



**EARTH
DAY**

APRIL 22, 2019



2016

CA EXEMPT
1476127



Foothill Transit
Going Good Places

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, April 26, 2019



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION



Foothill Transit VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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



Foothill Transit

Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING
8:00 AM, April 26, 2019
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOCUS ON SAFETY
4. ROLL CALL: MEMBERS BARAKAT, BOYER, CALAYCAY, HERRERA, PEDROZA
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 29, 2019
7. PRESENTATIONS:
 - 7.1. Contractors' Employee Recognition
8. PUBLIC COMMENT
 - 8.1. Executive Director Response to Public Comment

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

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



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2nd Floor Board Room, 100 South Vincent Avenue, West Covina, CA 91790
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CONSENT CALENDAR: Items 9 through 14 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

9. MARCH 2019 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

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

10. APRIL 2019 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the April 2019 Legislative Summary. Adopt a support position on AB 784 and an oppose position on AB 1568.

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

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

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



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11. COACH OPERATOR AUDIT RESULTS

Recommended Action: Receive and file the results of the FY2018-2019 Third Quarter Coach Operator Audits.

12. CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR MT. SAN ANTONIO COLLEGE TRANSIT CENTER

Recommended Action: Authorize the Executive Director to execute Amendment No. 1 to Contract No. 18-017 with Psomas in the amount of \$176,709 for additional design services for the Mt. San Antonio College Transit Center.

13. CONTRACT AWARD - ADMINISTRATIVE OFFICE RESTROOM COMPLIANCE MODERNIZATION

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-074 with Caltec Corp. in the amount of \$1,086,520 for construction related to the administrative office restrooms compliance modernization project.

14. SOLE SOURCE CONTRACT AWARD - BUSINESS INTELLIGENCE SOFTWARE

Recommended Action: Authorize the Executive Director to enter into a sole source agreement with TransTrack in a not to exceed amount of \$239,840.03 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

REGULAR AGENDA:

15. REQUEST TO CONDUCT PUBLIC HEARING FOR EXPRESS ROUTING RE-ALIGNMENT

Recommended Action: Recommend that the Governing Board authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

16. CONTRACT AWARD - TRANSIT STORE OPERATIONS & BUS STOP FACILITY MAINTENANCE SERVICES

Recommended Action: Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract No. 19-035 with Transdev Services, Inc. for transit store operations and bus stop facility maintenance services. The contract term will consist of four base years and two two-year options. The projected four year base contract cost is \$8.3 million, including startup costs, and the cumulative cost over the potential eight-year life of the contract



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is projected at \$17.8 million.

17. OPTION EXERCISE – ARCADIA OPERATIONS AND MAINTENANCE AGREEMENT NO. 16-021

Recommended Action: Authorize the Executive Director to exercise the four-year option on agreement No. 16-021 with Transdev Services, Inc. for transit services operated out of Foothill Transit's Arcadia facility.

18. PROPOSED FISCAL YEAR 2019-2020 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2019-2020 to the Foothill Transit Governing Board.

19. FISCAL YEAR 2018-2019 THIRD QUARTER PERFORMANCE INDICATORS REPORT

Recommended Action: Receive and file the FY2018-2019 Third Quarter Performance Indicators Report.

20. EXECUTIVE DIRECTOR COMMENT

21. BOARD MEMBER COMMENT

22. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit
Superior Court of California County of Los Angeles, Case Number BC723268

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

Property Address/Location: 100 S. Vincent Ave., Suite 401, West Covina, CA
Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Jane Starke, Darold D. Pieper, Kevin Parks McDonald
Negotiating Parties: Senate Rules Committee, California Legislature
Under Negotiation: Price and Terms



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24. ADJOURNMENT

**Joint Meeting - Annual Meeting of the Governing Board
& Executive Board Meeting
Friday, May 31, 2019 @ 7:45 AM**



Foothill Transit

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

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

**Friday, March 29, 2019
9:00 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Calaycay at 9:32 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Richard Barakat, Member Sam Pedroza, Vice Chair Carol Herrera, Chair Corey Calaycay

3. APPROVAL OF AGENDA

Doran Barnes, Executive Director, requested that Consent Calendar Item 6, March 2019 Legislative Summary, be pulled for presentation.

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

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Regular Meeting of January 25, 2019 and Strategic Planning Workshop of February 22, 2019.

Motion by Vice Chair Herrera, second by Member Gary Boyer, the minutes for the Regular Meeting of January 25, 2019 were approved. Motion carried 5-0. The minutes for the Strategic Planning Workshop of February 22, 2019 were approved. Motion carried 4-0. Member Barakat abstention.

5. PUBLIC COMMENT

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

CONSENT CALENDAR

6. MARCH 2019 LEGISLATIVE SUMMARY

Recommendation: Receive and file the March 2019 Legislative Summary. Adopt a support position on H.R. 6016.

This item was pulled from the consent calendar for presentation by David Reyno, Director of Government Relations.

Mr. Reyno reported that there was a mistake in the legislative summary report. The federal bill that the Executive Board was being asked to support shown as H.R. 6016 in the report, is actually H.R. 1139. The bill was introduced last year and died with the end of the session. It was reintroduced this year as H.R. 1139.

Motion by Vice Chair Herrera, second by Member Pedroza, to receive and file, and adopt. Motion carried 5-0.

7. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Recommendation: Adopt the following resolution: Resolution No. 2019-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project "Foothill Transit Line 280 Expansion and Electrification" in the Amount of \$817,916 (Attachment A).

Motion by Member Barakat, second by Member Boyer, to adopt. Motion carried 5-0

REGULAR AGENDA

8. CONTRACT AMENDMENT - CNG BUSES PROCUREMENT

Recommendation: Authorize the Executive Director to exercise an option to purchase CNG buses and amend Contract No. 18-043 with Creative Bus Sales in the amount of \$6,536,860, including California Sales Tax, for the purchase of ten 40-ft. low floor CNG transit buses.

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

Mr. Cordero reported that Foothill Transit has ten 1500 series CNG buses that have over 600,000 miles and are over 12 years old, which meets FTA

guidelines for retirement. The buses also have CNG tanks that will expire at the end of the year. Tanks cannot be used beyond the expiration date. The expiration of the CNG tanks does not allow Foothill Transit to wait to determine if the coaches can be replaced with electric buses.

Motion by Member Barakat, second by Vice Chair Herrera, to approve.
Motion carried 5-0

9. **CONTRACT AWARD - FINANCIAL AUDIT SERVICES**

Recommendation: Recommended Action: Authorize the Executive Director to enter into Contract No. 19-046 with Crowe LLP in an amount not to exceed \$236,560.00 for audit services. This price includes a base term of three years, plus two one-year options, which can be authorized at Foothill Transit's sole discretion.

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

Ms. Caldwell reported that Foothill Transit is required by the Federal Transit Administration (FTA), State of California, LA Metro, and financial accounting best practices to contract with an independent certified public accounting firm to performance audits of Foothill Transit's consolidated financial statements each year.

A Request for Proposals (RFP) for audits services was issued on January 10, 2019. Five firms responded to the RFP, and interviews of the top three firms were conducted in February. Crowe LLP was ranked highest in final overall scoring. Crowe LLP provides extensive public transportation experience, superior knowledge of the FTA/FHWA Guidelines, and experience performing tests for compliance for state and locally funded propositions and measures.

Motion by Member Barakat, second by Member Boyer, to approved. Motion carried 5-0.

10. **EXECUTIVE DIRECTOR COMMENT**

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

Mr. Barnes reported the following:

- He thanked staff for all their work on the various projects they are working on. He stated that staff continues to work on the new meeting format. His hope and goal is to carry out the vision of getting the Governing Board more engaged.

11. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Pedroza stated he appreciated the new Governing Board Meeting format.
- Member Barakat stated that the benefit of having the new format is that when members have an opportunity to serve on the Executive Board, they will be more up to speed and will understand what is going on.
- Member Herrera stated that she felt that today's Governing Board Meeting went well and that a lot of important conversation was held.

12. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION** Existing Litigation, Government Code § 54956.9(a)

Name of Case: Gabriela Cabrera v. Foothill Transit
Superior Court of California County of Los Angeles, Case Number BC723268

The Executive Board recessed into Closed Session at 9:45 a.m.

13. **CLOSED SESSION REPORT**

The Executive Board reconvened at 10:17 a.m. Chair Calaycay reported that there was no reportable action.

14. **ADJOURNMENT**

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

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:18 a.m.



April 26, 2019

To: Executive Board

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

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2019.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2019, for the fiscal year ending June 30, 2019.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet shows total assets at \$331 million as of March 31, 2019. This total consists primarily of \$220.2 million in fixed assets, \$72.6 million in cash and investments, and \$38.08 million in receivable and prepaid assets. Foothill Transit's cash position of \$48.17 million is \$8.93 million less than the previous month, and is \$23.3 million less than last year in March.

Liabilities

The accounts payable balance is \$13.73 million. Accounts Payables include operation and maintenance expenses of \$9.61 million and \$1.15 million for fuel.

The deferred revenue of \$58.95 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$13.65 million in liquid accounts held with Bank of the West; \$19.05 million in interest bearing money market accounts with Bank of the West; \$67,800 with Chase; \$0.43 million with US Treasury, and \$15.4 million invested in the Local Agency



Investment Fund (LAIF). Longer term investments include \$24 million with Bank of the West Agency notes.

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

Operating and Capital Revenues and Expense Analysis (Attachment C)

March 2019 year-to-date fare revenues were \$12.11 million, which is \$287,076 less than the budgeted amount and \$63,966 more than March 2018. Through March 2019, ridership is approximately 3.57 percent less than it was last year at this time. Operating costs through March 2019 were \$71.68 million, which is \$4.18 million less than the budget and \$2.12 million more than March 2018. Of this \$71.68 million, \$56.08 million reflects operating costs for the Arcadia and Pomona operations contractors. Other operating expenses include fuel, which was \$5.54 million through March 2019 compared to \$4.37 million last year through March 2018.

Capital expenditures through March were \$28.26 million compared with \$24.58 million last year at this time. The annual budget for capital expenditures includes the purchase of CNG buses, replacement of the CAD/AVL system, and initiation of construction for the Covina Park & Ride and Transit Center project.

Farebox Recovery Ratio

The March year-to-date farebox recovery ratio was 16.89 percent, slightly higher than the performance target of 16.3 percent. The farebox recovery ratio is calculated by dividing the total fare revenue of \$12,108,174 by the total bus operating expense of \$71,679,649. This ratio is less than the March 2018 ratio of 17.32 percent. Foothill Transit continues to analyze bus ridership and participate in the region-wide ridership bus system improvement program.



Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 2019; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for March 2019 were \$15.91 million. Capital disbursements totaled \$12.41 million and other significant disbursements include \$0.86 million to Keolis and \$1.17 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments

Foothill Transit
Balance Sheet
As of March 31, 2019

Assets

Current Assets:

Cash	\$48,173,799
Investments	24,430,357
Due from government agencies	29,823,312
Other receivables	3,059,204
Other assets	4,467,998
Total Current Assets	<u>\$109,954,670</u>

Non current Assets:

Notes receivable	731,908
Property & Equipment (net of depreciation)	220,271,963
Total Non Current Assets	<u>221,003,871</u>

Total Assets	<u><u>\$330,958,541</u></u>
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Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$13,726,858
Deferred Revenue	58,952,021
Total Liabilities	<u><u>\$72,678,879</u></u>

Equity

Fund Balance:	
Investment in Capital Assets	\$220,271,963
Current Year Change	9,129,989
Reserve	28,877,711
Total Equity	<u>\$258,279,662</u>

Total Liabilities and Equity	<u><u>\$330,958,541</u></u>
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Summary of Cash and
Investment Account
For March 31, 2019

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$3,955,491
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,200
Bank of the West-Excise Tax/LCFS	N/A	Demand Deposit	9,696,692
BOW-Prop 1B-Cal Grants	1.71%	Demand Deposit	2,932,079
Bank of the West-Money Market	1.71%	Demand Deposit	4,878,379
Bank of the West-Money Market	1.71%	Demand Deposit	9,838,905
Bank of the West-LCTOP	1.71%	Demand Deposit	1,401,647
Chase Business Saving	0.28%	Demand Deposit	67,781
LAIF Investment	2.40%	Demand Deposit	15,401,224
Subtotal Cash on Hand			<u>\$48,173,799</u>
Investments:			
Bank of the West:			
1 Maturity - 10/29/20 - 5yrs.	1.125%	Callable Note	\$5,000,000
2 Maturity - 05/25/21 - 5yrs.	1.25%	Callable Note	5,000,000
3 Maturity - 01/27/21 - 5yrs.	1.00%	Callable Note	5,000,000
4 Maturity - 07/27/21 - 5yrs.	1.00%	Callable Note	8,000,000
5 Maturity - 02/26/21 - 5yrs.	1.25%	Callable Note	1,000,000
Wells Fargo Bank:			
6 Maturity - 11/01/18 - 6 months	1.95%	US Treasury Bill	430,357
Subtotal Investments			<u>\$24,430,357</u>
Total Cash and Investments			<u><u>\$72,604,156</u></u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended March 31, 2019

	Actual YTD March 2019	Budget YTD March 2019	Variance	Actual YTD March 2018
Fare Revenue				
Farebox	\$5,407,284	\$6,434,250	(15.96%)	\$6,065,704
Pass Sales	2,847,276	2,777,250	2.52%	2,694,519
TAP Cash Purse	2,883,876	2,286,750	26.11%	2,345,093
MetroLink & Access Service	414,129	435,750	(4.96%)	433,322
EZ Transit Pass	555,610	461,250	20.46%	505,570
Total Operating Revenue	\$12,108,174	\$12,395,250	(2.32%)	\$12,044,208
Operating Subsidies and Other				
Transportation Development Act	\$15,029,974	\$22,032,902	(31.78%)	\$17,337,130
State Transit Assistance (STA)	3,063,472	3,063,472	0.00%	653,355
Senate Bill 1 - STA	1,803,656	1,803,656	0.00%	N/A
Senate Bill 1 - STA BSCP	197,311	197,311	0.00%	N/A
CalTrans-LCTOP	97,171	97,171	0.00%	N/A
AQMD/MSRC – Clean Air Grant	49,407	49,407	0.00%	N/A
Prop A 40% Discretionary	12,172,842	12,172,842	0.00%	12,394,598
Prop A 40% BSCP	3,726,063	3,726,063	0.00%	3,348,721
Prop A Exchange	2,200,000	-	-	2,000,000
Prop C BSIP	716,857	716,857	0.00%	697,655
Prop C Base Restructuring	1,539,733	1,539,733	0.00%	1,498,488
Prop C Transit Service Expansion	256,584	256,584	0.00%	249,711
Transit Security	752,682	752,682	0.00%	675,737
Measure R	8,487,271	8,487,271	0.00%	7,832,159
Measure M	8,568,856	8,568,856	0.00%	7,459,363
Miscellaneous Transit Revenues	909,598	-	-	647,667
Total Subsidies and Other	\$59,571,475	\$63,464,805	(6.13%)	\$57,512,794
Total Operating Revenue	\$71,679,649	\$75,860,055	(5.51%)	\$69,557,002
Other Revenues				
Gain on Sale of Fixed Assets	\$60,540	-	-	\$71,748
Auxiliary Revenue	951,758	1,383,750	(31.22%)	1,001,379
Total Other Revenues	1,012,298	\$1,383,750	(26.84%)	\$1,073,127
Total Operating and Other Revenues	\$72,691,947	\$77,243,805	(5.89%)	\$70,630,129
Operating Expenses				
Customer Service & Operations	\$63,917,626	\$64,972,058	(1.62%)	\$61,647,107
Maintenance & Vehicle Technology	547,750	650,708	(15.82%)	605,069
Marketing & Communications	1,225,227	1,777,200	(31.06%)	1,168,206
Information Technology	1,305,564	1,559,453	(16.28%)	1,595,619
Administration	1,678,486	2,350,110	(28.58%)	1,643,250
Procurement	364,941	693,525	(47.38%)	448,733
Finance	1,137,016	1,329,968	(14.51%)	1,046,785
Planning	598,464	1,136,588	(47.35%)	625,049
Facilities	904,575	1,390,448	(34.94%)	777,185
Total Operating Expenses	\$71,679,649	\$75,860,055	(5.51%)	\$69,557,002
Other Expenses				
Property Management	\$305,582	\$333,750	(8.44%)	\$264,059
Dial-A-Ride	385,777	600,000	(35.70%)	590,420
Special Services	320,938	450,000	(28.68%)	218,648
Total Other Expenses	\$1,012,298	\$1,383,750	(26.84%)	\$1,073,127
Total Operating and Other Expenses	\$72,691,947	\$77,243,805	(5.89%)	\$70,630,129
Capital Revenues				
Capital Grants	\$28,259,760	\$53,567,872	(47.24%)	\$24,578,163
Capital Expenditures				
Capital Expenditures	\$28,259,760	\$53,567,872	(47.24%)	\$24,578,163

Bank Account - Check Details

Period: 03/01/19..03/31/19

Foothill Transit

Monday, April 01, 2019

FOOTHILLTRANSIT\CLIN

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 03/01/19..03/31/19

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
B001	General Checking						
	Phone No.		800-488-2265				
03/06/19	E01091	Creative Bus Sales Inc	F2720 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01092	Creative Bus Sales Inc	F2721 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01093	Creative Bus Sales Inc	F2722 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01094	Creative Bus Sales Inc	F2723 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01095	Creative Bus Sales Inc	F2724 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01096	Creative Bus Sales Inc	F2725 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01097	Creative Bus Sales Inc	F2726 Replacement Buses	653,685.99	0.00	0.00	Posted
03/06/19	E01098	Keolis Transit Services LLC	Lot Cleaning and Striping	32,207.79	0.00	0.00	Posted
03/07/19	53628	ACE Pelizon Plumbing	Suite 401 Plumbing	2,665.10	2,665.10	0.00	Posted
03/07/19	53629	Adt Security Services, Inc.	02/19-05/18/19 TS2 Electricity Services	375.15	375.15	0.00	Posted
03/07/19	53630	Amtec Human Capital ,Inc	02/24/19 Tran-Nguyen, Christine	1,408.02	1,408.02	0.00	Posted
03/07/19	53631	Burns & McDonnell Engineering Company, Inc	1/31/19 In Depot Charging Services	19,684.80	19,684.80	0.00	Posted
03/07/19	53632	CA Newspaper Service Bureau	IFB 19-048 Notice	124.00	124.00	0.00	Posted
03/07/19	53633	California Deposition Reporters	19-048 IFB Pre-Bid Conference	834.60	834.60	0.00	Posted
03/07/19	53634	Christopher Pieper	CAPPO Conference	180.73	180.73	0.00	Posted
03/07/19	53635	City of West Covina	2019 Fire Inspection	1,016.00	1,016.00	0.00	Posted
03/07/19	53636	Cristina Garcia	Basic Excel seminar expense reimbursement	156.41	156.41	0.00	Posted
03/07/19	53637	Daniel Hernandez	1st place National Arcadia Daniel Hernandez	500.00	500.00	0.00	Posted
03/07/19	53638	Dara Yith	2nd place Local Arcadia Dara Yith	300.00	300.00	0.00	Posted
03/07/19	53639	Darktrace Limited	Annual support and maintenance	23,667.19	23,667.19	0.00	Posted
03/07/19	53640	Day - Lite Maintenance Co. Inc.	Admin Bldg Lighting Outage Replacements	325.21	325.21	0.00	Posted
03/07/19	53641	FEDEX Corp.	Express Mail	126.04	126.04	0.00	Posted
03/07/19	53642	Fernando Murrieta	1st place maintenance Arcadia Fernando Murrieta	500.00	500.00	0.00	Posted
03/07/19	53643	Frank Kuo	Triennial Review	47.83	47.83	0.00	Posted
03/07/19	53644	Government Finance Officers Asoc.	/1/19-1/31/20 Membership Lany Hernandez	450.00	450.00	0.00	Posted
03/07/19	53645	Greg J. Tirado	2nd place National Pomona Greg J. Tirado	300.00	300.00	0.00	Posted
03/07/19	53646	Home Depot Credit Services	02/19 Facility Supplies	387.55	387.55	0.00	Posted
03/07/19	53647	Lany Laura Hernandez Vazquez	Triennial Review	52.94	52.94	0.00	Posted
03/07/19	53648	Liberty Mutual Insurance Company	Adding Two SUV	1,748.00	1,748.00	0.00	Posted
03/07/19	53649	Marco Ortiz	3rd place Local Arcadia Marco Ortiz	200.00	200.00	0.00	Posted
03/07/19	53650	Mobile Relay Associates Inc.	03/19 Mobile Radio/Portable Radio Analog Service	21,126.15	21,126.15	0.00	Posted
03/07/19	53651	MTGL, Inc.	Professional services 12/1/18-12/31/18	13,616.00	13,616.00	0.00	Posted
03/07/19	53652	Office Depot	Office Supplies	413.60	413.60	0.00	Posted
03/07/19	53653	Peter Barron Stark and Associates	Strategic Planning Workshop	9,194.66	9,194.66	0.00	Posted
03/07/19	53654	Platinum Security Inc.	02/19 El Monte security services	6,500.78	6,500.78	0.00	Posted
03/07/19	53655	Proterra Inc	Credit Sales tax : PMI service may 2018	2,437.50	2,437.50	0.00	Posted
03/07/19	53656	Raul Ramos	Roadeo First place supervisor Pomona	200.00	200.00	0.00	Posted
03/07/19	53657	Raycom	Trip and Trunk mount radio equipment	7,975.38	7,975.38	0.00	Posted

Check						Entry
Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount Status
03/07/19	53658	Rigo Nunez	1st place Local Arcadia Rigo Nunez	500.00	500.00	0.00 Posted
03/07/19	53659	Roy Eseyan	Educational Assistance and Reimbursement	1,691.99	1,691.99	0.00 Posted
03/07/19	53660	RSMeans, LLC	Facilities Seminars March 18 and 19	1,850.00	1,850.00	0.00 Posted
03/07/19	53661	Schindler Elevator Corporation	3/1/19 - 5/31/19 Elevator Maintenance	2,795.88	2,795.88	0.00 Posted
03/07/19	53662	Skyline Pest Control	2/19 Pest & Rodent Control	95.00	95.00	0.00 Posted
03/07/19	53663	Southern California Edison Co.	1/19 Admin Bldg Electricity	9,310.21	9,310.21	0.00 Posted
03/07/19	53664	Southern California Edison Co.	12/18 Re-Bill Pomona Transit electricity usage	1,187.49	1,187.49	0.00 Posted
03/07/19	53665	State Compensation Insurance Fund	03/19 Workers Comp premium	4,612.58	4,612.58	0.00 Posted
03/07/19	53666	State Water Resources Control Board	Covina P&R - Stom Water Permit Application	610.00	610.00	0.00 Posted
03/07/19	53667	Stephen Leung	1st place maintenance Arcadia Stephen Leung	500.00	500.00	0.00 Posted
03/07/19	53668	The Gas Co.	2/19 Admin Bldg Gas	1,411.05	1,411.05	0.00 Posted
03/07/19	53669	Tracy Nicometo	1st place maintenance Arcadia Tracy Nicometo	500.00	500.00	0.00 Posted
03/07/19	53670	Tri - Signal Integration, Inc.	5 Year Sprinkler System Test & Inspection	2,282.61	2,282.61	0.00 Posted
03/07/19	53671	U.S. Healthworks Medical Group. P.C.	Pre-Employment Physical Check -Zhang, Rui	57.50	57.50	0.00 Posted
03/07/19	53672	Ultimate Maintenance Services, Inc	12/19 Janitorial Supplies	479.25	479.25	0.00 Posted
03/07/19	53673	Van Vong	3rd place National Pomona Van Vong	200.00	200.00	0.00 Posted
03/07/19	53674	Verizon Business - 15043	03/19 Cellular VPN	2,912.88	2,912.88	0.00 Posted
03/07/19	53675	Verizon Wireless	Cell phone and avail cellular	23,659.18	23,659.18	0.00 Posted
03/07/19	53676	Weatherite Corporation	HVAC Service Call	370.82	370.82	0.00 Posted
03/07/19	53677	Willie J. Brooks	3/19 Indoor Plant Care	662.75	662.75	0.00 Posted
03/07/19	53678	Wright Express	Febraury fuel bill 2019	344.44	344.44	0.00 Posted
03/13/19	E01099	Creative Bus Sales Inc	F2727 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01100	Creative Bus Sales Inc	F2728 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01101	Creative Bus Sales Inc	F2729 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01102	Creative Bus Sales Inc	F2730 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01103	Creative Bus Sales Inc	F2731 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01104	Creative Bus Sales Inc	F2732 Replacement Buses	653,685.99	0.00	0.00 Posted
03/13/19	E01105	International City Management Assoc. Retirement Co	Payroll ending 3/9/19 retirement funds	42,265.61	0.00	0.00 Posted
03/13/19	E01106	Keolis Transit Services LLC	02/10-15 Pomona contractor services	461,027.25	0.00	0.00 Posted
03/13/19	E01107	Keolis Transit Services LLC	02/1-9 Pomona contractor services	388,434.81	0.00	0.00 Posted
03/13/19	E01108	Transdev Services, Inc.	02/10-15 Arcadia contractor services	645,985.41	0.00	0.00 Posted
03/13/19	E01109	Transdev Services, Inc.	02/1-9 Arcadia contractor services	491,123.79	0.00	0.00 Posted
03/14/19	53679	8 Cubed Technologies, LLC	Pomana transit store cabling	3,917.00	3,917.00	0.00 Posted
03/14/19	53680	AFLAC	02/19 Voluntary insurance premium	3,121.36	3,121.36	0.00 Posted
03/14/19	53681	Allied Administrators for Delta Dental	04/19 Dental insurance premium	6,816.99	6,816.99	0.00 Posted
03/14/19	53682	Amazon Web Services, Inc	Web hosting	586.46	586.46	0.00 Posted
03/14/19	53683	AT and T - 5025	EI Monte phone line (626)452-1579 & (626)452-1587	272.58	272.58	0.00 Posted
03/14/19	53684	AT and T - 5025	03/19EI Monte phone line router management	248.68	248.68	0.00 Posted
03/14/19	53685	Athens Services- 54957	3/19 Admin Trash Service & Parking Lot Sweeping	1,386.40	1,386.40	0.00 Posted
03/14/19	53686	Automated Power Technologies, Inc.	Replace two batteries in server room	631.47	631.47	0.00 Posted
03/14/19	53687	C.A.T. Specialties	Insulated Jackets	229.88	229.88	0.00 Posted
03/14/19	53688	CA Newspaper Service Bureau	19-049 IFB	106.20	106.20	0.00 Posted
03/14/19	53689	California Choice	4/193046854 Medical insurance premium	54,625.24	54,625.24	0.00 Posted
03/14/19	53690	California Deposition Reporters	18-069 Pre-Bid Meeting	878.30	878.30	0.00 Posted
03/14/19	53691	CDW Government Inc.	Monitor for Felicia	169,010.81	169,010.81	0.00 Posted
03/14/19	53692	Cintas Corporation #2	First Aid Kit Supplies	209.17	209.17	0.00 Posted

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
03/14/19	53693	Concentra Medical Centers	Pre-Employment Physical Check -Merza, Ritta	68.50	68.50	0.00	Posted
03/14/19	53694	Crystal by Design Co. Inc.	03/02/2019 Roadeo winner trophies	587.14	587.14	0.00	Posted
03/14/19	53695	Darold D. Pieper Attorney at Law	2/19 Legal Fees	7,640.00	7,640.00	0.00	Posted
03/14/19	53696	David Reyno	Reimbursable Expenses	3,661.64	3,661.64	0.00	Posted
03/14/19	53697	Digium Inc.	02/26-03/25/19Arcadia Phone Service	2,143.71	2,143.71	0.00	Posted
03/14/19	53698	Doran J. Barnes	Reimbursable Expenses	381.16	381.16	0.00	Posted
03/14/19	53699	FEDEX Corp.	Express Mail	453.65	453.65	0.00	Posted
03/14/19	53700	Government Finance Officers Assoc.	Closing Event-PingPing Lin	100.00	100.00	0.00	Posted
03/14/19	53701	Grand Car Wash	Vehicle washing February 2019	139.94	139.94	0.00	Posted
03/14/19	53702	Hill International, Inc	Covina P&R - Labor Compliance	1,530.00	1,530.00	0.00	Posted
03/14/19	53703	Landmark Healthplan of California, Inc.	03/19 Chiropractor insurance premium	826.21	826.21	0.00	Posted
03/14/19	53704	LegalShield	LH935C*000-0319	197.40	197.40	0.00	Posted
03/14/19	53705	Lillian Lin	03/19 Reimbursed Expense Metro TAP	100.00	100.00	0.00	Posted
03/14/19	53706	MTGL, Inc.	Professional services 1/1/19-1/31/19	4,770.00	4,770.00	0.00	Posted
03/14/19	53707	Neofunds by Neopost	2/19 Postage	560.00	560.00	0.00	Posted
03/14/19	53708	Office Depot	Office Supplies	233.51	233.51	0.00	Posted
03/14/19	53709	Panera, LLC	RFP Interviews	109.35	109.35	0.00	Posted
03/14/19	53710	PCAM, LLC	02/19 Dial A ride	3,657.87	3,657.87	0.00	Posted
03/14/19	53711	ReadyRefresh	2/19 Drinking Water	72.25	72.25	0.00	Posted
03/14/19	53712	Richards Watson and Gershon	1/19 Legal Fees	524.87	524.87	0.00	Posted
03/14/19	53713	Roy Eseyan	Educational Assistance and Reimbursement	1,665.00	1,665.00	0.00	Posted
03/14/19	53714	Sam Pedroza	Reimbursable Expenses	487.60	487.60	0.00	Posted
03/14/19	53715	San Gabriel Valley Economic	Legislative Luncheon	450.00	450.00	0.00	Posted
03/14/19	53716	Stantec Architecture	TO7 Bus Stops	39,664.96	39,664.96	0.00	Posted
03/14/19	53717	Staples Business Adv.-Dept. LA	Office Supplies	385.79	385.79	0.00	Posted
03/14/19	53718	Suburban Water Systems	2/19 Admin Bldg Landscape Water	426.31	426.31	0.00	Posted
03/14/19	53719	The Reinalt-Thomas Corporation	Tire placement	194.86	194.86	0.00	Posted
03/14/19	53720	Thomas J. Koontz	Interior Cards-Insustry hills pro rodeo	6,024.95	6,024.95	0.00	Posted
03/14/19	53721	Thompson Coburn LLP	1/19 Electric Bus Procurement	54,983.14	54,983.14	0.00	Posted
03/14/19	53722	T-Mobile USA Inc.	Vericity cellular sim	545.69	545.69	0.00	Posted
03/14/19	53723	TransitTalent.com LLC	19-070 RFI	115.00	115.00	0.00	Posted
03/14/19	53724	Tri - Signal Integration, Inc.	3/19 Industry P&R Fire Alarm Monitoring	70.00	70.00	0.00	Posted
03/14/19	53725	Ultimate Maintenance Services, Inc	3/19 Janitorial Services	3,118.00	3,118.00	0.00	Posted
03/14/19	53726	Vision Service Plan - (CA)	02/19 Vision insurance premium	1,222.50	1,222.50	0.00	Posted
03/14/19	53727	Zonar Systems Inc.	09/18 EVIR CSA Inspection Service	1,281.00	1,281.00	0.00	Posted
03/20/19	E01110	Creative Bus Sales Inc	F2733 Replacement Buses	653,685.99	0.00	0.00	Posted
03/20/19	E01111	Keolis Transit Services LLC	Artwork/Mounting for Pomona Yard	12,319.27	0.00	0.00	Posted
03/20/19	E01112	Transdev Services, Inc.	Reimbursement for Plumbing Repairs	31,748.80	0.00	0.00	Posted
03/21/19	53728	Azusa Light & Water	01/29-0219 Electricity and water	4,188.20	4,188.20	0.00	Posted
03/21/19	53729	Blue Outdoor Holding LLC	Advertising Plaza West Covina	1,500.00	1,500.00	0.00	Posted
03/21/19	53730	C.A.T. Specialties	03/02/2019 Roadeo denim shirts	9,098.36	9,098.36	0.00	Posted
03/21/19	53731	CIGNA Group Insurance	03/19 Life Insurance premium	4,506.35	4,506.35	0.00	Posted
03/21/19	53732	Deanna Forrest	Reimbursement	46.19	46.19	0.00	Posted
03/21/19	53733	EV Connect, Inc.	EV Chargers Network Plan/ Customer services	2,205.00	2,205.00	0.00	Posted
03/21/19	53734	Excel Paving Company	DTLA Layover Improvements - Permit Reimbursement	8,294.11	8,294.11	0.00	Posted
03/21/19	53735	Frontier	Fax line	2,651.45	2,651.45	0.00	Posted
03/21/19	53736	Gotcha Media Holdings, LLC	APU, Rio Hondo, Mt. SAC,	6,756.00	6,756.00	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
03/21/19	53737	Government Finance Officers Assoc.	Closing Event-Krystal Bai	25.00	25.00	0.00	Posted
03/21/19	53738	Graingers	Bird Repellers	91.91	91.91	0.00	Posted
03/21/19	53739	Instant Signs Inc.	Plastic Stencils	378.00	378.00	0.00	Posted
03/21/19	53740	Iron Mountain Inc.	2/19 Shredding Services	730.07	730.07	0.00	Posted
03/21/19	53741	Lazar and Associates	Translation for ABBG	219.46	219.46	0.00	Posted
03/21/19	53742	Los Angeles County Fair Association	S.T.E.A.M. Fair	5,000.00	5,000.00	0.00	Posted
03/21/19	53743	Maneri Sign Co Inc	Duarte Transition Bus Signs contract19-051	8,290.57	8,290.57	0.00	Posted
03/21/19	53744	Newage PHM, LLC	3/19 TS2 Electricity usage	7,468.58	7,468.58	0.00	Posted
03/21/19	53745	Panera, LLC	03/02/2019 Roadeo coffee	323.82	323.82	0.00	Posted
03/21/19	53746	Psomas	10/26-11/22A&E for Mt. SAC Transit Center Proiec	72,383.88	72,383.88	0.00	Posted
03/21/19	53747	Raycom	01/19 Maintenance Service	317.00	317.00	0.00	Posted
03/21/19	53748	Sing Tao Daily	Advertising 2/1/19 - 2/17/19	1,388.00	1,388.00	0.00	Posted
03/21/19	53749	Skyline Pest Control	3/19 Pest & Rodent Control	95.00	95.00	0.00	Posted
03/21/19	53750	Socal Office Technologies	Copier Usage	768.72	768.72	0.00	Posted
03/21/19	53751	Southern California Edison Co.	Pomona Transit electricity usage	9,051.58	9,051.58	0.00	Posted
03/21/19	53752	Southern California Streets Initiative	2019 Advertising	20,000.00	20,000.00	0.00	Posted
03/21/19	53753	Standard Parking Corporation	2/19 Parking Services	3,371.61	3,371.61	0.00	Posted
03/21/19	53754	Suburban Water Systems	2/19 Admin Bldg Landscape Water	66.44	66.44	0.00	Posted
03/21/19	53755	The Hartford	2019 Renewal Fee Surety bond for Jon House	100.00	100.00	0.00	Posted
03/21/19	53756	Thomas J. Koontz	Print Mt. SAC Class Pass Brochures/Table Tents	7,077.33	7,077.33	0.00	Posted
03/21/19	53757	Verizon Business - 15043	Transit Store MPLS	4,487.57	4,487.57	0.00	Posted
03/21/19	53758	Virgilio Victorio	Reimbursement Serenic Navigator Conference	852.97	852.97	0.00	Posted
03/21/19	53759	W.M. Klorman Construction Corp.	1/31/19 Covina Park & Ride Design-Build Phase 2	688,179.05	688,179.05	0.00	Posted
03/21/19	53760	Walnut Unified School District	Walnut High School Baseball	1,000.00	1,000.00	0.00	Posted
03/21/19	53761	Walnut Valley Water District	2/19 Industry P&R Landscape Water	51.57	51.57	0.00	Posted
03/21/19	53762	Yoko Igawa	Reimbursement Travel/Meeting Reimbursement	185.79	185.79	0.00	Posted
03/21/19	53763	Zoom Video Communications Inc.	Annual renewal 1/30/19-1/29/2020	7,794.80	7,794.80	0.00	Posted
03/27/19	E01113	Bankcard Center-Bank of the West	2/19 Agency credit cards usage	34,209.06	0.00	0.00	Posted
03/27/19	E01114	International City Management Assoc. Retirement Co	Payroll ending 3/23/19 retirement funds	42,676.65	0.00	0.00	Posted
03/28/19	53764	Ardent Technologies, Inc	1/1/19-2/28/19 Website Maintenance	1,296.25	1,296.25	0.00	Posted
03/28/19	53765	AT and T - 5025	El Monte Phone line general	1,748.29	1,748.29	0.00	Posted
03/28/19	53766	BroadLux Inc.	Support and fuel service	4,348.20	4,348.20	0.00	Posted
03/28/19	53767	CA Newspaper Service Bureau	IFB 19-047 Notice IVDB	480.86	480.86	0.00	Posted
03/28/19	53768	California Deposition Reporters	IFB 19-047 Pre-Bid Transcript	1,774.60	1,774.60	0.00	Posted
03/28/19	53769	CDW Government Inc.	Monitor for Felicia	534.89	534.89	0.00	Posted
03/28/19	53770	Chamber of Commerce - Arcadia	Membership Dues	310.00	310.00	0.00	Posted
03/28/19	53771	Charter Communications Inc.	Cable TV admin building	171.36	171.36	0.00	Posted
03/28/19	53772	Clean Energy	01/19 Pomona CNG Takeover Not Alt Fuel	584,536.76	584,536.76	0.00	Posted
03/28/19	53773	D.M.V. - Special Processing Unit	Doran"s vehicle -clean air decal duplicates	22.00	22.00	0.00	Posted
03/28/19	53774	Donald Luey	Reimbursed Expense 11/27-12/12/18	20.00	20.00	0.00	Posted
03/28/19	53775	Empire Transportation Inc	02/19 Dial A Ride	30,151.45	30,151.45	0.00	Posted
03/28/19	53776	Frontier	Arcadia computer line	200.19	200.19	0.00	Posted
03/28/19	53777	GIRO Inc.	HASTUS Maintenance & Support	209,800.00	209,800.00	0.00	Posted
03/28/19	53778	HD Supply Facilities Maintenance	Undercabinet Fixture	260.83	260.83	0.00	Posted
03/28/19	53779	Hendy Satya	Reimbursement 2/5-2/28/19	499.70	499.70	0.00	Posted

Check		Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry
Date	Check No.						Status
03/28/19	53780	Industry Public Utility Commission	3/19 Industry P&R Electricity	1,104.52	1,104.52	0.00	Posted
03/28/19	53781	Katherine E. Gagnon	Reimbursed expense 1/19-3/20/19	77.44	77.44	0.00	Posted
03/28/19	53782	Lazar and Associates	02/19 Translating services	200.10	200.10	0.00	Posted
03/28/19	53783	Meltwater News US, Inc.	Social Media 1/25/19 - 2/24/21	36,799.92	36,799.92	0.00	Posted
03/28/19	53784	Metrolink	02/19 Metrolink Passes	38,246.25	38,246.25	0.00	Posted
03/28/19	53785	Moore and Associates Inc.	Coach Operator Performance Audits Q15	9,558.62	9,558.62	0.00	Posted
03/28/19	53786	Proterra Inc	F-2802 35' Catalyst Electric Bus - City of Duarte	2,195,723.34	2,195,723.34	0.00	Posted
03/28/19	53787	Rodger's Food Service		722.70	0.00	722.70	Financially Voided
03/28/19	53788	San Gabriel Valley Newspaper	Annual Subscription	656.92	656.92	0.00	Posted
03/28/19	53789	Steven Leonard Gandara	Reimbursable Expenses - Estimating Seminar	33.00	33.00	0.00	Posted
03/28/19	53790	Thomas J. Koontz	Duarte Transit Bus Stop Closure Signs printing	514.65	514.65	0.00	Posted
03/28/19	53791	Transit Information Products	Bus Book 2/10/19 Transit Tube	6,760.04	6,760.04	0.00	Posted
03/28/19	53792	TransitTalent.com LLC	Notice of Intent to Award	115.00	115.00	0.00	Posted
03/28/19	53793	Tri - Signal Integration, Inc.	3/19 Admin Bldg Monthly Fire Pump Test	230.00	230.00	0.00	Posted
03/28/19	53794	Verizon Business - 15043	MPLS POM, ARC, WC, Park & Ride, El Monte, Puente H	20,226.75	20,226.75	0.00	Posted
03/28/19	53795	Vincent Saucedo	Reimbursable Expenses - RS Means Training	416.18	416.18	0.00	Posted
General Checking				15,913,067.30	4,578,742.30	722.70	



April 26, 2019

To: Executive Board

Subject: **April 2019 Legislative Summary**

Recommendations

1. Receive and file the April 2019 Legislative Summary.
2. Adopt a support position on AB 784 and an oppose position on AB 1568.

Analysis

A summary of state and federal legislation and corresponding status is attached. Board members should note that staff recommends a support position on AB 784 (Mullin) and an oppose position on AB 1568 (McCarty).

State Issues:

AB 784 would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation. This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would provide Foothill Transit approximately \$35,000 per bus in state tax savings for this technology.

AB 1568 would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017. Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6. AB 1568 would withhold transportation funding, for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.



The 2019 Annual Report to the Legislature on California Climate Investments Using Cap-and-Trade Auction Proceeds, produced by the California Department of Finance (DOF) and the California Air Resources Board, is now available. The 2019 Annual Report describes the progress of California's climate change investments over time and provides highlights from the past year. It includes estimates of GHG emission reductions and multiple other benefits, such as benefits to disadvantaged communities, low income communities, and low income households, or "priority populations." As described in the report, more than 57 percent of funds implemented to date benefit priority populations. The report and project list provide data as of November 30, 2018.

Federal Issues:

The American Public Transportation Association (APTA) continues to work with key Members of Congress on both an infrastructure investment bill and early reauthorization of the FAST Act. The FY 2019 appropriations for all public transit and transportation programs run out on September 30, and FY 2020 funding levels remain a top priority and will likely set the stage for the next FAST Act. APTA will also continue to advocate strongly for maintaining important policy provisions regarding Capital Investment Grants. Foothill Transit will work closely with APTA and our federal delegation on all of these key legislative and funding issues.

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

2019 Legislation Summary

Current as of 4/16/2019

(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 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	Assembly Committee on Revenue & Taxation	CTA - Support	Support
AB 1568	McCarty	Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.	Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6. This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.	Assembly Committee on Housing & Community Development	CTA - Oppose	Oppose

2019 Legislation Summary

Current as of 4/16/2019

(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
HR 1139	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> • Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers. • De-escalation training for bus drivers. • Modified bus specifications and retrofits to reduce visibility impairments. • Driver assistance technology that reduces accidents. • Installation of bus driver seating to reduce ergonomic injuries. <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>	<p>While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.</p>	Subcommittee on Highways and Transit		<p>Support Position Adopted 3/29/2019</p>



April 26, 2019

To: Executive Board

Subject: **Coach Operator Audit Results**

Recommendation

Receive and file the results of the FY2018-2019 Third Quarter Coach Operator Audits.

Coach operator performance audits were conducted during the period of February 17-20, 2019 to monitor the performance of the on street service delivery provided by Foothill Transit's operations contractors. These performance checks evaluate fare collection, customer relations, and safety. The performance checks are conducted by Moore & Associates, Inc., a firm the agency contracted with to provide these services. Moore & Associates is a full-service professional public transit consulting firm.

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

The chart below summarizes the results of the February 2019 audits for each operating facility.

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

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



SUMMARY FOR TRANSDEV - ARCADIA

	JUL 2018	AVERAGE VIOLATIONS PER TRIP	DEC 2018	AVERAGE VIOLATIONS PER TRIP	FEB 2019	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	119	N/A	121	N/A	112	N/A
FARE VIOLATIONS	14	0.1	19	0.2	24	0.2
CUSTOMER RELATIONS VIOLATIONS	109	0.9	70	0.6	84	0.8
SAFETY VIOLATIONS	18	0.2	15	0.1	11	0.1
TOTAL VIOLATIONS	141	1.2	104	0.9	119	1.1
TOTAL PERFECT CHECKS	53	N/A	52	N/A	41	N/A

SUMMARY FOR KEOLIS - POMONA

	JUL 2018	AVERAGE VIOLATIONS PER TRIP	DEC 2018	AVERAGE VIOLATIONS PER TRIP	FEB 2019	AVERAGE VIOLATIONS PER TRIP
TOTAL AUDITS CONDUCTED	68	N/A	74	N/A	84	N/A
FARE VIOLATIONS	11	0.2	9	0.1	7	0.1
CUSTOMER RELATIONS VIOLATIONS	62	0.9	57	0.8	79	0.9
SAFETY VIOLATIONS	8	0.1	2	0.0	8	0.1
TOTAL VIOLATIONS	81	1.2	68	0.9	94	1.1
TOTAL PERFECT CHECKS	23	N/A	30	N/A	25	N/A

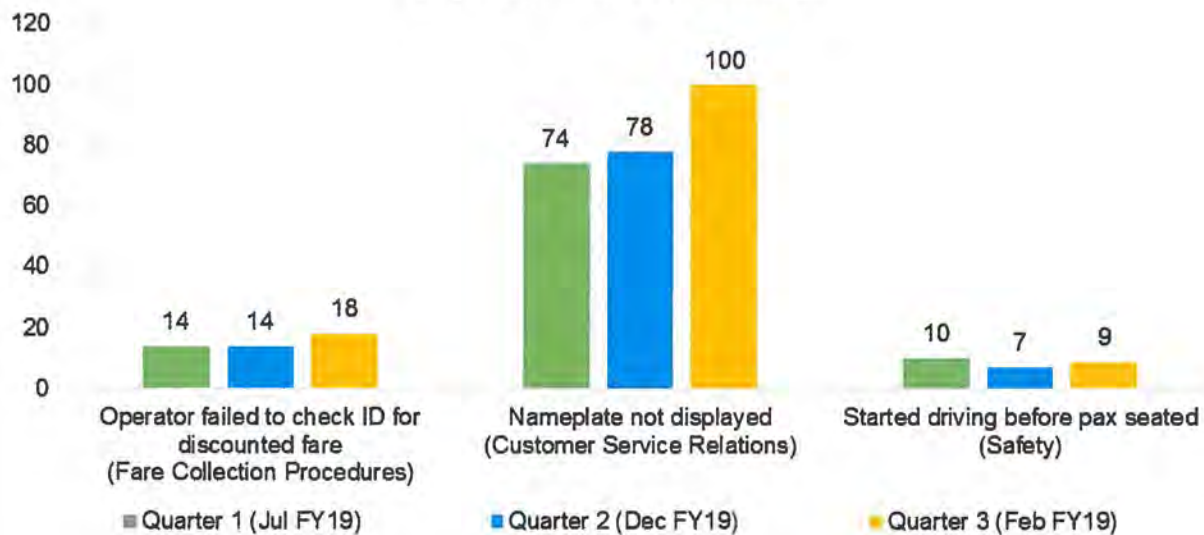


Results

Operators with no noted violations are awarded a certificate and "Perfect Check" pin, which can be worn as part of their uniform. In the Quarter Three audit, a total of 66 coach operators had perfect checks.

The audit results show a 24 percent increase in total violations from the Second Quarter (December 2018) for both facilities, which can be attributed to a increase in Customer Relations Violations. In the same period, Fare Violations increased slightly due to an increase in failure to check identification for discounted fares. In comparison to the Second Quarter of the fiscal year there was a 26 percent decrease overall in Safety Violations for the Arcadia facility. The majority of the violations in the Third Quarter for the service characteristics observed fell within the following areas:

Top Violations by Quarter



As the above chart demonstrates, there has been an increase in nameplate violations. Additionally, auditors observed on-time performance during each observed trip. For the trips observed this audit period, 80 percent were reported as being on-time, which is slightly lower from the previous quarter.

While the primary focus of the Coach Operator Audits is on Fare, Safety, and Customer Service violations, staff have modified the audit process to include an Americans with Disabilities (ADA) challenge. The challenge for this audit



period required the mystery riders to make a request for the ramp to be lowered. Out of the 148 requests made, 100 percent of the operators complied.

The Coach Operator Audits provide Foothill Transit with the ability to monitor and evaluate the performance of operators delivering service. In an effort to maintain quality, Foothill Transit's management team reviews the results regularly with the Assistant General Managers and Operations Managers of both operating facilities to receive insight as well as to formulate action plans to address the areas that require attention.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya M. Pina" followed by a stylized flourish.

Tanya M. Pina
Operations Contract Manager

A handwritten signature in blue ink, appearing to read "Doran J. Barnes" with a large, stylized initial "D".

Doran J. Barnes
Executive Director



April 26, 2019

To: Executive Board

Subject: **Contract Amendment - Architectural and Engineering Design for the Mt. San Antonio Transit Center**

Recommendation

Authorize the Executive Director to execute Amendment No. 1 to Contract No. 18-017 with Psomas in the amount of \$176,709 for additional design services for the Mt. San Antonio College Transit Center.

Analysis

At the August 2017 Executive Board Meeting, the Executive Board authorized the Executive Director to enter into a contract with Psomas to provide consulting services to Foothill Transit for the design of a transit center on the Mt. San Antonio College (Mt. SAC) campus. The scope of work included A&E design services in preparation of conceptual designs to support the development of environmental clearance documents for the proposed 10-bay transit center; preparation of detail design, construction documents, and technical specifications; and provision of construction administration services during construction of the project. The original scope of services for this contract did not anticipate coordination and design efforts needed for the new Parking Structure S and overhead pedestrian bridge (both to be designed and constructed by Mt. SAC) to connect with the future transit center.

In February 2018, the conceptual design phase of the project commenced with participation from Mt. SAC, Foothill Transit, and the Psomas design team. Over the subsequent months, a series of steering committee meetings were organized by Mt. SAC to engage various project stakeholders, including various Mt. SAC departments, on a variety of design elements related to the future transit center including architecture, landscaping, security, utilities, bus stop shelter designs and coordination with a future pedestrian bridge and parking structure.

While the design development process required many lengthy meetings with various Mt. SAC stakeholders, the team came away with valuable input to advance early conceptual designs to a more detailed design. These additional



meetings were required by the College to ensure continued stakeholder support of the project. In September 2018, 60 percent level detail design drawings were completed. Additional design review meetings were held with project stakeholders to gather any further comments on the design progress. As of December 2018, 90 percent level designs were completed and reviewed by Foothill Transit and Mt. SAC.

In a letter dated March 5, 2019, Psomas submitted a formal request to Foothill Transit for additional services stemming from the steering committee meetings, design review meetings and additional scope directives.

Summary of additional services:

- Participation in alternatives analysis with Mt. SAC and the pedestrian bridge design team to evaluate preferred pedestrian bridge locations and coordination with transit center elements and overall design
- Additional hours for the new intersection of the transit center and Parking Structure S. The base contract assumed a T-intersection but a four-way intersection with signal lights is being proposed
- Additional hours for project management due to additional coordination efforts with Mt. SAC and its stakeholders
- Additional meetings required for stakeholder engagement and pedestrian bridge coordination
- Additional efforts required to address City of Walnut plan-check reviews for on-site development
- Design to relocate the driver restroom building from its current location on 90 percent designs at the request of Mt. SAC
- Circulation study to present alternative solutions for possible parking locations and access routes to the pool as current access is impacted by the transit center development
- Study existing conditions of Lot D-2 and possible re-striping and widening of the driveway access to improve circulation. Lot D-2 is impacted by the transit center development



- Design for a new traffic barrier to preclude vehicular traffic from an adjacent roadway into the transit center. The closure is designed as an enhanced pedestrian throughway
- Design to lower the grade of the north end of the transit center to accommodate the overhead pedestrian bridge. Design impacts include a retaining wall at the north end and additional storm drain infrastructure
- Design of a new storm drain pipe from the transit center site to a connection point west of the site to comply with LA County and City of Walnut requirements

Foothill Transit has reviewed the proposal submitted by Psomas for additional services. Discussions were held with Psomas and additional information was requested to substantiate their request. Based on staff review of the original request, discussions with Psomas and the College, and review of the supplemental back-up information, staff concludes that the additional design efforts were outside of the base scope of work and were necessary to advance designs for the transit center. In addition, proposed design work to relocate the driver restroom, lower the north end and design a new storm drain to the west are needed to complete the design of the transit center project.

Pending approval by the Executive Board, Psomas will advance current 90 percent design plans to completion by June. At which time, 100 percent design plans will be submitted to Division of State Architects, City of Walnut and Los Angeles County Fire Department for Plan Check review and approval.



Budget Impact

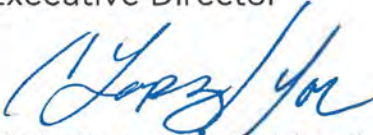
Foothill Transit's current Business Plan includes funding for the Mt. SAC Transit Center.

Sincerely,


Sharlane R. Bailey
Director of Facilities


Christopher Pieper
Director of Procurement


Doran J. Barnes
Executive Director


Michelle Lopes Caldwell
Director of Finance and
Treasurer



April 26, 2019

To: Executive Board

Subject: **Contract Award - Administrative Office Restroom Compliance Modernization**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 19-074 with Caltec Corp. in the amount of \$1,086,520 for construction related to the administrative office restrooms compliance modernization project.

Analysis

On April 13, 2018, the Executive Board authorized the issuance of invitation for bids for construction services related to renovation of the administrative office restrooms on floors 3rd, 4th, 5th and 6th. During the 2006 remodel, minimal improvements were made to the existing restrooms in comparison to the major renovations performed at all the other offices and conference rooms. The proposed project will reconfigure the existing restroom facilities from multi-stall restrooms to four single-occupancy gender-neutral restrooms per floor. The new single-occupancy restrooms will provide additional privacy and comfort for all employees.

The project was previously issued two separate times for bid solicitations in April and June 2018. In both cases, no bids were received. After conducting a vendor interest check, contractors requested additional time to submit bids as well as flexibility in regards to hours of work. In March 2019, taking into consideration the feedback received from potential bidders, an invitation for bids was reissued. The solicitation was issued to vendors using the agency's E-Procurement platform, PlanetBids. An additional 250 vendors were contacted using the Bid Broadcast feature, which notifies a set maximum amount of vendors registered with other local agencies based on the commodity codes selected. The solicitation notice was also published locally in the San Gabriel Valley Tribune and Inland Valley Daily Bulletin newspapers. On March 20, 2019, a Job Walk and Pre-Bid conference were conducted with potential bidders in attendance.

A total of eight bids were received on April 12, 2019, which are listed in **Attachment A**. Of the bids received, the lowest responsive and responsible bidder was Caltec Corp. Two lower priced bids were found to be either non-



responsive to the requirements of the solicitation and/or not responsible due to negative input from the bidder's provided references.

Caltec Corp is a general contractor with experience working with clients in the public sector such as the University of California-Riverside, the City of Palm Springs, and Mt. San Antonio College. Past projects include interior renovations including restrooms and other general commercial construction.

Some elements of the administrative office restroom remodel include:

- o Redesigned restroom floorplan to include four individual single-occupancy gender neutral restrooms on floors 3, 4, 5 and 6
- o Water-efficient fixtures including toilets and faucets
- o Energy-efficient LED lighting

Budget Impact

The adopted FY2018-2019 Business Plan and Budget includes funding for construction activities related to the renovation of the administrative office restrooms project.

Sincerely,

Vincent Saucedo
Construction Project Manager

Christopher Pieper
Director of Procurement

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and
Treasurer

ATTACHMENT A

IFB No. 19-074 - Restroom Compliance Modernization at Foothill Transit's Administrative Office

Bidder	Westside Builders Corp	GMZ Construction	Caltec Corp	Dorado Design & Construction	IPI Construction	Access Pacific	R Dependable Construction	JM Builders
Total Bid Price	\$832,000.00	\$985,342.00	\$1,086,520.00	\$1,092,869.18	\$1,230,811.00	\$1,275,431.31	\$1,345,200.00	\$1,388,000.00



April 26, 2019

To: Executive Board

Subject: **Sole Source Contract Award - Business Intelligence Software**

Recommendation

Authorize the Executive Director to enter into a sole source agreement with TransTrack in a not to exceed amount of \$239,840.03 over the five-year potential life of the agreement. The contract will have a three-year base term with two one-year options.

Background

TransTrack is a business intelligence system used throughout Foothill Transit that was procured in May 2009. The hosted system takes data from various systems such as the Avail CAD/AVL system, the Navigator Financial System, and the Ron Turley Associates (RTA) fleet maintenance system and stores them in a central data repository to provide reports that are used to track the transit system's performance. TransTrack's Feedback module is used by Foothill Transit staff to record and track customer comments. The system data and reports are used for monthly reporting of key performance indicators including as on-time performance, preventable collisions per 100,000 miles, and customer comments.

Foothill Transit's Procurement Procedures allow a sole-source contract award when there is "unique capability or availability." TransTrack is currently the only vendor that offers a robust customer comment tracking system integrated into a transit focused business intelligence system.

The base contract will include three years of service, training, and interface programming for \$148,781.45. The contract will provide two one-year options \$44,856.44 and \$46,202.14 for years four and five, respectively. The total contract value will be \$239,840.03 if all options are exercised.



Budget Impact

The first year of service and associated programming and training costs in the amount of \$62,950 has been programmed in the Foothill Transit Capital budget, and the remaining years will be programmed in the following years' operating budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joseph Raquel". To the right of the signature, the letters "FOR" are written in blue ink.

Joseph Raquel
Planning Director

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

Doran J. Barnes
Executive Director

A handwritten signature in blue ink, appearing to read "Chris Pieper".

Christopher Pieper
Director of Procurement

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

Michelle Lopes Caldwell
Director of Finance and
Treasurer



April 26, 2019

To: Executive Board

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

Recommendation

Recommend that the Governing Board authorize the Executive Director to seek public input and conduct a public hearing regarding the proposed changes to Express Service Routing.

Analysis

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

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

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



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

Ridership

Line	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	March-19
493	14,087	11,736	10,617	12,706	12,236	13,012
495	10,115	8,128	7,364	8,923	7,608	8,206
497	8,911	7,136	6,599	8,372	7,146	7,647
498	17,213	14,197	12,666	15,172	14,041	15,539
499	11,862	10,929	8,747	10,962	9,706	10,674
699	24,367	20,898	17,914	20,969	18,027	19,460

Boardings per Vehicle Service Hour

Line	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	March-19
493	11.33	10.34	9.82	10.69	11.91	11.46
495	13.82	12.16	11.57	12.74	12.58	12.28
497	8.55	7.50	7.28	8.40	8.30	8.04
498	10.65	9.62	9.02	9.82	10.52	10.53
499	13.07	13.07	10.99	12.53	12.83	12.77
699	10.15	9.53	8.58	9.13	9.09	8.87



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

Express Line 490

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

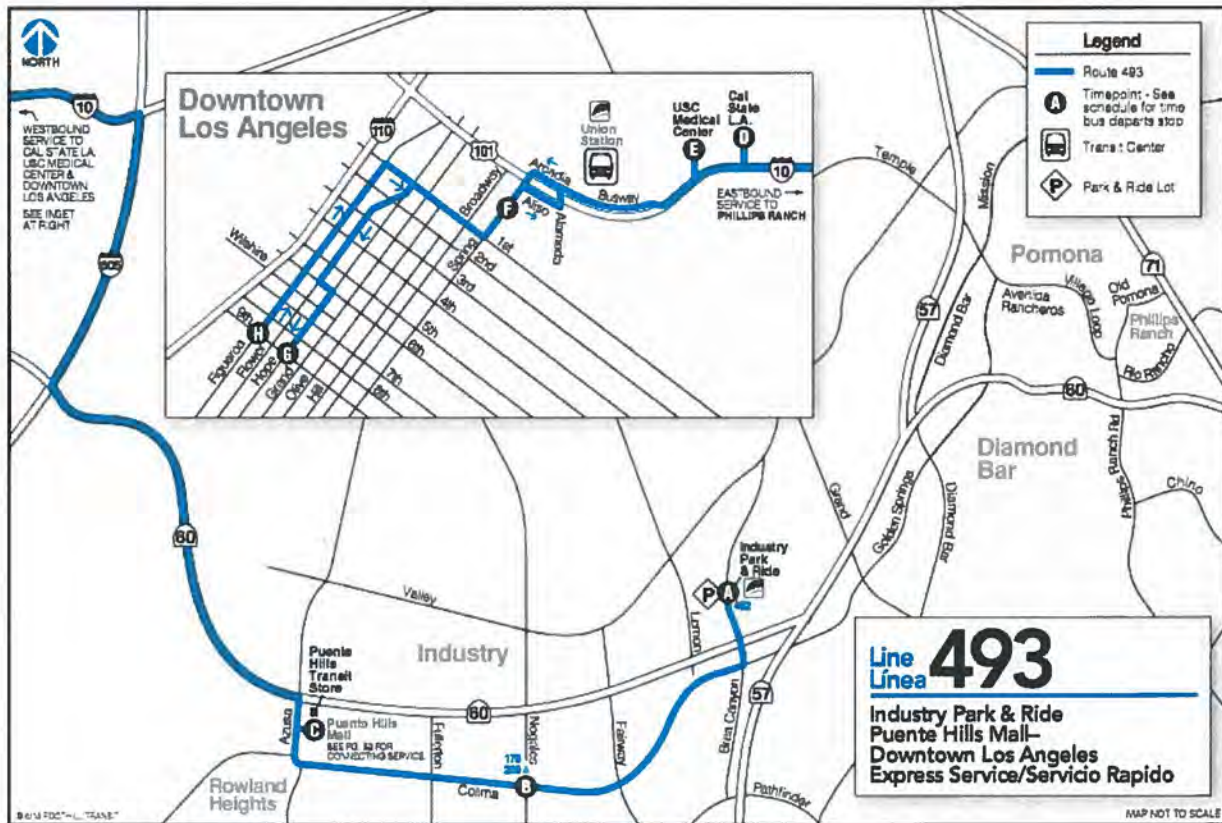
Below is a map of the proposed new express Line 490 with service to Downtown Los Angeles.





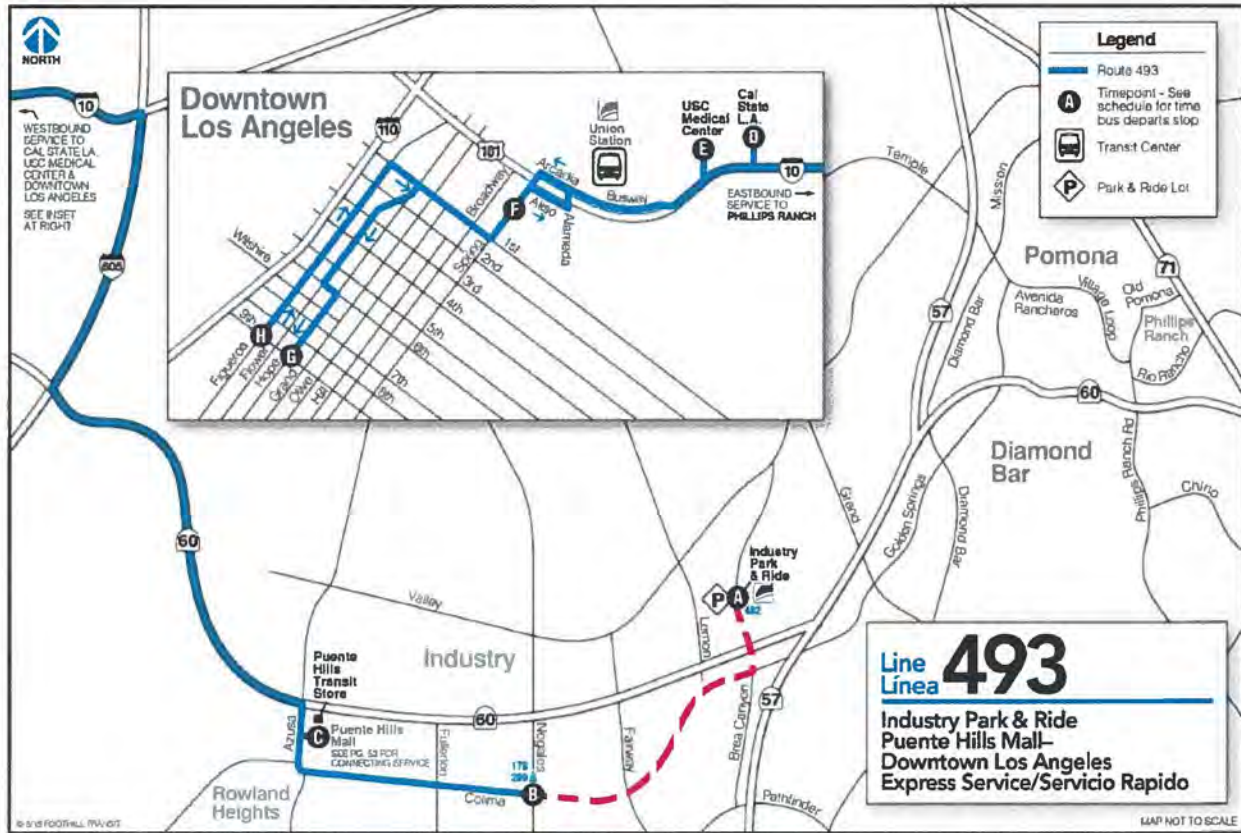
Express Line 493

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





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

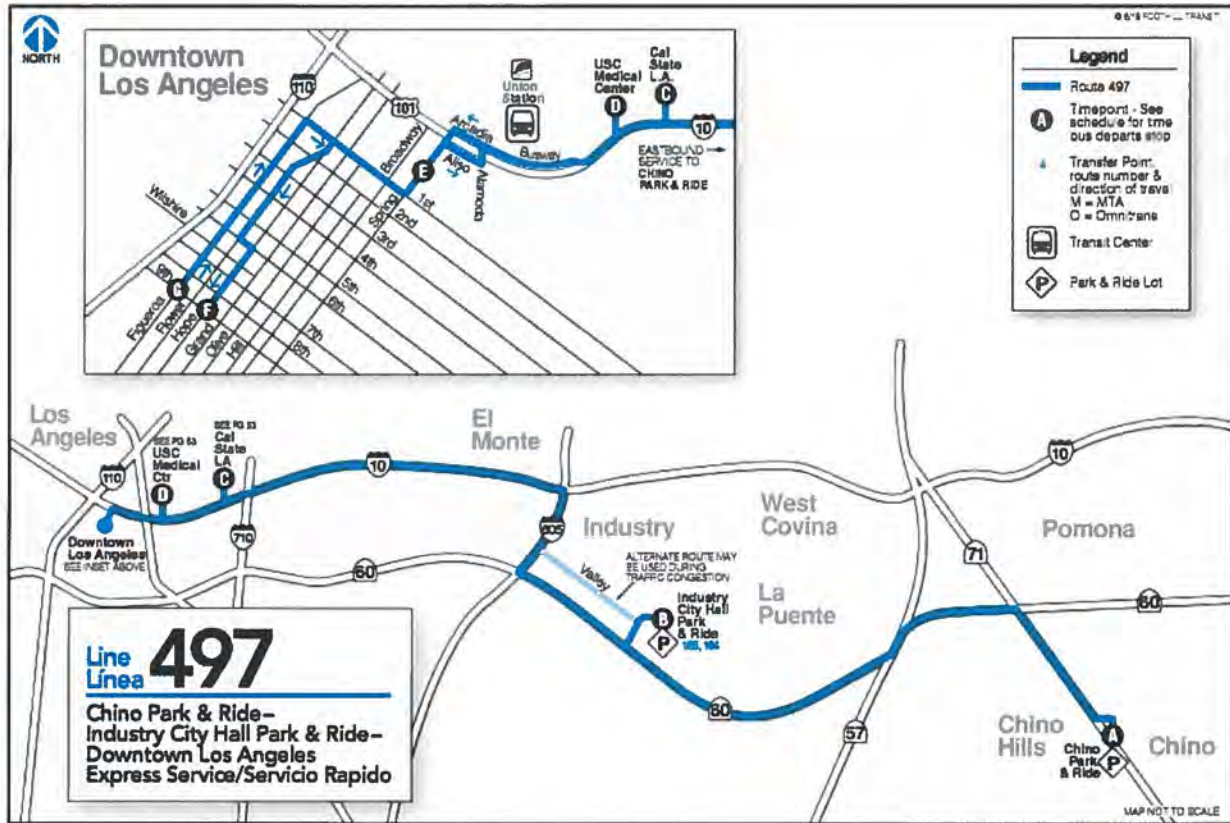


Express Line 497

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



Below is a map of the current Line 497.



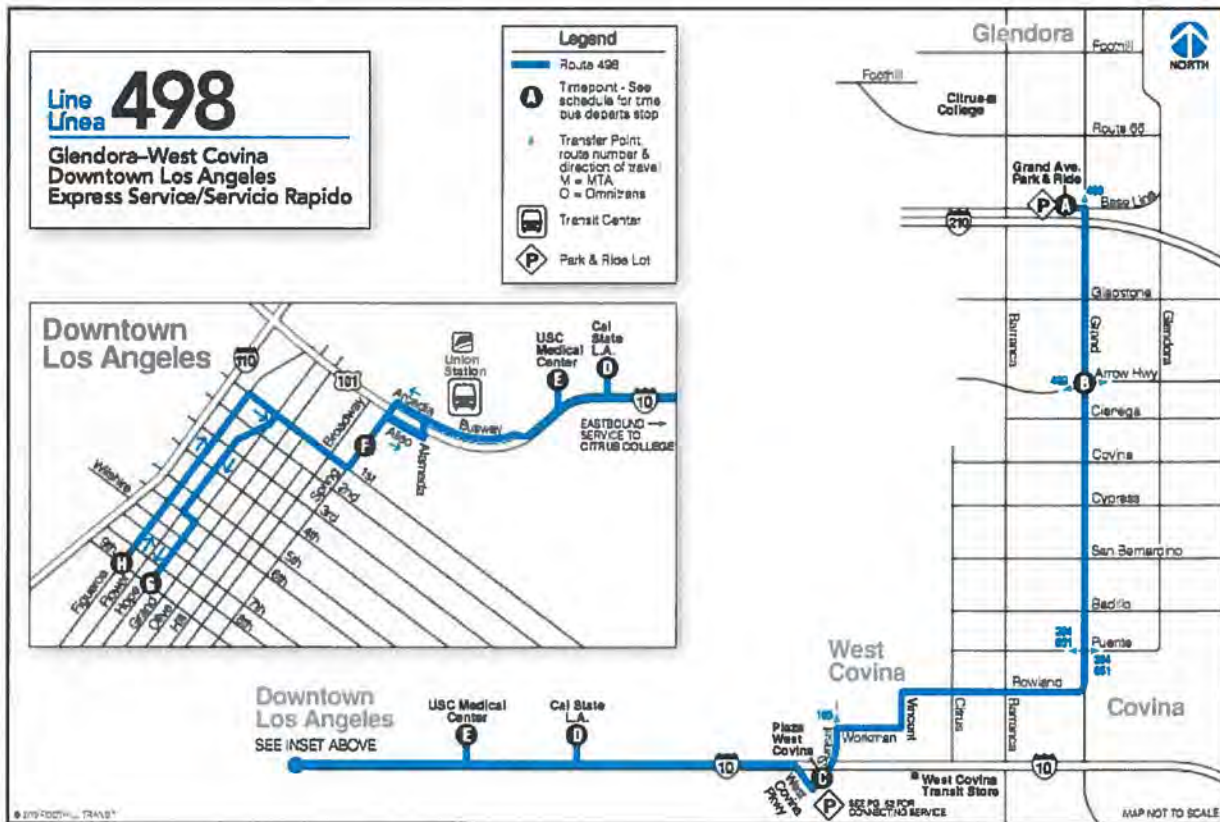
The proposal for Line 497 is to cancel the line and reinvest the savings into other Foothill Transit lines. The projected annual savings of \$1,606,388 can be used to increase frequency on other express lines as well as increase the span of service for express lines based on customer feedback. Specifically,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



Express Line 498

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

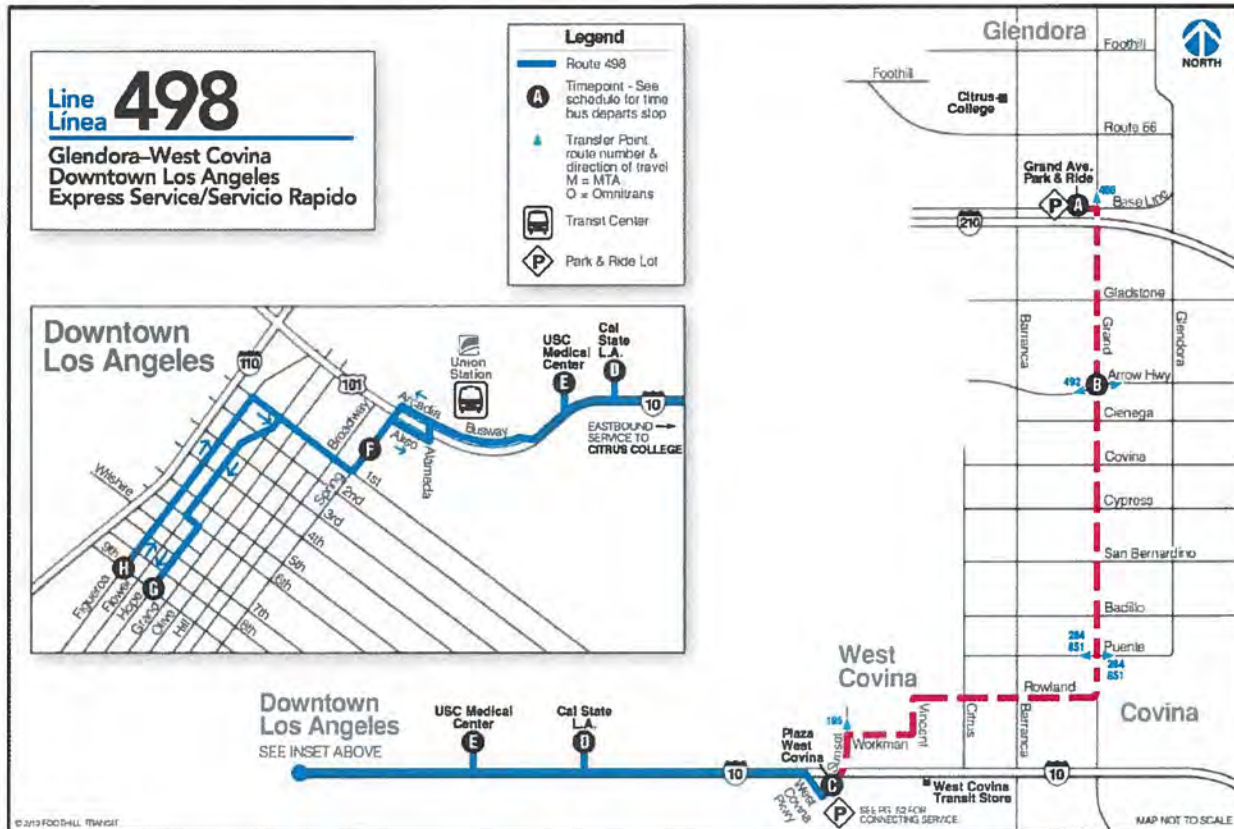
Below is a map of the current Line 498



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

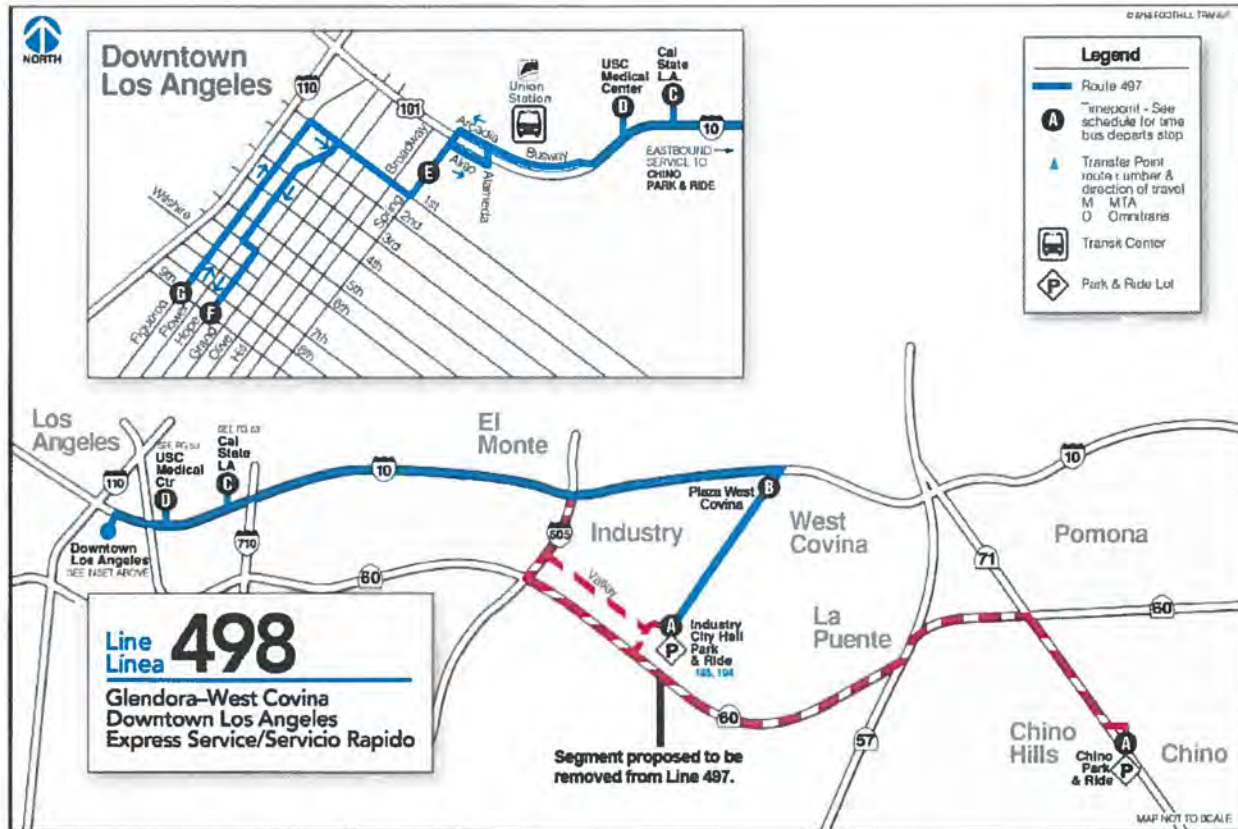


Below is a map of Line 498 that shows the proposed deleted segment along Grand Avenue that is proposed to be serviced by Line 490.





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



Public Outreach and Next Steps

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

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

At the close of the public comment period, staff will analyze the data and present final recommendations to the Executive and Governing Boards for final approval. Implementation of any recommended changes would be scheduled to occur during the winter 2020 schedule change.



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

Title VI Analysis

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

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

Financial Impact

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



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

Sincerely,



Joshua Landis
Planning Manager



Doran J. Barnes
Executive Director



April 26, 2019

To: Executive Board

Subject: **Contract Award – Transit Store Operations & Bus Stop Facility Maintenance Services**

Recommendation

Authorize the Executive Director to negotiate final contract terms and conditions and enter into Contract No. 19-035 with Transdev Services, Inc. for transit store operations and bus stop facility maintenance services. The contract term will consist of four base years and two two-year options. The projected four year base contract cost is \$8.3 million, including startup costs, and the cumulative cost over the potential eight-year life of the contract is projected at \$17.8 million.

Analysis

On December 14, 2018, the Executive Board authorized the issuance of Request for Proposals (RFP) No. 19-035 for transit store operations and bus stop maintenance services. Services include management and operation of Foothill Transit's four Transit Stores, staffing of Foothill Transit's decentralized call center, armor and merchant services, installation and maintenance of bus stop signage, and regular cleaning of transit centers served by Foothill Transit. The RFP was issued to vendors using the agency's e-procurement platform, PlanetBids. An additional 250 vendors were notified using the Bid Broadcast feature which notifies vendors registered on PlanetBids with other local agencies based on the commodity codes selected.

Two proposals were received in response to the RFP that was issued on January 14, 2019. Each firm's Pre-qualification Submittal was evaluated by Foothill Transit's Procurement staff and Special Legal Counsel. Pre-qualification Submittals consisted of a submittal letter, evidence of good standing and authorized execution, certifications, performance bond and insurance, and exceptions taken to the draft contract. The pre-qualification review also examined the Proposer's Technical and Price Proposal to determine compliance with the requirements of the RFP.

Both proposers satisfied the pre-qualification criteria and were recommended for passage into the evaluation phase. Subsequently, an evaluation committee, consisting of five members of Foothill Transit's administrative



team, reviewed each qualified firm's Technical Proposal. The following technical factors comprised 75 percent of the total score:

- Work Plan, Management Approach and Strategy (25 percent)
- Corporate Experience and Past Performance (20 percent)
- Key Personnel, Plans and Organizational Relationships (30 points)

Price was weighted at 25 percent of the total score and was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 25 \text{ Points}$$

Each Proposer's overall pricing was determined primarily by proposed fixed and/or variable costs for labor salaries and wages, payroll taxes and fringe benefits, and subcontracted labor and supplies for each base year and option year. In addition, each firm proposed their startup costs and separate costs which were factored into their overall pricing.

Overall scores resulting from initial evaluations of the qualified proposers' Technical and Price Proposals ranged from 80.01 to 88.71 points out of a possible 100 points. A summary of the initial scores and ranking is provided in **Attachment A**. The evaluation committee determined that both proposers were within a competitive range. Interviews and discussions with these two firms were conducted on March 22, 2019. Each firm was then asked to submit a Best and Final Offer (BAFO) that included changes to their final pricing and technical proposals. Each of the proposals underwent a final evaluation taking into consideration information gleaned from the interview process, responses to questions asked in the written BAFO request, and each firm's BAFO reduction in pricing.

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Both proposer's price proposals were determined to be reasonable.

Transdev Services Inc. was ranked highest with a final overall score of 89.28 points out of a possible 100 points. A summary of the final scores and ranking is also provided in **Attachment A**. Among Transdev Services, Inc. notable proposal elements are an innovative approach to auditing and improving the customer service experience, experience providing similar contract services,



including operating 14 call centers throughout the U.S., an extremely experienced local and corporate management team, a comprehensive training program, and an effective staffing plan. A commitment to ongoing recruitment, training and development, and corporate support were also proposed. Transdev Services, Inc. has provided transit store operations and facility maintenance services to Foothill Transit for more than 30 years.

Subject to Executive Board authorization of contract award, the start-up date for services under the contract is July 1, 2019.

Budget Impact

Funding for this project will be included in Foothill Transit's proposed FY19-20 Business Plan and Budget.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer

ATTACHMENT A

RFP No. 19-035 - Transit Store Operations and Bus Stop Facility Maintenance Services

Initial Evaluation Score Summary

Evaluation Factors	Maximum Score	Proposer	
		First Transit	Transdev
1. Work Plan, Management Approach and Strategy	25	17.25	21.10
2. Corporate Experience and Past Performance	20	17.80	16.60
3. Key Personnel, Staffing Plan and Organizational Relationships	30	19.96	26.40
<i>Technical Score</i>	<i>75</i>	<i>55.01</i>	<i>64.10</i>
Overall Price		\$ 17,876,890.00	\$ 18,156,608.00
<i>Price Score</i>	<i>25</i>	<i>25.00</i>	<i>24.61</i>
Overall Score	100	80.01	88.71
Rank		2	1

Final Evaluation Score Summary

Evaluation Factors	Maximum Score	Proposer	
		First Transit	Transdev
1. Work Plan, Management Approach and Strategy	25	17.75	21.25
2. Corporate Experience and Past Performance	20	15.48	16.72
3. Key Personnel, Staffing Plan and Organizational Relationships	30	22.14	26.52
<i>Technical Score</i>	<i>75</i>	<i>55.37</i>	<i>64.49</i>
Price		\$ 17,734,229.53	\$ 17,884,272.50
<i>Price Score</i>	<i>25</i>	<i>25.00</i>	<i>24.79</i>
Overall Score	100	80.37	89.28
Rank		2	1



April 26, 2019

To: Executive Board

Subject: **Option Exercise – Arcadia Operations and Maintenance Agreement No. 16-021**

Recommendation

Authorize the Executive Director to exercise the four-year option on agreement No. 16-021 with Transdev Services, Inc. for transit services operated out of Foothill Transit's Arcadia facility.

Background

Transdev has provided transit services at Foothill Transit's operations and maintenance facility in Arcadia since October 2014. Our current agreement with Transdev took effect on July 1, 2016 with a base term of four years. That base term will expire on June 30, 2020, and there is one four-year option available. In the years since Transdev has managed the operation and maintenance of the service that is provided from Foothill Transit's Arcadia location, they have also accomplished several projects including:

- providing expanded service through the agency's assumption of routes 190/194/270, formerly operated by LA Metro;
- operating DuartEbus service;
- completing bus rehabilitation and repowering projects of 60 buses;
- providing support for Foothill Transit's technology projects including Computer Aided Dispatch/ Automatic Vehicle Location system replacement;
- incorporating electric vehicle technology into the Arcadia fleet; and
- training and supporting the local maintenance team leading to winning the American Public Transportation Associations (APTA) International Bus Roadeo Maintenance Competition

The recommendation to exercise the available four-year option is based on Transdev's performance to date and working toward continues improvement in all areas. Transdev continues to provide service that complies with the terms of our operations and maintenance agreement and, in fact, has improved the quality of their service delivery performance over time.



At the 2018 APTA Bus Rodeo Maintenance competition, the Transdev maintenance team earned Foothill Transit first place, a first in the history of our organization. Transdev is also a strong and reliable partner in the provision of Foothill Transit Special Service, in particular with service to the Rose Bowl each year.

Budget Impact

The annual value of the Arcadia Operations and Maintenance contract is approximately \$37.1 million and the agreement incorporates an average annual cost increase of three percent as agreed upon when the contract was negotiated and awarded in 2016. Funds for maintenance and operations are programmed annually into Foothill Transit's Budget and Business Plan.

Sincerely,

LaShawn King Gillespie
Director of Customer Service and Operations

Doran J. Barnes
Executive Director

Christopher Pieper
Director of Procurement

Michelle Lopes Caldwell
Director of Finance and
Treasurer



April 26, 2019

To: Executive Board

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

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2019-2020 to the Foothill Transit Governing Board.

Analysis

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

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

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

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

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



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

Covina Transit Center and Park & Ride Development

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

ExpressLanes Operations

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

Fare Restructuring Implementation - Phase II

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



Fare Technology

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

Fleet Electrification

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

Mobility as a Service (MaaS)

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



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

Mt. SAC Transit Center

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

Website Redesign

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

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

Capital Program

The Foothill Transit Financial Stability Policy adopted by the Board in 2016 requires the capital program budget be integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction, and other capital improvements such as information technology improvements. The Board approves a capital project as part of the annual budget adoption; it authorizes the schedule and total expenditures over the life of the project. Newly proposed capital projects for FY2019-2020 total \$7.0 million.



Revenues

Incorporating a combination of new revenues, approved grant awards, and prior year transit funds, the revenues proposed in this budget are sufficient to achieve the goals and objectives identified in the Business Plan. Revenue projections are based upon the draft annual "funding marks" developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2019-2020.

Subsequent to the Governing Board's adoption of the Foothill Transit 2019-2020 Business Plan and Budget, the Foothill Transit Ten-Year Financial Outlook will be updated using the Governor of California's May Revise to the State Budget, final formula allocation procedure (FAP) funding marks received from Los Angeles County Metropolitan Transportation Authority (Metro), and available local and statewide economic forecasts. It is anticipated that this document will be presented to the Board as an information item in January 2020.

Financial Impact

Foothill Transit's proposed 2019-2020 budget is balanced between revenues and expenses with an estimated \$104.7 million operating budget and a \$76.7 million capital budget, for a total budget of \$181.4 million. The Fiscal Year 2019-2020 Business Plan and Budget targets a farebox recovery ratio of 16.5 percent.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachments



Foothill Transit

FY2019-2020 BUSINESS PLAN AND BUDGET DRAFT





Foothill Transit
Going Good Places

FOOTHILL TRANSIT LEADERSHIP

GOVERNING BOARD

CLUSTER 1

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Mayor Pro Tem Corey Calaycay
Alternate: Councilmember Ed Reece

La Verne

Councilmember Charles A. Rosales
Alternate: Councilmember Tim Hepburn

Pomona

Councilmember Robert S. Torres
Alternate: Mayor Tim Sandoval

San Dimas

Councilmember Emmett Badar
Alternate: Councilmember John Ebner

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Mayor Carol Herrera
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Industry

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La Puente

Mayor Valerie Muñoz
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Councilmember Hector Delgado
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Azusa

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Baldwin Park

Councilmember Ricardo Pacheco
Alternate: VACANT

Covina

Councilmember Jorge A. Marquez
Alternate: Mayor John C. King

Glendora

Councilmember Gary Boyer
Alternate: Mayor Pro Tem Michael Allawos

Irwindale

Mayor Albert Ambriz
Alternate: Mayor Pro Tem Larry Burrola

West Covina

Mayor Pro Tem Tony Wu
Alternate: Councilmember Dario Castellanos

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(Representing Supervisor Janice Hahn)

Cynthia Sternquist
(Representing Supervisor Kathryn Barger)

Sam Pedroza
(Representing Supervisor Hilda Solis)

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Alternate: Councilmember Tom Beck

Bradbury

Mayor Richard G. Barakat
Alternate: Councilmember D. Montgomery Lewis

Duarte

Mayor Tzeitel Paras-Caracci
Alternate: Councilmember Jocelyn Nuñez

Monrovia

Mayor Pro Tem Becky Shevlin
Alternate: VACANT

Pasadena

Councilmember Margaret McAustin
Alternate: Mayor Terry Tornek

Temple City

Mayor Nanette Fish
Alternate: Councilmember William Man

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Corey Calaycay
Cluster 1 - Claremont

VICE CHAIR

Carol Herrera
Cluster 4 - Diamond Bar

BOARD MEMBER

Gary Boyer
Cluster 2 - Glendora

BOARD MEMBER

Richard Barakat
Cluster 3 - Bradbury

BOARD MEMBER

Sam Pedroza
Cluster 5 - County of Los Angeles

EXECUTIVE BOARD ALTERNATES

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Emmett Badar

Cluster 2 - Irwindale

Albert Ambriz

Cluster 3 - Monrovia

Becky Shevlin

Cluster 4 - La Puente

Valerie Muñoz

Cluster 5 - County of Los Angeles

Cynthia Sternquist

SENIOR MANAGEMENT

Executive Director

Doran J. Barnes

Deputy Executive Director

Kevin Parks McDonald

Director of Customer Service and Operations

LaShawn King Gillespie

Director of Maintenance and Vehicle Technology

Roland Cordero

Director of Marketing and Communications

Felicia Friesema

Director of Information Technology

Donald Luey

Director of Procurement

Christopher Pieper

Director of Finance and Treasurer

Michelle Lopes Caldwell

Director of Planning

Joseph Raquel

Director of Facilities

Sharlane Bailey

Director of Government Relations

David Reyno

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EXECUTIVE SUMMARY

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

The total agency-wide budget of \$180.6 million includes operating costs of \$103.9million and a capital program of \$76.7 million. The major elements of the operating budget, purchased transportation, and fuel and electricity, total \$84.3 million, or 82 percent of the total operating budget.

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

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





FOOTHILL TRANSIT MISSION

To be the premier public transit provider committed to:

SAFETY

COURTESY

QUALITY

RESPONSIVENESS

EFFICIENCY

INNOVATION





FOOTHILL TRANSIT VALUES

SAFETY

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

RESULTS

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

INTEGRITY

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

GRATITUDE

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

DIVERSITY

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

TEAM MEMBERS

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

COMMUNICATION

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

SUSTAINABILITY

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

OVERALL SYSTEM PERFORMANCE

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

	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Overall System Performance				
Passenger Boardings	12,543,650	12,622,658	12,042,860	11,505,000
Vehicle Service Hours	862,975	889,757	860,000*	874,826
Fare Revenue	\$ 16,343,392	\$ 16,527,000	\$ 16,295,166	\$ 16,929,000
Transit Operating Expense	\$ 92,223,224	\$ 101,146,740	\$ 98,069,091	\$ 102,894,030

Goal	Indicator	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 Miles	0.85	0.70	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	80.5%	83.0%	73.0%	75.0%
	Average Miles Between Mechanical Service Interruptions	26,860	29,000	23,000	N/A
	Average Miles Between Technical Roadcalls	**	**	11,000	11,250
	Complaints per 100,00 Boardings	24.0	20.0	17.5	20.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.50	14.19	14.00	13.15
	Average Weekday Boardings	42,651	43,000	40,500	38,700
Operate an Efficient Transit System	Farebox Recovery Ratio	17.7%	16.3%	16.6%	16.4%
	Average Cost per Vehicle Service Hour	\$ 106.87	\$ 113.68	\$ 114.03	\$ 117.62

*Reflects Duarte Service for partial year

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

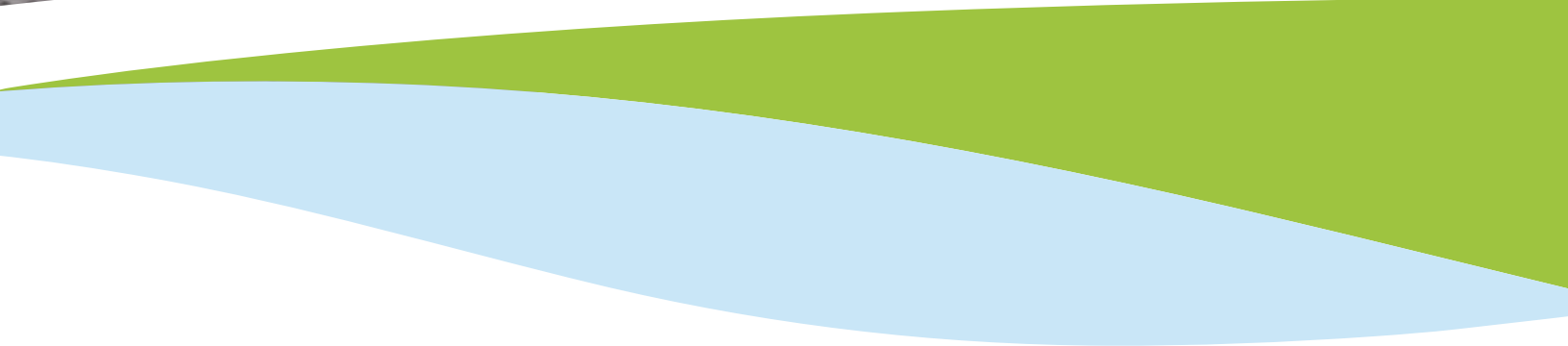
AGENCY INITIATIVES

FY2018-2019 INITIATIVES

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

FY2019-2020 Initiatives

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





02

**AGENCY AND
SERVICE SUMMARY**



AGENCY HISTORY

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

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

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

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

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



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

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

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

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

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

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

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

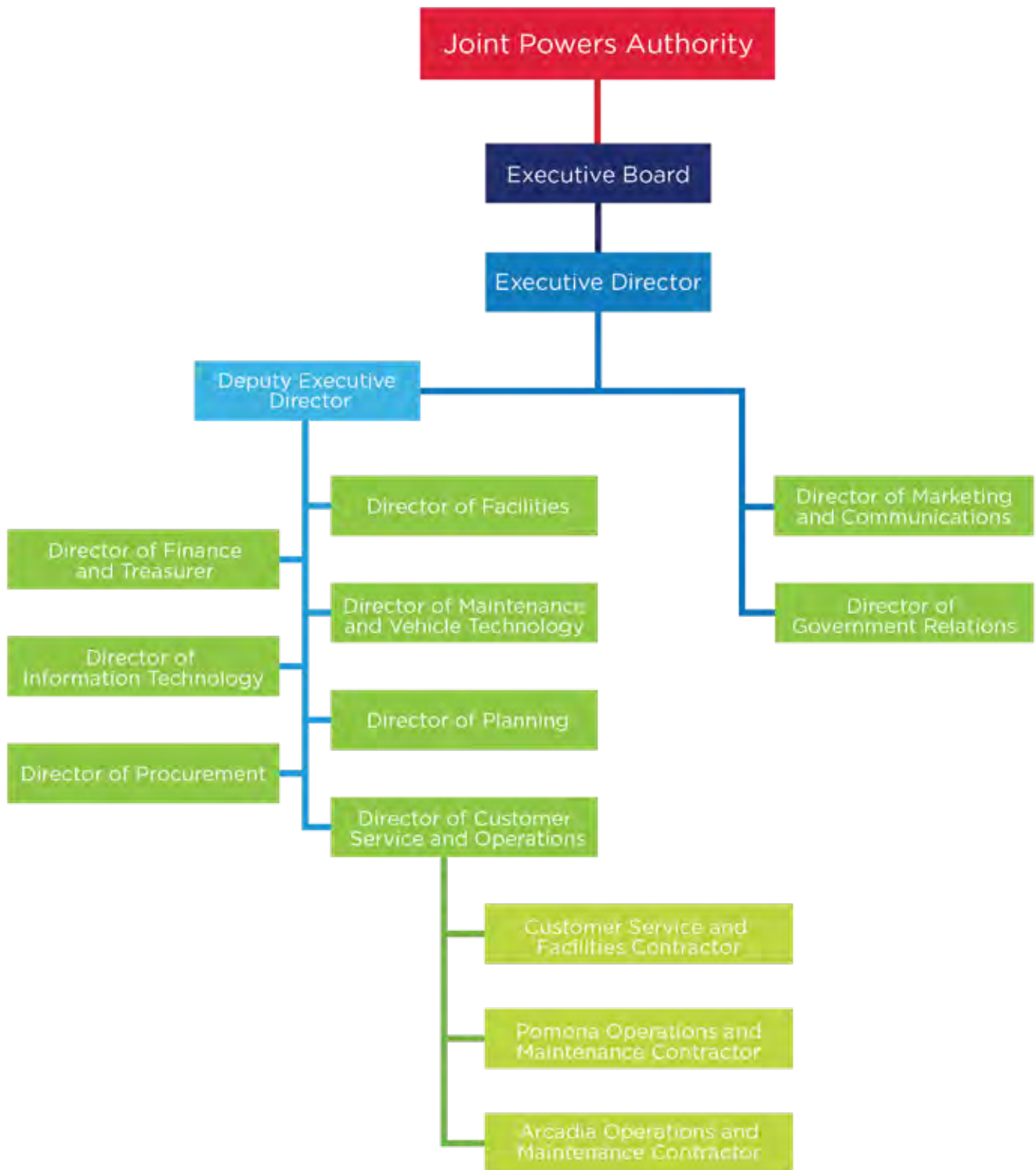


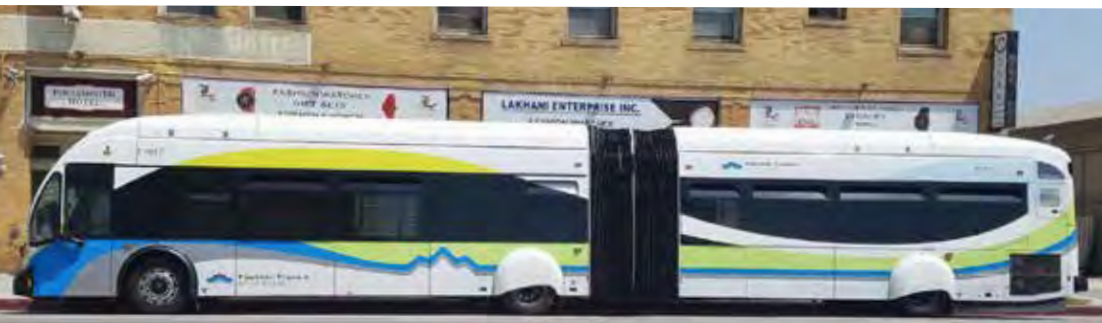
ORGANIZATION STRUCTURE

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

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

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





FOOTHILL TRANSIT FLEET AND FACILITIES

**West Covina
Administrative Office**
100 S. Vincent Ave. Suite 200,
West Covina, CA

**Arcadia Operations
and Maintenance Facility**
5640 Peck Rd.,
Arcadia, CA

**Pomona Operations
and Maintenance Facility**
200 S. East End Ave.,
Pomona, CA

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

SERVICE CHANGES

Proposed For The Next Three Years

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

Reimagining Express Service

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

Line Productivity Improvements

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

Creation of Frequent Transit Network

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

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

Innovative Service Delivery

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

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

Major Corridor Study

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

Bus Signal Priority Expansion

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

Gold Line Extension Phase 2B - Azusa to Montclair

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

MAJOR CAPITAL PROJECTS Proposed For the Next Three Years

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

Bus Replacement

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

Bus Fleet Heavy Maintenance

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

Arcadia Facility Electric Bus Charging Station

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

Facility Rehabilitation, Repair, and Maintenance

Hydraulic In-Ground Lift Decommission

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

Arcadia HVAC and Roof Replacement

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

Downtown Los Angeles Bus Layover Parking

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

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

Covina Transit Center and Park & Ride

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

West Covina Transit Center

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

Mount San Antonio College Transit Center

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

West Covina Bus Shelters at Lakes Drive

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





03

**KEY PERFORMANCE
INDICATORS**

OVERALL SYSTEM STATISTICS

	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Overall System Performance				
Passenger Boardings	12,543,650	12,622,658	12,042,860	11,505,000
Vehicle Service Hours	862,975	889,757	860,000*	874,826
Fare Revenue	\$ 16,343,392	\$ 16,527,000	\$ 16,295,166	\$ 16,929,000
Transit Operating Expense	\$ 92,223,224	\$ 101,146,740	\$ 98,069,091	\$ 102,894,030

* Reflects Duarte Service for partial year

Analysis

Passenger Boardings and Fare Revenue

The passenger boardings for FY2018-2019 are estimated to be slightly less than the previous year as ridership continued to drop region-wide. Although ridership declined, Foothill Transit fare revenues improved in FY2018-2019 primarily due to the fare restructuring which was first implemented in FY2017-2018. The projections for FY2019-2020 are consistent with the trends experienced in FY2018-2019. The second phase of the fare restructuring will increase the price of the base fare and passes. As with any fare change, some ridership loss is expected due to price elasticity. Foothill Transit will continue to participate in the region-wide ridership and service analysis to provide solutions to improve ridership.

Vehicle Service Hours and Operating Expenses

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

GOALS AND PERFORMANCE TARGETS

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

Goal	Indicator	FY2017-2018 Actual	FY2018-2019 Target	FY2018-2019 Estimate	FY2019-2020 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 Miles	0.85	0.70	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	80.5%	83.0%	73.0%	75.0%
	Average Miles Between Mechanical Service Interruptions	26,860	29,000	23,000	N/A
	Average Miles Between Technical Roadcalls	**	**	11,000	11,250
	Complaints per 100,00 Boardings	24.0	20.0	17.5	20.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.50	14.19	14.00	13.15
	Average Weekday Boardings	42,651	43,000	40,500	38,700
Operate an Efficient Transit System	Farebox Recovery Ratio	17.7%	16.3%	16.6%	16.4%
	Average Cost per Vehicle Service Hour	\$ 106.87	\$ 113.68	\$ 114.03	\$ 117.62

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

Analysis

Preventable Collisions per 100,000 Miles

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

GOALS AND PERFORMANCE TARGETS CONTINUED

Schedule Adherence

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

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

Average Miles between Service Interruptions

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

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

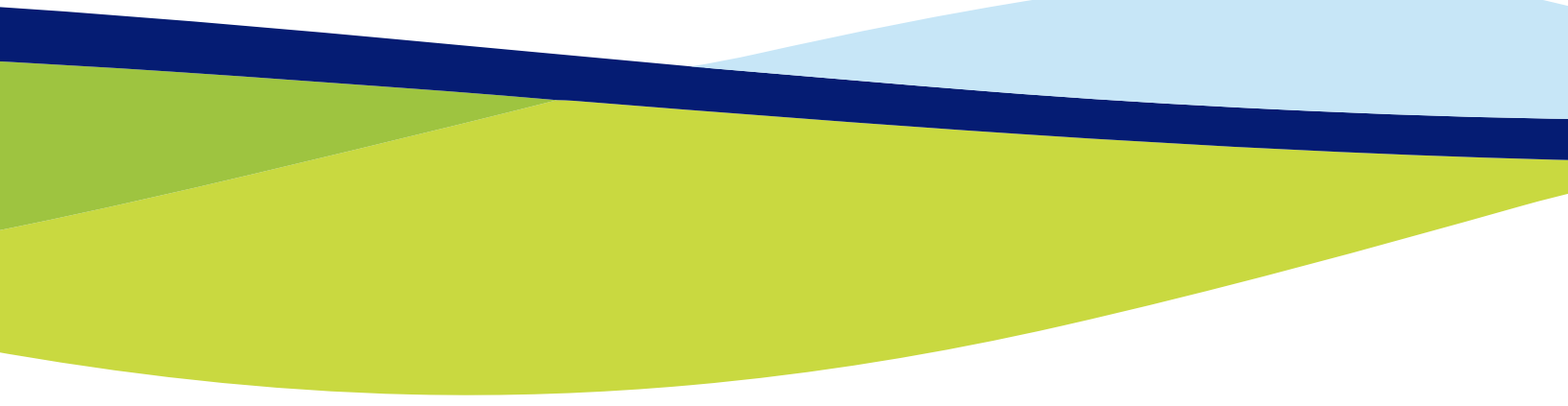
Complaints per 100,000 Boardings

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

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

Boardings per Vehicle Service Hour

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



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

Average Weekday Boardings

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

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

Farebox Recovery Ratio

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

Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is the ratio between overall operating expenses and planned service hours during the year. The target for FY2019-2020 is \$117.62. This is three percent over the current year estimate, resulting from increasing hours and expenses.

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04

AGENCY INITIATIVES

COMPLETED AGENCY INITIATIVES FY2018-2019

DuartEbus

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

CAD/AVL System Replacement

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

AGENCY INITIATIVES FY2019-2020

Covina Transit Center and Park & Ride Development

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

ExpressLanes Operations

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

Fare Restructuring Implementation - Phase II

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

Fare Technology

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

INITIATIVES CONTINUED

Fleet Electrification

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

Mobility as a Service (MAAS)

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

Mt. SAC Transit Center

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

Website Redesign

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

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Foothill Transit



05

FUNDING SOURCES

FUNDING SOURCES

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

Los Angeles County

Proposition A 40% Sales Tax Funds

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

Proposition C 40% Discretionary Sales Tax Funds

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

Proposition C 5% Transit Security

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

Measure R 20% Bus Operations

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

Measure M 20% Bus Operations

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

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program

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

State

Transportation Development Act (TDA) Article 4

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

State Transit Assistance Funds (STA)

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

SB-1 (State of Good Repair Program)

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

Low Carbon Transit Operations Program (LCTOP)

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

Transit and Intercity Rail Capital Program (TIRCP)

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

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

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

Federal

Urban Area Formula Program (Section 5307)

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

FUNDING SOURCES CONTINUED

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

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

State of Good Repair Program (Section 5337)

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

Congestion Mitigation and Air Quality (CMAQ)

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

Non-Subsidy Resources

Auxiliary Revenue

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

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BUDGET SUMMARY

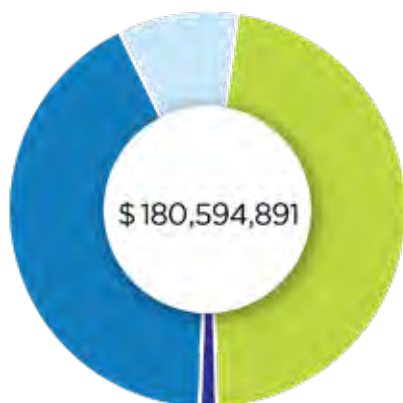
BUDGET REVENUES

Budgeted Revenues	FY2018-2019 Budget	FY2019-2020 Budget
Operating & Other Revenues		
Fare Revenue	\$ 16,527,000	\$ 16,929,000
Operating Subsidies	84,619,740	85,965,030
Property Management Revenue	445,000	355,000
Special Services	1,400,000	600,000
Total Operating & Other Revenue	\$ 102,991,740	\$ 103,849,030
Capital Revenue		
Total Capital Revenue	\$ 71,423,829	\$ 76,745,861
Total Budget Revenue	\$ 174,415,569	\$ 180,594,891

Funding Assumptions

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

FY2019-2020 Budget Revenues



- 9% Fare Revenue
- 48% Operating Subsidies
- 1% Special Service/Property Management
- 42% Capital Revenues

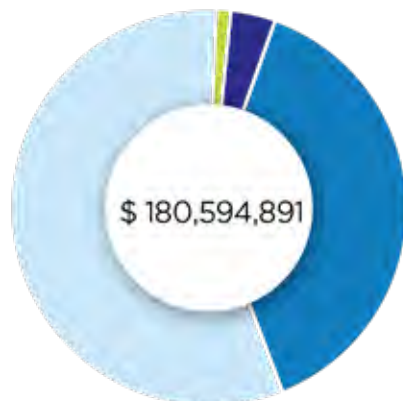
BUDGET EXPENDITURES

Budgeted Expenditures	FY2018-2019 Budget	FY2019-2020 Budget
Operating & Other Expenses		
Transit Operating Expenses	\$ 101,146,740	\$ 102,894,030
Non-Operating Expenses	1,845,000	955,000
Total Operating & Other Expenses	\$ 102,991,740	\$ 103,849,030
Capital Expenditures		
New Capital Programs	\$ 12,554,000	\$ 7,008,000
Existing Capital Programs	58,869,829	69,737,861
Total Capital	\$ 71,423,829	\$ 76,745,861
Total Budget Expenditures	\$ 174,415,569	\$ 180,594,891

Expenditure Assumptions

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

FY2019-2020 Budget Expenditures



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

OPERATING EXPENSES

Summary by Department	FY2018-2019 Budget	FY2019-2020 Budget
Transit Operating Expenses		
Customer Service & Operations	\$ 86,629,410	\$ 87,880,200
Maintenance & Vehicle Technology	867,610	783,210
Marketing & Communications	2,369,600	2,238,710
Information Technology	2,079,270	2,212,140
Administration	3,133,480	3,406,980
Procurement	924,700	884,550
Finance	1,773,290	1,769,180
Planning	1,515,450	1,705,600
Facilities	1,853,930	2,013,460
Total Transit Operating Expenses	\$ 101,146,740	\$ 102,894,030
Non-Transit Operating Expenses		
Property Management	\$ 445,000	\$ 355,000
Special Services	1,400,000	600,000
Total Non-Transit Operating Expense	\$ 1,845,000	\$ 955,000
Total Operating Expenses	\$ 102,991,740	\$ 103,849,030

FY2019-2020 Operating Expenses

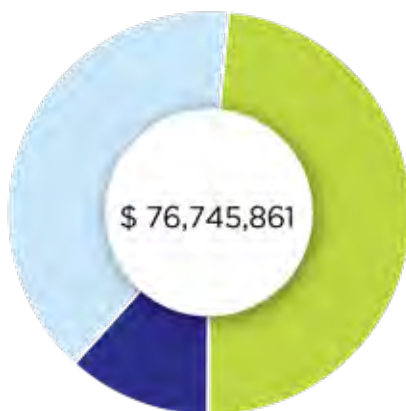


- 85% ■ Customer Service & Ops.
- 14% ■ Other Departments
- 1% ■ Non-Operating Expenses

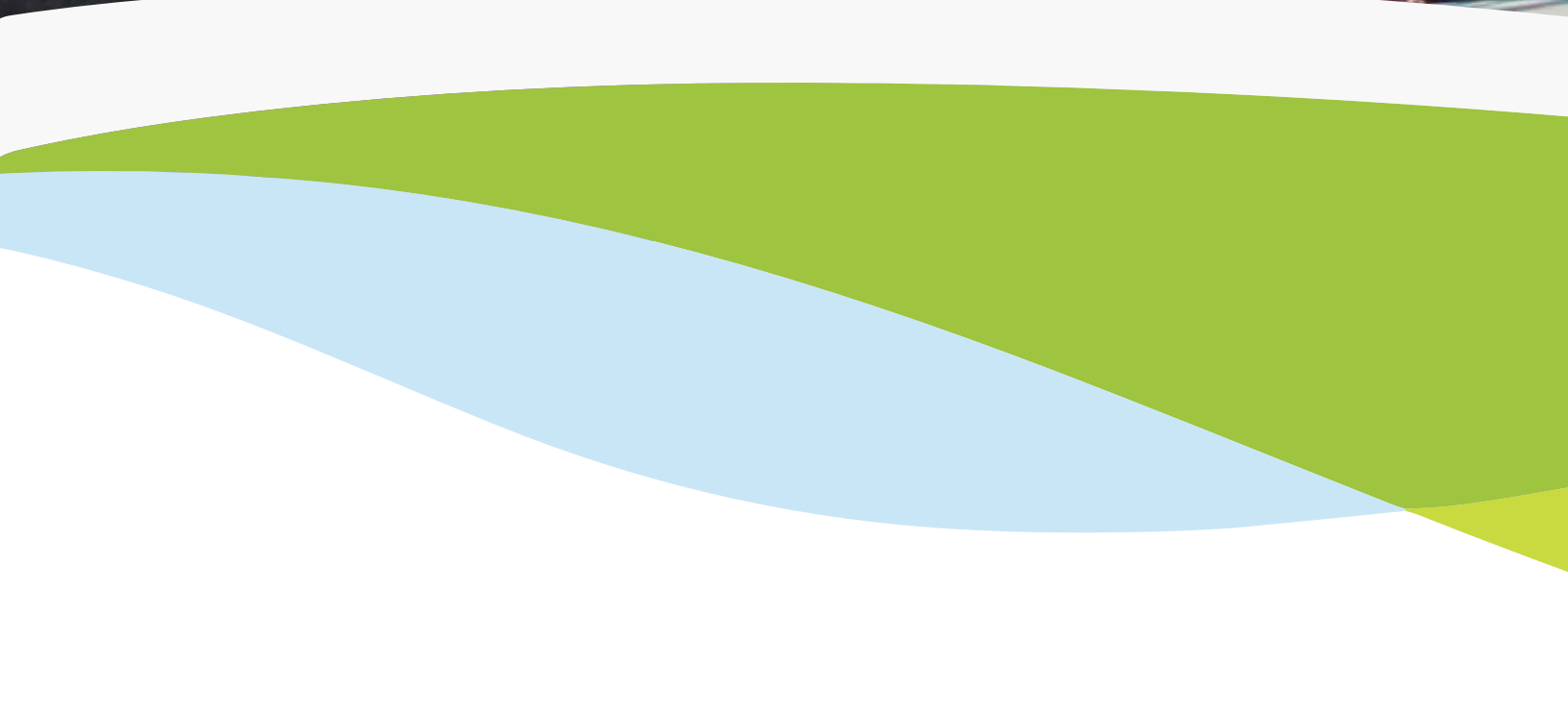
CAPITAL EXPENDITURES

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

FY2019-2020 New/Existing Capital Programs



- 40% ■ Buses/Fleet Maintenance
- 49% ■ Facilities Construction/ Maintenance
- 11% ■ Information Technology





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CAPITAL BUDGET

CAPITAL PROGRAM

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



Project #	Project Name	Life of Project Budget	Estimated Exp. through FY2018-2019	FY2019-2020 Budget	FY2020-2021+
Facilities Construction/Maintenance:					
0204	Operations Facilities Security Projects (New)	\$ 250,000	\$ -	\$ 250,000	\$ -
0203	Arcadia and Pomona Facility Landscaping (New)	160,000	-	160,000	-
0202	Arcadia HVAC Replacement (New)	1,800,000	-	1,800,000	-
0201	General Preliminary Engineering-Electrification Infrastructure (New)	1,000,000	-	1,000,000	-
0200	Administration Office Furniture (New)	60,000	-	60,000	-
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift (New)	1,000,000	-	1,000,000	-
0198	Administration Kitchenette Refresh (New)	70,000	-	60,000	10,000
0197	Facilities Capital Contingency FY2019-2020 (New)	200,000	-	200,000	-
0183	Hydraulic Lift Decommission	1,000,000	5,500	994,500	-
0182	Pomona Steam Bay Lift Replacement	275,000	-	275,000	-
0181	DTLA Layover Parking Improvements	4,100,000	80,000	500,000	3,520,000
0180	Arcadia Maintenance Floor Coating	400,000	-	400,000	-
0178	Restroom Compliance and Modernization	2,400,000	40,000	2,360,000	-
0177	Administration Parking Pavement Repairs & Landscaping	60,000	-	30,000	30,000
0176	Administration HVAC Replacement	400,000	-	-	400,000
0175	Arcadia Fire Alarm Update	150,000	-	-	150,000
0174	Bus Stop Enhancement Program	350,000	-	350,000	-
0173	Pomona/Arcadia Lighting Upgrades	160,000	-	80,000	80,000
0172	Arcadia Roof Replacement	340,000	2,000	338,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	125,000	85,000	-

CAPITAL PROGRAM CONTINUED

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



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

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OPERATING BUDGET

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OPERATING BUDGET

Operating Budget and Department Summary

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

	FY2017-2018 Actual	FY2018-2019 Budget	FY2018-2019 Estimate	FY2019-2020 Budget
Transit Operating Expenses:				
Customer Service & Operations	\$ 81,393,426	\$ 86,629,410	\$ 85,576,479	\$ 87,880,200
Maintenance & Vehicle Technology	801,254	867,610	746,445	783,210
Marketing & Communication	1,669,982	2,369,600	2,306,624	2,238,710
Information Technology	2,081,801	2,079,270	1,807,426	2,212,140
Administration	2,251,265	3,133,480	2,605,994	3,406,980
Procurement	582,180	924,700	724,888	884,550
Finance	1,418,785	1,773,290	1,645,753	1,769,180
Planning	874,284	1,515,450	1,049,879	1,705,600
Facilities	1,164,672	1,853,930	1,605,603	2,013,460
Total Operating Expense	\$ 92,237,649	\$ 101,146,740	\$ 98,069,091	\$ 102,894,030

	FY2017-2018 Actual	FY2018-2019 Budget	FY2018-2019 Estimate	FY2019-2020 Budget
Non-Operating Expenses:				
Property Management	\$ 335,309	\$ 445,000	\$ 444,100	\$ 355,000
Special Services	257,260	600,000	600,000	600,000
Dial-A-Ride	737,582	800,000	555,000	*
Total Non-Operating Expense	\$ 1,330,151	\$ 1,845,000	\$ 1,599,100	\$ 955,000
Total Expenditures	\$ 93,567,800	\$ 102,991,740	\$ 99,668,191	\$ 103,849,030

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

CUSTOMER SERVICE AND OPERATIONS

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

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

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

Budget Account Notes:

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

FY2018-2019 ACCOMPLISHMENTS



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

Incorporated Duarte Transit Service into system performance metrics

Completed Second Phase of Quality Assurance Avail Dispatch Education training

Continued Front Line Customer Service Recognition program

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

Completed quarterly coach operator and customer service audits

Coordinated Foothill Transit's 24th Annual Bus Roadeo

Continued member of the Regional and APTA International Roadeo Committees

Participated in the American Bus Benchmarking Group Introduction

Attended the APTA Drug & Alcohol Training Program

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

Performed emergency drills with local law enforcement and first responders

FY2019-2020 INITIATIVES

Complete contract transition of Transit Stores and Facility Maintenance Services Contract

Support Headsign Refurbishment activities

Revise Foothill Transit's OSHA Compliance Programs

Fully integrate new CAD/AVL system features into daily operations

Integrate Headsign Standardization into CAD/AVL system replacement project

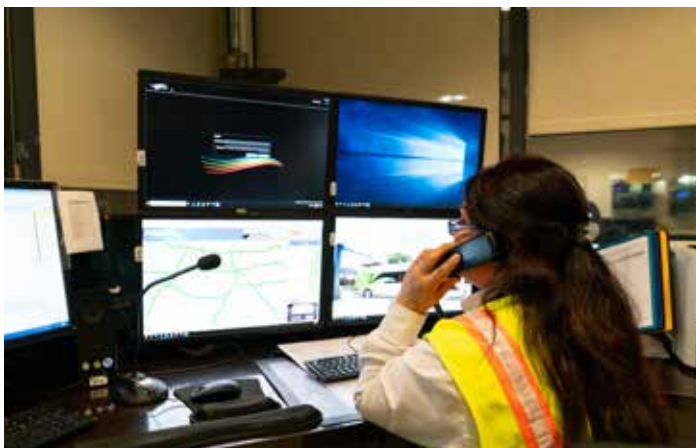
Continue monitoring and modifying procedures as needed to respond to FTA's new Safety

Management System requirements

Complete Quality Assurance Dispatch Education training

Develop plans and reports in response to APTA Safety Audit

Implement E-Alerts Customer Safety Issue Reporting Program



FY2018-2019 ACCOMPLISHMENTS

- Inspected and accepted 34 new 42-foot El Dorado CNG buses
- Inspected and accepted three new 35-foot Proterra battery-electric buses
- Transferred 47 CAD/AVL equipment from retiring buses to new CNG and battery-electric buses
- Retired 34 Series 1400 buses
- Completed bus heavy maintenance on 60-foot articulated buses
- Implemented bus heavy maintenance on Series 1900 buses
- Funded Arcadia yard in-depot charging infrastructure under SCE Transportation Charge Ready Program
- Purchased two non-revenue plug-in hybrid electric vehicles
- Initiated development of a comprehensive fleet electrification implementation plan

FY2019-2020 INITIATIVES

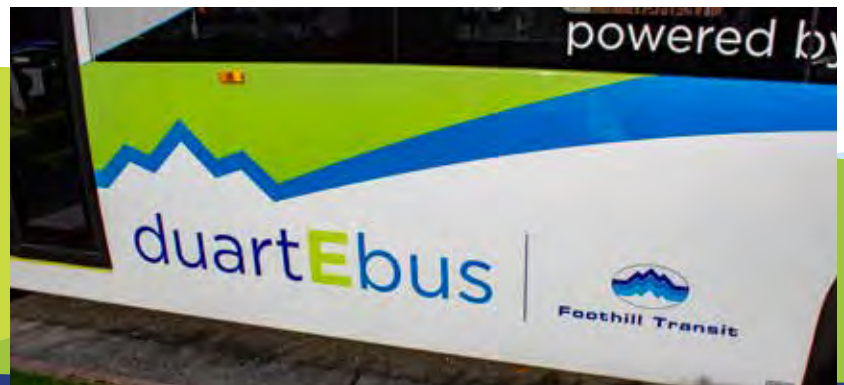
- Procure, inspect and accept 10 new 40-foot CNG Buses
- Retire 1500 series buses
- Procure one non-revenue replacement vehicle
- Implement plans for in-depot charging systems
- Conduct bus route energy usage analysis
- Participate and engage in Autonomous Bus Consortium
- Implement bus heavy maintenance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

Director of Maintenance and Vehicle Technology

Fleet Technology Coordinator

Mechanical Service Quality Inspector

Fleet Maintenance Coordinator



MAINTENANCE AND VEHICLE TECHNOLOGY

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

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

Budget Account Notes:

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

MARKETING AND COMMUNICATIONS

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

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

Budget Account Notes:

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

FY2018-2019 ACCOMPLISHMENTS

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

Developed videos to promote the Covina Transit Center

Refreshed the Class Pass design and messaging

Began the development of redesigning the agency's website

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

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

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

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

Awarded first place adwheel awards for LACF campaign

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

Participated as a charter agency in the Regional Transit Marketing Exchange

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

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

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

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

Launched ABBG-led Customer Satisfaction Survey to customers

FY2019-2020 INITIATIVES

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

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

Conduct comprehensive marketing research program

Continue participation in regional days of recognition

Promote Mt. SAC Transit Center construction and service

Promote the all-electric double deck bus launch

Launch mobile ticketing tool for customers

Expand the Class Pass program at new universities

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



FY2018-2019 ACCOMPLISHMENTS

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

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

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

Completed the installation of the new backup system for data center

FY2019-2020 INITIATIVES

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

Replace the aging computers for the administrative building

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

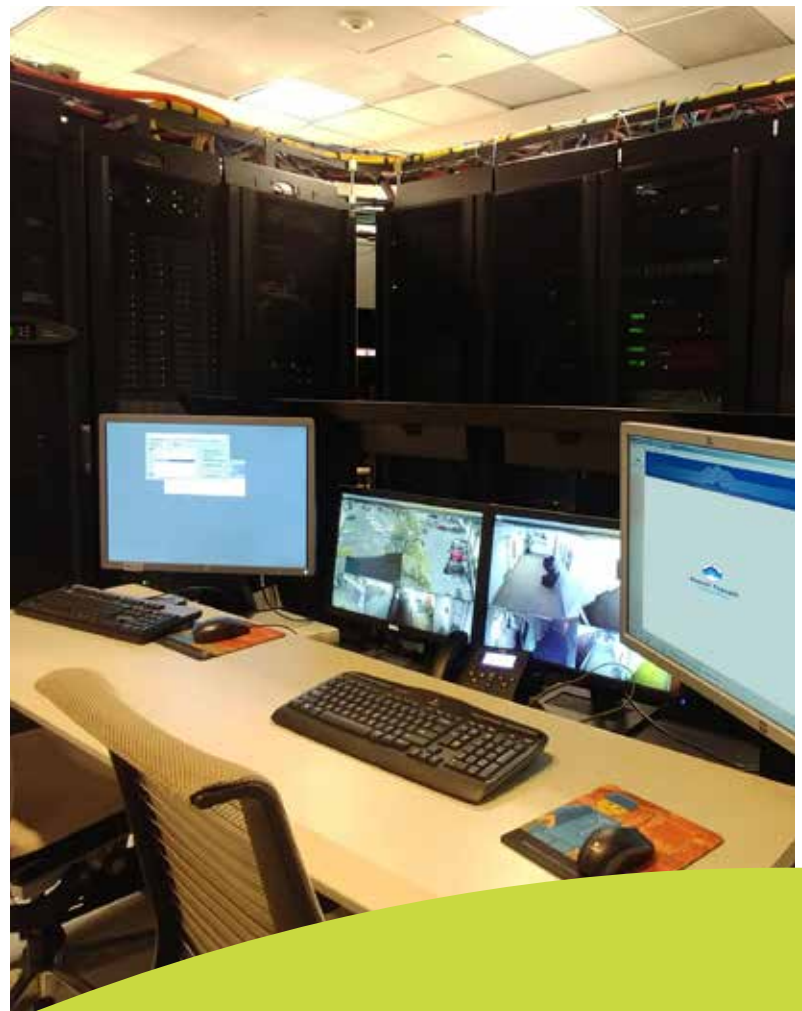
Continue replacement of the aging network infrastructure in the administrative office building

Continue the replacement of the Transit Stores video surveillance system

Replace the outdated FTP server

Upgrade existing servers to Microsoft Server 2016

Upgrade conference room cabling to accommodate digital signal



INFORMATION TECHNOLOGY

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 454,842	\$ 587,700	\$ 619,890
5421	Copier	5,975	6,600	6,600
5430	Dues and Subscriptions	2,944	3,000	3,000
5550	Travel and Meeting	25,335	25,100	40,000
5720	Other Contracted Services	959,409	811,180	822,900
5850	Office/General Supplies	2,702	-	-
5950	Repair & Maint. Other Equip.	6,638	10,500	8,000
6130	Telephone/Data	623,958	635,190	711,750
Total		\$ 2,081,801	\$ 2,079,270	\$ 2,212,140

Budget Account Notes:

- 5550** Travel and Meeting budget increased for staff training and increased costs of employee attendance
- 5950** Network Cabling and Network repair cost increased due to the requirement to add additional network at the transit stores
- 5850** Office Supplies moved to Administration Department

ADMINISTRATION

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

Account #	Account Name	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Budget
5100	Salaries, Wages and Benefits	\$ 1,287,875	\$ 1,516,200	\$ 1,800,940
5230	Consulting	29,294	61,000	63,000
5250	Legal Fees	169,168	401,550	357,610
5265	Public Affairs	169,173	232,080	190,500
5412	Board Stipend	37,691	50,500	60,250
5430	Dues and Subscriptions	128,605	100,750	109,000
5441	Postage/Express Mail	12,438	14,800	15,500
5500	Mail Equipment Lease	2,166	4,200	4,200
5545	Training and Development	90,072	272,000	272,000
5550	Travel and Meeting	105,279	230,000	248,000
5600	Casualty & Liability Insurance	194,254	228,900	264,430
5720	Other Contracted Services	5,773	5,400	5,400
5850	Office/General Supplies	19,476	16,100	16,150
Total		\$ 2,251,265	\$ 3,133,480	\$ 3,406,980

Budget Account Notes:

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

FY2018-2019 ACCOMPLISHMENTS

Supported the Executive Board and Governing Board

Ensured effective Executive Board and Governing Board communications

Advocated for federal funding for Foothill Transit capital projects

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

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

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



FY2019-2020 INITIATIVES

Support the Executive Board and Governing Board

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

Maintain effective Executive Board and Governing Board communications

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

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

FY2018-2019 ACCOMPLISHMENTS

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

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

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

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

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

FY2019-2020 INITIATIVES

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

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

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

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

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



PROCUREMENT

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

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

Budget Account Notes:

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

FINANCE

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

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

Budget Account Notes:

- 5210** Increased for National Transit Database report requirements
- 5230** Decreased because NAVI Upgrade is complete. Funding is included for Budget dashboard
- 5230** FY2017-2018 not expended due to not hiring consultant
- 5550** Decreased because Transit Asset Management training complete
- 5720** Decreased due to ICMA fee reduction





FY2018-2019 ACCOMPLISHMENTS

Completed \$4 million farebox refurbishment project

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

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

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

Secured grant funding for the DTLA layover zone

Updated the Employee Handbook

Updated the Foothill Transit bus fleet replacement plan

Updated the ten-year financial forecast

Completed numerous financial audits resulting in no material findings

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

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

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

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

FY2019-2020 INITIATIVES

Implement the mobile ticketing fare program

Update the ten-year financial forecast and monitor budget progress

Conduct procurement for an electronic benefits administration program



FY2018-2019 ACCOMPLISHMENTS

Launched the duartEbus service

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

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

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

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

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

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

FY2019-2020 INITIATIVES

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

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

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

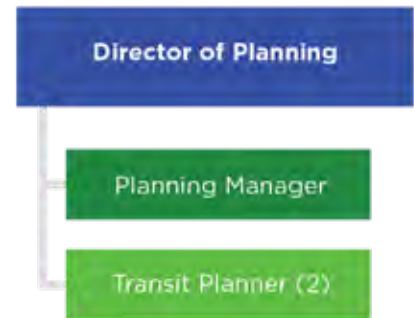
Reimagine the Foothill Transit Bus Book to allow more frequent updates and improvements to the service

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

Upgrade traffic signal priority data communication along Colorado Boulevard

Integrate the new Downtown Los Angeles layover with Foothill Transit service

Enhance Foothill Transit service for the LA County Fair



PLANNING

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

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

Budget Account Notes:

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

FACILITIES

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

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

Budget Account Notes:

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

FY2018-2019 ACCOMPLISHMENTS

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

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

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

Completed design of West Covina Bus Shelter replacement on Vincent Avenue

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

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

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

FY2019-2020 INITIATIVES

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

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

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

Complete construction of the Restroom Compliance Modernization at the Administrative Building

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

Complete utility roof replacement at Arcadia Operations and Maintenance Facility

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

Begin concept design for remodel of the Pomona Transit Store

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





Foothill Transit

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

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April 26, 2019

To: Executive Board

Subject: **Fiscal Year 2018-2019 Third Quarter Performance Indicators Report**

Recommendation

Receive and file the FY2018-2019 Third Quarter Performance Indicators Report.

Analysis

This report provides an analysis of Foothill Transit's performance indicators for the Third Quarter of Fiscal Year 2018-2019. Foothill Transit monitors a number of factors in evaluating the service provided to the public. These are key performance indicators that record the bus system safety, courtesy, and reliability standards, along with industry-standard measurements that are monitored to assess transit operations.

Through the Third Quarter, Foothill Transit achieved three out of eight key performance indicator goals. The performance indicator targets met through the quarter are: Complaints per 100,000 Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour.

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

- **Boardings** - Total boardings recorded by the farebox through the Third Quarter was 9,045,871 - which is three percent lower than during the same period last fiscal year.
- **Fare Revenue** - Total fare revenue through the Third Quarter was \$12.1 million. The average fare was \$1.31 per boarding.
- **Operating Expenses** - Operating expenses incurred through the Third Quarter totaled \$71.7 million, resulting in an average cost per service hour of \$111.54.
- **Accidents** - The system averaged 0.78 preventable accidents per 100,000 miles through the Third Quarter.



- **Customer Complaints** - Foothill Transit received an average of 18 complaints per 100,000 boardings through the Third Quarter. This is 30 percent lower than last fiscal year.
- **Schedule Adherence** - On-time performance through March 2019 is 70.8 percent as reported by Foothill Transit's CAD/AVL system by Avail. Prior year data is only available through November 2017 when activities began to transition from the prior CAD/AVL system to the Avail system. FY17-18 year-to-date on-time performance through November 2017 was 80.5 percent.

Analysis

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

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

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

Overall System Performance

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

Total Boardings and Total Fare Revenues

Year to date through the Third Quarter of FY2017-2018, there were 9,054,871 boardings on Foothill Transit buses. When compared with the same time during the previous fiscal year, ridership decreased by three percent. Foothill Transit continues to participate in various efforts to identify causes and develop solutions to the local, regional, and national trends of declining ridership.

Total fare revenue through the Third Quarter is \$12.1 million. This is one percent higher than at this point through the same period last year.



Vehicle Service Hours and Operating Expenditure

Foothill Transit operated 642,643 service hours through the third quarter of FY18-19, which represents a one percent decrease compared to the same period last fiscal year.

Year to date through the Third Quarter, Foothill Transit incurred \$71.7 million in operating expenses, which is three percent higher compared to the previous fiscal year. Variance between the Third Quarter of FY17-18 and the Third Quarter of FY18-19 expenses is due to annual cost escalators in the Arcadia and Pomona operations and maintenance contracts and higher than budgeted costs for CNG fuel during the first half of the fiscal year.

Goal 1: Operate a Safe Transit System

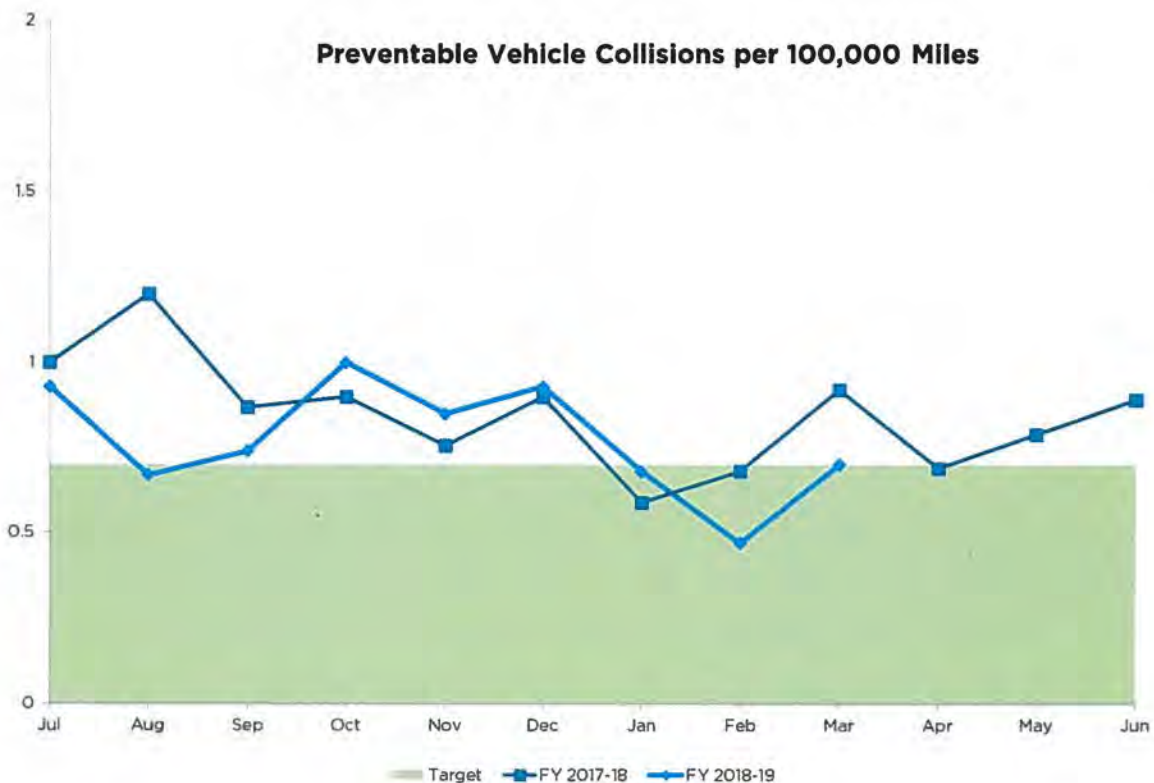
Foothill Transit's primary goal is to operate a safe transit system. Foothill Transit monitors system safety by tracking the number of preventable accidents incurred for every 100,000 miles of vehicle operation.



Preventable Accidents per 100,000 Miles

In FY2018-2019, Foothill Transit has adopted the standard of 0.70 or fewer preventable accidents per 100,000 mile. There have been an average of 0.78 preventable accidents per 100,000 miles through the Third Quarter, which is 11 percent lower than the same period last fiscal year. Preventable accidents in the Third Quarter resulted primarily from coaches making contact with fixed objects and sideswipes, partially because of the reduced lane widths on arterial roadways and on freeways.

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





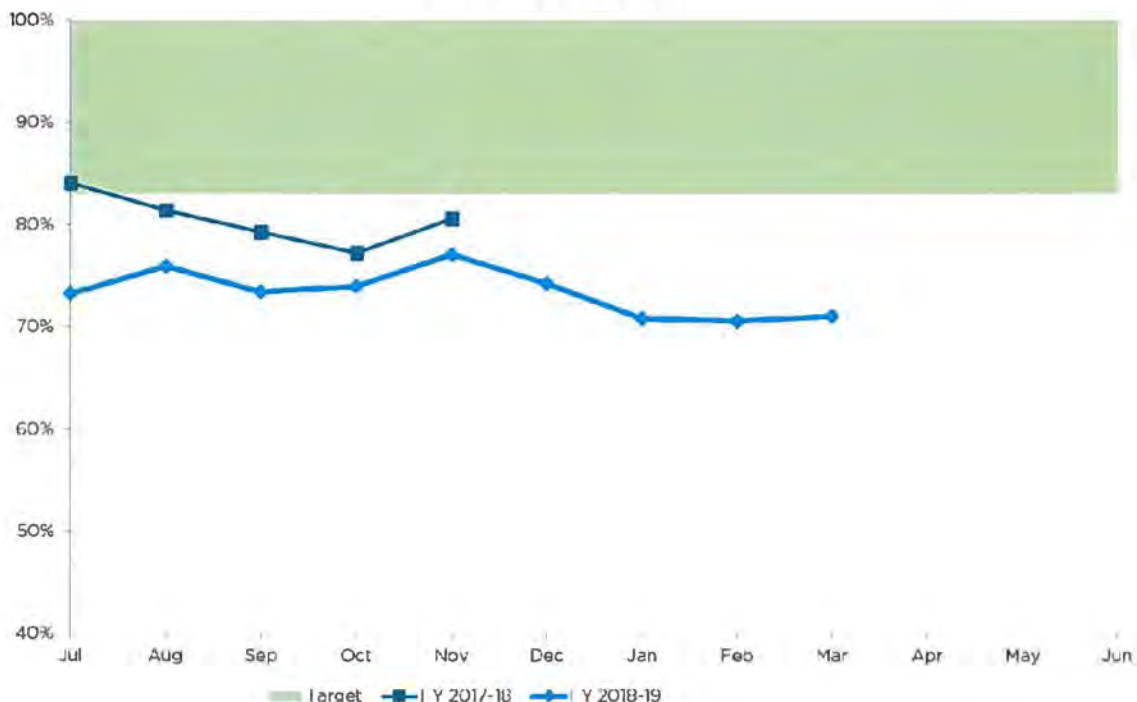
Goal 2: Provide Outstanding Customer Service

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

Schedule Adherence

Foothill Transit measures its schedule adherence using the industry standard metric of on-time performance (OTP). OTP is calculated by evaluating a vehicle's adherence to time points in the planned schedule. A trip is considered on-time if it departed the time point no more than five minutes late and not early. Foothill Transit has adopted a goal of 83 percent or higher OTP for this fiscal year. During the Third Quarter, OTP is 70.8 percent. From December 2017 through June 2018 of last fiscal year, OTP data was unavailable while our old CAD/AVL system was removed from the fleet and the new equipment installed. OTP for the first five months of last fiscal year as measured by was 80.5 percent. Quality Assurance staff continue to monitor the SMARTBus system in real-time and work with both operations and maintenance contractors to ensure that the bus service runs in accordance with the schedule. Staff continue to work closely with the contractors to identify areas for improvement.

Schedule Adherence

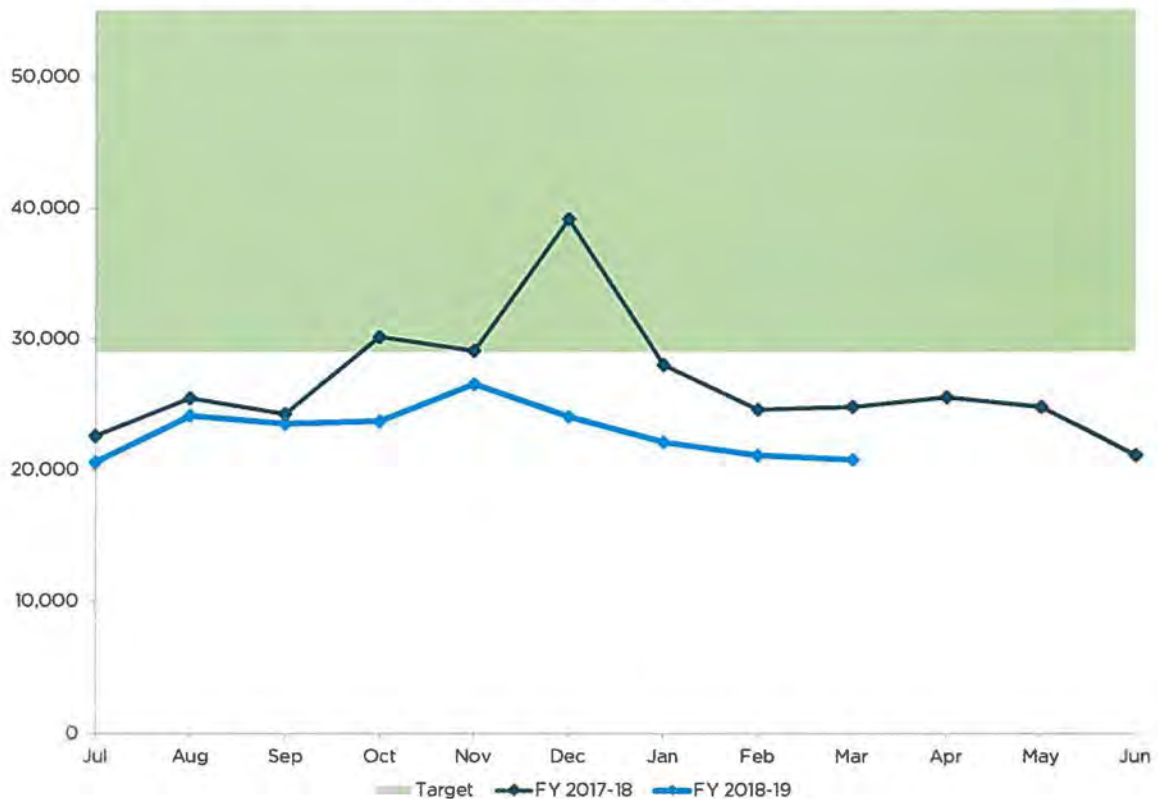




Average Miles between Mechanical Service Interruptions

Average miles between mechanical service interruptions is a maintenance performance indicator that measures the miles between mechanical roadcalls of a vehicle used during revenue service that result in a service delay of more than five minutes. Through the Third Quarter, Foothill Transit averaged 21,350 miles between service interruptions as reported by the operations contractors. Foothill Transit exceeded the maintenance reliability goal of at least 29,000 miles between service interruptions and the metric is 17 percent lower compared to the same period last fiscal year.

Average Miles between Mechanical Service Interruptions





Complaints per 100,000 Boardings

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

Through the Third Quarter, Foothill Transit received an average of 18 complaints per 100,000 boardings, which represents a 30 percent decrease compared to the previous fiscal year.



Goal 3: Operate an Effective Transit System

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

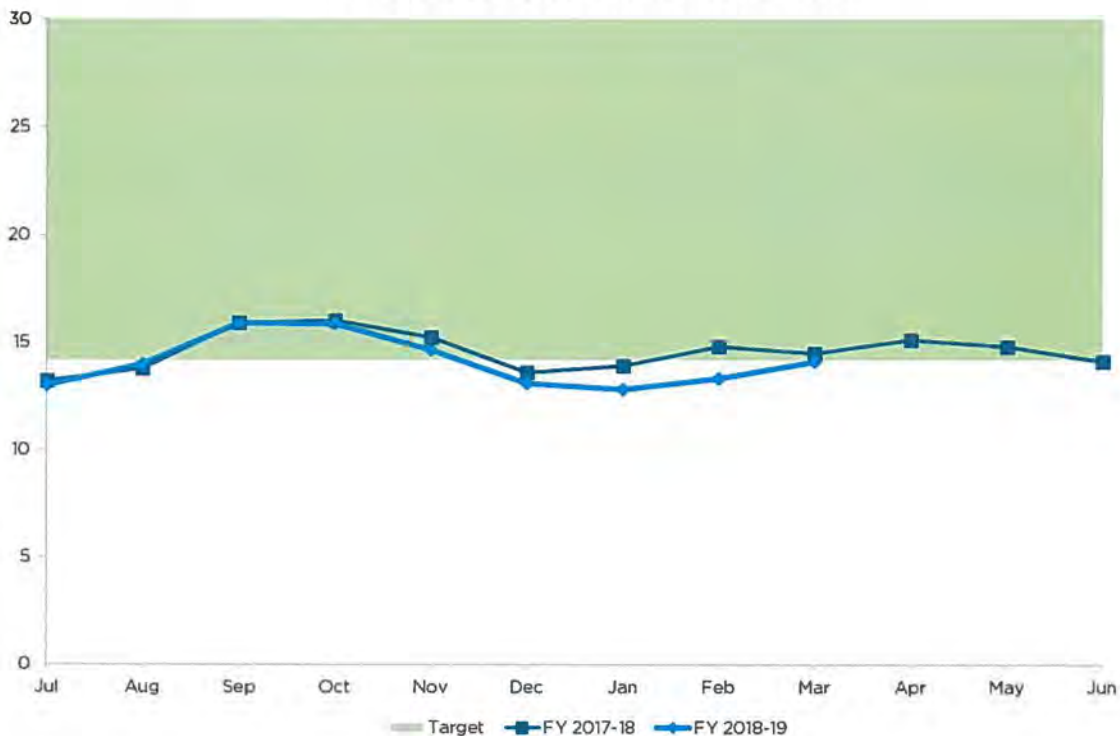


Boardings per Vehicle Service Hour

Boardings per vehicle service hour is the total number of boardings divided by the total number of service hours in a given period. Through the Third Quarter, there were 14.09 boardings per vehicle service hour, slightly below the performance target of 14.19 or more boardings per service hour. This is a three percent decline compared to the same period the previous year. This variance is due to the decrease in ridership discussed earlier.

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

Boardings per Vehicle Service Hour

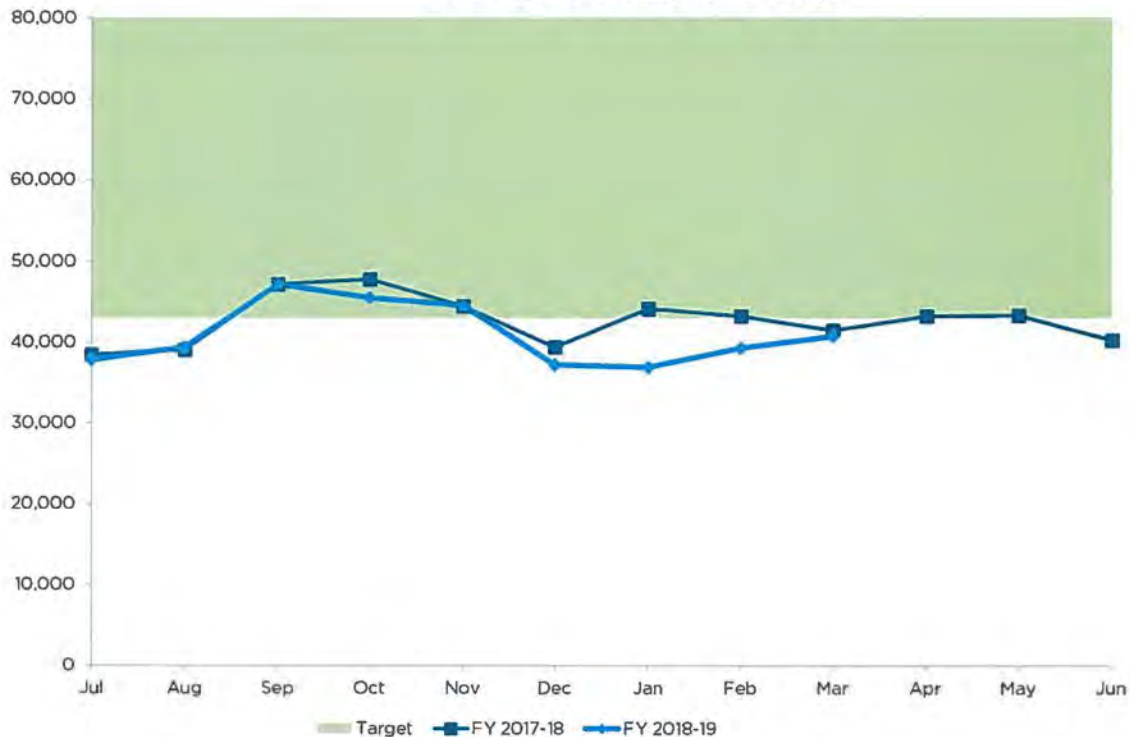




Average Weekday Boardings

The number of average weekday boardings is calculated by dividing the total number of weekday boardings by the number of days with weekday service in a given period. The FY2018-2019 performance target for this metric is to achieve at least 43,000 average weekday boardings. There were 40,921 average weekday boardings through the Third Quarter, which is a three percent decrease from the same period the previous year and does not meet the target. This decrease mirrors the overall drop in boardings for the Quarter.

Average Weekday Boardings





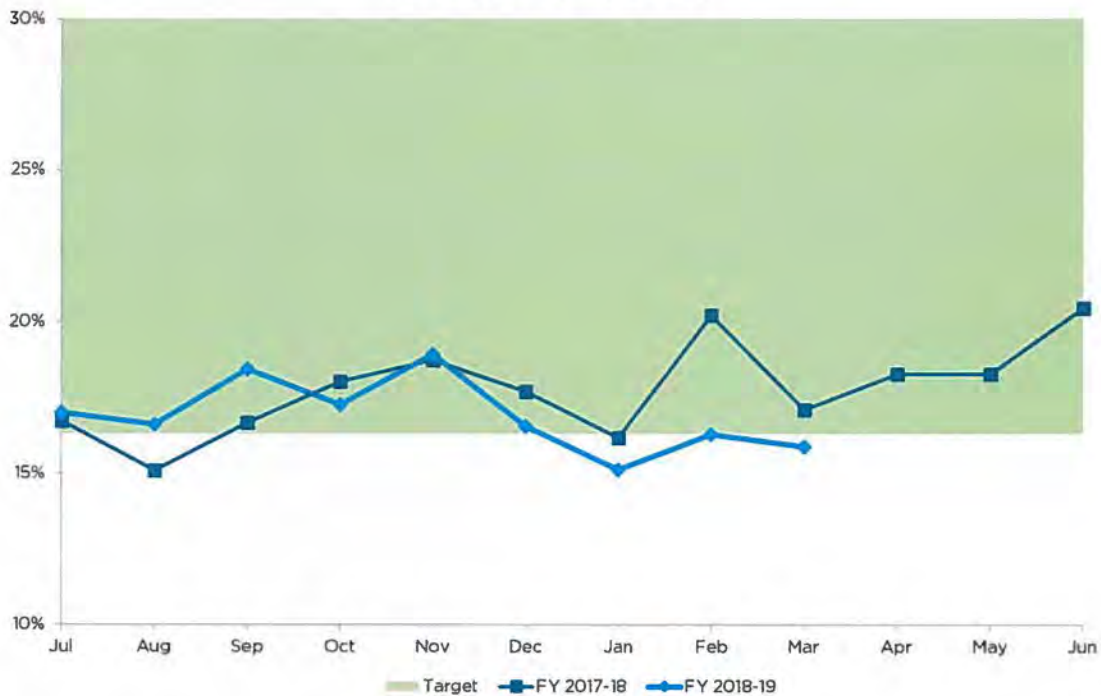
Goal 4: Operate an Efficient Transit System

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

Farebox Recovery Ratio

Farebox recovery ratio is a measure of the proportion of operating costs recovered by passenger fares. The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. Through the Third Quarter, the Farebox Recovery Ratio was 16.89 percent, which meets the target of 16.3 percent.

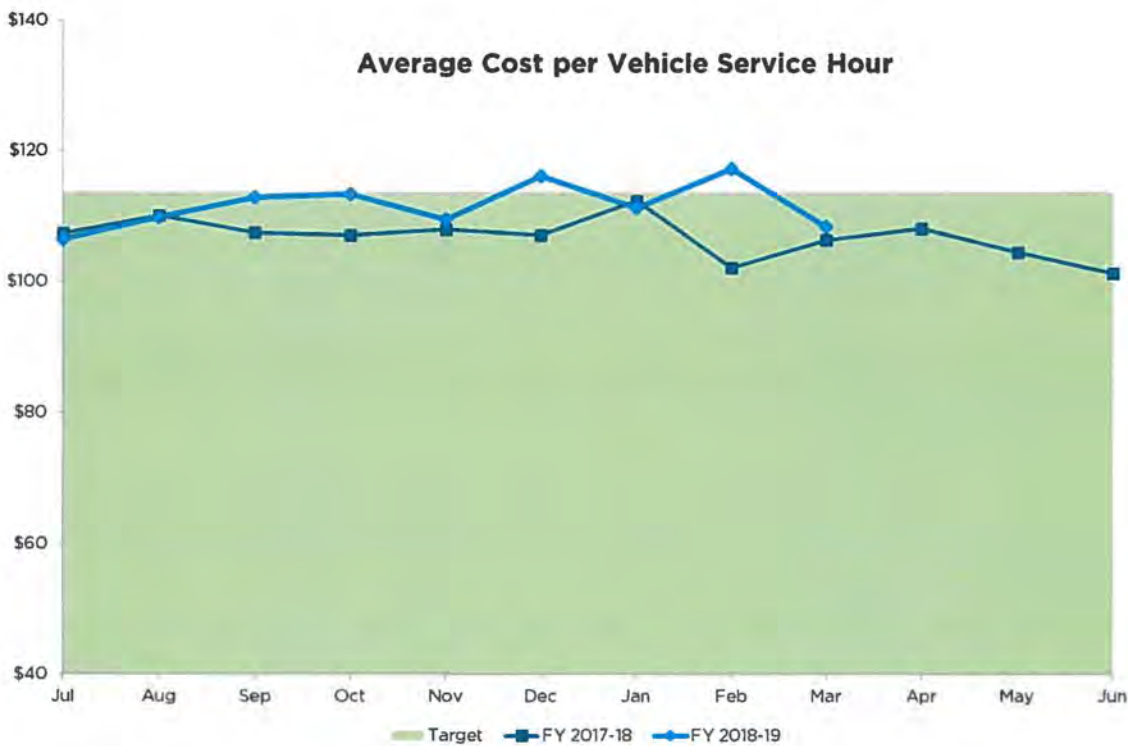
Farebox Recovery Ratio





Average Cost per Vehicle Service Hour

Average cost per vehicle service hour is an industry standard utilized to measure the cost efficiency of transit service. It is derived by dividing operating expenses by vehicle service hours. Foothill Transit's average cost per vehicle service hour through the Third Quarter was \$111.54, which meets the fiscal year target of less than \$113.68, and is four percent higher than the previous fiscal year. This variance is due to the increase in operating expenses associated with annual cost increases on the Arcadia and Pomona operations and maintenance contract, and high CNG fuel costs experienced earlier this fiscal year.



Sincerely,

LaShawn King Gillespie
Director of Customer Service & Operations

Doran J. Barnes
Executive Director

Attachment

Foothill Transit
Third Quarter Key Performance Indicators
FY 2018-2019

Goal	Performance Indicator	Third Quarter FY18-19	Met Target?	Third Quarter FY17-18	% Improvement Over Third Quarter Last Year	FY18-19 YTD	Met Target?	FY17-18 YTD	% Improvement YTD	Performance Target
Overall System Performance	Total Boardings	2,827,803	-	3,057,018	(7%)	9,054,871	-	9,375,080	(3%)	
	Vehicle Service Hours	210,714	-	213,971	(2%)	642,643	-	646,632	(1%)	
	Total Fare Revenue	\$3,717,602	-	\$4,050,289	(8%)	\$12,108,174	-	\$12,044,208	1%	
	Total Operating Expense	\$23,610,122	-	\$22,910,651	(3%)	\$71,679,649	-	\$69,557,001	(3%)	
Safety	Preventable Vehicle Collisions per 100,000 Miles	0.62	Yes	0.73	15%	0.78	No	0.87	11%	≤ 0.70
Customer Service	Schedule Adherence	70.8%	No			70.8%	No			≥ 83%
	Miles Between Mechanical Service Interruptions	21,350	No	25,790	(17%)	22,850	No	26,968	(15%)	≥ 29,000
	Complaints per 100,000 Boardings	17.3	Yes	20.7	17%	18.0	Yes	25.8	30%	≤ 20.00
Effectiveness	Boardings per Vehicle Service Hour	13.42	No	14.29	(6%)	14.09	No	14.50	(3%)	≥ 14.19
	Average Weekday Boardings	38,932	No	41,534	(6%)	40,921	No	42,153	(3%)	≥ 43,000
Efficiency	Farebox Recovery Ratio	15.75%	No	17.68%	(11%)	16.89%	Yes	17.32%	(2%)	≥ 16.30%
	Average Cost per Vehicle Service Hour	\$112.05	Yes	\$107.07	(5%)	\$111.54	Yes	\$107.57	(4%)	≤ \$113.68

Foothill Transit Third Quarter Operations Report

FY 2018- 2019

Goal	Performance Indicator	Third Quarter FY18-19	Third Quarter FY17-18	% Improvement Over Third Quarter Last Year	FY18-19 YTD	FY17-18 YTD	% Improvement YTD
Operations	Average fare per boarding	\$1.31	\$1.32	(0.8%)	\$1.34	\$1.28	4.1%
	Average cost per boarding	\$8.35	\$7.49	(11%)	\$7.92	\$7.42	7%
	Average subsidy per boarding	\$7.03	\$6.17	(14%)	\$6.58	\$6.13	7%
	Total vehicle miles	4,184,511	4,358,552	(4%)	12,727,454	12,998,411	(2%)
	Vehicle service miles	3,027,666	3,072,156	(1%)	9,231,760	9,290,483	(1%)
	Total vehicle hours	266,125	288,927	(8%)	810,021	843,267	(4%)
	In-service speed (mph)	14.37	14.36	0%	14.37	14.37	(0%)
	Boardings per vehicle service mile	0.93	1.00	(6%)	0.98	1.03	(5%)