



**Foothill Transit**

# **EXECUTIVE BOARD MEETING**

West Covina, CA  
Friday, May 27, 2022





Foothill Transit

# Foothill Transit MISSION

To be the premier public transit provider committed to:

**SAFETY**

**COURTESY**

**QUALITY**

**RESPONSIVENESS**

**EFFICIENCY**

**INNOVATION**



## Foothill Transit VALUES

### **SAFETY**

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

### **RESULTS**

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

### **INTEGRITY**

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

### **GRATITUDE**

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

### **DIVERSITY**

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

### **TEAM MEMBERS**

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

### **COMMUNICATION**

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

### **SUSTAINABILITY**

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



Foothill Transit

# Executive Board Meeting AGENDA

## EXECUTIVE BOARD MEETING

9:15 AM, MAY 27, 2022

Foothill Transit Administrative Office

2<sup>nd</sup> Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

1. CALL TO ORDER
2. ROLL CALL: MEMBERS BOYER, CALAYCAY, MOSS, SHEVLIN, STERNQUIST
3. CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER
4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 29, 2022
5. 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.

### 5.1. Chief Executive Director Response to Public Comment

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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) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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**CONSENT CALENDAR:** Items 6 through 12 are consent items, which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

6. APRIL 2022 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

*Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2022, for the fiscal year ending June 30, 2022.*

7. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS

*Recommended Action: Adopt Resolution 2022-10 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.*

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

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

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

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

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

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

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

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

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

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

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

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

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





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8. MAY 2022 PROCUREMENT MONTHLY REPORT

*Recommended Action: Receive and file the Procurement Monthly Report for May 2022.*

9. MAY 2022 LEGISLATIVE REPORT

*Recommended Action: 1. Adopt a SUPPORT position on AB 2868; and 2. Receive and file the May 2022 Legislative Report.*

10. TRANSPORTATION FUND EXCHANGE

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

11. AUTHORIZATION TO ISSUE INVITATION FOR BIDS (IFB) NO. 22-092 GAS DETECTION MODIFICATIONS FOR HYDROGEN FUEL CELL ELECTRIC BUSES AT FOOTHILL TRANSIT'S POMONA OPERATIONS & MAINTENANCE FACILITY

*Recommended Action: Authorize the Chief Executive Officer to issue Invitation for Bids (IFB) No. 22-092 for construction services related to modifications of the gas detection system for hydrogen fuel cell electric buses at Foothill Transit's Pomona Operations and Maintenance (O&M) Facility.*

12. AUTHORIZATION FOR CONTRACT AMENDMENT FOR MT. SAN ANTONIO COLLEGE (MT. SAC) TRANSIT CENTER CONSTRUCTION CONTRACT NO. 20-062

*Recommended Action: 1. Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No. 20-062 with Access Pacific in the amount of \$382,684.81 for change orders related to the construction of the Mt. SAC Transit Center. 2. Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.*

REGULAR AGENDA:

13. AUTHORIZATION TO AWARD CONTRACT FOR ARCADIA IRWINDALE OPERATIONS AND MAINTENANCE FACILITY TRANSIT SERVICES

*Recommended Action: Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility. The contract term will be four years. The projected four-year life of the contract is \$243,904,783.*



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14. FY2022 FINANCIAL FORECAST

*Recommended Action: Receive and file Foothill Transit's Updated FY2022 Financial Forecast.*

15. EMPLOYEE COMPENSATION PROGRAM

*Recommended Action: Approve the annual update to the Employee Compensation program.*

16. PROPOSED FISCAL YEAR 2023 BUSINESS PLAN AND BUDGET

*Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2023 to the Foothill Transit Governing Board.*

17. ADMINISTRATIVE OFFICE BUILDING FUTURE REQUIREMENTS

*Recommended Action: Receive and file an update on the future requirements for Foothill Transit's Administrative offices and provide direction as appropriate.*

18. SUMMER SALE

*Recommended Action: Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2022.*

19. EXECUTIVE BOARD ELECTION FOR Foothill TRANSIT CHAIR AND VICE CHAIR

20. CONTINUED GENERAL 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.*

21. EXECUTIVE DIRECTOR COMMENT

22. BOARD MEMBER COMMENT

23. ADJOURNMENT

**The next Regular Meeting of the Executive  
Board is scheduled for  
Friday, June 24, 2022 at 9:15 a.m.**





**Foothill Transit**

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

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

**Friday, April 29, 2022  
9:15 a.m.**

**1. CALL TO ORDER**

The meeting was called to order by Chair Sternquist at 9:26 a.m.

**2. ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

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

**3. 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.

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

Approval of the minutes for the Special Meeting of March 17, 2022, Regular Meeting of March 25, 2022, and Special Meeting of April 6, 2022.

Motion by Vice Chair Calaycay, second by Member Moss, the minutes for the Special Meeting of March 17, 2022, Regular Meeting of March 25, 2022, and Special Meeting of April 6, 2022 were approved. Motion carried 5-0.

**5. GENERAL PUBLIC COMMENT**

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

**5.1. Chief Executive Officer Response to Public Comment**

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

## **CONSENT CALENDAR**

There was no Public Comment on Consent Calendar Items 6-10.

### **6. MARCH FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2022. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2022, for the fiscal year ending June 30, 2022.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

### **7. RESOLUTION AUTHORIZING TELECONFERENCED PUBLIC MEETINGS**

Recommendation: Adopt Resolution 2022-08 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

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

### **8. APRIL 2022 PROCUREMENT MONTHLY REPORT**

Recommendation: Receive and file the Procurement Monthly Report for April 2022.

Motion by Member Shevlin, second by Vice Chair Calaycay, to receive and file. Motion carried 5-0.

### **9. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2023**

Recommendation: Approve the proposed FY 2023 Holiday Service Schedule.

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

### **10. RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

Recommendation: Adopt the following resolution: Resolution No. 2022-09: Authorization for the Execution of the Low Carbon Transit Operations



Program (LCTOP) Project “Foothill Transit Hydrogen Fuel Cell Bus Deployment” in the Amount of \$1,144,295 (Attachment A).

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

## **REGULAR AGENDA**

### **11. MT. SAN ANTONIO COLLEGE TRANSIT CENTER PROJECT UPDATE**

Recommendation: Receive and File the Mt. San Antonio College (Mt. SAC) Transit Center Project Update.

Sharlane Bailey, Director of Capital Projects and Facilities, presented this item.

Ms. Bailey presented an overview of the project and reported that the contractor has encountered a number of unforeseen utilities requiring relocation or modifications and resulting in cumulative costs exceeding the provisional sum. The total change order request as of April 2022 is \$592,000. Foothill Transit has approved \$220,000 in change orders. A Memo of Understand (MOU) Addendum is being reviewed by Mt. SAC that will help assist with the escalating costs. Staff anticipates bringing back an item to the Executive Board for a contract amendment for the construction contractor.

She introduced Gary Nellesen, Executive Director of Facilities Planning and Management, Mt. SAC, and Gary Gidcumb, Senior Manager, Construction Project, Mt. SAC. Both spoke about the Foothill Transit and Mt. SAC partnership and the ongoing project.

There was no Public Comment on this presentation. Staff responded to questions by Member Boyer regarding the unforeseen utilities that the contractor has encountered.

The Executive Board received and filed this presentation.

### **12. FLEET REPLACEMENT**

Recommendation: Provide direction to the Chief Executive Officer regarding the type of replacement buses to be procured in fiscal years 2024 and 2025.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented

this item.

Mr. Cordero reported that the Infrastructure Investment and Jobs Act (IIJA) was signed into law on November 15, 2021. The law authorizes \$1.2 trillion for transportation and infrastructure spending. The IIJA invests \$91.2 billion to replace buses with zero-emissions vehicles, and \$1.1 billion available for FY2022 grants.

Currently, Foothill Transit has on order 33 40-foot fuel cell electric buses. The buses are scheduled for delivery beginning in August 2022 through January 2023. For the next two years, Foothill Transit will need to retire 30 buses each year that have reached the end of their useful life and will need to procure replacement buses.

Staff will apply for funding through the federal government's Low or No Emission competitive grant program to purchase zero-emissions buses to replace the retiring buses. If Foothill Transit is awarded a grant, the agency will be able to purchase either hydrogen fuel cell or battery electric buses.

The recommendation was revised to authorize the Chief Executive Officer to procure 15 fuel cell electric buses and 15 battery electric buses to replace 30 CNG buses that have reached their useful life.

There was no Public Comment on this presentation. Staff responded to questions from Member Boyer and Member Shevlin regarding the grant funding.

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

### 13. **APRIL 2022 LEGISLATIVE REPORT**

Recommendation: 1. Receive and file the April 2022 Legislative Report; Adopt SUPPORT positions on H.R. 69 (Buchanan; 2. Sunshine Protection Act of 2021), SB 922 (Wiener), and AB 2622 (Mullin); and 3. Adopt a WORK WITH AUTHOR position on AB 1919 (Holden).

Yoko Igawa, Director of Government Relations and Jan Powell, Foothill Transit's Washington DC Advocate, presented this item.

Ms. Igawa reported on recommended support positions on H.R. 69 - Sunshine Protection Act that makes daylight savings time permanent, S.B. 922 - CEQA Exemptions that expedites clean transportation projects





including zero-emissions infrastructure, and A.B. 2622 – ZEB Tax Exemptions that exempts state sales and use taxes on zero-emissions buses for California transit agencies.

She also reported that a work with author position was recommended on A.B. 1919 – Free Youth Transit Passes that requires California transit agencies to offer free transit to youth 25 years and younger in order to be eligible for TDA, STA, and LCTOP state funding. A work with author position would allow staff to continue to work with the author and staff to pursue language on the bill that addresses concerns that may arise because of the bill.

There was no Public Comment on this presentation. Staff responded to questions from the Executive Board regarding A.B. 1919.

The recommendation was revised to receive and file the report and adopt support positions on H.R. 69 and A.B. 2622.

Motion by Member Boyer, second by Vice Chair Calaycay, to receive and file the legislative report and adopt the revised recommendation. Motion carried 5-0.

14. **LINE 270 – EXTENSION TO ARCADIA L LINE STATION**

Recommendation: Recommend to the Governing Board that it authorize the Chief Executive Officer to implement the existing routing changes to Line 270 on an ongoing basis.

Josh Landis, Planning Manager, presented this item.

Mr. Landis reported that in November 2021, in an effort to address the concerns from the local community, Foothill Transit began operating a pilot extension for Line 270 that extended the routing from Monrovia to the Arcadia L Line Station.

This was considered a major service change and required public outreach and a Public Hearing. The public outreach period was March 21 through April 15 and the Public Hearing was held on April 7. Twenty comments were received. All 20 comments were in favor of permanently extending the line to the Arcadia Station.

There was no Public Comment on this presentation. Member Shevlin stated that the change was a real improvement and that she has received positive input.

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

15. **LINE 188 PROPOSED ROUTE MODIFICATION**

Recommendation: Provide direction to staff regarding the implementation of the proposed Line 188 route modification.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel reported on a proposed Line 188 modification. The proposed modification would provide service to eastern Claremont and service would go from hourly to 15-20 minute frequency. More service would be provided to the Claremont Colleges, which participate in the Class Pass Program and a bus stop would be located close to the LC Vocation Training Center.

There are two options for implementation. Option 1 is a pilot implementation. This consists of notifying customers, implement the change for 3-4 months, collect comments from customers during the 3-4 month pilot, and present findings to the Board for consideration to make change permanent. Option 2 is a formal outreach implementation. This consists of notifying customers' first, formal feedback process, present findings to the Board for consideration to implement change, and implement the route modification if approved. The process for Options 2 takes 6-8 months. Option 3 would be no change to Line 188.

The Executive Board recommended the implementation of Option 1, the pilot implementation.

Motion by Member Shevlin, second by Member Moss, to approve Option 1 pilot implementation. Motion carried 5-0.

16. **FOOTHILL TRANSIT FORWARD UPDATE**

Recommendation: Receive and file the Foothill Transit Forward Update.

Joe Raquel, Director of Planning, presented this item.

Mr. Raquel provided an update on the Foothill Transit Forward study. He shared the results of the first round of public outreach where the focus was customer and stakeholder needs and overall satisfaction with the service.



Next steps include adjusting concepts based on stakeholder feedback, calculating costs and revising service concepts, and sharing service proposals with the community. Completion of the study is scheduled for late summer 2022.

There was no Public Comment on this presentation. Staff responded to comments and questions by members of the Executive Board.

The Executive Board received and filed this presentation.

17. **CONTINUED GENERAL PUBLIC COMMENT**

Public comment was not reopened as the Public Comment period was concluded earlier in the agenda (Item 5).

18. **CHIEF EXECUTIVE OFFICER COMMENT**

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

Mr. Barnes reported the following:

- Thanked the Executive Board for their support.

19. **BOARD MEMBER COMMENT**

There were no comments by Members of the Foothill Transit Executive Board.

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

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

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

Name of Case: Name of Case: *Gabriela Cabrera v. City of West Covina, Foothill Transit, et al.*, Los Angeles Superior Court Case No. 21PSCV01003

The Executive Board recessed into Closed Session on Agenda Items No. 20 and No. 21 at 10:41 a.m.



22. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:57 a.m.

Darold Pieper, General Counsel, reported that there were no reportable actions.

23. **ADJOURNMENT**

Adjournment for the April 29, 2022 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:57 a.m.



May 27, 2022

To: Executive Board

Subject: **April 2022 Financial Statements and Investment Summary**

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### **Recommendation**

Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2022.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2022, for the fiscal year ending June 30, 2022.

### **Balance Sheet Analysis** (Attachment A):

#### Assets

The balance sheet, as of April 30, 2022, shows total assets at \$368.94 million. This total consists primarily of \$220.01 million in fixed assets, \$138.51 million in cash and investments, and \$9.80 million in receivable and prepaid assets. Foothill Transit's cash position of \$123.65 million is \$14.26 million less than the previous month and is \$1.21 million less than last year in April.

#### Liabilities

The accounts payable balance is \$14.45 million. Accounts Payables include operation and maintenance expenses of \$11.04 million and \$1.28 million for fuel.

The deferred revenue of \$81.76 million represents funds that are reserved for planned capital expenditures, such as upcoming bus procurements and transit center construction activities, and sales tax based subsidies such as Propositions A and C that were set aside temporarily, but will be recognized as revenues in the 2<sup>nd</sup> half of FY2022.

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. The cash and investments balance includes \$39.20 million in liquid accounts held with Bank of the West; \$10.26 million in interest-bearing money market accounts with Bank of the West; \$68,000 with Chase; \$14.94 million with Bank of the West Treasury Bill; and \$74.11 million invested in the Local Agency Investment Fund (LAIF).





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

**Operating and Capital Revenues and Expense Analysis** (Attachment C)

April 2022 year-to-date fare revenues were \$6,020,277. Although less than pre-pandemic years, fare revenues are more than the planned budget. This is due to slowly increasing ridership and the fare sale during the first quarter of FY2022. Additionally, revenues reflect application of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) federal funds.

Operating costs through April 2022 were \$86.98 million, which is \$5.74 million less than the budget and \$2.57 million more than April 2021. Of this \$86.98 million, \$65.90 million reflects operating costs for the Arcadia-Irwindale and Pomona operations contractors. Other operating expenses include fuel, which was \$6.85 million through April 2022. Although overall expenses are currently under budget, fuel is currently trending higher than budget.

Capital expenditures through April were \$9.35 million compared with \$33.81 million last year at this time. The annual budget for capital expenditures includes the procurement and construction of 33 hydrogen fuel cell buses and a hydrogen fueling station, construction of the Mt. San Antonio College Transit Center, security enhancements at the Arcadia-Irwindale and Pomona operations and maintenance facilities, and CNG equipment replacement at the Pomona operations and maintenance facility.

**Total Disbursements** (Attachment D)

Total disbursements reflect invoices paid for the month of April 2022; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Foothill Transit accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for April 2022 were \$5.45 million. Capital disbursements totaled \$1.79 million and other significant disbursements include \$1.01 million to Keolis and \$1.62 million to Transdev for bus operating services.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachments

**Foothill Transit  
Balance Sheet  
As of April 30, 2022**

**Assets**

## Current Assets:

Cash	\$123,645,718
Investments	14,935,542
Due from government agencies	7,642,514
Other receivables	787,328
Other assets	1,392,889
Total Current Assets	<u>\$148,403,990</u>

## Non current Assets:

Notes receivable	529,137
Property & Equipment (net of depreciation)	220,004,374
Total Non Current Assets	<u>220,533,511</u>

Total Assets	<u><u>\$368,937,501</u></u>
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**Liabilities and Equity**

## Current Liabilities:

Accounts payable and accrued liabilities	\$14,448,657
Deferred Revenue	81,765,613
Total Liabilities	<u><u>\$96,214,270</u></u>

**Equity**

Fund Balance:	
Investment in Capital Assets	\$220,004,374
Current Year Change	(82,656,605)
Reserve	135,375,462
Total Equity	<u>\$272,723,231</u>
Total Liabilities and Equity	<u><u>\$368,937,501</u></u>

**Summary of Cash and  
Investment Account  
For April 30, 2022**

	Interest Rate	Term	Principal/ Book & Market Value
Cash:			
Bank of the West-Reg. Checking	N/A	Demand Deposit	\$23,101,616
Petty Cash	N/A	N/A	\$400
Revolving Fund - Transit Stores	N/A	N/A	\$1,200
Bank of the West-Excise Tax/LCFS #1106	N/A	Demand Deposit	\$16,099,481
BOW-Prop 1B-Cal Grants #1105	0.31%	Demand Deposit	\$5,489
Bank of the West-Money Market #1110	0.30%	Demand Deposit	\$5,000,167
Bank of the West-Money Market #1111	0.30%	Demand Deposit	\$4,960,184
Bank of the West-LCTOP #1108	0.06%	Demand Deposit	\$298,523
Chase Business Saving #1109	0.05%	Demand Deposit	\$68,080
LAIF Investment #1141	0.32%	Demand Deposit	\$74,110,578
Subtotal Cash on Hand			\$123,645,718
Investments:			
Bank of the West:			
1 Maturity - 09/29/2022 - 6 months	0.87%	US Treasury Bill	\$14,935,542
			\$0
Subtotal Investments			\$14,935,542
Total Cash and Investments			\$138,581,260

**Foothill Transit**  
**Statement of Revenue and Expense**  
**For Month Ended April 30, 2022**

	Actual YTD April 2022	Budget YTD April 2022	Variance	Actual YTD April 2021
<b>Fare Revenue</b>				
Farebox	\$3,096,937	\$1,180,172	162.41%	\$1,537,338
Pass Sales	\$975,359	632,995	54.09%	327,932
TAP Cash Purse	\$1,601,734	656,518	143.97%	662,492
MetroLink & Access Service	\$217,212	91,613	137.10%	79,112
EZ Transit Pass	\$129,036	108,953	18.43%	47,632
<b>Total Operating Revenue</b>	<b>\$6,020,277</b>	<b>\$2,670,250</b>	<b>125.46%</b>	<b>\$2,654,506</b>
<b>Operating Subsidies and Other</b>				
Transportation Development Act	\$14,149,253	\$24,032,316	(41.12%)	\$9,831,045
State Transit Assistance (STA)	\$1,563,287	1,563,287	0.00%	2,492,553
Senate Bill 1 - STA	\$1,366,954	1,366,954	0.00%	1,846,056
Senate Bill 1 - STA BSCP	\$126,031	126,031	0.00%	201,837
Prop A 40% Discretionary	\$10,170,728	10,170,728	0.00%	11,249,273
Prop A 40% BSCP	\$3,355,340	3,355,340	0.00%	3,078,718
Prop A Exchange	\$0	0	0.00%	1,550,000
Prop C BSIP	\$649,951	649,951	0.00%	639,628
Prop C Base Restructuring	\$1,396,025	1,396,025	0.00%	1,373,852
Prop C Transit Service Expansion	\$232,636	232,636	0.00%	228,941
Transit Security	\$691,535	691,535	0.00%	553,355
Measure R	\$8,170,315	8,170,315	0.00%	6,496,431
Measure M	\$8,142,481	8,142,481	0.00%	6,470,960
CRD Subsidy	\$0	0	0.00%	1,840,000
Federal CRRSAA 5307	\$30,154,105	30,154,105	0.00%	33,017,520
Miscellaneous Transit Revenues	\$794,696	0	0.00%	885,896
<b>Total Subsidies and Other</b>	<b>\$80,963,336</b>	<b>\$90,051,704</b>	<b>(10.09%)</b>	<b>\$81,756,066</b>
<b>Total Operating Revenue</b>	<b>\$86,983,614</b>	<b>\$92,721,954</b>	<b>(6.19%)</b>	<b>\$84,410,572</b>
<b>Other Revenues</b>				
Gain on Sale of Fixed Assets	\$412,708	\$0	0.00%	\$114,280
Auxiliary Revenue	\$664,370	\$653,750	0.00%	365,770
<b>Total Other Revenues</b>	<b>\$1,077,077</b>	<b>\$653,750</b>	<b>64.75%</b>	<b>\$480,050</b>
<b>Total Operating and Other Revenues</b>	<b>\$88,060,691</b>	<b>93,375,704</b>	<b>(5.69%)</b>	<b>\$84,890,622</b>
<b>Operating Expenses</b>				
Customer Service & Operations	\$76,154,423	\$79,192,824	(3.84%)	\$74,992,547
Maintenance & Vehicle Technology	\$663,024	\$792,061	(16.29%)	638,777
Marketing & Communications	\$1,541,618	\$1,828,050	(15.67%)	1,191,763
Information Technology	\$1,570,557	\$1,915,924	(18.03%)	1,262,957
Administration	\$1,894,116	\$1,954,820	(3.11%)	1,575,396
Procurement	\$580,797	\$738,440	(21.35%)	564,212
Government Relations	\$348,149	\$819,090	(57.50%)	510,296
Finance	\$1,500,335	\$1,544,351	(2.85%)	1,275,481
Planning	\$1,287,617	\$1,795,380	(28.28%)	725,471
Facilities	\$1,442,978	\$2,141,014	(32.60%)	1,673,671
<b>Total Operating Expenses</b>	<b>\$86,983,614</b>	<b>\$92,721,954</b>	<b>(6.19%)</b>	<b>\$84,410,572</b>
<b>Other Expenses</b>				
Property Management	\$387,083	\$387,083	(0.00%)	\$106,130
Special Services	231,943	\$266,667	0.00%	4,411
<b>Total Other Expenses</b>	<b>\$619,026</b>	<b>\$653,750</b>	<b>(5.31%)</b>	<b>\$110,541</b>
<b>Total Operating and Other Expenses</b>	<b>\$87,602,640</b>	<b>\$93,375,704</b>	<b>(6.18%)</b>	<b>\$84,521,113</b>
<b>Capital Revenues</b>				
Capital Grants	\$9,349,108	\$62,982,213	(85.16%)	\$33,814,613
<b>Capital Expenditures</b>				
Capital Expenditures	\$9,349,108	\$62,982,213	(85.16%)	\$33,814,613



**Bank Account - Check Details**

Friday, May 13, 2022

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Foothill Transit

FOOTHILLTRANSITJQUINTANA

This report also includes bank accounts that only have balances.

Bank Account: Date Filter: 04/01/22..04/30/22

# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
<b>B001</b>	<b>General Checking</b>						
	Phone No.		800-488-2265				
04/01/22	1000	ChargePoint, Inc.		3,055.00	0.00	0.00	Posted
04/01/22	991	Metrolink		4,877.25	0.00	0.00	Posted
04/01/22	992	Cintas Corporation 13		205.76	0.00	0.00	Posted
04/01/22	993	Thomas J. Koontz		3,155.48	0.00	0.00	Posted
04/01/22	994	Rotary Club of Walnut Valley		250.00	0.00	0.00	Posted
04/01/22	995	Avail Technologies, Inc.		306,715.60	0.00	0.00	Posted
04/01/22	996	Center for Transportation and the Environment, Inc		25,698.92	0.00	0.00	Posted
04/01/22	997	Adt Security Services, Inc.		200.64	0.00	0.00	Posted
04/01/22	998	Finley and Cook, PLLC		20,851.60	0.00	0.00	Posted
04/01/22	999	Matthew Nakano		43.12	0.00	0.00	Posted
04/05/22	1001	Bear Communications, Inc.		3,611.39	0.00	0.00	Posted
04/05/22	1002	Gotcha Media Holdings, LLC		13,920.00	0.00	0.00	Posted
04/05/22	1003	Wintech LLC		6,660.00	0.00	0.00	Posted
04/05/22	1004	Azteca Landscape		5,327.24	0.00	0.00	Posted
04/05/22	1005	T-Mobile USA Inc.		570.86	0.00	0.00	Posted
04/05/22	1006	Green's Lock and Safe		271.99	0.00	0.00	Posted
04/05/22	1007	Thomas J. Koontz		567.79	0.00	0.00	Posted
04/06/22	1008	Proterra Inc		2,105.39	0.00	0.00	Posted
04/06/22	1009	Psomas		17,407.19	0.00	0.00	Posted
04/06/22	1010	ChargePoint, Inc.		6,110.00	0.00	0.00	Posted
04/06/22	1011	Michelle Sabastian		1,257.44	0.00	0.00	Posted
04/06/22	1012	Zonar Systems Inc.		58.00	0.00	0.00	Posted
04/06/22	1013	SmartRise Elevator Service Inc		210.00	0.00	0.00	Posted
04/06/22	E100246	Transdev Services, Inc.		861.20	0.00	0.00	Posted
04/06/22	E100247	Transdev Services, Inc.		6,349.75	0.00	0.00	Posted
04/06/22	E100248	Transdev Services, Inc.		1,076.50	0.00	0.00	Posted
04/06/22	E100249	Transdev Services, Inc.		5,890.63	0.00	0.00	Posted
04/06/22	E100250	Keolis Transit America, Inc.		98,124.75	0.00	0.00	Posted
04/06/22	E100251	Keolis Transit America, Inc.		97,113.11	0.00	0.00	Posted
04/06/22	E100252	Keolis Transit America, Inc.		98,600.54	0.00	0.00	Posted
04/06/22	E100253	Keolis Transit America, Inc.		98,452.33	0.00	0.00	Posted
04/06/22	E100254	Keolis Transit America, Inc.		98,258.60	0.00	0.00	Posted
04/06/22	E100255	Transdev Services, Inc.		430.60	0.00	0.00	Posted
04/06/22	E100256	Keolis Transit America, Inc.		4,883.62	0.00	0.00	Posted
04/07/22	1014	City of Pasadena		11,095.82	0.00	0.00	Posted
04/07/22	1015	Graingers		1,817.61	0.00	0.00	Posted
04/07/22	1016	Office Depot		49.61	0.00	0.00	Posted
04/07/22	1017	FEDEX Corp.		396.58	0.00	0.00	Posted
04/07/22	1018	Dalila Ortiz		1,521.83	0.00	0.00	Posted
04/07/22	1019	Michelle Sabastian		1,346.95	0.00	0.00	Posted
04/07/22	1020	Tri - Signal Integration, Inc.		175.00	0.00	0.00	Posted
04/08/22	1021	Crown Castle USA Inc.		831.51	0.00	0.00	Posted
04/08/22	1022	Insight Public Sector, Inc.		1,964.00	0.00	0.00	Posted
04/08/22	1023	Green Thumb Indoor Plant		662.75	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 04/01/22..04/30/22

Foothill Transit

Friday, May 13, 2022

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# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/08/22	1024	Day - Lite Maintenance Co. Inc.		918.99	0.00	0.00	Posted
04/08/22	1025	City of Pomona - Passes		1,500.00	0.00	0.00	Posted
04/08/22	1026	Zonar Systems Inc.		320.80	0.00	0.00	Posted
04/08/22	1027	Adt Security Services, Inc.		183.54	0.00	0.00	Posted
04/08/22	1028	Lourdes L. Alvarez		50.00	0.00	0.00	Posted
04/08/22	1029	Psomas		19,767.54	0.00	0.00	Posted
04/08/22	1030	ACE Pelizon Plumbing		450.52	0.00	0.00	Posted
04/08/22	1031	Alliance Landcare Inc.		877.00	0.00	0.00	Posted
04/08/22	1032	Azteca Landscape		3,079.09	0.00	0.00	Posted
04/08/22	1033	TK Elevator Corporation		528.80	0.00	0.00	Posted
04/08/22	1034	State Compensation Insurance Fund		4,657.75	0.00	0.00	Posted
04/08/22	1035	Mitsubishi Electric US, Inc.		230.00	0.00	0.00	Posted
04/08/22	1036	Commercial Building Management Services, Inc.		4,327.82	0.00	0.00	Posted
04/08/22	1037	Chamber of Commerce - Pasadena		265.00	0.00	0.00	Posted
04/08/22	1038	Chamber of Commerce - Arcadia		310.00	0.00	0.00	Posted
04/08/22	1039	Industry Mfg. Council		3,000.00	0.00	0.00	Posted
04/08/22	1040	Capitol Government Contract Specialists		9,437.50	0.00	0.00	Posted
04/08/22	1041	James Productions, Inc.		5,380.00	0.00	0.00	Posted
04/08/22	1042	Allied Administrators for Delta Dental		6,768.38	0.00	0.00	Posted
04/08/22	1043	California Choice		63,648.52	0.00	0.00	Posted
04/11/22	E100257	Transdev Services, Inc.		4,607.83	0.00	0.00	Posted
04/11/22	E100258	Clean Energy		41,939.91	0.00	0.00	Posted
04/11/22	E100259	Clean Energy		41,694.77	0.00	0.00	Posted
04/11/22	E100260	Clean Energy		169,774.03	0.00	0.00	Posted
04/11/22	E100261	Clean Energy		44,014.97	0.00	0.00	Posted
04/11/22	E100262	Clean Energy		259,653.96	0.00	0.00	Posted
04/11/22	E100263	Clean Energy		67,854.70	0.00	0.00	Posted
04/11/22	E100264	Transdev Services, Inc.		55,511.69	0.00	0.00	Posted
04/11/22	E100265	Darold D. Pieper Attorney at Law		8,310.00	0.00	0.00	Posted
04/11/22	E100266	Powell Consulting DC, LLC		5,500.00	0.00	0.00	Posted
04/12/22	1044	AT and T - 5025		1,385.94	0.00	0.00	Posted
04/12/22	1045	FEDEX Corp.		9.80	0.00	0.00	Posted
04/12/22	1046	Staples Business Adv.-Dept. LA		300.95	0.00	0.00	Posted
04/12/22	1047	City of Claremont		150.00	0.00	0.00	Posted
04/12/22	1048	N G A Investment Properties LLC		647.78	0.00	0.00	Posted
04/13/22	1049	Birdi Systems, Inc.		12,790.00	0.00	0.00	Posted
04/13/22	1050	Schindler Elevator Corporation		3,100.98	0.00	0.00	Posted
04/13/22	1051	Psomas		47,682.30	0.00	0.00	Posted
04/13/22	1052	C.A.T. Specialties		1,252.00	0.00	0.00	Posted
04/13/22	1053	San Gabriel Valley Newspaper		1,818.40	0.00	0.00	Posted
04/13/22	1054	Thomas J. Koontz		8,744.99	0.00	0.00	Posted
04/13/22	1055	Metrolink		5,507.25	0.00	0.00	Posted
04/13/22	1056	Concur Technologies, Inc.		2,514.72	0.00	0.00	Posted
04/13/22	1057	Yoko Igawa		100.00	0.00	0.00	Posted

**Bank Account - Check Details**

Friday, May 13, 2022

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# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/13/22	1058	Chamber of Commerce - Claremont		500.00	0.00	0.00	Posted
04/13/22	1059	Chamber of Commerce - Monrovia		307.00	0.00	0.00	Posted
04/13/22	1060	Temple City Chamber of Commerce		200.00	0.00	0.00	Posted
04/14/22	1061	Day - Lite Maintenance Co. Inc.		108.00	0.00	0.00	Posted
04/14/22	1062	Alliance Landcare Inc.		100.00	0.00	0.00	Posted
04/14/22	1063	Home Depot Credit Services		270.85	0.00	0.00	Posted
04/14/22	1064	Standard Parking Corporation		3,634.75	0.00	0.00	Posted
04/14/22	E100267	Transdev Services, Inc.		172,704.03	0.00	0.00	Posted
04/15/22	1065	Industry Public Utility Commission		1,072.85	0.00	0.00	Posted
04/15/22	1066	Yoko Igawa		68.32	0.00	0.00	Posted
04/15/22	1067	Verizon Business - 15043		2,564.34	0.00	0.00	Posted
04/15/22	1068	Digium Inc.		2,574.86	0.00	0.00	Posted
04/15/22	1069	ACC Business		1,066.54	0.00	0.00	Posted
04/15/22	1070	Amazon Web Services, Inc		828.90	0.00	0.00	Posted
04/15/22	1071	Climatex, LLC		2,297.00	0.00	0.00	Posted
04/15/22	1072	Alltech Industries, Inc.		6,900.00	0.00	0.00	Posted
04/15/22	1073	ITsavvy LLC		6,051.04	0.00	0.00	Posted
04/18/22	E100268	Transdev Services, Inc.		1,426,249.36	0.00	0.00	Posted
04/19/22	1074	AT and T - 5025		2,806.66	0.00	0.00	Posted
04/19/22	1075	Newage PHM, LLC		181.72	0.00	0.00	Posted
04/19/22	1076	LegalShield		327.00	0.00	0.00	Posted
04/19/22	1077	Los Angeles County Busines Federation		6,000.00	0.00	0.00	Posted
04/19/22	E100269	Transdev Services, Inc.		11,139.67	0.00	0.00	Posted
04/19/22	E100270	Translating Services, Inc.		278.40	0.00	0.00	Posted
04/19/22	E100271	Keolis Transit America, Inc.		990,207.85	0.00	0.00	Posted
04/20/22	1078	Tri - Signal Integration, Inc.		460.00	0.00	0.00	Posted
04/20/22	1079	Sing Tao Daily		300.00	0.00	0.00	Posted
04/20/22	1080	A1 Event & Party Rentals		243.70	0.00	0.00	Posted
04/20/22	1081	Gotcha Media Holdings, LLC		6,960.00	0.00	0.00	Posted
04/20/22	1082	Day - Lite Maintenance Co. Inc.		1,201.34	0.00	0.00	Posted
04/20/22	1083	Skyline Pest Control		115.00	0.00	0.00	Posted
04/20/22	1084	Dean Gazzo Roistacher LLP		5,338.10	0.00	0.00	Posted
04/20/22	1085	Nth Generation Computing, Inc.		54,349.29	0.00	0.00	Posted
04/20/22	E100272	Access Pacific, Inc.		238,788.14	0.00	0.00	Posted
04/21/22	1086	Stantec Architecture		18,266.41	0.00	0.00	Posted
04/21/22	1087	Adt Security Services, Inc.		791.74	0.00	0.00	Posted
04/21/22	1088	Thompson Coburn LLP		47,417.60	0.00	0.00	Posted
04/21/22	1089	Platinum Security Inc.		7,438.86	0.00	0.00	Posted
04/21/22	1090	County of L.A. - Sheriff's Dept.		26,666.58	0.00	0.00	Posted
04/21/22	E100273	MCG & Associates		2,160.00	0.00	0.00	Posted
04/22/22	1091	Thompson Coburn LLP		2,963.60	0.00	0.00	Posted
04/22/22	1092	I/O Controls Corporation		6,344.40	0.00	0.00	Posted
04/22/22	1093	Jorge Anthony Quintana Jr.		131.68	0.00	0.00	Posted
04/25/22	1094	SPX GENFARE		8,396.11	0.00	0.00	Posted
04/26/22	1095	Cintas Corporation 17		146.54	0.00	0.00	Posted
04/26/22	E100274	MetroKinetics, Inc.		2,050.00	0.00	0.00	Posted

**Bank Account - Check Details**

Period: 04/01/22..04/30/22

Foothill Transit

Friday, May 13, 2022

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FOOTHILLTRANSITJQUINTANA

# ATTACHMENT D

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	Entry Status
04/27/22	1096	Thompson Coburn LLP		29,301.40	0.00	0.00	Posted
04/27/22	1097	ITsavvy LLC		2,471.04	0.00	0.00	Posted
04/27/22	1098	Office Depot		64.95	0.00	0.00	Posted
04/27/22	1099	FEDEX Corp.		112.90	0.00	0.00	Posted
04/27/22	1100	Automated Power Technologies, Inc.		2,399.00	0.00	0.00	Posted
04/27/22	1101	Zonar Systems Inc.		3,570.00	0.00	0.00	Posted
04/27/22	1102	Sky Rider Equipment Co. Inc.		333.90	0.00	0.00	Posted
04/27/22	1103	ACE Pelizon Plumbing		693.50	0.00	0.00	Posted
04/27/22	1104	Newage PHM, LLC		7,788.89	0.00	0.00	Posted
04/27/22	1105	State of California Department of Transportation		15,800.00	0.00	0.00	Posted
04/27/22	E100275	Keolis Transit America, Inc.		14,500.00	0.00	0.00	Posted
04/28/22	E100276	Transdev Services, Inc.		39,876.14	0.00	0.00	Posted
04/28/22	E100277	Nelson\Nygaard Consulting Associates, Inc.		31,019.24	0.00	0.00	Posted
04/29/22	1106	Chamber of Commerce - Duarte		3,000.00	0.00	0.00	Posted
04/29/22	1107	Thomas J. Koontz		2,314.15	0.00	0.00	Posted
04/29/22	1108	Pulsar Advertising		64,264.00	0.00	0.00	Posted
04/29/22	1109	I/O Controls Corporation		6,044.40	0.00	0.00	Posted
04/29/22	E100278	Access Pacific, Inc.		292,709.25	0.00	0.00	Posted
<b>General Checking</b>				<b>5,448,833.16</b>	<b>0.00</b>	<b>0.00</b>	





May 27, 2022

To: Executive Board

Subject: **Resolution Authorizing Teleconferenced Public Meetings**

---

**Recommendation**

Adopt Resolution 2022-10 (Attachment A) authorizing teleconferenced public meetings for the Executive Board and Governing Board if needed for the next 30 days.

**Analysis**

Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to making the following findings:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

On April 29, 2022, the Executive Board made these findings in Resolution 2022-08, which permitted public meetings by teleconference through May 29, 2022.

To continue to convene public meetings by teleconferencing for 30 days after May 29, 2022, (through June 26, 2022), the Executive Board must now make the findings embodied in Resolution 2022-10.

Sincerely,

Darold Pieper  
General Counsel

Doran J. Barnes  
Chief Executive Officer

**RESOLUTION NO. 2022-10**  
**A RESOLUTION OF THE EXECUTIVE BOARD OF**  
**FOOTHILL TRANSIT AUTHORIZING REMOTE**  
**TELECONFERENCE MEETINGS OF THE FOOTHILL**  
**TRANSIT EXECUTIVE BOARD AND GOVERNING BOARD**  
**PURSUANT TO RALPH M. BROWN ACT**

**The Executive Board of Foothill Transit does resolve as follows:**

**1. Findings.** The Executive Board hereby finds and declares the following:

A. Government Code Section 54953 of the Ralph M. Brown Act was amended by AB 361 on an urgency basis to permit continued agency public meetings by teleconference on and after October 1, 2021, subject to the following findings:

(1) The Governor issued a Proclamation of State of Emergency on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, and that Proclamation has not been terminated as required by section 8629 of that Act.

(2) The California Department of Public Health continues to urge residents to “continue to practice physical distancing when possible”.

(3) The Los Angeles County Department of Public Health continues to recommend that residents social distancing and the use of masks indoors with people outside ones’ household.

(4) The public meeting spaces at Foothill Transit are not large enough to permit public meetings of the Governing Board and the Executive Board while providing a Covid 19-safe meeting place with appropriate social distancing as recommending by the state and county.

(5) The Executive Board has reconsidered the circumstances of the state of emergency which can vary greatly by time and date depending upon multiple factors with the progression of the pandemic.

(6) The state of emergency may continue to directly impact the ability of the members to meet safely in person.

[Continued on page 2.]

## Attachment A

B. Accordingly, there may be a need for the Foothill Transit Executive Board or Governing Board to meet by teleconferencing meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953.

### 2. Action.

A. The Executive Board directs that Executive Board or Governing Board meetings held within the next 30 calendar days may be held by teleconferencing in compliance with section 54953(e) of the Ralph M. Brown Act.

B. The determination of whether to meet by teleconferencing or in person shall be made by the Chair of the Executive Board in consultation with the Chief Executive Officer and General Counsel.

C. This Resolution shall be effective immediately and remain in effect through June 26, 2022, or until such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Foothill Transit may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

3. **Adoption.** PASSED AND ADOPTED at a Regular Meeting of the Executive Board held on May 27, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

---

CYNTHIA STERNQUIST, CHAIR

APPROVED AS TO FORM:  
DAROLD PIEPER, GENERAL COUNSEL

ATTEST:  
CHRISTINA LOPEZ, BOARD SECRETARY

By: \_\_\_\_\_

By: \_\_\_\_\_



May 27, 2022

To: Executive Board

Subject: **May 2022 Procurement Monthly Report**

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**Recommendation**

Receive and file the Procurement Monthly Report for May 2022.

**Awarded Procurements:**

Since the previous month's Executive Board meeting on April 29, 2022, there have been one award of agreement over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Request for Quotes 22-072 is for the replacement of three non-revenue fleet vehicles. The Independent Cost Estimate for this solicitation is \$199,200.00, which is inclusive of tax title, license, and dealer mark-up fees standard to current market conditions. Quotes were sought from multiple dealerships in the region for fully electric utility vehicles. Colley Ford was awarded the contract for \$168,490.

**Upcoming Procurements:**

Since the previous month's Executive Board meeting, the Procurement Department has initiated two procurements over \$100,000.00 but below the Executive Board's approval threshold of \$250,000.00.

- Contract No. 22-077 is currently being finalized for a sole-source award to Iteris for bus signal priority along the Pasadena, Monrovia, Duarte, Azusa corridor. Iteris has previously installed and currently manages the technology in this corridor for L.A. Metro. The Independent Cost Estimate for this project is \$207,000.00.
- Request for Quotes 22-095 is for the replacement of virtual desktop infrastructure that is reaching the end of its useful life. The Independent Cost Estimate for this solicitation is \$215,466.88. The solicitation will be posted to the agency's E-Procurement platform PlanetBids.



- Contract No. 22-097 is currently being drafted for a sole-source award to Genfare for farebox power supply units. The current units have reached the end of their useful life and need to be replaced using Genfare's proprietary hardware. The Independent Cost Estimate for this project is \$192,000.00.

Sincerely,

Christopher Pieper  
Director of Procurement

Doran J. Barnes  
Chief Executive Officer





May 27, 2022

To: Executive Board

Subject: **May 2022 Legislative Report**

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### **Recommendation**

1. Adopt a SUPPORT position on AB 2868; and
2. Receive and file the May 2022 Legislative Report.

### **Analysis**

**A SUPPORT position on AB 2868** is recommended. Much like H.R. 69, the Sunshine Protection Act of 2021 for which a “support” position was adopted last month by the Executive Board, AB 2868 would establish the standard time in California to year-round daylight saving time, contingent upon the approval of the federal government. The transition to year-round daylight saving time would become effective on the second Sunday of the March following the effective date of the federal authorization. In 2018, California voters passed Proposition 7, allowing the State Legislature to make future changes to California’s daylight saving time period by a two-thirds vote, including applying a year-round application of daylight saving time as long as they were consistent with federal law. Time changes in March and November each year have required considerable planning and resources to ensure seamless Foothill Transit service during the time transitions. In order to ensure uninterrupted connectivity for our riders on those days, Foothill Transit has always made an effort to augment its bus service with additional trips and bus operators so that the last trip of those days would not be missed, especially for those who may be commuting home or to work during late-night shifts when the time changes occur. We find it necessary to introduce additional service to reduce the disruption and any negative impact the time changes have on our riders. These accommodations also require additional administrative and operational costs for Foothill Transit. By maintaining a standard time, as this bill would establish, our bus operators will be able to maintain their normal sleep and operating schedules. For these reasons, a SUPPORT position on AB 2868 is recommended so that the additional costs and interruptions to our administration and operation of our services associated with time changes can be eliminated.



***Federal Update:***

*FY 2023 Earmarks*

Our congressional delegation continues to move through the earmark process to advance congressionally directing funding requests in the Senate and community project funding requests in the House for consideration for funding within the FY 2023 federal spending bill. We continued to meet with congressional staff this month to apprise our delegation of Foothill Transit's zero emissions fleet and infrastructure advancements, including the 24 zero-emissions double deck bus project related to our earmark request. In the Senate, members had until May 13, 2022, to submit transportation-related congressionally directed spending requests, and will then have until May 28, 2022, to make the list of their submitted requests public by posting them on their websites. The Senate Appropriations Committee is then expected to review all submitted member requests for consideration to be funded within the FY 2023 spending bill. In the House, members had until April 29, 2022, to submit transportation-related community project funding requests, and until May 19, 2022, to post them to their websites. The House Appropriations Subcommittee on Transportation and Housing and Urban Development is then expected to publicly list and identify each community project that has been funded in the federal spending bill at the time of the Subcommittee's markup for FY 2023.

*Funding Opportunities*

Foothill Transit is in the process of coordinating supplemental support letters to strengthen the FY 2022 FTA Low or No Emission and Buses and Bus Facilities grant applications for the purchase of 30 zero-emission buses and corresponding battery-electric charging and hydrogen fueling infrastructure.

In addition to this FTA funding opportunity tied to the Federal Infrastructure and Jobs Act (IIJA), the Department of Homeland Security issued a Notice of Funding Opportunity on May 13, 2022, for a total of \$93 million available for its FY 2022 Transit Security Grant Program. This funding represents a \$5 million increase compared to FY 2021 and is intended to provide funding to protect transportation infrastructure and the traveling public from terrorism and to increase transportation infrastructure resilience.

We continue our engagement with our congressional delegation and community supporters to ensure the maximum benefit for Foothill Transit on these funding opportunities.



***State and Local Update:***

The State Legislature’s last day for fiscal committees to hear and report to the floor bills introduced in their house was May 20, 2022, and the deadline for bills to pass in the house of origin is May 27, 2022. The Senate and Assembly has until midnight on June 15, 2022, to pass the FY 2023 State Budget.

***State Budget***

On May 13, Governor Newsom released his May Budget Revision to the FY 2023 State Budget. This “May Revise” includes changes to the Governor’s Proposed Budget with an update on revenues, expenditures, and reserve estimates based upon the latest economic forecast and changes in population. The May Revise includes historic investments in the Administration’s top priorities, including women’s and LGBTQ+ rights, homelessness, mental health, healthcare, pandemic relief, education access, transportation infrastructure, broadband infrastructure, clean energy, combating climate change, wildfires, emergency response, and drought.

The May Revise also reflects a \$49.2 billion discretionary surplus, and the overall budget plan spends 94 percent of this discretionary surplus on one-time investments. Citing increased economic uncertainty, global supply chain disruptions, and record inflation rates, the May Revise reflects \$37.1 billion in budgetary reserves to prepay state debts and make supplemental deposits into the State’s Rainy Day Fund. Governor Newsom also restated a relief package within the May Revise to offset the financial blow that Californians are experiencing due to record-high gas prices and other inflation-induced price hikes. This relief package includes \$11.1 billion in direct tax refunds to Californians in the form of \$400 per-vehicle direct payments to registered vehicle owners, capped at two vehicles; \$750 million for three months for free transit for Californians in the form of incentive grants to transit and rail agencies; and \$439 million to pause a portion of the sales tax rate on diesel for one year. A previous element of the relief package that would have paused the inflationary adjustment to gas and diesel excise tax rates was eliminated from the May Revise. Additionally, the May Revise maintains the following one-time investments in transportation infrastructure that were included within the Governor’s proposed January budget:

- \$2 billion for priority transit and rail projects that improve connectivity between state, regional, and local services;
- \$2.04 billion for heavy-duty zero-emission vehicles and supporting infrastructure, including \$935 million to deploy 1,000 zero-emission drayage trucks and 1,700 zero-emission transit buses and \$1.1 billion for



zero-emission trucks, buses, and off-road equipment and fueling infrastructure;

- \$1.25 billion for Southern California mobility projects to deliver critical projects within the region;
- \$500 million in high-priority grade separations and grade crossing improvements to support critical statewide safety improvements;
- \$4.2 billion in high-speed rail investments to leverage federal funds and to account for advance planning and project design for the entire project, construction completion in the Central Valley, and advance work for service launch between Merced and Bakersfield;
- \$1.25 billion to the General Fund to invest in active transportation projects;
- \$400 million toward climate adaptation projects that support climate resiliency and reduce risks from climate impacts; and
- \$200 million to be invested toward emerging opportunities such as pilot projects in high carbon-emitting sectors and to support scalability of vehicle grid integration.

In anticipation of the considerable amount of federal transportation infrastructure funding that IIJA will provide nationwide, the May Revise also outlined that 295 positions and \$50 million will be set aside for Caltrans to manage and implement IIJA funding and that 626 positions and \$144 million will be set aside to assist in providing technical support that will accompany the increased workload within Caltrans. Programs that will be eligible to receive the budgeted IIJA funding include existing surface transportation, safety, and highway performance apportioned programs; a new program that will support the expansion of an electric vehicle charging network; a new program to advance transportation infrastructure solutions that reduce greenhouse gas emissions; a new program to help states improve the resiliency of transportation infrastructure; and programs that improve public transportation options across the state, with increased formula funding for transit.

The May Revise also reflects FY 2023 revenues of approximately \$1.1 billion through the State Transit Assistance (STA) program. FY 2023 revenue estimates for the Low Carbon Transit Operations Program (LCTOP), Transit and Intercity Rail Capital Program (TIRCP), and Local Transportation Fund were not yet available at the time this report was written.



Monitored State Legislation

Foothill Transit took a SUPPORT position on AB 2622, which would extend through January 1, 2026, the sales tax exemption for zero-emission transit buses established by AB 784. This bill passed the Assembly Revenue and Taxation Committee on May 5, 2022, and is currently in the Assembly Appropriations Committee, where it was referred to the suspense file after its first hearing on May 18, 2022. Preliminary results of the May 19, 2022 Assembly Appropriations Committee suspense calendar indicate that the bill was recommended to pass.

Among bills being monitored for their potential impact on Foothill Transit's programs and funding is AB 1919, which would require transit agencies in California to offer free transit passes to all persons 25 years of age or under regardless of their immigration status in order to be eligible for state funding provided under the Transportation Development Act (TDA), State Transit Assistance (STA) program, and the Low Carbon Transit Operations Program (LCTOP). The bill would also create a Youth Transit Pass Pilot Program to offset the costs of providing free youth transit passes. This bill passed the Assembly Transportation Committee on April 4, 2022, and is currently in the Assembly Appropriations Committee, where it was referred to the suspense file after its first hearing on April 27, 2022. Preliminary results of the May 19, 2022 Assembly Appropriations Committee suspense calendar indicate that the bill was recommended to pass as amended to make the program an opt-in program and to allocate funds in the proportion of state farebox revenues. Foothill Transit will continue to communicate closely with staff from the California Transit Association, who have met extensively with the author's office this month to work on suggested amendments on behalf of all California transit agencies.

Briefings with Federal, State, and Local Delegation

Foothill Transit continues to meet virtually and in-person with our congressional, state, and local delegation to provide updates on the status of key projects, COVID-19 concerns, and zero-emission fleet and infrastructure expansion progress. These briefings will continue on a regular basis to keep Foothill Transit's representatives apprised of all relevant updates.

Sincerely,

Yoko J. Igawa  
Director of Government Relations

Doran J. Barnes  
Chief Executive Officer





May 27, 2022

To: Executive Board

Subject: **Transportation Fund Exchange**

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**Recommendation**

Authorize the Chief Executive Officer to execute an assignment agreement with West Covina to exchange Foothill Transit general use funds for Proposition A Transportation Local Return funds.

**Analysis**

West Covina has \$2,800,000 of uncommitted Proposition A Transportation Local Return funds which may be made available to Foothill Transit to assist in providing transit services. In exchange, Foothill Transit will provide West Covina with \$2,100,000 of available general use funds. The Proposition A Transportation Local Return funds may only be used for transportation-related expenditures.

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

**Budget Impact**

Foothill Transit will benefit from this exchange by receiving a net gain of \$700,000 more than our contribution. West Covina will benefit from this exchange by receiving funds that provide more flexibility to meet the city's expenditure needs. Foothill Transit will program the funds into eligible transit operating and capital expenses.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer



May 27, 2022

To: Executive Board

Subject: **Authorization to Issue Invitation for Bids (IFB) No. 22-092 Gas Detection Modifications for Hydrogen Fuel Cell Electric Buses at Foothill Transit's Pomona Operations & Maintenance Facility**

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### **Recommendation**

Authorize the Chief Executive Officer to issue Invitation for Bids (IFB) No. 22-092 for construction services related to modifications of the gas detection system for hydrogen fuel cell electric buses at Foothill Transit's Pomona Operations and Maintenance (O&M) Facility.

### **Analysis**

Foothill Transit is in the process of adding a fleet of fuel cell buses to the Pomona O&M Facility. Engineering design is currently underway to add hydrogen-fueling infrastructure at the Pomona O&M facility for the fueling of the new fuel cell bus fleet. Adding this fuel technology will require upgrades to the facility to ensure employee safety at the facility. Upgrades involve a new hydrogen detection and alarm system and modifications to the ventilation system.

In April 2021, the Executive Board authorized the issuance of Request for Qualifications (RFQ) 21-091 for Hydrogen Detection and Alarm Systems related to the Pomona O&M facility fuel cell upgrades. Since that time, Foothill Transit has awarded a contract for design services and has been working with the successful proposer, Stantec Consulting, in developing design plans to integrate new hydrogen detection and alarm systems to the facility. Some of these improvements include new methane, hydrogen, and carbon monoxide detectors in the maintenance building, fueling station, and bus wash areas as well as indoor and outdoor audible/visible alarms. Plans have been completed and submitted to the City of Pomona for plan-check review on May 13, 2022. Pending Executive Board approval, we anticipate issuing plans and specifications to solicit bids early next month for construction related to the gas detection system for hydrogen fuel cell electric buses at Foothill Transit's Pomona O&M Facility.



Executive Board Meeting - 05/27/2022  
Authorization to Issue Invitation for Bids (IFB) No. 22-092  
Gas Detection Modifications for Hydrogen Fuel Cell Electric Buses at  
Foothill Transit's Pomona Operations & Maintenance Facility  
Page 2

**Budget Impact**

Funding is included in the approved FY 2022 Business Plan under capital project No. 0212 Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure.

Sincerely,

Vincent Saucedo  
Capital Projects Manager

Doran J. Barnes  
Chief Executive Officer



May 27, 2022

To: Executive Board

Subject: **Authorization for Contract Amendment for Mt. San Antonio College (Mt. SAC) Transit Center Construction Contract No. 20-062**

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### Recommendations

1. Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No. 20-062 with Access Pacific in the amount of \$382,684.81 for change orders related to the construction of the Mt. SAC Transit Center.
2. Authorize the Chief Executive Officer to approve up to an additional \$400,000 in change orders on Contract No. 20-062.

### Analysis

At last month's Executive Board Meeting, staff provided an update on the Mt. SAC Transit Center project progress and expenditures.

The Mt. SAC Transit Center project is being developed in partnership between Foothill Transit and Mt. SAC. In March 2017, both parties entered into an MOU for the development of the project outlining funding, planning, design, and construction of the transit center.

1. Since that time, Foothill Transit entered into Contract No. 20-062 with Access Pacific for the construction of the Mt. SAC Transit Center in the amount of \$6,504,887.88. This contract amount includes a Provisional Sum of \$230,000 for unforeseen conditions. Over the course of the last 10 months, the Provisional Sum of \$230,000 has been expended due to a substantial number of previously unidentified underground utility conflicts that required removal and/or relocation to make way for the new transit center project. To date, the construction contractor has submitted additional change orders totaling \$382,684.81 for additional unforeseen underground utility relocations and the addition of a traffic signal at the driveway intersection.

Per Foothill Transit's Procurement Policies and Procedures, Executive Board approval is required for change orders (or amendments) above five percent of the Board-approved contract value, so the CEO is currently authorized to approve change orders up to \$325,244. Since the change orders submitted to date exceed the CEO's approval



authority by \$57,440.81, we request that the Board authorize the CEO to approve an additional \$57,440.81 totaling \$382,684.81 to execute Amendment No. 1 to contract No. 20-062.

Base Construction Contract 20-062 (includes Provisional Sum \$230,000)	\$6,504,887.88
Amendment #1	\$382,684.81
New Contract Total	\$6,887,572.69

- In light of substantial underground utility conflicts and resultant expenses, Foothill Transit initiated discussions with Mt. SAC to review costs incurred and reimbursement considerations. An MOU amendment between Foothill Transit and Mt. SAC is currently under review and pending Mt. SAC approval for reimbursement of Foothill Transit’s costs in an amount not to exceed \$400,000 for work related to unforeseen underground utilities. Mt. SAC staff plans to bring the MOU amendment to reimburse Foothill Transit to their June 22, 2022 Board of Trustees meeting for approval.

Given Mt. SAC’s commitment to reimburse Foothill Transit for campus utility relocation costs, Executive Board authorization is being requested to authorize the CEO to approve up to an additional \$400,000 in change orders to ensure construction progress continues. Without such authorization, each construction change order will require Executive Board approval prior to the work commencing. On this project, most of the change order work has been related to existing underground utilities in conflict with new storm drain lines, electrical duct banks, and water and sewer lines. Each conflict requires immediate action by the contractor to provide cost impact, by Foothill Transit to review and approve the subject change order, and by the contractor to complete the work in order to avoid additional schedule impacts.

Construction progress is approximately 35 percent complete. Underground utilities are anticipated to be completed by September 2022, and overall project completion is slated for March 2023. Weekly construction meetings are being held with the College, Mt. SAC’s Construction Management team, and Foothill Transit’s construction contractor and design team. Despite the challenges presented by the number of unforeseen underground conditions, we anticipate completing this project within the approved life-of-project budget with the assistance of the joint financing arrangement with Mt. SAC.



Executive Board Meeting - 05/27/2022  
Authorization for Contract Amendment for Mt. San Antonio College  
(Mt. SAC) Transit Center Construction Contract No. 20-062  
Page 3

**Budget Impact**

Funding for these activities is included as part of Foothill Transit's FY2022 Business Plan in the approved capital project #115, Mt. SAC Transit Center.

Sincerely,

Sharlane R. Bailey  
Director of Capital Projects and Facilities

Doran J. Barnes  
Chief Executive Officer

Christopher Pieper  
Director of Procurement

Michelle Lopes Caldwell  
Director of Finance and  
Treasurer



May 27, 2022

To: Executive Board

Subject: **Authorization to Award Contract for Arcadia Irwindale Operations and Maintenance Facility Transit Services**

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### **Recommendation**

Authorize the Executive Director to award a contract to Transdev Services, Inc. for transit operations and maintenance services at Foothill Transit's Arcadia Irwindale facility. The contract term will be four years. The projected four-year life of the contract is \$243,904,783.

### **Analysis**

Foothill Transit issued Request for Proposals (RFP) No. 22-001 on November 30, 2021, for the operation of transit services for the agency's Arcadia Irwindale facility. This RFP included a number of requirements, including: (1) invoicing based on a combination of a fixed monthly fee, a rate per revenue hour operated, and a rate per revenue mile operated; (2) performance measurement; and (3) clarifications to the performance requirements and vehicle and fleet condition and maintenance requirements.

On March 1, 2022, proposals were received in response to the RFP from First Transit, Keolis Transportation, MV Transportation, National Express, and Transdev. A Prequalification Evaluation team comprised of members of Foothill Transit's management team and Foothill Transit's Special Legal Counsel evaluated each firm's Prequalification submittals. The prequalification factors evaluated included:

- Proposal Letter;
- Evidence of Good Standing and Authorized Execution;
- Summary of Qualifications;
- Information regarding Debarments, Findings of Non-Responsibility, Default, Claims, Disputes, and Related Events;
- Financial Information;
- Certifications;
- Plans and Policies;
- Proposal Bond; and
- Exceptions





All proposers satisfied the prequalification criteria and were recommended for passage into the evaluation phase.

Subsequently, the technical evaluation committee, consisting of five members of Foothill Transit’s management team and one outside representative, reviewed the technical proposals. Each technical proposal was evaluated based on the following criteria and weighting:

Technical Qualifications (weighted 75 percent of Overall Score)

- Local Project Team and Technical Competence (25 percent)
- Capability and Experience (25 percent)
- Quality of Vehicle Maintenance Program and Plans (17 percent)
- Quality of Staffing Plan and Training Program (14 percent)
- Quality of Other Plans and Submittals (11 percent)
- Financial Viability (8 percent)

\*Financial Viability was evaluated by an independent, third-party firm with significant experience in this area.

Additionally, at this stage of the evaluation, evaluators considered the results of reference checks performed on each proposer.

Price (weighted 25 percent of Overall Score) was scored as follows:

$$\text{Proposer's Price Score} = \frac{\text{Lowest Price}}{\text{Proposer's Price}} * 100 \text{ Points}$$

Overall pricing for each contractor was determined primarily by their stated fixed monthly fee, their stated rate per revenue mile by route, their stated rate per revenue hour by route, the number of revenue hours by route, and the number of revenue miles by route as indicated in the RFP. In addition, each firm proposed separate costs per hour for Extra Work such as equipment transfers from retired to new coaches, and for Special Services such as Rose Bowl service. Those costs were factored into their overall pricing using the projected number of annual hours in each category.

The evaluation committee determined that all five written technical proposals were within the competitive range, with a legitimate opportunity to win the contract. With the competitive range determined, the evaluation committee recommended, in consultation with the Contracting Officer, that interviews be conducted with each of the five proposing firms. Interviews were subsequently conducted on March 23 and 24, allowing each firm to clarify and



expand on their written proposal and respond to questions from the evaluation team. An official invitation to submit a Best and Final Offer (BAFO) was then sent to the proposers. After the evaluation committee received each proposer's BAFO, the proposals underwent a final evaluation by the team, taking into account information gleaned during the interview process, and each firm's BAFO submittal.

Transdev's proposal ranked highest with an overall score of 89.65 out of a possible 100 points. Among the positive aspects of this proposal are Transdev's strong local team, the high level of corporate support, and the quality of their plans for staffing, vehicle and facility maintenance, and safety and security. Transdev has committed to an enhanced focus on safety and security and on service quality. Their proposal also contained provisions in support of Foothill Transit's plan to continue its focus on zero-emission buses. The agreement with Transdev will also include incentives for performance that surpasses Foothill Transit's on-time performance, customer service, and maintenance standards.

A summary of the final scores is provided as Attachment A.

In addition to the evaluation above, each proposer's price proposal underwent a cost reasonableness and cost realism analysis by an independent third-party firm with significant experience in this area. Their findings included a high level of price competitiveness with only a 3.5 percent difference between the highest and lowest-priced cost proposals. Additionally, key cost drivers including operator wages and maintenance costs were fairly well clustered and had similar escalation trends.

On April 27, a meeting was held with representatives of Transdev to finalize the terms of the proposed agreement. Subject to the Executive Board's approval, the contract will be executed and activities to allow for the finalization of plans and fleet and facility inspections under the terms of the new contract will be undertaken. The start-up date for services under the new contract will be July 31, 2021.



**Budget Impact**

Foothill Transit’s proposed Business Plan includes funding for the operation of transit services through June 2026. Funding for operations and maintenance of Foothill Transit’s Arcadia Irwindale fleet and facility will be programmed into each year’s Business Plan.

Sincerely,

La Shawn King Gillespie  
Director of Customer Service and Operations

Doran J. Barnes  
Chief Executive Officer

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Christopher Pieper  
Director of Procurement



Executive Board Meeting – 05/27/2022  
 Contract Award – Operations and Maintenance – Arcadia Irwindale Facility

**Attachment A**

Evaluation Factors	Maximum Score	Proposer				
		First Transit	Keolis	MV	National Express	Transdev
1. Local Project Team Management and Technical Competence	25	17.50	19.96	18.79	13.25	21.88
2. Corporate Experience and Past Performance	25	19.04	20.33	18.33	11.29	22.04
3. Quality of Vehicle Maintenance Program and Plans	17	10.68	13.23	12.61	7.91	14.37
4. Quality of Staffing and Training Plans	14	9.43	11.13	10.36	6.63	11.67
5. Quality of Other Plans	11	6.67	8.42	7.79	5.37	8.86
6. Financial Viability	8	5.50	6.50	4.50	6.00	8.00
<b>Overall Technical Score</b>	100	68.82	79.57	72.39	50.45	86.80
<b>Overall Technical Score out of 75</b> <i>(Total score x 0.75; Technical Score is 75% of Overall Score)</i>	75	51.62	59.68	54.29	37.84	65.10
<b>Four-Year Contract Price</b>		\$247,990,297	\$247,431,916	\$239,488,282	\$242,503,665	\$243,904,783
<b>Price Score</b>	25	24.14	24.20	25.00	24.69	24.55
<b>Overall Score</b>	100	75.76	83.88	79.29	62.53	89.65
<b>Rank</b>		<b>4</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>1</b>



May 27, 2022

To: Executive Board

Subject: **FY2022 Financial Forecast**

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### **Recommendation**

Receive and file Foothill Transit's Updated FY2022 Financial Forecast.

### **Analysis**

At the Executive Board retreat, Foothill Transit's financial forecast was presented. Since then, Foothill Transit has received \$50 million in supplemental CARES Act funding. These funds are focused on maintaining services and assisted in further stabilizing our financial position.

The attached updated forecast consists of an Operating summary and a Capital summary. The forecast makes assumptions about revenues and expenses through FY2027. The forecast indicates that there are sufficient revenues to fund the planned Operating expenses through FY2027. The Operating forecast maintains the Board-approved "Rainy Day Reserve" of \$25 million throughout the life of the forecast. The Capital forecast indicates revenue shortfalls, which will be mitigated through expense reductions and grant funding.

Farebox revenues assume a slight increase in FY2023 as a result of the fare simplification program to be initiated in July 2022. Subsequently, fare revenues are increased by one percent each year as ridership is projected to return post-pandemic. Sales tax revenues and other Operating subsidies are conservatively assumed to increase by two percent each year. One of the items we will be watching extremely closely is actual sales tax revenue results as they represent our primary funding source.

Operating expenses in FY2023 reflect a 12 percent increase. This includes the recommended contract award at the Arcadia Irwindale facility and cost to fuel the new hydrogen fuel cell buses. In FY2024, we resumed our assumption of a five percent annual operating increase. However, in FY2025 we have assumed a seven percent increase due to a new contract award at Pomona. We then resumed to assume a five percent increase each year thereafter.

The capital revenues are primarily federal formula funds. They are assumed to increase by one percent per year. The capital program is not fully funded and



we will continue to assertively pursue discretionary grant funding opportunities. As Foothill Transit receives competitive grants, these funds will then be programmed into the forecast. The capital forecast assumes that bus procurements are the highest priority for capital procurements.

The forecast assumes that buses are replaced after a 12-year useful life and that Foothill Transit maintains a 20 percent spare ratio. The forecast also assumes that each bus undergoes mid-life heavy maintenance.

**Budget Impact**

Foothill Transit continues to forecast that there will be adequate revenues available to balance the budget through FY2027. Innovations, such as technology improvements, ridership changes, and grant awards can all lead to major forecast changes. The forecast is a snapshot using the best available information at any particular moment in time. We will continue to update the forecast annually.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance

Doran J. Barnes  
Chief Executive Officer

May 27, 2022

**Financial Forecast - Operating Summary**

OPERATING ACTUALS				OPERATING FORECAST						
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	
1	Farebox	\$ 16,079,596	\$ 11,926,027	\$ 4,002,178	\$ 3,204,300	\$ 9,046,200	\$ 9,136,662	\$ 9,228,029	\$ 9,320,309	\$ 9,413,512
2	FAP and Other Revenues	91,929,289	95,939,956	90,317,491	91,859,185	94,070,044	95,010,744	95,960,852	96,920,460	97,889,665
3	TDA4/CARES Funds	-	-	33,017,520	30,154,160	16,154,011	16,154,011	16,154,011	16,666,667	33,333,333
4	MOSIP (PropC40%)	-	-	-	-	-	-	-	-	-
5	Federal Preventive Maintenance	-	-	-	-	-	-	-	-	-
6	<b>Total Operating Revenues</b>	108,008,884	107,865,983	127,337,189	125,217,645	119,270,255	120,301,417	121,342,891	122,907,436	140,636,510
<b>OPERATING EXPENSES</b>										
7	<b>Total Operating Expenses</b>	97,065,799	98,322,861	102,103,256	110,911,240	123,938,050	132,230,776	142,110,779	160,697,603	174,409,199
8	<b>Annual Operating Surplus (Shortfall)</b>	10,943,085	9,543,122	25,233,933	14,306,405	(4,667,795)	(11,929,359)	(20,767,888)	(37,790,168)	(33,772,688)
9	<b>Cumulative Operating Reserve</b>	86,185,987	70,729,109	95,963,042	110,269,447	105,601,652	93,672,293	72,904,405	35,114,238	1,341,550
10	<b>Less Rainy Day Reserve</b>	(25,000,000)	-	-	-	-	-	-	-	-
11	<b>Maintain Rainy Day Reserve</b>	\$ -	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000	\$ 25,000,000

**ASSUMPTIONS**

- 12 Farebox revenues: assumes increase from FY22 fare change; 1% increase every year thereafter
- 13 Operating Subsidies: 2 % increase each year
- 14 Operating Expense: FY23 Proposed Budget reflects a 12% increase; FY24 assumes 5% increase; FY25 7% + assumes 5% increase each year thereafter
- 15 Service changes: service hours and miles remain constant
- 16 Passengers: FY21 actual plus 1% thereafter



Foothill Transit Executive Board Meeting

May 27, 2022

Financial Forecast - Capital Forecast

Schedule 2

	CAPITAL ACTUALS			CAPITAL FORECAST						
		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
1	Annual FAP Revenues Ded to Capital	\$ 29,590,845	\$ 12,695,161	\$ 36,530,436	\$ 26,076,060	\$ 36,650,083	\$ 37,299,489	\$ 37,732,740	\$ 38,171,529	\$ 38,615,935
2	New Capital Grants (Competitive)	1,303,135	-	115,484	10,165,017	128,000	11,291,560	-	-	-
3	Other Capital Revenues	5,749,355	13,845,046	10,708,676	2,821,808	2,859,669	6,712,460	3,411,210	1,527,356	1,557,903
4	Total Capital Revenues	36,643,335	26,540,207	47,354,596	39,062,885	39,637,752	55,303,509	41,143,950	39,698,885	40,173,838
5	Total Capital Expenditures	36,046,102	26,540,207	47,354,596	75,578,656	89,375,380	88,926,600	90,104,707	79,214,229	50,010,448
6	Annual Capital Surplus (Shortfall)				(36,515,771)	(49,737,628)	(33,623,091)	(48,960,757)	(39,515,344)	(9,836,610)
7	Cumulative Capital Reserve				57,280,588	20,764,817	-	-	-	-
8	Revised Annual Surplus (Shortfall)				\$ 20,764,817	\$ (28,972,811)	\$ (33,623,091)	\$ (48,960,757)	\$ (39,515,344)	\$ (9,836,610)

ASSUMPTIONS

- 9 Capital Revenues: MOSIP =2% growth per year; federal = 1% growth per year
- 10 Capital Expenses = Bus life at 12 years with heavy maintenance at 7 years
- 11 Capital Expense assumes Cost of \$1m per BEB and \$1.3m per FCEB
- 12 Capital Expenses for FY22 projected from Capital Budget
- 13 Capital Expense Includes approved capital projects through FY25 + \$10m a year in Capital Projects starting in FY23 + decrease to \$5m a year in FY26 + all bus buys maintaining 20% spare ratio
- 14 Capital Expense assumes ZEB Charging Infrastructure installs start in FY29
- 15 Assumes fleet mix by FY27:
- 16 CNG - 208 buses
- 17 Battery Electric - 36 buses
- 18 Hydrogen Fuel Cell - 117 buses
- 19 Assumes no additional CNG purchases; fully zero emission by 2035



May 27, 2022

To: Executive Board

Subject: **Employee Compensation Program**

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### **Recommendation**

Approve the annual update to the Employee Compensation program.

### **Analysis**

The Employee Compensation program is provided to the Board annually to update the Board on any changes that occurred during the year. The program is attached for Board review. There are two items of particular note:

#### *Restoring fiscal year 2021 compensation adjustments for staff:*

At the August 28, 2020, Executive Board meeting, action was taken to defer the annual employee compensation adjustments due to the uncertain financial impacts of the COVID-19 pandemic (Item 10 on the agenda). This occurred early during the COVID-19 pandemic and the financial position of the agency was unclear. The staff report for this action indicated that this policy would be reviewed prior to the start of FY2022 to determine the best approach for the future. However, that review has remained deferred due to the unexpectedly long COVID-19 pandemic.

As noted in the updated Foothill Transit financial forecast, the organization is projecting a balanced budget through fiscal year 2027. In light of this, it is recommended that the compensation adjustments which were deferred for FY2021 be retroactively reinstated with an effective date of July 1, 2021. This would make the adjustments retroactive for half the time that they were deferred.

For the retroactive portion of these adjustments, sufficient funds are available in the current year budget to cover these costs. It is projected that we will end the current fiscal year with actual expenses being \$5 million less than the budget amounts. The proposed fiscal year 2023 budget includes the cost of this adjustment. The merit portion and the developmental portion combined would result in a 4.5 percent increase in salary costs. Again, under normal circumstances, these adjustments would have been programmed in the FY2021 and FY2022 budgets.



*Transit Passes*

Foothill Transit encourages employees to travel via public transportation. All employees and their dependents are provided Foothill Transit passes.

Given that most of the Foothill Transit administrative team is working a hybrid schedule which allows teleworking up to three days a week, the proposed policy change is to remove the minimum monthly trip requirements to be eligible to receive a pass for another transit system.

Some employees use other transit systems for part of their travels. Access to these other transit systems is not automatically included with the Foothill Transit employee pass.

**Budget Impact**

The financial impact of the updated Employee Compensation program has been included in long-range financial forecasting and the draft FY2023 Budget and Business Plan.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance & Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment



# Foothill Transit

Going Good Places

## Foothill Transit Employee Compensation Program

Adopted February 23, 2018 (updated March 2021)

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

### Pay Grades

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

		Current (FY2023)	
Range	Position Type	Annual Min	Annual Max
9	Executive (Deputy CEO)	\$185,400	\$282,220
8	Director	\$116,840	\$201,547
7	Manager	\$90,041	\$152,400
6	Technical Staff	\$69,587	\$112,035
5	Technical Support	\$55,149	\$90,018
4	Administrative Support	\$46,146	\$76,535
3	Clerical Support	\$42,274	\$68,246

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



Positions by Pay Grade

Foothill Transit’s Chief Executive Officer is responsible for the organization of the staff subject to the limits of the budget and the total number of authorized full-time equivalent employees authorized in the budget. For reference, Foothill Transit positions are currently assigned to the following pay grades. This list is subject to change during the year based on the needs of the organization at the direction of the Chief Executive Officer.

	Department	Pay Grade
Marketing Assistant	Marketing	Grade 3
Operations and Customer Services Assistant	Operations	Grade 3
Board Support Services Coordinator	Administration	Grade 4
Government Relations Coordinator	Gov’t Relations	Grade 4
Human Resources Assistant	Finance	Grade 4
Assistant Administrative Analyst	Procurement	Grade 4
Accountant	Finance	Grade 5
Budget and Finance Analyst	Finance	Grade 5
Finance Analyst		
Facilities Analyst	Facilities	Grade 5
Mechanical Service Quality Inspector	Maintenance	Grade 5
Quality Assurance Inspector	Operations	Grade 5
Procurement Specialist	Procurement	Grade 5
Facilities Manager	Facilities	Grade 6
Senior Accountant	Finance	Grade 6
IT Help Desk Technician	I.T.	Grade 6
IT Security Analyst	I.T.	Grade 6
Fleet Technology Coordinator	Maintenance	Grade 6
Fleet Maintenance Manager	Maintenance	Grade 6
Creative Content Designer	Marketing	Grade 6
Digital Media and Customer Relations Coordinator	Marketing	Grade 6
Quality Assurance Analyst	Operations	Grade 6
Safety Compliance Coordinator	Safety & Security	Grade 6
Transportation Business Intelligence Analyst	Operations	Grade 6
Transit Planner	Planning	Grade 6
Board Support Manager/Executive Assistant	Administration	Grade 7
Capital Projects Manager	Facilities	Grade 7
Controller	Finance	Grade 7
Human Resources Manager	Finance	Grade 7
Revenue Manager	Finance	Grade 7
Manager of Public Affairs	Gov’t Relations	Grade 7
Information Technology Manager	I.T.	Grade 7
Manager of Community Engagement	Marketing	Grade 7
Marketing & Communications Manager	Marketing	Grade 7
Customer Service & Operations Contract Manager	Operations	Grade 7
Transit Planning Manager	Planning	Grade 7



Procurement Manager	Procurement	Grade 7
Chief of Safety and Security	Safety & Security	Grade 8
Director of Capital Projects & Facilities	Facilities	Grade 8
Director of Finance and Treasurer	Finance	Grade 8
Director of Government Relations	Gov't Relations	Grade 8
Director of Information Technology	I.T.	Grade 8
Director of Maintenance and Vehicle Technology	Maintenance	Grade 8
Director of Marketing and Communications	Marketing	Grade 8
Director of Customer Service and Operations	Operations	Grade 8
Director of Planning	Planning	Grade 8
Director of Procurement	Procurement	Grade 8
Deputy Chief Executive Officer	Administration	Grade 9

**Internship Program**

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

**Paid Time Off**

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

**Accrual Rates**

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



15+ Years of Service	11.38 hours	296 hours	888 hours
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Years of service shall include time worked as a Foothill Transit employee and time worked for a Foothill Transit operating and/or management contract for the period in which the employee was assigned full-time to serving Foothill Transit. Service does not need to be consecutive.

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

Employees who separate from Foothill Transit after the age of 55 years will receive their final PTO check as a lump sum payment into the 401a retirement plan.

**Holidays**

Holiday Hours

Foothill Transit shall observe the following eight paid holidays:

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

If an employee works on one of those eight holidays or if a holiday falls on a regularly scheduled flex day, the holiday hours are automatically added to the employee’s PTO account.

Foothill Transit also observes a holiday period beginning on December 24<sup>th</sup> of each year and ending on January 1<sup>st</sup>. The administrative offices are closed during this time. The specific number of days and total hours of holiday time will vary from year to year. These holiday hours are not added to the PTO accrual bank.





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

### Paid Family Leave (PFL)

Occasionally an employee may be required to take a prolonged leave of absence due to a serious illness or injury for either themselves or a family member or to bond with a new child (approved Family Medical Leave). Foothill Transit will pay PFL payments to eligible employees according to the regulations set forth in the California Employment Development Department. PFL will be coordinated with the employee's PTO bank to provide full pay until the PTO bank is depleted. PFL may be taken intermittently.

### **Work Hours and Schedules**

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

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

### **Health Benefits**

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

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

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



**Life Insurance**

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

**Retirement Benefits**

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

**Tuition Reimbursement**

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

**Transit Bus Passes for Employees and Dependents**

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

Employees commuting via other transit providers ~~at least eight times per month~~ shall be provided transit passes for any public transit provider.

**Length of Service Recognition**

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

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

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



Amounts noted are gross pay and shall be treated as ordinary income, which is subject to appropriate taxes.

### Compensation Adjustments

Under the adopted management compensation plan, annual performance conversations will take place in June of each year with any compensation adjustments effective July 1 of that year. Compensation adjustments consisting of raises or promotions will then be applied to employees by the first full payroll in July. The salary ranges will be adjusted by 3% each year.

- **Individual Performance Goals** – Achievement of individual performance goals are under the direct control of employees and superior performance should be recognized. In this category, an increase of up to three percent of salary will be granted based on the achievement of individual annual goals. These performance goals are determined between the employee and their supervisor prior to the beginning of the fiscal year and approved by the Chief Executive Officer every June.
- **Developmental Program** – It is anticipated that some employees will be hired at the lower end of their pay range. As they perform their jobs and enhance their skill set, they will become more valuable to the organization and their compensation should reflect this added value. Accordingly, developmental compensation increases will be granted as follows: An employee in the lowest quarter of the salary range will receive a three percent increase; an employee in the second lowest quarter of the salary range will receive a two percent increase; an employee in the second highest quarter of the salary range will receive a one percent increase; and an employee in the highest quarter of the salary range will receive no increase. To qualify for a developmental increase an employee must receive a satisfactory rating overall on their annual evaluation.
- ~~The compensation adjustments dependent upon the individual performance goals and the developmental program have been deferred during FY2021 due to the uncertain financial future resulting from the Covid-19 Pandemic.~~
- *The compensation adjustments which were deferred during FY2021 will be reinstated for all current employees during FY2023. Current employees will receive retroactive adjustments effective July 1, 2021 (which was the beginning of FY2022).*
- **Educational Advancement** – Foothill Transit places great emphasis on the achievement of advanced education. This commitment is reflected in the education reimbursement program. Employees who earn advanced degrees bring additional skills to the organization. In recognition of these additional skills, a one-time increase in base compensation of five percent shall be granted upon



achievement of a bachelor's degree, master's degree, or doctoral degree in a field of study that is relevant to the mission of Foothill Transit.



May 27, 2022

To: Executive Board

Subject: **Proposed Fiscal Year 2023 Business Plan and Budget**

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### **Recommendation**

Recommend approval of Foothill Transit's proposed Business Plan, Budget, and Performance Targets for Fiscal Year 2023 to the Foothill Transit Governing Board.

### **Analysis**

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Similar to 2022, this Business Plan and Budget takes into consideration recovery and relief efforts of the COVID-19 pandemic. Included in the document are Fiscal Year 2022 accomplishments, an overall budget summary, and departmental budget summaries.

Despite the continued increase in operating costs, Foothill Transit has sufficient funding to provide a balanced budget. The proposed budget will allow us to operate full service in Fiscal Year 2023. Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (SRTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2023 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:

***Zero-Emissions Double Deck Fleet Expansion***

To further our organization’s deployment of zero-emissions buses, an upcoming deployment of vehicles in fiscal year 2024 to replace aging CNG-powered vehicles will consist of an order of double-deck coaches. The double-deck zero-emissions coaches offer superior ride quality, are visually appealing, and include sustainability and physical distancing benefits that will attract riders who may not otherwise consider taking public transit.

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

Foothill Transit and Cal Poly Pomona are working in partnership to improve mobility on campus with key transit projects including the development of a Mobility Hub and an accompanying Class Pass program. The Class Pass program is currently underway in a Pilot phase to measure and project campus ridership over time and the financial subsidy for which the campus will need to budget. 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.

***Fuel Cell Bus and Infrastructure Implementation***

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 applied for and received a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund the electrification of Line 486 with 20 zero-emission buses. Line 486 operates between Pomona and El Monte Station traveling mainly on busy





local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus.

In addition to the 20-bus order for Line 486, an additional 13 fuel cell buses are on order to replace Foothill Transit's oldest fleet of fast-charge battery-electric buses currently operating on Line 291 in the cities of Pomona and La Verne. These 33 fuel cell buses are currently in production at the New Flyer Industries manufacturing facility in Anniston, Alabama, and construction activities for the buildout of the supporting infrastructure will begin in late spring of 2022 with completion scheduled for late December 2022. While construction of the permanent fueling infrastructure is underway, an interim fueling solution will involve the placement of a mobile fueling station with hydrogen tanks, compressor equipment, and fuel dispensers mounted on a trailer onsite at our Pomona location. This solution is currently in use at a neighboring transit agency while their facility undergoes some repairs.

### ***Mt. San Antonio College (Mt. SAC) Transit Center***

Construction of the Transit Center on campus continues to move forward. Mt. SAC is one of the largest trip generators in Foothill Transit's system and a limited number of on-street bus stops currently serve the campus. Foothill Transit applied for and received a federal grant for the construction of this transit center, which will include ten transit bays with covered bus shelters for customers.

The Transit Center construction began in July 2021 and Mt. SAC is simultaneously constructing a pedestrian bridge over the Transit Center. The new parking structure built by Mt SAC is substantially complete and will be connected to the campus Miracle Mile by way of the new pedestrian bridge. New elevators and stairway (built by Mt. SAC) will provide access to the Transit Center. Coordination activities to ensure the successful completion of both projects are significant as the foundation of several of the supporting structures for the pedestrian bridge are within the transit center footprint. Completion is slated for February 2023.

### ***Facility Security Hardening***

The security surveillance and access control systems at Foothill Transit's administrative office building and at both operations and maintenance facilities were installed when each facility was constructed, and they were last updated in 2012. That effort involved the installation of certain access control and video surveillance equipment. The security cameras, software,





and hardware have been updated as needed over time, however, newer and more robust 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.

***Comprehensive Operational Analysis (Foothill Transit Forward)***

Foothill Transit Forward, the title for our comprehensive operational analysis (COA), is designed to examine and evaluate the Foothill Transit system to determine where improvements can be implemented to make transit operations more effective and efficient. The first phase of public outreach has been completed which consisted of on-board and online surveys, pop-up events throughout the community, and a virtual public workshop. The consultant team is in the process of analyzing current travel patterns and feedback obtained from the public outreach to formulate route enhancements to better meet the needs of the customers. A list of route enhancements will be presented to the public for feedback to determine the final list of recommendations for implementation. Along with route enhancements, the consultant team will also look at strategies to improve travel speeds along key corridors and connections to the upcoming Metro Gold Line extension to Pomona. Foothill Transit Forward is scheduled for completion in fall 2022.

***Operations Contract Implementation***

The existing agreement with Transdev for the operation of transit services at our Arcadia Irwindale operating facility expires on July 30, 2022. As there are no remaining contract options, a new transit services agreement is currently under procurement, with a contract award recommendation slated for the May 27, 2022, Executive Board meeting. Contract transition activities will commence immediately thereafter to facilitate an effective transition to a new operating agreement on July 31, 2022. In the months following, staff will work with the contractor to ensure service delivery complies with the terms of the new contract.

***Legislative Advocacy***

Recent changes resulting from redistricting in 2021 bring new challenges and opportunities at the federal, state, and local government levels. We will focus on building relationships with lawmakers and key staff who are



new to Foothill Transit’s representation. We will also strengthen and further cultivate the relationships we have built with the Department of Transportation, Federal Transit Administration, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and others. This relationship-building and maintenance strategy will also continue to be the focus of our efforts with our existing federal and state delegation, Los Angeles County Supervisors, and local city representatives in the Pomona and San Gabriel Valleys. We will also maximize our participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit’s operations, and zero-emissions fleet expansion.

***ExpressLanes Operations***

Construction of the HOV lanes between I-605 and SR-57 is now complete, and the conversion of the I-10 HOV lanes to high occupancy toll lanes, or ExpressLanes, between the I-605 and SR-57, is expected by 2028. To ensure effective traffic flow and transit service operation with at least a consistent speed of 45 miles per hour at all times, it is critical that the required ExpressLanes occupancy for free travel minimally mirror the three-person peak occupancy requirement of the busway portion of the lanes. The Metro Board approved an I-10 ExpressLanes Busway HOV 5+ Pilot program, but its implementation has been delayed due to the COVID-19 pandemic. Staff has been and will continue to work with Metro, Caltrans, and our state and county delegation to pursue the appropriate operating rules and/or legislation.

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

**Capital Program**

The Foothill Transit Financial Stability Policy adopted by the Board in 2016 and updated annually, requires that the capital program budget be integrated into the annual budget process. The capital budget includes all capital program activities associated with bus acquisition, bus capital improvements, facility construction, and other capital improvements such as information technology improvements. 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 17 newly proposed capital projects for FY2023. The newly proposed Life of Project budgets for capital projects in FY2023 total \$84.02 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 2023. Included in the budgeted revenues are approved federal American Rescue Plan Act (ARPA) funds that amount to \$16.2 million.

Subsequent to the Governing Board’s adoption of the Foothill Transit 2023 Business Plan and Budget, the Foothill Transit Financial Forecast will be updated using the Governor of California’s Revised State Budget, final formula allocation procedure (FAP) funding marks received from Metro, and available local and statewide economic forecasts. Funding marks have been programmed higher than initially forecasted, however, Foothill Transit continues to forecast using a conservative approach due to the current economic conditions. The updated Foothill Transit Financial Forecast is anticipated to be presented to the Board as an information item.

**Financial Impact**

Foothill Transit’s proposed FY2023 budget is balanced between revenues and expenses with an estimated \$123.9 million operating budget and an \$89.8 million capital budget, for a total budget of \$213.7 million. The Fiscal Year 2023 Business Plan and Budget targets a farebox recovery ratio of 7.3 percent as the region continues to recover from the lasting impacts of the COVID-19 pandemic.

Sincerely,

Michelle Lopes Caldwell  
Director of Finance and Treasurer

Doran J. Barnes  
Chief Executive Officer

Attachment A





Foothill Transit

# FY 2023 BUSINESS PLAN AND BUDGET PROPOSED

# 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

VACANT

## Governing Board

### Cluster 01

#### Claremont

Councilmember Corey Calaycay  
Alternate: Mayor Pro Tem 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 02

#### Azusa

Councilmember Edward J. Alvarez  
Alternate: VACANT

#### Baldwin Park

Mayor Pro Tem 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: Councilmember Michael Allawos

#### Irwindale

Councilmember H. Manuel Ortiz  
Alternate: Councilmember Manuel Garcia

#### West Covina

Mayor Pro Tem Rosario Diaz  
Alternate: Councilmember Letty Lopez-Viado



## Cluster 03

### Arcadia

Mayor Pro Tem Paul Cheng  
Alternate: Mayor Sho Tay

### Bradbury

Councilmember Richard G. Barakat  
Alternate: Mayor Elizabeth Bruny

### Duarte

Mayor Pro Tem 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 04

### 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: Mayor Charlie Klinakis

### South El Monte

Councilmember Hector Delgado  
Alternate: Mayor Gloria Olmos

## Cluster 05

### County of Los Angeles

Cynthia Sternquist

Sam Pedroza

VACANT

## 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 Government Relations

Yoko J. Igawa

### Director of Finance and Treasurer

Michelle Lopes Caldwell

### Chief of Safety and Security

John Curley

### Director of Planning

Joseph Raquel

### Director of Capital Projects and Facilities

Sharlane Bailey

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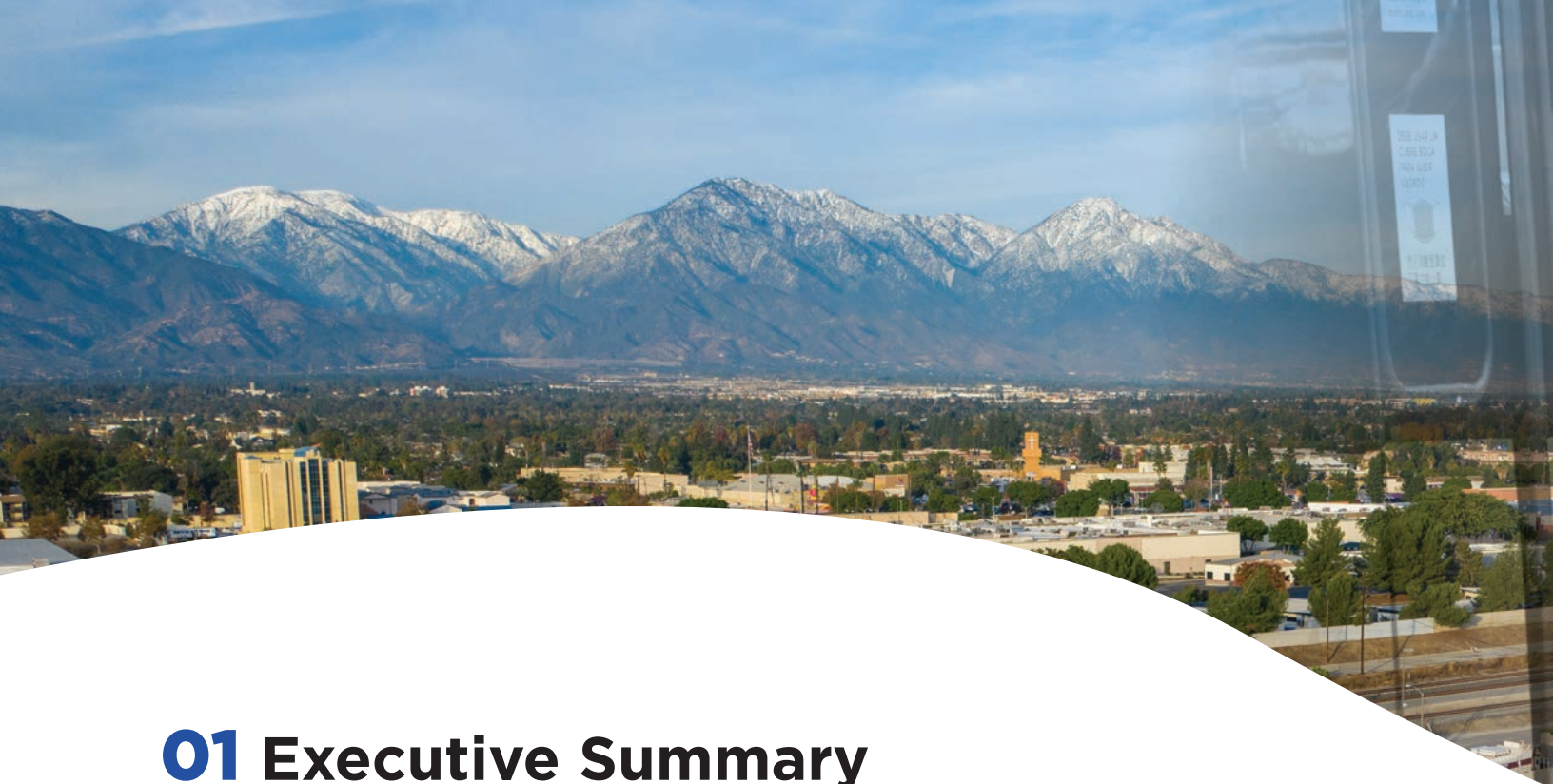
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# 01 Executive Summary

The COVID-19 global pandemic has fundamentally reshaped the heart of all shared community driven mobility. This FY2023 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 FY2023, 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.

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 American Rescue Plan Act (ARPA) of 2021 was passed by Congress and signed into law on March 11, 2021, and contained \$30.5 billion for public transit agencies throughout the United States. Foothill Transit received \$48 million of federal grant funds which will be used to mitigate impacts from COVID-19. In addition, Foothill Transit received \$50 million of additional ARPA funds to further support daily operating expenses for transit service. These funds are in addition to the CARES and CRRSA act funds which were spent in fiscal years 2021 and 2022. Examples of eligible uses include operating expenses and COVID-19 related procurements. Foothill Transit has programmed these revenues to pay for FY2023 operating expenses to replace fare revenues which continue to be negatively impacted by the pandemic.

The total agency-wide budget of \$213.7 million includes operating costs of \$123.9 million and a robust capital program of



\$89.8 million. The major elements of the operating budget, purchased transportation and fuel and electricity, total \$102.2 million or 83 percent of the total operating budget. The capital program includes \$296.6 million of capital projects to be completed in the next five years. The majority of capital funding continues to be programmed for bus replacement and supporting infrastructure as we transition to a fully zero-emission bus fleet.

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.

Like FY2022, this is a year of change and uncertainty and maintaining flexibility as new information becomes available will be crucial in allowing us to meet the goals of our mission and collectively respond in a way that delivers the best program of service that meets our communities' needs.

# Foothill Transit Mission

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

## Foothill Transit Values

### ACCOUNTABILITY

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

### RESULTS

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

### INTEGRITY

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

### GRATITUDE

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

### INCLUSION

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

### TEAM MEMBERS

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

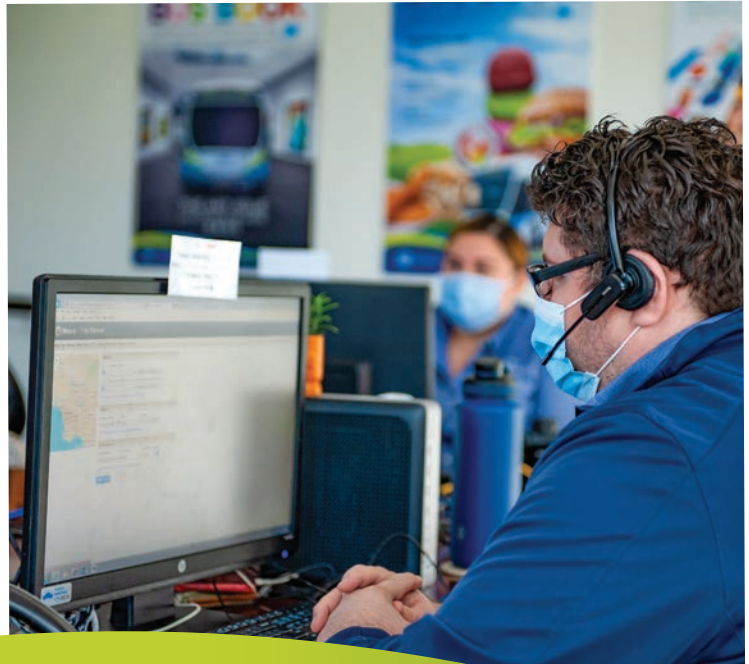
### COMMUNICATION

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

### SUSTAINABILITY

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





# Overall System Performance

This chart shows a comparison of Foothill Transit's overall system performance for FY2021, the projected performance for FY2022, and the targeted performance goals for FY2023.

Overall System Performance	FY2021 Actual	FY2022 Target	FY2022 Estimate	FY2023 Target
Passenger Boardings	6,099,989	6,976,475	6,951,472	7,959,435
Vehicle Service Hours	843,241	870,234	800,839	878,481
Vehicle Service Miles	11,952,103	12,434,817	11,213,696	12,533,977
Fare Revenue	\$ 4,002,178	\$ 3,204,300	\$ 7,558,960	\$ 9,046,200
<b>Transit Operating Expense</b>	<b>\$ 101,964,981</b>	<b>\$ 110,911,240</b>	<b>\$ 109,652,317</b>	<b>\$ 123,153,550</b>

Goal	Indicator	FY2021 Actual	FY2022 Target	FY2022 Estimate	FY2023 Target
<b>Operate a Safe Transit System</b>	Preventable Collisions per 100,000 miles	0.68	0.80	0.58	0.80
	Schedule Adherence	77.8%	75.0%	75.7%	75.0%
<b>Provide Outstanding Customer Service</b>	Average Miles Between Technical Roadcalls	14,984	14,000	12,614	14,000
	Complaints per 100,000 Boardings	21.8	30.0	44.5	38.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	7.23	8.02	8.68	9.06
	Average Weekday Boardings	19,114	21,892	22,180	25,396
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	3.9%	2.9%	6.9%	7.3%
	Average Cost per Vehicle Service Hour	\$120.92	\$127.45	\$136.92	\$140.19

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## 02 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 and 2022 fiscal years we experienced very low ridership. Ridership is currently approximately 60 percent of pre-pandemic ridership levels, with modest increases being observed each month.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Then in 1997, Foothill Transit opened its first agency-owned operations facility in Pomona. Construction was completed on the second agency-owned operations facility in Arcadia in 2002. In 2007, the administrative offices moved from leased property to the current address at 100 S. Vincent Ave. in West Covina. The purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space. Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. Fleet conversion was completed when the final diesel-fueled bus was retired in late 2013.

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



Continuing its commitment to adopt low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind, zero emissions battery electric buses. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles were the first heavy duty zero emissions, battery electric public transit buses that utilized in-route fast charging capability. This technology enabled them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2 million TIGGER II grant in early 2011 to expand the electric bus program. This funding enabled the purchase of 12 additional electric vehicles for use on Line 291 serving the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero emissions bus line in operation in Los Angeles County. Today our grid-powered battery-electric fleet has grown to 34 coaches, including two double-deck battery-electric coaches. In the coming year, 33 fuel-cell electric buses will replace older CNG coaches and our oldest grid-powered battery-electric buses.



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 CEO 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, at the time, to offer non-stop service into downtown Los Angeles.

Foothill Transit's second agency-owned Park & Ride facility – the Azusa Intermodal Transit Center – opened in January 2016 in the City of Azusa. The structure is shared by the City of Azusa, the Gold Line Foothill Extension, and Foothill Transit. The Azusa Intermodal Transit Center, immediately adjacent to the parking structure, includes infrastructure for electric bus charging to facilitate 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 Arcadia, Monrovia, and El Monte, while connecting passengers to the newly constructed Gold Line Stations.

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

In 2020, after years of planning and cooperative efforts, Foothill Transit opened its third agency-owned Park & Ride and transit center near downtown Covina. The Covina Transit Center serves as the primary regional anchor for the agency's newest Commuter Express Line 490, providing non-stop service to downtown Los Angeles. In the coming year, Foothill Transit plans to complete a feasibility study regarding the construction of a state-of-the-art Mobility Hub on the Cal Poly Pomona campus. Cal Poly has also joined the group of college campuses participating in our Class Pass program. Also this year, 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. 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

The Foothill Transit Joint Powers Authority includes 22 cities in the eastern San Gabriel and Pomona Valleys in the County of Los Angeles. The organizations Governing Board includes one city council member and one alternate from each of the 22 cities in the Foothill Transit service area and three appointed representatives for the County of Los Angeles.

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

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


The organizational structure for the organization's leadership is shown on the following page.





# Foothill Transit Fleet and Facilities

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

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

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

Fleet	Quantity	Seats	Fuel
1900s	5	34	CNG
2000s	2	35	Electric
2100s	64	37	CNG
2200s	29	38	CNG
2300s	30	38	CNG
2400s	30	35	CNG
2500s	30	35	CNG
2600s	14	40	Electric
2700s	63	36	CNG
2800s	3	35	Electric
2800s	2	35	CNG
2900s	24	54	CNG
3000s	2	35	Electric
3100s	33	35	Fuel Cell
NEW	15	35	Electric
NEW	15	35	Fuel Cell
<b>Total CNG</b>		<b>277</b>	
<b>Total Electric</b>		<b>36</b>	
<b>Total Fuel Cell</b>		<b>48</b>	
<b>TOTAL FLEET</b>		<b>361</b>	









## Short-Range Transit Plan

This section includes information on service changes planned for FY2023 through FY2025.

### **Foothill Transit Forward 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 COVID-19 pandemic, Foothill Transit Forward is focused on meeting customers' unmet needs and improving overall efficiencies in the transit system. Foothill Transit's last Comprehensive Operational Analysis 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. However, it did not address the recent ridership decline that has been affecting Foothill Transit and the industry.

The main goal of Foothill Transit Forward is 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 currently 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 and 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.

## Line Productivity

The COVID-19 pandemic has greatly impacted ridership and as we enter the endemic phase where agencies must adjust service levels to meet the demand as customers return to work, school, and the travels of normal life. 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 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.



## Metro L Line (Gold) Extension Phase 2B - Azusa to Pomona

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

## Corridor Enhancements

Based on data collected during Foothill Transit Forward's (COA) first phase of public outreach, 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.



## Regional 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.

The San Gabriel Valley Council of Governments (SGVCOG) is working on the San Gabriel Valley Feasibility study. The purpose of this Study will be to identify feasible transit solutions that enhance communities and lives through providing a high-quality mobility project to the San Gabriel Valley—meeting the Metro Strategic Plan goals of developing and providing equitable and accessible transit services, reducing travel times, managing roadway congestion, and enhancing connections to the regional/local transit networks. Upon completion of the study, Foothill Transit will look at the recommendations in conjunction with Foothill Transit Forward to determine the best alternatives that are feasible to implement.



## Creation of Frequent Transit Network

Frequent Transit Network Routes will be Foothill Transit lines 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 traveled corridors. The frequent network is also key to enhancing the overall customer experience.

# Major Capital Projects Proposed for the Next Three Years

This section includes information on capital projects for FY2023 through FY2025.

## Buses, Infrastructure and Fleet Maintenance

### Bus Replacement

Foothill Transit will continue to replace the oldest coaches in its fleet. During FY2023, Foothill Transit will receive 33 hydrogen fuel cell buses. This acquisition is part of our zero-emissions program to meet the California Air Resources Board’s Innovative Clean Transportation Regulation of 100% zero-emissions fleet by 2040. Additionally, Foothill Transit will order 30 replacement buses to replace buses that will be over 12 years old and will have accumulated more than 500,000 miles in service.

### Bus Fleet Heavy Maintenance

As the coaches accumulate 300,000 miles, they will undergo a heavy maintenance program that includes engine replacement and transmission overhaul 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 three fiscal years, FY2023, FY2024, and FY2025.



### Hydrogen Fueling Station

In order to operate 33 fuel cell buses beginning December of 2022, a hydrogen fueling facility will be constructed. A consultant was hired to assist in the development, design, build and installation of two fueling stations. The fueling station will be completed by December 2022 in time for the delivery of the hydrogen fuel cell buses. Necessary hydrogen gas detection and ventilation upgrades to the Pomona yard maintenance building will also be completed in order to repair fuel cell buses in the maintenance building.

## 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 commenced in FY2022. In preparation of the HVAC replacement, the roof membrane material was completed in 2020. Contractors are currently working on roof curb structural support designs as they await delivery of rooftop mechanical equipment. Equipment is expected to arrive in the second quarter of 2022.

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. Project is currently in the final stages of architectural/engineering design. Next step is to submit for City plan check and approval.

#### **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 lift and replacement with a new lift for undercarriage steam cleaning. Design is currently in progress.

#### **Pomona Operations Facility CNG Fueling 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. The project will consolidate existing bus stops around the campus into an on-campus 10-bay transit center with amenities to enhance the student transit experience. The project is currently under construction and is anticipated to be completed in February 2023.



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## 03 Key Performance Indicators

### Overall System Statistics

Overall System Performance	FY2021 Actual	FY2022 Target	FY2022 Estimate	FY2023 Target
Passenger Boardings	6,099,989	6,976,475	6,951,472	7,959,435
Vehicle Service Hours	843,241	870,234	800,839	878,481
Vehicle Service Miles	11,952,103	12,434,817	11,213,696	12,533,977
Fare Revenue	\$ 4,002,178	\$ 3,204,300	\$ 7,558,960	\$ 9,046,200
<b>Transit Operating Expense</b>	<b>\$ 101,964,981</b>	<b>\$ 110,911,240</b>	<b>\$ 109,652,317</b>	<b>\$ 123,153,550</b>

### Analysis

#### Passenger Boardings and Fare Revenue

Passenger boardings and fare revenue are projected to improve as COVID-19 cases have decreased in the region, customers returning to public transit as a means of transportation, and customers resuming more pre-COVID activities. Foothill Transit continues to closely monitor the ridership trends and explore opportunities to restore ridership. In addition, 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 FY2023 when compared to the estimate for FY2022.

As Foothill Transit explores options to increase ridership, we expect fare revenue to increase from FY2022 with the implementation of the new fare structure.

#### Vehicle Service Hours and Operating Expenses

The vehicle service hours estimate for FY2022 is less than the previous year mainly due to adjustments to the service levels that took place in response to the COVID-19 pandemic and lower than the target established due to the uncertainty of the pandemic's impact on service levels. In FY2023, total service hours are projected to increase from the FY2022 estimate. This is primarily due to adjustments in service levels as Foothill Transit anticipates on Express Service, Line 690 and Lines 851, 853, and 854. Canceling Line 690 would lead to lower service hours.

Operating expenses in FY2023 are projected to increase approximately 12 percent over the current year budget estimate to accommodate the new Arcadia Irwindale operations and maintenance contract, increasing rates for existing professional and technical services, and the additional expenses needed to further support deployment of zero-emission buses.

## Goals and Performance Standards

Goal	Indicator	FY2021 Actual	FY2022 Target	FY2022 Estimate	FY2023 Target
<b>Operate a Safe Transit System</b>	Preventable Collisions per 100,000 miles	0.68	0.80	0.58	0.80
<b>Provide Outstanding Customer Service</b>	Schedule Adherence	77.8%	75.0%	75.7%	75.0%
	Average Miles Between Technical Roadcalls	14,984	14,000	12,614	14,000
	Complaints per 100,000 Boardings	21.8	30.0	44.5	38.0
<b>Operate an Effective Transit System</b>	Boardings per Vehicle Service Hour	7.23	8.02	8.68	9.06
	Average Weekday Boardings	19,114	21,892	22,180	25,396
<b>Operate an Efficient Transit System</b>	Farebox Recovery Ratio	3.9%	2.9%	6.9%	7.3%
	Average Cost per Vehicle Service Hour	\$120.92	\$127.45	\$136.92	\$140.19

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 FY2022 at 0.58 preventable vehicle collisions per 100,000 miles, which meets 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. 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 November, performance has shown measurable improvement in recent months. In addition, in the first eight months of FY2022, preventable collisions involving hitting fixed objects have decreased by 36 percent compared to the same period last fiscal year.

The target for preventable vehicle collisions per 100,000 miles for FY2023 will remain the same at 0.80 considering the change of 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 FY2022, the impact of COVID-19 resulted in less traffic within the service area during the first half of the year, this had a positive impact on schedule adherence. Adjustments made to the schedule and continued focus by the operations teams has supported improvement to this indicator. Projected on-time performance for FY2022 is 75.7 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 bus arrivals and departures.



The FY2023 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 detailed OTP data readily available from the CAD/AVL system, we continue to monitor low performing routes, analyze the impacts of construction and traffic flow, and work with both operations and maintenance contractors to identify areas of improvement.

### Average Miles between Technical Roadcalls

In FY2022, Foothill Transit is projected to average 12,614 miles between technical roadcalls, below the performance target of 14,000 miles. During FY2023, 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.

The target for average miles between technical roadcalls for FY2023 will remain the same at 14,000 miles.

### **Complaints per 100,000 Boardings**

The agency is projected to receive approximately 44.5 complaints per 100,000 boardings at the end of this current fiscal year, which is higher than the goal of 30 complaints per 100,000 boardings. So far in FY2022, Foothill Transit has received significantly more complaints in comparison to the same period in FY2021, with an increase mainly on courtesy, customer-pass up, and schedule adherence related complaints. During FY2022, a new customer complaint validation process went into effect which increased the number of complaints in this KPI, while providing additional areas of focus toward the agency’s goal of providing outstanding customer service.



The target for FY2023 is proposed at 38 complaints per 100,000 boardings. The increase is due to the new customer complaints validation process that was implemented in FY2022. The new process continues to provide an improved complaint investigation process and allows the opportunity to capture more complaint data.

### **Boardings per Vehicle Service Hour**

Boardings per service hour for FY2022 is estimated at 8.68, which is higher than the target of 8.02 boardings per vehicle service hour. This is a result of the decrease in ridership that we experienced due to the impact of COVID-19, especially the low ridership levels experienced during the holiday months where COVID-19 positivity rates were at a rise. However, ridership levels have shown positive improvement in recent months.

The FY2023 boardings per vehicle service hour target will increase to 9.06 in comparison to the FY2022 projected estimate. This new target of 9.06 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 FY2022, Foothill Transit carried an estimated average of 22,180 boardings per weekday. This is above the target of 21,892 average weekday boardings.

In FY2023, average weekday boardings are projected to increase as a result of evolving travel demands and customers returning to public transit, with a proposed target of 25,396 average weekday boardings.







### **Farebox Recovery Ratio**

Farebox recovery ratio has historically been one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. Since the dramatic ridership decrease and fare revenue loss subsequent to the pandemic, farebox recovery ratio is no longer a reliable key performance indicator. The FY2023 farebox recovery ratio target of 7.3 percent reflects an increase in fare revenues since FY2022 but is still not on target with pre-pandemic values.

### **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 FY2023 is \$140.19. This represents a 2.4 percent increase compared to the current year estimate, resulting from a projected increase in total operating expenses.

# 04 Agency Initiatives

## Zero-Emissions Double-Deck Bus Project

In 2021, Foothill Transit deployed two Alexander Dennis double-deck battery-electric buses into revenue service, becoming the first transit agency in the nation to deploy such vehicles into regular fixed-route transit service. During the early months of 2021, the buses were used for coach operator and mechanical training. The buses have been operating on the Silver Streak route over the past several months and have performed well, providing an operating range of up to 250 miles. The buses will alternate operating in the morning and afternoon service for up to nine hours a day for each bus. One of the double-deck buses was featured at last year's American Public Transportation Association (APTA) Expo in Orlando, Florida garnering attention from Expo attendees including Federal Transit Administration (FTA) Administrator Nuria Fernández. In March 2022, we were notified that we have been awarded a grant from the Federal Transit Administration's Bus and Bus Facility program in the amount of \$7.9 million. These funds will be used to purchase 24 additional zero-emission double-deck buses. As additional discretionary grant funding opportunities become available, we plan to submit grant applications to fund the purchase of additional zero-emissions double-deck buses to replace older CNG-fueled coaches and on appropriate routes.



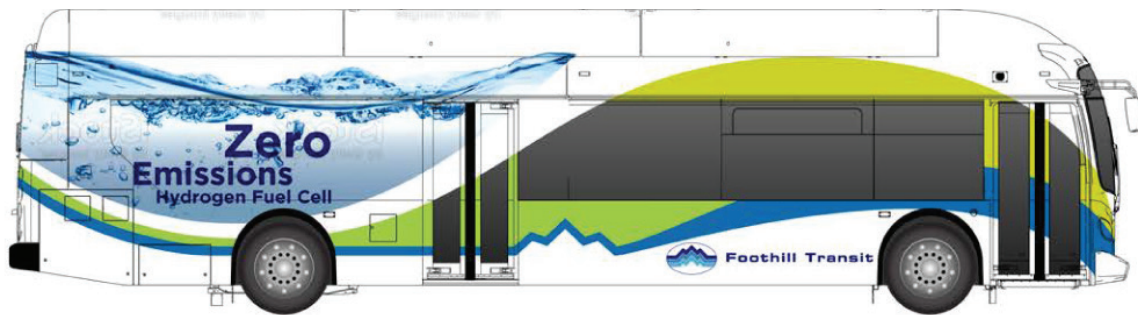
## Cal Poly Pomona Bronco Mobility Hub and Class Pass Project

Foothill Transit and Cal Poly Pomona are collaborating to improve mobility on campus with key transit projects including the development of a transit center and Class Pass program. The Class Pass pilot program will be a two-year project, which launched in the fall 2021 semester. The program is off to a great start with over 1,700 passes distributed and over 40,000 rides through March 2022. The program has also since become the 2nd highest ridership program, behind Mt. SAC.

The goal of the Feasibility Study is to determine what improvements are needed to create the Mobility Hub and how the Mobility Hub will help improve accessibility for the University, Foothill Transit, community, and the region. The RFQ solicitation for the feasibility study was issued in September 2021, and a contract was awarded to Alta Planning + Design, Inc. at the January 2022 Executive Board meeting. The Class Pass and Mobility Hub 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.





### **Fuel Cell Bus and Infrastructure Implementation**

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 applied for and received a \$5 million Transit and Intercity Rail Capital Program (TIRCP) grant specifically to fund the electrification of Line 486 with 20 zero-emission buses. Line 486 operates between Pomona and El Monte Station traveling mainly on busy local streets, the perfect conditions under which to demonstrate the capabilities of a fuel cell bus.

In addition to the 20-bus order for Line 486, an additional 13 fuel cell buses are on order to replace Foothill Transit's oldest fleet of fast-charge battery-electric buses currently operating on Line 291 in the cities of Pomona and La Verne. While construction of the permanent fueling infrastructure is underway, an interim fueling solution will involve the placement of a mobile fueling station with hydrogen tanks, compressor equipment, and fuel dispensers mounted on a trailer onsite at our Pomona location. This solution is currently in use at a neighboring transit agency while their facility undergoes some repairs.

### **Mt. San Antonio College Transit Center**

Construction of the Transit Center on campus continues to move forward. Mt. SAC is one of the largest trip generators in Foothill Transit's system and a limited number of on-street bus stops currently serve the campus. Foothill Transit applied for and received a federal grant for the construction of this transit center, which will include ten transit bays with covered bus shelters for customers.

The Transit Center construction commenced in July 2021 and Mt. SAC is simultaneously constructing a pedestrian bridge over the Transit Center. The new parking structure built by Mt SAC is substantially complete and will be connected to the campus Miracle Mile by way of the new pedestrian bridge. New elevators and a stairway, both of which will be built by Mt SAC, will provide access to the Transit Center. Coordination activities to ensure the successful completion of both projects is significant as the foundation of several of the supporting structures for the pedestrian bridge are within the transit center footprint. Completion is slated for February 2023.

### **Facility Security Hardening**

The security surveillance and access control systems at Foothill Transit's administrative office building and at both operations and maintenance facilities were installed when each facility was constructed, and they were last updated in 2012. That effort involved the installation of certain

access control and video surveillance equipment. The security cameras, software, and hardware have been updated as needed over time, however, newer and more robust 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.



### **Comprehensive Operational Analysis (Foothill Transit Forward)**

Foothill Transit Forward, the title for our comprehensive operational analysis (COA) is designed to examine and evaluate the Foothill Transit system to determine where improvements can be implemented to make transit operations more effective and efficient. The first phase of public outreach has been completed which consisted of on-board and online surveys, pop-up events throughout the community, and a virtual public workshop. The consultant team is in the process of analyzing current travel patterns and feedback obtained from the public outreach to formulate route enhancements to better meet the needs of the customers. A list of route enhancements will be presented to the public for feedback to determine the final list of recommendations for implementation. Along with route enhancements, the consultant team will also look at strategies to improve travel speeds along key corridors and connections to the upcoming Metro Gold Line extension to Pomona. Foothill Transit Forward is scheduled for completion in August 2022.

### **Operations Contract Implementation**

The existing agreement with Transdev for the operation of transit services at our Arcadia Irwindale operating facility expires on June 30, 2022. As there are no remaining contract options, a new transit services agreement is currently under procurement, with a contract award recommendation slated for the May 2022, Executive Board meeting. Contract transition activities will commence immediately thereafter to facilitate an effective transition to a new operating agreement on July 31, 2022. In the months following, staff will work with the contractor to ensure service delivery complies with the terms of the new contract.



### **Legislative Advocacy**

Recent changes resulting from redistricting in 2021 will bring new challenges and opportunities at the federal, state, and local government levels. We will focus on building relationships with lawmakers and key staff who are new to Foothill Transit's representation. We will also strengthen and further cultivate the relationships we have built with the Department of Transportation, Federal Transit Administration, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and others. This relationship-building and maintenance strategy will also continue to be the focus of our efforts with our existing federal and state delegation, Los Angeles County Supervisors, and local city representatives in the Pomona and San Gabriel Valleys. We will also maximize our participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit's operations, and zero-emissions fleet expansion.

### **ExpressLanes Operations**

Construction of the HOV lanes between I-605 and SR-57 are now complete, and the conversion of the I-10 HOV lanes to high occupancy toll lanes, or ExpressLanes, between the I-605 and SR-57 is expected by 2028. To ensure effective traffic flow and transit service operation with at least a consistent speed of 45 miles per hour at all times, it is critical that the required ExpressLanes occupancy for free travel minimally mirror the three-person peak occupancy requirement of the busway portion of the lanes. The Metro Board approved an I-10 ExpressLanes Busway HOV 5+ Pilot program, but its implementation has been delayed due to the COVID-19 pandemic. Staff has been and will continue to work with Metro, Caltrans, and our state and county delegation to pursue the appropriate operating rules and/or legislation.

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## Funding Sources

### **FOOTHILL TRANSIT IS FUNDED WITH STATE AND LOCAL SALES TAX FUNDS, FEDERAL TRANSPORTATION FUNDS, AND FAREBOX REVENUES.**

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

#### **Los Angeles County Resources**

##### **Proposition A 40% Sales Tax Funds**

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

##### **Proposition C 40% Discretionary Sales Tax Funds**

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

##### **Proposition C 5% Transit Security**

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

##### **Measure R 20% Bus Operations**

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







### **Measure M 20% Bus Operations**

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

### **Metro ExpressLanes Net Toll Revenue Reinvestment Grant Program**

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

## **State Resources**

### **Transportation Development Act (TDA) Article 4**

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

### **State Transit Assistance Funds (STA)**

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

### **SB-1 (State of Good Repair Program)**

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

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

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

### **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 gasses by reducing congestion and vehicle miles traveled 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**

### **American Rescue Plan Act (ARPA)**

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. The bill includes \$30.5 billion which will be used to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic. The supplemental funding will be provided at 100-percent federal share, with no local match required.

### **American Rescue Plan (ARP) Additional Assistance**

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

### **Federal Urban Area Formula Program (Section 5307)**

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

### **Federal Buses and Bus Facilities and Low-or No-Emission Program (Section 5339)**

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

## **Non-Subsidy Resources**

### **Auxiliary Revenue**

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

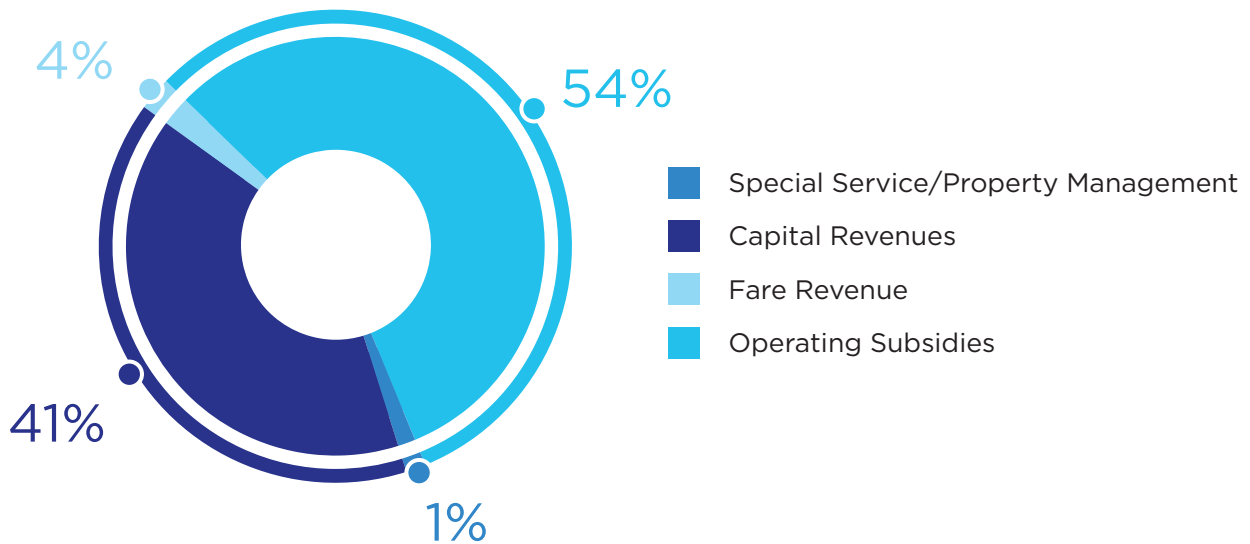
# 05 Budget Summary

## Funding Assumptions

- Farebox revenues will increase due to the fare change
- Capital Revenues include formula and competitive grants
- ARPA funds will assist to fund operating expenses

## FY2023 BUDGET REVENUES

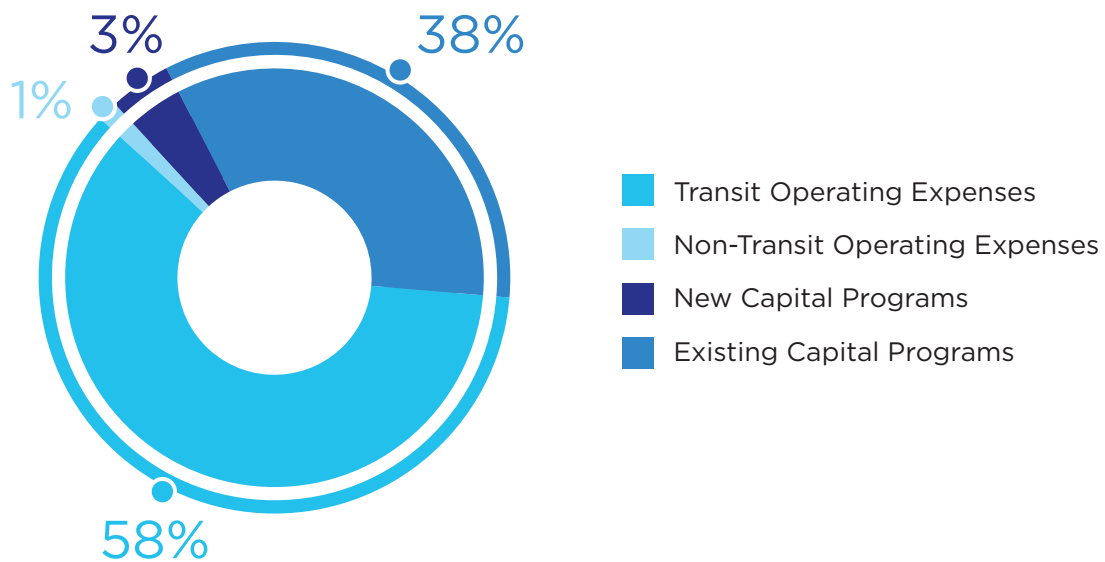
	FY2022 Budget	FY2023 Budget
<b>Operating and Other Revenues</b>		
Fare Revenue	\$ 3,204,300	\$ 9,046,200
Operating Subsidies	107,706,940	114,107,350
Property Management	464,500	464,500
Special Services	320,000	320,000
<b>Total Operating &amp; Other Revenues</b>	<b>\$ 111,695,740</b>	<b>\$ 123,938,050</b>
<b>Capital Revenues</b>		
<b>Total Capital Revenues</b>	<b>\$ 75,578,656</b>	<b>\$ 89,775,380</b>
<b>Total Budgeted Revenues</b>	<b>\$ 186,274,396</b>	<b>\$ 213,713,430</b>





## FY2023 BUDGET EXPENDITURES

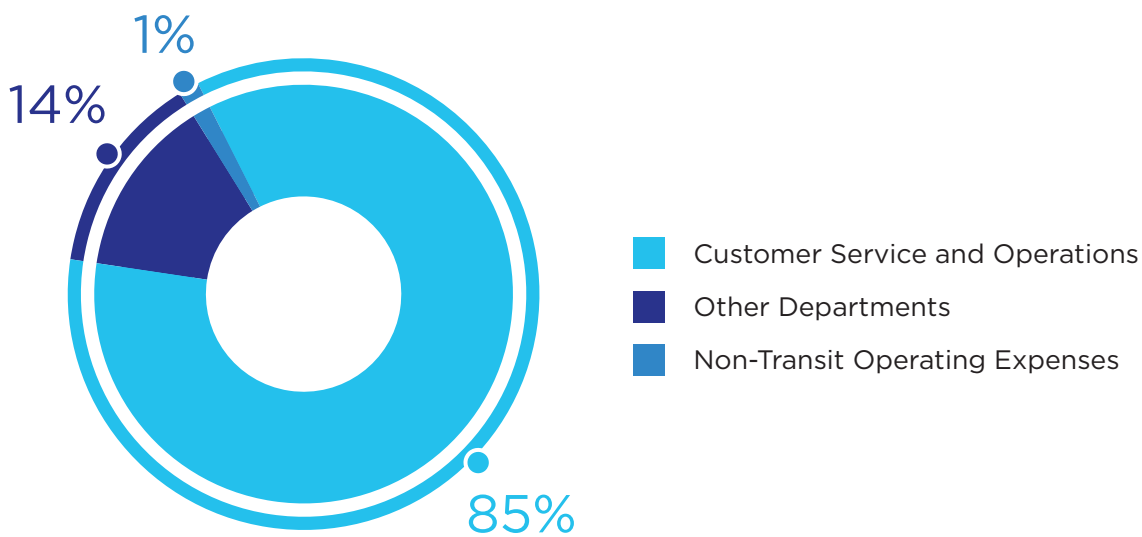
	FY2022 Budget	FY2023 Budget
<b>Operating &amp; Other Expenses</b>		
Transit Operating Expenses	\$ 110,911,240	\$ 123,153,550
Non-Transit Operating Expenses	784,500	784,500
<b>Total Operating &amp; Other Expenses</b>	<b>\$ 111,695,740</b>	<b>\$ 123,938,050</b>
<b>Capital Expenditures</b>		
New Capital Programs	\$ 10,800,000	\$ 7,540,000
Existing Capital Programs	64,778,656	82,235,380
<b>Total Capital</b>	<b>\$ 75,578,656</b>	<b>\$ 89,775,380</b>
<b>Total Budgeted Expenditures</b>	<b>\$ 187,274,396</b>	<b>\$ 213,713,430</b>





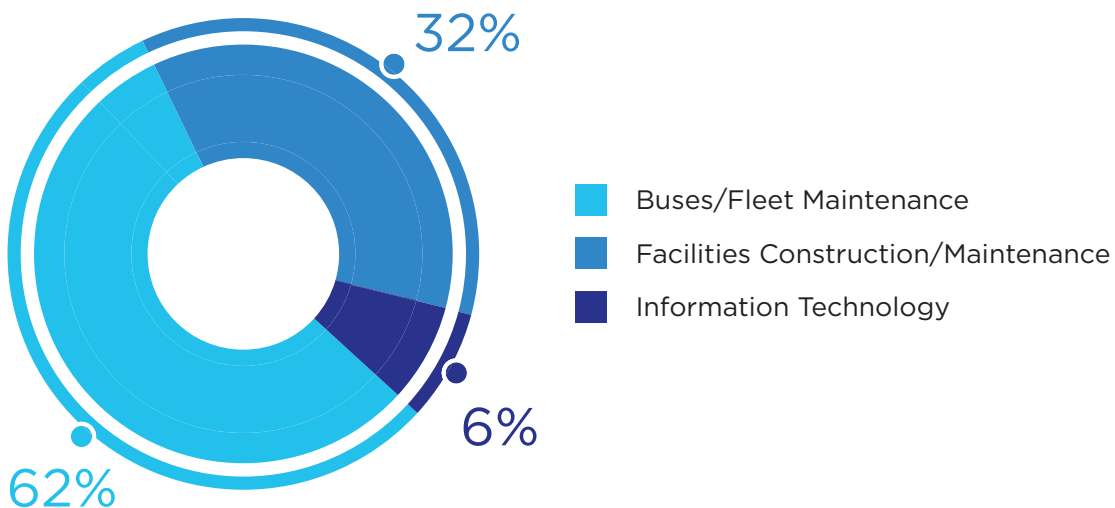
## FY2023 OPERATING EXPENSES BY DEPARTMENT

	FY2022 Budget	FY2023 Budget
<b>Transit Operating Expenses</b>		
Customer Service & Operations	\$ 95,159,240	\$ 105,343,720
Maintenance & Vehicle Technology	1,027,660	1,324,030
Marketing & Communications	2,193,670	2,396,200
Information Technology	2,221,040	2,509,030
Administration	2,345,770	2,085,120
Procurement	874,320	942,270
Government Relations	982,880	795,670
Finance	1,851,710	2,094,780
Safety and Security	-	1,917,190
Planning	2,154,990	1,647,470
Facilities	2,099,960	2,098,070
<b>Total Transit Operating Expenses</b>	<b>\$ 110,911,240</b>	<b>\$ 123,153,550</b>
<b>Non-Transit Operating Expenses</b>		
Property Management	\$ 464,500	\$ 464,500
Special Services	320,000	320,000
<b>Total Non-Transit Operating Expense</b>	<b>\$ 784,500</b>	<b>\$ 784,500</b>
<b>Total Operating Expenses</b>	<b>\$ 111,695,740</b>	<b>\$ 123,938,050</b>



## FY2023 CAPITAL SUMMARY

	FY2022 Budget	FY2023 Budget
<b>New Capital Programs</b>		
Buses/Fleet Maintenance	\$ 1,290,000	\$ 565,000
Facilities Construction/Maintenance	8,860,000	6,000,000
Information Technology	650,000	975,000
<b>Total New Capital Programs</b>	<b>\$ 10,800,000</b>	<b>\$ 7,540,000</b>
<b>Existing Capital Programs</b>		
Buses/Fleet Maintenance	\$ 36,955,000	\$ 55,446,500
Facilities Construction/Maintenance	20,928,656	22,502,380
Information Technology	6,895,000	4,286,500
<b>Total Existing Capital Programs</b>	<b>\$ 64,778,656</b>	<b>\$ 82,235,380</b>
<b>Total Capital</b>	<b>\$ 75,578,656</b>	<b>\$ 89,775,380</b>



# 07 Capital Budget

## Capital Program

The currently proposed capital projects, with total life-of-project budgets of \$296.6 million, includes \$84 million of newly proposed projects. Each project includes the life-of-project budget, estimated expenditures through FY2022, and the balance of expenditures for future years.

### Newly Proposed Capital Projects for FY2023

#### Buses/Fleet Maintenance:

**0243 - Zero-Emission Double Deck Buses** - This project is for the replacement of 24 CNG buses in our fleet with 24 zero-emission double deck buses.

**0242 - Zero-Emission Bus Infrastructure** - This project is intended to provide the necessary infrastructure to support further advancement of Foothill Transit's zero-emission bus fleet. Arcadia will need additional infrastructure to support zero-emission buses.

**0241 - Fuel Cell Bus Telematics** - This project will install 33 Viriciti Data Hub hardware on 33 New Flyer fuel cell buses.

#### Facilities Construction/Maintenance:

**0257 - Electric Vehicle Charging Equipment & Infrastructure** - The project consists of design, permitting and installation of electrical infrastructure as required for the deployment of fleet electric vehicle charger equipment at the Administration offices, Pomona, and Arcadia Irwindale operations and maintenance facilities.

**0250 - Cal Poly Pomona Transit Mobility Hub** - This project includes the design and construction of a new mobility hub/transit center on the campus of the Cal Poly Pomona campus.

**0249 - 21st Century Administration Office Building** - This project will be to acquire a new office space that better fits the needs of Foothill Transit office requirements. This project would be contingent on the sale of our existing office space.

**0248 - 21st Century Foothill Transit Security Project** - Foothill Transit is considered critical infrastructure and maintains responsibility for (13) physical locations from DTLA to Pomona. This project will focus primarily on the Administrative Office Building and the Arcadia-Irwindale and Pomona Operations and Maintenance facilities to replace cameras, improve access control systems, gates, replace blue light phones, and procure automated license plate readers.

**0247 - Arcadia-Pomona Restroom Remodel** - This project will remodel all restroom facilities at both Arcadia and Pomona O&M locations including the addition of two single occupancy restrooms.

**0246 - Facilities Capital Contingency FY2023** - This project is an emergency project for unplanned facility repairs throughout the year.

**0245 - Emergency Operations Center** - Foothill Transit needs a physical location for an Emergency Operations Center (EOC) or Bus Operations Center (BOC). We identified the warehouse at the Irwindale-Arcadia yard as the location to be used as an EOC/BOC. The building will require re-modeling to support technology and office supplies to ensure Foothill Transit's Continuity of Operations in the event of a natural or manmade disaster.

**0244 - Arcadia Irwindale O&M Facility Landscape/Irrigation Replacement** - This project will replace landscape and irrigation at the Arcadia O&M Facility. The intent would be to use low-water plants with a water efficient irrigation system to reduce water waste.

### Information Technology:

**0256 - Data Center Update and Replacement** - This project is to replace the physical servers and hard drives hosting virtual servers, and shared network storage. The existing storage will reach five years old by 2023. Per the system refresh cycle policy, critical systems over five years old will be replaced to prevent unexpected hardware failure leading to unexpected down time.

**0255 - Yards Server Room/Infrastructure Upgrade** - To ensure Foothill Transit's business continuity after the network cabling project. We will need to upgrade the server rooms at both yards.

**0254 - IT Capital Contingency FY2023** - This project is an emergency project for unplanned IT repairs and replacements throughout the year.

**0253 - Desktop Computer Replacement** - Per the Board's adopted useful life policy, we will refresh all desktop computers as they reach their useful lives. All desktops for the admin building and O&M locations will be replaced.

**0252 - CAD/AVL Long Term Retention Expansion** - This project is to upgrade the existing CAD/AVL storage to increase capacity. The CAD/AVL storage is currently using sixty-seven percent of the storage and we need to add additional hard drives to increase capacity to ensure business continuity.

**0251 - Transit Stores Security Camera Replacement** - The security cameras at the transit stores do not meet security standards under the Cyber Security Federal Guidelines and will need to be replaced.

Project #	Project Name	LOP Budget	Estimated Expenditures through FY2022	FY2023 Budget	FY2024+
<b>Buses/Fleet Maintenance:</b>					
0243	Zero-Emission Double Deck Buses (NEW)	\$ 36,000,000	\$ -	\$ 120,000	\$35,880,000
0242	Zero-Emission Infrastructure (NEW)	8,000,000	-	400,000	7,600,000
0241	Fuel Cell Bus Telematics (NEW)	45,000	-	45,000	-
0229	1700s and 1800s Bus Replacement	32,000,000	-	13,800,000	18,200,000
0228	Hybrid Non-Revenue Vehicles	450,000	200,000	250,000	-
0227	Fuel Monitoring System	340,000	-	340,000	-
0212	Hydrogen Fuel Cell Bus Replacement and Fueling Infrastructure	48,600,000	600,000	37,500,000	10,500,000
0167	Fleet Heavy Maintenance - 2	22,010,000	2,400,000	2,400,000	17,210,000
0124	Fare Collection System	8,200,000	3,711,910	1,100,000	3,388,090
0094	Replacement Facility Trucks	250,000	137,000	56,500	56,500
	<b>Total</b>	<b>\$155,895,000</b>	<b>\$ 7,048,910</b>	<b>\$56,011,500</b>	<b>\$92,834,590</b>
<b>Facilities Construction/Maintenance:</b>					
0257	Electric Vehicle Charging Equipment & Infrastructure (NEW)	\$ 400,000	\$ -	\$ 400,000	\$ -
0250	Cal Poly Pomona Transit Mobility Hub (NEW)	16,000,000	-	300,000	15,700,000
0249	21st Century Administration Office Building (NEW)	15,000,000	-	1,000,000	14,000,000
0248	21st Century Foothill Transit Security Project (NEW)	3,000,000	-	2,000,000	1,000,000
0247	Arcadia-Pomona Restroom Remodel (NEW)	2,750,000	-	1,600,000	1,150,000
0246	Facilities Capital Contingency FY2023 (NEW)	250,000	-	250,000	-
0245	Emergency Operations Center (NEW)	250,000	-	250,000	-
0244	Arcadia Irwindale O&M Facility Landscape/Irrigation Replacement (NEW)	200,000	-	200,000	-
0240	Bus Stop Enhancement Program - FY2022	400,000	160,000	120,000	120,000
0237	Facilities Security Hardening Improvement Project	1,700,000	200,000	1,000,000	500,000
0236	Cal Poly Pomona Transit Mobility Hub Feasibility Study	200,000	50,000	150,000	-
0235	Pomona CNG Replacement	5,000,000	-	2,500,000	2,500,000
0234	O&M Facilities Equipment Replacement	460,000	-	400,000	60,000
0233	Arcadia O&M Overflow Parking Lot Enhanced Security	250,000	-	200,000	50,000
0232	3rd Floor Conference Room Conversion	200,000	50,000	150,000	-
0231	General Preliminary Engineering	400,000	-	400,000	-
0218	Arcadia Facility Improvements	220,000	50,000	170,000	-
0217	Pomona Facility Improvements	210,000	50,000	160,000	-
0216	Admin 4th Floor Carpet Replacement	20,000	-	20,000	-



Project #	Project Name	LOP Budget	Estimated Expenditures through FY2022	FY2023 Budget	FY2024+
<b>Facilities Construction/Maintenance: (CONTINUED)</b>					
0213	Gas Filtration Alarm Replacement	60,000	10,000	50,000	-
0204	Operations Facilities Security Projects	250,000	100,000	150,000	-
0203	Pomona Facility Landscaping	160,000	120,000	40,000	-
0202	Arcadia HVAC Replacement	1,800,000	1,000,000	800,000	-
0200	Administration Office Furniture	60,000	40,000	20,000	-
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	125,000	150,000	-
0181	DTLA Layover Parking Improvements	4,100,000	1,000,000	3,100,000	-
0178	Restroom Compliance and Modernization	2,400,000	1,260,000	1,140,000	-
0176	Administration HVAC Replacement	400,000	50,000	350,000	-
0175	Arcadia Fire Alarm Update	150,000	-	150,000	-
0173	Lighting Upgrades	160,000	40,000	120,000	-
0157	Arcadia/Pomona Facility Interior Resurface and Paint	210,000	125,000	85,000	-
0155	Administrative Building Solar Canopy	4,000,000	-	2,000,000	2,000,000
0139	West Covina Transit Store, Plaza, and Transitway	15,079,000	1,000,000	2,000,000	12,079,000
0138	Covina Park & Ride and Transit Center	28,495,511	20,507,661	2,000,000	5,987,850
0131	BSEP - West Covina Bus Shelters	260,000	30,870	229,130	-
0129	Pomona Transit Store Renovation	800,000	204,750	595,250	-
0116	Administration Building 2nd Floor Remodel	796,000	348,000	448,000	-
0115	Mt. SAC Transit Center	9,750,000	6,750,000	3,000,000	-
	<b>Total</b>	<b>\$ 117,295,511</b>	<b>\$ 33,646,281</b>	<b>\$28,502,380</b>	<b>\$ 55,146,850</b>
<b>Information Technology:</b>					
0256	Data Center Update and Replacement (NEW)	\$ 1,000,000	\$ -	\$ 250,000	\$ 750,000
0255	Yards Server Room/Infrastructure Upgrade (NEW)	400,000	-	150,000	250,000
0254	IT Capital Contingency FY2023 (NEW)	250,000	-	250,000	-
0253	Desktop Computer Replacement (NEW)	300,000	-	150,000	150,000
0252	CAD/AVL Long Term Retention Expansion (NEW)	100,000	-	100,000	-
0251	Transit Stores Security Camera Replacement (NEW)	75,000	-	75,000	-
0239	Hybrid Conference Rooms	400,000	-	400,000	-
0225	Access Point Replacement	100,000	7,500	92,500	-
0223	Arcadia Yard Cabling Upgrade	200,000	-	200,000	-

Project #	Project Name	LOP Budget	Estimated Expenditures through FY2022	FY2023 Budget	FY2024+
<b>Information Technology: (CONTINUED)</b>					
0208	Transit Asset Management Implementation	350,000	-	150,000	200,000
0207	SD-Wide Area Network	350,000	-	100,000	250,000
0206	Transit Store Phone Replacement	50,000	6,500	16,750	26,750
0194	Pomona Yard Network Cabling Upgrade	75,000	-	75,000	-
0192	Cabling and Core Switch Replacement	275,000	100,000	150,000	25,000
0186	HR/Payroll System	50,000	7,000	21,500	21,500
0147	TAP Student ID Cards	68,250	31,500	36,750	-
0097	CAD/AVL Replacement	20,300,000	12,500,000	2,600,000	5,200,000
0042	Bus Stop Customer Information	600,000	445,000	155,000	-
<b>Total</b>		<b>\$23,393,250</b>	<b>\$13,358,500</b>	<b>\$5,261,500</b>	<b>\$6,898,250</b>
<b>Grand Total</b>		<b>\$296,583,761</b>	<b>\$54,053,691</b>	<b>\$89,775,380</b>	<b>\$154,879,690</b>

# 08 Operating Budget

## Operating Budget and Department Summary

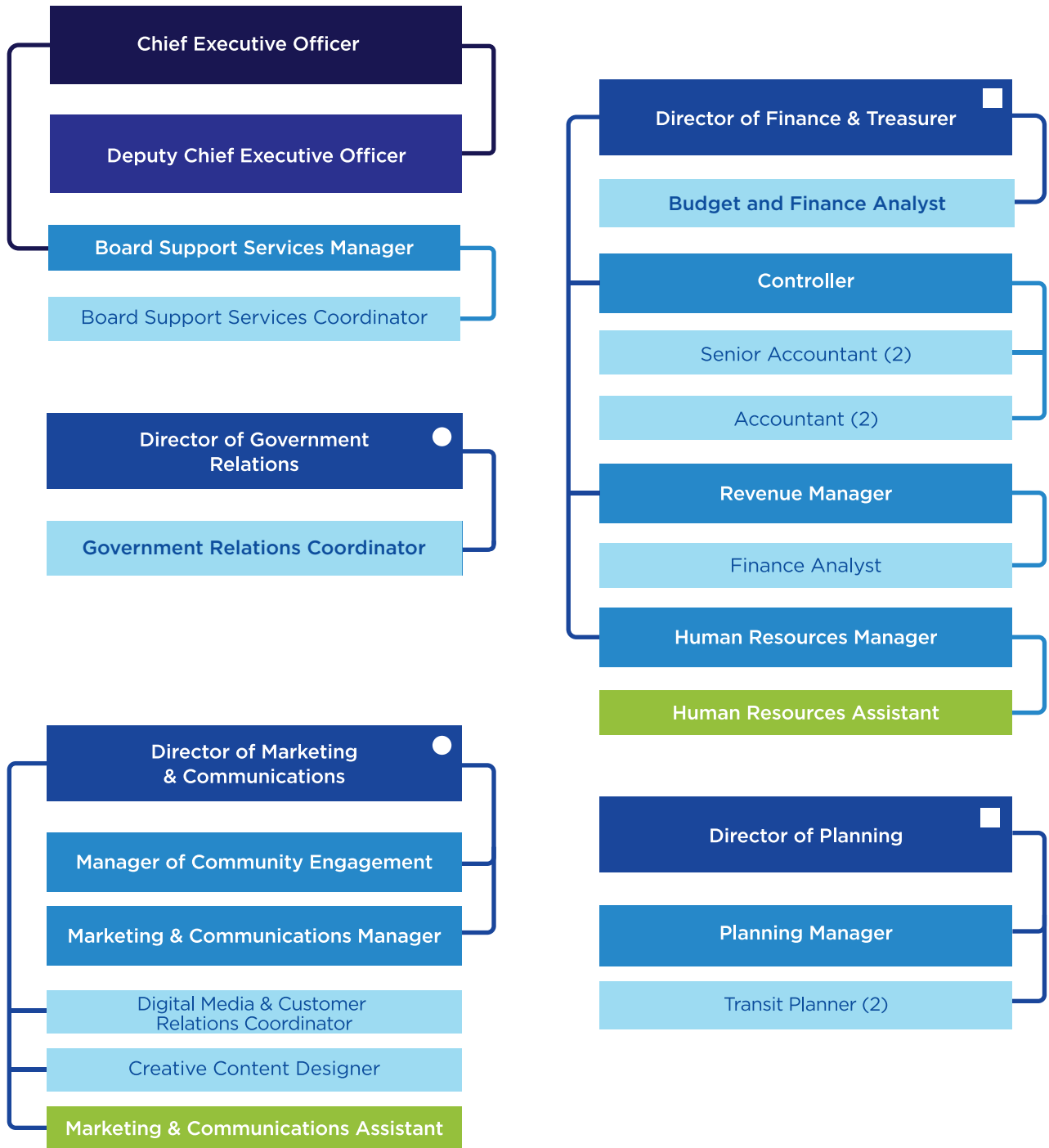
Foothill Transit's operating budget and departmental initiatives for FY2023 are presented in this section. A brief description of each department has been provided. A summary of all departments is shown below:

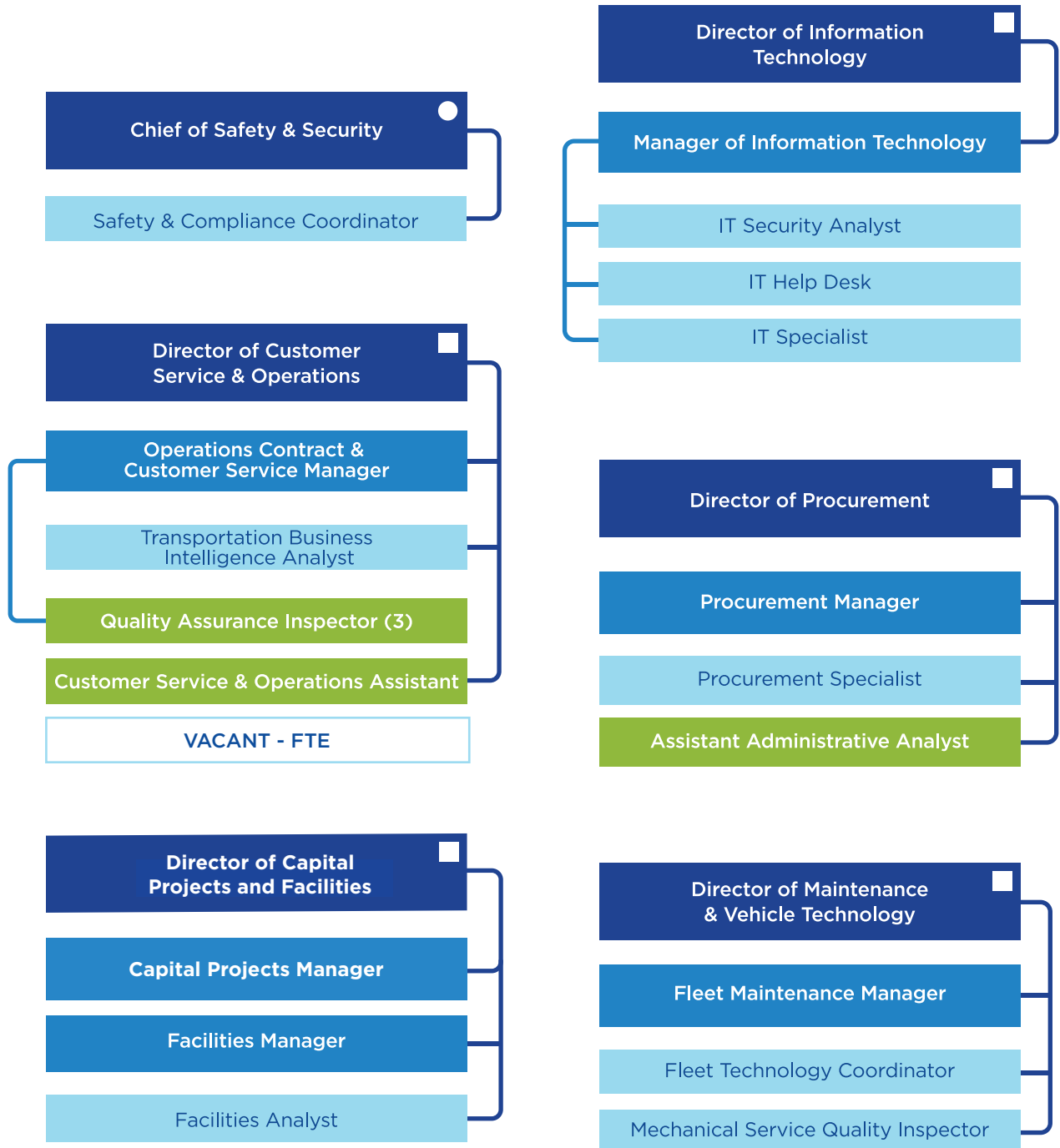
	FY2021 Actual	FY2022 Budget	FY2022 Estimate	FY2023 Budget
<b>Transit Operating Expenses:</b>				
Customer Service & Operations	\$ 90,243,279	\$ 95,159,240	\$ 95,087,243	\$ 105,343,720
Maintenance & Vehicle Technology	778,492	1,027,660	919,706	1,324,030
Marketing & Communication	1,666,886	2,193,670	2,143,670	2,396,200
Information Technology	1,567,422	2,221,040	2,132,740	2,509,030
Administration	1,951,453	2,345,770	1,989,570	2,085,120
Procurement	713,635	874,320	860,320	942,270
Government Relations	552,655	982,880	803,030	795,670
Finance	1,590,836	1,851,710	1,765,738	2,094,780
Safety and Security	-	-	-	1,917,190
Planning	925,347	2,154,990	1,875,490	1,647,470
Facilities	1,974,976	2,099,960	2,074,810	2,098,070
<b>Total Operating Expense</b>	<b>\$ 101,964,981</b>	<b>\$ 110,911,240</b>	<b>\$ 109,652,317</b>	<b>\$ 123,153,550</b>
<b>Non-Transit Operating Expenses:</b>				
Property Management	\$ 348,527	\$ 464,500	\$ 464,500	\$ 464,500
Special Services	343,302	320,000	320,000	320,000
<b>Total Non-Transit Operating Expenses</b>	<b>\$ 691,829</b>	<b>\$ 784,500</b>	<b>\$ 784,500</b>	<b>\$ 784,500</b>
<b>Total Expenses</b>	<b>\$ 102,656,810</b>	<b>\$ 111,695,740</b>	<b>\$ 110,436,817</b>	<b>\$ 123,938,050</b>

## Department Summary

The FY2023 Budget includes 54 total Foothill Transit employees, consistent with last fiscal year. For reference, below is the current organization structure.

- Reports to Chief Executive Officer
- Reports to Deputy Chief Executive Officer







## Customer Service and Operations

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

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5001	Purchased Transportation	\$79,729,353	\$84,446,890	\$92,259,330
5020	Fuel	6,620,330	7,055,200	8,356,760
5035	Electricity Fuel	283,582	401,340	260,180
5045	Hydrogen Fuel	-	-	1,370,390
5100	Salary, Wages and Benefits	1,017,248	1,002,580	1,140,970
5150	Contracted Services	1,583,544	1,737,360	1,792,490
5260	Professional/Technical	-	39,000	50,000
5411	Bus Roadeo	198	68,000	75,000
5430	Dues and Subscriptions	5	2,400	-
5550	Training and Conferences	4,060	22,000	26,600
5555	Business Travel and Meeting	146	2,000	2,000
5560	Uniform/Clothing Supplies	710	7,600	7,000
5720	Other Contracted Services	7,010	3,000	3,000
5721	Other Contracted Services - Transit Stores	3,800	62,400	-
5991	Safety & Security	107,944	309,470	-
<b>Total</b>		<b>\$90,243,279</b>	<b>\$95,159,240</b>	<b>\$105,343,720</b>

### Budget Notes:

- 5001 Increased due to New Arcadia/Irwindale Operations Contract
- 5020 Cost of CNG fuel has been volatile and Foothill Transit has budgeted based off current market conditions
- 5045 New account for hydrogen fuel cell bus fueling
- 5100 One FTE moved to Safety and Security Department and one FTE moved from Government Relations
- 5721 Transferred to Safety and Security Department Budget
- 5991 Transferred to Safety and Security Department Budget

## FY2022 Accomplishments

- Provided support for procurement of Arcadia Irwindale Operations and Maintenance Contract
- Supported Foothill Transit Comprehensive Operations Analysis “Foothill Transit Forward”
- Continued monitoring of service during COVID-19 service adjustments
- Updated policies and procedures in response to CDC and local Guidelines
- Coordinated enhanced CAD/AVL training for service interruption reporting
- Conducted weekly monitoring and reports of ridership impacts
- Coordinate service for Rose Bowl and LA Marathon special events
- Implement revised Customer Comment Response validation and communication process
- Continued implementation of CDC/TSA Mask Mandate and supported training efforts
- Continued participation in APTA’s Operations Committee and COVID-19 focus
- 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 and Virtual Challenge event
- Enhanced CAD/AVL data into on-time performance improvement plans.
- Supported National Transit Database Certification of agency’s automatic passenger counters for data collection
- Coordinated and submitted data for American Bus Benchmarking Group General Fixed Route and COVID-19 operations
- Submitted Federal Transit Administration Transit Safety Security Plan

## FY2023 Initiatives

- Support implementation of new Arcadia Operations and Maintenance Contract
- Coordinate Foothill Transit’s Annual Bus Rodeo
- Continued member of of the Regional and APTA International Rodeo Committees
- Enhance Transtrack reporting capabilities
- Reinstate Front Line Customer Service Recognition Program
- Participate in APTA Emerging Leaders Program
- Continue focus on data reporting utilizing the CAD/AVL
- Support recertification of agency automatic passenger counters with National Transit Database
- Provide special service for Rose Bowl and LA Marathon
- 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)



## Maintenance and Vehicle Technology

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5040	Gas and Lubricants	\$2,255	\$7,200	\$6,000
5100	Salaries, Wages and Benefits	602,557	570,430	627,270
5260	Professional/Technical	100,138	387,130	382,960
5430	Dues and Subscriptions	7,150	7,400	8,400
5550	Training and Conferences	40,175	16,000	18,500
5555	Business Travel and Meeting	231	11,000	3,000
5720	Other Contracted Services	11,288	13,500	263,500
5970	Repair and Maint. Vehicles	13,987	15,000	14,400
<b>Total</b>		<b>\$778,492</b>	<b>\$1,027,660</b>	<b>\$1,324,030</b>

### Budget Notes:

5720 Increased due to leasing temporary hydrogen fueling equipment

## FY2022 Accomplishments

- Received award of \$8.9 Million in Hybrid and Zero-Emission Truck and Bus Vouchers Incentive Project Grant (HVIP)
- Purchased 33 Hydrogen Fuel Cell Buses from New Flyer
- Implement a Temporary Hydrogen Fueling Station to fuel early deliveries of New Flyer Hydrogen Buses
- Procured Design/Build Construction Services in partnership with Facilities Department
- Retired two early model Proterra Battery Electric Buses
- Received FTA approval of early retirement of 13 Proterra battery electric buses
- Upgraded Zonar Pre-Trip and Post-Trip bus inspection hardware and software system
- Performed weekly detailed bus inspection at both Arcadia and Pomona bus yards
- Developed and submitted Foothill Transit's Zero Emission Bus plan as required by CARB's ICT Rule

## FY2023 Initiatives

- Implement bus heavy maintenance on Series 2200 and 2300 buses
- Perform in-plant inspection and acceptance testing on 33 fuel cell buses
- Deploy temporary hydrogen fueling station
- Retire 20 CNG buses and 13 Proterra battery electric buses
- Commission permanent hydrogen fueling station at the Pomona Operations Facility
- Purchase 3 hybrid/electric non-revenue vehicles
- Replace CNG and hydrogen fuel monitoring system
- Perform weekly revenue fleet inspection
- Implement Double Deck Hydrogen Bus pilot program





## Marketing and Communications

The Marketing and Communications team supports, brands, and promotes Foothill Transit service with the goal of heightening public awareness of Foothill Transit and increasing ridership. This is accomplished through strategic planning, targeted advertising, 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	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$759,803	\$845,170	\$873,700
5260	Professional/Technical	433,655	561,000	631,000
5300	Advertising and Promotion	354,048	532,000	645,000
5330	Community Sponsorship	25,802	100,000	120,000
5380	Special Events	13,047	27,000	50,000
5410	Team Member Appreciation	-	2,000	2,000
5430	Dues and Subscriptions	21,502	24,000	24,000
5550	Training and Conferences	4,013	10,000	10,000
5555	Business Travel and Meeting	-	10,000	8,000
6261	Class Pass Media	-	-	20,000
6280	Printing	54,496	82,500	12,500
	<b>Total</b>	<b>\$1,666,886</b>	<b>\$2,193,670</b>	<b>\$2,396,200</b>

### Budget Notes:

- 6261 New account to reflect class pass expenses
- 6280 Moved class pass line items to Class Pass Media Account





## FY2022 Accomplishments

- Continued to manage service disruptions and other service impacts due to the COVID-19 pandemic
- Successfully launched integrated campaigns to increase ridership. They included Foothill Transit's first ever pass sale, the Summer Sale, and a commuter sale called the "Everything's more expensive so here's something that actually costs less for a change" sale
- Launched several social media mini-campaigns to improve awareness of COVID-19 safety and increase ridership
- Launched a two-year pilot for the Class Pass program at Cal Poly Pomona and the permanent program at Azusa Pacific University
- Re-launched Class Pass campaigns as students returned to classes
- Re-designed agency website to a mobile-first design and to integrate trip planning/real-time information
- Converted customers from the old Rider Alerts system to the new Rider Alerts system, which is integrated to the new website
- Re-launched the Foothill Transit Watch app campaign
- Participated as a charter agency in the Regional Transit Marketing Exchange
- Launched ABBG Customer Satisfaction Survey
- Launched the first phase of customer outreach for Foothill Transit Forward using an integrated campaign, which included in-person events that adhered to COVID-19 safety rules
- Updated bus stop blades to include real-time information for customers
- Connected with local colleges that participate in the U-Pass program to promote Foothill Transit
- Earned AdWheel recognition for multiple campaigns through the American Public Transportation Association

## FY2023 Initiatives

- Develop multi-faceted "post-pandemic" ridership campaigns designed to increase and regain ridership, with strategies that include simplifying fares and a temporary pass sale
- Develop strategic responses and campaigns to increase ridership as COVID-19 cases decline. Launch an integrated campaign to engage the local community and potential riders, which will include multilingual communications, community outreach and engagement, and updating all necessary materials
- Conduct periodic customer satisfaction and demographic surveys to engage our customers and identify areas of strength and areas of improvement
- Launch newly re-designed website with improvements to customer usability on mobile and desktop platforms, streamlining information to customers, and back-end improvements
- Develop internal communications strategies related to COVID-19 phased re-opening of the workplace
- Continue to provide support for Foothill Transit Forward, to continue to gather customer and community feedback about the future of the agency
- Refresh Class Pass campaigns on all participating colleges
- Continue to manage relationships and outreach with local colleges that will transition to the new Metro GoPass program
- Participate in the annual ABBG Customer Satisfaction Survey
- Launch events to engage our local and national elected officials to celebrate the grand opening of the Mt. SAC Transit Center, the arrival of our first Hydrogen Fuel Cell buses, and the groundbreaking of the Cal Poly Pomona Bronco Mobility Hub

## Information Technology

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

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$644,998	\$706,900	\$779,880
5260	Professional/Technical	20,528	125,000	125,000
5421	Copier	5,029	6,600	6,600
5430	Dues and Subscriptions	330	3,000	3,000
5550	Training and Conferences	7,697	45,000	46,500
5555	Business Travel and Meeting	-	-	4,000
5720	Other Contracted Services	221,737	547,000	657,390
5950	Repair & Maint. Other Equip.	204	8,000	8,000
6130	Telephone/Data	666,900	779,540	878,660
<b>Total</b>		<b>\$1,567,422</b>	<b>\$2,221,040</b>	<b>\$2,509,030</b>

### Budget Notes:

- 5720 Increased due to new services added in response to cybersecurity threats
- 6130 Increased due to additional cost of emergency bus radios airtime

## FY2022 Accomplishments

- Completed deployment of Microsoft System Center Configuration Manager to efficiently manage large groups of computers running Microsoft Windows
- Replaced the aging backup and recovery system to restore Foothill Transit critical services efficiently
- Added additional batteries to the battery backup units in the administrative building data center to increase run time during power failure
- Automated our expense and procurement form process in Laserfiche to increase efficiency of the workflow
- Upgraded and deployed desktops and laptops for staff due to extended COVID-19 protocols
- Upgraded our Email security to mitigate new cyber threats from email messages
- Completed the upgrade of the administrative building firewall to mitigate new emerging cyber threats
- Replaced the aging photo ID system for the transit stores

## FY2023 Initiatives

- Continue with upgrading the servers to mitigate new cyber threats
- Replace aging Transit stores surveillance cameras to mitigate cyber threats
- Upgrade the aging network cabling at both operations and maintenance facilities
- Replace aging desktop computers for Administrative building and for contractors
- Continue deploying new cyber security measures to mitigate new cyber threats
- Deploy new Backup Emergency Bus Radio system to ensure communication is not lost to buses during a major disaster
- Continue with wireless access points replacement at both yards to provide better coverage for CAD/AVL and surveillance video downloads
- Continue configuring and replacing the aging core switch for the administrative building
- Continue replacing the aging Cisco Unified Computing System (UCS) that hosts our production servers such as our computer aided dispatch and automated vehicle locator (CAD/AVL) system, phone system, and all other major infrastructure servers
- Replace the aging virtual workstation servers that host the transit store desktop computers



## Administration

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$1,202,838	\$1,212,020	\$1,273,970
5250	Legal Fees	259,814	455,000	455,000
5260	Professional/Technical	20,382	63,000	63,000
5412	Board Stipend	61,673	66,000	66,000
5430	Dues and Subscriptions	110,695	42,700	25,000
5441	Postage/Express Mail	5,348	12,000	12,150
5550	Training and Conferences	16,354	96,500	86,000
5555	Business Travel and Meeting	294	81,000	81,000
5600	Casualty & Liability Insurance	257,497	292,500	-
5720	Other Contracted Services	3,740	4,500	3,000
5850	Office/General Supplies	12,819	20,550	20,000
<b>Total</b>		<b>\$1,951,453</b>	<b>\$2,345,770</b>	<b>\$2,085,120</b>

### Budget Notes:

- 5100 Moved one FTE to Safety and Security Department
- 5430 Some fees transferred to Safety and Security Department
- 5600 Transferred to Safety and Security Department
- 5720 Safety-related services transferred to Safety and Security Department



## FY2022 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)

## FY2023 Initiatives

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





# Procurement

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salary, Wages and Benefits	\$430,759	\$469,820	\$538,170
5250	Legal Fees	247,927	270,000	270,000
5260	Professional/Technical	-	67,000	67,000
5300	Advertising and Promotion	3,370	7,000	6,500
5430	Dues and Subscriptions	2,805	2,500	2,600
5550	Training and Conferences	4,750	26,000	26,000
5555	Business Travel and Meeting	-	2,000	2,000
5720	Other Contracted Services	24,024	30,000	30,000
<b>Total</b>		<b>\$713,635</b>	<b>\$874,320</b>	<b>\$942,270</b>



## FY2022 Accomplishments

- Earned fifth 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 the procurement processes and successfully contracted for Operations and Maintenance services at the Arcadia/Irwindale Facility, fuel cell revenue vehicles, hydrogen fuel cell fueling station and other services and goods that are core to the agency's mission
- Further 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, web based meeting software and electronic document workflows to increase department efficiency and reduce operating costs

## FY2023 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 any evolving COVID-19 pandemic needs, in addition to procuring standard services that support capital activities occurring at Foothill Transit administrative, maintenance and operations facilities
- Earn a sixth National Procurement Institute's Achievement of Excellence in Procurement award
- Support Foothill Transit in the promotion of innovative concepts and methodologies, including opportunities with emerging technologies that will enhance service, security or efficiency.
- Ensure Foothill Transit's Procurement Manual remains consistent with Federal and State procurement guidelines
- Manage the procurement process for major initiatives including security hardening, fleet revenue vehicle replacement, and facilities equipment replacements.

## 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.

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$477,095	\$526,220	\$300,610
5265	Public Affairs	64,600	175,100	210,000
5430	Dues and Subscriptions	8,737	105,560	127,060
5550	Training and Conferences	2,223	118,500	100,500
5555	Business Travel and Meeting	-	57,500	57,500
<b>Total</b>		<b>\$552,655</b>	<b>\$982,880</b>	<b>\$795,670</b>

### Budget Notes:

- 5100 Moved one Foothill Transit full-time equivalent employee to Customer Service and Operations Department



## FY2022 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, congressionally directed spending funds, community project funds, and federal and state grant programs
- Secured local government and business support letters and a bipartisan congressional letter of support for Foothill Transit's federal and state grant applications
- Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, and Zero Emission Bus Resource Alliance
- Strengthened agency visibility at Southern California Association of Governments, San Gabriel Valley Council of Governments, San Gabriel Valley Economic Partnership, San Gabriel Valley Public Affairs Network, BizFed, and various local legislative coalitions
- Continued analysis of zero-emission technologies that aid in Foothill Transit's effort to reduce carbon emissions
- Hosted tours of Foothill Transit's zero-emissions fleet and infrastructure for congressional and state legislative delegation and staff
- Increased the visibility of the members of Congress and LA County supervisors who represent Foothill Transit

## FY2023 Initiatives

- Build and cultivate relationships with all lawmakers who recently began representing Foothill Transit in the newly redistricted congressional, state, and local districts
- Strengthen and further cultivate existing relationships with federal, state, county, and local representatives, the Department of Transportation, Federal Transit Administration, California Department of Transportation, California State Transportation Agency, California Transportation Commission, California Air Resources Board, California Public Utilities Commission, and other governing bodies
- Continue maximizing participation in public transportation associations and regional business associations to further advocate for legislation and policies that advance regional mobility and Foothill Transit's zero-emissions fleet expansion and operations
- Communicate with local, state, and federal government legislative bodies on proposed policy changes and regulations that would impact Foothill Transit
- Procure state advocacy services to assist in advancing Foothill Transit's priorities and funding needs
- 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	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$1,409,878	\$1,461,420	\$1,633,490
5210	Audit Fees	51,750	60,000	70,000
5260	Professional/Technical	9,637	21,000	21,000
5410	Team Member Appreciation	-	13,000	21,000
5430	Dues and Subscriptions	6,144	10,150	17,200
5545	Tuition Reimbursement	28,149	50,000	32,000
5550	Training and Conferences	4,267	49,640	58,090
5555	Business Travel and Meeting	179	3,000	3,000
5720	Other Contracted Services	80,104	137,500	205,000
5741	Fare Collection Equip./Maint.	292	14,000	14,000
6210	Pass Sales Commission	152	5,000	5,000
6260	Fare Media	-	12,000	10,000
6261	Class Pass Media	284	15,000	5,000
<b>Total</b>		<b>\$1,590,836</b>	<b>\$1,851,710</b>	<b>\$2,094,780</b>

### Budget Notes:

- 5210 Increase of audit fees
- 5545 Reflects updated number of employees enrolled
- 5550 Reflects additional training for Accounts Payable software
- 5720 Increased for Temporary Staffing Assistance



## FY2022 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
- 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 Financial Report
- Prepared the annual revision to the Employee Handbook
- Represented Foothill Transit on Transportation Finance Learning Exchange (TFLEX), Bus Operator Subcommittee (BOS) of LA Metro, Neighborhood Homework House in Azusa, and the Women’s Transportation Seminar (WTS) Board of Directors
- Implemented automated Accounts Payable system
- Conducted a successful federal triennial review process; received no significant findings
- Successfully returned workforce to hybrid work environment
- Transitioned the accounts payable system to an automated on-line system

## FY2023 Initiatives

- Update the financial forecast and monitor budget process
- Secure funding for the transition of Foothill Transit’s fleet to Zero-Emission Vehicles
- Implement automated human resources/ payroll system
- Prepare update to the Employee Handbook



## Safety and Security

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

Account #	Account Name	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$-	\$-	\$330,750
5260	Professional/Technical	-	-	35,000
5430	Dues and Subscriptions	-	-	21,500
5550	Training and Conferences	-	-	47,500
5555	Business Travel and Meeting	-	-	11,500
5600	Casualty & Liability Insurance	-	-	392,500
5720	Other Contracted Services	-	-	523,440
5721	Other Contracted Services - Facilities	-	-	555,000
<b>Total</b>		<b>\$-</b>	<b>\$-</b>	<b>\$1,917,190</b>

### Budget Notes:

The Safety and Security Department is being separated as its own budget program in FY2023

## FY2022 Accomplishments

- Updated the Public Transportation Agency Safety Plan (PTASP) and added bus operator assault mitigation as a Key Performance Indicator
- Developed the “Five D’s” approach to mitigating bus operator assaults (De-escalating, Documenting, Debriefing, Demystifying the criminal justice system, and Deputies at the right place/time)
- Completed numerous safety and security audits by Department of Homeland Security at no cost
- Completed the Professional Development Academy- Cybersecurity Program
- Joined the FBI San Gabriel Valley Cyberhood Watch Program
- Represented Foothill Transit on the Peace Officers Association of Los Angeles County Board, Chiefs Special Agents, International Chiefs of Police Association, FBI InfraGard, and American Society for Industrial Security
- Revised the Los Angeles County Sheriff’s Department bus riding team schedule and doubled the deployment days and strategies
- Strengthened relationships with regional law enforcement leaders at local, county, state, and federal levels
- Initiated the Security and Emergency Preparedness Plan and hosted quarterly meetings with key stakeholders
- Developed an effective response to Persons Experiencing Homelessness at no cost which included the services of the Homeless Outreach Services Team comprised of local law enforcement and mental health clinicians
- Implemented a workplace violence prevention and intervention program and conducted an active shooter symposium at the Administration building
- Utilized the TSA Visible Intermodal Prevention and Response Teams at key transit center locations
- Facilitated the American Public Transportation Association (APTA) audit and attended the 2-day APTA law enforcement roundtable in Orlando, Florida
- Proactively participated in FTA’s Agency Safety Plan Peer Review program

## FY2023 Initiatives

- Utilize the TSA, CISA, FEMA, and APTA audits from FY2022 to improve safety and security
- Establish both a physical and virtual Emergency Operations Center
- Complete the security hardening project at the Irwindale/Arcadia Yard
- Complete the security procurement(s) for a “one-vendor” approach while having the flexibility for improved coverage while leveraging 21st Century technology systems included but limited to access control, blue light security call stations, and surveillance cameras
- Implement the Everbridge and ELERTS platforms to assist in both receiving and sending external and internal communications
- Conduct Table Top Exercises on Active Assailant, Cyber Attack, and Earthquake scenario based incidents
- Ensure TSA Training Rule requirements are completed
- Revise and update PTASP to include some of the recommendations from APTA audit and FTA peer review



## 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	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salaries, Wages and Benefits	\$574,555	\$612,790	\$664,570
5260	Professional/Technical	41,580	1,000,000	450,000
5430	Dues and Subscriptions	3,366	4,200	4,200
5550	Training and Conferences	3,475	19,000	20,000
5710	Facilities Leases	-	12,000	12,000
5720	Other Contracted Services	237,200	327,000	316,700
6200	Bus Book Printing	63,641	180,000	180,000
<b>Total</b>		<b>\$925,347</b>	<b>\$2,154,990</b>	<b>\$1,647,470</b>

### Budget Notes:

- 5260 Costs related to the Comprehensive Operational Analysis were mostly incurred in prior years  
Included additional costs for Bus Stop Assessments





## FY2022 Accomplishments

- Adjusted service levels caused by labor challenges to provide reliable service to customers
- Extended Line 270 to the Arcadia Gold Line Station to provide better regional connectivity
- Kicked off the updated Bus Stop Footer Upgrade Project which added the Bus Stop ID numbers to bus stops so customers can easily identify their stop location and use the information to determine when the next bus will be arriving
- Canceled Line 690 and the Line 292 variant due to low ridership
- Completed the first phase of Foothill Transit Forward's public outreach which included on-board passenger surveys, pop-up events, and virtual workshops
- Updated the Title VI verbiage on the website
- Updated the Title VI Limited English Proficiency (LEP) card at the Transit Stores to help customers easily identify the language they speak
- Completed the Giro Hastus basemap update to provide more accurate routing
- Completed the upgrade of Bus Signal Priority equipment along Colorado Boulevard in Pasadena
- Resumed service to the LA County Fair

## FY2023 Initiatives

- Continue Foothill Transit Forward including Phase Two Public Outreach to solicit feedback regarding proposed route changes
- Evaluate ridership and adjust levels to meet the demand as more customers return to work and school
- Reinvest savings from line adjustments into lines that are the backbone of the frequent network
- Re-evaluate Foothill Transit's Public Outreach and Limited English Proficiency (LEP) Plans
- Develop routing to serve the Mt. San Antonio College Transit Center
- Implement the hydrogen fuel cell buses into the service including the extension of Line 486 to the Pomona Transit Center and Line 291
- Evaluate the Silver Streak service and look at connections to Cal Poly Pomona



## 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	FY2021 Actual	FY2022 Budget	FY2023 Budget
5100	Salary, Wages and Benefits	\$560,967	\$564,790	\$626,080
5151	Contracted Services-Facility	361,514	477,240	495,190
5260	Professional/Technical	-	2,000	2,000
5420	Contract Maintenance	130,972	255,490	277,360
5430	Dues & Subscriptions	8,513	14,150	14,150
5471	Janitorial	69,397	86,460	62,400
5550	Training and Conferences	984	17,000	19,500
5710	Transit Store Lease	252,499	295,200	297,600
5720	Other Contracted Services	91,054	91,200	92,700
5910	Tools and Materials	24,513	33,800	37,550
5950	Repair & Maint. Other Equip.	94,438	102,000	108,000
5991	Safety & Security	124,071	292,490	185,280
6100	Utilities	255,863	332,640	344,760
<b>Total</b>		<b>\$1,974,976</b>	<b>\$2,564,460</b>	<b>\$2,562,570</b>

### Budget Notes:

- 5471 Costs for additional COVID cleaning have been removed
- 5991 Costs moved to the Safety and Security Department

## FY2022 Accomplishments

- Completed Arcadia Bus Wash Retrofit for Double Deck Bus
- Completed the installation of the new SCE meter at the Arcadia O&M facility for electric bus chargers to be transferred to SCE's EV rates
- Completed Admin Office Parking Lot Repairs and Reseal
- Completed Pomona O&M Maintenance Building Interior Paint and Bird Netting
- Completed Pomona O&M Landscape and Irrigation Replacement
- Partnered with the SGVCOG Energy Wise Partnership in February 2021 and received Gold level status for the 2021 Energy Champions Award in December 2021



## FY2023 Initiatives

- Construction of the Mt. SAC Transit Center is under way, completion anticipated in February 2023
- Replace HVAC system at Arcadia-Irwindale O&M facility
- Begin construction of Arcadia-Irwindale facility security enhancement improvements at employee overflow parking lot
- Begin Pomona O&M facility steam bay lift replacement
- 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 replacement of parking lot lighting at Administrative Office building parking lot with energy efficient LED light fixtures
- Begin design replacement of CNG Compressors at Pomona O&M facility
- Begin tenant improvements of commercial space at Covina Transit Center
- Finalize design of the maintenance facility modifications for the hydrogen fuel cell bus implementation at the Pomona O&M facility
- Complete construction of the hydrogen fuel cell infrastructure and station at the Pomona O&M facility
- Complete the Feasibility Study for the proposed Cal Poly Pomona Bronco Mobility Hub



May 27, 2022

To: Executive Board

Subject: **Administrative Office Building Future Requirements**

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### **Recommendation**

Receive and file an update on the future requirements for Foothill Transit's Administrative offices and provide direction as appropriate.

### **Analysis**

At the March 2022 Executive Board meeting, staff was given direction to continue to research the possibility of relocating the Foothill Transit administrative offices. Last month Foothill Transit staff met with our regional Federal Transit Administration (FTA) representatives to discuss requirements as we consider a sale of the building and relocation to a new office building.

Following are some of the additional requirements to consider if we are to continue the process of relocation:

- Compliance with the FTA Award Management Requirements Circular (FTA Circular 5010.1E)
  1. Sell the property and use the proceeds to reduce the gross cost of another FTA eligible capital transit project under an Award as referenced in 49 U.S.C. § 5334(h)(4). The recipient is expected to record the receipt of the proceeds in the recipient's accounting system, showing that the funds are restricted for use in a subsequent capital project, and reduce the amount of those restricted funds as those proceeds are applied to one or more FTA approved capital projects under Awards. FTA must approve the application of the proceeds to a subsequent capital Award, which should clearly show that the gross cost of the Award has been reduced with proceeds from the earlier transaction. Sell the property and use the proceeds to reduce the gross cost of another FTA eligible capital transit project under an Award.
  2. Real property acquired in accordance with the Uniform Act, 42 U.S.C. § 4601.
  3. All capital projects must be in compliance with 49 CFR § 24.205, if real estate acquisition or relocation assistance is involved.



Recipients must have procedures and processes to acquire real estate and will include the organizational structure, acquisition schedule, real estate cost estimate, and document control plan. This may be demonstrated in the Real Estate Acquisition Management Plan (RAMP) or through detailed procedures attached to the RAMP.

In order to move forward, the next steps in the process would be to issue Requests for Proposals (RFP) for:

1. Real Estate services to sell the current property
2. Environmental consulting services for Phase 1 Environmental Site Assessment (ESA) and/or other services to complete NEPA and CEQA requirements
3. Preliminary design concepts, including land planning services, surveying and mapping services, and possible future design and engineering services for Phase 2
4. Appraisal and review appraisal. Appraisals shall comply with 49 CFR § 24.103 and appraisal review conducted pursuant to CFR § 24.104

All consultant and construction contractor work process and product shall conform to and comply with all State and Federal procedures and regulations, including FTA regulations.

Given the complexity of the federal processes, staff recommends that any focus for a new administrative office be targeted toward publically owned property. This could be vacant land or intensifying the use of other publically owned properties such as parking lots. Under this type of scenario, Foothill Transit could construct replacement parking (most likely in a structure) to allow for construction of office space.

In terms of location, staff recommends that the central part of our service area be targeted. This would include Azusa and Glendora to the north and City of Industry to the south. In very preliminary discussions, both the City of Glendora and the City of Industry have expressed a willingness to discuss potential opportunities. We have not reached out to other potential member cities to determine if they might also be interested.

Staff is seeking further discussion and direction from the Board regarding advancing the next steps in process and potential locations.



**Budget Impact**

Funding is not included in the approved FY 2022 Business Plan but would be added in FY 2023 if the project were deemed a viable consideration.

Sincerely,

Sharlane R. Bailey  
Director of Capital Projects and Facilities

Doran J. Barnes  
Chief Executive Officer





May 27, 2022

To: Executive Board

Subject: **Summer Sale**

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### **Recommendation**

Authorize the Chief Executive Officer to implement a half-price pass program for a period of three months starting in July 2022.

### **Background**

In June 2021, staff received approval for the launch of a new tool for cultivating positive customer sentiment and ridership recruitment – the Summer Sale. This sale was launched in response to low ridership on all types of service due to the COVID-19 pandemic.

The Foothill Transit Summer Sale temporarily cut all pass prices in half for three months, providing temporary financial relief to customers who were adversely impacted financially by the pandemic.

All customers with a TAP card or TAP App are eligible to take advantage of the Summer Sale. Additionally, Foothill Transit also made 1,000 TAP cards available to customers at no charge so they can take advantage of the program.

Overall, the Summer Sale achieved its key goals – to improve community perception of public transit, improve pass sales, and increase ridership. Positive customer engagement increased across multiple language streams and pass sales increased three-fold. Ridership had been showing organic increases of two to three percent prior to the sale. During the sale, an increase of eight to ten percent was recorded. The sale concluded in September 2021 and ridership numbers have remained on a steady increase.

In response to sharp gas price hikes in March 2022, Foothill Transit launched a new fare sale that lowered both the Silver Streak fare and the Commuter Express fare to the Local fare of \$1.75 with the goal of enticing commuters back to Foothill Transit's express service to downtown Los Angeles. Ridership on our express service has been slow to recover and the price incentive was meant to capitalize on high gas prices and showcase underutilized service. Like the Summer Sale, the fare sale reaped immediate results in sentiment and ridership. For the month of April, express service has



increased an impressive 88 percent over last year. While this rate of growth is much higher than non-sale months, we still have work to do to restore ridership to pre-pandemic levels and improve confidence in public transportation.

### **Analysis**

Pass and fare sales are now a proven strategy for recovering lost ridership. As the current Silver Streak and Commuter Express fare sale ends on July 2, 2022, Foothill Transit is proposing another pass sale to coincide with the launch of Foothill Transit's new 10-trip flexpass for commuters working a hybrid schedule. This pass sale will be an exact replica of last year's Summer Sale, offering a 50 percent discount on all Foothill Transit passes. The goal of this sale will be to continue the momentum of the fare sale and include Local service in the mix. The new Summer Sale would launch on July 3, 2022, and conclude on September 31, 2022.

### **Budget Impact**

The impacts of the half-price pass sale will be experienced during the first three months of FY2023. Because of low ridership, fare revenue has decreased. Fortunately, funding is available from the federal relief programs to offset fare losses. Expected increases in ridership will offset much of the revenue that will be forgone during this temporary pass price reduction.

Sincerely,

Felicia Friesema  
Director of Marketing and Communications

Doran J. Barnes  
Chief Executive Officer