



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, JULY 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, August 11, 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

- | | |
|--|----|
| 1. Approve Administrative & Finance Committee Minutes – June 9, 2016 | 3 |
| 2. Recommend the Board of Directors Receive and File Construction Progress Report No. 48 through June 30, 2016 - sbX E Street Corridor BRT Project | 6 |
| 3. Receive and File Omnitrans’ Director of Finance Report - Price of Compressed Natural Gas | 14 |
| 4. Recommend to Board of Directors, Approve New Position and Approve Position and Corresponding Budget Transfer | 16 |



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E. DISCUSSION ITEMS CONTINUED

- | | |
|--|----|
| 5. Recommend to Board of Directors, Approve Re-Evaluation of Existing Positions | 22 |
| 6. Recommend to Board of Directors, Authorize Release, Invitation for Bids IFB-IPMO17-16, Vehicle Maintenance Facility (VMF) Modification Work | 30 |

F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, JUNE 9, 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, June 9, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ed Graham, City of Chino Hills
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

Others Present

Mayor Pro-Tem Sam Spagnolo, City of Rancho Cucamonga

Omnitrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
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
Omar Bryant, East Valley Maintenance Manager
Maurice Mansion, Treasury Manager
Michael Crawford, Intern, Internal Audit Services

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, July 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 – April 14, 2016

M/S (Eaton/Spagnolo) that approved the Committee Minutes of April 14, 2016. Motion was unanimous by Members present; Member Graham abstained.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 47 through April 30, 2016 – sbX E Street Corridor BRT Project

IPMO Manager Andres Ramirez presented this item. E Street and Baseline asphalt has been removed, and pavement work begun. The PA system contract has been awarded and the NTP will be issued later this month. The VMF final acceptance documents are being prepared for contract closeout. When queried, Member Davis said the city has received a few minor complaints from the community regarding construction, which is par for the course. He added that he has noticed an increase in sbX ridership since the SBTC was opened. Member Gilbreath asked about impact on businesses along the corridor, and said that the Lotus Garden Restaurant has been negatively impacted by placement of the delineators. A new Golden Corral Restaurant is under construction near Mimi's Restaurant on Hospitality.

Member Robles arrived at 8:04 a.m.

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

Member Musser arrived at 8:07 a.m.

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

Finance Director Don Walker presented this item, discussing the continuous downward trend of Omnitrans' fuel cost over the last 17 months, starting at a high of \$0.855 per gallon to the current price of \$0.646 per gallon, \$0.239 below budget. This equates to an estimated monthly saving of \$92,374. Mr. Walker will continue to monitor and report to this committee.

This item was received and filed.

4. Receive and File SAP Contract Limit Project - Presentation

IT Director Jacob Harms discussed this item, presented in response to Board Members' request for staff to test and implement a solution in SAP to prevent the issue of creating purchase orders that exceeded approved contract amounts. In answer to a question, all PO's are issued through the SAP system. The previous manual internal check system was tedious and error-prone, thus the technical solution.

This item was received and filed.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:23 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, July 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



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E2

DATE: July 14, 2016

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

SUBJECT: **CONSTRUCTION PROGRESS REPORTS NO. 48 THROUGH
JUNE 30, 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. 48 for the sbX E Street Corridor BRT Project through June 30, 2016.

BACKGROUND

This is Construction Progress Report No. 48 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.48 for the sbX E Street Corridor BRT Project through June 30, 2016.

PSG:AR

Attachment

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

Construction Progress Report No. 48

June 30, 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



TABLE OF CONTENTS

- I. Project Status Summary
 - A. Project Description
 - B. Summary Status Update
- 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 sidewalks, curb and gutter, and ADA ramps are complete.
- East Side of Road
 - Road demolition complete.
 - Cement treated base complete.
 - Base paving complete.
- Final Completion Date is September 8, 2016.



Saw cutting at Baseline Station



Repaving underway on E Street



Repaving E Street



Fresh Paved Roadbed

PA System:

- Contract awarded June 1 by Board of Directors.
- Contract execution in progress.

Traffic Signal Synchronization:

- Closeout continues.
- Preparation for final adjustments started.

Vehicle Maintenance Facility:

Project Final Completion

- All contractual items turned over.
- All issues resolved and payments made.
- As-Builts being prepared.
- Final acceptance to be issued.

Completion of Work Removed from Contract

- Design firm completed drawings and specifications.
- To be presented at July 2016 A&F Committee Meeting for release in August.
- Award projected for September 30 Board of Directors Meeting.

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	June 2016	September 2016
PA System	November 2016	February 2017
Vehicle Maintenance Facility		
Completion Work	May 2016	February 2017

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 May 2016
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	12,563
PA System	0
Vehicle Maintenance Facility	64,436
Total	502,440

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 May 31, 2016

Approved Budget	\$191,706,000
Cost to Date	\$182,995,919
Estimate to Complete	
Corridor Project	\$ 2,373,122
10 th to Highland	\$ 3,245,433
Estimate at Completion	\$188,614,474

Budget By Contract Packages 31-May-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	81,238,395	96.2%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595	
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000	
Other Direct Payments			48,401	57,357		48,401	-	48,401	-	(48,401)	-	-	48,401	
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991	
PA System				-		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263	
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	100,000	125,000	242,500	
BRT Design														
Parsons	19,193,400	17,849,400	18,097,876	19,024,200	107.0%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185	
PA System				67,500		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	14,537,925	178.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	750,000	-	15,285,135	
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)	-	-	1,999,756	
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	(436,483)	15,047,089	931,004	1,580,911	-	-	15,047,089	
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	11,416,608	110.2%	10,971,135	350,111	11,321,246	417,154	(964,246)	-	-	11,321,246	
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,174,205	117.1%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205	
Project Admin. And Management														
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303	
Other														
IPMO	17,624,000	15,012,450	14,722,701	14,913,009	99.3%	15,172,701	(300,000)	14,872,701	(150,000)	139,749	-	-	14,872,701	
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-	
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	373,436	37.3%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864	
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)	-	464,000	1,463,000	-	-	-	
Start-Up	720,000	720,000	700,000	-	0.0%	-	-	-	700,000	720,000	700,000	-	700,000	
Sub-Total	177,676,000	173,633,000	188,431,091	181,559,302	104.6%	150,758,953	32,718,329	183,477,281	4,953,809	(9,844,281)	330,143	125,000	183,932,424	
Unallocated Contingency	14,030,000	18,073,000	4,498,666					9,844,281		8,228,719			7,773,576	
10th to Highland Projected Costs			4,606,687	1,436,617	31.2%	3,901,000	96,863	3,997,863	608,824	(3,997,863)	634,187	50,000	4,682,050	
Remaining Unallocated Contingency													3,091,526	
Total	191,706,000	191,706,000	188,539,111	182,995,919	95.5%								191,706,000	

IPMO/sbX Project Cost Report
Period Ended 31-May-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	\$ 81,434,742	96.2%	3,202,258	\$ 82,072,362	97.0%	\$ 281,388	\$ 82,353,749	\$ 2,283,251
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,537,925	178.8%	(6,406,925)	\$ 14,535,135	178.8%	\$ 750,000	\$ 15,285,135	\$ (7,154,135)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 15,365,942	92.4%	1,262,058	\$ 15,365,942	92.4%	\$ -	\$ 15,365,942	\$ 1,262,058
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,416,608	110.2%	(1,059,608)	\$ 11,321,246	109.3%	\$ -	\$ 11,321,246	\$ (964,246)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,174,205	117.1%	(171,205)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (221,205)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 19,091,700	107.0%	(1,242,300)	\$ 20,272,729	113.6%	\$ (1,326,245)	\$ 18,946,485	\$ (1,097,085)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,881,193	186.7%	(873,593)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (1,011,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 36,656,987	107.8%	(2,636,987)	\$ 36,716,107	107.9%	\$ 700,000	\$ 37,416,107	\$ (3,396,107)
Allocated Contingency (Construction Contract)	\$ -	\$ -				\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 181,559,302	104.6%	(7,926,302)	\$ 183,477,281	105.7%	455,143	183,932,424	(10,299,424)
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,682,050	\$ 1,436,617	30.7%	3,245,433	\$ 3,901,000	83.3%	\$ 3,245,433	\$ 4,682,050	\$ -
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 182,995,919	95.5%	\$ 13,392,131	\$ 187,378,281	97.7%	\$ 3,700,576	\$ 188,614,474	\$ 7,773,576

ITEM # E3

DATE: July 14, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

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 preliminary numbers for Fiscal Year 2016 (July 1, 2015 – June 30, 2016) show a net savings of \$1.1 million in CNG fuel cost due to the lower than average cost of natural gas. The price was budgeted at \$0.92 per gallon. The actual cost average was around \$0.68 per gallon.

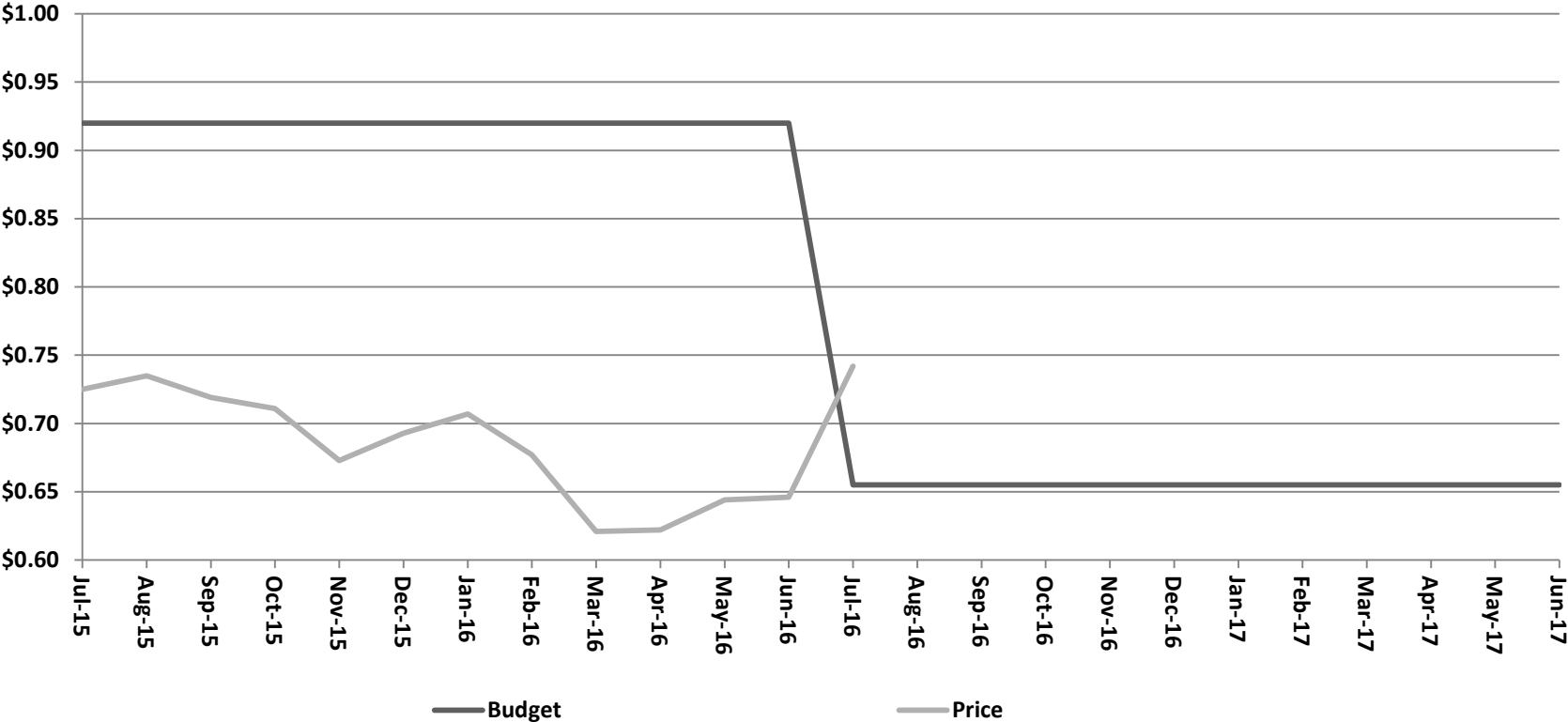
For Fiscal Year 2017, the average price of CNG is budgeted at \$0.655. This consists of six (6) months of deliveries of liquefied natural gas (LNG) from our current supplier Applied LNG Technologies, and six (6) months of natural gas supplied by the pipeline fueling infrastructure project currently underway.

The price per gallon Omnitrans will pay for July's deliveries is \$0.742 per gallon. This is \$0.087 above the budgeted price for the month. It is expected that the cost per gallon of natural gas would exceed the budget in the first half of the fiscal year, and once the pipeline fueling infrastructure is operational the cost will decrease accordingly.

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





1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E4

DATE: July 14, 2016

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

FROM: P. Scott Graham, CEO/General Manager

**SUBJECT: APPROVE NEW POSITION AND
APPROVE POSITION AND BUDGET TRANSFER**

FORM MOTION

Recommend to the Board of Directors:

1. Approve new position, Executive Staff Assistant, Level VI, and transfer associated costs for salary and benefits of \$82,474 (mid-point salary and benefits) for Fiscal Year 2017 from Miscellaneous Expense to Salary and Benefits in the Administration Cost Center; and
2. Authorize the transfer of the Administrative Secretary position and the corresponding budget from the Executive Office to the Human Resources/Safety & Regulatory Compliance Department.

This item was reviewed by the Executive Committee at its July 1, 2016, meeting, and recommended to the Board of Directors for approval.

BACKGROUND

To prepare for the addition of the Deputy General Manager within the next few months, as well the retirement of the Senior Executive Assistant (SEA) in early 2017, the CEO/General Manager is proposing reorganization of the Executive Office.

1. Approve new position of Executive Staff Assistant. This position will provide administrative duties on behalf of the Deputy General Manager. In addition, some of the duties of the Senior Executive Assistant, such as preparing, recording and transcribing minutes of all Board/Committee meetings, will be assigned to this position, with close oversight provided by the SEA. Transitioning some of the clerical duties to the new position will allow the SEA to work more closely with the CEO/General Manager and government officials.

2. Transfer Administrative Secretary position from Executive Office to Human Resources/Safety & Regulatory Department. A primary responsibility of the Administrative Secretary is the processing of accident reports and liability claims filed as a result of bus accidents/incidents. Historically, this responsibility was handled by the Human Resources Department; however, prior administration brought this role to the Executive Office. As Human Resources/Safety & Regulatory Compliance handles workers' compensation claims, it makes sense that all risk-related claims be handled by the same department; therefore, it is being recommended that this function and position be transferred back to that department.

FUNDING SOURCE

The cost associated with Form Motion 1 for Fiscal Year 2017 is estimated to be \$82,474 and is available in the Administration cost center; costs associated with the position will be transferred to Salary and Benefits. There is no additional cost associated with Form Motion 2, but it will require a budget line item transfer from the Executive Office to the Human Resources/Safety & Regulatory Compliance Department.

Department: 1300, 1600
Expenditure Code: Various

____ Verification of Funding Source and Availability of Funds.
(Verified and initialed by Finance)

CONCLUSION

Reorganization of the Executive Office is needed to prepare for the addition of the Deputy General Manager. The new position, Executive Staff Assistant, will work closely with the Deputy General Manager and take over some of the clerical duties of the Senior Executive Assistant, which will allow the Senior Executive Assistant to assist the CEO/General Manager on high priority projects and prepare the CEO/General Manager for high level meetings.

PSG

OMNITRANS New Job Description

Job Title: Executive Staff Assistant
Department: Executive Office
Reports To: Senior Executive Assistant to the CEO/GM
FLSA Status: Non-Exempt Level VI
Approved By: Proposed for Approval August 3, 2016
Revised Date:

SUMMARY Under general direction, perform a variety of confidential and highly responsible, administrative duties on behalf of the Deputy Manager and Board of Directors. This position serves the Board of Directors with administrative responsibilities, preparation and disbursement of monthly agendas, and recording/transcription of monthly Board meeting minutes. Responsible for working with the Deputy Manager and other managerial staff assisting with administration on various projects as assigned. This is the second level in the Executive Assistant series.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Prepare Board of Directors regular and committee meeting agendas and related documents in accordance with legal requirements; coordinate with various departments for supporting documentation; and publish official notices as required.

Attend regular monthly and committee meetings of the Board of Directors; record actions taken at meetings; process documents approved at Board meetings to the Senior Executive Assistant to the CEO including resolutions, agreements, and contracts; and prepare and distribute minutes of the meetings. Maintain spreadsheet of Board actions.

Compose agenda items and resolutions following legal procedures and recognize when certain Agency business items must be placed on the agenda and how the Board should conduct business during Board meetings.

Responsible for the preparation of Board Room and information for distribution at the Board of Directors and committee meetings.

Conduct administrative functions for Deputy Manager and other Administrative staff; compose correspondence; and develop forms.

Process Board Members' stipend.

Job Title: Executive Staff Assistant

Department: Executive Office

Page 2

Serve as Filing Officer for the preparation of the Fair Political Practices Commission. Statement of Economic Interests Form 700 for completion by Board of Directors, selected staff, legal counsel, and consultants, including explaining procedures, filing forms with the Clerk of the Board of Supervisors, updating Agency Conflict of Interest Code, and submitting resolution to the Board of Supervisors for approval on a biennial basis.

File Statement of Facts Roster of Public Agencies with Secretary of State.

Maintain Agency records such as minutes, resolutions, agreements, contracts, and policies; implement and maintain filing system for Agency business and correspondence. Records Coordinator for department.

Respond to request for records according to the California Public Records Act.

Open, review, and distribute mail to appropriate staff.

Provide assistance and information to the general public and cities; take calls from public when other staff is not available; screen office calls and visitors.

Order and oversee ordering supplies, prepares purchase requisitions and processes invoices.

Serve as back up to the Senior Executive Assistant to the CEO/GM.

Perform other related duties as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Brown Act and California Public Records Act; Fair Political Practices Commission Conflict of Interest Code; Agency resolutions, policies, and bylaws.
Standard office procedures, methods and computer equipment.

Job Title: Executive Staff Assistant

Department: Executive Office

Page 3

English usage, spelling, vocabulary, grammar, and punctuation.

Principles of business letter writing.

Practices used in minute taking and preparation.

Principles and procedures of record keeping.

Word processing methods, techniques and programs.

Public relations and information techniques.

Mathematical principles, numerical, alphabetical, and subject matter filing systems.

Principles and practices used in dealing with the public.

Ability to:

Understand and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Prepare complete and concise agendas packets for the Board of Directors.

Work independently.

Exercise good judgment and maintain confidentiality of critical and sensitive information, records, and reports.

Take minutes at meetings and respond to correspondence.

Type at a minimum rate of 60 words per minute.

Respond to questions from the public and Agency personnel regarding policies and procedures.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Operate modern office equipment including computer equipment and software.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE

Associates' degree (A. A.) from a two-year college or university; and three to five years in secretarial or business science, or an equivalent combination of education and experience. Administrative experience supporting a Board of Directors, City Council, or similar public agency environment is highly desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Job Title: Executive Staff Assistant

Department: Executive Office

Page 4

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Must be familiar with current business operating systems, software, and programs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to type at least 60 wpm. Must be able to compile and transcribe meeting minutes. Ability to communicate effectively both orally and in writing. Ability to transcribe to typed copy from recorded dictation. Ability to keep confidential information. Ability to organize and plan workload. Ability to juggle multiple responsibilities. Ability to establish and maintain effective working relationships with others. Ability to maintain a professional image and effectively deal with the public. Knowledge of English grammar and punctuation. Knowledge of personal computers and basic office equipment. Ability to work effectively with elected officials.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear and to use hands to finger, handle or feel. The employee is regularly required to walk or sit. The employee is occasionally required to stand, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ITEM # E5

DATE: July 14, 2016

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Marjorie Ewing, Director of Human Resources Safety & Regulatory Compliance

SUBJECT: APPROVAL OF THE RE-EVALUATION OF EXISTING POSITIONS

FORM MOTION

Recommend to the Board of Directors:

1. Approve the re-evaluation of Operations Services Supervisor from Level VI to Level V, with a new title of Purchased Transportation Administrator, effective August 3, 2016; and
2. Approve the Paratransit Eligibility Technician removal from the represented Teamsters Union Local No. 166 to the Management Confidential classification, Level VIII. (The Union has concurred to this transfer.)

This item was reviewed by the Executive Committee at its July 1, 2016, meeting, and recommended to the Board of Directors for approval.

BACKGROUND

The re-evaluation process is a critical part of Omnitrans' Salary Administration Program. Based on the completion of the Position Information Questionnaire and review by the Director of Operations and the Director of Human Resources & Safety Regulatory Compliance, the Operations Services Supervisor (current title) is responsible for monitoring contracts for purchased transportation performance by analyzing productivity, cost effectiveness, customer satisfaction, regulatory compliance, and contract adherence. A new title of Purchased Transportation Administrator better fits the duties of this position and is consistent in other transit agencies of similar size. This position has grown since 2009 with every aspect of paratransit relating to ADA eligibility and procurement process for purchased transportation services. Supervisory responsibilities have also increased. The proposed Job Description is attached.

The ADA Eligibility program was transitioned from the Marketing Department as a paper review eligibility process. Since that time, the FTA regulations now require the ADA Paratransit Technician to conduct in-person interviews requiring frequent decisions and recommendations in determining eligibility for Access. The position is required to provide a level of privacy in regard to the applicant's personal medical conditions. This process allows the Agency to physically observe the applicant and qualify those who truly need the Access service. The duties defined in the proposed Job Description supports the recommendation to move the position to a Management and Confidential classification.

FUNDING SOURCE

There is no additional cost associated with Form Motion 1. There is an estimated \$27,000 increase in Fiscal Year 2017 salary and benefit budget line items for Form Motion 2.

Department: 3000
Expenditure Code: Various

_____ Verification of Funding Sources and Availability of Funds.
(Verified and initialed by Finance)

CONCLUSION

Approval of the title change to Purchased Transportation Administrator and the transfer of the Paratransit Eligibility Technicians from the Union to a Management/Confidential classification better aligns these positions with their expanded duties.

PSG: DC

OMNITRANS
Position Description

Job Title: ~~Operations Services Supervisor~~
~~Purchased Transportation Administrator~~
Department: ~~Operations~~ Special Transit Services
Reports To: ~~Transportation Manager~~ Director of Special Transit Services
FLSA Status: Exempt, ~~Level VI~~ Level V
Approved By: Board of Directors
Approved Date: June 1, 1999
Revised: Proposed August 3, 2016

SUMMARY

Oversight of ADA eligibility determination by processing of In-Person applications for ADA certification; maintains records of ADA applications and eligibility; participates in unit and agency outreach events for feedback, presentation, improvements and enhancements; monitors contracts for purchased transportation by performing the following personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

Monitors performance of service contractors by analyzing productivity, cost effectiveness, customer satisfaction, regulatory compliance, contract adherence and overall contract performance; ~~Receives~~ and answer service complaints, requests for information, and correspondence.

Develops and implements methods to gather, record, monitor and analyze routes, passenger loads and capacities and prepares statistical reports for review.

Prepares presentations relative to the overall performance of purchased transportation and other reports as required; ~~develops, recommends, prepares reviews and implements transit operational procedures;~~ prepares and monitors contract budgets for purchased transportation.

Manages the National Transit Database (NTD) data collection from contracted services and assists in integrating statistical information into the OMNITRANS NTD.

Coordinates routing schedules for disabled subscription services with contract providers; Recommends specific transit service levels to ensure compliance with the Americans' with Disabilities Act regulations and requirements.

Coordinates the quarterly vehicle maintenance inspection program with contractors; ~~conducts monthly audits on driver credentials, drug program, training quality for all positions; conducts facilities check for cleanliness, safety hazards, neatness, etc.~~

Assesses transit equipment needs and assists in the development of vehicle specifications. Participates in the procurement process. Prepares Independent Cost Estimates (ICEs) and Scopes of Work (SOWs).

Enforces and rates on a scale contractor safety performance including rules and regulations compliance and implements corrective action; reviews accident/incidents to determine preventability of contract services.

Represents the Agency at Paratransit related meetings; coordinates transportation activities with other City departments, divisions, and outside agencies; tracks and submits invoices for Bus Bridge services provided.

SUPERVISORY RESPONSIBILITIES

Provides work direction to others, ~~but does not have direct performance appraisal responsibility~~ selects, trains, supervises and evaluates Paratransit Eligibility Technicians and interns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; and five to seven years related experience in contract administration, ADA compliant paratransit operations or any equivalent Combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

CERTIFICATES, LICENSES, REGULATIONS

Possession of valid California driver's license (Class C) and good driving record.

REASONING ABILITY

Ability to solve practical ~~define~~ problems, collect data, establish, and draw valid conclusions ~~deal with a variety of concrete variables in situations where only standardization exists.~~ Ability to interpret an extensive variety of instructions furnished in written, oral mathematical or diagram, or schedule form

and deal with several abstract and concrete variables. Ability to analyze statistical data accurately, draw sound conclusions and make appropriate decisions or recommendations.

COMPUTER SKILLS

Must be familiar with current business operating systems, software, and programs.

OTHER SKILLS AND ABILITIES

Knowledge of transit operations, and a general knowledge of vehicle design, operation and maintenance. Ability to write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, responses, recommend contract awards and administer contracts. Ability to negotiate contracts; interpret and apply contract principles to proposals or current contracts. Knowledge of federal and state public transportation regulations and laws applicable to contracts and procurement; Knowledge of the Americans' with Disabilities Act.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

OMNITRANS Job Description

Job Title: Paratransit Eligibility Technician
Department: ~~Operations~~–Special Transit Services
Reports to: ~~Operations Services Supervisor~~
Purchased Transportation Administrator
FSLA Status: ~~Represented Hourly~~ Non-Exempt, Level VIII
Approved By: B.O.D.
Approved Date: December 3, 2008
Revised: ~~September 14, 2011~~ Proposed August 3, 2016

SUMMARY

Under moderate direction, provides administrative support to process applications for ADA certification and identification cards and performs related duties as required. ~~provides clerical support for the Operations Department;~~ Receives, verifies, all applications and paratransit services and issues all identification cards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Determines eligibility through a thorough review of the written application and interpretation of the regulatory guidelines of the ADA, policies, practices, and procedures. Conducts “In Person” eligibility interviews including re-certification. Confers with applicant’s medical professionals as needed to verify functional abilities of applicant with relation to their medical condition. The position is required to provide a high level of privacy possible in regard to applicant’s personal medical position.

Receives and responds to all public inquiries regarding paratransit eligibility and services.

Receives and processes temporary requests for services for visitors with disabilities per ADA regulations.

Provides support in the processing of applications for ADA certification/ identification cards; maintains records of ADA applicants.

Participates in unit and agency outreach events.

Types, proofreads and may draft letters, reports, statistical summaries and memos; provides basic clerical support including limited desktop publishing tasks.

~~Input information and maintain Operations Department desktop files.~~

Operates common office equipment; Filing.

Performs related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma and a minimum of two (2) years recent clerical experience, one to two years of customer service. Experience working with diverse cultures, socio-economic populations, and persons with disabilities. Proficiency in the use of word processing, spreadsheet and database software application programs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Must be familiar with personal computers, word processing, and spreadsheet software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Knowledge of:

Correct English usage, grammar, spelling, vocabulary and punctuation.

Modern office methods and practices including filing systems, business correspondence, and receptionist techniques.

Ability to:

Accurately keyboard at 40 words per minute.

Maintain a variety of detailed records and gather and compile data necessary to prepare reports. Perform basic arithmetic calculations quickly and accurately.

Meet the public in situations requiring tact and diplomacy. Establish and maintain effective working relationships with a variety of individuals.

Communicate effectively verbally and in writing in a positive and effective manner with a wide variety of individuals.

DESIRABLE QUALIFICATIONS

Knowledge of:

Medical terminology, conditions and disabilities.

Disability issues and techniques for dealing with individuals with disabilities.

Applicable codes, regulations, policies and standards of work assigned.

Bilingual (Spanish) is desirable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear and use hands to finger, handle or feel. The employee is regularly required to sit, and is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7100
www.omnitrans.org

ITEM # E6

DATE: July 14, 2016

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-IPMO17-16
VEHICLE MAINTENANCE FACILITY (VMF) MODIFICATION WORK**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to release Invitation for Bids IFB-IPMO17-16 for the provision of Vehicle Maintenance Facility (VMF) Modification Work.

BACKGROUND

The sbX Project was comprised of three components; procuring the 60' bus coaches, construction of the E Street BRT Corridor and remodel of the Vehicle Maintenance Facility Construction (VMF) at Omnitrans. The remodel at the Facility was necessitated by the 60' length of the new sbX coaches.

On June 15, 2015, Omnitrans terminated work on Contract IFB-IPMO12-10 with USS Cal Builders for the construction of the VMF and operational use of the Maintenance Facility commenced. Unfinished work remaining included the vacuum system, removal of the temporary canopy and related concrete work was removed from the contract via a deductive change order. Omnitrans staff has been working with the design team (STV) to develop the solicitation package to complete the remaining tasks.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for goods/services exceeding \$100,000. The Independent Cost Estimate for this project is \$580,000.

FUNDING SOURCE

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
STA	11-03-OMN-B	2011	VMF	B1110101S	\$104,304.79
STA	10-09-OMN-B	2010	VMF	X10V20101S	\$192,091.78
LTF	S-1407-28	2014	VMF	X14101032L	\$54,442.30
LTF	S-08/11-024	2009	VMF	X09V70053L	\$86,836.86
LTF	S-07/11-036	2008	VMF	X08V70053L	\$142,324.27
					\$580,000.00

_____ Verification of Funding Source and Availability of Funds
(Verified and initialed by Finance)

Short Range Transit Plan/Strategic Initiative Supported – Enhance Omnitrans’ network design to increase ridership and minimize costs by reducing redundancy; and Expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this solicitation, Omnitrans will be able to complete the Vehicle Maintenance Facility Maintenance Construction project.

PSG:JMS:KAM