



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, APRIL 14, 2016– 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary’s telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, May 12, 2016, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

N/A

E. DISCUSSION ITEMS

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <ol style="list-style-type: none"> 1. Approve Administrative & Finance Committee Minutes – March 10, 2016 2. Recommend the Board of Directors Receive and File Construction Progress Report No. 46 through March 31, 2016 - sbX E Street Corridor BRT Project 3. Receive and File Omnitrans’ Director of Finance Report on Price of Compressed Natural Gas 4. Recommend to Board of Directors, Adopt Proposed Revision to Personnel Policy #603 – Retirement Plan | <p>3</p> <p>6</p> <p>14</p> <p>16</p> |
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5. Recommend to Board of Directors, Adopt Fiscal Year 2016-17 Annual Budget

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F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, MARCH 10, 2016**

A. CALL TO ORDER

Committee Chair Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, March 10, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ed Graham, City of Chino Hills - Chairman
Mayor Carey Davis, City of San Bernardino
Mayor Paul Eaton, City of Montclair
Council Member Pat Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Council Member Alan Wapner, City of Ontario

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Jack Dooley, Director of Maintenance
Marge Ewing, Director of Human Resources/Safety & Regulatory Compliance
Samuel Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Andres Ramirez, IPMO Manager
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Jeremiah Bryant, Service Planning Manager
Eugenia Pinheiro, Contracts Manager
Maurice Mansion, Treasury Manager
Mark Crosby, Security & Emergency Preparedness Coordinator
Vicki Dennett, Executive Assistant to CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, April 14, 2016, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – February 11, 2016

M/S (Hagman/Robles) that approved the Committee Minutes of February 11, 2016. Motion was unanimous by Members present.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 45 through February 29, 2016 – sbX E Street Corridor BRT Project

IPMO Manager Andres Ramirez presented this item.

This item was received and filed, and will be forwarded to the Board of Directors for receipt and file.

Member Musser arrived at 8:04 a.m.

3. Receive and File Omnitrans' Director of Finance Report on Price of Compressed Natural Gas

Finance Director Don Walker presented this item, summarizing the downward trend from July 2015 to the present, twenty-two cents below budget, equating to an estimated monthly saving of \$86,576.

This item was received and filed.

4. Recommend the Board of Directors Receive and File FTA 2015 Procurement System Review Final Report and Corrective Action Plan

Procurement Director Jennifer Sims presented this item, referring briefly to each of the attachments:

Attachment A - FY2015 Procurement System Review Corrective Action Plan

Attachment B - Documentation of the relative training with respective attendance sheets

Attachment C - Internal Audit Verifying the Effectiveness of the training

Attachment D - Fiscal Year 2015 Procurement System Review Final Report for Omnitrans

This item was received and filed, and will be forwarded to the Board of Directors for receipt and file.

5. Recommend the Board of Directors Approve Fiscal Year 2016-17 Budget Assumptions

Treasury Manager Maurice Mansion presented this item, discussing the process whereby the budget assumptions were developed, touching briefly on each one. Member Wapner asked about the fuel hedging program as it relates to the budget assumption of 65.5 cents per gallon for LNG. Finance Director Don Walker replied that we'll start looking at it again when it reaches 70 cents. Member Gilbreath questioned the assumption amount of \$2.48/gallon for unleaded fuel; Maurice said that we buy fuel at a bulk rate (currently around \$1.70/gallon), which is much cheaper than pump prices.

M/S (Eaton/Gilbreath) that recommended the Board of Directors approve Fiscal Year 2016-17 Budget Assumptions. Motion was unanimous by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:21 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, April 14, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary



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ITEM # E2

DATE: April 14, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

**SUBJECT: CONSTRUCTION PROGRESS REPORT NO. 46 THROUGH
MARCH 31, 2016 – sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 46 for the sbX E Street Corridor BRT Project through March 31, 2016.

BACKGROUND

This is Construction Progress Report No. 46 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.46 for the sbX E Street Corridor BRT Project through March 31, 2016.

PSG:AR

Attachment

**sbX E Street Corridor
Bus Rapid Transit (BRT) Project**

Construction Progress Report No. 46

March 31, 2016

Prepared By:

**Omnitrans
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture
VMF – USS Cal Builders

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez



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- II. Project Schedule
- III. Safety
- IV. Project Budget and Cost

I. PROJECT STATUS SUMMARY

A. Project Description

The sbX E Street Corridor BRT Project is an Omnitrans transit improvement project that consists of three components.

E Street Corridor: A 15.7-mile-long Bus Rapid Transit corridor that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. The sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

Bus Purchase: In order to provide service to the E Street Corridor a total of fourteen 60' articulated buses will be purchased.

Vehicle Maintenance Facility Modifications: A 4.4-acre facility maintaining and servicing the Omnitrans' bus fleet, comprised of over 160 buses. Modifications to Omnitrans' facility include the demolition of a bus washing station, removal of abandoned underground fuel tanks and new construction of a bus washing system, a new Genset, a three-lane CNG fueling station, and re-configuring the bus parking area. Modifications to the maintenance building are made in order to accommodate Omnitrans' 60-foot articulated bus fleet.

B. Summary Status Update

E Street Corridor:

10th to Highland:

- Project moving forward. Concrete work on-going.
- Road-work to start in April.
- Negotiated time extension with contractor.



Demolition Work



Forming for Concrete Pour



Concrete Pour

New Curb and Gutter

PA System:

- Bids received.
- Award expected in May.

Traffic Signal Synchronization:

- Closeout continues.

Vehicle Maintenance Facility:

Contractor Close-Out

- All contractual items turned over.
- Final acceptance requested.

Completion of Work Removed from Contract

- Bid package being prepared for solicitation.

II. PROJECT SCHEDULE

The three major components of the project (E Street Corridor, 60' Articulated Buses, and the Vehicle Maintenance) are complete and have been placed into operation. Additional components to the project (i.e. 10th to Highland, City Acceptance Work, the PA System, and the VMF Completion Work) are currently being worked on and are in different stages of progress. Projected completion dates are listed below:

	Scheduled Completion	Projected Completion
E Street Corridor		
City of SB Final Work / World Oil	February 2016	Completed
10 th to Highland (Revised)	September 2016	September 2016
PA System	November 2016	December 2016
Vehicle Maintenance Facility		
Completion Work	May 2016	Completed

III. SAFETY

The project team considers safety to be the utmost priority. As such, the entire project team works towards a “no-lost time” goal on a daily basis. Below is a breakdown of the hours achieved with zero lost time due to injuries:

	Through December 2015
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	5903
PA System	0
Vehicle Maintenance Facility	64,436
Total	495,780

V. PROJECT BUDGET AND COST

The project continues to be within budget. We currently have zero open claims on the project. A breakdown of the project costs and projections is detailed in the following tables:

**Total Project Budget Summary
Budget as of February 29, 2015**

Approved Budget	\$191,706,000
Cost to Date	\$181,008,391
Estimate to Complete	
Corridor Project	\$ 3,123,910
10 th to Highland	\$ 4,209,344
Estimate at Completion	\$188,341,646

Budget By Contract Packages 29-Feb-2016	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	(Contract Award + Approved Changes)	Expenditure Authorization Remaining	(Approved Current Budget- Committed)	Forecast			
								Committed		Remaining Contingency	Potential Uses of Contingency			
											Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion	
BRT Construction														
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,281,635	96.5%	64,937,853	16,365,792	81,303,645	6,456,618	3,333,355	-	-	81,303,645	
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000	
Other Direct Payments			48,401	199,729		143,892	-	143,892	(95,491)	(143,892)	-	-	143,892	
Delineators				89,943		89,943	-	89,943	(89,943)	(89,943)	-	-	89,943	
PA System				-		-	-	-	-	-	616,000	-	616,000	
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	125,000	-	142,500	
BRT Design														
Parsons	19,193,400	17,849,400	18,097,876	18,983,334	106.7%	14,464,092	3,725,637	18,189,729	(91,853)	(340,329)	(1,098,058)	-	17,091,671	
PA System				65,000		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300	
Miscellaneous Work				-		-	-	-	-	-	-	-	-	
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	14,508,233	178.4%	10,579,786	3,952,439	14,532,225	(34,073)	(6,401,225)	-	317,543	14,849,768	
VMF Design														
STV	1,007,600	1,007,600	1,418,132	1,862,813	186.7%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	25,000	-	2,024,756	
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800	
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	15,192,458	92.4%	15,483,572	325,110	15,808,682	169,411	819,318	-	-	15,808,682	
Other Vehicle Equipment			318,853	173,484		318,853	-	318,853	-	(318,853)	-	-	318,853	
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,383,539	109.9%	10,971,135	767,265	11,738,400	-	(1,381,400)	-	100,000	11,838,400	
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,224,779	122.1%	1,106,117	-	1,106,117	51,106	(103,117)	50,000	-	1,156,117	
Project Admin. And Management														
Jacobs	6,638,000	6,632,000	11,852,647	13,469,303	203.1%	3,898,769	9,198,560	13,097,329	(1,244,682)	(6,465,329)	-	-	13,097,329	
Other														
IPMO	17,624,000	15,012,450	14,722,701	13,246,463	88.2%	15,172,701	-	15,172,701	(450,000)	(160,251)	(300,000)	-	14,872,701	
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	-	500,000	-	612,000	(500,000)	-	-	
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	367,354	36.7%	1,000,000	-	1,000,000	-	-	-	-	1,000,000	
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239	
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	-	25,000	439,000	1,438,000	-	-	25,000	
Start-Up	720,000	720,000	700,000	-	0.0%	700,000	-	700,000	-	20,000	-	-	700,000	
Sub-Total	177,676,000	173,633,000	188,431,091	180,535,685	104.0%	148,922,481	35,393,330	184,315,811	4,115,280	(10,682,811)	(1,073,758)	417,543	183,659,596	
Unallocated Contingency	14,030,000	18,073,000	4,771,495					10,682,811		7,390,189			8,046,404	
10th to Highland Projected Costs		4,682,050	4,682,050	472,706	10.1%	3,957,000	-	3,957,000	725,050	725,050	675,050	50,000	4,682,050	
Remaining Unallocated Contingency		(4,682,050)											3,364,354	
Total	191,706,000	191,706,000	188,341,646	181,008,391	94.4%								191,706,000	

IPMO/sbX Project Cost Report
Period Ended 29-Feb-2016

Description	Current Budget	Approved Current Budget	Expenditures		Remaining Budget	Committed		Estimate to Complete	Estimate at Completion	Budget Forecast Variance
			\$	%			%			
BRT Construction	\$ 84,637,000	\$ 84,637,000	\$ 81,639,307	96.5%	2,997,693	\$ 81,622,980	96.4%	\$ 741,000	\$ 82,363,980	\$ 2,273,020
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,508,233	178.4%	(6,377,233)	\$ 14,532,225	178.7%	\$ 317,543	\$ 14,849,768	\$ (6,718,768)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 15,365,942	92.4%	1,262,058	\$ 16,127,535	97.0%	\$ -	\$ 16,127,535	\$ 500,465
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,383,539	109.9%	(1,026,539)	\$ 11,738,400	113.3%	\$ 100,000	\$ 11,838,400	\$ (1,481,400)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,224,779	122.1%	(221,779)	\$ 1,106,117	110.3%	\$ 50,000	\$ 1,156,117	\$ (153,117)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 19,048,334	106.7%	(1,198,934)	\$ 18,272,729	102.4%	\$ (1,089,758)	\$ 17,182,971	\$ 666,429
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,881,193	186.7%	(873,593)	\$ 2,019,556	200.4%	\$ 25,000	\$ 2,044,556	\$ (1,036,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 35,484,358	104.3%	(1,464,358)	\$ 38,896,269	114.3%	\$ (800,000)	\$ 38,096,269	\$ (4,076,269)
Allocated Contingency (Construction Contract)	\$ -	\$ -			-	\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 180,535,685	104.0%	(6,902,685)	\$ 184,315,811	106.2%	(656,215)	183,659,596	(10,026,596)
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 180,535,685	94.2%	11,170,315	\$ 184,315,811	96.1%	\$ (656,215)	\$ 183,659,596	\$ 8,046,404

ITEM # E3

DATE: April 14, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

**SUBJECT: OMNITRANS' DIRECTOR OF FINANCE REPORT ON THE PRICE
OF COMPRESSED NATURAL GAS (CNG)**

FORM MOTION

Receive and file the Director of Finance's update on the price of compressed natural gas as recommended by Committee Chair Ed Graham at the Administrative and Finance Committee meeting on August 13, 2015.

BACKGROUND

The Forward Fuel Purchase Program ended August 31, 2015, with authorization by the Board of Directors to initiate another hedging program for up to twelve (12) months should the price of natural gas increase to or exceed \$0.92 per gallon budgeted for Fiscal Year 2016.

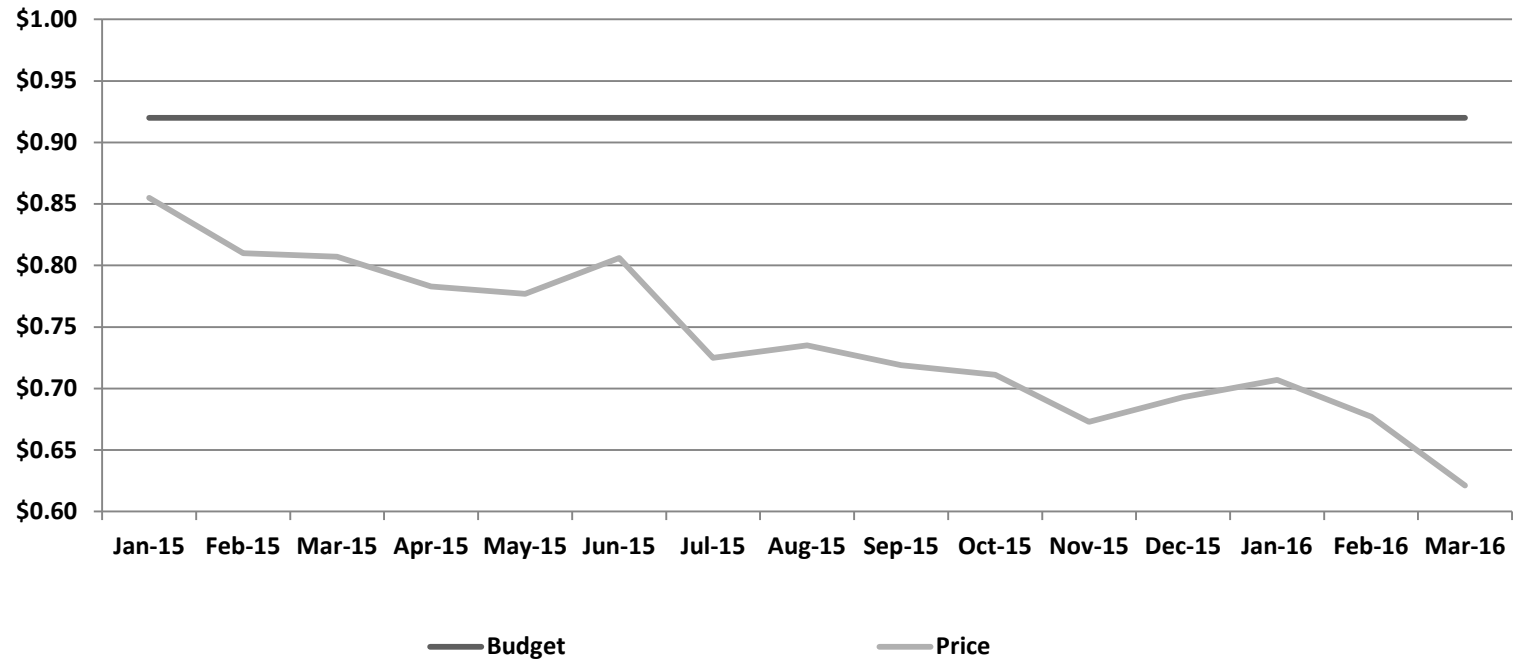
The price of natural gas on the open market continues to be lower than anticipated. The steady downward trend started in January 2015 and continues to be below average through March 2016. The chart below gives a history of Omnitrans' price per gallon of natural gas for the past sixteen (16) months (Jan 2015 – April 2016).

The price per gallon decreased from a high of \$0.855 in January 2015 to a low of \$0.622 for April 2016. The price per gallon continues to be well below the \$0.92 budgeted for FY2016. The average price per gallon for the first ten (10) months of FY2016 (Jul 2015 – Apr 2016) is \$0.688 or \$0.232 below budget. This equates to an estimated monthly saving of \$89,668 (\$0.232 x 386,500 gals).

We will continue to monitor the price of natural gas on the open market to determine if and when it would be prudent to implement a new hedging program.

Omnitrans Fuel Cost History

including Sales Tax



PSG:DW

ITEM # E4

DATE: April 14, 2016

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

FROM: P. Scott Graham, CEO/General Manager

**SUBJECT: ADOPT PROPOSED REVISION
PERSONNEL POLICY #603 – RETIREMENT PLAN**

FORM MOTION

Recommend the Board of Directors adopt proposed revision to the Personnel Policy #603, Retirement Plan, whereby requiring Management/Confidential employees to pay the entire seven percent (7%) employee contribution to the California Public Employees Retirement System (PERS) through payroll deduction beginning July 1, 2016, along with a corresponding seven percent (7%) increase in wages to offset the deduction.

This item was reviewed by the Executive Committee at its April 5, 2016, meeting, and was supported and moved forward to the Administrative and Finance Committee seeking recommendation to the Board of Directors for adoption.

BACKGROUND

Since Omnitrans began in 1976, its employees have been covered under the California Public Employee's Retirement System (PERS). In accordance with Personnel Policy #603 – Retirement Plan, Omnitrans has paid both the employer and employee contributions for Management Confidential (non-represented) employees. Positions represented by a Memorandum of Understanding (MOU) are paid in accordance with their respective MOUs.

The Board of Directors amended the CEO/General Manager's contract in February 2015 requiring the CEO/General Manager to pay five percent (5%) of the employee's contribution to PERS through payroll deduction. In addition, the Board of Directors also approved the amended CEO/General Manager's contract on April 6, 2016, now requiring the remaining two percent (2%) of the employee's contribution to be paid by the CEO/General Manager through payroll deduction; this action now has the CEO/General Manager paying the entire employee contribution to PERS. Along with these deductions, the Board of Directors also approved a corresponding adjustment to wages to offset the deduction; five percent in February 2015 and two percent effective February 2016.

Beginning July 1, 2016, Omnitrans proposes a revision in Personnel Policy #603, Retirement Plan, which would require Management Confidential employees to pay the entire seven percent (7%) employee PERS contribution through payroll deduction. In addition, Omnitrans proposes a corresponding seven percent (7%) increase in salary to offset the deduction. The cost to Omnitrans for this change is \$57,784.17, which covers a higher salary base for FICA, SDI, and the Employers PERS contribution. The seven percent (7%) that the Agency has paid toward the employee PERS contribution would instead be paid in salaries.

CONCLUSION

Recommended adoption of this action will be presented to the Board of Directors on May 4, 2016, and incorporated in the Fiscal Year 2017 budget.

PSG:ME



SUBJECT

Retirement Plan

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

Proposed: May 4, 2016

DATE: ~~May 5, 2004~~

I. Purpose

To state Omnitrans' policy on the retirement plan.

II. Scope

All Departments

III. Procedure

- A. All Omnitrans employees are covered under the California State Public Employees' Retirement System (PERS), and are required to become members beginning the first day of employment in accordance with Omnitrans' contract with PERS. Omnitrans pays both the employer contribution and of the employee contributions to the plan for all Management and Confidential unit employees. Beginning in the fiscal year 2017 the employee will pay the full employee contribution. Positions represented by an MOU will be paid in accordance with their respective MOUs.

- B. Employees desiring information on retirement should contact the Human Resources Office at least three (3) months prior to date of retirement. Questions pertaining to retirement should be directed to the Human Resources Department or contacting our San Bernardino PERS Regional Office at 909 806-4830.



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ITEM # E5

DATE: April 14, 2016

TO: Committee Chair Ed Graham and
 Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2016-17 ANNUAL BUDGET – EXECUTIVE SUMMARY

FORM MOTION

Recommend the Board of Directors adopt Omnitrans Fiscal Year 2016-17 Annual Budget.

BACKGROUND

The Agency proposes for Fiscal Year 2016-17 an increase in the Operating Budget of \$3,253,844 or 4.4%, and a decrease in the Capital Budget of \$111,561 or .65%. The total budget is as follows:

Budget	FY 2015-16YE	FY 2016-17	\$ Change	% Change
Operating Budget	\$ 73,956,923	\$ 77,210,768	\$ 3,253,844	4.4%
Capital Budget	\$ 30,497,948	\$ 30,226,474	\$ (271,474)	(.9)%
Less Capital Used For Operating	<u>\$ (13,229,455)</u>	<u>\$ (13,069,542)</u>	<u>\$ (159,913)</u>	<u>(1.2)%</u>
TOTAL BUDGET *	\$ 91,225,416	\$ 94,367,700	\$ 3,142,284	3.5%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2016-17 includes an operating budget of approximately \$77.2 million (excluding depreciation) and a capital budget of approximately \$30.3 million. The capital budget includes \$13.1 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$94,367,700.

The prior year FY 2015-16 operating budget was approximately \$76.6 million (excluding depreciation) and a capital budget of approximately \$30.5 million. Excluding capital used for operations, the total budget was \$93.8 million.

OPERATING BUDGET:

The proposed FY 2016-17 operating budget of \$77,210,768 is up \$3,253,844 or 4.4% compared to FY 2015-16. The increase in the FY2016-17 budget is largely contributed to an increase in ongoing expenses for the agency.

OPERATING	FY 2015-16 Year End Estimate	FY 2016-17 Proposed	Change	% Change
Salaries and Benefits	\$ 45,218,608	\$ 48,013,806	\$ 2,795,198	6.18%
Services	\$ 2,648,937	\$ 2,859,567	\$ 210,630	7.95%
Materials and Supplies	\$ 6,347,550	\$ 5,639,485	\$ (708,065)	(11.15)%
Occupancy	\$ 3,247,673	\$ 3,744,617	\$ 496,944	15.30%
Casualty and Liability	\$ 5,804,763	\$ 6,244,931	\$ 440,168	7.58%
Taxes	\$ 39,912	\$ 49,282	\$ 9,370	23.48%
Purchased Transportation	\$ 9,288,373	\$ 9,377,551	\$ 89,178	0.96%
Printing and Advertising	\$ 881,173	\$ 1,016,419	\$ 135,247	15.35%
Miscellaneous	\$ (103,518)	\$ (151,673)	\$ (48,155)	46.52%
Leases and Rentals	\$ 416,000	\$ 416,782	\$ 782	.19%
Capital Purchase (Expense)	\$ 167,452	\$ 0	\$ (167,452)	
TOTAL OPERATING *	\$ 73,956,923	\$ 77,210,768	\$ 3,253,844	4.4%

* Numbers may be slightly off due to rounding

CAPITAL BUDGET:

The proposed FY 2016-17 Capital Budget includes funding for revenue vehicles, computer equipment and software, preventative maintenance and facility infrastructure improvements.

CAPITAL	FY 2015-16 Adopted	FY 2016-17 Proposed	Change	% Change
Facilities	\$ 3,218,493	\$ 3,346,423	\$ 127,930	3.97%
Revenue Vehicles	\$11,020,000	\$ 10,780,509	\$ (239,491)	(2.17)%
Service Vehicles	\$ 630,000	\$ 630,000	\$ 0	0.0%
Computer Equip. /Software	\$ 2,400,000	\$ 2,400,000	\$ 0	0.0%
Operating / Other	\$13,229,455	\$ 13,069,542	\$ (159,913)	(1.21)%
TOTAL CAPITAL EXPENSES*	\$30,497,948	\$ 30,226,474	\$ (271,474)	(.89)%

* Numbers may be slightly off due to rounding

Overall, Omnitrans' management continues a fiscally sound approach to Omnitrans' finances ensuring that expenditures do not exceed the resources available. Our goal is to enhance financial stability with an emphasis on cost reduction and operational efficiency.

PSG:DW:MM

DEPARTMENT
SUMMARY OF PROGRAMS

REVENUE BUDGET

The revenue budgets are developed to provide the foundation for determining the activities of the organization. Operating revenues are derived from various sources such as: Farebox - fare revenue collected from passengers that utilize our Fixed Route, Omnalink and Access services; Advertising - revenue for advertisement on our coaches' shelters and in and on the sides of our coaches; Interest - revenue from the investment with Local Agency Investment Fund (LAIF). Federal, state and local programs are additional sources of operating revenue. Capital revenue are funds collected from federal, state, local and special incentive programs which the Agency utilizes to purchase capital assets such as buses, equipment, and other depreciable assets. The Planning, Marketing, Operations and Finance departments work together to develop the agency's annual service plan. This service plan in turn is used to project the revenue needed for the upcoming fiscal year.

FISCAL SUMMARY BY PROGRAM

	2014-15 ACTUAL	2015-16 ADOPTED	2016-17 PROPOSED	\$ / % Change FY 16 to FY 17	Notes	
Farebox Revenue/Other Revenue:						
Passenger Fares - Fixed Routes	13,537,864	14,827,343	12,125,011	(2,702,332)	-18.23%	Revised ridership forecast
Passenger Fares - Access	1,659,949	1,757,695	1,647,000	(110,695)	-6.30%	Revised ridership forecast
Advertising and Other Aux Rev	548,833	615,000	655,000	40,000	6.50%	Increase in advertising revenue
Interest and Other Non-Trans	1,083,584	85,000	60,000	(25,000)		
SUB-TOTAL	16,830,230	17,285,038	14,487,011	(2,798,027)	-16.19%	
Operating Revenue Source-Cap						
LTF	37,440,212	38,892,617	39,974,380	1,081,763	2.78%	Increased in funding from SANBAG
LTF- Carryover	-	-	767,296	767,296		
FTA Section 5307 Maint/Leases	9,175,525	9,297,560	9,169,630	(127,930)	-1.38%	Reduction based on no longer capitalizing security cost
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000		0.00%	
STAF - Operating Costs	1,735,525	1,617,711	1,368,539	(249,172)	-15.40%	Reduction due to lower STA from state
Carl Moyer/JARC/STIP/LCTOP	-	-	744,000	744,000		LCTOP is new funding source
STA Maint./Security/Repeater/Tire	2,293,881	2,331,896	2,299,913	(31,983)	-1.37%	
Measure I & Subsidy	5,291,792	5,600,000	5,800,000	200,000	3.57%	Increased in funding from SANBAG
Other Funds			1,000,000	1,000,000		Medi-Cal billing
SUB-TOTAL	57,536,934	59,339,784	62,723,758	3,383,974	5.70%	
Capital Revenue:						
FTA Section 5307	24,474,230	16,943,440	16,941,200	(2,240)	-0.01%	
FTA Section 5339	-	1,703,000	1,260,509	(442,491)		Revised estimate. May increase upon FTA notification
FTA Section 5310	-	-	-	-		
Prop 1B	2,631,344	4,043,664	2,936,287	(1,107,377)		Reduction in match needed for capital projects
STAF (SB 620)	2,195,416	2,449,709	2,299,913	(149,796)	-6.11%	
LTF	3,216,424	-	-	-		
Carl Moyer/	-	-	-	-		
CMAQ	13,826,507	5,183,975	6,660,000	1,476,025	28.47%	Increased in funding from SANBAG
Prop 1B - Security	-	128,566	128,566	-	0.00%	
Measure I Capital	93,022	-	-	-		
SCAQMD	-	-	-	-		
LTF carryover	-	-	-	-		
CAPITAL TOTAL	46,436,944	30,452,354	30,226,475	(225,879)	-0.74%	
Less capital used for Operating	(13,129,321)	(13,229,455)	(13,069,542)	159,913	-1.21%	
TOTAL CAPITAL	33,307,624	17,222,899	17,156,933	(65,966)	-0.38%	
OPERATIONS TOTAL	74,367,164	76,624,822	77,210,769	585,947	0.76%	
GRAND TOTAL	107,674,788	93,847,721	94,367,702	519,981	0.55%	

DEPARTMENT

SUMMARY OF PROGRAMS

CAPITAL BUDGET

Each year Omnitrans develops a multi-year capital budget program. The development of the service plan numbers directly relate to new equipment purchases, spares, and vehicle and equipment replacement cycles managed by the Maintenance department. The capital budget reflects the work of all departments during the capital budget creation. There are eight (8) prime areas of capital purchase Omnitrans makes in a year. These are: Facilities, Revenue Vehicles, Service Vehicles, Revenue Equipment, Computer Equipment, Office Equipment, Shop and Service Equipment and Other. The Other category maintains those capital funds which are committed to Preventative Maintenance, Leases and Transit Enhancements(1%) under FTA guidelines.

FISCAL SUMMARY BY PROGRAM

	2014-15 ACTUAL	2015-16 ADOPTED	2016-17 PROPOSED	\$ / % Change FY 16 to FY 17		Notes
Annual Fiscal Year Programs						
Facilities	22,305,907	3,218,493	3,346,423	127,930	3.97%	Increase for infrastructure
Revenue Vehicles	11,838,174	11,020,000	10,780,509	(239,491)	-2.17%	Reduction based on lower estimated 5339 funds
Service Vehicles		630,000	630,000	-	0.00%	
Revenue Equipment	98,659	-	-	-	0.00%	
Computer Equipment	970,782	2,400,000	2,400,000	-	0.00%	Normal MIS spending
Office Equipment	53,743	-	-	-		
Shops-Service Equipment	150,552			-		
Pass-Through	1,297,931	-	-	-		
Operating / Other - Capital	12,095,782	-	-	-		
SUBTOTAL	48,811,530	17,268,493	17,156,932	(111,561)	-0.65%	
Capital Used for Operating		13,229,455	13,069,542	(159,913)	-1.21%	Reduction based on security cost
GRAND TOTAL	48,811,530	30,497,948	30,226,474	(271,474)	-0.89%	

DEPARTMENT**SUMMARY OF PROGRAMS****OMNITRANS CONSOLIDATED**

The agency consolidated report is the summary look at all department costs from actuals charges for FY 2014-15, adopted budget for FY 2015-16 and proposed budget costs for FY 2016-17

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	42,420,214	44,099,480	45,218,608	48,013,806	2,795,198	6.18%
Services	3,068,686	2,787,314	2,648,937	2,859,567	210,630	7.95%
Material and Supplies	8,611,037	9,893,813	6,347,550	5,639,485	(708,065)	-11.15%
Occupancy	3,433,114	3,853,899	3,247,673	3,744,617	496,944	15.30%
Casualty and Liability	2,851,520	5,332,019	5,804,763	6,244,931	440,168	7.58%
Taxes	59,503	49,282	39,912	49,282	9,370	23.48%
Purchased Transport	9,261,048	9,123,746	9,288,373	9,377,551	89,178	0.96%
Printing and Advertising	939,460	1,024,670	881,173	1,016,419	135,247	15.35%
Miscellaneous Expenses	(301,117)	53,613	(103,518)	(151,673)	(48,155)	46.52%
Leases and Rentals	470,719	416,782	416,000	416,782	782	0.19%
SUBTOTAL	70,814,183	76,634,619	73,789,471	77,210,768	3,421,297	4.64%
Depreciation	13,274,196	12,799,668	11,676,642	13,659,531	1,982,889	16.98%
Capital Purchase	503,602	-	167,452	-	(167,452)	
SUBTOTAL	84,591,981	89,434,287	85,633,565	90,870,299	5,236,734	6.12%
GRAND TOTAL **	71,317,785	76,634,619	73,956,923	77,210,768	3,253,844	4.40%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OPERATIONS: 1100

The Operations Department is responsible for planning, organizing, implementing, coordinating and directing service delivery for all of the agency's fixed route, paratransit and specialty transit operations provided directly and via private contractors and all fleet safety and training programs. This includes primary responsibility for service development, implementation and service delivery including final operating schedules, route alignments, actual operations, field monitoring and emergency and security response in the field. Our State and Federal DOT certified Instructors provide initial and periodic training for our operating personnel in all aspects of agency policy and procedure, legal requirements, vehicles and related equipment as well as administer our National Safety Council fleet safety program. We develop, manage and administer service contracts for the transit service contracted to a private provider and monitor the service delivery and performance.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	26,186,747	26,344,771	27,521,769	28,675,966	1,154,197	4.19%
Services	14,847	39,015	34,640	39,000	4,360	12.59%
Material and Supplies	91,043	113,768	98,423	99,248	825	0.84%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	2,065	8,133	4,004	8,133	4,129	103.14%
Miscellaneous Expenses	91,503	60,524	86,586	60,525	(26,061)	-30.10%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	26,386,205	26,566,212	27,745,421	28,882,872	1,137,451	4.10%
Depreciation	-	-	-	-	-	
SUBTOTAL	26,386,205	26,566,212	27,745,421	28,882,872	1,137,451	4.10%
GRAND TOTAL **	26,386,205	26,566,212	27,745,421	28,882,872	1,137,451	4.10%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: 1200

The Maintenance Department administers three areas of responsibility: Administration, Maintenance, Building/Engineering/Construction. The fiscal claiming process to leverage the use of Federal, State, and Regional funds match with local funds to pay for these infrastructure improvements. The major program is the maintenance of the revenue vehicles to meet operating schedules, the repair and body work for the revenue fleet, passenger vehicles and vans, as well as light and heavy duty trucks. The program in addition maintains and repairs Omnitrans generators, compressors, and power equipment as well as performing specific tasks relating to general welding and fabrication for the department. The Building/Engineering/Construction program assists with and ensures Omnitrans facilities meet City, State, and Federal regulations and standards. All major remodels, repairs and maintenance of all facilities and buildings are managed through the Maintenance Department.

Omnitrans Maintenance Department Mission Statement: To provide clean, safe, and reliable vehicles, equipment, and facilities to Omnitrans internal and external customers.

FISCAL SUMMARY BY PROGRAM

	2014-2015	2015-2016	2015-2016	2016-2017		
	ACTUAL	ADOPTED	YE EST	PROPOSED	FY 2015YE-2016	
Salaries and Benefits	7,426,428	7,833,169	7,289,373	8,249,869	960,496	13.18%
Services	316,174	312,080	372,487	316,061	(56,425)	-15.15%
Material and Supplies	6,702,672	6,624,070	4,412,866	3,289,923	(1,122,943)	-25.45%
Occupancy	1,367,871	1,382,461	1,189,005	1,382,461	193,456	16.27%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(57,050)	(57,489)	(84,909)	(57,489)	27,420	-32.29%
Leases and Rentals	474,083	416,782	416,000	416,782	782	0.19%
SUBTOTAL	16,230,179	16,511,073	13,594,821	13,597,607	2,786	0.02%
Depreciation	-	-	-	-	-	
SUBTOTAL	16,230,179	16,511,073	13,594,821	13,597,607	2,786	0.02%
GRAND TOTAL **	16,230,179	16,511,073	13,594,821	13,597,607	2,786	0.02%

** Less Depreciation

DEPARTMENT**SUMMARY OF PROGRAMS****ADMINISTRATION: 1300**

The Administration department budget currently includes budgets for the CEO/General Manager, Director of Internal Audit Services and their administrative support staff. The CEO/General Manager serves as the Chief Executive Officer for Omnitrans. Appointed by the Board, the CEO/General Manager is responsible for the overall administration of all Omnitrans departments and oversees the enforcement of all pertinent State/Federal laws. This office is responsible on a day-to-day basis for the efficient performance of all operations, responsible for implementing Board policy and formulating staff recommendations for Board review on policy matters. Included in this program are legislative relations/policy analysis, administrative analysis, and general oversight of operations. The CEO/General Manager oversees the preparation of the budget and is responsible for the administration of the budget once adopted by the Board. Administration carries out the duties assisting in preparation of Board agendas, minutes, maintaining all official documents of the Omnitrans records of proceedings, deeds, agreements, contracts, filing annual disclosure statements, and coordination of board committees. The Director of Internal Audit Services reports to the CEO/General Manager and is responsible for all internal audit functions. This position is responsible for determining risk assessments and appropriate internal audits. The Director of Internal Audit Services also reports indirectly to the Board of Directors, Administrative & Finance Committee which also is the audit committee.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	653,585	855,593	653,589	1,131,357	477,768	73.10%
Services	790,963	624,577	484,877	624,577	139,700	28.81%
Material and Supplies	6,064	14,501	7,164	14,501	7,337	102.40%
Occupancy	-	2,500	-	2,500	2,500	#DIV/0!
Casualty and Liability	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Purchased Transport	-	-	-	-	-	-
Printing and Advertising	-	28,300	-	28,300	28,300	#DIV/0!
Miscellaneous Expenses	135,686	173,500	153,362	173,500	20,138	13.13%
Leases and Rentals	-	-	-	-	-	-
SUBTOTAL	1,586,298	1,698,971	1,298,991	1,974,735	675,743	52.02%
Depreciation	-	-	-	-	-	-
SUBTOTAL	1,586,298	1,698,971	1,298,991	1,974,735	675,743	52.02%
GRAND TOTAL **	1,586,298	1,698,971	1,298,991	1,974,735	675,743	52.02%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

INFORMATION TECHNOLOGY SERVICES 1320

The Information Technology Services department is charged with managing all fixed based technology deployed at Omnitrans. The Information Technology Services department supports over 50 applications. For each system, a level of I.T.S. support has been identified by the IT Steering Committee. By policy, I.T.S. replaces 25% of the personal computers due to maintenance and software problems. A Computer training facility has been established. The Director of I.T. chairs the Information Systems Steering Committee which meets monthly.

- Servers Supported: 75 - Printers Supported: 50 - Phone Systems Supported: 4
- Desktops Supported: 225 - Copiers Supported: 10 - Local Area Networks Supported: 5

FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 YE EST	2015-2016 PROPOSED	FY 2016YE-2017	
						\$ / % Change FY 2015YE-2016
Salaries and Benefits	755,295	887,371	861,025	958,759	97,734	11.35%
Services	459,592	-	2,019	-	(2,019)	
Material and Supplies	32,761	29,500	9,776	29,500	19,724	201.77%
Occupancy	1,583,092	1,934,567	1,589,540	1,709,657	120,117	7.56%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	2,644	17,387	658	17,387	16,729	2542.40%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	2,833,383	2,868,825	2,463,017	2,715,303	252,286	10.24%
Depreciation	-	-	-	-	-	
SUBTOTAL	2,833,383	2,868,825	2,463,017	2,715,303	252,286	10.24%
GRAND TOTAL **	2,833,383	2,868,825	2,463,017	2,715,303	252,286	10.24%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING/PLANNING

1400

At Omnitrans, marketing, public relations, planning and customer service functions fall within the Marketing & Planning Department. The marketing and planning functions work together to identify customer and community transportation needs in order to develop and enhance service offerings then effectively communicate them to the public. The marketing/public relations section is responsible for all community outreach efforts and customer communications, both printed and electronic, paid advertising, publicity and media relations. Omnitrans utilizes an advertising agency to provide advertising and design services including creative development, graphic design, media buying and webmaster responsibilities. The planning section prepares the agency short range transit plan, annual service plan, guide development of new service, and monitor existing service to recommend changes. They also handle public outreach related to service and fare changes and system development. The stops and stations team works to keep up the appearance of bus stops and transit centers and provide informational signage at stops. The customer service section provides customer assistance in the agency call center and San Bernardino Transit Center seven days a week. This section also manages fare media sales, reduced fare ID cards, lost and found and reception. The department also oversees advertising revenue contracts.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	1,928,184	2,005,318	2,006,922	2,194,290	187,368	9.34%
Services	64,928	56,700	54,804	68,000	13,196	24.08%
Material and Supplies	8,916	9,100	7,063	9,525	2,462	34.86%
Occupancy	55,227	56,100	63,199	66,425	3,226	5.10%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	820,384	871,630	868,528	867,880	(648)	-0.07%
Miscellaneous Expenses	108,164	128,850	116,507	118,550	2,043	1.75%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	2,985,803	3,127,698	3,117,023	3,324,670	207,647	6.66%
Depreciation	-	-	-	-	-	
SUBTOTAL	2,985,803	3,127,698	3,117,023	3,324,670	207,647	6.66%
GRAND TOTAL **	2,985,803	3,127,698	3,117,023	3,324,670	207,647	6.66%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

HUMAN RESOURCES: 1600

The Human Resources Department plans, coordinates and administers a comprehensive human resources management program which subscribes to merit principles of personnel administration, fosters an organizational climate of confidence and trust, and promotes a proactive approach to manpower planning and resources administration. The Director and staff administers Omnitrans claims for Workers' Compensation benefits, working with outside counsel to monitor, control and resolve litigated claims, and provides training for various departments in order to minimize the potential risk of future losses. Human Resources is responsible for staff development to provide an opportunity for employees to have a direct impact on the workplace through participation in joint problem-solving activities with management.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	487,293	1,199,934	1,168,726	1,278,526	109,799	9.39%
Services	423,660	336,430	319,837	336,430	16,593	5.19%
Material and Supplies	4,307	4,368	5,175	4,368	(807)	-15.59%
Occupancy	-	-	-	-	-	
Casualty and Liability	462,973	1,272,092	2,007,301	2,068,003	60,702	3.02%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	17,105	15,471	8,004	15,471	7,467	93.29%
Miscellaneous Expenses	97,876	71,353	64,362	71,353	6,991	10.86%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,493,214	2,899,648	3,573,405	3,774,150	200,745	5.62%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,493,214	2,899,648	3,573,405	3,774,150	200,745	5.62%
					-	
GRAND TOTAL **	1,493,214	2,899,648	3,573,405	3,774,150	200,745	5.62%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY **1630**

Under the general administration of the CEO/General Manager, and reporting to the Director of Human Resources and Safety and Regulatory Compliance, the Safety and Security Section is responsible for all physical plant/transit system safety compliance and Security/Public Safety Programs. Many of these programs are under the over-sight of the Federal Transit Administration, Transportation Safety Administration/Department of Homeland Security as well as State, County, and Local Public Safety and Safety & Environmental Compliance agencies. Omnitrans has an ongoing internal process of reviewing operations, procedures, and processes, as well as interfacing with local public Law, Fire, and Emergency Service first response agencies for external coordination, support and feedback. The staff of this section meet routinely with San Bernardino County Public Safety and Emergency Services Organizations as well as regional and state public safety and transportation safety officials. The staff is responsible for the generation of various regulatory reports and records as well as monthly reporting of transit system and security events/incidents to the FTA - National Transit Database Reporting System.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	252,422	411,977	370,302	482,692	112,390	30.35%
Services	432,070	769,120	967,627	802,349	(165,278)	-17.08%
Material and Supplies	726	9,045	675	9,045	8,370	1240.87%
Occupancy	8,722	7,640	7,249	15,943	8,694	119.93%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	2,422	1,917	-	1,917	1,917	#DIV/0!
Miscellaneous Expenses	4,488	14,360	964	14,360	13,396	1390.15%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	700,850	1,214,059	1,346,816	1,326,306	(20,510)	-1.52%
Depreciation	-	-	-	-	-	
SUBTOTAL	700,850	1,214,059	1,346,816	1,326,306	(20,510)	-1.52%
GRAND TOTAL **	700,850	1,214,059	1,346,816	1,326,306	(20,510)	-1.52%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT

1700

The Procurement Department ensures compliance with best practices and requirements as outlined in the Omnitrans' Procurement policies and procedures, and FTA C4220.1F. This includes the development of templates, model contracts, standard purchase order terms and conditions, and the implementation of procedures that will ensure fair and open competition and the equitable treatment of all potential bidders. Procurement assists departments develop technical specifications and scopes of work and presents contracts to the Omnitrans Board for approval. While departments are responsible for providing the budget, manpower and programmatic monitoring, Procurement is responsible for contract administration. The Director of the Procurement monitors the integrity of the procurement system, measures procurements against contractual requirements, and identifies cost saving & avoidance opportunities such as consolidating procurements to benefit from economies of scale.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	1,439,097	1,484,945	1,562,657	1,517,164	(45,493)	-2.91%
Services	12,042	17,471	1,585	17,471	15,886	1002.35%
Material and Supplies	7,813	7,675	7,165	7,675	510	7.12%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	3,985	9,118	637	9,118	8,481	1330.97%
Miscellaneous Expenses	14,487	9,459	7,173	9,459	2,286	31.88%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,477,425	1,528,668	1,579,217	1,560,887	(18,330)	-1.16%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,477,425	1,528,668	1,579,217	1,560,887	(18,330)	-1.16%
GRAND TOTAL **	1,477,425	1,528,668	1,579,217	1,560,887	(18,330)	-1.16%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: **1800**

The Finance Department is responsible for the control of all financial activities for Omnitrans, including the collection and disbursement of funds and ensuring that adequate resources are available. The department has three programs: Finance Administration, Accounting and Accounting Services.

Finance Administration: provides administrative support and direction to all finance programs as well as other Omnitrans Departments. Administrative functions include setting financial goals and objectives, planning financial policy, budget development, agency payroll, and budget training, administers self-insurance portions of Omnitrans risk programs.

Accounting Section: Is charged with all the accounting functions in Omnitrans:
Accounts Payable/Receivables - Responsible for the payment of outstanding obligations owed by Omnitrans, tracking end of period adjustments, fixed assets and project/grant management.

Accounting Services: Is responsible for payroll services, daily cash collections, and assists the Director in tracking of funds in LAIF.

FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2014-2015 YE EST	2015-2016 PROPOSED	FY 2016YE-2017	
					\$ /	% Change FY 2015YE-2016
Salaries and Benefits	989,549	1,048,391	1,039,166	1,129,853	90,687	8.73%
Services	165,504	185,600	118,540	185,600	67,060	56.57%
Material and Supplies	7,754	10,234	2,896	10,234	7,338	253.34%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,117,498	3,673,141	3,579,948	3,873,142	293,194	8.19%
Taxes	59,503	49,282	39,912	49,282	9,370	23.48%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(698,915)	(364,331)	(448,220)	(559,318)	(111,098)	24.79%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit	-	-	-	-	-	
SUBTOTAL	2,640,894	4,602,318	4,332,242	4,688,793	356,551	8.23%
Depreciation	10,926,215	11,671,516	10,837,463	13,659,531	2,822,068	26.04%
Capital Purch Exp	1,801,532	-	167,452	-	(167,452)	
SUBTOTAL	15,368,641	16,273,834	15,337,157	18,348,324	3,011,168	19.63%
GRAND TOTAL **	4,442,426	4,602,318	4,499,694	4,688,793	189,099	4.20%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

Access provides public transportation services to persons who are physically or cognitively unable to use regular bus service (ADA certified and/or Omnitrans Disability Identification Card holders). Access operates curb-to-curb service with minibuses or vans.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	117,325	117,098	213,371	-	(213,371)	-100.00%
Services	74,471	68,846	93,809	83,507	(10,302)	-10.98%
Material and Supplies	1,538,888	2,072,770	1,245,700	1,372,960	127,260	10.22%
Occupancy	79,232	85,158	96,623	85,158	(11,466)	-11.87%
Casualty and Liability	252,736	128,954	192,056	128,954	(63,102)	-32.86%
Taxes	-	-	-	-	-	
Purchased Transport	7,906,952	7,504,913	7,952,180	8,116,705	164,526	2.07%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,969,603	9,977,739	9,793,740	9,787,285	(6,455)	-0.07%
Depreciation	751,305	1,128,152	839,179	-	(839,179)	-100.00%
SUBTOTAL	10,720,908	11,105,891	10,632,920	9,787,285	(845,635)	-7.95%
GRAND TOTAL **	9,969,603	9,977,739	9,793,740	9,787,285	(6,455)	-0.07%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OMNIGO/PURCHASED TRANSPORTATION:

2500

Omnitrans uses purchased transportation to provide two types of fixed route service: 1) weekend service on routes that consistently have low weekend loads; and, 2) OmniGo local circulator service. The use of purchased transportation on weekends is designed to match a smaller cutaway vehicle with a 16-18 passenger capacity to routes that rarely see more than 16 passengers on board at one time. OmniGo service is a neighborhood shuttle service that uses the same smaller vehicles in regular fixed route service. The OmniGo program was designed to augment OmniLink after multiple years when the standalone version of OmniLink did not meet standard.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	5,050	4,764	1,780	-	(1,780)	-100.00%
Services	2,696	9,823	-	-	-	100.00%
Material and Supplies	210,092	327,153	182,499	190,444	7,946	4.35%
Occupancy	6,429	5,473	5,584	5,473	(111)	-1.99%
Casualty and Liability	18,313	7,831	25,458	7,831	(17,626)	-69.24%
Taxes	-	-	-	-	-	
Purchased Transport	1,354,096	1,618,834	1,336,193	1,260,846	(75,347)	-5.64%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,596,676	1,973,878	1,551,513	1,464,594	(86,919)	-5.60%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,596,676	1,973,878	1,551,513	1,464,594	(86,919)	-5.60%
					-	
GRAND TOTAL **	1,596,676	1,973,878	1,551,513	1,464,594	(86,919)	-5.60%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

sbX Bus Rapid Transit -BRT

2600

BRT service mirrors light-rail service with dedicated amenities, stations and significantly reduced travel times utilizing dedicated BRT Buses. sbX utilizes standalone stations with level boarding, pre-paid fares, dedicated lanes, signal prioritization, and limited stop spacing to achieve faster service.

FISCAL SUMMARY BY PROGRAM

	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 YE EST	2016-2017 PROPOSED	\$ / % Change FY 2016YE-2017	
Salaries and Benefits	2,179,239	1,906,149	2,529,929	2,395,331	(134,598)	-5.32%
Services	311,739	367,652	198,714	386,572	187,858	94.54%
Material and Supplies	-	671,629	368,149	602,062	233,913	
Occupancy	332,542	380,000	296,472	477,000	180,528	60.89%
Casualty and Liability	-	250,000	-	167,000	167,000	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	93,498	91,300	-	85,600	85,600	#DIV/0!
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	(3,364)	-	-	-	-	
					-	
SUBTOTAL	2,913,654	3,666,730	3,393,263	4,113,565	720,302	21.23%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	2,913,654	3,666,730	3,393,263	4,113,565	720,302	21.23%
					-	
GRAND TOTAL **	2,913,654	3,666,730	3,393,263	4,113,565	720,302	21.23%

** Less Depreciation



OmniTrans

**2016
2017**

BUDGET

**MAURICE MANSION
TREASURY MANAGER
APRIL 14, 2016**



BUDGET

FY2017 Budget Highlights

- ◆ **FY17 \$77.2 vs. FY16 \$76.6**
- ◆ **FY16 YE Estimate \$73.9**
- ◆ **Service Maintained At Current Levels (Revenue Hours/Miles)**
- ◆ **Minor Adjustments within the system**
- ◆ **Vtrans managed by Agency**



BUDGET

FY2017 Headcount Impacts

- ◆ **Additional 8 FTEs added**
 - ◆ 5 ATU – Coach Operators
 - ◆ 3 MC – 1 Legal & 2 Rail Operations
- ◆ **1 Position Upgrade**
 - ◆ Contract Administrator to Sr. Contract Administrator
- ◆ **Move PERS contribution to Salary – Employee pays**
 - ◆ Minimal impact on agency
- ◆ **Wage Increases**
 - ◆ ATU 2.75% - currently in negotiations
 - ◆ Teamsters 2.75% - negotiations to start
 - ◆ MC – Per Policy Manual



BUDGET

FY2017 Revenue Assumptions

- ◆ **Declining Ridership Effects Revenue**
- ◆ **Actions Taken to Address Revenue**
 - ◆ **Medi-Cal Billing included in budget - \$1M**
 - ◆ **Assume CNG tax credit is extended - \$.7M**
 - ◆ **Pipeline Fuel in place by Jan 2017 - \$.8M**



OmniTrans

**2016
2017**

BUDGET

Operating Budget: Revenue

	FY 15-16 (YE Est)	FY 16-17 (Proposed)	Variance
Fixed Route/OmniLink	12,254,000	12,125,011	(128,989)
Demand Response/Paratransit	1,647,000	1,647,000	0
Advertising and Auxillary Rev.	615,000	655,000	40,000
Interest and Non-Transp. Rev.	40,000	60,000	20,000
LTF Funds for Operations	38,892,617	39,974,380	1,081,763
LTF Carryover	0	767,298	767,298
FTA Section 5307 Maint. / Security	10,897,560	10,769,630	(127,930)
STA	1,617,711	1,368,539	(249,172)
STA Maint. / Security	2,331,896	2,299,913	(31,983)
Measure I & Subsidy	5,600,000	5,800,000	200,000
ADA Medi-Cal Reimbursement	0	1,000,000	1,000,000
LCTOP	0	744,000	744,000
Total Operating Revenues	73,895,784	77,210,771	3,314,987
Percentage Change			4.5%



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2016
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BUDGET

Operating Budget: Expense

	FY 15-16 (YE Est)	FY 16-17 (Proposed)	Variance
Salary and Benefits	45,218,608	48,013,806	\$2,795,198
Services	2,648,937	2,859,568	\$210,631
Materials and Supplies	6,347,550	5,639,487	(\$708,063)
Occupancy	3,247,673	3,744,617	\$496,944
Casualty & Liability	5,804,763	6,244,931	\$440,168
Taxes	39,912	49,282	\$9,370
Purchased Transportation	9,288,373	9,377,551	\$89,178
Printing & Advertising	881,173	1,016,419	\$135,247
Miscellaneous	(103,518)	(151,673)	(\$48,155)
Leases and Rentals	416,000	416,782	\$782
Capital Purchase - Expense	167,452	0	(\$167,452)
Total Operating Budgets	\$73,956,923	\$77,210,771	\$3,253,848
Percentage Change			4.4%

* Depreciation is not included



BUDGET

Budget Comparisons

Operating Budget Comparison

- FY 15-16 Budget \$ 76,673,036
- FY 15-16 YE EST \$ 73,956,923
- FY 15-16 Budget \$ 77,210,768

Variances

- Salaries & Benefits \$ 2,795,198
- Materials & Supplies \$ (708,865)
- Occupancy \$ 496,944
- Casualty & Liability \$ 440,168



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BUDGET

Capital Budget: Revenue

	FY 15-16 (Adopted)	FY 16-17 (Proposed)	Variance
FTA 5307	\$16,943,440	\$16,941,200	(\$2,240)
CMAQ	\$5,152,215	\$5,183,975	\$31,760
FTA 5339	\$1,703,000	\$1,848,880	\$145,880
Measure I	\$0	\$0	\$0
STAF	\$2,331,895	\$2,331,895	\$0
LTF	\$0	\$0	\$0
Prop 1B	\$4,043,664	\$4,063,432	\$19,768
Prop 1B - Security	\$128,566	\$128,566	\$0
Total Capital Revenues	\$30,302,780	\$30,497,948	\$195,168
Percentage Change			0.6%
Capital Used for Operating	\$13,229,455	\$13,229,455	\$0



BUDGET

Capital Budget: Expense

	FY 15-16 (Adopted)	FY 16-17 (Proposed)	Variance
Facilities	\$459,752	\$3,218,493	\$2,758,741
Revenue Vehicles (FR/PT)	\$10,825,215	\$11,020,000	\$194,785
Service/Support Vehicles	\$634,000	\$630,000	(\$4,000)
Revenue Equipment	\$0	\$0	\$0
Computer Equip/Software	\$3,586,000	\$2,400,000	(\$1,186,000)
Office Equipment	\$0	\$0	\$0
Shop Equipment	\$0	\$0	\$0
Other Capital	\$1,568,358	\$0	(\$1,568,358)
Total Capital Revenues	\$17,073,325	\$17,268,493	\$195,168
Percentage Change			1.1%
Capital Used for Operating	\$13,229,455	\$13,229,455	\$0



BUDGET

Farebox Recovery Ratio

- **Simple Calculation – Impacts Funding**
 - Fare Revenue/Operating Cost
 - Mandated through the TDA
 - Impacts STA funding
- **Decline in Fare Revenue**
- **Actions to Address FRR**
 - Remove new/adjusted routes
 - Explore other exemptions
 - TDA allows local funds to offset FRR

BUDGET



OmniTrans

2016

2017

- Fixed Route Farebox Ratio is **19.13%**
 - Use adjustments to meet 20%
- Access Farebox Ratio is **13.89%**

BUDGET



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2016
2017

THANK YOU