



## ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, NOVEMBER 15, 2018– 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](mailto:BoardSecretary@omnitrans.org).

### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

### B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, December 13, 2018, 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 – October 11, 2018                                                                                                              | 2  |
| 2. Adopt Proposed Calendar Year 2019 Committee Meeting Schedule – <i>Araceli Barajas</i>                                                                                              | 5  |
| 3. Approve and Forward to the Board of Directors Omnitrans Draft Transit Asset Management (TAM) Plan – <i>Don Walker</i>                                                              | 6  |
| 4. Receive and Forward to the Board of Directors Omnitrans' Fiscal Year Ended June 30, 2018 Financial Audit Statement on Auditing Standards (SAS) 114 Letter – <i>Don Walker</i>      | 52 |
| 5. Receive and Forward to the Board of Directors Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2019 First Quarter Reports – <i>P. Scott Graham</i> | 56 |

### F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, OCTOBER 11, 2018**

**A. CALL TO ORDER**

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, October 11, 2018.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair  
Council Member Ron Dailey, City of Loma Linda  
Mayor Carey Davis, City of San Bernardino  
Mayor Pro Tem John Roberts, City of Fontana  
Mayor Pro Tem Sylvia Robles, City of Grand Terrace  
Supervisor Curt Hagman, County of San Bernardino  
Mayor Pro Tem Alan Wapner, City of Ontario – Via Teleconference

**Committee Members Absent**

Council Member David Avila, City of Yucaipa

**OmniTrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Erin Rogers, Deputy General Manager  
Trischelle Baysden, Director of Rail  
Suzanne Pfeiffer, Director of Human Resources  
Samuel Gibbs, Director of Internal Audit Services  
Jacob Harms, Director of Information Technology  
Eugenia Pinheiro, Contracts Manager  
Connie Raya, Director of Maintenance  
Doug Stanley, Director Special Transportation Services  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing-Planning  
Melissa Castillo, Customer Service Manager  
Nicole Ramos, Marketing Manager  
Misty Tshilonda, Human Resources Analyst  
Don Walker, Director of Finance  
Krystal Turner, Contracts Administrator  
Julienne Overland-Villegas, Senior Executive Assistant to the CEO/General Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

There were no announcements or presentations.

**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.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes August 9, 2018

M/S (Hagman/Dailey) that approved the Committee Minutes of August 9, 2018. Roll call vote was taken and the motion was approved by Members present, with the exception of Member Robles who abstained.

2. Receive and Forward to the Board of Directors, Omnitrans Draft Transit Asset Management (TAM) Policy

Director of Finance, Don Walker, provided a brief update on this item as detailed in the staff report.

M/S (Dailey/Hagman) that recommended the Board of Directors approve the Omnitrans' Draft Transit Asset Management (TAM) Policy. Roll call vote was taken and the motion was passed unanimously by Members present.

3. Recommend the Board of Directors Authorize the CEO/General Manager to Execute Funding Agreements between Omnitrans as the Consolidated Transportation Services Agency, and Five Existing Program Partners for Two Years

Director of Special Transportation Services, Doug Stanley, provided a brief overview of this item as detailed in the staff report.

M/S (Hagman/Dailey) that recommended the Board of Directors authorize the CEO/General Manager to execute Funding Agreements between Omnitrans, as Consolidated Transportation Services Agency, and five existing program partners for two years in the not-to-exceed amounts listed in Table 1. Roll call vote was taken and the motion was passed unanimously by Members present.

**Table 1**

|                       |                          |                      |                      |                        |
|-----------------------|--------------------------|----------------------|----------------------|------------------------|
| City of Grand Terrace | Senior Transp. Program   | \$ 38,600.28         | \$ 39,952.67         | \$ 78,552.95           |
| City of Redlands      | Senior Transp. Program   | \$ 56,255.55         | \$ 56,847.80         | \$ 113,103.35          |
| Community Sr. Svcs    | WV Volunteer Drv. Reimb. | \$ 129,167.44        | \$ 178,731.12        | \$ 307,898.56          |
| OPARC                 | OPARC Connect            | \$ 61,852.00         | \$ 62,790.00         | \$ 124,642.00          |
| Anthesis              | AIM                      | \$ 283,960.00        | \$ 303,461.50        | \$ 587,421.50          |
| <b>TOTAL</b>          |                          | <u>\$ 569,835.27</u> | <u>\$ 641,783.09</u> | <u>\$ 1,211,618.36</u> |

4. Recommend the Board of Directors Adopt Proposed Change to Policy #404, Advancement, Promotion and Salary Adjustments All Management Confidential Employees

Director of Human Resources, Suzanne Pfeiffer, presented this item as detailed in the staff report.

M/S (Hagman/Roberts) that recommended the Board of Directors adopt the proposed change to Policy 404. Roll call vote was taken and the motion was passed unanimously by Members present.

5. Recommend the Board of Directors Authorize Award – FIN19-12, Armored Vehicle and Fare Collection Counting Services

Contracts Manager, Eugenia Pinheiro, presented this item as detailed in the staff report.

M/S (Hagman/Roberts) that recommended the Board of Directors authorize the CEO/General Manager to award Contract FIN19-12 to Los Angeles Federal Armored Services, Inc. (LAFA) of Los Angeles, CA, for the provision of Armored Vehicle and Fare Collection Counting Services for a three (3) year base period beginning January 8, 2019 with two (2) single option years ending no later than January 7, 2024, in the amount of \$591,000, plus a ten percent contingency of \$59,100 for a total not-to-exceed amount of \$650,100. Roll call vote was taken and the motion was passed unanimously by Members present.

#### **F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:31 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, November 15, 2018, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Araceli Barajas, Executive Staff Assistant

ITEM #           E2          

**DATE:** November 15, 2018

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative & Finance Committee

**FROM:** P. Scott Graham, CEO/General Manager

**SUBJECT: PROPOSED 2019 COMMITTEE SCHEDULE**

**FORM MOTION**

Adopt the proposed Administrative & Finance Committee Meeting Schedule for 2019. The schedule is the same as the current 2018 schedule, which is 8:00 a.m., the second Thursday, except on the date noted, which will be held on the third Thursday.

January 10, 2019  
February 14, 2019  
March 14, 2019  
April 11, 2019  
May 9, 2019  
June 13, 2019  
July - No Meeting\*\*  
August 15, 2019\*  
September 12, 2019  
October 10, 2019  
November 14, 2019  
December 12, 2019

\* The August meeting was moved to the third Thursday to coincide with SBCTA's Committee Meeting schedule.

\*\* As there is no Board Meeting in August, no Committee Meeting will be held in July.

PSG:AB

ITEM # E3

**DATE:** November 15, 2018

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Donald Walker, Director of Finance

**SUBJECT: OMNITRANS DRAFT TRANSIT ASSET MANAGEMENT (TAM) PLAN**

**FORM MOTION**

Approve and forward to the Board of Directors the Omnitrans draft Transit Asset Management (TAM) Plan.

**BACKGROUND**

As discussed at the previous Committee meeting, the Federal Transit Administration (FTA) has published a final rule defining the term state of good repair (SGR) and established minimum Federal requirements for transit asset management. This rule applies to all recipients and sub-recipients who own, operate, or manage public transportation capital assets purchased with federal funds.

The final rule requires public transportation providers to develop and implement a TAM Plan. The plan must include an asset inventory, condition assessment, and a prioritized list of investments to improve the state of good repair of their capital assets. Transit providers are also required to set performance targets for their capital assets and report this information to the National Transit Database (NTD).

The Code of Federal Regulation (CFR) defines public transportation agencies as either Tier I or Tier II agencies. Tier I agencies have fleets of either 101 or more vehicles, or rail transit; Omnitrans is a Tier 1 agency. Tier I agencies must develop TAM plans that include all nine required TAM plan elements. Tier II agencies have fleets of 100 or fewer vehicles, are sub-recipients, or are any American Indian tribe. Tier II must develop a TAM plan that include the first four elements of the nine required TAM plan elements. The nine required TAM elements are:

1. Inventory of assets – A register of capital assets and information about those assets
2. Condition assessment – A rating of the assets' physical state

3. Decision support tool – Analytic process/tool to assist in capital asset investment and prioritization needs
4. Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets
5. TAM and SGR policy – Executive-level direction regarding expectations for transit asset management
6. Implementation strategy – Operational actions to achieve Omnitrans TAM goals and policies
7. Key annual activities – Describe the key TAM activities in a four-year plan
8. Identification of resources – List resources needed to carry out the TAM Plan
9. Evaluation plan – Monitor and update to support continuous TAM improvement

The TAM Plan provides the CEO/General Manager, or designee, with overall responsibility for overseeing the development of the asset management plan and procedures, in cooperation with the senior leadership team, and reporting to the Board of Directors on the status of asset management for the Agency. Implementation of the TAM Plan will be a shared responsibility for all departments within the organization regarding expectations and mandatory requirements.

Omnitrans draft TAM Plan is not intended to be “cast in stone”, but the foundation on which the Agency can revise and modify as need to meet the requirements of the FTA. Additionally, the TAM Plan will need revising once the Arrow is operational providing rail service.

## **CONCLUSION**

Receive and forward to the Board of Directors recommending approval of Omnitrans draft Transit Asset Management (TAM) Plan.

PSG:DW

Attachment A: Draft TAM Plan



# TRANSIT ASSET MANAGEMENT PLAN





## ***Mission Statement***

*To provide the San Bernardino Valley with comprehensive public mass transportation services which maximize customer use, comfort, safety and satisfaction, while efficiently using financial and other resources in an environmentally sensitive manner.*

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## **Executive Summary**

In the 2010 National State of Good Repair Assessment, the Federal Transit Administration (FTA) found that more than 40% of bus assets and 25% of rail transit assets were in marginal or poor condition. There is an estimated backlog of \$50 - \$80 billion in deferred maintenance and replacement needs, comprised primarily of rail transit assets. Transit agency customers, policymakers, and public agencies are holding agency management accountable for performance and increasingly expect more business-like management practices.

Transit Asset Management (TAM) is a business model that prioritizes funding based on the condition of transit assets to achieve or maintain transit networks in a State of Good Repair (SGR). In July 2016, the FTA issued a final rule requiring transit agencies to maintain and document minimum TAM standards. 49 CFR § 625.5 defined Transit Asset Management as:

*Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.*

By implementing a TAM Plan, the benefits include:

- Improved transparency and accountability for safety, maintenance, asset use or condition, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- Improved system safety and performance outcomes.

The consequences of an asset not being in a SGR include:

- Safety risks (accidents per 100,000 revenue miles);
- Decreased system reliability (on-time performance);
- Higher maintenance costs; and/or
- Lower system performance (missed runs due to breakdown).

Federal law requires recipients and sub-recipients of federal financial assistance to develop a Transit Asset Management Plan. Accordingly, this TAM Plan is presented outlining Omnitrans' overall asset management approach in a manner consistent with current federal regulations and sets the direction for establishing and maintaining with TAM strategies that are achievable with forecasted capital funding levels.

The FTA regulation defines Omnitrans as a Tier I Agency and, as such, the Agency has drafted a TAM Plan that includes the following nine (9) TAM Elements:

1. Inventory of assets – A register of capital assets and information about those assets
2. Condition assessment – A rating of the assets' physical state
3. Decision support tool – Analytic process/tool to assist in capital asset investment and prioritization needs
4. Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets
5. TAM and SGR policy – Executive-level direction regarding expectations for transit asset management
6. Implementation strategy – Operational actions to achieve Omnitrans TAM goals and policies
7. Key annual activities – Describe the key TAM activity four-year plan
8. Identification of resources – List resources needed to carry out the TAM Plan
9. Evaluation plan – Monitor and update to support continuous TAM improvement

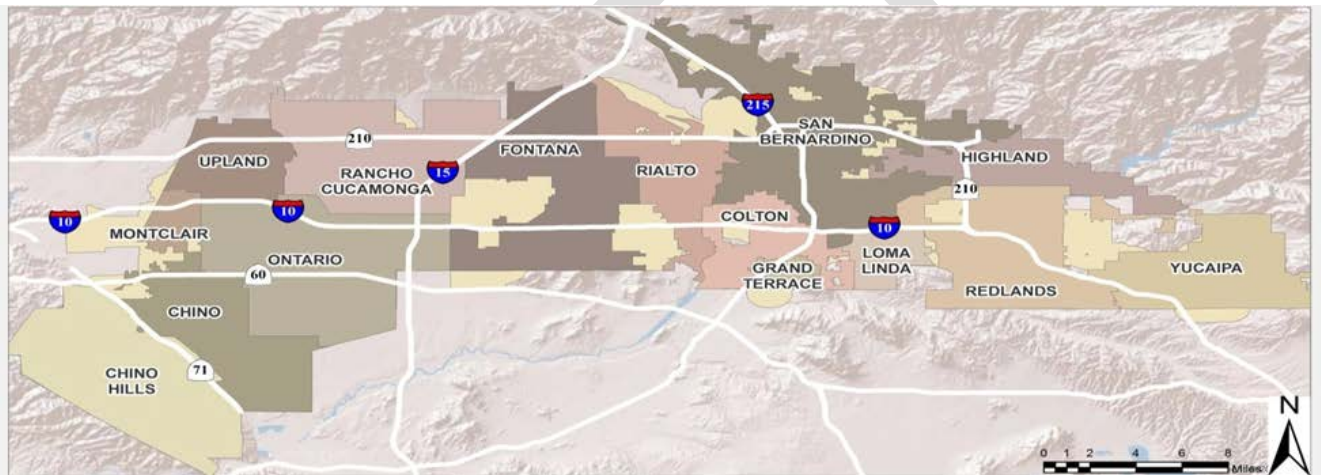
The TAM Plan provides the CEO/General Manager or designee with overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the senior leadership team, and reporting to the Board on the status of asset management for Omnitrans. Implementation of the TAM Plan will be a shared responsibility for all departments within the organization with regard to expectations and mandatory requirements.

A Transit Asset Management Core Team was established to develop an asset management program that complies with the standards set by the FTA TAM Final Rule. The TAM Core Team includes representation of key stakeholders from departments that play a critical role in the lifecycle management of Omnitrans' assets.

*This draft TAM Plan should be considered a “living document” that will undergo several changes as Omnitrans’ role as the largest public transportation provider in San Bernardino County becomes more diverse with the addition of passenger rail service.*

## History of Omnitrans

Omnitrans was founded in 1976 under a Joint Powers Agreement to provide transit service to the San Bernardino Valley. Omnitrans is the major public transportation provider in the San Bernardino Valley, with a service area of approximately 456 square miles, serving fifteen municipalities, and many unincorporated areas of San Bernardino County. Omnitrans also travels beyond the service area to Pomona and Riverside, to provide links to neighboring transit agencies. The service area is bordered by the Los Angeles County line to the west, the San Gabriel and San Bernardino Mountains to the north, Yucaipa in the east and the Riverside County line to the south. The map below shows the Omnitrans service area. Employees work out of two locations: East Valley (San Bernardino) and West Valley (Montclair).



|                       |                          |                        |
|-----------------------|--------------------------|------------------------|
| City of Chino Hills   | City of Loma Linda       | City of Rialto         |
| City of Colton        | City of Montclair        | City of San Bernardino |
| City of Fontana       | City of Ontario          | City of Upland         |
| City of Grand Terrace | City of Rancho Cucamonga | City of Yucaipa        |
|                       | County of San Bernardino |                        |

Each city has one member and the County of San Bernardino has four members on the Board, who represent their respective County Districts. The Board is responsible for all policy, regulatory, and budgetary decisions of the Agency.

Omnitrans provides both fixed route bus and origin-to-destination paratransit services to approximately 11.2 million passengers annually in the San Bernardino Valley. As the largest public transportation Agency in San Bernardino County, Omnitrans has an extensive inventory of vehicles and capital assets, including the following:

- 189 fixed route buses;
- 106 paratransit vehicles;
- 68 support vehicles (vans, cars & trucks);
- Three administration, operations, and maintenance facilities; and
- One transit center.



**California State University, San Bernardino sbX Station**

## **TAM Core Team**

| <b>Recipient Name</b> | <b>Title</b>                                    | <b>Email</b>                                                                       | <b>Team</b> |
|-----------------------|-------------------------------------------------|------------------------------------------------------------------------------------|-------------|
| Connie Raya           | Director of Maintenance                         | <a href="mailto:connie.raya@Omnitrans.org">connie.raya@Omnitrans.org</a>           | Omnitrans   |
| Jacob Harms           | Director of Information Technology              | <a href="mailto:jacob.harms@Omnitrans.org">jacob.harms@Omnitrans.org</a>           | Omnitrans   |
| Samuel Gibbs          | Director of Internal Audit                      | <a href="mailto:samuel.gibbs@Omnitrans.org">samuel.gibbs@Omnitrans.org</a>         | Omnitrans   |
| Donald Walker         | Director of Finance                             | <a href="mailto:donald.walker@Omnitrans.org">donald.walker@Omnitrans.org</a>       | Omnitrans   |
| Maurice Mansion       | Treasury Manager                                | <a href="mailto:maurice.mansion@Omnitrans.org">maurice.mansion@Omnitrans.org</a>   | Omnitrans   |
| Eugenia Pinheiro      | Contracts Manager                               | <a href="mailto:eugenia.pinheiro@Omnitrans.org">eugenia.pinheiro@Omnitrans.org</a> | Omnitrans   |
| Jeremiah Bryant       | Planning Manager                                | <a href="mailto:jeremiah.bryant@Omnitrans.org">jeremiah.bryant@Omnitrans.org</a>   | Omnitrans   |
| Mark Montgomery       | Facility Manager                                | <a href="mailto:mark.montgomery@Omnitrans.org">mark.montgomery@Omnitrans.org</a>   | Omnitrans   |
| Omar Bryant           | Maintenance Manager                             | <a href="mailto:omar.bryant@Omnitrans.org">omar.bryant@Omnitrans.org</a>           | Omnitrans   |
| Alex Chen             | Database Manager                                | <a href="mailto:alex.chen@Omnitrans.org">alex.chen@Omnitrans.org</a>               | Omnitrans   |
| Barbara Erwin         | Safety & Security Regulatory Compliance Manager | <a href="mailto:barbara.erwin@Omnitrans.org">barbara.erwin@Omnitrans.org</a>       | Omnitrans   |
| Elena Fitts           | Sr. Financial Analyst                           | <a href="mailto:elena.fitts@Omnitrans.org">elena.fitts@Omnitrans.org</a>           | Omnitrans   |
| Caroljo Mitcham       | Fleet Analyst                                   | <a href="mailto:caroljo.mitcham@Omnitrans.org">caroljo.mitcham@Omnitrans.org</a>   | Omnitrans   |
| Mary Bucayu           | Accountant                                      | <a href="mailto:mary.bucayu@Omnitrans.org">mary.bucayu@Omnitrans.org</a>           | Omnitrans   |
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## Revision History

**Agency Name:**

**Accountable Executive:**

**Omnitrans Board Adoption Date:**

**Original Effective Date:**

| Last Modified By (Name):             | Last Modified (Date):    |
|--------------------------------------|--------------------------|
| Donald Walker, Director of Finance   | 09/11/2018 (Draft)       |
| Administrative and Finance Committee | 10/11/2018 (Policy only) |
| Omnitrans Board of Directors         | 11/07/2018 (Policy only) |
| Administrative and Finance Committee | 11/15/2018 (TAM Plan)    |
| Omnitrans Board of Directors         | MM/DD/YYYY               |
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## **Management of Capital Assets**

Omnitrans is the direct recipient of federal funds and grant awards for the purchase of a variety of capital assets. The Federal Transit Administration (FTA) requires Omnitrans to maintain continuing control of the capital assets purchased with FTA funds.

The FTA also requires that every agency receiving capital grant funds develops a written maintenance plan for federally-funded vehicles, facilities, and various types of equipment. Once implemented, Omnitrans will continually monitor and implement any recommended change(s) for compliance with FTA. Omnitrans will verify that maintenance is being performed according to maintenance plans and schedules for the specified assets, per manufacturer's recommendations. This is to ensure that assets are maintained in a state of good repair for as long as they are used in transportation service.

Capital assets are tangible items with a purchase price of \$15,000 or more, and a useful life of at least one year. Capital assets include the following examples:

- Rolling Stock (all vehicles used for passenger transport)
- Vehicles that are **not** used for passenger transportation, such as maintenance and staff vehicles
- Buildings and Facilities (such as bus bays, maintenance shops, offices, or transit centers)
- Shop Equipment (fixed or mobile vehicle maintenance equipment)
- Office Equipment (including computer servers, copiers, and other large office equipment)
- Communications Equipment (includes telephone systems, and radio systems when the purchase is \$15,000 or more)
- Security/Surveillance Equipment (includes security systems such as lighting, cameras and recording equipment – for installation at a facility or in vehicles)
- Passenger Shelters and Signage

Omnitrans also monitors sub-recipient agencies to ensure that grant-funded assets are maintained in a State of Good Repair, as required by the FTA. The FTA defines State of Good Repair as the condition where all assets perform their assigned functions without limitation. Omnitrans will work with sub-recipient agencies to define a plan that fits the agency's size, scope of assets, service profile, and resources.

### **Elements of the Asset Management Plan**

Omnitrans has developed this TAM Plan to aide in: (1) assessment of the current condition of capital assets; (2) determine what condition and performance of its assets should be (if they are not currently in a State of Good Repair); (3) identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

The components of Omnitrans' TAM Plan include the following (*certain items are mandatory for all agencies as noted – while other components represent industry best practices*):

1. Complete inventory of vehicle, equipment, and facility assets, updated annually. Assets must be identified with a unique property tag number that identifies the asset as purchased with federal dollars. **Mandatory.**
2. Agency's adopted asset/vehicle replacement schedule and policy (should comply with FTA guidelines). **Mandatory.**

3. Omnitrans Vehicle Maintenance Plan. **Mandatory.**
4. Mission Statement – statement of the agency’s guiding principles for managing assets (for example, safety, state of good repair, cost-effective operations, etc.)
5. Overview of Omnitrans resources for administration and maintenance of assets, including designation of responsible management and supervisory positions, and a description of duties related to asset management.
6. Organization chart showing asset management responsibilities.
7. Omnitrans safety goals, objectives, and standards regarding all assets.
8. Omnitrans facility maintenance plan and schedules.
9. A statement of how the agency will measure or evaluate the success of its asset management plan.

## **Vehicle Asset Management**

Each agency receiving capital grant funds from FTA to purchase capital assets is expected to manage its assets safely, efficiently and effectively. Managing vehicles generally includes a plan for the expected life cycle for each vehicle.

## **Useful Life Benchmark**

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider’s operating environment, or the acceptable period of use in service for a particular transit provider’s operating environment. ULB criteria are user defined, whereas ULB takes into account, a provider’s unique operating environment (service frequency, weather, geography). When developing ULB, Omnitrans recognized and took into account the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a State of Good Repair. For the purposes of this TAM Plan, Omnitrans utilized the FTA default ULB metrics for rolling stock, facilities, equipment and other capital assets found in FTA Circular 5010.1E (see Attachment A).

## **Condition Assessment**

The physical condition of an asset is rated as an SGR performance measure because it is a direct reflection of its ability to perform its intended function. As part of the TAM Plan SGR Standards, Omnitrans requires each vehicular asset and facility meeting FTA TAM Plan criteria to have a physical condition assessment conducted on an annual basis, where applicable. The condition assessments use a rating scale to rate the current physical appearance, maintenance requirements, safety and accessibility of an asset, “as it currently sits”.

Omnitrans assesses the condition of its assets on an annual basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale. This rating scale assigns a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being *new* and one being *poor*. Assets with a rating of 2.5 or higher are considered to be in a SGR.

## **SGR Performance Measures & Targets**

SGR performance measures combine the measures of ULB and physical condition to create a performance measures from which asset performance targets can be derived on an annual basis. These performance measures are directly related to asset lifecycle (ULB & condition) and maintenance needs. By the time an asset meets or exceeds its assigned ULB, it should have reached its prescribed mileage, maintenance, and condition requirements. FTA-defined SGR performance measures include:

- **Rolling Stock: (Age)** The SGR performance measure for rolling stock is the percentage of revenue vehicles (fixed route & paratransit) within a particular asset class that have either met or exceeded their ULB.
- **Equipment (non-revenue service vehicles): (Age)** The SGR performance measure only applies to non-revenue service vehicles. The SGR performance measure for non-revenue, support-service and maintenance vehicles equipment is the percentage of those vehicles that have either met or exceeded their ULB.
- **Facilities: (Condition)** The SGR performance measure for facilities is the percentage of facilities within an asset class, rated below condition 3 on the FTA TERM Scale.

## **Useful Life Standards for Vehicle Replacement**

In accordance with FTA guidelines, Omnitrans has established minimum useful life standards for vehicle replacements funded with federal dollars. Attachment A shows the useful life standards for public transit vehicles by category. The criteria used to evaluate vehicle replacement:

- a) The transit service for which the vehicle will be used.
- b) The vehicle minimum age standard is met or exceeded.
- c) The vehicle minimum mileage standard is met or exceeded.

- d) Vehicle condition and excessive maintenance issues/expenditures are considered.

When replacing vehicles that have not met or exceeded vehicle useful life, the following standards will be considered:

1. Vehicle condition: If a vehicle is in poor condition, having excess maintenance costs or other safety issues, it may require replacement. Documentation of such is required.
2. A vehicle replaced may be disposed of by:
  - Selling it in a public venue such as an auction (goal is to get the highest return) - net proceeds from selling must be used for next **vehicle** purchase;
  - Transferring it to another transportation provider;
  - Donating;
  - Keeping it as a spare or back-up.
3. Regardless of the method of disposal, any vehicle being disposed of must have a free and clear title. The Notice of Transfer and Release of Liability should be forwarded to the Department of Motor Vehicles (DMV).
4. If kept for spare or back-up service, the vehicle can only be replaced **once**.
5. All vehicles must be maintained in the Agency's SAP Enterprise Resource Planning (ERP) system for as long as the vehicle remains in service, including spare or back-up vehicles.
6. Titles are released once useful life standards have been met. When a vehicle is requested to be transferred to another agency for similar service, Omnitrans releases the title for changes but must remain on the title as first lien holder as long as it is used for public transportation. Omnitrans releases interest in vehicle titles when a vehicle is being sold or donated to agencies that are not providing public transportation.
7. When disposing of a vehicle, Omnitrans may follow its own rules and procedures for disposing of federally-funded surplus property, as long as the disposal or sale is conducted in an open public process and meets all state or federal laws, rules, and requirements. Proceeds from the sale of vehicles must be reinvested towards the next vehicle purchase in the transit program for which the disposed vehicle was purchased.
8. Once a vehicle has been formally replaced through an Omnitrans grant, any subsequent replacement (such as when the vehicle is no longer fit for back-up service) is considered a vehicle expansion purchase.

## **Agency Vehicle Life Cycle Management**

Omnitrans staff should not confuse vehicle useful life standards (Attachment A) with the Maintenance Department internal vehicle life cycle planning and fleet management policies. The TAM vehicle useful life standards establish how often federal funds may be used to purchase a replacement vehicle in Omnitrans' grant programs. Many transit agencies continue to safely operate vehicles as part of their fleet well past the TAM useful life standards.

Providing public transportation services is unique as well as challenging, so internal vehicle replacement life cycle guidelines should include factors such as service area terrain, road conditions, weather and environmental conditions, age and status of the agency's current fleet, typical vehicle wear and tear, urban or rural driving conditions, passenger safety issues, maintenance service availability and financial constraints. However, once it is no longer cost-effective to retain a vehicle due to high maintenance costs, agencies are encouraged to replace them.

## **Vehicle Inventory Requirements**

In order to create and manage a vehicle replacement policy, an up-to-date asset inventory is required. Omnitrans has established data guidelines for rolling stock inventories. The Agency maintains a vehicle inventory that includes all rolling stock/passenger service, relief, and support vehicles whether grant-funded or purchased with other funds. *(Vehicles used for other purposes, such as maintenance vehicles, are considered equipment and inventory requirements are listed in the Equipment Inventory Requirements below.)*

The rolling stock vehicle inventory include the following data elements and will be updated as new vehicles are acquired or old ones are disposed of or taken permanently out of passenger transportation service. This information is maintained in the SAP ERP system, or requested in periodic reports:

- Agency's vehicle number (inventory "property asset tag number")
- Year manufactured
- Vehicle category (from Useful Life Standards – Attachment A)
- Make and model
- Vehicle condition (see below for description categories)
- Seating capacity – total capacity of the vehicle (all ambulatory seats); and capacity when all wheelchair securement stations are deployed (if it reduces total capacity).
- Total number of wheelchair securement stations

- Fuel type
- Vehicle Identification Number (VIN)
- License number (“plate number”)
- Date placed into revenue service
- Total purchase cost (fixed asset register set-up will show which grant funded the purchase)
- Minimum useful life (years and miles) or remaining useful life (annual update required)
- Title holder (will be Omnitrans if grant-purchased)
- Mileage (annual update required)
- Date removed from revenue service (if applicable)
- Disposal method, if applicable: sold at auction, transferred to (agency), or disposed of

### **Vehicle Condition Descriptions**

Omnitrans has established the following vehicle condition definitions, which are tracked in the SAP ERP Asset Register. Note that any vehicle in less than good condition, as noted in SAP ERP, requires an explanation on the Agency’s quarterly reports.

#### ***In-Service Vehicles:***

- New (5) = Less than 2,500 miles delivered over road from factory or less than 250 miles delivered by truck/rail; in new condition. Once the vehicle is reported as New, the condition would change next quarter to Excellent or appropriate condition.
- Excellent (4) = Low mileage in relation to age and no visible or evident mechanical or cosmetic flaws.
- Good (3) = Average mileage in relation to the age and only minor mechanical or cosmetic flaws. May include rehabilitated vehicles restored to good condition.
- Fair (2) = High mileage and/or noticeable mechanical or cosmetic flaws. Repairs are beginning to exceed normal maintenance schedules.

- Poor (1) = High mileage and major mechanical or cosmetic flaws. Non-maintenance repair happening frequently and becoming costly. Major repairs such as engine or transmission overhaul needed to keep the vehicle in service.

### ***Out-of-Service Vehicles:***

- Out of Service (O) = The vehicle is unreliable or is completely inoperable; has been pulled from service due to mechanical or body/chassis flaws that create unsafe operating conditions, or is not ADA compliant. Plan to reinstate, repair, renovate, etc. in order to put it back into service.
- Disposed (D) = Vehicle has been retired from service permanently and disposed of (e.g., sold, donated, traded-in on a new vehicle purchase, or removed for scrap if severely damaged).
- Transferred (T) = Transferred to another agency in the area for continued transportation services (e.g., local senior center).

## **Vehicle Safety Standards**

Omnitrans has established vehicle and driver safety standards which apply to all passenger vehicles and on-board equipment. These standards address the following elements:

- Agency management commitment to safety. Examples include: safety policies, a safety communication program for the workplace (such as posters, safety bulletins, safety meetings, etc.), and workplace procedures that include safety elements.
- Operational on-board safety equipment, including fire extinguisher, first aid kit, bio-hazard kit, road warning triangles, based on Agency Safety and Security Procedures Manual.
- Ensure communications equipment is working properly and that back-up procedures are in place for emergency communications in areas of poor coverage or “dead spots.”
- Driver training for the safe transport of all passengers, including service animals, should include special needs passenger assistance, proper restraints for children, responding to passenger and vehicle emergencies, and requirements for seatbelt use.
- Driver training for transporting special needs individuals, including lift operation, storing portable oxygen tanks, securing wheelchairs and non-traditional personal mobility devices, and any other specialized driver training required by the agency.
- Driver first aid and Cardiopulmonary Resuscitation (CPR) training, including procedures for handling potential blood-borne pathogen spills inside a vehicle.
- Vehicle pre-trip and post-trip inspections as outlined in the Preventive Maintenance section.

- Driver training for driving under challenging conditions such as winter storm driving, techniques for driving in heavy rain, snow and ice, night driving, left turns at intersections, driving in heavy winds, etc. (Optional but strongly recommended).
- Procedures for vehicle breakdown and unavoidable stops, including safe vehicle evacuation and grouping of passenger(s) outside of the vehicle.
- Safety procedures for bus storage and vehicle maintenance facilities, if the agency operates such facilities, covering both the operation of vehicles inside the facilities, and the safe use of equipment.
- Procedures and policies for responding to all hazards, including evacuations, as established by the Agency's policies and procedures, and in coordination with emergency first responders in the area. The Agency has established inter-agency agreements to define how vehicles might be deployed in the event of an emergency.

## **Disposal of Grant-funded Vehicles**

Approval must be granted prior to disposal of a grant-funded vehicle that has not met the useful life by miles or age. (See "Minimum Useful Life Standards for Replacement" section, above.) If useful life has been met, grant-funded vehicles may be disposed of under the following circumstances:

1. Agency has been awarded a grant to replace a vehicle under an FTA, state or local direct grant program. The vehicle must have met or exceeded its minimum useful life. A written or e-mail request must be submitted for the vehicle title to be released. Information must include the **Vehicle Identification Number (VIN), year, make/model, mileage, reason for disposal, and intended disposal method**. When replacing vehicles the following options are available for disposal::

- Disposal by auction or public sale. Disposal of vehicles must comply with Omnitrans established procedures for disposal including an open public bid or auction process. Sale proceeds must be retained in the transit program under which the vehicle was initially acquired and used to reduce the cost of the next vehicle purchase. Documentation should be maintained in the vehicle file, including auction or bid notice listing the vehicle, the sales receipt showing vehicle purchase price, and any other relevant documentation. The documentation which must be retained for three years after disposal.
- Disposal by trade-in on purchase of a new transit vehicle. New vehicle must be for the same grant program as disposed vehicle was purchased for.

2. Requests to transfer the vehicle to another public or nonprofit agency providing public transportation. Prior to the transfer, approval must be obtained to determine if the agency and its service are eligible. Omnitrans staff may consult with Federal Transit Administration (FTA) for approval if useful life standards have not been met. Omnitrans staff should maintain a file copy of the transfer agreement and a copy of the

title transfer documenting the transfer of the vehicle between agencies. Omnitrans must remain on the title as first security interest holder and the new title will be held at Omnitrans.

- If within the useful life standard, the vehicle transfer must be approved by Omnitrans. The receiving agency must use the vehicle for public transportation within the same grant program for which the vehicle was initially acquired. If approved, release of vehicle title will be granted for purposes of the transfer, and must list Omnitrans as the first lien holder on the new title. Omnitrans may request reimbursement of local match at the awarded percentage based on the current fair market value of the vehicle.
- If the vehicle has met or exceeded the useful life standards, the vehicle can be sold, transferred or donated. A request must be submitted to Omnitrans to release the vehicle title, but Omnitrans will not continue as security interest holder if it is no longer being used in public transportation service provision. (For instance, donated to a local church or other nonprofit organization.)
- If a provider stops providing transportation services, the vehicle(s) will be transferred to an eligible provider that is willing and has agreed to continue the transportation services in the area. The vehicle(s) will be used for the same purpose as the original grant intended.

3. Casualty Loss: if a vehicle is withdrawn from service due to damage from an accident, theft, or vandalism, the Finance Department must be notified promptly. The following actions will be taken:

- a) If the damaged vehicle can be repaired, Omnitrans will make the necessary repairs to restore the vehicle to its original working condition. The cost of such repairs shall be borne by the agency, from local funds, and/or insurance proceeds.
- b) If the vehicle cannot be adequately repaired, is stolen, or otherwise unrecoverable, the following steps must be taken:
  - Insurance adjustor determines the Fair Market Value (FMV) of the vehicle at the time it was removed from service. The Maintenance department will provide the last mileage reading and condition.
  - The Agency will promptly file an insurance claim for damage or loss of vehicle.
  - The preferred action is for Omnitrans to use insurance proceeds, plus any additional local funds required, to replace the vehicle.
  - A request to release the vehicle title is required. When a new vehicle is purchased, Omnitrans must be the first security interest holder (lien holder) on the title of the new vehicle.
  - If for some reason Omnitrans determines that it can meet existing service levels without replacing the vehicle, or for some other reason does not plan to replace the vehicle, contact Omnitrans Finance Department. Omnitrans is required to get FTA's approval to retain the proceeds if it exceeds \$5000.

# Revenue and Non-Revenue Vehicles Tables

| Revenue Vehicle Inventory |                     |                      |                |                   |                        |                                |                       |                       |        |  |  |  |  |  |  |  |  |  |  |
|---------------------------|---------------------|----------------------|----------------|-------------------|------------------------|--------------------------------|-----------------------|-----------------------|--------|--|--|--|--|--|--|--|--|--|--|
| RVI ID                    | Agency Fleet Id     | Vehicle Type         | Total Vehicles | Year Manufactured | Fuel Type              | Emergency Contingency Vehicles | Useful Life Benchmark | Useful Life Remaining | Status |  |  |  |  |  |  |  |  |  |  |
| 7031                      | 2001 NF SR-674      | Bus (BU)             | 20             | 2001              | Compressed Natural Gas | 11                             | 12                    | 0                     | Active |  |  |  |  |  |  |  |  |  |  |
| 7033                      | 2003 NF SR-813      | Bus (BU)             | 22             | 2003              | Compressed Natural Gas | 0                              | 12                    | 0                     | Active |  |  |  |  |  |  |  |  |  |  |
| 38600                     | 2009 NF SR-1337     | Bus (BU)             | 27             | 2009              | Compressed Natural Gas | 0                              | 12                    | 3                     | Active |  |  |  |  |  |  |  |  |  |  |
| 50733                     | 2011 NF SR-1563     | Bus (BU)             | 9              | 2011              | Compressed Natural Gas | 0                              | 12                    | 5                     | Active |  |  |  |  |  |  |  |  |  |  |
| 50734                     | 2011 NF SR-1564     | Bus (BU)             | 8              | 2011              | Compressed Natural Gas | 0                              | 12                    | 5                     | Active |  |  |  |  |  |  |  |  |  |  |
| 337351                    | 2012 NF SR-1565     | Articulated Bus (AB) | 14             | 2012              | Compressed Natural Gas | 0                              | 12                    | 8                     | Active |  |  |  |  |  |  |  |  |  |  |
| 54540                     | 2012 NF SR-1677     | Bus (BU)             | 20             | 2012              | Compressed Natural Gas | 0                              | 12                    | 6                     | Active |  |  |  |  |  |  |  |  |  |  |
| 338451                    | 2014 NF SR-1820     | Bus (BU)             | 16             | 2014              | Compressed Natural Gas | 0                              | 12                    | 8                     | Active |  |  |  |  |  |  |  |  |  |  |
| 344963                    | 2015 NF SR-1965     | Bus (BU)             | 15             | 2015              | Compressed Natural Gas | 0                              | 12                    | 9                     | Active |  |  |  |  |  |  |  |  |  |  |
| 351155                    | 2016 NF SR-2029     | Bus (BU)             | 13             | 2016              | Compressed Natural Gas | 0                              | 12                    | 10                    | Active |  |  |  |  |  |  |  |  |  |  |
|                           | 2018 NF SR-2214     | Bus (BU)             | 24             | 2018              | Compressed Natural Gas | 0                              | 12                    | 12                    | Active |  |  |  |  |  |  |  |  |  |  |
|                           | 2018 NF SR-2252     | Articulated Bus (AB) | 1              | 2018              | Compressed Natural Gas | 0                              | 12                    | 12                    | Active |  |  |  |  |  |  |  |  |  |  |
|                           | <b>Subtotal</b>     |                      | <b>189</b>     |                   |                        |                                |                       |                       |        |  |  |  |  |  |  |  |  |  |  |
| 34521                     | 2008 Ford Starcraft | Cutaway (CU)         | 19             | 2008              | Gasoline               | 0                              | 7                     | 0                     | Active |  |  |  |  |  |  |  |  |  |  |
| 60870                     | 2009 Ford Aerotech  | Cutaway (CU)         | 5              | 2009              | Gasoline               | 0                              | 7                     | 0                     | Active |  |  |  |  |  |  |  |  |  |  |
| 60870                     | 2009 Ford Aerotech  | Cutaway (CU)         | 8              | 2009              | Gasoline               | 0                              | 7                     | 0                     | Active |  |  |  |  |  |  |  |  |  |  |
| 60871                     | 2012 Ford Starcraft | Cutaway (CU)         | 15             | 2012              | Gasoline               | 0                              | 7                     | 1                     | Active |  |  |  |  |  |  |  |  |  |  |
| 347012                    | 2015 Ford Starcraft | Cutaway (CU)         | 26             | 2015              | Compressed Natural Gas | 0                              | 7                     | 4                     | Active |  |  |  |  |  |  |  |  |  |  |
|                           | 2017 Ford Starcraft | Cutaway (CU)         | 6              | 2017              | Compressed Natural Gas | 0                              | 7                     | 6                     | Active |  |  |  |  |  |  |  |  |  |  |
|                           | 2017 Ford Starcraft | Cutaway (CU)         | 17             | 2017              | Compressed Natural Gas | 0                              | 7                     | 6                     | Active |  |  |  |  |  |  |  |  |  |  |
|                           | 2018 Ford Starcraft | Cutaway (CU)         | 10             | 2018              | Compressed Natural Gas | 0                              | 7                     | 7                     | Active |  |  |  |  |  |  |  |  |  |  |
|                           | <b>Subtotal</b>     |                      | <b>106</b>     |                   |                        |                                |                       |                       |        |  |  |  |  |  |  |  |  |  |  |
|                           | <b>TOTAL</b>        |                      | <b>295</b>     |                   |                        |                                |                       |                       |        |  |  |  |  |  |  |  |  |  |  |

| Non-Revenue Vehicle Inventory |                                    |              |                      |                   |                                     |                                     |                   |                                   |                                                     |
|-------------------------------|------------------------------------|--------------|----------------------|-------------------|-------------------------------------|-------------------------------------|-------------------|-----------------------------------|-----------------------------------------------------|
| Agency<br>Fleet ID            | Fleet Name                         | Vehicle Type | Year<br>Manufactured | Estimated<br>Cost | Useful Life<br>Benchmark<br>(Years) | Useful Life<br>Remaining<br>(Years) | Total<br>Vehicles | Year Dollars of<br>Estimated Cost | Component ID                                        |
| 210                           | Rail Explorer                      | Automobiles  | 2004                 | \$ 35,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000025                                            |
| 231 - 243                     | Relief Caravans                    | Automobiles  | 2010                 | \$ 35,000.00      | 5                                   | 0                                   | 13                | 2018                              | None (assets are listed<br>per individual vehicles) |
| 249                           | EV GEM<br>F-350                    | Automobiles  | 2011                 | \$ 16,462.45      | 5                                   | 0                                   | 1                 | 2018                              | 30000091                                            |
| 309                           | Stops/Stations sbX                 | Automobiles  | 2015                 | \$ 70,000.00      | 5                                   | 2                                   | 1                 | 2018                              | 30000121                                            |
| 311                           | Marketing Van                      | Automobiles  | 2008                 | \$ 35,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000063                                            |
| 318                           | F-250 Facilities                   | Automobiles  | 2017                 | \$ 70,000.00      | 5                                   | 4                                   | 1                 | 2018                              | 30000157                                            |
| 393                           | Maint TVMs                         | Automobiles  | 2007                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000070                                            |
| 451 - 462                     | 2017 Nissan Relief<br>Cars         | Automobiles  | 2017                 | \$ 35,000.00      | 5                                   | 4                                   | 12                | 2018                              | None (assets are listed<br>per individual vehicles) |
| 467 - 470                     | 2018 Ford Focus                    | Automobiles  | 2018                 | \$ 35,000.00      | 5                                   | 5                                   | 4                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 471 - 476                     | 2016 Ford C-Max<br>Relief Cars     | Automobiles  | 2016                 | \$ 35,000.00      | 5                                   | 3                                   | 5                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 477 - 478                     | 2016 C-Max Special<br>Transit      | Automobiles  | 2016                 | \$ 35,000.00      | 5                                   | 3                                   | 2                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 479 - 482                     | 2016 Ford C-Max<br>Relief Cars     | Automobiles  | 2016                 | \$ 35,000.00      | 5                                   | 3                                   | 4                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 484 - 485                     | 2016 Ford C-Max<br>Relief Cars     | Automobiles  | 2016                 | \$ 35,000.00      | 5                                   | 3                                   | 2                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 486 - 497                     | 2018 Ford Edge<br>Field Sups       | Automobiles  | 2018                 | \$ 35,000.00      | 5                                   | 5                                   | 12                | 2018                              | None (assets are listed<br>per individual vehicles) |
| 498 - 499                     | 2018 Ford Edge<br>Security / Maint | Automobiles  | 2018                 | \$ 35,000.00      | 5                                   | 5                                   | 2                 | 2018                              | None (assets are listed<br>per individual vehicles) |
|                               | Subtotal                           |              |                      |                   |                                     |                                     | 62                |                                   |                                                     |

| Agency<br>Fleet ID | Fleet Name                | Vehicle Type                             | Year<br>Manufactured | Estimated<br>Cost | Useful Life<br>Benchmark<br>(Years) | Useful Life<br>Remaining<br>(Years) | Total<br>Vehicles | Year Dollars of<br>Estimated Cost | Component ID                                        |
|--------------------|---------------------------|------------------------------------------|----------------------|-------------------|-------------------------------------|-------------------------------------|-------------------|-----------------------------------|-----------------------------------------------------|
| 205 - 206          | Safety Trailers           | Trucks and other<br>Rubber Tire Vehicles | 2018                 | \$35,000.00       | 5                                   | 5                                   | 2                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 212                | F-350 RC Truck            | Trucks and other<br>Rubber Tire Vehicles | 2002                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000004                                            |
| 218                | F-250 RC Truck            | Trucks and other<br>Rubber Tire Vehicles | 1997                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000007                                            |
| 220                | F-350<br>Stops/Stations   | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000129                                            |
| 221                | F-350<br>Stops/Stations   | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000126                                            |
| 222                | F-350<br>Stops/Stations   | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000125                                            |
| 223                | F-550 Procurement         | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000127                                            |
| 224                | F-550 Stops &<br>Stations | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000128                                            |
| 225                | F-550 Stops &<br>Stations | Trucks and other<br>Rubber Tire Vehicles | 2016                 | \$ 70,000.00      | 5                                   | 3                                   | 1                 | 2018                              | 30000124                                            |
| 226                | F-550 Facilities          | Trucks and other<br>Rubber Tire Vehicles | 2006                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000034                                            |
| 227                | F-250 Facilities          | Trucks and other<br>Rubber Tire Vehicles | 2008                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000035                                            |
| 228                | F-350<br>Stops/Stations   | Trucks and other<br>Rubber Tire Vehicles | 2008                 | \$ 70,000.00      | 5                                   | 0                                   | 1                 | 2018                              | 30000036                                            |
| 251                | F-550 Facilities          | Trucks and other<br>Rubber Tire Vehicles | 2015                 | \$ 98,920.32      | 5                                   | 2                                   | 1                 | 2018                              | 30000122                                            |
| 441 - 445          | 2017 Ford F-250           | Trucks and other<br>Rubber Tire Vehicles | 2017                 | \$ 70,000.00      | 5                                   | 4                                   | 5                 | 2018                              | None (assets are listed<br>per individual vehicles) |
| 5876               | Old Blue                  | Trucks and other<br>Rubber Tire Vehicles | 1958                 | \$175,000.00      | 12                                  | 0                                   | 1                 | 2018                              | 30000071                                            |
| 837                | Security's MCC            | Trucks and other<br>Rubber Tire Vehicles | 2000                 | \$103,000.00      | 7                                   | 0                                   | 1                 | 2018                              | 30000000                                            |
|                    | <b>Subtotal</b>           |                                          |                      |                   |                                     |                                     | <b>21</b>         |                                   |                                                     |
|                    | <b>Total</b>              |                                          |                      |                   |                                     |                                     | <b>21</b>         |                                   |                                                     |

## **Equipment Asset Management**

Omnitrans has established management standards for grant-purchased equipment similar to those established for rolling stock. Grant-purchased capital equipment has a value of \$15,000 or more and a useful life of at least one (1) year. Examples:

- Vehicle equipment – additional, unique components such as fare boxes and bike racks
- Shop equipment for vehicle maintenance
- Computer equipment and software required for placing the equipment into service (such as servers, printers, etc.)
- Computer software systems of \$15,000 or more such as scheduling software, maintenance and fleet management software, etc.
- Communications equipment (includes telephone systems, radio systems, and security systems with an aggregate cost of \$15,000 or more)
- Security and surveillance equipment (includes lighting, and video surveillance systems)
- Light-duty sedans, cargo vans, and trucks that are **not** used for passenger transportation (such as maintenance vehicles, staff vehicles, etc.)

## **Minimum Useful Life Standards for Equipment Replacement**

Omnitrans has established minimum useful life standards for grant-funded equipment. These standards were established in accordance with FTA guidelines, and reflect a combination of industry standards, and Omnitrans experience. The minimum useful life standards for equipment are noted below. Please note these are established for grant replacement purposes only; they do not necessarily reflect Omnitrans' internal equipment life cycle expectations.

- Computer equipment, software, and other office equipment = 5 years
- Communications equipment (mobile radios, base stations) = 5 years
- Surveillance equipment (cameras, etc. for vehicles or facilities) = 5 years
- Shop equipment (e.g., vehicle lift, bus washing, tire changers, etc.) = 15 years
- Fare boxes = 10 years

- Wheelchair lift = same as useful life of the vehicle on which it is installed
- Light-duty vehicles, non-rolling stock = 4 years or 100,000 miles

## **Equipment Inventory**

Omnitrans has established guidelines for inventorying capital equipment and maintains an Asset Register in SAP ERP for all grant-funded capital equipment. The Asset Register includes all capital equipment, whether grant-funded or paid for with other funds. The inventory includes the following data elements and should be updated as new equipment is acquired or old equipment is replaced. Expected replacement date may also be included. If it is, it should be updated annually.

- Agency's internal equipment ID number (inventory property "asset tag number" identifying the asset as federally-funded)
- Year of manufacture
- Equipment condition (use vehicle condition categories in previous section as a guide)
- Serial Number
- Date placed into service
- Total purchase cost (asset register set-up will show which grant funded the purchase)
- Minimum useful life or remaining useful life (annual update required)
- Date removed from service (if applicable)
- Disposal method (if applicable; e.g., "auction sale")

## **Equipment Maintenance Plans**

All grant-funded equipment, or equipment purchased as part of a capitalized system (i.e. dispenser, compressor) should have a basic, written maintenance plan. Maintenance plans should be within 20% of the manufacturer's recommended timelines, and should include any required warranty service or inspections, as well as a schedule of preventive maintenance.

Record-keeping should include a file with copies of all procurement documents, such as the purchase order, manufacturer's specifications and warranty, and a schedule of inspections, service, and repairs which were

done for the equipment. These records must be maintained as long as the equipment is used in the service or program it was purchased for, plus three additional years.

Please refer to the section on Vehicle Preventive Maintenance Plans for further guidance and examples. Generally, except for very costly items, equipment maintenance plans do not have to be as detailed as vehicle maintenance plans. Maintenance schedules should be based on safety and risk considerations, the cost of the equipment, whether it has moving parts, and follow instructions in the materials provided by the manufacturer.

## **Equipment Safety**

Omnitrans has a safety program that includes equipment safety. Shop equipment and non-rolling stock vehicles present safety risks which should be addressed through a safety plan.

- Omnitrans management commitment to safety includes safety policies, and a safety communication program for the workplace (such as posters, safety bulletins, etc.), and incorporating safety elements into workplace training procedures, as appropriate.
- Appropriate safety response equipment, including fire extinguishers and first aid kits, eye washes, bio-hazard kits, etc., are provided. Both office and maintenance facilities are regulated under several federal, and state regulatory bodies including but not limited to: Federal Transit Administration (FTA) and California Occupational Safety and Health Administration (CalOSHA) workplace safety guidelines, and comply with all pertinent safety requirements. Links to workplace safety guidelines and compliance can be found in Attachment (B).
- Operator training for all grant-funded equipment includes initial training upon installation (typically provided by the manufacturer's representative or local dealer), and refresher training for new employees.
- A sufficient number of employees trained in first aid and CPR to respond quickly to emergencies. Procedures for emergency response and public safety information are provided to employees as recommended by local first responder agencies.
- Safety procedures for non-rolling stock vehicles is included in the agency's general safety policies and procedures reflecting the same standards as driver safety procedures for rolling stock vehicles, excluding procedures for transit passengers.
- While there are no formal requirements linking TAM and the Safety Management Systems (SMS), Public Transportation Agency Safety Plan (PTASP), the Agency recognizes that there are many opportunities to share information and analysis between the two processes, thus improving actions

and decision making agency wide. The agency recognizes the opportunity of the shared nexuses between TAM and SMS including but not limited to:

- o Condition Assessments can identify potential safety issues, which could undergo safety risk assessment of the SMS.
- o TAM data and analysis can be used for performance monitoring and measurement in Safety Assurance of SMS.
- o The outcome of a safety risk assessment in SMS, or safety performance monitoring and measurement in Safety Assurance of the SMS, could inform the agency in the prioritization of an asset for repair or replacement.
- o By using the outcome of a safety risk assessment of SMS, or safety performance monitoring and measurement in Safety Assurance of SMS, the SMS could inform resources for TAM.

## **Disposal of Equipment**

Generally, requirements for approved disposal of grant-funded equipment follow the requirements for disposal of vehicles, although Omnitrans does not hold title to equipment. Please refer to the section of Disposal of Grant-funded Vehicles for more detailed information and requirements.

Grant-funded equipment must meet or exceed established minimum useful life standards for replacement with FTA grant funds. Equipment may be disposed of through the following methods:

- Sale by open bid process or public auction
- Trade-in for replacement equipment
- Transfer to a public or nonprofit agency
- Donation to a charity if value is under Omnitrans threshold for capital
- Disposal and required replacement due to damage, theft, or vandalism

Sale of used equipment is a common method of disposal. Omnitrans will make every effort to sell items for the highest price. Sale proceeds must be used for the purpose of the original grant program. If the item has a sale value of \$5,000 or more, it must either be used as match for a new equipment purchase or used in provision of service in the same program that funded the original purchase.

## **Facilities Asset Management**

Facilities include the following capital assets:

- Passenger shelters
- Signs
- Amenities such as passenger benches and bicycle lockers
- Bus facilities and storage sheds
- Bus parking areas
- Bus maintenance facilities
- Transit infrastructure such as transfer facilities
- Park and ride lots, facility parking lots, sidewalk improvements
- Transit administration facilities

For Omnitrans grant project purposes, capital facilities projects fall into two general categories:

1. **Passenger Shelters, Signs and Amenities.** These are small to moderate assets with limited planning, permitting, documentation and environmental review requirements. These projects can generally be accomplished within existing agency staff assignments and resources and have a shorter implementation schedule. Passenger shelters are often purchased pre-fabricated, as are most amenities such as benches and bicycle lockers. Assembly and installation requirements are usually minimal to moderate. ADA accessibility is a requirement for all facility projects.
2. **Structures and Facilities.** These are significant assets involving significant physical improvements and structures, from paving parking lots to constructing large facilities such as bus facilities, maintenance shops, premium bus shelters, bus rapid transit stations and infrastructure, and transit centers. These assets require dedicated construction management resources and may require significant planning, public involvement, permits, inspections and environmental review. Project awards are accomplished through formal Sealed Bid or Request for Proposals. Time schedules for major structures and facilities projects can range from two to three years and these projects require a major commitment of agency staff resources.

## **Minimum Useful Life Standards for Capital Facilities Replacement**

Omnitrans has established minimum useful life standards for capital facilities replacement. These standards were established in accordance with FTA guidelines and reflect a combination of industry standards and Omnitrans experience. The minimum useful life standards for facilities are listed below. Please note these are established for grant replacement purposes only; they are not intended to reflect the Agency's internal facility life cycle expectations.

- Passenger shelters (pre-fabricated metal and glass/Plexiglas and stick-frame) = 10 years
- Signs and sign poles = 10 years
- Amenities (e.g., benches and on-ground bicycle lockers or racks) = 10 years
- Equipment sheds less than 300 square feet (pre-fabricated and erected on site) = 20 years
- Any constructed building/structure (e.g., bus facilities, maintenance shops, administrative offices, and transit centers) = 40 years
- Concrete/pavement infrastructure (bus parking areas, passenger transfer stations, park-and-ride lots, transit malls) = 20 years
- Security fencing (permanently installed metal cyclone-type) = 15 years
- Land = perpetual - useful life does not expire on land purchases
- Renovations to existing grant-funded facilities = allowable maximum of once every 10 years; each proposed project will be reviewed separately, on its own merit

## **Facilities Inventory**

Omnitrans has established data guidelines for inventorying capital facilities and maintains an Asset Register in SAP ERP for all grant-funded capital facilities. Omnitrans maintains an internal inventory which includes all facilities, whether grant-funded or acquired with other funds. There are two levels of inventory requirements, based on the type, size and cost of the facility. The inventory requirement for bus shelters and other small capital facilities is less detailed, whereas the inventory requirement for structures and facilities reflects the significantly higher investment of those facilities.

## **Bus Passenger Shelters, Signs, and Amenities – Inventory Requirements**

- Facility/item location – the street address, or nearest cross-streets and side of street (North, South, East, West) where the shelter or amenities are located.
- One-sentence description of the asset.

- Identifying inventory asset tag number or item code assigned.
- Month and year of installation.
- Original cost of facility/item, including applicable federal share, state share, and local share. (SAP ERP asset register set-up will show which grant funded the project)
- Current condition and remaining grant replacement useful life (use same categories listed under “Vehicle Condition Descriptions” section for identifying condition and see “Facilities Minimum Useful Life Standards for Replacement,” above).

## **Structures and Facilities – Inventory Requirements**

- Facility name (if applicable) and address. The full name of the facility as it appears on the legal deed and the legal street address.
- Brief general facility description including purpose/function of the facility, transit programs served, number of floors and square footage.
- Facility number or code assigned.
- Facility occupancy rating by local or state fire marshal.
- Date the occupancy permit allows facility to be used.
- Original total cost of facility, including applicable federal share, state share, and local share. If real estate acquisition was part of the grant project, that cost should be included in the total project cost. (SAP ERP asset register set-up will show which grant funded the project)
- For facility renovations: Date completed, square footage, and project cost of all major facility renovations or additions, including federal and state grant shares, if funded in a Omnitrans grant.
- A list of the major building infrastructure equipment systems, including (but not limited to) elevators, central fans/blowers, HVAC chillers and heaters, emergency power generators, and waste disposal equipment – including manufacturer’s serial numbers.
- Current building condition (use same categories listed under “Vehicle Condition Descriptions” section for identifying condition, and see “Facilities Minimum Useful Life Standards for Replacement,” above.)

## **Facility Management Plan**

All grant-funded facilities must have a written facility management plan. This is both an Omnitrans and FTA requirement. The facility management plan must be completed prior to final payment. There are two levels of management plan requirements, based on the type, size and cost of the facility. Bus shelters and other small capital facilities only require a maintenance plan. Structures and facilities require additional information. Examples of facility asset management plans can be found on the FTA's Web site – see links at the end of this section.

### **Bus Passenger Shelters, Signs and Amenities – Maintenance Plan Requirements**

A facility maintenance plan should include the following components:

- A facility inspection program should include a form or checklist, a schedule and dates of periodic inspection (typical inspection areas would include roof, flooring, plumbing and electrical panels);
- A maintenance schedule for installed equipment, appliances and furnishings, based on manufacturer recommendations for each item or system (for example, electronic message signs);
- A process for managing and monitoring any facility-related warranties, including installed equipment;
- A procedure for follow-up repairs arising from building inspections, as well as for unplanned equipment breakdowns of installed equipment and documentation such as a form (example: work order) or online system for recording the repairs.

### **Structures and Facilities – Facility Management Plan Requirements**

Management Plans for major capital facilities should include the following components:

1. Agency's goals and objectives for management of the facility, and how these were established.
2. A copy of the facility inventory (see section above).
3. Agency organization chart and description of facility maintenance responsibilities that includes management, supervision, and maintenance staff—who is responsible for what activities (whether done by staff, contracted or both).
4. Facility and Building Equipment Maintenance Plan. Building equipment maintenance should be based on manufacturer's recommendations and should include required warranty service or inspections, as well as a schedule of preventive maintenance. Record-keeping should include a permanent central file with copies of purchase orders, manufacturer's specifications, warranties, and

a historical schedule of inspections, service, and repairs conducted on the building equipment. This plan should address preventive maintenance servicing as follows:

- A preventive maintenance servicing and inspection schedule for each major equipment component or system in the facility. This would include heating, ventilation and air conditioning systems (HVAC), plumbing, electrical, fire alarms, sprinkler systems, lighting and public announcement (PA) systems. The inspection and servicing would include completing preventive or unplanned repairs and would be based on manufacturer's recommendations for the units inspected;
- The facility equipment inspection program should include a form or checklist for monitoring scheduled dates of inspection and whether repairs were required and document when servicing and repairs were completed;
- A process for managing and monitoring facility equipment warranties and, if applicable, service agreements, to ensure all service requirements are met;
- Annual inspections of building infrastructure such as roof, paint (both exterior and interior), windows, flooring, sidewalks, paving, fencing, etc.
- A procedure for documenting annual building infrastructure inspections, any repairs arising from these inspections, and for recording information about the repairs such as what work was done and when;
- A procedure and regular schedule for general building maintenance such as walking through areas for routines such as changing light bulbs, servicing clocks, water coolers, servicing doors and locks, and other general work area maintenance.

5. Facility Maintenance Plan:

- For out buildings and storage structures, the custodial plan should include trash can or dumpster pick-up schedule, daily restroom cleaning or port-a-potty service schedule, and sweeping or washing paved surfaces, window washing, etc.;
  - For indoor facilities, the custodial plan should include waste can and office recycling pick-up, general dusting and surface cleaning, daily restroom cleaning, periodic carpet cleaning and floor washing/waxing, as well as responding to accidental spills.
6. A general plan and periodic schedule for longer term maintenance projects, such as interior and exterior re-painting; roof replacement; and carpet and flooring replacement.

## **Facilities Insurance Requirements**

All major structures and facilities funded under Omnitrans grants must have adequate insurance throughout the life of the facility. Evidence of appropriate insurance coverage (a Certificate of Insurance from the agency's insurance carrier) must be submitted for final payment of any Omnitrans grant funded facility project.

The level of insurance coverage should be commensurate with the cost and risk potential for replacing the facility. Commercial building insurance that protects against loss from fire, flood, or other events or defects is appropriate for buildings and constructed facilities. Omnitrans should also carry general liability insurance covering employees and visitors to the facility in the event of injury or accident on the premises.

## **Facilities Safety Program**

Grant-funded major structures and facilities should have a Facility Safety and Security Plan. The level of detail and activities in the safety plan should be commensurate with the type and size of the facility, as well as the number of occupants, risk potential of activities and functions performed at the facility, and local regulations, as well as CalOSHA requirements.

- For out buildings and storage structures, safety issues may include lighting, fencing, call boxes, alarm systems, surveillance equipment and other measures for safe and secure vehicle storage;
- For indoor facilities, safety issues may include responding to emergency events; scheduling fire/earthquake drills; a process for working with local law enforcement to develop appropriate workplace violence and bomb threat response protocols; lock-box protocols with local fire departments; parking and exterior lighting, building key or card control systems, alarm systems, and other measures for safe and secure facilities;
- An annual facility safety inspection by a designated position or group. This inspection must include all safety components and any ADA-related equipment. For larger facilities housing a number of employees, establishing a safety committee is a good way to monitor ongoing safety issues as recommended by FTA.

Fueling facilities that have underground liquid storage tanks and facilities that employ hazardous substances in the course of daily business, such as maintenance shops, have additional safety regulations under federal and state law.

## **Disposal of Facilities**

Disposal of grant-funded facilities is not common. Facility categories which are most commonly disposed of and replaced include passenger shelters, signs, amenities such as benches and bicycle lockers, fencing and equipment sheds. Generally, it is not expected or intended that grant-funded major structures and facilities such as buildings or transit infrastructure will be replaced. The more permanent facilities are more likely to use grant funds for renovations and/or additions.

Grant-funded facilities must meet or exceed established minimum useful life standards for replacement, in order to be replaced under a new grant. Removable-type facilities such as passenger shelters and amenities may be disposed of through the following methods:

- Transfer to a public or nonprofit agency
- Public sale or auction

If a grant-funded facility were to be disposed of, Omnitrans would be expected to access a real estate company to assist in the sale and advertise the property via multiple listing services. Most federally-funded facilities other than passenger shelters, amenities and sidewalk construction/parking lots have a restrictive covenant filed on the deed. This is to protect the federal investment and to ensure Omnitrans is notified and involved in the sale or transfer of the property. Transferring used facilities such as passenger shelters to other public or nonprofit agencies may be requested. *Please contact Omnitrans Finance department to discuss transfer plans and requirements.*

When selling facilities or structures Omnitrans should make every effort to sell such item(s) in a public venue to get the highest price possible. Proceeds of sale must be used for the same grant program that funded the original purchase/installation or construction. If the item has a sale value of \$15,000 or more, proceeds must be used to purchase new amenities. Approval must be obtained prior to the disposal of grant-purchased facilities. Facilities damaged or destroyed due to vandalism, fire, or accident should be repaired or replaced using insurance proceeds.

# Facilities Tables

| Name                              | Section of Larger Facility? | Street     | Condition Assessment | Est. Date of Condition Assessment | Primary Mode   | Secondary Mode | Year Built or Reconstructed as New | Square Feet | Parking Spaces |
|-----------------------------------|-----------------------------|------------|----------------------|-----------------------------------|----------------|----------------|------------------------------------|-------------|----------------|
| 1 - degraded, 5 - best condition. |                             |            |                      |                                   |                |                |                                    |             |                |
| (EV, WV, etc.)                    | Yes or no                   |            |                      | Date assessed                     | Bus or rail in | P/T, D/R, etc. | year from                          | Square feet | # of spaces    |
| East Valley Property              | No                          | 5th Street | 3                    | 08/06/18                          | MB - Bus       | DR             | 2008                               | 487,872     | 317            |
| Generators                        | Yes                         | 5th Street | 3                    | 08/06/18                          | MB - Bus       | DR             | 1998                               |             |                |
| Camera Systems                    | Yes                         | 5th Street | 3                    | 08/06/18                          | MB - Bus       | DR             | 2014                               |             |                |
| EV Admin Bldg                     | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               | 23,769      |                |
| EV Admin Plumbing                 | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| Electrical / Lighting             | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| Roof                              | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| Fire Alarm                        | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| Fire Sprinklers                   | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| HVAC System                       | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| Elevator System                   | Yes                         | 5th Street | 2                    | 08/06/18                          | MB - Bus       | DR             | 2007                               |             |                |
| EV Maint Bldg                     | Yes                         | 5th Street | 3                    | 08/06/18                          | MB - Bus       | NA             | 1998                               | 119,364     |                |
| Plumbing                          | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Electrical / Lighting             | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Roof                              | Yes                         | 5th Street | 2                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Fire Alarm                        | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Fire Sprinkler                    | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| HVAC System                       | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Elevator System                   | Yes                         | 5th Street | 2                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Hoists                            | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Cranes                            | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Vehicle Exhaust                   | Yes                         | 5th Street | 2                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Compressed Air                    | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| Methane Detection System          | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | NA             | 1998                               |             |                |
| EV Fuel Island                    | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               | 7,683       |                |
| Plumbing                          | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Electrical / Lighting             | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Roof                              | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Fire Alarm                        | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Fire Sprinkler                    | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| HVAC System                       | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Fluid Distribution System         | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Bus Vacuum System                 | Yes                         | 5th Street | 2                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| Methane Detection System          | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |
| EV Bus Wash                       | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               | 6,956       |                |
| Plumbing                          | Yes                         | 5th Street | 4                    | 08/06/18                          | MB - Bus       | DR             | 2015                               |             |                |

| Name                       | Section of Larger Facility? | Street         | Condition Assessment | Est. Date of Condition Assessment | Primary Mode | Secondary Mode | Year Built or Reconstructed as New | Square Feet | Parking Spaces |
|----------------------------|-----------------------------|----------------|----------------------|-----------------------------------|--------------|----------------|------------------------------------|-------------|----------------|
| Electrical / Lighting      | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| Roof                       | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| Fire Alarm                 | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| Fire Sprinkler             | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| HVAC System                | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| Methane Detection System   | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| Hoist                      | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| EV Pump House              | Yes                         | 5th Street     | 3                    | 08/06/18                          | MB - Bus     | DR             | 2015                               |             |                |
| EV Security Booth          | Yes                         | 5th Street     | 4                    | 08/06/18                          | MB - Bus     | DR             |                                    | 304         |                |
| EV CNG Plant               | Yes                         | 5th Street     | 5                    | 08/06/18                          | MB - Bus     | DR             | 2017                               |             |                |
| Air Compressor             | Yes                         | 5th Street     | 5                    | 08/06/18                          | MB - Bus     | DR             | 2017                               |             |                |
| Generator                  | Yes                         | 5th Street     | 5                    | 08/06/18                          | MB - Bus     | DR             | 2017                               |             |                |
| Medical Center Parking Lot | No                          | Medical Center | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2010                               |             | 90             |
| Average                    |                             |                | 4                    |                                   |              |                |                                    |             |                |
| West Valley Property       | No                          | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | DR             | 2003                               | 239,580     | 158            |
| WV Operations Bldg         | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               | 7,835       |                |
| Plumbing                   | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Electrical / Lighting      | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Roof                       | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Fire Alarm                 | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Fire Sprinklers            | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| WV Maint Bldg              | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| HVAC System Maint          | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               | 20,475      |                |
| Plumbing                   | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Electrical / Lighting      | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Roof                       | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Fire Alarm                 | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Fire Sprinklers            | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Methane Detection System   | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Hoists                     | Yes                         | Arrow Highway  | 5                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Crane                      | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Vehicle Exhaust            | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| Compressed Air System      | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | N/A            | 2003                               |             |                |
| WV Fuel Island             | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | DR             | 1987                               | 2,500       |                |
| Plumbing                   | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | DR             | 1987                               |             |                |
| Electrical / Lighting      | Yes                         | Arrow Highway  | 3                    | 08/06/18                          | MB - Bus     | DR             | 1987                               |             |                |
| Roof                       | Yes                         | Arrow Highway  | 2                    | 08/06/18                          | MB - Bus     | DR             | 1987                               |             |                |
| Fire Alarm                 | Yes                         | Arrow Highway  | 4                    | 08/06/18                          | MB - Bus     | DR             | 1987                               |             |                |

| Name                          | Section of Larger Facility? | Street               | Condition Assessment | Est. Date of Condition Assessment | Primary Mode  | Secondary Mode | Year Built or Reconstructed as New | Square Feet | Parking Spaces |
|-------------------------------|-----------------------------|----------------------|----------------------|-----------------------------------|---------------|----------------|------------------------------------|-------------|----------------|
| HVAC                          | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Fluid Distribution System     | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 2015                               |             |                |
| Bus Vacuum System             | Yes                         | Arrow Highway        | 1                    | 08/06/18                          | MB - Bus      | DR             | 2006                               |             |                |
| WV Bus Wash                   | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               | 3,250       |                |
| Bus Wash System               | Yes                         | Arrow Highway        | 1                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Plumbing                      | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Electrical / Lighting         | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Roof                          | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Fire Alarm                    | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Fire Sprinklers               | Yes                         | Arrow Highway        | 4                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| HVAC                          | Yes                         | Arrow Highway        | 3                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| Hoists                        | Yes                         | Arrow Highway        | 4                    | 08/06/18                          | MB - Bus      | DR             | 1987                               |             |                |
| WV CNG Plant                  | Yes                         | Arrow Highway        | 5                    | 08/06/18                          | MB - Bus      | DR             | 2017                               |             |                |
| WV CNG Plant Emerg. Generator | Yes                         | Arrow Highway        | 5                    | 08/06/18                          | MB - Bus      | DR             | 2018                               |             |                |
| Air Compressor                | Yes                         | Arrow Highway        | 5                    | 08/06/18                          | MB - Bus      | DR             | 2019                               |             |                |
|                               |                             | Average              | 3                    |                                   |               |                |                                    |             |                |
| SBTC Property ( Whole Site )  | No                          | Rialto Avenue        | 5                    | 08/06/18                          | MB - Bus      | OR             | 2015                               |             | 4              |
| SBTC Bus Side Bldg            | Yes                         | Rialto Avenue        | 5                    | 08/06/18                          | MB - Bus      | OR             | 2015                               |             |                |
| Walls & Fences                | Yes                         | Rialto Avenue        | 5                    | 08/06/18                          | MB - Bus      | OR             | 2015                               |             |                |
|                               |                             | Average              | 5                    |                                   |               |                |                                    |             |                |
| I St Property                 | No                          | I Street             | 2                    | 08/06/18                          | Response      | DR             | 1975                               |             | 143            |
| I St HVAC                     | Yes                         | I Street             | 2                    | 08/06/18                          | Response      | N/A            | 1995                               |             |                |
| I St Generator                | Yes                         | I Street             | 4                    | 08/06/18                          | Response -    | N/A            | 2013                               |             |                |
| I St Admin Bldg               | Yes                         | I Street             | 3                    | 08/06/18                          | Response      | DR             | 1975                               | 4,520       |                |
| I St Maint Bldg               | Yes                         | I Street             | 2                    | 08/06/18                          | Response      | N/A            | 1975                               | 11,339      |                |
| I St Fuel Island              | Yes                         | I Street             | 3                    | 08/06/18                          | Response      | N/A            | 2009                               | 80          |                |
| I St Security Booth           | Yes                         | I Street             | 3                    | 08/06/18                          | Response      | N/A            | 2009                               | 304         |                |
|                               |                             | Average              | 3                    |                                   |               |                |                                    |             |                |
| Palm Avenue                   | No                          | Palm Avenue          | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             | 81             |
| Cal State University          | No                          | Cal State University | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Little Mountain SB            | No                          | Little Mountain SB   | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Little Mountain NB            | No                          | Little Mountain NB   | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |

| Name                             | Section of Larger Facility? | Street             | Condition Assessment | Est. Date of Condition Assessment | Primary Mode  | Secondary Mode | Year Built or Reconstructed as New | Square Feet | Parking Spaces |
|----------------------------------|-----------------------------|--------------------|----------------------|-----------------------------------|---------------|----------------|------------------------------------|-------------|----------------|
| Shandin Hills SB                 | No                          | Shandin Hills SB   | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Shandin Hills NB                 | No                          | Shandin Hills NB   | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Marshall SB                      | No                          | Marshall SB        | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             | 86             |
| Marshall NB                      | No                          | Marshall NB        | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             | 75             |
| Highland Ave SB                  | No                          | Highland Ave SB    | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Highland Ave NB                  | No                          | Highland Ave NB    | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Baseline Ave SB                  | No                          | Baseline Ave SB    | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Baseline Ave NB                  | No                          | Baseline Ave NB    | 3                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Court St Mid                     | No                          | Court St           | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Rialto Avenue Mid                | No                          | Rialto Avenue      | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Inland Center Mall Mid           | No                          | Inland Center Mall | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Hunts Lane Mid                   | No                          | Hunts Lane         | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Carnegie Drive Mid               | No                          | Carnegie Drive     | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Tippecanoe Avenue Mid            | No                          | Tippecanoe Avenue  | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Redlands Blvd SB                 | No                          | Redlands Blvd SB   | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             | 235            |
| Redlands Blvd NB                 | No                          | Redlands Blvd NB   | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Prospect Avenue SB               | No                          | Prospect Avenue SB | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Prospect Avenue NB               | No                          | Prospect Avenue NB | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |
| Benton: Prospect & Barton ( VA ) | No                          | Barton             | 4                    | 08/06/18                          | Rapid Transit | N/A            | 2013                               |             |                |

## **Attachment A:**

### **Transit Asset Management (TAM) Compliance Information Table**

|                                                                                                                                                                  |                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who is the staff point of contact for TAM and metropolitan transportation planning related issues at your agency? Please provide phone number and email address. | <i>Donald Walker, Director of Finance</i><br><i>909-379-7131</i><br><i>donald.walker@Omnitrans.org</i>                                                                     |
| What are your initial TAM performance targets?                                                                                                                   | <i>See below for target on various capital assets.</i>                                                                                                                     |
| Rolling Stock                                                                                                                                                    | <i>1) Fixed-route (40 – 60 ft.) – 100% of vehicles to have an age of 12 years or less.</i><br><i>2) Para-transit – 100% of vehicles to have an age of 7 years or less.</i> |
| Non-Revenue Vehicles                                                                                                                                             | <i>Vans, cars &amp; trucks – 100% of vehicles to have an age of 7 years or less.</i>                                                                                       |
| Facilities & Equipment                                                                                                                                           | <i>100% of facilities with a condition rating of 3 or above on the FTA Transit Economic Requirements Model (TERM) scale.</i><br><i>(1 = Poor to 5 = Excellent)</i>         |
| Engines, Passenger Cars & Right of Way                                                                                                                           | <i>To be added after completion of the Redlands Passenger Rail Project (Arrow)</i>                                                                                         |

**Attachment B:**

**Workplace Safety Guidelines and Compliance**

1. U.S. Department of Transportation's Federal Transit Administration (FTA) <https://www.transit.dot.gov/>
2. The Division of Occupational Safety and Health (DOSH), <https://www.dir.ca.gov>
3. California Environmental Protection Agency <https://calepa.ca.gov/>
4. U.S. Environmental Protection Agency <https://www.epa.gov/>
5. South Coast Air Quality Management District <http://www.aqmd.gov>
6. California State Water Resources Control Board <https://www.waterboards.ca.gov/>
7. Occupational Safety and Health Administration <https://www.osha.gov/>

## Performance Target & Measures

| Performance Measures                                                                                                     | Type | Asset Class                           | FY2019 Target | FY2020 Target | FY2021 Target | FY2022 Target | FY2023 Target |
|--------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------|---------------|---------------|---------------|---------------|
| <b>Revenue Vehicles</b>                                                                                                  |      |                                       |               |               |               |               |               |
| Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB). | BU   | Bus                                   | N/A           | 25%           | 20%           | 15%           | 10%           |
|                                                                                                                          | AB   | Articulated Bus                       | N/A           | 25%           | 20%           | 15%           | 10%           |
|                                                                                                                          | CU   | Cutaway Bus                           | N/A           | 25%           | 20%           | 15%           | 10%           |
| <b>Non-Revenue Vehicles</b>                                                                                              |      |                                       |               |               |               |               |               |
| Age - % of vehicles that have met or exceed their Useful Life Benchmark (ULB)                                            |      | Relief Cars                           | N/A           | 25%           | 20%           | 15%           | 10%           |
|                                                                                                                          |      | Trucks and other Rubber Tire Vehicles | N/A           | 25%           | 20%           | 15%           | 10%           |
| <b>Facilities</b>                                                                                                        |      |                                       |               |               |               |               |               |
| Condition - % of facilities with a condition rating below 3 on the FTA Transit Economic Requirements Model (TERM) Scale  |      | Administration                        | N/A           | 25%           | 20%           | 15%           | 10%           |
|                                                                                                                          |      | Maintenance                           | N/A           | 25%           | 20%           | 15%           | 10%           |
|                                                                                                                          |      | Passenger Facilities                  | N/A           | 25%           | 20%           | 15%           | 10%           |

## **Definitions:**

**Accountable Executive:** Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329 and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

**Asset Category:** Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

**Asset Class:** Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cut-away vans are all asset classes within the rolling stock asset category.

**Asset Inventory:** Means a register of capital assets, and information about those assets.

**Capital Asset:** Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

**Decision Support Tool:** Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

**Direct Recipient:** Means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

**Equipment:** Means an article of non-expendable, tangible property having a useful life of at least one year.

**Exclusive-Use Maintenance Facility:** Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

**Facility:** Means a building or structure that is used in providing public transportation.

**Full Level of Performance:** Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

**Horizon Period:** Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

**Implementation Strategy:** Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

**Infrastructure:** Means the underlying framework or structures that support a public transportation system.

**Investment Prioritization:** Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

**Key Asset Management Activities:** Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

**Life-Cycle Cost:** Means the cost of managing an asset over its whole life.

**Participant:** Means a Tier II provider that participates in a group TAM plan.

**Performance Measure:** Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (*e.g.*, a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

**Performance Target:** Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

**Public Transportation System:** Means the entirety of a transit provider's operations, including the services provided through contractors.

**Public Transportation Agency Safety Plan:** Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

**Recipient:** Means an entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a sub-recipient.

**Rolling Stock:** Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

**Service Vehicle:** Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

**State of Good Repair (SGR):** Means the condition in which a capital asset is able to operate at a full level of performance.

**Sub-recipient:** Means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

**TERM Scale:** Means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5 - Excellent, 4 - Good; 3 - Adequate, 2 - Marginal, and 1 - Poor.

**Tier I Provider:** Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

**Tier II Provider:** Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a sub-recipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

**Transit Asset Management (TAM):** Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

**Transit Asset Management (TAM) Plan:** Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

**Transit Asset Management (TAM) Policy:** Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

**Transit Asset Management (TAM) Strategy:** Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

**Transit Asset Management (TAM) System:** Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

**Transit Provider (provider):** Means a recipient or sub-recipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

**Useful life:** Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

**Useful life benchmark (ULB):** Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

ITEM #           E4          

**DATE:** November 15, 2018

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

**THROUGH:** P. Scott Graham, CEO/General Manager

**FROM:** Donald Walker, Director of Finance

**SUBJECT: OMNITRANS' FISCAL YEAR ENDED JUNE 30, 2018 FINANCIAL  
AUDIT STATEMENT ON AUDITING STANDARDS 114 LETTER**

**FORM MOTION**

Receive and forward to the Board of Directors Vavrinek, Trine, Day & Co., LLP (VTD) Statement on Auditing Standards (SAS) 114 letter for fiscal year ended June 30, 2018.

**BACKGROUND**

As a recipient of federal, state, and local funding, Omnitrans is required to have an annual audit conducted by independent auditors in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards. The audit also included fifteen tasks contained in San Bernardino County Transportation Authority (SBCTA) Transportation Development Act 2005 Compliance Guide.

The SAS 114 letter is an American Institute of Certified Public Accountants (AICPA) required communication letter for all financial statement audits. The purpose of the letter is to communicate to those charged with governance, such as the Board of Directors, Audit Committee, President, or Management, the scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates, that aren't communicated in the audited financial statements.

In short, the responsibility of VTD is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, and are in conformity with Generally Accepted Accounting Standards.

The audit includes obtaining an understanding of Omnitrans and its environment, including internal control, and risk of material misstatements. Material misstatements may result from:

1. Errors
2. Fraudulent financial reporting
3. Misappropriation of assets
4. Violation of laws or governmental regulations

If any member of the Administrative and Finance Committee or the Board of Directors is aware of matters that have a material bearing on the financial statements taken as a whole (such as those listed above in items 1 – 4), please contact Roger Alfaro at (909) 466-4410 or email at [ralfaro@vtcdcpa.com](mailto:ralfaro@vtcdcpa.com).

### **CONCLUSION**

Omnitrans is in receipt of the Statement on Auditing Standards letter for fiscal year ended June 30, 2018.

PSG:DW

Attachment A: VTD's SAS 114 Letter



VAVRINEK, TRINE, DAY & CO., LLP  
Certified Public Accountants

VALUE THE *difference*

April 25, 2018

To the Board of Directors  
Omnitrans  
San Bernardino, California

We are engaged to audit the financial statements of Omnitrans for the year ended June 30, 2018. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance

As stated in our engagement letter dated April 25, 2018 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Omnitrans' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Omnitrans' financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Omnitrans' compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Omnitrans' compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Omnitrans' compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to 1) Management's Discussion and Analysis, 2) Schedule of Changes in the Net Pension Liability and Related Ratios, and 3) Schedule of Contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Expenditures of Federal Awards and Schedule of Proposition 1B Unspent Funds and Cash Disbursements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section or the statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

If any member of the Board is aware of matters that have a material bearing on the financial statements taken as whole (such as those described in items 1-4), please contact me at (909) 466-4410 or by email at [ralfaro@vtdcpa.com](mailto:ralfaro@vtdcpa.com) by September 1, 2018.

We will generally communicate our significant findings at the conclusion of the audit. However, some matters should be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in April 2018 and issue our report in December 2018. Roger Alfaro is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of Omnitrans and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Roger E. Alfaro, Partner  
Of Vavrinek, Trine, Day & Co., LLP

RA:gbl

ITEM # \_\_\_\_\_ E5

**DATE:** November 15, 2018

**TO:** Committee Chair Sam Spagnolo and  
Members of the Administrative and Finance Committee

**FROM:** P. Scott Graham, CEO/General Manager

**SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY  
PERFORMANCE INDICATORS FISCAL YEAR 2019 FIRST QUARTER  
REPORTS**

**FORM MOTION**

Receive and forward to the Board of Directors the 2019 Management Plan Strategic Initiatives and Key Performance Indicators, First Quarter Reports.

**BACKGROUND**

In May 2018, the Board of Directors approved five Strategic Initiatives for Fiscal Year 2019. These initiatives were developed through a collaborative process with the Senior Leadership Team and align with the Agency goals, Omnitrans Short Range Transit Plan, as well as San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress of each performance indicator defined in the Strategic Initiatives will be reported to the Board of Directors quarterly. (Attachment A) Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators report to present to the Board. The attached report is the First Quarter Report for Fiscal Year 2019. (Attachment B)

**CONCLUSION**

Receive and forward to the Board of Directors the 2018 Management Plan Strategic Initiatives and Key Performance Indicators, First Quarter Reports.

PSG

Attachments: A: Strategic Initiatives  
B: KPI's

**FY 19 Management Plan - 1st Quarter Report**  
Strategic Initiative 1 - Financial Sustainability & Operational Cost Efficiencies

| Strategic Actions FY19                                                                                                                                                                                                                                                                                       | Accountability Measures                                                                                                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Design and contract the construction of Pipeline Fueling Infrastructure at "I" Street.                                                                                                                                                                                                                    | 100% completion of design and contract award for Pipeline/fueling infrastructure at "I" Street by Q3 (carry over from FY18).                     | As part of the design process, it was discovered that the distance of the fuel line to the facility is problematic and cost prohibitive. As a result, this project will not go forward at this time.<br><br>As an alternative, the Access fleet will begin fueling at the East Valley facility.                                                                                                                                                                                                                                                                                       |
| 2. Develop a strategy and identify partners to begin implementation of solar energy and stored energy solutions.                                                                                                                                                                                             | 100% completion of RFI for alternative energy solutions by Q1; evaluate and select solutions by Q2, award contract for selected solutions by Q3. | RFI completed in Q1.<br><br>Evaluated Alternative Solutions in Q2.<br><br>Preparing Scope of Work for release in Q3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. Complete the grant-funded, near-zero engine repower project (on 63 buses).                                                                                                                                                                                                                                | Award contract for near-zero engine repower by Q2.                                                                                               | Awarded contract for engines in Q4, FY 2018.<br><br>Scheduled to award contract for transmissions in Q2.<br><br>Preparing Scope of Work for installation of engines and transmissions in Q3.<br><br>Installation to begin in Q4.                                                                                                                                                                                                                                                                                                                                                      |
| 4. Advocate for funding to mitigate projected shortfalls in operational funding.<br><br>A. Partner with SBCTA to develop a consistent outreach plan designed to inform political and private stakeholders about Omnitrans projects and initiatives, as well as legislative and/or administrative challenges. | 100% completion Advocacy Outreach Plan intended to mitigate projected funding shortfalls by Q4.                                                  | Staff is working in partnership with SBCTA staff to finalize the Short Range Transit Plan (SRTP), including service and funding plans.<br><br>Draft legislation to change Omnitrans from a JPA to a statutorily created transit district has been approved by both the Omnitrans and SBCTA Boards. Along with approval of this draft legislation is a MOU which ensures SBCTA engages Omnitrans in discussions of the inclusion of dedicated transit funding in a concurrent or future tax measure.<br><br>No additional or specific advocacy plans have been developed at this time. |

## FY 19 Management Plan - 1st Quarter Report

### Strategic Initiative 2 – Service Expansion Funding Growth

| Strategic Actions FY19                                                                                                                                                                                                                                                                                             | Accountability Measures                                                  | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Establish partnerships and agreements to support Arrow Rail service.</p> <p>A. Execute Three Party Agreement with SBCTA and Metrolink.</p> <p>B. Release Request for Proposals (RFP) and award contract for Operations and Maintenance of Equipment.</p> <p>C. Identify funding for rail feeder service.</p> | 100% completion of RFP for Operations and Maintenance contractor by Q2.  | <p>The three party agreement was approved in draft format by the Omnitrans and Metrolink Board of Directors. It is scheduled to go to the SBCTA Board in Q2.</p> <p>The RFP for Operations Maintenance of Equipment is scheduled for release in Q3.</p> <p>A rail feeder service plan has not been developed at this time.</p>                                                                                                                                                                                |
| 2. Partner with SBCTA staff to advance the West Valley Connector (WVC) Project, including Small Starts grant application.                                                                                                                                                                                          |                                                                          | <p>Omnitrans staff worked in collaboration with SBCTA staff to develop draft Small Starts application and environmental document in Q1.</p> <p>SBCTA deferred Small Starts application until Sept. 2019 (FY20), and is working on further developing the funding plan.</p> <p>Omnitrans also provided input on WVC Value Engineering study.</p>                                                                                                                                                               |
| 3. Complete 2019-2025 Short Range Transit Plan (S RTP) which identifies both financially constrained and unconstrained service implementation plans.                                                                                                                                                               | 100% completion S RTP and Board approval by Q3.                          | <p>Draft constrained plan shared with SBCTA. Continue to work with SBCTA staff on Arrow fare policy.</p> <p>An update on the development of the S RTP went to the October Plans and Programs Committee and November Board of Directors meeting. Financial forecasts are pending Omnitrans Capital plan and state ballot measure results.</p> <p>On target to complete the plan by Q3.</p>                                                                                                                     |
| 4. Partner with city, county, and other stakeholders on opportunities to implement transit oriented development (TOD).                                                                                                                                                                                             | Number and value of grant opportunities collaborated on for TOD funding. | <p>Staff worked with several JPA member agencies to incorporate bus stops into development plans and street improvement plans.</p> <p>Staff continues to work with the cities of San Bernardino and Ontario on implementation of recent grants they have received which include funding for purchase of bus shelters, transit passes, real time signage and service frequency improvements.</p> <p>Omnitrans is also participating in steering committee meetings for AQMD potential funding opportunity.</p> |
| 5. Invest in premium shelters to enhance customer amenities and safety.                                                                                                                                                                                                                                            | Deploy premium shelters once design elements are finalized.              | <p>Design complete and prototype shelters installed. Deployment plan developed in Q1.</p> <p>The Board (November Board meeting) approved a plan and strategy to move forward with two premium shelters per year.</p>                                                                                                                                                                                                                                                                                          |

## FY 19 Management Plan - 1st Quarter Report

### Strategic Initiative 3 – Technology

| Strategic Actions FY19                                                                                             | Accountability Measures                                                                                                                                                                                                          | Notes                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Design Transit Asset Management System (TAM) to comply with Federal Transit Administration (FTA) regulation     | 100 % completion of TAM Plan SOW by Q1.                                                                                                                                                                                          | <p>TAM Plan completed in October.</p> <p>TAM/PM Scope of Work submitted for release in November.</p> <p>TAM reporting information compiled and submitted to the FTA in October.</p> <p>Follow up action of implementing TAM software solution is at the RFP stage for release in December and on schedule for completion by end of Q4.</p>                               |
| 2. Develop strategy for meeting California Air Resource Board (CARB) requirement for Zero Emission Bus technology. | 100 % completion of Electrification Study complete for Zero Emission Bus technology including support infrastructure and impact to agency by Q4.                                                                                 | Electrification study RFP was completed by SBTCA for the all of San Bernardino County; this RFP will select a consultant to complete the study and will be awarded the week of 24 November. On track to be completed by Q4.                                                                                                                                              |
| 3. Optimize SAP functionality and utilization for procure-to-pay, recruitment, and electronic timekeeping          | <p>1. 3rd Party recruitment system implemented by Q2;</p> <p>2. Complete paperless invoicing process and procurement process review by Q3;</p> <p>3. 100 % completion of Management Confidential Employee Timekeeping by Q3.</p> | <p>3rd Party recruiting system procured and ready for award and will be completed by end of Q2.</p> <p>SAP Ariba (procurement module) / OpenText (document storage) solicitation in development for release in December; on track to be completed by Q3.</p> <p>Trapeze Timekeeping, FMLA, and leave request ready for award. On track to be completed by end of Q3.</p> |
| 4. Implement paratransit online booking software to improve efficiency and customer experience.                    | Paratransit online booking software implemented by Q3                                                                                                                                                                            | <p>Trapeze PassWeb approved by the Board of Directors in November.</p> <p>This project will be completed by end of Q2, FY20.</p>                                                                                                                                                                                                                                         |
| 5. Finalize technology requirements for Arrow Rail service                                                         | Develop procurement plan for required systems and equipment for Arrow Rail Q1.                                                                                                                                                   | Awaiting list / description of systems from SBTCA.                                                                                                                                                                                                                                                                                                                       |

## FY 19 Management Plan - 1st Quarter Report

### Strategic Initiative 4 - Safety and Security

| Strategic Actions FY19                                                                                                                                        | Accountability Measures                                                                                                                                                                              | Notes                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Implement monthly safety campaigns to enhance the safety culture of the Agency.                                                                            | 100% completion of safety & security campaign topics for FY19 by Q1.                                                                                                                                 | Completed three Safety and Security Newsletter campaigns with the following safety topics (Heat Illness/Hide, Lock, Take/ Not on My Shift/ and Stop the Bleed/ Active Shooter.<br><br>Completed 559 Environmental Health and Safety training computer-aided courses in Q1.                                                       |
| 2. Develop the training model to complete the Baseline Assessment for Security Enhancement of the TSA Gold Standard.                                          | 100% completion of training model by Q3.                                                                                                                                                             | Developed presentation on TSA to be delivered to Senior Leadership Team.<br><br>Performed Gap Analysis on TSA requirements to determine items to be delivered.<br><br>Developed presentation of Security Training modules to be delivered in Q3.                                                                                 |
| 3. Conduct exercises/drills on the System Security Emergency Response Preparedness Plan to ensure readiness.                                                  | 30% improvement in agency readiness via the After Action Reports.                                                                                                                                    | Designed two Field Exercise themes: 1. Release of toxin or bacteria upon coach in route. 2. Major hazardous chemical spill within EV bus yard.<br><br>To be developed further in Q4 in collaboration with impacted departments and Executive Office.                                                                             |
| 4. Create a detailed plan for failover/recovery and operation during an incident involving loss of data/critical infrastructure, and ensure readiness.        | 100% completion of Failover/Recovery Plan in coordination with IT Department by Q4.                                                                                                                  | Datacenter equipment being repurposed and installed in WV; on schedule to complete IT failover plan by Q4.                                                                                                                                                                                                                       |
| 5. Enhance current paratransit mobility securement devices for customer safety with new and improved mobility securement devices.                             | Install Q-Straint CUBE securement systems by Q4 and 25% reduction in number of paratransit incidents related to mobility device securements by Q4.                                                   | Q4 FY17, added CUBE securement systems to 2 paratransit vehicles for testing - no incidents related to mobility devices reported. October '18 added CUBE securement systems to 10-5310 paratransit vehicle purchases; November '18 added CUBE securement equipment to 18 additional vehicles being purchased for delivery in Q4. |
| 6. Submit entry for APTA Bus Safety and Security Excellence Award.                                                                                            | On time submission for APTA Bus Safety and Security Excellence Award.                                                                                                                                | Meeting scheduled with Operations for late Q2 to review APTA's Criteria for Bus Security and Safety Award and develop first draft approval to Executive Office by Q3.                                                                                                                                                            |
| 7. Enhance security posture by implementing new programs and initiatives to support customer safety and security on-board our vehicles and at our facilities. | Evaluate fare enforcement alternatives for bus and rail system and implement on-board fare enforcement by Q2.<br><br>Evaluate and implement paid parking to offset additional security requirements. |                                                                                                                                                                                                                                                                                                                                  |

## FY 19 Management Plan - 1st Quarter Report

### Strategic Initiative 5 - Workforce Stability

| Strategic Actions FY19                                                                                                                                                             | Accountability Measures                                                                                                                                   | Notes                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Expand Leadership Development Academy (LDA) to include Manager and Supervisor tracks.                                                                                           | 30% of LDA "graduates" eligible to compete for Manager/Supervisor vacancies.<br><br>50% of class enrollment in Supervisor LDA Track to target enrollment. | Leadership Development Academy expanded to include Manager Track, with 12 participants. Plans to implement Supervisor track will be developed in Q3-Q4.                                                                                                  |
| 2. Provide opportunities for Interns for expanded workplace experiences to enhance their exposure to the transit industry.                                                         | Number of interns placed in service.                                                                                                                      | There are currently 12 interns working at Omnitrans.<br><br>The CEO met with the interns and discussed leadership and career.<br><br>The interns will be attending the upcoming Leonard Transportation Center Dialogue Series on Transportation Funding. |
| 3. Evaluate operational processes that impact Coach Operator overtime and improve personnel utilization.                                                                           | Reduce operator overtime by 10%.                                                                                                                          | Process evaluation complete.<br><br>A number of adjustments have been made to the Coach Operator hiring process and utilization of personnel.                                                                                                            |
| 4. Prepare for and conduct labor negotiations. Identify provisions in Coach Operator Collective Bargaining Agreement to improve cost efficiencies Coach Operator work environment. | Complete labor negotiations by Q3.                                                                                                                        | Negotiating team will brief Board of Directors in closed session at the December meeting.                                                                                                                                                                |



## OMNITRANS PERFORMANCE INDICATOR REPORT

Fiscal Year 2019

| Key Performance Indicators & Level/Level Item                | Annual Performance Target | YTD          | Qtr 1        | Qtr 2  | Qtr 3  | Qtr 4  |
|--------------------------------------------------------------|---------------------------|--------------|--------------|--------|--------|--------|
| <b>1. Cost Effectiveness</b>                                 |                           |              |              |        |        |        |
| Cost Per Hour - Fixed Route (non-sbX)                        | < \$104                   | \$100.39     | \$100.39     | \$0.00 | \$0.00 | \$0.00 |
| Cost Per Hour - Access                                       | < \$94                    | \$94.48      | \$94.48      | \$0.00 | \$0.00 | \$0.00 |
| Cost Per Hour - sbX                                          | < \$136                   | \$130.87     | \$130.87     | \$0.00 | \$0.00 | \$0.00 |
| Fare Recovery Ratio - Fixed Route                            | > 20.00%                  | 27.30%       | 27.30%       | 0.00%  | 0.00%  | 0.00%  |
| Fare Recovery Ratio - Access                                 | > 10.00%                  | 29.16%       | 29.16%       | 0.00%  | 0.00%  | 0.00%  |
| <b>2. Service Performance</b>                                |                           |              |              |        |        |        |
| Ridership Growth - Systemwide                                | >= 1.10%                  | (5.5%)       | (5.5%)       | 0.0%   | 0.0%   | 0.0%   |
| Productivity - Passengers Per Hour - Fixed Route             | >= 16.5                   | 15.5         | 15.5         | 0.0    | 0.0    | 0.0    |
| Productivity - Passengers Per Hour - Access                  | >= 2.4                    | 2.3          | 2.3          | 0.0    | 0.0    | 0.0    |
| Complaints Per 100,000 Boardings - Systemwide                | <= 13.00                  | 13.9         | 13.9         | 0.0    | 0.0    | 0.0    |
| Complaints Per 100,000 Boardings - Fixed Route               | <= 13.00                  | 13.9         | 13.9         | 0.0    | 0.0    | 0.0    |
| Complaints Per 100,000 Boardings - Access                    | <= 19.00                  | 15.2         | 15.2         | 0.0    | 0.0    | 0.0    |
| Compliments Per 100,000 Boardings - Systemwide               | >= 1.00                   | 0.9          | 0.9          | 0.0    | 0.0    | 0.0    |
| Compliments Per 100,000 Boardings - Fixed Route              | >= 1.00                   | 1.0          | 1.0          | 0.0    | 0.0    | 0.0    |
| Compliments Per 100,000 Boardings - Access                   | >= 0.50                   | 0.0          | 0.0          | 0.0    | 0.0    | 0.0    |
| <b>3. Reliability</b>                                        |                           |              |              |        |        |        |
| Mechanical - Miles Between Failures - DO Fixed Route         | > 8,000.00                | 8,555        | 8,555        | 0      | 0      | 0      |
| Loss of Service Hours Per Qtr - Operations - DO Fixed Route  | < 3,600                   | 1,446        | 1,446        | 0      | 0      | 0      |
| Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route | < 840                     | 256          | 256          | 0      | 0      | 0      |
| Equipment Availability - DO Fixed Route                      | >= 100.00%                | 100%         | 100%         | 0%     | 0%     | 0%     |
| On-time Performance - Fixed Route                            | > 85.00%                  | 86.50%       | 86.50%       | 0.0%   | 0.0%   | 0.0%   |
| On-time Performance - Access                                 | > 88.00%                  | 89.2%        | 89.2%        | 0.0%   | 0.0%   | 0.0%   |
| <b>4. Budget</b>                                             |                           |              |              |        |        |        |
| Operating Revenue - Actuals to Budget - Systemwide           | > 95.0%                   | 92.30%       | 92.30%       | 0.0%   | 0.0%   | 0.0%   |
| 2019 - Operating Revenue                                     |                           | \$20,832,284 | \$20,832,284 | \$0    | \$0    | \$0    |
| 2018 - Operating Revenue                                     |                           | \$20,106,551 | \$20,106,551 | \$0    | \$0    | \$0    |
| 2017 - Operating Revenue                                     |                           | \$19,006,610 | \$19,006,610 | \$0    | \$0    | \$0    |
| 2016 - Operating Revenue                                     |                           | \$17,757,109 | \$17,757,109 | \$0    | \$0    | \$0    |

| Key Performance Indicators & Level/Level Item                    | Annual Performance Target | YTD          | Qtr 1        | Qtr 2 | Qtr 3 | Qtr 4 |
|------------------------------------------------------------------|---------------------------|--------------|--------------|-------|-------|-------|
| Operating Expense - Actuals to Budget - Systemwide               | <= 100.0%                 | 93.4%        | 93.4%        | 0.0%  | 0.0%  | 0.0%  |
| 2019 - Operating Expense                                         |                           | \$20,857,041 | \$20,857,041 | \$0   | \$0   | \$0   |
| 2018 - Operating Expense                                         |                           | \$19,381,574 | \$19,381,574 | \$0   | \$0   | \$0   |
| 2017 - Operating Expense                                         |                           | \$18,137,736 | \$18,137,736 | \$0   | \$0   | \$0   |
| 2016 - Operating Expense                                         |                           | \$17,757,109 | \$17,757,109 | \$0   | \$0   | \$0   |
| <b>5. Safety &amp; Security</b>                                  |                           |              |              |       |       |       |
| Employee Injuries                                                | < 86                      | 24.0         | 24           | 0     | 0     | 0     |
| Losses & Claims                                                  | < 80                      | 27.0         | 27           | 0     | 0     | 0     |
| Preventable Safety Events Per 100,000 Miles - DO Fixed Route     | < 1.0                     | 0.80         | 0.80         | 0.00  | 0.00  | 0.00  |
| Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route |                           | 3.75         | 3.75         | 0.00  | 0.00  | 0.00  |
| Uncategorized Accidents Per 100,000 Miles - DO Fixed Route       |                           | 0.00         | 0.00         | 0.00  | 0.00  | 0.00  |
| <b>6. Labor</b>                                                  |                           |              |              |       |       |       |
| Turnover - Operators                                             | < 10.00%                  | 5.44%        | 5.44%        | 0.00% | 0.00% | 0.00% |
| Absenteeism Operators                                            | < 185,000                 | 50,647       | 50,647       | 0     | 0     | 0     |
| Training - MC                                                    | >= 5,000                  | 1,093        | 1,093        | 0     | 0     | 0     |
| Training - ATU Represented                                       | >= 10,500                 | 1,644        | 1,644        | 0     | 0     | 0     |
| Training - Teamsters Represented                                 | >= 696                    | 227          | 227          | 0     | 0     | 0     |

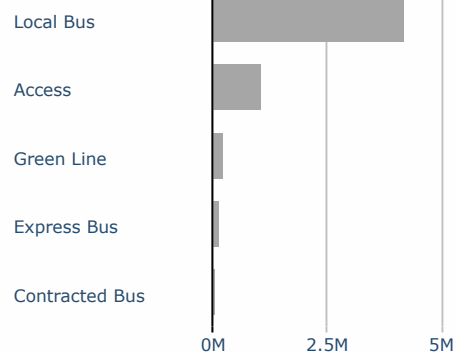
# Passenger Revenue - Analysis

## System-Wide By Program

FY 2019 YTD thru September



Actuals ▼ Sorted By Best ▼

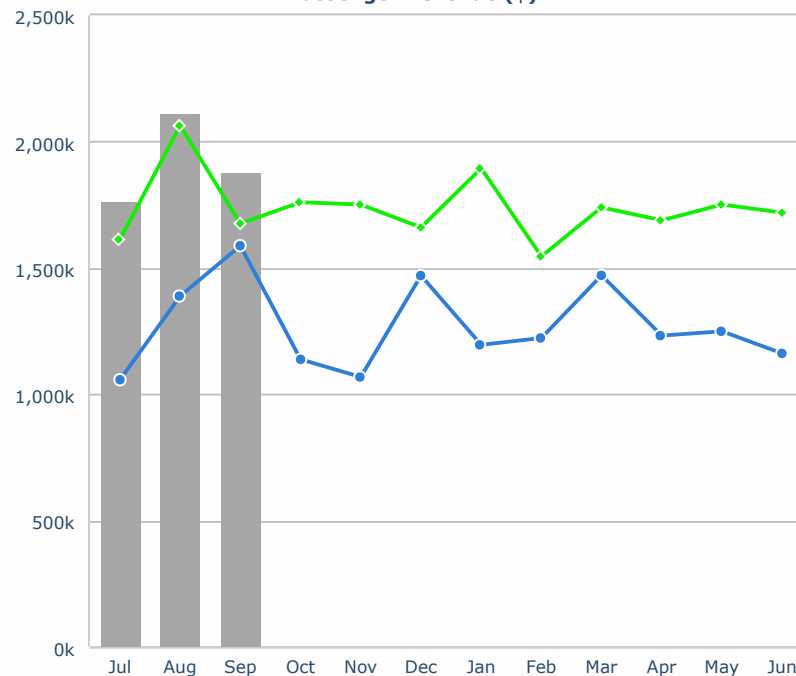


## System-Wide

1st Quarter

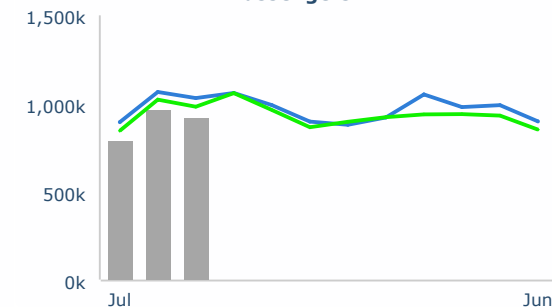
| Indicators             | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual | Variance |
|------------------------|----------------|----------------|----------|----------------|----------------|----------|
| Passenger Revenue (\$) | 5,351,095      | 5,762,744      | 7.69%    |                | 5,762,744      |          |
| Passengers             | 2,847,287      | 2,690,292      | (5.51%)  |                | 2,690,292      |          |
| Average Fare (\$)      | 1.88           | 2.14           | 13.83%   |                | 2.14           |          |

## Passenger Revenue (\$)

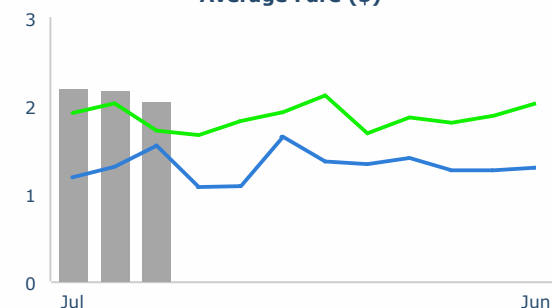


● FY 2017    ◆ FY 2018    ■ FY 2019    — System-wide Target

## Passengers



## Average Fare (\$)



## Day Type Comparison

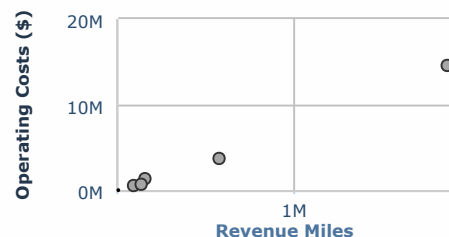
 Fiscal Year  Period  Level  Day Type 

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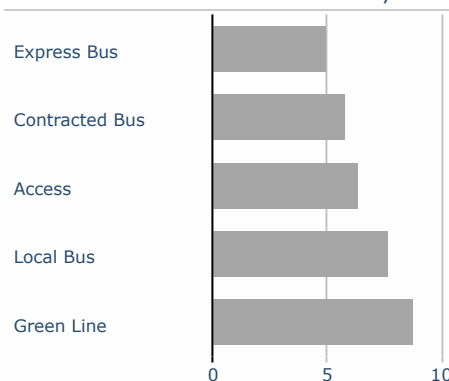
# Operating Cost Per Revenue Mile - Analysis

## System-Wide By Program

### System-Wide Target FY 2019 YTD thru September



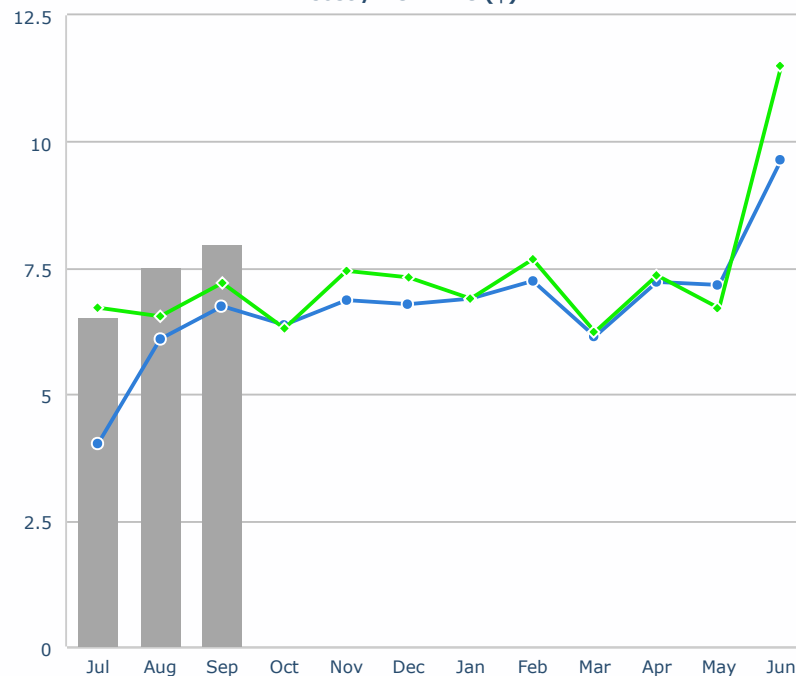
Actuals ▼ Sorted By Best ▼



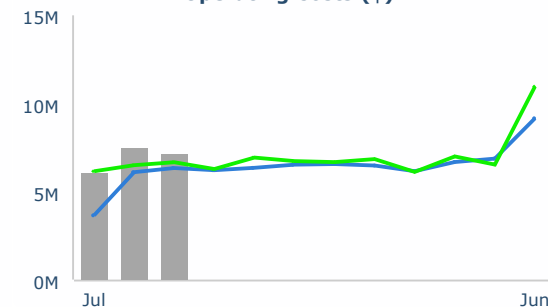
## System-Wide

| Indicators            | 1st Quarter    |                |          |                |                |          |
|-----------------------|----------------|----------------|----------|----------------|----------------|----------|
|                       | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual | Variance |
| Cost / Rev. Mile (\$) | 6.81           | 7.36           | 8.08%    |                | 7.36           |          |
| Operating Costs (\$)  | 19,302,768     | 20,857,041     | 8.05%    |                | 20,857,041     |          |
| Revenue Miles         | 2,834,677.2    | 2,834,752.2    | 0.00%    |                | 2,834,752.2    |          |

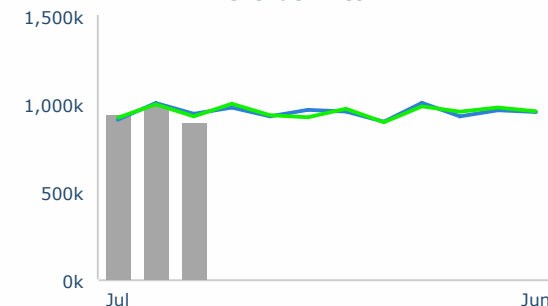
### Cost / Rev. Mile (\$)



### Operating Costs (\$)



### Revenue Miles



## Day Type Comparison

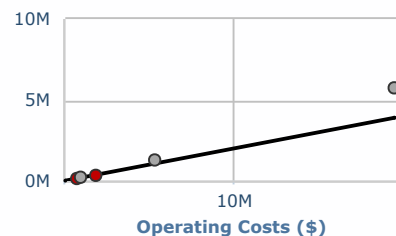
Fiscal Year  Period  Level  Day Type

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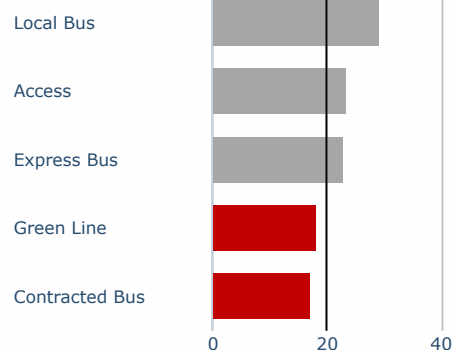
# Farebox Recovery Ratio - Analysis

## System-Wide By Program

### System-Wide Target FY 2019 YTD thru October



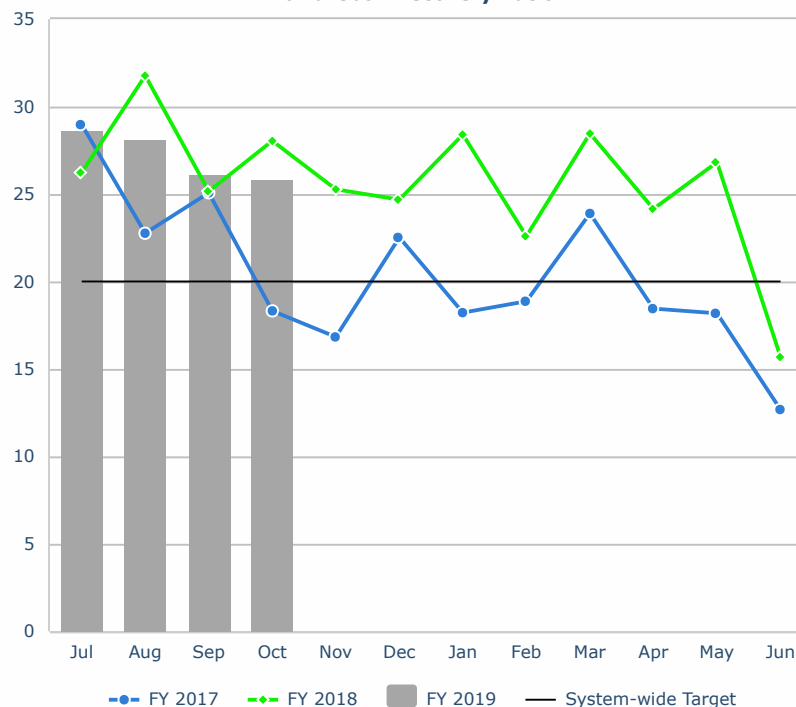
Actuals ▼ Sorted By Best ▼



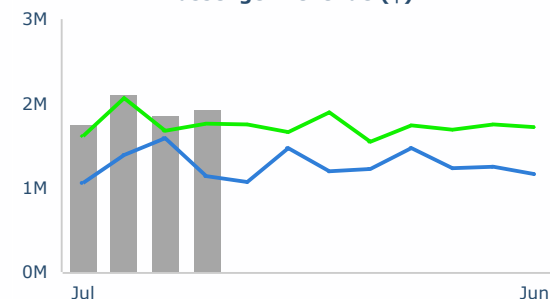
## System-Wide

| Indicators               | YTD thru October |                |          |                |                |
|--------------------------|------------------|----------------|----------|----------------|----------------|
|                          | FY 2018 Actual   | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual |
| % Farebox Recovery Ratio | 27.80            | 27.17          | (2.27%)  | 20.00          | 27.17          |
| Passenger Revenue (\$)   | 7,110,893        | 7,693,600      | 8.19%    |                | 7,693,600      |
| Operating Costs (\$)     | 25,579,127       | 28,320,471     | 10.72%   |                | 28,320,471     |

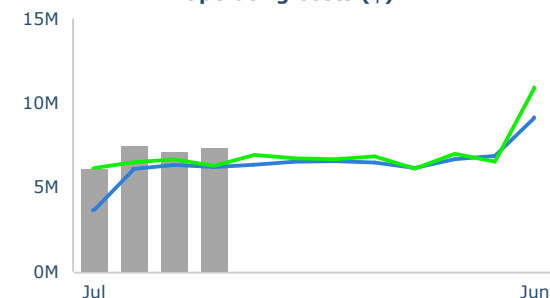
### % Farebox Recovery Ratio



### Passenger Revenue (\$)



### Operating Costs (\$)



## Day Type Comparison

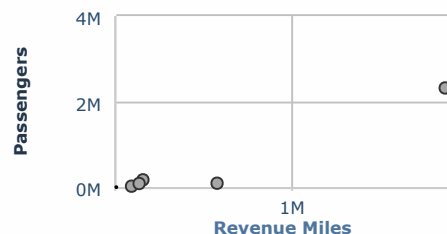
Fiscal Year  Period  Level  Day Type

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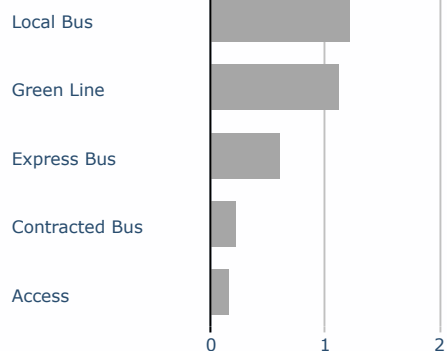
# Passengers Per Revenue Mile - Analysis

## System-Wide By Program

### System-Wide Target FY 2019 YTD thru September



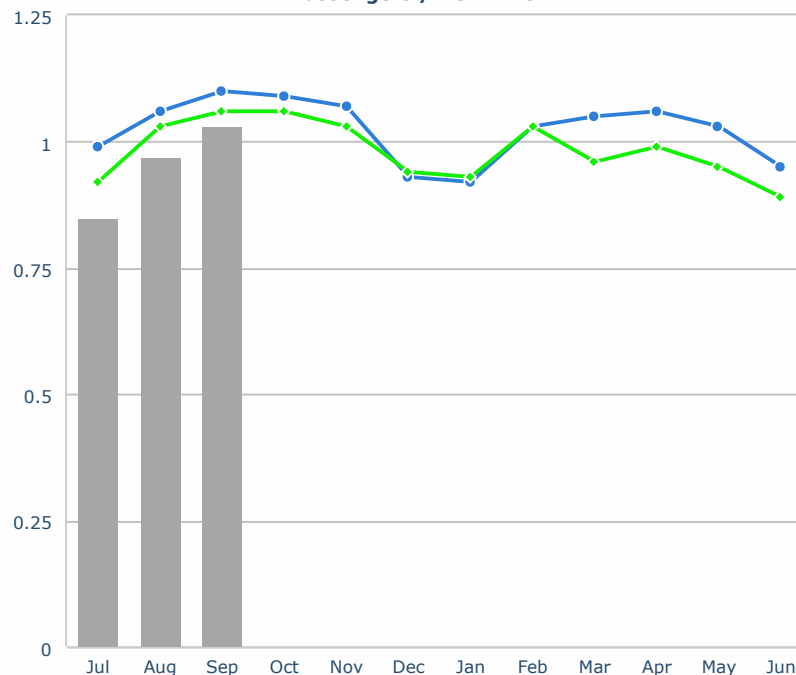
Actuals ▼ Sorted By Best ▼



## System-Wide

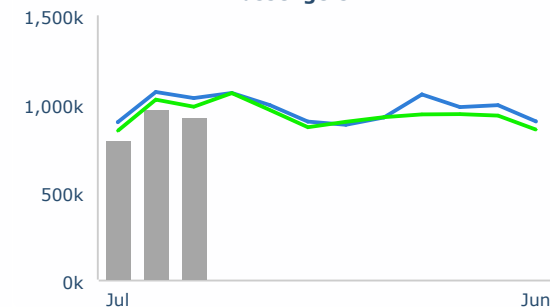
| Indicators             | 1st Quarter    |                |          |                |                |
|------------------------|----------------|----------------|----------|----------------|----------------|
|                        | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual |
| Passengers / Rev. Mile | 1.00           | 0.95           | (5.00%)  |                | 0.95           |
| Passengers             | 2,847,287      | 2,690,292      | (5.51%)  |                | 2,690,292      |
| Revenue Miles          | 2,834,677.2    | 2,834,752.2    | 0.00%    |                | 2,834,752.2    |

### Passengers / Rev. Mile

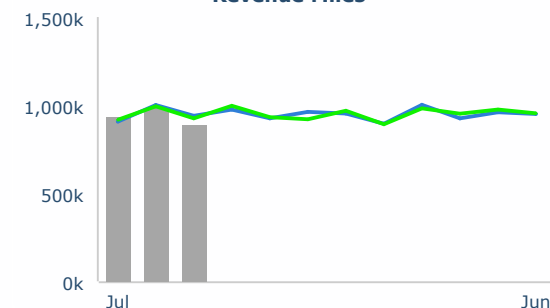


● FY 2017    ◆ FY 2018    ■ FY 2019    — System-wide Target

### Passengers



### Revenue Miles



## Day Type Comparison

Fiscal Year FY 2019 ▼ Period 1st Quarter ▼ Level Program ▼ Day Type Total ▼

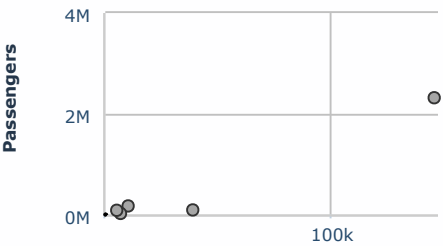
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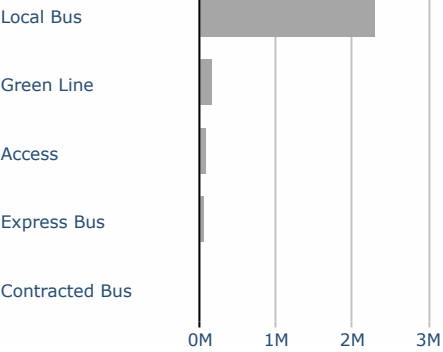
# Passengers - Analysis

## System-Wide By Program

FY 2019 YTD thru September



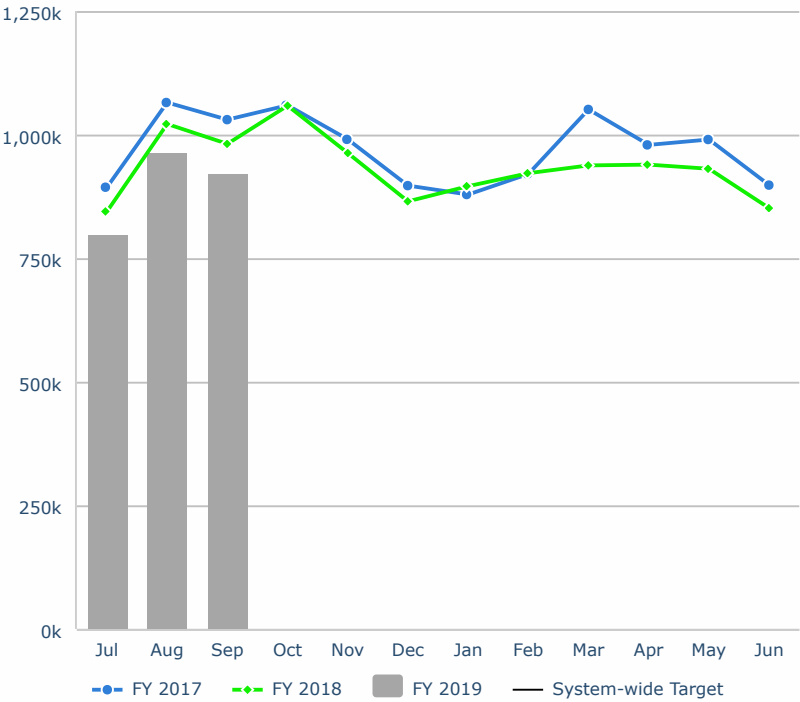
Actuals ▼ Sorted By Best ▼



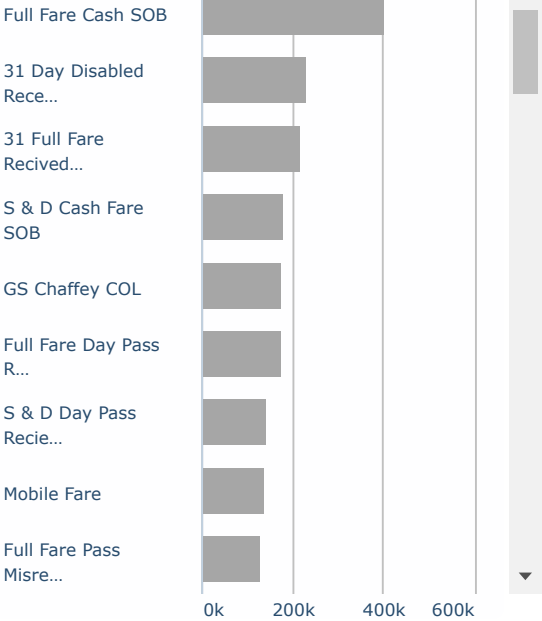
## System-Wide

| Indicators             | 1st Quarter    |                |          |                |                         |
|------------------------|----------------|----------------|----------|----------------|-------------------------|
|                        | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual Variance |
| Passengers             | 2,847,287      | 2,690,292      | (5.51%)  |                | 2,690,292               |
| Revenue Hours          | 206,403.74     | 206,950.75     | 0.27%    |                | 206,950.75              |
| Passengers / Rev. Hour | 13.8           | 13.0           | (5.80%)  | 15.2           | 13.0 (14.47%)           |

## Passengers Fare Type - All



## # of Passengers by Fare Type



## Day Type Comparison

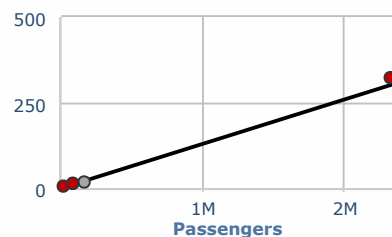
Fiscal Year  Period  Level  Day Type

# Complaints Per 100,000 Passengers - Analysis

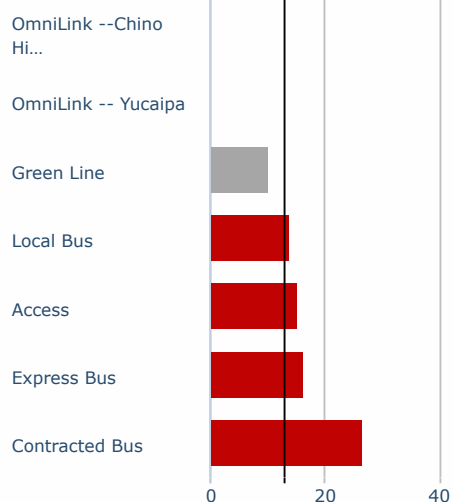


## System-Wide By Program

System-Wide Target  
FY 2019 YTD thru September



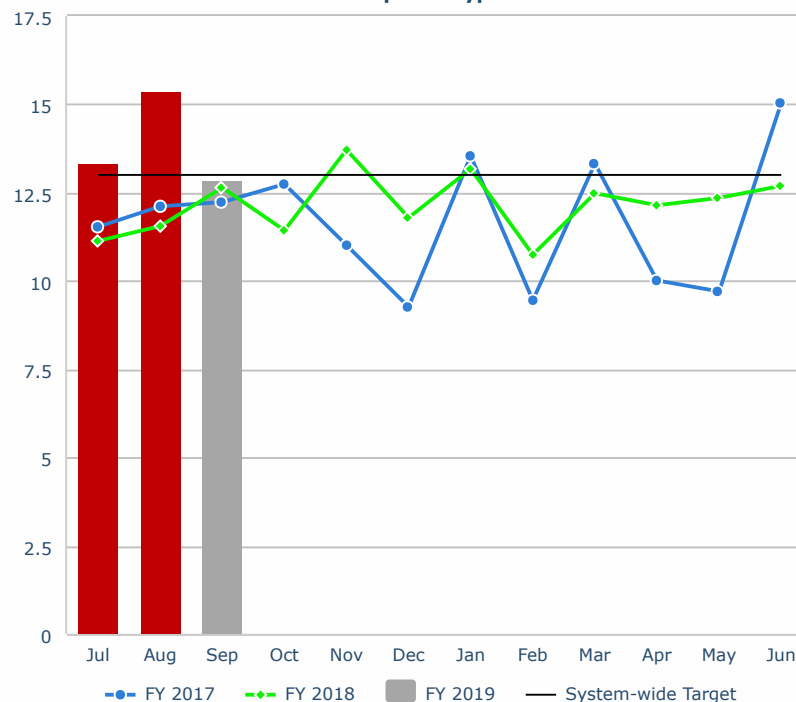
Actuals ▼ Sorted By Best ▼



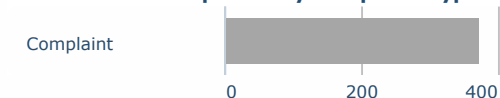
## System-Wide

| Indicators            | 1st Quarter    |                |          |                |                |          |
|-----------------------|----------------|----------------|----------|----------------|----------------|----------|
|                       | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual | Variance |
| Complaints / 100K Pax | 11.80          | 13.94          | 18.14%   | 13.00          | 13.94          | 7.23%    |
| Complaints            | 336            | 375            | 11.61%   |                | 375            |          |
| Passengers            | 2,847,287      | 2,690,292      | (5.51%)  |                | 2,690,292      |          |

## Total Complaints Per 100K Passengers Complaint Type - All



## # of Complaints by Complaint Type

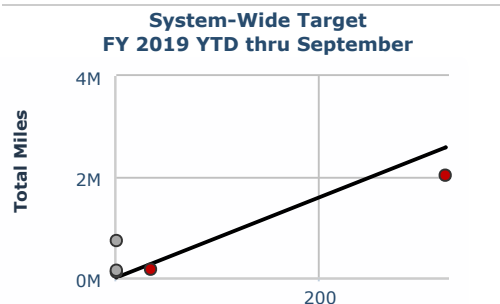


Fiscal Year  Period  Level

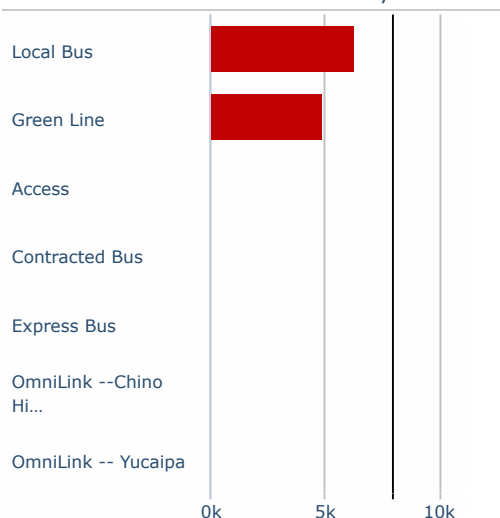
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# Total Miles Between Agency Defined Roadcalls - Analysis

## System-Wide By Program



Actuals ▼ Sorted By Best ▼

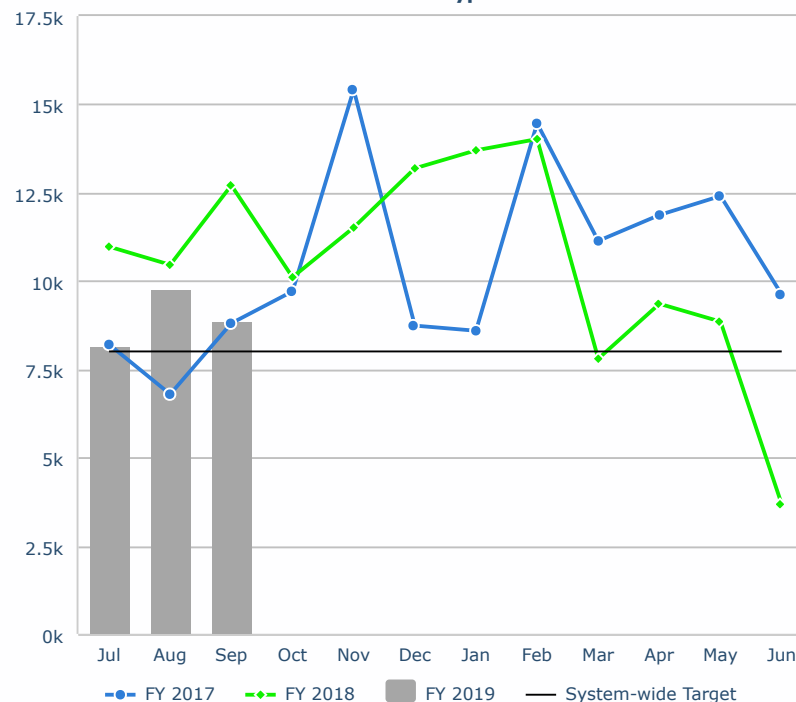


## System-Wide

| Indicators                     | 1st Quarter    |                |          |                |                |          |
|--------------------------------|----------------|----------------|----------|----------------|----------------|----------|
|                                | FY 2018 Actual | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual | Variance |
| Total Miles / Agency Roadcalls | 11,277         | 8,935          | (20.77%) | 8,000          | 8,935          | 11.69%   |
| Total Miles                    | 3,191,506.5    | 3,189,952.5    | (0.05%)  |                | 3,189,952.5    |          |
| Agency Defined Roadcalls       | 283            | 357            | 26.15%   |                | 357            |          |

## Total Miles Between Agency Defined Roadcalls Problem Type - All

## # of Agency Defined Roadcalls by Problem Type



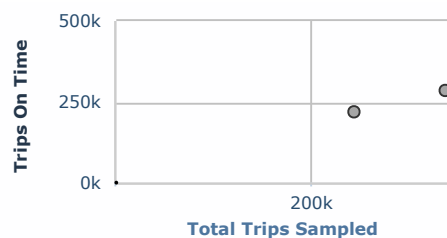
Fiscal Year  Period  Level

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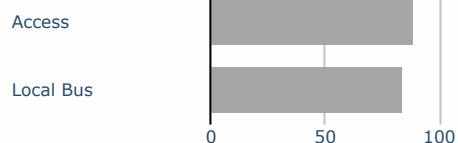
## Percentage of Trips On Time - Analysis

### System-Wide By Program

#### System-Wide Target FY 2019 YTD thru October



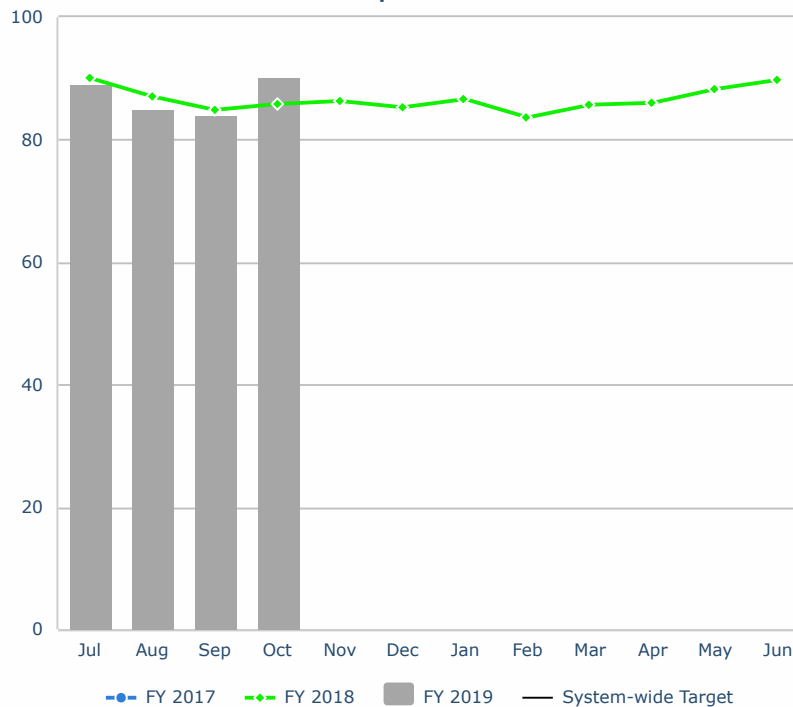
Actuals ▼ Sorted By Best ▼



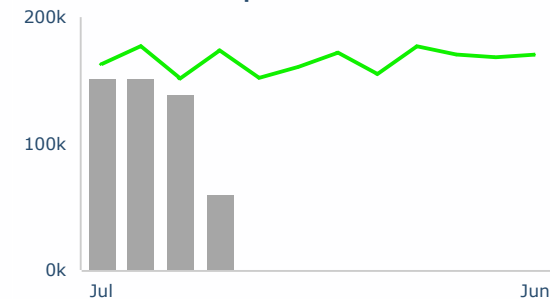
### System-Wide

| Indicators          | YTD thru October |                |          |                |                |
|---------------------|------------------|----------------|----------|----------------|----------------|
|                     | FY 2018 Actual   | FY 2019 Actual | Variance | FY 2019 Target | FY 2019 Actual |
| % Trips On-Time     | 86.93            | 86.65          | (0.32%)  |                | 86.65          |
| Trips On Time       | 665,055          | 504,451        | (24.15%) |                | 504,451        |
| Total Trips Sampled | 765,086          | 582,141        | (23.91%) |                | 582,141        |

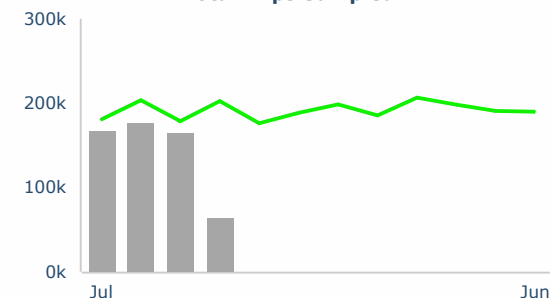
#### % Trips On-Time



#### Trips On Time



#### Total Trips Sampled



### Day Type Comparison

 Fiscal Year  Period  Level  Day Type 

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