



Foothill Transit
Going Good Places

JOINT MEETING – ANNUAL GOVERNING BOARD AND EXECUTIVE BOARD MEETING

West Covina, CA
Friday, May 31, 2019



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Governing Board Meeting AGENDA

JOINT MEETING
ANNUAL GOVERNING BOARD MEETING
EXECUTIVE BOARD MEETING
7:45 AM, May 31, 2019
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

This is a combined agenda for the Annual Meeting of the Governing Board (GB) and a Regular Meeting of the Executive Board (EB). Each agenda item indicates whether it applies to both meetings (GB & EB) or to only one of the meetings (GB) or (EB).

1. CALL TO ORDER (GB & EB)
2. PLEDGE OF ALLEGIANCE (GB & EB)
3. FOCUS ON SAFETY (GB & EB)
4. ROLL CALL (GB & EB)
 - A. EXECUTIVE BOARD: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
 - B. GOVERNING BOARD
5. APPROVAL OF AGENDA (GB & EB)
6. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF MARCH 29, 2019 (GB)

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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- 7. PUBLIC COMMENT (GB & EB)
- 8. PRESENTATIONS: (GB & EB)
 - 8.1. Contractors' Employee Recognition

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 សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ 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.

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



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9. FAIRPLEX STRATEGIC PLAN UPDATE (GB)

Recommended Action: Receive and file an update on the Fairplex Strategic Plan.

10. PROPOSED FISCAL YEAR 2019-2020 BUSINESS PLAN AND BUDGET (GB)

Recommended Action: In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2019-2020.

11. REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING RE-ALIGNMENT (GB)

Recommended Action: Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

12. LINE 291 ROUTE SEGMENT ELIMINATION (GB)

Recommended Action: Approve the elimination of a portion of Line 291 that serves select northbound trips along Base Line Road.

13. FREE RIDE COUPON PROGRAM CANCELLATION UPDATE (GB)

Recommended Action: Receive and file the Free Ride Coupon Program Cancellation Update.

14. RECESS BOTH MEETINGS FOR CLUSTERS TO ELECT EXECUTIVE BOARD MEMBERS AND ALTERNATES FOR CLUSTER 5 (LOS ANGELES COUNTY) (GB & EB)

15. RECONVENE BOTH MEETINGS AND ANNOUNCE THE EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 5 (GB & EB)

16. EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR (EB)

17. GOVERNING BOARD RATIFICATION OF THE EXECUTIVE BOARD NOMINATIONS FOR Foothill TRANSIT CHAIR AND VICE CHAIR (GB)

18. EXECUTIVE DIRECTOR COMMENT (GB & EB)



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19. GOVERNING BOARD MEMBER COMMENT (GB & EB)

20. ADJOURNMENT OF ANNUAL GOVERNING BOARD MEETING (GB)

CONSENT CALENDAR: Items 21 through 26 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. (EB)

21. APRIL 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY (EB)

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2019, for the fiscal year ending June 30, 2019.

22. APRIL 2019 PERFORMANCE INDICATORS REPORT (EB)

Recommended Action: Receive and file the April 2019 Performance Indicators Report.

23. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - BUS BOOK PRINTING AND RELATED PRINTED SCHEDULE ITEMS (EB)

Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 19-103 for the design, production, and printing of Bus Books and related printed schedule items.

24. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) - ON CALL SCHEDULING SUPPORT (EB)

Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 19-098 for On Call Scheduling Support.

25. TRANSPORTATION FUND EXCHANGE (EB)

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

26. RESOLUTION FOR THE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM

Recommended Action: Adopt the following resolution: Resolution No. 2019-02: Authorization for



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the Execution of the Master Agreement for the California State Transportation Agency - Transit and Intercity Rail Capital Program (TIRCP) for the Project - "Transforming California: Bus Electrification, Service Expansion and Rail Integration" in the Amount of \$5,000,000.00 (Attachment A).

EXECUTIVE BOARD REGULAR AGENDA:

27. LOW-INCOME FARE IS EASY (LIFE) PROGRAM MEMORANDUM OF UNDERSTANDING (MOU) (EB)

Recommended Action: Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro to allow Foothill Transit to accept LIFE TAP media at a reimbursement rate of \$1.14 per boarding.

28. ADJOURNMENT OF EXECUTIVE BOARD MEETING (EB)

**A Regular Meeting of the Executive Board
is scheduled for
Friday, June 28, 2019 at 8:00 a.m.**

**A Meeting of the Governing Board
is scheduled for
Friday, August 23, 2019 at 7:45 a.m.**

**A Regular Meeting of the Executive Board
is scheduled for
Friday, August 23, 2019 at 9:00 a.m.**



Foothill Transit

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

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

**Friday, March 29, 2019
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 7:51 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Fish.

Chair Calaycay welcomed newly appointed Governing Board Members from the City of West Covina, Mayor Pro Tem Tony Wu, and from the City of El Monte, Councilmember Jessica Ancona.

3. FOCUS ON SAFETY

Roberto Estrella, Safety Compliance Coordinator, presented a safety message on ergonomics.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Robert Torres, Member Nancy Tragarz, Member Uriel Macias, Member Gary Boyer, Member Albert Ambriz, Member Tony Wu, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Nanette Fish, Member Carol Herrera, Member Jessica Ancona, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Emmett Badar, Member Ricardo Pacheco, Member Roger Chandler

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

Approval of the minutes for the Governing Board Meeting of January 25, 2019.

Motion by Member Rosales, second by Member McAustin, the minutes for the Regular Meeting of January 25, 2019 were approved. Motion carried 21-0.

6. **APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

7. **PRESENTATIONS**

7.1 Contractors' Employee Recognition

Bill Jackson, General Manager, introduced the Arcadia location Transdev employees of the month.

Anastasia Angelo-Encinas - Employee of the Month
Gary Su - Operator of the Month

Diane Williams, Operations Manager, introduced the Pomona location Keolis employees of the month.

Robert Avitia - Employee of the Month
Carlos Velasquez - Operator of the Month

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

8. **PUBLIC COMMENT**

Eric Reese, member of the public, addressed the Governing Board. Mr. Reese spoke on a proposal to help increase on time performance on the Silver Streak and on ways to reduce delays when buses travel on the 10 Freeway ExpressLanes.

CONSENT CALENDAR

9. **JANUARY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2019, for the fiscal year ending June 30, 2019.

Motion by Member Shevlin, second by Member Fish, to receive and file.
Motion carried 21-0.

10. **FEBRUARY 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 28, 2019. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 28, 2019, for the fiscal year ending June 30, 2019.

Motion by Member Shevlin, second by Member Fish, to receive and file.
Motion carried 21-0.

11. **JANUARY 2019 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the January 2019 Performance Indicators Report.

Motion by Member Shevlin, second by Member Fish, to receive and file.
Motion carried 21-0.

12. **REQUEST TO SEEK PUBLIC HEARING FOR LINE 291 ROUTE SEGMENT ELIMINATION**

Recommendation: Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed Line 291 route segment elimination.

Motion by Member Shevlin, second by Member Fish, to authorize. Motion carried 21-0.



13. **TRANSIT STORE QUARTERLY REPORT**

Recommendation: Receive and file the Transit Store Quarterly Report.

Motion by Member Shevlin, second by Member Fish, to receive and file.
Motion carried 21-0.

14. **FINANCIAL STABILITY POLICY FY2019-2020 FINANCIAL STRATEGIES**

Recommendation: Approve the annual Financial Stability Policy update to include the FY2019-2020 financial strategies for budget planning.

Motion by Member Shevlin, second by Member Fish, to approve. Motion carried 21-0.

REGULAR AGENDA

15. **RECESS MEETING FOR SPECIAL ELECTION FOR CLUSTER 2 (AZUSA, BALDWIN PARK, COVINA, GLENDORA, IRWINDALE, WEST COVINA) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD)**

Chair Calaycay announced that there was a quorum of Cluster 2 present, and the meeting was recessed so that Cluster 2 could meet and conduct an election.

16. **ANNOUNCE THE SPECIAL ELECTION RESULTS FOR CLUSTER 2**

Member Boyer (Glendora) announced that he was elected to serve as Executive Board Member and Member Ambriz (Irwindale) was elected to serve as Executive Board Alternate for Cluster 2.

17. **2019 Foothill Transit Bus Roadeo Results**

Recommendation: Receive and file the 2019 Foothill Transit Bus Roadeo Results.

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

Ms. Pina reported that Foothill Transit's Annual Bus Roadeo was held on March 2 at the Arcadia Operations and Maintenance Facility. Twenty-two

operators and five maintenance teams competed. In the coach operator competition, the winner was Transdev's Daniel Hernandez, and in the maintenance competition, the winners were Transdev's maintenance team and 2018 International Bus Roadeo champions, Fernando Murrieta, Stephen Leung, and Tracy Nicometo.

The winners will go on to compete in the Southern California Regional Bus Roadeo on April 13, and represent Foothill Transit at the APTA International Bus Roadeo in May 2019.

Received and filed.

18. **CLUSTER 5 ELECTION NOTIFICATION**

Recommendation: Receive notification of Cluster 5 Election to be held on May 31, 2019.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided Cluster 5 notification of the upcoming cluster election scheduled to take place at the May 31, 2019 Foothill Transit Annual Governing Board Meeting. Cluster 5 is the Los Angeles County cluster and Governing Board Members are appointed by Los Angeles County Supervisors Barger, Hahn, and Solis. The current Executive Board Member is Sam Pedroza and the Executive Board Alternate is Cynthia Sternquist. Governing Board Members elected to the Executive Board seats will serve a 3-year term, which runs through May 2022.

On April 29, 2019, a Notification of Interest Form will be emailed to Cluster 5 Governing Board Members. May 13, 2019, is the due date to submit a completed Notification of Interest Form. On May 14, 2019, completed Notifications of Interest Forms will be emailed to members for their consideration. The Notification of Interest Form is optional and is not required in order to be elected to the Executive Board.

Notification was provided related to the Cluster 5 Election that will take place on May 31, 2019.

19. **FOOTHILL TRANSIT PROGRAM UPDATES**

19.1. **Metrolink Services**

LaShawn King Gillespie, Director of Customer Service and Operations,



introduced Metrolink Acting Senior Government Relations Manager Alex Davis. Mr. Davis thanked the Governing Board for allowing Metrolink staff to provide an update on Metrolink operations. Mr. Davis introduced Customer Service Supervisor Gina Mack, Public Affairs Manager Sylvia Novoa, and Deputy Chief Operating Officer Rod Bailey.

Mr. Bailey provided an update on Metrolink services, projects, and programs. He also reported on unplanned and planned service interruptions. When service interruptions take place, Metrolink depends on agencies like Foothill Transit to assist them with bus bridges. The services of Uber and Lyft are also utilized during service interruptions. Vice Chair Herrera expressed her concern that when Metrolink trains breakdown, Metrolink riders board Foothill Transit express buses that Foothill Transit regular customers were going to board to travel to Downtown Los Angeles. Foothill Transit customers end up getting displaced and are late getting to work. She asked if Metrolink uses buses from other agencies during service interruptions. Vice Chair Herrera stated that she receives a lot of feedback from Foothill Transit customers that are not happy. Mr. Bailey indicated that they work with LA Metro and private entities. Metrolink uses a priority sheet depending on the service area. Metrolink is working on improving communications when service interruptions occur. If bus bridges are not being called for, their customers are being directed to take alternate transportation and Metrolink is working to improve notification to advise agencies in regards to the influx of customers.

Ms. Gillespie reported that a very productive meeting was held and moving forward Foothill Transit hopes to be provided earlier notice of service interruptions so that bus bridge requests can be fulfilled, which would not impact Foothill Transit customers. She also indicated that the Memorandum of Understanding, which is for bus bridge service and a transfer agreement is being reviewed to ensure that the financial aspect is covered. Mr. Reese, member of the public, shared his suggestions and ideas on how Foothill Transit can respond to Metrolink service interruptions and raise needed revenue.

19.2. **Operations Contractor Update - Transdev**

LaShawn King Gillespie, Director of Customer Service and Operations, reported that Transdev has been providing operations and maintenance service at the Foothill Transit Arcadia Operations and Maintenance Facility since 2014. The local contracted team continues to be supported by the international, corporate, and regional Transdev

team. Transdev is an international public transport operator, which provides 11 million passenger trips everyday through public, shared, private, city, and rural transport systems in 20 countries. Yesterday, members of Transdev's international, national, and local team met with Foothill Transit staff to discuss the future of mobility.

Bill Jackson, Transdev General Manager for the Arcadia facility, introduced Transdev President Michael Setzer. Mr Setzer thanked the Governing Board for their partnership and thanked the Foothill Transit staff for a very informative meeting. He introduced Transdev Director of Strategies and Transformation Anne de Bagneux and Transdev Group Chief Development Officer Henrik Behrens; both addressed the Governing Board.

19.3. **Double Decker Electric Bus**

Roland Cordero, Director of Maintenance and Vehicle Technology provided an update on the double decker electric bus project with Alexander Dennis. Foothill Transit will be the first transit agency in the nation with battery electric double decker buses by the end of 2019. For the past two years' Foothill Transit and Alexander Dennis engineers have been working on the design of the bus. Most recently, Foothill Transit staff was in Millbrook, United Kingdom to check on the status on the project. Mr. Cordero shared a video of the recent visit.

19.4. **duarteEbus**

Joe Raquel, Director of Planning reported that starting on April 1, 2019 Foothill Transit would begin operations of Duarte's two bus lines. The service will be operated with all electric buses. It will be the first all-electric bus service in Southern California. Mr. Raquel shared a video of the work that took place prior to the launching of the service. Governing Board Member Paras-Carracci extended an invite to her fellow Governing Board Members to join her on April 1st for the first bus run at 5:40 a.m.

19.5. **Marketing & Communications**

Felicia Friesema, Director of Marketing and Communications reported that the Marketing staff is working on a myriad of campaigns and projects. Current projects include Class Pass monitoring and communications, prepping for Hollywood Bowl, LA County Fair, the addition to Azusa Pacific to the Class Pass family, fall Rose Bowl

Service, and the fall service change.

A project recently launched is the destinations focused Art Wheelers campaign. The campaign launched with the new spring bus book, and focuses on artful locations throughout the San Gabriel and Pomona Valleys that are reachable by Foothill Transit service. The short-form videos are shared on the Foothill Transit website, social media channels, and staff has reached out to public access stations to air them. An Art Wheelers episode was played for the Governing Board Members.

20. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Recognized Denise Martinez for the excellent work she's been doing in putting together many of the videos seen today.
- Foothill Transit will be participating in Earth Day events in the City of Claremont on April 14, 2019 and at the City of Pasadena on April 20, 2019.
- The next meeting of the Governing Board will be the Annual Governing Board Meeting on May 31, 2019. The Governing Board will consider the budget and business plan, the election of officers will also take place.
- Welcomed a new member of the Foothill Transit family, Director of Procurement Chris Pieper welcomed daughter Julia Rose Pieper who was born on March 21. Grandpa Darold Pieper is also very proud.
- Also, congratulated Executive Board Member Rick Barakat on welcoming a grandson.
- Foothill Transit was one of two presenting sponsors for the first STEAM event at Fairplex.
- Discussion have taken place with Cal Poly Pomona about transit service and the possible introduction of Class Pass.

21. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Barakat recognized Keolis, Foothill Transit's contractor out of the Pomona facility for hiring about three students from Pomona High School's workability program.



- Member Rosales thanked Eric Reese, who provided public comment, for thinking outside the box and presenting solutions.
- Chair Calaycay announced that the meeting would be adjourned in the memory of Kenneth Hiroshi Igawa, father of Yoko Igawa, Manager of Public Affairs.

22. **ADJOURNMENT**

Adjournment for the March 29, 2019 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board Meeting adjourned in the memory of Kenneth Hiroshi Igawa at 9:18 a.m.



May 31, 2019

To: Governing Board

Subject: **Fairplex Strategic Plan Update**

Recommendation

Receive and file an update on the Fairplex Strategic Plan.

Analysis

Foothill Transit has a long standing relationship with the Pomona Fairplex as a partner in the region. The Fairplex is a nonprofit, 501(c)(5) organization that leads a 487-acre campus located in the City of Pomona. Fairplex exists as a public-private partnership with the County of Los Angeles and is home of the LA County Fair and more than 500 year-round events. Foothill Transit remains an active participant in many of the regional planning functions surrounding events at the Fairplex. Highlighted by our annual service to the LA County Fair and our daily service provided by Line 197, we continue to share in the goal of providing access to the nearby communities.

The mission of Fairplex as a nonprofit enterprise, aims to serve as a place, a convener and a creator of memories to strengthen the community and economy through arts and entertainment, agriculture, education and commerce.

In 2016, after conducting a national search, the Fairplex Board of Directors hired Miguel Santana as the new President and CEO. Formerly the Chief Administrative Officer for the City of Los Angeles, Mr. Santana was known as an exceptional leader with expertise in managing large and complex organizations. After starting in his new role in January 2017, he immediately began assessing the organization and identifying the work needed to be done related to the vision and future in the community.

The Fairplex Board developed a report detailing Fairplex's short- and long-term vision. This report would provide a framework to guide Fairplex into the future. The Fairplex Strategic Plan process was a transparent and inclusive experience that invited neighbors, community members, elected officials, business partners, and City and County representatives to the table. Foothill Transit team members attended several of these events to provide feedback on various projects related to transportation.



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Foothill Transit team members attended several of these events to provide feedback on various projects related to transportation.

The result of the inclusive process was the development of five guiding principles to inform plans and assist in making decisions among competing priorities; Public benefit, guest experience, partnership, sustainability, uniquely Southern California.

Mr. Walter Marquez, Chief Financial Officer and Vice President of Finance of Fairplex will attend the May Governing Board Meeting to provide an overview of the Fairplex Strategic Plan.

Sincerely,

Joshua Landis
Planning Manager

Doran J. Barnes
Executive Director



May 31, 2019

To: Governing Board

Subject: **Proposed Fiscal Year 2019-2020 Business Plan and Budget**

Recommendation

In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2019-2020.

Analysis

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2018-2019 accomplishments, a budget summary, and departmental budget summaries.

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

The Fiscal Year 2019-2020 Business Plan and Budget document is provided in **Attachment A**. It was developed with the organization's mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

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

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



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Covina Transit Center and Park & Ride Development

Development of the Covina Park & Ride continues to be a priority this year. The project is a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina is the lead for the three-party agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential units, and a transit component. The Park & Ride will consist of a three-level parking structure containing approximately 360 parking spaces, bus berths, and provisions for electric bus charging stations to accommodate Foothill Transit buses. A transit oriented commercial component will also be included within the transit center. Construction began in December 2018 and is anticipated to be complete in February 2020.

ExpressLanes Operations

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

Fare Restructuring Implementation - Phase II

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



Fare Technology

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

Fleet Electrification

In 2010, Foothill Transit deployed three Proterra battery electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Our electric bus program has matured as we have gained valuable insight from our experience operating the electric fleet, which has now grown to 33 coaches. In light of the advancements in battery technology and the growing number of electric bus manufacturers, the Board directed staff to pursue full electrification of the Foothill Transit fleet. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches is slated for completion in the summer of 2019 and full electrification of the fleet will take place as both operating facilities are equipped with the necessary charging infrastructure.

Mobility as a Service (MaaS)

Addressing the first/last mile of a customer's trip is one of the biggest challenges facing transit agencies today. The challenge is to identify how best to get customers between their home or work and bus stops or Transit Centers. These trips may not be productive enough to warrant a dedicated bus route or the area may not be suited for a 40-foot bus. Many agencies have partnered with various transportation network companies (TNCs) such as Uber and Lyft, which provide shared rides or with an active transportation company like Bird or Lime to provide bikes and scooters to help customers get to and from bus stops. Foothill Transit is currently a partner with LA Metro piloting on-demand service provided by Via for passenger trips to and from the El Monte Station. Foothill Transit is also working closely with LA Metro to identify a possible site for microtransit service within a specified zone. As Foothill Transit looks to develop more high quality transit corridors, it will likely be most beneficial to rely more heavily on member cities to provide the first/last mile service for its residents. Foothill Transit will work with its member cities and neighboring



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agencies such as Pomona Valley Transportation Authority (PVRTA) to help develop the partnerships with transportation companies.

Mt. SAC Transit Center

With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system with a limited number of high-quality bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. Development of this facility is underway and the plans include ten transit bays with covered bus shelters for customers. Concept design and environmental studies were completed in December 2018, and the anticipated start of construction is summer 2020 with completion slated for May 2021.

Website Redesign

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

Additionally, individual department initiatives are included in each department's subsection of the Business Plan document.

Capital Program

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



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life-of-project basis. Newly proposed capital projects for FY2019-2020 total \$7.0 million.

Revenues

Incorporating a combination of new revenues, approved grant awards, and prior year transit funds, the revenues proposed in this budget are sufficient to achieve the goals and objectives identified in the Business Plan. Revenue projections are based upon the draft annual “funding marks” developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2019-2020. These funds are being distributed to all regional transit operators through the approved Metro formula allocation program.

Executive Board Recommendation

At their meeting on April 26, 2019, the Foothill Transit Executive Board reviewed the Business Plan and Budget. After a brief discussion, the Board members recommended that one Full-Time Equivalent (FTE) employee be added to the budget to monitor cyber-security activities and that adequate funds be included to increase the number of Governing Board meetings in FY2019-2020 from six to nine meetings. With those changes included in this proposed document, the Executive Board recommends that the Governing Board approve the proposed Business Plan and Budget for Fiscal Year 2019-2020.

Subsequent to the Governing Board's adoption of the Foothill Transit FY2019-2020 Business Plan and Budget, the Foothill Transit Ten-Year Financial Outlook will be updated using the Governor of California's May Revision to the State Budget, final formula allocation procedure (FAP) funding marks received from Los Angeles County Metropolitan Transportation Authority (Metro), and available local and statewide economic forecasts. It is anticipated that this document will be presented to the Board as an information item in January 2020.



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Financial Impact

Foothill Transit's proposed FY2019-2020 budget is balanced between revenues and expenses with a proposed \$104.0 million operating budget and a \$76.7 million capital budget, for a total budget of \$180.8 million. Included in the revenues and expenses is funding for one new FTE to perform IT cyber-security duties.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachment



Foothill Transit



FY2019-2020 BUSINESS PLAN AND BUDGET

PROPOSED

FOOTHILL TRANSIT LEADERSHIP

GOVERNING BOARD

CLUSTER 1

Claremont

Mayor Pro Tem Corey Calaycay
[Alternate](#): Councilmember Ed Reece

La Verne

Councilmember Charles A. Rosales
[Alternate](#): Councilmember
Tim Hepburn

Pomona

Councilmember Robert S. Torres
[Alternate](#): Mayor Tim Sandoval

San Dimas

Councilmember Emmett Badar
[Alternate](#): Councilmember
John Ebner

Walnut

Mayor Nancy Tragarz
[Alternate](#): Mayor Pro Tem
Andrew Rodriguez

CLUSTER 4

El Monte

Councilmember Jessica Ancona
[Alternate](#): Councilmember
Maria Romero Morales

Diamond Bar

Mayor Carol Herrera
[Alternate](#): Councilmember
Nancy A. Lyons

Industry

Mayor Pro Tem Cory C. Moss
[Alternate](#): Councilmember
Abraham N. Cruz

La Puente

Mayor Valerie Muñoz
[Alternate](#): Councilmember
Violeta Lewis

South El Monte

Councilmember Hector Delgado
[Alternate](#): Mayor Gloria Olmos

CLUSTER 2

Azusa

Councilmember Uriel Macias
[Alternate](#): Mayor Pro Tem
Edward J. Alvarez

Baldwin Park

Councilmember Ricardo Pacheco
[Alternate](#): VACANT

Covina

Councilmember Jorge A. Marquez
[Alternate](#): Mayor John C. King

Glendora

Councilmember Gary Boyer
[Alternate](#): Mayor Pro Tem Michael Allawos

Irwindale

Mayor Albert Ambriz
[Alternate](#): Mayor Pro Tem Larry Burrola

West Covina

Mayor Pro Tem Tony Wu
[Alternate](#): Councilmember
Dario Castellanos

CLUSTER 5

County of Los Angeles

Jimmy Lin
(Representing Supervisor
Janice Hahn)

Cynthia Sternquist
(Representing Supervisor
Kathryn Barger)

Sam Pedroza
(Representing Supervisor
Hilda Solis)

CLUSTER 3

Arcadia

Councilmember Roger Chandler
[Alternate](#): Councilmember Tom Beck

Bradbury

Mayor Richard G. Barakat
[Alternate](#): Councilmember
D. Montgomery Lewis

Duarte

Mayor Tzeitel Paras-Caracci
[Alternate](#): Councilmember
Jocelyn Nuñez

Monrovia

Mayor Pro Tem Becky Shevlin
[Alternate](#): VACANT

Pasadena

Councilmember Margaret McAustin
[Alternate](#): Mayor Terry Tornek

Temple City

Mayor Nanette Fish
[Alternate](#): Councilmember
William Man

EXECUTIVE BOARD

CHAIR

Corey Calaycay
Cluster 1 - Claremont

VICE CHAIR

Carol Herrera
Cluster 4 - Diamond Bar

BOARD MEMBER

Gary Boyer
Cluster 2 - Glendora

BOARD MEMBER

Richard Barakat
Cluster 3 - Bradbury

BOARD MEMBER

Sam Pedroza
Cluster 5 - County of Los Angeles

EXECUTIVE BOARD ALTERNATES

Cluster 1 - San Dimas

Emmett Badar

Cluster 2 - Irwindale

Albert Ambriz

Cluster 3 - Monrovia

Becky Shevlin

Cluster 4 - La Puente

Valerie Muñoz

Cluster 5 - County of Los Angeles

Cynthia Sternquist

SENIOR MANAGEMENT

Executive Director

Doran J. Barnes

Deputy Executive Director

Kevin Parks McDonald

Director of Customer Service and Operations

LaShawn King Gillespie

Director of Maintenance and Vehicle Technology

Roland Cordero

Director of Marketing and Communications

Felicia Friesema

Director of Information Technology

Donald Luey

Director of Procurement

Christopher Pieper

Director of Finance and Treasurer

Michelle Lopes Caldwell

Director of Planning

Joseph Raquel

Director of Facilities

Sharlane Bailey

Director of Government Relations

David Reyno

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EXECUTIVE SUMMARY

The FY2019-2020 Business Plan and Budget is developed to guide planning and day-to-day operations as we advance Foothill Transit's mission into and through the coming year. Foothill Transit will remain keenly focused on safety, customer service, efficiency, and innovation as we undertake a number of capital and operating programs designed to achieve these goals. Among these are the following: construction of the Covina Transit Center Park & Ride; construction of the Mt. San Antonio College Transit Center; construction of the new downtown Los Angeles layover facility; and new CNG and electric bus procurements. All of these projects have a goal of growing ridership and improving the customer's traveling experience.

The total agency-wide budget of \$180.8 million includes operating costs of \$104 million and a capital program of \$76.7 million. The major elements of the operating budget, purchased transportation, and fuel and electricity, total \$84.3 million, or 81 percent of the total operating budget.

The capital program includes \$257.7 million of capital projects to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement as we transition to a fully electric bus fleet.

Phase II of the Fare Restructuring will be implemented in September 2019 resulting in a slight increase in overall fare revenues. Ridership is not expected to increase in FY2019-2020. The ridership decline experienced by the Southern California region over the past four years continues to be a major focus for all transit operators. Foothill Transit will continue to address methods to improve operational efficiency and increase ridership.



FOOTHILL TRANSIT MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION





FOOTHILL TRANSIT VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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

OVERALL SYSTEM PERFORMANCE

This chart shows a comparison of Foothill Transit's overall system performance for FY2017-2018, the projected performance for FY2018-2019, and the targeted performance goals for FY2019-2020.

	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Overall System Performance				
Passenger Boardings	12,543,650	12,622,658	12,042,860	11,505,000
Vehicle Service Hours	862,975	889,757	860,000*	874,826
Fare Revenue	\$ 16,343,392	\$ 16,527,000	\$ 16,295,166	\$ 16,929,000
Transit Operating Expense	\$ 92,223,224	\$ 101,146,740	\$ 98,069,091	\$ 103,069,030

Goal	Indicator	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 Miles	0.85	0.70	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	80.5%**	83.0%	73.0%	75.0%
	Average Miles Between Mechanical Service Interruptions	26,860	29,000	23,000	N/A
	Average Miles Between Technical Roadcalls	***	***	11,000	11,250
	Complaints per 100,00 Boardings	24.0	20.0	17.5	20.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.50	14.19	14.00	13.15
	Average Weekday Boardings	42,651	43,000	40,500	38,700
Operate an Efficient Transit System	Farebox Recovery Ratio	17.7%	16.3%	16.6%	16.4%
	Average Cost per Vehicle Service Hour	\$ 106.87	\$ 113.68	\$ 114.03	\$ 117.82

*Reflects Duarte Service for partial year

** Schedule Adherence data only available through November 2017 because of installation of new CAD/AVL system

***New KPI to align with American Bus Benchmarking Group (ABBG)

AGENCY INITIATIVES

FY2018-2019 INITIATIVES

Covina Transit Center and Park & Ride
ExpressLanes Operations
Fare Restructuring Implementation – Phase II
Fare Technology
Fleet Electrification
Mobility as a Service
Legislative Advocacy
Mt. SAC Transit Center
Website Redesign
Duarte Service Implementation
CAD/AVL System Replacement

FY2019-2020 Initiatives

Covina Transit Center and Park & Ride
ExpressLanes Operations
Fare Restructuring Implementation – Phase II
Fare Technology
Fleet Electrification
Mobility as a Service
Legislative Advocacy
Mt. SAC Transit Center
Website Redesign



02

AGENCY AND SERVICE SUMMARY



AGENCY HISTORY

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (SCRTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines previously operated by SCRTD. Foothill Transit was tasked by community leaders to provide superior public transportation, while reducing costs and improving local control.

Foothill Transit service began in December 1988 with the operation of two fixed-route bus lines formerly operated by SCRTD - Lines 495 and 498. The remaining 12 lines approved by the LACTC were transferred to Foothill Transit operation over a period of five years. The new agency also assumed administration of the Bus Service Continuation Project and began providing service on an additional six lines that were cancelled by SCRTD. Over the next 20 years, Foothill Transit performed an analysis of regional transit needs which resulted in changes to existing lines, increased weekday service, and introduced new weekend service and additional service to connect communities.

Foothill Transit now operates 39 fixed-route local and express lines, covering over 300 square miles in eastern Los Angeles County and providing approximately 12 million rides each year. Its leadership is comprised of elected representatives of 22 member cities in the San Gabriel and Pomona Valleys and three appointees from the Board of Supervisors of the County of Los Angeles.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Then in 1997, Foothill Transit opened its first agency-owned operations facility in Pomona. Construction was completed on the second agency-owned operations facility in Arcadia in 2002. That same year, the agency began converting its diesel-fueled fleet to compressed natural gas. Fleet conversion was completed when the final diesel-fueled bus was retired in late 2013.

In 2007, the administrative offices moved from leased property to the current address at 100 S. Vincent Ave. in West Covina. The purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space.



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

Continuing its commitment to adopt low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind, zero emissions battery electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles were the first heavy duty zero emissions, battery electric public transit buses that utilized in-route fast charging capability. This technology enabled them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2 million TIGGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 serving the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero emissions bus line in operation in Los Angeles County. In May 2016, Foothill Transit embarked on a bold new vision to fully electrify the bus fleet by 2030. Today, the agency has an electric fleet of 33 buses, which includes the 2019 duartEbus fleet, which launched into service on April 1, 2019.

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

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

Foothill Transit's second agency-owned park & ride facility – the Azusa Intermodal Transit Center – opened in January 2016 in the City of Azusa. The structure is shared by the City of Azusa, the Gold Line Foothill Extension, and Foothill Transit. The Azusa Intermodal Transit Center, immediately adjacent to the parking structure includes infrastructure for electric bus charging to facilitate near term plans to fully electrify Line 280, which is a north-south route traveling between Azusa and the Puente Hills Mall.

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

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

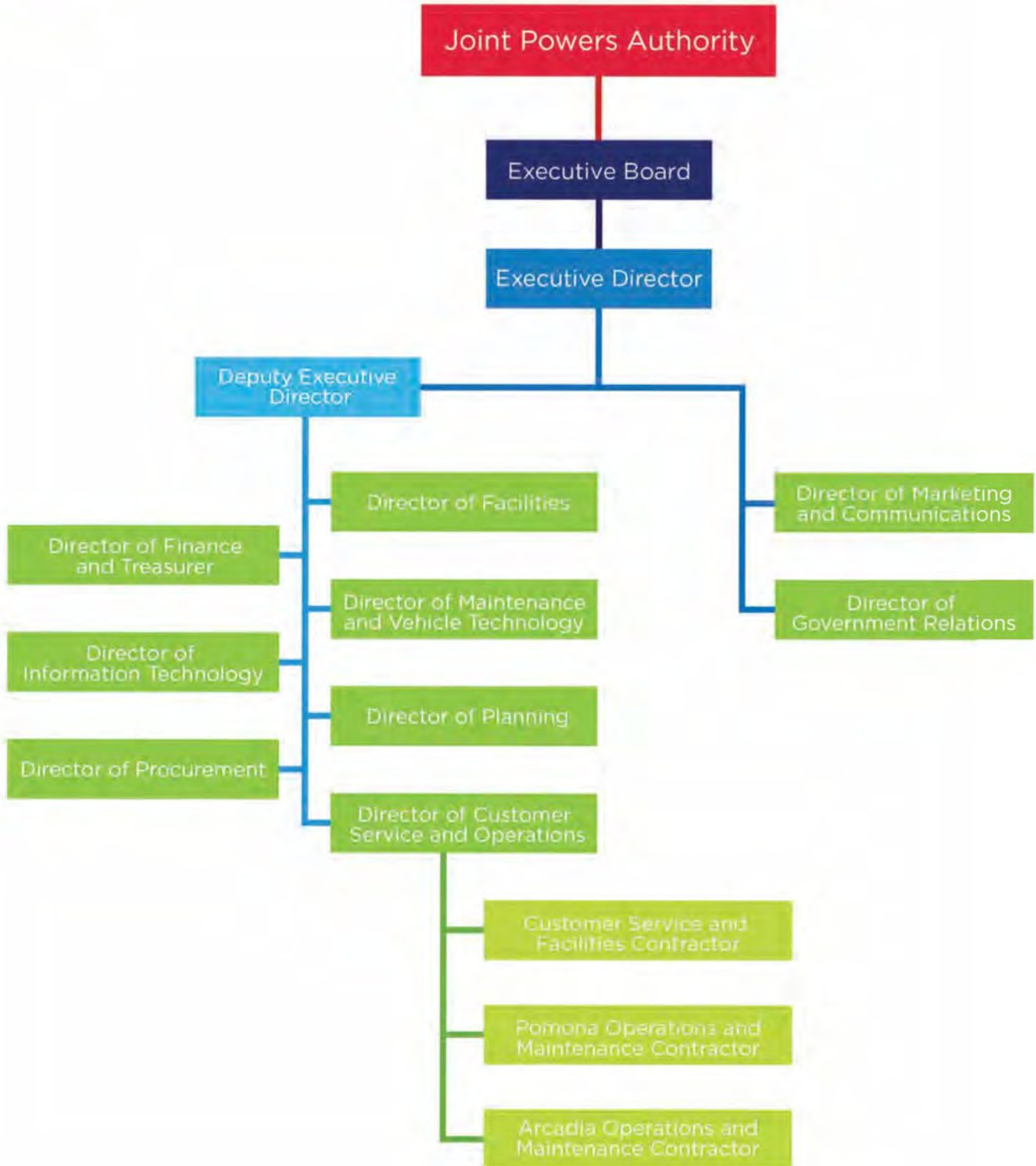


ORGANIZATION STRUCTURE

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

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

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





FOOTHILL TRANSIT FLEET AND FACILITIES

West Covina Administrative Office

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

Arcadia Operations and Maintenance Facility

5640 Peck Rd.,
Arcadia, CA

Pomona Operations and Maintenance Facility

200 S. East End Ave.,
Pomona, CA

FLEET	Quantity	Seats	Fuel
1400's	26	40	CNG
1500's	10	40	CNG
1600's	30	54	CNG
1700's	30	36	CNG
1800's	12	36	CNG
1900's	14	34	CNG
2000's	16	35	ELECTRIC
2100's	64	37	CNG
2200's	30	38	CNG
2300's	30	38	CNG
2400's	30	35	CNG
2500's	30	35	CNG
2600's	14	40	ELECTRIC
2700's	34	36	CNG
2800's	03	35	ELECTRIC
		TOTAL CNG	340
		TOTAL ELECTRIC	33
		TOTAL	373

SERVICE CHANGES

Proposed For The Next Three Years

This section includes information on service changes planned for FY2019-2020 through FY2021-2022.

Reimagining Express Service

With the addition of the Covina Transit Center, Foothill Transit will launch a new express line that will serve the location. The new line will give Foothill Transit the opportunity to reimagine the express service, making it more direct and efficient.

Line Productivity Improvements

Transit ridership has continued to decline across the United States and efficiency of service is often cited as one reason. In response to this, our team will look at all lines and schedules to ensure routes are efficient and productive. We will apply the newly adopted Planning Service Standards and recommend changes to improve productivity and bring lines closer to the adopted service standards. An example of these changes is the possible introduction of separate Saturday and Sunday schedules to ensure appropriate levels of service are provided to customers.

Creation of Frequent Transit Network

Frequent Transit Network routes are defined as Foothill Transit's highest ridership and most productive lines – specifically Lines 187, 188, 190, 194, 280, 291, 486, 488, and Silver Streak. Each of these lines have market potential to support higher levels of service due to an appropriate mix of population, employment density, and connections to other local and regional services. Together, these routes create a grid of North/South and East/West connections that traverse the Foothill Transit service area along its most heavily travelled corridors. Market research has shown that 15-20 minute service offers enough convenience so customers no longer need a schedule to plan their trips, thereby attracting more riders to the system.

One key to success for a Frequent Transit Network is ensuring that customers can rely on a consistently high level of service. Current plans include implementation of Frequent Transit Networks in other key corridors. The completion of the bus signal priority system along the route of Line 187 will also help system reliability; this same technology can be implemented along other major corridors in our service area.

Innovative Service Delivery

With the proliferation of Transportation Network Companies (TNCs) such as Uber, Via, and Lyft, Foothill Transit will look into possible partnerships to solve the first and last mile barrier which may be preventing people from using Foothill Transit. Foothill Transit, in partnership with Metro, has implemented a Mobility on Demand (MoD) pilot program where customers within a two mile radius of El Monte Station can utilize services provided by Via to get to and from the station. If the pilot is successful, it could serve as a model for other locations within the Foothill Transit service area to either replace inefficient lines or provide coverage to areas where regular fixed route service would not be viable.

In addition, Foothill Transit will support and work with member cities to form partnerships with TNCs to provide MoD or microtransit service within their cities. Foothill Transit will also study the use of autonomous vehicles in the public transit arena. Autonomous vehicles are an emerging technology where significant research and policy work is still needed prior to deployment.

Major Corridor Study

Based on information received from ridership surveys administered by the Comprehensive Operations Analysis and reports studying the decline in transit ridership, customers want to reach their destinations faster. Ridership studies also showed customers are averaging 11 miles per bus trip showing they use the services for longer travels. During the upcoming fiscal year, Foothill Transit will be working with Metro on a study to explore possible corridors within the service area that can support service similar to bus rapid transit or skip-stop service. Implementing these type of services along major corridors will improve overall travel times and get customers to their desired destinations faster.

Bus Signal Priority Expansion

As part of the effort to increase service speeds and reliability, Foothill Transit will expand its bus signal priority network. The system speeds up signal light timing when the bus is running behind schedule to help bring the bus back on schedule. The corridors along Colorado Boulevard and Huntington Boulevard are in the process of getting the equipment installed which benefit Line 187 and the recently implemented Lines 860 and 861 servicing the city of Duarte. The planned expansion will include Amar Boulevard benefiting Line 486; the main line serving Mt. San Antonio College and Cal Poly Pomona.

Gold Line Extension Phase 2B - Azusa to Montclair

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

MAJOR CAPITAL PROJECTS

Proposed For the Next Three Years

This section includes information on capital projects for FY2019-2020 through FY2021-2022.

Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. Ten of our oldest compressed natural gas (CNG) buses, which were purchased in 2006, will be over 12 years old and will have accumulated more than 500,000 miles in service. They will be replaced with new CNG buses at the end of 2019. Included in the plan is replacement of thirty 60-foot articulated buses with 42-foot battery electric double-deck buses. Foothill Transit will receive two Alexander Dennis battery electric double-deck buses at the end of 2019. These are pilot buses which will undergo testing on our Silver Streak and commuter routes.

Bus Fleet Heavy Maintenance

As coaches accumulate 300,000 miles, they will undergo heavy maintenance that includes re-powering and transmission overhaul to provide more efficient and cost effective service. The heavy maintenance program mitigates mechanical bus failures, improves on-time performance, and reduces customer complaints.

Arcadia Facility Electric Bus Charging Station

In FY2018-2019, new electric buses were deployed operating out of the Arcadia Operations and Maintenance Facility. As part of this deployment, three electric “plug-in” chargers have been installed at the Arcadia facility. Additionally, Foothill Transit was selected to participate in Southern California Edison’s (SCE) Charge-Ready Transit Bus Program. Funded by SCE, the program provides make-ready electric vehicle charging infrastructure for selected transit agencies. Over the last year, Foothill Transit has worked with SCE staff and engineering consultants to complete infrastructure design for 14 forthcoming electric bus chargers with room for future expansion. The 14 electric bus chargers and associated overhead structure will be installed after SCE completes infrastructure installation. It’s anticipated to be in operation by fall 2019.

Facility Rehabilitation, Repair, and Maintenance

Hydraulic In-Ground Lift Decommission

The hydraulic in-ground lifts at the Pomona and Arcadia Operations and Maintenance facilities have been out of service for several years due to concerns regarding the weight of the new fleet of buses and the lift capacity. After inspections and discussions were conducted with both maintenance facilities regarding the in-ground lifts, it was decided that the in-ground lifts would be completely removed. Mobile wheel lifts have been in use in their place and are preferred over in-ground lifts by both maintenance facilities. The project is currently under design and will include new protective floor coating in the maintenance building areas. Construction is anticipated in the summer of 2019.

Arcadia HVAC and Roof Replacement

Foothill Transit began replacement of the asphalt roof at the Arcadia facility in March 2019. The project completed in May 2019. The HVAC component of the project was revised to include replacement of the package air units which are now close to the end of useful life. These were originally not included in the scope of this project two years ago. A request for additional funds for the package air units has been included in the FY2019-2020 Budget.

Downtown Los Angeles Bus Layover Parking

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

The project is comprised of two sites located at 17th Street & Grand Avenue and 16th Street & Maple Avenue. Foothill Transit will proceed with development of the 17th/Grand site first and move forward with 16th/Maple subsequently. Design and permitting for the 17th/Grand site completed in May of 2019. Construction of the 17th/Grand site will begin in June of 2019. Foothill Transit will begin preliminary engineering for the 16th/Maple site in July 2019.

Covina Transit Center and Park & Ride

Covina Transit Center is a transit oriented, mixed-use development (TOD) project, located at the site of the former Kmart retail store in the City of Covina. Construction on the project began in December 2018. The Park & Ride structure will be three levels that feature approximately 360 spaces including upper deck parking and solar canopies on the upper level. The transit center will have four bus bays and a layover area, including provisions for an electric bus charging station. A commercial building adjacent to the parking structure will be built to increase customer traffic and visibility for our transit center. The project is anticipated to be completed by February 2020.

West Covina Transit Center

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

Mount San Antonio College Transit Center

The Mount San Antonio College (Mt. SAC) campus is served by five Foothill Transit lines with bus stops around the campus. The future Mt. SAC Transit Center will consolidate a number of the existing bus stops into the on-campus transit center providing a safer off-street drop off and pickup location. The transit center features ten bus bays with a central transit plaza and will feature transit information kiosks, hub bus shelters, benches, and landscaping to evoke a park-like setting. The environmental process for the project was completed in December 2018. Plans were completed in April 2019 and are currently under plan check review with the City of Walnut and the Division of State Architect. The project is 80% funded through a Federal Transit Administration grant.

West Covina Bus Shelters at Lakes Drive

In January 2018, Foothill Transit and the City of West Covina entered into an agreement for Foothill Transit to fund the design and construction of new bus shelters located at the intersection of Vincent Avenue and Lakes Drive. Located adjacent to Foothill Transit's Administrative Offices, the new bus stop shelters will have design elements inspired by the lighted louver facades on the Foothill Transit Administrative Office building. Completed bus shelter designs were submitted to the City in March 2019. Upon City approval of submitted plans, the City of West Covina will procure the construction of the bus shelters.



03

**KEY PERFORMANCE
INDICATORS**

OVERALL SYSTEM STATISTICS

	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Overall System Performance				
Passenger Boardings	12,543,650	12,622,658	12,042,860	11,505,000
Vehicle Service Hours	862,975	889,757	860,000*	874,826
Fare Revenue	\$ 16,343,392	\$ 16,527,000	\$ 16,295,166	\$ 16,929,000
Transit Operating Expense	\$ 92,223,224	\$ 101,146,740	\$ 98,069,091	\$ 103,069,030

* Reflects Duarte Service for partial year

Analysis

Passenger Boardings and Fare Revenue

The passenger boardings for FY2018-2019 are estimated to be slightly less than the previous year as ridership continued to drop region-wide. The projections for ridership and fare revenue in FY2019-2020 are consistent with the trends experienced in FY2018-2019. The second phase of the fare restructuring will increase the price of the base fare and passes. As with any fare change, some ridership loss is expected due to price elasticity. Foothill Transit will continue to participate in the region-wide ridership and service analysis to provide solutions to improve ridership.

Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2018-2019 are slightly less than the previous year due to small changes made to service during scheduled service updates. In FY2019-2020, total service hours are projected to increase over the FY2018-2019 estimate as we add the new express service with the opening of the Covina Park and Ride and will be operating the Duarte service for the entire year. Operating expenses are proposed to increase approximately five percent over the current year estimate to accommodate the contractually required escalation and the additional service hours for Duarte.

GOALS AND PERFORMANCE TARGETS

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

Goal	Indicator	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 Miles	0.85	0.70	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	80.5%**	83.0%	73.0%	75.0%
	Average Miles Between Mechanical Service Interruptions	26,860	29,000	23,000	N/A
	Average Miles Between Technical Roadcalls	***	***	11,000	11,250
	Complaints per 100,00 Boardings	24.0	20.0	17.5	20.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.50	14.19	14.00	13.15
	Average Weekday Boardings	42,651	43,000	40,500	38,700
Operate an Efficient Transit System	Farebox Recovery Ratio	17.7%	16.3%	16.6%	16.4%
	Average Cost per Vehicle Service Hour	\$ 106.87	\$ 113.68	\$ 114.03	\$ 117.82

* Schedule adherence data only available through November 2017 because of installation of new CAD/AVL system

** New KPI to align with American Bus Benchmarking Group (ABBG)

Analysis

Preventable Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2018-2019 at 0.83 preventable vehicle collisions per 100,000 miles, which is above the annual goal for preventable Collisions per 100,000 miles. The target for preventable collisions per 100,000 miles for FY2019-2020 will be set at 0.80. This rigorous target is set to ensure continued heightened focus on safety while acknowledging the high level of traffic congestion in the Los Angeles basin.

GOALS AND PERFORMANCE TARGETS CONTINUED

Schedule Adherence

Throughout FY2018-2019, roadway and infrastructure construction projects continued to impact travel time and schedule adherence. The most significant of these is along Interstate 10, which travels through the heart of the Foothill Transit service area and is a primary connection between the San Gabriel Valley and downtown Los Angeles. Projected on-time performance for FY2018-2019 is 73 percent.

The FY2019-2020 target for schedule adherence is proposed at 75 percent. Schedule and run time adjustments for the commuter express routes, run time adjustments to local lines, and analysis of the agency's CAD/AVL data are utilized to improve the accuracy of on-time performance reporting and improve schedule adherence. Major construction continues along a number of travel corridors in the service area making it extremely challenging to keep pace with the frequent schedule adjustments needed to match these areas impacted by construction.

Average Miles between Service Interruptions

In FY2018-2019, Foothill Transit is projected to average 23,000 miles between service interruptions, below the performance target of 29,000 miles. This target was set in anticipation of placing new buses into service to replace the oldest and most problematic CNG buses in the fleet. During FY2018-2019, 34 replacement CNG coaches were procured and placed into revenue service, however this did not occur until the beginning of calendar year 2019 (halfway through the fiscal year).

During FY2019-2020, in order to align this maintenance performance initiative with that of other members of the American Bus Benchmarking Group (ABBG), the performance measure is changed to Average Miles Between Technical Roadcalls with a target of 11,250 miles. Based on Foothill Transit's prior year actuals, this new measure will track any mechanical breakdown that occurs, whether a bus is in revenue service or not. In future years, the data will be reported to compare how Foothill Transit compares to other ABBG member agencies.

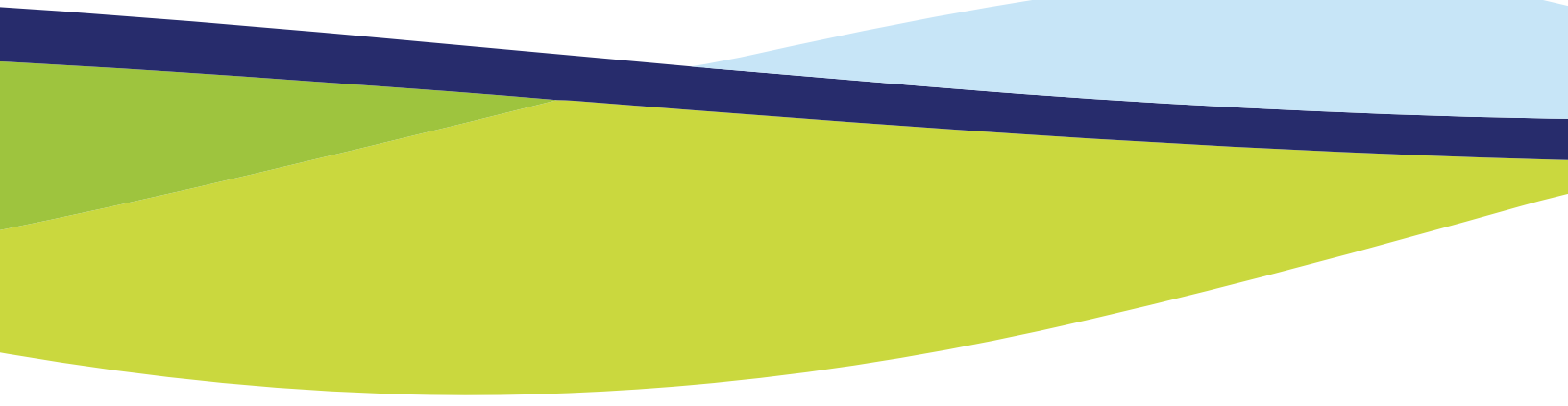
Complaints per 100,000 Boardings

In FY2018-2019, Foothill Transit received a large number of comments and complaints as a result of our efforts to engage customers through more channels, including social media. The agency is projected to receive 17.5 complaints per 100,000 boardings at the end of this current fiscal year, which is lower than the target of 20 complaints per 100,000 boardings.

The target for FY2019-2020 is proposed to remain at 20 complaints per 100,000 boardings in light of the fare increase that will be implemented in September 2019. The agency will also continue to face challenges with continued construction that is planned throughout the service area.

Boardings per Vehicle Service Hour

Boardings per service hour for FY2018-2019 is estimated at 14.0, which is slightly under the target of 14.19 boardings per vehicle service hour. This is a result of declining ridership as well as an increase in service hours.



The FY2019-2020 boardings per service hour target will decrease slightly to 13.15. This target anticipates a slight decline in ridership. Service adjustments proposed for next year are targeted at improving ridership by addressing increased traffic, decreasing customer wait times between trips, and providing better connections to the Metro Gold Line.

Average Weekday Boardings

In FY2018-2019, Foothill Transit carried an estimated average of 40,500 boardings each weekday. This is a five percent decrease from FY2017-2018 and is comparable to recent bus ridership declines nationwide.

In FY2019-2020, weekday boardings are projected to decrease slightly from the FY2018-2019 estimate, with a proposed target of 38,700 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. The FY2019-2020 farebox recovery ratio of 16.4 percent reflects a slight increase in fare revenues and a slight increase in operating expenses.

Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is the ratio between overall operating expenses and planned service hours during the year. The target for FY2019-2020 is \$117.82. This is three percent over the current year estimate, resulting from increasing hours and expenses.



owered by Foothill Transit

duartEbus



04

AGENCY INITIATIVES

COMPLETED AGENCY INITIATIVES FY2018-2019

DuartEbus

On April 1, 2019, Foothill Transit began operating the new duartEbus service on Lines 860 and 861. The Monday - Saturday service utilizes three 35-foot battery-electric buses that are charged overnight at the Arcadia operations and maintenance facility before being placed into service the following day. After months of planning and coordinating with Duarte staff, procurement of the buses, outreach to the community, coach operator training, and much more, the three-year pilot with the City of Duarte launched on April 1, replacing the city's former free-fare transit program. The buses used to operate the duartEbus service feature a unique livery design that clearly brands the service as Foothill Transit bus service while also maintaining and highlighting the city's brand. Over the coming months during the pilot phase, Duarte and Foothill Transit staff will evaluate the effectiveness of the program and the feasibility of replicating it elsewhere in our service area.

CAD/AVL System Replacement

The final stages of system design of the new Computer Aided Dispatch /Automatic Vehicle Location (CAD/AVL) system were completed. This system includes enhancements to better monitor on-street service in real time, while providing additional data for use by Foothill Transit customers as well as by agency staff for system planning and reporting purposes. Additionally, a first-of-its-kind Voice over Internet Protocol (VoIP) communications system was installed. While the project is in its final implementation stages, it was designed with some flexibility to continue to be enhanced and refined based on business needs and additional technological advancements.

AGENCY INITIATIVES FY2019-2020

Covina Transit Center and Park & Ride Development

Development of the Covina Transit Center Park & Ride continues to be a priority this year. The project is a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina is the lead for the three-party agreement. The project involves the redevelopment of the project site with a City component to include an event center and professional office space, residential units, and a transit component. The Park & Ride will consist of a three-level parking structure containing approximately 360 parking spaces, bus bays, and provisions for electric bus charging stations to accommodate Foothill Transit buses. A transit oriented retail component will also be included within the transit center. Construction began in December 2018 and is anticipated to be complete in February 2020.

ExpressLanes Operations

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

Fare Restructuring Implementation - Phase II

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

Fare Technology

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

INITIATIVES CONTINUED

Fleet Electrification

In 2010, Foothill Transit deployed three Proterra battery electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Our electric bus program has matured as we have gained valuable insight from our experience operating the electric fleet, which has now grown to 33 coaches. In light of the advancements in battery technology and the growing number of electric bus manufacturers, the Board directed staff to pursue full electrification of the Foothill Transit fleet. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches is slated for completion in the fall of 2019 and full electrification of the fleet will take place once both operating facilities have been equipped with the necessary charging infrastructure.

Mobility as a Service (MaaS)

The first and last mile of a customers' trip is one of the biggest challenges facing transit agencies today. The challenge is identifying how best to get customers from home or work to bus stops or Transit Centers. These trips may not be productive enough to warrant a dedicated bus route or the area may not be suited for a 40-foot bus. Many agencies have partnered with various transportation network companies (TNCs), such as Uber and Lyft, which provide shared rides or with an active transportation company like Bird or Lime to provide bikes and scooters to help customers get to and from bus stops. Foothill Transit is partnering with LA Metro on a pilot on-demand service, provided by Via, for passenger trips to and from the El Monte Station. Foothill Transit is also working closely with LA Metro to identify a possible site for microtransit service within a specified zone. As Foothill Transit looks to develop more high quality transit corridors, it will likely be most beneficial to rely more heavily on member cities to provide the first/last mile service for its residents. Foothill Transit will work with its member cities and neighboring agencies such as Pomona Valley Transportation Authority (PVRTA) to help develop the partnerships with transportation companies.

Mt. SAC Transit Center

Foothill Transit continues to develop a transit center on the Mt. Sac campus. Mt. SAC is one of the largest trip generators in the Foothill Transit system with a limited number of high-quality bus stops. The development of this facility is underway and the plans include ten transit bays with covered bus shelters for customers. Concept design and environmental studies were completed in December 2018, and the anticipated start of construction is summer 2020 with completion slated for May 2021.

Website Redesign

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



05

FUNDING SOURCES

FUNDING SOURCES

Foothill Transit is funded with state and local sales tax funds, federal transportation funds, and farebox revenues. The majority of these funds are transportation subsidies allocated by the Regional Transportation Planning entity (LA Metro) to Los Angeles County fixed-route transit operators through the Formula Allocation Procedure (FAP) and the Capital Allocation Procedure (CAP). The FAP uses vehicle service miles and passenger revenues to apportion the available revenues into percentage shares. The CAP uses total vehicle miles and active fleet size (National Transportation Database data) to apportion the shares. The sources of funds are discussed in the following sections.

Los Angeles County

Proposition A 40% Sales Tax Funds

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

Proposition C 40% Discretionary Sales Tax Funds

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

Proposition C 5% Transit Security

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

Measure R 20% Bus Operations

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

Measure M 20% Bus Operations

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

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program

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

State

Transportation Development Act (TDA) Article 4

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

State Transit Assistance Funds (STA)

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

SB-1 (State of Good Repair Program)

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

Low Carbon Transit Operations Program (LCTOP)

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

Transit and Intercity Rail Capital Program (TIRCP)

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

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

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

Federal

Urban Area Formula Program (Section 5307)

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

FUNDING SOURCES CONTINUED

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

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

State of Good Repair Program (Section 5337)

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

Congestion Mitigation and Air Quality (CMAQ)

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

Non-Subsidy Resources

Auxiliary Revenue

Foothill Transit operates a park and ride shuttle service for the Rose Bowl and Hollywood Bowl and LA Marathon participants shuttle service. These special services revenues are used for operating the special services.





06

BUDGET SUMMARY

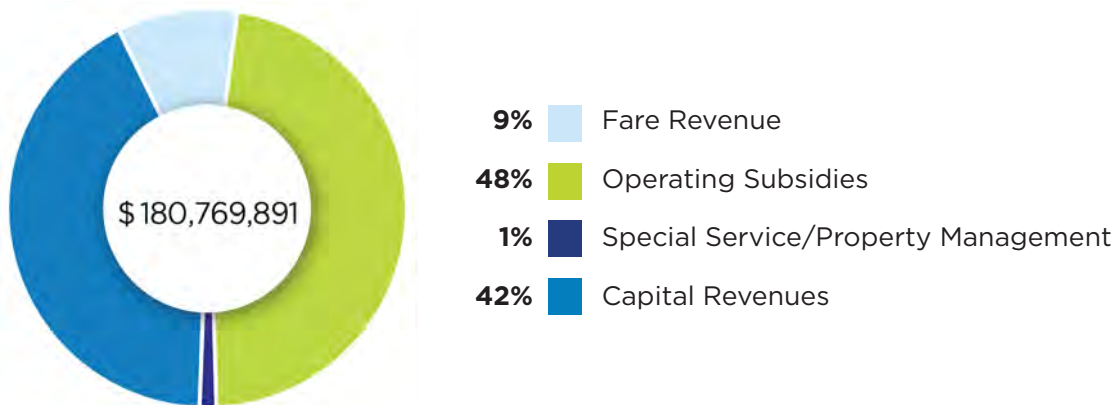
BUDGET REVENUES

Budgeted Revenues	FY2018-2019 Budget	FY2019-2020 Budget
Operating & Other Revenues		
Fare Revenue	\$ 16,527,000	\$ 16,929,000
Operating Subsidies	84,619,740	86,140,030
Property Management Revenue	445,000	355,000
Special Services	1,400,000	600,000
Total Operating & Other Revenue	\$ 102,991,740	\$ 104,024,030
Capital Revenue		
Total Capital Revenue	\$ 71,423,829	\$ 76,745,861
Total Budget Revenue	\$ 174,415,569	\$ 180,769,891

Funding Assumptions

- Farebox revenues increase slightly in response to fare restructuring
- Special Services budget decreased with discontinuation of Monrovia dial-a-ride service
- Adjusted Property Management expense to match tenant occupancy

FY2019-2020 Budget Revenues



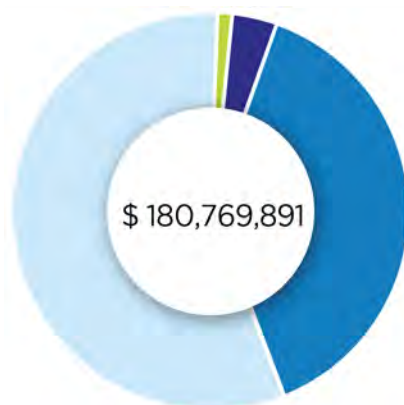
BUDGET EXPENDITURES

Budgeted Expenditures	FY2018-2019 Budget	FY2019-2020 Budget
Operating & Other Expenses		
Transit Operating Expenses	\$ 101,146,740	\$ 103,069,030
Non-Operating Expenses	1,845,000	955,000
Total Operating & Other Expenses	\$ 102,991,740	\$ 104,024,030
Capital Expenditures		
New Capital Programs	\$ 12,554,000	\$ 7,008,000
Existing Capital Programs	58,869,829	69,737,861
Total Capital	\$ 71,423,829	\$ 76,745,861
Total Budget Expenditures	\$ 174,415,569	\$ 180,769,891

Expenditure Assumptions

- Contracted transit operating expenses increased by 1.8 percent over prior year budget, per contractual requirements
- Initiate fleet replacements for 10 CNG buses
- Complete heavy maintenance on 30 CNG buses; this includes heavy maintenance and transmission overhaul
- Continue construction of Covina Transit Center and Park & Ride

FY2019-2020 Budget Expenditures

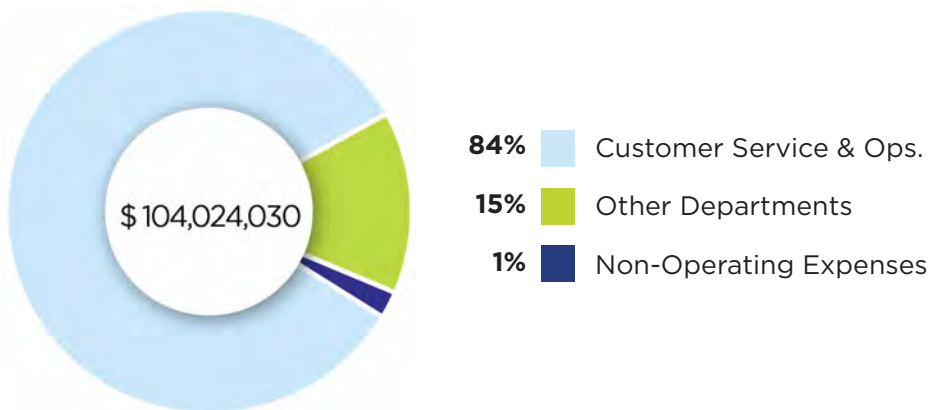


- 57% Transit Operating Expenses
- 1% Non-Operating Expenses
- 4% New Capital Programs
- 38% Existing Capital Programs

OPERATING EXPENSES

Summary by Department	FY2018-2019 Budget	FY2019-2020 Budget
Transit Operating Expenses		
Customer Service & Operations	\$ 86,629,410	\$ 87,880,200
Maintenance & Vehicle Technology	867,610	783,210
Marketing & Communications	2,369,600	2,238,710
Information Technology	2,079,270	2,362,140
Administration	3,133,480	3,431,980
Procurement	924,700	884,550
Finance	1,773,290	1,769,180
Planning	1,515,450	1,705,600
Facilities	1,853,930	2,013,460
Total Transit Operating Expenses	\$ 101,146,740	\$ 103,069,030
Non-Transit Operating Expenses		
Property Management	\$ 445,000	\$ 355,000
Special Services	1,400,000	600,000
Total Non-Transit Operating Expense	\$ 1,845,000	\$ 955,000
Total Operating Expenses	\$ 102,991,740	\$ 104,024,030

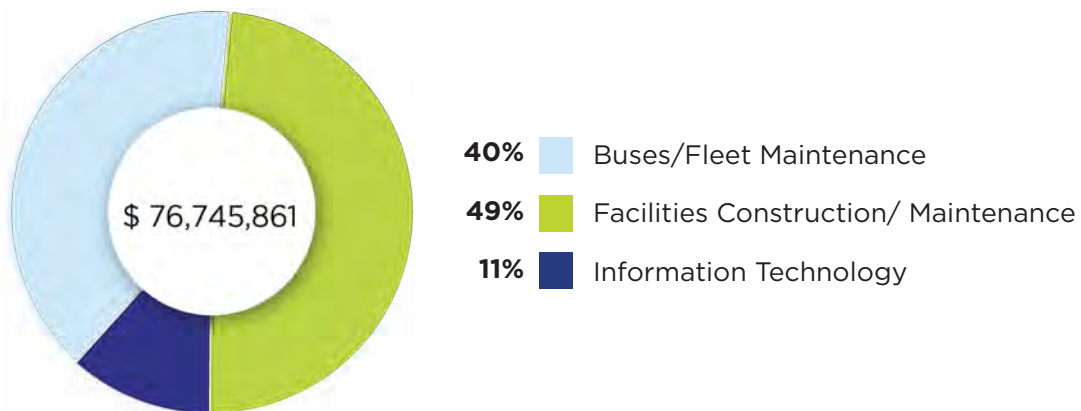
FY2019-2020 Operating Expenses



CAPITAL EXPENDITURES

Summary by Program	FY2018-2019 Budget	FY2019-2020 Budget
New Capital Programs		
Buses/Fleet Maintenance	\$ 3,284,000	\$ 1,278,000
Facilities Construction/Maintenance	7,705,000	4,530,000
Information Technology	1,565,000	1,200,000
Total New Capital Programs	\$ 12,554,000	\$ 7,008,000
Existing Capital Programs		
Buses/Fleet Maintenance	\$ 30,898,677	\$ 29,290,000
Facilities Construction/Maintenance	21,253,414	32,768,011
Information Technology	6,717,738	7,679,850
Total Existing Capital Programs	\$ 58,869,829	\$ 69,737,861
Total Capital	\$ 71,423,829	\$ 76,745,861

FY2019-2020 New/Existing Capital Programs





07

CAPITAL BUDGET

CAPITAL PROGRAM

Project #	Project Name	Life of Project Budget	Estimated Exp. through FY2018-2019	FY2019-2020 Budget	FY2020-2021+
Buses/Fleet Maintenance:					
0196	Bus Headsign Replacement (New)	\$ 1,278,000	\$ -	\$ 1,278,000	\$ -
0168	Fuel and Mileage Monitoring System	250,000	-	250,000	-
0167	Fleet Heavy Maintenance - 2	22,010,000	-	2,120,000	19,890,000
0154	In-Depot Charging Infrastructure	12,000,000	150,000	9,000,000	2,850,000
0153	Electric Double Decker Buses - 2 Buses	3,000,000	25,000	2,975,000	-
0152	Bus Replacement Series 1600	45,400,000	-	-	45,400,000
0127	Arcadia Bus Charging Station	1,200,000	50,000	1,150,000	-
0126	Non-Revenue Fleet Replacement FY2017	230,000	80,000	80,000	70,000
0124	Fare Collection System	8,200,000	3,900,000	1,100,000	3,200,000
0123	Bus Replacement Series 1400-1500	49,242,912	14,000,000	6,550,000	28,692,912
0109	Fleet Heavy Maintenance - 1	14,385,000	8,400,000	5,985,000	-
0100	Fare System Equipment - Phase II	200,000	16,000	80,000	104,000
0094	Replacement Facility Trucks	250,000	137,000	-	113,000
Buses/Fleet Maintenance Total:		\$ 157,645,912	\$ 26,758,000	\$ 30,568,000	\$ 100,319,912



Project #	Project Name	Life of Project Budget	Estimated Exp. through FY 2018-2019	FY2019-2020 Budget	FY2020-2021+
Facilities Construction/Maintenance:					
0204	Operations Facilities Security Projects (New)	\$ 250,000	\$ -	\$ 250,000	\$ -
0203	Arcadia and Pomona Facility Landscaping (New)	160,000	-	160,000	-
0202	Arcadia HVAC Replacement (New)	1,800,000	-	1,800,000	-
0201	General Preliminary Engineering-Electrification Infrastructure (New)	1,000,000	-	1,000,000	-
0200	Administration Office Furniture (New)	60,000	-	60,000	-
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift (New)	1,000,000	-	1,000,000	-
0198	Administration Kitchenette Refresh (New)	70,000	-	60,000	10,000
0197	Facilities Capital Contingency FY2019-2020 (New)	200,000	-	200,000	-
0183	Hydraulic Lift Decommission	1,000,000	5,500	994,500	-
0182	Pomona Steam Bay Lift Replacement	275,000	-	275,000	-
0181	DTLA Layover Parking Improvements	4,100,000	80,000	500,000	3,520,000
0180	Arcadia Maintenance Floor Coating	400,000	-	400,000	-
0178	Restroom Compliance and Modernization	2,400,000	40,000	2,360,000	-
0177	Administration Parking Pavement Repairs & Landscaping	60,000	-	30,000	30,000
0176	Administration HVAC Replacement	400,000	-	-	400,000
0175	Arcadia Fire Alarm Update	150,000	-	-	150,000
0174	Bus Stop Enhancement Program	350,000	-	350,000	-
0173	Pomona/Arcadia Lighting Upgrades	160,000	-	80,000	80,000
0172	Arcadia Roof Replacement	340,000	2,000	338,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	125,000	85,000	-

CAPITAL PROGRAM CONTINUED

Project #	Project Name	Life of Project Budget	Estimated Exp. through FY2018-2019	FY2019-2020 Budget	FY2020-2021+
Facilities Construction/Maintenance:					
0155	Administrative Building Solar Canopy	4,000,000	-	-	4,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	140,000	-	14,939,000
0138	Covina Park & Ride and Transit Center	28,495,511	6,400,000	22,095,511	-
0136	Arcadia Forklift Replacement	30,000	-	-	30,000
0131	BSEP - West Covina Bus Shelters	260,000	8,500	251,500	-
0129	Pomona Transit Store Renovation	800,000	-	800,000	-
0117	Pomona Floor Coating & Equipment	333,500	-	333,500	-
0116	Administration Building 2nd Floor Remodel	796,000	-	-	796,000
0115	Mt. SAC Transit Center	9,750,000	470,000	3,875,000	5,405,000
Facilities Construction/Maintenance Total:		\$ 73,929,011	\$ 7,271,000	\$ 37,298,011	\$ 29,360,000
Information Technology:					
0209	Transit Corridor Improvements (New)	\$ 500,000	\$ -	\$ 500,000	\$ -
0208	Transit Asset Management Implementation (New)	350,000	-	250,000	100,000
0207	SD-Wide Area Network (New)	350,000	-	150,000	200,000
0206	Transit Store Phone Replacement (New)	50,000	-	50,000	-
0205	IT Capital Contingency FY2019-2020 (New)	250,000	-	250,000	-
0195	Business Intelligence Dashboard	200,000	-	100,000	100,000
0194	Pomona Yard Network Cabling Upgrade	75,000	-	75,000	-



Project #	Project Name	Life of Project Budget	Estimated Exp. through FY2018-2019	FY2019-2020 Budget	FY2020-2021+
Information Technology CONTINUED:					
0192	Cabling and Core Switch Replacement	275,000	-	200,000	75,000
0191	HD Upgrade Conference Rooms	100,000	25,000	75,000	-
0190	Computer Hardware and Software Update	300,000	-	150,000	150,000
0189	LaserFiche Additional Module	100,000	-	100,000	-
0188	Data Center Update and Replacement	950,000	190,000	760,000	-
0187	Traffic Signal Prioritization - Phase 2	100,000	-	100,000	-
0186	HR/Payroll System	50,000	-	50,000	-
0185	Website Redesign	400,000	2,500	397,500	-
0147	TAP Student ID Cards	68,250	400	67,850	-
0144	Virtual Disaster Recovery	150,000	-	75,000	75,000
0143	VDI Graphics Acceleration	150,000	-	75,000	75,000
0142	Long Term Retention Software	200,000	-	100,000	100,000
0140	Giro Hastus Upgrade	400,000	250,000	150,000	-
0122	Employee ID Cards	24,500	20,000	4,500	-
0120	Arcadia and Pomona Phone Replacement	200,000	2,000	100,000	98,000
0097	CAD/AVL Replacement	20,300,000	7,500,000	5,000,000	7,800,000
0042	Bus Stop Customer Information	600,000	310,000	100,000	190,000
Information Technology Total:		\$ 26,142,750	\$ 8,299,900	\$ 8,879,850	\$ 8,963,000
Total for all Projects:		\$257,717,673	\$ 42,328,900	\$ 76,745,861	\$ 138,642,912



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OPERATING BUDGET

OPERATING BUDGET

Operating Budget and Department Summary

Foothill Transit's operating budget and departmental initiatives for FY2019-2020 are presented in this section. A brief description of each department has been provided. A summary of all departments are shown below:

	FY2017-2018 Actual	FY2018-2019 Budget	FY2018-2019 Estimate	FY2019-2020 Budget
Transit Operating Expenses:				
Customer Service & Operations	\$ 81,393,426	\$ 86,629,410	\$ 85,576,479	\$ 87,880,200
Maintenance & Vehicle Technology	801,254	867,610	746,445	783,210
Marketing & Communication	1,669,982	2,369,600	2,306,624	2,238,710
Information Technology	2,081,801	2,079,270	1,807,426	2,362,140
Administration	2,251,265	3,133,480	2,605,994	3,431,980
Procurement	582,180	924,700	724,888	884,550
Finance	1,418,785	1,773,290	1,645,753	1,769,180
Planning	874,284	1,515,450	1,049,879	1,705,600
Facilities	1,164,672	1,853,930	1,605,603	2,013,460
Total Operating Expense	\$ 92,237,649	\$ 101,146,740	\$ 98,069,091	\$ 103,069,030
Non-Operating Expenses:				
Property Management	\$ 335,309	\$ 445,000	\$ 444,100	\$ 355,000
Special Services	257,260	600,000	600,000	600,000
Dial-A-Ride	737,582	800,000	555,000	*
Total Non-Operating Expense	\$ 1,330,151	\$ 1,845,000	\$ 1,599,100	\$ 955,000
Total Expenditures	\$ 93,567,800	\$ 102,991,740	\$ 99,668,191	\$ 104,024,030

* Foothill Transit management of Monrovia Dial-A-Ride will be discontinued in FY2019-2020.

CUSTOMER SERVICE AND OPERATIONS

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

The department also works closely with the four Foothill Transit Stores to improve the customer service experience; from when a customer calls for information about their proposed trip, to the actual completion of their bus ride, and through the customer feedback process. The safety of our customers, contractors, and staff is a primary focus of the Customer Service and Operations department and the team works directly with local, state, and national safety organizations in this effort.

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5001	Purchased Transportation	\$ 72,828,345	\$ 76,393,170	\$ 77,794,640
5020	Fuel	5,530,808	6,018,908	6,092,890
5035	Electricity Fuel	150,168	457,209	441,750
5100	Salary, Wages & Benefits	904,068	1,127,200	1,112,490
5150	Contracted Services	1,637,756	1,800,820	1,884,600
5260	Professional/Technical	37,649	45,750	44,760
5411	Bus Rodeo	49,620	67,000	80,000
5430	Dues and Subscriptions	-	2,800	2,800
5550	Travel and Meeting	24,437	34,000	31,750
5560	Uniform/Clothing Supplies	2,720	319,300	9,300
5720	Other Contracted Services	147,463	190,610	191,940
5991	Safety & Security	80,393	172,640	193,280
Total		\$ 81,393,426	\$ 86,629,410	\$ 87,880,200

Budget Account Notes:

- 5001** Reflects contracted service rate increase
- 5035** Decreased to reflect lower electricity costs in FY2019-2020
- 5150** Includes costs for new transit store contract
- 5411** Increase budget to include hosting the Rodeo at an offsite location
- 5560** Operator uniform and Transit Store jackets not included in budget
- 5991** Reflects increased contract rates for El Monte security

Director of Customer Service and Operations

Operations Contract and Customer Service Manager

Safety Compliance Coordinator

Transportation Business Intelligence Analyst

Customer Service and Operations Assistant

Quality Assurance Inspector (3)

Receptionist

FY2018-2019 ACCOMPLISHMENTS

Concluded testing, installation, and implementation of the initial CAD/AVL system replacement

Incorporated Duarte Transit Service into system performance metrics

Completed Second Phase of Quality Assurance Avail Dispatch Education training

Continued Front Line Customer Service Recognition program

Provided special service to 67 Hollywood Bowl Events, 117,000 Rose Bowl attendees, and 2,000 LA Marathon runners

Completed quarterly coach operator and customer service audits

Coordinated Foothill Transit's 24th Annual Bus Roadeo

Continued member of the Regional and APTA International Roadeo Committees

Participated in the American Bus Benchmarking Group Introduction

Attended the APTA Drug & Alcohol Training Program

Executed contract with LA County Sheriff Department for enhanced safety and security presence

Performed emergency drills with local law enforcement and first responders

FY2019-2020 INITIATIVES

Complete contract transition of Transit Stores and Facility Maintenance Services Contract

Support Headsign Refurbishment activities

Revise Foothill Transit's OSHA Compliance Programs

Fully integrate new CAD/AVL system features into daily operations

Integrate Headsign Standardization into CAD/AVL system replacement project

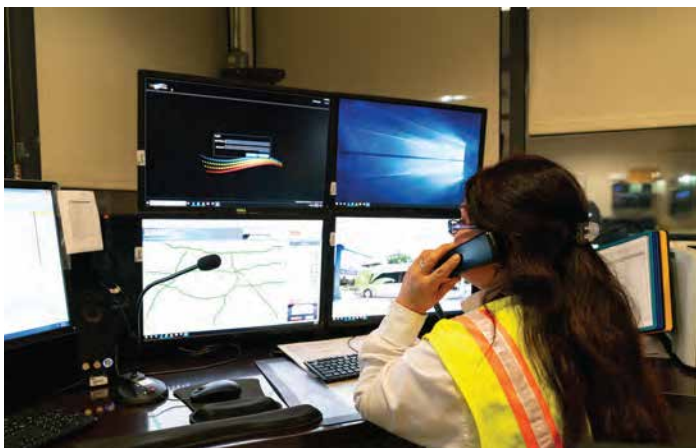
Continue monitoring and modifying procedures as needed to respond to FTA's new Safety

Management System requirements

Complete Quality Assurance Dispatch Education training

Develop plans and reports in response to APTA Safety Audit

Implement E-Alerts Customer Safety Issue Reporting Program



MAINTENANCE AND VEHICLE TECHNOLOGY

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5040	Gas and Lubricants	\$ 7,412	\$ 7,200	\$ 7,200
5100	Salaries, Wages and Benefits	651,974	694,700	589,300
5230	Consulting	-	1,000	1,000
5260	Professional/Technical	81,476	108,000	118,100
5430	Dues and Subscriptions	13,853	7,500	7,400
5550	Travel and Meeting	25,109	27,000	38,000
5720	Other Contracted Services	1,073	10,010	10,010
5970	Repair and Maint. Vehicles	20,357	12,200	12,200
Total		\$ 801,254	\$ 867,610	\$ 783,210

Budget Account Notes:

- 5100** Reduced for one FTE (transferred to Administration)
- 5260** Increased due to 15 additional electric chargers installed at Arcadia Yard
- 5260** Cost of maintenance for Zonar equipment increased slightly year-to-year
- 5550** Increased due to international travel for double deck bus inspections

FY2018-2019 ACCOMPLISHMENTS

- Inspected and accepted 34 new 42-foot El Dorado CNG buses
- Inspected and accepted three new 35-foot Proterra battery-electric buses
- Transferred CAD/AVL equipment from retiring buses to new CNG and battery-electric buses
- Retired 34 Series 1400 buses
- Completed bus heavy maintenance on 60-foot articulated buses
- Implemented bus heavy maintenance on Series 1900 buses
- Funded Arcadia yard in-depot charging infrastructure under SCE Transportation Charge Ready Program
- Purchased two non-revenue plug-in hybrid electric vehicles
- Initiated development of a comprehensive fleet electrification implementation plan

FY2019-2020 INITIATIVES

- Procure, inspect and accept 10 new 40-foot CNG Buses
- Retire 1500 series buses
- Procure one non-revenue replacement vehicle
- Implement plans for in-depot charging systems
- Conduct bus route energy usage analysis
- Participate and engage in Autonomous Bus Consortium
- Implement bus heavy maintenance on series 2100 buses
- Launch pilot program for Alexander Dennis Double Deck bus on commuter and express routes
- Develop in-depot charging infrastructure plans in conjunction with five-year bus procurement plan

Director of Maintenance and
Vehicle Technology

Fleet Technology
Coordinator

Mechanical Service
Quality Inspector

Fleet Maintenance
Coordinator



MARKETING AND COMMUNICATIONS

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 777,806	\$ 862,600	\$ 758,710
5230	Consulting	339,660	520,000	520,000
5260	Professional/Technical	40,907	126,000	111,000
5300	Advertising and Promotion	320,429	582,000	582,000
5330	Community Sponsorship	92,039	85,000	100,000
5380	Special Events	10,752	35,000	37,000
5411	Team Member Appreciation	2,675	2,000	2,000
5430	Dues and Subscriptions	9,893	14,000	17,000
5550	Travel and Meeting	29,624	31,000	20,000
5850	Office/General Supplies	352	7,000	-
6280	Printing	35,439	95,000	81,000
6290	Reprints of Brochures	10,407	10,000	10,000
Total		\$ 1,669,982	\$ 2,369,600	\$ 2,238,710

Budget Account Notes:

- 5100** Reduced because one FTE transferred to Administration
- 5260** Added funding for an off-network, public access visual image and video archive
- 5300** Additional advertising for various campaigns such as, new website launch, phase two of the fare adjustment, the double decker bus launch, and the RGAP and special services campaigns
- 5550** Reduced because one FTE transferred to Administration
- 5850** Office Supplies moved to Administration Department

FY2018-2019 ACCOMPLISHMENTS

Developed livery for dualEbus and launched a campaign to ensure seamless transition of service

Developed videos to promote the Covina Transit Center

Refreshed the Class Pass design and messaging

Began the development of redesigning the agency's website

Participated in regional days of recognition for a variety of awareness campaigns including Clean Air Day, The Great Shakeout, Rideshare Week, Earth Day, CicLAvia, and Bike to Work Week

Continued "Bus Basics" customer education series designed to heighten awareness of safety, courtesy, and agency operations

Promoted electric bus program accomplishments and partnered with key vendors for national media exposure

Promoted Foothill Transit special services, including Rose Bowl, LA County Fair, Los Angeles Marathon, and Hollywood Bowl

Awarded first place adwheel awards for LACF campaign

Facilitated active agency support of and participation in over 100 regional and national non-profit, transportation, and business-centered organizations

Participated as a charter agency in the Regional Transit Marketing Exchange

Developed an update to the agency's brand guidelines and internal communications materials

Promoted the benefits of new MOD programs in our region to customers

Launched new ridership campaigns promoting food and art locations around the community

Launched digital campaign for Get on Board Day, a national campaign sponsored by APTA

Launched ABBG-led Customer Satisfaction Survey to customers

FY2019-2020 INITIATIVES

Launch Phase II of the Fare Restructuring, which will include multilingual communications and community outreach and engagement

Launch new website with improvements to customer usability on mobile and desktop platforms

Conduct comprehensive marketing research program

Continue participation in regional days of recognition

Promote Mt. SAC Transit Center construction and service

Promote the all-electric double deck bus launch

Launch mobile ticketing tool for customers

Expand the Class Pass program at new universities

Develop and launch new campaigns based on recommendations from the RGAP study

Director of Marketing and Communications

Manager of Community Engagement

Marketing and Communications Manager

Digital Media and Customer Relations Coordinator

Marketing and Communications Assistant

Creative Content Designer



INFORMATION TECHNOLOGY

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 454,842	\$ 587,700	\$ 769,890
5421	Copier	5,975	6,600	6,600
5430	Dues and Subscriptions	2,944	3,000	3,000
5550	Travel and Meeting	25,335	25,100	40,000
5720	Other Contracted Services	959,409	811,180	822,900
5950	Repair & Maint. Other Equip.	9,340	10,500	8,000
6130	Telephone/Data	623,958	635,190	711,750
Total		\$ 2,081,801	\$ 2,079,270	\$ 2,362,140

Budget Account Notes:

- 5100** Increase for additional FTE for cyber security
- 5550** Travel and Meeting budget increased for staff training and increased costs of employee attendance
- 5950** Network Cabling and Network repair cost increased due to the requirement to add additional network at the transit stores

FY2018-2019 ACCOMPLISHMENTS

Completed delivery of Phase 2 of Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) hardware and software system

Replaced the rear projector in the boardroom and 2nd floor conference room

Revised telephone service to save operating cost on toll-free calls

Completed the installation of the new backup system for data center

FY2019-2020 INITIATIVES

Continue customization of the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) - replacement of hardware and software system

Replace the aging computers for the administration building

Upgrade all computers from Windows 7 to Windows 10, and Office 2013 to Office 2016

Continue replacement of the aging network infrastructure in the administration office building

Continue the replacement of the Transit Stores video surveillance system

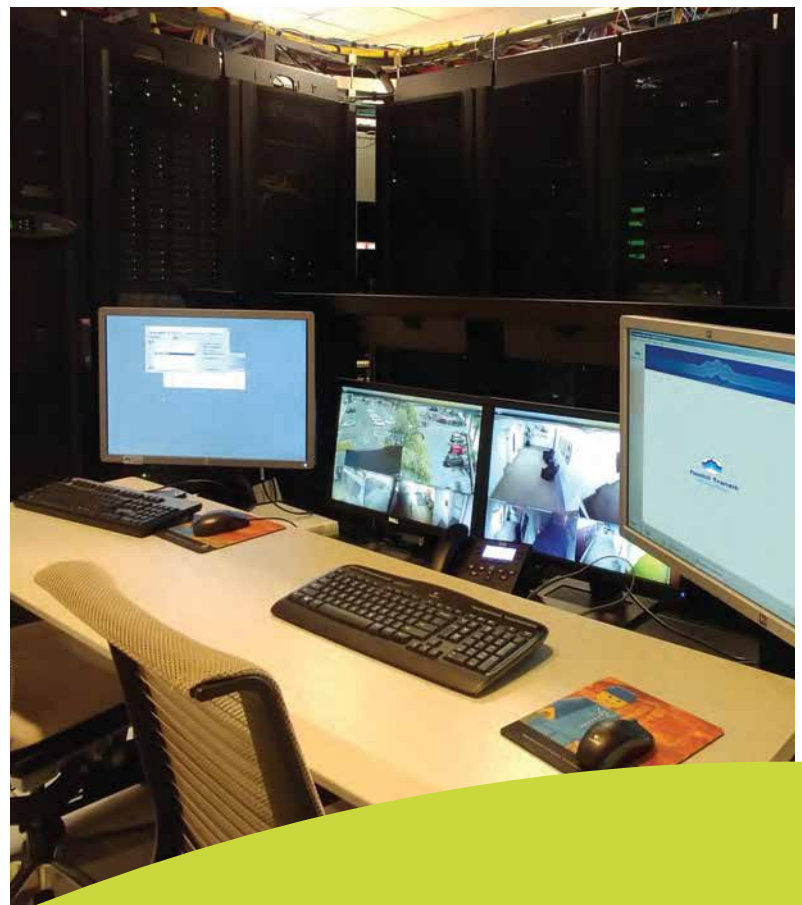
Replace the outdated FTP server

Upgrade existing servers to Microsoft Server 2016

Upgrade conference room cabling to accommodate digital signal



* Represents new FTE



ADMINISTRATION

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 1,287,875	\$ 1,516,200	\$ 1,800,940
5230	Consulting	29,294	61,000	63,000
5250	Legal Fees	169,168	401,550	357,610
5265	Public Affairs	169,173	232,080	190,500
5412	Board Stipend	37,691	50,500	80,250
5430	Dues and Subscriptions	128,605	100,750	109,000
5441	Postage/Express Mail	12,438	14,800	15,500
5500	Mail Equipment Lease	2,166	4,200	4,200
5545	Training and Development	90,072	272,000	272,000
5550	Travel and Meeting	105,279	230,000	253,000
5600	Casualty & Liability Insurance	194,254	228,900	264,430
5720	Other Contracted Services	5,773	5,400	5,400
5850	Office/General Supplies	19,476	16,100	16,150
Total		\$ 2,251,265	\$ 3,133,480	\$ 3,431,980

Budget Account Notes:

- 5100** Increased due to transfer of two FTEs
- 5265** Reduced due to new contract for federal advocate
- 5412** Increased due to additional Governing Board meetings
- 5550** Increased travel for two transferred FTEs
- 5600** Increased for addition of insurance for Covina Park & Ride and Transit Center

FY2018-2019 ACCOMPLISHMENTS

Supported the Executive Board and Governing Board

Ensured effective Executive Board and Governing Board communications

Advocated for federal funding for Foothill Transit capital projects

Managed the third year of the West Coast Multi-Agency Exchange (MAX) leadership development program

Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, Southern California Regional Transit Training Consortium (SCRTTC) and Access Services

Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)



FY2019-2020 INITIATIVES

Support the Executive Board and Governing Board

Ensure progress toward completion of San Gabriel Valley Transit Center and Park & Ride projects

Maintain effective Executive Board and Governing Board communications

Maintain strong industry involvement with American Public Transportation Association, California Transit Association, Access Services, COMTO, and WTS

Ensure continued involvement in and expansion of the West Coast Multi-Agency Exchange (MAX) leadership development program

PROCUREMENT

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salary, Wages & Benefits	\$ 360,132	\$ 483,200	\$ 463,050
5230	Consulting	23,733	100,000	90,000
5250	Legal Fees	159,917	270,000	270,000
5260	Professional/Technical	5,421	12,000	12,000
5300	Advertising and Promotion	3,111	25,000	15,000
5430	Dues and Subscriptions	2,484	2,500	2,500
5550	Travel and Meeting	27,381	32,000	32,000
Total		\$ 582,180	\$ 924,700	\$ 884,550

Budget Account Notes:

- 5300** Reduced because the PlanetBids Platform and raising of procurement thresholds have reduced the amount of competitive solicitation advertisements

FY2018-2019 ACCOMPLISHMENTS

Earned second National Procurement Institute's Achievement of Excellence in Procurement

Coordinated agency internal administrative policies, procedures, and systems including updates to the Procurement Policies and Procedures Manual

Procured services to support capital activities occurring at Foothill Transit administrative, maintenance and operations facilities

Managed and successfully contracted procurements for transit store operations, legal services, electric buses, in-depot charging study, website redesign services and downtown layover construction

Increased agency outreach to and competition from local and national vendor community through effective utilization of electronic procurement platform, including all electronic solicitations

FY2019-2020 INITIATIVES

Earn a third National Procurement Institute's Achievement of Excellence in Procurement award

Support Foothill Transit in the promotion of innovative concepts and methodologies, including opportunities with emerging technologies

Ensure successful and timely procurement of goods and services to support Foothill Transit's mission

Ensure Foothill Transit's Procurement Manual remains consistent with federal and state procurement guidelines

Manage the procurement process for new Double Deck, Electric, and CNG buses and other services and goods that are core to the agency's mission



FINANCE

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 1,232,552	\$ 1,392,100	\$ 1,414,840
5210	Audit Fees	44,260	45,000	52,000
5230	Consulting	-	34,000	24,000
5430	Dues and Subscriptions	4,786	6,440	6,640
5550	Travel and Meeting	66,740	81,000	71,000
5720	Other Contracted Services	36,741	146,550	132,500
5741	Fare Collection Equip./Maint.	3,456	13,000	13,000
5850	Office/General Supplies	1,214	1,200	1,200
6210	Pass Sales Commission	21,283	30,000	30,000
6260	Fare Media	7,754	24,000	24,000
Total		\$ 1,418,785	\$ 1,773,290	\$ 1,769,180

Budget Account Notes:

- 5210** Increased for National Transit Database report requirements
- 5230** Decreased because NAVI Upgrade is complete. Funding is included for Budget dashboard
- 5550** Decreased because Transit Asset Management training complete
- 5720** Decreased due to ICMA fee reduction





FY2018-2019 ACCOMPLISHMENTS

Completed \$4 million farebox refurbishment project

Commenced a mobile ticketing pilot using a fare collection methodology unique in the United States

Completed the year-long pilot for the Class Pass program at the Claremont Colleges and reached an agreement to continue providing services to the students and faculty of the Claremont Colleges

Prepared the agency-wide Transit Asset Management Plan as required by the Federal Transit Administration

Secured grant funding for the DTLA layover zone

Updated the Employee Handbook

Updated the Foothill Transit bus fleet replacement plan

Updated the ten-year financial forecast

Completed numerous financial audits resulting in no material findings

Conducted a five-year capital improvement program call-for-projects

Prepared annual operating and capital budgets; included annual cash flow for capital projects

Received the National Government Finance Officers Association award for excellence in financial reporting

Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX) Board of Directors, Bus Operator Subcommittee (BOS) of LA Metro, Women's Transportation Seminar (WTS) International Board of Directors, and the regional Technical Advisory Council (TAC)

FY2019-2020 INITIATIVES

Implement the mobile ticketing fare program

Update the ten-year financial forecast and monitor budget progress

Conduct procurement for an electronic benefits administration program



PLANNING

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 531,477	\$ 571,000	\$ 608,350
5230	Consulting	8,824	40,000	50,000
5260	Professional/Technical	38,700	300,000	400,000
5430	Dues and Subscriptions	577	5,250	5,250
5550	Travel and Meeting	22,342	20,000	20,000
5720	Other Contracted Services	164,600	399,200	442,000
5850	Office/General Supplies	5,659	30,000	30,000
6200	Bus Book Printing	102,106	150,000	150,000
Total		\$ 874,284	\$ 1,515,450	\$ 1,705,600

Budget Account Notes:

- 5230** Scheduling software training
- 5260** Bus Rapid Transit Study not performed in FY2019, funding included in FY2020 for updated Comprehensive Operational Analysis
- 5720** Increase in pricing expected since current contracts ending in FY2018-2019. This account funds all planning software that have contracts that regularly renew

FY2018-2019 ACCOMPLISHMENTS

Launched the duartEbus service

Implemented the Mobility on Demand (MOD) pilot serving the area surrounding the El Monte Station with LA Metro and transportation network company Via

Implemented service enhancements designed to improve line productivity by adjusting frequencies to ridership demands, cancelling non-productive lines, and reinvesting the savings into other services

Upgraded the Giro Hastus scheduling system software from Hastus 2011 to Hastus 2018

Developed the foundation for a frequent network of service by establishing select corridors throughout the service area

Inventoried all Foothill Transit's existing bus stops, including amenities

Completed installation of traffic signal priority equipment at designated intersections to improve Line 187 on-time performance

FY2019-2020 INITIATIVES

Implement a pilot express line from the newly constructed Covina Park & Ride

Reorganize Commuter Express service into downtown Los Angeles to improve its efficiency and effectiveness

Reinvest savings from line enhancement into lines that are the backbone of the frequent network

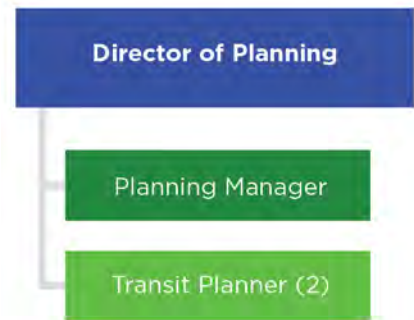
Reimagine the Foothill Transit Bus Book to allow more frequent updates and improvements to the service

Begin the implementation of traffic signal priority along Amar Boulevard to speed up service on Line 486

Upgrade traffic signal priority data communication along Colorado Boulevard

Integrate the new Downtown Los Angeles layover with Foothill Transit service

Enhance Foothill Transit service for the LA County Fair



FACILITIES

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salary, Wages & Benefits	\$ 462,416	\$ 526,700	\$ 554,530
5151	Contracted Services-Facility	452,064	480,620	514,400
5260	Professional/Technical	544	2,000	2,000
5420	Contract Maintenance	65,479	84,740	85,990
5430	Dues & Subscriptions	6,198	17,000	15,700
5471	Janitorial	42,959	47,260	47,880
5550	Travel & Meeting	11,863	16,000	16,000
5710	Transit Store Lease	87,901	104,400	104,400
5720	Other Contracted Services	78,818	583,300	592,400
5850	Office/General Supplies	803	1,050	1,050
5910	Tools and Materials	23,598	29,500	29,500
5950	Repair & Maint. Other Equip.	30,436	62,200	64,200
5991	Safety & Security	21,346	30,180	26,010
6100	Utilities	215,556	313,980	314,400
Total		\$ 1,499,981	\$ 2,298,930	\$ 2,368,460

Budget Account Notes:

- 5151** Increased for new contract for Transit Store Customer Service Representative and Facilities Tech services starting July 1, 2019
- 5430** Includes permits for elevator construction at Covina Park & Ride, backflow testing and West Covina business license
- 5720** Includes funding for monthly lease with Caltrans for DTLA layover zone

FY2018-2019 ACCOMPLISHMENTS

Completed detail design, permitting and began construction for the Covina Park & Ride and Transit Center

Obtained environmental approvals for the California Environmental Quality Act (CEQA) Initial Study/Negative Declaration and the National Environmental Policy Act (NEPA) Categorical Exclusion for the Mt. San Antonio College (Mt. SAC) Transit Center Project

Completed design and permitting for the Administrative Office Building Restroom Compliance Modernization

Completed design of West Covina Bus Shelter replacement on Vincent Avenue

Completed design and permitting of Site 1 of the Downtown Los Angeles bus layover parking

Completed design and permitting of utility roof replacement at Arcadia Operations and Maintenance Facility

Completed installation of three electric bus shop chargers at Arcadia Operations and Maintenance Facility

FY2019-2020 INITIATIVES

Complete construction of the Covina Transit Center and Park & Ride Project

Complete construction on Site 1 of the Downtown Los Angeles Layover site

Complete detail design and submit plans for permitting for the Mt. SAC Transit Center

Complete construction of the Restroom Compliance Modernization at the Administrative Building

Complete permitting and construction of the West Covina Bus Shelter replacement project on Vincent Avenue

Complete utility roof replacement at Arcadia Operations and Maintenance Facility

Complete the removal of in-ground lifts at the Pomona and Arcadia Maintenance Facilities and installation of new protective floor coating

Begin concept design for remodel of the Pomona Transit Store

Develop a Facilities Transit Asset Management Plan for Arcadia and Pomona Operations and Maintenance Facilities





Foothill Transit

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

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May 31, 2019

To: Governing Board

Subject: **Request to Conduct Public Hearing for Express Routing Re-Alignment**

Recommendation

Authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

Analysis

Foothill Transit currently operates six express lines that transport customers between locations throughout the San Gabriel Valley and Downtown Los Angeles during peak commute hours on weekdays. The typical express route has one or two stops at a park & ride or transit center where customers can easily be dropped off or park their car before taking public transportation to their destination in downtown. Express lines utilize the freeways for a majority of their trip while being able to access the El Monte Busway along the interstate 10 Freeway.

The table below outlines the financial performance of the six express routes, with Line 497 standing out as the line with the highest subsidy per boarding of all the express lines.

Line	Operating Expense	Total Fare Revenue	Recovery Ratio	Subsidy Per Boarding
493	\$1,345,558	\$686,593	41.4%	\$6.37
495	\$1,164,484	\$390,237	32.1%	\$9.70
497	\$1,606,388	\$443,454	22.2%	\$16.01
498	\$1,922,216	\$865,193	43.2%	\$6.14
499	\$1,475,746	\$599,142	32.6%	\$9.64
699	\$3,289,897	\$1,239,778	31.6%	\$9.89



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Request to Conduct Public Hearing for Express Routing Re-Alignment
Page 2

The tables below show monthly ridership and boardings per vehicle service hour (BVSH) of the express routes over the last six months. In both tables, Line 497 continues to struggle with the lowest ridership and BVSH.

Ridership

Line	Nov-18	Dec-18	Jan-19	Feb-19	March-19	April-19
493	11,736	10,617	12,706	12,236	13,012	13,873
495	8,128	7,364	8,923	7,608	8,206	8,939
497	7,136	6,599	8,372	7,146	7,647	8,153
498	14,197	12,666	15,172	14,041	15,539	15,815
499	10,929	8,747	10,962	9,706	10,674	10,355
699	20,898	17,914	20,969	18,027	19,460	20,989

Boardings per Vehicle Service Hour

Line	Nov-18	Dec-18	Jan-19	Feb-19	March-19	April-19
493	10.34	9.82	10.69	11.91	11.46	12.22
495	12.16	11.57	12.74	12.58	12.28	13.37
497	7.50	7.28	8.40	8.30	8.04	8.57
498	9.62	9.02	9.82	10.52	10.53	10.72
499	13.07	10.99	12.53	12.83	12.77	12.39
699	9.53	8.58	9.13	9.09	8.87	9.57



Joint Meeting - Annual Governing Board and Executive
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Request to Conduct Public Hearing for Express Routing Re-Alignment
Page 3

Additionally, the construction of the Covina Transit Center and Park & Ride located at the intersection of Citrus Avenue and Covina Boulevard will allow for the implementation of a new express route to transport customers between the City of Covina and Downtown Los Angeles. The projected completion of this project, along with the implementation of a new express route, is scheduled for January 2020. Given the new location of the transit center and the proximity to our existing Line 498, the re-alignment of several express lines becomes an opportunity to deploy resources more efficiently.

Express Line 490

The implementation of new express Line 490 will be an opportunity to strengthen service delivery to the region by providing non-stop service into Downtown Los Angeles for customers in Covina and the surrounding communities. The covered parking structure allows customers to safely park their vehicle as they prepare for their day. There are 12 trips planned in the morning and 13 trips in the afternoon, providing 20 to 30-minute frequency during peak commute times. The frequency of service will support the customer demand that is anticipated to transfer over from the current Line 498 that serves this corridor. The changes to Line 498 will be discussed later in this report.

On the next page is a map of the proposed new express Line 490 with service to Downtown Los Angeles.



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Request to Conduct Public Hearing for Express Routing Re-Alignment Page 4



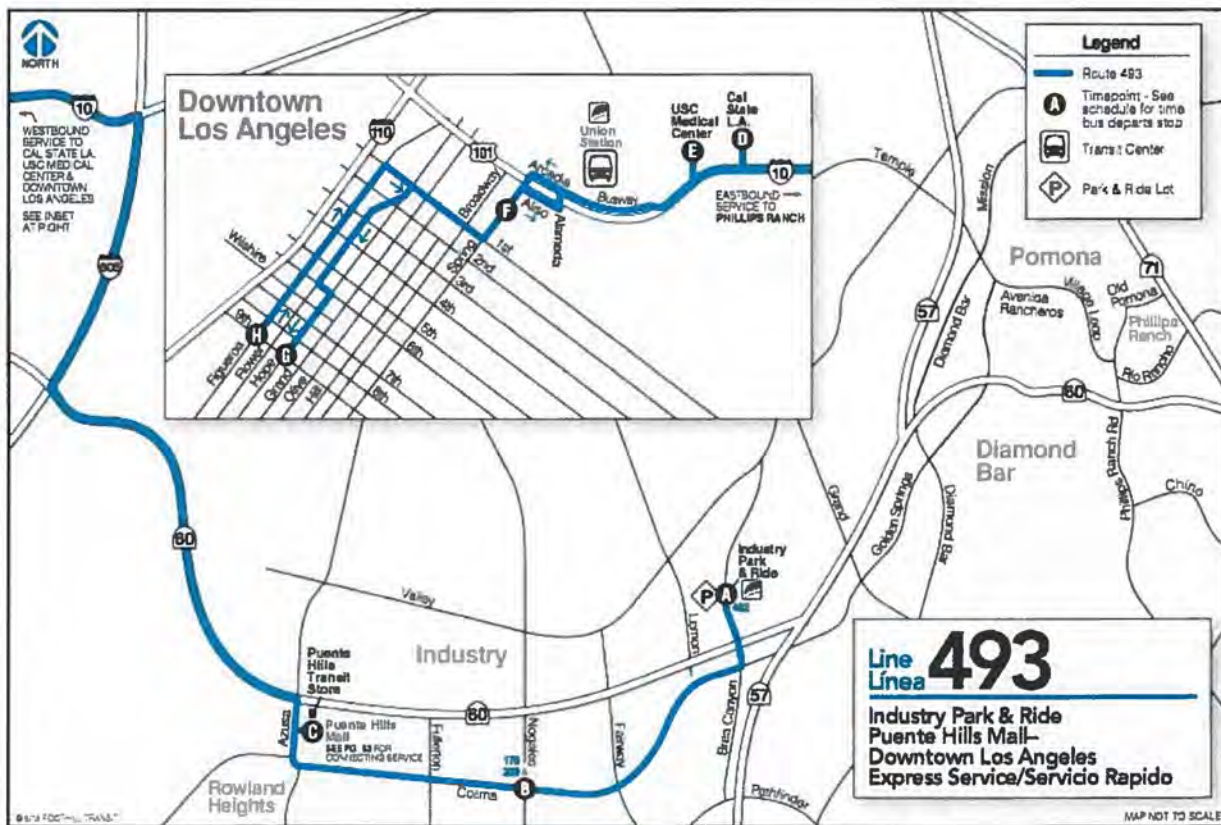


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Request to Conduct Public Hearing for Express Routing Re-Alignment Page 5

Express Line 493

Service for Line 493 starts at the Industry Park & Ride and from there the line travels to Puente Hills Mall via Colima Road. This line has some of the highest ridership compared to other express service, however the travel time from Industry to Puente Hills continues to be a frequent comment for customers. An opportunity to shorten the travel time along this route is proposed through the shifting of the eastern terminus from Industry Park & Ride to Colima and Nogales. Ridership observations show this stop as the typical last stop for eastbound customers and those customers who wish to travel to Industry Park and Ride will be able to ride Line 495.





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Request to Conduct Public Hearing for Express Routing Re-Alignment

Below is a map of the proposed Line 493 with an eastern terminus at Colima and Nogales.



Express Line 497

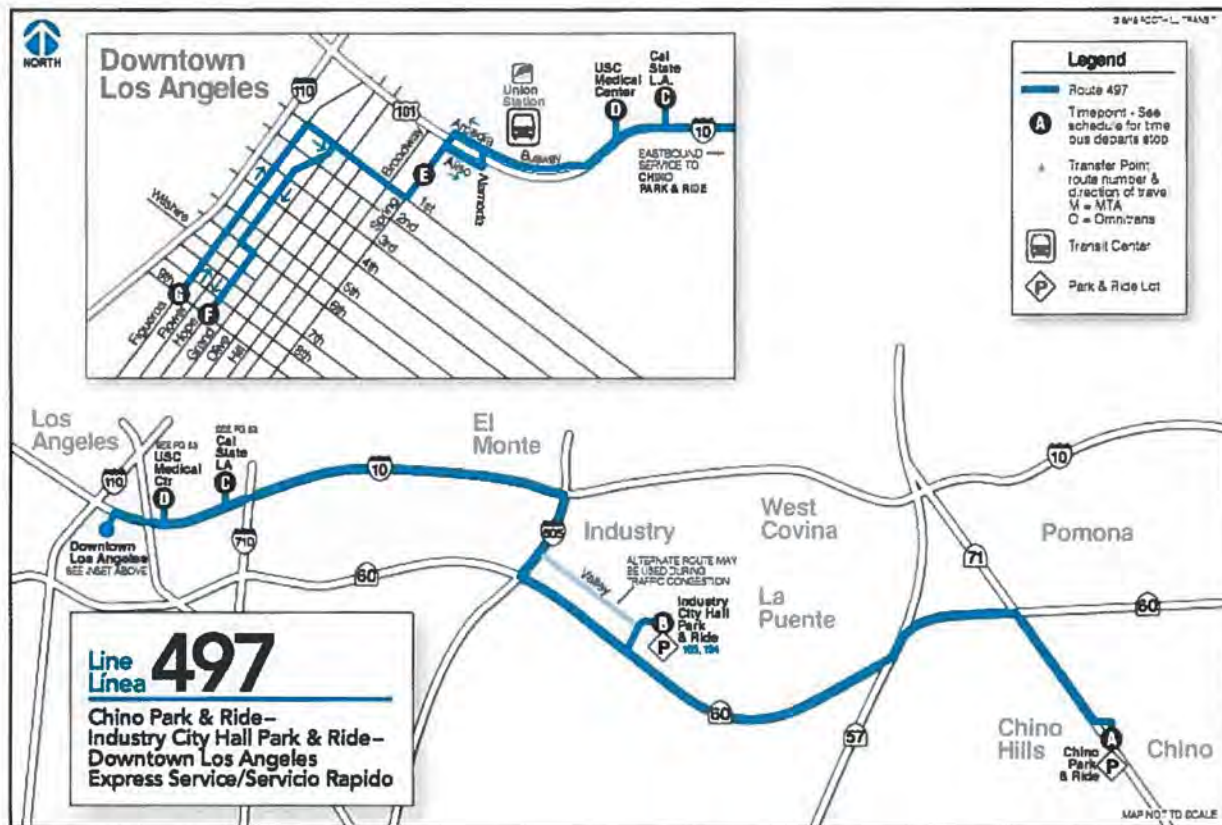
In the summer of 2018, the Governing Board authorized public outreach regarding a proposed change to Line 497. This line currently serves the Chino Park & Ride as well as the Industry City Hall Park & Ride. Customers from both stops provided input regarding the proposed change, ultimately leading to the continuation of current service while the City of Chino investigated opportunities for funding from San Bernardino County. Foothill Transit staff has had discussions with the City of Chino regarding the safety and productivity concerns of serving the location and to coordinate a discussion relative to a subsidy to provide this service outside of Foothill Transit’s service area. While these discussions are ongoing, we continue to experience low ridership and negative customer comments regarding the drive time to service the stop at Industry City Hall on the way to Downtown Los Angeles.



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Request to Conduct Public Hearing for Express Routing Re-Alignment

Below is a map of the current Line 497.



The proposal for Line 497 is to cancel the line and reinvest the savings into other Foothill Transit lines. The projected annual savings of \$1,606,388 can be used to increase frequency on other express lines as well as increase the span of service for express lines based on customer feedback. Specifically, there are requests for earlier trips of Line 499 as well as more frequency for Line 495. For customers who currently ride from Industry City Hall, the proposal for Line 498 aims to address their concerns to continue to receive service. This proposal will be discussed in the following section for details about the proposed routing for Line 498. For customers who currently ride from Chino Park & Ride, they will have options to drive to Industry Park & Ride to board Line 495 or drive to Fairplex Park & Ride to board Line 699.



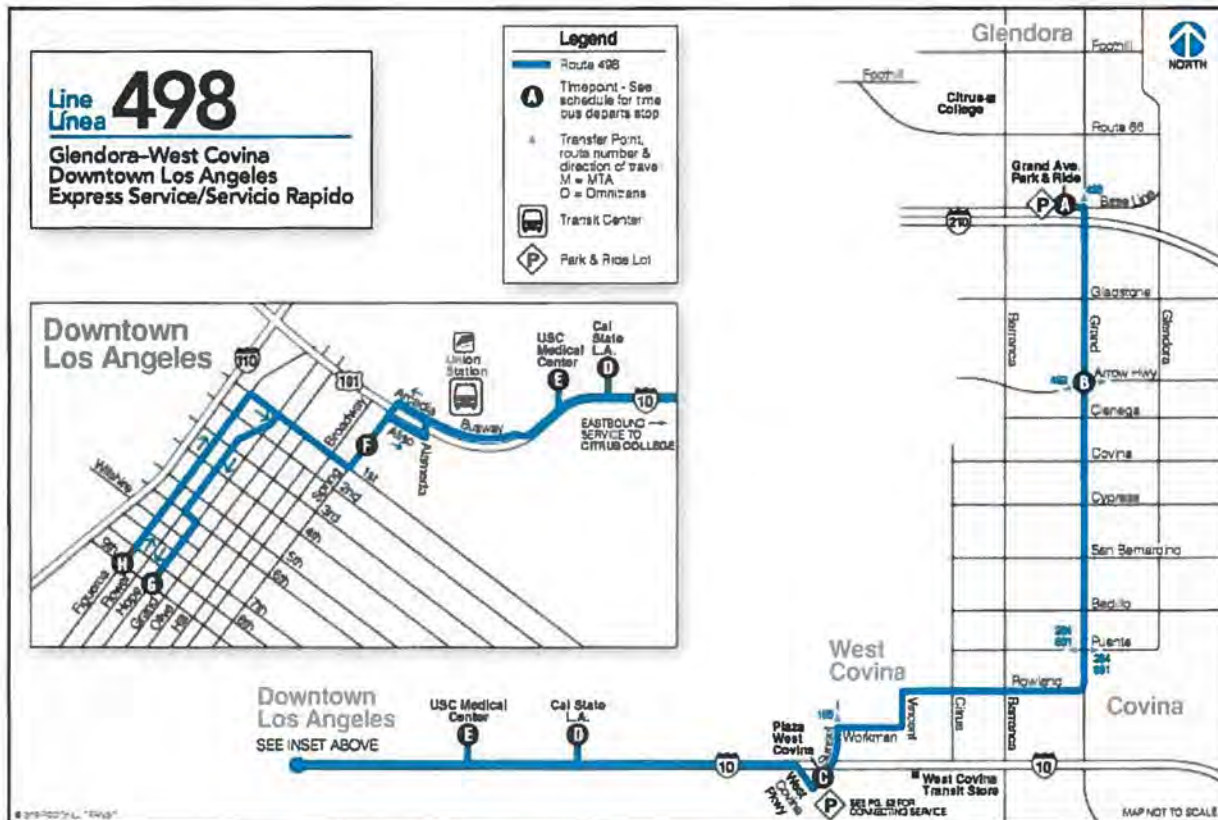
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Request to Conduct Public Hearing for Express Routing Re-Alignment Page 8

Express Line 498

Line 498 currently serves the cities of West Covina and Covina through several bus stops along Grand Ave and one major stop at West Covina City Hall. There are currently 13 trips that start on Grand Avenue and then travel to West Covina and 14 trips that start at West Covina before heading directly to Downtown Los Angeles. Due to the proximity of the new Covina Transit Center, those customers who currently board Line 498 along Grand Avenue will be able to safely park at the transit center and ride Line 490. The shifting of resources to Line 490 allows for Line 498 to assist as a mitigation to the removal of the stop at Industry City Hall for Line 497.

Below is a map of the current Line 498



The proposal for Line 498 is to have select trips start at Industry City Hall, travel on North Hacienda Blvd to Glendora Avenue to serve the stop in West Covina. During the public outreach for Line 497 in summer of 2018, we spoke to many customers who rely on the express bus service to get to their jobs in

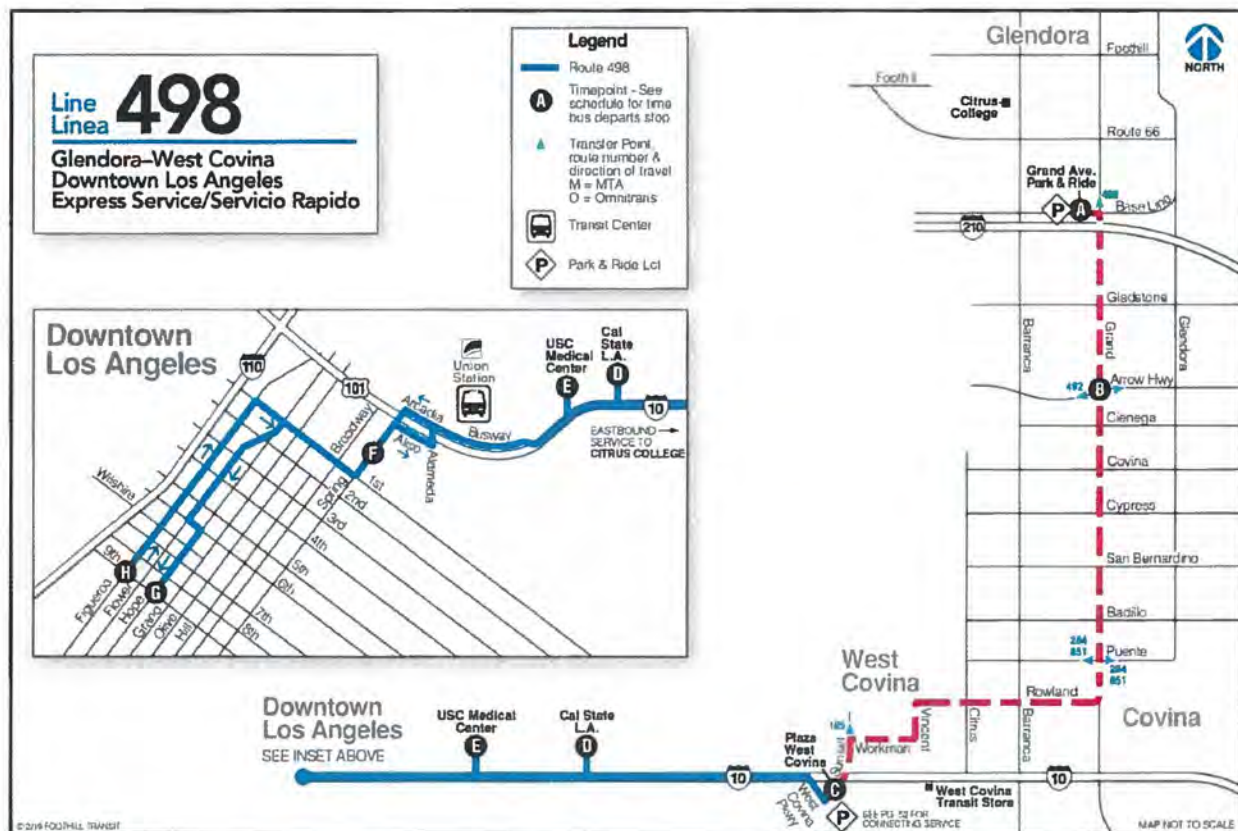


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Request to Conduct Public Hearing for Express Routing Re-Alignment Page 9

Downtown Los Angeles and would be negatively impacted if the Industry City Hall stop were to be removed.

Below is a map of Line 498 that shows the proposed deleted segment along Grand Avenue that is proposed to be serviced by Line 490.

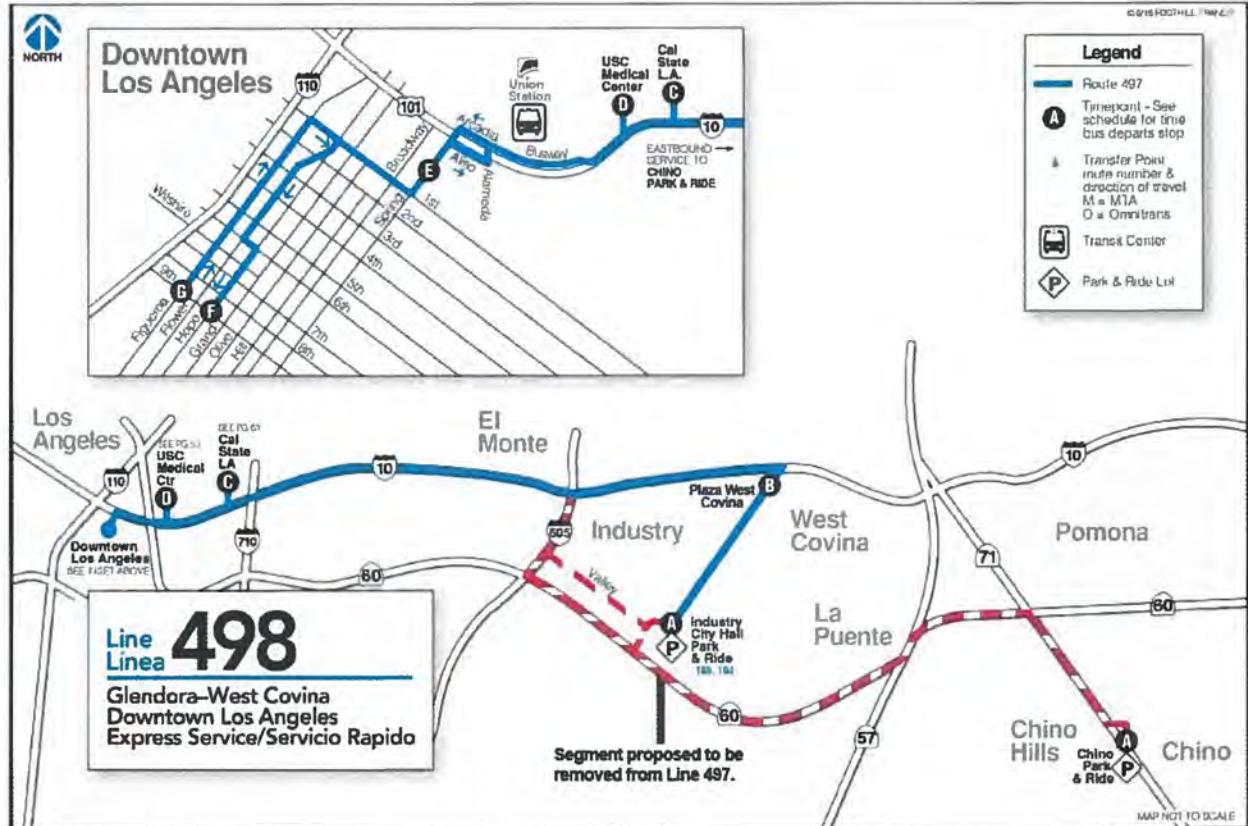




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Request to Conduct Public Hearing for Express Routing Re-Alignment Page 10

Below is a map of the proposed Line 498 that would start at Industry City Hall and shows the deleted segment of Line 497 so customers can continue to receive service into Downtown LA.



Public Outreach and Next Steps

Subject to Board authorization, we will conduct a public hearing to obtain public input on the proposal during the month of June. Staff also plans to reach out to various community groups and organizations in the area who might be affected by the routing change.

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

At the close of the public comment period, staff will analyze the data and present final recommendations to the Executive and Governing Boards for



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Request to Conduct Public Hearing for Express Routing Re-Alignment
Page 11

final approval. Implementation of any recommended changes would be scheduled to occur during the winter 2020 schedule change.

Timeline	
Seek Executive Board Approval to conduct public outreach	April 2019 - Completed
Seek Governing Board Approval to conduct public outreach	May 2019
Public Comment/Outreach Period	June to July 2019
Present Final Recommendations to the Executive Board	August 2019
Present Final Recommendations to the Governing Board for approval	August 2019
Implement Approved Changes	Winter 2020

Title VI Analysis

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

Staff will conduct an analysis using ridership data from our demographic data supplied by the 2016 Foothill Transit On-Board Survey. Any findings will be reported to the board upon completion of the public outreach process.

Financial Impact

The introduction of Line 490 has been included into the FY 2019-2020 business plan at a projected budget of \$1,366,714. The proposed changes to the other three express lines, as outlined in this report, would result in a projected savings of \$1,760,357. The estimated savings from implementing all of the proposals outlined in this report is \$393,643. If approved, the plan is to utilize this savings from these proposals and use the resources throughout other Foothill Transit lines to create a cost neutral service adjustment.



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Request to Conduct Public Hearing for Express Routing Re-Alignment
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Annual Budget Impact			
Line	Current Cost	Projected Cost	Variance
490	\$ -	\$1,366,714	\$1,366,714
493	\$1,345,558	\$1,227,965	\$(117,593)
497	\$1,606,388	\$ -	\$(1,606,388)
498	\$1,922,216	\$1,885,840	\$(36,376)
Annual Total	\$4,874,162	\$4,480,519	\$(393,643)

Sincerely,



Joshua Landis
Planning Manager



Doran J. Barnes
Executive Director



May 31, 2019

To: Governing Board

Subject: **Line 291 Route Segment Elimination**

Recommendation

Approve the elimination of a portion of Line 291 that serves select northbound trips along Base Line Road.

Analysis

In February 2017, a route variation was proposed on Line 291 to have select trips serve an area that previously did not have any Foothill Transit bus service.

During the public outreach for the proposed change, general sentiment was positive with customers expressing their desire to have service to the area. In May 2017, the Governing Board approved the route modification to begin having select northbound trips on Line 291 continue north on Garey Avenue to Towne Avenue as a way to serve Base Line Road. Three additional stops were installed along the new route segment for customers to access various destinations in the area.

On the next page is a map of the current Line 291 with the dotted lines representing the route deviation to serve Base Line Road.



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Public Hearing Results for Line 291 Route Segment Elimination
Page 2





Joint Meeting - Annual Governing Board and Executive Board Meeting - 05/31/19
 Public Hearing Results for Line 291 Route Segment Elimination
 Page 3

The route schedule for Line 291 has the six trips highlighted in grey to indicate that these select trips serve the stops on Base Line Road.

Line-Linea		NORTHBOUND/EN DIRECCIÓN NORTE					
291		POMONA TO LA VERNE POMONA HACIA LA VERNE					
WEEKDAY ENTRE SEMANA		Towne Ave. & Marketplace	Garey Ave. & Rio Rancho Rd.	Pomona Transit Center	Garey Ave. & Bonita Ave.	Base Line Rd. & Towne Ave.	Durward Way & D St
		A	B	C	D	F	E
		4:00	4:05	4:18	4:31	4:40
		4:30	4:35	4:48	5:01	5:10
		5:00	5:05	5:18	5:31	5:40
		5:20	5:25	5:38	5:51	6:00
		5:40	5:45	5:58	6:11	6:20
		6:00	6:05	6:18	6:31	6:40	6:45
		6:20	6:25	6:38	6:51	7:00	7:05
		6:40	6:45	6:58	7:14	7:23
		7:00	7:06	7:22	7:38	7:47	7:52
		7:20	7:26	7:42	7:58	8:07
		7:40	7:46	8:02	8:18	8:27
		8:00	8:06	8:23	8:39	8:48
		8:20	8:26	8:43	8:59	9:09
		8:40	8:46	9:03	9:20	9:30
		9:00	9:07	9:24	9:41	9:51
		9:20	9:27	9:44	10:01	10:11
		9:40	9:47	10:04	10:21	10:31
		10:00	10:07	10:24	10:41	10:51
		10:20	10:27	10:44	11:01	11:11
		10:40	10:47	11:04	11:22	11:32
		11:00	11:06	11:23	11:41	11:51
		11:15	11:21	11:38	11:56	12:06
		11:30	11:36	11:53	12:11	12:21
		11:45	11:51	12:08	12:26	12:36
		12:00	12:06	12:22	12:40	12:50
		12:15	12:21	12:37	12:55	1:05
		12:30	12:36	12:52	1:10	1:20
		12:45	12:51	1:07	1:25	1:35
		1:00	1:06	1:22	1:40	1:50
		1:15	1:21	1:37	1:55	2:05
		1:30	1:36	1:52	2:09	2:19
		1:45	1:51	2:07	2:24	2:34
		2:00	2:07	2:23	2:40	2:50
		2:15	2:22	2:38	2:55	3:05
		2:30	2:37	2:53	3:10	3:20	3:25
		2:45	2:52	3:08	3:25	3:35
		3:00	3:06	3:22	3:39	3:49	3:54
		3:15	3:21	3:37	3:54	4:04
		3:30	3:36	3:52	4:09	4:19	4:24
		3:45	3:51	4:07	4:24	4:34
		4:00	4:06	4:22	4:39	4:49
		4:15	4:21	4:37	4:54	5:04
		4:30	4:36	4:52	5:09	5:19
		4:45	4:51	5:07	5:24	5:34
		5:00	5:06	5:22	5:39	5:49
		5:15	5:21	5:37	5:54	6:04
		5:30	5:36	5:52	6:08	6:18
		5:45	5:51	6:07	6:23	6:33
		6:00	6:06	6:21	6:37	6:47
		6:15	6:21	6:36	6:52	7:02
		6:30	6:36	6:51	7:07	7:16
		6:45	6:51	7:06	7:22	7:31
		7:00	7:06	7:20	7:36	7:45
		7:20	7:26	7:40	7:56	8:05
		7:40	7:46	8:00	8:15	8:24
		8:00	8:05	8:19	8:34	8:43
		8:30	8:35	8:49	9:04	9:13
		9:00	9:05	9:19	9:33	9:42
		9:30	9:35	9:49	10:03	10:12

NOTE: Line 291 is an all-electric route. Electric buses will re-charge for a few minutes at the Pomona Transit Center.

LIGHT TYPE = AM
 BOLD TYPE = PM

foothilltransit.org 800.RIDE.INFO (743.3463) EFFECTIVE DATE: 2/10/19



Joint Meeting - Annual Governing Board and Executive Board Meeting - 05/31/19
Public Hearing Results for Line 291 Route Segment Elimination
Page 4

Three northbound AM trips and three northbound PM trips were modified to follow the route deviation based on customer feedback during the public outreach process. Since implementing this service in October 2017, ridership has been low with very few boardings each day.

The proposal for this line is to reroute the select northbound trips that serve Base Line Road so that all northbound trips follow the original routing throughout the day.

Public Outreach and Next Steps

After the Governing Board authorized the Executive Director to seek public input and conduct a public hearing following the March 29, 2019 Governing Board Meeting, Foothill Transit staff began the outreach process to speak to customers. Rider alerts were sent out to customers, and bus stop notices were posted along the route to inform customers of the proposed change.

Customers were able to email, call, fax, visit a Transit Store, or give their opinion at the public hearing on May 3, 2019. The table below outlines the number of comments received and whether their comment was in favor of or opposed to the proposed change to Line 291.

	Number of Comments
In Favor of Proposal	-
Against Proposal	1
Total	1



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Public Hearing Results for Line 291 Route Segment Elimination
Page 5

The map below is the recommended routing alignment that eliminates the northbound variation for Line 291.





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Public Hearing Results for Line 291 Route Segment Elimination
Page 6

Financial Impact

The projected annual savings from the rerouting of these northbound trips is \$12,110. The savings from Line 291 will be reinvested into other Foothill Transit service that could benefit from improved frequency and/or coverage.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joshua Landis'.

Joshua Landis
Planning Manager

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

Doran J. Barnes
Executive Director



May 31, 2019

To: Governing Board

Subject: **Free Ride Coupon Program Cancellation Update**

Recommendation

Receive and file the Free Ride Coupon Program Cancellation Update.

Analysis

In early 2018, the Foothill Transit Free Ride Coupon Program was experiencing a marked increase in participation requests, prompting a detailed staff review of the program, its history, purpose, costs, and regional impact.

The Executive Board appointed an Ad-Hoc Committee to evaluate the program in depth. The committee weighed the options available, and made a final recommendation to the Executive Board to terminate the program effective June 30, 2019. The Executive Board approved that recommendation at their meeting in October 2018.

Communication Plan

Immediately after the New Year, communication to participating agencies began so that participants could plan for the next fiscal year. Communication tactics included:

- A formal “notice of cancellation” letter inserted in the January 2019 coupon mailing
- FAQs and talking points were sent and reviewed with all front-facing customer service representatives
- In February, all participating agencies were sent an email reminding them of the upcoming cancellation of the program
- In April, a second follow-up email was sent to ensure participants were aware of the cancellation
- A second “notice of cancellation” letter was inserted in the final June coupon mailing

School district offices, educators, and community representatives were sent a separate email notice and/or were personally visited by Manager of Community Engagement Linda Apodaca in the months since January 2019.



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Free Ride Coupon Program Cancellation Update
Page 2

Feedback

Participant feedback and questions concerning the cancellation of the program were expected. We received 23 calls and emails, many expressing gratitude for the length of the program and Foothill Transit's generosity over the years. All asked if there were any other programs available that the organization or individuals could take advantage of to help with mobility needs. Only one organization was critical and expressed disapproval with the cancellation of the program.

Foothill Transit will continue to share information about discounted passes available to students, seniors, persons with disabilities, and Medicare recipients and will continue building strong relationships with community organizations in the communities we serve.

Sincerely,

Linda Apodaca
Manager of Community Engagement

Doran J. Barnes
Executive Director



May 31, 2019

To: Executive Board

Subject: **April 2019 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2019, for the fiscal year ending June 30, 2019.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of April 30, 2019, shows total assets at \$334 million. This total consists primarily of \$220 million in fixed assets, \$95.67 million in cash and investments, and \$17.81 million in receivable and prepaid assets. Foothill Transit's cash position of \$71.24 million is \$23.07 million more than the previous month, and is \$3.72 million more than last year in April.

Liabilities

The accounts payable balance is \$13.19 million. Accounts Payables include operation and maintenance expenses for \$9.94 million and \$1.08 million for fuel.

The deferred revenue of \$58.27 million represents funds reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$27.29 million in liquid accounts held with Bank of the West; \$13.38 million in interest bearing money market accounts with Bank of the West; \$67,800 with Chase;



\$0.43 million with US Treasury and \$30.5 million invested in the Local Agency Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes.

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 2019 year-to-date fare revenues were \$13.47 million which is \$303,465 less than the budgeted amount and \$17,690 more than April 2018. Through April 2019, ridership is approximately 2.64 percent less than it was last year at this time. Operating costs through April 2019 were \$79.59 million, which is \$4.70 million less than the budget and \$2.36 million more than April 2018. Of this \$79.59 million, \$62.34 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel which was \$5.96 million through April 2019 compared to \$4.83 million last year through April 2018.

Capital expenditures through April were \$30.09 million compared with \$25.34 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The April year-to-date farebox recovery ratio was 16.92 percent, approximately 0.62 percent higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$13,469,035 by the total bus operating expense of \$79,591,922. This ratio is less than the April 2018 ratio of 17.42 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of April 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for April 2019 were \$8.62 million. Capital disbursements totaled \$1.84 million and other significant disbursements include \$2.09 million to Keolis and \$3.46 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of April 30, 2019

Assets

Current Assets:

Cash	\$71,240,131
Investments	24,430,357
Due from government agencies	10,238,779
Other receivables	3,141,212
Other assets	4,433,229

Total Current Assets	\$113,483,708
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Non current Assets:

Notes receivable	726,670
Property & Equipment (net of depreciation)	219,886,391

Total Non Current Assets	220,613,061
--------------------------	-------------

Total Assets	\$334,096,770
--------------	---------------

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$13,184,542
--	--------------

Deferred Revenue	58,271,237
------------------	------------

Total Liabilities	\$71,455,780
-------------------	--------------

Equity

Fund Balance:

Investment in Capital Assets	\$219,886,391
------------------------------	---------------

Current Year Change	9,129,989
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Reserve	33,624,610
---------	------------

Total Equity	\$262,640,990
--------------	---------------

Total Liabilities and Equity	\$334,096,770
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Summary of Cash and
Investment Account
For April 30, 2019

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$17,101,962
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	10,191,110
BOW-Prop 1B-Cal Grants	1.75%	Demand Deposit	2,242,685
Bank of the West-Money Market	1.84%	Demand Deposit	4,885,677
Bank of the West-Money Market	1.71%	Demand Deposit	4,846,609
Bank of the West-LCTOP	1.84%	Demand Deposit	1,403,744
Chase Business Saving	0.28%	Demand Deposit	67,798
LAIF Investment	2.55%	Demand Deposit	30,498,945
Subtotal Cash on Hand			<u>\$71,240,131</u>
 Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	430,357
Subtotal Investments			<u>\$24,430,357</u>
Total Cash and Investments			<u><u>\$95,670,488</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended April 30, 2019

	Actual YTD April 2019	Budget YTD April 2019	Variance	Actual YTD April 2018
Fare Revenue				
Farebox	\$6,000,043	\$7,149,167	(16.07%)	\$6,724,764
Pass Sales	3,181,773	3,085,833	3.11%	3,036,235
TAP Cash Purse	3,212,267	2,540,833	26.43%	2,644,730
MetroLink & Access Service	460,694	484,167	(4.85%)	481,109
EZ Transit Pass	614,257	512,500	19.86%	564,507
Total Operating Revenue	\$13,469,035	\$13,772,500	(2.20%)	\$13,451,345
Operating Subsidies and Other				
Transportation Development Act	\$16,792,149	\$24,497,288	(31.45%)	\$22,266,690
State Transit Assistance (STA)	3,403,858	3,403,858	0.00%	725,951
Senate Bill 1 - STA	2,004,062	2,004,062	0.00%	N/A
Senate Bill 1 - STA BSCP	219,234	219,234	0.00%	N/A
CalTrans-LCTOP	97,171	97,171	0.00%	N/A
AQMD/MSRC – Clean Air Grant	49,407	49,407	0.00%	N/A
Prop A 40% Discretionary	13,525,380	13,525,380	0.00%	13,771,776
Prop A 40% BSCP	4,140,070	4,140,070	0.00%	3,720,801
Prop A Exchange	2,200,000	-	-	2,000,000
Prop C BSIP	796,508	796,508	0.00%	775,172
Prop C Base Restructuring	1,710,814	1,710,814	0.00%	1,664,987
Prop C Transit Service Expansion	285,093	285,093	0.00%	277,457
Transit Security	836,313	836,313	0.00%	750,819
Measure R	9,430,302	9,430,302	0.00%	8,702,399
Measure M	9,520,951	9,520,951	0.00%	8,288,183
Miscellaneous Transit Revenues	1,111,576	-	-	736,469
Total Subsidies and Other	\$66,122,887	\$70,516,450	(6.23%)	\$63,780,704
Total Operating Revenue	\$79,591,922	\$84,288,950	(5.57%)	\$77,232,049
Other Revenues				
Gain on Sale of Fixed Assets	\$68,808	-	-	\$73,394
Auxiliary Revenue	1,034,497	1,537,500	(32.72%)	1,095,406
Total Other Revenues	1,103,304	\$1,537,500	(28.24%)	\$1,168,801
Total Operating and Other Revenues	\$80,695,226	\$85,826,450	(5.98%)	\$78,400,849
Operating Expenses				
Customer Service & Operations	\$70,867,579	\$72,191,175	(1.83%)	\$68,371,020
Maintenance & Vehicle Technology	605,937	723,008	(16.19%)	664,983
Marketing & Communications	1,440,977	1,974,667	(27.03%)	1,315,918
Information Technology	1,399,745	1,732,725	(19.22%)	1,813,013
Administration	1,961,154	2,611,233	(24.90%)	1,861,888
Procurement	441,997	770,583	(42.64%)	486,153
Finance	1,223,596	1,477,742	(17.20%)	1,155,531
Planning	659,510	1,262,875	(47.78%)	701,706
Facilities	991,426	1,544,942	(35.83%)	861,837
Total Operating Expenses	\$79,591,922	\$84,288,950	(5.57%)	\$77,232,049
Other Expenses				
Property Management	\$334,821	\$370,833	(9.71%)	\$292,821
Dial-A-Ride	421,855	\$666,667	(36.72%)	655,420
Special Services	346,628	500,000	(30.67%)	220,560
Total Other Expenses	\$1,103,304	\$1,537,500	(28.24%)	\$1,168,801
Total Operating and Other Expenses	\$80,695,226	\$85,826,450	(5.98%)	\$78,400,849
Capital Revenues				
Capital Grants	\$30,087,582	\$59,519,858	(49.45%)	\$25,344,635
Capital Expenditures				
Capital Expenditures	\$30,087,582	\$59,519,858	(49.45%)	\$25,344,635

Bank Account - Check Details

Period: 04/01/19..04/30/19

Foothill Transit

Wednesday, May 01, 2019

FOOTHILLTRANSIT\CLIN

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 04/01/19..04/30/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
		Phone No.	800-488-2265				
04/03/19	E01115	California Dept. of Tax and Fee Administration	Annual Flat Rate Decals for 5/1/19 to 4/30/20	58,968.00	0.00	0.00	Posted
04/03/19	E01116	Keolis Transit Services LLC	02/16-28 Pomona contractor services	1,202,404.56	0.00	0.00	Posted
04/03/19	E01117	Transdev Services, Inc.	Reimbursement for 1604	12,596.04	0.00	0.00	Posted
04/03/19	E01118	Transdev Services, Inc.	Transporting Mini Bus to Camelia Parade	380.51	0.00	0.00	Posted
04/03/19	E01119	Transdev Services, Inc.	03/19 Management fee	170,825.90	0.00	0.00	Posted
04/03/19	E01120	Transdev Services, Inc.	02/16-28 Arcadia Contractor services	1,921,350.11	0.00	0.00	Posted
04/03/19	E01121	Transdev Services, Inc.	Reimbursement for Roadeo practice site Irwindale	1,380.00	0.00	0.00	Posted
04/04/19	53796	Allied Administrators for Delta Dental	05/19 Dental insurance premium	6,816.99	6,816.99	0.00	Posted
04/04/19	53797	Amtec Human Capital , Inc	3/10/19 Chang Kammy	1,757.66	1,757.66	0.00	Posted
04/04/19	53798	APTA	Emerging Leaders Tuition - L. Lin	3,500.00	3,500.00	0.00	Posted
04/04/19	53799	Ashlien Savage	Educational Assistance and Reimbursement - Winter19	2,295.00	2,295.00	0.00	Posted
04/04/19	53800	AT and T - 105068	EI Monte Back line	37.31	37.31	0.00	Posted
04/04/19	53801	AT and T - 5019	Phone Service	466.45	466.45	0.00	Posted
04/04/19	53802	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	371.49	371.49	0.00	Posted
04/04/19	53803	Automated Power Technologies, Inc.	Replacement of four batteries	1,262.93	1,262.93	0.00	Posted
04/04/19	53804	California Choice	5/193046854 Medical insurance premium	54,075.86	54,075.86	0.00	Posted
04/04/19	53805	California Deposition Reporters	RFP 19-010 Transcript	270.00	270.00	0.00	Posted
04/04/19	53806	Carol A. Herrera	Reimbursable Expenses	1,349.79	1,349.79	0.00	Posted
04/04/19	53807	CIGNA Group Insurance	04/19 Life Insurance premium	4,506.35	4,506.35	0.00	Posted
04/04/19	53808	Cintas Corporation #2	First Aid Kit Supplies	242.09	242.09	0.00	Posted
04/04/19	53809	City of Monrovia	Fun in the Sun 2019 Summer Reading Club	500.00	500.00	0.00	Posted
04/04/19	53810	Crown Castle USA Inc.	Tower Rental	787.17	787.17	0.00	Posted
04/04/19	53811	FEDEX Corp.	Express Mail	68.67	68.67	0.00	Posted
04/04/19	53812	Frontier	Industry Park and Ride Phone Line	169.82	169.82	0.00	Posted
04/04/19	53813	Industry Mfg. Council	Annual Membership Due	3,000.00	3,000.00	0.00	Posted
04/04/19	53814	Instant Signs Inc.	25" x 36" Signage on Gatorfoam	150.12	150.12	0.00	Posted
04/04/19	53815	Landmark Healthplan of California, Inc.	04/19 Chiropractor insurance premium	826.21	826.21	0.00	Posted
04/04/19	53816	Leticia Jimenez	Educational Assistance and Reimbursement - Winter19	2,580.00	2,580.00	0.00	Posted
04/04/19	53817	Lillian Lin	Voided-Reissued	100.00	0.00	100.00	Financially Voided
04/04/19	53818	Linda Garrison	03/19 Yogo instruction	390.00	390.00	0.00	Posted
04/04/19	53819	London Lee	Educational Assistance and Reimbursement - Winter19	3,976.25	3,976.25	0.00	Posted
04/04/19	53820	Mobile Relay Associates Inc.	Mobile Radio / Portable Radio Analog Service	42,252.30	42,252.30	0.00	Posted
04/04/19	53821	Office Depot	Office Supplies	762.76	762.76	0.00	Posted
04/04/19	53822	PingPing Lin	Educational Assistance and Reimbursement - Winter19	3,492.50	3,492.50	0.00	Posted
04/04/19	53823	Raycom	Maintenance Services	317.00	317.00	0.00	Posted
04/04/19	53824	ReadyRefresh	3/19 Drinking Water	72.25	72.25	0.00	Posted
04/04/19	53825	Roberto Vidal Estrella	Educational Assistance and Reimbursement - Winter19	5,130.00	5,130.00	0.00	Posted
04/04/19	53826	Tanya Marie Pina	Educational Assistance and Reimbursement - Winter19	2,295.00	2,295.00	0.00	Posted
04/04/19	53827	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
04/04/19	53828	Ultimate Maintenance Services, Inc	3/19 Janitorial Supplies	479.25	479.25	0.00	Posted

Bank Account - Check Details

Period: 04/01/19..04/30/19

Foothill Transit

Wednesday, May 01, 2019

FOOTHILLTRANSITCLIN

04/04/19	53829	University of La Verne	2019 Scholarship Gala	1,500.00	1,500.00	0.00	Posted
04/04/19	53830	Verizon Wireless	Cell Phone and Avail Cellular	23,695.78	23,695.78	0.00	Posted
04/04/19	53831	West Covina Beautiful	96th Birthday Celebration	250.00	250.00	0.00	Posted
04/04/19	53832	West Covina Lions Club	2019 Night on the Town	500.00	500.00	0.00	Posted
04/10/19	E01122	California Dept. of Tax and Fee Administration -	1st Q 2019 Sales and Use Tax filing	292.00	0.00	0.00	Posted
04/10/19	E01123	International City Management Assoc. Retirement Co	Payroll ending 4/6/19 retirement funds	43,692.29	0.00	0.00	Posted
04/10/19	E01124	Keolis Transit Services LLC	03/1-15 Pomona Contractor services	876,933.87	0.00	0.00	Posted
04/10/19	E01125	Transdev Services, Inc.	F 2106 United Transmission xchange	3,389.03	0.00	0.00	Posted
04/10/19	E01126	Transdev Services, Inc.	Reimbursement 1626	7,083.24	0.00	0.00	Posted
04/10/19	E01127	Transdev Services, Inc.	03/1-15 Arcadia Contractor services	1,182,158.43	0.00	0.00	Posted
04/11/19	53833	A-1 Event & Party Rentals	Tablecloths for Governing Board Meeting 3/29/19	134.31	134.31	0.00	Posted
04/11/19	53834	Adt Security Services, Inc.	04/14-07/19 Pomona yard security services	338.13	338.13	0.00	Posted
04/11/19	53835	Advanced Access Systems Inc.	Arcadia Warehouse Gate Repair	432.68	432.68	0.00	Posted
04/11/19	53836	Assistance League of Covina Valley	Membership for Deanna Forrest 1/18/19-1/17/20	75.00	75.00	0.00	Posted
04/11/19	53837	Azteca Landscape	3/19 Landscape Maintenance	2,754.44	2,754.44	0.00	Posted
04/11/19	53838	CA Newspaper Service Bureau	IFB Notice IVDB 19-072	106.20	106.20	0.00	Posted
04/11/19	53839	Chamber of Commerce - Pasadena	2019/20 Pasadena Visitor Map	2,300.00	2,300.00	0.00	Posted
04/11/19	53840	Chamber of Commerce - Pomona	2019 Legislative Luncheon	750.00	750.00	0.00	Posted
04/11/19	53841	City of Claremont	2019 4th of July Banners	150.00	150.00	0.00	Posted
04/11/19	53842	City of Walnut	2109 Walnut Family Festival	1,000.00	1,000.00	0.00	Posted
04/11/19	53843	Clean Energy	02/19 Arcadia O & M	426,105.83	426,105.83	0.00	Posted
04/11/19	53844	Coalition for Clean Air	2019 Clean Air Day - Bronze Sponsorship	5,000.00	5,000.00	0.00	Posted
04/11/19	53845	County of L.A. - Sheriff's Dept.	02-01-2019 Special Events- Non contract cities	8,964.26	8,964.26	0.00	Posted
04/11/19	53846	Dalila Ortiz	CPE Conference Mileage	27.84	27.84	0.00	Posted
04/11/19	53847	Digium Inc.	Pomona Phone	2,143.74	2,143.74	0.00	Posted
04/11/19	53848	Ed Butts Ford	Wiper blade replacements	24.60	24.60	0.00	Posted
04/11/19	53849	G4S Secure Integration LLC	03/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
04/11/19	53850	Graingers	Facilities Tools	303.79	303.79	0.00	Posted
04/11/19	53851	Home Depot Credit Services	3/19 Facilities / Bus Stop Supplies	706.96	706.96	0.00	Posted
04/11/19	53852	International City Management Assoc. Retirement Co	108053Asset Fee Allowance 1/31/19-3/31/19	6,861.85	6,861.85	0.00	Posted
04/11/19	53853	MetroKinetics, Inc.	Upgrade Deployment Support	2,174.25	2,174.25	0.00	Posted
04/11/19	53854	Omnitrans	Omnitrans Passes	3,157.35	3,157.35	0.00	Posted
04/11/19	53855	Pacific Products and Services, LLC.	Bus Stop Supplies	6,889.33	6,889.33	0.00	Posted
04/11/19	53856	Psomas	02/19 A&E for Mt. SAC Transit Center Projec	8,707.20	8,707.20	0.00	Posted
04/11/19	53857	Pulsar Advertising	02/19 TAP Card and Day Pass Campaign	84,423.45	84,423.45	0.00	Posted
04/11/19	53858	Southern California Edison Co.	Pomona Transit electricity usage	9,051.58	9,051.58	0.00	Posted
04/11/19	53859	Stantec Architecture	TO7 Bus Stops	8,305.44	8,305.44	0.00	Posted
04/11/19	53860	State Compensation Insurance Fund	04/19 Workers Comp premium	4,612.58	4,612.58	0.00	Posted
04/11/19	53861	Sustainable Claremont	2019 Claremont Earth Day	1,000.00	1,000.00	0.00	Posted
04/11/19	53862	The Gas Co.	3/19 Admin Bdg Gas	1,250.31	1,250.31	0.00	Posted
04/11/19	53863	Thomas J. Koontz	Printing of Duarte Bus Brochure	1,629.12	1,629.12	0.00	Posted
04/11/19	53864	ThyssenKrupp Elevator Corporation	4/1/19 - 6/30/19 Industry P&R Elavator Maintenance	480.02	480.02	0.00	Posted
04/11/19	53865	Tri - Signal Integration, Inc.	4/19 Admin Bldg Alarm Monitoring	175.00	175.00	0.00	Posted
04/11/19	53866	Ultimate Maintenance Services, Inc	4/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted

Bank Account - Check Details

Period: 04/01/19..04/30/19

Foothill Transit

Wednesday, May 01, 2019

FOOTHILLTRANSITCLIN

04/11/19	53867	W.M. Klorman Construction Corp.	2/28/19 Covina Park & Ride Design-Build Phase 2	596,354.90	596,354.90	0.00	Posted
04/11/19	53868	Waste Management	4/19 Warehouse Trash	332.15	332.15	0.00	Posted
04/11/19	53869	Weatherite Corporation	3/19 Industry P&R HVAC Maintenance	410.00	410.00	0.00	Posted
04/11/19	53870	Willie J. Brooks	4/19 Indoor Plant Care	449.75	449.75	0.00	Posted
04/11/19	53871	Wright Express	Vehicle fueling for month of March 2019	544.83	544.83	0.00	Posted
04/11/19	53872	Yoko Igawa	04/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
04/17/19	E01128	Keolis Transit Services LLC	F1911 Engine Repower Precision Allison Transmissio	62,385.69	0.00	0.00	Posted
04/17/19	E01129	Keolis Transit Services LLC	03/24/2019 LA Marathon	10,857.23	0.00	0.00	Posted
04/17/19	E01130	Transdev Services, Inc.	03/24/2019 LA Marathon	14,379.04	0.00	0.00	Posted
04/17/19	E01131	Transdev Services, Inc.	04/2019 Management Services	170,138.28	0.00	0.00	Posted
04/18/19	53873	ACC Business	Arcadia Phone Internet	3,996.75	3,996.75	0.00	Posted
04/18/19	53874	Amazon Web Services, Inc	Web hosting	630.91	630.91	0.00	Posted
04/18/19	53875	AT and T - 5025	EI Monte phone line router management	209.20	209.20	0.00	Posted
04/18/19	53876	Athens Services- 54957	4/19 Admin Trash Service & Parking Lot Sweeping	1,386.40	1,386.40	0.00	Posted
04/18/19	53877	Burns & McDonnell Engineering Company, Inc	02/28/19 In Depot Charging Services	49,746.00	49,746.00	0.00	Posted
04/18/19	53878	CA Newspaper Service Bureau	IFB 19-071 Notice IVDB	215.94	215.94	0.00	Posted
04/18/19	53879	California Deposition Reporters	IFB 19-047 Pre-Bid Meeting	803.20	803.20	0.00	Posted
04/18/19	53880	Charter Communications Inc.	Admin Building Cable TV	166.37	166.37	0.00	Posted
04/18/19	53881	City of Covina	Covina Park & Ride - New Retail Permit Fees	305.90	305.90	0.00	Posted
04/18/19	53882	Darold D. Pieper Attorney at Law	3/19 Legal Fees	7,640.00	7,640.00	0.00	Posted
04/18/19	53883	Donald Luey	Reimbursed expense 1/7/19-3/19/19	111.76	111.76	0.00	Posted
04/18/19	53884	Encore Awards and Marking	Name Badges for Ritta and Felicia	51.50	51.50	0.00	Posted
04/18/19	53885	Erhart's Catering	3/28/19 Transdev Paris Group Meeting	375.84	375.84	0.00	Posted
04/18/19	53886	FEDEX Corp.	Express Mail	233.99	233.99	0.00	Posted
04/18/19	53887	Frontier	Local Calls	2,640.44	2,640.44	0.00	Posted
04/18/19	53888	Gotcha Media Holdings, LLC	7 College Kisok Styrene	595.00	595.00	0.00	Posted
04/18/19	53889	Green's Lock and Safe	5th Floor Office Lock Repair	209.50	209.50	0.00	Posted
04/18/19	53890	HD Supply Facilities Maintenance	Facility Supplies - Arcadia Warehouse	145.15	145.15	0.00	Posted
04/18/19	53891	Hendy Satya	Mileage Reimbursement	56.26	56.26	0.00	Posted
04/18/19	53892	Hinderliter, de Llamas & Associates	Covina P&R - Economic Development Services	1,880.00	1,880.00	0.00	Posted
04/18/19	53893	Instant Signs Inc.	Plastic Stensils	129.60	129.60	0.00	Posted
04/18/19	53894	Iron Mountain Inc.	3/19 Shredding Services	137.20	137.20	0.00	Posted
04/18/19	53895	Kare Youth League	2109 Annual Sponsorship Drive	1,000.00	1,000.00	0.00	Posted
04/18/19	53896	Lewis Engraving	West Coast MAX Name Plates	426.14	426.14	0.00	Posted
04/18/19	53897	Lillian Lin	04/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
04/18/19	53898	Linda Apodaca	Expense/Travel Reimbursement January - April	404.44	404.44	0.00	Posted
04/18/19	53899	MailFinance Inc.	4/27/19-7/26/19 Postage Machine Leasing Charges	507.17	507.17	0.00	Posted
04/18/19	53900	McKinley Children's Center	2019 Champions of the Heart Gala	150.00	150.00	0.00	Posted
04/18/19	53901	Mt. San Antonio College Found	Gold 2019 Sponsorship	3,000.00	3,000.00	0.00	Posted
04/18/19	53902	National CineMedia, LLC	Onscreen Advertising 3/15/19 - 3/21/19	10,834.06	10,834.06	0.00	Posted
04/18/19	53903	Neofunds by Neopost	3/19 Postage	560.00	560.00	0.00	Posted
04/18/19	53904	Office Depot	Office Supplies	261.19	261.19	0.00	Posted
04/18/19	53905	Panera, LLC	Coffee for APTA meeting at the Arcadia yard	70.40	70.40	0.00	Posted
04/18/19	53906	Richards Watson and Gershon	2/19 Legal Fees	371.50	371.50	0.00	Posted
04/18/19	53907	San Gabriel Valley Civic Alliance	SGVCA Luncheon Tickets	300.00	300.00	0.00	Posted
04/18/19	53908	Sharlane Bailey	Reimbursable Expenses - NTI Training	32.94	32.94	0.00	Posted

Bank Account - Check Details

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Foothill Transit

Attachment D

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Wednesday, May 01, 2019

FOOTHILLTRANSITCLIN

04/18/19	53909	Skyline Pest Control	4/19 Pest & Rodent Control	95.00	95.00	0.00	Posted
		Socal Office					
04/18/19	53910	Technologies/MWB Business Systems	monthly copier usage	757.86	757.86	0.00	Posted
04/18/19	53911	Southern California Streets Initiative	Streetsblog L.A. 2109 Awards Dinner	500.00	500.00	0.00	Posted
04/18/19	53912	Stantec Architecture	OCS TO3	11,520.70	11,520.70	0.00	Posted
04/18/19	53913	Steven Leonard Gandara	Reimbursable Expenses - NoE Posting Fee	78.75	78.75	0.00	Posted
04/18/19	53914	Suburban Water Systems	3/19 Admin Bldg Water	595.31	595.31	0.00	Posted
04/18/19	53915	Temple City Chamber of Commerce	Annual Membership	200.00	200.00	0.00	Posted
04/18/19	53916	The Type Gallery	04/2019 Free Ride Coupons 5200	1,631.55	1,631.55	0.00	Posted
04/18/19	53917	Thomas J. Koontz	Interior Cards-Insuistry hills pro rodeo	5,695.48	5,695.48	0.00	Posted
04/18/19	53918	Thompson Coburn LLP	2/19 General Procurement	85,825.58	85,825.58	0.00	Posted
04/18/19	53919	Verizon Business - 15043	Cellular VPN	10,738.68	10,738.68	0.00	Posted
04/18/19	53920	Walnut Valley Water District	3/19 Industry P&R Landscape Water	46.86	46.86	0.00	Posted
04/18/19	53921	Weatherite Corporation	3/19 Admin Bldg HVAC Maintenance + Air Filters	1,014.00	1,014.00	0.00	Posted
04/24/19	E01132	Bankcard Center-Bank of the West	3/19 Agency credit card usages	38,282.87	0.00	0.00	Posted
04/24/19	E01133	International City Management Assoc. Retirement Co	Payroll ending 4/20/19 retirement funds	43,340.50	0.00	0.00	Posted
04/24/19	E01134	Transdev Services, Inc.	F 1618 PAT Precision Automatic Transmission	8,434.10	0.00	0.00	Posted
04/24/19	E01135	Transdev Services, Inc.	F 1614 PAT Precision Automatic Transmission	8,434.10	0.00	0.00	Posted
04/24/19	E01136	Transdev Services, Inc.	03/19 Roadeo special services	2,107.44	0.00	0.00	Posted
04/24/19	E01137	Transdev Services, Inc.	Reimbursement - Backflow Repair	1,648.75	0.00	0.00	Posted
04/24/19	E01138	Transdev Services, Inc.	Reimbursement - Portable Restrooms	1,338.43	0.00	0.00	Posted
04/25/19	53922	ACE Pelizon Plumbing	Admin Bldg 3rd Floor Plumbing Repair	741.45	741.45	0.00	Posted
04/25/19	53923	Adt Security Services, Inc.	04/29-07/28/2019 Pomona station security services	157.89	157.89	0.00	Posted
04/25/19	53924	AFLAC	04/19 Voluntary insurance premium	1,560.68	1,560.68	0.00	Posted
04/25/19	53925	AT and T - 5019	Phone Service	390.36	390.36	0.00	Posted
04/25/19	53926	AT and T - 5025	EI Monte phone line	4,016.87	4,016.87	0.00	Posted
04/25/19	53927	CA Newspaper Service Bureau	Lost and Found Notice	248.46	248.46	0.00	Posted
04/25/19	53928	California Deposition Reporters	IFB 19-072 Pre-Bid Meeting	1,606.95	1,606.95	0.00	Posted
04/25/19	53929	CIGNA Group Insurance	05/19 Life Insurance premium	4,636.42	4,636.42	0.00	Posted
04/25/19	53930	City of Pomona - Passes	2/8/19-4/4/19 Get About Tickets	2,000.00	2,000.00	0.00	Posted
04/25/19	53931	ConvergeOne, Inc	Emergency Network troubleshooting	3,760.00	3,760.00	0.00	Posted
04/25/19	53932	Empire Transportation Inc	03/19 Dial A Ride	36,077.63	36,077.63	0.00	Posted
04/25/19	53933	Erhart's Catering	4/26/19 Executive Board Meeting	400.98	400.98	0.00	Posted
04/25/19	53934	Frontier	Arcadia computer phone line	199.16	199.16	0.00	Posted
04/25/19	53935	G4S Secure Integration LLC	02/19 Security Maintenance	10,233.55	10,233.55	0.00	Posted
04/25/19	53936	Gotcha Media Holdings, LLC	APU, Mt. SAC, Rio Hondo	6,756.00	6,756.00	0.00	Posted
04/25/19	53937	Industry Public Utility Commission	4/19 Industry P&R Electricity	1,166.04	1,166.04	0.00	Posted
04/25/19	53938	Katherine E. Gagnon	Flnal PTO payout	4,289.09	4,289.09	0.00	Posted
04/25/19	53939	LaShawn Gillespie	10/2018-04/2019 CTA conference/Congressional tour	416.25	416.25	0.00	Posted
04/25/19	53940	Lazar and Associates	03/19 Translating services	247.95	247.95	0.00	Posted
04/25/19	53941	LegalShield	04/19 Pre-Paid Legal Services	197.40	197.40	0.00	Posted
04/25/19	53942	Linda Garrison	04/19 Yogo instruction	585.00	585.00	0.00	Posted
04/25/19	53943	Metrolink	03/19 Metrolink Passes	35,981.75	35,981.75	0.00	Posted
04/25/19	53944	National Parking Association	Parking Facility Maintenance Manual, 5th Edition	102.49	102.49	0.00	Posted
04/25/19	53945	Newage PHM, LLC	4/19 Transit Store #2 Lease	7,373.47	7,373.47	0.00	Posted
04/25/19	53946	Platinum Security Inc.	03/19 EI Monte security services	6,500.78	6,500.78	0.00	Posted

Bank Account - Check Details

Period: 04/01/19..04/30/19

Foothill Transit

Wednesday, May 01, 2019

FOOTHILLTRANSIT\CLIN

04/25/19	53947	Southern California Edison Co.	03/19 Electricity usage Pomona Transit center	7,392.04	7,392.04	0.00	Posted
04/25/19	53948	Standard Parking Corporation	3/19 Parking Services	5,107.28	5,107.28	0.00	Posted
04/25/19	53949	Staples Business Adv.-Dept. LA	Office Supplies	484.14	484.14	0.00	Posted
04/25/19	53950	Thomas J. Koontz	Interior Cards-Insustry hills pro rodeo	72.77	72.77	0.00	Posted
04/25/19	53951	Vision Service Plan - (CA)	04/19 Vision insurance premium	2,459.06	2,459.06	0.00	Posted
04/25/19	53952	W.M. Klorman Construction Corp.	3/31/19 Covina Park & Ride Design-Build Phase 2	1,049,170.50	1,049,170.50	0.00	Posted
04/25/19	53953	Walnut Valley Water District	3/19 Industry P&R Fire Sprinkler Water	31.03	31.03	0.00	Posted
04/25/19	53954	Willie J. Brooks	5/19 Indoor Plant Care	662.75	662.75	0.00	Posted
04/25/19	53955	Yoko Igawa	05/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
General Checking				8,618,682.25	2,775,781.84	100.00	



May 31, 2019

To: Executive Board

Subject: **April 2019 Performance Indicators Report**

Recommendation

Receive and file the April 2019 Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for April of FY2018-2019. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

In April, Foothill Transit achieved four out of eight key performance indicator goals. The performance indicator targets met through the month are: Complaints per 100,000 Boardings, Boardings per Vehicle Service Hour, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

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

- **Boardings** – Total boardings recorded by the farebox in April was 1,038,576 – which is three percent lower than the same month last fiscal year.
- **Fare Revenue** – Total fare revenue for April was \$1.36 million. The average fare was \$1.31 per boarding.
- **Operating Expenses** – Operating expenses incurred in April totaled \$7.91 million, resulting in an average cost per service hour of \$108.65.
- **Accidents** – The system averaged 1.31 preventable vehicle collisions per 100,000 miles in April.
- **Customer Complaints** – Foothill Transit received an average of 14.1 complaints per 100,000 boardings in April. This is 23 percent lower than the same month last fiscal year.



- **Schedule Adherence** – On-time performance for April was 71.9 percent as reported by Foothill Transit's CAD/AVL system by Avail. Prior year data is only available through November 2017 when activities began to transition from the prior CAD/AVL system to the Avail system. FY17-18 year-to-date on-time performance through November 2017 was 80.5 percent.

Analysis

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

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

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

Overall System Performance

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

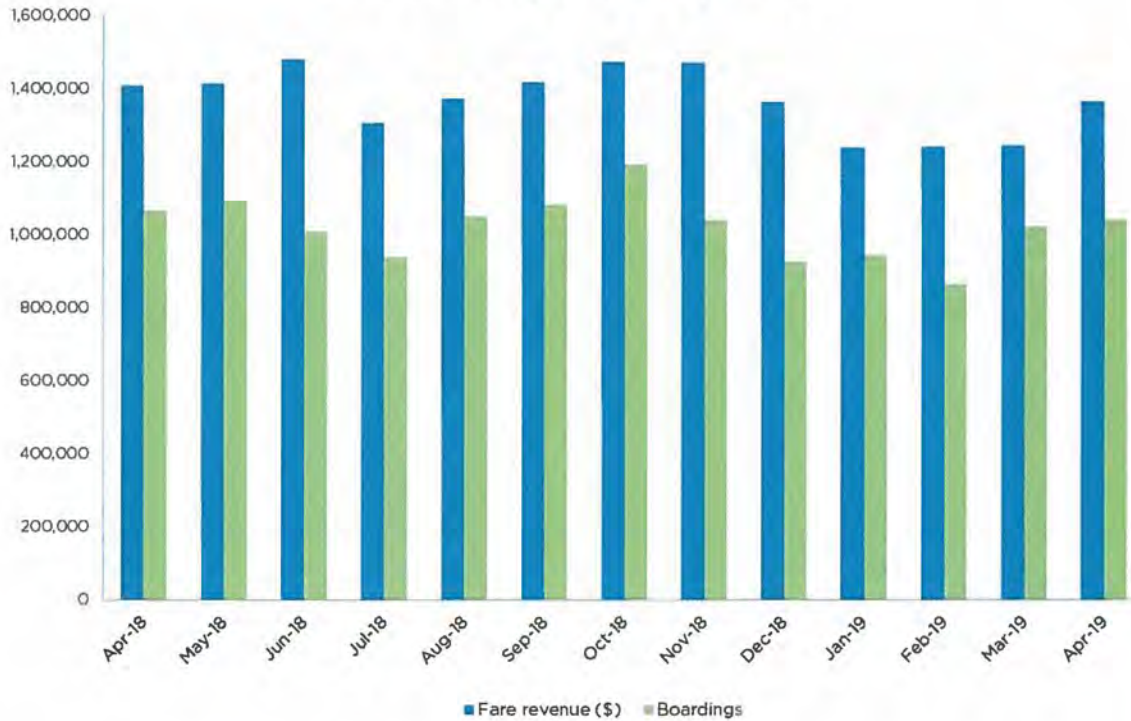
Total Boardings and Total Fare Revenues

In April 2019, Foothill Transit buses had 1,038,576 boardings. When compared to the same month during the previous fiscal year, ridership decreased by three percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue recorded in April was \$1.36 million. This is three percent lower than the same month during the previous fiscal year.



Total Boardings and Fare Revenues



Vehicle Service Hours and Operating Expenditure

In April, Foothill Transit operated 72,826 service hours, which represents a two percent increase compared to the same month last fiscal year.

During the month of April, Foothill Transit incurred \$7.91 million in operating expenses, which is three percent higher compared to the same month the previous fiscal year. Variance between April FY17-18 and April FY18-19 expenses is due to annual cost escalators in the Arcadia and Pomona operations and maintenance contracts.

Goal 1: Operate a Safe Transit System

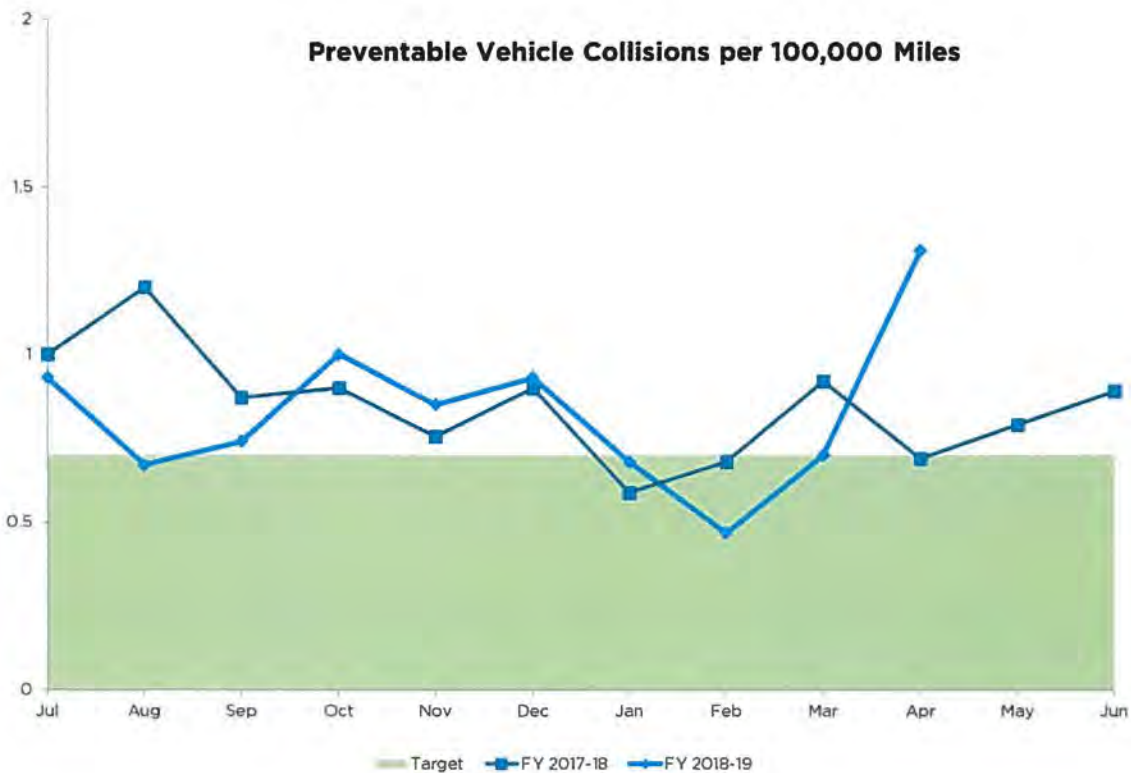
Foothill Transit’s primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable vehicle collisions incurred for every 100,000 miles of vehicle operation.



Preventable Vehicle Collisions per 100,000 Miles

In April 2019, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable vehicle collisions per 100,000 miles with 1.31 preventable collisions per 100,000 miles. This is 91 percent higher compared to the same month last year. Preventable vehicle collisions in April resulted primarily from coaches making contact with fixed objects and sideswipes, partially because of the reduced lane widths on arterial roadways and on freeways.

Keolis' and Transdev's safety committees, which are comprised of operators and administrative staff members, meet on a monthly basis to review trends, hazardous locations, facility improvements, and other safety related matters. The General Managers, Safety Managers, Trainers, and Operations staff are actively involved in the development of action plans and implementation. These plans include operator training, coaching, and other activities as appropriate.





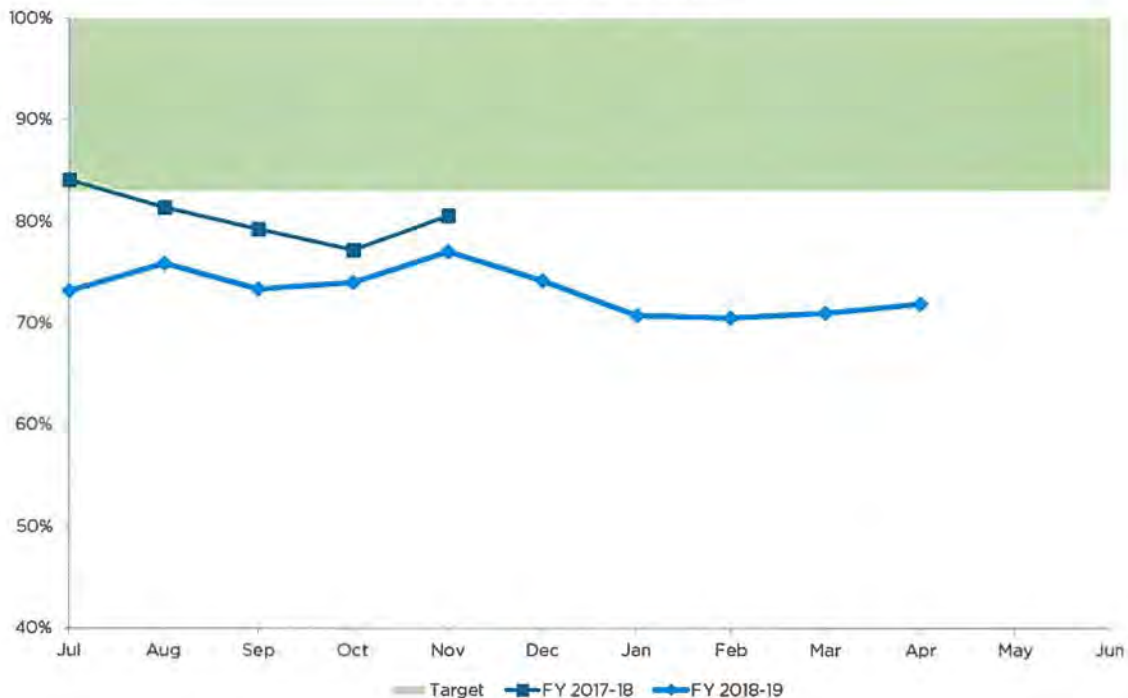
Goal 2: Provide Outstanding Customer Service

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

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. For April 2019, OTP is 71.9 percent. From December 2017 through June 2018 of last fiscal year, OTP data was unavailable while our old CAD/AVL system was replaced. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

Schedule Adherence

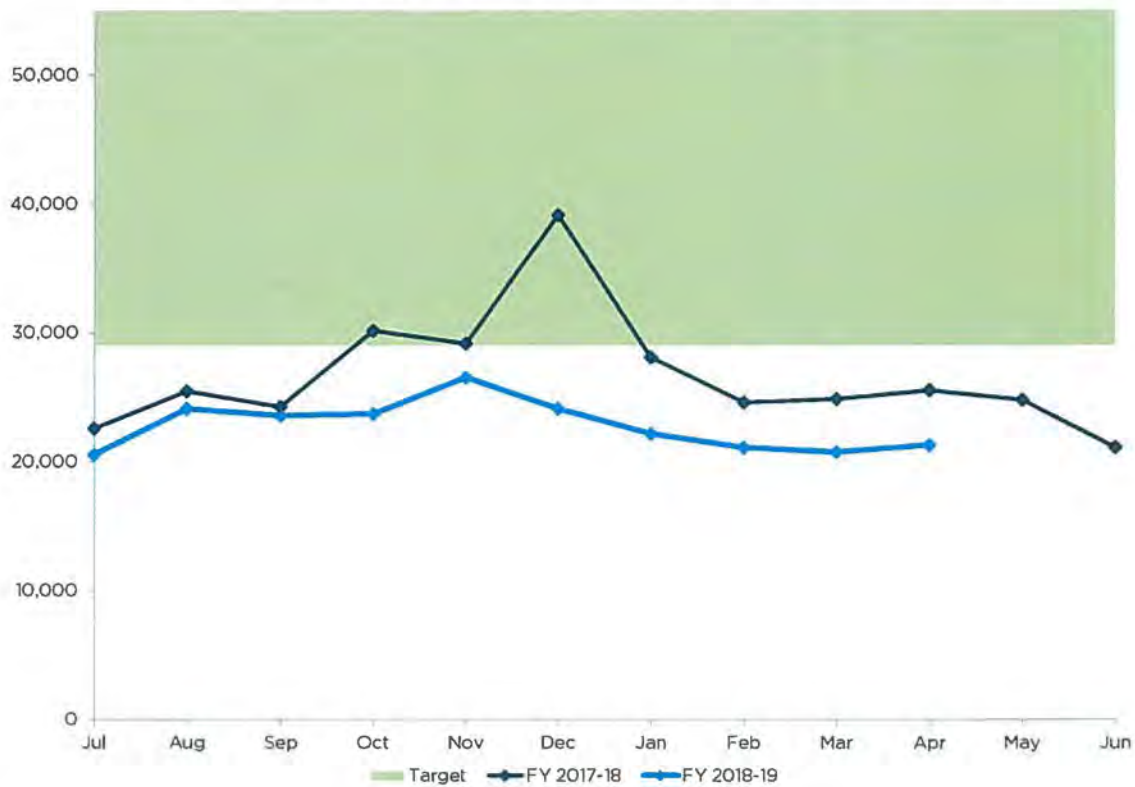




Average Miles between Mechanical Service Interruptions

Average miles between mechanical service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service that result in a service delay of more than five minutes. In April, Foothill Transit averaged 21,283 miles between service interruptions as reported by the operations contractors. Foothill Transit did not meet the maintenance reliability goal of at least 29,000 miles between service interruptions and the metric is 17 percent lower compared to the same month last fiscal year.

Average Miles between Mechanical Service Interruptions





Complaints per 100,000 Boardings

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

In April, Foothill Transit received an average of 14.1 complaints per 100,000 boardings, which represents a 23 percent decrease compared to the same month last fiscal year.



Goal 3: Operate an Effective Transit System

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

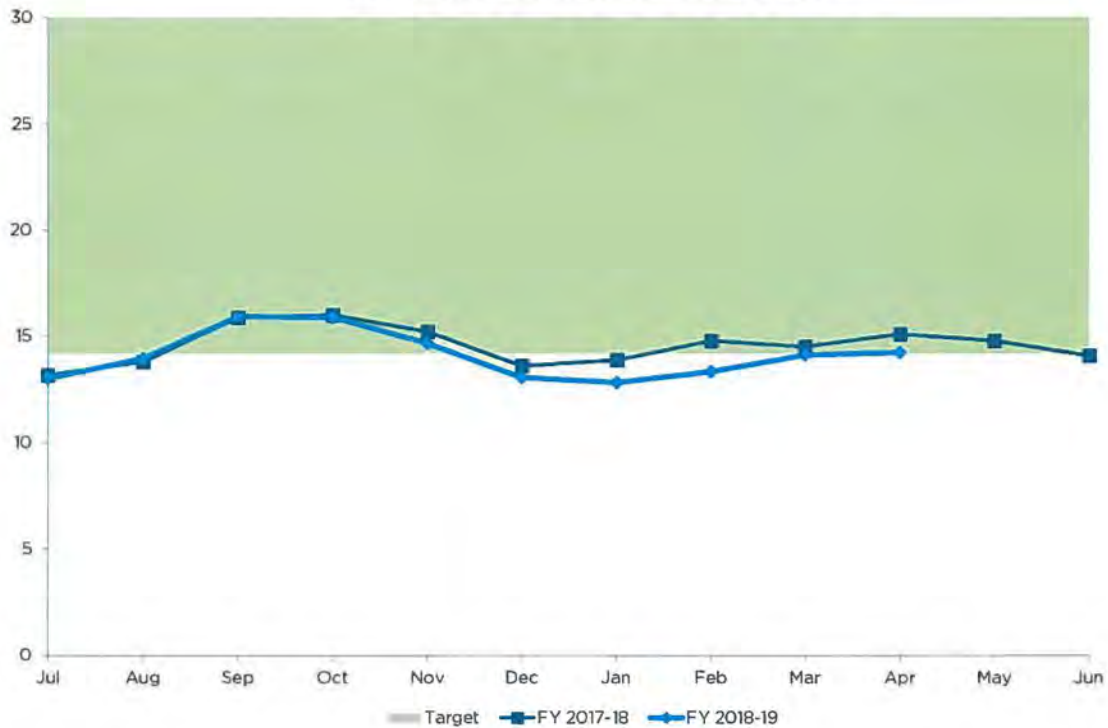


Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. In April, there was 14.26 boardings per vehicle service hour, slightly above the performance target of 14.19 or more boardings per service hour. This is five percent lower compared to the same month last fiscal year. This variance is due to the decrease in ridership discussed earlier.

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

Boardings per Vehicle Service Hour





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY2018-2019 performance target for this metric is to achieve at least 43,000 average weekday boardings. In April, there was 40,830 average weekday boardings, which is a six percent decrease compared to the same month last fiscal year and does not meet the target. This decrease mirrors the overall drop in boardings for the month.

Average Weekday Boardings





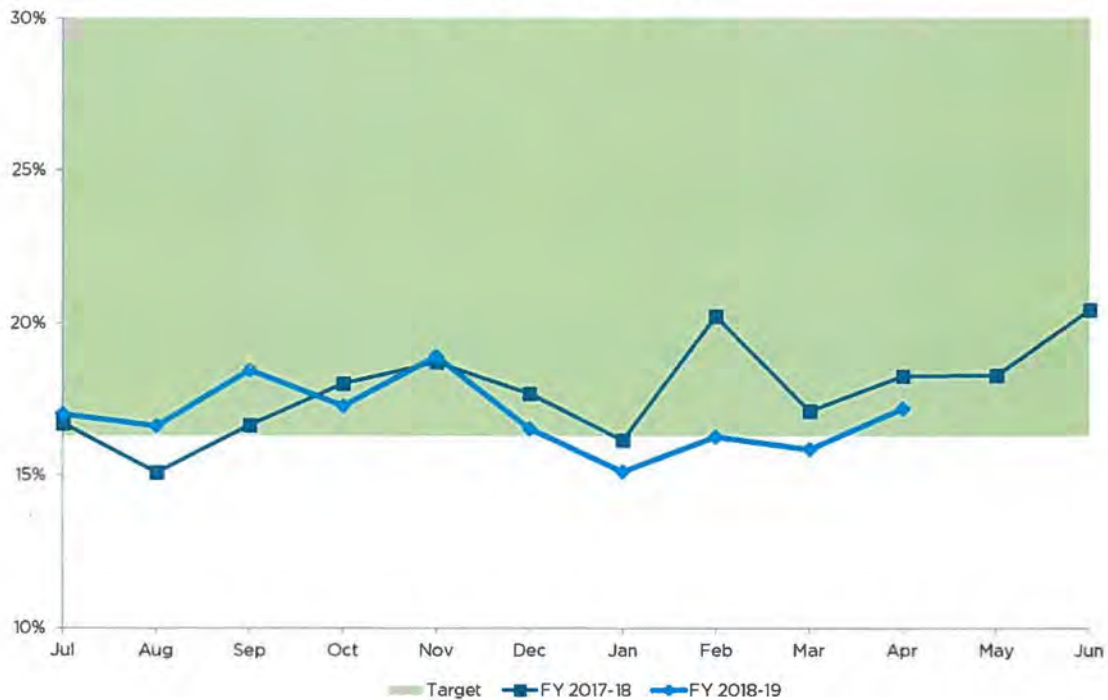
Goal 4: Operate an Efficient Transit System

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. For the month of April, the Farebox Recovery Ratio was 17.20 percent, which meets the target of 16.30 percent.

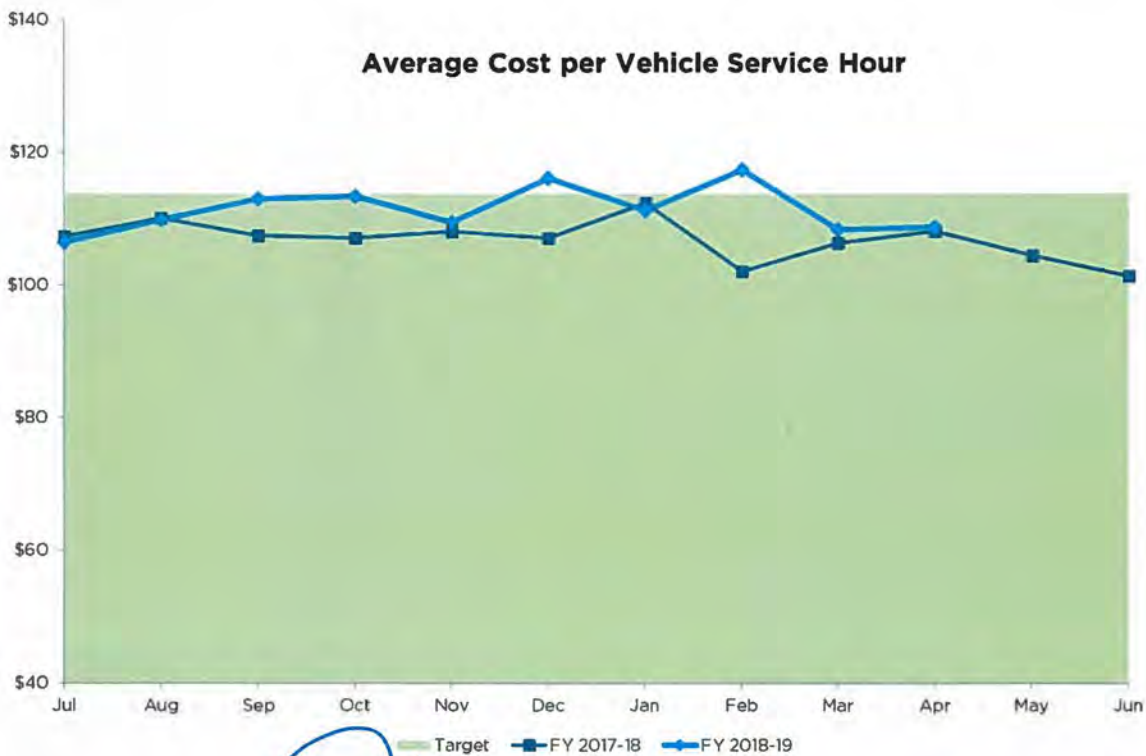
Farebox Recovery Ratio





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 \$108.65, which meets the fiscal year target of less than \$113.68, and is one percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with annual cost increases on the Arcadia and Pomona operations and maintenance contract, and high CNG fuel costs experienced earlier this fiscal year.



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachment

Foothill Transit Monthly Key Performance Indicators

April FY 2019

Goal	Performance Indicator	April FY 2019	Met Target?	April FY 2018	% Improvement Over Same Month Last Year	FY 2018-2019 YTD	Met Target?	FY 2017-2018 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,038,576	-	1,066,695	(3%)	10,093,447	-	10,441,775	(3%)	
	Vehicle Service Hours	72,826	-	71,277	2%	715,410	-	717,908	(0%)	
	Total Fare Revenue	\$1,360,861	-	\$1,407,136	(3%)	\$13,469,035	-	\$13,451,344	0%	
	Total Operating Expense	\$7,912,272	-	\$7,703,808	(3%)	\$79,591,922	-	\$77,260,809	(3%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	1.31	No	0.69	(91%)	0.83	No	0.85	2%	≤ 0.70
Customer Service	Schedule Adherence	71.9%	No	-	-	71.5%	No	-	-	≥ 83%
	Miles Between Mechanical Service Interruptions	21,283	No	25,549	(17%)	22,672	No	26,818	(15%)	≥ 29,000
	Complaints per 100,000 Boardings	14.1	Yes	18.3	23%	17.6	Yes	25.1	30%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	14.26	Yes	14.97	(5%)	14.11	No	14.54	(3%)	≥ 14.19
	Average Weekday Boardings	40,830	No	43,208	(6%)	40,912	No	42,259	(3%)	≥ 43,000
Efficiency	Farebox Recovery Ratio	17.20%	Yes	18.27%	(6%)	16.92%	Yes	17.41%	(3%)	≥ 16.30%
	Average Cost per Vehicle Service Hour	\$108.65	Yes	\$108.08	(1%)	\$111.25	Yes	\$107.62	(3%)	≤ \$113.68

Foothill Transit Monthly Operations Report

April FY 2019

Goal	Performance Indicator	April FY 2019	April FY 2018	% Improvement Over Same Month Last Year	FY18-19 YTD	FY17-18 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.31	\$1.32	(0.7%)	\$1.33	\$1.29	3.6%
	Average cost per boarding	\$7.62	\$7.22	(5%)	\$7.89	\$7.40	7%
	Average subsidy per boarding	\$6.31	\$5.90	(7%)	\$6.55	\$6.11	7%
	Total vehicle miles	1,447,256	1,456,276	(1%)	14,169,917	14,454,687	(2%)
	Vehicle service miles	1,043,592	1,023,202	2%	10,269,724	10,313,685	(0%)
	Total vehicle hours	92,009	96,677	(5%)	901,733	939,944	(4%)
	In-service speed (mph)	14.33	14.36	(0%)	14.36	14.37	(0%)
	Boardings per vehicle service mile	1.00	1.04	(5%)	0.98	1.02	(3%)



May 31, 2019

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) - Bus Book Printing and Related Printed Schedule Items**

Recommendation

Authorize the Executive Director to issue Request for Proposals (RFP) No. 19-103 for the design, production, and printing of Bus Books and related printed schedule items.

Analysis

Foothill Transit's Bus Book is a schedule and information guide that includes bus schedules, fare tables, route maps, and other information useful to our customers. This information is presented in English, Spanish, and Chinese. The contractor will be tasked with ensuring that all items involved in the design and production of the Bus Book are performed thoroughly, accurately and in a timely manner.

Currently at each service change, roughly every six months, Foothill Transit through its contract with a design and printing firm, prepares approximately 45,000 bus books. The Bus Books are distributed widely throughout the Foothill Transit service area. The Bus Books are made available to customers free of charge for the first three weeks of a service change, then they are available for sale at the price of \$1 at the Transit Stores. During the complimentary period, the books are available to customers onboard all Foothill Transit buses. Customers also have the option to create a free personalized Bus Book online at any time at www.foothilltransit.org.

Since many customers now get their information electronically, the demand for printed materials such as the Bus Book has weakened. During a service change, only a handful of routes or route schedules are modified, while most routes remain unchanged. To reduce overall cost, we will print one major Bus Book per year and issue Bus Book amendments or updates that contain only the information that has changed. We will also extend the period during which Bus Books are available free of charge from three to six weeks and offer the amendments free of charge.



Joint Meeting - Annual Governing Board and Executive Board Meeting - 05/31/19
Request to Issue Request for Proposals (RFP) - Bus Book Printing and Related Printed Schedule Items
Page 2

Transit Information Products (TIP) is Foothill Transit's current Bus Book production contractor. They have successfully designed, produced and printed the Foothill Transit Bus Book since 2007. The current agreement with TIP will expire on August 31, 2019, and there are no available contract options. The proposed procurement would be for a three-year term with two one-year options to be exercised at Foothill Transit's sole discretion. The performance dates of the contract are slated to coincide with Foothill Transit's fiscal year.

Budget Impact

Funding for the design, production and printing of Bus Books and related printed schedule items is included in the FY 2019-2020 budget.

Sincerely,

Joseph Raquel
Director of Planning

Christopher Pieper
Director of Procurement

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer



May 31, 2019

To: Executive Board

Subject: **Request to Issue Request for Proposals (RFP) – On Call Scheduling Support**

Recommendation

Authorize the Executive Director to issue a Request for Proposals (RFP) No. 19-098 for On Call Scheduling Support.

Analysis

Foothill Transit currently uses the Giro Hastus scheduling software suite to create line routing and schedules. The Hastus system plays an important role in Foothill Transit's SMARTBus system because the Hastus system exports the schedule information that is essentially the backbone of the SMARTBus system. The data must be exported from the Hastus system in such a way as to ensure that the data reported by the SMARTBus system is accurate.

The On Call Scheduling Support will help troubleshoot errors that often occur when the new schedule is uploaded into the SMARTBus system. The Scheduling Support contractor also provides in-depth coaching on the Hastus software.

The proposed procurement would be for a three-year term with two one-year options to be exercised at Foothill Transit's sole discretion. The performance dates of the contract are slated to coincide with Foothill Transit's fiscal year.

Budget Impact

Funding for the On Call Scheduling support is included in the Proposed FY 2019-2020 budget.

Sincerely,

Joseph Raquel
Director of Planning

Christopher Pieper
Director of Procurement

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and
Treasurer



May 31, 2019

To: Executive Board

Subject: **Transportation Fund Exchange**

Recommendation

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

Analysis

The City of West Covina has \$2,200,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide the City of West Covina with \$1,650,000 of available general use funds. The Proposition A Transportation 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) with approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

Budget Impact

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

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director



May 31, 2019

To: Executive Board

Subject: **Resolution for the Transit and Intercity Rail Capital Program**

Recommendation

Adopt the following resolution:

Resolution No. 2019-02: Authorization for the Execution of the Master Agreement for the California State Transportation Agency - Transit and Intercity Rail Capital Program (TIRCP) for the Project - "*Transforming California: Bus Electrification, Service Expansion and Rail Integration*" in the Amount of \$5,000,000.00 (Attachment A).

Analysis

The Transit and Intercity Rail Capital Program (TIRCP) is one of several programs funded as part of the 2014-2015 State of California Budget to provide capital assistance for the reduction of greenhouse gas emissions. Through this program, Foothill Transit is eligible for funding in the amount of \$5,000,000.00.

With the Executive Board's authorization, Foothill Transit will request capital funds to support the purchase of zero-emission buses and expansion of Line 486 to serve the Pomona Transit Center and adjoining Metrolink Station. Service frequency is being increased as well.

Attachment A is the proposed resolution for authorization for the execution of the TIRCP Master Agreement.

Budget Impact

This resolution will enable Foothill Transit to submit an allocation request in the amount of \$5,000,000.00, which would fund costs associated with the purchase of twenty zero-emission buses associated with the extension of Line 486.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Executive Director

RESOLUTION #2019-02

AUTHORIZATION FOR THE EXECUTION OF A MASTER AGREEMENT, AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT PROJECTS:

WHEREAS, Foothill Transit may receive state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the Transit and Intercity Rail Capital Program, by Chapter 36 (SB 862) of the Statutes of 2014; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

WHEREAS, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

WHEREAS, Foothill Transit wishes to delegate authorization to execute these documents and any amendments thereto to Doran J. Barnes, Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foothill Transit that it hereby authorizes the Executive Director to execute the Master Agreement, all Award Agreements, and all Program Supplements for State-Funded Transit Projects and any Amendments thereto with the California Department of Transportation

AGENCY BOARD DESIGNEE: Doran J. Barnes, Executive Director

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 31, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

Corey Calaycay, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary



May 31, 2019

To: Executive Board

Subject: **Low-Income Fare is Easy (LIFE) Program Memorandum of Understanding (MOU)**

Recommendation

Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with L.A. Metro to allow Foothill Transit to accept LIFE TAP media at a reimbursement rate of \$1.14 per boarding.

Analysis

In May 2017, the Los Angeles County Metropolitan Transportation Authority Board of Directors approved the LIFE program, which merged and increased subsidies on programs such as the Rider Relief Transportation Program (RRTP), Immediate Needs Transportation Program (INTP), and the Support for Homeless Re-Entry (SHORE) program. Foothill Transit has participated in the programs that allow customers to redeem coupons at our Transit Stores for a discount on a Foothill Transit 31-day Local pass.

The LIFE program will take advantage of the new and improved features of the TAP system in that participants will be automatically enrolled and classified as a LIFE program participant in their TAP account. The discount is automatically available to the participant and the customer will have the option to choose to apply the discount to the eligible products listed in **Attachment A**.

At Foothill Transit, LIFE participants will be able to use their discount towards a Foothill Transit 31-Day Local pass or to purchase a LIFE 20-ride pass. A four-ride LIFE pass is also available for participants through social service agencies.

An example of how the program will work is that if a customer who requests to purchase a Foothill Transit Local 31-day pass valued at \$50.00 presents their LIFE TAP card, which includes a \$24.00 LIFE program credit, the TAP card automatically applies the discount and the customer pays the difference of \$26.00. Metro reimburses Foothill Transit each month for the total value of all discounts applied.



When a customer rides on Foothill Transit with a LIFE 20 ride-based TAP product, Foothill Transit will be reimbursed for each single ride at a rate of \$1.14. A more detailed reimbursement table is available in **Attachment B**.

LIFE program eligibility and enrollment will continue to be administered by LA Metro. Foothill Transit will have limited involvement with eligibility determination and enrollment thus requiring minimal Foothill Transit staff time. As is required with any changes to the fare structure, LA Metro conducted an equity and environmental justice analysis on the LIFE program on behalf of the County. The result of the analysis shows no disparate impact and no disproportionate burden by the program.

Budget Impact

Foothill Transit's participation in the LIFE program will have limited budget impact since pass purchases are fully reimbursed and ride-based product usage will be reimbursed at a rate slightly below our base fare at \$1.14 per boarding. We anticipate the difference between the reimbursement rate and our base fare will be mitigated by added ridership associated with the participation of new customers.

Sincerely,

John Xie
Revenue Manager

Doran J. Barnes
Executive Director

List of Approved LIFE Passes and Rider Classes for Foothill Transit

31-DAY PASS	
RIDER CLASS	FOOTHILL TRANSIT FARE
Regular	\$ 50.00
College/Vocational	\$ 36.00
Student K-12	\$ 36.00
Senior	\$ 25.00
Disabled/Medicare	\$ 25.00

EZ Transit (Base)	
RIDER CLASS	FOOTHILL TRANSIT FARE
Regular	\$ 110.00
College/Vocational	\$ 110.00
Student K-12	\$ 110.00
Senior	\$ 42.00
Disabled/Medicare	\$ 42.00

20-RIDE PRODUCT (BASED ON SINGLE RIDE)	
RIDER CLASS	FOOTHILL TRANSIT FARE (TAP)
Regular	\$ 1.25
College/Vocational	\$ 1.25
Student K-12	\$ 1.25
Senior	\$ 0.50
Disabled/Medicare	\$ 0.50

4-RIDE PRODUCT (BASED ON SINGLE RIDE)	
RIDER CLASS	FOOTHILL TRANSIT FARE (TAP)
Regular	\$ 1.25

LOW INCOME FARE IS EASY (LIFE) REIMBURSEMENT SCHEDULE**FOOTHILL TRANSIT**

31-DAY PASS				
Foothill Transit will be reimbursed for passes purchased by LIFE patrons based on following schedules				
Rider Class	FOOTHILL TRANSIT FARE	Commission Rate	LIFE Reimbursement Rate to FOOTHILL TRANSIT	LIFE Patron FARE
Regular	\$ 50.00	Standard commission rate applies based on the full pass value	\$ 24.00	\$ 26.00
College/Vocational	\$ 36.00	Standard commission rate applies based on the full pass value	\$ 13.00	\$ 23.00
Student K-12	\$ 36.00	Standard commission rate applies based on the full pass value	\$ 10.00	\$ 26.00
Senior	\$ 25.00	Standard commission rate applies based on the full pass value	\$ 8.00	\$ 17.00
Disabled/Medicare	\$ 25.00	Standard commission rate applies based on the full pass value	\$ 8.00	\$ 17.00

20-RIDE PRODUCT (BASED ON SINGLE RIDE)			
Foothill Transit will be reimbursed for each ride taken by LIFE patron based on following schedule			
Rider Class	Base Fare (TAP)	Approved Life Reimbursement Rate	LIFE Reimbursement Amount to FOOTHILL TRANSIT (Maximum)
Regular	\$ 1.25	\$ 1.14	\$ 1.14
College/Vocational	\$ 1.25	\$ 1.14	\$ 1.14
Student K-12	\$ 1.25	\$ 1.14	\$ 1.14
Senior	\$ 0.50	\$ 0.38	\$ 0.38
Disabled/Medicare	\$ 0.50	\$ 0.38	\$ 0.38

4-RIDE PRODUCT (BASED ON SINGLE RIDE)			
Foothill Transit will be reimbursed for each ride taken by LIFE patron based on following schedule			
Rider Class	Base Fare (TAP)	Approved Life Reimbursement Rate	LIFE Reimbursement Amount to FOOTHILL TRANSIT (Maximum)
Regular	\$ 1.25	\$ 1.14	\$ 1.14

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