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EXECUTIVE BOARD MEETING

West Covina, CA
Friday, August 28, 2015



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, August 28, 2015
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS CALAYCAY, DE LA TORRE, DELACH, HERRERA, SHEVLIN
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 26, 2015
5. PRESENTATIONS:
 - 5.1. Contractors' Employee Recognition
 - 5.2. New & Promoted Employee Introduction
6. PUBLIC COMMENT

CONSENT CALENDAR: Items 7 through 15 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

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

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



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7. FISCAL YEAR 2015-2016 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2015 for the fiscal year ending June 30, 2016.

8. JULY 2015 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the July 2015 Performance Indicators 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 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

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

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



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9. ADA PARATRANSIT FARE STRUCTURE

Recommended Action: Support Access Services' request for modification of current ADA fare requirements (Attachment A).

10. TRAVEL AND REIMBURSEMENT POLICY

Recommended Action: Approve changes to the Travel and Reimbursement Policy as identified in Attachment A.

11. CONTRACT AMENDMENT - DIGITAL RADIO EQUIPMENT

Recommended Action: Authorize the Executive Director to execute an amendment to Agreement No. 15-051 with Mobile Relay Associates (MRA) in the amount of \$272,131 including tax for the provision of digital radio equipment and enhanced dispatch workstations.

12. CONTRACT AMENDMENT - ARCHITECTURAL & ENGINEERING DESIGN FOR AZUSA INTERMODAL TRANSPORTATION CENTER

Recommended Action: Authorize the Executive Director to execute Amendment No. 10 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$5,260 for additional architectural and engineering services for the Azusa Intermodal Transportation Center Project.

13. CONTRACT AMENDMENT - CONSTRUCTION OF THE AZUSA INTERMODAL TRANSPORTATION CENTER

Recommended Action: Authorize the Executive Director to execute Amendment No. 4 to Contract No. 15-002 with Klorman Construction in the amount of \$345,244 for construction of the underground infrastructure of the electric bus charging stations at the Azusa Intermodal Transportation Center.

14. CONTRACT AWARD - ROUTERS AND SWITCHES REPLACEMENT PROJECT

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 16-003 with SigmaNet in the amount of one hundred ninety seven thousand thirty nine dollars and seventy two cents (\$190,039.72) for the Routers and Switches Replacement Project.



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15. CONTRACT AWARD – REPAINTING DECAL INSTALLATION AND HEAVY MAINTENANCE ON 30 60-FOOT ARTICULATED BUSES

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks in the amount of Four Million Two Hundred Four Thousand Six-Hundred Fifty-Six Dollars (\$4,204,656).

REGULAR AGENDA:

16. CALIFORNIA TRANSIT ASSOCIATION’S 50TH ANNUAL FALL CONFERENCE & EXPO UPDATE, NOVEMBER 18-20, PASADENA

Recommended Action: Receive and file the California Transit Association’s 50th Annual Fall Conference & Expo update.

17. REGIONAL INTERAGENCY TRANSFER (IAT) POLICY

Recommended Action: 1. Adopt the proposed changes to the Policy on Use of Interagency Transfer as described in Attachment A; and 2. Adopt Title VI Equity Evaluation and findings on the proposed transfer policy change that was conducted by LA Metro on behalf of the LA County region (Attachment B).

18. REQUEST TO ISSUE RFP – FARE RESTRUCTURING STUDY

Recommended Action: Authorize the Executive Director to issue a Request for Proposals (RFP) No. 16-016 for Foothill Transit to seek Proposals from qualified firms or individuals to conduct a fare restructuring study that will evaluate Foothill Transit’s current fare structure, provide recommendations, and that will function as a predictive tool to be applied in the future, as needed.

19. REASONABLE MODIFICATION POLICY

Recommended Action: Receive and file a status report on Foothill Transit’s Reasonable Modification Policy.

20. AUGUST 2015 LEGISLATIVE SUMMARY

Recommended Action: 1. Receive and file the August 2015 Legislative Summary; and 2. Adopt support positions on ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and an oppose position on AB 1217.



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21. FY 2014-2015 YEAR-END FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2015. The attached Financial Statements and Investment Report Summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2015.

22. FISCAL YEAR 2014-2015 PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the Fiscal Year 2014-2015 Performance Indicators Report.

23. EXECUTIVE DIRECTOR COMMENT

24. BOARD MEMBER COMMENT

25. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042,
8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D.
Pieper, Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis
Operating Corporation

Under Negotiation: Price and Terms

26. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov't Code
§ 54956.9(d)(2)):

Claim Received from: Transdev

27. CLOSED SESSION REPORT

28. ADJOURNMENT



Foothill Transit

**Executive Board Meeting
AGENDA**

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**A Special Meeting of the Foothill Transit
Governing Board is scheduled for
Friday, September 18, 2015 at 7:45 a.m.**

**The next Regular Meeting of the Foothill Transit
Executive Board is scheduled for
Friday, September 25, 2015 at 8:00 AM**



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, June 26, 2015

8:00 AM

CALL TO ORDER

1. Call to order. (15-3022)

The meeting was called to order by Chair Herrera at 8:03 a.m.

PLEDGE

2. Pledge of Allegiance. (15-3023)

The Pledge of Allegiance was led by Chair Herrera.

ROLL CALL

3. Roll call. (15-3024)

**Roll call was taken by Garen Khachian, Staff, Board of Supervisors
Executive Office, Commission Services Division.**

Present: Corey Calaycay, Michael De La Torre, Carol Herrera and Becky
A. Shevlin

Excused: Peggy A. Delach

Alternates: Corey Warshaw

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the joint meeting of the Annual Governing Board Meeting and Executive Board Meeting of May 13, 2015, and the Regular Meeting of the Executive Board of May 29, 2015. (15-3025)

On motion of Member Calaycay, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)
[SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (15-3026)

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

- **Oralia Verduzco, Operator of the Month (June 2015)**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:

- **Guy Kao, Operator of the Month (May 2015)**
- **Lissette McNatt, Employee of the Month (June 2015)**

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

5.2 Proterra Manufacturing Plant Update (15-3027)

Ryan Popple, Proterra President and Chief Executive Officer, provided an update on electric buses and reported on the following items:

- 1. EV Transit Update**
- 2. Product Development**
- 3. Factory Project**

Attachments: [SUPPORTING DOCUMENT](#)

III. PUBLIC COMMENT

6. Public Comment. (15-3028)

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

IV. CONSENT CALENDAR

7. FISCAL YEAR 2014-2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through May 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of May 31, 2015 for the fiscal year ending June 30, 2015. (15-3029)

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. MAY 2015 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the May 2015 Performance Indicators Report. (15-3030)

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. JUNE 2015 LEGISLATIVE SUMMARY

Recommendation: 1. Receive and file the June 2015 Legislative Summary; and 2. Adopt support positions on ACA 4, AB 338, and SCA 7. (15-3031)

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, the Board acknowledged their position in supporting AB 338 and SCA 7, and taking no position on ACA 4. The Board received and filed the June Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

10. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommendation: Adopt a DBE program goal of 3.5 percent on Foothill Transit's federally funded projects undertaken during federal fiscal years 2016 through 2018 (October 1, 2015 through September 30, 2018). (15-3032)

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

11. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) NO. 15-066 FOR NETWORK INFRASTRUCTURE ROUTERS AND SWITCHES REPLACEMENT

Recommendation: Authorize the Executive Director to issue Invitation for Bids No. 15-066 for Network Routers and Switches Replacement. (15-3033)

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) NO. 15-060 - IN-GROUND LIFTS ASSESSMENT AND REHABILITATION

Recommendation: Authorize the Executive Director to Issue RFP No. 15-060 for In-ground Lifts Assessment and Rehabilitation. (15-3034)

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

13. ENVIRONMENTAL AND SUSTAINABILITY MANAGEMENT SYSTEM - ISO 14001 CERTIFICATION

Recommendation: Receive and file an update on Foothill Transit's receipt of International Organization for Standardization (ISO) 14001 certification for its Environmental and Sustainability Management System (ESMS) at the Pomona Operations and Maintenance Facility. (15-3035)

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

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

14. CONTRACT AWARD - CAD/AVL SYSTEM EQUIPMENT (RFP NO. 15-014)

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract to Avail Technologies, Inc. in the amount of \$13,994,788 for replacement of Foothill Transit's computer aided dispatch and automatic vehicle location (CAD/AVL) system, including equipment, installation, testing training, system implementation, product support, and warranty. (15-3036)

Kevin McDonald, Deputy Executive Director, presented this item and

introduced Dorsey E. Houtz, President and Chief Executive Officer, Avail Technologies. Mr. Houtz presented a brief history of the company and mentioned that he is looking forward to working with Foothill Transit. In response to a question posed by the Board, Mr. Houtz replied that the warranty is in place as the product is upgraded.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. EXERCISE OF CONTRACT OPTION - TRANSIT BUS PROCUREMENT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and exercise Option No. 3 of Contract No. 12-040 with New Flyer for the purchase of 30-compressed natural gas (CNG) fueled, 40-foot Excelsior buses at a total cost of \$19,096,113.30, including delivery and sales tax. (15-3037)

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

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. APPOINTMENT OF FOOTHILL TRANSIT BOARD SECRETARY

Recommendation: Adopt Resolution No. 2015-06 (Attachment A) designating the Board Support Services Manager/Executive Assistant as the Foothill Transit Board Secretary. (15-3038)

Christina Lopez, Board Support Services Manager/Executive Assistant, presented this item.

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was adopted.

Attachments: [SUPPORTING DOCUMENT](#)

17. BUS STOP SIGN REPLACEMENT PROJECT UPDATE

Recommendation: Receive and file the Bus Stop Sign Replacement Project Update. (15-3039)

Vincent Saucedo, Construction Project Manager presented this item. In response to a question posed by the Board, Mr. Saucedo reported all the Bus Stop Signs are coated with anti-graffiti coats.

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. AZUSA INTERMODAL TRANSPORTATION FACILITY PROJECT UPDATE

Recommendation: Receive and file the Azusa Intermodal Transportation Facility Project Status Update. (15-3040)

Sharlane Bailey, Director of Facilities presented this item.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

19. TRANSIT STORE REPORT

Recommendation: Receive and file the Transit Store Report. (15-3041)

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

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

20. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-3042)

Mr. Barnes reported the following:

- **Two Electric Vehicle Charging stations are being built in the Azusa Intermodal Transportation Facility. Line 280 will be fully electrified.**
- **State of California is providing a match grant of \$167,000 from Local Carbon Transit Operations Program for the building of the Electric Vehicle Charging stations in the City of Azusa. In addition, \$650,000 will be provided from the Federal Grant Fund for the project as well.**

The grants provided will fully fund one of the two charging stations being built.

- **The Foothill Executive Board meeting scheduled for July 31, 2015 has been cancelled. The next regular meeting of Foothill Transit Executive Board is scheduled for August 28, 2015 at 8:00 a.m.**
- **A special Foothill Transit Governing Board meeting is scheduled for September 18, 2015.**

VII. BOARD MEMBER COMMENT

- 21.** Comments by Members of the Foothill Transit Executive Board. (15-3043)

There were none.

VIII. NOTICES OF CLOSED SESSION

- 22.** CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9 (c): One Case (15-3044)

This item was taken off calendar.

- 23.** CLOSED SESSION REPORT (15-3045)

This item was taken off calendar.

IX. ADJOURNMENT

- 24.** Adjournment for the June 26, 2015 Foothill Transit Executive Board Meeting. (15-3046)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:23 a.m.



August 28, 2015

To: Executive Board

Subject: **FY 2015-2016 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2015 for the fiscal year ending June 30, 2016.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of July 31, 2015, shows total assets at \$313.96 million. This total consists primarily of \$202.5 million in fixed assets, \$97.8 million in cash and investments and \$13.66 million in receivable and prepaid assets. Foothill Transit's cash position of \$90.8 million is \$3.70 million less than the previous month, and is \$38.4 million more than last year in July.

Liabilities

The accounts payable balance is \$6.5 million. Accounts Payables include operating and maintenance for \$4.61 million and \$765,000 for fuel.

The deferred revenue of \$77.2 million represents capital grants and funds that are reserved for planned capital expenditures.

Investments (Attachment B)

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

The cash and investments balance includes \$33.3 million in non-interest bearing accounts held with Bank of the West; \$31.5 million in interest bearing money market accounts with Bank of the West; \$11 million with Chase; \$4.0 million with Bank of the West Agency notes; \$3.0 million with Wells Fargo certificates of deposit, and \$15 million invested in the Local Agency Investment Fund (LAIF).



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

Operating and Capital Revenues and Expense Analysis (Attachment C)

July 2015 fare revenues were \$1,386,458 which is \$186,875 (11.8%) less than the budgeted amount and \$123,542 less than July 2014. July 2015 ridership is also lower than budgeted. We will continue to monitor this as it is a widespread phenomenon both in the LA County Region and throughout the country.

Operating costs in July 2015 were \$6,439,810 which is \$102,021 less than the budget and \$765,534 more than July 2014. Of this \$6.44 million, \$5,231,420 is operating costs for the Arcadia and Pomona operating contractors. The other primary operating expense is fuel which was \$384,000 in July 2015.

Capital expenditures in July were \$1,278,484 compared with \$93,822 last year at this time. The annual budget for capital expenditures includes purchase of 30 CNG buses and completion of the Azusa Intermodal Transportation Center.

Farebox Recovery Ratio

The July farebox recovery ratio was 21.5 percent; 2.6 percent less than the performance target of 24.1 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$1,386,458 by the total bus operating expense of \$6,439,810. This ratio is less than the July 2014 ratio of 26.6 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of July 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for July 2015 were \$8.9 million. Capital disbursements totaled \$1.1 million, fuel was \$15,204 and other significant disbursements include \$2.9 million to First Transit and \$3.3 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director



Attachment A

Foothill Transit
Balance Sheet
As of July 31, 2015

Assets	
Current Assets:	
Cash	90,819,492
Investments	6,988,000
Due from government agencies	8,813,197
Other receivables	4,583,951
Other assets	261,225
Total Current Assets	<u>111,465,865</u>
Property & Equipment (net of depreciation)	202,495,954
Total Assets	<u><u>313,961,819</u></u>
Liabilities and Equity	
Current Liabilities:	
Accounts payable and accrued liabilities	6,514,949
Deferred Revenue	77,192,658
Total Liabilities	<u>83,707,607</u>
Equity	
Fund Balance:	
Investment in Capital Assets	202,495,954
Current Year Change	(1,032,993)
Reserve	28,791,251
Total Equity	<u>230,254,212</u>
Total Liabilities and Equity	<u><u>\$ 313,961,819</u></u>



Attachment B

Summary of Cash and
Investment Account
For July 31, 2015

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$17,403,606
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	15,891,128
Bank of the West-Money Market	0.180%	Demand Deposit	7,046,059
Bank of the West-Money Market	0.180%	Demand Deposit	14,551,216
Bank of the West-Money Market	0.180%	Demand Deposit	9,599,759
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	252,534
Chase Business Saving	0.030%	Demand Deposit	11,053,528
LAIF Investment	0.240%	Demand Deposit	15,019,762
Subtotal Cash on Hand			<u>\$90,819,492</u>
Investments:			
Bank of the West	1.500%	Callable Note	\$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Wells Fargo-CD's	0.350%	Cert. of Deposit	2,988,000
Subtotal Investments			<u>\$6,988,000</u>
Total Cash and Investments			<u><u>\$97,807,492</u></u>



Attachment C

Foothill Transit
Statement of Revenue and Expense
For Month Ended July 31, 2015

	Actual YTD July-15	Budget YTD July -15	Variance	Actual YTD July - 14	
Operating Revenue					
1	Farebox	\$770,459	\$819,167	(11.56%)	\$861,230
2	Pass Sales	265,705	368,667	(27.54%)	\$276,160
3	TAP Cash Purse	226,597	250,000	(9.36%)	\$231,510
4	MetroLink & Access Service	50,275	54,167	(7.18%)	\$50,000
5	EZ Transit Pass	73,423	83,333	(11.89%)	\$91,100
6	Total Operating Revenue	\$1,386,458	\$1,573,333	(11.88%)	\$1,510,000
Non-Operating Revenue					
7	Transportation Development Act	1,795,664	1,976,299	(9.14%)	\$1,822,144
8	STA	281,467	281,467	0.00%	\$228,662
9	Prop A 40% Discretionary	1,190,397	1,190,397	0.00%	\$1,152,870
10	Prop A 40% BSCP	373,777	373,777	0.00%	\$363,946
11	Prop C BSIP	74,800	74,800	0.00%	\$73,355
12	Prop C Base Restructuring	180,663	160,663	0.00%	\$157,559
13	Prop C Transit Service Expansion	26,773	26,773	0.00%	\$26,256
14	Transit Security-Operating	69,682	69,682	0.00%	\$70,807
15	Measure R Operating	814,641	814,641	0.00%	\$743,237
16	Gain on Sale of Fixed Assets	3,644	0	0.00%	\$0
17	Auxiliary Revenue	110,493	135,417	-18.41%	\$98,431
18	Total Non-Operating Revenue	4,902,001	5,103,915	(3.96%)	4,737,296
19	Total Revenue	\$6,288,459.17	\$6,677,248	(5.82%)	\$6,247,296
Available Capital Funding					
20	Capital Grants	\$1,276,484	\$4,750,214	(73.09%)	\$93,822
21	Total Revenue and Capital Funding	\$7,566,943	\$11,427,462	(33.78%)	\$6,341,118
Operating Expenses					
22	Operations	\$5,835,105	\$5,533,891	(5.44%)	\$4,952,028
23	Maintenance & Vehicle Technology	42,646	64,173	33.54%	\$34,959
24	Marketing and Communications	80,605	159,241	49.38%	\$114,533
25	Information Technology	73,930	189,038	80.89%	\$101,119
26	Administration	146,623	265,329	44.74%	\$210,291
27	Procurement	31,796	69,450	54.22%	\$66,675
28	Finance	79,554	93,342	14.77%	\$66,080
29	Planning	57,186	93,813	39.04%	\$47,314
30	Facilities	63,500	73,555	13.67%	\$81,278
31	Total Operating Expenses	\$6,410,946	\$6,541,831	2.00%	\$5,674,276
Other Expenses					
32	Property Management	\$26,864	\$45,833	37.02%	\$0
33	Dial-A-Ride	55,000	62,500	12.00%	\$5,000
34	Special Services	5,127	27,083	81.07%	\$0
35	Total Other Expenses	\$88,990	\$135,417	93.07%	\$55,000
36	Total Operating and Other Expenses	\$6,499,937	\$6,677,248	2.66%	\$5,729,276
Capital Expenditures					
37	Capital Expenditures	\$1,276,484	\$4,750,214	73.09%	\$93,822
38	Total Expenses and Capital Expenditures	\$7,776,421	\$11,427,461	31.93%	\$5,823,098



Executive Board Meeting - 08/28/15
FY 2015-2016 Financial Statements and Investment Summary
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Bank Account - Check Details

Period: 07/01/15..07/31/15

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Attachment D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 07/01/15..07/31/15

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of check details for account B001.



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Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 47 rows of check details.



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Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Volded Amount, Entry Status. Contains 30 rows of check details.



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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Entry Amount	Status
07/17/15	21512	Women at Work	Sponsor Reaching for the Stars event	1,000.00	1,000.00	0.00	Posted
07/17/15	21513	Yoko Igawa	Reimbursable expenses - ICMA Membership	150.00	150.00	0.00	Posted
07/17/15	E00121	First Transit Inc.	6/15-30 Pomona Contract Services	1,116,527.90	0.00	0.00	Posted
07/17/15	E00122	First Transit Inc.	6/1-15 Pomona Contract Services	658,957.30	0.00	0.00	Posted
07/17/15	E00123	First Transit Inc.	6/1-12 Pomona 486 Extra Trips	2,236.99	0.00	0.00	Posted
07/17/15	E00124	Transdev Services, Inc.	6/15-30 Arcadia Contract Services	1,400,627.89	0.00	0.00	Posted
07/23/15	21514	Adt Security Services, Inc.	El Monte store security services	345.96	345.96	0.00	Posted
07/23/15	21515	AT and T - 5019	800 Ride Info	299.05	299.05	0.00	Posted
07/23/15	21516	Baker Donelson Bearman and Cal.	6/15 Public Affairs	8,585.23	8,585.23	0.00	Posted
07/23/15	21517	CA Newspaper Service Bureau	IFB 15-063 Newspaper Ad	902.70	902.70	0.00	Posted
07/23/15	21518	California Deposition Reporters	IFB 15-063 Pre-Bid Conference	506.79	506.79	0.00	Posted
07/23/15	21519	Charter Communications	Cable TV services	161.91	161.91	0.00	Posted
07/23/15	21520	Charter Oak Education Foundation	Sponsor 5K and 1 Mile Run event	500.00	500.00	0.00	Posted
07/23/15	21521	David J. Orozco	Glendora Chamber Map	3,690.00	3,690.00	0.00	Posted
07/23/15	21522	Grand Car Wash	Transdev vehicle wash and Maint to be reimburse FT	101.86	101.86	0.00	Posted
07/23/15	21523	Greater West Covina Business Assoc.	2015 Legislative Luncheon	500.00	500.00	0.00	Posted
07/23/15	21524	Historical Society of West Covina	Sponsor Summer Fest 2015	80.00	80.00	0.00	Posted
07/23/15	21525	LACMTA - Accounts Payable	6/15 EZ Transit passes ridership	654.60	654.60	0.00	Posted
07/23/15	21526	Lionakis	Admin. Building Landscape and Entry Redesign	2,262.50	2,262.50	0.00	Posted
07/23/15	21527	Martel Electronics, Inc.	DM-671 Two Channel Recorder	670.04	670.04	0.00	Posted
07/23/15	21528	Omnitrans	Omnitrans passes	6,678.83	6,678.83	0.00	Posted
07/23/15	21529	Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	1,947.50	1,947.50	0.00	Posted
07/23/15	21530	Processors Mailing Inc.	Footnotes	2,216.64	2,216.64	0.00	Posted
07/23/15	21531	Roy Eseyan	Educational reimbursement	1,548.00	1,548.00	0.00	Posted
07/23/15	21532	Southern California Edison Co.	06/15 Electricity for Pomona Transit center	15,204.09	15,204.09	0.00	Posted
07/23/15	21533	Standard Parking Corporation	6/15 Parking Services	3,260.55	3,260.55	0.00	Posted
07/23/15	21534	Sunland Tire Co. of Covina	Brakes / rotors vehicle repair	43.99	43.99	0.00	Posted
07/23/15	21535	Tanya Marie Pina	Reimbursable expenses - National Comto Conference	77.55	77.55	0.00	Posted
07/23/15	21536	Thomas J. Koontz	Business Cards	379.87	379.87	0.00	Posted
07/23/15	21537	Thompson Coburn LLP	13(c) Labor Protection	95,689.08	95,689.08	0.00	Posted
07/23/15	21538	Verizon Calif - 920041	Local calls	3,005.84	3,005.84	0.00	Posted
07/23/15	21539	Vy Thuy Phan - Hoang	Educational reimbursement	5,250.00	5,250.00	0.00	Posted
07/23/15	21540	Walnut/Diamond Bar Sheriff's Station	Sponsor Family Day Picnic	300.00	300.00	0.00	Posted
07/23/15	21541	West Covina Nissan	vehicle repair	8.88	8.88	0.00	Posted
07/23/15	E00125	First Transit Inc.	6/15 Pomona PMI's	14,500.00	0.00	0.00	Posted
07/23/15	E00126	First Transit Inc.	2/15 Pomona PMI's	7,500.00	0.00	0.00	Posted
07/23/15	E00127	International City Management Assoc. Retirement Co	Payroll ending 7/18/15 Retirement Funds	31,846.21	0.00	0.00	Posted
07/23/15	E00128	Transdev Services, Inc.	Arcadia contract turn over	142,645.64	0.00	0.00	Posted
07/23/15	E00129	Transdev Services, Inc.	Arcadia contract turn over	31,661.91	0.00	0.00	Posted
07/30/15	21542	AT and T - 105066	Long distance calls	33.35	33.35	0.00	Posted
07/30/15	21543	AT and T - 5025	TS 6 Computer line	83.11	83.11	0.00	Posted
07/30/15	21544	C.B.A. Productions	Summer Season Advertising	1,198.00	1,198.00	0.00	Posted
07/30/15	21545	California Deposition Reporters	Pomona Public Hearing	3,583.00	3,583.00	0.00	Posted
07/30/15	21546	Cintas Fire Protection	Monthly Sprinkler Fire Pump Inspection	135.00	135.00	0.00	Posted



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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
07/30/15	21547	City of Azusa	Azusa Plan Check - Electric Bus Overhead Charger	1,131.09	1,131.09	0.00	Posted
07/30/15	21548	Civic Publications	Print advertising	4,967.00	4,967.00	0.00	Posted
07/30/15	21549	Climatec Building Technologies	7/1 - 9/30/15 HVAC Maintenance	2,060.00	2,060.00	0.00	Posted
07/30/15	21550	Coalition for Clean Air	2015 California Air Quality Awards	750.00	750.00	0.00	Posted
07/30/15	21551	Doran J. Barnes	Reimbursable Expenses	546.31	546.31	0.00	Posted
07/30/15	21552	Graingers	Barrier Post for Puente Hills Mall	390.71	390.71	0.00	Posted
07/30/15	21553	Industry Public Utility Commission	6/15 Industry P&R Electricity	1,298.15	1,298.15	0.00	Posted
07/30/15	21554	Keystone Uniform Depot	Coverall / embroidery	80.61	80.61	0.00	Posted
07/30/15	21555	Nelson/Nygaard	Comprehensive Operational Analysis	3,173.50	3,173.50	0.00	Posted
07/30/15	21556	Newage PHM, LLC	8/15 TS 2 Office Lease	7,096.37	7,096.37	0.00	Posted
07/30/15	21557	Signal Campus, LLC	Mt. SAC Kloek	3,150.00	3,150.00	0.00	Posted
07/30/15	21558	Sing Tao Daily	Advertising	311.40	311.40	0.00	Posted
07/30/15	21559	Skyline Pest Control	7/15 Monthly Pest and Rodent Control	95.00	95.00	0.00	Posted
07/30/15	21560	State Board of Equalization -	2nd QTR Sales and Use Tax Return	1,004.00	1,004.00	0.00	Posted
07/30/15	21561	Tafoya & Associates	Expansion of Pomona Transit Center Bus Berths	11,251.00	11,251.00	0.00	Posted
07/30/15	21562	Thomas J. Koontz	Mt. SAC, ULV class pass stickers	649.64	649.64	0.00	Posted
07/30/15	21563	Toyo Landscaping Company	7/15 Industry P&R Landscape Maintenance	1,219.39	1,219.39	0.00	Posted
07/30/15	21564	Transit Information Products	(10) Rotating Transit Tubes	4,959.80	4,959.80	0.00	Posted
07/30/15	21565	Vertzon Calif - 920041	Arcadia computer line	174.77	174.77	0.00	Posted
07/30/15	21566	Weatherite Corporation	7/15 HVAC Maintenance	666.00	666.00	0.00	Posted
07/30/15	21567	West Covina Nissan	Vehicle maintenance	511.24	511.24	0.00	Posted
07/30/15	21568	Zones Inc.	Dragon Naturally Speaking	873.12	873.12	0.00	Posted
07/30/15	E00130	New Flyer of America Inc.	F-2317 (30) Replacement Buses Project	172,576.20	0.00	0.00	Posted
07/30/15	E00131	New Flyer of America Inc.	F-2318 (30) Replacement buses Project	172,576.20	0.00	0.00	Posted
07/30/15	E00132	State Board of Equalization -	(2) Buses Sales and Use Tax	100,735.74	0.00	0.00	Posted
		General Checking		8,965,272.87	1,952,716.35	0.00	



August 28, 2015

To: Executive Board

Subject: **July 2015 Performance Indicators Report**

Recommendation

Receive and file the July 2015 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for July 2015. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the contractors, and financial performance data.

In July 2015, Foothill Transit achieved five out of nine key performance indicator goals. The performance indicators met for the month are: preventable accidents per 100,000 miles; schedule adherence; miles between service interruptions; average hold time; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** – Overall boardings recorded by the farebox for the month was 1.12 million boardings – a seven percent decrease from the same month last year.
- **Fare Revenue** – Total fare revenue for the month was \$1.39 million. The average fare was \$1.23 per boarding.
- **Operating Expenses** – Total monthly operating expenses were \$6.44 million, resulting in an average cost per service hour of \$96.12.
- **Accidents** – The system averaged 0.68 preventable accidents per 100,000 miles.
- **Customer Complaints** – Foothill Transit received 19.12 complaints per 100,000 boardings in July 2015. This is 23 percent higher than July 2014.
- **Schedule Adherence** – This month, Foothill Transit recorded 85.1 percent on-time performance. This is a one percent improvement from July of last year.



Analysis

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

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

These goals provide a framework for our performance indicators to quantify and measure how well Foothill Transit is performing. *Attachments A-L* show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2015-2016.

Overall System Performance

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

Attachment A summarizes system goals and performance indicators for July 2015. *Attachment L* provides additional operations-related performance measures for the month.

Total Boardings and Total Revenues

In July 2015, Foothill Transit buses had 1.12 million boardings which is a seven percent decline compared the same month the previous year. Compared to the same month the previous year, there was a seven percent decline in boardings on local lines, a fourteen percent decline in boardings on local express lines, and a two percent decline in boardings on express lines.

Total fare revenue recorded this month was \$1.39 million, a twelve percent decline from the same month last year.

Total operating expenditures in July 2015 were \$6.44 million for the month. This represents a thirteen percent increase in operating expenditure compared to the same period of the previous year. This is due partially to a four percent increase in service hours compared to July 2014 and partially to the annual pricing escalators that are built into both operations and maintenance contracts.

Attachment B shows total boardings and revenue for the past 13 months.



Goal 1: Operate a Safe Transit System

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

Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.70 or fewer preventable accidents per 100,000 miles for this fiscal year. In July 2015 Foothill Transit met the performance target with an average of 0.68 preventable accidents per 100,000 miles. This is a 79 percent decline compared to the same period the previous year, but an improvement compared to the previous month.

Foothill Transit continues to support the operations contractors with their safety training and safety campaigns for their management staff and coach operators. Foothill Transit is currently employing location intelligence analysis to visualize and gain greater insight from the agency's accident data by identifying historical patterns to better target specific causes of accidents.

Attachment C provides a summary of preventable accidents per 100,000 miles.

Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

Foothill Transit has adopted a goal of 85 percent or higher on-time performance for this fiscal year. In July 2015, the agency achieved 85.1 percent on-time performance for the entire system. This is a one percent improvement over last year.

Quality assurance staff continues to closely monitor the SMARTBus system in real-time to ensure that the service runs in accordance to the published schedule. Using feedback from quality assurance staff, dispatchers, and coach operators, as well as weekly schedule adherence analysis reports compiled from achieved SMARTBus data, staff has worked with the operations contractors to remedy chronic schedule adherence problems through improved run cuts and interlining.

Attachment D charts historical on-time performance for the agency.



Average Miles Between Service Interruptions

In July 2015, Foothill Transit averaged 24,860 miles between service interruptions as reported by the operations contractors. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays due to mechanical service interruptions. Foothill Transit met the goal of at least 20,000 miles between service interruptions.

Attachment E compares the average miles between service interruptions with the performance standard.

Complaints per 100,000 Boardings

In July 2015, Foothill Transit received 19.12 complaints per 100,000 boardings. This does not achieve the performance target of 15 or fewer complaints per 100,000 boardings and is a 23 percent decline from the same period the previous year.

Forty-nine percent of the complaints received this month were related to schedule adherence and 18 percent were related to courtesy. The higher volume of customer complaints is partially due to the implementation of the new bus schedule that occurred in the middle of the month.

Attachment F provides a summary of complaints per 100,000 boardings.

Average Hold Time

Phone systems at Foothill Transit's five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 20 seconds this month is well below the performance target of less than 40 seconds. There were 28,215 calls received in July 2015. Historically, the Transit Stores see an increase in the number of calls in July due to the Independence Day holiday and start of a new bus schedule.

Attachment G provides a summary of average hold time.

Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour

Foothill Transit buses averaged 16.8 boardings per vehicle service hour in July 2015. This does not meet the performance target of 18.5 or more boardings per



service hour and is 11 percent less than the same month last year. The operation of four percent more service hours along with a sharp decline in ridership this month results in this change in system performance.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

The fiscal year 2015-2016 performance target for average weekday boardings is to achieve at least 49,490 average weekday boardings. In July 2015, there were 43,112 average weekday boardings which is a nine percent decline from July in the previous year. Foothill Transit did not meet the performance target.

Attachment I shows the history of this indicator for the entire bus system.

Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The month's farebox recovery ratio was 21.53 percent. Our performance target for the fiscal year is greater than 24.10 percent.

Attachment J shows the trend for this indicator over time.

Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour this month was \$96.13, which meets the fiscal year target of \$97.36. This is nine percent lower than that of the same period last year.

Attachment K charts this indicator over time.

Sincerely,

Stephanie B. Mak
Operations Analyst

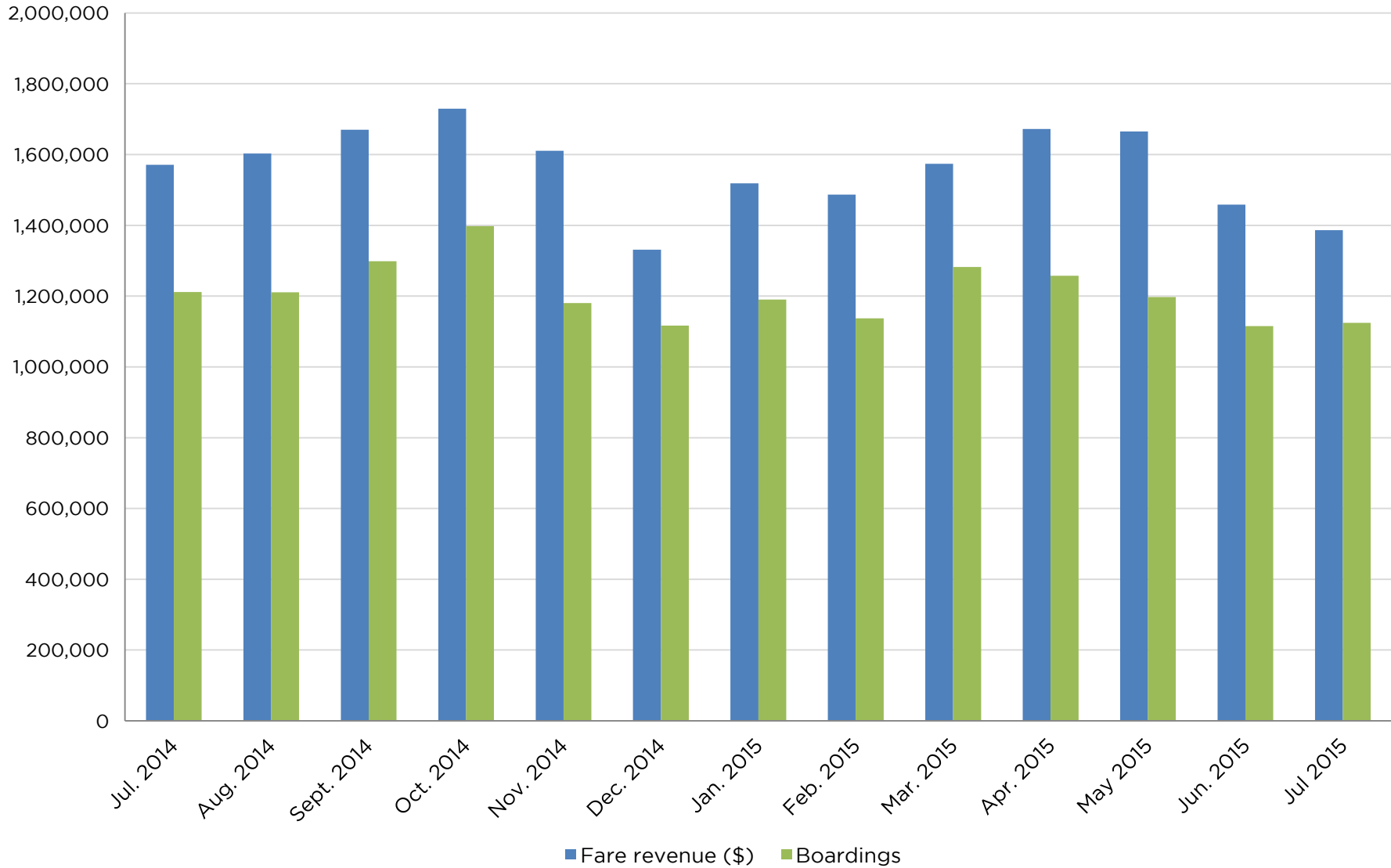
Doran J. Barnes
Executive Director

Attachment A
Foothill Transit
Key Performance Indicators
July 2015

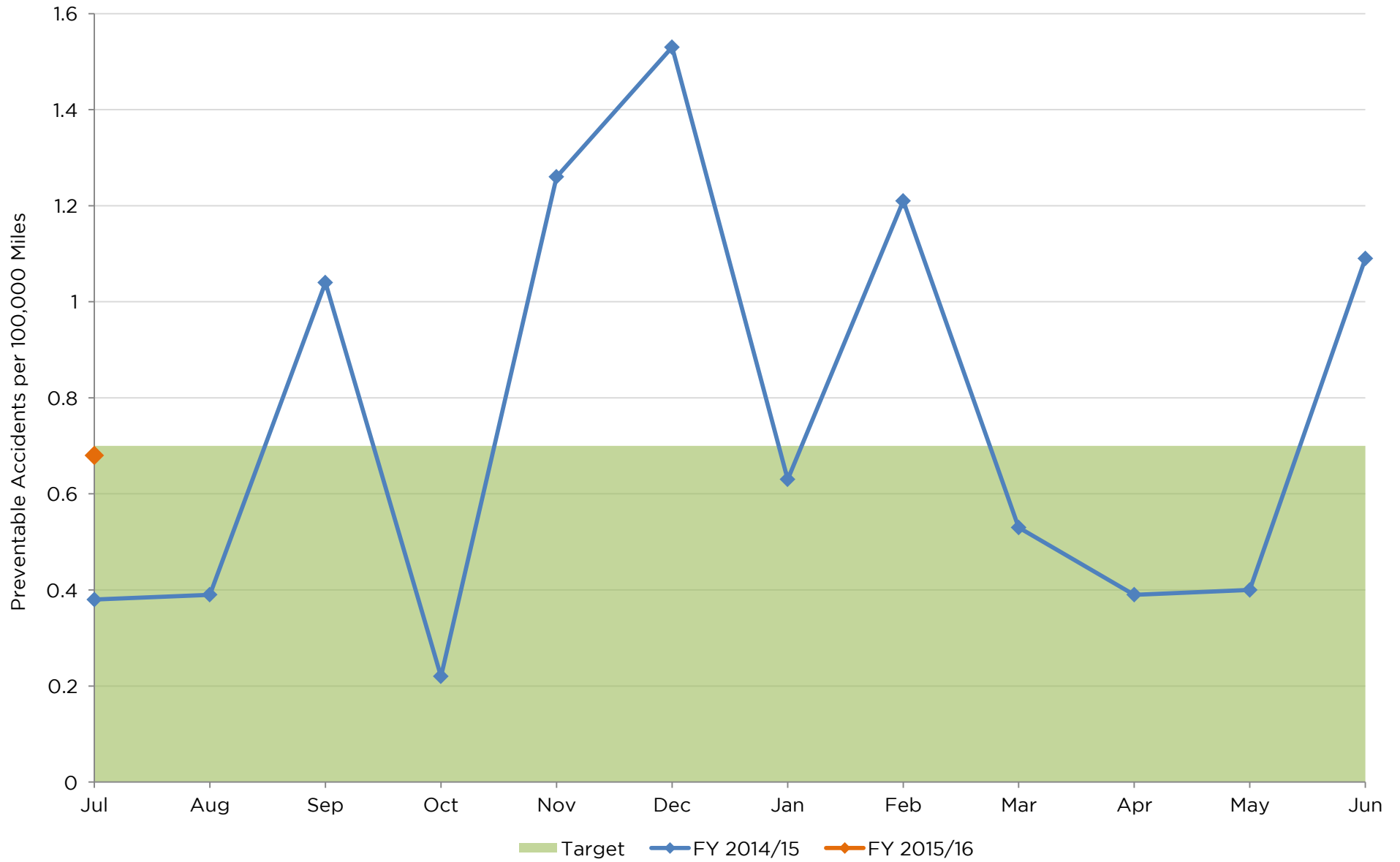
Goal	Performance Indicator	Attachment	July 2015	Met Target?	July 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	Met Target?	FY 2014-2015 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	B	1,124,280	-	1,211,759	(7%)	1,124,280	-	1,211,759	(7%)	
	Vehicle Service Hours		66,991	-	64,465	4%	66,991	-	64,465	4%	
	Total Fare Revenue	B	\$1,386,458	-	\$1,570,708	(12%)	\$1,386,458	-	\$1,570,708	(12%)	
	Total Operating Expense		\$6,439,810	-	\$5,675,977	(13%)	\$6,439,810	-	\$5,675,977	(13%)	
Safety	Preventable Accidents per 100,000 Miles	C	0.68	Yes	0.38	(79%)	0.68	Yes	0.38	(79%)	≤ 0.70
Customer Service	Schedule Adherence	D	85.1%	Yes	84.0%	1%	85.1%	Yes	84.0%	1%	≥ 85%
	Miles Between Mechanical Service Interruptions	E	24,860	Yes	25,584	(3%)	24,860	Yes	25,584	(3%)	≥ 20,000
	Complaints per 100,000 Boardings	F	19.12	No	15.51	(23%)	19.12	No	15.51	(23%)	≤ 15.00
	Average Hold Time (Seconds)	G	20	Yes	20	0%	20	Yes	20	0%	≤ 40
Effectiveness	Boardings per Vehicle Service Hour	H	16.8	No	18.8	(11%)	16.8	No	18.8	(11%)	≥ 18.5
	Average Weekday Boardings	I	43,112	No	47,507	(9%)	43,112	No	47,507	(9%)	≥ 49,490
Efficiency	Farebox Recovery Ratio	J	21.53%	No	27.67%	(22%)	21.53%	No	27.67%	(22%)	≥ 24.10%
	Average Cost per Vehicle Service Hour	K	\$96.13	Yes	\$88.05	(9%)	\$96.13	Yes	\$88.05	(9%)	≤ \$97.36

Red = did not meet target

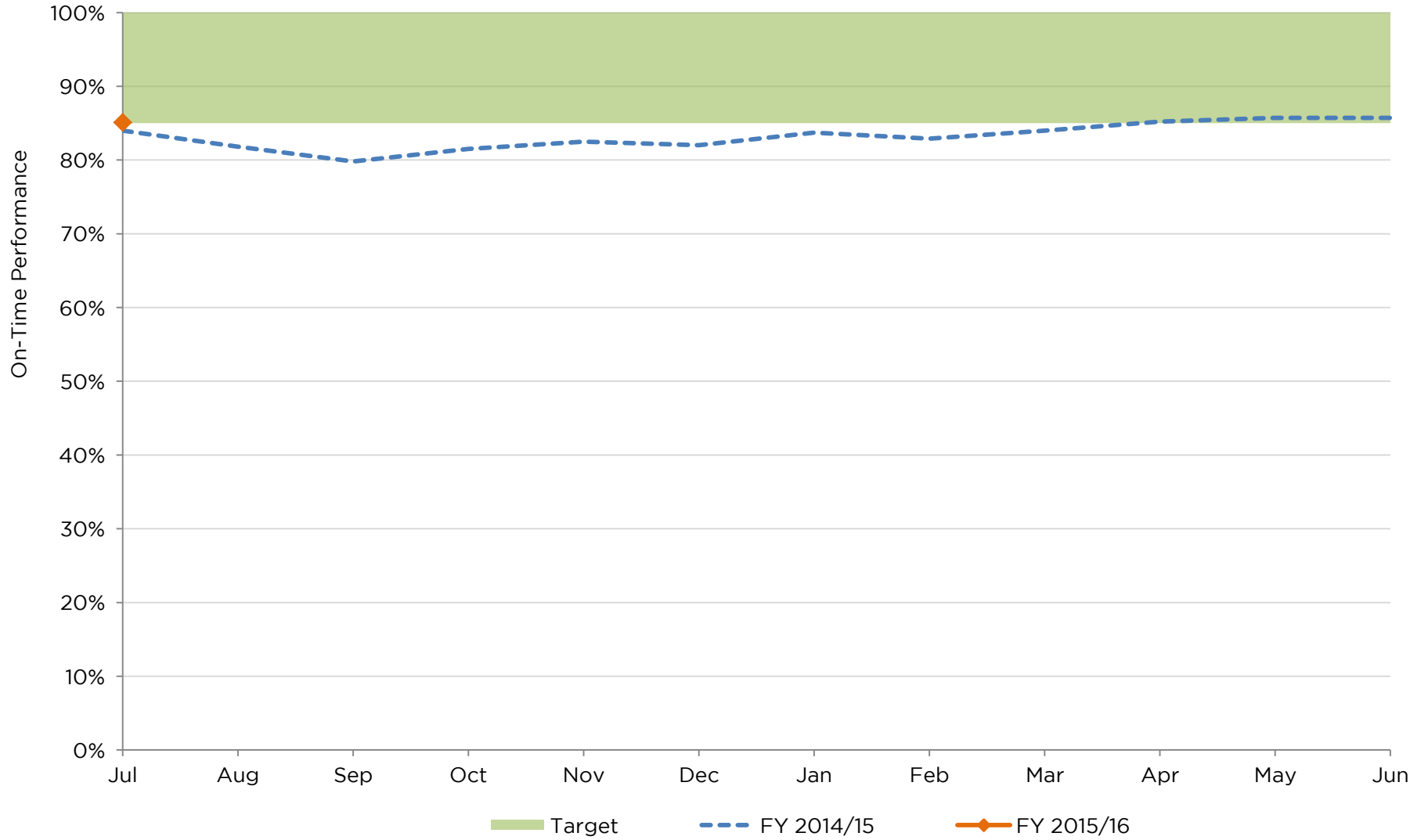
Attachment B: Total Boardings and Fare Revenues



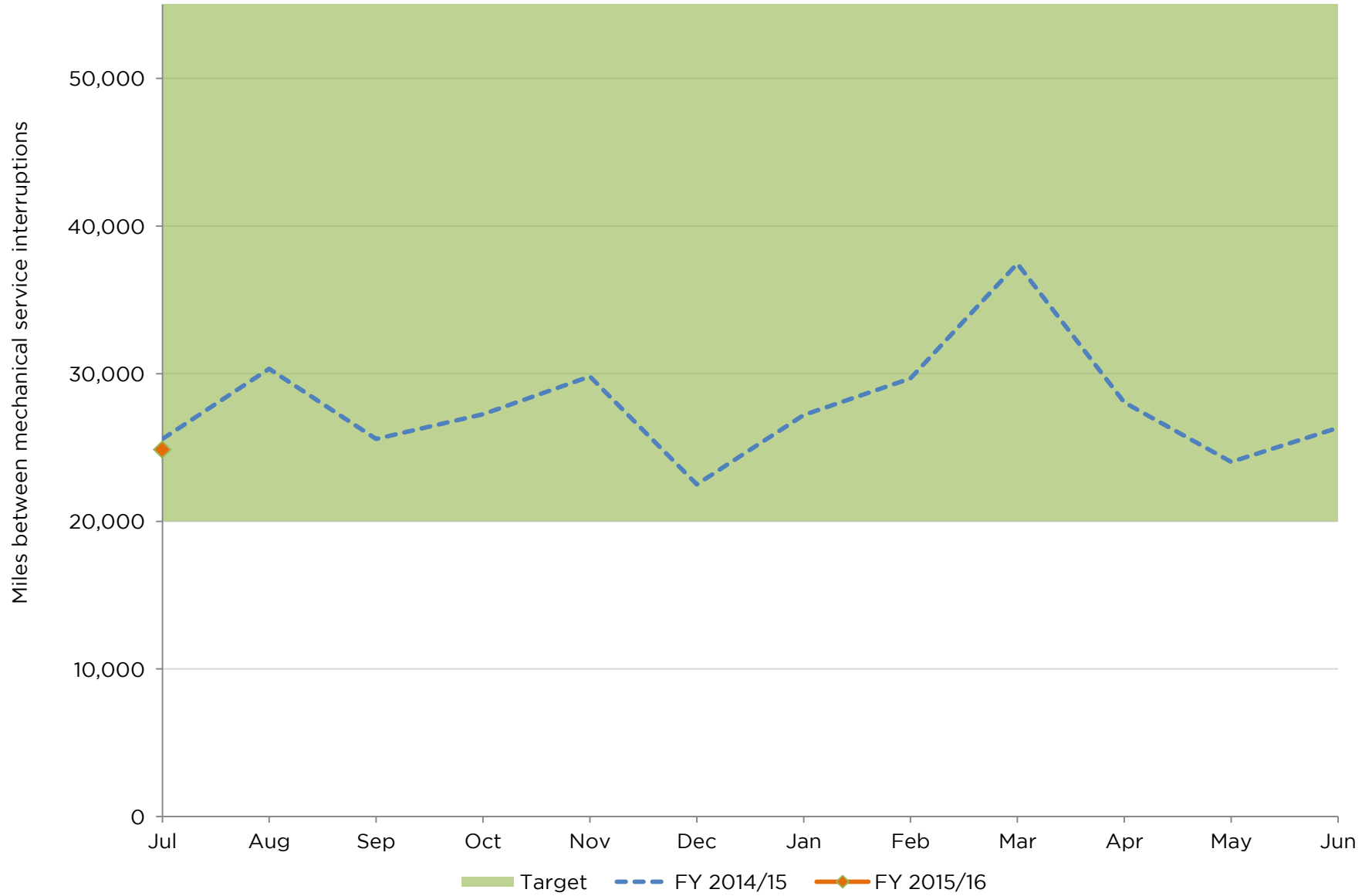
Attachment C: Preventable Accidents per 100,000 Miles



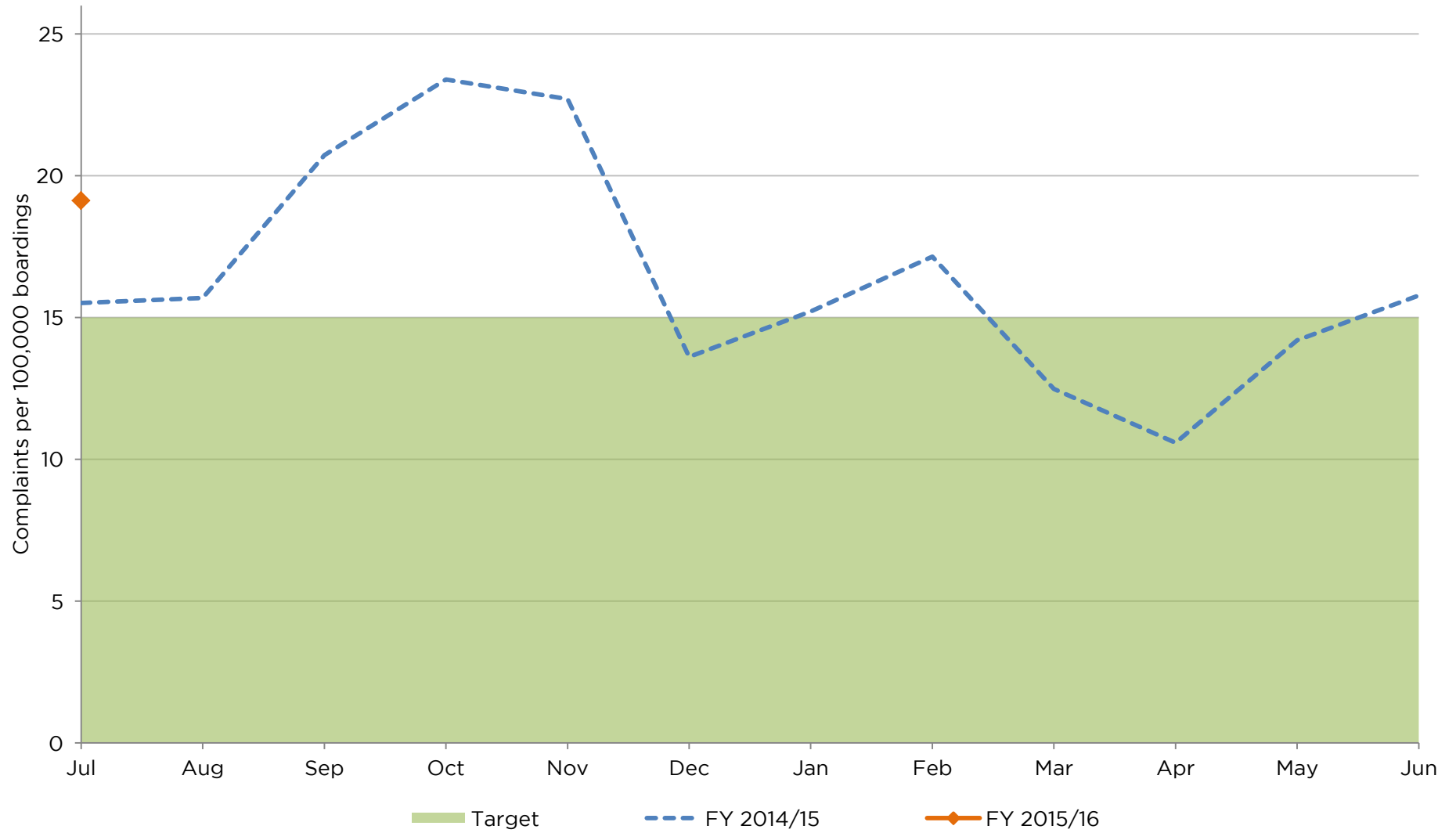
Attachment D: Schedule Adherence



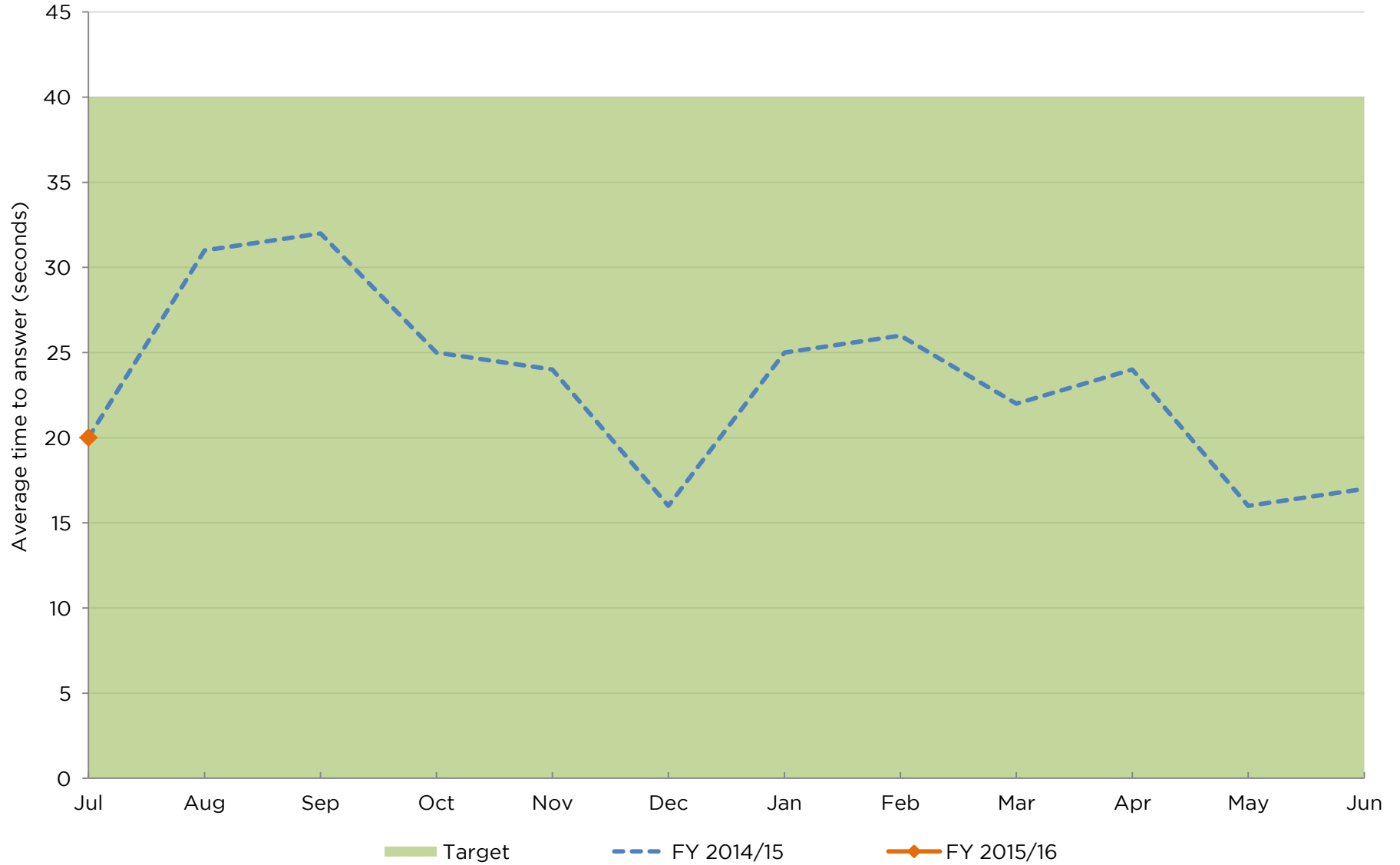
Attachment E: Average Miles Between Service Interruptions



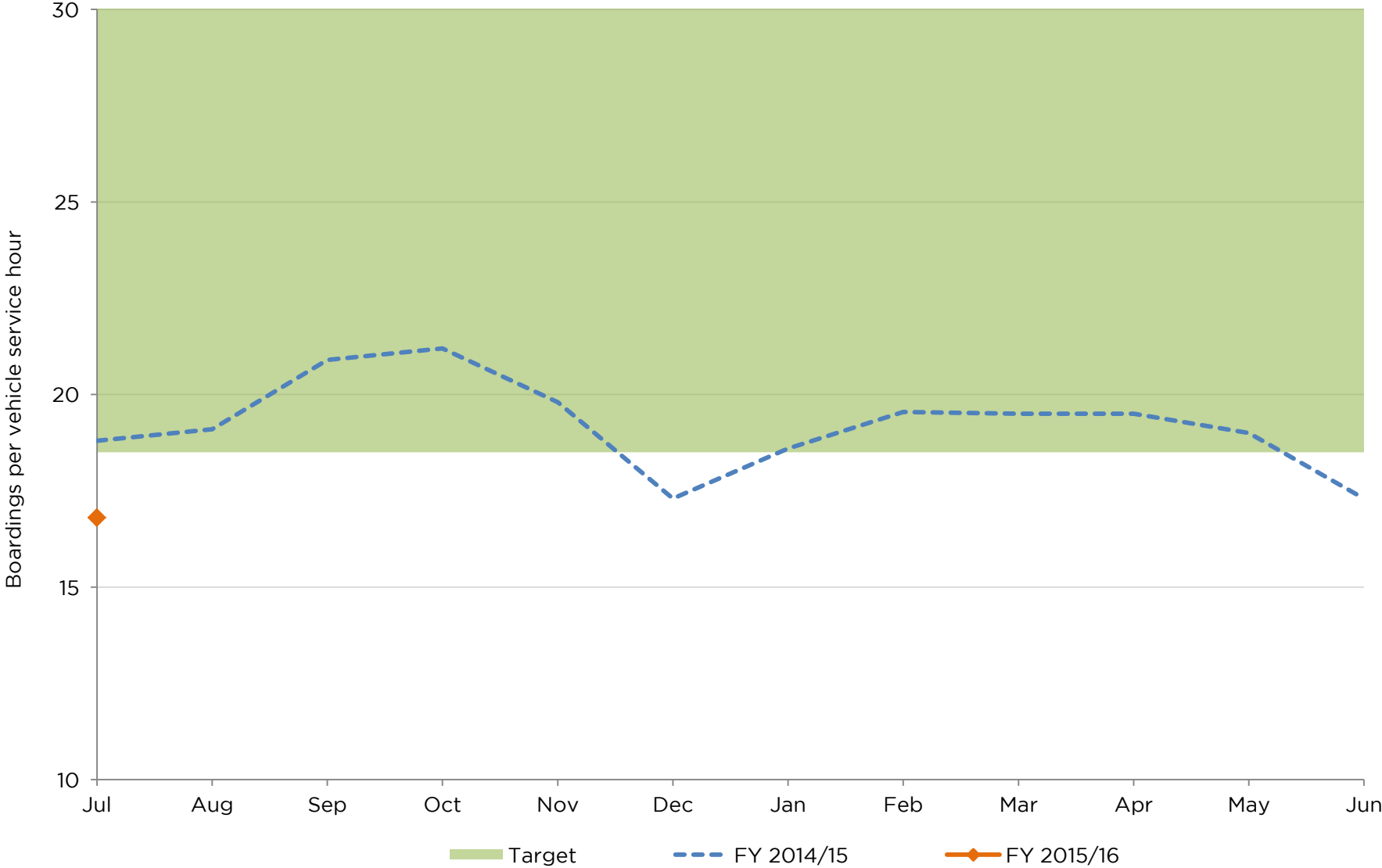
Attachment F: Complaints per 100,000 Boardings



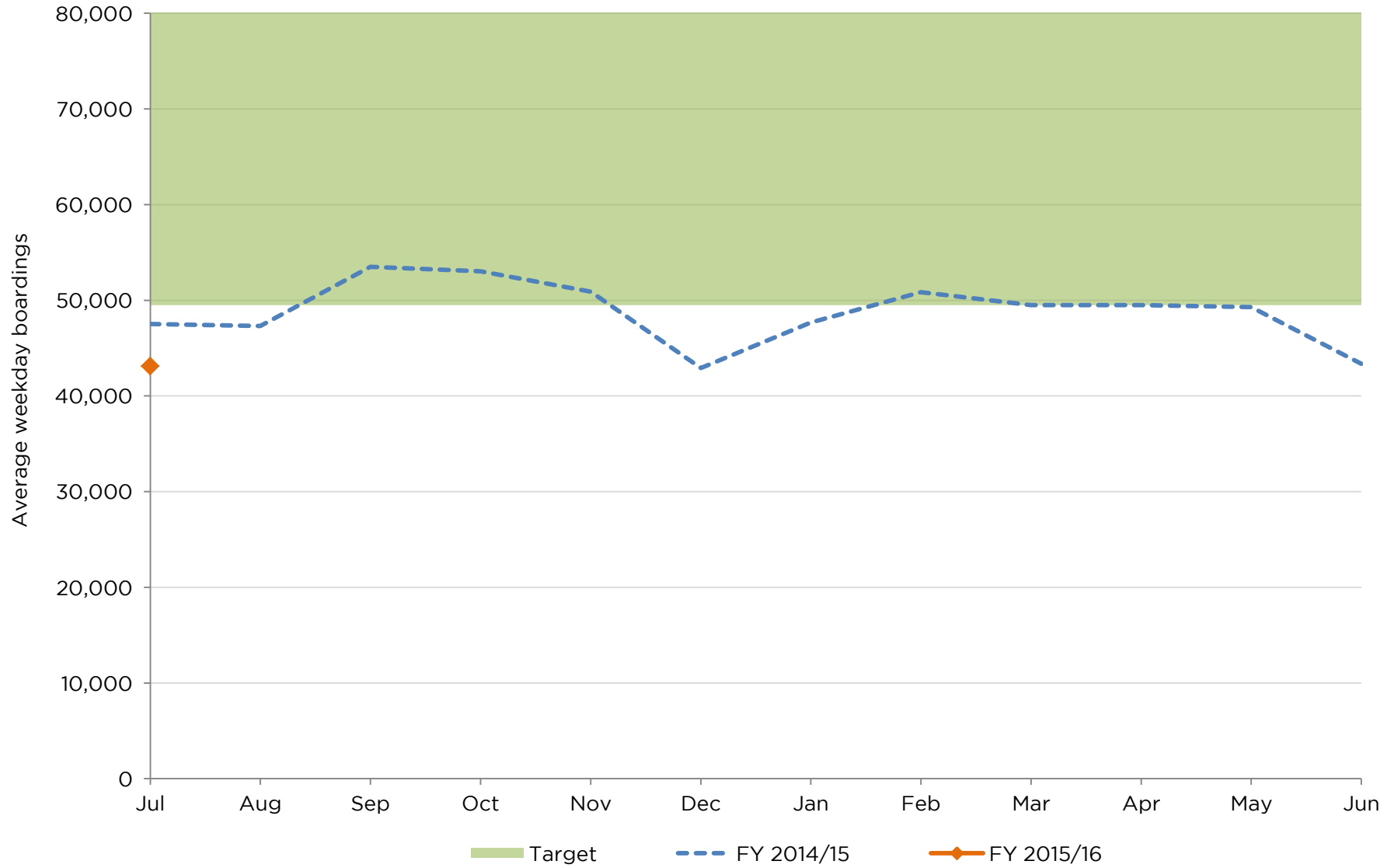
Attachment G: Average Hold Time



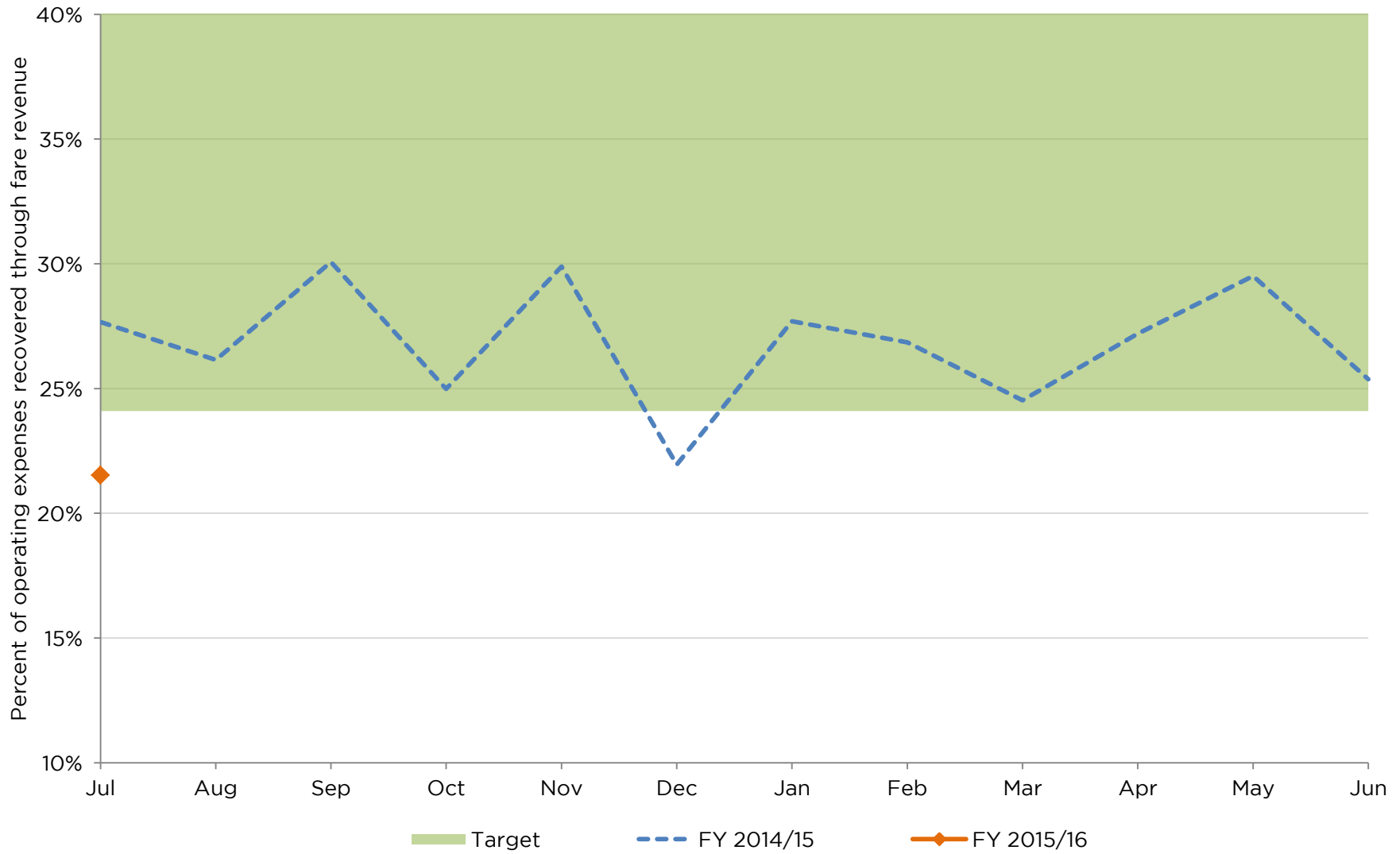
Attachment H: Boardings per Vehicle Service Hour



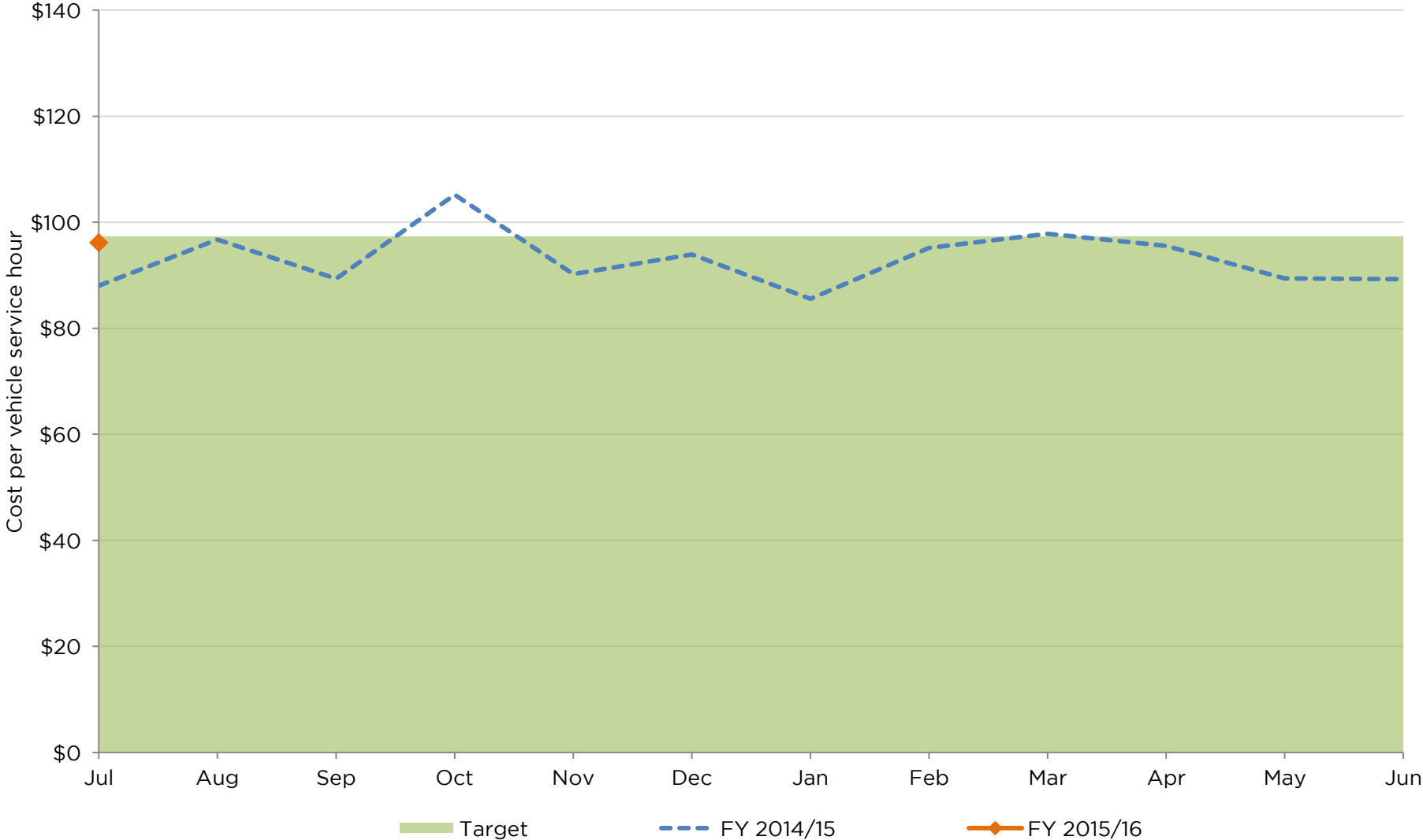
Attachment I: Average Weekday Boardings



Attachment J: Farebox Recovery Ratio



Attachment K: Average Cost per Vehicle Hour



Attachment L
**Foothill Transit
Operations Report
July 2015**

Goal	Performance Indicator	July 2015	July 2014	% Improvement Over Same Month Last Year	FY 2015-2016 YTD	FY 2014-2015 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.23	\$1.31	(6%)	\$1.23	\$1.31	(6%)
	Average cost per boarding	\$5.73	\$4.68	(22%)	\$5.73	\$4.68	(22%)
	Average subsidy per boarding	\$4.49	\$3.39	(33%)	\$4.49	\$3.39	(33%)
	Total vehicle miles	1,317,578	1,304,807	1%	1,317,578	1,304,807	1%
	Vehicle service miles	974,582	950,507	3%	974,582	950,507	3%
	Total vehicle hours	88,240	87,496	1%	88,240	87,496	1%
	In-service speed (mph)	14.5	14.7	(1%)	14.5	14.7	(1%)
	Boardings per vehicle service mile	1.15	1.27	(9%)	1.15	1.27	(9%)

Red = did not meet target



August 28, 2015

To: Executive Board

Subject: **ADA Paratransit Fare Structure**

Recommendation

Support Access Services' request for modification of current ADA fare requirements (**Attachment A**).

Analysis

Current U.S. Department of Transportation (DOT) regulations stipulate that the fare charged for a trip taken on a paratransit provider's service cannot exceed twice the fare that would be charged for an individual taking the same trip on fixed route service.

Implementation of this regulation is challenging in the greater Los Angeles area where there are multiple fixed route transit providers with multiple and varying fare structures. To date, Access Service has utilized a coordinated approach whereby customers in the Los Angeles basin traveling less than 20 miles pay \$2.75 and customers traveling 20 miles or more pay \$3.50.

During our most recent Federal Transit Administration (FTA) Triennial Review in August of last year, the review team found that:

Foothill Transit relies on Access Services to provide ADA complementary paratransit services for its fixed-route operations. Foothill Transit's one-way base fare is \$1.25 per trip, whereas effective July 1, 2014, Access Services' lowest fare for an ADA complementary paratransit trip in the Foothill Transit service area is \$2.75 per trip. This is more than twice the Foothill Transit fixed-route fare.

Other transit providers in the Los Angeles area whose paratransit service is provided by Access Services are also subject to the same requirement and received the same finding. To address this issue and close out the finding, Access is currently proposing to adopt a system that will ensure the fares for each trip will be no more than twice the fare of a similar local bus or rail trip. To calculate a fare on Access Services, the cost of a comparable fixed-route trip would be doubled and then rounded down to the nearest fare level. The proposed fare levels are \$0, \$0.50, \$1.00, \$2.00, \$3.00, and \$4.00.



While this proposal ensures that fares on Access Services are compliant with current DOT regulations, its implementation presents a number of challenges and it will likely result in confusion among customers, particularly those with cognitive difficulties. As a long term solution, Access has proposed the following addition to 49 CFR 37.131(c):

- *Alternatively, the maximum fare that may be charged by an entity which administers a coordinated paratransit plan for 20 or more fixed route members pursuant to 49 CFR 37.141 and approved pursuant to 49 CFR 37.147 shall be no more than twice the regional average fixed-route fare determined as follows:*

- *The entity may calculate a regional average fixed-route fare by obtaining a statistically-valid, random sample of its recent paratransit trips, calculating the applicable fixed-route fare for those trips and averaging the results. The sample may be subdivided by distance to determine the regional average fixed-route fares for trips of a certain mileage.*

This approach addresses the complex needs of providing paratransit service for multiple transit providers in an efficient and coordinated manner as is needed in the Los Angeles area.

Budget Impact

Support for the Access Services proposal has no impact on Foothill Transit’s budget.

Sincerely,

Kevin McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director

Attachment



August 28, 2015

To: Executive Board

Subject: **Travel and Reimbursement Policy**

Recommendation

Approve changes to the Travel and Reimbursement Policy as identified in **Attachment A**.

Analysis

The Foothill Transit Travel and Reimbursement policy was adopted by the Board on March 25, 2011. The policy has been updated to include a provision for overnight lodging within the Los Angeles region (**Attachment A**, page 2 of 4). The provision requires that all requests for overnight lodging within the Los Angeles region require prior approval by the Executive Director.

There are occasions when team members are required to attend a conference or meeting at a location within the Los Angeles region (LA County and the counties contiguous to its borders) at an unusual time or at an unusual distance from their residence. This policy is intended to provide guidance to the Executive Director to ensure that attendance at any required meetings provide for the safe travel for all team members, including overnight lodging when deemed appropriate.

Budget Impact

Funding for all travel and meetings is included in the approved FY 2015/2016 budget.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell
Director of Finance & Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director



Foothill Transit

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

March 27, 2014

INTRODUCTION:

The purpose of this policy is to promote accountability and timely accounting of financial activity while allowing Foothill Transit Board and Team Members (Team Members) the opportunity to attend meetings and conferences. Foothill Transit Team ~~Member's~~ Members are expected to show good judgment and have proper regard for economy in the course of traveling or entertaining in connection with Foothill business. Any expense for which a Team Member requests reimbursement should be necessary and clearly relate to the conduct of Foothill Transit business.

The following list of expense classification is for information and guidance in determining expenses which are appropriate to travel and entertainment for business-related purposes.

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of Foothill Transit's resources.

ADVANCES:

Advances for travel shall be limited to, reasonable meal and miscellaneous expense. When applicable, advances will be paid directly to the Team Member. Team Members will be responsible for requesting an advance with sufficient lead time to be available prior to their departure.

TRANSPORTATION:

Air Travel

Air travel will be actual round-trip fare based on the most direct route. Coach or economy class accommodations shall be utilized when traveling by commercial airlines. All travel arrangements should be made as soon as approval for the trip has been obtained so that the lowest possible fares can be negotiated (preferably three (3) weeks in advance).

Private Automobile

Long Distance Travel

With specific permission from either the Team Member's Department Director or the Executive Director, a private automobile may be used for long distance travel and reimbursement approved in an amount not to exceed the appropriate coach or economy class airfare which would have been paid for such travel. Reimbursement will be based on the lower of the actual mileage driven at the current mileage rate in effect by the Internal Revenue Service (IRS) or the appropriate airfare. When driving time exceeds actual flying time, non-exempt staff will not be allowed the use of a private vehicle. The use of a private vehicle requires insurance coverage equal to or in excess of Foothill Transit's insurance requirements with proof on file in the HR Department.

Local Travel

Use of a private automobile for short trips of a business nature will be reimbursed for actual mileage driven at the current mileage rate in effect by the IRS. (Note insurance requirement above)

Company Vehicles

The use of Company vehicles is encouraged whenever one is available for business-related travel. Any Eligible Team Member who does not have a company vehicle assigned to them can sign out a vehicle. If a company vehicle is not available, a private automobile may be used.

Vehicle Rentals

Expenses for such transportation may be authorized where such conveyance is reasonable and necessary to conduct Foothill business. When possible, advance reservations are to be made to assure the lowest rate. Automobile rentals must be approved in advance by the employee's department director or Executive Director and receipts must be provided to obtain reimbursement. Only mid-size vehicles or vehicles with an equivalent rental rate will be authorized. The use of airport and hotel shuttles is strongly encouraged when traveling out of town, instead of vehicle rental when practicable and more cost efficient.

Garage and Parking Expenses

When on Foothill Transit business, charges for parking private and Foothill Transit vehicles will be reimbursed. Receipts for such expenses must be submitted with a request for reimbursement. When traveling, the expense of long-term airport parking should be weighed against the cost of airport shuttle service.

LODGING:

Expenses will be allowed for adequate and appropriate lodging when traveling. Hotel accommodations should be appropriate to the purpose of the trip, and when possible should be secured at commercial rates. Receipts for lodging must be returned to Travel Coordinator when paid directly by Foothill Transit or provided with Expense Report Reconciliation for credit card reconciliation or to obtain reimbursement, if applicable. Personal expenses while traveling on Foothill business will not be reimbursed unless unusual circumstances dictate, e.g. movies and entertainment are not allowable.

Although strongly discouraged, Foothill Transit may pay the cost of lodging within the Los Angeles region at the discretion of the Executive Director for one or more of the following reasons:

- Special training, meeting, or professional development seminar begins at an unusually early hour or ends at an unusually late hour;
- Distance between the attendee's residence and the site is unusually great;
- Other compelling reason acceptable to the Executive Director.

The Los Angeles region is defined as Los Angeles County and the counties contiguous to its borders. Travel is defined as a destination farther than a fifty (50) mile radius of either the traveler's primary residence or regularly assigned worksite, whichever is closer, and/or overnight lodging is requested.

MEALS:

Reasonable expenses for meals may be authorized when traveling or entertaining as required by official duties. Team Members traveling on Foothill Transit business shall be entitled to reimbursement of expenses incurred for meals not to exceed breakfast, lunch and dinner in any one day (12:01AM – 12:00 midnight). Receipts for meals must be provided to obtain reimbursement for actual expenditures. The receipt should be dated with the total shown, including tips.

Team Members on extended travel (five or more consecutive days) will have the option to receive per-diem expense reimbursements based on the Office of U.S. General Services Administration (GSA) established per-diem rates. The rate will be determined prior to the trip departure and is comprised of two factors, lodging and meals and incidental expenses. The Team Member along with the department director and Executive Director will establish the appropriate per-diem rate based on the GSA. The per diem rate will be for meals and incidental expense when the lodging has been pre-paid by Foothill Transit.

Team Members who, during the normal course of performing their duties, provide meals for representatives of governmental agencies or other persons doing business with the agency in order to most effectively execute their responsibilities, may be authorized reimbursement for the expense of such meals. A copy of the bill or credit card or other receipt for the meal(s) must include a description of the purpose of the meal and the participants when submitted for reimbursement.

OTHER COSTS:

Tips and Gratuities

Reasonable expenses for tips are allowable for meals, hotel and transportation purposes.

Registration Fees

Fees charged for registration at any convention or meeting will be reimbursed when attendance is authorized.

Telephone:

Telephone and telefax expenses may be incurred for the conduct of business by Team Members traveling in conjunction with their official capacities. Additionally, reasonable calls to the place of residence when out of the area on travel will be reimbursed. Prepaid phone cards are strongly encouraged especially for extended periods of travel, which can greatly reduce phone costs. Personal phone calls will be limited to five dollars per night of lodging.

It is the policy of the Foothill Transit that no Team Member shall sustain personal monetary loss as a result of duties performed in the service of Foothill Transit. However, all expenditures and requests for reimbursement shall logically relate to the conduct of business and shall be necessary to accomplish the purposes of such business.

EXPENSE TRACKING & REPORTING:

All reasonable and necessary expenses required to complete your work will be reimbursed. The accounting/reconciliation of these expenses will be done using the Expense Report Reconciliation form.

The completed and approved Expense Report Reconciliation form is due with all receipts, documentation and any amount due Foothill Transit from an advance to the Finance department seven days after returning from a trip/conference or incurring an expense. It is understood that staff may elect to hold several small expenditures (items less than \$25) before requesting reimbursement. In the event an Expense Reports Reconciliation is outstanding where an advance was ~~authorization-authorized~~ future advances will not be processed/authorized.

Selected Team Members may receive Foothill Transit (company) credit cards to be used for travel-related expenditures that can be charged to the credit card. These individuals will not have an option to request an advance. Monthly credit card statements with detailed activity and a balance due will be sent to them which will require the preparation of an Expense Report Reconciliation form to adequately report the expenditures and process the payment

due. Misuse of credit cards including late processing of payment due will be subject to discipline up to and including termination.

Changes to traveler's itinerary that increase cost after confirmation of airfare, lodging and or rental car, for purely personal reasons will be the responsibility of the traveler.

Policy History:

March 25, 2011 – Adoption by the Foothill Transit Board

August 28, 2015 – Revised to reflect allowable circumstances for overnight lodging within Los Angeles region



August 28, 2015

To: Executive Board

Subject: **Contract Amendment - Digital Radio Equipment**

Recommendation

Authorize the Executive Director to execute an amendment to Agreement No. 15-051 with Mobile Relay Associates (MRA) in the amount of \$272,131 including tax for the provision of digital radio equipment and enhanced dispatch workstations.

Analysis

At its February 2015 meeting, the Executive Board authorized the Executive Director to execute an agreement in the amount of \$758,220 with MRA for digital voice radio frequency channels and base station equipment rental and repeater service for a term of five years including antennas and installation, with an option for five additional years. The agreement included the provision of Kenwood NX-820 radios by MRA at no cost to Foothill Transit. The radios initially proposed are valued at \$727 for each portable unit and \$684 for each mobile unit.

As we undertake the replacement of Foothill Transit's SMARTBus system, staff and Foothill Transit's consultant team have determined that Kenwood NX-800 radios will better meet Foothill Transit's needs. The NX-800 radios allow for the installation of the radio unit inside the equipment cabinet behind the driver compartment, with the control head placed in a much more accessible location in the driver compartment. This allows for placement of the CAD/AVL driver control modules in an unobtrusive yet accessible location in the driver's area.

Additionally, it is recommended that enhanced complete dispatch workstations be installed at both operating facilities and the West Covina administrative office. The upgrade will provide improved features for reliable communication with coach operators and will create redundancy by having a third dispatch workstation available at the West Covina administrative offices. In the event that a facility dispatch center at either of the two operations and maintenance facilities becomes non-operational, contractor staff would be able to utilize the administrative office workstation to seamlessly continue communications and dispatching functionality.



In addition to providing data communication for the agency's recently procured CAD/AVL system, the new digital radios will provide a redundant voice communication system should the VoIP communication system ever fail or go offline.

Budget Impact

The cost to upgrade to Kenwood NX-800 radios is \$498 per unit, plus applicable sales tax. The overall budget impact of this action is \$272,131, including tax. Foothill Transit's approved FY 2015/2016 Budget and Business Plan includes adequate funding for this procurement.

Sincerely,

A handwritten signature in blue ink, appearing to read 'LaShawn King Gillespie'.

LaShawn King Gillespie
Director of Customer Service and Operations

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

Doran J. Barnes
Executive Director



August 28, 2015

To: Executive Board

Subject: **Contract Amendment - Architectural and Engineering Design for the Azusa Intermodal Transportation Center**

Recommendation

Authorize the Executive Director to execute Amendment No. 10 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$5,260 for additional architectural and engineering services for the Azusa Intermodal Transportation Center Project.

Analysis

At the April 2015 Executive Board Meeting, the Board authorized the Executive Director to amend the architectural and engineering services contract to design underground infrastructure for two electric bus charging stations at the Azusa Intermodal Transportation Center.

The design of the underground conduit provisions was submitted for Plan Check to the City of Azusa on June 30, 2015. As a result, some additional requirements were required in order to obtain approval from the Building Department. The additional design which was not part of the original change order request but now required is to provide structural design and details for the bus charging pads and equipment anchorage in addition to revising landscaping documents to reflect additional transformer and new bus charging stations.

This recommended amendment to Contract No. 11-036 brings the total contract value to \$1,367,046. Below is a summary of contract amendments to date.

Contract No. 11-036	Contract Amount	Comments
Base contract- Phase 1	\$275,700	Site selection and design support for NEPA & CEQA approval
Amendment #1 - Phase 1	\$0	Reflect DBE participation
Amendment #2 - Phase 1	\$58,330	Additional study required for the Alternative #2 location (north of railroad tracks)
Amendment #3 - Phase 2	\$872,796	Provide a/e services for design of parking facility



Amendment #4 - Phase 2	\$29,941	Redesign for sawtooth bus stop configuration
Amendment #5 - Phase 2	\$13,175	Additional design required for striping, signage, future LPR, parking stalls designation
Amendment #6 - Phase 2	\$25,339	Additional Geotechnical Study required. QSP services required during construction for SWPPP.
Amendment #7- Phase 2	\$25,255	Preparation of Entitlement, Survey and Mapping services for subject lots.
Amendment #8- Phase 2	\$8,515	Additional a/e services for conduit provisions for Metro
Amendment #9- Phase 2	\$52,735	Underground conduit provisions for electric bus charging stations, new bus shelters and crosswalk, redesign of 8 inch and 16 inch water line.
Amendment #10- Phase 2	\$5,260	Provide structural engineering details and landscape design related to electric bus charging stations
Total	\$1,367,046	

Budget Impact

Foothill Transit's current Business Plan includes funding for the Azusa Park & Ride Project. Additional cost for architectural and engineering services for the future installation of the electric bus charging station will be included in the electric bus charging station infrastructure program for fiscal year 2015-2016.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Doran J. Barnes
Executive Director



August 28, 2015

To: Executive Board

Subject: **Contract Amendment - Construction of the Azusa Intermodal Transportation Center**

Recommendation

Authorize the Executive Director to execute Amendment No. 4 to Contract No. 15-002 with Klorman Construction in the amount of \$345,244 for construction of the underground infrastructure of the electric bus charging stations at the Azusa Intermodal Transportation Center.

Analysis

At the March 20, 2015 Executive Board Meeting, the Board authorized the Executive Director to exercise an available contract option and negotiate final terms and conditions with the bus manufacturer, Proterra LLC, to procure 13 Catalyst Extended Range electric buses. Also at that board meeting it was indicated that the construction of the Azusa Intermodal Facility created an excellent opportunity to run the 13 electric buses on Line 280. Line 280, a 22-mile roundtrip route from Azusa to Puente Hills Mall Transit Center will be the second opportunity to fully electrify a Foothill Transit route.

The construction of the Intermodal Transportation Center began in January 2015 and is on schedule for substantial completion late December 2015. The construction of the Project is currently at 57 percent complete. The new scope to install underground infrastructure for the electric bus charging stations will be completed prior to the new concrete bus access road construction begins.

In order to accommodate two charging stations at the facility, an additional bus shelter adjacent to the parking structure, including a new crosswalk, new curb design, sidewalk and landscaping and will be required.

All work related to the electric bus charging system will be the responsibility of Foothill Transit and is budgeted in the electric bus charging station program. As such, any additional change orders for Contract No. 15-002 related to the parking facility project will be tracked separately and follow the procurement change orders and amendment guidelines where the Executive Director is authorized to approve individual change orders with a value equal to five percent or less of the base contract value. When the cumulative value



of all change orders for the parking structure scope exceeds five percent, all future change orders will be presented and approved by the Executive Board.

Budget Impact

Foothill Transit’s current Business Plan includes funding for the Azusa Park & Ride Project. Cost for construction of the underground infrastructure and other related scope for the installation of the electric bus charging stations will be included in the electric bus charging station infrastructure program for fiscal year 2015-2016.

Sincerely,

A handwritten signature in blue ink that reads "Sharlane R. Bailey".

Sharlane R. Bailey
Director of Facilities

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

Doran J. Barnes
Executive Director



August 28, 2015

To: Executive Board

Subject: **Contract Award – Routers and Switches Replacement Project**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 16-003 with SigmaNet in the amount of one hundred ninety seven thousand thirty nine dollars and seventy two cents (\$197,039.72) for the Routers and Switches Replacement Project.

Background

Foothill Transit network infrastructure for the remote Transit Stores and bus yards have reached their end of life. The network devices were installed at least eight years ago. The network devices are no longer supported and should be replaced due to the age of the equipment.

In order to maintain the high level of connectivity that Foothill Transit requires to ensure business continuity and enhance passenger safety, replacement of these devices is required. In June 31, 2015 the board approved issuance of the IFB for the Router and Switch Replacement Project. Seven bids were received on August 13, 2015, the lowest successful bidder was SigmaNet.

SigmaNet is located in Ontario CA, and is a provider of IT solutions, services, and computer products. The company was established in 1986 with 28 years of experience in the computer industry. SigmaNet is a Cisco gold partner and has won a number of awards, including the Cisco Channel Customer Satisfaction Excellence (2014), Cisco Security Partner of the Year (2015), and Cisco Meraki Partner of the Year (2015) award.

Budget Impact

The approved Fiscal Year 2014/2015 Business Plan includes available funding for this project.

Sincerely,

A blue ink signature of Jake Chik, consisting of several fluid, overlapping loops.

Jake Chik
Network Manager

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

Doran J. Barnes
Executive Director



August 28, 2014

To: Executive Board

Subject: **Contract Award - Repainting Decal Installation and Heavy Maintenance on 30 60-foot Articulated Buses**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses with Complete Coachworks in the amount of Four Million Two Hundred Four Thousand Six-Hundred Fifty-Six Dollars (\$4,204,656).

Background

In December 2014, the Board approved issuance of RFP No. 15-028 for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-foot articulated buses.

On April 8, 2015, Foothill Transit received a single proposal from Complete Coachworks at a cost that significantly exceeded the project budget of Four Million Three Hundred Eighty Thousand Dollars (\$4,380,000). Because of this, RFP 15-028 was cancelled. Staff revised the Scope of Work focusing mainly on the painting, power plant replacement, and suspension and issued RFP 15-062 on June 12, 2015.

The last remaining revenue fleet vehicles to be updated with new livery are the 30 60-foot articulated buses that operate on the Silver Streak route. When it was originally launched, the Silver Streak was branded as a unique Foothill Transit line -- a high capacity rail-on-rubber style of service crossing 40 miles of the San Gabriel Valley into Downtown Los Angeles. The livery striping matched the rest of the fleet, but a unique, retro-style logo was created to call out the specialness of the service.

The new design emphasizes the new green color featured in the primary fleet while adding a flowing stripe of silver and a new Silver Streak logo that maintains the strong sub-brand of the service. This design establishes the primacy of the Silver Streak brand through the strong use of color, more



intensely signifying difference from the rest of the fleet while echoing the arcs of the primary fleet design.

In addition to the livery update will be a much needed new drivetrain and suspension of the coaches. This includes replacing all engine and transmission harnesses, miscellaneous electrical harnesses, cables, and wiring in the engine compartment including the Catalytic-Muffler area. The buses will be repowered with a new model factory Cummins 8.9 ISL G 320 engine power plant and bring the front, center, and rear suspension components to original equipment manufacturer specifications.

Each 60-foot articulated coach assigned to Silver Streak service averages in excess of 50,000 miles per year and while the coaches have not yet reached their 12-year expected life, many are approaching the 500,000 mile threshold eligibility for retirement per Federal Transit Administration (FTA) regulations. Rather than retire these coaches, a more efficient use of Foothill Transit's capital funds would be to perform heavy maintenance on these coaches, which would include the livery update.

Budget Impact

Foothill Transit's adopted Budget and Business Plan includes funding to initiate heavy maintenance of the Foothill Transit fleet.

Sincerely,

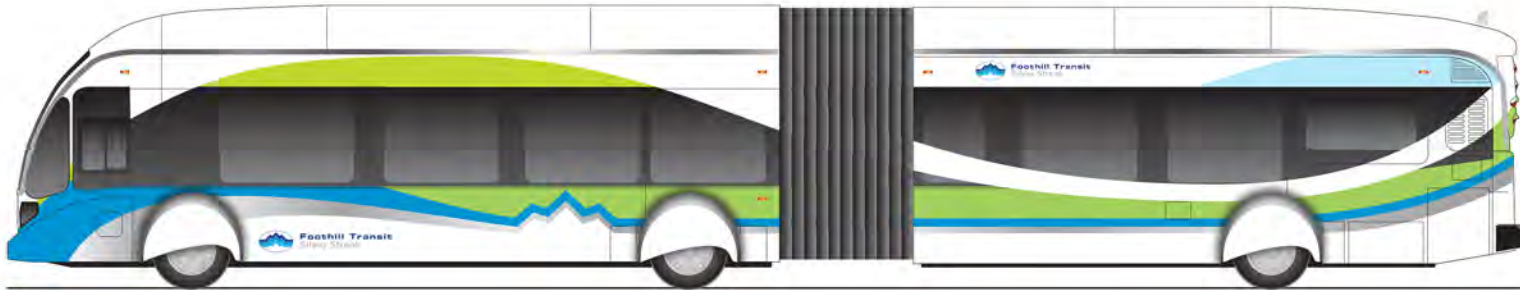
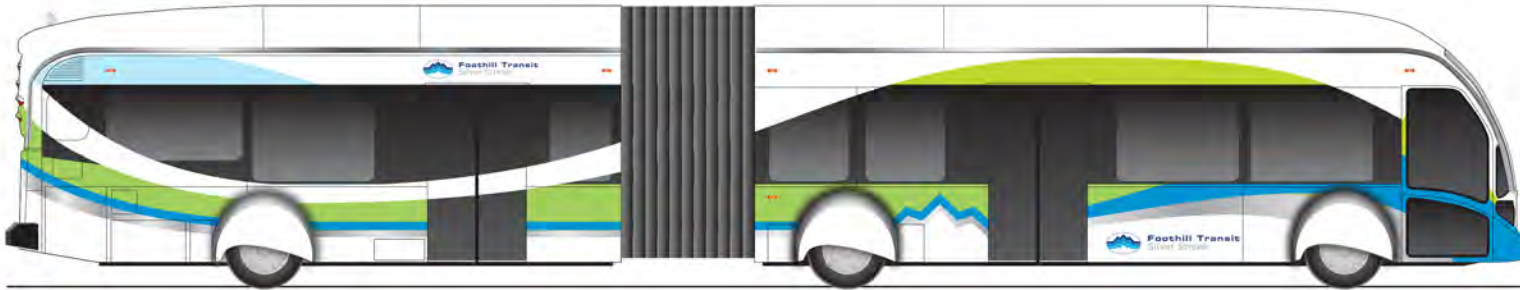
A blue ink signature of Roland M. Cordero.

Roland M. Cordero
Director of Maintenance & Vehicle Technology

A blue ink signature of Doran J. Barnes.

Doran J. Barnes
Executive Director

Attachment



OPTION A - Green Dominant

Attachment A



August 28, 2015

To: Executive Board

Subject: **California Transit Association's 50th Annual Fall Conference & Expo Update, November 18-20, Pasadena**

Recommendation

Receive and file the California Transit Association's 50th Annual Fall Conference & Expo Update.

Analysis

Foothill Transit will be co-hosting California Transit Association's 50th Annual Fall Conference and Expo with Pasadena Transit. The California Transit Association has been representing transit agencies in our state for fifty years and the annual conference will be the culmination of the anniversary celebration.

The conference will be held from November 18-20th at the Pasadena Convention Center. The conference schedule overview is provided as Attachment A. During the conference there will be plenary session and concurrent sessions on topics such as zero emission bus technology challenges, stretching marketing dollars, how to manage data and updates on cap & trade (Attachment B : Concurrent Session Schedule). As a co-host of this conference there is an opportunity for Foothill Transit to display information about our service and projects at a table near the registration booth. This provides an excellent opportunity to showcase our service and our agency.

Each year on Thursday evening during the conference there is an evening reception and this year that reception will be held at the Rose Bowl with tours of the stadium and access onto the field. The conference also provides two technical tours scheduled for the host agencies to give a tour and show their latest projects or technology. Foothill Transit's technical tour will be of our Ecoliner. Staff will be explaining the charging process of our electric buses as well as providing a ride around town to top off the tour. A second technical tour will be hosted by Pasadena Transit where they will bring attendees to their facility and show their Data Management Technology. Both tours are within walking distance of the Pasadena Convention Center.



The Program & Conference Committee has been holding bi-weekly meetings for conference planning. Various subgroups have been meeting on the off weeks to discuss their areas of responsibilities - ranging from the concurrent sessions to Thursday's reception to the Expo. Foothill Transit staff including David Reyno, Linda Apodaca, and Katie Gagnon have been participating in the conference planning subgroups to ensure this conference is a success and a great representation of Foothill Transit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katie Gagnon".

Katie Gagnon
Special Projects Manager

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

Doran J. Barnes
Executive Director

SCHEDULE AT-A-GLANCE

TUESDAY, NOVEMBER 17

8:00 am – 4:00 pm	Decorator Company Set-Up
3:30 pm	Registration Desk Open
4:00 pm – 8:00 pm	Executive Committee Meeting

WEDNESDAY, NOVEMBER 18

8:00 am – 5:30 pm	Registration Desk Open
8:00 am – 10:00 am	Maintenance Committee Meeting
8:30 am – 10:00 am	Operations Committee Meeting
10:00 am – 12:00 pm	Bus Move-In
10:30 am – 12:00 pm	Welcome & Opening General Session
12:00 pm – 1:30 pm	50 th Anniversary Lunch & Games
1:00 pm – 5:00 pm	Exhibitor Set-Up
1:45 pm – 3:15 pm	Concurrent Sessions I
3:30 pm – 5:30 pm	Tech Tours
5:30 pm – 7:00 pm	Welcome Reception & Expo

THURSDAY, NOVEMBER 19

7:30 am – 5:00 pm	Registration Desk Open
7:45 am – 9:00 am	Small Operators Award Breakfast
8:00 am – 9:00 am	Breakfast Expo & Prize Drawings
9:15 am – 10:30 am	Keynote Session Featuring Tony Seba
10:45 am – 12:15 pm	Concurrent Sessions II
12:15 pm – 2:45 pm	Expo, Lunch & Prize Drawings
3:00 pm – 5:30 pm	Exhibitor Teardown
3:00 pm – 4:30 pm	Concurrent Sessions III
5:00 pm – 7:00 pm	Reception at the Rose Bowl

FRIDAY, NOVEMBER 20

8:00 am – 12:00 pm	Registration Desk Open
8:00 am – 9:00 am	Breakfast Buffet
9:00 am – 10:30 am	Concurrent Sessions IV
10:45 am – 12:15 pm	Closing General Session
12:15 pm	Conference Adjourns

Educational Tracks 2015
D*R*A*F*T
Working Titles, Subject to Change

Day, Time	Breakout One Fiscal, Planning, Policy & Compliance	Breakout Two Maintenance	Breakout Three Management & Leadership	Breakout Four Marketing	Breakout Five Operations	Additional Activities
Wed. Nov 18 1:45pm - 3:15pm	<i>Surviving Triennial Reviews and Audits</i>	<i>Going Electric: Is It for You?</i>	<i>Forging the Future Implementing the Vision</i>	<i>Stretching Marketing Dollars</i>	<i>Managing Your Data: Intelligent Transportation Systems</i>	Tech Tours 3:30pm - 5:30pm Choice of: * Electric Bus Tour * Data Management
3:30pm - 4:30pm			<i>Forging the Future Implementing the Vision Part 2</i>			
Thur. Nov 19 10:45am - 12:15pm	<i>Integrating Data Into the Public Planning and Policymaking Process</i>	<i>Zero Emission Bus Technology Challenges</i>	<i>Dave Jensen's How the Best Transit Leaders Make Great Decisions</i>	<i>Making Transit Cool for Everyone</i>	<i>Improve & Enhance the Contract Process (Contractor Roundtable)</i>	
3:00pm - 4:30pm	<i>Cap and Trade Updates</i>	<i>On Board Video Is Changing Fast; Are You Ready?</i>	<i>Paratransit In the 21st Century</i>	<i>How to Build A Transit Community</i>	<i>Understanding and Leveraging Transportation Network Concepts</i>	
Fri. Nov 20 9:00am - 10:30am	<i>Microtransit Trends: Fad or Future</i>	<i>Disc Brakes: They Are Here and They Work!</i>	<i>Setting A Place for Transit at the Local Funding Table</i>	<i>Student Ridership Programs</i>	<i>Emergency Response Averting the Second Disaster</i>	
	1A	1B	1C	1D	1E	
	2A	2B	2C	2D	2E	
	3A	3B	3C	3D	3E	
	4A	4B	4C	4D	4E	



August 28, 2015

To: Executive Board

Subject: **Regional Interagency Transfer (IAT) Policy**

Recommendations

1. Adopt the proposed changes to the Policy on Use of Interagency Transfer as described in **Attachment A**; and
2. Adopt Title VI Equity Evaluation and findings on the proposed transfer policy change that was conducted by LA Metro on behalf of the LA County region (**Attachment B**).

Background

Since 2009, Foothill Transit has been a member of the region-wide Transit Access Pass (TAP) program. The TAP program is a countywide smartcard based fare collection system that is currently managed by LA Metro. As of May 2015, all LA County transit providers participate in the TAP program.

Metro has conducted a Title VI analysis on behalf of the LA region for the proposed policy change. In June 2015, the Metro Board adopted the proposed changes to coordination of Interagency Transfers. The proposed changes to the policy are detailed below.

Analysis

Effective May 2015, the last of the County's transit providers that participate in a regional fare program – EZ transit pass or Interagency transfers (IATs) – are on TAP. The region is now poised to fully realize the seamless travel across the County envisioned when the TAP program was launched. There are three significant changes proposed to the IAT policy.

1. Transfers within Foothill Transit and/or to/from the LA County would only be allowed using a TAP card. This would allow the agency to eliminate paper transfers for patrons who desire to transfer within the LA Region. However, for our cross-county transfer patrons, the traditional paper transfer mechanism will need to be used in order to transfer to our adjacent county transit providers, such as OCTA and OminTrans.
2. Transfer fare charges will be deducted from the TAP card upon the second boarding. The customer will no longer be required to purchase a



transfer on the first boarding; instead the transfer fee will automatically be charged on the transferring coach. Under the proposal, the customer would simply tap for both boardings - a base fare would be deducted on the first vehicle and a transfer fare would be deducted on the second vehicle. Revenues are expected to remain unchanged as a result of the policy change, but will now be collected on different legs of the trip.

3. The transfer window would be extended to 2½ hours from the current two-hour window. The extension of the transfer window was warranted due to increasing traffic congestion and the distance of some of our routes.

Benefits of the New Policy

The benefits of the proposed policy change include the following:

- Reduce boarding time - Under the new policy, the customer would not need to communicate with the operator to purchase an IAT. The transfer would happen automatically upon making the transfer boarding, ensuring the customer receives the transfer to which they are entitled, and speeding up boarding for all customers.
- Simplify transferring - Restricting IAT to TAP cards eliminates the need to carry exact change to purchase a transfer. Instead the customer would add cash value to their TAP card. The TAP card can be registered for balance protection, allowing the TAP card balance to be restored, should the card be lost or stolen (subject to a \$5.00 fee). In addition to eliminating the need for exact change, the customer would be guaranteed transfers if he/she has paid a base fare within the transfer window. This reduces the customer's risk of paying for and not being able to use the transfer.
- Promoting the use of TAP - Restricting IAT to TAP cards promotes the use of TAP cards, which will result in a decrease in cash collection and reduction in farebox maintenance. FY 2014/2015 cash boardings represent approximately 46 percent of Foothill Transit total ridership. The reduction in cash collected reduces the inherent risk of cash revenue security.
- Fraud reduction - Proof of payment for IATs is currently provided to customers in the form of a paper transfer by an operator. The operator punches the date and time that the transfer will expire. Paper transfers are relatively easy to duplicate and resell. Restricting the use of IATs to



TAP, links the original fare and the transfer to the same fare media, and the system would automatically validate base fare payment before authorizing the transfer.

Title VI

LA Metro conducted a TitleVI analysis (**Attachment B**) on behalf of the Region, which was approved the by Federal Transit Administration (FTA). The County's population was divided into eight groups of riders defined by their proximity to a TAP sales location (within ¼ mile walking distance), their ability to load their TAP card on a transit vehicle, and whether they have a TAP card already in their possession. The analysis found that some Foothill Transit constituents are disparately affected by the proposed policy. Specifically identifying patrons not within a quarter mile walking radius from a transit vehicle, ticket vending machine, or a sales outlet. The group that is identified as disparately impacted will be a target focus in an extensive marketing and promotional campaign conducted throughout the region. LA Metro has approved distribution of one million TAP cards specifically to those who are disparately impacted by the proposed policy. In addition to TAP card distribution, Foothill Transit and LA Metro TAP staffs are working to increase the number of TAP sales locations in our service area. Currently, Foothill Transit operates five Transit Stores and has over 21 Third Party Vendors. Once the Gold Line extension opens, there will be more ticket vending machines available in our service area. Foothill Transit will work closely with LA Metro in all marketing-related efforts in order to minimize any negative impact to our customers.

Budget Impact

Implementation of this policy will require printing and supplying our cross-county transferring customers with tamper proof paper transfers. Processing and printing cost for cross-county transfers will be \$18,000 and is included in Marketing and Communications department's FY 2015/2016 budget.

The adoption of this policy will have no significant impact on fare revenue as we assume transferring customers will complete round trips using the same routes.

Sincerely,

John Xie
Fare Revenue Specialist

Doran J. Barnes
Executive Director

**Proposed Changes to the
Policy on the Use of Inter-Agency Transfers**

In an effort to promote seamless travel for the public, and in response to state TDA law, included and eligible municipal operators and the LACMTA establish the following interagency transfer policy:

~~A transfer that a rider receives from one bus system or Metro Rail line will be accepted by other bus system or Metro Rail lines for segments of a one-way continuous trip that the rider makes within a two-hour period on any one day. For systems having designated transfer points, the interagency transfer will only be accepted at those points.~~

A rider shall receive one transfer between bus systems or Metro Rail lines operated by different agencies within two and one-half hours of payment of a base fare. If the person is transferring to express or premium service, the operator will follow that system's policy about charging an additional fare for the express/premium service.

~~The rider may use the same transfer for all transfer segments, unless the receiving operator has a policy to collect transfers from boarding passengers. In that event, the bus operators will provide the passenger with a new interagency transfer upon payment of the interagency transfer fare. If the person is transferring to express or premium service, the accepting operator will follow that system's policy about charging an additional fare for the express/premium service. Fares for interagency transfers are determined by the issuing transit system.~~

Transfer shall be made available to customers as follows:

TAP cardholders shall automatically receive one transfer, if applicable, upon boarding their second bus or train within two and one-half hours. Fares for the TAP interagency transfer are determined by accepting transit system.

**Title VI Evaluation
Replacement of Existing Interagency Transfers
With TAP-Based Method**

This is a Title VI evaluation of the replacement of current methods of providing Interagency Transfers (IATs) with a TAP-based method. The affected operators are those Los Angeles County fixed route service providers that receive some form of formula operating subsidy from the Los Angeles County Metropolitan Transportation Authority (Metro)(Table 1).

**Table 1
Los Angeles County
Formula Funded Fixed Route Operators**

Antelope Valley	Gardena	Norwalk
Beach Cities Transit	Long Beach	Santa Clarita
Culver City	Los Angeles DOT	Santa Monica
Foothill Transit	Metro	Torrance
	Montebello	

For this evaluation the Universe of potentially impacted persons is all persons within one-quarter mile of any bus stop served by one or more of the above operators, and/or within one-half mile of any rail station. Ethnic data for this population is obtained from the 2010 US Census, and Household Income data for this population is obtained from the 2006-2010 American Consumer Survey (ACS). Because the Census data is provided at the block group level, and the ACS data is at the tract level the size of the impacted population is slightly greater for the ACS data (block groups that are more than one-quarter mile from a bus stop would be excluded from the Census data, but could be included in the ACS data if the tract containing such block groups was within that one-quarter mile of a bus stop).

For reference purposes this evaluation will refer to the Ethnic population as the Title VI data, and the Household Income population will be referred to as the Environmental Justice data. The Title VI population consists of 9,648,798 persons of whom 6,826,725 are minorities (70.8%). The Environmental Justice population consists of 9,742,481 persons of whom 1,531,488 are living in households below the federally defined Poverty Income levels (15.7%).

Evaluation Methodology

The Universe of potentially impacted persons has been defined as essentially all persons who can walk to fixed route transit. Under current methods any passenger

desiring an IAT may purchase it at the time that they board a bus, or at a rail station at the time that they purchase their rail ticket. In order to be unaffected by the introduction of TAP-based IAT's a passenger must still be within walking distance of the means to purchase the IAT before taking their transit ride. Otherwise, a person would be adversely affected by the new method.

The mechanics of the proposed IAT process require that the passenger have a TAP card with a cash purse holding sufficient value to purchase an IAT. Such a rider would pay their initial fare by whatever means they normally use (either a cash deduction from the TAP card purse, or the use of whatever pass is stored on the TAP card). When the transfer boarding occurs, the cost of the transfer would be debited from the TAP card purse.

The relevant factors for this evaluation are 1) does the rider have a TAP card, or not, and 2) can the rider add value to that TAP card to ensure the ability to pay for the trip. The ability to add value to a TAP card adds an additional level of complexity to this evaluation – some of the fixed route operators have the ability to add value to a TAP card on board a bus and some do not have this capability. In the latter instance, whether a rider remains unaffected by the proposed method will depend on whether or not they are within walking distance of an alternative means of adding value to the TAP card. The alternatives consist of rail and Orange Line stations which have TVM's capable of issuing and upgrading TAP cards, or customer service outlets which can sell and/or upgrade TAP cards (there are several hundred of these). The possible combinations of these factors and nature of rider impacts are shown in Table 2.

This evaluation assumes that having to purchase a TAP card is inconsequential because the \$1-\$2 cost of the card can be amortized over its multiple year validity. Therefore, the No TAP Card riders whose only potential adverse impact would be the need to buy a TAP card are considered to be Not Impacted as long as they are otherwise able to walk to a location where they can add value to the card.

As can be seen from Table 2 there are three scenarios that result in an adverse impact for riders so situated:

1. The rider has No TAP Card and adding value to the TAP purse on the bus has no value because they are not within walking distance of a location where they could obtain the TAP card itself;
2. The rider has a TAP Card but cannot add value to it anywhere; and
3. The rider has No Tap Card and cannot add value to it or buy one.

Table 2
Rider Impact Categorizations

	<u>TAP Card</u>	<u>No TAP Card</u>
Can Add Value Can Walk to Outlet	No Impact	No Impact
Can Add Value Cannot Walk to Outlet	No Impact	Adverse Impact
Cannot Add Value Can Walk to Outlet	No Impact	No Impact
Cannot Add Value Cannot Walk to Outlet	Adverse Impact	Adverse Impact

Results of Evaluation

The next step in this evaluation was to determine the number of persons associated with each Impact Category, and for the potential Adverse Impact categories, whether or not the resulting impacts were Disparate (disproportionately affecting minorities) or imposed a Disproportionate Burden (disproportionately impacted persons in Poverty).

Metro has defined a Disparate Impact as an adverse impact affecting a group having an absolute 5% greater minority share than the overall population (Universe) (in this instance, $70.8\% + 5\% = 75.8\%$ or greater) or a 20% greater share ($70.8\% \times 1.20 = 85.0\%$). This evaluation uses the lesser threshold of 75.8%. A Disproportionate Burden has been defined as an adverse impact affecting a group having an absolute 5% greater Poverty share ($15.7\% + 5\% = 20.7\%$), or a 20% greater Poverty share than the overall population (in this instance, greater than $15.7\% \times 1.20 = 18.8\%$ or greater). This evaluation uses the lesser share of 18.8%.

The first adversely impacted group consists of those riders who do not have a TAP card, but could add value to it if they did. This is the non-TAP card portion of the second group in Table 3. The minority share of this group (75.9%) exceeds the Disparate Impact threshold (75.8%) so this group is **Disparately Impacted**. The Poverty share (14.7%) is less than the threshold for Disproportionate Burden (18.8%) so there is no Environmental Justice consequence for this group.

Table 3

**Intra Agency Transfer Tap Proposal
Title VI and Environmental Justice Analysis Results**

Scenario	Sub Categories	Title VI			Environmental Justice		
		Total Population	Minority Population	% Minority	Total Population	Poverty Population	% Poverty
Existing Universe		9,648,798	6,826,725	70.8%	9,742,481	1,531,488	15.7%
Existing Conditions							
	Can add value Can walk to Tap Local	1,968,742	1,553,530	78.9%	2,553,977	533,158	20.9%
	Can't add value Can't walk to Tap Local	2,874,232	2,181,275	75.9%	3,220,858	473,102	14.7%
	Can't add value Can walk to Tap Local	3,990,023	3,060,150	76.7%	4,901,898	970,510	19.8%
	Can't add value Can't walk to Tap Local	8,270,940	5,816,187	70.3%	8,492,017	1,364,653	16.1%

Notes

1. Title VI is performed at the census block group level using 2010 Census Data
2. Environmental Justice is performed at the census tract level using 2010 5 Year American Community Survey Data
3. Transit buses and stations where one can add value to the tap card - AVTA, Foothill, Gardena, Montebello, Torrance and Metro Orange Line and Rail
4. Transit buses where one can't add value to the tap card - Metro buses, Beach Cities, Culver City, Long Beach, LADOT, Norwalk, Santa Monica and SCVTA
5. Used quarter mile buffers for bus stops and half mile buffers for rail stations.

The remaining two adversely impacted groups comprise the totality of the fourth category in Table 3 (whether or not they have a TAP card, they have no way to add value to it). Both the minority share (70.3% compared with 75.8%) and the Poverty share (16.1% compared with 18.8%) are less than the thresholds for Disparate Impact and Disproportionate Burden, respectively, so there are no Title VI or Environmental Justice consequences for these groups.

Findings

The group of riders having no TAP card, and not within walking distance of a place to obtain one (though they could add value to it if they had one) was found to be **Disparately Impacted** by the proposed TAP-based IAT. The most recently processed Customer Satisfaction Survey indicates that about 72% of Metro riders have a TAP card (probably a higher percentage now as this data is over a year old). This yields a group of approximately 800,000 people who are constituents of Antelope Valley, Foothill Transit, Gardena, Montebello, and Torrance (those affording the opportunity to add value to the TAP purse at the trip origin). This group constitutes about 8.3% of all persons within walking distance of fixed route transit.

The proposed TAP-based IAT should be pursued given that more than 91% of the population would not be Disparately Impacted nor Disproportionately Burdened by the program. Customer convenience for those having to transfer would be improved with faster boarding times, and not having to carry added cash for transfer charges. It is clearly in Metro's interest to pursue improved multi-operator coordination and the provision of seamless fare mechanisms for riders which the proposed program would accomplish. Given the significant investment in TAP, there is no other cost-effective mechanism for providing a consistent multi-operator transfer program without printed fare media than the proposed TAP program.



August 28, 2015

To: Executive Board

Subject: **Request to Issue RFP - Fare Restructuring Study**

Recommendation

Authorize the Executive Director to issue a Request for Proposals (RFP) No. 16-016 for Foothill Transit to seek Proposals from qualified firms or individuals to conduct a fare restructuring study that will evaluate Foothill Transit's current fare structure, provide recommendations, and that will function as a predictive tool to be applied in the future, as needed.

Analysis

Foothill Transit's last fare change occurred in 2010. Since that time, many factors have impacted Foothill Transit's business model. These include an increase in the use of automated fare payment (TAP card), introduction of new fare products, such as the student Class Pass, and integration with regional transportation operators through coordinated interagency transfers and programs such as Silver2Silver.

Professional expertise is required to provide Foothill Transit with a comprehensive list of alternatives and the impacts of all alternatives to assist in designing a fare structure that meets the vision of Foothill Transit. The goal of the fare restructuring study includes the following:

- Develop an overall fare policy
- Ensure operator and customer safety
- Create simplicity in overall fare collection
- Increase system ridership
- Increase total fare revenues
- Reduce cash transactions
- Align fares regionally

Budget Impact

Funding for the Fare Restructuring Study is included in the approved FY 2015/2016 budget.

Sincerely,

Handwritten signature of Michelle Lopes Caldwell in blue ink.

Michelle Lopes Caldwell
Director of Finance & Treasurer

Handwritten signature of Doran J. Barnes in blue ink.

Doran J. Barnes
Executive Director



August 28, 2015

To: Executive Board

Subject: **Reasonable Modification Policy**

Recommendation

Receive and file a status report on Foothill Transit's Reasonable Modification Policy.

Analysis

The U.S. Department of Transportation recently published a new regulation clarifying that public transportation providers are required to have in place a policy and process that allows reasonable modifications to their policies, practices and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities.

The regulation (49 CFR Parts 37.169) provides that individuals with disabilities may request a reasonable modification of our policies in order to use our services. The regulation is not designed to make our services more convenient to use; but is specifically designed to assist those that may be unable to use fixed-route services without a modification or accommodation of a Foothill Transit policy.

The ruling required Foothill Transit to implement the following procedures in order to meet the requirements of the new regulation that went into effect on July 13, 2015. Foothill Transit's Reasonable Modification Policy reads as follows:

Foothill Transit will upon timely request by an individual, modify its policies, practices and procedures where necessary to avoid discrimination on the basis of a disability or where the individual with a disability would otherwise be unable to use its services, programs or activities provided that doing so: (i) is within that power of Foothill Transit, and (ii) will not fundamentally alter the nature of its services; and/or (iii) will not constitute a direct threat to the health and safety of others; and/or (iv) the requested modification is necessary in order for the individual to use the services for their intended purposes.



IMPLEMENTING PROCEDURES:

- Foothill Transit will make information about the reasonable modification process and how to use it, readily available, accessible and usable to the public, including individuals with disabilities through its Bus Book and website.
- Foothill Transit will appoint a Reasonable Modification Coordinator (RMC) to coordinate the efforts of Foothill Transit to comply with reasonable modification requirements under Title II B of the ADA. The RMC shall have the authority to make determinations regarding reasonable modification requests requested in advance and shall also be responsible for coordinating the handling of all complaints regarding reasonable modification decisions in accordance and consistent with the provisions of this policy and applicable regulations.
- Foothill Transit will provide a process for those situations in which advance requests and determination is not feasible.
- Foothill Transit will make the information about how to request a reasonable modification readily and available to the public, including individuals with disabilities through its Bus Book and website. Information shall include:

- General information about reasonable modification policy
- A description of how to make a request
- The request form
- Brief description of the complaint process
- The name, address, email address and telephone number of the RMC

As of July 13, 2015 Foothill Transit has committed to and implemented all of the above procedures and is in full compliance with the FTA ruling.

Budget Impact

The above recommendation has no immediate or foreseeable impact on the budget.

Sincerely,

Tanya M. Pina
Operations Contract Manager

Doran J. Barnes
Executive Director



August 28, 2015

To: Executive Board

Subject: **August 2015 Legislative Summary**

Recommendations

1. Receive and file the August 2015 Legislative Summary; and
2. Adopt support positions on ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 and an oppose position on AB 1217.

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on ABX1 7 (Nazarian), SBX1 8 (Hill), ABX1 8 (Chiu and Bloom), SBX1 7 (Allen), and SCAX1 1 (Huff) and an oppose position on AB 1217 (Daly).

State Legislative Issues:

ABX1 7 and SBX1 8 are identical measures, which would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from five percent to 10 percent. These bills could provide additional state funding for Foothill Transit.

ABX1 8 and SBX17 are identical measures, which would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures. These bills could provide additional state funding for Foothill Transit.



SCAx1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session. Both measures ask the voters to approve a constitutional amendment to protect transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAx1-1:

- Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.
- Clarify that all Highway Users Tax Account (HUTA) funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.
- Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAx1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.

SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAx1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly. This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.

AB 1217 is a State legislative attempt to change the structure of a local Joint Powers Authority. If passed, it could have impacts for other organizations that have been formed locally as Joint Powers Authorities including Foothill Transit. AB 1217 restructures the composition of the Orange County Fire Authority (OCFA) Board by reducing the current, 25-member Board to 13 members, most of who would be selected by an as-yet-to-be-created OCFA City Selection Committee. The existing OCFA Board comprised of two members from the County Board of Supervisors and one member from each of the cities that are a party to the Joint Powers Authority (JPA) that created the OCFA would be eliminated. Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities.



This bill represents a very troubling precedent in using statewide legislation to alter the governance structure for a JPA that was established by participating local agencies. Under current law, local public agencies can enter into a JPA at any time to jointly exercise any power common to the contracting parties for a mutually agreed upon purpose. These agreements are purely voluntary. The governance structure of a JPA is decided upon by the local agency participants at the time the JPA is formed. The very essence of such entities is local control.

If disputes subsequently arise about the governance structure or any other aspect of the voluntary agreement that created the JPA, mechanisms are provided under existing law to resolve them at the local level. Moreover, there are also clear provisions in this and other instances for any of the cooperating parties to withdraw from such voluntary agreements if they disagree with the governance or any other aspect of the JPA agreement.

With current law providing a mechanism to make any necessary changes to a JPA's governance or any other aspect of its operations, it raises the question why statewide legislation is necessary, particularly when that legislation is disturbingly precedent-setting in its interference in a matter that clearly falls within the scope of local control.

AB 1217 attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA, an entity that by definition has no relation to matters of statewide concern. The bill is an attempt to intervene in a local matter that is best resolved at the local government level. If this bill becomes law, the Foothill Transit JPA could be at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.

The California Legislature will return from their summer recess on August 17 and will have until September 11 to complete work on all remaining bills before them. This is the busiest month of the legislative year with action needed to advance what remains of the 2295 bills introduced at the beginning of this 2015-16 Legislative Session.

Federal Legislative Issues:

On July 5, with the most recent MAP-21 surface transportation bill extension about to expire on July 31, 2015, Congress passed another short-term extension that will keep federal public transportation and highway programs operating through October 29, 2015. After the Senate passage of a six year



bill on July 30 by a vote of 65 - 34, the focus is now on the House of Representatives this fall. Senate leaders had hoped to have the House adopt the Senate-passed bill before the August recess, but House leaders indicated that they wanted to write their own bill, which would then go to a House/Senate conference committee to produce a compromise package.

The Senate bill, known as the Developing a Reliable and Innovative Vision for the Economy (DRIVE) Act was a bipartisan effort, crafted by senators James Inhofe (R-Oklahoma) and Barbara Boxer (D-California). After sending the DRIVE Act to the House, the Senate passed a three-month patch for transportation funding. This was sent to the oval office and signed by President Obama Friday, July 31st. The President is in favor of a long-term solution and stated that, "we can't keep on funding transportation by the seat of our pants." This patch beat the July 31st deadline and gives the House until October 29th to prepare and pass their long-term bill. They plan to begin working on the transportation bill in September, after the August Recess. There are a number of sticking points in the bill that could make progress difficult in the coming months. Rail Safety is one of these issues as there are concerns about language that extends the deadline for installing Positive Train Control (PTC). Many spectators are concerned that another extension will be the result come the end of October.

Congress continues to debate proposed amendments to the Fiscal Year 2016 appropriations bill for the departments of Transportation and Housing and Urban Development (THUD), while President Obama has threatened to veto the bill in its current form. Several amendments affecting public transportation were offered and adopted by voice vote. Among those was one presented by Rep. Charlie Dent (R-PA) to increase Amtrak's Capital and Debt Service Grants by \$9 million for the purpose of installing inward-facing cameras. Another, by Rep. Jim Langevin (D-RI), increased Federal Transit Administration (FTA) Technical Assistance and Training by \$2 million. While the bill maintained spending levels for core public transit formula programs, many other programs funded from the General Fund saw significant cuts. Due to top-line spending cap levels, FTA capital investment grants and transit research, as well as TIGER grants and Federal Rail Administration (FRA) funding for Amtrak were among the accounts reduced below currently enacted funding levels. In a statement released on June 1, President Obama threatened to veto the bill in its current House form, saying it "freezes or cuts critical investment in transportation that creates jobs, helps to grow the economy and improves America's roads, bridges, transit infrastructure and aviation systems, benefiting towns and cities across the United States."



Budget Impact

ABX1 7, SBX1 8, ABX1 8, SBX1 7, and SCAX1 1 could provide new funding sources for Foothill Transit.

Sincerely,

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

David Reyno
Director of Government Relations

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

Doran J. Barnes
Executive Director

Attachment

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 338	Hernandez	Would authorize the Los Angeles County Metropolitan Transportation Authority to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for up to 30 years. Requires Metro to adopt the ordinance and submit the proposal to the voters; and specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. Requires Metro to allocate 20% of the revenues for bus operations and that these revenues must be allocated based on formulas in existing law.	This bill would provide a new operating funding source for Foothill Transit.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Assembly Committee on Transportation		Support Position Adopted 4/24/2015
AB 1205	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties,	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Assembly Committee on Rules	CTA - Support	Support Position Adopted 4/24/2015

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability laws and advances in bus technology.				
AB 1217	Daly	This bill restructures the composition of the Orange County Fire Authority (OCFA) Board by reducing the current, 25-member Board to 13 members, most of whom would be selected by an as-yet-to-be-created OCFA City Selection Committee. The existing OCFA Board comprised of two members from the County Board of Supervisors and one member from each of the cities that are a party to the Joint Powers Authority (JPA) that created the OCFA would be eliminated. Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities.	This bill attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA, an entity that by definition has no relation to matters of statewide concern. The bill is an attempt to intervene in a local matter that is best resolved at the local government level. If this bill becomes law, the Foothill Transit JPA could be at risk of being altered by state legislation at any time with the local governing agencies having no control in the matter.	Senate Committee on Governance & Finance	ACC-OC - Opposes	Oppose
ABX1 7	Nazarian	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.				
ABX1 8	Chiu/Bloom	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	Assembly	CTA - Supports	Support
ACA 4	Frazier	Existing law under the California Constitution requires the approval of 2/3 of the voters of the city, county, or special district voting on any new or increase of an existing tax. ACA 4 would provide that the imposition, extension or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition.	The new voter approval threshold could lead to more transportation and transit money and mean additional funding for Foothill Transit.	Assembly Committee on Transportation	CTA - Support	Support Position Adopted 6/26/2015
SB 16	Beall	This bill is a comprehensive funding package that would dedicate \$3 billion-\$3.5 billion to transportation annually for the next five years and generate this new revenue by increasing several taxes and fees including the excise tax on gasoline by 10 cents in year one; the excise tax on diesel fuel by 12 cents in year one; the vehicle license fee by 35 percent over five years; the vehicle registration fee by \$35; create a new vehicle registration fee of \$100 for zero-emission vehicles; and repay transportation loans. SB 16 is the first of what is likely to be multiple	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system. We urge Senator Beall to include dedicated transit funding in this important bill.	Senate Appropriations	CTA - Support	Support Position Adopted 5/29/2015

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		transportation funding proposals put forward by the Legislature, designed to address California's projected \$59 billion backlog of deferred maintenance on the state highway system, and roughly \$78 billion funding shortfall for maintenance of local streets & roads.				
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA, Metro - Support	Support Position Adopted 4/24/2015
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria,	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Senate Committee on Transportation & Housing	CTA - Support	Support Position Adopted 4/24/2015

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		and by rationalizing the penalties for non-compliance.				
SB 767	DeLeon	Allows the Los Angeles County Metropolitan Transportation Authority (Metro) to exceed the 2% statutory limitation on local transactions and use taxes by 1%. Authorizes Metro to impose, by ordinance, an additional local, countywide, one-half-cent sales tax for a period to be determined by Metro. Requires Metro to adopt the ordinance and submit the proposal to the voters. Specifies that the ordinance only becomes operative if approved by two-thirds of the voters voting on the measure. SB 767 will attempt to address the funding shortfall of Measure R. Instead of seeking to extend Measure R, the author of this bill is authorizing Metro to propose to voters another half-cent sales tax. This new authorization would not contain the required projects of past measures, or the restrictions of past legislation, but is somewhat a "clean slate" from which Metro can build a new expenditure plan and funding prioritization.	This bill would provide a new operating funding source for Foothill Transit.	Senate Floor	Metro - Support	Support Position adopted 5/29/2015
SBX17	Allen	This bill would increase the sales and use tax on diesel fuel from 1.75 percent to 5.25 percent, beginning July 1, 2016. This tax increase is expected to generate approximately \$300 million, which would be directed to support public transit's capital maintenance and expansion needs as well as operations needs. The revenue generated by this tax increase would be allocated to local public transit agencies annually, via the existing STA program formula, subject to the same STA mechanisms and allocation procedures.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SBX1 8	Hill	This bill would double the Cap and Trade revenues continuously appropriated to public transit from 15 percent to 30 percent. More specifically, these bills would increase the percentage of Cap and Trade revenues continuously appropriated to the Transit and Intercity Rail Capital Program, a competitive grant program administered by the California State Transportation Agency, from 10 percent to 20 percent; and would increase the percentage of Cap and Trade revenues continuously appropriated to the Low Carbon Transit Operations Program, which directs funding to transit operators via the existing State Transit Assistance (STA) program formula, from 5 percent to 10 percent.	This bill could provide additional state funding for Foothill Transit.	State Senate	CTA - Support	Support
SCA 7	Huff	Would increase funding for transportation infrastructure by \$2.9 billion per year with an additional \$2.4 billion in one-time funds. The funding would come from: 1) End the diversion of more \$1 billion in transportation taxes every year. Spend this money on roads, highways and bridges; 2) Repay all outstanding transportation loans to the General Fund and direct that money to transportation improvements; 3) Make significant efficiency improvements at the State Department of Transportation; 4) Direct money from Cap and Trade funds that are related to fuel to fixing roads.	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	Senate Committee on Transportation & Housing		Support Position Adopted 6/26/2015
SCAX1 1	Huff	SCA-7 was introduced during the 2015 regular legislative session. As a constitutional amendment, it is not subject to house of origin constraints or other hearing deadlines. SCAX1-1, an updated version of SCA 7, was introduced when the Governor called the first extraordinary session. Both measures ask the voters to approve a	This bill will assist Foothill Transit's commitment to safety by repairing long overdue maintenance needs of our local streets and roads and state highway system.	State Senate		Support

2015 Legislation Summary

Current as of 8/12/2015

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>constitutional amendment to protect transportation taxes by requiring them to be used for transportation purposes. Specifically, SCA 7 and SCAX1-1:</p> <p>Prohibit diverting any transportation taxes to the general fund. This will stop the diversion of \$1 billion in weight fees annually. Additionally, this provision would protect any future increase in Vehicle Registration Fees or any new fee on the use of a car in California, including fees on Zero Emissions Vehicles or a new Road User Charge, from being diverted to the state General Fund.</p> <p>Clarify that all Highway Users Tax Account HUTA funds must be used for transportation purposes. Currently, the state is getting \$100 million annually from HUTA funds that should be sent to the counties.</p> <p>Clarify that any proposed increase in Vehicle Licensing Fees above the current rate, must be used for the transportation purposes. The California Vehicle Licensing Fee is an ad valorem tax (property tax on cars) and is not protected under Article XIX. SCA 7 and SCAX1-1 would also protect any increase above the current Vehicle Licensing Fee from being diverted to the General Fund.</p> <p>SCA-7 was amended to include protections on boating and waterway fees and taxes from fuels. SCAX1-1 does not include this provision and is coauthored by 35 members of the Senate and Assembly.</p>				

2015 Legislation Summary

Current as of 8/12/2015

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

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



August 28, 2015

To: Executive Board

Subject: **FY 2014-2015 Year-End Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary for the fiscal year ending June 30, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition for the fiscal year ending June 30, 2015.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of June 30, 2015, shows total assets at \$317.8 million. This total consists primarily of \$203.3 million in fixed assets, \$101 million in cash and investments and \$13.5 million in receivable and prepaid assets. Foothill Transit's cash position of \$94.5 million is \$1.7 million more than the previous month, and is \$21.3 million more than last year in June.

Liabilities

The accounts payable balance is \$9.3 million. Accounts Payables include operating and maintenance for \$6.33 million and \$381,000 for fuel.

The deferred revenue of \$77 million represents capital grants that are reserved for planned capital expenditures such as upcoming bus procurements and park and ride construction activities.

Investments (Attachment B)

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

The cash and investments balance includes \$36.7 million in non-interest bearing accounts held with Bank of the West; \$23.3 million in interest bearing money market accounts with Bank of the West; \$19.4 million with Chase; \$4.0 million with Bank of the West Agency notes; \$2.5 million with Wells Fargo



certificates of deposit, and \$15 million invested in the Local Agency Investment Fund (LAIF).

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

Operating and Capital Revenues and Expense Analysis (Attachment C)

Fiscal Year 2014/2015 fare revenues were \$18,890,298 which is \$20,298 more than the budgeted amount and \$44,596 more than Fiscal Year 2013/2014. Fare revenue decreases were noted in the EZ Transit Pass. This pass is used primarily by riders who ride multiple transit agency services. Foothill Transit is engaging in a fare restructuring study in FY15/16 to simplify the fare structure and increase revenues and ridership. While overall ridership remained flat, certain classes of riders changed. For example, Mt. Sac Class Pass riders increased by 17.62 percent while Metro riders on the Silver2Silver program decreased by 20 percent. According to our peer transit agencies, declining ridership is a regional and nationwide trend. Increased transit choices, first mile-last mile solutions, and faster service are proposed solutions to improving ridership.

Fiscal Year 2014/2015 operating costs were \$70.4 million, which is \$6.1 million less than the budget and \$4.8 million more than Fiscal Year 2013/2014. Of this \$70.4 million, \$52.74 million reflects operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$5.1 million for the fiscal year.

Fiscal Year 2014/2015 capital expenditures were \$43 million compared with \$59 million last fiscal year. Foothill Transit took delivery of 60 new CNG buses during FY2014/2015 for a total expenditure of \$36 million during the fiscal year. Additional capital expenditures included the Azusa Intermodal Transportation Facility project, bus repainting to reflect the new bus livery design, and bus stop renovation projects.

Farebox Recovery Ratio

The Fiscal Year 2014/2015 farebox recovery ratio was 26.8 percent; two percent better than the performance target of 24.6 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$18,890,298 by the total bus operating expense of \$70,409,780. This ratio is less than the prior fiscal year ratio of 28.7 percent.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of June 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for June 2015 were \$7.4 million. Capital disbursements totaled \$1.8 million, fuel was \$1.0 million and other significant disbursements include \$1.7 million to First Transit and \$1.98 million to Transdev for bus operating services.

Sincerely,

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

Michelle Lopes Caldwell
Director of Finance and Treasurer

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

Doran J. Barnes
Executive Director

Attachments



Attachment A

Foothill Transit
Balance Sheet
As of June 30, 2015

Assets	
Current Assets:	
Cash	94,512,145
Investments	6,490,000
Due from government agencies	5,287,811
Other receivables	6,500,132
Other assets	1,718,224
Total Current Assets	<u>114,508,312</u>
Property & Equipment (net of depreciation)	203,317,470
Total Assets	<u><u>317,825,782</u></u>
Liabilities and Equity	
Current Liabilities:	
Accounts payable and accrued liabilities	9,326,669
Deferred Revenue	<u>77,211,908</u>
Total Liabilities	<u>86,538,577</u>
Equity	
Fund Balance:	
Investment in Capital Assets	203,317,470
Current Year Change	4,928,099
Reserve	23,041,636
Total Equity	<u>231,287,205</u>
Total Liabilities and Equity	<u><u>317,825,782</u></u>



Attachment B

Summary of Cash and
Investment Account
For June 30, 2015

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$23,471,981
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	13,294,148
Bank of the West-Money Market	0.180%	Demand Deposit	7,044,982
Bank of the West-Money Market	0.180%	Demand Deposit	6,026,265
Bank of the West-Money Market	0.180%	Demand Deposit	9,598,292
Bank of the West-CA Transit Assistance	0.080%	Demand Deposit	656,306
Chase Business Saving	0.030%	Demand Deposit	19,409,118
LAIF Investment	0.240%	Demand Deposit	15,009,153
Subtotal Cash on Hand			<u>\$94,512,145</u>
Investments:			
Bank of the West	1.500%	Callable Note	\$3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Wells Fargo-CD's	0.350%	Cert. of Deposit	2,490,000
Subtotal Investments			<u>\$6,490,000</u>
Total Cash and Investments			<u><u>\$101,002,145</u></u>



Attachment C

Foothill Transit
 Statement of Revenue and Expense
 For Month Ended June 30, 2015

	Actual YTD June-15	Budget YTD June -15	Variance	Actual YTD June - 14
Operating Revenue				
1 Farebox	\$9,878,358	\$11,170,000	(11.56%)	\$10,039,851
2 Pass Sales	4,439,522	3,100,000	43.21%	4,112,118
3 TAP Cash Purse	2,920,388	2,200,000	32.74%	2,673,097
4 MetroLink & Access Service	849,812	500,000	29.92%	833,127
5 EZ Transit Pass	1,002,421	1,900,000	(47.24%)	1,387,708
6 Total Operating Revenue	\$18,890,298	\$18,870,000	0.11%	\$18,845,702
Non-Operating Revenue				
7 Transportation Development Act	\$13,928,182	\$22,181,644	(37.21%)	9,394,469
8 STA	2,744,304	2,744,299	0.00%	3,913,272
9 Prop A 40% Discretionary	13,834,444	13,834,445	0.00%	13,483,956
10 Prop A 40% BSCP	4,367,352	4,367,348	0.00%	4,299,278
11 Prop C BSIP	880,260	880,260	0.00%	880,472
12 Prop C Base Restructuring	1,890,708	1,890,706	0.00%	1,848,204
13 Prop C Transit Service Expansion	315,072	315,071	0.00%	307,992
14 Transit Security-Operating	849,885	849,885	0.00%	790,644
15 Measure R Operating	9,902,808	9,902,812	0.00%	8,360,312
16 CRD Subsidy	2,104,075	1,000,000	110.41%	2,189,437
17 FTA section 5307-ARRA PM (4500-225)	0	0	0.00%	\$183,933
18 AQMD Operating	0	0	0.00%	210,000
19 Gain on Sale of Fixed Assets	214,473	0	0.00%	155,520
20 Auxiliary Revenue	1,703,988	1,500,000	13.60%	1,554,818
21 Total Non-Operating Revenue	52,735,360	59,486,270	(11.32%)	47,532,104
22 Total Revenue	\$71,625,648	\$78,336,270	(8.57%)	\$86,377,806
Available Capital Funding				
23 Capital Grants	\$43,067,156	\$136,233,595	(68.39%)	\$ 55,888,598
24 Total Revenue and Capital Funding	\$114,692,804	\$214,569,865	(46.55%)	\$122,266,404
Operating Expenses				
25 Operations	\$60,616,027	\$65,288,600	7.13%	\$56,502,858
26 Maintenance & Vehicle Technology	571,220	682,600	16.32%	575,484
27 Marketing and Communications	1,520,894	1,654,800	8.10%	1,743,030
28 Information Technology	1,369,361	1,876,600	27.03%	1,249,255
29 Administration	2,876,899	2,835,400	5.60%	2,293,236
30 Procurement	786,374	820,300	4.14%	837,445
31 Finance	905,239	1,043,600	13.26%	754,415
32 Planning	1,006,158	1,760,700	42.85%	991,411
33 Facilities	958,009	594,190	(61.23%)	598,299
34 Total Operating Expenses	\$70,409,780	\$76,536,790	8.01%	\$65,545,410
Other Expenses				
35 Property Management	\$301,205	\$724,480	58.42%	\$520,854
36 Dial-A-Ride	881,421	750,000	9.14%	687,442
37 Special Services	233,241	325,000	28.23%	144,953
38 Total Other Expenses	\$1,215,868	\$1,799,480	37.38%	\$832,395
39 Total Operating and Other Expenses	\$71,625,648	\$78,336,270	8.57%	\$86,377,806
Capital Expenditures				
40 Capital Expenditures	\$43,067,156	\$136,233,595	68.39%	\$46,823,081
41 Total Expenses and Capital Expenditures	\$114,692,804	\$214,569,865	46.55%	\$113,200,887



Executive Board Meeting - 08/28/15
FY 2014-2015 Financial Statements and Investment Summary
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Bank Account - Check Details

Period: 06/01/15..06/30/15

Foothill Transit

Wednesday, July 15, 2015 1:07 PM

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FOOTHILLTRANSIT\kuo

Attachment D

This report also includes bank accounts that only have balances.

Bank Account: No.: B001, Date Filter: 06/01/15..06/30/15

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of check details for B001 General Checking.



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Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 26 rows of check details.



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Bank Account - Check Details

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Period: 06/01/15..06/30/15

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Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of financial data.



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Bank Account - Check Details

Period: 06/01/15..06/30/15

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Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains 40 rows of financial data.



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Bank Account - Check Details
Period: 06/01/15..06/30/15
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Attachment D

Table with columns: Check Date, Check No., Vendor Name, Description, Amount, Printed Amount, Voided Amount, Entry Status. Contains multiple rows of financial data.



Bank Account - Check Details

Period: 06/01/15..06/30/15

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Attachment D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
06/30/15	21378	Karen Kanagi	West Covina July 4th Celebration	45.00	45.00	0.00	Posted
06/30/15	21379	Lazar and Associates	Translation service - We want to hear from you	170.00	170.00	0.00	Posted
06/30/15	21380	MTGL, Inc.	Azusa P&R Material Testing	12,913.13	12,913.13	0.00	Posted
06/30/15	21381	Nelson/Nygaard	Comprehensive Operational Analysis	2,719.50	2,719.50	0.00	Posted
06/30/15	21382	Office Depot	Office Supplies	1,621.14	1,621.14	0.00	Posted
06/30/15	21383	Pinnacle Promotions, Inc.	Re-order of Orange Slap Bands	5,532.65	5,532.65	0.00	Posted
06/30/15	21384	Proterra LLC	Credit for 11/9 Replace E stop on B side	328.38	328.38	0.00	Posted
06/30/15	21385	RNL/Interplan	On-Call A&E - Canopy	7,014.98	7,014.98	0.00	Posted
06/30/15	21386	Sing Tao Daily	Public Hearing Notices Ad	685.08	685.08	0.00	Posted
06/30/15	21387	Skyline Pest Control	6/15 Monthly Pest and Rodent Control	95.00	95.00	0.00	Posted
06/30/15	21388	SPS Data Communications	CAT6 pull for Arcadia, Pomona, and board room	1,779.00	1,779.00	0.00	Posted
06/30/15	21389	Thomas J. Koontz	Interior Cards	10,358.27	10,358.27	0.00	Posted
06/30/15	21390	Top Cleaners LLC	Cleaning of Blue Tablecloth	25.00	25.00	0.00	Posted
06/30/15	21391	Verizon Business - 660794	Data Transport	1,292.39	1,292.39	0.00	Posted
06/30/15	21392	Verizon Calif - 920041	Industry Park & Ride phone	335.96	335.96	0.00	Posted
06/30/15	21393	Verizon Calif - 920041	Arcadia computer line	174.18	174.18	0.00	Posted
06/30/15	21394	West Covina Lion's Foundation	Membership - Jake Chik	160.00	160.00	0.00	Posted
06/30/15	21395	Yoko Igawa	Reimbursable expenses - NIGP Training	213.80	213.80	0.00	Posted
General Checking				7,711,203.84	3,607,322.20	325,500.00	



August 28, 2015

To: Executive Board

Subject: **Fiscal Year 2014-2015 Performance Indicators Report**

Recommendation

Receive and file the Fiscal Year 2014-2015 Performance Indicators Report.

Summary

This report provides an analysis of Foothill Transit's nine key performance indicators for fiscal year 2014-2015. Performance indicators are derived from data collected from a variety of sources including the fareboxes on buses, the SMARTBus CAD/AVL system, reports from the contractors, and financial performance data.

In fiscal year 2014-2015, Foothill Transit achieved four out of nine key performance indicator goals. The performance indicators met for the fiscal year are: miles between service interruptions; average hold time; farebox recovery ratio; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** - Overall boardings recorded by the farebox for the year was 14.6 million boardings - a one percent increase from the previous fiscal year.
- **Fare Revenue** - Total fare revenue for the month was \$18.9 million. The average fare was \$1.29 per boarding.
- **Operating Expenses** - Total yearly operating expenses were \$70.7 million, resulting in an average cost per service hour of \$93.07. Operating expenses were seven percent higher than the previous year.
- **Accidents** - There were 114 preventable accidents recorded in fiscal year 2014-2015. The system averaged 0.75 preventable accidents per 100,000 miles. This is 59 percent higher compared to the previous fiscal year.



- **Customer Complaints** – Foothill Transit received 16.5 complaints per 100,000 boardings in fiscal year 2014-2015. An 18 percent decline compared to the previous year.
- **Schedule Adherence** – For the fiscal year, Foothill Transit recorded 83.2 percent on-time performance. This is a six percent improvement from the previous fiscal year.

Analysis

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

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

These goals provide a framework for performance metrics that quantify and measure how well Foothill Transit is performing. *Attachments A - L* show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2014-2015.

Overall System Performance

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

Attachment A summarizes system goals and performance indicators for fiscal year 2014-2015. *Attachment L* provides additional operations-related performance measures for the year.

Total Boardings and Total Revenues

In fiscal year 2014-2015, Foothill Transit buses had 14.6 million boardings. This is a one percent increase compared to the previous year. For the year, local lines experienced a 1.3 percent increase, local express lines experienced a 4.2 percent decline, and express lines experienced a 0.1 percent increase in boardings. Overall, there was an increase in boardings during the first three quarters of the fiscal year and a decline in boardings during the fourth quarter of the fiscal year compared to the number of boardings the previous year.



Total fare revenue recorded the year was \$18.9 million, almost equal to the previous fiscal year.

Total operating expenditures fiscal year 2014-2015 were \$70.7 million. This is a seven percent increase compared to the previous year. Increases in operating expenditure can partially be attributed to increases in service hours and miles. In fiscal year 2014-2015, Foothill Transit operated 11,143,236 service miles, a four percent increase compared to the previous year, and 759,784 service hours, an eight percent increase compared to the previous year.

Attachment B shows total boardings and revenue for the past 13 months.

Goal 1: Operate a Safe Transit System

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

Preventable Accidents per 100,000 Miles

Foothill Transit adopted a standard of 0.60 or fewer preventable accidents per 100,000 miles for the fiscal year. In fiscal year 2014-2015 Foothill Transit did not meet the performance target with an average of 0.75 preventable accidents per 100,000 miles. This is a 59 percent decline compared to the previous year.

Foothill Transit's operations team continues to work closely with the contractors at the yards to improve safety performance. Throughout the year, particular emphasis was placed on reducing fixed object collisions and encouraging safe and alert bus operations in the yards.

Attachment C provides a summary of preventable accidents per 100,000 miles.

Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

Foothill Transit has adopted a goal of 85 percent or better on-time performance for the fiscal year. In fiscal year 2014-2015, the agency achieved



83.2 percent on-time performance for the entire system. Foothill Transit did not meet the performance target for the year, but saw a six percent improvement in on-time performance compared to the previous year.

Quality assurance staff have been closely monitoring the SMARTBus system and working with the operations contractors to ensure that bus service runs on schedule. Foothill Transit's operations and planning are using schedule adherence data to improve run cuts and identify specific causes of delay for more timely system operations.

Attachment D charts historical on-time performance for the agency.

Average Miles Between Service Interruptions

In fiscal year 2014-2015, Foothill Transit averaged 27,363 miles between service interruptions. This indicator not only measures the overall performance of both contractors' maintenance departments, but also reflects customer delays from mechanical service interruptions. Foothill Transit met the performance target of 15,000 or fewer miles between service interruptions and for the year.

Attachment E compares the average miles between service interruptions with the performance standard.

Complaints per 100,000 Boardings

In fiscal year 2014-2015, Foothill Transit received 16.5 complaints per 100,000 boardings. This does not achieve the performance target of 15 or fewer complaints per 100,000 boardings, and is a 10 percent decline from the same period the previous year.

Schedule adherence and courtesy remain Foothill Transit's top two categories for complaints. Foothill Transit's management team and service contractors continue to target both of these areas by closely monitoring bus operations in the field and through the SMARTBus system.

Attachment F provides a summary of complaints per 100,000 boardings.

Average Hold Time

Phone systems at Foothill Transit's five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 23 seconds for fiscal year 2014-2015 is well below the performance target of less than 45 seconds.



Attachment G provides a summary of average hold time.

Goal 3: Operate an Effective Transit System

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

Boardings per Vehicle Service Hour

Foothill Transit buses averaged 19.2 boardings per vehicle service hour in fiscal year 2014-2015. This does not meet the performance target of 19.5 or more boardings per service hour and is seven percent less than the previous year. The operation of eight percent more service hours along with a decline in ridership during the last quarter of the fiscal year produces this change in system performance.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

The fiscal year 2014-2015 performance target for average weekday boardings is 48,900 or more boardings. Foothill Transit buses averaged 48,731 weekday boardings. This is almost equivalent to the average weekday boardings seen the previous year. Foothill Transit saw increases in average weekday boardings during the first half of the fiscal year, but a decline in average weekday boardings in the fourth quarter of the fiscal year.

Attachment I shows the history of this indicator for the entire bus system.

Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The year's farebox recovery ratio was 26.71 percent. This achieves our target of more than 24.65 percent and is a seven percent decline compared to the previous year.

Attachment J shows the trend for this indicator over time.



Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour the year was \$93.07, which meets the fiscal year target of \$101.48 or less. This is equivalent to the average cost per vehicle service hour from the previous year.

Attachment K charts this indicator over time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephanie B. Mak'.

Stephanie B. Mak
Operations Analyst

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

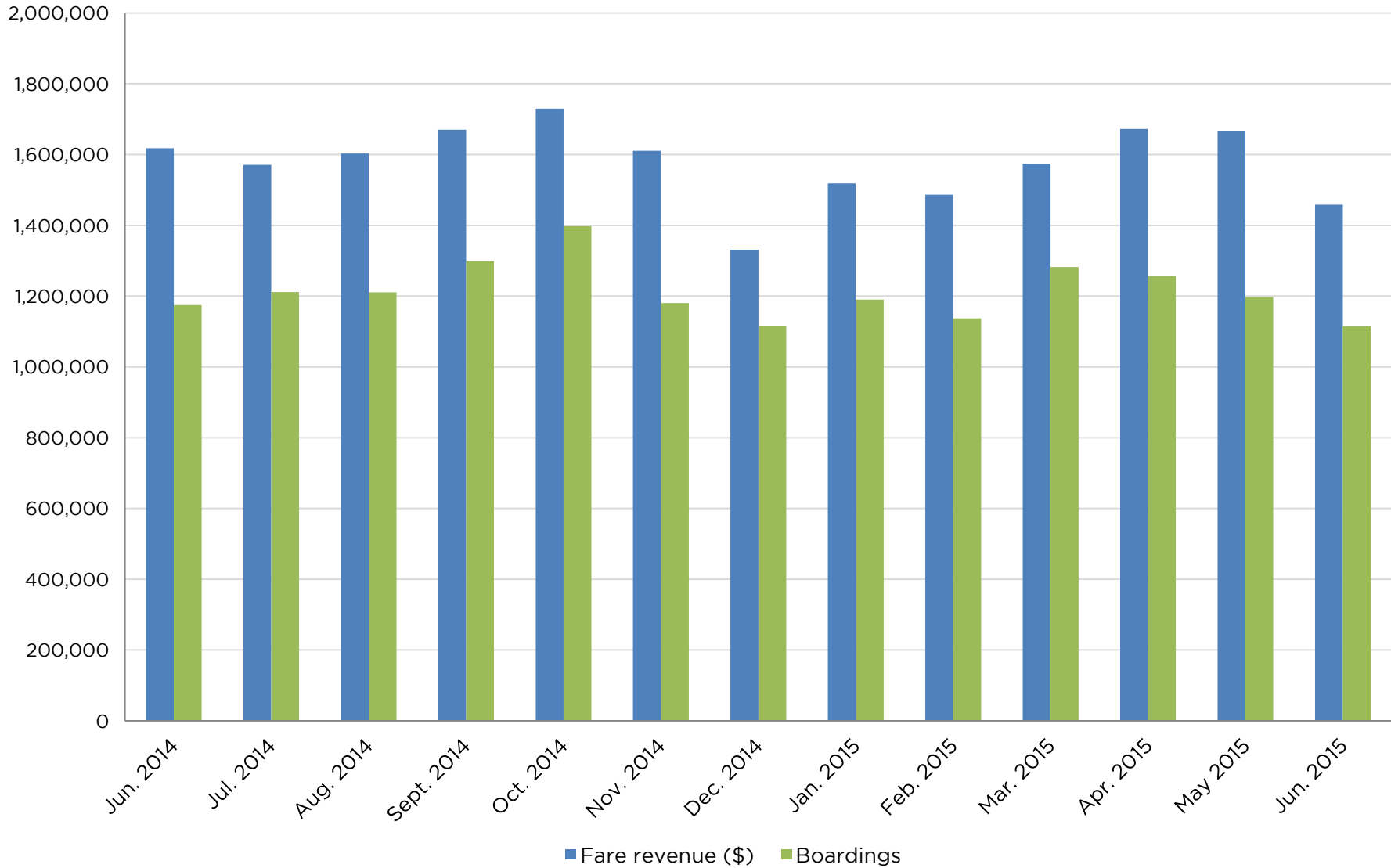
Doran J. Barnes
Executive Director

Attachment A
Foothill Transit
Key Performance Indicators
Fiscal Year 2014 - 2015

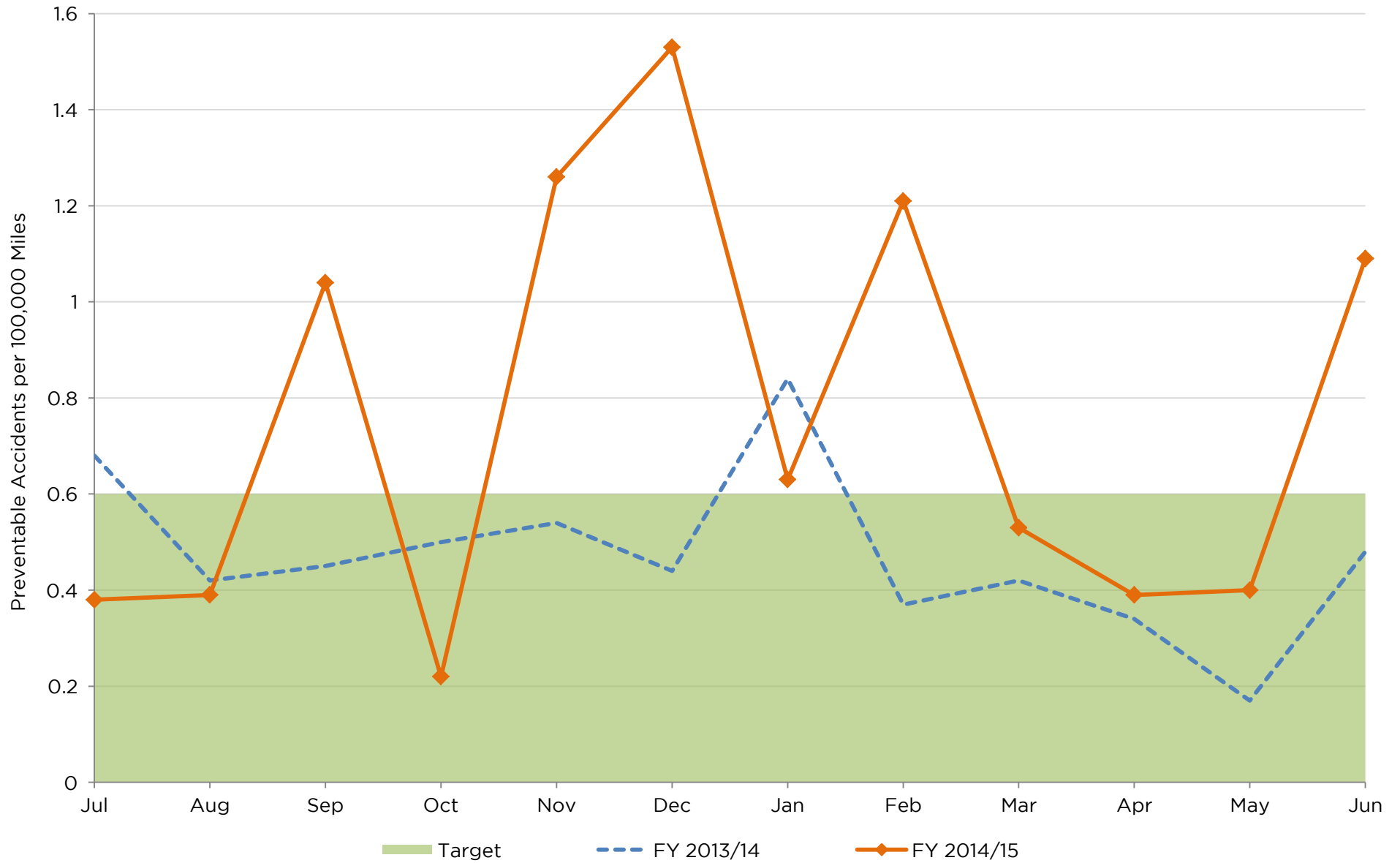
Goal	Performance Indicator	Attachment	FY 2014-2015	Met Target?	FY 2013-2014	% Improvement	Performance Target
Overall System Performance	Total Boardings	B	14,596,534	-	14,522,170	1%	
	Vehicle Service Hours		759,784	-	705,570	8%	
	Total Fare Revenue	B	\$18,890,298	-	\$18,845,702	0%	
	Total Operating Expense		\$70,710,986	-	\$65,856,952	(7%)	
Safety	Preventable Accidents per 100,000 Miles	C	0.75	No	0.47	(59%)	≤ 0.60
Customer Service	Schedule Adherence	D	83.2%	No	78.6%	6%	≥ 85%
	Miles Between Mechanical Service Interruptions	E	25,360	Yes	17,868	42%	≥ 15,000
	Complaints per 100,000 Boardings	F	16.50	No	15.00	(10%)	≤ 15.00
	Average Hold Time (Seconds)	G	23	Yes	32	27%	≤ 45
Effectiveness	Boardings per Vehicle Service Hour	H	19.2	No	20.6	(7%)	≥ 19.5
	Average Weekday Boardings	I	48,731	No	48,552	0%	≥ 48,900
Efficiency	Farebox Recovery Ratio	J	26.71%	Yes	28.62%	(7%)	≥ 24.65%
	Average Cost per Vehicle Service Hour	K	\$93.07	Yes	\$93.34	(0%)	≤ \$101.48

Red = did not meet target

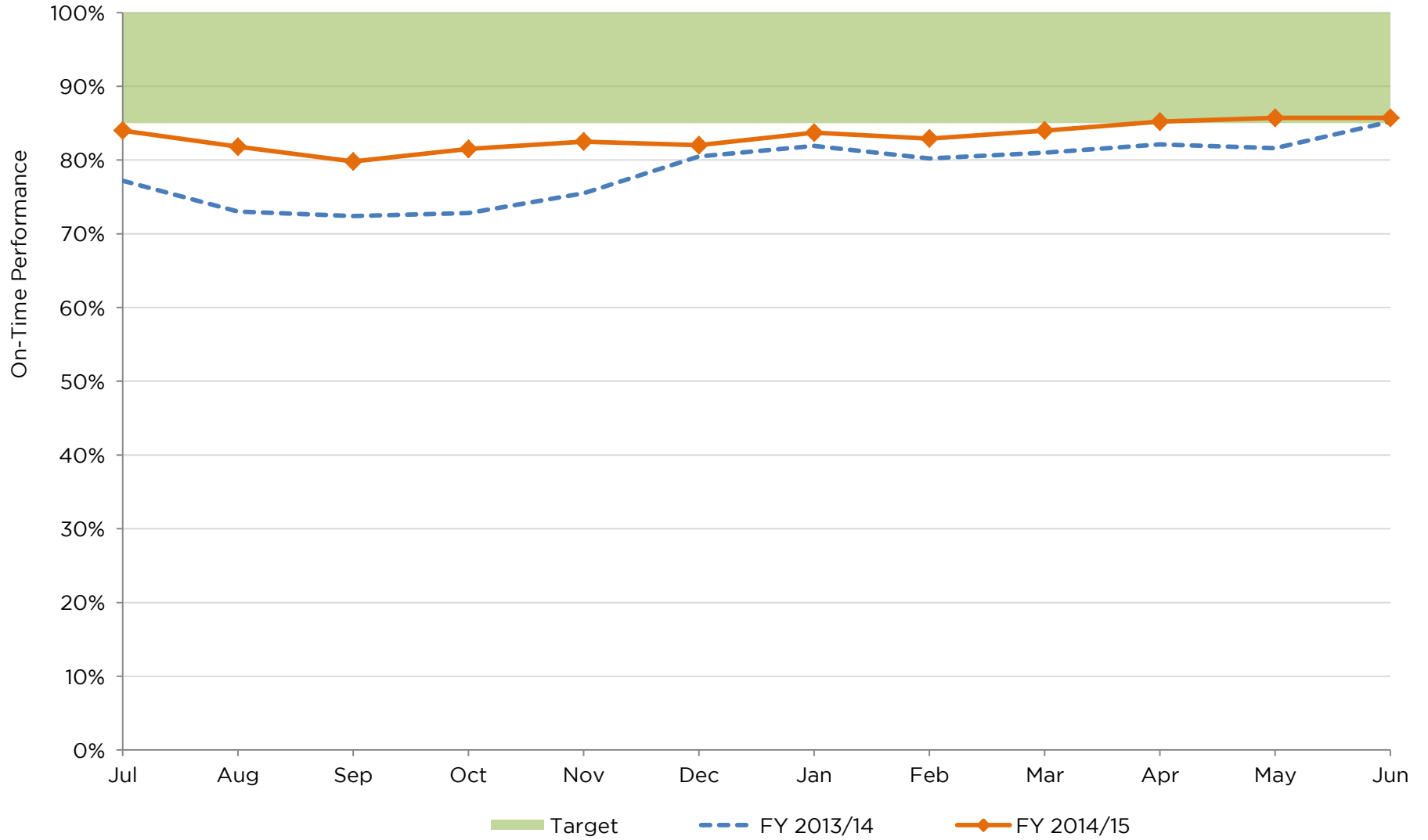
Attachment B: Total Boardings and Fare Revenues



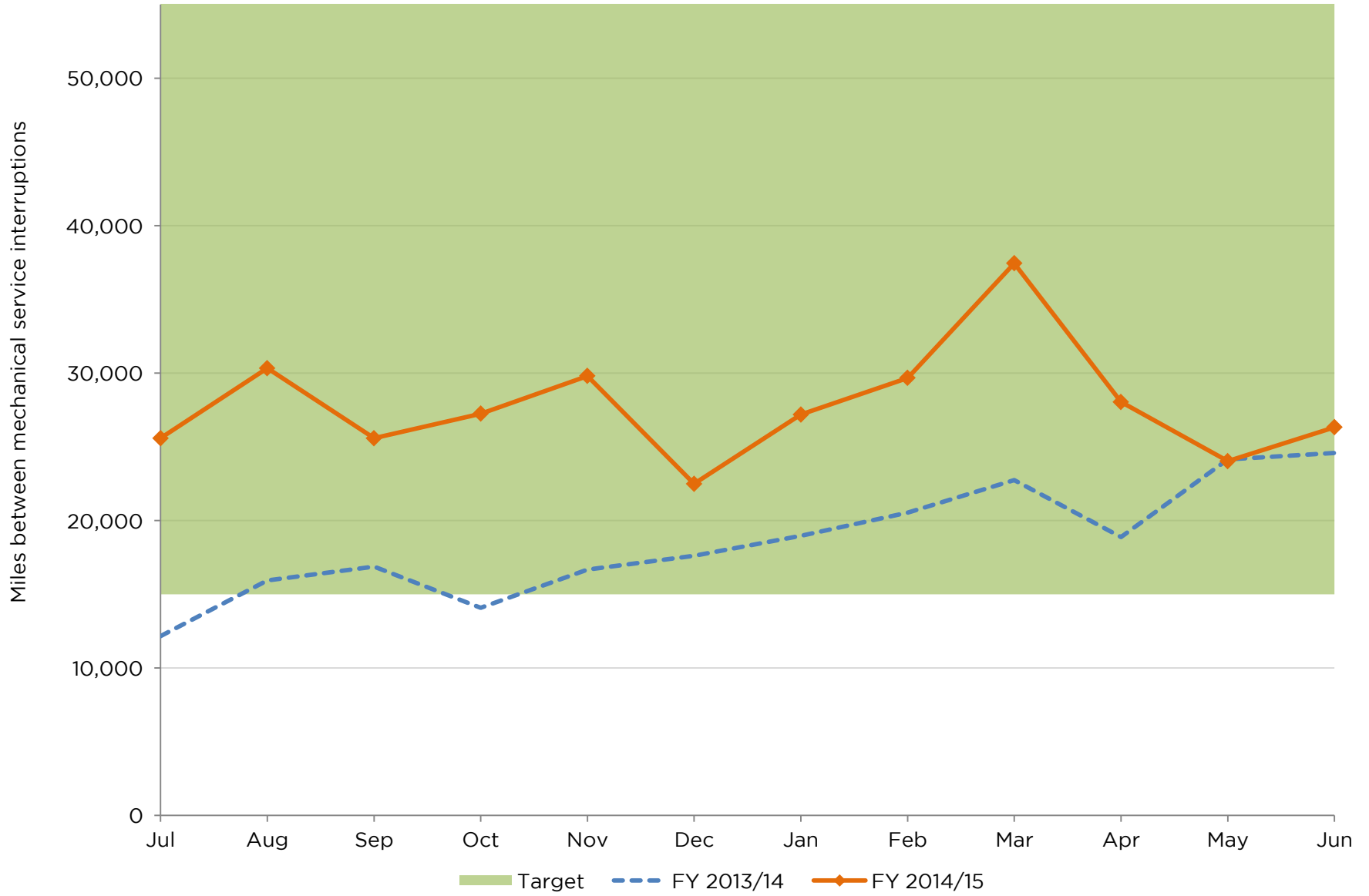
Attachment C: Preventable Accidents per 100,000 Miles



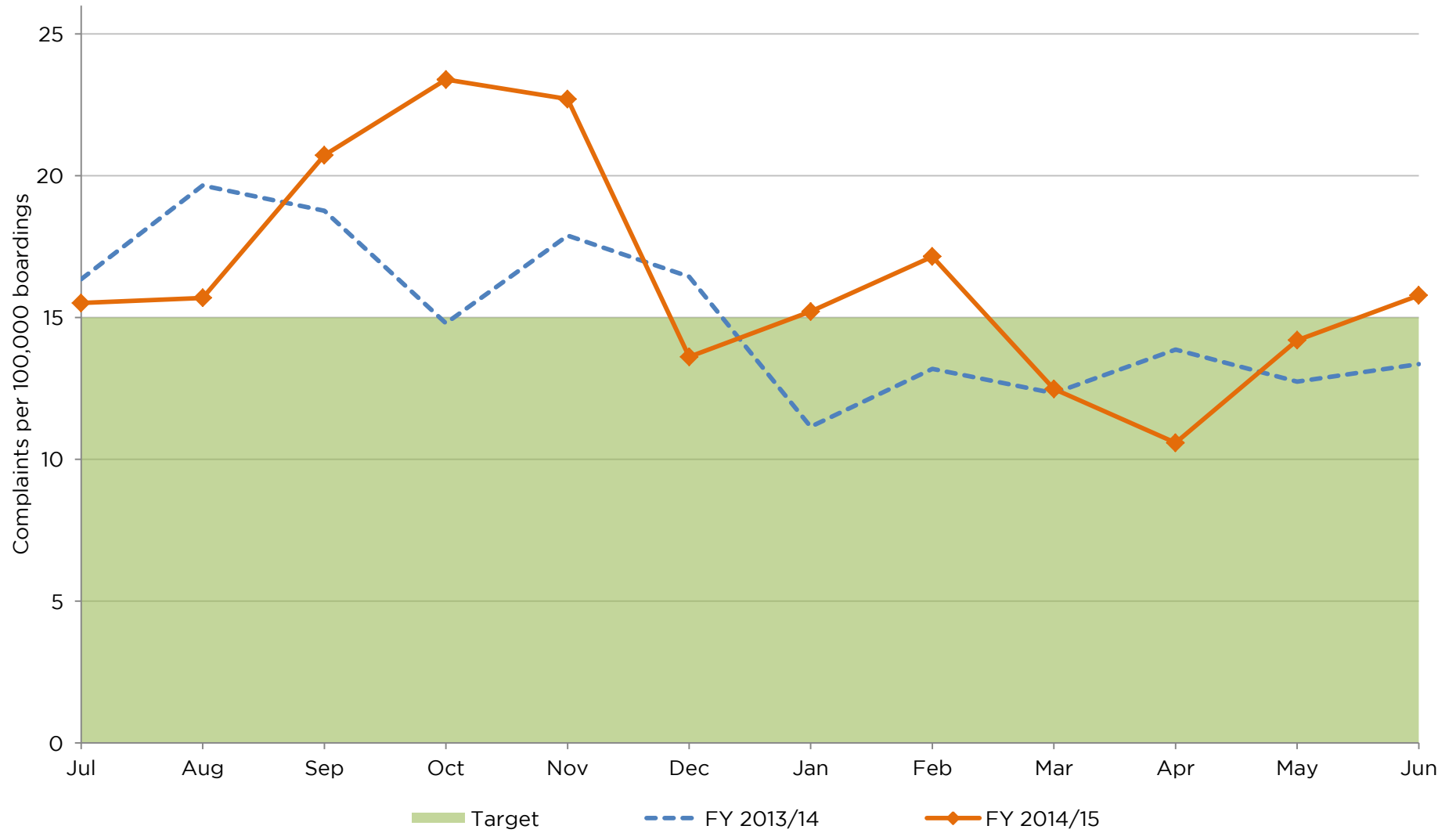
Attachment D: Schedule Adherence



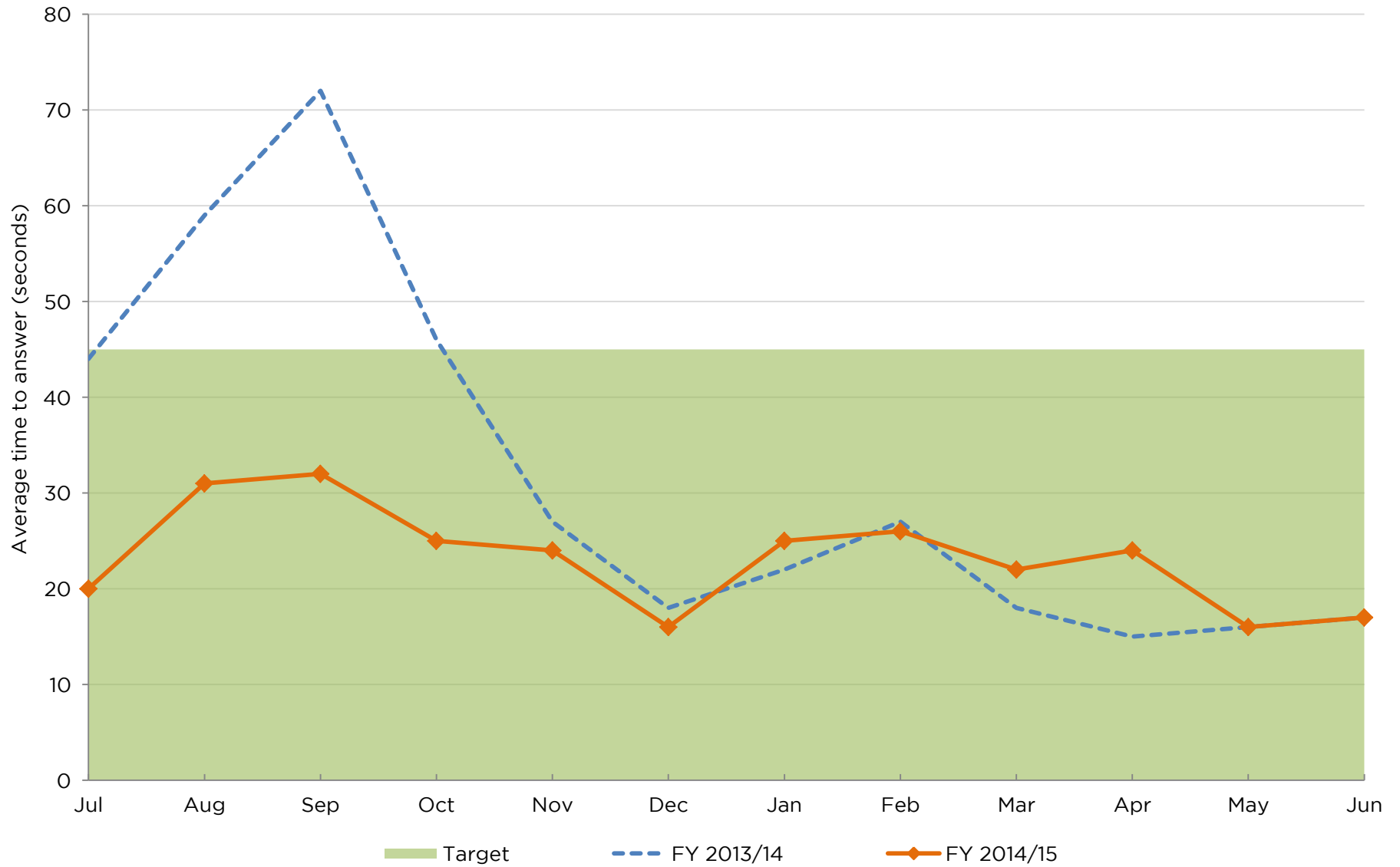
Attachment E: Average Miles Between Service Interruptions



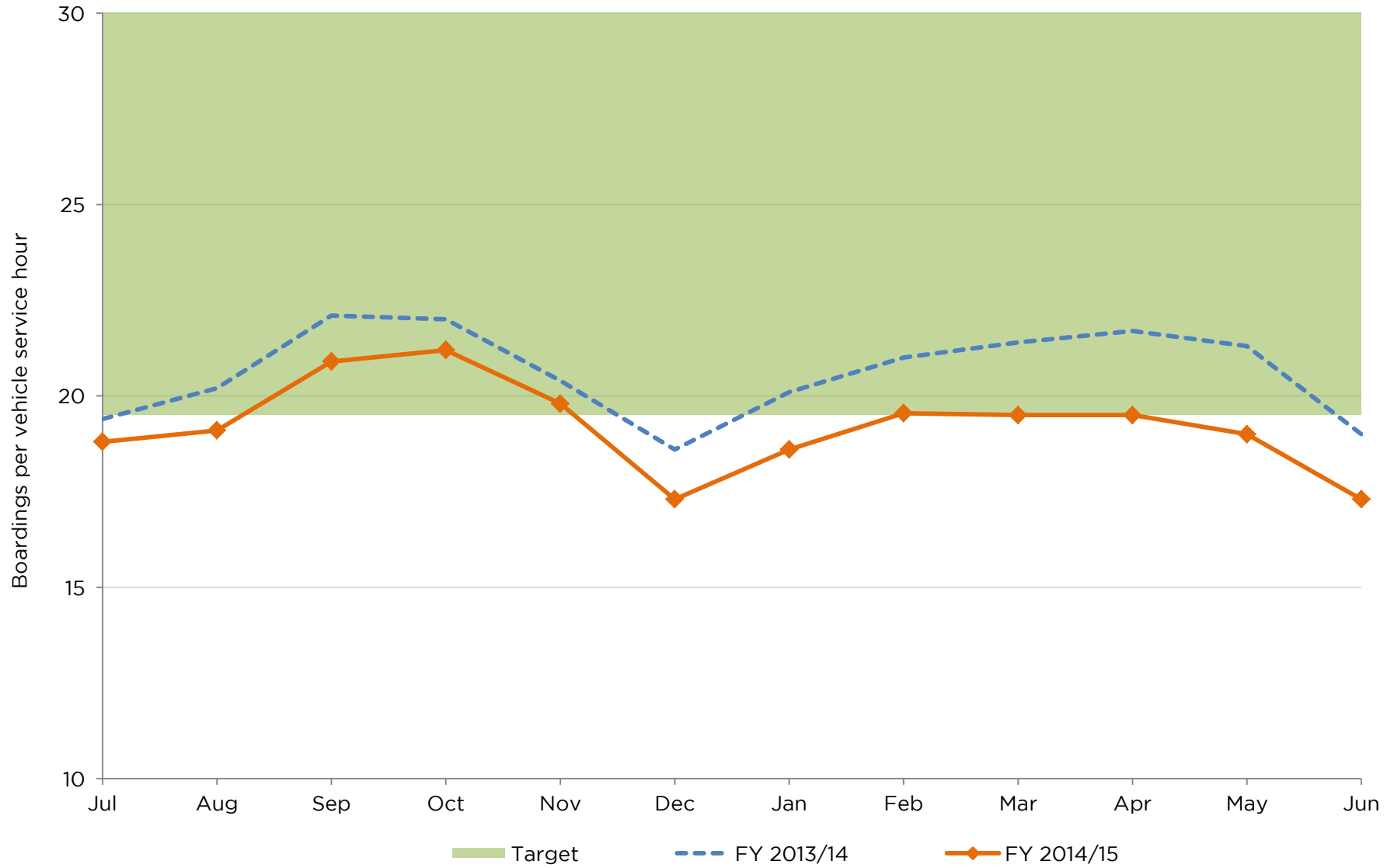
Attachment F: Complaints per 100,000 Boardings



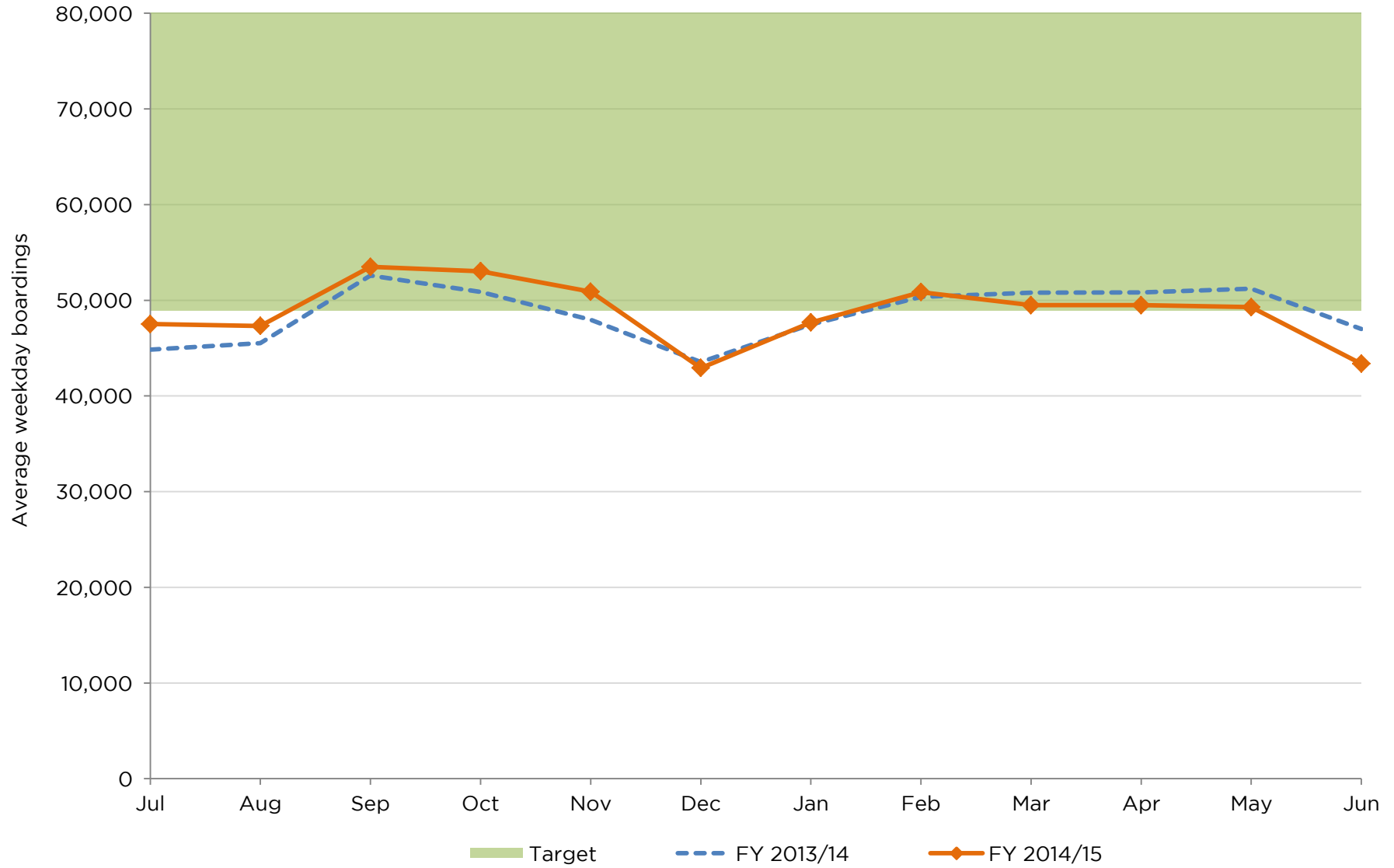
Attachment G: Average Hold Time



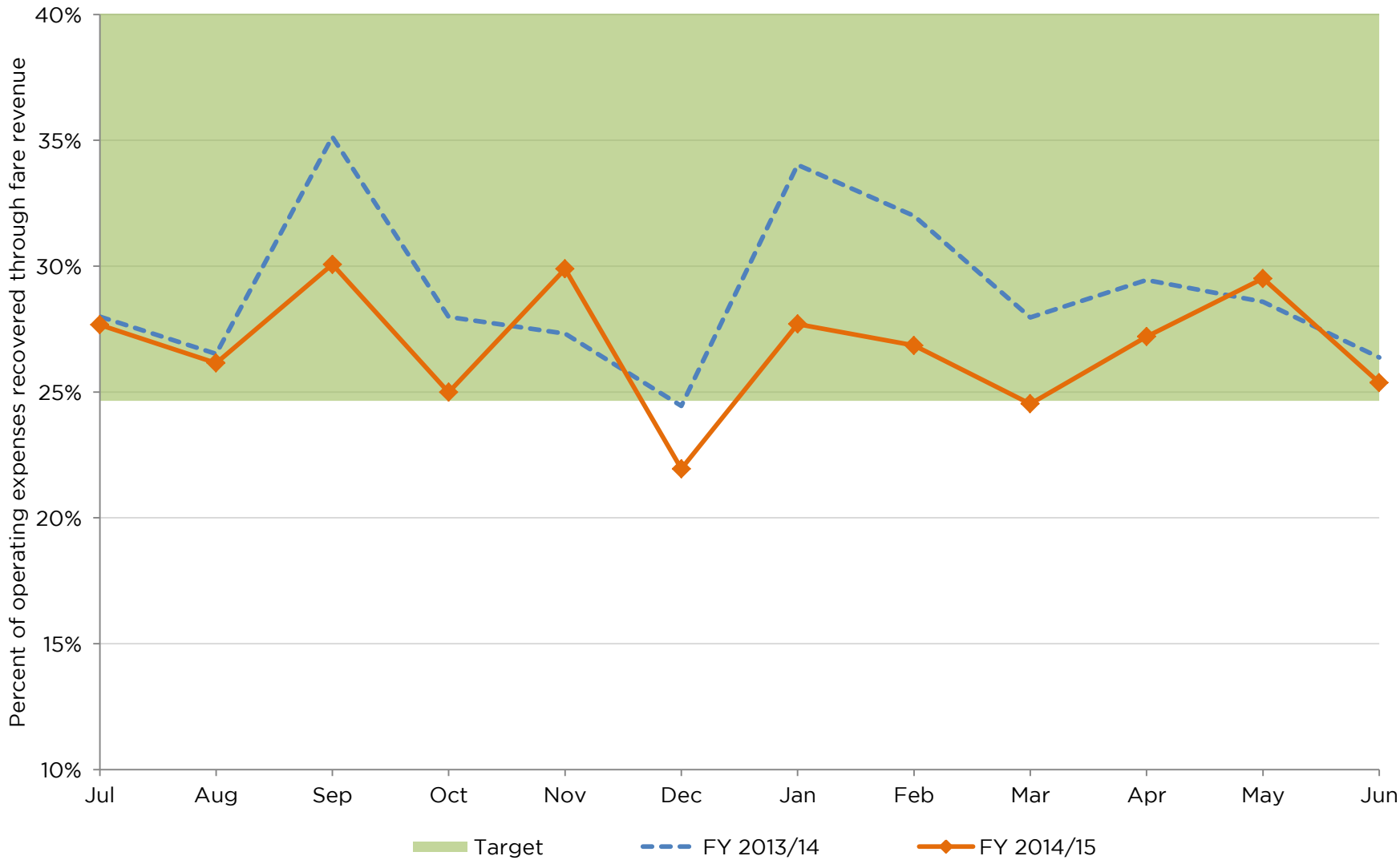
Attachment H: Boardings per Vehicle Service Hour



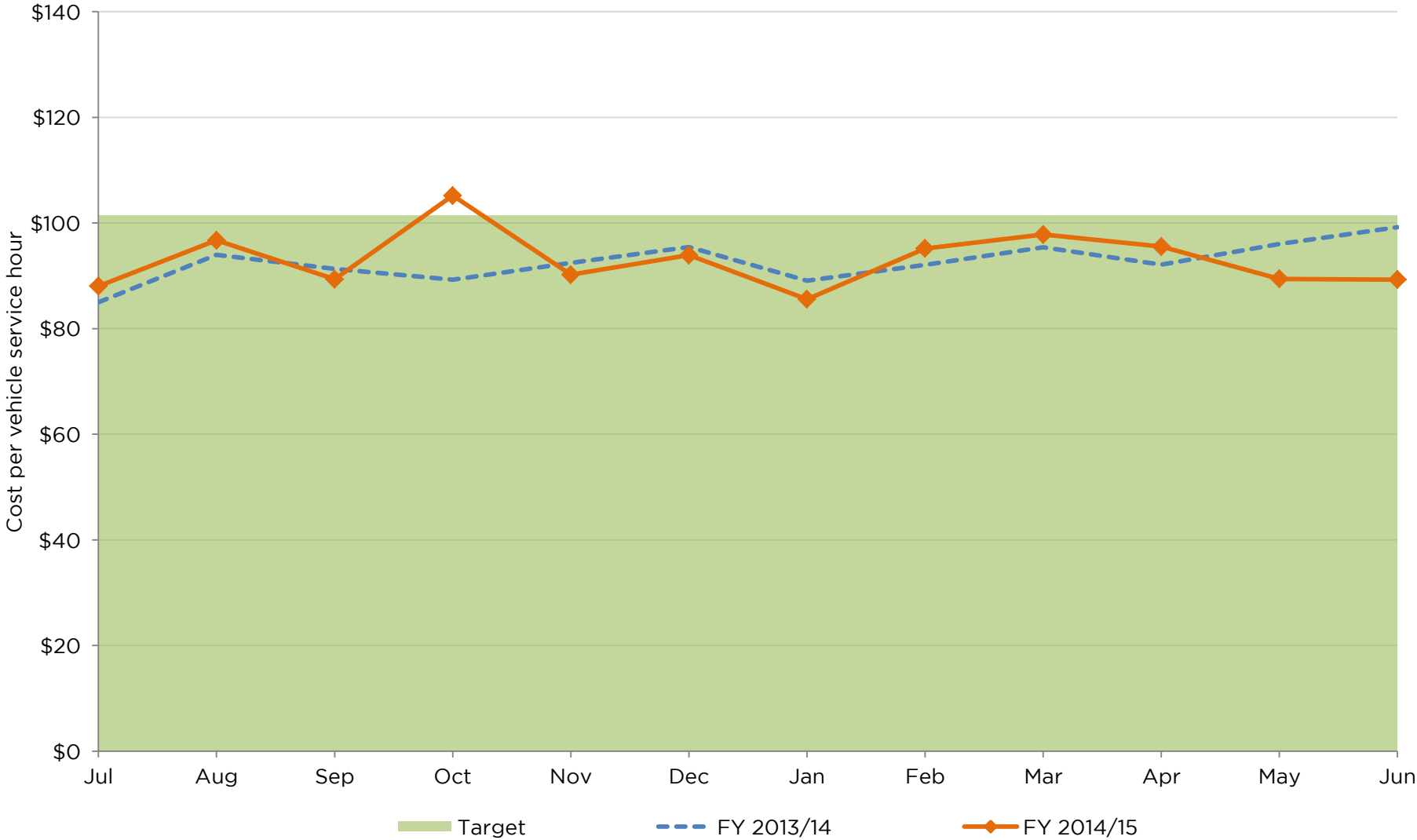
Attachment I: Average Weekday Boardings



Attachment J: Farebox Recovery Ratio



Attachment K: Average Cost per Vehicle Hour



Attachment L
Foothill Transit
Operations Report
Fiscal Year 2014-2015

Goal	Performance Indicator	FY 2014-2015	Met target?	FY 2013-2014	% Improvement
Operations	Average Fare per Boarding	\$1.29	No	\$1.30	(1%)
	Average Cost per Boarding	\$4.84	Yes	\$4.50	(8%)
	Average Subsidy per Boarding	\$3.55	Yes	\$3.20	(11%)
	Total Vehicle Miles	15,241,464	-	14,026,500	9%
	Vehicle Service Miles	11,143,236	-	10,669,167	4%
	Total Vehicle Hours	1,017,739	-	942,802	8%
	In-Service Speed (mph)	14.7	-	15.1	(3%)
	Boardings per Vehicle Service Mile	1.31	-	1.36	(4%)