



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, May 25, 2018



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, MAY 25, 2018
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS BOYER, CALAYCAY, HERRERA, PEDROZA, STERNQUIST
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF APRIL 13, 2018
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
 - 7.2. GoMonrovia Mobility Program
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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

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



8:00 AM, May 25, 2018
2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
Page 2

CONSENT CALENDAR: Items 9 through 18 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 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary report year-to-date through March 31, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2018, for the fiscal year ending June 30, 2018.

10. APRIL 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2018, for the fiscal year ending June 30, 2018.

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

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

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

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

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

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

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

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

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

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

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

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

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



8:00 AM, May 25, 2018

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

Page 3

11. MAY 2018 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the May 2018 Legislative Summary. There are no recommended positions on bills this month.

12. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2018-03: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$725,957 (Attachment A).

13. CITY OF WEST COVINA FUND EXCHANGE

Recommended Action: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

14. CONTRACT AWARD – SECURITY SERVICES AT Foothill TRANSIT'S EL MONTE TRANSIT STORE

Recommended Action: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

15. CONTRACT AWARD – ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION

This item will be provided under separate cover.

16. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of two percent.

17. TITLE VI ANALYSIS FOR MOBILE TICKETING PROGRAM

Recommended Action: Adopt the Title VI analysis for the mobile ticketing program. The full report is available for viewing upon request.



8:00 AM, May 25, 2018

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

Page 4

18. DUARTE TRANSIT SERVICE

Recommended Action: Authorize the Executive Director to seek approval from the Governing Board to conduct public outreach for the assumption of transit services within the City of Duarte per MOU NP18-007.

REGULAR AGENDA:

19. FISCAL YEAR 2017-2018 THIRD QUARTER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the FY2017-2018 Third Quarter Performance Indicators Report.

20. PROPOSED FISCAL YEAR 2018-2019 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2018-2019 to the Foothill Transit Governing Board.

21. SERVICE CONTRACT - HOLLYWOOD BOWL 2018 AND 2019 SEASONS

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with the County of Los Angeles for the provision of Park & Ride charter service to the Hollywood Bowl.

22. STATIONARY FUEL CELLS

Recommended Action: Provide direction to staff regarding the possible installation and use of Stationary Fuel Cells.

23. LINE 497 REQUEST TO CONDUCT PUBLIC HEARINGS

Recommended Action: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the proposed modification to Line 497.

24. EXECUTIVE DIRECTOR COMMENT



8:00 AM, May 25, 2018

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

Page 5

25. BOARD MEMBER COMMENT

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

Property Address/Location: 1118 N. Citrus Avenue, Covina, CA 91722

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin Parks McDonald

Negotiating Parties: Robert Larsen

Under Negotiation: Price and Terms

27. ADJOURNMENT

**Joint Meeting - Annual Meeting of the Governing Board
& Executive Board Meeting
Friday, June 8, 2018 @ 7:45 AM**

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, June 29, 2018 at 8:00 AM**



Foothill Transit

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

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

**Friday, April 13, 2018
8:30 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 8:32 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Calaycay.

3. FOCUS ON SAFETY

LaShawn King Gillespie, Director of Customer Service and Operations, presented a safety message on distracted driving.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

5. APPROVAL OF AGENDA

Staff requested that Item 12 Contract Award - Security Services at Foothill Transit's El Monte Transit Store be pulled from the agenda. This item will be presented at a future meeting for action.

The Agenda was approved as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Strategic Planning Workshop of February 2, 2018 and the Regular Meeting of February 23, 2018.

Motion by Member Herrera, second by Member Pedroza, the minutes for the Strategic Planning Workshop and Regular Meeting of February 23, 2018 were approved. Motion carried 5-0.

7. PRESENTATIONS

7.1 Contractors' Employee Recognition

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

Kimberlyn Evans, Operator of the Month (April 2018)
Jose Melendez, Employee of the Month (April 2018)

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

Theodore Scott, Operator of the Month (April 2018)
Mark Marquez, Employee of the Month (April 2018)

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

8. PUBLIC COMMENT

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

CONSENT CALENDAR

9. FEBRUARY 2018 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2018. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2018, for the fiscal year ending June 30, 2018.

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



10. **FEBRUARY 2018 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the February 2018 Performance Indicators Report.

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

11. **APRIL 2018 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the April 2018 Legislative Summary. Adopt support positions on AB 2304, AB 3201 and SB 1434.

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

12. **CONTRACT AWARD - SECURITY SERVICES AT Foothill TRANSIT'S EL MONTE TRANSIT STORE**

Recommendation: Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

This items was pulled from the agenda. The item will be brought back to a future meeting for action.

REGULAR AGENDA

13. **2018 Foothill TRANSIT BUS ROADEO RESULTS**

Recommendation: Receive and file the 2018 Foothill Transit Bus Roadeo Results.

Tanya Pina, Operations Contract and Customer Service Manager, presented this item.

Ms. Pina reported that the roadeo is a platform to encourage safety and professionalism. The event is designed for Foothill Transit bus operators and mechanics to highlight their skills. On March 10, 2018, Foothill Transit held their 23rd Annual Bus Roadeo at the Arcadia Operations and Maintenance Facility. A total of 36 operators and 5 maintenance teams from both

contractors competed.

This year's winners were Keolis Coach Operator Van Vong and Trandev's maintenance team members Fernando Murrieta, Stephen Leung, and Tracy Nicometo. The winners went on to represent Foothill Transit at the Southern California Regional Bus Roadeo on April 7, 2018, which was hosted by Victor Valley Transit Authority in Hesperia. The maintenance team placed third and Van Vong placed second. Both will now move on to represent Foothill Transit at the APTA International Bus Roadeo in Tampa, Florida on May 6, 2018.

Received and filed.

14. **CONTRACT AWARD - CNG BUSES PROCUREMENT**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Contract No. 18-043 with Creative Bus Sales in the amount \$22,067,076, including California Sales Tax for the purchase of 34 40-ft. low-floor CNG transit buses. The contract will include an option to purchase 57 additional buses should there be an unforeseen delay in the construction of in-depot chargers at our operations and maintenance facilities.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero reported that 34 buses are ready for retirement and replacement. The buses were placed in service in 2004 and have reached over 500,000 in-service miles, which meets the FTA guidelines for bus retirement. In addition, the buses Compressed Natural Gas (CNG) tanks have a 15-year life and those tanks are set to expire in 2019.

On March 13, 2018, Foothill Transit received proposals from New Flyer and Creative Bus Sales in response to the Board approved RFP 18-043. Creative bus sales is the largest bus dealer in the nation and represents El Dorado Bus on this procurement. Creative Bus Sales proposal was ranked the highest with an overall score of 89.85 out of a possible 100 points. Creative Bus Sales will deliver all the buses by December 2018.

Motion by Member Herrera, second by Member Sternquist, to approve.
Motion carried 5-0.

15. **REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 18-055 -
ADMINISTRATIVE OFFICE RESTROOM REMODEL**

Recommendation: Authorize the Executive Director to issue IFB No. 18-055 for construction services related to remodeling of the administrative office restrooms, subject to adoption of the Proposed FY2018-2019 Business Plan and Budget.

Vincent Saucedo, Construction Project Manager, presented this item.

Mr. Saucedo reported that in 2007, Foothill Transit moved its administrative offices into the current building. At that time, minimal restroom improvements were made to the existing restrooms. Thus, under this procurement it is proposed that select restrooms be remodeled. The proposed restroom remodel is for fourth and fifth floor restrooms only. The remodel would reconfigure the existing multi-stall restrooms into single occupancy gender-neutral restrooms, maintaining the same number of toilets.

Next steps include the issuance of IFB 18-055; bids will be due in May 2018. Pending Board adoption of the FY2018-2019 business plan and authorization of contract award, construction is slated to commence in July and is scheduled to be completed by October 2018.

The recommendation was modified to include pricing for the remodel of restrooms on two floors, with additional pricing for two floors as an alternative. Motion by Member Sternquist, second by Member Pedroza, to approve. Motion carried 5-0.

16. **TRAFFIC SIGNAL PRIORITY CONTINUATION PROJECT UPDATE & CONTRACT AMENDMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 9 in the amount of \$56,648 to Contract No. 08-005 with Kapsch to complete and close out Foothill Transit's Traffic Signal Priority Continuation Project, subject to Governing Board approval of a life of project extension.

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

Ms. Phan-Hoang reported that the Bus Signal Priority Project would allow a bus to cross an intersection when it runs behind schedule by either giving the bus more green time or cutting down the red time at the approaching intersection. The integration of Bus Signal Priority (BSP) into Foothill Transit's bus operations will result in increased quality of service.

Foothill Transit's BSP integration study along Line 187 was originally chosen due to the line's high ridership. The corridor travels through four member cities Pasadena, Arcadia, Duarte, and Monrovia. Work has been completed in Pasadena and is in progress in the three remaining cities.

The project was initiated in 2008, but remains open due to unsuccessful efforts in the testing phase. With Foothill Transit's new CAD/AVL system and the integration capability, the project has gotten a fresh restart. The project is currently in the installation phase.

Changes to equipment and maintenance procedures continue to happen as the project has moved forward. Consequently, there is shortage of \$56,648 in funding for project closeout. The amount is needed to complete installation of equipment. The remaining work will be completed after approval of the FY2018-2019 Business Plan and Budget.

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

17. SILVER STREAK – SILVER LINE PROGRAM UPDATE AND MOU

Recommendation: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro that continues interagency pass sharing between Metro's Silver Line and Foothill Transit's Silver Streak along the Silver Corridor between El Monte and downtown Los Angeles.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema presented an update on the Foothill Transit Silver Streak and Metro Silver Line cash sharing program called Silver 2 Silver and progress that is being made on updating the MOU between the two agencies. She presented a brief history of the two services that run along El Monte Station and Downtown Los Angeles.

Recently, Foothill Transit has changed its fare set to include Foothill Transit's new day pass, cash, and pass fares. In addition, the Class Pass Program has been expanded. Since the Silver 2 Silver program was launched, both agencies have experienced a shift in their average fare for their Silver service. The average fare is the mechanism that both agencies use to calculate revenue loss when accepting another agency's fare media.



Proposed changes to the MOU being discussed, include Metro accepting Foothill Transit fare media on the Silver Line including the new day pass, Silver Streak pass, commuter pass, discount 31-day pass, and all class passes. Foothill Transit accepting the Metro fare media including their day pass, 31-Day Zone 1 Pass, reduced fare passes, and annual pass. It would also include agreeing to an average fare mechanism and negotiating a new revenue loss cap. Metro has offered to fund and lead marketing efforts for the relaunch of the program.

Challenges that remain include Metro's U-Pass Program inclusion, Foothill Transit does not currently participate in the program. The average fares for Silver 2 Silver differ between both agencies due in large part to the larger amount of discount fares accepted and used on Metro's Silver Line, which brings down their average fare significantly. As the average fare is currently the mechanism by which both agencies calculate revenue loss and reimbursement, agreeing to an appropriate average fare for each agency is key. When the program was initially launched the revenue loss cap was set at \$250k, neither agency exceeded the cap during a single fiscal year and thus was never reimbursed. The burden of revenue loss was on the Foothill Transit side. Discussions on the need to lower or discontinue the revenue loss cap continue.

Executive Director Doran Barnes stated that some elements of the agreement have not been completely resolved and the Board has two options. One, staff can go back and negotiate and come back to the Board with all the details; or two, the Board can approve the staff recommendation and give the staff the ability to negotiate the final elements of the program. Staff is trying to be responsive to Metro, who is trying to relaunch the program and believe they have staff authority to negotiate the final conditions.

The recommendation was modified to include that staff negotiate the final conditions of the MOU. Motion by Vice Chair Warshaw, second by Member Pedroza, to approve. Motion carried 5-0.

18. **PROPERTY LEASE - DOWNTOWN LOS ANGELES MID-DAY LAYOVER**

Recommendation: 1. Authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lot LAX010-0042-06 located at the intersection of Grand Avenue and 17th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 2. If Foothill Transit is successful in receiving a grant award to fund 70 percent of cost of construction of the downtown

layover project, authorize the Executive Director to execute a property lease with Caltrans and undertake the development of Caltrans lots 07-FLA-10-32 & 07-FLA-10-33 located at the intersection of Maple Avenue and 16th Street as a mid-day layover facility for the Foothill Transit commuter bus fleet in Downtown Los Angeles; and 3. Authorize the Executive Director to enter into a Memorandum of Understanding with the Los Angeles Department of Transportation (LADOT) and the Antelope Valley Transit Authority (AVTA) regarding shared use of the mid-day layover locations referenced above.

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

Mr. McDonald reported that in August 2017, the Board authorized the Executive Director to enter into property leases with Caltrans for operations of a Downtown Los Angeles layover location. Staff has been working with the City of Los Angeles and Caltrans on the requirements for use of the properties, and staff has been adjusting the estimated budget as needed. Antelope Valley Transit Authority (AVTA) has also expressed interest in participating in the project. There are two locations, one at 17th Street and Grand, and the other location is at 16th Street and Maple Avenue.

Capital costs to be incurred at the 17th Street and Grand location include removal and replacement of several trees, relocation of underground utility vents, and construction of new driveways. At the 16th Street and Maple location, capital costs include the complete demolition of the site. The cost estimate for the entire project is just over \$4 million, which is significantly higher from when the item was first presented in August 2017. A grant has been submitted to the Los Angeles County Bus Operators Subcommittee to fund 70 percent of the project costs.

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

19. **RIDERSHIP AND SERVICE CHANGE UPDATE**

Recommendation: Receive and file the Ridership and Service Change Update.

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented an update on the ridership and service changes that took place in October 2017. The modification to Line 187 was to split it at the Azusa Intermodal Transit Center and create a new Line 188 to serve the eastern segment. Compared to ridership in 2016, there has been a slight drop



that can be attributed to system ridership decline and competition with the Gold Line. Line 187 did have significant increases in boardings per vehicle service hour, which means the line is operating more efficiently due to the shorter route alignment.

Line 270 used to operate Monday through Saturday. A frequent request for this line was to have service on Sunday, and in October 2017, Sunday service was implemented on this line. Both overall ridership and boardings per vehicle service hour have increased. Line 292 was changed to operate every 30 minutes throughout the day. Overall ridership has increased, and an alignment change will be made during the next service change so it can serve Pomona High School. Line 292 will continue to be monitored for efficiencies as the boardings per vehicle service hour have decreased with the extended service. Line 480 was rerouted on Grand Avenue to create a connection to Mt. SAC and Cal Poly Pomona. The change created a direct connection from the Pomona Transit Center to the colleges. The change resulted in an overall increase in ridership, although there has been a slight reduction to boardings per vehicle service hour. The change to the 493 was to move the eastern starting point from Diamond Bar to Industry Park and Ride and another change came with select westbound trips starting at Puente Hills Mall. The reduction in overall hours helped improve efficiency while the drop in overall ridership is consistent with regional trends. The modification to Line 690 shifted the western terminus from Azusa to the Citrus Gold Line Station. This change has caused some ridership decrease. When speaking to customers, they prefer to ride Line 188 due to the frequency and location to drop off in Azusa. The original proposal for Line 851 was to cancel the line, but after public comment the change was to reduce overall service hours. The reduction in hours helped improve boardings per vehicle service even though ridership did slightly drop.

The next service change is scheduled for June 2018. A few route adjustments and timing updates will be made to reflect traffic and school hours. A review of Line 497 will be conducted. Currently Line 497 experiences high traffic delays from Chino Park and Ride to Industry City Hall.

Received and filed.

20. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

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

Ms. Gillespie reported on the Transit Stores sales and activity for the second quarter of Fiscal Year 2017-2018. Overall sales for the second quarter totaled \$982,000. Foothill Transit pass sales totaled \$314,590, which is an 8 percent increase from the same quarter last fiscal year.

In the second quarter, customers spent an average of 33 seconds waiting on hold, which meets the target of 40 seconds. The total number of calls received through the toll-free customer service line was 63,942. Customer Service Representatives answered 94 percent of those calls.

Walk-in traffic for the quarter was 46,059, amounting to a 6 percent increase from last fiscal year.

Received and filed.

21. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit's participation in Earth Day events. Foothill Transit's electric bus will be at all the events.
- Mr. Barnes asked Planning Director Joe Raquel to give a quick review of the April 22nd CicLAvia event and how Foothill Transit lines will be affected.
- Michelle Caldwell stepped up to the podium to announce that Mr. Barnes will celebrate 19 years of service on April 14, 2017. Mr. Barnes stated it was an honor to serve the Board for 19 years.
- Mr. Barnes stated he would be meeting with John Fasana to discuss ExpressLanes. Mr. Fasana will be introducing a motion at the Metro board meeting that will have staff look at alternative operation models for the I-10 corridor.
- The Electric Bus Program continues to be industry leading. Mr. Barnes will be meeting with the Air Resources Board Chair Mary Nichols. Mr. Barnes has also met with the Chair of the California Transportation Commission Fran Inman.
- The April 27, 2018 meeting will be held at 8:00 a.m. Two items will be presented, one focusing on fare technology and the other a discussion on the Electric Bus Program.
- The Annual Meeting is scheduled for June 8, 2018 at 7:45 a.m.



- Congratulated Executive Board Member Carol Herrera who was named as Chair of the APTA Transit Board Members Committee.
- Mr. Barnes asked that meeting be adjourned in the memory of Maria Elena Valenzuela, mother of Board Secretary Christina Lopez and Ysela Rodriguez, mother of Executive Board Member Cynthia Sternquist.

22. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Sternquist asked for the status of the Bus Stop Enhancement Program. Planning Director Joe Raquel reported that letters with guidelines were sent out to city managers two weeks ago. The application period begins May 1, 2018. A copy of the letter sent to each Board Member's city and the county will be provided to the executive board member.
- Member Warshaw discussed the need to inform legislators on different ways to fund innovators.
- Member Pedroza provided the definition of the word Livery.

23. **ADJOURNMENT**

Adjournment for the April 13, 2018 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned in the memory of Maria Elena Valenzuela and Ysela Rodriguez at 10:13 a.m.



May 25, 2018

To: Executive Board

Subject: **March 2018 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary report year-to-date through March 31, 2018.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2018, for the fiscal year ending June 30, 2018.

Analysis

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2018, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet as of March 31, 2018, shows total assets at \$325 million. This total consists primarily of \$215.9 million in fixed assets, \$98 million in cash and investments and \$11 million in receivable and prepaid assets. Foothill Transit's cash position of \$71.5 million is \$2.9 million more than the previous month, and is \$1 million less than last year in March.

Liabilities

The accounts payable balance is \$12.74 million. Accounts Payables include operations and maintenance expenses for \$9.7 million and \$0.92 million for fuel.

Deferred revenue of \$62.52 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.



Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit’s investment policy. The cash and investments balance includes \$24.97 million in liquid accounts held with Bank of the West; \$31.2 million in interest bearing money market accounts with Bank of the West; \$67,500 with Chase; and \$15.3 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; 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 2018 year-to-date fare revenues were \$12.04 million which is \$1,022,161 less than the budgeted amount and \$72,409 less than March 2017. Through March 2018, ridership is approximately 8.60 percent less than it was last year at this time. Operating costs through March 2018 were \$69.56 million, which is \$4,635,773 less than the budget and \$5,468,651 more than March 2017. Of this \$69.56 million, \$54.97 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.37 million through March 2018.

The report also reflects receipt of \$2 million of Proposition A Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2018.

Capital expenditures through March were \$24.58 million compared with \$14.43 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The March year-to-date farebox recovery ratio was 17.32 percent, slightly lower than the performance target of 17.70 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$12,044,208 by the total bus operating expense of \$69,557,002. This ratio is less than the March 2017



ratio of 18.91 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 2018; 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 2018 were \$3.89 million. Capital disbursements totaled \$961,875 and other significant disbursements include \$800,738 million to Keolis and \$1.02 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of March 31, 2018

Assets

Current Assets:

Cash	\$71,475,761
Investments	26,739,000
Due from government agencies	6,339,521
Other receivables	3,744,998
Other assets	911,733
Total Current Assets	<u>\$109,211,013</u>
Property & Equipment (net of depreciation)	215,871,117
Total Assets	<u><u>\$325,082,130</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$12,744,051
Deferred Revenue	62,523,956
Total Liabilities	<u><u>\$75,268,007</u></u>

Equity

Fund Balance:	
Investment in Capital Assets	\$215,871,117
Current Year Change	2,823,380
Reserve	31,119,626
Total Equity	<u>\$249,814,123</u>
Total Liabilities and Equity	<u><u>\$325,082,130</u></u>

Summary of Cash and
Investment Account
For March 31, 2018

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$16,466,226
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	8,504,924
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	5,997,048
Bank of the West-Money Market	0.85%	Demand Deposit	14,697,683
Bank of the West-Money Market	0.85%	Demand Deposit	9,702,696
Bank of the West-LCTOP	0.07%	Demand Deposit	757,259
Chase Business Saving	0.18%	Demand Deposit	67,598
LAIF Investment	1.07%	Demand Deposit	15,280,727
Subtotal Cash on Hand			<u>\$71,475,761</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$26,739,000</u>
Total Cash and Investments			<u><u>\$98,214,761</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended March 31, 2018

	Actual YTD March-18	Budget YTD March -18	Variance	Actual YTD March - 17
Fare Revenue				
Farebox	\$6,065,704	\$6,556,953	(7.49%)	\$6,274,473
Pass Sales	2,694,519	2,764,800	(2.54%)	2,577,574
TAP Cash Purse	2,345,093	2,719,063	(13.75%)	2,282,555
MetroLink & Access Service	433,322	528,032	(17.94%)	470,708
EZ Transit Pass	505,570	497,522	1.62%	511,308
Total Operating Revenue	\$12,044,208	\$13,066,369	(7.82%)	\$12,116,617
Operating Subsidies and Other				
Transportation Development Act	\$17,337,130	\$17,337,130	0.00%	\$17,205,608
TDA-Reserve from prior years	2,618,209	7,851,903	(66.66%)	6,838,176
STA	653,355	653,352	0.00%	1,381,356
Prop A 40% Discretionary	12,394,598	12,394,598	0.00%	12,060,931
Prop A 40% BSCP	3,348,721	3,348,721	0.00%	3,419,156
Prop A Exchange	2,000,000	0	0.00%	0
Prop C BSIP	697,655	697,655	0.00%	685,655
Prop C Base Restructuring	1,498,488	1,498,488	0.00%	1,472,715
Prop C Transit Service Expansion	249,711	249,711	0.00%	245,417
Transit Security-Operating	675,737	675,737	0.00%	688,519
Measure R Operating	7,832,159	7,832,159	0.00%	7,808,793
Measure M Operating	7,459,363	7,459,362	0.00%	0
CRD Subsidy	100,000	0	0.00%	0
Miscellaneous Transit Revenues	647,667	1,200,000	(46.03%)	165,408
Total Subsidies and Other	\$57,512,794	\$61,198,815	(6.02%)	\$51,971,734
Total Operating Revenue	\$69,557,002	\$74,265,184	(6.34%)	\$64,088,351
Other Revenues				
Gain on Sale of Fixed Assets	\$71,748	\$0	0.00%	\$87,566
Auxiliary Revenue	1,001,379	1,215,000	(17.58%)	1,545,954
Total Other Revenues	\$1,073,127	\$1,215,000	(11.68%)	\$1,633,520
Total Operating and Other Revenues	\$70,630,129	\$75,480,184	(6.43%)	\$65,721,871
Operating Expenses				
Operations	\$61,647,107	\$63,458,852	(2.85%)	\$56,473,161
Maintenance & Vehicle Technology	605,069	653,670	(7.44%)	567,867
Marketing and Communications	1,168,206	1,696,286	(31.13%)	1,107,712
Information Technology	1,595,619	1,841,204	(13.34%)	1,517,969
Administration	1,643,250	2,237,468	(26.56%)	1,870,622
Policy & Strategic Sourcing	448,733	703,274	(36.19%)	409,170
Finance	1,046,785	1,345,453	(22.20%)	842,707
Planning	625,049	1,082,627	(42.27%)	526,319
Facilities	777,185	1,246,350	(37.64%)	772,823
Total Operating Expenses	\$69,557,002	\$74,265,184	(6.34%)	\$64,088,351
Other Expenses				
Property Management	\$264,059	\$333,750	(20.88%)	\$262,578
Dial-A-Ride	590,420	600,000	(1.60%)	633,530
Special Services	218,648	281,250	(22.26%)	219,946
Total Other Expenses	\$1,073,127	\$1,215,000	(11.68%)	\$1,116,054
Total Operating and Other Expenses	\$70,630,129	\$75,480,184	(6.43%)	\$65,204,406
Capital Revenues				
Capital Grants	\$24,578,163	\$42,095,333	(41.61%)	\$14,430,142
Capital Expenditures				
Capital Expenditures	\$24,578,163	\$42,095,333	(41.61%)	\$14,430,142

Bank Account - Check Details

Period: 03/01/18..03/31/18

Foothill Transit

Monday, April 02, 2018
FOOTHILLTRANSITFKUO

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 03/01/18..03/31/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
03/01/18	51725	Adt Security Services, Inc.	02/19-05/18 TS2 Electricity services	355.23	355.23	0.00	Posted
03/01/18	51726	Azusa Light & Water	12/27-01/25 Electricity and Water	1,449.32	1,449.32	0.00	Posted
03/01/18	51727	CDW Government Inc.	Cat Tools Renewal	328.29	328.29	0.00	Posted
03/01/18	51728	ConvergeOne, Inc	Cisco Switches	106,514.06	106,514.06	0.00	Posted
03/01/18	51729	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	1,040.65	1,040.65	0.00	Posted
03/01/18	51730	ECS Imaging, Inc.	Additional 9 licenses for employees	6,300.00	6,300.00	0.00	Posted
03/01/18	51731	G4S Secure Integration LLC	12/17 Security Maintenance	20,467.10	20,467.10	0.00	Posted
03/01/18	51732	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
03/01/18	51733	Graingers	Facility Repair & Maintenance	277.76	277.76	0.00	Posted
03/01/18	51734	Industry Public Utility Commission	01/18 Industry P&R Electricity	1,224.10	1,224.10	0.00	Posted
03/01/18	51735	International City Management Assoc. Retirement Co	10-12/17 Asset fee allowance - 108053 Plan	3,819.28	3,819.28	0.00	Posted
03/01/18	51736	IPI Construction	Pomona Renovations	45,770.43	45,770.43	0.00	Posted
03/01/18	51737	LACMTA	Token	8,443.75	8,443.75	0.00	Posted
03/01/18	51738	Linda Apodaca	Reimbursed Expense 1/31-2/22/18	79.51	79.51	0.00	Posted
03/01/18	51739	Linda Garrison	02/18 Yogo instruction	390.00	390.00	0.00	Posted
03/01/18	51740	Newage PHM, LLC	TS2 electricity usage	109.42	109.42	0.00	Posted
03/01/18	51741	Passenger Transport	Subscription Renewal	125.00	125.00	0.00	Posted
03/01/18	51742	Southern California Edison Co.	1/18 Admin Bldg Electricity	9,988.95	9,988.95	0.00	Posted
03/01/18	51743	Southern California Edison Co.	01/18 Pomona Transit Electricity usage	11,067.97	11,067.97	0.00	Posted
03/01/18	51744	Stantec Architecure	On-Call A&E	34,311.98	34,311.98	0.00	Posted
03/01/18	51745	The Gas Co.	02/18 Admin Bldg Gas	862.14	862.14	0.00	Posted
03/01/18	51746	The Type Gallery	Printing of free ride coupons	4,771.79	4,771.79	0.00	Posted
03/01/18	51747	Thomas J. Koontz	Interior Cards	4,437.90	4,437.90	0.00	Posted
03/01/18	51748	University of La Verne	Tuitions for Winter 2018	2,130.00	2,130.00	0.00	Posted
03/01/18	51749	Verizon Wireless	Cell phones and Avail cellular	17,656.01	17,656.01	0.00	Posted
03/01/18	51750	Visual Marking Systems, Inc	Commemorative Bus Stop Signs	711.75	711.75	0.00	Posted
03/01/18	51751	Vortex Industries Inc.	Arcadia Warehouse Door Repair	1,472.00	1,472.00	0.00	Posted
03/01/18	51752	W.M. Klorman Construction Corp.	Covina Park & Ride Design-Build Phase 2	123,295.75	123,295.75	0.00	Posted
03/01/18	51753	Waste Management	3/18 Arcadia Warehouse Trash	293.60	293.60	0.00	Posted
03/01/18	51754	Zonar Systems Inc.	EVIR CSA Inxpection Service	2,898.00	2,898.00	0.00	Posted
03/08/18	51755	TransitTalent.com LLC	RFP 18-043 Posting	115.00	115.00	0.00	Posted
03/08/18	51756	A-1 Event & Party Rentals	2/24 Executive Board Meeting	190.57	190.57	0.00	Posted
03/08/18	51757	ACC Business	Arcadia Phone Internet	4,207.76	4,207.76	0.00	Posted
03/08/18	51758	ACCO Engineered Systems Inc.	2/18 Admin Bldg HVAC Maintenance	371.33	371.33	0.00	Posted
03/08/18	51759	Andrew John Papson	Reimbursement	72.75	72.75	0.00	Posted
03/08/18	51760	AT and T - 105068	El Monte Store Back Line	37.34	37.34	0.00	Posted
03/08/18	51761	AT and T - 5019	Phone Service	314.71	314.71	0.00	Posted
03/08/18	51762	AT and T - 5025	El Monte phone line router management	175.19	175.19	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
03/08/18	51763	Bankcard Center-Bank of the West	2/18 Agency credit card usages	26,785.95	26,785.95	0.00	Posted
03/08/18	51764	California Party Rentals	03/10/2018 Roadeo chairs, canopies, and tables	2,879.53	2,879.53	0.00	Posted
03/08/18	51765	Chamber of Commerce - Duarte	Membership	1,554.00	1,554.00	0.00	Posted
03/08/18	51766	City of Claremont	4th of July Celebration Banners	150.00	150.00	0.00	Posted
03/08/18	51767	Come Land Maintenance Service Company Inc.	Janitorial Supplies	3,760.57	3,760.57	0.00	Posted
03/08/18	51768	Complete Coach Works	F-1623 Repowering & Repainting Articulated	217,654.65	217,654.65	0.00	Posted
03/08/18	51769	Corey L. Calaycay	Reimbursable Expenses	971.00	971.00	0.00	Posted
03/08/18	51770	County of L.A. - Commission for Women	33rd Annual Women of the Year Luncheon	1,500.00	1,500.00	0.00	Posted
03/08/18	51771	Covina Rotary Charities	Covina Fun Run XXII	500.00	500.00	0.00	Posted
03/08/18	51772	Crown Castle USA Inc.	Tower Rental	770.35	770.35	0.00	Posted
03/08/18	51773	CVM Inc	Software and installation for backup system	81,126.59	81,126.59	0.00	Posted
03/08/18	51774	D and D Golf Cars Inc.	03/10/2018 Roadeo Golf carts	711.75	711.75	0.00	Posted
03/08/18	51775	Darold D. Pieper Attorney at Law	2/18 Legal Fees	8,065.60	8,065.60	0.00	Posted
03/08/18	51776	David Reyno	Reimbursable Expenses	1,247.83	1,247.83	0.00	Posted
03/08/18	51777	Day - Lite Maintenance Co. Inc.	2/18 Monthly Lighting Contract	96.00	96.00	0.00	Posted
03/08/18	51778	Digium Inc.	Arcadia Phone Service	2,138.10	2,138.10	0.00	Posted
03/08/18	51779	FEDEX Corp.	Express Mail	348.21	348.21	0.00	Posted
03/08/18	51780	Frontier	Industry Park and Ride Phone Line	535.50	535.50	0.00	Posted
03/08/18	51781	Home Depot Credit Services	2/18 Facilities Suppies	881.39	881.39	0.00	Posted
03/08/18	51782	Ingallina's Box Lunch LA #1 Inc	SCR TTC Board Meeting	191.30	191.30	0.00	Posted
03/08/18	51783	Lillian Lin	APTA Legal Affairs Seminar	120.33	120.33	0.00	Posted
03/08/18	51784	My Flesta Supplies	03/10/2018 Balloons for Roadeo	856.72	856.72	0.00	Posted
03/08/18	51785	Pasadena Police Activities League	16th Annual Golden Badge Awards Dinner	700.00	700.00	0.00	Posted
03/08/18	51786	Proforma	West Coast MAX Nameplates	453.59	453.59	0.00	Posted
03/08/18	51787	Project Sister Sexual Assault	Healing the Heart Silent Auction and Dinner	520.00	520.00	0.00	Posted
03/08/18	51788	Raycom	Kenwood NXDN Digital Trunked Mounts	660.29	660.29	0.00	Posted
03/08/18	51789	Regional Chamber of Commerce - SGV	Event Registration - Y. Igawa	100.00	100.00	0.00	Posted
03/08/18	51790	Richards Watson and Gershon	1/18 Legal Fees	1,955.00	1,955.00	0.00	Posted
03/08/18	51791	Rodger's Food Service	03/10/2018 Roadeo lunch	6,478.46	6,478.46	0.00	Posted
03/08/18	51792	San Gabriel Valley Economic	Economic Forecast Summit Registration	170.00	170.00	0.00	Posted
03/08/18	51793	Staples Business Adv.-Dept. LA	Office Supplies	196.39	196.39	0.00	Posted
03/08/18	51794	Thomas J. Koontz	02/2018 Footnotes Monthly Newsletter	3,031.42	3,031.42	0.00	Posted
03/08/18	51795	Thompson Coburn LLP	1/18 Operations RFPs and Contracts	23,186.63	23,186.63	0.00	Posted
03/08/18	51796	T-Mobile USA Inc.	Vericiti Cellular SIM	545.69	545.69	0.00	Posted
03/08/18	51797	Transit Solutions LLC	TSI equipment	2,419.56	2,419.56	0.00	Posted
03/08/18	51798	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	8,954.42	8,954.42	0.00	Posted
03/08/18	51799	West Covina Beautiful	95th Birthday Bash	290.00	290.00	0.00	Posted
03/08/18	51800	Willie J. Brooks	3/18 Indoor Plant Care	449.75	449.75	0.00	Posted
03/14/18	E00808	International City Management Assoc. Retirement Co	Payroll ending 3/10/18 retirement funds	38,543.73	0.00	0.00	Posted
03/15/18	51801	ViriCiti LLC	hardware and software services	34,434.58	34,434.58	0.00	Posted
03/15/18	51802	4imprint Inc.	03/10/2018 Roadeo 2018 Tote bags	734.69	734.69	0.00	Posted
03/15/18	51803	Alejandro Cruz Guerrero	Pomona National 3rd Place Bus Roadeo 2018	200.00	200.00	0.00	Posted
03/15/18	51804	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	208.42	208.42	0.00	Posted
03/15/18	51805	Athens Services- 54957	3/18 Admin Trash Service & Parking Lot Sweeping	1,225.83	1,225.83	0.00	Posted
03/15/18	51806	Azteca Landscape	2/18 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
03/15/18	51807	Cal Poly Pomona Foundation	Operations Workshop - Kellogg House Deposit	500.00	500.00	0.00	Posted
03/15/18	51808	California Deposition Reporters	Pre-bid Meeting 18-052	497.80	497.80	0.00	Posted
03/15/18	51809	Capture Technologies, Inc.	Verint Recorder	189.56	189.56	0.00	Posted
03/15/18	51810	CDW Government Inc.	TV mount for Joe Raquel's office	2,835.63	2,835.63	0.00	Posted
03/15/18	51811	Chamber of Commerce - Arcadia	Membership	310.00	310.00	0.00	Posted
03/15/18	51812	Chamber of Commerce - Monrovia	Order PO016985	307.00	307.00	0.00	Posted
03/15/18	51813	City of Monrovia	2018 Summer Reading Program	500.00	500.00	0.00	Posted
03/15/18	51814	Civic Resource Group International Inc.	02/18 Website Maintenance	2,120.00	2,120.00	0.00	Posted
03/15/18	51815	Clean Energy	01/18 Pomona CNG Facility Maintenance	463,301.65	463,301.65	0.00	Posted
03/15/18	51816	Complete Coach Works	F-1612 Unforeseeable Repowering and Repainting	206,974.71	206,974.71	0.00	Posted
03/15/18	51817	Daniel Hernandez	Arcadia Local 2nd Place Bus Roadeo 2018	300.00	300.00	0.00	Posted
03/15/18	51818	Dara Yith	Arcadia Local 3rd Place Bus Roadeo 2018	200.00	200.00	0.00	Posted
03/15/18	51819	Day - Lite Maintenance Co. Inc.	3/18 Monthly Lighting Contract	96.00	96.00	0.00	Posted
03/15/18	51820	Ernesto Gamez	Arcadia National 2nd Place Bus Roadeo 2018	300.00	300.00	0.00	Posted
03/15/18	51821	FEDEX Corp.	Express Mail	378.39	378.39	0.00	Posted
03/15/18	51822	Fernando Murrieta	Arcadia Maintenance 1st Place Bus Roadeo 2018	500.00	500.00	0.00	Posted
03/15/18	51823	Fred Pryor Seminars	Front Desk Safety & Security Joseph Lutz seminar	149.00	149.00	0.00	Posted
03/15/18	51824	Frontier	Fax Line	2,543.44	2,543.44	0.00	Posted
03/15/18	51825	G4S Secure Integration LLC	10/17 Security Maintenance	10,233.55	10,233.55	0.00	Posted
03/15/18	51826	Graingers	Fare Collection Equi/Maint.	806.83	806.83	0.00	Posted
03/15/18	51827	Grand Car Wash	Vehicle washing	351.51	351.51	0.00	Posted
03/15/18	51828	Inland Valley News	Black History Month	1,412.93	1,412.93	0.00	Posted
03/15/18	51829	Instant Signs Inc.	Arcadia Signage	118.80	118.80	0.00	Posted
03/15/18	51830	Iron Mountain Inc.	2/18 Shredding Services	120.28	120.28	0.00	Posted
03/15/18	51831	John Xie	Reimbursed Expense Long Beach MAX 2018	300.03	300.03	0.00	Posted
03/15/18	51832	Kare Youth League	2018 Kare Invitational	1,000.00	1,000.00	0.00	Posted
03/15/18	51833	Katherine E. Gagnon	Reimbursed Expense 03/2018	129.05	129.05	0.00	Posted
03/15/18	51834	Linda Apodaca	APTA Marketing Conference	341.01	341.01	0.00	Posted
03/15/18	51835	Metrolink	01/18 Metrolink Passes	48,429.50	48,429.50	0.00	Posted
03/15/18	51836	Neofunds by Neopost	2/18 Postage	560.00	560.00	0.00	Posted
03/15/18	51837	Office Depot	Office Supplies	2,016.36	2,016.36	0.00	Posted
03/15/18	51838	Our Lady of Assumption Church	71st OLA Fiesta	500.00	500.00	0.00	Posted
03/15/18	51839	Panera, LLC	03/10/2018 Roadeo coffee	323.82	323.82	0.00	Posted
03/15/18	51840	Raul Ramos	Pomona Supervisor 1st Place Bus Roadeo 2018	200.00	200.00	0.00	Posted
03/15/18	51841	Raycom	Air Time	2,271.88	2,271.88	0.00	Posted
03/15/18	51842	ReadyRefresh	2/18 Drinking Water	72.25	72.25	0.00	Posted
03/15/18	51843	Rodger's Food Service	2/16/18 Governing Board Meeting	552.98	552.98	0.00	Posted
03/15/18	51844	Roman Wilkinson	Arcadia Local 1st place Bus Roadeo 2018	500.00	500.00	0.00	Posted
03/15/18	51845	Rotary Club of Walnut Valley	FY18 Q3 Membership Dues	147.10	147.10	0.00	Posted
03/15/18	51846	Schindler Elevator Corporation	3/1/18 - 5/31/18 Elevator Maintenance	2,688.36	2,688.36	0.00	Posted
03/15/18	51847	Sing Tao Daily	February 2018 advertising	1,388.00	1,388.00	0.00	Posted
03/15/18	51848	Skyline Pest Control	2/18 Pest & Rodent Control	190.00	190.00	0.00	Posted
03/15/18	51849	Socal Office Technologies	Xerox Copiers usage	578.37	578.37	0.00	Posted
03/15/18	51850	State Compensation Insurance Fund	3/1/18-4/1/18Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
03/15/18	51851	Stephen Leung	Arcadia Maintenance 1st Place Bus Roadeo 2018	500.00	500.00	0.00	Posted
03/15/18	51852	Suburban Water Systems	2/18 Admin Bldg Water	896.72	896.72	0.00	Posted
03/15/18	51853	Tanya Marie Pina	03/10/2018 Roadeo supplies	122.94	122.94	0.00	Posted

Check							Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Status
03/15/18	51854	Thomas J. Koontz	Business Cards	154.40	154.40	0.00	Posted
03/15/18	51855	Thompson Coburn LLP	1/18 Electric Bus Procurement	12,828.00	12,828.00	0.00	Posted
03/15/18	51856	Tracy Nicometo	Arcadia Maintenance 1st Place Bus Roadeo 2018	500.00	500.00	0.00	Posted
03/15/18	51857	Tri - Signal Integration, Inc.	3/18 Industry P&R Fire Alarm Monitoring	300.00	300.00	0.00	Posted
03/15/18	51858	Van Vong	Pomona National 1st Place Bus Roadeo 2018	500.00	500.00	0.00	Posted
03/15/18	51859	Verizon Business - 15043	Cellular VPN	2,946.78	2,946.78	0.00	Posted
03/15/18	51860	Walnut Valley Water District	2/18 Industry P&R Fire Sprinkler Water	143.29	143.29	0.00	Posted
03/15/18	51861	Willie J. Brooks	03/18 Indoor Plant Care	213.00	213.00	0.00	Posted
03/15/18	51862	Wright Express	Vehicle fueling March 2018	314.82	314.82	0.00	Posted
03/15/18	51863	Yoko Igawa	Travel & Meetings	158.43	158.43	0.00	Posted
03/21/18	E00809	Keolis Transit Services LLC	Pomona O&M Fence Repair	7,998.00	0.00	0.00	Posted
03/21/18	E00810	Keolis Transit Services LLC	02/1-15 Pomona Contractor Service	783,239.54	0.00	0.00	Posted
03/21/18	E00811	Keolis Transit Services LLC	11/17 Pomona PMI's	9,500.00	0.00	0.00	Posted
03/21/18	E00812	Transdev Services, Inc.	reimbursement for bus 1624 transmission rebuild	8,270.00	0.00	0.00	Posted
03/21/18	E00813	Transdev Services, Inc.	02/1-15 Arcadia Contractor Services	1,017,283.01	0.00	0.00	Posted
03/22/18	51864-51889	VOID	VOID	0.00	0.00	518.04	Voided
03/22/18	51890	Aaron Brothers	Custom Frame	518.04	518.04	0.00	Posted
03/22/18	51891	ACCO Engineered Systems Inc.	3/1/18 - 5/31/18 PTC HVAC Maintenance	1,389.83	1,389.83	0.00	Posted
03/22/18	51892	ASK-intTag, LLC	TC TAP stickers	7,516.70	7,516.70	0.00	Posted
03/22/18	51893	AT and T - 5025	EI Monte general phone line	2,539.19	2,539.19	0.00	Posted
03/22/18	51894	Azusa Light & Water	01/25-02/26 Electricity and Water	1,491.36	1,491.36	0.00	Posted
03/22/18	51895	Baker Donelson Bearman and Cal.	2/18 Public Affairs	9,662.79	9,662.79	0.00	Posted
03/22/18	51896	C.A.T. Specialties	03/10/2018 Jackets for the Roadeo 2018	8,742.26	8,742.26	0.00	Posted
03/22/18	51897	Chamber of Commerce - Pomona	2018 Legislative Luncheon	650.00	650.00	0.00	Posted
03/22/18	51898	Conduent	SBS Maintenance	31,845.00	31,845.00	0.00	Posted
03/22/18	51899	County of L.A. - Sheriff's Dept.	12/11-22 Private Entity Security	6,633.23	6,633.23	0.00	Posted
03/22/18	51900	CSMFO	2018 Membership Renewal - Gil Victorio	110.00	110.00	0.00	Posted
03/22/18	51901	Graingers	Faucet Repair Kit	277.76	277.76	0.00	Posted
03/22/18	51902	Hendy Satya	Travel Reimbursement	241.97	241.97	0.00	Posted
03/22/18	51903	LaShawn Gillespie	03/10/2018 Roadeo 2018 snacks	163.47	163.47	0.00	Posted
03/22/18	51904	Lazar and Associates	02/18 Translating Services	413.25	413.25	0.00	Posted
03/22/18	51905	Linda Apodaca	Mileage and Meals	85.55	85.55	0.00	Posted
03/22/18	51906	Linda Garrison	03/18 Yogo instruction	585.00	585.00	0.00	Posted
03/22/18	51907	Newage PHM, LLC	TS2 electricity usage	7,486.73	7,486.73	0.00	Posted
03/22/18	51908	Platinum Security Inc.	02/18 EI Monte security services	4,912.88	4,912.88	0.00	Posted
03/22/18	51909	Rui Zhang	Final payroll for payroll ending 3/22/18	780.17	780.17	0.00	Posted
03/22/18	51910	Singlewire Software, LLC	West Covina Paging System maint. renewal 3 yrs.	2,675.00	2,675.00	0.00	Posted
03/22/18	51911	Southern California Edison Co.	02/18 Pomona Transit center Electricity usage	11,319.38	11,319.38	0.00	Posted
03/22/18	51912	State Compensation Insurance Fund	7/1/16-7/1/17 Final Audit Statement	10,044.18	10,044.18	0.00	Posted
03/22/18	51913	Verizon Business - 15043	800 Line	6,653.36	6,653.36	0.00	Posted
03/22/18	51914	Western Pump, Inc	Pomona Transition Repairs	15,075.00	15,075.00	0.00	Posted
03/22/18	51915	Zonar Systems Inc.	EVIR CSA Inspection March, 2018 FOO0655 GTC	2,898.00	2,898.00	0.00	Posted
03/28/18	E00814	International City Management Assoc. Retirement Co	Payroll ending 3/24/18 retirement funds	38,193.09	0.00	0.00	Posted
03/29/18	51916	AFLAC	03/18 Voluntary insurance premium	1,523.10	1,523.10	0.00	Posted
03/29/18	51917	Allied Administrators for Delta Dental	04/18 Dental insurance premium	5,598.87	5,598.87	0.00	Posted
03/29/18	51918	AT and T - 105068	EI Monte Store back line	39.44	39.44	0.00	Posted
03/29/18	51919	AT and T - 5019	Phone Service	314.71	314.71	0.00	Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/29/18	51920	California Choice	04/18 Medical insurance premium	44,353.62	44,353.62	0.00	Posted
03/29/18	51921	Carol A. Herrera	Reimbursable Expenses	334.60	334.60	0.00	Posted
03/29/18	51922	CDW Government Inc.	AutoCAD software for Facilities 3yr.	1,011.29	1,011.29	0.00	Posted
03/29/18	51923	Charter Communications Inc.	Admin Bldg. Cable TV	177.69	177.69	0.00	Posted
03/29/18	51924	CIGNA Group Insurance	03/18 Life Insurance premium	4,036.46	4,036.46	0.00	Posted
03/29/18	51925	Cintas Corporation #2	First Aid Kit Supplies	153.34	153.34	0.00	Posted
03/29/18	51926	Clean Energy	RETAIN FROM KPO 05-006	83,664.61	83,664.61	0.00	Posted
03/29/18	51927	Concerts in the Park	2018 Concert Series	500.00	500.00	0.00	Posted
03/29/18	51928	Crystal by Design Co. Inc.	03/10/2018 Trophy for the Rodeo winners	535.06	535.06	0.00	Posted
03/29/18	51929	Day - Lite Maintenance Co. Inc.	Electrical Repairs	6.33	6.33	0.00	Posted
03/29/18	51930	Del Rey Chemical	Graffiti Remover	563.12	563.12	0.00	Posted
03/29/18	51931	Digium Inc.	Pomona Phone Service	2,142.18	2,142.18	0.00	Posted
03/29/18	51932	Esperanza Flores	Fiesta Internacional 2018	100.00	100.00	0.00	Posted
03/29/18	51933	FEDEX Corp.	Express Mail	94.38	94.38	0.00	Posted
03/29/18	51934	Felicia Friesema	APTA Marketing Mtg.	110.93	110.93	0.00	Posted
03/29/18	51935	Frontier	Arcadia Computer phone line	528.11	528.11	0.00	Posted
03/29/18	51936	Gotcha Media Holdings, LLC	Mt. SAC, Rio Hondo	4,200.00	4,200.00	0.00	Posted
03/29/18	51937	Industry Public Utility Commission	02/18 Industry P&R Electricity	1,111.21	1,111.21	0.00	Posted
03/29/18	51938	Joshua Smalley	Final payroll for payroll ending 3/30/18	666.39	666.39	0.00	Posted
03/29/18	51939	Landmark Healthplan of California, Inc.	03/18 Chiropractor insurance premium	305.90	305.90	0.00	Posted
03/29/18	51940	Moore and Associates Inc.	Coach Operator Performance Audits Q11	6,532.57	6,532.57	0.00	Posted
03/29/18	51941	Pacific Products and Services, LLC.	Admin Bldg Parking Lot Post	587.46	587.46	0.00	Posted
03/29/18	51942	Proterra Inc	Side A-B February 2018 PMI	2,944.80	2,944.80	0.00	Posted
03/29/18	51943	Ron Turley Associates Inc.	Software Upgrade (50) vehicles	1,072.63	1,072.63	0.00	Posted
03/29/18	51944	Southern California Edison Co.	2/18 Admin Bldg Electricity	10,134.52	10,134.52	0.00	Posted
03/29/18	51945	Standard Parking Corporation	2/18 Parking Services	3,457.90	3,457.90	0.00	Posted
03/29/18	51946	Tanya Marie Pina	Comto supplies reimbursement	32.84	32.84	0.00	Posted
03/29/18	51947	Thomas J. Koontz	03/2018 Footnotes Monthly Newsletter	2,992.00	2,992.00	0.00	Posted
03/29/18	51948	Thompson Coburn LLP	2/18 General Legal	3,600.00	3,600.00	0.00	Posted
03/29/18	51949	Transit Solutions LLC	Nexus HVR and Deinstalls	7,742.00	7,742.00	0.00	Posted
03/29/18	51950	TransitTalent.com LLC	RFI 18-060 & RFP 18-038 Newspaper Posting	230.00	230.00	0.00	Posted
03/29/18	51951	Verizon Wireless	Cell Phone and avail cellular	3,550.18	3,550.18	0.00	Posted
03/29/18	51952	Vision Service Plan - (CA)	03-04/18 Vision insurance premium	2,323.00	2,323.00	0.00	Posted
03/29/18	51953	Western Office Interiors	Credenza - Room 537	4,081.37	4,081.37	0.00	Posted
General Checking				4,020,454.77	1,982,717.30	134,710.10	



May 25, 2018

To: Executive Board

Subject: **April 2018 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2018.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2018, for the fiscal year ending June 30, 2018.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of April 30, 2018, shows total assets at \$320 million. This total consists primarily of \$215 million in fixed assets, \$94 million in cash and investments and \$11 million in receivable and prepaid assets. Foothill Transit's cash position of \$67.5 million is \$4 million less than the previous month, and is \$3.4 million less than last year in April.

Liabilities

The accounts payable balance is \$9.63 million. Accounts Payables include operations and maintenance expenses for \$6.2 million and \$0.92 million for fuel.

The deferred revenue of \$62.08 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$20.95 million in liquid accounts held with Bank of the West; \$31.2 million in interest bearing money market accounts with Bank of the West; \$67,600 with Chase; and \$15.3 million invested in the Local Agency Investment Fund (LAIF).



Longer term investments include \$24 million with Bank of the West Agency notes; 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)

April 2018 year-to-date fare revenues were \$13.45 million which is \$1,066,843 less than the budgeted amount and \$11,963 less than April 2017. Through April 2018, ridership is approximately 8.09 percent less than it was last year at this time. Operating costs through April 2018 were \$77.23 million, which is \$5,068,532 less than the budget and \$6,413,737 more than April 2017. Of this \$77.23 million, \$60.99 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$4.83 million through April 2018.

The report also reflects receipt of \$2 million of Prop A Local Return funds from the City of West Covina. These funds were used for transit operating expenses during the first quarter of FY2017-2018.

Capital expenditures through April were \$25.34 million compared with \$21.41 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The April year-to-date farebox recovery ratio was 17.42 percent, approximately 0.28 percent lower than the performance target of 17.70 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$13,451,345 by the total bus operating expense of \$77,232,049. This ratio is less than the April 2017 ratio of 19.01 percent. The decline is due to increasing operating expenses combined with declining fare revenues. Declining bus ridership is a nationwide trend. Foothill Transit is participating in a region-wide study to analyze LA County ridership and provide recommendations for attracting riders.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of April 2018; 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 April 2018 were \$10.69 million. Capital disbursements totaled \$597,308 and other significant disbursements include \$3.42 million to Keolis and \$5.53 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of April 30, 2018

Assets

Current Assets:

Cash	\$67,521,437
Investments	26,739,000
Due from government agencies	6,290,838
Other receivables	3,842,842
Other assets	868,191

Total Current Assets \$105,262,307

Property & Equipment (net of depreciation) 214,450,917

Total Assets \$319,713,224

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities \$9,632,046

Deferred Revenue 62,082,640

Total Liabilities \$71,714,686

Equity

Fund Balance:

Investment in Capital Assets \$214,450,917

Current Year Change 2,823,380

Reserve 30,724,242

Total Equity \$247,998,538

Total Liabilities and Equity \$319,713,224

Summary of Cash and
Investment Account
For April 30, 2018

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$12,411,605
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	8,536,174
BOW-Prop 1B-Cal Grants	0.85%	Demand Deposit	6,001,238
Bank of the West-Money Market	0.85%	Demand Deposit	14,707,951
Bank of the West-Money Market	0.85%	Demand Deposit	9,709,475
Bank of the West-LCTOP	0.07%	Demand Deposit	757,303
Chase Business Saving	0.18%	Demand Deposit	67,608
LAIF Investment	1.51%	Demand Deposit	15,328,483
Subtotal Cash on Hand			<u>\$67,521,437</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.13%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
	0.45-1.60%	Cert. of Deposit	2,739,000
Subtotal Investments			<u>\$26,739,000</u>
Total Cash and Investments			<u><u>\$94,260,437</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended April 30, 2018

	Actual YTD April-18	Budget YTD April -18	Variance	Actual YTD April - 17
Fare Revenue				
Farebox	\$6,724,764	\$7,285,503	(7.70%)	\$6,921,092
Pass Sales	3,036,235	3,072,000	(1.16%)	2,878,440
TAP Cash Purse	2,644,730	3,021,181	(12.46%)	2,564,383
MetroLink & Access Service	481,109	586,702	(18.00%)	526,242
EZ Transit Pass	564,507	552,802	2.12%	573,152
Total Operating Revenue	\$13,451,345	\$14,518,188	(7.35%)	\$13,463,308
Operating Subsidies and Other				
Transportation Development Act	\$19,263,480	\$19,263,478	0.00%	\$19,117,343
TDA-Reserve from prior years	3,003,210	8,508,046	(64.70%)	7,221,771
STA	725,951	725,947	0.00%	1,534,840
Prop A 40% Discretionary	13,771,776	13,771,776	0.00%	13,401,034
Prop A 40% BSCP	3,720,801	3,720,801	0.00%	3,799,063
Prop A Exchange	2,000,000	0	0.00%	0
Prop C BSIP	775,172	775,172	0.00%	761,839
Prop C Base Restructuring	1,664,987	1,664,987	0.00%	1,636,350
Prop C Transit Service Expansion	277,457	277,457	0.00%	272,685
Transit Security-Operating	750,819	750,819	0.00%	765,021
Measure R Operating	8,702,399	8,702,399	0.00%	8,676,437
Measure M Operating	8,288,183	8,288,180	0.00%	0
CRD Subsidy	100,000	0	0.00%	0
Miscellaneous Transit Revenues	736,469	1,333,333	(44.76%)	168,622
Total Subsidies and Other	\$63,780,704	\$67,782,393	(5.90%)	\$57,355,003
Total Operating Revenue	\$77,232,049	\$82,300,581	(6.16%)	\$70,818,312
Other Revenues				
Gain on Sale of Fixed Assets	\$73,394	\$0	0.00%	\$90,066
Auxiliary Revenue	1,095,406	1,350,000	(18.86%)	1,684,211
Total Other Revenues	\$1,168,801	\$1,350,000	(13.42%)	\$1,774,277
Total Operating and Other Revenues	\$78,400,849	\$83,650,581	6.28%	\$72,592,589
Operating Expenses				
Operations	\$68,371,020	\$70,445,826	2.95%	\$62,319,228
Maintenance & Vehicle Technology	664,983	718,020	7.39%	665,541
Marketing and Communications	1,315,918	1,883,874	30.15%	1,252,363
Information Technology	1,813,013	2,024,413	10.44%	1,689,504
Administration	1,861,888	2,459,584	24.30%	2,095,607
Policy & Strategic Sourcing	486,153	778,048	37.52%	439,311
Finance	1,155,531	1,487,982	22.34%	928,959
Planning	701,706	1,126,918	37.73%	582,131
Facilities	861,837	1,375,916	37.36%	845,667
Total Operating Expenses	\$77,232,049	\$82,300,581	6.16%	\$70,818,312
Other Expenses				
Property Management	\$292,821	\$370,833	21.04%	\$287,327
Dial-A-Ride	655,420	666,667	1.69%	703,396
Special Services	220,560	312,500	29.42%	220,272
Total Other Expenses	\$1,168,800.8	\$1,350,000	31.11%	\$1,210,995
Total Operating and Other Expenses	\$78,400,849	\$83,650,581	6.28%	\$72,029,307
Capital Revenues				
Capital Grants	\$25,344,635	\$46,772,593	(45.81%)	\$21,413,856
Capital Expenditures				
Capital Expenditures	\$25,344,635	\$46,772,593	45.81%	\$21,413,856

Bank Account - Check Details

Period: 04/01/18..04/30/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 04/01/18..04/30/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
04/04/18	E00815	Keolis Transit Services LLC	03/18/2018 Pomona LA Marathon	13,981.88	0.00	0.00	Posted
04/04/18	E00816	Keolis Transit Services LLC	02/16-28 Pomona Contractor Services	1,169,859.17	0.00	0.00	Posted
04/04/18	E00817	Keolis Transit Services LLC	03/22/2018 Pomona Special Service Police Funeral	2,213.87	0.00	0.00	Posted
04/04/18	E00818	Transdev Services, Inc.	Reimbursement for 1705	78,061.53	0.00	0.00	Posted
04/04/18	E00819	Transdev Services, Inc.	03/18/2018 Arcadia LA Marathon	8,691.01	0.00	0.00	Posted
04/04/18	E00820	Transdev Services, Inc.	Reimbursement for Irwindale Speedway practice	1,000.00	0.00	0.00	Posted
04/04/18	E00821	Transdev Services, Inc.	02/16-28 Arcaida Contractor services	1,892,959.93	0.00	0.00	Posted
04/04/18	E00822	Transdev Services, Inc.	3/18 Management Fee	165,716.48	0.00	0.00	Posted
04/04/18	E00823	Transdev Services, Inc.	03/1-15 Arcadia Contractor Services	1,064,101.93	0.00	0.00	Posted
04/05/18	51954	ACC Business	Admin building Internet	3,051.72	3,051.72	0.00	Posted
04/05/18	51955	ACC Business	Arcadia Phone Internet	1,167.13	1,167.13	0.00	Posted
04/05/18	51956	ACCO Engineered Systems Inc.	3/1/18 - 6/30/18 Industry P&R HVAC Maintenance	191.00	191.00	0.00	Posted
04/05/18	51957	ACCO Engineered Systems Inc.	3/1/18 - 6/30/17 PHTS HVAC Maintenance	137.75	137.75	0.00	Posted
04/05/18	51958	Adt Security Services, Inc.	04/09-07/08/2018 Arcadia Yard	170.94	170.94	0.00	Posted
04/05/18	51959	Ashlien Savage	Educational Assistance and Reimbursement	2,220.00	2,220.00	0.00	Posted
04/05/18	51960	AT and T - 5025	El Monte Phone lines	266.03	266.03	0.00	Posted
04/05/18	51961	AT and T - 5025	El Monte Phone Line for router	162.29	162.29	0.00	Posted
04/05/18	51962	Bankcard Center-Bank of the West	3/18 Agency credit card usages	38,726.47	38,726.47	0.00	Posted
04/05/18	51963	BroadLux Inc.	Order PO017106	4,348.20	4,348.20	0.00	Posted
04/05/18	51964	CA Newspaper Service Bureau	SGVT Notice of Public Sale	40.00	40.00	0.00	Posted
04/05/18	51965	California Deposition Reporters	Pre-Proposal Meeting	629.40	629.40	0.00	Posted
04/05/18	51966	Conduent	03/2018 SBS Maintenance	31,845.00	31,845.00	0.00	Posted
04/05/18	51967	County Sanitation District	Earth Day Sponsorship	1,000.00	1,000.00	0.00	Posted
04/05/18	51968	Crown Castle USA Inc.	Tower Rental	770.35	770.35	0.00	Posted
04/05/18	51969	Custom Signs Inc.	Admin Bldg Parking Signs	1,826.46	1,826.46	0.00	Posted
04/05/18	51970	G4S Secure Integration LLC	01/18 Security Maintenance	10,233.55	10,233.55	0.00	Posted
04/05/18	51971	Gotcha Media Holdings, LLC	Mt. SAC, APU	2,556.00	2,556.00	0.00	Posted
04/05/18	51972	HD Supply Facilities Maintenance	Facility Supplies	461.73	461.73	0.00	Posted
04/05/18	51973	Henry Lopez	MAX Program 2018 - Long Beach	216.67	216.67	0.00	Posted
04/05/18	51974	Henry Lopez	Educational Assistance and Reimbursement	1,647.50	1,647.50	0.00	Posted
04/05/18	51975	John Xie	Reimbursable expenses-Secured Technology Alliance	1,057.26	1,057.26	0.00	Posted
04/05/18	51976	Joshua Seth Landis		3,750.00	0.00	3,750.00	Financially Voided
04/05/18	51977	Keystone Uniform Depot	Safety vests patch and sew ons for Hendy and Linda	13.14	13.14	0.00	Posted
04/05/18	51978	London Lee	Educational Assistance and Reimbursement	4,185.00	4,185.00	0.00	Posted
04/05/18	51979	Luis A Renderos	Educational Assistance and Reimbursement	1,647.50	1,647.50	0.00	Posted
04/05/18	51980	PCAM, LLC	01/18 Dial A Ride Shuttle Service	61,114.87	61,114.87	0.00	Posted
04/05/18	51981	Pulsar Advertising	02/218 TAP Card and Day Pass Campaign	20,182.00	20,182.00	0.00	Posted
04/05/18	51982	Raycom	Technician Service	75.00	75.00	0.00	Posted
04/05/18	51983	Roberto Vidal Estrella	Educational Assistance and Reimbursement	4,980.00	4,980.00	0.00	Posted

Bank Account - Check Details

Period: 04/01/18..04/30/18

Foothill Transit

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 04/01/18..04/30/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/05/18	51984	SybaTek, Inc		75,537.08	0.00	75,537.08	Financially Voided
04/05/18	51985	Tanya Marie Pina	Educational Assistance and Reimbursement	2,220.00	2,220.00	0.00	Posted
04/05/18	51986	T-Mobile USA Inc.	Vericity Cellular Sim	545.69	545.69	0.00	Posted
04/05/18	51987	TransTrack Systems Inc.	Import Avail incidents APC and AVL	10,000.00	10,000.00	0.00	Posted
04/05/18	51988	Ultimate Maintenance Services, Inc	3/18 Janitorial Services	3,118.00	3,118.00	0.00	Posted
04/05/18	51989	Ultimate Maintenance Services, Inc	4/18 Janitorial Supplies	252.02	252.02	0.00	Posted
04/05/18	51990	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	3,748.74	3,748.74	0.00	Posted
04/05/18	51991	Verizon Wireless	Cell Phone and avail cellular	22,559.86	22,559.86	0.00	Posted
04/05/18	51992	Verizon Wireless	Cell Phone and Avail Cellular	3,534.11	3,534.11	0.00	Posted
04/05/18	51993	Vy Thuy Phan - Hoang	Educational Assistance and Reimbursement	3,021.19	3,021.19	0.00	Posted
04/05/18	51994	Waste Management	4/18 Arcadia Warehouse Trash	293.23	293.23	0.00	Posted
04/05/18	51995	Willie J. Brooks	4/18 Indoor Plant Care	449.75	449.75	0.00	Posted
04/05/18	51996	Willie J. Brooks	04/18 Indoor Plant Care	213.00	213.00	0.00	Posted
04/05/18	51997	Yoko Igawa	Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
04/11/18	E00824	International City Management Assoc. Retirement Co	Payroll ending 4/7/18 retirement funds	38,270.71	0.00	0.00	Posted
04/12/18	51998	Allied Administrators for Delta Dental	05/18 Dental insurance premium	6,355.81	6,355.81	0.00	Posted
04/12/18	51999	Amazon Web Services, Inc	Amazon web hosting	107.15	107.15	0.00	Posted
04/12/18	52000	Azteca Landscape	3/18 Landscape Maintenance	3,224.44	3,224.44	0.00	Posted
04/12/18	52001	California Choice	05/18 Medical insurance premium	48,070.15	48,070.15	0.00	Posted
04/12/18	52002	Capture Technologies, Inc.	Verint Recorder	189.56	189.56	0.00	Posted
04/12/18	52003	CIGNA Group Insurance	04/18 Life Insurance premium	3,983.47	3,983.47	0.00	Posted
04/12/18	52004	Clean Energy	02/18 Arcadia CNG Facility Maintenance	405,300.71	405,300.71	0.00	Posted
04/12/18	52005	Conduent	SBS Maintenance	31,845.00	31,845.00	0.00	Posted
04/12/18	52006	Darold D. Pieper Attorney at Law	3/18 Legal Fees	7,360.00	7,360.00	0.00	Posted
04/12/18	52007	David Reyno	Reimbursable Expenses	5,819.46	5,819.46	0.00	Posted
04/12/18	52008	Doran J. Barnes	Reimbursable Expenses	387.27	387.27	0.00	Posted
04/12/18	52009	ENO Transportation Foundation	TMM Tuition for Joshua Landis	3,750.00	3,750.00	0.00	Posted
04/12/18	52010	FEDEX Corp.	Express Mail	18.48	18.48	0.00	Posted
04/12/18	52011	Ford of West Covina	Vehicle service oil change	77.66	77.66	0.00	Posted
04/12/18	52012	Home Depot Credit Services	3/18 Facilities Suppies	358.73	358.73	0.00	Posted
04/12/18	52013	IPI Construction	Pomona Renovations	61,016.60	61,016.60	0.00	Posted
04/12/18	52014	Jon House	Expense report Live scan	52.00	52.00	0.00	Posted
04/12/18	52015	Landmark Healthplan of California, Inc.	04/18 Chiropractor insurance premium	313.32	313.32	0.00	Posted
04/12/18	52016	MailFinance Inc.	Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
04/12/18	52017	Moore and Associates Inc.	03/18 Transit Store Customer Service audits	2,818.50	2,818.50	0.00	Posted
04/12/18	52018	Neofunds by Neopost	3/18 Postage	560.00	560.00	0.00	Posted
04/12/18	52019	NextBus, Inc.	NextBus Arrival Signs	25,999.45	25,999.45	0.00	Posted
04/12/18	52020	Project Sister Sexual Assault		520.00	0.00	520.00	Financially Voided
04/12/18	52021	ReadyRefresh	3/18 Drinking Water	72.25	72.25	0.00	Posted
04/12/18	52022	Richards Watson and Gershon	2/18 Legal Fees	195.50	195.50	0.00	Posted
04/12/18	52023	Roy Eseyan	Reimbursed Expense Education	1,629.00	1,629.00	0.00	Posted
04/12/18	52024	San Gabriel Valley Civic Alliance	Sector Awards Event	200.00	200.00	0.00	Posted

Bank Account - Check Details

Period: 04/01/18..04/30/18

Foothill Transit

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Bank Account: No.: B001, Date Filter: 04/01/18..04/30/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/12/18	52025	Sharlane Bailey	Reimbursable Exp - APTA Leadership	103.22	103.22	0.00	Posted
04/12/18	52026	Staples Business Adv.-Dept. LA	3/18 Office Supplies	1,930.89	1,930.89	0.00	Posted
04/12/18	52027	State Compensation Insurance Fund	4/1/18-5/1/18Works Comp insurance premium	4,493.50	4,493.50	0.00	Posted
04/12/18	52028	Suburban Water Systems	3/18 Admin Bldg Landscape Water	868.91	868.91	0.00	Posted
04/12/18	52029	SybaTek, Inc	Board Room Video Wall replacement	192,224.90	192,224.90	0.00	Posted
04/12/18	52030	The Gas Co.	03/18 Admin Bldg Gas	1,096.04	1,096.04	0.00	Posted
04/12/18	52031	Thomas J. Koontz	Business Cards	210.24	210.24	0.00	Posted
04/12/18	52032	Thompson Coburn LLP	2/18 General Procurement	27,625.98	27,625.98	0.00	Posted
04/12/18	52033	Trace3, LLC	Cisco Renewal for co term	1,835.07	1,835.07	0.00	Posted
04/12/18	52034	Tri - Signal Integration, Inc.	4/18 Admin Bldg Alarm Monitoring	70.00	70.00	0.00	Posted
04/12/18	52035	Ultimate Maintenance Services, Inc	4/18 Jantorial Services	3,118.00	3,118.00	0.00	Posted
04/12/18	52036	Verizon Wireless	Cell phone and Avail Cellular	19,052.23	19,052.23	0.00	Posted
04/12/18	52037	Western Graphix	El Monte Store Photo ID repair	323.03	323.03	0.00	Posted
04/12/18	52038	Wright Express	Vehicle fueling	566.49	566.49	0.00	Posted
04/12/18	52039	Zonar Systems Inc.	EVIR CSA Inspection Service April 2018	1,617.00	1,617.00	0.00	Posted
04/18/18	E00825	California Dept. of Tax and Fee Administration	Annual Flat Rate Decals for 5/1/18 to 4/30/19	57,624.00	0.00	0.00	Posted
04/19/18	52040	Ace Construction Authority	Reimbursement - SGV Congressional Appreciation	1,644.39	1,644.39	0.00	Posted
04/19/18	52041	Adt Security Services, Inc.	04/29-07/28/2018 Pomona Station security services	299.94	299.94	0.00	Posted
04/19/18	52042	APTA	Emerging Leaders c/o 2019 Tution fees	3,500.00	3,500.00	0.00	Posted
04/19/18	52043	Athens Services- 54957	4/18 Admin Trash Service & Parking Lot Sweeping	1,225.83	1,225.83	0.00	Posted
04/19/18	52044	Azusa Light & Water	02/26-03/27/18 Electric bill	3,193.16	3,193.16	0.00	Posted
04/19/18	52045	Baker Donelson Bearman and Cal.	3/18 Public Affairs	10,182.14	10,182.14	0.00	Posted
04/19/18	52046	Climatec Building Technologies LLC	4/1/18 - 6/30/18 HVAC Software Maintenance	1,849.75	1,849.75	0.00	Posted
04/19/18	52047	Complete Coach Works	F-1603 Unforeseeable Repowering and Repainting	218,425.94	218,425.94	0.00	Posted
04/19/18	52048	County of L.A. - Sheriff's Dept.	02/19-28 Private Entity Security	5,964.77	5,964.77	0.00	Posted
04/19/18	52049	Frontier	Local phone calls	2,537.87	2,537.87	0.00	Posted
04/19/18	52050	G4S Secure Integration LLC	Service tech re -wire fiber optics	1,962.47	1,962.47	0.00	Posted
04/19/18	52051	Grand Car Wash	Vehicle washing March 2018	460.48	460.48	0.00	Posted
04/19/18	52052	International City Management Assoc. Retirement Co	Asset Fee Allowance 01/31/18-03/31/18	1,651.65	1,651.65	0.00	Posted
04/19/18	52053	Iron Mountain Inc.	3/18 Shredding Services	120.28	120.28	0.00	Posted
04/19/18	52054	John Xie	Reimbursed Expense	322.35	322.35	0.00	Posted
04/19/18	52055	Jon House	Expense report	51.00	51.00	0.00	Posted
04/19/18	52056	Lazar and Associates	03/18 Translating services	645.25	645.25	0.00	Posted
04/19/18	52057	Michelle Lopes Caldwell	Reimbursed Expense	341.00	341.00	0.00	Posted
04/19/18	52058	Newage PHM, LLC	05/18 Transit Store #2 Lease	7,373.47	7,373.47	0.00	Posted
04/19/18	52059	NextBus, Inc.	3-Month Wireless Service Lease	9,494.40	9,494.40	0.00	Posted
04/19/18	52060	Office Depot	Office Supplies	1,113.26	1,113.26	0.00	Posted
04/19/18	52061	Skyline Pest Control	4/18 Pest & Rodent Control	95.00	95.00	0.00	Posted
04/19/18	52062	Southern California Edison Co.	03/18 Pomona Transit center Electricity usage	10,088.81	10,088.81	0.00	Posted
04/19/18	52063	Tanya Marie Pina	04/18 Rodeo Committee Work reimbursement mileage	65.40	65.40	0.00	Posted
04/19/18	52064	Thomas J. Koontz	Rodeo Signage	315.36	315.36	0.00	Posted

Bank Account - Check Details

Period: 04/01/18..04/30/18

Foothill Transit

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Bank Account: No.: B001, Date Filter: 04/01/18..04/30/18

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/19/18	52065	ThyssenKrupp Elevator Corporation	4/1/18 - 6/30/18 Industry P&R Elavator Maintenance	464.77	464.77	0.00	Posted
04/19/18	52066	Verizon Business - 15043	Cellular VPN	2,937.57	2,937.57	0.00	Posted
04/19/18	52067	Vy Thuy Phan - Hoang	TRB BRT Registration 2018	350.00	350.00	0.00	Posted
04/19/18	52068	Yoko Igawa	Travel & Meeting Reimbursement	521.34	521.34	0.00	Posted
04/19/18	52069	Zonar Systems Inc.	EVIR CSA Inspection service April 2018	1,281.00	1,281.00	0.00	Posted
04/25/18	E00826	International City Management Assoc. Retirement Co	Payroll ending 4/21/18 retirement funds	38,279.36	0.00	0.00	Posted
04/25/18	E00827	Keolis Transit Services LLC	03/16-31 Pomona Contractor Services	1,419,673.13	0.00	0.00	Posted
04/25/18	E00828	Keolis Transit Services LLC	03/1-15 Pomona Contractor Services	810,757.61	0.00	0.00	Posted
04/25/18	E00829	State Board of Equalization -	1st Qtr 2018 Sales and Use Tax Return	2,857.00	0.00	0.00	Posted
04/25/18	E00830	Transdev Services, Inc.	03/16-31 Arcadia Contractor Services	2,234,967.34	0.00	0.00	Posted
04/25/18	E00831	Transdev Services, Inc.	04/2018 Management fee	164,759.15	0.00	0.00	Posted
04/26/18	52070	AFLAC	04/18 Voluntary insurance premium	1,523.10	1,523.10	0.00	Posted
04/26/18	52071	Ashlien Savage	Reimbursed Expense SHRM HR law conference	435.59	435.59	0.00	Posted
04/26/18	52072	CA Newspaper Service Bureau	IFB 18-055 Notice	120.20	120.20	0.00	Posted
04/26/18	52073	Chamber of Commerce - Pasadena	2018/19 Pasadena Visitor Map	1,500.00	1,500.00	0.00	Posted
04/26/18	52074	Christopher Pieper	CAPPO Meeting	40.00	40.00	0.00	Posted
04/26/18	52075	Coalition for Clean Air	2018 California Air Quality Awards	5,000.00	5,000.00	0.00	Posted
04/26/18	52076	Crossroads Cafe Inc	4/13 Executive Board Meeting	237.62	237.62	0.00	Posted
04/26/18	52077	FEDEX Corp.	Express Mail	133.67	133.67	0.00	Posted
04/26/18	52078	Felicia Friesema	Reimbursed Expense- CC EXP	36.92	36.92	0.00	Posted
04/26/18	52079	Golden Gate Media Group	Pomona Chamber of Commerce 2108 Community Map	1,995.00	1,995.00	0.00	Posted
04/26/18	52080	Gotcha Media Holdings, LLC	Rio Hondo, Mt. SAC	4,200.00	4,200.00	0.00	Posted
04/26/18	52081	Government Finance Officers Assoc.	06/01/2018-05/31/2019 Membership Katie Gagnon	150.00	150.00	0.00	Posted
04/26/18	52082	Hendy Satya	Travel Reimbursement	192.41	192.41	0.00	Posted
04/26/18	52083	Industry Public Utility Commission	03/18 Industry P&R Electricity	1,178.49	1,178.49	0.00	Posted
04/26/18	52084	International City Management Assoc. Retirement Co	Asset Fee Plan 108053 Allowance 01/31/18-03/31/18	4,061.10	4,061.10	0.00	Posted
04/26/18	52085	Irwindale Police Officers Association	2018 Child Safety/Crime Prevention Yearbook	550.00	550.00	0.00	Posted
04/26/18	52086	LA MTA	Terminal 28 Layover Dec. 2017 to Nov. 2018	12,000.00	12,000.00	0.00	Posted
04/26/18	52087	LACMTA	Token	8,443.75	8,443.75	0.00	Posted
04/26/18	52088	Linda Garrison	04/18 Yogo instruction	520.00	520.00	0.00	Posted
04/26/18	52089	Metrolink	02/18 Metrolink Passes	50,624.00	50,624.00	0.00	Posted
04/26/18	52090	Omnitrans	Omnitrans Passes	6,144.00	6,144.00	0.00	Posted
04/26/18	52091	Penske Toyota Scion of West Covina	Vehicle service	94.99	94.99	0.00	Posted
04/26/18	52092	Platinum Security Inc.	03/18 El Monte security services	5,716.80	5,716.80	0.00	Posted
04/26/18	52093	Professional Child Development Associates	Harvest Moon Magic 2018	750.00	750.00	0.00	Posted
04/26/18	52094	Raycom	Kenwood Antenna 440-490 MHz Whip for TK	122.64	122.64	0.00	Posted
04/26/18	52095	Rotary Club of Walnut Valley	Rotary 4th Quarter Dues Apr-Jun 2018	147.10	147.10	0.00	Posted
04/26/18	52096	San Gabriel Valley Tribune	1 year subscription to SGVTribune	539.43	539.43	0.00	Posted
04/26/18	52097	Southern California Edison Co.	3/18 Admin Bldg Electricity	10,955.76	10,955.76	0.00	Posted
04/26/18	52098	Sustainable Claremont	Earth Day Sponsorship	1,000.00	1,000.00	0.00	Posted
04/26/18	52099	Tri - Signal Integration, Inc.	AITC - Elevator Recall Test Assistance	1,890.00	1,890.00	0.00	Posted
04/26/18	52100	University of La Verne	Tuitions for Spring 2018	555.00	555.00	0.00	Posted

Bank Account - Check Details

Period: 04/01/18..04/30/18

Foothill Transit

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Bank Account: No.: B001, Date Filter: 04/01/18..04/30/18

Check							Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Status
04/26/18	52101	Verizon Business - 15043	SBS Tower MPLS	507.03	507.03	0.00	Posted
04/26/18	52102	Walnut Valley Water District	3/18 Industry P&R Landscape Water	204.15	204.15	0.00	Posted
04/26/18	52103	West Covina Lions Club	West covina lions club Night on the Town 2018	500.00	500.00	0.00	Posted
04/26/18	52104	Yoko Igawa	Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
04/26/18	52105	YWCA Pasadena - Foothill Valley	Racial Justice Breakfast - 4 seats & full page ad	670.00	670.00	0.00	Posted
04/26/18	52106	Zones Inc.	Phone mount needed for Pomona Yard	2,851.72	2,851.72	0.00	Posted
General Checking				10,768,076.03	1,524,494.85	79,807.08	



May 25, 2018

To: Executive Board

Subject: **May 2018 Legislative Summary**

Recommendation

Receive and file the May 2018 Legislative Summary. There are no recommended positions on bills this month.

Analysis

A summary of state and federal legislation and corresponding status is attached.

State Legislative Issues:

On May 11, Governor Brown released his updated Fiscal Year 2018-19 budget, known as the “May Revise.” The updated budget offers good news for transit systems across California as the State Transit Assistance (STA) program is projected to grow in the coming fiscal year by approximately \$109 million over the amount originally estimated in the Governor’s January budget. The updated budget also forecasts an increase of approximately \$42 million dollars for the state’s intercity and commuter rail systems over the Governor’s initial budget.

Overall, the Governor proposed a \$137.6 billion general fund revised budget amid surging revenues, kicking off his last round of negotiations with Democratic legislative leaders. The latest budget is up nearly \$6 billion from his proposal in January. The Governor wants to save most of the surplus to protect spending during a future recession, boosting California’s rainy day fund to nearly \$14 billion.

Federal Legislative Issues:

The Trump administration is sifting through a slew of financing mechanisms, from a vehicle miles traveled fee to a fuel tax, to bolster infrastructure funding, according to Transportation Secretary Elaine Chao. Chao noted that she and fellow administration leaders are considering about 16 funding mechanisms and that none is totally supported by everyone. For example, she said the vehicle miles traveled fee, which would charge drivers for the miles they travel, has provoked the ire of privacy advocates. “All these mechanisms are available. Every single one of them has their advocate, but every single



one of them has their detractors as well. The gasoline tax, while popular with some groups, is obviously not popular with others,” Chao said. “There’s a painful point for all groups. This administration hopes we will work with Congress to cross this difficult divide.” Chao’s remarks came after White House Press Secretary Sarah Sanders announced that President Donald Trump’s infrastructure package is unlikely to advance this year.

Echoing the tenets of the infrastructure proposal, Chao emphasized the need for public-private partnerships, or P3s, to complete infrastructure projects. She cited Australia and England as two exemplary practitioners of these types of partnerships. While she acknowledged that public sector agencies often feel an element of distrust toward private companies, she said these groups are a vibrant source of capital.

“The inclusion of the private sector to bring about their solution to infrastructure repair is something that we don’t have that much of in this country,” Chao said. “We really need to be more open-minded in terms of finding more sources of financing for the infrastructure. We’re not used to tapping the private sector for public infrastructure, and that’s really ironic given that we have the biggest capital market of any place in the world.”

The proposed infrastructure plan places an onus on state and local government agencies to raise funds. According to Chao, the federal government owns 10 percent of the country’s infrastructure and contributes 14 percent of all infrastructure spending. The rest of the country’s infrastructure is owned and funded by state and local government agencies. Many state leaders have claimed that the plan’s \$200 billion federal funds are not enough to generate more than \$1 trillion in investment.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

Attachment

2018 Legislation Summary

Current as of 5/15/2018

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1	Frazier	<p>AB 1 and SB 1 are \$6 billion/year proposals, like the proposals that preceded them in the 2015-2016 Special Session on Transportation Infrastructure, include a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.</p> <p>These proposals would continue to fund public transit by doubling the Cap and Trade allocation to the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program; and, each triples the incremental diesel sales tax going to the State Transit Assistance program, from 1.75% to 5.25% (an effective increase of 3.5%).</p>	This bill could lead to increased state funding for Foothill Transit.	See SB 1	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.	Passed by the Legislature. Vetoed by the Governor on 10/15/2017		Support Position Adopted 2/24/2017
AB 301	Rodriguez	Existing law prohibits a person from operating a commercial motor vehicle unless the person has passed a written and driving test for the operation of a commercial motor vehicle that complies with specified federal standards and any other requirements imposed by the Vehicle Code. AB 301 would require the Department of Motor Vehicles, by June 1, 2019, to ensure that the maximum	This bill would assist Foothill Transit's Operating Contractors from lengthy delays in hiring coach operators due to difficulty obtaining the appropriate license.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 5/26/2017

2018 Legislation Summary

Current as of 5/15/2018

(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
		wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle does not exceed 7 days. The bill would require the department, by June 1, 2018, to submit a report to the budget and transportation committees of the Legislature detailing how the department intends to achieve the 7-day maximum wait time. The bill would require the report to include, among other components, the methodology the department intends to use to collect and monitor wait times, and an implementation timeline for the department's recommendations.				
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 vital to the ongoing operations and capital projects of about 145 public transit systems statewide.	This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.	Signed by the Governor & Chaptered by the Secretary of State - 7/21/2017	CTA - Support	Support Position Adopted 3/24/2017
AB 1756	Brough	This bill would repeal SB 1 which is now known as the Road Repair and Accountability Act of 2017	This bill will mean a loss of additional state transit funding Foothill Transit would receive under the new law.	Assembly Committee on Transportation		Oppose Position Adopted 2/23/2018
AB 2304	Holden	This bill would require the Department of Transportation to submit a report to specified committees of the Legislature on or before January 1, 2022, on the status of transit pass programs statewide.	This bill would provide an assessment on statewide transit pass programs and highlight Foothill Transit's successful Class Pass which could lead to state funding for these programs.	Assembly Committee on Transportation		Support Position Adopted 4/13/2018

2018 Legislation Summary

Current as of 5/15/2018

(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 3201	Daly	This bill would require the California Air Resources Board (ARB) to create a five-year plan for developing, deploying, and investing in, cleaner heavy-duty truck and bus technologies, and incentive funding to be used to meet current and future regulatory compliance obligations, like the Innovative Clean Transit regulation.	This bill will assist Foothill Transit's electric bus program by clarifying the Legislature's support for a well-funded and stable transition to a zero-emission transit bus fleet by ensuring transit agencies retain access to vital incentive funding.	Assembly Committee on Appropriations	CTA - Support	Support Positions Adopted 4/13/2018
ACA 5	Frazier	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.	This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.	Signed by the Governor & Chaptered by the Secretary of State - 4/17/2017	CTA - Support	Support Position Adopted 5/2/2017
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.	Signed by the Governor & Chaptered by the Secretary of State - 4/28/2017	CTA - Support	Support Position Adopted 2/24/2017
SB 268	Mendoza	This bill would change the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors current governance structure, including an increase in members from 16 to 21. The original composition of the Metro Board was the result of a lengthy, local process in which all	If this bill becomes law, it would be a step towards putting the Foothill Transit JPA at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Assembly Committee on Local Government	Metro - Oppose	Oppose Position Adopted 6/30/2017

2018 Legislation Summary

Current as of 5/15/2018

(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
		local stakeholders were brought together to develop a consensus. This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure. The restructuring of a local board should be done at the local level and not at the state level and sets a troubling precedent for local entities.				
SB 1434	Leyva	This bill would support and accelerate the deployment of battery-electric transit buses by requiring the California Public Utilities Commission (PUC) to initiate a ratemaking proceeding that addresses the high cost of electricity as a fuel with the goal of securing an electricity rate structure that supports widespread transit electrification.	This bill would be very important to Foothill Transit as we add more electric buses to our fleet by providing certainty to the electricity rate structure we are subject to, thus allowing us to plan and budget accordingly and lead to reduced operating costs.	Senate Committee on Appropriations	CTA - Support	Support Positions Adopted 4/13/2018
Prop 69		ACA 5, last year's measure enabling voters to ensure revenues from SB 1 will be dedicated to transportation purposes, has been assigned its proposition number by the Secretary of State. The measure will appear as Proposition 69 on the June statewide ballot. Last year the Legislature acted to place the measure on the ballot this year, as part of the process of passing SB 1.	Intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be codified in the state constitution.	June 2018 State Ballot	CTA - Support	Support Position Adopted 2/23/2018



May 25, 2018

To: Executive Board

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

Recommendation

Adopt the following resolution:

Resolution No. 2018-03: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "*Foothill Transit Line 280 Expansion and Electrification*" in the Amount of \$725,957 (Attachment A).

Analysis

The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. This program is designed to fund capital or operating projects that a) reduce greenhouse gases; b) increase transit ridership; and, c) benefit disadvantaged communities. Of all the State programs designed to reduce greenhouse gases from transportation, the LCTOP is unique because of its focus on transit agencies, its formulaic funding structure, and the eligibility of projects to fund transit operations. Through this program, Foothill Transit is eligible for funding in the amount of \$725,957.

In February, the Executive Board adopted a resolution for the amount of \$492,993. Since then, Foothill Transit was notified that both the City of Arcadia and the County of Los Angeles were not planning to use their LCTOP allocation and they were willing to pass these funds to Foothill Transit. The updated amount available to Foothill Transit with these additional funds is \$725,957. In order to receive these funds an updated resolution including all funds needs to be approved by the board.

With the board's authorization, Foothill Transit will request operating funds to support the expansion and electrification of Line 280 serving the Azusa Intermodal Transit Center and Azusa Gold Line Station. Starting this year, Foothill Transit will deploy 14 new Proterra electric buses along Line 280. Service frequency is being increased as well. The proposed project for LCTOP will fund the operation of these electric buses during Fiscal Year 2018-2019.



Attachment A is the proposed resolution for authorization for the execution of this LCTOP project.

Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$725,957, which would fund operating costs associated with the expansion and electrification of Line 280.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachment

RESOLUTION # 2018-03

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT:**

“Foothill Transit Line 280 Expansion and Electrification” in the Amount of
\$725,957

WHEREAS, Foothill Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Michelle Caldwell, Director of Finance.

WHEREAS, Foothill Transit wishes to implement the following LCTOP project(s) listed above,

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 and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Michelle Caldwell, Director of Finance be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in

FY 2017-18 LCTOP funds: \$725,957

List project, including the following information:

Project Name: *Foothill Transit Line 280 Expansion and Electrification*

Amount of LCTOP funds requested: \$725,957

Short description of project:

The proposed project will support the expansion, maintenance and operation of Foothill Transit's zero-emission electric buses servicing Line 280, which will connect disadvantaged communities in the San Gabriel Valley to the new Azusa Intermodal Transportation Center and Azusa Gold Line Station.

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on February 23, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

Corey Calaycay, 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 25, 2018

To: Executive Board

Subject: **City of West Covina Fund Exchange**

Recommendation

Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange general use funds for Proposition A Local Return funds.

Analysis

The City of West Covina has \$2,200,000 of uncommitted Proposition A Local Return funds, which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of West Covina with \$1,650,000 of available general use funds. The Proposition A Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

Budget Impact

Foothill Transit will benefit from this exchange by receiving a net gain of \$550,000 more than our contribution. The City of West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director



May 25, 2018

To: Executive Board

Subject: **Contract Award - Security Services at Foothill Transit's El Monte Transit Store**

Recommendation

Authorize the Executive Director to enter into Contract No. 17-098 with Platinum Security, Inc. in the amount of \$161,029.44 for two years of security services at Foothill Transit's El Monte Transit Store. This contract will include three one-year options to be exercised at Foothill Transit's sole discretion.

Analysis

On May 26, 2017, the Executive Board authorized the issuance of Request for Proposals No. 17-098 (RFP) for security services at Foothill Transit's El Monte Transit Store. Security services include guarding, protecting, and saving all property from theft, injury, hazardous conditions, sabotage, vandalism, malicious mischief, and defacement.

The RFP was issued on January 25, 2018. Seven proposals were received by March 1, 2018. Each firm's Pre-Qualification Submittal was evaluated by a Pre-Qualifications Subcommittee comprised of members of Foothill Transit's Procurement staff and Special Legal Counsel. The pre-qualification evaluation factors included:

- Proposal Letter
- Evidence of Good Standing
- Certifications
- Summary of Qualifications
- Exceptions

Six proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, the Evaluation Committee, consisting of two members of Foothill Transit's team and two members from the Transdev Customer Service team, reviewed each qualified firm's Technical Proposal. The following technical factors comprised 70 percent of the total score:

- References and Experience (35 percent)
- Staffing and Work Plan (35 percent)



Price was weighted at 30 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 30 \text{ Points}$$

Each Proposer's price was determined by the sum of their proposed yearly fees for each base year and option year. Proposers' pricing for the two-year base contract ranged from \$89,121.60 to \$161,029.44, however as shown in the technical scores, the technical qualifications of the lowest priced proposer were not acceptable and that proposal was not competitive with the other proposals. The remaining five proposers' pricing ranged from \$123,552 to \$161,029.44.

Platinum Security's proposal ranked highest with an overall score of 73.45 out of a possible 100 points. A summary of the final scores is provided in **Attachment A**. Highlights of the Platinum Security proposal include:

- Experience with at least one government and public transit entity (City of San Bernardino's Metrolink rail station and Amtrak Depot)
- Information on the relevant experience of each of their proposed key personnel
- Substantial total number of training hours for security guards
- A Quality Control program and detailed guidelines for how employee disciplinary actions are addressed
- Emphasis on hiring veterans
- Thorough discussion of equipment to be provided
- Thorough discussion of enforcement of grooming standards for security guards

Other than American Guard, Platinum has the most total years' experience providing security services of the proposers. In general, Platinum's proposal provided very detailed specifics when discussing their hiring and training process. Based on these factors, Platinum Security, Inc. received a score of 57.49 out of 70 points.

In its more than 20 years of operation, Platinum Security Inc., has provided security guard services for retail and public entities such as the City of San Bernardino, Whole Foods Market, and Orchard Supply Hardware. The firm has provided security services at Foothill Transit's El Monte Store for five years.



Additionally, Platinum Security Inc. offers an experienced management team and a thorough and advanced training and staffing plan.

Budget Impact

Foothill Transit's FY17-18 Business Plan includes funding for Security Services at Foothill Transit's El Monte Transit Store.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Attachment A

Evaluation Factors	Maximum Score	Proposer					
		Power Security	Platinum	American Guard	US Metro	Absolute Intl	SSG20
1. References and Experience	35	24.85	28.00	26.25	14.88	25.38	10.33
2. Staffing and Work Plan	35	19.69	29.49	28.26	14.00	22.58	9.45
<i>Technical Score</i>	<i>70</i>	<i>44.54</i>	<i>57.49</i>	<i>54.51</i>	<i>28.88</i>	<i>47.95</i>	<i>19.78</i>
<i>Base Contract Price</i>		<i>\$123,552.00</i>	<i>\$161,029.44</i>	<i>\$136,078.80</i>	<i>\$89,121.60</i>	<i>\$142,359.36</i>	<i>\$127,690.08</i>
<i>Price including three Option Years</i>		<i>\$332,640.00</i>	<i>\$427,558.56</i>	<i>\$376,730.64</i>	<i>\$227,457.24</i>	<i>\$396,087.12</i>	<i>\$352,143.84</i>
	<i>30</i>	<i>20.51</i>	<i>15.96</i>	<i>18.11</i>	<i>30.00</i>	<i>17.23</i>	<i>19.38</i>
Overall Score	100	65.05	73.45	72.62	58.88	65.18	39.15
Rank		4	1	2	5	3	6



May 25, 2018

To: Executive Board

Subject: **Contract Award - Administrative Office Restroom Compliance
Modernization**

Item will be provided under separate cover.



May 25, 2018

To: Executive Board

Subject: **Proposed Disadvantaged Business Enterprise (DBE) Program Goal**

Recommendation

Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of two percent.

Analysis

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years. Foothill Transit's proposed DBE goal was calculated based on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's federally-funded projects anticipated during the upcoming three-year period. DBE participation on Foothill Transit's federally funded contracts awarded over the past three years has averaged 1.82 percent. This figure will rise as construction activities begin on the \$13.5 million Design-Build contract awarded to Klorman Construction for completion of the Covina Transit Center and Park & Ride. Klorman will identify its subcontractors for this project in the coming months and the overall DBE participation on this project will reflect the value of the subcontracts awarded to DBE firms. Foothill Transit's average of payments to DBEs on federally funded contracts completed in the past three years is 8.47 percent.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit that, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.



In the upcoming three federal fiscal years - October 1, 2018 to September 30, 2021 - the current plan is that Foothill Transit will invest its federal funds to complete the following projects:

- Expansion of the in-depot electric bus charging station at the Arcadia operations and maintenance facility;
- Construction of an in-depot electric bus charging station at the Pomona operations and maintenance facility;
- Construction of the downtown mid-day layover facility at the intersection of 16th Street and Maple Avenue;
- Construction of a transit center on the campus of Mt. San Antonio College;
- Expansion of the employee parking lot at the Arcadia operations and maintenance facility;
- Procurement of buses to replace or expand the current Foothill Transit revenue vehicle fleet.

Revenue vehicle procurements are not subject to Foothill Transit's DBE program goal because the DOT and the bus manufacturers directly handle all DBE requirements for bus procurements. Foothill Transit's DBE goal for the three-year period is based therefore on the number of ready, willing and able DBE vendors for its construction related activities likely to be engaged in work on the remaining federally funded projects listed above. The overall demand for construction services throughout the Southern California area serves to limit the actual availability of DBE-certified vendors to meet the needs necessary to achieve the DBE goal that Foothill Transit has set for the period ending in September 2021. Based on the current demand for and the estimated availability of contractors to participate on this type of work and on Foothill Transit's DBE participation history, significantly fewer of the listed Certified DBEs in the area will be available to complete the work under consideration. Staff has considered the issue of actual availability in its methodology for arriving at a proposed DBE race-neutral participation goal. However, staff is also proposing modifications designed to make the DBE program more robust. For example, in order to ensure the broadest outreach to the DBE vendor community, each vendor currently certified under the California Unified Certification Program (UCP) will receive notification and an invitation to propose or bid on Foothill Transit's federally funded procurements. Previously, Foothill Transit utilized a more limited DBE vendor list for such notification.



The methodology used in the determination of an appropriate DBE goal involved utilizing data of available firms to provide the services needed for construction related activities utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

The proposed DBE goal of two percent is slightly higher than 1.69 percent, which is the relative availability of DBE firms for the related disciplines compared to all firms ready, willing, and able to perform the work. It is also based in part on input received during interactions with the business community at local Chamber of Commerce events, COMTO meetings, and at L.A. Metro's "Meet the Primes" events. In addition, the actual DBE participation rate over the past three federal fiscal years and the current demand in the Los Angeles region for similar construction related activities was considered in making a Step 2 adjustment of the DBE goal.

Public notification of Foothill Transit's proposed DBE goal and the public hearing, tentatively scheduled for June 12, 2018 in West Covina will be through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, Sing Tao, and the Los Angeles Times. Local small businesses were engaged during local Chamber of Commerce events, COMTO events, and other Small Business events to gauge their interest in upcoming Foothill Transit projects.

Staff will lower, raise, or keep unchanged the proposed DBE goal based on any further input received during the public outreach process. At the conclusion of the public outreach process, staff will return to the Executive Board at the June 2018 meeting with a final recommendation regarding Foothill Transit's FFY 2019 through FFY 2021 DBE goal. The goal will then be published using a variety of means, including but not limited to Foothill Transit's website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local



contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

Staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet the DBE goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

Fiscal Impact

There are minor costs related to advertising and conducting the public hearing. These expenses are included in the Fiscal Year 2017-2018 budget.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director



To: Executive Board

Subject: **Title VI Analysis for Mobile Ticketing Program**

Recommendation

Adopt the Title VI analysis for the mobile ticketing program. The full report is available for viewing upon request.

Executive Summary

1. An Overview of the Title VI / Equity Analysis

In order to comply with guidance associated with the federal Civil Rights Act of 1964, Foothill Transit must conduct a Fare Equity Analysis when contemplating fare changes to ensure that there will be no disproportionate impacts to minority and low-income riders as the agency moves forward to introduce a new fare-payment medium – mobile ticketing. Additionally, more than half of Foothill Transit’s customers surveyed during the Foothill Transit 2016 Onboard Rider Survey expressed a desire to use mobile ticketing as a form of fare payment.

Based on a Fare Equity Analysis performed using the ridership data demographic data supplied by the 2016 Foothill Transit On-Board Survey, the analysis uncovered no Title VI equity concerns per the Foothill Transit adopted policies with regard to the adoption of the mobile ticketing fare medium.

Summary of the Title VI / Equity Analysis

1. Methodology

The typical measure of disparate impact or disproportionate burden involves a comparison between the proportion of persons in the protected class (i.e. minority or low income populations) who are adversely affected by the service or fare change and the proportion of persons not in the protected class (i.e. non-minority or non-low income) who are adversely affected.

Based on the Federal Guidance, the transit provider shall—

- i. Determine the number and percent of users of each fare media being changed;
- ii. Review fares before the change and after the change;



- iii. Compare the differences for each particular fare media between minority users and overall users; and
- iv. Compare the differences for each particular fare media between low-income users and overall users.

For the purpose of this analysis, we only the impacts of changes in fare media were analyzed as the fare structure and prices remain unchanged.

For purposes of this analysis, it was assumed that the difference in the adverse effects absorbed by minority and low-income persons as a result of any fare change shall not be greater than 15 percent of impacts absorbed by the overall ridership. For fare changes, adverse effects could include an increase in cost or a reduction in accessibility of fare media. The analysis contained within this report uses these thresholds for determining Disproportionate Burden and Disparate Impacts.

2. Results

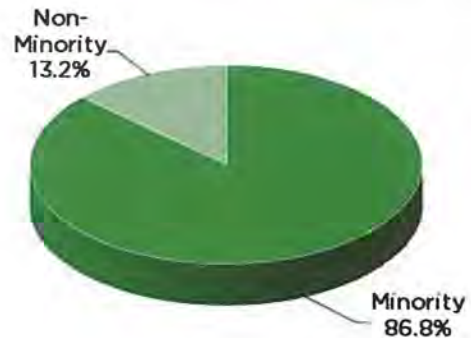
A. Ethnicity and Income Analysis

For purposes of the analysis, and in this review, minority status is characterized as anyone who responded to anything other than "White/Caucasian." Low-income status includes those with an annual income below \$25,000. Large populations of Foothill Transit's ridership fall into the minority and/or low-income category.

Figure 1: Ridership Income



Figure 2: Ridership Minority Status

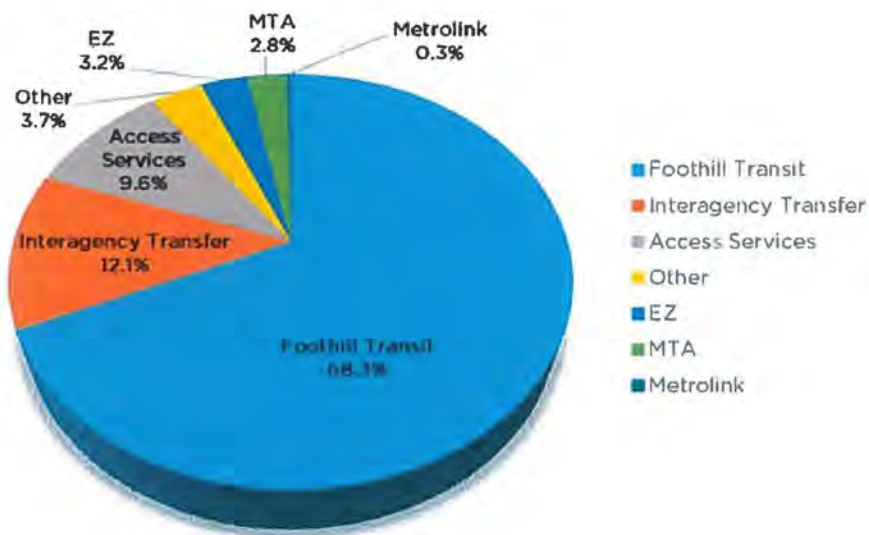




B. Ridership Share Analysis

Ridership share analysis showed that the bulk of riders either paid cash onboard of a Foothill Transit bus or purchased Foothill Transit fare media (68.27 percent of 13.6 million riders). The second and third largest groups were group of customers that transferred from a non-Foothill Transit bus to Foothill Transit service (12.14 percent) and Access Services customers (9.6 percent).

The use of mobile ticketing will not change the way Foothill Transit is currently honoring interagency transfers and will not compromise the acceptance of other agencies' fare media onboard Foothill Transit bus per approved interagency agreements. Therefore, staff determined that the introduction of mobile ticketing into Foothill Transit fare media will not have any impact on the current ridership share.



C. TAP Vendor Analysis

It is important to note that the use of mobile ticketing will not in any way, alter the current fare structure and pricing. The number of retail locations that offer TAP cards will not be affected. Additionally, Foothill Transit staff had made an effort to analyze accessibility to TAP-card vendors to further determine how equitably the TAP locations have been distributed throughout the service area as the agency introduces mobile ticketing.



Based on the analysis, it appears that minority populations have greater access to TAP locations than non-minority riders, and slightly greater access than the total minority population in the service area. Of the population within a ¼-mile radius of TAP vendors, 85.5 percent are minorities; whereas, 76.1 percent of the total population within the service area are minorities.

The share of low-income households within the same ¼-mile radius of a TAP vendor is lower than higher income households. There are half as many low-income households as higher income households within the ¼-mile radius (34.8 percent of the households are classified as low income while 65.2 percent of the households are not classified as low income). While additional vendors would improve access to low income populations, the percent of low-income household with access to TAP vendors is still greater than the percent of low-income households in the service area. 34.8 percent of the households within the ¼-mile radius are classified as low income; whereas, 25.5 percent of the households in the service area are low income.

3. Conclusion

Based on the equity analysis results, no disparate impact or disproportionate burden was found for the adoption of mobile ticketing as an additional method of fare payment. Therefore, no mitigations are needed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vy Phan-Hoang'.

Vy Phan-Hoang
Transit Planner

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

Doran J. Barnes
Executive Director



May 25, 2018

To: Executive Board

Subject: **Duarte Transit Service**

Recommendation

Authorize the Executive Director to seek approval from the Governing Board to conduct public outreach for the assumption of transit services within the City of Duarte per MOU NP18-007.

Summary of the Service Assumption Agreement

Foothill Transit and the City of Duarte have signed an MOU where Foothill Transit will operate the city's two bus lines, the Duarte Blue and Green Lines. Duarte Transit is a fixed-route bus system that began more than 28 years ago, operating from 5:30 a.m. to 7:00 p.m., Monday through Saturday. During the week, two buses operate continuously, while a single bus provides service on Saturday.

As part of the transition, Foothill Transit staff will begin to analyze the lines along with its operations contractor during the summer of 2018, which may cause rerouting of certain segments of the routes. The team will be focusing on route safety to ensure the buses can safely maneuver the existing route and look for areas where improvements can be made.

Per the agreement, the fare for bus services will be the fares charged for Foothill Transit local services, which is \$1.50 cash and \$1.25 on TAP. The City can decide to provide residents or categories of residents, such as Seniors, certain fare subsidies on the Duarte routes. Services on the Duarte Blue and Green Lines are currently provided at no cost to customers. This will constitute a fare change for the customers who are already using the Duarte Transit service prior to Foothill Transit operating the service.

Public Outreach Requirement

The Federal Transit Administration (FTA) Circular 4702.1B requires transit agency to conduct service and fare equity analysis for all service and fare changes. As part of the analysis, Foothill Transit must inform the public of all the changes to the existing service (route alignment, fares, service level, etc.) and engage them in the decision-making process. The information collected from this public outreach effort will be used to perform in-depth impact analysis as Foothill Transit is preparing for the operation of Duarte Transit



service. The input and feedback collected via the public outreach process are also valuable to the planning process, as they provide insights to the types and levels of service that the community need and want.

Thus, Foothill Transit staff requests permission to conduct public outreach to gather comments from customers regarding any changes to the route and fare structure. The outreach will focus on the existing Duarte bus customers and will include a series of town hall-like meetings and one public hearing. Once feedback is gathered and analyzed, staff will make its recommendations for Governing Board approval.

Public Outreach Process

The public outreach process is scheduled for summer 2018. After the public outreach period concludes, staff will prepare the Title VI service equity and fare equity analysis report(s) to identify any disparate impact and/or disproportionate burden resulting from the potential route modification and the transition from free fare to Foothill Transit's regular local service fares. The findings will be presented to the Executive Board for the Board's consideration.

Sincerely,

Vy Phan-Hoang
Transit Planner

Doran J. Barnes
Executive Director



March 25, 2018

To: Executive Board

Subject: **Fiscal Year 2017-2018 Third Quarter Performance Indicators Report**

Recommendation

Receive and file the FY2017-2018 Third Quarter Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for the Third Quarter of Fiscal Year 2017-2018. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

Through the Third Quarter, Foothill Transit achieved two out of eight key performance indicator goals. The performance indicator targets met through the quarter are: Average miles between Service Interruptions and Average Cost per Vehicle Service Hour.

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

- **Boardings** - Total boardings recorded by the farebox through the Third Quarter was 9,375,080 - which is nine percent lower than during the same period last fiscal year.
- **Fare Revenue** - Total fare revenue through the Third Quarter was \$12.04 million. The average fare was \$1.28 per boarding.
- **Operating Expenses** - Operating expenses incurred through the Third Quarter totaled \$69.6 million, resulting in an average cost per service hour of \$107.94.
- **Accidents** - The system averaged 0.86 preventable accidents per 100,000 miles through the Third Quarter.



- **Customer Complaints** – Foothill Transit received an average of 26 complaints per 100,000 boardings through the Third Quarter. This is 25 percent higher than last fiscal year.
- **Schedule Adherence** – Work continued on the data collection and analysis of on-time performance data through the new Computer Aided Dispatch, Automatic Vehicle Location (CAD/AVL) System. Schedule adherence reports are anticipated be available beginning in the new fiscal year.

Analysis

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

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

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

Year to date through the Third Quarter of FY2017-2018, there were 9,375,080 boardings on Foothill Transit buses. When compared with the same time during the previous fiscal year, ridership decreased by nine percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership. Staff will continue to monitor ridership in the coming months.

As a result of the fare change which went into effect in late October, total fare revenue through the Third Quarter are one percent lower than at this point through the same period last year.



Vehicle Service Hours and Operating Expenditure

Foothill Transit operated 644,379 service hours through the third quarter of FY17-18, which represents a two percent decrease compared to the same period last fiscal year.

Year to date through the Third Quarter, Foothill Transit incurred \$69.6 million in operating expenses, which is eight percent higher compared to the previous fiscal year. Variance between the Third Quarter of FY16-17 and the Third Quarter of FY17-18 expenses is due to higher costs associated with the new Pomona operations and maintenance contract, which went into effect in July of this year, as well as to the contract cost escalator built into the Arcadia operations and maintenance contract. Pricing on both contracts include the impacts of LA. County's new minimum wage.

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.

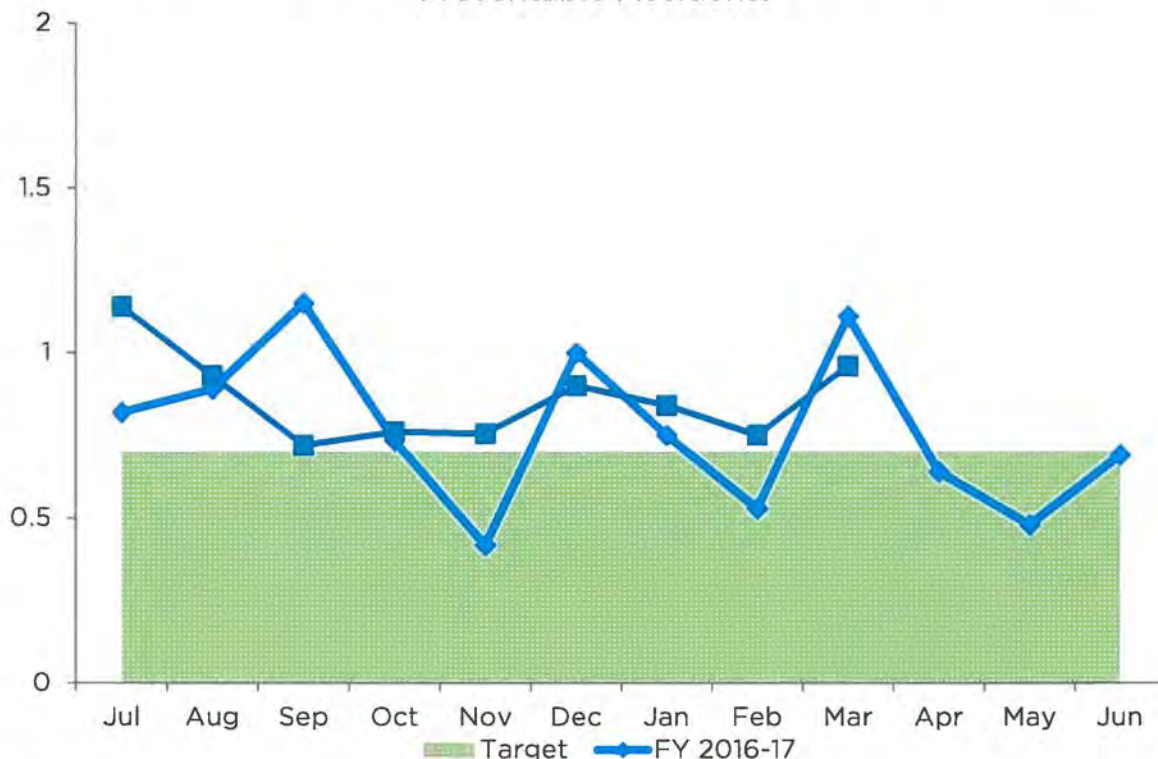


Preventable Accidents per 100,000 Miles

In FY2017-2018, Foothill Transit has adopted the standard of 0.70 or fewer preventable accidents per 100,000 mile. There have been an average of 0.86 preventable accidents per 100,000 miles through the Third Quarter, which is eight percent higher than the same period last fiscal year. There was an increase in accidents in March which impacted the trajectory. Preventable accidents in the Third Quarter resulted primarily from coaches making contact with fixed objects and sideswipes, partially as a result of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are

Preventable Accidents



actively involved in the development of action plans and implementation. These plans include operator training, coaching and other activities as appropriate.



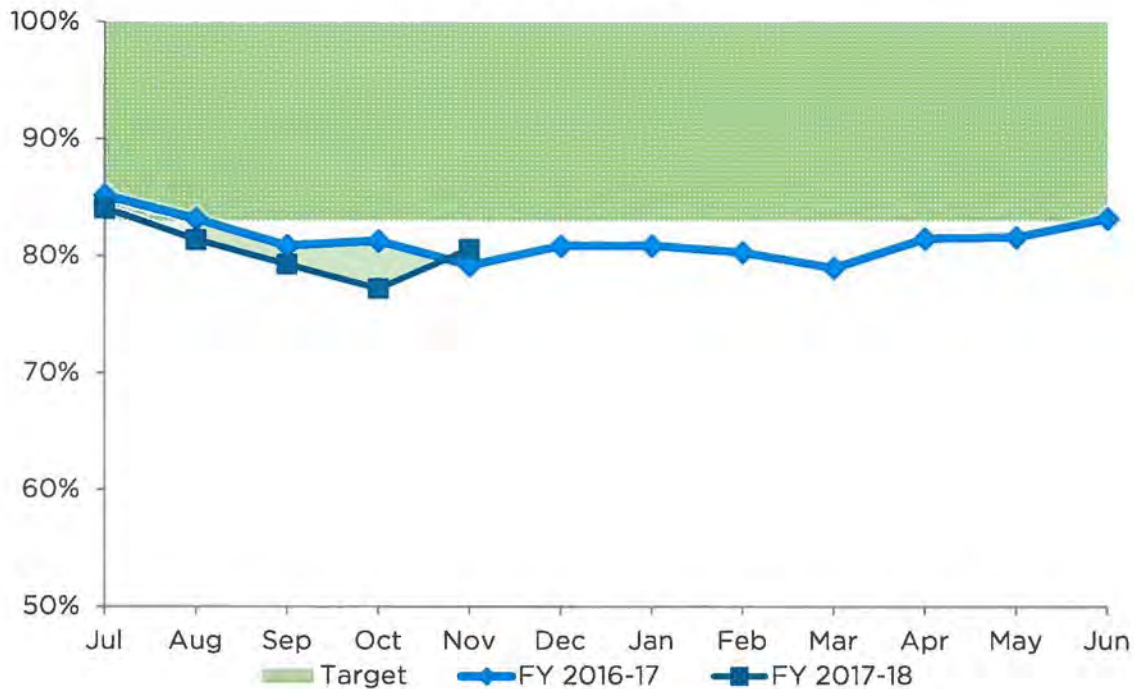
Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it 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. During the Third Quarter, Foothill Transit's new Computer Aided Dispatch and Automatic Vehicle Location System has collected millions of data points. Foothill Transit and Avail Staff continue to work to ensure data accuracy and completeness. The CAD/AVL team are fine-tuning the way the system is calculating the data to accurately reflect the service provided to Foothill Transit customers. Quality Assurance staff continue to monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

Schedule Adherence



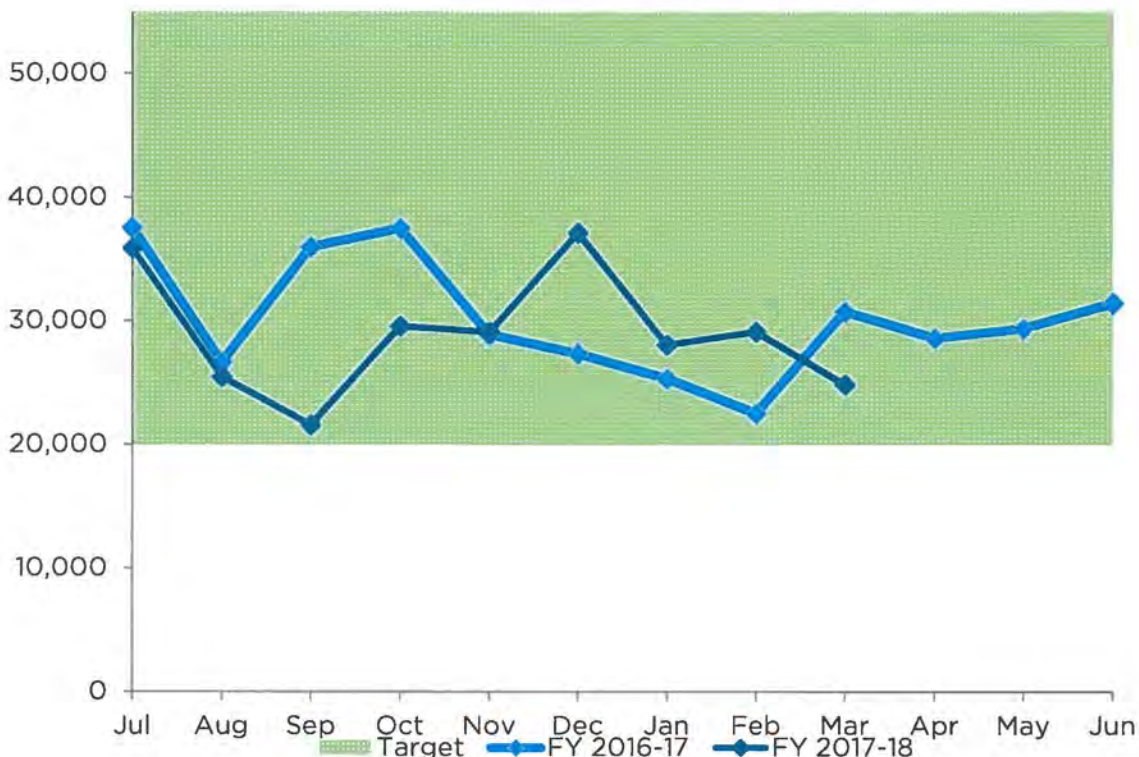


Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service that result in a service delay of more than five minutes. Through the Third Quarter, Foothill Transit averaged 27,869 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is eight percent lower compared to the same period last fiscal year.

As older bus models have been retired and replaced by newer buses, the average age of the fleet has decreased, resulting in an improvement in mechanical reliability. Furthermore, the 1600-series buses, which are used on the Silver Streak Service, are currently undergoing a heavy maintenance campaign that includes a refurbishing of the interior space, technology updates, a repainting with Foothill Transit's new livery, and an engine rebuild, thus further increasing reliability and decreasing the frequency of mechanical breakdowns that would result in customer delays. Careful monitoring of roadcalls by Foothill Transit staff have helped to identify trends in types of mechanical failures and these are being used to advise targeted bus maintenance efforts.

Miles Between Service Interruptions



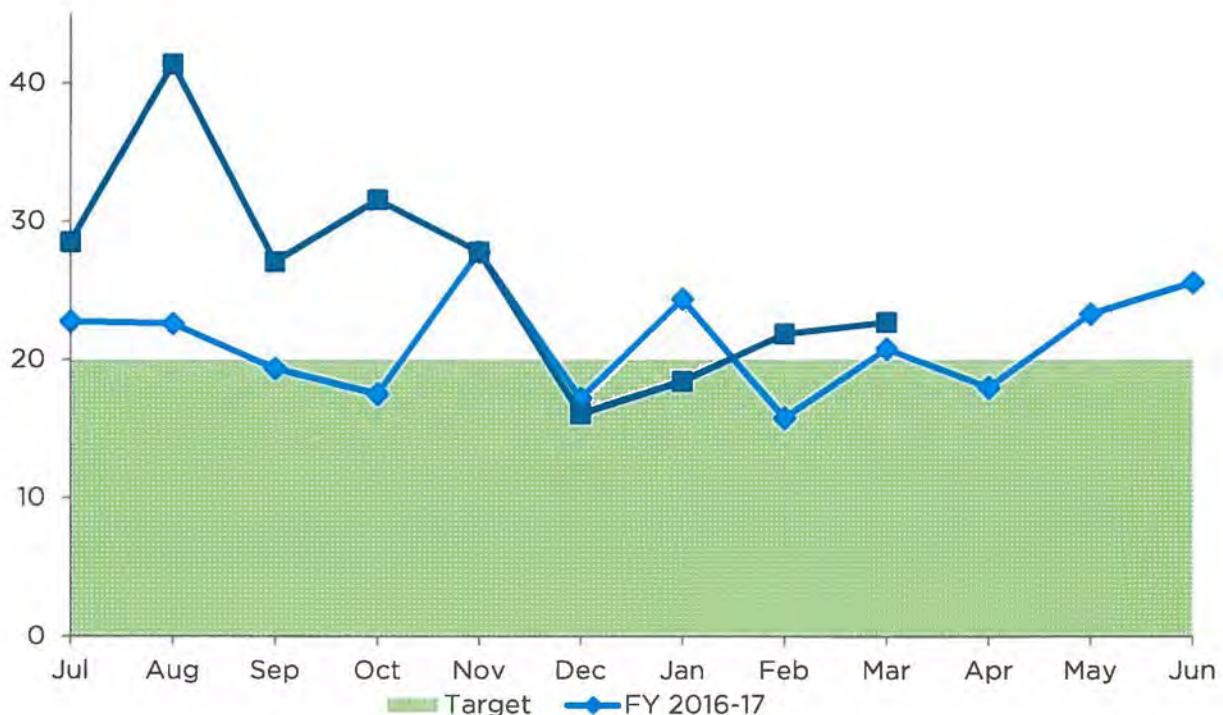


Complaints per 100,000 Boardings

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 investigative process, which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and reviewing the SMARTBus system, dispatch logs, on-board videos, and/or verbal communication with the coach operator.

Through the Third Quarter, Foothill Transit received an average of 26 complaints per 100,000 boardings, which represents a 25 percent increase compared to the previous fiscal year. This is a result of significantly higher complaints during the first four months of the fiscal year.

Complaints per 100,000 Boardings





Goal 3: Operate an Effective Transit System

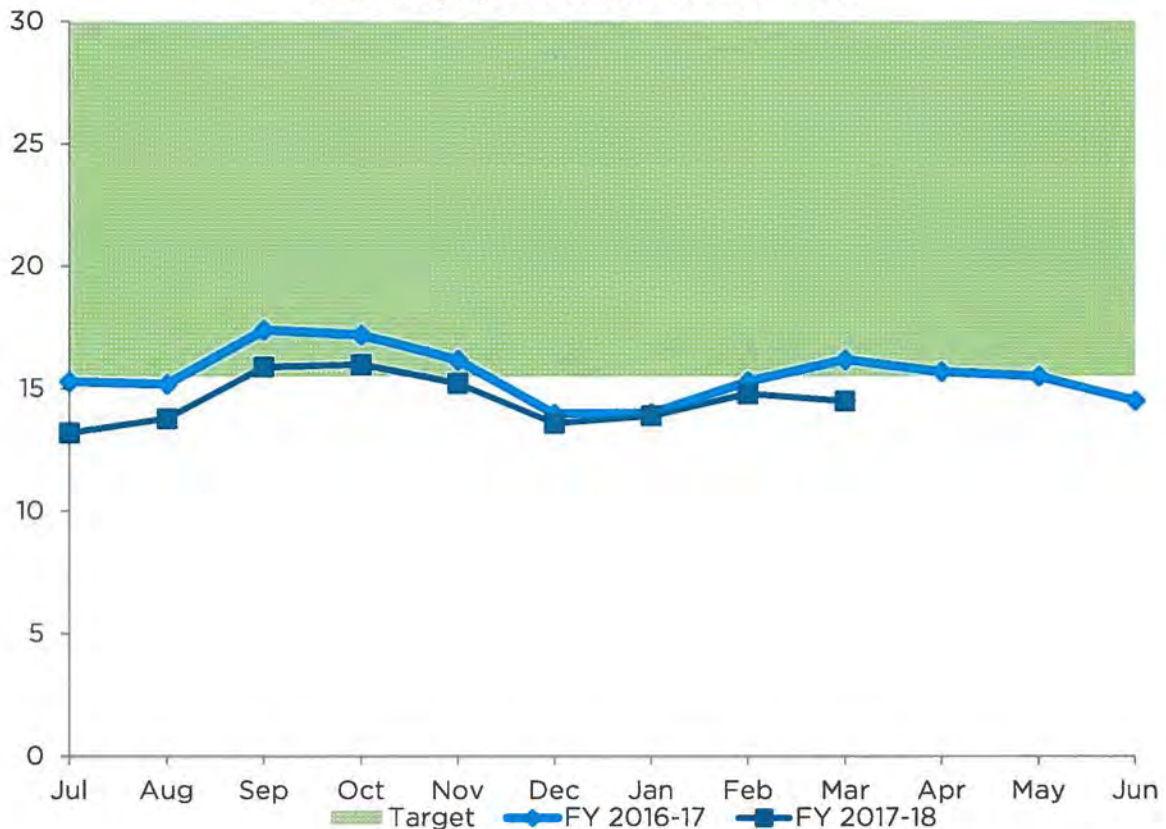
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. Through the Third Quarter, there were 14.5 boardings per vehicle service hour, which does not meet the performance target of 15.5 or more boardings per service hour. This is a seven percent decline compared to the same period the previous year. This variance is due to the decrease in ridership discussed earlier.

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

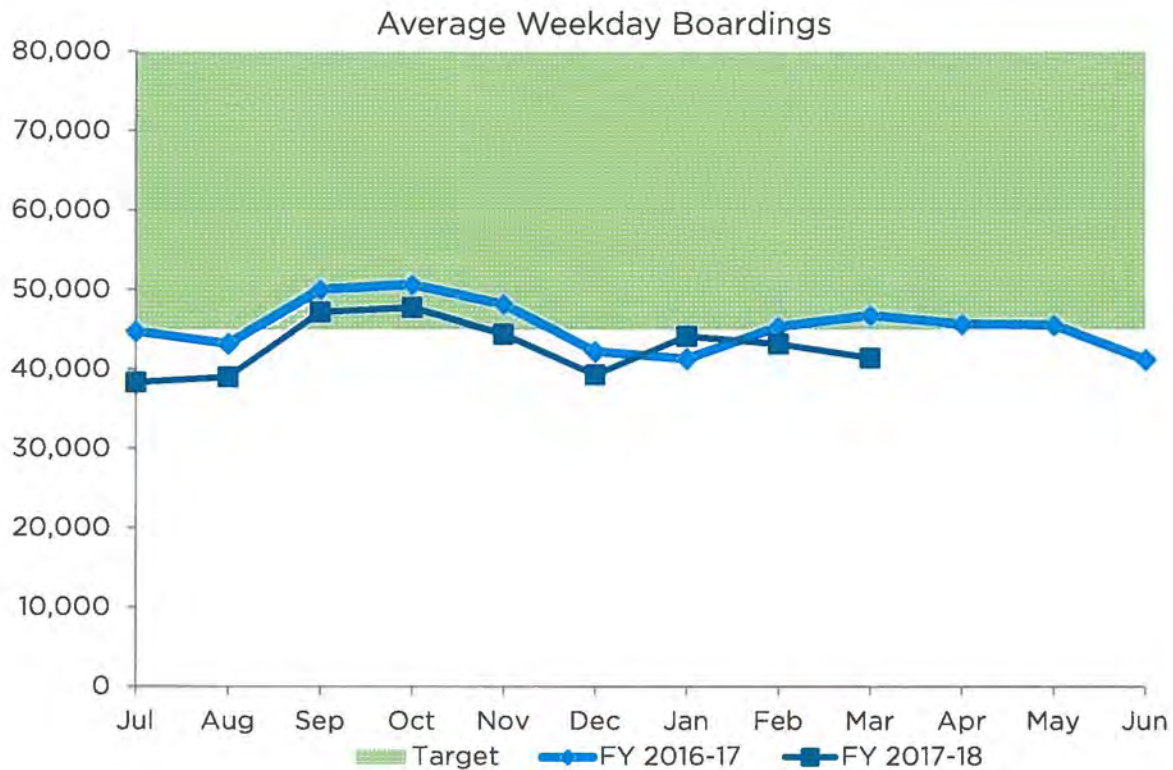
Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY2017-2018 performance target for this metric is to achieve at least 45,034 average weekday boardings. There were 42,785 average weekday boardings through the Third Quarter, which is a seven percent decrease from the same period the previous year and does not meet the target. This decrease mirrors the overall drop in boardings for the Quarter.





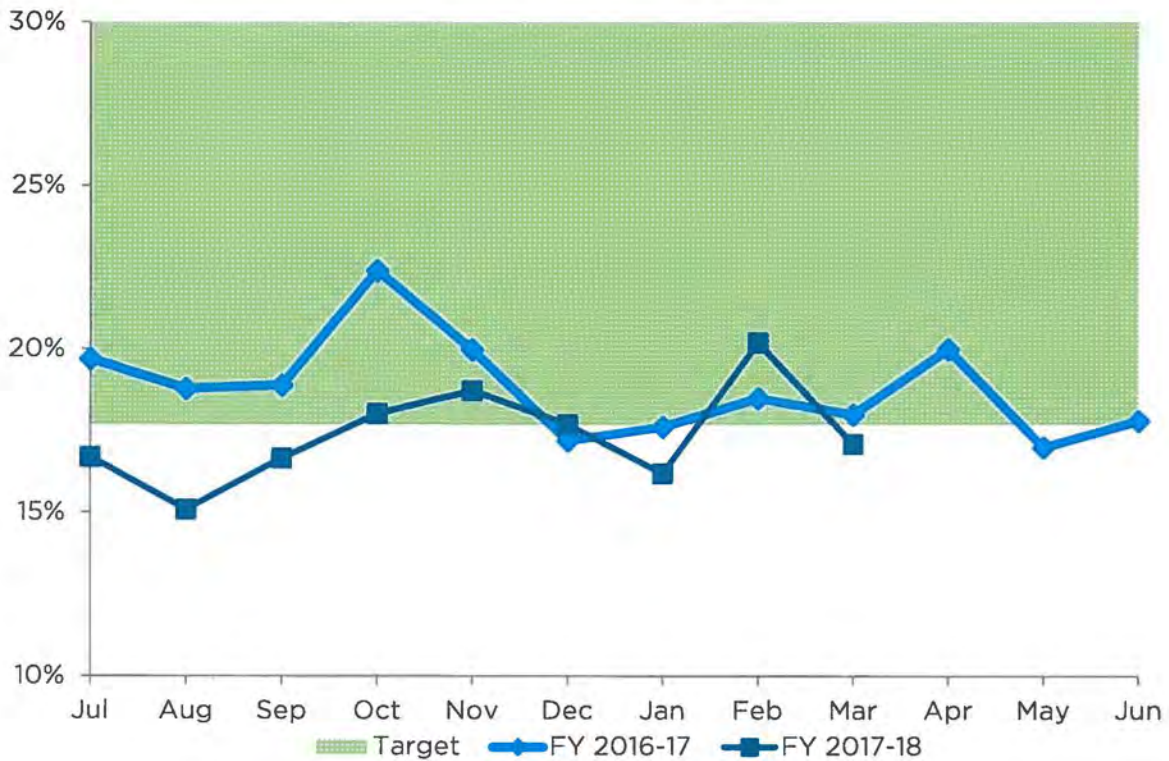
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. Through the Third Quarter, the Farebox Recovery Ratio was 17.32 percent, which is slightly under the target of 17.7 percent.

Farebox Recovery Ratio

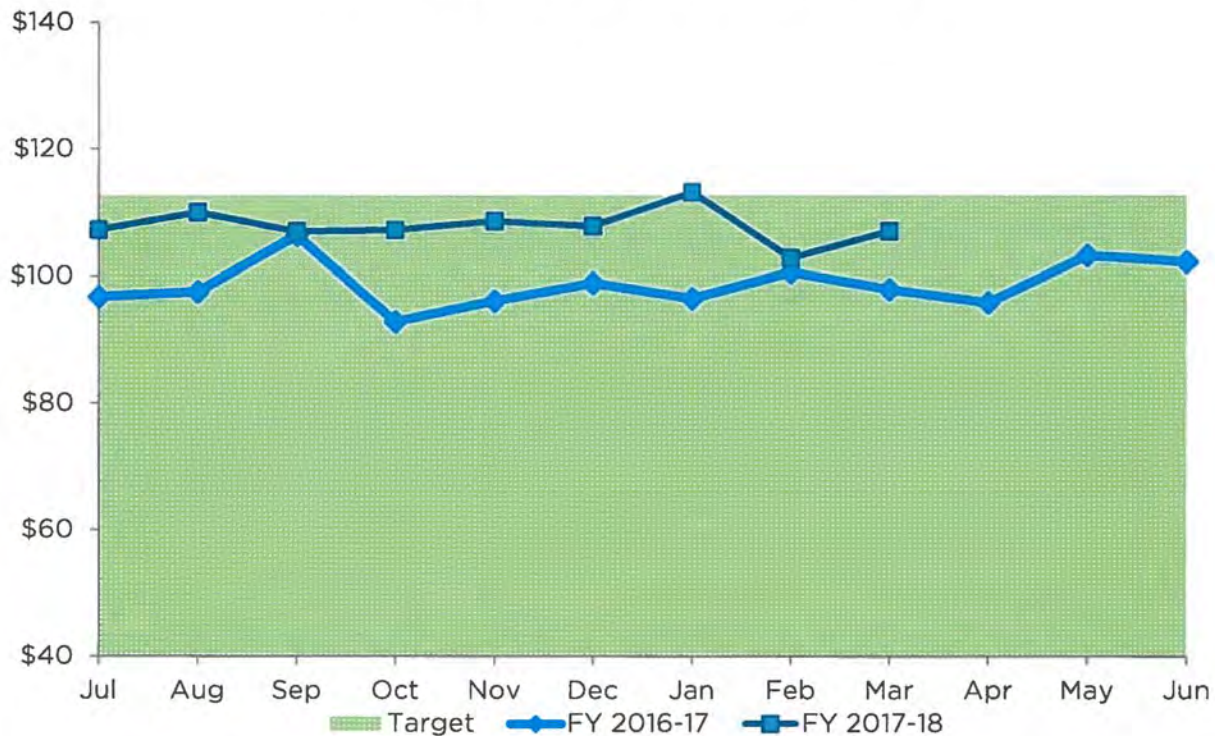




Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour through the Third Quarter was \$107.94, which meets the fiscal year target of less than \$112.63, and is ten percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the newly procured Pomona operations and maintenance contract.

Average Cost per Vehicle Service Hour



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachment

Foothill Transit Monthly Key Performance Indicators

Month: **March**

Goal	Performance Indicator	March FY 2018	Met Target?	March FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	Met Target?	FY 2016-2017 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,066,748	-	1,230,888	(13%)	9,375,080	-	10,257,403	(9%)	
	Vehicle Service Hours	73,677	-	76,124	(3%)	644,379	-	655,256	(2%)	
	Total Fare Revenue	\$1,349,138	-	\$1,343,987	0%	\$12,044,208	-	\$12,116,618	(1%)	
	Total Operating Expense	\$7,884,247	-	\$7,452,186	(6%)	\$69,557,001	-	\$64,279,422	(8%)	
Safety	Preventable Accidents per 100,000 Miles	0.96	No	0.98	2%	0.86	No	0.80	(8%)	≤ 0.70
Customer Service	Schedule Adherence	-	-	79.0%	-	80.5%	No	81.2%	(1%)	≥ 83%
	Miles Between Mechanical Service Interruptions	24,838	Yes	30,760	(19%)	27,869	Yes	30,292	(8%)	≥ 20,000
	Complaints per 100,000 Boardings	22.7	No	20.8	(9%)	26	No	21	(25%)	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	14.5	No	16.2	(10%)	14.5	No	16	(7%)	≥ 15.5
	Average Weekday Boardings	41,457	No	46,787	(11%)	42,785	No	46,104	(7%)	≥ 45,034
Efficiency	Farebox Recovery Ratio	17.1%	No	18.0%	(5%)	17.32%	No	18.85%	(8%)	≥ 17.70%
	Average Cost per Vehicle Service Hour	\$107.01	Yes	\$97.90	(9%)	\$107.94	Yes	\$98.10	(10%)	≤ \$112.63

Foothill Transit Monthly Operations Report

Month: March

Goal	Performance Indicator	March FY 2018	March FY 2017	% Improvement Over Same Month Last Year	FY 2017-2018 YTD	FY 2016-2017 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.26	\$1.09	15.8%	\$1.28	\$1.18	8.8%
	Average cost per boarding	\$7.39	\$6.05	22%	\$7.42	\$6.27	18%
	Average subsidy per boarding	\$6.13	\$4.96	23%	\$6.13	\$5.09	21%
	Total vehicle miles	1,515,127	1,538,022	(1%)	12,998,411	13,301,169	(2%)
	Vehicle service miles	1,063,797	1,087,112	(2%)	9,288,358	9,415,317	(1%)
	Total vehicle hours	100,532	101,158	(1%)	852,037	869,090	(2%)
	In-service speed (mph)	14.44	14.28	1%	14.41	14.37	0%
	Boardings per vehicle service mile	1.00	1.13	(11%)	1.01	1.09	(7%)



May 25, 2018

To: Executive Board

Subject: **Proposed Fiscal Year 2018-2019 Business Plan and Budget**

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2018-2019 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 draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2017-2018 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 2018-2019 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:

- **Duarte Service Implementation** – Foothill Transit and the City of Duarte began discussions on a partnership last year to launch a pilot program where Foothill Transit will operate the city’s transit service. A Memorandum of Understanding has been executed and plans are underway for Foothill Transit to begin operations of two routes within the City of Duarte using 35-foot extended range electric buses. Activity is under way to procure the three electric buses needed for operation of the Duarte service, and Foothill Transit and Duarte will collaborate on the development of a unique livery for the vehicles that will brand the service to highlight the service as Foothill Transit service to the City of Duarte. Operation of service will begin once the 35-foot extended range electric buses have been delivered.
- **Fare Restructuring Implementation – Phase II** – In October 2017, Phase I of Foothill Transit’s two-phase fare restructuring was implemented. Phase I consisted of a simplification of the fare structure and the introduction of a day pass. The Board also authorized the second phase of the fare restructuring and that will be implemented in fall 2019. Phase II involves pricing adjustments across the entire fare structure to help meet our long term financial goals. Outreach to customers, coach operators, and customer service personnel to ensure they are informed of the upcoming changes will take place in the months leading up to the October 2019 Phase II implementation.
- **Fare Technology** – Advancements in fare payment technology are being implemented throughout the world and customers in the Los Angeles area are eager to see a simpler, more streamlined fare collection system implemented locally. Working with the selected vendor, Foothill Transit will begin the implementation of a three-year pilot program to adopt a mobile ticketing solution which can be adopted in addition to the countywide TAP program.
- **Enhanced Regional Service Delivery** – The San Gabriel Valley is scheduled to receive Measure M funds to assist in studies to improve service delivery in the Foothill Transit service area. During 2018-2019, Foothill Transit will conduct a comprehensive operational study to look at potential corridors within the service area that could be feasible for Bus Rapid Transit (BRT) service. Foothill Transit will also partner with LA Metro on the region-wide BRT studies which include the Ramona



Blvd. and Badillo St. corridor with the goal of speeding up project delivery.

- **ExpressLanes Operations** - Construction of the HOV lanes between I-605 and SR-57 have been underway, with completion scheduled for 2021. To ensure effective traffic flow and transit service operation when the lanes open, it is critical that the occupancy requirement mirror the three-person peak occupancy requirement of the busway portion of the lanes. Staff will work with Metro, Caltrans, and our state delegation to pursue the appropriate operating rules and/or legislation.
- **Website Redesign** - Foothill Transit first established its Internet presence in October 1998. Since then, foothilltransit.org has undergone complete redesigns in 2000, 2005, 2007, 2009, 2012, and 2014, with several smaller updates in between to include new technologies, branding services, and campaigns. Online industry standards advise updating or overhauling a business website presence every three to four years. Since our last website redesign, Foothill Transit has adopted new CAD/AVL technology in our fleet that significantly upgrades the quality and delivery of important information to our customers. A redesign of the website will incorporate this and other new technologies to evolve the agency's primary online asset and improve the customer experience.

In addition to these six new agency-wide initiatives, Foothill Transit will continue to pursue the previously board adopted initiatives: Fleet Electrification, CAD/AVL System Replacement, Covina Transit Center Park & Ride Development, Mt. SAC Transit Center Development, the Innovative Service Delivery program, Class Pass Program Expansion, and an aggressive Legislative Advocacy program. Additionally, individual department initiatives are included in each department's subsection of the Business Plan document.

Capital Program

The Foothill Transit Financial Stability Policy adopted by the Board in 2016 requires the capital program budget be integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction and other capital improvements such as information technology improvements. The Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project. Appropriations for the capital budget are approved on a life-of-project basis.



Newly proposed capital projects for FY2018-2019 total \$37.7 million. A summary of the projects is included as **Attachment B**.

One current capital project requires board approval for an increase to the life-of-project budget. Project #165 Traffic Signal Priority Continuation – is scheduled to be completed during FY2018-2019. The budget increase of \$75,000 is required to complete the signalization in the corridor. The project took longer than anticipated due to challenges coordinating the bus coordinates with the traffic signals. This issue has been resolved with implementation of the new CAD/AVL system.

Revenues

Incorporating a combination of new revenues, approved grant awards, and prior year transit funds, the revenues proposed in this budget are sufficient to achieve the goals and objectives identified in the Business Plan. Revenue projections are based upon the draft annual “funding marks” developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2018-2019, including new SB-1 State of Good Repair funds (generated from recently implemented gas tax increase). These funds are being distributed to all regional transit operators through the approved Metro formula allocation program. Foothill Transit has programmed these important state funds to bus heavy maintenance expenses

Subsequent to the Governing Board’s adoption of the Foothill Transit FY2018-2019 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 2019.



Financial Impact

Foothill Transit's proposed FY2018-2019 budget is balanced between revenues and expenses with an estimated \$102.5 million operating budget and a \$71.7 million capital budget, for a total budget of \$174.2 million. The Fiscal Year 2018-2019 Business Plan and Budget targets a farebox recovery ratio of 16.4 percent.

Sincerely,

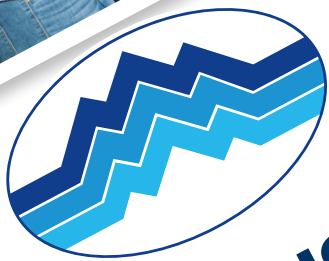
A handwritten signature in blue ink, appearing to read "Michelle Lopes Caldwell".

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments



Foothill Transit

FY2018-2019

BUSINESS PLAN AND BUDGET

DRAFT



FOOTHILL TRANSIT LEADERSHIP

Governing Board

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Cynthia Sternquist
(Representing Supervisor Kathryn Barger)
Sam Pedroza
(Representing Supervisor Hilda Solis)

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VACANT

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Executive Director

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Deputy Executive Director

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Director of Customer Service and Operations

LaShawn King Gillespie

Director of Maintenance and Vehicle Technology

Roland Cordero

Director of Marketing and Communications

Felicia Friesema

Director of Information Technology

Donald Luey

Director of Procurement

Vacant

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Michelle Lopes Caldwell

Director of Planning

Joseph Raquel

Director of Facilities

Sharlane Bailey

Director of Government Relations

David Reyno



TABLE OF CONTENTS

EXECUTIVE SUMMARY

Executive Summary	5
Mission Statement and Values	6
Overall System Performance	8
Initiatives for FY2017-2018 and FY2018-2019	9

AGENCY AND SERVICE SUMMARY

Agency History	12
Organizational Structure	14
Foothill Transit Fleet and Facilities	17
Service Changes Proposed For the Next Three Years	18
Major Capital Projects Planned For the Next Three Years	20

KEY PERFORMANCE INDICATORS

Overall System Statistics	24
Goals and Performance Standards	25

INITIATIVES

FY2017-2018 Completed Initiatives	30
FY2017-2018 and FY2018-2019 Ongoing Initiatives	31
FY2018-2019 New Initiatives	33

FUNDING SOURCES

Funding Sources	36
-----------------	----

BUDGET SUMMARY

Budgeted Revenues	40
Budgeted Expenditures	41
Operating Expenses	42
Capital Expenditures	43

CAPITAL BUDGET

Capital Program	46
-----------------	----

OPERATING BUDGET

Operating Budget and Department Summary	52
Customer Service and Operations	53
Maintenance and Vehicle Technology	56
Marketing and Communications	58
Information Technology	60
Administration	62
Procurement	64
Finance	66
Planning	68
Facilities	70



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EXECUTIVE SUMMARY

The FY2018-2019 Business Plan and Budget is developed 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 following: construction of the Covina Transit Center Park & Ride; construction of the Mt. San Antonio College Transit Center; construction of the new downtown Los Angeles layover facility; new CNG and electric bus procurements; and full implementation of the new Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. All of these projects have a goal of growing ridership and improving the customer's day-to-day experience.

The total agency-wide budget of \$174.1 million includes operating costs of \$102.5 million and a robust capital program of \$71.5 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$82.8 million or 81 percent of the total operating budget. The addition of the Duarte service in fall 2018 will add approximately 2 percent more hours and miles to the total service.

The capital program includes \$258 million of capital projects to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement as we transition to a fully electric bus fleet. The capital program also includes procurement of two 35 foot electric buses for the new Duarte service.

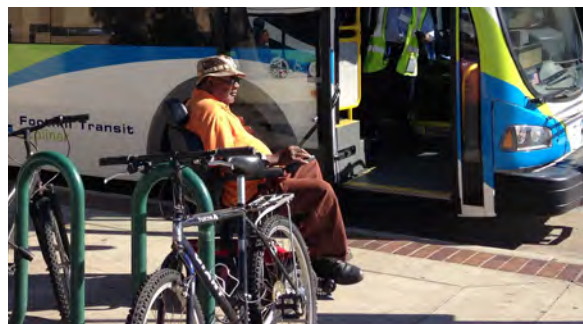
Both ridership and fare revenue trends are projected to increase slightly next year. The ridership decline experienced by the Southern California region over the past three years continues to be a major focus for all transit operators. Foothill Transit will continue to address methods to improve operational efficiency and increase ridership.



FOOTHILL TRANSIT MISSION

To be the premier public transit provider committed to:

- SAFETY**
- COURTESY**
- QUALITY**
- RESPONSIVENESS**
- EFFICIENCY**
- INNOVATION**



FOOTHILL TRANSIT VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



OVERALL SYSTEM PERFORMANCE

This chart shows a comparison of Foothill Transit’s overall system performance for FY2016-2017, the projected performance for FY2017-2018, and the targeted performance goals for FY2018-2019.

Overall System Performance	FY2016-2017 Actual	FY2017-2018 Target	FY2017-2018 Estimate	FY2018-2019 Target
Passenger Boardings	13,561,124	13,510,238	12,584,022	12,622,658
Vehicle Service Hours	871,922	872,171	863,131	889,757
Fare Revenue	\$ 16,082,346	\$ 17,421,825	\$ 15,672,000	\$ 16,527,000
Transit Operating Expense	\$ 85,861,729	\$ 98,235,452	\$ 94,169,060	\$ 101,017,840

Goal	Indicator	FY2016-2017 Actual	FY2017-2018 Target	FY2017-2018 Estimate	FY2018-2019 Target
Operate a Safe Transit System	Preventable accidents/collisions per 100,000 miles	0.74	0.70	0.76	0.70
	Schedule adherence	81.4%	83.0%	81.0%	83.0%
Provide Outstanding Customer Service	Miles between service interruptions	30,171	20,000	29,000	29,000
	Complaints per 100,000 boardings	21	20	22	20
Operate an Effective Transit System	Boardings per vehicle service hour	15.60	15.50	14.58	14.19
	Average weekday boardings	45,620	45,034	42,357	43,000
Operate an Efficient Transit System	Farebox recovery ratio	18.7%	17.7%	16.6%	16.4%
	Average cost per vehicle service hour	\$ 98.47	\$ 112.63	\$ 109.10	\$ 113.53



INITIATIVES FOR FY2017-2018 AND FY2018-2019

Below is a list of Foothill Transit's initiatives in FY2017-2018 and FY2018-2019.



FY2017-2018 COMPLETED INITIATIVES

- Pomona Operations Contract Start-up
- Fare Restructuring Implementation
- Service Enhancements
- Class Pass Program Expansion

FY2017-2018 & FY2018-2019 ONGOING INITIATIVES

- Fleet Electrification
- Legislative Advocacy
- CAD/AVL System Replacement
- Covina Transit Center and Park & Ride
- Mt. SAC Transit Center

FY2018-2019 NEW INITIATIVES

- Duarte Service Implementation
- Fare Restructuring Implementation - Phase II
- Fare Technology
- Enhanced Regional Service Delivery
- ExpressLanes Operations
- Website Redesign



COVINA TRANSIT CENTER CONCEPT



ALL-ELECTRIC BY 2030

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AGENCY AND SERVICE SUMMARY

AGENCY HISTORY

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (SCRTD) 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 SCRTD. 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 formerly operated by SCRTD – Lines 495 and 498. The remaining 12 lines approved by the LACTC were transferred 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 SCRTD. Foothill Transit performed an analysis of regional transit needs which resulted in changes to existing lines, increased weekday service, and introduced 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 provides approximately 13 million rides each year. This number is up from 9.5 million at 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 the 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. This technology 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.

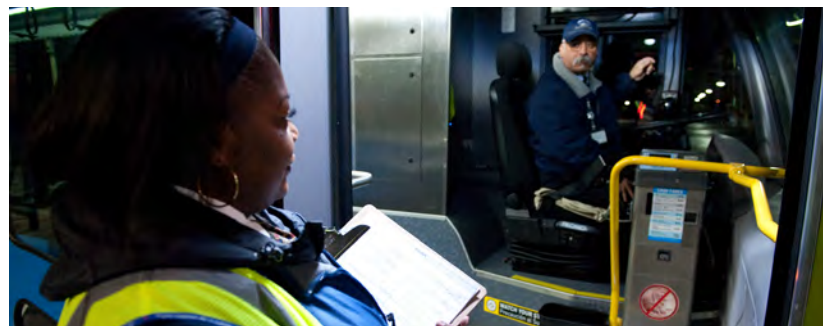
To best serve the organization and stakeholders, Foothill Transit began the transition to in-house management on June 15, 2013, by hiring its first full-time employee, Executive Director Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation (later renamed to Transdev). 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.

Our second Park & Ride facility – the Azusa Intermodal Transit Center – opened in January 2016 in the City of Azusa. The structure is shared by the City of Azusa, the Gold Line Foothill Extension, and Foothill Transit. 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 operation 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.

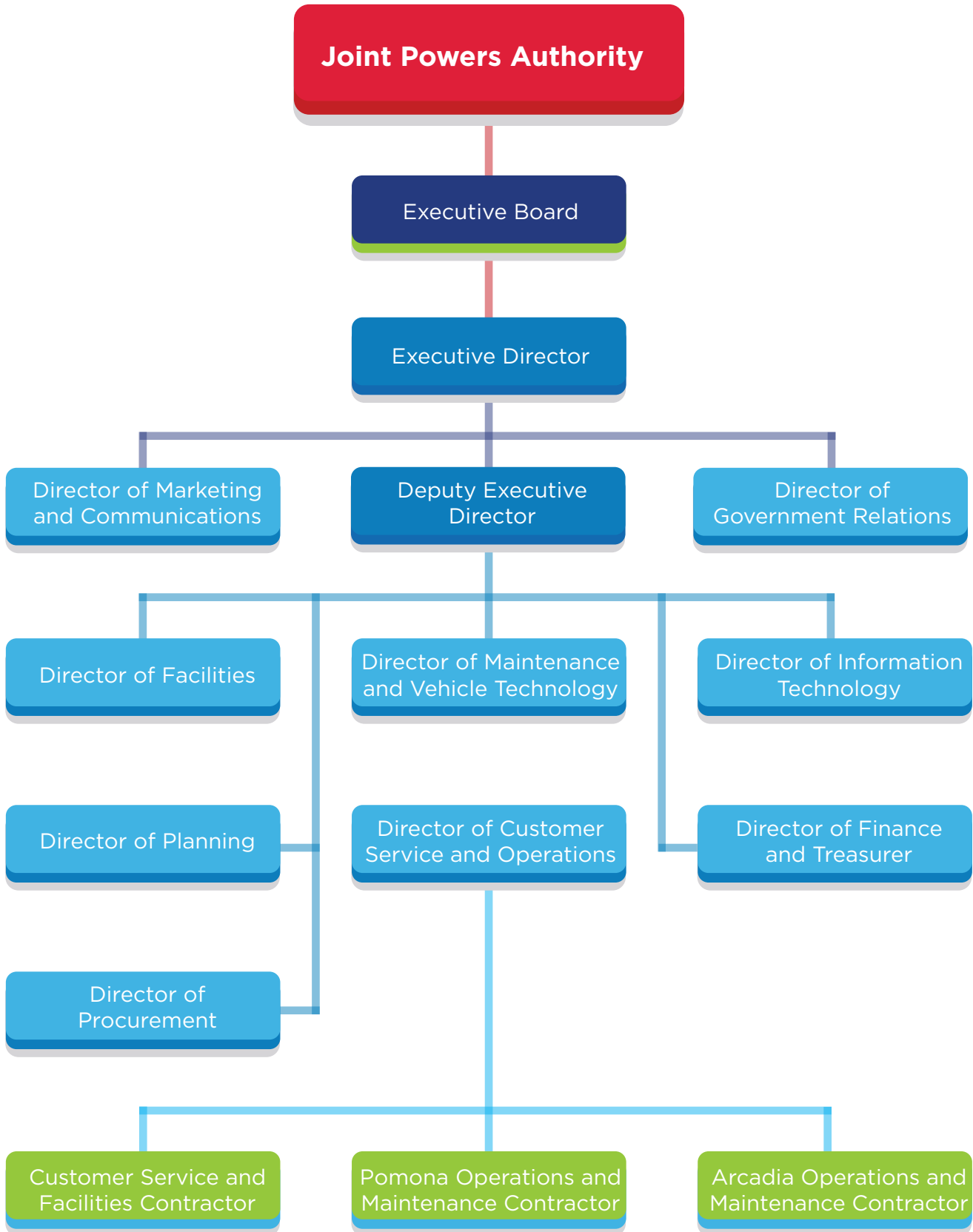


ORGANIZATION STRUCTURE

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.





2000



2500



1400



2000



1800



2400



2000



1600



1700



2500



2100



2600



1700



FOOTHILL TRANSIT FLEET AND FACILITIES

FLEET

1400s

Quantity: 63
Seats: 40
Fuel: CNG

1500s

Quantity: 10
Seats: 40
Fuel: CNG

1600s

Quantity: 30
Seats: 54
Fuel: CNG

1700s

Quantity: 30
Seats: 36
Fuel: CNG

1800s

Quantity: 12
Seats: 36
Fuel: CNG

1900s

Quantity: 14
Seats: 34
Fuel: CNG

2000s

Quantity: 16
Seats: 35
Fuel: Battery
Electric

2100s

Quantity: 64
Seats: 37
Fuel: CNG

2200s

Quantity: 30
Seats: 38
Fuel: CNG

2300s

Quantity: 30
Seats: 38
Fuel: CNG

2400s

Quantity: 30
Seats: 35
Fuel: CNG

2500s

Quantity: 30
Seats: 35
Fuel: CNG

2600s

Quantity: 14
Seats: 40
Fuel: Battery
Electric

FACILITIES

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 FY2018-2019 through FY2020-2021.

Line Productivity

Transit ridership has continued to decline across the United States and efficiency of service is often cited as the reason. In response to this, our team will look at all lines and schedules to ensure routes are efficient and productive. We 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 these changes is the possible introduction of separate Saturday and Sunday schedules to ensure 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 lines – specifically Lines 187, 188, 190, 194, 280, 291, 486, 488, and Silver Streak. Each of these lines have market potential to support higher levels of service due to an 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 15-20 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 key to success for a Frequent Transit Network is ensuring that customers can rely on a consistently high level of service. Current plans include implementation of frequent transit networks in other key corridors. The completion of the bus signal priority system along the route of Line 187 will also help system reliability; this same technology can be implemented along other major corridors in our service area.

Innovative Service Delivery

With the proliferation of Transportation Network Companies (TNCs) such as Uber, Via, and Lyft, Foothill Transit will look into possible partnerships to solve the first/last mile barrier which may be preventing people from using Foothill Transit. Foothill Transit is collaborating with Metro to implement a Mobility on Demand (MOD) pilot program whereby one Foothill Transit location will be selected as a pilot location to analyze how services provided by Via can complement the existing transportation network. If the pilot is successful, it could serve as a model for other locations within the Foothill Transit service area to either replace inefficient lines or provide coverage to areas where regular fixed route service would not be viable.

In addition, Foothill Transit will strategically explore possible partnerships with TNCs to provide MOD or microtransit service and study the use of autonomous vehicles in the public transit arena. Pilot programs implemented by other transit agencies are also being investigated, including those working in tandem with member cities, to determine whether current technology will be feasible in the service area. Autonomous vehicles are an emerging technology where significant research and policy work is still needed prior to deployment.



Major Corridor Study

Based on ridership surveys administered by the Comprehensive Operations Analysis and reports studying the decline in transit ridership, customers want to reach their destinations faster. During the upcoming fiscal year, Foothill Transit will be launching a study to explore possible corridors within the service area that can run service similar to bus rapid transit or skip-stop service. Implementing these type of services along major corridors will improve overall travel times and get customers to their desired destinations faster.

Gold Line Extension Phase 2 – Azusa to Montclair

The Comprehensive Operations Analysis provided the framework for connections to the first Gold Line extension. With the second extension of the Gold Line currently in construction, Foothill Transit will look at connections to the new Gold Line stations in the cities of Glendora, San Dimas, La Verne, Pomona, Claremont, and Montclair. Foothill Transit will work with the cities in station design to ensure convenient bus-to-train interface. Similar to when the first Gold Line extension, Pasadena to Azusa, went into operation, Foothill Transit will make the necessary adjustments to meet demand.

Duarte Service Implementation

Foothill Transit will begin operation of two routes within the City of Duarte using 35-foot extended range electric buses. Activity is underway to procure the three electric buses needed for operation of the Duarte Service, and Foothill Transit and Duarte will collaborate on the development of unique livery for the vehicles that will brand the service to highlight the service as Foothill Transit service to the City of Duarte. Operation of service will begin once the 35-foot extended range electric buses have been delivered.



MAJOR CAPITAL PROJECTS PROPOSED FOR THE NEXT THREE YEARS

This section includes information on capital projects for FY2018-2019 through FY2020-2021.

CAD/AVL System Replacement

The process of replacing the outdated on-board computer system began in FY2015-2016. It involved outfitting the entire bus fleet with updated data tracking and customer information equipment, as well as replacing the equipment located at both operations and maintenance facilities and the administrative offices. Installation of all equipment will be completed by June 2018; the final system acceptance testing and full system implementation will occur in the ensuing months.

Bus Replacement

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 old and will have accumulated more than 500,000 miles in service. In addition, the CNG tanks on those buses will expire in 2019. Some of those buses will be retired while others will be replaced with new compressed natural gas (CNG) buses at the end of 2018, which is expected to be the last acquisition of CNG buses while the electric infrastructure needed at both operations and maintenance facilities is completed. Future fleet replacement is slated to be electric buses.

Bus Fleet Heavy Maintenance

As the coaches accumulate 300,000 miles, they will undergo heavy maintenance that includes re-powering to provide more efficient and cost effective service. The heavy maintenance program mitigates mechanical bus failures, improves on-time performance, and reduces customer complaints. Approximately 60 buses will undergo heavy maintenance over two fiscal years, FY2017-2018 and FY2018-2019.

Arcadia Facility Electric Charging Station

In FY2018-2019, 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 is currently being installed in Arcadia. The chargers will be installed by late fall 2018. The chargers are currently in design for on-the-ground “plug-in” type and an overhead signal bridge configuration. Foothill Transit will procure professional design services for a system to charge buses on a large scale related to the 2030 all-electric fleet initiative.

Facility Rehabilitation, Repair and Maintenance

Hydraulic In-Ground Lift Decommission

The hydraulic in-ground lifts at the Pomona and Arcadia Operations and Maintenance facilities have been out of service for several years due to concerns regarding the weight of the new fleet of buses and the lift capacity. Mobile wheel lifts have been in use in their place. The hydraulic lifts at the Arcadia facility were inspected in FY2017-2018. After review of the inspection reports and input from both contracting facilities regarding safety and reliability of rehabilitated lifts, the existing in-ground lifts will be removed and replaced in FY2018-2019. Both facilities will continue to use the mobile lifts. This project will include new protective floor coating in the maintenance building areas.



Facility Rehabilitation, Repair and Maintenance (continued)

Arcadia HVAC and Roof Replacement

Replacement of the first phase of HVAC equipment and asphalt roofing of the 16 year-old Arcadia facility is scheduled in FY2018-2019. Subsequent replacement phases will follow as equipment meets the manufacturers 15 to 20 year useful life threshold.

Downtown Los Angeles (DTLA) Bus Layover Parking

Foothill Transit operates commuter routes into downtown Los Angeles in the morning and then back to the San Gabriel Valley in the evenings. Currently, buses deadhead back to the Pomona and Arcadia Operations and Maintenance facilities in the morning and to downtown Los Angeles in the evenings. The downtown bus layover parking project will improve the existing site to suit Foothill Transit bus operations and bus fleet parameters. The new layover parking in downtown Los Angeles will result in reductions in vehicle miles travelled, fuel costs, and contract operations costs.

Arcadia Employee Overflow Parking Expansion

With increased service and additional staff, the current staff parking spaces at the Arcadia Operations and Maintenance facility have reached maximum usage. The Overflow Parking Expansion Project will provide additional employee parking spaces located north of the Arcadia facility entrance. The site is within Foothill Transit's property limits of the Arcadia facility.

Pomona Steam Bay Lift Replacement

Both operation and maintenance facilities are equipped with a steam bay for undercarriage washing that uses a bus lift. The existing bus lift at Pomona is no longer in working order and is in need of replacement. The scope includes removal and disposal of the existing parallelogram lift and replacement with a new parallelogram lift for undercarriage steam cleaning.

Covina Transit Center and Park & Ride

A transit oriented, mixed-use development (TOD) project, located at the site of the former K-mart retail store in the City of Covina, will begin construction in May 2018. The Park & Ride structure will be three levels that feature approximately 360 spaces including upper deck parking and solar canopies on the upper level. The transit center will have four 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 increase customer traffic and visibility for our transit center.

West Covina Transit Center

West Covina is at the center 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 limited. 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 including 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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KEY PERFORMANCE INDICATORS



OVERALL SYSTEM STATISTICS

Overall System Performance	FY2015-2016 Actual	FY2016-2017 Actual	FY2017-2018 Estimate	FY2018-2019 Target
Passenger Boardings	13,584,135	13,561,124	12,584,022	12,622,658
Vehicle Service Hours	799,177	871,922	863,131	889,757
Fare Revenue	\$ 17,144,739	\$ 16,082,346	\$ 15,672,000	\$ 16,527,000
Transit Operating Expense	\$ 75,446,753	\$ 85,861,729	\$ 94,169,060	\$ 101,017,840

Analysis

Passenger Boardings and Fare Revenue

Passenger boardings and fare revenue are projected to increase slightly during FY2018 -2019 when compared to the estimated results for FY2017-2018. Although public transit continued to experience ridership declines both regionally and nationally during the last 12 months, we experienced improved fare revenues during the latter part of the FY2017-2018 fiscal year due to the fare restructuring. Foothill Transit is participating in a region-wide ridership and service analysis to provide solutions to improve ridership and we will continue to explore other innovative service delivery options with the goal of increasing ridership.

Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2017-2018 is slightly less than the previous year due to the service restructuring implemented during fall of 2017. In FY2018-2019, total service hours are projected to increase by 26,626 hours over the FY2017-2018 estimate as we add the new service in the City of Duarte. Operating expenses are proposed to increase approximately seven percent over the current year estimate to accommodate the contractually required escalation and the additional service hours for Duarte.

GOALS AND PERFORMANCE STANDARDS

Goal	Indicator	FY2015-2016 Actual	FY2016-2017 Actual	FY2017-2018 Estimate	FY2018-2019 Target
Operate a Safe Transit System	Preventable accidents/collisions per 100,000 miles	0.90	0.74	0.76	0.70
Provide Outstanding Customer Service	Schedule adherence	83.2%	81.4%	81.0%	83.0%
	Miles between service interruptions	25,694	30,171	29,000	29,000
	Complaints per 100,000 boardings	18.7	21.0	22.0	20.0
Operate an Effective Transit System	Boardings per vehicle service hour	17.20	15.6	14.58	14.19
	Average weekday boardings	45,310	45,620	42,357	43,000
Operate an Efficient Transit System	Farebox recovery ratio	22.7%	18.70%	16.6%	16.4%
	Average cost per vehicle service hour	\$95.50	\$98.47	\$109.10	\$113.53

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 Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2017-2018 at 0.76 preventable accidents per 100,000 miles, which continues to be above the annual goal for preventable accidents per 100,000 miles. The target of 0.70 is well below the industry standard. It is important to note that preventable accidents currently include collisions with vehicles and fixed objects, as well as other types of preventable incidents, such as slips and falls or tire scrapes. In the upcoming year, in order to better align this performance indicator with that of the American Bus Benchmarking Group, Preventable Collisions per 100,000 miles will be reported. While all incidents will be tracked, this indicator will only include collision data.

While there was an increase in preventable accidents in December 2017, performance has shown measurable improvement in recent months. Both operations and maintenance contractors continue to place significant emphasis on ensuring safe driving habits and on specific routes and locations in the service area that have historically shown more frequent collisions.

The target for preventable collisions per 100,000 miles for FY2018-2019 will be 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.



GOALS AND PERFORMANCE STANDARDS CONTINUED

Analysis

Schedule Adherence

Throughout FY2017-2018, several roadway and infrastructure construction projects were underway in the Foothill Transit service area, impacting travel time and schedule adherence. The most significant of these is continuing along Interstate 10, which travels through the heart of the Foothill Transit service area and is a primary connection to downtown Los Angeles. Projected on-time performance for FY2017-2018 is 81 percent, which is less than one percent below the previous fiscal year.

The FY2018-2019 target for schedule adherence is proposed at 83 percent, an improvement over the past two years. Schedule and running time 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. Major construction continues along a number of travel corridors in the service area making it extremely challenging to keep pace with the frequent schedule adjustments needed to match these areas impacted by construction.

Average Miles between Service Interruptions

In FY2017-2018, Foothill Transit is projected to average 29,000 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. Surpassing the target is primarily a result of the addition of new buses to the fleet in FY2017-2018 which has led to a decrease in the overall number of mechanical road calls.

The FY2018-2019 target for average miles between mechanical service interruptions is proposed at 29,000 miles. The oldest CNG coaches in the fleet will be retired this year, improving the overall fleet reliability. This is expected to reduce the number of mechanical service interruptions.

Complaints per 100,000 Boardings

In FY2017-2018, 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 22 complaints per 100,000 boardings at the end of this current fiscal year, which is higher than the target of 20 complaints per 100,000 boardings.

The target for FY2018-2019 is proposed to remain at 20 complaints per 100,000 boardings. The customer comment intake and handling process continues to improve and this 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.



Boardings per Service Hour

Boardings per service hour for FY2017-2018 is estimated at 14.58, which is seven percent lower than the FY2016-2017 actual boardings. This is a result of declining ridership as well as an increase in service hours.

The FY2018-2019 boardings per service hour target will decrease slightly to 14.19. This target anticipates that ridership will remain constant without further loss. 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

In FY2017-2018, Foothill Transit carried an estimated average of 42,357 boardings each weekday. This is a seven percent decrease from FY2016-2017 and is comparable to recent bus ridership declines nationwide.

In FY2018-2019, weekday boardings are projected to increase slightly over the FY2017-2018 estimate, with a proposed target of 43,000 average weekday boardings.

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. It is estimated that 16.6 percent of operating costs will be paid for directly by fare revenue in FY2017-2018.

The FY2018-2019 farebox recovery ratio of 16.4 percent reflects a slight increase in fare revenues and a slight increase in operating expenses.

Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is the ratio between overall operating expenses and planned service hours during the year. The estimated cost for FY2017-2018 of \$109.10 is a 10.8 percent increase over the prior year. This was due to the operating expense increase related to the procurement of a new operating contractor combined with lower service hours.

The target for FY2018-2019 of \$113.53 is an increase of four percent over the current year estimate, resulting from slightly increasing hours and expenses.

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INITIATIVES



FY2017-2018 COMPLETED INITIATIVES

Pomona Operations Contract Start-Up

On July 1, 2017, Keolis Transit Services, LLC assumed operations and maintenance of the Foothill Transit fleet and facility in Pomona. Contract start-up activities included a thorough turnover inspection of the fleet and facility to identify and complete any repairs as the new contract was initiated. At the same time, some service was transferred between the Pomona and Arcadia facilities to better balance the levels of service provided out of both facilities. Contract transition elements concluded in September 2017 with the completion of all fleet turnover repairs.

Fare Restructuring Implementation

The first phase of the fare restructuring was implemented in October 2017 along with a major service change. The fare restructuring aligned our pricing of the 31-day passes similar to our partnering agencies, introduced a Day Pass, and offered an incentive on a single ride fare when paying with a TAP card. In addition, a new feature at the farebox was introduced that allows the customer to load Stored Value on the bus. This feature improves the convenience of a TAP card by removing the need to visit a TAP vendor to reload the balance on the card. The impact of the fare restructuring is yet to be determined, but the preliminary results show an increase in fare revenue.

Service Enhancements

A number of enhancements were implemented this past fiscal year including the cancellation of Lines 481, 494, and 855. Due to the drop in ridership caused by the Gold Line Extension, Line 187 was split into two lines, Lines 187 and 188, at the Azusa Intermodal Transit Center. The new Line 187 was also rerouted to serve the Westfield Center at Santa Anita. With the current trend of declining ridership affecting the nation, Foothill Transit will continue to monitor the service efficiency and make necessary adjustments to meet the current needs. Any savings from service adjustments will be reinvested into the system to increase frequency of core lines. Foothill Transit will also launch a study to examine corridors within the service area to see if it would be feasible to convert to bus rapid transit service.

Class Pass Program Expansion

The Class Pass program has been adopted at Mt. SAC, Citrus College, and the University of La Verne. Foothill Transit also began a pilot program for the Class Pass at The Claremont Colleges which includes all seven campuses and faculty and staff. The Claremont Colleges pilot program will continue through December 2018.



FY2017-2018 & FY2018-2019 ONGOING INITIATIVES

Fleet Electrification

In 2010, Foothill Transit deployed three Proterra electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Our electric bus program has matured as we have gained valuable insight from our experience operating the electric fleet, which has now grown to 30 coaches. In light of the advancements in battery technology and the growing number of electric bus manufacturers, the Board directed staff to pursue full electrification of the Foothill Transit fleet. Based on current coach retirement schedules, Foothill Transit is on track for a fully electric fleet by 2030. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches is slated for completion in the summer of 2018 and full electrification of the fleet will take place once both operating facilities have been equipped with the necessary charging infrastructure.

Legislative Advocacy

This year brought new challenges and opportunities at the federal, state, and county government levels with a new Administration and delegation members. We have built a strong relationship with the Deputy Administrator of the Federal Transit Administration and newest staff for key House and Senate Committees, as well as our newest state delegation members and two newest Los Angeles County Supervisors and their staff. We have strengthened the relationships we have built through the years with those returning members of our House Delegation and staff and key House and Senate Committees as well as our state delegation and returning Supervisor and their staff. This was done through capitol and district office meetings and regular attendance at events where our members were featured speakers.

CAD/AVL System Replacement

This year saw the completion of system design and fixed-end and onboard equipment installation of 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 includes enhancements to better monitor on-street service in real-time, while providing more accurate data for use by our customers for daily travel and by agency staff for system planning and reporting purposes. Final system design and complete system deployment will be completed in the upcoming fiscal year.

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 360 parking spaces, bus berths, and provisions for electric bus charging stations to accommodate Foothill Transit buses. A transit oriented retail component will also be included within the transit center. Construction is slated to begin in May 2018 and is anticipated to be complete in June 2019.



FY2017-2018 & FY2018-2019 ONGOING INITIATIVES CONTINUED

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 with 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 underway and the plans include ten transit bays with covered bus shelters for customers. Various meetings are being held with the college and the various stakeholders. Concept design will be in progress and environmental studies will commence in FY2018-2019. The anticipated start of construction is May 2019 and is forecasted to be completed in February 2020.

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. Working with LA Metro and selected vendor, Via, Foothill Transit will launch a mobility on demand (MOD) pilot within the service area to see how such partnerships can benefit transit users. 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.



FY2018-2019 NEW INITIATIVES

Duarte Service Implementation

Foothill Transit and the City of Duarte began discussions on a partnership last year to launch a pilot program where Foothill Transit will operate the city's transit service. A Memorandum of Understanding has been executed and plans are underway for Foothill Transit to begin operation of two routes within the City of Duarte using 35-foot extended range electric buses. Activity is underway to procure the three electric buses needed for operation of the Duarte Service, and Foothill Transit and Duarte will collaborate on the development of unique livery for the vehicles that will brand the service to highlight the service as Foothill Transit service to the City of Duarte. Operation of service will begin once the 35-foot extended range electric buses have been delivered.

Fare Restructuring Implementation – Phase II

In October 2017, Phase I of Foothill Transit's two-phase fare restructuring was implemented. Phase I consisted of a simplification of the fare structure and the introduction of a day pass. The Board also authorized the second phase of the fare restructuring, which will be implemented in fall 2019. Phase II involves a pricing adjustment across the entire fare structure to help meet our long term financial goals. Outreach to customers, coach operators, and customer service personnel to ensure they're informed of the upcoming changes will take place in the months leading up to the October 2019 Phase II implementation.

Fare Technology

Advancements in fare payment technology are being implemented throughout the world and customers in the Los Angeles area are eager to see a simpler, more streamlined fare collection system implemented locally. Working with the selected vendor, Foothill Transit will begin the implementation of a three-year pilot program to adopt a mobile ticketing solution which can be adopted in addition to the countywide TAP program.

Enhanced Service Delivery

The San Gabriel Valley is scheduled to receive Measure M funds to assist in studies to improve service delivery in the Foothill Transit service area. During 2018/2019, Foothill Transit will conduct a comprehensive operational study to look at potential corridors within the service area that could be feasible for Bus Rapid Transit (BRT) service. Foothill Transit will also partner with LA Metro on the region-wide BRT studies which include the Ramona Blvd. and Badillo St. corridor with the goal of speeding up project delivery.

ExpressLanes Operations

Construction of the HOV lanes between I-605 and SR-57 have been underway, with completion scheduled for 2021. To ensure effective traffic flow and transit service operation when the lanes open, it is critical that the occupancy requirement mirror the three-person peak occupancy requirement of the busway portion of the lanes. Staff will work with Metro, Caltrans, and our state delegation to pursue the appropriate operating rules and/or legislation.



FY2018-2019 NEW INITIATIVES CONTINUED

Website Redesign

Foothill Transit first established its Internet presence in October 1998. Since then, foothilltransit.org has undergone complete redesigns in 2000, 2005, 2007, 2009, 2012, and 2014, with several smaller updates in between to include new technologies, branding, services, and campaigns. Online industry standards advise updating or overhauling a business website presence every three to four years. Since our last website redesign, Foothill Transit has adopted new CAD/AVL technology in our fleet that significantly upgrades the quality and delivery of important information to our customers. A redesign of the website will incorporate this and other new technologies to evolve the agency's primary online asset and improve the customer experience.



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). The FAP uses vehicle service miles and passenger revenues to apportion the available revenues into percentage shares. The CAP uses total vehicle miles and active fleet size (National Transportation Database data) to apportion the shares. The sources of funds are discussed in the following sections.

Los Angeles County Resources

Proposition A 40% Sales Tax Funds

Proposition A is a Transit Operations 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 the Silver Streak; 3) Transit Service Expansion on Line 690; 4) Base Restructuring on Lines 497 and 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 transit 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 and 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.



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 expenses.

State Transit Assistance Funds (STA)

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

SB-1 (State of Good Repair Program)

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. The funds are distributed to transit agencies throughout the State according to the STA formula. These funds are available for eligible transit maintenance, rehabilitation and capital projects.

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 transit operating and capital projects that 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.

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.



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.

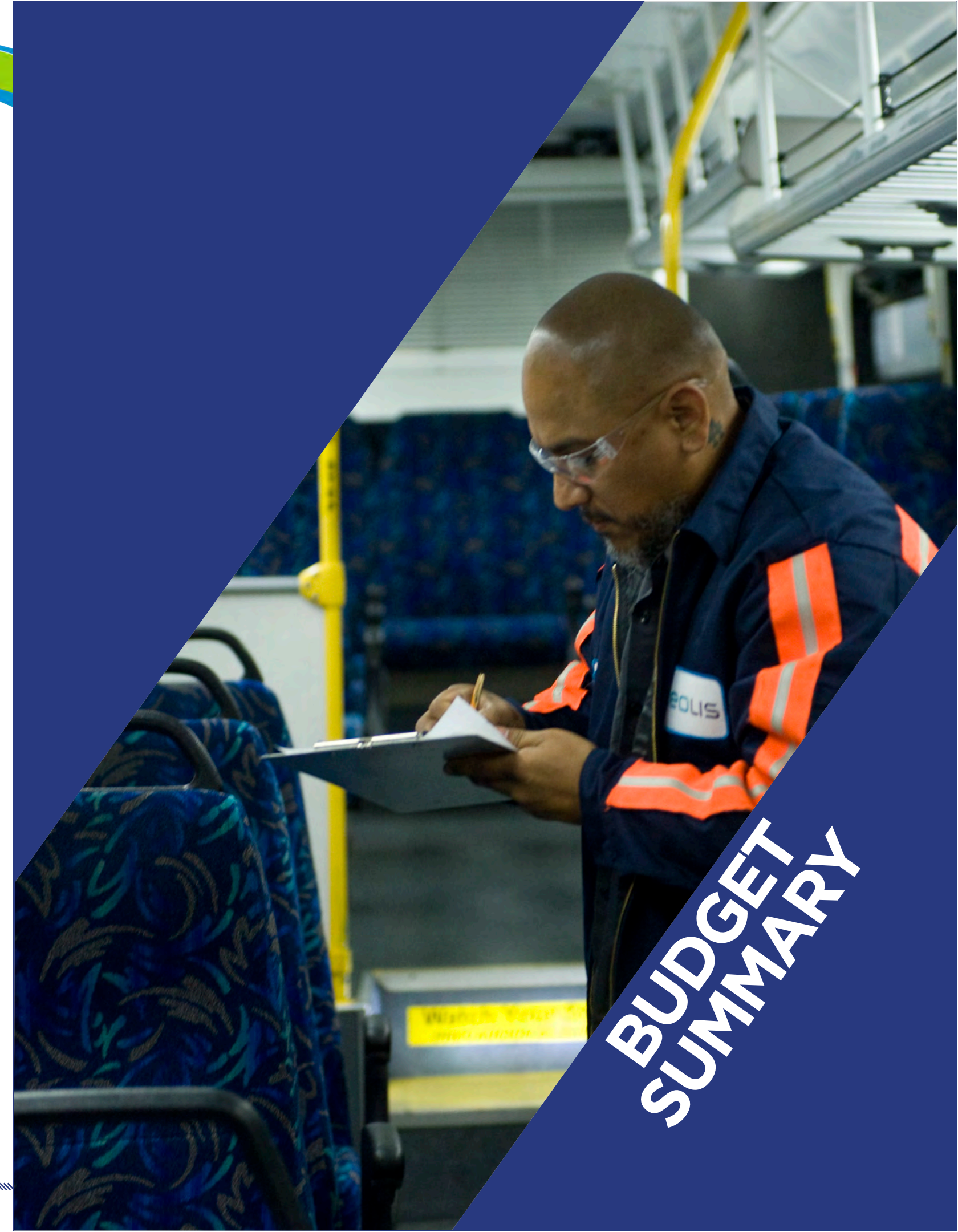
Federal Congestion Mitigation and Air Quality (CMAQ)

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.



BUDGET SUMMARY

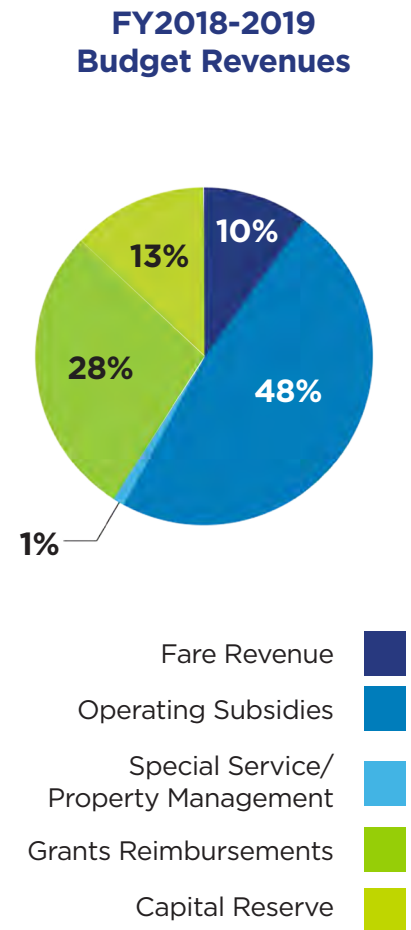


FUNDING ASSUMPTIONS

- Farebox revenues increase slightly in response to fare restructuring
- Grants reimbursements include formula and competitive grants
- Senate Bill-1 (SB-1) State of Good Repair funds are available as planned

Budgeted Revenues

FY2018-2019 Budgeted Revenues	FY2017-2018 Budget	FY2018-2019 Budget
Operating & Other Revenues		
Fare Revenue	\$ 17,421,825	\$ 16,527,000
Operating Subsidies	80,813,627	84,490,840
Property Management Revenue	445,000	445,000
Special Service Revenue	1,175,000	1,100,000
Total Operating and Other Revenues	\$ 99,855,452	\$102,562,840
Capital Revenues		
Grants Reimbursements	\$ 22,348,309	\$ 49,391,577
Capital Reserve	38,723,401	22,141,384
Total Capital Revenues	\$ 61,071,710	\$ 71,532,961
Total Budget Revenues	\$ 160,927,162	\$ 174,095,801



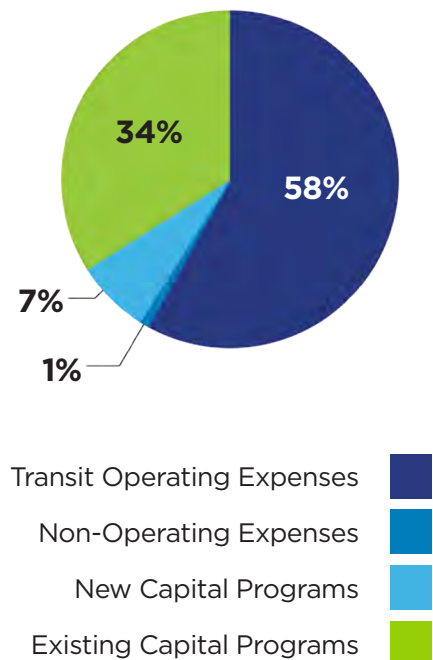
EXPENDITURE ASSUMPTIONS

- Contracted transit operating expenses increased by 2.7 percent over prior year budget, per contractual requirements
- Vehicle service hours and vehicle service miles increase for Duarte service
- Initiate fleet replacements for 34 CNG buses
- Complete heavy maintenance on 30 CNG buses
- Continue construction of Covina Transit Center and Park & Ride
- Complete installation of new CAD/AVL System

Budgeted Expenditures

FY2018-2019 Budgeted Exepnses	FY2017-2018 Budget	FY2018-2019 Budget
Operating & Other Expenses		
Transit Operating Expenses	\$ 98,235,452	\$ 101,017,840
Non-Operating Expenses	1,620,000	1,545,000
Total Operating & Other Expenses	\$ 99,855,452	\$ 102,562,840
Capital Expenditures		
New Capital Programs	\$ 5,785,000	\$ 12,554,000
Existing Capital Programs	55,286,710	58,978,961
Total Capital	\$ 61,071,710	\$ 71,532,961
Total Budgeted Expenditures	\$ 160,927,162	\$ 174,095,801

**FY2018-2019
Budget Expenditures**



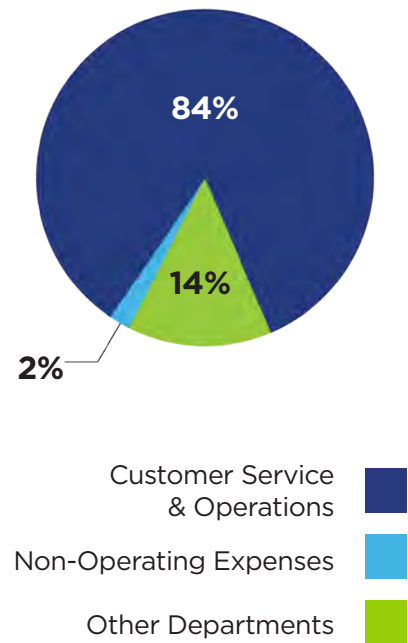


OPERATING EXPENSES

Operating Expenses

Summary By Department	FY2017-2018 Budget	FY2018-2019 Budget
Transit Operating Expenses		
Customer Service & Operations	\$ 84,568,242	\$ 86,629,410
Maintenance & Vehicle Technology	898,870	867,610
Marketing & Communications	2,257,050	2,369,600
Information Technology	2,395,030	2,076,270
Administration	2,891,150	3,111,980
Procurement	931,800	924,700
Finance	1,779,240	1,773,290
Planning	1,297,750	1,515,450
Facilities	1,216,320	1,749,530
Total Transit Operating Expenses	\$ 98,235,452	\$ 101,017,840
Non-Transit Operating Expenses		
Property Management	\$ 445,000	\$ 445,000
Special Services	375,000	300,000
Dial-A-Ride	800,000	800,000
Total Non-Transit Operating Expense	\$1,620,000	\$1,545,000
Total Operations	\$ 99,855,452	\$ 102,562,840

FY2018-2019 Operating Expenses



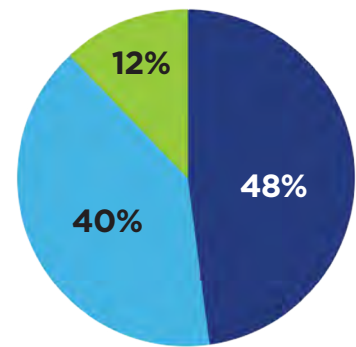


CAPITAL EXPENDITURES

Capital Expenditures

FY2018-2019 Budgeted Revenues	FY2017-2018 Budget	FY2018-2019 Budget
New Capital Programs		
Buses/Fleet Maintenance	\$ 4,000,000	\$ 3,284,000
Facilities Construction/ Maintenance	865,000	7,705,000
Information Technology	920,000	1,565,000
Total New Capital Programs	\$ 5,785,000	\$ 12,554,000
Existing Capital Programs		
Buses/Fleet Maintenance	\$ 29,774,508	\$ 30,898,677
Facilities Construction/ Maintenance	14,545,759	21,253,414
Information Technology	10,966,443	6,826,870
Total Existing Capital Programs	\$ 55,286,710	\$ 58,978,961
Total Capital	\$ 61,071,710	\$ 71,532,961

**FY2018-2019
New/Existing
Capital Programs**



- Buses/Fleet Maintenance
- Facilities Construction/
Maintenance
- Information Technology

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CAPITAL BUDGET



CAPITAL PROGRAM

The currently proposed capital projects, with total life-of-project budgets of \$258 million, includes \$38.8m of newly proposed projects. Each project includes the life-of-project budget, current year forecasted expenditure, and the balance of expenditures for future years.

Project #	Project Name	Life of Project Budget	FY2017-2018 Projection	FY 2018-2019 Budget	FY2019-2020+
BUSES/FLEET MAINTENANCE					
0170	35' Bus Procurement (NEW)	\$ 3,000,000	-	\$ 3,000,000	-
0169	Electric Bus Monitoring Hardware (NEW)	34,000	-	34,000	-
0168	Fuel and Mileage Monitoring System (NEW)	250,000	-	250,000	-
0167	Fleet Heavy Maintenance – 2 (NEW)	22,010,000	-	-	22,010,000
0154	In-Depot Charging Infrastructure	12,000,000	-	3,000,000	9,000,000
0153	Electric Double Deck Buses – 2 Buses	3,000,000	-	-	3,000,000
0152	Bus Replacement Series 1600 & 2001-2003	45,400,000	-	-	41,600,000
0127	Arcadia Bus Charging Station	1,200,000	7,000	1,193,000	-
0126	Non-Revenue Fleet Replacement – FY2016-2017	230,000	-	70,000	160,000
0124	Fare Collection System	8,200,000	2,600,000	1,300,000	4,300,000
0123	Bus Replacement Series 1400-1500	49,242,912	6,000	23,800,000	13,000,000
0109	Fleet Heavy Maintenance – 1	14,385,000	3,230,000	1,400,000	6,789,323
0100	Fare System Equipment – State of Good Repair	200,000	-	35,677	148,787
0099	Pomona O&M Electric Bus Charger	500,000	400,000	100,000	-
0094	Replacement Facility Trucks	250,000	-	-	113,003
Buses/Fleet Maintenance Totals		\$ 159,901,912	\$ 6,243,000	\$ 34,182,677	\$ 100,121,113



Project #	Project Name	Life of Project Budget	FY2017-2018 Projection	FY 2018-2019 Budget	FY2019-2020+
Facilities Construction/Maintenance					
0183	Hydraulic Lift Decommission (NEW)	\$ 1,000,000	-	\$ 500,000	\$ 500,000
0182	Pomona Steam Bay Lift Replacement (NEW)	275,000	-	275,000	-
0181	DTLA Layover Parking Improvements (NEW)	4,100,000	-	4,100,000	-
0180	Arcadia Maintenance Floor Coating (NEW)	400,000	-	200,000	200,000
0179	Arcadia Overflow Parking – Storm Water Treatment (NEW)	200,000	-	200,000	-
0178	Restroom Compliance and Modernization (NEW)	2,400,000	-	800,000	1,600,000
0177	Administration Parking Pavement Repairs and Landscaping (NEW)	60,000	-	60,000	-
0176	Administration HVAC Replacement (NEW)	400,000	-	-	400,000
0175	Arcadia Fire Alarm Update (NEW)	150,000	-	-	150,000
0174	Bus Stop Enhancement Program (NEW)	350,000	-	350,000	-
0173	Pomona/Arcadia Lighting Upgrades (NEW)	160,000	-	80,000	80,000
0172	Arcadia HVAC and Roof Replacement (NEW)	940,000	-	940,000	-
0171	Facility Capital Contingency FY2018-2019 (NEW)	200,000	-	200,000	-
0158	Arcadia Overflow Parking	250,000	50,000	200,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	105,000	105,000	-
0156	Facility Repairs & Improvements – FY2017-2018	375,000	150,000	225,000	-
0155	Administration Building Solar Canopy	4,000,000	-	-	4,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	250,000	250,000	14,462,747
0138	Covina Park & Ride and Transit Center	28,495,511	12,000,000	15,379,132	-
0137	Administration Building Electrical Panel	15,000	-	15,000	-
0136	Arcadia Forklift Replacement	30,000	-	-	30,000
0134	Administration Building Stairwell Paint	60,000	22,000	38,000	-



CAPITAL PROGRAM CONTINUED

Project #	Project Name	Life of Project Budget	FY2017-2018 Projection	FY 2018-2019 Budget	FY2019-2020+
Facilities Construction/Maintenance (continued)					
0131	BSEP – West Covina Bus Shelters	\$ 260,000	\$ 40,000	\$ 182,150	-
0129	Pomona Transit Store Renovation	800,000	200,000	600,000	-
0117	Pomona Floor Coating and Equipment	333,500	133,500	200,000	-
0116	Administration Building 2 nd Floor Remodel	796,000	-	75,000	721,000
0115	Mt. SAC Transit Center	9,750,000	1,625,000	3,875,000	4,250,000
0058	Bus Stop Enhancement Program – 2012	1,000,000	450,000	109,132	111,759
	Facilities Construction/Maintenance Totals	\$ 71,089,011	\$ 15,025,500	\$ 28,958,414	\$ 26,005,506

Information Technology

0195	Business Intellegence Dashboard (NEW)	\$ 200,000	-	\$ 200,000	-
0194	Pomona Yard Network Cabling Upgrade (NEW)	75,000	-	75,000	-
0193	Copier Replacement (NEW)	90,000	-	45,000	45,000
0192	Cabling and Core Switch Replacement (NEW)	275,000	-	75,000	200,000
0191	HD Upgrade Conference Rooms (NEW)	100,000	-	70,000	30,000
0190	Computer Hardware and Software Update (NEW)	300,000	-	300,000	-
0189	LaserFiche Additional Module (NEW)	100,000	-	-	100,000
0188	Data Center Update and Replacement (NEW)	950,000	-	250,000	700,000
0187	Traffic Signal Prioritization – Phase 2 (NEW)	100,000	-	-	100,000
0186	HR/Payroll System (NEW)	50,000	-	50,000	-
0185	Website Redesign (NEW)	400,000	-	250,000	150,000
0184	IT Capital Contingency – FY2018-2019 (NEW)	250,000	-	250,000	-
0165	Traffic Signal Priority Continuation	325,000	250,000	75,000	-
0160	Board and Conference Room Equipment Upgrade	100,000	-	100,000	-



Project #	Project Name	Life of Project Budget	FY2017-2018 Projection	FY 2018-2019 Budget	FY2019-2020+
Information Technology (continued)					
0147	TAP Student ID Cards	\$ 68,250	\$ 7,500	\$ 60,456	-
0144	Virtual Disaster Recovery	150,000	75,000	75,000	-
0143	VDI Graphics Acceleration	150,000	75,000	75,000	-
0142	Long Term Retention Software	200,000	100,000	100,000	-
0140	Giro Hastus Upgrade	400,000	97,000	205,000	-
0122	Employee ID Cards	24,500	11,500	13,000	-
0120	Arcadia and Pomona Phone Replacement	200,000	-	198,000	-
0105	Project Management Software	200,000	-	200,000	-
0097	CAD/AVL Replacement	20,300,000	10,000,000	5,516,282	-
0058	Bus Stop Enhancement Prog (BSEP) – 2012	1,000,000	450,000	109,132	111,759
0042	Bus Stop Customer Information	600,000	111,000	100,000	100,000
Information Technology Totals		\$ 26,407,750	\$ 11,177,000	\$ 8,391,870	\$ 1,536,759
Total for all Projects		\$ 257,998,673	\$ 32,445,500	\$ 71,532,961	\$ 127,913,378

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**OPERATING
BUDGET**



OPERATING BUDGET AND DEPARTMENT SUMMARY

Foothill Transit’s operating budget and departmental initiatives for FY2018-2019 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
TRANSIT OPERATING EXPENSES				
Customer Service & Operations	\$ 75,423,586	\$ 84,568,242	\$ 82,759,300	\$ 86,629,410
Maintenance & Vehicle Technology	802,078	898,870	837,300	867,610
Marketing & Communications	1,515,437	2,257,050	1,733,200	2,369,600
Information Technology	2,026,552	2,395,030	2,117,480	2,076,270
Administration	2,587,878	2,891,150	2,425,100	3,111,980
Procurement	609,992	931,800	676,500	924,700
Finance	1,103,142	1,779,240	1,563,440	1,773,290
Planning	707,851	1,297,750	1,013,000	1,515,450
Facilities	1,055,177	1,216,320	1,043,740	1,749,530
Total Operating Expense	\$ 85,831,693	\$ 98,235,452	\$ 94,169,060	\$ 101,017,840
NON-OPERATING EXPENSES				
Property Management	\$ 368,817	\$ 445,000	\$ 445,000	\$ 445,000
Special Services	266,925	375,000	375,000	300,000
Dial-A-Ride	856,305	800,000	800,000	800,000
Total Non-Operating Expense	\$ 1,492,047	\$ 1,620,000	\$ 1,620,000	\$ 1,545,000
Total Expenditures	\$ 87,323,740	\$ 99,855,452	\$ 95,789,060	\$ 102,562,840

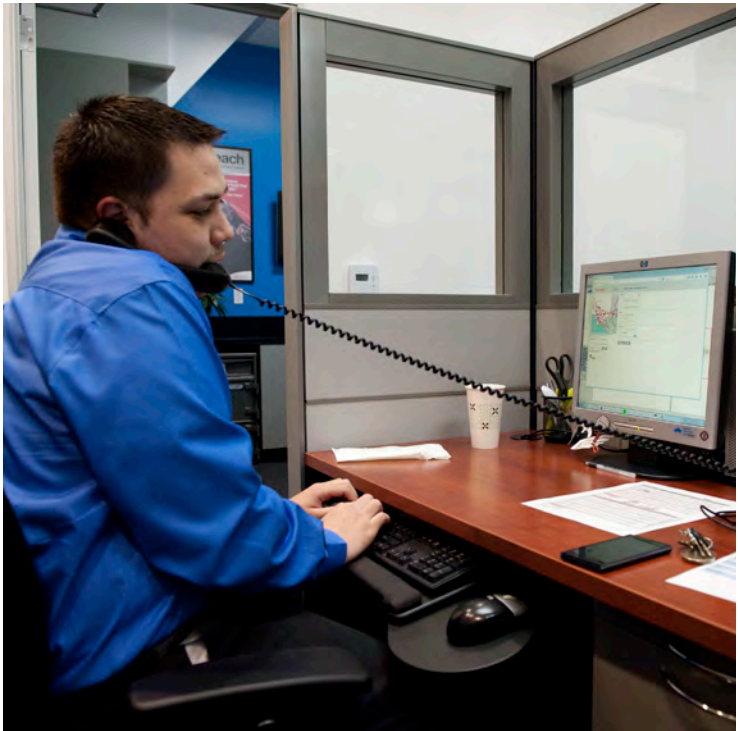


CUSTOMER SERVICE AND OPERATIONS



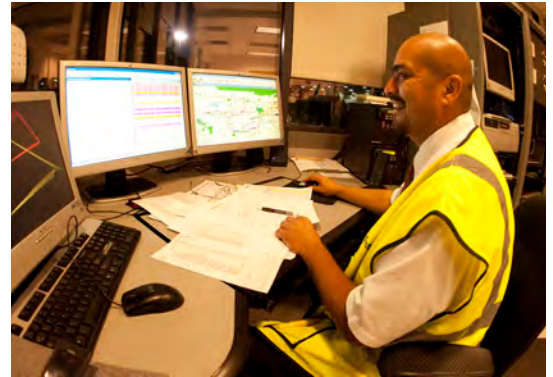
The Customer Service and Operations department is responsible for ensuring the safe and efficient daily operation of Foothill Transit service, focusing specifically on applied enforcement of agency standards for operating performance.

The department also works closely with the four Foothill Transit Stores to improve the customer service experience; from when a customer calls for information about their proposed trip, to the actual completion of their bus ride, and through the customer feedback process. 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



FY2017-2018 ACCOMPLISHMENTS

- Completed contract transition of Pomona operations and maintenance to new contractor
- Completed line transition between Pomona and Arcadia Operations and Maintenance Facilities as part of service restructuring
- Completed testing, installation, and implementation of the initial CAD/AVL system replacement
- Participated in APTA Safety Audit Program
- Completed initial Quality Assurance Avail Dispatch Education training
- Hosted Transit Security tabletop exercise with TSA
- Continued Front Line Customer Service Recognition program
- Submitted application for APTA Safety Award Consideration
- Provided premium Rose Bowl Special Service to more than 117,000 attendees
- Provided LA Marathon special shuttle service to approximately 2,000 runners
- Completed quarterly coach operator audits
- Coordinated Foothill Transit's 23rd Annual Bus Rodeo
- Completed quarterly customer service audits
- Executed contract with LA County Sheriff Department for enhanced safety and security presence
- Participated in emergency drills with local law enforcement and first responders

FY2018-2019 INITIATIVES

- Complete testing, installation, and customization of CAD/AVL system
- Fully integrate new CAD/AVL system features into daily operations
- Integrate Headsign Standardization into CAD/AVL system replacement project
- Incorporate Duarte Transit routes into system performance metrics
- Procure Transit Store management and staffing contract
- Continue monitoring and modifying procedures as needed to respond to FTA's new Safety Management System requirements
- Complete Quality Assurance Dispatch Education training
- Develop plans and reports in response to ATPA Safety Audit
- Implement E-Alerts Customer Safety Issue Reporting Program



Department Summary

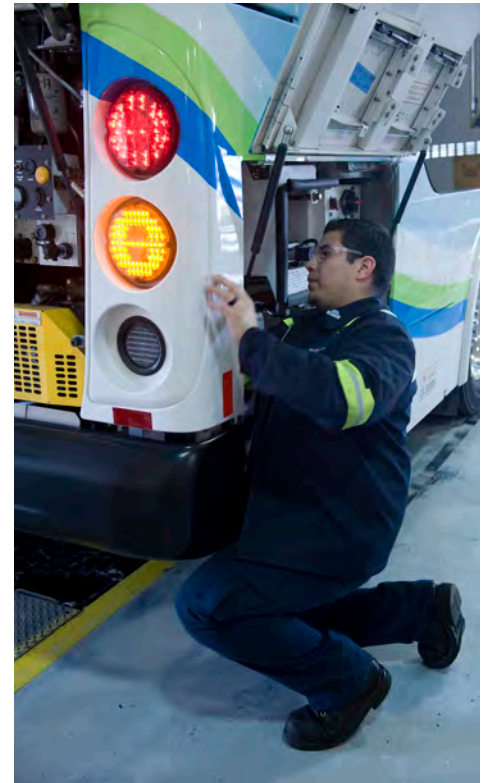
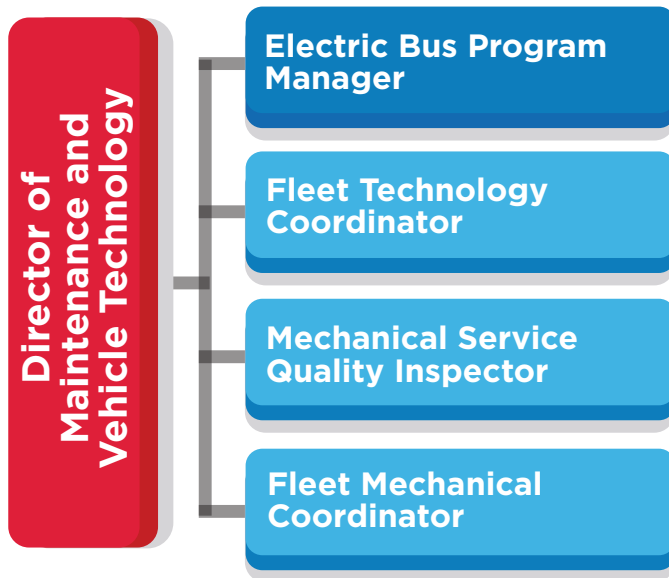
Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5001	Purchased Transportation	\$ 66,266,768	\$ 74,061,030	\$ 73,551,030	\$ 76,393,170
5020	Fuel	6,009,322	6,341,376	5,850,000	6,012,908
5035	Electricity Fuel - Pomona	176,227	469,196	150,000	457,209
5100	Salary, Wages, and Benefits	901,359	1,013,800	980,000	1,127,200
5150	Contracted Services	1,631,548	1,752,760	1,752,760	1,800,820
5260	Professional/ Technical	36,872	49,000	35,000	45,750
5411	Bus Roadeo	53,027	72,250	65,000	67,000
5430	Dues and Subscriptions	485	2,230	2,230	2,800
5550	Travel and Meeting	26,325	29,750	29,750	34,000
5560	Uniform/Clothing Supplies	3,708	304,900	5,000	319,300
5710	Transit Store Lease	98,602	101,530	101,530	-
5720	Other Contracted Services	162,952	189,820	150,000	190,610
5850	Office/General Supplies	1,225	-	-	-
5991	Safety & Security	53,979	168,600	75,000	172,640
6100	Utilities	1,187	12,000	12,000	6,000
Total		\$ 75,423,586	\$ 84,568,242	\$ 82,759,300	\$ 86,629,410

Budget Account Notes:

- **5001** Increase to include assumption of City of Duarte bus service
- **5020** Based on revised cost of CNG fuel (.31 per mile) and increase in number of electric fueled buses and lines
- **5035** Increase in amount of miles to be operated using electric buses
- **5150** Transdev contract increase for inflation
- **5430** Increase in periodical subscriptions to support safety and security programs
- **5550** Added COMTO National Meeting Attendance and additional safety and security training
- **5710** Transit Stores lease transferred to Facilities budget
- **6100** Budget reduced for West Covina Transit Store

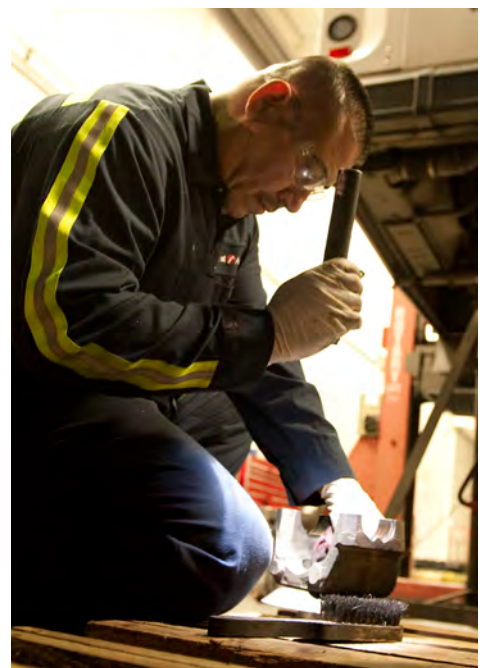


MAINTENANCE AND VEHICLE TECHNOLOGY



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 stations, including 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 specifications, in-plant inspection, and acceptance of all new rolling stock and technologies to maximize efficiencies in both operations and maintenance. The MVT department participates and supports legislative efforts in the development of policies and regulations for transit fleet electrification.





FY2017-2018 ACCOMPLISHMENTS

- Inspected and accepted 14 new 40 ft. Proterra Catalyst extended range buses. One of these buses was received as an exchange of the early Proterra buses at no cost to Foothill Transit
- Constructed in-depot charging station at the Arcadia facility
- Implemented Electric Bus Health monitoring system on all electric vehicles
- Completed bus heavy maintenance on 60-foot articulated buses
- Implemented bus heavy maintenance on Series 1700 and 1800 buses
- Completed Fleet Turnover Audit at Pomona
- Continued random fleet audits at both Pomona and Arcadia facilities

FY2018-2019 INITIATIVES

- Procure, inspect and deliver 34 – 40 ft. CNG Buses
- Retire 1400 and 1500 series buses
- Procure three non-revenue replacement vehicles
- Develop plans for in-depot charging systems
- Conduct bus route energy usage analysis
- Perform pilot test of MCI over-the-road coach
- Launch pilot program for Alexander Dennis double deck bus on commuter and express routes

Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5040	Gas and Lubricants	\$ 5,492	\$ 8,400	\$ 7,000	\$ 7,200
5100	Salaries, Wages, and Benefits	603,185	671,400	671,400	694,700
5230	Consulting	-	33,000	1,000	1,000
5260	Professional/ Technical	119,952	123,250	100,000	108,000
5430	Dues and Subscriptions	4,814	7,500	10,000	7,500
5550	Travel and Meeting	27,544	25,500	25,500	27,000
5720	Other Contracted Services	3,639	10,220	6,200	10,010
5850	Office/General Supplies	4,177	2,400	-	-
5970	Repair and Maintenance Vehicles	33,274	17,200	16,200	12,200
Total		\$ 802,078	\$ 898,870	\$ 837,300	\$ 867,610

Budget Account Notes:

- **5230** Removed ISO auditing services
- **5260** Removed turnover costs



MARKETING AND COMMUNICATIONS

The Marketing and Communications team supports, brands, and promotes Foothill Transit service with the goal of heightening public awareness of Foothill Transit and increasing ridership. This is accomplished through targeted advertising, face-to-face community engagement, public affairs outreach, media exposure, special events, myriad on-board communications, and owned media.

FY2017-2018 ACCOMPLISHMENTS

- Executed integrated communications launch of Phase I of expansive fare and service changes
- Promoted and reframed communications materials for the West Coast Multi-Agency Exchange leadership development program
- Joined the relaunch of the Regional Transit Marketing Exchange as a charter agency
- Facilitated active agency support of and participation in over 100 regional and national non-profit, transportation, and business-centered organizations
- Promoted Foothill Transit special services – Rose Bowl, LA County Fair, Los Angeles Marathon
- Partnered with other regional transit providers to co-promote linked services such as the Gold Line Extension and Pasadena Line 88
- Redesigned fleet liveries on electric buses and the Silver Streak
- Promoted electric bus program accomplishments and partnered with key vendors for national media exposure
- Expanded promotion of the Class Pass program to include the Claremont Colleges and Citrus College
- Partnered with Government Relations to enhance public affairs strategy and incorporate with regular marketing efforts
- Launched a customer education series designed to heighten awareness of safety, courtesy, and agency operations
- Actively participated in regional days of recognition for a variety of awareness campaigns including The Great Shakeout, Rideshare Week, Earth Day, CicLAvia, and Bike to Work Week



FY2018-2019 INITIATIVES

- Assist with the first statewide Clean Air Day launch
- Conduct comprehensive marketing research
- Lead complete website redesign to include integration of real time information for customers online
- Promote Covina Transit Center construction and service
- Promote Mt. SAC Transit Center construction and service
- Launch phase II of fare and service changes communications
- Promote the all-electric double deck bus launch
- Brand and promote the Duarte Transit integration
- Launch mobile ticketing customer communications
- Renew and intensify Class Pass program promotions and incorporate new campuses



Department Summary

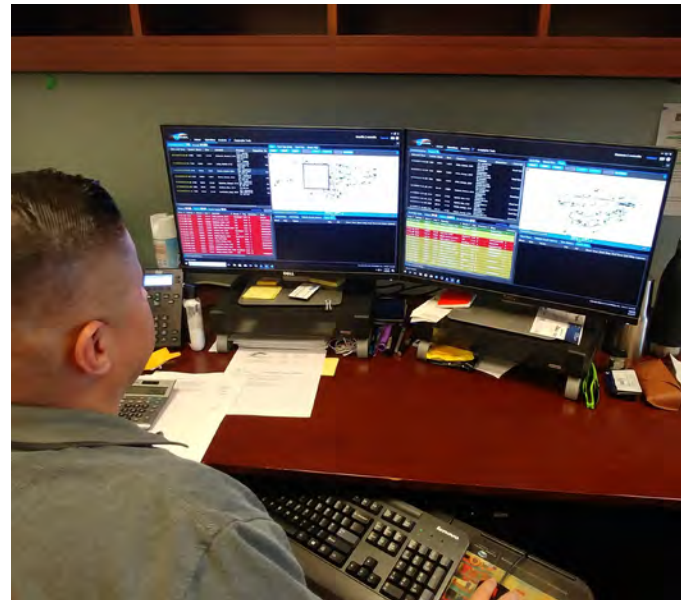
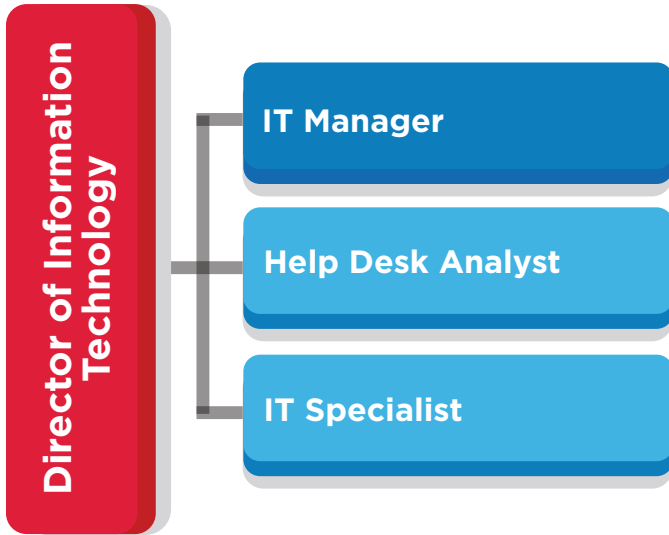
Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salaries, Wages, and Benefits	\$ 754,206	\$ 828,600	\$ 800,000	\$ 862,600
5230	Consulting	246,771	480,000	260,000	520,000
5260	Professional/ Technical	34,554	126,000	50,000	126,000
5300	Advertising and Promotion	333,695	544,450	400,000	582,000
5330	Community Sponsorship	79,542	85,000	85,000	85,000
5380	Special Events	12,322	36,000	36,000	35,000
5411	Team Member Appreciation	1,194	5,000	4,200	2,000
5430	Dues and Subscriptions	2,845	14,000	12,000	14,000
5550	Travel and Meeting	28,619	26,000	24,000	31,000
5850	Office/General Supplies	30	7,000	2,000	7,000
6280	Printing	20,999	95,000	50,000	95,000
6290	Reprints of Brochures	662	10,000	10,000	10,000
Total		\$ 1,515,437	\$ 2,257,050	\$ 1,733,200	\$ 2,369,600

Budget Account Notes:

- **5230** New marketing research added
- **5330** Additional advertising for new website launch, expanded Class Pass promotions, Covina Transit Center and Park & Ride opening, Mt. SAC Transit Center, and electric double decker bus launch
- **5550** Travel added for Alexander Dennis bus build review and photography

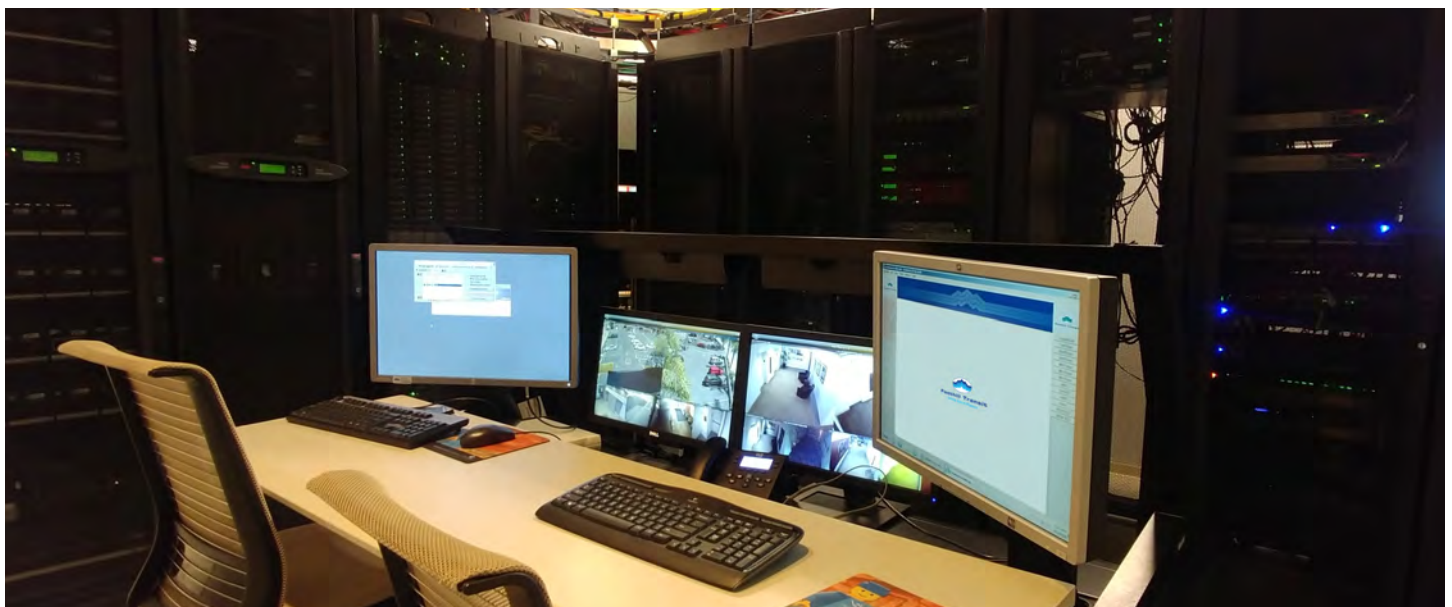


INFORMATION TECHNOLOGY



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.





FY2017-2018 ACCOMPLISHMENTS

- Completed delivery of Phase 1 of Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) hardware and software system
- Replaced the main projector in the boardroom to a new display setup using HD screens to improve clarity and brightness for viewing audience
- Installed new Voice over Internet Protocol (VoIP) phone system for operating and maintenance facilities
- Completed replacement of email server filter to improve security
- Revised telephone service to save operating cost on toll-free calls

FY2018-2019 INITIATIVES

- Continue customization of the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) – replacement of hardware and software system
- Replace the rear projector in the boardroom and 2nd floor conference room
- Install new backup system for data center
- Replace aging network infrastructure in main office building
- Replace Transit Stores video surveillance system

Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salaries, Wages, and Benefits	\$ 476,749	\$ 546,300	\$ 503,900	\$ 587,700
5421	Copier	6,150	6,000	6,000	6,600
5430	Dues and Subscriptions	719	3,000	3,000	-
5550	Travel and Meeting	26,753	25,100	22,000	25,100
5720	Other Contracted Services	1,095,106	1,006,580	1,006,580	811,180
5850	Office/General Supplies	1,428	3,000	1,000	-
5950	Repair and Maintenance Other Equipment	2,381	10,500	5,000	10,500
6130	Telephone/Data	417,265	794,550	570,000	635,190
Total		\$ 2,026,552	\$ 2,395,030	\$ 2,117,480	\$ 2,076,270

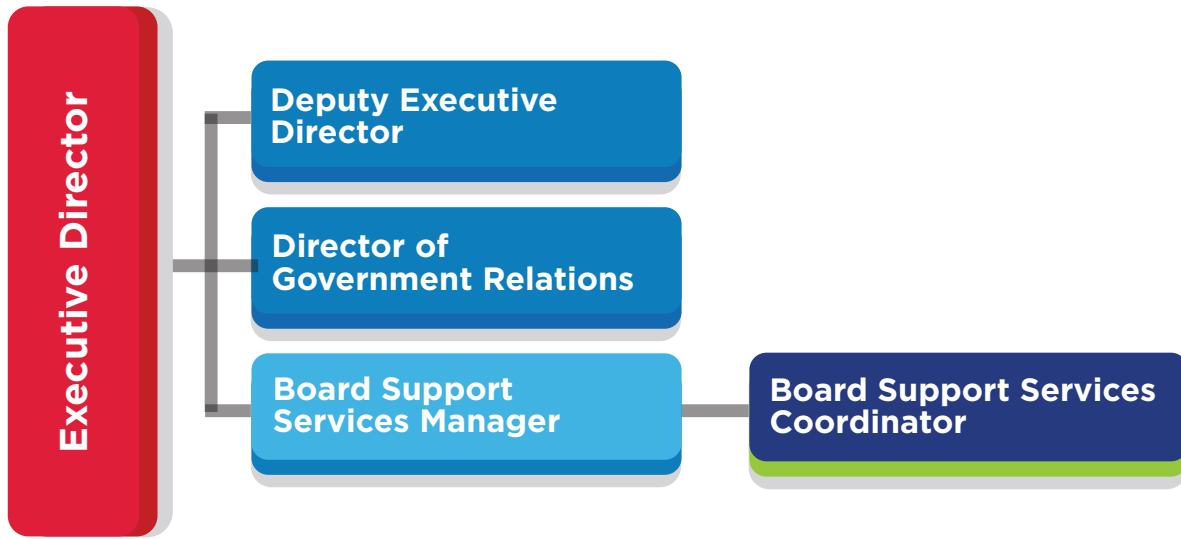
Budget Account Notes:

- **5720** Reduced for elimination of contract related to outgoing CAD/AVL
- **6130** Reduced for revised telephone services



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.



FY2017-2018 ACCOMPLISHMENTS

- Supported the Executive Board and Governing Board
- Ensured effective Executive Board and Governing Board communications
- Completed purchase of property for construction of the Covina Transit Center and Park & Ride project
- Advocated for federal funding for Foothill Transit capital projects
- Managed the second year of 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 (SCR TTC) and Access Services
- Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women’s Transportation Seminar (WTS)

FY2018-2019 INITIATIVES

- Support the Executive Board and Governing Board
- 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, Access Services, COMTO, and WTS
- Ensure continued involvement in and expansion of the West Coast Multi-Agency Exchange (MAX) leadership development program



Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salaries, Wages, and Benefits	\$ 1,464,798	\$ 1,382,100	\$ 1,332,100	\$ 1,516,200
5230	Consulting	11,252	72,000	45,000	61,000
5250	Legal Fees	363,934	416,000	216,000	401,550
5265	Public Affairs	150,609	153,000	140,000	232,080
5412	Board Stipend	41,010	50,500	50,500	50,500
5430	Dues and Subscriptions	96,686	72,750	102,000	100,750
5441	Postage/Express Mail	11,309	14,800	12,000	14,800
5500	Mail Equipment Lease	1,492	4,000	2,500	4,200
5545	Training and Development	125,009	272,000	125,000	272,000
5550	Travel and Meeting	101,502	216,000	170,000	210,000
5600	Casualty and Liability Insurance	188,845	218,000	200,000	228,900
5720	Other Contracted Services	4,902	3,900	5,000	3,900
5850	Office/General Supplies	26,529	16,100	25,000	16,100
Total		\$ 2,587,878	\$ 2,891,150	\$ 2,425,100	\$ 3,111,980

Budget Account Notes:

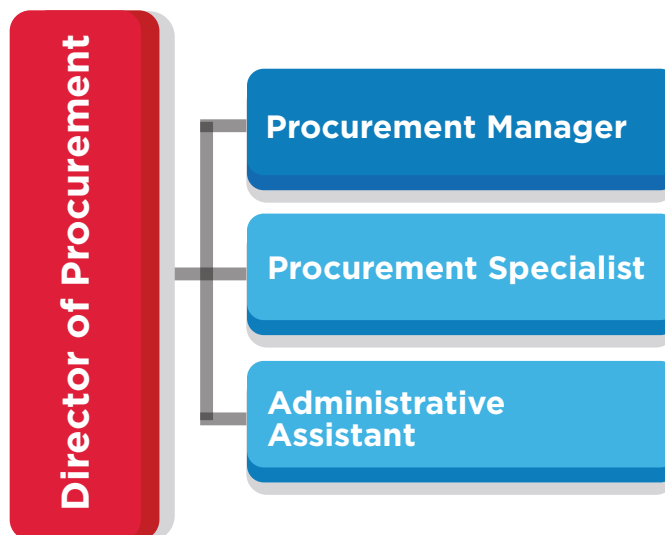
- **5230** Reduced estimates for consulting services
- **5265** Increased for State of California advocate



PROCUREMENT



The Procurement Department is responsible for supporting Foothill Transit’s mission through the timely completion of procurement and contract administration activities. It is also responsible for the disposition of capital assets and provides support for Foothill Transit’s Disadvantaged Business Enterprise program.





FY2017-2018 ACCOMPLISHMENTS

- Earned the National Procurement Institute’s Achievement of Excellence in Procurement award
- Coordinated agency internal administrative policies, procedures, and systems including updates to the Asset Disposition Policy
- Procured services to support capital activities occurring at Foothill Transit maintenance and operations facilities
- Managed necessary procurements for architecture and engineering, and additional support services for the Covina and Mt. San Antonio College Transit Centers
- Increased agency outreach to and competition from local vendor community through effective utilization of new electronic procurement platform

FY2018-2019 INITIATIVES

- Earn the National Procurement Institute’s Achievement of Excellence in Procurement award for the second consecutive year
- Support Foothill Transit in the promotion of innovative concepts and methodologies, such as mobile ticketing and other emerging technologies
- Coordinate internal administrative policies, procedures, and systems to improve organizational efficiency
- Ensure successful and timely procurement of goods and services to support Foothill Transit’s mission
- Ensure Foothill Transit’s Procurement Manual remains consistent with federal and state procurement guidelines
- Manage the procurement process for new double deck, electric, and CNG buses

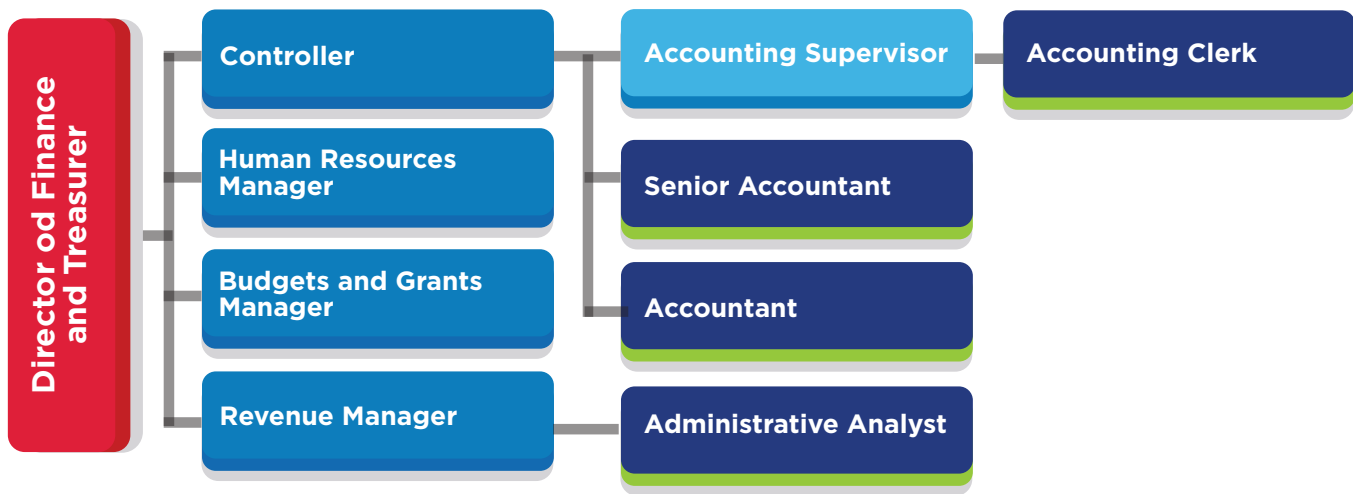
Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salary, Wages, and Benefits	\$ 319,847	\$ 490,300	\$ 401,000	\$ 483,200
5230	Consulting	97,120	100,000	25,000	100,000
5250	Legal Fees	149,744	270,000	200,000	270,000
5260	Professional/ Technical	5,194	12,000	10,000	12,000
5300	Advertising and Promotion	4,976	25,000	8,000	25,000
5430	Dues and Subscriptions	2,485	2,500	2,500	2,500
5550	Travel and Meeting	30,627	32,000	30,000	32,000
Total		\$ 609,992	\$ 931,800	\$ 676,500	\$ 924,700



FINANCE

The Finance Department provides support services including accounting, payroll, financial planning, grant administration, budget development and long-range forecasting, accounts receivable billing and collections, and financial reporting for the organization. Finance also administers the required annual financial and compliance audits, oversees the investment portfolio, manages the retirement program, and monitors cash flow. The department also manages the fare revenue collection and maintenance of related equipment, manages the Class Pass program, and manages human resources and benefits administration.



FY2017-2018 ACCOMPLISHMENTS

- Implemented the first fare change in ten years, resulting in improved fare revenues
- Initiated farebox refurbishment project creating a model for LA regional transit operators
- Commenced a mobile ticketing pilot project using a fare collection methodology unique in the United States
- Implemented the Class Pass with Citrus Community College and began pilot program at The Claremont Colleges
- Completed an agency-wide employee classification and compensation review
- Prepared an agency-wide fleet replacement plan
- Updated the ten-year financial forecast
- Completed numerous 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
- Received National Government Finance Officers Association award for excellence in financial reporting

- Continued employee wellness program, including lunchtime Yoga for all employees
- Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX) Board of Directors, Bus Operator Subcommittee (BOS) of LA Metro, and the regional Transportation Advisory Council (TAC)

FY2018-2019 INITIATIVES

- Prepare the federally required Transit Asset Management (TAM) plan
- Implement the mobile ticketing fare program
- Update ten-year financial forecast; monitor budget progress
- Procure a new contract for an independent auditor to conduct the annual fiscal year-end audits
- Complete the farebox refurbishment project
- Issue the revised employee handbook to all employees



Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salaries, Wages, and Benefits	\$ 937,118	\$ 1,356,200	\$ 1,290,000	\$ 1,392,100
5210	Audit Fees	38,660	45,000	44,000	45,000
5230	Consulting	4,309	107,000	10,000	34,000
5430	Dues and Subscriptions	2,620	3,940	3,940	6,440
5550	Travel and Meeting	53,452	70,500	70,000	81,000
5720	Other Contracted Services	19,291	127,850	85,000	146,550
5741	Fare Collection Equipment/Maintenance	12,320	13,550	12,500	13,000
5850	Office/General Supplies	74	1,200	1,000	1,200
6210	Pass Sales Commission	20,923	30,000	30,000	30,000
6260	Fare Media	14,376	24,000	17,000	24,000
Total		\$ 1,103,142	\$ 1,779,240	\$ 1,563,440	\$ 1,773,290

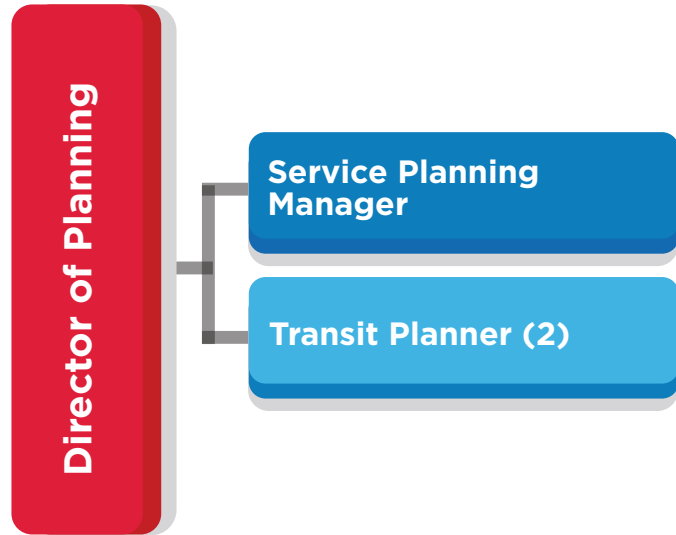
Budget Account Notes:

- **5230** Reduced fees for Human Resources study completed in 2017
- **5550** Added Tableau training
- **5720** Added Cubic data warehouse host for farebox refurbishment
- **5720** Added Tableau server
- **5720** Added recruitment dashboard
- **5720** Added temporary assistance for Human Resources system implementation



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 all 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.



FY2017-2018 ACCOMPLISHMENTS

- Implemented service enhancements designed to improve line productivity by adjusting frequencies to ridership demands, cancelling non-productive lines, and reinvesting the savings into other services
- Upgraded the Giro Hastus scheduling system software
- Developed the foundation for a frequent network of service by establishing select corridors throughout the service area
- Submitted Foothill Transit's 2017 Title VI Program update to the Federal Transit Administration
- Inventoried all Foothill Transit's existing bus stops, including amenities
- Completed installation of traffic signal priority equipment at designated intersections to improve Line 187 on-time performance

FY2018-2019 INITIATIVES

- Work with LA Metro for the Mobility on Demand (MOD) pilot that will have a location within our service area
- Evaluate the impact the traffic signal priority system has on on-time performance for Line 187
- Implement a pilot express line from the newly constructed Covina Park & Ride
- Plan and implement Foothill Transit operated lines formerly operated by the City of Duarte
- Begin the bus rapid transit corridor study using Measure M funds within our service area
- Reinvest savings from line enhancement into lines that are the backbone of the frequent network
- Procure a real time bus arrival system
- Study the viability of implementing "microtransit" in the Foothill Transit service area
- Work with LA County and member cities El Monte and Baldwin Park on the electric bus rapid transit (eBRT) along Ramona Boulevard



Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salaries, Wages, and Benefits	\$ 468,318	\$ 531,500	\$ 531,500	\$ 571,000
5230	Consulting	20,141	40,000	25,000	40,000
5260	Professional/ Technical	104,538	110,000	50,000	300,000
5430	Dues and Subscriptions	3,640	5,250	1,500	5,250
5530	System Map	-	20,000	-	-
5550	Travel and Meeting	17,677	20,000	20,000	20,000
5720	Other Contracted Services	20,294	391,000	220,000	399,200
5850	Office/General Supplies	8,701	30,000	15,000	30,000
6200	Bus Book Printing	64,543	150,000	150,000	150,000
Total		\$ 707,851	\$ 1,297,750	\$ 1,013,000	\$ 1,515,450

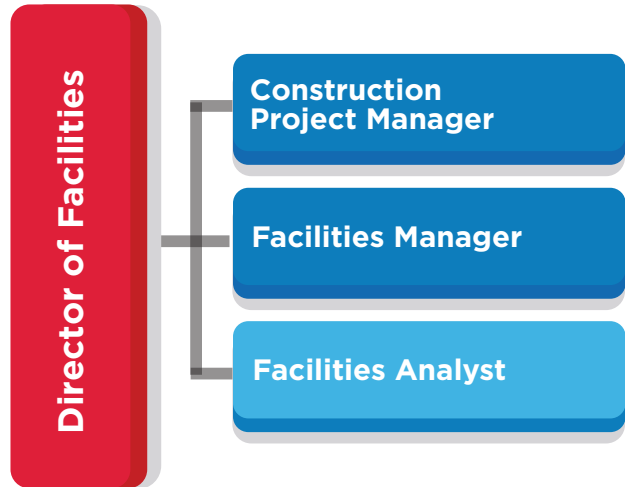
Budget Account Notes:

- **5260** Bus System Improvement Study (Measure M)
- **5720** Traffic signal priority maintenance



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.



FY2017-2018 ACCOMPLISHMENTS

- Completed detail design and began construction for the Covina Park & Ride and Transit Center
- Began concept designs for the West Covina Transit Center
- Installed nine electric vehicle charging stations at the Administrative Office Building
- Completed the installation of two compressed natural gas (CNG) compressors at the Arcadia Operations and Maintenance Facility
- Completed interior office renovations, concrete slab repairs, and dispatch remodel at the Pomona Operations and Maintenance Facility
- Installed a new emergency generator equipped with a particulate matter filter at the Pomona Operations and Maintenance Facility
- Began architectural and engineering design on Arcadia Operations and Maintenance employee overflow parking expansion
- Completed design and permitting for the Administrative Office Building Restroom Compliance Modernization
- Completed design and permitting of Site 1 of the Downtown Los Angeles bus layover parking

FY2018-2019 INITIATIVES

- Complete construction of the Covina Transit Center and Park & Ride Project
- Complete construction of the Site 1 of the Downtown Los Angeles Layover site
- Continue with the Phase 1 environmental review and preliminary design for the Mt. SAC Transit Center
- Complete detail design and begin construction of Mt. SAC Transit Center
- Complete construction of the Restroom Compliance Modernization at the Administrative Building.
- Complete the West Covina Bus Shelter replacement project on Vincent Avenue
- Complete construction of 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 roof and HVAC replacement at Arcadia Operations and Maintenance Facility
- Complete the removal of in-ground lifts at the Pomona and Arcadia Maintenance Facilities and installation of new protective floor coating.
- 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



Department Summary

Account Number	Account Name	FY2016-2017 Actual	FY2017-2018 Budget	FY2017-2018 Estimate	FY2018-2019 Budget
5100	Salary, Wages, and Benefits	\$ 460,484	\$ 490,200	\$ 490,200	\$ 526,700
5151	Contracted Services - Facility	449,018	467,060	467,060	480,620
5260	Professional/ Technical	-	2,000	1,000	2,000
5420	Contract Maintenance	57,193	71,480	71,480	84,740
5430	Dues and Subscriptions/ Permits	9,233	16,000	10,000	17,000
5471	Janitorial	31,454	46,050	25,000	47,260
5550	Travel and Meeting	8,127	19,500	15,000	16,000
5720	Other Contracted Services	116,851	178,980	100,000	583,300
5850	Office/General Supplies	-	1,050	-	1,050
5910	Tools and Materials	9,683	24,000	24,000	29,500
5950	Repair and Maintenance Other Equipment	22,682	38,600	35,000	62,200
5991	Safety and Security	10,316	24,690	20,000	30,180
6100	Utilities	248,953	281,710	230,000	313,980
Total		\$ 1,423,994	\$ 1,661,320	\$ 1,488,740	\$ 2,194,530

Budget Account Notes:

- **5420** Landscape maintenance increased for new contractor
- **5420** New EV charger maintenance agreement at Administrative Office Building
- **5420** Covina P&R property management for retail (2 months)
- **5720** Downtown Los Angeles layover lease (Foothill Transit portion), trailer rental, and security
- **5910** Increased supplies for bus stop signs for route changes
- **5950** Moved the repair account line items from 5720 to 5950
- **5991** New annual Fire Department inspection for Administrative Building (required)
- **5991** Covina Park & Ride alarm monitoring (2 months)





Foothill Transit

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.

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FY2018-2019 Proposed New Capital Projects Summary

- Project #170 - *35' Bus Procurement* - Purchase three electric buses for Duarte Service implementation:
LOP Budget = \$3,000,000
- Project #169 - *Electric Bus Monitoring Hardware* - Installed on electric bus fleet to monitor efficiency and electricity usage:
LOP Budget = \$34,000
- Project #168 - *Fuel and Mileage Monitoring system* - Installation of fuel and mileage monitoring system in Foothill Transit's entire fleet:
LOP Budget = \$250,000
- Project #167 - *Fleet Heavy Maintenance* - All Foothill Transit buses are scheduled for a heavy maintenance program after being in service for seven years. This program will extend the useful life of the fleet:
LOP Budget = \$22,010,000
- Project #183 - *Hydraulic Lift Decommission* - The current hydraulic lifts at the maintenance yards have not been used for several years; they will be removed and portable lifts will continue to be used:
LOP Budget = \$1,000,000
- Project #182 - *Pomona Steam Bay Lift Replacement* - The lifts in the steam bays that clean the undercarriage of the buses will be replaced:
LOP Budget = \$275,000
- Project #181 - *DTLA Layover Parking Improvements* - Foothill Transit has joined with LADOT and AVTA to create a layover zone in downtown Los Angeles where commuter buses can layover during midday:
LOP Budget = \$4,100,000
- Project #180 - *Arcadia Maintenance Floor Coating* - The maintenance building will have the floor recoated which prevents oil seepage and helps to maintain a clean facility:
LOP Budget = \$400,000
- Project #179 - *Arcadia Overflow Parking & Stormwater Treatment* - Stormwater treatment testing and mitigation for overflow employee parking lot at the Arcadia Operations and Maintenance Facility:
LOP Budget = \$200,000



- Project #178 - *Restroom Compliance Modernization* - Modernize the restrooms at all three Foothill Transit facilities:
LOP Budget = \$2,400,000
- Project #177 - *Administrative Building Parking Pavement Repairs and Landscaping* - Repair aging administrative parking lot:
LOP Budget = \$60,000
- Project #176 - *Administrative Building HVAC Replacement* - Replace HVAC unit at the administrative building that has reached the end of its useful life:
LOP Budget = \$400,000
- Project #175 - *Arcadia Fire Alarm Update* - Update the fire alarm system at the Arcadia Operations and Maintenance Facility:
LOP Budget = \$150,000
- Project # 174 - *Bus Stop Enhancement Program* - Funding for bus stop enhancement program for cities:
LOP Budget = \$350,000
- Project #173 - *Pomona/Arcadia Lighting Upgrades* - Replace lighting fixtures with energy efficient ballast and light bulbs:
LOP Budget = \$160,000
- Project #172 - *Arcadia HVAC and Roof Replacement* - Replace Arcadia O&M facility HVAC and roof:
LOP Budget = \$940,000
- Project #171 - *Facility 2019 Contingency* - Funding for unplanned capital requirements:
LOP Budget = \$200,000
- Project #195 - *Business Intelligence Software* - Procurement of planning software to track the buses and route optimization:
LOP Budget = \$200,000
- Project #194 - *Pomona Yard Network Cabling Upgrade* - Update network cabling to CAT6 allowing the network to operate at higher and more reliable speeds:
LOP Budget = \$75,000



- Project #193 - *Copier Replacement* - Replace administration building copiers:
LOP Budget = \$90,000
- Project #192 - *Cabling and Core Switch Replacement* - Replace administration building core switch and cabling to increase internet speeds and reliability:
LOP Budget = \$275,000
- Project #191 - *HD Upgrade Conference Rooms* - Update 2nd floor projectors to HD quality:
LOP Budget = \$100,000
- Project #190 - *Computer Hardware and Software Update* - Replace aging computers and operating software:
LOP Budget = \$300,000
- Project #189 - *LaserFiche Additional Module* - Add additional module to increase productivity of LaserFiche electronic file storage:
LOP Budget = \$100,000
- Project #188 - *Data Center Update and Replacement* - Per the system refresh cycle policy, critical systems over five years old will be replaced to prevent unexpected hardware failure:
LOP Budget = \$950,000
- Project #187 - *Traffic Signal Prioritization Phase 2* - Research additional corridors for TSP installation:
LOP Budget = \$100,000
- Project #186 - *HR/Payroll System* - Purchase a program that will streamline the Human Resources and Payroll functions:
LOP Budget = \$50,000
- Project #185 - *Website Redesign* - Modernize and improve the Foothill Transit website:
LOP Budget = \$400,000
- Project #184 - *IT 2019 Contingency* - Funding for unplanned capital requirements:
LOP Budget = \$250,000



May 25, 2018

To: Executive Board

Subject: **Service Contract – Hollywood Bowl 2018 and 2019 Seasons**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into an agreement with the County of Los Angeles for the provision of Park & Ride charter service to the Hollywood Bowl.

Analysis

Hollywood Bowl summer performances are culturally and recreationally beneficial to the citizens of Los Angeles County. For 19 consecutive years prior to 2010, Foothill Transit had entered into an agreement with the County of Los Angeles and Los Angeles Philharmonic Association to help relieve congestion at the Hollywood Bowl concert site by providing Park & Ride transit service. In 2008, the Federal Transit Administration (FTA) implemented a change to the definition of Charter Service and as a result of that change, at the end of the 2009 season, Foothill Transit was no longer able to provide the service as in prior years as there was an adequate supply of private charter providers to meet the County’s need for shuttle service..

Earlier this month, the Los Angeles County Department of Public Works reached out to us to provide Hollywood Bowl shuttle service between the Rowland Heights Park & Ride and the Bowl. The County has apparently exhausted the supply of registered charter providers (RCPs) in the area. On May 9, 2018 as stipulated in the FTA’s Charter Regulations, Foothill Transit staff issued a 72-hour notice to all RCPs with the relevant details of the service. As of Monday May 14, 2018, no RCPs had responded to the County indicating interest and ability to provide the service. As such, Foothill Transit may enter into an agreement with the County of Los Angeles to provide the charter service.

The Park & Ride service to and from the Rowland Heights lot located at Schabarum Regional Park, 17250 East Colima Road will serve approximately 70 Hollywood Bowl events each summer during 2018 and 2019. These events will occur between June and October of each year. The agreement requires Foothill Transit to collect fares of \$12.00 for those customers boarding with cash. Pre-paid tickets are also available to customers from the County at a cost of \$7.00 per passenger. Foothill Transit will retain the cash fares, and the



County will subsidize the remaining cost of the service, estimated at \$300,000 each year. The service that Foothill Transit will provide will be open to the public. The term of the agreement will run from June 1, 2018 through October 31, 2019.

Budget Impact

The contract for this service is projected to generate an estimated \$300,000 in gross revenue each summer during the 2018 and 2019 Hollywood Bowl seasons. The combination of fare revenue and subsidy from the County of Los Angeles will fully cover the cost of operating this service.

Sincerely,

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

Kevin Parks McDonald
Deputy Executive Director

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

Doran J. Barnes
Executive Director



May 25, 2018

To: Executive Board

Subject: **Stationary Fuel Cells**

Recommendation

Provide direction to staff regarding the possible installation and use of Stationary Fuel Cells.

Analysis

As Foothill Transit moves forward with its 100 percent fleet electrification plans, two issues that remain to be addressed are the higher cost of electricity versus CNG, and a backup system in case of power failures at the Arcadia and Pomona facilities. Solar power may prove to be a means of addressing both issues. Solar power is weather dependent, and solar energy storage is expensive and requires a lot of space.

One possible solution is a stationary fuel cell approach. A fuel cell device generates electrical power by way of a chemical reaction that converts a fuel such as hydrogen or methane in natural gas to electricity. Fuel cells require a continuous source of fuel and oxygen to run: similar to the way an engine needs a continuous flow of gasoline or diesel fuel. Fuel cells are used in both stationary and mobile power applications such as cars, trucks, and backup power sources for critical computer and communications networks, or they generate power on-site. Fuel Cells generate electrical power quietly and efficiently and without pollution, and the by-products from operating a fuel cell are heat and water.

Stationary fuel cells generate electricity through an electrochemical reaction, providing clean and reliable off-grid power to homes, businesses, telecommunications services, and others. Many companies in the USA are adopting fuel cells for primary backup power. Among these companies are Adobe, Apple, AT&T, Coca-Cola, eBay, Google, Honda, Microsoft, Target, and Walmart to name a few.

Most stationary fuel cells connect directly to natural gas infrastructure, generating electricity to critical facilities even when the grid power is unavailable.



With so many advantages provided by fuel cells, having an alternative solution to solar and grid power could be extremely beneficial to Foothill Transit's fleet electrification project. Over the coming months, staff will conduct further research on the feasibility of implementing a fuel cell approach to support Foothill Transit's fleet electrification efforts.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Executive Director



May 25, 2018

To: Executive Board

Subject: **Line 497 Request to Conduct Public Hearings**

Recommendation

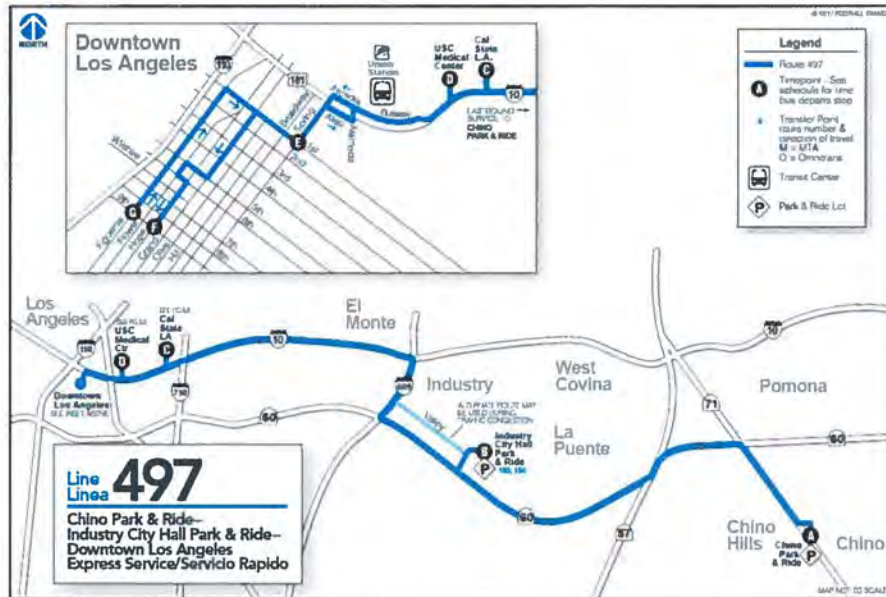
Recommend that the Governing Board authorize the Executive Director to seek public input regarding the proposed modification to Line 497.

Analysis

Line 497 is a Foothill Transit express lines that operates during peak service hours between the Chino Park & Ride and Downtown Los Angeles on weekdays. Line 497 provides 13 inbound trips in the morning and 13 outbound trips in the afternoon/evening. In addition to the starting location in Chino, the line has one service stop at the Industry City Hall Park & Ride before continuing into Downtown L.A. A common concern for customers who park in Chino is a lack of parking that results in them having to park across the street without access to a designated crosswalk.

Line 497 utilizes State Route 71, State Route 60, and Valley Blvd. on the way to the City of Industry, and this all occurs during high traffic times. Buses then travel north on the Interstate 605 and finally along Interstate 10 Westbound into Los Angeles. The multiple merging operations onto four freeways in peak traffic direction each day has resulted in numerous complaints from customers.

Additionally, the introduction of Line 495 in 2014 provides one-stop direct service to Downtown LA from the City of Industry Park & Ride where there is ample customer parking.



Month	Line 497 Boardings	Line 497 Boardings per VSH
Sep. 2017	8,283	9.1
Oct. 2017	8,513	8.5
Nov. 2017	7,831	8.2
Dec. 2017	7,345	8.1
Jan. 2018	8,433	8.4
Feb. 2018	7,449	8.6
Mar. 2018	8,441	8.4
Apr. 2018	8,163	8.5

In order to provide more coordinated transit service to customers wishing a quicker commute to and from Downtown L.A., it is recommended that Line 497 be rerouted with a new eastern starting point at the Fairplex Park & Ride. From there, buses would travel directly into Downtown Los Angeles.



Next Steps	
Seek Governing Board approval to conduct public outreach	June 2018
Public Comment/Outreach Period	July to Aug. 2018
Present Recommendation to the Executive Board	Sept. 2018
Present Final Recommendation to the Governing Board for approval	Oct. 2018
Implement Approved Changes	January 2019

Budget Impact

The projected annual cost savings associated with this recommendation would be \$340,491. Those savings would be reinvested in other Foothill Transit lines. Potential targets for reinvestment of these savings are increased frequency for Lines 289, 492, and other express lines that have a need for increased service.

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Executive Director