



ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, APRIL 13, 2017– 8:00 A.M.

OMNITRANS METRO FACILITY

1700 WEST 5TH STREET

SAN BERNARDINO, CA 92411

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

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, May 11, 2017, 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 –March 9, 2017 | 2 |
| 2. Recommend the Board of Directors Receive and File Construction Progress Report No. 57 through March 31, 2017 - sbX E Street Corridor BRT Project | 5 |
| 3. Receive and File Omnitrans' Director of Finance Report on the Price of Compressed Natural Gas | 13 |
| 4. Recommend the Board of Directors Adopt Fiscal Year 2017-18 Annual Budget | 16 |

F. ADJOURNMENT

ITEM # _____ E1 _____

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, MARCH 9, 2017**

A. CALL TO ORDER

Chairman Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, March 9, 2017.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ed Graham, City of Chino Hills – Committee Chair
Council Member David Avila, City of Yucaipa
Mayor Carey Davis, City of San Bernardino
Mayor Paul Eaton, City of Montclair
Council Member Patricia Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Mayor Pro Tem Spagnolo, City of Rancho Cucamonga

Committee Members Absent

Council Member Alan Wapner, City of Ontario

Omnitrans Administrative Staff Present

Diane Caldera, Director of Operations
Mark Crosby, Security & Emergency Preparedness Coordinator
Jack Dooley, Director of Maintenance
Marge Ewing, Director of Human Resources/Safety & Security
Sam Gibbs, Director of Internal Audit
Eugenia Pinheiro, Contracts Manager
Andres Ramirez, IPMO Program Manager
Jennifer Sims, Director of Procurement
Doug Stanley, Interim Director Special Transit Services
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Omar Bryant, Maintenance Manager
Maurice Mansion, Treasury Manager
Vicki Dennett, Senior Executive Assistant to the CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, April 13, 2017, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – February 9, 2017

M/S (Hagman/Spagnolo) that approved the Committee Minutes of February 9, 2017. Member Eaton abstained. Motion was approved by remaining Members present.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 56 through February 28, 2017 – sbX E Street Corridor BRT Project

IPMO Manager Andres Ramirez presented this item. He reported zero lost time due to injuries with over 511,000 man hours completed for the project. He also provided a status update on the following projects:

- E Street Corridor Tenth to Highland Project is complete and staff issued the final close-out documents. The street was re-opened in September 2016.
- The PA system installation at the stations continues.
- Vehicle Maintenance Facility (VMF) modification work continues and is expected to be complete by the end of April 2017.
- Federal Transit Administration (FTA) Project Closeout; 5309 funds were returned to the FTA. The After Study is complete and the survey results will be presented in the coming months.

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

3. Receive and File Director of Finance Report – Price of Compressed Natural Gas

Director of Finance Don Walker presented this item. He reported that for the month of March, the price of natural gas is at \$0.79 per gallon; with an average price of \$0.75 for the first nine months of the fiscal year. Mr. Walker explained that the budgeted amount was \$0.65 per gallon with the expectation that the pipeline infrastructure would be completed by January 2017. He further explained that year-to-date as of February 2017,

the cost of natural gas is \$2.4 million compared to the budgeted amount of \$1.7 million. Mr. Walker mentioned that to mitigate some of the costs, Omnitrans filed for the 2016 Alternative Fuel Tax Credit in 2017, which resulted in \$1.4 million in revenue annually. Lastly, he stated that Fuel Tax Credit ended in 2016 and it is unknown at this time whether the current administration will continue the program.

This item was received and filed.

4. Recommend the Board of Directors Approve Fiscal Year 2017-2018 Budget Assumptions

Treasury Manager Maurice Mansion presented this item discussing the process whereby the budget assumptions were developed, touching briefly on each one.

He noted three corrections on page 17 with respect to the following areas:

- Maintenance and Administrative/Support Unit (Teamsters) – Benefits Package: Medical Benefits should be effective *July 1, 2016*.
- Coach Operators (ATU) – Benefits Package: Medical Benefits should be effective *April 1, 2016*.
- Coach Operators (ATU) Single 100%; Plus 1: Should be 85% of medical premium.

Member Avila arrived 8:06 a.m.

M/S (Gilbreath/Eaton) that recommended the Board of Directors approve Fiscal Year 2017-2018 Budget Assumptions. Motion was unanimous by Members present.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:13 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, April 13, 2017, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Executive Staff Assistant

ITEM # E2

DATE: April 13, 2017

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: **CONSTRUCTION PROGRESS REPORT NO. 57 THROUGH
MARCH 31, 2017 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 57 for the sbX E Street Corridor BRT Project through March 31, 2017.

BACKGROUND

This is Construction Progress Report No. 57 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 57 for the sbX E Street Corridor BRT Project through March 31, 2017.

PSG:AR

Attachment

**sbX E Street Corridor
Bus Rapid Transit (BRT) Project
Construction Progress Report No. 57**

March 31, 2017

Prepared By:

**Omnitrans
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture
PA System – Ford Audio Visual
VMF – USS Cal Builders
10th to Highland – Matich Corporation
VMF Modification – Regency Pacific

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez

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I. PROJECT STATUS SUMMARY

A. Project Description

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

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

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

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

B. Summary Status Update

E Street Corridor:

10th to Highland:

- Final Pay App received from Contractor and paid; all retention funds paid out.
- Final Change Order including all final work performed is being prepared now for Contractor. Contractor owes Agency some final close-out documentation.
- Contract close-out will occur with filing of Substantial Completion with the County following all final documentation exchanged.

PA System:

- Installation of speakers at stations is complete; some equipment placement remains to be done.
- Equipment currently being installed at East Valley location to connect PA system to IT and Human Resources/Safety & Regulatory Compliance departments.
- List of 20 selected messages for professional recording per Contract given by the Agency to Contractor.
- Change Order for added equipment (amplifiers) at six sbX stations is processing through Procurement now. This CO was generated when it was discovered that at six stations necessary conduit to connect amplifiers to stations speakers was missing and not in place. This CO will enable connection to stations speakers.
- Projected completion June 28, 2017

Vehicle Maintenance Facility:

Contract Closeout

- Final Change Order and Final Acceptance is pending with the Procurement Dept.
-

VMF**Modification Work**

- Contractor Regency-Pacific has completed tasks assigned by Scope of Work, with exception of securing As-Builts from RNS.
- Additional work is required and identified in Change Order Requests from Contractor; (These changes are completion of Bus Vacuum System, testing, training and fix to Fall Protection System for certification); Change Order #2 is pending from Procurement Dept. (These changes total approximately \$13,000).
- Contract expired on March 23, 2017, and will be extended for the identified change work; plans are to extend to May 31, 2017.
- Once Change Order work completed, the contract may be closed.

Project Closeout with FTA:**Project Closeout**

- Funds transfer for FTA reimbursement complete.
- Corridor After Study results to be presented to Board of Directors in May.
- Once the After Study is completed, Finance Dept. will close out the sbX Contract.

II. PROJECT SCHEDULE

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

	Scheduled Completion	Projected Completion
E Street Corridor		
City of SB Final Work / World Oil	February 2016	Completed
10 th to Highland	September 2016	Completed
PA System	November 2016	June 2017
Vehicle Maintenance Facility		
Modification Work	May 2016	May 2017
Project Closeout with FTA		
After-Study	April 2017	May 2017

III. SAFETY

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

	Through March 2017
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	19,893
PA System	3,072
Vehicle Maintenance Facility	65,464
Total	513,870

IV. PROJECT BUDGET AND COST

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

Total Project Budget Summary
Budget as of February 28, 2017

Approved Budget	\$191,706,000
Cost to Date	\$186,427,472
Estimate to Complete	
Corridor Project	\$ 2,194,297
10 th to Highland	\$ 324,645
Estimate at Completion	\$188,668,624

Budget By Contract Packages 28-Feb-2017								(Contract Award + Approved Changes)		(Approved Current Budget- Committed)	Forecast		
											Potential Uses of Contingency		
	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	Committed	Expenditure Authorization Remaining	Remaining Contingency	Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion
BRT Construction													
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.4%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000
Other Direct Payments			48,401	57,557		57,557	-	57,557	(9,156)	(57,557)	-	-	57,557
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991
PA System				150,341		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	75,000	75,000	167,500
BRT Design													
Parsons	19,193,400	17,849,400	18,097,876	19,043,608	107.1%	16,464,092	2,758,926	19,223,018	(1,125,142)	(1,373,618)	-	-	19,223,018
PA System				71,300		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300
Miscellaneous Work				-		-	-	-	-	-	-	-	-
VMF Construction													
USS Cal Builders	5,370,000	8,131,000	14,498,152	14,846,328	185.5%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	100,000	-	14,635,135
Regency Pacific				240,277		697,000	-	697,000	(697,000)	(697,000)	69,700	-	766,700
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,911,795	191.6%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	-	-	1,999,756
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	15,211,154	92.5%	15,483,572	(272,418)	15,211,154	766,939	1,416,846	-	-	15,211,154
Other Vehicle Equipment			318,853	173,484		318,853	(145,369)	173,484	145,369	(173,484)	-	-	173,484
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,418,850	110.3%	10,971,135	447,715	11,418,850	319,550	(1,061,850)	-	-	11,418,850
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,106,705	110.3%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205
Project Admin. And Management													
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303
Other													
IPMO	17,624,000	15,012,450	14,722,701	14,741,216	98.2%	15,006,001	-	15,006,001	(283,300)	6,449	-	-	15,006,001
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	374,686	37.5%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	(25,000)	-	464,000	1,463,000	-	-	-
Start-Up	720,000	720,000	700,000	145,465	20.2%	264,866	-	264,866	435,134	455,134	10,000	-	274,866
Sub-Total	177,676,000	173,633,000	188,431,091	182,259,073	105.0%	151,563,275	32,167,917	183,731,192	4,699,899	(10,098,192)	369,388	75,000	184,175,579
Unallocated Contingency	14,030,000	18,073,000	4,255,511					10,098,192		7,974,808			7,530,421
10th to Highland Projected Costs			4,484,121	4,168,399	93.0%	4,323,540	160,581	4,484,121	-	(4,484,121)	8,924	-	4,493,045
Remaining Unallocated Contingency													3,037,376
Total	191,706,000	191,706,000	188,659,700	186,427,472	97.2%								191,706,000

IPMO/sbX Project Cost Report											
Period Ended 28-Feb-2017											
Description	Current Budget	Approved Current Budget	Authorized for Expenditure	Expenditures \$	%	Remaining Budget	Committed %	Estimate to Complete	Estimate at Completion	Budget Forecast Variance	
BRT Construction	\$ 84,637,000	\$ 84,637,000	\$ 87,876,664	\$ 81,585,284	96.4%	3,051,716	\$ 82,081,518	97.0%	\$ 206,388	\$ 82,287,905	\$ 2,349,095
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,498,152	\$ 15,086,605	185.5%	(6,955,605)	\$ 15,232,135	187.3%	\$ 169,700	\$ 15,401,835	\$ (7,270,835)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 16,296,946	\$ 15,384,638	92.5%	1,243,362	\$ 15,384,638	92.5%	\$ -	\$ 15,384,638	\$ 1,243,362
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,738,400	\$ 11,418,850	110.3%	(1,061,850)	\$ 11,418,850	110.3%	\$ -	\$ 11,418,850	\$ (1,061,850)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,157,223	\$ 1,106,705	110.3%	(103,705)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (221,205)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 18,097,876	\$ 19,114,908	107.1%	(1,265,508)	\$ 19,306,018	108.2%	\$ 8,300	\$ 19,314,318	\$ (1,464,918)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,445,932	\$ 1,930,175	191.6%	(922,575)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (1,011,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 37,319,898	\$ 36,631,908	107.7%	(2,611,908)	\$ 37,114,273	109.1%	\$ 10,000	\$ 37,124,273	\$ (3,104,273)
Allocated Contingency (Construction Contract)	\$ -	\$ -	\$ -			-	\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 188,431,091	\$ 182,259,073	105.0%	(8,626,073)	\$ 183,731,192	105.8%	444,388	184,175,579	(10,542,579)
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ 4,255,511	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,493,045	\$ 4,484,121	\$ 4,168,399	92.8%	324,645	\$ 4,323,540	96.2%	\$ 324,645	\$ 4,493,045	\$ -
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 188,659,700	\$ 186,427,472	97.2%	\$ 9,771,573	\$ 188,054,732	98.1%	\$ 769,033	\$ 188,668,624	\$ 7,530,421

ITEM # E3

DATE: April 13, 2017

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Don Walker, Director of Finance

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

FORM MOTION

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

BACKGROUND

The price of natural gas for the ten (10) months of FY2017 (Jul 2016 – Apr 2017) averaged around \$0.75 per gallon. This is \$0.09 per gallon higher than the budgeted amount of \$0.66 per gallon for Fiscal Year 2017. The budgeted price per gallon was reduced \$0.26 or 28% lower than the previous fiscal year. The total natural gas fuel budget for FY2017 is \$2,487,337 compared to \$4,376,301 for the previous fiscal year.

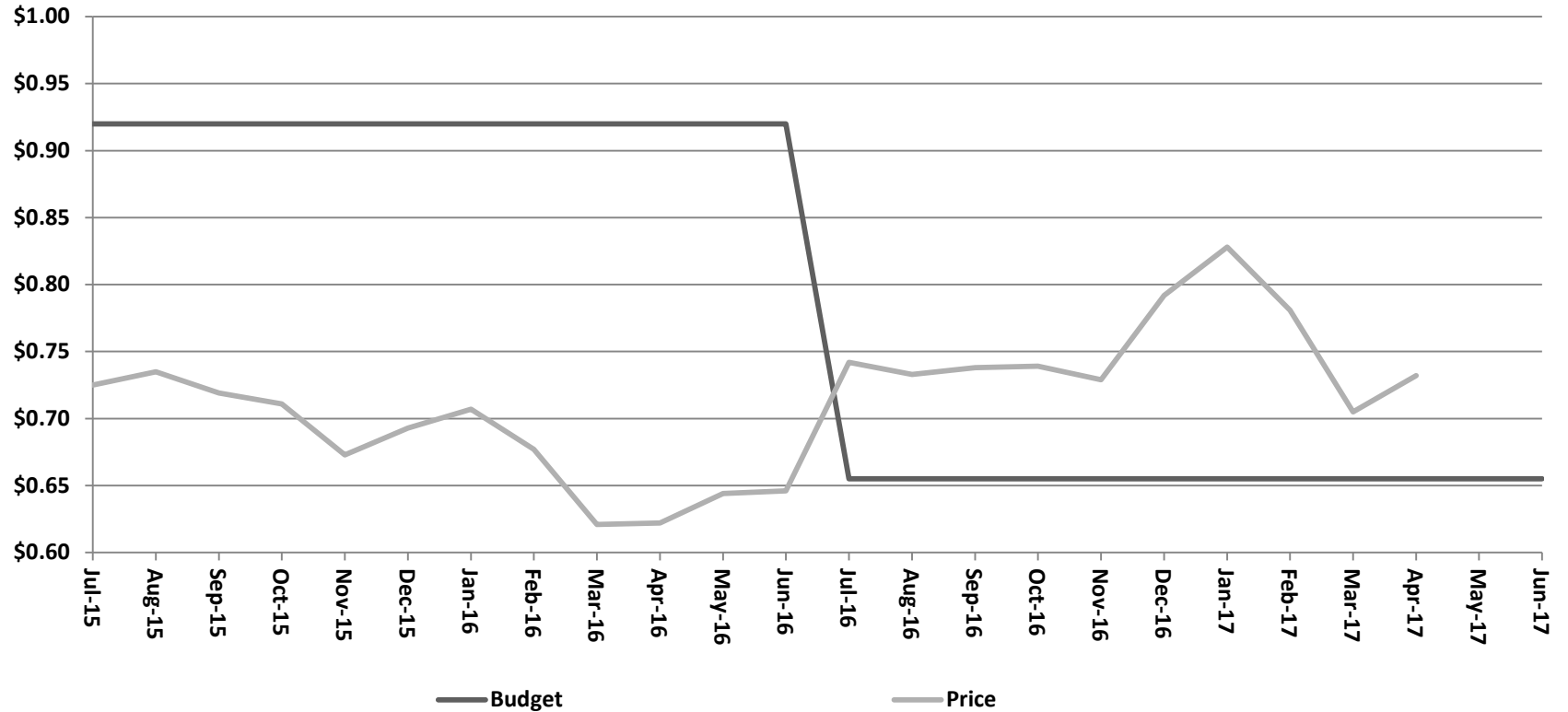
The budget was based on of six (6) months of deliveries of liquefied natural gas (LNG) from our current supplier Applied LNG Technologies, and six (6) months of natural gas supplied by the pipeline gas. Fueling by natural gas was predicted to start in January 2017, however, unforeseen delays with permitting, the weather and lead time for additional components required by SoCal Edison has pushed the schedule fueling date to June 2017 for both the East and West facilities.

The preliminary numbers for March 2017 show natural gas cost of \$316,135 against the budgeted amount of \$207,278. This is \$108,857 or 53% over budget for the month. It was expected that the cost per gallon of natural gas would exceed the budget in the first half of the fiscal year, and once the pipeline fueling infrastructure began operation, the cost would decrease accordingly.

The price per gallon Omnitrans will pay for April's deliveries is \$0.73 per gallon. The price per gallon is \$0.02 higher than the month of March. We will continue to monitor the price of natural gas on the open market to determine if and when it would be prudent to implement a new hedging program prior to the completion of the pipeline fueling project.

Omnitrans Fuel Cost History

including Sales Tax



ITEM # E4

DATE: April 13, 2017

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: ADOPT FISCAL YEAR 2017-18 ANNUAL BUDGET

FORM MOTION

Recommend the Board of Directors adopt Omnitrans Fiscal Year 2017-18 Annual Budget.

BACKGROUND

The Agency proposes for Fiscal Year 2017-2018 an increase in the Operating Budget of \$5,488,377 or 7.0%, and a decrease in the Capital Budget of \$54,658 or .18%. The total budget is as follows:

Budget	FY 2016-17YE	FY 2017-18	\$ Change	% Change
Operating Budget	\$ 78,361,856	\$ 83,850,233	\$ 5,488,377	7.0%
Capital Budget	\$ 30,226,474	\$ 30,171,816	\$ (54,658)	(.18)%
Less Capital Used For Operating	<u>\$ (13,069,542)</u>	<u>\$ (15,440,332)</u>	<u>\$ 2,370,790</u>	<u>18.1%</u>
TOTAL BUDGET *	\$ 95,518,788	\$ 98,581,718	\$ 3,062,930	3.2%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2017-18 includes an operating budget of approximately \$83.9 million (excluding depreciation) and a capital budget of approximately \$30.2 million. The capital budget includes \$15.4 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$98,581,718.

The prior year FY 2016-17 operating budget was approximately \$78.7 million (excluding depreciation) and a capital budget of approximately \$30.2 million. Excluding capital used for operations, the total budget was \$95.8 million.

OPERATING BUDGET

The proposed FY 2017-18 operating budget of \$83,850,233 is up \$5,488,377 or 7.0% compared to FY 2017YE estimate. The increase in the FY2017-18 budget is largely contributed to an increase in ongoing expenses for the Agency.

OPERATING	FY 2016-17 Year End Estimate	FY 2017-18 Proposed	Change	% Change
Salaries and Benefits	\$ 48,135,593	\$ 51,035,059	\$ 2,899,467	6.02%
Services	\$ 3,226,866	\$ 5,016,301	\$ 1,789,435	55.45%
Materials and Supplies	\$ 5,983,628	\$ 6,500,947	\$ 517,319	8.65%
Occupancy	\$ 3,614,928	\$ 3,975,923	\$ 360,995	9.99%
Casualty and Liability	\$ 6,569,084	\$ 6,557,494	\$ (11,590)	-.18%
Taxes	\$ 49,619	\$ 49,782	\$ 163	.33%
Purchased Transportation	\$ 8,962,367	\$ 9,213,916	\$ 251,548	2.81%
Printing and Advertising	\$ 911,533	\$ 1,037,519	\$ 125,986	13.82%
Miscellaneous	\$ 43,483	\$ 46,509	\$ 3,026	6.96%
Leases and Rentals	\$ 26,506	\$ 416,782	\$ 390,276	1472 %
Capital Purchase (Expense)	\$ 838,248	\$ 0	\$ (838,248)	
TOTAL OPERATING *	\$ 78,361,856	\$ 83,850,233	\$ 5,488,377	7.0%

* Numbers may be slightly off due to rounding

CAPITAL BUDGET

The proposed FY 2017-18 Capital Budget includes funding for revenue vehicles, computer equipment and software, preventative maintenance and facility infrastructure improvements.

CAPITAL	FY 2016-17 Adopted	FY 2017-18 Proposed	Change	% Change
Facilities	\$ 3,346,423	\$ 620,975	\$ (2,725,448)	(81.4)%
Revenue Vehicles	\$ 10,780,509	\$ 11,080,509	\$ 300,000	2.78%
Service Vehicles	\$ 630,000	\$ 630,000	\$ 0	0.0%
Computer Equip. /Software	\$ 2,400,000	\$ 2,400,000	\$ 0	0.0%
Operating / Other	\$ 13,069,542	\$ 15,440,332	\$ 2,370,790	18.1%
TOTAL CAPITAL EXPENSES*	\$ 30,226,474	\$ 30,171,816	\$ (54,658)	(.18)%

* Numbers may be slightly off due to rounding

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

PSG:MM

DEPARTMENT

SUMMARY OF PROGRAMS

REVENUE BUDGET

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

FISCAL SUMMARY BY PROGRAM

	2015-16	2016-17	2017-18	\$ / % Change FY 17 to FY 18	Notes
ACTUAL	ADOPTED	PROPOSED			
Farebox Revenue/Other Revenue:					
Passenger Fares - Fixed Routes	12,216,253	12,125,011	10,326,286	(1,798,725)	-14.83% Decrease in fare revenue based on decrease in ridership
Passenger Fares - Access	1,647,149	1,647,000	1,667,055	20,055	1.22% Minor increase in ACCESS ridership
Advertising and Other Aux Rev	693,049	655,000	655,000	-	0.00%
Interest and Other Non-Trans	1,318,091	60,000	850,110	790,110	Revenue generated by sale of LCF Credits
SUB-TOTAL	15,874,542	14,487,011	13,498,452	(988,559)	-6.82%
Operating Revenue Source-Cap					
LTF	38,810,030	39,974,380	41,973,611	1,999,231	5.00% Increase of LTF plus additional funds for Ontario Airport shuttle
LTF- Carryover	-	767,296	-	(767,296)	
FTA Section 5307 Maint/Leases	9,183,730	9,169,630	11,540,420	2,370,790	25.85% Use of FTA funds for Capitalized Operations
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000		0.00%
FTA - CTSA - JARC/NF/5310			798,466		
STAF - Operating Costs	1,617,708	1,368,539	1,392,654	24,115	1.76%
Carl Moyer/JARC/STIP/LCTOP	-	1,302,519	854,435	(448,084)	Reduction in use of JARC/NF for the CTSA
STA Maint./Repeater/Tire	2,299,913	2,299,913	2,299,913	-	0.00%
Measure 1 & Subsidy	5,600,000	5,800,000	6,422,061	622,061	10.73% Increase in Measure 1 funds
Measure 1 - CTSA	-	1,571,286	1,970,222	398,936	25.39% Additional use of Measure 1 funds to STS projects
Other Funds - Medical Billing	611,954	1,000,000	1,500,000	500,000	Medical Billings running higher than planned
SUB-TOTAL	59,723,335	64,853,563	70,351,782	4,699,753	7.25%
Capital Revenues:					
FTA Section 5307	9,276,544	16,941,200	16,941,200	-	0.00%
FTA Section 5339	-	1,260,509	1,260,509	-	
FTA Section 5310	-	-	-	-	
Prop 1B	3,789,155	2,936,287	4,110,195	1,173,908	Additional Prop 1B funds used for Revenue Vehicles
STAF (SB 620)	-	2,299,913	2,299,913	-	0.00%
LTF	1,229,546	-	-	-	
CMAQ	15,492,369	6,660,000	5,560,000	(1,100,000)	-16.52% Reduction in CMAQ funding. Offset by Prop 1B funding
Prop 1B - Security	-	128,566	-	(128,566)	-100.00%
Measure 1 Capital	849,211	-	-	-	
CAPITAL TOTAL	30,636,825	30,226,475	30,171,817	(54,658)	-0.18%
Less capital used for Operating	(13,272,914)	(13,069,542)	(15,440,332)	(2,370,790)	18.14%
TOTAL CAPITAL	17,363,911	17,156,933	14,731,485	(2,425,448)	-14.14%
OPERATIONS TOTAL	75,597,877	79,340,574	83,850,234	4,509,660	5.68%
GRAND TOTAL	92,961,788	96,497,507	98,581,719	2,084,212	2.16%

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2015-16, adopted budget for FY 2016-17 and proposed budget costs for FY 2017-18.

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	43,331,010	48,738,590	48,135,593	51,035,059	2,899,467	6.02%
Services	2,392,695	3,947,676	3,226,866	5,016,301	1,789,436	55.45%
Material and Supplies	6,008,281	5,670,205	5,983,628	6,500,947	517,319	8.65%
Occupancy	3,726,259	3,893,312	3,614,928	3,975,923	360,995	9.99%
Casualty and Liability	3,107,806	6,244,931	6,569,084	6,557,494	(11,590)	-0.18%
Taxes	61,561	49,782	49,619	49,782	163	0.33%
Purchased Transport	9,041,314	9,377,551	8,962,367	9,213,916	251,548	2.81%
Printing and Advertising	918,087	1,106,419	911,533	1,037,519	125,986	13.82%
Miscellaneous Expenses	(216,639)	(104,673)	43,483	46,509	3,026	6.96%
Leases and Rentals	-	416,782	26,506	416,782	390,276	1472.39%
SUBTOTAL	68,370,375	79,340,575	77,523,608	83,850,233	6,326,625	8.16%
Depreciation	13,566,593	14,787,683	12,639,470	13,534,748	895,278	7.08%
Capital Purchase	932,312	-	838,248	-	(838,248)	
SUBTOTAL	82,869,279	94,128,258	91,001,326	97,384,981	6,383,655	7.01%
GRAND TOTAL **	69,302,686	79,340,575	78,361,856	83,850,233	5,488,377	7.00%

** Less Depreciation

DEPARTMENT**SUMMARY OF PROGRAMS****OPERATIONS: 1100**

The Operations Department is responsible for planning, organizing, implementing, coordinating and directing service delivery for all of the Agency's fixed routes and all fleet safety and training programs. Our State and Federal DOT certified Instructors provide initial and periodic training for our operating personnel in all aspects of agency policy and procedure, legal requirements, vehicles and related equipment as well as administer our National Safety Council fleet safety program.

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	27,622,627	28,675,966	28,722,278	32,417,335	3,695,057	12.86%
Services	9,478	39,000	38,712	39,000	289	0.75%
Material and Supplies	91,844	99,248	74,374	99,248	24,874	33.44%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	6,775	8,133	5,740	8,133	2,393	41.68%
Miscellaneous Expenses	82,190	60,525	44,761	74,710	29,949	66.91%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	27,812,914	28,882,872	28,885,865	32,638,426	3,752,561	12.99%
Depreciation	-	-	-	-	-	
SUBTOTAL	27,812,914	28,882,872	28,885,865	32,638,426	3,752,561	12.99%
GRAND TOTAL **	27,812,914	28,882,872	28,885,865	32,638,426	3,752,561	12.99%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: 1200

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

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

	<u>FISCAL SUMMARY BY PROGRAM</u>					
	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	7,261,725	8,249,869	7,680,359	8,591,794	911,435	11.87%
Services	489,107	341,061	433,790	425,296	(8,494)	-1.96%
Material and Supplies	4,011,825	3,261,923	4,310,910	4,533,156	222,246	5.16%
Occupancy	1,540,995	1,382,461	1,366,299	1,382,461	16,162	1.18%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(123,525)	(54,489)	(109,368)	(54,489)	54,879	-50.18%
Leases and Rentals	-	416,782	26,506	416,782	390,276	1472.39%
SUBTOTAL	13,180,128	13,597,607	13,708,496	15,295,000	1,586,504	11.57%
Depreciation	-	-	-	-	-	
SUBTOTAL	13,180,128	13,597,607	13,708,496	15,295,000	1,586,504	11.57%
GRAND TOTAL **	13,180,128	13,597,607	13,708,496	15,295,000	1,586,504	11.57%

** Less Depreciation

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

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	686,866	1,131,357	701,801	934,433	232,632	33.15%
Services	156,739	624,577	280,663	625,000	344,337	122.69%
Material and Supplies	10,445	14,501	7,326	14,501	7,175	97.93%
Occupancy	-	2,500	-	2,500	2,500	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	75	28,300	-	28,300	28,300	
Miscellaneous Expenses	153,082	173,500	167,607	173,500	5,893	3.52%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,007,206	1,974,735	1,157,398	1,778,234	620,837	53.64%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,007,206	1,974,735	1,157,398	1,778,234	620,837	53.64%
GRAND TOTAL **	1,007,206	1,974,735	1,157,398	1,778,234	620,837	53.64%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

INFORMATION TECHNOLOGY SERVICES 1320

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

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	910,668	958,759	930,243	1,053,507	123,264	13.25%
Services	1,009	-	-	-	-	
Material and Supplies	25,086	29,500	30,794	29,500	(1,294)	-4.20%
Occupancy	1,672,311	1,709,657	1,703,050	1,809,657	106,607	6.26%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	4,020	17,387	211	17,387	17,176	8141.07%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	2,613,094	2,715,303	2,664,299	2,910,051	245,752	9.22%
Depreciation	-	-	-	-	-	
SUBTOTAL	2,613,094	2,715,303	2,664,299	2,910,051	245,752	9.22%
GRAND TOTAL **	2,613,094	2,715,303	2,664,299	2,910,051	245,752	9.22%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING/PLANNING

1400

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	2,071,375	2,194,290	2,152,924	2,300,594	147,670	6.86%
Services	60,249	68,000	65,360	68,000	2,640	4.04%
Material and Supplies	9,075	9,525	10,913	9,525	(1,388)	-12.72%
Occupancy	73,076	66,425	63,482	66,425	2,943	4.64%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	812,956	867,880	867,000	867,880	880	0.10%
Miscellaneous Expenses	100,058	118,550	111,035	118,550	7,515	6.77%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	3,126,790	3,324,670	3,270,714	3,430,974	160,261	4.90%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,126,790	3,324,670	3,270,714	3,430,974	160,261	4.90%
GRAND TOTAL **	3,126,790	3,324,670	3,270,714	3,430,974	160,261	4.90%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

HUMAN RESOURCES: 1600

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	S / % Change FY 2017YE-2018	
Salaries and Benefits	(1,224,370)	1,278,526	1,238,403	1,380,822	142,419	11.50%
Services	413,600	336,430	392,529	393,500	971	0.25%
Material and Supplies	5,365	4,368	5,732	5,500	(232)	-4.05%
Occupancy	-	-	-	-	-	
Casualty and Liability	573,291	2,068,003	2,124,614	2,068,003	(56,611)	-2.66%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	13,771	15,471	13,431	15,471	2,040	15.19%
Miscellaneous Expenses	82,783	71,353	49,460	71,353	21,893	44.26%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	(135,559)	3,774,150	3,824,169	3,934,649	110,480	2.89%
Depreciation	-	-	-	-	-	
SUBTOTAL	(135,559)	3,774,150	3,824,169	3,934,649	110,480	2.89%
GRAND TOTAL **	(135,559)	3,774,150	3,824,169	3,934,649	110,480	2.89%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY

1630

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	389,944	482,692	424,440	505,107	80,667	19.01%
Services	860,126	802,349	813,380	924,361	110,981	13.64%
Material and Supplies	525	9,045	3,000	9,000	6,000	200.00%
Occupancy	8,834	15,943	12,000	15,943	3,943	32.86%
Casualty and Liability	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Purchased Transport	-	-	-	-	-	-
Printing and Advertising	-	1,917	-	1,917	1,917	-
Miscellaneous Expenses	2,729	14,360	14,232	14,360	128	0.90%
Leases and Rentals	-	-	-	-	-	-
SUBTOTAL	1,262,159	1,326,306	1,267,051	1,470,688	203,636	16.07%
Depreciation	-	-	-	-	-	-
SUBTOTAL	1,262,159	1,326,306	1,267,051	1,470,688	203,636	16.07%
GRAND TOTAL **	1,262,159	1,326,306	1,267,051	1,470,688	203,636	16.07%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT

1700

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$/ % Change FY 2017YE-2018	
Salaries and Benefits	1,624,543	1,517,164	1,690,512	1,667,399	(23,113)	-1.37%
Services	11,792	17,471	11,400	17,471	6,071	53.25%
Material and Supplies	9,376	7,675	5,844	7,675	1,831	31.34%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	1,470	9,118	8,894	9,118	224	2.52%
Miscellaneous Expenses	6,827	9,459	3,685	9,459	5,775	156.73%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,654,009	1,560,887	1,720,334	1,711,122	(9,212)	-0.54%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,654,009	1,560,887	1,720,334	1,711,122	(9,212)	-0.54%
GRAND TOTAL **	1,654,009	1,560,887	1,720,334	1,711,122	(9,212)	-0.54%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: 1800

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

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

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	1,111,230	1,129,853	1,130,026	1,211,018	80,992	7.17%
Services	134,837	185,600	145,000	185,600	40,600	28.00%
Material and Supplies	5,020	10,234	6,008	10,000	3,992	66.45%
Occupancy	-	-	-	-	-	
Casualty and Liability	2,272,525	3,873,142	3,651,807	3,873,142	221,335	6.06%
Taxes	61,561	49,282	49,539	49,282	(257)	-0.52%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(525,038)	(559,318)	(282,678)	(405,621)	(122,943)	43.49%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit					-	
SUBTOTAL	3,060,136	4,688,793	4,699,702	4,923,422	223,720	4.76%
Depreciation	11,199,260	13,659,531	11,647,454	12,239,149	591,695	5.08%
Capital Purch Exp	12,463,321	-	3,591,481	-	(3,591,481)	
SUBTOTAL	26,722,717	18,348,324	19,938,636	17,162,571	(2,776,065)	-13.92%
GRAND TOTAL **	15,523,456	4,688,793	8,291,182	4,923,422	(3,367,761)	-40.62%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	226,275	-	267,811	281,307	13,496	
Services	79,863	83,507	83,787	94,812	11,025	13.16%
Material and Supplies	1,255,377	1,372,960	974,791	1,078,885	104,094	10.68%
Occupancy	107,975	85,158	120,678	127,949	7,271	6.03%
Casualty and Liability	236,677	128,954	412,696	420,263	7,567	1.83%
Taxes	-	-	-	-	-	
Purchased Transport	7,747,383	8,116,705	7,686,675	7,953,070	266,395	3.47%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	236	-	564	15,500	14,936	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,653,785	9,787,285	9,547,001	9,971,785	424,784	4.45%
Depreciation	868,964	1,128,152	992,017	1,295,599	303,583	30.60%
SUBTOTAL	10,522,750	10,915,437	10,539,018	11,267,384	728,367	6.91%
GRAND TOTAL **	9,653,785	9,787,285	9,547,001	9,971,785	424,784	4.45%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits		724,782	753,664	691,743	(61,921)	-8.22%
Services		1,063,109	635,673	1,872,480	1,236,807	194.57%
Material and Supplies		58,720	15,492	78,050	62,558	403.81%
Occupancy		148,695	33,121	88,515	55,394	167.25%
Casualty and Liability		-	-	4,500	4,500	
Taxes		500	80	500	420	525.00%
Purchased Transport		-	-	-	-	
Printing and Advertising		90,000	-	21,100	21,100	-
Miscellaneous Expenses		44,000	43,974	11,800	(32,174)	-73.17%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	-	2,129,806	1,482,004	2,768,688	1,286,684	86.82%
Depreciation					-	
SUBTOTAL	-	2,129,806	1,482,004	2,768,688	1,286,684	86.82%
GRAND TOTAL **	-	2,129,806	1,482,004	2,768,688	1,286,684	86.82%

** Less Depreciation

DEPARTMENT**SUMMARY OF PROGRAMS****OMNIGO/PURCHASED TRANSPORTATION:****2500**

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	5,053	-	4,836	-	(4,836)	
Services	-	-	-	-	-	
Material and Supplies	168,584	190,444	133,716	107,278	(26,438)	-19.77%
Occupancy	5,486	5,473	4,163	5,473	1,311	31.49%
Casualty and Liability	25,312	7,831	24,586	24,586	(0)	0.00%
Taxes	-	-	-	-	-	
Purchased Transport	1,293,932	1,260,846	1,275,693	1,260,846	(14,847)	-1.16%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,498,368	1,464,594	1,442,993	1,398,183	(44,810)	-3.11%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,498,368	1,464,594	1,442,993	1,398,183	(44,810)	-3.11%
					-	
GRAND TOTAL **	1,498,368	1,464,594	1,442,993	1,398,183	(44,810)	-3.11%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

sbX Bus Rapid Transit -BRT

2600

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

FISCAL SUMMARY BY PROGRAM

	2015-2016 ACTUAL	2016-2017 ADOPTED	2016-2017 YE EST	2017-2018 PROPOSED	\$ / % Change FY 2017YE-2018	
Salaries and Benefits	2,645,072	2,395,331	2,436,341	-	(2,436,341)	-100.00%
Services	175,895	386,572	326,572	370,782	44,210	13.54%
Material and Supplies	415,757	602,062	404,727	518,629	113,902	
Occupancy	317,582	477,000	312,136	477,000	164,864	52.82%
Casualty and Liability	-	167,000	355,381	167,000	(188,381)	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	82,963	85,600	16,468	85,600	69,132	419.80%
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	3,637,269	4,113,565	3,851,625	1,619,011	(2,232,614)	-57.97%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	3,637,269	4,113,565	3,851,625	1,619,011	(2,232,614)	-57.97%
					-	
GRAND TOTAL **	3,637,269	4,113,565	3,851,625	1,619,011	(2,232,614)	-57.97%

** Less Depreciation



BUDGET

MAURICE MANSION
TREASURY MANAGER
APRIL 13, 2017



Budget

FY2018 Budget Highlights

- ◆ **FY 18 \$98.6M vs. FY17 \$96.1M**
- ◆ **CTSA Fully Incorporated In Budget**
- ◆ **Service Maintained At Current Levels**
- ◆ **No Additional Headcount Impacts**
- ◆ **CNG Tax Credit No Longer Available**



Budget

FY2018 Revenue Assumptions

- ◆ **Declining Ridership Affects Revenue**
- ◆ **Actions Taken to Address Revenue**
 - ◆ **Medi-Cal Billing Included In Budget - \$1.5M**
 - ◆ **Capitalized Preventive Maintenance- \$2.3M**
 - ◆ **Low Carbon Fuel Standard Credits- \$.8M**



Budget

Total Budget: Core & CTSA

	OMNI Core	CTSA	TOTAL
Salary and Benefits	50,343,316	691,743	\$51,035,059
Services	3,143,821	1,872,480	\$5,016,301
Materials and Supplies	6,422,897	78,050	\$6,500,947
Occupancy	3,887,409	88,515	\$3,975,924
Casualty & Liability	6,552,994	4,500	\$6,557,494
Taxes	49,282	500	\$49,782
Purchased Transportation	9,213,915	0	\$9,213,915
Printing & Advertising	1,016,419	21,100	\$1,037,519
Miscellaneous	34,709	11,800	\$46,509
Leases and Rentals	416,782	0	\$416,782
Capital	14,731,484	0	\$14,731,484
Total Budget	\$95,813,029	\$2,768,688	\$98,581,717



OmniTrans

**2017
2018**

Budget

Operating Budget: Revenue

	FY 16-17 (YE Est)	FY 17-18 (Proposed)	Variance
Fixed Route/OmniLink	11,332,881	10,326,286	(1,006,595)
Demand Response/Paratransit	1,645,919	1,667,055	21,136
Advertising and Auxillary Rev.	600,000	655,000	55,000
Interest and Non-Transp. Rev.	50,060	850,110	800,050
LTF Funds for Operations	39,974,380	41,973,611	1,999,231
LTF Carryover	767,296	0	(767,296)
FTA Section 5307 Maint. /Leases	10,769,630	13,140,240	2,370,610
STA	1,368,539	1,392,654	24,115
STA Maint. /Leases	2,299,913	2,299,913	0
Measure I & Subsidy	5,800,000	6,422,061	622,061
Measure I - CTSA	1,571,286	1,970,222	398,936
JARC/New Freedom	300,000	798,466	498,466
ADA Medi-Cal Reimbursement	1,891,795	1,500,000	(391,795)
LCTOP	646,153	854,435	208,282
Total Operating Revenues	79,017,852	83,850,053	4,832,201



Budget

Operating Budget: Expense

	FY 16-17 (YE Est)	FY 17-18 (Proposed)	Variance
Salary and Benefits	48,135,593	51,035,059	\$2,899,466
Services	3,226,866	5,016,301	\$1,789,435
Materials and Supplies	5,983,628	6,500,947	\$517,319
Occupancy	3,614,928	3,975,923	\$360,995
Casualty & Liability	6,569,084	6,557,494	(\$11,590)
Taxes	49,619	49,782	\$163
Purchased Transportation	8,962,367	9,213,916	\$251,549
Printing & Advertising	911,533	1,037,519	\$125,986
Miscellaneous	43,483	46,509	\$3,026
Leases and Rentals	26,506	416,782	\$390,276
Capital Purchase - Expense	838,248	0	(\$838,248)
Total Operating Budgets	\$78,361,855	\$83,850,232	\$5,488,377
Percentage Change			7.0%

* Depreciation is not included



Budget

Budget Comparisons

Operating Budget Comparison

- FY 16-17 Budget \$ 79,340,574
- FY 16-17 YE EST \$ 78,361,856
- FY 17-18 Budget \$ 83,850,233

Variances

- Salaries & Benefits \$ 2,899,467
- Services \$ 1,789,436
- Materials & Supplies \$ 517,319
- Occupancy \$ 360,995



OmniTrans

**2017
2018**

Budget

Capital Budget: Revenue

	FY 16-17 (Adopted)	FY 17-18 (Proposed)	Variance
FTA 5307	\$16,941,200	\$16,941,200	\$0
CMAQ	\$6,660,000	\$5,560,000	(\$1,100,000)
FTA 5339	\$1,260,509	\$1,260,509	\$0
STAF	\$2,299,913	\$2,299,913	\$0
Prop 1B	\$2,936,287	\$4,110,195	\$1,173,908
Prop 1B - Security	\$128,566	\$0	(\$128,566)
Total Capital Revenues	\$30,226,475	\$30,171,817	-\$54,658
Percentage Change			-0.2%
Capital Used for Operating	\$13,069,542	\$15,440,332	\$2,370,790



Budget

Capital Budget: Expense

	FY 16-17 (Adopted)	FY 17-18 (Proposed)	Variance
Facilities	\$3,346,423	\$620,975	(\$2,725,448)
Revenue Vehicles (FR/PT)	\$10,780,509	\$11,080,509	\$300,000
Service/Support Vehicles	\$630,000	\$630,000	\$0
Computer Equip/Software	\$2,400,000	\$2,400,000	\$0
Total Capital Expense	\$17,156,932	\$14,731,484	-\$2,425,448
Percentage Change			-14.1%
Capital Used for Operating	\$13,069,542	\$15,440,332	\$2,370,790

Budget



THANK YOU