October 26, 2012

To: Executive Board

Subject: **Fiscal Year 2013 Bus Stop Enhancement Program**

Recommendations

1) Approve the FY 2013 Bus Stop Enhancement Program; and
2) Authorize the Executive Director to issue requests for applications and provide grants for BSEP projects submitted by member cities and Los Angeles County which meet the established criteria up to $40,000 each city.

Analysis

In the FY 2013 Business Plan, the Governing and Executive Boards approved $1,000,000 to fund the Foothill Transit Bus Stop Enhancement Program (BSEP). This program was designed to provide member cities with financial assistance to make improvements to approved locations for the purchase of bus stop modules such as shelters, benches, trashcans, tree grates, sidewalk improvements, crosswalk improvements and landscaping. Base grants of $35,000 will be available to each city to facilitate these improvements with the opportunity for an additional $5,000 for associated amenities.

The BSEP was developed with the following goals:

- Strengthen community identity and ownership
- Complement adjacent activities
- Provide safety-related amenities
- Improve bus stop technology
- Attract new customers
- Reinforce the positive image of Foothill Transit

To facilitate the program and disburse the funds, an application has been developed which seeks information from cities on the proposed projects that funding is being sought. This information includes:

- Bus Stop Locations
- Current Bus Stop Condition
- Current Services
- Major Trip Centers in the vicinity Estimated Costs
- Plans, Specifications and Photos
- Safety Improvements
- Location
- Other Improvements
- Bus Stop Amenities to be installed

- Additional Funding and Associated Amenities (e.g. lighting, drinking fountains, ADA amenities that may qualify for the additional $5,000)
- Satisfying Continuing Care

This information will be evaluated and scored based on the following criteria:

- Safety Locations – 35 Points
- Location - 25 Points
- Other Improvements – 15 Points
- Estimated Costs (Overall and per unit) – 15 Points
- Current Service level and Ridership – 10 Points

An additional $5,000 will be available for cities implementing additional amenities such as innovative lighting, drinking fountains or supplemental devises for the disabled or passenger related technologies. Recipients of the grants will be required to submit quarterly status reports during the construction of the project as well as a maintenance plan.

With approval from the Executive Board, the request for applications will be mailed to each of the member cities as well as the County of Los Angeles in October. Applications will be due in December. The evaluations will commence in January along with execution of agreements.

Budget Impact

Funding for the FY 2013 Bus Stop Enhancement Program is included in Foothill Transit's approved FY 2013 Business Plan.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Executive Director