



**Foothill Transit**  
Going Good Places

## EXECUTIVE BOARD MEETING

West Covina, CA  
Friday, April 1, 2016



Foothill Transit

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING

8:00 AM, April 1, 2016

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, HERRERA, SHEVLIN, WARSHAW
5. APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING WORKSHOP OF FEBRUARY 5, 2016 AND REGULAR MEETING OF FEBRUARY 26, 2016
6. PRESENTATIONS:
  - 6.1. Contractors' Employee Recognition
  - 6.2. New & Promoted Staff
7. PUBLIC COMMENT

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

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





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**CONSENT CALENDAR:** Items 8 through 15 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.

8. FEBRUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2016 for fiscal year ending June 30, 2016.*

9. FEBRUARY 2016 PERFORMANCE INDICATORS REPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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10. MARCH 2016 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the March 2016 Legislative Summary. Adopt support positions on AB 2090 and SB 824.*

11. FARE COLLECTION SYSTEM

*Recommended Action: Receive and file an update on Foothill Transit's fare collection system.*

12. REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL & ENGINEERING CONSULTANT - MT. SAC TRANSIT CENTER

*Recommended Action: Authorize the Executive Director to issue RFQ No. 16-008 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of a proposed Transit Center and Transit Store to be located on the Mt. San Antonio Community College campus.*

13. CONTRACT AMENDMENT - BUS SIGNAL PRIORITY (BSP) PROJECT

*Recommended Action: Authorize the Executive Director to execute Amendment No. 8 in the amount of \$316,157 to Contract No. 08-005 with Schneider Electric to complete Foothill Transit's Bus Signal Priority Project.*

14. CONTRACT AWARD - ARCADIA VAULT CANOPY

*Recommended Action: Authorize the Executive Director to enter into Agreement No. 16-023 with EC Construction in the amount of \$209,225 for construction activities related to the installation of the fare vault canopy and ADA walkway at the Arcadia Operations & Maintenance Facility.*

15. CONTRACT AWARD - CELLULAR BASED GPS SERVICE

*Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Zonar Systems in the amount of \$454,351 to provide cellular-based GPS service for a term of four years on Foothill Transit's bus fleet.*

REGULAR AGENDA:

16. 2016 Foothill Transit Bus Roadeo Results

*Recommended Action: Receive and file the 2016 Foothill Transit Bus Roadeo Results.*



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17. CITRUS COLLEGE CLASS PASS PILOT PROGRAM

*Recommended Action: Authorize staff to proceed with initial planning phases to launch a Class Pass Pilot program at Citrus College.*

18. EXERCISE CONTRACT OPTION - TRANSIT BUSES

*Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 4 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a cost of \$19,731,600 (Nineteen Million Seven Hundred Thirty-One Thousand, Six Hundred Dollars) including delivery and sales tax.*

19. CONTRACT AWARD - OPERATIONS & MAINTENANCE - ARCADIA FACILITY

*Recommended Action: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia 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 \$168.5 million, including startup costs and the cumulative cost over the potential life of the contract is projected at \$357.7 million.*

20. INTERSTATE 10 FREEWAY CONSTRUCTION SERVICE IMPACTS

*Recommended Action: Receive and file the Interstate 10 Freeway Construction Service Impacts report.*

21. SERVICE PLANNING GUIDELINES

*Recommended Action: Adopt the Foothill Transit service standards and policy guidelines (Attachment A).*

22. LINES 190, 194 AND 270 FARE PRODUCTS

*Recommended Action: Authorize Foothill Transit to honor all L.A. Metro fare media on Lines 190/194 and 270 for a period of one year, effective June 26, 2016 should Foothill Transit assume operation of those lines on that date.*

23. TRANSIT STORE QUARTERLY REPORT

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



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

A Special Meeting of the Foothill Transit  
Governing Board is scheduled for  
Friday, April 15, 2016 at 7:45 a.m.

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



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
STRATEGIC PLANNING WORKSHOP**

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

**Friday, February 5, 2016  
8:00 a.m.**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw, Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera,

Absent: Member Delach

Chair Herrera welcomed Executive Board Alternates Cynthia Sternquist and Paula Lantz.

**3. PUBLIC COMMENT**

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

**4. STRATEGIC PLANNING WORKSHOP**

Mr. Stark, representing Peter Barron Stark & Associates, Inc., retreat moderator, greeted attendees, provided opening statements covering the overall emphasis of the workshop, and distributed the workshop workbook for discussion and completion by attendees.

Review of Past Year/Pre-Retreat Interviews and Self-Assessment

Board Members and staff highlighted the accomplishments by Foothill Transit for the past year. In addition, Mr. Stark gave an overview of Executive Board and staff member interviews conducted on January 21, 2016.

- Success of the Foothill Transit's all electric bus line in Pomona
- Class Pass Program
- Issuance of RFP for transit services out of Arcadia
- Success of the California Transit Association's Fall Conference in Pasadena
- International Recognition
- Azusa Intermodal Transit Center
- Foothill Transit's reputation at the local and federal level
- Commitment to excellent customer service
- Finances are strong
- Covina Park and Ride
- Strong local leadership
- Potential expansion of bus lines
- Commitment to education and training

#### Communications & Leadership Styles

Mr. Stark conducted a communications and leadership styles exercise with board members and staff.

#### Electric Bus Program

Roland Cordero, Director of Finance, provided a verbal presentation on the Electric Bus Program. Mr. Cordero presented a summary on Foothill Transit's Ecoliners and reported on what other transit agencies are doing in the electric bus arena. Mr. Cordero also provided an update on the state of electric bus technology.

The Board advised staff to pursue the following:

- Focus on full deployment of electric buses by 2030
- Demonstration of extended range electric bus
- Large grants to fund electric bus procurement
- Off-grid solution to charge the buses
- Robust marketing and communications program for electric bus

#### Park & Ride Projects

Sharlane Bailey, Director of Facilities, provided a verbal presentation on the park and rides projects. Ms. Bailey presented a history of park and ride projects and reported that two park and rides have been built in the City of Industry and most recently in Azusa. She stated that there is a potential for project in the City of Covina.

The Board advised staff to move forward with the Covina Park and Ride project and pause on any future park and ride projects after Covina.



### College Pass Program

Katie Gagnon, Special Projects Manager, provided a verbal presentation on the Class Pass Program. Ms. Gagnon reported specifically on the Class Pass Program at Mt. SAC and the student fee that was implemented in the fall 2015. Ridership has increased 15 percent since the first semester. Discussions are also being held with Mt. SAC on the potential of having a transit center on campus. The potential addition of Lines 190 and 194, both lines serve Mt. SAC, will give students an opportunity to reach other areas they could not reach with the Class Pass.

The Board advised staff that the student transit fee should be revisited in the future.

### Innovative Service Delivery Concepts

Joe Raquel, Director of Planning, provided a verbal presentation on innovative service delivery concepts. Mr. Raquel presented two concepts, On Demand Public Transit and Foothill Transit Community Connector.

Mr. Raquel reported that “first and last mile” are terms used to describe the difficulty in getting people to and from a transportation hub. First and last mile options include the automobile, mass transit, active transit, car sharing, taxis, and companies such as Uber. First and last mile challenges include no service at desired time, and no service at starting and destination point. For transit agencies the challenges are low demand, low density, and the area is not conducive to public transit. Mr. Raquel introduced the concept On Demand Public Transit, which seeks to solve the first and last mile challenge by connecting customers to their transportation stops by using their smartphones by scheduling the rides. The Santa Clara Valley Transportation Authority (VTA) has implemented an “all in” on demand model that was implemented on January 11, 2016 and has been successful based on the ridership. In the “Outsourced Model” the transit agency does not provide the vehicle, the service is outsourced to taxis and Transportation Network Companies (TNC) such as Uber and Lyft. Some of the challenges for on demand transit is funding because of the use of government dollars and the TNCs are not subject to the same rules as public transit agencies. Another hurdle is getting data from the TNCs.

The Board advised that staff should continue to research and educate themselves on the On Demand Public Transit concept. The concept should be revisited in the future.

Mr. Raquel reported that the concept of the community connector is a joint partnership between Foothill Transit and a member city, where Foothill Transit provides, operates, and maintains the vehicle. In exchange, Foothill Transit receives a portion of local return funding. Foothill Transit would be able to provide transit expertise to the cities. Foothill Transit staff has done some calculations and it can operate the service at a lower cost per vehicle service hour than the cities currently do. Cities also get to utilize Foothill Transit resources such as the electric bus or CNG buses, some cities may still be running diesel fuel vehicles. Cities will also get the full support of a full maintenance facility. This would also allow for more federal funding to flow into the San Gabriel Valley via the FAP formula. It also provides Foothill Transit the opportunity to strengthen its brand within the community. The City of Duarte has requested that Foothill Transit operate its transit service.

Doran Barnes, Executive Director, stated that there is a real potential to work with the City of Duarte as a test case and that it has the potential to go beyond Duarte as far as other member cities.

The Board advised that staff continue to explore the Foothill Transit Community Connector concept and potential partnerships with member cities. Staff was also advised to present the concept to member cities at council meetings.

#### Personnel Policies

Michelle Caldwell, Director of Finance & Treasurer, provided a verbal presentation on personnel policies.

Ms. Caldwell reported on Paid Time Off (PTO), which would replace sick and vacation and provides employees with flexibility in managing their time off from work. Switching to PTO would allow for employees to schedule time off in advance, providing Foothill Transit with the ability to plan for absences. PTO reduces unscheduled absenteeism.

Ms. Caldwell reported on a proposed Paid Family Leave (PFL) Policy. This policy would provide Foothill Transit employees with a PFL benefit equal to employees covered by State Disability Insurance (SDI). PFL is a component of the SDI program offered to employees on Family Leave to care for a seriously ill family member or bond with a new child. The Benefit provides approximately 55 percent of weekly earnings up a maximum of \$1,129 (net) per week. The benefit would be provided for a maximum of six weeks in a 12 month period.



The next proposal Ms. Caldwell presented was a modification to the existing system for annual pay increases. Pay increases would be modified to measure employees by individual and departmental goals up to 3 percent. Currently employees receive 2 percent for individual goals and 1 percent for the agency wide key performance indicators. In addition, Ms. Caldwell reported that salary ranges are increased by CPI and that has created 2 issues. The first one is that the annual CPI calculation is done in July and Foothill Transit's budget is prepared in March. The second issue is that the CPI increase has been less than 1 percent, so salary ranges have not increased for 2 years. This results in employees potentially exceeding the salary range and this would negative impact future employee retirement contributions. Ms. Caldwell's proposal is to increase the salary ranges by 3 percent annually to ensure that employees stay within range. The change would not have any financial impact. This is a method commonly used by public agencies who use set salary ranges.

Ms. Caldwell stated that the proposals presented today would be brought to the February 26, 2016 Executive Board Meeting for action.

5. **CLOSED SESSION**

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov't Code § 54957)  
Title: Executive Director

Darold Pieper, General Council, reported that no reportable action was taken.

6. **ADJOURNMENT**

Adjournment for the February 5, 2016 Foothill Transit Executive Board Strategic Planning Workshop.

There being no further business, the Foothill Transit Executive Board Strategic Planning Workshop adjourned at 2:25 p.m.



**Foothill Transit**

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

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

**Friday, February 26, 2016  
8:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 8:02 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 vision wellness.

**4. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Calaycay, Member Delach, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Chair Herrera welcomed Executive Board Alternates Corey Warshaw and Cynthia Sternquist.

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

Approval of the minutes for the Regular Meeting of January 15, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of January 15 were approved. Motion carried 4-0. Member Delach abstention.



**6. PRESENTATIONS**

6.1 Contractors' Employee Recognition

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

Angel Bird, Operator of the Month (February 2016)

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

Charlene Nicholson, Operator of the Month (February 2016)

Tammy Figueroa, Employee of the Month (February 2016)

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

**7. PUBLIC COMMENT**

Christine Halstead addressed the Executive Board.

**CONSENT CALENDAR**

Member Calaycay requested that Item 10, February 2016 Legislative Summary be pulled for discussion.

**8. JANUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

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

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

9. **JANUARY 2016 PERFORMANCE INDICATORS REPORT**

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

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

10. **FEBRUARY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the February 2016 Legislative Summary. Adopt a support position on AB 1591.

Item 10 was pulled by Member Calaycay. Member Calaycay stated one of the recommendations for Item 10 was a letter of support for the piece of legislation that increases the gas tax. Member Calaycay indicated that he would abstain from that portion of the recommendation.

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

Motion by Member Delach, second by Member De La Torre, to adopt. Motion carried 3-0. Member Calaycay and Member Shevlin abstention.

11. **COACH OPERATOR AUDIT RESULTS**

Recommendation: Receive and file the results of the Coach Operator Audits conducted in December of 2015.

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

12. **FISCAL YEAR 2015-2016 SECOND QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Second Quarter Budget Update for the fiscal year ending on June 30, 2016. Attachment A, the Departmental Second Quarter Budget Result summarizes Foothill Transit's expenditures through the second quarter and provides a forecast to complete the fiscal year.

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

13. **TRANSIT SERVICES - ARCADIA FACILITY (AGREEMENT NO. 14-028)**

Recommendation: Authorize the Executive Director to amend Agreement No. 14-028 with Transdev, Inc., to advance the expiration date for the base contract term from July 2, 2016 to June 25, 2016.

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

14. **EXERCISE OF OPTION - GENERAL MARKETING SERVICES**

Recommendation: Authorize the Executive Director to exercise option year two of the Pulsar Advertising Contract (No. 12-038) in the amount of \$339,895 for general marketing services.

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

15. **REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL ENGINEERING CONSULTANT - PARK & RIDE FACILITY**

Recommendation: Authorize the Executive Director to Issue RFQ No. 16-053 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the City of Covina.

Motion by Michael De La Torre, second by Vice Chair Shevlin, to approve.  
Motion carried 4-0. Member Delach abstention.

16. **CONTRACT AWARD - NETWORK INFRASTRUCTURE FIREWALL REPLACEMENT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Sole-Source Agreement No. 16-041 with Government Technology Solutions in the amount of one hundred forty one thousand, five hundred sixty three dollars and ninety one cents (\$141,563.91) to replace Foothill Transit's Network Infrastructure Firewall.

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

**REGULAR AGENDA**

**17. 2016 Foothill Transit Bus Roadeo Preview**

Recommendation: Receive and file the 2016 Foothill Transit Bus Roadeo Preview.

Tanya Pina, Operations Contract Manager, presented this item.

Doran Barnes, Executive Director, invited the executive board to attend the March 12, 2016 event and test their skills. Mr. Barnes stated that Chair Herrera and he would be unable to attend as they would be attending the APTA Legislative Conference. Kevin Parks McDonald would be leading the event from a staff perspective. Mr. Barnes thanked Tanya Pina and the operation team for all their hard work in putting this event together. Mr. Barnes stated that the event allows the participants to reinforce their safety skills and ensure that they are the best of the best.

Motion by Member Calaycay, second by Member Delach, to receive and file. Motion carried 5-0.

**18. PROPOSED FY 2016-2017 BUSINESS PLAN INITIATIVES**

Recommendation: Approve the proposed FY 2016-2017 Business Plan Initiatives.

Kevin Parks McDonald, Deputy Executive Director, presented this item

Mr. Parks McDonald identified the following seven proposed initiatives.

Pomona Operations Contract Procurement  
Arcadia Operations Contract Startup  
Fleet Electrification  
CAD/AVL System  
Covina Park & Ride and Transit Center  
Fare Restructuring  
Mt. SAC Transit Center Development

Member Calaycay put forward some thoughts related to declining ridership. Member Calaycay wondered if there were opportunities to partner with companies like Uber on a project like the Covina Park and Ride, so they can integrate better with Foothill Transit service.



Vice Chair Shevlin inquired about the status of the Class Pass at Cal Poly. Doran Barnes, Executive Director, stated staff continues to work on Cal Poly and Citrus College.

Mr. Barnes, stated that the Class Pass Program Expansion and Innovative Service Delivery Concepts would be added to the list of initiatives for FY 2016-2017.

Motion by Vice Chair Shevlin, second by Member Calaycay, to approve with the two added initiatives. Motion carried 5-0.

19. **FY 2022-2023 FINANCIAL FORECAST UPDATE**

Recommendation: Receive and file the Financial Forecast updated through the fiscal year ending June 30, 2023.

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

Ms. Caldwell reported that as of January 31, 2016, Foothill Transit has a balanced budget through FY 2022-2023, while still maintaining a reserve balance that will ensure that Foothill Transit can adjust to economic downturns, and extraordinary cost increases and other financial emergencies.

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

20. **FINANCIAL STABILITY POLICY**

Recommendation: Approve the Financial Stability Policy (Attachment A) including the FY 2016-2017 financial strategies.

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

Ms. Caldwell reported that the policy includes goals, annual financial strategies, and general fiscal policies. Each year, prior to budget development, staff will bring the annual financial strategies to the Executive Board for review and approval.

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

**21. HUMAN RESOURCE COMPENSATION AND BENEFITS**

Recommendation: Approve the following recommendations regarding the Foothill Transit employee compensation and benefits programs: A. Modify the existing vacation and sick leave policy to adopt a Paid Time Off policy; B. Approve Paid Family Leave (PFL) for employees on Family Medical Leave to care for a seriously ill relative or bond with a child; C. Modify the existing performance evaluation system to improve accountability for individual performance by providing for individual pay increases up to three percent as determined by the Executive Director; D. Increase the salary ranges annually by three percent to ensure that employees longevity do not exceed the appropriate salary classification; and E. Reimburse employees for annual out-of-pocket expenses not reimbursed by health insurance, in excess of \$5,000 but not-to-exceed \$20,000 for medical costs for themselves or covered dependents due to a prolonged injury or illness.

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

Ms. Caldwell reported that Foothill Transit is a fairly new agency and as the agency moves forward, it is necessary that the board consider some additional ideas and concepts related to human resource benefits. This would make Foothill Transit a more attractive employer and improve the benefits program. Ms. Caldwell identified five items that would impact Foothill Transit employees and presented a proposal for each.

- Paid Time Off Policy
- Paid Family Leave
- Performance Evaluation System
- Increase the Salary Ranges Annually
- Employee Reimbursement of Out-of-Pocket Expenses

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

**22. FTA TITLE VI REVIEW REPORT**

Recommendation: Receive and file the Federal Transit Administration Title VI Compliance Review Final Report (Attachment A).

Vy Phan-Hoang, Transit Planner, presented this item.

Ms. Phan-Hoang reported that the Office of Civil Rights of the Federal Transit Administration (FTA) conducted a review of Foothill Transit's Title VI

Program in September 2015. The review is the FTA's assessment of Foothill Transit's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices.

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

23. **OPERATION OF LINES 190, 194 AND 270**

Recommendation: Recommend to the Governing board that Foothill Transit operate Lines 190, 194, and 270 should LA Metro decide to cancel the lines.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that staff has been in discussions with LA Metro regarding Foothill Transit's operation of Lines 190, 194, and 270 should the lines be cancelled by LA Metro. Lines 190 and 194 travel between El Monte and Pomona and serve nearly 2.3 million riders per year. Line 270 serves 780,000 riders per year and travels from Monrovia to the Norwalk Green Station. LA Metro has held three public hearings regarding the cancellation of the lines and is scheduled to make a decision in March whether or not to move forward with cancellation of the three lines. Foothill Transit held a public hearing on February 18, 2016. The final count of comments received via email, social media, Foothill Transit website, in-person at the transit stores, phone, fax, and postal mail will be presented during the March 4, 2016 Special Governing Board Meeting.

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

24. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes welcomed Alberto Gonzalez, CEO, Pulsar Advertising and Lisa Wharton, Foothill Transit's Account Representative. A meeting will be held to discuss new ideas and concepts in terms of how Foothill Transit is marketing and communicating its electric bus program.
- Congratulated Donald Luey and Sharlane Bailey, both have been accepted into the Eno Senior Leadership Program. It's a companion

program to the Leadership APTA program. Chair Herrera serves on the oversight committee for Leadership APTA.

- Eno is a leading human resource development and policy firm for all modes of transportation. Mr. Barnes has been asked to serve on their board of advisors for the next three years.
- The APTA Transit Board Members Seminar is scheduled for April 29 – May 3, 2016. This seminar specifically focuses on issues related to governance. Let Christina Lopez know if you're interested in attending.
- A Special Governing Board Meeting will be held March 4, 2016.
- The March Executive Board Meeting will be held on April 1, 2016. The Board will consider a contract award for the operation of transit services out of Arcadia.
- On February 29, 2016 the City of Azusa will be holding a small event at the Azusa Intermodal Transportation Center. Chair Herrera will be representing the agency.

25. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Becky Shevlin announced that on March 5, 2016 the Gold Line begins service.
- Mr. Calaycay clarified his remarks on Item 10 when he said, "We need to spend our transportation money better." He clarified that he was referencing the State not Foothill Transit.

26. **CLOSED SESSION**

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code § 54957)

Title: Executive Director

Darold Pieper, General Counsel, reported that no reportable actions were taken during closed session.

27. **POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT**

Recommended Action: Consider a possible amendment to the Executive Director's Employment Agreement with Doran J. Barnes.

Darold Pieper, General Counsel, presented this item





Mr. Pieper asked if the Board would like to take action on Amendment 4 to the Executive Director's Employment Agreement. Member Calaycay requested that Amendment 4 should include the same 10 percent contribution for health insurance required for all regular employees.

Motion by Member Calaycay, second by Vice Chair Shevlin, to approve. Motion carried 4-0. Member De La Torre absent.

28. **ADJOURNMENT**

Adjournment for the February 26, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:03 a.m.



April 1, 2016

To: Executive Board

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

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2016.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2016 for the fiscal year ending June 30, 2016.

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

#### Assets

As of February 29, 2016, the balance sheet shows total assets at \$306 million. This total consists primarily of \$191 million in fixed assets, \$104 million in cash and investments and \$12 million in receivable and prepaid assets. Foothill Transit's cash position of \$84 million is \$10 million more than the previous month, and is the same as last year in February.

#### Liabilities

The accounts payable balance is \$8 million. Accounts Payable include operating and maintenance expenses for \$4.42 million and \$0.88 million for fuel.

The deferred revenue of \$76.2 million represents capital grants and funds that are reserved for planned capital expenditures.

### **Investments (Attachment B)**

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

The cash and investments balance includes \$26.7 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$16.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo





certificates of deposit; \$500,000 with Bank of the West certificates of deposit; and \$15 million invested in the Local Agency Investment Fund (LAIF).

A total of \$8.0 million agency callable notes have been called since the last report, it generated \$71,875 interest income for the current period.

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

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

February 2016 year-to-date fare revenues were \$11,621,780 which is \$964,887 (7.67%) less than the year-to-date budgeted amount and \$898,456 less than February 2015. Through February 2016, ridership is 2.18 percent lower than last year at this time.

Year-to-date operating costs through February 2016 were \$48,599,710 which is \$3,739,525 less than the budget. Of this \$48,599,710, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$36.6 million. The other primary operating expense is fuel which was \$3.45 million through February 2016.

Capital expenditures through February were \$3.94 million, compared with \$28 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, and completion of the Azusa Intermodal Transit Center.

Farebox Recovery Ratio

The farebox recovery ratio through February was 23.91 percent; slightly lower than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$11,621,780 by the total bus operating expense of \$48,599,710. This ratio is less than the February 2015 ratio of 26.78 percent.

**Total Disbursements (Attachment D)**

Total disbursements reflect invoices paid for the month of February 2016; they do not reflect the total expense incurred for the month. If an expense has been incurred but has not yet been invoiced or paid, the expense is accrued



to properly track the expenses during the month in which they actually occurred. Total disbursements for February 2016 were \$4,381,931.

Capital disbursements totaled \$87,336 and other significant disbursements include \$671,000 to First Transit and \$2.14 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell  
Director of Finance and Treasurer

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

Doran J. Barnes  
Executive Director

Attachments

Foothill Transit  
Balance Sheet  
As of February 29, 2016

**Assets**

## Current Assets:

Cash	84,304,011
Investments	\$19,488,000
Due from government agencies	7,128,223
Other receivables	4,079,827
Other assets	777,952
Total Current Assets	<u>115,778,013</u>
Property & Equipment (net of depreciation)	190,484,449
Total Assets	<u><u>306,262,462</u></u>

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	8,039,954
Deferred Revenue	76,157,812
Total Liabilities	<u>84,197,765</u>

**Equity**

Fund Balance:	
Investment in Capital Assets	190,484,449
Current Year Change	(9,222,508)
Reserve	40,802,756
Total Equity	<u>222,064,697</u>
Total Liabilities and Equity	<u><u>\$ 306,262,462</u></u>

Summary of Cash and  
Investment Account  
For February 29, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$19,514,638
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	7,203,404
Bank of the West-Money Market	0.180%	Demand Deposit	7,053,458
Bank of the West-Money Market	0.180%	Demand Deposit	14,566,496
Bank of the West-Money Market	0.180%	Demand Deposit	9,609,839
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,652
Chase Business Saving	0.080%	Demand Deposit	11,056,155
LAIF Investment	0.370%	Demand Deposit	15,045,768
Subtotal Cash on Hand			<u>\$84,304,011</u>
Investments:			
Bank of the West:			
Maturity - 08/26/20 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 12/30/20 - 5yrs.	1.500%	Callable Note	5,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
Bank of the West - Maturity 08/17; 02/18	1.25-1.50%	Cert. of Deposit	500,000
Wells Fargo - Maturity 07/16; 07/17; 10/18	0.45-1.60%	Cert. of Deposit	2,988,000
Subtotal Investments			<u>\$19,488,000</u>
Total Cash and Investments			<u><u>\$103,792,011</u></u>

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

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



**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended February 29, 2016**

	Actual YTD February-16	Budget YTD February -16	Variance	Actual YTD February - 15	
<b>Fare Revenue</b>					
1	Farebox	6,163,977	\$6,553,333	(5.94%)	\$6,567,401
2	Pass Sales	2,512,599	2,933,333	(14.34%)	2,910,235
3	TAP Cash Purse	2,028,949	2,000,000	1.45%	1,915,126
4	MetroLink & Access Service	401,353	433,333	(7.38%)	398,014
5	EZ Transit Pass	514,902	666,667	(22.76%)	729,460
6	<b>Total Operating Revenue</b>	<b>11,621,780</b>	<b>\$12,586,667</b>	<b>(7.67%)</b>	<b>\$12,520,236</b>
<b>Operating Subsidies and Other</b>					
7	Transportation Development Act	12,631,139	15,814,426	(20.13%)	\$14,577,152
8	STA	2,251,736	2,251,737	0.00%	1,829,536
9	Prop A 40% Discretionary	9,523,175	9,523,175	0.00%	9,222,962
10	Prop A 40% BSCP	2,990,213	2,990,213	0.00%	2,911,568
11	Prop C BSIP	598,401	598,401	0.00%	586,840
12	Prop C Base Restructuring	1,285,302	1,285,302	0.00%	1,260,472
13	Prop C Transit Service Expansion	214,185	214,185	0.00%	210,048
14	Transit Security-Operating	557,455	557,455	0.00%	566,457
15	Measure R Operating	6,517,127	6,517,127	0.00%	5,857,719
16	CMAQ Operating	0	0	0.00%	504,075
17	Miscellaneous Transit Revenues	408,657	0	0.00%	175,095
18	<b>Total Subsidies and Other</b>	<b>36,977,390</b>	<b>\$39,752,022</b>	<b>(6.98%)</b>	<b>\$37,701,924</b>
19	<b>Total Operating Revenue</b>	<b>48,599,170</b>	<b>\$52,338,688</b>	<b>(7.14%)</b>	<b>\$50,222,160</b>
<b>Other Revenues</b>					
20	Gain on Sale of Fixed Assets	13,458	0	0.00%	\$213,292
21	Auxiliary Revenue	1,027,341.50	1,083,333	(5.17%)	1,028,758
22	<b>Total Other Revenues</b>	<b>1,040,799</b>	<b>\$1,083,333</b>	<b>(3.93%)</b>	<b>\$1,242,050</b>
<b>Operating Expenses</b>					
23	Operations	41,879,353	\$44,271,136	5.40%	\$40,308,783
24	Maintenance & Vehicle Technology	520,257	513,392	(1.34%)	378,171
25	Marketing and Communications	1,020,713	1,273,936	19.88%	884,655
26	Information Technology	1,326,589	1,512,312	12.28%	896,093
27	Administration	1,674,215	2,122,632	21.13%	1,666,053
28	Procurement	401,224	555,600	27.79%	488,011
29	Finance	664,325	750,744	11.51%	612,583
30	Planning	524,464	750,504	30.12%	723,420
31	Facilities	588,030	588,440	0.07%	795,105
32	<b>Total Operating Expenses</b>	<b>48,599,170</b>	<b>\$52,338,695</b>	<b>7.14%</b>	<b>\$46,752,873</b>
<b>Other Expenses</b>					
33	Property Management	273,553	\$366,660	25.39%	\$0
34	Dial-A-Ride	451,859	500,000	9.63%	452,868
35	Special Services	222,118	216,667	(2.52%)	204,986
36	<b>Total Other Expenses</b>	<b>947,529</b>	<b>\$1,083,326</b>	<b>7.11%</b>	<b>\$657,855</b>
37	<b>Total Operating and Other Expenses</b>	<b>49,546,699</b>	<b>\$53,422,022</b>	<b>7.25%</b>	<b>\$47,410,727</b>
<b>Capital Revenues</b>					
40	Capital Grants	3,937,382	\$38,001,708	(89.64%)	\$28,008,396
<b>Capital Expenditures</b>					
41	Capital Expenditures	3,937,382	\$38,001,708	89.64%	\$28,008,396

**Bank Account - Check Details**

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Period: 02/01/16..02/29/16

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**ATTACHMENT D**

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 02/01/16..02/29/16

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.	800-488-2265					
2/4/2016	22576	Aaron Brothers	3 custom frames/mattings	342.26	342.26	0.00	Posted
2/4/2016	22577	Adt Security Services, Inc.	West Covina Security Services	345.96	345.96	0.00	Posted
2/4/2016	22578	Bankcard Center-Bank of the West	01/16 Agency credit cards usage	28,427.55	28,427.55	0.00	Posted
2/4/2016	22579	Capture Technologies, Inc.	Nice recorders channel expansion	189.56	189.56	0.00	Posted
2/4/2016	22580	City of Pomona - Passes	Get About Tickets	2,000.00	2,000.00	0.00	Posted
2/4/2016	22581	Clean Energy	11/15 Pomona CNG Facility Maintenance	762,939.39	762,939.39	0.00	Posted
2/4/2016	22582	Climatec Building Technologies	1/1/16 - 3/31/16 HVAC Software Maintenance	1,849.75	1,849.75	0.00	Posted
2/4/2016	22583	Conference of Minority Transport. Officials - DC	Registration-Women Who Move the Nation - D. Barnes	625.00	625.00	0.00	Posted
2/4/2016	22584	Crown Castle USA Inc.	Johnstone Peak	752.42	752.42	0.00	Posted
2/4/2016	22585	Darold D. Pieper Attorney at Law	Legal Fees	7,025.00	7,025.00	0.00	Posted
2/4/2016	22586	Ed Butts Ford	Vehicle service	46.65	46.65	0.00	Posted
2/4/2016	22587	FEDEX Corp.	Express Mail	230.50	230.50	0.00	Posted
2/4/2016	22588	G4S Secure Integration LLC	12/15 Security Maintenace	10,424.83	10,424.83	0.00	Posted
2/4/2016	22589	HD Supply Facilities Maintenance	Admin Bldg Replacement Light Bulbs	326.78	326.78	0.00	Posted
2/4/2016	22590	Home Depot Credit Services	1/16 Facility Supplies	218.19	218.19	0.00	Posted
2/4/2016	22591	Instant Signs Inc.	Change Order: Title VI Decal Installation	680.00	680.00	0.00	Posted
2/4/2016	22592	Loretta Jean Vigil	2/5 Strategic Planning Workshop	1,441.00	1,441.00	0.00	Posted
2/4/2016	22593	Mobile Relay Associates Inc.	Digital Airtime	19,360.03	19,360.03	0.00	Posted
2/4/2016	22594	MTGL, Inc.	Azusa P&R Material Testing	11,930.50	11,930.50	0.00	Posted
2/4/2016	22595	Neil Beightol	Line 284 Decals	594.36	594.36	0.00	Posted
2/4/2016	22596	Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	2,672.50	2,672.50	0.00	Posted
2/4/2016	22597	Pitney Bowes Credit Corp.	Postal Machine Leasing Charges	1,206.00	1,206.00	0.00	Posted
2/4/2016	22598	ReadyRefresh	Drinking Water	69.75	69.75	0.00	Posted
2/4/2016	22599	RNL/Interplan	On-Call A&E - Canopy for vault pads	1,799.70	1,799.70	0.00	Posted
2/4/2016	22600	Scintech Associates Inc.	Zonar Equipment Installation	3,000.00	3,000.00	0.00	Posted
2/4/2016	22601	Staples Business Adv.-Dept. LA	Office Supplies	958.72	958.72	0.00	Posted
2/4/2016	22602	State Compensation Insurance Fund	02/16 Workers comp insurance premium	4,947.17	4,947.17	0.00	Posted
2/4/2016	22603	Steve Hirano	Recruitment ad - Quality Assurance Analyst	210.00	210.00	0.00	Posted
2/4/2016	22604	The Gas Co.	1/16 Admin Bldg Gas	1,483.42	1,483.42	0.00	Posted
2/4/2016	22605	Thomas J. Koontz	Business Cards	4,634.68	4,634.68	0.00	Posted
2/4/2016	22606	Thompson Coburn LLP	General Legal - Procurement	48,976.08	48,976.08	0.00	Posted
2/4/2016	22607	Toyo Landscaping Company	1/16 Admin Bldg Landscape Maintenance	1,219.39	1,219.39	0.00	Posted
2/4/2016	22608	Transit Information Products	1.31.16 Production of Bus Book Art Work	35,383.52	35,383.52	0.00	Posted
2/4/2016	22609	Waste Management	2/16 Arcadia Warehouse Trash	213.49	213.49	0.00	Posted
2/4/2016	22610	West Covina Beautiful	West Covina's 93rd Birthday	78.00	78.00	0.00	Posted
2/4/2016	22611	Willie J. Brooks	2/16 Indoor Plant Care	662.75	662.75	0.00	Posted
2/4/2016	E00228	International City Management Assoc. Retirement Co	Payroll ending 1/30/16 retirement funds	31,917.53	0.00	0.00	Posted
2/12/2016	22612	Aaron Brothers	Framing services	65.29	65.29	0.00	Posted
2/12/2016	22613	ACC Business	Internet fiber lines	1,404.20	1,404.20	0.00	Posted
2/12/2016	22614	Advertising Age	2016 Subscription Renewal-1 year	189.00	189.00	0.00	Posted
2/12/2016	22615	Allied Administrators for Delta Dental	03/16 Dental Insurance Premium	6,629.28	6,629.28	0.00	Posted

**Bank Account - Check Details**

Tuesday, March 08, 2016 03:09:16 PM

Period: 02/01/16..02/29/16

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**ATTACHMENT D**

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 02/01/16..02/29/16

Check	Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>			<b>General Checking</b>					
	2/12/2016	22616	APTA	Recruitment ad for Quality Assurance Analyst	652.05	652.05	0.00	Posted
	2/12/2016	22617	AT and T - 5025	TS 6 Computer Line	175.15	175.15	0.00	Posted
	2/12/2016	22618	AT and T - 5025	EI Monte phone line router management	97.88	97.88	0.00	Posted
	2/12/2016	22619	Athens Services	2/16 Admin Trash Service & Parking Lot Sweeping	1,124.48	1,124.48	0.00	Posted
	2/12/2016	22620	Baldwin Park Business Association	2016 Membership	250.00	250.00	0.00	Posted
	2/12/2016	22621	Basic Backflow	Admin bldg backflow device repair	482.31	482.31	0.00	Posted
	2/12/2016	22622	California Chamber of Commerce	2016 HR - employee pamphlets	111.35	111.35	0.00	Posted
	2/12/2016	22623	California Choice	03/16 Medical Insurance Premium	42,843.35	42,843.35	0.00	Posted
	2/12/2016	22624	Chamber of Commerce - Claremont	2016 Membership Renewal	200.00	200.00	0.00	Posted
	2/12/2016	22625	Chamber of Commerce - Pomona	2016 Membership	130.00	130.00	0.00	Posted
	2/12/2016	22626	Christopher Pieper	Reimbursable expense - 2016 CAPPO Conference	273.30	273.30	0.00	Posted
	2/12/2016	22627	Citrix Online LLC	01/16 OpenVoice Audio Service	71.42	71.42	0.00	Posted
	2/12/2016	22628	Crest Lighting Co.	Azusa P&R Lights	3,200.24	3,200.24	0.00	Posted
	2/12/2016	22629	Crowe Horwath LLP	Professional Services - NTD audit & reports	3,110.00	3,110.00	0.00	Posted
	2/12/2016	22630	Deanna Forrest	Reimbursable expenses - Board Retreat	26.78	26.78	0.00	Posted
	2/12/2016	22631	Diversified Transportation, LLC	11/15 Monrovia Dial A Ride	103,257.20	103,257.20	0.00	Posted
	2/12/2016	22632	Donald Luey	Reimbursable expenses - Lion's Convention	566.49	566.49	0.00	Posted
	2/12/2016	22633	Finley and Cook, PLLC	ACH Payment Project	92.50	92.50	0.00	Posted
	2/12/2016	22634	G4S Secure Integration LLC	10/15 Security Maintenance	9,852.92	9,852.92	0.00	Posted
	2/12/2016	22635	GFI GENFARE	Additional farebox keys & locks	439.42	439.42	0.00	Posted
	2/12/2016	22636	GIRO Inc.	HASTUS Maintenance, Support Fees-2/27/16-2/26/17	65,798.00	65,798.00	0.00	Posted
	2/12/2016	22637	Graybar Electric Co Inc.	Fiber Termination Tools	3,520.37	3,520.37	0.00	Posted
	2/12/2016	22638	Green's Lock and Safe	Admin Bldg Duplicate Keys & Re-Key	147.01	147.01	0.00	Posted
	2/12/2016	22639	Instant Signs Inc.	Title VI Decals	5,109.11	5,109.11	0.00	Posted
	2/12/2016	22640	Jarrett Stoltzfus	Employee rideshare program	439.00	439.00	0.00	Posted
	2/12/2016	22641	Jon House	Educational assistance and reimbursement	960.00	960.00	0.00	Posted
	2/12/2016	22642	Landmark Healthplan of California, Inc.	02/16 Chiropractic Insurance Premium	338.11	338.11	0.00	Posted
	2/12/2016	22643	Project Sister Sexual Assault	Healing the Heart 2016 - Topaz sponsor	1,000.00	1,000.00	0.00	Posted
	2/12/2016	22644	Pulsar Advertising	01/16 Consulting services	28,043.50	28,043.50	0.00	Posted
	2/12/2016	22645	Regional Chamber of Commerce - SGV	Salute to Heroes Prayer Breakfast - Bronze sponsor	500.00	500.00	0.00	Posted
	2/12/2016	22646	San Gabriel Valley NAACP	17th Annual Tribute to Martin Luther King	195.00	195.00	0.00	Posted
	2/12/2016	22647	Set for Life Inc.	Presentation of "The Collection Box"	500.00	500.00	0.00	Posted
	2/12/2016	22648	Signal Campus, LLC	Mt. SAC	3,465.00	3,465.00	0.00	Posted
	2/12/2016	22649	Southern California Streets Initiative	Advertising	12,000.00	12,000.00	0.00	Posted
	2/12/2016	22650	Suburban Water Systems	1/16 Admin Bldg Water	777.59	777.59	0.00	Posted
	2/12/2016	22651	Thomas J. Koontz	Interior Cards	4,538.76	4,538.76	0.00	Posted
	2/12/2016	22652	Tri - Signal Integration, Inc.	2/16 Admin Bldg Alarm Monitoring	70.00	70.00	0.00	Posted
	2/12/2016	22653	University of La Verne	Project Management Professional Cert. Program	17,391.00	17,391.00	0.00	Posted
	2/12/2016	22654	Verizon	Call forwarding	44.03	44.03	0.00	Posted
	2/12/2016	22655	Verizon Business - 660794	Mt Lukens Tower - Data transport	1,303.09	1,303.09	0.00	Posted
	2/12/2016	22656	Verizon Calif - 920041	Industry Park & Ride	350.70	350.70	0.00	Posted

**Bank Account - Check Details**

Tuesday, March 08, 2016 03:09:16 PM

Period: 02/01/16..02/29/16

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Foothill Transit

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**ATTACHMENT D**

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 02/01/16..02/29/16

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001 General Checking</b>							
2/12/2016	22657	Verizon Wireless	Cell Phone	3,788.68	3,788.68	0.00	Posted
2/12/2016	22658	Vy Thuy Phan - Hoang	Reimbursable expense - Washintong DC Trip	198.49	198.49	0.00	Posted
2/12/2016	22659	West Covina Lion's Foundation	46th Annual Night on the Town	1,500.00	1,500.00	0.00	Posted
2/12/2016	22660	Yoko Igawa	Reimbursable expense - 2016 Cappo Conference	182.43	182.43	0.00	Posted
2/12/2016	22661	Zones Inc.	Cisco CUWL license	6,000.00	6,000.00	0.00	Posted
2/12/2016	E00229	First Transit Inc.	Pomona 12/15 PMI's	12,500.00	0.00	0.00	Posted
2/12/2016	E00230	First Transit Inc.	Pomona Rose Bowl 01/16 special service	17,429.38	0.00	0.00	Posted
2/12/2016	E00231	First Transit Inc.	Pomona Contractor Services 01/1-15/16	640,872.98	0.00	0.00	Posted
2/12/2016	E00232	Transdev Services, Inc.	Arcadia Contractor Services for Jan 1-15	508,243.61	0.00	0.00	Posted
2/26/2016	22662	ACC Business	Internet fiber lines	1,404.20	1,404.20	0.00	Posted
2/26/2016	22663	ACE Pelizon Plumbing	Admin Bldg Plumbing Repair	89.00	89.00	0.00	Posted
2/26/2016	22664	Adt Security Services, Inc.	Puente Hills Mall security services	320.88	320.88	0.00	Posted
2/26/2016	22665	AT and T - 105068	El Monte phone line	45.24	45.24	0.00	Posted
2/26/2016	22666	AT and T - 5019	800 Ride Info Line	303.18	303.18	0.00	Posted
2/26/2016	22667	AT and T - 5025	El Monte store phone lines	1,647.79	1,647.79	0.00	Posted
2/26/2016	22668	AT and T - 5025	TS 6 Computer line	118.03	118.03	0.00	Posted
2/26/2016	22669	BMC Software Inc.	Track-IT	1,973.70	1,973.70	0.00	Posted
2/26/2016	22670	C.A.T. Specialties	Jackets for Drivers	17,300.42	17,300.42	0.00	Posted
2/26/2016	22671	C.B.A. Productions	Radio Advertising	749.00	749.00	0.00	Posted
2/26/2016	22672	California Deposition Reporters	IFB 16-023 Pre-Proposal Conference	1,227.42	1,227.42	0.00	Posted
2/26/2016	22673	Charter Communications	Cable TV	162.68	162.68	0.00	Posted
2/26/2016	22674	CIGNA Group Insurance	02/16 Cigna Life Insurance Premium	2,254.91	2,254.91	0.00	Posted
2/26/2016	22675	Come Land Maintenance Service Company Inc.	2/16 Jantorial Service	2,800.00	2,800.00	0.00	Posted
2/26/2016	22676	Complete Coach Works	F-1809 NABI buses Seats & Barrier Installation	1,985.00	1,985.00	0.00	Posted
2/26/2016	22677	County of L.A. - Commission for Women	Women of the Year Award & Scholarship Luncheon	2,000.00	2,000.00	0.00	Posted
2/26/2016	22678	Crown Castle USA Inc.	Tower rental 3/6	752.42	752.42	0.00	Posted
2/26/2016	22679	Crystal by Design Co. Inc.	Trophys for Rodeo 2016	517.67	517.67	0.00	Posted
2/26/2016	22680	Day - Lite Maintenance Co. Inc.	2/16 Monthly Lighting Contract	96.00	96.00	0.00	Posted
2/26/2016	22681	Fast-Track Construction	RETAIN FROM KPO 15-037	2,519.25	2,519.25	0.00	Posted
2/26/2016	22682	FEDEX Corp.	Express Mail	564.50	564.50	0.00	Posted
2/26/2016	22683	Grand Car Wash	VEHICLE WASHING- 01/16	357.83	357.83	0.00	Posted
2/26/2016	22684	Grant Writing USA	4/7 Grant Writing USA Class - R. Cervantes	455.00	455.00	0.00	Posted
2/26/2016	22685	Graybar Electric Co Inc.	Azusa P&R - Comm Room Cabinet Panel Shipping Fee	242.39	242.39	0.00	Posted
2/26/2016	22686	HD Supply Facilities Maintenance	Facility Supplies	175.39	175.39	0.00	Posted
2/26/2016	22687	Hertz Corporation	VEHICLE RENTAL	513.29	513.29	0.00	Posted
2/26/2016	22688	Industry Public Utility Commission	1/16 Industry P&R Electricity	1,392.36	1,392.36	0.00	Posted
2/26/2016	22689	Lazar and Associates	01/16 Interpreting Services	184.15	184.15	0.00	Posted
2/26/2016	22690	Lorbel Inc.	APC Symmetra Support Renewal	2,880.00	2,880.00	0.00	Posted
2/26/2016	22691	Lorman Publishing Co.	Successful PTO Program	209.00	209.00	0.00	Posted
2/26/2016	22692	Moore and Associates Inc.	Coach Operator Performance Audits	8,816.00	8,816.00	0.00	Posted

**Bank Account - Check Details**

Tuesday, March 08, 2016 03:09:16 PM

Period: 02/01/16..02/29/16

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Foothill Transit

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**ATTACHMENT D**

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 02/01/16..02/29/16

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001 General Checking</b>							
2/26/2016	22693	Nelson/Nygaard	01/16 Comprehensive Operational Analysis	3,950.50	3,950.50	0.00	Posted
2/26/2016	22694	Network Integration Company Pathers, Inc.	Wireless Reconfiguration	43,686.31	43,686.31	0.00	Posted
2/26/2016	22695	Networks Asia, Inc.	496 Campaign 01/16	8,948.00	8,948.00	0.00	Posted
2/26/2016	22696	Newage PHM, LLC	TS2 Electricity Usage	7,201.12	7,201.12	0.00	Posted
2/26/2016	22697	Norex, Inc.	Norex Subscription 2/1/16-2/28/17	2,000.00	2,000.00	0.00	Posted
2/26/2016	22698	Office Depot	Office Supplies	1,551.08	1,551.08	0.00	Posted
2/26/2016	22699	Omnitrans	Omnitrans Passes	7,800.00	7,800.00	0.00	Posted
2/26/2016	22700	Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	2,280.00	2,280.00	0.00	Posted
2/26/2016	22701	Penske Toyota Scion of West Covina	Vehicle maintenance	83.54	83.54	0.00	Posted
2/26/2016	22702	Platinum Security Inc.	EI Monte TS6 Security Services	3,814.09	3,814.09	0.00	Posted
2/26/2016	22703	Postage by Phone System	Postage Meter #14145593	1,007.63	1,007.63	0.00	Posted
2/26/2016	22704	Proterra LLC	CHARGE STATION PMI BILLING SIDE A & B AUGUST 2015	17,184.61	17,184.61	0.00	Posted
2/26/2016	22705	Recall Secure Destruction Serv.	Secure Destruction Services	254.66	254.66	0.00	Posted
2/26/2016	22706	Richards Watson and Gershon	Legal Fees	469.20	469.20	0.00	Posted
2/26/2016	22707	Ron Turley Associates Inc.	RTA Training	1,200.00	1,200.00	0.00	Posted
2/26/2016	22708	Sabrina Ashley Muhne	2/5 Strategic Planning Workshop	112.80	112.80	0.00	Posted
2/26/2016	22709	Schindler Elevator Corporation	Admin Bldg Elevator Service Call	1,496.96	1,496.96	0.00	Posted
2/26/2016	22710	Scintech Associates Inc.	PA Amp Installs	4,500.00	4,500.00	0.00	Posted
2/26/2016	22711	Signal Campus, LLC	Rio Hondo College	1,402.50	1,402.50	0.00	Posted
2/26/2016	22712	Simon Equipment Co. Inc.	Truck Rental - Claremont TS Safe Transport	106.59	106.59	0.00	Posted
2/26/2016	22713	Skyline Pest Control	2/16 Monthly Pest & Rodent Control	95.00	95.00	0.00	Posted
2/26/2016	22714	Socal Office Technologies	Copier - 0116	327.85	327.85	0.00	Posted
2/26/2016	22715	Southern California Edison Co.	Pomona Transit Center Electricity Usage	8,523.53	8,523.53	0.00	Posted
2/26/2016	22716	Southern California Edison Co.	1/16 Admin Bldg Electricity	9,835.74	9,835.74	0.00	Posted
2/26/2016	22717	Standard Parking Corporation	1/16 Parking Services	3,072.37	3,072.37	0.00	Posted
2/26/2016	22718	Thomas Nass	Reimbursable Expense - Greenville-Bus Inspection	322.51	322.51	0.00	Posted
2/26/2016	22719	Thompson Coburn LLP	13(c) Labor Protection	768.00	768.00	0.00	Posted
2/26/2016	22720	Transit Information Products	Transit Tube Inserts 1.31.16	2,784.58	2,784.58	0.00	Posted
2/26/2016	22721	Tri - Signal Integration, Inc.	Fire Alarm System Repair	296.00	296.00	0.00	Posted
2/26/2016	22722	Verizon Calif - 920041	Local Calls - TS Hunt Group	2,288.11	2,288.11	0.00	Posted
2/26/2016	22723	Verizon Calif - 920041	Fire monitoring line	50.92	50.92	0.00	Posted
2/26/2016	22724	Walnut Valley Water District	1/16 Industry P&R Fire Sprinkler Water	101.16	101.16	0.00	Posted
2/26/2016	22725	Wright Express	VEHICLE FUELING FEBRUARY 2016	596.00	596.00	0.00	Posted
2/26/2016	22726	Zonar Systems Inc.	EVIR CSA INSPECTION SERVICE	27,115.20	27,115.20	0.00	Posted
2/26/2016	E00233	International City Management Assoc. Retirement Co	Retirement funds for payroll ending 2/13/16	32,161.57	0.00	0.00	Posted
2/26/2016	E00234	Transdev Services, Inc.	Arcadia Special Service LA Marathon 02/16	2,841.16	0.00	0.00	Posted
2/26/2016	E00235	Transdev Services, Inc.	Arcadia Contractor Services Jan 16-31	1,471,217.18	0.00	0.00	Posted
2/26/2016	E00236	Transdev Services, Inc.	01/16 Management services fee	154,794.47	0.00	0.00	Posted
<b>General Checking</b>				<b>4,381,930.52</b>	<b>1,509,952.64</b>	<b>0.00</b>	



April 1, 2016

To: Executive Board

Subject: **February 2016 Performance Indicators Report**

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### **Recommendation**

Receive and file the February 2016 Performance Indicators Report.

### **Summary**

This report provides an analysis of Foothill Transit's performance indicators for February 2016. Foothill Transit monitors a number of measures 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 February 2016, Foothill Transit achieved four out of nine key performance indicator goals. The performance indicator targets met for the month are: Miles between mechanical service interruptions, Preventable accidents per 100,000 miles, Average Hold Time, and Farebox Recovery Ratio.

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

- **Boardings** – Total number of boardings recorded by the farebox in February 2016 was 1.11 million – a two percent decrease from the same month last year.
- **Fare Revenue** – Total fare revenue for the month was \$1.40 million. The average fare was \$1.25 per boarding.
- **Operating Expenses** – Operating expenses incurred in the month totaled \$6.21 million, resulting in an average cost per service hour of \$98.74.
- **Accidents** – The system averaged 0.65 preventable accidents per 100,000 miles.





- *Customer Complaints* – Foothill Transit received 27 complaints per 100,000 boardings in the month.
- *Schedule Adherence* – In February 2016, Foothill Transit recorded 80.8 percent on-time performance. This is a three percent decline from February of last year.

### **Analysis**

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

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

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

### **Overall System Performance**

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

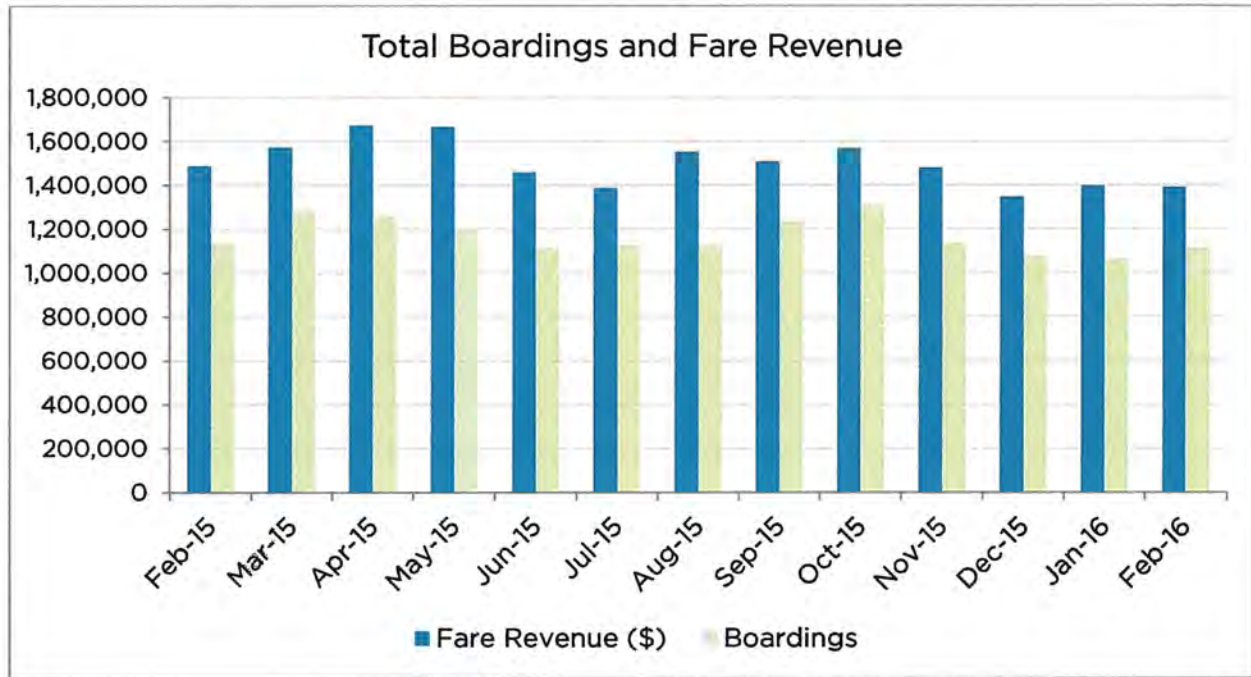
#### ***Total Boardings and Total Fare Revenues***

In February 2016, Foothill Transit buses had 1.11 million boardings. Compared to the same month last year, this is a two percent decrease from 1.14 million boardings. Fiscal year-to-date, there has been 9.17 million boardings compared with 9.74 million boardings in the same period the previous year.

Total fare revenue recorded in the month was \$1.40 million, a seven percent decline from February of last year. The decline in fare revenue can be attributed to the two percent decline in ridership as well as a lower average fare per boarding. Average fare per boarding for this month was \$1.25, compared to \$1.31 the same period the previous year. This can be attributed to a change in the reimbursement rate for the Class Pass program, which



caused fare revenue to decrease at a greater rate than ridership. Fiscal year-to-date, Foothill Transit has recorded \$11.62 million in fare revenue.



**Vehicle Service Hours and Operating Expenditure**

In February 2016, Foothill Transit operated 62,855 service hours which represents an eight percent increase compared to the same period the previous year. This is primarily the result of increased commuter express service and expanded Silver Streak service, as well as the addition of Route 496. Fiscal year-to-date, Foothill Transit has operated 525,597 service hours.

Foothill Transit incurred \$6.21 million in operating expenses in February 2016. Fiscal year-to-date, Foothill Transit has incurred \$48.67 million in operating expenses, which is a four percent increase over the same period the previous year.



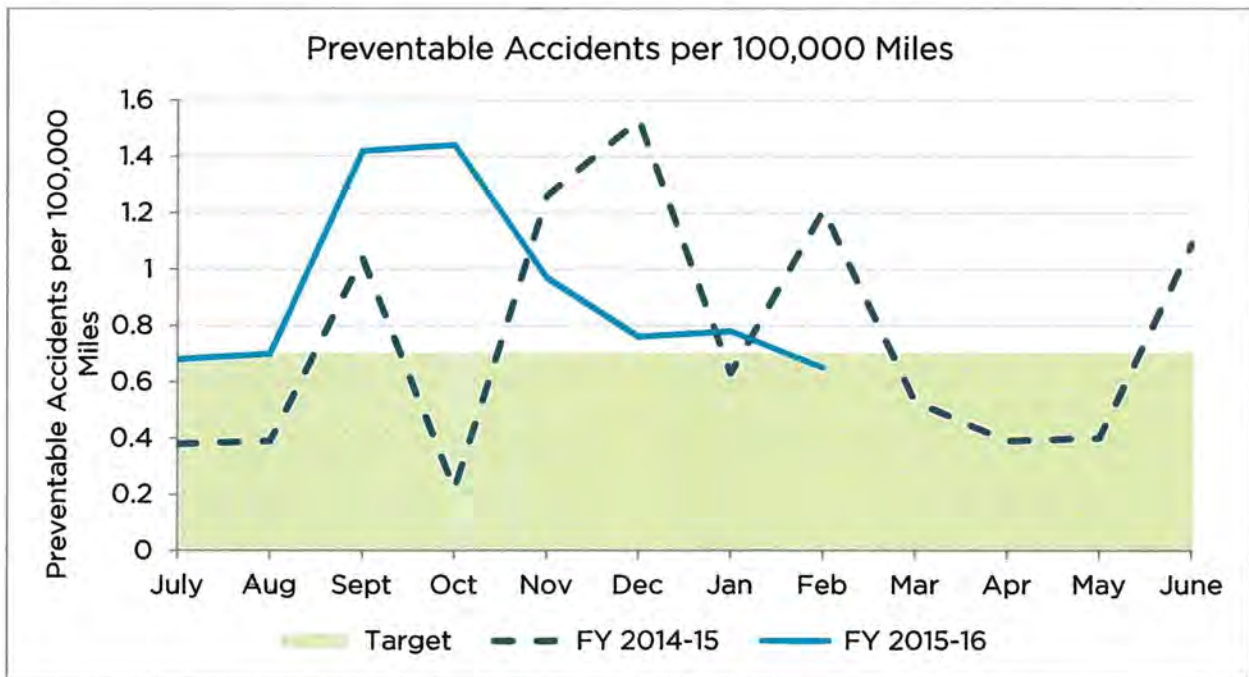


**Goal 1: Operate a Safe Transit System**

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

*Preventable Accidents per 100,000 Miles*

In February 2016, Foothill Transit met the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with an average of 0.65. This is a 47 percent decrease compared to the same period the previous year. The majority of the preventable accidents in the month were vehicles making contact with fixed-objects. Fiscal year-to-date, there has been 0.90 preventable accidents per 100,000 miles which is a 10 percent increase compared to the same period the previous year. Staff is working closely with both operations contractors to advance accident reporting to help reduce the number of preventable accidents. Improved communication of accident information and additional reporting has helped to provide better data analytics for safety training and safety campaigns held by the operations contractors’ management staff and bus operators.



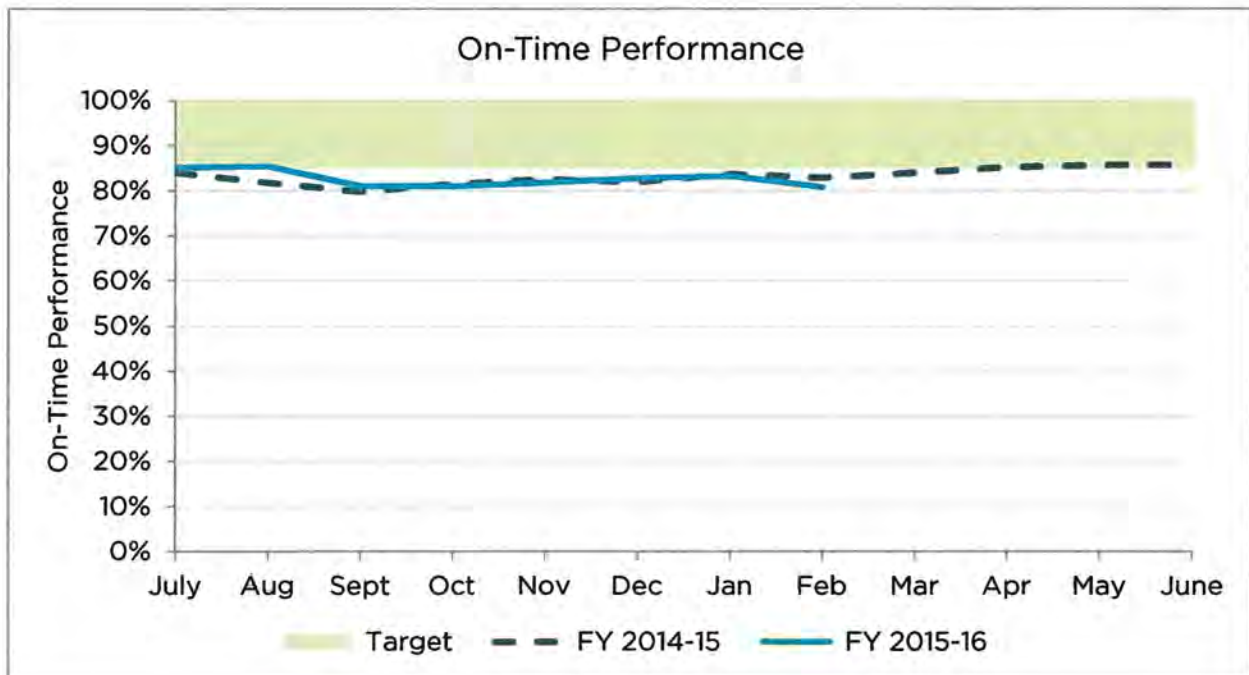


**Goal 2: Provide Outstanding Customer Service**

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

*Schedule Adherence*

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it did not depart early or departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 85 percent or higher OTP for this fiscal year. In February 2016, Foothill Transit achieved 80.8 percent OTP for the entire system. This is a three percent decline over the same period last year which can be attributed to the January 31<sup>st</sup> service change and addition of Route 496. Furthermore, testing on the new Gold Line Extension caused delays on routes 185 and 280, which also impacted on-time performance for the month. OTP was 81.9 percent for local routes, 72.7 percent for local express routes, and 80.1 percent for express routes. Fiscal year-to-date, Foothill Transit has achieved 82.7 percent OTP which is a one percent improvement compared to the same period the previous year.

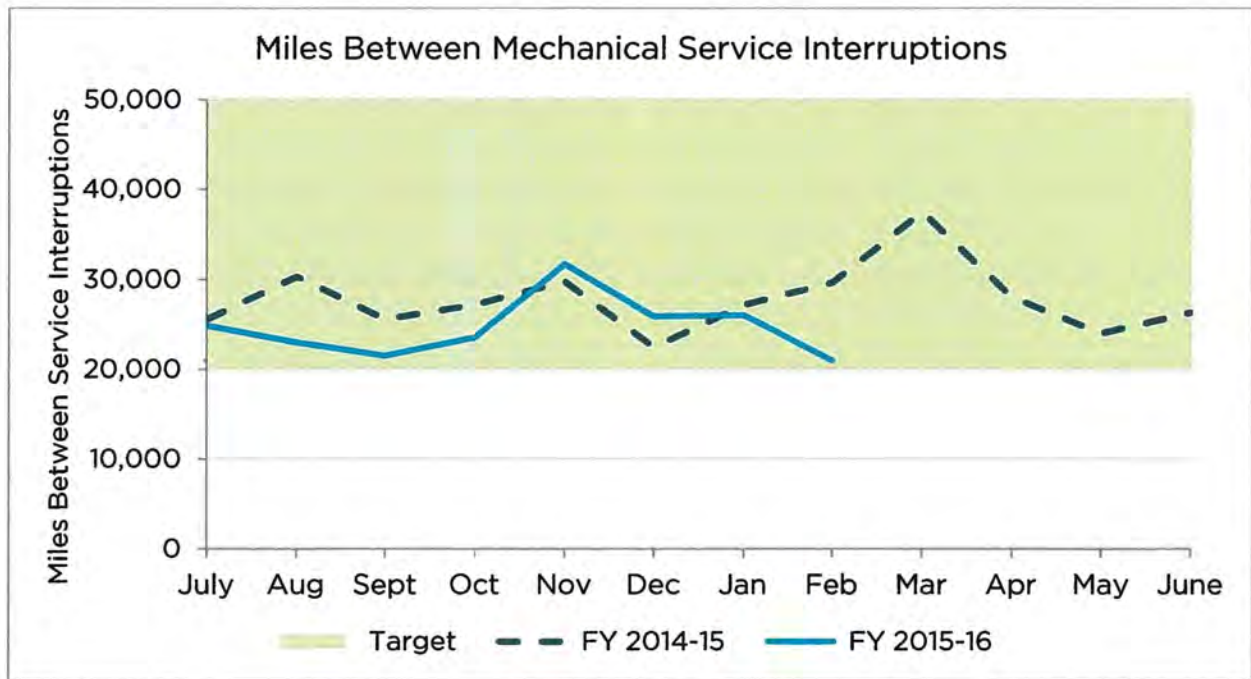






**Average Miles Between Service Interruptions**

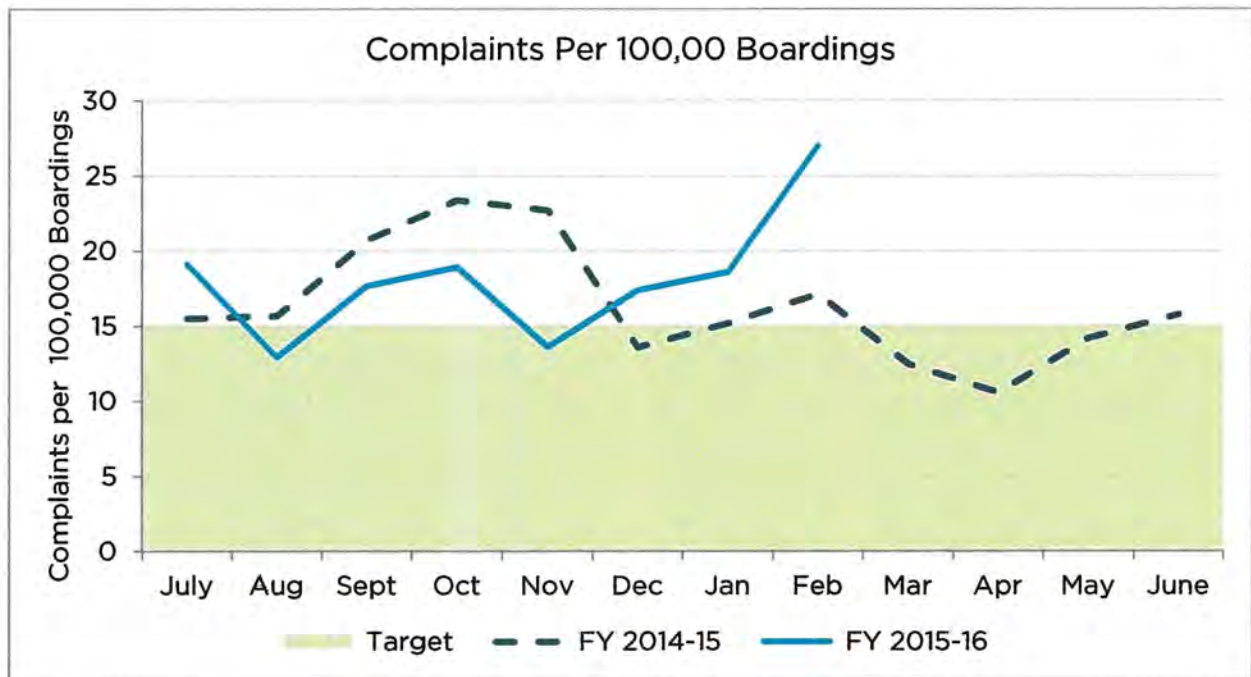
Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In February 2016, Foothill Transit averaged 20,959 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions, but the metric is 29 percent lower compared to February of last year. Fiscal year-to-date, Foothill Transit has averaged 24,393 miles between service interruptions, which is nine percent lower compared to the same period the previous year.





**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 February 2016, Foothill Transit received 27 valid complaints per 100,000 boardings, exceeding the performance target of 15.00 or fewer complaints per 100,000 boardings. Forty seven percent of the complaints received this month were related to schedule adherence. Of particular note is that Southern California has once again risen to the top of the list of areas with the worst traffic congestion. Fiscal year-to-date, Foothill Transit has received 18.2 valid complaints per 100,000 boardings which is roughly the same compared to February of 2015.

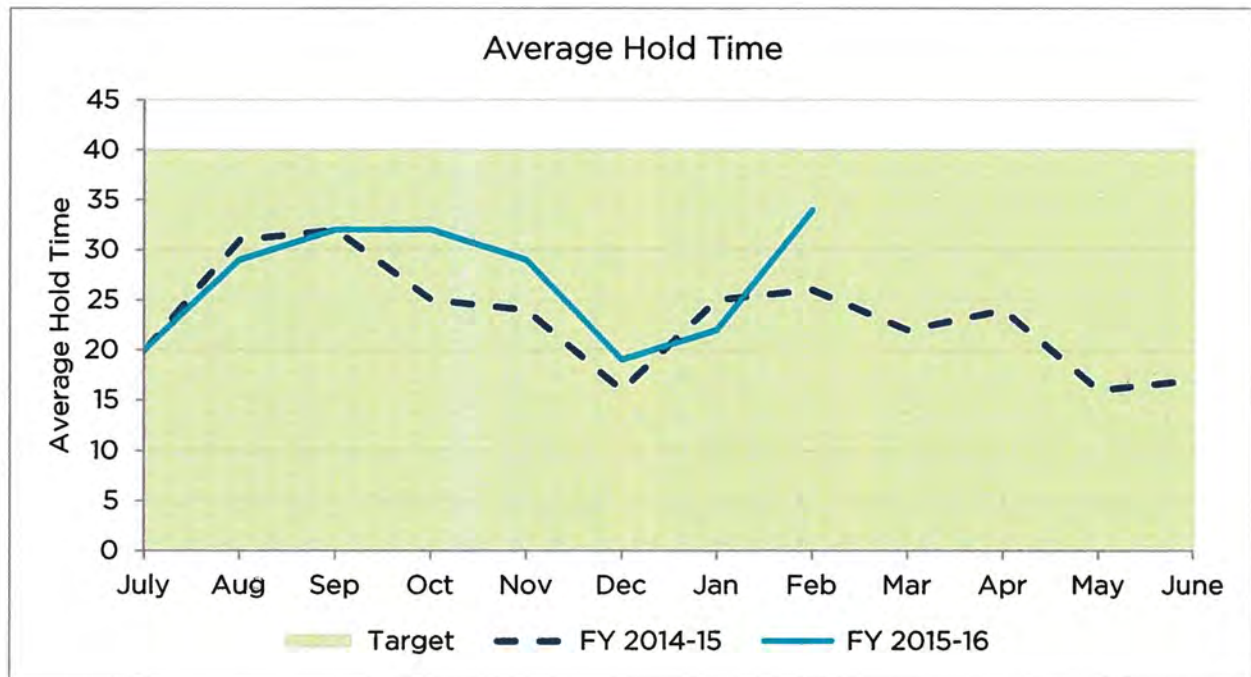






**Average Hold Time**

Phone systems at Foothill Transit’s five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 34 seconds during February 2016 achieves the performance target of less than 40 seconds. Fiscal year-to-date, Foothill Transit has an average hold time of 28 seconds.



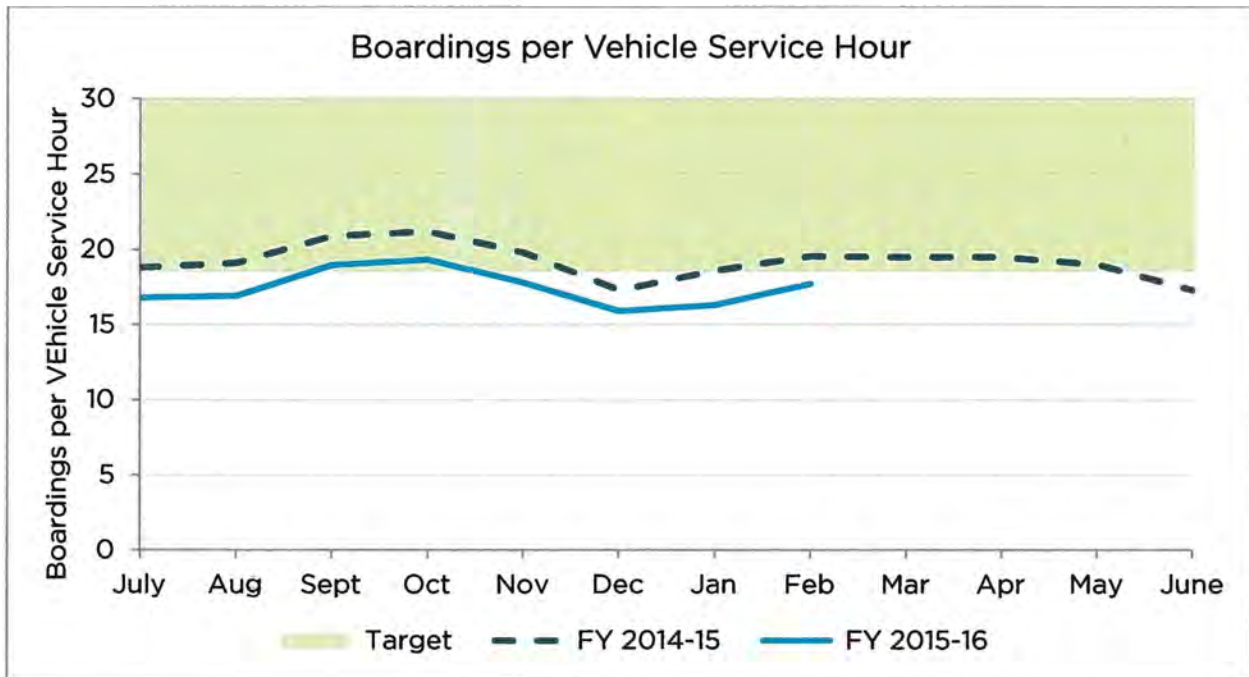


**Goal 3: Operate an Effective Transit System**

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

*Boardings per Vehicle Service Hour*

Boardings per vehicle service hour are the total number of boardings divided by the total number of service hours in a given period. Foothill Transit buses averaged 17.7 boardings per vehicle service hour in February 2016. This does not meet the performance target of 18.5 or more boardings per service hour and is a nine percent decline compared to February 2015. The operation of eight percent more service hours along with a two percent decline ridership explains this year-to-year variance in system performance. Fiscal year-to-date, Foothill Transit saw 17 boardings per vehicle service hour, which is a ten percent decline compared to the same period the previous year.

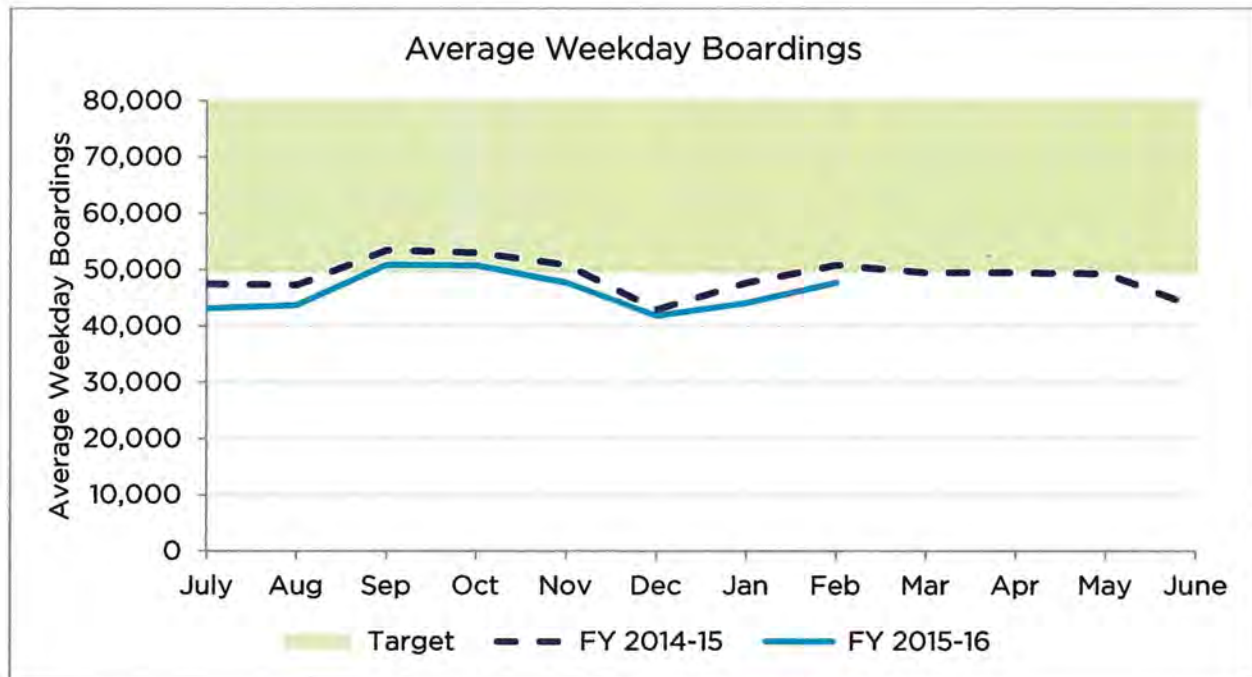






**Average Weekday Boardings**

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In February 2016, there were 47,659 average weekday boardings which is a six percent decline from the same period the previous year. Foothill Transit did not meet the performance target. Analysis of the three service classes show that compared to the same period the previous year, there was a four percent decline in average weekday boardings on local lines, a three percent decline in average weekday boardings on local express lines, and a two percent decline in average weekday boardings on commuter express lines. Fiscal year-to-date, Foothill Transit has recorded 46,177 average weekday boardings which is a six percent decline compared to the same period the previous year.



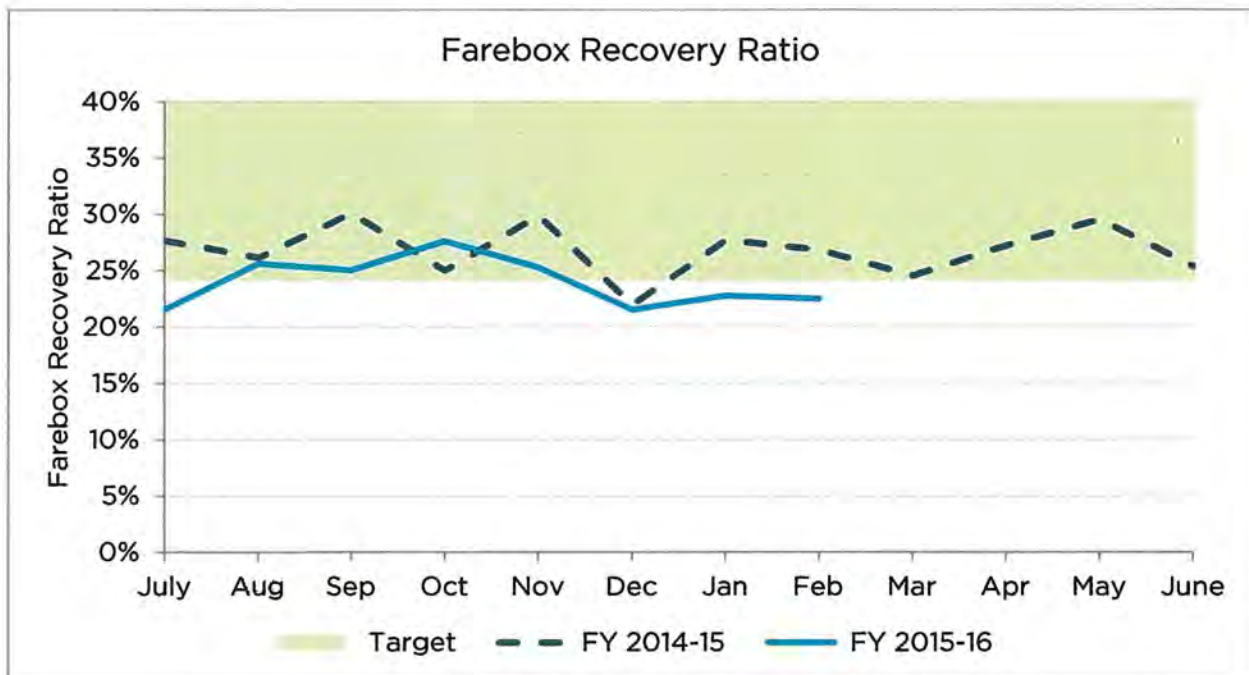


**Goal 4: Operate an Efficient Transit System**

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

*Farebox Recovery Ratio*

Farebox recovery ratio is a measure of the proportion of operating cost recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 24.10 percent has been established for the fiscal year. A minimum farebox recovery ratio of 20 percent for transit service is required by the Transportation Development Act (TDA) in order for transit agencies to receive the state sales tax available for public transit purposes. Foothill Transit's farebox recovery ratio for February 2016 was 22.48 percent. Fiscal year-to-date, the farebox recovery ratio is 23.91 percent which did not achieve the performance target of greater than 24.10 percent, but exceeds the TDA requirement of 20 percent. This decrease is a result of lower fare revenue as well as higher operating expenses for the month of February.

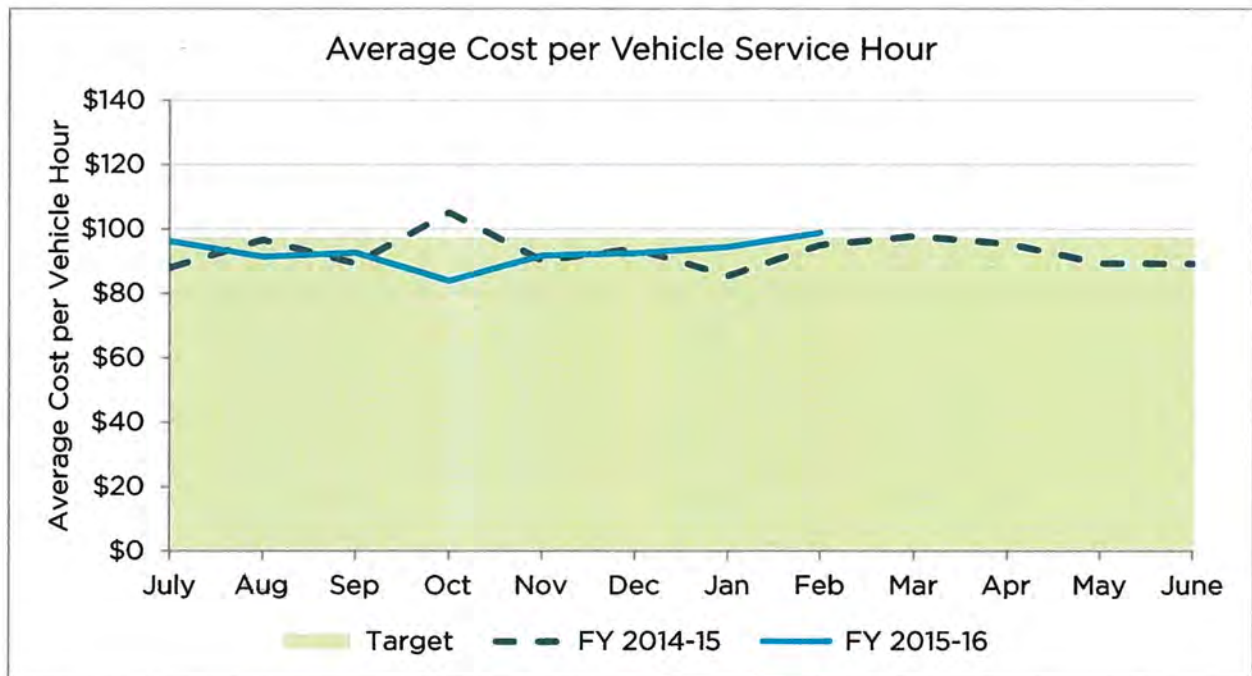






**Average Cost per Vehicle Service Hour**

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 February 2016 was \$98.82. Fiscal year-to-date, Foothill Transit's average cost per vehicle service hour is \$92.64, which meets the fiscal year target of less than \$97.36.



Sincerely,

Mike Tobin  
Quality Assurance Analyst

Doran J. Barnes  
Executive Director

*Attachment A*  
**Foothill Transit**  
**Key Performance Indicators**  
**February 2016**

Goal	Performance Indicator	February 2016	Met Target?	February 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
<b>Overall System Performance</b>	Total Boardings	<b>1,112,441</b>	-	1,137,165	(2%)	9,168,078	-	9,743,670	(6%)	
	Vehicle Service Hours	<b>62,855</b>	-	58,165	8%	525,597	-	502,325	5%	
	Total Fare Revenue	<b>\$1,388,913</b>	-	\$1,486,636	(7%)	\$11,621,780	-	\$12,520,236	(7%)	
	Total Operating Expense	<b>\$6,211,336</b>	-	\$5,536,159	12%	\$48,666,476	-	\$46,752,873	4%	
<b>Safety</b>	Preventable Accidents per 100,000 Miles	<b>0.65</b>	<b>Yes</b>	1.21	(47%)	0.90	<b>No</b>	0.82	10%	≤ 0.70
<b>Customer Service</b>	Schedule Adherence	<b>80.8%</b>	<b>No</b>	82.9%	(3%)	82.7%	<b>No</b>	82.3%	1%	≥ 85%
	Miles Between Mechanical Service Interruptions	<b>20,959</b>	<b>Yes</b>	29,674	(29%)	24,393	<b>Yes</b>	26,935	(9%)	≥ 20,000
	Complaints per 100,000 Boardings	<b>27</b>	<b>No</b>	17.15	57%	18.21	<b>No</b>	18.17	0%	≤ 15.00
	Average Hold Time (Seconds)	<b>34</b>	<b>Yes</b>	26	31%	28.30	<b>Yes</b>	25	14%	≤ 40
<b>Effectiveness</b>	Boardings per Vehicle Service Hour	<b>17.7</b>	<b>No</b>	19.6	(9%)	17	<b>No</b>	19.4	(10%)	≥ 18.5
	Average Weekday Boardings	<b>47,659</b>	<b>No</b>	50,848	(6%)	46,176	<b>No</b>	49,171	(6%)	≥ 49,490
<b>Efficiency</b>	Farebox Recovery Ratio	<b>22.48%</b>	<b>No</b>	26.85%	(16%)	23.9%	<b>No</b>	26.78%	(11%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	<b>\$98.82</b>	<b>No</b>	\$95.18	4%	\$92.64	<b>Yes</b>	\$93.07	(0%)	≤ \$97.36

Red = did not meet target



*Attachment B*  
**Foothill Transit**  
**Operations Report**  
**February 2016**

Goal	Performance Indicator	February 2016	February 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
Operations	Average fare per boarding	<b>\$1.25</b>	\$1.31	(4%)	\$1.27	\$1.28	(1%)
	Average cost per boarding	<b>\$5.58</b>	\$4.87	15%	\$5.32	\$4.80	11%
	Average subsidy per boarding	<b>\$4.33</b>	\$3.56	22%	\$3.52	\$3.51	0%
	Total vehicle miles	<b>1,236,589</b>	1,157,288	7%	8,054,776	10,100,601	(20%)
	Vehicle service miles	<b>914,585</b>	849,419	8%	5,995,748	7,381,548	(19%)
	Total vehicle hours	<b>82,865</b>	76,960	8%	543,551	676,826	(20%)
	In-service speed (mph)	<b>14.6</b>	14.6	(0%)	12.71	14.7	(14%)
	Boardings per vehicle service mile	<b>1.22</b>	1.34	(9%)	1.20	1.32	(9%)



April 1, 2016

To: Executive Board

Subject: **March 2016 Legislative Summary**

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**Recommendation**

Receive and file the March 2016 Legislative Summary. Adopt support positions on AB 2090 and SB 824.

**Analysis**

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on AB 2090 (Alejo) and SB 824 (Beall).

***State Legislative Issues:***

AB 2090 would authorize a recipient transit agency to apply for, and receive, Low Carbon Transit Operations Program (LCTOP) funds for the purpose of maintaining transit service levels, if the recipient transit agency is experiencing a fiscal emergency. This bill would provide Foothill Transit with financial support in case of a severe funding challenge.

SB 824 would create flexibility in the Low Carbon Transit Operations Program (LCTOP) to allow a recipient transit agency to retain its funding share over multiple years for use in a subsequent fiscal year and loan, transfer and/or pool its funding share with other recipient transit agencies within its region if it cares to do so. This bill would allow Foothill Transit to more strategically utilize our LCTOP funding shares.

On March 7, Assembly Member Anthony Rendon was sworn in as the new Speaker of the California State Assembly. He was elected to the position in January and will now take over the office and leadership of the Assembly. Mr. Rendon was elected to the State Assembly to represent the 63<sup>rd</sup> District in 2012. The 63<sup>rd</sup> Assembly District includes nine cities – Bell, Cudahy, Hawaiian Gardens, Lakewood, Lynwood, Maywood, Paramount, South Gate and a northern portion of Long Beach. He has served as Chair of the Assembly Committees of Water, Parks and Wildlife and Utilities and Commerce. Prior to serving in the Assembly, Speaker Rendon was an educator, non-profit executive director, and environmental activist.



***Federal Legislative Issues:***

Federal Transit Administration (FTA) Acting Administrator Therese McMillan announced her resignation to accept a position as Chief Planning Officer at the Los Angeles County Metropolitan Transportation Authority (L.A. Metro). "Therese McMillan was a tremendous collaborator with the public transportation industry and an effective advocate for public transit in the Obama administration," said APTA Chair Valarie J. McCall, board member, Greater Cleveland Regional Transit Authority. "Proof of her effectiveness are the budget levels for public transportation that were in the administration's Grow America proposals, President Obama's 2017 budget submission and the recently passed FAST Act." McMillan joined FTA in 2009 as Deputy Administrator. Previously, she was Deputy Executive Director for Policy at the San Francisco Bay Area Region's Metropolitan Transportation Commission.

**Budget Impact**

The impact of AB 2090 and SB 824 have not been determined at this time.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

Attachment

## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 338	Hernandez	Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.	This bill would provide a new operating funding source for Foothill Transit.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Senate Committee on Appropriations		Support Position Adopted 4/24/2015
AB 1250	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Signed by the Governor & Chaptered by the Secretary of State - 10/4/2015	CTA - Support	Support Position Adopted 4/24/2015

## 2016 Legislation Summary

Current as of 3/23/2016

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

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



## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined.				
AB 2090	Alejo	<b>This bill would authorize a recipient transit agency to apply for, and receive, Low Carbon Transit Operations (LCTOP) funds for the purpose of maintaining transit service levels, if the recipient transit agency is experiencing a fiscal emergency.</b>	<b>This bill would provide Foothill Transit with financial support in case of a severe funding challenge.</b>	Assembly Committee on Transportation	CTA - Support	Support
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015



## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 6/26/2015
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Inactive File	CTA - Support	Support Position Adopted 5/29/2015
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015

## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Signed by the Governor & Chaptered by the Secretary of State - 10/10/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Signed by the Governor & Chaptered by the Secretary of State - 10/9/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales	This bill would provide a new operating funding source for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 10/7/2015	Metro - Support	Support Position adopted 5/29/2015

## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.				
SB 824	Beall	<b>This bill would create flexibility in the Low Carbon Transit Operations Program (LCTOP) to allow a recipient transit agency to retain its funding share over multiple years for use in a subsequent fiscal year and loan, transfer and/or pool its funding share with other recipient transit agencies within its region if it cares to do so.</b>	<b>This bill would allow Foothill Transit to more strategically utilize our LCTOP funding shares</b>	Senate Committee on Transportation and Housing	CTA - Support	Support
SBX1 7	Allen	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
SBX1 8	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015

## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.				
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX11	Huff	<p>SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session.</p> <p>Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from</p>	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	State Senate		Support Position Adopted 8/28/2015



## 2016 Legislation Summary

Current as of 3/23/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAX1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAX1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				
H.R. 680	Blumenauer	<p>Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current</p>	<p>A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.</p>	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015

# 2016 Legislation Summary

Current as of 3/23/2016

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

<b>Bill No.</b>	<b>Author</b>	<b>Analysis</b>	<b>Potential Impacts</b>	<b>Location</b>	<b>Outside Agency Positions</b>	<b>Recommended Position</b>
		tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.				



April 1, 2016

To: Executive Board

Subject: **Fare Collection System**

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### **Recommendation**

Receive and file an update on Foothill Transit's fare collection system maintenance.

### **Analysis**

The farebox is a vital piece of equipment for Foothill Transit, not only for collecting fares and ensuring revenue security, but for capturing valuable ridership information. Since the installation of our current on-board fare collection equipment in 2009, Foothill Transit's administrative team has been working closely with our operations and maintenance contractors at both facilities to ensure proper functionality of the farebox.

Foothill Transit operates the SPX Genfare Odyssey farebox with a Cubic Transportation logic board and smart card reader. This is the same farebox used throughout the L.A. Region for the Transit Access Pass (TAP) program. As a participant of the TAP Program, Foothill Transit, along with 24 regional operators, share the same back-end office and use the same reporting system. The fare collection system produces extensive maintenance reports, which the Foothill Transit administrative team uses to provide maintenance oversight of the fare collection system. The following are tools and tasks that Foothill Transit uses/performs to ensure proper fare collection.

#### Farebox Maintenance Reports

Part of every bus operator's pre-trip inspection is a test to ensure that the farebox is working. If the farebox appears to be faulty during the pre-trip, the operator requests that the farebox be repaired and/or that a spare bus be assigned to complete the scheduled run. The fare collection system also generates farebox health and maintenance reports that identify abnormalities and malfunctions of the farebox. The Foothill Transit administrative team and our operations and maintenance contractors review the farebox maintenance reports on a daily basis to identify particular issues with the farebox. Mechanical issues are addressed immediately.

#### Daily Fare Revenue Deposits

The fare collection system generates daily reports to show cashbox vaulting and farebox data download activities. The reports are emailed daily to the



appropriate supervisors for review. The Foothill Transit administrative team is copied in the email distribution for the daily reports and follows up on any persistent cashbox vaulting exceptions. The reports are also used to reconcile with daily bank deposit slips and bank statements to ensure accurate revenue collection.

Fleet-Wide Farebox Inspection

Bi-annually each operations facility undergoes a fleet-wide farebox inspection. The inspections are led by the Maintenance Managers at each facility. The inspection includes:

- Coin mechanism testing and cleaning
- Bill validator inspection and cleaning
- Bill transporter usage recording and cleaning
- Smart card reader testing
- Internal component cleaning

Cashbox Audits

At a minimum, the Foothill Transit's administrative team performs annual cashbox audits at both operating facilities to ensure fare revenue is accurately reported through the regional fare collection system. For the audit, the cash and coins collected in each cashbox are individually counted and reconciled with the reporting system. The cashbox audit ensures the data reporting systems' integrity.

**Budget Impact**

There are no additional costs incurred for the ongoing maintenance programs. Costs associated with farebox maintenance are included in the Operations and Maintenance contracts.

Sincerely,

John Xie  
Fare Revenue Manager

Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Request for Qualifications (RFQ) - Architectural Engineering Consultant - Mt. SAC Transit Center**

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### **Recommendation**

Authorize the Executive Director to issue RFQ No. 16-008 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of a proposed Transit Center and Transit Store to be located on the Mt. San Antonio Community College campus.

### **Analysis**

At the May 2015 Executive Board Meeting, the Board authorized the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) related to the development of a Transit Center and Transit Store on the Mt. SAC campus. Since then a new location for the proposed Transit Center has been identified by the College. Foothill Transit staff has been working with the College to discuss the new proposed location which also meets our transit needs and desire to be located central to the campus. The draft MOU is currently under review with the College and is anticipated to be received with comments by April 2016.

In order to advance work on this project, the services of an architectural and engineering consultant is needed. The architectural and engineering services to be completed include but are not limited to: assisting Mt. SAC's environmental consultant in developing appropriate environmental clearance documents, preparation of architectural and engineering design documents, preparation of appropriate precise plan applications, and assisting in obtaining appropriate City, College, and Division of State Architect plan check review and approval, development of construction documents and bidding support, construction administration, and preparation of record drawings.



**Foothill Transit**

## Executive Board Meeting

Executive Board Meeting - 04/01/16  
Request for Qualifications (RFQ) - Architectural  
Engineering Consultant - Mt. SAC Transit Center  
Page 2

### **Budget Impact**

Foothill Transit's fiscal year 2015-2016 Business Plan includes funding for the creation of a Transit Center on the Mt. SAC campus.

Sincerely,

  
Sharlane R. Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Contract Amendment - Bus Signal Priority (BSP) Project**

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### **Recommendation**

Authorize the Executive Director to execute Amendment No. 8 in the amount of \$316,157 to Contract No. 08-005 with Schneider Electric to complete Foothill Transit's Bus Signal Priority Project.

### **Analysis**

Traffic congestion and traffic signals cause significant delays and increase operating costs for on-street transit service. BSP has been a promising method to improve transit operations and service quality by giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can transport many people, giving priority to transit vehicles has the potential to significantly increase the person throughput of an intersection. Successful implementation of Foothill Transit's BSP system will make bus travel a more attractive alternative and can complement service on the Gold Line ensuring passengers get to their destinations on time.

BSP has many different components, all of which are required to work in harmony in order to implement a successful program. One is on-bus technology; this will be accomplished with existing technology within the SMARTBus system (SBS) after development of specialized BSP software allowing Foothill Transit buses to communicate with intersection signals.

A second component is signal controller hardware; this hardware will be installed in signal controllers allowing reception of electronic messages communicated from the buses. These messages are short "packets" of data allowing signals to know that a bus is approaching. Based upon the type of message; e.g. the bus is late; the bus is early; or the bus is on time; the signal will act appropriately by either slightly delaying a red light, slightly extending a green light or not doing anything. It has been proven that these small messages do not negatively impact cross traffic. They merely involve a small change in the signal timing to allow the bus to complete its travel through the intersection.

The final component of the project is to liaison with the cities involved in order to properly implement this system. This involves developing detailed design plans of each intersection, working with traffic and lighting





representatives from each of the six cities in which the project is to be implemented and finally developing a detailed before-and-after analysis to review the impact of BSP on the corridor.

The project originally launched in 2008 has suffered many setbacks due to the current SMARTBus system's inability to successfully communicate with the traffic signal equipment. As a result, the project was halted. As part of Foothill Transit's transition from the current Xerox CAD/AVL system to Avail Technology CAD/AVL system, successful integration and communication with BSP enabled intersections has been written into the scope of work as a requirement.

To date, the project stands at 54 percent complete. The steps remaining are the installation of the signal equipment and the communication testing between the new Avail Technologies CAD/AVL system and the signal equipment.

This project is currently being funded through a grant from L.A. Metro as part of their annual Capital Call for Projects. Foothill Transit has already applied for and received an extension for the funding. Schneider Electric, the vendor who is providing and installing the street side equipment and Avail Technologies, who will be providing the SMARTBus support, are committed to completing the project within the given timeframe of the extension. The delay has resulted in \$316,157 in added cost to the original contract. These added costs are due to the need to update the plans to reflect hardware now in place, firmware and programming updates to the equipment and increased costs to install the equipment.

This amendment will cover the street side equipment and installation.

**Budget Impact**

Funding for this project is available in Foothill Transit's approved FY 2015-2016 Business Plan. L.A. Metro provided Foothill Transit \$1.5 million as part of a capital call project. This amendment increases the value of the contract from \$1,248,348 to \$1,564,505. Funding in the amount of \$1.5 million was provided by L.A. Metro provided Foothill Transit \$1.5 million as part of a capital call project.

Sincerely,

Joseph Raquel  
Planning Director

Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Contract Award - Arcadia Vault Canopy**

---

### **Recommendation**

Authorize the Executive Director to enter into Agreement No. 16-023 with EC Construction in the amount of \$209,225 for construction activities related to the installation of the fare vault canopy and ADA walkway at the Arcadia Operations & Maintenance Facility.

### **Analysis**

On October 23, 2015 the Executive Board authorized the issuance of Invitation for Bids (IFB) No. 16-023 for construction activities related to the installation of the fare vault canopy at the Arcadia Operations and Maintenance Facility.

On February 9, 2016 a Job Walk and Pre-Bid conference was held for potential bidders. Four bids were received on March 15, 2016. The lowest responsible and responsive bidder was EC Construction. EC Construction is an experienced contractor performing who has successfully completed similar projects for the Cities of Rosemead, Lakewood and Burbank.

The Arcadia Vault Canopy project scope of work includes a new canopy shelter to match the architectural style of the facility, including civil and electrical work for the new farebox vaulting station. The canopy will be equipped with overhead LED lighting. Additionally, conduit provisions for data and power for farebox vaulting equipment will be installed from the canopy shelter to Foothill Transit's data room in the administrative area at Arcadia. The new farebox probing and vaulting equipment will be installed by Cubic Transportation Systems under an existing contract. Other improvements include concrete slab repairs and ADA walkway access from Peck Road to the main entrance of building.



**Budget Impact**

Funding for this project is included in Foothill Transit's approved Fiscal Year 2015-2016 budget.

Sincerely,

  
Vincent Saucedo  
Construction Project Manager

  
Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Contract Award - Cellular Based GPS Service**

---

**Recommendation**

Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Zonar Systems in the amount of \$454,351 to provide cellular-based GPS service for a term of four years on Foothill Transit's bus fleet.

**Analysis**

The NexTrip system provides customers with predictions as to when the next bus will arrive at the desired stop. In 2014, Foothill Transit began using Zonar System's cellular-based GPS service to provide bus location to the NexTrip system. The cellular based GPS system provides more accurate bus location information than is available using our current Xerox CAD/AVL radio-based GPS system.

As Foothill Transit transitions to the recently procured Avail Technologies CAD/AVL system, which will provide cellular-based GPS once fully implemented, it is recommended that we continue to utilize the Zonar System's cellular-based GPS system which is already interfaced with Foothill Transit's NexTrip system. A two-year agreement is proposed in order to cover the transition from our current Xerox system to the Avail Technologies CAD/AVL. Two one-year options will be available in the event that additional time is needed for full implementation of the CAD/AVL conversion project.

**Budget Impact**

The total cost of four years of Zonar's Cellular based GPS service is \$454,351.00. Foothill Transit will be billed for each year annually. Funding is available in the approved Fiscal Year 2016 Business Plan and Budget for this service and funding for subsequent years will be included in future years' Business Plans and Budgets.

Sincerely,

Joseph Raquel  
Planning Director

Doran J. Barnes  
Executive Director



April 1, 2016

To: Executive Board

Subject: **2016 Foothill Transit Bus Roadeo Results**

---

### **Recommendation**

Receive and file the 2016 Foothill Transit Bus Roadeo Results.

### **Analysis**

The Bus Roadeo competition is a platform to encourage professionalism and to recognize excellence amongst bus operators who are the face of our transit system.

Each year many transit agencies across North America plan and host local Bus Rodeos to determine which operator and maintenance team will go on to represent their agency and compete at a regional or state level roadeo as well as the APTA International Bus Roadeo.

On March 12, 2016 Foothill Transit held its 21<sup>st</sup> Annual Bus Roadeo at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams from both contractors competed to demonstrate their driving and mechanical skills. The event was well attended by participants and their families as well as First Transit, Transdev, and Foothill Transit staff along with a number of staff from vendors, local police departments, and other transit agencies who served as judges for the competition.

This year's winners were Transdev's coach operator Enrique Reyes and maintenance team members Alex Calderon, Stephen Leung and Tracy Nicometo. The winners will proudly go on to compete at the Southern California Regional Bus Roadeo on April 16<sup>th</sup> hosted by Omni Trans as well as represent Foothill Transit at the APTA International Bus Roadeo in Charlotte, North Carolina on May 15, 2016.

Sincerely,

Tanya M. Pina  
Operations Contract Manager

Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Citrus College Class Pass Pilot Program**

---

### **Recommendation**

Authorize staff to proceed with initial planning phases to launch a Class Pass Pilot program at Citrus College.

### **Analysis**

Citrus College is located in the heart of our service area in the city of Glendora. Foothill Transit Lines 187, 281, 284, 488, and 494 all serve the campus. Approximately 13,400 students attend Citrus College and these students are among the most frequent purchasers of Foothill Transit's student 31-day pass.

Over the years we have had discussions with Citrus College regarding potential ridership programs and we recently received news that the new Dean of Students on campus, who was one of our main contacts at Mt. SAC during the Class Pass Pilot, was interested in launching the Class Pass program on the Citrus College campus.

With the recent opening of Metro's Gold Line Foothill Extension, Foothill Transit and the college believe that a Foothill Transit Class Pass program will complement the Gold Line and provide students with transportation options to and from the Gold Line as well as transportation for those students who are not served by the Gold Line.

The first steps for implementing the pilot program would be to meet with administrative teams on campus to work out details of the program. We would be discussing items such as where passes would be distributed and meeting with representatives of the IT department to work out the online programming and reporting for the program. A few of these meetings are already tentatively set up and the ball is rolling in preparation for a fall 2016 launch.

A new addition to the Class Pass program will be the possibility of having TAP Stickers that would be affixed to each student ID. Currently we distribute a blue tap card to each student with no photo or any other identifying marks.



Affixing the sticker to a student ID will make sure that each student can only use the Class Pass if they have an ID with a picture on it. Using a TAP sticker will reduce the potential for fraud in the program and we will be one of the first agencies to implement this solution in a public partnership.

**Class Pass Pilot** - The details of the Class Pass pilot program with Citrus College are still being worked out. During the Pilot program, Foothill Transit would offer local and Silver Streak service at no cost for two semesters beginning in fall 2016. This will afford students an opportunity to experience Foothill Transit and provides a cost-free opportunity for the school and students to find out how the system can work for them. By allowing students to ride throughout our service area we hope to create riders that use the system not only for school, but to travel to work and social outings. The pilot will allow Foothill Transit to gather accurate ridership data to project the cost to the college to continue the program beyond the pilot phase. During the second semester of the pilot, Foothill Transit representatives will discuss the projected cost of the program with the college's administrators. The final decision on the continuation of the program will lie in the hands of the students by way of vote.

**Class Pass Ridership** - There are five Foothill Transit lines directly serving Citrus College - Lines 187, 281, 284, 488, and 494. Prior to the launch of the Class Pass Pilot we will estimate what ridership will be from Citrus students.

**Next Steps** - Meet with administrative representatives from campus departments involved in the program to begin to layout the infrastructure. An MOU will be provided to Citrus College for their board to approve prior to returning to the Foothill Transit Executive Board for approval. Currently the goal is to launch the pilot program in the fall of 2016.

Sincerely,

Katie Gagnon  
Special Projects Manager

Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Exercise of Contract Option - Transit Bus Procurement**

---

### **Recommendation**

Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 4 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a cost of \$19,731,600 (Nineteen Million Seven Hundred Thirty-One Thousand, Six Hundred Dollars) including delivery and sales tax.

### **Analysis**

Foothill Transit currently has 30 buses that are eligible for retirement. These vehicles are proposed to be replaced with 40-foot, CNG powered coaches.

In March 1, 2013 Foothill Transit entered into a contract with North American Bus Industries, Inc. (NABI) for a base order of 30 buses with an option for 120 additional buses. The option may be exercised at any time within five years of the original date of the contract. Foothill Transit exercised Option No. 1 to purchase 30 buses on January 8, 2014; Option No. 2 for 30 additional buses on June 20, 2014; and Option No. 3 for 30 buses on July 2015.

NABI subsequently assigned, with Foothill Transit's written consent, Agreement No. 12-040 to NABI Bus, LLC, then again in January 2015 from NABI Bus, LLC to New Flyer in connection with several mergers that took place. So, in exercising this fourth option, Foothill Transit will be purchasing 40-foot CNG New Flyer Excelsior buses and not the 42-foot NABI buses as from previous purchases. The 42-foot NABI bus is no longer in production.

Foothill Transit has obtained Federal Transit Administration (FTA) concurrence that this is allowable under FTA procurement guidelines.

New Flyer has provided a proposed price for the purchase of the buses based on Foothill Transit's current bus specifications and options. As required by FTA's Procurement Guidelines, the pricing of the option buses was evaluated as part of the original procurement. For this purchase, the cost is derived from the base order of thirty 42-foot coaches delivered to Foothill Transit in 2013, and includes appropriate producer price index (PPI) increases. Also as required by the FTA, a price analysis has been conducted and documented



and the price of these 30 buses has been determined to be fair and reasonable.

Foothill Transit's bus fleet retirement schedule calls for the retirement of 30 series 1400 buses in FY 2016-2017. Based on New Flyer's current production schedule, this 30-bus option order is expected to be delivered to Foothill Transit by end of calendar year 2016.

**Budget Impact**

The total cost of 30 New Flyer 40-foot buses is \$19,731,600.00, including delivery and State of California sales/use tax. Funding for these buses is included in Foothill Transit's FY 2016-2017 Budget.

Sincerely,

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

Roland M. Cordero  
Director of Maintenance & Vehicle Technology

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

Doran J. Barnes  
Executive Director





April 1, 2016

To: Executive Board

Subject: **Contract Award – Operations and Maintenance – Arcadia Facility**

---

### **Recommendation**

Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia 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 \$168.5 million, including startup costs and the cumulative cost over the potential life of the contract is projected at \$357.7 million.

### **Analysis**

Foothill Transit issued Request for Proposals (RFP) No. 16-021 on October 2, 2015 for the operation of transit services for the agency's Arcadia 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 operated, and a rate per revenue mile operated; (2) performance measurement and invoicing based on systemwide data collected from Foothill Transit's SMARTBus system; (3) clarifications to the performance requirements and vehicle and fleet condition and maintenance requirements.

On January 28, 2016, proposals were received in response to the RFP from First Transit, Keolis Transportation, McDonald Transit, MV Transportation, 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:

- Proposal 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; and
- Exceptions

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

Subsequently, the technical evaluation committee, consisting of five members of Foothill Transit’s management team and one outside representative, reviewed the technical proposals. Each technical proposal was evaluated based on the following criteria and weighting:

Technical Qualifications (weighted 75 percent of Overall Score)

- Management and Technical Competence (27 percent)
- Operations and Maintenance Capability and Experience (27 percent)
- Approach to Key Cost Drivers (13 percent)
- Quality of Staffing Plan and Training Plan (12 percent)
- Quality of Maintenance Plans and other Plans and Submittals (11 percent)
- Financial Viability (10 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 (weighted 25 percent of Overall Score) 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 six written technical proposals were within the competitive range, with a legitimate opportunity to win the contract. With the competitive range determined the evaluation committee





recommended, in consultation with the Contracting Officer, that interviews be conducted with each of the six proposing firms. Interviews were subsequently conducted on March 3 and 4, 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.

Transdev's proposal was ranked highest with an overall score of 88.155 out of a possible 100 points. Among the positive aspects of this proposal is Transdev's enhanced staffing plan, techniques to improve employee morale, and incorporation of bus operations control into Foothill Transit's CAD/AVL initiative. Transdev's proposal also includes an enhanced focus on customer service and the commitment to training and enforcement of customer service focus. With the updates to the fleet maintenance software and emphasis of processes, Transdev has also committed to and provided resources to maintain the stringent vehicle maintenance and condition policy. During this contract, Transdev's proposal also contained provisions in supporting Foothill Transit's plan to introduce electric buses to the Arcadia facility and goal of being completely electric by 2030. The agreement with Transdev 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.

On March 25<sup>th</sup> a meeting was held with representatives of Transdev to finalize the terms of the proposed agreement. 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 June 26, 2016.



**Budget Impact**

Foothill Transit's proposed Business Plan includes funding for the operation of transit services through June 2017. Funding for operations and maintenance of Foothill Transit's Arcadia fleet and facility will be programmed into each year's Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "La Shawn King Gillespie".

La Shawn King Gillespie  
Director of Customer Service and Operations

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

Doran J. Barnes  
Executive Director



**Attachment A**

Evaluation Factors	Maximum Score	Proposer					
		First Transit	Keollis	McDonald	MV	National Express	Transdev
1. Management and Technical Competence	27	22.185	21.825	20.340	23.310	19.530	23.535
2. Capability and Experience	27	22.860	21.510	20.520	21.915	19.620	23.040
3. Approach to Key Cost Drivers	13	10.508	10.682	10.140	10.833	10.508	10.617
4. Quality of Staffing Plan and Training Plan	12	10.000	9.820	8.820	9.740	9.680	9.940
5. Quality of Maintenance Plans and Other Plans and Submittals	11	9.148	9.222	7.975	8.763	8.195	9.222
<b>Subtotal</b>	90	74.702	73.058	67.795	74.562	67.533	76.353
6. Financial Viability	10	7.400	2.600	9.500	5.800	10.000	9.567
<b>Technical Points (Total)</b>	100	82.102	75.658	77.295	80.362	77.533	85.920
<b>Technical Score (= 0.75 x Technical Points)</b>	<b>75</b>	<b>61.576</b>	<b>56.744</b>	<b>57.971</b>	<b>60.271</b>	<b>58.150</b>	<b>64.440</b>
<b>Price Points</b>	100	88.73	85.42	100	93.29	96.38	94.86
<b>Price Score (= 0.25 x Price Points)</b>	<b>25</b>	<b>22.182</b>	<b>21.354</b>	<b>25.000</b>	<b>23.321</b>	<b>24.095</b>	<b>23.715</b>
<b>Overall Score</b>	<b>100</b>	<b>83.758</b>	<b>78.098</b>	<b>82.971</b>	<b>83.593</b>	<b>82.245</b>	<b>88.155</b>
<b>Rank</b>		<b>2</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>1</b>



April 1, 2016

To: Executive Board

Subject: **Interstate 10 Freeway Construction Service Impacts**

**Recommendation**

Receive and file the Interstate 10 Freeway Construction Service Impacts report.

**Analysis**

The Interstate 10 Freeway is in a constant state of change as evidenced by the continuous construction that impacts traffic and Foothill Transit service on a daily basis. The latest construction project on the 10 Freeway impacting service is the freeway widening project to accommodate HOV lanes through the City of West Covina. Ramp closures along this segment of the project began on March 20, 2016 and are slated to continue through November 20, 2016 in time for the start of the holiday season. During this phase of construction, various on-ramps and off-ramps throughout the Foothill Transit service area will be closed, however the eastbound off-ramp at West Covina Parkway will be closed throughout the construction period. The closure of this particular off-ramp will severely impact the Silver Streak and the two commuter lines that serve West Covina, Line 498 and the pilot Line 496.

**Attachment A** shows the current detour routing of the three routes that are impacted. The detour will add 53 revenue miles each day and increase eastbound travel time by approximately ten minutes. We will be updating current schedules to reflect the new running time, and anticipate additional compensation to the operating contractors in the amount of \$231 each day due to the additional mileage caused by the construction. A breakdown of the additional miles and additional cost for the three lines is summarized in the table below:

Route	# of Trips	Daily added Miles	Daily Increase
Silver Streak	82	38.54	\$147.61
498	24	11.28	\$63.06
496	7	3.29	\$20.56





Notice has already been sent to customers regarding the service delays and we will continue to update and notify customers via Footnotes, social media, the Foothill Transit website, and customer facing signage at the Transit Stores and affected stops.

Foothill Transit staff has met with Caltrans and will participate in regular construction meetings to ensure proper and timely communications are sent to customers and Foothill Transit's transit operations contractors at the Arcadia and Pomona operating facilities. In addition, Caltrans is working on a communication plan to ensure Foothill Transit is notified of future projects that may impact service.

**Fiscal Impact**

Foothill Transit anticipates a budget impact of \$102,000 for the anticipated eight months of construction.

Sincerely,

Handwritten signature of Joseph Raquel in blue ink, followed by the text "/ For".

Joseph Raquel  
Director of Planning


Handwritten signature of Doran J. Barnes in blue ink.

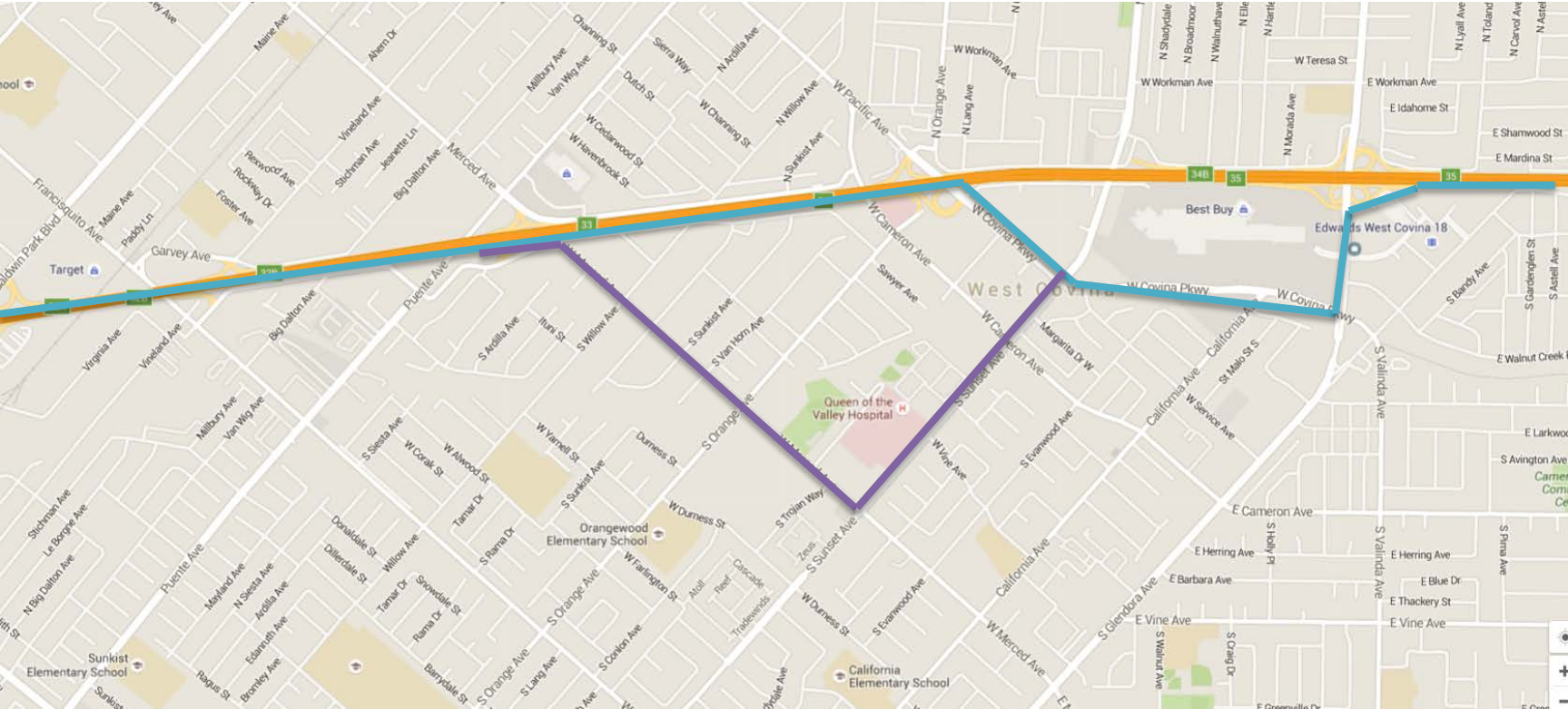
Doran J. Barnes  
Executive Director



# Attachment A

Current Routing: 

Detour Effective 3/20/16: 





April 1, 2016

To: Executive Board

Subject: **Service Planning Guidelines**

---

### **Recommendation**

Adopt the Foothill Transit service standards and policy guidelines (**Attachment A**).

### **Background**

The Office of Civil Rights of the Federal Transit Administration (FTA) conducted a review of Foothill Transit's Title VI Program in September 2015. The review is the FTA's assessment of Foothill Transit's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices.

The Title VI Review looked at Foothill Transit's compliance in ensuring that the organization's transit services are provided in a non-discriminatory manner. Of the 14 areas reviewed, the Title VI Review Report indicates that no substantive deficiencies were found with the FTA requirements, however Administrative Deficiencies were found in three areas, one of which is the need to formalize Foothill Transit's Systemwide Service Standards & Policy.

Foothill Transit's System Standards and Policies establishes the following: (1) a formal process for evaluating existing services; (2) a methodology and process for developing and implementing service adjustments; and (3) service design guidelines to ensure that the transit system is developed consistent with policy guidance approved by Foothill Transit Board of Directors.

Service standards have been developed for vehicle load, vehicle headway, on-time performance, distribution of transit amenities and service availability. Policies have been developed to address vehicle assignments and transit security. The policy document also contains guidelines for bus stop spacing and placement.

**Service Design:** The network should be coordinated and designed to be simple and user-friendly to increase trip-making by existing riders and attract new riders.



**Service Attributes:** The system should provide high quality service to better serve existing riders and attract new riders. Service quality priorities include:

- Reliability- "I can count on it"
- Fast Travel Options
- Real-time, readily-available information
- Clean and safe transit vehicles, stops, and all transit facilities

Sincerely,

A handwritten signature in blue ink, appearing to read "Josh Landis" followed by a vertical line and the word "FOR".

Josh Landis  
Planning Manager

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

Doran J. Barnes  
Executive Director

Attachment





**Foothill Transit**  
Going Good Places

# **System Standards and Policies April 2016**



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## Introduction

Foothill Transit has developed a set of system wide service standards and policies. It is Foothill Transit's mission to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. These goals have informed the development of the following standards and policies. This document will serve to guide the development of future service, as well as any changes made to existing service. Foothill Transit usually undertakes two service changes a year, during which changes are made with the intent to make improvements where needed. Additionally, these service standards and policies will serve as a benchmark to guide the agency's triennial Title VI review.

Service standards have been developed for: **vehicle load**, **vehicle headway**, **on-time performance**, **distribution of transit amenities** and **service availability**. Policies have been developed to address: vehicle assignments and transit security. This document also contains guidelines for bus stop spacing and placement.

**Service Priorities:** Service should be focused first in high-density areas and be scaled to fit the overall density and passenger demand in the service area.

**Service Design:** Then network should be coordinated and designed to be simple and user-friendly to increase trip-making by existing riders and attract new riders

**Service Attributes:** The system should provide high quality service to better serve existing riders and attract new riders. Service quality priorities include:


- Reliability- "I can count on it"
- Fast Travel Options
- Real-time, readily-available information
- Clean and safe transit vehicles, stops, and all transit facilities

### **Purpose**

Foothill's System Standards and Policies (SSP) establishes the following: (1) a formal process for evaluating existing services; (2) a methodology and process for developing and implementing service adjustments; and (3) service design guidelines to ensure that the transit system is developed consistent with policy guidance approved by Foothill Board of Directors.

### **Minimize duplication**

From a customer and operator point of view, operating overlapping services may be costly, confusing and unproductive. Through better service coordination, duplication between Foothill transit services can be reduced. In addition, this concept will result in an easier and simpler to use transit network.





### **Keep the service simple and easy to use**

An easy to use and understand transit system relies on simple network and route design. Consolidating services on the same or parallel corridors within a quarter-mile to a half-mile distance apart provides an opportunity to simplify the network for ease of use and reduce unused capacity. This concept requires better coordination of schedules and transfer points, and will result in an easier to use and more convenient system, while reducing wait time and overall travel time. These enhancements to service quality are expected to help increase ridership and revenue at no additional cost.

Furthermore, consistent headways that are predictable for customers also help reduce uncertainty about next bus arrival times. Consistent headways should be a priority for lines that operate headways of less than 15 minutes.

### **Achieve higher-network speeds**

Increasing the speed of transit service improves the competitiveness of transit with other modes, such as automobiles. In addition, faster service requires fewer resources to operate and thus reduces operating cost. Several factors cause a reduction of speed along a route, including turns, particularly left turns, an increased number of stops, traffic congested corridors, and long dwell times at stops or stations.

## **Foothill Transit Service Profile**

Foothill Transit is a public agency governed by a Joint Powers Authority comprised of 22 cities in the San Gabriel Valley. Foothill Transit contracts for bus operations and maintenance service which is performed by contractors working out of the Arcadia and Pomona facilities. The Foothill Transit fleet consists of approximately 330 total coaches including 40, 42 and 60-foot compressed natural gas (CNG) coaches, as well as the Nation's largest Proterra electric fleet which includes 15 35-foot and 15 40-foot electric coaches. Foothill Transit receives the second largest share of Transportation Development Act and State Transit Assistance funds in Los Angeles County primarily serving a 327 square mile area in the San Gabriel Valley region, but also providing connections to Orange and San Bernardino Counties. In fiscal year 2014-2015 Foothill Transit recorded 14,522,170 unlinked trips and operated 10,669,167 miles on 35 fixed route bus lines.

For the purpose of developing system wide standards and policies, it's helpful to breakdown the service that Foothill Transit provides into the following categories:



1. **Local:** Moves passengers between major transfer points, employment centers, shopping areas and other points of interest.
2. **Local Express:** Generally serves a longer distance (greater than 10 miles) making limited stops.
3. **Express:** Serves customers during peak hours in and out of downtown Los Angeles

Foothill Transit’s specific routes can be labeled as follows:

Category	Line number
<b>Local</b>	178, 185, 187, 195, 197, 269, 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 480, 482, 486, 488, 492, 494, 851, 853, 854, 855
<b>Local Express</b>	707, 481, 690
<b>Express</b>	493, 495, 497, 498, 499, 699

Throughout this policy you will see the terms peak and off-peak as defined by:

- Peak travel times are defined between 6 a.m. and 9 a.m. and 3 p.m. and 7 p.m.
- Off-peak times are early morning, midday and late evening, as well as Saturday, Sunday and holidays.

## Standards

### 1. Vehicle Load

Passenger capacity, the amount of seats and standing room onboard a vehicle, is an important consideration when designing transit service. The utilization of vehicle capacity should be maximized to make the most of resources. However, capacity should not exceed a threshold that deters ridership due to uncomfortably crowded conditions or excessive stop and station dwell times from blocked passageways on board. Capacity thresholds are expressed as a load factor indicating a ratio of available capacity to seats. This indicator is used to determine how many trips must be scheduled for each direction of travel during specified time periods.

$$\text{Load Factor} = \frac{\text{Total Seated + Standing Capacity}}{\text{Seating Capacity of the vehicle}}$$



Foothill Transit monitors its peak loads when studying the system on a line-by-line basis. Staff will also study peak load periodically when operators, quality assurance inspectors or supervisors report high passenger loads or when there is a trend in customer complaints received. Furthermore, vehicle loads are reviewed and adjusted when making schedule adjustments to improve on-time performance.

<b>Category</b>	<b>Peak load factor (not to exceed)</b>
<b>Local</b>	1.25
<b>Local Express</b>	1.25
<b>Express</b>	1.0

If, after performing a routine analysis of a line based on load factor and it is determined to be exceeding the recommended threshold by type of service, staff will recommend the following be considered:

- Add trips during busiest times
- Increase headways
- Provide alternate Lines to travel on to spread the passenger load

## **2. Vehicle Headway**

Service demand, scheduling constraints, fiscal constraints and capital resources are considerations to setting Foothill Transit headways. Foothill Transit is committed to providing reliable transportation on a daily basis and has established a maximum headway of 60 minutes for all service types. This maximum headway will allow passengers to travel throughout the service area without having to wait for long periods of time between transit services. As route load factors exceed 1.25, the frequency will be evaluated to determine if adjustments to headway are appropriate. The table below exhibits Foothill Transit's goals for minimum peak frequency depending on the type of service.

<b>Category</b>	<b>Line number</b>	<b>Peak headway</b>	<b>Off-peak headway</b>
<b>Local</b>	178, 185, 187, 195, 197, 269, 272, 274, 280, 281, 282, 284, 285, 286, 289, 291, 292, 480, 482, 486, 488, 492, 494, 851, 853, 854, 855	30 minutes	60 minutes
<b>Local Express</b>	707, 481, 690	20 minutes	60 minutes
<b>Express</b>	493, 495, 497, 498, 499, 699	20 minutes	n/a





### **3. On-Time Performance**

Foothill Transit has a system-wide on-time performance goal of 85 percent. On-time is defined as a vehicle that departs no more than five minutes later or one minute earlier than the established schedule. Beginning July 2012, Foothill Transit began using the SBS CAD/AVL system to measure on-time performance. In any given month, approximately 300,000 time point records are collected in SBS and analyzed to calculate schedule adherence.

### **4. Service Availability**

In accordance with local Proposition A guidelines, it is Foothill Transit's policy to provide transit service within one mile of 95 percent of its residents. The agency continues to face the challenge of providing responsive service within a service area that is experiencing population fluctuations due to the changes in the economy.

## **Service Policies**

### **1. Distribution of Transit Amenities**

Transit amenities within Foothill Transit's service area are the jurisdiction of the cities or county in which those amenities reside. The agency provides route maps and timetables at 156 bus stops. These route maps and timetables are provided on the most heavily used stops and routes.

### **2. Vehicle Assignments**

The Foothill Transit fleet consists of 164 42-foot coaches, 121 40-foot coaches, 30 60-foot coaches, and 15 35-foot electric coaches totaling 330 vehicles. All coaches are wheelchair accessible, air-conditioned, include bike racks and have a kneeling feature for the ADA ramp. In addition, all coaches have on board Computer Aided Dispatch/Automatic Vehicle Locator system which includes on board cameras, passenger counters, and automatic voice annunciators. Electronic headsigns and fareboxes are on the buses fleet-wide.

Vehicle assignments are made based on the available vehicles by dispatch personnel with the exceptions of the 60-foot articulated coaches, used only on Silver Streak, and the Electric Vehicles, assigned only to Line 291. There are current plans to expand the use of electronic vehicles as Foothill places more charging stations and increases the Electric Vehicle fleet.



## Monitoring Service Standards and Procedures

### Background

In compliance with FTA Circular 4702.1B, Foothill Transit must monitor the performance of its system relative to its system-wide service standards and service policies not less than every three years. Minority transit routes will be compared to non-minority transit routes to ensure that equal service is being provided system wide. A minority route is defined as a route in which at least one-third of the revenue miles (with stops) are located in a Census block where the percentage minority population exceeds the percentage minority population in the overall service area.

### Ongoing monitoring

Many of the service standards are monitored on a regular basis. The Foothill Transit Executive Board sets targets for nine key performance indicators (KPIs) each fiscal year.

These KPIs include


- Schedule adherence
- Boardings per service hour
- Farebox recovery ratio

Foothill Transit staff report progress on the KPIs to the Executive Board every month. Department directors also lead several “Vital Factor” meetings every month with staff and contractors to ensure that each KPI is consistently improving.

## Service Change Process

### Title VI of the 1964 Civil Rights Act

Title VI states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. “ Title VI prohibits intentional discrimination. Services or fare increase may be implemented if they are found to have disparate impacts (unintentional discrimination), however the Metro board of Directors must first ensure the changes meet two tests:

- There is a substantial legitimate justification for adopting the proposed service change, meaning the selected service change meets a goal that is integral to the mission of Metro; and
  - The selected alternative would have a less severe adverse effect on Title VI protected population than other alternatives that were studied
- 

### **Scheduled Service Changes**

Schedule changes are implemented with a goal of twice a year and provide the opportunity to adjust bus routes and schedules to improve system performance. The Planning Department conducts regular analyses to improve performance, including monitoring:

1. Customer comments
  - Staff monitors comments reporting heavy loads, schedule adherence issues, and potential Title VI violations. Trends are analyzed and comments are compared against data gathered through Foothill Transit’s automated passenger counters, SBS CAD/AVL systems, and on-board cameras.
2. Boardings
  - Staff analyzes data from the automated passenger counters, SBS CAD/AVL systems, and electronic fareboxes to track boarding levels. Efforts are made to add service on routes with high load factors.

In an effort to adapt to the ever changing environment that exists throughout transportation, Foothill Transit has bi-annual service changes to be implemented in July and January of each year. Service changes are conducted to modify service based on customer and/or budget fluctuations. Following an established timeline, a service change process work flow is described below:

**Foothill Service Change Timeline**

<b>Key Activities</b>	<b>Time Prior to Schedule Start</b>	<b>Month to be completed</b>
Meetings held with Operations and Marketing to discuss next service change	12 Months	June/December
If lines or part of a line is cut/added, public meeting schedule created	12 Months	June/December
Title VI/Environmental Justice and Impact Review	11 Months	July/January
Public Meeting request and proposed changes brought to Executive Board to request permission to go to Governing Board	11 Months	July/January
Public Meeting request and proposed changes brought to Governing Board	10 Months	October/March





Public Meetings held in the cities or surrounding areas where service is scheduled to change	9 Months	September/April
Findings of Public Meetings discussed internally to determine if further action needed	7 Months	November/June
Final proposal presented to Executive Board with recommendation to go to Governing Board	5 Months	January/July
New Schedule created in Hastus	5 Months	January/July
Bus Book Initial Review created and Timeline confirmed for scheduled start date	4 Months	February/August
Final proposal presented to Governing Board with recommendation to make Line changes	3 Months	March/October
All Changes submitted into Hastus for publication	3 Months	March/October
Contractors are notified to perform Run Cut	3 Months	March/October
Bus Book Final Review and Sent to Print along with Bus Stop Inserts	2 Months	April/October
Contractors Complete Run-Cut	1 Month	May/November
Schedule Import into SMARTBus	2 weeks	May/November
Operator Bidding Process	Suggested to be completed 10 days	First week in June/December
Bus Books Delivered for distribution	1 week	June/December
New schedule starts (summer) New schedule starts (winter)	3 <sup>rd</sup> Sunday in June / 2 <sup>nd</sup> Sunday in December	3 <sup>rd</sup> Sunday in June / 2 <sup>nd</sup> Sunday in December
Meet the Planner-Public Outreach on changes made to schedule	1 month after Schedule Start	July/January
Meet the Planner-Operator Outreach on changes made to schedule	1-2 months after Schedule Start	August/February

### **Outreach Policies for Service Changes**

Foothill Transit undertakes bi-annual schedule changes in summer and winter. Changes can be minor including removal of bus stops, adjustments to runtimes or start times to facilitate better on-time performance and transfers or addition of trips. Major changes could include dramatic increases in the number of trips added,

addition or elimination of service or routes or dramatic re-routing. A major service change has been defined by the Foothill Transit Executive Board as “any change that affects more than 25 percent of revenue service miles travelled, or more than 25 percent of the riders on a route,” or the introduction of a new line. This definition does not apply to any change that lasts less than 12 months.

### **Outreach for Regular Service Changes**

Although Foothill Transit service has regular bi-yearly schedule changes, the planning process is ongoing and fluid. Between schedule changes, the Planning Department reviews a number of sources to determine what changes to implement including:

1. **Regular review of customer comments.** The Planning Department responds directly to customers requesting routing changes, adjustments to the schedules for transfers or other planning related changes. Each request is analyzed for feasibility and impact on the service as a whole.
2. **Review of on-time performance.** Individual route on-time performance is analyzed on a monthly basis. Foothill Transit maintains a goal of 85% on-time performance for all routes; routes that are performing below average are analyzed and adjustments are made to the runtimes.
3. **Review of ridership.** Comments regarding heavy loads on certain routes are validated against ridership data gathered through Foothill Transit’s Automatic People Counter (APC). Routes that exceed Foothill Transit’s load factor of 1.25 are analyzed for the feasibility of adding service or other measures to improve service.
4. **Regular outreach at Transit Stores.** Approximately one month after the implementation of a schedule change, members of the Planning Department will be available at each of the Foothill Transit Stores to speak to customers about their experience with Foothill Transit and to determine how their commute has been affected by the service change. Dates and times that representatives will be at the Transit Stores will be posted on the Foothill Transit website, sent out via email to customers signed up for E-Notices, posted on Foothill Transit’s social media sites and posted at the Transit Stores two weeks in advance.

### **Outreach for Major Service Changes**

If a proposed service change exceeds the major service change threshold, a formal outreach campaign is undertaken. The proposed change is first presented to the Governing Board to receive input on the proposal and approval to pursue a formal public comment process. Once approval is granted, the process is undertaken. Public hearings are scheduled in the area affected by the change at a date and



time that is conducive for customers to attend. If multiple meetings are held, the times should be staggered to allow customers multiple opportunities to attend.

Advertisements informing of the scheduled meeting(s) date and time are published in local and ethnic newspapers two weeks prior to the scheduled meeting. Dates and times are also posted on the Foothill Transit website, sent out via email to customers signed up for E-Notices, posted on Foothill Transit's social media sites and posted at the Transit Stores two weeks in advance. A dedicated e-mail address is also set up to collect any comments related to the schedule change. All communications regarding the comment period will state the dates the email address is active. All comments, whether received via phone, email or at the public hearing, are considered equally and are documented and reported to the board.

Major Service changes and fare changes are subject to Equity Analysis as well, as stipulated by the Federal Transit Administration's enforcement of Title VI of the Civil Rights Act of 1964. Impacts of the proposed changes are analyzed to specifically ensure that they do not disproportionately impact the minority or low-income population utilizing the service. The analysis accomplishes the following goals:

1. Defines and evaluates the impact on riders
2. Identifies adverse impacts to low-income and minority riders as defined by the FTA's enforcement of Title VI
3. Considers alternatives or mitigating solutions to proposed service changes if there are adverse impacts

Once all comments have been gathered, they are grouped according to the content and whether or not they are in support of the project. The volume of comments is considered, as well as the content of the comments. Foothill Transit will identify mitigating measures to address impacts of the major service change to the best of its ability. Once the comments have been considered, the necessity of the change will be re-evaluated. Once the proposal has been reviewed in light of public comments received, a follow-up report will be submitted to the Executive Board including a summary of the comments received and the final service change proposal. In most cases, once the proposal has been approved by the Executive Board, it will be submitted to the full Governing Board for approval, as stipulated in the rules that govern Foothill Transit. Below is an approximate schedule of major milestones in the service change timeline:





## Bus Stop/Line Guidelines

The placement of bus stops is dependent on several factors which include the density of the neighborhood as well as the particular location of the bus stop around the intersection. This guide is a working document of best practices that Foothill Transit seeks to implement when relocating or determining new bus stops and installing related facilities.

### Ideal Bus Route Length

Should be as short as possible to reduce a vehicle's exposure to events that may delay service (e.g. accidents, road construction, or poor weather conditions) and maintain scheduled travel times to maximize on time performance:

The below table outlines Foothill's threshold for ideal length of trip (**one direction**) from the start of the line to finish:

Category	Max Route Length
Local	90 Minutes
Local Express	120 Minutes
Express	90 Minutes

### Bus Stop Spacing

The spacing of bus stops is crucial to ensuring a free-flowing level of service. When stops are located very close to one another the distance to any stop that a passenger has to walk is reduced however the operating speed of the bus significantly increases. With more frequent stops the bus has to pull over more often to pick up passengers along the street and is never able to reach an optimum speed. The end result of closely-spaced bus stops is that the passengers walk a shorter distance to and from their origin/destination but the overall bus trip time is extremely long.

LAND USE AREA	LAND USE DESCRIPTION	BUS STOP SPACING
High Density	5,000+ persons/square mile 19+ DU/acre Commercial/Industrial: 0.7 - >1.0 FAR Major commercial building or industrial park	1000 feet - 1200 feet

Medium Density	3,500 - 5,000 persons/square mile 8 - 18 DU/acre Commercial/Industrial: 0.4 - 0.69 FAR Light retail or commercial	1200 feet - 1900 feet
Low Density	Less than 3,500 persons/square mile Commercial/Industrial: < 0.4 FAR 7 or less DU/acre	1500 feet - 2200 feet

### Bus Stop Spacing Guideline

The goal of Foothill Transit is to ensure passengers have easily accessible bus stops, while at the same time maintain optimal system speeds. It is for this reason that the below table will be used when reviewing bus stop placement on any given line. Where possible, bus stops will be placed at the minimum spacing to allow for reduced travel times throughout the system. When a line travels on the freeway, or through a low density land use area, the minimum spacing might be increased due to lack of a safe location to stop.

### Avg. Stop/ Station Spacing

Category	Minimum Spacing (Mile)	Maximum Spacing (Mile)
Local	.25	.50
Local Express	0.8	1.25
Express	1.0	-*

\*The nature of express service has minimal pickup locations and therefore is dependent upon the location of the line.

### Bus Stop Placement

There are three possible locations for a bus stop - near-side (immediately before the intersection), mid-block (between two intersections), and far-side (immediately after the intersection). When relocating or installing new bus stops, bus poles should be installed on the far-side of an intersection. Far-side stops are preferred over other locations because they are better in terms of both schedule adherence and safety.



Advantages of far-side stop:

- Improved on-time performance
  - Buses are already in the through lane and do not have to wait for a break in traffic to re- enter vehicle stream
  - Bus can move during uniform gaps in traffic due to signalized intersection
  - Buses do not have to wait multiple cycles for down-stream traffic to clear intersection
  - Buses can resume trip immediately after loading passengers and do not have to wait for a green light
- Improved safety
  - Location of bus does not obstruct visibility of pedestrians
  - Pedestrians are able to walk behind bus and cross intersection safely due to improved sightlines
  - Minimizes possibility of traffic queuing or cars cutting off bus at right hand turns
  - Significantly reduces conflict between buses, vehicles and pedestrians

Near-side stops are acceptable when a school or hospital is located on the same block because it eliminates the need for vulnerable populations to cross the street. In all other cases it is preferred that stops be installed on the far-side when technically feasible due to safety and service concerns. The following diagrams will assist you in where along the intersection bus poles should be installed for each location type.

### **Bus Stop Placement**

There are three possible locations for a bus stop - near-side (immediately before the intersection), mid- block (between two intersections), and far-side (immediately after the intersection). When relocating or installing new bus stops, bus poles should be installed on the far-side of an intersection. Far-side stops are preferred over other locations because they are better in terms of both schedule adherence and safety.

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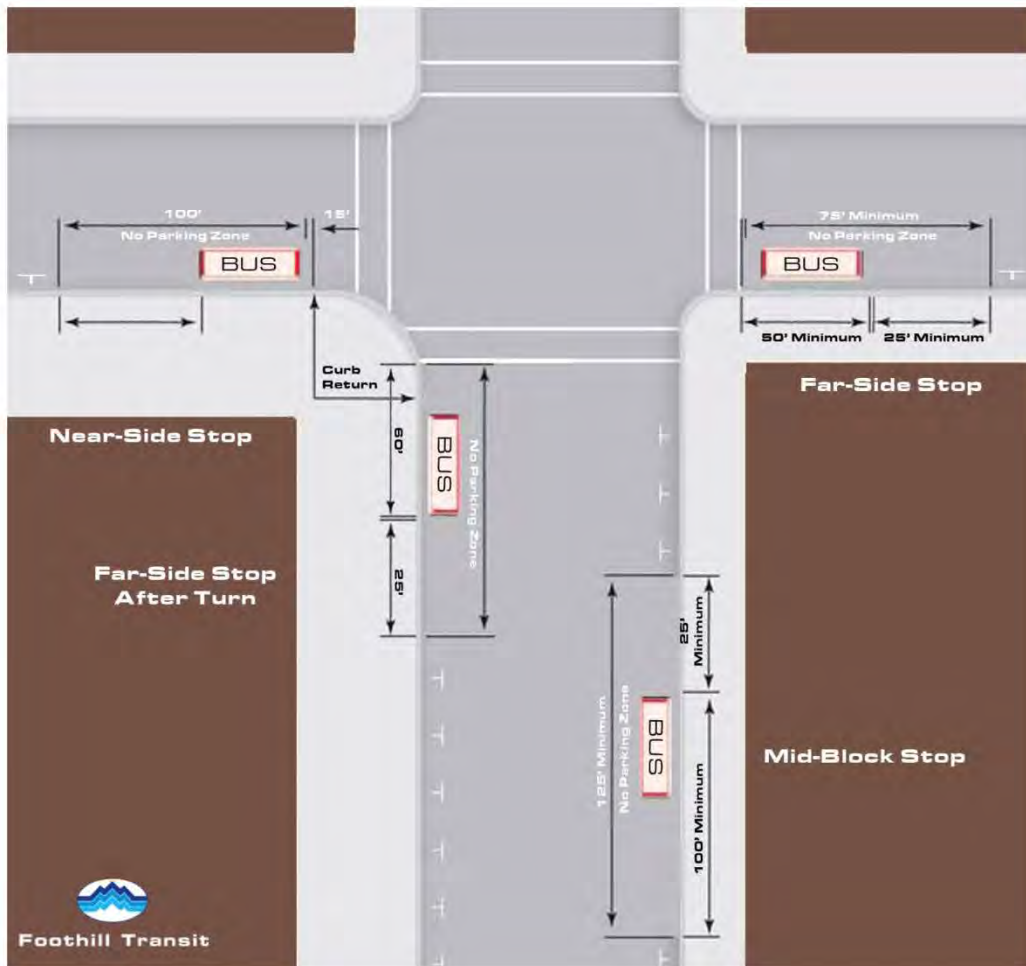


- Bus can move during uniform gaps in traffic due to signalized intersection
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### **Bus Stop Diagrams (Next Page)**

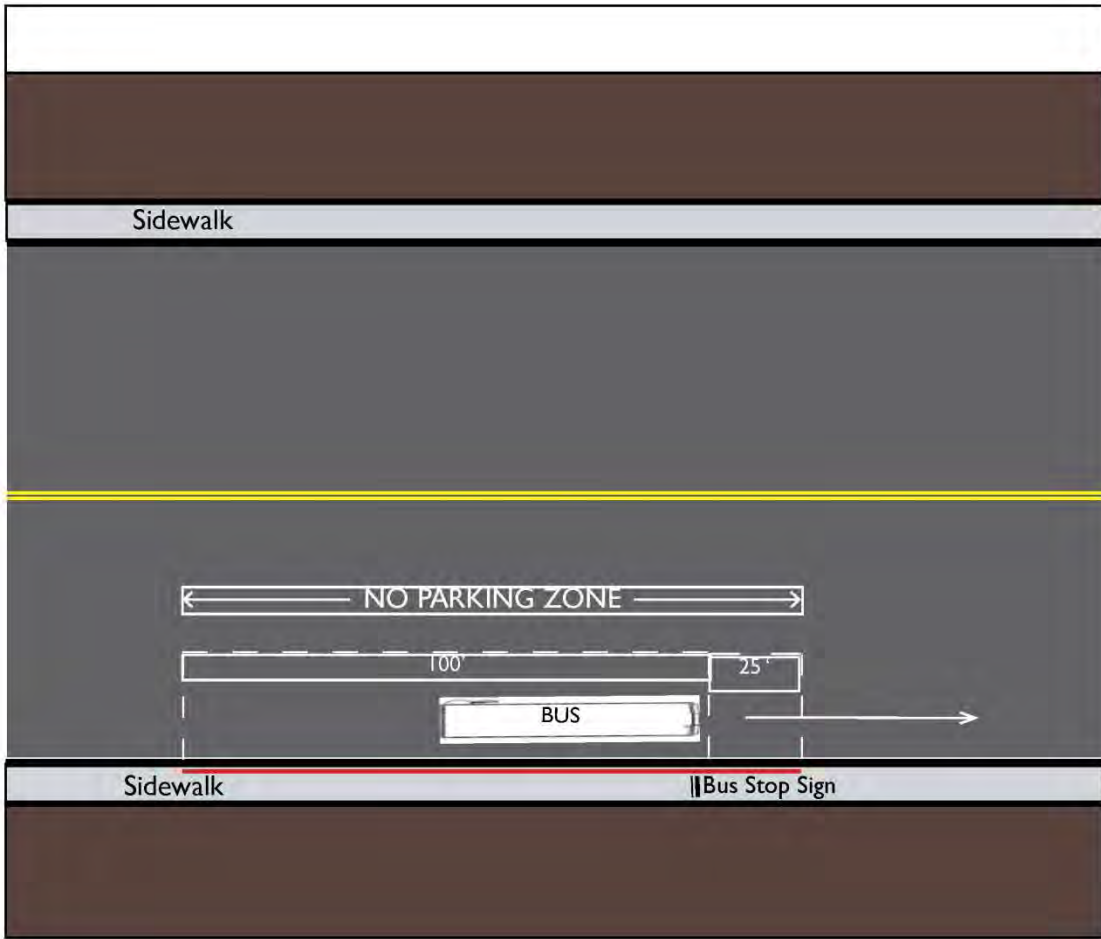




**Foothill Transit**

Standard Bus Stop Locations:  
 Near-Side Bus Stop, Mid-Block Bus Stop, Far-Side Bus Stop, Far-Side Bus Stop (After Turn)





**Foothill Transit**

Standard Bus Stop Locations:  
Mid-Block Bus Stop





Note: Bus Stop pole should be placed a minimum of 15 feet before crosswalk or curb return.

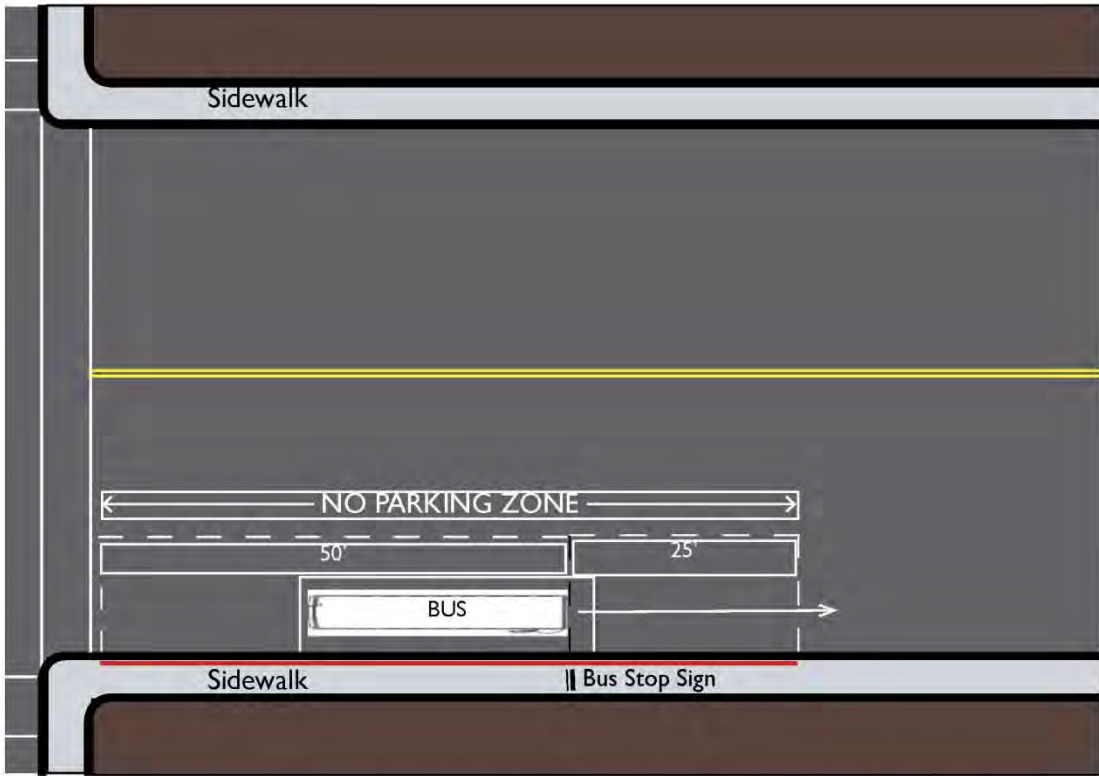


**Foothill Transit**

Standard Bus Stop Locations:  
Near Side Bus Stop







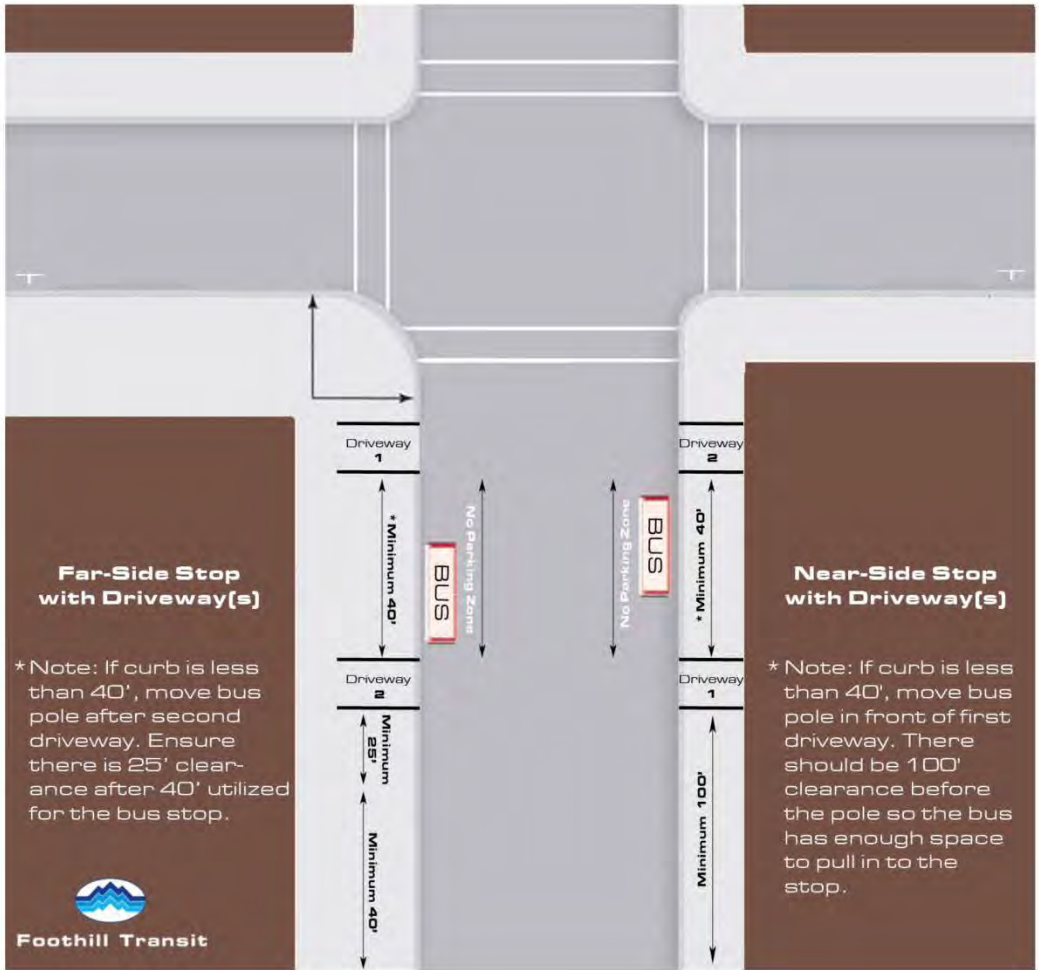
Notes: Bus Stop pole should be placed a minimum of 50' after crosswalk or curb return. If the bus is making a left-hand turn onto the street the bus pole should be placed 60 feet from the end of crosswalk or curb return.



**Foothill Transit**

Standard Bus Stop Locations:  
Far Side Bus Stop

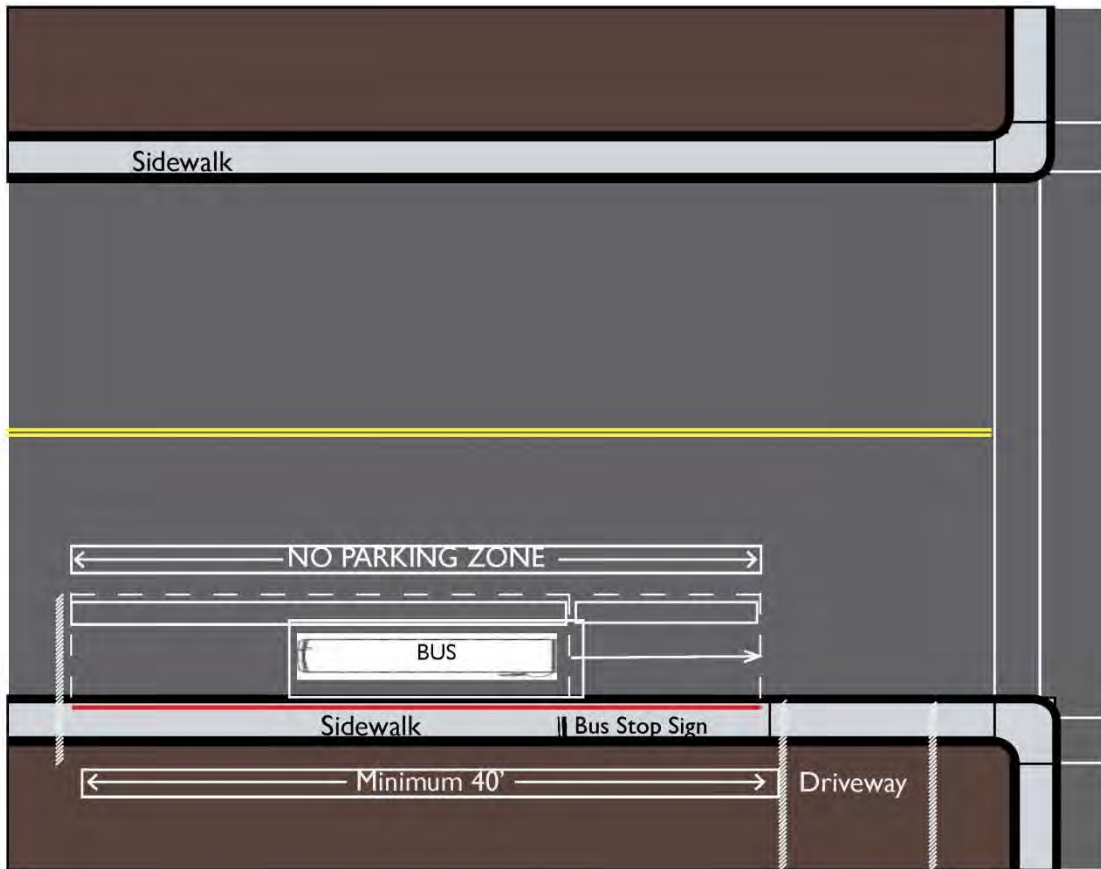




**Foothill Transit**

Bus Stop Locations near Driveways:  
Near-Side Bus Stop and Far-Side Bus Stop





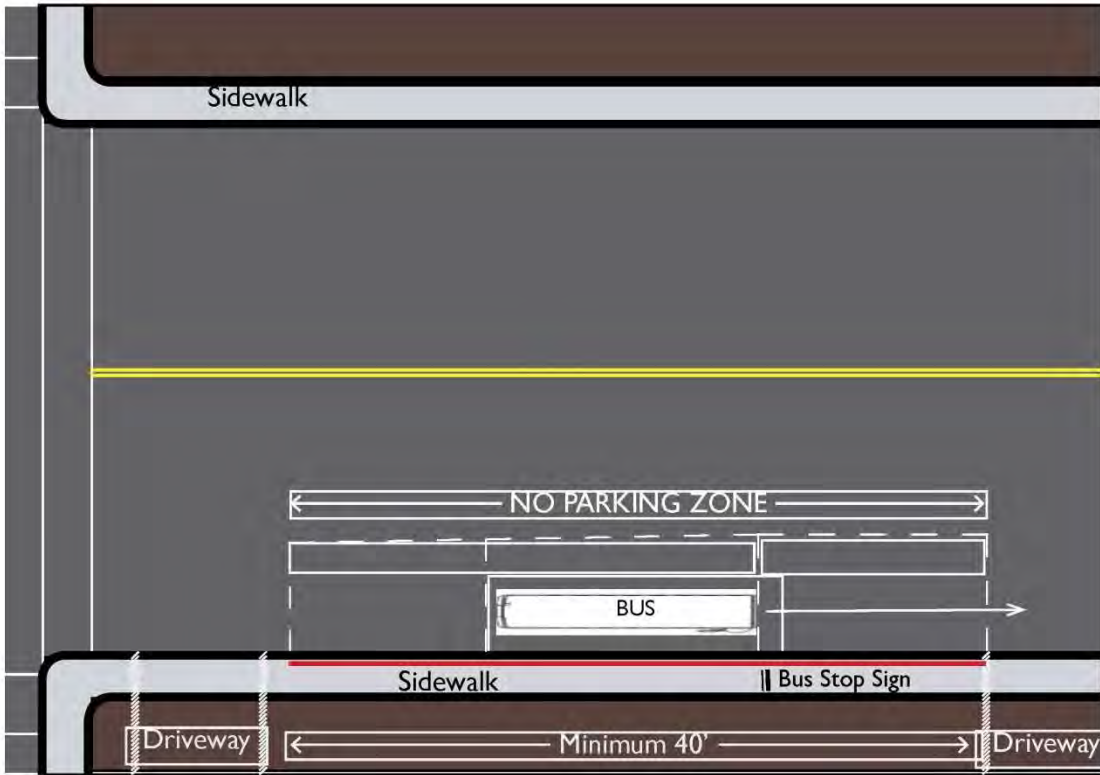
Notes: If curb is less than 40', move pole after 2nd driveway. Ensure there is 25' clearance.



**Foothill Transit**

Bus Stop Locations w/ Driveways:  
Near Side Bus Stop





Notes: If curb is less than 40', move pole after 2nd driveway. Ensure there is 25' clearance.



**Foothill Transit**

Bus Stop Locations w/ Driveways:  
Far Side Bus Stop







April 1, 2016

To: Executive Board

Subject: **Lines 190, 194 and 270 Fare Products**

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**Recommendation**

Authorize Foothill Transit to honor all L.A. Metro fare media on Lines 190/194 and 270 for a period of one year, effective June 26, 2016 should Foothill Transit assume operation of those lines on that date.

**Background**

The L.A. Metro service councils have approved cancellation and subsequent transfer of Lines 190 and 194 and the northern portion of Line 270 to Foothill Transit. As part of the cancellation and transfer, L.A. Metro conducted a Title VI and Environmental Justice Equity Evaluation.

The report identified a finding of Disparate Impact and Disproportionate Burden for riders who use a stored value TAP card and pay either the regular cash fare or the elderly/disabled peak cash fare and do not transfer. The passengers in this scenario would receive a price reduction. In addition, there was also a finding of a Disproportionate Burden on TAP card riders who purchase a 7-Day pass and use it fewer than 20 times in a week.

Foothill Transit can mitigate the findings by agreeing to honor all L.A. Metro fare media on these three lines for one year. This will result in no fare change for either the L.A. Metro riders or the Foothill Transit riders.

**Budget Impact**

L.A. Metro does not have data on the number of riders that will be impacted by this change. Foothill Transit will closely monitor the ridership through the TAP system and will work with L.A. Metro to implement a reimbursement mechanism for those rides taken with Metro fare media.

Sincerely,

  
Michelle Lopes Caldwell  
Director of Finance and Treasurer

  
Doran J. Barnes  
Executive Director



April 1, 2016

To: Executive Board

Subject: **Transit Store Quarterly Report**

**Recommendation**

Receive and file the Transit Store Quarterly Report.

**Analysis**

**Pass Sales** (Attachments A & B): Total Sales for Quarter 2 of FY 2015/16 totaled \$1.24 million. The Pass Sales figure represents a nine percent decrease in sales during the same period of FY 2014/15. The decrease is primarily attributable to decreases in sales of Commuter and Senior/Disabled passes, as well as Adult Silver Streak passes. Total pass sales for FY 2015/16 year to date are \$2.53 million.

Attachment A provides a graphic representation of the three-month sales figures by store, and Attachment B provides a graphic representation of the three-month sales figures by product type. In Quarter 2 of FY 2015/16, sales for both EZ Passes and Metro Passes/Tokens decreased by thirty percent from the same period last year. Sales by Transit Store are also summarized in the table below.

Location	October 2015	November 2015	December 2015	FY 2015/16
El Monte	\$117,159	\$109,577	\$96,168	\$648,508
Pomona	\$96,898	\$95,165	\$80,026	\$542,746
Puente Hills	\$97,322	\$95,722	\$82,225	\$560,974
West Covina	\$67,480	\$63,837	\$46,146	\$366,724
Claremont	\$43,626	\$37,321	\$30,995	\$247,209
On-line	\$26,099	\$28,910	\$23,448	\$165,210
<b>Total</b>	<b>\$448,584</b>	<b>\$430,532</b>	<b>\$359,008</b>	<b>\$2,531,371</b>





**Phone Activity** (Attachments C & D): In October, November and December, a total of 77,811 phone calls were received through the toll-free customer service line. Customer Service Representatives (CSRs) answered 93 percent of incoming phone calls with an average time to answer of 27 seconds. The average handling time of a call was one minute and forty six seconds. Compared to last year, this was an eleven percent decrease in the total number of calls received and in the total number of calls answered. Transdev, the Transit Store contractor, continues to monitor and seek improvements in call center management and the overall service provided to Foothill Transit customers.

Customer call handling					
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time
October 2015	91%	29,050	26,524	0:32	01:47
November 2015	92%	24,710	22,764	0:29	01:47
December 2015	95%	24,051	22,808	0:19	01:44
<b>Total</b>	<b>93%</b>	<b>77,811</b>	<b>72,096</b>	<b>0:27</b>	<b>1:46</b>

**Walk-in Traffic** (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 52,995 entries. This is a decrease of thirty three percent from the same period last year. This variance is due to the accuracy of the new people counters, which no longer double count customers. This new system also provides enhanced reporting including traffic based on time of day and day of week at each location to better assist in scheduling of personnel.

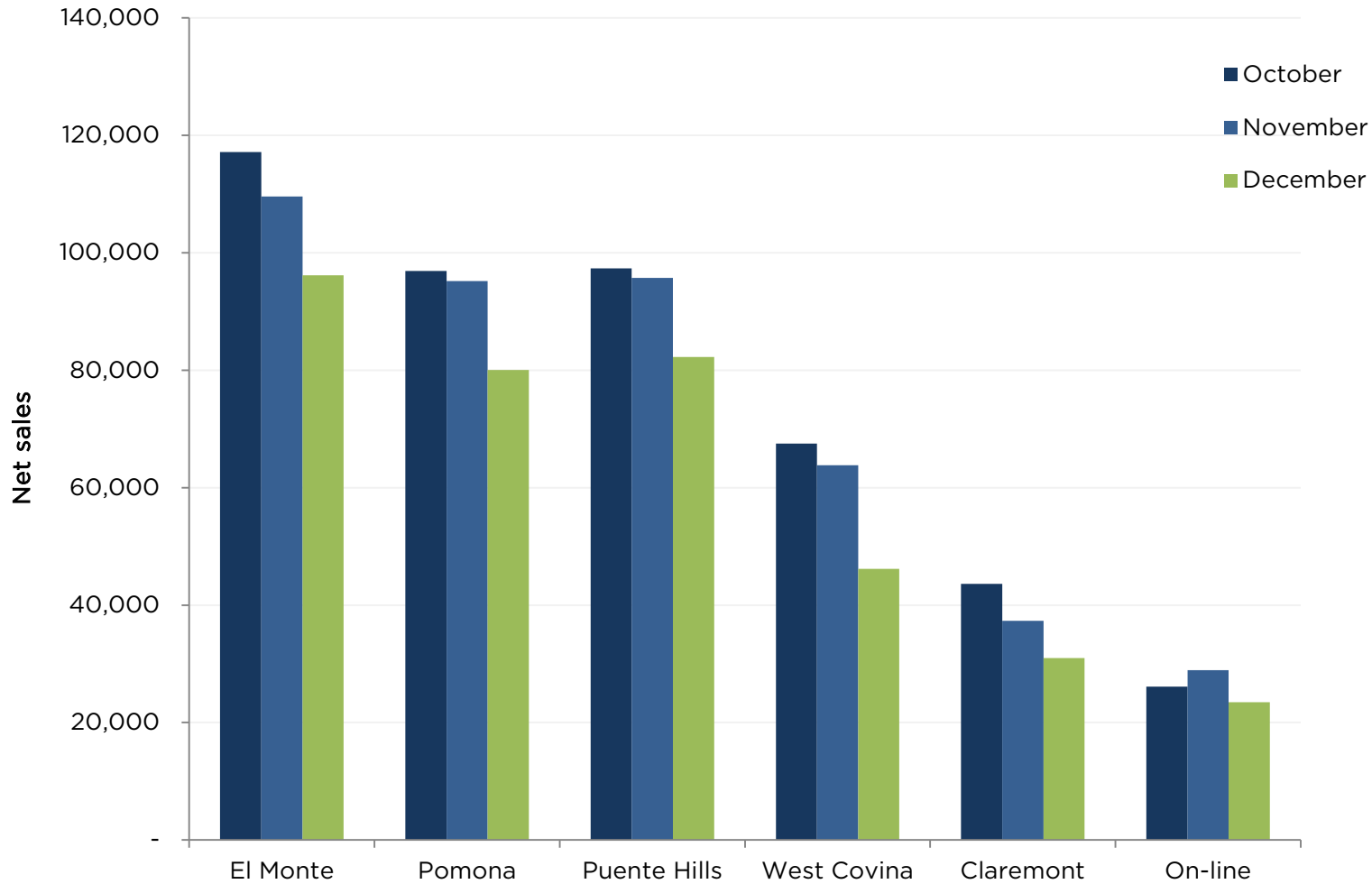
Sincerely,

Mike Tobin  
Quality Assurance Analyst

Doran J. Barnes  
Executive Director

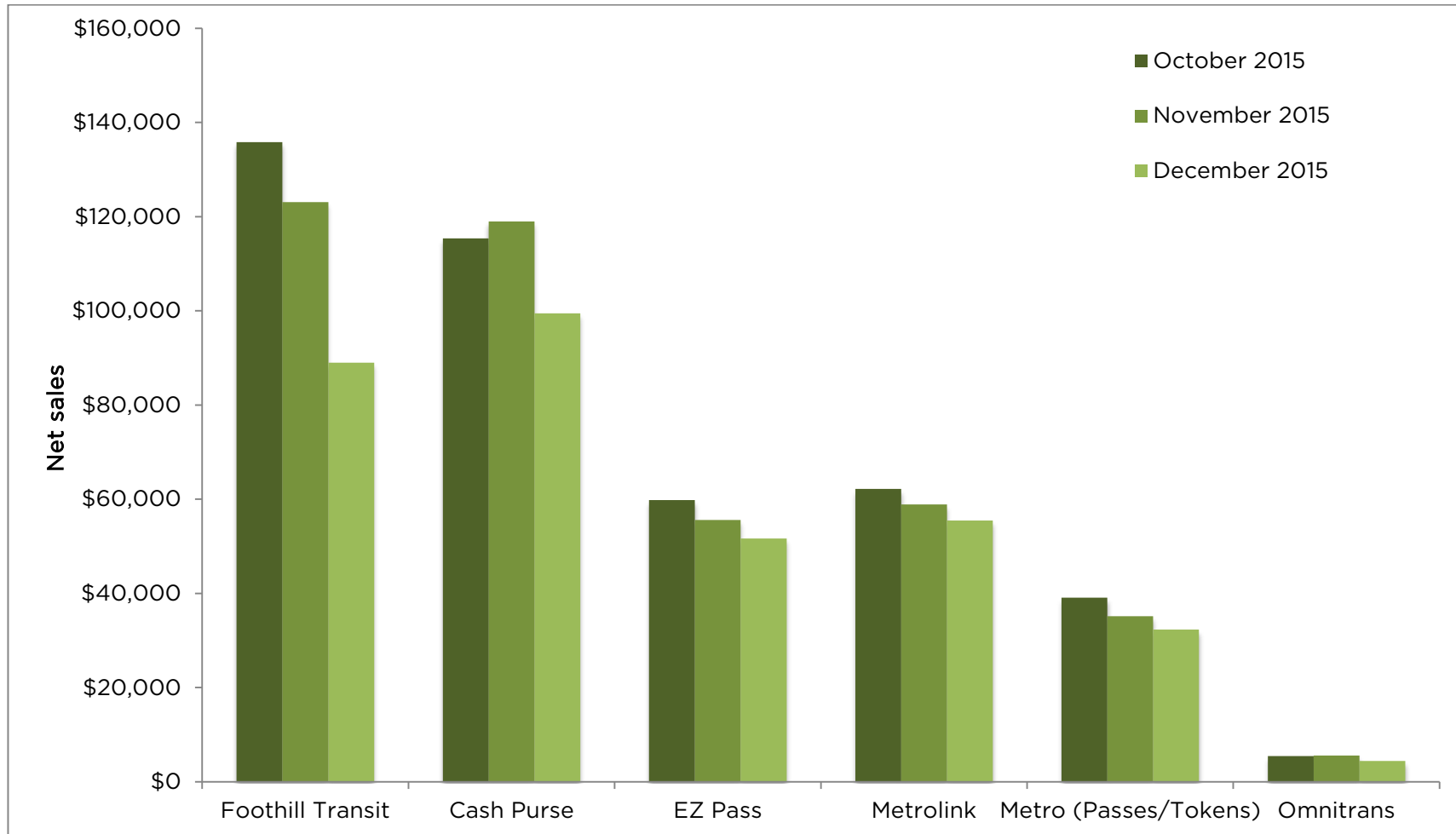
Attachments

## Transit Store Quarterly Report Sales Trend by Store Q2 (Oct - Dec 2015)

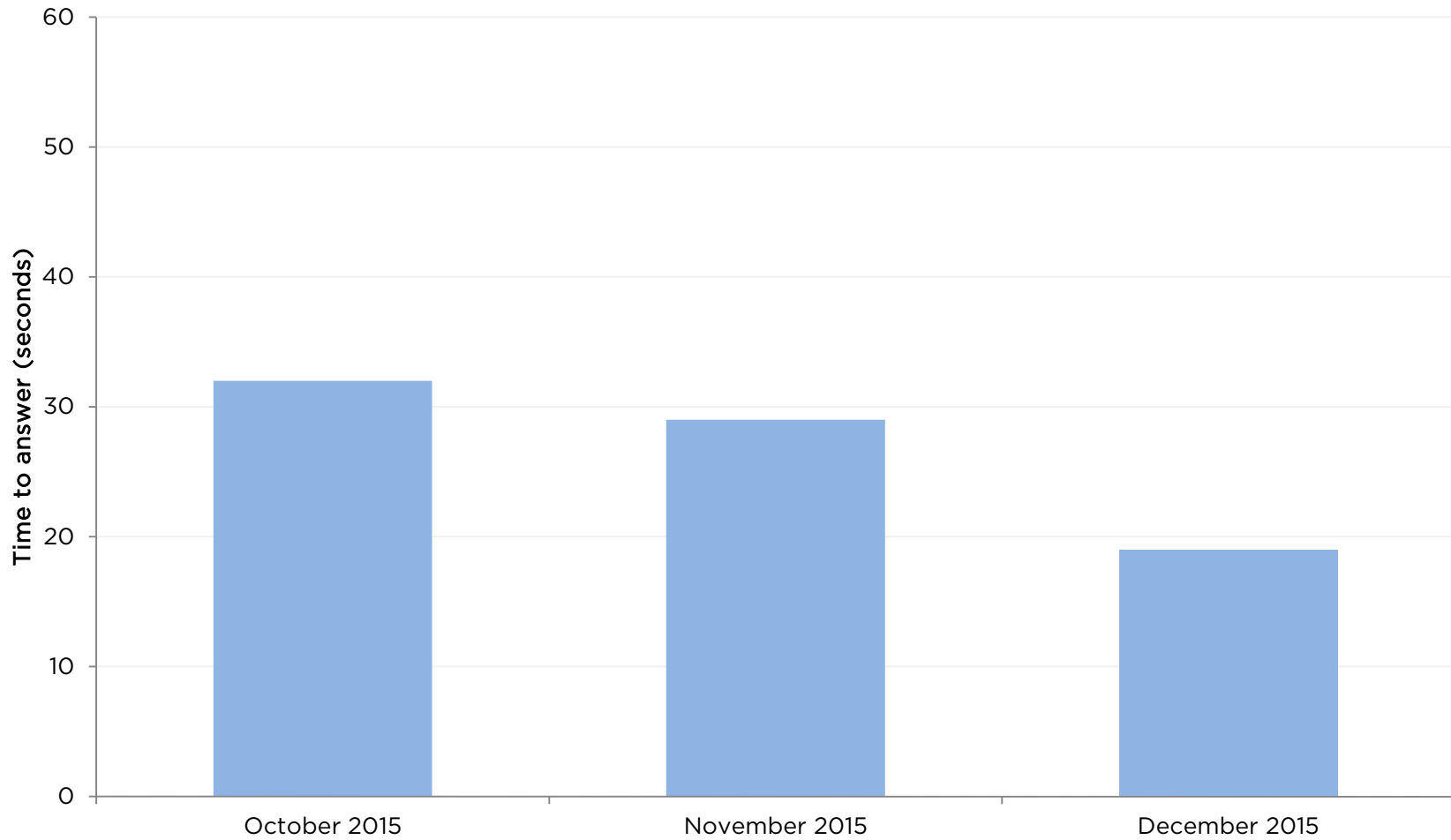




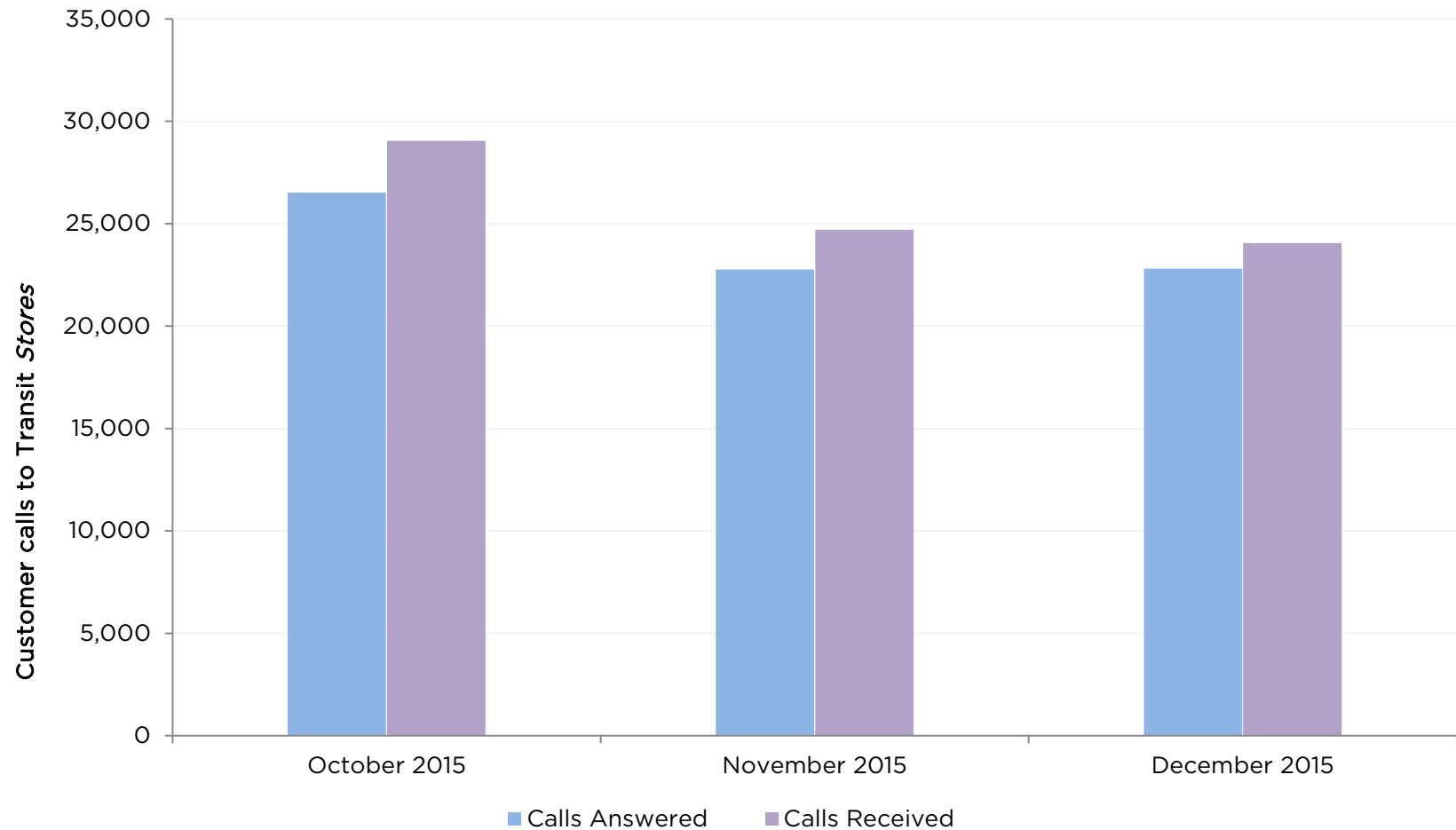
## Transit Store Report Sales Trends by Product Q2 (Oct - Dec 2015)



## Transit Store Report Average Time to Answer Q2 (Oct - Dec 2015)



## Transit Store Report Total Calls Answered Q2 (Oct - Dec 2015)



## Transit Store Report Total Walk-in Traffic Q2 (Oct - Dec 2015)

