



**Foothill Transit**  
Going Good Places

## **SPECIAL EXECUTIVE BOARD MEETING**

West Covina, CA  
Tuesday, May 2, 2017



Foothill Transit

# Executive Board Meeting AGENDA

## SPECIAL EXECUTIVE BOARD MEETING

8:00 AM, May 2, 2017

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, HERRERA, PEDROZA, STERNQUIST, WARSHAW
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MARCH 24, 2017
7. PRESENTATIONS:
  - 7.1. Contractors' Employee Recognition
  - 7.2. New & Promoted Staff
8. PUBLIC COMMENT
  - 8.1. Executive Director Response to 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 9 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MARCH 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. APRIL 2017 LEGISLATIVE SUMMARY

*Recommended Action: Receive and file the April 2017 Legislative Summary. Adopt support position on ACA 5.*

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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.

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



8:00 AM, May 2, 2017

2<sup>nd</sup> Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790

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11. COACH OPERATOR AUDIT RESULTS

*Recommended Action: Receive and file the results of the FY 2016/2017 Third Quarter Coach Operator Audits.*

12. FEDERAL ADVOCACY SERVICES CONTRACT

*Recommended Action: Approve an Amended Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell, & Berkowitz, to continue to provide federal advocacy services through December 31, 2019 for a fee of \$9,000/month and \$9,500/month from January 1, 2020 through December 31, 2022.*

13. RESOLUTION FOR LOW CARBON TRANSIT OPERATIONS GRANT PROGRAM

*Recommended Action: Adopt the following resolution: Resolution No. 2017-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (Attachment A).*

14. EXTENSION OF EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT

*Recommended Action: Consider authorizing the Chair to execute an amendment of the Executive Director's Employment Agreement extending the term of that agreement for an additional five years.*

REGULAR AGENDA:

15. 2017 Foothill Transit Bus Roadeo Results

*Recommended Action: Receive and file the 2017 Foothill Transit Bus Roadeo Results.*

16. PROPOSED FARE RESTRUCTURING

*Recommended Action: Recommend that the Governing Board adopt the fare restructuring as proposed.*

17. PROPOSED FISCAL YEAR 2017/2018 SERVICE CHANGES

*Recommended Action: Recommend that the Governing Board approve the proposed service changes for Fiscal Year 2017/2018.*



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18. CONTRACT TRANSITION - Foothill Transit POMONA OPERATIONS AND MAINTENANCE

*Recommended Action: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Pomona.*

19. PROPOSED FISCAL YEAR 2017/2018 BUSINESS PLAN AND BUDGET

*Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal year 2017/2018 to the Foothill Transit Governing Board.*

20. FISCAL YEAR 2016/2017 THIRD QUARTER PERFORMANCE INDICATORS REPORT

*Recommended Action: Receive and file FY 2016/2017 Third Quarter Performance Indicators Report.*

21. CITRUS COLLEGE PARK AND RIDE UPDATE

*Recommended Action: Receive and file the Citrus College Park & Ride Update.*

22. EXECUTIVE DIRECTOR COMMENT

23. BOARD MEMBER COMMENT

24. ADJOURNMENT

**Joint Meeting - Annual Meeting of the Governing Board  
& Executive Board Meeting**

**Friday, May 26, 2017 at 8:00 AM**



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL 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, March 24, 2017  
9:00 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Herrera at 9:21 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Sam Pedroza, Member Cynthia Sternquist, Member Corey Warshaw, Vice Chair Corey Calaycay, Chair Carol Herrera

**3. APPROVAL OF AGENDA**

Executive Director Doran Barnes clarified that on the agenda on Item 8, March 2017 Legislative Summary, the recommendation states an adopt support position on AB 113. The correct bill number is AB 1113. On Item 16, Human Resource Compensation and Benefits, the board report states that the Special Projects Manager is being reclassified to Finance and Budget Manager. The correct title is Budget and Grants Manager.

Chair Herrera approved the agenda with corrections as noted.

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

Approval of the minutes for the Strategic Planning Workshop of February 3, 2017 and Executive Board Meeting of February 24, 2017.

Motion by Vice Chair Calaycay, Second by Member Warshaw, the minutes for the Strategic Planning Workshop of February 3, 2017 and Executive Board Meeting of February 24, 2017 were approved. Motion carried 5-0.

**5. PUBLIC COMMENT**

Kevin Ooms, Vice President, Reporting and Accounting, Transdev, addressed the Foothill Transit Executive Board.

**CONSENT CALENDAR**

**6. FEBRUARY 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2017.

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

**7. FEBRUARY 2017 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and File the February 2017 Performance Indicators Report.

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

**8. MARCH 2017 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the March 2017 Legislative Summary. Adopt a support position on AB 1113.

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

**9. TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

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

**10. CONTRACT AWARD - BUS FLEET SURVEILLANCE EQUIPMENT UPDATE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Sole-Source Agreement No. 17-073 with Transit Solutions Inc. (TSI) in the amount of Seven Hundred Thirty-Three

Thousand, Seven Hundred Forty-Three dollars (\$733,743) sales tax included, to update Foothill Transit's bus fleet surveillance equipment.

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

11. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$236,658 (Attachment A).

Motion by Member Pedroza, second by Member Calaycay, to adopt. Motion carried 5-0.

12. **RESOLUTION FOR THE CALIFORNIA TRANSIT SECURITY GRANT PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2017-02: Authorization for the Executive of the California Transit Security Grant Program (CTSGP-CTAF) Project "Facility Security Upgrades" in the Amount of \$654,386 (\$327,193 for FY2015-16 and \$327,193 for FY2016-17) (Attachment A).

Motion by Member Pedroza, second by Member Warshaw, to adopt. Motion carried 5-0.

13. **REQUEST TO ISSUE RFQ NO. 17-069 - ON-CALL ARCHITECTURAL & ENGINEERING SERVICES**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-069 for On-Call Architectural & Engineering Services.

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

14. **REQUEST TO ISSUE RFP NO. 17-067 0 MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR COVINA TRANSIT CENTER PROJECT**

Recommendation: Authorize the Executive Director to issue RFQ No. 17-067 Materials Testing and Special Inspections Services for Covina Transit Center.





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

15. **FY2017/2018 FINANCIAL STRATEGIES**

Recommendation: Approve the FY2017/FY2018 financial strategies for budget planning that are proposed in support of Foothill Transit's adopted Financial Stability Policy.

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

16. **HUMAN RESOURCE COMPENSATION BENEFITS**

Recommendation: Approve the following recommendations regarding the Foothill Transit employee compensation and benefits programs: A. Modify the job titles to match the current and proposed employee job titles; B. Increase Foothill Transit's contribution to the retirement fund by one percent of the employee's gross salary, make the Foothill Transit contribution eight percent (plus an additional four percent match to employee contribution); C. Modify the internship program to allow student interns to work flexible schedules while adhering to laws for part-time employment; and Reimburse employees for annual out-of-pocket expenses in excess of \$5,000 but not-to-exceed \$20,000, net of taxes, for medical costs for themselves or covered dependents due to a prolonged injury or illness.

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

**REGULAR AGENDA**

17. **CONTRACT AWARD - OPERATIONS AND MAINTENANCE - POMONA FACILITY**

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

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

Mr. McDonald reported that in July 2016 request for proposals for operation of transit services out of the Pomona facility was issued. In October 2016 five proposals were received. All five proposals were determined to be in the competitive range. Interviews were held with each proposer in December 2016. The proposers were asked to submit best and final offers by January 11, 2017. Keolis Transit Services, LLC was ranked first with a score of 86.53 percent. Keolis' proposal was also the highest ranked from a technical perspective with an average score of 62.77 out of 75 points. The start-up date for services under the new contract is July 1, 2017.

Steve Shaw, President and CEO, Keolis Transit Services, LLC, addressed the Foothill Transit Executive Board. Mr. Shaw thanked the Executive Board for the opportunity to work with Foothill Transit. He stated that Keolis takes its commitment to operate safe and reliable service very seriously and they look forward to working with Foothill Transit.

Nick Promponas, Senior Vice President, First Transit, Inc., the current contractor for the Pomona facility address the Foothill Transit Executive Director. Mr. Promponas thanked the Foothill Transit Executive Board for the opportunity and wished Foothill Transit success.

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

18. **CONTRACT AWARD - DESIGN BUILD SERVICES FOR COVINA TRANSIT CENTER AND PARK & RIDE PROJECT**

Recommendation: Approve the recommendation of W.M. Klorman Construction Corporation as the highest rated proposer and authorize the Executive Director, upon receiving National Environmental Policy Act (NEPA) clearance from the Federal Transit Administration, to award a contract and enter into an Agreement with Klorman Construction in the amount of \$13,484,132 for Design-Build services for the Covina Transit Center and Park & Ride Project.

Sharlane Bailey, Director of Facilities, presented this item.

Ms. Bailey reported that the Covina Transit Center and Park and Ride will be located at the former Kmart retail store in the City of Covina. This project is one component of the larger Covina Forward Project, which is a transit oriented mixed use development project. In August 2016 the procurement process began for design build services. On November 3, 2016 a short list of

three qualified firms were established. On November 29, 2016, a request for proposals was issued to the three qualified firms. Technical and price proposals were received February 1, 2017 and interviews were conducted on February 15, 2017. Best and final offers were received on March 1, 2017. W.M. Klorman Construction Company's proposal was ranked the highest with an overall score of 95.9 out of a possible 100. The anticipated construction completion date for the transit center and park and ride is early December 2018.

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

19. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Mr. Barnes will be leaving to lead an APTA Study Session to Asia. The group will be studying best practices, and safety and security.
- The April 28, 2017 Executive Board Meeting is cancelled and a Special Meeting will be held on May 2, 2017.

20. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Chair Herrera thanked the Executive Board Members for accommodating the date change for the April Executive Board Meeting.
- Chair Herrera also thanked the Executive Board Members who attended the APTA Legislative Conference.

21. **ADJOURNMENT**

Adjournment for the March 24, 2017 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:55 a.m.



May 2, 2017

To: Executive Board

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

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**Recommendation**

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

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

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

Assets

The balance sheet, as of March 31, 2017, shows total assets at \$308 million. This total consists primarily of \$199 million in fixed assets, \$100 million in cash and investments and \$9 million in receivable and prepaid assets. Foothill Transit's cash position of \$72.5 million is \$1.38 million less than the previous month, and is \$1.26 million less than last year in March.

Liabilities

The accounts payable balance is \$10.2 million. Accounts Payables include operating and maintenance for \$6.60 million and \$1.57 million for fuel.

The deferred revenue of \$71.1 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park & ride construction activities.

Investments (Attachment B)

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

The cash and investments balance includes \$17.3 million in non-interest bearing accounts held with Bank of the West; \$31.6 million in interest bearing money market accounts with Bank of the West; \$8.44 million with Chase; and \$15.13 million invested in the Local Agency Investment Fund (LAIF). Longer



term investments include \$24 million with Bank of the West Agency notes; \$500,000 Bank of the West certificates of deposit; and \$2.74 million with Wells Fargo certificates of deposit.

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

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

March 2017 year-to-date fare revenues were \$12.12 million which is \$2.51 million less than the budgeted amount and \$0.92 million less than March 2016. Through March 2017, ridership is 0.87% less than last year at this time.

Operating costs through March 2017 were \$64.1 million, which is \$6.12 million less than the budget and \$8.66 million more than March 2016. Of this \$64.1 million, \$49.41 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$4.74 million through March 2017.

Capital expenditures through March were \$14.43 million compared with \$4.24 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, replacement of the CAD/AVL system and initiation of construction on the Covina Park & Ride.

Farebox Recovery Ratio

The March year-to-date farebox recovery ratio was 18.91 percent; 2.09 percent lower than the performance target of 21 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$12,116,617 by the total bus operating expense of \$64,088,351. This ratio is less than the March 2016 ratio of 24 percent. The decline is due to increasing operating expenses.

**Total Disbursements** (Attachment D)

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



Total disbursements for March 2017 were \$13.26 million. Capital disbursements totaled \$8,945,457, and other significant disbursements include \$0.8 million to First Transit and \$2.83 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 March 31, 2017

**Assets**

## Current Assets:

Cash	72,496,951
Investments	\$27,239,000
Due from government agencies	5,430,970
Other receivables	2,391,237
Other assets	1,148,400
Total Current Assets	<u>108,706,558</u>
Property & Equipment (net of depreciation)	199,103,270
Total Assets	<u><u>307,809,828</u></u>

**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	10,195,167
Deferred Revenue	71,059,218
Total Liabilities	<u>81,254,386</u>

**Equity**

Fund Balance:	
Investment in Capital Assets	199,103,270
Current Year Change	(11,582,394)
Excise Tax Credit	
Reserve	39,034,566
Total Equity	<u>226,555,442</u>
Total Liabilities and Equity	<u><u>\$ 307,809,828</u></u>

Summary of Cash and  
Investment Account  
For March 31, 2017

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,417,117
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	4,952,912
Bank of the West-Money Market	0.450%	Demand Deposit	7,070,178
Bank of the West-Money Market	0.450%	Demand Deposit	14,601,026
Bank of the West-Money Market	0.450%	Demand Deposit	9,632,622
Bank of the West-CA Transit Assistance	0.070%	Demand Deposit	252,857
Chase Business Saving	0.130%	Demand Deposit	8,436,360
LAIF Investment	0.680%	Demand Deposit	15,132,279
Subtotal Cash on Hand			<u>\$72,496,951</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 01/27/21 - 5yrs.	1.000%	Callable Note	5,000,000
Maturity - 07/27/21 - 5yrs.	1.000%	Callable Note	8,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000 (1)
	0.45-1.60%	Cert. of Deposit	2,739,000 (2)
Subtotal Investments			<u>\$27,239,000</u>
Total Cash and Investments			<u><u>\$99,735,951</u></u>

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

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



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

	Actual YTD March- 17	Budget YTD March -17	Variance	Actual YTD March - 16
<b>Fare Revenue</b>				
Farebox	\$6,274,472.91	\$7,425,000	(15.50%)	\$6,891,926
Pass Sales	\$2,577,574	3,420,000	(24.63%)	2,830,420
TAP Cash Purse	\$2,282,555	2,565,000	(11.01%)	2,294,044
MetroLink & Access Service	\$470,708	540,000	(12.83%)	450,562
EZ Transit Pass	\$511,308	675,000	(24.25%)	572,553
<b>Total Operating Revenue</b>	<b>\$12,116,617</b>	<b>\$14,625,000</b>	<b>(17.15%)</b>	<b>\$13,039,505</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$17,205,608	17,205,608	0.00%	\$15,012,412
TDA-Reserve from prior years	\$6,838,176	10,454,773	(34.59%)	0
STA	\$1,381,356	1,381,352	0.00%	2,533,203
Prop A 40% Discretionary	\$12,060,931	12,060,931	(0.00%)	10,713,572
Prop A 40% BSCP	\$3,419,156	3,419,156	0.00%	3,363,989
Prop C BSIP	\$685,655	685,655	(0.00%)	673,201
Prop C Base Restructuring	\$1,472,715	1,472,715	0.00%	1,445,965
Prop C Transit Service Expansion	\$245,417	245,417	0.00%	240,958
Transit Security-Operating	\$688,519	688,519	0.00%	627,137
Measure R Operating	\$7,808,793	7,808,793	(0.00%)	7,331,767
Miscellaneous Transit Revenues	\$165,408	165,408	0.00%	443,452
<b>Total Subsidies and Other</b>	<b>\$51,971,734</b>	<b>\$55,588,327</b>	<b>(6.51%)</b>	<b>\$42,385,657</b>
<b>Total Operating Revenue</b>	<b>\$64,088,351</b>	<b>\$70,213,327</b>	<b>(8.72%)</b>	<b>\$55,425,162</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$87,566	0	0.00%	\$18,514
Auxiliary Revenue	\$1,545,954	1,106,250	39.75%	\$1,114,392
<b>Total Other Revenues</b>	<b>\$1,633,520</b>	<b>\$1,106,250</b>	<b>47.66%</b>	<b>\$1,132,906</b>
<b>Operating Expenses</b>				
Operations	\$56,473,161	\$60,092,443	6.02%	\$47,453,073
Maintenance & Vehicle Technology	\$567,867	628,770	9.69%	619,028
Marketing and Communications	\$1,107,712	1,610,285	31.21%	1,159,552
Information Technology	\$1,517,969	1,836,031	17.32%	1,642,208
Administration	\$1,870,622	2,513,847	25.59%	1,976,321
Procurement	\$409,170	666,750	38.63%	518,125
Finance	\$842,707	931,495	9.53%	776,992
Planning	\$526,319	754,092	30.20%	606,473
Facilities	\$772,823	1,179,614	34.49%	673,390
<b>Total Operating Expenses</b>	<b>\$64,088,351</b>	<b>\$70,213,327</b>	<b>8.72%</b>	<b>\$55,425,162</b>
<b>Other Expenses</b>				
Property Management	\$262,578	\$300,000	12.47%	\$313,262
Dial-A-Ride	\$633,530	562,500	(12.63%)	506,859
Special Services	\$219,946	243,750	9.77%	234,079
<b>Total Other Expenses</b>	<b>\$1,116,054</b>	<b>\$1,106,250</b>	<b>(2.86%)</b>	<b>\$1,054,200</b>
<b>Total Operating and Other Expenses</b>	<b>65,204,406</b>	<b>\$71,319,577</b>	<b>8.57%</b>	<b>\$56,479,362</b>
<b>Capital Revenues</b>				
Capital Grants	\$14,430,142	\$42,095,333	(65.72%)	\$4,238,906
<b>Capital Expenditures</b>				
Capital Expenditures	\$ 14,430,142	\$37,418,074	61.44%	\$4,238,906

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This report also includes bank accounts that only have balances.

Bank Account: Bank Acc. Posting Group: B001, Date Filter: 03/01/17..03/31/17

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					
03/01/17	E00507	International City Management Assoc. Retirement Co	Payroll ending 2/25/17 retirement funds	36,171.68	0.00	0.00	Posted
03/01/17	E00508	First Transit Inc.	11/16 Pomona PMI's	14,500.00	0.00	0.00	Posted
03/01/17	E00509	First Transit Inc.	12/16 Pomona PMI's	13,500.00	0.00	0.00	Posted
03/02/17	24808	A.G. Engineering, Inc.	Pomona Generator Replacement Permit Reimbursement	2,911.55	2,911.55	0.00	Posted
03/02/17	24809	Adt Security Services, Inc.	02/19-05/17- TS2 security services	336.72	336.72	0.00	Posted
03/02/17	24810	Bankcard Center-Bank of the West	2/17 Agency credit cards usages	32,415.54	32,415.54	0.00	Posted
03/02/17	24811	Chi Cheong Chik	Educational Assistance and Reimbursement	1,870.00	1,870.00	0.00	Posted
03/02/17	24812	Christopher Pieper	Reimbursable Expense - CAPPO Membership	130.00	130.00	0.00	Posted
03/02/17	24813	David Reyno	Reimbursable Expenses- Congressional delegation mtg	1,946.03	1,946.03	0.00	Posted
03/02/17	24814	FEDEX Corp.	Express Mail	111.17	111.17	0.00	Posted
03/02/17	24815	IBI Group	8/1-8/31/16 CAD/AVL Replacement Consulting	21,100.00	21,100.00	0.00	Posted
03/02/17	24816	Industry Public Utility Commission	1/17 Industry P&R Electricity	1,296.72	1,296.72	0.00	Posted
03/02/17	24817	Katherine E. Gagnon	Reimbursable Expenses - Citrus College event	85.40	85.40	0.00	Posted
03/02/17	24818	Panera, LLC	Executive Board Meeting	360.53	360.53	0.00	Posted
03/02/17	24819	Richards Watson and Gershon	Legal fees	117.30	117.30	0.00	Posted
03/02/17	24820	RNL/Interplan	Arcadia Improvement- Generator Replacement	1,736.70	1,736.70	0.00	Posted
03/02/17	24821	Roland Cordero	Reimbursable expense - Governing Board donuts	61.18	61.18	0.00	Posted
03/02/17	24822	Standard Parking Corporation	1/17 Parking Services	3,107.61	3,107.61	0.00	Posted
03/02/17	24823	Staples Business Adv.-Dept. LA	Office Supplies	740.56	740.56	0.00	Posted
03/02/17	24824	The Gas Co.	2/17 Admin Building Gas	1,151.47	1,151.47	0.00	Posted
03/02/17	24825	U.S. Healthworks Medical Group. P.C.	Pre-Employment Physical Check - Yamel Castro	55.00	55.00	0.00	Posted
03/02/17	24826	Waste Management	3/17 Arcadia Warehouse Trash	249.62	249.62	0.00	Posted
03/02/17	24827	Willie J. Brooks	03/17 Transit Store Plant Care	213.00	213.00	0.00	Posted
03/08/17	24828	Miguel C Rodriguez Jr	Manual Paycheck - Hardship	2,465.01	2,465.01	0.00	Posted
03/08/17	E00510	First Transit Inc.	September 2016 Pomona PMI's	8,000.00	0.00	0.00	Posted
03/08/17	E00511	First Transit Inc.	01/3-15 699 Extra Miles	1,641.60	0.00	0.00	Posted
03/08/17	E00512	First Transit Inc.	01/16-31 699 Extra Miles	2,188.80	0.00	0.00	Posted
03/09/17	24829	4imprint Inc.	03/17 Rodeo bags	1,930.98	1,930.98	0.00	Posted
03/09/17	24830	ACC Business	Internet	3,051.72	3,051.72	0.00	Posted
03/09/17	24831	Alejandro Calderon	03/17 Rodeo Maintenance 1st Place	500.00	500.00	0.00	Posted
03/09/17	24832	Allied Administrators for Delta Dental	04/17 Dental insurance premium	7,089.92	7,089.92	0.00	Posted
03/09/17	24833	AT and T - 105068	EI Monte Back line	33.47	33.47	0.00	Posted
03/09/17	24834	AT and T - 5019	EI Monte Phone line	304.13	304.13	0.00	Posted
03/09/17	24835	AT and T - 5025	Phone Service	131.87	131.87	0.00	Posted
03/09/17	24836	AT and T Mobility II LLC	Avail Cellular	535.80	535.80	0.00	Posted
03/09/17	24837	California Choice	4/17 Medical insurance premium	47,834.57	47,834.57	0.00	Posted
03/09/17	24838	CIGNA Group Insurance	03/17 Cigna Life Insurance Premium	4,054.51	4,054.51	0.00	Posted
03/09/17	24839	Crown Castle USA Inc.	Tower Rental	755.30	755.30	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/09/17	24840	D and D Golf Cars Inc.	03/17 Golf carts for Roadeo	654.00	654.00	0.00	Posted
03/09/17	24841	Daniel Hernandez	03/17 National Roadeo 3rd Place	200.00	200.00	0.00	Posted
03/09/17	24842	Dara Yith	03/17 Local Roadeo 2nd Place	300.00	300.00	0.00	Posted
03/09/17	24843	Darold D. Pieper Attorney at Law	2/17 Legal Fees	7,174.03	7,174.03	0.00	Posted
03/09/17	24844	Frontier California Inc.	Industry Park and Ride Phone Line	339.69	339.69	0.00	Posted
03/09/17	24845	G4S Secure Integration LLC	02/17 Security Maintenance	10,400.92	10,400.92	0.00	Posted
03/09/17	24846	GetGo, Inc.	OpenVoice Audio Service	72.89	72.89	0.00	Posted
03/09/17	24847	Hertz Corporation	Car rental	345.30	345.30	0.00	Posted
03/09/17	24848	Home Depot Credit Services	2/17 Facilities Supplies	448.02	448.02	0.00	Posted
03/09/17	24849	IBI Group	12/1-12/31/16 CAD/AVL Replacement Consulting	31,526.00	31,526.00	0.00	Posted
03/09/17	24850	Instant Signs Inc.	QA Vehicle Decal	1,401.97	1,401.97	0.00	Posted
03/09/17	24851	Jorge Ruiz	03/17 Local Roadeo 1st Place	500.00	500.00	0.00	Posted
03/09/17	24852	Jose V. Rojas	03/17 National Roadeo 2nd Place	300.00	300.00	0.00	Posted
03/09/17	24853	Landmark Healthplan of California, Inc.	03/17 Chiropractor insurance premium	334.45	334.45	0.00	Posted
03/09/17	24854	LaShawn Gillespie	Reimbursable expense - Roadeo snacks & sodas	268.55	268.55	0.00	Posted
03/09/17	24855	Mobile Relay Associates Inc.	Normal Trunk Mount Installation	13,781.76	13,781.76	0.00	Posted
03/09/17	24856	Moore and Associates Inc.	02/17 Transit Store Customer Service Audits	9,241.87	9,241.87	0.00	Posted
03/09/17	24857	Proterra LLC	January Charging station PMI	1,474.73	1,474.73	0.00	Posted
03/09/17	24858	Raul Ramos	03/17 Roadeo Supervisor 1st Place	200.00	200.00	0.00	Posted
03/09/17	24859	Raycom	KENNWOOD NXDN DIGITAL RADIO	150.00	150.00	0.00	Posted
03/09/17	24860	Rodger's Food Service	MAX Program	459.47	459.47	0.00	Posted
03/09/17	24861	Roger Chandler	Replacement check for Oct 2016 Board Fee	140.38	140.38	0.00	Posted
03/09/17	24862	Ruben Cervantes	Final payroll as of 03/10/2017	10,758.45	10,758.45	0.00	Posted
03/09/17	24863	State Compensation Insurance Fund	3/17 Workers Comp Insurance Premium	5,704.00	5,704.00	0.00	Posted
03/09/17	24864	Stephen Leung	03/17 Roadeo Maintenance 1st Place	500.00	500.00	0.00	Posted
03/09/17	24865	Tanya Marie Pina	Ice for Bus Roadeo	65.09	65.09	0.00	Posted
03/09/17	24866	Toyo Landscaping Company	2/17 Admin Bldg Landscape Maintenance	1,754.29	1,754.29	0.00	Posted
03/09/17	24867	Tracy Nicometo	03/17 Roadeo Maintenance 1st Place	500.00	500.00	0.00	Posted
03/09/17	24868	United Traffic Services and Supply	03/17 Orange Cones for Roadeo	2,534.25	2,534.25	0.00	Posted
03/09/17	24869	Van Vong	03/17 Roadeo National 1st Place	500.00	500.00	0.00	Posted
03/09/17	24870	Verizon Wireless	Cell Phone	4,397.23	4,397.23	0.00	Posted
03/09/17	24871	Vision Service Plan - (CA)	03/17 Vision Insurance Premium	1,234.32	1,234.32	0.00	Posted
03/09/17	24872	William Ruiz	03/17 Local Roadeo 3rd Place	200.00	200.00	0.00	Posted
03/09/17	24873	Willie J. Brooks	3/17 Indoor Plant Care	449.75	449.75	0.00	Posted
03/09/17	24874	Wright Express	Vehicle Fueling February 2017	560.80	560.80	0.00	Posted
03/09/17	24875	Zonar Systems Inc.		0.00	0.00	0.00	Voided
03/09/17	24876	Zonar Systems Inc.	10/16 Monthly service for FOO0546 GTC	126,728.24	126,728.24	0.00	Posted
03/16/17	24877	ACCO Engineered Systems Inc.	Admin Bldg Boiler Repair	1,458.45	1,458.45	0.00	Posted
03/16/17	24878	AFLAC	3/17 Voluntary insurance premium	1,506.22	1,506.22	0.00	Posted
03/16/17	24879	Alpha Decor & Painting, Inc.	RETAIN FROM KPO 16-032	1,100.00	1,100.00	0.00	Posted
03/16/17	24880	American Microlmaging, Inc.	2/1/17-1/31/18 Laserfiche Maintenance Plan	14,000.00	14,000.00	0.00	Posted
03/16/17	24881	Andrew John Papson		112.84	0.00	112.84	Financi

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/16/17	24882	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	223.10	223.10	0.00	Posted
03/16/17	24883	AT and T - 5025	El Monte phone line router management	121.87	121.87	0.00	Posted
03/16/17	24884	Athens Services	3/17 Admin Trash Service & Parking Lot Sweeping	1,179.48	1,179.48	0.00	Posted
03/16/17	24885	C.A.T. Specialties	03/17 Roadeo shirts	8,528.45	8,528.45	0.00	Posted
03/16/17	24886	Capture Technologies, Inc.	0217 Nice recorders channel expansion base rate	189.56	189.56	0.00	Posted
03/16/17	24887	Chi Cheong Chik	Educational Assistance and Reimbursement	1,870.00	1,870.00	0.00	Posted
03/16/17	24888	CIGNA Group Insurance	02/17 Cigna Life Insurance Premium	3,993.20	3,993.20	0.00	Posted
03/16/17	24889	Come Land Maintenance Service Com	3/17 Janitorial Service	2,980.00	2,980.00	0.00	Posted
03/16/17	24890	CSMFO	2017 Membership Renewal - Gil Victorio	110.00	110.00	0.00	Posted
03/16/17	24891	Day - Lite Maintenance Co. Inc.	2/17 Monthly Lighting Contract	416.38	416.38	0.00	Posted
03/16/17	24892	FEDEX Corp.	Express Mail	152.57	152.57	0.00	Posted
03/16/17	24893	Frontier Communications Corporation	Fax line	55.96	55.96	0.00	Posted
03/16/17	24894	Government Finance Officers Assoc.	GOFA's Closing event - Ruben Cervantes	40.00	40.00	0.00	Posted
03/16/17	24895	Grand Car Wash	Vehicle Fueling February 2017	303.10	303.10	0.00	Posted
03/16/17	24896	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	20,365.03	20,365.03	0.00	Posted
03/16/17	24897	Neofunds by Neopost	Postage	560.00	560.00	0.00	Posted
03/16/17	24898	New Flyer of America Inc.	Replacing engine cradles 1721	4,500.00	4,500.00	0.00	Posted
03/16/17	24899	Office Depot	Office Supplies	1,085.60	1,085.60	0.00	Posted
03/16/17	24900	Panera, LLC	03/17 Coffee for Roadeo	175.89	175.89	0.00	Posted
03/16/17	24901	PCM Sales Inc.	Kingston Ironkey 128gb	727.65	727.65	0.00	Posted
03/16/17	24902	Raycom	Reprogramming 6 radios for Arcadia	150.00	150.00	0.00	Posted
03/16/17	24903	Regional Chamber of Commerce - SG	Public Affairs	150.00	150.00	0.00	Posted
03/16/17	24904	Skyline Pest Control	2/17 Monthly Pest Control	95.00	95.00	0.00	Posted
03/16/17	24905	Socal Office Technologies	Copier	725.73	725.73	0.00	Posted
03/16/17	24906	Staples Business Adv.-Dept. LA	Office Supplies	185.43	185.43	0.00	Posted
03/16/17	24907	Suburban Water Systems	2/17 Admin Bldg Water	739.43	739.43	0.00	Posted
03/16/17	24908	Thompson Coburn LLP	1/17 Legal Services - Operations RFPs & Contracts	19,334.11	19,334.11	0.00	Posted
03/16/17	24909	Tri - Signal Integration, Inc.	3/17 Admin Bldg Alarm Monitoring	300.00	300.00	0.00	Posted
03/16/17	24910	Verizon Business - 15043	SBS Tower MPLS	4,048.96	4,048.96	0.00	Posted
03/16/17	24911	Vision Service Plan - (CA)	2/17 Vision insurance premium	1,234.32	1,234.32	0.00	Posted
03/16/17	24912	Vortex Industries Inc.	Door Repair	1,299.00	1,299.00	0.00	Posted
03/16/17	24913	Walnut Valley Water District	2/17 Industry P&R Landscape Water	129.14	129.14	0.00	Posted
03/16/17	24914	Zonar Systems Inc.	EVIR Unit	2,527.00	2,527.00	0.00	Posted
03/16/17	24915	Zones Inc.	RSA Secure ID Software	12,757.46	12,757.46	0.00	Posted
03/16/17	E00513	International City Management Assoc. Retirement Co	Payroll ending 3/11/17 retirement funds	51,613.69	0.00	0.00	Posted
03/22/17	E00514	First Transit Inc.	02/1-15 699 Extra Detour Miles	2,006.40	0.00	0.00	Posted
03/22/17	E00515	First Transit Inc.	02/1-15 Pomona Contractor Services	758,538.61	0.00	0.00	Posted
03/22/17	E00516	New Flyer of America Inc.	2500 Replacement Bus	656,599.34	0.00	0.00	Posted
03/22/17	E00517	New Flyer of America Inc.	2500 Replacement Bus	656,599.34	0.00	0.00	Posted
03/22/17	E00518	New Flyer of America Inc.	2502 Replacement Bus	656,599.34	0.00	0.00	Posted
03/22/17	E00519	New Flyer of America Inc.	2503 Replacement Bus	656,599.34	0.00	0.00	Posted
03/22/17	E00520	New Flyer of America Inc.	Credit (30) 2400 series buses remove luggage lofts	-47,226.30	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/22/17	E00521	Transdev Services, Inc.	02/1-15 Arcadia Contractor Services	934,789.25	0.00	0.00	Posted
03/22/17	E00522	Transdev Services, Inc.	03/17 Management services fee	160,217.73	0.00	0.00	Posted
03/23/17	24916	4imprint Inc.	Seed Packets	4,580.76	4,580.76	0.00	Posted
03/23/17	24917	A-1 Rentals	Tablecloths for Governing Board Meeting	75.63	75.63	0.00	Posted
03/23/17	24918	A.G. Engineering, Inc.	Pomona Generator Replacement	11,952.90	11,952.90	0.00	Posted
03/23/17	24919	ACCO Engineered Systems Inc.	3/1/17 - 5/31/17 PTC HVAC Maintenance	535.50	535.50	0.00	Posted
03/23/17	24920	Associated Student Org. of Citrus Juni	Advertising	945.00	945.00	0.00	Posted
03/23/17	24921	Cintas Corporation #2	First Aid Kit Supplies	149.49	149.49	0.00	Posted
03/23/17	24922	City of Covina	Covina P&R Deposit Agreement Amendment 1	80,828.98	80,828.98	0.00	Posted
03/23/17	24923	City of Pomona - Passes	Dec '16 to Feb '17 - Get About Tickets	2,000.00	2,000.00	0.00	Posted
03/23/17	24924	Civic Resource Group International Inc	Website Maintenance - 02/17	2,850.00	2,850.00	0.00	Posted
03/23/17	24925	FEDEX Corp.	Express Mail	182.42	182.42	0.00	Posted
03/23/17	24926	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	2,190.00	2,190.00	0.00	Posted
03/23/17	24927	Hendy Satya	Reimbursable expense - APTA Marketing Conference	231.98	231.98	0.00	Posted
03/23/17	24928	Iron Mountain Inc.	2/17 Shredding Services	113.92	113.92	0.00	Posted
03/23/17	24929	Jarrett Stoltzfus	Employee Rideshare Program - 03/17	100.00	100.00	0.00	Posted
03/23/17	24930	John Xie	Educational Assistance and Reimbursement	1,872.00	1,872.00	0.00	Posted
03/23/17	24931	Jose Antonio Aguirre	Azusa Intermodal Transit Center Muralist-materials	8,000.00	8,000.00	0.00	Posted
03/23/17	24932	Joshua Seth Landis	Educational Assistance and Reimbursement	3,222.50	3,222.50	0.00	Posted
03/23/17	24933	Joshua Smalley	Reimbursable expense - Donut Man for MAX Program	60.60	60.60	0.00	Posted
03/23/17	24934	Lazar and Associates	02/17 Interpreting Services	126.15	126.15	0.00	Posted
03/23/17	24935	Linda Garrison	Yoga Instruction	325.00	325.00	0.00	Posted
03/23/17	24936	London Lee	Educational Assistance and Reimbursement	2,251.00	2,251.00	0.00	Posted
03/23/17	24937	Michael Tobin	Educational Assistance and Reimbursement	3,087.50	3,087.50	0.00	Posted
03/23/17	24938	Mt. San Antonio College - The Mountai	Advertising	1,500.00	1,500.00	0.00	Posted
03/23/17	24939	Newage PHM, LLC	04/17 TS 2 Office lease	7,346.77	7,346.77	0.00	Posted
03/23/17	24940	Silvia Dominguez	Cash Fare reimbursement	8.75	8.75	0.00	Posted
03/23/17	24941	OUTFRONT Media LLC	Los Angeles - Rail Michelangelo Rail Graphics	3,720.00	3,720.00	0.00	Posted
03/23/17	24942	PCM Sales Inc.	VMware workstation pro 12	848.24	848.24	0.00	Posted
03/23/17	24943	Proterra LLC	Charging station PMI February	1,000.00	1,000.00	0.00	Posted
03/23/17	24944	RNL/Interplan	Arcadia Improvement- Generator Replacement	9,813.48	9,813.48	0.00	Posted
03/23/17	24945	Roberto Vidal Estrella	Educational Assistance and Reimbursement	4,770.00	4,770.00	0.00	Posted
03/23/17	24946	San Gabriel Valley Tribune	1 year subscription renewal	534.77	534.77	0.00	Posted
03/23/17	24947	Schindler Elevator Corporation	3/1/17 - 5/31/17 Elevator Maintenance	2,604.00	2,604.00	0.00	Posted
03/23/17	24948	Socal Office Technologies	Xerox Copier	481.75	481.75	0.00	Posted
03/23/17	24949	SPX GENFARE	Arcadia Station Collection Station equipment	5,033.29	5,033.29	0.00	Posted
03/23/17	24950	Tanya Marie Pina	Educational Assistance and Reimbursement	2,235.64	2,235.64	0.00	Posted
03/23/17	24951	Thomas J. Koontz	Interior Cards	5,929.24	5,929.24	0.00	Posted
03/23/17	24952	Thompson Coburn LLP	1/17 Legal Services - General Legal	4,263.32	4,263.32	0.00	Posted
03/23/17	24953	Transit Information Products	Lamination of Displays	1,377.51	1,377.51	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/23/17	24954	Yoko Igawa	Reimbursable expense - Jan/Feb meetings	92.08	92.08	0.00	Posted
03/23/17	E00523	Avail Technologies, Inc.	CAD/AVL Replacement	874,772.10	0.00	0.00	Posted
03/29/17	E00524	Avail Technologies, Inc.	CAD/AVL Replacement -taxes	16,162.20	0.00	0.00	Posted
03/29/17	E00525	International City Management Assoc. Retirement Co	Payroll ending 3/25/17 retirement funds	35,644.27	0.00	0.00	Posted
03/29/17	E00526	Transdev Services, Inc.	02/16-28 Arcadia Contractor Services	1,734,356.56	0.00	0.00	Posted
03/29/17	E00527	Transdev Services, Inc.	Roadeo 2017 Operator and Mechanic Reimbursement	5,588.45	0.00	0.00	Posted
03/30/17	24955	Andrew John Papson		194.98	0.00	194.98	Voided
03/30/17	24956	Ashlien Savage	Educational Assistance and Reimbursement	1,675.70	1,675.70	0.00	Posted
03/30/17	24957	California Deposition Reporters	IFB 17-055 Pre-Bid Conference	754.26	754.26	0.00	Posted
03/30/17	24958	California Party Rentals	04/08/2017 Chairs, tables etc.. Regional Roadeo	734.60	734.60	0.00	Posted
03/30/17	24959	Chamber of Commerce - Pomona	Legislative Luncheon	650.00	650.00	0.00	Posted
03/30/17	24960	Crystal by Design Co. Inc.	03/04/2017 Trophies for winners of roadeo	523.83	523.83	0.00	Posted
03/30/17	24961	FEDEX Corp.	Express Mail	89.94	89.94	0.00	Posted
03/30/17	24962	Industry Public Utility Commission	2/17 Industry P&R Electricity	1,167.94	1,167.94	0.00	Posted
03/30/17	24963	Jarrett Stoltzfus	Reimbursable expense - APTA Legislative	1,807.26	1,807.26	0.00	Posted
03/30/17	24964	Kapsch TrafficCom Transportation NA,	Traffic Bus Signal Priority	17,515.00	17,515.00	0.00	Posted
03/30/17	24965	Lazar and Associates	Translation Fare/Service Changes	1,223.04	1,223.04	0.00	Posted
03/30/17	24966	Omnitrans	03/17 Omnitrans passes	4,469.28	4,469.28	0.00	Posted
03/30/17	24967	Panera, LLC	03/23/2017 Regional Roadeo lunch meeting	193.80	193.80	0.00	Posted
03/30/17	24968	Platinum Security Inc.	02/17 El Monte security services	3,766.26	3,766.26	0.00	Posted
03/30/17	24969	Pulsar Advertising	02/17 Consulting services	31,622.50	31,622.50	0.00	Posted
03/30/17	24970	Rodger's Food Service	Governing Board Meeting 3/24/27	1,055.28	1,055.28	0.00	Posted
03/30/17	24971	San Gabriel Valley Economic	2017 Annual Legislative Networking Reception	2,000.00	2,000.00	0.00	Posted
03/30/17	24972	Sky Rider Equipment Co. Inc.	Annual Suspension Device Inspection & Test	700.00	700.00	0.00	Posted
03/30/17	24973	Southern California Edison Co.	2/17 Admin Bldg Electricity	10,721.67	10,721.67	0.00	Posted
03/30/17	24974	Southern California Edison Co.	02/17 Pomona Transit electricity usage	13,541.93	13,541.93	0.00	Posted
03/30/17	24975	Standard Parking Corporation	2/17 Parking Services	3,254.82	3,254.82	0.00	Posted
03/30/17	24976	Thomas J. Koontz	Award Certificates	232.73	232.73	0.00	Posted
03/30/17	24977	Thompson Coburn LLP	1/17 Legal Services - General Procurement Advice	8,007.21	8,007.21	0.00	Posted
03/30/17	24978	Tupper W. Lienke	Preliminary Appraisal Report	4,000.00	4,000.00	0.00	Posted
03/30/17	24979	Zonar Systems Inc.	11 UNIT TRANSFERS DATA FROM MARTA	4,550.61	4,550.61	0.00	Posted
03/30/17	24980	Andrew John Papson	Reimbursement expenses - Carbon Feul Summit	194.98	194.98	0.00	Posted
03/31/17	E00528	New Flyer of America Inc.	2506 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00529	New Flyer of America Inc.	2505 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00530	New Flyer of America Inc.	2507 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00531	New Flyer of America Inc.	2508 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00532	New Flyer of America Inc.	2509 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00533	New Flyer of America Inc.	2510 Replacement Bus	656,599.34	0.00	0.00	Posted
03/31/17	E00534	New Flyer of America Inc.	2511 Replacement Bus	656,599.34	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 03/01/17..03/31/17

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Foothill Transit

FOOTHILLTRANSIT\fkuo

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/31/17	E00535	New Flyer of America Inc.	2513 Replacement Bus	656,599.34	0.00	0.00	Posted
	<b>General Checking</b>			13,257,259.67	775,294.73	307.82	



May 2, 2017

To: Executive Board

Subject: **April 2017 Legislative Summary**

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**Recommendation**

Receive and file the April 2017 Legislative Summary. Adopt support position on ACA 5.

**Analysis**

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on ACA 5 (Frazier).

***State Legislative Issues:***

ACA 5 would add Article XIX D to the California Constitution to require revenues derived from vehicle fees imposed under a specified chapter of the Vehicle License Fee Law to be used solely for transportation purposes. The measure would prohibit these revenues from being used for the payment of principal and interest on state transportation general obligation bonds that were authorized by the voters on or before November 8, 2016. The measure would prohibit the revenues from being used for the payment of principal and interest on state transportation general obligation bonds issued after that date unless the bond act submitted to the voters expressly authorizes that use. The measure would also prohibit the Legislature from borrowing these revenues, except as specified, or using them for purposes other than transportation purposes. This constitutional amendment would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.

On April 6, the Legislature passed SB 1 (Beall and Frazier), a landmark transportation funding package that is the culmination of more than two years of strong leadership by Senate Transportation and Housing Committee Chair Jim Beall and Assembly Transportation Committee Chair Jim Frazier. The bill passed the Senate by a vote of 27-11, while the Assembly approved it on a 54-26 count.

The \$5.24 billion/year funding package, which generates new revenues from various taxes and fees, is designed to repair and maintain our state highways and local roads, improve our trade corridors, and support public transit & active transportation.





For transit systems across California, SB 1:

- Increases the incremental sales tax on diesel fuel dedicated to the State Transit Assistance another 3.50% – generating approx. \$250 million per year at first, and increased by a CPI factor over time – to be used for transit capital and operations purposes;
- Increases the incremental sales tax on diesel fuel another 0.50% – generating approx. \$40 million per year at first, and increased by a CPI factor over time – and dedicates these revenues to intercity passenger rail systems and commuter rail systems; and,
- Establishes a new “Transportation Improvement Fee” under the Vehicle License Fee law (removing Article XIX restrictions) and dedicates these revenues as follows:
  - Approximately \$105 million per year to the State Transit Assistance (STA) program, for “state of good repair” types of expenditures;
  - About \$245 million per year to the Transit and Intercity Rail Capital Program, the competitive transit capital program overseen by the California State Transportation Agency; and,
  - About \$250 million per year to a new “Solutions for Congested Corridors Program” which would be available to the California Transportation Commission, for allocation to project applicants for a balanced set of transportation, environmental and community access improvements within highly congested travel corridors in California.

The funding package also provides for accelerated loan repayment from the General Fund to public transit, which would be deposited into the Transit and Intercity Rail Capital Program.

Additionally, SB 1 provides funding for various other multimodal programs with the potential to boost public transit. More specifically, the proposal provides:

- \$200 million per year for the “State and Local Partnership Program” to reward self-help counties;



- \$110 million per year for the State Transportation Improvement Program;
- \$100 million per year for the Active Transportation Program to expand and improve bicycle and pedestrian facilities; and
- \$2.5 million per year to fund planning grants to assist regions with developing and updating their Regional Transportation Plans and Sustainable Community Strategies.

The California Transit Association projects that, in all, SB 1 directs or makes available approximately \$640 million to \$1.1 billion annually in new funding to public transit.

***Federal Legislative Issues:***

President Trump released his Administration's Fiscal Year 2018 "skinny budget" recommendations, which propose cutting the U.S. Department of Transportation (U.S. DOT) budget by 13 percent or \$2.4 billion. Specifically, the budget proposes phasing out the Federal Transit Administration's Capital Investment Grant program after fulfilling the funding obligations for projects with existing, signed funding agreements. In addition, the budget proposes eliminating the TIGER program and subsidies for Amtrak's long-distance routes.

The American Public Transportation Association (APTA) continues to build a strong case that the FAST Act must be fully funded for FY 2017 and 2018 and public transit must be part of the administration's proposed \$1 trillion infrastructure investment.

**Budget Impact**

The impact of SB 1 and ACA 5 have not been determined at this time.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director

Attachment

## 2017 Legislation Summary

Current as of 4/13/2017

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies &amp; streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	Assembly Committee on Transportation	CTA - Support	Support Position Adopted 2/24/2017
AB 17	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure once appropriated from the Greenhouse Gas Reduction Fund. Recent amendments (May 31, 2016) have removed a dedicated funding amount for this program.	This bill could help support Foothill Transit's Class Pass Program.	Senate Committee on Transportation		Support Position Adopted 2/24/2017
AB 1113	Bloom	This bill would amend the statutes governing the State Transit Assistance (STA) program to clarify several ambiguities that led to the State Controller's Office's (SCO) 2016 administrative changes. These changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these vital funds are distributed. These STA grant funds are	This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.	Assembly Committee on Rules	CTA - Support	<b>Support Position Adopted 3/24/2017</b>

# 2017 Legislation Summary

Current as of 4/13/2017

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		vital to the ongoing operations and capital projects of about 145 public transit systems statewide.				
<b>ACA 5</b>	<b>Frazier</b>	<b>This measure would add Article XIXD to the California Constitution to require revenues derived from vehicle fees imposed under a specified chapter of the Vehicle License Fee Law to be used solely for transportation purposes. The measure would prohibit these revenues from being used for the payment of principal and interest on state transportation general obligation bonds that were authorized by the voters on or before November 8, 2016. The measure would prohibit the revenues from being used for the payment of principal and interest on state transportation general obligation bonds issued after that date unless the bond act submitted to the voters expressly authorizes that use. The measure would also prohibit the Legislature from borrowing these revenues, except as specified, or using them for purposes other than transportation purposes.</b>	<b>This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.</b>	<b>Passed by the Legislature and awaiting action by the Governor.</b>	<b>CTA - Support</b>	<b>Support</b>
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Committee on Transportation and Housing	CTA - Support	Support Position Adopted 2/24/2017



May 2, 2017

To: Executive Board

Subject: **Coach Operator Audit Results**

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### **Recommendation**

Receive and file the results of the FY 2016/2017 Third Quarter Coach Operator Audits.

### **Background**

Coach operator performance audits were conducted between February 1, 2017 and February 6, 2017 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

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

The chart below summarizes the results of the February 2017 audits for each operating facility.

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

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



**Summary for Transdev - Arcadia**

	<b>Aug 2016</b>	<b>Average Violations per Trip</b>	<b>Nov 2016</b>	<b>Average Violations per Trip</b>	<b>Feb 2017</b>	<b>Average Violations per Trip</b>
<b>Total Audits Conducted</b>	106	N/A	130	N/A	126	N/A
<b>Fare Violations</b>	27	0.3	16	0.1	21	0.2
<b>Customer Service Violations</b>	113	1.1	113	0.9	147	1.2
<b>Safety Violations</b>	20	0.2	29	0.2	25	0.2
<b>Total Violations</b>	160	1.5	158	1.2	193	1.5
<b>Total Perfect Checks</b>	28	N/A	47	N/A	37	N/A

**Summary for First Transit - Pomona**

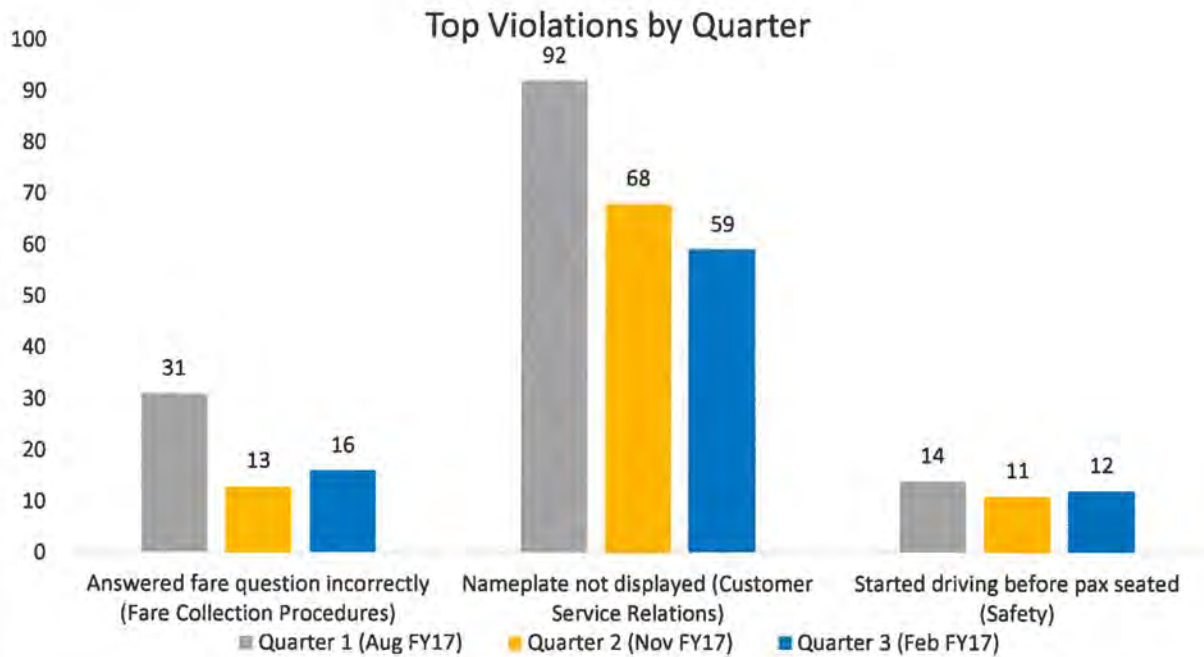
	<b>Aug 2016</b>	<b>Average Violations per Trip</b>	<b>Nov 2016</b>	<b>Average Violations per Trip</b>	<b>Feb 2017</b>	<b>Average Violations per Trip</b>
<b>Total Audits Conducted</b>	82	N/A	67	N/A	57	N/A
<b>Fare Violations</b>	25	0.3	12	0.2	9	0.2
<b>Customer Service Violations</b>	100	1.2	98	1.5	60	1.1
<b>Safety Violations</b>	27	0.3	4	0.1	12	0.2
<b>Total Violations</b>	152	1.9	114	1.7	81	1.4
<b>Total Perfect Checks</b>	21	N/A	14	N/A	15	N/A



**Results**

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the Quarter Three audit, a total of 52 coach operators had perfect checks.

The audit results show an increase in total violations from Quarter Two (November 2016) for the Arcadia facility, which can be attributed to the failure to make stop announcements. The Pomona facility had a 29 percent decrease in total violations in Quarter Three when compared to the previous quarter. This decrease in total violations for Pomona can be primarily attributed to a reduction in operator nameplate violations this quarter. The majority of the violations in Quarter Three for the service characteristics observed fell within the following areas:



Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 69 percent were reported as being on-time, which amounts to a 13 percent decrease from the previous quarter.

While the primary focus of the Coach Operator Audits is on Fare, Safety and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit



Special Executive Board Meeting - 05/02/17  
Coach Operator Audit Results  
Page 4

period required the mystery riders to make a request for the ramp to be lowered. Out of the 142 requests made, 96 percent of the operators complied.

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

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

**Budget Impact**

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

Sincerely,

Tanya M. Pina  
Operations Contract Manager

Doran J. Barnes  
Executive Director





May 2, 2017

To: Executive Board

Subject: **Federal Advocacy Services Contract**

---

### **Recommendation**

Approve an Amended Federal Advocacy Services Contract with Baker, Donelson, Bearman, Caldwell & Berkowitz, to continue to provide federal advocacy services through December 31, 2019 for a fee of \$9,000/month and \$9,500/month from January 1, 2020 through December 31, 2022.

### **Analysis**

In January 1995, the Executive Board authorized staff to contract with Baker, Donelson, Bearman and Caldwell to provide technical assistance to Foothill Transit in its pursuit of federal capital funds. This contract was extended annually through 1999, when a competitive procurement took place. After a lengthy procurement process, including interviews with various Washington D.C. firms, Baker Donelson was awarded a three-year contract. In October, 2002 the Executive Board authorized a sole source contract award to Baker, Donelson, Bearman and Caldwell, to continue to provide federal advocacy services from October 31, 2002 through December 31, 2007 including two one-year options. In 2007, a second competitive procurement process took place that included interviews with a number of Washington, D.C. area advocacy firms. Baker, Donelson ranked highest and was awarded a three-year contract with two available option years that were fully exercised and expired on December 31, 2012.

In 2012, the Executive Board approved a sole source contract with Baker Donelson in order to continue the critical work towards passage of a new long term federal surface transportation authorizing law at a time when we were on the eighth extension of SAFETEA-LU that had expired two and one-half years earlier. Fortunately, the gridlock in Washington, D.C. gave way to bi-partisanship on this issue and Congress passed MAP-21 in July, 2012 and the FAST Act in December 2015.

Continuity will again be particularly important during the coming years with a new administration in office and discussion beginning on an infrastructure spending package that could impact how the FAST Act is implemented going forward. Work will also be continue on important transportation legislation and key issues including permanent extensions of the alternative fuel tax credit and the public transportation commuter benefit. It would not be in



Foothill Transit's overall interest to have a new consultant that would be faced with a significant learning curve and the necessity of establishing contacts and strong working relationships with our delegation and the staff of our key committees on Capitol Hill during this critical transition period. Also, we are specifically represented by Jan Powell, who, prior to joining Baker Donelson worked for many years as a staff person focusing on transportation issues for a key member of Congress who was a member of the Appropriations Committee and Subcommittee on Transportation, Housing and Urban Development. Ms. Powell has a close personal relationship of ten years with newly elected Vice President Mike Pence who is expected to be closely involved in the development of the \$1 Trillion Infrastructure Investment Package proposed by President Trump.

Baker, Donelson, Bearman, Caldwell & Berkowitz is well qualified to continue serving Foothill Transit because of the firm's understanding of our operation and the relationships they have developed with many members of Congress and most importantly with our specific congressional delegation. They have a clear understanding of our federal funding requirements and important federally funded ongoing and potential future projects. Approving the Amended Federal Advocacy Services Contract will allow Baker, Donelson to continue to provide its services in a quality manner without any interruption.

**Budget Impact**

The proposed fee of \$9,000/month through December 31, 2019 is the same as it is currently. Foothill Transit's draft FY 2017-2018 Business Plan and future Business Plans will include funding for federal advocacy services.

Sincerely,

David Reyno  
Director of Government Relations

Doran J. Barnes  
Executive Director



May 2, 2017

To: Executive Board

Subject: **Resolution for Low Carbon Transit Operations Grant Program**

---

**Recommendation**

Adopt the following resolution:

Resolution No. 2017-03: Authorization for the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) (**Attachment A**).

**Background**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

The California Department of Transportation (Caltrans) requires that all project recipients (defined as "Project "Sponsor") of Low Carbon Transit Operations Program (LCTOP) funds must submit a copy of a board resolution showing their intent to utilize the available funds to their fullest potential, the appointment of authorized agents for the Project Sponsor, and our agreement to comply with the terms and conditions of the Certifications and Assurances. The required document, **Attachment A** is the proposed resolution for the Certifications and Assurances.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

**RESOLUTION No. 2017-03**

**Authorization for the Execution of THE  
CERTIFICATIONS AND ASSURANCES 2017  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

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**WHEREAS**, Foothill Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the *Executive Director* may wish to delegate authorization to execute these documents and any amendments thereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director or his designee be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**Attachment A**

**Adoption.** PASSED AND ADOPTED at a meeting of the Executive Board held on May 2, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Carol Herrera, Chair

ATTEST:  
Christina Lopez  
Board Secretary

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

By: \_\_\_\_\_  
Darold Pieper, General Counsel

By: \_\_\_\_\_  
Board Secretary



May 2, 2017

To: Executive Board

Subject: **Extension of Executive Director's Employment Agreement**

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**Recommendation**

Consider authorizing the Chair to execute an amendment to the Executive Director's Employment Agreement extending the term of that agreement for an additional five years.

**Analysis**

The Executive Director's employment contract will terminate on December 31, 2019. Pursuant to the terms of that contract, the Executive Director is obligated to notify the Executive Board in advance of that termination date. This permits the Executive Board to timely consider an extension of the contract term, and it avoid uncertainty for both the Executive Director and the Executive Board as to his future status.

It is proposed to extend the Executive Director's contract from for an additional five years, or until December 31, 2024. There is no proposed change in salary or benefits, and the contract remains "at will" and terminable by the Executive Board at any time without cause. The modified contract term would read as follows:

"The term of this Agreement is extended to December 31, 2024 ("Termination Date")."

**Budget Impact**

There is no fiscal impact to Foothill Transit resulting from the proposed contract amendment.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Darold Pieper'.

Darold Pieper  
General Counsel



May 2, 2017

To: Executive Board

Subject: **2017 Foothill Transit Bus Rodeo Results**

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**Recommendation**

Receive and file the 2017 Foothill Transit Bus Rodeo Results.

**Analysis**

The Bus Rodeo competition is a platform to encourage safety, 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 rodeo as well as the APTA International Bus Rodeo.

On March 4, 2017 Foothill Transit held its 22<sup>nd</sup> Annual Bus Rodeo at the Arcadia Operations and Maintenance Facility. Operators and maintenance teams from both contractors competed to demonstrate their safe 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 members of our Executive Board and 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 First Transit's coach operator Van Vong and Transdev's maintenance team members Alex Calderon, Stephen Leung and Tracy Nicometo. The winners proudly went on to compete at the Southern California Regional Bus Rodeo on April 8<sup>th</sup> hosted by Foothill Transit in which the maintenance team took 3<sup>rd</sup> place. Both the coach operator winner and winning maintenance team will represent Foothill Transit at the APTA International Bus Rodeo in Reno, Nevada on May 7, 2017.

Sincerely,

  
Tanya M. Pina  
Operations Contract Manager

  
Doran J. Barnes  
Executive Director



May 2, 2017

To: Executive Board

Subject: **Proposed Fare Restructuring**

---

**Recommendation**

Recommend that the Governing Board adopt the fare restructuring as proposed.

**Analysis**

Public Meetings and Results of Public Comments

The formal comment period for the proposed fare changes began on March 24, 2017 and concluded on April 23, 2017. To encourage public comments, Foothill Transit staff conducted six public workshops throughout the San Gabriel Valley in addition to the public hearing on Saturday, April 22, 2017, in West Covina. Foothill Transit received seven speaker comments, two walk-in comments, one telephone comment, and 41 written/email comments addressing the proposed fare restructuring.

As a result of the public comments, staff revised the proposed fare change for the Student Monthly Pass from \$40.00 to \$36.00 in phase one and from \$45.00 to \$40.00 in phase two. This change made sense because growing future riders is one of Foothill Transit's primary goals.

Many of the customers commented that they were pleased about the introduction of the day pass and they were especially pleased that the pass can be purchased on board the bus. The majority of people who attended the public workshops were TAP users and were supportive of the TAP incentive fares.

Some customers expressed concern about elimination of the Foothill-to-Foothill transfers. Both the introduction of Foothill Transit day pass and the retention of inter-agency transfers are partial mitigations to those concerns.

Comments received by type:

Agreed with fare changes	28
Opposed to fare changes	21
Neutral to fare changes	2
<hr/> Total comments received	<hr/> 51





### Title VI Analysis

In order to comply with the federal Civil Rights Act of 1964, Foothill Transit conducted a Fare Equity Analysis on the proposed fare changes to ensure that there will be no disparate adverse impact on minorities and disproportionate burden on low-income customers.

Based on a Fare Equity Analysis performed using the ridership data from the Four Nines Fare Model along with demographic data supplied by the 2016 Foothill Transit On-Board Survey, the analysis uncovered no Title VI equity concerns per Foothill Transit's Board-adopted policies. While certain fare categories may experience a higher percentage change for some rider populations, the system-wide change resulted in a less than significant difference between the overall ridership and the low-income and minority ridership, which was within the 15 percent policy threshold. As such, no mitigations are required in order to proceed with implementation.

### Goals of Fare Restructuring

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

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

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



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

#### Overarching Business Trends

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



Proposed Fare Structure Features

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

**Proposed Cash and TAP Fares**

FARE TYPE	CURRENT	OCTOBER 2017		SEPTEMBER 2019	
		CASH	TAP	CASH	TAP
<b>LOCAL</b>					
Adult	\$1.25	\$1.50	\$1.25	\$1.75	\$1.50
Senior/Persons with Disabilities/Medicare	\$0.50	\$0.75	\$0.50	\$0.75	\$0.50
Student	\$1.25	\$1.50	\$1.25	\$1.75	\$1.50
<b>SILVER STREAK</b>					
Adult	\$2.45	\$2.75	\$2.50	\$3.00	\$2.75
Senior/Persons with Disabilities/Medicare	\$1.15	\$1.25	\$1.15	\$1.50	\$1.25
Student	\$2.45	\$2.75	\$2.50	\$3.00	\$2.75
<b>COMMUTER EXPRESS</b>					
Adult					
Senior/Persons with Disabilities/Medicare	\$4.90	\$5.00	\$5.00	\$5.50	\$5.50
Student					

**Proposed Pass Prices**

FARE TYPE	CURRENT 31-DAY	OCTOBER 2017		SEPTEMBER 2019	
		1-DAY	31-DAY	1-DAY	31-DAY
<b>LOCAL</b>					
Adult	\$70.00	\$5.00	\$50.00	\$6.00	\$60.00
Senior/Persons with Disabilities/Medicare	\$22.00	\$2.50	\$25.00	\$3.00	\$30.00
Student	\$33.00	\$5.00	\$36.00	\$6.00	\$40.00
<b>SILVER STREAK</b>					
Adult	\$105.00	\$5.00	\$105.00	\$6.00	\$110.00
Senior/Persons with Disabilities/Medicare	\$52.00	\$2.50	\$52.00	\$3.00	\$55.00
Student	\$52.00	\$5.00	\$75.00	\$6.00	\$85.00
<b>COMMUTER EXPRESS</b>					
Adult					
Senior/Persons with Disabilities/Medicare	\$170.00	N/A	\$170.00	N/A	\$180.00
Student					



### Proposed Fare Structure Features

*TAP Incentives* - The proposed fare structure will include a price incentive for TAP card users. Customers who use a TAP card will not see an increase in single-ride fares in Phase I of the fare restructuring. An increase in TAP card usage decreases cash transactions on-board, which then reduces cash collection risks and reduces dwell time. Increased bus speeds are a factor in improving ridership and increasing system efficiency.

*Day Pass* - The popularity of a day pass at other agencies led our consultants to conduct an in-depth feasibility analysis to determine the financial implications of the product. A day pass eliminates the need for interagency paper transfers between Foothill Transit services. The day pass will be valid on Local and Silver Streak service and priced at four times the single-ride Local TAP fare. Allowing day pass use on the Silver Streak will encourage customers to use our local service to travel to and from a Silver Streak stop, reducing the need to seek an alternative mode of transportation to complete the first and last mile trip. During public outreach on the fare recommendation, the public also expressed support for the introduction of a day pass as it will enable them to make unlimited trips on Foothill Transit's service over the course of a day.

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

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

*Two-Phase implementation* - The proposed fare structure includes a two-phase approach to ease customers' transition to TAP and to the change in cash fares and introduction of the day pass. The first phase introduces the proposed fare structure with minimal changes in price; this allows time for customers and coach operators to adjust to the new product and the features of the proposed fare structure. In phase two, fares are increased to meet our financial objectives. If the Board approves the proposed fare change, phase



one will be implemented to coincide with the October 2017 service change, and phase two will be implemented in September 2019.

**Financial Impact**

The forecast model projects that phase one of the fare change will yield a one percent reduction in ridership and phase two will yield a three percent reduction in ridership. Fare revenue is expected to increase by seven percent in phase one and an additional ten percent in phase two. The growth then compounds over the life of the forecast.

Initial declines in ridership are expected with price changes. Over time, ridership and revenue are projected to gradually improve.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Executive Director



May 2, 2017

To: Executive Board

Subject: **Proposed Fiscal Year 2017/2018 Service Changes**

---

### **Recommendation**

Recommend that the Governing Board approve the proposed service changes for Fiscal Year 2017/2018.

### **Analysis**

On March 24, 2017, the Governing Board authorized the Executive Director to seek public comment and conduct a public hearing regarding proposed service changes on a number of lines.

Between April 7 and April 22, 2017, seven public meetings and a public hearing were conducted across the Foothill Transit service area, where customers were engaged to provide input on the service planning process. Additionally, there were workshops held at Citrus College, Pomona Transit Center, and Homework House. Staff also reached out to various community groups and member city councils.

### **Public Outreach Process**

Aside from the workshops and hearing, customers were be able to submit their comments through email, postal mail, telephone using our 800-RIDE-INFO line, fax, and in person at our Transit Stores to provide input to shape the final slate of recommended service changes.

At the close of the public comment, staff analyzed the data and have reviewed options for each proposal to consider. The board approved recommendations will then be implemented during the fall 2017 schedule change to be held in October.

Foothill Transit received 135 comments via email, 37 via transit store (phone, walk-in, mail or fax), 3 via our public workshops, and 3 via the public hearing; bringing the total public comments to 199. Many customers were in favor of the proposed enhancements that would bring more service to their existing route through the shifting of resources.



Some customers expressed concern about elimination of the Foothill Transit lines as this was their preferred way of traveling; 47% of the comments in opposition to the changes came from the proposal to cancel Line 481.

Comments received by type:

Agreed with changes	60
Opposed to changes	124
Neutral position on changes	18
<hr/> Total comments received	<hr/> 202

The recommendations below take into account the feedback received during the public outreach process.



**Proposed Line Changes:**

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

Customer response to this recommendation was overall positive with 18 comments in favor and 12 in opposition. As such, the original recommendation has not been modified.

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



Route Map of Line 187/188 highlighting proposed changes.





**Line 480:** The original proposal for Line 480 was to change the western terminus from West Covina Plaza to Eastland Center and serve a new trip generator at Mount San Antonio College (Mt. SAC). The routing of this line to Mt. SAC will serve a needed function to connect riders to Pomona Transit Center, Claremont, and Montclair. After feedback from the public in opposition to the change in West Covina, the modified recommendation is to keep the segment in West Covina as it currently stands. The recommendation to serve Mt. SAC was well received from the public and is incorporated into the final recommendation for Line 480.

The proposed changes will result in an annual increase in cost, projected to be \$379,642.



Route Map of Line 480 highlighting proposed changes



**Line 292:** The recommendation is to combine this line with the current Line 855 to operate service throughout the day. Portions of the discontinued routes would be serviced by Line 480 and the proposed Line 188. During the public outreach process, customers expressed a desire for us to service schools in the Claremont area. In response to that request, a route variant is proposed that will provide service during mornings and afternoons.

Customer response to this recommendation showed support for frequent service all day with 3 comments in favor and 3 expressing concern for the eliminated segments of Line 855. The original recommendation has been modified to serve additional areas for the route variation only.

The additional annual cost for Line 292 is projected at \$297,464.



Route Map of Line 292 highlighting proposed changes with a route variant in Claremont.



**Line 493:** The recommendation is to shift the starting point of the route to Industry Park & Ride instead of the Diamond Bar Park & Ride. Based on field observations, the Diamond Bar Park & Ride is currently experiencing capacity issues due to vanpool ride shares and minimal Foothill Transit ridership.

Customer response to this recommendation was mostly in favor with 10 in favor of the change, 6 opposed, and 1 neutral. To accommodate the customers who are opposed to the proposed change, the Line 482 schedule will be adjusted to coordinate transfers at Industry Park & Ride. As such, the original recommendation has not been modified.

This change has an expected annual cost savings of \$159,515.



Route map of Line 493 highlighting proposed changes.



**Line 291:** The recommendation is to have select northbound trips continue along Garey, travel east on Foothill, north on Towne, west on Baseline, south on Fruit, then continue the normal route along Foothill and terminate at Durward Way and D Street. Foothill Transit staff met with local businesses in the area along Baseline and they expressed their support of this change as it would provide needed transportation to students and employees in the area.

Customer response to this recommendation was in support as the proposal has minimal impact on riders who do not travel to this area. As such, the original recommendation has not been modified

The additional annual cost for Line 291 is projected at \$92,278.



Route map of Line 291 highlighting proposed changes.



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

Customer response to this recommendation include 5 comments in support and 2 comments against. As such, the original recommendation has not been modified.



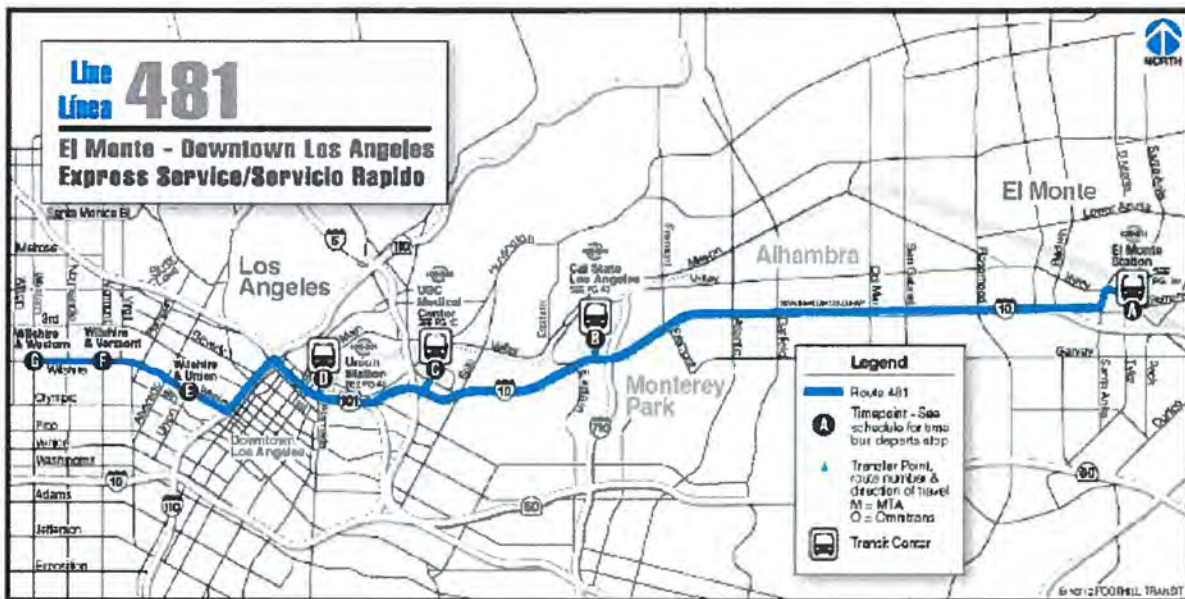
Route map of Line 690 highlighting proposed changes.



**Line 481:** The proposal for Line 481 was to eliminate the line as its routing is outside of our service area and riders have other competing options with LA Metro, such as the Red and Purple rail lines which both operate at five minute frequency during peak times. Foothill Transit received 59 comments related to the proposal, the most of any lines. Since most of the comments were in opposition to this proposal, it is no longer proposed for cancelation. Service levels will be reviewed and frequency adjusted where there is demand, potentially resulting in less frequent service during times with lower passenger demand.

There were 57 comments in opposition and 2 in support of this proposal. As such, the original recommendation has been modified to continue to provide service for Line 481 and not cancel.

The proposed change will have a cost savings of \$83,645.



Current route map of Line 481



**Line 494:** The recommendation is to eliminate this line due to low ridership and duplication with other Foothill Transit lines. The two key segments of the line are serviced by Lines 187, 270, and the proposed Line 690. The savings from the cancelation of this line would be invested in other lines within the Foothill Transit service area. Several passengers expressed opposition to this cancellation, however upon getting further details regarding the proposed Line 690, they retracted their opposition and indicated support for more frequent service on Line 690 to serve the area.

Customer response to this recommendation was at first in opposition until they learned about the proposed change to Line 690, which provides more flexible travel options. Since the four comments received for this proposal were all in favor, the original recommendation has not been modified

The proposed change will have a cost savings of \$165,804.

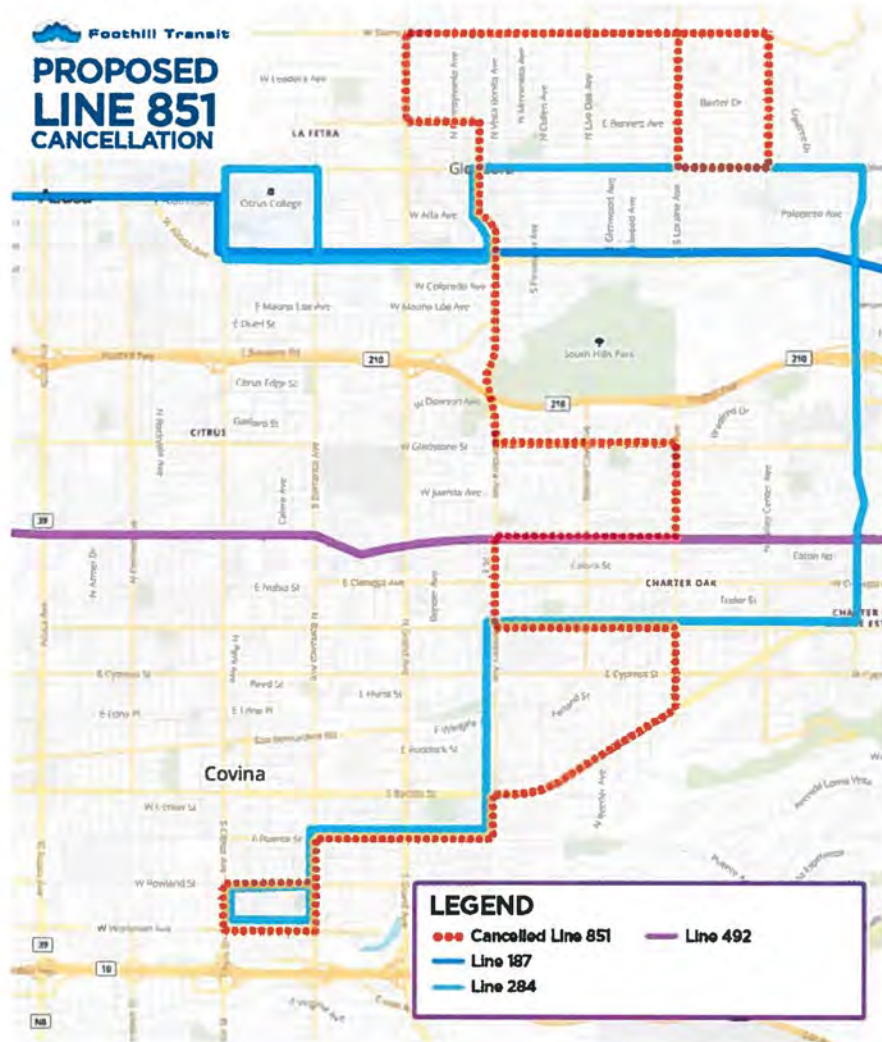


Current route map of Line 494



**Line 851:** The original recommendation was to cancel this line due to low ridership. The stops with the highest boardings are currently served Lines 284, 187, and 492. At the public meetings, several customers initially expressed concern about the cancellation of this line due to the close proximity to schools in the area. Upon obtaining further comments from concerned riders, we are proposing to modify the original recommendation. The 27 comments in opposition to this proposal allow for the opportunity to reduce the number of trips on the existing Line 851 to focus on efficiency.

The proposed change will have a cost savings of \$113,150.



Route map of Line 851





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

Since this line is proposed to be combined with Line 292, the comments received were also combined with two in favor and two against. As such, the original recommendation has not been modified.

The proposed change will have a cost savings of \$173,468.



Route Map of Line 855



**Title VI Analysis**

In order to comply with the federal Civil Rights Act of 1964, Foothill Transit conducted an analysis on the proposed changes to ensure that there will be no disparate adverse impact on minorities and disproportionate burden on low-income customers.

Based on the analysis performed using the ridership data from demographic data supplied by the 2016 Foothill Transit On-Board Survey, the analysis uncovered no Title VI concerns per Foothill Transit's Board-adopted policies.

**Financial Impact**

The chart below summarizes the budget impact of the proposed changes. It is important to note that the projected savings of \$73,802 will be reinvested into other parts of the system to improve frequency and coverage.

**Annual Cost Summary**

<b>Proposed Changes</b>	
<b>Lines</b>	<b>Annual Cost Increase/(Decrease)</b>
187	\$ (1,848,980)
188	\$ 1,848,980
480	\$ 379,642
292	\$ 297,464
291	\$ 92,278
493	\$ (159,515)
690	\$ 0
481	\$ (83,645)
494	\$ (165,804)
851	\$ (113,150)
855	\$ (173,468)
<b>Annual Total</b>	<b>\$ (73,802)</b>

Sincerely,

Joshua Landis  
Planning Manager

Doran J. Barnes  
Executive Director



May 2, 2017

To: Executive Board

Subject: **Contract Transition - Foothill Transit Pomona Operations and Maintenance**

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**Recommendation**

Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Pomona.

**Analysis**

First Transit currently provides operations and maintenance services for 169 CNG buses and 17 electric buses operating out of Foothill Transit's facility in Pomona. At the March 24, 2017 meeting the Executive Board authorized award of a contract to Keolis Transit Services, LLC for transit operations and maintenance services at Foothill Transit's Pomona facility. Since then, Agreement No. 17-001 for operation and maintenance at the Foothill Transit Pomona facility has been executed and transition activities are now well underway with a contract turnover date of July 1, 2017.

Keolis has begun the hiring process for the coach operators, dispatchers, technicians, and utility personnel who will carry out daily transit operations. Hiring and training activities will be completed by mid-June. Most of these individuals are current First Transit employees. It should be noted that California Labor Code Sections 1070-1074 apply to any local government agency, including any city, county, special district, transit district, joint powers authority, or nonprofit corporation that awards or otherwise enters into contracts for public transit services performed within the State of California. Section 1072 includes the following language:

*(a) A bidder shall declare as part of the bid for a service contract whether or not he or she will retain the employees of the prior contractor or subcontractor for a period of not less than 90 days.*

*(b) An awarding authority letting a service contract out to bid shall give a 10 percent preference to any bidder who agrees to retain the employees of the prior contractor or subcontractor pursuant to subdivision (a).*



All five proposers on the Foothill Transit Pomona contract indicated compliance with the California Labor Code Sections 1070-1074. The Labor Code further states:

*A successor contractor or subcontractor who agrees to retain employees pursuant to subdivision (a) shall retain employees who have been employed by the prior contractor or subcontractors, except for reasonable and substantiated cause.*

As part of the transition process to a new employer, all coach operators, utility personnel, and maintenance technicians receive an orientation and training that is specific to Keolis. Their skills are also assessed and each employee will also receive refresher training which will include a focus on safety and customer service. These activities are scheduled so that staff training is provided efficiently and effectively and to ensure that a sufficient number of operators, technicians, and utility personnel are trained and ready on July 1.

Keolis held “meet and greets” on Wednesday April 19 through Saturday April 22 and these provided an opportunity for employees to apply for positions, meet the new management and corporate team, and provide all required paperwork to apply for open positions. Over 280 or 95 percent of current employees took advantage of these meetings and successfully applied for open positions. This includes over 240 coach operators, 22 technicians, 11 supervisors/dispatchers, and other support personnel. Keolis will continue to work with the existing team to ensure all who are interested in a position with Keolis successfully applies. It is the goal of Keolis to retain all operators, technicians, supervisors and dispatchers who are interested in retaining their position. Next steps for all employees will be orientation and on-boarding training scheduled in early June.

The turnover process also involves a complete audit and inspection of Foothill Transit’s fleet, facility and equipment at the Pomona location to ensure that all Foothill Transit assets are returned in a condition that meets Foothill Transit’s standards. The initial turnover audits and inspections have been completed and First Transit is working to address any issues identified by members of the administrative team or by the independent third-party contractors hired to complete the turnover assessments.

A second round of audits and inspections of the fleet and facility is scheduled to be completed along with Keolis personnel during the week of June 23 prior



to Foothill Transit's assets being assigned to Keolis for provision of service during the term of our agreement with them. Keolis will begin delivery of service out of Foothill Transit's Pomona location beginning at midnight on June 30, 2017. The base term of the agreement is four years and there is one four-year option available that can be exercised at Foothill Transit's sole discretion.

**Budget Impact**

This is a status update item only. There is no budget impact.

Sincerely,

LaShawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Executive Director



May 2, 2017

To: Executive Board

Subject: **Proposed Fiscal Year 2017/2018 Business Plan and Budget**

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### **Recommendation**

Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2017/2018 to the Foothill Transit Governing Board.

### **Analysis**

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a final draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2016/2017 accomplishments, a budget summary, and departmental budget summaries.

Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (SRTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2017/2018 Business Plan and Budget document is provided in **Attachment A**. It was developed with the organization's mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.

Goals and performance measures tied to each of the four goals listed above, have been incorporated into the plan to ensure that Foothill Transit's resources are focused on achieving its mission. In order to fulfill its mission and meet its goals, Foothill Transit's proposed Business Plan and Budget document includes detailed initiatives. Over the next year, the proposed



business plan will allow Foothill Transit to advance the key agency-wide initiatives listed below:

- **Pomona Operations Contract Start-up** – Procurement activities were recently completed for a new operations and maintenance agreement at the Foothill Transit operations and maintenance facility in Pomona. Following the evaluation process, a contract was awarded to the Keolis Transit Services, LLC, at the March 24, 2017, Executive Board meeting. The new contract goes into effect on July 1, 2017, and will incorporate a number of changes to the management of that operating agreement. Among these changes is a modification to the invoicing methodology that takes into account fixed costs, as well as, both hours-based and miles-based costs incurred by the contractor. Contract start-up activities will include a thorough inspection along with any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract start-up. In addition, numerous contract closeout activities for the current transit operations and maintenance agreement will be completed in the months following the contract transition.
- **Fleet Electrification** – In 2010, Foothill Transit became the first transit agency in the nation to implement fast-charge, all-electric buses into normal transit operations. Our electric bus program has matured as we have gained much-needed insight from our experience operating our 17-bus electric fleet. With advancements in battery technology and the growing number of electric bus manufacturers, it is now feasible to pursue full electrification of the Foothill Transit fleet. As older CNG buses are retired and as the necessary electric charging infrastructure is put in place, retired CNG coaches will be replaced by all-electric coaches. Based on current coach retirement schedules, Foothill Transit expects to have a fully electric fleet by 2030.
- **Legislative Advocacy** – This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and federal Transit Administration, newly elected U.S. Senator Kamala Harris and her staff, and new staff for key House and Senate committees. We will also strengthen relationships we have built with members of our House Delegation, U.S. Senator Dianne Feinstein and her staff and returning staff for key House and Senate committees. This relationship-building



and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento.

- **CAD/AVL System Replacement** – System design is currently under way for a new state of the art system to replace Foothill Transit’s aging Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes. Pilot fleet deployment of the new CAD/AVL system, final system design, and complete fleet system deployment will be completed in the upcoming fiscal year.
- **Covina Park & Ride and Transit Center Development** – Development of the Covina Park & Ride continues to be a priority this year. The proposed project will consist of a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina will be the lead for the three-party agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential, and a transit component. The park and ride component will consist of a three-level parking structure containing approximately 380 parking spaces, bus berths, and electric bus charging stations to accommodate Foothill Transit buses. A transit-oriented retail component is also being considered for inclusion within the Transit Center component.
- **Fare Restructuring Implementation** – Implementation of the fare restructuring includes extensive marketing and communications to advise the public of fare changes, training coach operators, and technical software changes to the farebox system. Implementation of the fare restructuring will occur concurrently with the fall 2017 service changes.
- **Service Enhancements** – The success of the Gold Line Foothill Extension presents opportunities to restructure a number of Foothill Transit lines to provide a more seamless integration with the rail line by connecting bus service to the eastern terminus of the rail line and north-south bus service that provides enhanced customer access to and from the Gold Line. A number of service enhancements will be implemented during the coming fiscal year to continue advancing this effort. Enhancements that ensure system productivity and efficiency will also be implemented.





- **Mt. SAC Transit Center Development** - With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the entire Foothill Transit system and has a limited number of bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. The development of this facility is under way and is anticipated to have ten transit bays with covered bus shelters for customers.
- **Innovative Service Delivery Exploration** - Transportation Network Companies (TNCs) such as Uber, Lyft, and others have become more prevalent within the Foothill Transit service area and throughout the nation. As such, it is prudent for Foothill Transit to investigate and pursue strategies to provide for more seamless integration of the mass transit service we provide with the services provided by these TNCs. In the coming year, staff will work within the framework of the Federal Transit Administration's (FTA) guidelines to implement innovative approaches to partnering with TNCs. The goal of this project is to deliver service, not only to our current customers, but also to those customers who could use the services of a TNC to provide critical first-mile and last-mile trip connections.
- **Class Pass Program Expansion** - Based on the successful launch and adoption of the Class Pass programs at Mt. SAC and University of La Verne, and the successful launch of a pilot program on the campus of Citrus College, Foothill Transit will continue to pursue Class pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys.

In addition to these ten agency-wide initiatives, individual department initiatives are included in each department's subsection of the Business Plan document.

Subsequent to the Governing Board's adoption of the Foothill Transit FY2017/2018 Business Plan and Budget, the Foothill Transit Ten-Year Financial Outlook will be updated using the Governor of California's May Revise to the State Budget, final formula allocation procedure (FAP) funding marks received from Los Angeles County Metropolitan Transportation Authority (Metro), and available local and statewide economic forecasts. It is anticipated that this document will be presented to the Board as an information item in January 2018.



**Financial Impact**

Foothill Transit's proposed FY2017/2018 budget is balanced between revenues and expenses with an estimated \$99.9 million operating budget and a \$61.0 million capital budget, for a total budget of \$160.9 million. The Fiscal Year 2017/2018 Business Plan and Budget targets a farebox recovery ratio of 17.7 percent.

Revenue projections are based upon the draft annual "funding marks" developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2017/2018, including Municipal Operator Service Improvement Program (MOSIP) funds. The Metro Board took action in 2008 that extended that funding source indefinitely. This is one of Foothill Transit's primary sources of local matching funds for federally funded capital projects.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Executive Director

Attachment



Foothill Transit

# BUSINESS PLAN AND BUDGET

FY2017-2018

DRAFT







# **Foothill Transit**

## **BUSINESS PLAN AND BUDGET FY2017-2018 DRAFT**

# Foothill Transit Leadership

## Governing Board

### CLUSTER 1

#### Claremont

Councilmember Corey Calaycay  
Councilmember Opanyi K. Nasiali,  
Alternate

#### La Verne

Mayor Pro Tem Charles A. Rosales  
Councilmember Tim Hepburn,  
Alternate

#### Pomona

Councilmember Robert S. Torres  
Mayor Tim Sandoval, Alternate

#### San Dimas

Mayor Pro Tem Emmett Badar  
Councilmember John Ebner,  
Alternate

#### Walnut

Councilmember Bob Pacheco  
Councilmember Andrew Rodriguez,  
Alternate

### CLUSTER 2

#### Azusa

Councilmember Uriel Macias  
Councilmember Edward J. Alvarez,  
Alternate

#### Baldwin Park

Councilmember Cruz Baca  
Mayor Pro Tem Susan Rubio, Alternate

#### Covina

Councilmember Peggy A. Delach  
Councilmember John C. King,  
Alternate

#### Glendora

Mayor Pro Tem Gary Boyer  
Mayor Gene Murabito, Alternate

#### Irwindale

Mayor Pro Tem Albert Ambriz  
Councilmember Manuel R. Garcia,  
Alternate

#### West Covina

Mayor Corey Warshaw  
Councilmember Tony Wu, Alternate

### CLUSTER 3

#### Arcadia

Councilmember Roger Chandler  
Mayor Tom Beck, Alternate

#### Bradbury

Councilmember Richard G. Barakat  
Mayor D. Montgomery Lewis,  
Alternate

#### Duarte

Councilmember Tzeitel Paras-Caracci  
Councilmember Samuel Kang,  
Alternate

#### Monrovia

Councilmember Becky Shevlin  
VACANT, Alternate

#### Pasadena

Councilmember Margaret McAustin  
Mayor Terry Tornek, Alternate

#### Temple City

Mayor Cynthia Sternquist  
Councilmember William Man,  
Alternate

### CLUSTER 4

#### El Monte

Councilmember Juventino "J"  
Gomez  
VACANT, Alternate

#### Diamond Bar

Councilmember Carol Herrera  
Councilmember Nancy A. Lyons,  
Alternate

#### Industry

Mayor Pro Tem Cory C. Moss  
Councilmember Abraham N. Cruz,  
Alternate

#### La Puente

Mayor Valerie Muñoz  
Mayor Pro Tem Violeta Lewis,  
Alternate

#### South El Monte

Councilmember Hector Delgado  
Mayor Pro Tem Gloria Olmos,  
Alternate

### CLUSTER 5

#### County of Los Angeles

David C. Rodriguez  
(Representing Supervisor Janice Hahn)  
Michael De La Torre  
(Representing Supervisor Kathryn Barger)  
Sam Pedroza  
(Representing Supervisor Hilda Solis)

## Executive Board

### Chair

Carol Herrera  
Cluster 4 - Diamond Bar

### Vice Chair

Corey Calaycay  
Cluster 1 - Claremont

### Board Member

Corey Warshaw  
Cluster 2 - West Covina

### Board Member

Cynthia Sternquist  
Cluster 3 - Temple City

### Board Member

Sam Pedroza  
Cluster 5 - County of Los Angeles

## Executive Board Alternates

Bob Pacheco  
Cluster 1 - Pomona

Cruz Baca  
Cluster 2 - Baldwin Park

Richard Barakat  
Cluster 3 - Bradbury

Valerie Muñoz  
Cluster 4 - La Puente

Michael De La Torre  
Cluster 5 - County of Los Angeles

## Senior Management

Doran J. Barnes  
Executive Director

Kevin Parks McDonald  
Deputy Executive Director

LaShawn King Gillespie  
Director of Customer Service and  
Operations

Roland Cordero  
Director of Maintenance and Vehicle  
Technology

Felicia Friesema  
Director of Marketing and Communications

Donald Luey  
Director of Information Technology

Jarrett Stoltzfus  
Director of Policy and Strategic Sourcing

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Joseph Raquel  
Director of Planning

Sharlane Bailey  
Director of Facilities

David Reyno  
Director of Government Relations



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Foothill Transit



ROUTE 66  
SMOKED BRISKET

BBQ  
SMOKED BRISKET  
PULLED PORK  
GRILLED BURGERS



Foothill Transit

Foothill Transit



# Executive Summary

Adhering to our mission statement will continue to guide planning and day-to-day operations as we advance Foothill Transit's mission into and through the coming year.

Foothill Transit will remain keenly focused on safety, customer service, efficiency, and innovation as we undertake a number of capital and operating programs designed to achieve these goals. Among these are the development of the Covina Transit Center and Park & Ride, implementation of a college ridership program with Citrus College, new CNG and electric bus procurements, implementation of recommendations from the Fare Restructuring Study that is currently ongoing, and the replacement of the agency's Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. All of these projects have a goal of growing ridership and improving our customers' day-to-day experience with our service.

The FY2017-2018 Business Plan and Budget projects that Foothill Transit will operate 872,171 vehicle service hours, which is equal to the FY2016-2017 year-end estimated service levels.

The total agency-wide budget of \$161 million is a seven percent increase over the FY2016-2017 budget. The FY2017-2018 transit operating cost, budgeted at \$98.2 million, represents a six percent increase over FY2016-2017 budget. The primary drivers in the operating cost increases are the award of the operating contract at the Pomona Operations and Maintenance Facility, which incorporates changes to hourly wage rates and the contractual increases related to CPI. The FY2017-2018 capital budget of \$61 million is nine percent higher than the FY2016-2017 budget and includes ongoing and new capital projects.

Foothill Transit's FY2017-2018 fare revenue projection is \$17.5 million, which is eight percent more than the FY2016-2017 year-end estimate. This improvement is related to conclusion of the agreement with LA Metro to honor Metro fares for one year on Lines 190, 194, and 270.

Foothill Transit ridership is projected to decrease by one percent, which is consistent with recent trends. This business plan includes a heightened focus on innovative service delivery concepts focused on growing ridership. The fare restructuring planned for this fiscal year will address methods to increase fare revenues and improve operational efficiency.





# The Foothill Transit Mission

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**AND INNOVATION**

Foothill Transit provides community-oriented, environmentally friendly bus service throughout Southern California's San Gabriel and Pomona Valleys, including express bus routes to Downtown Los Angeles.



# Foothill Transit Values

## SAFETY

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

## RESULTS

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

## INTEGRITY

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

## DIVERSITY

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

## TEAM MEMBERS

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

## COMMUNICATION

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

## SUSTAINABILITY

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





# Overall System Performance

This chart shows a comparison of Foothill Transit's overall system performance for FY2015-2016, the projected performance for FY2016-2017, and the targeted performance goals for FY2017-2018.

Overall System Performance	FY2015-2016 Actual	FY2016-2017 Target	FY2016-2017 Estimate	FY2017-2018 Target
Passenger Boardings	13,584,135	14,849,171	13,585,262	13,510,238
Vehicle Service Hours	799,177	881,868	873,598	872,171
Fare Revenue	\$17,144,739	\$19,500,000	\$16,151,831	\$17,421,825
Operating Expense	\$75,446,753	\$92,748,920	\$89,331,220	\$98,235,452

Goal	Indicator	FY2015-2016 Actual	FY2016-2017 Target	FY2016-2017 Estimate	FY2017-2018 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	0.90	0.70	0.78	0.70
Provide Outstanding Customer Service	Schedule Adherence	83.2%	83.0%	82.9%	83.0%
	Miles Between Service Interruptions	25,694	20,000	30,683	20,000
	Complaints per 100,000 Boardings	18.7	16.0	21.0	20.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	17.2	16.8	15.6	15.5
	Average Weekday Boardings	45,310	49,638	45,695	45,034
Operate an Efficient Transit System	Farebox Recovery Ratio	22.7%	21.0%	18.1%	17.7%
	Average Cost per Vehicle Service Hour	\$95.50	\$105.17	\$102.26	\$112.63

# Initiatives for FY2016-2017 and FY2017-2018



## FY2016-2017 Initiatives

Pomona Operations  
Contract Procurement

Arcadia Operations  
Contract Start-up

Fleet Electrification

CAD/AVL System  
Replacement

Covina Transit Center and  
Park & Ride Development

Fare Restructuring

Mt. SAC Transit Center  
Development

Innovative Service Delivery

Class Pass Program  
Expansion



## FY2017-2018 Initiatives

Pomona Operations  
Contract Start-up

Fleet Electrification

Legislative Advocacy

CAD/AVL System  
Replacement

Covina Transit Center and  
Park & Ride Development

Fare Restructuring  
Implementation

Service Enhancements

Mt. SAC Transit Center  
Development

Innovative Service  
Delivery

Class Pass Program  
Expansion

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# Agency History

## FAST FACTS

**Buses in service:**

369 (337 CNG and 32 electric buses)

**Lines:**

39 local and express routes

**Area served:**

327 square miles of the San Gabriel and Pomona Valleys

**Ridership:**

Over 48,000 a week, and approximately 14 million a year

**Comparative size:**

Medium-sized municipal operator in Los Angeles County, second in fleet size only to regional provider Metro

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (RTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines previously operated by RTD. Foothill Transit was tasked by community leaders to provide superior public transportation, while reducing costs, and improving local control. Its leadership is comprised of elected representatives of 22 member cities in the San Gabriel and Pomona Valleys and three appointees from the Board of Supervisors of the County of Los Angeles.

Foothill Transit service began in December 1988 with the operation of two fixed-route bus lines absorbed from RTD – Lines 495 and 498. The remaining 12 lines approved by the LACTC were shifted to Foothill Transit operation over a period of five years. The new agency also assumed administration of the Bus Service Continuation Project and began providing service on an additional six lines that were cancelled by RTD. Foothill Transit performed an analysis of regional transit needs which resulted in changes to existing lines, increased weekday service, introduction of new weekend service, and new service to connect communities.

Foothill Transit now operates 39 fixed-route local and express lines, which covers over 300 square miles in eastern Los Angeles County and serves approximately 14 million customers each year. This number is up from 9.5 million from the time of Foothill Transit's formation.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Then in 1997, Foothill Transit opened its first agency-owned operations facility in Pomona. The second agency-owned operations facility in Arcadia completed construction in 2002. In 2007, the administrative offices moved from leased property to its current address at 100 S. Vincent Ave. in West Covina. The purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space.





Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. Fleet conversion is now 100 percent complete with the final diesel-fueled bus retired in late 2013.

Agency growth continued in 2007 as Foothill Transit launched the region's first cross-valley, high occupancy bus service – the Silver Streak. Covering approximately 45 miles from Montclair to downtown Los Angeles. The Silver Streak route spends about five percent of its total trip time on surface streets by utilizing freeways and High Occupancy Toll (HOT) lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail.



Continuing its commitment to adopt low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind, zero-emissions battery electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles were the first heavy duty zero-emissions battery electric public transit buses that utilized in-route fast charging capability that enabled them to remain in service throughout the day without having to leave the route to be charged before

returning to service. Foothill Transit received a \$10.2 million TIGGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 and on other lines that serve the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero-emissions bus line in operation in Los Angeles County. In May 2016, Foothill Transit embarked on a bold new vision to fully electrify the bus fleet by 2030.

To best serve the organization and stakeholders, Foothill Transit began the transition to in-house management on June 15, 2013, by hiring its first full-time employee, Executive Director Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation. At the direction of the Board, senior leadership and technical staff were hired and the management services contract with Transdev was amended, which resulted in management of Foothill Transit being brought in-house on July 1, 2013. Bus operations and maintenance, Transit Store operations, and bus stop maintenance continue to be provided under contracts with private firms.



Foothill Transit began providing service to the first agency-owned parking structure, the Industry Park & Ride, on October 7, 2013, to provide more convenient and predictable commuting options for residents of the San Gabriel and Pomona Valleys. The structure houses 622 parking spaces and its construction allowed for the introduction of Line 495 – Foothill Transit's first and only commuter line to offer non-stop service into downtown Los Angeles.



## Agency History (continued)

Our second Park & Ride facility - the Azusa Intermodal Transit Center - opened in January 2016 in the City of Azusa. That structure is shared by the City of Azusa and the Gold Line Foothill Extension, and provides 202 spaces to Foothill Transit customers. The Azusa Intermodal Transit Center immediately adjacent to the parking structure, includes infrastructure for electric bus charging to facilitate near term plans to fully electrify Line 280, which is a north-south route traveling between Azusa and the Puente Hills Mall.

In June 2016, Foothill Transit assumed the transfer of lines 190, 194, and 270 from LA Metro – the largest service expansion in 14 years. Lines 190 and 194 provide service from El Monte to Pomona along corridors that were not previously served by other Foothill Transit Lines. Additionally, line 270 serves the cities of Monrovia and El Monte, while connecting passengers to the newly constructed Gold Line Station.

In February 2017, Foothill Transit achieved an important milestone in the agency’s quest towards sustainability as it became the first bus-only public transit system in North America to attain the American Public Transportation Association’s (APTA) Sustainability Commitment Platinum Level. APTA’s recognition highlights the agency’s effort in being responsible stewards of the resources that are entrusted to us, and our ability to develop and implement sustainable processes.

# Organization Structure

General membership in the Foothill Transit Joint Powers Authority includes one city council member and one alternate from each of the 22 cities in the Foothill Transit service area and three appointed representatives for the County of Los Angeles.

A five-member Executive Board governs Foothill Transit: four elected officials representing four clusters of cities, and the fifth member is elected by the Los Angeles County representatives (Cluster Five).

The Board directs policy that is implemented by a directly employed administrative staff. On-street operations and front-line customer service are provided through contracts with Keolis Transit Services and Transdev.

**EXECUTIVE BOARD**

**EXECUTIVE DIRECTOR**

**DEPUTY EXECUTIVE DIRECTOR**

**DIRECTOR OF GOVERNMENT RELATIONS**

**DIRECTOR OF MARKETING AND COMMUNICATIONS**

**DIRECTOR OF PLANNING**

**DIRECTOR OF FACILITIES**

**DIRECTOR OF MAINTENANCE AND VEHICLE TECHNOLOGY**

**DIRECTOR OF CUSTOMER SERVICE AND OPERATIONS**

**DIRECTOR OF INFORMATION TECHNOLOGY**

**DIRECTOR OF POLICY AND STRATEGIC SOURCING**

**DIRECTOR OF FINANCE AND TREASURER**

**ARCADIA CONTRACTOR**

**POMONA CONTRACTOR**

**CUSTOMER SERVICE AND FACILITIES CONTRACTOR**



# Foothill Transit Fleet and Facilities



**1400s**  
57 currently in the fleet  
Seats 40  
CNG fueled



**1500s**  
10 currently in the fleet  
Seats 40  
CNG fueled



**1600s**  
30 currently in the fleet  
Seats 58  
CNG fueled



**1700s**  
30 currently in the fleet  
Seats 36  
CNG fueled



**1800s**  
12 currently in the fleet  
Seats 36  
CNG fueled



**1900s**  
14 currently in the fleet  
Seats 34  
CNG fueled



**2000s**  
30 currently in the fleet  
Seats 35  
100% battery-electric bus



**2016 and 2017**  
2 currently in the fleet  
Seats 40  
100% battery-electric bus



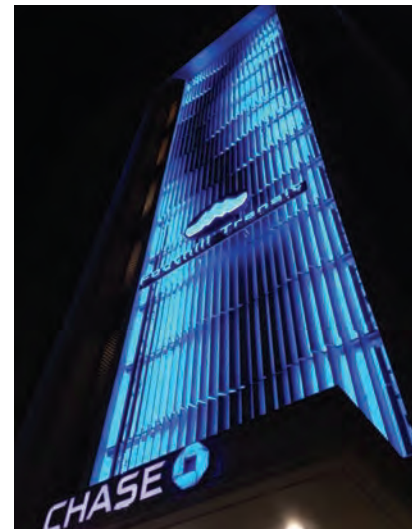
**2100s**  
64 currently in the fleet  
Seats 37  
CNG fueled



**2200s and 2300s**  
60 currently in the fleet (30 each)  
Seats 38  
CNG fueled



**2400s and 2500s**  
60 currently in the fleet (30 each)  
Seats 35  
CNG fueled



## West Covina Administrative Office

100 S. Vincent Ave.  
Suite 200  
West Covina, CA



## Arcadia Operations and Maintenance Facility

5640 Peck Rd.  
Arcadia, CA



## Pomona Operations and Maintenance Facility

200 S. East End Ave.  
Pomona, CA

# Service Changes Proposed For the Next Three Years

This section includes information on service changes planned for FY2017-2018 through FY2019-2020.

## Comprehensive Operational Analysis Recommendations

Nelson\Nygaard, the consultants who completed the Comprehensive Operational Analysis (COA), provided initial service improvement recommendations. These were based on customer and non-rider surveys that looked at ridership, population density, and destinations in our service area such as schools and employment centers. Among the key areas of focus are the following: ensuring integration of Foothill Transit service with the Gold Line Foothill Extension; improving Commuter Express lines by rerouting or re-evaluating underutilized route segments; and implementing a uniform span of service and frequencies to lines serving areas around West Covina, El Monte, Pomona, and Puente Hills Mall to allow better travel throughout the region.

These regional service area enhancements focused on streamlining routes, creating more direct trips, and improving connectivity and transfers. Regional service enhancements also included reducing duplication of services and fulfilling unmet needs determined by customer surveys.

Following the Public Outreach process, the final recommendations will be presented for Governing Board approval. Service improvement recommendations approved by the Governing Board will begin implementation during FY2017-2018.

## Line Productivity

Along with service changes, staff will look at all lines and schedules to ensure the routes are efficient and productive. Our team will apply the newly adopted Planning Service Standards and recommend changes to improve productivity and bring lines closer to the adopted service standards. An example of possible changes may be the introduction of separate Saturday and Sunday schedules to ensure that appropriate levels of service are provided to customers.

## Creation of Frequent Transit Network

Frequent Transit Network routes are defined as Foothill Transit's highest ridership and most productive routes – this includes Lines 187, 190, 194, 280, 291, 486, 488, and Silver Streak. Each of these lines has the market potential to support higher levels of service due to the appropriate mix of population, employment density, and connections to other local and regional services. Together, these routes create a grid of North/South and East/West connections that traverse the Foothill Transit service area along its most heavily travelled corridors. Market research has shown that 15 minute service offers enough convenience so that customers no longer need a schedule to plan their trips, thereby attracting more choice riders to the system.

One of the keys to success of a Frequent Transit Network is that customers can rely on a consistent high level of service. Current plans include implementation of frequent transit networks in other key corridors.



# Major Capital Projects Planned For the Next Three Years

This section includes information on capital projects for FY2017-2018, FY2018-2019, and FY2019-2020

## CAD/AVL System Replacement

The process of replacing the outdated system began in FY2015-2016 and will involve outfitting the entire bus fleet with updated data tracking and customer information equipment, as well as replacement of the equipment located at both operations and maintenance facilities and the administrative offices. This project will be completed in 2018.

## Bus Replacement

In three fiscal years (FY2017-2018 through FY2019-2020), Foothill Transit will continue to replace the oldest coaches in its fleet. The 1400 and 1500 series of buses, which were purchased in 2004 and 2006 respectively, will be over 12 years and have accumulated more than 500,000 miles in service when they are replaced by new compressed natural gas (CNG) and electric buses.

## Bus Fleet Heavy Maintenance

As the fleet accumulates in-service miles of at least 250,000 - 300,000 miles, the buses will undergo heavy maintenance that includes a re-powering to provide more efficient and cost effective service. The heavy maintenance program will mitigate mechanical bus failures, improve on-time performance and reduce customer complaints. Approximately 60 buses will undergo heavy maintenance over two fiscal years, FY2017-2018 and FY2018-2019.

## Arcadia Electric Charging Station

In FY2017-2018, new electric buses will be deployed, operating out of the Arcadia Operations and Maintenance Facility. As part of this deployment, a set of electric bus chargers for 14 buses will be installed in Arcadia. The chargers will be installed by October 2017, in conjunction with the delivery of the electric buses. The chargers will be the on-the-ground "plug-in" type. Foothill Transit is considering another system to charge buses on a large scale related to the 2030 all-electric initiative.

## Facility Rehabilitation, Repair and Maintenance

### Hydraulic In-Ground Lifts Rehabilitation:

The in-ground lifts at the Pomona and Arcadia Operations and Maintenance facilities have not been in service for several years due to concerns regarding the weight of the new fleet of buses and the current capacity of the lifts. The twelve hydraulic lifts will be inspected in FY2016-2017 and are planned for rehabilitation to restore them to service at both facilities in FY2017-2018 through FY2019-2020.

## **Facility Rehabilitation, Repair and Maintenance (continued)**

### **Arcadia HVAC and Roof Replacement:**

Replacement of the HVAC equipment and asphalt roofing of the 13 year-old Arcadia facility is scheduled in FY2017-2018.

### **Operations and Maintenance Facility Floor Coating and Exterior Floor Scrubbers:**

New protective floor coating will be applied to the maintenance building areas and floor scrubbers will be procured for exterior concrete cleaning at both Pomona and Arcadia Operations and Maintenance Facilities.

### **Arcadia Compressed Natural Gas (CNG) Compressor Replacement:**

The existing CNG compressors at Arcadia, installed in 2005, require continued maintenance due to aging equipment and replacement parts that require custom fabrication on various parts. In order to maintain reliable service, two additional compressors are required to supplement the original compressors. The installation includes upgrades to the priority panel and switchgear for integration with existing compressors.

### **Pomona Emergency Gas Generator Replacement:**

The existing emergency gas generator is original to the Pomona Operations and Maintenance facility built in 1997. Since then, the Southern California Air Quality Management District has introduced new air quality mitigation measures that regulate gas generator emissions especially in proximity to schools. As such, Foothill Transit will replace the existing gas generator with a new compliant emergency generator.

## **Park & Rides**

### **Covina Transit Center and Park & Ride**

A transit oriented, mixed-use development (TOD) project, located at the former K-mart retail store in the City of Covina, is in design. The parking structure will be three levels that feature approximately 372 spaces including upper deck parking and solar canopies on the upper level. The transit center will have five bus bays and a layover area, including provisions for an electric bus charging station. A retail building adjacent to the parking structure will be built to provide high consumer traffic and increased visibility for our transit center.

### **West Covina Transit Center**

West Covina is at the core of Foothill Transit's service area. In particular, West Covina Parkway on the south side of West Covina Plaza is a major transit corridor with multiple local and commuter express lines serving the corridor. Bus stop amenities along West Covina Parkway are inadequate and parking for Foothill Transit riders is needed. Due to condition of existing transit amenities, ridership volumes and corresponding parking demand generated in the area, Foothill Transit is in discussions with the City of West Covina on possible improvements to include a transit center facility along West Covina Parkway. A shared use parking facility with the mall owners at Plaza West Covina and the City of West Covina will be discussed as part of the transit center development.

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Foothill Transit



**FY2016-2017 SUMMARY OF ACTIVITIES**



# Overall System Statistics

Overall System Performance	FY2015-2016 Actual	FY2016-2017 Target	FY2016-2017 Estimate
Passenger Boardings	13,584,135	14,849,171	13,585,262
Vehicle Service Hours	799,177	881,868	873,598
Fare Revenue	\$ 17,144,739	\$ 19,500,000	\$ 16,151,831
Operating Expense	\$ 75,446,753	\$ 92,748,920	\$ 89,331,220

## Analysis

### Passenger Boardings and Fare Revenue

The FY2016-2017 ridership estimate is the same as the FY2015-2016 actual passenger boardings. Foothill Transit is projected to receive \$16,151,831 in fare revenue in FY2016-2017, which amounts to a year-to-year decrease of 5.8 percent when compared to the FY2015-2016 actual. This unusual occurrence of constant ridership and decreasing revenues is due to a combination of factors:

- Foothill Transit gained approximately six percent new riders with the assumption of Lines 190, 194, and 270;
- Foothill Transit honored Metro fares on these three lines for the entire fiscal year as part of the agreement which impacted Foothill Transit fare revenue; and
- With the exception of the new lines, Foothill Transit experienced a six percent decline in ridership. The decline in ridership is a regional and national trend due to continued economic recovery and an associated increase in personal car sales.

Foothill Transit continues to investigate strategies to address declining ridership with the goal of increasing ridership.

### Vehicle Service Hours and Operating Expenses

In FY2016-2017, service hours increased 9.3 percent compared to FY2015-2016. This is the result of the addition of Lines 190, 194, and 270, increased service on lines connecting to the Gold Line Foothill Extension, and schedule adjustments to address increased traffic levels and improve on-time performance. Operating expenses in FY2016-2017 are projected to be \$89.3 million which is within the budget of \$92.7 million.

## Goals and Performance Standards

Goal	Indicator	FY2015-2016 Actual	FY2016-2017 Target	FY2016-2017 Estimate
<b>Operate a Safe Transit System</b>	Preventable Accidents per 100,000 miles	0.90	0.70	0.78
	Schedule Adherence	83.2%	83.0%	82.9%
<b>Provide Outstanding Customer Service</b>	Miles Between Service Interruptions	25,694	20,000	30,683
	Complaints per 100,000 Boardings	18.7	16.0	21.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	17.2	16.8	15.6
	Average Weekday Boardings	45,310	49,638	45,695
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	22.7%	21.0%	18.1%
	Average Cost per Vehicle Service Hour	\$95.50	\$105.17	\$102.26

Performance indicators are established annually based on projections of total vehicle service hours, ridership, revenues, and expenses. The estimated boardings per vehicle service hour, farebox recovery ratio and cost per vehicle service hour are derived directly from overall system statistics, while other indicators are estimated based on historical data and current events. Each indicator is discussed below.

### Analysis

#### Preventable Accidents per 100,000 Miles

Foothill Transit is projected to end the year at 0.78 preventable accidents per 100,000 miles which is above the target of 0.70 preventable accidents per 100,000 miles. The target of 0.70 is well below industry standards for preventable accidents. While there was an increase in preventable accidents in December, performance has shown measurable improvement in recent months. The operations and maintenance contractors have heightened their emphasis on safe driving habits by focusing on specific routes and locations in the service area that have historically shown more frequent accidents.

#### Schedule Adherence

Throughout FY2016-2017, several large-scale infrastructure projects are under construction throughout the Foothill Transit service area, impacting travel time and schedule adherence. The most significant of these occurs along Interstate 10, which travels through the heart of the Foothill Transit system and is a primary connection to downtown Los Angeles. Projected on-time performance for FY2016-2017 is 82.9%, which is just below the target of 83% and is less than one percent below the previous fiscal year.



# Overall System Statistics (continued)

## Average Miles between Service Interruptions

In FY2016-2017, Foothill Transit averaged 30,683 miles between service interruptions, exceeding the performance target of 20,000 miles. This target was set to ensure that customers were served by a properly maintained transit vehicle fleet. The miles between service interruptions performance in FY2016-2017 represents a 19 percent improvement over FY2015-2016. This variance is primarily a result of the addition of 62 new buses to the fleet in FY2016-2017 which has led to a decrease in the overall number of mechanical road calls.

## Complaints per 100,000 Boardings

In FY2016-2017, Foothill Transit received more comments and complaints than in previous years as a result of our efforts to engage customers through more channels, including social media. The agency is projected to receive 21 complaints per 100,000 boardings at the end of this current fiscal year, which is higher than the target of 16 complaints per 100,000 boardings.

## Boardings per Service Hour

Boardings per service hour for FY2016-2017 is estimated at 15.6, which doesn't meet the target of 16.8 and is 10 percent lower than the FY2015-2016 actual boardings. This is primarily a result of declining ridership as well as an increase in service hours.

## Average Weekday Boardings

In FY2016-2017, Foothill Transit carried an estimated average of 45,695 boardings each weekday. This is a one percent increase from FY2015-2016 attributed to the assumption of Lines 190, 194, and 270.

## Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. Due to a rise in operating costs and lower ridership, it is estimated that 18.1 percent of operating costs will be paid for directly by fare revenue in FY2016-2017. This doesn't meet the target of 21 percent.

## Average Cost per Vehicle Service Hour

The current fiscal year projected average cost per vehicle service hour of \$102.26 is a three percent improvement from the targeted cost of \$105.17.

# Progress in Advancing FY2016-2017 Initiatives

## **Pomona Operations Contract Procurement**

The current agreement for operation of transit services at Foothill Transit's Pomona facility expires on June 30, 2017. A request for proposals was released on July 29, 2016, followed by a well-attended site visit and pre-proposal conference on August 8, 2016, where prospective proposers were given an overview of the project. Proposals were received on October 15, 2016, and a contract award was made on March 24, 2017, to Keolis Transit Services, LLC.

## **Arcadia Operations Contract Start-up**

The Arcadia Operations Contract start-up with Transdev is complete. All coach operators and service technicians were hired. The Foothill Transit and Transdev maintenance teams finalized the fleet inspection documentation and all facility inspections and turnover repairs were completed on schedule. A new phone system and supporting architecture is currently being installed to support the new contract.

## **Fleet Electrification**

The in-depot fast charging station was completed at the Pomona Operations and Maintenance facility in October 2016. This will allow the 17 Proterra electric buses to charge at the Pomona facility before being deployed into service on Lines 291 and 285. Foothill Transit's order of thirteen 40-foot Catalyst E2 extended-range buses will be built at Proterra's City of Industry plant. These buses will have a nominal range of 251 miles per charge and will be delivered from June 2016 through October 2017. The new 40-foot Catalyst E2 buses will be deployed on Line 280, serving the Azusa Intermodal Transit Center where two charging stations will be built to provide opportunity charging. A working group has been created between Foothill Transit and Proterra to identify and complete action items and ensure the capability of electrifying the entire fleet by 2030.

## **CAD/AVL System Replacement**

Foothill Transit's Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) system replacement continues to progress. Foothill Transit teams and technical consultants from IBI Group have been working with Avail Technologies, the system provider, to complete the Final System Design Acceptance, Factory Acceptance Testing, additional equipment procurement, site testing, vehicle pilot fleet testing, training, and system adoption. The project timeline anticipates completion by April 2018.



# Progress in Advancing FY2016-2017 Initiatives (continued)

## Covina Transit Center and Park & Ride

In January 2016, the City of Covina, Foothill Transit and private developer MLC Holdings, entered into a Non-Binding Memorandum of Understanding to collaborate on the development of a mixed use project in the City of Covina called *Covina Forward* project. Since then, Foothill Transit's design team has developed a preliminary architectural and engineering design for the transit component which consists of a parking structure, bus bays, retail space, and provisions for an electric bus charging station.

The project team has participated in three study sessions: two with the Covina City Council, and one with the Covina Planning Commission and residents of Covina. On December 6, 2016, the second reading of the Zone Change ordinance related to the *Covina Forward* project was also approved by City Council.

In collaboration with the City's environmental consultants, Foothill Transit finalized environmental documents to meet the federal National Environmental Policy Act (NEPA) under a Categorical Exclusion. In addition, after issuing a Request for Qualifications (RFQ) and a Request for Proposals (RFP) for Design-Build services early this year, design of the transit center and park & ride is anticipated to begin in the second quarter of 2017 and construction is scheduled to commence in September 2017.

## Fare Restructuring

In December 2015, the Executive Board authorized award of a contract to Four Nines Technologies to evaluate Foothill Transit's current fare structure, provide recommendations to restructure, and perform predictive modeling for potential fare changes.

The consultants have completed nearly all of the milestones for the project; Governing Board approval of the fare restructuring is anticipated in May 2017.

## Mt. SAC Transit Center Development

The Memorandum of Understanding between Foothill Transit and Mt. SAC was presented as an informational item at Mt. SAC's December Board of Trustees Meeting. Foothill Transit will be issuing a Request for Qualifications for architectural and engineering services to begin preliminary design of the Transit Center. In addition, further discussions are required with Mt. SAC staff and their environmental consultants to possibly incorporate the transit center component into the college's existing Environmental Impact Report.

## **Innovative Service Delivery**

Foothill Transit has been included in the FTA Mobility on Demand (MOD) Sandbox Grant application submitted by Los Angeles Metro. Foothill Transit will partner with Metro in the creation of their MOD project. Additionally, our team is reviewing our system as a whole to identify areas and lines that may have the potential for implementation of an alternative service delivery mode.

## **Class Pass Program Expansion**

The Class Pass pilot program at Citrus College launched during the Fall 2016 semester. Participation in the program has been higher than originally projected. The implementation of a TAP sticker is an exciting addition to this program. The TAP sticker will ensure that the Class Pass stays with the student because it will be affixed to the student ID card. The Class Pass programs at University of La Verne and Mt. SAC continue to be successful programs with strong campus favorability and ridership. Foothill Transit staff has participated in events and met with key administrative officials at Cal Poly. The Class Pass discussion is progressing towards Foothill Transit bus access in their future campus general plan.

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Foothill Transit



**FY2017-2018 INITIATIVES**



# Overall System Statistics

During FY2017-2018, Foothill Transit will continue to focus on the delivery of high quality transit service. The following table shows Foothill Transit’s anticipated service delivery during the upcoming year. Performance targets for FY2017-2018 have been adjusted to take into account any operational changes and performance trends during the prior year.

Overall System Performance	FY2016-2017 Target	FY2016-2017 Estimate	FY2017-2018 Target
Passenger Boardings	14,849,171	13,585,262	13,510,238
Vehicle Service Hours	881,868	873,598	872,171
Fare Revenue	\$ 19,500,000	\$ 16,151,831	\$ 17,421,825
Operating Expense	\$ 92,748,920	\$ 89,331,220	\$ 98,235,452

## Analysis

### Passenger Boardings and Fare Revenue

Passenger boardings and fare revenue are projected to remain flat during FY2017-2018 when compared to the estimated results for FY2016-2017. The FY2016-2017 target was set prior to Foothill Transit being made aware of the fare agreement for Lines 190, 194 and 270. In addition, public transit ridership experienced declines both regionally and nationally. Foothill Transit will work to improve ridership during the next fiscal year.

### Vehicle Service Hours and Operating Expenses

Service hours are projected to remain constant in FY2017-2018. Operating expenses are proposed to increase six percent to accommodate the award of a new contract at the Pomona Operations and Maintenance Facility.

# FY2017-2018 Goals and Targets

The agency uses several performance indicators to evaluate Foothill Transit's achievement of its annual established goals. These goals are based on projections of total vehicle service hours, ridership, revenues, and expenses. Each goal and its corresponding performance target are provided in the table below.

Goal	Indicator	FY2016-2017 Target	FY2016-2017 Estimate	FY2017-2018 Target
<b>Operate a Safe Transit System</b>	Preventable Accidents per 100,000 miles	.70	.78	.70
	Schedule Adherence	83.0%	82.9%	83.0%
<b>Provide Outstanding Customer Service</b>	Miles Between Service Interruptions	20,000	30,683	20,000
	Complaints per 100,000 Boardings	16.0	21.0	20.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	16.8	15.6	15.5
	Average Weekday Boardings	49,638	45,695	45,034
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	21.0%	18.1%	17.7%
	Average Cost per Vehicle Service Hour	\$ 105.17	\$ 102.26	\$ 112.63

## Analysis

### Preventable Accidents per 100,000 Miles

Foothill Transit's first priority is safety. The target for preventable accidents per 100,000 miles for FY2017-2018 has been set at 0.70. This rigorous target is set to ensure continued heightened focus on safety while acknowledging the increased traffic in the Los Angeles basin. It is important to note that preventable accidents include collisions with vehicles and fixed objects, as well as other types of preventable incidents, such as a customer falling onboard a bus or a side mirror hitting an overhanging tree.

### Schedule Adherence

The target for schedule adherence is proposed to remain at 83 percent for FY2017-2018. Schedule adjustments for the commuter express routes, running time adjustments to local lines, and analysis of the agency's CAD/AVL data have been implemented to improve the accuracy of on-time performance reporting and improve schedule adherence. Continued major construction along a number of travel corridors in the service area has made it extremely challenging to keep pace with the frequent schedule adjustments needed to match these areas impacted by construction.



# FY2017-2018 Goals and Targets

## Average Miles between Service Interruptions

The target for average miles between mechanical service interruptions is proposed to remain at 20,000 miles for FY2017-2018. Foothill Transit continues to receive new coaches that reduce the overall age of the fleet. This is expected to reduce the number of mechanical service interruptions.

## Complaints per 100,000 Boardings

The target for FY2017-2018 is proposed to increase to 20 complaints per 100,000 boardings. The customer comment intake and handling process continues to improve which has increased the number of channels through which customers may provide feedback to Foothill Transit. The agency will continue to face challenges with continued construction that is planned throughout the service area, as well as the proposed service changes and fare restructuring that may affect this metric.

## Boardings per Service Hour

The FY2017-2018 boardings per service hour target will decrease slightly to 15.5. This target anticipates that ridership will remain constant. Service adjustments proposed for next year are targeted at improving ridership by addressing increased traffic, customer wait times between trips, and connections to the Metro Gold Line.

## Average Weekday Boardings

Weekday boardings are projected to decrease in the upcoming year, with a new proposed target of 45,034 average weekday boardings.

## Farebox Recovery Ratio

The FY2017-2018 farebox recovery ratio of 17.7 percent is a direct ratio between budgeted fare revenues and operating expenses projected for the year. The target takes into account recent ridership loss and the projected increase in operating expenses for the new contract at Pomona, as well as agreed upon contractual increases with contractors.

## Average Cost per Vehicle Service Hour

The FY2017-2018 average cost per vehicle service hour target of \$112.63 is a direct ratio between overall operating expenses and planned service hours during the year. This figure is a seven percent increase compared to the FY2016-2017 target.

# Major Initiatives FY2017-2018

## Pomona Operations Contract Start-up

Procurement activities for a new operations and maintenance contract at the Foothill Transit operations and maintenance facility in Pomona recently concluded. Following the proposal evaluation process, a recommendation to award the contract to Keolis Transit Services, LLC, was presented to the Executive Board on March 24, 2017. The new contract goes into effect on July 1, 2017, and will incorporate a number of changes to the management of that operating agreement. Among these changes is a modification to the invoicing methodology that takes into account fixed costs as well as hours-based and miles-based costs incurred by the contractor. Contract start-up activities will include a thorough inspection and any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract start-up. Numerous contract close out activities for the current transit operations and maintenance contract will be completed in the months following the contract transition.

## Fleet Electrification

In 2010, Foothill Transit became the first transit agency in the nation to implement fast-charge, electric buses into normal transit operations. Our electric bus program has continued to develop as we gained insight from our experience operating our 17-bus electric fleet. With advancements in battery technology and the growing number of electric bus manufacturers, it is now feasible to pursue full electrification of the Foothill Transit fleet. As older CNG buses are retired and the necessary electric charging infrastructure is put in place at both operations and maintenance facilities, retired CNG coaches will be replaced by battery-electric buses. Based on current fleet retirement schedules, Foothill Transit will pursue operation of a fully electric fleet by 2030.

## Legislative Advocacy

This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly elected U.S. Senator Kamala Harris and her staff, and new staff for key House and Senate committees. We will also strengthen relationships we have built with members of our House Delegation, U.S. Senator Dianne Feinstein and staff, and returning staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento.

## CAD/AVL System Replacement

System design is currently underway for a new state-of-the-art system to replace Foothill Transit's aging Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes. Pilot fleet deployment of the new CAD/AVL system, final system design, and complete fleet system deployment will be completed in the upcoming fiscal year.



# Major Initiatives FY2017-2018

## Covina Transit Center and Park & Ride Development

Development of the Covina Park & Ride continues to be a priority this year. The project is a partnership between the City of Covina, a private developer and Foothill Transit. The City of Covina is the lead for the three-party Agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential, and transit component. The park & ride will consist of a three-level parking structure containing approximately 380 parking spaces, bus berths, and electric bus charging stations to accommodate Foothill Transit buses. A transit oriented retail component will also be included within the transit center element.

## Fare Restructuring Implementation

Implementation of the fare restructuring includes extensive marketing and communications to advise the public of fare changes, training coach operators, and technical software changes to the farebox system. Implementation of the fare restructuring will occur concurrently with the Fall 2017 service changes.

## Service Enhancements

The success of the Gold Line Foothill Extension presents opportunities to restructure a number of Foothill Transit lines to provide a more seamless integration with the rail line by connecting bus service to the eastern terminus of the rail line and north-south bus service that provides enhanced customer access to and from the Gold Line. A number of service enhancements will be implemented during the coming fiscal year to continue advancing this effort. Enhancements that ensure system productivity and efficiency will also be implemented.

## Mt. SAC Transit Center Development

With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system and has a limited number of bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. The development of this facility is under way and includes ten transit bays with covered bus shelters for customers.

## **Innovative Service Delivery**

Transportation Network Companies (TNCs) such as Uber, Lyft, and others have become more prevalent within the Foothill Transit service area and throughout the nation. As such, it is prudent for Foothill Transit to investigate and pursue strategies to integrate seamless connections of the mass transit service we provide with the services provided by TNCs. In the coming year, staff will work within the framework of the Federal Transit Administration's (FTA) guidelines to implement innovative approaches to partnering with TNCs. The goal of this project is to deliver service not only to our current customers, but also to those customers who could use the services of a TNC to provide critical first-mile and last-mile trip connections.

Staff will also explore a pilot opportunity this year to assume operation of the transit service provided in one of our member cities while expanding the implementation of our electric bus fleet in that transit operation.

## **Class Pass Program Expansion**

Based on the successful launch and adoption of the Class Pass programs at Mt. SAC and University of La Verne, and the successful launch of a pilot program on the campus of Citrus College, Foothill Transit will continue to pursue Class Pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys.

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Foothill Transit



**FUNDING SOURCES**



# Funding Sources

Foothill Transit is funded with state and local sales tax funds, federal transportation funds, and farebox revenues.

The majority of funds are transportation subsidies allocated by the Regional Transportation Planning entity (LA Metro) to Los Angeles County fixed-route transit operators through the Formula Allocation Procedure (FAP) and the Capital Allocation Procedure (CAP). FAP uses vehicle service miles and passenger revenues to apportion the available revenues into percentage shares. CAP uses total vehicle miles and active fleet size (National Transportation Database data) to apportion the shares. The sources of funds are as follows:

## State Resources

### Transportation Development Act (TDA) Article 4

TDA is a statewide one-quarter cent sales tax that is deposited into the State Local Transportation Fund. TDA funds are eligible for capital and operating uses.

### State Transit Assistance Funds (STA)

STA is a statewide excise tax on fuel and are eligible for use on transit capital and operating expenses.

### Low Carbon Transit Operations Program (LCTOP)

LCTOP is funded by auction proceeds from the California Air Resource Board's (ARB) Cap-and-Trade Program and deposited into the Greenhouse Gas Reduction Fund (GGRF). This program is a component of the State of California budget (by Senate Bill 852 and Senate Bill 862) with a goal of reducing greenhouse gas emissions. These funds are eligible for capital projects which reduce greenhouse emissions.

### Transit and Intercity Rail Capital Program (TIRCP)

TIRCP was created by Senate Bill 862 (Chapter 36, Statutes of 2014) and modified by Senate Bill 9 (Chapter 710, Statutes of 2015) to provide grants from the Greenhouse Gas Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter and urban rail systems, and bus and ferry transit systems to reduce emissions of greenhouse gases by reducing congestion and vehicle miles travelled throughout California.

### Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

PTMISEA (also known as Prop. 1B) is a ten-year statewide general obligation bond eligible for use on transit capital.

## State Resources (continued)

### Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer Program)

The Carl Moyer Program is funded through tire fees and smog impact vehicle registration fees. It reduces air pollution from vehicles and equipment by providing incentive funds to purchase cleaner than legally required engines, equipment, and emission reduction technologies. It also achieves reductions in emissions of key pollutants which are necessary for California to meet its clean air commitments under regulatory requirements.

## Los Angeles County Resources

### Proposition A 40% Sales Tax Funds

Proposition A is a 1980 voter approved one-half cent Los Angeles county local sales tax ordinance. These funds may be used for bus operations or capital. This source also funds the Prop A Bus Service Continuation Program (BSCP).

### Proposition C 40% Discretionary Sales Tax Funds

Proposition C is a 1990 voter approved one-half cent Los Angeles County sales tax ordinance. The funds are allocated to the regional transit operators through the following LA Metro Board adopted programs: 1) Municipal Operator Service Improvement Program (MOSIP); 2) Bus System Improvement Plan Overcrowding Relief on Lines 480/481 and 707; 3) Transit Service Expansion on Line 690; 4) Base Restructuring on Lines 497/498 and local Saturday service on various lines; and, 5) Prop 1B Bridge funding eligible for public transportation modernization improvements, service enhancements, and security expenditures. The Prop C 40% funds are eligible for operations and transit capital.

### Proposition C 5% Transit Security

These funds are specifically intended to improve transit security. They are distributed to county transit operators based on total unlinked passenger trips.

### Measure R 20% Bus Operations

Measure R is a 2008 voter approved Los Angeles County sales tax ordinance. These funds are eligible for bus operating and capital expenses.

### Measure M 20% Bus Operations

Measure M is a 2016 voter approved Los Angeles County sales tax ordinance. These funds are eligible for bus operating and capital expenses.

### Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program is funded by toll revenues collected from the use of the ExpressLanes on the I-10 and I-110 corridors. Grant funds are invested in projects/programs that provide direct mobility benefits to the I-10 and I-110 ExpressLanes within a three-mile radius. The primary objective of the Net Toll Revenue Program is to increase mobility and person throughput via implementation of integrated strategies that enhance transit operations, transportation demand management, transportation systems management, active transportation, and capital investments in the I-10 and I-110 corridors.



# Funding Sources (continued)

## Federal Resources

### Federal Urban Area Formula Program (Section 5307)

These funds are allocated by the Federal Transit Administration to Los Angeles County transit operators based on a capital allocation formula consisting of total vehicle miles, number of vehicles, unlinked boardings, passenger revenue and base fare. They are used for capital procurements or preventive maintenance expenditures. These funds require a 20 percent local match.

### Federal Buses and Bus Facilities and Low-or No-Emission Program (Section 5339)

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to States and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program, the Low- or No-Emission Vehicle Program, provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

### Federal State of Good Repair Program (Section 5337)

State of Good Repair funds must be used either to maintain system infrastructure for buses or rail operating on exclusive transportation right-of-way or to maintain buses operating on lanes not fully reserved for public transportation. These funds are allocated through the CAP. They are capital funds used to maintain, replace and rehabilitate vehicles and transportation equipment. They require 20 percent local match.

### Federal Congestion Mitigation and Air Quality (CMAQ)

These funds are programmed for cost-effective emission reduction activities and congestion mitigation projects that provide air quality benefits. They require 20 percent local match.

## Non-Subsidy Resources

### Auxiliary Revenue

Foothill Transit operates a park and ride shuttle service for the Rose Bowl and a Dial-a-Ride shuttle service for the City of Monrovia. These special services revenues are used for operating the special services.



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**BUDGET SUMMARY**

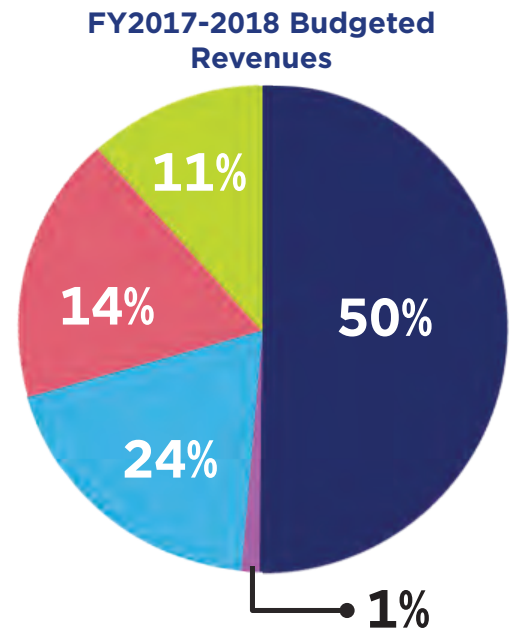


# Funding Assumptions

- Operating subsidies and revenues increase to match operating expenses
- Farebox revenues reflect ridership trends and complete transition of Lines 190, 194, and 270
- Continue to seek federal, state and local funding to help finance operations and capital projects

# Budgeted Revenues

FY2017-2018 Budgeted Revenues	FY2016-2017 Budget	FY2017-2018 Budget
<b>Operating &amp; Other Revenues</b>		
Farebox	\$ 19,500,000	\$ 17,421,825
Operating Subsidies	73,248,920	80,813,627
Property Management	400,000	445,000
Special Service Income	1,075,000	1,175,000
<b>Total Operating and Other Revenues</b>	<b>\$ 94,223,920</b>	<b>\$ 99,855,452</b>
<b>Capital Revenues</b>		
Grants Reimbursements	\$27,775,991	\$ 22,348,309
Capital Reserve	28,351,120	38,723,401
<b>Total Capital Revenues</b>	<b>\$ 56,127,111</b>	<b>\$ 61,071,710</b>
<b>Total Budgeted Revenues</b>	<b>\$ 150,351,031</b>	<b>\$ 160,927,162</b>

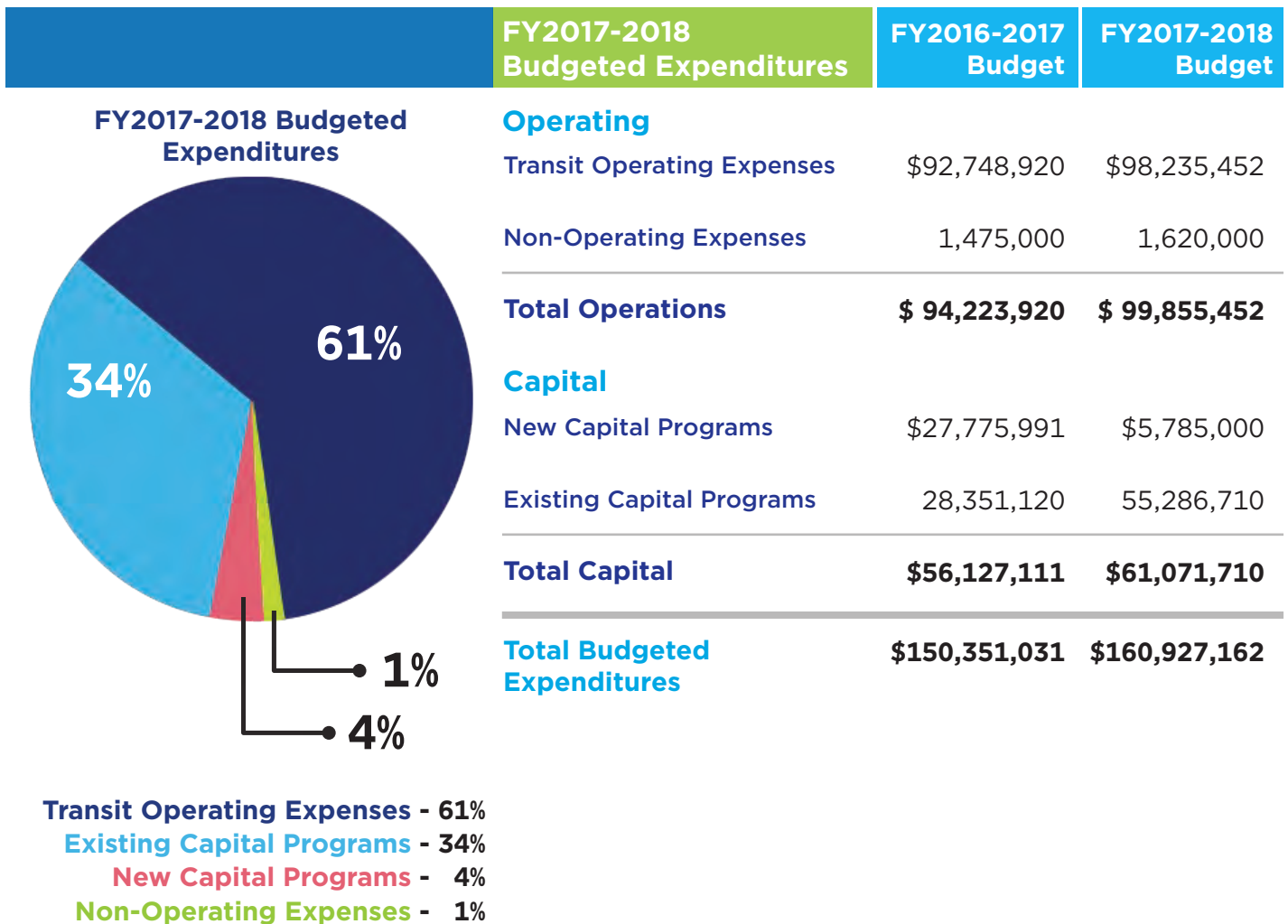


Operating Subsidies - 50%  
 Capital Reserve - 24%  
 Grants Reimbursements - 14%  
 Farebox - 11%  
 Special Service/  
 Property Management - 1%

# Expenditure Assumptions

- Increase operating expenditures by six percent over prior year budget
- Vehicle service hours and vehicle service miles remain constant
- Initiate fleet replacements for 20 CNG buses
- Complete heavy maintenance on 30 CNG buses
- Continue work on Covina Transit Center and Park & Ride
- Complete installation of new CAD/AVL System

# Budgeted Expenditures





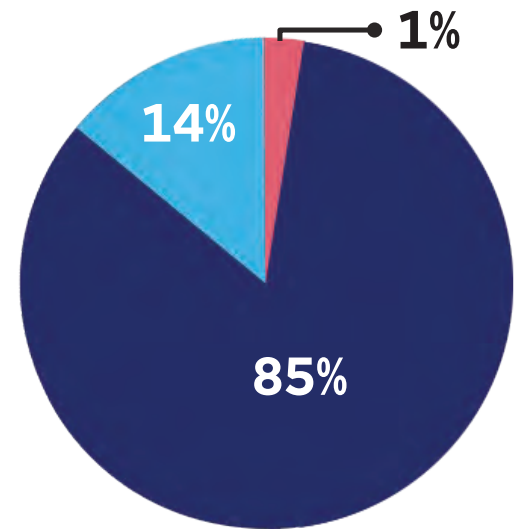
# Operating Expenses

Summary By Department	FY2016-2017 Budget	FY2017-2018 Budget
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## Operating Expenses

Customer Service & Ops.	\$ 79,968,120	\$ 84,568,242
Maintenance & Veh. Tech.	878,940	898,870
Marketing & Communication	2,139,890	2,257,050
Information Technology	2,263,240	2,395,030
Administration	3,264,090	2,891,150
Policy and Strategic Sourcing	848,300	931,800
Finance	1,236,250	1,779,240
Planning	975,450	1,297,750
Facilities	1,174,640	1,216,320
<b>Total Operating Expenses</b>	<b>\$ 92,748,920</b>	<b>\$ 98,235,452</b>

## FY2017-2018 Operating Expenses



**Customer Service & Ops. - 85%**  
**Other Departments - 14%**  
**Non-Operating Expenses - 1%**

## Non-Operating Expenses

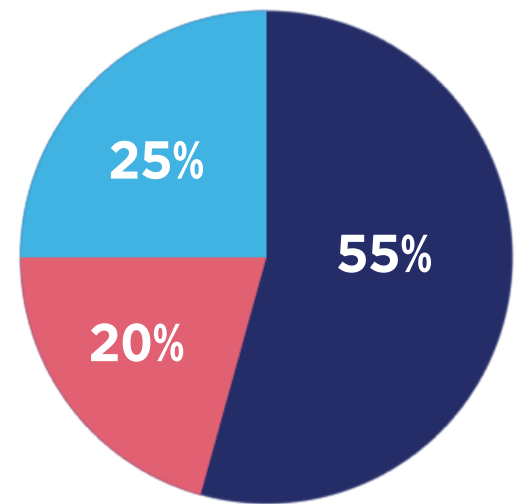
Property Management	\$ 400,000	\$ 445,000
Special Services	325,000	375,000
Dial-A-Ride	750,000	800,000
<b>Total Non-Operating Expenses</b>	<b>\$ 1,475,000</b>	<b>\$ 1,620,000</b>

<b>Total Operations</b>	<b>\$ 94,223,920</b>	<b>\$ 99,855,452</b>
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# Capital Expenditures

Summary By Category	FY2016-2017 Budget	FY2017-2018 Budget	
<b>New Capital Programs</b>			<b>FY2017-2018 New/Existing Capital Expenditures</b>
Bus/Fleet Management	\$ 23,134,560	\$ 4,000,000	
Facilities Construction/Maintenance	3,188,000	865,000	
Information Technology	1,453,431	920,000	
<b>Total New Capital Programs</b>	<b>\$ 27,775,991</b>	<b>\$ 5,785,000</b>	
<b>Existing Capital Programs</b>			
Bus/Fleet Management	\$ 2,930,778	\$ 29,774,508	
Facilities Construction/Maintenance	14,415,062	14,545,759	
Information Technology	11,005,280	10,966,443	
<b>Total Existing Capital Programs</b>	<b>\$ 28,351,120</b>	<b>\$ 55,286,710</b>	
<b>Total Capital</b>	<b>\$ 56,127,111</b>	<b>\$ 61,071,710</b>	



**Bus/Fleet Mgmt. - 55%**  
**Facilities Const./Maint. - 25%**  
**Information Technology - 20%**

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Foothill Transit



**CAPITAL BUDGET**



# Capital Programs

The currently proposed capital projects, with total life of project budgets of \$286 million, includes \$65.3M of newly proposed projects. Each project includes the life-of-project budget, current year forecasted expenditure, and the balance of expenditures for future years.

CP#	Capital Program	Life of Project Budget	FY2016-2017 Estimate	FY2017-2018 Budget	FY2018-2019+
<b>Bus/Fleet Management:</b>		\$	\$	\$	\$
NEW	Electric Buses - 54 Buses - FY2018	45,400,000	-	-	45,400,000
NEW	Electric Double Decker Buses - 2 Buses	3,000,000	-	-	3,000,000
NEW	Arcadia In-Depot Chargers	12,000,000	-	4,000,000	8,000,000
0123	Bus Replacement - 59 Buses - FY2017	49,242,912	-	16,800,000	32,442,912
0124	Fare Collection System	8,200,000	-	-	8,200,000
0125	Surveillance Equipment Update	740,000	740,000	-	-
0126	Non-Revenue Fleet Replacement - FY2017	230,000	-	-	230,000
0127	Azusa ITC Bus Charging Station - Phase II	1,200,000	1,000,000	200,000	-
0113	Farebox Equipment	460,000	100,000	100,000	260,000
0112	Azusa ITC Bus Charging Station - Phase I	800,000	700,000	-	-
0111	Non-Revenue Fleet Replacement	832,000	-	80,000	609,000
0110	Electric Buses - FY2016	13,000,000	2,000,000	11,000,000	-
0109	Fleet Heavy Maintenance - FY2016	14,385,000	1,260,000	1,470,000	8,505,000
0107	40 42' CNG Buses	27,643,700	21,643,700	-	-
0100	Fare System Equipment - Phase II	200,000	104,323	50,000	45,677
0099	Pomona O&M Electric Bus Charger	500,000	500,000	-	-
0094	Replacement Facility Trucks	250,000	100,000	74,508	-
0079	Fleet Heavy Maintenance - FY2014	1,795,300	520,778	-	-
<b>Bus/Fleet Mgmt. Subtotal:</b>		<b>\$ 179,878,912</b>	<b>\$ 28,668,801</b>	<b>\$ 33,774,508</b>	<b>\$ 106,692,589</b>
<b>Facilities Construction/Maintenance:</b>					
NEW	Administrative Building Solar Canopy	4,000,000	-	-	4,000,000
NEW	Facility Repairs & Improvements - FY2018	375,000	-	375,000	-
NEW	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	-	190,000	20,000

# Capital Programs (continued)

CP#	Capital Program	Life of Project Budget	FY2016-2017 Estimate	FY2017-2018 Budget	FY2018-2019+
<b>Facilities Construction/Maintenance:</b>		\$	\$	\$	\$
NEW	Arcadia Overflow Parking	250,000	-	250,000	-
NEW	Admin Bldg. Landscaping	50,000	-	50,000	-
0128	Arcadia CNG Compressor Replacement	1,800,000	1,800,000	-	-
0129	Pomona Transit Store Renovation	800,000	400,000	200,000	200,000
0130	Arcadia HVAC Replacement	370,000	100,000	270,000	-
0131	BSEP - West Covina Bus Shelters	260,000	260,000	-	-
0132	Admin EV Chargers	103,000	103,000	-	-
0133	ESMS Operations Facilities Improvements	90,000	-	90,000	-
0134	Admin Building Stairwell Paint	60,000	40,000	20,000	-
0135	Facility Repairs & Improvements - FY2017	60,000	60,000	-	-
0136	Arcadia Forklift Replacement	30,000	30,000	-	-
0137	Admin Building Electrical Panel	15,000	15,000	-	-
0138	Covina Park & Ride and Transit Center	28,495,511	7,256,620	10,869,875	10,369,016
0139	West Covina Transit Store, Plaza and Transitway	15,079,000	-	250,000	14,829,000
0119	Office Furniture & Equipment - FY2016	60,000	30,000	30,000	-
0118	Arcadia Roof Replacement	68,300	38,300	30,000	-
0117	Ops. Facilities Floor Coating and Equipment	333,500	100,000	143,500	90,000
0116	Admin Building 2nd Floor Remodel	796,000	-	-	796,000
0115	Mt. SAC Transit Store & Center	9,750,000	325,000	1,300,000	8,125,000
0098	Hydraulic Lift Replacement	2,600,000	50,000	600,000	1,937,472
0095	Office Furniture/Equipment-FY2015	60,000	-	22,384	-
0093	Facility Repairs & Improvements - FY2015	400,000	295,975	50,000	-
0091	Facility Maintenance & Upgrades	250,000	100,000	150,000	-
0083	Transit Store Security System	663,460	363,460	300,000	-



# Capital Programs (continued)

CP#	Capital Program	Life of Project Budget	FY2016-2017 Estimate	FY2017-2018 Budget	FY2018-2019+
<b>Facilities Construction/Maintenance:</b>		\$	\$	\$	\$
0080	Facility Rehab/Repair/ Maintenance	1,000,000	280,616	-	-
0052	Azusa Park & Ride	9,490,400	300,000	200,000	-
0022	Office Equipment/Furniture - FY2014	155,355	32,704	20,000	-
<b>Facilities Const./Maint. Subtotal:</b>		<b>\$77,674,526</b>	<b>\$11,980,675</b>	<b>\$15,410,759</b>	<b>\$40,366,488</b>
<b>Information Technology:</b>					
NEW	Board and Conference Room Equip. Upgrade	100,000	-	100,000	-
NEW	Backup System Replacement	100,000	-	100,000	-
NEW	Building Network Infrastructure	100,000	-	100,000	-
NEW	FTP Server Replacement	20,000	-	20,000	-
NEW	IT Infrastructure - FY2018	250,000	-	250,000	-
NEW	Traffic Signal Priority Continuation	250,000	-	250,000	-
NEW	Alternative Modes of Transportation	250,000	-	100,000	150,000
0140	Giro Hastus Upgrade	400,000	350,000	50,000	-
0141	IT Infrastructure - FY2017	250,000	250,000	-	-
0142	Long Term Retention Project	200,000	-	100,000	100,000
0143	VDI Graphics Acceleration	150,000	-	75,000	75,000
0144	Virtual Disaster Recovery	150,000	-	75,000	75,000
0145	Security Server	150,000	150,000	-	-
0146	POS Replacement	100,000	-	50,000	50,000
0147	TAP ID Cards	68,250	-	-	68,250
0148	Safety and Security Mobile Application	42,485	42,485	-	-
0149	Thin Client Upgrade	40,000	20,000	20,000	-
0150	E-Procurement System	27,696	27,696	-	-
0151	Contract Management System	15,000	15,000	-	-
0120	Arcadia & Pomona Phone Replacement	200,000	100,000	100,000	-
0122	Employee TAP ID Cards	24,500	-	12,250	-
0106	Building Wi-Fi Replacement	150,000	-	25,605	-
0105	Project Management Software	200,000	200,000	-	-
0103	Printer/Copier Replacement	75,000	-	33,588	-
0097	CAD/AVL Replacement	20,300,000	9,745,475	10,000,000	-

# Capital Programs (continued)

CP#	Capital Program	Life of Project Budget	FY2016-2017 Estimate	FY2017-2018 Budget	FY2018-2019+
<b>Information Technology:</b>		\$	\$	\$	\$
0096	Board Room Video System Upgrade	150,000	150,000	-	-
0058	Bus Stop Enhancement Program (BSEP) - FY2012	1,000,000	200,000	200,000	277,946
0044	Document Imaging Equipment/Software	300,000	10,000	25,000	40,000
0042	Bus Stop Customer Information	600,000	100,000	100,000	100,000
0017	Traffic Signal Priority	1,500,000	504,796	-	-
0014	Financial Software	300,000	51,419	-	-
0007	Executive Information System	600,000	40,000	100,000	152,714
<b>Information Technology Subtotal:</b>		<b>\$ 28,062,931</b>	<b>\$ 11,956,871</b>	<b>\$ 11,886,443</b>	<b>\$ 1,088,910</b>
<b>Capital Projects Total:</b>		<b>\$ 285,616,369</b>	<b>\$ 52,606,347</b>	<b>\$ 61,071,710</b>	<b>\$ 148,147,987</b>

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Foothill Transit

Foothill Transit

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Foothill Transit

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**OPERATING BUDGET**



# Department Budgets and Summaries

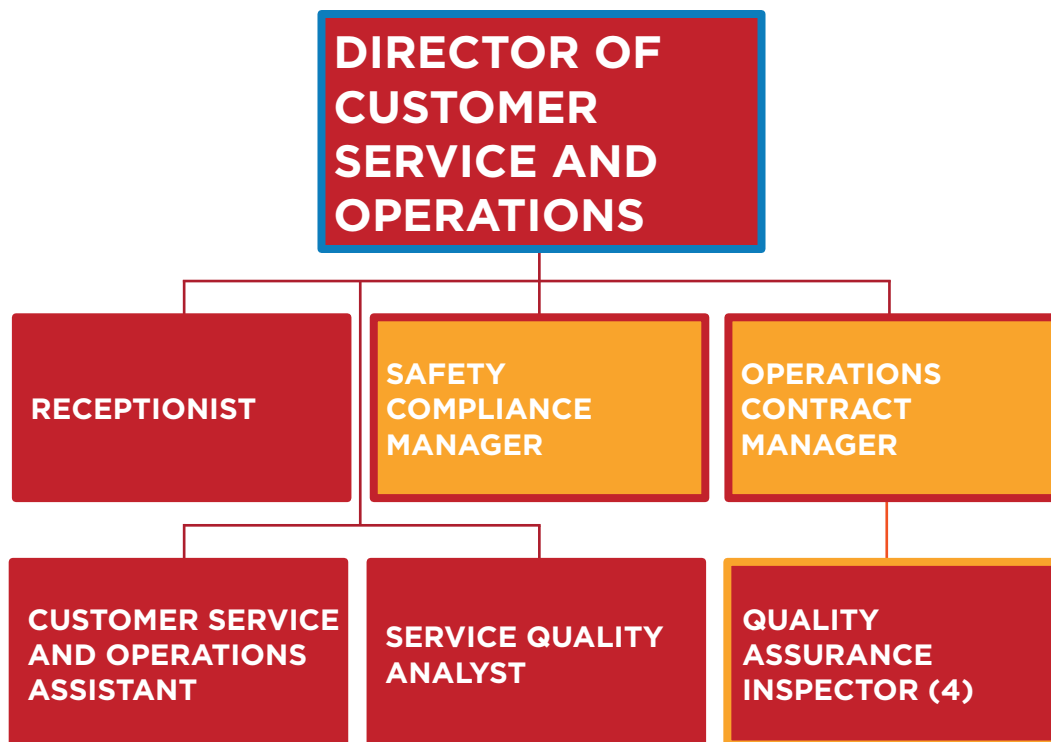
Foothill Transit’s operating budget and departmental initiatives for FY2017-2018 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY2016-2017 Budget	Actual Through Dec. 2016	FY2016-2017 Estimate	FY2017-2018 Budget
<b>Transit Operating Expenses:</b>				
Customer Service and Operations	\$ 79,968,120	\$ 38,058,467	\$ 76,616,120	\$ 84,568,242
Maintenance and Vehicle Technology	878,940	368,945	878,940	898,870
Marketing and Communications	2,139,890	728,937	2,092,876	2,257,050
Information Technology	2,263,240	919,822	2,367,740	2,395,030
Administration	3,264,090	1,233,237	2,794,090	2,891,150
Policy and Strategic Sourcing	848,300	251,047	848,300	931,800
Finance	1,236,250	559,432	1,235,850	1,779,240
Planning	975,450	354,595	875,450	1,297,750
Facilities	1,174,640	485,531	1,174,640	1,216,320
<b>Total Transit Operating Expenses</b>	<b>92,748,920</b>	<b>42,960,013</b>	<b>88,884,006</b>	<b>98,235,452</b>
<b>Non-Operating Expenses:</b>				
Property Management	\$ 400,000	\$ 206,227	\$ 400,000	\$ 445,000
Special Service	325,000	180,502	325,000	\$ 375,000
Dial-A-Ride	750,000	342,456	750,000	\$ 800,000
<b>Total Non-Operating Expenses</b>	<b>1,475,000</b>	<b>729,185</b>	<b>1,475,000</b>	<b>1,620,000</b>
<b>Total Expenses:</b>	<b>\$ 94,223,920</b>	<b>\$ 43,689,198</b>	<b>\$ 90,359,006</b>	<b>\$ 99,855,452</b>

# Customer Service and Operations

The Customer Service and Operations department was established to effectively focus on key components of the agency's mission. This department is responsible for ensuring the safe and efficient daily operation of Foothill Transit service, focusing specifically on applied enforcement of agency standards for operating performance.

The department also works closely with the four Foothill Transit stores to maintain and enhance the customer service experience; including providing itineraries for customers, answering questions about service, and collecting customer feedback. The safety of our customers, contractors, and staff is a primary focus of the Customer Service and Operations department and the team works directly with local, state, and national safety organizations in this effort.





# Customer Service and Operations

## **FY2016-2017 ACCOMPLISHMENTS:**

- Completed procurement of Pomona Operations & Maintenance Contract
- Incorporated Lines 190, 194, 270 into Foothill Transit service
- Completed system design, installation, and initial testing on new CAD/AVL System
- Hosted Local and Regional Bus Roadeo
- Supported radio replacement project
- Continued coach operator audits
- Implemented customer service audits
- Obtained notice of compliance from FTA Drug and Alcohol Audit
- Achieved safety and security presence with LA County Sheriff Department contract execution
- Provided premium Rose Bowl Special Service to more than 117,000 customers
- Provided LA Marathon special shuttle service to approximately 2,000 runners
- Continued participation in Transit Paratransit Certification Course
- Continued participation in APTA Early Career Program Mentor Group
- Coordinated CPR and Evacuation Chair training for Administrative Staff
- Participated in various APTA committees
- Elected to Southern California COMTO Board of Directors
- Participated in various safety trainings

## **FY2017-2018 INITIATIVES:**

- Complete contract transition of Pomona Operations & Maintenance
- Complete line transition between Pomona and Arcadia Operations and Maintenance Facilities
- Modify procedures as needed to respond to FTA's new Safety Management System requirements
- Complete Quality Assurance Dispatch Education training
- Host Transit Security table top exercise with TSA
- Continue Front Line Customer Service Recognition program
- Complete installation, testing, and implementation of CAD/AVL system replacement

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5001	Purchased Transportation	\$ 56,166,308	\$ 69,916,790	\$ 66,216,790	\$ 74,061,030
5020	Fuel	5,255,771	6,300,000	6,605,000	6,341,376
5035	Electricity - Fuel	129,656	260,000	260,000	469,196
5100	Salary, Wages & Benefits	768,936	741,300	741,300	726,900
5110	Fringe Benefits	-	306,700	306,700	286,900
5150	Contracted Services	1,516,068	1,571,550	1,609,550	1,752,760
5260	Professional/Technical	100,333	48,900	48,900	49,000
5411	Bus Roadeo	47,920	75,000	75,000	71,250
5430	Dues and Subscriptions	2,129	2,250	2,250	2,230
5550	Travel and Meeting	21,935	30,430	35,430	29,750
5560	Uniform/Clothing Supplies	33,577	301,200	301,200	304,900
5710	Transit Store Lease	98,749	153,600	153,600	101,530
5720	Other Contracted Services	122,704	188,400	188,400	189,820
5850	Office/General Supplies	187	3,000	3,000	1,000
5991	Safety & Security	47,698	57,000	57,000	168,600
6100	Utilities	1,545	12,000	12,000	12,000
		<b>\$ 64,313,516</b>	<b>\$ 79,968,120</b>	<b>\$ 76,616,120</b>	<b>\$ 84,568,242</b>

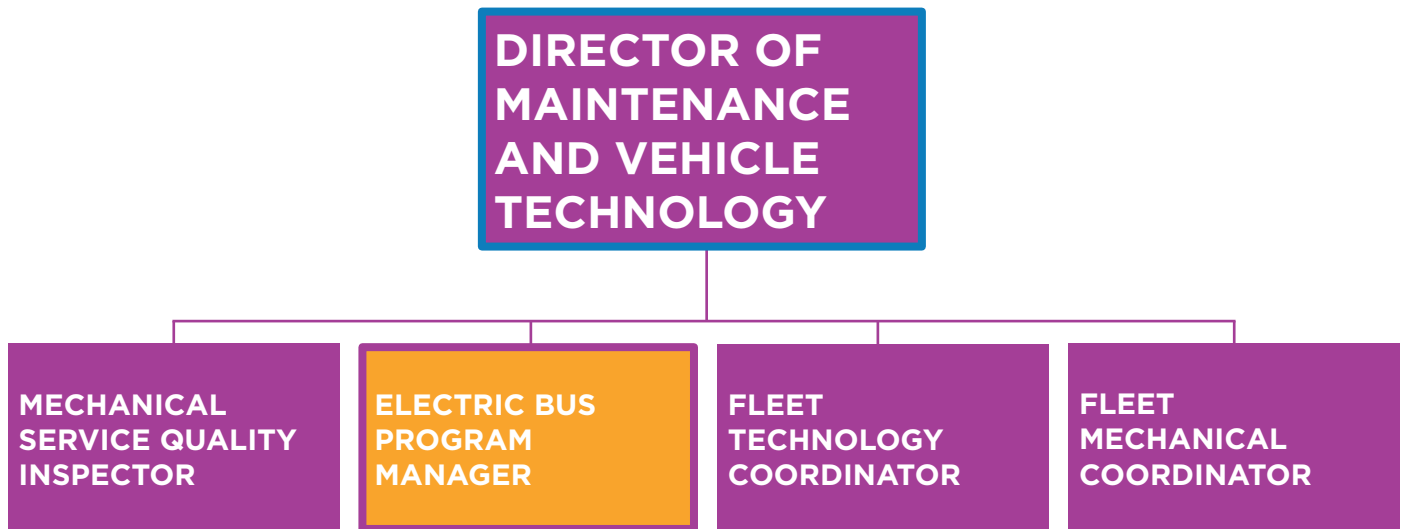
### Budget Notes:

- Account 5035 Electricity - Fuel increased due to the addition of 13 new electric buses operating out of the Acadia Facility
- Account 5150 Contracted Services increased due to inclusion of contractual requirements
- Account 5710 Transit Store Lease reduced because plans to move West Covina Transit Store are delayed
- Account 5991 Safety & Security increased because of a new contract with the Los Angeles County Sheriff's Department and includes APTA Safety Award Fees



# Maintenance and Vehicle Technology

The Maintenance and Vehicle Technology (MVT) Department ensures daily operation of Foothill Transit's revenue and non-revenue vehicle fleet through the systematic enforcement of Foothill Transit standards for fleet maintenance and oversight of maintenance on fueling and the electric bus charging stations. The MVT Department ensures ongoing local, state and federal regulatory compliance of the fleet and environmental compliance of the operations. In addition, the MVT department is responsible for the development and implementation of Foothill Transit's alternative fuels program including the specification, in-plant inspection, and acceptance of all new rolling stock and technologies to maximize efficiencies in operations and maintenance. The MVT department participates and supports legislative efforts in the development of policies and regulations for transit fleet electrification.



## **FY2016-2017 ACCOMPLISHMENTS:**

- Procured 30 new 40 ft. CNG New Flyer Excelsior buses
- Initiated procurement of thirteen 40 ft. Proterra Catalyst extended range buses
- Constructed one electric bus fast-charging station at the Pomona facility
- Constructed two electric bus fast-charging stations at the Azusa Intermodal Transit Center
- Completed bus heavy maintenance on nine 60-foot articulated buses
- Completed bus heavy maintenance on 16 Series 1700 buses
- Completed bus heavy maintenance on five Series 1800 buses
- ISO 14001 Certification of Arcadia and Pomona ESMS programs
- Performed and completed Arcadia Fleet Turnover Audit

## **FY2017-2018 INITIATIVES:**

- Inspect and accept 13 new 40 ft. Proterra Catalyst extended-range buses
- Construct an in-depot charging station at the Arcadia facility
- Implement Electric Bus Health monitoring system on electric fleet
- Complete bus heavy maintenance on 60-foot articulated buses
- Implement bus heavy maintenance on Series 1700 and 1800 buses
- Continue ISO 14001 Certification of Arcadia and Pomona ESMS programs
- Perform and complete Fleet Turnover Audit at Pomona
- Perform Monrovia Dial-A-Ride fleet inspections
- Continue random fleet audits at both Pomona and Arcadia facilities



# Maintenance and Vehicle Technology

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5040	Gas and Lubricants	\$ 7,533	\$ 8,400	\$ 8,400	\$ 8,400
5100	Salaries, Wages and Benefits	586,433	455,400	455,400	456,400
5110	Fringe Benefits	-	219,100	219,100	215,000
5230	Consulting	5,766	24,000	24,000	33,000
5260	Professional/Technical	154,392	106,540	91,622	123,250
5430	Dues and Subscriptions	100	7,700	8,362	7,500
5550	Travel and Meeting	37,733	32,800	32,800	25,500
5720	Other Contracted Services	-	1,800	4,539	10,220
5850	Office/General Supplies	216	4,800	5,697	2,400
5970	Repair and Maint. Vehicles	22,482	18,400	29,020	17,200
		<b>\$ 814,655</b>	<b>\$ 878,940</b>	<b>\$ 878,940</b>	<b>\$ 898,870</b>

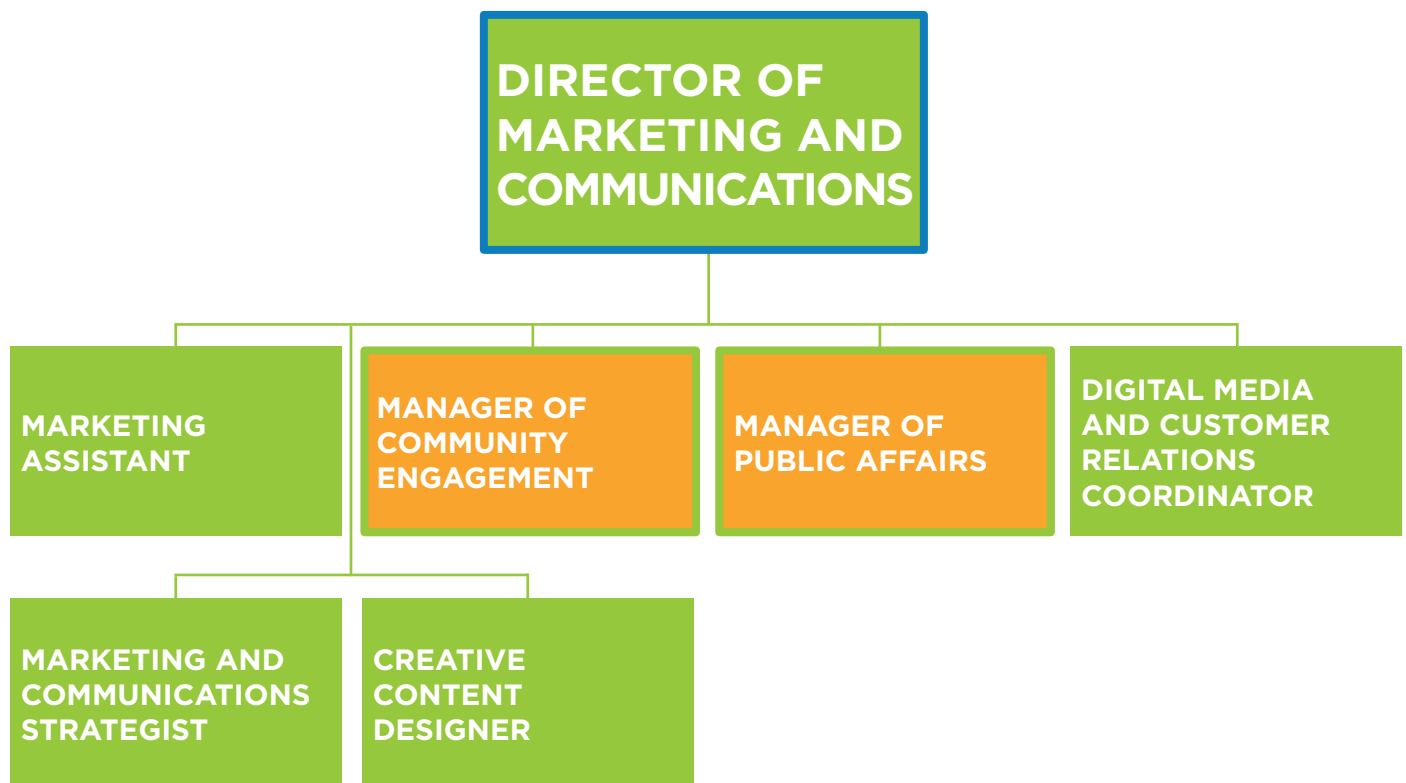
## Budget Notes:

- Account 5230 Consulting increased because the ESMS Audit will be in July 2017 instead of May 2017 as well as additional training on new ISO standard
- Account 5260 Professional/Technical has increased because of ViriCiti license fee for 14 Electric Buses



# Marketing and Communications

The Marketing and Communications team supports, brands, communicates, and promotes Foothill Transit service, and relevant information to existing and potential customers. This is accomplished through targeted and strategic advertising, community engagement, government outreach, media exposure, special events, on-board communications, the Bus Book, social media, and foothilltransit.org. The primary strategic goal in all campaigns and projects is to heighten public awareness of Foothill Transit and increase ridership.





# Marketing and Communications

## **FY2016-2017 ACCOMPLISHMENTS:**

- Continued ridership initiative campaigns for Silver2Silver, Class Pass, and Commuter Express
- Re-launched Mt. SAC and University of La Verne Class Pass campaigns, launched Citrus College Class Pass pilot campaign, and expanded advertising and marketing for future partnerships
- Coordinated customer communication and marketing for the transition of former Metro Lines 190, 194, and 270
- Coordinated customer communication and marketing for the launch of the new Line 196 to the LA County Fair
- Coordinated public outreach for new service programs and fare restructuring
- Developed destination-type marketing initiatives highlighting community connections and events
- Leveraged unique opportunities to increase stakeholder and community support
- Launched New Resident campaign for the San Gabriel and Pomona Valleys
- Improved customer communication of detour and road closure information

## **FY2017-2018 INITIATIVES:**

- Conduct research for customer satisfaction, awareness, information preferences, and service quality
- Incorporate additional capabilities of new CAD/AVL into customer communication and rider tools
- Create groundwork for new website that can incorporate data from CAD/AVL
- Increase community engagement with focus on seniors, mobility, LGBT, and social services
- Develop marketing collateral to leverage ridership on special services
- Re-launch Commuter Express campaign
- Launch customer education campaign regarding results of fare restructuring and service changes
- Update Foothill Transit facility artwork and initiate new student/local artist program
- Organize grand opening event for Covina Transit Center and Park & Ride
- Launch TAP vendor campaign

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salaries, Wages and Benefits	\$ 559,638	\$ 563,834	\$ 563,834	\$ 588,000
5110	Fringe Benefits	-	225,306	225,306	240,600
5230	Consulting	329,184	470,000	470,000	480,000
5260	Professional/Technical	49,209	116,700	69,686	126,000
5300	Advertising and Promotion	496,284	529,450	529,450	544,450
5330	Community Sponsorship	72,281	70,000	70,000	85,000
5380	Special Events	24,645	26,000	26,000	36,000
5411	Team Member Appreciation	7,062	5,000	5,000	5,000
5430	Dues and Subscriptions	12,431	14,000	14,000	14,000
5550	Travel and Meeting	14,070	23,500	23,500	26,000
5850	Office/General Supplies	1,661	7,600	7,600	7,000
6280	Printing	15,988	80,000	80,000	95,000
6290	Reprints of Brochures	8,541	8,500	8,500	10,000
		<b>\$ 1,590,994</b>	<b>\$ 2,139,890</b>	<b>\$ 2,092,876</b>	<b>\$ 2,257,050</b>

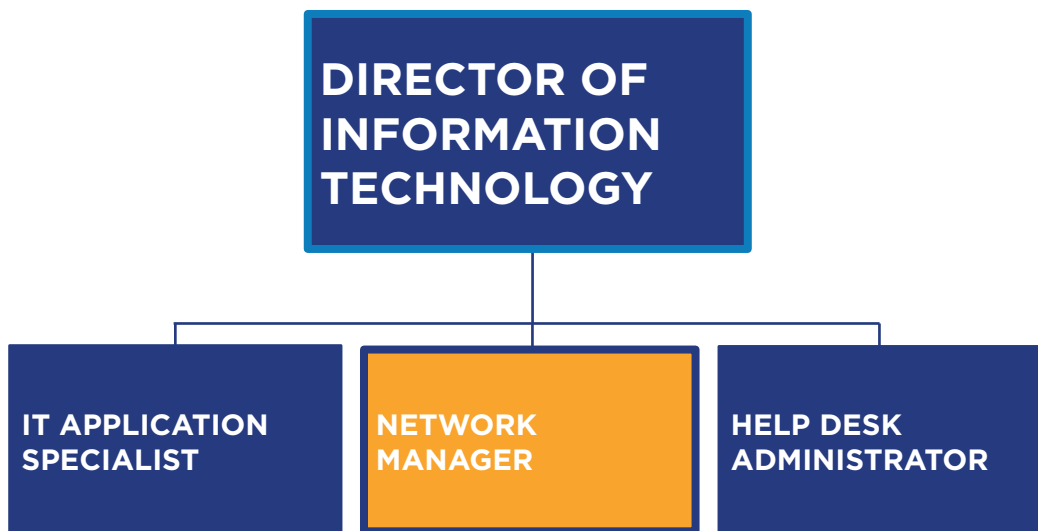
### Budget Notes:

- Account 5330 Community Sponsorship increased to include new, local non-profits focused on seniors, mobility, the LGBT community, and social services
- Account 5380 Special Events increased with the addition of electric bus and a transit center grand opening events
- Account 5550 Travel and Meeting increased due to added Public Affairs Manager responsibilities
- Account 6280 Printing increased to accommodate upcoming fare and service change info, more on-site campus campaigns and new preliminary 30th anniversary campaign
- Account 6290 Reprints of Brochures increased to include new TAP card campaign



# Information Technology

The Information Technology (IT) Department is responsible for management, coordination, and implementation of information technology to ensure timely and cost-effective delivery of services to the public. The department provides data and communication solutions to Foothill Transit's administrative staff, the Transit Stores, and the operations and maintenance contractors to achieve Foothill Transit's goals and objectives.



## FY2016-2017 ACCOMPLISHMENTS:

- Completed design and functions of the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL)
- Implemented RSA technologies for multi-factor authentication to better secure our CAD/AVL hardware and software system
- Replaced phone system for operating and maintenance facilities
- Replaced email server filter to improve security
- Implemented RSA technologies for multi-factor authentication to better secure our network infrastructure
- Installed an internal data monitoring appliance to protect against ransomware attacks

## FY2017-2018 INITIATIVES:

- Continue replacement of the CAD/AVL hardware and software system
- Replace the rear projector in the boardroom to a new display setup using micro tile display
- Accelerate VDI Graphics project to improve dispatchers and Transit Store displays for real
- Replace aging network infrastructure in main office building

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salaries, Wages and Benefits	\$ 525,136	\$ 403,700	\$ 403,700	\$ 392,400
5110	Fringe Benefits	-	153,900	153,900	153,900
5421	Copier	5,870	6,000	6,000	6,000
5430	Dues and Subscriptions	2,920	3,840	3,840	3,000
5550	Travel and Meeting	18,425	15,200	15,200	25,100
5720	Other Contracted Services	1,041,732	1,394,980	1,373,480	1,006,580
5850	Office/General Supplies	382	3,000	3,000	3,000
5950	Repair & Maint. Other Equip.	4,218	10,500	10,500	10,500
6130	Telephone/Data	549,070	272,120	398,120	794,550
		<b>\$ 2,147,753</b>	<b>\$ 2,263,240</b>	<b>\$ 2,367,740</b>	<b>\$ 2,395,030</b>

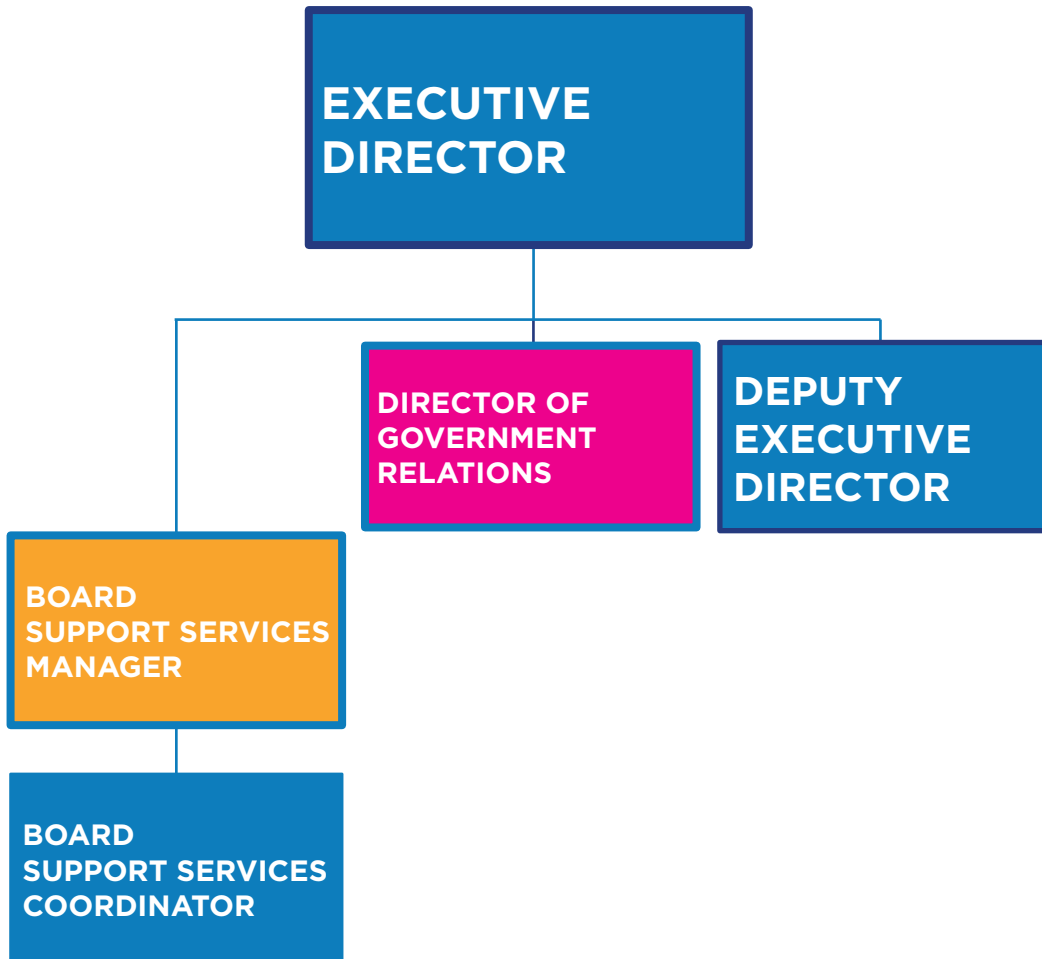
## Budget Notes:

- Account 5550 Travel and Meeting increased due to new VMware, RSA, and Laserfische conferences
- Account 5720 Other Contracted Services represents licenses and software contracts. The reduction represents transfers to other departments.
- Account 6130 Telephone/Data increased due to additional service cost for VOIP phone service for both contractors, and additional data needed for new CAD/AVL system



# Administration

The Administration Department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Executive Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs for Foothill Transit. The Administration Department also provides office support including the monitoring of office supplies and coordination of the organization's central filing system.



## **FY2016-2017 ACCOMPLISHMENTS:**

- Supported the Executive and Governing Boards
- Ensured effective Executive and Governing Board communications
- Oversaw progress toward completion of San Gabriel Valley Park & Ride projects
- Advocated for federal funding for Foothill Transit capital projects
- Managed the West Coast Multi-Agency Exchange (MAX) leadership development program
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, Southern California Regional Transit Training Consortium (SCRTTC), and Access Services
- Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)

## **FY2017-2018 INITIATIVES:**

- Support the Executive and Governing Boards
- Ensure progress toward completion of San Gabriel Valley Park & Ride projects
- Maintain effective Executive Board and Governing Board communications
- Maintain strong industry involvement with American Public Transportation Association, California Transit Association, and Access Services
- Maintain industry involvement in COMTO and WTS
- Ensure continued involvement in and pursue expansion of the West Coast Multi-Agency Exchange (MAX) leadership development program



# Administration

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salaries, Wages and Benefits	\$ 1,460,569	\$ 1,348,866	\$ 1,198,866	\$ 1,077,900
5110	Fringe Benefits	-	422,194	362,194	304,200
5230	Consulting	104,902	73,000	23,000	72,000
5250	Legal Fees	312,073	414,000	344,000	416,000
5265	Public Affairs	159,736	153,000	153,000	153,000
5412	Board Stipend	45,752	50,500	50,500	50,500
5430	Dues and Subscriptions	83,705	69,830	69,830	72,750
5441	Postage/Express Mail	11,776	14,000	14,000	14,800
5500	Mail Equipment Lease	3,571	3,600	3,600	4,000
5545	Training and Development	172,227	261,600	181,600	272,000
5550	Travel and Meeting	142,500	216,000	156,000	216,000
5600	Casualty & Liability Insurance	185,756	218,000	218,000	218,000
5720	Other Contracted Services	3,482	3,900	3,900	3,900
5850	Office/General Supplies	22,487	15,600	15,600	16,100
		<b>\$ 2,708,536</b>	<b>\$ 3,264,090</b>	<b>\$ 2,794,090</b>	<b>\$ 2,891,150</b>

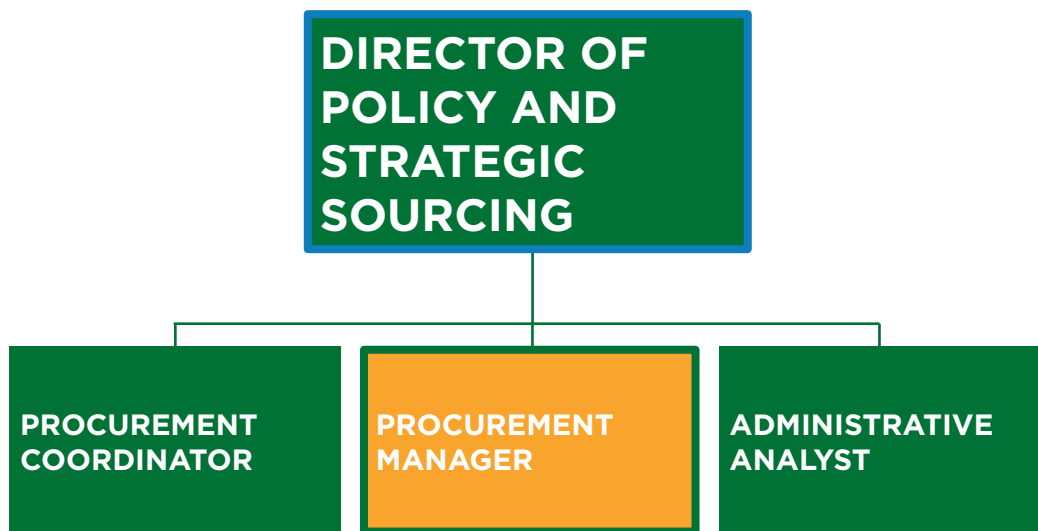
## Budget Notes:

- Account 5100 Salaries, Wages and Benefits decreased due to two positions being transferred to Finance and one to Policy and Strategic Sourcing
- Account 5545 Training and Development includes tuition reimbursement



# Policy and Strategic Sourcing

The Department of Policy and Strategic Sourcing is responsible for supporting Foothill Transit policy, legislative, regulatory, procurement, and contract administration activities. It supports the increased visibility of Foothill Transit in the national arena and builds strategic partnerships with academic, nonprofit, and policy organizations. It is also responsible for ensuring timely acquisition of goods and services to support Foothill Transit mission and supports Foothill Transit Disadvantaged Business Enterprise program.



## **FY2016-2017 ACCOMPLISHMENTS:**

- Supported Foothill Transit visibility through partnerships with national policy organizations and other stakeholders
- Coordinated agency responses to federal rulemakings, comments, and other significant actions
- Procured services to support capital activities occurring at Foothill Transit maintenance and operations facilities
- Managed necessary procurements for the Covina and West Covina Transit Centers
- Managed procurement for new operations contractor at Pomona Operating Facility



# Policy and Strategic Sourcing

## FY2017-2018 INITIATIVES:

- Support Foothill Transit national policy efforts and visibility
- Support Foothill Transit in the promotion of innovative concepts, methodologies, such as shared use mobility and other emerging technologies, including Mobility on Demand project with LA Metro and other Innovative Service Delivery Concepts
- Coordinate internal administrative policies, procedures and systems to improve organizational efficiency, including implementation of Transit Asset Management responsibilities
- Ensure successful and timely procurement of goods and services to support Foothill Transit mission
- Ensure Foothill Transit Procurement Manual remains consistent with federal and state procurement guidelines
- Manage procurement process for new electric and CNG buses

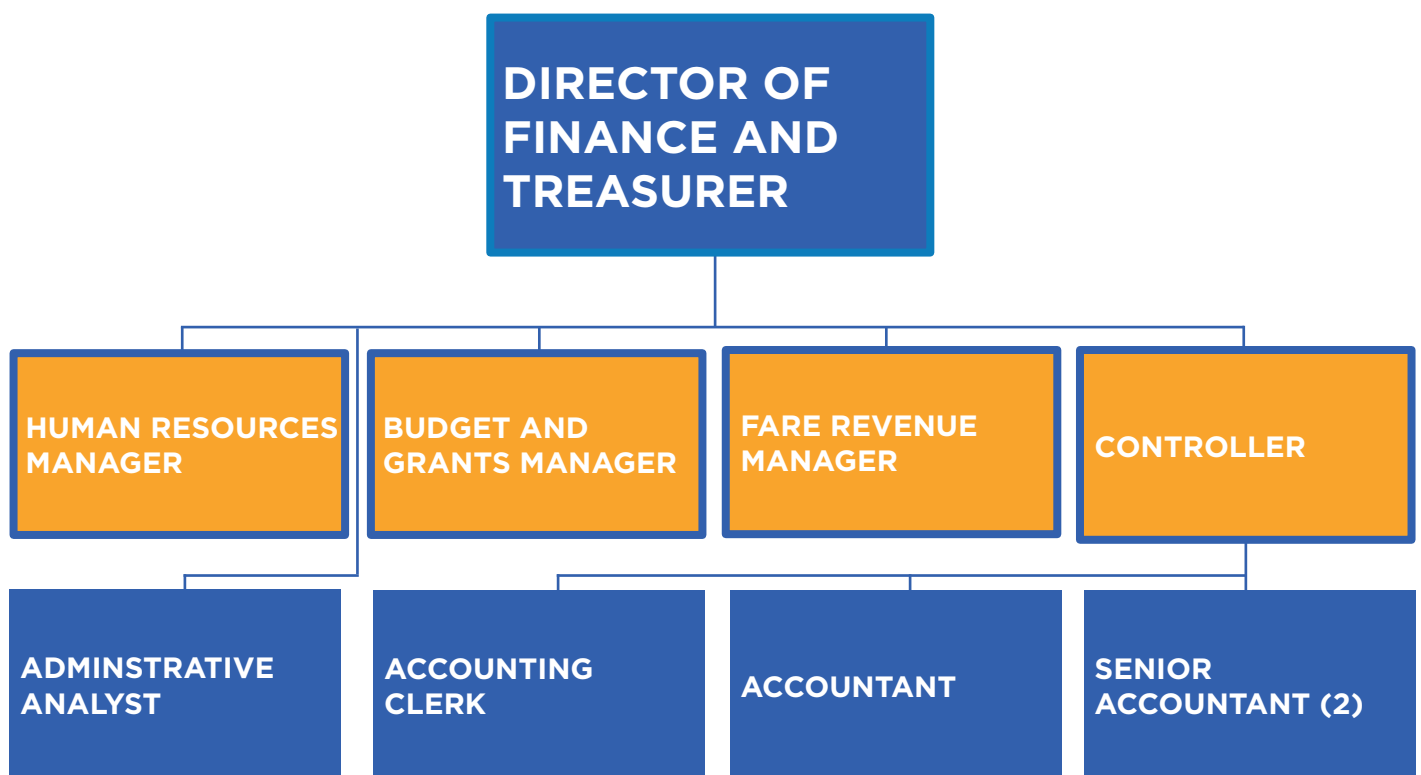
Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salary, Wages & Benefits	\$ 353,994	\$ 287,700	\$ 287,700	\$ 358,500
5110	Fringe Benefits	-	83,000	83,000	131,800
5230	Consulting	26,375	110,000	110,000	100,000
5250	Legal Fees	370,022	290,000	290,000	270,000
5260	Professional/Technical	6,100	12,000	12,000	12,000
5300	Advertising and Promotion	8,528	30,000	30,000	25,000
5430	Dues and Subscriptions	2,167	2,500	2,500	2,500
5550	Travel and Meeting	36,329	33,100	33,100	32,000
		<b>\$ 803,515</b>	<b>\$ 848,300</b>	<b>\$ 848,300</b>	<b>\$ 931,800</b>

## Budget Notes:

- Account 5100 Salary, Wages & Benefits increased due to additional position transferred from Administration Department
- Account 5300 Advertising and Promotion decreased due to increased use of electronic procurement system

# Finance

The Finance Department provides timely, accurate, clear, and complete financial information to support the Foothill Transit mission. This includes a multitude of support services in the major functions of Accounting, Budget and Grants management, Human Resources, Fare Policy and Collection, Class Pass Programs, Benefits Administration, Retirement Program management, and Investment activities. The Finance Department provides support to all departments within the organization while adhering to Board policies and generally accepted accounting principles.





# Finance

## **FY2016-2017 ACCOMPLISHMENTS:**

- Updated ten-year financial forecast
- Successfully completed the Federal Transit Administration Triennial Review
- Completed financial audits resulting in no material findings
- Conducted a five-year capital improvement program call-for-projects
- Prepared annual operating and capital budgets; included annual cash flow for capital projects
- Continued fare restructuring study to improve ridership and fare revenues
- Implemented the Class Pass “pilot program” with Citrus Community College
- Successfully won over \$21 million in competitive capital grants
- Received National Government Finance Officers Association award for excellence in financial reporting
- Implemented employee wellness program, including lunchtime Yoga for all employees

## **FY2017-2018 INITIATIVES:**

- Complete and implement the fare restructuring program
- Complete development and implementation of electronic timesheet program payroll enhancement
- Implement Class Pass program at Citrus Community College
- Implement upgrade to finance software
- Implement accounting process for Transit Asset Management Plan
- Investigate mobile ticketing applications for potential pilot program
- Update ten-year financial forecast

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salaries, Wages and Benefits	\$ 941,023	\$ 758,400	\$758,400	\$ 966,600
5110	Fringe Benefits	-	269,200	269,200	389,600
5210	Audit Fees	53,110	45,000	45,000	45,000
5230	Consulting	1,341	35,900	35,900	107,000
5430	Dues and Subscriptions	3,055	3,300	3,300	3,940
5550	Travel and Meeting	33,316	51,200	51,200	70,500
5720	Other Contracted Services	12,578	18,500	18,500	127,850
5741	Fare Collection Equip./Maint.	2,356	13,550	13,550	13,550
5850	Office/General Supplies	46	1,200	800	1,200
6210	Pass Sales Commission	20,933	20,000	20,000	30,000
6260	Fare Media	23,140	20,000	20,000	24,000
		<b>\$ 1,090,898</b>	<b>\$ 1,236,250</b>	<b>\$ 1,235,850</b>	<b>\$ 1,779,240</b>

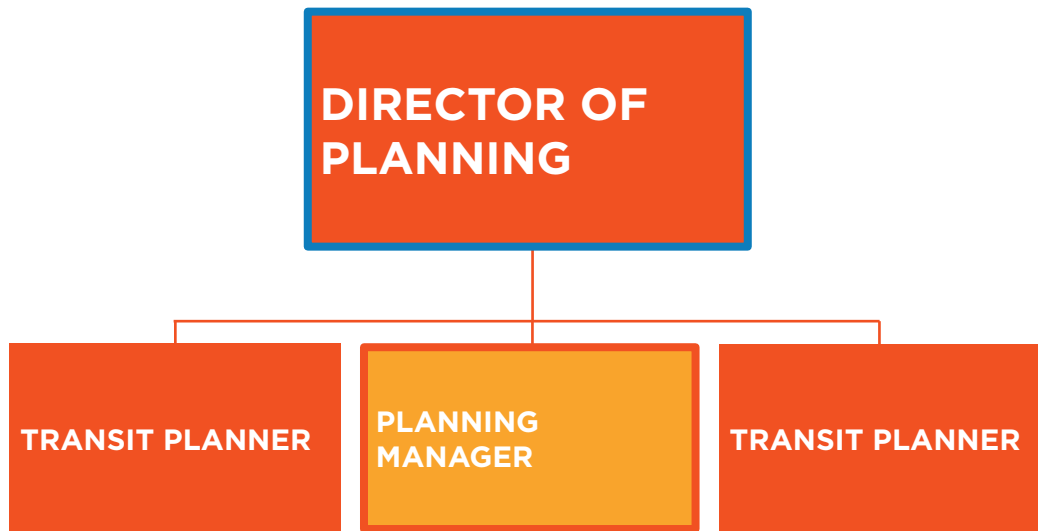
### Budget Notes:

- Account 5100 Salary and Wages increased due to the transfer of two positions from Administration Department
- Account 5230 Consulting increased due to professional assistance for development of mobile ticketing pilot project and human resource improvements
- Account 5720 Other Contracted Services increased due to retirement and payroll fees
- Account 5550 Travel and Meeting increased due to training for new positions
- Account 6210 Pass Sales Commission increased due to new vendors being added to encourage transition to TAP cards
- Account 6260 Fare Media Title VI analysis may require additional TAP cards to be distributed as mitigation for fare change



# Planning

The Planning Department is responsible for route planning, coordination with member cities and neighboring transit systems in the design and construction of transit-related projects. The department works closely with cities to ensure that bus stop locations are safe and ADA compliant. The department also projects service levels and budgets and monitors actual costs related to Foothill Transit's two operating contracts.



## **FY2016-2017 ACCOMPLISHMENTS:**

- Completed the public outreach process of the Comprehensive Operational Analysis (COA) and made final recommendations of service enhancements to the Governing Board for approval
- Coordinated special LA County Fair service including a line from the Azusa Intermodal Transit Center to the Pomona Fairplex
- Improved schedule adherence by making necessary adjustments to route run times
- Integrated Lines 190, 194, and 270 into Foothill Transit's service profile

## FY2017-2018 INITIATIVES

- Analyze and adjust routes and schedules impacted by the Gold Line extension
- Upgrade the Giro Hastus scheduling system software
- Research innovative delivery of service such as the forming collaborative partnerships with transportation network companies (TNCs) such as Uber, Lyft, and taxis
- Research and implement a pilot express line from the newly constructed Covina Park & Ride
- Develop foundation for a frequent network of service by establishing select corridors throughout the service area
- Submit Foothill Transit's 2017 Title VI Program Update to the Federal Transit Administration
- Complete inventory of Foothill Transit's existing bus stops including the amenities provided at the location
- Complete installation of the bus signal priority equipment at designated intersections to help improve on time performance on Line 187

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salaries, Wages and Benefits	\$ 501,013	\$ 413,200	\$ 413,200	\$ 409,000
5110	Fringe Benefits	-	110,800	110,800	122,500
5230	Consulting	27,274	60,000	60,000	40,000
5260	Professional/Technical	127,676	130,000	130,000	110,000
5430	Dues and Subscriptions	1,230	3,450	3,450	5,250
5530	System Map	-	50,000	-	20,000
5550	Travel and Meeting	13,533	16,000	16,000	20,000
5720	Other Contracted Services	120,635	12,000	12,000	391,000
5850	Office/General Supplies	18,042	30,000	10,000	30,000
6200	Bus Book Printing	78,227	150,000	120,000	150,000
		<b>\$ 887,630</b>	<b>\$ 975,450</b>	<b>\$ 875,450</b>	<b>\$ 1,297,750</b>

### Budget Notes:

- Account 5230 Consulting decreased due to elimination of GIS Analysis
- Account 5260 Professional/Technical decreased due to elimination of T-Best Modeling
- Account 5430 Dues and Subscriptions increased for rotary dues and AICP
- Account 5530 System Map decreased due to the majority of the system map work being done in-house
- Account 5550 Travel and Meeting increased due to the APTA Planning Workshop, TRB, and APTA Annual
- Account 5720 Other Contracted Services increased due to planning specific software costs transferred from IT Department



# Facilities

The Facilities Department is responsible for all of Foothill Transit’s physical assets, including grounds, administrative offices, operations and maintenance facilities and parking structures. The department implements a comprehensive and strategic approach to developing, enhancing, and sustaining Foothill Transit’s physical assets. In addition, the department plays a supporting role in the agency’s bus operations through the installation and upkeep of Foothill Transit’s bus stop signage program.



## FY2016-2017 ACCOMPLISHMENTS:

- Completed the Arcadia Operations and Maintenance Facility interior and exterior improvements, including furniture replacement in various areas
- Completed the fare collection canopy at the Arcadia Operations and Maintenance Facility
- Completed Phase 1 environmental review and preliminary architectural and engineering design for the Covina Transit Center and Park & Ride
- Completed the Environmental and Sustainability Management System (ESMS) Program recertification at the Arcadia and Pomona Operations and Maintenance Facility
- Completed painting of stairwells at Administrative Building
- Completed fire alarm extension to fuel island at Pomona Operations and Maintenance Facility
- Resealed and restriped employee parking lot and completed ADA upgrades at Arcadia Operations and Maintenance facility
- Modified bus bay at Pomona Transit Center to accommodate new extended range electric buses



## FY2017-2018 INITIATIVES

- Begin detail design and construction for the Covina Park & Ride and Transit Center
- Begin Phase 1 environmental review and preliminary design for the Mt. SAC Transit Center
- Complete the West Covina Bus Shelter replacement project on Vincent Avenue
- Begin concept designs for the West Covina Transit Center
- Complete installation of nine electric vehicle charging stations at the Administrative Office Building
- Complete the Overflow Employee Parking Lot Project at the Arcadia Operations and Maintenance Facility
- Begin modifications for employee wellness outdoor park at the Administrative Office Building
- Complete the installation of two natural gas compressors at the Arcadia Operations and Maintenance Facility
- Complete exterior and interior painting at the Pomona Operations and Maintenance Facility
- Complete roof replacement and HVAC upgrade at Arcadia Operations and Maintenance Facility
- Complete the rehabilitation of the in-ground lifts at the Pomona and Arcadia Maintenance Facilities
- Begin concept design for remodel of the Pomona Transit Store
- Develop a Facilities Transit Asset Management Plan for Arcadia and Pomona Operations and Maintenance Facilities



# Facilities

Acct. Number	Account Name	FY2015-2016 Actual	FY2016-2017 Budget	FY2016-2017 Estimate	FY2017-2018 Budget
5100	Salary, Wages & Benefits	\$ 436,804	\$ 347,400	\$ 347,400	\$ 353,300
5110	Fringe Benefits	-	126,000	126,000	136,900
5151	Contracted Services-Facility	378,542	433,420	433,420	467,060
5260	Professional/Technical	-	2,000	2,000	2,000
5420	Contract Maintenance	50,591	68,640	68,640	71,480
5430	Dues & Subscriptions	8,827	15,960	15,960	16,000
5471	Janitorial	34,552	42,240	42,240	46,050
5550	Travel & Meeting	6,780	18,600	18,600	19,500
5720	Other Contracted Services	92,506	166,580	166,580	178,980
5850	Office/General Supplies	678	1,050	1,050	1,050
5910	Tools and Materials	19,000	20,000	20,000	24,000
5950	Repair & Maint. Other Equip.	20,037	33,600	33,600	38,600
5991	Safety & Security	8,823	24,690	24,690	24,690
6100	Utilities	214,320	274,460	274,460	281,710
		<b>\$ 1,271,460</b>	<b>\$ 1,574,640</b>	<b>\$ 1,574,640</b>	<b>\$ 1,661,320</b>

## Budget Notes:

- Account 5151 Contracted Service - Facility increased due to the contracted services with Transdev increasing approximately four percent
- Account 5471 Janitorial increased due to the contracted services increasing by nine percent

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# Foothill Transit

100 S. Vincent Ave., Suite 200  
West Covina CA, 91790

**[foothilltransit.org](http://foothilltransit.org)**

**MEMBER CITIES** Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Pasadena, Pomona, San Dimas, South El Monte, Temple City, Walnut, West Covina and Los Angeles County **A PUBLIC AGENCY**



May 2, 2017

To: Executive Board

Subject: **Fiscal Year 2016/2017 Third Quarter Performance Indicators Report**

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### **Recommendation**

Receive and file the FY 2016/2017 Third Quarter Performance Indicators Report.

### **Analysis**

This report provides an analysis of Foothill Transit's performance indicators for the third quarter of FY 2016/2017. 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 the third quarter of FY 2016/2017, Foothill Transit achieved three out of nine key performance indicator goals. The performance indicator targets met for the quarter are: schedule adherence, miles between service interruptions, average hold time, and average cost per vehicle service hour.

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

- **Boardings** - Total number of boardings recorded by the farebox in the third quarter was 3.27 million - a three percent decrease from the same quarter last year.
- **Fare Revenue** - Total fare revenue for the quarter was \$3.81 million. The average fare was \$1.17 per boarding.
- **Operating Expenses** - Operating expenses incurred in the quarter totaled to \$21.2 million, resulting in an average cost per service hour of \$98.26.
- **Accidents** - The system averaged 0.80 preventable accidents per 100,000 miles.
- **Customer Complaints** - Foothill Transit received 20.3 complaints per 100,000 boardings in the third quarter. This is four percent lower than the third quarter of the previous fiscal year.



- **Schedule Adherence** - In the third quarter, Foothill Transit recorded 80 percent on-time performance. This is a three percent decrease from the third quarter of last year.

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

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

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

### **Overall System Performance**

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

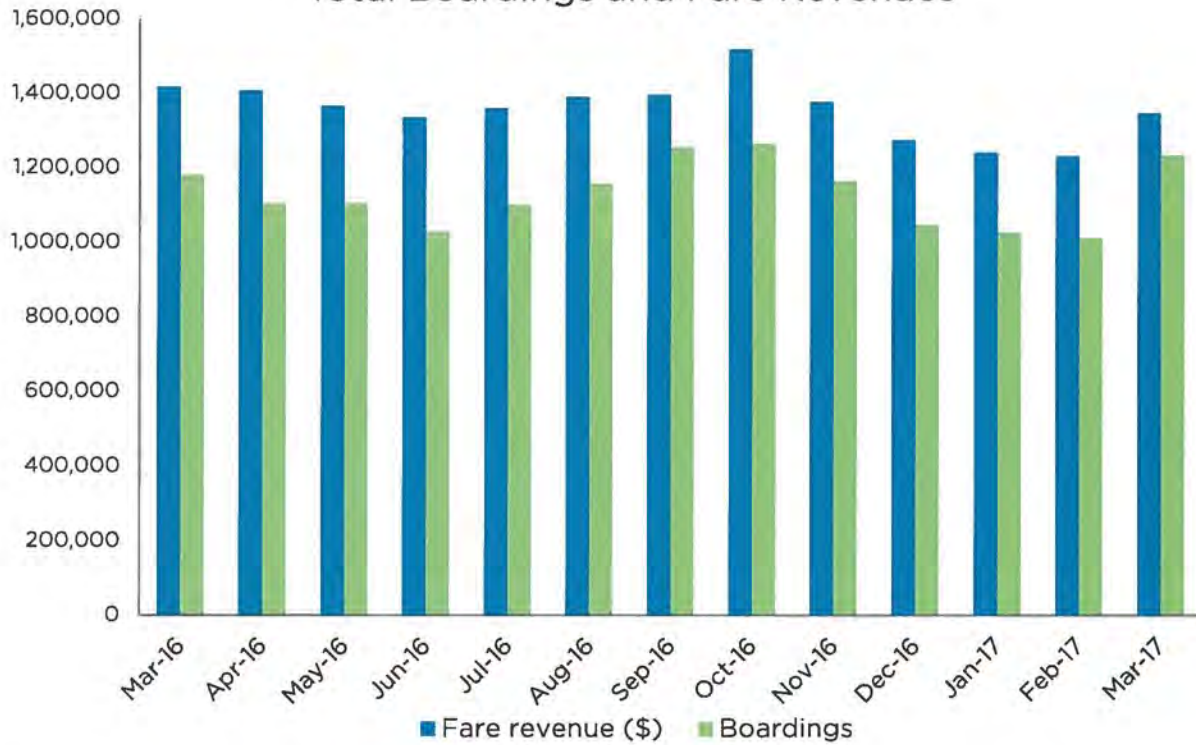
### **Total Boardings and Total Fare Revenues**

In the third quarter of FY 2016/2017, there were 3.27 million boardings on Foothill Transit's service. Compared to the 3.36 million boardings during the same period last year, this is a three percent decrease. However, in March, there was a four percent increase in year-to-year ridership, which is the highest recorded ridership increase so far this fiscal year. Nationally and regionally, bus transit ridership has been on the decline, with the decrease in ridership attributed to continued economic recovery and an increase in car sales in the region. Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region.

Total fare revenue recorded in the quarter was \$3.81 million, a nine percent decline from the same period last year. The decline in fare revenue can be attributed to an increase in the proportion of ADA free fare boardings, as well as the acceptance of Metro fare media on Lines 190, 194 and 270 for the first year of operation of those three lines.



Total Boardings and Fare Revenues



**Vehicle Service Hours and Operating Expenditure**

In the third quarter, Foothill Transit operated 215,459 service hours which represents an eight percent increase compared to the same period the previous fiscal year. This is primarily the result of the addition of Lines 190, 194, and 270, added running time in response to the ongoing roadway construction, and increased service on lines connecting to the Gold Line Foothill Extension which opened in January of last year.

During the third quarter of the fiscal year, Foothill Transit incurred \$21.2 million in operating expenses, which is 10 percent higher than the same period the previous year. Variance between years is related to increased service provided, as well as increased costs associated with the Arcadia operations and maintenance contract, which went into effect in June of last year. The increase in service is due to the addition of the aforementioned routes.



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

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

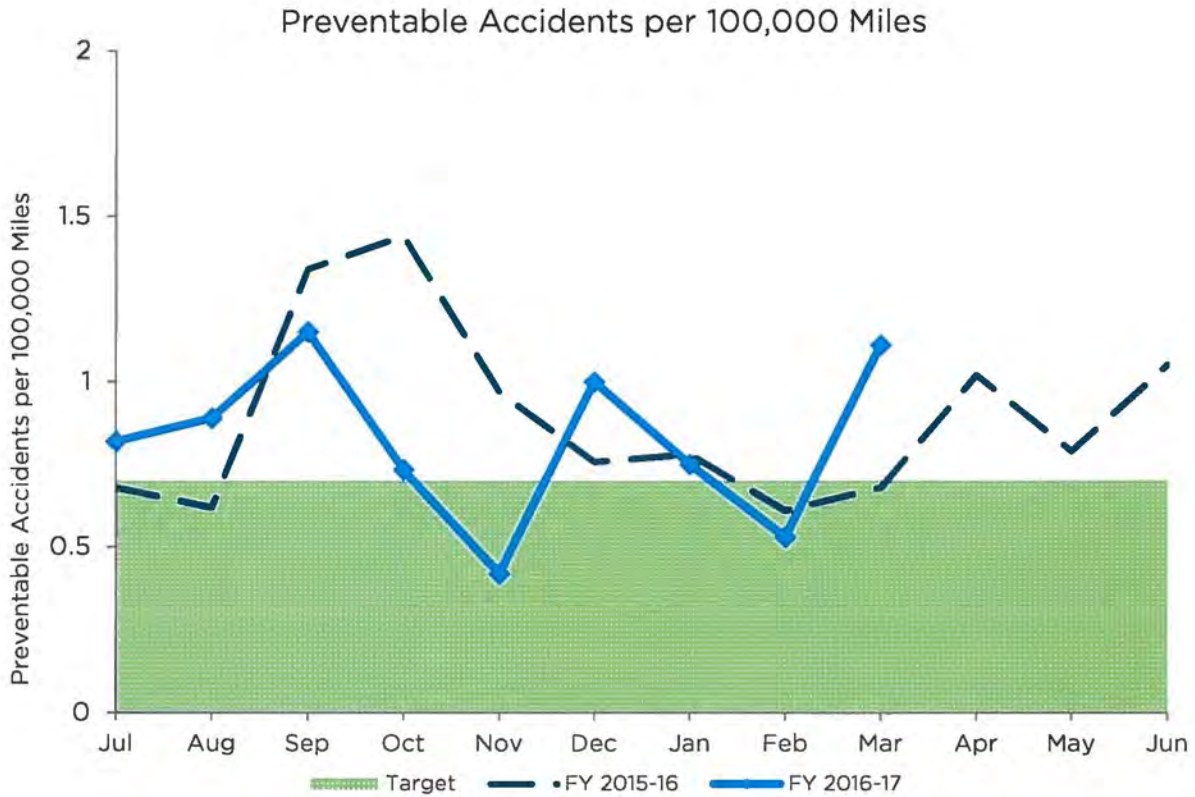
***Preventable Accidents per 100,000 Miles***

In the third quarter of FY 2016-2017, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with an average of 0.80. This is a 16 percent increase compared to the same period the previous year. The majority of the preventable accidents during the third quarter were vehicles making contact with fixed objects, with approximately one half of all preventable accidents involving collisions with fixed objects. One contributor to this variance is that lanes have narrowed in certain parts of the agency's service area to accommodate road repairs. As a result, coach operators are driving in traffic lanes that are narrower than before, having to merge more frequently, and driving along unfamiliar detour routes. As lanes narrow, there is a tendency for coaches to drive closer to the right if there is a vehicle to the left, which is likely contributing to some of the side swipe and mirror collisions that constitute fixed object collisions.

Foothill Transit's operations team continues to work closely with the contractors at the operations and maintenance facilities to improve safety performance, and both contractors are redoubling their efforts to continue to focus on safety on the very congested roadways. Throughout the quarter, particular emphasis was placed on reducing fixed object collisions, increasing pedestrian awareness, and identifying blind spots. Furthermore, staff have been utilizing additional analytic tools in helping to identify trends and trouble areas with the goal of further reducing preventable accidents.

Throughout the third quarter, contractor staff engaged with coach operators in various trainings with the goal of addressing ongoing safety trends. For example, the Transdev team in Arcadia held a President's Day classroom and behind-the-wheel training that emphasized safe driving habits, including avoiding fixed object collisions. Additionally, the First Transit team in Pomona held an offsite training geared towards turning maneuvers. This training will assist drivers in better assessing clearance and thus reducing collisions. Staff continues to monitor trends and identify areas for improvement that are also addressed in the contractors' monthly safety meetings.





**Goal 2: Provide Outstanding Customer Service**

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

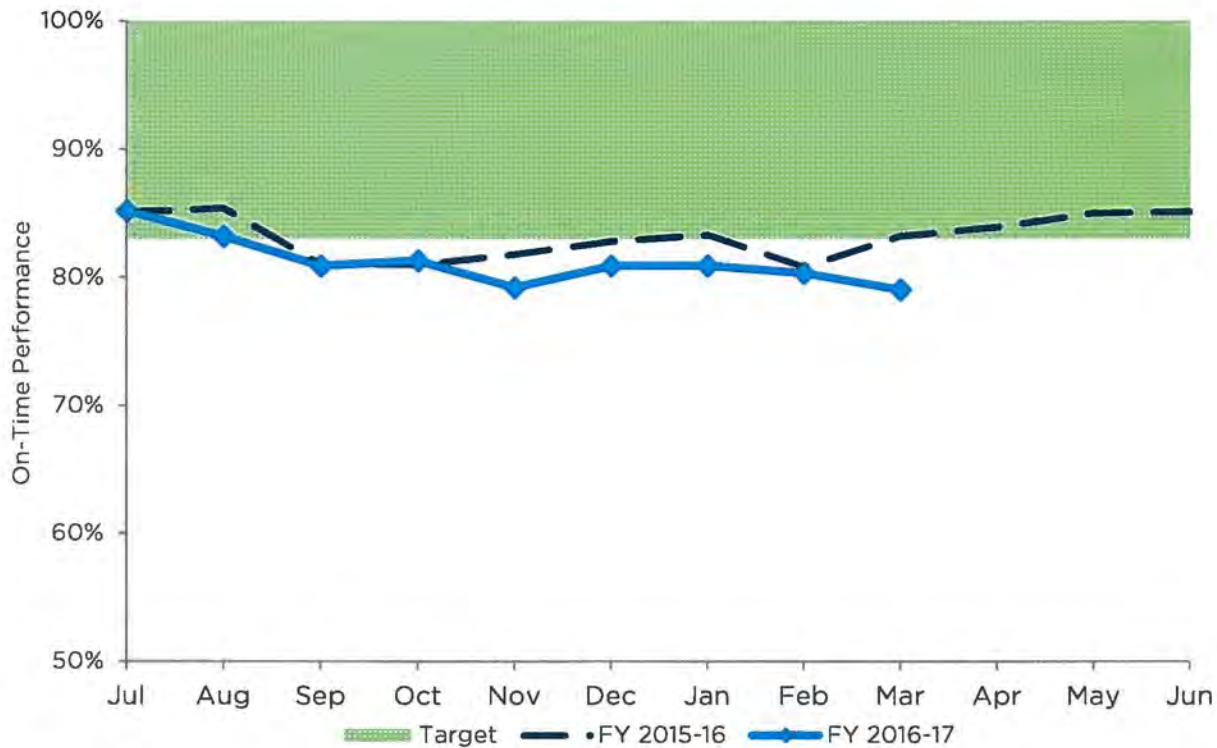


**Schedule Adherence**

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. In the third quarter, Foothill Transit achieved 80 percent OTP for the entire system, which amounts to a three percent decrease over last year. This variance is due to myriad construction projects throughout the service area, resulting in detours and major service delays.

OTP for Local routes for the third quarter averaged 81.1 percent, limited Stop routes averaged 73.1 percent, while Commuter Express routes averaged 77.2 percent. Quality assurance staff monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance to the schedule. Staff have worked closely with the contractors to identify areas for improvement, which are discussed in person at monthly schedule adherence meetings.

Schedule Adherence



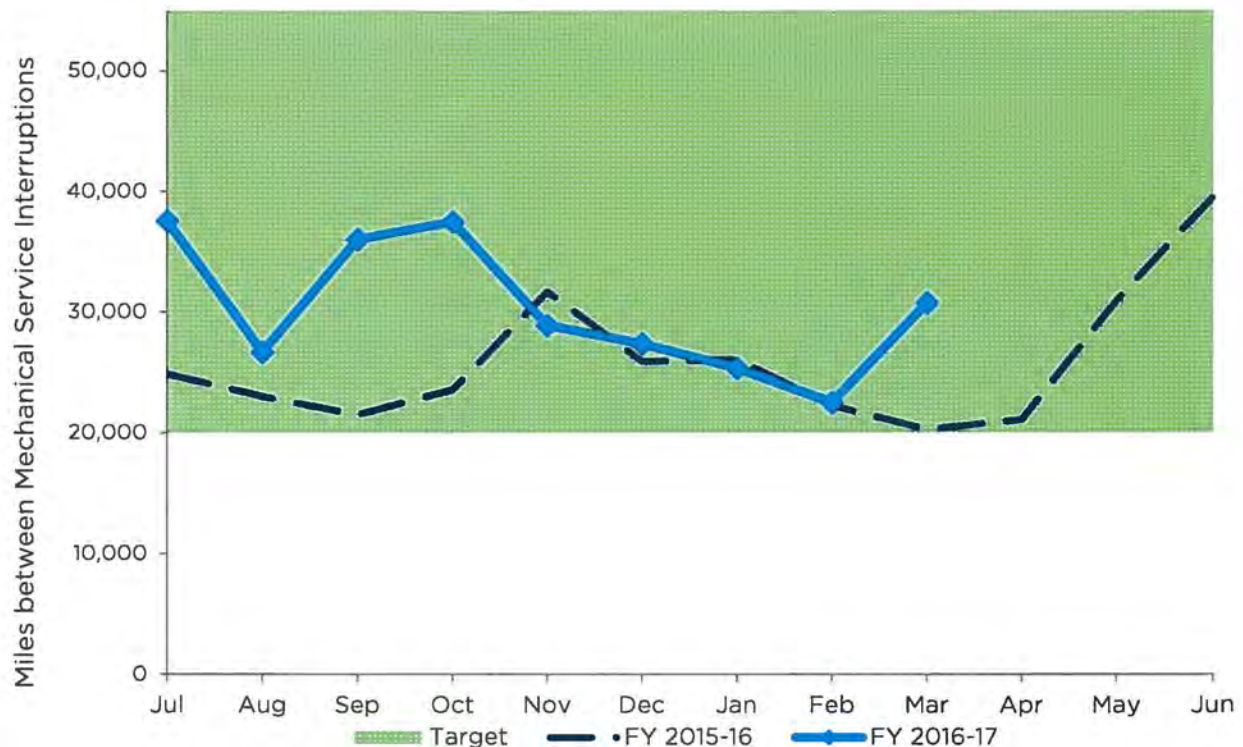


**Average Miles between Service Interruptions**

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 the third quarter, Foothill Transit averaged 26,206 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the performance represents a 15 percent improvement over last year.

As older bus models have been retired and newer buses added, the overall age of the fleet has decreased, resulting in an increase in mechanical reliability. Furthermore, there has been a campaign to repower the engines in the 1700 and 1800-series coaches that were procured in FY 2009 and 2010. These coaches have undergone a heavy maintenance campaign that included a refurbishing of the interior space, technology updates, a repainting with Foothill Transit's new livery, and an engine rebuild, thus further increasing reliability and decreasing mechanical breakdowns that would result in customer delays. Careful monitoring of roadcalls by Foothill Transit staff has helped to identify trends in types of mechanical failures and these are being used to advise targeted bus maintenance efforts.

Average Miles between Service Interruptions



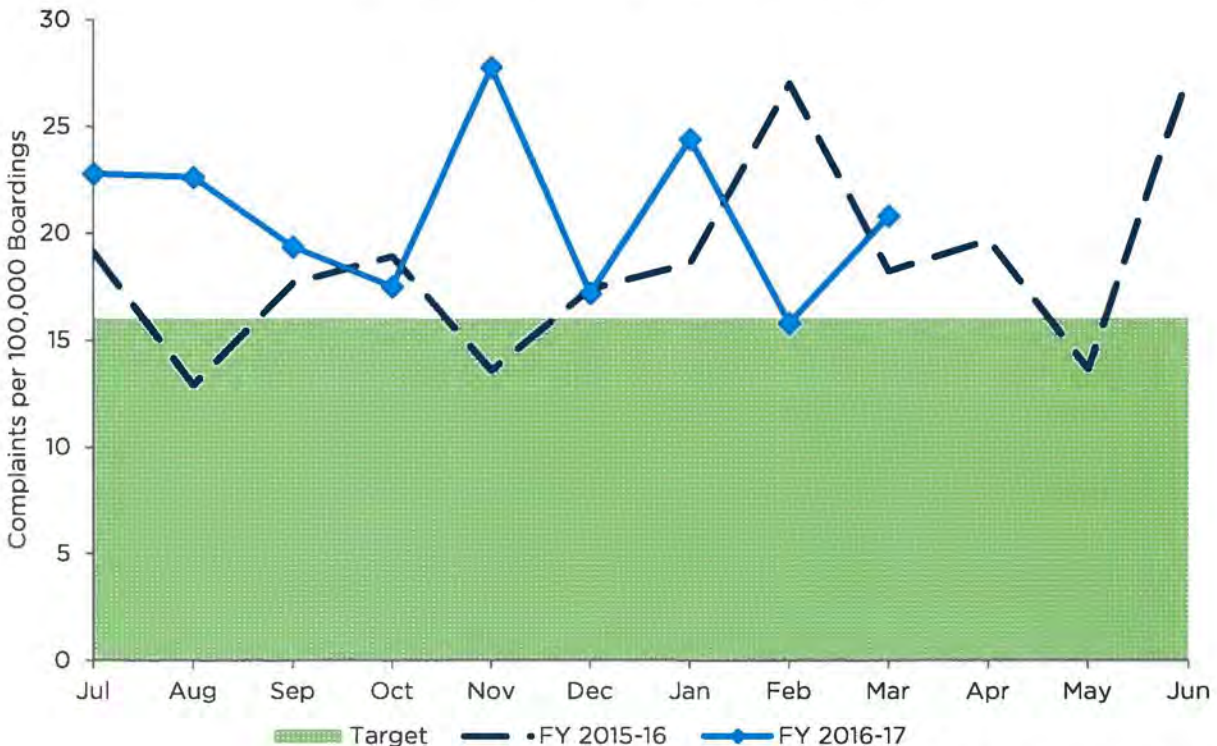


**Complaints per 100,000 Boardings**

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator. In the third quarter, Foothill Transit received 20.3 complaints per 100,000 boardings. This doesn't achieve the performance target of 16.00 or fewer complaints per 100,000 boardings and is four percent lower compared to the same period during the previous year. Complaints per 100,000 boardings decreased to 15.8 in February, but then rose again in March.

Of the complaints received this quarter, 50 percent were related to schedule adherence, 16.5 percent were related to mechanical issues, and 15.6 percent were related to courtesy. In the third quarter, operations contractor staff have implemented various trainings focusing on customer service, including courtesy, word choice, and body language, in an effort to address ongoing issues and to assist operators in honing skills that can be utilized in customer interactions. In the third quarter, the Arcadia facility received 45 compliments and the Pomona facility received 37 compliments.

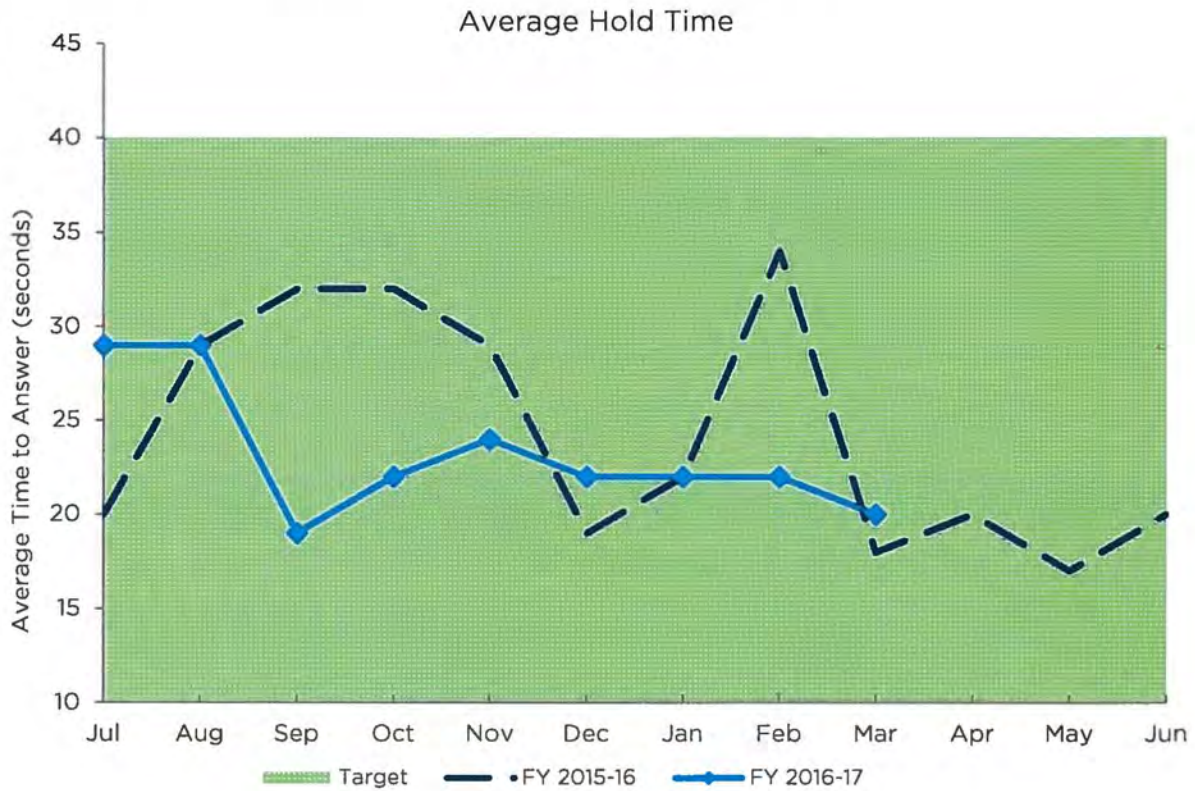
Complaints per 100,000 Boardings





**Average Hold Time**

Phone systems at Foothill Transit's four Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 21 seconds during the third quarter is well below the performance target of less than 40 seconds and is a 15 percent improvement compared to the same period during the previous year.



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

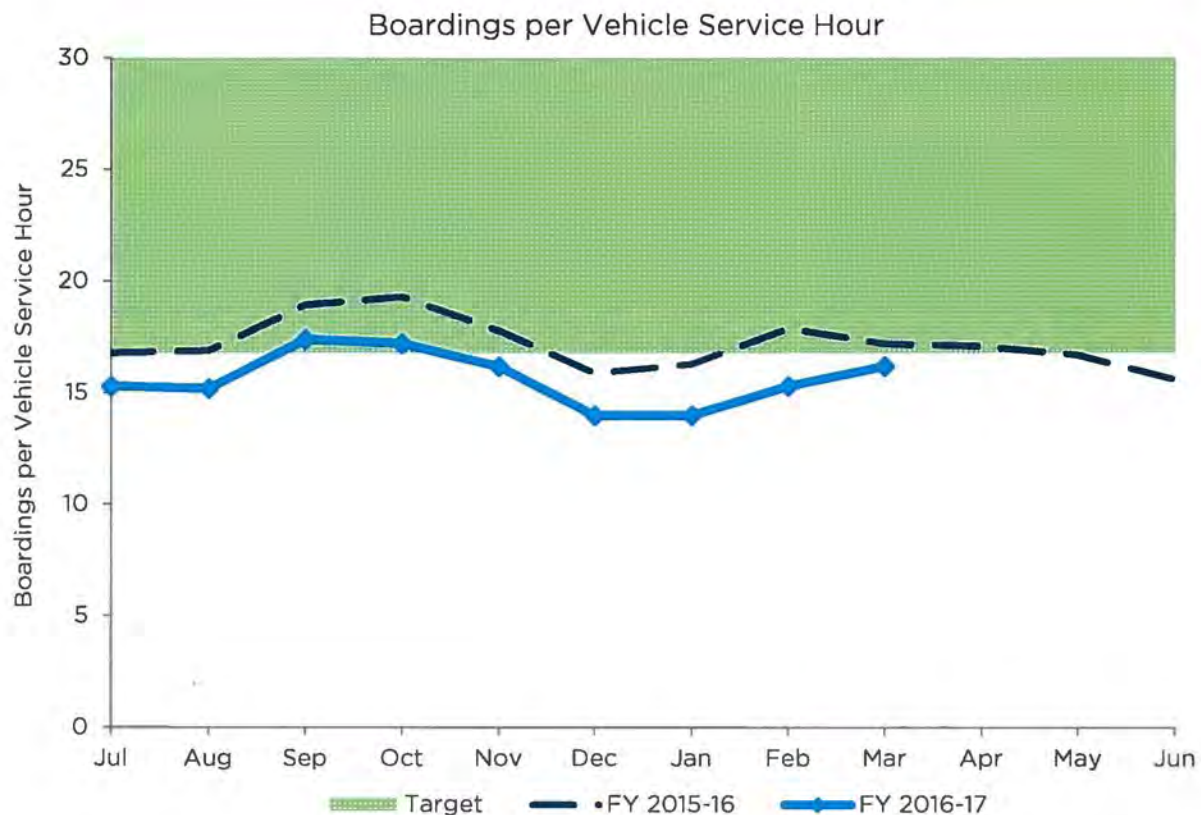
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.



**Boardings per Vehicle Service Hour**

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. There were 15.2 boardings per vehicle service hour in the third quarter. This does not meet the performance target of 16.8 or more boardings per service hour and is a 10 percent decline compared to the same period the previous year. The operation of eight percent more service hours coupled with flat ridership explains this variance in performance.

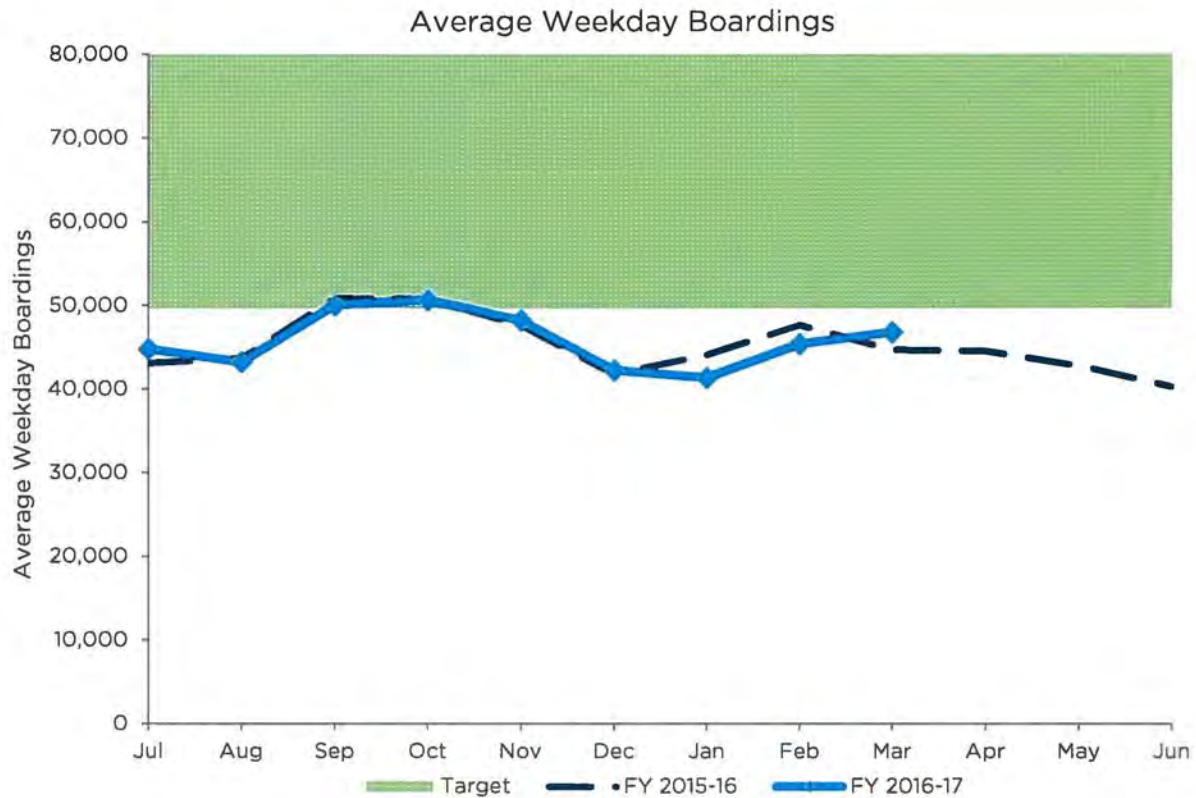
In the third quarter, Foothill Transit staff worked on various projects to increase boardings per vehicle service hour. Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Furthermore, improved data analysis allows a better understanding of travel demand in the service area. Foothill Transit is using the information to target strategic service changes in order to balance ridership with overall service.





**Average Weekday Boardings**

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The fiscal year 2016-2017 performance target for average weekday boardings is to achieve at least 49,638 average weekday boardings. In the third quarter, there were 44,508 average weekday boardings. This is a four percent increase from the same period the previous year, but still short of the performance target. The overall trends in average weekday boardings closely matches the overall trends in total boardings. In March, average weekday boardings increased by five percent when compared to the same month last fiscal year, indicating an improvement in this metric.





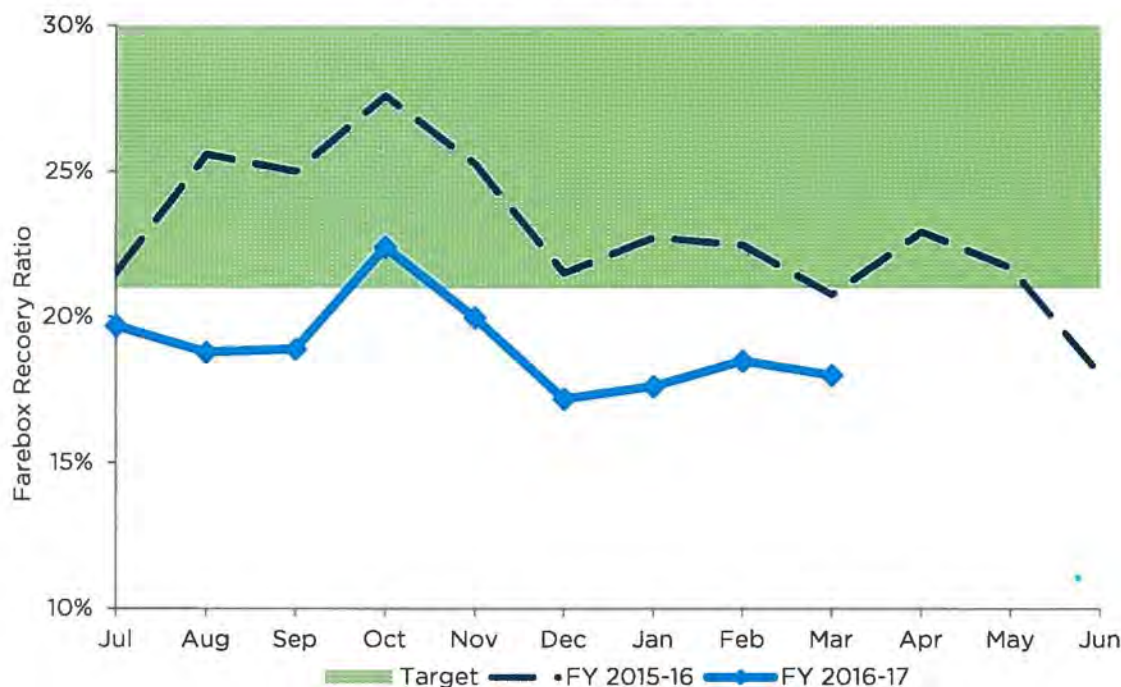
**Goal 4: Operate an Efficient Transit System**

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 21 percent has been established for the fiscal year. The Transportation Development Act (TDA) stipulates that a minimum ratio of 20 percent of a transit agency's cost of providing service must be met using local funds in order for the transit agency to receive the state sales tax available for public transit purposes. To date, Foothill Transit has met that threshold through its farebox revenues. Foothill Transit's farebox recovery ratio for the third quarter was 18 percent, which is 18 percent lower than the previous fiscal year. The lower farebox recovery ratio as compared to the budget is a result of lower fare revenues than projected due to the acceptance of Metro fare media on Lines 190, 194 and 270, as well as an increase in ADA free fare boardings and an increase in operating expenses incurred this quarter. Although the agency is currently operating with a farebox recovery ratio of less than 20 percent, other local funding is being used to fill this gap, thereby meeting the 20 percent minimum threshold required for TDA funding.

Farebox Recovery Ratio



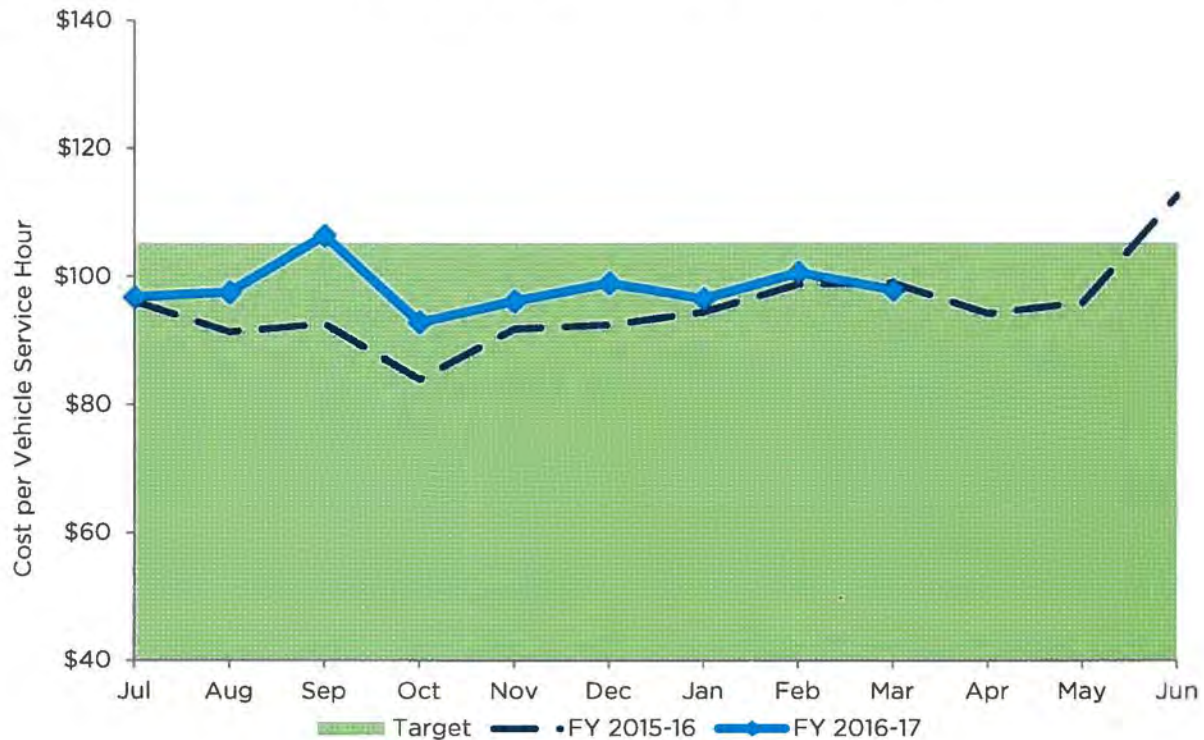




**Average Cost per Vehicle Service Hour**

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for the third quarter was \$98.26, which meets the fiscal year target of less than \$105.17, and is two percent higher than the previous fiscal year. This increase is due to the increase in operating expenses associated with higher costs of the newly procured operation and maintenance contract in Arcadia.

Average Cost per Vehicle Service Hour



Sincerely,

Mike Tobin  
Operations Analyst

Doran J. Barnes  
Executive Director

Attachments

**Foothill Transit  
Key Performance Indicators  
Fiscal Year 2016-17 Quarter Three**

Goal	Performance Indicator	Q3 FY16-17	Met Target?	Q3 FY15-16	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	Met Target?	FY 2015-2016 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	3,265,856	-	3,356,725	(3%)	10,257,403	-	10,347,473	(1%)	
	Vehicle Service Hours	215,459	-	199,340	8%	655,237	-	594,989	10%	
	Total Fare Revenue	\$3,809,925	-	\$4,203,849	(9%)	\$12,116,618	-	\$13,039,505	(7%)	
	Total Operating Expense	\$21,169,952	-	\$19,251,818	10%	\$64,088,182	-	\$55,532,177	15%	
Safety	Preventable Accidents per 100,000 Miles	0.80	No	0.69	16%	0.80	No	0.88	(10%)	≤ 0.70
Customer Service	Schedule Adherence	80.1%	No	82.8%	(3%)	81.2%	No	82.7%	(2%)	≥ 83%
	Miles Between Mechanical Service Interruptions	26,206	Yes	22,880	15%	30,292	Yes	23,804	27%	≥ 20,000
	Complaints per 100,000 Boardings	20.3	No	21.2	(4%)	20.9	No	18.21	15%	≤ 16.00
	Average Hold Time (Seconds)	21	Yes	25	(15%)	23	Yes	27	(15%)	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	15.2	No	16.8	(10%)	15.7	No	17.4	(10%)	≥ 16.8
	Average Weekday Boardings	44,508	No	46,150	(4%)	46,104	No	46,010	0%	≥ 49,638
Efficiency	Farebox Recovery Ratio	18.0%	No	21.84%	(18%)	18.9%	No	23.6%	(20%)	≥ 21.0%
	Average Cost per Vehicle Service Hour	\$98.26	Yes	\$96.58	2%	\$97.81	Yes	\$93.34	5%	≤ \$105.17

Red = did not meet target

**Foothill Transit  
Operations Report  
Fiscal Year 2016-17 Quarter Three**

Goal	Performance Indicator	Quarter 3 FY16-17	Quarter 3 FY15-16	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.17	\$1.25	(6.7%)	\$1.18	\$1.26	(6.2%)
	Average cost per boarding	\$6.48	\$5.74	12.9%	\$6.25	\$5.37	16.4%
	Average subsidy per boarding	\$5.32	\$4.48	18.7%	\$5.07	\$4.12	23.0%
	Total vehicle miles	4,336,249	3,891,170	11.4%	13,301,169	11,639,981	14.3%
	Vehicle service miles	3,077,321	2,875,886	7.0%	9,415,317	8,647,690	8.9%
	Total vehicle hours	286,311	260,610	9.9%	869,090	783,893	10.9%
	In-service speed (mph)	14.3	14.6	(2.2%)	14.37	14.5	(0.9%)
	Boardings per vehicle service mile	1.06	1.17	(9.3%)	1.09	\$1.20	(9.2%)



May 2, 2017

To: Executive Board

Subject: **Citrus College Park & Ride Update**

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**Recommendation**

Receive and file the Citrus College Park & Ride Update.

**Analysis**

On April 18, 2017, Foothill Transit received an email from a Line 498 customer detailing a conversation with a Citrus College security employee. The employee stated that the parking spaces were for College students and employees only and not for public transit customers.

Foothill Transit has been operating a park & ride at Citrus College for a number of years through an agreement between Citrus College and Caltrans, who operated the lot. We contacted the College and were advised on April 26 that the agreement had lapsed in 2013 and that the College has no interest in renewing that agreement.

Two possible temporary park & ride solutions are currently being investigating for Line 498 customers – a section of spaces at the future site of the Covina Transit Center (CTC) at the corner of Citrus and Covina Blvd., and rerouting Line 498 to serve the Azusa Intermodal Transit Center (AITC). The CTC site is the preferred option of the two in terms of location and scheduling, but that location will require permission from the owners/developers and the City of Covina as they will soon begin construction of the new CTC and adjacent residential buildings. AITC already has reserved spaces for Foothill Transit customers, but poses some rerouting and scheduling challenges.

In the interim, Foothill Transit staff is working with Citrus College to delay enforcement of the new parking limitations on the campus lot so that an alternative parking solution can be put in place for customers.

Sincerely,

Joseph Raquel  
Director of Planning

Doran J. Barnes  
Executive Director