

ITEM # F4

DATE: May 2, 2018

TO: Board Chair Ron Daily and Members Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2018-19 ANNUAL BUDGET – EXECUTIVE SUMMARY

FORM MOTION

Adopt Omnitrans Fiscal Year 2018-19 Annual Budget.

This item was reviewed by the Administrative and Finance Committee at its April 12, 2018 meeting, and recommended to the Board of Directors for adoption.

BACKGROUND

The Agency proposes for Fiscal Year 2018-2019 an increase in the Operating Budget of \$6,701,910 or 8.1%, and an increase in the Capital Budget of \$18,223,986 or 60.4%. The total budget is as follows:

Budget	FY 2017-18YE	FY 2018-19	\$ Change	% Change
Operating Budget	\$ 82,666,374	\$ 89,368,284	\$ 6,701,910	8.1%
Capital Budget	\$ 30,171,816	\$ 48,395,802	\$ 18,223,986	60.4%
Less Capital Used For Operating	<u>\$ (15,440,332)</u>	<u>\$ (17,525,582)</u>	<u>\$ (2,085,250)</u>	<u>13.5%</u>
TOTAL BUDGET *	\$ 97,397,858	\$ 120,238,504	\$22,840,646	23.5%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2018-19 includes an operating budget of approximately \$89.4 million (excluding depreciation) and a capital budget of approximately \$48.4 million. The capital budget includes \$17.5 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$120,238,504.

The main drivers in the increase of FY 2019 budget is the acceleration of procuring revenue vehicles (\$17.2 million) and the anticipated increase in the purchased transportation contract (\$2.4 million).

OPERATING BUDGET:

The proposed FY 2018-19 operating budget of \$89,368,284 is up \$6,701,910 or 8.1% compared to FY 2018YE estimate. The increase in the FY2018-19 budget is largely contributed to an increase in ongoing expenses for the agency.

OPERATING	FY 2017-18 Year End Estimate	FY 2018-19 Proposed	Change	% Change
Salaries and Benefits	\$ 50,254,839	\$ 52,872,804	\$ 2,617,965	5.21%
Services	\$ 4,115,925	\$ 5,214,559	\$ 1,098,635	26.69%
Materials and Supplies	\$ 6,998,104	\$ 6,458,329	\$ (539,775)	-7.71%
Occupancy	\$ 4,063,160	\$ 4,991,144	\$ 927,984	22.84%
Casualty and Liability	\$ 7,227,273	\$ 6,779,537	\$ (447,736)	-6.20%
Taxes	\$ 59,747	\$ 55,000	\$ (4,747)	-7.94 %
Purchased Transportation	\$ 8,868,924	\$ 11,331,281	\$ 2,462,357	27.76%
Printing and Advertising	\$ 983,210	\$ 1,039,158	\$ 55,948	5.69%
Miscellaneous	\$ 95,193	\$ 177,660	\$ 82,467	86.63%
Leases and Rentals	\$ 0	\$ 448,812	\$ 448,812	100 %
TOTAL OPERATING *	\$ 82,666,374	\$ 89,368,284	\$ 6,701,910	8.1%

* Numbers may be slightly off due to rounding

CAPITAL BUDGET:

The proposed FY 2018-19 Capital Budget includes funding for revenue vehicles, computer equipment and software, preventative maintenance and facility infrastructure improvements.

CAPITAL	FY 2017-18 Adopted	FY 2018-19 Proposed	Change	% Change
Facilities	\$ 620,975	\$ 2,600,734	\$ 1,979,759	318.8%
Revenue Vehicles	\$11,080,509	\$ 28,269,486	\$ 17,188,977	155.1%
Service Vehicles	\$ 630,000	\$ 0	\$ (630,000)	-100.0%
Computer Equip. /Software	\$ 2,400,000	\$ 0	\$ (2,400,000)	-100.0%
Operating / Other	\$15,440,332	\$ 17,525,582	\$ 2,085,250	13.5%
TOTAL CAPITAL EXPENSES*	\$30,171,816	\$ 48,395,802	\$ 18,223,986	60.4%

* 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

	2016-17 ACTUAL	2017-18 YE EST	2018-19 PROPOSED	\$ / % Change FY18YE to FY 19		Notes
Farebox Revenue/Other Revenue:						
Passenger Fares - Fixed Routes	11,361,319	11,209,849	11,466,849	257,000	2.49%	Increase based on minimal ridership growth
Passenger Fares - Access	1,633,343	1,560,520	1,535,748	(24,772)	-1.49%	
Advertising and Other Aux Rev	602,129	600,300	655,000	54,700	8.35%	
Interest and Other Non-Trans	-437,070	1,057,547	1,530,000	472,453	55.58%	Increased based on full year of LCFS/RIN credits
SUB-TOTAL	13,159,721	14,428,217	15,187,597	759,381	5.63%	
Operating Revenue Source-Cap						
LTF and LTF Carryover	39,974,380	41,296,111	42,820,819	1,524,708	3.63%	Increase based on SBCTA funding
FTA Section 5307 Maint/Leases	9,183,730	12,070,050	12,740,465	670,415	5.55%	Increase of FTA funds to cover Preventive Maintenance
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000	-	0.00%	
FTA - CTSA - JARC/NF/5310			209,125	209,125		JARC/Funds for Community Partners in the STS Department
STAF - Operating Costs	1,368,540	1,368,540	908,128	(460,412)	-33.06%	
Carl Moyer/JARC/STIP/LCTOP	-	558,519	450,000	(108,519)	-13.59%	Lower LCTOP allocation versus prior year
STA Maint./Repeater/Tire	2,299,913	2,299,913	3,185,116	885,203	38.49%	Increase of STA funds to cover Preventive Maintenance
Measure I & Subsidy	5,800,000	6,403,981	7,873,772	1,469,791	22.89%	Increase based on SBCTA funding
Measure I - CTSA	-	1,406,565	2,270,798	864,233	43.86%	Increase based on programming in the STS Department
Measure I - Rail	-	-	622,463	622,463		Funding to cover Rail
Other Funds - MediCAL Billing	1,920,914	1,861,704	1,500,000	(361,704)	-24.11%	Based on billing allocation
SUB-TOTAL	62,147,477	68,865,383	74,180,686	5,315,303	7.59%	
Capital Revenue:						
FTA Section 5307	9,276,544	16,941,200	16,941,200	-	0.00%	
FTA Section 5339	-	1,260,509	1,723,500	462,991	36.73%	Increase in capital funding
FTA Section 5310	-	-	-	-		
Prop 1B	3,789,155	4,110,195	8,787,314	4,677,119	113.79%	Increase use of capital funds to procure revenue vehicles
STAF (SB 620)	-	2,299,912	3,185,116	885,204	38.90%	Increase of STA funds to cover Preventive Maintenance
LTF	1,229,546	-	-	-		
CMAQ	15,492,369	5,560,000	16,358,672	10,798,672	194.22%	Increase use of capital funds to procure revenue vehicles
TCC - Sub Recipient	-	-	1,400,000	1,400,000		Funding to procure two 40 foot revenue vehicles
Prop 1B - Security	-	-	-	-		
Measure I Capital	849,211	-	-	-		
CAPITAL TOTAL	30,636,825	30,171,816	48,395,802	18,223,986	60.45%	
Less capital used for Operating	(13,161,859)	(15,673,667)	(17,525,582)	(1,851,916)	11.99%	
TOTAL CAPITAL	17,474,966	14,498,150	30,870,220	16,372,071	111.32%	
OPERATIONS TOTAL	75,307,198	83,293,600	89,368,283	6,074,684	7.27%	
GRAND TOTAL	92,782,164	97,791,749	120,238,503	22,005,715	22.40%	

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

	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 PROPOSED	\$ / % Change FY 18 to FY 19		Notes
Annual Fiscal Year Programs						
Facilities	12,404,380	620,975	2,600,734	1,979,759	318.81%	Funding for facilities
Revenue Vehicles	9,434,637	11,080,509	28,269,486	17,188,977	155.13%	Increase based on procurement of vehicles
Service Vehicles	913,509	630,000	-	(630,000)	-100.00%	
Revenue Equipment	7,244	-	-	-	0.00%	
Computer Equipment	1,312,825	2,400,000	-	(2,400,000)	-100.00%	
Office Equipment		-	-	-		
Shops-Service Equipment	936,897			-		
Pass-Through	14,232,126	-	-	-		
Operating / Other - Capital	23,485	-	-	-		
SUBTOTAL	39,265,103	14,731,484	30,870,220	16,138,736	109.55%	
Capital Used for Operating	14,647,187	15,440,332	17,525,582	2,085,250	13.51%	
GRAND TOTAL	53,912,290	30,171,816	48,395,802	18,223,986	60.40%	

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2016-17, adopted budget for FY 2017-18, Year-End Estimate FY 2017-18 and proposed budget costs for FY 2018-19.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	48,197,892	51,436,947	50,254,839	52,872,804	2,617,965	5.21%
Services	2,784,710	5,212,757	4,115,925	5,214,559	1,098,635	26.69%
Material and Supplies	6,194,305	6,501,247	6,998,104	6,458,329	(539,775)	-7.71%
Occupancy	3,811,148	3,975,924	4,063,160	4,991,144	927,984	22.84%
Casualty and Liability	6,379,626	6,557,494	7,227,273	6,779,537	(447,736)	-6.20%
Taxes	52,879	49,782	59,747	55,000	(4,747)	-7.94%
Purchased Transport	8,803,691	9,213,916	8,868,924	11,331,281	2,462,357	27.76%
Printing and Advertising	876,777	1,037,519	983,210	1,039,158	55,948	5.69%
Miscellaneous Expenses	(63,671)	46,509	95,193	177,660	82,467	86.63%
Leases and Rentals	-	416,782	-	448,812	448,812	
SUBTOTAL	77,037,356	84,448,878	82,666,374	89,368,284	6,701,910	8.11%
Depreciation	16,762,307	17,494,447	16,082,564	19,548,314	3,465,750	21.55%
Capital Purchase	15,101,964	-	-	-	-	
SUBTOTAL	108,901,627	101,943,325	98,748,938	108,916,598	10,167,660	10.30%
GRAND TOTAL **	92,139,320	84,448,878	82,666,374	89,368,284	6,701,910	8.11%

** Less Depreciation

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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	29,156,265	32,417,335	30,267,501	33,205,959	2,938,458	9.71%
Services	27,282	39,000	35,000	39,000	4,000	11.43%
Material and Supplies	99,412	99,248	96,148	109,248	13,100	13.63%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	5,648	8,133	5,312	8,133	2,821	53.11%
Miscellaneous Expenses	75,164	74,710	66,601	79,710	13,109	19.68%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%
Depreciation	-	-	-	-	-	
SUBTOTAL	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%
GRAND TOTAL **	29,363,771	32,638,426	30,470,562	33,442,050	2,971,488	9.75%

** 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					\$ / % Change FY 2018YE-2019	
	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED			
Salaries and Benefits	8,070,702	8,591,794	8,041,143	8,733,468	692,325	8.61%	
Services	529,250	425,296	480,865	588,000	107,135	22.28%	
Material and Supplies	4,308,239	4,533,156	5,327,288	4,431,650	(895,638)	-16.81%	
Occupancy	1,589,625	1,382,462	1,740,922	2,344,398	603,476	34.66%	
Casualty and Liability	-	-	-	-	-		
Taxes	-	-	-	-	-		
Purchased Transport	-	-	-	-	-		
Printing and Advertising	-	-	-	-	-		
Miscellaneous Expenses	(71,954)	(54,489)	(48,435)	(54,827)	(6,392)	13.20%	
Leases and Rentals	-	416,782	-	418,000	418,000		
SUBTOTAL	14,425,861	15,295,001	15,541,784	16,460,689	918,905	5.91%	
Depreciation	-	-	-	-	-		
SUBTOTAL	14,425,861	15,295,001	15,541,784	16,460,689	918,905	5.91%	
GRAND TOTAL **	14,425,861	15,295,001	15,541,784	16,460,689	918,905	5.91%	

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ADMINISTRATION: 1300

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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	769,582	934,433	839,509	892,883	53,374	6.36%
Services	307,443	625,000	299,674	625,000	325,327	108.56%
Material and Supplies	6,089	14,501	8,488	14,501	6,013	70.84%
Occupancy	-	2,500	-	2,500	2,500	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	28,300	-	28,300	28,300	
Miscellaneous Expenses	135,993	173,500	145,402	173,500	28,098	19.32%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%
Depreciation	-	-	-	-		
SUBTOTAL	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%
GRAND TOTAL **	1,219,107	1,778,234	1,293,073	1,736,684	443,611	34.31%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	994,976	1,053,507	915,948	1,066,808	150,860	16.47%
Services	-	-	-	-	-	-
Material and Supplies	34,231	29,500	24,652	29,500	4,848	19.67%
Occupancy	1,682,645	1,809,657	1,746,861	1,855,658	108,798	6.23%
Casualty and Liability	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Purchased Transport	-	-	-	-	-	-
Printing and Advertising	-	-	-	-	-	-
Miscellaneous Expenses	5,375	17,387	3,445	32,387	28,942	840.01%
Leases and Rentals	-	-	-	30,812	30,812	
SUBTOTAL	2,717,227	2,910,051	2,690,906	3,015,165	324,259	12.05%
Depreciation	-	-	-	-	-	-
SUBTOTAL	2,717,227	2,910,051	2,690,906	3,015,165	324,259	12.05%
GRAND TOTAL **	2,717,227	2,910,051	2,690,906	3,015,165	324,259	12.05%

** 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'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 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'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

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	2,227,511	2,300,594	2,228,059	2,402,064	174,005	7.81%
Services	71,673	68,000	66,788	68,000	1,212	1.81%
Material and Supplies	10,267	9,525	9,140	10,525	1,385	15.15%
Occupancy	73,323	66,425	66,425	69,100	2,675	4.03%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	777,783	867,880	877,880	853,825	(24,055)	-2.74%
Miscellaneous Expenses	85,886	118,550	116,245	129,850	13,605	11.70%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%
GRAND TOTAL **	3,246,442	3,430,974	3,364,537	3,533,364	168,827	5.02%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	795,081	1,380,823	1,436,633	1,522,236	85,603	5.96%
Services	464,910	393,500	485,615	500,500	14,885	3.07%
Material and Supplies	5,162	5,500	4,678	5,500	822	17.58%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,877,399	2,068,003	2,357,903	2,428,423	70,520	2.99%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	14,336	15,471	15,050	30,000	14,950	99.34%
Miscellaneous Expenses	36,921	71,353	66,467	142,539	76,072	114.45%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%
					-	
GRAND TOTAL **	4,193,809	3,934,649	4,366,345	4,629,198	262,852	6.02%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	423,442	505,107	478,421	695,294	216,873	45.33%
Services	819,995	924,361	1,021,454	978,373	(43,081)	-4.22%
Material and Supplies	519	9,000	2,154	9,000	6,846	317.87%
Occupancy	4,465	15,943	15,000	15,000	-	0.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	1,917	-	3,000	3,000	-
Miscellaneous Expenses	11,972	14,360	3,518	73,500	69,982	1989.28%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%
GRAND TOTAL **	1,260,393	1,470,688	1,520,547	1,774,167	253,620	16.68%

** 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 in 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 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	1,675,321	1,667,399	1,508,044	1,681,804	173,760	11.52%
Services	9,727	17,471	17,500	17,500	-	0.00%
Material and Supplies	7,385	7,675	6,730	7,700	970	14.42%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	9,720	9,118	7,729	9,200	1,471	19.03%
Miscellaneous Expenses	2,543	9,459	8,566	9,400	834	9.73%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%
GRAND TOTAL **	1,704,695	1,711,122	1,548,569	1,725,604	177,035	11.43%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	1,217,734	1,211,018	1,128,281	1,202,340	74,059	6.56%
Services	130,691	185,600	130,000	185,600	55,600	42.77%
Material and Supplies	6,882	10,000	6,010	10,000	3,990	66.38%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,744,140	3,873,142	4,081,258	3,734,765	(346,493)	-8.49%
Taxes	52,879	49,282	54,637	55,000	363	0.66%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(345,852)	(405,621)	(280,352)	(485,699)	(205,347)	73.25%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit	-	-	-	-	-	
SUBTOTAL	3,806,474	4,923,422	5,119,834	4,702,006	(417,828)	-8.16%
Depreciation	15,764,623	16,198,848	14,926,445	17,569,897	2,643,452	17.71%
Capital Purch Exp	15,101,964	-	-	-	-	
SUBTOTAL	34,673,060	21,122,270	20,046,279	22,271,903	2,225,624	11.10%
GRAND TOTAL **	18,908,437	4,923,422	5,119,834	4,702,006	(417,828)	-8.16%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

Access is part of the Special Transit Services Department. 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	302,744	281,307	336,630	353,991	17,361	5.16%
Services	85,982	94,812	92,980	100,486	7,506	8.07%
Material and Supplies	1,127,967	1,078,885	1,004,078	1,207,050	202,972	20.21%
Occupancy	124,271	127,949	129,202	129,000	(202)	-0.16%
Casualty and Liability	373,961	420,263	383,192	420,263	37,071	9.67%
Taxes	-	-	-	-	-	
Purchased Transport	7,573,354	7,953,070	7,579,120	10,197,966	2,618,846	34.55%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	282	15,500	2,001	15,000	12,999	649.66%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,588,562	9,971,785	9,527,204	12,423,757	2,896,552	30.40%
Depreciation	997,684	1,295,599	1,156,119	1,978,417	822,298	71.13%
SUBTOTAL	10,586,246	11,267,384	10,683,323	14,402,174	3,718,850	34.81%
GRAND TOTAL **	9,588,562	9,971,785	9,527,204	12,423,757	2,896,552	30.40%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

The Consolidated Transportation Service Agency (CTSA) is part of the Special Transit Services department. It works with the community and organizations to provide human service transportation programs for people with disabilities and seniors within Omnitrans' service area. STS currently has partnerships with community agencies to provide "door to door" transportation and operates 4 in house transportation programs: Travel Training, Volunteer Driver, Ride Taxi and Ride Lyft.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	92,525	691,743	105,755	754,008	648,253	612.98%
Services	-	1,872,480	943,734	1,510,950	567,216	60.10%
Material and Supplies	-	78,050	18,236	78,050	59,814	328.00%
Occupancy	-	88,515	75,819	93,015	17,196	22.68%
Casualty and Liability	-	4,500	-	4,500	4,500	
Taxes	-	500	5,110	-	(5,110)	-100.00%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	21,100	-	21,100	21,100	-
Miscellaneous Expenses	-	11,800	11,735	18,300	6,565	55.94%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%
Depreciation	-	-	-	-	-	
SUBTOTAL	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%
GRAND TOTAL **	92,525	2,768,688	1,160,389	2,479,923	1,319,534	113.71%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	4,615	-	3,805	-	(3,805)	
Services	-	-	-	-	-	
Material and Supplies	152,529	107,578	105,843	111,150	5,307	5.01%
Occupancy	4,674	5,473	4,954	5,473	519	10.48%
Casualty and Liability	24,095	24,586	21,639	24,586	2,947	13.62%
Taxes	-	-	-	-	-	
Purchased Transport	1,230,337	1,260,846	1,289,804	1,133,315	(156,489)	-12.13%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%
					-	
GRAND TOTAL **	1,416,251	1,398,483	1,426,046	1,274,524	(151,522)	-10.63%

** 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

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	2,467,394	-	2,563,221	-	(2,563,221)	
Services	337,756	370,782	345,858	392,974	47,116	13.62%
Material and Supplies	435,624	518,629	384,659	434,455	49,796	
Occupancy	332,145	477,000	283,976	477,000	193,024	67.97%
Casualty and Liability	360,031	167,000	383,281	167,000	(216,281)	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	69,290	85,600	77,239	85,600	8,361	10.82%
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%
					-	
GRAND TOTAL **	4,002,240	1,619,011	4,038,234	1,557,029	(2,481,206)	-61.44%

** 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 a commuter rail service that will originate at the San Bernardino Transit Center and run to the city of Redlands.

FISCAL SUMMARY BY PROGRAM

	2016-2017 ACTUAL	2017-2018 ADOPTED	2017-2018 YE EST	2018-2019 PROPOSED	\$ / % Change FY 2018YE-2019	
Salaries and Benefits	-	401,887	401,887	361,948	(39,939)	-9.94%
Services	-	196,456	196,456	208,176	11,720	5.97%
Material and Supplies	-	-	-	-	-	
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	44,000	44,000	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	-	598,343	598,343	614,124	15,781	2.64%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	-	598,343	598,343	614,124	15,781	2.64%
					-	
GRAND TOTAL **	-	598,343	598,343	614,124	15,781	2.64%

** Less Depreciation