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ITEM #           F4          

**DATE:** May 1, 2019  
**TO:** Board Chair Ron Dailey and Member of the Omnitrans Board of Directors  
**THROUGH:** P. Scott Graham, CEO/General Manager  
**FROM:** Maurice Mansion, Treasury Manager  
**SUBJECT:** **FISCAL YEAR 2019-2020 ANNUAL BUDGET – EXECUTIVE SUMMARY**

**FORM MOTION**

Adopt the Omnitrans Fiscal Year 2019-2020 Annual Budget.

*This item was reviewed by the Administrative and Finance Committee at its April 11, 2019 meeting, and recommended to the Board of Directors for adoption. Since that time, additional information has become available regarding the insurance costs, therefore the budget was updated.*

**BACKGROUND**

The Agency proposes for Fiscal Year 2019-2020 an increase in the Operating Budget of \$2,088,684 or 2.3%, and a decrease in the Capital Budget of \$25,426,267 or 52.5%. The total budget is as follows:

<b>Budget</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>\$ Change</b>	<b>% Change</b>
Operating Budget	\$ 89,368,283	\$ 91,456,968	\$ 2,088,684	2.3%
Capital Budget	\$ 48,395,802	\$ 22,969,535	\$(25,426,267)	-52.5%
Less Capital Used For Operating	<u>\$ (17,525,582)</u>	<u>\$ (17,566,874)</u>	<u>\$ 41,292</u>	<u>.2%</u>
<b>TOTAL BUDGET *</b>	<u>\$ 120,238,503</u>	<u>\$ 96,859,629</u>	<u>\$(23,596,124)</u>	<u>-19.4%</u>

*\*Numbers may be slightly off due to rounding*

The proposed budget for FY 2019-20 includes an operating budget of approximately \$91.5 million (excluding depreciation) and a capital budget of approximately \$23.0 million. The capital budget includes \$17.6 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$96,859,629.

**OPERATING BUDGET:**

The proposed FY 2019-20 operating budget of \$91,456,968 is up \$2,195,961 or 2.5% compared to FY 2019YE estimate. The increase in the FY2019-20 budget is largely contributed to an increase in ongoing expenses for the agency.

<b>OPERATING</b>	<b>FY 2018-19 Year End Estimate</b>	<b>FY 2019-20 Proposed</b>	<b>Change</b>	<b>% Change</b>
Salaries and Benefits	\$ 52,270,489	\$ 54,461,826	\$ 2,191,338	4.2%
Services	\$ 3,823,956	\$ 3,961,842	\$ 137,886	3.6%
Materials and Supplies	\$ 7,689,765	\$ 6,633,175	\$ (1,056,590)	-13.7%
Occupancy	\$ 4,947,558	\$ 5,683,023	\$ 735,465	14.9%
Casualty and Liability	\$ 8,211,950	\$ 8,024,836	\$ (187,114)	-2.3%
Taxes	\$ 55,000	\$ 55,000	\$ 0	0%
Purchased Transportation	\$ 10,911,888	\$ 11,831,424	\$ 919,536	8.4%
Printing and Advertising	\$ 924,614	\$ 1,015,683	\$ (74,581)	-8.7%
Miscellaneous	\$ 425,789	\$ 11,853	\$ (469,979)	-110.4%
Leases and Rentals	\$ 0	\$ 0	\$ 0	0%
<b>TOTAL OPERATING *</b>	<b>\$ 89,261,008</b>	<b>\$ 91,456,968</b>	<b>\$ 2,195,961</b>	<b>2.5%</b>

\* Numbers may be slightly off due to rounding

**CAPITAL BUDGET:**

The proposed FY 2019-20 Capital Budget includes funding for revenue vehicles, preventative maintenance, pass-through funding and facility infrastructure improvements.

<b>CAPITAL</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2019-20 Proposed</b>	<b>Change</b>	<b>% Change</b>
Facilities	\$ 2,600,734	\$ 1,482,905	\$ (1,117,829)	-42.3%
Revenue Vehicles	\$28,269,486	\$ 2,697,000	\$ (25,572,486)	-90.5%
Service Vehicles	\$ 0	\$ 0	\$ 0	
Computer Equip. /Software	\$ 0	\$ 0	\$ 0	
Pass-Through	\$ 0	\$ 1,222,757	\$ 1,222,757	100%
Operating / Other	\$17,525,582	\$ 17,566,874	\$ 41,292	.2%
<b>TOTAL CAPITAL EXPENSES*</b>	<b>\$48,395,802</b>	<b>\$ 22,969,535</b>	<b>\$ (25,426,267)</b>	<b>-52.5%</b>

\* 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

- Attachments: A: Summary of Programs  
 B: Power Point Presentation

**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, Omni link and Access services; Advertising - revenue for advertisement on our 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 Marketing/Planning, 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**

	2017-18 ACTUAL	2018-19 ADOPTED	2018-19 YE EST	2019-20 PROPOSED	\$ / % Change FY19YE to FY 20		Notes
<b>Farebox Revenue/Other Revenue:</b>							
Passenger Fares - Fixed Routes	10,944,276	11,466,849	12,042,000	12,577,000	535,000	4.67%	Anticipated fare increase to start in September FY20
Passenger Fares - Access	1,511,451	1,535,748	1,406,000	1,581,000	175,000	11.40%	Anticipated fare increase to start in September FY20
Advertising and Other Aux Rev	604,433	655,000	657,075	655,000	(2,075)	-0.32%	
Interest and Other Non-Trans	-98,528	1,530,000	1,698,243	1,580,000	(118,243)		
<b>SUB-TOTAL</b>	<b>12,961,633</b>	<b>15,187,597</b>	<b>15,803,318</b>	<b>16,393,000</b>	<b>589,682</b>	<b>3.88%</b>	
<b>Operating Revenue Source-Cap</b>							
LTF	41,573,611	42,820,819	42,820,819	44,105,444	1,284,625	3.00%	3% Increase of LTF through SBCTA
LTF- Carryover	-	-	-	-	-		
FTA Section 5307 Maint/Leases	9,183,730	12,740,465	12,070,050	16,043,011	3,972,961	31.18%	Increase of FTA 5307 Funds to fund Preventive Maintenance
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000	698,188	(901,812)	-56.36%	Reduction of 5307 funds to cover ACCESS costs
FTA - CTSA - JARC/NF/5310		209,125	209,125	139,246	(69,879)		JARC/NF funds used for operating costs
STAF - Operating Costs	1,392,654	908,128	908,128	2,537,483	1,629,355	179.42%	STAF funds used for operating costs
Carl Moyer/JARC/STIP/LCTOP	698,084	450,000	422,727	294,270	(128,457)		Allocation of FY19 LCTOP funds
STA Maint./Repeater/Tire	2,299,913	3,185,116	3,185,116	825,674	(2,359,442)	-74.08%	STAF funds used for operating costs
Measure I & Subsidy	6,100,000	7,873,772	7,839,439	8,236,918	397,479	5.05%	Increased allocation of Measure I
Measure I - CTSA	-	2,270,798	2,270,798	1,331,243	(939,555)	-41.38%	Removed pass-through items from Operating Costs
Measure I - Rail	-	622,463	622,463	783,490	161,027	25.87%	Additional FTE
Other Funds - MediCAL Billing/TCC Funds	2,011,128	1,500,000	-	69,000	69,000		
<b>SUB-TOTAL</b>	<b>64,859,120</b>	<b>74,180,686</b>	<b>71,948,666</b>	<b>75,063,967</b>	<b>3,115,301</b>	<b>4.20%</b>	
<b>Capital Revenue:</b>							
FTA Section 5307	10,260,366	16,941,200	16,941,200	16,941,200	-	0.00%	
FTA Section 5339	-	1,723,500	1,260,509	2,347,000	1,086,491		Anticipated increase in FTA 5339 Funds
FTA Section 5310	-	-	-	350,000	350,000		Anticipated FTA 5310 Funds
Prop 1B	4,969,595	8,787,314	4,110,195	-	(4,110,195)	-46.77%	Spending down prior years' funding
STAF (SB 620)	-	3,185,116	3,185,116	2,108,579	(1,076,537)	-33.80%	Used Toll credits to offset Preventive Maintenance
LTF	196,972	-	-	-	-		
CMAQ	13,377,217	16,358,672	5,560,000	-	(5,560,000)	-33.99%	Funding received in prior year
TCC - Sub Recipient	-	1,400,000	-	-	-		
Prop 1B - Security	-	-	-	-	-		
Measure I Capital	-	-	-	1,222,757	1,222,757		CTSA pass through funds
<b>CAPITAL TOTAL</b>	<b>28,804,151</b>	<b>48,395,802</b>	<b>31,057,020</b>	<b>22,969,536</b>	<b>(8,087,484)</b>	<b>-16.71%</b>	
Less capital used for Operating	(15,524,504)	(17,525,582)	(17,508,150)	(17,566,874)	(58,724)	0.34%	
<b>TOTAL CAPITAL</b>	<b>13,279,648</b>	<b>30,870,220</b>	<b>13,548,870</b>	<b>5,402,662</b>	<b>(8,146,208)</b>	<b>-26.39%</b>	
<b>OPERATIONS TOTAL</b>	<b>77,820,753</b>	<b>89,368,283</b>	<b>87,751,984</b>	<b>91,456,967</b>	<b>3,704,983</b>	<b>4.15%</b>	
<b>GRAND TOTAL</b>	<b>91,100,401</b>	<b>120,238,503</b>	<b>101,300,854</b>	<b>96,859,629</b>	<b>(23,378,874)</b>	<b>-19.44%</b>	

**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 and Leases under FTA guidelines.

**FISCAL SUMMARY BY PROGRAM**

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>\$ / % Change</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>FY 19 to FY 20</b>		<b>Notes</b>
<b>Annual Fiscal Year Programs</b>						
Facilities	4,626,870	2,600,734	1,482,905	(1,117,829)	-42.98%	Capital Funds used for Preventive Maintenance
Revenue Vehicles	20,826,724	28,269,486	2,697,000	(25,572,486)	-90.46%	Funding advanced in FY19 Budget
Service Vehicles	744,360	-	-	-		
Revenue Equipment	0	-	-	-		
Computer Equipment	1,131,298	-	-	-		
Office Equipment		-	-	-		
Shops-Service Equipment	210,020			-		
Pass-Through	1,690,894	-	1,222,757	1,222,757		CTSA pass through
Operating / Other - Capital	156,176	-	-	-		
<b>SUBTOTAL</b>	<b>29,386,342</b>	<b>30,870,220</b>	<b>5,402,662</b>	<b>(25,467,558)</b>	<b>-82.50%</b>	
<b>Capital Used for Operating</b>	<b>16,959,139</b>	<b>17,525,582</b>	<b>17,566,873</b>	41,291	0.24%	
<b>GRAND TOTAL</b>	<b>46,345,481</b>	<b>48,395,802</b>	<b>22,969,535</b>	<b>(25,426,267)</b>	<b>-52.54%</b>	

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2017-2018, adopted budget for FY 2018-19, Year-End Estimate FY 2018-19 and proposed budget costs for FY 2019-20.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	53,154,387	52,872,804	52,270,489	54,461,826	2,191,338	4.19%
Services	2,831,695	5,214,559	3,823,956	3,961,842	137,886	3.61%
Material and Supplies	5,584,044	6,458,329	7,689,765	6,633,175	(1,056,590)	-13.74%
Occupancy	4,219,833	4,991,144	4,947,558	5,683,023	735,465	14.87%
Casualty and Liability	7,869,167	6,779,537	8,211,950	8,024,836	(187,114)	-2.28%
Taxes	34,106	55,000	55,000	55,000	-	0.00%
Purchased Transport	8,947,264	11,331,281	10,911,888	11,831,424	919,536	8.43%
Printing and Advertising	861,669	1,039,158	924,614	850,033	(74,581)	-8.07%
Miscellaneous Expenses	(287,944)	177,660	425,789	(44,191)	(469,979)	-110.38%
Leases and Rentals	-	448,812	-	-	-	-
<b>SUBTOTAL</b>	<b>83,214,220</b>	<b>89,368,284</b>	<b>89,261,008</b>	<b>91,456,968</b>	2,195,961	2.46%
Depreciation	16,540,760	19,548,314	18,480,919	18,844,776	363,857	1.97%
Capital Purchase	3,905,320	-	662,502	-	(662,502)	-
<b>SUBTOTAL</b>	<b>103,660,300</b>	<b>108,916,598</b>	<b>108,404,428</b>	<b>110,301,744</b>	1,897,316	1.75%
<b>GRAND TOTAL **</b>	<b>87,119,540</b>	<b>89,368,284</b>	<b>89,261,008</b>	<b>91,456,968</b>	2,195,961	2.46%

\*\* Less Depreciation and Capital Purchase

## DEPARTMENT

### SUMMARY OF PROGRAMS

**OPERATIONS:** 1100

The Operations Department is responsible for organizing, implementing, coordinating and directing service delivery for all of the Agency's fixed routes and all fleet safety and training programs. 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.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	29,826,858	32,429,968	30,738,465	33,883,384	3,144,919	10.23%
Services	14,554	39,000	17,000	12,000	(5,000)	-29.41%
Material and Supplies	74,731	109,248	113,904	109,048	(4,856)	-4.26%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	5,424	8,133	-	8,133	8,133	
Miscellaneous Expenses	76,247	79,710	75,683	74,710	(973)	-1.29%
Leases and Rentals	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>29,997,813</b>	<b>32,666,059</b>	<b>30,945,053</b>	<b>34,087,275</b>	3,142,223	10.15%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>29,997,813</b>	<b>32,666,059</b>	<b>30,945,053</b>	<b>34,087,275</b>	3,142,223	10.15%
<b>GRAND TOTAL **</b>	<b>29,997,813</b>	<b>32,666,059</b>	<b>30,945,053</b>	<b>34,087,275</b>	3,142,223	10.15%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**MAINTENANCE:**                      **1200**

The Maintenance Department administers three areas of responsibility: Administration, Maintenance and Building/Engineering. 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

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>\$ / % Change</b>	
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>YE EST</b>	<b>PROPOSED</b>	<b>FY 2019</b>	<b>YE-2020</b>
Salaries and Benefits	8,046,214	8,733,468	8,365,727	9,117,134	751,407	8.98%
Services	506,854	588,000	497,852	472,000	(25,852)	-5.19%
Material and Supplies	3,536,192	4,431,650	5,788,941	5,182,159	(606,782)	-10.48%
Occupancy	1,759,756	2,344,398	2,339,396	2,824,500	485,104	20.74%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(60,264)	(54,827)	(76,946)	(59,445)	17,501	-22.74%
Leases and Rentals	-	418,000	-	-	-	
<b>SUBTOTAL</b>	<b>13,788,752</b>	<b>16,460,689</b>	<b>16,914,971</b>	<b>17,536,348</b>	621,377	3.67%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>13,788,752</b>	<b>16,460,689</b>	<b>16,914,971</b>	<b>17,536,348</b>	621,377	3.67%
<b>GRAND TOTAL **</b>	<b>13,788,752</b>	<b>16,460,689</b>	<b>16,914,971</b>	<b>17,536,348</b>	621,377	3.67%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**ADMINISTRATION: 1300**

The Administration department budget currently includes budgets for the CEO/General Manager, Deputy CEO/General Manager 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.

#### FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$/ % Change FY 2019YE-2020	
Salaries and Benefits	935,175	892,883	1,092,781	891,591	(201,190)	-18.41%
Services	169,934	625,000	405,000	620,225	215,225	53.14%
Material and Supplies	10,743	14,501	10,660	14,500	3,840	36.02%
Occupancy	-	2,500	2,500	2,500	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	6,588	28,300	28,000	15,300	(12,700)	
Miscellaneous Expenses	151,640	173,500	187,741	167,000	(20,741)	-11.05%
Leases and Rentals	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,274,079</b>	<b>1,736,684</b>	<b>1,726,681</b>	<b>1,711,116</b>	(15,565)	-0.90%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,274,079</b>	<b>1,736,684</b>	<b>1,726,681</b>	<b>1,711,116</b>	(15,565)	-0.90%
<b>GRAND TOTAL **</b>	<b>1,274,079</b>	<b>1,736,684</b>	<b>1,726,681</b>	<b>1,711,116</b>	(15,565)	-0.90%

\*\* Less Depreciation



## DEPARTMENT

### SUMMARY OF PROGRAMS

#### INFORMATION TECHNOLOGY SERVICES      1320

The Information Technology Services department is charged with managing all technology deployed at Omnitrans to include onboard bus systems, surveillance systems, data storage systems, regional network infrastructure, 70+ key business applications, datacenter and company computer hardware as well as functional support for all technology related systems. Additionally, the ITS Department supports Omnitrans with custom development of reports and programs in support of company functions.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$/ % Change FY 2019YE-2020</b>	
Salaries and Benefits	1,026,721	1,169,473	1,166,306	1,322,637	156,331	13.40%
Services	-	-	-	-	-	
Material and Supplies	37,298	29,500	32,825	41,500	8,675	26.43%
Occupancy	1,917,931	1,855,658	2,034,855	2,056,670	21,815	1.07%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	10,924	32,387	1,071	27,853	26,782	2499.71%
Leases and Rentals	-	30,812	-	-	-	
<b>SUBTOTAL</b>	<b>2,992,873</b>	<b>3,117,830</b>	<b>3,235,057</b>	<b>3,448,660</b>	213,603	6.60%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,992,873</b>	<b>3,117,830</b>	<b>3,235,057</b>	<b>3,448,660</b>	213,603	6.60%
<b>GRAND TOTAL **</b>	<b>2,992,873</b>	<b>3,117,830</b>	<b>3,235,057</b>	<b>3,448,660</b>	213,603	6.60%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### MARKETING

1400

At Omnitrans, the marketing, public relations, and customer service functions fall within the Marketing Department. 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 customer service section provides customer assistance in the Agency's 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 director oversees advertising revenue contracts, the advertising agency and serves as the Agency's public information officer.

### FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$/ % Change FY 2019YE-2020	
Salaries and Benefits	2,288,586	2,402,064	2,249,947	1,232,526	(1,017,421)	-45.22%
Services	82,552	68,000	45,498	65,000	19,502	42.86%
Material and Supplies	12,563	10,525	8,965	4,700	(4,265)	-47.57%
Occupancy	60,822	69,100	61,674	9,500	(52,174)	-84.60%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	788,108	853,825	853,000	679,600	(173,400)	-20.33%
Miscellaneous Expenses	128,246	129,850	163,512	136,275	(27,237)	-16.66%
Leases and Rentals	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>3,360,877</b>	<b>3,533,364</b>	<b>3,382,596</b>	<b>2,127,601</b>	(1,254,995)	-37.10%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>3,360,877</b>	<b>3,533,364</b>	<b>3,382,596</b>	<b>2,127,601</b>	(1,254,995)	-37.10%
<b>GRAND TOTAL **</b>	<b>3,360,877</b>	<b>3,533,364</b>	<b>3,382,596</b>	<b>2,127,601</b>	(1,254,995)	-37.10%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### STRATEGIC DEVELOPMENT

1500

The Strategic Development Department prepares the Agency's short range transit plan, annual service plan, development of new service, and monitors existing service to recommend changes. They also handle public outreach related to service and fare changes and system development. The department will centralize performance measurement and monitoring for continuous improvement, seek funding sources to support strategic advancement, and develop enhanced service offerings while continuing to improve upon and effectively manage existing services. The Department will be the primary liaison with regional partners such as San Bernardino County Transportation Authority, Southern California Association of Governments, neighboring transit agencies as well as industry groups such as American Bus Benchmarking Group.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>
Salaries and Benefits	-	-	-	1,310,242	1,310,242
Services	-	-	-	10,000	10,000
Material and Supplies	-	-	-	5,575	5,575
Occupancy	-	-	-	59,500	59,500
Casualty and Liability	-	-	-	-	-
Taxes	-	-	-	-	-
Purchased Transport	-	-	-	-	-
Printing and Advertising	-	-	-	13,000	13,000
Miscellaneous Expenses	-	-	-	12,675	12,675
Leases and Rentals	-	-	-	-	-
<b>SUBTOTAL</b>	-	-	-	<b>1,410,992</b>	1,410,992
Depreciation	-	-	-	-	-
<b>SUBTOTAL</b>	-	-	-	<b>1,410,992</b>	1,410,992
<b>GRAND TOTAL **</b>	-	-	-	<b>1,410,992</b>	1,410,992

\*\* 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 trust and diversity, and promotes a proactive approach to manpower planning and resources administration. The Director and staff administer Omnitrans' claims for Workers' Compensation benefits, working with outside counsel to monitor, control and resolve litigated claims, and provide 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 and support continuing education for professional growth.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	4,470,478	1,522,236	1,705,619	1,768,509	62,890	3.69%
Services	538,068	500,500	531,692	527,500	(4,192)	-0.79%
Material and Supplies	4,214	5,500	10,064	10,500	436	4.33%
Occupancy	-	-	-	-	-	
Casualty and Liability	3,453,384	2,428,423	2,785,891	2,864,836	78,945	2.83%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	13,280	30,000	28,800	30,000	1,200	4.17%
Miscellaneous Expenses	77,663	142,539	89,092	150,589	61,497	69.03%
Leases and Rentals	-	-	-	-	-	
	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>8,557,086</b>	<b>4,629,198</b>	<b>5,151,158</b>	<b>5,351,934</b>	200,776	3.90%
	-	-	-	-	-	
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>8,557,086</b>	<b>4,629,198</b>	<b>5,151,158</b>	<b>5,351,934</b>	200,776	3.90%
	-	-	-	-	-	
<b>GRAND TOTAL **</b>	<b>8,557,086</b>	<b>4,629,198</b>	<b>5,151,158</b>	<b>5,351,934</b>	200,776	3.90%

\*\* 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 oversight 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

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	439,107	1,368,620	383,669	527,133	143,464	37.39%
Services	857,797	978,373	980,267	1,099,831	119,564	12.20%
Material and Supplies	4,160	9,000	1,812	9,000	7,188	396.81%
Occupancy	10,795	15,000	11,545	15,000	3,455	29.92%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	1,534	3,000	1,616	3,000	1,384	-
Miscellaneous Expenses	7,772	73,500	11,115	42,250	31,135	280.12%
Leases and Rentals	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,321,166</b>	<b>2,447,494</b>	<b>1,390,024</b>	<b>1,696,213</b>	306,190	22.03%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,321,166</b>	<b>2,447,494</b>	<b>1,390,024</b>	<b>1,696,213</b>	306,190	22.03%
<b>GRAND TOTAL **</b>	<b>1,321,166</b>	<b>2,447,494</b>	<b>1,390,024</b>	<b>1,696,213</b>	306,190	22.03%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### PROCUREMENT 1700

The Procurement Department's mission is to serve, support and collaborate with internal and external customers to procure goods and services in a timely and accurate manner in compliance with regulatory requirements. The Procurement Department ensures compliance with Omnitrans' Procurement Policies and Procedures, Federal Transit Administration (FTA) Circular 4220.1F, and best practices. This includes the development of solicitations, contracts, standard terms and conditions, and the implementation of practices to ensure fair and open competition and the equitable treatment of all prospective contractors and consultants. Procurement assists departments in the development of technical specifications and scopes of work. Procurement is responsible for contract administration. The Director of 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

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	1,512,142	1,681,804	1,601,873	1,526,228	(75,645)	-4.72%
Services	8,870	17,500	9,224	17,500	8,276	89.72%
Material and Supplies	9,696	7,700	8,212	7,700	(512)	-6.23%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	6,041	9,200	9,000	9,200	200	2.22%
Miscellaneous Expenses	6,275	9,400	8,618	8,375	(243)	-2.82%
Leases and Rentals	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,543,024</b>	<b>1,725,604</b>	<b>1,636,928</b>	<b>1,569,003</b>	(67,924)	-4.15%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,543,024</b>	<b>1,725,604</b>	<b>1,636,928</b>	<b>1,569,003</b>	(67,924)	-4.15%
<b>GRAND TOTAL **</b>	<b>1,543,024</b>	<b>1,725,604</b>	<b>1,636,928</b>	<b>1,569,003</b>	(67,924)	-4.15%

\*\* 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**

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	1,134,544	1,202,340	977,196	1,122,940	145,744	14.91%
Services	197,622	185,600	140,558	185,600	45,042	32.05%
Material and Supplies	7,545	10,000	7,599	10,000	2,401	31.59%
Occupancy	-	-	-	-	-	
Casualty and Liability	3,708,882	3,734,765	4,801,183	4,988,500	187,317	3.90%
Taxes	34,106	55,000	55,000	55,000	-	0.00%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(692,018)	(485,699)	(62,150)	(682,473)	(620,323)	998.10%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>4,390,681</b>	<b>4,702,006</b>	<b>5,919,386</b>	<b>5,679,567</b>	(239,820)	-4.05%
Depreciation	15,189,104	17,569,897	16,802,567	17,434,951	632,384	3.76%
Capital Purch Exp	3,905,320	-	662,502	-	(662,502)	
<b>SUBTOTAL</b>	<b>23,485,105</b>	<b>22,271,903</b>	<b>23,384,455</b>	<b>23,114,518</b>	(269,937)	-1.15%
<b>GRAND TOTAL **</b>	<b>4,390,681</b>	<b>4,702,006</b>	<b>5,919,386</b>	<b>5,679,567</b>	(239,820)	-4.05%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**ACCESS:** \_\_\_\_\_ **2110**

Access is part of the Special Transportation Services Department. Access Service is contracted out to a private transportation company to provide Americans with Disabilities Act (ADA) mandated public transportation service for those unable to independently use the fixed route bus service in southwestern San Bernardino County for all or some of their trips. Access operates with commercial cutaway minibuses.

### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	342,396	353,991	364,523	368,275	3,752	1.03%
Services	87,153	100,486	100,486	108,214	7,728	7.69%
Material and Supplies	1,264,707	1,207,050	1,106,760	571,179	(535,581)	-48.39%
Occupancy	140,743	129,000	127,893	131,000	3,107	2.43%
Casualty and Liability	299,107	420,263	202,710	-	(202,710)	-100.00%
Taxes	-	-	-	-	-	
Purchased Transport	7,644,173	10,197,966	9,401,458	10,207,078	805,620	8.57%
Printing and Advertising	-	-	-	2,000	2,000	
Miscellaneous Expenses	5,205	15,000	-	7,500	7,500	
Leases and Rentals	-	-	-	-	-	
					-	
<b>SUBTOTAL</b>	<b>9,783,484</b>	<b>12,423,757</b>	<b>11,303,831</b>	<b>11,395,246</b>	91,416	0.81%
Depreciation	1,351,656	1,978,417	1,678,352	1,409,825	(268,527)	-16.00%
<b>SUBTOTAL</b>	<b>11,135,140</b>	<b>14,402,174</b>	<b>12,982,183</b>	<b>12,805,071</b>	(177,112)	-1.36%
<b>GRAND TOTAL **</b>	<b>9,783,484</b>	<b>12,423,757</b>	<b>11,303,831</b>	<b>11,395,246</b>	91,416	0.81%

\*\* Less Depreciation



# DEPARTMENT

## SUMMARY OF PROGRAMS

**CTSA:** 3000

The Consolidated Transportation Service Agency (CTSA) is part of the Special Transportation Services Department (STS). Its mission is to promote the mobility of seniors and individuals with disabilities through increasing mobility options available to them. In addition to operating several in-house mobility programs: Travel Training; Volunteer Driver Mileage Reimbursement; RIDE-Taxi and RIDE-Lyft, CTSA develops funding partnerships with local government authorities, human and social services agencies, and private non-profit organizations to provide capital and operating assistance for programs that transport seniors and individuals with disabilities in the Omnitrans service area.

### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>\$ / % Change</b>	
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>YE EST</b>	<b>PROPOSED</b>	<b>FY 2019</b>	<b>YE-2020</b>
Salaries and Benefits	680,567	754,008	625,936	867,913	241,977	38.66%
Services	-	1,510,950	647,524	212,600	(434,924)	-67.17%
Material and Supplies	-	78,050	(21,221)	81,750	102,971	-485.23%
Occupancy	159	93,015	89,876	101,880	12,005	13.36%
Casualty and Liability	-	4,500	-	4,500	4,500	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	21,100	4,198	21,100	16,902	-
Miscellaneous Expenses	366	18,300	13,983	41,500	27,517	196.80%
Leases and Rentals	-	-	-	-	-	
	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>681,092</b>	<b>2,479,923</b>	<b>1,360,295</b>	<b>1,331,243</b>	(29,052)	-2.14%
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>681,092</b>	<b>2,479,923</b>	<b>1,360,295</b>	<b>1,331,243</b>	(29,052)	-2.14%
<b>GRAND TOTAL **</b>	<b>681,092</b>	<b>2,479,923</b>	<b>1,360,295</b>	<b>1,331,243</b>	(29,052)	-2.14%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**OMNIGO/PURCHASED TRANSPORTATION:** **2500**

OmniGo service is contracted out to a private transportation company 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. Weekend OmniGo service matches a smaller commercial cutaway vehicle with a 16-18 passenger capacity to routes with low productivity. OmniGo local circulator service is a neighborhood shuttle service in fixed route mode, connecting with regular fixed route service using the same smaller vehicles to match capacity with lower demand areas.

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	3,910	-	3,049	-	(3,049)	
Services	-	-	-	-	-	
Material and Supplies	149,986	111,150	96,272	53,944	(42,328)	-43.97%
Occupancy	5,484	5,473	4,677	5,473	797	17.03%
Casualty and Liability	21,793	24,586	22,561	-	(22,561)	-100.00%
Taxes	-	-	-	-	-	
Purchased Transport	1,303,091	1,133,315	1,510,430	1,624,346	113,916	7.54%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
<b>SUBTOTAL</b>	<b>1,484,263</b>	<b>1,274,524</b>	<b>1,636,989</b>	<b>1,683,763</b>	46,775	2.86%
					-	
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,484,263</b>	<b>1,274,524</b>	<b>1,636,989</b>	<b>1,683,763</b>	46,775	2.86%
					-	
<b>GRAND TOTAL **</b>	<b>1,484,263</b>	<b>1,274,524</b>	<b>1,636,989</b>	<b>1,683,763</b>	46,775	2.86%

\*\* 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

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>\$ / % Change</b>	
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>YE EST</b>	<b>PROPOSED</b>	<b>FY 2019</b>	<b>YE-2020</b>
Salaries and Benefits	2,580,655	-	2,678,633	-	(2,678,633)	
Services	368,291	392,974	392,973	423,196	30,223	7.69%
Material and Supplies	472,210	434,455	519,950	508,620	(11,330)	
Occupancy	308,888	477,000	275,143	477,000	201,857	73.36%
Casualty and Liability	386,001	167,000	399,605	167,000	(232,605)	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	40,695	85,600	-	68,700	68,700	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
<b>SUBTOTAL</b>	<b>4,156,739</b>	<b>1,557,029</b>	<b>4,266,304</b>	<b>1,644,516</b>	(2,621,788)	-61.45%
					-	
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>4,156,739</b>	<b>1,557,029</b>	<b>4,266,304</b>	<b>1,644,516</b>	(2,621,788)	-61.45%
					-	
<b>GRAND TOTAL **</b>	<b>4,156,739</b>	<b>1,557,029</b>	<b>4,266,304</b>	<b>1,644,516</b>	(2,621,788)	-61.45%

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**Rail - Arrow**                      **4000**

The Rail Department primary responsibility is to manage and operate the new rail service name the ARROW. The ARROW is commuter rail service that will originate at the San bernardino Transit Center and run to the City of Redlands

#### FISCAL SUMMARY BY PROGRAM

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ADOPTED</b>	<b>2018-2019 YE EST</b>	<b>2019-2020 PROPOSED</b>	<b>\$ / % Change FY 2019YE-2020</b>	
Salaries and Benefits	-	361,948	316,766	523,314	206,549	65.21%
Services	-	208,176	53,519	208,176	154,657	288.97%
Material and Supplies	-	-	5,021	23,000	17,979	
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	44,000	14,068	29,000	14,932	106.14%
Leases and Rentals	-	-	-	-	-	
					-	
<b>SUBTOTAL</b>	-	<b>614,124</b>	<b>389,374</b>	<b>783,490</b>	394,116	101.22%
					-	
Depreciation	-	-	-	-	-	
<b>SUBTOTAL</b>	-	<b>614,124</b>	<b>389,374</b>	<b>783,490</b>	394,116	101.22%
					-	
<b>GRAND TOTAL **</b>	-	<b>614,124</b>	<b>389,374</b>	<b>783,490</b>	394,116	101.22%

\*\* Less Depreciation