



Foothill Transit

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Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, February 26, 2016



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, February 26, 2016
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, DELACH, HERRERA, SHEVLIN
5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 15, 2016
6. PRESENTATIONS:
 - 6.1. Contractors' Employee Recognition
7. PUBLIC COMMENT

CONSENT CALENDAR: Items 8 through 16 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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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8. JANUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

9. JANUARY 2016 PERFORMANCE INDICATORS REPORT

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

10. FEBRUARY 2016 LEGISLATIVE SUMMARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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11. COACH OPERATOR AUDIT RESULTS

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

12. FISCAL YEAR 2015-2016 SECOND QUARTER BUDGET UPDATE

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

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

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

14. EXERCISE OF OPTION - GENERAL MARKETING SERVICES

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

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

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

16. CONTRACT AWARD - NETWORK INFRASTRUCTURE FIREWALL
REPLACEMENT

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



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REGULAR AGENDA:

17. 2016 Foothill Transit Bus Roadeo Preview

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

18. PROPOSED FY 2016-2017 BUSINESS PLAN INITIATIVES

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

19. FY 2022-2023 FINANCIAL FORECAST UPDATE

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

20. FINANCIAL STABILITY POLICY

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

21. HUMAN RESOURCE COMPENSATION AND BENEFITS

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

22. FTA TITLE VI REVIEW REPORT

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



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23. OPERATION OF LINES 190, 194 AND 270

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

24. EXECUTIVE DIRECTOR COMMENT

25. BOARD MEMBER COMMENT

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

27. POSSIBLE AMENDMENT TO EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

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

28. ADJOURNMENT

**A Special Meeting of the Foothill Transit
Governing Board is scheduled for
Friday, March 4, 2016 at 7:45 a.m.**

**The Meeting of the Governing
Board scheduled for
Friday, March 18, 2016 has been canceled**

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, April 1, 2016 at 8:00 a.m.**



Foothill Transit

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

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

**Friday, January 15, 2016
8:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 8:01 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on driving in inclement weather.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw, Member Calaycay, Vice Chair Shevlin, Chair Herrera

Absent: Member De La Torre, Member Delach

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of December 11, 2015.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Regular Meeting of December 11, 2015 were approved. Motion carried 4-0.

6. PRESENTATIONS

5.1 Contractors' Employee Recognition

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

Carrie Kinsey, Operator of the Month (January 2016)

LaShawn King Gillespie, Director of Customer Service and Operations, Foothill Transit, introduced and recognized the following Arcadia location Transdev operator and employee of the month:

Maria Scott, Operator of the Month (January 2016)
Alfonso DeAlba, Employee of the Month (January 2016)

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

7. **PUBLIC COMMENT**

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

Juan Antonio Lopez, First Transit Regional Vice President, took the opportunity under Public Comment to thank Foothill Transit for their support and great working relationship.

CONSENT CALENDAR

8. **NOVEMBER 2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through November 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of November 30, 2015 for the fiscal year ending June 30, 2016.

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

9. **NOVEMBER 2015 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the November 2015 Performance Indicators Report.

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



10. **JANUARY 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the January 2016 Legislative Summary. There are no recommended positions on bills this month.

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

11. **PROPOSED 2016 FEDERAL, STATE, AND LOCAL LEGISLATIVE PROGRAMS**

Recommendation: Adopt the proposed 2016 Federal, State, and Local Legislative Programs as outlined in Attachments A, B, and C.

Motion by Member Calaycay, second by Vice Chair Shevlin, to adopt. Motion carried 4-0.

12. **INTERAGENCY TRANSFER POLICY UPDATE**

Recommendation: Receive and file a status update on the implementation of changes to the Interagency Transfer Policy (IAT) that was adopted in August 2015.

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

13. **TITLE AND PAY GRADE ADJUSTMENT**

Recommendation: Approve changing the job currently titled "Fare Technology Specialist" to "Fare Revenue Manager" and moving the position from Grade 5 to Grade 6.

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

14. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO 16-004 FOR DATA CIRCUITS AND PHONE SERVICES**

Recommendation: Authorize the Executive Director to issue Request for Proposals (RFP) No. 16-004 for procurement of Data Circuits and Phone Services.

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

15. **REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 16-040 FOR TRANSIT BUSES**

Recommendation: Authorize the Executive Director to issue Request for Proposals No. 16-040 to procure seventy-five 40-42 ft. low-floor CNG buses with options to purchase additional buses in future years.

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

16. **CONTRACT AMENDMENT - 30 BUS PROCUREMENT**

Recommendation: Authorize the Executive Director to execute Amendment No. 15 to Contract No. 12-040 with New Flyer in the amount of Three Hundred Sixty-One Thousand Eight Hundred dollars (\$361,800) sales tax included, for design changes as requested by Foothill Transit.

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

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

Recommendation: Adopt the following resolution: Resolution No. 2016-01: Authorization for the Execution of the Low Carbon Transit Operation Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the amount of \$512,738 (Attachment A).

Motion by Member Calaycay, second by Vice Chair Shevlin, to adopt. Motion carried 4-0.

18. **TRANSIT CENTER AND PARK & RIDE DEPOSIT AGREEMENT WITH CITY OF COVINA**

Recommendation: Authorize the Executive Director to execute a Deposit Agreement with the City of Covina in the amount of \$107,000 related to the development of a Transit Center and Park & Ride facility in the City of Covina.

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

REGULAR AGENDA

19. FAST ACT OVERVIEW

Recommendation: Action: Receive and file the FAST Act Overview.

David Reyno, Director of Government Relations, presented this item.

Mr. Reyno gave an overview of the Fixing America's Surface Transportation (FAST) Act. The FAST Act was signed by President Obama on December 4, 2015. The FAST Act is a five-year authorization for surface transportation programs, fully funded through September 2020.

Chair Herrera thanked Foothill Transit staff for their hard work and legislators who voted in support of the FAST Act.

Doran Barnes, Executive Director, thanked the Board for their continued advocacy. Mr. Barnes also stated that he is pleased to be the first APTA Chair in a long time that doesn't have to say that authorization is the top priority.

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

20. LINE 496 UPDATE

Recommendation: Receive and file the Line 496 Update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that on January 4, 2016 Foothill Transit began providing service from the newly constructed Azusa Intermodal Transit Center. The pilot Line 496 travels from the Azusa Intermodal Transit Center into downtown Los Angeles. Overall customer comments regarding the service have been positive.

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

21. LINES 190, 194 AND 270 UPDATE

Recommendation: Action: Receive and file the Lines 190, 194, and 270 update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported that for almost a year, Foothill Transit has been in discussions with Metro regarding the operation of Lines 190, 194, and 270 should the lines be cancelled by Metro. Mr. Raquel gave an overview of each line and stated how Foothill Transit would benefit from the transition of these lines. Foothill Transit would improve the overall customer experience by providing easier transfers, better coverage, enhancing the current class pass offerings, and opening up opportunities to expand the Class Pass Program to other schools. Assuming that ridership is maintained, Foothill Transit would see an additional 2.9 million boardings, which equates to a 21 percent increase in passengers, which would equate to an increase in fare revenue. Metro has designated the lines for cancellation and has scheduled public hearings to receive public feedback. Once the hearings are complete, the service councils will make their recommendation to the Metro Board for final approval. Having received approval from the Foothill Transit Governing Board, Foothill Transit has scheduled a public hearing to collect public comments. Staff will then go to Foothill Transit Governing Board for final approval to operate the lines.

In response to Vice Chair Shevlin, Mr. Raquel stated that the frequency of Line 270 was every hour and 20 minutes during peak. Vice Chair Shevlin indicated that it would be great if Foothill Transit took on the line that frequency be increased, as some residents near the Duarte Road and Myrtle location in the area have expressed interest in the line but due to the frequency it is not option.

In response to Member Warshaw, Mr. Raquel stated that Foothill Transit's local fare is \$1.25, versus Metro's fare of \$1.75 for local lines. Riders will pay a lower fare on Foothill Transit. Doran Barnes, Executive Director, stated that under the current fare structure if a customer transfers they will be charged a 50 cent transfer fee, so if someone using the line in coordination with another line the fare would be the same as Metro's. If they are using these lines exclusively the fare would be lower. This will be looked at as part of the fare restructuring. Mr. Raquel noted that most of the ridership on Line 270's northern portion is to Rio Hondo College.

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

22. **FISCAL YEAR 2015-2016 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file the status update on the FY 2015-2016 Business Plan Initiatives.

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

Mr. Parks McDonald provided an update on each of the FY 2015-2016 Business Plan Initiatives.

Bus Replacement Project
SMART*Bus* System Replacement
College Pass Program
Fare Restructuring Analysis
San Gabriel and Pomona Valley Park & Rides
Service Enhancement
Mt. SAC Transit Center
Arcadia Operations Contract Procurement

Vice Chair Shevlin commented on how the Gold Line interface is going to affect Foothill Transit's ridership and she assumes that this will be a high priority for staff. Mr. Parks McDonald indicated that staff will be monitoring ridership very closely and that it is anticipated there will be some shifts in ridership.

Vice Chair Shevlin asked about the expiration of TAP cards and exactly which TAP cards are expiring. She indicated she was at her city's community center and that there was confusion over which TAP cards were expiring. Mr. Parks McDonald stated that the first batch of TAP cards had a 3-year life and the product needed to be transferred to new TAP cards. New TAP cards have a 10-year life. Customers are being advised to go either online or go into one of the transit stores to check on the expiration of their TAP card.

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

23. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Foothill Transit provided shuttle services for the Rose Bowl Game. There were 70 buses in operation and there were over 18,000 boardings on that day.
- Foothill Transit will be supporting the LA Marathon and will have 50 buses for shuttle services.
- The Foothill Transit Claremont Transit Store will be closing. The final date of operation will be February 12, 2016.



- The City of Azusa has indicated that they would like to have a dedication for the Azusa Intermodal Transit Center. A date has not been set, but information will be provided to the Board as soon as it's received.
- Mr. Barnes reported on his trip to Delhi, India on behalf of the World Bank. He stated that discussions were held with various leaders from the government of Delhi, representatives from Europe, and China in regards to the electric bus experience. Mr. Barnes was able to present the Foothill Transit and U.S. electric bus experience.
- In connection with his recent trip to Delhi, India, Mr. Barnes indicated that he would be participating in a conference call with representatives from the World Bank and the University of Southern California. The World Bank is considering funding an independent economic evaluation of Foothill Transit's electric bus program. The World Bank is particularly interested in what they can learn from Foothill Transit's experience and how it can be applied to the world.
- Mr. Barnes attended the Transportation Research Board's Annual Meeting. There was lots of discussion on new service delivery models, on-demand services, and the use of smartphones in terms of transportation. There are some potential grant funding programs out there to help, so staff will be watching this.
- The Foothill Transit Strategic Planning Workshop is scheduled for February 5.
- The March 18th Governing Board Meeting has been canceled. A Special Governing Board Meeting will be held on March 4.
- The March Executive Board Meeting will actually be held on April 1.

BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin asked if Foothill Transit would be participating in the March 5, 2016 opening of the Gold Line. Doran Barnes, Executive Director, stated that he would look into it.

24. **ADJOURNMENT**

Adjournment for the January 15, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:58 a.m.



February 26, 2016

To: Executive Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through January 31, 2016.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of January 31, 2016 for the fiscal year ending June 30, 2016.

Balance Sheet Analysis (Attachment A):

Assets

As of January 31, 2016, the balance sheet shows total assets at \$307 million. This total consists primarily of \$192 million in fixed assets, \$102 million in cash and investments and \$13 million in receivable and prepaid assets. Foothill Transit's cash position of \$74 million is \$2 million more than the previous month, and is \$1 million more than last year in January.

Liabilities

The accounts payable balance is \$7.3 million. Accounts Payables include operating and maintenance expenses for \$4.48 million and \$1.35 million for fuel.

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

Investments (Attachment B)

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

The cash and investments balance includes \$16.5 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$24.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo certificates of deposit; \$500,000 with Bank of the West certificates of deposit; and \$15 million invested in the Local Agency Investment Fund (LAIF).

The current interest rates on all accounts are included on Attachment B. The LAIF investment, money market accounts, and the deposits with Chase earn interest but are immediately available as cash, should they be required. The investments



are held for six months to five years and are planned for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

January 2016 year-to-date fare revenues were \$10,232,866 which is \$780,466 (7.09%) less than the year-to-date budgeted amount and \$800,733 less than January 2015. Through January 2016, ridership is 6.48 percent lower than last year at this time.

Year-to-date operating costs through January 2016 were \$42,420,841 which is \$3,379,760 less than the budget. Of this \$42,420,841, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$32.2 million. The other primary operating expense is fuel which was \$2.99 million through January 2016.

Capital expenditures through January were \$3.84 million, compared with \$21.1 million last year at this time. The annual budget for capital expenditures includes the purchase of 30 CNG buses, and completion of the Azusa Intermodal Transit Center.

Farebox Recovery Ratio

The farebox recovery ratio through January was 24.12 percent; slightly higher than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$10,232,866 by the total bus operating expense of \$42,420,841. This ratio is less than the January 2015 ratio of 26.77 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of January 2016; they do not reflect the total expense incurred for the month. If an expense has been incurred but has not yet been invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for January 2016 were \$6,040,731.

Capital disbursements totaled \$1,119,524 and other significant disbursements include \$1.96 million to First Transit and \$2.21 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Foothill Transit
Balance Sheet
As of January 31, 2016

Assets

Current Assets:

Cash	74,150,957
Investments	\$27,488,000
Due from government agencies	7,829,418
Other receivables	4,109,117
Other assets	824,124
Total Current Assets	<u>114,401,617</u>
Property & Equipment (net of depreciation)	192,485,826
Total Assets	<u><u>306,887,443</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	7,342,817
Deferred Revenue	76,187,824
Total Liabilities	<u>83,530,641</u>

Equity

Fund Balance:	
Investment in Capital Assets	192,485,826
Current Year Change	(7,930,404)
Reserve	38,801,379
Total Equity	<u>223,356,801</u>
Total Liabilities and Equity	<u><u>\$ 306,887,443</u></u>

Summary of Cash and
Investment Account
For January 31, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$14,429,005
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	2,140,904
Bank of the West-Money Market	0.180%	Demand Deposit	7,052,452
Bank of the West-Money Market	0.180%	Demand Deposit	14,564,419
Bank of the West-Money Market	0.180%	Demand Deposit	9,608,469
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,636
Chase Business Saving	0.060%	Demand Deposit	11,055,405
LAIF Investment	0.370%	Demand Deposit	15,045,768
Subtotal Cash on Hand			<u>\$74,150,957</u>
Investments:			
Bank of the West:			
Maturity - 11/20/19 - 5yrs.	1.250%	Callable Note	1,000,000
Maturity - 05/28/19 - 5yrs.	1.250%	Callable Note	3,000,000
Maturity - 08/26/20 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 08/26/20 - 5yrs.	1.250%	Callable Note	5,000,000
Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	5,000,000
Maturity - 12/30/20 - 5yrs.	1.500%	Callable Note	5,000,000
Bank of the West - Maturity 08/17; 02/18	1.25-1.50%	Cert. of Deposit	500,000
Wells Fargo - Maturity 07/16; 07/17; 10/18	0.45-1.60%	Cert. of Deposit	2,988,000
Subtotal Investments			<u>\$27,488,000</u>
Total Cash and Investments			<u><u>\$101,638,957</u></u>

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

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

Foothill Transit
Statement of Revenue and Expense
For Month Ended January 31, 2016

	Actual YTD January-16	Budget YTD January -16	Variance	Actual YTD January - 15	
Fare Revenue					
1	Farebox	5,427,309	\$5,734,167	(5.35%)	\$5,798,918
2	Pass Sales	2,215,033	2,566,667	(13.70%)	2,552,604
3	TAP Cash Purse	1,780,408	1,750,000	1.74%	1,680,135
4	MetroLink & Access Service	353,560	379,167	(6.75%)	348,955
5	EZ Transit Pass	456,557	583,333	(21.73%)	652,989
6	Total Operating Revenue	10,232,867	\$11,013,333	(7.09%)	\$11,033,600
Operating Subsidies and Other					
7	Transportation Development Act	10,886,068	13,841,872	(21.35%)	\$12,080,421
8	STA	1,970,269	1,970,270	0.00%	1,600,844
9	Prop A 40% Discretionary	8,332,778	8,332,778	0.00%	8,070,092
10	Prop A 40% BSCP	2,616,436	2,616,436	0.00%	2,547,622
11	Prop C BSIP	523,601	523,601	0.00%	513,485
12	Prop C Base Restructuring	1,124,639	1,124,639	0.00%	1,102,913
13	Prop C Transit Service Expansion	187,412	187,412	0.00%	183,792
14	Transit Security-Operating	487,773	487,773	0.00%	495,650
15	Measure R Operating	5,702,486	5,702,486	0.00%	5,776,638
16	CMAQ Operating	0	0	0.00%	491,991
17	Miscellaneous Transit Revenues	301,917	0	0.00%	138,269
18	Total Subsidies and Other	32,133,380	\$34,787,268	(7.63%)	\$33,001,717
19	Total Operating Revenue	42,366,246	\$45,800,601	(7.50%)	\$44,035,317
Other Revenues					
20	Gain on Sale of Fixed Assets	13,458	0	0.00%	\$97,545
21	Auxiliary Revenue	880,986	947,917	(7.06%)	944,140
22	Total Other Revenues	894,444	\$947,917	(5.64%)	\$1,041,685
Operating Expenses					
23	Operations	36,656,186	\$38,737,244	5.37%	\$35,458,294
24	Maintenance & Vehicle Technology	416,672	449,218	7.25%	\$339,514
25	Marketing and Communications	896,974	1,114,694	19.53%	\$779,837
26	Information Technology	1,135,036	1,323,273	14.23%	\$802,054
27	Administration	1,443,841	1,857,303	22.26%	\$1,485,327
28	Procurement	345,360	486,150	28.96%	\$442,002
29	Finance	570,620	661,151	13.69%	\$549,724
30	Planning	439,075	656,691	33.14%	\$652,633
31	Facilities	517,078	514,878	(0.43%)	\$707,329
32	Total Operating Expenses	42,420,841	\$45,800,601	7.38%	\$41,216,714
Other Expenses					
33	Property Management	240,545	\$320,833	25.02%	\$0
34	Dial-A-Ride	397,456	437,500	9.15%	397,868
35	Special Services	201,847	189,583	(6.47%)	198,780
36	Total Other Expenses	839,849	\$947,917	2.68%	\$596,648
37	Total Operating and Other Expenses	43,260,690	\$46,748,518	7.46%	\$41,813,362
38	Total Operating and Other Revenues	43,260,690	\$46,748,518	(7.46%)	\$45,077,002
39	Total Operating and Other Expenses	43,260,690	\$46,748,518	7.46%	\$41,813,362
Capital Revenues					
40	Capital Grants	3,836,240	\$33,251,495	(88.46%)	\$21,149,384
Capital Expenditures					
41	Capital Expenditures	3,836,240	\$33,251,495	88.46%	\$21,149,384
42	Total Revenues	47,096,930	\$80,000,012	(41.13%)	\$66,226,387
43	Total Expenditures	47,096,930	\$80,000,012	41.13%	\$62,962,746

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Foothill Transit

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This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 01/01/16..01/31/16

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001		General Checking					
		Phone No. 800-488-2265					
01/08/16	22409	ACC Business	Internet fiber line	1,404.20	1,404.20	0.00	Posted
01/08/16	22410	AT and T - 105068	Long distance calls	44.78	44.78	0.00	Posted
01/08/16	22411	AT and T - 5019	800 Ride Info Line	299.37	299.37	0.00	Posted
01/08/16	22412	AT and T - 5025	TS 6 Fax line	97.63	97.63	0.00	Posted
01/08/16	22413	AT and T - 5025	TS 6 Computer Line	174.73	174.73	0.00	Posted
01/08/16	22414	AT and T - 5025	TS 6 Computer Line	97.63	97.63	0.00	Posted
01/08/16	22415	Bankcard Center-Bank of the West	12/15 Agency credit cards usage	16,709.18	16,709.18	0.00	Posted
01/08/16	22416	C.A.T. Specialties	Rose Bowl Shuttle Volunteer Shirts	2,965.35	2,965.35	0.00	Posted
01/08/16	22417	Capital Representation Group	Public Affairs	4,000.00	4,000.00	0.00	Posted
01/08/16	22418	Capture Technologies, Inc.	Nice recorders channel expansion	189.56	189.56	0.00	Posted
01/08/16	22419	Century Paving, Inc.	RETAIN FROM KPO 16-002	1,134.00	1,134.00	0.00	Posted
01/08/16	22420	Come Land Maintenance Service Company Inc.	12/15 Janitorial Service	2,800.00	2,800.00	0.00	Posted
01/08/16	22421	Complete Coach Works	F-1703 NABI bus paint with livery graphics	15,513.10	15,513.10	0.00	Posted
01/08/16	22422	Crown Castle USA Inc.	Johnstone Peak Rental	752.42	752.42	0.00	Posted
01/08/16	22423	Darold D. Pieper Attorney at Law	Legal Fees	6,960.00	6,960.00	0.00	Posted
01/08/16	22424	David Reyno	Reimbursable Expenses	1,732.40	1,732.40	0.00	Posted
01/08/16	22425	GOAL Productions	Production of Origins and Destinations Video	8,225.00	8,225.00	0.00	Posted
01/08/16	22426	Hendy Satya	Reimbursable Expense	17.28	17.28	0.00	Posted
01/08/16	22427	IBI Group	CAD/AVL Replacement Consulting	8,919.00	8,919.00	0.00	Posted
01/08/16	22428	Industry Public Utility Commission	11/15 Industry P&R Electricity	1,342.70	1,342.70	0.00	Posted
01/08/16	22429	Instant Signs Inc.	Azusa P&R Wayfinding Signs	188.36	188.36	0.00	Posted
01/08/16	22430	Jarrett Stoltzfus	Metro Tap Card	100.00	100.00	0.00	Posted
01/08/16	22431	Keystone Uniform Depot	Safety vest Patch for Letty Jimenez	151.28	151.28	0.00	Posted
01/08/16	22432	Lawrence Ragan Communications	Subscription Renewal	26.95	26.95	0.00	Posted
01/08/16	22433	Michelle Lopes Caldwell	Reimbursable expenses - TFLEX/WTS Conference	359.90	359.90	0.00	Posted
01/08/16	22434	MTGL, Inc.	Azusa P&R Material Testing	15,482.25	15,482.25	0.00	Posted
01/08/16	22435	Newage PHM, LLC	1/16 TS 2 Annual increase for CAM and Marketing	217.92	217.92	0.00	Posted
01/08/16	22436	PC Connection Sales Corp.	Fiber Optic Cable Coupler	101.09	101.09	0.00	Posted
01/08/16	22437	PCM Sales Inc.	Fujitsu Scanners	7,980.71	7,980.71	0.00	Posted
01/08/16	22438	Penske Toyota Scion of West Covina	Vehicle Maintenance	97.82	97.82	0.00	Posted
01/08/16	22439	Rotary Club of Walnut Valley	Joe Raquel December 2015	134.40	134.40	0.00	Posted
01/08/16	22440	Sky Rider Equipment Co. Inc.	Annual swing stage rail inspection	600.00	600.00	0.00	Posted
01/08/16	22441	Southern California Edison Co.	11/15 Electricity Usage Pomona Transit center	22,152.90	22,152.90	0.00	Posted
01/08/16	22442	State Compensation Insurance Fund	01/16 Workers comp insurance premium	4,947.17	4,947.17	0.00	Posted
01/08/16	22443	The Gas Co.	12/15 Admin Bldg Gas Usage	1,109.76	1,109.76	0.00	Posted
01/08/16	22444	Thomas J. Koontz	Business Cards	7,552.24	7,552.24	0.00	Posted
01/08/16	22445	Thomas Nass	Reimbursable Expense	117.62	117.62	0.00	Posted
01/08/16	22446	Toyo Landscaping Company	12/15 Admin Bldg Landscape Maintenance	866.67	866.67	0.00	Posted
01/08/16	22447	Tri - Signal Integration, Inc.	12/15 Monthly Fire Pump Test and Inspection	230.00	230.00	0.00	Posted

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Date	Account Number	Description	Amount	Balance	Status
01/08/16	22448	Unisource Worldwide Inc. (12) 1.5L Foam Hand Wash refills	968.75	968.75	0.00 Posted
01/08/16	22449	Verizon Business - 15043 Admin local calls	2,760.12	2,760.12	0.00 Posted
01/08/16	22450	Verizon Business - 15043 Admin local calls	2,807.51	2,807.51	0.00 Posted
01/08/16	22451	Verizon Business - 660794 Consolidated data transfer services	8,258.56	8,258.56	0.00 Posted
01/08/16	22452	Verizon Business - 660794 800 Ride info	2,441.92	2,441.92	0.00 Posted
01/08/16	22453	Verizon Business - 660794 Data transport services	1,293.66	1,293.66	0.00 Posted
01/08/16	22454	Verizon Calif - 920041 Call Forwarding	38.31	38.31	0.00 Posted
01/08/16	22455	Verizon Calif - 920041 Industry Park & Ride	343.36	343.36	0.00 Posted
01/08/16	22456	Verizon Calif - 920041 Arcadia Facility Computer Line	176.71	176.71	0.00 Posted
01/08/16	22457	Verizon Wireless Cell phone service	3,904.48	3,904.48	0.00 Posted
01/08/16	22458	Waste Management 1/16 Arcadia Warehouse Trash Service	196.59	196.59	0.00 Posted
01/08/16	22459	Western Graphix Pomona ID camera repair	444.75	444.75	0.00 Posted
01/08/16	22460	Zones Inc. Avamar Renewal	66,852.00	66,852.00	0.00 Posted
01/13/16	22461	Rush Truck Center (2) 2016 Ford F-550 for bus stop maintenance	75,491.78	75,491.78	0.00 Posted
01/15/16	22462	Adt Security Services, Inc. Arcadia Facility Security Services	149.94	149.94	0.00 Posted
01/15/16	22463	Athens Services 1/16 Admin Trash Service & Parking Lot Sweeping	1,126.04	1,126.04	0.00 Posted
01/15/16	22464	Baker Donelson Bearman and Cal. 12/15 & 1/16 Public Affairs	17,500.00	17,500.00	0.00 Posted
01/15/16	22465	California Transit Association Membership Dues 1/1/16 to 1/1/17	20,569.00	20,569.00	0.00 Posted
01/15/16	22466	Captive Audience Marketing, Inc. Singles Customer Production	229.00	229.00	0.00 Posted
01/15/16	22467	Citrix Online LLC 12/15 OpenVoice Audio Service	82.83	82.83	0.00 Posted
01/15/16	22468	City of Culver City Southern California Regional Bus Rodeo	1,200.00	1,200.00	0.00 Posted
01/15/16	22469	Civic Resource Group International Inc. Unsubscribe feature to rider alerts	2,850.00	2,850.00	0.00 Posted
01/15/16	22470	Conference of Minority Transport. Officials - DC Renewal for Tanya Pina 01/16-12/16	125.00	125.00	0.00 Posted
01/15/16	22471	Day - Lite Maintenance Co. Inc. 12/15 Monthly Lighting Contract	96.00	96.00	0.00 Posted
01/15/16	22472	Deanna Forrest Reimbursable Expense	48.38	48.38	0.00 Posted
01/15/16	22473	Deluxe Business Forms and Supplies Blank stock checks	680.73	680.73	0.00 Posted
01/15/16	22474	FEDEX Corp. Express Mail	681.40	681.40	0.00 Posted
01/15/16	22475	Grand Car Wash VEHICLE WASHING	423.80	423.80	0.00 Posted
01/15/16	22476	Instant Signs Inc. Printing of Bus Book Covers on foamcore	1,056.32	1,056.32	0.00 Posted
01/15/16	22477	Neil Beightol Line 496 Decals	1,191.11	1,191.11	0.00 Posted
01/15/16	22478	Pacific Products and Services, LLC. Bus stop materials	2,155.20	2,155.20	0.00 Posted
01/15/16	22479	Panera, LLC CAD/AVL Discovery Meeting	293.47	293.47	0.00 Posted
01/15/16	22480	Platinum Security Inc. 12/15 El Monte TS6 Security Services	4,044.81	4,044.81	0.00 Posted
01/15/16	22481	Postage by Phone System Postage Meter # 14145593	517.39	517.39	0.00 Posted
01/15/16	22482	Pulsar Advertising 12/15 Consulting services	30,022.25	30,022.25	0.00 Posted
01/15/16	22483	ReadyRefresh Drinking Water	69.75	69.75	0.00 Posted
01/15/16	22484	Recall Secure Destruction Serv. Document Destruction	131.18	131.18	0.00 Posted
01/15/16	22485	SIGMAnet Switches and Router	133,124.72	133,124.72	0.00 Posted
01/15/16	22486	Signal Campus, LLC Mt. SAC	3,465.00	3,465.00	0.00 Posted
01/15/16	22487	Standard Parking Corporation 12/15 Parking Services	3,292.33	3,292.33	0.00 Posted
01/15/16	22488	Stephanie Mak Final payroll for period of 1/3/16 to 1/15/16	2,163.48	2,163.48	0.00 Posted
01/15/16	22489	Thomas J. Koontz 12/15 Footnotes Monthly Newsletter	2,935.00	2,935.00	0.00 Posted
01/15/16	22490	Toyo Landscaping Company 12/15 Industry P&R Landscape Maintenance	352.72	352.72	0.00 Posted
01/15/16	22491	Transit Solutions LLC Retrofit of 10 buses Verint DVR's	80,293.70	80,293.70	0.00 Posted
01/15/16	22492	Tri - Signal Integration, Inc. 1/16 Admin Bldg Alarm Monitoring	70.00	70.00	0.00 Posted
01/15/16	22493	Verizon Calif - 920041 Fire monitoring line	50.92	50.92	0.00 Posted

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01/15/16	22494 W.M. Klorman Construction Corp.	Azusa Park & Ride Construction	417,730.20	417,730.20	0.00 Posted
01/15/16	22495 Willie J. Brooks	1/16 Indoor Plant Care	720.25	720.25	0.00 Posted
01/15/16	E00204 First Transit Inc.	PMI's for 09/15 Pomona	12,500.00	0.00	0.00 Posted
01/15/16	E00205 First Transit Inc.	PMI's for 10/15 for Pomona	13,500.00	0.00	0.00 Posted
01/15/16	E00206 International City Management Assoc. Retirement Co	Payroll ending 1/2/16 Retirement Funds	33,849.41	0.00	0.00 Posted
01/15/16	E00207 Transdev Services, Inc.	1/16 Management services	155,668.48	0.00	0.00 Posted
01/15/16	E00208 Transdev Services, Inc.	Heavy Maintenace	75,890.17	0.00	0.00 Posted
01/21/16	22496 Adt Security Services, Inc.	Pomona station Security Services	149.97	149.97	0.00 Posted
01/21/16	22497 AFLAC	01/16 Voluntary insurance premium	1,360.74	1,360.74	0.00 Posted
01/21/16	22498 Allied Administrators for Delta Dental	02/16 Dental Insurance Premium	7,089.92	7,089.92	0.00 Posted
01/21/16	22499 AT and T - 5019	800 Ride Info Line	303.18	303.18	0.00 Posted
01/21/16	22500 AT and T - 5025	TS 6 Local calls	1,495.43	1,495.43	0.00 Posted
01/21/16	22501 California Choice	02/16 Medical Insurance Premium	46,261.37	46,261.37	0.00 Posted
01/21/16	22502 Carol A. Herrera	Reimbursable Expenses - APTA	465.20	465.20	0.00 Posted
01/21/16	22503 Chamber of Commerce - Azusa	Networking Breakfast	36.00	36.00	0.00 Posted
01/21/16	22504 Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	12,618.50	12,618.50	0.00 Posted
01/21/16	22505 Christopher Pieper	Reimbursable expenses - Laserfiche Empower 2016	110.35	110.35	0.00 Posted
01/21/16	22506 CIGNA Group Insurance	01/16 Cigna Life Insurance Premium	3,536.00	3,536.00	0.00 Posted
01/21/16	22507 City of West Covina - Business License	Business License renewal 1/1/16 to 12/31/16	3,826.61	3,826.61	0.00 Posted
01/21/16	22508 Dave Bang Associates, Inc. of California	Azusa P&R Trash Cans	4,076.12	4,076.12	0.00 Posted
01/21/16	22509 Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	899.24	899.24	0.00 Posted
01/21/16	22510 Denise Guerra	Reimbursable expenses-SHRM Emerging Leader 2015	142.18	142.18	0.00 Posted
01/21/16	22511 GFI GENFARE	Additional Farebox Locks and Keys	2,033.48	2,033.48	0.00 Posted
01/21/16	22512 Graybar Electric Co Inc.	Azusa P&R Security Equipment	25,772.70	25,772.70	0.00 Posted
01/21/16	22513 Home Depot Credit Services	Mini bus decorating items for Christmas parades	756.00	756.00	0.00 Posted
01/21/16	22514 International Public Management Association-HR	Membership Dues- Denise Guerra 2016-17	315.00	315.00	0.00 Posted
01/21/16	22515 Jarrett Stoltzfus	Reimbursable expenses - TRB Annual Meeting	1,921.86	1,921.86	0.00 Posted
01/21/16	22516 Landmark Healthplan of California, Inc.	01/16 Chiropractic Insurance Premium	316.89	316.89	0.00 Posted
01/21/16	22517 Lazar and Associates	12/15 Interpreting Services	121.80	121.80	0.00 Posted
01/21/16	22518 Mobile Relay Associates Inc.	01/16 Analog Service	19,192.53	19,192.53	0.00 Posted
01/21/16	22519 Moore and Associates Inc.	11/15 Transit Store Customer Service Audits	2,500.00	2,500.00	0.00 Posted
01/21/16	22520 Nelson/Nygaard	12/15 Comprehensive Operational Analysis	15,444.75	15,444.75	0.00 Posted
01/21/16	22521 Office Depot	Office Supplies	472.26	472.26	0.00 Posted
01/21/16	22522 Maria Mendoza	Refund EZ Pass Adult P3	176.00	176.00	0.00 Posted
01/21/16	22523 Panera, LLC	1/15 Executive Board Meeting	191.45	191.45	0.00 Posted
01/21/16	22524 PDQ Rentals	Pump rental for Azusa P&R	401.00	401.00	0.00 Posted
01/21/16	22525 Proforma	Fare Box Labels	1,372.43	1,372.43	0.00 Posted
01/21/16	22526 Recall Secure Destruction Serv.	Secure Destruction Services	69.44	69.44	0.00 Posted
01/21/16	22527 Signal Campus, LLC	Rio Hondo College	1,402.50	1,402.50	0.00 Posted

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Check Date	Check Number	Payee	Description	Debit	Credit	Balance
01/21/16	22528	Sing Tao Daily	Advertising	435.96	435.96	0.00 Posted
01/21/16	22529	Southern California Edison Co.	12/15 Admin Bldg Electricity	9,486.11	9,486.11	0.00 Posted
01/21/16	22530	Suburban Water Systems	12/15 Admin Bldg Water	872.52	872.52	0.00 Posted
01/21/16	22531	Thomas J. Koontz	AITC Posters	3,724.53	3,724.53	0.00 Posted
01/21/16	22532	University of La Verne	Tuition down payment for Winter 2016	3,628.50	3,628.50	0.00 Posted
01/21/16	22533	Verizon Business - 660794	800 Ride Info Line	2,269.21	2,269.21	0.00 Posted
01/21/16	22534	Verizon Business - 660794	Consolidated data transfer services	8,317.36	8,317.36	0.00 Posted
01/21/16	22535	Verizon Calif - 920041	Local calls	2,887.24	2,887.24	0.00 Posted
01/21/16	22536	Vision Service Plan - (CA)	01/16 Vision Insurance Premium	1,174.59	1,174.59	0.00 Posted
01/21/16	22537	West Covina Lions Club	Lions Club Jake	920.00	920.00	0.00 Posted
01/21/16	22538	Western States Fire Protection Co.	Fire Alarm Extension Project - Pomona Facility	15,675.00	15,675.00	0.00 Posted
01/21/16	22539	Zonar Systems Inc.	Zonar equipment	5,566.74	5,566.74	0.00 Posted
01/21/16	22540	Zones Inc.	Cat Tools renewal	185.00	185.00	0.00 Posted
01/21/16	E00209	First Transit Inc.	CTA Conference - Ecoliner Dry Run	228.92	0.00	0.00 Posted
01/21/16	E00210	First Transit Inc.	CTA Conference - Delivery of Ecoliner/Tour	1,505.46	0.00	0.00 Posted
01/21/16	E00211	First Transit Inc.	Pomona PMI's for 11/15	14,500.00	0.00	0.00 Posted
01/21/16	E00212	First Transit Inc.	Pomona 498 Extra Trips 12/15	1,640.46	0.00	0.00 Posted
01/21/16	E00213	First Transit Inc.	Pomona 498 Extra Trips 12/15	1,766.33	0.00	0.00 Posted
01/21/16	E00214	First Transit Inc.	Pomona 486 Extra Trips 12/15	2,961.44	0.00	0.00 Posted
01/21/16	E00215	First Transit Inc.	Pomona 486 Extra Trips 12/15	732.39	0.00	0.00 Posted
01/21/16	E00216	First Transit Inc.	12/16-31 Pomona Contractor Services	1,163,132.79	0.00	0.00 Posted
01/21/16	E00217	First Transit Inc.	12/1-15 Pomona Contractor Services	666,654.62	0.00	0.00 Posted
01/21/16	E00218	First Transit Inc.	10-12/15 Pomona additional running time on I-10	75,000.00	0.00	0.00 Posted
01/21/16	E00219	International City Management Assoc. Retirement Co	Payroll ending 1/16/16 retirement funds	32,919.65	0.00	0.00 Posted
01/21/16	E00220	New Flyer of America Inc.	FINAL TRAINING 8/2015	25,078.00	0.00	0.00 Posted
01/21/16	E00221	New Flyer of America Inc.	FOOTHILL 324000 Training complete 7/07/15	37,656.00	0.00	0.00 Posted
01/21/16	E00222	Transdev Services, Inc.	Transporting Mini Bus to Christmas Parades	878.10	0.00	0.00 Posted
01/21/16	E00223	Transdev Services, Inc.	Arcadia special servcie Rose Bowl 2016	13,772.08	0.00	0.00 Posted
01/21/16	E00224	Transdev Services, Inc.	12/1-15 Arcadia Contractor Services	535,975.49	0.00	0.00 Posted
01/21/16	E00225	Transdev Services, Inc.	12/16-31 Arcadia Contractor Services	1,501,273.76	0.00	0.00 Posted
01/28/16	22541	AT and T - 105068	Long distance calls	37.72	37.72	0.00 Posted
01/28/16	22542	AT and T - 5025	TS 6 Computer line	97.84	97.84	0.00 Posted
01/28/16	22543	C.A.T. Specialties	Driver Jackets	15,103.48	15,103.48	0.00 Posted
01/28/16	22544	Charter Communications	Cable TV service	162.68	162.68	0.00 Posted
01/28/16	22545	City of West Covina	FY 16 Citywide Lighting and Maintenance	2,266.54	2,266.54	0.00 Posted
01/28/16	22546	Civic Publications	2015 Sustainable Living Publication	12,187.00	12,187.00	0.00 Posted

Bank Account - Check Details

Thursday, February 04, 2016 03:01:51 PM

Period: 01/01/16..01/31/16

Page 1

Foothill Transit

FOOTHILLTRANSIT\k

ATTACHMENT D

01/28/16	22547 Come Land Maintenance Service Company Inc.	1/16 Janitorial Service	3,928.27	3,928.27	0.00 Posted
01/28/16	22548 Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	618.47	618.47	0.00 Posted
01/28/16	22549 Deanna Forrest	Reimbursable expenses - COMTO Mtg/Valentines decor	65.56	65.56	0.00 Posted
01/28/16	22550 Doran J. Barnes	Reimbursable Expenses - Foothill Transit Business	314.54	314.54	0.00 Posted
01/28/16	22551 ENO Transportation Foundation	Membership	7,000.00	7,000.00	0.00 Posted
01/28/16	22552 FEDEX Corp.	Express Mail	117.29	117.29	0.00 Posted
01/28/16	22553 Finley and Cook, PLLC	ACH payment project testing software	231.25	231.25	0.00 Posted
01/28/16	22554 Government Finance Officers Assoc.	Membership - Shih Hsiau Wang 3/1/16 to 2/28/17	150.00	150.00	0.00 Posted
01/28/16	22555 Industry Public Utility Commission	12/15 Industry P&R Electricity	1,425.59	1,425.59	0.00 Posted
01/28/16	22556 Katherine E. Gagnon	Reimbursable Expenses - Laserfiche Conf Dec 15	59.77	59.77	0.00 Posted
01/28/16	22557 Lazar and Associates	Translation Services	170.00	170.00	0.00 Posted
01/28/16	22558 MetroKinetics, Inc.	Scheduling Software Consultant	8,877.25	8,877.25	0.00 Posted
01/28/16	22559 Metrolink		0.00	0.00	0.00 Voided
01/28/16	22560 Metrolink	12/15 Metrolink passes	114,380.00	114,380.00	0.00 Posted
01/28/16	22561 Newage PHM, LLC	TS2 Electricity Usage	7,216.16	7,216.16	0.00 Posted
01/28/16	22562 Richards Watson and Gershon	Legal Fees	430.10	430.10	0.00 Posted
01/28/16	22563 San Gabriel Valley Newspaper	Advertising	15,571.48	15,571.48	0.00 Posted
01/28/16	22564 Signal Campus, LLC	Mt. SAC	3,150.00	3,150.00	0.00 Posted
01/28/16	22565 Skyline Pest Control	1/16 Monthly Pest and Rodent Control	95.00	95.00	0.00 Posted
01/28/16	22566 Socal Office Technologies	Xerox copier usage	473.48	473.48	0.00 Posted
01/28/16	22567 State Board of Equalization -	4th Qtr. Sales and Use Tax Return	1,186.00	1,186.00	0.00 Posted
01/28/16	22568 Steve Hirano	Recruitment ad - Finance Analyst	95.00	95.00	0.00 Posted
01/28/16	22569 The Van Stratten Group, Inc	CTA Conference - Doran Costume	49.05	49.05	0.00 Posted
01/28/16	22570 Thomas J. Koontz	Mt. SAC - Decals and Class Pass brochure	368.42	368.42	0.00 Posted
01/28/16	22571 Thomas Nass	Reimbursable expenses - Untitled 14	119.88	119.88	0.00 Posted
01/28/16	22572 Top Cleaners LLC	Cleaning of Tablecloths	100.00	100.00	0.00 Posted
01/28/16	22573 Verizon Calif - 920041	Arcadia Facility Computer Line	178.02	178.02	0.00 Posted
01/28/16	22574 Walnut Valley Water District	12/15 Industry P&R Fire Sprinkler Water	123.91	123.91	0.00 Posted
01/28/16	22575 Wright Express	Vehicle Fueling- Jan	475.34	475.34	0.00 Posted
01/28/16	E00226 Avail Technologies, Inc.	CAD/AVL Replacement	159,048.90	0.00	0.00 Posted
01/28/16	E00227 Transdev Services, Inc.	Engine rebuilt	76,584.44	0.00	0.00 Posted
	General Checking		6,040,731.43	1,438,014.54	0.00



February 26, 2016

To: Executive Board

Subject: **January 2016 Performance Indicators Report**

Recommendation

Receive and file the January 2016 Performance Indicators Report.

Summary

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

In the January 2016, Foothill Transit achieved four out of nine key performance indicator goals. The performance indicator targets met for the month are: miles between service interruptions; average hold time; 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 the analysis section of this item. Foothill Transit's performance indicators are summarized below.

- **Boardings** - Total number of boardings recorded by the farebox in the January 2016 was 1.06 million - a 12 percent decrease from the same month last year.
- **Fare Revenue** - Total fare revenue for the month was \$1.39 million. The average fare was \$1.31 per boarding.
- **Operating Expenses** - Operating expenses incurred in the month totaled to \$6.17 million, resulting in an average cost per service hour of \$94.46.
- **Accidents** - The system averaged 0.78 preventable accidents per 100,000 miles.
- **Customer Complaints** - Foothill Transit received 18.60 complaints per 100,000 boardings in the month.



- **Schedule Adherence** - In January 2016, Foothill Transit recorded 83.3 percent on-time performance. This is a flat compared to January of last year.

Analysis

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

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

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

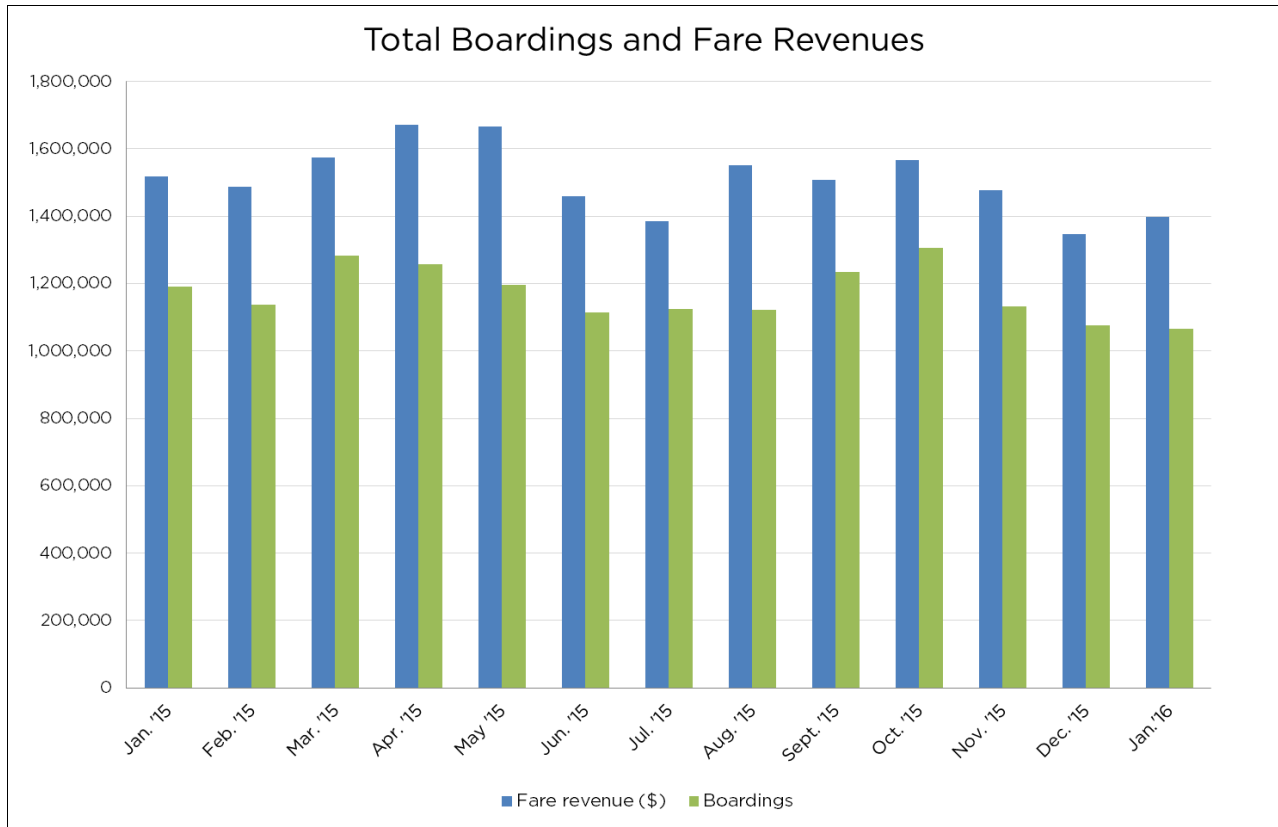
Overall System Performance

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

Total Boardings and Total Fare Revenues

In January 2016, Foothill Transit buses had 1.06 million boardings. This is a 12 percent decrease from 1.19 million boardings in January 2015. Fiscal year-to-date, there have been 8.06 million boardings compared with 8.61 million boardings in the same period the previous year.

Total fare revenue recorded in the month was \$1.39 million, a nine percent decline from January of last year. The decline in fare revenue can be attributed to the decline in ridership. Average fare per boarding for this month was \$1.31 compared to \$1.28 the same period the previous year. Fiscal year-to-date, Foothill Transit has recorded \$10.23 million in fare revenue.



Vehicle Service Hours and Operating Expenditure

In January 2016, Foothill Transit operated 65,368 service hours which represents a two percent increase compared the same period the previous year. This is mainly the result of increased commuter express service including Foothill Transit’s new Line 496 and expanded Silver Streak service. Fiscal year-to-date, Foothill Transit has operated 462,742 service hours.

Foothill Transit incurred \$6.17 million in operating expenses in January 2016. Fiscal year-to-date, Foothill Transit has incurred \$42.5 million in operating expenses, which is three percent higher than the same period the previous year.

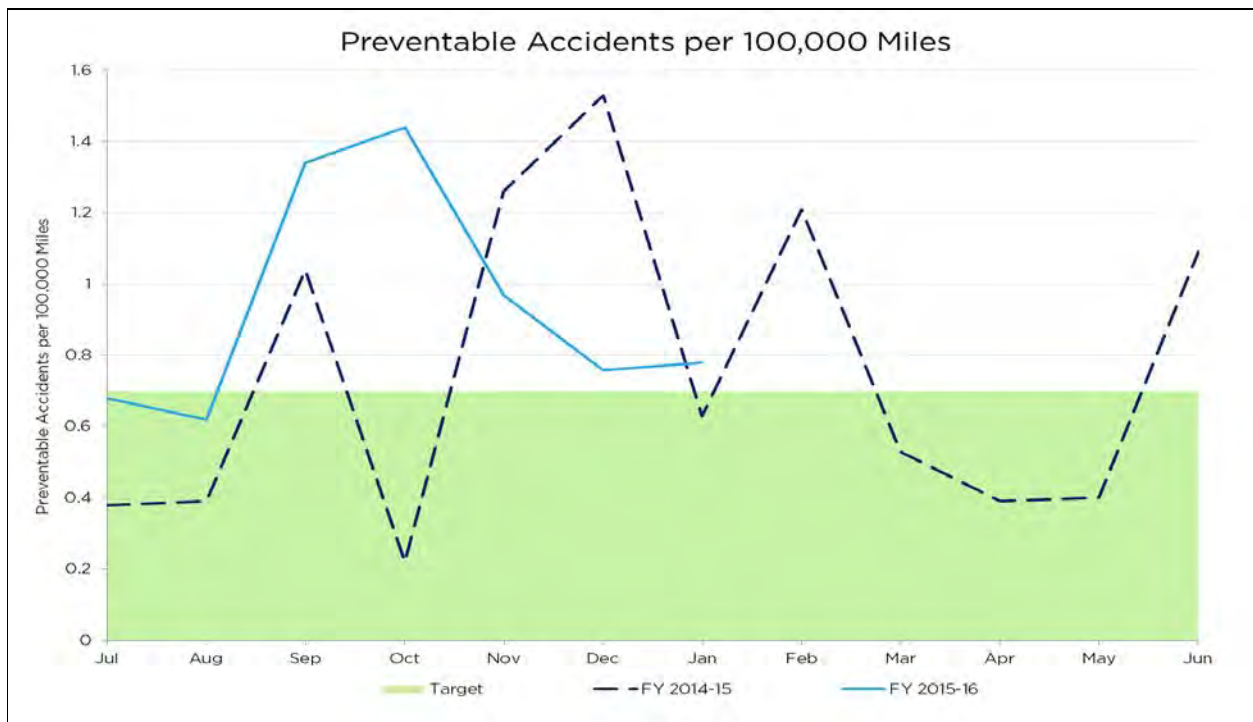


Goal 1: Operate a Safe Transit System

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

Preventable Accidents per 100,000 Miles

In January 2016, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with an average of 0.78. This is a 19 percent decrease compared to the same period the previous year. The majority of the preventable accidents in month were vehicles making contact with fixed-objects. Fiscal year-to-date, there have been 0.94 preventable accidents per 100,000 miles which is an 18 percent increase compared to the same period the previous year.



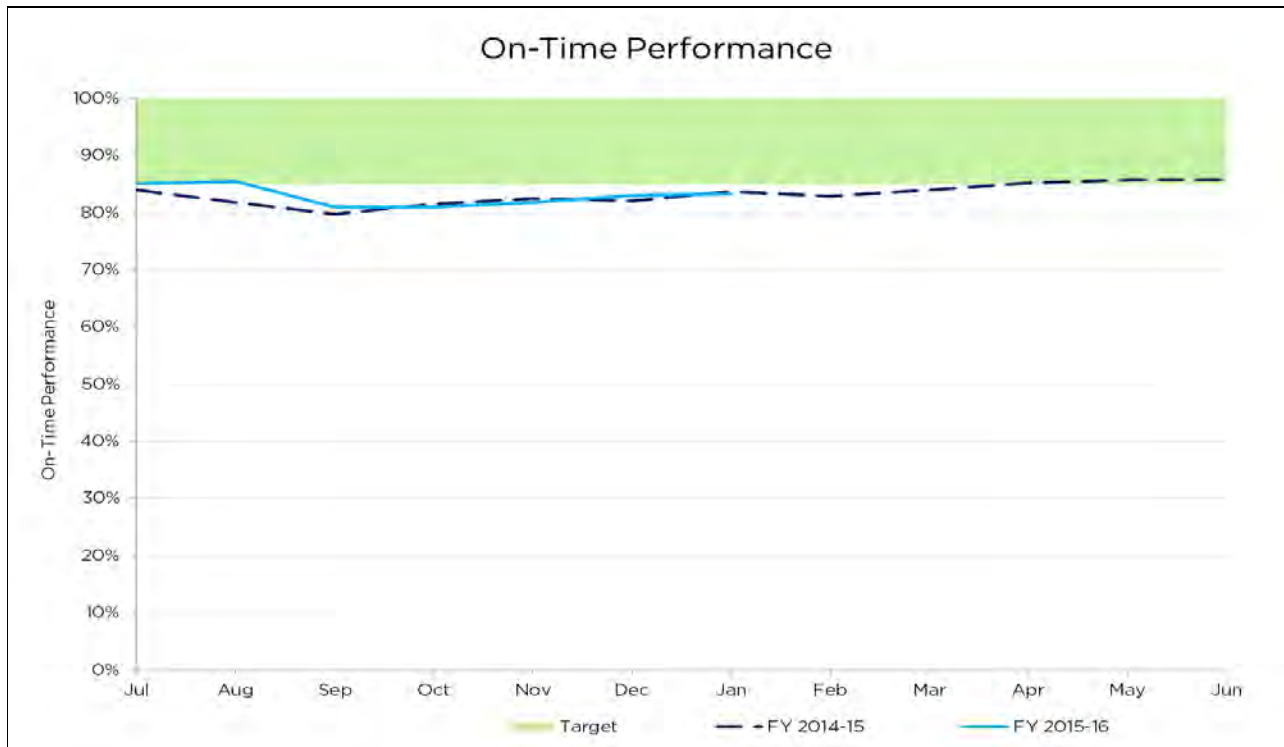


Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

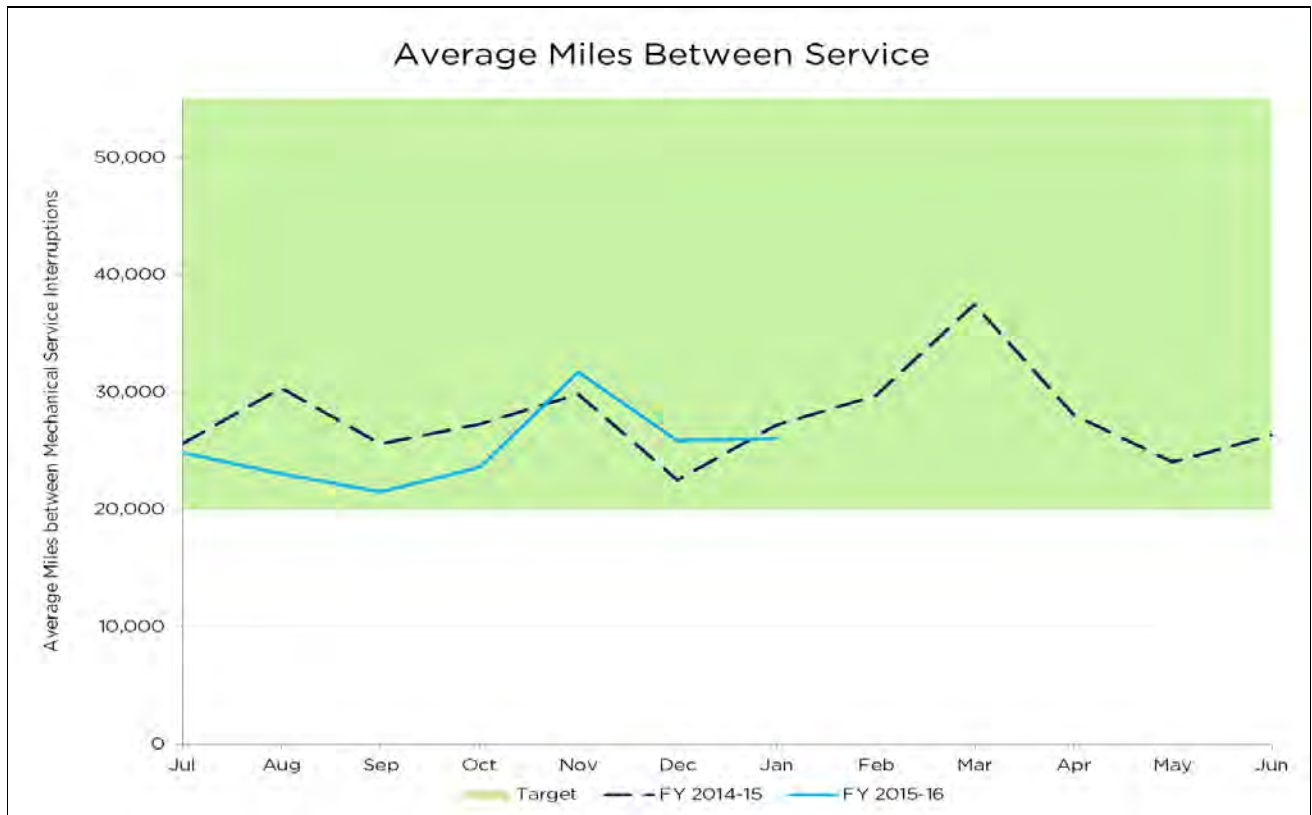
Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle’s adherence to the published schedule. A trip is considered on-time if it did not depart the timepoint early and departed the timepoint no more than five minutes late. Foothill Transit has adopted a goal of 85 percent or higher OTP for this fiscal year. In January 2016, Foothill Transit achieved 83.3 percent OTP for the entire system. This is in line with the same period last year. Fiscal year-to-date, Foothill Transit has achieved 83.0 percent OTP which is a one percent improvement compared to the same period the previous year.





Average Miles Between Service Interruptions

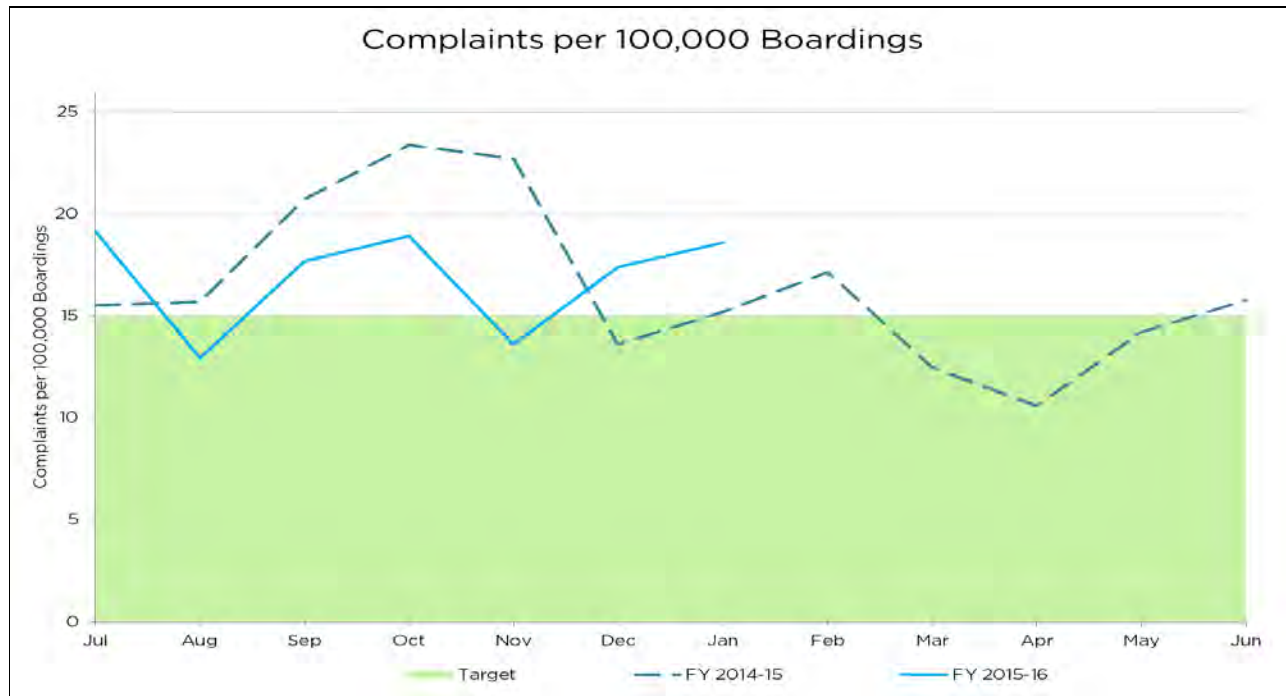
Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In January 2016, Foothill Transit averaged 26,061 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 20,000 miles between service interruptions and the metric is four percent lower compared to last year. Fiscal year-to-date, Foothill Transit averaged 27,195 miles between service interruptions which is four percent lower than the same period the previous year.





Complaints per 100,000 Boardings

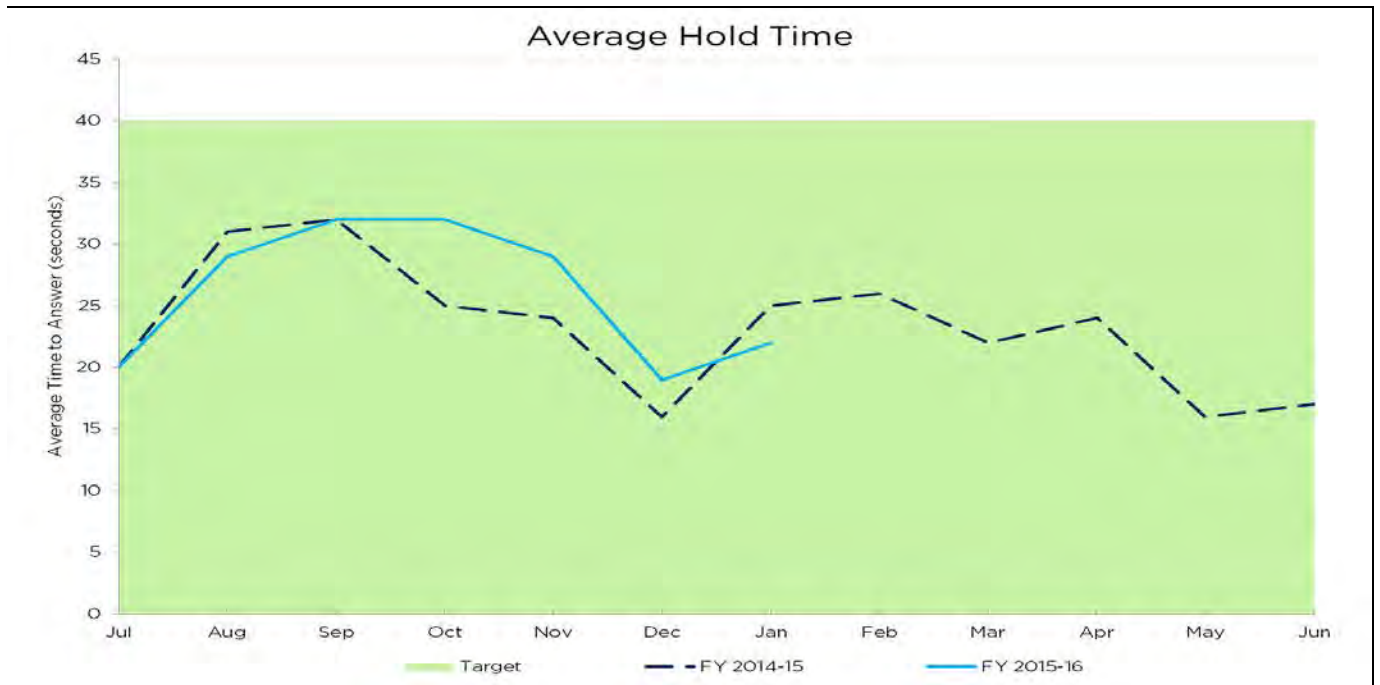
Customer complaints are counts of incidents where a customer reports dissatisfaction with some aspect of the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator. In January 2016, Foothill Transit received 18.6 valid complaints per 100,000 boardings. This is above the performance target of 15.00 or fewer complaints per 100,000 boardings and is 18 percent more compared to the same period the previous year. The majority of complaints received this month were related to schedule adherence. Fiscal year-to-date, Foothill Transit has received 16.95 valid complaints per 100,000 boardings which is three percent higher compared to the same period the previous year.





Average Hold Time

Phone systems at Foothill Transit’s five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 22 seconds during January 2016 achieves the performance target of less than 40 seconds. Fiscal year-to-date, Foothill Transit has an average hold time of 28 seconds.



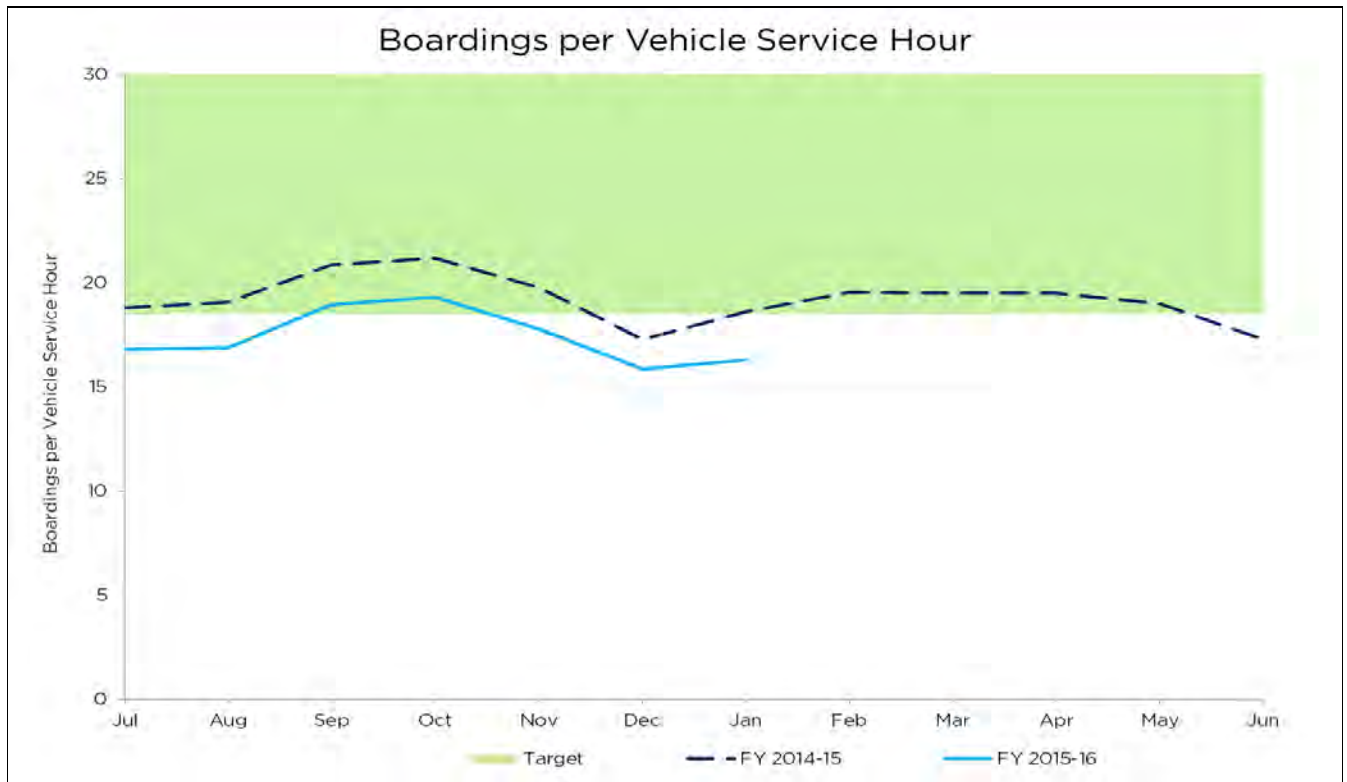


Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour

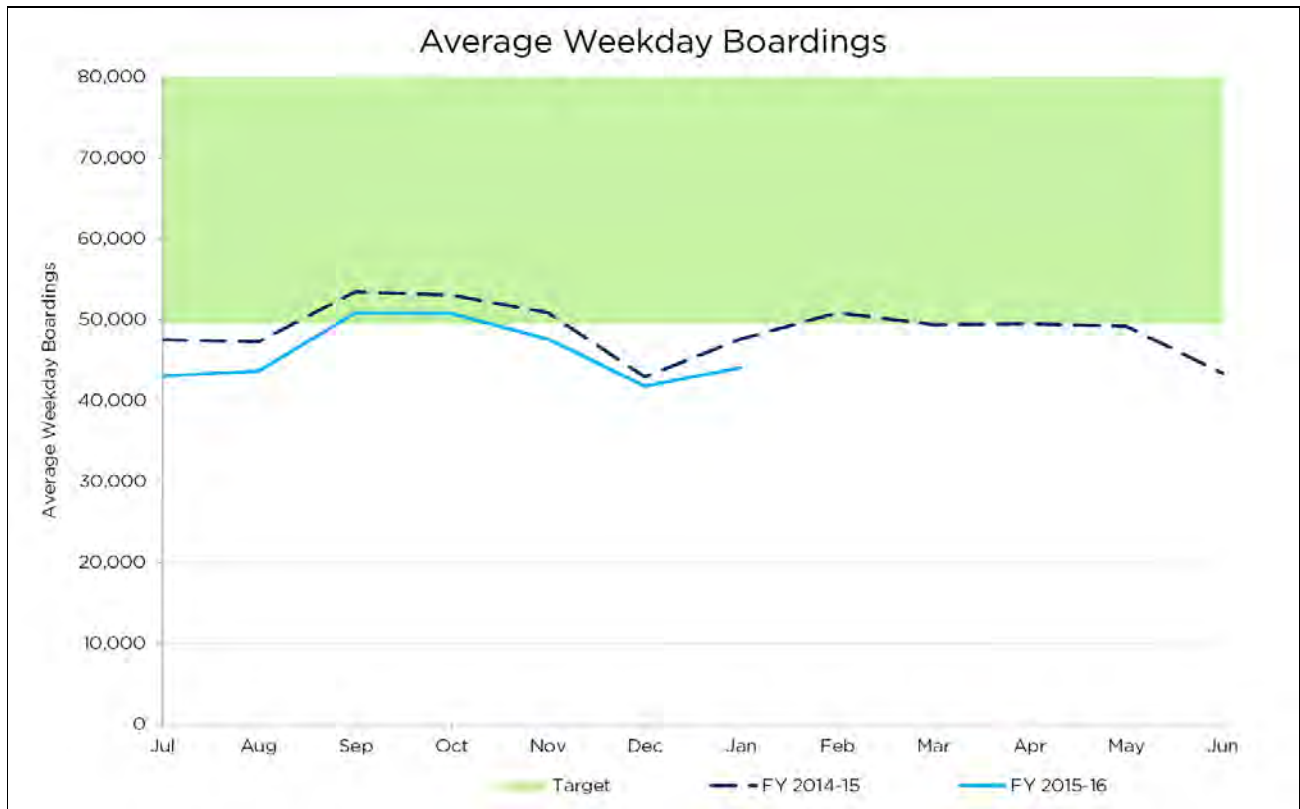
Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. Foothill Transit buses averaged 16.3 boardings per vehicle service hour in January 2016. This does not meet the performance target of 18.5 or more boardings per service hour and is a 14 percent decline compared to January 2015. Fiscal year-to-date, Foothill Transit saw 17.4 boardings per vehicle service hour, which is a 17 percent decline compared to the same period the previous year.





Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In January 2016, there were 44,082 average weekday boardings which is an eight percent decline from the same period the previous year. Foothill Transit did not meet the performance target. Fiscal year-to-date, Foothill Transit has recorded 45,965 average weekday boardings which is a three percent decline compared to the same period the previous year.



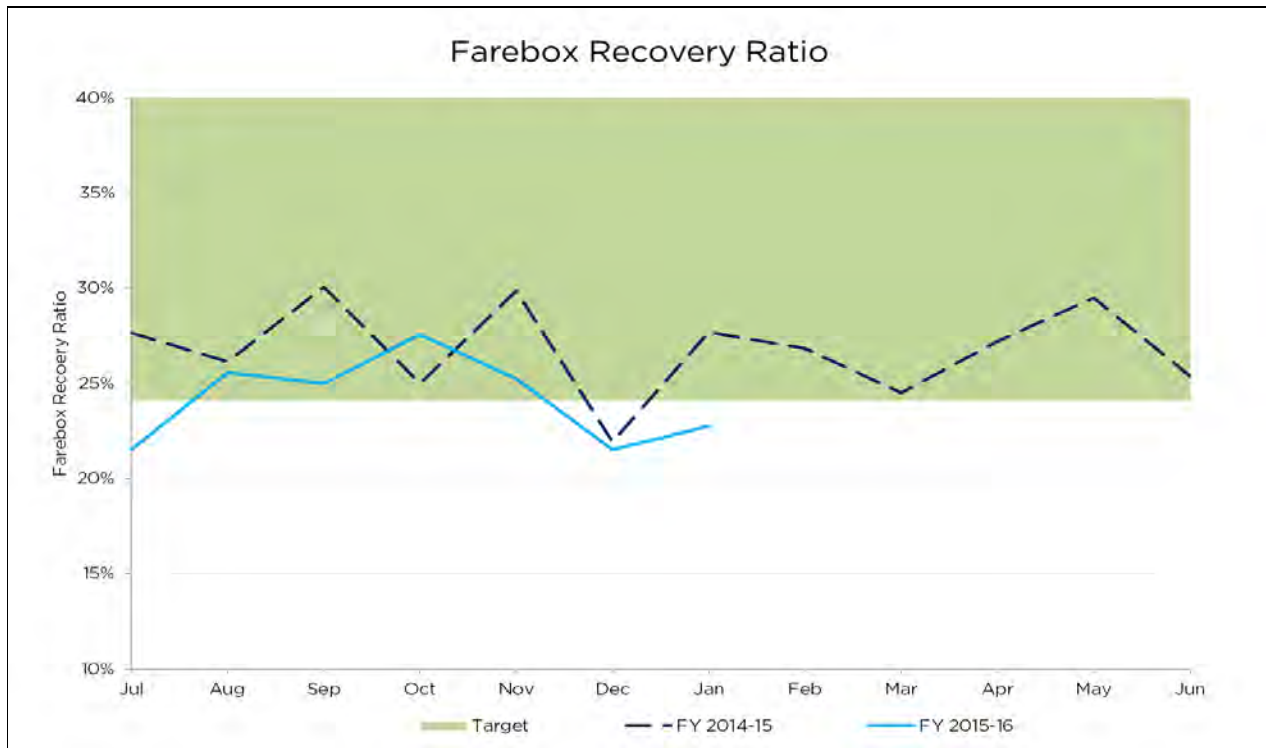


Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

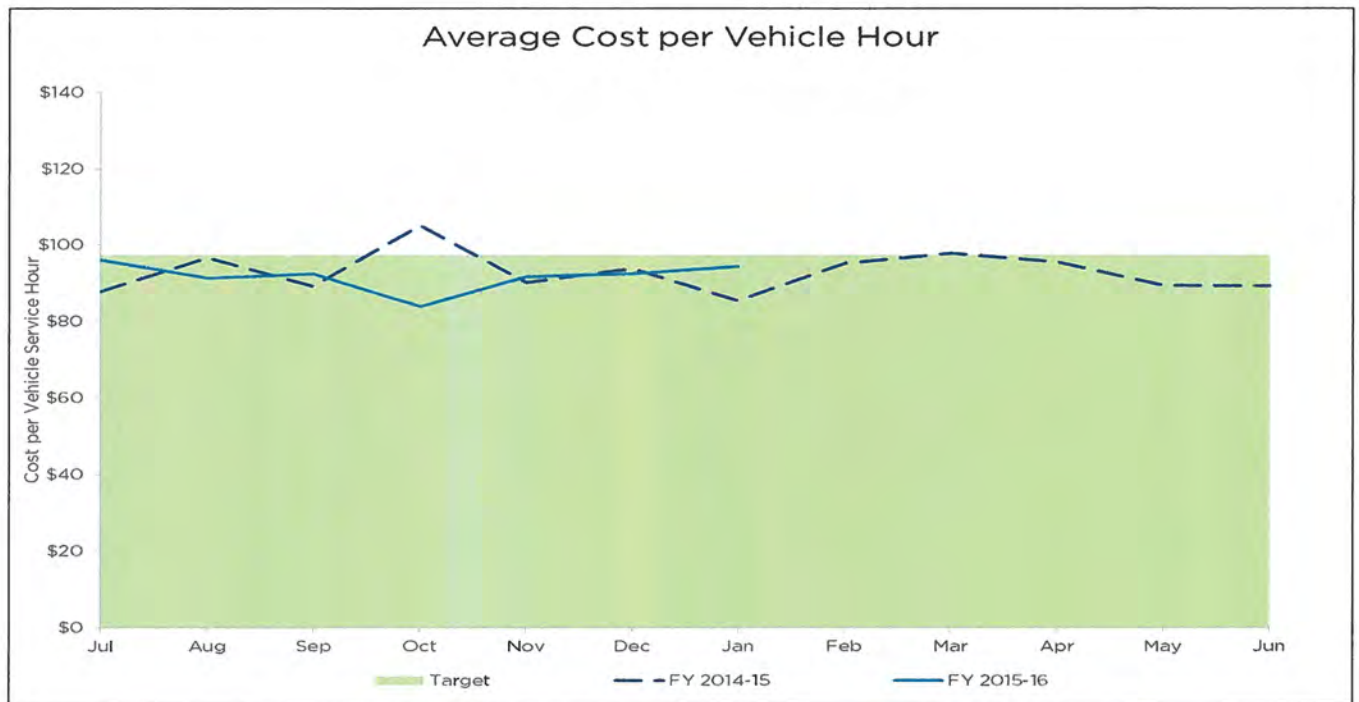
Farebox recovery ratio is a measure of the proportion of operating cost recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 24.10 percent has been established for the fiscal year. A minimum farebox recovery ratio of 20 percent for transit service is required by the Transportation Development Act (TDA) in order for transit agencies to receive the state sales tax available for public transit purposes. Foothill Transit’s farebox recovery ratio for January 2016 was 22.75 percent. Fiscal year-to-date, the farebox recovery ratio is 24.12 percent which achieves the performance target of greater than 24.10 percent and exceeds the TDA requirement of 20 percent.





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 January 2016 was \$94.46. Fiscal year-to-date, Foothill Transit's average cost per vehicle service hour is \$91.75 which meets the fiscal year target of less than \$97.36 and is a one percent improvement compared to the same period the previous year.



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachment A
Foothill Transit
Key Performance Indicators
January 2016

Goal	Performance Indicator	January 2016	Met Target?	January 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	1,064,889	-	1,189,950	(12%)	8,055,637	-	8,606,505	(7%)	
	Vehicle Service Hours	65,368	-	64,070	2%	462,742	-	444,160	4%	
	Total Fare Revenue	\$1,397,211	-	\$1,518,458	(9%)	\$10,232,867	-	\$11,033,600	(8%)	
	Total Operating Expense	\$6,174,780	-	\$5,482,537	11%	\$42,455,140	-	\$41,216,714	3%	
Safety	Preventable Accidents per 100,000 Miles	0.78	No	0.63	19%	0.94	No	0.77	18%	≤ 0.70
Customer Service	Schedule Adherence	83.3%	No	83.7%	(0%)	83.0%	No	82.2%	1%	≥ 85%
	Miles Between Mechanical Service Interruptions	26,061	Yes	27,195	(4%)	24,884	Yes	15,725	37%	≥ 20,000
	Complaints per 100,000 Boardings	18.60	No	15.21	18%	16.95	No	16.40	3%	≤ 15.00
	Average Hold Time (Seconds)	22	Yes	25	(14%)	27.49	Yes	41	(49%)	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	16.3	No	18.6	(14%)	17.41	No	20.4	(17%)	≥ 18.5
	Average Weekday Boardings	44,082	No	47,685	(8%)	45,965	No	47,516	(3%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	22.75%	Yes	27.70%	(22%)	24.12%	Yes	29.04%	(20%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	\$94.46	Yes	\$85.57	9%	\$91.75	Yes	\$90.90	1%	≤ \$97.36

Red = did not meet target

Attachment B
 Foothill Transit
 Key Performance Indicators
 January 2016

Goal	Performance Indicator	January 2016	Met Target?	January 2015	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Operations	Average fare per boarding	\$1.31	-	\$1.28	2%	\$1.27	-	\$1.29	(2%)	
	Average cost per boarding	\$5.80	-	\$4.61	20%	\$5.28	-	\$4.46	15%	
	Average subsidy per boarding	\$4.57	-	\$3.33	27%	\$4.02	-	\$3.16	21%	
	Total vehicle miles	1,277,003	-	1,278,182	(0%)	9,028,803	-	8,145,706	10%	
	Vehicle service miles	952,029	-	937,515	2%	6,722,678	-	6,200,342	8%	
	Total vehicle hours	85,953	-	85,336	1%	609,364	-	545,392	10%	
	In-service speed (mph)	14.5	-	14.6	(1%)	14.5	-	15.1	(4%)	
	Boardings per vehicle service mile	1.12	-	1.27	(14%)	1.20	-	1.35	(13%)	

Red = did not meet target



February 26, 2016

To: Executive Board

Subject: **February 2016 Legislative Summary**

Recommendation

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

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends a support position on AB 1591 (Frazier).

State Legislative Issues:

AB 1591 would require the California Transportation Commission (CTC) to adopt performance criteria to ensure efficient use of the funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.225 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill, including an inflation adjustment as provided, an increase of \$38 in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined. This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.

Last month, Governor Brown unveiled his proposed 2016-17 State Budget. As in previous years, the \$171 billion budget emphasizes fiscal restraint, while making strategic investments to strengthen California's economic footing, improve our infrastructure, counteract the effects of poverty, and address climate change. The Governor proposes to put a supplemental deposit of \$2 billion into the state's Rainy Day Fund, boosting the balance to \$8 billion, from 37 percent today to 65 percent of its constitutional target.

Importantly, the proposed budget redoubles the Governor's commitment to addressing the state's transportation infrastructure crisis and again points to his proposed transportation funding package, which would invest \$36 billion in transportation over the next decade. The Governor reminds us that the Legislature has convened a conference committee as part of the



transportation special session, and suggests that the conference committee should focus on the following key principles:

- Focusing new revenue primarily on “fix it first” investments to repair local roads and state highways and bridges;
- Making key investments in trade corridors to support continued economic growth and implementing a sustainable freight strategy;
- Providing funding to match locally generated funds for high priority transportation projects;
- Continuing measures to improve performance, accountability and efficiency at Caltrans;
- Investing in passenger rail and public transit modernization and improvement; and,
- Avoiding an impact on the precariously balanced General Fund.

The Governor’s proposed transportation funding package includes “a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections for the new revenues,” and will be split evenly between state and local transportation priorities. As was the case in September 2015, the Governor’s package focuses on maintenance and preservation, and also includes a significant investment in public transit. Specifically, the proposal includes annualized resources as follows:

- Road Improvement Charge - \$2 billion from a new \$65 fee on all vehicles, including hybrids and electrics;
- Stabilize Gasoline Excise Tax - \$500 million by setting the gasoline excise tax beginning in 2017-18 at the historical average of 18 cents, eliminating the current annual adjustments, and adjusting the tax annually for inflation;
- Diesel Excise Tax - \$500 million from an 11-cent increase in the diesel excise tax beginning in 2017-18, adjusted annually for inflation;
- Cap and Trade - \$500 million in additional Cap and Trade proceeds for complete streets and transit; and,
- Caltrans Efficiencies - \$100 million in cost-saving reforms.

Additionally, the proposed Budget includes a General Fund commitment to transportation by accelerating \$879 million in loan repayments over the next four years. These funds will support additional investments in the Transit and Intercity Rail Capital Program, trade corridor improvements, and repairs on local roads and the state highway system.



Of critical importance to transit agencies, the proposed budget projects the State Transit Assistance (STA) program will be \$315 million in 2016-17. This represents a decrease of \$36 million over the current year projection of \$351 million. This is due to a continued reduction in the price of diesel fuel over the level realized in years past.

The proposed budget reflects no change in anticipated revenues to each of the continuously-appropriated Cap and Trade Programs under which transit is an eligible expenditure; proposed expenditures are as follows:

- Low-Carbon Transit Operations Program - \$100 million
- Transit and Intercity Rail Capital Program - \$200 million
- Affordable Housing and Sustainable Communities - \$400 million
- The Governor's Cap and Trade plan also acknowledges his proposed transportation funding package mentioned above; if enacted, that plan would provide these further amounts:
- Transit and Intercity Rail Capital Program - \$400 million (for \$600 million total)
- Low Carbon Road Program (Complete Streets) - \$100 million
- Low Carbon Transportation - \$500 million

Federal Legislative Issues:

President Obama released the final budget proposal of his Presidency on February 9. His Fiscal Year 2016-2017 Budget Request calls for \$4.1 trillion of overall spending and includes a 21st Century Clean Transportation Plan that requests \$495 billion in spending in the federal Departments of Transportation; Energy; NASA; and the Environmental Protection Agency. More specifically, it includes a \$19.9 billion request for the Federal Transit Administration (FTA) and a \$6.3 billion request for the Federal Railroad Administration (FRA). These requests represent a 68.7 percent increase for FTA programs and a 268.8 percent increase from FRA programs compared to Fiscal Year 2016 enacted levels.

As with previous Administration proposals, the Fiscal Year 2016-2017 request reorganizes the Highway Trust Fund (HTF) into a Transportation Trust Fund (TTF). The TTF incorporates all existing HTF programs as well as additional other transit, passenger rail, highway safety and multimodal transportation programs.

Within the budget proposal Transit Formula Grants are funded at \$9.733 billion in Fiscal Year 2016-2017 compared to a Fiscal Year 2015-2016 enacted level of \$9.35 billion. This level is consistent with the authorization levels set in



the recently enacted Fixing America’s Surface Transportation (FAST) Act. The President’s request also proposes a new Supplementary Transit Formula Grant program to provide additional funding to support transit capital investments and state of good repair needs, funded at \$5.9 billion in Fiscal Year 2016-2017. Other proposed funding includes \$23 million for FTA’s state safety oversight program and \$1.5 billion for TIGER grants in Fiscal Year 2016-2017.

Budget Impact

The impact of AB 1591, the state and federal budget proposals have not been determined at this time.

Sincerely,

A handwritten signature in blue ink that reads "David Reyno".

David Reyno
Director of Government Relations

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

Doran J. Barnes
Executive Director

Attachment

2016 Legislation Summary

Current as of 2/12/2016

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

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

2016 Legislation Summary

Current as of 2/12/2016

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

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

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		provided, an increase of \$38 in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined.				
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	Assembly Committee on Appropriations	CTA - Support	Support Position Adopted 6/26/2015

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.				
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Inactive File	CTA - Support	Support Position Adopted 5/29/2015
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Signed by the Governor & Chaptered by the Secretary of State - 10/10/2015	CTA - Support	Support Position Adopted 4/24/2015

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.				
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Signed by the Governor & Chaptered by the Secretary of State - 10/9/2015	CTA - Support	Support Position Adopted 4/24/2015
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.	This bill would provide a new operating funding source for Foothill Transit.	Signed by the Governor & Chaptered by the Secretary of State - 10/7/2015	Metro - Support	Support Position adopted 5/29/2015

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SBX1 7	Allen	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
SBX1 8	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		are related to fuel to fixing roads.				
SCAX11	Huff	<p>SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session.</p> <p>Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and</p>	<p>This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.</p>	State Senate		<p>Support Position Adopted 8/28/2015</p>

2016 Legislation Summary

Current as of 2/12/2016

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>SCAx1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAx1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				
H.R. 680	Blumenauer	<p>Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.</p>	<p>A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for the long term.</p>	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015



February 26, 2016

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

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

Analysis

Coach operator performance audits were conducted during the period of December 7, 2015 through December 20, 2015 to monitor the performance of the on-street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a new firm we contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

Foothill Transit and the Operations staff have been working with Moore & Associates to produce a comprehensive report that accurately and thoroughly reports on various areas of the service provided. This modification explains some of the differences in results between the July and December 2015 audits. We anticipate the next audit will incorporate all the modifications and reduce the variance shown below.

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

The chart below summarizes the results of the December 2015 audits for each operating facility.

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

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



SUMMARY FOR FIRST TRANSIT - ARCADIA

	JULY 2015	AVERAGE VIOLATIONS PER TRIP	DEC 2015	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	97	N/A	108	N/A
FARE VIOLATIONS	7	0.07	28	0.26
CUSTOMER RELATIONS VIOLATIONS	3	0.03	96	0.89
SAFETY VIOLATIONS	12	0.12	58	0.54
TOTAL VIOLATIONS	40	0.41	173	1.60

SUMMARY FOR FIRST TRANSIT - POMONA

	JULY 2015	AVERAGE VIOLATIONS PER TRIP	DEC 2015	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	96	N/A	84	N/A
FARE VIOLATIONS	6	0.06	25	0.30
CUSTOMER RELATIONS VIOLATIONS	1	0.01	95	1.13
SAFETY VIOLATIONS	11	0.11	25	0.30
TOTAL VIOLATIONS	36	0.38	145	1.73

As mentioned earlier, the December 2015 audit numbers show a significant increase in all violations for all categories due to the modification of the observable service characteristics. The majority of the December 2015 violations for the service characteristics observed fell within the following areas:

- Operator began driving before passengers were seated – 29 incidents
- Operator answered fare question incorrectly – 20 incidents
- Scrolling Sign Display Off or Malfunctioning – 14 incidents
- Name Plate not Displayed – 74 incidents

These items are being addressed directly with both contractors’ staff.

In addition to our focus on Fare, Safety and Customer Service Relations we have modified the audit process to include an ADA challenge. The challenge for this audit period required the mystery riders to make a request for the ramp to be lowered. Out of the 51 requests made, 94 percent of our operators complied.



Results of the Coach Operator Audit provide Foothill Transit with a tool to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as action plans for the areas that need attention.

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

Budget Impact

Funding for the coach operator audits is included in Foothill Transit's FY 2015-2016 Business Plan.

Sincerely,

A handwritten signature in blue ink that reads "Tanya M. Pina".

Tanya M. Pina
Operations Contract Manager

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

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **FY 2015-2016 Second Quarter Budget Update**

Recommendation

Receive and file the Second Quarter Budget Update for the fiscal year ending on June 30, 2016.

Attachment A the Departmental Second Quarter Budget Result summarizes Foothill Transit's expenditures through the second quarter and provides a forecast to complete the fiscal year.

Budget Update

As of December 31, 2015, Foothill Transit is \$3.1 million under the approved year-to-date operating budget of \$39.5 million. This variance is primarily attributable to activities which are scheduled to proceed later in the fiscal year. Examples of such activities include the Bus Rodeo, procurement of bus operator uniforms, procurement of the fare restructuring study, procurement of an E-Bid system, and procurement of the Arcadia operating contract.

After reviewing the second quarter budget and expenditures, Foothill Transit is forecasted to end the fiscal year approximately \$3.4 million under the approved operating budget of \$79 million. The expected budget under run is primarily due to service changes that were not implemented during the first and second quarter or are not expected to be implemented during the fiscal year.

Operating Accomplishments

Many operational safety measures were conducted during the second quarter. These measures include a new data center dry fire protection system, new fire alarm devices for the fuel island building of the Pomona O&M Facility, and new security cameras for the Azusa Intermodal Transit Center. The ABS QE audit was completed and Foothill Transit received ISO 14001 certification. This recognition was awarded for continuous efforts made to minimize operations effect on the environment.



Capital Project Accomplishments

Major achievements during the second quarter of FY2015-2016 for the capital programs include substantial construction of the Azusa Intermodal Transit Center, repainting of 20 buses with new livery design and installation of seat barriers for safety, 10 new fareboxes for the fleet expansion on Line 496, and the design and installation of 2,291 new bus stop signs with our new livery.

FY 2015-2016 Budgetary Variances

The second quarter budget analysis did not identify any accounts with over runs that are not expected to be ameliorated by the end of the fiscal year.

Ridership continues to be under budget and as a result fare revenues are also under the planned budget.

Areas for Budgetary Improvement

We will continue to review and analyze the budget on a quarterly basis to avoid inadequate budgeting, as well as to identify future improvements.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachment



Attachment A

FY2015/2016 Quarterly Budget Variance Report

Quarter 2

	Dept #	DEPARTMENTS	Actual Y-T-D	Budget Y-T-D	Variance Y-T-D	Annual Budget	Forecast Annual Budget Variance
1	10	Customer Service & Operations	\$31,381,258	\$33,203,352	\$1,822,094	\$66,406,690	\$2,894,855
2	11	Maintenance & Vehicle Technology	307,381	385,044	77,663	770,070	67,321
3	20	Marketing	756,954	955,452	198,498	1,910,890	0
4	30	IT	928,290	1,134,234	205,944	2,268,460	17,454
5	40	Administrative	1,299,729	1,591,974	292,245	3,183,950	375,854
6	41	Procurement	312,105	416,700	104,595	833,400	3,825
7	60	Finance	484,566	571,558	86,992	1,120,100	600
8	80	Planning	366,767	562,878	196,111	1,125,750	2,424
9	90	Facilities	638,700	716,322	77,622	1,432,660	8,548
10		TOTAL	\$36,475,750	\$39,537,514	\$3,061,764	\$79,051,970	\$3,370,881



February 26, 2016

To: Executive Board

Subject: **Contract Amendment - Transit Services - Arcadia Facility
(Agreement No. 14-028)**

Recommendation

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

Analysis

On October 5, 2014 Transdev Services, Inc. assumed operation of transit service at Foothill Transit's Arcadia facility and they currently provide operations and maintenance services under Agreement No. 14-028 for 145 buses operating out of that facility.

On September 25, the Executive Board authorized the Executive Director to amend Agreement No. 14-028 with Transdev Services, Inc., to change the expiration date for the base contract term from June 30, 2018 to July 2, 2016. This was done to facilitate a reprocurement that incorporates a number of clarifications to the RFP and changes to the compensation and payment methodology in the Agreement.

Subsequently, staff has been discussing the possibility of Foothill Transit operating Lines 190, 194 and 270 should those lines be cancelled by L.A. Metro. In order to align the start date for Foothill Transit's operation of these lines with the June 25, 2016 date that the lines are currently proposed for cancellation by Metro, staff recommends that the end date of the current agreement with Transdev be changed from July 2, 2016 to June 25, 2016.

This schedule below indicates the revised schedule for the related procurement activities.



Event	Date
RFP Issued	October 2, 2015
Proposals Received	January 28, 2016
Initial Evaluation and Interviews	February 3 - March 4, 2016
Best and Final Offers due from Proposers	March 11, 2016
Contract award by Foothill Transit Executive Board and authorization to execute contract	April 1, 2016
Commencement Date	June 26, 2016

This schedule provides time for execution of final contract documents and transition to the delivery of service under the new agreement.

Budget Impact

Any difference between the cost to operate the service under the current agreement from June 26 to July 2 and the cost to operate the service under the new agreement is anticipated to be available in the approved FY 2015-2016 budget.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **Exercise of Option - General Marketing Services**

Recommendation

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

Analysis

Currently, Foothill Transit is in the first option year of a three-year contract with two available option years for general marketing services with Pulsar Advertising. That option will expire on June 30, 2016. The contract includes a variety of marketing services including a revitalization of the electric bus program, new livery adaptation for the Ecoliner, expansion of the Class Pass program, website enhancements, and a new-resident campaign.

The exercise of option year two will provide the ability to continue general marketing services and support through June 2017, including the development of communication materials for possible expansion of the Class Pass program to other college and university campuses, new livery adaptation for the 35' and 40' Ecoliner vehicles, marketing of proposed service enhancements, research including customer service satisfaction surveys, and general market analysis and strategy.

Budget Impact

The proposed FY 2016-2017 Business Plan will include funds for general marketing services.

Sincerely,

Handwritten signature of Linda Apodaca in blue ink.

Linda Apodaca
Acting Director of Marketing and Communications

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **Request for Qualifications (RFQ) - Architectural Engineering Consultant - Park & Ride Facility**

Recommendation

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

Analysis

At the January 2016 Executive Board Meeting and at the February Strategic Planning Workshop, the Executive Board and staff discussed a potential park & ride facility in the City of Covina. In order to advance work on this project, the services of an architectural and engineering consultant are needed.

The architectural and engineering services to be completed include, but are not limited to: assisting the environmental consultant in developing appropriate NEPA/CEQA clearance documents, preparation of preliminary architectural and engineering design documents, preparation of appropriate specific plan applications, and assisting in obtaining appropriate preliminary city plan check review and approval.

Budget Impact

The approved FY 2015-2016 Business Plan and Budget includes funding for the Covina Park & Ride Project.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **Contract Award - Network Infrastructure Firewall Replacement**

Recommendation

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

Analysis

Network security is an essential part of using technology today to protect against harmful activities that occur on a daily basis. Foothill Transit's data firewall which serves as the first layer of network defense against such threats was installed over seven years ago. This exceeds the average life cycle of network equipment, which should generally be replaced every five years. Support for Foothill Transit's existing firewall will end on September 30, 2016. To continue providing necessary security measures and to minimize unplanned hardware failures, network equipment should be replaced on average every five years.

In order to maintain the level of security required to ensure business continuity and enhance passenger safety through reliable service, replacement of the data firewall is recommended. Staff reached out to multiple vendors for quotes utilizing California Multiple Award Schedules (CMAS). Government Technology Solutions is the only provider for CMAS. As such, this project will be undertaken as a sole source procurement. CMAS is a cooperative purchasing schedule, so the quoted price has been judged to be fair and reasonable.

Budget Impact

Funding for this project is included in Foothill Transit's adopted FY 2015-2016 budget. The source of funds is California Office of Emergency Services (Cal OES) security grant funding.

Sincerely,

A blue ink signature of Jake Chik, consisting of several loops and a long horizontal stroke.

Jake Chik
Network Manager

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

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

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

Recommendation

Receive and file the 2016 Foothill Transit Bus Roadeo Preview.

Background

Foothill Transit will host its 21st annual Bus Roadeo competition on Saturday, March 12, 2016 with this year's theme being "Roadeo All*Stars". The event will take place at our Arcadia Operations and Maintenance Facility where operators and maintenance teams will face off to determine which operator and maintenance team will represent Foothill Transit in Charlotte, North Carolina for the American Public Transportation Association (APTA) International Bus Roadeo competition, where the best of the best throughout the U.S. and Canada will compete.

Those who have attended in the past know how much fun this event can be as we watch and cheer on our coach operators as they navigate through an obstacle course and as we see our maintenance teams showcase their mechanical skills. In addition, it is a great opportunity to mix and mingle with the coach operators, mechanics and both contractors' management teams as well as have the opportunity to meet volunteer judges from other transit agencies.

The day will begin with a continental breakfast for our judges and volunteers followed by a course walk-through, briefing for all judges, and the start of the competition. A tasty BBQ lunch will be served after the competition with our awards ceremony immediately following.

To date, we have a total of 46 operators and five maintenance teams signed up and ready to compete. We are very excited about this year's roadeo and know that it would not be a success without the participation and assistance from our staff, contractors and volunteers. We are looking forward to having representation at this year's International Bus Roadeo and hopefully bringing some hardware back to Southern California.



Executive Board Meeting - 02/26/16
2016 Foothill Transit Bus Roadeo Preview
Page 2

Budget Impact

Funding for the 2016 Bus Roadeo is included in Foothill Transit's FY 2015-2016 Business Plan.

Sincerely,

A handwritten signature in blue ink that reads "Tanya M. Pina".

Tanya M. Pina
Operations Contract Manager

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

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **Proposed FY 2016-2017 Business Plan Initiatives**

Recommendation

Approve the proposed FY 2016-2017 Business Plan Initiatives.

Analysis

Each year, Foothill Transit identifies initiatives that will direct the agency's activities and focus for the coming fiscal year. The following seven key projects are recommended for inclusion in the Business Plan:

- **Pomona Operations Contract Procurement** – The current agreement for operation of transit service at Foothill Transit's Pomona operations and maintenance facility expires on June 30, 2017 and there are two available two-year options. In order to better align the terms and conditions of the Pomona operating agreement with those of the Arcadia operating agreement currently being procured, a new transit services agreement will need to be procured. Procurement activities will be scheduled in order to facilitate an effective transition to a new operating agreement on July 1, 2017.
- **Arcadia Operations Contract Startup** – Procurement activities are currently underway for a new operations and maintenance agreement at the Foothill Transit operations and maintenance facility in Arcadia. Proposals have been received and are currently being evaluated. Following the evaluation process, a recommendation regarding contract award will be presented to the Executive Board at the April 1, 2016 meeting. The new contract goes into effect on June 26, 2016 and will incorporate a number of changes to the management of that operating agreement. Among these changes are a modification to the invoicing methodology that takes into account fixed costs as well as both hours-based and miles-based costs incurred by the contractor. Contract startup activities will include a thorough inspection along with any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract startup. In addition, numerous contract closeout activities for the current transit operations and maintenance agreement will be completed in the months following the contract transition.



- **Fleet Electrification** - In 2010, Foothill Transit became the first transit agency in the nation to implement fast-charge, all-electric buses into normal transit operations. Our electric bus program has matured as we have gained much-needed insight from our experience operating our 15-bus electric fleet. With advancements in battery technology and the growing number of electric bus manufacturers, it is now feasible to pursue full electrification of the Foothill Transit fleet. As older CNG buses are retired and as the necessary electric charging infrastructure is put in place, retired CNG coaches will be replaced by all-electric coaches. Based on current coach retirement schedules, Foothill Transit expects to have a fully electric fleet by 2030.
- **CAD/AVL System Replacement** - Procurement activities are completed and system design is currently underway for a new state of the art system to replace Foothill Transit's aging computer aided dispatch and automated vehicle location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes.
- **Covina Park & Ride and Transit Center** - Development of the Covina Park & Ride continues to be a priority this year. The proposed project will consist of a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina will be the lead for the three-party Agreement. The project concept is to redevelop the project site with a City component to include an event center and professional office space, residential, and transit component. The proposed Park & Ride will consist of a four-level parking structure containing approximately 400-450 parking spaces, bus berths, and electric bus charging stations to accommodate Foothill Transit buses. A transit oriented retail component is also being considered for inclusion within the Transit Center element.
- **Fare Restructuring** - The goals of this activity are to develop an overall fare policy, simplify our existing fares, and increase ridership and revenues. The team will review options for fare changes and hold public workshops to encourage community feedback. The consultants will develop a fare model specifically designed for Foothill Transit, based on historical ridership, and service area economics and employment demographics. With the tailored fare model, we can simulate fare



changes and understand the dynamics of revenue and ridership. After a preferred slate of recommendations has been approved by the Governing Board, the team will conduct a Title VI analysis to ensure that the changes do not negatively impact individual segments of the population. A proposal for a fare policy change is expected to be provided to the Governing Board in October 2016.

- **Mt. SAC Transit Center Development** - With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the entire Foothill Transit system and has very marginal bus stops. The development of an off-street transit center is underway, including the location for the proposed Transit Center. This center is anticipated to have ten transit bays with covered bus shelters for riders. Further, the inclusion of a Transit Store is being evaluated.

These are proposed agency-wide initiatives for FY 2016-2017. Individual department goals will be detailed in their respective sections within the preliminary FY 2016-2017 Business Plan.

Pending approval by the Foothill Transit Executive Board these proposed initiatives will serve as the foundation for agency planning prioritization in the coming year and will be included in the Proposed FY 2016-2017 Budget and Business Plan.

Sincerely,

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

Kevin Parks McDonald
Deputy Executive Director

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

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **FY 2022-2023 Financial Forecast Update**

Recommendation

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

Budget Analysis

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

It is important for Foothill Transit to maintain an operating and capital financial base that is sufficient to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation both short term and long term.

This long range financial plan allows Foothill Transit to establish future business targets, while providing management with the framework needed to develop yearly budgets.

Assumptions

The Financial Forecast includes all business type activities such as bus operations and capital projects. The operating budget includes projected revenues and expenses through FY 2022-2023 with the following assumptions:

- Farebox Revenues** 1% increase annually for ridership growth
- Operating Subsidies** 2% growth per year
- Operating Expense** 3% annual growth
- Service Hours/Miles** Improvements through reallocation
- Passengers** 1% increase per year



The capital budget includes all projected capital program activities associated with bus acquisition, bus capital improvements, facility construction and other capital improvements through FY 2022-2023.

Policy Issues

Some policy issues were determined through the Financial Forecast. The current operating and maintenance facilities are reaching capacity which could constrain service increases. The farebox recovery ratio is projected to decline from 24 percent to 21 percent through FY 2022-2023. The recently completed comprehensive operational analysis has recommended a restructuring of fares to improve the customer experience, along with the farebox recovery ratio.

Budget Impact

The Financial Stability Policy being considered by the board benefits financial strategies designed to support the long and short range goals of Foothill Transit.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director



February 26, 2016

To: Executive Board

Subject: **Financial Stability Policy**

Recommendation

Approve the Financial Stability Policy (**Attachment A**) including the FY2016-2017 financial strategies.

Analysis

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In time of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The attached policy is based upon Generally Accepted Accounting Principles (GAAP) and promulgated by the Government Accounting Standards Board (GASB). Every three years, the Federal Transit Administration and the LA Metro, on behalf of the State of California Transportation Development Act (TDA) requirements, perform audits to determine among other things, if we are following our published, Board adopted policies.

The attached policy will meet our requirements to ensure that Foothill Transit prudently manages its financial affairs; establishes appropriate cash reserves; and, if debt is necessary, ensures that debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace. The policy provides management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

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

FY2016-2017 Financial Strategies

- S1. Adjust bus operating expenses as needed resulting from procurement of new operating and maintenance contract in Arcadia and agreed upon contractual increases in existing operating contracts.



- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues as adopted from the Comprehensive Operational Analysis and Governing Board adopted Business Plan.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Implement strategies identified in the fare restructuring study and approved by the Governing Board.

Financial Impact

This policy will set the framework for the annual budget, including specific strategies for FY2016-2017.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance & Treasurer

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

Doran J. Barnes
Executive Director

Attachment



Attachment A

Finance Policy – FIN 01

Financial Stability Policy

Policy Statement

Foothill Transit has an important responsibility to the taxpayers of Los Angeles County to prudently manage its long and short-term finances. In time of economic change and uncertainty, it is especially important for Foothill Transit to ensure its ability to deliver safe, quality and reliable transportation services that are based upon a strong and stable financial foundation.

The Financial Stability Policy is divided into three sections: Goals, Strategies, and General Fiscal Policies. The purpose of the policy is to ensure that Foothill Transit prudently manages its financial affairs, establishes appropriate cash reserves, if debt is necessary, ensures that the debt assumptions are based on financial parameters similar to or more conservative than those that would be placed on Foothill Transit by the financial marketplace and to provide management with a framework for developing the upcoming year's budget and other longer range financial plans and establishing future business targets for management to achieve.

Financial Goals

- G1. Provide safe and secure transportation on Foothill Transit's bus system as the top priority.
- G2. Maintain an operating and capital financial base that is sufficient to deliver safe, quality transportation improvements and bus service efficiently and cost-effectively to meet the levels of demand.
- G3. Continuously strive to improve productivity.
- G4. Establish and maintain an operating fund balance sufficient to ensure that Foothill Transit can adjust to economic downturns, extraordinary cost increases and other financial emergencies.
- G5. Maintain the highest possible credit rating and reputation for prudent financial management.



FY2016-2017 Financial Strategies

- S1. Adjust bus operating expenses as needed to resulting from procurement of new operating and maintenance contract in Arcadia and agreed upon contractual increases in existing operating contracts.
- S2. Implement service changes to improve service efficiency, maintain and increase ridership, and maintain revenues as adopted from the Comprehensive Operational Analysis and Board adopted Business Plan.
- S3. Adopt an annual budget which includes allocation to capital programs adequate to meet annual baseline funding for projects and programs which are essential to ensure system performance and safety.
- S4. Pursue grant funding for capital projects pursuant to the priorities adopted by the Governing Board in the annual Business Plan.
- S5. Implement strategies identified and approved in the fare restructuring study.

General Fiscal Policies

- F1. Complete and accurate accounting records shall be maintained in accordance with Generally Accepted Accounting Principles as promulgated by the Government Accounting Standards Board. The fiscal year-end for financial reporting purposes shall be June 30.
- F2. An independent certified public accounting firm shall perform an examination of Foothill Transit's consolidated financial statements on an annual basis. The goal is to receive an unqualified opinion on the financial statements and an opinion that Foothill Transit is in compliance with Federal Single Audit, State and Local reporting requirements in all material respects and to receive the Government Finance Officers Association (GFOA) award for excellence in financial reporting.
- F3. Funds shall be invested within the guidelines of the Executive Board's approved investment policy and in compliance with applicable state law.
- F4. Revenues received during a fiscal year that are in excess of the revenue budget for that year shall be reported as unrestricted, designated fund balances which may only be expended pursuant to Governing Board authorization. Such funds are generally available for appropriation in a subsequent budget cycle.
- F5. The annual budget establishes the legal level of appropriation. The budget shall include operating and capital components and full-time equivalent personnel necessary to implement the policy direction contained in the Annual Business Plan.



Budget Basis

Foothill Transit is a single entity for budgeting and accounting purposes. Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental and proprietary funds except that depreciation and amortization are not budgeted. The Governmental Accounting Standards Board (GASB) defines a fund as a “fiscal and accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.”

Foothill Transit operates with a single fund known as an Enterprise Fund. The Enterprise Fund is considered a proprietary fund. The fund is accounted for using the accrual basis of accounting, meaning revenue is recognized when it is earned and expenses are recorded when incurred.

Budget Process, Policies and Procedures

The annual budget, as adopted by the Governing Board is the legal authority to obligate and spend funds and to hire employees. It includes all operating, capital and debt service (when applicable) requirements of Foothill Transit for the fiscal year, July 1 to June 30. The annual budget is comprised of an operating budget and capital program and includes the total of full-time equivalent personnel (FTEs) required to deliver the budgeted activities.

Foothill Transit operates with an Enterprise Fund which includes all business-type activities such as bus operations and capital projects. The operating budget provides a summary of planned revenues and expenses for the fiscal year for Foothill Transit services and programs including the following:

- All revenue and expenditure/expense assumptions and projections
- Revenue service hours and miles of bus service
- Operation and maintenance of transit stores
- Total number of FTEs

The operating budget includes bus operations and special services, property management activities and agency administration.

Operating Budget

The annual operating budget is developed on the basis of the combination of two budget methodologies. Continuation level budgeting is used to develop the funding and resources necessary to sustain critical operating, special programs and previously approved capital projects. Foothill Transit uses zero-based budgeting methodology to determine resources of new programs and



capital projects as well as general and administrative expenses. Foothill Transit's chart of accounts is reviewed and supplemented on an as-needed basis. The Finance Department monitors revenues and budget expenditures throughout the fiscal year.

Budget detail is a management plan for financial activity and is prepared at the fund, project, department, and account level. The legal level of control is at the fund level.

Total annual expenditures cannot exceed the final appropriation adopted by the Governing Board except for the capital budget, where appropriations are approved on a life-of-project basis. During the fiscal year, changes in law, economic conditions and emergencies can have an impact on budget authority. Spending authority may be increased or decreased throughout the fiscal year as unanticipated situations arise. Management may make revisions within operational and project budgets only when there is no net dollar impact to the total appropriations at the fund level. As such, the Executive Director can approve administrative revisions, including FTE changes, to the financial plan if changes are consistent with the fund appropriation.

Foothill Transit's source of authority to make changes is rooted in disclosure on financial policy as stated in Foothill Transit's Comprehensive Annual Financial Report (CAFR) where reference to the legal level of authority is at the fund level so that staff has the ability to make changes within that legal authority.

Capital Program Budget

The capital budget process is 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 enhancements. The Governing Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project.

Appropriations for the capital budget are approved on a life-of-project basis and thus, do not lapse at the end of the fiscal year. Providing flexible funding over the life of a project authorizes staff to re-appropriate unexpended revenues and expenses from the prior year.

The capital program budget (CP) is adopted on a life-of-project basis. Thus, annual re-appropriations are not required. Changes to the life-of-project budget for any project whose life-of-project budget is over \$1 million must be approved by the Governing Board. The CP budget process is completed as part of the annual budget process. Project managers analyze the status of



their funded projects (reforecasting schedules, costs, etc.) They also submit new projects for consideration through the CP process in the second quarter of the current fiscal year.

The CP budget process includes the following:

- Determines which prior year projects will not be completed as scheduled in the current fiscal year;
- Identifies new requirements or projects since the adoption of the prior CP, including changes to the life-of-project budget;
- Authorizes capital projects and associated funding plans;
- Estimates the operating impact of the capital investment, including cost increases.

The CP budget is developed based on project rankings, project readiness, available agency resources, and funding. Project managers gather project information (current and new projects) and submit the information to Finance in the second quarter of the current fiscal year. Finance assembles the proposed projects and submits to Executive Management. Executive Management reviews the list of recommended capital projects and further prioritizes the projects to match available revenues.

Approved by:

Michelle Caldwell
Director of Finance & Treasurer

Doran Barnes
Executive Director

Darold Pieper, General Counsel

Policy Effective Date: XXXX, 2016



February 26, 2016

To: Executive Board

Subject: **Human Resource Compensation and Benefits**

Recommendation

Approve the following recommendations regarding the Foothill Transit employee compensation and benefits programs:

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

Analysis

Paid Time Off Policy

According to [WorldatWork](#), Paid Time Off (PTO) plans reduce unscheduled absenteeism, allow employees to schedule time off in advance allowing employers to plan for absences, and is less onerous and time-consuming to track and manage than traditional sick and vacation balances. Additionally, PTO is attractive to younger workers, who tend to rate work-life balance as an important source of job satisfaction. Of those organizations with fewer than 20,000 employees, 51 percent are reported to use PTO. It is particularly suitable for smaller, newly formed organizations.

PTO is a comprehensive program that provides employees with flexibility in managing their time off from work. Employees are expected to use their PTO time responsibly, based on their individual needs and preferences, as well as the business needs of Foothill Transit. Employees are encouraged to carefully schedule their use of PTO to include vacations, medical/dental appointments and



personal business, as well as reserve time for unexpected emergencies or illnesses.

PTO hours are accrued on a biweekly basis and are recorded on the employee's pay stub. The amount of PTO hours accrued is determined by the length of active employment, as shown on the following table:

Table 1: Accrual Rates

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours
15+ Years of Service	11.38 hours	296 hours	888 hours

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of scheduled PTO hours during the 12 month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank.

The employees' current balances of sick and vacation time will be converted to PTO upon approval of the policy.

Paid Family Leave

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Employers who participate in the California State Disability Program (CASDI) receive a weekly benefit of Paid Family Leave (PFL) for six weeks during this period. Since Foothill Transit does not participate in the SDI program, the PFL benefit is only available as a Board approved employee benefit.



Foothill Transit proposes to pay PFL payments to eligible employees at the same benefit amounts offered for SDI participants: currently, approximately 55 percent of weekly pay, not to exceed \$1,167 per week.

Performance Evaluation System

The current employee performance evaluations are scheduled after the first six months of employment and annually on or after July 1, thereafter. The process consists of a form that is completed independently by both the employee and the Supervisor discussing achievement (or lack thereof) of goals that were set one year ago, goals for the upcoming year, training and development needs and a rating on individual performance attributes. Annual increases are based on achievement of individual goals (two percent) and achievement of agency-wide KPIs as set by the Executive Leadership team and the Board (one percent).

Foothill Transit would like to create a process that will emphasize teamwork and collaboration between supervisors and employees and that is progressive throughout the year, focusing not only on individual work, but how to leverage input and ideas from others to achieve personal work as well as contributing to departmental goals and how it impacts overall agency success. One important element of the new process will be setting and measuring individual goals and achievement of those goals on a regular basis.

Therefore, the proposal is to modify the existing system for annual pay increases to measure each employee by their individual goals up to three percent, as determined the employee's supervisor and approved by the Executive Director. Although not included as a factor in individual merit increases, the agency-wide KPI's will still be monitored through the vital factors program and reported to the Board so no one will lose sight of the importance of achieving these critical goals; however, they will no longer be included as individual performance goals for each employee. Additionally, the developmental program for employees who have been hired at the lower end of their pay range, will continue to provide increases to employees as they enhance their skill set and become more valuable to the organization.

Increase the Salary Ranges Annually

Currently the salary ranges are increased annually by the consumer price index (CPI). This method is undesirable for two reasons. First, the CPI figures are not available in time for budgeting purposes. Since the developmental program discussed above is dependent upon knowledge of the employee's placement within their pay range, it is critical to know what the final ranges will be so that an accurate budget may be developed. Second, for the last several years, CPI has been zero or negative growth. This has resulted in no changes to the salary



ranges. This potentially creates a situation where a long-time employee who receives an annual pay increase could exceed their appropriate salary range.

Employee Reimbursement for Out-of-Pocket Expenses

Foothill Transit offers health care benefits through Cal Choice offering a variety of plans. The employees pay 10 percent for the cost of their health care premium and pay for any co-pays or any out-of-pocket costs that are not covered by the health insurance plan. In the event of a serious illness or injury, it is possible that an employee may have out-of-pocket expenses that could create extreme financial hardship. In these circumstances, the employee may submit their Explanation of Benefits from their insurer identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000. The reimbursement will be included in the bi-weekly pay check and will be treated as taxable income.

Sincerely,

Michelle Lopes Caldwell
Director of Finance & Treasurer

Doran J. Barnes
Executive Director

Attachments



Foothill Transit
Going Good Places

Proposed Program with changes incorporated.

Foothill Transit Employee Compensation Program

Adopted February 26, 2016

Foothill Transit’s employee compensation plan is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Executive Director is charged with administering this program.

Please note that while Foothill Transit has been in existence for 25 years, it is just beginning as an employer. This program has been crafted with great care. Employees should fully understand that changes to this program are highly likely and should be fully expected as Foothill Transit gains experience as an employer. Further, the Affordable Health Care Act is expected to require changes to health plan coverages. Again, employees should expect changes in the future.

Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Executive Director and subject to overall budget limitations (includes 3 percent increase for FY2016-2017 fiscal year):

	Bi Weekly Min	Bi Weekly Max	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	\$3,227	\$5,970	\$83,908	\$155,229	Department Director
Foothill Transit Grade 7	\$2,420	\$4,432	\$62,931	\$115,373	Department Manager
Foothill Transit Grade 6	\$1,977	\$3,254	\$51,394	\$84,956	Technical Staff
Foothill Transit Grade 5	\$1,735	\$2,622	\$45,101	\$68,176	Technical Support Administrative
Foothill Transit Grade 4	\$1,452	\$2,219	\$37,759	\$57,687	Support
Foothill Transit Grade 3	\$1,210	\$1,856	\$31,465	\$48,247	Clerical Support

Compensation for the Executive Director shall be set at the sole discretion of the Board. Compensation for the Deputy Executive Director shall not be less than 65 percent of the

compensation of the Executive Director and not more than 80 percent of the compensation of the Executive Director.

Positions by Pay Grade

Foothill Transit positions are assigned to the following pay grades:

	Department	Pay Grade
Receptionist	Administration	Grade 3
Marketing Assistant	Marketing	Grade 3
Facilities Administrative Assistant	Facilities	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
Accounting Clerk	Finance	Grade 4
Board Support Services Coordinator	Administration	Grade 4
Accountant	Finance	Grade 5
Maintenance Quality Assurance Inspector	Maintenance	Grade 5
Quality Assurance Inspector	Operations	Grade 5
Service Quality Coordinator	Operations	Grade 6
Human Resources Manager	Administration	Grade 6
Facilities Manager	Facilities	Grade 6
Procurement Coordinator	Procurement	Grade 6
Fare Revenue Manager	Finance	Grade 6
Finance Analyst	Finance	Grade 6
Project Accountant	Finance	Grade 6
Senior Accountant (2 positions)	Finance	Grade 6
Creative Content Designer	Marketing	Grade 6
Digital Media and Customer Relations Coordinator	Marketing	Grade 6
Marketing and Communications Strategist	Marketing	Grade 6
Maintenance and Vehicle Technology Manager	Maintenance	Grade 6
Help Desk Administrator	I.T.	Grade 6
IT Application Specialist	I.T.	Grade 6
Safety Compliance Coordinator	Operations	Grade 6
Transit Planner	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Government Relations Manager	Administration	Grade 7
Construction Project Manager	Facilities	Grade 7
Finance Manager	Finance	Grade 7
Electric Bus Program Manager	Maintenance	Grade 7
Manager of Community Engagement	Marketing	Grade 7
Network Manager	I.T.	Grade 7
Procurement Manager	Procurement	Grade 7
Operations Contract Manager	Operations	Grade 7
Transit Planning Manager	Planning	Grade 7
Director of Procurement	Procurement	Grade 8
Director of Government Relations	Administration	Grade 8
Director of Facilities	Facilities	Grade 8
Director of Customer Relations	Administration	Grade 8

Director of Maintenance and Vehicle Technology	Maintenance	Grade 8
Director of Marketing and Communications	Marketing	Grade 8
Director of Information Technology	I.T.	Grade 8
Director of Planning	Planning	Grade 8
Director of Finance and Treasurer	Finance	Grade 8
Director of Customer Service and Operations	Operations	Grade 8

Internship Program

As part of Foothill Transit's commitment to workforce development, Foothill Transit has created an internship program. The internships allow students to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns work an average of 20 hours per week and would be paid \$15.00 per hour.

Paid Time Off

Paid time off (PTO) combines vacation, sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

Accrual Rates

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours
15+ Years of Service	11.38 hours	296 hours	888 hours

Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12

month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank.

Holidays

Holiday Hours

Foothill Transit shall observe the following seven paid holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

If an employee works on one of those seven holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee's PTO account.

Foothill Transit also observes a holiday period beginning on December 24th of each year and ending on January 1st. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees approximately 55% of weekly pay, not to exceed \$1,167 per week. PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted.

Work Hours and Schedules

Management and administrative employees will work a 9/80 flex schedule with every other Monday off. Work hours will be as follows:

Tuesday through Friday	7:30 a.m. to 5:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.
First Monday:	Office closed	
Second Monday	7:30 a.m. to 4:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.

Certain positions in the Customer Service and Operations team may be assigned alternate schedules due to operational hours of the administrative office.

Health Benefits

Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$210 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

In the event of a serious illness or injury, an employee may submit their Explanation of Benefits form from their health care provider identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000. The reimbursement will be included in the bi-weekly pay check and therefore, will be treated as taxable income.

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans are eligible to receive reimbursement annually for the administration of the flu shot.

Life Insurance

Foothill Transit shall provide life insurance at one times annual salary. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.

Retirement Benefits

Foothill Transit shall contribute an amount equal to seven percent of the employee's bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.

Tuition Reimbursement

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

Transit Bus Passes for Employees and Dependents

Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees and their dependents.

Employees commuting via other transit providers at least eight times per month shall be provided transit passes for these other transit providers.

Length of Service Recognition

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

Compensation Adjustments

Under the adopted management compensation plan, annual evaluations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be applied to employees by the first full payroll in July. The salary ranges will be adjusted by 3% each year.

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Executive Director every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall (3 or better out of 5) on their annual evaluation.
- **Educational Advancement** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



Foothill Transit
Going Good Places

Redline Version Showing Changes

Foothill Transit Employee Compensation Program

Adopted ~~June 27, 2014~~ February 26, 2016

Foothill Transit's employee compensation plan is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Executive Director is charged with administering this program.

Please note that while Foothill Transit has been in existence for 25 years, it is just beginning as an employer. This program has been crafted with great care. Employees should fully understand that changes to this program are highly likely and should be fully expected as Foothill Transit gains experience as an employer. Further, the Affordable Health Care Act is expected to require changes to health plan coverages. Again, employees should expect changes in the future.

Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Executive Director and subject to overall budget limitations (includes 3% percent increase for FY2016-2017 fiscal year):

	Bi Weekly Min	Bi Weekly Max	Annual Minimum	Annual Maximum	Position Type
Foothill Transit Grade 8	\$3, 433 <u>227</u>	\$5, 796 <u>970</u>	\$81,464 <u>\$83,908</u>	\$150,708 <u>\$155,229</u>	Department Director
Foothill Transit Grade 7	\$2, 350 <u>420</u>	\$4, 308 <u>437</u>	\$64,098 <u>\$62,931</u>	\$112,043 <u>\$115,373</u>	Department Manager
Foothill Transit Grade 6	\$1, 949 <u>977</u>	\$3, 472 <u>685</u>	\$49,897 <u>\$51,394</u>	\$82,482 <u>\$84,956</u>	Technical Staff
Foothill Transit Grade 5	\$1, 684 <u>735</u>	\$2, 546 <u>622</u>	\$43,787 <u>\$45,101</u>	\$66,490 <u>\$68,176</u>	Technical Support Administrative
Foothill Transit Grade 4	\$1, 440 <u>452</u>	\$2, 454 <u>219</u>	\$36,659 <u>\$37,759</u>	\$56,007 <u>\$57,687</u>	Support
Foothill Transit Grade 3	\$1, 475 <u>210</u>	\$1, 802 <u>856</u>	\$30,549 <u>\$31,465</u>	\$46,842 <u>\$48,247</u>	Clerical Support

Compensation for the Executive Director shall be set at the sole discretion of the Board. Compensation for the Deputy Executive Director shall not be less than 65 percent of the compensation of the Executive Director and not more than 80 percent of the compensation of the Executive Director.



Positions by Pay Grade

Foothill Transit positions are assigned to the following pay grades:

	Department	Pay Grade
Receptionist	Administration	Grade 3
Marketing Assistant	Marketing	Grade 3
Facilities Administrative Assistant	Facilities	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
Accounting Clerk	Finance	Grade 4
Board Support Services Coordinator	Administration	Grade 4
Accountant	Finance	Grade 5
Maintenance Quality Assurance Inspector	Maintenance	Grade 5
Quality Assurance Inspector	Operations	Grade 5
Service Quality Coordinator	Operations	Grade 6
Human Resources Manager	Administration	Grade 6
Facilities Manager	Facilities	Grade 6
Procurement Coordinator	Procurement	Grade 6
Fare Revenue Manager	Finance	Grade 6
Finance Analyst	Finance	Grade 6
Project Accountant	Finance	Grade 6
Senior Accountant (2 positions)	Finance	Grade 6
Creative Content Designer	Marketing	Grade 6
Digital Media and Customer Relations Coordinator	Marketing	Grade 6
Marketing and Communications Strategist	Marketing	Grade 6
Maintenance and Vehicle Technology Manager	Maintenance	Grade 6
Help Desk Administrator	I.T.	Grade 6
IT Application Specialist	I.T.	Grade 6
Safety Compliance Coordinator	Operations	Grade 6
Transit Planner	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Government Relations Manager	Administration	Grade 7
Construction Project Manager	Facilities	Grade 7
Finance Manager	Finance	Grade 7
Electric Bus Program Manager	Maintenance	Grade 7
Manager of Community Engagement	Marketing	Grade 7
Network Manager	I.T.	Grade 7
Procurement Manager	Procurement	Grade 7
Operations Contract Manager	Operations	Grade 7
Transit Planning Manager	Planning	Grade 7
Director of Procurement	Procurement	Grade 8
Director of Government Relations	Administration	Grade 8
Director of Facilities	Facilities	Grade 8
Director of Customer Relations	Administration	Grade 8
Director of Maintenance and Vehicle Technology	Maintenance	Grade 8
Director of Marketing and Communications	Marketing	Grade 8



Director of Information Technology	I.T.	Grade 8
Director of Planning	Planning	Grade 8
Director of Finance and Treasurer	Finance	Grade 8
Director of Customer Service and Operations	Operations	Grade 8

Internship Program

As part of Foothill Transit's commitment to workforce development, Foothill Transit has created an internship program. The internships allow students to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns work an average of 20 hours per week and would be paid \$15.00 per hour.

Vacation Time Paid Time Off

Foothill Transit shall provide vacation time to all full-time employees at the following rates per- Paid time off (PTO) combines vacation, sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

- 0-5 years of Service — 3.08 hours per pay period, which equates to 80 hours per year or two weeks per year
- 5-10 years of Service — 4.61 hours per pay period, which equates to 120 hours per year or three weeks per year
- 10-15 years of service — 6.15 hours per pay period, which equates to 160 hours per year or four weeks per year
- 15+ years of service — 7.69 hours per pay period, which equates to 200 hours per year or five weeks per year

Accrual Rates

<u>Years of Service</u>	<u>Bi-Weekly Accrual (expressed in decimals)</u>	<u>Annual Accrual</u>	<u>Maximum Allowable Accrual (three times annual rate)</u>
<u>0-5 Years of Service</u>	<u>6.77 hours</u>	<u>176 hours</u>	<u>528 hours</u>
<u>5-10 Years of Service</u>	<u>8.30 hours</u>	<u>216 hours</u>	<u>648 hours</u>
<u>10-15 Years of Service</u>	<u>9.84 hours</u>	<u>256 hours</u>	<u>768 hours</u>

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<u>15+ Years of Service</u>	<u>11.38 hours</u>	<u>296 hours</u>	<u>888 hours</u>
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Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12 month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank.

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~~Maximum accrual is two times the annual vacation amount or 280 hours, whichever is less.~~

~~In December of each year, employees may cash out up to one half of their vacation balance or 80 hours, whichever is less. To be eligible for the cash out option, the employee must have taken at least 40 hours of vacation time in the prior twelve months.~~

~~Employees hired during calendar year 2013 may take up to 40 hours of vacation time in advance of earning vacation time. This accommodation will only be provided during calendar year 2013.~~

Holidays

Holiday Hours

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Foothill Transit shall observe the following seven paid holidays:

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- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

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If an employee works on one of those seven holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee's PTO account.

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Foothill Transit also observes a holiday period beginning on December 24th of each year and ending on January 1st. The administrative offices are closed during this time.



The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.

Foothill Transit shall observe the following holidays:

- ~~Martin Luther King Day~~
- ~~President's Day~~
- ~~Memorial Day~~
- ~~Independence Day~~
- ~~Labor Day~~
- ~~Thanksgiving~~
- ~~Day after Thanksgiving~~

~~In addition, Foothill Transit will observe a holiday period beginning on December 24th of each year and ending on January 1st. During this time, the administrative offices will be closed. The specific days for this holiday period will be established at the beginning of each fiscal year. The specific number of days and total hours of holiday time will vary from year to year. It is anticipated a flex day will fall within this period for most employees, most years and will be accounted for as part of the total time away from work during this period.~~

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

Sick Leave

~~3.69 hours per pay period, which equates to 12 days per year.~~

Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees approximately 55% of weekly pay, not to exceed \$1,167 per week. PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted.

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Work Hours and Schedules

Management and administrative employees will work a 9/80 flex schedule with every other Monday off. Work hours will be as follows:



Tuesday through Friday	7:30 a.m. to 5:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.
First Monday:	Office closed	
Second Monday	7:30 a.m. to 4:30 p.m.	Lunch: 12:00 p.m. to 1:00 p.m.

Certain positions in the Customer Service and Operations team may be assigned alternate schedules due to operational hours of the administrative office.

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Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$210 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

[In the event of a serious illness or injury, an employee may submit their Explanation of Benefits form their health care provider identifying the out-of-pocket expenses or declined payments in excess of \\$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \\$20,000. The reimbursement will be included in the bi-weekly pay check and therefore, will be treated as taxable income.](#)

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans are eligible to receive reimbursement annually for the administration of the flu shot.

Life Insurance

Foothill Transit shall provide life insurance at one times annual salary. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.

Retirement Benefits

Foothill Transit shall contribute an amount equal to seven percent of the employee's bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.



Tuition Reimbursement

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

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Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees and their dependents.

Employees commuting via other transit providers at least eight times per month shall be provided transit passes for these other transit providers.

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5 years of service	\$500
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Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

Compensation Adjustments

Under the adopted management compensation plan, annual evaluations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be applied, ~~including any deferred compensation,~~ to employees by the first full payroll in July. The salary ranges will be adjusted ~~annually in May according to the annual Consumer Price Index (CPI) for Los Angeles County~~ by 3% each year.

- ~~**Key Performance Indicators**— Foothill Transit's key performance indicators are an indication of the quality of service provided. In order to ensure that all staff members are keenly focused on these key performance indicators, a component of their annual compensation adjust will be directly tied to the achievement of set target for these indicators as follows. Annual compensation adjustments will~~



~~include a one percent increase if at least seven of nine Key Performance Indicator (KPI) goals are met. If Foothill Transit meets six of nine KPIs then all employees will receive a one-half percent increase. If fewer than six KPIs are met for the year then employees will receive no compensation adjustment in this category.~~

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to ~~two~~ three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Executive Director every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall (3 or better out of 5) on their annual evaluation.
- **Educational Advancement** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



Foothill Transit

Foothill Transit Employee Compensation Program

February 2016

Page 9

~~Employees for whom these compensation adjustments would result in them exceeding the maximum of their particular salary range will not receive an adjustment to their base salary. These employees will instead be eligible for a one-time stipend in an amount equivalent to the annual compensation adjustment that would have been awarded had they not been at the top of their particular salary range.~~



February 26, 2016

To: Executive Board

Subject: **FTA Title VI Review Report**

Recommendation

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

Summary

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

The Title VI Review looked at Foothill Transit's compliance in ensuring that the organization's transit services are provided in a non-discriminatory manner. Of the 14 areas reviewed, the Title VI Review Report indicates that no substantive deficiencies were found with the FTA requirements, however Administrative Deficiencies were found in three areas and Advisory Comments were provided in two areas.

Administrative Deficiencies:

- Demographic Data
- Systemwide Service Standards & Policies
- Evaluation of Service and Fare Changes

Advisory Comments:

- Title VI Complaint Procedures
- Minority Representation on Planning or Advisory Bodies

Discussion of Deficiencies and Corrective Actions

Title VI Review Deficiency: Demographic Data

- The passenger survey did not ask about fare usage by fare type as is required.
- Missing from the Program were a map of transit facilities and tables of demographic data.
- Analysis of demographic data was incomplete.



Foothill Transit Corrective Action:

- The passenger survey questionnaire has been revised to include fare usage by fare type as required by the FTA Circular 4702.1B (Title VI). Staff will begin using the revised survey for all future passenger survey efforts.
- A locator map of existing and future Foothill Transit-owned facilities is in the development process and will be included in the upcoming Title VI 2017 Report.
- A methodology is being developed to properly evaluate the demographics of Foothill Transit's service area to the extent recommended in the FTA Title VI Compliance Review Final Report (February 2016).

Title VI Review Deficiency: Systemwide Service Standards & Policies

- Service standards were provided for only one mode of service, when Foothill Transit operates two modes.
- The vehicle load figures were not currently calculated correctly; based on farebox data rather than ridecheck or validated automatic people counter (APC) data.
- The on-time standard was not defined and performance was compared to a floating average rather than an absolute standard.
- The service availability standard was insufficient.

Foothill Transit Corrective Action:

- Staff is currently in the process of revising the Systemwide Service Standards and Policies. This draft breaks the service that Foothill Transit operates into three types: local, local express, and commuter express. Each type will have its own service evaluation criteria.
- Staff has developed quantitative procedures to ensure accurate calculation of boarding and alighting data collected by validating and calibrating data collected via farebox, ridecheck, and APC. Vehicle load figures will be separately analyzed per direction on a route-by-route basis during both AM and PM peak-hour periods for the Title VI 2017 Report.
- The on-time performance threshold will be set equal to the Schedule Adherence target adopted in Foothill Transit's annual Business Plan - currently 85 percent. On-time is defined as zero minutes early to five minutes late for departure. Some express routes are scheduled for free running time after specified timepoints or stops. Early departures from the final timepoint are not considered violations of on-time



performance. Foothill Transit calculates on-time performance using the trip timepoint.

- The current service availability standard is being updated to provide more specific information on service availability by geographic unit as indicated by the Title VI Compliance Review Final Report (February 2016). Staff is in the process of determining the proper geographic unit that fits the demographic analysis for Foothill Transit's service area.

Title VI Review Deficiency: Evaluation of Service and Fare Changes

- The method to calculate the percentage change of route miles associated with service changes does not properly account for potential changes in alignment.
- The 25 percent threshold for major service changes and the 15 percent threshold for statistically significant disparity were arbitrarily selected and not justified by analysis.

Foothill Transit Corrective Action:

- The 25-percent major service change threshold was originally set by the Joint Powers Authority Rules. According to the rules, any change that affects more than 25 percent of revenue service miles travelled, or more than 25 percent of the riders on a route, is considered to be a major service change. A major service change also includes the creation of a new line. This major service change definition does not apply to any temporary service change that lasts less than 12 months.
- As discussed and recommended by the Title VI reviewers during their on-site visit, staff will calculate the cumulative percent change in revenue service miles, in revenue service hours, or in ridership per one-direction alignment per route for all service changes for every three years.
- Staff is in the process of quantitatively justifying the agency's selection of the 15-percent threshold for disparate impact and disproportionate burden analyses. The original selection was done qualitatively via reviewing peer agencies' thresholds as well as analyzing changes in the impacted demographics within Foothill Transit's service area per scenarios



Discussion of Advisory Comments

Title VI Review Advisory Comment: Title VI Complaint Procedures

- It is an effective practice to use complaint-tracking software to automatically flag any relevant prior complaints and/or disciplinary record of a named operator or other employee.

Title VI Review Advisory Comment: Minority Representation on Planning or Advisory Bodies

- It is an effective practice to establish an advisory committee representing riders and social service partners. Such a standing committee allows for ongoing input from key stakeholders in the transit system.

The frequency of Title VI complaints that Foothill Transit receives is very low, and staff has been able to identify and respond to each of these complaints in a timely and effective manner without incurring the expense of investing in the type of software that might be required of larger agencies. Additionally, staff currently makes frequent visits to stops throughout our service area and proactively obtains and responds to customer feedback on our service. Notwithstanding the above, staff will continue to research effective solutions that are responsive to the review team's advisory comments and will consider the implementation of changes that could improve the agency's Title VI complaint monitoring procedures, as well as further Foothill Transit's commitment to providing accessible and equitable public transportation services to our customers.

Sincerely,

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

Vy Phan-Hoang
Transit Planner

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

Doran J. Barnes
Executive Director

Attachment

FTA

F E D E R A L T R A N S I T A D M I N I S T R A T I O N

Foothill Transit
Title VI Compliance Review
Final Report
February 2016
Federal Transit Administration



U.S. Department of Transportation
Federal Transit Administration

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A FTA Notification Letter to Foothill Transit

Executive Summary

Objective and Methodology

This report details the findings of a compliance review of Foothill Transit's Title VI Program implementation. The compliance review examined Title VI Program procedures, management structures, actions, and documents the Federal Transit Administration (FTA) and Foothill Transit collected. The three-day review included interviews, assessments of data collection systems, and a review of program and contract documents.

On behalf of FTA, a review team from the Collaborative, Inc. of Boston, Massachusetts, in association with Steadman Hill Consulting, Inc. of Montpelier, Vermont, conducted the review, which included three stages:

1. Preparation: compilation of information covering policies, procedures and reported data
2. Site visit: a three-person review team's observation of Foothill Transit's Title VI Program implementation
3. Analysis and reporting: identification of deficiencies requiring corrective actions and suggestions of effective practices in Title VI programs

Foothill Transit's Title VI Program includes the following positive program elements:

Positive Program Elements

- Foothill Transit has comprehensive public outreach and language access plans for an ethnically and linguistically diverse community.
- Foothill Transit uses sophisticated database software to track complaints and resolutions.
- Foothill Transit's service equity analysis is proactive and provides high-quality service to areas with high concentrations of minority residents.

Foothill Transit's Title VI Program has the following administrative deficiencies.

Administrative Deficiencies

- Foothill Transit's method of calculating vehicle load figures is incorrect.
- Foothill Transit's passenger survey is missing information regarding fare usage.
- Foothill Transit's method of calculating the impacts of proposed service changes to determine what constitutes a "major" service change is incorrect.

Foothill Transit's Title VI Program has no substantive deficiencies.

Please see Section 6 for a discussion of all three deficiencies. The Summary Table of Compliance Review Findings (following Section 6) lists all findings. Foothill Transit must address all deficiencies within 60 days of receipt of this report.

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1 General Information

This section provides basic information concerning this compliance review of Foothill Transit. Information on the grantee, the review team, and the dates of the review are presented below.

Grant Recipient:	Foothill Transit Authority
City/State:	West Covina, CA
Grantee Number:	5551
Executive Official:	Mr. Doran Barnes
On-site Liaison:	Ms. Vy Phan-Hoang
Report Prepared By:	The Collaborative, Inc., Boston, MA
Dates of Site Visit:	September 30, 2015 to October 2, 2015
Review Team Members:	Stephen Falbel, Z. Wayne Johnson, Ian Kolesinskas

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2 Jurisdiction and Authorities

The FTA Office of Civil Rights is authorized by the Secretary of Transportation to conduct civil rights compliance reviews. Foothill Transit is a recipient of FTA funding assistance and is therefore subject to the Title VI compliance conditions associated with the use of these funds pursuant to the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d)
- Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.)
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.)
- Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted)
- DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964”
- FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients”
- FTA Circular 4703.1 “Environmental Justice Policy Guidance for Federal Transit Administration Recipients”
- DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons (December 14, 2005)
- [Executive Order 13166](#): “Improving Access to Services for Persons with Limited English Proficiency”
- Section 13 of FTA’s Master Agreement 21 (October 21, 2014)

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3 Purpose and Objectives

3.1 Purpose

The FTA Office of Civil Rights periodically conducts discretionary reviews of grant recipients and subrecipients to determine whether they are honoring their commitments, as represented by certification, to comply with the requirements of 49 U.S.C. 5332. In keeping with its regulations and guidelines, FTA selected Foothill Transit for a Title VI Program compliance review.

FTA authorized the Collaborative to conduct a Title VI compliance review of Foothill Transit. The primary purpose of this compliance review was to determine the extent to which Foothill Transit has met its General Reporting and Program-Specific Requirements and Guidelines, in accordance with FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” The review team also discussed with Foothill Transit the requirements of the DOT Guidance on Special Language Services to Limited English Proficient (LEP) Beneficiaries that is contained in Circular 4702.1B. The compliance review had a further purpose to provide technical assistance and to make recommendations regarding corrective actions, as deemed necessary and appropriate. The compliance review was not an investigation to determine the merit of any specific discrimination complaints filed against Foothill Transit.

3.2 Objectives

The objectives of FTA’s Title VI Program, as set forth in FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” dated October 1, 2012, are to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision making without regard to race, color, or national origin.
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

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4 Introduction to Foothill Transit

Foothill Transit of West Covina, California, is the 72nd largest transit agency in the U.S. in terms of ridership and the 82nd largest in terms of vehicles operated in maximum service. It is the largest municipal transit operator in Los Angeles County with 330 vehicles in service. It provides fixed route local and express bus services in the Los Angeles metropolitan area, which includes the San Gabriel and Pomona Valleys and portions of adjoining San Bernardino and Orange Counties. Approximately 200,000 people live in the Foothill Transit service area, which covers approximately 327 square miles.

4.1 Introduction to Foothill Transit Services and Organizational Structure

Foothill Transit services operate 7 days a week with the first buses leaving at 4 a.m. and the last buses arriving at 12:43 a.m., though most lines operate between 5 a.m. and 9 p.m. Foothill Transit's Silver Streak regional high occupancy bus service (partial bus rapid transit) runs 24 hours a day, 7 days a week. At the time of the site visit, Foothill Transit operated 36 bus routes, all through contracts with Transdev for the Arcadia/Irwindale facility and with First Transit for the Pomona facility. In FY 2012, average weekday boardings were 47,000 with a yearly total of 14 million.

A 22-member Joint Powers Authority governs Foothill Transit, composed of elected representatives from the following 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 the County of Los Angeles (representing unincorporated areas). Three appointees from the LA County Board of Supervisors are also part of its leadership.

Foothill Transit began in 1988 after Southern California Rapid Transit District (RTD) implemented service cuts and fare increases. At that time, the Los Angeles County Transportation Commission transferred operation of 15 RTD lines to Foothill Transit. At first, Foothill Transit relied on contracted operations facilities for maintenance and then opened its own operations facility in 1997, followed by a second facility in 2002. The administrative offices moved from its leased property to the current West Covina address in 2007.

That same year, Foothill Transit launched the Silver Streak service covering approximately 40 miles from Montclair to downtown Los Angeles and utilizing freeways and HOV lanes. In addition, Foothill Transit deployed all-electric, zero-emissions Ecoliner vehicles for use on its 291 Line using ARRA funding in 2010 and TIGER II funding in 2011.

Foothill Transit transitioned from contracted senior leadership and technical staff to in-house management in 2013. Contractors continue to provide on-street operations maintenance and manage Foothill Transit's transit store. That year also saw Foothill Transit beginning to provide service to the City of Industry Park & Ride, its first agency-owned parking structure. In 2014, Foothill Transit began its Line 495 express service between the San Gabriel Valley and downtown Los Angeles began.

Access Services acts as the Los Angeles County Consolidated Transportation Services Agency and administers the Los Angeles County Coordinated Paratransit Plan. The plan provides for curb-to-curb complementary paratransit service within 3/4 mile of fixed route bus and rail lines throughout Los Angeles County (including Foothill Transit's service area). It also offers daily complementary paratransit service from 4 a.m. to midnight, with limited overnight service between 12 and 4 a.m. During Fiscal Year (FY) 2012–2013, approximately 3.5 million eligible passengers took approximately 2.7 million complementary paratransit trips.

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5 Scope and Methodology

5.1 Scope

The Title VI compliance review of Foothill Transit examined the following requirements and guidelines as specified in FTA Circular 4702.1B:

General Reporting Requirements and Guidelines – All applicants, recipients, and subrecipients shall maintain and submit the following:

- Inclusive public participation
- Language access to LEP persons
- Title VI complaint procedures
- Record of Title VI investigations, complaints, and lawsuits
- Notice to beneficiaries of protection under Title VI
- Annual Title VI certification and assurance
- Subrecipient monitoring
- Minority representation on planning or advisory bodies
- Determination of site or facilities location
- Title VI Program submission

Requirements and Guidelines for Fixed Route Transit Providers – All providers of fixed route public transportation that receive Federal financial assistance shall also submit the following:

- Systemwide service standards and policies

Requirements and Guidelines for Fixed Route Transit Providers that Operate 50 or More Fixed Route Vehicles in Peak Service and are Located in a UZA of 200,000 or More in Population:

- Demographic data
- Evaluation of service and fare changes
- Transit service monitoring

5.2 Methodology

FTA sent a notification letter on July 30, 2015 to Mr. Joseph Raquel, Foothill Transit's Director of Planning, confirming the timeframe for the review and asking him to send information to the review team within 21 days of the date of the notification letter. (See Attachment A.)

Before the site visit, the review team examined documents available from FTA's TEAM system, other FTA sources, public websites, and the materials Foothill Transit provided.

An opening conference was conducted at the beginning of the compliance review with FTA representatives, Foothill Transit staff, Foothill Transit's legal representative, and the review team.

Participants included:

- Doran J. Barnes, Executive Director, Foothill Transit
- Michelle Caldwell, Director of Finance, Foothill Transit
- Gil Victorio, Finance Manager, Foothill Transit
- LaShawn King Gillespie, Director of Customer Service and Operations, Foothill Transit
- Felicia Friesema, Director of Marketing and Communications, Foothill Transit

- Joseph Raquel, Director of Planning, Foothill Transit
- Josh Landis, Planning Manager, Foothill Transit
- Vy Phan-Hoang, Transit Planner, Foothill Transit
- Henry Lopez, Transit Planner, Foothill Transit
- Anthony Anderson, Thompson Coburn LLP
- Stephen Falbel, Steadman Hill Consulting, Inc., Review Team Leader
- Z. Wayne Johnson, the Collaborative, Inc., Review Team Member
- Ian Kolesinskas, the Collaborative, Inc., Review Team Member
- Anita Heard, Equal Opportunity Specialist, FTA Office of Civil Rights (by telephone)
- Yolanda Mitchell, FTA Office of Civil Rights (by telephone)
- Marisa Appleton, FTA Region 9 (by telephone)

During the opening conference, the review team explained the goals of the compliance review and the needed cooperation of staff members. The team also discussed the site visit schedule.

The review team focused on the general reporting requirements and guidelines contained in FTA Title VI Circular 4702.1B, which became effective on October 12, 2012. The general reporting requirements and guidelines included implementation of the Limited English Proficiency (LEP) executive orders.

Following the opening conference, the review team met with Joseph Raquel, Josh Landis, and Vy Phan-Hoang as well as other staff responsible for Title VI compliance. Foothill Transit's legal representative, Anthony Anderson, attended the staff-level meetings. Discussions focused on documents submitted in advance of the site visit and additional documents provided on site.

The first session focused on public involvement and Foothill Transit's accommodations for LEP individuals. Felicia Friesema, Director of Marketing and Communications, provided most of the detailed information in these subject areas. The afternoon session consisted of a systematic review of Foothill Transit's Title VI Program, referring to other supporting documents as necessary. LaShawn King Gillespie guided the review team through Foothill Transit's process of receiving and addressing Title VI-related complaints. The review team examined a sample of complaints in Foothill Transit's online database, TransTrack.

The review team examined Foothill Transit's application of service standards, calculation of vehicle loads, and process to classify service changes as major or minor. The team also examined Foothill Transit's process for evaluating service and fare changes by reviewing service and fare equity analysis files and verifying that they contained the required elements. The review concluded with analyzing how Foothill Transit chooses sites for its facilities.

At the end of the site visit, an FTA representative, Foothill Transit staff, and the review team convened for the final exit conference to discuss initial findings and corrective actions. Participants included:

- Doran J. Barnes, Executive Director, Foothill Transit
- Michelle Caldwell, Director of Finance, Foothill Transit
- Gil Victorio, Finance Manager, Foothill Transit
- LaShawn King Gillespie, Director of Customer Service and Operations, Foothill Transit
- Joseph Raquel, Director of Planning, Foothill Transit
- Josh Landis, Planning Manager, Foothill Transit
- Vy Phan-Hoang, Transit Planner, Foothill Transit
- Henry Lopez, Transit Planner, Foothill Transit

- Stephen Falbel, Steadman Hill Consulting, Inc., Review Team Leader
- Z. Wayne Johnson, the Collaborative, Inc., Review Team Member
- Ian Kolesinskas, the Collaborative, Inc., Review Team Member
- Bill Schwartz, the Collaborative, Inc., Project Manager (by telephone)
- Jonathan Ocana, Title VI Specialist, FTA Office of Civil Rights (by telephone)

FTA provided Foothill Transit with a draft copy of the report for review and response. Foothill Transit had no comments.

5.3 Stakeholder Interviews

Each month, Foothill Transit distributes 5,000 Free Ride coupons to clients of 65 social service agencies who need transportation. Before the site visit, the review team contacted two recipient agencies to obtain input on their experiences with Foothill Transit.

Angels Who Care

Angels Who Care serves the homeless population in the Pomona area and receives 75 Free Ride coupons per month, regularly using up its allotment. Most of their clients have limited English proficiency, and some are on probation. The Angels Who Care representative is very satisfied with Foothill Transit and reported no Title VI-related complaints. She attended a couple of Foothill Transit's outreach events after receiving telephone and email invitations.

Volunteers of America

The representative from Volunteers of America echoed many of the same sentiments as Angels Who Care. The organization now receives 75 coupons per month after requesting an increase from 50. The clients of Volunteers of America vary and generally do not have limited English proficiency. The representative is not aware of any complaints about Foothill Transit's compliance with Title VI, or with any other matters.

The representative did not know about any outreach events. However, the representative is not a bus rider, and thus is unaware of any notices his clients see.

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6 Findings and Advisory Comments

This section details the findings for each area pertinent to the Title VI requirements (49 U.S.C. 5332) outlined in the Scope and Methodology section above. For each area, an overview of the relevant requirements and a discussion of how they apply to Foothill Transit's Title VI Program are provided, followed by corrective actions and a timetable to correct deficiencies for each of the requirements and sub-requirements are also presented below.

Findings are expressed in terms of "deficiency" or "no deficiency." Findings of deficiency denote policies or practices that are contrary to the Title VI requirements or matters for which FTA requires additional reporting to determine whether Title VI compliance issues exist.

Findings of deficiency shall always require corrective actions and/or additional reporting and will always be expressed as:

- A statement concerning the policy or practice in question at the time of the review
- A statement concerning the Title VI requirements being noncompliant or violated or potentially being noncompliant or violated
- A statement concerning the required corrective action to resolve the issue

Advisory comments are statements detailing recommended changes to existing policies or practices. The recommendations are designed to ensure effective Title VI programmatic practices or otherwise assist the entity in achieving or maintaining compliance.

6.1 Inclusive Public Participation

Requirement: FTA recipients should seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. An agency's public participation strategy shall offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

Discussion: During this compliance review, no deficiencies were found with this requirement. Advisory comments are made regarding additional effective outreach activities.

Regular Title VI public participation activities include the following outreach efforts:

- Schools – Foothill Transit trains students in special education classes how to navigate the transit system. Foothill Transit also provides Free Ride coupons to cover the cost of student field trips.
- Senior citizens – Foothill Transit partners with senior centers to train seniors how to use its transit system, while allowing them to try Foothill Transit for free.
- Veterans – Foothill Transit partners with veteran support services to train veterans how to use its transit system, while allowing them to try Foothill Transit for free.
- Social service agencies – Foothill Transit manages a Free Ride coupon program, distributing almost 5,000 coupons per month to over 65 different agencies throughout its service area. (See Section 5.3.)
- Community Sponsorship – Throughout its service area, Foothill Transit sponsors non-profit agencies that offer services open to the public.
- Interior cards – Foothill Transit sponsors low-cost or free advertising space for area nonprofits to promote public events or services.

The review team examined Foothill Transit's list of outreach activities, including specific public meetings related to major service changes:

- 7/7–7/15/15 – Five meetings on Comprehensive Operational Analysis (COA) Service Enhancement (Phase 1) in Pomona, El Monte, La Puente, Azusa, and Baldwin Park
- 8/27/14–3/20/15 – Three meetings on Line 495 continuation (public meeting, presentation to special governing board, and minutes approval) in Walnut and West Covina
- 10/3–10/30/13 – Two meetings on major service change, fare change, disproportionate burden, and disparate impact policies in West Covina

The review team examined public meeting advertisements (made available in English, Spanish, and Chinese).

Foothill Transit provided the meeting agenda and approved minutes for the Line 495 continuation board meeting, including a sample comment card from a member of the public.

Foothill Transit conducted three focus groups when it created its Public Participation Plan and Language Assistance Plan (LAP). The review team examined sign-in sheets for meetings related to service changes and Foothill Transit's LAP. While attendance was limited at these meetings, participants represented multiple community organizations, including churches, veteran's groups, colleges, homeless advocacy groups, mental health groups, and school districts.

After major service changes, Foothill Transit holds "Meet the Planner" sessions in which staff planners visit the highest ridership stops for several hours and speak with riders to gather feedback on the change. This included 13 sessions in downtown Los Angeles, West Covina, Pomona, Montclair, Industry, and El Monte between 1/13/14 and 9/10/15.

Foothill Transit has a presence and involvement in various events within their service area. This includes 90 events held in Claremont, Glendale, West Covina, Glendora, Covina, Pasadena, Irwindale, Duarte, Diamond Bar, Walnut, La Puente, Azusa, Baldwin Park, Monrovia, El Monte and South El Monte, Los Angeles, Industry, Hacienda Heights, Rowland Heights, Pomona, San Dimas, and Arcadia between 10/24/13 and 5/9/15.

Foothill Transit also uses social media and has accounts with Instagram, Twitter, Pinterest, Google +, Flickr, YouTube, and Facebook. People can comment on Foothill Transit's Facebook page in both English and Spanish and will receive replies. Foothill Transit advertises in a local Chinese language newspaper.

Foothill Transit's recurring public meeting opportunities consist of biannual governing board meetings and monthly executive board meetings.

6.2 Language Access to LEP Persons

Requirement: FTA recipients shall take responsible steps to ensure meaningful access to all benefits, services, information, and other important portions of its programs and activities for individuals who are Limited English Proficient (LEP).¹

Discussion: During this compliance review, no deficiencies were found with this requirement.

The review team examined Foothill Transit's Four Factor Analysis and LAP and found it consistent with DOT guidance. Foothill Transit included a table in its LAP (page 22), listing which documents and/or document elements are vital. Foothill Transit makes vital elements available in Arabic, Armenian,

¹ Language access to LEP persons is not limited to only fixed route services, but will also include paratransit service and any other demand response services the grantee makes available to the public.

Chinese, Filipino, Japanese, Khmer, Korean, Persian, Spanish, Thai, and Vietnamese. Foothill Transit identified these 11 languages, in accordance with the Department of Justice (DOJ) Safe Harbor Provision.

The review team inspected Customer Service internal training documents on accommodating LEP individuals in person and on the phone. The team also discussed with the public outreach staff how they use LEP accommodations in public meetings and other outreach efforts.

Table 6-1 provides a detailed analysis of each required element in Foothill Transit's LAP.

Table 6-1 – Foothill Transit Four-Factor Analysis and Language Assistance Plan (LAP)

Required Elements (per FTA Circular)	Included in Plan	Notes/Comments
Part A – Four-Factor Analysis		
Demography – Number or proportion of LEP persons eligible to be served or likely to be encountered	✓	2011 – US Census American Community Survey data on Los Angeles County and Foothill Transit's 22 member cities determined service area LEP population. Additionally, CA Department of Education Data Quest data from 18 school districts serving member cities determined language spoken in the home of English learners. Also, Foothill Transit used rider surveys conducted in spring 2014 to identify language spoken at home.
Frequency of contact – Frequency with which LEP individuals come into contact with program and/or activities	✓	American FactFinder data identified the proportion of LEP persons commuting to work on public transportation in Los Angeles County. Contact frequency determined from specific customer service interactions, including requests for phone translation service (provided by Lazar Associates) broken out by language. Period covered August 2013–July 2014. Foothill Transit produced a 2015 list of translated calls during site visit and discussed Spanish-speaking capabilities of Foothill Transit staff. Rider survey data determined primary means of accessing service information. Also discussed printed materials and public meetings.
Importance – Nature and importance of program, activity, or service to people's lives	✓	Preliminary data from Foothill Transit's 2014 ridership survey determined daily frequency of transit use, off/peak usage, trip purpose, and automobile access.
Resources – Resources available and costs	✓	Foothill Transit provides LEP resources on its website and trilingual Bus Book and documented CSR and staff language capabilities (number of individuals and language spoken). Also tracks expenditures for phone translation, document translation, bus interior cards, Bus Book translation, and advertisement in ethnic newspapers.
Part B – Develop LAP		
Identification of LEP persons	✓	Results of Four Factor Analysis incorporated into description of LEP population (language spoken, geographic location, trip purpose/preference).

Required Elements (per FTA Circular)	Included in Plan	Notes/Comments
Language assistance measures	✓	Foothill Transit provides written translation for vital documents meeting the Safe Harbor Provision. Also offers on-site oral interpretation using bilingual staff and offers telephone translation through contractor (Lazar Associates). Foothill Transit provides oral interpretation upon request for board meetings and assesses the need for translation at community meetings based on location and content.
Training of staff	✓	Foothill Transit CSRs trained to call translation service immediately (Lazar Associates) when necessary.
Identify Vital Documents/Prioritization of Vital Documents	✓	Foothill Transit's methodology for determining vital documents follows the Safe Harbor Provision, yielding 11 languages (Arabic, Armenian, Chinese, Filipino, Japanese, Khmer, Korean, Persian, Spanish, Thai, and Vietnamese). Vital documents include: <ul style="list-style-type: none"> • Consent and complaint forms • Intake and application forms with the potential for important consequences • Written notices of rights • Denials, losses, or decreases in benefits or services • Notices advising LEP individuals of free language assistance services • Information about public hearings and comment opportunities related to fare • Information related to service changes and planning • Information for vulnerable populations (elderly and disabled) • Customer surveys related to any of these items
Provide notice to LEP persons	✓	Foothill Transit has posters (translated into 11 languages) advertising phone translation services at transit stores. Its website can be translated into any of the 11 languages from a link on the top of each page.
Monitor and update LAP	✓	In conjunction with its triennial Title VI Program submission, Foothill Transit revisits LAP. Submissions include a review of demographic data from the Four Factor Analysis. As translation requests for certain languages fluctuate, Foothill Transit will re-evaluate its resources for those languages. Plans to conduct future rider surveys on a five-year schedule. One staff member maintains and updates the Title VI policies (including LAP).

6.3 Title VI Complaint Procedures

Requirement: FTA recipients and subrecipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request.

Discussion: During this compliance review, no deficiencies were found with this requirement. An advisory comment is made regarding using complaint-tracking software to automatically flag recurring complaints against agency employees.

Foothill Transit prominently posts signs describing its complaint procedures on its buses, within its publicly distributed Bus Book, and on its website. Upon request, Foothill Transit provides its complaint procedures in an accessible format.

Foothill Transit's Customer Services department tracks complaint letters, notes, and calls in a robust database program, which records the entire complaint process (including its resolution), noting names of those involved at each step (complainant, identified employee, supervisor, and/or CSR). The system also identifies similar prior complaints or disciplinary actions against a named employee. Customer Service uses the system to analyze trends, identify repeat offenders, and list associated corrective actions, such as training/retraining of operators, revising training materials, etc.

At the time of the site visit, research into prior complaints against a named employee required Foothill Transit to perform queries manually. This approach could result in overlooking employees with multiple complaints or disciplinary actions if staff members failed to do this query for whatever reason. Foothill Transit staff acknowledged this shortcoming during the site visit and discussed modifications with its software vendor. (See advisory comment below.)

Foothill Transit requires its Bus Operations supervisors to immediately advise Customer Service of any Title VI complaints, which are then recorded in its database. Bus Operations, Planning/Scheduling, and Customer Service departments continually discuss complaint trends and status during General Manager staff meetings.

Based upon the review team's interviews with Customer Service and Bus Operations staff, as well as a review of Title VI complaints on file, conflicts between bus operators and LEP riders are the most common complaints. The disciplinary actions and correspondence to complainants appear appropriate. Foothill Transit resolves most complaints within 10 days; many resolve within 5 days.

Advisory Comment: It is an effective practice to use complaint-tracking software to automatically flag any relevant prior complaints and/or disciplinary record of a named operator or other employee.

6.4 Record of Title VI Investigations, Complaints, and Lawsuits

Requirement: FTA recipients shall prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipients that allege discrimination on the basis of race, color, or national origin. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint.

Discussion: During this compliance review, no deficiencies were found with this requirement. As discussed in the previous section, the review team examined Title VI complaints that Foothill Transit had included in its Title VI Program submission. The team also examined randomly selected complaints in Foothill Transit's online tracking system to determine whether Foothill Transit handled them properly. Foothill Transit's attorney advised the review team that there were no known lawsuits or open investigations filed with any entity in the prior three years. Based on electronic complaint files, interviews

with external stakeholders, and Internet research, the review team did not observe any evidence to the contrary.

6.5 Notice to Beneficiaries of Protection under Title VI

Requirement: FTA recipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients shall disseminate this information to the public through measures that can include but shall not be limited to a posting on its Web site. Furthermore, notices will detail a recipient’s Title VI obligations in languages other than English, as needed and consistent with the DOT LEP guidance and the recipient’s LAP.

Discussion: During this compliance review, no deficiencies were found with this requirement.

Foothill Transit’s Title VI Program includes a statement of protections against discrimination, a telephone number to request more information on Foothill Transit’s Title VI policies, and a list of locations where notices are posted. Locations include Foothill Transit’s five transit stores, the boardroom (during meetings), Foothill Transit’s website, and the Bus Book. Foothill Transit’s Title VI Program includes sample posters with notices translated into the 11 languages Foothill identifies in its LAP (Arabic, Armenian, Chinese, Filipino, Japanese, Khmer, Korean, Persian, Spanish, Thai, and Vietnamese).

Foothill Transit’s has a Title VI [webpage](#) with its Title VI notice, including a statement of protections, telephone number for more information, and a link to complaint procedures. The top of the page includes links that translate the notice into the 11 LAP languages. Visitors can access the page by clicking the ‘your rights’ link under the “Connect” footer on Foothill Transit’s homepage.

The Title VI webpage also provides links to Foothill Transit’s Title VI complaint form in the 11 LAP languages. The webpage also links to the DOJ full text of Title VI, offers the DOJ Civil Rights Division mailing address, and details the Title VI complaint procedure.

The review team found the Title VI notice properly posted in Foothill Transit’s West Covina transit store (all 11 LAP languages), in the Bus Book (translated into Spanish and Chinese), as well as on a Foothill Transit bus (translated into Spanish and Chinese.)

Table 6-2 – Foothill Transit Notice to Beneficiaries of Protection under Title VI

Elements Required (per FTA Circular 4702.1B)	Included?
Statement that agency operates programs without regard to race, color, and national origin.	✓
Description of procedures that members of the public should follow to request additional information on recipient’s nondiscrimination obligations.	✓
Description of procedures that members of the public should follow to file a discrimination complaint against recipient.	✓
Notice translated into languages other than English	✓

6.6 Annual Title VI Certification and Assurance

Requirement: FTA recipients shall submit its annual Title VI certification and assurance as part of its Annual Certifications and Assurances submission to FTA (in the FTA Web-based Transportation Electronic Award Management (TEAM) grants management system).

Discussion: During this compliance review, no deficiencies were found with this requirement. Foothill Transit staff provided printed evidence that it submitted via TEAM its annual Title VI certification and assurance, duly signed by the Executive Director. Based on this evidence, the review team concluded that Foothill Transit complied with this requirement.

6.7 Monitoring Subrecipients

Requirement: Primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance.

Discussion: During this compliance review, no deficiencies were found with this requirement. Foothill Transit does not have any subrecipients, so this requirement is not applicable.

6.8 Minority Representation on Planning or Advisory Bodies

Requirement: FTA recipients shall not deny an individual on the basis of race, color, or national origin the opportunity to participate as a member of a transit-related, non-elected planning, advisory, committee, or similar body. FTA recipients shall provide a table depicting the racial breakdown of the membership of those bodies, and a description of the efforts made to encourage the participation of minorities on such committees.

Discussion: During this compliance review, no deficiencies were found with this requirement. Foothill Transit does not have any non-elected planning or advisory committees, and thus this requirement is not applicable.

Advisory Comment: It is an effective practice to establish an advisory committee representing riders and social service partners. Such a standing committee allows for ongoing input from key stakeholders in the transit system.

6.9 Determination of Site or Location of Facilities

Requirement: FTA recipients shall complete a Title VI equity analysis during the planning stage with regard to race, color, or national origin. A recipient shall also engage in outreach to persons potentially impacted by the siting of facilities. The analysis shall compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site. This requirement will mostly focus on certain facilities, due to the NEPA process evaluating the other types of projects. If however the NEPA process was not triggered, the normally exempted projects will undergo a Title VI equity analysis.

Discussion: During this compliance review, no deficiencies were found with this requirement. In the past three years, Foothill Transit built or planned only two facilities, both of which were subject to the NEPA process. These facilities include a park-and-ride lot in the City of Azusa, and an expansion of a parking facility at the City of Industry Metrolink rail station. The environmental analysis for these projects identified no significant impacts, and the City of Azusa project documentation indicated no disparate impacts from an environmental justice perspective. No storage, maintenance, operations, or other similar facilities were planned or constructed that might have triggered a Title VI analysis during this reporting period.

6.10 Title VI Program Submission

Requirement: All direct and primary recipients must document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including subrecipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or officials responsible for policy decisions prior to submission.

Discussion: During this compliance review, no deficiencies were found with this requirement. Table 6-3 summarizes the review team's examination of Foothill Transit's Title VI Program document. See Sections 6.11 through 6.14 for a discussion of program-specific requirements and guidelines.

Table 6-3 – Title VI Program Reporting Requirements and Guidelines

General Reporting Requirements/Guidelines (per FTA Circular 4702.1B)	Included?
Summary of public outreach and involvement activities undertaken since last submission and description of steps taken to ensure that minority and low-income people had meaningful access to these activities.	Yes
Copy of agency's plan for providing language assistance for persons with limited English proficiency that was based on DOT LEP Guidance or copy of agency's alternative framework for providing language assistance.	Yes
Copy of agency procedures for tracking and investigating Title VI complaints.	Yes
List of any Title VI investigations, complaints, or lawsuits filed with agency since time of last submission. Should include only those investigations, complaints, or lawsuits that pertain to agency submitting report, not necessarily larger agency or department of which entity is a part.	Yes
List of any subrecipients and when their Title VI Program is due. Also included is how the primary recipient stores the submitted Title VI programs, and a summary of the efforts undertaken to ensure subrecipients comply with their Title VI obligations.	Yes
Copy of agency's notice to public that it complies with Title VI and instructions to public on how to file discrimination complaint.	Yes
Copy of the agency's table depicting the racial breakdown of the planning and advisory bodies and the efforts made to encourage the participation of minorities on such committees.	Yes
Copy of any conducted Title VI equity analyses related to the siting or location of facilities.	Yes
Program-Specific Requirements/Guidelines (per FTA Circular 4702.1B)	Included?
Copy of the agency's demographic analysis of its beneficiaries. Should include either any demographic maps and charts prepared or copy of any customer surveys conducted since last report that contain demographic information on ridership, or agency's locally developed demographic analysis of its customer travel patterns. (See Section 6.11.)	Yes
Copies of system-wide service standards and systemwide service policies adopted by agency since last programmatic submission. (See Section 6.12.)	Yes
Copy of equity evaluation of any fare change and major service change implemented since last programmatic submission. (See Section 6.13.)	Yes
Copy of results of either level of service monitoring, quality of service monitoring, demographic analysis of customer surveys, or locally-developed monitoring procedures conducted since last submission. (See Section 6.14.)	Yes

The following requirements apply to transit providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population

6.11 Demographic Data

Requirement: FTA recipients that provide fixed route transit and operate 50 or more vehicles in peak service and are located in a UZA of 200,000 or more in population shall collect and analyze racial and ethnic data to determine the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance from FTA.

Discussion: During this compliance review, a deficiency was found regarding the collection of passenger demographic data.

The Circular requires transit agencies to collect information on "race, color, national origin, English proficiency, language spoken at home, and household income and travel patterns." The Circular also requires "demographic information [to] be collected on fare usage by fare type amongst minority users and low-income users, in order to assist with fare equity analyses."

While Foothill Transit’s passenger survey included questions allowing an analysis of the first seven items listed above, it did not ask about fare usage by fare type. Foothill Transit performed other analyses of its fare structure and conducted a small sample (n=65) online survey about fares, but these did not allow for analysis of fare usage by fare type among minority and low-income users.

The review team examined a series of maps that Foothill Transit supplied in advance and presented on screen during the site visit. While Foothill Transit’s Title VI Program maps include the essential demographic analysis elements, they do not cover every piece of the demographic analysis. Foothill Transit recently improved or plans to improve two facilities in the next five years. (See Section 6.9.) The Title VI Program does not identify these facilities on the base map, nor does it provide a separate map of these facilities as the Circular requires.

The Circular requires that “maps and charts” of demographic data be provided. Foothill Transit included maps of the demographic data but did not supply data tables with numbers and percentages of minorities and low-income individuals by census tract or traffic analysis zone (TAZ).

Foothill Transit’s Title VI Program includes some preliminary tabulations from its May 2014 passenger survey with notes that additional data is forthcoming. Foothill Transit reports only race and income. Its tabulations place anyone who did not answer the race question into the “Other-not-White” category, making that category the largest for almost every bus route in the system. To some extent, this undermines the usefulness of the race data since it is not possible to determine whether some people who would have checked “white” chose not to answer the question.

Finally, the Circular requires “a demographic profile comparing minority riders and non-minority riders, and trips taken by minority riders and non-minority riders.” A profile as described is more than simple tabulations of the riders in various racial groups. It should include cross-tabulations of minority vs. non-minority riders with respect to other demographic characteristics (income, employment status, age, etc.) and with respect to travel patterns (usage rates, trip purpose, trip rates to major trip generators such as downtown Los Angeles or regional activity centers, transfer rates to other modes of transit, etc.)

Table 6-4 shows the status of each of the Circular 4702.1B requirements related to demographic data.

Table 6-4 – Foothill Transit Demographic Data Practices

Elements Required for Demographic Data (per FTA Circular 4702.1B)	Included?
Base map of agency’s service area that includes each census tract or traffic analysis zone (TAZ), major streets, etc., fixed transit facilities, and major activity centers or transit trip generators, and major streets and highways. This map shall overlay census tract, block or block group data depicting minority populations with fixed transit facilities.	Yes
A map that highlights those transit facilities that were recently replaced, improved, or are scheduled (projects identified in planning documents) for an update in the next five years	No
Demographic map that plots above information and also shades those census tracts or TAZ where percentage of total minority and low-income population residing in these areas exceeds average minority and low-income population for service area as a whole.	Yes
Chart for each census tract or TAZ that shows actual numbers and percentages for each minority group within zone or tract.	No
Information on the race, color, national origin, English proficiency, language spoken at home, household income, travel patterns, and fare usage by fare types for riders via a survey.	Incomplete

Corrective Actions and Schedule: Within 60 days of issuance of the final report, Foothill Transit must develop a plan to address the deficiencies identified above. Foothill Transit must conduct another passenger survey with all required elements included before its next Title VI Program submission. Foothill Transit must also commit to include all of the required elements in its next Program submission:

- A specific map of transit facilities that were recently replaced, improved, or are scheduled for an update in the next five years

- Chart for each census tract or TAZ that shows actual numbers and percentages for each minority group within zone or tract (each demographic map should be accompanied by a chart showing the actual data)
- A more complete demographic profile comparing minority riders to non-minority riders (as described above)

6.12 Systemwide Service Standards and Policies

Requirement: FTA recipients that provide fixed route service shall set service standards and policies for each specific fixed route mode of service they provide. Fixed route modes of service include but are not limited to, local bus, express, bus commuter bus, bus rapid transit, light rail, subway, commuter rail, passenger ferry, etc. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.

Discussion: During this compliance review, deficiencies were found with this requirement. As discussed below, Foothill Transit did not develop separate service standards for each of its modes of service, and there were some technical problems with three of the service standards. There were no deficiencies with Foothill Transit's definition and treatment of minority routes, but an advisory comment is provided

The FTA Circular defines local bus, express bus, commuter bus, and bus rapid transit (BRT) as separate modes of service. Foothill Transit claims its only mode is local bus service. Based on discussions with staff and an examination of Foothill Transit's bus schedules, Foothill Transit operates both local bus and express bus service. The Circular requires that agencies develop separate service standards for each mode of service operated. Foothill Transit has only one set of standards.

Foothill Transit describes its Silver Streak service as "partial bus rapid transit." It is closer to express bus service as it has peak headways of 30 minutes, makes limited local stops, and only part of its route operates on an express highway containing high occupancy vehicle lanes. The remainder of its route is in mixed vehicle traffic.

Foothill Transit incorrectly calculates its vehicle loads based on farebox data, which represent boardings per seat, rather than vehicle loads divided by seats. The data does not appear to accurately represent ridership by direction and time period because of significant imbalances in the "load factor" by direction. In addition, by combining morning and afternoon peak period data by direction, the analysis obscures any crowding associated with peak directionality. Transit agencies need to properly calculate loads based on ridecheck or automatic passenger counter (APC) data, and if the latter, they need to validate the data to ensure that boardings and alightings are balanced by route and direction. They also should calculate load factors separately by direction by peak period (morning and afternoon).

Foothill's presentation of on-time performance data does not include a definition of "on-time" (such as 0–5 minutes late). It also rates individual routes compared to a systemwide average rather than an absolute standard of on-time performance. By definition, using a floating system average results in about half of the routes exceeding the standard and the other half failing to meet the standard.

Foothill Transit's service availability standards loosely indicate if the agency serves minority areas better than non-minority areas, but do not give specific information on service availability by geographic unit. An example of a more appropriate standard would be: "For all census blocks in the service area with a density of at least six households per acre, 95 percent of households are within one quarter mile of a bus stop." Such a standard would then compare the availability for minority census blocks to that of non-minority census blocks.

It is not possible to say whether there is any disparity in service quality among the minority and non-minority routes in the Foothill Transit system. All but three of Foothill Transit's routes are classified as minority routes.

Corrective Actions and Schedule: Within 60 days of issuance of the final report, Foothill Transit must provide FTA with separate board-approved sets of service standards for each of its modes of service. It must also provide board-approved methods for measuring compliance with the following service standards:

- Calculating and presenting vehicle load data. The new method must include either a program of manual ridechecks or a validation method for Foothill Transit's APC data to serve as the basis for future load calculations.
- Comparing on-time performance data with an absolute standard rather than a floating system average. It is also essential to include the definition of "on-time" in the presentation of the results, and to state whether performance is measured only for the route terminals or also for the mid-route timepoints.
- Defining service availability by the percentage of residents in a given census geography within a given distance of a bus stop. Different percentage thresholds may be set for different density levels. Foothill Transit must then compare service availability for minority census blocks (those with a higher concentration of minorities than the total service area) to that of non-minority census blocks.

Advisory Comment: For transit agencies serving areas with a high concentration of minorities and where almost every route qualifies as a "minority route," it is an effective practice to analyze routes in finer detail. One approach is to divide routes into segments to determine whether a sufficient number of minority/non-minority segments permits comparison. Another approach is to analyze routes by national origin (e.g., Chinese, Vietnamese, Mexican, etc.) or race (e.g., Asian, Caucasian, Black, etc.) as opposed to combining all into a single "minority" category. An even more effective practice is to analyze routes both by segment and by minority sub-group (race or national origin).

6.13 Evaluation of Service and Fare Changes

Requirement: FTA recipients that provide fixed route transit service and operate 50 vehicles or more during peak service and operate within a UZA of 200,000 persons shall evaluate any fare change and all major service changes at the planning and programming stages to determine whether those changes have a discriminatory impact. Recipients shall have established policies and procedures that specify how an agency will undertake the analysis associated with fare and major service changes.²

Discussion: During this compliance review, a deficiency was found with this requirement. The review team examined how Foothill Transit classifies service changes as "major," which according to Foothill Transit policy means "any change that affects more than 25 percent of revenue service miles travelled, or more than 25 percent of the riders on a route."

Foothill Transit calculates typical weekday revenue miles and typical weekend day revenue miles before and after service changes. Foothill Transit adds the weekday and weekend day miles together to produce before and after mileage totals and compares these to determine if a change of 25 percent or more occurs. This method does not properly account for potential changes in alignment. Combined figures for five weekdays and two weekend days without weighting can misrepresent the results.

² Transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project shall conduct a service and fare equity analysis. The service and fare equity analysis will be conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of "major service change" as defined by the transit provider. All proposed changes to parallel or connecting service will be examined. The service equity analysis shall include a comparative analysis of service levels pre-and post- the New Starts/Small Starts/new fixed guideway capital project. The transit provider shall also conduct a fare equity analysis for any and all fares that will change as a result of the capital project.

With properly calculated figures, the current 25 percent threshold for a major service change may require reconsideration based on an analysis of how many proposed service changes exceed that threshold. The chosen threshold figure must be justified by analysis.

Foothill Transit uses a 15 percent threshold for establishing a “statistically significant disparity.” The review team observed that with the overall minority population representing 76 percent of the service area population, a 15 percent buffer above that average excludes all but the most minority-dominated areas. The review team also observed that the origin of the 15 percent threshold was a comparison with nearby agencies rather than a rigorous analysis.

Besides the policy issue, Foothill Transit’s service equity and fare equity analyses comply with the Circular. Because of how Foothill Transit defined major service changes, only two routes qualified: the new Line 495 and the enhanced Line 699. The reviewed documents describe the datasets used in the analyses, as required, and define the impacts of service and fare changes. The review team carefully examined the service change on Line 699, which enhanced service to an area that has a lower concentration of minorities than the service area as a whole; the difference in concentration was less than the board-approved 15 percent threshold, and thus had no disparate impacts. However, Foothill Transit proactively improved service on the Silver Streak, a parallel route that serves a population with a higher concentration of minorities than the service area as a whole, as part of the same service change. When finding disparate impacts in the service equity analysis, such improvements are appropriate. The fare change was a fare reduction that benefited a route with a higher concentration of minorities than the service area as a whole. As a result, there was no adverse impact.

As required, Foothill Transit engaged the public to discuss the proposed service and fare changes. Foothill Transit supplied minutes of board meetings when the board approved service equity and fare equity analyses and documented approval of the 25 percent major service change threshold and the 15 percent statistically significant disparity threshold.

Corrective Actions and Schedule: Within 60 days of the issuance of the final report, Foothill Transit must propose a new method of calculating the percent change in revenue miles resulting from any proposed service change. It must also propose a method to determine whether 25 percent is the appropriate threshold for a major service change, and provide further justification of the choice of 15 percent as the threshold for a statistically significant disparity.

6.14 Monitoring Transit Service

Requirement: FTA recipients shall monitor the transit service provided throughout their service areas. Periodic service monitoring activities shall be undertaken to compare the level and quality of service provided to predominantly minority areas with service provided in other areas to ensure that the end result of policies and decision-making is equitable service. Monitoring shall be conducted at minimum once every three years. If recipient monitoring determines that prior decisions have resulted in disparate impacts, it shall take corrective action to remedy the disparities.

Discussion: During this compliance review, no deficiencies were found with this requirement.

The review team examined the transit service monitoring report that was included with the Title VI Program submission. Other than the technical issues identified with Foothill Transit’s systemwide service standards and policies (see Section 6.12), the report conforms to the required Circular elements.

The report lists all Foothill Transit routes and indicates those classified as minority routes. As Foothill Transit’s service area is 76 percent minority, all but three of its current routes are minority routes. As noted in Section 6.12, although Foothill Transit states that it provides only one mode of service (local bus), and includes all of its routes under that mode, based on the Circular, it provides two modes (local bus and express bus).

Foothill Transit evaluated each of its routes according to the three route-level service standards (vehicle load, vehicle headway, and on-time performance) and policies and calculated system statistics for the remaining three standards (service availability, transit amenities, and vehicle assignment). For routes that did not meet the service standards, Foothill Transit provided explanations and plans to improve performance. Almost every route is a minority route. Thus, no service disparities exist for routes that either passed or failed the service standards.

Foothill Transit owns only two passenger facilities (Azusa Intermodal Transportation Center and City of Industry Park and Ride) but distributes locally sourced funds to municipalities to construct or enhance bus stops. The funds do not include any FTA dollars and municipalities retain ownership and maintenance responsibility for any shelters or amenities installed with these funds. Foothill Transit slated ten stops for improvement in the most recent cycle, with eight located in areas with high concentrations of minorities, and two at California State Polytechnic University, Pomona, a regional generator that serves passengers from well beyond the immediate walking distance of the bus stops.

7 Summary Table of Compliance Review Findings

Item	Title VI Requirements	Site Visit Finding deficiency/no deficiency or advisory comment	Finding(s) of Deficiency	Response Days/*
1.	Inclusive Public Participation	No deficiency		
2.	Language Access to LEP Persons	No deficiency		
3.	Title VI Complaint Procedures	Advisory comment		
4.	Record of Title VI Investigations, Complaints, and Lawsuits	No deficiency		
5.	Notice to Beneficiaries of Protection under Title VI	No deficiency		
6.	Annual Title VI Certification and Assurance	No deficiency		
7.	Subrecipient monitoring	No deficiency (not applicable)		
8.	Minority Representation on Planning or Advisory Bodies	Advisory comment		
9.	Determination of Site or Location of Facilities	No deficiency		
10.	Submit Title VI Program	No deficiency		

Item	Title VI Requirements	Site Visit Finding deficiency/no deficiency or advisory comment	Finding(s) of Deficiency	Response Days/*
11.	Demographic Data	Deficiency	The passenger survey did not ask about fare usage by fare type as is required. Missing from the Program were a map of transit facilities and tables of demographic data. Analysis of demographic data was incomplete.	60/*
12.	Systemwide Service Standards & Policies	Deficiency	Service standards were provided for only one mode of service, when Foothill Transit operates two modes. The vehicle load figures were not currently calculated correctly; based on farebox data rather than ridecheck or validated APC data. The on-time standard was not defined and performance was compared to a floating average rather than an absolute standard. The service availability standard was insufficient.	60/*
13	Evaluation of Service and Fare Changes	Deficiency	The method to calculate the percentage change of route miles associated with service changes does not properly account for potential changes in alignment. The 25 percent threshold for major service changes and the 15 percent threshold for statistically significant disparity were arbitrarily selected and not justified by analysis.	60/*
14	Monitoring Transit Service	No deficiency		

* To be provided in final report

Attachment A
FTA Notification Letter to
Foothill Transit



U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

East Building, 5th Floor, TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

July 30, 2015

Mr. Joseph Raquel
Director of Planning
Foothill Transit
100 S. Vincent Ave, Suite 200
West Covina, CA 91790

Dear Mr. Raquel:

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for ensuring compliance with 49 CFR Part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (DOT)—Effectuation of Title VI of the Civil Rights Act of 1964 (Title VI)” by its grant recipients and subrecipients. As part of its ongoing oversight efforts, the FTA Office of Civil Rights conducts a number of on-site Title VI compliance reviews of these grant recipients. For this reason, Foothill Transit has been selected for a review of its overall Title VI program to take place from **September 30–October 2, 2015**.

The purpose of this review will be to determine whether Foothill Transit is honoring its commitment, as represented by certification to FTA, to comply with the all applicable provisions of 49 CFR Part 21 and FTA Title VI Circular 4702.1B.

The review process includes data collection before the on-site visit, an opening conference, an on-site review of Title VI program implementation (including, but not limited to discussions to clarify items and matters previously reviewed and interviews with staff), interviews with external interested parties, and an exit conference. FTA has engaged the services of the Collaborative, Inc. to conduct this compliance review. The Collaborative team and FTA representatives will participate in the opening and exit conferences, with FTA participating by telephone.

We request your attendance at an opening conference scheduled for **9 a.m. Pacific Time on Wednesday September 30, 2015**, to introduce the Collaborative team and FTA representatives to Foothill Transit. Attendees should include you and other key staff. During the opening conference, the review team members will present an overview of the on-site activities.

Because review team members will spend considerable time on site during the week, please provide them with temporary identification and a workspace within or near your offices for the duration of their visit. Please let us know if you will designate a member of your staff to serve as Foothill Transit liaison with the review team and to coordinate the on-site review and address questions that may arise during the visit.

So that we may properly prepare for the site visit, we request that you provide the information described in Enclosure 1, which consists of items that the review team must receive within 21 days of the date of this letter. Please forward these materials, via email, to the following contact person:

Stephen Falbel
Steadman Hill Consulting, subcontractor to the Collaborative
6 First Avenue
Montpelier, VT 05602
(802) 223-0687
smf@steadmanhill.com

We request the exit conference be scheduled for **Noon Pacific Time on Friday October 2, 2015**, to afford an opportunity for the reviewers to discuss their observations with you and your agency. We request that you and other key staff attend the exit conference.

The FTA Office of Civil Rights will make findings and will provide a Draft Report. You will have an opportunity to correct any factual inconsistencies before FTA finalizes the report. The Draft and Final Reports, when issued to Foothill Transit, will be considered public documents subject to release under the Freedom of Information Act, upon request.

Foothill Transit representatives are welcome to accompany the review team during the on-site activities, if you so choose. If you have any questions or concerns before the opening conference, please contact Brian Whitehead, Program Manager for this compliance review, at 202-366-3051 or via e-mail at brian.whitehead@dot.gov.

Thank you in advance for your assistance and cooperation as we undertake this process. We look forward to working with your staff.

Sincerely,



John Day
Program Manager for Policy & Technical Assistance

cc: Leslie Rogers, FTA Region 9 Administrator
Marisa Appleton, Acting FTA Region 9 Civil Rights Officer

Foothill Transit
Title VI Program Compliance Review

Enclosure 1

You must submit the following information to Mr. Stephen Falbel within 21 calendar days from the date of this letter.

1. Current Title VI Program (which should include Foothill Transit organization chart).
2. Description of Foothill Transit's public transit service area, including general population and other demographic information using the most recent Census Data.
3. Current description of Foothill Transit's public transit service, including system maps, public timetables, transit service brochures, etc.
4. Roster of Foothill Transit's current revenue fleet, to include acquisition date, fuel type, seating configurations, vehicle assignment, and other amenities.
5. Description of transit amenities maintained by Foothill Transit for its service area. Amenities include station, shelters, benches, restrooms, telephones, passenger information systems, etc.
6. Copy of Foothill's Notice to Beneficiaries of Protections under Title VI.
7. Documentation of efforts made by Foothill Transit to notify members of the public of the protections against discrimination afforded to them by Title VI.
8. A narrative that describes the individuals and resources dedicated to implementing the Title VI requirements, handling any Title VI inquiries, and educating the agency's staff on Title VI.
9. Any studies or surveys conducted by the Foothill Transit, its consultants or other interested parties (colleges or universities, community groups, etc.) regarding information on the race, color, national origin, English proficiency, language spoken at home, household income, travel patterns, and fare usage by fare type amongst minority users and low-income users, during the past five years.
10. Documentation of Foothill Transit's policies and procedures for evaluating any fare change and major service change (included with the policies and procedures is the related public outreach related to the development of said policies and procedures and a narrative on how the major service change, disparate impact and disproportionate burden thresholds were devised).

Foothill Transit
Title VI Program Compliance Review

11. A list of any service or fare changes in the past three (3) years or planned in the next year.
12. Any conducted service and fare equity analyses over the past three (3) years.
13. A list of any siting, locating, and/or constructing of facilities, and any associated Title VI equity analyses within the last three (3) years.
14. Current Title VI complaint/lawsuit or investigation list.
15. The Foothill Transit's procedures for identifying, investigating, and tracking Title VI complaints and documentation that the procedures for filing complaints are available to members of the public upon request
16. Summary of public outreach efforts/events since the last Title VI program submission, including any language efforts/activities to ensure limited English persons are able to participate and contribute during the held public outreach efforts/events.
17. Copy of the Foothill Transit four factor analysis of the needs of persons with Limited English Proficiency
18. Copy of Foothill Transit' Language Assistance Plan for persons with limited English proficiency
19. List of any monitoring or technical assistance provide to subrecipient(s).
20. Summary of subrecipient(s) and their respective Title VI program status.
21. Quantitative system-wide service standards and qualitative system-wide service policies adopted by the Foothill Transit to guard against discriminatory service design or operations decisions.
22. Documentation of periodic service monitoring activities undertaken by the Foothill Transit, during the past three years, to compare the level and quality of service provided. If the Foothill Transit's monitoring determined that prior decisions have resulted in disparate impacts, provide documentation of corrective actions taken to remedy the disparities.
23. Names, titles, telephone numbers, and email addresses of interested parties (external organizations) with which Foothill Transit has interacted on Title VI issues.
24. Other pertinent information determined by Foothill Transit staff to be pertinent and demonstrative of its Title VI compliance efforts.



February 26, 2016

To: Executive Board

Subject: **Operation of Lines 190, 194 and 270**

Recommendation

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

Analysis

Foothill Transit staff has been in discussions with LA Metro regarding our operation of Lines 190, 194 and 270 should the lines be cancelled by LA Metro. Lines 190 and 194 travel between El Monte and Pomona and serve nearly 2.3 million riders per year, originating at El Monte Station and terminating at Temple Avenue and Pomona Drive in the City of Pomona. The lines operate along different alignments with Line 190 traveling North and East along Ramona Blvd. through Covina to Temple Avenue and Line 194 traveling South and East along Valley Blvd. through Walnut and up to Temple Avenue.

Route map of Lines 190 and 194





LA Metro's Line 270 serves 780,000 riders per year and travels along Peck Road through the Foothill Transit member cities of Monrovia, Arcadia, Irwindale, El Monte and South El Monte before traveling through Whittier and Santa Fe Springs to the Norwalk Green Line Station.

Route map of Line 270





LA Metro held three public hearings regarding the cancellation of the lines and is scheduled to make a decision in March whether or not to move forward with cancellation of these three lines.

Foothill Transit held a public hearing on February 18 to inform the public of our intention to operate Lines 190, 194 and 270 should they be canceled by LA Metro. In addition, customers unable to attend the hearing were encouraged to submit comments through email, social media, the Foothill Transit website, in-person at the Transit Stores, phone, fax, and postal mail.

One person attended the public hearing and was in favor of Foothill Transit operating the lines, twelve comments were received through the other avenues described above and eleven were also in favor of Foothill Transit operating the lines. The official close of the public comment period is February 29, 2016 at 5:30PM. The final comment count will be presented during the March 4, 2016 Governing Board meeting.

Budget Impact

Preliminary analysis shows that operation of Lines 190, 194 and 270 will cost Foothill Transit approximately \$7.1 million per year, which will be programmed into the Fiscal Year 2016-2017 operating budget.

Sincerely,

A blue ink signature of Joseph Raquel, consisting of a series of loops and a long horizontal stroke.

Joseph Raquel
Director of Planning

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

Doran J. Barnes
Executive Director