

**Foothill Transit**

# ANNUAL GOVERNING BOARD MEETING

West Covina, CA  
Friday, June 25, 2021



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

# Governing Board Meeting AGENDA

## ANNUAL GOVERNING BOARD MEETING - TELECONFERENCE

7:45 AM, JUNE 25, 2021

Foothill Transit Administrative Office

2<sup>nd</sup> 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 GOVERNING 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/86553874648>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 865-5387-4648.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
5. REMARKS BY LOS ANGELES COUNTY SUPERVISOR HILDA SOLIS
6. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF MAY 28, 2021
7. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS

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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) 967-3147 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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8. GENERAL 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. Presentations shall not exceed two minutes in length. The Board will take public comment under this agenda item for a maximum of 30 minutes. Public Comment will resume later in the meeting if there are members of the public who did not get an opportunity to speak because of the 30-minute limit.

Action may be taken on any item identified on the agenda.

**IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO [BOARD.SECRETARY@FOOTHILLTRANSIT.ORG](mailto:BOARD.SECRETARY@FOOTHILLTRANSIT.ORG) BY CLOSE OF BUSINESS ON JUNE 24, 2021.**

8.1. Chief Executive Officer Response to Public Comment

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

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

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

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

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

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

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

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

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

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

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

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



7:45 AM, June 25, 2021

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9. ANNOUNCEMENT OF CLUSTER 1 AND 4 ELECTION RESULTS

10. PROPOSED FISCAL YEAR 2022 BUSINESS PLAN AND BUDGET

*Recommended Action: In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2022.*

11. FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW RESULTS FOR FEDERAL FISCAL YEARS 2018 - 2020

*Recommended Action: Receive and file the results of the Federal Transit Administration's (FTA) Triennial Review of Foothill Transit.*

12. CONTINUED PUBLIC COMMENT

*This time is reserved for those members of the public who were unable to speak earlier in the agenda because of the 30-minute time restriction.*

13. CHIEF EXECUTIVE OFFICER COMMENT

14. GOVERNING BOARD MEMBER COMMENT

15. ADJOURNMENT

**The next meeting of the Governing Board  
is scheduled for  
Friday, August 27, 2021 at 7:45 a.m.**



**Foothill Transit**

**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT GOVERNING BOARD  
TELECONFERENCE VIA ZOOM**

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

**Friday, May 28, 2021  
7:45 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 7:51 a.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Governing Board Member Delgado.

**3. ROLL CALL**

Chair Sternquist welcomed newly appointed Governing Board Member for the City of Covina, Councilmember John King.

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Victor Preciado, Member Emmett Badar, Member Linda Freedman, Member Edward Alvarez, Member Daniel Damian, Member John King, Member Gary Boyer, Member Albert Ambriz, Member Dario Castellanos, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Felicia Williams, Member Steve Tye, Member Jessica Ancona, Member Cory Moss, Member Valerie Munoz, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Roger Chandler, Member Fernando Vizcarra

**4. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

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



**5. REMARKS BY LOS ANGELES COUNTY SUPERVISOR KATHRYN BARGER**

Chair Sternquist introduced Kathryn Barger, L.A. County Supervisor, Fifth District. Supervisor Barger thanked the Governing Board, Chair Sternquist, and Chief Executive Officer Doran Barnes for their leadership. She also reported on Metro's fareless initiative, ridership, and she highlighted San Gabriel Valley initiatives.

**6. REVIEW & APPROVAL OF THE MINUTES**

Approval of the minutes for the Governing Board Meeting of April 30, 2021.

Motion by Member Shevlin, second by Vice Chair Calaycay, the minutes for the Regular Meeting of April 30, 2021 were approved. Motion carried 22-0, Member Muñoz abstain.

**7. INTRODUCTION OF FOOTHILL TRANSIT BUSINESS PARTNERS**

Ibrahima Toure, Vice President Southwest Region, Transdev addressed the Governing Board. Mr. Toure stated that the Transdev family's thoughts and prayers are with the Valley Transportation Authority (VTA) mass shooting victims in San Jose, California. He also reported that they have reached a 58 percent vaccination rate for the drivers and for the overall workforce it's at 55 percent at the Arcadia/Irwindale operations and maintenance facility.

**8. GENERAL PUBLIC COMMENT**

Michael Cornelius, ATU, stated that negotiations continue with Transdev and he reported that several critical issues have been resolved. One issue still to be resolved is the issue of mandatory overtime. Mr. Cornelius stated that driver fatigue is a real issue. Lupe Carranza, ATU 1756, stated that members of ATU enjoyed assisting with the vaccination clinic at the Covina Transit Center. Mr. Carranza also expressed concern over a rise in accidents, mandatory overtime, and the availability of fare probers at the Pomona operations and maintenance facility. He also stated that a tree stump located at Mills and First Street in Claremont has caused accidents and it needs to be addressed. Lorence Bradford, ATU 1756, stated that mandates are a big concern and driver fatigue is a big issue. Carey Ellis, ATU 1756, thanked the Governing Board for what they do for their community and for the workers at the Arcadia/Irwindale operations and maintenance facility. Mr. Ellis also stated that the issue of mandates needs to be addressed. Yvette Trujillo, ATU, shared her concerns with mandates and driver fatigue. Rose, stated that her mother is a driver at the at the Arcadia/Irwindale facility, and asked

that mandates be stopped so her mother could come safely. Santiago Gomez, ATU 1756, stated that mandates need to be stopped for the safety of drivers.

8.1. Chief Executive Officer Response to Public Comment

There was no response to Public Comment by the Chief Executive Officer.

**REGULAR AGENDA**

9. **LAW ENFORCEMENT COORDINATION**

Recommendation: Receive and file a report on Foothill Transit's coordination with local and federal law enforcement.

John Curley, Chief of Safety and Security, presented this item.

Mr. Curley reported on Foothill Transit's coordination with local and federal law enforcement. He reviewed the duties performed by the Los Angeles Sheriff's Department (LASD) and the deployment of Homeless Outreach Services Team (H.O.S.T) officers on several Foothill Transit bus lines during the month of May 2021. He presented an overview of an UCLA Institute of Transportation study on Homelessness in Transit Environments and reported on Foothill Transit's response to the issue, which includes training, utilizing the services of H.O.S.T. who are specially trained officers that are paired with mental health professionals helping to address the homeless population, LASD deployment, and enforcement efforts to maintain standards and preserve order and safety. Mr. Curley clarified that the LASD are traditionally the supplemental law enforcement presence in the system. The H.O.S.T component is being added to give an outreach component to help address the homelessness issue.

On federal coordination, Mr. Curley reported on the continued efforts on building Foothill Transit's relationship with the Department of Homeland Security and Transportation Security Administration. Members of Federal Bureau of Investigation (FBI) were invited to the Foothill Transit offices for a tour of the offices. Foothill Transit has joined a cyber-threat sharing program offered by the FBI. He reported that Foothill Transit team members have identified a transit security grant program and a submission for \$2.4 million was put together. Foothill Transit will be notified by the end of summer if funds will be received.

Mr. Cornelius, ATU, stated that law enforcement did an exceptional job in handling the incident at the Valley Transportation Authority in San Jose. He also reported that police are reporting over 100,000 fatigue related crashes, with over 1,050 fatalities. He stated that Transdev needs to stop mandates. Lorrence Bradford, ATU 1756, thanked Mr. Curley for his efforts. He also stated that the driver fatigue issue and mandates need to be addressed. Lupe Carranza, ATU 1756, stated that there is a rise in customer complaints due to driver fatigue. Noemi Navarro, ATU 1756, stated that she is a driver and that mandates are a concern. She stated that fatigue puts a drivers life at risk.

Vice Chair Calaycay, stated that Tri-City Mental Health Center serves Pomona, Claremont and La Verne and that the Chief for Claremont has set-up a program to address persons experiencing homelessness. Mr. Curley stated that he is familiar with Tri-City and it would be beneficial to get Tri-City involved with H.O.S.T program. Member Shevlin inquired about the deployment of officers that took place in May and if they encountered any criminal activity. Mr. Curley clarified that the H.O.S.T team is specifically designed for outreach. Member Crosby, thanked Mr. Curley for his efforts on behalf of the City of La Verne.

The Governing Board received and filed this presentation.

10. **SUMMER SALE: HALF OFF, ALL GO UPDATE**

Recommendation: To receive and file the Summer Sale: Half Off, All Go Update.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema reported that overall ridership is at 54 percent of pre-pandemic levels, and fare revenue is approximately 12 percent of pre-pandemic. She reported that transit agencies across the nation are considering new fare pricing options to rebuild customer confidence in public transit. Foothill Transit will be launching a first ever pass sale on July 1. Prices on passes will be cut 50 percent for limited time.

She reported that communications will be robust with a heavy digital focus on Foothill Transit's most populous commuter communities. She also reviewed the communications strategy and tactics. She stated that it is hoped that there will be a bump in fare revenue in first quarter for Fiscal

Year 2022.

Member King requested that the Instagram ready artwork be provided to the Governing Board.

Lorence Bradford, ATU 1756, asked for information on when Foothill Transit will be returning to full service.

The Governing Board received and filed this presentation.

11. **MAY 2021 LEGISLATIVE UPDATE**

Recommendation: Receive and file the May 2021 Legislative Update.

Yoko Igawa, Manager of Government Relations and Jan Powell, Foothill Transit Advocate, presented this item.

Ms. Igawa introduced Jan Powell who provided a federal legislative update. Ms. Powell reported on funding requests that have been submitted for Foothill Transit's Zero Emissions Bus Program. She also reported on the American Jobs Plan and Freedom to Move Act.

Ms. Igawa provided a state legislative update and reported on Governor Newsom's released updated Fiscal Year 2022 budget. The updated budget includes significant transportation and zero emission vehicle investments.

There was no Public Comment on this presentation.

The Governing Board received and filed this presentation.

12. **CLUSTER 1 AND 4 ELECTIONS**

Recommendation: Receive and file an update on Cluster 1 and 4 elections.

Christina Lopez, Board Secretary, presented this item.

Ms. Lopez provided an overview of the upcoming Cluster 1 and 4 elections that will be held on June 25, 2021. She reported that each cluster would be electing an Executive Board Member and Executive Board Alternate. Those elected to the Executive Board will serve a term that runs from June 2021 through May 2024.

She also reported on the Notification of Interest Form, which is an optional

form that can be used by Governing Board Members to notify other members of their cluster that they are interested in an Executive Board seat.

There was no Public Comment on this presentation. Member Tye asked what happens if no Notification of Interest Forms are received. Ms. Lopez responded that since the form is optional, the elections would proceed as scheduled on June 25<sup>th</sup> and would be conducted by caucus.

The Governing Board received and filed this presentation.

13. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 8).

14. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- A preview of the Foothill Transit's Double Deck Bus will be held on Saturday.
- The vaccination clinics held at the Covina Transit center have been a great service to the community. He thanked ATU 1756 for their assistance at the last clinic.
- He reported that the Metro board directed staff to develop a financial plan on how the fareless initiative can move forward and how other municipal operators can participate.
- Foothill Transit continues to encourage Transdev and ATU 1756 to come to a mutually agreeable conclusion to the negotiations.
- The Foothill Transit Fiscal Year 2022 Business Plan and Budget will be brought forward in June for adoption.
- There has been no decision on how Foothill Transit board meetings will be conducted after June 15. More details will be provided as the June 15 date approaches.

15. **GOVERNING BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member Barakat expressed his disappointment over the low vaccination rate for the Arcadia/Irwindale operations and maintenance facility.



- Vice Chair Calaycay acknowledged the representative from the ATU that earlier in the meeting had stated a concern over a safety issue with a tree at Mills and First in Claremont. He stated that he believed the issue had been addressed, but he emailed the city manager to check into the matter and if needed to follow-up with Foothill Transit staff.
- Member Lin asked for an update on the issue of restroom availability for drivers. Doran Barnes, Chief Executive Officer, stated that the item is primarily the responsibility of the contractors. Staff is looking at the contractors to address the issue as they are the employer.

Prior to adjournment Chair Sternquist deferred to Doran Barnes, Chief Executive Officer, for comments. Mr. Barnes stated that it was a very difficult week for the transit industry due to the mass shooting at the Valley Transportation Authority (VTA) in San Jose. Foothill Transit's thoughts and prayers are with the VTA family. Chair Sternquist stated that today's meeting will be adjourned in the memory of the victims.

Mr. Barnes also acknowledged the passing Raul Arevalo due to COVID-19 complications. Mr. Arevalo was a mechanic with Keolis at the Pomona operations and maintenance facility.

16. **ADJOURNMENT**

Adjournment for the May 28, 2021 Foothill Transit Governing Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned in the memory of Raul Arevalo and the victims of the VTA mass shooting at 9:31 a.m.



June 25, 2021

To: Governing Board

Subject: **Proposed Fiscal Year 2022 Business Plan and Budget**

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### **Recommendation**

In accordance with the Executive Board's recommendation, adopt Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2022.

### **Analysis**

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Similar to 2021, this Business Plan and Budget takes into consideration recovery and relief efforts of the COVID-19 pandemic. Included in the document are Fiscal Year 2021 accomplishments, a budget summary, and departmental budget summaries.

Despite the continued 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 full service in Fiscal Year 2022. Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (S RTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2022 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. To fulfill its mission and meet its goals, Foothill Transit's proposed Business Plan and Budget document includes detailed initiatives. Over the next year, the proposed business plan will allow Foothill Transit to advance the key agency-wide initiatives listed below:

***Fuel Cell Bus and Infrastructure Procurement***

Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus. Specification development is currently underway and procurement activities for the design and construction of the hydrogen fueling infrastructure and for vehicle acquisition will be undertaken in the coming year.

***Zero-Emissions Double Deck Bus Project***

To further our organization's deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG powered vehicles could consist of an order of double deck coaches. The double deck zero-emissions coaches will seat significantly more passengers than a single floor coach and offer superior ride quality, be visually appealing, and include sustainability benefits that will attract riders who may not otherwise consider taking public transit.

***Facility Security Hardening***

The security surveillance and access control systems at Foothill Transit's administrative office building and operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new



technology on wireless secured security systems are now available to ensure effective facility security for all agency owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

***Cal Poly Pomona Bronco Mobility Hub and Class Pass Project***

Foothill Transit and Cal Poly Pomona are partnering to improve mobility on campus with key transit projects including development of a Mobility Hub and an accompanying Class Pass program. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

***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. The study 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. Some of the major components of the study include safely conducting public outreach and engagement to gather customer feedback and demographics and evaluating key corridors within the service area for recommendations to improve service reliability. The study is expected to take 18 months to complete.

***Operations Contract Procurement***

The existing agreement with Transdev for operation of transit services at our Arcadia-Irwindale operating facility expires on June 30, 2022. There are no remaining contract options, and a new transit services agreement will need to be procured. Procurement activities will be scheduled in the coming fiscal year to facilitate an effective transition to a new operating agreement on July 1, 2022.

***Legislative Advocacy***

This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships



with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly appointed U.S. Senator Alex Padilla and his staff, and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein, and staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento and with our Los Angeles County and local city representatives within the Pomona and San Gabriel Valleys.

### ***ExpressLanes Operations***

The completion of the I-10 HOV lanes between I-605 and SR-57 is anticipated in 2021, and the conversion of I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is expected by 2028. The successful implementation of the Metro I-10 ExpressLanes Busway HOV5+ Pilot program, which is aimed at increasing the occupancy requirements for toll-free travel along the I-10 corridor, is critical in ensuring the improvement of transit travel time and reliability along the ExpressLanes. We will continue to collaborate with various coordinating agencies and those working on the HOV5+ Pilot program to improve transit travel reliability and ensure effective traffic flow along this integral corridor of our bus service along the I-10 corridor.

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

### **Capital Program**

The Foothill Transit Financial Stability Policy adopted by the Board in 2016 and updated annually requires 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 are thirteen newly proposed capital projects for FY2022. The newly proposed Life of Project budgets for capital projects in FY2022 total to \$41.9 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 2022. Included in the budgeted revenues are approved federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds that amount to \$30 million.

## Executive Board Recommendation

At their meeting on May 28, 2021, the Foothill Transit Executive Board reviewed the proposed Business Plan and Budget and recommended that the Governing Board approve the proposed Business Plan and Budget for Fiscal Year 2022.

Subsequent to the Governing Board’s adoption of the Foothill Transit 2022 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 Metro, and available local and statewide economic forecasts. It is expected that the funding marks will continue to 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 2022.

## Financial Impact

Foothill Transit’s proposed FY2022 budget is balanced between revenues and expenses with an estimated \$111.7 million operating budget and a \$75.2 million capital budget, for a total budget of \$186.9 million. The Fiscal Year 2022 Business Plan and Budget targets a farebox recovery ratio of 2.9 percent as the region continues to recover from lasting impacts of the COVID-19 pandemic.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment A

# BUSINESS PLAN AND BUDGET

FY2022



**Foothill Transit**



**PROPOSED**



**Foothill Transit**

# FOOTHILL TRANSIT LEADERSHIP

## 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

## Governing Board

**CLUSTER 1 Claremont**  
Councilmember Corey Calaycay  
Alternate: Councilmember Ed Reece

**La Verne**  
Councilmember Rick Crosby  
Alternate: Mayor Tim Hepburn

**Pomona**  
Councilmember Victor Preciado  
Alternate: Councilmember John Nolte

**San Dimas**  
Mayor Emmett Badar  
Alternate: Councilmember John Ebner

**Walnut**  
Councilmember Linda Freedman  
Alternate: Councilmember Nancy Tragarz

**CLUSTER 2 Azusa**  
Councilmember Edward J. Alvarez  
Alternate: Mayor Pro Tem Uriel Macias

**Baldwin Park**  
Councilmember Daniel Damian  
Alternate: Mayor Emmanuel J. Estrada

**Covina**  
Councilmember John C. King  
Alternate: Mayor Pro Tem Patricia Cortez

**Glendora**  
Mayor Pro Tem Gary Boyer  
Alternate: Mayor Pro Tem Michael Allowos

**Irwindale**  
Councilmember Albert Ambriz  
Alternate: Mayor Pro Tem Larry Burrola

**West Covina**  
Mayor Pro Tem Dario Castellanos  
Alternate: Councilmember Tony Wu

**CLUSTER 3 Arcadia**  
Councilmember Roger Chandler  
Alternate: Mayor Sho Tay

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

**Duarte**  
Councilmember Tzeitel Paras-Caracci  
Alternate: Councilmember Toney Lewis

**Monrovia**  
Councilmember Becky Shevlin  
Alternate: VACANT

**Pasadena**  
Councilmember Felicia Williams  
Alternate: VACANT

**Temple City**  
Councilmember Fernando Vizcarra  
Alternate: Councilmember William Man

**CLUSTER 4 El Monte**  
Mayor Jessica Ancona  
Alternate: Councilmember Maria Morales

**Diamond Bar**  
Mayor Steve Tye  
Alternate: Mayor Pro Tem Nancy A. Lyons

**Industry**  
Mayor Cory C. Moss  
Alternate: Mayor Pro Tem Catherine Marucci

**La Puente**  
Mayor Pro Tem Valerie Muñoz  
Alternate: Councilmember 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)

## Senior Management

**Chief Executive Officer**  
Doran J. Barnes

**Deputy Chief Executive Officer**  
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**  
VACANT

**Chief of Safety and Security**  
John Curley

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# EXECUTIVE SUMMARY

The COVID-19 global pandemic has fundamentally reshaped the heart of all shared community driven mobility. This FY2022 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. During FY2022, Foothill Transit will focus on strategies to rebuild ridership that decreased during the pandemic. Key to these strategies will be identifying the customer's needs which may have changed as a result of the pandemic.

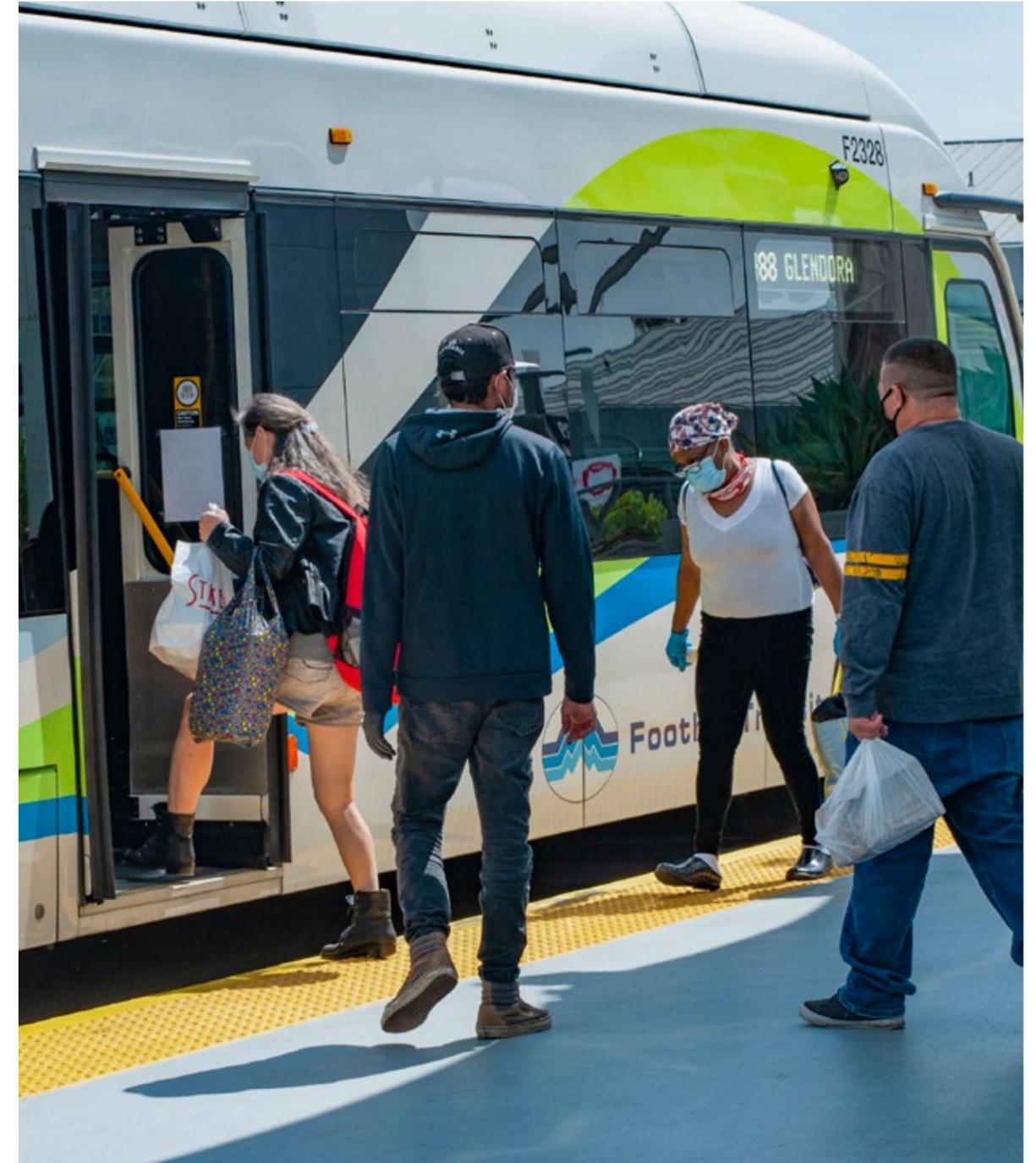
In anticipation of a successful vaccine and an eventual safe return to denser commuting patterns, Foothill Transit is moving forward on key capital projects designed to improve the access to and experience of public transit in our region. Those projects include construction of the Mt. San Antonio College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

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act was passed by Congress and signed into law on December 27, 2020, and contained \$14 billion for public transit agencies throughout the United States. Foothill Transit received \$30 million of federal grant funds. These funds are in addition to the CARES act funds. Examples of eligible uses include operating expenses and COVID-19 related procurements. Foothill Transit has programmed these revenues to pay for FY2022 operating expenses to replace fare revenues which continue to be negatively impacted by the pandemic.

The total agency-wide budget of \$186.9 million includes operating costs of \$111.7 million and a robust capital program of \$75.2 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$91.9 million or 83 percent of the total operating budget. The capital program includes \$202.2 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.

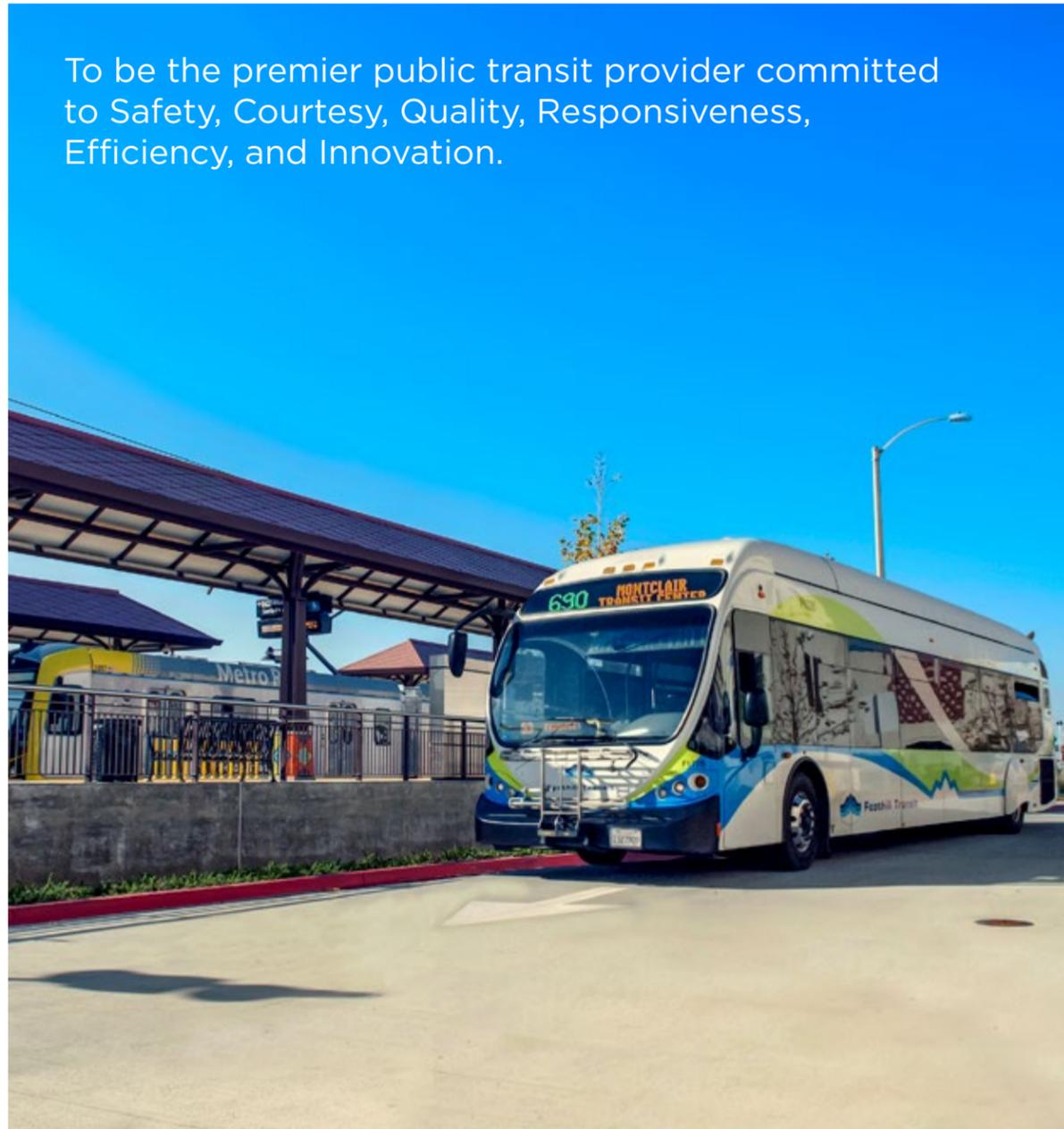
Similar to fiscal year 2021, fiscal year 2022 is expected to be a year of change and uncertainty. Maintaining flexibility as new information becomes available will be crucial in allowing us to meet the goals of our mission and collectively respond in a way that delivers the best program of service that best meets our communities' needs.



# FOOTHILL TRANSIT

## MISSION

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



### ACCOUNTABILITY

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

### RESULTS

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

### INTEGRITY

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

### GRATITUDE

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

### INCLUSION

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

### TEAM MEMBERS

Our care for each other magnifies the care we provide to our communities, so we endeavor to practice compassion, embodying the best of our humanity to one another. We are also committed to supporting the team through education, development and recognition.

### COMMUNICATION

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

### SUSTAINABILITY

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

VALUES

# OVERALL SYSTEM PERFORMANCE

## PERFORMANCE

This chart shows a comparison of Foothill Transit's overall system performance for FY2020, the projected performance for FY2021, and the targeted performance goals for FY2022.

Overall System Performance	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Passenger Boardings	9,862,939	7,500,000	6,066,500	6,976,475
Vehicle Service Hours	850,559	864,817	844,057	870,234
Vehicle Service Miles	12,062,684	12,582,614	11,966,504	12,434,817
Fare Revenue	\$11,926,027	\$6,750,000	\$2,300,000	\$3,204,300
<b>Transit Operating Expense</b>	<b>\$97,989,320</b>	<b>\$106,925,420</b>	<b>\$103,212,340</b>	<b>\$110,911,240</b>

Goal	Indicator	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
<b>Operate a Safe Transit System</b>	Preventable Collisions per 100,000 miles	0.82	0.80	0.68	0.80
<b>Provide Outstanding Customer Service</b>	Schedule Adherence	74.2%	75.0%	77.6%	75.0%
	Average Miles Between Technical Roadcalls	13,973	13,000	14,486	14,000
	Complaints per 100,000 Boardings	16.5	18.0	21.2	30.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	11.60	8.67	7.19	8.02
	Average Weekday Boardings	32,598	25,155	19,037	21,892
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	12.2%	6.3%	2.2%	2.9%
	Average Cost per Vehicle Service Hour	\$115.21	\$123.64	\$122.28	\$127.45

### FY2021 Initiatives Underway or Completed

- COVID-19 Response
- Double Deck Electric Bus Deployment
- Mt. SAC Transit Center
- Comprehensive Operational Analysis (COA)
- ExpressLanes Operations
- Zero-Emissions Fleet
- Fuel Cell Bus Procurement
- Fare Technology
- Mobility as a Service (MaaS)
- Website Redesign

### FY2022 Initiatives

- Fuel Cell Bus and Infrastructure Procurement
- Zero-Emissions Double Deck Bus Project
- Facility Security Hardening
- Comprehensive Operational Analysis (COA)
- Operations Contract Procurement
- Cal Poly Pomona Bronco Mobility Hub and Class Pass Project
- Legislative Advocacy
- ExpressLanes Operations



# AGENCY INITIATIVES

# AGENCY & SERVICE SUMMARY



## Agency History

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

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

Foothill Transit now operates 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. Unfortunately, during the 2021 fiscal year we experienced very low ridership - approximately 44 percent of pre-pandemic ridership levels.

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 TIGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 serving the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero emissions bus line in operation in Los Angeles County. Today our grid-powered battery-electric fleet has grown to 35 coaches, including two double-deck battery-electric coaches.

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, Chief Executive Officer Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation (later renamed Transdev). At the direction of the Board, senior leadership and technical staff were hired and the management services contract with Transdev was amended, which resulted in management of Foothill Transit being brought in-house on July 1, 2013. Bus operations and maintenance, Transit Store operations, and bus stop installation, signage, and cleaning continue to be provided under contracts with private firms.

Foothill Transit began providing service to the first agency-owned parking structure, the Industry Park & Ride, on October 7, 2013, to provide more convenient and predictable commuting options for residents of the San Gabriel and Pomona Valleys. The structure houses 622 parking spaces and its construction allowed for the introduction of Line 495 – Foothill Transit's first and only commuter line to offer non-stop service into downtown Los Angeles. Foothill Transit's second Park & Ride facility – the Azusa Intermodal Transit Center – opened in January 2016 in the City of Azusa. The structure is shared by the City of Azusa, the Gold Line Foothill Extension, and Foothill Transit. The Azusa Intermodal Transit Center, immediately adjacent to the parking structure, includes infrastructure for electric bus charging to facilitate the electrification of Line 280, which is a north-south route traveling between Azusa and the Puente Hills Mall.

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

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

In 2020, after years of planning and cooperative efforts, Foothill Transit opened its 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. In the coming year, as we begin to emerge from the countywide Safer-At-Home Order, Foothill Transit plans to add Cal Poly Pomona to the list of campuses participating in our Class Pass program. 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. As our commuting and educational environment shifts in response to the global pandemic, Foothill Transit is heading into the new fiscal year with heightened awareness, focus, and flexibility.

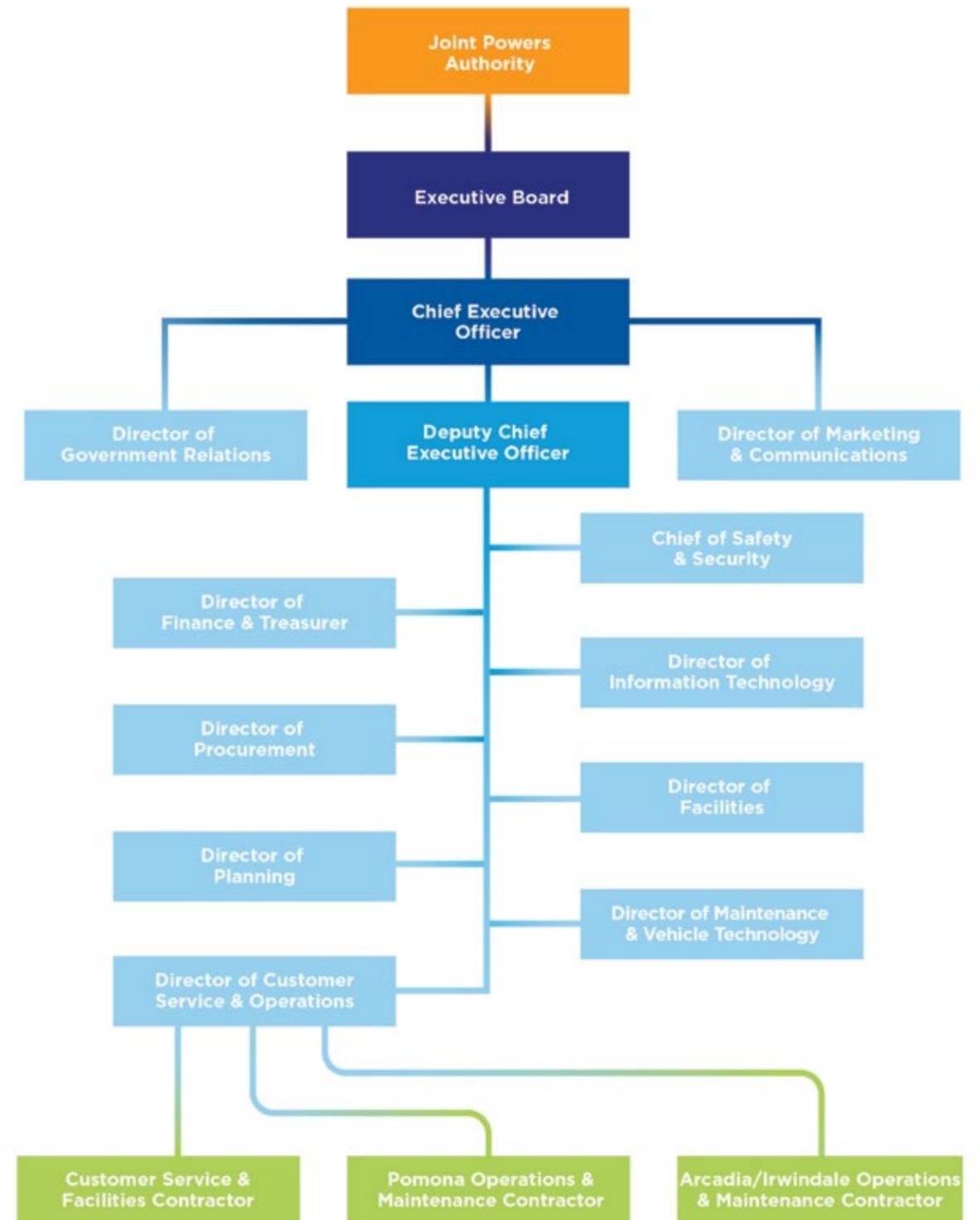


# ORGANIZATION STRUCTURE

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.



# FLEET & FACILITIES

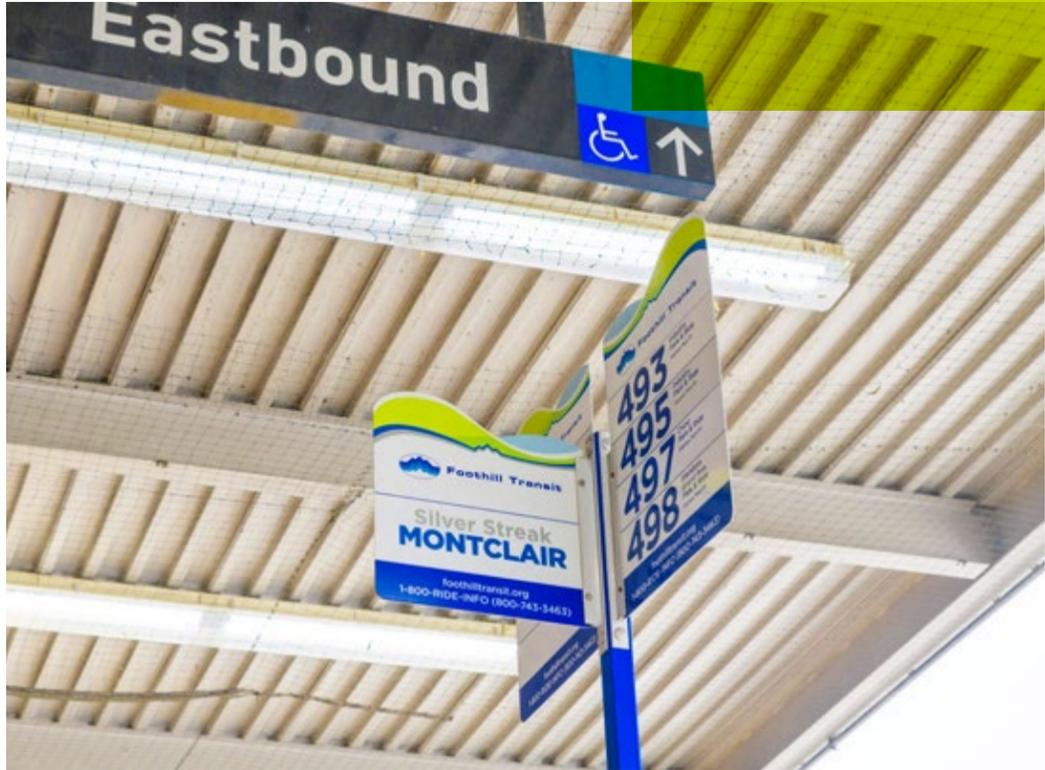
**West Covina**   
**Administrative Office**  
 100 S. Vincent Ave. Suite  
 200, West Covina, CA

**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	80	Electric
<b>Total CNG</b>		<b>328</b>	
<b>Total Electric</b>		<b>35</b>	
<b>TOTAL FLEET</b>		<b>363</b>	





## SHORT-RANGE TRANSIT PLAN

This section includes information on service changes planned for FY2022 through FY2024.

### Comprehensive Operational Analysis (COA)

In light of the ridership decline that has been affecting Foothill Transit and the transit industry in general over the last four years, compounded by the current COVID-19 pandemic, 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 and the recent ridership decline that has been affecting Foothill Transit and the industry the last four years, and the current COVID-19 pandemic.

The main goal of the COA will be to identify feasible strategies to best address new travel patterns while improving the overall customer experience to improve ridership. These goals can be achieved by addressing meeting unmet needs, providing better frequencies, and implementing strategies to improve overall system speed. A good portion of this study will also focus on meeting the current customers' needs while adhering to physical distancing requirements and providing a service delivery ramp up plan that can be implemented once these requirements are eased. The COA will begin a campaign to grow ridership. The study will also take a look at the agency's current fare policies and make recommendations to make travel easier for customers who transfer to and from neighboring agencies.

### 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.

### Corridor Enhancements

Based on ridership surveys administered by the 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. The COA currently in progress, will look at the key corridors in the Foothill Transit service area, and make recommendations to improve travel and reliability along these corridors. Some of the expected recommendations are the expansion of Bus Signal Priority and dedicated bus transit lanes.

### Gold Line Extension Phase 2B - Azusa to Pomona

The 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.

### Inter-County Service Improvements

Both Orange County Transportation Authority (OCTA) and the Southern California Association of Governments (SCAG) on behalf of San Bernardino County 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 options to improve cross-county travel.

### 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 and productive. 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. Successful partnerships will also allow Foothill Transit to reallocate resources to busier lines to assure compliance of social distancing and build out the frequent transit network.

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 CAPITAL PROJECTS

## MAJOR CAPITAL PROJECTS PROPOSED FOR THE NEXT THREE YEARS

This section includes information on capital projects for FY2022 through FY2024.

### Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. The 1700 and 1800 series buses, which were purchased in 2009, will be over 12 years old and will have accumulated more than 500,000 miles in service. Foothill Transit also plans to replace the 1700-series buses with hydrogen fuel cell buses. Foothill Transit has a grant to operate 20 fuel cell buses on line 486. This bus acquisition is also part of our zero-emissions program to meet the California Air Resources Board's Innovative Clean Transportation Regulation of having 100% zero-emissions fleet by 2040. By operating fuel cell buses, we can compare their performance, efficiency and effectiveness in transit service and compare that to Battery Electric 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, FY2022 and FY2023.

### Hydrogen Fueling Station

In order to operate 20 fuel cell buses beginning in the 3rd Quarter of 2022, a hydrogen fueling facility will need to be constructed. A consultant was hired to assist in the development, design, and installation of the necessary facility upgrades. The fueling station will be completed by summer of 2022 in time for the delivery of the hydrogen fuel cell buses.

### Facility Rehabilitation, Repair and Maintenance

#### Arcadia-Irwindale 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 FY2022.

#### Security Enhancement Project at the Arcadia-Irwindale Operations and Maintenance Facility

Security enhancements at the Arcadia-Irwindale employee overflow parking lot will curb incidences of vandalism and theft. Improvements will include fencing, vehicle and pedestrian access controls, and additional security cameras.

### 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.

### Pomona Operations and Management CNG Equipment Replacement

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

### West Covina Transit Center

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

### Mt. San Antonio College Transit Center

Mt. San Antonio College 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 student transit experience.



# KEY PERFORMANCE INDICATORS

## Goals & Performance Targets

### OVERALL SYSTEM STATISTICS

Overall System Performance	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
Passenger Boardings	9,862,939	7,500,000	6,066,500	6,976,475
Vehicle Service Hours	850,559	864,817	844,057	870,234
Vehicle Service Miles	12,062,684	12,582,614	11,966,504	12,434,817
Fare Revenue	\$11,926,027	\$6,750,000	\$2,300,000	\$3,204,300
<b>Transit Operating Expense</b>	<b>\$97,989,320</b>	<b>\$106,925,420</b>	<b>\$103,212,340</b>	<b>\$110,911,240</b>

### Analysis

#### Passenger Boardings and Fare Revenue

Passenger boardings and fare revenue are projected to stabilize and gradually improve as COVID-19 vaccinations are being administered. Although our service region has graduated to a less restrictive tier, travel patterns and demands of our customers have shifted, resulting in a new baseline for passenger boardings and fare revenue. Passenger boardings are projected to increase during FY2022 when compared to the estimate for FY2021.

As the region and the nation recover from the effects of the COVID-19 pandemic, Foothill Transit will continue to participate in a region-wide ridership and service analysis to determine the appropriate ridership levels for public transportation in the region.

#### Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2021 is less than the previous year mainly due to adjustments to the service levels that took place in response to the COVID-19 pandemic. In FY2022, total service hours are projected to increase from the FY2021 estimate. This is primarily due to adjustments in service levels as Foothill Transit anticipates to return to full level of service on Express Service, Line 690 and Lines 851, 853, and 854.

Operating expenses are proposed to increase approximately four percent over the current year budget to accommodate the contractually required escalation and the additional expenses.

Goal	Indicator	FY2020 Actual	FY2021 Target	FY2021 Estimate	FY2022 Target
<b>Operate a Safe Transit System</b>	Preventable Collisions per 100,000 miles	0.82	0.80	0.68	0.80
<b>Provide Outstanding Customer Service</b>	Schedule Adherence	74.2%	75.0%	77.6%	75.0%
	Average Miles Between Technical Roadcalls	13,973	13,000	14,486	14,000
	Complaints per 100,000 Boardings	16.5	18.0	21.2	30.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	11.60	8.67	7.19	8.02
	Average Weekday Boardings	32,598	25,155	19,037	21,892
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	12.2%	6.3%	2.2%	2.9%
	Average Cost per Vehicle Service Hour	\$115.21	\$123.64	\$122.28	\$127.45

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

### Analysis

#### Preventable Collisions per 100,000 Miles

Foothill Transit's first priority is safety. Foothill Transit is projected to end FY2021 at 0.68 preventable vehicle collisions per 100,000 miles, which is below the annual target 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 a significant increase in preventable vehicle collisions in February, performance has shown measurable improvement in recent months.



The target for preventable vehicle collisions per 100,000 miles for FY2022 will remain the same at 0.80 considering the evolving travel patterns as things begin to return to normal. 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 FY2021, the impact of COVID-19 resulted in less traffic within the service area, this had a positive impact on schedule adherence. Projected on-time performance for FY2021 is 77.6 percent, which is above the annual target of 75 percent. In relation to schedule adherence, verifying the on-time performance (OTP) data continues to be a priority for Foothill Transit. This includes evaluating GPS positioning of each time point to accurately reflect the bus arrivals and departures.

The FY2022 target for schedule adherence will remain the same at 75 percent, considering the increase in travel demands which will impact travel time and schedule adherence. With the OTP data readily available from the CAD/AVL system, we continue to monitor low performing routes and work with both operations and maintenance contractors to identify areas of improvement.

**Average Miles between Technical Roadcalls**

In FY2021, Foothill Transit is projected to average 14,486 miles between technical roadcalls, above the performance target of 13,000 miles. This particular 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 FY2022 is proposed at 14,000 miles. During FY2022, buses that accumulate 300,000 miles will undergo heavy maintenance in efforts to improve efficiency by mitigating mechanical bus failures, improve OTP, and reduce customer complaints.

**Complaints per 100,000 Boardings**

The agency is projected to receive approximately 21.2 complaints per 100,000 boardings at the end of this current fiscal year, which is higher than the goal of 18 complaints per 100,000 boardings. So far in FY2021, Foothill Transit has received fewer total number of complaints in comparison to the same period in FY2020. However, the number of complaints per 100,000 boardings has increased in FY2021 compared to FY2020 due to fewer boardings.

The target for FY2022 is proposed at 30 complaints per 100,000 boardings. The increase is due to a new customer complaints validation process that we plan to implement. The new process will provide additional trend information on the service provided to

customers. It will also incorporate the use of improved technology to further investigate complaints and include much more stringent criteria when determining complaint dispositions.

**Boardings per Vehicle Service Hour**

Boardings per service hour for FY2021 is estimated at 7.19, which is below the target of 8.67 boardings per vehicle service hour. This is primarily a result of the decrease in ridership that we experienced due to the COVID-19 pandemic. Especially, the low ridership levels experienced during the holiday months where COVID-19 positivity rates were at a rise.

The FY2022 boardings per service hour target will increase slightly to 8.02 in comparison to the FY2021 projected estimate. This new target of 8.02 anticipates a gradual increase in ridership, as we strive to recover from the effects of the COVID-19 pandemic and continue to explore opportunities to grow ridership.

**Average Weekday Boardings**

In FY2021, Foothill Transit carried an estimated average of 19,037 boardings per weekday. This is below the target of 25,155 average weekday boardings and this correlates to the ridership decline experienced due to the COVID-19 pandemic.

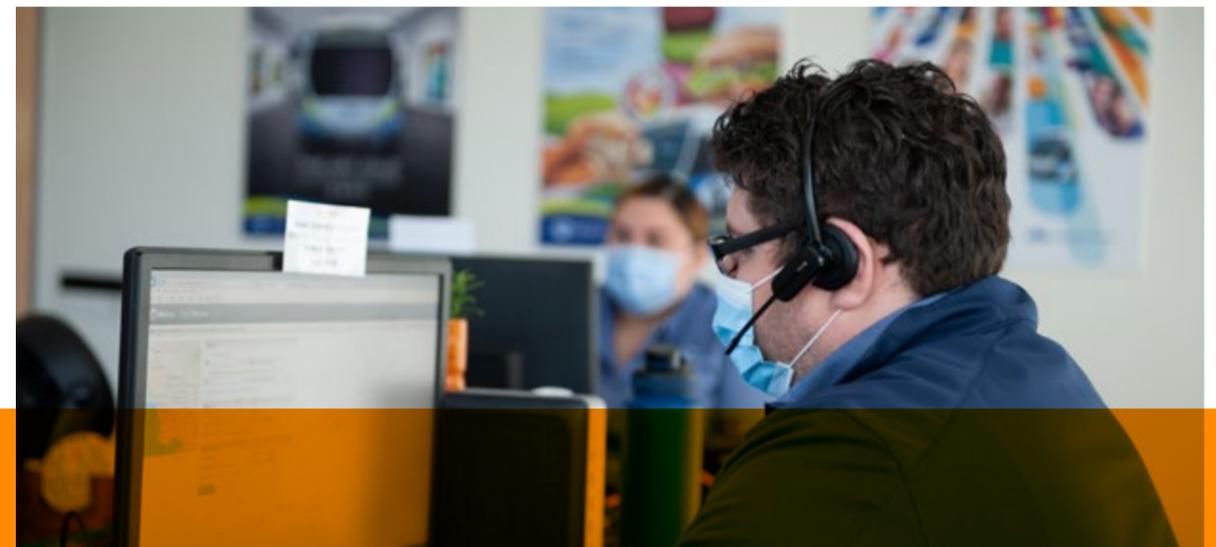
In FY2022, average weekday boardings are projected to increase slightly as a result of evolving travel demands and increase in vaccine distribution within our service area, with a proposed target of 21,892 average weekday boardings.

**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 FY2022 farebox recovery ratio target of 2.9 percent reflects a significant decrease in fare revenues due to the COVID-19 pandemic and a four percent increase in operating expenses compared to the FY2021 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 FY2022 is \$127.45. This represents a four percent increase compared to the current year estimate, resulting from a projected increase in total operating expenses.



# INITIATIVES FY2021

## FY2021 AGENCY INITIATIVES UNDERWAY OR COMPLETED

### COVID-19 Response

On March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic. In correlation with public health recommendations, on March 23, 2020, Express Services, and service on Line 690 (linking the Azusa Gold Line station to cities to the east during peak hours only), and Lines 851, 853, and 854 that primarily serve middle and high schools were suspended in light of the health emergency and the “Safer-At-Home” Executive Order, which resulted in school and non-essential workplace closures. This reduced service levels by approximately 20 percent. Foothill Transit continued to operate other Local and Silver Streak service in an effort to provide critical lifeline transit services while encouraging social distancing onboard the transit coaches.

On June 8, 2020, Express Service was restored following the phased reopening guidelines provided by LA County, bringing on-street service to 99 percent of pre-COVID-19 pandemic levels. Service on Lines 851, 853, and 854 remained suspended. Additionally, the El Monte and Puente Hills Mall Transit Stores reopened to walk-in traffic.

Governor Newsom, Los Angeles Mayor Eric Garcetti, and L.A. County Supervisor Kathryn Barger all issued revised Health Orders on Monday, July 13, 2020, that required the closure of offices in non-critical sectors, as well as closure of places of worship, personal care services, and indoor malls in an effort to slow the increased spread of the virus since Phase 3 reopening. This order also resulted in the closure of the Foothill Transit Stores to walk-in traffic.

On January 21, 2021, an Executive Order which promoted COVID-19 Safety in Domestic and International Travel was issued. The order requires that masks be worn in compliance with



Centers for Disease Control (CDC) guidelines on all forms of public transportation. Following this order, the Transportation Security Administration (TSA) developed specific requirements in consultation with the Department of Transportation and the CDC.

While Foothill Transit has had a mask requirement for passengers and operations since April 2020, enhancements to the training and communication on the requirement has taken place in response to this directive. Coach operators have been trained to quote the mask requirement but not confront customers so as to avoid any action that could result in an altercation between the operator and the customer. In compliance with this directive, Keolis and Transdev have been training operators and customer service representatives on actions required when compliance is not achieved. This training includes many of the de-escalation training techniques as instructed by the National Transit Institute as well as reporting requirements placed by the TSA.

To further enhance operator safety, Foothill Transit installed plexiglass barriers on board the buses as one physical channel toward preventing the spread of COVID-19. Initially those barriers could not be used on the electric buses. Recently, the barrier installers came up with a way to properly secure the barriers on the newer Proterra buses operated out of the Arcadia/Irwindale operations and maintenance facility. The Maintenance and Vehicle Technology Team has been working with an independent fabricator along with Keolis maintenance team to develop a barrier appropriate for the early Proterra BE-35 buses at the Pomona operations and maintenance facility while also providing the protection for the operators and meeting state and local safety guidelines for operating vehicles.

In addition to the promotion of mask wearing and physical distancing, Foothill Transit has also advocated for residents of the Foothill Transit service area and all staff to receive their COVID-19 vaccine. In partnership with Albertson's and the City of Covina, Foothill Transit hosted several vaccination clinics at its Covina Transit Center, offering free vaccinations to all who were eligible. It is estimated that approximately 4,500 vaccinations were administered through this partnership.

### Double-Deck Electric Bus Deployment

After four years of thorough development, Foothill Transit's two double deck electric buses are here. The effort began in October 2016, when we test drove a diesel-powered Alexander Dennis double deck bus to assess its performance in actual service and gather feedback from customers regarding bus comfort and accessibility. The customer response was overwhelmingly positive.

This project represents another first for Foothill Transit. No other public transit agency in the country utilizes this technology in fixed-route revenue service. The utilization of electric, high-capacity buses will allow Foothill Transit to increase ridership capacity while reducing greenhouse gas (GHG) emissions.

The buses were shipped from Scotland on December 15, 2020, and arrived at Port Hueneme in Ventura on January 16, 2021. Foothill Transit's Maintenance and Vehicle Technology team performed bus inspection, road testing and acceptance testing of the two buses prior to them being painted with Foothill Transit's livery in Fontana. Maintenance technician and coach operator training were provided by Alexander Dennis prior to deploying the buses into service on June 1, 2021.



### Mt. SAC Transit Center

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, connecting their new parking that is under construction with the Miracle Mile walkway to the campus, and with an elevator and stairway to the transit center. Hence, additional coordination is required with the College to incorporate the pedestrian bridge foundation design inside the transit center footprint. Concept design and environmental studies were completed in December 2018, and Plan Check is anticipated for approval by the Division of State Architects by March 2021. The construction of the overhead pedestrian bridge (to be built by the College) will commence first followed by construction of the transit center to begin in May 2021. The two projects will be built simultaneously with the anticipated completion slated for Fall 2022.

### 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.

### Express Lanes Operations

Construction of I-10 HOV lanes between I-605 and SR-57 has been underway with completion anticipated in 2021. Additionally, the I-10 ExpressLanes Extension to convert I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is slated for near-term implementation and scheduled for completion in 2028. To ensure effective traffic flow and transit service operation when the HOV and ExpressLanes open, we have continued to communicate with Metro, Caltrans and other coordinating agencies to implement a three-person occupancy requirement at minimum during peak periods for the remaining segments. In early 2020, a meeting with the Caltrans District 7 Director was held to advance the plan. Multiple meetings were held with those working on the Metro I-10 ExpressLanes Busway HOV5+ Pilot program with the purpose of collaborating to ensure the successful deployment of the Pilot's phased implementation plan. The first phase of the Pilot will aim to allow only public transit and registered vanpools of five or more occupants for free travel at all times, and for HOVs of three or more people to travel for free during off-peak periods. This will be followed by a second phase allowing only public transit, registered vanpools, and HOVs of five or more occupants to ride toll-free along the I-10 ExpressLanes at all times. Unfortunately, the COVID-19 pandemic has forced the delay of the previously planned start for the Pilot from November 2020 to mid-2022. As we look ahead to the potential return of increased traffic congestion on the I-10 and its HOV lanes, we will continue to work collaboratively to come up with creative strategies, incentives, and outreach methods to effectively advance and deploy the HOV5+ Pilot program.

### Zero-Emissions Fleet (formerly Fleet Electrification)

In October 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 past ten years, we have gained valuable experience and knowledge operating the electric fleet, which has now grown to 32 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 operations and maintenance facility. The Burns and McDonnell Report commissioned by Foothill Transit and issued in September 2019 highlighted the high cost of infrastructure needed to electrify our entire fleet, impacts on operations, and the complex charging protocols needed for this effort. These necessitated an investigation of other zero-emissions technologies, and led to the procurement in October 2020 of a consultant to guide our development of a hydrogen fuel cell strategy as we look to advance a 20-bus hydrogen fuel cell vehicle procurement and construction of hydrogen fueling infrastructure.

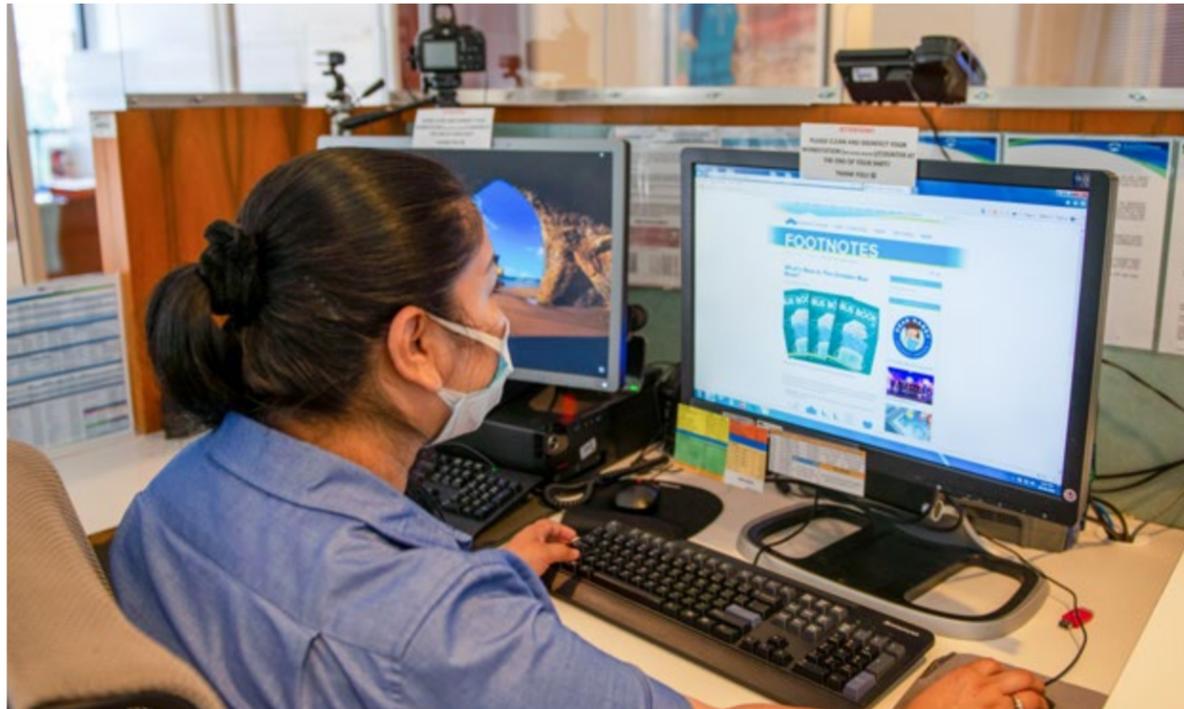
### Fuel Cell Bus Procurement

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. We have engaged the services of a technical consultant to assist us in the procurement of 20 zero-emission hydrogen fuel cell buses and hydrogen fueling infrastructure. Pending approval of a contract award by the Board, the buses will be delivered in FY2022 and deployed onto Foothill Transit Line 486 service between Pomona and El Monte.

### Fare Technology

The completion of the farebox upgrade project has modernized Foothill Transit's fare collection technology and helped to improve the overall customer experience. One of the many technological improvements of the upgraded fare collection equipment is the ability to accept mobile payments at the farebox. In partnership with the countywide TAP program, Foothill Transit enabled mobile payment for Apple iPhone customers in the Fall of 2020, and we are in the final test phases for the Android version of the app. With the technological advancement of the fareboxes and TAP backend systems, we have the opportunity to explore creative fare policies to better serve our customers as we work through the most recent changes to our customers' travel habits and look ahead to further changes as we manage through the COVID-19 pandemic and beyond.





**Mobility as a Service (MaaS)**

The first/last mile of a customer’s trip is one of the biggest challenges facing transit agencies today. The challenge is identifying how best to get customers 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.

The Mobility on Demand project LA Metro is piloting in partnership with Foothill Transit will be ending on January 24th and transitioning to LA Metro’s microtransit offering Metro Micro on January 25, 2021. The difference between the two services are (1) Metro Micro trips no longer require El Monte Station or Baldwin Park Metrolink to be pick up or drop off points and (2) trips on Metro Micro will cost \$1. Like the Mobility on Demand service, all trips must occur within the designated zone. Metro Micro trips must be booked either through the Metro Micro smartphone app, via phone, or website.

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) who wish to develop partnerships with transportation companies.

**FY2022 Initiatives**

**Fuel Cell Bus and Infrastructure Procurement**

Battery electric buses have demonstrated range limitations and demanding charging requirements. In addition, charging infrastructure for a fully electrified bus fleet would be costly, involve complicated charging logistics, and require a larger fleet size. Data suggests that Fuel Cell buses have ranges that are comparable to conventional CNG buses allowing a one-to-one bus replacement with no adverse impacts on current operational activities. Foothill Transit has a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund electrification of Line 486 with 20 zero-emission buses. Line 486 runs from Pomona to El Monte Station operating mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus. Specification development is currently underway and procurement activities for the design and construction of the hydrogen fueling infrastructure and for vehicle acquisition will be undertaken in the coming year.

**Zero-Emissions Double Deck Bus Project**

To further our organization’s deployment of zero-emissions buses, an upcoming deployment of vehicles in 2023 to replace aging CNG-powered vehicles could consist of an order of double deck coaches. The double deck zero-emissions coaches will seat significantly more passengers than a single floor coach and offer superior ride quality, be visually appealing, and include sustainability benefits that will attract riders who may not otherwise consider taking public transit.

**Facility Security Hardening**

The security surveillance and access control systems at Foothill Transit’s administrative office building, operations and maintenance facilities were installed when each facility was constructed and were last updated in 2012. That effort involved installation of certain access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however more robust and new technology on wireless secured security systems are now available to ensure effective facility security for all agency-owned and/or operated properties. In the upcoming year, grant funds will be sought to plan and implement a more secure and safer security system. New fencing, cameras, and a gated access control system will also be installed in the Arcadia-Irwindale overflow parking facility to better secure that area.

**Operations Contract Procurement**

The existing agreement with Transdev for operation of transit services at our Arcadia Irwindale operating facility expires on June 30, 2022. There are no remaining contract options, and a new transit services

INITIATIVES  
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agreement will need to be procured. Procurement activities will be scheduled in the coming fiscal year to facilitate an effective transition to a new operating agreement on July 1, 2022.



**Cal Poly Pomona Bronco Mobility Hub and Class Pass Project**

Foothill Transit and Cal Poly Pomona are partnering to improve mobility on campus with key transit projects including development of a Mobility Hub and an accompanying Class Pass program. The two projects will help provide a convenient transportation option for students, faculty, and staff and represent an exciting opportunity to further strengthen our close partnership with the university.

**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. The study 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. Some of the major components of the study include safely conducting public outreach and engagement to gather customer feedback and demographics and evaluating key corridors within the service area for recommendations to improve service reliability. The study is expected to take 18 months to complete.

**Legislative Advocacy**

This year will bring new challenges and opportunities at the federal and state government levels. Foothill Transit will focus on building relationships with the new Administration including key staff for the Department of Transportation and Federal Transit Administration, newly appointed U.S. Senator Alex Padilla and his staff, and new staff for key House and Senate committees. We will also strengthen the relationships we have built with the members of our House Delegation, U.S. Senator Dianne Feinstein, and staff for key House and Senate Committees. This relationship building and maintenance strategy will also continue to be the focus of our efforts with our state delegation in Sacramento and with our Los Angeles County and local city representatives within the Pomona and San Gabriel Valleys.

**ExpressLanes Operations**

The completion of the I-10 HOV lanes between I-605 and SR-57 is anticipated in 2021, and the conversion of I-10 HOV lanes to high occupancy toll lanes between I-605 and SR-57 is expected by 2028. The successful implementation of the Metro I-10 ExpressLanes Busway HOV5+ Pilot program, which is aimed at increasing the occupancy requirements for toll-free travel along the I-10 corridor, is critical in ensuring the improvement of transit travel time and reliability along the ExpressLanes. We will continue to collaborate with various coordinating agencies and those working on the HOV5+ Pilot program to improve transit travel reliability and ensure effective traffic flow along this integral corridor of our bus service along the I-10 corridor.



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

**Low Carbon Transit Operations Program (LCTOP)**

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

**Transit and Intercity Rail Capital Program (TIRCP)**

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



**Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)**

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

**Federal Resources**

**Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)**

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) was signed into law on December 27, 2020. The bill includes \$14 billion which will be allocated to public transit throughout the United States. The supplemental funding will be provided at 100-percent federal share, with no local match required.

**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**

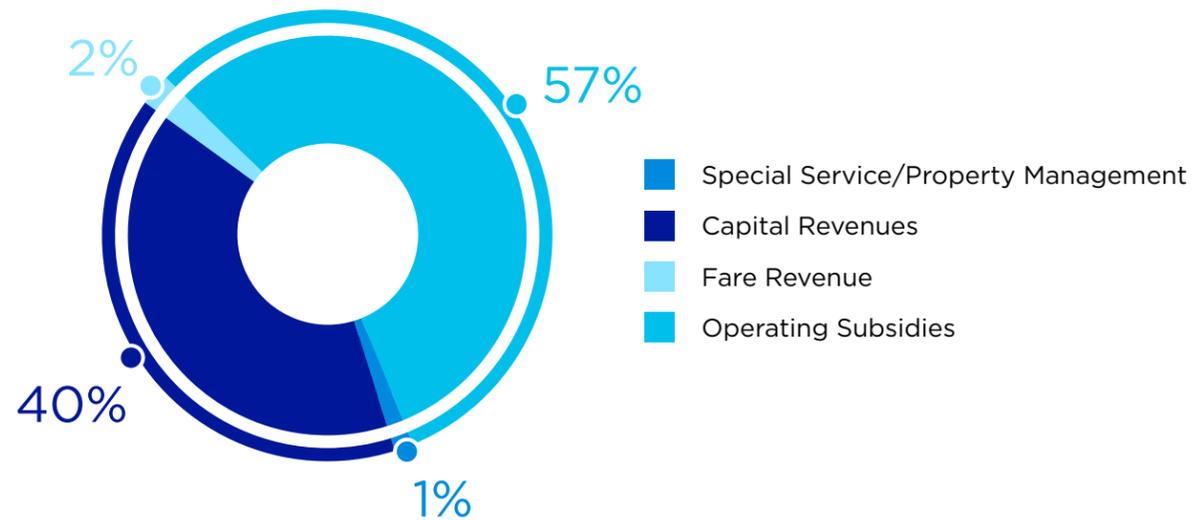
Foothill Transit operates a park and ride shuttle service for the Rose Bowl. These special services revenues are used for operating the special services.

# BUDGET SUMMARY

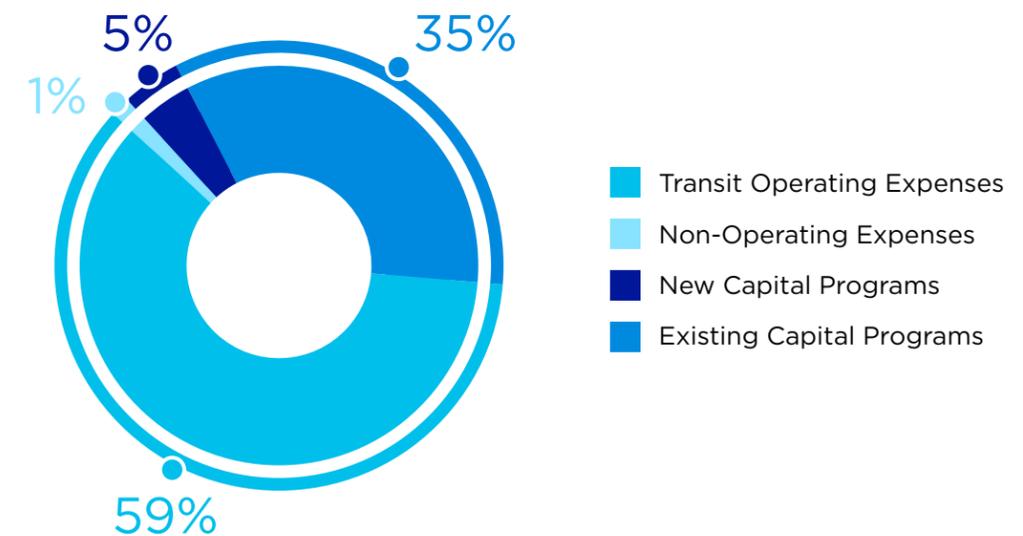
## Funding Assumptions

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

	FY2021 Budget	FY2022 Budget
<b>FY2022 BUDGET REVENUES</b>		
<b>Operating and Other Revenues</b>		
Fare Revenue	\$ 6,750,000	\$ 3,204,300
Operating Subsidies	100,175,420	107,706,940
Property Management	355,000	464,500
Special Services	100,000	320,000
<b>Total Operating &amp; Other Revenues</b>	<b>\$ 107,380,420</b>	<b>\$ 111,695,740</b>
<b>Capital Revenues</b>		
<b>Total Capital Revenues</b>	<b>\$ 89,422,135</b>	<b>\$ 75,178,656</b>
<b>Total Budgeted Revenues</b>	<b>\$ 196,802,555</b>	<b>\$ 186,874,396</b>

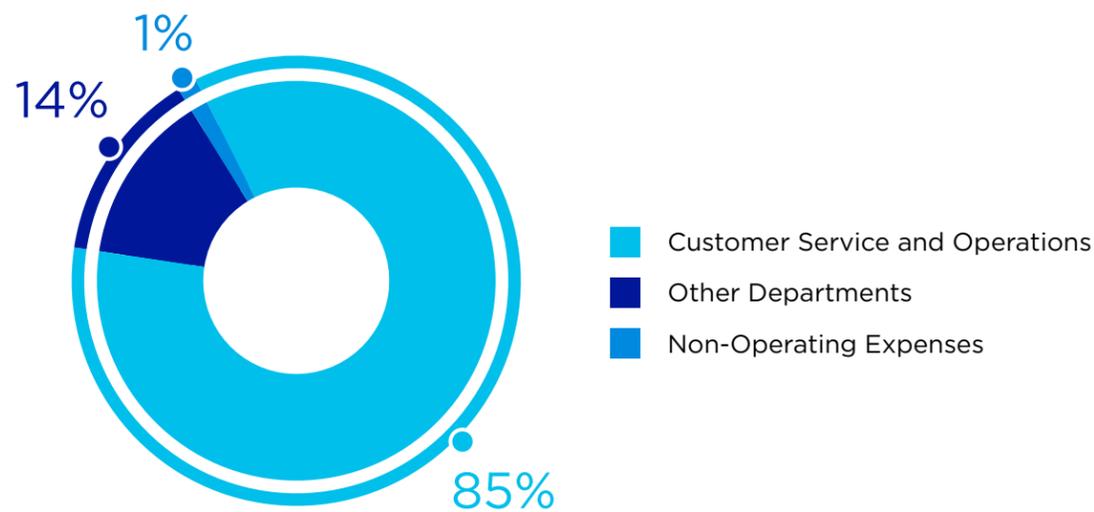


	FY2021 Budget	FY2022 Budget
<b>FY2022 BUDGET EXPENDITURES</b>		
<b>Operating &amp; Other Expenses</b>		
Transit Operating Expenses	\$ 106,925,420	\$ 110,911,240
Non-Operating Expenses	455,000	784,500
<b>Total Operating &amp; Other Expenses</b>	<b>\$ 107,380,420</b>	<b>\$ 111,695,740</b>
<b>Capital Expenditures</b>		
New Capital Programs	\$9,637,000	\$ 10,400,000
Existing Capital Programs	79,785,135	64,778,656
<b>Total Capital</b>	<b>\$ 89,422,135</b>	<b>\$ 75,178,656</b>
<b>Total Budgeted Expenditures</b>	<b>\$ 196,802,555</b>	<b>\$ 186,874,396</b>



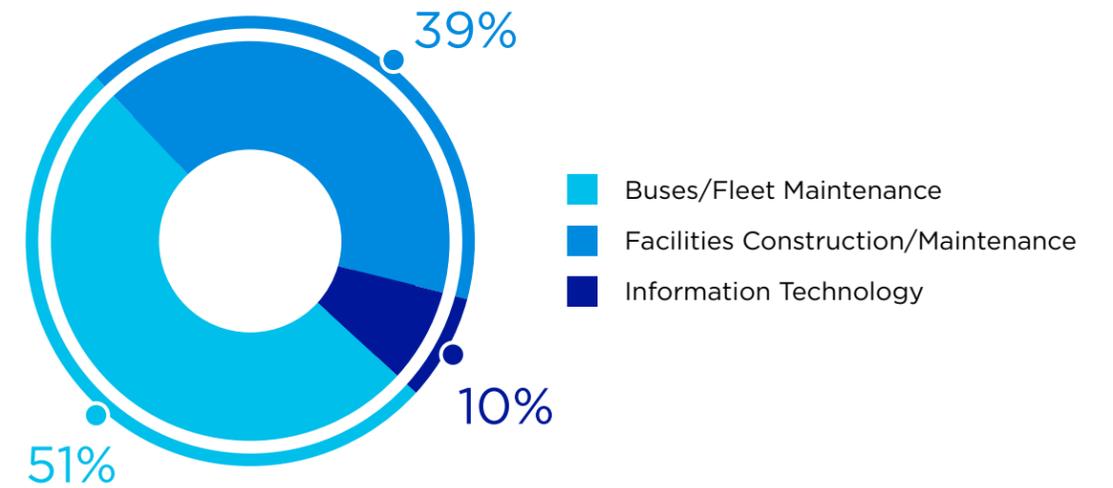
FY2022 OPERATING EXPENSES BY DEPARTMENT

	FY2021 Budget	FY2022 Budget
<b>Transit Operating Expenses</b>		
Customer Service & Operations	\$ 91,645,340	\$ 95,159,240
Maintenance & Vehicle Technology	815,060	1,027,660
Marketing & Communications	2,238,710	2,193,670
Information Technology	2,211,630	2,221,040
Administration	2,171,050	2,345,770
Procurement	859,220	874,320
Government Relations	957,110	982,880
Finance	1,887,510	1,851,710
Planning	1,607,470	2,154,990
Facilities	2,532,320	2,099,960
<b>Total Transit Operating Expenses</b>	<b>\$ 106,925,420</b>	<b>\$ 110,911,240</b>
<b>Non-Transit Operating Expenses</b>		
Property Management	\$355,000	\$464,500
Special Services	100,000	320,000
<b>Total Non-Transit Operating Expense</b>	<b>\$ 455,000</b>	<b>\$ 784,500</b>
<b>Total Operating Expenses</b>	<b>\$ 107,380,420</b>	<b>\$ 111,695,740</b>



FY2022 CAPITAL SUMMARY

	FY2021 Budget	FY2022 Budget
<b>New Capital Programs</b>		
Buses/Fleet Maintenance	\$7,637,000	\$1,290,000
Facilities Construction/Maintenance	870,000	8,460,000
Information Technology	1,130,000	650,000
<b>Total New Capital Programs</b>	<b>\$9,637,000</b>	<b>\$10,400,000</b>
<b>Existing Capital Programs</b>		
Buses/Fleet Maintenance	\$55,358,000	\$36,955,000
Facilities Construction/Maintenance	16,728,985	20,928,656
Information Technology	7,698,150	6,895,000
<b>Total Existing Capital Programs</b>	<b>\$79,785,135</b>	<b>\$64,778,656</b>
<b>Total Capital</b>	<b>\$89,422,135</b>	<b>\$75,178,656</b>



# CAPITAL BUDGET

## Capital Program

The currently proposed capital projects, with total life-of-project budgets of \$202.2 million, includes \$41.9 million of newly proposed projects. Each project includes the life-of-project budget, estimated expenditures through FY2021, and the balance of expenditures for future years.

## Newly Proposed Capital Projects for FY2022

- 0229 1700s and 1800s Bus Replacement** - This project is for the replacement of 24 CNG buses in our fleet. This bus replacement project, from procurement through construction and deployment, will occur over two fiscal years: ten buses to be replaced in one year and the remaining fourteen in the following year.
- 0228 Hybrid Non-Revenue Vehicles** - This project will replace nine of Foothill Transit's non-revenue vehicles with nine hybrid vehicles. The project will be completed over three fiscal years, replacing three buses per year.
- 0227 Fuel Monitoring System** - This project will upgrade the existing CNG fueling system to enable wireless entry of bus odometer records to the Foothill Transit tracking site versus the current manual entry by fuelers.
- 0237 Facilities Security Hardening Improvement Project** - This project will enhance the existing security systems at the Administrative offices, the Arcadia/Irwindale, and the Pomona operating facilities. The project scope consists of surveillance camera replacements, security camera additions, support equipment updates, new fencing, vehicle access gates, and access controls.
- 0236 Cal Poly Pomona Transit Mobility Hub Feasibility Study** - This project will determine the feasibility of constructing a Transit Center at the Cal Poly Pomona campus. As there have been preliminary discussions regarding the feasibility of a transit center, Foothill Transit will hire a consultant that will develop a study and plan to determine the likelihood of such transit center coming to fruition.
- 0235 Pomona CNG Replacement** - This project will replace existing CNG compressors, dispensers, and associated CNG equipment at the Pomona O&M facility. Despite maintenance and quarterly inspections, the equipment is over 20 years old and will need to be replaced as it has reached the end of its useful life.
- 0234 O&M Facilities Equipment Replacement** - This project will replace existing maintenance equipment items at both operating facilities in accordance with Foothill Transit's Transit Asset Management Plan. All equipment to be replaced has exceeded its useful life.

- 0233 Arcadia/Irwindale O&M Overflow Parking Lot Enhanced Security** - This project will secure the existing parking lot with iron fencing, a powered gate with access control, and security cameras.
- 0232 3rd Floor Conference Room Conversion** - This project will convert the conference room on the 3rd floor into two separate office spaces.
- 0231 General Preliminary Engineering** - This project will be used for engineering costs for capital projects that will lead to construction.
- 0230 Facilities Capital Contingency FY2022** - 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.
- 0239 Hybrid Conference Rooms** - Stemming from the pandemic and a move to virtual meetings, this project will add additional cameras and an overhead microphone system to support hybrid meetings. This project will allow board members and Foothill Transit staff to be viewed while conducting meetings from Foothill Transit conference rooms.
- 0238 IT Capital Contingency FY2022** - This project will be used for unexpected emergency information technology capital projects that must be completed throughout the fiscal year. Funds do not carry over year-to-year.



Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
<b>Buses/Fleet Maintenance:</b>					
0229	1700s and 1800s Bus Replacement (NEW)	\$32,000,000	\$ -	\$ 800,000	\$31,200,000
0228	Hybrid Non-Revenue Vehicles (NEW)	450,000	-	150,000	300,000
0227	Fuel Monitoring System (NEW)	340,000	-	340,000	-
0212	Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure	33,000,000	100,000	32,900,000	-
0196	Bus Headsign Replacement	1,278,000	878,000	400,000	-
0167	Fleet Heavy Maintenance - 2	22,010,000	6,080,000	2,400,000	13,530,000
0124	Fare Collection System	8,200,000	4,700,000	1,200,000	2,300,000
0094	Replacement Facility Trucks	250,000	140,000	55,000	55,000
	<b>Total</b>	<b>\$97,528,000</b>	<b>\$11,898,000</b>	<b>\$38,245,000</b>	<b>\$47,385,000</b>

<b>Facilities Construction/Maintenance:</b>					
0237	Facilities Security Hardening Improvement Project (NEW)	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -
0236	Cal Poly Pomona Transit Mobility Hub Feasibility Study (NEW)	200,000	-	200,000	-
0235	Pomona CNG Replacement (NEW)	5,000,000	-	5,000,000	-
0234	O&M Facilities Equipment Replacement (NEW)	460,000	-	460,000	-
0233	Arcadia O&M Overflow Parking Lot Enhanced Security (NEW)	250,000	-	250,000	-
0232	3rd Floor Conference Room Conversion (NEW)	200,000	-	200,000	-
0231	General Preliminary Engineering (NEW)	400,000	-	400,000	-
0230	Facilities Capital Contingency FY2022 (NEW)	250,000	-	250,000	-
0218	Arcadia Facility Improvements	220,000	70,000	150,000	-
0217	Pomona Facility Improvements	210,000	85,000	125,000	-
0216	Admin 4th Floor Carpet Replacement	20,000	-	20,000	-
0215	Admin Exterior Lighting Upgrades	60,000	-	60,000	-
0213	Gas Filtration Alarm Replacement	60,000	-	60,000	-
0204	Operations Facilities Security Projects	250,000	100,000	150,000	-
0203	Arcadia and Pomona Facility Landscaping	160,000	100,000	60,000	-

Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
<b>Facilities Construction/Maintenance CONTINUED</b>					
0202	Arcadia HVAC Replacement	1,800,000	100,000	1,700,000	-
0200	Administration Office Furniture	60,000	20,000	40,000	-
0199	Arcadia Bus Wash Retrofit & Steam Bay Lift	1,000,000	300,000	700,000	-
0198	Administration Kitchenette Refresh	70,000	35,000	35,000	-
0182	Pomona Steam Bay Lift Replacement	275,000	50,000	225,000	-
0181	DTLA Layover Parking Improvements	4,100,000	1,450,345	1,450,345	1,199,310
0178	Restroom Compliance and Modernization	2,400,000	1,350,000	500,000	550,000
0176	Administration HVAC Replacement	400,000	30,000	185,000	185,000
0175	Arcadia Fire Alarm Update	150,000	-	150,000	-
0174	Bus Stop Enhancement Program	350,000	219,200	130,800	-
0173	Pomona/Arcadia Lighting Upgrades	160,000	15,000	145,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	161,000	49,000	-
0155	Administrative Building Solar Canopy	4,000,000	-	-	4,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	138,980	1,000,000	13,940,020
0138	Covina Park & Ride and Transit Center	28,495,511	22,500,000	5,995,511	-
0131	BSEP - West Covina Bus Shelters	260,000	60,000	200,000	-
0129	Pomona Transit Store Renovation	800,000	100,000	700,000	-
0116	Administration Building 2nd Floor Remodel	796,000	100,000	348,000	348,000
0115	Mt. SAC Transit Center	9,750,000	1,500,000	6,750,000	1,500,000
	<b>Total</b>	<b>\$79,595,511</b>	<b>\$28,484,525</b>	<b>\$29,388,656</b>	<b>\$21,722,330</b>

<b>Information Technology</b>					
0239	Hybrid Conference Rooms (NEW)	\$ 400,000	\$ -	\$400,000	\$ -
0238	IT Capital Contingency FY2022 (NEW)	250,000	-	250,000	-
0225	Access Point Replacement	100,000	50,000	50,000	-
0223	Arcadia Yard Cabling Upgrade	200,000	50,000	150,000	-

# OPERATING BUDGET

Project #	Project Name	L.O.P. Budget	Estimated Expenditures through FY2021	FY2022 Budget	FY2023+
<b>Information Technology CONTINUED</b>					
0222	Replacement Monitors	75,000	50,000	25,000	-
0209	Transit Corridor Improvements	500,000	75,000	125,000	300,000
0208	Transit Asset Management Implementation	350,000	-	150,000	200,000
0207	SD-Wide Area Network	350,000	150,000	50,000	150,000
0206	Transit Store Phone Replacement	50,000	6,500	10,000	33,500
0195	Business Intelligence Dashboard	200,000	80,000	120,000	-
0194	Pomona Yard Network Cabling Upgrade	75,000	25,000	50,000	-
0192	Cabling and Core Switch Replacement	275,000	125,000	150,000	-
0191	HD Upgrade Conference Rooms	100,000	25,000	75,000	-
0188	Data Center Update and Replacement	950,000	600,000	350,000	-
0186	HR/Payroll System	50,000	-	25,000	25,000
0147	TAP Student ID Cards	68,250	20,100	20,000	28,150
0144	Virtual Disaster Recovery	150,000	105,000	45,000	-
0097	CAD/AVL Replacement	20,300,000	12,000,000	5,400,000	2,900,000
0042	Bus Stop Customer Information	600,000	400,000	100,000	100,000
	<b>Total</b>	<b>\$25,043,250</b>	<b>\$13,761,600</b>	<b>\$7,545,000</b>	<b>\$3,736,650</b>
	<b>Grand Total</b>	<b>\$202,166,761</b>	<b>\$54,144,125</b>	<b>\$75,178,656</b>	<b>\$72,843,980</b>

## Operating Budget and Department Summary

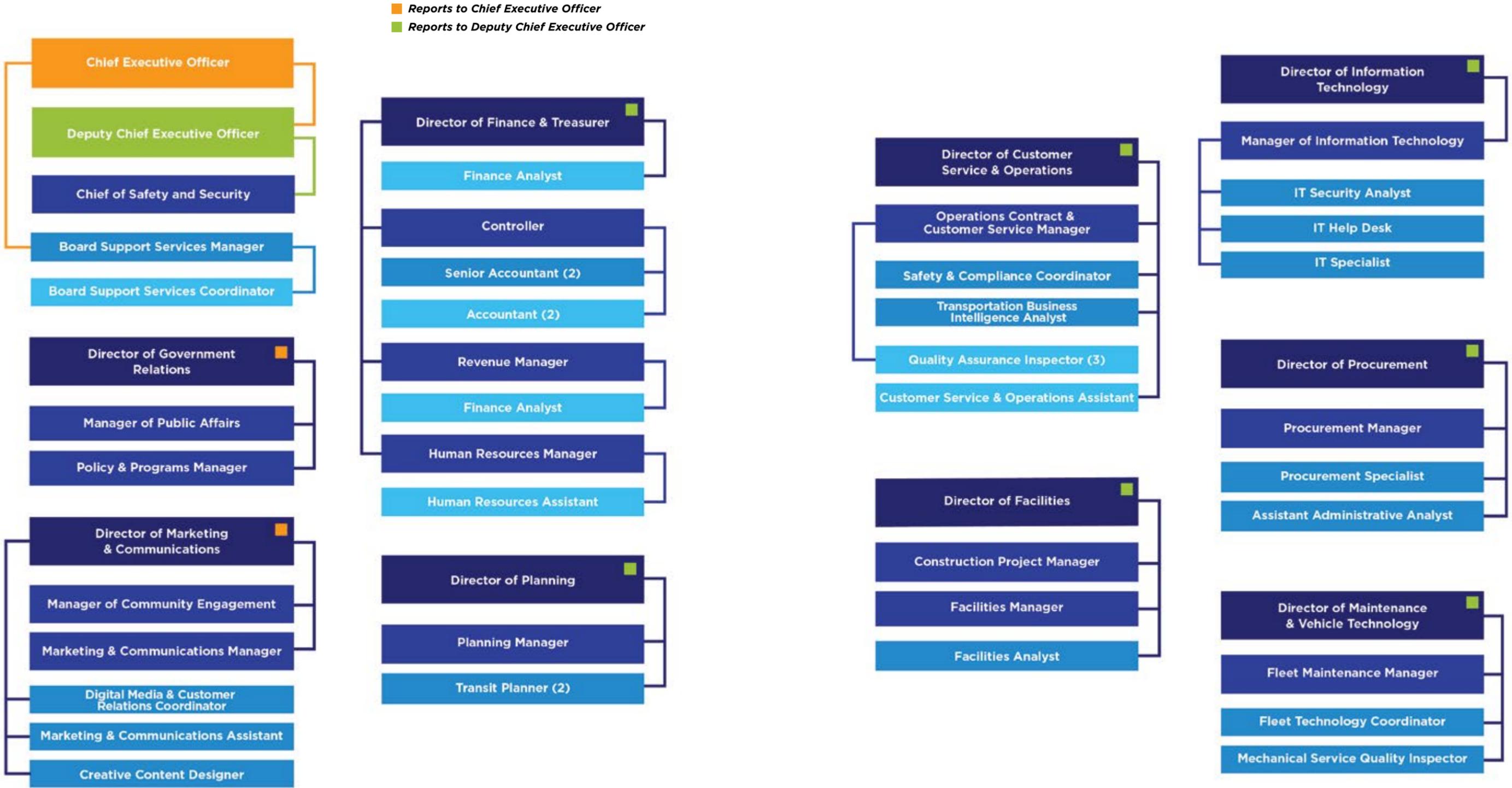
Foothill Transit's operating budget and departmental initiatives for FY2022 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

	FY 2020 Actual	FY2021 Budget	FY2021 Estimate	FY2022 Budget
<b>Transit Operating Expenses:</b>				
Customer Service & Operations	\$85,879,127	\$91,645,340	\$90,858,639	\$95,159,240
Maintenance & Vehicle Technology	781,241	815,060	787,099	1,027,660
Marketing & Communication	1,624,010	2,238,710	1,209,372	2,193,670
Information Technology	1,738,669	2,211,630	1,855,826	2,221,040
Administration	2,537,393	2,171,050	1,746,998	2,345,770
Procurement	827,146	859,220	782,720	874,320
Government Relations	-	957,110	699,600	982,880
Finance	1,588,661	1,887,510	1,672,319	1,851,710
Planning	1,020,995	1,607,470	1,140,446	2,154,990
Facilities	1,992,078	2,532,320	2,459,320	2,099,960
<b>Total Operating Expense</b>	<b>\$97,989,320</b>	<b>\$106,925,420</b>	<b>\$103,212,340</b>	<b>\$110,911,240</b>
<b>Non-Operating Expenses:</b>				
Property Management	\$ 348,527	\$ 355,000	\$ 355,000	\$ 464,500
Special Services	343,302	100,000	100,000	320,000
<b>Total Non-Operating Expense</b>	<b>\$ 691,829</b>	<b>\$ 455,000</b>	<b>\$ 455,000</b>	<b>\$ 784,500</b>
<b>Total Expenses</b>	<b>\$98,681,149</b>	<b>\$ 107,380,420</b>	<b>\$103,667,340</b>	<b>\$111,695,740</b>

# DEPARTMENT SUMMARY

## Department Summary

The FY2022 Budget includes 54 total FTEs, consistent with last fiscal year. For reference, below is the current organization structure.



# CUSTOMER SERVICE & 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 oversees 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	FY2020 Actual	FY2021 Budget	FY2022 Budget
5001	Purchased Transportation	\$ 76,657,210	\$ 80,872,000	\$ 84,446,890
5020	Fuel	5,939,062	6,881,960	7,055,200
5035	Electricity Fuel	395,476	587,150	401,340
5100	Salary, Wages & Benefits	1,113,430	1,109,660	1,002,580
5150	Contracted Services	1,531,418	1,761,360	1,737,360
5260	Professional/Technical	29,475	47,110	39,000
5411	Bus Rodeo	49,423	68,000	68,000
5430	Dues and Subscriptions	75	2,400	2,400
5550	Training and Conferences	23,212	24,000	22,000
5555	Business Travel and Meeting	-	-	2,000
5560	Uniform/Clothing Supplies	485	9,900	7,600
5720	Other Contracted Services	5,551	3,240	3,000
5721	Other Contracted Services - Transit Stores	39,256	60,000	62,400
5991	Safety & Security	95,056	218,560	309,470
<b>Total</b>		<b>\$ 85,879,127</b>	<b>\$ 91,645,340</b>	<b>\$ 95,159,240</b>

**5001** Increased due to annual contractual increases

**5100** Quality Assurance position converted to Chief of Safety and Security and moved to Administration

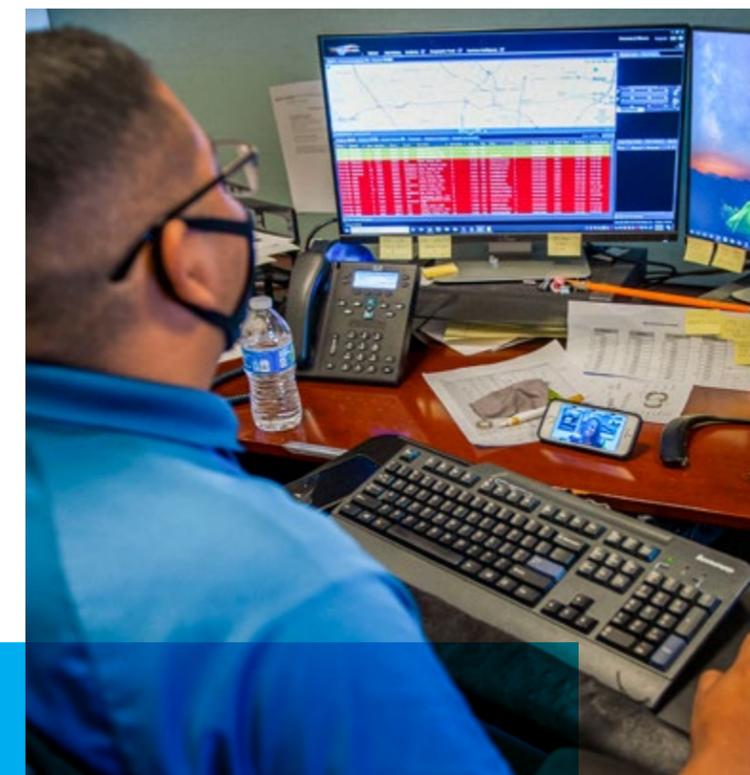
**5991** Increased due to Supplemental Law Enforcement increases and additional Safety & Security initiatives

## FY2022 INITIATIVES

- Provide support for procurement of Arcadia Irwindale Operations and Maintenance Contract
- Coordinate COVID-19 FTA Reporting Submissions
- Support Foothill Transit Comprehensive Operations Analysis
- Coordinate service for LA Marathon and other special events
- Refresh E-Alerts Customer Safety Reporting Program to incorporate additional reporting by Foothill Transit team members
- Update Foothill Transit's Continued Operations Plans and other safety plans
- Continue monitoring and modifying procedures as needed to respond to FTA's Safety Management System requirements
- Develop Threat and Vulnerability Assessment (TVA)
- Implement revised Customer Comment Response process
- Support National Transit Database Certification of agency's automatic passenger counters for data collection
- Continued training and collaboration with law enforcement and security partners

## FY2021 ACCOMPLISHMENTS

- Continued monitoring of service during COVID-19 service adjustments
- Updated policies and procedures in response to CDC and local Guidelines
- Conducted weekly monitoring and reports of ridership impacts
- Coordinated adjustments to electronic signage and automatic voice announcements
- Implemented CDC Mask Mandate and supported training efforts
- Enhanced participation in APTA's Operations Committee and COVID-19 focus
- Continued support for testing of Computer Aided Dispatch/Automatic Vehicle Locator
- System enhancements
- Enhanced participation in Southern California Transit Mutual Assistance Compact (TransMac) and Board
- Supported Avail Customer Communication Project Development
- Participated in Transit Research Board TRB Innovations in Transit Performance Measurement Challenge Planning Team
- Incorporated CAD/AVL data into on-time performance improvement plans.
- Supported Headsign Refurbishment activities
- Conducted daily visual inspections of service and equipment
- Coordinated and submitted data for American Bus Benchmarking Group General Fixed
- Route and COVID-19 operations
- Monitored contractor COVID-19 response supplies and personal protective equipment inventory
- Submitted Federal Transit Administration Transit Safety Security Plan



# MAINTENANCE & VEHICLE TECHNOLOGY

The **Maintenance and Vehicle Technology (MVT)** department ensures the availability 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.

## FY2021 ACCOMPLISHMENTS

- Procured, inspected and accepted 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 and installed driver barriers to mitigate effects of COVID-19 pandemic
- Replaced and updated 131 bus destination headsigns
- Conducted bus route energy usage analysis
- Implemented bus heavy maintenance on series 2100 buses
- Procured, inspected and received 2 Alexander Dennis Double Deck
- Launched pilot program for 2 Alexander Dennis double deck buses on commuter and express routes
- Developed and submitted Foothill Transit's Zero Emission Bus plan as required by CARB's ICT Rule

## FY2022 INITIATIVES

- Implement bus heavy maintenance on Series 2200 and 2300 buses
- Develop and implement fuel cell bus program
- Purchase 20 fuel cell buses
- Perform in-plant inspections of 20 fuel cell buses
- Procure new CNG fueling and dispensing system
- Perform Pilot test interior bus route information system
- Update bus Zonar Pre and Post trip inspection system
- Purchase two non-revenue plug-in hybrid electric vehicles

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5040	Gas and Lubricants	\$ 4,328	\$ 7,200	\$ 7,200
5100	Salaries, Wages & Benefits	580,889	550,410	570,430
5260	Professional/Technical	135,976	194,050	387,130
5430	Dues and Subscriptions	7,201	7,400	7,400
5550	Training and Conferences	20,183	16,000	16,000
5555	Business Travel and Meeting	-	14,000	11,000
5720	Other Contracted Services	10,749	11,000	13,500
5970	Repair and Maint. Vehicles	21,915	15,000	15,000
<b>Total</b>		<b>\$ 781,241</b>	<b>\$ 815,060</b>	<b>\$ 1,027,660</b>

**5260** Increased electric bus charger equipment due to more electric buses being in the fleet  
Increase in contractual rate and equipment for viriciti  
Zonar price increased per unit

**5555** Expecting for in-plant bus inspections to occur towards the end of FY2022 into FY2023



# MARKETING & 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, community engagement, public affairs outreach, media exposure, and creative customer communications, both on board and off to both customers, stakeholders, and the community at large. myriad on-board communication.

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 780,832	\$ 817,630	\$ 845,170
5260	Professional/Technical	239,571	625,580	561,000
5300	Advertising and Promotion	424,554	547,000	532,000
5330	Community Sponsorship	82,011	100,000	100,000
5380	Special Events	5,982	27,000	27,000
5410	Team Member Appreciation	2,242	2,000	2,000
5430	Dues and Subscriptions	22,647	17,000	24,000
5550	Training and Conferences	16,379	10,000	10,000
5555	Business Travel and Meeting	-	10,000	10,000
6280	Printing	49,791	82,500	82,500
<b>Total</b>		<b>\$ 1,624,010</b>	<b>\$ 2,238,710</b>	<b>\$ 2,193,670</b>

**5260** *Eliminated two line items for Image Archiving and Media Monitoring*

**5430** *Increased to reflect prior year actuals*



## FY2021 ACCOMPLISHMENTS

- Launched an integrated communications plan during the COVID-19 Pandemic, continuously highlighting safety protocols, updating of changes from LA Public Health, and informing customers of service impacts.
- Promoted the TAP app to highlight new contactless payment options.
- Collaborated with local partners to plan, launch, promote and facilitate vaccine distribution at the Covina Transit Center.
- Highlighted local vaccine clinics throughout the San Gabriel Valley and promoted events via interactive maps and digital outreach.
- Collaborate with Class Pass schools to provide regular updates and service impacts related to service. Continued to partner with universities to provide accessible service and paused billing to the universities.
- Revamp customer communication strategies and tactics to adjust for the pandemic.
- Developed the Class Pass program for Cal Poly Pomona.
- Re-designed the Foothill Transit website
- Coordinated regional days of recognition for a variety of awareness campaigns.
- Promoted Meet the Planner and developed a virtual option to safely allow our team to engage with customers during a pandemic.
- Refreshed digital advertising campaigns using AdWords, Facebook, and Instagram platforms.
- 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 and launched Foothill Transit's double deck electric bus program.

## FY2022 INITIATIVES

- Develop strategic response during the COVID-19 phased re-opening, including safety guidelines and re-opening strategies.
- Revamp customer communication and engagement strategies as the region adjusts through COVID-19 related fluctuations and new customer behaviors.
- Develop and launch ridership growth initiatives like the ½ price pass sale to support our community through additional pass discounts.
- Develop and launch new website with improvements to customer usability on mobile and desktop platforms, streamlining information to customers, and back-end improvements.
- Conduct customer marketing research program
- Launch the Class Pass two-year pilot program at Cal Poly Pomona.
- Refresh the Class Pass design and messaging for all ten universities that participate in the program
- Promote Mt. SAC Transit Center construction and service.
- Participate in the development of the COA survey and manage customer communication, outreach, and engagement tactics.
- Participate in the annual ABBG Customer Satisfaction Survey.
- Promote upcoming bus technology advancements, like fuel-cell and electric bus additions to the fleet.
- Conduct comprehensive marketing research program
- Continue participation in regional days of recognition

# INFORMATION TECHNOLOGY

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

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

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 540,749	\$ 706,350	\$ 706,900
5260	Professional/Technical	-	125,000	125,000
5421	Copier	6,305	6,600	6,600
5430	Dues and Subscriptions	1,548	3,000	3,000
5550	Training & Conferences	26,623	45,000	45,000
5720	Other Contracted Services	510,890	605,930	547,000
5950	Repair & Maint. Other Equip.	14,194	8,000	8,000
6130	Telephone/Data	638,361	711,750	779,540
<b>Total</b>		<b>\$ 1,738,669</b>	<b>\$ 2,211,630</b>	<b>\$ 2,221,040</b>

**5720** Replaced aging hardware which lowered operating costs

**6130** The cost of telecommunications/data services increased

## FY2021 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 at the transit stores
- Replaced the aging wireless system in the admin building
- Replaced the temporary laptops with permanent equipment for all admin staff to ensure staff are able to work effectively remotely
- Replaced the aging firewall to ensure higher level of security
- Replaced the aging security monitoring system with a more effective real-time reporting
- Replaced the antivirus application to support the latest threats

## FY2022 INITIATIVES

- Continue to configure and deploy Microsoft System Center Configuration Manager to efficiently manage large groups of computers running Microsoft Windows
- Continue configuration and replacement of the aging core switch for the administrative building
- Replace the aging backup and recovery system to assist in recovery of Foothill Transit critical services
- Continue with 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



# ADMINISTRATION

The **Administration** department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs and manages all safety and security efforts for Foothill Transit. 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	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$ 1,602,986	\$ 1,102,150	\$ 1,212,020
5250	Legal Fees	289,101	425,000	455,000
5260	Professional/Technical	15,628	63,000	63,000
5265	Public Affairs	71,015	-	-
5412	Board Stipend	45,385	66,000	66,000
5430	Dues and Subscriptions	108,876	40,950	42,700
5441	Postage/Express Mail	9,960	12,000	12,000
5550	Training and Conferences	121,937	77,500	96,500
5555	Business Travel and Meeting	-	81,000	81,000
5600	Casualty & Liability Insurance	226,779	277,500	292,500
5720	Other Contracted Services	8,477	5,400	4,500
5850	Office/General Supplies	37,249	20,550	20,550
<b>Total</b>		<b>\$ 2,537,393</b>	<b>\$ 2,171,050</b>	<b>\$ 2,345,770</b>

- 5100** *Quality Assurance position converted to Chief of Safety and Security and moved to Administration*
- 5265** *Public Affairs now included in the Government Relations Department*
- 5430** *Moved the agency COMTO Membership to the Government Relations Department*
- 5550** *Increased as we expect to Resume Training and Legislative Travel for Employees and Board Members  
Increased as four additional trainings to correlate with safety and security function were added*

## FY2021 ACCOMPLISHMENTS

- Supported the Executive Board and Governing Board
- Ensured effective Executive Board and Governing Board communications
- Advocated for federal funding for Foothill Transit capital projects
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, and Access Services
- Continued and strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)

## FY2022 INITIATIVES

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



# PROCUREMENT

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

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salary, Wages & Benefits	\$417,457	\$450,220	\$469,820
5250	Legal Fees	306,577	270,000	270,000
5260	Professional/Technical	64,886	70,000	67,000
5300	Advertising and Promotion	4,461	8,500	7,000
5430	Dues and Subscriptions	1,670	2,500	2,500
5550	Training and Conferences	7,966	26,000	26,000
5555	Business Travel and Meeting	-	2,000	2,000
5720	Other Contracted Services	24,129	30,000	30,000
<b>Total</b>		<b>\$827,146</b>	<b>\$859,220</b>	<b>\$874,320</b>

## FY2021 ACCOMPLISHMENTS

- Earned fourth consecutive National Procurement Institute's Achievement of Excellence in Procurement
- Coordinated agency administrative policies, procedures, and systems including updates to the Procurement Policies and Procedures Manual
- 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
- Procured services to support capital activities occurring at Foothill Transit administrative building and the maintenance and operating facilities
- Managed and successfully contracted procurements for construction of the Mt. San Antonio College Transit Center, comprehensive operational analysis, fuel cell program consultation and maintenance facility capital improvements
- Adapted to limitations on standard practices during the procurement process due to the COVID-19 pandemic. Leveraged the utilization of the agency's electronic procurement platform and web based meeting software to increase department efficiency and reduce operating costs

## FY2022 INITIATIVES

- Ensure successful and timely procurement of goods and services to support Foothill Transit's mission
- Successfully procure any necessary 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
- Earn a fifth 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 Contracted Operations and Maintenance services at the Arcadia/Irwindale Facility, fuel cell revenue vehicles, 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 programs, policies and regulations for the agency's zero-emission bus program and public affairs outreach efforts.

Account Number	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages and Benefits	\$ -	\$ 535,360	\$ 526,220
5265	Public Affairs	-	161,500	175,100
5430	Dues and Subscriptions	-	84,250	105,560
5550	Training & Conferences	-	118,500	118,500
5555	Business Travel and Meeting	-	57,500	57,500
<b>Total</b>		<b>\$ -</b>	<b>\$ 957,110</b>	<b>\$ 982,880</b>

*In FY2020, Government Relations was part of the Administration Department\**

**5430** *Moved the Agency COMTO membership from the Administration Department  
Added funding for BizFed Membership*



## FY2021 ACCOMPLISHMENTS

- Communicated and advocated for agency positions on legislative and regulatory proposals to key local, state and federal governing bodies
- Advocated for federal COVID-19 relief fundings
- Advanced state and county health regulatory changes to be inclusive of COVID-19 vaccine access for transit workers
- 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, California Energy Commission, Southern California Association of Governments and San Gabriel Valley Council of Governments
- Continued analysis of zero-emission technologies that aid in Foothill Transit's effort to reduce carbon emissions

## FY2022 INITIATIVES

- Develop and maintain productive relations with the new federal Administration including new and existing key staff for the Department of Transportation, Federal Transit Administration and Congress
- Develop and maintain relationships with state and local elected officials, the California State Transportation Agency, California Transportation Commission, 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
- Strengthen and maintain Foothill Transit's visibility, involvement, and influence with the American Public Transportation Association and California Transit Association
- 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	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$1,265,281	\$1,452,410	\$1,461,420
5210	Audit Fees	48,028	52,000	60,000
5260	Professional/Technical	17,128	24,000	21,000
5410	Team Member Appreciation	-	-	13,000
5430	Dues and Subscriptions	4,623	10,050	10,150
5545	Tuition Reimbursement	99,804	110,000	50,000
5550	Training & Conferences	31,722	44,800	49,640
5555	Business Travel and Meeting	-	3,000	3,000
5720	Other Contracted Services	85,891	117,500	137,500
5741	Fare Collection Equip./Maint.	3,041	16,000	14,000
6210	Pass Sales Commission	13,213	18,750	5,000
6260	Fare Media	19,930	24,000	12,000
6261	Class Pass Media	-	15,000	15,000
<b>Total</b>		<b>\$1,588,661</b>	<b>\$1,887,510</b>	<b>\$1,851,710</b>

- 5545 *Decreased to reflect the updated number of employees enrolled*
- 5550 *Increased as several employee development trainings will be offered in-person*
- 5720 *Increased as Foothill Transit is using a new automated AP Software*

## FY2021 ACCOMPLISHMENTS

- Updated the ten-year financial forecast and monitored budget progress
- Completed numerous financial audits resulting in no material findings
- Received the National Government Finance Officers Association award for excellence in financial reporting
- Updated the Foothill Transit Bus Fleet Replacement Plan
- Conducted a five-year capital improvement call-for-projects
- Prepared annual operating and capital budgets and annual Business Plan; included annual cash flow for capital projects
- Prepared the annual Comprehensive Annual Financial Report
- Prepared the annual revision to the Employee Handbook
- Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX), Bus Operator Subcommittee (BOS) of LA Metro, and the Women's Transportation Seminar (WTS) International Board of Directors
- Implemented automated employee benefits system
- Completed 8 new employee recruitments

## FY2022 INITIATIVES

- Update the ten-year financial forecast and monitor budget process; prepare scenarios for revenue losses resulting from COVID-19
- Secure funding for the transition of Foothill Transit's fleet to Zero-Emission Vehicles
- Coordinate the Federal Transit Administration Triennial audit to ensure that Foothill Transit receives no negative findings
- 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
- Implement automated accounts payable system
- Prepare update to the Employee Handbook



# 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	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salaries, Wages & Benefits	\$559,555	\$618,670	\$612,790
5260	Professional/Technical	116,010	350,000	1,000,000
5430	Dues and Subscriptions	1,161	3,800	4,200
5550	Training & Conferences	8,605	19,000	19,000
5710	Facilities Leases	-	12,000	12,000
5720	Other Contracted Services	246,351	454,000	327,000
6200	Bus Book Printing	89,312	150,000	180,000
<b>Total</b>		<b>\$1,020,995</b>	<b>\$1,607,470</b>	<b>\$2,154,990</b>

**5260** Increased for the Comprehensive Operational Analysis

**5720** Moved one line item for Transit Information Products to Account 6200

## FY2021 ACCOMPLISHMENTS

- Title VI Program submission to the FTA
- Updated the public facing Title VI information including the website and onboard the buses
- Provided Title VI Training for Foothill Transit staff
- Adjusted Express service to Downtown Los Angeles to meet the reduced ridership levels caused by LA County's Safer at Home order which encouraged remote working
- Integrated the new Union Station Patsaouras Plaza Bus Plaza into the routes serving downtown Los Angeles
- Transitioned to the Avail MyStop Customer Information System
- Made Foothill Transit's Real Time GTFS available for developers
- Worked closely with PVRTA, the city of Glendora, and local school districts to determine the best way to meet the transportation needs of the students
- Kicked off Foothill Transit's Comprehensive Operational Analysis
- Completed development of a Bus Stop Inspection Application using LaserFiche
- Conducted virtual "Meet the Planner" outreach to gather customer feedback

## FY2022 INITIATIVES

- Continue Foothill Transit's Comprehensive Operational Analysis
- Evaluate ridership and adjust levels to meet the demand while ensuring proper customer social distancing is maintained onboard the vehicles
- Reinvest savings from line adjustments into lines that are the backbone of the frequent network
- Integrate the Foothill Transit all-electric double deck bus into revenue service
- Upgrade bus signal priority equipment along Colorado Boulevard in Pasadena
- Partner with local transit providers to facilitate mobility in the region such as promoting PVRTA's upcoming micro transit service as an option to some of Foothill Transit's service
- Make service enhancement recommendations on the Duarte eBus service to improve efficiency and effectiveness
- Plan the integration of the hydrogen fuel cell buses into the service including the extension of Line 486 to the Pomona Transit Center



# FACILITIES

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

Account #	Account Name	FY2020 Actual	FY2021 Budget	FY2022 Budget
5100	Salary, Wages & Benefits	\$532,978	\$573,190	\$564,790
5151	Contracted Services-Facility	431,938	463,800	477,240
5260	Professional/Technical	-	2,000	2,000
5420	Contract Maintenance	84,120	168,940	255,490
5430	Dues & Subscriptions	8,077	16,250	14,150
5471	Janitorial	42,798	98,000	86,460
5550	Training & Conferences	-	17,000	17,000
5710	Transit Store Lease	102,293	465,600	295,200
5720	Other Contracted Services	416,824	72,800	91,200
5910	Tools and Materials	17,117	33,300	33,800
5950	Repair & Maint. Other Equip.	66,240	65,000	102,000
5991	Safety & Security	26,128	230,280	292,490
6100	Utilities	263,566	326,160	332,640
<b>Total</b>		<b>\$ 1,992,078</b>	<b>\$ 2,532,320</b>	<b>\$ 2,564,460</b>

**5420** Added cost for SGV area portable toilets. New cost for environmental cleanup for On-call basis

**5471** Decreased due to new Janitorial Services contract

**5720** Removed proposed lease cost for 16/Maple layover site

**5950** Added cost for minor repairs not part of the current contract for the upcoming Arcadia-Irwindale contract turnover

**5991** New cost for security camera maintenance at Covina Transit Center

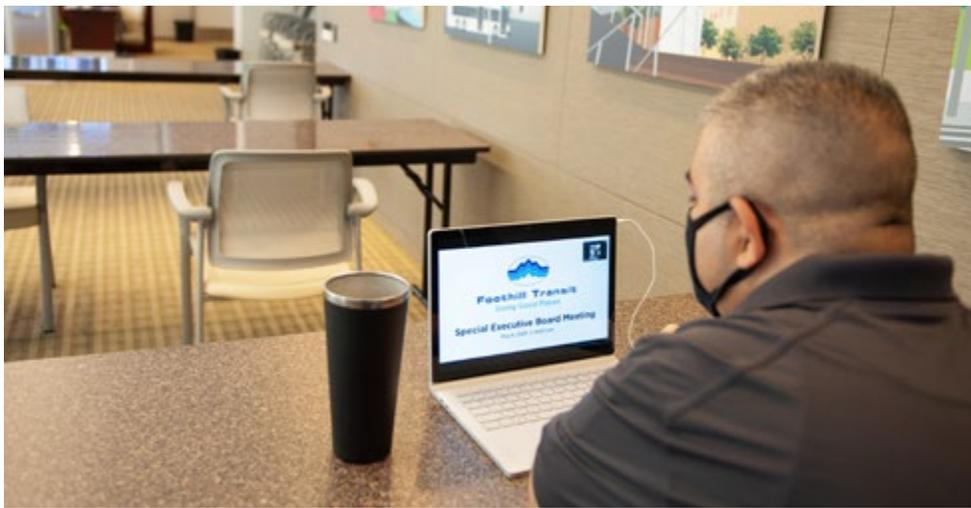
## FY2021 ACCOMPLISHMENTS

- Completed construction of the Restroom Compliance Modernization at the Administrative Building
- Completed construction and conversion of two offices in the Administrative Office Building
- Completed asphalt repair, seal coat and restriping at Administrative Office Building parking lot
- Completed bus wash addition at Arcadia-Irwindale Facility to accommodate double deck bus
- Completed landscape designs for Pomona O&M facility
- Completed Arcadia-Irwindale O&M facility HVAC design and permitting
- Received approval from Division of State Architects (DSA) and City of Walnut for the Plans to build the Mt. SAC Transit Center, street improvement work and sewer connection. Design, permitting and bidding for the construction through FY2021

## FY2022 INITIATIVES

- Begin construction of the Mt. SAC Transit Center
- 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 conference room audio/visual upgrades at Administrative Office Building
- Begin landscape renovations at Pomona O&M facility
- Begin replacement of parking lot lighting at Administrative Office building parking lot with energy efficient LED light fixtures
- Begin Pomona O&M facility steam bay/chassis wash replacement
- Replace HVAC system at Arcadia-Irwindale facility
- Begin construction of Arcadia-Irwindale facility security enhancement improvements at employee overflow parking lot





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



June 25, 2021

To: Governing Board

Subject: **Federal Transit Administration Triennial Review for Federal Fiscal Years (FFY) 2018 - 2020**

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### **Recommendations**

Receive and file the results of the Federal Transit Administration's (FTA) Triennial Review of Foothill Transit.

### **Analysis**

Chapter 53 of Title 49, Section 5307 of the United States Code, requires that all federal grant recipients be reviewed triennially for adherence to federal policy. The review concentrates on procedures and practices employed since the date of our last review in May 2017 to accurately review policies and practices in place for management of federal grants.

The firm of RLS & Associates, Inc. represented by Mr. John Caruolo, under contract with the FTA, conducted Foothill Transit's review. The process began with a Desk Review of documents submitted in December 2019. The Desk Review is typically followed by a two to three-day site visit by FTA's contracted reviewer. The COVID-19 pandemic disrupted the normal process and schedule for the current triennial review cycle, and the second phase of the review was instead conducted remotely between October 2020 and June 2021.

Foothill Transit's management team provided documentation and responded to questions from all areas of the review during the Desk Review. A second set of documents was submitted on December 18, 2020. Changes needed in light of updated FTA requirements as well as other recommended actions to implement grant management best practices were incorporated into our December 18, 2020 submission.

This year's triennial review covers Foothill Transit's compliance with FTA requirements in the 21 areas listed below, only 19 of which apply to Foothill Transit:

- Legal
- Financial Management and Capacity
- Technical Capacity - Award Management
- Technical Capacity - Program Management and Subrecipient Oversight
- Technical Capacity - Project Management



- Transit Asset Management
- Satisfactory Continuing Control
- Maintenance
- Procurement
- Disadvantaged Business Enterprise (DBE)
- Title VI
- Americans with Disabilities Act (ADA) - General
- Americans with Disabilities Act (ADA) - Complementary Paratransit
- Equal Employment Opportunity
- School Bus
- Charter Bus
- Drug-Free Workplace Act
- Drug and Alcohol Program
- Section 5307 Program Requirements
- ~~Section 5310 Program Requirements~~
- ~~Section 5311 Program Requirements~~

Over the past several months, the administrative team responded to the questions posed by the reviewer and assembled myriad documents related to the areas above that were then submitted for review.

In light of the COVID-19 pandemic, the FTA requested additional information and documentation related to the management of our transit program during the pandemic. In all, over 370 documents were submitted for review and 170 pages of written responses were provided to the questions posed by the reviewer.

At the conclusion of the review process on June 7, 2021, a remote exit conference was held with the FTA Region IX Administrator Ray Tellis and four members of his team, FTA’s contracted review team, and 15 members of Foothill Transit’s staff representing all functional areas of the organization. We were extremely pleased to be advised during the Exit Conference that the review team found no deficiencies in the management of Foothill Transit’s transit program. In fact, the reviewer requested permission to use several of Foothill Transit’s project tracking procedures and reporting documents as examples of good practices for other agencies to adopt.

**Fiscal Impact**

A successful Triennial Review by the FTA is required for a transit agency’s continued receipt of federal funding.

Sincerely,

Kevin Parks McDonald  
Deputy Chief Executive Officer

Doran J. Barnes  
Chief Executive Officer