



Foothill Transit

Governing Board Meeting AGENDA

JOINT MEETING
ANNUAL GOVERNING BOARD MEETING
EXECUTIVE BOARD MEETING
7:45 AM, May 12, 2016
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

REVISED

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

1. CALL TO ORDER (GB & EB)
2. PLEDGE OF ALLEGIANCE (GB & EB)
3. FOCUS ON SAFETY (GB & EB)
4. ROLL CALL (GB & EB)
 - A. EXECUTIVE BOARD: MEMBERS CALAYCAY, DE LA TORRE, DELACH, HERRERA, SHEVLIN
 - B. GOVERNING BOARD
5. APPROVAL OF AGENDA (GB & EB)
6. PUBLIC COMMENT (GB & EB)

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

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



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- 7. PRESENTATIONS: (GB & EB)
 - A. Aaron Lim’s 25th Employment Anniversary
- 8. APPROVAL OF MINUTES FOR THE SPECIAL GOVERNING BOARD MEETING OF APRIL 15, 2016 (GB)
- 9. 2030 ALL ELECTRIC VISION (GB)

Recommended Action: Receive and file Foothill Transit’s “2030 All Electric Vision” report.

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបន្តសន្ត 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.

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



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10. PROPOSED FISCAL YEAR 2016/2017 BUSINESS PLAN AND BUDGET (GB)

Recommended Action: In accordance with the Executive Board's recommendation, approve Foothill Transit's FY 2016/2017 Business Plan and Budget.

11. LINE 690 PUBLIC OUTREACH (GB)

Recommended Action: Authorize the Executive Director to seek public input related to a proposed modification to Line 690 to coordinate with the Gold Line Foothill Extension.

12. FARE RESTRUCTURING STUDY UPDATE (GB)

Recommended Action: Receive and file an oral presentation on the Fare Restructuring Study.

13. RECESS BOTH MEETINGS FOR CLUSTERS TO ELECT EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 5 (LOS ANGELES COUNTY)

SPECIAL ELECTIONS FOR CLUSTER 2 (AZUSA, BALDWIN PARK, COVINA, GLENDORA, IRWINDALE AND WEST COVINA) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD) AND CLUSTER 3 (ARCADIA, BRADBURY, DUARTE, MONROVIA, PASADENA AND TEMPLE CITY) TO ELECT EXECUTIVE BOARD MEMBER (SHOULD THE ELECTION OF AN EXECUTIVE BOARD ALTERNATE ALSO BE REQUIRED, THAT ELECTION WILL ALSO BE HELD) (GB & EB)

14. RECONVENE BOTH MEETINGS AND ANNOUNCE THE EXECUTIVE BOARD MEMBER AND ALTERNATE FOR CLUSTER 5 AND ANNOUNCE SPECIAL ELECTION RESULTS FOR EXECUTIVE BOARD MEMBER FOR CLUSTER 2 AND 3 (GB & EB)

15. EXECUTIVE BOARD NOMINATIONS FOR FOOHILL TRANSIT CHAIR AND VICE CHAIR (EB)

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

17. EXECUTIVE DIRECTOR COMMENT (GB & EB)



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18. BOARD MEMBER COMMENT (GB & EB)
19. RESOLUTION FOR EXPRESSLANES NET TOLL REVENUE RE-INVESTMENT GRANT (EB)

Recommended Action: Adopt the following resolution: Authorization for the Execution of the ExpressLanes Net Toll Revenue Re-Investment Grant in the amount of \$1,458,000 (Attachment A).

20. ADJOURNMENT (GB & EB)

**An Executive Board Meeting/Executive Board Workshop
is scheduled for Friday, May 27, 2016 at 8:00 a.m.
Kellogg House, Cal Poly Pomona**



Foothill Transit

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

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

**Friday, April 15, 2016
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Herrera at 7:50 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Herrera.

3. FOCUS ON SAFETY

Ali Showkatian, Safety Compliance Coordinator, presented a safety message on managing stress.

4. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Charlie Rosales, Member Paula Lantz, Member Emmett Badar, Member Antonio Cartagena, Member Cruz Baca, Member Peggy Delach, Member Gary Boyer, Member Albert Ambriz, Member Corey Warshaw, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Cynthia Sternquist, Member Carol Herrera, Member Juventino Gomez, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Michael De La Torre, Member Sam Pedroza, Member David Rodriguez

Absent: Member Uriel Macias

5. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Governing Board Meeting of March 4, 2016.



Motion by Member Calaycay, second by Vice Chair Shevlin, the minutes for the Governing Board Meeting of March 4, 2016 were approved.

Motion carried 23-0. Member Lantz abstention.

6. PUBLIC COMMENT

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

7. OPERATION OF LINES 190, 194 AND 270

Recommendation: Provide direction on the potential transition of Line 190, 194, and 270.

Doran Barnes, Executive Director, reported that staff has been working closely with Metro staff on the transition of these lines. There was potential for some policy issues that may have required the Governing Board's attention. Mr. Barnes stated that there was no need for the policy issues to be addressed and requested that the agenda item be withdrawn since there was no action required.

This item was withdrawn by consensus.

8. FARE RESTRUCTURING STUDY UPDATE

Recommendation: Receive and file an update on the status of Foothill Transit's ongoing Fare Restructuring Study and provide input to staff on the conceptual fare options.

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

Ms. Lopes Caldwell reported that in August 2015 the board authorized staff to issue an RFP for a consulting firm to assist in reviewing Foothill Transit's current fare structure and look at ways to improve the fare structure, and to do some modeling on how to improve ridership and revenues. In December 2015 the Executive Board awarded a contract to Four Nines Technologies. Ms. Lopes Caldwell introduced the consulting team; Terry Matsumoto, Cyndi Pollen, Alexis Dim, and Laura Wolfgran.

Ms. Wolfgran reported that the objective for the meeting was to obtain each Governing Board Member's feedback and indicated that is why the board



room is set-up by clusters. Once the progress update is presented, each cluster will meet individually and provide feedback on different conceptual options and other fare policy decisions. At the end, the group will reconvene and she will go over the next steps.

Ms. Wolfgran reported that the project is in three phases. Phase 1 is the Background Review, which was recently completed. As part of the Background Review, stakeholder interviews were conducted with staff to understand strength and weaknesses of the current fare structure, an independent review of the fare structure was conducted, and other peer structures were reviewed. Phase 2 will be developing conceptual options, which is where the study is at currently. A staff workshop was conducted, where conceptual options were discussed and narrowed down. In Phase 3, modeling will be conducted to understand the ridership and revenue implications of the fare changes. A public workshop will also be conducted as part of Phase 3 to get feedback from the public, as well as a Title VI analysis.

As part of the Fare Restructuring Study, two goals have been identified. The first one is to develop an overall fare policy and the second is to increase ridership while maintaining or increasing fare revenue. The objectives identified as part of the study are to simplify fare, reducing cash transactions, maintain fare equity, align fare regionally, and develop board fare policies.

The current Foothill Transit fare structure is service phased. This allows Foothill Transit to charge a higher fare for the express and limited stop services. The local service provides services within the San Gabriel Valley, as well as the Silver Streak and limited stop service that runs along the freeway, and the commuter express services that run into Downtown Los Angeles. The rider categories consist of full fare and discounted fare, which consist of persons with disabilities, Medicare recipients, and students. There are three fare payment options - cash/TAP stored value, transfer, and monthly/31-day passes. Challenges with the current fare structure include a service based fare structure pricing, transfers, and TAP.

Some conceptual options were identified for the Governing Board to consider. The first option would be to maintain the three fare types which include the local, Silver Streak, and commuter express. Another option was the potential of eliminating the Silver Streak fare and charging the local fare. This would help increase ridership on the Silver Streak but it may have impacts on revenue. Transfer options include maintain existing transfer



policies, provide free transfers within Foothill Transit local services, and eliminate Foothill Transit transfers and introduce day passes. Some other fare policy considerations are related to average fare and farebox recovery and there are multiple things that impact these.

Received and filed by consensus.

9. **CLUSTER BREAK-OUT SESSIONS**

Each cluster met individually to discuss fare policy direction. There was a moderator at each table. The moderators went over the goals and objectives of the study, conceptual options, and the Governing Board Members provided feedback. At the end of the fare restructuring discussion each cluster was provided additional time to discuss cluster business or upcoming cluster elections.

10. **CLUSTER BREAK-OUT SESSIONS REPORTS**

Ms. Wolfgran thanked the Governing Board Members for participating in the break-out sessions and providing feedback. The next steps for the study include collecting all the information collected at break-out sessions and the conceptual options will be refined based on the feedback provided today. Ms. Wolfgran indicated that they would return to the May 12, 2016 Annual Meeting to summarize the results of the break-out sessions.

11. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- Great progress continues related to the Class Pass Program. The staff person who helped implement the program at Mt. SAC is now holding a senior level position at Citrus College and has contacted Foothill Transit asking that the Class Pass Program be implemented at Citrus College. Also related to the Class Pass Program, Mr. Barnes met with Michael Biagi, Director of Parking and Transportation for Cal Poly Pomona. Mr. Biagi is optimistic that the program will move forward and he will be advocating for a transit center at the heart of the campus.



- An Alexander Dennis Double Decker Transit Coach is on display outside, staff has been in discussions with the company on the feasibility of having that type of coach in service as an electric double decker coach.
- The Annual Meeting of the Governing Board is scheduled for May 12, 2016. The Governing Board will consider the budget and business plan. Cluster Elections will also take place.

12. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Chair Herrera wished Member Pedroza happy birthday.
- Member Cartagena thanked everyone for the opportunity to serve as member of the Governing Board. He announced that this would be his last governing board meeting as he did not run for re-election.

13. **ADJOURNMENT**

Adjournment for the April 15, 2016 Foothill Transit Special Governing Board Meeting.

There being no further business, the Foothill Transit Special Governing Board meeting adjourned at 9:10 a.m.



May 12, 2016

To: Executive Board

Subject: **2030 All Electric Vision**

Recommendation

Receive and file Foothill Transit's "2030 All Electric Vision" report.

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



May 12, 2016

To: Governing Board

Subject: **Proposed FY 2016/2017 Business Plan and Budget**

Recommendation

In accordance with the Executive Board's recommendation, approve Foothill Transit's FY 2016/2017 Business Plan and Budget.

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 proposed 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



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Proposed FY 2016/2017 Business Plan and Budget
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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.

At their meeting on April 22, 2016 the Foothill Transit Executive Board reviewed the Business Plan and Budget. During the Executive Board meeting, staff provided an oral update on successful receipt of two federal grants. These two grants have been incorporated into the attached Proposed Business Plan and Budget resulting in changes to the Capital Program life-of-project budget but not to the annual expenditure plans approved by the Executive Board. The Executive Board recommends that the Governing Board approve the proposed Business Plan and Budget for Fiscal Year 2016/2017.



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. The budget includes funding for one full time equivalent (FTE) Quality Assurance Inspector to enhance contractor oversight with the addition of Lines 190, 194 and 270 that will be transitioned from L.A. Metro. The budget also includes funding for one full time equivalent Government Relations Manager to provide support as Foothill Transit explores innovative service delivery concepts such as service and fare coordination with Transportation Network Companies.

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,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachment



Foothill Transit
BUSINESS PLAN
AND BUDGET
FY16/17
PROPOSED



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

Councilmember 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)

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

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

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



FY15/16 Initiatives

Bus Replacement
- 30 New Buses

SMART*Bus* System
(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



FY16/17 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.

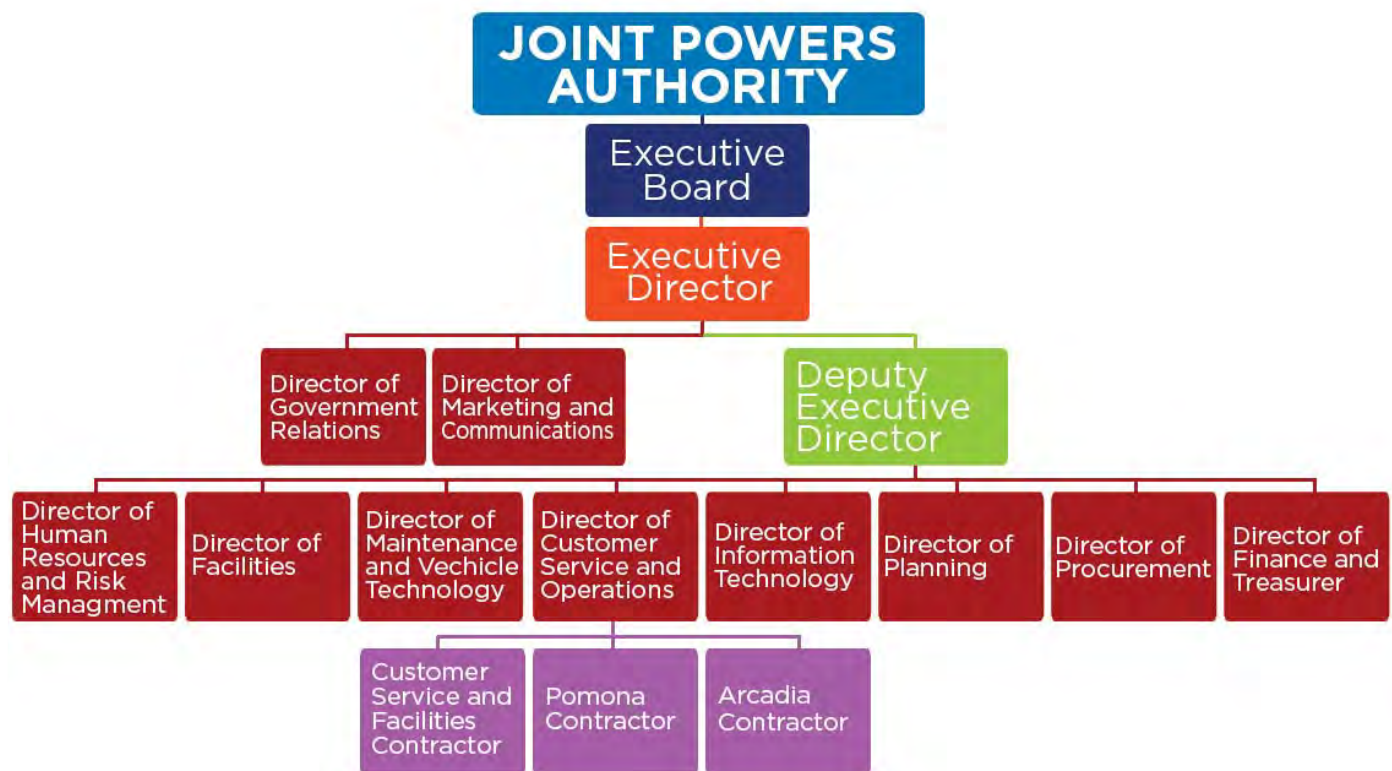
Toward the end of FY15/16, service on Lines 190 and 194, both traveling between El Monte and Pomona is anticipated to be transferred from L.A. Metro along corridors not currently served by Foothill Transit. Another route – Line 270 – with service between Monrovia and El Monte is anticipated to be transferred 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 FY15/16 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 FY15/16 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	FY15/16 Target	FY15/16 Estimate	FY16/17 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	FY15/16 Target	FY15/16 Estimate	FY16/17 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

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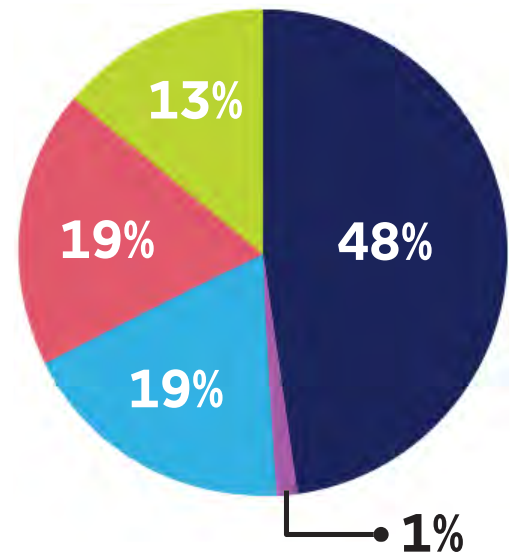
Funding Assumptions

- ▶ 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	FY15/16 Budget	FY16/17 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		
New Grants Reimbursements	\$ 25,589,110	\$ 27,775,991
Prior Year Capital	\$ 31,413,452	\$ 28,351,120
Total Capital Revenues	\$ 57,002,562	\$ 56,127,111
Total Budgeted Revenues	\$ 137,129,532	\$ 150,351,031

FY16/17 Budget Revenues

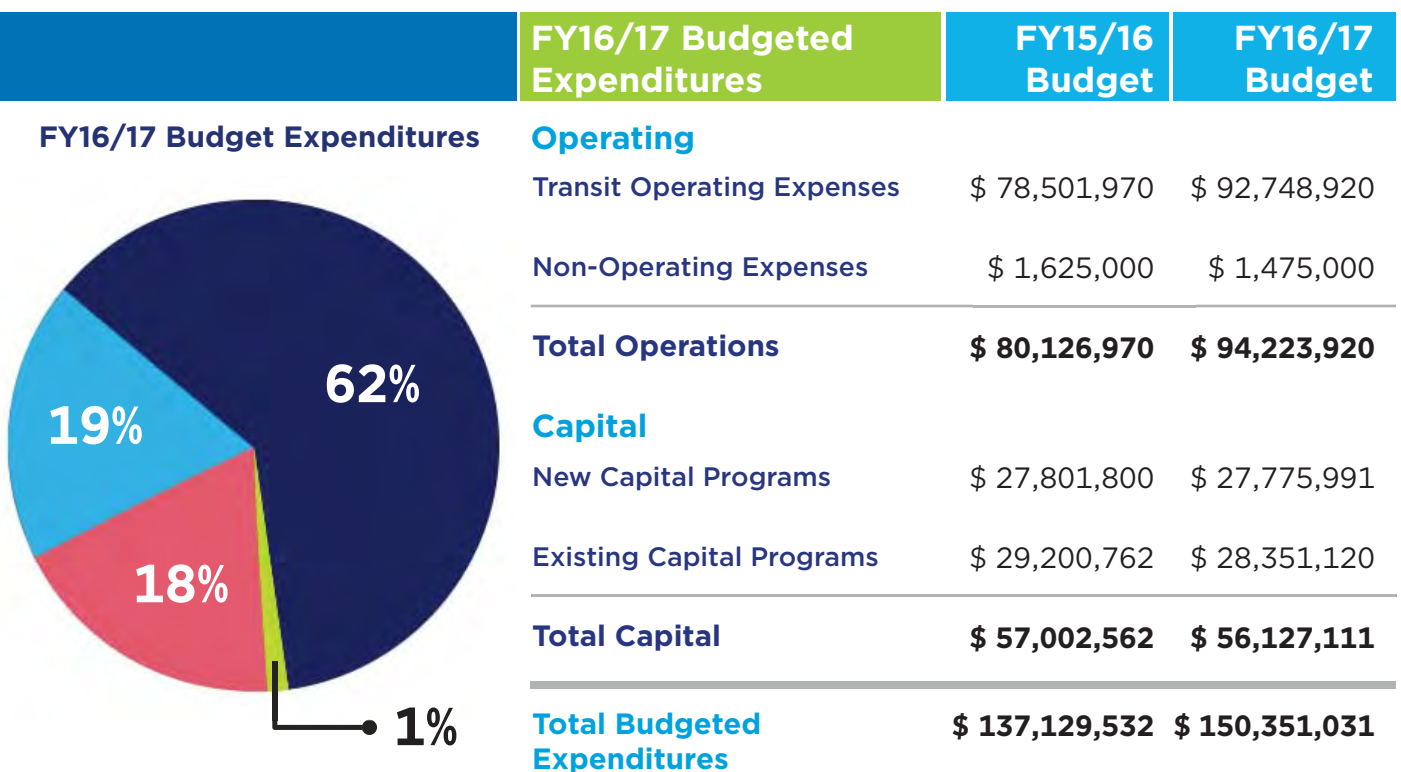


- Operating Subsidies - 48%
- New Grants Reimbursements - 19%
- Prior Year Capital - 19%
- Farebox - 13%
- Special Service/Property Management - 1%

Expenditures Assumptions

- ▶ Increase operating expenses by 18 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 work on Covina Park & Ride and on two transit center/ plaza within the Foothill Transit service area
- ▶ 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%

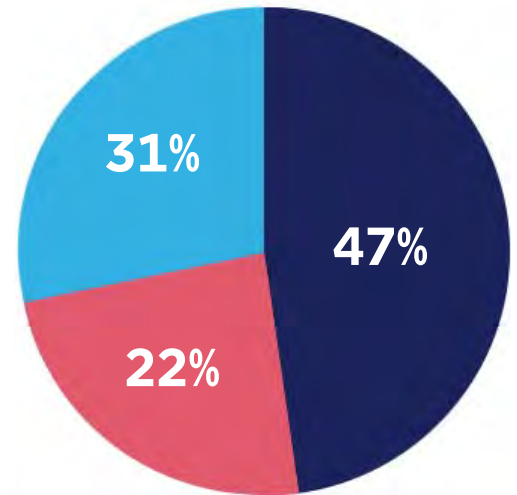
Operating Expenses

Summary By Department	FY15/16 Budget	FY16/17 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	FY15/16 Budget	FY16/17 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	\$ 1,453,431
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
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. - 47%
Construction Maint. - 31%
Information Technology - 22%

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CAPITAL BUDGET



New and Ongoing Capital Programs

The currently proposed Capital Program, with total life of project budgets of \$219.3M, includes \$64.8M of newly proposed projects. Each project includes the life-of-project budget, current year forecasted expenditure, and the balance of expenditures for future years.

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	-	-	48,982,022
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
NEW	Arcadia Facility Electric Bus Charging Station - Phase 2	1,200,000	-	1,000,000	200,000
0107	40 42' CNG Buses	27,643,700	6,000,000	21,643,700	-
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 - Phase 1	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	-

CP#	Capital Program	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
Facilities Construction/Maintenance:		\$	\$	\$	\$
Revised	Covina Park & Ride and Transit Center	28,495,511	-	7,256,620	21,238,891
Revised	West Covina Transit Store, Plaza and Transitway	15,079,000	-	900,000	14,179,000
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	Safety and Security Mobile Application	42,485	-	42,485	-
NEW	Thin Client Upgrade	40,000	-	40,000	-
NEW	E-Procurement System	27,696	-	27,696	-
NEW	Contract Management System	15,000	-	15,000	-

Capital Programs (cont.)

CP#	Capital Program	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
Information Technology:		\$	\$	\$	\$
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	-
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	-
New and Ongoing Subtotal:		\$ 219,261,369	\$ 27,746,253	\$ 56,127,111	\$ 125,971,135

Completed Capital Projects

The following projects will be completed in FY15/16.

CP#	Capital Projects	Life of Project Budget	FY15/16 Estimate	FY16/17 Budget	FY17/18+
		\$	\$	\$	\$
0090	30 Fleet Replacement (Buses) - Opt. 3	15,000,000	15,000,000	-	-
0054	City of Industry Park & Ride	14,904,300	425,000	-	-
0047	Facility Security Upgrades/ Hardening	2,556,530 2,500,000	164,005	-	-
0077	Electric Buses - FY14		2,445,538	-	-
0036	Admin. Office Maintenance and Upgrades	1,000,000	45,240	-	-
0082	Fare System Equipment - Phase 1	400,000 300,000	219,587	-	-
0092	BSEP - FY15	250,000	102,917	-	-
0078	IT Infrastructure - FY14	250,000	111,454	-	-
0088	Phone System Replacement	250,000	22,517	-	-
0012	Security Patrol Vehicle/Equip.	100,000	165,897	-	-
0121	Infrastructure Upgrade	80,000	61,760	-	-
0102	Microsoft Office Upgrade		80,000	-	-
Completed Subtotal:		\$ 37,590,830	\$ 18,843,915	-	-
Total Capital Projects:		\$ 256,852,199	\$ 46,590,168	\$ 56,127,111	\$ 125,971,135

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OPERATING BUDGET

Department Budgets and Summaries

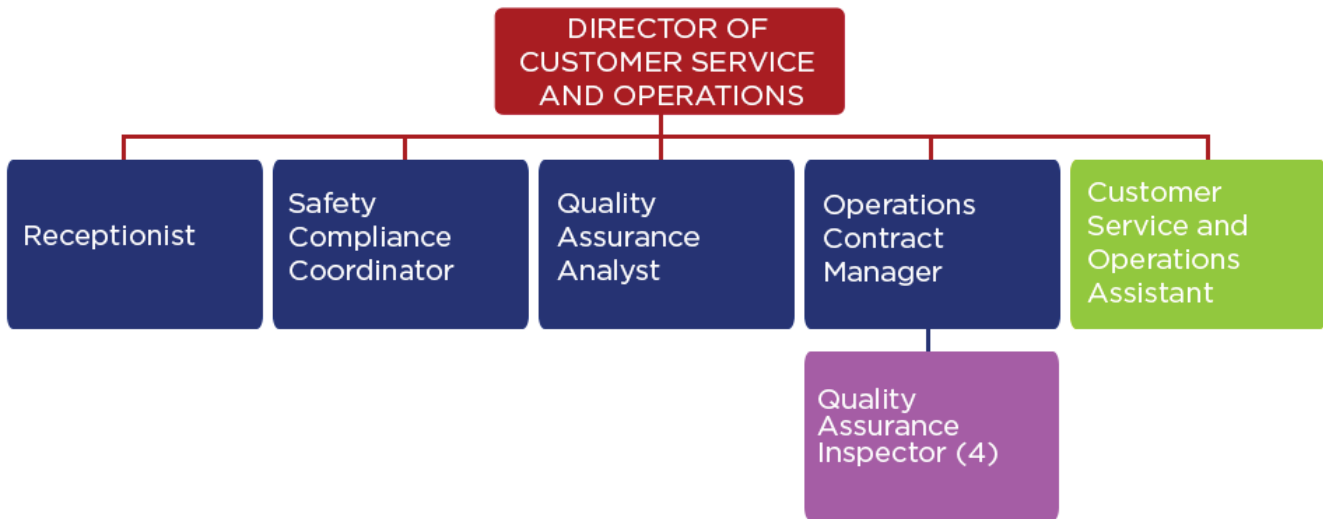
Foothill Transit's operating budget and departmental initiatives for FY16/17 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	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 Roadeo 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

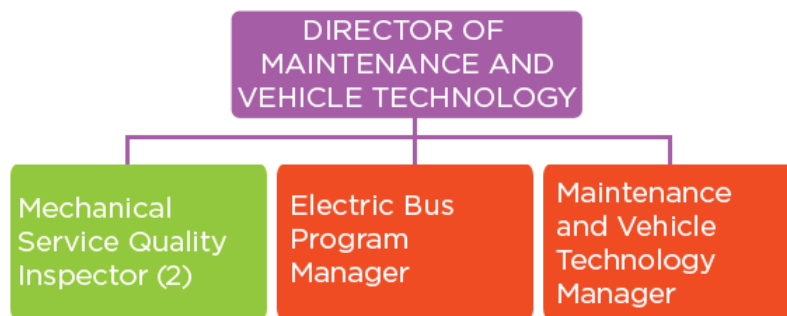
Acct. Number	Account Name	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5001	Purchased Transportation	\$ 52,737,534	\$ 56,803,970	\$ 54,932,961	\$ 69,916,790
5020	Fuel	5,105,723	6,000,000	5,329,078	6,300,000
5035	Electricity Fuel-Pomona	117,570	260,000	167,634	260,000
5100	Salary, Wages & 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	FY14/15 Actual	FY15/16 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	FY14/15 Actual	FY15/16 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	FY14/15 Actual	FY15/16 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

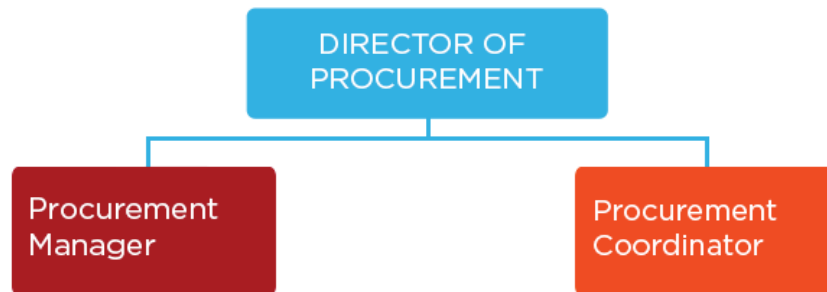
Acct. Number	Account Name	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salaries, Wages and Benefits	\$ 1,528,436	\$ 1,530,400	\$ 1,434,990	\$ 1,864,200
5230	Consulting	31,003	130,000	130,000	73,000
5250	Legal Fees	365,811	410,000	366,354	414,000
5265	Public Affairs	180,199	199,000	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

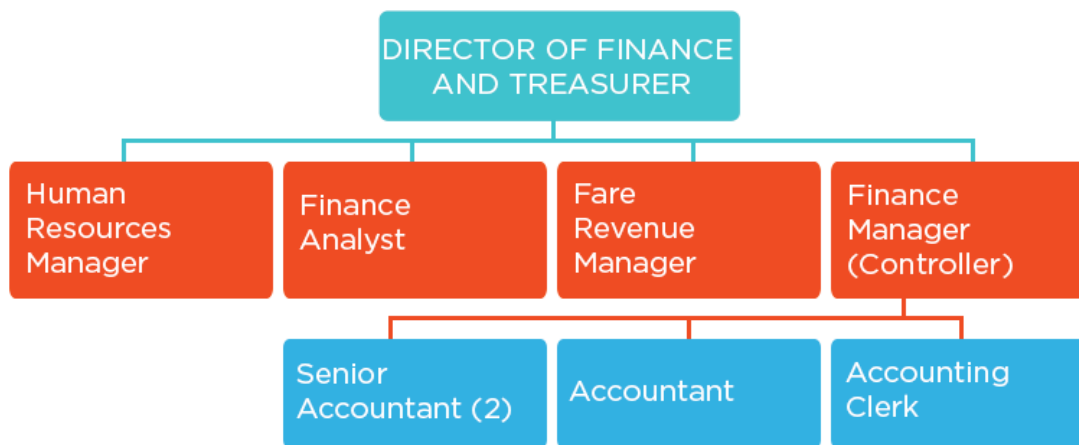
Acct. Number	Account Name	FY14/15 Actual	FY15/16 Budget	FY15/16 Estimate	FY16/17 Budget
5100	Salary, Wages & Benefits	338,612	345,900	342,075	370,700
5230	Consulting	-	20,000	20,000	110,000
5250	Legal Fees	377,004	390,000	390,000	290,000
5260	Professional/Technical	-	12,000	12,000	12,000
5300	Advertising 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	FY14/15 Actual	FY15/16 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	FY14/15 Actual	FY15/16 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	FY14/15 Actual	FY15/16 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



Foothill Transit

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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**



May 12, 2016

To: Governing Board

Subject: **Line 690 Public Outreach**

Recommendation

Authorize the Executive Director to seek public input related to a proposed modification to Line 690 to coordinate with the Gold Line Foothill Extension.

Analysis

On March 5, 2016 Metro’s Gold Line Foothill Extension began providing service between downtown Los Angeles and the City of Azusa by way of Pasadena. As anticipated, the opening of the light rail line has impacted ridership on Foothill Transit’s Line 690 which provides peak-hour commuter service between Montclair and Pasadena along the 210 Freeway corridor. There are currently nine westbound trips leaving Montclair every 15-20 minutes starting at 5:00 AM and ending at 7:25 AM. Eight evening trips depart Pasadena at approximately 30-minute intervals from 3:30 PM to 6:30 PM. The chart below shows ridership trends on the line both in the months leading up to the opening of the Gold Line extension and in the short time since Gold Line service began.

Month	Line 690 Boardings	Line 690 Boardings per VSH
Jan 2015	6,417	10.37
Feb 2015	5,426	9.69
Mar 2015	6,145	9.48
Apr 2015	6,398	9.87
Jan 2016	5,781	9.81
Feb 2016	6,117	10.38
Mar 2016	4,905	7.24
Apr 2016	3,105	5.01



In order to provide more coordinated transit service to customers wishing a quicker commute to and from Pasadena, it is recommended that Line 690 service be truncated with the Azusa Intermodal Transit Center serving as the westernmost endpoint of the line.

Line 690 is one of three Foothill Transit lines providing Limited Stop Service and fares on the line are currently \$2.75 per boarding. It is proposed that the fare on the new, shorter line be adjusted to match Foothill Transit Local Service fares, at \$1.25. Customers wishing to transfer to the Gold Line would be able to do so by purchasing a transfer at an additional cost of \$0.50.

Budget Impact

The projected cost savings of this in FY 2016/2017 is \$173,435.98.

Sincerely,

A blue ink signature of Joseph Raquel, consisting of a series of fluid, connected loops.

Joseph Raquel
Director of Planning

A blue ink signature of Doran J. Barnes, featuring a large, stylized initial 'D' followed by several loops.

Doran J. Barnes
Executive Director



May 12, 2016

To: Executive Board

Subject: **Resolution For ExpressLanes Net Toll Revenue Re-Investment Grant**

Recommendation

Adopt the following resolution:

Resolution No. 2016-02: Authorization for the Execution of the ExpressLanes Net Toll Revenue Re-Investment Grant in the amount of \$1,458,000 (Attachment A).

Analysis

The generation of net toll revenues from the ExpressLanes offers a unique opportunity to advance the region's goals for a more sustainable countywide transportation system. The objective of the program is to increase mobility through a series of integrated strategies (transit operations, transportation demand management, capital investments, etc.) in the I-10 and I-110 corridors.

With the Board's authorization, Foothill Transit will request funds to purchase two Alexander Dennis electric double decker buses to support electrification of the fleet and increase capacity on the I-10 corridor. The buses will be procured during fiscal year 2016/2017.

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

Budget Impact

If this resolution is passed, Foothill Transit will be able to submit a grant request for the amount of \$1,458,000, which would fund 54% of the total costs associated with the procurement of two electric double decker buses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

RESOLUTION No. 2016-02

Authorization for the ExpressLanes Net Toll Revenue Re-Investment Grant Project

WHEREAS, Foothill Transit is an eligible public agency that provides transportation services within Los Angeles County and therefore, may receive funding from the ExpressLanes Net Toll Revenue Re-Investment Grant for transit projects; and

WHEREAS, Foothill Transit operates transit service along or within three miles of the I-10 corridor; and

WHEREAS, Foothill Transit has committed to fully electrify its fleet by 2030 through replacement of existing CNG buses as they meet their useful life requirements; and

WHEREAS, the purchase of two double decker buses will double the passenger capacity in single vehicles thereby, reducing congestion on the ExpressLanes; and

WHEREAS, Foothill Transit wishes to implement the bus procurements listed above;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all ExpressLanes Net Toll Revenue Re-Investment funded projects.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Foothill Transit that it hereby authorizes the submittal of the following project nomination and allocation request to LA Metro for the ExpressLanes Net Toll Revenue Re-Investment grant:

Project Name:

Procurement of two Alexander Dennis Electric Double Decker Buses

Grant funds requested:

\$1,458,000

Description:

The proposed project will support the regional goal of increasing capacity while decreasing congestion on the I-10 ExpressLanes while improving air quality through procurement of zero-emission double decker electric buses.

Attachment A

Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on May 12, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

Carol Herrera, Chair

ATTEST:
Christina Lopez, Board Secretary

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

By: _____
Darold Pieper, General Counsel

By: _____
Board Secretary