



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, OCTOBER 13, 2016– 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

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

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, November 10, 2016, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

E. DISCUSSION ITEMS

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| 1. Approve Administrative & Finance Committee Minutes – September 15, 2016 | 2 |
| 2. Recommend the Board of Directors Receive and File Construction Progress Report No. 51 through September 30, 2016 - sbX E Street Corridor BRT Project | 6 |
| 3. Receive and File Omnitrans' Director of Finance Report - Price of Compressed Natural Gas | 14 |
| 4. Recommend the Board of Directors Received and File Workforce Development Program – End of Program Report | 17 |

F. ADJOURNMENT

ITEM # _____ E1 _____

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, SEPTEMBER 15, 2016**

A. CALL TO ORDER

Acting Chairman John Roberts called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, September 15, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Mayor Carey Davis, City of San Bernardino
Council Member Pat Gilbreath, City of Redlands
Supervisor Curt Hagman, County of San Bernardino
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

Committee Members Not Present

Mayor Paul Eaton, City of Montclair
Council Member Ed Graham, City of Chino Hills – Committee Chair
Mayor Pro Tem Sylvia Robles, City of Grand Terrace

Others Present

Council Member Sam Spagnolo, City of Rancho Cucamonga

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Nathan Churan, Director of Special Transit Services
Jack Dooley, Director of Maintenance
Marge Ewing, Director of Human Resources/Safety & Security
Sam Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Andres Ramirez, IPMO Program Manager
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning

Jeremiah Bryant, Service Planning Manager
Maurice Mansion, Treasury Manager
Omar Bryant, East Valley Maintenance Manager
Mark Crosby, Security & Emergency Preparedness Coordinator
Vicki Dennett, Senior Executive Assistant to CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, October 13, 2016, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – August 11, 2016

M/S (Wapner/Spagnolo) that approved the Committee Minutes of August 11, 2016. Motion was unanimous by Members present.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 50 through August 31, 2016 – sbX E Street Corridor BRT Project

IPMO Program Manager Andres Ramirez presented this item. The PA system contract was executed. The VMF contract closeout continues. Tenth to Highland contractual completion was achieved September 9. Traffic signal synchronization is being discussed with the city. STV is very close to completing the as-builts. Grant funds have been transferred back to FTA, totaling about \$3 million. Member Davis asked about the discrepancy in authorized expenditures—the higher number includes the monies returned to the FTA; the lower number is accurate and Andres will update this spreadsheet for next month's meeting.

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

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

Finance Director Don Walker presented this item. Prices continue to be low, although we experienced a slight increase of 1.4% from last month, to \$0.74 per gallon. Total fuel costs for the month of August exceeded budgeted costs by \$112,869, or 54%. This was

anticipated for the first half of the year, but the cost of fuel is expected to go down

significantly in February 2017, when pipeline fueling begins, and Omnitrans can begin earning LCFS credits. Mr. Walker will continue to monitor and report to this committee.

This item was received and filed.

Member Hagman arrived at 8:09 a.m.

4. Recommend the Board of Directors, Approve Hiring One Information Clerk for the Special Transit Services Department

Special Transit Services Director Nathan Churan presented this item. Nathan explained how the need for an Information Clerk evolved from the implementation of in-person ADA assessments, which utilize the Paratransit Eligibility Technicians full time, leaving no one to answer the large volume of daily calls. Funds to support the position are in the existing budget.

M/S (Wapner/Musser) that recommended the Board of Directors approve hiring one Information Clerk for the Special Transit Services Department. Motion was unanimous by Members present.

5. Recommend the Board of Directors, Authorize Award – Contract IPMO17-16, Vehicle Maintenance Facility (VMF) Modification Work

Completion of the East Valley VMF remodel is the third and final component of the sbX Project. Previous contract work had been terminated via a deductive change order, and a new solicitation package was developed to complete the remaining tasks. The successful bidder will complete the remaining unfinished work including the vacuum system, removal of the temporary canopy, and related concrete work.

M/S (Wapner/Hagman) that recommended the Board of Directors authorize the CEO/General Manager to award Contract IPMO16-17 to Regency-Pacific Development Corporation, of Beaumont, California, for the Vehicle Maintenance Facility (VMF) Modification Work, in the amount of \$697,000, plus a ten percent contingency of \$69,700, and a 3.27% Cost Allocation Plan (CAP) of \$25,071.09, for a total not-to-exceed amount of \$791,771.09. Motion was unanimous by Members present.

F. ADJOURNMENT

Member Hagman asked about the feasibility of a Wi-Fi pilot program for installing Wi-Fi at bus stops, and entering into an agreement, similar to one that currently exists between the County of San Bernardino and the San Bernardino Unified School District. CEO/General Manager Graham said Omnitrans will look into it.

The Administrative and Finance Committee meeting adjourned at 8:14 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, October 13, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary

ITEM # E2

DATE: October 13, 2016

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

**SUBJECT: CONSTRUCTION PROGRESS REPORTS NO. 51 THROUGH
SEPTEMBER 30, 2016 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 51 for the sbX E Street Corridor BRT Project through September 30, 2016.

BACKGROUND

This is Construction Progress Report No. 51 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 51 for the sbX E Street Corridor BRT Project through September 30, 2016.

PSG:AR

Attachment

**sbX E Street Corridor
Bus Rapid Transit (BRT) Project
Construction Progress Report No. 51**

September 30, 2016

Prepared By:

**Omnitrans
Integrated Project Management Office**

Contractor: SBX Corridor - Griffith/Comet Joint Venture
VMF – USS Cal Builders

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez



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 - B. Summary Status Update
- II. Project Schedule
- III. Safety
- IV. Project Budget and Cost

I. PROJECT STATUS SUMMARY

A. Project Description

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

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

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

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

B. Summary Status Update

E Street Corridor:

10th to Highland:

- Street re-opened on September 9, 2016 as projected.
- Demobilization was completed.
- Final acceptance and Close Out on-going.



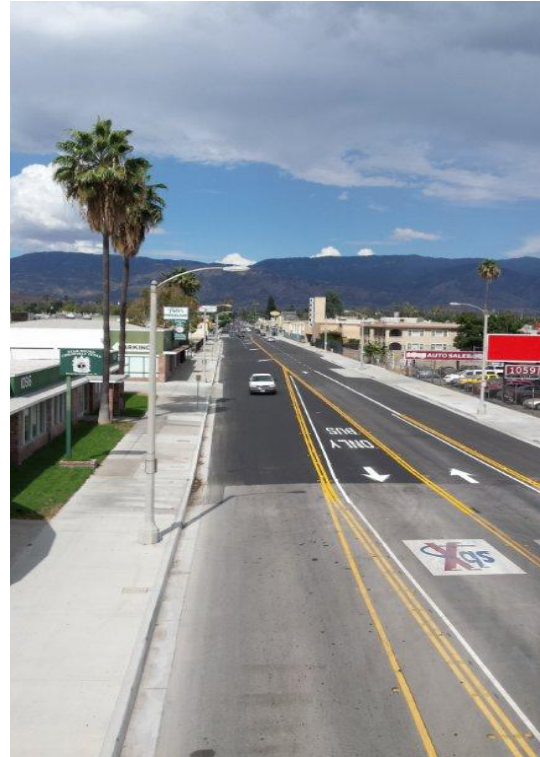
sbX Coach rolling on new roadbed



Improvement E Street, San Bernardino



Test drive down new roadway



Improved roadway E Street

PA System:

- Contract awarded June 1 by Board of Directors.
- Contract executed.
- Kick-off meeting scheduled.

Traffic Signal Synchronization:

- Scheduling final acceptance meeting with City; TSP MOU final item.

Vehicle Maintenance Facility:

Contract Closeout

- Final Change Order and Final Acceptance need issuing.

Modification Work

- Contract award at September 30 Board of Directors meeting.
- Completion projected for February 2017.

II. PROJECT SCHEDULE

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

	Scheduled Completion	Projected Completion
E Street Corridor		
City of SB Final Work / World Oil	February 2016	Completed
10 th to Highland	June 2016	Completed
PA System	November 2016	April 2017
Vehicle Maintenance Facility		
Completion Work	May 2016	February 2017

III. SAFETY

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

	Through August 2016
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	19,893
PA System	0
Vehicle Maintenance Facility	64,436
Total	509,770

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 August 31, 2016

Approved Budget	\$191,706,000
Cost to Date	\$184,342,960
Estimate to Complete	
Corridor Project	\$ 2,430,936
10 th to Highland	\$ 1,838,432
Estimate at Completion	\$188,612,328

Budget By Contract Packages 31-Aug-2016								(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	96.2%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000
Other Direct Payments			48,401	57,197		57,197	-	57,197	(8,796)	(57,197)	-	-	57,197
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991
PA System				-		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	75,000	75,000	167,500
BRT Design													
Parsons	19,193,400	17,849,400	18,097,876	19,059,426	107.2%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185
PA System				68,450		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	14,539,965	178.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	866,700	-	15,401,835
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,902,471	190.6%	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	11,418,108	110.2%	10,971,135	445,473	11,416,608	321,792	(1,059,608)	-	-	11,416,608
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	14,821,391	98.7%	15,006,001	(300,000)	14,706,001	16,700	306,449	-	-	14,706,001
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	-	0.0%	-	-	-	700,000	720,000	700,000	-	700,000
Sub-Total	177,676,000	173,633,000	188,431,091	181,499,343	104.5%	150,601,049	32,832,387	183,433,435	4,997,655	(9,800,435)	421,843	75,000	183,930,278
Unallocated Contingency	14,030,000	18,073,000	4,500,812					9,800,435		8,272,565			7,775,722
10th to Highland Projected Costs			4,606,687	2,843,618	61.7%	3,901,000	96,863	3,997,863	608,824	(3,997,863)	634,187	50,000	4,682,050
Remaining Unallocated Contingency													3,093,672
Total	191,706,000	191,706,000	188,536,965	184,342,960	96.2%								191,706,000

IPMO/sbX Project Cost Report											
Period Ended 31-Aug-2016											
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	\$ 81,434,583	96.2%	3,202,417	\$ 82,081,158	97.0%	\$ 206,388	\$ 82,287,545	\$ 2,349,455
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,498,152	\$ 14,539,965	178.8%	(6,408,965)	\$ 14,535,135	178.8%	\$ 866,700	\$ 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	\$ 11,418,108	110.2%	(1,061,108)	\$ 11,416,608	110.2%	\$ -	\$ 11,416,608	\$ (1,059,608)
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	\$ 19,127,876	107.2%	(1,278,476)	\$ 20,272,729	113.6%	\$ (1,326,245)	\$ 18,946,485	\$ (1,097,085)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,445,932	\$ 1,920,851	190.6%	(913,251)	\$ 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	\$ 36,566,618	107.5%	(2,546,618)	\$ 36,549,407	107.4%	\$ 700,000	\$ 37,249,407	\$ (3,229,407)
Allocated Contingency (Construction Contract)	\$ -	\$ -	\$ -			-	\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 188,431,091	\$ 181,499,343	104.5%	(7,866,343)	\$ 183,433,435	105.6%	496,843	183,930,278	(10,297,278)
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ 4,500,812	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,682,050	\$ 4,606,687	\$ 2,843,618	60.7%	1,838,432	\$ 3,901,000	83.3%	\$ 1,838,432	\$ 4,682,050	\$ -
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 188,536,965	\$ 184,342,960	96.2%	\$ 12,045,090	\$ 187,334,435	97.7%	\$ 2,335,275	\$ 188,612,328	\$ 7,775,722

ITEM # E3

DATE: October 13, 2016

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)**

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 first four (4) months of FY2017 (Jul 2016 – Oct 2016) averaged around \$0.74 per gallon. This is \$0.08 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.

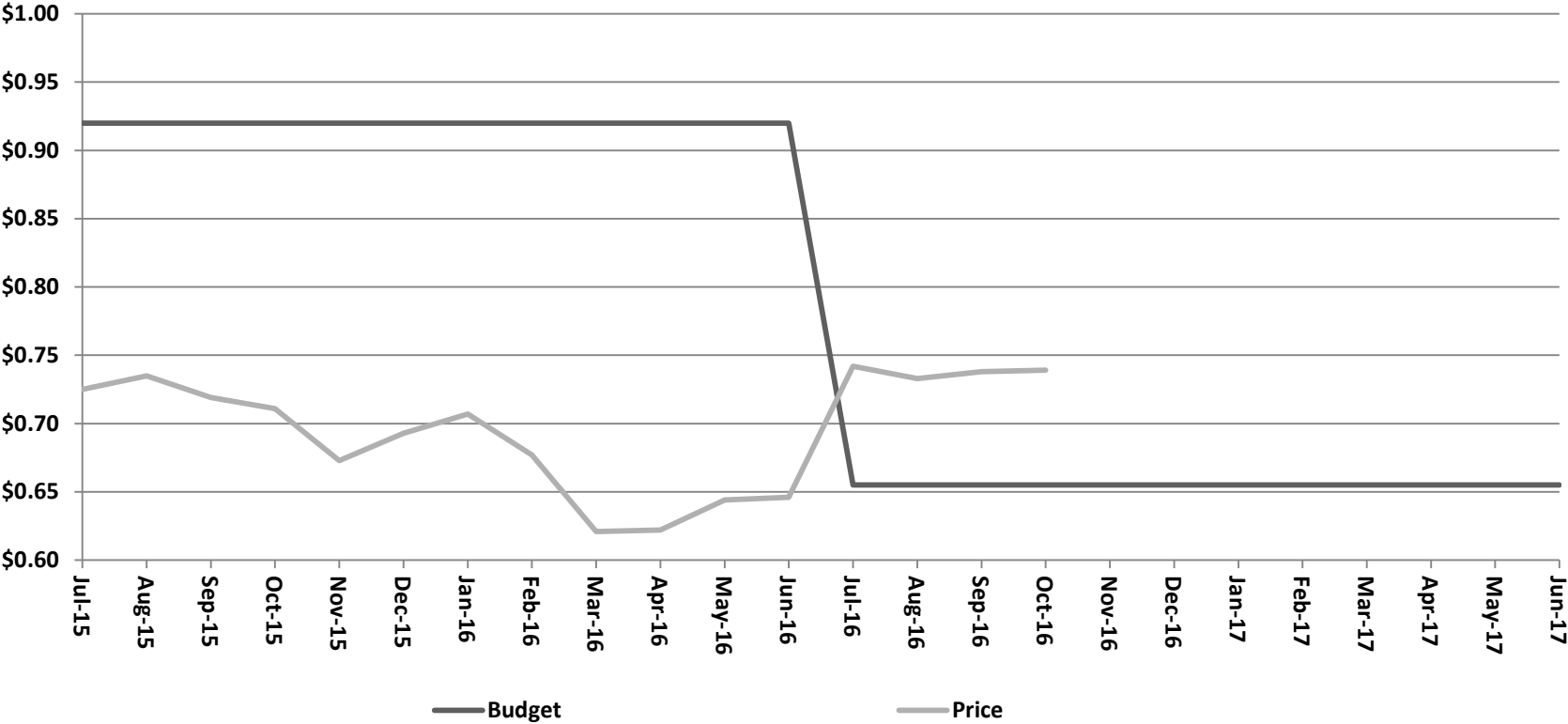
The budget was based on of six (6) months of deliveries of liquefied natural gas (LNG) from our current supplier Applied LNG Technologies, and six (6) months of natural gas supplied by the pipeline gas. The pipeline fueling project is underway and is expected to be completed in late January 2017.

The preliminary numbers for September 2016 show natural gas cost of \$327,074 against the budgeted amount of \$207,278. This is \$119,796 or 58% 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 is operational, the cost will decrease accordingly.

The price per gallon Omnitrans will pay for October's deliveries is \$0.74 per gallon. The price per gallon is the same as the previous month of September. 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: October 13, 2016

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Samuel Gibbs, Director of Internal Audit Services

**SUBJECT: WORKFORCE DEVELOPMENT PROGRAM
END OF PROGRAM REPORT**

FORM MOTION

Recommend the Board of Directors receive and file the Workforce Development Program End of Program Report.

BACKGROUND

OmniTrans was awarded a \$340,000 Federal Transportation Administration (FTA) Innovative Transit Workforce Development Program to launch a Regional Transit Workforce Development Program (RTWDP) in February 2013. The RTWDP was an innovative approach that allowed several transit operators in the Southern California region to partner with an institution of higher learning to provide job skills training and career development services to all levels of the transit workforce. This program was designed to benefit the blue-collar and management sectors. Staff facilitated the objective of the grant between February 2013 and September 2016.

The attached report outlines the accomplishments of the Workforce Development grant activities. A brief presentation of the program will be presented to the Committee.

PSG:SJG

Attachments



Omnitrans Department of Internal Audit Services

Regional Transit Workforce Development Program (RTWDP) End of Program Report

**Samuel Gibbs, PhD.
September 30, 2016**

Background

Omnitrans requested \$400,000 and was awarded \$340,000 from the Federal Transportation Administration (FTA) Innovative Transit Workforce Development Program to launch a Regional Transit Workforce Development Program (RTWDP) in partnership with California State University San Bernardino - Leonard Transportation Center (CSUSB - LTC), Los Angeles Metropolitan Transit Agency, Foothill Transit, Riverside Transit Agency, Victor Valley Transit Agency and several other partners.

The RTWDP was an innovative approach that allowed several transit operators in the Southern California region to partner with an institution of higher learning to provide job skills training and career development services to all levels of the transit workforce. This program was designed to benefit the blue-collar and management sectors.

Statement of the Problem

According to the April 2012 Inland Empire Quarterly Economic Report published by the San Bernardino Associated Governments and the Riverside County Transportation Commission, the Riverside-San Bernardino-Ontario metropolitan statistical area (commonly referred to as the Inland Empire) experienced a net loss of 140,316 jobs between 2007 and 2011. While economic conditions at the national level have moderated since 2010, the report stated that the Inland Empire continued to have the highest unemployment rate among major metropolitan areas in the U.S. According to the Bureau of Labor Statistics, in 2011 the unemployment rate in the Inland Empire averaged 13.4% compared to a national average of 9%. As of April 2012, the unemployment rate in the Inland Empire was 11.7%, lower than the previous year before, but still much higher than the 8.1% national average for the same month. Economists predicted that employment turnaround in the Inland Empire will lag behind the rest of the country for the remainder of the year.

Objective

The objective of the RTWDP was to develop well-rounded individuals that could become leaders, managers and highly skilled workers, capable of assuming key responsibilities within the transit industry. The RTWDP was designed to create a path that employees can follow to a successful career within transit agencies throughout Southern California and across the country. The guidance, training and experience provided by Omnitrans and partner agencies helped candidates gain experience, knowledge and education to become future transit employees and leaders.

The project provided the following benefits:

1. Allowed Omnitrans and other transit agencies to implement a Workforce Development Program;
2. Allowed unskilled labor to develop a skillset to enter the workforce;
3. Allowed any individual, regardless of educational attainment, to receive university level training and skill development;
4. Allowed employers to offer skill development programs to potential employees in a region with a significantly high level of unemployment;

5. Allowed transit employers to partner with an institution of higher learning to provide job skills to a cross-section of job-seekers and current employees.

The objective of this program was to prepare as many potential employees as possible and to reach at least 200 persons that may seek employment in the transit industry or continue to matriculate through the industry. Additionally, the program provided resources to attain training aides such as a coach operator simulator, and interactive whiteboards for the training facilities. The final stage of the program offered internships to undergrad and graduate students from the local area Colleges and Universities.

Scope

Omnitrans' RTWDP was designed to address all four of the items listed. Although, the RTWDP was focused on two major programs: Certificate Program and Mentor/Internship, the programs were designed to address all four of the principles of the FTA program by doing the following:

- 1) Pre-employment training/preparation
 - a. The Certificate Program and Mentor/Internship are designed to address the issues of pre-employment training. They offer job skills training and certifications that allow individuals to develop skills needed for employment.
- 2) Recruitment and Hiring
 - a. The Mentor/Internship program is designed to address the challenges of recruitment and hiring. It will give potential employees the skills needed to enter the transit industry.
- 3) Incumbent worker training and retention
 - a. The Certificate Program is designed to address the issues of incumbent worker training and retention. It offers job skills training and certifications that allow individuals to be trained, retained and promoted.
- 4) Succession planning/phased retirement
 - a. The Certificate and Mentor/Internship program are designed to address the issues of succession planning. They offer job skills and certifications that allow individuals to develop prerequisites needed for employment.

The following agencies wrote letters of support and were potential benefactors of the program, which scope was regional.

California State University San Bernardino -Leonard Transportation Center
Los Angeles Metropolitan Transit Authority
Riverside Transit Authority
Foothill Transit
Victor Valley Transit Authority
Southern California Regional Transit Training Consortium

Financial Breakdown

Grant Total	\$ 340,000
Simulator	\$ (70,000)
Interns Phase I	\$ (87,326)
Interns Phase II	\$ (61,582)
Coach Operator	\$ (100,000)
Equipment	\$ (21,092)
Phase I Coach Operators	\$ (191,092)
Phase II Employee Exposure	\$ (148,908)

The Benefits

The reach of the program was regional (addressing the entire Inland Empire). The other transit agencies which benefited from the program were Foothill Transit, Riverside Transit Agency, Sunline Transit, Victor Valley Transit, and Los Angeles Metropolitan Transit Authority. Los Angeles Metropolitan Transit Authority (LAMTA) had managed a workforce development program in conjunction with Los Angeles Valley College (LAVC) and Community Career Development, Inc. (CCD), the nonprofit operator of the Wilshire Metro WorkSource Center. Staff met with representatives from LAMTA, LAVC, and CCD to learn best practices and lessons learned, before launching the program in the Inland Empire.

Classes

A total of 15 week-long classes were held between October 2014 and February 2015. The classes trained 180 participants on the fundamentals of transit, customer service, and how to interview and prepare for the workplace. From the class, a total of 82 applied to Omnitrans, two were hired by Omnitrans as Stop and Station Maintenance workers, and 11 were hired as Coach Operators for Omnitrans (10 are still employed). Additionally, one participant was hired by Greyhound and relocated to Arizona, Five were hired by other transit agencies, and nine were hired in industries other than transit.

Coach Simulator

A Memorandum of Understanding (MOU) was entered into between Omnitrans, acting as project manager for a Federal Transit Administration (FTA) funded regional workforce development grant, and the California State University, San Bernardino (CSUSB) transportation research project. This MOU was for the development of a coach operator driving simulator, demographic data, software, and related support products. This agreement provided Omnitrans' training section of the Operations department the acquisition of a Coach Operator Simulator at a quarter of the price of acquiring one through other means.

Interns

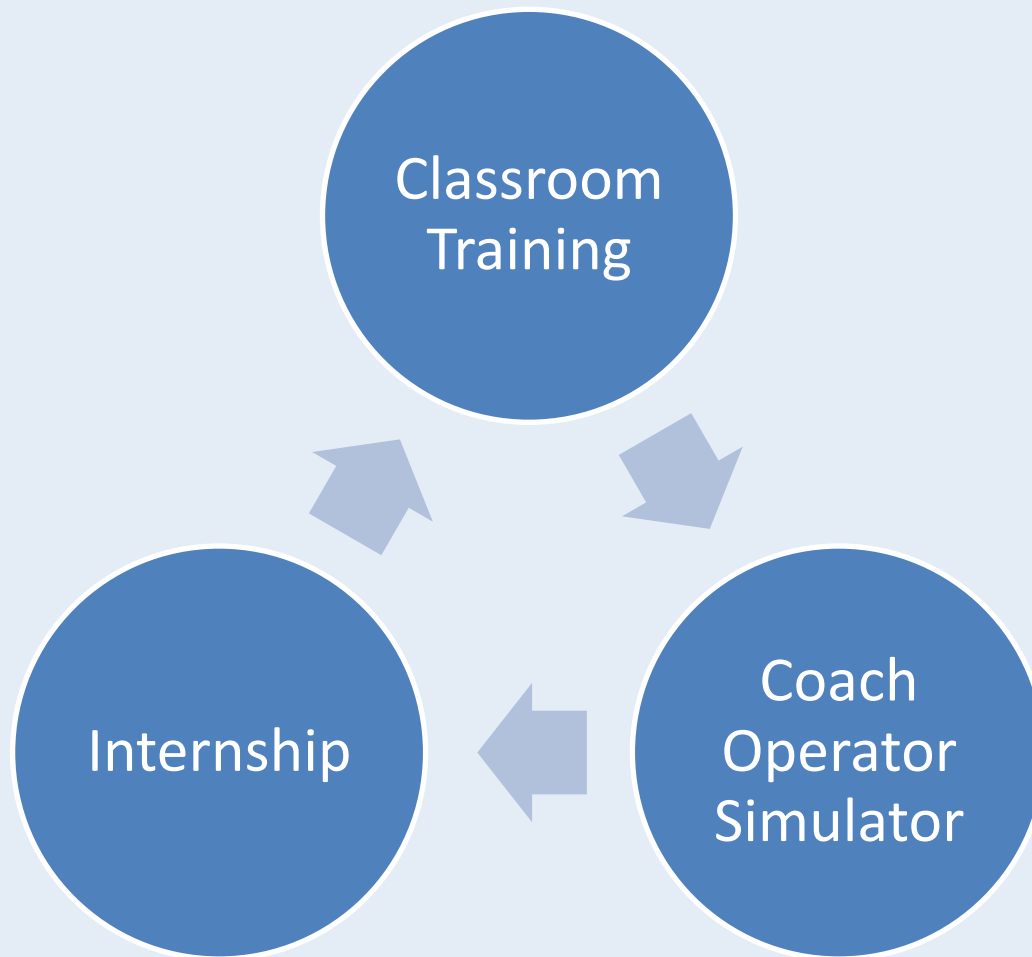
The intern program was implemented in two phases. The first phase entailed hiring interns to work in the Operation department. Two interns were hired and the success of the program led to hiring those interns as permanent employees and replacing them with two additional interns. Starting in March 2016 until September 2016, sixteen (16) additional interns were hired and they were assigned to Internal Audit, Finance, Information Technology, Human Resources/Safety and Regulatory Compliance, Marketing-Planning, and the Integrated Project Management Office. The purpose of the internship program was to expose undergrads and graduate students to the various aspects of transit. The interns were also assigned to special projects, which added value to the Agency from their contributions.

Conclusion

Omnitrans was successful meeting the objective of the RTWDP. The program provided job skills training and career development services to all levels of the transit workforce. Omnitran's staff will continue to look for other grant opportunities, which provide resources to address workforce development.



Regional Transit Workforce Development Program (RTWDP) End of Program Report



Class

- Trained 180 Participants in 15 classes
- 82 applied to Omnitrans
 - Two were hired in Stop and Stations
 - 11 were hired as Coach Operators
 - One was hired by Greyhound
 - Five were hired by other transit agencies
 - Nine were hired in other industries

Additional Benefits

Acquired a
Coach
Operator
Simulator

Two Phase
Internship
Program

Financial Breakdown

Grant Total		\$ 340,000
Simulator		\$ (70,000)
Interns Phase I		\$ (87,326)
Interns Phase II		\$ (61,582)
Coach Operator		\$ (100,000)
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Week long training classes







Dress for Success



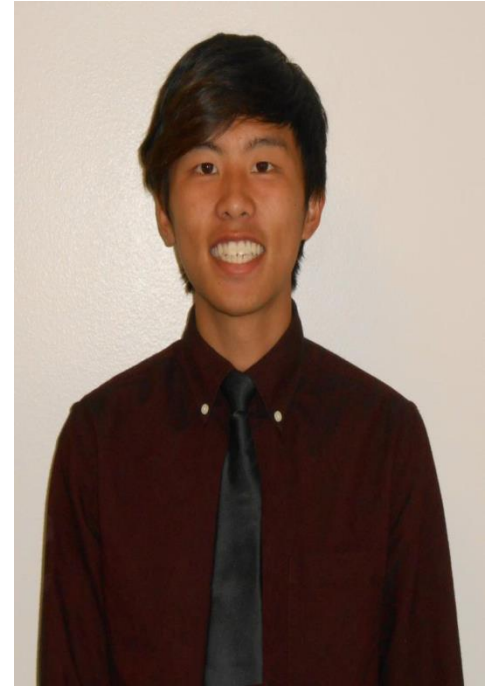


Interns





Interns



Coach Simulator



Questions???