



Foothill Transit

EXECUTIVE BOARD MEETING

West Covina, CA
Friday, July 24, 2020



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 - TELECONFERENCE

9:15 AM, JULY 24, 2020

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL EXECUTIVE BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/84490894612>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 844-9089-4612.

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON "RAISE YOUR HAND" TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON JULY 23, 2020.

4.1. Executive Director Response to Public Comment

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

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



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CONSENT CALENDAR: Items 6 through 8 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.

5. JULY 2020 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the July 2020 Legislative Summary and adopt a support position on H.R. 2, the Moving Forward Act.

6. REQUEST TO ISSUE REQUEST FOR PROPOSALS - HEADSIGN REPLACEMENT

Recommended Action: Authorize the Executive Director to issue Request for Proposals (RFP) No. 20-059 for headsign replacement on 131 Foothill Transit buses.

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

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

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

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

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

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

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

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

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

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

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

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

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



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7. TRANSPORTATION FUND EXCHANGE

Recommended Action: Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange Foothill Transit general use funds for the city's Proposition A Transportation Local Return funds.

8. GENERAL COUNSEL CONTRACT EXTENSION

Recommended Action: Authorize the Executive Director to extend the contract term for General Legal Services from June 30, 2020 to June 30, 2023.

REGULAR AGENDA:

9. PROPOSED FISCAL YEAR 2021 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2021 to the Foothill Transit Governing Board.

10. COST COMPARISON AND FUEL TECHNOLOGY DIRECTION - BATTERY ELECTRIC BUS VS. FUEL CELL BUS

Recommended Action: Provide direction regarding the fuel technology to be used in Foothill Transit's next order of 20 buses.

11. REQUEST TO ISSUE INVITATION FOR BIDS - REPLACEMENT OF THE BACKUP RADIO COMMUNICATIONS SYSTEM

Recommended Action: Authorize the Executive Director to issue an invitation for bids (IFB No. 21-003) for the purchase and installation of a replacement backup radio communications system for the Foothill Transit revenue and support fleet.

12. CYBERSECURITY CONTROLS - PROTECTING REMOTE USERS

Recommended Action: Receive and file an update on Foothill Transit's Cybersecurity Controls.

13. CLASS PASS PROGRAM UPDATE

Recommended Action: Receive and file update on the Class Pass program.



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14. REPLACEMENT OF Foothill TRANSIT COACH 2004

Recommended Action: Provide direction regarding the replacement of Foothill Transit Coach 2004.

15. EXECUTIVE DIRECTOR COMMENT

16. BOARD MEMBER COMMENT

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

Name of Cases: *Julian Bryant, et al. v. City of Pomona, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 19STCV46308

Rochelle Bryant v. Foothill Transit, Los Angeles Superior Court Case No. 19STCP05019

18. CLOSED SESSION REPORT

19. ADJOURNMENT

**A Regular Meeting of the Executive Board
is scheduled for
Friday, August 28, 2020 at 9:15 a.m.**



July 24, 2020

To: Executive Board

Subject: **July 2020 Legislative Summary**

Recommendations

Receive and file the July 2020 Legislative Summary and adopt a support position on H.R. 2, the Moving Forward Act.

Analysis

A summary of state and federal legislation and corresponding status is attached.

State Issues:

On June 29, Governor Newsom signed the Budget Act of 2020, a \$202.1 billion spending plan that strengthens emergency response, protects public health and safety, and promotes economic recovery while closing a \$54.3 billion budget shortfall caused by the COVID-19 recession and a number of budget trailer bills, including AB 90 (Committee on Budget), which implements several of the statutory relief measures pursued by the California Transit Association and key legislators for inclusion in the June budget.

AB 90 will Institute a hold harmless provision for calculation and allocation of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations; temporarily suspend the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares; and, temporarily suspend the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year.

Federal Issues:

On July 1, the United States House of Representatives passed H.R. 2, the Moving Forward Act, a \$1.5 trillion plan to rebuild all aspects of America's infrastructure. The bill, which subsumes the "Investing in a New Vision for the Environment and Surface Transportation (INVEST) in America Act", authorizes surface transportation programs for five years with a total



investment of \$494 billion, including \$319 billion for highways, \$105 billion for public transportation, and \$60 billion for commuter rail, Amtrak, and other high-performance passenger rail. Included in the \$105 billion for public transportation is \$5.8 billion in supplemental funding in Fiscal Year 2021 to address the immediate funding needs of transit agencies grappling with the financial and operational impacts of the COVID-19 pandemic.

While H.R. 2 started out as the five-year, \$494 billion bill reauthorizing the federal highway, mass transit, highway and motor carrier safety, and railroad programs that expire on September 30 of this year, the Democratic leadership added another trillion dollars of other provisions including: \$130 billion for public school infrastructure, \$100 billion for public housing, another \$100 billion for broadband Internet development, and several hundred billion more for things like clean water grants, safe drinking water programs, electrical grid infrastructure, health care infrastructure, next generation 911, and new vehicles for the Postal Service.

Senate Republicans have no interest in taking up the House-passed bill. Instead, Majority Leader Mitch McConnell (R-KY) wants the chamber to move its own surface transportation reauthorization bill, possibly combined with water resources reauthorization, both of which have been on the Senate's 2020 "to do list". Discussions on how to pay for the Highway Trust Fund solvency required to reauthorize those transportation programs are ongoing, and even though the Senate Environment and Public Works Committee approved the highway spending portion of the bill last year, the remaining committees haven't done anything publicly.

The White House issued a veto threat on H.R. 2 on June 29, saying that the bill was unacceptable because it prioritized urban areas ahead of rural ones, had no "pay-for," failed to reform federal infrastructure permitting laws, and created too many programs.

Sincerely,

David Reyno
Director of Government Relations

Doran J. Barnes
Executive Director

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 315	Garcia	This bill would prohibit trade associations, comprised of public agency members and established for the expressed purpose of lobbying, from expending public dollars for purposes beyond lobbying the State Legislature or United States Congress or on strictly educational activities. This bill would further prohibit associations from incurring any travel-related expense except as may be necessary for the association to hold an annual conference or other gathering of its members. This bill's proposed limitations on the use of public dollars is a majority of the California Transit Association's (CTA) operating budget.	The bill would undermine core functions the Association's members, which includes Foothill Transit, have come to expect. In particular, this bill would undermine their ability to: engage in litigation against the state/federal government; lobby the California Air Resources Board (CARB), California Public Utilities Commission (CPUC) and Governor's Office; form workgroups or task forces for external or internal policy development; conduct their iTransit campaign; and, manage their finances.	Died in Assembly Committee on Local Government	CTA - Oppose	Oppose Position Adopted 8/23/2019
AB 784	Mullin	Would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024. The high upfront cost of zero-emission transit buses (ZEBs) and supporting infrastructure as well as budget constraints continues to be a challenge for transit agencies throughout the state as they begin compliance with the California Air Resources Board (CARB) December adoption of their Innovative Clean Transit regulation.	This bill will provide cost savings to agencies in California including Foothill Transit. Assuming average costs of \$775,000 for a battery-electric bus, this bill would save Foothill Transit approximately \$35,000 in state tax savings per bus for this technology.	Signed by the Governor and Chaptered and Effective 10/9/2019	CTA - Support	Support Position Adopted 4/26/2019

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 1568	McCarty	<p>Would attempt to increase housing production by requiring local governments to meet specified housing production targets before receiving the funding for city streets and county roads enacted by SB 1 - The Road Repair and Accountability Act of 2017.</p>	<p>Foothill Transit is a member of the Fix Our Roads Coalition that united transportation, business, and labor organizations from across the state to advocate to enact SB 1. The Coalition was successful protecting the bill from being used for general fund purposes through passage of Proposition 69, and a referendum to overturn it by defeating Proposition 6.</p> <p>This bill would withhold transportation funding for streets, roads, or public transit. This goes against the will of the voters who have repeatedly and overwhelmingly dedicated transportation funds for local transportation improvements and transit needs.</p>	Died in Assembly Committee on Appropriations	CTA - Oppose	Oppose Position Adopted 4/26/2019

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
H.R. 2	DeFazio	<p>The United States House of Representatives passed H.R. 2, the Moving Forward Act, a \$1.5 trillion plan to rebuild all aspects of America's infrastructure. The bill, which subsumes the "Investing in a New Vision for the Environment and Surface Transportation (INVEST) in America Act", authorizes surface transportation programs for five years with a total investment of \$494 billion, including \$319 billion for highways, \$105 billion for public transportation, and \$60 billion for commuter rail, Amtrak, and other high-performance passenger rail. Included in the \$105 billion for public transportation is \$5.8 billion in supplemental funding in Fiscal Year 2021 to address the immediate funding needs of transit agencies grappling with the financial and operational impacts of the COVID-19 pandemic.</p> <p>While H.R. 2 started out as the five-year, \$494 billion bill reauthorizing the federal highway, mass transit, highway and motor carrier safety, and railroad programs that expire on September 30 of this year, the Democratic leadership added another trillion dollars of other provisions, \$130 billion for public school infrastructure, \$100 billion for public housing, another \$100 billion for broadband Internet development, and several hundred billion more for things like clean water grants, safe drinking water programs, electrical grid infrastructure, health care infrastructure, next generation 911, and new vehicles for the Postal Service.</p>	<p>ZERO EMISSION BUS GRANTS Provides \$1.7 billion for FY22 through FY25 and an average annual increase of 500 percent over FAST Act funding. Sets procurement minimums to ensure transit agencies are investing appropriately in zero emission bus fleets and the necessary charging infrastructure. To qualify for these funds, a transit authority would need to procure at least 10 zero emission buses (or if the agency operates less than 50 buses in peak periods, the procurement would have to be for at least 5 ZEBs).</p> <p>FLEXIBILITY IN THE CHARTER SERVICE RULE Provides transit agencies more flexibility to meet community needs with limited exemptions to the charter service rule. More clarification will be forthcoming on this when we see report language, but those exemptions in the statutory language of the bill appear to include operating a fixed route service that is (1) for a period of less than 30 days (2) accessible to the public and (3) contracted by a local government entity that provides local cost share.</p>	U.S. Senate	APTA - Support	Support

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
			<p>NATIONAL TRANSIT FRONTLINE WORKFORCE TRAINING CENTER Focus will include developing training standards, training for new technologies including zero emission buses, and training on safety and emergency preparedness.</p> <p>BUS PROCUREMENT STREAMLINING Requires the use of performance-based specifications in a procurement, instead of specifying individual components. Requires a rulemaking to establish a list of components and subcomponents that are waived from the performance-based specification requirement.</p> <p>IMPACT OF COVID ON FUTURE APPORTIONMENTS Ensures that transit data from FY2020 and impacted by COVID-19 will not be used in the calculation of transit formula apportionments.</p> <p>COVID-RELATED FLEXIBLE FUNDING MEASURES Allows funds to be used for both capital and operating expenses, including the purchase of PPE and paying for administrative leave</p>			

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
			<p>costs due to service reductions. Allows funds obligated in FY21 to be up to a 100% federal share.</p>			
HR 1139	Napolitano/ Katko	<p>The Bus Operator and Pedestrian Protection Act, authored by Congress Members Grace Napolitano (D, CA) and John Katko (R, NY) will provide much needed safety improvements to bus operations in order to address the rising concern of assaults on bus drivers and avoidable accidents due to blind spots on buses. The bill requires transit agencies to develop Bus Operations Safety Risk Reduction Programs to improve safety by reducing the number of bus accidents due to blind spots, preventing assaults on bus drivers, and improving bus driver seating to reduce ergonomic injuries. It gives transit agencies two years to create these programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million/year for 5 years to pay for the implementation of these programs.</p> <p>Transit agencies will be required to implement the following safety improvements as a part of</p>	<p>While this bill has some areas of concern including its driver barrier, ergonomic and retrofit provisions without adequate federal funding to assist transit agencies in order to comply as well as its one size fits all approach, its intent to improve overall safety for our operators and customers is what is most important. The authors understand the transit industry concerns and has expressed willingness to work with us to find appropriate solutions.</p>	Subcommittee on Highways and Transit		Support Position Adopted 3/29/2019

2020 Legislation Summary

Current as of 7/8/2020

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

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		<p>their Bus Operations Safety Risk Reduction program:</p> <ul style="list-style-type: none"> • Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers. • De-escalation training for bus drivers. • Modified bus specifications and retrofits to reduce visibility impairments. • Driver assistance technology that reduces accidents. • Installation of bus driver seating to reduce ergonomic injuries. <p>The bill will also require transit agencies to report all assaults on bus drivers to the U.S. DOT's National Transit Database (NTD).</p>				
HR 2164	Brownley	<p>The Green Bus Act would take the state policy to the federal level by increasing funding to improve green bus technology and help deploy it nationwide, increasing funding to ensure that transit agencies have the resources necessary to purchase and deploy zero-emission bus fleets and requiring all buses purchased with federal funds be zero-emission, starting Oct. 1, 2029. Specifically, the law will increase funds for the Federal Transit Administration's Low or No Emission Vehicle Component Assessment Program from \$3 million to \$5 million, annually. It will also increase funds for the FTA's Transit Cooperative Research Program (TCRP) from \$5 million to \$20 million, annually, which will prompt more federal research on ways to reduce emissions and develop and deploy zero-emission technology nationwide.</p>	<p>This bill will support Foothill Transit's Electric Bus Program by providing more opportunities for funding our buses and charging infrastructure. The increased research funding at the national level could lead to future cost savings for all transit agencies.</p>	Subcommittee on Highways and Transit		Support Positon Adopted 6/28/2019



July 24, 2020

To: Executive Board

Subject: **Request to Issue Request for Proposals - Headsign Replacement**

Recommendation

Authorize the Executive Director to issue Request for Proposals (RFP) No. 20-059 for headsign replacement on 131 Foothill Transit buses.

Analysis

Foothill Transit's fleet of 373 buses are equipped with front, rear, and side headsigns supplied by Luminator. There are 131 buses that have older sign technology which requires manual updating using a specific USB card that is now obsolete. Updating the headsigns on these buses with new headsigns that utilize Wi-Fi technology will provide an easier and more efficient way of creating messages and updating route signs.

At the April Executive Board Meeting, the Board authorized the Executive Director to award a Sole Source Contract No. 20-059 to Luminator in the amount of \$799,100, plus sales tax and shipping cost, for headsign replacement on 131 Foothill Transit buses.

During the early stages of the COVID-19 pandemic, we attempted to display a special message on the block sign located on the buses' dashboard indicating "Essential Trips Only". As there are two different Luminator software versions in our fleet and no available customer support, it took a week of trial and error to configure and implement the messages. In addition, we continue to see destination signs with LED lights that are part dim and part bright. In light of these software and support challenges, we believe it is in the best interest of the organization to competitively bid for these replacement signs.

The successful proposer on RFP No. 20-059 will supply destination signs that are cloud based, easier to program, and offer better and consistent customer support.



Budget Impact

Funds for this headsign replacement project is included in the proposed FY 2021 Budget in Project #0196 Bus Headsign Replacement.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



July 24, 2020

To: Executive Board

Subject: **Transportation Fund Exchange**

Recommendation

Authorize the Executive Director to execute an assignment agreement with the City of West Covina to exchange Foothill Transit general use funds for the city's Proposition A Transportation Local Return funds.

Analysis

West Covina has \$2,200,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide West Covina with \$1,650,000 of available general use funds. The Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

The exchange will take place a) within 30 days of execution of the assignment agreement, and b) with the approval of the exchange by Los Angeles County Metropolitan Transportation Authority (LACMTA).

Budget Impact

Foothill Transit will benefit from this exchange by receiving a net gain of \$550,000 more than our contribution. The City of West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director



July 24, 2020

To: Executive Board

Subject: **Contract Amendment - General Legal Services**

Recommendation

Authorize the Executive Director to extend the contract term for General Legal Services from June 30, 2020 to June 30, 2023.

Analysis

Darold Pieper has served as Foothill Transit General Counsel for over 15 years. He has been deeply involved in all current Foothill Transit projects and provides an important source of continuity and background in moving those projects forward. One of the specific tasks that he completed was formulating the strategy and providing the legal guidance necessary to transition Foothill Transit from contract management to in-house management. During his career, Mr. Pieper has dealt with almost all matters involving California public agencies including general legal counsel, transit, construction contracts, professional services contracts, consulting contracts, prevailing wages, municipal ordinances, leases, licenses and permits, and conflicts of interest.

Examples of legal services provided to Foothill Transit by Mr. Pieper by category are:

General Counsel Services

- Serve as counsel to the Executive Board
- Supply legal opinions regarding operations and advice to resolve major issues
- Negotiate and draft ordinary contracts and agreements

Special Counsel Services

- Represent Foothill Transit at public meetings
- Fare and service changes
- ADA requirements
- Service contracts
- Land use, planning, and zoning
- Public finance and tax issues



At the October 2005 Executive Board meeting, the Executive Board authorized the Executive Director to execute an agreement with Mr. Pieper to provide general legal counsel and to handle California-specific legal matters for Foothill Transit. Amendment No. 1 to the Agreement was adopted as of January 26, 2010 to extend the expiration date and adjust the fee schedule. In October 2013, the contract was extended for an additional five years with a current expiration date of June 30, 2020. In April of 2014, adjustments to his fees were approved by the Executive Board.

Budget Impact

The monthly retainer is currently \$7,875 and pursuant to the contract, increases annually by the change in the consumer price index. Required funding is included in Foothill Transit's FY 2021 Budget and Business Plan and will be included in future year budgets.

Sincerely,

Doran J. Barnes
Executive Director



July 24, 2020

To: Executive Board

Subject: **Proposed Fiscal Year 2021 Business Plan and Budget**

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2021 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 as it pertains to the agency's goals and objectives. Foothill Transit was in the process of initial Business Plan and Budget development when the COVID-19 pandemic caused the agency to further examine its financial resources and adjust the plan accordingly. Subsequently, the agency proposed a first quarter budget to the Executive Board in May that would allow additional time to develop a more refined Business Plan and Budget that takes into consideration recovery and relief efforts of the COVID-19 pandemic. Included in the document are Fiscal Year 2020 accomplishments, a budget summary, and departmental budget summaries. This three month budget was adopted by the Governing Board in June 2020.

Despite the financial burden caused by the global pandemic, Foothill Transit has sufficient funding to provide a balanced budget. The proposed budget will allow us to operate essentially the same number of service hours and miles in Fiscal Year 2021 that were provided in Fiscal Year 2020. Foothill Transit is required to submit a balanced budget and Short Range Transit Plan (S RTP) to the Los Angeles County Metropolitan 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 2021 Business Plan and Budget document is provided in Attachment A. It was developed with the organization's mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:



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

Goals and performance measures tied to each of the four goals listed above have been incorporated into the plan to ensure that Foothill Transit's resources are focused on achieving its mission. In order to fulfill its mission and meet its goals, Foothill Transit's proposed Business Plan and Budget document includes detailed initiatives. Throughout fiscal year 2021, the proposed business plan will allow Foothill Transit to advance the key agency-wide initiatives as described in the Business Plan.

Capital Program

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

There were two new capital projects that were approved by the Governing Board in June. In addition to the those two projects, there are fifteen newly proposed capital projects for FY2021. The newly proposed Life of Project budgets for capital projects in FY2021, including what was approved by the Governing Board in June total to \$35.44 million.

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 2021. Included in the budgeted revenues are approved federal CARES Act funds that amount to \$33 million.

Subsequent to the Governing Board's adoption of the Foothill Transit 2021 Business Plan and Budget, the Foothill Transit Ten-Year Financial Forecast will be updated using the Governor of California's Revised State Budget, final formula allocation procedure (FAP) funding marks received from the Los



Angeles County Metropolitan Authority (Metro), and available local and statewide economic forecasts. It is expected that the funding marks will be less than prior years due to the economic impact of the COVID-19 pandemic. The updated Foothill Transit Ten-Year Financial Forecast is anticipated to be presented to the Board as an information item early in 2021.

Financial Impact

Foothill Transit's proposed FY2021 budget is balanced between revenues and expenses with an estimated \$107.1 million operating budget and an \$89.4 million capital budget, for a total budget of \$196.5 million. Included in this \$196.5 million total budget are the already approved first quarter \$27.1 million operating and \$21.7 million capital budgets. The Fiscal Year 2021 Business Plan and Budget targets an adjusted farebox recovery ratio of 6.3 percent as the region recovers from the impacts of the pandemic.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Executive Director

Attachment



Foothill Transit

FY2021 BUSINESS PLAN AND BUDGET

Foothill Transit Leadership

Governing Board

CLUSTER 1

Claremont
Councilmember Corey Calaycay
Alternate: Councilmember Ed Reece

La Verne

Councilmember Rick Crosby
Alternate: Mayor Pro Tem Tim Hepburn

Pomona

Councilmember Robert S. Torres
Alternate: Mayor Tim Sandoval

San Dimas

Mayor Emmett Badar
Alternate: Councilmember John Ebner

Walnut

Councilmember Andrew Rodriguez
Alternate: Councilmember Nancy Tragarz

CLUSTER 2

Azusa
Councilmember Edward J. Alvarez
Alternate: Mayor Pro Tem Uriel Macias

Baldwin Park

VACANT
Alternate: Mayor Pro-Tem Paul C. Hernandez

Covina

Mayor Pro-Tem Jorge A. Marquez
Alternate: Councilmember John C. King

Glendora

Councilmember Gary Boyer
Alternate: Mayor Michael Allawos

Irwindale

Mayor Albert Ambriz
Alternate: Mayor Pro-Tem Larry Burrola

West Covina

Councilmember Dario Castellanos
Alternate: Mayor Tony Wu

CLUSTER 3

Arcadia
Mayor Roger Chandler
Alternate: Mayor Pro Tem Sho Tay

Bradbury

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

Duarte

Councilmember Tzeitel Paras-Caracci
Alternate: Councilmember Toney Lewis

Monrovia

Councilmember Becky Shevlin
Alternate: VACANT

Pasadena

Councilmember Margaret McAustin
Alternate: Mayor Terry Tornek

Temple City

Councilmember Fernando Vizcarra
Alternate: Councilmember William Man

CLUSTER 4

El Monte
Councilmember Jessica Ancona
Alternate: Mayor Pro-Tem Maria Morales

Diamond Bar

Mayor Steve Tye
Alternate: Mayor Pro Tem Nancy A. Lyons

Industry

Mayor Cory C. Moss
Alternate: Councilmember Abraham N. Cruz

La Puente

Councilmember Valerie Muñoz
Alternate: Mayor Pro Tem Violeta Lewis

South El Monte

Councilmember Hector Delgado
Alternate: Mayor Gloria Olmos

CLUSTER 5

County of Los Angeles
Jimmy Lin
(Representing Supervisor Janice Hahn)

Cynthia Sternquist
(Representing Supervisor Kathryn Barger)

Sam Pedroza
(Representing Supervisor Hilda Solis)

Executive Board

Chair

Cynthia Sternquist
Cluster 5 - County of Los Angeles

Vice Chair

Corey Calaycay
Cluster 1 - Claremont

Board Member

Gary Boyer
Cluster 2 - Glendora

Board Member

Becky Shevlin
Cluster 3 - Monrovia

Board Member

Cory C. Moss
Cluster 4 - Industry

Executive Board Alternates

Cluster 1 - San Dimas
Emmett Badar

Cluster 2 - West Covina
Dario Castellanos

Cluster 3 - Duarte
Tzeitel Paras-Caracci

Cluster 4 - La Puente
Valerie Muñoz

Cluster 5 - County of Los Angeles
Jimmy Lin

Senior Management

Executive Director
Doran J. Barnes

Deputy Executive Director
Kevin Parks McDonald

Director of Customer Service and Operations
LaShawn King Gillespie

Director of Maintenance and Vehicle Technology
Roland Cordero

Director of Marketing and Communications
Felicia Friesema

Director of Information Technology
Donald Luey

Director of Procurement
Christopher Pieper

Director of Finance and Treasurer
Michelle Lopes Caldwell

Director of Planning
Joseph Raquel

Director of Facilities
Sharlane Bailey

Director of Government Relations
David Reyno

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Executive Summary

The COVID-19 global pandemic has fundamentally reshaped the heart of all shared, community driven mobility. This FY2021 Business Plan and Budget is a product of that reshaping and accommodates within an ever shifting financial and cultural landscape what challenges we can reasonably predict and adds flexibility for the ones we cannot. For the moment, this also means temporarily forgoing the pursuit of higher ridership in favor of community health needs that dictate continued physical distancing on board public transit, mandated mask wearing, and disinfection protocols. Ridership is expected to significantly decrease in FY2021. The FY2020 estimated numbers illustrate a significant negative impact due to the pandemic. This is separate from the overall ridership decline experienced by the Southern California region over the past four years.

In anticipation of a successful vaccine and an eventual safe return to denser commuting patterns, Foothill Transit is moving forward on key capital projects designed to improve the access to and experience of public transit in our region. Those projects include construction of the Mt. San Antonio College Transit Center; implementation of a hydrogen fuel cell powered sub-fleet; and new CNG bus procurements.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law on March 27, 2020, and contained \$25 billion for public transit agencies throughout the United States. Foothill Transit will receive \$33 million of federal grant funds which can be used for impacts from COVID-19 experienced after January 20, 2020. Examples of eligible uses include operating expenses and COVID-19 related procurements. Foothill Transit has programmed these revenues to pay for FY2021 operating expenses as these revenues will replace sales tax revenues which are forecast to be negatively impacted by the pandemic.

The total agency-wide budget of \$196.8 million includes operating costs of \$107.4 million and a capital program of \$89.4 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$88.3 million or 83 percent of the total operating budget. The capital program includes \$255.2 million of capital projects to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement as we transition to a fully zero emission bus fleet.

Foothill Transit's top priority is always safety, which now includes a higher level of attention to public health while maintaining safe access to our communities' work centers, hospitals, and other vital services. We are continuing to closely scrutinize customer response to the changing public health environment and responding with flexibility and care. We anticipate that this may mean reductions in trip frequencies or possible temporary rerouting as commuting patterns change in response to increased telework and telemedicine availability.

This is a year of change and uncertainty and maintaining flexibility as new information becomes available will be crucial in allowing us to meet the goals of our mission and collectively respond in a way that delivers the best program of service that best meets our communities' needs.

Foothill Transit 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 safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

RESULTS

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

INTEGRITY

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

GRATITUDE

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

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 FY2019, the projected performance for FY2020, and the targeted performance goals for FY2021.

	FY2019	FY2020	FY2020	FY2021
OVERALL SYSTEM PERFORMANCE	ACTUAL	TARGET	ESTIMATE	TARGET
Passenger Boardings	12,053,320	11,505,000	9,846,150	7,500,000
Vehicle Service Hours	859,528	874,826	851,412	864,817
Fare Revenue	\$ 16,079,596	\$ 16,929,000	\$ 12,388,610	\$ 6,750,000
Transit Operating Expense	\$ 95,762,466	\$ 103,069,030	\$ 101,104,602	\$ 106,925,420

GOAL	INDICATOR	FY2019 ACTUAL	FY2020 TARGET	FY2020 ESTIMATE	FY2021 TARGET
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.80	0.80	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	73.2%	75.0%	74.0%	75.0%
	Average Miles Between Technical Roadcalls	11,906	11,250	13,900	13,000
	Complaints per 100,000 Boardings	17.0	20.0	16.7	18.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.02	13.15	11.56	9.04
	Average Weekday Boardings	40,495	38,700	32,556	25,155
Operate an Efficient Transit System	Farebox Recovery Ratio	16.8%	16.4%	12.3%	6.3%
	Average Cost per Vehicle Service Hour	\$111.41	\$117.82	\$118.75	\$123.64

Agency Initiatives FY2020 and FY2021

FY2020 Completed Initiatives

- Duarte Service Implementation
- CAD/AVL System Replacement
- Covina Transit Center and Park & Ride
- Fare Restructuring Implementation - Phase II

FY2021 Initiatives

- Comprehensive Operational Analysis (COA)
- ExpressLanes Operations
- Fare Technology
- Zero Emissions Fleet
- Fuel Cell Bus Procurement
- Mobility as a Service
- Mt. SAC Transit Center
- Website Redesign







Agency History

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (SCRTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines previously operated by SCRTD. Foothill Transit was tasked by community leaders to provide 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 cancelled by SCRTD. Foothill Transit performed an analysis of regional transit needs which resulted in changes to existing lines, increased weekday service, and introduced new weekend service and additional service to connect communities.

Foothill Transit now operates 39 fixed-route local and express lines, covering over 300 square miles in eastern Los Angeles County and provides approximately 13 million rides per year (pre-pandemic). This number is up from 9.5 million at the time of Foothill Transit's formation.

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. 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.

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 spends about five percent of its total trip time on surface streets by utilizing freeways and High Occupancy Toll (HOT) lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail.

Continuing its commitment to adopt low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind, zero emissions battery electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles were the first heavy duty zero emissions, battery electric public transit buses that utilized in-route fast charging capability. This technology enabled them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit

received a \$10.2 million TIGGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 serving the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero emissions bus line in operation in Los Angeles County. In May 2016, Foothill Transit embarked on a bold new vision to fully electrify the bus fleet by 2030.

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

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

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

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

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

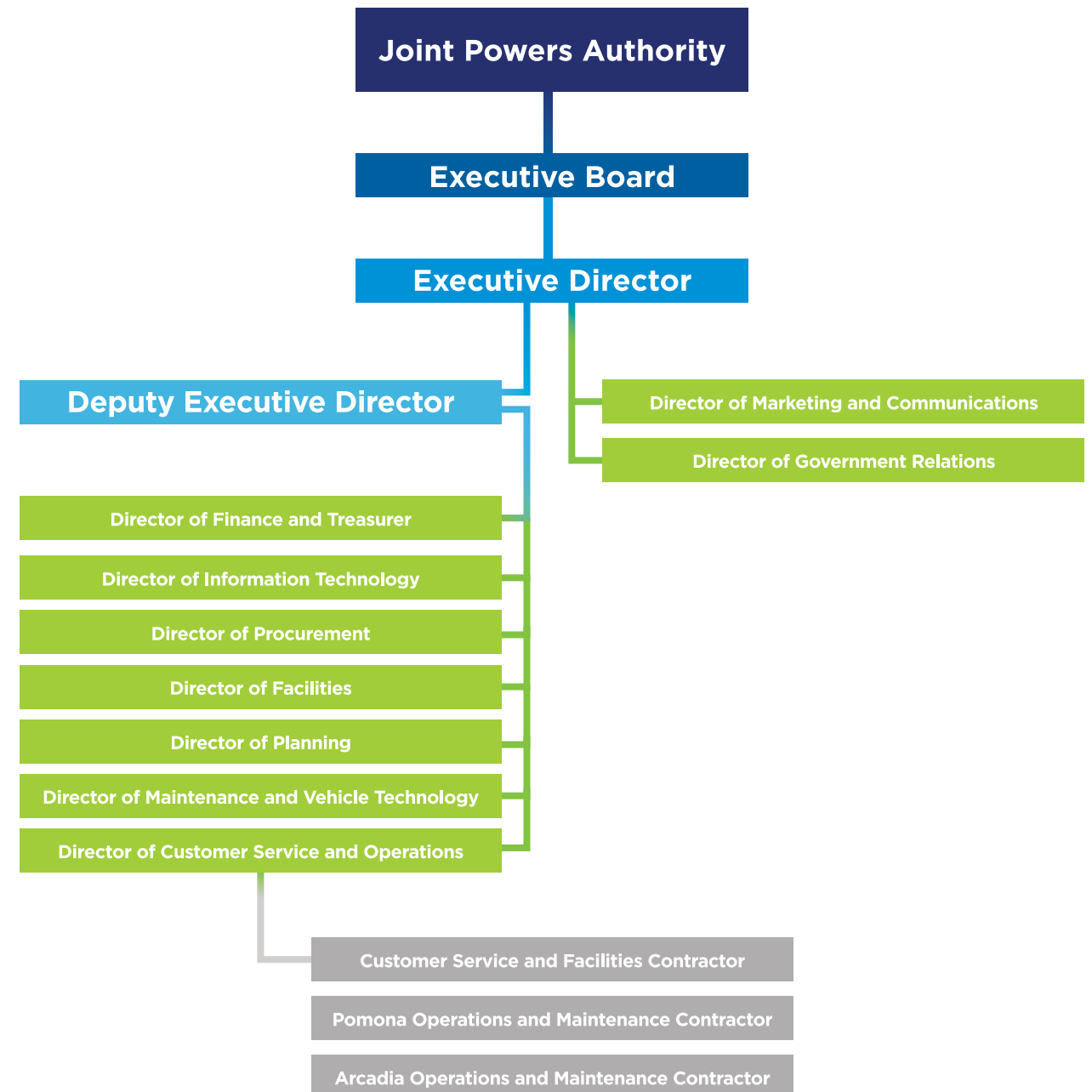
In 2020, after years of planning and cooperative efforts, Foothill Transit opened its second agency-owned park and ride and transit center near downtown Covina. The Covina Transit Center serves as the primary regional anchor for the agency's newest Commuter Express Line 490. Foothill Transit also began the year with record participation in its highly successful college Class Pass program with plans to add Cal Poly Pomona to the list of participating campuses in the fall. An on campus transit center at Mt. San Antonio College will bring unparalleled student access to transit to the school that started the Class Pass program in the first place. Both the Covina Transit Center opening and the Class Pass program were sidelined in April by the global COVID-19 pandemic, which was the direct cause of severe ridership declines. As our commuting and educational environment shifts in the face of a global pandemic, Foothill Transit is heading into the new fiscal year with heightened awareness, focus, and flexibility.

Organization Structure

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

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

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





Foothill Transit Fleet and Facilities

West Covina Administrative Office

100 S. Vincent Ave. Suite 200, West Covina, CA

Arcadia/Irwindale Operations and Maintenance Facility

5640 Peck Rd., Arcadia, CA

Pomona Operations and Maintenance Facility

200 S. East End Ave., Pomona, CA



FLEET	QUANTITY	SEATS	FUEL
1700s	30	36	CNG
1800s	12	36	CNG
1900s	14	34	CNG
2000s	16	35	ELECTRIC
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
TOTAL CNG			328
TOTAL ELECTRIC			35
TOTAL			363

Service Changes Proposed for the Next Three Years

This section includes information on service changes planned for FY2021 through FY2023.

Comprehensive Operational Analysis (COA)

Foothill Transit and the transit industry in general have been experiencing ridership declines over the last four years, and the decline has been compounded by the current COVID-19 pandemic. In light of this, a COA focused on meeting customers' unmet needs and improving overall efficiencies in the transit system is proposed. Foothill Transit's last COA was completed before the implementation of the Gold Line extension 2A from Pasadena to Azusa and included service options to improve connections to the rail line. The main goal of the planned COA will be to identify strategies to best address new travel patterns while improving the overall customer experience. These goals can be achieved by addressing unmet needs, providing better service frequencies, and implementing strategies to improve overall system speed. A good portion of this study will also focus on better meeting our current customers' needs while adhering to physical distancing requirements and providing a service delivery ramp up plan that can be implemented as these requirements are eased.

Line Productivity

The COVID-19 pandemic has greatly impacted ridership and as we enter the (coexist) phase where agencies must adhere to social distancing requirements, the need to provide efficient service is amplified. In response to this, our team will look at all lines and schedules to ensure routes are efficient, productive, and meeting essential transportation needs. We will apply the adopted Planning Service Standards, ensure service levels are as such to maintain proper social distancing, and recommend changes to improve productivity and bring lines closer to the adopted service standards. Some examples of these changes include adjusting frequencies of non-productive lines to increase frequencies on other lines that exceed the capacity limit and the possible introduction of separate Saturday and Sunday schedules to ensure appropriate levels of service are provided to customers on each of those days.

Creation of Frequent Transit Network

Frequent Transit Network Routes will be those Foothill Transit routes with the highest frequency. Route frequency will be informed by ridership and productivity. Lines 187, 188, 190, 194, 280, 291, 486, 488, and Silver Streak are Foothill Transit's most frequent and most productive lines. Each of these lines have market potential to support higher levels of service due to an appropriate mix of population, employment density, and connections to other local and regional services. Together, these routes create a grid of North/South and East/West connections that traverse the Foothill Transit service area along its most heavily travelled corridors. Market research has shown that 12 minute service or better offers enough convenience so that customers no longer need a schedule to plan their trips, thereby attracting more riders to the system. The frequent network is also key to enhancing the overall customer experience, with lower capacity limits on the buses due to social distancing mandates, customers will not have to wait long for the next bus.

One key to success for a Frequent Transit Network is ensuring that customers can rely on a consistently high level of service. Future plans include implementation of frequent transit

networks in other key corridors. The completion of the bus signal priority system along the route of Line 187 will also help system reliability; this same technology can be implemented along other major corridors in our service area.

Innovative Service Delivery

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

In addition, Foothill Transit will support and work with member cities that are interested in forming partnerships with TNCs to provide MOD or microtransit service within their cities.

Major Corridor Study

Based on ridership surveys administered by a Comprehensive Operational Analysis (COA) completed in 2016 and reports studying the decline in transit ridership, customers want to reach their destinations faster. Ridership studies also showed customers are averaging 11 miles per bus trip indicating they use the services for longer travels. During the upcoming fiscal year, Foothill Transit will work with Metro on a study to explore possible corridors within the service area that can support service similar to bus rapid transit or skip-stop service. Implementing these types of services along major corridors will improve overall travel times and get customers to their desired destinations faster.

Bus Signal Priority Expansion

As part of the effort to increase service speeds and reliability, Foothill Transit will work to expand its bus signal priority (BSP) network. BSP slightly adjusts signal light timing when a bus approaching the signal is running behind schedule to help get the bus back on schedule. The corridor along Colorado Boulevard and Huntington Boulevard is in the process of getting the equipment installed which will benefit Line 187 and the recently implemented Lines 860 and 861 servicing the City of Duarte. The planned expansion will include Amar Boulevard which will benefit Line 486 - the main line serving Mt. San Antonio College and Cal Poly Pomona. The expansion of the system will also help improve system efficiencies, keep the system on schedule, and improve the overall customer experience. This will also benefit customers unable to board buses due to new capacity limits caused by social distancing so customers will know when the next bus will arrive because Foothill Transit is able to maintain the printed schedule.

Gold Line Extension Phase 2B - Azusa to Pomona

The 2016 COA provided the framework for connections to the first Gold Line extension. With the second extension of the Gold Line currently in construction, Foothill Transit will look at connections to the new Gold Line stations in the cities of Glendora, San Dimas, La Verne, Pomona, Claremont, and Montclair. Foothill Transit will work with the cities in station design to ensure convenient bus-to-train interface. Similar to when the first Gold Line extension - Pasadena to Azusa - went into operation, Foothill Transit will make the necessary service adjustments to meet demand.

Service Changes CONTINUED

Inter-County Service Improvements

Both Orange County Transportation Authority (OCTA) and the Southern California Association of Governments (SCAG) on behalf of San Bernardino have conducted studies looking specifically at inter-county travel between Los Angeles County and Orange or San Bernardino counties. Upon completion of the studies, Foothill Transit will work with each governing agency to identify at options to improve cross-county travel.

Major Capital Projects Proposed For the Next Three Years

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

Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. The 1600- and 1700-series buses, which were purchased in 2006 and 2009, respectively, will be over 12 years old and will have accumulated more than 500,000 miles in service. In addition, the CNG tanks on the 1600-series buses will expire in 2021. The 1600-series buses are 60-foot articulated coaches, and they will be replaced with new 60-foot articulated, compressed natural gas (CNG) buses at the end of 2020. Foothill Transit also plans to replace the 1700-series buses with hydrogen fuel cell buses.

Bus Fleet Heavy Maintenance

As the coaches accumulate 300,000 miles, they will undergo a heavy maintenance program that will include re-powering and transmission overhaul to provide more efficient and cost effective service. The heavy maintenance program mitigates mechanical bus failures, improves on-time performance, and reduces customer complaints. Approximately 90 buses will undergo heavy maintenance over two fiscal years, FY2021 and FY2022.

Hydrogen Fuel Cell Charging Station

In order to demonstrate 20 fuel cell buses in 2022, a hydrogen fueling facility will need to be constructed to accommodate 20 fuel cell buses. A consultant will be hired to assist in the development, design, and installation of the necessary facility upgrades. The fueling station will be completed by late 2021 prior to the delivery of the fuel cell buses in 2022.

Facility Rehabilitation, Repair and Maintenance

Arcadia HVAC and Roof Replacement

Replacement of the HVAC system including package air units and split system units original to the facility built in 2002 are scheduled in FY2021.

Pomona Steam Bay Lift Replacement

Both operation and maintenance facilities are equipped with a steam bay for undercarriage washing that uses a bus lift. The existing bus lift at Pomona is no longer in working order and is in need of replacement. The scope includes removal and disposal of the existing parallelogram lift and replacement with a new parallelogram lift for undercarriage steam cleaning.

Arcadia-Irwindale Bus Wash Retrofit & Steam Bay Lift

Foothill Transit is in the process of acquiring its first two double deck buses in 2020. This project will retrofit the existing Arcadia-Irwindale bus wash facility to accommodate taller double deck buses and add a steam bay lift for more effective undercarriage cleaning for the entire bus fleet.

Mount San Antonio College Transit Center

Mt SAC is served by five Foothill Transit bus routes with a number of stops at the perimeter of the campus. Existing bus stops around the campus provide minimal amenities and student ridership to and from the campus is a significant segment of Foothill Transit's overall ridership. As such, the proposed project will consolidate existing bus stops around the campus into an off-street facility on the Mt San Antonio College campus. The transit center is planned to be a 10-bay transit center with amenities to enhance the bus rider experience.

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 is 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.



03

KEY PERFORMANCE INDICATORS

Overall System Statistics

	FY2019	FY2020	FY2020	FY2021
OVERALL SYSTEM PERFORMANCE	ACTUAL	TARGET	ESTIMATE	TARGET
Passenger Boardings	12,053,320	11,505,000	9,846,150	7,500,000
Vehicle Service Hours	859,528	874,826	851,412	864,817
Fare Revenue	\$ 16,079,596	\$ 16,929,000	\$ 12,388,610	\$ 6,750,000
Transit Operating Expense	\$ 95,762,466	\$ 103,069,030	\$ 101,104,602	\$ 106,925,420

Analysis

Passenger Boardings and Fare Revenue

Passenger boardings are projected to decrease during FY2021 when compared to the actual results for FY2019 and the estimates for FY2020 as the COVID-19 pandemic continues to impact ridership.

In March 2020, Foothill Transit implemented rear-door boarding to provide distance between the passengers and the bus operators. As a result, no fares were collected for the remainder of FY2020. In early FY2021, Foothill Transit will begin installation of protective driver barriers on 100% of the fleet. It is anticipated that fare collection will resume in January 2021.

Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2020 is less than the previous year mainly due to the recent service reduction during the COVID-19 pandemic. In FY2021, total service hours are projected to decrease over the FY2020 target. This is primarily due to changes in the express routes that took place during the March service change, the start of routes 498 and 493 were changed, and route 497 was cancelled.

Operating expenses are proposed to increase over the current year budget to accommodate the contractually required escalation and additional expenses that include increased CNG fuel costs, an increase of electricity costs as more electric buses are in operation, and increased janitorial services due to the COVID-19 pandemic.

Goals and Performance Standards

GOAL	INDICATOR	FY2019 ACTUAL	FY2020 TARGET	FY2020 ESTIMATE	FY2021 TARGET
Operate a Safe Transit System	Preventable Collisions per 100,000 miles	0.80	0.80	0.83	0.80
Provide Outstanding Customer Service	Schedule Adherence	73.2%	75.0%	74.0%	75.0%
	Average Miles Between Technical Roadcalls	11,906	11,250	13,900	13,000
	Complaints per 100,000 Boardings	17.0	20.0	16.7	18.0
Operate an Effective Transit System	Boardings per Vehicle Service Hour	14.02	13.15	11.56	9.04
	Average Weekday Boardings	40,495	38,700	32,556	25,155
Operate an Efficient Transit System	Farebox Recovery Ratio	16.8%	16.4%	12.3%	6.3%
	Average Cost per Vehicle Service Hour	\$111.41	\$117.82	\$118.75	\$123.64

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

Analysis

Preventable Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2020 at 0.83 preventable vehicle collisions per 100,000 miles, which is slightly above the annual goal of 0.80 preventable vehicle collisions 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. While there was an increase in preventable vehicle collisions in September and October, performance has shown measurable improvement in recent months.

The target for preventable vehicle collisions per 100,000 miles for FY2021 will remain the same at 0.80. This rigorous target is set to ensure continued focus on safety while acknowledging the high level of traffic congestion in the Los Angeles basin.

Schedule Adherence

Throughout FY2020, roadway construction projects throughout the Foothill Transit service area continued to impact travel time and schedule adherence. The most significant of these is continuing construction along Interstate 10, which travels through the heart of the Foothill Transit service area and is a primary connection between the San Gabriel Valley and downtown Los Angeles. In relation to schedule adherence, verifying the on-time performance data has been a priority for Foothill Transit. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals and departures. Projected on-time performance for FY2020 is 74 percent.

The FY2021 target for schedule adherence is set at 75 percent. With the OTP data available from the SMARTBus system, we can now better monitor low performing routes and work with both operations and maintenance contractors to identify areas of improvement.

Average Miles between Technical Roadcalls

In FY2020, Foothill Transit is projected to average 13,900 miles between technical roadcalls, above the performance target of 11,250 miles. This new adopted measure tracks any mechanical breakdown that occurs, whether a bus is in revenue service or not.

The target for average miles between technical roadcalls for FY2021 is proposed at 13,000 miles. During FY2021, many buses will undergo heavy maintenance as they accumulate 300,000 miles and new CNG buses will be added to the fleet in the end of 2020 to replace the older fleet.

Complaints per 100,000 Boardings

So far in FY2020, Foothill Transit has received fewer total number of complaints in comparison to the same time in FY2019. This is mainly due to a drop in overall number of complaints related to safety, fares, and schedule adherence. The agency is projected to receive 16.7 complaints per 100,000 boardings at the end of this current fiscal year, which is lower than the goal of 20 complaints per 100,000 boardings.

The target for FY2021 is proposed at 18 complaints per 100,000 boardings.

Boardings per Vehicle Service Hour

Boardings per service hour for FY2020 is estimated at 11.56, which is under the target of 13.15 boardings per vehicle service hour. This is primarily a result of the decrease in ridership that we experienced due to the COVID-19 pandemic.

The FY2021 boardings per service hour target will decrease to 9.04. This target anticipates a decrease in ridership, as we strive to recover from the effects of the COVID-19 pandemic and implement efforts to regain ridership.

Average Weekday Boardings

In FY2020, Foothill Transit carried an estimated average of 32,556 boardings each weekday. This is under the target of 38,700 average weekday boardings and is comparable to recent bus ridership declines nationwide.

In FY2021, average weekday boardings are projected to decrease as a result of the COVID-19 pandemic impact on overall ridership, with a proposed target of 36,330 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. The FY2021 farebox recovery ratio target of 6.3 percent reflects a decrease in fare revenues due to the Coronavirus and an increase in operating expenses compared to the FY2020 target.

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 FY2021 is \$123.64. This is four percent increase compared to the current year estimate, resulting from a projected increase in total operating expenses and a decrease in total service hours.

The increase in operating expenses is directly related to an increase in contracted expenses, increased fuel costs for both CNG and electricity, increased janitorial services, and increased bus monitoring. Total service hours are estimated to decrease from the FY2020 target due to the elimination of Line 497 and rerouting of Lines 493 and 498.



FY2020 Completed Agency Initiatives

DuartEBus

On April 1, 2019, Foothill Transit began operating the new extended-range electric duartEBus service on Lines 860 and 861. The Monday - Saturday service operates three 35-foot battery-electric buses that are charged at the Arcadia operations and maintenance facility before being placed into service. After months of planning and coordinating with Duarte staff, procurement of the buses, outreach to the community, coach operator training, and much more, the three-year pilot with the City of Duarte was launched on April 1, 2019, replacing the city's former free-fare transit program. The duartEBus features a unique livery design that reflects the special partnership between the City of Duarte and Foothill Transit while highlighting the City's commitment to a zero-emissions and sustainable transit service.

CAD/AVL System Replacement

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

Covina Transit Center and Park & Ride

Foothill Transit partnered with the City of Covina and a private developer to develop and construct the Covina Transit Center and Park & Ride. The project involved the redevelopment of the project site with a City component to include an event center and professional office space, residential units, and a transit component. The Park & Ride consists of a three-level parking structure, bus bays, and provisions for electric bus charging stations to accommodate Foothill Transit buses. Foothill Transit launched Express Line 490 service that serves the Covina Transit Center and Park & Ride on March 1, 2020.

Fare Restructuring Implementation - Phase II

In October 2017, Phase I of Foothill Transit's two-phase fare restructuring was implemented. Phase I consisted of a simplification of the fare structure and the introduction of a day pass. The Board also authorized the second phase of the fare restructuring, which was implemented in September 2019. Phase II involved a pricing adjustment across the entire fare structure to help meet our long term financial goals. The fare restructuring was considered successful.

FY2021 Initiatives

Comprehensive Operational Analysis (COA)

A comprehensive operational analysis (COA) is designed to examine and evaluate a transit system to determine where improvements can be implemented to make transit operations more effective and efficient across the network.

There may be numerous factors that contribute to the effectiveness or ineffectiveness of a route, just as there can be many possible solutions to the issues that need to be addressed. The primary goal of a COA is to focus on where improvements in productivity and efficiency of transit operations are most reasonable, based on a thorough analysis of the existing system's characteristics and the land use context that may have changed over time. These factors inform the decisions on where resources should be intensified, reallocated, or discontinued. A COA assists transit agencies in evaluating the changing environments in which they operate and is generally recommended to be completed every three to five years.

Foothill Transit's last COA was completed in March 2016. The current COVID-19 pandemic has caused many customers to alter their work schedules and travel patterns. These changes, along with reduced maximum capacities onboard the vehicles will need to be studied to determine how best to meet the changing needs of the communities we serve.

ExpressLanes Operations

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

Fare Technology

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

Zero-Emissions Fleet formerly Fleet Electrification

In 2010, Foothill Transit deployed three Proterra battery electric buses into revenue service and became the first transit agency in the nation to deploy fast-charge, all-electric buses into regular service. Over the last ten years, we have gained valuable experience and knowledge operating the electric fleet, which has now grown to 33 coaches. The necessary electric charging infrastructure for Foothill Transit's first 14 extended-range electric coaches was completed in the winter of 2019 allowing the charging of extended-range buses at the Arcadia/Irwindale yard. The Burns and McDonnell Report issued in September 2019 showed the high cost of infrastructure to electrify our entire fleet, impacts on operations, complicated charging protocols to name a few necessitates us to investigate other zero-emissions technologies. This work will proceed in FY2021 with a consultant to develop a fuel cell strategy.

FY2021 Initiatives CONTINUED**Fuel Cell Bus Procurement**

Foothill Transit has been the leader in the deployment of zero-emission bus technology around the United States. In conjunction with Foothill Transit's plan for fleet electrification, Foothill Transit plans to further its deployment of zero-emission technology and will begin the procurement process for 20 zero-emission hydrogen fuel cell buses. The buses are expected to be delivered in FY2022 and deployed onto Foothill Transit Line 486 from Pomona to El Monte.

Mobility as a Service (MaaS)

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

Mt. SAC Transit Center

With the success of the Class Pass program at Mt. SAC, the development of a transit center on campus continues to move forward. Mt. SAC is one of the largest trip generators in the Foothill Transit system with a limited number of high-quality bus stops. Foothill Transit was awarded a federal grant for the construction of this transit center. The development of this facility is underway and the plans include ten transit bays with covered bus shelters for customers. Mt. SAC plans to build a pedestrian bridge over the Transit Center. Hence, additional coordination is required with the College to incorporate pedestrian bridge foundation design inside the transit center footprint. Concept design and environmental studies were completed in December 2018, Plan Check is anticipated for approval by the Division of State Architects by May 2020. Due to the overhead bridge project being built simultaneously, the transit center will be constructed in two separate phases. The anticipated start of construction for Phase 1 is December 2020 with completion slated for Fall 2022.

Website Redesign

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



05
FUNDING SOURCES

Funding Sources

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

The majority of 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 on Line 690; 4) Base Restructuring on Lines 497 and 498, and local Saturday service on various lines; and, 5) Prop 1B Bridge funding eligible for public transportation modernization improvements, service enhancements, and security expenditures. The Prop C 40% funds are eligible for transit operations and transit capital.

Proposition C 5% Transit Security

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

Measure R 20% Bus Operations

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

Measure M 20% Bus Operations

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

Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program

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

State 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 is referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. The funds are distributed to transit agencies throughout the State according to the STA formula. These funds are available for eligible transit maintenance, rehabilitation and capital projects.

Low Carbon Transit Operations Program (LCTOP)

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

Transit and Intercity Rail Capital Program (TIRCP)

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

Funding Sources CONTINUED

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

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

Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer Program)

The Carl Moyer Program is funded through tire fees and smog impact vehicle registration fees. It reduces air pollution from vehicles and equipment by providing incentive funds to purchase cleaner than legally required engines, equipment, and emission reduction technologies. It also achieves reductions in emissions of key pollutants which are necessary for California to meet its clean air commitments under regulatory requirements.

Federal Resources

Coronavirus Aid, Relief, and Economic Security (CARES) Act

The Coronavirus Aid, Relief and Economic Security Act was passed by Congress and signed into law on March 27, 2020. The bill includes \$25 billion for public transit agencies throughout the United States. Foothill Transit was allocated \$33 million of CARES funds. These funds are eligible for operating expenses, capital expenses, and COVID-19 related procurements.

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.

Federal State of Good Repair Program (Section 5337)

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

Federal Congestion Mitigation and Air Quality (CMAQ)

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

Non-Subsidy Resources

Auxiliary Revenue

Foothill Transit has operated park & ride shuttle service for the Rose Bowl, Hollywood Bowl, and the L.A. Marathon for a number of years. These special services revenues will decline significantly in FY21 in line with the associated reduced costs of providing these services.

Eastbound



Foothill Transit
Silver Streak
MONTCLAIR
foothilltransit.org
1-800-RIDE-INFO (800-743-3463)

Foothill Transit
493 Industry Park & Ride
495 Industry Park & Ride
497 Chico Park & Ride
498 Glenbrook Grand Ave. Park & Ride
foothilltransit.org
1-800-RIDE-INFO (800-743-3463)

Revenue Summary

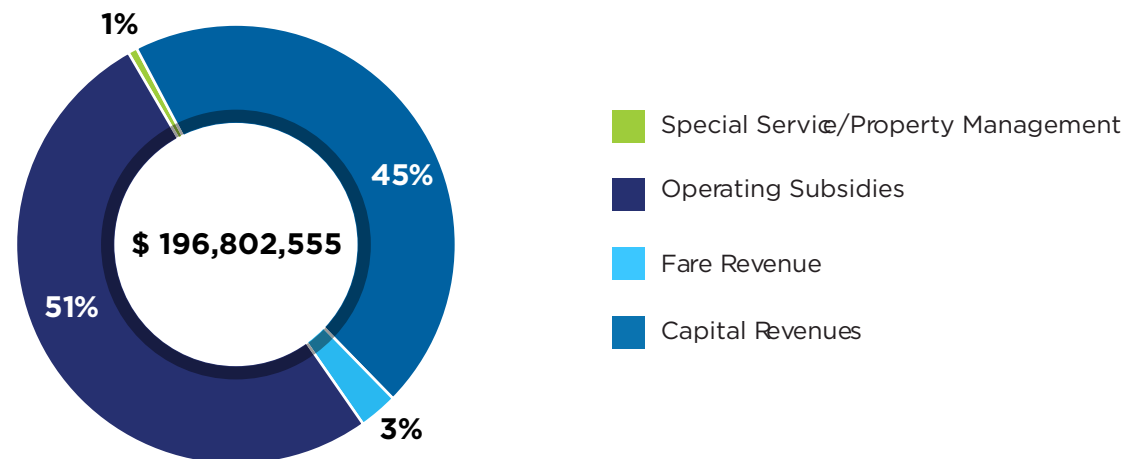
	FY2020 BUDGET	FY2021 BUDGET
Operating and Other Revenues		
Fare Revenue	\$ 16,929,000	\$ 6,750,000
Operating Subsidies	86,140,030	100,175,420
Property Management Revenue	355,000	355,000
Special Service Revenue	600,000	100,000
Total Operating and Other Revenues	\$ 104,024,030	\$ 107,380,420
Capital Revenues		
Total Capital Revenues	\$ 76,745,861	\$ 89,422,135
Total Budget Revenues	\$ 180,769,891	\$ 196,802,555

Expenditure Summary

Budgeted Expenses	FY2020 BUDGET	FY2021 BUDGET
Operating and Other Expenses		
Transit Operating Expenses	\$ 103,069,030	\$ 106,925,420
Non-Operating Expenses	955,000	455,000
Total Operation and Other Expenses	\$ 104,024,030	\$ 107,380,420
Capital Expenditures		
New Capital Programs (annual)	\$ 7,008,000	\$ 9,637,000
Existing Capital Programs (annual)	69,737,861	79,785,135
Total Capital	\$ 76,745,861	\$ 89,422,135
Total Budgeted Expenditures	\$ 180,769,891	\$ 196,802,555

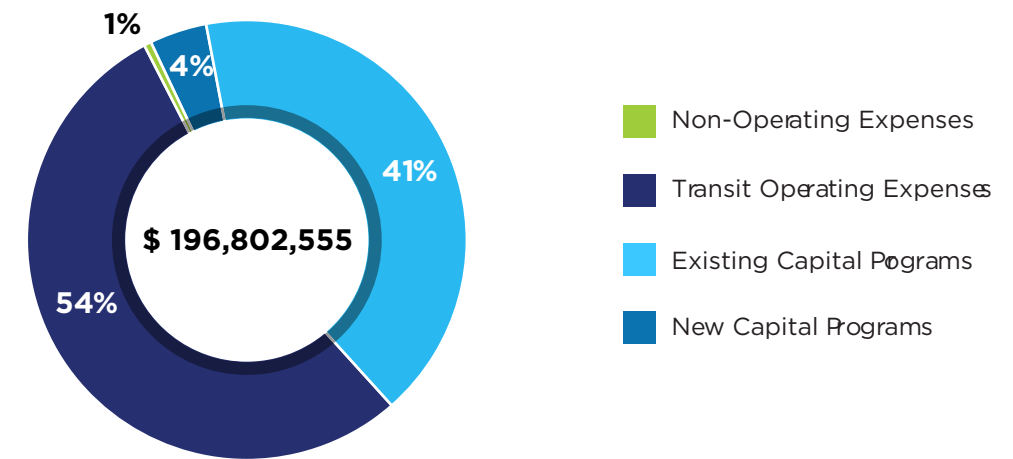
Funding Assumptions

- Farebox revenues decrease due to the coronavirus
- Capital Revenues include formula and competitive grants
- CARES Act funds will fund operating expenses



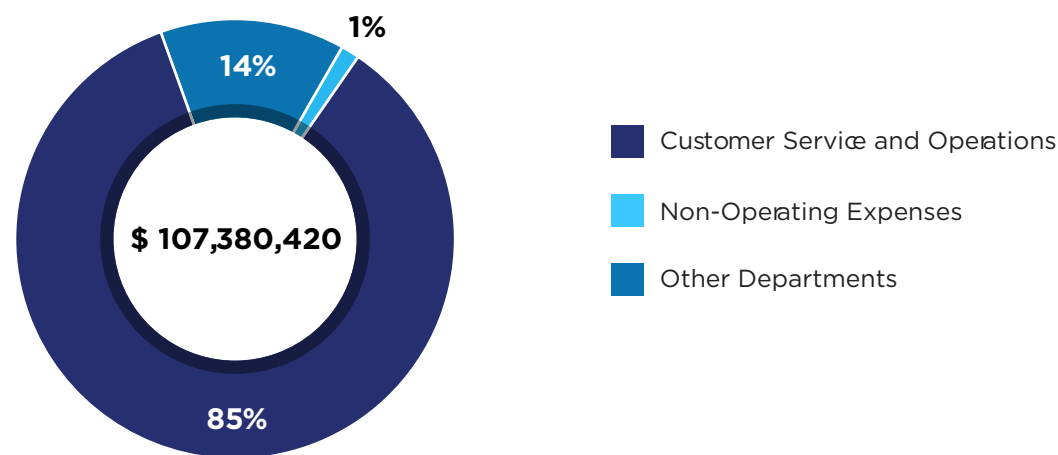
Expenditure Assumptions

- Transit operating expenses increased by 3.7 percent over prior year budget
- Continue fleet replacements for 44 CNG buses
- Complete heavy maintenance on 30, 2100-series CNG buses; this includes heavy maintenance and transmission overhaul
- Begin construction of Mt. SAC Transit Center



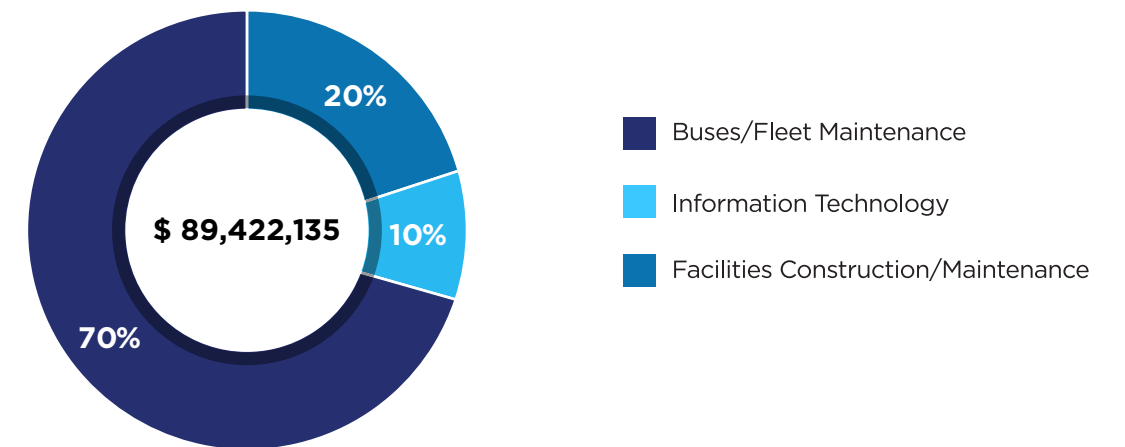
Operating Expenses by Department

	FY2020 BUDGET	FY2021 BUDGET
Transit Operating Expenses		
Customer Service & Operations	\$ 87,880,200	\$ 91,645,340
Maintenance & Vehicle Technology	783,210	815,060
Marketing & Communications	2,238,710	2,238,710
Information Technology	2,362,140	2,211,630
Administration	3,271,980	2,171,050
Procurement	884,550	859,220
Government Relations	-	957,110
Finance	1,929,180	1,887,510
Planning	1,705,600	1,607,470
Facilities	2,013,460	2,532,320
Total Operating Expense	\$ 103,069,030	\$ 106,925,420
Non-Transit Operating Expenses		
Property Management	\$ 355,000	\$ 355,000
Special Services	600,000	100,000
Total Non-Operating Expenses	\$ 955,000	\$ 455,000
Total Expenditures	\$ 104,024,030	\$ 107,380,420



Capital Summary

Summary By Program	FY2020 BUDGET	FY2021 BUDGET
NEW Capital Programs		
Bus/Fleet Maintenance	\$ 1,278,000	\$ 7,637,000
Facilities Construction/Maintenance	4,530,000	870,000
Information Technology	1,200,000	1,130,000
Total NEW Capital Programs	\$ 7,008,000	\$ 9,637,000
Existing Capital Programs		
Bus/Fleet Maintenance	\$ 29,290,000	\$ 53,358,000
Facilities Construction/Maintenance	32,768,011	16,728,985
Information Technology	7,679,850	7,698,150
Total Existing Capital Programs	\$ 69,737,861	\$ 79,785,135
Total Capital	\$ 76,745,861	\$ 89,422,135





07

CAPITAL BUDGET

Capital Program

The currently proposed capital projects, with total life-of-project budgets of \$255.2 million, includes \$35.4 million of newly proposed projects. Each project includes the life-of-project budget, estimated expenditures through FY2020, and the balance of expenditures for future years.

Newly Proposed Capital Projects for FY2020-2021

- 0212 Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure** - This project will fund the replacement of 20 CNG buses in Foothill Transit's fleet. This bus replacement project, from procurement through construction and deployment, will occur over two fiscal years. The project scope also includes the construction, installation, and project management of fuel cell infrastructure to support 20 fuel cell buses.
- 0211 On-Board Information System** - This project will install front and rear 18.5" monitor displays on the fleet of 60-foot articulated buses. It will provide next stop, route map, and Foothill Transit media announcements to passengers.
- 0210 Zonar GPS Upgrade** - This project will include the purchase of new Zonar V4 GPS units to replace the Zonar V3 units due to cellular phone companies discontinuing their 3G bands. The Zonar G4 units will use the 4G LTE band.
- 0219 Facilities Capital Contingency FY2021** - This project will be used for unexpected emergency facility capital projects that must be completed throughout the fiscal year. Funds do not carry over year-to-year.
- 0218 Arcadia/Irwindale Facility Improvements** - This project includes replacing various equipment items at the Arcadia/Irwindale Facility in accordance with Foothill Transit's Transit Asset Management Plan, which was adopted on September 28, 2018.
- 0217 Pomona Facility Improvements** - This project includes replacing various equipment items at the Pomona Facility in accordance with Foothill Transit's Transit Asset Management Plan, which was adopted on September 28, 2018.
- 0216 Administration 4th Floor Carpet Replacement** - This project will replace existing carpet with ceramic tile, new baseboard, and new paint in the 4th floor lobby and hallway.
- 0215 Administration Building Exterior Lighting Upgrades** - This project will replace the existing parking lot lights with energy efficient lighting. The cost includes design/consultant fees, if any, as well as the costs for new light fixtures and their installation. The potential energy savings range for the parking lot lights is from 75-90 percent.
- 0214 Bus Stop Sign Inventory Replenishment** - This project is for the purchase of approximately 300 bus stop blades and approximately 500 temporary bus stop signs to replenish inventory. This order should last through FY2022.
- 0213 Gas Filtration Alarm Replacement** - This project will consist of replacing the existing gas filtration alarm system at the Pomona Operations and Maintenance facility. This system detects unsafe levels of natural gas fumes within the maintenance building.
- 0226 IT COVID-19 Capital Investment** - This project will be used in FY2021 to fund equipment required to respond to working conditions that have been adjusted in response to the COVID-19 pandemic. This includes computers, ancillary equipment, and safety equipment, such as body temperature scanners.
- 0225 Access Point Replacement** - This project will replace existing and additional access points for the two operations and maintenance facilities and the administration building. To ensure business continuity and to ensure we can meet the requirements of the computer-aided dispatch and automatic vehicle location (CAD/AVL) system along with the security camera footage from the buses, the existing wireless infrastructure must be replaced. Additional access points are also needed to keep up with the rate of uploads and downloads.
- 0224 Antivirus Replacement** - This project will replace the existing antivirus program to ensure Foothill Transit's business continuity. Cybersecurity attacks have evolved and require a more robust antivirus program that provides better protection. This includes analytics, as well as tracing to mitigate future attacks.
- 0223 Arcadia/Irwindale Facility Network Cabling Upgrade** - The network cabling at the Arcadia/Irwindale facility was installed when the building was constructed in 2002. The network cabling has been damaged due to weather, rodents, and is now out of date. The number of cables also needs to be increased due to an increase in the number of pieces of equipment requiring communications capability.
- 0222 Replacement Monitors** - Computer monitors at the Transit Stores, operations and maintenance facilities, and the administration building have reached end of life and are starting to fail. To ensure business continuity, the old monitors must be replaced.
- 0221 System Information Event Monitoring (SIEM) Replacement** - This project will replace our existing SIEM technology at the West Covina offices. The existing SIEM system has reached the end of its useful life and will need to be replaced. This system monitors and detects anomalies that may arise from cyber security attacks.
- 0220 HASTUS NetPlan** - This new software program is required for route planning. The program analyzes the transit system and provides financial and operational impacts when lines are modified, created, or deleted.

Capital Budget CONTINUED

Project #	Project Name	L.O.P Budget	FY2020 Budget	FY2021 Budget	FY2022+
0212	Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure(New)	\$ 33,000,000	\$ -	\$ 7,200,000	\$ 25,800,000
0211	On-Board Information System (New)	362,000	-	362,000	-
0210	Zonar GPS Upgrade (New)	75,000	-	75,000	-
0196	Bus Headsign Replacement	1,278,000	1,278,000	478,000	-
0167	Fleet Heavy Maintenance - 2	22,010,000	2,120,000	6,080,000	13,810,000
0153	Electric Double Decker Buses- 2	3,000,000	2,975,000	2,260,000	-
0152	Bus Replacement Series 1600	24,000,000	-	24,000,000	-
0126	Non-Revenue Fleet Replacement FY2017	230,000	80,000	90,000	-
0124	Fare Collection System	8,200,000	1,100,00	2,000,000	1,200,000
0123	Bus Replacement Series 1400-1500	49,242,912	6,550,000	16,000,000	-
0109	Fleet Heavy Maintenance - 1	14,385,000	5,985,000	4,450,000	-
0094	Replacement Facility Trucks	250,000	-	-	110,000
	Buses/Fleet Maintenance Total	\$ 156,032,912	\$ 20,088,000	\$ 62,995,000	\$ 40,920,000

Facilities Construction/Maintenance:					
0219	Facilities Capital Contingency FY2020-2021 (New)	\$ 250,000	\$ -	\$ 250,000	\$ -
0218	Arcadia Facility Improvements (New)	220,000	-	220,000	-
0217	Pomona Facility Improvements (New)	210,000	-	210,000	-
0216	Admin 4th Floor Carpet Replacement (New)	20,000	-	20,000	-
0215	Admin Exterior Lighting Upgrades (New)	60,000	-	60,000	-
0214	Bus Sign Inventory Replenishment (New)	50,000	-	50,000	-
0213	Gas Filtration Alarm Replacement (New)	60,000	-	60,000	-
0204	Operations Facilities Security Projects	250,000	250,000	100,000	100,000
0203	Arcadia and Pomona Facility Landscaping	160,000	160,000	110,000	-
0202	Arcadia HVAC Replacement	1,800,000	1,800,000	1,000,000	-
0201	General Preliminary Engineering - Electrification Infrastructure	1,000,000	1,000,000,	1,000,000	-
0200	Administration Office Furniture	60,000	60,000	20,000	-

Project #	Project Name	L.O.P Budget	FY2020 Budget	FY2021 Budget	FY2022+
Facilities Construction/Maintenance CONTINUED					
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift	1,000,000	1,000,000	1,000,000	-
0198	Administration Kitchenette Refresh	70,000	60,000	70,000	-
0182	Pomona Steam Bay Lift Replacement	275,000	275,000	275,000	-
0181	DTLA Layover Parking Improvements	4,100,000	500,000	1,450,345	1,450,345
0178	Restroom Compliance & Modernization	2,400,000	2,360,000	200,000	1,000,730
0177	Administration Parking Pavement Repairs & Landscaping	60,000	30,000	60,000	-
0176	Administration HVAC Replacement	400,000	-	30,000	370,000
0175	Arcadia Fire Alarm Update	150,000	-	150,000	-
0174	Bus Stop Enhancement Program	350,000	350,000	175,000	-
0173	Pomona/Arcadia Lighting Upgrades	160,000	80,000	-	160,000
0172	Arcadia Roof Replacement	340,000	338,000	115,940	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	85,000	88,930	-
0155	Administrative Building Solar Canopy	4,000,000	-	-	4,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	-	1,000,000	13,940,020
0138	Covina Park & Ride and Transit Center	28,495,511	22,095,511	2,000,000	-
0136	Arcadia Forklift Replacement	30,000	-	30,000	-
0131	BSEP - West Covina Bus Shelters	260,000	251,500	200,000	-
0129	Pomona Transit Store Renovation	800,000	800,000	700,000	-
0116	Administration Building 2nd Floor Remodel	796,000	-	-	796,000
0115	Mt. SAC Transit Center	9,750,000	3,875,000	6,953,770	1,000,000
	Facilities Construction/Maintenance Total	\$ 72,865,511	\$ 35,370,011	\$ 17,598,985	\$ 22,817,095

Capital Budget CONTINUED

Project #	Project Name	L.O.P Budget	FY2020 Budget	FY2021 Budget	FY2022+
Information Technology:					
0226	IT COVID-19 Capital Investment (New)	\$ 250,000	\$ -	\$ 250,000	\$ -
0225	Access Point Replacement (New)	100,000	-	100,000	-
0224	Antivirus Replacement (New)	30,000	-	30,000	-
0223	Arcadia Yard Cabling Upgrade (New)	200,000	-	200,000	-
0222	Replacement Monitors (New)	75,000	-	75,000	-
0221	SIEM Replacement (New)	300,000	-	300,000	-
0220	Hastus NetPlan (New)	175,000	-	175,000	-
0209	Transit Corridor Improvements	500,000	500,000	300,000	200,000
0208	Transit Asset Management Implementation	350,000	250,000	250,000	100,000
0207	SD-Wide Area Network	350,000	150,000	50,000	150,000
0206	Transit Store Phone Replacement	50,000	50,000	25,000	18,000
0205	IT Capital Contingency FY2019-2020	250,000	250,000	125,000	-
0195	Business Intelligence Dashboard	200,000	100,000	120,000	-
0194	Pomona Yard Network Cabling Upgrade	75,000	75,000	75,000	-
0192	Cabling and Core Switch Replacement	275,000	200,000	200,000	75,000
0191	HD Upgrade Conference Rooms	100,000	75,000	75,000	-
0188	Data Center Update and Replacement	950,000	760,000	350,000	-
0186	HR/Payroll System	50,000	50,000	50,000	-
0185	Website Redesign	400,000	397,500	305,000	-
0147	TAP Student ID Cards	68,250	67,850	48,150	-
0144	Virtual Disaster Recovery	150,000	75,000	75,000	75,000
0143	VDI Graphics Acceleration	150,000	75,000	-	150,000
0142	Long Term Retention Software	200,000	100,000	100,000	-
0120	Arcadia and Pomona Phone Replacement	200,000	100,000	50,000	116,000
0097	CAD/AVL Replacement	20,300,000	5,000,000	5,400,000	5,400,000
0042	Bus Stop Customer Information	600,000	100,000	100,000	95,000
Information Technology Total		\$ 26,348,250	\$ 8,375,350	\$ 8,828,150	\$ 6,379,000
Total for all Capital Projects		\$ 255,246,673	\$ 63,833,361	\$ 89,422,135	\$ 70,116,095

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OPERATING BUDGET

Operating Budget and Department Summary

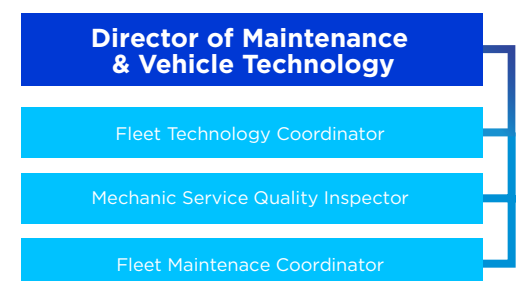
Foothill Transit's operating budget and departmental initiatives for FY2021 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY2019	FY2020	FY2020	FY2021
Operating Expenses	ACTUAL	BUDGET	ESTIMATE	BUDGET
Customer Service & Operations	\$ 84,940,023	\$ 87,880,200	\$ 87,532,029	\$ 91,645,340
Maintenance & Vehicle Technology	758,965	783,210	775,534	815,060
Marketing & Communications	1,726,907	2,238,710	1,897,670	2,238,710
Information Technology	1,739,124	2,362,140	2,088,521	2,211,630
Administration	2,391,956	3,271,980	2,629,575	2,171,050
Procurement	598,496	884,550	837,420	859,220
Government Relations	-	-	-	957,110
Finance	1,581,055	1,929,180	1,682,296	1,887,510
Planning	966,328	1,705,600	1,301,495	1,607,470
Facilities	1,224,008	2,013,460	2,360,062	2,532,320
Total Transit Operating Expense	\$ 95,926,862	\$ 103,069,030	\$ 101,104,602	\$ 106,925,420
Property Management	\$ 412,811	\$ 355,000	\$ 355,000	\$ 355,000
Special Services	891,974	600,000	600,000	100,000
Total Non-Transit Operating Expenses	\$ 1,304,785	\$ 955,000	\$ 955,000	\$ 455,000
Total Expenses	\$ 97,231,647	\$ 104,024,030	\$ 102,059,602	\$ 107,380,420

Customer Service & Operations



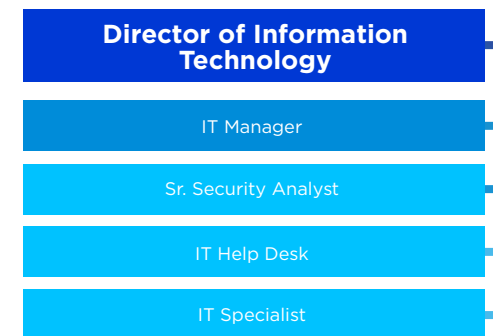
Maintenance & Vehicle Technology



Marketing & Communications



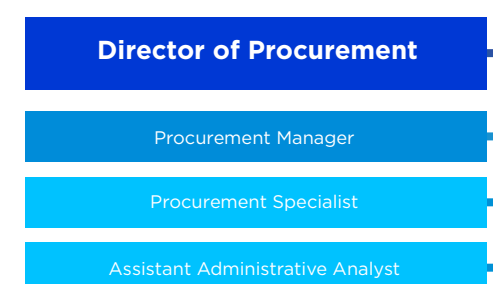
Information Technology



Administration



Procurement



Government Relations



Finance



Planning



Facilities



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

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5001	Purchased Transportation	\$ 74,828,377	\$ 77,794,640	\$ 80,872,000
5020	Fuel	6,873,660	6,092,890	6,881,960
5035	Electricity Fuel	227,147	441,750	587,150
5100	Salary, Wages & Benefits	946,577	1,112,490	1,109,660
5150	Contracted Services	1,685,840	1,884,600	1,761,360
5260	Professional/Technical	39,986	44,760	47,110
5411	Bus Rodeo	49,528	80,000	68,000
5430	Dues and Subscriptions	450	2,800	2,400
5550	Training and Conferences	18,244	19,750	24,000
5560	Uniform/Clothing Supplies	6,873	9,300	9,900
5720	Other Contracted Services	184,824	131,940	3,240
5721	Other Contracted Services - Transit Stores	-	60,000	60,000
5991	Safety & Security	78,517	205,280	218,560
	TOTAL	\$ 84,940,023	\$ 87,880,200	\$ 91,645,340

Budget Account Notes:

5411 Staff appreciation activities included in Marketing Department Budget

5720 G4S Contract was moved to the Facilities Department Budget

FY2020 Accomplishments

Daily monitoring of service during COVID-19 Service Adjustments

Provided regular updates of ridership counts by route using Automatic Passenger Counters

Updated agency Public Transportation Agency Safety Plan to include COVID-19 Response

Monitored contractor COVID-19 response supplies and personal protective equipment inventory

Conducted daily visual inspections for ridership/load counts at key transit centers

Remotely monitored all loads in real time to support service adjustments

Provided support for procurement of Arcadia/Irwindale Operations and Maintenance contract

Submitted Federal Transit Administration Public Transportation Agency Safety Plan

Implemented E-Alerts Customer Safety Issues Reporting Program

Incorporated American Bus Benchmarking Group Statistics into agency KPI Assessments

Collaborated with the Southern California Transit Mutual Assistance Compact (TransMAC)

Enhanced participation in APTA Safety & Security Programs and Initiatives

Provided support for testing for Computer Aided Dispatch/ Automatic Vehicle Locator System

Coordinated service for Hollywood Bowl, Rose Bowl and LA Marathon Special Events

Hosted Transit Safety Administration Exercises for Training at Operations & Maintenance Teams

Incorporated Duarte Transit Service into system performance metrics

Coordinated Foothill Transit's 24th Annual Bus Rodeo

Selected to present Foothill Transit Safety Data at Transit Research Board Annual Meeting

FY2021 Initiatives

Update Foothill Transit's Continued Operations Plans and other safety plans

Support Avail Customer Communication Tool Development

Continue monitoring and modifying procedures as needed to respond to FTA's Safety Management System requirements

Continue development and reporting of Foothill Transit KPI's utilizing American Bus Benchmarking Group data

Incorporate new CAD/AVL data into on-time performance improvement plans

Support Headsign Refurbishment activities

Develop Company Threat and Vulnerability Assessment (TVA)



Maintenance and Vehicle Technology

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

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5040	Gas and Lubricants	\$ 5,353	\$ 7,200	\$ 7,200
5100	Salaries, Wages and Benefits	574,708	589,300	550,410
5260	Professional/Technical	116,245	119,100	194,050
5430	Dues and Subscriptions	7,934	7,400	7,400
5550	Training and Conferences	20,295	38,000	16,000
5555	Business Travel and Meeting	-	-	14,000
5720	Other Contracted Services	8,940	10,010	11,000
5970	Repair and Maintenance - Non-Revenue Vehicles	25,490	12,200	15,000
	TOTAL	\$ 758,965	\$ 783,210	\$ 815,060

Budget Account Notes:

5260 Increased due to new Electric Bus monitoring

FY2020 Accomplishments

Procured and installed driver protective equipment for entire fleet during COVID-19 pandemic

Updated the Foothill Transit fleet replacement plan according to CNG tank expiration dates

Procured, inspected and accepted 11 new 42 ft. CNG buses

Procured twenty-four 60 ft. Articulated CNG buses, eighteen 42 ft. CNG buses, and two 35 ft. CNG buses

Procured one non-revenue replacement vehicle

Procured driver barriers to mitigate effects of COVID-19 pandemic

Implemented plans for 13 battery electric bus in-depot charging systems at the Arcadia Irwindale yard

Conducted bus route energy usage analysis

Participated and engaged in Autonomous Bus Consortium

Implemented bus heavy maintenance on series 2100 buses

Launched pilot program for 2 Alexander Dennis Double Deck buses on commuter and express routes

Completed Foothill Transit's comprehensive fleet electrification and in-depot charging infrastructure study

FY2021 Initiatives

Complete installation of driver barriers on all revenue vehicles

Inspect and accept two new 42 ft. Double Deck buses, two new 35 ft. CNG buses, eighteen 42 ft. CNG buses, and twenty-four 60 ft. Articulated buses

Transfer CAD/AVL equipment from retiring buses to replacement buses

Retire 1600 series buses (60 ft. Articulated buses)

Implement bus heavy maintenance on Series 2200 and 2300 buses

Develop and implement fuel cell bus program

Purchase two non-revenue plug-in hybrid electric vehicles

Develop and submit Foothill Transit's Zero Emissions plan as required by CARB's ICT Rule



Marketing and Communications

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

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ 768,446	\$ 758,710	\$ 817,630
5260	Professional/Technical	429,373	631,000	625,580
5300	Advertising and Promotion	347,644	582,000	547,000
5330	Community Sponsorship	93,239	100,000	100,000
5380	Special Events	8,489	37,000	27,000
5410	Team Member Appreciation	276	2,000	2,000
5430	Dues and Subscriptions	22,001	17,000	17,000
5550	Training and Conferences	29,808	20,000	10,000
5555	Business Travel and Meeting	-	-	10,000
6280	Printing	27,632	91,000	82,500
TOTAL		\$ 1,726,907	\$ 2,238,710	\$ 2,238,710

Budget Account Notes:

5300 Reduced as budget for Double Deck Release and Covina Transit Center are completed

FY2020 Accomplishments

Develop strategic response during the COVID-19 phased re-opening, including safety guidelines and re-opening strategies

Develop internal communications strategies related to COVID-19 phased re-opening of the workplace

Develop and launch new website with improvements to customer usability on mobile and desktop platforms, streamlining information to customers, and back-end improvements

Launch the Class Pass pilot program at Cal Poly Pomona

Participate in the annual ABBG Customer Satisfaction Survey

Promote the all-electric double deck bus launch

Launch mobile fares app

Promote Mt. SAC Transit Center construction and service



FY2021 Initiatives

Launched an integrated communications plan for Phase II of Fare Restructuring and Commuter Express service changes

Developed the launch campaign for the Covina Transit Center, which included a partnership with the City of Covina

Refreshed the Class Pass program for the fall semester, including a new pilot program at Azusa Pacific University

Began the development of re-designing the agency's website

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

Refreshed digital advertising campaigns using AdWords, Facebook, and Instagram platforms

Began development of new marketing campaigns based on recommendations from the RGAP study

Launched Foothill Transit Watch app

Developed crisis communications plans in response to the COVID-19 pandemic and protests

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

Participated as a charter agency in the Regional Transit Marketing Exchange

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

Information Technology

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

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ 540,749	\$ 769,890	\$ 706,350
5260	Professional/ Technical	-	-	125,000
5421	Copier	6,534	6,600	6,600
5430	Dues and Subscriptions	1,548	3,000	3,000
5550	Training and Conferences	26,623	40,000	45,000
5720	Other Contracted Services	510,890	822,900	605,930
5950	Repair & Maintenance Other Equipment	14,420	8,000	8,000
6130	Telephone/Data	638,361	711,750	711,750
TOTAL		\$ 1,739,124	\$ 2,362,140	\$ 2,211,630

Budget Account Notes:

- 5260** Adding professional services for Laserfiche and the Core Switch Replacement
- 5550** Slight increase for employee training for new FTE
- 5720** Decreased due to the replacement of the Bus and Dispatch Radio System

FY2020 Accomplishments

Continued the customization of the Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) and reached the last phase of the project

Replaced the aging computers for the administrative building and the yards

Upgraded all computers to Windows 10 and Office 2016

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

Completed the replacement of the Transit Stores’ video surveillance system

Completed the replacement of the outdated File Transfer (FTP) server



FY2021 Initiatives

Deploy Microsoft System Center

Configuration Manager to efficiently manage large groups of computers running Microsoft Windows

Replace the aging core switch for the administrative building

Replace the aging thin client computers at the Transit Stores

Continue upgrading the servers to Microsoft Server 2016

Replace aging wireless access points at both yards to provide better coverage for CAD/AVL and surveillance video downloads

Replace our aging security information and event management system to mitigate new cybersecurity threats



Administration

The Administration Department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Executive Board. This includes leadership of the organization's efforts in the areas of Disadvantaged Business Enterprise compliance, Safety Management Systems, and Transit Asset Management. Additionally, the Administration Department provides Board support and office support including the monitoring of office supplies, and coordination of the organization's central filing system.

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ 1,348,377	\$ 1,800,940	\$ 1,102,150
5250	Legal Fees	286,487	357,610	425,000
5260	Professional/ Technical	18,394	63,000	63,000
5265	Public Affairs	120,272	190,500	-
5412	Board Stipend	60,863	80,250	66,000
5430	Dues and Subscriptions	127,722	109,000	40,950
5441	Postage/Express Mail	11,840	15,500	12,000
5500	Mail Equipment Lease	2 ,129	4 ,200	-
5550	Training and Conferences	-	112,000	77,500
5555	Business Travel and Meeting	182,054	253,000	81,000
5600	Casualty & Liability Insurance	208,198	264,430	277,500
5720	Other Contracted Services	6 ,481	5 ,400	5,400
5850	Office/General Supplies	19,139	16,150	20,550
TOTAL		\$ 2,391,956	\$ 3,271,980	\$ 2,171,050

Budget Account Notes:

- 5265** Costs related to Government Relations moved to the Government Relations Budget
- 5545** Budget for Tuition Reimbursement moved to the Finance Department Budget
- 5550** Actuals for FY19 reflected in 5555
- 5555** Reduced to reflect limited travel as a result of the COVID-19 pandemic

FY2020 Accomplishments

Supported the Executive Board and Governing Board

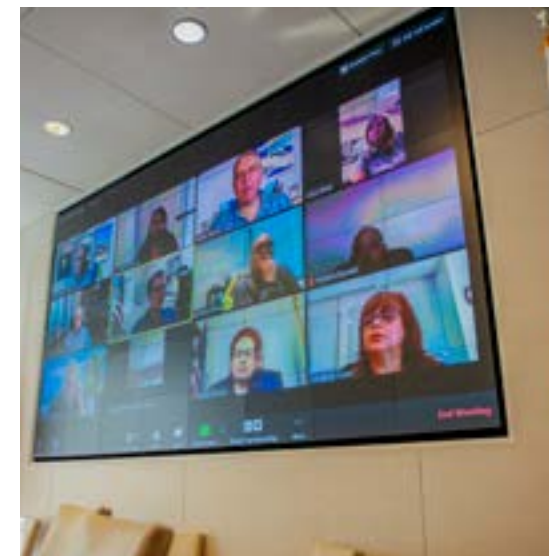
Ensured effective Executive Board and Governing Board communications

Advocated for federal funding for Foothill Transit capital projects

Managed the 4th year of the West Coast Multi-Agency Exchange (MAX) leadership development program

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

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



FY2021 Initiatives

Support the Executive Board and Governing Board

Ensure continued strong relationships with Foothill Transit's stakeholders and funding partners

Continue to advance the development of a Class Pass program and Transit Center on the Cal Poly campus

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

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



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 #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salary, Wages & Benefits	\$ 323,379	\$ 463,050	\$ 450,220
5250	Legal Fees	239,751	270,000	270,000
5260	Professional/Technical	20,183	102,000	70,000
5300	Advertising and Promotion	4,586	15,000	8,500
5430	Dues and Subscriptions	1,336	2,500	2,500
5550	Training and Conferences	9,261	32,000	26,000
5555	Business Travel and Meeting	-	-	2,000
5720	Other Contracted Services	-	-	30,000
TOTAL		\$ 598,496	\$ 884,550	\$ 859,220

Budget Account Notes:

- 5300** Increased use of E-Procurement and online advertising has decreased costs
- 5555** Recategorized line items to Business Travel and Meeting from Account 5550

FY2020 Accomplishments

Earned a third consecutive National Procurement Institute's Achievement of Excellence in Procurement award.

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

Procured emergency goods and services in response to the COVID-19 pandemic in addition to procuring standard services that support capital activities occurring at Foothill Transit administrative offices and the operations and maintenance facilities.

Managed and contracted procurements for transit operations at the Arcadia Irwindale Operations and Maintenance Facility, 60' articulated, 40' and 35' buses, administrative building compliance modernization and maintenance facility capital improvements

Leveraged outreach to and competition from local and national vendor community through effective utilization of electronic procurement platform, leading to significantly reduced costs of IT goods

FY2021 Initiatives

Successfully procured emergency goods and services in response to the COVID-19 pandemic in addition to procuring standard services that support capital activities occurring at Foothill Transit administrative, maintenance and operations facilities

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

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

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

Ensure Foothill Transit's Procurement Manual remains consistent with Federal and State procurement guidelines

Manage the procurement process for construction of the Mt. SAC Transit Center, capital improvements at agency facilities and other services and goods that are core to the agency's mission



Government Relations

The Government Relations Department is responsible for overseeing federal, state and local legislative and regulatory activities including establishing and maintaining legislative contacts, tracking transit-related legislation and regulations, obtaining the maximum amount of federal, state and local funding and informing stakeholders of pending government developments. Government Relations also supports legislative activities in the development of policies and regulations for the agency's zero emission bus program and public affairs outreach efforts.

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ -	\$ -	\$ 535,360
5265	Public Affairs	-	-	161,500
5430	Dues and Subscriptions	-	-	84,250
5550	Training and Conferences	-	-	118,500
5555	Business Travel and Meeting	-	-	57,500
TOTAL		\$ -	\$ -	\$ 957,110

Budget Account Notes:

- The Government Relations Department was previously included in the Administration Department

FY2020 Accomplishments

Educated key constituencies to assist in the defeat of a referendum to overturn SB 1, thus providing Foothill Transit with significant operating funds

Communicated agency positions on legislative and regulatory proposals to key local, state and federal governing bodies

Advocated for federal and state funding for Foothill Transit capital projects

Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association and California Transit Association

Strengthened industry involvement in California Air Resources Board, CALSTART, Center for Transportation and the Environment, and California Energy Commission

Partnered with Southern California Edison to analyze electricity usage from electric bus program to determine continued public policy considerations

Continued analysis of zero-emission technologies that aid in Foothill Transit's effort to reduce carbon emissions

FY2021 Initiatives

Develop and maintain productive relations with elected officials

Develop and Maintain relationships with the Federal Transit Administration, the California Transportation Commission, the California Department of Transportation, and other governing bodies

Develop and implement Federal, State, & Local Legislative Programs

Communicate with local, state, and federal government legislative bodies on proposed policy changes and regulations that would impact Foothill Transit

Develop and maintain regional and local participation to ensure effective partnerships, visibility, and influence with relevant transportation policies and projects

Advocate for increased federal and state funding sources for transportation agencies, with an emphasis on capital investments for zero-emission technologies

Maintain Foothill Transit's visibility and influence with the American Public Transportation Association and California Transit Association

Strengthen and maintain visibility and involvement in California Air Resources Board, CALSTART, the Center for Transportation and the Environment, and California Energy Commission

Strengthen partnership with Southern California Edison and continue analyzing electricity usage from electric bus program to continue refining public policy considerations

Continue analyzing alternative zero-emission bus technologies to ensure Foothill Transit's best route to transition to zero-emission bus fleet

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 retirement program, and monitors cash flow. The department also manages fare revenue collection and maintenance of related equipment, and manages human resources and benefits administration.

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ 1,331,482	\$ 1,414,840	\$ 1,452,410
5210	Audit Fees	47,050	52,000	52,000
5260	Professional/ Technical	416	24,000	24,000
5430	Dues and Subscriptions	5,068	6,640	10,050
5545	Tuition Reimbursement	91,127	160,000	110,000
5550	Training and Conferences	38,697	71,000	44,800
5555	Business Travel and Meeting	-	-	3,000
5720	Other Contracted Services	43,124	132,500	117,500
5741	Fare Collection Equipment Maintenance	1,235	14,200	16,000
6210	Pass Sales Commission	17,013	30,000	18,750
6260	Fare Media	5,843	24,000	24,000
6261	Class Pass Media	-	-	15,000
TOTAL		\$ 1,581,055	\$ 1,929,180	\$ 1,887,510

Budget Account Notes:

5545 Tuition Reimbursement moved from Administration Budget

FY2020 Accomplishments

Updated the ten-year financial forecast and monitored budget progress

Created a Descriptive Chart of Accounts for Expenses/Expenditures

Completed numerous financial audits resulting in no material findings

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

Developed life of project budgets for fleet purchases and supporting infrastructure to align with the fleet replacement plan

Completed the replacement of all Foothill Transit fareboxes

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

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

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

FY2021 Initiatives

Implement the mobile ticketing program

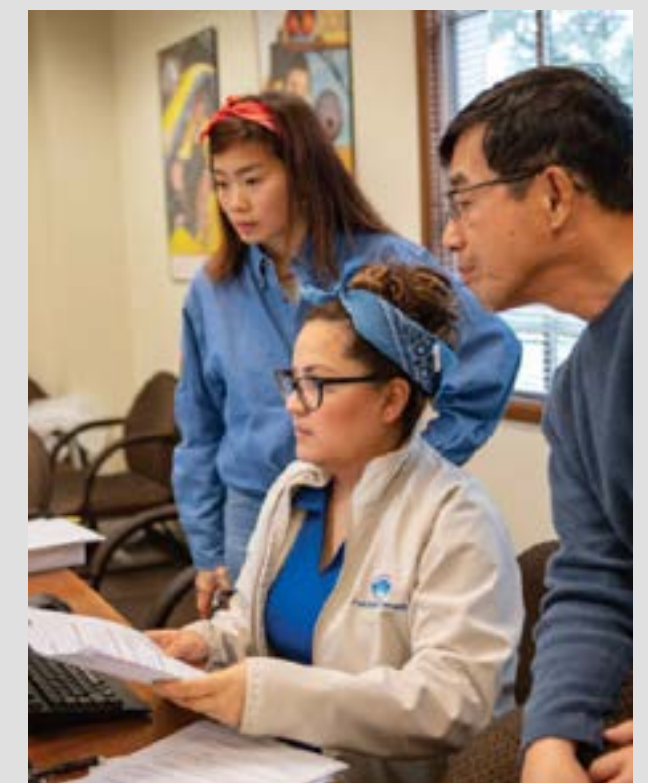
Update the ten-year financial forecast and monitor budget process; prepare scenarios for revenue losses resulting from COVID19

Secure funding for the transition of Foothill Transit's fleet to Zero-Emission Vehicles

Develop on-boarding process for new employees to include telecommuting changes

Implement the ACH payment system for 80% of total expenses

Conduct Sexual Harassment Training for all employees



Planning

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

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salaries, Wages and Benefits	\$ 567,076	\$ 608,350	\$ 618,670
5260	Professional/Technical	7,506	450,000	350,000
5430	Dues and Subscriptions	4,019	5,250	3,800
5550	Training and Conferences	12,862	20,000	19,000
5710	Facilities Leases	-	12,000	12,000
5720	Other Contracted Services	328,146	430,000	454,000
6200	Bus Book Printing	46,718	180,000	150,000
TOTAL		\$ 966,328	\$ 1,705,600	\$ 1,607,470

Budget Account Notes:

- 5260** No budget for Autonomous Bus Study and includes funding for a COA
- 5720** Added Avail MyStop Real Time Hosting

FY2020 Accomplishments

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

Reorganized the Express service into Downtown Los Angeles to improve its efficiency and effectiveness

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

Upgraded traffic signal priority data communication along Colorado Boulevard

Integrated the new Downtown Los Angeles layover with Foothill Transit service

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

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

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

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

FY2021 Initiatives

Conduct a comprehensive operational analysis to meet customers' unmet needs and improve overall efficiencies in the transit system

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

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

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

Integrate the Foothill Transit all-electric double deck bus into revenue service



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 operations through the installation and upkeep of Foothill Transit’s bus stop signage program.

Account #	ACCOUNT NAME	FY2019	FY2020	FY2021
		ACTUAL	BUDGET	BUDGET
5100	Salary, Wages & Benefits	\$ 497,668	\$ 554,530	\$ 573,190
5151	Contracted Services-Facility	465,624	514,400	463,800
5260	Professional/Technical	102	2,000	2,000
5420	Contract Maintenance	73,549	85,990	168,940
5430	Dues & Subscriptions	8,410	15,700	16,250
5471	Janitorial	39,422	47,880	98,000
5550	Training and Conferences	12,875	16,000	17,000
5710	Facilities Lease	113,219	104,400	465,600
5720	Other Contracted Services	85,542	592,400	72,800
5910	Tools and Materials	21,310	30,550	33,300
5950	Repair & Maintenance Other Equipment	64,188	64,200	65,000
5991	Safety & Security	20,783	26,010	230,280
6100	Utilities	234,127	314,400	326,160
TOTALS		\$ 1,636,819	\$ 2,368,460	\$ 2,532,320

Budget Account Notes:

- 5420** New expenses related to the operation of the DTLA Layover and New services for the Covina Transit Center
- 5471** New contract for Janitorial Services went into effect March 1, 2020. New contract for Covina Transit Center, and increased Janitorial Services at the Administration Facility due to the COVID-19 Pandemic to ensure employee and customer safety
- 5720** Decreased as Transit Store Leases are moved to Account 5710 and Trailer Rental for DTLA Layover Removed
- 5991** Security maintenance services moved from the Customer Service and Operations Budget
- 6100** New expenses for Covina Transit Center

FY2020 Accomplishments

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

Completed construction of the underground infrastructure and overhead canopy of 13 electric bus chargers at the Arcadia Irwindale Operations & Maintenance Facility

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

Completed detailed design and submitted plans for permitting for the Mt. SAC Transit Center.

Received Conditional Use Permit (CUP) from the City of Walnut

Completed utility roof replacement at the Arcadia Irwindale Operations & Maintenance Facility

Completed the removal of in-ground lifts at the Pomona and Arcadia Irwindale Maintenance Facilities and installed new protective floor coating



FY2021 Initiatives

Complete construction of the Restroom Compliance Modernization at the Administrative Building

Complete renovation of three offices in the Administrative Office Building

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

Assist the City of West Covina through the construction process

Begin concept and detail design for remodel of the Pomona Transit Store

Update the Facilities Transit Asset Management Plan for the Arcadia Irwindale and Pomona Operations & Maintenance Facilities

Begin environmental studies and preliminary engineering of Site 2 of the Downtown Los Angeles Layover Site

Submit approved DSA plans to the City of Walnut for street improvement work and sewer connection for the Mt. SAC Transit Center

Begin Phase One of construction of the Mt. SAC Transit Center





July 24, 2020

To: Executive Board

Subject: **Cost Comparison and Fuel Technology Direction - Battery Electric Bus vs. Fuel Cell Bus**

Recommendation

Provide direction regarding the fuel technology to be used in Foothill Transit's next order of 20 buses.

Analysis

As a result of operating BEBs for the last ten years we've learned that BEBs present several challenges including, range limitations, long charging times, high electricity rates, complicated utility rate structures, and higher capital costs. To minimize or alleviate these challenges, FCEBs appear to be an alternative zero-emissions technology solution. FCEBs, however, have some challenges as well, with higher bus price and fuel cost.

As the market for zero-emissions buses matures, some of the challenges faced today can be minimized or mitigated with economies of scale and technological improvements.

Foothill Transit has an existing Transit and Intercity Rail Capital Program (TIRCP) grant to deploy 20 zero-emissions buses on Foothill Transit's Line 486, a 42-mile roundtrip route from the Pomona Transit Center to El Monte Station.

To understand the cost difference of operating a BEB versus a FCEB on Line 486, specifically, we need to consider the following elements:

- Block miles - The miles driven by a particular bus on a specific line
- Bus quantity - The required number of buses to operate on a line
- Fueling infrastructure cost
- Cost of fuel
- Scheduled maintenance cost
- Mid-life replacement cost

These cost elements are further described below.

Based on our experience of operating a 440 kWh BEB, we can confidently attain at most 150 miles of range on a single charge. So, under BEB on the chart below, any block beyond 134.88 miles will require two buses to complete that block. On the other hand, FCEB have a range of 320 miles, similar to CNG buses, and can complete any block on Line 486. As you can



see in the chart below the operation of Line 486 will require 34 BEBs versus 23 FCEBs or a 1.5 to 1 ratio of buses between the two technologies.

Line 486	El Monte Station to Pomona Transit Center				Bus Quantity	
	Block	Start	End	Distance (Miles)	Duration	BEB
23	16:26	20:10	47.89	3h44	1	1
15	6:26	9:58	47.89	3h32	1	1
7	5:00	10:44	88.02	5h44	1	1
11	5:50	11:42	88.86	5h52	1	1
6	4:50	11:44	91.39	6h54	1	1
21	13:33	23:29	131.71	9h56	1	1
19	12:33	22:30	131.71	9h57	1	1
22	13:50	23:27	132.35	9h37	1	1
20	13:02	23:59	134.88	10h57	1	1
18	8:02	19:04	134.88	11h02	1	1
17	7:26	18:13	134.88	10h47	1	1
14	6:14	17:12	134.88	10h58	1	1
16	6:27	19:57	175.20	13h30	2	1
9	5:20	18:11	175.84	12h51	2	1
10	5:35	18:59	175.84	13h24	2	1
8	5:05	19:30	178.37	14h25	2	1
1	4:15	19:38	216.17	15h23	2	1
3	4:30	20:07	216.17	15h37	2	1
5	4:45	21:32	218.70	16h47	2	1
12	5:51	23:00	218.70	17h09	2	1
13	6:02	22:59	219.34	16h57	2	1
2	4:20	20:36	219.34	16h16	2	1
4	4:35	23:54	262.63	19h19	2	1
Fleet Requirement					34	23
Ratio					1.5	1

The number of buses needed for operations using BEB versus FCEB determines the capital cost for bus purchases under each approach. As shown below, a fleet of BEBs will cost \$30.2 million while FCEBS will cost \$25.3 million - a difference of \$4.9 million.



Line 486 El Monte Station to Pomona Transit Center				
	Fleet Requirement		Bus Cost	
			\$890,000	\$1,100,000
Block	BEB	Fuel Cell	BEB	Fuel Cell
23	1	1	\$890,000	\$1,100,000
15	1	1	\$890,000	\$1,100,000
7	1	1	\$890,000	\$1,100,000
11	1	1	\$890,000	\$1,100,000
6	1	1	\$890,000	\$1,100,000
21	1	1	\$890,000	\$1,100,000
19	1	1	\$890,000	\$1,100,000
22	1	1	\$890,000	\$1,100,000
20	1	1	\$890,000	\$1,100,000
18	1	1	\$890,000	\$1,100,000
17	1	1	\$890,000	\$1,100,000
14	1	1	\$890,000	\$1,100,000
16	2	1	\$1,780,000	\$1,100,000
9	2	1	\$1,780,000	\$1,100,000
10	2	1	\$1,780,000	\$1,100,000
8	2	1	\$1,780,000	\$1,100,000
1	2	1	\$1,780,000	\$1,100,000
3	2	1	\$1,780,000	\$1,100,000
5	2	1	\$1,780,000	\$1,100,000
12	2	1	\$1,780,000	\$1,100,000
13	2	1	\$1,780,000	\$1,100,000
2	2	1	\$1,780,000	\$1,100,000
4	2	1	\$1,780,000	\$1,100,000
	34	23	\$30,260,000	\$25,300,000
Bus Ratio	1.5		Cost Variance	\$4,960,000

Fueling or charging infrastructure is needed to power the buses. It will cost approximately \$4 million to construct a hydrogen fueling station for delivered hydrogen. While only 20 FCEBs are needed for the project under consideration, the hydrogen fueling infrastructure will accommodate up to 30 buses. For BEBs, it will require \$10.95 million for infrastructure and charger systems based on the Burns and McDonnell report.



Fueling Infrastructure		Cost/bus
Fuel Cell - Up to 30 buses	\$4,000,000	\$133,333
BEB - Chargers for 34 buses	\$10,948,000	\$322,000

FCEB fuel cost is approximately \$7 per kilogram of hydrogen per recent quotes from a hydrogen supplier. Since 1 kilogram of hydrogen provides seven miles of range, the cost of fuel is \$1 per mile. The BEB cost per mile is based on Southern California Edison bills for the in-route charging station at Pomona Transit Center. The average cost is \$0.35 per kW and the bus efficiency is 2.16 kW per mile or \$0.76 per mile. A total of 3,576 daily miles are driven on Line 486, or 1,305,112 miles annually.

Fuel Cost/Mile/Bus		Annual
Fuel Cell	\$1.00	\$1,305,111.63
BEB/kW	\$0.76	\$986,664.39

Cost for preventive maintenance or scheduled maintenance for FCEBs has declined over the last few years. Orange County Transit Authority (OCTA) in Southern California is currently demonstrating 10 fuel cell buses. According to Leslie Eudy of the National Renewable Energy Laboratory (NREL), OCTA's maintenance cost per mile at \$0.12 is slightly inflated because the agency is spending extra time on maintenance as part of their FCEB demonstration project. Decline in maintenance cost of FCEBs is foreseeable in the near future.

Scheduled Maintenance per Mile		Annual Cost
Fuel Cell	\$0.12	\$156,613.40
BEB	\$0.04	\$52,204.47

Another consideration for this cost comparison is the cost for mid-life replacement. Mid-life replacement involves replacing major components that have worn out, or are no longer operable after mid-life defined as 300,000 miles of operation or six years of use. On internal combustion engine powered buses, this involves replacing the engine and rebuilding the transmission. For BEBs, the battery packs are replaced while on FCEBs the fuel cell stacks are replaced.

Mid-life Replacement Cost/Bus	
Fuel Cell	\$30,000
BEB	\$200,000



The chart below shows the comparative costs between BEBs and FCEBs over 12 years of life.

The chart demonstrates that the cost of operating BEBs on Line 486 is higher than FCEBs over a 12-year period by \$12.9 million. The cost differential stems from the higher capital cost of BEB buses due to having to operate more buses to accommodate its limited range capacity. The costs of fueling infrastructure for FCEBs and mid-life maintenance are also lower compared to BEBs.

12-Year Lifecycle Cost Comparison		
	34 BEBs	20 FCEBs
Capital Cost - Buses	\$30,260,000	\$25,300,000
Capital Cost - Fueling Infrastructure	\$10,948,000	\$4,000,000
12 Year Fuel Cost	\$11,839,973	\$15,661,340
12 Year PMI Cost	\$626,453.58	\$1,879,361
Mid-life Maintenance Cost	\$6,800,000	\$690,000
	\$60,474,426	\$47,530,700
Cost Savings with FCEB	\$12,943,726	

Line 486 is operated by Keolis from Foothill Transit's Pomona Operations and Maintenance facility, and they operate 16 of Foothill Transit's fleet of Proterra battery electric buses. Keolis has experience operating fuel cell buses in France and The Netherlands for the last two years. On December 17, 2019, Keolis began operating eight 60-foot articulated fuel cell buses on a Bus Rapid Transit (BRT) platform in the city of Pau, located in southwestern France. This international fuel-cell experience by our contractor will be extremely valuable should the decision be made by the Board to pursue a hydrogen fuel-cell program at Foothill Transit.

Please note that the costs identified above are our best estimates based on information that is currently available. We fully expect that our actual results will vary as we gain more experience with either of these technologies. As has always been the case with our entire zero emission bus program, we will be at the forefront of advancing this technology.

There are still many decisions that will be needed to deploy an additional 20 zero emission buses, including award of contracts for procurement of transit coaches and fueling infrastructure. Each of these items will be brought to the Executive Board for action. It will be valuable to have the Executive Board's general direction regarding fuel technology for this next group of buses. The options available to you include:



- Implementing a 20-bus fuel cell powered fleet
- Implementing a 20-bus grid powered electric bus fleet
- Returning the grant funding and delaying the deployment of any additional zero emission buses at this time.

We look forward to receiving your direction on how to proceed.

Sincerely,

Roland M. Cordero
Director of Maintenance
and Vehicle Technology

Doran J. Barnes
Executive Director



July 24, 2020

To: Executive Board

Subject: **Request to Issue Invitation for Bids - Replacement of the Backup Radio Communications System**

Recommendation

Authorize the Executive Director to issue an invitation for bids (IFB No. 21-003) for the purchase and installation of a replacement backup radio communications system for the Foothill Transit revenue and support fleet.

Analysis

Every bus in the Foothill Transit fleet is equipped with a voice communication system that allows regular communication with the buses by supervisory and dispatch personnel. The system operates by way of Voice over Internet Protocol (VoIP) and is integrated into the Avail Technologies Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) system through Verizon's cellular network. Each bus is also equipped with a backup radio system supplied by RayCom. RayCom has been Foothill Transit's radio service provider for 20 years and the RayCom system was the primary means of communication with the buses until the recent deployment of the Avail CAD/AVL system. Since then, it has been maintained as a backup to the VoIP system in the event of a loss of cellular coverage.

A negative aspect of our current backup radio system is that it experiences very spotty coverage in downtown Los Angeles and at select other locations within our service area. One of the primary drivers of the transition to a VoIP system as our primary means of communication with the buses is the improved coverage throughout our service area that is available through a cellular network. The VoIP system, implemented on Verizon's cellular network, has been much more reliable and has provided significantly improved coverage than the RayCom radio system.

In the event of a major disaster, such as an earthquake, cellular service can be disrupted, and maintaining a reasonably robust backup communications system enhances the resiliency of our bus service during such an event.

The current RayCom backup radio communications technology is aging and the system's coverage was diminished in 2017 by a fire at one of the three



tower locations leased under our contract for service. That diminished coverage still persists today. Foothill Transit staff has reached out to multiple vendors for demonstrations of the latest solutions. There are several radio backup solutions that provide robust coverage at a cost that is substantially lower than our current backup solution.

Budget Impact

The current cost for digital radio service through RayCom is \$21,126.16 per month (\$253,513.92 annually). The estimated cost of a new backup digital radio service is \$3,000 per month (\$36,000 annually) for the full fleet of 376 buses and road supervisor vehicles. This represents an approximately 86 percent operating cost savings. For the potential replacement backup solutions, the 376 existing radios would need to be replaced with new radios at an estimated cost of \$1,100 each for a total of \$413,600. Funding for this project is included in the FY2021 budget under Project No. 0097.

Sincerely,

Donald Luey
Director of Information Technology

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement



July 24, 2020

To: Executive Board

Subject: **Cybersecurity Controls - Protecting Remote Users**

Recommendation

Receive and file an update on Foothill Transit's Cybersecurity Controls.

Analysis

The Foothill Transit Information Technology team has deployed various cybersecurity protocols to better protect Foothill Transit's infrastructure and data during the Safer-at-Home health order which was issued in March of this year. These security measures follow best practices that include the use of a firewall to protect from outside threats, strict permission control to mitigate risks associated with users within the network, and the use of antivirus software on endpoint devices such as computers and tablets.

Antivirus was installed on every laptop that was provided to members of the administrative team for remote work during the pandemic. This software helps detect and block any malicious files or programs that make their way to the remote user's laptop. A virtual private network (VPN) client was also set up on each of these laptops which allows users to make a direct connection to Foothill Transit's network over a secured encrypted tunnel. This means that all data that travels between our network and the remote user will be encoded and protected as it travels across the public Internet.

While connected to VPN, all Internet traffic from remote users will go through Foothill Transit's firewall. This device constantly monitors and filters all network traffic in order to block any threats. As a result of the VPN connection, remote users will be working fully inside the Foothill Transit network and be protected by the firewall as if they were physically working at the office. In addition to this, the firewall utilizes an extensive database that allows it to block malicious websites designed to deliver malware or steal credentials. Remote users on VPN will have access to this web blocking feature which will help protect them whenever they are taken to these types of websites. Another security control put in place is the principle of least privilege. All remote users are given enough permissions on their laptops to perform their job duties and nothing more. In the case that these users accidentally try to install malware onto their laptops, their lack of permissions will prevent them from doing so successfully.



These are some of the main security controls that serve to provide a secure working environment for all of Foothill Transit's remote users. As the way we work changes, our methodology of addressing associated security risks must change as well.

Sincerely,

Donald Luey
IT Director

Doran J. Barnes
Executive Director



July 24, 2020

To: Executive Board

Subject: **Class Pass Program Update**

Recommendation

Receive and file update on the Class Pass program.

Analysis

Foothill Transit's Class Pass program is a student ridership initiative that has helped our organization grow our ridership and also provide important mobility options to colleges in the communities that we serve. The program was launched in FY2014 at Mount San Antonio College (Mt. SAC) and University of La Verne. The program has since grown and Foothill Transit currently has programs at Mt. SAC, University of La Verne, Citrus College, and The Claremont Colleges. There are also plans in place to advance the program at Azusa Pacific University and launch a pilot program at Cal Poly Pomona.

Mt. SAC is served by Lines 190, 194, 281, 289, 480, and 486. University of La Verne is served by Lines 281 and 492. Citrus College is served by Lines 187, 281, 284, and 488. The Claremont Colleges are served by Lines 188, 197, 292, 480, and 492. Azusa Pacific University is served by Lines 188, 281, 284, and 488. Cal Poly Pomona is served by Lines 190, 194, 195, 289, 480, 482, and 486.

The COVID-19 pandemic has impacted educational institutions across the nation, including Mt. SAC, University of La Verne, Citrus College, The Claremont Colleges, Azusa Pacific University, and Cal Poly Pomona. The universities have temporarily closed their respective campuses since the Safer at Home order was issued, and each university has different plans for the fall semester. We continue to engage leadership at the colleges so that we are able to provide safe and efficient services to the universities.

Because of uncertainty in the fall term due to the impacts from the COVID-19 pandemic, we have paused the launch of the programs at Azusa Pacific University and Cal Poly Pomona. This decision was made in collaboration with leadership from the universities. Positive dialogue is still ongoing with these two universities as we gear up for the future of the program on their respective campuses.



Class Pass program ridership in the 2019-2020 academic school year was lower than in the previous year due to the closure of campuses and stay at home orders issued in March. Ridership associated with the program from the beginning of the school year through mid-March totaled 517,941 or 6.13 percent of our total ridership. A breakdown of the figures can be found in the table below. For reference, Class Pass accounted for 787,151 or 6.5 percent of overall ridership in the previous school year.

Class Pass Ridership		
Academic Year 2019-2020*		
School Name	Class Pass Ridership	% of total Ridership
Mt Sac	373,307	4.42%
Citrus College	117,548	1.39%
La Verne	8,516	.10%
Claremont College	13,581	.16%
APU (Pilot)	4,989	.06%
TOTAL	517,941	6.13%

* Fare collection suspended in mid-March due to COVID-19 pandemic.

We expect Class Pass program ridership in the upcoming school year to decline due to impacts from the COVID-19 pandemic. We continue to manage relationships with our college partners to gather the latest updates at each college, collaborate with the university on any potential changes to the program that may be necessary, and provide service updates. We are also sharing content with the universities that are focused on the safety measures that we have implemented.



Budget Impact

The reduced ridership anticipated in FY2021 due to the Covid-19 pandemic has been included in the proposed FY2021 budget and business plan.

Sincerely,

Hendy Satya
Marketing and Communications Manager

Doran J. Barnes
Executive Director



July 24, 2020

To: Executive Board

Subject: **Replacement of Foothill Transit Coach 2004**

Recommendation

Provide direction regarding the replacement of Foothill Transit Coach 2004.

Analysis

On January 9, 2020, Foothill Transit Coach 2004 was irreparably damaged in a thermal event which appears to have started on the lower curbside of the defroster/heat assembly. Proterra investigators are still analyzing the bus and a final determination of the source of the thermal event has not yet been identified.

Coach 2004 is a 35-foot Proterra fast-charge, grid-powered battery-electric bus (BEB) that was placed into service on February 13, 2014 and had accumulated 159,097 miles at the time of the thermal incident. The bus was one of 12 buses acquired with funding obtained through the federal Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) grant program.

Coach 2004 was 35 days short of the date marking the end of the first half of its planned 12-year life. Per the terms of our Agreement No. 17-001 with Keolis, they are responsible for the replacement cost of the bus, including on-board equipment. Foothill Transit's Agreement No. 17-001 with Keolis Transit stipulates that:

"In the event any Revenue Vehicle or Non-Revenue Vehicle is rejected permanently by Foothill Transit as a result of Vehicle condition, the Contractor shall be responsible (A) during the first half of such Vehicle's useful life, for the replacement cost of such Vehicle (including on-board Equipment); and (B) thereafter, for the straight line depreciated value of such Vehicle or the amount of any insurance proceeds received, whichever is greater."

Rather than replace Coach 2004 with another Proterra 35-foot fast-charge battery electric bus, some options for the Board to consider would be to replace that coach with either a CNG coach or a hydrogen fuel-cell coach.



Not including Coach 2004, the Foothill Transit electric bus sub-fleet at our Pomona Operations and Maintenance Facility is comprised of 13 35-foot fast-charge BEBs and two 40-foot fast-charge BEBs. Based on our experience to date with this sub-fleet and the service deployment limitations of the fast-charge electric buses, it would be more advantageous to replace the bus that was destroyed with a 40-foot CNG bus that would provide more flexibility in deploying the bus into revenue service on any Foothill Transit line. If this is the desired course of action, Foothill Transit has 18 40-foot CNG coaches currently in production at the Eldorado bus manufacturing plant in Riverside and there are contract options available and slots available on the production line to add this coach to our current bus order. Should the Board give direction to exercise a one-bus contract option in the amount of \$694,398.21 with Creative Bus Sales for purchase of a 40-foot CNG coach, this procurement method would ensure that this replacement for Coach 2004 is available to be placed into revenue service no later than February 2021.

A second option for replacement of Coach 2004 could be considered. Should the Board provide direction to move forward with a hydrogen fuel cell program, the proceeds of the replacement cost of Coach 2004 could be applied toward the purchase of one of the 20 hydrogen fuel-cell buses needed to implement that project.

Attachment A is a letter from Keolis outlining a number of options that they request Foothill Transit consider regarding the replacement of Coach 2004.

Budget Impact

Keolis is responsible for the replacement cost of Coach 2004 per the terms of our Transit Services Agreement No. 17-001. The replacement cost of a new Proterra bus outfitted similarly to Coach 2004 is \$866,900. Any bus replacement costs beyond that amount are Foothill Transit's responsibility. Funds for bus procurements are programmed into the Proposed Fiscal Year 2021 Business Plan and Budget.

Sincerely,

Roland Cordero
Director of Maintenance and
Vehicle Technology

Doran J. Barnes
Executive Director

Michelle Lopes Caldwell
Director of Finance and Treasurer

Christopher Pieper
Director of Procurement

Attachment



July 16, 2020

Doran Barnes, Executive Director
Foothill Transit
100 S. Vincent Ave., Suite 200
West Covina, CA 91790

Mr. Barnes,

As we are all aware of the unfortunate event that took place early morning on January 9, 2020, where Foothill Bus #2004, a 35' 2014 Proterra EV, succumbed to a thermal event, Keolis has taken their role in the investigation and resolution of this event seriously. We are continuing to investigate the thermal incident that caused permanent damage to the bus and appreciate the cooperation you and your team have provided thus far. On May 8, 2020, Foothill sent a letter to Keolis stating their expectation Keolis would pay for the replacement of a new bus. On June 5, 2020, Keolis and Foothill Transit Leadership met to discuss the status of the claim, Keolis' Policy Coverage, and next steps.

Specifically, we discussed our obligation and options to compensate Foothill Transit to replace the damaged bus. We have reviewed our obligations within Operations and Maintenance Agreement No. 17-001, specifically Section 11(h)(3). Through our policy limitations and contractual requirements, Foothill Transit may elect to receive the actual cash value of the burned bus or the replacement value of the bus provided the proceeds are expended within **2 years** of the date of loss. Replacement value is defined as "[t]he amount it would cost to repair, rebuild or replace lost or damaged insured property, at the time and place of loss, with new property of like size, kind and quality." Under this provision, Keolis' insurance policy would provide payment to purchase a new bus of similar size, kind, and quality for Foothill Transit.

Based on the information above, there are four options for Foothill Transit's consideration.

- 1) Receive Actual cash value (ACV) of the bus involved in the thermal event.
- 2) Receive Replacement Value of the bus involved in the thermal event.
- 3) Elect to replace with like-type vehicle. Request production of 2020 vehicle with like equipment.
- 4) Elect to replace with 40-foot CNG coach. Request production of 2020 vehicle with like equipment.

We believe the options presented above present fair and reasonable interpretations of the Agreement and would enable a joint resolution to this issue.

Thank you for your consideration.

Sincerely,

Brian Otchis

Brian Otchis
General Manager – Pomona

Erika Mazza
VP of Operations, West

