

RTC
RENO

FOOTHILL TRANSIT WEST COVINA, CA



Foothill Transit
Going Good Places

SPECIAL EXECUTIVE BOARD MEETING

West Covina, CA
Friday, May 26, 2017



Foothill Transit

Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING
9:00 AM, MAY 26, 2017
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

REVISED

1. CALL TO ORDER
2. ROLL CALL: MEMBERS CALAYCAY, HERRERA, PEDROZA, STERNQUIST, WARSHAW
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MAY 2, 2017
5. PUBLIC COMMENT
 - 5.1. Executive Director Response to Public Comment

CONSENT CALENDAR: Items 6 through 16 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.

6. APRIL 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

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

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



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the fiscal year ending June 30, 2017.

7. FISCAL YEAR 2016/2017 THIRD QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Third Quarter Budget Update for the fiscal year ending on June 30, 2017. The attached Departmental Third Quarter Budget summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year.

8. APRIL 2017 PERFORMANCE INDICATORS REPORT

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

9. MAY 2017 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the May 2017 Legislative Summary. Adopt a support position on AB 301.

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

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

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

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

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

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

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

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

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

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

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

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

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



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10. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2017/2018

Recommended Action: Approve the proposed FY 2017-2018 Holiday Service Schedule.

11. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2017-04: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$243,693 (Attachment A).

12. RESOLUTIONS FOR THE CALIFORNIA TRANSIT SECURITY GRANT PROGRAM

Recommended Action: Adopt the following resolutions: Resolutions No. 2017-05 and 2017-06: Authorization for the Execution of the California Transit Security Grant Program (CTSGP-CTAF) Project "Facility Security Upgrades" in the Amount of \$588,948 (\$327,193 for FY2015-16 and \$261,755 for FY2016-17) (Attachments A and B).

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. EXERCISE OF OPTION - INTERIOR PLACEMENT CARDS

Recommended Action: Authorize the Executive Director to exercise the second two-year option (Option Years 3 and 4) in the amount of \$146,648 for the printing of Interior Placement Cards with Kandid Graphics (14-046).

15. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - TRANSIT STORE SECURITY SERVICES

Recommended Action: Authorize the Executive Director to issue Request for Proposal (RFP) No. 17-098 to provide security services at Foothill Transit's El Monte Transit Store.

16. CONTRACT AMENDMENT - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommended Action: Authorize the Executive Director to execute an amendment to Agreement No. 05-011 with Xerox for Software Support and Maintenance of Foothill Transit's SMARTBus System. The amendment will extend services on a month to month basis until the replacement solution (Avail) is fully operational.



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REGULAR AGENDA:

17. SAN GABRIEL VALLEY MID-VALLEY ELECTRIC BUS RAPID TRANSIT (EBRT) PROJECT

Recommended Action: Authorize Foothill Transit to serve as the lead agency on a technical study focusing on the Ramona Blvd segment between El Monte Bus Station and the Baldwin Park Transit Center as a demonstration phase of the San Gabriel Valley Mid-Valley eBRT Project.

18. ART COMPONENT AND COST SHARING FOR THE AZUSA INTERMODAL TRANSIT CENTER PROJECT

Recommended Action: Provide direction to staff regarding the cost sharing between Foothill Transit and the City of Azusa that should be used to complete the art component of the Azusa Intermodal Transit Center Project.

19. EXECUTIVE DIRECTOR COMMENT

20. BOARD MEMBER COMMENT

21. ADJOURNMENT

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, June 30, 2017 at 8:00 a.m.**



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**

**Tuesday, May 2, 2017
8:00 a.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Manager, presented a message on ergonomics safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

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

5. APPROVAL OF AGENDA

Executive Director Doran Barnes requested that Item 7, Introduction of New and Promoted Staff, be deferred to a future executive board meeting. That Item 20, Fiscal Year 2016/2017 Third Quarter Performance Indicators Report and Item 21, Citrus College Park and Ride be moved to the consent calendar. Mr. Barnes also requested that Item 19, Proposed Fiscal Year 2017/2018 Business Plan and Budget be presented prior to Item 18, Contract Transition - Foothill Transit Pomona Operations and Maintenance.

The Executive Board approved the agenda as revised.

6. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Special Meeting of March 24, 2017.

Motion by Vice Chair Calaycay, second by Member Sternquist, the minutes for the Special Meeting of March 24, 2017 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:

Melody Lopez, Operator of the Month (April 2017)
Christian Thomas, Employee of the Month (April 2017)

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

7.2 New & Promoted Staff

This presentation was deferred to a future executive board meeting.

Executive Director Doran Barnes thanked Member Pedroza and Member Warshaw for attending the Annual Foothill Transit Bus Roadeo. Mr. Barnes presented Member Pedroza and Member Warshaw with a Cone Killer Award for participating in the obstacle course by driving a Foothill Transit bus.

8. PUBLIC COMMENT

Katrina Heineking, Regional Vice President, Transdev addressed the Executive Board.

CONSENT CALENDAR

9. MARCH 2017 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2017. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited

operations and financial condition as of March 31, 2017 for the fiscal year ending June 30, 2017.

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

10. **APRIL 2017 LEGISLATIVE SUMMARY**

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

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

11. **COACH OPERATOR AUDIT RESULTS**

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

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

12. **FEDERAL ADVOCACY SERVICES CONTRACT**

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

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

13. **RESOLUTION FOR LOW CARBON TRANSIT OPERATIONS GRANT PROGRAM**

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

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

14. **EXTENSION OF EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT**

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

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

REGULAR AGENDA

15. **2017 FOOTHILL TRANSIT BUS ROADEO RESULTS**

Recommendation: Receive and file the 2017 Foothill Transit Bus Rodeo Results.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina reported that the bus rodeo is a platform to encourage safety and professionalism, and to recognize excellence among bus operators who are the face of the Foothill Transit system. On March 4, 2017, Foothill Transit hosted its 22nd Annual Bus Rodeo at the Arcadia Operations & Maintenance Facility. Forty-five operators and three maintenance teams from both contractors competed to demonstrate their safe driving skills and mechanical skills.

This year's winners were First Transit Coach Operator Van Vong, and Transdev's Maintenance Team members Alex Calderon, Stephen Leung, and Tracy Nicometo. The winners proudly went on to compete at the Southern California Regional Bus Rodeo on April 8, 2017, and will represent Foothill Transit at the APTA International Bus Rodeo in Reno, Nevada on May 7, 2017.

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

16. **PROPOSED FARE RESTRUCTURING**

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

John Xie, Fare Revenue Manager, presented this item.



Mr. Xie reported on the public outreach process in response to the proposed fare restructuring. During the period of March 24th through April 23rd, six public workshops were held throughout the service area prior to the official public hearing held at the Foothill Transit administrative offices on April 22, 2017. During the comment period Foothill Transit received 51 comments related to the fare changes. Twenty-eight of the comments agreeing with the proposal, as most customers understood the need for the fare change since Foothill Transit has not had a fare change since 2010. Some customers expressed concern over the elimination of transfers, but when customers were explained the benefit of the day pass, most were satisfied. An equity analysis was also conducted in order to comply with the federal Civil Rights Act. The results of the fare equity analysis show that there are no disparate adverse impacts on minorities and no disproportionate burdens on low income customers.

Staff is not recommending any changes to the original proposal for the cash and TAP fares. Most of the comments received were positive in regards to using the TAP card in order to pay a lower fare. Public comment received expressed concern over the proposed price for a student local 31-day pass of \$40. They felt it was a significant increase based on the current price of a student local 31-day pass of \$33. Based on the comments, staff proposed that the Student Local 30-Day price change from \$33 to \$36 in Phase 1 and to \$40 during Phase 2. Another addition to the proposed fare restructuring is to increase the Class Pass reimbursement rate from 60 cents to 75 cents per ride.

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

17. **PROPOSED FISCAL YEAR 2017/2018 SERVICE CHANGES**

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

Josh Landis, Planning Manager, presented this item.

Mr. Landis presented the results of the public outreach that was conducted in response to the proposed service changes. Several proposals have been modified in response to the feedback received from the public. Approximately 200 comments were received from email, phone calls, mail, and in person at Foothill Transit Stores and public workshops.

The proposal for Line 187 is to split the line in half at the Azusa Gold Line



Station. The feedback received regarding the proposed change to Line 187 was positive and there are no changes to this recommendation. The proposal for Line 291 is to have select northbound trips continue up Garey to Town and serve Baseline. There are no changes to the recommendation for Line 291. The proposal is to modify Line 292 and cancel Line 855, two low performing lines that only operate during peak times. After feedback from the public, staff is proposing to modify the route variation that was scheduled to operate in the morning and afternoon for select trips to accommodate some of the affected riders. The proposal for Line 480 was to move the western terminus from West Covina to Eastland Center. Public comment was received in opposition to this change. The recommendation is to continue with the proposal to serve Mt. SAC and leave the starting and ending terminus in West Covina. The proposal for Line 493 is to move the eastern terminus from Diamond Bar to the Industry Park and Ride. There are no changes to the recommendation for Line 493. The proposal for Line 690 is to change the routing to travel up Lone Hill to Foothill and terminate at the Citrus Gold Line Station. There are no changes to the recommendation for Line 690. The proposal to Line 494 is to cancel the line, some comments in opposition were received. After the proposal for Line 690 was explained, customers retracted their opposition, as Line 690 would become the preferred alternative. There are no changes to the recommendation for Line 494. The proposal for Line 481 was to cancel the line due to most of the routing being outside of the Foothill Transit service area and low ridership. The proposal to Line 481 received the most comments and the comments received in opposition led to the change in recommendation to Line 481. Instead of canceling the line, staff is proposing to reduce the frequency on Line 481. The proposal for Line 851 was to cancel the line. Public comment was received in opposition to the cancellation. Staff is now proposing to reduce the frequency on Line 851.

Member Warshaw inquired about the amount of savings for Line 481 when it was originally proposed for cancellation. Mr. Landis reported the savings would be approximately \$300,000. He also stated that the new recommendation would reduce frequency, and the line would operate every 20 to 30 minutes. Currently 11 passengers ride per bus, with the reduced frequency it is estimated to be closer to 25 passengers per bus. Member Warshaw stated that the frequency that can be increased on other Foothill Transit lines outweigh the need to keep Line 481. In addition, there are other lines passengers can take that Foothill Transit does not operate, since it's not in the Foothill Transit service area. Member Warshaw recommended cancellation of Line 481 because of the added benefits to Foothill Transit passengers. Executive Director Doran Barnes stated that cancellation of Line 481 would free up resources that can be invested in the Foothill Transit

service area.

The recommendation was amended to include the cancellation of Line 481 Motion by Member Warshaw, second by Vice Chair Calaycay, to approve. Motion carried 5-0.

18. **CONTRACT TRANSITION - Foothill Transit Pomona Operations and Maintenance**

This item was presented after Item 19.

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

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

Ms. Gillespie reported that at the March 24, 2017 Executive Board Meeting an award was authorized to Keolis Transit Services for operations and maintenance services at Foothill Transit's Pomona Operations and Maintenance Facility. Many hours of strategizing, planning, inspections, and outreach go into the difficult task of a contract transition. This is done in an effort to minimize as much negative impacts on the quality of service that have the opportunity to occur during the months of transition. With the participation of Keolis, First Transit staff, and support of Foothill Transit staff, several turnover activities have taken place and will continue in preparation for the contract turnover on July 1, 2017. The activities include the hiring and training of operators, dispatchers, technicians, and utility workers. The Foothill Transit team also focuses on vehicle condition, schedule adherence, customer comments, and accidents during the months of transition. Ms. Gillespie introduced Marc Perla, General Manager, Keolis who provided an update on activities leading up to the July, 1, 2017 transition.

Motion by Vice Chair Calaycay, second by Member Warshaw, to receive and file. Motion carried 4-0.

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

This item was presented prior to Item 18.

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

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

Ms. Caldwell reported that the business plan and budget development process has been under way for the past several months. She reported that they are not anticipating growth in ridership during the 2017/2018 and have budgeted ridership to remain constant. The proposed budget includes \$17.4 million for fare revenues representing an approximate 8 percent increase in revenues over the current year estimate. The increase is in anticipation of the proposed fare restructuring and because Foothill Transit will begin collecting revenues for operation of Lines 190 and 194. Vehicle service hours will remain at the current level with 872,171 service hours proposed. The transit operating budget is estimated at \$98.2 million. The increase in FY2017/2018 is a result of the award of the new Pomona contract, which includes negotiated wage increases, and agreed upon increases with our existing contracts.

The target for Preventable Accidents per 100,000 Miles is set at 0.70 accidents per 100,000 miles for FY2017/2018. The target for Complaints per 100,000 Boardings has been set for 20 complaints per 100,000 for FY2017/2018. The Boardings per Vehicle Service Hour is projected at 15.5 boardings per hour for FY2017/2018. The target for Cost per Vehicle Service Hour is \$112.63 per hour reflects the increased costs of the new contract award at the Pomona contract and the other increases. The FY2017/2018 target for Farebox Recovery Ratio is 17.7 percent. The proposed fare restructuring is anticipated to improve the farebox recovery ratio in future years. The business plan includes agency wide initiatives. These initiatives were approved by the Executive Board in February 2017.

The total FY2016/2017 budget was \$150 million, while the proposed budget for FY2017/2018 is \$161 million. This is a 7 percent increase in expenditures. The capital budget is nearly the same between the two fiscal years. The budget increase is primarily in the transit operating expense. Customer Service and Operations is responsible for ensuring the safe and efficient daily operations of Foothill Transit service. At \$84.5 million this department budget consists of 85 percent of the total transit operating expenses of \$98.2 million. The current five year capital program consists of 88 different capital projects with a total life-of-project budget of \$286 million. The total proposed budget for FY2017/2018 is \$160.9 million. The proposed operating budget is \$99.8 and the capital budget is \$61.0 million, with 827,171 vehicle service hours and 13.5 million customer boardings.

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

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

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

This item was moved to the consent calendar.

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

21. **CITRUS COLLEGE PARK AND RIDE UPDATE**

Recommendation: Receive and file the Citrus College Park & Ride Update.

This item was moved to the consent calendar.

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

22. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- The Annual Meeting of the Governing Board will be held on Friday, May 26, 2017. A Special Executive Board Meeting will be held immediately following the Annual Meeting.
- The FTA Triennial Review is scheduled for next week. Kevin, Michelle and staff have worked really hard in preparation. This review is conducted once every three years. The FTA comes and looks at a whole variety of compliance requirements that are related to Foothill Transit's grant funding agreements.

23. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.



- Member Warshaw reported that CalTrans has indicated that a section on the 10 Freeway construction will be completed in November 2017.
- Member Warshaw stated he was concerned after listening to passengers at the April 22nd public hearing state that drivers were not available to start runs. This is concerning because the Pomona location is going through a transition. It is important that both contractors help Foothill Transit work to make the transition as smooth as possible.
- Vice Chair Calaycay was pleased to report that he joined Deputy Executive Director Kevin Parks McDonald, Director of Finance and Treasurer Michelle Lopes Caldwell, and Budget and Grants Manager Katie Gagnon at a meeting with the Claremont University Consortium. A pilot program for Class Pass is planned for August 2017.
- Chair Herrera thanked Director of Finance and Treasurer Michelle Lopes Caldwell for the proposed business plan. Chair Herrera indicated that in some of the green graphics it was difficult to read the print.
- Chair Herrera wished the best to her fellow executive board members having an election at the May 26th annual meeting.

24. **ADJOURNMENT**

Adjournment for the May 2, 2017 Foothill Transit Special Executive Board Meeting.

There being no further business, the Foothill Transit Special Executive Board meeting adjourned at 9:20 a.m.



May 26, 2017

To: Executive Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2017.

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

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of April 30, 2017, shows total assets at \$310 million. This total consists primarily of \$204 million in fixed assets, \$98 million in cash and investments and \$8 million in receivable and prepaid assets. Foothill Transit's cash position of \$71 million is \$1.6 million less than the previous month, and is \$4.06 million less than last year in April.

Liabilities

The accounts payable balance is \$8.15 million. Accounts Payables include operating and maintenance for \$4.98 million and \$1.56 million for fuel.

The deferred revenue of \$71 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park & ride construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$16.7 million in non-interest bearing accounts held with Bank of the West; \$31.57 million in interest bearing money market accounts with Bank of the West; \$7.43 million with Chase; and \$15.16 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes; \$500,000 Bank of the West certificates of deposit; and \$2.74 million with Wells Fargo certificates of deposit.



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

Operating and Capital Revenues and Expense Analysis (Attachment C)

April 2017 year-to-date fare revenues were \$13.46 million which is \$2.79 million less than the budgeted amount and \$0.98 million less than April 2016. Through April 2017, ridership is nearly equal to what it was last year at this time. The ridership numbers include approximately 1.2 million new riders for Lines 190, 194 and 270 combined with an approximate six percent ridership loss resulting from the Gold Line start-up. This creates a ridership gain and a ridership loss that are approximately equal.

Operating costs through April 2017 were \$70.82 million, which is \$4.26 million less than the budget and \$9.26 million more than April 2016. Of this \$70.82 million, \$54.47 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$5.41 million through April 2017.

Capital expenditures through April were \$21.41 million compared with \$8.67 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, replacement of the CAD/AVL system and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The April year-to-date farebox recovery ratio was 19.01 percent; 1.99 percent lower than the performance target of 21 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$13,463,308 by the total bus operating expense of \$70,818,312. This ratio is less than the April 2016 ratio of 24 percent. The decline is due to increasing operating expenses combined with declining fare revenues. This was due primarily to the agreement with L.A. Metro that Foothill Transit would honor L.A. Metro fares for the first year of operation for Lines 190, 194, and 270. The agreement will end on July 1, 2017, which should improve Foothill Transit fare revenues.

Total Disbursements (Attachment D)

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



Total disbursements for April 2017 were \$14.91 million. Capital disbursements totaled \$7,109,195, and other significant disbursements include \$3.02 million to First Transit and \$3.38 million to Transdev for bus operating services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MLC' followed by a flourish.

Michelle Lopes Caldwell
Director of Finance and Treasurer

A handwritten signature in blue ink, appearing to read 'DJ Barnes' followed by a flourish.

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of April 30, 2017

Assets

Current Assets:

Cash	70,882,335
Investments	\$27,239,000
Due from government agencies	4,512,734
Other receivables	2,425,850
Other assets	1,118,389
Total Current Assets	<u>106,178,308</u>
Property & Equipment (net of depreciation)	203,786,984
Total Assets	<u><u>309,965,292</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	8,148,912
Deferred Revenue	71,059,218
Total Liabilities	<u>79,208,130</u>

Equity

Fund Balance:	
Investment in Capital Assets	203,786,984
Current Year Change	(6,772,799)
Excise Tax Credit	
Reserve	33,742,977
Total Equity	<u>230,757,162</u>
Total Liabilities and Equity	<u><u>\$ 309,965,292</u></u>

Summary of Cash and
Investment Account
For April 30, 2017

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$11,765,142
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	4,952,912
Bank of the West-Money Market	0.450%	Demand Deposit	7,072,793
Bank of the West-Money Market	0.450%	Demand Deposit	14,606,426
Bank of the West-Money Market	0.450%	Demand Deposit	9,636,185
Bank of the West-CA Transit Assistance	0.070%	Demand Deposit	252,871
Chase Business Saving	0.130%	Demand Deposit	7,433,177
LAIF Investment	0.780%	Demand Deposit	15,161,229
Subtotal Cash on Hand			<u>\$70,882,335</u>
Investments:			
Bank of the West:			
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 05/25/21 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 01/27/21 - 5yrs.	1.000%	Callable Note	5,000,000
Maturity - 07/27/21 - 5yrs.	1.000%	Callable Note	8,000,000
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
	1.25-1.50%	Cert. of Deposit	500,000 (1)
	0.45-1.60%	Cert. of Deposit	2,739,000 (2)
Subtotal Investments			<u>\$27,239,000</u>
Total Cash and Investments			<u><u>\$98,121,335</u></u>

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

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

Foothill Transit
Statement of Revenue and Expense
For Month Ended April 30, 2017

	Actual YTD April- 17	Budget YTD April -17	Variance	Actual YTD April - 16
Fare Revenue				
Farebox	\$6,921,092	\$8,250,000	(16.11%)	\$7,587,703
Pass Sales	\$2,878,440	\$3,800,000	(24.25%)	3,149,842
TAP Cash Purse	\$2,564,383	\$2,850,000	(10.02%)	2,570,496
MetroLink & Access Service	\$526,242	\$600,000	(12.29%)	502,495
EZ Transit Pass	\$573,152	\$750,000	(23.58%)	635,103
Total Operating Revenue	\$13,463,308	\$16,250,000	(17.15%)	\$14,445,639
Operating Subsidies and Other				
Transportation Development Act	\$19,117,343	\$19,117,343	0.00%	\$16,704,509
TDA-Reserve from prior years	\$7,221,771	\$11,315,463	(36.18%)	2,814,670
STA	\$1,534,840	\$1,534,836	0.00%	11,903,968
Prop A 40% Discretionary	\$13,401,034	\$13,401,034	(0.00%)	3,737,766
Prop A 40% BSCP	\$3,799,063	\$3,799,063	0.00%	748,002
Prop C BSIP	\$761,839	\$761,839	(0.00%)	1,606,628
Prop C Base Restructuring	\$1,636,350	\$1,636,350	0.00%	267,732
Prop C Transit Service Expansion	\$272,685	\$272,685	0.00%	696,819
Transit Security-Operating	\$765,021	\$765,021	0.00%	8,146,408
Measure R Operating	\$8,676,437	\$8,676,437	(0.00%)	0
Miscellaneous Transit Revenues	\$168,622	\$168,622	0.00%	481,876
Total Subsidies and Other	\$57,355,003	\$61,448,692	(6.66%)	\$47,108,377
Total Operating Revenue	\$70,818,312	\$77,698,692	(8.86%)	\$61,554,016
Other Revenues				
Gain on Sale of Fixed Assets	\$90,066	\$0	0.00%	\$18,514
Auxiliary Revenue	\$1,684,211	\$1,229,167	37.02%	\$1,221,606
Total Other Revenues	\$1,774,277	\$1,229,167	44.35%	\$1,240,120
Operating Expenses				
Operations	\$62,319,228	\$66,576,429	6.39%	\$52,747,700
Maintenance & Vehicle Technology	\$665,541	\$713,096	6.67%	685,937
Marketing and Communications	\$1,252,363	\$1,786,813	29.91%	1,251,688
Information Technology	\$1,689,504	\$1,978,038	14.59%	1,737,627
Administration	\$2,095,607	\$2,758,097	24.02%	2,223,153
Procurement	\$439,311	\$726,600	39.54%	592,328
Finance	\$928,959	\$1,029,225	9.74%	875,515
Planning	\$582,131	\$827,880	29.68%	691,885
Facilities	\$845,667	\$1,302,514	35.07%	748,184
Total Operating Expenses	\$70,818,312	\$77,698,692	8.86%	\$61,554,016
Other Expenses				
Property Management	\$287,327	\$333,333	13.80%	\$348,056
Dial-A-Ride	\$703,396	\$625,000	(12.54%)	564,112
Special Services	\$220,272	\$270,833	18.67%	234,812
Total Other Expenses	\$1,210,995	\$1,229,167	6.13%	\$1,146,980
Total Operating and Other Expenses	\$72,029,307	\$78,927,859	8.74%	\$62,700,996
Capital Revenues				
Capital Grants	\$21,413,856	\$46,772,593	(54.22%)	\$8,673,045
Capital Expenditures				
Capital Expenditures	\$21,413,856	\$46,772,593	54.22%	\$8,673,045

Bank Account - Check Details

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Foothill Transit

FOOTHILLTRANSITfkuo

Attachment D

This report also includes bank accounts that only have balances.

Bank Account: Bank Acc. Posting Group: B001, Date Filter: 04/01/17..04/30/17

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.	800-488-2265					
04/06/17	24981	ACC Business		3,051.72	0.00	3,051.72	Voided
04/06/17	24982	AT and T - 105068		38.17	0.00	38.17	Voided
04/06/17	24983	AT and T - 5019		304.13	0.00	304.13	Voided
04/06/17	24984	AT and T - 5025		166.85	0.00	166.85	Voided
04/06/17	24985	AT and T - 5025		121.87	0.00	121.87	Voided
04/06/17	24986	AT and T - 5025		2,127.99	0.00	2,127.99	Voided
04/06/17	24987	Baker Donelson Bearman and Cal.		9,368.71	0.00	9,368.71	Voided
04/06/17	24988	Bankcard Center-Bank of the West		28,720.62	0.00	28,720.62	Voided
04/06/17	24989	Chamber of Commerce - Duarte		1,535.00	0.00	1,535.00	Voided
04/06/17	24990	Chamber of Commerce - Monrovia		307.00	0.00	307.00	Voided
04/06/17	24991	Charter Communications Inc.		168.46	0.00	168.46	Voided
04/06/17	24992	Civic Resource Group International Inc		2,850.00	0.00	2,850.00	Voided
04/06/17	24993	Clean Energy		490,363.77	0.00	490,363.77	Voided
04/06/17	24994	Come Land Maintenance Service Com		1,971.24	0.00	1,971.24	Voided
04/06/17	24995	Complete Coach Works		169,247.79	0.00	169,247.79	Voided
04/06/17	24996	Concerts in the Park		500.00	0.00	500.00	Voided
04/06/17	24997	Crown Castle USA Inc.		755.30	0.00	755.30	Voided
04/06/17	24998	Darktrace Limited		142,003.13	0.00	142,003.13	Voided
04/06/17	24999	Darold D. Pieper Attorney at Law		7,160.00	0.00	7,160.00	Voided
04/06/17	25000	Diversified Transportation, LLC		67,455.65	0.00	67,455.65	Voided
04/06/17	25001	FEDEX Corp.		188.34	0.00	188.34	Voided
04/06/17	25002	Frontier Communications Corporation		2,958.67	0.00	2,958.67	Voided
04/06/17	25003	Gotcha Media Holdings, LLC		2,574.75	0.00	2,574.75	Voided
04/06/17	25004	Home Depot Credit Services		138.67	0.00	138.67	Voided
04/06/17	25005	Industry Mfg. Council		100.00	0.00	100.00	Voided
04/06/17	25006	John Xie		692.58	0.00	692.58	Voided
04/06/17	25007	Kare Youth League		1,000.00	0.00	1,000.00	Voided
04/06/17	25008	Lillian Lin		225.19	0.00	225.19	Voided
04/06/17	25009	MailFinance Inc.		528.56	0.00	528.56	Voided
04/06/17	25010	Metrolink		49,288.75	0.00	49,288.75	Voided
04/06/17	25011	Mobile Relay Associates Inc.		30,805.96	0.00	30,805.96	Voided
04/06/17	25012	New Flyer of America Inc.		779.17	0.00	779.17	Voided
04/06/17	25013	Department of Motor Vehicles		52.53	0.00	52.53	Voided
04/06/17	25014	PCM Sales Inc.		179.00	0.00	179.00	Voided
04/06/17	25015	Project Sister Sexual Assault		520.00	0.00	520.00	Voided
04/06/17	25016	ReadyRefresh		71.58	0.00	71.58	Voided
04/06/17	25017	Rotary Club of West Covina		500.00	0.00	500.00	Voided
04/06/17	25018	Skyline Pest Control		95.00	0.00	95.00	Voided
04/06/17	25019	The Gas Co.		1,218.83	0.00	1,218.83	Voided
04/06/17	25020	Thomas J. Koontz		2,548.00	0.00	2,548.00	Voided
04/06/17	25021	Toyo Landscaping Company		1,754.29	0.00	1,754.29	Voided
04/06/17	25022	Verizon Business - 15043		17,012.33	0.00	17,012.33	Voided
04/06/17	25023	Verizon Wireless		4,309.31	0.00	4,309.31	Voided
04/06/17	25024	Vincent Saucedo		220.84	0.00	220.84	Voided
04/06/17	25025	Waste Management		248.98	0.00	248.98	Voided
04/06/17	25026	Yoko Igawa		452.02	0.00	452.02	Voided
04/06/17	25027	Zones Inc.		7,505.17	0.00	7,505.17	Voided

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Attachment D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/06/17	25028	ACC Business		3,051.72	0.00	3,051.72	Voided
04/06/17	25029	AT and T - 105068		38.17	0.00	38.17	Voided
04/06/17	25030	AT and T - 5019		304.13	0.00	304.13	Voided
04/06/17	25031	AT and T - 5025		166.85	0.00	166.85	Voided
04/06/17	25032	AT and T - 5025		121.87	0.00	121.87	Voided
04/06/17	25033	AT and T - 5025		2,127.99	0.00	2,127.99	Voided
04/06/17	25034	Baker Donelson Bearman and Cal.		9,368.71	0.00	9,368.71	Voided
04/06/17	25035	Bankcard Center-Bank of the West		28,720.62	0.00	28,720.62	Voided
04/06/17	25036	Chamber of Commerce - Duarte		1,535.00	0.00	1,535.00	Voided
04/06/17	25037	Chamber of Commerce - Monrovia		307.00	0.00	307.00	Voided
04/06/17	25038	Charter Communications Inc.		168.46	0.00	168.46	Voided
04/06/17	25039	Civic Resource Group International Inc		2,850.00	0.00	2,850.00	Voided
04/06/17	25040	Clean Energy		490,363.77	0.00	490,363.77	Voided
04/06/17	25041	Come Land Maintenance Service Com		1,971.24	0.00	1,971.24	Voided
04/06/17	25042	Complete Coach Works		169,247.79	0.00	169,247.79	Voided
04/06/17	25043	Concerts in the Park		500.00	0.00	500.00	Voided
04/06/17	25044	Crown Castle USA Inc.		755.30	0.00	755.30	Voided
04/06/17	25045	Darktrace Limited		142,003.13	0.00	142,003.13	Voided
04/06/17	25046	Darold D. Pieper Attorney at Law		7,160.00	0.00	7,160.00	Voided
04/06/17	25047	Diversified Transportation, LLC		67,455.65	0.00	67,455.65	Voided
04/06/17	25048	FEDEX Corp.		188.34	0.00	188.34	Voided
04/06/17	25049	Frontier Communications Corporation		2,958.67	0.00	2,958.67	Voided
04/06/17	25050	Gotcha Media Holdings, LLC		2,574.75	0.00	2,574.75	Voided
04/06/17	25051	Home Depot Credit Services		138.67	0.00	138.67	Voided
04/06/17	25052	Industry Mfg. Council		100.00	0.00	100.00	Voided
04/06/17	25053	John Xie		692.58	0.00	692.58	Voided
04/06/17	25054	Kare Youth League		1,000.00	0.00	1,000.00	Voided
04/06/17	25055	Lillian Lin		225.19	0.00	225.19	Voided
04/06/17	25056	MailFinance Inc.		528.56	0.00	528.56	Voided
04/06/17	25057	Metrolink		49,288.75	0.00	49,288.75	Voided
04/06/17	25058	Mobile Relay Associates Inc.		30,805.96	0.00	30,805.96	Voided
04/06/17	25059	New Flyer of America Inc.		779.17	0.00	779.17	Voided
04/06/17	25060	Department of Motor Vehicles		52.53	0.00	52.53	Voided
04/06/17	25061	PCM Sales Inc.		179.00	0.00	179.00	Voided
04/06/17	25062	Project Sister Sexual Assault		520.00	0.00	520.00	Voided
04/06/17	25063	ReadyRefresh		71.58	0.00	71.58	Voided
04/06/17	25064	Rotary Club of West Covina		500.00	0.00	500.00	Voided
04/06/17	25065	Skyline Pest Control		95.00	0.00	95.00	Voided
04/06/17	25066	The Gas Co.		1,218.83	0.00	1,218.83	Voided
04/06/17	25067	Thomas J. Koontz		2,548.00	0.00	2,548.00	Voided
04/06/17	25068	Toyo Landscaping Company		1,754.29	0.00	1,754.29	Voided
04/06/17	25069	Verizon Business - 15043		17,012.33	0.00	17,012.33	Voided
04/06/17	25070	Verizon Wireless		4,309.31	0.00	4,309.31	Voided
04/06/17	25071	Vincent Saucedo		220.84	0.00	220.84	Voided
04/06/17	25072	Waste Management		248.98	0.00	248.98	Voided
04/06/17	25073	Yoko Igawa		452.02	0.00	452.02	Voided
04/06/17	25074	Zones Inc.		7,505.17	0.00	7,505.17	Voided
04/06/17	25075	ACC Business	Internet	3,051.72	3,051.72	0.00	Posted
04/06/17	25076	AT and T - 105068	El Monte Back line	38.17	38.17	0.00	Posted
04/06/17	25077	AT and T - 5019	Phone Service - 800 line	304.13	304.13	0.00	Posted
04/06/17	25078	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	166.85	166.85	0.00	Posted
04/06/17	25079	AT and T - 5025	El Monte phone line	121.87	121.87	0.00	Posted
04/06/17	25080	AT and T - 5025	El Monte Phone line general	2,127.99	2,127.99	0.00	Posted

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Attachment D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/06/17	25081	Baker Donelson Bearman and Cal.	2/16 Public Affairs	9,368.71	9,368.71	0.00	Posted
04/06/17	25082	Bankcard Center-Bank of the West	3/17 Agency credit cards usages	28,720.62	28,720.62	0.00	Posted
04/06/17	25083	Chamber of Commerce - Duarte	Membership Dues, Sponsoship & Ad	1,535.00	1,535.00	0.00	Posted
04/06/17	25084	Chamber of Commerce - Monrovia	Membership Dues	307.00	307.00	0.00	Posted
04/06/17	25085	Charter Communications Inc.	Cable TV	168.46	168.46	0.00	Posted
04/06/17	25086	Civic Resource Group International Inc	Website Maintenance - 02/17	2,850.00	2,850.00	0.00	Posted
04/06/17	25087	Clean Energy	01/17 Arcadia CNG Facility maintenance	490,363.77	490,363.77	0.00	Posted
04/06/17	25088	Come Land Maintenance Service Company Inc.	1/17 Janitorial Services - Price Adjustment	1,971.24	1,971.24	0.00	Posted
04/06/17	25089	Complete Coach Works	Repowering & Repainting Articulated Bus #1609	169,247.79	169,247.79	0.00	Posted
04/06/17	25090	Concerts in the Park	2017 Concert Series	500.00	500.00	0.00	Posted
04/06/17	25091	Crown Castle USA Inc.	Tower Rental	755.30	755.30	0.00	Posted
04/06/17	25092	Darktrace Limited	Cyber Intelligence Platform & 1 yr license	142,003.13	142,003.13	0.00	Posted
04/06/17	25093	Darold D. Pieper Attorney at Law	3/17 Legal Fees	7,160.00	7,160.00	0.00	Posted
04/06/17	25094	Diversified Transportation, LLC	02/17 Monrovia Dial A Ride	67,455.65	67,455.65	0.00	Posted
04/06/17	25095	FEDEX Corp.	Express Mail	188.34	188.34	0.00	Posted
04/06/17	25096	Frontier Communications Corporation	Local calls	2,958.67	2,958.67	0.00	Posted
04/06/17	25097	Gotcha Media Holdings, LLC	Mt. SAC	2,574.75	2,574.75	0.00	Posted
04/06/17	25098	Home Depot Credit Services	3/17 Facilities Supplies	138.67	138.67	0.00	Posted
04/06/17	25099	Industry Mfg. Council	Membership Dues	100.00	100.00	0.00	Posted
04/06/17	25100	John Xie	Reimbursable expense - NTI Fare Committee	692.58	692.58	0.00	Posted
04/06/17	25101	Kare Youth League	2017 SoccerFest	1,000.00	1,000.00	0.00	Posted
04/06/17	25102	Lillian Lin	Reimbursable Expense - NTI Procurement II Training	225.19	225.19	0.00	Posted
04/06/17	25103	MailFinance Inc.	Postage	528.56	528.56	0.00	Posted
04/06/17	25104	Metrolink	02/17 Metrolink passes	49,288.75	49,288.75	0.00	Posted
04/06/17	25105	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	30,805.96	30,805.96	0.00	Posted
04/06/17	25106	New Flyer of America Inc.	Stachions plates parts	779.17	779.17	0.00	Posted
04/06/17	25107	Department of Motor Vehicles	2017 Vehicle Code Book	52.53	52.53	0.00	Posted
04/06/17	25108	PCM Sales Inc.	Cat Tools renewal	179.00	179.00	0.00	Posted
04/06/17	25109	Project Sister Sexual Assault	17th Annual Healing Heart Silent Auction/Dinner	520.00	520.00	0.00	Posted
04/06/17	25110	ReadyRefresh	Drinking Water	71.58	71.58	0.00	Posted
04/06/17	25111	Rotary Club of West Covina	Heart of the Valley 5K Walk/Run	500.00	500.00	0.00	Posted
04/06/17	25112	Skyline Pest Control	3/17 Pest & Rodent Control	95.00	95.00	0.00	Posted
04/06/17	25113	The Gas Co.	3/17 Admin Building Gas	1,218.83	1,218.83	0.00	Posted
04/06/17	25114	Thomas J. Koontz	Interior Cards	2,548.00	2,548.00	0.00	Posted
04/06/17	25115	Toyo Landscaping Company	3/17 Azusa P&R Landscape Maintenance	1,754.29	1,754.29	0.00	Posted
04/06/17	25116	Verizon Business - 15043	Transit Store MPLS	17,012.33	17,012.33	0.00	Posted
04/06/17	25117	Verizon Wireless	Cell Phone	4,309.31	4,309.31	0.00	Posted
04/06/17	25118	Vincent Saucedo	Reimbursable Exp - NTI Training MERP	220.84	220.84	0.00	Posted
04/06/17	25119	Waste Management	4/17 Arcadia Warehouse Trash	248.98	248.98	0.00	Posted
04/06/17	25120	Yoko Igawa	Reimbursable expense - local travel	452.02	452.02	0.00	Posted
04/06/17	25121	Zones Inc.	Cisco Email Security Appliance	7,505.17	7,505.17	0.00	Posted
04/07/17	E00536	First Transit Inc.	02/16-28 Pomona Contractor Services	937,797.19	0.00	0.00	Posted
04/07/17	E00537	First Transit Inc.	02/16-28 699 Extra route miles	1,459.20	0.00	0.00	Posted
04/07/17	E00538	First Transit Inc.	03/19/2017 Pomona Special Service L.A. Marathon	8,940.27	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/07/17	E00539	First Transit Inc.	03/07/2017 Pomona Special Service Max Program	344.53	0.00	0.00	Posted
04/07/17	E00540	New Flyer of America Inc.	F-2504 Replacement Bus	656,599.34	0.00	0.00	Posted
04/07/17	E00541	New Flyer of America Inc.	F-2512 Replacement Bus	656,599.34	0.00	0.00	Posted
04/07/17	E00542	New Flyer of America Inc.	F-2515 Replacement Bus	656,599.34	0.00	0.00	Posted
04/07/17	E00543	New Flyer of America Inc.	F-2516 Replacement Bus	656,599.34	0.00	0.00	Posted
04/07/17	E00544	New Flyer of America Inc.	F-2517 Replacement Bus	656,599.34	0.00	0.00	Posted
04/07/17	E00545	Transdev Services, Inc.	03/19/2017 Arcadia Special Service L.A. Marathon	5,322.88	0.00	0.00	Posted
04/07/17	E00546	Transdev Services, Inc.	Temple City Camelia Festival Parade	380.51	0.00	0.00	Posted
04/07/17	E00547	Transdev Services, Inc.	1724 Reimbursement	82,238.61	0.00	0.00	Posted
04/07/17	E00548	Transdev Services, Inc.	1714 Reimbursement	82,171.88	0.00	0.00	Posted
04/13/17	25122	4imprint Inc.	Flower Seed Confetti Pack	4,580.76	4,580.76	0.00	Posted
04/13/17	25123	ACCO Engineered Systems Inc.	3/17 Admin Bldg HVAC Maintenance	1,133.00	1,133.00	0.00	Posted
04/13/17	25124	Adt Security Services, Inc.	04/14-07/17 Pomona yard security services	303.37	303.37	0.00	Posted
04/13/17	25125	Allied Administrators for Delta Dental	05/17 Dental insurance premium	7,721.54	7,721.54	0.00	Posted
04/13/17	25126	Andrew John Papson	Reimbursable expense - Carbon Fuels summit	0.00	0.00	0.00	Posted
04/13/17	25127	Ashlien Savage	Replenish petty cash fund	232.42	232.42	0.00	Posted
04/13/17	25128	AT and T - 5025	EI Monte phone line router management	121.87	121.87	0.00	Posted
04/13/17	25129	AT and T Mobility II LLC	Avail Cellular	540.00	540.00	0.00	Posted
04/13/17	25130	California Choice	5/17 Medical insurance premium	51,110.37	51,110.37	0.00	Posted
04/13/17	25131	Capture Technologies, Inc.	04/17 Nice recorders channel expansion base rate	189.56	189.56	0.00	Posted
04/13/17	25132	Christopher Pieper	Reimbursable expense - PMP Study Aids	95.11	95.11	0.00	Posted
04/13/17	25133	Christopher Radko	Deposit for Bus Ornament	2,500.00	2,500.00	0.00	Posted
04/13/17	25134	Cintas Corporation #2	First Aid Kit Supplies	156.58	156.58	0.00	Posted
04/13/17	25135	Citrus Valley Florist	Flower arrangements - Miguel	119.89	119.89	0.00	Posted
04/13/17	25136	Complete Coach Works	Repowering & Repainting Articulated Bus #1604	176,664.39	176,664.39	0.00	Posted
04/13/17	25137	County of L.A. - Sheriff's Dept.	02/13-24 Private Entity Security	5,056.07	5,056.07	0.00	Posted
04/13/17	25138	County of L.A. - Treasurer	Tax Bond Processing	404.00	404.00	0.00	Posted
04/13/17	25139	County of L.A. - Treasurer	Tax Clearance Processing	435.00	435.00	0.00	Posted
04/13/17	25140	County of L.A. - Treasurer	Recording Fee	14.00	14.00	0.00	Posted
04/13/17	25141	David Reyno	Reimbursable expense - APTA/State meetings	3,290.34	3,290.34	0.00	Posted
04/13/17	25142	FEDEX Corp.	Express Mail	152.01	152.01	0.00	Posted
04/13/17	25143	Finley and Cook, PLLC	Financial Software Upgrade - Consulting services	7,469.25	7,469.25	0.00	Posted
04/13/17	25144	G4S Secure Integration LLC	03/17 Security Maintenance	10,400.92	10,400.92	0.00	Posted
04/13/17	25145	GetGo, Inc.	OpenVoice Audio Service	85.91	85.91	0.00	Posted
04/13/17	25146	Grand Car Wash	Vehicle washing	723.97	723.97	0.00	Posted
04/13/17	25147	Henry Lopez	Educational assistance and reimbursement	1,602.50	1,602.50	0.00	Posted
04/13/17	25148	Hertz Corporation	vehicle rental	504.99	504.99	0.00	Posted
04/13/17	25149	Jobs Available	Subscription renewal	45.00	45.00	0.00	Posted
04/13/17	25150	John Xie	Educational Assistance and Reimbursement	1,750.40	1,750.40	0.00	Posted
04/13/17	25151	Jose Antonio Aguirre	Azusa Intermodal Transit Center Muralist-materials	20,000.00	20,000.00	0.00	Posted
04/13/17	25152	Landmark Healthplan of California, Inc.	04/17 Chiropractor insurance premium	345.61	345.61	0.00	Posted
04/13/17	25153	Metrolink	03/17 Metrolink passes	50,265.25	50,265.25	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/13/17	25154	Johnathan Garibay	Refund of student pass	10.00	10.00	0.00	Posted
04/13/17	25155	Panera, LLC	04-08-2017 Regional Roadeo coffee	79.95	79.95	0.00	Posted
04/13/17	25156	Potter Roemer LLC	Industry P&R Fire Extinguisher Cabinet Glass	108.75	108.75	0.00	Posted
04/13/17	25157	Richards Watson and Gershon	Legal fees	1,137.50	1,137.50	0.00	Posted
04/13/17	25158	State Compensation Insurance Fund	4/17 Workers Comp Insurance Premium	5,704.00	5,704.00	0.00	Posted
04/13/17	25159	Suburban Water Systems	3/17 Admin Bldg Landscape Water	859.98	859.98	0.00	Posted
04/13/17	25160	Tanya Marie Pina	Reimbursable expense - 2017 Regional Roadeo	183.20	183.20	0.00	Posted
04/13/17	25161	ThyssenKrupp Elevator Corporation	4/1/17 - 6/30/17 Industry P&R Elavator Maintenance	450.01	450.01	0.00	Posted
04/13/17	25162	Toyo Landscaping Company	Sprinkler Repair	970.00	970.00	0.00	Posted
04/13/17	25163	Transit Information Products	4/23/17 - Bus book design and printing	33,788.39	33,788.39	0.00	Posted
04/13/17	25164	Tri - Signal Integration, Inc.	2/17 Industry P&R Quarterly Sprinkler System Test	265.00	265.00	0.00	Posted
04/13/17	25165	Vehicle Technical Consultants Inc.	Contract Fleet Turnover Inspection	45,900.00	45,900.00	0.00	Posted
04/13/17	25166	Verizon Business - 15043	SBS Tower MPLS	1,346.41	1,346.41	0.00	Posted
04/13/17	25167	Virgilio Victorio	Reimbursable expense - Sales Use Workshop	78.38	78.38	0.00	Posted
04/13/17	25168	Vision Service Plan - (CA)	4/17 Vision insurance premium	1,267.96	1,267.96	0.00	Posted
04/13/17	25169	Willie J. Brooks	04/17 Transit Stores Plant Care	662.75	662.75	0.00	Posted
04/13/17	25170	Wright Express	Vehicle fueling	552.39	552.39	0.00	Posted
04/13/17	25171	Zones Inc.	Cisco Email Security Appliance	8,337.50	8,337.50	0.00	Posted
04/14/17	E00549	First Transit Inc.	03/1-15 699 Extra route miles	2,006.40	0.00	0.00	Posted
04/14/17	E00550	First Transit Inc.	03/1-15 Pomona Contractor Services	763,523.11	0.00	0.00	Posted
04/14/17	E00551	First Transit Inc.	01-03/17 Pomona Additional running time on I-10	75,000.00	0.00	0.00	Posted
04/14/17	E00552	International City Management Assoc. Retirement Co	payroll ending 4/8/17 retirement funds	37,370.64	0.00	0.00	Posted
04/14/17	E00553	New Flyer of America Inc.	F-2514 Replacement Bus	656,599.34	0.00	0.00	Posted
04/14/17	E00554	New Flyer of America Inc.	F-2519 Replacement Bus	656,599.34	0.00	0.00	Posted
04/14/17	E00555	New Flyer of America Inc.	F-2520 Replacement Bus	656,599.34	0.00	0.00	Posted
04/14/17	E00556	State Board of Equalization	Annual Flat Rate Decals for 5/1/17 to 4/30/18	63,840.00	0.00	0.00	Posted
04/14/17	E00557	Transdev Services, Inc.	03/1-15 Arcadia Contractor Services	954,366.81	0.00	0.00	Posted
04/14/17	E00558	Transdev Services, Inc.	Arcadia ADA workshop reimbursement	195.00	0.00	0.00	Posted
04/18/17	25172	Finley and Cook, PLLC	Serenic Annual M & E 4/19/17 to 4/19/18	15,638.70	15,638.70	0.00	Posted
04/20/17	25173	Ace Construction Authority	Reimbursement - 2017 Washington D.C. Reception	1,243.58	1,243.58	0.00	Posted
04/20/17	25174	AFLAC	4/17 Voluntary insurance premium	1,506.22	1,506.22	0.00	Posted
04/20/17	25175	Athens Services	4/17 Admin Trash Service & Parking Lot Sweeping	1,179.48	1,179.48	0.00	Posted
04/20/17	25176	Clean Energy	Arcadia CNG Upgrade - Permit Fees	31,147.40	31,147.40	0.00	Posted
04/20/17	25177	Come Land Maintenance Service Com	2/17 Janitorial Service	5,960.00	5,960.00	0.00	Posted
04/20/17	25178	Denise Guerra	Travel Advance - SHRM Talent Management Conf	200.00	200.00	0.00	Posted
04/20/17	25179	Doran J. Barnes	Reimbursable Expenses	681.80	681.80	0.00	Posted
04/20/17	25180	Downtown News	Public Meeting Notice	2,685.00	2,685.00	0.00	Posted
04/20/17	25181	FEDEX Corp.	Express Mail	79.60	79.60	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/20/17	25182	Felicia Friesema	Reimbursable expense - APTA Conference - Tampa FLA	251.89	251.89	0.00	Posted
04/20/17	25183	Frontier California Inc.	Fax line	2,533.94	2,533.94	0.00	Posted
04/20/17	25184	Gotcha Media Holdings, LLC	Rio Hondo College Ads	1,260.00	1,260.00	0.00	Posted
04/20/17	25185	HD Supply Facilities Maintenance	1/2" Lip Cast Brass Door Stop	6.19	6.19	0.00	Posted
04/20/17	25186	Iron Mountain Inc.	3/17 Shredding Services	113.92	113.92	0.00	Posted
04/20/17	25187	Katherine E. Gagnon	Reimbursable Expenses - April 2017	265.23	265.23	0.00	Posted
04/20/17	25188	Lazar and Associates	03/17 Interpreting services	116.00	116.00	0.00	Posted
04/20/17	25189	MetroKinetics, Inc.	Scheduling Software Consultant	5,438.00	5,438.00	0.00	Posted
04/20/17	25190	Mt. San Antonio College Found	Golf 2017 Sponsorship -Bronze	3,000.00	3,000.00	0.00	Posted
04/20/17	25191	Neofunds by Neopost	Postage	1,176.77	1,176.77	0.00	Posted
04/20/17	25192	Office Depot	Office Supplies	970.17	970.17	0.00	Posted
04/20/17	25193	Penske Toyota Scion of West Covina	Vehicle maintenance	135.00	135.00	0.00	Posted
04/20/17	25194	Pulsar Advertising	03/17 Consulting services	12,581.25	12,581.25	0.00	Posted
04/20/17	25195	San Gabriel Valley Newspaper	Public Meeting Notice	1,631.00	1,631.00	0.00	Posted
04/20/17	25196	Sing Tao Daily	Public Meeting Notice	594.00	594.00	0.00	Posted
04/20/17	25197	Socal Office Technologies	Xerox Copier	461.95	461.95	0.00	Posted
04/20/17	25198	Southern California Edison Co.	3/17 Admin Bldg Electricity	12,063.42	12,063.42	0.00	Posted
04/20/17	25199	SPX GENFARE	Arcadia Station Collection Station equipment	87.93	87.93	0.00	Posted
04/20/17	25200	Thomas J. Koontz	04/17 Footnotes Monthly Newsletter	19,283.40	19,283.40	0.00	Posted
04/20/17	25201	Thompson Coburn LLP	2/17 Legal Services - General Legal	66,723.14	66,723.14	0.00	Posted
04/20/17	25202	Tony Garcia Photography	Photo Shoot for Bus Book Cover	4,900.00	4,900.00	0.00	Posted
04/20/17	25203	Verizon Business - 15043	Transit Store MPLS	20,150.93	20,150.93	0.00	Posted
04/20/17	25204	Yoko Igawa	Reimburse for public transit commute monthly pass	100.00	100.00	0.00	Posted
04/21/17	E00559	International City Management Assoc. Retirement Co	Payroll ending 4/22/17 retirement funds	38,142.10	0.00	0.00	Posted
04/21/17	E00560	New Flyer of America Inc.	F-2521 Replacement Bus	656,599.34	0.00	0.00	Posted
04/21/17	E00561	New Flyer of America Inc.	F-2524 Replacement Bus	656,599.34	0.00	0.00	Posted
04/21/17	E00562	Transdev Services, Inc.	F-1604 Reimbursement	3,481.23	0.00	0.00	Posted
04/21/17	E00563	Transdev Services, Inc.	F- 1606 Reimbursement	3,481.23	0.00	0.00	Posted
04/28/17	50000	Adt Security Services, Inc.	04/29-07/28/17 Pomona station security	512.43	512.43	0.00	Posted
04/28/17	50001	Alireza Showkatian	Reimbursable expense -D & A conference	328.63	328.63	0.00	Posted
04/28/17	50002	Baker Donelson Bearman and Cal.	3/17 General Representation	11,299.51	11,299.51	0.00	Posted
04/28/17	50003	C.A.T. Specialties	Polos for Lillian and Yamel	94.61	94.61	0.00	Posted
04/28/17	50004	Chi Cheong Chik	Educational Assistance and Reimbursement	1,510.00	1,510.00	0.00	Posted
04/28/17	50005	FEDEX Corp.	Express Mail	85.19	85.19	0.00	Posted
04/28/17	50006	Gotcha Media Holdings, LLC	APU, Mt. SAC	2,226.00	2,226.00	0.00	Posted
04/28/17	50007	HD Supply Facilities Maintenance	Battery Recycling Kit	131.59	131.59	0.00	Posted
04/28/17	50008	IBI Group	2/1-2/28/17 CAD/AVL Replacement Consulting	11,975.00	11,975.00	0.00	Posted
04/28/17	50009	Integra Realty Resources - Metro LA	Property Appraisal - Covina P&R	1,000.00	1,000.00	0.00	Posted
04/28/17	50010	Jarrett Stoltzfus	Reimbursable Expenses - April 2017	234.91	234.91	0.00	Posted
04/28/17	50011	LACMTA	Metro Tokens	8,596.85	8,596.85	0.00	Posted
04/28/17	50012	Linda Garrison	Yoga Instruction	260.00	260.00	0.00	Posted
04/28/17	50013	Newage PHM, LLC	05/17 TS 2 Office lease	7,363.39	7,363.39	0.00	Posted
04/28/17	50014	Omnitrans	04/17 Omnitrans passes	3,249.50	3,249.50	0.00	Posted
04/28/17	50015	Platinum Security Inc.	03/17 El Monte security services	4,652.15	4,652.15	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/28/17	50016	Smart Card Alliance, Inc.	LEAP Annual Membership - John Xie	300.00	300.00	0.00	Posted
04/28/17	50017	Southern California Edison Co.	03/17 Pomona Transit Electricity Usage	13,135.19	13,135.19	0.00	Posted
04/28/17	50018	Southern California Streets Initiative	Annual Ads	19,700.00	19,700.00	0.00	Posted
04/28/17	50019	Thomas J. Koontz	Business Cards - Ali Showkatian	110.93	110.93	0.00	Posted
04/28/17	50020	Walnut Valley Water District	3/17 Industry P&R Landscape Water	132.56	132.56	0.00	Posted
04/28/17	E00564	First Transit Inc.	03/16-31 699 Extra Route Miles	2,188.80	0.00	0.00	Posted
04/28/17	E00565	First Transit Inc.	Special Service Pomona 03-21-2017	94.79	0.00	0.00	Posted
04/28/17	E00566	First Transit Inc.	Special Service Pomona 03/31/2017	251.39	0.00	0.00	Posted
04/28/17	E00567	First Transit Inc.	Pomona ADA workshop fee	195.00	0.00	0.00	Posted
04/28/17	E00568	First Transit Inc.	Pomona Diesel Fuel generator reimbursement	1,628.25	0.00	0.00	Posted
04/28/17	E00569	First Transit Inc.	03/16-31 Pomona Contractor Services	1,230,534.76	0.00	0.00	Posted
04/28/17	E00570	State Board of Equalization -	1st Qtr. Sales and Use Tax Return	585.00	0.00	0.00	Posted
04/28/17	E00571	Transdev Services, Inc.	Arcadia Special Service Roadeo 03/04/2017	2,341.60	0.00	0.00	Posted
04/28/17	E00572	Transdev Services, Inc.	03/16-31 Arcadia Contractor Services	2,083,192.29	0.00	0.00	Posted
04/28/17	E00573	Transdev Services, Inc.	04/17 Management services fee	160,481.99	0.00	0.00	Posted
General Checking				17,020,887.22	1,804,966.52	2,108,371.84	



May 26, 2017

To: Executive Board

Subject: **Fiscal Year 2016/2017 Third Quarter Budget Update**

Recommendation

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

The attached Departmental Third Quarter Budget summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year.

Analysis

As of March 31, 2017, Foothill Transit is \$5.5 million under the approved year-to-date operating budget of \$69.5 million. This variance is primarily attributable to service level changes on Lines 486, 280, 187 and the cancellation of Line 496. With the introduction of the Gold Line extension and Lines 190 and 194, riders shifted to these new services reducing demand for existing service. Foothill Transit modified or cancelled some existing service to meet changing demands, creating budget savings.

After reviewing the third quarter budget and expenditures, Foothill Transit is forecasted to end the fiscal year approximately \$4.2 million under the approved operating budget of \$93.1 million.

Operating Accomplishments

A major third quarter accomplishment was the award of the Operation and Maintenance contract to Keolis Transit Services, LLC, to operate the Foothill Transit Pomona facility. Other accomplishments include continued design of the CAD/AVL equipment, modeling for the fare restructuring project and completion of an on-board survey of 5,534 customers to determine travel patterns, demographics of customers and overall satisfaction.

Capital Program Accomplishments

Major achievements during the third quarter of FY2016/2017 in capital programs included inspection and receipt of 30 new CNG buses, award of the design/build contract for Covina Transit Center and Park & Ride, replacement of the telephone system at the Arcadia facility, and completion of



construction for the cash revenue security enhancement project at the Arcadia facility.

FY2016/2017 Budgetary Variances

The third quarter budget analysis identified an approximately \$400,000 overrun for CNG fuel due to fluctuating fuel prices. An \$80,000 overrun for the Information Technology department was due to unforeseen expenses related to data charges for the new cellular service needed for the CAD/AVL system. These will both be ameliorated with savings discussed previously in this report.

Ridership continues to be less than budgeted resulting in fare revenues under the planned budget amount. This will negatively impact the farebox recovery ratio.

Areas for Budgetary Improvement

The budget will continue to be reviewed and analyzed on a quarterly basis to ensure budget adherence and identify future improvements.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachment

FY16/17 Quarterly Budget Variance Report
TOTAL BUDGET BY DEPARTMENT
QTR 3

	Dept #	DEPARTMENTS	Annual Budget (A)	Budget Y-T-D (B)	Actual Y-T-D (C)	Variance Fav(unf) (B - C)	Annual Budget Remaining (A - C)	Estimated Savings (Deficit)
1	10	Customer Service & Operations	\$79,968,120	\$60,092,443	\$56,473,161	\$3,619,282	\$23,494,959	\$3,665,000
2	11	Maintenance & Vehicle Technology	878,940	628,770	567,867	60,903	311,073	20,897
3	20	Marketing and Communications	2,046,750	1,038,366	728,937	309,429	1,317,813	0
4	30	Information Technology	2,263,240	1,836,031	1,517,969	318,062	745,271	(19,240)
5	40	Administration	3,264,090	2,448,068	1,937,610	510,458	1,298,506	313,554
6	41	Policy & Strategic Sourcing	848,300	666,750	409,170	257,580	439,130	69,742
7	60	Finance	1,236,250	931,495	842,707	88,788	393,543	30,800
8	80	Planning	975,450	754,092	526,319	227,773	449,131	123,000
9	90	Facilities	1,574,640	1,179,614	1,014,475	165,139	560,165	7,000
10		TOTAL	\$93,055,780	\$69,575,629	\$64,018,214	\$5,557,414	\$29,009,591	\$4,210,753



May 26, 2017

To: Executive Board

Subject: **April 2017 Performance Indicators Report**

Recommendation

Receive and file the April 2017 Performance Indicators Report.

Analysis

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

In April, Foothill Transit achieved five out of nine key performance indicator goals. The performance indicator targets met for the quarter are: preventable accidents per 100,000 miles, average miles between service interruptions, complaints per 100,000 boardings, average hold time, and average cost per vehicle service hour.

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

- **Boardings** - Total number of boardings recorded by the farebox in April was 1.1 million - which is the same when compared to last fiscal year.
- **Fare Revenue** - Total fare revenue for April was \$1.35 million. The average fare was \$1.22 per boarding.
- **Operating Expenses** - Operating expenses incurred in April totaled \$6.73 million, resulting in an average cost per service hour of \$95.83.
- **Accidents** - The system averaged 0.64 preventable accidents per 100,000 miles in April.
- **Customer Complaints** - Foothill Transit received 18 complaints per 100,000 boardings in April. This is eight percent lower than the same month last fiscal year.
- **Schedule Adherence** - In April, Foothill Transit recorded 81.5 percent on-time performance. This is a three percent decrease from the same month last 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 CAD/AVL system, reports from the operations contractors, and financial performance data.

Overall System Performance

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

Total Boardings and Total Fare Revenues

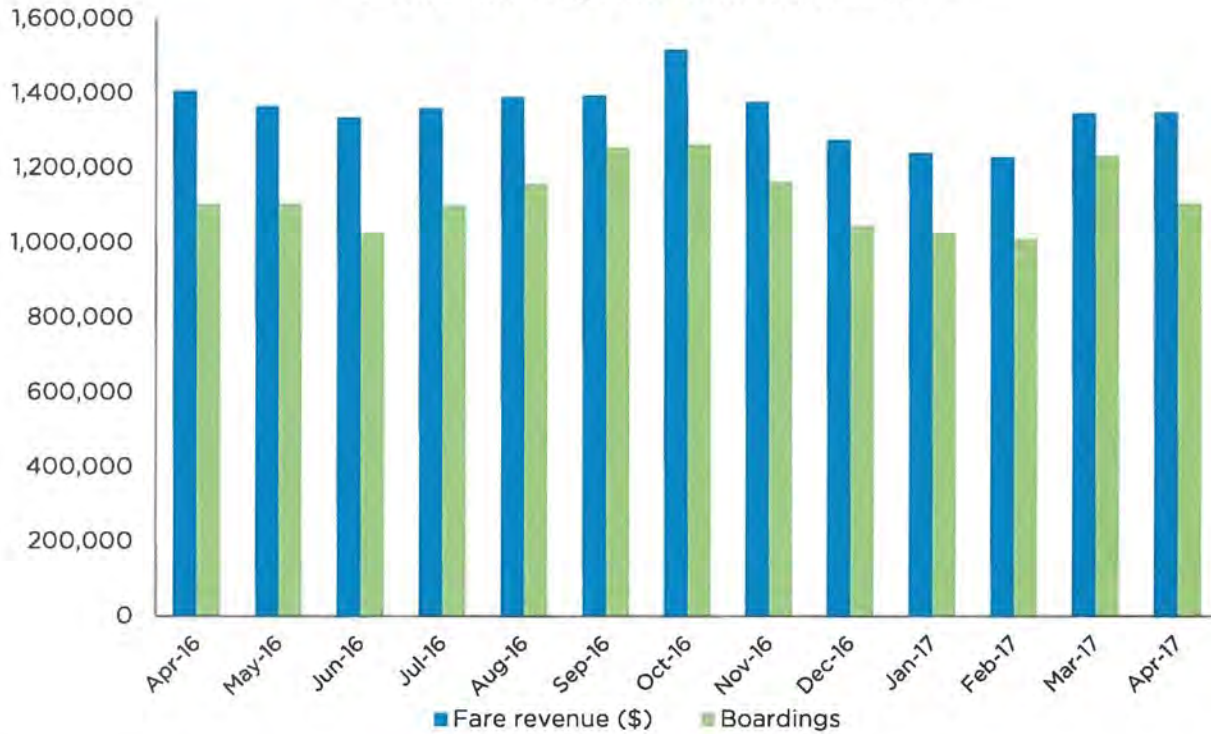
In April 2017, Foothill Transit buses had 1.1 million boardings. This represents the same number of boardings when compared to the same period last fiscal year. Lines 190, 194 and 270, which were assumed in June of last year, account for 13 percent of ridership, however this ridership has been offset by the drop in boardings on existing routes, resulting in flat overall ridership year to year.

Both nationally and regionally, bus transit ridership has been on the decline, and the decrease in ridership may be attributed to continued economic recovery and an increase in car sales in the region. Foothill Transit staff continues to closely monitor transit ridership trends on the system and in the Southern California region, as well as researching and implementing strategies to attract customers.

Total fare revenue recorded in April was \$1.35 million, a four percent decline from the same period last year. This decline in fare revenue can be attributed to an increase in the proportion of ADA free fare boardings, as well as the acceptance of Metro fare media on Lines 190, 194 and 270 through June 26, 2017 - during the first year of operation of those three lines.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In April, Foothill Transit operated 70,226 service hours, which represents a six percent increase compared to the same period last fiscal year. This is primarily the result of the addition of Lines 190, 194, 270, as well as longer running times on Interstate 10 and increased service on lines connecting to the Gold Line Foothill Extension.

During the month of April, Foothill Transit incurred \$6.73 million in operating expenses. This is nine percent higher compared to the same period the previous fiscal year. Variance between years is related to increased service provided due to the aforementioned routes, as well as increased costs associated with the new Arcadia contract, which went into effect in June of 2016.

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

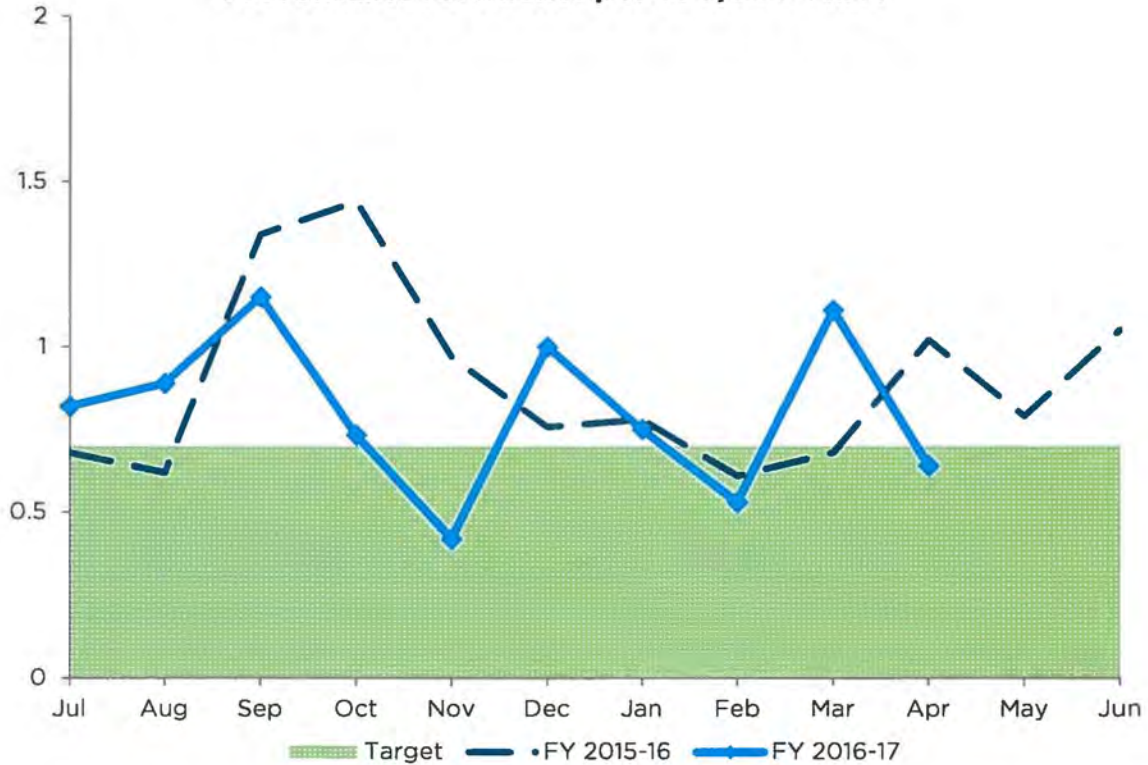
In April 2017, Foothill Transit met the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with 0.64, which is a 37 percent improvement compared to the same period last year. Year to date, the agency has averaged 0.78 preventable accidents per 100,000 miles, a 12 percent improvement. The majority of the preventable accidents in the month of April were vehicles making contact with fixed-objects.

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

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



Preventable Accidents per 100,000 Miles



Goal 2: Provide Outstanding Customer Service

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

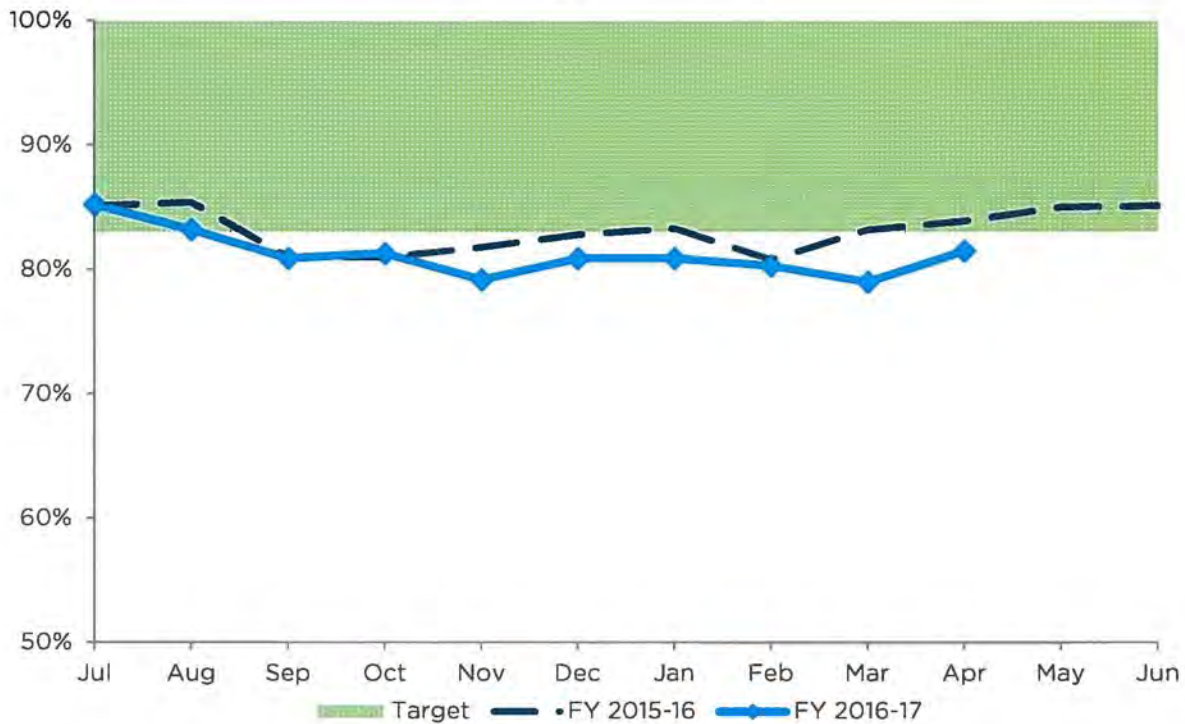


Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle’s adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. In April, Foothill Transit achieved 81.5 percent OTP for the entire system, which doesn’t meet the target and is a three percent decrease from last year. This variance is due to myriad construction projects throughout the service area, primarily along the 10 freeway, that have impacted the delivery of service.

Local routes achieved 82.2 percent OTP, while Limited Stop routes achieved 75.9 percent and Commuter Express routes achieved 79.5 percent. Quality Assurance staff continue to monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance with the schedule. Staff have worked closely with the contractors to identify areas for improvement.

On-Time Performance



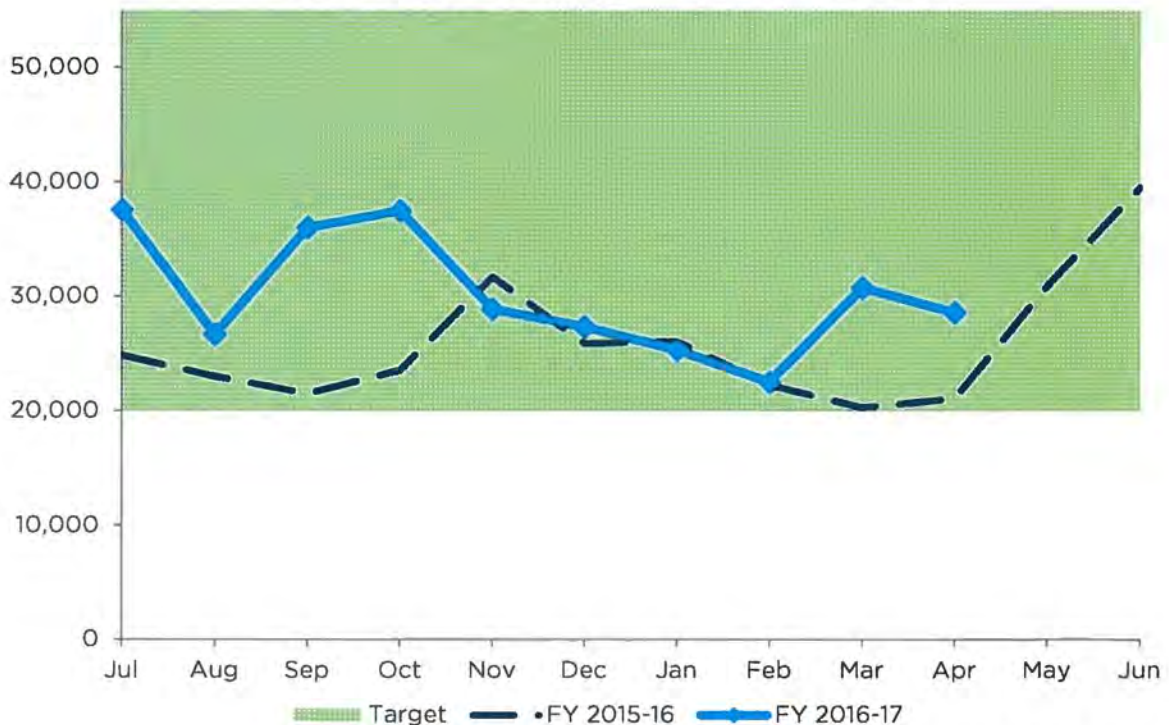


Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In April, Foothill Transit averaged 28,607 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 36 percent higher compared to last year.

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

Average Miles between Service Interruptions



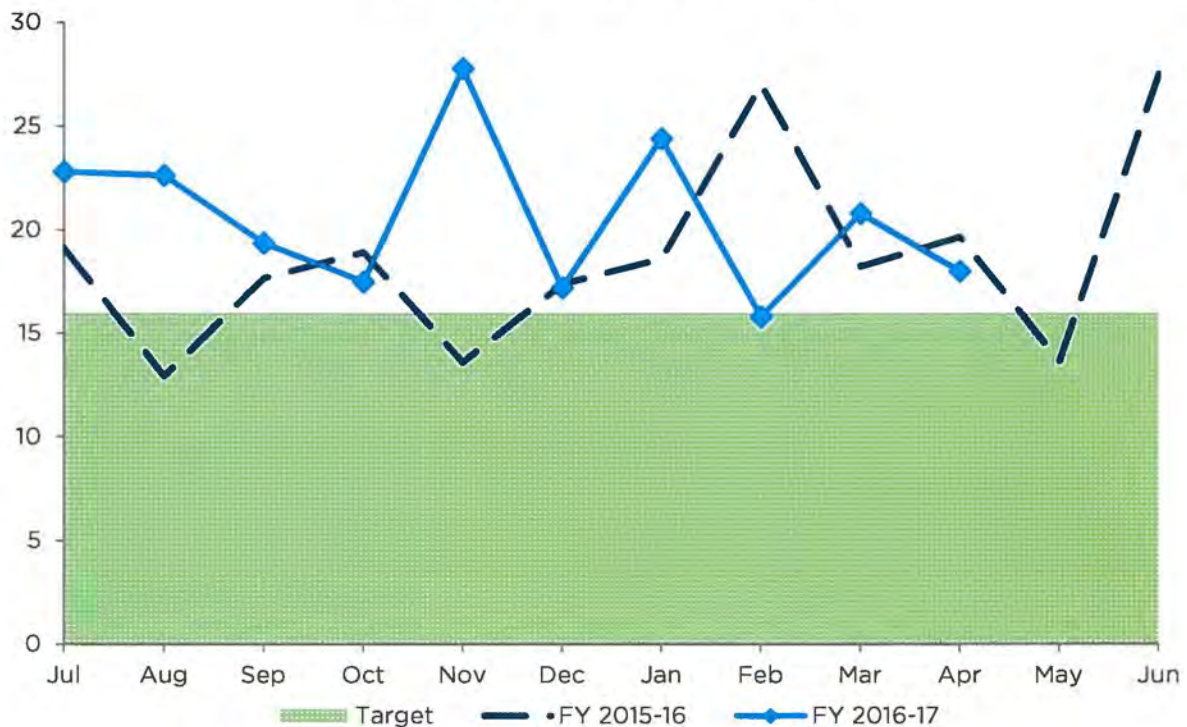


Complaints per 100,000 Boardings

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

In April, Foothill Transit received 18 complaints per 100,000 boardings, which represented an eight percent decrease from the previous fiscal year, and achieves the performance target of 16 or fewer complaints per 100,000 boardings. Of the complaints received this quarter, 41 percent were related to schedule adherence, nine percent were for mechanical issues, and 13.5 percent were related to courtesy. In April, the Arcadia yard received 16 compliments, and the Pomona yard received 10 compliments.

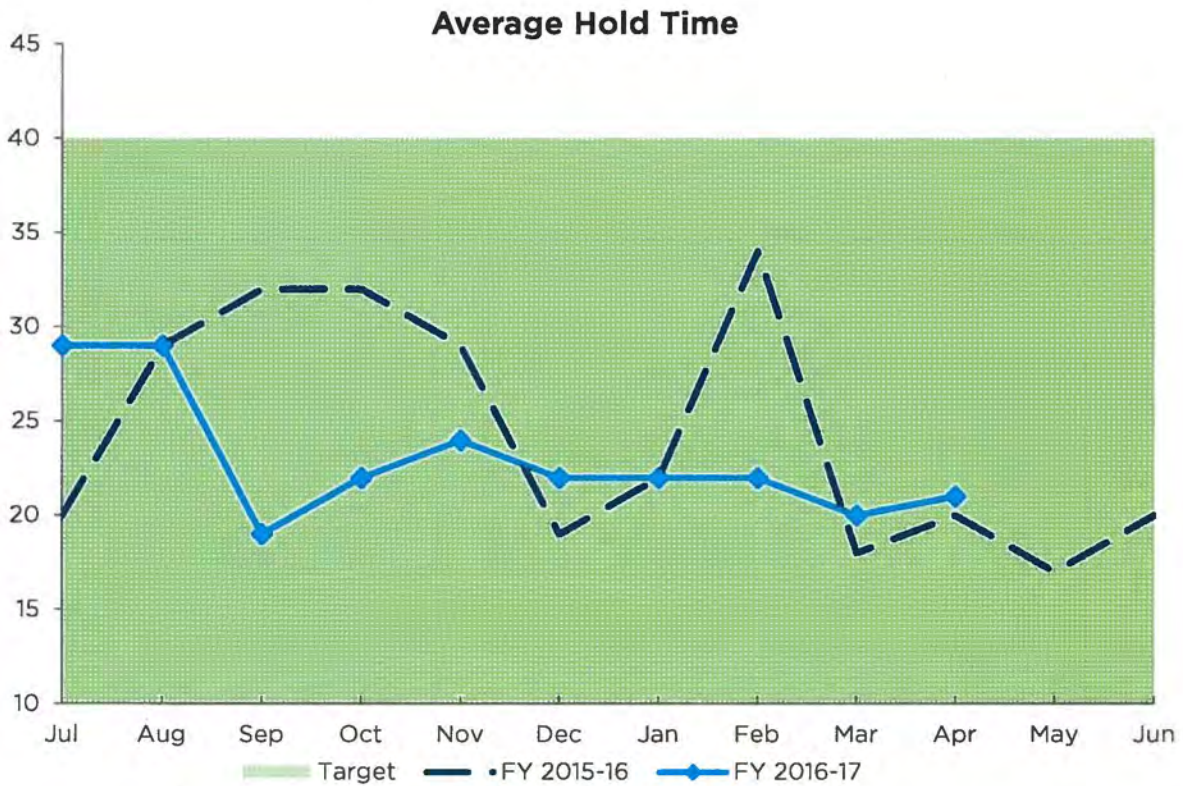
Complaints per 100,000 Boardings





Average Hold Time

Phone systems at Foothill Transit's four Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 21 seconds during April is well below the performance target of less than 40 seconds. Recently, Foothill Transit staff have focused on improving average hold time by continuing to refine holiday and queue messages and hiring bilingual staff to meet performance targets for calls from both English and Spanish speakers.





Goal 3: Operate an Effective Transit System

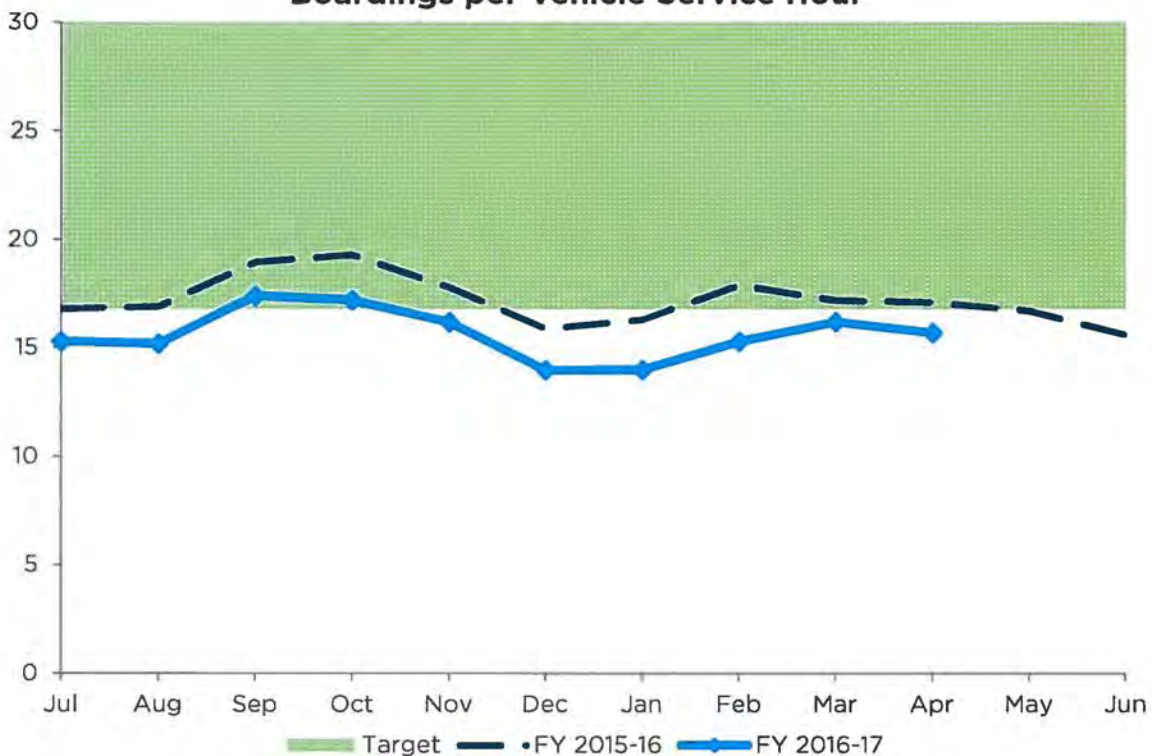
Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In April, there were 15.7 boardings per vehicle service hour, which doesn't meet the performance target of 16.8 or more boardings per service hour. This is a six percent decline compared to the same period the previous year. Year to date, the agency is achieving 15.7 boardings per vehicle service hour, which doesn't meet the target of at least 16.8.

Foothill Transit continues to encourage increased ridership by targeting specific demographics of customers through the Class Pass program and marketing towards schools, religious groups, and senior citizens. Improved data analysis allows Foothill Transit Planning staff to better understand travel demand throughout the service area. In April, Foothill Transit used this information to make service changes with the goal of enhancing Foothill Transit's system productivity.

Boardings per Vehicle Service Hour

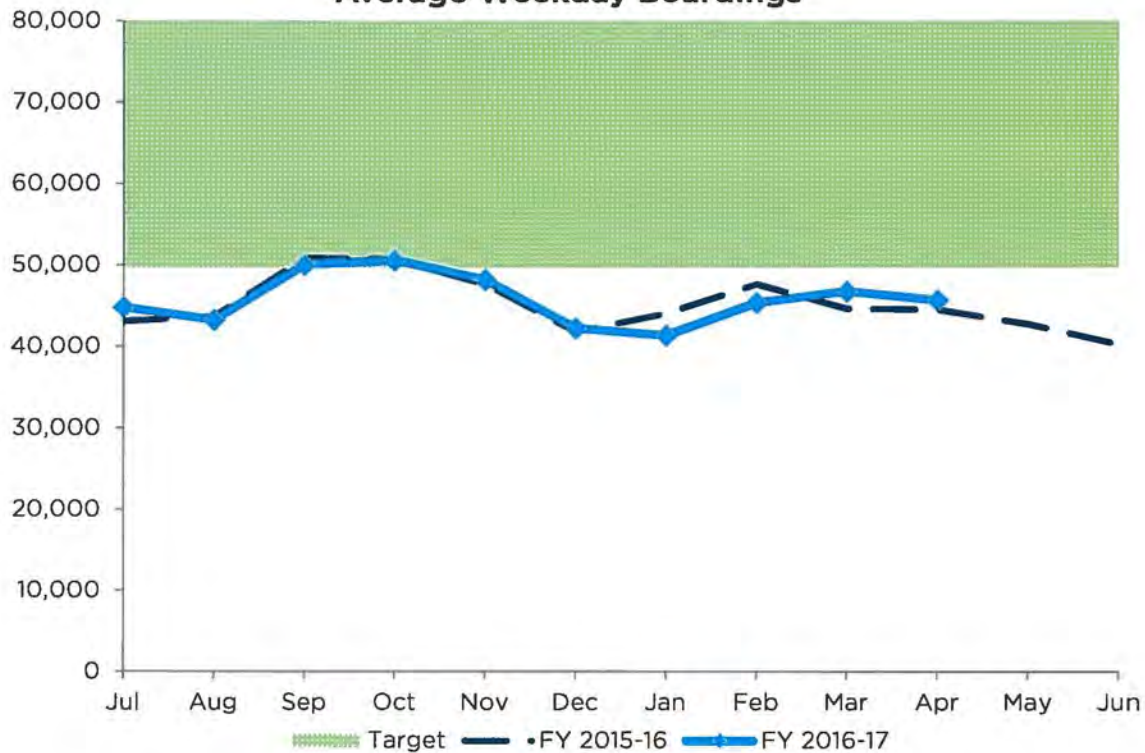




Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The Fiscal Year 2016-2017 performance target for average weekday boardings is to achieve at least 49,638 average weekday boardings. In April, there were 45,715 average weekday boardings, which is a three percent increase from the same period the previous year and doesn't meet the target. Year to date the agency has averaged 46,065 average weekday boardings, which doesn't meet the performance target.

Average Weekday Boardings



Goal 4: Operate an Efficient Transit System

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

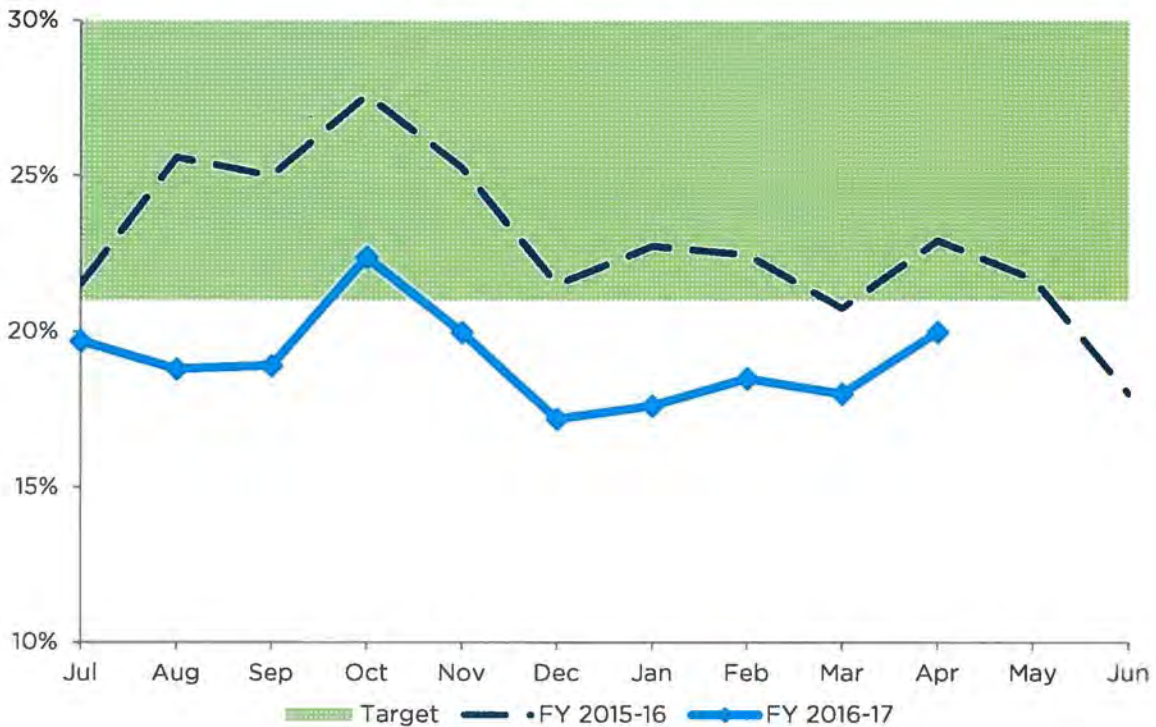


Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 21 percent has been established for the fiscal year. The Transportation Development Act (TDA) stipulates that a minimum ratio of 20 percent of a transit agency's cost of providing service must be met using local funds in order for the transit agency to receive the state sales tax available for public transit purposes. To date, Foothill Transit has met that threshold by applying its farebox revenues. Foothill Transit's farebox recovery ratio for April was 20 percent, which is 13 percent lower than the previous fiscal year.

The lower farebox recovery ratio as compared to the budget is a result of lower fare revenues than projected due to the acceptance of Metro fare media on Lines 190, 194 and 270, as well as an increase in ADA free fare boardings and an increase in operating expenses. Year-to-date, the farebox recovery ratio is 19.0 percent.

Farebox Recovery Ratio

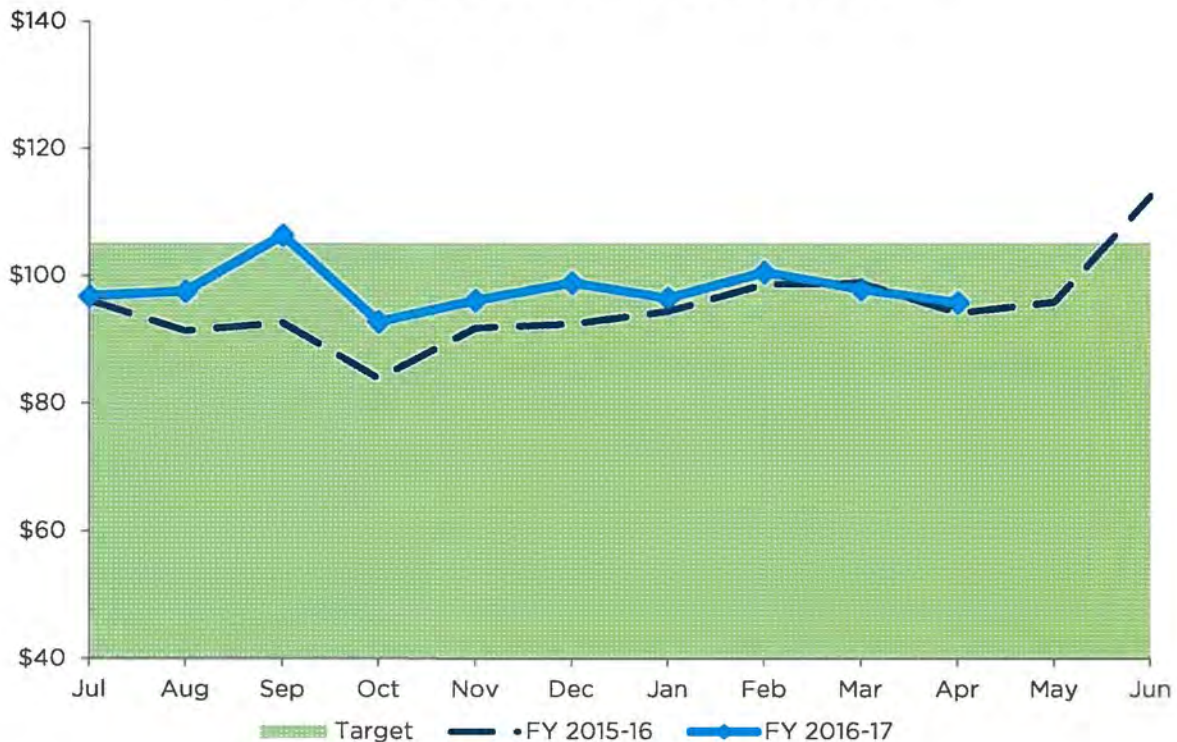




Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for April was \$95.83, which meets the fiscal year target of less than \$105.17, and is three percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with higher costs of the newly procured operation and maintenance contract in Arcadia.

Average Cost per Vehicle Service Hour



Sincerely,

Mike Tobin
Quality Assurance Analyst

Doran J. Barnes
Executive Director

**Foothill Transit
Key Performance Indicators
April 2017**

Goal	Performance Indicator	April 2017	Met Target?	April 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	Met Target?	FY 2015-2016 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,103,545	-	1,103,705	(0%)	11,360,948	-	11,451,178	(1%)	
	Vehicle Service Hours	70,226	-	66,297	6%	725,463	-	663,011	9%	
	Total Fare Revenue	\$1,346,691	-	\$1,406,134	(4%)	\$13,463,309	-	\$14,445,639	(7%)	
	Total Operating Expense	\$6,729,960	-	\$6,163,648	9%	\$70,818,142	-	\$61,695,826	15%	
Safety	Preventable Accidents per 100,000 Miles	0.64	Yes	1.02	(37%)	0.78	No	0.89	(12%)	≤ 0.70
Customer Service	Schedule Adherence	81.5%	No	83.9%	(3%)	81.3%	No	82.9%	(2%)	≥ 83%
	Miles Between Mechanical Service Interruptions	28,607	Yes	21,087	36%	30,123	Yes	23,785	27%	≥ 20,000
	Complaints per 100,000 Boardings	18.0	No	19.7	(8%)	20.6	No	18.35	12%	≤ 16.00
	Average Hold Time (Seconds)	21	Yes	20	5%	23	Yes	26.44	(13%)	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	15.7	No	16.6	(6%)	15.7	No	17.36	(10%)	≥ 16.8
	Average Weekday Boardings	45,715	No	44,540	3%	46,065	No	45,863	0%	≥ 49,638
Efficiency	Farebox Recovery Ratio	20.0%	No	22.94%	(13%)	19.0%	No	23.51%	(19%)	≥ 21.0%
	Average Cost per Vehicle Service Hour	\$95.83	Yes	\$92.97	3%	\$97.62	Yes	\$93.53	4%	≤ \$105.17

Red = did not meet target

**Foothill Transit
Operations Report
April 2017**

Goal	Performance Indicator	April 2017	April 2016	% Improvement Over Same Month Last Year	FY 2016-2017 YTD	FY 2015-2016 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.22	\$1.27	(4.2%)	\$1.19	\$1.26	(6.0%)
	Average cost per boarding	\$6.10	\$5.58	9.2%	\$6.23	\$5.39	15.6%
	Average subsidy per boarding	\$4.88	\$4.31	13.2%	\$5.05	\$4.14	21.9%
	Total vehicle miles	1,401,760	1,370,624	2.3%	14,702,929	13,175,408	11.6%
	Vehicle service miles	1,004,563	953,212	5.4%	10,419,880	9,611,289	8.4%
	Total vehicle hours	92,342	85,758	7.7%	961,432	867,619	10.8%
	In-service speed (mph)	14.3	14.4	(0.5%)	14.36	14.6	(1.4%)
	Boardings per vehicle service mile	1.10	1.16	(5.1%)	1.09	\$1.19	(8.4%)



May 26, 2017

To: Executive Board

Subject: **May 2017 Legislative Summary**

Recommendation

Receive and file the May 2017 Legislative Summary. Adopt a support position on AB 301.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on AB 301 (Rodriguez).

State Legislative Issues:

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 wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle does not exceed seven 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 seven-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. This bill would assist Foothill Transit's Operating Contractors from lengthy delays in hiring coach operators due to difficulty obtaining the appropriate license.

Governor Brown signed SB 1, a landmark transportation funding package that is the culmination of more than two years of strong leadership by Senate Transportation and Housing Committee Chair Jim Beall and Assembly Transportation Committee Chair Jim Frazier. The \$5.24 billion per year funding package, which generates new revenues from various taxes and fees, is designed to repair and maintain our state highways and local roads, improve our trade corridors, and support public transit & active transportation. The funding package is a big step forward for California transportation needs and those who rely on public transit services and represents the biggest new state commitment to public transit in more than



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

Federal Legislative Issues:

On May 5, President Trump signed H.R. 244 a continuing resolution (CR) to fund the federal government through September 30, 2017 and averting a potential shutdown. The legislation provides an annualized total of \$1.07 trillion in base spending for FY 2017 and will provide discretionary funding for the federal government for the remainder of the current fiscal year. It provides funding for all 11 annual Appropriations bills, including the Transportation, Housing, and Urban Development (THUD) bill.

The bill provides \$12.4 billion in total budgetary resources for the Federal Transit Administration (FTA), \$657 million above the FY 2016 enacted level. Transit formula grants total \$9.7 billion, consistent with the FAST Act authorization level. Within this amount, more than \$2.4 billion is provided for Capital Investment Grants ("New Starts"), including \$1.5 billion for all current "Full Funding Grant Agreement" (FFGA) transit projects.

Budget Impact

There is no direct impact of AB 301 anticipated at this time.

Sincerely,

Handwritten signature of David Reyno in blue ink.

David Reyno
Director of Government Relations

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director

Attachment

2017 Legislation Summary

Current as of 5/11/2017

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

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

2017 Legislation Summary

Current as of 5/11/2017

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>2019, to ensure that the maximum 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.</p>				
AB 1113	Bloom	<p>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.</p>	<p>This bill would help bring consistency and clarity to Foothill Transit's budgeting process related to the STA Program.</p>	Assembly Committee on Rules	CTA - Support	Support Position Adopted 3/24/2017
ACA 5	Frazier	<p>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</p>	<p>This bill would protect Foothill Transit's dedicated state transportation funds from being diverted for other purposes.</p>	Passed by the Legislature and awaiting action by the Governor.	CTA - Support	Support Position Adopted 5/2/2017

2017 Legislation Summary

Current as of 5/11/2017

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		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.				
SB 1	Beall	See AB 1. SB 1 adds another 0.50% sales tax on diesel fuel increment, for intercity and commuter rail purposes.	This bill could lead to increased state funding for Foothill Transit.	Committee on Transportation and Housing	CTA - Support	Support Position Adopted 2/24/2017



May 26, 2017

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2017-2018**

Recommendation

Approve the proposed FY 2017-2018 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such it is recommended that Foothill Transit operate a Sunday schedule on the following holidays in accordance to the Federal Holiday schedule for FY 2017- 2018:

Holiday	Day of Week	Date
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Thanksgiving Day	Thursday	November 23
Christmas Day	Monday	December 25
New Year’s Day	Monday	January 1
President’s Day	Monday	February 19
Memorial Day	Monday	May 28

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$614,774 in reduced operating cost than if regular weekday service was provided on the dates listed above.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



May 26, 2017

To: Executive Board

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

Recommendation

Adopt the following resolution:

Resolution No. 2017-04: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "*Foothill Transit Line 280 Expansion and Electrification*" in the Amount of \$243,693 (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 \$243,693.

With the Board's authorization, Foothill Transit will request operating funds to support the expansion and electrification of Line 280 serving the new Azusa Intermodal Transit Center and Azusa Gold Line Station. Starting this year, Foothill Transit will deploy 13 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 2017/2018.

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 for the amount of \$243,693, which would fund operating costs associated with the expansion and electrification of Line 280.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Executive Director

RESOLUTION No. 2017-04

Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project “Foothill Transit Line 280 Expansion and Electrification” in the Amount of \$243,693

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 implement the 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 applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2016-17 LCTOP funds:

Project Name:

Foothill Transit Line 280 Expansion and Electrification

LCTOP funds requested:

\$243,693

Description:

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.

Attachment A

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 26, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

Carol Herrera, Chair

ATTEST:
Doran J. Barnes, Executive Director

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

By: _____
Darold Pieper, General Counsel

By: _____
Executive Director



May 26, 2017

To: Executive Board

Subject: **Resolutions for the California Transit Security Grant Program**

Recommendation

Adopt the following resolutions:

Resolutions No. 2017-05 and 2017-06: Authorization for the Execution of the California Transit Security Grant Program (CTSGP-CTAF) Project "*Facility Security Upgrades*" in the Amount of \$588,948 (\$327,193 for FY2015-16 and \$261,755 for FY2016-17) (**Attachments A and B**)

Analysis

The California Transit Security Grant Program (CTSGP-CTAF) was established by the Highway Safety, Traffic Reduction, Air Quality and Port Security bond Act of 2006, approved by the voters as Proposition 1B at the November 7, 2006, general election, authorizes the issuance of \$19.925 billion in general obligation bonds for specified purposes, including grants for transit system safety, security and disaster response projects, for a period of ten years. Through this program, Foothill Transit is eligible for funding in the amount of \$327,193 for FY2015-16 and \$261,755 for FY2016-17 for a total amount of \$588,948 in funding available.

Subject to the Board's authorization, Foothill Transit will request the total amount of \$654,386 to fund the "Facility Security Upgrades" project that will enhance security at all Foothill Transit agency properties by adding and upgrading network security, surveillance cameras, digital video recorders, alarm systems, card readers, outdoor security lighting and fencing, and other access control systems.

The technology will allow Foothill Transit to protect itself against harmful activities that occur on a daily basis. The network security upgrades will allow Foothill Transit to better defend itself from cyber threats, and the surveillance systems upgrades along with the other security upgrades will enhance the security for staff and customers at all Foothill Transit properties.

Attachment A is the proposed resolution for authorization for the execution of this FY 2015-16 CTSGP-CTAF project.



Attachment B is the proposed resolution for authorization for the execution of this FY 2016-17 CTSGP-CTAF project.

Budget Impact

If this resolution is passed, Foothill Transit will be able to submit an allocation request for the amount of \$588,948, which includes \$327,193 for FY2015-16 and \$261,755 for FY2016-17. These funds will fund costs associated with the Facility Security Upgrades project.

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

RESOLUTION No. 2017-05

Authorization for the Execution of the California Transit Security Grant Program (CTSGP-CTAF) FY 2015-16 Project “Facility Security Upgrades” in the Amount of \$327,193

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor’s Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, Foothill Transit is eligible to receive CTSGP funds; and

WHEREAS, Foothill Transit will apply for FY2015-16 CTSGP funds in an amount up to \$327,193 for the Facility Security Upgrades project to increase protection against security and safety threats; and

WHEREAS, Foothill Transit recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Foothill Transit to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Foothill Transit to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE EXECUTIVE BOARD OF FOOTHILL TRANSIT THAT DORAN BARNES, EXECUTIVE DIRECTOR, AND/OR MICHELLE CALDWELL, DIRECTOR OF FINANCE AND TREASURER, AND/OR GIL VICTORIO, CONTROLLER, are hereby authorized to execute for and on behalf of Foothill Transit, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor’s Office of Emergency Services under the CTSGP.

Attachment A

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 26, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

Carol Herrera, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By:_____
Darold Pieper, General Counsel

By:_____
Christina Lopez, Board Secretary

RESOLUTION No. 2017-06

Authorization for the Execution of the California Transit Security Grant Program (CTSGP-CTAF) FY 2016-17 Project “Facility Security Upgrades” in the Amount of \$261,755

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor’s Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, Foothill Transit is eligible to receive CTSGP funds; and

WHEREAS, Foothill Transit will apply for FY2016-17 CTSGP funds in an amount up to \$261,755 for the Facility Security Upgrades project to increase protection against security and safety threats; and

WHEREAS, Foothill Transit recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Foothill Transit to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Foothill Transit to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE EXECUTIVE BOARD OF FOOHILL TRANSIT THAT DORAN BARNES, EXECUTIVE DIRECTOR, AND/OR MICHELLE CALDWELL, DIRECTOR OF FINANCE AND TREASURER, AND/OR GIL VICTORIO, CONTROLLER, are hereby authorized to execute for and on behalf of Foothill Transit, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor’s Office of Emergency Services under the CTSGP.

Attachment B

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 26, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

Carol Herrera, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By:_____
Darold Pieper, General Counsel

By:_____
Christina Lopez, Board Secretary



May 26, 2017

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 \$2,000,000 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 \$1,500,000 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) upon 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 \$500,000 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 26, 2017

To: Executive Board

Subject: **Exercise of Option - Interior Placement Cards**

Recommendation

Authorize the Executive Director to exercise the second two-year option (Option Years 3 and 4) in the amount of \$146,648 for the printing of Interior Placement Cards with Kandid Graphics (14-046).

Analysis

Foothill Transit is approaching the end of its contract option for interior bus card printing with Kandid Graphics. This contract covers the printing and delivery of a total 21,200 cards (53 designs in sets of 400 cards) created by Foothill Transit staff. Kandid Graphics provides services that include lamination, full color process printing on durable 24 pound cardstock, and delivery of finished materials to Foothill Transit for installation.

The execution of the second two-year option will cover printing services through July 2019.

Budget Impact

The approved FY2017-2018 Business Plan and Budget includes funds for Interior Card Printing.

Sincerely,

A blue ink signature of Hendy Satya, consisting of stylized, overlapping letters.

Hendy Satya
Marketing and Communications Strategist

A blue ink signature of Doran J. Barnes, featuring a prominent 'D' and 'B'.

Doran J. Barnes
Executive Director



May 26, 2017

To: Executive Board

Subject: **Request to Issue Request for Proposals(RFP) – Transit Store Security Services**

Recommendation

Authorize the Executive Director to issue Request for Proposal (RFP) No. 17-098 to provide security services at Foothill Transit's El Monte Transit Store.

Analysis

Foothill Transit opened the El Monte Transit Store located on the upper level of El Monte Bus Station in January 2004. In 2008, full-time security presence was procured due to the volume of sales and walk-in traffic at the location in order to deter theft and provide a strong security presence for the safety of store staff and customers. Our contracted Transit Store management team and our staff have worked together to identify enhancements to the plan, which were included previously in RFP No. 13-016 which was awarded on February 22, 2013 to Platinum Security Incorporated. The agreement with Platinum Security Incorporated was for a base term of two years with three one-year options. This agreement is now in its second option year and it will expire on February 28, 2018.

The procurement of a firm to provide security services at Foothill Transit's El Monte Store will be conducted according to a schedule that will provide continuity of a protective presence at Foothill Transit's Transit Store. The successful firm will be responsible for guarding, protecting, and saving all property from theft, injury, hazardous conditions, sabotage, vandalism, malicious mischief and defacement. The contract term will be for two years with three one-year options.

Budget Impact

Foothill Transit's FY 2017-18 Business Plan includes funding for security services at the El Monte Transit Store. Funding will be programmed into future budgets each year to cover transit store security services.

Sincerely,

Ali Showkatian
Safety Compliance Manager

Doran J. Barnes
Executive Director



May 26, 2017

To: Executive Board

Subject: **Contract Amendment - SMARTBus System Support and Maintenance**

Recommendation

Authorize the Executive Director to execute an amendment to Agreement No. 05-011 with Xerox for Software Support and Maintenance of Foothill Transit's SMARTBus System. The amendment will extend services on a month to month basis until the replacement solution (Avali) is fully operational.

Analysis

Foothill Transit's SMARTBus system, procured from Orbital Sciences (now known as Xerox) in 2005 and implemented in 2007, is a computerized system of on-board equipment and other equipment housed at Foothill Transit's Arcadia and Pomona operating facilities as well as the agency's West Covina administrative offices. The system tracks, measures, and reports on bus information that is used to monitor and control on-street service and display bus arrival times to customers.

The SMARTBus system has become an integral part of the monitoring and management of Foothill Transit's day-to-day operations. It currently provides data to the TransTrack business intelligence system, the Regional Integration of Intelligent Transportation Systems (RIITS), and will provide the source data for Foothill Transit's NextBus real time passenger information system.

On November 23, 2012 the latest update of the Xerox system, which is fully compatible with Foothill Transit's virtual computer server environment, was installed as scheduled and Xerox provided continued support and maintenance of the prior version of the software until the new version was installed. On December 14, 2012 the Executive Board authorized the Executive Director to enter into an agreement in the amount of \$828,995.36 with Xerox for Software Support and Maintenance of Foothill Transit's SMARTBus System through Xerox. The base term of that agreement expired on June 30, 2015. On May 29, 2015 the Executive Board authorized exercise of Option Year One from July 1, 2015 through June 30, 2016 at a cost of \$343,453.00. On April 22, 2016, the Executive Board authorized exercise of Option Year Two from July 1, 2016 through June 30, 2017 at the cost of \$362,220.00.



This amendment will allow continuing support on a month to month basis. The proposed amendment will extend the contract for sixteen months in the amount of \$583,722. The monthly cost will be \$31,845 per month for the first twelve months, and \$33,597 per month for the last four months.

Xerox is the only provider of support and maintenance of its software system. As such, the contract award represented a sole-source procurement.

Budget Impact

The cost of the Xerox Software Support and Maintenance contract is included in the proposed FY17/18 Information Technology operating budget.

Sincerely,


Donald Luey
Information Technology Director


Doran J. Barnes
Executive Director



May 26, 2016

To: Executive Board

Subject: **San Gabriel Valley Mid-Valley Electric Bus Rapid Transit (eBRT) Project**

Recommendation

Authorize Foothill Transit to serve as the lead agency on a technical study focusing on the Ramona Boulevard segment between El Monte Bus Station and the Baldwin Park Transit Center as a demonstration phase of the San Gabriel Valley Mid-Valley eBRT Project.

Analysis

Foothill Transit currently provides local service between El Monte and Covina along Ramona Boulevard and Badillo Street using compressed natural gas (CNG) buses on Line 190. That corridor appears to be viable candidate for eBRT service that would involve dedicated bus lanes for rapid travel between high ridership stops along the corridor using electric buses. This effort would encourage transit ridership by providing customers with a faster alternative to driving their personal automobiles. It would also serve to ease traffic congestion on Interstate 10 between these two cities, while reducing greenhouse gas emissions along the corridor.

The El Monte Bus Station has already been identified for L.A. Metro's Transit Oriented Community Development, and the City of El Monte has partial funding for a Ramona/Santa Anita grade separation project. This grade separation would facilitate quick and easy bus access from Ramona Boulevard to the lower level of the El Monte Bus Station.

L.A. County Department of Public Works has been awarded funds for a Ramona Boulevard/Badillo Street/Covina Street bus signal priority (BSP) light synchronization project, which would result in shorter transit travel times along that corridor, and the recent passage of Measure M provides a potential source of funds for the technical study that will be needed for this proposed service, which has the potential to significantly improve east-west passenger throughput.

L.A. Metro is currently exploring electrification of its Silver Line, with a charging depot at Division 9 in El Monte and in-route, bus bay chargers at El



Monte Bus Station. The bus bay chargers at El Monte Station could also serve the electrification needs of the San Gabriel Valley Mid-Valley eBRT service.

If authorized by the Executive Board, a project working group consisting of Foothill Transit, SGVCOG, L.A. County (Districts 1 & 5 and the L.A. Department of Public Works), Metro, El Monte, and Baldwin Park will be established.

Budget Impact

An estimate of the cost to conduct the necessary technical study is currently being generated. Funding for the technical study will be sought from Measure M revenues.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director



May 26, 2016

To: Executive Board

Subject: **Art Component and Cost Sharing for the Azusa Intermodal Transit Center Project**

Recommendation

Provide direction to staff regarding the cost sharing between Foothill Transit and the City of Azusa that should be used to complete the art component of the Azusa Intermodal Transit Center Project.

Analysis

On January 4, 2016 the Azusa Intermodal Transit Center (AITC) opened to the public and Foothill Transit began its new pilot bus service on Line 496 from AITC to downtown Los Angeles. On October 23, 2015, prior to the opening of AITC, Foothill Transit's Executive Board approved a contract award to artist Joseph Antonio Aguirre for an estimated contract amount of \$170,000 for the fabrication and installation of an art element on the parking structure. At the time, the final contract amount was being negotiated with the Artist but the estimated amount had been provided by the City of Azusa. The October Board item also included language reiterating that the new artwork would be a shared cost between the City and Foothill Transit and that it would be included as part of the overall Project. The shared cost would follow the same proportional share for the overall Project as described in the Memorandum of Understanding (MOU).

Foothill Transit agreed to share in the cost of the artwork on the facility as a commitment to the valued partnership with the City. A written agreement between Foothill Transit and the City of Azusa had already been established - the Memorandum of Understanding (MOU). The terms established a cost-sharing agreement for the Project per Article 1C of the MOU:

City and Foothill Transit wish to enter into an MOU to provide direction for the development of the park and ride facility, including the joint financing, planning, design, construction and use of components of the park and ride facility, which include a 4-level parking structure containing between 500 to 725 parking spaces, an electric bus charging station and bus bays and turnouts to be constructed on the Property to accommodate Foothill Transit buses ("Project").



Foothill Transit has managed the Project throughout design and construction. As such, Foothill Transit entered into several contracts such as an architectural and engineering consultant Choate Parking Consultants, environmental consultants TAHA, general contractor Klorman Construction, labor compliance consultant, materials testing and special inspections consultant, etc. All of these contracts were related to the Project and all were a shared cost between Foothill Transit and the City. Foothill Transit's contract with artist Jose Antonio Aguirre and installer Sample Tile & Stone is considered part of the overall Project. Similarly, the artwork for the meandering river sidewalk was considered part of the project and was funded through the shared cost with the City that is laid out in the MOU.

Toward the end of the construction of the parking structure, the City approached Foothill Transit requesting that the aesthetics of the parking structure be enhanced, subject to Project budget availability. At the request of the City, Foothill Transit verified that Project funds were available based on the overall project budget. Thus, Foothill Transit agreed to participate in artwork enhancement for the parking structure with the City. Foothill Transit was not involved in the selection of the artist, nor was Foothill Transit involved in selecting the artwork, however, Foothill Transit was amenable to accommodating the City's additional request and was open to sharing the cost with the City. All work associated with building the Park & Ride structure, transit center and any work associated with the Project, minus the construction of the electric bus charging station, was completed in accordance with the written Memorandum of Understanding agreement.

It has now been brought to our attention that the funding that the City had originally budgeted for the project but has not been expended is no longer available. Accordingly, direction is requested regarding addressing this funding shortfall.

Budget Impact

Foothill Transit's current Business Plan includes funding for this project.

Sincerely,

Doran J. Barnes
Executive Director