



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, April 26, 2024



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, 2024
Foothill Transit Administrative Office
2nd Floor Board Room
100 South Vincent Avenue
West Covina, CA 91790

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
4. CONFIRMATIONS OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. PRESENTATIONS
 - 5.1. Introduction of Foothill Transit Business Partners
 - 5.2. Contractors' Employee Recognition
6. PUBLIC COMMENT

Public Comment: Any individual may request to address the Executive Board at this time. Public comments are allowed only during the Public Comment portion of the agenda. Speakers may speak only once for up to 3 minutes total time during which they may address both on- and off- agenda items. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. 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, emailing board.secretary@foothilltransit.org, or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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CONSENT CALENDAR: Items 7 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.

7. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MARCH 29, 2024

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 Chief Executive Officer’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

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

Si necesita servicios de traducción, comuníquese con la oficina del Director Ejecutivo llamando al (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

若需要翻譯服務，請在會議前至少48小時聯絡執行長辦公室 (626) 931-7300分機7204

Nếu quý vị yêu cầu dịch vụ dịch thuật, vui lòng liên hệ với văn phòng Giám Đốc Điều Hành theo số (626) 931-7300, số máy lẻ 7204, ít nhất 48 giờ trước cuộc họp

Kung kailangan mo ng serbisyong pagsasalin, mangyaring makipag-ugnayan sa tanggapan ng Punong Ehekutibong Opisyal sa numerong (626) 931-7300 ekstensyon 7204, hindi bababa ng 48 oras bago ang pagpupulong

번역 서비스가 필요한 경우, 회의가 시작되기 최소 48시간 전에 (626) 931-7300 내선 7204번으로 최고경영자실에 연락하십시오.

通訳／翻訳サービスが必要な際は、ミーティング48時間前までに、CEO/最高経営責任者事務所までに連絡してください。CEO事務所連絡先：(626) 931-7300内線7204

اگر به خدمات ترجمه نیاز دارید، لطفاً دست کم 48 ساعت قبل از شروع جلسه با دفتر مدیر عامل به شماره تلفن (626) 931-7300 داخلی (626) 931-7300 تماس بگیرید

Եթե Ձեզ թարգմանչական ծառայություններ են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ զանգահարեք Գլխավոր գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកត្រូវការសេវាកម្មបកប្រែភាសា សូមទាក់ទងការិយាល័យនាយកក្នុងការប្រតិបត្តិកាមន្ទរស័ព្ទលេខ (626) 931-7300 លេខភ្ជាប់បន្ត 7204, ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោងមុនកិច្ចប្រជុំ

في حالة الحاجة لخدمات الترجمة، يرجى الاتصال بمكتب الرئيس التنفيذي على رقم الهاتف (626) 931-7300 (الرقم الداخلي 7204) وذلك قبل 48 ساعة على الأقل من الاجتماع

หากคุณต้องการบริการล่าม โปรดติดต่อสำนักงานประธานเจ้าหน้าที่บริหารที่ (626) 931-7300 ต่อ 7204 อย่างน้อย 48 ชั่วโมงก่อนการประชุม



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8. MARCH 2024 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2024. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2024, for the fiscal year ending June 30, 2024.

9. APRIL 2024 PROCUREMENT MONTHLY REPORT

Recommended Action: Receive and file the Procurement Monthly Report for April 2024.

10. FISCAL YEAR 2024 THIRD QUARTER BUDGET UPDATE

Recommended Action: Receive and file the Fiscal Year 2024 Third Quarter Budget Update.

11. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2025

Recommended Action: Approve the proposed Fiscal Year 2025 Holiday Service Schedule.

12. Foothill Transit Employee Compensation Policy

Recommended Action: Approve the annual update to the Employee Compensation Policy including two recommended changes to the policy as follows: Provide a one-time merit-based compensation adjustment of 5 percent for staff who have successfully met their annual goals. Increase the employee reimbursement for out of pocket medical expenses from the current level of \$20,000 to \$30,000.

13. AUTHORIZATION TO AWARD CONTRACT FOR RETIREMENT PLAN ADMINISTRATION SERVICES

Recommended Action: Authorize the Chief Executive Officer to award a contract to MissionSquare Retirement, formerly known as International City Management Association Retirement Company (ICMA-RC) for retirement plan administration services.

14. AUTHORIZATION TO AWARD CONTRACT FOR POMONA FACILITY STEAM BAY LIFT REPLACEMENT

Recommended Action: Authorize the Chief Executive Officer to award contract No. 24-013 for construction services related to the replacement of the steam bay lift at the Pomona Operations & Maintenance Facility for \$382,178.



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REGULAR AGENDA:

15. PROPOSED FISCAL YEAR 2025 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2025 to the Foothill Transit Governing Board.

16. AUTHORIZATION TO AWARD CONTRACT FOR FUEL CELL CONSULTING SERVICES

Recommended Action: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 24-042 with Center for Technology and the Environment (CTE) in the amount of Four Hundred Eighty Two Thousand dollars for fuel cell consulting services.

17. APRIL 2024 LEGISLATIVE UPDATE

Recommended Action: Receive and file the April 2024 Legislative Update.

18. CHIEF EXECUTIVE OFFICER COMMENT

19. BOARD MEMBER COMMENT

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

Property Address/Location: 100 S. Vincent Ave., Suite 100, West Covina, CA

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

LaShawn King Gillespie

Negotiating Parties: JP Morgan Chase

Under Negotiation: Price and Terms

21. CLOSED SESSION REPORT

22. ADJOURNMENT



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
SPECIAL 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, 2024
8:00 a.m.**

DRAFT

1. CALL TO ORDER

The meeting was called to order by Chair Moss at 8:05 a.m.

2. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Gary Boyer, Member Corey Calaycay, Member Cynthia Sternquist, Vice Chair Becky Shevlin, Chair Cory Moss

Chair Moss recessed the meeting at 8:05 a.m.

Chair Moss reconvened the meeting at 9:28 a.m.

3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER

Doran J. Barnes, Chief Executive Officer, requested that item 17 - Foothill Transit Employee Compensation Policy Update be deferred to the next Executive Board Meeting.

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as revised.

4. PRESENTATIONS

4.1 Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit business partners.



5. **PUBLIC COMMENT**

Mike Greenspan, Armando Herman, and Roy Esquer addressed the Executive Board.

CONSENT CALENDAR

6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 26, 2024 AND STRATEGIC PLANNING WORKSHOP OF MARCH 1, 2024**

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

7. **MARCH 2024 PROCUREMENT MONTHLY REPORT**

Recommended Action: Receive and file the Procurement Monthly Report for March 2024.

Report received and filed.

8. **RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommended Action: Adopt the following resolution: Resolution No. 2024-01: Authorization for the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Foothill Transit Hydrogen Fuel Cell Bus Deployment” in the Amount of \$1,227,926 (Attachment A).

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

9. **RESOLUTION ADOPTING CHANGES TO THE EXECUTIVE BOARD AND GOVERNING BOARD MEETING SCHEDULE FOR 2024**

Recommended Action: Adopt Resolution 2024-02 (Attachment A) adopting changes to the Executive Board and Governing Board Meeting Schedule for 2024 (Attachment B), and adopting the start time of 8:00 a.m. for Executive Board and Governing Board meetings.

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

10. **APPOINTMENT OF Foothill TRANSIT TREASURER**

Recommended Action: Adopt Resolution No. 2024-03 (Attachment A) designating the Chief Executive Officer as the Foothill Transit Treasurer.

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

11. **FOOTHILL TRANSIT CLAIMS AND LEGAL MATTERS POLICY**

Recommended Action: Adopt the revised Foothill Transit Board Policy related to claims, lawsuits, and handling of legal documents.

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

12. **FOOTHILL TRANSIT FINANCIAL INTEREST DISQUALIFICATION POLICY**

Recommended Action: Adopt the proposed Financial Interest Disqualification Policy.

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

13. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE**

Recommended Action: Adopt Foothill Transit's revised FFY 2022 - FFY 2024 DBE Program (Attachment A).

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

14. **PROPOSED PROCUREMENT POLICIES AND PROCEDURES MANUAL REVISIONS**

Recommended Action: Adopt the proposed Procurement Policies and Procedures Manual revisions.

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

15. **TRANSPORTATION FUND EXCHANGE - CITY OF SAN GABRIEL**

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of San Gabriel to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

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

16. **TRANSPORTATION FUND EXCHANGE - CITY OF TEMPLE CITY**

Recommended Action: Authorize the Chief Executive Officer to execute an assignment agreement with the City of Temple City to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

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

17. **FOOTHILL TRANSIT EMPLOYEE COMPENSATION POLICY UPDATE**

Recommended Action: Approve the annual update to the Employee Compensation Policy including two recommended changes to the policy as follows: Provide a one-time merit-based compensation adjustment of 5% for staff who have successfully met their annual goals. Increase the employee reimbursement for out of pocket medical expenses from the current level of \$20,000 to \$30,000.

This item was deferred to the May 2024 Executive Board Meeting.

18. **FINANCIAL STABILITY POLICY FISCAL YEAR 2025 FINANCIAL STRATEGIES**

Recommended Action: Approve the annual Financial Stability Policy update to include the FY2025 financial strategies for budget planning.

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



19. **AUTHORIZATION TO AMEND CONTRACT FOR SPECIAL COUNSEL SERVICES**

Recommended Action: Authorize the CEO to execute Amendment No. 7 to Contract No. 19-037.1 with Thompson Coburn LLC in an amount not to exceed \$100,000 for additional special legal services in Fiscal Year 2024 and exercise the first five-year option.

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

REGULAR AGENDA

20. **ZERO EMISSION BUS AND JOINT PROCUREMENT FUNDING**

Recommended Action: Receive and file the report on Zero Emission Bus and Joint Procurement Funding.

Roland Cordero, Director of Maintenance and Vehicle Technology, introduced Jesus Montes, Metro Senior Executive Officer – Vehicle Acquisition and Cliffe Henke, WSP Senior Vice President who presented on the recent loss of three transit bus manufacturers in the U.S. market and the Federal Transit Administration’s efforts to strengthen the American bus manufacturing industry. Mr. Montes reported on LA Metro’s efforts in developing a joint request for proposal for zero emissions buses.

The presentation was received and filed.

21. **FARE CAPPING**

Recommended Action: Receive and file report on a new form of fare collection methodology known as fare capping.

John Xie, Controller, provided an overview of the fare structure called fare capping. Fare capping streamlines the fare structure, which would benefit the customer and transit agency. He also reported on the timeline should the board consider implementing fare capping at a later date. He stated that LA Metro initiated a fare capping pilot in July 2023.

The presentation was received and filed.

22. **PROPOSED FISCAL YEAR 2025 INITIATIVES**

Recommendation: Approve the proposed FY2025 Business Plan Initiatives.

LaShawn King Gillespie, Deputy Chief Executive Officer, presented the six proposed initiatives for the coming fiscal year. The initiatives will direct the agency's activities for FY 2025 and were recommended for inclusion in the business plan.

Fuel Cell Bus and Infrastructure Expansion
Zero Emission Double Deck Fleet Expansion
Foothill Transit Pomona Facility CNG Equipment Upgrade
Enhanced State Advocacy Presence
Administrative Office Solar Project
Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Motion by Member Calaycay, second by Member Sternquist, to approve.
Motion carried 5-0.

23. CHIEF EXECUTIVE OFFICER COMMENT

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

Mr. Barnes reported the following:

- The total missed trips for the prior week was 1.32 percent. System wide on time performance is at 78 percent.
- Thanked all the women leaders and wished everyone a happy Women's History Month.

24. BOARD MEMBER COMMENT

Comments by Members of the Foothill Transit Executive Board.

- Vice Chair Shevlin stated that she liked the set-up with the round tables for the Governing Board Meeting.
- Chair Moss invited attendees to the City of Industry Chamber event where there will be a presentation on the benefits of hiring people with autism.

25. ADJOURNMENT

Adjournment for the March 29, 2024, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 10:50 a.m.



April 26, 2024

To: Executive Board

Subject: **March 2024 Financial Statements and Investment Summary**

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2024.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2024, for the fiscal year ending June 30, 2024.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of March 31, 2024, shows total assets at \$435.64 million. This total consists primarily of \$213.59 million in fixed assets, \$202.98 million in cash and investments and \$18.68 million in receivable and prepaid assets. Foothill Transit's cash position of \$202.98 million is \$7.04 million more than the previous month, and is \$58.08 million more than last year in March.

Liabilities

The accounts payable and accrued liabilities balance is \$13.64 million. Accounts payables and accrued liabilities include operation and maintenance expenses for \$11.43 million and \$1.03 million for fuel.

The deferred revenue of \$143.58 million represents funds that are reserved for planned capital expenditures, such as, upcoming bus procurements and security enhancements, and construction activities at Arcadia-Irwindale and Pomona yards.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash balance includes \$101.14 million in liquid accounts held with Bank of Montreal and \$10.79 million in interest bearing money market accounts with Bank of Montreal.



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

Foothill Transit invested \$67.08 million in the Local Agency Investment Fund (LAIF), and invested funds in multiple certificates of deposit (CDs) with staggered maturity dates to minimize any potential cash flow concerns. The total return of investment for these CDs is projected to be \$1.04 million and potentially more when funds are re-invested after maturity. The breakdown of the investments are listed on Attachment B.

With the higher yielding money market accounts, Foothill Transit plans to allocate more money from the general checking account to money markets accounts to maximize investment opportunities while conservatively planning to meet cash flow needs.

Operating and Capital Revenues and Expense Analysis (Attachment C)

Fare revenues fiscal year to date were up 14.94% compared to budget due to gradual ridership increases in the Los Angeles Region. EZ transit pass revenue significantly decreased due to Metro's fare change and fare capping implementation.

Revenues for FY24 reflect application of the American Rescue Plan Additional Assistance (ARPA) federal funds. To date, Foothill Transit has spent \$25 million of the emergency federal funds on operating expenses.

Operating costs through March 2024 were \$97.36 million, which is \$19.72 million less than the budget and \$12.27 million more than March 2023. The variance in operating cost will start to decrease as the new contract for the Arcadia Operations and Maintenance facility will realize higher operating costs starting in April 2024. Of the \$97.36 million expenditures, \$74.43 million reflects operating costs for the Arcadia-Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$8.22 million through March 2024.

Capital expenditures through March were \$10.73 million compared with \$37.52 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 19 zero-emission



buses and a hydrogen fueling station, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility. Due to the need to re-procure the 19 buses originally awarded to El Dorado, Foothill Transit has awarded a contract to New Flyer and anticipates the cost of these buses will be incurred in fiscal year 2025.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 2024; 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 track the expenses properly during the month in which they actually occurred. Total disbursements for March 2024 were \$8.76 million. Capital disbursements totaled \$0.66 million and other significant disbursements include \$3.23 million to Keolis and \$2.70 million to Transdev for bus operating services.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Attachments

**Foothill Transit
Balance Sheet
as of March 31, 2024**

Assets

Current Assets:

Cash and Investments	\$202,977,245
Due from government agencies	14,331,533
Other receivables	3,319,882
Other assets	1,025,684
Total Current Assets	\$221,654,343

Non current Assets:

Notes receivable	393,315
Property & Equipment (net of depreciation)	213,594,219
Total Non Current Assets	\$213,987,534

Total Assets

\$435,641,877

Liabilities and Equity

Current Liabilities:

Accounts payable and accrued liabilities	\$13,636,724
Deferred Revenue	143,584,033
Total Liabilities	\$157,220,757

Equity

Fund Balance:

Investment in Capital Assets	\$213,594,219
Current Year Change	9,589,074
Reserve	55,237,828
Total Equity	\$278,421,120

Total Liabilities and Equity

\$435,641,877

**Summary of Cash and
Investment Account
For March 31, 2024**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of Montreal-Reg. Checking	N/A	Demand Deposit	\$85,045,189
Petty Cash	N/A	N/A	600
Revolving Fund - Transit Stores	N/A	N/A	400
Bank of Montreal-Excise Tax/LCFS #1106	N/A	Demand Deposit	16,099,481
Bank of Montreal-Money Market #1110	4.25%	Demand Deposit	5,195,991
Bank of Montreal-Money Market #1111	4.25%	Demand Deposit	5,154,442
Bank of Montreal-LCTOP #1108	2.50%	Demand Deposit	438,742
Total Cash			<u>\$111,934,846</u>
Investments:			
LAIF Investment #1141	4.00%	Demand Deposit	\$67,042,399
Bank of Montreal - Certificate Deposit (CD)			
1 Maturity - 06/12/2024 - 6 months	5.45%	Certificate Deposit	6,000,000
2 Maturity - 09/12/2024 - 9 months	5.50%	Certificate Deposit	8,000,000
3 Maturity - 12/12/2024 - 12 months	5.50%	Certificate Deposit	10,000,000
Subtotal Investments			<u>\$91,042,399</u>
Total Cash and Investments			<u>\$202,977,245</u>

Foothill Transit
Statement of Revenue and Expense
For Month Ended March 31, 2024

	Actual YTD March 2024	Budget YTD March 2024	Variance	Actual YTD March 2023
Fare Revenue				
Farebox	\$2,718,571	\$2,228,725	21.98%	\$2,596,663
Pass Sales	1,432,479	1,328,734	7.81%	1,192,999
TAP Cash Purse	1,717,970	1,502,397	14.35%	1,553,915
MetroLink & Access Service	240,194	193,223	24.31%	188,871
EZ Transit Pass	169,007	209,260	(19.24%)	144,430
Total Operating Revenue	\$6,278,222	\$5,462,339	14.94%	\$5,676,878
Operating Subsidies and Other				
Transportation Development Act	\$17,026,928	\$15,966,732	6.64%	\$14,615,805
State Transit Assistance (STA)	3,534,606	6,777,207	(47.85%)	700,194
Senate Bill 1 - STA	2,707,451	3,045,883	(11.11%)	643,837
Senate Bill 1 - STA BSCP	305,946	344,189	(11.11%)	60,179
CalTrans-LCTOP	736,555	762,863	0.00%	-
Prop A 40% Discretionary	12,357,129	13,901,771	0.00%	3,136,149
Prop A 40% BSCP	4,880,071	5,490,080	0.00%	1,077,943
Prop A Exchange	-	4,666,667	0.00%	2,800,000
Prop C BSIP	696,307	783,346	(11.11%)	167,850
Prop C Base Restructuring	1,495,595	1,682,544	(11.11%)	360,523
Prop C Transit Service Expansion	249,229	280,382	(11.11%)	60,078
Transit Security	919,012	1,033,889	(11.11%)	220,223
Measure R	12,645,709	21,035,752	(39.88%)	2,772,236
Measure M	8,522,979	10,578,999	0.00%	2,767,890
Federal ARP Act 5307	25,000,000	25,000,000	0.00%	48,462,033
Miscellaneous Transit Revenues	-	259,902	0.00%	1,559,025
Total Subsidies and Other	\$91,077,518	\$111,610,206	(18.40%)	\$79,403,964
Total Operating Revenue	\$97,355,740	\$117,072,545	(16.84%)	\$85,080,842
Other Revenues				
Gain on Sale of Fixed Assets	\$13,885	\$0	0.00%	\$58,773
Auxiliary Revenue	574,490	588,375	0.00%	897,034
Total Other Revenues	\$588,375	\$588,375	0.00%	\$955,806
Total Operating and Other Revenues	\$97,944,115	\$117,660,920	(16.76%)	\$86,036,649
Operating Expenses				
Customer Service & Operations	\$84,913,153	\$101,611,610	(16.43%)	\$73,624,141
Maintenance & Vehicle Technology	847,485	847,725	(0.03%)	794,413
Marketing & Communications	1,537,443	1,862,715	(17.46%)	1,444,019
Information Technology	1,651,742	2,196,220	(24.79%)	1,583,113
Administration	1,357,943	1,710,550	(20.61%)	1,150,084
Procurement	744,756	796,915	(6.55%)	659,929
Government Relations	405,537	590,745	(31.35%)	323,442
Finance	1,417,790	1,737,805	(18.41%)	1,379,916
Safety and Security	2,357,919	2,761,275	(14.61%)	1,796,614
Planning	763,115	1,183,845	(35.54%)	1,030,656
Facilities	1,358,858	1,773,140	(23.36%)	1,294,514
Total Operating Expenses	\$97,355,740	\$117,072,545	(16.84%)	\$85,080,842
Other Expenses				
Property Management	\$348,375	\$348,375	0.00%	\$348,375
Special Services	240,000	240,000	0.00%	350,113
Total Other Expenses	\$588,375	\$588,375	0.00%	\$698,488
Total Operating and Other Expenses	\$97,944,115	\$117,660,920	(16.76%)	\$85,779,330
Capital Revenues				
Capital Grants	\$10,727,858	\$50,609,168	(78.80%)	\$37,522,175
Capital Expenditures				
Capital Expenditures	\$10,727,858	\$50,609,168	(78.80%)	\$37,522,175

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03/04/24	Payment	E101131	Keolis Transit America, Inc.	7,774.36	881034
03/04/24	Payment	E101131V	Keolis Transit America, Inc.	-7,774.36	881783
03/04/24	Payment	W001259	Southern California Edison Co. ZBA	95.90	884384
03/04/24	Payment	W001260	Charter Communications Inc. ZBA	186.31	884386
03/04/24	Payment	W001261	Frontier ZBA	469.59	884388
03/05/24	Payment	E101132	Keolis Transit America, Inc.	7,514.14	881785
03/05/24	Payment	NAV-61009	Alta Planning + Design, Inc.	22,408.00	881800
03/05/24	Payment	NAV-61010	Birdi Systems, Inc.	12,564.46	881803
03/05/24	Payment	NAV-61011	Assistance League of Covina Valley	75.00	881805
03/05/24	Payment	NAV-61012	Pulsar Advertising	29,179.00	881812
03/05/24	Payment	NAV-61013	Grainger	302.75	881814
03/05/24	Payment	NAV-61014	Thompson Coburn LLP	14,226.32	881816
03/05/24	Payment	NAV-61015	Tri - Signal Integration, Inc.	1,890.00	881818
03/05/24	Payment	NAV-61016	ECAMSECURE	40,315.77	881824
03/05/24	Payment	NAV-61017	Avail Technologies, Inc.	77,468.50	881826
03/05/24	Payment	NAV-61018	Dean Gazzo Roistacher LLP	5,929.10	881829
03/05/24	Payment	NAV-61019	Thomas J. Koontz	466.36	881832
03/05/24	Payment	NAV-61020	Corodata Records Management, Inc.	140.25	881834
03/05/24	Payment	NAV-61021	ODP Business Solutions, LLC	481.84	881837
03/05/24	Payment	NAV-61022	County of L.A. - Sheriff's Dept.	88,509.70	881839
03/05/24	Payment	NAV-61023	WB Covina-KI, LLC	141.51	881841
03/05/24	Payment	NAV-61024	Qualified Mobile, Inc.	706.07	881844
03/05/24	Payment	NAV-61025	E.S.G.Valley Japanese Community Ctr	2,200.00	881846
03/05/24	Payment	NAV-61026	Gotcha Media Holdings, LLC	6,980.00	881848
03/05/24	Payment	NAV-61027	Chamber of Commerce - San Dimas	5,000.00	881850
03/05/24	Payment	NAV-61028	HD Supply Facilities Maintenance	1,627.52	881852
03/05/24	Payment	NAV-61029	Weatherite Corporation	565.00	881854
03/05/24	Payment	NAV-61030	H&E Equipment Services, Inc.	859.73	881856
03/05/24	Payment	NAV-61031	Skyline Pest Control	115.00	881858
03/05/24	Payment	NAV-61032	Industry Public Utility Commission	1,454.13	881860
03/05/24	Payment	NAV-61033	Instant Signs Inc.	594.87	881862
03/05/24	Payment	NAV-61034	CDW Government Inc.	9,386.34	881864
03/05/24	Payment	NAV-61035	AFLAC	1,946.30	881866
03/05/24	Payment	NAV-61036	ATKINSON ANDELSON LOYA RUUD AND ROMO	103.50	881868
03/05/24	Payment	NAV-61037	Ca Council for Environmental and Economic Balance	12,500.00	881871
03/05/24	Payment	NAV-61038	California School of the Arts San Gabriel Valley Foundation	2,000.00	881873
03/05/24	Payment	NAV-61039	Uniform Headquarters	18.23	881875
03/05/24	Payment	NAV-61040	Presidio Network Solutions Group, LLC	1,950.00	881877
03/05/24	Payment	NAV-61041	Amazon Web Services, Inc	828.51	881879
03/05/24	Payment	NAV-61042	MRC Smart Technology Solutions	800.51	881881
03/05/24	Payment	NAV-61043	Verizon Wireless	90.04	881883
03/05/24	Payment	NAV-61044	C.A.T. Specialties	11,556.05	881886
03/05/24	Payment	NAV-61045	EV Connect, Inc.	2,205.00	881888
03/05/24	Payment	NAV-61046	Dalila Ortiz	85.65	881891
03/05/24	Payment	NAV-61047	Denise Martinez	124.18	881893
03/05/24	Payment	NAV-61048	Lakes Property Owner, LLC	350.00	881895
03/05/24	Payment	NAV-61049	MCM Integrated Systems Inc.	1,572.42	881897
03/05/24	Payment	NAV-61050	J.J. Keller and Associates, Inc.	688.00	881899
03/05/24	Payment	NAV-61051	CA Newspaper Service Bureau	458.90	881902

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03/05/24	Payment	NAV-61052	United Site Services of California, Inc.	1,112.86	881904
03/05/24	Payment	NAV-61053	Green Thumb Indoor Plant	139.00	881906
03/05/24	Payment	NAV-61054	Chamber of Commerce - Irwindale	7,850.00	881908
03/05/24	Payment	NAV-61055	Day - Lite Maintenance Co. Inc.	494.06	881910
03/05/24	Payment	NAV-61056	AT and T - 5075-0192938598001/0224	41.63	881911
03/05/24	Payment	W001262	Verizon Business-15043 ZBA	2,271.66	884390
03/06/24	Payment	NAV-61066	Qualified Mobile, Inc.	286.41	881914
03/06/24	Payment	NAV-61067	Commercial Building Management Services, Inc.	4,552.27	881916
03/06/24	Payment	NAV-61068	Mt. San Antonio College Found	3,500.00	881918
03/06/24	Payment	NAV-61069	Linda Garrison	600.00	881920
03/06/24	Payment	NAV-61070	AFLAC	2,101.54	881922
03/06/24	Payment	NAV-61071	Vision Service Plan - (CA)	1,514.36	881924
03/06/24	Payment	NAV-61072	Panera, LLC	332.38	881926
03/06/24	Payment	NAV-61073	United Site Services of California, Inc.	563.18	881928
03/06/24	Payment	NAV-61074	Thomas J. Koontz	298.78	881931
03/06/24	Payment	NAV-61075	Green Thumb Indoor Plant	599.75	881933
03/06/24	Payment	NAV-61076	Colley Auto Cars Inc.	536.12	881935
03/06/24	Payment	NAV-61077	Day - Lite Maintenance Co. Inc.	108.00	881937
03/06/24	Payment	NAV-61078	Instant Signs Inc.	8,052.38	881939
03/06/24	Payment	NAV-61079	Tri - Signal Integration, Inc.	175.00	881945
03/06/24	Payment	NAV-61080	Adt Security Services, Inc.	362.04	881948
03/06/24	Payment	NAV-61081	California Party Rentals	1,328.70	881950
03/06/24	Payment	NAV-61082	Cameron J. Saylor	864.08	881952
03/06/24	Payment	NAV-61083	Pre-Paid Legal Services, Inc	308.05	881955
03/06/24	Payment	NAV-61084	Landmark Healthplan of California, Inc.	1,239.38	881957
03/06/24	Payment	NAV-61085	CaliforniaChoice Benefit Administration	71,085.60	881959
03/06/24	Payment	NAV-61086	R DEPENDABLE CONST INC	74,595.80	881961
03/06/24	Payment	W001263	Azusa Light & Water ZBA	100.66	884392
03/06/24	Payment	W001264	Azusa Light & Water ZBA	100.66	884394
03/06/24	Payment	W001265	Azusa Light & Water ZBA	174.13	884396
03/06/24	Payment	W001266	Verizon Business-15043 ZBA	1,062.58	884398
03/06/24	Payment	W001267	Verizon Business-15043 ZBA	2,033.84	884400
03/06/24	Payment	W001302	International City Management Assoc. Retirement Co	59,984.24	884402
03/07/24	Payment	E101133	Keolis Transit America, Inc.	223.40	881787
03/07/24	Payment	E101134	Keolis Transit America, Inc.	326.98	881789
03/07/24	Payment	E101135	Transdev Services, Inc.	4,244.63	881791
03/07/24	Payment	E101136	Transdev Services, Inc.	6,198.89	881793
03/07/24	Payment	E101137	Transdev Services, Inc.	17,404.78	881795
03/07/24	Payment	E101138	Luis A Renderos	51.00	881797
03/08/24	Payment	W001268	AT and T-5019 ZBA	794.67	884404
03/08/24	Payment	W001269	State Compensation Insurance Fund ZBA	3,654.08	884406
03/11/24	Payment	E101140	Keolis Transit America, Inc.	168,462.25	883511
03/11/24	Payment	E101141	Keolis Transit America, Inc.	110,674.26	883513
03/11/24	Payment	E101142	Clean Energy	90,471.21	883515
03/11/24	Payment	E101143	Clean Energy	280,189.78	883517
03/11/24	Payment	E101144	Clean Energy	56,897.79	883519
03/11/24	Payment	E101145	Clean Energy	160,385.67	883521
03/11/24	Payment	E101146	Clean Energy	51,267.30	883523
03/11/24	Payment	E101147	Transdev Services, Inc.	62,299.63	883525
03/11/24	Payment	E101148	Canto, Inc.	858.34	883527

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03/11/24	Payment	E101149	Translating Services, Inc.	170.00	883529
03/11/24	Payment	E101150	Darold D. Pieper Attorney at Law	8,930.00	883531
03/11/24	Payment	W001270	Frontier ZBA	254.30	884408
03/11/24	Payment	W001271	The Gas Co. ZBA	2,836.84	884410
03/12/24	Payment	E1101174	Keolis Transit America, Inc.	281.38	884412
03/12/24	Payment	E1101175	Life Insurance Company of North America	7,207.19	884414
03/12/24	Payment	E1101176	Prestige Analytics, Inc.	11,700.00	884416
03/12/24	Payment	E1101177	Keolis Transit America, Inc.	11,500.00	884418
03/12/24	Payment	E1101178	Eight Point Trailer, Corp.	10,815.48	884420
03/12/24	Payment	E1101179	Powell Consulting DC, LLC	6,000.00	884422
03/12/24	Payment	W001272	Frontier ZBA	452.83	884424
03/12/24	Payment	W001273	Verizon Wireless ZBA	4,943.44	884426
03/12/24	Payment	W001274	Verizon Wireless ZBA	17,235.60	884428
03/13/24	Payment	W001275	Wright Express ZBA	353.69	884430
03/14/24	Payment	95000	Azteca Landscape	4,614.96	882623
03/14/24	Payment	95001	Birdi Systems, Inc.	6,975.68	882627
03/14/24	Payment	95002	CA Newspaper Service Bureau	126.49	882629
03/14/24	Payment	95003	Cintas Corporation #2	266.52	882631
03/14/24	Payment	95004	CMAX Commercial Maintenance Inc	5,000.00	882634
03/14/24	Payment	95005	Commercial Door Metal Systems, Inc.	2,334.18	882636
03/14/24	Payment	95006	Corodata Records Management, Inc.	93.50	882638
03/14/24	Payment	95007	Crossroads Inc.	1,000.00	882640
03/14/24	Payment	95008	Dell Marketing LP	1,581.40	882642
03/14/24	Payment	95009	ECAMSECURE	29,206.91	882647
03/14/24	Payment	95010	FEDEX Corp.	38.26	882649
03/14/24	Payment	95011	Grainger	213.73	882651
03/14/24	Payment	95012	Home Depot Credit Services	1,296.41	882653
03/14/24	Payment	95013	Kolob Industries LLC	25.00	882655
03/14/24	Payment	95014	ODP Business Solutions, LLC	847.62	882658
03/14/24	Payment	95015	Pulsar Advertising	32,480.25	882665
03/14/24	Payment	95016	Qualified Mobile, Inc.	338.68	882667
03/14/24	Payment	95017	Sensis Inc	7,919.99	882669
03/14/24	Payment	95018	Tangled Web Solutions: Investigations & Consulting	392.50	882671
03/14/24	Payment	95019	Thomas J. Koontz	3,280.00	882673
03/14/24	Payment	95020	T-Mobile USA Inc.	778.13	882675
03/14/24	Payment	95021	Town Square Publication LLC	2,395.00	882677
03/14/24	Payment	95022	Tri - Signal Integration, Inc.	500.00	882679
03/14/24	Payment	W001276	Azusa Light & Water ZBA	59.36	884432
03/14/24	Payment	W001277	Azusa Light & Water ZBA	134.62	884434
03/14/24	Payment	W001278	Frontier ZBA	1,709.00	884436
03/15/24	Payment	E101151	RTS Solutionz, Inc.	3,101.05	883533
03/15/24	Payment	E101152	Thompson Coburn LLP	53,944.46	883535
03/15/24	Payment	E101153	Dean Gazzo Roistacher LLP	2,489.80	883537
03/15/24	Payment	E101154	Powell Consulting DC, LLC	1,929.26	883539
03/15/24	Payment	E101155	The Thurman Group, Inc.	5,983.51	883541
03/15/24	Payment	W001279	AT and T-5025 ZBA	635.47	884438
03/15/24	Payment	W001280	Frontier ZBA	868.67	884440
03/15/24	Payment	W001281	Verizon ZBA	999.14	884442
03/15/24	Payment	W001282	Verizon Business-15043 ZBA	2,738.81	884444
03/18/24	Payment	E101156	BlinkTag Inc.	2,937.50	883543

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03/18/24	Payment	E101157	Translating Services, Inc.	92.80	883545
03/18/24	Payment	E101158	Transdev Services, Inc.	5,964.50	883547
03/18/24	Payment	E101159	Transdev Services, Inc.	6,132.79	883549
03/18/24	Payment	W001283	Athens Services ZBA	244.82	884446
03/18/24	Payment	W001284	Athens Services ZBA	1,325.59	884448
03/18/24	Payment	W001283V	Athens Services ZBA	-0.40	884563
03/19/24	Payment	E101160	Kevin Oliver Parks McDonald	15,225.00	883551
03/19/24	Payment	W001285	AT and T-5025 ZBA	1,967.81	884450
03/20/24	Payment	W001286	Southern California Edison Co. ZBA	15,782.65	884452
03/20/24	Payment	W001300	BMO Financial Group-Corporate Credit Card ZBA	59,799.74	884454
03/20/24	Payment	W001303	International City Management Assoc. Retirement Co	59,273.09	884456
03/21/24	Payment	E101161	Tanya Marie Pina	86.74	883553
03/21/24	Payment	E101162	Platinum Advisors, LLC	6,500.00	883555
03/21/24	Payment	E101163	Transdev Services, Inc.	17,336.23	883557
03/21/24	Payment	E101164	Matthew Nakano	113.86	883559
03/22/24	Payment	95023	4imprint Inc.	1,466.20	883073
03/22/24	Payment	95024	ACC Business	1,080.53	883075
03/22/24	Payment	95025	Amazon Web Services, Inc	937.47	883077
03/22/24	Payment	95026	Apollo Electric	9,425.00	883079
03/22/24	Payment	95027	ATKINSON ANDELSON LOYA RUUD AND ROMO	3,095.50	883081
03/22/24	Payment	95028	Azteca Landscape	20,195.00	883083
03/22/24	Payment	95029	Birdi Systems, Inc.	3,829.26	883086
03/22/24	Payment	95030	BroadLux Inc.	8,362.33	883090
03/22/24	Payment	95031	CA Newspaper Service Bureau	126.49	883092
03/22/24	Payment	95032	City of Pomona	2,433.51	883094
03/22/24	Payment	95033	CMAX Commercial Maintenance Inc	2,500.00	883096
03/22/24	Payment	95034	Concentra Medical Centers - CA	96.00	883098
03/22/24	Payment	95035	Connecta Satellite Solutions LLC	128.74	883100
03/22/24	Payment	95036	Crowe LLP	9,400.00	883102
03/22/24	Payment	95037	Crown Castle USA Inc.	952.50	883104
03/22/24	Payment	95038	Dell Marketing LP	2,109.77	883106
03/22/24	Payment	95039	Dept. of Industrial Relations (Accounting)	700.00	883109
03/22/24	Payment	95040	Digium Cloud Services, LLC	2,829.75	883112
03/22/24	Payment	95041	ECAMSECURE	22,046.81	883114
03/22/24	Payment	95042	Finley and Cook, PLLC	27,553.90	883116
03/22/24	Payment	95043	Granite Telecommunications, LLC	9,951.32	883118
03/22/24	Payment	95044	Moore and Associates Inc.	17,945.00	883120
03/22/24	Payment	95045	ODP Business Solutions, LLC	719.97	883123
03/22/24	Payment	95046	One Ring Networks, Inc.	1,000.00	883125
03/22/24	Payment	95047	Peter Barron Stark and Associates	10,270.01	883127
03/22/24	Payment	95048	Skyline Pest Control	115.00	883129
03/22/24	Payment	95049	Thomas J. Koontz	68.36	883131
03/22/24	Payment	95050	Thompson Coburn LLP	35,960.91	883133
03/22/24	Payment	95051	TransitTalent.com LLC	125.00	883135
03/22/24	Payment	95052	Zonar Systems Inc.	6,137.00	883138
03/22/24	Payment	95053	R DEPENDABLE CONST INC	74,595.80	883140
03/22/24	Payment	95054	Rodger's Food Service	584.60	883142
03/22/24	Payment	W001287	Waste Management Collection & Recycling, Inc. ZBA	721.98	884458
03/25/24	Payment	W001288	ReadyRefresh ZBA	79.91	884460
03/25/24	Payment	W001289	Azusa Light & Water ZBA	156.59	884462

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03/25/24	Payment	W001290	Southern California Edison Co. ZBA	2,465.56	884464
03/26/24	Payment	95055	NineSofia, LLC	5,380.00	883878
03/26/24	Payment	95056	Metrolink-218619	5,022.50	883947
03/26/24	Payment	W001291	Frontier ZBA	62.82	884466
03/26/24	Payment	W001292	Southern California Edison Co. ZBA	475.97	884468
03/26/24	Payment	W001293	State Compensation Insurance Fund ZBA	3,654.08	884470
03/26/24	Payment	W001294	Southern California Edison Co. ZBA	8,599.29	884472
03/27/24	Payment	E101165	Clean Energy	169,800.51	883561
03/27/24	Payment	E101166	Clean Energy	153,708.34	883563
03/27/24	Payment	E101167	Keolis Transit America, Inc.	2,011,209.62	883565
03/27/24	Payment	E101168	Transdev Services, Inc.	2,696,292.40	883567
03/27/24	Payment	W001295	Suburban Water Systems ZBA	84.67	884474
03/27/24	Payment	W001296	Suburban Water Systems ZBA	179.87	884476
03/27/24	Payment	W001297	Suburban Water Systems ZBA	436.18	884478
03/27/24	Payment	W001301	Quadient Finance USA, Inc. ZBA	560.00	884480
03/28/24	Payment	E101169	AlxTel, Inc.	42,317.50	883569
03/28/24	Payment	E101170	Stantec Consulting Services Inc.	8,593.33	883571
03/28/24	Payment	E101171	Keolis Transit America, Inc.	1,194,980.79	883573
03/28/24	Payment	95057	City of Pomona	123.50	883580
03/28/24	Payment	95058	State of California Department of Transportation	17,575.92	883582
03/28/24	Payment	95059	Conference of Minority Transport. Officials	5,100.00	883584
03/28/24	Payment	95060	United Site Services of California, Inc.	1,112.86	883586
03/28/24	Payment	95061	H&E Equipment Services, Inc.	859.73	883588
03/28/24	Payment	95062	Industry Public Utility Commission	1,386.87	883590
03/28/24	Payment	95063	MRC Smart Technology Solutions	879.06	883592
03/28/24	Payment	95064	Matrix Audio Visual Designs, Inc.	653.67	883594
03/28/24	Payment	95065	FEDEX Corp.	83.59	883596
03/28/24	Payment	95066	County of L.A. - Sheriff's Dept.	85,153.53	883598
03/28/24	Payment	95067	Houalla Enterprises, Ltd.	32,307.59	883600
03/28/24	Payment	95068	Lewis Engraving	66.15	883602
03/28/24	Payment	95069	AT and T - 5075-0192938598001/0324	41.01	883603
03/28/24	Payment	95070	SHI International Corp	455.71	883606
03/28/24	Payment	95071	Thomas J. Koontz	10,382.31	883611
03/28/24	Payment	95072	Tangled Web Solutions: Investigations & Consulting	348.75	883613
03/28/24	Payment	95073	Town Square Publication LLC	2,490.00	883615
03/28/24	Payment	95074	Verizon Wireless	90.04	883617
03/28/24	Payment	95075	Newcomers Access Center	1,000.00	883619
03/28/24	Payment	95076	Qualified Mobile, Inc.	706.07	883622
03/28/24	Payment	95077	California School of the Arts San Gabriel Valley Foundation	2,000.00	883624
03/28/24	Payment	95078	Chamber of Commerce - Irwindale	7,850.00	883626
03/28/24	Payment	W001298	AT and T-5025 ZBA	3,822.57	884482
03/28/24	Payment	W001304	Michelle Lopes Caldwell ZBA	3,270.24	884484
03/29/24	Payment	E101172	Presidio Network Solutions Group, LLC	240.00	884485
03/29/24	Payment	E101173	Presidio Network Solutions Group, LLC	720.00	884487
03/29/24	Payment	W001299	Frontier ZBA	2,052.80	884490
03/31/24	Payment	60335V	Roger's Food Service-Void	-584.60	884491
03/31/24	Payment	61024V	Qualified Mobile Inc.-Void	-706.07	884493
03/31/24	Payment	61038V	California School of the Arts San Gabriel -Void	-2,000.00	884495
03/31/24	Payment	61051V	CA Newspaper Service Bureau-Void	-458.90	884497
03/31/24	Payment	61053V	Green Thumb Indoor Plant-Void	-139.00	884499

Bank Acc. - Detail Trial Bal.

4/10/2024

Page 6

Period: 03/01/24..03/31/24

FOOTHILLTRANIT\SSUWANNARAT

Foothill Transit

ATTACHMENT D

Posting Date	Document Type	Document No.	Vendor	Amount	Entry No.
03/31/24	Payment	61054V	Chamber of Commerce - Irwindale-Void	-7,850.00	884501
03/31/24	Payment	61086V	R DEPENDABLE CONST INC	-74,595.80	884503
		General Checking		8,759,627.32	



April 26, 2024

To: Executive Board

Subject: **April 2024 Procurement Monthly Report**

Recommendation

Receive and file the Procurement Monthly Report for April 2024.

Awarded Procurements:

Since the previous month's Executive Board meeting on March 29, 2024, there has been one award of agreements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- The Avenue Azusa, LLC was awarded contract No. NP24-008 for the provision, maintenance and upkeep of a dedicated restroom facility at the Azusa Intermodal Transit Center for a period of 10 years. The Independent Cost Estimate for the lease was \$297,478.20 based on current portable restroom leasing agreements. The lease agreement is in the amount of \$230,520.00 for ten years. The final costs and terms were negotiated by the parties.

Upcoming Procurements:

Since the previous month's Executive Board meeting, the Procurement Department has not initiated any procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

Sincerely,

Christopher Pieper
Director of Procurement

Doran J. Barnes
Chief Executive Officer



April 26, 2024

To: Executive Board

Subject: **Fiscal Year 2024 Third Quarter Budget Update**

Recommendation

Receive and file the Fiscal Year 2024 Third Quarter Budget Update.

Analysis

As of March 31, 2024, Foothill Transit is \$19.7 million under the approved year-to-date operating budget of \$117.1 million. Each department is continuing to work toward achievement of its individual goals and objectives identified in the FY 2024 Business Plan and Budget.

Operating Accomplishments

Foothill Transit team members have continued to work diligently to deliver service to Foothill Transit customers throughout the San Gabriel and Pomona Valleys.

Operating accomplishments during the third quarter of FY2024 included the following: continued daily operations of all Foothill Transit service which includes operations of hydrogen fuel cell buses; contract award for the Arcadia-Irwindale operations and maintenance services; successful service delivery for the annual Rose Bowl game; the annual Bus Rodeo; and, the implementation of Foothill Transit Forward recommendations. Each department is instrumental in delivering Foothill Transit's mission while also remaining within fiscal constraints.

Capital Program Accomplishments

Capital achievements during the third quarter of FY2024 included continuation of the bus heavy maintenance program; continuation of the Arcadia HVAC replacement; further improvements to maintain and improve safety and security at all Foothill Transit properties; continued work on the Cal Poly Pomona Mobility Hub feasibility study; and, updates to the Foothill Transit data center.



Budget Impact

Through the third quarter, Foothill Transit is continuing to experience the most significant operating underruns in Purchased Transportation and Fuel. These two categories account for 84 percent of the approved operating budget and subsequently reflect 96 percent of the overall operating budget underrun. Foothill Transit assumed a cost increase to Purchased Transportation at the Arcadia-Irwindale facility, however, those costs will not be realized until the fourth quarter. Foothill Transit expects this operating variance to decrease to more closely align with the budget once the new contract rates go into effect and we make service adjustments in the spring service change. As a result of prior year fuel spikes, Foothill Transit also increased the fuel budget to reflect potentially increasing market pricing and trends from prior years. Thus far, we have not experienced a spike in fuel prices and have made adjustments to how fuel was budgeted in the next fiscal year. Foothill Transit also increased the budget for the transit stores and facility technician services, however, the new contract was awarded later into the fiscal year than initially anticipated. We have also not yet incurred the entirety of costs related to Professional and Technical services and contract renewal increases. These changes should be reflected as we continue through the remainder of the fiscal year.

Foothill Transit collected \$6.3 million of fare revenues through the third quarter of FY2024. This is above the targeted fare revenue of \$5.5 million. We can attribute this positive performance to the success of the summer fare sale, increased ridership from Foothill Transit Forward service adjustments, and new travel patterns throughout Los Angeles County.

The budget has continued to be reviewed and analyzed on a quarterly basis to ensure budget adherence. Foothill Transit has taken the current budget performance into consideration while preparing the proposed budget for Fiscal Year 2025.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Jorge Quintana
Budget and Grants Manager

Attachment

TOTAL BUDGET BY DEPARTMENT
FY2024 Quarterly Budget Variance Report QTR 3
07/01/2023 to 03/31/2024

Dept #	DEPARTMENTS	Annual Budget	Budget Y-T-D	Actual Y-T-D	Variance Fav(unf)
10	Customer Service & Operations	\$ 140,707,520	\$ 101,611,610	\$ 84,913,153	\$ 16,698,457
11	Maintenance & Vehicle Technology	1,214,970	847,725	847,485	240
20	Marketing and Communications	2,483,620	1,862,715	1,537,443	325,272
30	Information Technology	2,831,490	2,196,220	1,651,742	544,478
40	Administration	2,279,410	1,710,550	1,357,943	352,607
41	Procurement	1,070,000	796,915	744,756	52,159
42	Government Relations	787,680	590,745	405,537	185,208
60	Finance	2,322,230	1,737,805	1,417,790	320,015
70	Safety and Security	3,681,700	2,761,275	2,357,919	403,356
80	Planning	1,578,470	1,183,845	763,115	420,730
90	Facilities	2,333,760	1,773,140	1,333,034	440,106
	TOTAL	\$ 161,290,850	\$ 117,072,545	\$ 97,329,916	\$ 19,742,629



April 26, 2024

To: Executive Board

Subject: **Holiday Service Schedule for Fiscal Year 2025**

Recommendation

Approve the proposed Fiscal Year 2025 Holiday Service Schedule.

Analysis

Foothill Transit traditionally operates a weekend schedule on most federal holidays. On these holidays ridership on both our local and commuter lines is very low, indicating that Foothill Transit’s weekend schedule would better meet ridership demand. As such, it is recommended that Foothill Transit operate a Sunday schedule on the following federal holidays:

Holiday	Day of Week	Date
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Thanksgiving Day	Thursday	November 28
Christmas Day	Wednesday	December 25
New Year’s Day	Wednesday	January 1
President’s Day	Monday	February 17
Memorial Day	Monday	May 26

Budget Impact

Operating Sunday schedules on the above listed holidays will result in approximately \$793,895; in reduced operating costs than if, regular weekday service was provided on these dates.

Sincerely,

Joseph Raquel
Director of Planning

Doran J. Barnes
Chief Executive Officer



April 26, 2024

To: Executive Board

Subject: **Foothill Transit Employee Compensation Policy**

Recommendation

Approve the annual update to the Employee Compensation Policy including two recommended changes to the policy as follows:

- *Provide a one-time merit-based compensation adjustment of 5 percent for staff who have successfully met their annual goals.*
- *Increase the employee reimbursement for out of pocket medical expenses from the current level of \$20,000 to \$30,000.*

Analysis

The Employee Compensation Policy is provided to the Board annually to update the Board on any changes that occurred during the year or are proposed to be changed for the upcoming year. The policy is attached for Board review.

The current policy for staff compensation adjustments reads as follows:

- “Under the adopted management compensation plan, annual performance conversations will take place in June of each year with any compensation adjustments effective July 1 of that year. The salary ranges will be adjusted by 3 percent each year.”

In considering the potential merit increase and salary range adjustments for Fiscal Year 2024, it should be noted that Foothill Transit has seen increases for the Purchased Transportation labor in excess of 30 percent for certain operating contracts. These increases are a direct reflection of increased labor costs by our contractors.

A recent compensation review and comparison to other similar employers (such as Long Beach Transit, Omnitrans, LA Metro, and the APTA salary survey) revealed that Foothill Transit salaries are generally less than similar jobs at the other agencies. Additionally, cities within the Foothill Transit service area are reporting increasing turnover due to employees seeking higher salaries at other agencies.



The Bureau of Labor Statistics has reported that the consumer price index (CPI) inflation rate increased 3.5 percent from January 2023 to January 2024. A consumer price index is the price of a weighted average market basket of consumer goods and services purchased by households. The annual percentage change in CPI is used as a measure of inflation and can be used to adjust for the effect of inflation on the real value of wages, salaries, and pensions. While the CPI rate this past year has been lower, it follows a period of unusually high increases over the past two years.

As noted in the updated Foothill Transit financial forecast, the organization is projecting a balanced budget through Fiscal Year 2028. In light of this, it is proposed that the compensation and salary ranges adjustments which were scheduled to increase by three percent effective July 1, 2024, instead be increased by five percent.

The current policy for reimbursement of out-of-pocket medical expenses states the following:

- “In the event of a serious illness or injury, an employee may submit their Explanation of Benefits from their health care provider, or other appropriate documentation, identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed \$20,000.”

The recommendation is to increase the not to exceed amount to \$30,000. This recommendation is based on the rising costs of medical care experienced since the policy was developed in 2018. This benefit has been used only by those employees who have experienced extreme financial impacts from their medical expenses.

Budget Impact

The financial impact of the updated Employee Compensation Policy has been included in long-range financial forecasting and the draft FY2025 Budget and Business Plan.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Attachment



Foothill Transit
Going Good Places

Attachment A

Foothill Transit Employee Compensation Program

Adopted February 23, 2018 (updated April 2024)

Foothill Transit's employee compensation program is described below. The Foothill Transit Board reserves the right to modify or change this plan at its sole discretion at any time. The Chief Executive Officer is charged with administering this program.

Pay Grades

Foothill Transit shall utilize the following pay grades and ranges. Employees may be hired at any point within these pay ranges at the discretion of the Chief Executive Officer and subject to overall budget limitations:

		Proposed (FY2025)*	
Range	Position Type	Annual Min	Annual Max
9	Executive (Deputy CEO)	\$204,404 \$194,670	\$311,148 \$296,331
8	Director	\$128,816 \$122,682	\$222,206 \$211,624
7	Manager	\$99,270 \$94,543	\$168,020 \$160,020
6	Technical Staff	\$76,720 \$73,066	\$123,519 \$117,637
5	Technical Support	\$60,803 \$57,907	\$99,245 \$94,519
4	Administrative Support	\$50,876 \$48,453	\$84,379 \$80,361
3	Clerical Support	\$46,607 \$44,388	\$75,242 \$71,659

* The ranges have been adjusted in March 2024 to reflect 5 percent range increases in FY2025.

Compensation for the Chief Executive Officer shall be set at the sole discretion of the Board.

Positions

Foothill Transit's Chief Executive Officer is responsible for the organization of the staff subject to the limits of the budget and the total number of authorized full-time equivalent employees authorized in the budget. The Chief Executive Officer has the authority to make title and grade range changes within those parameters.

Internship Program

As part of Foothill Transit's commitment to workforce development, Foothill Transit has created an internship program. The internships allow students and recent graduates to gain valuable skills and knowledge. In addition, the interns support Foothill Transit in achieving its mission. Interns' work schedule will be agreed to in advance with the hiring supervisor, however, the intern's work hours will not exceed the hours per week and days per year as required by state and federal laws for students and for part-time employment.

Paid Time Off

Paid time off (PTO) combines vacation and sick time into a single bank of days for employees to use to take paid time off from work. PTO allows employees to take time off work at their discretion (with approval from their supervisor) which supports work-life balance and flexibility. The PTO accruals are based on years of service as shown in the table below:

Accrual Rates

Years of Service	Bi-Weekly Accrual (expressed in decimals)	Annual Accrual	Maximum Allowable Accrual (three times annual rate)
0-5 Years of Service	6.77 hours	176 hours	528 hours
5-10 Years of Service	8.30 hours	216 hours	648 hours
10-15 Years of Service	9.84 hours	256 hours	768 hours
15+ Years of Service	11.38 hours	296 hours	888 hours

Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

Employees may request to cash out their PTO hours once every calendar year, provided they 1) have used at least 80 hours of **scheduled** PTO hours during the 12-month period prior to requesting the cash out, and 2) they retain at least 160 hours in their PTO bank. Any deviation from this policy must be approved by the Chief Executive Officer.

Employees who separate from Foothill Transit after the age of 55 years will receive their final PTO check as a lump sum payment into the 401a retirement plan. The payment will be processed in the following pay cycle after the employment termination date.

Holidays

Holiday Hours

Foothill Transit shall observe the following eight paid holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving

If an employee works on one of those eight holidays or if a holiday falls on a regularly scheduled flex day, non-exempt employees will receive both holiday pay and pay for the hours worked for that day. Exempt employees will receive nine hours of holiday pay in their PTO bank.

Foothill Transit also observes a holiday period beginning on December 24th of each year and ending on January 1st. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year.

Foothill Transit will grant paid holiday time off to all eligible employees immediately upon assignment to full-time status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Part-time employees are not eligible for holiday pay.

Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees according to the regulations set forth in the California Employment

Development Department. Employees can elect to coordinate PFL with their available PTO bank to provide full pay while on leave. PTO accrual is suspended while on continuous leave. PFL may be taken intermittently, and if approved, PTO accrual will continue to be earned and adjusted based on work hours the employee indicates on their timesheet. Any compensation provided by Foothill Transit while an employee is on leave shall not exceed the regular compensation and benefits they would normally receive during their regular work schedule.

Work Hours and Schedules

Management and administrative employees will work a 9/80 flex schedule with every other Monday off.

Employees will coordinate their work schedules with their Supervisor or Department Director. Departments which operate 7 days a week, 24 hours a day, may assign employees specific work hours and days. A detailed discussion of the work hours and schedules is included in the Employee Handbook.

Health Benefits

Foothill Transit shall pay 90% of the cost of medical, dental, vision and chiropractic insurance for the employee and their eligible dependents. Employees who can demonstrate verification of health coverage may opt out of the Foothill Transit health benefits program. Employees who opt out will receive \$250 per month for medical insurance and \$60 per month for dental, vision, and chiropractic insurance.

In the event of a serious illness or injury, an employee may submit their Explanation of Benefits from their health care provider, or other appropriate documentation, identifying the out-of-pocket expenses or declined payments in excess of \$5,000. Foothill Transit will reimburse the employee for those expenses, not to exceed **\$30,000**.

In order to encourage good health, the cost of flu shots for employees and their dependents covered by the Foothill Transit group medical health plans, are eligible to receive reimbursement annually for the administration of the flu shot.

Life Insurance

Foothill Transit shall provide life insurance at one time the employee's annual salary with a MAX cap limit of \$300,000. At age 70, the benefit is 50%. Per United States Internal Revenue requirements, the premium for insurance in excess of \$50,000 per year is considered taxable income. Employees will be responsible for this tax liability. A payroll deduction will be made each pay period related to this tax liability.

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Retirement Benefits

Foothill Transit shall contribute an amount equal to eight percent of the employee's bi-weekly compensation to a defined contribution retirement plan. In addition, Foothill Transit will match 100 percent of employee contributions up to four percent of bi-weekly compensation to this retirement plan.

Tuition Reimbursement

Employees shall be eligible for tuition reimbursement for classes related to professional positions at Foothill Transit. A grade of "C" or better or an equivalent passing grade must be achieved to obtain reimbursement. The maximum annual reimbursement shall be \$5,250.

Transit Bus Passes for Employees and Dependents

Foothill Transit bus passes shall be provided to employees for their professional and personal use. Foothill Transit bus passes also shall be provided to all employees' dependents.

Employees commuting via other transit providers shall be provided transit passes for any public transit provider.

Length of Service Recognition

Employees shall receive a one-time length of service payment as follows:

5 years of service	\$500
10 years of service	\$750
15 years of service	\$1,000
Each subsequent five years of service	\$1,000

Length of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit.

Amounts noted are gross pay subject to appropriate taxes.

Compensation Adjustments

Under the adopted management compensation plan, annual performance conversations will take place in June of each year with any compensation adjustments effective July 1 of that year. The salary ranges will be adjusted by three percent each year (unless otherwise modified by the Board of Directors).

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to **five percent of salary will be granted during FY2025** based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Chief Executive Officer every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall on their annual evaluation.
- **Educational Advancement** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon achievement of a bachelor's degree, master's degree, or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



April 26, 2024

To: Executive Board

Subject: **Authorization to Award Contract for Retirement plan Administration Services**

Recommendation

Authorize the Chief Executive Officer to award a contract to MissionSquare Retirement, formerly known as International City Management Association Retirement Company (ICMA-RC) for retirement plan administration services.

Background

In 2013, Foothill Transit issued a request for proposals to manage retirement services for all employees. The successful proposer, ICMA Retirement Corporation (ICMA-RC) has now managed the Foothill Transit retirement account for 10 years. In 2021, ICMA-RC announced a new brand name and is now known as MissionSquare Retirement.

The Foothill Transit retirement plan consists of a 401(a) plan specifically for employer contributions and a 457(b) governmental plan for elective deferrals by the employees. Both plans meet IRS regulations and provide employees with maximum flexibility for saving and investing.

Employees have the ability to modify their contributions, view their portfolio progress, and seek additional assistance either through the MissionSquare online system or through the customer service system. Services available to employees include: retirement planning; certified financial planning; financial wellness planning; investment advice; and, digital education.

Financial Analysis

The cost structure for retirement plan administration services consists of several variable costs depending on services used and the account balances of Foothill Transit participants. The fee breakdown from MissionSquare is included as an attachment.

Foothill Transit has made several assumptions to estimate the total value of a 10-year contract which is a base 2-year contract with two, 4-year renewals. We have analyzed the overall cost of the current administration services on a quarterly basis from the first quarter of FY2019 through the second quarter of FY2024. We have found that costs are variable depending on employee



retention and overall market performance. The average growth rate of Foothill Transit's two account types from FY2019 to FY2023 have been 4.48% and 4.30%, respectively. Using these growth assumptions, we estimate that total contract value for 10 years of retirement plan administration to cost approximately \$2,155,580.

Budget Impact

The associated costs of providing this employee benefit is included in the FY2025 budget and will continue in each subsequent year.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Attachment

Plan Administration Fee

Foothill Transit is currently invested in R1 shares of the Vantagetrust, this includes a plan administration fee of 0.55%.

Optional services and related fees

The following supplemental service fees² apply exclusively to the participants who choose to use these supplemental services:

Managed Account services

Participants who use Managed Accounts are charged an additional asset-based fee³ outlined in the following schedule.⁴

Participant Account Balance	Annual Fee Percentage
First \$100,000	0.50%
Next \$200,000	0.40%
Next \$200,000	0.30%
Over \$500,000	0.20%

MissionSquare's self-directed brokerage services

- **MissionSquare Retirement charges** — MissionSquare assesses a one-time \$50 setup fee when a participant's brokerage account is established and a \$50 annual maintenance fee. These fees are deducted directly from the participant's core account at MissionSquare.
- **Charles Schwab fees/charges⁵** — For a complete list of fees and charges, please refer to the Charles Schwab Personal Choice Retirement Account pricing summary at

² Fees for ancillary services are subject to change with appropriate notification.

³ Underlying mutual fund expenses and plan administration fees still apply. Please consult the applicable disclosure materials for a description of these fees and expenses.

⁴ Investment advice and analysis tools are offered to participants through MissionSquare Retirement, a federally registered investment adviser. Investment advice is the result of methodologies developed, maintained, and overseen by the Independent Financial Expert, Morningstar Investment Management LLC. Morningstar Investment Management LLC is a registered investment advisor and subsidiary of Morningstar, Inc. Morningstar, Inc., and Morningstar Investment Management LLC are not affiliated with MissionSquare Retirement. All rights reserved. The Morningstar name and logo are registered marks of Morningstar, Inc.

⁵ Charles Schwab receives remuneration from fund companies participating in its no-load, no-transaction-fee program for recordkeeping and shareholders services, and other administrative services. The amount of remuneration for these services is based in part on the amount of investments in such funds by Charles Schwab clients. No-transaction-fee funds have other fees and expenses that apply to a continued investment in the fund and are described in the prospectus.

www.schwab.com/resource/pcra-pricing-summary. In the event that Charles Schwab changes its fees, the new fee schedule would be utilized. All Charles Schwab fees and charges are deducted directly from a participant's brokerage account.⁶

Loans

- **Setup fee** — \$75 origination fee for loan applications, re-amortizations, and re-financings. This is a one-time expense.
- **Annual fee** — \$50 annual fee for outstanding loans.
- **ACH reject fee** – \$20 for each occurrence of an ACH return due to insufficient bank funds, invalid bank account, or account closed.

Wire transfer fees

A \$15 participant fee will apply for each outgoing wire transfer requested by a participant. Should our processing bank increase the wire fees during the contract period, the increased fee will be charged to the participant accordingly. There is no charge for incoming wire transfers.

QDRO processing fees

\$500 per divorce.

Programming costs

Any systems programming for services that are not identified in the scope of services or that have not been proposed in this proposal is available at a cost of \$175 per hour for programming, testing, and project oversight.

⁶ MissionSquare Retirement and Charles Schwab are separate, unaffiliated companies and not responsible for each other's services or policies. Brokerage services are provided by Charles Schwab, member of FINRA/SIPC All rights reserved. Used with permission.



April 26, 2024

To: Executive Board

Subject: **Authorization to Award Contract for Pomona Facility Steam Bay Lift Replacement**

Recommendation

Authorize the Chief Executive Officer to award contract No. 24-013 for construction services related to the replacement of the steam bay lift at the Pomona Operations & Maintenance Facility for \$382,178.

Analysis

At the August 2023 Executive Board, the Board authorized the issuance of Invitation for Bids No. 24-013 to solicit bids from qualified construction contractors to replace the existing steam bay lift and modify existing structural supports to support the new lift at the Pomona Operations & Maintenance Facility. The lift equipment at the steam bay is a critical part of maintaining our bus fleet looking clean. The existing lift has exceeded its useful life and has been decommissioned pending replacement.

Foothill Transit worked with a design consultant to prepare construction documents for the replacement of the existing lift in the steam bay. Plans were issued for bid solicitation on February 8, 2024. A mandatory site visit to the Pomona Operations & Maintenance facility was facilitated on February 20, 2024, where potential bidders were able to view the project site. Following the site visit, the procurement team conducted a pre-bid conference to review procurement and scope-related questions and clarifications. Deadline for submission of bids was March 12, 2024, four bids were received.

Of the bids received, Southwest Lift & Equipment, Inc. was the lowest responsive and responsible bidder at \$382,178.00. In business since 2006, Southwest Lift is based out of Rancho Cucamonga and is an expert in the heavy-duty lift industry and related vehicle maintenance equipment. Recent past clients with similar project scopes include City of Culver City, the Golden Empire Transit District (GET) in Bakersfield, CA and the Cypress School District.



Budget Impact

The approved FY24 Business Plan includes funding for construction activities related to the Pomona Operations & Maintenance Facility steam bay lift replacement in Project #0182.

Sincerely,

Vincent Saucedo
Capital Projects Manager

Doran J. Barnes
Chief Executive Officer

Joyce Rooney
Director of Finance

Chris Pieper
Director of Procurement



April 26, 2024

To: Executive Board

Subject: **Proposed Fiscal Year 2025 Business Plan and Budget**

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2025 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. Included in the document are Fiscal Year 2024 accomplishments, an overall budget summary, and departmental budget summaries.

As we have made adjustments to the budget process to account for unprecedented operating cost increases seen over the last several years, Foothill Transit has sufficient funding to provide a balanced budget. The proposed budget will allow us to continue operating full service in Fiscal Year 2025. Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (SRTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2025 Business Plan and Budget document is provided as an Attachment. 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. 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:

Fuel Cell Bus and Infrastructure Expansion

Foothill Transit's first 33 hydrogen fuel-cell electric buses (FCEBs) built by New Flyer Industries are now in service. Some have been deployed on Line 291 to replace the first-generation 35-foot Proterra fast-charge buses on that line, while others have replaced end-of-life compressed natural gas buses. These buses are operated out of our Pomona operations and maintenance facility.

An additional 19 fuel cell buses are on order to replace Foothill Transit's oldest fleet of fast-charge battery-electric buses currently operating at the Arcadia Irwindale Operations and Maintenance Facility. These 19 fuel cell buses will go into production at the New Flyer Industries manufacturing facility in Anniston, Alabama in mid-2025, and construction activities for the buildout of the supporting infrastructure are anticipated to begin in early 2025. By utilizing the lessons learned from the construction of the facility at the Pomona Operations and Maintenance Facility, it is anticipated that this project will be completed prior to the delivery of the buses.

In FY2023, the Board approved a capital project for fueling infrastructure to be built at the Arcadia Irwindale Operations and Maintenance Facility. The 19 buses will be operated out of our Arcadia Irwindale operations and maintenance facility.

Zero-Emissions Double Deck Fleet Expansion

To further our organization's deployment of zero-emissions buses, an upcoming deployment of vehicles in 2026 to replace aging CNG-powered vehicles will consist of an order of 12 double-deck coaches and an additional 12 in coming years dependent on available funding. The double-deck zero-emissions, battery electric coaches offer superior ride quality, are visually appealing, and include sustainability and that have attracted



riders and community members who may not otherwise consider taking public transit. These buses will go into production at the new Alexander Dennis manufacturing facility in Las Vegas.

Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona continue its partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and the advancement of the Class Pass program. The Class Pass program is underway and has contributed to increases in ridership over time especially with rerouting Foothill Transit's Silver Streak Service to the campus this past year. Advancing these projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

Enhanced State Advocacy Presence

Recent changes resulting from redistricting, term limits, and legislation have brought new challenges and opportunities at the state and local government levels. We will focus on enhancing relationships with lawmakers and key staff who are new to Foothill Transit's representation utilizing a new state lobbying firm. We will also strengthen and further cultivate the relationships we have built with the Department of Transportation, Federal Transit Administration, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and others. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our existing federal and state delegation, Los Angeles County Supervisors, and local city representatives in the Pomona and San Gabriel Valleys. We will also maximize our participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit's operations, and zero-emissions fleet expansion.

Administrative Office Solar Project

Sustainability is one of Foothill Transit's values and as a testament to the agency's environmental commitment, the agency plans to build a carport-mounted solar array panels at the administrative office building for renewal power generation for the administrative office building as well as provide shade for vehicles parked in the parking lot. In addition, the project will include replacement of parking lights with energy-efficient LED's. The



combined impact of solar power generation and parking lot light replacements is expected to greatly reduce the agency's energy consumption for years to come. Additional Electric Vehicle charging stations are also proposed.

Pomona Operations and Maintenance Facility CNG Equipment Upgrade

The compressed natural gas (CNG) fueling equipment operating the Pomona CNG Fueling Facility was built in 1997. Since then the compressors and other major equipment have been maintained by Clean Energy, however, the existing compressors presents a continual challenge with sourcing certain parts and components to maintain the heavy-duty compressors. The new upgrade will consists of removing six of the eight compressors and replace with four new high-power compressors. New dispensers and control panels are also being proposed. The upgrade will be planned in stages to minimize any potential impacts to fueling.

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 and updated annually, requires that 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 essential to business continuity. 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. There are 12 newly proposed capital projects for FY2025. The newly proposed Life of Project budgets for capital projects in FY2025 total \$52.3 million.

In addition to the 12 newly proposed capital projects, we are also requesting the Board increase the life of project budgets for three projects: 1) Project #0243, Zero-Emission Double Deck Buses, from \$36 million to \$48 million. The original budget for this project was developed in 2022 and since then, we have seen substantial increases in the costs of overall bus manufacturing. The life of project budget of \$48 million reflects the market escalations that include increases in labor and equipment costs. 2) Project #0227, Fuel Monitoring System, from \$340k to \$775k. The original budget for this project was also developed from a cost estimate in 2021 and market changes and inflation have led to an increased cost of delivery. 3) Project #0209, Transit



Corridor Improvements, from \$500k to \$650k. This project received grant funds for \$497k and phase one on the Colorado Boulevard corridor was completed under budget. Due to changing market conditions, we expect phase two to cost substantially more as the scope is much larger along the Amar Road corridor. All three of these life of project budget adjustments have been programmed in the fiscal year 2025 budget under the capital program.

Revenues

The revenues proposed in this budget are sufficient to achieve the goals and objectives identified in the Business Plan and Budget. Revenue projections are based on the draft annual “funding marks” developed by Metro and include estimated funding allocations from Metro for Fiscal Year 2025. Included in the budgeted revenues are approved federal American Rescue Plan Act (ARPA) Additional Assistance funds that amount to \$25 million.

Subsequent to the Governing Board’s adoption of the Foothill Transit 2025 Business Plan and Budget, the Foothill Transit Financial Forecast will be updated using the Governor of California’s Revised State Budget, final formula allocation procedure (FAP) funding marks received from Metro, and available local and statewide economic forecasts. Funding marks have been programmed at the same level as forecasted.

Financial Impact

Foothill Transit’s proposed FY2025 budget is balanced between revenues and expenses with an estimated \$161.7 million operating budget and a \$107.5 million capital budget, for a total budget of \$269.2 million. The Fiscal Year 2025 Business Plan and Budget targets a farebox recovery ratio of 5.5 percent as ridership has continued to recover through service adjustments and new travel patterns throughout the region.

Sincerely,

Joyce Rooney
Director of Finance

Doran J. Barnes
Chief Executive Officer

Jorge Quintana
Budget and Grants Manager

Attachment



Proposed Business Plan & Budget



Foothill Transit

FY2025



Foothill Transit Leadership

Executive Board

Chair

Cory C. Moss
Cluster 4 - Industry

Vice Chair

Becky A. Shevlin
Cluster 3 - Monrovia

Board Member

Corey Calaycay
Cluster 1 - Claremont

Board Member

Gary Boyer
Cluster 2 - Glendora

Board Member

Cynthia Sternquist
Cluster 5 - Los Angeles County

Executive Board Alternates

Cluster 1 - San Dimas

Emmett Badar

Cluster 2 - Glendora

Edward J. Alvarez

Cluster 3 - Pasadena

Felicia Williams

Cluster 4 - La Puente

Valerie Muñoz

Cluster 5 - County of Los Angeles

John P. Lloyd, Ph.D.

Governing Board

Cluster 1

Claremont

Councilmember Corey Calaycay
Alternate: Mayor Ed Reece

La Verne

Mayor Pro Tem Rick Crosby
Alternate: Mayor Tim Hepburn

Pomona

Councilmember Victor Preciado
Alternate: Councilmember John Nolte

San Dimas

Mayor Emmett Badar
Alternate: Councilmember Ryan Vienna

Walnut

Councilmember Linda Freedman
Alternate: Councilmember Eric Ching

Cluster 2

Azusa

Councilmember Edward J. Alvarez
Alternate: Mayor Pro Tem Dennis Beckwith

Baldwin Park

Councilmember Daniel Damian
Alternate: Mayor Emmanuel J. Estrada

Covina

Mayor Walter Allen
Alternate: Councilmember Patricia Cortez

Glendora

Mayor Gary Boyer
Alternate: Councilmember Michael Allawos

Irwindale

Mayor Pro Tem Larry G. Burrola
Alternate: Councilmember Albert Ambriz

West Covina

Mayor Rosario Diaz
Alternate: Councilmember Letty Lopez-Viado

Cluster 3

Arcadia

Councilmember Eileen Wang
Alternate: Councilmember Sharon Kwan

Bradbury

Mayor Richard G. Barakat
Alternate: Councilmember Elizabeth Bruny

Duarte

Councilmember Cesar A. Garcia
Alternate: Councilmember Toney Lewis

Monrovia

Mayor Becky Shevlin
Alternate: VACANT

Pasadena

Vice Mayor Felicia Williams
Alternate: VACANT

Temple City

Councilmember Edward Chen
Alternate: Mayor William Man

Cluster 4

El Monte

Mayor Jessica Ancona
Alternate: Mayor Pro Tem Julia Ruedas, Ed.D.

Diamond Bar

Councilmember Steve Tye
Alternate: Mayor Andrew Chou

Industry

Mayor Cory C. Moss
Alternate: Mayor Pro Tem Catherine Marcucci

La Puente

Mayor Pro Tem Valerie Muñoz
Alternate: Mayor Charlie Klinakis

South El Monte

Councilmember Hector Delgado
Alternate: Mayor Gloria Olmos

Cluster 5

County of Los Angeles

Cynthia Sternquist
John P. Lloyd, Ph.D.
Sam Pedroza

Senior Management

Chief Executive Officer

Doran J. Barnes

Deputy Chief Executive Officer

LaShawn King Gillespie

Director of Customer Service and Operations

Ali Showkatian

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 Government Relations

Yoko J. Igawa

Director of Finance

Joyce Rooney

Chief of Safety and Security

John Curley

Director of Planning

Joseph Raquel

Director of Capital Projects and Facilities

Sharlane Bailey

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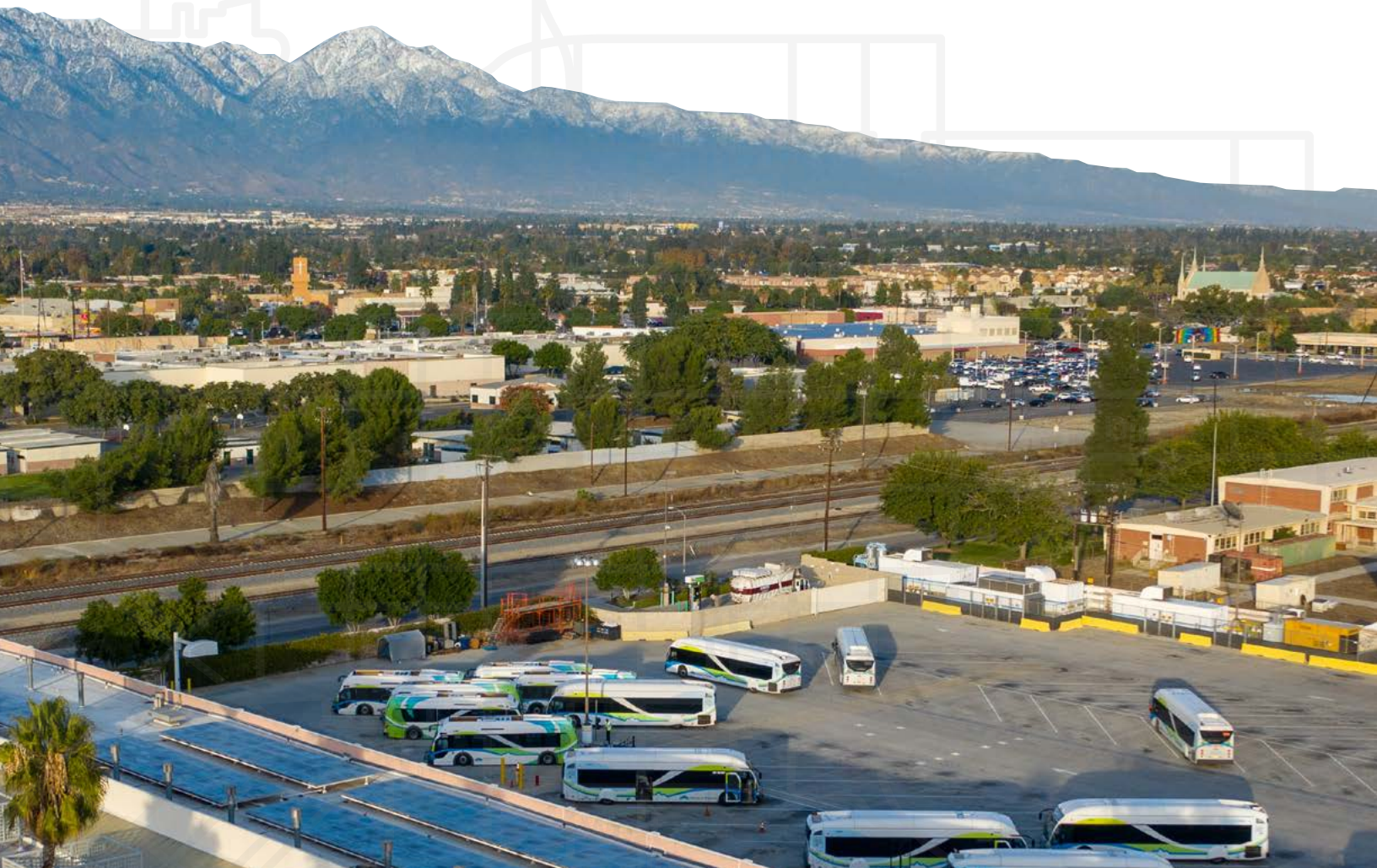
Executive Summary

Foothill Transit is entering into a new era of innovation and reimagined service in response to new travel patterns throughout the region and with the assistance of rapidly developing technologies to help us meet the need. Improving service to our communities remains our constant goal, and the FY2025 Business Plan and Budget reflects this, with changes defined by system data and customer response.

Shifting commute patterns are not the only factors catalyzing change. We are also attuned to fluctuating economic conditions. The coronavirus pandemic triggered an economic swing that heightened cost increases. From fiscal year 2023 to 2024, we witnessed a spike in total transit operating expenses as new fuel costs, labor demands, and goods increased to unprecedented levels. In fiscal year 2024, we awarded a new operations and maintenance contract that increased total purchased transportation costs, due largely to the aforementioned labor demands, by another 15% from prior year. In short, the cost of service support and overall business continuity continues to increase, with varying predictability.

Foothill Transit received emergency grant funding to mitigate the sudden exponential growth of operating costs and decreased fare revenues. It is important to note, however, that this grant funding will be fully expended in fiscal year 2025. Sales tax revenues have continued to perform as forecasted and we have made the necessary adjustments to provide a balanced budget.





The total agency-wide budget of \$269.2 million includes operating costs of \$161.7 million and a current capital program of \$107.5 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$134.1 million or 83 percent of the total operating budget. The capital program includes \$289.4 million of capital projects planned to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement and supporting infrastructure as we transition to a fully zero-emission bus fleet.

La Puente

Rowland Heights



Mission

To be the premier public transit provider committed to Safety, Courtesy, Quality, Responsiveness, Efficiency, and Innovation.

Values

ACCOUNTABILITY

We educate, encourage, and endorse a strong culture of accountability 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.

INCLUSION

We are committed to creating a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives that everyone brings.

TEAM MEMBERS

Our care for each other magnifies the care we provide to our communities, so we endeavor to practice compassion, embodying the best of our humanity to one another. We are also committed to supporting the team 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 FY2023, the projected performance for FY2024, and the targeted performance goals for FY2025.

Overall System Performance	FY2023 Actual	FY2024 Target	FY2024 Estimate	FY2025 Target
Passenger Boardings	7,864,856	8,302,254	9,230,002	10,208,382
Vehicle Service Hours	785,522	876,058	827,290	876,058
Vehicle Service Miles	10,763,315	12,376,490	11,496,694	12,586,282
Fare Revenue	\$ 8,020,698	\$ 7,667,065	\$ 8,440,502	\$ 8,824,605
Transit Operating Expense	\$ 115,654,542	\$ 161,290,850	\$ 138,203,878	\$ 160,801,440

Goal	Indicator	FY2023 Actual	FY2024 Target	FY2024 Estimate	FY2025 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.94	0.80	1.03	0.90
Provide Outstanding Customer Service	Schedule Adherence	78.7%	78.0%	78.0%	78.0%
	Average Miles Between Technical Roadcalls	10,810	12,500	11,583	12,500
	Complaints per 100,000 Boardings	49.5	38.0	38.5	38.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	10.01	9.48	11.16	*13.71
	Average Weekday Boardings	25,135	26,875	29,058	31,964
Operate an Efficient Transit System	Farebox Recovery Ratio	6.9%	4.8%	6.1%	5.5%
	Average Cost per Vehicle Service Hour	\$147.23	\$184.11	\$167.06	\$183.55

* Note: Boardings per Vehicle Service Hour has been adjusted to remove 15% recovery for service hours and reflect the true boardings actuals.

Initiatives for FY2024 and FY2025

FY2024 Initiatives Underway or Completed

- Fuel Cell Bus and Infrastructure Expansion
- Zero-Emissions Double-Deck Fleet Expansion
- Facility Security Hardening
- Foothill Transit Forward Implementation
- Cal Poly Pomona Bronco Mobility Hub and Class Pass Project
- Transit Store and Facilities Maintenance Contract Procurement and Implementation

FY2025 Initiatives

- Fuel Cell Bus and Infrastructure Expansion
- Zero-Emissions Double-Deck Fleet Expansion
- Cal Poly Pomona Bronco Mobility Hub and Class Pass Project
- Enhanced State Advocacy Presence
- Administrative Office Solar Project
- Pomona Operations and Maintenance Facility CNG Equipment Upgrade

Agency & Service Summary



RTD
480 Eastside Center
490 Golden State-City
490 Olive-Wash
498 Downtown LA
Shirley-7th

F210 498 DOWNTOWN

Agency History

Foothill Transit was created in 1987 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 quality 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 canceled 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 35 fixed-route local and express lines, covering over 300 square miles in eastern Los Angeles County and provides approximately 10 million rides per year. This number is up from 9.5 million at the time of Foothill Transit's formation. Following the pandemic, customers are using new commute patterns to get to their destinations. Foothill Transit has continued to analyze trip patterns and make the necessary adjustments to service to continue to grow ridership.

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. 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.

Agency growth continued in 2007 as Foothill Transit launched the region's first cross-valley, high occupancy bus service – the Silver Streak. Covering approximately 45 miles from Montclair to downtown Los Angeles, the Silver Streak route utilizes freeways and High Occupancy Toll (HOT) lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail.



Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. Fleet conversion was completed when the final diesel-fueled bus was retired in late 2013. 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. Today our grid-powered battery-electric fleet has grown to 19 coaches, including two double-deck battery-electric coaches. This year, 33 fuel-cell electric buses replaced older CNG coaches and our oldest grid-powered battery-electric buses. A hydrogen fueling station was constructed at the Pomona Operations and Maintenance Facility to support the fuel cell fleet.

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/Chief Executive Officer Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation (later renamed 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 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 the electrification of 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.

In 2020, after years of planning and cooperative efforts, Foothill Transit opened its third agency-owned Park & Ride and transit center near downtown Covina. The Covina Transit Center serves as the primary regional anchor for the agency’s newest Commuter Express Line 490.

In 2023, Foothill Transit completed construction and launched service to the on-campus transit center at Mt. San Antonio College. This transit center will bring unparalleled student access to transit to the school that started the Foothill Transit Class Pass program.

Foothill Transit is working on multiple mobility projects with Cal Poly Pomona. Cal Poly Pomona has partnered with Foothill Transit on the Class Pass program, making it a total of four universities participating in the program. Foothill Transit has made a return to the campus and has extended the Silver Streak route to Cal Poly to serve students and faculty. Foothill Transit is also working toward completion of a feasibility study for the construction of a state-of-the-art Mobility Hub on the Cal Poly Pomona campus. As our commuting and educational environments have shifted following the pandemic, Foothill Transit is heading into the new fiscal year with heightened awareness, focus, and flexibility to serve our community.

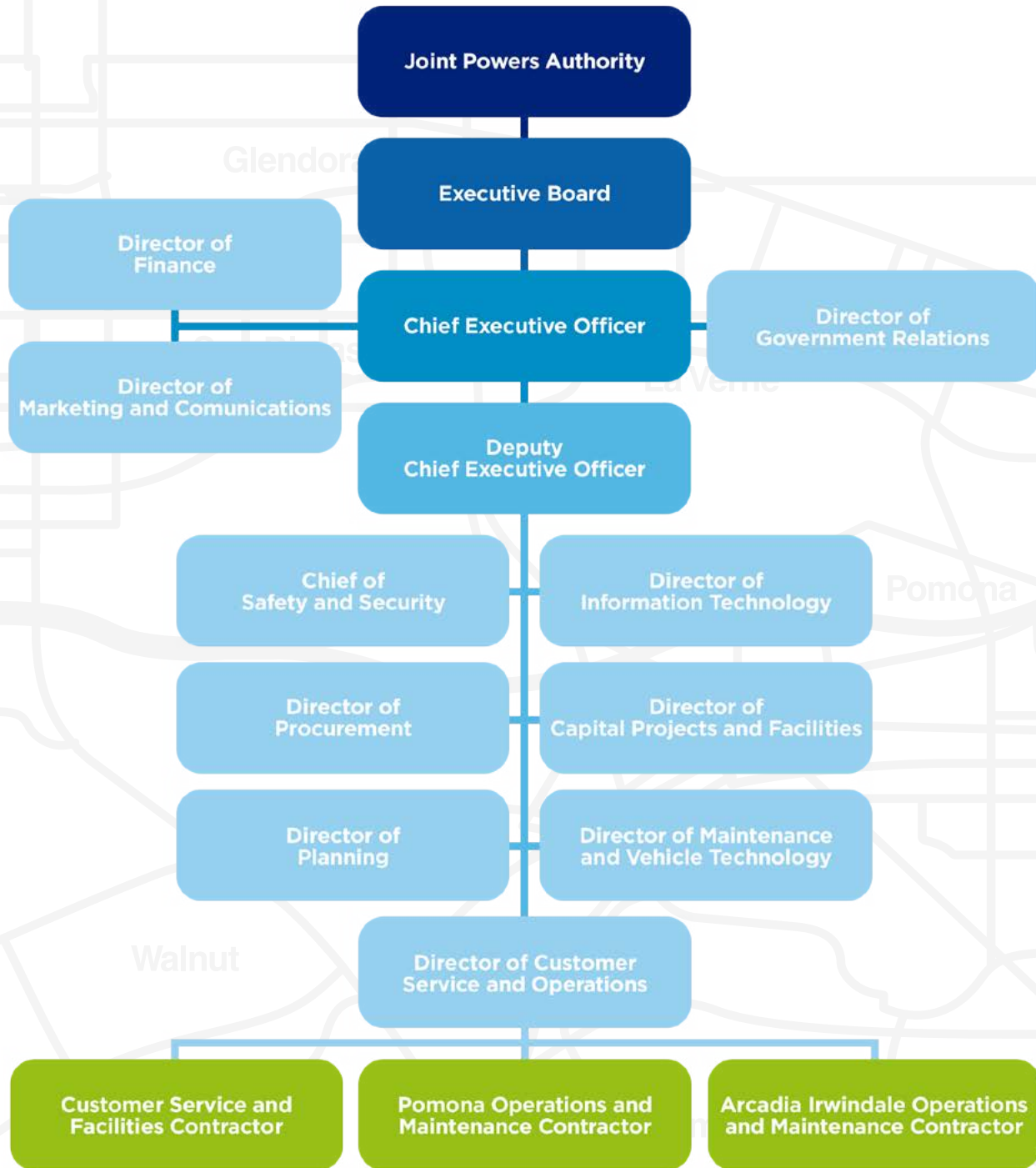
Organization Structure

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 currently with Keolis Transit Services and Transdev.






Foothill Transit Fleet and Facilities

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

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

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

Fleet	Quantity	Seats	Fuel
1900s	14	34	CNG
2100s	64	37	CNG
2200s	29	38	CNG
2300s	30	38	CNG
2400s	30	35	CNG
2500s	30	35	CNG
2600s	14	40	Electric
2700s	63	36	CNG
2800s	3	35	Electric
2800s	2	35	CNG
2900s	24	54	CNG
3000s	2	35	Electric
3100s	33	35	Fuel Cell
NEW	19	35	Fuel Cell

Total CNG	286
Total Electric	19
Total Fuel Cell	52
TOTAL FLEET	357



Foothill Transit



Short-Range Transit Plan

This section includes information on service changes planned for FY2025 through FY2027.



Frequent Transit Network

Lines 187, 188, 190, 194, 280, 291, 486, 488, and Silver Streak are all part of Foothill Transit's Frequent Transit Network. These lines are the most frequent and productive lines that travel along key corridors within Foothill Transit's service area, operating on 20-minute frequencies or less. These lines support large populations, dense employment areas, and connect to other local and regional transit services. In the next two years, Foothill Transit plans to operate a pilot on Line 492 that will increase the line's frequency to match

those of the Frequent Transit Network. The agency will continue to look into expanding the Frequent Transit Network to enhance the overall customer experience.

Foothill Extension (LA Metro A Line) – Azusa to Pomona

LA Metro's A Line Foothill Extension is projected to be completed in 2025. While this project is still under construction, Foothill Transit will analyze how to connect existing service lines to the upcoming new A Line stations in Glendora, San Dimas, La Verne, and Pomona. Foothill Transit will work with each station's city to ensure proper station design for the bus-to-train interface. Foothill Transit will also make the necessary service adjustments once the stations are open to meet new ridership demands.

Regional Service Improvements

The San Gabriel Valley Council of Governments (SGVCOG) and LA Metro completed the San Gabriel Valley Transit Feasibility Study in February 2024. This study aimed to identify feasible transit solutions that produce equitable and accessible transit services, reduce travel times and roadway congestion, and enhance connections to the regional/local transit networks. Foothill Transit will collaborate with the SGVCOG and LA Metro to implement the study's identified Jump Start projects.

Line Productivity

Foothill Transit will continue to analyze and adjust service levels and schedules to meet ridership demands and ensure efficient and productive service lines. In the next two years, Foothill Transit will utilize the Planning Service Standards and Guidelines to adjust service frequencies according to capacity limits. Adjusting frequencies of non-productive lines to increase frequencies on productive lines will ensure appropriate service levels are provided.



Major Capital Projects Proposed for the Next Three Years

This section includes information on capital projects for FY2025 through FY2027.

Buses, Infrastructure and Fleet Maintenance

Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. During FY2023, Foothill Transit received 33 hydrogen fuel cell buses. This acquisition is part of our zero-emissions program to meet the California Air Resources Board's Innovative Clean Transportation Regulation of 100% zero-emissions fleet by 2040. Additionally, the Board authorized the purchase of 19 additional hydrogen fuel cell buses to replace 19 CNG buses that have met the Federal Transportation Administration's useful life requirement of 12 years old and have accumulated more than 500,000 miles in service. In addition to the 19 hydrogen fuel cell buses, the Board also approved the purchase of 24 battery electric double deck buses to replace retiring buses in 2026 and 2027.

Bus Fleet Heavy Maintenance

As the coaches accumulate 300,000 miles, they will undergo a heavy maintenance program that includes engine replacement and transmission overhaul in order for those buses to continue to provide efficient and cost effective service. The heavy maintenance program mitigates mechanical bus failures, improves on-time performance, and reduces customer complaints. Approximately 90 buses will undergo heavy maintenance over two fiscal years, FY 2025 and FY 2026.



Hydrogen Fueling Station

In FY2023, Foothill Transit completed the construction of its first Hydrogen Fueling Infrastructure and 2 fueling dispensers at the Pomona facility to refuel its fleet of 33 hydrogen fuel cell buses. 20 of the 33 buses were deployed on line 486 to serve the communities from Pomona to El Monte Station. The other 13 hydrogen fuel cell buses replaced the early model battery electric buses that operated on line 291. In addition to the 19 fuel cell buses that will be operated from the Arcadia facility, Foothill Transit will construct the hydrogen fuel cell infrastructure and fueling station. A

consultant will be hired to assist in the development, design and build of the hydrogen fueling infrastructure, which is slated for completion by the end of 2025. In anticipation of receiving the 19 fuel cell buses prior to completion of the hydrogen fueling infrastructure, a temporary hydrogen fueling station will be installed at the Arcadia/Irwindale facility to enable the operation of the 19 fuel cell buses. In order to maintain and repair the fuel cell buses, the required hydrogen gas detection and ventilation upgrades to the Arcadia/Irwindale maintenance building will also be completed by the end of 2025.

Arcadia Irwindale Gas Detection and Exhaust Fan Upgrade

In order to maintain and repair hydrogen fuel cell buses at the Arcadia-Irwindale maintenance building, new gas detection systems for hydrogen gas and compressed natural gas will be installed. Audible alarms and flashing lights will activate to warn occupants of the maintenance building for leaks of hydrogen and compressed natural gas. New high-capacity exhaust fans will allow leaked gasses to escape and dissipate faster from the maintenance building, allowing maintenance staff to return to the building.

Facility Rehabilitation, Repair and Maintenance

Pomona Steam Bay Lift Replacement

The Pomona Operations & Maintenance facility is equipped with a bus wash and undercarriage wash systems to maintain the buses' exteriors clean. The undercarriage wash system utilizes a bus lift to access the undercarriage for cleaning. The existing bus lift at Pomona is no longer in working order and is in need of replacement. This project will remove and replace the bus lift and refinish the floors and walls with water-resistant finishes appropriate for a wet environment. This project is currently under procurement for construction.

Pomona Operations Facility CNG Fueling Equipment Replacement

The project will replace existing CNG compressors, dispensers and associated CNG equipment at the Pomona operations and maintenance facility. While compressors are maintained and quarterly inspections are performed, the compressors are over 20 years old and will need replacement as they reach their useful life.

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. Current bus stop amenities along West Covina Parkway are inadequate and parking for Foothill Transit Customers are limited. In light of 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 and the owners of the mall on possible improvements including a transit center facility along West Covina Parkway. A shared use parking facility and transit center location will be discussed as part of the transit center development.

Arcadia Irwindale and Pomona Operations and Maintenance Restroom Renovations

Both Foothill Transit operations and maintenance facilities are now over 20 years old. As part of our on-going efforts to maintain our facilities in a state of good repair, the restrooms at both facilities are planned to be renovated incorporating new bathroom fixtures, lighting and potential reconfiguration to better serve the facilities' needs. Foothill Transit has engaged our on-call architect for design proposals.



Administrative Offices Solar Canopy

Sustainability is one of Foothill Transit's values and as a testament to the agency's environmental commitment, the agency plans to build carport-mounted solar array panels at the administrative office building for renewal power generation for the administrative office building as well as provide shade for vehicles parked at the admin building. In addition, the project will include replacement of parking lights with energy-efficient LED's. The combined impact of solar power generation and parking lot light replacements is expected to greatly reduce the agency's energy consumption for years to come. Additional EV charging stations are proposed so staff and visitors can power up under the shade. Staff is currently seeking grant-funding opportunities for this project.

Key Performance Indicators



Overall System Statistics

Overall System Performance	FY2023 Actual	FY2024 Target	FY2024 Estimate	FY2025 Target
Passenger Boardings	7,864,856	8,302,254	9,230,002	10,208,382
Vehicle Service Hours	785,522	876,058	827,290	876,058
Vehicle Service Miles	10,763,315	12,376,490	11,496,694	12,586,282
Fare Revenue	\$ 8,020,698	\$ 7,667,065	\$ 8,440,502	\$ 8,824,605
Transit Operating Expense	\$ 115,654,542	\$ 161,290,850	\$ 138,203,878	\$ 160,801,440

Analysis

Passenger Boardings and Fare Revenue

Passenger boardings are projected to improve as customers return to public transit as a means of transportation. In the first eight months of FY2024, total ridership has shown an increase of 17% compared to the same period last fiscal year. Fare revenue is projected to experience an increase as customers have strategically taken advantage of our summer sale and service improvements resulting from Foothill Transit Forward implementation. In addition, Foothill Transit is also participating in the Regional GoPass program, formerly known as the Fareless Service Initiative (FSI), which focuses on improving passenger boardings at a cost of reduction in fare revenue. Foothill Transit continues to closely monitor the ridership trends and explore opportunities to restore ridership. Passenger boardings are projected to increase during FY2025 when compared to the estimate for FY2024 as a result of new service adjustments.

Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2024 is projected to be below the targeted service hours due to the operation of reduced Express Service. In FY2024, Express Service remained at reduced levels due to ridership demand but the extension of Line 486 to the Pomona Transit Center and additional service to Cal Poly Pomona during the Fall of 2023 reallocated revenue hours from the reduced Express Service. In FY2024, Foothill Transit also implemented a one-year pilot that increased the frequency of Line 492 from 30 minutes to every 20 minutes. The new frequency allows for the expansion of Foothill Transit's High Frequency Network to include the Arrow Highway corridor.

Operating expenses in FY2025 are projected to increase approximately 16.4 percent over the current year budget estimate to accommodate the contractually required escalations for the Arcadia-Irwindale and Pomona operations and maintenance contracts, new maintenance and support contracts, and the additional expenses needed to further support deployment of zero-emission buses.

Goal	Indicator	FY2023 Actual	FY2024 Target	FY2024 Estimate	FY2025 Target
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.94	0.80	1.03	0.90
Provide Outstanding Customer Service	Schedule Adherence	78.7%	78.0%	78.0%	78.0%
	Average Miles Between Technical Roadcalls	10,810	12,500	11,583	12,500
	Complaints per 100,000 Boardings	49.5	38.0	38.5	38.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	10.01	9.48	11.16	*13.71
	Average Weekday Boardings	25,135	26,875	29,058	31,964
Operate an Efficient Transit System	Farebox Recovery Ratio	6.9%	4.8%	6.1%	5.5%
	Average Cost per Vehicle Service Hour	\$147.23	\$184.11	\$167.06	\$183.55

* Note: Boardings per Vehicle Service Hour has been adjusted to remove 15% recovery for service hours and reflect the true boardings actuals.

Performance indicators are established annually based on projections of total vehicle service hours, total vehicle miles, 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 on the following pages.

Analysis

Preventable Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2024 at 1.03, which is above the annual target of 0.80 preventable vehicle collisions on road per 100,000 miles. Preventable vehicle collisions include any preventable collision that has occurred on the road whether the bus is in or out of revenue service and preventable collisions that occur off-street at transit centers or bus stations are also included. In the first eight months of FY2024, Foothill Transit averaged 13 preventable vehicle collisions on road per month. The majority of the preventable collisions were a result of coaches making contact with fixed objects. Safety teams from administration, operations, and contractors meet on a monthly basis to discuss collision trends and are actively involved in the development of safety action plans which involve operator training, coaching, and other activities as appropriate to help mitigate these types of collisions.

As we saw an increase in preventable collisions per 100,000 miles in FY2024, we have worked with the respective safety and operations teams to adjust the target for FY2025. The target for preventable vehicle collisions per 100,000 miles for FY2025 will increase slightly to 0.90. This rigorous target is set to ensure a continued focus on safety while acknowledging the high level of traffic congestion, road construction, and reduced lane widths in the Los Angeles basin.

Schedule Adherence

Through the first eight months of FY2024, Foothill Transit averaged a monthly on-time performance of 77.5 percent. Operations teams continue to monitor the SMARTBus system in real-time to ensure the bus service runs in accordance with the schedule. Projected on-time performance for FY2024 is 78 percent, which is consistent with the annual target of 78 percent. In relation to schedule adherence, verifying the on-time performance (OTP) data continues to be a priority for Foothill Transit. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals and departures.



The FY2025 target for schedule adherence will remain at 78 percent. With detailed OTP data readily available from the CAD/AVL system, we continue to effectively monitor low performing routes, review running times analysis reports, analyze the impacts of construction and traffic flow, and work with both operations and maintenance contractors to identify areas of improvement.

Average Miles between Technical Roadcalls

In FY2024, Foothill Transit is projected to average 11,583 miles between technical roadcalls, below the performance target of 12,500 miles. This particular measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not. In the first eight months of FY2024, the top mechanical roadcalls experienced were due to coolant leaks and various engine related issues.

The target for average miles between technical roadcalls for FY2025 will remain at 12,500 miles.

Complaints per 100,000 Boardings

The agency is projected to receive approximately 38.5 complaints per 100,000 boardings at the end of this current fiscal year, which is slightly higher than the goal of 38 complaints per 100,000 boardings. So far in FY2024, Foothill Transit has received two percent less total number of complaints in comparison to the same period in FY2023, with the top complaint types related to Schedule Adherence and Courtesy. Our transit services contractors continue to focus on strategies to improve both of these areas.

The target for FY2025 will remain the same at 38 complaints per 100,000 boardings.



Boardings per Vehicle Service Hour

Boardings per service hour for FY2024 is estimated at 11.16, which is higher than the target of 9.48 boardings per vehicle service hour. This is a result of both a significant increase in ridership levels and a very slight decrease in actual operated service hours due to operator shortages, which still continues to be an industry challenge.

The FY2025 boardings per vehicle service hour target is proposed at 13.71. This new target reflects the removal of 15% recovery from the calculation and reflects the true

boarding per hour. Foothill Transit anticipates a gradual increase in ridership, as we continue to explore opportunities to grow ridership.

Average Weekday Boardings

In FY2024, Foothill Transit is projected to average 29,058 boardings per weekday. This is above the target of 26,875 average weekday boardings.

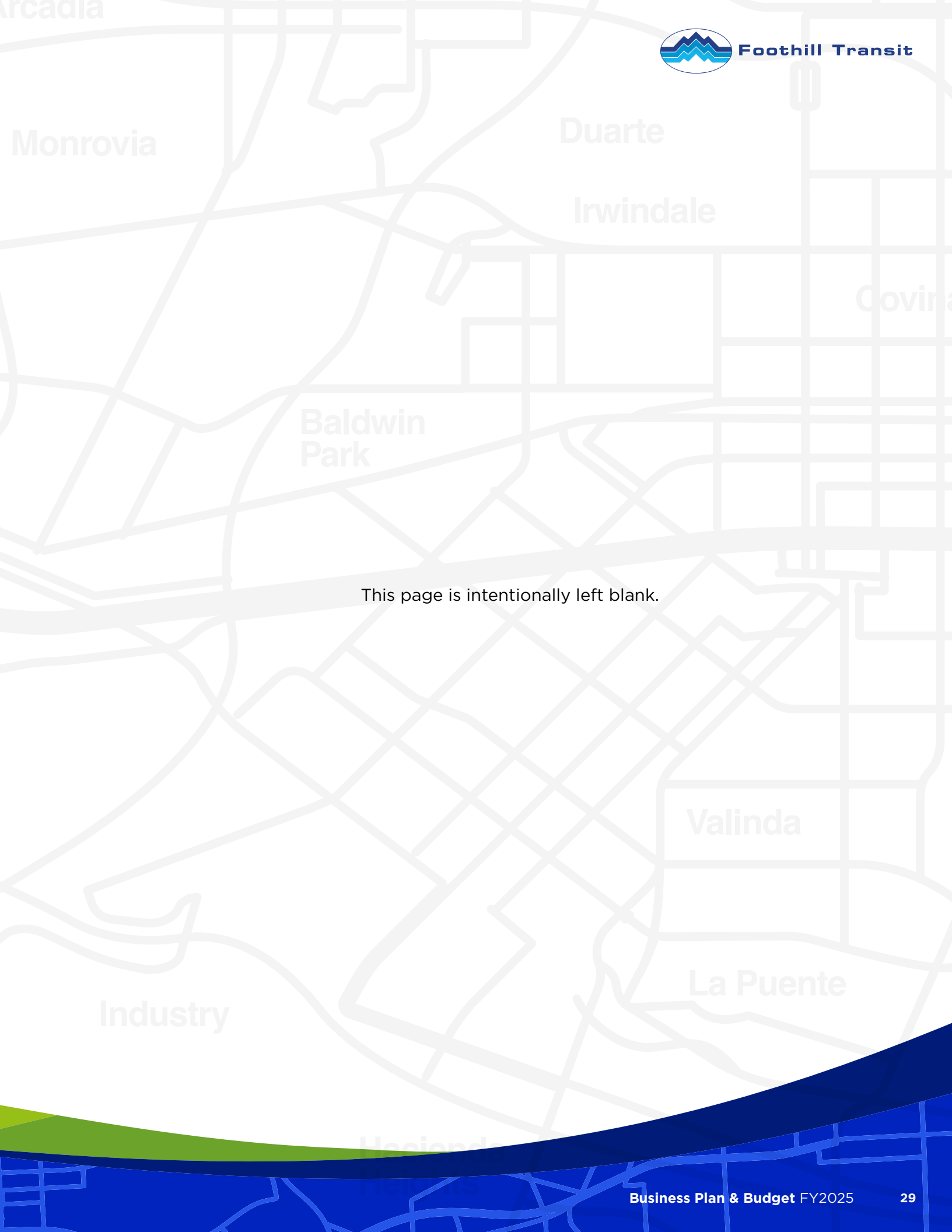
In FY2025, average weekday boardings are projected to increase as a result of evolving travel demands and customers returning to public transit, with a proposed target of 31,964 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio has historically been one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. Following the dramatic ridership decrease resulting from pandemic restrictions and an exponential increase in operating costs, the farebox recovery ratio has decreased from what it once was at approximately 15%-20%. However, Foothill Transit has seen growth in ridership and fare revenue throughout the region, thus resulting in an improved farebox recovery ratio. The FY2025 farebox recovery ratio target of 5.5% percent reflects a slight increase in fare revenues as we have begun to see ridership recovery in the region resulting from new travel patterns and service adjustments.

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 FY2025 is \$183.55. This represents a 9.9 percent increase compared to the current year estimate. The increase from the FY2024 estimate is due to unrealized expenses that were included in the budget. For example, Foothill Transit assumed the new Arcadia-Irwindale purchased transportation agreement would go into effect in February, however, the contract was not effective until April. Foothill Transit also adjusted the fuel budget due to prior year fuel spikes that were not endured in FY2024. We have seen fuel stabilize and have made the appropriate adjustments for FY2025.



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Foothill Transit Initiatives



FY2024 Agency Initiatives Underway or Completed



Fuel Cell Bus and Infrastructure Implementation

In FY2023, Foothill Transit received 33 brand new Hydrogen Fuel Cell buses built by New Flyer. Twenty of the 33 buses operate on line 486 that runs from Pomona Transit Center to El Monte Bus Station. The additional 13 fuel cell buses replaced the 13 retired Proterra early model fast-charge battery-electric buses that operated on Line 291 in the cities of Pomona and La Verne. The Foothill Transit team also completed construction of a permanent hydrogen fueling station and storage tank at the Pomona yard. Full deployment of the 33 fuel cell buses commenced after successful station commissioning.

Zero-Emissions Double Deck Fleet Expansion

The double-deck zero-emissions coaches offer superior ride quality, are visually appealing, and include sustainability and physical distancing benefits that will attract riders who may not otherwise consider taking public transit. Alexander Dennis, the bus builder, released a redesigned EV500 bus based on its model developed for another geographic region. Foothill Transit entered into a contract with Alexander Dennis for 12 new generation EV500 double deck battery electric buses. The buses will be built in La Vegas and will meet Buy America requirements. Delivery of 12 double deck battery electric buses is slated for late 2026 and an additional 12 in 2027.

Facility Security Hardening

The security surveillance and access control systems at Foothill Transit’s administrative office building and at both operations and maintenance facilities were installed when each facility was constructed, and they were last updated in 2012. That effort involved the installation of certain access control and video surveillance equipment. The security cameras, software, and hardware were updated as needed over time, however, in light of newer and more robust technology on wireless secured security systems now available, a more robust and better integrated system is currently being implemented. In the upcoming year, approved capital improvement and sought after grant funds will allow for a more secure and safer system that will be congruent with the recently awarded security guard services contract. At the Arcadia Irwindale Operations and Maintenance facility we have completed construction of security improvements at the employee overflow parking that now features new fencing, pedestrian and vehicular access control, lighting and additional cameras for added security.



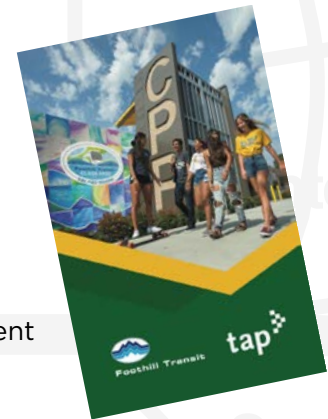
Foothill Transit Forward Implementation

Foothill Transit Forward is a comprehensive operational analysis (COA) study that evaluated Foothill Transit’s service and provided recommendations aimed to improve transit service by making it more equitable and efficient. After two years of analysis and public outreach, the consultant team completed Foothill Transit Forward in January 2023. The recommendations that resulted from Foothill Transit Forward were presented at multiple in-person and virtual public workshops and a public hearing to gather input from customers and constituents. After collecting all the feedback received, the recommendations were evaluated once more to

incorporate customer suggestions where possible. The revised recommendations have been implemented and Foothill Transit plans to continue evaluating overall service performance and make adjustments as needed.

Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona are working in partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and an accompanying Class Pass program. The Class Pass program is concluding the final year of the pilot program and will soon become a permanent program at Cal Poly Pomona. The program has grown over the last two years and has become a vital resource for students on campus. The proposed Mobility Hub is currently in the feasibility study phase which is anticipated to be complete by Summer 2024. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.



Transit Store and Facilities Maintenance Contract Procurement and Implementation

In FY2024, Foothill Transit awarded a contract to Transdev Services, Inc. for transit store operations and facility maintenance services at Foothill Transit’s El Monte and West Covina Transit Stores and operational facilities. This contract implementation reflects a new structure as Foothill Transit closed two of its transit stores in FY2024. The new contract reflects additional staffing for the call center that is headquartered in the Foothill Transit administrative building.

FY2025 Initiatives

Fuel Cell Bus and Infrastructure Expansion

Foothill Transit's first 33 hydrogen fuel-cell electric buses (FCEBs) built by New Flyer Industries are now in service. Some have been deployed on Line 291 to replace the first-generation 35-foot Proterra fast-charge buses on that line, while others have replaced end-of-life compressed natural gas buses. These buses are operated out of our Pomona operations and maintenance facility.



An additional 19 fuel cell buses are on order to replace Foothill Transit's oldest fleet of fast-charge battery-electric buses currently operating at the Arcadia Irwindale Operations and Maintenance Facility. These 19 fuel cell buses will go into production at the New Flyer Industries manufacturing facility in Anniston, Alabama in mid-2025, and construction activities for the buildout of the supporting infrastructure are anticipated to begin in early 2025. By utilizing the lessons learned from the construction of the facility at the Pomona Operations and Maintenance Facility, it is anticipated that this project will be completed prior to the delivery of the buses.

In FY2023, the Board approved a capital project for fueling infrastructure to be built at the Arcadia Irwindale Operations and Maintenance Facility. The 19 buses will be operated out of our Arcadia Irwindale operations and maintenance facility.

Zero-Emissions Double-Deck Fleet Expansion

To further our organization's deployment of zero-emissions buses, an upcoming deployment of vehicles in 2026 to replace aging CNG-powered vehicles will consist of an order of 12 double-deck coaches and an additional 12 in coming years. The double-deck zero-emissions, battery electric coaches offer superior ride quality, are visually appealing, and include sustainability and that have attracted riders and community members who may not otherwise consider taking public transit. These buses will go into production at the new Alexander Dennis manufacturing facility in Las Vegas.



Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona continue its partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and the advancement of the Class Pass program. The Class Pass program is underway and has contributed to increases in ridership over time especially with rerouting Foothill Transit's Silver Streak Service to the campus this past year. Advancing these projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

Enhanced State Advocacy Presence

Recent changes resulting from redistricting, term limits, and legislation have brought new challenges and opportunities at the state and local government levels. We will focus on enhancing relationships with lawmakers and key staff who are new to Foothill Transit's representation utilizing a new state lobbying firm. We will also strengthen and further cultivate the relationships we have built with the Department of Transportation, Federal Transit Administration, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and others. This relationship-building and maintenance strategy will also continue to be the focus of our efforts with our existing federal and state delegation, Los Angeles County Supervisors, and local city representatives in the Pomona and San Gabriel Valleys. We will also maximize our participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit's operations, and zero-emissions fleet expansion.



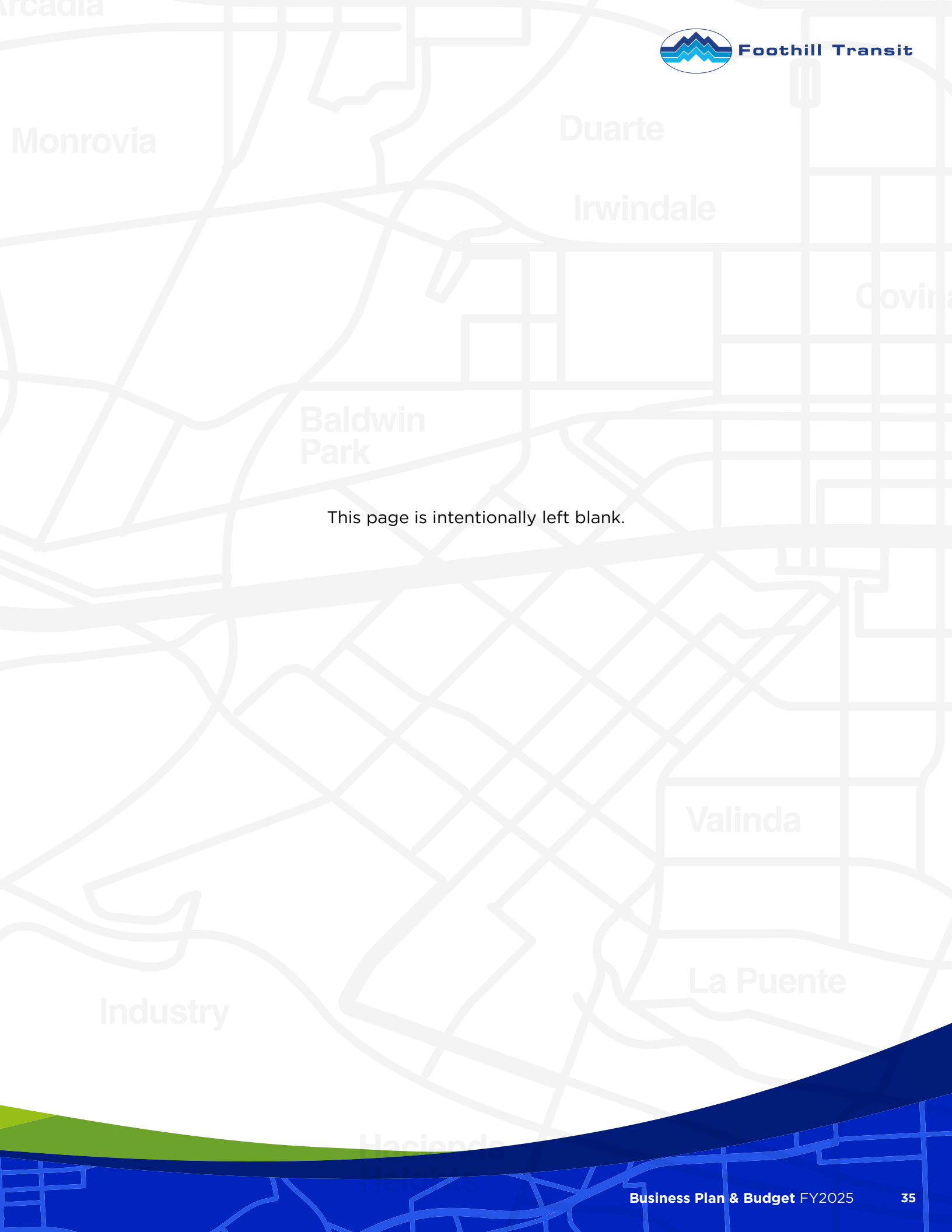
Administrative Office Solar Project

Sustainability is one of Foothill Transit's values and as a testament to the agency's environmental commitment, the agency plans to build a carport-mounted solar array panels at the administrative office building for renewal power generation for the administrative office building as well as provide shade for vehicles parked in the parking lot. In addition, the project will include replacement of parking lights with energy-efficient LED's. The combined impact of solar power generation and parking lot light replacements is expected to greatly reduce the agency's energy consumption for years to come. Additional Electric Vehicle charging stations are also proposed.

Foothill Transit Pomona Facility CNG Equipment Upgrade

The compressed natural gas (CNG) fueling equipment operating the Pomona CNG Fueling Facility was built in 1997. Since then the compressors and other major equipment have been maintained by Clean Energy, however, the existing compressors presents a continual challenge with sourcing certain parts and components to maintain the heavy-duty compressors. The new upgrade will consists of removing six of the eight compressors and replace with four new high-power compressors. New dispensers and control panels are also being proposed. The upgrade will be planned in stages to minimize any potential impacts to fueling.

Montebello



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Funding Sources



Foothill Transit is funded with state and local sales tax funds, federal transportation funds, and farebox revenues.

The majority of funds are transportation subsidies allocated by the Regional Transportation Planning entity (LA Metro) to Los Angeles County fixed-route transit operators through the Formula Allocation Procedure (FAP) and the Capital Allocation Procedure (CAP). 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 Resources

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; 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 Resources

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.

Federal Resources

American Rescue Plan Act (ARPA)

The Federal Transit Administration made \$2.2 billion of discretionary grant funding available for transit systems demonstrating additional pandemic-associated needs. The additional assistance was awarded to transit systems demonstrating the need to cover operating expenses related to maintaining day-to-day operations, cleaning and sanitization, combating the spread of pathogens on transit systems and maintaining critical staffing levels.

Federal Urban Area Formula Program (Section 5307)

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

Federal 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.

Non-Subsidy Resources

Auxiliary Revenue

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

Budget Summary



Budget Summary

Funding Assumptions

- Farebox revenues will increase due to recovering ridership
- Capital Revenues include federal formula and successfully awarded competitive grants
- ARP Act additional assistance funds will assist to fund operating expenses

Budgeted Revenues

	FY2024 Budget	FY2025 Budget
Operating and Other Revenues		
Fare Revenue	\$ 7,667,065	\$ 8,824,605
Operating Subsidies	153,623,785	151,976,835
Property Management	464,500	464,500
Special Services	320,000	400,000
Total Operating & Other Revenues	\$ 162,075,350	\$ 161,665,940
Capital Revenues		
Total Capital Revenues	\$ 67,478,891	\$ 107,544,061
Total Budgeted Revenues	\$ 229,554,241	\$ 269,210,001

Expenditure Assumptions

- Transit operating expenses decreased by 0.3% from prior year budget as we have adjusted the fuel budget to reflect current market conditions and included higher costs relative to purchased transportation in the FY2024 budget
- Continue fleet replacements for 19 CNG buses with hydrogen fuel cell buses
- Complete heavy maintenance on CNG buses; this includes heavy maintenance and transmission overhaul
- Continue facility improvements at both operations and maintenance facilities and the administration office building

Budgeted Expenditures

	FY2024 Budget	FY2025 Budget
Operating & Other Expenses		
Transit Operating Expenses	\$ 161,290,850	\$ 160,801,440
Non-Transit Operating Expenses	784,500	864,500
Total Operating & Other Expenses	\$ 162,075,350	\$ 161,665,940
Capital Expenditures		
New Capital Programs	\$ 5,082,000	\$ 10,006,000
Existing Capital Programs	62,396,891	97,538,061
Total Capital	\$ 67,478,891	\$ 107,544,061
Total Budgeted Expenditures	\$ 229,554,241	\$ 269,210,001

Operating Expenses

	FY2024 Budget	FY2025 Budget
Transit Operating Expenses		
Customer Service & Operations	\$ 140,707,520	\$ 137,904,960
Maintenance & Vehicle Technology	1,214,970	1,575,530
Marketing & Communications	2,483,620	2,604,190
Information Technology	2,831,490	2,870,760
Administration	2,279,410	2,300,920
Procurement	1,070,000	1,097,460
Government Relations	787,680	862,290
Finance	2,322,230	2,408,990
Safety and Security	3,681,700	4,978,460
Planning	1,578,470	1,616,290
Facilities	2,333,760	2,581,590
Total Transit Operating Expenses	\$ 161,290,850	\$ 160,801,440
Non-Transit Operating Expenses		
Property Management	\$ 464,500	\$ 464,500
Special Services	320,000	400,000
Total Non-Transit Operating Expense	\$ 784,500	\$ 864,500
Total Operating Expenses	\$ 162,075,350	\$ 161,655,940

Capital Summary

	FY2024 Budget	FY2025 Budget
New Capital Programs		
Buses/Fleet Maintenance	\$ 110,000	\$ 4,670,000
Facilities Construction/Maintenance	3,970,000	2,450,000
Information Technology	1,002,000	2,886,000
Total New Capital Programs	\$ 5,082,000	\$ 10,006,000
Existing Capital Programs		
Buses/Fleet Maintenance	\$ 36,435,000	\$ 65,829,000
Facilities Construction/Maintenance	21,291,641	26,847,811
Information Technology	4,670,250	4,861,250
Total Existing Capital Programs	\$ 62,396,891	\$ 97,538,061
Total Capital	\$ 67,478,891	\$ 107,544,061

Los Angeles

El Monte

South
El Monte

Montebello



Arcadia

Monrovia

Duarte

Irwindale

Temple City

Baldwin Park

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Valinda

Industry

La Puente

Arcadia

Monrovia

Duarte

Capital Budget



Capital Program

The currently proposed capital projects, with total life-of-project budgets of \$289.4 million, include \$52.3 million of newly proposed projects. Each project includes the life-of-project budget, estimated expenditures through FY2024, and the balance of expenditures for future years.

New Capital Projects for FY2025

Buses/Fleet Maintenance:

0277 – Bus Replacement FY 2025 – This project will replace 24 retirement-eligible CNG buses with 24 zero-emission buses. This bus replacement is consistent with Foothill Transit’s bus replacement program and Federal Transit Administration (FTA) useful life benchmarks.

0276 – TSI Hard Drive Replacement – This project will replace all hard drives on the Foothill Transit fleet of buses. These hard drives are needed to operate the surveillance equipment and video storage on-board the buses.

0275 – Automatic Passenger Counter Replacement Charging Equipment & Infrastructure at O&M Facilities – This project will replace the existing automatic passenger counters which will improve system accuracy and overall maintenance.

0274 – Bus Reporting Tablets – Phase II – This project is an extension of project 0258 – Bus Reporting Tablets, which provided tablets to the contractors for entering repair orders and issuing reports more efficiently. This project will add additional tablets for contractors and provide enhanced reporting which allows reports to be recorded through a speaking function.

0273 – Destination Sign Replacement – This project will remove and replace all destination signs from 2014 model year buses located at the Pomona facility.

Facilities Construction/Maintenance:

0281 – Arcadia/Irwindale Maintenance Facility Upgrade – This project will update the maintenance building’s hydrogen and CNG gas detection system and ventilation in accordance with all required safety standards.

0280 – Facilities Capital Contingency Project – FY 2025 – This project is for unplanned facility repairs throughout the year.

0279 – Facility Furniture – This project will replace office desks and chairs at the operations and maintenance facilities, transit stores, and call centers.

0278 – Bus Stop Enhancement Program – FY2025 – This project will provide funding to member cities, Class Pass Schools, and Los Angeles County to improve bus stops in the Foothill Transit service area.

Information Technology:

0284 – IT Capital Contingency FY2025 – This project is for unplanned IT repairs and replacements throughout the year.

0283 – Copier Replacement – This project will replace the existing copiers at the administration office.

0282 – CradlePoint Router Replacement – This project will replace existing routers needed for the computer automated dispatch and automated vehicle locator (CAD/AVL) system. The replacement will improve communications to the CAD/AVL system at the yards and while buses are in service.

Capital Program

Project #	Project Name	LOP Budget	Estimated Expenditures through FY2024	FY2025 Budget	FY2026+
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Buses/Fleet Maintenance:

0277	Bus Replacement – FY2025 (NEW)	\$ 43,000,000	\$ -	\$ 880,000	\$ 42,120,000
0276	TSI Hard Drive Replacement (NEW)	700,000	-	700,000	-
0275	Automatic Passenger Counter Replacement (NEW)	2,500,000	-	2,500,000	-
0274	Bus Reporting Tablets – Phase II (NEW)	90,000	-	90,000	-
0273	Destination Sign Replacement (NEW)	500,000	-	500,000	-
0259	Non-Revenue Vehicle Replacement – FY2024	200,000	65,000	135,000	-
0243	Zero-Emission Double Deck Buses	48,000,000	200,000	23,800,000	24,000,000
0242	Zero-Emission Infrastructure	8,000,000	6,000	4,994,000	3,000,000
0229	1700s and 1800s Bus Replacement	32,000,000	75,000	31,925,000	-
0227	Fuel Monitoring System	775,000	200,000	575,000	-
0167	Fleet Heavy Maintenance – 2	22,010,000	10,000,000	2,400,000	9,610,000
0124	Fare Collection System	8,200,000	4,200,000	2,000,000	2,000,000
	Buses/Fleet Maintenance Total	\$165,975,000	\$ 14,746,000	\$ 70,499,000	\$ 80,730,000

Facilities Construction/Maintenance:

0281	Arcadia/Irwindale Maintenance Facility Upgrade (NEW)	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -
0280	Facilities Capital Contingency – FY2025 (NEW)	250,000	-	250,000	-
0279	Facility Furniture (NEW)	100,000	-	100,000	-
0278	Bus Stop Enhancement Program – FY2025 (NEW)	400,000	-	400,000	-
0267	Charging Equipment & Infrastructure at O&M Facilities	870,000	200,000	670,000	-
0266	Emergency Operations Center – Phase II	500,000	-	500,000	-
0264	Arcadia O&M Concrete Slab Replacement	215,000	50,000	165,000	-
0263	Administration Kitchenette Refresh	130,000	50,000	80,000	-
0262	Pomona O&M Asphalt Repairs	105,000	10,000	95,000	-
0261	Administration Guard Shed Replacement	100,000	-	100,000	-
0260	Operations Facilities Furniture	100,000	50,000	50,000	-
0257	Electric Vehicle Charging Equipment & Infrastructure	400,000	100,000	300,000	-
0250	Cal Poly Pomona Transit Mobility Hub	16,000,000	50,000	1,250,000	14,700,000
0248	21 st Century Foothill Transit Security Project	3,000,000	30,000	1,970,000	1,000,000

Project #	Project Name	LOP Budget	Estimated Expenditures through FY2024	FY2025 Budget	FY2026+
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Facilities Construction/Maintenance (Continued)

0247	Arcadia-Pomona Restroom Remodel	\$ 2,750,000	\$ 300,000	\$ 2,450,000	\$ -
0245	Emergency Operations Center	250,000	-	250,000	-
0244	Arcadia Irwindale O&M Facility Landscape/Irrigation Replacement	200,000	100,000	100,000	-
0240	Bus Stop Enhancement Program – FY2022	400,000	320,000	80,000	-
0237	Facilities Security Hardening Improvement Project	1,700,000	1,100,000	600,000	-
0236	Cal Poly Pomona Transit Mobility Hub Feasibility Study	200,000	180,000	20,000	-
0235	Pomona CNG Replacement	5,000,000	200,000	4,800,000	-
0234	O&M Facilities Equipment Replacement	460,000	100,000	360,000	-
0232	3rd Floor Conference Room Conversion	200,000	100,000	100,000	-
0231	General Preliminary Engineering	400,000	200,000	200,000	-
0218	Arcadia Facility Improvements	220,000	50,000	170,000	-
0217	Pomona Facility Improvements	210,000	50,000	160,000	-
0216	Admin 4th Floor Carpet Replacement	20,000	10,000	10,000	-
0215	Admin Exterior Lighting Upgrades	60,000	-	60,000	-
0204	Operations Facilities Security Projects	250,000	205,000	45,000	-
0202	Arcadia HVAC Replacement	1,800,000	1,600,000	200,000	-
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift	1,000,000	300,000	300,000	400,000
0182	Pomona Steam Bay Lift Replacement	730,000	300,000	430,000	-
0181	DTLA Layover Parking Improvements	4,100,000	900,000	200,000	3,000,000
0178	Restroom Compliance and Modernization	2,400,000	1,260,000	570,000	570,000
0176	Administration HVAC Replacement	400,000	100,000	300,000	-
0173	Lighting Upgrades	160,000	60,000	100,000	-
0155	Administrative Building Solar Canopy	4,000,000	500,000	1,500,000	2,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	139,000	100,000	14,840,000
0138	Covina Park & Ride and Transit Center	28,495,511	20,458,000	8,037,511	-
0131	BSEP – West Covina Bus Shelters	260,000	30,700	229,300	-
0116	Administration Building 2nd Floor Remodel	796,000	500,000	296,000	-
	Facilities Construction/Maintenance Total	\$ 95,410,511	\$ 29,602,700	\$ 29,297,811	\$ 36,510,000

Project #	Project Name	LOP Budget	Estimated Expenditures through FY2024	FY2025 Budget	FY2026+
Information Technology:					
0284	IT Capital Contingency - FY2025 (NEW)	\$ 250,000	\$ -	\$ 250,000	\$ -
0283	Copier Replacement (NEW)	36,000	-	36,000	-
0282	CradlePoint Router Replacement (NEW)	2,800,000	-	2,600,000	200,000
0272	Scheduling Software Upgrade	400,000	200,000	200,000	-
0270	Yards Network Switches Upgrade	182,000	-	182,000	-
0269	Yards 5G Proof of Concept	170,000	-	170,000	-
0256	Data Center Update and Replacement	1,000,000	230,000	250,000	520,000
0255	Yards Server Room/Infrastructure Upgrade	400,000	-	150,000	250,000
0253	Desktop Computer Replacement	300,000	75,000	75,000	150,000
0239	Hybrid Conference Rooms	400,000	25,000	175,000	200,000
0225	Access Point Replacement	100,000	7,500	92,500	-
0223	Arcadia Yard Cabling Upgrade	200,000	-	200,000	-
0222	Replacement Monitors	75,000	15,500	25,000	34,500
0209	Transit Corridor Improvements	650,000	275,000	375,000	-
0208	Transit Asset Management Implementation	350,000	35,500	150,000	164,500
0206	Transit Store Phone Replacement	50,000	16,750	16,750	16,500
0194	Pomona Yard Network Cabling Upgrade	75,000	-	75,000	-
0192	Cabling and Core Switch Replacement	275,000	150,000	125,000	-
0097	CAD/AVL Replacement	20,300,000	14,500,000	2,600,000	3,200,000
Information Technology Total		\$ 28,013,000	\$ 15,530,250	\$ 7,747,250	\$ 4,735,500
Grand Total		\$289,398,511	\$ 59,878,950	\$107,544,061	\$121,975,500

Operating Budget



Operating Budget

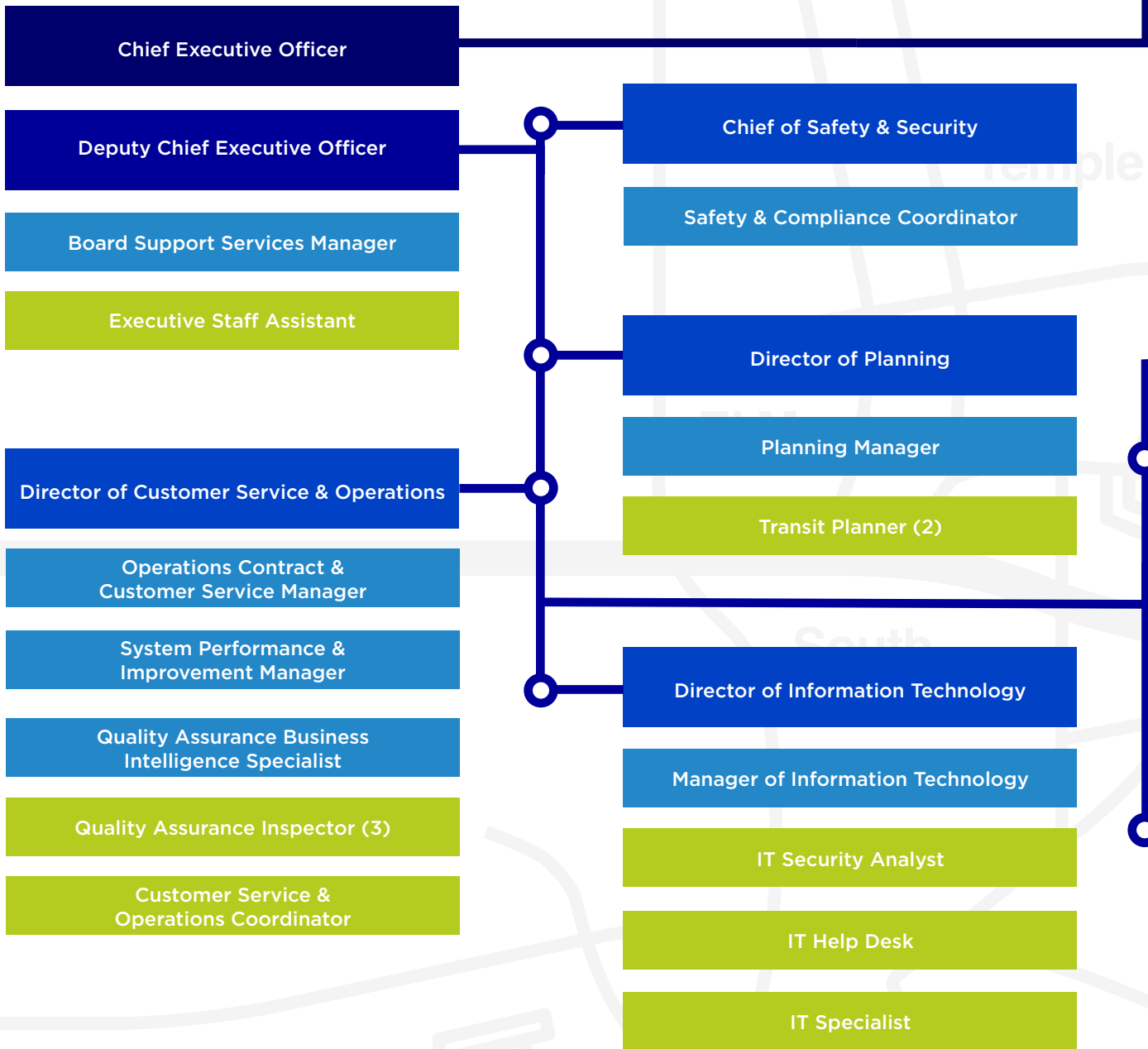
Operating Budget and Department Summary

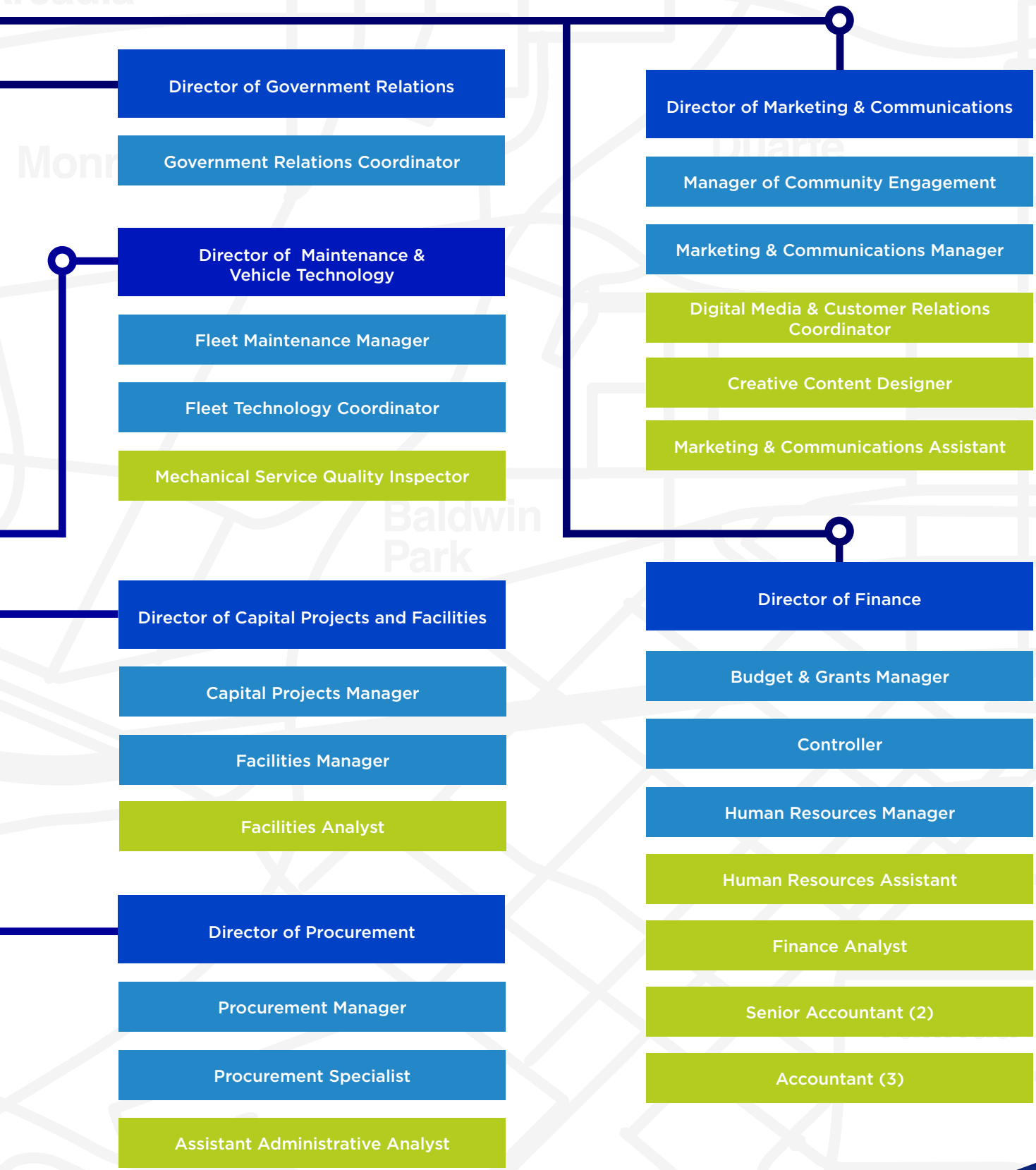
Foothill Transit’s operating budget and departmental initiatives for FY2025 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY2023 Actual	FY2024 Budget	FY2024 Estimate	FY2025 Budget
Transit Operating Expenses:				
Customer Service & Operations	\$ 99,729,728	\$ 140,707,520	\$ 121,611,239	\$ 137,904,960
Maintenance & Vehicle Technology	1,124,962	1,214,970	1,108,108	1,575,530
Marketing & Communication	2,099,649	2,483,620	2,074,422	2,604,190
Information Technology	1,987,625	2,831,490	2,250,844	2,870,760
Administration	1,716,346	2,279,410	1,841,353	2,300,920
Procurement	891,027	1,070,000	925,146	1,097,460
Government Relations	507,471	787,680	496,194	862,290
Finance	1,881,977	2,322,230	1,856,291	2,408,990
Safety and Security	2,668,035	3,681,700	3,106,504	4,978,460
Planning	1,244,149	1,578,470	1,125,801	1,616,290
Facilities	1,803,573	2,333,760	1,807,976	2,581,590
Total Operating Expense	\$ 115,654,542	\$ 161,290,850	\$ 138,203,878	\$ 160,801,440
Non-Transit Operating Expenses:				
Property Management	\$ 464,500	\$ 464,500	\$ 464,500	\$ 464,500
Special Services	398,731	320,000	320,000	400,000
Total Non-Transit Operating Expense	\$ 863,231	\$ 784,500	\$784,500	\$864,500
Total Operating Expenses	\$ 116,517,773	\$ 162,075,350	\$ 138,988,378	\$ 161,665,940

Department Summary

The FY2025 Budget includes 54 total Foothill Transit employees, consistent with last fiscal year. For reference, below is the current organization structure.





Customer Service and Operations

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



The department also works closely with the two Foothill Transit Stores and Call Center 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 Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5001	Purchased Transportation	\$ 83,834,313	\$ 117,078,460	\$ 122,546,070
5020	Fuel	11,191,387	15,195,620	9,475,510
5035	Electricity Fuel	897,936	235,010	186,020
5045	Hydrogen Fuel	544,722	4,878,530	1,919,870
5100	Salaries, Wages & Benefits	951,639	1,196,870	1,294,220
5150	Contracted Services	1,737,490	1,969,730	1,681,380
5260	Professional/Technical	-	40,500	51,000
5411	Bus Rodeo	27,229	75,000	75,000
5550	Training and Conferences	29,097	27,000	24,000
5555	Travel and Meeting	2,469	2,000	2,010
5560	Uniform/Clothing Supplies	12,303	5,200	14,900
5720	Other Contracted Services	4,040	3,600	569,980
5830	Special Events	-	-	65,000
Total		\$ 99,729,728	\$ 140,707,520	\$ 137,904,960

Budget Notes:

- 5001 Reprocured Contract Cost for Arcadia Yard
- 5020 Costs have normalized
- 5045 Reflects updated Hydrogen bus mileage
- 5150 Revised cost due to the closure of two Transit Stores
- 5720 New Avail Maintenance Agreement
- 5830 Foothill Transit will host the ABBG Conference

FY2024 Accomplishments

- Supported procurement of Arcadia Irwindale Operations and Maintenance Contract
- Supported implementation of new Transit Store and Facility Maintenance Contract
- Enhanced and refined Transtrack reporting capabilities
- Hosted Foothill Transit's Annual Bus Roadeo and participated in APTA's International Bus Roadeo
- Introduced Customer Service Challenge into Foothill Transit's Bus Roadeo
- Conducted ridership trend analysis on a weekly, monthly, and quarterly basis
- Coordinated service for Rose Bowl and LA Marathon special events
- Participated in APTA's Operations Committee
- Supported Avail Customer Communication Project Development
- Enhanced focus on CAD/AVL data for service improvements in safety, service delivery, on-time performance, maintenance areas, and performance improvement plans
- Participated in Transit Research Board (TRB) Transit Data Challenge Planning Team
- Re-introduced Bus Operator Audit program
- Enhanced documentation and monitoring of Quality Assurance programs
- Implemented staff ride along and electronic documentation procedure
- Took the lead on Regional Avail User Group meetings
- Introduced tracking and reporting of missed trip/service delivery information
- Provided Transit Store and Call Center data trend analysis on monthly and quarterly basis
- Implemented data improvement plans and collaborated with contractors, developed various standard operating procedures related to effective incident reporting, schedule adherence, and running times
- Implemented new Avail Software and Maintenance agreement including enhanced ticket resolutions
- Conducted recertification of agency's automatic passenger counters for National Transit Database Certification for data collection
- Coordinated and submitted data for American Bus Benchmarking Group (ABBG)
- Continue refinements in customer comment reporting and response process

FY2025 Initiatives

- Avail software upgrades and system enhancements
- Enhance TransTrack reporting capabilities
- Support agency in hosting the ABBG Annual Meeting
- Introduce internal data visualization dashboard
- Coordinate Foothill Transit's Annual Bus Roadeo
- Continue membership in the Regional and APTA International Roadeo Committees
- Enhance Transtrack reporting capabilities
- Reinstate Front Line Customer Service Recognition Program
- Coordinate participation in Conference of Minority Transportation Official (COMTO)
- Continue focus on improving the Avail CAD/AVL system data quality and reporting, including utilizing the system electronic reporting of service miles and hours
- Continue Special Service supporting Rose Bowl and LA Marathon events
- Update Foothill Transit's Continued Operations Plans and other safety plans

Maintenance and Vehicle Technology

The Maintenance and Vehicle Technology (MVT) Department ensures daily operation of Foothill Transit's revenue and non-revenue vehicle fleet through the systematic enforcement of Foothill Transit standards for fleet maintenance and oversight of maintenance on CNG and Hydrogen 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 zero-emissions program including bus 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 Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5040	Gas and Lubricants	\$ 3,966	\$ 5,000	\$ 3,500
5100	Salaries, Wages and Benefits	678,260	683,350	765,770
5260	Professional/Technical	258,537	468,820	737,160
5430	Dues and Subscriptions	7,250	8,400	16,900
5550	Training and Conferences	7,675	18,500	16,500
5555	Travel and Meeting	7,182	3,000	3,000
5720	Other Contracted Services	54,737	13,500	13,500
5970	Repair and Maint. Vehicles	107,355	14,400	19,200
	Total	\$ 1,124,962	\$ 1,214,970	\$ 1,575,530

Budget Notes:

- 5260 Telematics on all FCEBs, Fleetwatch fuel management
- 5430 Joined CTE and Cal H2 Business Council, Imaq annual subscription fee





FY2024 Accomplishments

- Acquired \$8.9 million in Hybrid and Zero-Emission Truck and Bus Vouchers Incentive Project Grant (HVIP)
- Inspected and accepted delivery of 33 new Hydrogen Fuel Cell Buses from New Flyer
- Installed a temporary hydrogen fueling station to fuel early deliveries of New Flyer Hydrogen Buses
- Built hydrogen storage and fueling infrastructure at the Pomona facility in partnership with Facilities Department
- Retired thirteen early model Battery Electric Buses
- Received FTA approval of early retirement of 13 battery electric buses
- Upgraded Zonar Pre-Trip and Post-Trip bus inspection hardware and software system
- Performed weekly detailed bus inspection at both Arcadia and Pomona bus yards
- Retired 24 series 1700 40 ft. CNG buses
- Procured 19 40 ft. Eldorado Hydrogen Fuel Cell buses
- Purchased 3 electric non-revenue vehicles

FY2025 Initiatives

- Implement bus heavy maintenance on Series 2300 and 2400 buses
- Perform in-plant inspection and acceptance testing on 19 fuel cell buses
- Retire 19 CNG buses and 2 battery electric buses
- Implement and purchase 30 tablets for maintenance mechanics use
- Replace CNG and hydrogen fuel monitoring system
- Perform weekly revenue fleet inspection
- Procure 24 zero-emissions double deck buses

Marketing and Communications

The Marketing and Communications team supports, brands, and promotes Foothill Transit service with the goals of heightening public awareness of Foothill Transit and increasing ridership. This is accomplished through strategic planning, targeted advertising, data analysis, community outreach and engagement, media exposure, and creative customer communications, both on board and off, to customers, stakeholders, and the community at large.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 898,131	\$ 974,120	\$ 1,098,590
5260	Professional/Technical	531,780	685,000	704,250
5300	Advertising and Promotion	451,222	610,000	596,750
5330	Community Sponsorship	83,754	90,000	90,000
5380	Special Events	35,937	64,000	42,400
5410	Team Member Appreciation	3,498	-	4,000
5430	Dues and Subscriptions	23,428	25,000	28,000
5550	Training and Conferences	11,399	10,000	11,200
6261	Class Pass Media	10,200	5,000	13,000
6280	Printing	45,572	12,500	16,000
	Total	\$ 2,099,649	\$ 2,483,620	\$ 2,604,190

Budget Notes:

- 5380 Removed costs associated with hosting the CTA Conference and 35th Anniversary
- 6261 Transferred costs from the Finance Department as Marketing is now responsible for the Class Pass program



FY2024 Accomplishments

- Launched the agency's third annual Summer Sale program and developed new customer centered campaigns to restore ridership, achieving 10-14% ridership growth during sales months, a doubling of growth over previous months that was sustained into Q2 and Q3
- Leveraged the new website to formulate new customer data analysis for demographic targeting and outreach
- Conducted targeted customer satisfaction surveys and participated in the annual ABBG survey in the spring
- Developed and revised internal communications campaigns to augment agency culture and team cohesion, focusing on safety, inclusion, and collaborative support
- Launched campaign and customer information outreach for the October Foothill Transit Forward service changes
- Reviewed and revised all Class Pass and Go Pass outreach to leverage newly opened on campus facilities at both Mt. SAC and Cal Poly Pomona, both of which were launched with collaborative campaigns with both campuses, exponentially increasing student ridership and awareness
- Launched a comprehensive anniversary campaign to celebrate 35 years of Foothill Transit's service to the community. This resulted in some impressive gains in positive customer engagement and awareness
- Coordinated and executed the agency's co-hosting of the California Transit Association conference in Pasadena in October with Pasadena Transit and Access Services garnering much industry praise



FY2025 Initiatives

- Collaborate with Cal Poly Pomona on the promotion of their new Bronco Mobility Hub to raise awareness and excitement about transit access on campus
- Launch a Code of Conduct and student safety campaign to enhance awareness and best practices when on board the system
- Execute a comprehensive customer sentiment research project to gauge brand awareness and customer need for public transit options
- Launch the annual ABBG Customer Satisfaction Survey
- Promote Foothill Transit leadership team members as knowledge sources for safety, sustainability, and collaboration
- Revise and relaunch the Class Pass program with new branding and strategies to boost student ridership
- Create and launch a strategic commuter express ridership campaign to increase pass sales revenue and ridership on Foothill Transit's commuter express lines
- Leverage Rose Bowl lease events to enhance awareness of Foothill Transit regular service and raise the profile of the agency with local stakeholders and residents as a traffic reduction solution
- Review and revise Foothill Transit bus operator uniforms to reflect the professional and friendly nature of the agency
- Continue partnership with Metro on the GoPass program at participating schools

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.

The IT Department has expanded to cover the responsibilities of Cyber Security over infrastructure, data integrity, protection of personal identifiable information, securing data resources from outside attacks and constant system monitoring from vulnerabilities and malware.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 793,616	\$ 836,740	\$ 934,520
5260	Professional/Technical	-	125,000	75,000
5421	Copier	2,369	6,600	6,600
5430	Dues and Subscriptions	130	3,000	1,000
5550	Training and Conferences	27,400	46,500	46,500
5555	Travel and Meeting	-	4,000	4,000
5720	Other Contracted Services	441,825	914,690	868,710
5950	Repair & Maint. Other Equip.	16,134	8,000	8,000
6130	Telephone/Data	706,152	886,960	926,430
Total		\$ 1,987,625	\$ 2,831,490	\$ 2,870,760

Budget Notes:

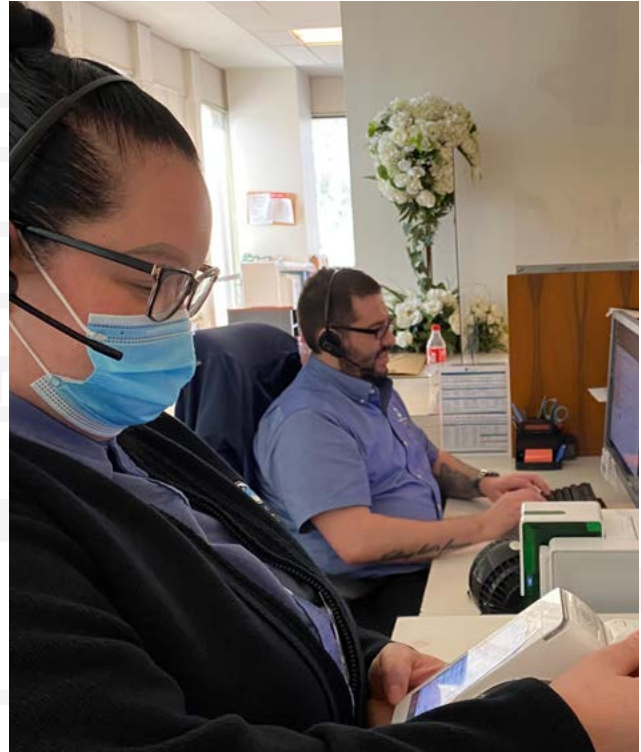
5260 Decreased need for Consulting

FY2024 Accomplishments

- Completed the upgrade of the Cisco phone system in the admin building and the transit stores
- Completed the SD-WAN deployment to the admin building and the remote locations to replace the aging MPLS technology
- Replaced our existing security information and event management for better detection, and analytics
- Completed the upgrade of the transit stores virtual desktop environment
- Supported transition to the new Transit Store structure and call center

FY2025 Initiatives

- Complete the pilot testing of the 5G technology for the buses to increase bandwidth and improve coverage
- Replace existing Microsoft Office with Office 365 since Microsoft will end support
- Migrate Exchange email from on premises to Office Cloud



Administration

The Administration Department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Board. Additionally, the Administration Department coordinates the organization's activities with the Federal Transit Administration (FTA) and provides Board support, office support, and coordination of the organization's records and central filing system.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 1,289,204	\$ 1,345,760	\$ 1,429,790
5250	Legal Fees	175,550	290,000	318,000
5260	Professional/Technical	31,024	363,000	255,000
5412	Board Stipend	47,805	67,000	73,000
5430	Dues and Subscriptions	40,928	27,500	30,000
5441	Postage/Express Mail	4,733	8,150	8,150
5550	Training and Conferences	66,762	84,000	90,180
5555	Business Travel and Meeting	47,027	81,000	83,600
5720	Other Contracted Services	2,423	3,000	3,000
5850	Office/General Supplies	10,890	10,000	10,200
Total		\$ 1,716,346	\$ 2,279,410	\$ 2,300,920

Budget Notes:

5260 Decreased consultant fees

FY2024 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
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, and Access Services
- Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)

FY2025 Initiatives

- Support the Executive Board and Governing Board
- Maintain effective Executive Board and Governing Board communications
- Advocate for federal funding for Foothill Transit capital projects
- Maintain strong industry involvement with American Public Transportation Association, California Transit Association, Access Services, COMTO, and WTS



Procurement

The Procurement Department 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 Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages & Benefits	\$ 520,353	\$ 650,200	\$ 701,460
5250	Legal Fees	294,186	285,000	285,000
5260	Professional/Technical	23,473	67,000	42,000
5300	Advertising and Promotion	4,529	7,200	6,000
5430	Dues and Subscriptions	1,430	2,600	3,000
5550	Training and Conferences	21,181	26,000	28,000
5555	Business Travel and Meeting	564	2,000	2,000
5720	Other Contracted Services	25,311	30,000	30,000
Total		\$ 891,027	\$ 1,070,000	\$ 1,097,460

Budget Notes:

5260 No Operations RFP in FY25

FY2024 Accomplishments

- Earned seventh consecutive National Procurement Institute's Achievement of Excellence in Procurement
- Successfully coordinated agency administrative policies, procedures, and systems along with compliance updates to the Procurement Policies and Procedures Manual aligning with new Federal and State guidelines
- Procured over 150 contracts, amendments and purchases for goods and services to support capital and operating activities occurring at the Foothill Transit administrative building, the maintenance & operating facilities and additional operational locations
- Streamlined the procurement processes and successfully contracted or amended agreements for operations and maintenance services at both the Arcadia/Irwindale & Pomona Facilities, fuel cell and double deck electric revenue vehicles and other services & goods that are core to the agency's mission
- Further adapted to limitations on standard practices during the procurement process due to lingering supply chain issues
- Leveraged the utilization of the agency's electronic procurement platform, web based meeting software and electronic document workflows to increase department efficiency and reduce operating costs

FY2025 Initiatives

- Ensure successful and timely procurement of goods & services to support Foothill Transit's mission
- Coordinate agency administrative policies, procedures, and systems including updating the Procurement Policies and Procedures Manual to ensure compliance with Federal and State procurement guidelines
- Successfully procure standard goods & services that support operating & capital activities occurring at the Foothill Transit administrative building, maintenance & operations facilities, and additional operating locations
- Earn an eighth 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 that will enhance service, security or efficiency
- Manage the procurement process for major initiatives including security hardening, zero emissions revenue vehicle fueling infrastructure and capital construction projects



Government Relations

The Government Relations Department is responsible for overseeing federal, state and local legislative and regulatory activities, and serves as Foothill Transit’s liaison with members of the United States Congress, California State Legislature, federal, state, and county agencies, and the local delegation. As well as it is responsible for influencing legislative and policy actions, promoting Foothill Transit’s funding priorities and transit needs, engaging in public affairs efforts that advance Foothill Transit’s initiatives, tracking transit-related legislation and regulations, securing and maximizing the return of federal, state and local funding to Foothill Transit, and informing stakeholders of pending government developments. The department works with national and state business, environmental, transit, and other industry advocacy groups and professional organizations to advance policies, programs, legislation, and regulations that benefit Foothill Transit, including those that support the agency’s zero-emission bus program.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 269,279	\$ 325,620	\$ 377,690
5265	Public Affairs	119,564	186,000	185,000
5430	Dues and Subscriptions	88,717	118,060	138,600
5550	Training and Conferences	28,073	100,500	100,500
5555	Business Travel and Meeting	1,839	57,500	60,500
	Total	\$ 507,471	\$ 787,680	\$ 862,290



FY2024 Accomplishments

- Communicated and advocated for agency positions on legislative and regulatory proposals to key local, state and federal governing bodies, including best practices for supporting the bus industry through progress payments and joint procurements
- Advocated for and obtained written support from lawmakers, local public agencies, and community organizations for Foothill Transit's federal and state funding applications to support Foothill Transit's zero-emission bus program
- Further strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, The Bus Coalition, Hydrogen Fuel Cell Bus Council, California Council for Environmental and Economic Balance Zero Emission Bus Resource Alliance, and International Association of Public Transport
- Strengthened in-person and virtual agency visibility at Southern California Association of Governments, San Gabriel Valley Council of Governments, San Gabriel Valley Economic Partnership, San Gabriel Valley Public Affairs Network, BizFed, BizFed Institute, and various local legislative coalitions
- Hosted tours of Foothill Transit's hydrogen fuel cell fleet and infrastructure for federal, state, and county delegation and staff
- Successfully engaged federal, state, county, and local elected official, agencies, and key staff at events and activities that promoted and showcased Foothill Transit's accomplishments, ongoing programs, and initiatives
- Secured a contract for state advocacy services to further enhance Foothill Transit's effectiveness in advancing agency needs for state funding, guidelines, and legislation

FY2025 Initiatives

- Further cultivate existing relationships with federal, state, county, and local lawmakers and governing agencies
- Continue maximizing participation, influence, and visibility with the American Public Transportation Association, California Transit Association, industry advocacy groups, and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit's zero-emissions fleet and infrastructure expansion
- Develop and maintain regional and local participation to ensure effective partnerships, visibility, and influence with relevant transportation policies and projects
- Advocate for the protection of federal and state funding for public transit
- Continue to enhance Foothill Transit's visibility, involvement, and influence with the American Public Transportation Association and California Transit Association

Finance

The Finance Department 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 defined contribution retirement program, and monitors cash flow. The department also manages the fare revenue collection system, fare rules and policies, and maintenance of related equipment, and manages human resources and benefits administration.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 1,650,937	\$ 1,756,120	\$ 1,879,470
5210	Audit Fees	63,975	80,000	85,000
5260	Professional/Technical	-	6,000	10,000
5410	Team Member Appreciation	16,991	17,080	20,000
5430	Dues and Subscriptions	12,702	18,980	21,300
5545	Tuition Reimbursement	14,295	36,750	31,500
5550	Training and Conferences	29,646	84,300	84,220
5555	Business Travel and Meeting	382	3,000	2,500
5720	Other Contracted Services	76,783	286,000	241,000
5741	Fare Collection Equip./Maint.	532	14,000	12,000
6210	Pass Sales Commission	(3,890)	5,000	2,000
6260	Fare Media	19,625	10,000	20,000
6261	Class Pass Media	-	5,000	-
Total		\$ 1,881,977	\$ 2,322,230	\$ 2,408,990

Budget Notes:

- 6261 Costs associated with Class Pass have moved to the Marketing & Communications Department

FY2024 Accomplishments

- Updated the ten-year financial forecast and monitored budget progress
- Completed numerous financial audits resulting in no material findings
- Conducted a five-year capital improvement program call-for-projects
- Successfully programmed and withdrew American Rescue Plan Act federal relief funds
- Prepared annual operating and capital budgets and annual Business Plan; included annual cash flow for capital projects
- Prepared the Annual Comprehensive Financial Report
- Prepared the annual revision to the Employee Handbook
- Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX), Bus Operator Subcommittee (BOS) of LA Metro, Neighborhood Homework House in Azusa, and the Women's Transportation Seminar (WTS) Board of Directors
- Continued to refine automated Accounts Payable system
- Implemented new governmental accounting standard (GASB 96)
- Implemented new online benefits administration system
- Implemented new enhanced employee wellness benefit program

FY2025 Initiatives

- Update the ten-year financial forecast and monitor budget process
- Secure funding for the transition of Foothill Transit's fleet to Zero-Emission Vehicles
- Implement automated human resources information system/payroll system
- Prepare update to the Employee Handbook
- Explore continued updates to Foothill Transit fare structure



Safety and Security

The Safety and Security Department represents the agency’s commitment to improving and maintaining safety, security and emergency management functions across all operations and services and is designed to incorporate safety, security, and emergency preparedness into every aspect of the organization. Safety and Security also administers both the Public Transportation Agency Safety Plan (PTASP) and the Security and Emergency Preparedness Plan (SEPP), oversees risk management, manages the safety and security training mandates, and monitors the law and supplemental security contractors. The department also manages security sensitive information (SSI) and maintenance of related equipment, and provides leadership promoting safety, security, and emergency preparedness throughout the organization and enforces related rules, policies, procedures, goals, and objectives.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 412,451	\$ 380,900	\$ 437,700
5260	Professional/Technical	2,860	145,000	165,000
5430	Dues and Subscriptions	2,033	26,500	25,500
5550	Training and Conferences	16,239	47,500	37,000
5555	Business Travel and Meeting	4,702	16,500	16,500
5600	Casualty & Liability Insurance	1,210,041	1,277,260	1,295,760
5720	Other Contracted Services	713,372	933,040	1,844,000
5721	Other Contracted Services - Facilities	306,338	855,000	1,157,000
Total		\$ 2,668,035	\$ 3,681,700	\$ 4,978,460

Budget Notes:

- 5260 Additional consulting for emergency preparedness
- 5720 Increased for additional supplemental law enforcement
- 5721 Additional guard services

FY2024 Accomplishments

- Completed the security hardening project at the Irwindale/Arcadia Yard
- Enhanced the security services program by adding overnight security and code of conduct compliance guards 7 days/week at the El Monte Station
- Developed a Code of Conduct that was approved by the Executive Board
- Represented Foothill Transit on the Peace Officers Association of Los Angeles County Board, Chiefs Special Agents, International Chiefs of Police Association, FBI InfraGard, and American Society for Industrial Security
- Increased the Los Angeles County Sheriff's Department bus riding team schedule and deployment strategies which included fixed posts at the Pomona Transit Center and continuation of its Mental Evaluation Team
- Strengthened relationships with regional law enforcement leaders at local, county, state, and federal levels
- Updated the Security and Emergency Preparedness Plan by adding a risk assessment
- Trained on the workplace violence prevention and intervention program and conducted two table-top exercises at both Operations and Maintenance Yards that involved contractors, law enforcement, and Foothill staff
- Developed policy related to Flock Camera Automated License Plate Reader (ALPR) technology that compliments this technology at key infrastructure locations. Share same data with law enforcement that assisted in solving crime
- Implemented some of the American Public Transportation Association (APTA) audit recommendations and participated in the APTA law enforcement roundtable
- Continued using Incident Command System compliant Event Action Planning process for key Foothill Transit events and operations
- Started a Los Angeles County Sheriff Department De-escalation training with all contractors and staff
- Implemented the training for Security and Emergency Preparedness and Business Continuity & Resiliency with staff and contractors which included (3) 8-hour training sessions on Incident Command System concepts as well as (2) Table-top exercises focused on physical and cyber attack scenarios
- Successfully passed the FTA Drug and Alcohol Program audit and updated internal procedural/policy

FY2025 Initiatives

analyze and implement the TSA, CISA, FEMA, and APTA audits from FY2022 to improve safety and security

- Establish both a physical and virtual Emergency Operations Center
- Complete the procurement(s) for 21st Century technology systems included but limited to access control, blue light security call stations, and surveillance cameras
- Build and train staff on the Everbridge platform to assist in both receiving and sending external and internal communications during critical events and emergency situations
- Conduct Table Top Exercises and Earthquake scenario based incidents
- Ensure TSA Training Rule requirements are completed
- Revise and update the Public Transportation Agency Safety Plan (3rd Revision) to include recommendations from APTA audit and FTA peer review
- Explore joining the California Joint Powers Insurance Agency (CJPIA)
- Enhance the layered approach to bus operation security with contract security and supplemental law services

Planning

The Planning Department is responsible for service planning and Title VI reporting and compliance. This department consistently coordinates with member cities and local jurisdictions to ensure ADA compliance at all Foothill Transit bus stops. The department also budgets and monitors the purchased transportation costs of Foothill Transit’s two operating contracts. In addition, the department participates in regional studies to improve regional mobility and provide better transit connections for transit-dependent populations. This department also manages and oversees the Bus Stop Enhancement Program.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages and Benefits	\$ 667,469	\$ 712,270	\$ 800,090
5260	Professional/Technical	372,569	310,000	300,000
5430	Dues and Subscriptions	2,316	4,200	4,200
5550	Training and Conferences	18,950	22,000	20,000
5555	Business Travel and Meeting	125	-	-
5710	Facilities Leases	-	12,000	-
5720	Other Contracted Services	147,241	348,000	392,000
6200	Bus Book Printing	35,480	170,000	100,000
	Total	\$ 1,244,149	\$ 1,578,470	\$ 1,616,290

Budget Notes:

5710 No lease for Downtown Los Angeles bus bay

West Covina

FY2024 Accomplishments

- Implemented Foothill Transit Forward proposed routing changes into service
- Updated and submitted the 2023 Title VI Program
- Updated route run times to meet current traffic patterns and improve on-time performance
- Evaluated ridership and adjusted service levels to meet ridership demands as more customers return to work and school
- Redesigned, reformatted, and modernized the Bus Book
- Provided service to the Los Angeles County Fair
- Worked closely with SGVCOG on the San Gabriel Valley Transit Feasibility Study

FY2025 Initiatives

- Develop plans to reroute lines to integrate with the upcoming LA Metro Line A extension
- Launch Line 492 frequency pilot to strengthen Foothill Transit's frequent network
- Implement next generation transit signal priority along the Amar Rd. corridor
- Print and distribute the updated Bus Book for all customers and constituents
- Update the system standards and policy guidelines for service planning and data reporting
- Integrate the special service routes, such as the Rose Bowl Service, into the SmartBus system to provide better bus tracking during the service
- Update the scheduling software



Facilities

The Facilities Department is responsible for all 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 bus operations through the installation and upkeep of Foothill Transit's bus stop signage program.

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2025 Budget
5100	Salaries, Wages & Benefits	\$ 669,557	\$ 682,740	\$ 758,120
5151	Contracted Services-Facility	444,351	545,250	529,370
5260	Professional/Technical	-	2,000	2,000
5420	Contract Maintenance	136,773	312,130	398,750
5430	Dues & Subscriptions	7,563	14,150	17,450
5471	Janitorial	49,698	62,400	66,870
5550	Training and Conferences	3,310	21,850	21,850
5555	Business Travel and Meeting	-	-	2,500
5710	Facilities Leases	286,195	324,150	350,660
5720	Other Contracted Services	63,632	96,200	130,250
5910	Tools and Materials	26,644	37,550	68,050
5950	Repair & Maint. Other Equip.	87,835	114,000	126,000
5991	Safety & Security	134,637	186,520	137,100
6100	Utilities	357,878	399,320	437,120
Total		\$ 2,268,073	\$ 2,798,260	\$ 3,046,090

Budget Notes:

- 5420 New vendors and contractual increases
- 5710 Increased due to new lease for the Puente Hills Transit Center
- 5720 Removed Property Condition Assessment; additional cleaning at AITC
- 5910 Additional temporary bus stop signs

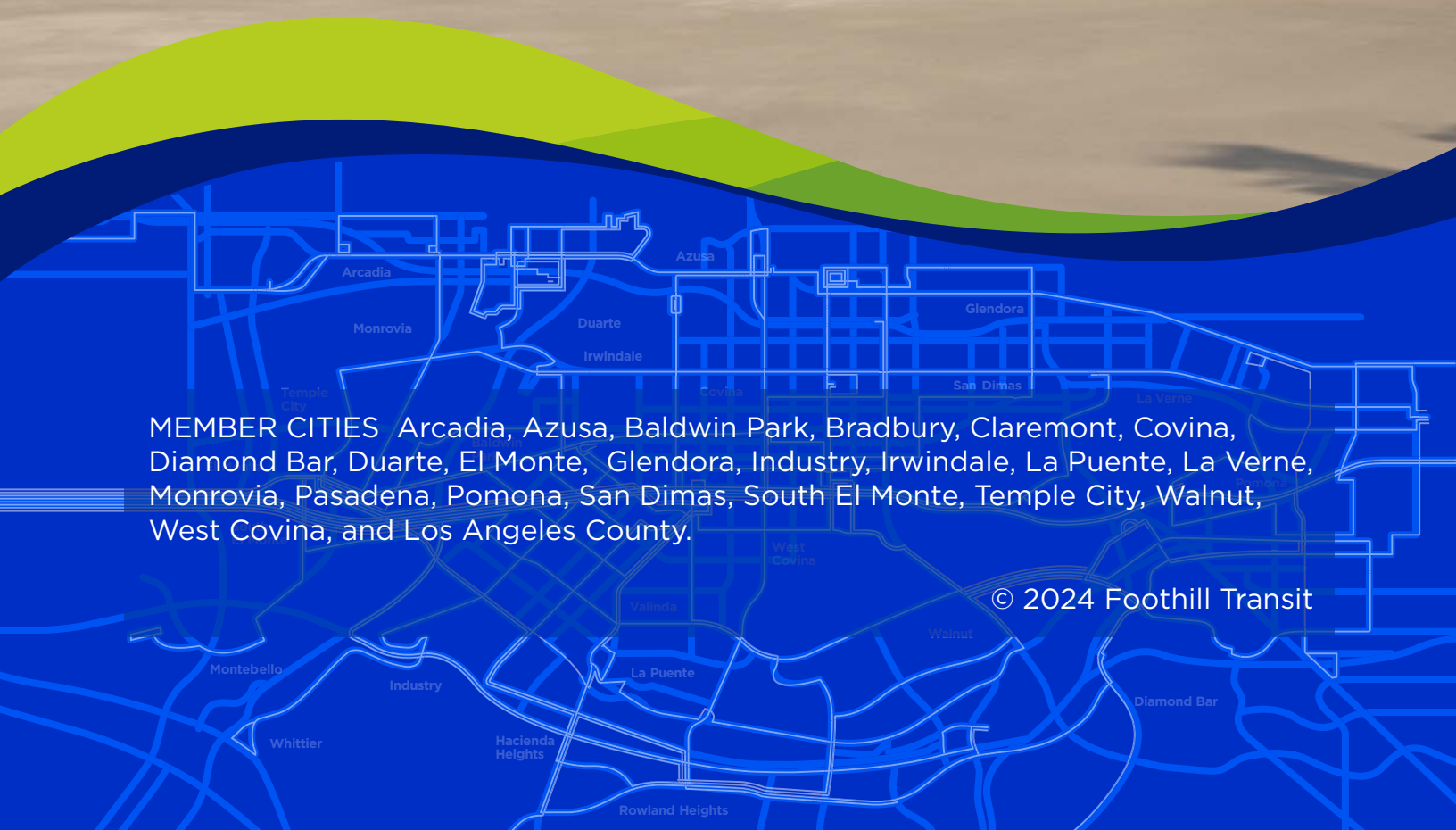
FY2024 Accomplishments

- Completed construction of the hydrogen fuel cell infrastructure and station at the Pomona Operations and Maintenance facility in July 2023
- Completed construction of the Mt SAC Transit Center in July 2023
- Substantially completed construction of the gas detection modifications for the hydrogen fuel cell bus implementation at the Pomona Operations and Maintenance facility in December 2023
- Achieved the highest recognition tier in the the SGVCOG Energy Wise Partnership and reached for Champion level status for the 2022-2023 SGV Energy Champion Awards in December 2023
- Complete construction for the replacement of the HVAC system at Arcadia-Irwindale O&M facility anticipated in March 2024

FY2025 Initiatives

- Complete construction of the 2nd floor conference room and begin renovation of 3rd floor office conversions space
- Complete construction of the Pomona operations and maintenance facility steam bay lift replacement
- Begin remodel of conference room audio/visual upgrades at 6th floor Administrative Office Building
- Research funding opportunities for solar carports at the Administrative office building and include replacement of parking lot lighting with energy efficient LED light fixtures
- Begin construction of the Pomona Parking Lot Repairs and Reseal
- Begin design replacement of CNG Compressors at Pomona Operations and Maintenance facility
- Begin design of the Arcadia-Irwindale Operations and Maintenance Landscape and Irrigation Replacement
- Begin tenant improvements of commercial space at Covina Transit Center
- Begin programming and design of restroom renovations at the Arcadia-Irwindale and Pomona Operations and Maintenance facilities
- Complete the Feasibility Study for the proposed Cal Poly Pomona Bronco Mobility Hub





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, 2024

To: Executive Board

Subject: **Authorization to Award Contract for Fuel Cell Consulting Services**

Recommendation

Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 24-042 with Center for Technology and the Environment (CTE) in the amount of Four Hundred Eighty Two Thousand dollars for fuel cell consulting services.

Analysis

At the March 1, 2024 Executive Board Retreat, the Executive Board approved the purchase of 19 Hydrogen Fuel Cell buses (FCEBs) with New Flyer. These buses will be assigned to the Arcadia/Irwindale facility.

In order to operate those 19 FCEBs, Foothill Transit will need to build a hydrogen fueling station at the Arcadia/Irwindale yard, similar to the Pomona fueling station.

Last August 22, 2023, the Executive Board authorized the issuance of an RFP for Fuel Cell Consulting Services. As with the Pomona project, we will need the services of a fuel cell consultant to assist with the following;

- 1) Develop Hydrogen Refueling Station Plan:**
 - a. Provide analysis of the refueling facility layout and identify, review, and evaluate industry suppliers and the equipment needed for the refueling facility.
 - b. Review existing refueling stations across the country and advise on challenges and solutions that those operations have encountered.
 - c. Act as liaison for the in-house planning group and any outside industrial/safety advisory group.
 - d. Act as liaison with the selected liquid hydrogen generation company in coordinating the transportation and delivery of hydrogen fuel to Foothill Transit facilities.
- 2) Source Grant Funding:**



- a. Investigate sources to assist Foothill Transit in obtaining grant funding and assist Foothill Transit in any/all areas of the grant funding applications.
- 3) Procurement Assistance**
 - a. Assist Foothill Transit with the development of Request for Qualifications (RFQ) and Request for Proposals (RFP) documents between Foothill Transit and a contractor for the design, construction, and maintenance of a hydrogen fueling facility. This task shall include:
 - i. Help review the existing set of documents used for the Pomona Hydrogen Fueling Station project as a basis to set forth the scope and estimated price of the project. The documents may include, but will not be limited to, the size, type, and desired design character of the project, performance specifications covering the quality of materials, equipment, workmanship, equipment location, or any other information deemed necessary to describe adequately the agency's needs, including a price submittal form and review process.
 - b. Participate in a pre-proposal conference and site visit.
 - c. Clarify technical areas of concerns, assist Foothill Transit in responding to questions, and assist Foothill Transit in the development of addenda to the RFQ and RFP requested by potential proposers.
 - d. Acting as the Subject Matter Expert (SME) for Foothill Transit's evaluation committee and advising them on the following:
 - i. Technical capability of proposer to successfully build and operate facility according to RFQ and RFP criteria.
 - ii. Experience as a developer of transit-type hydrogen fueling facilities to other transit and non-transit fleet operators.
 - iii. Reasonableness and competitiveness of per-kg pricing.
 - iv. Life-cycle costs.
 - v. Ability for proposer to meet or exceed technical specification of RFQ and RFP, including feasibility of schedule and risk of down time.
 - vi. Advantages of each proposal, including quality of equipment package, experience and cost competitiveness.
 - e. Upon request, advise Foothill Transit on technical issues arising in Foothill Transit's contract negotiations with the successful proposer including:
 - i. Implementation and startup schedule.



- ii. Final actual cost structure.
 - iii. Cost and expense-monitoring formats and strategies.
 - f. Assist Foothill Transit with procuring architectural, design, and engineering services for upgrades to its facility necessary to comply with gas detection and fire alarm standards. This will include reviewing performance specifications and clarifying technical areas of concern if requested by Foothill Transit.
- 4) Project Management:**
 - a. Assist Foothill Transit's Facilities department with their oversight of the construction phase of the project.
 - b. Upon substantial completion of the construction of the fueling station, the Contractor will provide to Foothill Transit a detailed project file beginning with an executive summary. The file should have a table of contents that includes: all project related information; written and electronic correspondence; project milestones and schedules; justifications; meeting minutes; etc.
- 5) Training**
 - a. Coordinate and/or provide technical expertise to Foothill Transit to facilitate the training that will be provided by the successful suppliers of the onboard fuel system, the refueling station, and the fuel supplier. Included in this task will be performance/safety seminars and the proper maintenance training for their products.

Only one proposal was received on April 2, 2024 from Center for Transportation and the Environment (CTE). Their proposal was reviewed by 5 evaluators and received a high score of 94.09 out of 100.

CTE is a member-supported planning and engineering organization. CTE's mission is to improve the health of the climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies. CTE collaborates with federal, state, and local governments, fleets, and vehicle technology manufacturers to advance clean, sustainable, innovative transportation and energy technologies.

Since its founding in 1993, CTE has managed a portfolio of more than \$600 million in team research, development, and demonstration projects funded by a variety of federal and state organizations including the U.S. Departments of Transportation, Energy, Defense, and Interior, as well as the California Air Resources Board (CARB) and the California Energy Commission (CEC).



CTE is experienced in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission transit buses. CTE has managed or consulted on a range of zero-emission bus projects over the last decade, from new bus development and demonstration projects to full fleet deployment projects.

CTE leads the industry in both ZEB deployment projects and development of zero-emission bus transition plans. CTE has managed or participated in more than 18 transition planning projects across the country and has assisted more than 70 transit agencies that have either deployed, or will soon deploy, more than 300 zero-emission buses.

Budget Impact

Funding for this project is included in the approved FY2024 Budget under Zero Emissions Infrastructure Capital Project 0242 with a life-of-project budget of \$8,000,000.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Chief Executive Officer

Joyce Rooney
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



April 26, 2024

To: Executive Board

Subject: **April 2024 Legislative Update**

Recommendation

Receive and file the April 2024 Legislative Update.

Analysis

Federal Update:

On March 22, Congress passed the full-year FY 2024 spending bill, H.R. 2882, or the Further Consolidated Appropriations Act of 2024 with a vote of 286 to 134. This bipartisan bill includes the remaining six appropriations bills that had yet to be passed and that were otherwise set to expire on March 22. Included in this bill are the Defense; Financial Services and General Government; Homeland Security; Labor, Health and Human Services, and Education; Legislative Branch; and State, Foreign Operations, and Related Programs appropriations bills. H.R. 4366, the “minibus” spending bill that provides funding for the Transportation appropriations bill was previously passed and signed into law by President Biden on March 9.

Foothill Transit staff have continued to keep its federal delegation apprised of its anticipated funding needs to replace 24 CNG buses set to be retired in the near future after the end of their useful life, with 24 zero-emissions buses. Since the last legislative report, staff have met both virtually and in-person in Washington, D.C. with the offices of Senator Laphonza Butler, Senator Alex Padilla, Congresswoman Judy Chu, Congresswoman Grace Napolitano, Congresswoman Linda Sánchez, and Congresswoman Norma Torres. During these briefing meetings, it was underscored that Foothill Transit has not only leaned in on complying with California’s Innovative Clean Transportation regulation, but has also been participating in joint bus procurements to optimize efficiency and minimize administrative costs and to make bus procurement progress payments in an effort to support the bus manufacturing.

Foothill Transit successfully submitted FY 2025 earmark applications, or congressionally directed spending requests with both Senators Butler and Padilla, for funding toward replacing 24 CNG buses with 24 zero-emissions buses. Earmark applications with the House of Representative, or community project funding requests with Congresswomen Chu, Napolitano, and Sánchez



will be submitted once their applications are made available. Foothill Transit received various letters of support for its earmark applications from the community, including from various Foothill Transit cities from its joint powers authority, the San Gabriel Valley Council of Governments, San Gabriel Valley Economic Partnership, State Assemblywoman Blanca Rubio, and the Regional Chamber of Commerce, San Gabriel Valley.

Foothill Transit also looks forward to submitting a federal grant application for the FTA’s FY 2024 Low or No Emission and Grants for Buses and Bus Facilities Competitive Programs, for which the Notice of Funding Opportunity was released on February 8, and application deadline is set for April 25. Foothill Transit’s funding request will be for the purchase of 24 zero-emissions buses, to be used to replace 24 CNG buses that will need to be replaced soon at the end of their useful life.

Foothill Transit team members have been working closely with every office of our congressional delegation to solicit their support for this grant application. At the time this report was written, congressional delegation support letters from both the Senate and House were in the process of being executed for within Foothill Transit’s grant submission. Letters of support were also requested or are in the process of being received from the Southern California Association of Governments, San Gabriel Valley Council of Governments, San Gabriel Valley Economic Partnership, Center for Transportation and the Environment (CTE), and the State’s Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) program.

State Update:

The Legislature reconvened after its Spring Recess on April 1 to resume the 2023-24 Regular Legislative Session, and has continued to hold various policy committee hearings before the Legislature’s April 26 deadline for policy committees to hear and report bills that have fiscal implications to the state. In addition, the Senate Budget Subcommittee No. 5 on Corrections Public Safety, Judiciary, Labor and Transportation and the Assembly Budget Subcommittee No. 4 on Climate Crisis, Resources, Energy and Transportation both have a schedule of hearings set to discuss various budget items, including the transit funding included in Governor Newsom’s proposed FY 2024-25 budget.

On April 4, Governor Newsom, Senate President pro Tempore Mike McGuire, and Assembly Speaker Robert Rivas announced a three-party Early Action



Budget agreement. This Early Action budget package proposes to reduce the State’s budget shortfall by \$17.3 billion through various budget reductions, revenue and borrowing, delays, fund shifts, and deferrals as follows:

- \$3.6 billion in reductions;
- \$5.2 billion in revenue and borrowing;
- \$3.1 billion in delays;
- \$3.4 billion in fund shifts; and
- \$2.1 billion in deferrals.

Most relevant to transit, this includes:

- \$1 billion delayed in the Formula Transit and Intercity Capital Program (TIRCP);
- \$100 million delayed in ports and freight infrastructure;
- \$1.8 billion shifted to the Greenhouse Gas Reduction Fund; and
- A freeze in additional one-time funding that was included in the 2021, 2022, and 2023 Budget Acts.

Furthermore, the \$1.1 billion approved in the FY 2023-24 Budget for the Zero-Emission Transit Capital Program is not affected by the Early Action Budget Agreement. It is important to note that the agreement preserves, and does not cut, any of the State’s \$4 billion commitment to the population-based, formula TIRCP funding that was secured in the FY 2023-24 Budget, and would only delay \$1 billion of the \$4 billion program by one fiscal year. The delayed portion of this formula TIRCP funding was previously voted upon by the LA Metro Board to be withheld from distribution among municipal operators, and therefore, is not funding that Foothill Transit is expected to have received.

On April 11, the Legislature passed AB 106, the Budget Acts of 2022 and 2023, the first among several expected budget bills. AB 106 includes the Early Action Budget Agreement described above, was approved by Governor Newsom and chaptered by the Secretary State on April 15. It is important to note that AB 106 makes adjustments only to the Budget Acts of 2022-23 and 2023-24, and does not pertain to funding for the FY 2024-25 Budget or the \$1 billion delayed in the formula-based TIRCP. Both are expected in other budget bills to be released in the coming weeks.

Foothill Transit also continues to monitor the California State Transportation Agency’s (CalSTA) Transit Transformation Task Force (TTTF) activities. The



most recent TTTF meeting was held on April 15, and Foothill Transit will remain vigilant in tracking its progress. CalSTA's establishment of the Transit Transformation Task Force in 2023 was required by SB 125 in order to develop policy recommendations to grow transit ridership and improve transit experiences for transit riders, and make such recommendations by October 31, 2025. The next TTTF meeting is set for June 17.

A supplemental state legislative update from prepared by our state advocate, Steve Wallauch of Platinum Advisors is also attached to this report. Foothill Transit staff continues to further interface with key state agencies and staff in coordination with our state advocate, and will be meeting with CalSTA staff in Sacramento on April 19.

Sincerely,

Yoko J. Igawa
Director of Government Relations

Doran J. Barnes
Chief Executive Officer

Attachment

PLATINUM | ADVISORS

April 11, 2024

TO: Foothill Transit Executive Board
Doran Barnes, Chief Executive Officer

FR: Steve Wallauch
Platinum Advisors

RE: April 2024 State Legislative Update

Fiscal Hope: Every grain of sand will count this year with the state facing a potential \$70 billion deficit. With that, revenues for February provided some hope with income tax revenues exceeding projections by \$579 million for the month. The LAO notes that income surged at the end of February and this jump appears to be from withholdings for equity compensation packages from several large technology companies in the state.

This was followed by preliminary March receipts showing income tax withholding increased by \$579 million above January projections. While these small gains will barely dent the estimated deficit, optimism is all we have until the official May Revision is released.

Early Action: On March 14th, Senate leadership unveiled a plan of early action budget items totaling \$17 billion in budget solutions that they plan to adopt this month. Governor Newsom praised this announcement, but it was not immediately embraced by the Assembly. However, following negotiations between the Senate, Assembly, and the Administration an agreement was reached on a package of spending changes that will reduce the deficit by \$17.3 billion. The spending changes were amended into AB 106, which was approved on a party line vote today. These changes along with the use of reserve funds will address approximately 2/3 of the projected deficit. The spending amendments in AB 106 including the following changes:

- \$5.2 billion of delays and deferrals. This includes the Governor's proposal to delay \$1 billion of the funding for the Formula Transit and Intercity Rail Program.
- \$3.4 billion of fund shifts (shifts of costs from the General Fund to other state funds).
- \$3.6 billion of reductions (generally reductions of one-time funding).
- \$1.4 billion of borrowing from other state funds.

In addition, to specific changes, AB 106 will grant the Administration the ability to suspend any undisbursed onetime appropriations from the 2021, 2022, and 2023 Budget Acts. However, the Department of Finance is required to inform the Joint Legislative Budget Committee on any spending item to be suspended, and the Committee can then decide whether to review the proposal.

Cycle 7: CalSTA released the draft guidelines for [Cycle 7](#) of the Transit and Intercity Rail Capital Program (TIRCP). While the LAO has highlighted that these funds could be used to reduce the budget deficit by using Cycle 7 funds to supplant awards from prior cycles that received general fund dollars, CalSTA is moving forward with the next round of funding.

CalSTA has scheduled two virtual workshops on April 16th, with the Northern California workshop starting at 9:30 a.m. The call for projects is anticipated to be released on April 23rd, with the application deadline on July 23rd, and awards will be announced in October.

LEGISLATION

	Subject	Status
<p><u>AB 1904</u> (<u>Ward D</u>) Transit buses: yield right-of-way sign.</p>	<p>AB 1904 was unanimously approved by the Assembly, and it is now pending in the Senate.</p> <p>Existing law allows Santa Clara VTA and Santa Cruz Metropolitan Transit District to equip buses with a “yield right-of-way” sign to inform motorists when the bus re-entering a traffic lane.</p> <p>AB 1904 would expand this authorization to allow any transit operators to equip its bus with yield right-of-way signs. Under AB 1904 these signs could be an illuminated sign or a static decal.</p>	Senate Rules
<p><u>AB 2043</u> (<u>Boerner D</u>) Medi-Cal: nonmedical and nonemergency medical transportation</p>	<p>AB 2043 was unanimously approved by the Assembly Committee on Health.</p> <p>AB 2043 direct the State Department of Health Care Service to do the following:</p> <ul style="list-style-type: none"> • Ensure the fiscal burden of providing nonemergency Medi-Cal trips is not unfairly placed on public paratransit providers. • Direct Medi-Cal managed care plans to reimburse public paratransit providers at the state’s fee for service rates. • Engage with public paratransit providers to understand the unique challenges the paratransit providers face, and by June 1, 2026, provide updated guidance that ensures the 	Assembly Appr

	Subject	Status
	fiscal burden is not placed on public paratransit providers.	
<u>AB 2719</u> (Wilson D) Vehicles: commercial vehicle inspections.	<p>AB 2719 was unanimously approved by the Assembly Transportation Committee</p> <p>This bill creates an alternative safety inspection process for public transit vehicles to ensure their safety and maintains the transit agency's ability to provide reliable, on-time transit service.</p> <p>AB 2719 is sponsored by NVTa and SolTrans. The purpose of this bill is to create an alternative inspection process that will exempt public transit buses from being required to stop at any roadside inspection station.</p>	Assembly Appropriations
<u>AB 2824</u> (McCarty D) Battery; Public Transportation Provider	<p>AB 2824 was amended on March 21st to expand existing law to cover all contract employees and operator employees.</p> <p>As amended, AB 2824 would expand the application of existing provisions for battery of a bus operator to also include an agent, employee, or contractor to a public transit operator. The existing penalty for battery includes a fine of up to \$10,000, or up to one year in county jail, or both. The bill would also include imprisonment in state prison for up to 16 months, or 2 years, or 3 years.</p>	Assembly Public Safety
<u>AB 3214</u> (Fong, Mike D) Public transit: advertising.	AB 3214 would require the state to prioritize purchasing advertising space offered by public transit operators for public awareness campaigns.	Assembly Transportation
<u>SB 960</u> (Wiener D) Transportation: planning: transit priority projects: multimodal.	<p>SB 960 would place in statute the requirement for Caltrans to include "complete street" improvements to all transportation projects.</p> <p>Complete Streets elements can include sidewalks, bike lanes, bus-only lanes, accessible public transit stops, crosswalks, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, among other improvements.</p>	Senate Transportation

	Subject	Status
	<p>SB 960 includes the following requirements:</p> <ul style="list-style-type: none"> • Caltrans is required to include complete street elements in its asset management plan and set 4-year and 10-year targets and performance measures reflecting complete streets assets. • Establish a streamlined process for the approval of pedestrian facilities, traffic calming improvements, bicycle facilities, and transit priority treatments at locations where state-owned facilities intersect with local facilities. • Develop – by January 1, 2026 – a transit priority policy with performance targets to improve transit travel time reliability, speeds, reduced transit and rider delay, and improved accessibility at stops, stations, and boarding facilities. 	