



Foothill Transit
Going Good Places

SPECIAL EXECUTIVE BOARD MEETING

West Covina, CA
Friday, April 22, 2016



Foothill Transit

Executive Board Meeting AGENDA

SPECIAL EXECUTIVE BOARD MEETING

9:00 AM, April 22, 2016

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

UPDATED

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 AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 1, 2016
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT

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

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



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CONSENT CALENDAR: Items 9 through 13 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MARCH 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. APRIL 2016 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the April 2016 Legislative Summary. Adopt a support position on AB 2222.

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

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

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



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11. SECOND AMENDMENT - DEPUTY EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Recommended Action: Authorize the Executive Director to execute the Second Amendment to the Deputy Executive Director Employment Agreement.

12. EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommended Action: Authorize the Executive Director to exercise the second and of two one-year options in the amount of \$362,220 for Xerox Software Support and Maintenance of Foothill Transit's SMARTBus system.

13. CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE AND TRANSIT CENTER

Recommended Action: Authorize the Executive Director to execute Contract No. 16-053 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the design of a Park & Ride and Transit Center in the City of Covina in the amount of \$ 422,622 for Phase I of the project which is limited to preliminary engineering design and providing support to the development of environmental documents.

REGULAR AGENDA:

14. STATUS UPDATE ON ELECTRIC BUS PROGRAM

Recommended Action: Receive and file the Status Update on the Electric Bus Program.

15. 2030 ALL ELECTRIC VISION

Recommended Action: Adopt Foothill Transit's "2030 All Electric Vision."

16. CLASS PASS PROGRAM - CAL POLY POMONA

Recommended Action: Authorize Executive Director to pursue a memorandum of understanding with Cal Poly Pomona to implement a Class Pass Pilot Program and pursue the development of a transit center on campus.

17. PROPOSED FISCAL YEAR 2016/2017 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2016/2017 to the Foothill Transit Governing Board.



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18. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REVIEW

Recommended Action: 1. Receive and file an update on Foothill Transit's Federal Transit Administration (FTA) DBE Program Review; 2. Authorize Public outreach related to Foothill Transit's proposed DBE program goal of 20.6 percent; and 3. Adopt Foothill Transit's updated DBE Program (Attachment A).

19. FISCAL YEAR 2015/2016 THIRD QUARTER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the FY 2015/2016 Third Quarter Performance Indicators Report.

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

22. ADJOURNMENT

**Joint Meeting - Annual Meeting of the Governing Board
& Executive Board Meeting
Thursday, May 12, 2016 @ 7:45 AM**

**The next Regular Meeting of the Executive
Board is scheduled for
Friday, May 27, 2016 at 8:00 AM**



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, April 1, 2016
8:00 a.m.**

1. CALL TO ORDER

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

Chair Herrera welcomed Executive Board Alternate Sam Pedroza.

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 ergonomics safety.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Warshaw (Executive Board Alternate), Member Calaycay, Member De La Torre, Vice Chair Shevlin, Chair Herrera

Absent: Member Delach

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Strategic Planning Workshop of February 5, 2016 and Regular Meeting of February 26, 2016.

Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Strategic Planning Workshop of February 5, 2016 and Regular Meeting of February 26, 2016 were approved. Motion carried 5-0.

6. PRESENTATIONS

6.1 Contractors' Employee Recognition

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

Andrew Evans, Employee of the Month (March 2016)

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

Johngelene Wiggins, Operator of the Month (March 2016)

Tommy Maung, Employee of the Month (March 2016)

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

6.2 New & Promoted Staff

Promotion:

Michael Tobin, Quality Assurance Analyst

7. PUBLIC COMMENT

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

CONSENT CALENDAR

8. FEBRUARY 2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through February 29, 2016. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of February 29, 2016 for fiscal year ending June 30, 2016.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

9. **FEBRUARY 2016 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the February 2016 Performance Indicators Report.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

10. **MARCH 2016 LEGISLATIVE SUMMARY**

Recommendation: Receive and file the March 2016 Legislative Summary. Adopt support positions on AB 2090 and SB 824.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

11. **FARE COLLECTION SYSTEM**

Recommendation: Receive and file an update on Foothill Transit's fare collection system.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

12. **REQUEST FOR QUALIFICATIONS (RFQ) - ARCHITECTURAL & ENGINEERING CONSULTANT - MT. SAC TRANSIT CENTER**

Recommendation: Authorize the Executive Director to issue RFQ No. 16-008 seeking qualifications from proposers to provide architectural and engineering services in connection with the development of a proposed Transit Center and Transit Store to be located on the Mt. San Antonio Community College campus.

Motion by Member De La Torre, second by Member Calaycay, to approve. Motion carried 5-0.

13. **CONTRACT AMENDMENT - BUS SIGNAL PRIORITY (BSP) PROJECT**

Recommendation: Authorize the Executive Director to execute Amendment No. 8 in the amount of \$316,157 to Contract No. 08-005 with Schneider Electric to complete Foothill Transit's Bus Signal Priority Project.

Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

14. **CONTRACT AWARD - ARCADIA VAULT CANOPY**

Recommendation: Authorize the Executive Director to enter into Agreement No. 16-023 with EC Construction in the amount of \$209,225 for construction activities related to the installation of the fare vault canopy and ADA walkway at the Arcadia Operations & Maintenance Facility.

Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

15. **CONTRACT AWARD - CELLULAR BASED GPS SERVICE**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Zonar Systems in the amount of \$454,351 to provide cellular-based GPS service for a term of four years on Foothill Transit's bus fleet.

Doran Barnes, Executive Director, clarified that in the "Budget Impact" section of the board report, that the report should have indicated that funds were available in the Fiscal Year 2015/2016 Budget.

Motion by Member De La Torre, second by Member Calaycay, to approve.
Motion carried 5-0.

REGULAR AGENDA

16. **2016 Foothill Transit Bus Roadeo Results**

Recommendation: Receive and file the 2016 Foothill Transit Bus Roadeo Results.

Tanya Pina, Operations Contract Manager, presented this item.

Ms. Pina reported that the Foothill Transit Bus Roadeo was held on March 12, 2016. The event was a great platform to enforce safety, encourage professionalism, and to recognize coach operators who are the face of the Foothill Transit system. The winner in the coach operator category was Transdev Coach Operator Enrique Reyes and the maintenance team winners were the Transdev maintenance team made-up of Alex Calderon, Stephen Leung, and Tracy Nicometo.

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

17. **CITRUS COLLEGE CLASS PASS PILOT PROGRAM**

Recommendation: Authorize staff to proceed with initial planning phases to launch a Class Pass Pilot program at Citrus College

Katie Gagnon, Special Projects Manager, presented this item.

Ms. Gagnon reported that she recently received a call from Maryann Tolano-Leveque, Dean of Students at Citrus College, who previously worked at Mt. SAC and helped implement the Class Program at Mt. SAC. Ms. Tolano-Leveque shared the Mt. SAC experience with Citrus College administrative staff and she was encouraged to contact Foothill Transit and start the discussions on implementation of the program at the college. Citrus College is hoping to launch the program in the fall. The pilot program will last for 2 semesters, fall and spring. During the pilot, ridership data will be gathered to help estimate what the future ridership is going to be and costs. In the coming months staff will be meeting with different administrators in preparation for the fall launch and a MOU will be drafted for the college board to approve and the MOU will be brought to the Foothill Transit Executive Board for final approval. Citrus College has approximately 13,000 students and Foothill Transit has five bus lines that serve the college.

Vice Chair Shevlin commented that staff has worked for years on building a relationship with Citrus College and congratulated Ms. Gagnon on her great work with Mt. SAC that helped the Citrus College Class Pass Program move forward.

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

18. **EXERCISE CONTRACT OPTION - TRANSIT BUSES**

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 4 of Contract No. 12-040 with New Flyer for the purchase of 30 compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a cost of \$19,731,600 (Nineteen Million Seven Hundred Thirty-One Thousand, Six Hundred Dollars) including delivery and sales tax.

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

Mr. Cordero reported that Foothill Transit's fleet replacement schedule calls for the retirement of 30 Series 1400 buses. The buses were initially acquired in 2004. The buses have over 500,000 miles and have been in service over 12 years. The current contract with New Flyer has one more contract option to exercise. The option would allow Foothill Transit to purchase 30 buses to replace the retiring buses. If the contract option is authorized, delivery is scheduled for the end of the calendar year.

Motion by Member Calaycay, second by Member De La Torre, to approve.
Motion carried 5-0.

19. **CONTRACT AWARD - OPERATIONS & MAINTENANCE - ARCADIA FACILITY**

Recommendation: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia facility. The base contract term will be four years and the contract will include one four-year option to be exercised at Foothill Transit's sole discretion. The projected four-year base contract cost is \$168.5 million, including startup costs and the cumulative cost over the potential life of the contract is projected at \$357.7 million.

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

Ms. Gillespie reported that with the Executive Board's authorization, a request for proposals for the operations of transit services out of the Arcadia facility was issued on October 2, 2015. A number of refined requirements were included as part of the request for proposal. On January 28, 2016 proposals were received from First Transit, Keolis Transportation, McDonald Transit, MV Transportation, National Express, and Transdev. All proposals satisfied the prequalification criteria and were evaluated for their technical qualifications. All proposals were found to be in the competitive range and interviews were conducted on March 3 and 4. At Foothill Transit's invitation, best and final offers and proposals were submitted and then scored by the evaluation team. Each proposer's price proposal underwent cost reasonableness and cost realism analysis by an experienced independent third party firm. Transdev Incorporated's proposal was ranked the highest with an overall score of 88.15 out of the possible 100 points. Among the positive aspects of the proposal is Transdev's staffing plan, techniques to improve employee morale, commitment to training, and enforcement of Foothill Transit's customer service focus. During the life of the contract,

Foothill Transit will be in the midst of its goal of becoming a 100 percent electric fleet facility; Transdev's corporate electric vehicle initiative will support this goal.

Transdev staff present were Senior Vice President Duane Eskierka, Vice President of Reporting and Accounting Kevin Ooms, Vice President Business Development Ibrahima Toure, and proposed General Manager Bill Jackson. Mr. Eskierka conveyed his gratitude and sincere appreciation for the Board's renewed confidence in Transdev.

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

20. INTERSTATE 10 FREEWAY CONSTRUCTION SERVICE IMPACTS

Recommendation: Receive and file the Interstate 10 Freeway Construction Service Impacts report.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on the service impacts caused by the construction on Interstate 10. The project currently affecting Foothill Transit service is the widening of the freeway in order to accommodate a HOV lane through the city of West Covina which resulted in the closure of the eastbound off-ramp at West Covina Parkway. The closure of the off-ramp impacts the eastbound Silver Streak and Express Bus Lines 496 and 498 forcing the eastbound trips to detour resulting in a 10 minute delay in service. The delay has already resulted in a few customer comments. The delay can also impact ridership, which can also impact fare revenue. The detour is expected to be in effect for the next 8 months, with completion expected in November 2016. Rolling closures are expected at other exits along West Covina, including the off and on-ramps for Vincent Avenue, which is a critical area for the Silver Streak. As a result of the construction, the relationship between Caltrans and Foothill Transit has improved. Foothill Transit is participating in weekly construction meetings for the West Covina segment, allowing Foothill Transit to get better information sooner so staff can better assess the situation, plan accordingly, and notify the customer.

Member Shevlin asked if truck travel along Interstate 10 is impacting schedules. Mr. Raquel stated that any change to traffic flow on Interstate 10 affects schedules and before any service change, staff takes a look at travel changes and updates are made. Executive Director Doran Barnes stated that Foothill Transit is part of a much bigger system and Foothill Transit does not

have control of all aspects of the system. Until the entire HOV lane is completed into Pomona, Foothill Transit will face traffic challenges on Interstate 10. Member Warshaw asked why the buses are not traveling on the road next to the freeway when on detour. Mr. Raquel reported that there is no controlled intersection on the road that runs along the freeway.

Motion by Member De La Torre, second by Member Calaycay, to receive and file. Motion carried 5-0.

21. **SERVICE PLANNING GUIDELINES**

Recommendation: Action: Adopt the Foothill Transit service standards and policy guidelines (Attachment A).

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that last month Transit Planner Vy Phan Hoang discussed a finding from a recent Title VI review that found a deficiency based on the lack of a Board adopted systems and standards guideline. Mr. Landis reported that the proposed Foothill Transit Systems and Standards Guidelines goal is to establish a formal process for evaluating existing service through guidelines as well as provide a framework during the design phase of future routes and services. The guidelines cover a range of topics that include bus stop spacing, service frequency, and when to perform a Title VI analysis after a service change.

Motion by Member De La Torre, second by Member Calaycay, to adopt. Motion carried 5-0.

22. **LINES 190, 194 AND 270 FARE PRODUCTS**

Recommendation: Authorize Foothill Transit to honor all L.A. Metro fare media on Lines 190/194 and 270 for a period of one year, effective June 26, 2016 should Foothill Transit assume operation of those lines on that date.

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

The L.A. Metro Service Council has approved cancellation of the lines and transfer to Foothill Transit. As part of the cancellation and transfer, L.A. Metro conducted a Title VI analysis and Environmental Justice Equity Evaluation. The report identified a finding of desperate impact, which can be mitigated if Foothill Transit honors all L.A. Metro fare media on these lines

for one year. This would result in no fare change for L.A. Metro riders or Foothill Transit riders, so if there is no fare change, no one is impacted. Ridership will be monitored through the TAP system and work with L.A. Metro to implement a reimbursement mechanism for those rides taken with L.A. Metro fare media.

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

23. TRANSIT STORE QUARTERLY REPORT

Recommendation: Receive and file the Transit Store Quarterly Report.

Michael Tobin, Quality Assurance Analyst, presented this item.

Mr. Tobin reported on the Transit Store sales and activity for the second quarter of FY 2015/2016, which includes the months of October, November, and December 2015. Sales for the quarter totaled \$1.24 Million, which is a 9 percent decrease from the same time period last fiscal year. Average Hold Time was maintained at 27 seconds, and the average handling time was 1 minute 46 seconds. Of the more than 77,811 calls received, 93 percent were handled by a customer service representative compared to last year, which is an 11 percent decrease in the total number of calls received and number of calls answered. Walk-in traffic totaled 52,995, which is a 33 percent decrease compared to the second quarter of last year. The variance is due to the accuracy of the new people counters that were installed in October 2015.

Motion by Member Warshaw, second by Member De La Torre, to receive and file. Motion carried 5-0.

24. EXECUTIVE DIRECTOR COMMENT

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

Mr. Barnes reported the following:

- Thanked those involved in the process for the contract award for the Arcadia Operations and Maintenance Facility. Special Counsel Kent Woodman who guided staff through the process, and Kevin McDonald and LaShawn King Gillespie for leading the effort.
- With the help of Member Warshaw, a meeting with Starwood, the owners of the West Covina Plaza, will take place. The future of the

facility will be discussed. Foothill Transit has had a vision of having much improved transit facilities at that location.

- Thanked the Board for their direction on the Citrus College Class Pass Program Pilot Program. Staff anticipates bringing forward a similar item on Cal Poly Pomona. Claremont Colleges also continues to be a focus.
- Staff continues to work on grant applications, particularly the Finance and Vehicle Technology team. There are a lot of grant funding opportunities and staff is pursuing them aggressively.
- Staff is deep into the budget preparation, and the proposed budget and business plan will be brought to the Board at the next Executive Board meeting.
- The main purpose of the next Governing Board meeting scheduled for Friday, April 15, is exclusively for the Fare Restructuring.
- The next Executive Board Meeting is scheduled for Friday, April 22, at 9:00 a.m. Notifications of the change will be sent out.
- The Annual Meeting is scheduled for Thursday, May 12. That is the meeting where the full Governing Board considers the budget and business plan, the elections for the various clusters will be conducted, and the organization of officers.

25. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Calaycay rode the Gold Line. He started at the Azusa Pacific Citrus Station and there was no parking available. He went to the parking structure in Azusa and the only available parking was the 3-hour parking, at about 11 a.m. A security officer flagged him down and identified a clean air vehicle parking spot. The westbound Gold Line trip was full, and on the return trip from Los Angeles he was joined by Glendora Mayor Murabito. Mr. Murabito had to go through the same exercise to find a parking spot, who ended up parking in Irwindale. Member Calaycay stated that there is an opportunity for better connections to these stations. He's concerned that transit may lose riders if they can't find parking. Vice Chair Shevlin shared that she believes the parking issue is unfortunately a long term problem. The

Sierra Madre station has had a parking issue for a long time. The Monrovia parking structure is about 70 percent full.

26. **ADJOURNMENT**

Adjournment for the April 1, 2016 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:07 a.m.



April 12, 2016

To: Executive Board

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

Recommendation

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

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

Balance Sheet Analysis (Attachment A):

Assets

As of March 31, 2016, the balance sheet shows total assets at \$301 million. This total consists primarily of \$189 million in fixed assets, \$101 million in cash and investments, and \$11 million in receivable and prepaid assets. Foothill Transit's cash position of \$74 million is \$10 million less than the previous month, and is \$6 million less than last year in March.

Liabilities

The accounts payable balance is \$5 million. Accounts Payables include operating and maintenance expenses for \$2.53 million and \$0.91 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 \$16.2 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).



A total of \$8.0 million was invested with Bank of the West Agency notes this month.

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)

March 2016 year-to-date fare revenues were \$13,039,505 which is \$1,120,495 (7.91%) less than the year-to-date budgeted amount and \$1,054,614 less than March 2015. Through March 2016, ridership is 6.22 percent lower than last year at this time.

Year-to-date operating costs through March 2016 were \$55,425,162 which is \$3,462,607 less than the budget. Of this \$55,425,162, the year-to-date operating costs for the Arcadia and Pomona operating contractors total \$41.38 million. The other primary operating expense is fuel which was \$3.93 million through March 2016.

Capital expenditures through March were \$4.24 million, compared with \$37.8 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 Transportation Center.

Farebox Recovery Ratio

The farebox recovery ratio through March was 23.53 percent; lower than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$13,039,505 by the total bus operating expense of \$55,425,162. This ratio is less than the March 2015 ratio of 26.51 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 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 March 2016 were \$8,813,466.



Capital disbursements totaled \$282,735 and other significant disbursements include \$4.84 million to First Transit and \$2.10 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of March 31, 2016

Assets

Current Assets:

Cash	73,759,782
Investments	\$27,488,000
Due from government agencies	6,316,793
Other receivables	3,813,272
Other assets	771,886
Total Current Assets	<u>112,149,733</u>
Property & Equipment (net of depreciation)	188,688,536
Total Assets	<u><u>300,838,268</u></u>

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	5,021,731
Deferred Revenue	76,150,489
Total Liabilities	<u>81,172,220</u>

Equity

Fund Balance:	
Investment in Capital Assets	188,688,536
Current Year Change	(11,621,157)
Reserve	42,598,670
Total Equity	<u>219,666,048</u>
Total Liabilities and Equity	<u><u>\$ 300,838,268</u></u>

Summary of Cash and
Investment Account
For March 31, 2016

Cash:	Interest Rate	Term	Principal/ Book & Market Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$13,964,881
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax	N/A	Demand Deposit	2,203,404
Bank of the West-Money Market	0.180%	Demand Deposit	7,054,533
Bank of the West-Money Market	0.180%	Demand Deposit	14,568,717
Bank of the West-Money Market	0.180%	Demand Deposit	9,611,304
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,669
Chase Business Saving	0.080%	Demand Deposit	11,056,906
LAIF Investment	0.370%	Demand Deposit	15,045,768
Subtotal Cash on Hand			\$73,759,782
Investments:			
Bank of the West:			
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
Maturity - 02/26/21 - 5yrs.	1.250%	Callable Note	1,000,000
Maturity - 09/30/19 - 3yrs.	1.375%	Callable Note	5,000,000
Maturity - 09/30/19 - 3yrs.	1.375%	Callable Note	3,000,000
	1.25-1.50%	Cert. of Deposit	500,000
	0.45-1.60%	Cert. of Deposit	2,988,000
Ba Subtotal Investments			\$27,488,000
We Total Cash and Investments			\$101,247,782

(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 March 31, 2016

	Actual YTD March-16	Budget YTD March -16	Variance	Actual YTD March - 15	
Fare Revenue					
1	Farebox	6,891,926	\$7,372,500	(6.52%)	\$7,391,274
2	Pass Sales	2,830,420	3,300,000	(14.23%)	3,311,007
3	TAP Cash Purse	2,294,044	2,250,000	1.96%	2,147,966
4	MetroLink & Access Service	450,562	487,500	(7.58%)	444,477
5	EZ Transit Pass	572,553	750,000	(23.66%)	799,394
6	Total Operating Revenue	13,039,505	\$14,160,000	(7.91%)	\$14,094,119
Operating Subsidies and Other					
7	Transportation Development Act	15,012,412	17,610,090	(14.75%)	\$16,399,296
8	STA	2,533,203	2,533,205	0.00%	2,058,228
9	Prop A 40% Discretionary	10,713,572	10,713,572	0.00%	10,375,833
10	Prop A 40% BSCP	3,363,989	3,363,989	0.00%	3,275,514
11	Prop C BSIP	673,201	673,202	0.00%	660,195
12	Prop C Base Restructuring	1,445,965	1,445,965	0.00%	1,418,031
13	Prop C Transit Service Expansion	240,958	240,959	0.00%	236,304
14	Transit Security-Operating	627,137	627,137	0.00%	637,264
15	Measure R Operating	7,331,767	7,331,768	0.00%	7,427,106
16	CMAQ Operating	0	0	0.00%	504,075
17	Miscellaneous Transit Revenues	443,452	0	0.00%	200,644
18	Total Subsidies and Other	42,385,657	\$44,539,885	(4.84%)	\$43,192,490
19	Total Operating Revenue	55,425,162	\$58,699,885	(5.58%)	\$57,286,609
Other Revenues					
20	Gain on Sale of Fixed Assets	18,514	0	0.00%	\$213,292
21	Auxiliary Revenue	1,114,392	1,218,750	(8.56%)	1,135,086
22	Total Other Revenues	1,132,906	\$1,218,750	(7.04%)	\$1,348,378
Operating Expenses					
23	Operations	47,453,073	\$49,805,028	4.72%	\$45,867,809
24	Maintenance & Vehicle Technology	619,028	577,566	(7.18%)	429,219
25	Marketing and Communications	1,159,552	1,433,178	19.09%	999,947
26	Information Technology	1,642,208	1,701,351	3.48%	1,012,720
27	Administration	1,976,321	2,387,961	17.24%	1,924,801
28	Procurement	518,125	625,050	17.11%	546,186
29	Finance	776,992	851,337	8.73%	678,204
30	Planning	606,473	844,317	28.17%	814,125
31	Facilities	673,390	661,983	(1.72%)	897,273
32	Total Operating Expenses	55,425,162	\$58,887,769	5.88%	\$53,170,284
Other Expenses					
33	Property Management	313,262	\$412,500	24.06%	\$0
34	Dial-A-Ride	506,859	562,500	9.89%	\$505,708
35	Special Services	234,079	243,750	3.97%	210,432
36	Total Other Expenses	1,054,200	\$1,218,750	13.86%	\$716,140
37	Total Operating and Other Expenses	56,479,362	\$60,106,519	6.03%	\$53,886,424
Capital Revenues					
40	Capital Grants	4,238,906	\$38,001,708	(88.85%)	\$37,804,710
Capital Expenditures					
41	Capital Expenditures	4,238,906	\$38,001,708	88.85%	\$37,804,710

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ATTACHMENT D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 03/01/16..03/31/16

Check						Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount Status
B001 General Checking						
		Phone No. 800-488-2265				
03/03/16	22727	4imprint Inc.	2016 Bus Rodeo Lunch Coolers	2,872.35	2,872.35	0.00 Posted
03/03/16	22728	Bankcard Center-Bank of the West	02/16 Company credit card usages	22,931.74	22,931.74	0.00 Posted
03/03/16	22729	California Deposition Reporters	Public Meeting 2/18/16	724.96	724.96	0.00 Posted
03/03/16	22730	Calstart, Inc.	Calstart Fees	1,500.00	1,500.00	0.00 Posted
03/03/16	22731	Cameron J. Saylor	Catering for PMP Program	636.70	636.70	0.00 Posted
03/03/16	22732	Capture Technologies, Inc.	3/16 Nice recorders channel expansion base rate	189.56	189.56	0.00 Posted
03/03/16	22733	Complete Coach Works	F-1809 NABI bus paint with livery graphics	13,528.10	13,528.10	0.00 Posted
03/03/16	22734	Day - Lite Maintenance Co. Inc.	Monthly lighting maintenance	220.45	220.45	0.00 Posted
03/03/16	22735	FEDEX Corp.	Express Mail	362.18	362.18	0.00 Posted
03/03/16	22736	Frank Kuo	Replenish of petty cash fund	363.58	363.58	0.00 Posted
03/03/16	22737	G4S Secure Integration LLC	10/15 Security Maintenance	10,424.83	10,424.83	0.00 Posted
03/03/16	22738	Global Equipment Co., Inc.	Bike Racks for Arcadia Yard	516.66	516.66	0.00 Posted
03/03/16	22739	Green's Lock and Safe	Facility Keys & Hardware - Azusa P&R	517.27	517.27	0.00 Posted
03/03/16	22740	Hendy Satya	Reimbursable expense - Mileage AITC Grand Opening	8.63	8.63	0.00 Posted
03/03/16	22741	Home Depot Credit Services	2/16 Facility supplies	197.52	197.52	0.00 Posted
03/03/16	22742	Instant Signs Inc.	Azusa P&R Signs	116.91	116.91	0.00 Posted
03/03/16	22743	Leal Powder Coating	Bus Stop Pole Powder Coating	120.00	120.00	0.00 Posted
03/03/16	22744	Luis A Renderos	Reimbursable expenses - bus inspection	204.35	204.35	0.00 Posted
03/03/16	22745	Jeanette Espinoza	Refund to customer - 31-day Silver Streak pass	105.00	105.00	0.00 Posted
03/03/16	22746	PC Connection Sales Corp.	Donald replacement monitor	512.68	512.68	0.00 Posted
03/03/16	22747	PCM Sales Inc.	Wall mount brackets for IT workroom	104.34	104.34	0.00 Posted
03/03/16	22748	Penske Toyota Scion of West Covina	REPLACE TIRE	238.86	238.86	0.00 Posted
03/03/16	22749	Peter Barron Stark and Associates	Consulting - Board Retreat	9,135.17	9,135.17	0.00 Posted
03/03/16	22750	Proterra LLC	October 2015 PMI billing	4,234.96	4,234.96	0.00 Posted
03/03/16	22751	Richards Watson and Gershon	Legal Fees	1,151.47	1,151.47	0.00 Posted
03/03/16	22752	Scintech Associates Inc.	10 PA Amp installs	4,500.00	4,500.00	0.00 Posted
03/03/16	22753	State Compensation Insurance Fund	3/16 Workers comp insurance premium	4,947.17	4,947.17	0.00 Posted
03/03/16	22754	Steve Hirano	RFP 16-004 Public Notice	95.00	95.00	0.00 Posted
03/03/16	22755	Thomas J. Koontz	Interior Cards	1,512.92	1,512.92	0.00 Posted
03/03/16	22756	ThyssenKrupp Elevator Corporation	1/1/16 - 3/31/16 Industry P&R Elavator Maintenance	435.00	435.00	0.00 Posted
03/03/16	22757	Unisource Worldwide Inc.	3rd Floor Bathroom Faucet	572.25	572.25	0.00 Posted
03/03/16	22758	University of La Verne	Project Management Professional Cert. Program	7,196.00	7,196.00	0.00 Posted
03/03/16	22759	Willie J. Brooks	3/16 Indoor Plant Care	449.75	449.75	0.00 Posted
03/03/16	22760	Zonar Systems Inc.	GPS DEVICES	119,626.41	119,626.41	0.00 Posted
03/03/16	E00237	First Transit Inc.	01/16-30 Pomona Contractor Services	1,105,082.19	0.00	0.00 Posted
03/03/16	E00238	First Transit Inc.	Reimburse for permit fee refunded by SCAQMD	346.54	0.00	0.00 Posted
03/03/16	E00239	International City Management Assoc. Retirement Co	Retirement funds for payroll ending 2/27/16	32,155.16	0.00	0.00 Posted
03/11/16	22761	ACCO Engineered Systems Inc.	12/15 Admin Bldg HVAC Maintenance	2,320.00	2,320.00	0.00 Posted
03/11/16	22762	AFLAC	02/16 Voluntary insurance premium	1,360.74	1,360.74	0.00 Posted

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03/11/16	22763 Allied Administrators for Delta Dental	04/16 Dental Insurance Premium	6,691.67	6,691.67	0.00 Posted
03/11/16	22764 AT and T - 5025	El Monte Phone Line	217.13	217.13	0.00 Posted
03/11/16	22765 California Choice	04/16 Medical Insurance Premium	43,119.67	43,119.67	0.00 Posted
03/11/16	22766 Cameron J. Saylor	3/12/16 Lunch for Rodeo 2016	6,587.58	6,587.58	0.00 Posted
03/11/16	22767 Capture Technologies, Inc.	3/16 Nice recorders channel expansion base rate	189.56	189.56	0.00 Posted
03/11/16	22768 Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	5,180.00	5,180.00	0.00 Posted
03/11/16	22769 Christopher Pieper		195.44	0.00	195.44 Financially Voided
03/11/16	22770 CIGNA Group Insurance	03/16 Cigna Life Insurance Premium	3,454.47	3,454.47	0.00 Posted
03/11/16	22771 City of Covina	Covina P&R Deposit Agreement	25,000.00	25,000.00	0.00 Posted
03/11/16	22772 Cristina Garcia	Reimbursable Expense - Rodeo Supplies	522.29	522.29	0.00 Posted
03/11/16	22773 Darold D. Pieper Attorney at Law	Legal Fees	7,038.90	7,038.90	0.00 Posted
03/11/16	22774 Deanna Forrest	Reimbursable expense-Supplies Governing Board Mtg	35.94	35.94	0.00 Posted
03/11/16	22775 Debra M. Schlotbom	Balloons for Rodeo 03/16	741.20	741.20	0.00 Posted
03/11/16	22776 Denise Guerra	Reimbursable Expense - PMP Training	54.87	54.87	0.00 Posted
03/11/16	22777 FEDEX Corp.	Express Mail	279.86	279.86	0.00 Posted
03/11/16	22778 GOAL Productions	Production of Origins and Destinations Video	15,277.50	15,277.50	0.00 Posted
03/11/16	22779 Grand Car Wash	Vehicle Washing	574.74	574.74	0.00 Posted
03/11/16	22780 Green's Lock and Safe	4 - Facility Duplicate Keys	21.80	21.80	0.00 Posted
03/11/16	22781 Hertz Corporation	Vehicle rental	321.36	321.36	0.00 Posted
03/11/16	22782 Inland Valley Daily Bulletin	Annual Subscription	195.17	195.17	0.00 Posted
03/11/16	22783 Instant Signs Inc.	Rodeo Banner for 2016	137.41	137.41	0.00 Posted
03/11/16	22784 Landmark Healthplan of California, Inc.	03/16 Chiropractic Insurance Premium	320.18	320.18	0.00 Posted
03/11/16	22785 Mobile Relay Associates Inc.	Mobile Radio / Portable Radio	19,360.03	19,360.03	0.00 Posted
03/11/16	22786 Mt. San Antonio College Found	Public Affairs	4,000.00	4,000.00	0.00 Posted
03/11/16	22787 Panera, LLC	RFP 16-021 Evaluator Lunch	561.70	561.70	0.00 Posted
03/11/16	22788 Postage by Phone System	Postage Meter #14145593	468.22	468.22	0.00 Posted
03/11/16	22789 Proterra LLC	JANUARY 2016 PMI BILLING	2,250.00	2,250.00	0.00 Posted
03/11/16	22790 Richards Watson and Gershon	Legal Fees	78.69	78.69	0.00 Posted
03/11/16	22791 Rodger's Food Service	3/4/16 Governing Board Meeting Catering	403.30	403.30	0.00 Posted
03/11/16	22792 San Gabriel Valley Economic	Annual Legislative Reception	2,000.00	2,000.00	0.00 Posted
03/11/16	22793 Schindler Elevator Corporation	3/1/16 - 5/31/16 Elevator Maintenance	2,506.29	2,506.29	0.00 Posted
03/11/16	22794 Signal Campus, LLC	Azusa Pacific University AD	1,796.00	1,796.00	0.00 Posted
03/11/16	22795 Suburban Water Systems	2/16 Admin Bldg Water	815.34	815.34	0.00 Posted
03/11/16	22796 The Gas Co.	2/16 Admin Bldg Gas	806.71	806.71	0.00 Posted
03/11/16	22797 Thomas J. Koontz	Interior Cards	5,479.43	5,479.43	0.00 Posted
03/11/16	22798 Thompson Coburn LLP	Operations RFP's and Contracts	60,122.34	60,122.34	0.00 Posted
03/11/16	22799 Toyo Landscaping Company	2/16 Admin Bldg Landscape Maintenance	1,219.39	1,219.39	0.00 Posted
03/11/16	22800 Tri - Signal Integration, Inc.	2/16 Admin Bldg Monthly Fire Pump Test	1,457.04	1,457.04	0.00 Posted
03/11/16	22801 Verizon Calif - 920041	Verizon Phone Line	127.61	127.61	0.00 Posted
03/11/16	22802 Verizon Wireless	Verizon Cellular	4,234.11	4,234.11	0.00 Posted
03/11/16	22803 Vision Service Plan - (CA)	02/16 and 3/16 Vision Insurance Premium	2,335.53	2,335.53	0.00 Posted
03/11/16	22804 Waste Management	3/16 Arcadia Warehouse Trash	212.28	212.28	0.00 Posted
03/11/16	22805 Wright Express	Vehicle fueling	448.89	448.89	0.00 Posted
03/17/16	22806 Aaron Lim	Supervisor Rodeo 2016 1st Place	200.00	200.00	0.00 Posted
03/17/16	22807 ACCO Engineered Systems Inc.	3/1/16 - 5/31/16 Industry P&R HVAC Maintenance	180.00	180.00	0.00 Posted
03/17/16	22808 Alejandro Calderon	Arcadia Maintenance Bus Rodeo 2016 1st place	500.00	500.00	0.00 Posted

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03/17/16	22809 Alejandro Cruz Guerrero	Pomona National 3rd Place Bus Rodeo 2016	200.00	200.00	0.00	Posted
03/17/16	22810 AT and T - 5025	AT&T	122.25	122.25	0.00	Posted
03/17/16	22811 Carol A. Herrera	APTA Transit Board Members Seminar	322.20	322.20	0.00	Posted
03/17/16	22812 Christopher Pieper	Reimbursable expense - NTI IV Training	195.44	195.44	0.00	Posted
03/17/16	22813 Citrix Online LLC	OpenVoice Audio Service	77.80	77.80	0.00	Posted
03/17/16	22814 Citrus Valley Florist	Flower Arrangements	72.40	72.40	0.00	Posted
03/17/16	22815 Complete Coach Works	F-1718 NABI buses Seats & Barrier Installation	1,985.00	1,985.00	0.00	Posted
03/17/16	22816 Cristina Garcia	Reimbursable Expense - Bus Rodeo	149.10	149.10	0.00	Posted
03/17/16	22817 CSMFO	Membership renewal - G. Victorio	110.00	110.00	0.00	Posted
03/17/16	22818 D and D Golf Cars Inc.	03/16 Golf Carts for the Rodeo	588.60	588.60	0.00	Posted
03/17/16	22819 Daniel Hernandez	Arcadia National 2nd Place Rodeo 2016	300.00	300.00	0.00	Posted
03/17/16	22820 David Reyno	Reimbursable Expenses - DC Trip	1,956.02	1,956.02	0.00	Posted
03/17/16	22821 Enrique Reyes	Arcadia National 1st Place Rodeo 2016	500.00	500.00	0.00	Posted
03/17/16	22822 FEDEX Corp.	Express Mail	385.48	385.48	0.00	Posted
03/17/16	22823 G4S Secure Integration LLC	02/16 Security Maintenance	10,424.83	10,424.83	0.00	Posted
03/17/16	22824 GFI GENFARE	Additional farebox locks	161.60	161.60	0.00	Posted
03/17/16	22825 Hendy Satya	Educational assistance and reimbursement	1,971.00	1,971.00	0.00	Posted
03/17/16	22826 Hertz Corporation	vehicle rental late fee	468.62	468.62	0.00	Posted
03/17/16	22827 IBI Group	CAD/AVL Replacement Consulting	7,421.00	7,421.00	0.00	Posted
03/17/16	22828 Instant Signs Inc.	Azusa P&R "Permit" signs	1,402.78	1,402.78	0.00	Posted
03/17/16	22829 Jarrett Stoltzfus	Employee rideshare program	100.00	100.00	0.00	Posted
03/17/16	22830 Jorge Ruiz	Arcadia Local 2nd Place Bus Rodeo 2016	300.00	300.00	0.00	Posted
03/17/16	22831 LACMTA	Metro Tokens	17,193.70	17,193.70	0.00	Posted
03/17/16	22832 Lewis Engraving	10 Year Anniversary Award - LaShawn	93.69	93.69	0.00	Posted
03/17/16	22833 MTGL, Inc.	01/16 Azusa P&R Material Testing	180.00	180.00	0.00	Posted
03/17/16	22834 Office Depot	Office Supplies	883.20	883.20	0.00	Posted
03/17/16	22835 Panera, LLC	Governing Board Meeting 3/4/16	636.43	636.43	0.00	Posted
03/17/16	22836 ReadyRefresh	Drinking Water 2/16	71.92	71.92	0.00	Posted
03/17/16	22837 RNL/Interplan	On-Call A&E - Fire Alarm	879.00	879.00	0.00	Posted
03/17/16	22838 Roman Wilkinson	Arcadia Local 1st Place Bus Rodeo 2016	500.00	500.00	0.00	Posted
03/17/16	22839 Socal Office Technologies	02/16 Copier Usage	823.80	823.80	0.00	Posted
03/17/16	22840 Standard Parking Corporation	2/16 Parking Srevices	3,252.04	3,252.04	0.00	Posted
03/17/16	22841 Staples Business Adv.-Dept. LA	Office Supplies	155.61	155.61	0.00	Posted
03/17/16	22842 Stephen Leung	Arcadia Maintenance Bus Rodeo 2016 1st Place	500.00	500.00	0.00	Posted
03/17/16	22843 Steve Hirano	16-053 Public Notice	95.00	95.00	0.00	Posted
03/17/16	22844 The Bus Coalition, Inc.	Membership	1,000.00	1,000.00	0.00	Posted
03/17/16	22845 Thomas J. Koontz	02/16 Footnotes Monthly Newsletter	5,891.80	5,891.80	0.00	Posted
03/17/16	22846 Tracy Nicometo	Arcadia Rodeo Maintenance Team 1st Place 2016	500.00	500.00	0.00	Posted
03/17/16	22847 Verizon Business - 15043	Settlement of Verizon business accounts	236,938.55	236,938.55	0.00	Posted
03/17/16	22848 W.M. Klorman Construction Corp.	Azusa Park & Ride Construction	48,688.45	48,688.45	0.00	Posted
03/17/16	22849 William Ruiz	Pomona Local Bus Rodeo 3rd Place 2016	200.00	200.00	0.00	Posted
03/17/16	22850 Willie J. Brooks	03/16 Transit Store Plant Care	213.00	213.00	0.00	Posted
03/17/16	E00240 First Transit Inc.	2/16 Pomona Extra Trips for 499	711.70	0.00	0.00	Posted
03/17/16	E00241 First Transit Inc.	2/02/16 Pomona Special Service	176.24	0.00	0.00	Posted

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03/17/16	E00242	First Transit Inc.	02/14/16 Pomona Special Service	11,417.72	0.00	0.00	Posted
03/17/16	E00243	First Transit Inc.	02/05/16 Pomona Special Service	196.94	0.00	0.00	Posted
03/17/16	E00244	First Transit Inc.	03/16 Pomona Contractor Services	698,037.11	0.00	0.00	Posted
03/17/16	E00245	First Transit Inc.	03/16 Pomona Contractor Services	1,227,596.67	0.00	0.00	Posted
03/17/16	E00246	First Transit Inc.	02/16 Pomona Contractor Services	677,994.69	0.00	0.00	Posted
03/17/16	E00247	First Transit Inc.	02/16 Pomona Contractor Services	1,077,918.98	0.00	0.00	Posted
03/17/16	E00248	Four Nines Technologies	Fare Restructuring Study	14,100.00	0.00	0.00	Posted
03/17/16	E00249	International City Management Assoc. Retirement Co	Retirement funds for payroll ending 3/12/16	32,735.50	0.00	0.00	Posted
03/17/16	E00250	Transdev Services, Inc.	02/1-15/16 Arcadia Contractor Services	554,877.27	0.00	0.00	Posted
03/17/16	E00251	Transdev Services, Inc.	03/16 Management services fee	155,669.00	0.00	0.00	Posted
03/24/16	22851	AT and T - 5019	800 Line usage	303.18	303.18	0.00	Posted
03/24/16	22852	AT and T - 5025	El Monte Phone Line General	1,630.44	1,630.44	0.00	Posted
03/24/16	22853	AT and T - 5025	Computer line	111.91	111.91	0.00	Posted
03/24/16	22854	B and H Foto and Electronics Corp.	IT work room monitor	587.90	587.90	0.00	Posted
03/24/16	22855	C.A.T. Specialties	Uniform Shirts/Polos	9,585.46	9,585.46	0.00	Posted
03/24/16	22856	CA Newspaper Service Bureau	16-023 Newspaper Ad - IVDB	1,728.50	1,728.50	0.00	Posted
03/24/16	22857	California Deposition Reporters	RFQ 16-053 Pre-Proposal Conference	791.96	791.96	0.00	Posted
03/24/16	22858	Charter Communications	Cable TV	162.68	162.68	0.00	Posted
03/24/16	22859	Christopher Pieper	Educational assistance and reimbursement	2,001.00	2,001.00	0.00	Posted
03/24/16	22860	Clean Energy	01/16 Pomona CNG Fuel	457,382.39	457,382.39	0.00	Posted
03/24/16	22861	Come Land Maintenance Service Company Inc.	3/16 Janitorial Services	2,800.00	2,800.00	0.00	Posted
03/24/16	22862	Complete Coach Works	F-1718 NABI bus paint with livery graphics	13,528.10	13,528.10	0.00	Posted
03/24/16	22863	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Repairs	1,747.07	1,747.07	0.00	Posted
03/24/16	22864	Day Wireless Systems	Interface Cables	66.04	66.04	0.00	Posted
03/24/16	22865	Deanna Forrest	Reimbursable expense - spring floral arrangements	150.50	150.50	0.00	Posted
03/24/16	22866	Donald Luey	Reimbursable expenses -	321.72	321.72	0.00	Posted
03/24/16	22867	Instant Signs Inc.	Azusa P&R "Rules" Sign	206.36	206.36	0.00	Posted
03/24/16	22868	Jarrett Stoltzfus	Reimbursable expense - APTA Legislative Conference	1,639.61	1,639.61	0.00	Posted
03/24/16	22869	John Joseph Lutz	Educational assistance reimbursement	1,998.00	1,998.00	0.00	Posted
03/24/16	22870	Joshua Seth Landis	Euducational assistance reimbursement	1,971.00	1,971.00	0.00	Posted
03/24/16	22871	LaShawn Gillespie	Reimbursable expense Roadeo and CTA Conference	302.98	302.98	0.00	Posted
03/24/16	22872	Lazar and Associates	02/16 Interpreting Services	229.10	229.10	0.00	Posted
03/24/16	22873	Neil Beightol	"Closed Bus Stop" Signs	1,607.75	1,607.75	0.00	Posted
03/24/16	22874	Network Integration Company Pathers, Inc.	KPO 15-035 (3 Year MSA Contract)	4,320.00	4,320.00	0.00	Posted
03/24/16	22875	Networks Asia, Inc.	SilverStreak Campaign	4,474.00	4,474.00	0.00	Posted
03/24/16	22876	Newage PHM, LLC	TS2 Electricity Usage	7,214.05	7,214.05	0.00	Posted
03/24/16	22877	Platinum Security Inc.	El Monte TS6 Security Services	3,741.99	3,741.99	0.00	Posted
03/24/16	22878	Pulsar Advertising	02/16 Consulting services	27,323.25	27,323.25	0.00	Posted
03/24/16	22879	Raycom	Escort AT&T to Sierra Peak	685.00	685.00	0.00	Posted
03/24/16	22880	RNL/Interplan	Arcadia Improvement	897.57	897.57	0.00	Posted
03/24/16	22881	Sabrina Ashley Muhne	Educational assistance and reimbursement	1,968.00	1,968.00	0.00	Posted
03/24/16	22882	San Gabriel Valley Newspaper	01/16 Advertising	21,129.00	21,129.00	0.00	Posted
03/24/16	22883	Signal Campus, LLC	Azusa Pacific University	1,296.00	1,296.00	0.00	Posted
03/24/16	22884	Sing Tao Daily	02/16 Advertising	1,743.84	1,743.84	0.00	Posted
03/24/16	22885	Southern California Edison Co.	2/16 Admin Bldg Electricity	11,388.20	11,388.20	0.00	Posted

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03/24/16	22886	Southern California Edison Co.	Pomona Transit Center Electricity Usage	9,560.68	9,560.68	0.00	Posted
03/24/16	22887	Southern California Public Radio	Advertising	10,010.66	10,010.66	0.00	Posted
03/24/16	22888	Thomas Nass	Educational assistance and reimbursement	1,578.50	1,578.50	0.00	Posted
03/24/16	22889	Tri - Signal Integration, Inc.	1/1/16-9/30/16 AITC Fire Alarm Monitoring	315.00	315.00	0.00	Posted
03/24/16	22890	Verizon Calif - 920041	Ride Info Line	230.97	230.97	0.00	Posted
03/24/16	22891	Verizon Calif - 920041	Transit store hunt group	2,394.26	2,394.26	0.00	Posted
03/24/16	22892	Verizon Calif - 920041	Computer line	178.02	178.02	0.00	Posted
03/24/16	22893	Verizon Calif - 920041	Fax Line	50.92	50.92	0.00	Posted
03/24/16	22894	Walnut Valley Water District	2/16 Industry P&R Fire Sprinkler Water	94.64	94.64	0.00	Posted
03/24/16	22895	Zonar Systems Inc.	GPS DEVICES 118 EVIR001-S	24,696.00	24,696.00	0.00	Posted
03/24/16	E00252	First Transit Inc.	01/16 Pomona Contractor Services	28,679.68	0.00	0.00	Posted
03/24/16	E00253	First Transit Inc.	01/16 Pomona PMI's	12,500.00	0.00	0.00	Posted
03/24/16	E00254	Transdev Services, Inc.	02/16 Arcadia Contractor Services	1,390,963.24	0.00	0.00	Posted
03/24/16	E00255	Transdev Services, Inc.	Transporting Mini Bus to Camelia Parade	409.78	0.00	0.00	Posted
03/30/16	22896	Alireza Showkatian	Educational assistance and reimbursement	2,001.00	2,001.00	0.00	Posted
03/30/16	22897	Antonio F. Cartagena	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22898	AT and T - 105068	El Monte Back line	36.19	36.19	0.00	Posted
03/30/16	22899	AT and T - 5025	El Monte phone line (626)452-1579 & (626)452-1587	200.81	200.81	0.00	Posted
03/30/16	22900	Baker Donelson Bearman and Cal.	Public Affairs	9,330.62	9,330.62	0.00	Posted
03/30/16	22901	C.A.T. Specialties	Operations Jackets	405.48	405.48	0.00	Posted
03/30/16	22902	Capture Technologies, Inc.	4/16 Nice recorders channel expansion base rate	189.56	189.56	0.00	Posted
03/30/16	22903	Chamber of Commerce - Pomona	Legislative Luncheon	500.00	500.00	0.00	Posted
03/30/16	22904	Charles Rosales	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22905	Cory C. Moss	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22906	Crown Castle USA Inc.	San Dimas Tower Rental	752.42	752.42	0.00	Posted
03/30/16	22907	Cruz Baca Semebello	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22908	CSI Fullmer	Board Room Chair	330.20	330.20	0.00	Posted
03/30/16	22909	David Rodriguez	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22910	Day Wireless Systems	Interface Cables	66.04	66.04	0.00	Posted
03/30/16	22911	Edward J Alvarez	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22912	Emmett G. Badar	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22913	ENO Transportation Foundation	Transit Senior Executive Tuition - Sharlane Bailey	7,500.00	7,500.00	0.00	Posted
03/30/16	22914	FEDEX Corp.	Express Mail	130.07	130.07	0.00	Posted
03/30/16	22915	Finley and Cook, PLLC	Jet Reports Annual M&E 4/24/16-4/20/17	17,877.10	17,877.10	0.00	Posted
03/30/16	22916	Gary L. Boyer	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22917	Government Finance Officers Assoc.	GFOA Closing Event - Terry Wang	40.00	40.00	0.00	Posted
03/30/16	22918	Hector Delgado	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22919	Henry Lopez	Educational assistance and reimbursement	1,548.50	1,548.50	0.00	Posted
03/30/16	22920	Industry Public Utility Commission	2/16 Industry P&R Electricity	1,268.69	1,268.69	0.00	Posted
03/30/16	22921	James David Jollett	Re-order of Hand Sanitizers	4,480.00	4,480.00	0.00	Posted
03/30/16	22922	Jobs Available	Jobs Available subscription	45.00	45.00	0.00	Posted
03/30/16	22923	Joshua Seth Landis	Educational assistance and reimbursement	2,631.00	2,631.00	0.00	Posted
03/30/16	22924	Juventino M. Gomez	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22925	Katherine E. Gagnon	Educational assistance and reimbursement	4,002.00	4,002.00	0.00	Posted
03/30/16	22926	Linda Apodaca	Educational assistance and reimbursement	4,648.93	4,648.93	0.00	Posted
03/30/16	22927	Luis A Renderos	Reimbursable expense - Las Vegas	224.56	224.56	0.00	Posted

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03/30/16	22928 Margaret McAustin	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22929 Metrolink	1/16 Metrolink passes	115,465.00	115,465.00	0.00	Posted
03/30/16	22930 Michelle Lopes Caldwell	Reimbursable expenses - WTS Board Meeting	56.50	56.50	0.00	Posted
03/30/16	22931 NWC Partners, Inc.	Financial analysis of operations proposals	43,174.59	43,174.59	0.00	Posted
03/30/16	22932 Oscar Benavente	Reimbursable expense - Las Vegas	191.00	191.00	0.00	Posted
03/30/16	22933 Panera, LLC	USC Externs Luncheon	427.14	427.14	0.00	Posted
03/30/16	22934 Pitney Bowes	Postage Supplies	236.22	236.22	0.00	Posted
03/30/16	22935 Pitney Bowes Credit Corp.	Postal Machine Leasing Charges	1,111.08	1,111.08	0.00	Posted
03/30/16	22936 Richard Barakat	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22937 Richards Watson and Gershon	Legal Fees	1,465.57	1,465.57	0.00	Posted
03/30/16	22938 Roger Chandler	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22939 Roy Jorgensen Associates, Inc.	Facility Maintenance Plan License Fee	5,775.00	5,775.00	0.00	Posted
03/30/16	22940 SPS Data Communications	Install CAT6 cables from MDF to store	784.00	784.00	0.00	Posted
03/30/16	22941 Staples Business Adv.-Dept. LA	Office Supplies	246.75	246.75	0.00	Posted
03/30/16	22942 State Compensation Insurance Fund	4/16 Workers Comp. insurance premium	4,947.17	4,947.17	0.00	Posted
03/30/16	22943 Thompson Coburn LLP	Operations RFP's and Contracts	95,274.18	95,274.18	0.00	Posted
03/30/16	22944 Tzeitel Paras-Caracci	3/4 Governing Board Meeting	150.00	150.00	0.00	Posted
03/30/16	22945 W.M. Klorman Construction Corp.	AITC - Broken Barrier Cable Repair	4,219.47	4,219.47	0.00	Posted
03/30/16	22946 Yoko Igawa	Reimbursable expnese - 2016 Extern Welcome Lunch	82.69	82.69	0.00	Posted
03/30/16	E00256 International City Management Assoc. Retirement Co	Retirement funds for payroll ending 3/26/16	32,620.97	0.00	0.00	Posted
	General Checking		8,813,661.57	1,759,276.75	195.44	



April 22, 2016

To: Executive Board

Subject: **April 2016 Legislative Summary**

Recommendation

Receive and file the April 2016 Legislative Summary. Adopt a support position on AB 2222.

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 2222 (Holden).

State Legislative Issues:

AB 2222 would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University, and University of California students. This program would join the Transit and Intercity Rail Capital Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure subject to a continuous annual appropriation (\$50 million per year) from the Greenhouse Gas Reduction Fund. The Program would be administered by Caltrans, and funds from the Program would be distributed to public agencies, including but not limited to, a transit operator, school district, community college district, the California State University, the University of California, or a city or county, by the State Controller. Fifty percent of the funds allocated by the Program would be required to benefit disadvantaged communities. This bill could help support Foothill Transit's Class Pass Program. The bill passed out of the Assembly Transportation Committee on a unanimous vote and now heads to the Assembly Appropriations Committee.

The California State Controller's Office recently implemented a new interpretation of the statutes and regulations governing allocation of State Transit Assistance (STA) program funding. These changes will presumably now guide allocation of Cap and Trade funds in the Low-Carbon Transit Operations Program as well, since that program relies on the STA program allocation formulae and processes for fund distribution. The California Transit Association (CTA) has heard many concerns about these changes. The CTA recently endorsed support for a statute compelling the Controller to return to the long-understood methodology.



Federal Legislative Issues:

Congress has begun its work to fund federal programs for fiscal year 2016/2017. The House Budget Committee has approved a Budget Resolution to fund all government programs, while House and Senate appropriations subcommittees will soon begin drafting individual spending bills for each federal agency. While the full House may consider the Budget Resolution, it is not clear that the Senate will take up the measure. Absent a Budget Resolution, the House and Senate Appropriations Committees will begin advancing bills in late April based on last year's budget agreement.

The Budget Resolution that was approved by the House Budget Committee contains several non-binding proposals that would adversely impact public transportation programs. The American Public Transportation Association (APTA) has spoken out in strong opposition to these proposals, which include phasing-out funding for the New Starts program, prohibiting funding for high-speed passenger rail projects, setting conditions for funding the Washington Metropolitan Area Transit Authority (WMATA), and eliminating TIGER grants and operating subsidies for Amtrak. The resolution would also require the House Transportation & Infrastructure Committee to find \$100 million in savings over 10 years.

Budget Impact

The impact of AB 2222 has not been determined at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Reyno".

David Reyno
Director of Government Relations

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

Doran J. Barnes
Executive Director

Attachment

2016 Legislation Summary

Current as of 4/13/2016

(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 4/13/2016

(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 provided, an increase of \$38	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 Position Adopted 2/26/2016

2016 Legislation Summary

Current as of 4/13/2016

(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
		in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined.				
AB 2090	Alejo	This bill would authorize a recipient transit agency to apply for, and receive, Low Carbon Transit Operations (LCTOP) funds for the purpose of maintaining transit service levels, if the recipient transit agency is experiencing a fiscal emergency.	This bill would provide Foothill Transit with financial support in case of a severe funding challenge.	Assembly Committee on Transportation	CTA - Support	Support Position Adopted 4/1/2016
AB 2222	Holden	This bill would create a Transit Pass Program to provide free or reduced-fare transit passes to public school, community college, California State University and University of California students. This program would join the Transit and Intercity Rail Capitol Program and Low Carbon Transit Operations Program as a transit related Cap and Trade expenditure subject to a continuous annual appropriation (\$50 million/year) from the Greenhouse Gas Reduction Fund. The Program would be administered by Caltrans, and funds from the Program would be distributed to public agencies, including but not limited to, a transit operator, school district, community college district, the California State University, the University of California, or a city or county, by the State Controller. Fifty percent of the funds allocated by the Program would be required to benefit disadvantaged communities.	This bill could help support Foothill Transit's Class Pass Program.	Assembly Committee on Appropriations		Support
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	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support Position Adopted 8/28/2015

2016 Legislation Summary

Current as of 4/13/2016

(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
		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.				
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 providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	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
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	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

2016 Legislation Summary

Current as of 4/13/2016

(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
		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.				
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. 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.	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
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	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

2016 Legislation Summary

Current as of 4/13/2016

(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
		mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.				
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
SB 824	Beall	This bill would create flexibility in the Low Carbon Transit Operations Program (LCTOP) to allow a recipient transit agency to retain its funding share over multiple years for use in a subsequent fiscal year and loan, transfer and/or pool its funding share with other recipient transit agencies within its region if it cares to do so.	This bill would allow Foothill Transit to more strategically utilize our LCTOP funding shares	Senate Committee on Transportation and Housing	CTA - Support	Support Position Adopted 4/1/2016
SBX17	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	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support Position Adopted 8/28/2015

2016 Legislation Summary

Current as of 4/13/2016

(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
		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.				
SBX18	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 are related to fuel to fixing 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.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX11	Huff	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	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state	State Senate		Support Position Adopted 8/28/2015

2016 Legislation Summary

Current as of 4/13/2016

(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>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 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>	highway system.			

2016 Legislation Summary

Current as of 4/13/2016

(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
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



April 22, 2016

To: Executive Board

Subject: **Second Amendment - Deputy Executive Director Employment Agreement**

Recommendations

Authorize the Executive Director to execute the Second Amendment to the Deputy Executive Director Employment Agreement.

Analysis

The Foothill Transit Employee Compensation Program currently provides that Foothill Transit employees' existing sick and vacation accruals be converted to paid time off (PTO) and that the prior separate sick and vacation accrual rates be combined into a single PTO accrual rate going forward.

In addition, the Foothill Transit medical benefit program stipulates that Foothill Transit pays for 90 percent of the cost of the medical plan selected, with the employee paying for the remaining ten percent.

All Foothill Transit employees receive life insurance coverage in an amount equal to one year's annual base salary. Employees are also automatically eligible to be covered for an additional \$100,000 in life insurance coverage at their own expense.

It is recommended that the Deputy Executive Director's Employment Agreement be amended to:

1. Allow his prior sick and vacation accruals be converted to PTO, and that his future PTO accrue at a rate equal to his prior combined sick and vacation accrual rates;
2. Allow Foothill Transit to pay for 90 percent of the cost of his medical plan, with the remaining ten percent paid by the Deputy Executive Director;
3. Allow him to receive the life insurance benefit offered and available to other Foothill Transit employees as an expense covered by Foothill Transit.



Budget Impact

These changes are not anticipated to result in a change to the fiscal year 2016/2017 budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Doran J. Barnes', written over a circular stamp.

Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **Exercise of Option - SMARTBus System Support and Maintenance**

Recommendation

Authorize the Executive Director to exercise the second of two one-year options in the amount of \$362,220 for Xerox Software Support and Maintenance of Foothill Transit's SMARTBus System.

Analysis

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

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

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



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

Budget Impact

The cost of the Xerox Software Support and Maintenance contract is included in the proposed FY16/17 Information Technology operating budget.

Sincerely,

A handwritten signature in blue ink that reads "Donald Luey".

Donald Luey
Information Technology Director

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

Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **Contract Award – Architectural and Engineering Services for the Covina Park & Ride and Transit Center**

Recommendation

Authorize the Executive Director to execute Contract No. 16-053 with RNL Interplan, Inc. (RNL) for the provision of Architectural Engineering and Design Services related to the development of the design of a Park & Ride and Transit Center in the City of Covina in the amount of \$554,522.

Analysis

On February 26, 2016 Foothill Transit issued Request for Qualifications (RFQ) No. 16-053 seeking proposals from architectural and engineering (A&E) firms with specific expertise in parking facility and transit center design to provide consulting services to Foothill Transit for the preliminary design of a parking structure and transit center in the City of Covina.

The base scope of services for Phase I will include provision of appropriate A&E services including, but not limited to preparation of preliminary engineering design documents for a proposed parking structure with bus pick-up/drop-off location, pedestrian movement; preparation of specific plan and permit applications; design to support the development of the appropriate environmental clearance; and performance of related preliminary engineering work as described in the RFQ. The cost for Phase I services is \$422,622.

An option for construction administrative services during construction was also included in the RFQ in the amount of \$131,900. The construction administrative services includes responding to vendor questions during the Design-Build RFP issuance, responses to Request for Information (RFI) and limited technical submittal responses during construction. The project delivery method for Phase II of the Project will be a separate procurement for design-build.

Three proposals were received on March 30, 2016. Interviews were performed on April 13, 2016. The highest-rated proposer was RNL.



RNL is an international design firm providing architecture, landscape and urban design services. RNL's experience includes design of transit centers, park and rides and bus operation facility projects.

Federal environmental studies and findings must be completed before the design of the project can move forward, and as such the consultant's work will include Phase I being limited to assisting the City of Covina's environmental consultant, as necessary, in preparing the appropriate Federal and State environmental studies. The preliminary engineering design work will also include preliminary parking structure design and site plan.

Budget Impact

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'SAB/for', positioned above the name Sharlane Bailey.

Sharlane Bailey
Director of Facilities

A handwritten signature in blue ink, appearing to read 'DJB/for', positioned above the name Doran J. Barnes.

Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **Status Update on Electric Bus Program**

Recommendation

Receive and file the Status Update on the Electric Bus Program.

Analysis

The Ecoliner electric bus program began back in 2009, when a \$6.5 million dollar federal grant enabled us to buy three 35-foot Proterra electric buses and build two charging stations at the Pomona Transit Center. Foothill Transit has been operating electric buses continuously since then, expanding the electric fleet in 2014 with the addition of 12 Proterra buses. This allowed the full electrification of Line 291 and partially electrifying Line 855, both charging at the Pomona Transit Center. Currently, we have nine buses in service at peak times.

To date we have driven over 800,000 all-electric revenue miles. We account for almost half of Proterra's fleet revenue miles and they continue to be a close partner. Last month alone we accumulated over 27,000 miles on our electric fleet.

The buses have performed well, with very good availability. A recently released report from the National Renewable Energy Laboratory (NREL) shows that the reliability of the buses is three times better than CNG buses. Foothill Transit's bus availability figure - the percentage of days in which the buses are available for service - was 90 percent for the electric buses versus 94 percent for the CNG buses. One cause of the lower availability was a single Ecoliner bus that was out of service for an extended time due to a long lead time on a body panel.

Operating Costs

We're very happy to report that through careful oversight we have made sure that the electric buses are less expensive to operate than our CNG buses. Our Ecoliners save us money with every mile driven.



Electricity or "fuel" cost

The cost of electricity is an important issue throughout the electric bus industry in California. Our State has some of the highest electricity rates in the nation, and because of this, electricity costs must be monitored and managed.

The NREL report reflects this reality, showing that the cost of electricity is 65 percent higher than natural gas. However, credits from the State of California generate additional revenue that is equal to or greater than the premium paid for electricity over natural gas.

In the fall of last year Foothill Transit began claiming credits available through the Low Carbon Fuel Standard program. These credits, which will be claimed each quarter going forward, are earned because our electric buses greatly reduce greenhouse gas (GHG) emissions compared to diesel.

Revenues from LCFS Credits

Quarter	Revenue
Q3 2015	\$12,880
Q4 2015	\$11,536
Q1 2016 (est.)	\$29,338

On the technical side, in the last quarter Proterra installed software on the buses to manage our charging rates, which reduces our kilowatt charging needs thereby reducing electricity costs. The software upgrade effectively lowered costs by approximately 15 percent.

It is important to note that because LCFS credits are sold on an open market, the value of the credits fluctuates over time. Because of this, the savings in the future may be greater than or less than today's savings.

Maintenance cost

Regular preventive maintenance inspections (PMIs) of the buses keeps them repaired and running well. Minor PMIs occur every 6,000 miles, with heavier service occurring at 12,000, 24,000 and 48,000 miles. Each PMI consists of a checklist of items that are inspected with service performed on any consumable items like tires, brake-pads, engine oil, and other fluids. Notably, our CNG buses get an oil change every 6,000 miles, which requires 42 quarts of motor oil.

The electric buses, while using similar checklists (except for the drivetrain), and while incurring similar labor costs associated with the maintenance,



involve no engine consumables such as oil or filters. Because of this, the preventive maintenance on the electric buses is 25 percent cheaper than on the CNG fleet.

In per-mile terms, the PMI cost on a CNG bus is 12 cents per mile, compared to nine cents per mile on the electric buses.

A comparison of operating costs for electric and CNG buses is shown below.

Summary of Operating Costs (Per Mile)

Category	Electric	CNG
Fuel	\$0.37	\$0.23
Maintenance	\$0.09	\$0.12
Total	\$0.46	\$0.35

New Electricity Rates

When the Ecoliner program started, Foothill Transit was able to obtain a waiver of the demand charge from the California Public Utilities Commission. This was a three-year waiver to enable a demonstration of new technology buses. The waiver expired at the end of last year. While we were in discussions with SCE for much of last year about the new rate, there was uncertainty about what those rates would be in 2016 and going forward.

In December, SCE finalized our new rates for 2016. The rate structure is known as "EV-4", and is designed for companies with small fleets of electric trucks and buses. In the coming year, SCE will be finalizing a rate known as "EV-6", which we can grow into as our fleet expands.

While our rates under EV-4 will be about 10 to 15 percent higher than they were under our prior rate, we now have assurance to plan for future fleet growth without the uncertainty that existed last year. Also, even though the EV-4 rate is a little higher, we have taken many steps to ensure savings.

Future Plans

Foothill Transit will add two all-electric buses in the next few months, in addition to the 13 buses in the works for next year. At the Executive Board Strategic Planning Workshop in February, it was decided to move forward with a long term goal of a 100 percent electric revenue vehicle fleet by 2030, as long as the technology is available. These future plans will not only help




Foothill Transit

Executive Board Meeting

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Status Update on Ecoliner Electric Bus Program
Page 4

Foothill Transit run a clean and green fleet, but will help our reliability goals and our operating budget as well.

Sincerely,



Andrew Papson
Electric Bus Program Manager



Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **2030 All Electric Vision**

Recommendation

Adopt Foothill Transit's "2030 All Electric Vision."

Analysis

In 2010 Foothill Transit's electric bus project began. It represented a revolutionary new approach to providing ecologically friendly public transportation service through buses fueled by unique rapid-recharge batteries. To delineate and call attention to the electric buses in the fleet, Foothill Transit, with the assistance of Pulsar advertising, created a marketing sub-brand and unique livery for these vehicles and named them the "Ecoliner". The word Ecoliner was derived from "ecological" referring to conservation of the environment and "liner", a traditional transportation phrase referring to smooth and efficient. The name was trademarked and embodied Foothill Transit's commitment to quality and innovation.

In 2014 Foothill Transit expanded the electric bus fleet with the addition of 12 35' Proterra buses which enabled Foothill Transit to fully electrify Line 291 and partially electrify Line 855.

With vast advancements in electric vehicle technology, Foothill Transit is expanding the electric bus program to include two new 40' Catalyst FC (fast-charge) electric buses. The 40' Catalyst FC is currently in the final inspection phase of production and expected to be deployed into revenue service in the summer of 2016. In addition, Foothill Transit is currently in contract negotiations with Proterra to purchase 13 new 40' Catalyst XR (extended range) buses expected to be completed in fall 2017.

A Bold New Vision

The goal of using the sub-brand "Ecoliner" was to have the public easily recognize Foothill Transit's electric buses, but with the addition of the 40' Catalyst FC and XRs, the sub-brand is no longer adequate. It became clear that we needed a more robust marketing campaign around the entire electric program to highlight Foothill Transit's technical expertise and growing electric fleet. It is now an opportune moment to elevate the marketing platform around the electric program in order to gain the local and national media attention the program deserves while boldly stating the agency's



intention to have an all-electric fleet by the year 2030. Staff is working closely with Pulsar Advertising to create a more full-bodied approach to showcase our electric bus program.



The first step in marketing the new vision for the electric program was creating a manifesto for the agency to declare. The manifesto pronounces Foothill Transit's vision to have a fully electric fleet by the year 2030. To coincide with that vision, we launched our electric campaign in time for Earth Day. Clever new tag lines like "Every day is Earth Day at Foothill Transit," and "Let's Clear the Air," will be used in print ads, online social media announcements and press releases. Training videos are being created to be shared at trade shows, conferences and local fairs and the Ecoliner page on our website has been updated to now encompass the entire electric bus program and is now the electric bus program page. It features key advantages and benefits of the electric buses along with technical information for those seeking more in-depth technological information.

The new campaign will also include updating the electric bus livery to include the text, "I'm Electric," and "Your all-electric Bus" and various other tag lines to be placed on all the electric vehicles as the "Ecoliner" logo is retired. Three 35' Proterra buses will be wrapped with a unique brand featuring hummingbirds, butterflies and California Poppy flowers on a deep blue sky with a white, puffy cloud background and the tag line, "Let's Clear the Air."



As Foothill Transit incorporates more electric vehicles into the overall fleet, the public will be able to easily distinguish electric buses from compressed natural gas (CNG) buses creating clear brand awareness and a strong statement connected to the manifesto.

The marketing campaign will engage customers, encourage a commitment to the environment with customers and foster the curiosity of potential customers who have not considered public transportation until now.

Sincerely,

A handwritten signature in blue ink that reads "Linda Apodaca".

Linda Apodaca
Interim Director of Marketing
and Communications

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

Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **Class Pass Program - Cal Poly Pomona**

Recommendation

Authorize Executive Director to pursue a memorandum of understanding with Cal Poly Pomona to implement a Class Pass Pilot Program and pursue the development of a transit center on campus.

Analysis

Foothill Transit's Class Pass programs at Mt. San Antonio College and the University of La Verne have been successful marketing programs that have attracted new riders by partnering with local schools to attract student riders. Local students are an excellent opportunity to capture future riders, by allowing them to see the benefit of public transit as a means to get to and from school with the hope that in the future they will continue to ride to their jobs and other destinations. The San Gabriel Valley is known locally as the education capitol of Southern California with three community colleges, a California State University, and numerous private colleges. Foothill Transit hopes to partner with as many colleges as possible to continue to show students the benefits of riding public transit.

Following along with this marketing and education plan, Foothill Transit hopes to partner with California State Polytechnic University, Pomona (Cal Poly) with both a Class Pass Pilot and the development of a transit center near the heart of campus. The pilot phase of the Class Pass program allows the campus and Foothill Transit to estimate ridership on the campus by offering the program at no cost to the college for one school year (three academic quarters for Cal Poly). Foothill Transit would agree to provide marketing of the program and transit passes for the students and would assist with the administrative setup of the program. The pilot program would last for three quarters with the understanding that the school would hold a student vote at some point during the pilot.

The success of this program hinges on the ability to provide a viable transit option that compares favorably with the option of a student who drives to and from campus. An important aspect of this is to have a location that is as



close as possible to the heart of the campus where students would access the transit service. Stop locations that add additional time and walking distance to the interior of the campus will not support a successful Class Pass Pilot.

Attractive transit centers also contribute to accessible transit options and Foothill Transit has been in discussions with campus representatives about a potential location for a conveniently located transit center on campus. Foothill Transit would provide funding for the creation and development of a transit center on campus that would provide a link for students to multiple lines. There are currently five lines that serve the outskirts of campus at least a half-mile from the heart of campus. A transit center located closer to the heart of campus would give students viable options other than driving a car to campus.

Cal Poly has approximately 24,000 students enrolled and is currently served by five Foothill Transit Lines, including Lines 195, 289, 480, 482, and 486.

Sincerely,

Katie Gagnon
Special Projects Manager

Doran J. Barnes
Executive Director



April 22, 2016

To: Executive Board

Subject: **Proposed Fiscal Year 2016/2017 Business Plan and Budget**

Recommendation

Recommend approval of Foothill Transit’s proposed Business Plan, Budget and Performance Targets for Fiscal Year 2016/2017 to the Foothill Transit Governing Board.

Analysis

The Business Plan and Budget development process provides an opportunity to review Foothill Transit’s current and planned financial status in relation to goals and objectives. To facilitate this process, a final draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2015/2016 accomplishments, a budget summary and departmental budget summaries.

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

The Fiscal Year 2016/2017 Business Plan and Budget document is provided in **Attachment A**. It was developed with the organization’s mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

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

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



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

- **Pomona Operations Contract 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 to facilitate an effective transition to a new operating agreement on July 1, 2017.
- **Arcadia Operations Contract Start-up** - Procurement activities were recently completed for a new operations and maintenance agreement at the Foothill Transit operations and maintenance facility in Arcadia. Six proposals were received and evaluated. Following the evaluation process, a contract was awarded to the incumbent contractor, Transdev Services, Inc., at the April 1, 2016, Executive Board. 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 start-up activities will include a thorough inspection along with any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract start-up. In addition, numerous contract closeout activities for the current transit operations and maintenance agreement will be completed in the months following the contract transition.
- **Fleet Electrification** - In 2010, Foothill Transit became the first transit agency in the nation to implement fast-charge, all-electric buses into normal transit operations. Our electric bus program has matured as we have gained much-needed insight from our experience operating our 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 under way for a new state of the art system to replace Foothill Transit's aging computer aided dispatch and automated vehicle location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes.
- **Covina Park & Ride and Transit Center Development** - Development of the Covina Park & Ride continues to be a priority this year. The proposed project will consist of a partnership between the City of Covina, a private developer, and Foothill Transit. The City of Covina will be the lead for the three-party Agreement. The project 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 Implementation** - 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.

- **Innovative Service Delivery Concepts** - Transportation network companies (TNCs) such as Uber, Lyft and others have become more prevalent within the Foothill Transit service area and throughout the nation. As such, it is prudent for Foothill Transit to investigate and pursue strategies to provide for more seamless integration of the mass transit service we provide with the services provided by these TNCs. In the coming year, staff will work within the framework of the Federal Transit Administration's (FTA) guidelines to implement innovative approaches to partnering with TNCs in delivering service not only to our current customers, but also to those customers who could use the services of a TNC to provide much-needed critical first-mile and last-mile trip connections.
- **Class Pass Program Expansion** - Based on the successful launch and adoption of the Class Pass programs at Mt. SAC and University of La Verne, Foothill Transit will pursue Class Pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys.

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

Subsequent to the Governing Board's adoption of Foothill Transit's FY2016/2017 Business Plan and Budget, staff will update Foothill Transit's Ten-Year Financial Outlook using the Governor of California's May Revise to the State Budget, final formula allocation procedure (FAP) funding marks received from Los Angeles County Metropolitan Transportation Authority (Metro), and available local and statewide economic forecasts. It is anticipated that this document will be presented to the Board as an information item in Fall 2016.

Financial Impact

Foothill Transit's proposed FY2016/2017 budget is balanced between revenues and expenses with an estimated \$94.2 million operating budget and a \$56.1 million capital budget, for a total budget of \$150.3 million. The Fiscal



Year 2016/2017 Business Plan and Budget targets a farebox recovery ratio of 21 percent.

Revenue projections are based upon the proposed annual "funding marks" developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2016/2017, including Municipal Operator Service Improvement Program (MOSIP) funds. The Metro Board took action in 2008 that extended that funding source indefinitely. This is one of Foothill Transit's primary sources of local matching funds for federally funded capital projects.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. McDonald".

Kevin Parks McDonald
Deputy Executive Director

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

Doran J. Barnes
Executive Director

Attachment



Foothill Transit
BUSINESS PLAN
AND BUDGET
FY16/17
DRAFT



Foothill Transit Leadership

Governing Board

CLUSTER 1

Claremont

Councilmember Corey Calaycay
Councilmember Opanyi K. Nasiali,
Alternate

La Verne

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

Pomona

Councilmember Paula Lantz
Mayor Elliott Rothman, Alternate

San Dimas

Councilmember Emmett Badar
Councilmember John Ebner,
Alternate

Walnut

Councilmember Antonio Cartagena
Mayor Pro Tem Mary Su, Alternate

CLUSTER 2

Azusa

Councilmember Uriel Macias
Councilmember Edward J. Alvarez,
Alternate

Baldwin Park

Councilmember Cruz Baca
Councilmember Susan Rubio,
Alternate

Covina

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

Glendora

Mayor Pro Tem Gary Boyer
Mayor Gene Murabito, Alternate

Irwindale

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

West Covina

Mayor Pro Tem Corey Warshaw
Councilmember Tony Wu, Alternate

CLUSTER 3

Arcadia

Mayor Pro Tem Roger Chandler
Councilmember Tom Beck, Alternate

Bradbury

Councilmember Richard G. Barakat
Mayor Richard T. Hale Jr., Alternate

Duarte

Councilmember Tzeitel Paras-Caracci
Mayor Samuel Kang, Alternate

Monrovia

Councilmember Becky Shevlin
Vacant, Alternate

Pasadena

Councilmember Margaret McAustin
Mayor Terry Tornek, Alternate

Temple City

Mayor Pro Tem Cynthia Sternquist
Councilmember William Man,
Alternate

CLUSTER 4

El Monte

Councilmember Juventino “J”
Gomez

Vacant, Alternate

Diamond Bar

Councilmember Carol Herrera
Mayor Nancy A. Lyons, Alternate

Industry

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

La Puente

Mayor Pro Tem Valerie Muñoz
Councilmember Violeta Lewis,
Alternate

South El Monte

Mayor Pro Tem Hector Delgado
Mayor Pro Tem Gloria Olmos,
Alternate

CLUSTER 5

County of Los Angeles

David C. Rodriguez
(Representing Supervisor Don
Knabe)
Michael De La Torre
(Representing Supervisor Mike
Antonovich)
Sam Pedroza
(Representing Supervisor Hilda
Solis)

Senior Management

Doran J. Barnes
Executive Director

Kevin Parks McDonald
Deputy Executive Director

LaShawn King Gillespie
Director of Customer Service and
Operations

Roland Cordero
Director of Maintenance and Vehicle
Technology

Felicia Friesema
Director of Marketing and Communications

Executive Board

Chair

Carol Herrera
Cluster 4 - Diamond Bar

Vice Chair

Becky Shevlin
Cluster 3 - Monrovia

Board Member

Michael De La Torre
Cluster 5 - County of Los Angeles

Board Member

Peggy Delach
Cluster 2 - Covina

Board Member

Corey Calaycay
Cluster 1 - Claremont

Executive Board Alternates

Paula Lantz
Cluster 1 - Pomona

Corey Warshaw
Cluster 2 - West Covina

Cynthia Sternquist
Cluster 3 - Temple City

Valerie Muñoz
Cluster 4 - La Puente

Sam Pedroza
Cluster 5 - County of Los Angeles

Donald Luey
Director of Information Technology

Jarrett Stoltzfus
Director of Procurement

Michelle Caldwell
Director of Finance and Treasurer

Joseph Raquel
Director of Planning

Sharlane Bailey
Director of Facilities

David Reyno
Director of Government Relations

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EXECUTIVE SUMMARY



Executive Summary

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

Foothill Transit will remain keenly focused on safety, customer service, efficiency and innovation and a number of capital and operating programs designed to achieve these goals will be underway this year. Among these are the development of the Covina Park & Ride facility, implementation of a college ridership program with Citrus College, new CNG and electric bus procurements, implementation of recommendations from the Fare Restructuring Study that is currently ongoing and the replacement of the agency's computer aided dispatch and automatic vehicle location (CAD/AVL) system, all with the goal of growing ridership and improving our customers' day-to-day experience with our service.

The FY16/17 Business Plan projects that Foothill Transit will operate 881,868 vehicle service hours, which represents an increase of 11 percent over FY15/16 year-end estimated service levels.

The total agency-wide budget of \$150 million is a 9.6 percent increase over the FY15/16 budget and 22 percent higher than the FY15/16 estimate to complete. The FY16/17 transit operating cost, budgeted at \$92.7 million, represents an 18 percent increase over FY15/16 budget, and is 23 percent higher than the FY15/16 estimate to complete. The FY16/17 capital budget of \$56 million is 20 percent higher than the FY15/16 planned estimate to complete of \$46.6 million.

The primary drivers in the increase are the addition of Lines 190, 194, and 270 and assumptions related to proposed service enhancements. These include operation of connector service to the Gold Line Foothill Extension and service between the Gold Line and the Los Angeles County Fair. Additional service enhancements include frequency improvements in response to customer requests on several lines including Line 280 which travels between Azusa and the Puente Hills Mall and on the Silver Streak which travels between Montclair and downtown Los Angeles. Also impacting the overall budget increase are the cost increases on the newly procured transit operations contract at the Arcadia operations and maintenance facility.

Foothill Transit's FY16/17 fare revenue projection is \$19.5 million, which is three percent above last year's budget. Foothill Transit's ridership is also projected to increase by 7.6 percent in the coming year. The ridership increase takes into account the addition of Lines 190, 194, and 270. This year's Business Plan includes a heightened focus on innovative service delivery concepts focused on growing ridership. Fare revenues are increased slightly due to the new ridership expected on Lines 190 and 194. Excluding the new lines, fare revenue has declined by approximately four percent. The fare restructuring planned for this fiscal year will address methods to increase fare revenues.

Mission Statement and Values

Mission Statement

The mission of Foothill Transit is to be the premier public transit provider committed to **safety, courtesy, quality, responsiveness, efficiency and innovation.**

Values

SAFETY

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

RESULTS

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

INTEGRITY

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Overall System Performance

This chart shows a comparison of Foothill Transit's overall system performance for FY14/15, the projected performance for FY15/16, and the targeted performance goals for FY16/17.

Overall System Performance	FY14/15 Actual	FY15/16 Target	FY15/16 Estimate	FY16/17 Target
Passenger Boardings	14,569,534	14,800,000	13,800,000	14,849,171
Vehicle Service Hours	759,784	806,300	794,319	881,868
Fare Revenue	\$ 18,890,298	\$ 18,880,000	\$ 17,500,000	\$ 19,500,000
Operating Expense	\$ 70,710,986	\$ 78,501,970	\$ 75,119,102	\$ 92,748,920

Goal	Indicator	FY14/15 Actual	FY15/16 Target	FY15/16 Estimate	FY16/17 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.75	.70	.84	.70
	Schedule Adherence Miles Between	83.2%	85.0%	83.6%	83.0%
Provide Outstanding Customer Service	Service Interruptions	27,363	20,000	25,250	20,000
	Complaints per 100,000 Boardings	16.5	15.0	16.5	16.0
	Average Hold Time (Average Time to Answer)	23 seconds	40 seconds	26 seconds	40 seconds
Operate an Effective Transit System	Boardings per Vehicle Service Hour	19.2	18.4	17.4	16.8
	Average Weekday Boardings	48,731	49,490	46,500	49,638
Operate an Efficient Transit System	Farebox Recovery Ratio	26.7%	24.1%	23.3%	21.0%
	Average Cost per Vehicle Service Hour	\$ 93.07	\$ 97.36	\$ 94.57	\$ 105.17

Initiatives for FY15/16 and FY16/17



FY 15/16 Initiatives

Bus Replacement
- 30 New Buses

SMARTBusSystem
(SBS) Replacement
Procurement

College Pass
Program Expansion

Fare Restructuring
Analysis Procurement

San Gabriel and
Pomona Valley Park &
Rides Development

Service Enhancement
Implementation

Mt. SAC Transit Center
Negotiation and Design

Arcadia Operations
Contract Procurement



FY 16/17 Initiatives

Pomona Operations
Contract Procurement

Arcadia Operations
Contract Start-up

Fleet Electrification
Planning and Procurement

CAD/AVL System
Replacement

Covina Park & Ride and
Transit Center Design

Fare Restructuring
Recommendations and
Implementation

Mt. SAC Transit Center
Development

Alternative Service
Delivery Concepts

Class Pass Program
Expansion

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SERVICE SUMMARY



Agency History

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

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

Foothill Transit now operates 37 fixed-route local and express lines, covers over 300 square miles in eastern Los Angeles County, and serves approximately 14 million customers each year. This number is up from 9.5 million from the time of Foothill Transit's formation.

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

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

Agency growth continued in 2007 as Foothill Transit launched the region's first cross-valley, high occupancy bus service - Silver Streak. Covering approximately 40 miles - from Montclair to downtown Los Angeles - Silver Streak route spends about five percent of its total trip time on surface streets, utilizing freeways and HOT lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail. The Silver Streak was also the first public transit service in Southern California to offer customers free mobile Wi-Fi service on all 30 of its 60-foot articulated buses. Wi-Fi service was discontinued in early 2009 due to smart phone advancements and looming operating budget cuts from the state.

Continuing its commitment to adopting low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind all-electric, zero-emissions electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles are the first all-electric, heavy duty public transit buses ever to utilize in-route fast charging capability that enables them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2

million TIGGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 and on other lines that serve the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero-emissions bus line in operation in Los Angeles County.

In recognition of the maturity of the organization and to ensure continuing the pursuit of what best serves the organization and stakeholders, Foothill Transit began the transition to in-house management on June 15, 2013 – hiring its first full-time employee Executive Director Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation. At the direction of the Board, senior leadership and technical staff for each functional area of the organization was hired and the management services contract with Transdev was amended, resulting in management of Foothill Transit being brought in-house on July 1, 2013. On-street operations and maintenance, as well as Transit Store operations and bus stop maintenance, continue to be provided under contracts with private firms.

In the quest to provide more convenient and predictable commuting options for residents of the San Gabriel and Pomona Valleys, Foothill Transit began providing service to the organization’s first agency-owned parking structure – the Industry Park & Ride in the City of Industry on October 7, 2013. The structure houses 622 parking spaces and its construction allowed for the introduction of Line 495 – Foothill Transit’s first and only commuter line to offer non-stop service into downtown Los Angeles. Our second Park & Ride facility opened in January 2016 in the City of Azusa, in conjunction with the Azusa Intermodal Transit Center. That structure, with use shared by the City of Azusa and the Gold Line Foothill Extension, provides 202 spaces dedicated during peak commuting hours to Foothill Transit customers. Line 496, a new pilot route serving that facility, transports customers to and from downtown Los Angeles on weekdays. Additionally, Line 280 – a north-south route traveling between Azusa and the Puente Hills Mall, serves the new Azusa Intermodal Transit Center and includes infrastructure for electric bus charging to facilitate future plans to fully electrify Line 280.

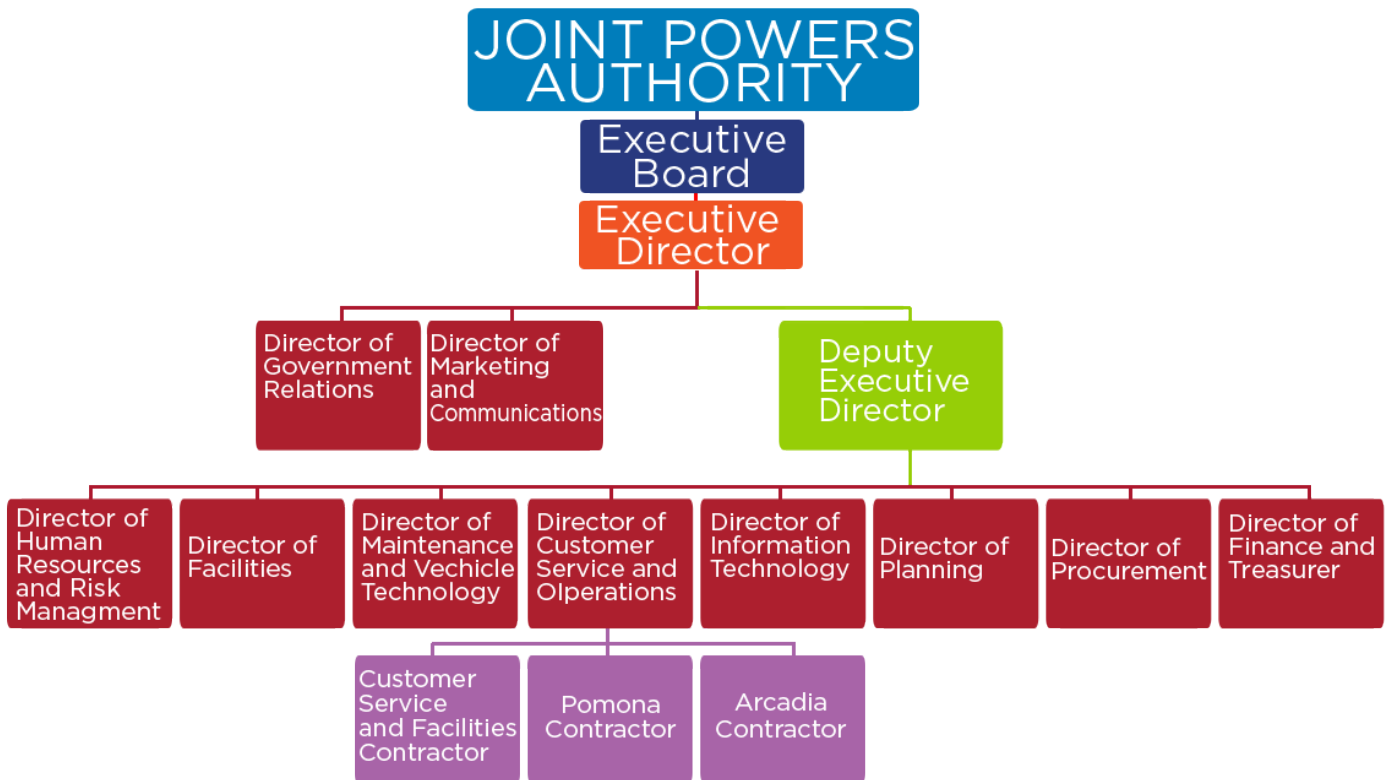
Toward the end of FY15/16, service on Lines 190 and 194, both traveling between El Monte and Pomona is anticipated to be transferred from L.A. Metro along corridors not currently served by Foothill Transit. Another route – Line 270 – with service between Monrovia and El Monte is anticipated to be transferred from L.A. Metro in June 2016.

Structure

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

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

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



Foothill Transit Fleet and Facilities



1200s

4 currently in the fleet
Seats 41
CNG fueled



1300s

16 currently in the fleet
Seats 40
CNG fueled



1400s

75 currently in the fleet
Seats 40
CNG fueled



1500s

10 currently in the fleet
Seats 40
CNG fueled



1600s

30 currently in the fleet
Seats 58
CNG fueled



1700s

30 currently in the fleet
Seats 36
CNG fueled



1800s

12 currently in the fleet
Seats 36
CNG fueled



1900s

14 currently in the fleet
Seats 34
CNG fueled



2000s

15 currently in the fleet
Seats 35
100% electric bus



2100, 2200 and 2300s

124 currently in the fleet
2100s seats 37; 2200s
and 2300s seats 38
CNG fueled



2400s

30 currently in the fleet
Seats 36
CNG fueled



West Covina Administrative Office

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



Arcadia Operations and Maintenance Facility

5640 Peck Rd.
Arcadia, CA



Pomona Operations and Maintenance Facility

200 S. East End Ave.
Pomona, CA

Service Changes Proposed For the Next Three Years

This section includes information on service changes planned for FY16/17 as well as for the two successive fiscal years.

Gold Line Extension Interface

In FY15/16, four Foothill Transit lines were extended to interface with the Gold Line extension. Line 272 connects with the Duarte Gold Line Station, Lines 185 and 280 have been extended to connect with the Azusa Intermodal Transit Center and Lines 284 and 488 have been extended to connect with the Citrus/ APU Gold Line Station.

The impact of the Gold Line extension to ridership will be closely monitored and appropriate adjustments will be made to lines to ensure the highest level of connectivity and productivity is achieved. Lines impacted by the Gold Line extension include Lines 185, 187, and 690. Any changes to these lines will be presented to the public to gather feedback before any changes are implemented.

Lines 190, 194, and 270

Foothill Transit will begin operation of Lines 190, 194, and the northern segment of Line 270 on June 26, 2016. During the first year of operation, Foothill Transit will maintain the same levels of service and honor LA Metro fare products in order to make the transition as seamless as possible to customers. As with other lines, ridership and productivity will be closely monitored and improvements will be implemented to improve connectivity to and from these new lines with existing Foothill Transit service. The addition of Line 270 will also provide Foothill Transit connectivity to the Monrovia Gold Line station.

Comprehensive Operational Analysis Recommendations

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

As mentioned previously, the initial integration to the Gold Line extension is complete and has been implemented, along with the recommendations in the service area around West Covina. Staff plans to focus on the recommended service enhancements in the Pomona and El Monte area.

Comprehensive Operational Analysis Recommendations (continued)

These regional service area enhancements focused on streamlining routes, creating more direct trips and improving connectivity and transfer which is key with the addition of Lines 190, 194, and 270. The regional service areas also looked at reducing duplication of services and fulfilling unmet needs determined by customer surveys.

Following the Public Outreach process, the final recommendations will be presented for Governing Board approval. Service improvement recommendations approved by the Governing Board will begin implementation during FY17/18.

Line Productivity

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

Major Capital Projects Proposed For the Next Three Years

This section includes information on capital grants for FY16/17 and two successive fiscal years.

CAD/AVL System Replacement

The procurement process to replace Foothill Transit's current Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System that was procured in FY05/06 is underway. The process of replacing the outdated system began in FY15/16 and will involve outfitting the entire revenue fleet with updated data tracking and customer information equipment as well as replacement of the equipment located at both operations and maintenance facilities and the administrative offices.

Bus Replacement

In the upcoming three fiscal years (FY16/17 through FY18/19), Foothill Transit will continue to replace the oldest coaches in its fleet. The 1400 and 1500 series of buses, which were purchased in 2004 and 2006 respectively, will have accumulated 500,000 miles in service by the time they are replaced by new compressed natural gas (CNG) and electric buses.

Bus Fleet Heavy Maintenance

As the fleet accumulates in-service miles of at least 250,000 – 300,000 miles, the buses will undergo heavy maintenance that will include a re-powering to provide more efficient and cost effective service. The heavy maintenance program will mitigate mechanical bus failures, improving on-time performance and reducing customer complaints. Approximately 90 buses will undergo heavy maintenance over three years between, FY15/16 through FY17/18.

Facility Rehabilitation, Repair and Maintenance

Hydraulic In-Ground Lifts Rehabilitation:

The in-ground lifts at the Pomona and Arcadia Operations and Maintenance facilities have not been in service for several years due to concerns regarding the weight of the new fleet of buses and the current capacity of the lifts. In FY16/17, the twelve hydraulic lifts will be inspected and rehabilitated to restore them to service at both facilities.

Arcadia Improvements:

Several improvements will be made to the interior and exterior of the Arcadia Operations and Maintenance facility. These include an upgrade of the dispatch area to reduce noise and enhance space utilization; refurbishment of the roll-out shelter for inspection of vehicles prior to their entry into revenue service; replacement of the cabinets in the mechanics break room and training room; and replacement of old, worn-out office furniture.

Facility Rehabilitation, Repair and Maintenance (cont.)

Arcadia HVAC and Roof Replacement:

Repairs to the 13 year-old Arcadia facility are schedule for the next three fiscal years.

Pomona Floor Coating & Exterior Floor Scrubber:

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

Arcadia Compressed Natural Gas (CNG) Compressor Replacement:

The existing CNG compressors at Arcadia, installed in 2005, require continued maintenance due to old equipment and replacement parts that require custom fabrication on various parts that are no longer compatible. In order to provide reliable service, two additional compressors are required to supplement the original compressors. The installation includes upgrades to the priority panel and switchgear to integrate the skid with the existing installed compressors.

Pomona Emergency Gas Generator Replacement:

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

New West Covina Transit Store:

The current West Covina transit store location experiences low foot traffic. Several options are being reviewed for the location of the West Covina Transit Store. Re-location on West Covina Parkway will serve a busy bus stop location that serves the center of Foothill Transit service area.

Park & Rides

Covina Park & Ride

A surface parking lot located in the City of Covina to serve as a Park & Ride for Foothill Transit customers is being developed. The lot size of 5.18 acres is estimated to facilitate parking for approximately 450 vehicles.

Major Capital Projects Proposed For the Next Three Years (cont.)

Park & Rides (cont.)

West Covina Transit Center and Park & Ride Facility

Foothill Transit is continuing to work with the City of West Covina on the development of a Transit Center and Park and Ride facility in the city. At one time, Foothill Transit had access to over 1,100 park and ride parking spaces at the Eastland Shopping Center. As the Eastland Shopping Center has evolved, these spaces are no longer available. A long-term goal of Foothill Transit has been to find a location to replace some of these parking spaces at a new location. A related although not necessarily connected project is to create a transit center in West Covina. Multiple lines serve West Covina Parkway on the south side of Plaza West Covina, and the transit amenities in this key area of our service are completely inadequate. We are working with the City of West Covina on possible improvements. Both of these projects are being discussed as the City of West Covina updates its general plan.

FY15/16
ACCOMPLISHMENTS



Overall System Statistics

Overall System Performance	FY14/15 Actual	FY15/16 Target	FY15/16 Estimate
Passenger Boardings	14,569,534	14,800,000	13,800,000
Vehicle Service Hours	759,784	806,300	794,319
Fare Revenue	\$ 18,890,298	\$ 18,880,000	\$ 17,500,000
Operating Expense	\$ 70,710,986	\$ 78,501,970	\$ 75,119,102

Analysis

Passenger Boardings and Fare Revenues

FY15/16 ridership is projected to decline from FY14/15 levels by five percent, and fare revenue is projected to decrease seven percent from FY14/15 levels. All Southern California operators are reporting ridership decline.

Vehicle Service Hours and Operating Expenses

In FY15/16, service levels increased six percent over FY14/15. Operating expenses in FY15/16 are projected to be within budget at \$75 million compared to the budget of \$78.5 million. The primary contributor to the positive budget variance is the slight reduction in service delivered versus the planned service.

Goals and Performance Standards

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

Goal	Indicator	FY14/15 Actual	FY15/16 Target	FY15/16 Estimate
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.75	.70	.84
	Schedule Adherence Miles Between	83.2%	85.0%	83.6%
Provide Outstanding Customer Service	Service Interruptions	27,363	20,000	25,250
	Complaints per 100,000 Boardings	16.5	15.0	16.5
	Average Hold Time (Average Time to Answer)	23 seconds	40 seconds	26 seconds
Operate an Effective Transit System	Boardings per Vehicle Service Hour	19.2	18.4	17.4
	Average Weekday Boardings	48,731	49,490	46,500
Operate an Efficient Transit System	Farebox Recovery Ratio	26.7%	24.1%	23.3%
	Average Cost per Vehicle Service Hour	\$ 93.07	\$ 97.36	\$ 94.57

Analysis

Preventable Accidents per 100,000 Miles

Foothill Transit is projected to end the year at 0.84 preventable accidents per 100,000 miles, above the target of 0.70 preventable accidents per 100,000 miles. The target of 0.70 is well below industry standards for preventable accidents. Preventable accidents have steadily declined since peaking last October, due to the ongoing efforts of staff to work closely with both operations contractors to advance accident reporting and to help reduce the number of preventable accidents.

Schedule Adherence

The current year projected on-time performance of 83.6 percent compares favorably with the FY14/15 average of 83.2 percent. Schedule adjustments continue to improve on-time performance, resulting in a slightly higher projected schedule adherence in FY15/16 than in F14/15.

Average Miles between Service Interruptions

In FY15/16, Foothill Transit averaged 25,250 miles between service interruptions, exceeding the performance target of 20,000 miles. This target was set to ensure that customers were served by a properly maintained transit vehicle fleet. The miles between service interruptions performance in FY15/16 represents a seven percent decline over FY14/15.

Overall System Statistics (cont.)

Complaints per 100,000 Boardings

In FY15/16, Foothill Transit received more comments and complaints than in previous years as a result of our efforts to engage customers through more channels, which includes social media. We are projected to receive 16.5 complaints per 100,000 boardings at the end of this fiscal year, which is higher than the target of 15 complaints per 100,000 boardings. Despite a sizeable service increase and unexpected major detours, the number of complaints per 100,000 boardings remained relatively the same compared to FY14/15.

Average Hold Time

Average hold time for FY15/16 is projected to exceed the goal of 40 seconds at 26 seconds.

Boardings per Service Hour

Boardings per service hour for FY15/16 are estimated at 17.4 boardings per service hour which is nine percent lower than the target of 18.4 boardings per vehicle service hour.

Average Weekday Boardings

In FY15/16, Foothill Transit carried an estimated average of 46,500 boardings each weekday. This is a 4.6 percent decrease from FY14/15 and falls short of the target of 49,490 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. For FY15/16, it is estimated that 23.3 percent of service costs will be paid for directly by fare revenue. The estimated farebox recovery ratio is 3.1 percent less than the fiscal year target of 24.1 percent.

Average Cost per Vehicle Service Hour

The current fiscal year projected average cost per vehicle service hour of \$94.57 is three percent less than the targeted cost of \$97.36 per vehicle service hour. Total operating expenditures for FY15/16 are lower than budgeted primarily due to a slight reduction in service delivered versus the planned service budget.

Progress in Advancing FY 15/16 Initiatives

Bus Replacement Project

Foothill Transit received thirty 42-ft. low-floor CNG buses from North American Bus Industries (NABI) in the spring of 2015. These are the last buses built by NABI for Foothill Transit as NABI was acquired by New Flyer in December of 2014. At the June 2015 Executive Board Meeting, the Board authorized exercise of Option No. 3 on our agreement with New Flyer for 30 additional 40-ft. low-floor CNG buses. Delivery is slated for April 2016. These additional buses will replace older CNG buses that have accumulated over 500,000 miles in service and are eligible for retirement.

SMARTBus System (SBS) Replacement

On June 26, 2015, the Executive Board authorized the Executive Director to negotiate final contract terms and enter into an agreement with Avail Technologies Inc. to replace Foothill Transit's aging Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. The Avail team has completed several weeks of onsite discovery and a comprehensive review of our system requirements with our staff and our CAD/AVL technical consultants, the IBI Group. In the coming months, system design documents will be completed, onboard equipment will be delivered, and factory acceptance testing will ensue. Full implementation of the project is expected in 2017.

College Pass Program

The existing Class Pass programs at Mt. SAC and the University of La Verne continue to operate smoothly and can be credited with steadying system-wide ridership through most of the 2015 calendar year past the period when other systems in the region began seeing ridership declines. Class Pass related ridership has remained consistent this past year. We have had discussions with representatives about a Class Pass program at the Claremont Colleges, Cal Poly Pomona and Citrus College throughout the year. While there has been no commitment to date from either campus, conversations will continue as we pursue Class Pass programs within the service area.

Fare Restructuring Analysis

On December 11, 2015, the Executive Board authorized a contract award to Four Nines Technologies for a comprehensive analysis of the Foothill Transit fare structure with recommendations for alternatives, development of a model to forecast ridership and revenue changes, and preparation of a Title VI analysis. The Consultant will conduct a workshop with the Governing Board to assist with development of alternatives.

Progress in Advancing FY 15/16 Initiatives (cont.)

San Gabriel and Pomona Valley Park & Rides

Azusa Park & Ride

The four-level, 547-space parking structure includes spaces for Foothill Transit, City of Azusa and Metro Gold Line. Substantial completion of the parking structure occurred on December 31, 2015 and the parking facility opened to Foothill Transit customers on Monday, January 4, 2016 with the launch of pilot service on Line 496. Construction was completed on time and within budget. Foothill Transit will be responsible for maintenance of the facility and will be sharing the cost of maintenance with the City of Azusa and Metro Gold Line based on the number of parking spaces allocated to each entity. Foothill Transit will occupy the 2nd and 3rd levels where we have 202 of the 547 parking spaces available in the structure.

Covina Park & Ride

The previous location of a proposed Park & Ride in West Covina featuring a Transit Center, Transit Store and Park & Ride at the West Covina Plaza mall is no longer a viable option. However, a new location in the City of Covina has been identified for a future Park & Ride and mini Transit Center. Staff has been working with City of Covina staff and a private developer of the proposed location. In January 2016, a Non-Binding MOU and Deposit Agreement was signed between the City of Covina, private developer and Foothill Transit for further development and due diligence.

Service Enhancement

On January 31, 2016, service enhancements to provide easier connections to the Gold Line Foothill Extension were implemented as several lines were extended to connect customers to the Gold Line. Other enhancements include streamlining of a number of routes by removing segments with low ridership, which helped speed up travel time and reduce duplicated service. These adjustments allow us to provide service in areas currently without access to transit. Pilot Line 496 was launched on January 4, providing one-stop express service to downtown Los Angeles from the newly built Azusa Intermodal Transportation Center via West Covina City Hall.

Mt. SAC Transit Center

Staff continues to work with Mt. SAC to advance the Mt. SAC Transit Center project. The first draft of the Memorandum of Understanding (MOU) was submitted to Mt. SAC for review in September 2015. Mt. SAC is concerned about the number of parking spaces that would be lost at the desired Transit Center location in Parking Lot D, but they are continuing work with Foothill Transit on preliminary conceptual design alternatives. Mt. SAC is currently reviewing their overall campus Master Plan and has asked Foothill Transit for consideration of additional funding to support replacement of onsite parking that would be lost if the transit center is constructed at the identified location.

Mt. SAC Transit Center (cont.)

The current approved Foothill Transit budget is for design and construction of a Transit Center and Transit Store on the Mt. SAC campus. No additional funding has been identified for funding replacement of the number of lost spaces at the proposed center of campus location.

Arcadia Operations Contract Procurement

On September 25, 2015, the Executive Board authorized issuance of a Request for Proposals (RFP) for procurement of transit operations and maintenance services at Foothill Transit's Arcadia facility. The RFP was issued on October 2, 2015 and a pre-proposal conference and site visit were held on October 12, 2015. Staff responded to the two phases of project-related questions as laid out in the RFP and six prospective proposers submitted proposals by the January 26, 2016 due date. The RFP specifies a four-year base term beginning on July 3, 2016 with one four-year option that can be exercised at Foothill Transit's sole discretion. At the conclusion of all evaluation activities a recommendation for contract award was presented to and approved by the Board at the April 1, 2016 meeting.

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FY16/17 INITIATIVES



Overall System Statistics

During FY16/17, Foothill Transit will continue to focus on the delivery of high quality transit service. The following table shows Foothill Transit's anticipated service delivery during the upcoming year. Performance targets for FY16/17 have been adjusted to take into account any operational changes and performance trends during the prior year.

Overall System Performance	FY 15/16 Target	FY 15/16 Estimate	FY 16/17 Target
Passenger Boardings	14,800,000	13,800,000	14,849,171
Vehicle Service Hours	806,300	794,319	881,868
Fare Revenue	\$ 18,880,000	\$ 17,500,000	\$ 19,500,000
Operating Expense	\$ 78,501,970	\$ 75,119,102	\$ 92,748,920

Analysis

Passenger Boardings and Fare Revenue

Boardings and fare revenues in FY16/17 are projected to increase approximately 7.6 percent and 11.6 percent respectively over projected FY15/16 levels. These increases are due to the addition of Lines 190, 194, and 270 to the Foothill service footprint. Otherwise, ridership continues to exhibit five percent declines consistent with region-wide boardings.

Vehicle Service Hours and Operating Expenses

Service hours are projected to increase by 9.4 percent in FY16/17 with the addition of Lines 190, 194, and 270. Operating expenses are proposed to increase 18 percent to accommodate the service increase and award of a new contract at the Arcadia Operations and Maintenance Facility.

Goals and Performance Standards

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

FY16/17 Goals and Targets

Goal	Indicator	FY 15/16 Target	FY 15/16 Estimate	FY 16/17 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.70	.84	.70
	Schedule Adherence Miles Between	85.0%	83.6%	83.0%
Provide Outstanding Customer Service	Service Interruptions	20,000	25,250	20,000
	Complaints per 100,000 Boardings	15.0	16.5	16.0
	Average Hold Time (Average Time to Answer)	40 seconds	26 seconds	40 seconds
Operate an Effective Transit System	Boardings per Vehicle Service Hour	18.4	17.4	16.8
	Average Weekday Boardings	49,490	46,500	49,638
Operate an Efficient Transit System	Farebox Recovery Ratio	24.1%	23.3%	21.0%
	Average Cost per Vehicle Service Hour	\$ 97.36	\$ 94.57	\$ 105.17

Analysis

Preventable Accidents per 100,000 Miles

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

Schedule Adherence

The target for schedule adherence is proposed to be 83 percent for FY16/17. Schedule adjustments for the commuter express routes, running time adjustments to local lines and analysis of the agency's SMARTBus data have been implemented to improve the accuracy of on-time performance reporting and improve schedule adherence. Continued major construction along a number of travel corridors in the service area have made it extremely challenging to keep pace with the frequent schedule adjustments needed to match the areas being impacted by the construction.

FY16/17 Goals and Targets (cont.)

Average Miles between Service Interruptions

The target for average miles between mechanical service interruptions is proposed to remain at 20,000 miles. Foothill Transit continues to receive new coaches, resulting in lowering of the average age of the fleet. These replacements will assist Foothill Transit to continue to achieve this target.

Complaints per 100,000 Boardings

The target for FY16/17 is increased to 16 complaints per 100,000 boardings. It is anticipated that additional complaints related to the construction projects along the I-10 Freeway as well as arterial streets will create schedule delays and other impacts to service that may result in additional complaints. Additionally, the customer comment intake and handling process continues to improve, which has increased the number of channels through which customers may provide feedback to Foothill Transit.

Average Time to Answer (Average Hold Time)

This target represents the average time that customers calling a Transit Store for assistance must wait before their call is answered by a customer service representative. The target for FY16/17 remains at 40 seconds. Improvements in the answering and handling of calls by the customer service representatives will continue as it is anticipated that the new service, adjustments to schedules and the significant number of detours resulting from construction will increase the number of calls received.

Boardings per Service Hour

The FY16/17 boardings per service hour target will decrease to 16.8 as the agency anticipates ridership to increase slightly while additional service will be added next year to address increased traffic and decrease customer wait times between trips.

Average Weekday Boardings

Weekday Boardings are projected to grow to 49,638 with the addition of Lines 190, 194 and 270.

Farebox Recovery Ratio

The FY16/17 farebox recovery ratio of 21.0 percent is a direct ratio between budgeted fare revenues and operating expenses projected for the year. It takes into account the projected increase in operating expenses for the new service for Lines 190, 194, and 270.

Average Cost per Vehicle Service Hour

The FY16/17 average cost per vehicle service hour target of \$105.17 is a direct ratio between overall operating expenses and planned service hours during the year. This figure is a 11.2 percent increase compared to projections for FY15/16. The increase is driven by increased service resulting in increased operating costs and lower fare revenue due to decreased ridership.

Major Initiatives for FY16/17

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, with two available two-year options. A new transit service agreement will need to be procured to better align the terms and conditions of the Pomona operating agreement with those of the Arcadia operating agreement. Procurement activities will be scheduled to facilitate an effective transition to a new operating agreement on July 1, 2017.

Arcadia Operations Contract Start-up

Procurement activities were recently completed for a new operations and maintenance agreement at the Foothill Transit operations and maintenance facility in Arcadia. Six proposals were received and evaluated. Following the evaluation process, a contract was awarded to the incumbent contractor, Transdev Services Inc., at the April 1, 2016 Executive Board. 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 is a modification to the invoicing methodology that takes into account fixed costs as well as both hours-based and miles-based costs incurred by the contractor. Contract start-up activities will include a thorough inspection along with any needed contract turnover repairs of the fleet and facility in the months leading up to and following the contract start date. In addition, numerous contract close-out 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 Automatic Vehicle Location (CAD/AVL) system. The new system will include enhancements to better monitor service in real time, while providing more accurate data to our customers to plan their trips and by agency staff for system planning and reporting purposes.

Major Initiatives for FY16/17 (cont.)

Covina Park & Ride and Transit Center

Development of the Covina Park & Ride and Transit Center 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, and a 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, service area economics and employment demographics. We can simulate fare changes and understand the dynamics of revenue and ridership with the tailored fare model. 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 Transit Center is anticipated to have ten transit bays with covered bus shelters for riders and a Transit Store is being considered.

Alternative Service Delivery Concepts

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

Class Pass Program Expansion

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

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FUNDING SOURCES



Funding Sources

Foothill Transit is funded with State and Local sales tax funds, federal transportation funds and fare box revenues.

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

Transportation Development Act (TDA) Article 4

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

State Transit Assistance Funds (STA)

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

Low Carbon Transit Operations Program (LCTOP)

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

Proposition A 40% Sales Tax Funds

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

Measure R 20% Bus Operations

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

Proposition C 40% Discretionary Sales Tax Funds

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

Proposition C 5% Transit Security

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

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

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

Federal Urban Area Formula Program (Section 5307)

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

Federal Bus and Bus Capital Program (Section 5339, formerly Section 5309)

These funds are allocated through the capital allocation procedure (CAP) adopted by the regional Bus Operations Subcommittee. They are used for capital improvements and require 20 percent local match.

Federal State of Good Repair Program Section 5337

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

Federal Congestion Mitigation and Air Quality (CMAQ)

These funds are programmed for cost-effective emission reduction activities and congestion mitigation projects that provide air quality benefits.

Auxiliary Revenue

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

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BUDGET SUMMARY

Sergio
Mendez

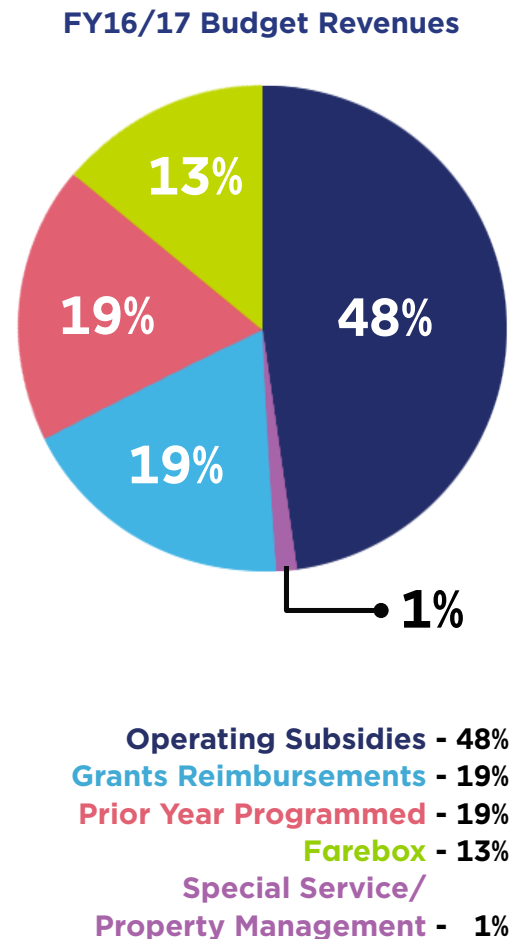


Funding Assumptions

- ▶ Operating subsidies and revenues increase to match operating expenses
- ▶ Farebox revenues increase for Lines 190, 194, and 270
- ▶ Continue to seek federal, state and local funding to help finance operations and capital projects

Budgeted Revenues

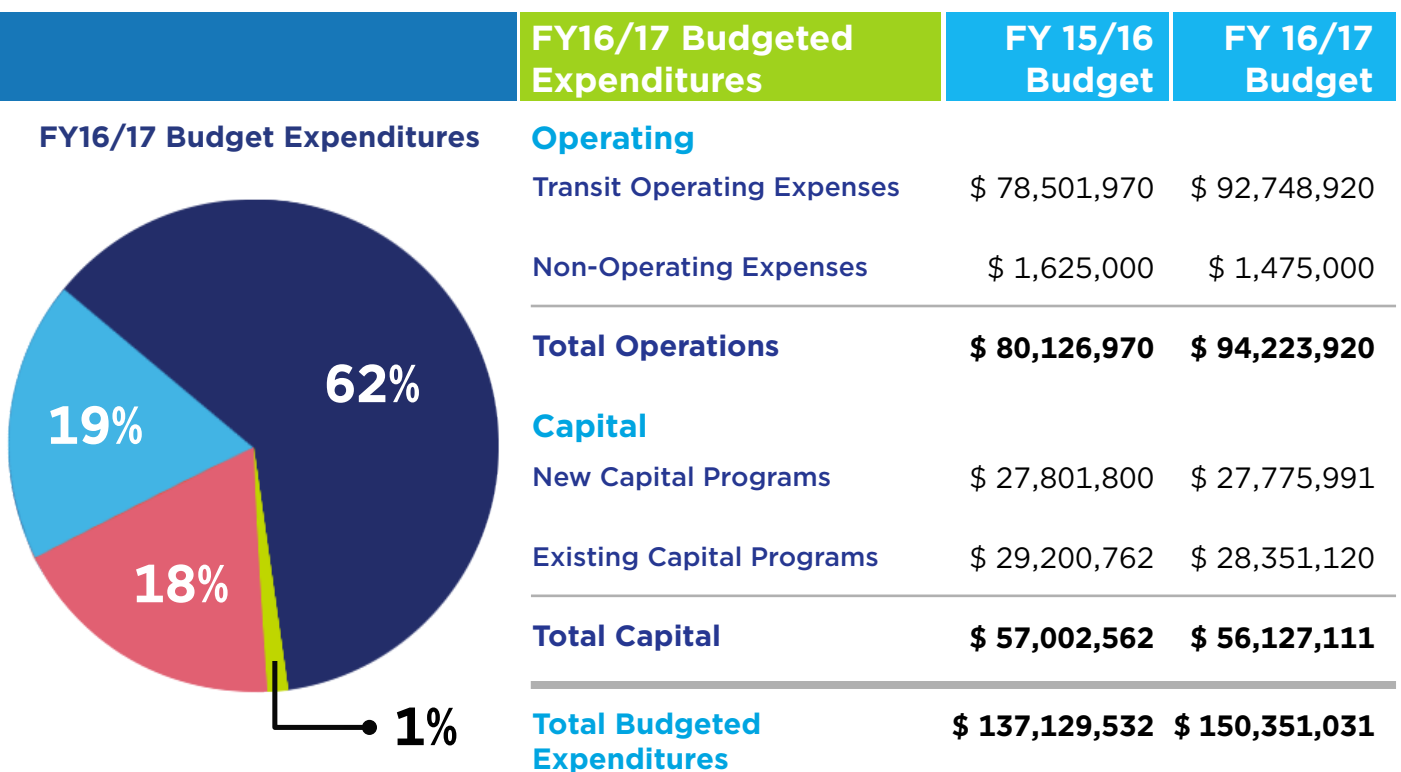
FY16/17 Budgeted Revenues	FY 15/16 Budget	FY 16/17 Budget
Operating & Other Revenues		
Farebox	\$ 18,880,000	\$ 19,500,000
Operating Subsidies	\$ 59,771,970	\$ 73,248,920
Property Mgmt. Revenue	\$ 400,000	\$ 400,000
Special Service Revenue	\$ 1,075,000	\$ 1,075,000
Total Operating and Other Revenues	\$ 80,126,970	\$ 94,223,920
Capital Revenues		
Grants Reimbursements	\$ 25,589,110	\$ 27,775,991
Prior Year Programmed	\$ 31,413,452	\$ 28,351,120
Total Capital Revenues	\$ 57,002,562	\$ 56,127,111
Total Budgeted Revenues	\$ 137,129,532	\$ 150,351,031



Expenditures Assumptions

- ▶ Increase operating expenses by two percent over prior year budget
- ▶ Increase revenue service hours by six percent
- ▶ Initiate fleet replacements for 30 CNG buses and 13 electric buses
- ▶ Complete heavy maintenance on 30 CNG buses
- ▶ Continue and begin work on five Park & Ride facilities
- ▶ Complete design of new CAD/AVL SMARTBus System

Budgeted Expenditures



Transit Operating Expenses - 62%
Existing Capital Programs - 19%
New Capital Programs - 18%
Non-Operating Expenses - 1%

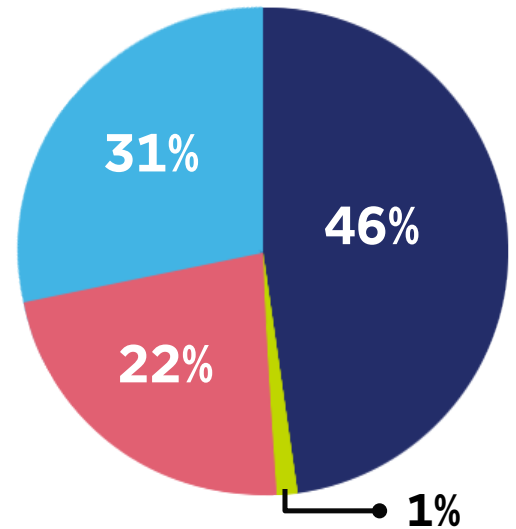
Operating Expenses

Summary By Department	FY 15/16 Budget	FY 16/17 Budget	
Operating Expenses			FY16/17 Operating Expenses <p>Customer Service & Ops. - 85% Other Departments - 13% Non-Operating Expenses - 2%</p>
Customer Service & Ops.	\$ 66,406,690	\$ 79,968,120	
Maintenance & Veh. Tech.	\$ 770,070	\$ 878,940	
Marketing & Communication	\$ 1,910,890	\$ 2,046,750	
Information Technology	\$ 2,268,460	\$ 2,263,240	
Administration	\$ 3,183,950	\$ 3,357,230	
Procurement	\$ 833,400	\$ 848,300	
Finance	\$1,120,100	\$ 1,236,250	
Planning	\$ 1,125,750	\$ 975,450	
Facilities	\$ 882,660	\$ 1,174,640	
Total Operating & Other Revenues	\$ 78,501,970	\$ 92,748,920	
Non-Operating Expenses			
Property Management	\$ 550,000	\$ 400,000	
Special Services	\$ 325,000	\$ 325,000	
Dial-A-Ride	\$ 750,000	\$ 750,000	
Total Non-Operating Expense	\$ 1,625,000	\$ 1,475,000	
Total Operations	\$ 80,126,970	\$ 94,223,920	

Capital Expenditures

Summary By Category	FY 15/16 Budget	FY 16/17 Budget
New Capital Programs		
Buses/Fleet Maintenance Facilities	\$ 10,453,000	\$ 23,134,560
Construction Maintenance	\$ 12,224,300	\$ 3,188,000
Information Technology	\$ 5,124,500	\$ 1,410,946
Safety and Security	--	\$ 42,485
Total New Capital Programs	\$ 27,801,800	\$ 27,775,991
Existing Capital Programs		
Buses/Fleet Maintenance Facilities	\$ 13,888,506	\$ 2,930,778
Construction Maintenance	\$ 9,206,057	\$ 14,415,062
Information Technology	\$ 6,106,199	\$ 11,005,280
Safety and Security	--	--
Total Existing Capital Programs	\$ 29,200,762	\$ 28,351,120
Total Capital	\$ 57,002,562	\$ 56,127,111

FY16/17 Capital Expenditures



Buses/Fleet Maint. - 46%
Construction Maint. - 31%
Information Technology - 22%
Safety and Security - 1%

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CAPITAL BUDGET

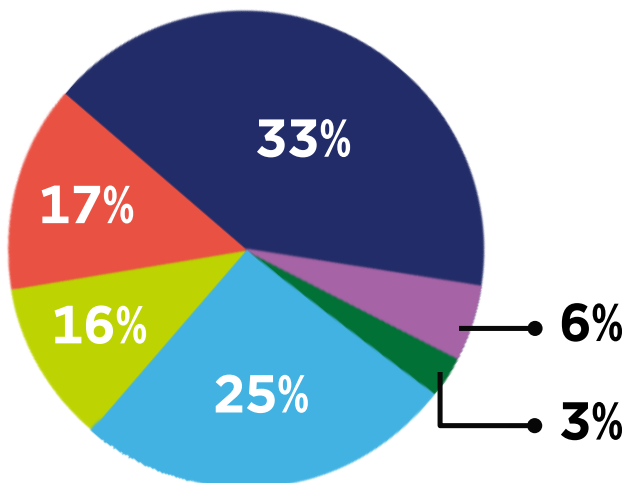


Completed Capital Projects

The following projects will be completed in FY 15/16.

	Life of Project Budget
Buses/Fleet Maintenance:	
30 Fleet Replacement Buses- Option #3	15,000,000
40 42' CNG Buses	6,000,000
Electric Buses - FY14	2,500,000
Fare System Equipment - Phase I	400,000
Facilities Construction/Maintenance:	
City of Industry Park & Ride - Construction	13,157,084
Administration Office Maintenance & Upgrades	1,000,000
Covina Park & Ride and Transit Center	150,000
BSEP: Bus Stop Sign Replacement Project - FY15	300,000
West Covina Transit Plaza and Transit Store	10,226
Information Technology:	
IT Infrastructure - FY 13/14	250,000
Phone System Replacement	250,000
Microsoft Office Upgrade	80,000
Safety and Security:	
Facility Security Upgrades/Hardening	2,556,530
Security Patrol Vehicles and Equipment	250,000
Total:	\$ 41,903,840

Completed Capital Projects by Funding Source



FTA 5307 - 33%
MOSIP (Prop C 40%) - 25%
Fed. Homeland Security - 17%
FTA 5309 - 16%
TDA - 6%
Prop 1B-Bonds - 3%

Capital Programs

The currently proposed Capital Program, with total life of project budgets of \$190.4M, includes \$63.6M of newly proposed projects. Each project includes the life-of-project budget, current year forecasted expenditure, and the balance of expenditures for future years.

CP#	Capital Program	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
Buses/Fleet Management:		\$	\$	\$	\$
NEW	Bus Replacement - FY17	49,242,912	-	22,394,560	26,587,462
NEW	Fare Collection System	8,200,000	-	-	8,200,000
NEW	Surveillance Equipment Update	740,000	-	740,000	-
NEW	Non-Revenue Fleet Replacement - FY17	230,000	-	-	230,000
0109	Fleet Heavy Maintenance - FY16	14,385,000	3,150,000	1,260,000	9,975,000
0110	Electric Buses - FY16	13,000,000	-	-	13,000,000
0079	Fleet Heavy Maintenance - FY14	1,795,300	707,561	520,778	-
0111	Non-Revenue Fleet Replacement	832,000	143,000	-	689,000
0112	Arcadia Facility Electric Bus Charging Station	800,000	100,000	700,000	-
0099	Pomona Operations and Maint. Electric Bus Charger	500,000	350,000	150,000	-
0113	Fleet Expansion Farebox Equip.	460,000	250,000	150,000	60,000
0094	Replacement Facility Trucks	250,000	75,492	100,000	74,508
0100	Fare System Equip. - Phase II	200,000	150,000	50,000	-
Facilities Construction/Maintenance:					
NEW	Arcadia CNG Compressor Replacement	1,800,000	-	1,800,000	-
NEW	Pomona Transit Store Renovation	800,000	-	400,000	400,000
NEW	Arcadia HVAC Replacement	370,000	-	370,000	-
NEW	BSEP-West Covina Bus Shelters	260,000	-	260,000	-
NEW	Admin. Building EV Chargers	103,000	-	103,000	-
NEW	ESMS Operations Facilities	90,000	-	90,000	-
NEW	Admin. Building Stairwell Paint	60,000	-	60,000	-
NEW	Facility Repairs & Improvements - FY17	60,000	-	60,000	-
NEW	Arcadia Forklift Replacement	30,000	-	30,000	-
NEW	Admin Building Electrical Panel	15,000	-	15,000	-
Revised	Covina Park & Ride and Transit Center	28,495,511	-	7,545,760	20,949,751
Revised	West Covina Transit Store, Plaza and Transitway	15,079,000	-	900,000	14,179,000

Capital Programs (cont.)

CP#	Capital Program	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
Buses/Fleet Management:		\$	\$	\$	\$
0115	Mt. SAC Transit Store & Center	9,750,000	500,000	1,625,000	7,625,000
0052	Azusa Park & Ride	9,490,400	3,577,811	500,000	-
0098	Hydraulic Lift Replacement	2,600,000	588,351	1,700,000	300,000
0080	Facility Rehab/Repair/Maint.	1,000,000	600,000	280,616	-
0116	Admin. Building 2nd Fl. Remodel	796,000	-	796,000	-
0083	Transit Store Security System	663,460	-	363,460	300,000
0093	Facility Repairs & Improvements - FY15	400,000	200,000	182,426	-
0117	Pomona Floor Coating & Equipment	333,500	90,000	243,500	-
0091	Facility Maintenance & Upgrades	250,000	150,000	100,000	-
0118	Arcadia Roof Replacement	68,300	30,000	38,300	-
0022	Office Furniture & Equip. - FY14	155,355	2,704	50,000	-
0095	Office Furniture & Equip. - FY15	60,000	30,000	30,000	-
0119	Office Furniture & Equip. - FY16	60,000	-	60,000	-
Information Technology:					
NEW	Giro Hastus Upgrade	400,000	-	300,000	-
NEW	IT Infrastructure - FY16/17	250,000	-	250,000	-
NEW	Long Term Retention Project	200,000	-	200,000	-
NEW	VDI Graphics Acceleration	150,000	-	150,000	-
NEW	Virtual Disaster Recovery	150,000	-	150,000	-
NEW	Security Server	150,000	-	150,000	-
NEW	POS Replacement	100,000	-	100,000	-
NEW	TAP ID Cards	68,250	-	68,250	-
NEW	E-Procurement System	27,696	-	27,696	-
NEW	Contract Management System	15,000	-	15,000	-
0097	CAD/AVL Replacement	20,300,000	10,000,000	9,745,475	-
0117	Traffic Signal Priority	1,500,000	404,796	100,000	-
0058	Bus Stop Enhancement Program (BSEP) - FY12	1,000,000	300,000	377,946	-
0007	Executive Information System	600,000	40,000	40,000	252,714
0042	Bus Stop Customer Information	600,000	100,000	100,000	200,000
0044	Document Img. Equip./Software	300,000	10,000	10,000	65,000
0014	Financial Software	300,000	-	51,419	-
0105	Project Management Software	200,000	-	200,000	-
0120	Arcadia & Pomona Phone Replacement	200,000	50,000	150,000	-

CP#	Capital Program	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
Information Technology (cont.):		\$	\$	\$	\$
0096	Board Room Video System Upgrade	150,000	-	150,000	-
0106	Building WiFi Replacement	150,000	91,014	45,605	-
0103	Printer/Copier Replacement	75,000	43,274	22,585	-
0122	Employee TAP ID Cards	24,500	12,250	12,250	-
Safety and Security:					
NEW	Mobile Application	42,485	-	42,485	-
Total:		190,377,669	21,746,253	56,127,111	103,087,435

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OPERATING BUDGET

Department Budgets and Summaries

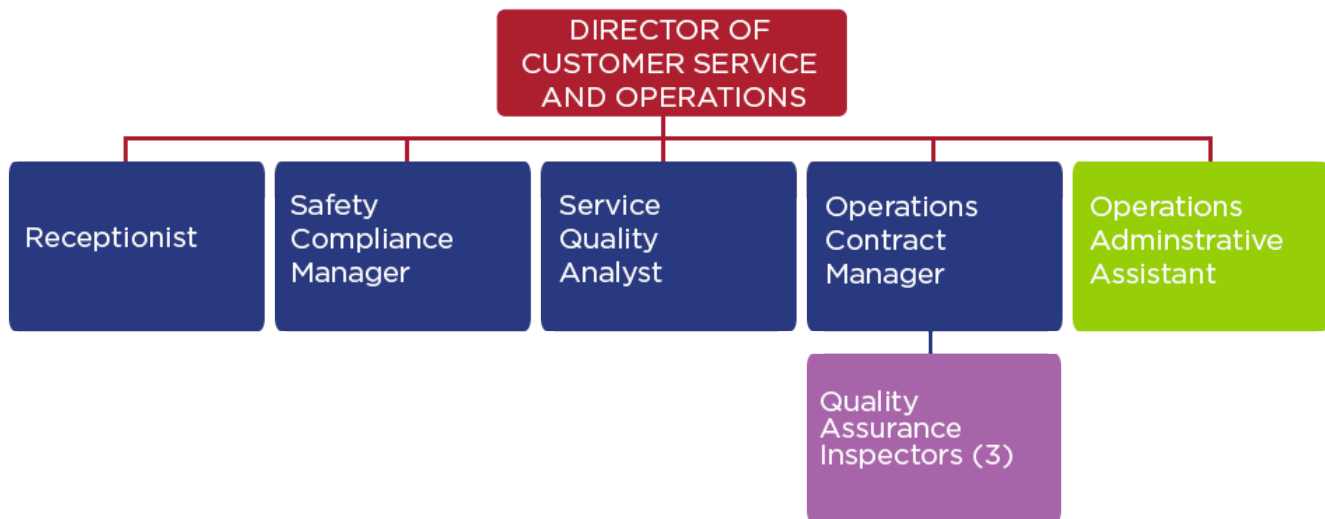
Foothill Transit's operating budget and departmental initiatives for FY16/17 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY15/16 Budget	Actual Through Dec. 2016	FY15/16 Estimate	FY16/17 Budget
Transit Operating Expenses:				
Customer Service and Operations	\$ 66,406,690	\$ 31,381,259	\$ 63,511,835	\$ 79,968,120
Maintenance and Vehicle Technology	770,070	307,381	690,762	878,940
Marketing and Communications	1,910,890	756,954	1,910,890	2,046,750
Information Technology	2,268,460	928,287	2,251,006	2,263,240
Administration	3,183,950	1,299,729	2,808,096	3,357,230
Procurement	833,400	312,105	829,575	848,300
Finance	1,120,100	484,566	1,119,500	1,236,250
Planning	1,125,750	366,767	1,123,326	975,450
Facilities	882,660	432,473	874,112	1,174,640
Total Transit Operating Expense	\$ 78,501,970	\$ 36,269,521	\$ 75,119,102	\$ 92,748,920
Non-Operating Expenses:				
Property Management	\$ 550,000	\$ 206,227	\$ 550,000	\$ 400,000
Special Service	325,000	180,502	325,000	\$ 325,000
Dial-A-Ride	750,000	342,456	685,000	\$ 750,000
Total Non-Operating Expense	\$ 1,625,000	\$ 729,185	\$ 1,560,000	\$ 1,475,000
Total Expenses:	\$ 80,126,970	\$ 36,998,706	\$ 76,679,102	\$ 94,223,920

Customer Service and Operations

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

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



FY15/16 ACCOMPLISHMENTS:

- Completed transition of Arcadia Operations and Maintenance Contract
- Implemented the Federal Transit Administration's "Reasonable Accommodation" policy
- Drafted "Unruly Passenger" policy for statewide industry review and discussion
- Implemented Quality Assurance review in Customer Comment response process
- Completed SMARTBus System replacement system discovery phase
- Implemented geo-tagging reporting of accidents for training and reporting
- Increased safety oversight of accident/incident reporting
- Conducted radio replacement coverage tests
- Provided active shooter training program
- Updated Bus Operator uniform jacket design
- Conducted safety trainings for administrative and contract staff
- Participated in Regional and International Rodeo Committees
- Supported Claremont Transit Store closure

Customer Service and Operations (cont.)

FY15/16 ACCOMPLISHMENTS (cont.):

- › Conducted regular coach operator audits
- › Planned and executed Foothill Transit Bus Roadeo
- › Participated in inaugural class of Women Transportation Seminar's Leadership Program
- › Implemented follow-up practices for customer comment handling process
- › Provided premium Rose Bowl Special Service for approximately 100,000 customers
- › Provided LA Marathon special shuttle service

FY16/17 INITIATIVES:

- › Complete procurement and transition of Pomona Operations & Maintenance Contract
- › Incorporate Lines 190, 194, and 270 into Foothill Transit service levels
- › Complete system design, installation, testing on new SMARTBus System
- › Update Foothill Transit Operations specifications
- › Modify procedures, as needed, to respond to FTA's new Safety Management System requirements
- › Complete Quality Assurance Dispatch Education training
- › Host Regional Bus Roadeo
- › Continue Front Line Customer Service Recognition program
- › Provide support for West Covina Transit Store relocation

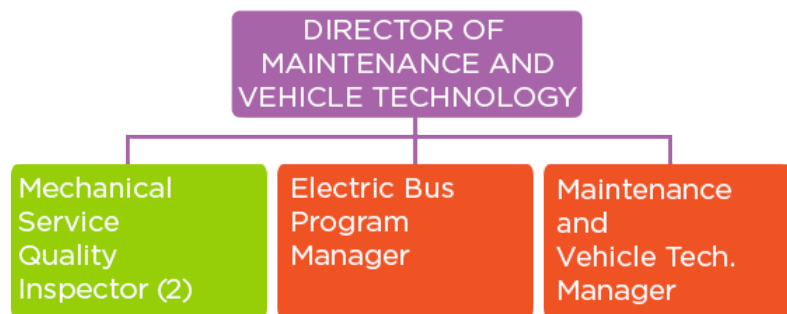
Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5001	Purchased Transportation	\$ 52,737,534	\$ 56,803,970	\$ 54,932,961	\$ 69,916,790
5020	Fuel	5,105,723	6,000,000	5,329,078	6,300,000
5035	Electricity Fuel-Pomona	117,570	260,000	167,634	260,000
5100	Salary, Wages & Benefits	672,335	994,200	861,146	1,048,000
5150	Contracted Services	1,504,908	1,526,070	1,526,070	1,571,550
5260	Professional/Technical	23,535	102,500	102,500	48,900
5411	Bus Roadeo	-	70,000	70,000	75,000
5430	Dues and Subscriptions	1,237	2,250	4,008	2,250
5550	Travel and Meeting	15,058	29,900	29,900	30,430
5560	Uniform/Clothing Supplies	891	300,000	126,234	301,200
5710	Transit Store Lease	95,383	200,000	200,000	153,600
5720	Other Contracted Services	338,822	48,800	97,402	188,400
5850	Office/General Supplies	-	3,000	1,500	3,000
5991	Safety & Security	150	54,000	54,000	57,000
6100	Utilities	2,880	12,000	9,402	12,000
		\$ 60,616,027	\$ 66,406,690	\$ 63,511,835	\$ 79,968,120

Budget Notes:

- Account 5001 Purchased Transportation (PT), increase of 23% due to the following:
 - Addition of 1,028,269 service miles for Lines 190, 194, and 270
 - Addition of 6,500 service miles for construction detours
 - New contract award for Arcadia Operations & Maintenance Facility
 - Inflationary increases in approved contracts
- Account 5260 Professional/Technical, reduced to reflect a transfer to procurement for the Fare Analysis Consultant
- Account 5710 Transit Store Lease, decreased due to the West Covina transit store not being relocated during the fiscal year
- Account 5720 Other Contracted Services, increased for maintenance and repair of the Electronic Security Systems

Maintenance and Vehicle Technology

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



FY15/16 ACCOMPLISHMENTS:

- ▶ Exercised Option No. 3 with New Flyer to procure 30 new replacement buses
- ▶ Performed in-plant bus inspection of two 40 ft. fast-charge electric buses
- ▶ Performed in-plant bus inspection at New Flyer
- ▶ Implemented bus heavy maintenance of 30 60-foot articulated buses
- ▶ Acquired ISO14001 Certification of Pomona Operations and Maintenance facility's ESMS program
- ▶ Received successful surveillance audit results of the Arcadia facility's ISO14001 Certification
- ▶ Completed new livery repainting of series 1700, 1800 and 1900 buses
- ▶ Continued City of Monrovia Dial-A-Ride equipment audit
- ▶ Continued leadership in electric bus implementation
- ▶ Joined Air Resources Board Committee to develop zero emissions bus regulation
- ▶ Participated in the development of the APTA Zero Emissions bus procurement guidelines

FY16/17 INITIATIVES:

- ▶ Exercise Option No. 4 with New Flyer to procure 30 New Flyer buses
- ▶ Procure 13 40 ft. Proterra Catalyst extended range buses
- ▶ Construct one electric bus fast charging station at the Pomona facility
- ▶ Construct two electric bus fast charging stations at the Azusa Intermodal Transportation Center
- ▶ Inspect and accept 13 new 40 ft. Proterra Catalyst extended range buses
- ▶ Complete bus heavy maintenance on 30 60-foot articulated buses
Implement bus heavy maintenance on 30 Series 1700 buses
- ▶ Continue ISO 14001 Certification of Arcadia and Pomona ESMS programs
- ▶ Assist and Implement new Electric Bus marketing program
- ▶ Implement an agency-wide Transit Asset Management System

Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5040	Gas and Lubricants	\$ 8,099	\$ 13,000	\$ 8,004	\$ 8,400
5100	Salaries, Wages and Benefits	414,579	571,800	547,826	674,500
5230	Consulting	2,875	9,000	-	24,000
5260	Professional/Technical	86,876	120,070	102,264	106,540
5430	Dues and Subscriptions	1,670	200	-	7,700
5550	Travel and Meeting	28,763	26,000	18,748	32,800
5720	Other Contracted Services	860	2,000	-	1,800
5850	Office/General Supplies	4,984	5,000	422	4,800
5970	Repair and Maint. Vehicles	22,514	23,000	13,498	18,400
		\$ 571,220	\$ 770,070	\$ 690,762	\$ 878,940

Budget Notes:

- ▶ Account 5230 Consulting, increased to include additional ISO 14001 Surveillance Audits
- ▶ Account 5430 Dues and Subscriptions, increased to include Cal/Start Membership, ZEB Registration, and Stanford energy certification
- ▶ Account 5550 Travel and Meeting, increased for additional bus inspections for new bus procurements, ENO Middle Management Training, and ACT/ZEB/CalStart attendance

Marketing and Communications

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



FY15/16 ACCOMPLISHMENTS:

- Completed the Origins and Destinations video
- Communication and marketing for the launch of Line 496
- Re-launched Mt. SAC and University of La Verne Class Pass campaigns and prepared for additional campus acceptance
- Continued marketing initiatives as part of the Class Pass program
- Coordinated public outreach for new service programs and fare restructuring
- Expanded and maintained ridership initiatives such as Silver2Silver, College Class Pass program and expanded Commuter Express campaign
- Developed destination type marketing initiatives highlighting community connections and events
- Leveraged unique opportunities to increase stakeholder and community support
- Coordinated Gold Line integration customer information outreach

FY16/17 INITIATIVES:

- Complete Phase II of the Electric Bus Program update
- Launch New Resident campaign for the San Gabriel and Pomona valleys
- Continue Class Pass on current partner campuses and expand advertising and marketing for future partnerships
- Continue Commuter Express campaign
- Incorporate COA system enhancements, addition of new lines, and fare restructuring through individual campaigns
- Conduct research for customer satisfaction, awareness, information preferences and service quality
- Update Foothill Transit facility artwork and initiate new student/local artist program
- Centralize and expand online communications through data analysis
- Silver Streak livery update

Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 465,308	\$ 624,900	\$ 624,900	\$ 696,000
5230	Consulting	318,495	404,190	404,190	470,000
5260	Professional/Technical	49,808	106,700	106,700	116,700
5300	Advertising and Promotion	486,108	520,000	520,000	529,450
5330	Community Sponsorship	79,393	60,000	70,000	70,000
5380	Special Events	44,366	25,000	25,000	26,000
5411	Team Member Appreciation	1,710	10,000	326	5,000
5430	Dues and Subscriptions	8,081	14,000	14,000	14,000
5550	Travel and Meeting	29,292	23,500	23,500	23,500
5850	Office/General Supplies	12,086	7,600	7,600	7,600
6280	Printing	18,485	110,000	102,120	80,000
6290	Reprints of Brochures	7,563	5,000	12,554	8,500
		\$1,520,694	\$1,910,890	\$1,910,890	\$2,046,750

Budget Notes:

- Account 6290 Reprints of Brochures, increased to provide brochures for Lines 190, 194, and 270

Information Technology

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



FY15/16 ACCOMPLISHMENTS:

- Upgrade the wireless infrastructure at the operations and maintenance yards
- Upgraded Foothill Transit data network perimeter
- Replaced network switches and routers at the operations and maintenance yards and Transit Stores
- Installed new digital radios to replace outdated analog radios
- Upgraded computers at the West Covina office in accordance with replacement policies
- Upgraded People Counter system at Transit Stores to improve customer count accuracy
- Added media servers to provide real time information to riders

FY16/17 INITIATIVES:

- Replace the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) hardware and software system
- Replace the rear projector in the boardroom to a new display setup using cost effective HD screens to improve clarity and brightness to viewing audience
- Replace phone system for operating and maintenance facilities
- Replace POS at all Transit Stores for EMV compliance
- Implement Long Term Retention Storage project for permanent storage records
- Accelerate VDI Graphics project to improve dispatchers and Transit Store displays for real time information

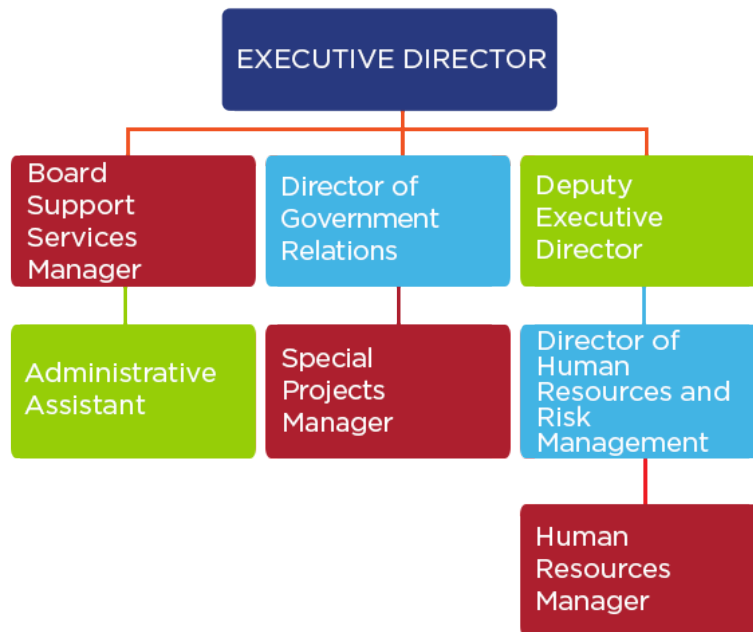
Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 458,524	\$ 492,500	\$ 492,500	\$ 557,600
5421	Copier	-	21,750	11,750	6,000
5430	Dues and Subscriptions	450	600	600	3,840
5550	Travel and Meeting	18,531	17,000	17,000	15,200
5720	Other Contracted Services	565,107	1,126,660	1,126,660	1,394,980
5850	Office/General Supplies	2,811	6,000	3,546	3,000
5950	Repair & Maint. Other Equip.	1,953	10,500	5,500	10,500
6130	Telephone/Data	321,984	593,450	593,450	272,120
		\$1,369,361	\$2,268,460	\$2,251,006	\$2,263,240

Budget Notes:

- Account 5430 Dues and Subscriptions, increased for NOREX dues
- Account 6130 Telephone/Data, decreased due to substantial savings in telephone/data cost

Administration

The Administration Department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Executive Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs for Foothill Transit and manages special projects. The Administration Department also provides office support including the monitoring of office supplies, and coordination of the organization's central filing system. This year, the position of Government Relations Manager was created to assist the Director of Government Relations with outreach to our elected and appointed representatives locally and in Sacramento and Washington D.C. The Special Projects Manager will continue to work on expanding Foothill Transit's Class Pass Program and will also focus on implementing innovative approaches to partnering with Transportation Network Companies (TNCs) in delivering service not only to our current customers, but also to those customers who could use the services of a TNC to provide much-needed critical first-mile and last-mile trip connections.



FY15/16 ACCOMPLISHMENTS:

- ▶ Advocated for federal funding for Foothill Transit capital projects
- ▶ Advocated for passage of a new surface transportation funding authorization bill
- ▶ Implemented the Foothill Transit “Origins and Destinations” program
- ▶ Implemented the West Coast Multi-Agency Exchange (MAX) leadership development program
- ▶ Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, Southern California Regional Transit Training Consortium (SCRTTC) and Access Services
- ▶ Strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)

FY16/17 INITIATIVES:

- ▶ Support the Executive Board and Governing Board
- ▶ Expand Foothill Transit's Class Pass Program to include additional service area colleges and universities
- ▶ Ensure progress toward completion of San Gabriel Valley Park & Ride projects
- ▶ Maintain effective Executive Board and Governing Board communications
- ▶ Maintain industry involvement with American Public Transportation Association, California Transit Association, SCR TTC, and Access Services
- ▶ Advocate for Foothill Transit's interests in the upcoming Federal Funding Authorization legislation
- ▶ Maintain industry involvement in COMTO and WTS

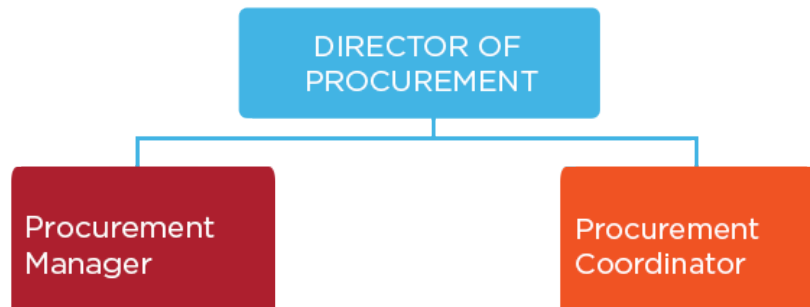
Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 1,528,436	\$ 1,530,400	\$ 1,434,990	\$ 1,864,200
5230	Consulting	31,003	130,000	130,000	73,000
5250	Legal Fees	365,811	410,000	366,354	414,000
5265	Public Affairs	180,199	199,000	135,370	153,000
5412	Board Stipend	23,322	46,000	38,496	50,500
5430	Dues and Subscriptions	69,936	69,800	86,906	69,830
5441	Postage/Express Mail	51,663	50,000	7,834	14,000
5500	Mail Equipment Lease	6,538	9,000	2,508	3,600
5545	Training and Development	152,737	260,000	190,514	261,600
5550	Travel and Meeting	99,016	210,000	210,000	216,000
5600	Casualty & Liability Insurance	128,048	211,100	188,064	218,000
5720	Other Contracted Services	5,664	3,650	3,058	3,900
5850	Office/General Supplies	34,325	55,000	14,002	15,600
		\$ 2,676,699	\$ 3,183,950	\$ 2,808,096	\$ 3,357,230

Budget Notes:

- ▶ Account 5100 Salaries, Wages and Benefits, increased for one FTE added to Government Affairs to focus on TNC integration and assist with Government Relations efforts

Procurement

The Procurement Department is responsible for ensuring timely acquisition of goods and services to support Foothill Transit's mission. The Procurement Department also provides support for Foothill Transit's Disadvantaged Business Enterprise program.



FY15/16 ACCOMPLISHMENTS:

- Procured services to support capital activities occurring at Foothill Transit maintenance and operations facilities
- Streamlined Foothill Transit procurement policies and procedures
- Managed necessary procurements for the Covina Park and Ride project
- Managed procurement for new operations contractor at Arcadia Operating Facility

FY16/17 INITIATIVES:

- Ensure successful and timely procurement of goods and services to support Foothill Transit's mission
- Ensure Foothill Transit's Procurement Manual remains consistent with federal and state procurement guidelines
- Manage the procurement process for a new operations contractor at Pomona Operating Facility
- Implement a centralized electronic database for procurement documents
- Implement an improved contract management tracking system
- Manage the procurement process for new electric and CNG buses

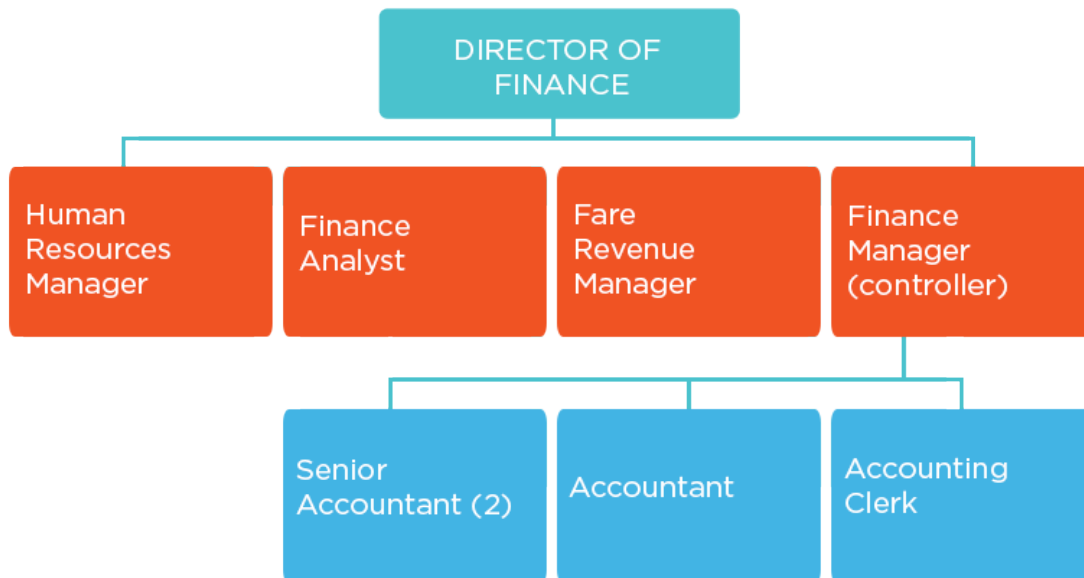
Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salary, Wages & Benefits	338,612	345,900	342,075	370,700
5230	Consulting	-	20,000	20,000	110,000
5250	Legal Fees	377,004	390,000	390,000	290,000
5260	Professional/Technical	-	12,000	12,000	12,000
5300	Advertising and Promotion	42,239	30,000	30,000	30,000
5430	Dues and Subscriptions	1,803	2,500	2,500	2,500
5550	Travel and Meeting	26,715	33,000	33,000	33,100
		\$ 786,374	\$ 833,400	\$ 829,575	\$ 848,300

Budget Notes:

- Account 5230 Consulting, increased to add a Financial Analysis Consultant to assist with the Pomona RFP process (Transferred from Operations FY15/16 budget)

Finance

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



FY15/16 ACCOMPLISHMENTS:

- Updated ten-year financial forecast
- Successfully completed the State of California TDA Triennial Review resulting in no material findings
- Completed financial audits resulting in no material findings
- Conducted a five-year capital improvement program call-for-projects
- Prepared annual operating and capital budgets; included annual cash flow for capital projects
- Initiated fare restructuring study to improve ridership and fare revenues
- Implemented the “employee portal” to provide employees with on-line access to human resource and payroll information
- Received National Government Finance Officers Association award for excellence in financial reporting
- Represented Foothill Transit on WTS International Board of Directors and Transportation Finance Learning Exchange (TFLEX) Board of Directors
- Transitioned employee benefits plan year from fiscal year to calendar year

FY16/17 INITIATIVES:

- Complete and implement fare restructuring
- Complete the annual National Transit Database (NTD), Transportation Performance Measure (TPM), State Controller’s and Comprehensive Annual Financial Reports (CAFR)
- Update employee handbook to reflect new Board-adopted policies
- Improve investment portfolio
- Increase grant fund receipts for electric buses and technology

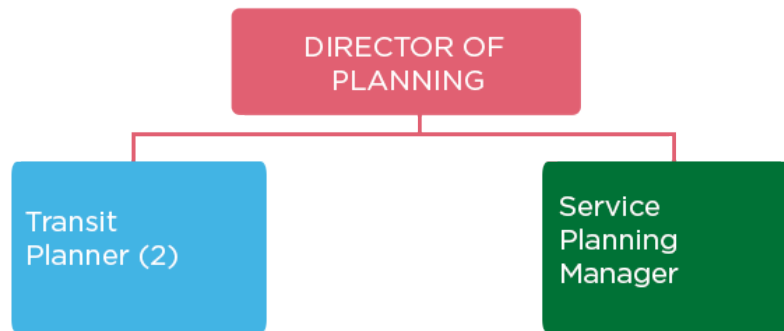
Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 803,685	\$ 919,700	\$ 919,700	1,027,600
5210	Audit Fees	20,550	45,000	45,000	45,000
5230	Consulting	6,816	35,900	35,900	35,900
5430	Dues and Subscriptions	2,325	2,050	2,410	3,300
5550	Travel and Meeting	29,426	45,700	45,340	51,200
5720	Other Contracted Services	999	17,000	17,000	18,500
5741	Fare Collection Equip./Maint.	2,288	13,550	13,550	13,550
5850	Office/General Supplies	1,996	1,200	600	1,200
6210	Pass Sales Commission	15,153	20,000	20,000	20,000
6260	Fare Media	22,000	20,000	20,000	20,000
		\$ 905,239	\$ 1,120,100	\$ 1,119,500	\$ 1,236,250

Budget Notes:

- Account 5430 Dues and Subscriptions, increased to include Transportation Finance Learning Exchange (TFLEX) and California Society of Municipal Finance Officers (CSMFO)

Planning

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



FY15/16 ACCOMPLISHMENTS:

- Completed the public outreach process of the Comprehensive Operational Analysis (COA) and made final recommendations of service enhancements to the Governing Board for approval.
- Completed the implementation of the Phase 1 approved service enhancements recommended by the COA
- Implemented service to interface with the Metro Gold Line extension
- Implemented pilot Express Line 496 from the newly constructed Azusa Intermodal Transportation Center
- Integrated Lines 190, 194, and 270 into the Foothill Transit system
- Completed the Federal Transit Administration's Title VI Review
- Developed and achieved board adoption of Service Planning Standards

FY16/17 INITIATIVES

- Analyze and adjust routes and schedules impacted by the Gold Line extension
- Begin the public outreach process for the next phase of proposed service enhancements recommended by the Comprehensive Operational Analysis
- Operate special LA County Fair service including a line that will take customers from the Azusa Intermodal Transportation Center to the Pomona Fairplex and extended operating weekend hours for Line 197
- Upgrade the Giro Hastus scheduling system software
- Look at innovative delivery of service such as the forming collaborative partnerships with transportation network companies (TNCs) such as Uber, Lyft, and taxis
- Research and implement a pilot express line from the newly constructed Covina Park & Ride
- Improve schedule adherence by making necessary adjustments to route run times

Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 404,685	\$ 458,100	\$ 471,568	\$ 524,000
5230	Consulting	27,636	60,000	60,000	60,000
5260	Professional/Technical	398,071	260,000	260,000	130,000
5430	Dues and Subscriptions	1,582	2,250	2,250	3,450
5530	System Map	-	50,000	50,000	50,000
5550	Travel and Meeting	16,329	15,400	15,400	16,000
5720	Other Contracted Services	111,522	100,000	141,748	12,000
5850	Office/General Supplies	4,151	40,000	16,110	30,000
6200	Bus Book Printing	42,181	140,000	106,250	150,000
		\$1,006,158	\$1,125,750	\$1,123,326	\$975,450

Budget Notes:

- Account 5260 Professional/Technical, reduced due to substantial completion of COA
- Account 5430 Dues and Subscriptions, increased to include Pomona Rotary
- Account 5720 Other Contracted Services, decreased as Nextbus Licensing has been transferred to ITS

Facilities

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



FY15/16 ACCOMPLISHMENTS:

- Completed construction of the four level Azusa Intermodal Transit Center
- Completed the installation of the Bus Stop Sign Replacement Project
- Completed installation of the fire alarm system in the fuel island at the Pomona Operations and Maintenance Facility
- Completed the installation of the Pre-Action Dry Sprinkler System Protection at the administrative building data server room
- Implemented the Environmental and Sustainability Management System (ESMS) Program at the Pomona Operations and Maintenance Facility

FY16/17 INITIATIVES

- Complete the Arcadia Operations and Maintenance Facility interior and exterior improvements
- Complete interior painting and upgrades at the Pomona Operations and Maintenance Facility
- Complete the vault canopy installation at the Arcadia Operations and Maintenance Facility
- Complete roof replacement at Arcadia Operations and Maintenance Facility
- Complete the rehabilitation of the in-ground lifts at the Pomona and Arcadia Maintenance Facilities
- Begin Phase 1 environmental review and preliminary architectural and engineering design for the Covina Park & Ride and Transit Center

FY16/17 INITIATIVES (cont.)

- Begin Phase 1 environmental review for the Mt. SAC Transit Center
- Complete the West Covina Bus Shelter replacement project on Vincent Avenue
- Complete the Arcadia HVAC Installation Project
- Begin design for the West Covina Transit Store
- Complete the Environmental and Sustainability Management System (ESMS) Program recertification at the Arcadia and Pomona Operations and Maintenance Facility
- Develop a long-term mechanical equipment replacement plan for Arcadia and Pomona Operations and Maintenance Facilities

Acct. Number	Account Name	FY 14/15 Actual	FY 15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salary, Wages & Benefits	\$ 376,852	\$ 417,400	\$ 411,550	\$ 473,400
5151	Contracted Services-Facility	408,540	420,790	420,792	433,420
5260	Professional/Technical	-	2,000	-	2,000
5420	Contract Maintenance	37,370	60,340	60,340	68,640
5430	Dues & Subscriptions	5,198	14,280	14,280	15,960
5471	Janitorial	40,824	40,800	40,800	42,240
5550	Travel & Meeting	2,686	15,000	15,000	18,600
5720	Other Contracted Services	96,274	144,600	144,600	166,580
5850	Office/General Supplies	1,480	1,300	600	1,050
5910	Tools and Materials	13,571	19,000	19,000	20,000
5950	Repair & Maint. Other Equip.	21,411	24,700	24,700	33,600
5991	Safety & Security	8,625	13,670	13,670	24,690
6100	Utilities	223,487	258,780	258,780	274,460
		\$ 1,236,318	\$ 1,432,660	\$ 1,424,112	\$ 1,574,640

Budget Notes:

- Account 5991 Safety and Security, increased to include the Azusa Park & Ride structure fire alarm monitoring

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Foothill Transit

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



www.foothilltransit.org

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



April 22, 2016

To: Executive Board

Subject: **Disadvantaged Business Enterprise (DBE) Program Review**

Recommendations

1. Receive and file an update on Foothill Transit's Federal Transit Administration (FTA) DBE Program Review;
2. Authorize public outreach related to Foothill Transit's proposed DBE program goal of 20.6 percent; and
3. Adopt Foothill Transit's updated DBE Program (**Attachment A**).

Analysis

U.S. Department of Transportation (DOT) regulations require that each public entity receiving DOT funding adopt a DBE Policy and establish an overall DBE goal every three years. The most recently promulgated regulations require a number of changes including updated reporting requirements; updated DBE directory requirements; requirements for fostering small business participation; and clarification of the requirements for monitoring the performance of program participants.

Foothill Transit also recently completed a rigorous DBE Program Review that involved submission and review of agency documents, responding to a series of written questions, and meetings between the review team and Foothill Transit staff. Foothill Transit was found deficient in the following areas during the review:

Program Plan	Foothill Transit's most recent DBE Program Plan, dated February 24, 2012, did not include all required elements. Additionally, Foothill Transit's Plan did not reflect current practice.
Policy Statement	Foothill Transit did not provide documentation that the DBE Policy Statement had been distributed throughout the organization or to the DBE and non-DBE business communities as described in their Plan.
Financial Institutions	Foothill Transit did not sufficiently investigate the availability or encourage the use of DBE banks.
Overconcentration	Foothill Transit did not conduct an analysis to determine the occurrence of overconcentration; did not have a procedure in place for analyzing the occurrence of overconcentration; and did not describe measures it would take should overconcentration occur.
Calculation	Foothill Transit referenced the use of a bidders list in its goal calculation methodology, however it did not use a bidders list to calculate its goals. In addition, Foothill Transit did not provide sufficient analysis and support for its FY2016-FY2018 Step 2 goal calculation.
Protecting Against Termination for Convenience	Foothill Transit did not include a provision in all prime contracts requiring prime contractors to obtain Foothill Transit approval prior to terminating a DBE subcontractor.
Contract Assurance	Foothill did not ensure that the required contract non-discrimination assurance was included in all prime and subcontractor agreements.



Prompt Payment	Foothill did not ensure that the required contract prompt-payment provision was included in all prime and subcontractor agreements.
Bidders List and Reporting DBE Participation	Foothill Transit did not maintain a bidders list of firms that submit bids or proposals.
Monitoring	Foothill Transit did not document its monitoring of contract performance or payments to subrecipients.

The reviewers also made the following advisory comments related to Foothill Transit's DBE Program:

DBE Liaison Officer	Foothill Transit is advised to update the DBELO job description to reflect duties listed in its DBE Program Plan and the DBELO's current responsibilities.
Business Development Programs	Foothill Transit is advised to remove the reference to its DBE Business Development Program Guidelines from its DBE Program Plan.
Public Participation	Foothill Transit is advised that the DBE goal must be maintained on its website for the entire triennial period.
Race-Neutral	Foothill Transit is advised to document the efforts it makes to implement the required small business element of its DBE program.
Shortfall Analysis and Corrective Action Plan	Foothill Transit is advised to update its DBE Program Plan to include detailed procedures on how it conducts DBE shortfall analyses and develops corrective action plans.
TVM	Foothill Transit is advised to update its DBE Program Plan to include procedures for confirming the required TVM certifications and submissions prior to awarding contracts for the purchase of transit vehicles. In addition, Foothill Transit is advised to update its DBE Program Plan to include procedures for notifying FTA within 30 days of making an award, the name of the successful bidder, and the total dollar value of the contract

In response to these findings, Foothill Transit's DBE Program (**Attachment A**) has been updated to correct the deficiencies identified, and staff has implemented processes and procedures to ensure full compliance with DOT regulations.

Discussion of Deficiencies and Corrective Actions

DBE Review Deficiency: Program Plan

- Foothill Transit's most recent DBE Program Plan, dated February 24, 2012, did not include all required elements. Additionally, Foothill Transit's Plan did not reflect current practice.

Foothill Transit Corrective Action: The attached DBE Program has been updated and includes changes promulgated by the Federal Transit Administration since the February 2012 adoption of Foothill Transit's DBE Program. The program will be appropriately updated as needed when changes to the regulations are implemented.



DBE Review Deficiency: Policy Statement

- Foothill Transit did not provide documentation that the DBE Policy Statement had been distributed throughout the organization or to the DBE and non-DBE business communities as described in their Plan.

Foothill Transit Corrective Action: The updated plan indicates that:

Foothill Transit has disseminated this policy statement to the Foothill Transit Executive Board and throughout our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts.

This policy statement is included in the Executive Board agenda on a triennial basis for consideration with the approval of the agency DBE goal. This policy statement is also contained on the Foothill Transit website where DBE and non-DBE businesses may view possible contracting opportunities. The availability of this this statement is/will be advertised along with the DBE goal in local business newspapers. Foothill Transit also maintains relationships with various local and regional business associations in the area and will provide this policy statement to those organizations for publication and/or distribution.

Upon adoption of the DBE Program by the Executive Board, the updated DBE Policy will be disseminated as stated above.

DBE Review Deficiency: Financial Institutions

- Foothill Transit did not sufficiently investigate the availability or encourage the use of DBE banks.

Foothill Transit Corrective Action: While we have identified Minority Financial Institutions by checking the Federal Reserve website, we have not been able to confirm their status as economically disadvantaged. Consistent with the direction provided by the FTA in its March 1, 2016 compliance review of Foothill Transit's DBE Program, Foothill Transit encourages the use of institutions identified on <http://www.federalreserve.gov/Releases/mob/current/default.htm> with the understanding provided by the FTA that the entry of social disadvantage is a sufficient criterion for identifying DBE financial institutions.

DBE Review Deficiency: Overconcentration

- Foothill Transit did not conduct an analysis to determine the occurrence of overconcentration; did not have a procedure in place for analyzing the occurrence of overconcentration; and did not describe measures it would take should overconcentration occur.

Foothill Transit Corrective Action: With each federally-assisted contract award, Foothill Transit will continue to monitor and analyze whether the type of contracts/subcontracts awarded to DBEs suggest an overconcentration in



particular fields. If overconcentration is found to exist, Foothill Transit will enhance its communication with its prime contractors and its outreach within the network of DBE vendors to address the overconcentration. These efforts will be documented by the DBELO.

DBE Review Deficiency: Calculation

- Foothill Transit referenced the use of a bidders list in its goal calculation methodology, however it did not use a bidders list to calculate its goals. In addition, Foothill Transit did not provide sufficient analysis and support for its FY2016-FY2018 Step 2 goal calculation.

Foothill Transit Corrective Action: A Bidders List was not available at the time that Foothill Transit's FFY 2016-2018 DBE Goal was calculated. Staff utilized information from the Census Bureau County Business Patterns along with the North American Industry Classification System (NAICS) code corresponding to the type of work (aside from transit vehicle procurements, which are not subject to a transit agency's DBE goal-setting rule) anticipated to be carried out using DOT funds during FFY 2016-2018. In line with the review team's recommendation, Foothill Transit will recalculate its FFY 2016-2018 DBE Program Goal and will obtain public input on the proposed revised goal.

DBE Review Deficiency: Protecting Against Termination for Convenience

- Foothill Transit did not include a provision in all prime contracts requiring prime contractors to obtain Foothill Transit approval prior to terminating a DBE subcontractor.

Foothill Transit Corrective Action: This provision will be included in all future DOT-assisted contracts. Existing ongoing contracts are currently being amended to include this provision.

DBE Review Deficiency: Contract Assurance

- Foothill did not ensure that the required contract non-discrimination assurance was included in all prime and subcontractor agreements.

Foothill Transit Corrective Action: A checklist has been created and is currently being used to ensure that this provision is included in all future DOT-assisted prime contracts. Existing contracts and subcontractor agreements are currently being amended to include this provision.

DBE Review Deficiency: Prompt Payment

- Foothill did not ensure that the required contract prompt-payment provision was included in all prime and subcontractor agreements.

Foothill Transit Corrective Action: A checklist has been created and is currently being used to ensure that this provision is included in all future DOT-assisted



prime contracts. Existing contracts and subcontractor agreements are currently being amended to include this provision.

DBE Review Deficiency: Bidders List and Reporting DBE Participation

- Foothill Transit did not maintain a bidders list of firms that submit bids or proposals.

Foothill Transit Corrective Action: Foothill Transit's new e-bid system will facilitate our maintenance of a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders' list approach to be used in calculating overall goals. The bidders' list will include the name, address, DBE or non-DBE status, age, and annual gross receipts of firms.

DBE Review Deficiency: Monitoring

- Foothill Transit did not document its monitoring of contract performance or payments to subrecipients.

Foothill Transit Corrective Action: Foothill Transit will document the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. *We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.*
2. *We will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.*
3. *We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by regular visits to jobsites and interviews of the personnel performing work.*
4. *We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.*



Discussion of Advisory Comments

- DBE Review Advisory Comment: DBE Liaison Officer
Foothill Transit is advised to update the DBELO job description to reflect duties listed in its DBE Program Plan and the DBELO's current responsibilities.

This advisory comment has been implemented.

- DBE Review Advisory Comment: Business Development Programs
Foothill Transit is advised to remove the reference to its DBE Business Development Program Guidelines from its DBE Program Plan.

Foothill Transit's DBE Program Plan has been revised in accordance with this Advisory Comment.

- DBE Review Advisory Comment: Public Participation
Foothill Transit is advised that the DBE goal must be maintained on its website for the entire triennial period.

This advisory comment has been implemented.

- DBE Review Advisory Comment: Race Neutral
Foothill Transit is advised to document the efforts it makes to implement the required small business element of its DBE program.

This advisory comment has been implemented.

- DBE Review Advisory Comment: Shortfall Analysis and Corrective Action Plan
Foothill Transit is advised to update its DBE Program Plan to include detailed procedures on how it conducts DBE shortfall analyses and develops corrective action plans.

This advisory comment has been implemented.

- DBE Review Advisory Comment: TVM
Foothill Transit is advised to update its DBE Program Plan to include procedures for confirming the required TVM certifications and submissions prior to awarding contracts for the purchase of transit vehicles. In addition, Foothill Transit is advised to update its DBE Program Plan to include procedures for notifying FTA within 30 days of making an award, the name of the successful bidder, and the total dollar value of the contract.

This advisory comment has been implemented.



As provided for in the federal regulations, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

On May 1, 2006 the California Department of Transportation ordered a change in the administration of DBE participation, implementing a race-neutral DBE program. The action came as a result of a Ninth Circuit Court of Appeals decision mandating that evidence of discrimination in the transportation contracting industry must be documented in order to implement a race-conscious DBE program. The race-neutral DBE Program may be an interim step, pending the results of an availability and a disparity study to guide the administration of the DBE Program in accordance with 49 CFR Part 26.

Foothill Transit will continue to conduct and enhance its outreach to small businesses, certified and prospective DBE vendors, and expects to meet its proposed triennial goal of 20.6 percent by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures; when DBE participation is awarded a subcontract on a prime contract that does not have a DBE goal, and when DBE participation on a prime contract exceeds a contract goal.

Budget Impact

There are some minor costs related to ongoing advertising of Foothill Transit's DBE Program and goals, contracting opportunities and the enhanced outreach to both DBE and non-DBE vendors. These expenses will be included in each fiscal year's Business Plan.

Sincerely,

Kevin Parks McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment

Foothill Transit DBE PROGRAM

POLICY STATEMENT

Foothill Transit has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Foothill Transit has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Foothill Transit to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Foothill Transit's Deputy Executive Director has been delegated as the DBE Liaison Officer. In that capacity, the Deputy Executive Director is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Foothill Transit in its financial assistance agreements with the Department of Transportation.

Foothill Transit has disseminated this policy statement to the Foothill Transit Executive Board and throughout our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts.

This policy statement is included in the Executive Board agenda on a triennial basis for consideration with the approval of the agency DBE goal. This policy statement is also contained on the Foothill Transit website where DBE and non-DBE businesses may view possible contracting opportunities. The availability of this this statement is/will be advertised along with the DBE goal in local business newspapers. Foothill Transit also maintains relationships with various local and regional business associations in the area and will provide this policy statement to those organizations for publication and/or distribution.

Doran J. Barnes
Executive Director

Date

Foothill Transit DBE PROGRAM

SUBPART A - GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Foothill Transit is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, Titles I, II, and V of the TEA-21, Pub. L. 105-178 or Titles I, III and VI of SAFETEA-LU, Pub. L. 109-59 and Divisions A and B of MAP-21 Pub. L. 112-141.

Section 26.5 Definitions

Foothill Transit will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-discrimination Requirements

Foothill Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Foothill Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11(b)

We will report DBE participation to DOT as follows:

We will report DBE participation on semi-annual basis. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List: 26.11(c)

Foothill Transit will maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders' list approach to be used in calculating overall goals. The bidders' list will include the name, address, DBE or non-DBE status, age, and annual gross receipts of firms.

Foothill Transit DBE PROGRAM

We will collect bidders list information in the following ways:

- Foothill Transit's online vendor database for solicitations where registrants may submit DBE status.
- Contract clause requiring prime bidders to report information on firms who provide them with quotes on subcontracts.

Section 26.13 Federal Financial Assistance Agreement

Foothill Transit has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a)

Foothill Transit shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Foothill Transit of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

The DBELO or his/her designee will review all DOT-assisted contracts and subcontracts before execution to ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

Foothill Transit DBE PROGRAM

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since Foothill Transit has received grants of \$250,000 or more in FTA planning, capital, and or operating assistance in multiple federal fiscal years we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Kevin Parks McDonald
100 S. Vincent Ave.
Suite 200
West Covina, CA 91790
626.931.7201
kmcDonald@foothilltransit.org

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Foothill Transit complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Executive Director concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of three to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments within which DOT-assisted contracting opportunities exist or may exist to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment, if applicable) and identifies ways to improve progress.

Foothill Transit DBE PROGRAM

6. Analyzes Foothill Transit's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the CEO\governing body on DBE matters and achievement.
9. Plans and participates in DBE training seminars.
10. Acts as liaison to the Uniform Certification Process in California.
11. Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of Foothill Transit to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions:

While we have identified Minority Financial Institutions by checking the Federal Reserve website, we have not been able to confirm their status as economically disadvantaged. Consistent with the direction provided by the FTA in its March 1, 2016 compliance review of Foothill Transit's DBE Program, Foothill Transit encourages the use of institutions identified on <http://www.federalreserve.gov/Releases/mob/current/default.htm> with the understanding provided by the FTA that the entry of social disadvantage is a sufficient criterion for identifying DBE financial institutions.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer. All DOT-assisted procurements will include information directing interested parties to the Federal Reserve's website for a listing of Minority Banking Institutions and encouraging them to make use of these institutions when possible.

Section 26.29 Prompt Payment Mechanisms

The DBELO or his/her designee will review all DOT-assisted contracts and subcontracts before execution to ensure that the following or an equivalent clause is placed in every DOT-assisted contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Foothill Transit. The prime contractor agrees further to return any retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause

Foothill Transit DBE PROGRAM

following written approval of Foothill Transit. This clause applies to both DBE and non-DBE subcontracts.

Section 26.31 Directory

Foothill Transit's Contract Opportunities page on its website directs vendors and potential vendors to http://www.dot.ca.gov/hq/bep/find_certified.htm so that they are able to identify all firms eligible to participate as DBEs. This resource lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE.

Foothill Transit DBE PROGRAM

Section 26.33 Overconcentration

Foothill Transit's analysis of its contracting opportunities over the past three years indicates that DBEs have performed work in a variety of disciplines including, but not limited to landscaping, elevator construction and installation, paving, trucking, and materials testing and the amount of work performed in those disciplines is not concentrated in any one area.

With each federally-assisted contract award, Foothill Transit will continue to monitor and analyze whether the type of contracts/subcontracts awarded to DBEs suggest an overconcentration in particular fields. If overconcentration is found to exist, Foothill Transit will inform the Federal Transit Administration of Foothill Transit's determination, encourage DBEs within the area of overconcentration to expand into other fields, and enhance its communication with its prime contractors and its outreach within the network of DBE vendors to address the overconcentration. These efforts will be documented by the DBELO.

Section 26.35 Business Development Programs

Foothill Transit's small business development program is set out in Section 26.39.

Section 26.37 Monitoring and Enforcement Mechanisms

Foothill Transit will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by regular visits to jobsites and interviews of the personnel performing work.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

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Section 26.39 Small Business Development Mechanisms

Should Foothill Transit develop a Small Business Development component, we will implement the following mechanisms to ensure compliance with 49 CFR Part 26.

1. On prime contracts not having contract goals, we will require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
2. In multi-year design-build contracts or other large contracts (e.g., for “megaprojects”) we will require bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.
3. To meet the portion of our overall goal we project to meet through race-neutral measures, we will ensure that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
4. We will identify alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.

Appendix C to Part 26—DBE Business Development Program Guidelines

The purpose of this program element is to further the development of DBEs, including but not limited to assisting them to move into non-traditional areas of work and/or compete in the marketplace outside the DBE program, via the provision of training and assistance from the recipient.

(A) Each firm that participates in Foothill Transit’s business development program (BDP) program is subject to a program term of five years. The term consists of two stages; a developmental stage and a transitional stage.

(B) In order for a firm to remain eligible for program participation, it must continue to meet all eligibility criteria contained in part 26.

(C) By no later than 6 months of program entry, the participant should develop and submit to Foothill Transit a comprehensive business plan setting forth the participant’s business targets, objectives and goals. The participant will not be eligible for program benefits until such business plan is submitted and approved by Foothill Transit. The approved business plan will constitute the participant’s short and long term goals and the strategy for developmental growth to the point of economic viability in non-traditional areas of work and/or work outside the DBE program.

(D) The business plan should contain at least the following:

(1) An analysis of market potential, competitive environment and other business analyses estimating the program participant’s prospects for profitable operation during the term of program participation and after graduation from the program.

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(2) An analysis of the firm's strengths and weaknesses, with particular attention paid to the means of correcting any financial, managerial, technical, or labor conditions which could impede the participant from receiving contracts other than those in traditional areas of DBE participation.

(3) Specific targets, objectives, and goals for the business development of the participant during the next two years, utilizing the results of the analysis conducted pursuant to paragraphs (C) and (D)(1) of this appendix;

(4) Estimates of contract awards from the DBE program and from other sources which are needed to meet the objectives and goals for the years covered by the business plan; and

(5) Such other information as Foothill Transit may require.

(E) Each participant should annually review its currently approved business plan with Foothill Transit and modify the plan as may be appropriate to account for any changes in the firm's structure and redefined needs. The currently approved plan should be considered the applicable plan for all program purposes until Foothill Transit approves in writing a modified plan. The anniversary date for review of the participant's business plan and contract forecasts is June 30 of each year.

(F) Each participant should annually forecast in writing its need for contract awards for the next program year and the succeeding program year during the review of its business plan conducted under paragraph (E) of this appendix. Such forecast should be included in the participant's business plan. The forecast should include:

(1) The aggregate dollar value of contracts to be sought under the DBE program, reflecting compliance with the business plan;

(2) The aggregate dollar value of contracts to be sought in areas other than traditional areas of DBE participation;

(3) The types of contract opportunities being sought, based on the firm's primary line of business; and

(4) Such other information as may be requested by Foothill Transit to aid in providing effective business development assistance to the participant.

(G) Program participation is divided into two stages; (1) a developmental stage and (2) a transitional stage. The developmental stage is designed to assist participants to overcome their social and economic disadvantage by providing such assistance as may be necessary and appropriate to enable them to access relevant markets and strengthen their financial and managerial skills. The transitional stage of program participation follows the developmental stage and is designed to assist participants to overcome, insofar as practical, their social and economic disadvantage and to prepare the participant for leaving the program.

(H) The length of service in the program term is not a pre-set time frame for either the developmental or transitional stages but will be figured on the number of years considered necessary in normal progression of achieving the firm's established goals and objectives. The setting of such time could be factored on such items as, but not limited to, the number of contracts, aggregate amount of the contract received, years in business, growth potential, etc.

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(I) Beginning in the first year of the transitional stage of program participation, each participant should annually submit for inclusion in its business plan a transition management plan outlining specific steps to promote profitable business operations in areas other than traditional areas of DBE participation after graduation from the program. The transition management plan should be submitted to the recipient at the same time other modifications are submitted pursuant to the annual review under paragraph (E) of this section. The plan should set forth the same information as required under paragraph (F) of steps the participant will take to continue its business development after the expiration of its program term.

(J) When a participant is recognized as successfully completing the program by substantially achieving the targets, objectives and goals set forth in its program term, and has demonstrated the ability to compete in the marketplace, its further participation within the program may be determined by Foothill Transit.

(K) In determining whether a concern has substantially achieved the goals and objectives of its business plan, the following factors, among others, will be considered by Foothill Transit:

- (1) Profitability;
- (2) Sales, including improved ratio of non-traditional contracts to traditional-type contracts;
- (3) Net worth, financial ratios, working capital, capitalization, access to credit and capital;
- (4) Ability to obtain bonding;
- (5) A positive comparison of the DBE's business and financial profile with profiles of non-DBE businesses in the same area or similar business category; and
- (6) Good management capacity and capability.

(L) Upon determination by Foothill Transit that the participant should be graduated from the developmental program, we will notify the participant in writing of its intent to graduate the firm in a letter of notification. The letter of notification will set forth findings, based on the facts, for every material issue relating to the basis of the program graduation with specific reasons for each finding. The letter of notification will also provide the participant 45 days from the date of service of the letter to submit in writing information that explains why the proposed basis of graduation is not warranted.

(M) Participation of a DBE firm in the program may be discontinued by Foothill Transit prior to expiration of the firm's program term for good cause due to the failure of the firm to engage in business practices that will promote its competitiveness within a reasonable period of time as evidenced by, among other indicators, a pattern of inadequate performance or unjustified delinquent performance. Also, Foothill Transit can discontinue the participation of a firm that does not actively pursue and bid on contracts, and a firm that, without justification, regularly fails to respond to solicitations in the type of work it is qualified for and in the geographical areas where it has indicated availability under its approved business plan. Foothill Transit will take such action if over a 2-year period a DBE firm exhibits such a pattern.

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SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

Foothill Transit does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program. This section of the program will be updated every three years.

In accordance with Section 26.45(f) Foothill Transit will submit its overall goal to DOT on August 1 at three-year intervals in accordance with the schedule established by FTA. Before establishing the three-year overall goal, Foothill Transit will, among other efforts, consult with agencies and organizations such as Los Angeles Metro, Latino Business Association, San Gabriel Regional Chamber of Commerce, the Southern California Minority Business Development Council to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and Foothill Transit's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our principal office for 30 days following the date of the notice, and informing the public that Foothill Transit and DOT will accept comments on the goals for 30 days from the date of the notice. This notice will be published in the San Gabriel Valley Tribune, the Inland Valley News, Los Angeles Sentinel, and La Opinion normally; we will issue this notice by June 1 of the year of goal submission. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

We will begin using our three-year overall goal on October 1 of the calendar year following the August 1 submission to FTA, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Section 26.47 Shortfall Analysis

At the end of any DBE year in which Foothill Transit does not achieve its DBE goal as reflected for that year in Foothill Transit's Triennial DBE Goal, Foothill Transit will perform a Shortfall Analysis. The DBELO will conduct this Shortfall Analysis within two (2) months of the close of the DBE year.

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The Shortfall Analysis will analyze, in detail, the reasons for the difference between the DBE goal for that year and the actual DBE participation for that year. The Shortfall Analysis will take into account any efforts previously undertaken by the agency to achieve the DBE Goal. To increase the likelihood that Foothill Transit will achieve its DBE Goal in future years, the DBELO will develop an action plan which will include:

1. Outreach to vendors who were invited to participate in Foothill Transit's contracting opportunities to identify the reasons for their non-participation, and
2. Investigate and utilize other available resources and methods to encourage DBE participation in future contracting opportunities.

Section 26.49 Transit Vehicle Manufacturers Goals

Foothill Transit will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of Sections 26.49(b) and (c) of Title 49 of the Code of Federal Regulations. Alternatively, Foothill Transit may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Prior to awarding any federally-funded TVM contract, Foothill Transit will verify that the TVM awardee has fulfilled its requirement to submit a DBE goal methodology and complied with the TVM's DBE Program in accordance with the requirements of Section 26.49(a). In addition, Foothill Transit will notify the Federal Transit Administration within 30 days of making an award of a federally-funded contract to a TVM along with the name of the TVM and the dollar amount of the award.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious

Participation

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program. This section of the program will be updated when the goal calculation is updated and is likely to be revised once Foothill Transit implements the findings of a disparity study, if it is determined that a disparity study is appropriate.

Section 26.51(d-g) Contract Goals

Once Foothill Transit implements the findings of a disparity study, Foothill Transit will use contract goals to meet any portion of the overall goal Foothill Transit does not project being able to meet using race-neutral means. Contract goals will be established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

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We will express our contract goals as a percentage of *total amounts of a DOT-assisted contract*.

Section 26.53 Good Faith Efforts Procedures

Demonstration of Good Faith Efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The following personnel are responsible for determining whether a bidder/offeror who has not met a contract goal has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

Foothill Transit treats bidder/offeror compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

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Administrative reconsideration (26.53(d))

Within two (2) business days of being informed by Foothill Transit that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Kevin Parks McDonald
100 S. Vincent Ave.
Suite 200
West Covina, CA 91790
626.931.7201
kmcDonald@foothilltransit.org

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

Foothill Transit will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the termination and/or the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Once Foothill Transit implements the findings of any disparity study it conducts, the following or equivalent Bid Specification language will be included:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Foothill Transit to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are

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encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of _____ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

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SUBPART D - CERTIFICATION STANDARDS

Section 26.61 - 26.73 Certification Process

Foothill Transit will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will rely on certification decisions of the California Unified Certification Program. However, Foothill Transit will consider the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

Angela Shell
Assistant Director
1823 14th Street
Sacramento, CA 95811
(916) 324-0449
FAX (916) 324-1949
TTY 711
smallbusinessadvocate@dot.ca.gov

Certification application forms and documentation requirements are found at http://www.dot.ca.gov/hq/bep/business_forms.htm. Assistance is available at DBE.Certification@dot.ca.gov or at (916) 324-1700.

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SUBPART E - CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

Foothill Transit is the member of a Unified Certification Program (UCP) administered by California Department of Transportation (CalTrans). The UPC will meet all of the requirements of this section. The following is a description of the UCP:

The California Unified Certification Program (CUCP) provides “one-stop shopping” certification services to small, minority and women businesses seeking to participate in the United States Department of Transportation (USDOT) Disadvantaged Business Enterprise (DBE) Program. Certification services are offered to businesses seeking to obtain either DBE or airport concessionaire disadvantaged business enterprise (ACDBE) status.

As mandated by USDOT in the DBE Program, Final Rule 49 Code of Federal Regulations (CFR), Part 26, all public agencies that receive USDOT federal financial assistance must participate in a statewide unified certification program. These public agencies, commonly referred to as “recipients” of USDOT funds, include municipalities, counties, special districts, airports, transit agencies, and the State Department of Transportation (Caltrans).

The California Unified Certification Program (CUCP) went into effect on January 1, 2002. It is a “One-Stop Shopping” certification program that eliminates the need for a DBE or ACDBE firm to obtain certifications from multiple agencies within the State. A business certified as a DBE or ACDBE through the CUCP is automatically accepted by all USDOT recipients in California.

The CUCP is charged with the responsibility of overseeing the certification activities performed by various certifying agencies, and compiling and maintaining a single Statewide database of certified DBEs. The Database is intended to expand the use of DBE and ACDBE firms by maintaining complete and current information on those businesses and the products and services they can provide to all USDOT recipients in California. Select the “Directory” link on the top to access the Statewide database.

The CUCP certifying agencies are responsible for certifying DBE firms. You only need to apply for DBE certification at one agency. If your firm meets the General Criteria for DBE certification as provided on the Application Package, submit your completed application, along with the requested documentation, to one of the Certifying Agencies serving the geographical area where your firm has its principal place of business.

Section 26.83 Procedures for Certification Decisions

“No Change” Affidavits and Notices of Change (26.83(j))

We require all DBEs to inform us, in a written affidavit of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with Foothill Transit's application for certification.

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We also require all owners of all certified DBEs to submit, in a written affidavit, on the anniversary date of their certification, a “no change” affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of [*name of DBE firm*] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Part 26. There have been no material changes in the information provided with [*name of DBE*]’s application for certification, except for any changes about which you have provided written notice to Foothill Transit under 26.83(j). [*Name of firm*] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm’s previous three fiscal years do not exceed \$16.6 million.

We require DBEs to submit with this affidavit documentation of the firm’s size and gross receipts.

We will notify all currently certified DBE firms participating in Foothill Transit’s procurements of these obligations by contacting the firms and requesting submission of the “no change” affidavit through an email and/or regular mail request. Additionally, all firms identified in Foothill Transit’s bidders’ list will be asked to submit the affidavit via email notification annually. This notification will inform DBEs that to submit the “no change” affidavit, their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm’s owner knows or should know that he or she, or the firm, fails to meet a Part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

Section 26.85 Interstate Certification

Foothill Transit will rely on the CUCP to properly consider, evaluate and process certification applications based upon any firm’s DBE certification from a state other than California.

Section 26.87 Removal of a DBE’s Eligibility

In the event we propose to remove a DBE’s certification, we will forward our proposal to the CUCP.

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SUBPART F - COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law as applicable in the State of California.

The statement below is included in all Requests for Proposals (RFPs):

The Proposals received become the exclusive property of Foothill Transit. At such time as a contract award is made by Foothill Transit, all Proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records, with the exception of those elements of each Proposal which are trade secrets as that term is defined in California Government Code 6254.7 and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." Foothill Transit shall not in any way be liable or responsible for the disclosure of any such records or portions thereof, including, without limitation, those so marked if disclosure is deemed required by law or by an order of a court. Proposals that indiscriminately identify all or most of the Proposal as exempt from disclosure without justification may be found technically unacceptable.

The statement below is included in all Invitations for Bids (IFBs):

The Bids received become the exclusive property of Foothill Transit. At such time as Foothill Transit publishes its Executive Board Agenda containing a recommended action concerning a contract award, all Bids submitted in response to this IFB shall become a matter of public record and shall be regarded as public records, with the exception of those elements of each Bid which are trade secrets as that term is defined in California Government Code 6254.7 and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." Foothill Transit shall not in any way be liable or responsible for the disclosure of any such records or portions thereof, including, without limitation, those so marked if disclosure is deemed required by law or by an order of a court. Bids that indiscriminately identify all or most of the Bid as exempt from disclosure without justification may be found technically unacceptable.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

Foothill Transit includes the following or an equivalent clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Foothill Transit. The prime contractor agrees further to return any retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of

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payment from the above referenced time frame may occur only for good cause following written approval of Foothill Transit. This clause applies to both DBE and non-DBE subcontracts.

The DBELO or his/her designee will review each of the Contractor's subcontracts with DBEs to ensure that the appropriate contract provisions are included.

Foothill Transit engages the services of a Federal labor compliance consultant to audit records and ensure that timely payments are made and that retainage is returned to subcontractors within 30 days of the subcontractor's work being completed.

Foothill Transit's DBELO makes regular, random visits to job sites for DOT-assisted projects on which primes indicate that there is DBE participation to ensure that DBEs are actually performing the work. Foothill Transit's labor compliance consultant reviews records to ensure that payments are being made to those DBEs.

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ATTACHMENTS

Attachment 1 Organizational Chart

Attachment 2 DBE Directory

Attachment 3 Monitoring and Enforcement Mechanisms

Attachment 4 Overall Goal Calculations

Attachment 5 Breakout of Estimated Race-Neutral & Race-Conscious Participation

Attachment 6 Form 1 & 2 for Demonstration of Good Faith Efforts

Attachment 7 Certification Application Forms

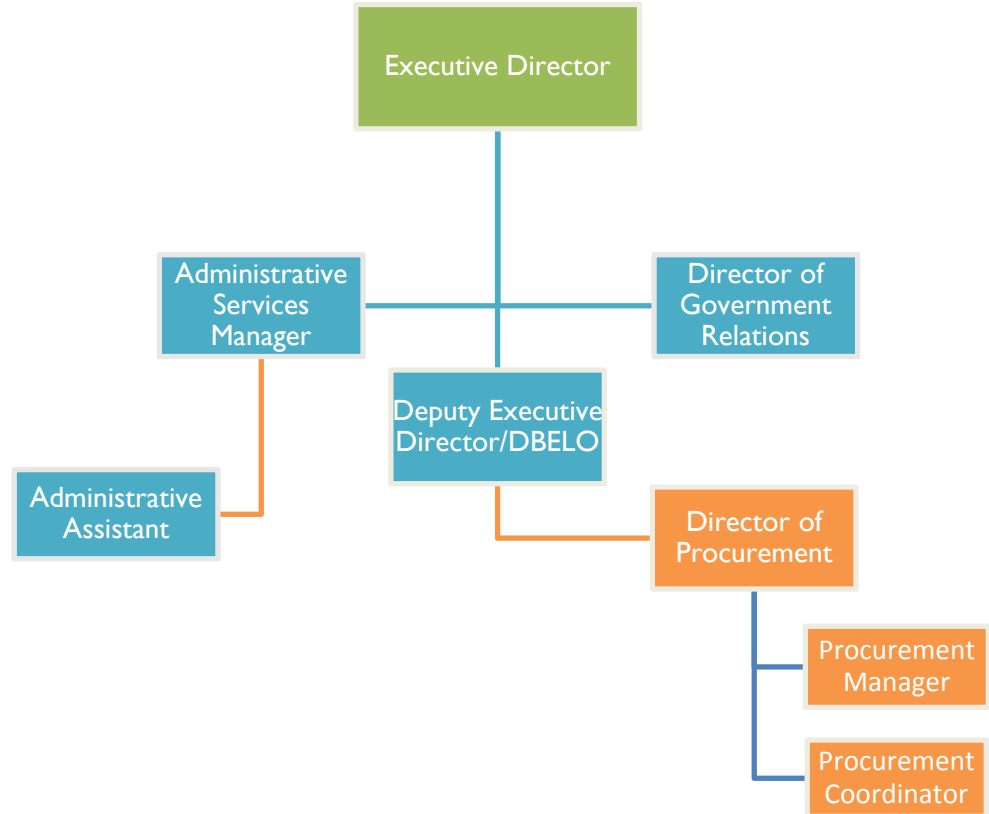
Attachment 8 Procedures for Removal of DBE's Eligibility

Attachment 9 Regulations: 49 CFR Part 26

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Attachment 1

Foothill Transit Organizational Chart



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Attachment 2

Please reference the California Department of Transportation DBE database:
http://www.dot.ca.gov/hq/bep/find_certified.htm

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Attachment 3

Monitoring and Enforcement Mechanisms

Foothill Transit will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

The following regulations, provisions, and contract remedies are available to Foothill Transit in the event of non-compliance with the DBE regulations by a contractor in its procurement activities:

1. DBE:

- A. Foothill Transit has established a DBE Program pursuant to 49 C.F.R. Part 26. The requirements and procedures of Foothill Transit's DBE Program are hereby incorporated by reference into this Contract. Failure by any Party to carry out Foothill Transit's DBE Program procedures and requirements or applicable requirements of 49 C.F.R. Part 26 shall be considered a material breach of this Agreement, and may be grounds for termination of this Agreement, or other such appropriate administrative remedy. Each Party shall ensure that compliance with Foothill Transit's DBE Program shall be included in any and all sub-agreements entered into which arise out of or are related to this Agreement.
- B. The Contractor agrees that it will take necessary and reasonable steps to ensure that DBEs as defined in 49 C.F.R. Part 26 have a fair opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Contract.

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

The Contractor agrees that it will adapt and use the race-neutral means identified in 49 C.F.R. 26.51(b) as appropriate for application to services under this Contract and will, to the maximum extent feasible, undertake these means of encouraging race neutral participation in the performance of its work. Each subcontract the Contractor signs with a sub-contractor will include the above statement.

- C. The Contractor will be required to demonstrate that it has undertaken "good faith efforts" to achieve DBE participation as that term is defined in Section 26.5 of Title 49

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of the Code of Federal Regulations and in accordance with the guidance provided in Appendix A to Part 26 of Title 49. The Contractor's failure to make good faith efforts shall be considered a material breach of the Agreement, and may give rise to certain administrative penalties and proceedings, including, but not limited to, those set forth in 49 C.F.R. 26.107.

2. Prompt Payment:

- A. Within thirty (30) calendar days from receipt by Foothill Transit of an invoice for each payment described in this Section and upon notification to the Contractor by Foothill Transit that Contractor has performed the professional services necessary for payment, Foothill Transit will pay Contractor the amount due. Neither payment of amounts due by Foothill Transit nor acceptance of any such payment by the Contractor shall constitute a waiver of any claim for errors or omission in invoices or payments.
- B. The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Foothill Transit. The prime contractor agrees further to return any retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Foothill Transit. This clause applies to both DBE and non-DBE subcontracts.

3. Performance Requirement:

- A. The Contractor shall, at all times during the term of the Contract, perform all of its professional services in accordance with appropriate prevailing professional practice standards; and shall furnish all labor, supervision, material and supplies necessary therefor. Notwithstanding the provision of any drawings, technical specifications or other data by Foothill Transit, the Contractor shall have the responsibility of supplying all items and details required to perform the professional services specified in this Contract.
- B. The Contractor shall perform all of its professional services in its own name and as an independent Contractor, and not in the name of, or as an agent for, Foothill Transit. Under the terms of the Contract, the Contractor is an independent contractor and has and retains full control and supervision of the services performed by and full control over the employment and direct compensation and discharge of all persons, other than Foothill Transit representatives, assisting in the performance of its services. The Contractor agrees to be solely responsible for all matters relating to wages, hours of work, and working conditions and payment of employees, including compliance with social security, all payroll taxes and withholdings, unemployment compensation, and all other requirements relating to such matters. The Contractor agrees to be responsible for its own acts and those of its subordinates, employees, and any and all sub-Contractors during the term of the Contract.

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- C. The Contractor shall prepare, complete, and submit to Foothill Transit the necessary reports, plans, specifications and the supporting data required to complete the Scope of Work set forth in this Contract.

4. Indemnification:

- A. The Contractor agrees to indemnify, defend, indemnify and hold harmless Foothill Transit against any claims, losses, costs, liability or damages in any way related to a claim that Foothill Transit is violating federal, state or local laws, or any contractual provisions, relating to copyrights, trade names, licenses, franchises, patents or other means of protecting interests in products or inventions. The Contractor shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked materials, equipment, devices or processes used on or incorporated in the services provided and Works produced under this Agreement. In case such materials, equipment, devices or processes are held to constitute an infringement and their use is enjoined, the Contractor, at its expense, shall: (a) secure for Foothill Transit the right to continue using the materials, equipment, devices or processes by suspension of any injunction or by procuring a license or licenses for Foothill Transit; or (b) modify the materials, equipment, devices, or processes so that they become non-infringing. This covenant shall survive the termination of this Agreement.

5. Disputes:

- A. Any dispute between the Contractor and Foothill Transit relating to the implementation or administration of the Contract shall be resolved in accordance with this Section.
- B. The Parties shall first attempt to resolve the dispute informally in meetings or communications between the Contractor and Foothill Transit's Representative. If the dispute remains unresolved 15 days after it first arises, the Contractor may request that Foothill Transit's Representative issue a recommended decision on the matter in dispute. Foothill Transit's Representative shall issue the recommended decision in writing and provide a copy to the Contractor.
- C. The recommended decision of Foothill Transit's Representative will become final unless, within 15 days of receipt of such recommended decision, the Contractor submits a written request for review to the Foothill Transit Executive Director. In connection with any such review, the Contractor and Foothill Transit's Representative shall be afforded an opportunity to be heard and to offer evidence on the issues presented. If the dispute remains unresolved after review by the Foothill Transit Executive Director, either party may seek resolution through referral to non-binding mediation. If such mediation is unsuccessful, either party may seek judicial resolution of the dispute in an appropriate Court of the State of California. Any party seeking resolution through the Courts of the State of California must, as a condition precedent to the commencement of litigation, demonstrate that it has made a good faith effort to resolve the dispute through the use of non-binding mediation.

Foothill Transit DBE PROGRAM

- D. Pending final resolution of a dispute under this Section, the Contractor shall proceed diligently with performance in accordance with the Contract and the recommended decision of Foothill Transit's Representative.

6. Subcontracting:

- A. The Contractor will not enter into any subcontract except with the prior review and written approval of Foothill Transit. The Contractor shall be fully responsible for all work performed by any sub-Contractor.
- B. Any approval of a subcontract shall not be construed as making Foothill Transit a party to such subcontract, giving the sub-Contractor privity of contract with Foothill Transit, or subjecting Foothill Transit to liability of any kind to any sub-Contractor.
- C. All subcontracts will incorporate in full all appropriate conditions and terms as set forth in this Contract.

7. Compliance with Laws and Permits:

In any of the following cases, Foothill Transit shall have the right to cancel the Contract without expense to Foothill Transit: (1) the Contractor is guilty of misrepresentation; (2) the Contract is obtained by fraud, collusion, conspiracy, or other unlawful means; or (3) the Contract conflicts with any statutory or constitutional provision of the State of California or the United States. This Section shall not be construed to limit Foothill Transit's right to terminate the Contract for convenience or default, as provided in Sections 18 and 19, respectively.

8. Cancellation of Contract:

In any of the following cases, Foothill Transit shall have the right to cancel the Contract without expense to Foothill Transit: (1) the Contractor is guilty of misrepresentation; (2) the Contract is obtained by fraud, collusion, conspiracy, or other unlawful means; or (3) the Contract conflicts with any statutory or constitutional provision of the State of California or the United States. This Section shall not be construed to limit Foothill Transit's right to terminate the Contract for convenience or default, as provided in Sections 18 and 19, respectively.

9. Termination for Default:

- A. Subject to the provisions of subsection C of this Section, Foothill Transit may terminate the whole or any part of the Contract in any one of the following circumstances:
 - (1) If the Contractor fails to provide the services in the manner required by the Contract;
 - (2) If the Contractor fails to perform any of the provisions of the Contract in accordance with its terms; or

Foothill Transit DBE PROGRAM

(3) If the Contractor fails to make progress in the prosecution of the work under the Contract so as to endanger such performance.

- B. In the event that Foothill Transit terminates the Contract in whole or in part as provided in Subsection A of this Section, Foothill Transit may procure, upon such terms and in such manner as Foothill Transit may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable to Foothill Transit for costs associated with the termination of the Contract, the procurement of replacement services by Foothill Transit, any excess costs of such similar supplies or services, and any increase in the total Contract cost as a result of the reprocurement of services from the date of termination to the expiration date of the original Contract. The Contractor shall continue the performance of the Contract to the extent not terminated under the provisions of this Section. Any disputes arising under this Section that cannot be resolved by the Contractor and Foothill Transit are subject to resolution pursuant to Section 11.
- C. If Foothill Transit determines that an event of default under this Section has occurred, it shall immediately notify the Contractor in writing and provide the Contractor with thirty (30) days in which to provide a plan to cure such default including a timetable for accomplishing the cure. Foothill Transit must approve the plan and the timetable, which approval shall not be unreasonably withheld. If the Contractor fails to cure in accordance with its plan and timetable, Foothill Transit may declare the Contractor to be in default and terminate the Contract in whole or in part.
- D. Except as otherwise provided, settlement of claims by the Contractor under this termination Section shall be in accordance with the provisions set forth in 48 C.F.R. Part 49, as amended from time to time.

10. False or Fraudulent Statement and Claims:

By executing this Contract the Contractor acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose penalties under the program Fraud Civil Remedies Act of 1986, as amended (31 U. S. C. 3801 et seq.), and implementing Department of Transportation regulations set forth at 49 C.F.R. Part 31.

Foothill Transit DBE PROGRAM

Attachment 4

Section 26.45: Overall Goal Calculation

Amount of Goal

1. Foothill Transit's overall goal for the following time period 2016 - 2018 is the following: 20.6% of the Federal financial assistance we will expend in DOT-assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles.
2. \$800,000 is the dollar amount of DOT-assisted contracts that Foothill Transit expects to award during FFY 2016 - 2018. This means that Foothill Transit has set a goal of expending \$164,810.69 with DBEs during these fiscal years/projects.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBE's was calculated as follows:

$$\text{Base figure} = \frac{\text{DBEs}}{\text{All firms}} = \frac{185}{898}$$

The data source or demonstrable evidence used to derive the numerator was: The California UCP using NAICS Code 236220.

The data source or demonstrable evidence used to derive the denominator was: U.S. Census Bureau County Business Patterns.

When we divided the numerator by the denominator we arrived at the base figure for our overall goal and that number was 20.6%

Foothill Transit DBE PROGRAM

Step 2: 26.45(d)

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

The non-TVM bus and bus facility scope of work and resulting DBE program goal calculated by Los Angeles Metro, a neighboring transit agency, was reviewed and found to be reasonably close to the non-TVM bus and bus facility scope of work that Foothill Transit will pursue in FFY 2016 - 2018. There was only minimal evidence to support adjusting the base figure downward to match Metro's DBE goal of 18 percent, thus Foothill Transit's DBE goal remains at 20.6%

In order to reflect as accurately as possible the DBE participation we would expect in the absence of discrimination we have not adjusted our base figure.

Public Participation

We published our goal information in these publications: Los Angeles Sentinel, La Opinion, Inland Valley Daily Bulletin, San Gabriel Valley Tribune. The public also has the opportunity to comment on Foothill Transit's DBE program at meetings of Foothill Transit's Executive Board where DBE matters are considered and acted upon.

We received comments from these individuals or organizations: No comments were received

Summaries of these comments are as follows: n/a

Our responses to these comments are: n/a

Foothill Transit DBE PROGRAM

Attachment 5

Section 26.51: Breakout of Estimated

Race-Neutral & Race Conscious Participation

Foothill Transit will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Foothill Transit uses the following race-neutral means to increase DBE participation:

Encourage participation of DBE's in pre-bid conferences

Outreach to DBE trade associations to provide information on Foothill Transit contracting opportunities

Solicit support of DBE trade associations to distribute bid announcements including bid specifications.

Encourage DBE's to discuss their capabilities with prime contractors at pre-bid conferences.

We estimate that, in meeting our overall goal of 6%, we will obtain 6% from race-neutral participation.

As a transit agency operating in California and covered by the decision of the U.S. Court of Appeals for the Ninth Circuit in the case of *Western States Paving Co., Inc. v. Washington State DOT*, Foothill Transit will not adopt race-conscious measures of DBE participation prior to the implementation of a disparity study.

In order to ensure that our DBE program will be narrowly tailored to overcome the effects of discrimination, if we use contract goals we will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)) and we will track and report race-neutral and race conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

We will maintain data separately on DBE achievements in those contracts with and without contract goals, respectively.

Foothill Transit DBE PROGRAM

Attachment 6

Forms 1 & 2 for Demonstration of Good Faith Efforts

Foothill Transit DBE PROGRAM

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract a submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature)

Title _____

Foothill Transit DBE PROGRAM

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____ (Signature) _____ (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Foothill Transit DBE PROGRAM

Attachment 7

Certification Application Forms - N/A

Foothill Transit DBE PROGRAM

Attachment 8

Procedures for Removal of DBE's Eligibility

In the event we propose to remove a DBE's certification, we will forward our proposal to the CUCP.

Foothill Transit DBE PROGRAM

Attachment 9

Regulations: 49 CFR Part 26



April 22, 2016

To: Executive Board

Subject: **FY 2015/2016 Third Quarter Performance Indicators Report**

Recommendation

Receive and file the FY 2015/2016 Third Quarter Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's performance indicators for the third quarter of FY 2015/2016. 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 third quarter of FY 2015/2016, Foothill Transit achieved two out of nine key performance indicator goals. The performance indicator targets met for the quarter were average miles between mechanical service interruptions and average hold time.

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 third quarter was 3.36 million - a seven percent decrease from the same quarter last year.
- **Fare Revenue** - Total fare revenue for the quarter was \$4.2 million, and the average fare per boarding was \$1.25.
- **Operating Expenses** - Operating expenses incurred in the quarter totaled \$19.25 million, resulting in an average cost per service hour of \$97.41.
- **Accidents** - The system averaged 0.72 preventable accidents per 100,000 miles.



- **Customer Complaints** - Foothill Transit received 21.2 complaints per 100,000 boardings in the third quarter. This is 42 percent higher than the third quarter of the previous year.
- **Schedule Adherence** - In the third quarter, Foothill Transit recorded 82.4 percent on-time performance. This is a one percent decrease from the third quarter 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. *Attachments A & B* summarize 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.

Overall System Performance

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

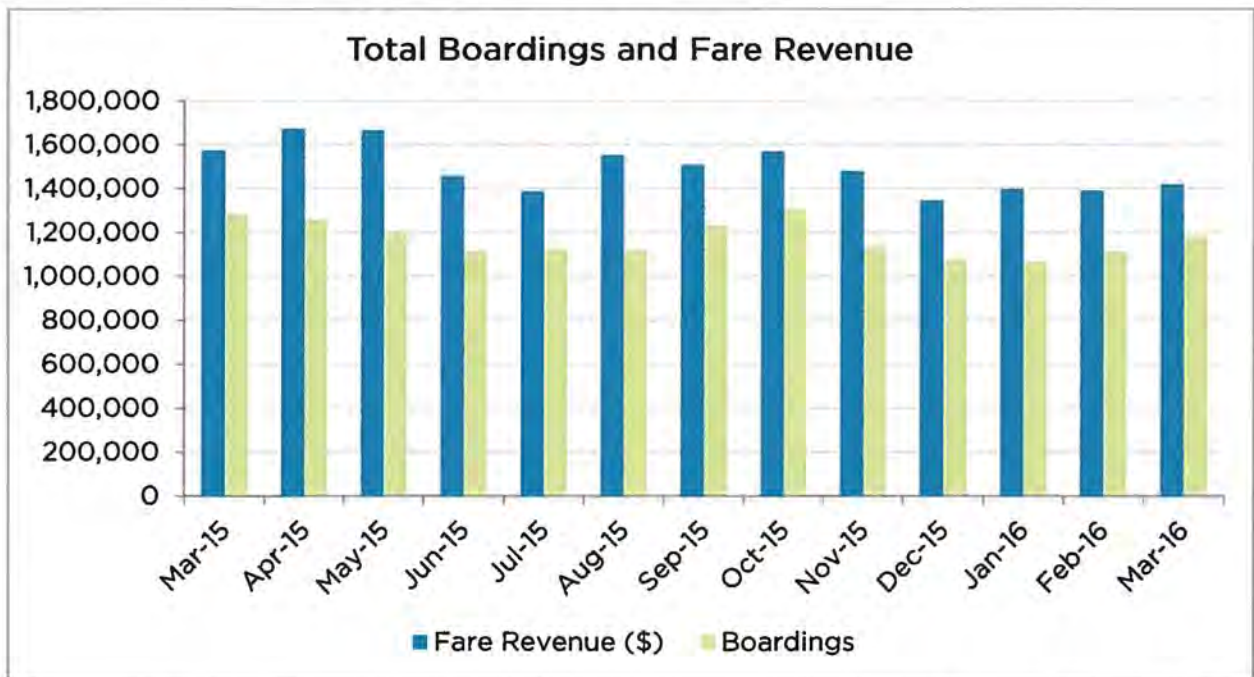


Total Boardings and Total Fare Revenues

In the third quarter of FY 2015/2016, there were 3.36 million boardings on Foothill Transit’s service. Compared to the same period last year, this is a seven percent decrease from 3.61 million boardings. Analysis of the three service classes show that compared to the same period the previous year, there was an 8.6 percent decline in boardings on local lines, a 3.5 percent decline in boardings on Lines 481, 690 and Silver Streak, and a 5.5 percent increase in boardings on commuter express lines. The increase in commuter express boardings can be attributed to Line 496, which began service on January.

Nationally and regionally, bus ridership has been steadily declining. The decrease in ridership may be attributed to sustained economic recovery and its corollary: an increase in car sales. Furthermore, changing demographics in the region, and Assembly Bill 60, which authorized the DMV to issue Driver’s Licenses to undocumented individuals, also coincide with the timing of the declining ridership. Foothill Transit staff continues to closely monitor transit ridership trends for the system and the Southern California region and is developing plans for modest service adjustments to be made to ensure that service levels are in line with ridership demand.

Total fare revenue recorded in the quarter was \$4.2 million, an eight percent decline from the same period last year. The decline in fare revenue can be attributed to the seven percent decline in ridership.





Vehicle Service Hours and Operating Expenditure

In the third quarter, Foothill Transit operated 197,615 service hours, which represents a five percent increase compared to the same period the previous year. This is mainly the result of increased commuter express service and expanded Silver Streak service over the past year.

Furthermore, Foothill Transit incurred \$19.25 million in operating expenses this quarter. This is 10.4 percent higher compared to the same period the previous year. After adjusting for inflation, this is a 9.6 percent increase compared to the same period the previous year. Variance between years is related to increased service provided.

Goal 1: Operate a Safe Transit System

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

Preventable Accidents per 100,000 Miles

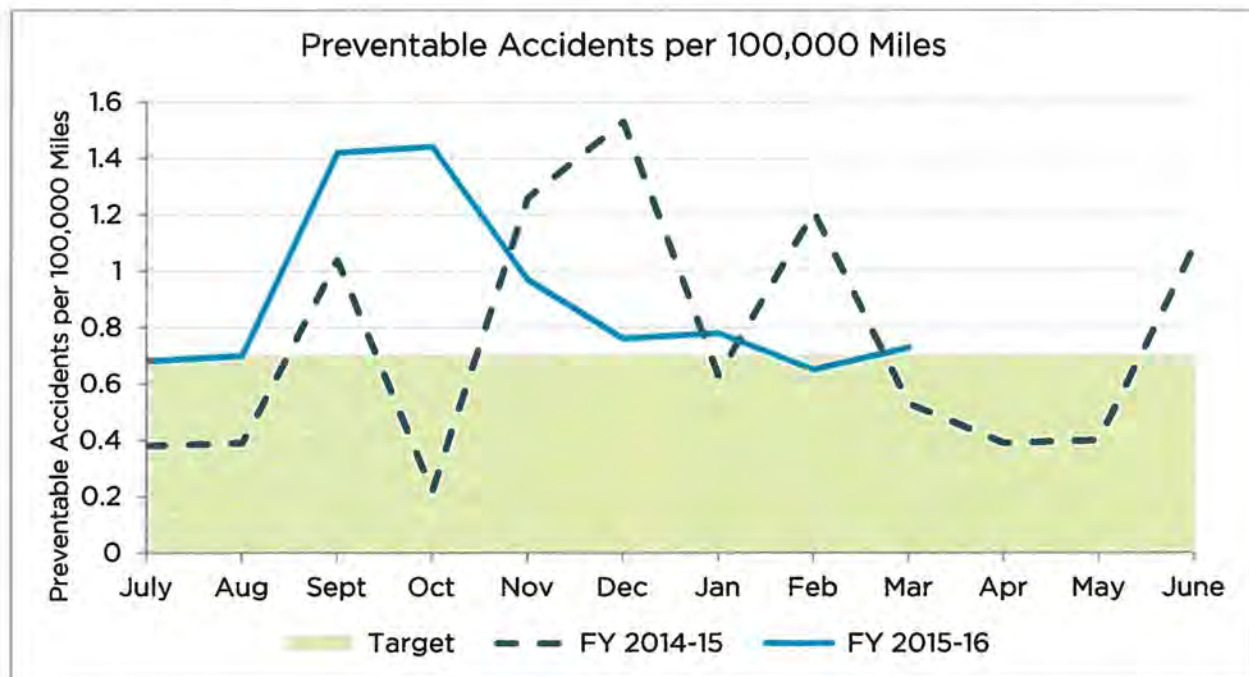
In the third quarter of FY 2015/2016, Foothill Transit did not meet the adopted standard of 0.70 or fewer preventable accidents per 100,000 miles with an average of 0.72. However, this is a six percent improvement compared to the same period the previous fiscal year. The majority of preventable accidents in the third quarter were vehicles making contact with fixed-objects.

To address the negative trend in fixed-object accidents, our contractors have heightened their focus on these types of accidents in their various safety campaigns such as daily safety dispatch memos, weekly safety message boards, and training. During the third quarter, particular emphasis was placed on diminishing lanes, pulling in and out of bus stops and maneuvering in transit centers. Foothill Transit staff is continuing the project of identifying unsafe or problematic bus stops by combining geo-spatial data from archived accident reports with road observations by supervisors and bus operators. Through this project, we have been able to identify hot spot areas which include the Foothill corridor, El Monte Station, and Puente Hills Mall. Additionally, we have been working with city staff to address bus stops that present specific safety challenges. Through this we have seen a reduction in preventable accidents from Quarter II to Quarter III.

Working with the operations and maintenance contractors, the Safety Managers have increased training for the bus operators. There is a new 30/60/90 training program for new employees. Every 30 days, new employees are brought in for a refresher training which is a skills course that



covers diminishing lanes, straight line backing, serpentine, left turn and right turn, parallel parking, and identifying reference points. During the Presidents Day Holiday our transit service contractors held a voluntary refresher training for employees which included classroom training and behind the wheel training. Staff will continue to monitor the trends and identify areas for improvement that are addressed in the monthly safety meetings.



Goal 2: Provide Outstanding Customer Service

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

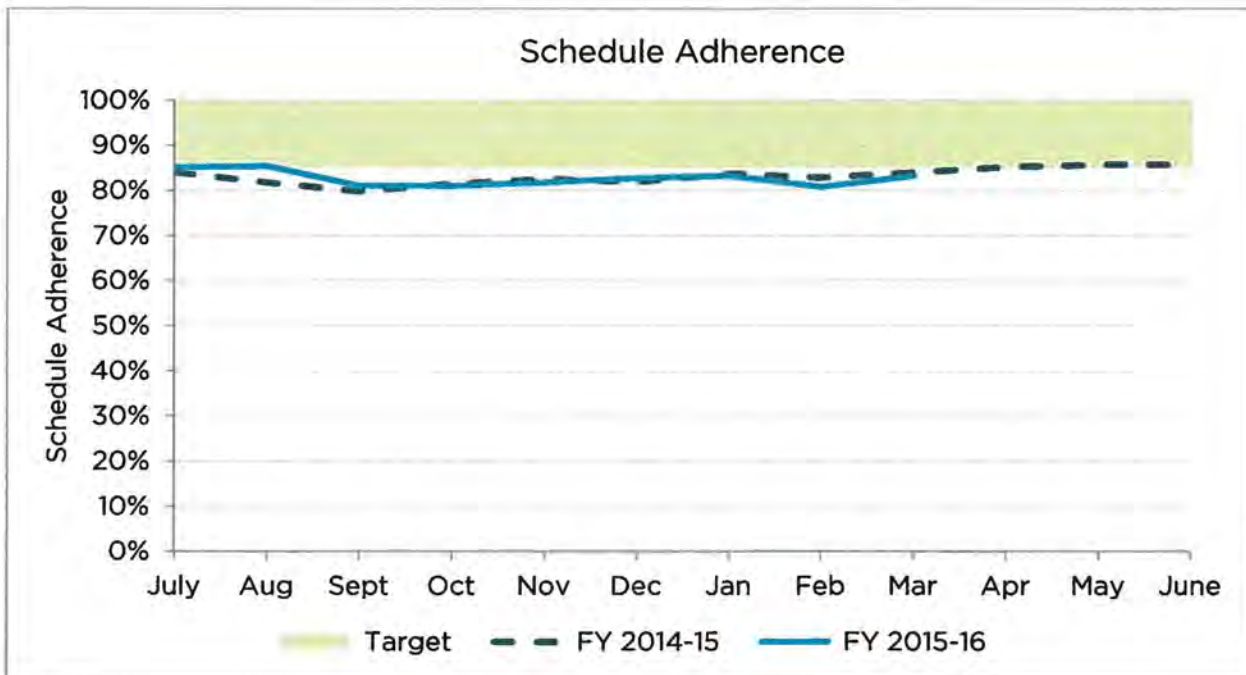
Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if did not depart early or it departed the time point no more than five minutes late. Foothill Transit has adopted a goal of 85 percent or higher OTP for this fiscal year. In the third quarter, Foothill Transit achieved 82.8 percent OTP for the entire system. This is about the same as Quarter III in the previous fiscal year, despite an increase in service.



OTP for local routes for Quarter III was 83.7 percent, which is a 0.2 percent decrease from the previous year's OTP of 83.9 percent. The OTP for Lines 481, 690 and Silver Streak was approximately two percent lower than the previous fiscal year, and OTP for commuter express routes was eight percent lower than the previous fiscal year. The most significant year-to-year variance was in February, which saw a 2.5 percent decrease in on-time performance compared to last fiscal year. This can be attributed to the January 31st service change. In the weeks following the schedule change, adjustments to improve low OTP were implemented. As operators acclimated to the new schedules and schedules were adjusted, on-time performance steadily increased in March, and we can expect to see further improvements going into the fourth quarter.

Furthermore, as was reported at the March Executive Board meeting, Caltrans has expanded construction on the Interstate 10 freeway in West Covina. The Interstate 10 freeway bisects Foothill Transit's service area and is the primary freeway for commuter express and Line 481 and the Silver Streak. This has caused increased morning and afternoon peak congestion on the freeway, resulting in a significant increase in travel time for routes traveling along this corridor. Quality Assurance staff monitor the SMARTBus system in real-time to ensure that the bus service runs in accordance to the schedule. Staff is currently monitoring travel times for these routes, so adjustments can be made in the summer for the new schedule, if necessary.

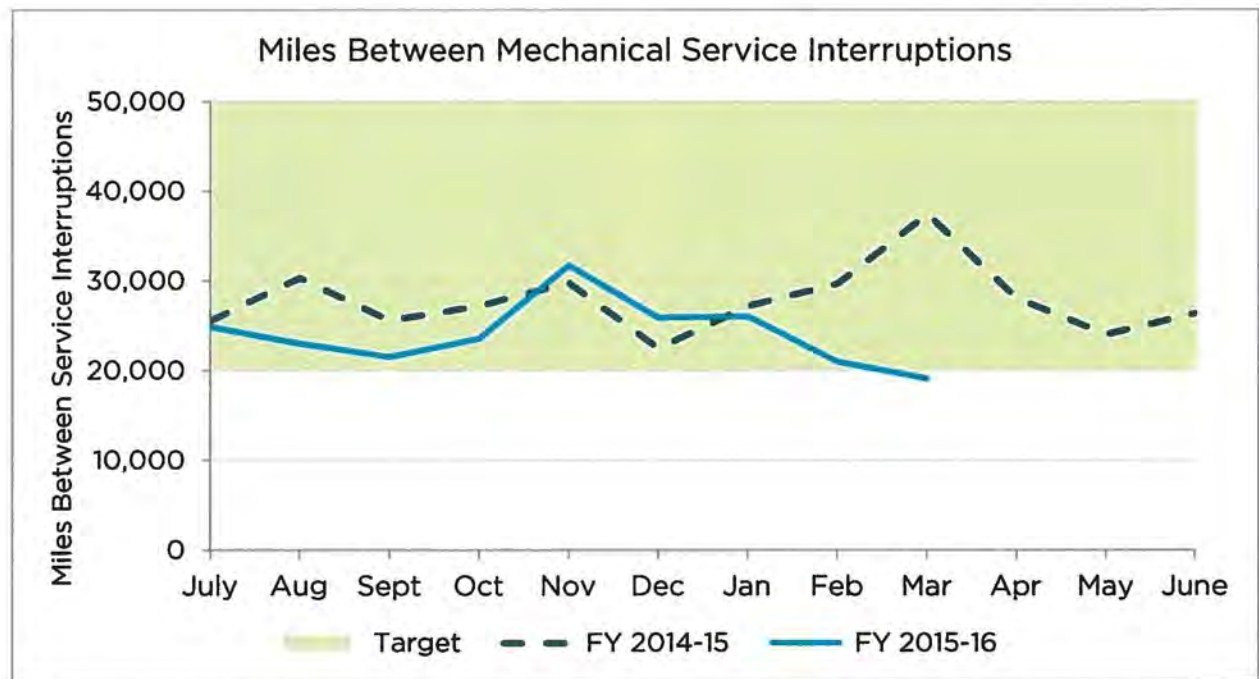




Average Miles between Service Interruptions

Average miles between service interruptions is a maintenance performance indicator that measures the miles between mechanical road calls of a vehicle used during revenue service resulting in a service delay of more than five minutes. In the third quarter, Foothill Transit averaged 22,037 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. Year to date, Foothill Transit has averaged 23,804 miles between service interruptions, which exceeds the target.

To continue upholding the adopted maintenance standard, in the third quarter, Foothill Transit staff continued various projects to monitor all aspects of the bus fleet. Staff implemented a program for monthly in-house bus audits, advanced the bus heavy maintenance project, and continued to collaborate with contractors at both facilities for proactive maintenance measures. Careful and continual monitoring of roadcalls by Foothill Transit staff has helped identify trends in types of mechanical failures which were used and will continue to be used to advise targeted bus maintenance efforts.





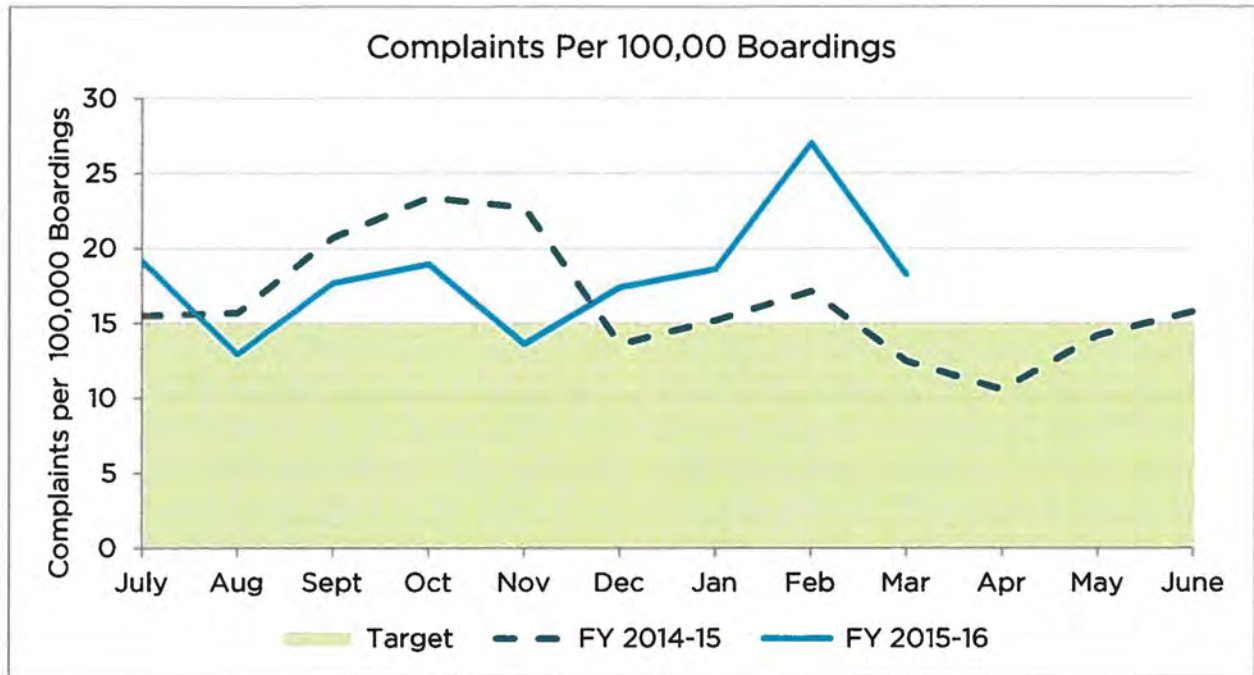
Complaints per 100,000 Boardings

Customer complaints are counts of incidents where a customer reports dissatisfaction with the service. All customer complaints received by Foothill Transit are subject to an investigation process which ensures all customers receive a response and allows Foothill Transit to determine if a complaint is valid. Investigations include contacting the customer and may include reviewing the SMARTBus system, dispatch logs, on-board videos, or verbal communication with the coach operator. In the third quarter of the fiscal year, Foothill Transit received 21.2 complaints per 100,000 boardings. This exceeds the performance target of 15.00 or fewer complaints per 100,000 boardings and is a 42 percent increase compared to the same period the previous year.

Forty five percent of the complaints received this quarter were related to schedule adherence and 20 percent were related to courtesy. Following the start of the new bus schedule on January 31, Foothill Transit worked to improve service delivery by focusing on schedule adherence on routes with high volumes of passengers. Additionally, ADA comments continue to be closely monitored and addressed. Maintaining levels of communication with customers is key. In this regard Foothill Transit continued to advance communication of real-time information through technology by encouraging the use of the NEXTRIP web application and 1-800-RIDE-INFO customer service line which provide estimated real-time bus arrival information for passengers, as well as utilizing Rider Alerts via text message.

Foothill Transit continues to work closely with the operations contractors to improve courtesy through targeted bus operator training programs. This quarter the contractors began customer-service focused operator training such as ADA refresher training and *Communication and Customer Service Skill* training for new operators. Contractor staff at the Arcadia facility began tracking and retraining operators with frequent courtesy complaints, and Pomona facility staff began sending out Courtesy reminders to operators.

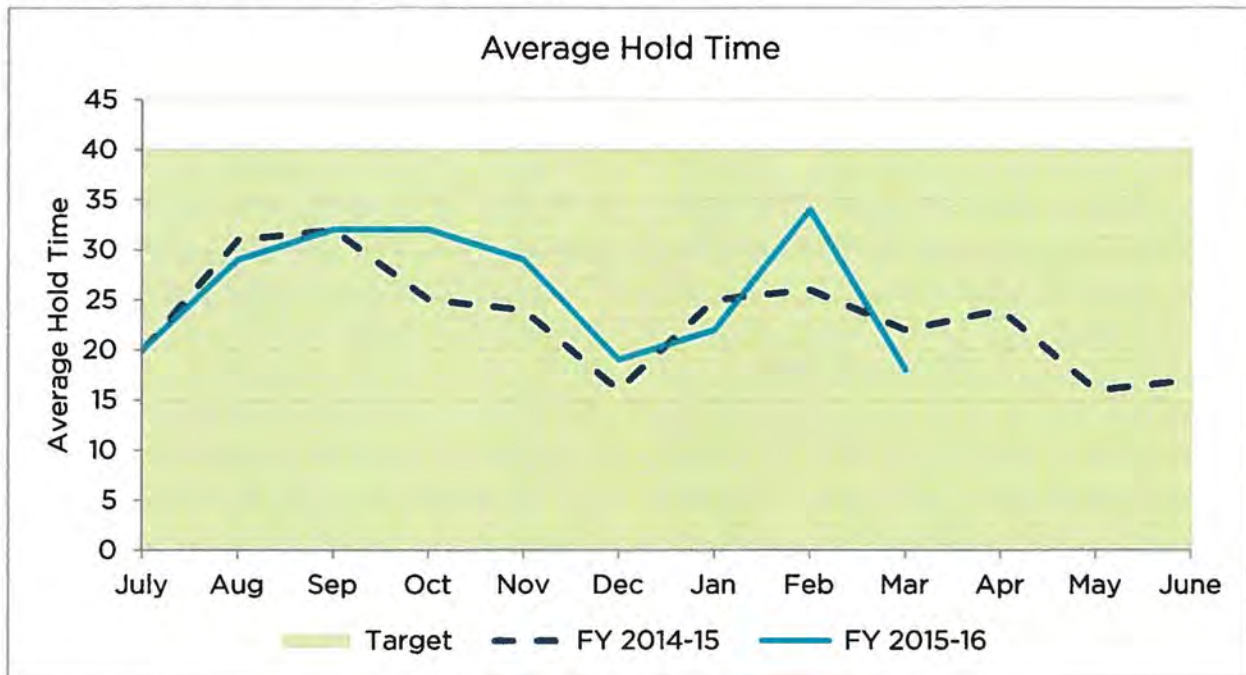
Beginning this quarter, contractor staff at our Arcadia facility established a “Service Excellence” team, where managers are assigned specific routes with a focus on improving on-time performance. The team meets on a monthly basis and discusses challenges and opportunities with the goal of reducing schedule adherence complaints.





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 25 seconds during the third quarter is well below the performance target of less than 40 seconds and is a four percent decrease compared to the same period the previous year.



Goal 3: Operate an Effective Transit System

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

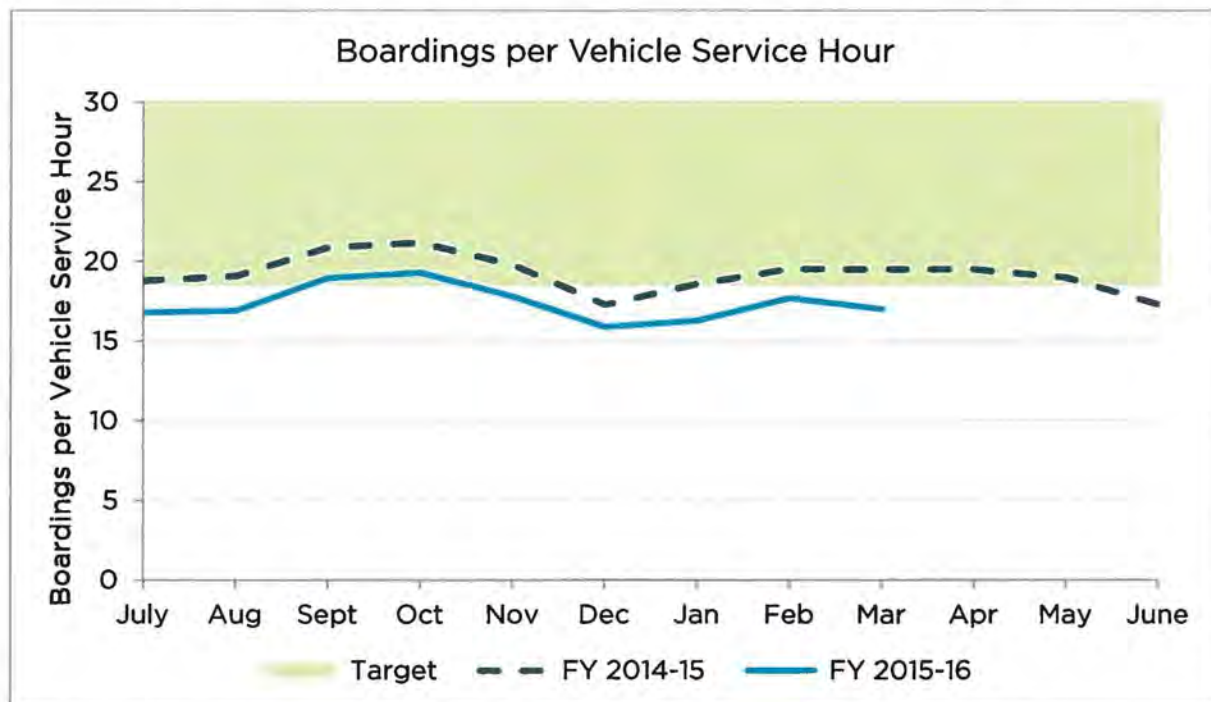


Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. Foothill Transit buses averaged 17.0 boardings per vehicle service hour in the third quarter. This does not meet the performance target of 18.5 or more boardings per service hour and is an 11 percent decline compared to the same period the previous year. The operation of five percent more service hours along with a seven percent decline in ridership explains this year-to-year variance in system performance. As mentioned above, plans are currently being developed to adjust service levels to correspond to ridership demand.

In the third quarter, Foothill Transit staff worked on various projects to increase boardings per vehicle service hour, including a fare restructuring study, marketing for Commuter Express routes at employment centers, and a series of "Meet the Planner" events which are scheduled for April.

Furthermore, the opening of the Foothill Gold Line extension created an opportunity to attract new transit riders to Foothill Transit. Route 185 and 280 were extended to the newly opened Azusa Intermodal Transit Center (AITC), Routes 284 and 488 were extended to the Citrus/APU Gold Line Station, and Route 272 now connects with the Duarte Gold Line station, and Route 496, which runs from AITC to downtown Los Angeles, began service in January.

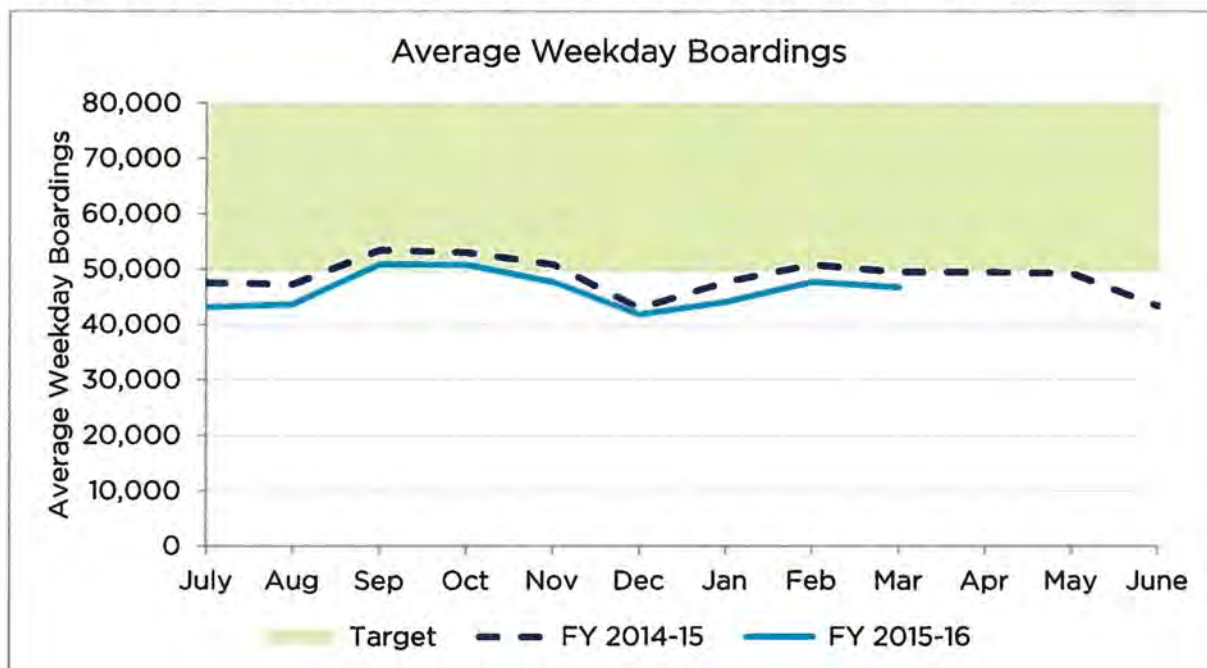




Average Weekday Boardings

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 the month. The fiscal year 2015/2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. This goal was set early in 2015 as Foothill Transit was just beginning to experience the recent decline in ridership that is being experienced throughout the region. In the third quarter, there were 46,150 average weekday boardings which is a six percent decline from the same period the previous year. Foothill Transit did not meet the performance target. There was a 12 percent decline in average weekday boardings on local lines, an eight percent decline in average weekday boardings on Routes 481, 690 and Silver Streak, and a 12 percent increase in boardings on commuter express lines.

In the third quarter, Foothill Transit analyzed average weekday boarding trends and developed targeted communication and marketing strategies to encourage weekday ridership. Throughout the third quarter, Foothill Transit refined business outreach for commuting employee populations by continuing to work closely with Employee Transportation Coordinator (ETC) partners and advancing business park ridesharing programs. Furthermore, multiple initiatives were started and/or progressed this quarter with the goal of enticing new transit riders, including the approval of the Citrus College class pass pilot program, possible collaboration with Transit Network Companies (i.e., Uber and Lyft), and a robust Earth Day marketing Campaign.



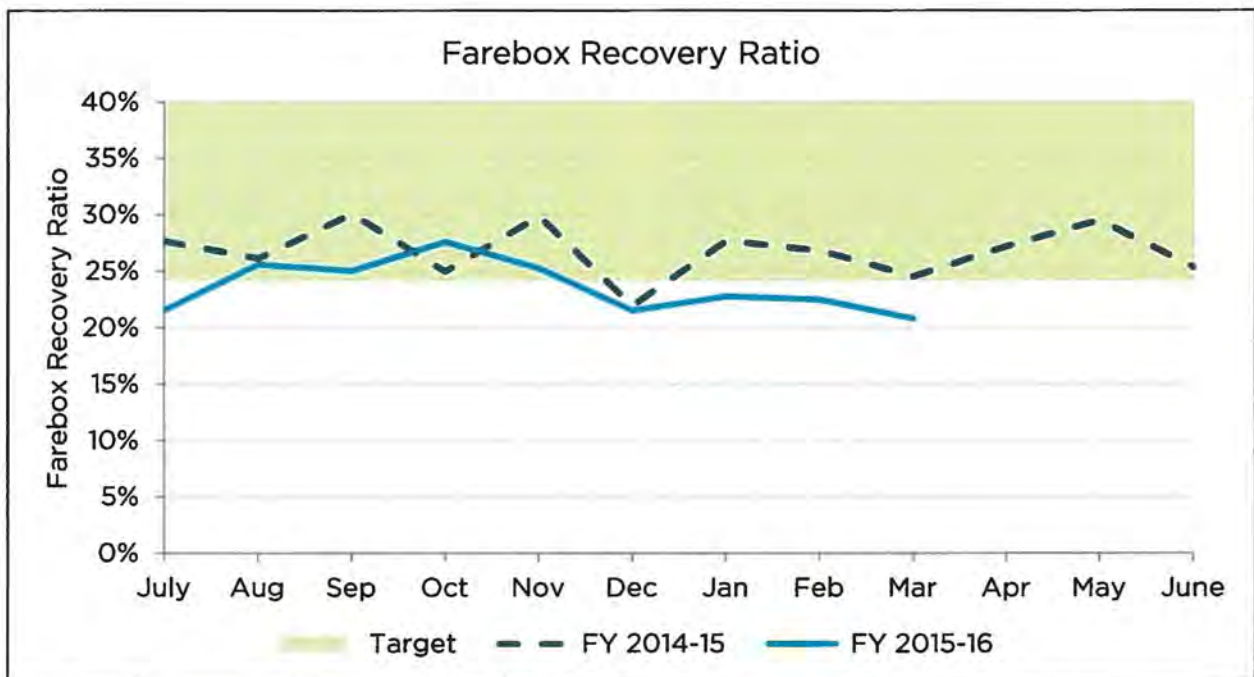


Goal 4: Operate an Efficient Transit System

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

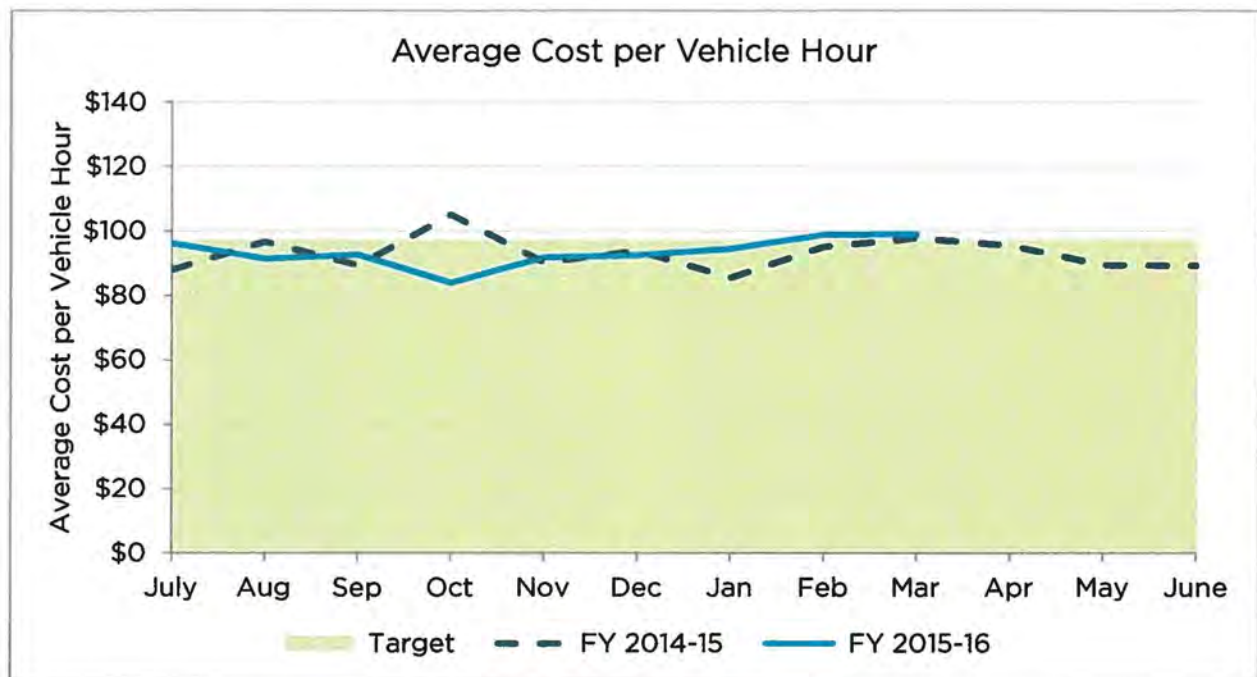
Farebox recovery ratio is a measure of the proportion of operating cost recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. As part of the budget development process, a goal of 24.10 percent has been established for the fiscal 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 the third quarter was 22 percent. Farebox recovery ratio did not meet the fiscal year performance target of greater than 24.10 percent this quarter but exceeds the TDA requirement of 20 percent. Furthermore, year to date, the farebox recovery ratio is near the performance target at 23.57%. The lower farebox recovery as compared to the budget is a result of lower fare revenues than projected due to lower than anticipated boardings, as well as increased operating expenses due to increased service.





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour for the third quarter was \$97.41, which slightly exceeds the fiscal year target of less than \$97.36. However, year-to-date, Foothill Transit's average cost per vehicle service hour is four percent lower than the fiscal year target.



Recommendation

Receive and file the FY 2015/2016 Third Quarter Performance Indicators Report.

Sincerely,

Mike Tobin
Operations Analyst

Doran J. Barnes
Executive Director

Attachment A
 Foothill Transit
 Key Performance Indicators
 Fiscal Year 2015-2016 Third Quarter

Goal	Performance Indicator	FY 2015-2016 Third Quarter	Met Target?	FY 2014-2015 Third Quarter	% Improvement Over Same Period Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	3,356,725	-	3,609,530	(7%)	10,347,473	-	11,026,085	(6%)	
	Vehicle Service Hours	197,615	-	187,840	5%	594,989	-	567,929	5%	
	Total Fare Revenue	\$4,203,849	-	\$4,578,976	(8%)	\$13,039,505	-	\$14,094,119	(7%)	
	Total Operating Expense	\$19,251,837	-	\$17,436,107	10%	\$55,532,177	-	\$53,170,284	4%	
Safety	Preventable Accidents per 100,000 Miles	0.72	No	0.77	(6%)	0.88	No	0.79	12%	≤ 0.70
Customer Service	Schedule Adherence	82.8%	No	82.6%	0%	82.7%	No	82.5%	0%	≥ 85%
	Miles Between Mechanical Service Interruptions	22,037	Yes	32,576	(32%)	23,804	Yes	27,833	(14%)	≥ 20,000
	Complaints per 100,000 Boardings	21.15	No	14.85	42%	18.21	No	17.50	4%	≤ 15.00
	Average Hold Time (Seconds)	25	Yes	24	4%	27	Yes	25	11%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	17.0	No	19.2	(11%)	17.4	No	19.4	(10%)	≥ 18.5
	Average Weekday Boardings	46,150	No	49,291	(6%)	46,010	No	49,207	(6%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	22.00%	No	26.26%	(16%)	23.57%	No	26.51%	(11%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	\$97.41	No	\$92.82	5%	\$93.34	Yes	\$93.62	(0%)	≤ \$97.36

Red = did not meet target

Attachment B
 Foothill Transit
 Operations Report
 Fiscal Year 2015-2016 Third Quarter

Goal	Performance Indicator	FY 2015-2016 Third Quarter	FY 2014-2015 Third Quarter	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.25	\$1.27	(1%)	\$1.26	\$1.28	(2%)
	Average cost per boarding	\$5.74	\$4.83	19%	\$5.37	\$4.82	11%
	Average subsidy per boarding	\$4.48	\$3.56	26%	\$4.12	\$3.54	16%
	Total vehicle miles	3,891,170	3,746,271	4%	11,639,981	11,411,402	2%
	Vehicle service miles	2,875,886	2,745,557	5%	8,647,690	8,340,171	4%
	Total vehicle hours	260,610	249,178	5%	783,893	763,708	3%
	In-service speed (mph)	14.6	14.6	(0%)	14.5	14.7	(1%)
	Boardings per vehicle service mile	1.17	1.31	(11%)	1.20	1.32	(9%)