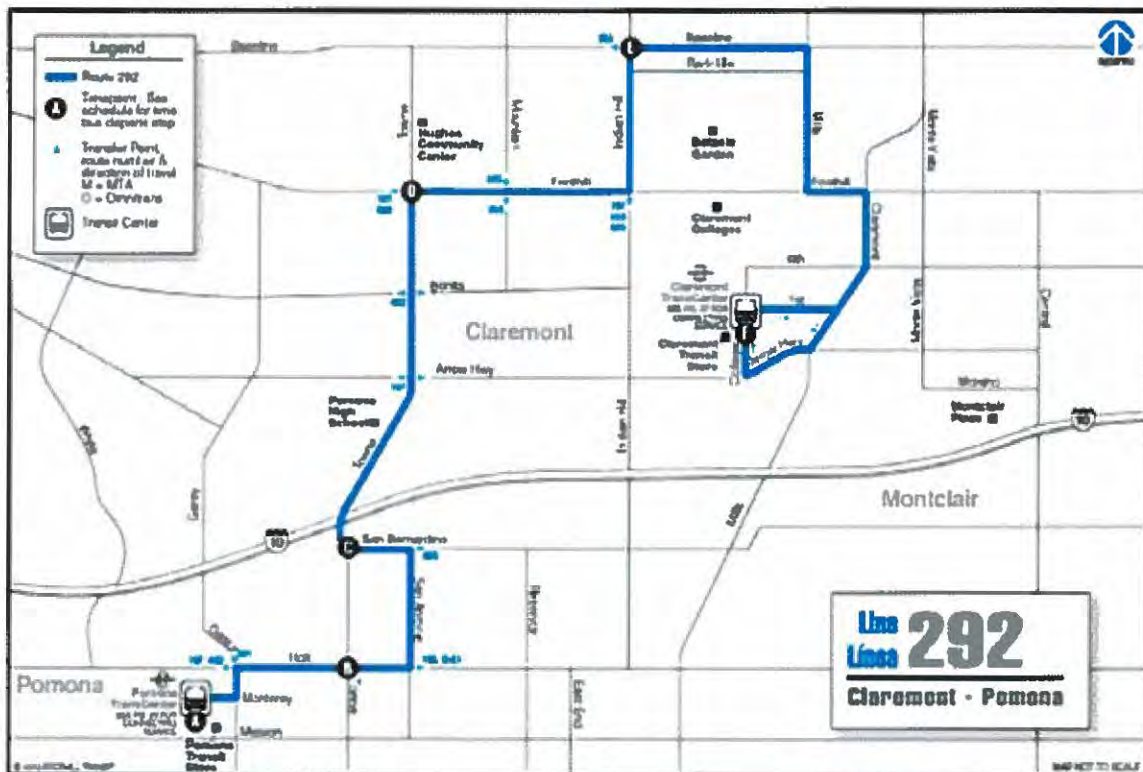
The proposed changes will result in an annual increase in cost, projected to be \$171,304.46.



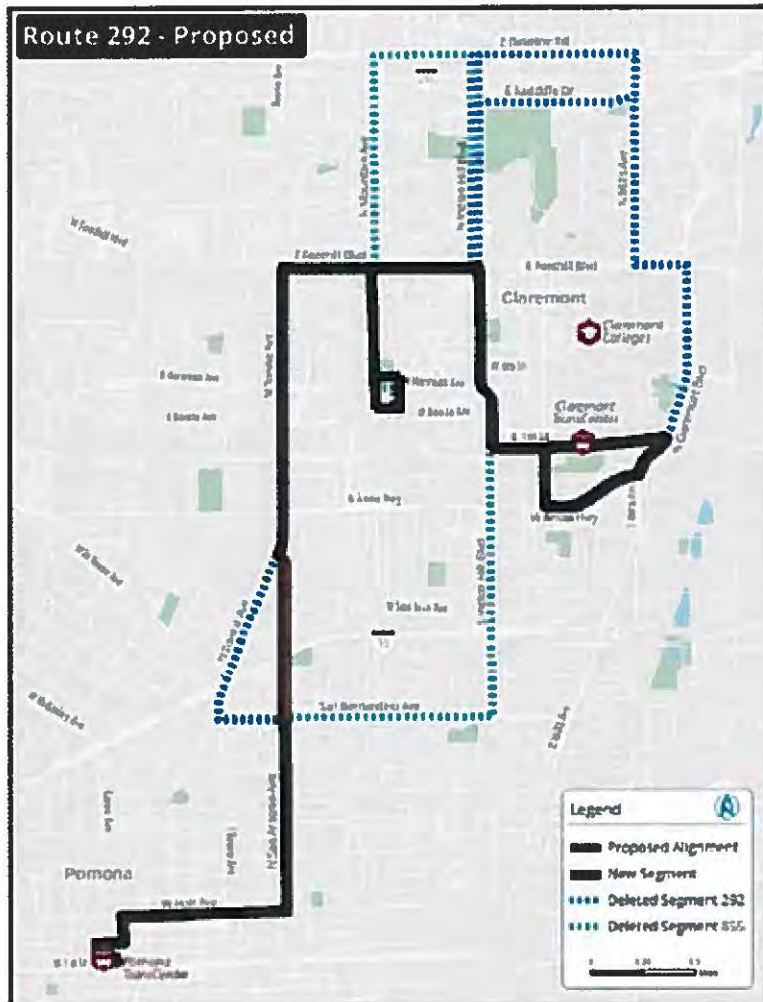
Route Map of Line 480 highlighting proposed changes.



Line 292: The recommendation is to combine this line with the current line 855 to operate service throughout the day. Portions of the discontinued routes would be serviced by line 480 and the proposed line 188.



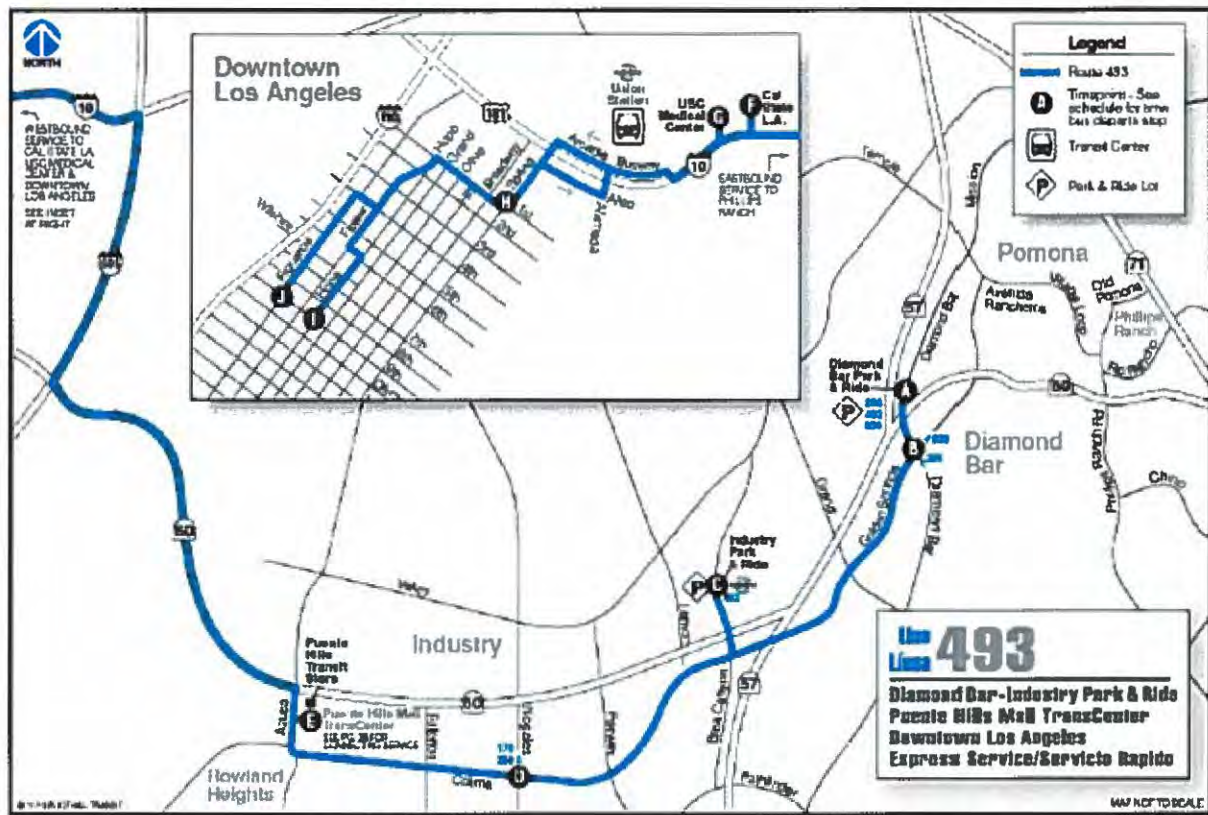
The additional annual cost for Line 292 is projected at \$245,311.14



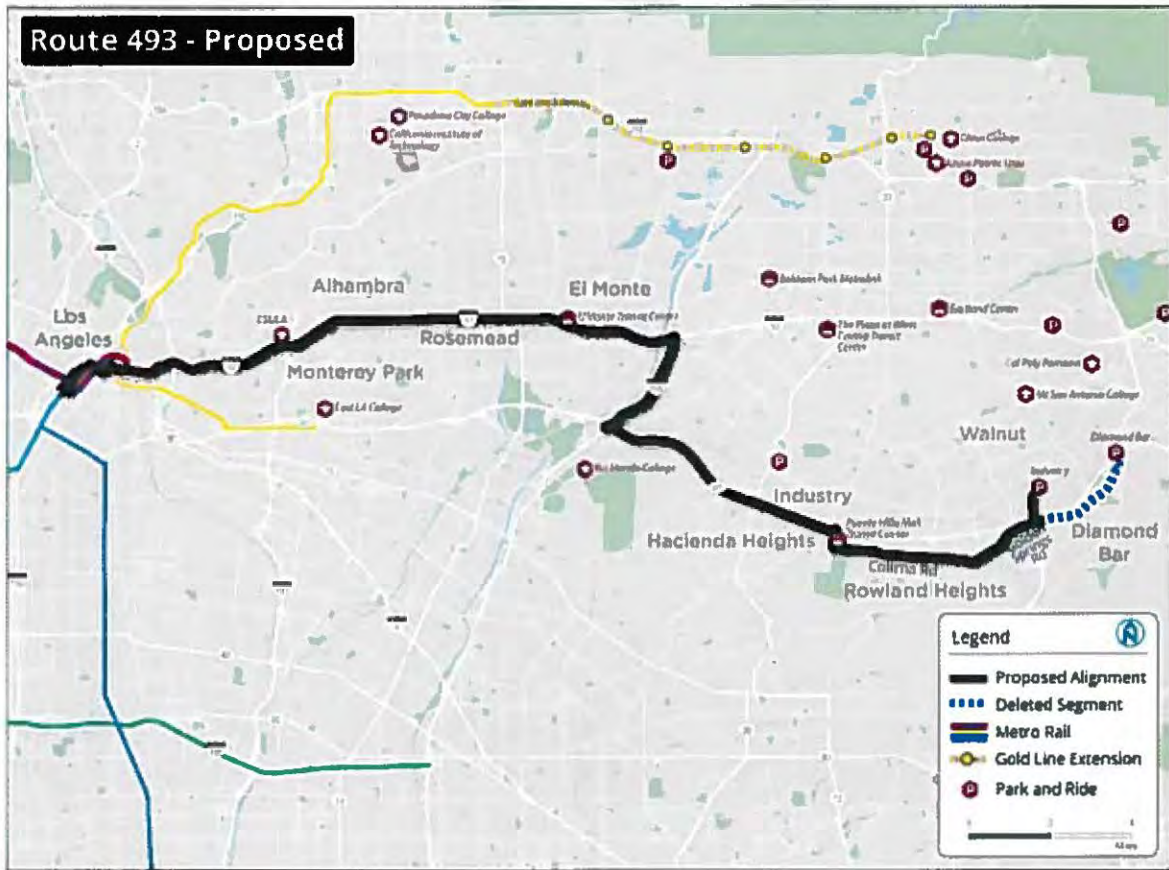
Route Map of Line 292 highlighting proposed changes.



Line 493: The recommendation is to shift the starting point of the route to Industry Park & Ride instead of the Diamond Bar Park & Ride. Based on field observations, the Diamond Bar Park & Ride is currently experiencing capacity issues due to vanpool ride shares and minimal ridership for Foothill Transit. Cost savings from this adjustment could be reinvested into potential reverse commute service on line 493 and/or line 498.



This change has an expected annual cost savings of \$159,515.56.



Route map of Line 493 highlighting proposed changes.



Line 291: The recommendation is to have select northbound trips continue along Garey, travel west on Baseline, south on Fruit, then continue the normal route along Foothill and terminate at Durward Way and D Street.



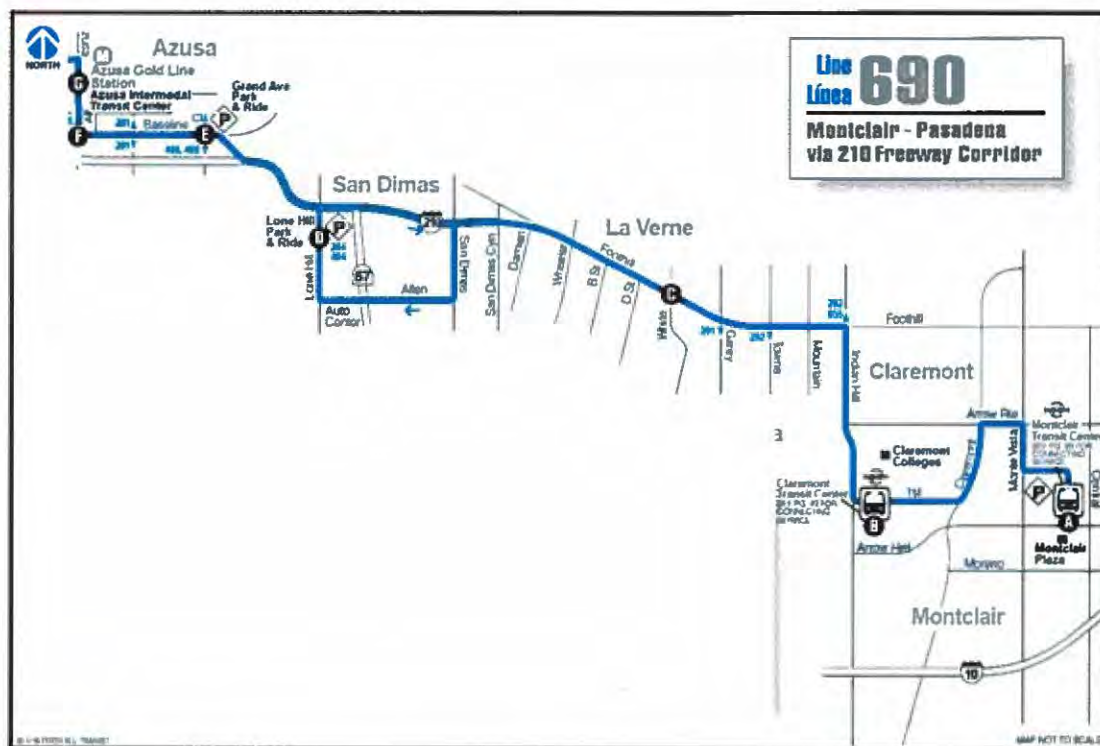
The additional annual cost for Line 291 is projected at \$92,278.20



Route map of Line 291 highlighting proposed changes.



Line 690: The recommendation is to have the line terminate close to the Citrus College Gold Line Station, provided a convenient and safe ADA compliant stop can be indentified. The current route now terminates at the Azusa Intermodal Transit Center. The proposed change will have no budget effect as the change is cost neutral.





Route map of Line 690 highlighting proposed changes.



Proposed Service Cancellations:

Line 481: The recommendation is to eliminate this line due the routing being outside of our service area and riders have other competing options with LA Metro, such as the red and purple rail lines which operate at 5 minute frequency during peak times. The savings from the cancelation of this line would be used for other lines within the Foothill Transit service area.

The proposed change will have a cost savings of \$327,277.12.

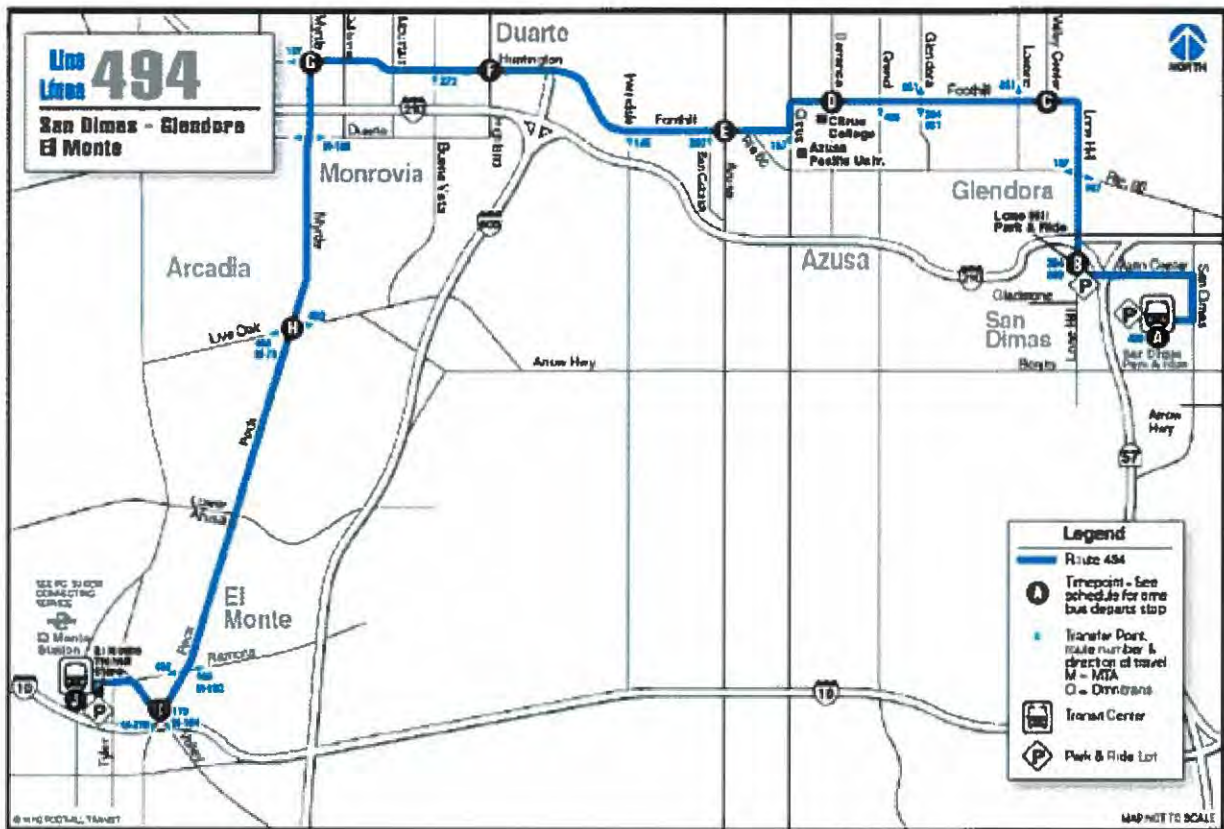


Current route map of Line 481 showing the portion which is outside of the Foothill Transit service area.



Line 494: The recommendation is to eliminate this line due to low ridership and duplication with other Foothill Transit lines. The two key segments of the line are serviced by Lines 187, 270, and proposed line 690. The savings from the cancelation of this line would be used for other lines within the Foothill Transit service area.

The proposed change will have a cost savings of \$165,804.49.

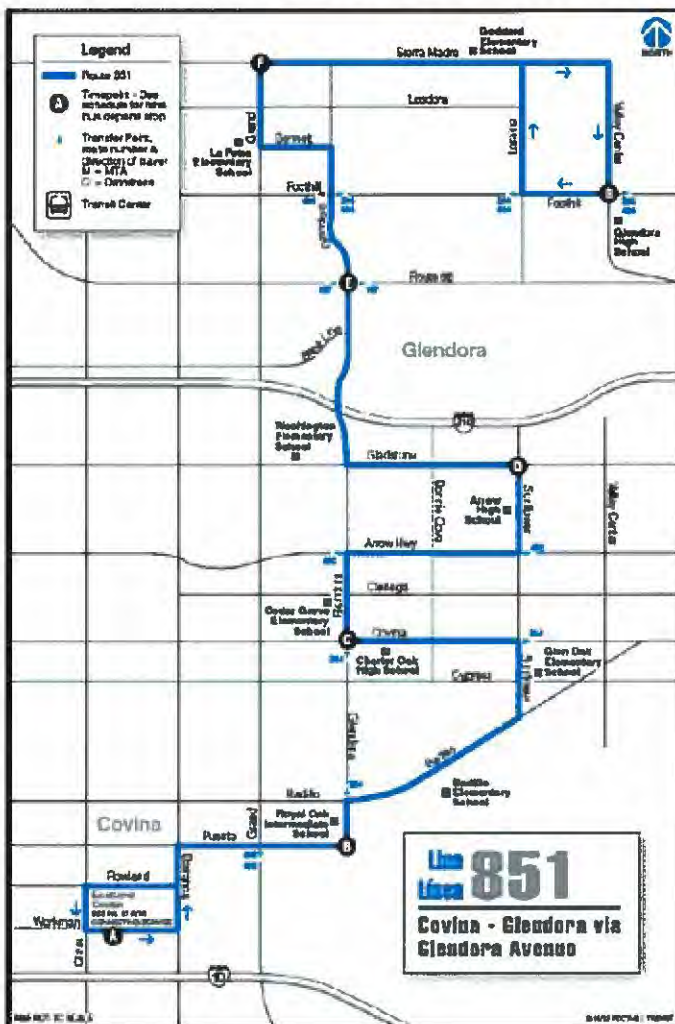


Current route map of Line 494



Line 851: The recommendation is to cancel this line due to low ridership. The stops with the highest boardings are currently served lines 284, 187, and 492. The savings would be reinvested into other services.

The proposed change will have a cost savings of \$226,295.81.



Route map of Line 851 highlighting proposed changes



Line 855: The recommendation is to eliminate this line and combine resources to the proposed line 292. The savings from this cancelation will be used to operate line 292 throughout the day instead of the current schedule of only operating during peak times.

The proposed change will have a cost savings of \$173,468.69.



Route Map of Line 855



Public Outreach and Next Steps

The Foothill Transit Planning Staff will conduct a series of public workshops and a public hearing to gather public comment on the proposals in the month of April. The workshops will be held in key locations of the service area. Staff also plans to reach out to various community groups and member city councils.

Aside from the workshops and hearing, customers will be able to submit their comments through email, postal mail, telephone using our 800-RIDE-INFO line, fax, and in person at our Transit Stores. The public comment period will last 30 days, giving customers ample time to submit comments.

At the close of the public comment period, staff will analyze the data and present their final recommendations to the Executive and Governing Boards for final approval. The board approved recommendations will then be implemented during the Fall 2017 schedule change to be held in October.

Next Steps	
Seek Executive Board Approval to go to the Governing Board to conduct public outreach	February 2017
Seek Governing Board Approval to conduct public outreach	March 2017
Public Comment/ Outreach Period	April 2017
Present Final Recommendations to the Executive Board for approval to go to the Governing Board	May 2017
Present Final Recommendations to the Governing Board for approval	June 2017
Implement Approved Changes	October 2017



Fiscal Impact

The chart below summarizes the budget impact of the proposed changes. It is important to note that the projected savings of \$543,467.87 will be reinvested into other parts of the system to improve frequency and coverage.

Annual Cost Summary

Proposed Enhancements	
Lines	Annual Cost Increase/(Decrease)
187	\$ (1,848,980.22)
188	\$ 1,848,980.22
480	\$ 171,304.46
292	\$ 245,311.14
291	\$ 92,278.20
493	\$ (159,515.56)
690	\$ -
Annual Total	\$ 349,378.24
Proposed Service Cancelations	
Lines	Annual Cost Increase/(Decrease)
481	\$ (327,277.12)
494	\$ (165,804.49)
851	\$ (226,295.81)
855	\$ (173,468.69)
Annual Total	\$ (892,846.12)
Annual Total	\$ (543,467.87)

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Executive Director