



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, FEBRUARY 14, 2019– 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, March 14, 2019, 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 – November 15, 2018 | 3 |
| 2. Receive and Forward to the Board of Directors, Omnitrans' Fiscal Year Ended June 30, 2018 Audit Reports – <i>Don Walker</i> | 6 |
| 3. Receive and Forward to the Board of Directors, Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2019 Second Quarter Reports – <i>Erin Rogers</i> | 42 |
| 4. Recommend the Board of Directors Authorize the CEO/General Manager to Announce a Call for Projects – Measure I Specialized Transportation Programs for Fiscal Years 2020 and 2021 – <i>Doug Stanley</i> | 57 |
| 5. Recommend the Board of Directors Approve the New Positions of Director of Strategic Development and Business Systems Analyst and Update to Policy 402 to Include these Positions – <i>Suzanne Pfeiffer</i> | 60 |



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E. DISCUSSION ITEMS CONTINUED

6. Recommend the Board of Directors Approve Fiscal Year 2020 Budget Assumptions –
Maurice Mansion

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F. ADJOURNMENT

ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, NOVEMBER 15, 2018**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:02 a.m., Thursday, November 15, 2018.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Council Member David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor Carey Davis, City of San Bernardino
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Mayor Pro Tem Alan Wapner, City of Ontario

Committee Members Absent

Supervisor Curt Hagman, County of San Bernardino
Mayor Pro Tem John Roberts, City of Fontana

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
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
Jeremiah Bryant, Service Planning Manager
Terry Morocco, Safety & Regulatory Compliance Specialist
Misty Tshilonda, Human Resources Analyst

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 October 11, 2018

M/S (Robles/Davis) that approved the Committee Minutes of October 11, 2018. Motion was passed unanimously by Members present.

2. Adopt Proposed Calendar Year 2019 Committee Meeting Schedule

M/S (Robles/Davis) that adopted 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

Motion was passed unanimously by Members present.

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

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

M/S (Robles/Wapner) that approved and forwarded to the Board of Directors the Omnitrans draft Transit Asset Management (TAM) Plan. Motion was passed unanimously by Members present.

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

Director of Finance, Don Walker, presented this item as detailed in the staff report.

The Committee received and forwarded this item to the Board of Directors.

5. Receive and Forward to the Board of Directors Management Plan Strategic Initiatives and Key Performance Indicators Fiscal Year 2019 First Quarter Reports

CEO/General Manager, P. Scott Graham, reviewed the Strategic Initiatives and Key Performance Indicators FY19 First Quarter Reports.

Chair Dailey referred to the KPI report under section 1. Cost Effectiveness, and inquired why the fare recovery ratio for the sbX was not listed as a separate line item. The Committee agreed that separating the data would provide a more accurate picture.

Member Avila arrived at 8:31 a.m.

Member Davis asked if Omnitrans has looked into any first-mile, last mile options such as the Bird electric scooter or other similar options. He suggested that Omnitrans explore potential opportunities.

The Committee received and forwarded this item to the Board of Directors.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:52 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, December 13, 2018, 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: February 14, 2019

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 AUDIT REPORTS

FORM MOTION

Receive and forward to the Board of Directors Omnitrans financial audit reports for fiscal year ended June 30, 2018. The financial audit includes the following reports:

- Management Letter
- Agreed-Upon Procedures Performed with Respect to the National Transit Database (NTD) Report
 1. Independent Accountants' Report on Applying Agreed-Upon Procedures
- Single Audit Report on Federal Awards
 1. Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, The Transportation Development Act and California Government Code §8879.50
 2. Independent Auditors' Report on Compliance for Each Major Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133
- Independent Auditors' Report on Proposition 1B
 1. Independent Auditors' Report on Proposition 1B Schedule of Unspent Funds and Cash Disbursements
- Comprehensive Annual Financial Report

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 of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Controller General of the United States. The audit also included fifteen tasks contained in San Bernardino County Transportation Authority (SBCTA) Transportation Development Act 2005 Compliance Guide.

- The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) or Other than Urbanized Area (Rural) Formula Program (§5311) are required by statute to submit data to the NTD.
- Each year, the Federal Government provides over \$400 billion in grants to state, local and tribal governments, colleges, universities and other non-profit organizations (non-Federal entities). The Single Audit Act of 1984 and OMB Circular A-133 provide audit requirements for ensuring that these funds are expended properly.
- The TDA requirement is mandated by California Code of Regulations, Title 21, sections 6661 and 6751. Local Transportation Fund and State Transit Assistance Fund recipients must submit a fiscal audit report to the State Controller's Office annually and within 180 days after the end of the fiscal year. The audit report shall be conducted in accordance with generally accepted auditing standards and include a compliance certification with the TDA.
- The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.9 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement.
- The financial statements for fiscal year ended June 30, 2018 are presented in the Comprehensive Annual Financial Report (CAFR) along with comparative financial information for the year ended June 30, 2017. The audit expresses a professional opinion as to whether the financial statement prepared by management with the Board of Directors' oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Omnitrans has received an "unqualified" or "unmodified" opinion on its financial statements since fiscal year 2005.

A Comprehensive Annual Financial Report for FY2018 was submitted to the Government Finance Officers Association (GFOA) for a Certificate of Achievement for Excellence in

Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by an Agency and its management. Omnitrans was awarded a Certificate of Achievement for its' FY1998, FY1999, FY2000, FY2006, FY2007, FY2008, FY2009, FY2010, FY2011, FY2012, FY2013, FY2014, FY2015, FY2016, and FY2017 CAFR's.

CONCLUSION

Receive and forward to the Board of Directors Omnitrans' financial audit reports for fiscal year ended June 30, 2018.

PSG:DW

- Attachments:
- A. Management Letter
 - B. Agreed-Upon Procedures Performed with Respect to the National Transit Database Report
 - C. Single Audit Report
 - D. Independent Auditors' Report on Proposition 1B
 - E. Comprehensive Annual Financial Report



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

ATTACHMENT A

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Board of Directors
Omnitrans
San Bernardino, California

We have audited the financial statements of Omnitrans for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated April 25, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Omnitrans are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by Omnitrans during the year for which there is a lack of authoritative guidance or consensus.

All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the fair value of investments is based on information provided by the Local Agency Investment Fund and Union Bank.
- Management's estimate of the risk management liability for incurred but not reported (IBNR) claims is based on an actuarial valuation and the "expected" confidence level.
- Management's estimate of the depreciation of capital assets is based upon the estimated useful lives of the related capital assets.
- Management's estimate of amounts related to the net pension liability, related deferred inflows of resources and deferred outflows of resources, and disclosures are based on actuarial valuations of the net pension liability for Omnitrans' defined benefit pension plan administered by the California Public Employees Retirement System (CalPERS).

We evaluated the key factors and assumptions used to develop the estimates in determining that they were reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Omnitrans' defined benefit pension plan, net pension liability and related deferred inflows of resources and deferred outflows of resources in Note 8 to the financial statements. The valuation of the net pension liability and related deferred outflows/inflows of resources are sensitive to the underlying actuarial assumptions used including, but not limited to, the investment rate of return and discount rate. As disclosed in Note 8, a 1% increase or decrease in the discount rate has a material effect on Omnitrans' net pension liability.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

Timing of the financial statement audit was modified to allow Omnitrans additional time to complete certain information for the comprehensive annual financial report.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 31, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Omnitrans' auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the schedule of changes in the net pension liability and related ratios, and schedule of contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section or the statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

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.



Rancho Cucamonga, California
January 31, 2019

OMNITRANS
SCHEDULE OF UNCORRECTED MISSTATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

Account Description	Debit	Credit
Bad Debt Expense	\$ 1,522,480	
Allowance for Doubtful Accounts		\$ 1,522,480

To record an allowance for uncollectible accounts for Omnitrans receivables related to its claims for providing transportation for County-Based Medi-Cal Administrative Activities (CMAA).

OMNITRANS

Agreed-Upon Procedures Performed
With Respect to the National Transit Database Report

For the Period
July 1, 2017 through June 30, 2018



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

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
Omnitrans
San Bernardino, California

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form FFA-10 (FFA-10) for the Omnitrans annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by FTA or meet FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data, appear to be accurate.
7. Data are consistent with prior reporting periods and other facts known about Omnitrans' operations.

We have performed the procedures described in Attachment 1 of this report, which were agreed to by Omnitrans and the FTA and specified in the declarations section of the *2018 Policy Manual*, solely to assist you in evaluating whether Omnitrans complied with the standards described above and that the information included in the NTD report FFA-10 form for the year ended June 30, 2018, is presented in conformity with the requirements of the *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 CFR part 630, *Federal Register*, January 15, 1993 and as presented in the *2018 Policy Manual*. Omnitrans' management is responsible for Omnitrans' compliance with those standards and the accuracy of the FFA-10 form. The sufficiency of these procedures is solely the responsibility of Omnitrans and FTA. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment 1 either for the purpose for which this report has been requested or for any other purpose.

The procedures and findings described in Attachment 1 of this report, which are referenced in order to correspond to the *2018 Policy Manual* procedures, were applied separately to each of the information systems used to develop the reported vehicle revenue miles (VRM), passenger miles (PM), fixed guideway directional route miles (FG DRM), High Intensity Bus Lanes directional route miles (HIB DRM), and operating expenses of Omnitrans for the year ended June 30, 2018, and for each of the following modes: (1) Motor Bus - directly operated (MBDO), (2) Motor Bus - purchased transportation (MBPT) and (3) Demand Response - purchased transportation (DRPT).

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the procedures noted in Exhibit 79 of the *2018 Policy Manual* or on the FFA-10. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



Rancho Cucamonga, California

October 31, 2018

Excerpt from the FTA 2018 Policy Manual Exhibit 79 - Federal Funding Allocation Data Review Suggested Procedures:

FTA has specified and agreed to a set of procedures for the independent auditor to perform to satisfy the requirements of the Federal Funding Allocation data review. Several of the procedures below require the auditor to select a random sample of documents or data. The procedures do not specify the selected number (i.e., the percentage of the total documents/data). The auditor should use professional judgment to determine the percentage that will enable the auditor to make the required assurances.

The source documents and other records (such as data summaries) may be in the form of digital data files. The auditor should ensure that these files are securely stored and that a contingency plan is in place to ensure that the transit agency retains source documents for a minimum of three years.

- a. The procedures to be applied to each applicable mode and type of service (TOS) (directly- operated (DO) and purchased transportation (PT)) are: Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2018 Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Results – We obtained and read a copy of written procedures related to the system for reporting and maintaining data and found them in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, Dated January 15, 1993, and as presented in the 2018 Policy Manual.

- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
 - The extent to which the transit agency followed the procedures on a continuous basis, and
 - Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2018 Policy Manual.

Results - We inquired regarding Omnitrans' procedures for the MBDO, MBPT and DRPT services noting that the asserted procedures were consistently applied. In addition, based on our inquiry with the Planning and Scheduling Manager and the Operations Services Supervisor, management asserted that the procedures resulted in the accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, Dated January 15, 1993, and as presented in the 2018 Policy Manual.

- c. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form.

Results - We inquired with the Planning and Scheduling Manager and the Operations Services Supervisor, regarding Omnitrans' retention policy for NTD data, Total Modal Operating Expenses data, Actual Vehicle Revenue Mile and Passenger Miles Traveled. Per inquiry, the current practice is to retain paper and electronic data for at least three years.

- d. Based on a description of the transit agency's procedures from items (A) and (B) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Results - We inspected the following source documents for each type of service, selected three months out of the year and determined that the documents existed for each of these periods:

<i>Type of Service</i>	<i>Source Document</i>	<i>Months Tested</i>
<i>MBDO</i>	<ul style="list-style-type: none"> • <i>MBDO Statistics Reports (queried from TransTrack Manager System database)</i> • <i>Passenger Mile Survey Summary from Automated Passenger Count system GFI database</i> • <i>Ridership by Trip Reports</i> • <i>Trapeze FX Summaries by Route</i> • <i>Route Plans</i> 	<ul style="list-style-type: none"> • <i>August 2017, November 2017 and March 2018.</i> • <i>Three years of data were noted to be archived on Omnitrans' network.</i>
<i>MBPT</i>	<ul style="list-style-type: none"> • <i>MBPT Statistics Reports (queried from TransTrack Manager System database)</i> • <i>Ridership by Trip Reports</i> • <i>Trapeze FX Summaries by Route</i> • <i>Route Plans</i> • <i>Passenger Mile Survey Summary</i> • <i>Survey Trip Sheets</i> 	<ul style="list-style-type: none"> • <i>August 2017, November 2017 and March 2018.</i> • <i>Three years of data were noted to be archived on Omnitrans' network.</i>
<i>DRPT</i>	<ul style="list-style-type: none"> • <i>DRPT Statistics Reports (queried from TransTrack Manager System database)</i> • <i>Daily Totals from the Trapeze Pass system</i> • <i>Trip Distance Productivity Reports from the Trapeze Pass system</i> • <i>Driver Manifests generated from the Trapeze Pass system</i> • <i>Passenger Mile Survey Summary</i> • <i>Survey Trip Sheets</i> 	<ul style="list-style-type: none"> • <i>August 2017, November 2017 and March 2018.</i> • <i>Three years of data were noted to be archived on Omnitrans' network.</i>

- e. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Results - We inquired regarding the system of internal controls noting that each respective mode/type of service is being reviewed by personnel independent of the preparation process. On a regular basis, data from the TransTrack System for the MBDO, MBPT and DRPT modes of service are being reviewed for completeness and reasonableness by the Planning and Scheduling Manager for the MBDO and MBPT modes and the Operations Services Supervisor for the DRPT mode.

- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Results – For the MBDO and MBPT modes data is collected by automated systems. The collected data is reviewed and approved by a supervisor who documents monthly results and signs off on performance reports. We inspected performance reports from three months for each mode and noted supervisor signatures. For the DRPT mode, we randomly selected three test days, inspected ten Driver Manifests for each of those days, and noted that drivers and supervisors signed the manifests.

- g. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Results - We obtained the worksheets utilized by Omnitrans to transcribe statistics to the Federal Funding Allocation Statistics form and compared the data to summaries without exception. We tested the arithmetical accuracy of the summarizations without exception.

- h. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2018 Policy Manual.

Results – Sampling was conducted for the MBDO, MBPT and DRPT mode. We inspected the sampling methodologies and noted that the sampling methodology used met the requirements of the 2018 Policy Manual.

- i. Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an UZA with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
- Service purchased from a seller is included in the transit agency's NTDreport.
- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2017) and determine that statistical sampling was conducted and meets the 95 percent confidence and ± 10 percent precision requirements.
- Determine how the transit agency estimated annual PMT for the currentreport year.

Results – Omnitrans sampled all three modes in the current year and did not utilize the three year sampling option allowed for purchased transportation modes.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Results – For the MBDO, MBPT and DRPT modes, we obtained a copy of Omnitrans' methodology used in the statistical sampling to estimate average PM and determined that the methodology used by Omnitrans resulted in a random selection of runs and that the stated sampling procedure was followed without exception.

- k. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulation periods that were tested. Test the arithmetical accuracy of the summary.

Results - For MBDO, we randomly selected 40 surveyed routes throughout the year. We verified the mathematical accuracy of the Trip Report Details and that the data was properly input to the accumulation worksheet to calculate the average PM without exception.

For MBPT, we randomly selected 40 surveyed routes throughout the year. We verified the mathematical accuracy of the Trip Report Details and that the data was properly input to the accumulation worksheet to calculate the average PM without exception.

For DRPT, we randomly selected 40 surveyed routes throughout the year. We verified the mathematical accuracy of the Trip Report Details and that the data was properly input to the accumulation worksheet to calculate the average PM without exception.

- l. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Results - The procedure identified above is not applicable. Per inquiry with Omnitrans' management, Omnitrans did not provide charter or school bus services.

- m. For actual vehicle revenue mile (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.

Results – For the MBDO and MBPT modes, Omnitrans tracks actual VRM in real time using the Trapeze Intelligent Transportation System from which data is uploaded monthly to the TransTrack Manager System. The results are reviewed by management against total scheduled VRM and any discrepancies are investigated. The tracking is performed on fixed routes only which will not include deadhead miles. We selected August 2017, November 2017 and March 2018, recalculated the MBDO VRMs and compared them to amounts used in the total VRM without exception. Per discussion with the Operations Services Supervisor, the MBPT contractor completes all scheduled routes and there are no missed trips.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.

Results - This procedure is not applicable because VRMs were measured using real time Trapeze Intelligent Transportation System tracking.

- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Results - For the DRPT mode, Revenue Miles are calculated based on the odometer readings from the first pickup to the last drop off. Deadhead miles were excluded from the Revenue Miles calculations. We selected 40 trips to test and noted that the deadhead miles were not included in the Revenue Miles calculations without exception.

- n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Results - The procedure identified above is not applicable as Omnitrans does not provide rail service.

- o. If fixed guideway or High Intensity Busway directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:
 - Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
 - Bus (MB, CB, or RB) service operating over exclusive or controlled access rights-of-way (ROW); and
 - i. Access is restricted;
 - ii. Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway;
 - iii. Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation.

Results – We interviewed the Planning and Scheduling Manager and noted that the MBDO service operates over exclusive access rights-of way (ROW) meeting the FTA's definition of fixed guideways.

- p. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.

Results – We determined that the mileage was computed in accordance with the FTA definitions of FG DRM. Per inquiry with the Planning and Scheduling Manager, we determined that there were no changes during the year that resulted in an increase or decrease in DRMs. We recomputed the average monthly DRM for all reported segments and reconciled the total to the FG DRM without exception.

- q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:
- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
 - If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.

Results – Per inquiry of the Planning and Scheduling Manager, there were no temporary interruptions in transit service during the report year.

- r. Measure FG/HIB DRM from maps or by retracing route.

Results - We recalculated the length of all fixed guideway directional routes for the MBDO mode of service using publicly available maps without exception.

- s. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and OE for the service operated over the same FG/HIB.

Results - We interviewed the Planning and Scheduling Manager and noted that no other public transit agencies operate service over the same DRMs as Omnitrans.

- t. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2018 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2018 report year, the Agency Revenue Service Date must occur within the transit agency's 2018 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Busway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to the NTD.

Results – This procedure is not applicable because Omnitrans did not add any new segments during the 2018 report year.

- u. Compare operating expenses with audited financial data after reconciling items are removed.

Results - Operating expenses were compared to the trial balances subject to audit without exception.

- v. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Results - We identified the purchased transportation fare revenues reported on the B-30 and reconciled the amounts to the general ledger without exception.

- w. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.

Results – The data for purchased transportation are included in the reporting by Omnitrans, therefore, no IAS for the purchased transportation services is included.

- x. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

Results - We inspected the MBPT and DRPT service contracts and determined that they contained the items noted above without exception. We inquired with the Planning and Scheduling Manager and the Operations Services Supervisor, regarding Omnitrans' retention policy for executed contracts for purchased transportation programs. Per inquiry, the current practice is to retain contracts for at least three years.

- y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Results - Omnitrans provides services in more than one UZA but does not provide services to non urbanized areas. For the MBDO and MBPT modes, allocations to urbanized areas are based on trip pattern analysis. The number of yearly trips per pattern is multiplied by the number of miles determined for each UZA. Eight allocations were tested for the MBDO and MBPT services without exception.

For the DRPT mode, vehicles are dispatched from two depots, one in each UZA. VRMs are tracked by depot and used to calculate the percentages for the UZA split of the data. The allocation was tested without exception by recalculation of total VRMs by depot.

- z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Results – There were no fluctuations over 10% noted on the FFA-10 Form.

- aa. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by FTA.

Results – We have documented the procedures followed based on the FTA 2018 Policy Manual Exhibit 79 - Federal Funding Allocation Data Review - Suggested Procedures, and noted the documents reviewed and tests performed in our workpapers. Additional procedures were not performed.

**OMNITRANS
SINGLE AUDIT REPORT
FOR THE YEAR ENDED
JUNE 30, 2018**

OMNITRANS
SINGLE AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2018

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Certified Public Accountants

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*,
THE TRANSPORTATION DEVELOPMENT ACT AND
CALIFORNIA GOVERNMENT CODE §8879.50**

Board of Directors
Omnitrans
San Bernardino, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Omnitran as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Omnitran's basic financial statements, and have issued our report thereon dated January 31, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Omnitran's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Omnitran's internal control. Accordingly, we do not express an opinion on the effectiveness of Omnitran's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Omnitrans' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including Section 6667 of Title 21 of the California Code of Regulations and California Government Code §8879.50 et seq., and the allocation instructions of San Bernardino County Transportation Authority, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, Section 6667 of Title 21 of the California Code of Regulations, or the California Government Code §8879.50 et seq.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California
January 31, 2019



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

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Omnitrans
San Bernardino, California

Report on Compliance for Each Major Federal Program

We have audited Omnitrans' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Omnitrans' major federal programs for the year ended June 30, 2018. Omnitrans' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Omnitrans' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Omnitrans' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Omnitrans' compliance.

Opinion on Each Major Federal Program

In our opinion, Omnitrans complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2018-001. Our opinion on each major federal program is not modified with respect to these matters.

Omnitrans' response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs and separate corrective action plan. Omnitrans' response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of Omnitrans is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered Omnitrans' internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Omnitrans' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance we consider to be material weaknesses. However, we did identify a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-001 that we consider to be a significant deficiency.

Omnitrans' response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs and separate corrective action plan. Omnitrans' response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Omnitrans as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Omnitrans' basic financial statements. We have issued our opinion thereon dated January 31, 2019, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Rancho Cucamonga, California
January 31, 2019

OMNITRANS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2018

Federal Grantor/Pass-through Grantor Program or Cluster Title	Catalog of Federal Domestic Assistance Number	Grant Number	Federal Expenditures	Amount Provided to Subrecipients
U.S. Department of Transportation:				
<u>Direct Assistance:</u>				
<u>Federal Transit Cluster:</u>				
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-90-Y850-00	\$ 361,838	\$ 84,940
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-90-Y939-00	273,330	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-90-Z009-00	697,424	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-90-Z112-00	1,796,986	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-90-Z280-00	1,709,116	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	1681-2016-1	486,386	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2017-030-00	1,703,491	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2017-032-00	3,127,014	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2017-114	10,909,822	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	1681-2018-1	810,501	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2018-026	10,591,842	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	1681-2016-5	2,849,045	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2018-040-00	719,732	719,732
Subtotal - Federal Transit Cluster			36,036,527	804,672
Public Transportation Research - FY 14-15 Section 5314	20.514	CA-26-7301-00	7,360	-
<u>Transit Services Programs Cluster:</u>				
Enhanced Mobility of Seniors and Individuals with Disabilities - FY16 Section 5310	20.513	CA-2018-034-00	78,583	78,583
Job Access and Reverse Commute Program - FY06-08 Section 5316 Capital	20.516	CA-37-X090-00	76,600	76,600
Job Access and Reverse Commute Program - FY09-10 Section 5316 Capital	20.516	CA-37-X146-00	110,376	110,376
Job Access and Reverse Commute Program - FY11-12 Section 5316 Capital	20.516	CA-37-X174-00	319,819	319,819
New Freedom Program FY06-08 - 5317 (Amend)	20.521	CA-57-X017-00	24,937	24,937
New Freedom Program FY09-10 - 5317	20.521	CA-57-X062-00	49,541	49,541
New Freedom Program FY11-12 - 5317	20.521	CA-57-X089-00	138,347	138,347
Subtotal - Transit Services Programs Cluster			798,203	798,203
Total - U.S. Department of Transportation			36,842,090	1,602,875
Total Expenditures of Federal Awards			\$ 36,842,090	\$ 1,602,875

See accompanying note to Schedule of Expenditures of Federal Awards.

OMNITRANS

NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2018

NOTE #1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(A) Scope of Presentation

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal award activity of Omnitrans under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Omnitrans, it is not intended to and does not present the financial position, changes in net position, or cash flows of Omnitrans.

(B) Basis of Accounting

The expenditures included in the accompanying schedule were reported on the accrual basis of accounting. Under the accrual basis of accounting, expenditures are recognized when Omnitrans becomes obligated for payment as a result of the receipt of the related goods and services. Expenditures reported included any property or equipment acquisitions incurred under the federal program.

(C) Subrecipients

During the fiscal year ended June 30, 2018, Omnitrans provided \$1,602,875 in federal awards to subrecipients from funding provided by the U.S. Department of Transportation.

(D) Indirect Cost

Omnitrans elected not to use the 10% de minimis indirect cost rate.

OMNITRANS**SCHEDULE OF FINDINGS AND QUESTIONED COSTS****FOR THE YEAR ENDED JUNE 30, 2018****I. SUMMARY OF AUDITORS' RESULTS****FINANCIAL STATEMENTS**

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major federal programs:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Type of auditors' report issued on compliance for major federal programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>Yes</u>
Identification of major federal programs:	

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
<u>20.507</u>	<u>Federal Transit - Formula Grants</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 1,105,263</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

OMNITRANS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2018

II. FINANCIAL STATEMENT FINDINGS

None reported.

OMNITRANS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2018

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2018-001

Program: Federal Transit – Formula Grants

CFDA No.: 20.507

Federal Agency: U.S. Department of Transportation

Compliance Requirements: Special Tests and Provisions-Wage Rate Requirements Cross-Cutting Section

Award Year: FY 2017-18

Criteria:

All laborers and mechanics employed by contractors or subcontractors to work on construction contracts in excess of \$2,000 financed by Federal assistance funds must be paid wages not less than those established for the locality of the project (prevailing wage rates) by the Department of Labor (40 USC 3141-3144, 3146, and 3147).

2 CFR section 200.303 requires that non-federal entities receiving Federal awards establish and maintain internal controls designed to provide reasonable assurance of compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Non-federal entities shall include in their construction contracts subject to the Wage Rate Requirements, a provision that the contractor or subcontractor comply with those requirements and the DOL regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). This includes a requirement for the contractor or subcontractor to submit to the nonfederal entity weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payrolls).

Condition:

Omnitrans received certified payrolls from contractors but did not have a procedure in place to document that the certified payrolls were reviewed prior to approving disbursement of funds for the weeks involving disbursement of Omnitrans' funds.

Cause:

Omnitrans did not maintain policies, procedures and supporting documentation to document that certified payrolls were reviewed.

Effect:

Omnitrans did not maintain documentation to support that it reviewed certified payrolls.

Questioned Costs:

No questioned costs were identified as a result of our procedures.

Context:

The condition noted above was identified during our procedures related to special tests and provisions in accordance with the Uniform Guidance.

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2018

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Repeat Finding:

This finding is a repeat finding of prior year finding 2017-001.

Recommendation:

Omnitrans should review its policies and procedures regarding the Department of Transportation Wage Rate Requirements and certified payrolls for construction contracts using Federal Transit funds.

View of Responsible Official and Planned Corrective Actions:

See separate corrective action plan.

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SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

FOR THE YEAR ENDED JUNE 30, 2018

Federal Award Prior Year Findings

Finding No.	Program	CFDA No.	Compliance Requirements	Status of Corrective Action
2017-001	Federal Transit Cluster	20.500, 20.507, 20.526	Special Tests and Provisions - Wage Rate Requirements Cross-Cutting Section	Not Implemented. See current year finding 2018-001.

**OMNITRANS
San Bernardino, California
INDEPENDENT AUDITORS' REPORT ON
PROPOSITION 1B
Year Ended June 30, 2018**

OMNITRANS

PROPOSITION 1B

JUNE 30, 2018

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Certified Public Accountants

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**INDEPENDENT AUDITORS' REPORT ON PROPOSITION 1B SCHEDULE OF
UNSPENT FUNDS AND CASH DISBURSEMENTS**

Board of Directors
Omnitrans
San Bernardino, California

We have audited the financial statements of Omnitrans as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise Omnitrans' basic financial statements and have issued our report thereon dated January 31, 2019, which expressed an unmodified opinion on those financial statements. Those financial statements are the responsibility of Omnitrans' management. Our responsibility is to express an opinion on the financial statements based on our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Omnitrans' basic financial statements. The accompanying Proposition 1B Schedule of Unspent Funds and Cash Disbursements is presented for purposes of additional analysis, to satisfy the requirements of Section 6667 of Title 21 of the California Code of Regulations, the California Government Code §8879.50, and the California State Senate Bill 88 (2007), et seq. and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Vavrinek, Trine, Day & Co., LLP

Rancho Cucamonga, California
January 31, 2019

**OMNITRANS
PROPOSITION 1B**

**SCHEDULE OF UNSPENT FUNDS AND CASH DISBURSEMENTS
YEAR ENDED JUNE 30, 2018**

	<u>PTMISEA (1)</u>	<u>CTSG (2)</u>	<u>Total</u>
Unspent Prop 1B funds as of June 30, 2017	\$ 19,972,089	\$ 336,059	\$ 20,308,148
Prop 1B funds received during the year ended June 30, 2018	-	102,853	102,853
Interest revenue earned on unspent Prop 1B funds during fiscal year ended June 30, 2018	77,143	139	77,282
Change in fair market value of investments during the year ended June 30, 2018	(36,132)	-	(36,132)
Prop 1B disbursements during the year ended June 30, 2018	<u>(4,762,433)</u>	<u>(67,267)</u>	<u>(4,829,700)</u>
Unspent Prop 1B funds as of June 30, 2018	<u>\$ 15,250,667</u>	<u>\$ 371,784</u>	<u>\$ 15,622,451</u>

(1) Public Transportation, Modernization, Improvement, and Service Enhancement Account

(2) California Transit Security Grant

CONNECTING OUR COMMUNITY



OmniTrans, San Bernardino, CA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

Fiscal Year Ended June 30, 2018

FULL REPORT PROVIDED AS A SEPARATE LINK

ITEM # E3

DATE: February 14, 2019

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 SECOND QUARTER
REPORTS**

FORM MOTION

Receive and forward to the Board of Directors the Management Plan Strategic Initiatives and Key Performance Indicators, Fiscal Year 2019 Second 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 is 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 Second Quarter Report for Fiscal Year 2019. (Attachment B)

CONCLUSION

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

PSG

Attachments: A. Strategic Initiatives
B. Key Performance Indicator (KPI) Reports

FY 19 Management Plan – 2nd 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).	<p>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.</p> <p>As an alternative, the East Valley Access fleet began fueling a portion of the fleet at the East Valley facility during Q2.</p> <p>On 1/21/19 (Q3) both East Valley and West Valley Access fleets began fueling at the East Valley and West Valley facilities.</p> <p>On January 25, 2019 (Q3) issue Purchase Order was issued to Creative Bus Sales located in Chino, CA for delivery of eighteen (18) CNG Access vehicles. Five (5) additional CNG Access vehicles scheduled for delivery in Q3 from the State of CA.</p>
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.	<p>RFI completed in Q1.</p> <p>Evaluated Alternative Solutions in Q2.</p> <p>Preparing Scope of Work for release in Q3.</p> <p>A meeting was held with Southern California Edison (SCE) on available Incentive Programs. SCE to perform a preliminary site feasibility study for bus electrification in Q3.</p> <p>SBCTA consultant staff will conduct a county-wide zero emission bus study and analysis.</p>
3. Complete the grant-funded, near-zero engine repower project (on 63 buses).	Award contract for near-zero engine repower by Q2.	<p>Awarded contract for engines in Q4, FY 2018.</p> <p>Contract awarded for transmissions in Q2.</p> <p>Request for Proposals for installation of engines and transmissions was released at the February 6, 2019 Board of Directors meeting.</p> <p>Installation to begin in Q4.</p>
4. Advocate for funding to mitigate projected shortfalls in operational funding. 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.	<p>Omnitrans and SBCTA staff developed updated Operating and Capital Cost financial forecasts for the Short Range Transit Plan (SRTP). The resulting cost and revenue forecasts were on the February Executive Committee and Board of Directors meeting agendas. A Board of Directors Workshop is scheduled for March 14, 2019.</p> <p>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.</p> <p>Assemblymember Eloise Gomez Reyes has agreed to author the bill.</p>

FY 19 Management Plan – 2nd 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 under final legal review with all parties.</p> <p>The RFP for Operations and Maintenance of Equipment is scheduled for release in Q4.</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>The updated Financial Forecast that went to the February Executive Committee and Board of Directors meeting addresses the long-term funding uncertainty which may impact the WVC.</p>
3. Complete 2019-2025 Short Range Transit Plan (SRTP) which identifies both financially constrained and unconstrained service implementation plans.	100% completion SRTP and Board approval by Q3.	At the January Plans and Programs Committee and the February Board of Directors Meeting, staff recommended delaying the completion of the SRTP until other guiding documents were completed (Bus Electrification Study and LRTP both by SBCTA) and until there is further information and direction regarding project timing and funding for the WVC.
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 – 2nd 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 SOW released in November; award scheduled for April.</p> <p>TAM reporting information compiled and submitted to the FTA in October.</p> <p>Follow up action of implementing TAM software solution is out for solicitation 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.	<p>Electrification study RFP has been awarded by SBTCA for all of San Bernardino County; consultant currently working with SBTCA staff to complete the study.</p> <p>An update will be provided to the Operations and Safety Committee in February regarding CARB's Innovative Clean Transit Regulation, the fleet plan, and the challenges associated with transitioning the fleet and facilities to comply with the regulation.</p>
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 implementation completed Q2.</p> <p>SAP Ariba (procurement module) / OpenText (document storage) solicitation in development; on track to be completed by Q3.</p> <p>Trapeze Timekeeping, FMLA, and leave request to be awarded in March. 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>Project kick-off meeting scheduled for 3/5/19, on-site requirements meeting scheduled for 3/13/19.</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 – 2nd 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. 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. Performed Gap Analysis on TSA requirements to determine items to be delivered. 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. 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. Q1 FY19 added CUBE securement systems to 28 paratransit vehicle purchases due in FY19 and FY20. Future purchases will include CUBE system.
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. Evaluate and implement paid parking to offset additional security requirements.	A draft of a - " <u>Passenger Code of Conduct: Transit Suspension Procedure Policy</u> " was written and is in committee review. These policies and procedures govern passenger conduct on Agency property and associated limitations on access to Agency property as a result of infractions of acceptable conduct as described therein. <u>LED Exterior Security Lighting</u> – this item was approved by the Board of Directors at the February 6, 2019 meeting. All of the exterior lighting at the East Valley facility with energy efficient LED lights. <u>Stop the Bleed & Active Shooter Training</u> –Loma Linda Health trained 103 Omnitrans employees in how to "Stop the Bleed". The group of trainees consisted of Directors, Managers, Supervisors and Staff.

FY 19 Management Plan – 2nd Quarter Report

Strategic Initiative 4 - Safety and Security

		<p><u>Stop the Bleed Kits</u> – Stop the Bleed kits were installed at SBTC, EV, and WV locations, a total of 11 kits were installed.</p> <p><u>Emergency Communications Radio Project</u> – The San Bernardino County Office of Emergency Services (OES) and security met with Facilities regarding running the ham radio repeater cable and antenna on the Agency's tower. All other equipment is being programmed by OES.</p>
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FY 19 Management Plan – 2nd 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. 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. The interns attended the Leonard Transportation Center Dialogue Series on Transportation Funding in Q2.
3. Evaluate operational processes that impact Coach Operator overtime and improve personnel utilization.	Reduce operator overtime by 10%.	Process evaluation complete. A number of adjustments have been made to the Coach Operator hiring process and utilization of personnel. Coach Operator overtime has been reduced by over 50 percent since the beginning of the fiscal year.
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 provided a briefing to the Board of Directors in closed session at the December meeting. Negotiations began January 14, 2019. Three meetings have been held.

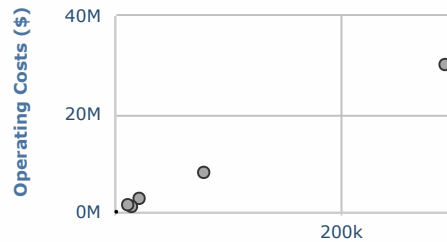
Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1. Cost Effectiveness						
Cost Per Hour - Fixed Route (non-sbX)	< \$104.00	\$102.72	\$100.36	\$105.05		
Cost Per Hour - Access	< \$94.00	\$101.57	\$94.47	\$108.53		
Cost Per Hour - sbX	< \$136.00	\$132.26	\$130.82	\$133.66		
Fare Recovery Ratio - Fixed Route (non-sbX)	> 20.00%	27.54%	28.12%	26.99%		
Fare Recovery Ratio - sbX	> 20.00%	17.71%	17.66%	17.77%		
Fare Recovery Ratio - Access	> 10.00%	27.80%	29.16%	26.65%		
2. Service Performance						
Ridership Growth - Systemwide	>= 1.10%	(4.09%)	(5.51%)	(2.69%)		
Productivity - Passengers Per Hour - Fixed Route	>= 16.5	15.70	15.50	16.00		
Productivity - Passengers Per Hour - Access	>= 2.4	2.30	2.30	2.30		
Complaints Per 100,000 Boardings - Systemwide	<= 13.00	13.89	13.94	13.85		
Complaints Per 100,000 Boardings - Fixed Route	<= 13.00	13.79	13.89	13.69		
Complaints Per 100,000 Boardings - Access	<= 19.00	17.01	15.20	18.87		
Compliments Per 100,000 Boardings - Systemwide	>= 1.00	1.00	0.93	1.07		
Compliments Per 100,000 Boardings - Fixed Route	>= 1.00	1.03	0.96	1.10		
Compliments Per 100,000 Boardings - Access	>= 0.50	0.00	0.00	0.00		
3. Reliability						
Mechanical - Miles Between Failures - DO Fixed Route	> 8,000.00	6,901	8,560	5,795		
Loss of Service Hours Per Qtr - Operations - DO Fixed Route	< 3,600	1,903	1,437	466		
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route	< 840	417	256	160		
Equipment Availability - DO Fixed Route	>= 100.00%	100.00%	100.00%	100.00%		
On-time Performance - Fixed Route	> 85.00%	84.77%	86.13%	83.56%		
On-time Performance - Access	> 88.00%	89.96%	89.21%	90.72%		
4. Budget						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	97.34%	93.24%	101.45%		
2019 - Operating Revenue		\$43,497,354	\$20,832,283	\$22,665,071		
2018 - Operating Revenue		\$40,842,507	\$20,103,551	\$20,738,956		
2017 - Operating Revenue		\$38,406,870	\$19,029,528	\$19,377,342		
2016 - Operating Revenue		\$38,791,657	\$18,361,287	\$20,430,370		

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%	97.12%	93.35%	100.89%		
2019 - Operating Expense		\$43,398,078	\$20,857,041	\$22,541,037		
2018 - Operating Expense		\$39,232,642	\$19,302,768	\$19,929,874		
2017 - Operating Expense		\$37,280,477	\$18,137,736	\$19,142,741		
2016 - Operating Expense		\$37,010,624	\$17,661,650	\$19,348,974		
5. Safety & Security						
Employee Injuries (FY 2019)	< 86	48	25	23		
Losses & Claims (FY 2019)	< 80	32	17	15		
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	0.80	0.80	0.80		
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		4.25	3.75	4.74		
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route		0.00	0.00	0.00		
6. Labor						
Turnover	< 10.00%	10.73%	6.00%	4.73%		
Absenteeism Operators	< 185,000	83,950	50,647	33,303		
Training (FY 2019)	>= 5,000	2,182	1,093	1,089		
Training - ATU Represented (FY 2019)	>= 10,500	17,758	1,644	16,114		
Training - Teamsters Represented (FY 2019)	>= 696	978	227	751		

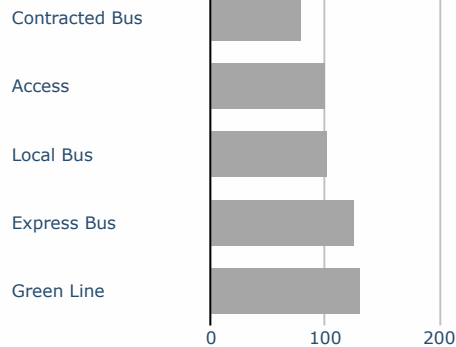
Operating Costs Per Revenue Hour - Analysis

System-Wide By Program

System-Wide Target FY 2019 YTD thru December



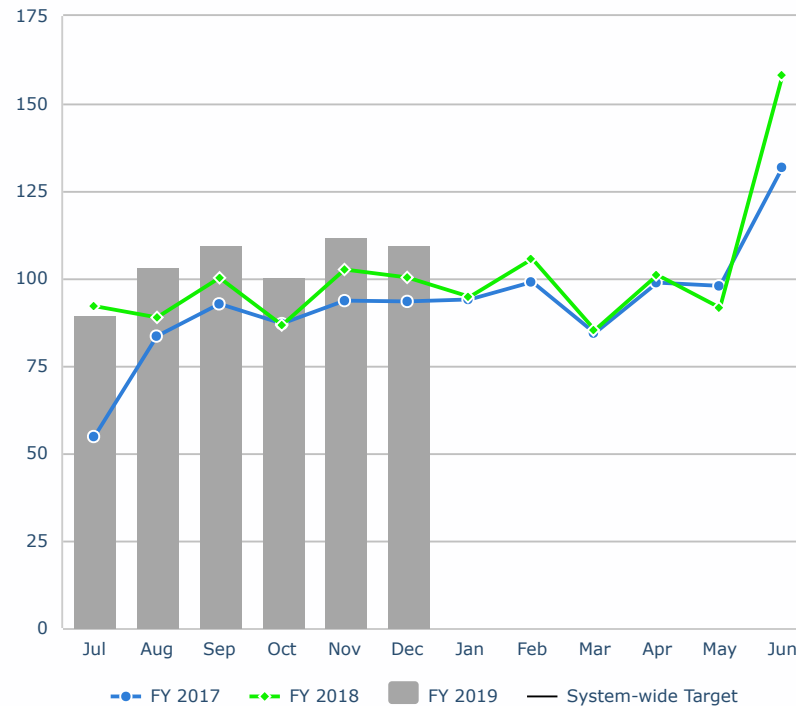
Actuals ▼ Sorted By Best ▼



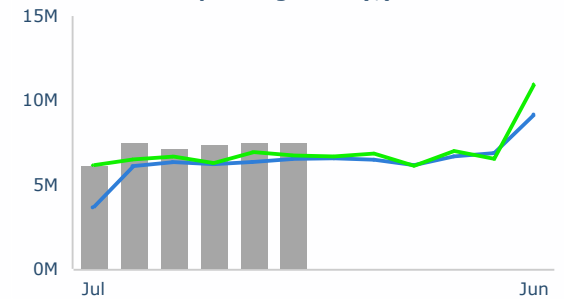
System-Wide

Indicators	YTD thru December					
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual	Variance
Cost / Revenue Hour	94.88	103.97	9.58%		103.97	
Operating Costs (\$)	39,230,330	43,398,078	10.62%		43,398,078	
Revenue Hours	413,487.78	417,418.55	0.95%		417,418.55	

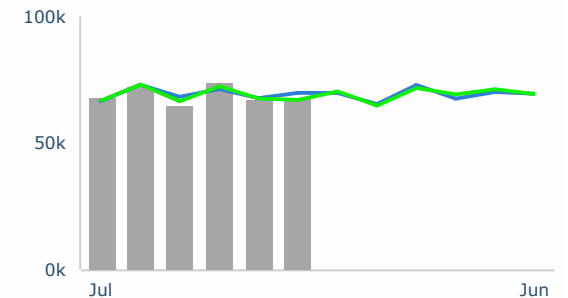
Cost / Revenue Hour



Operating Costs (\$)



Revenue Hours



Day Type Comparison

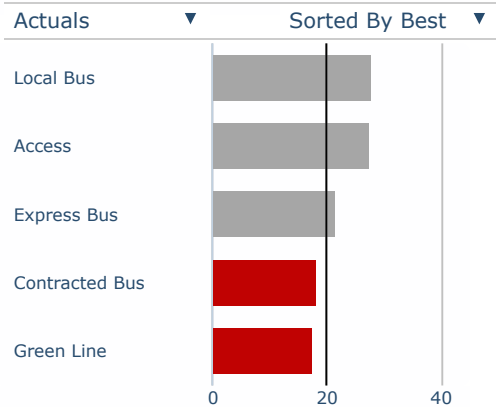
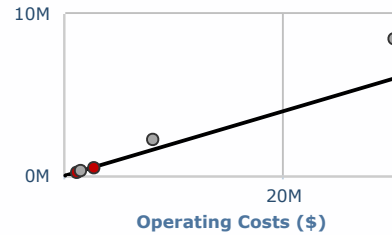
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Farebox Recovery Ratio - Analysis

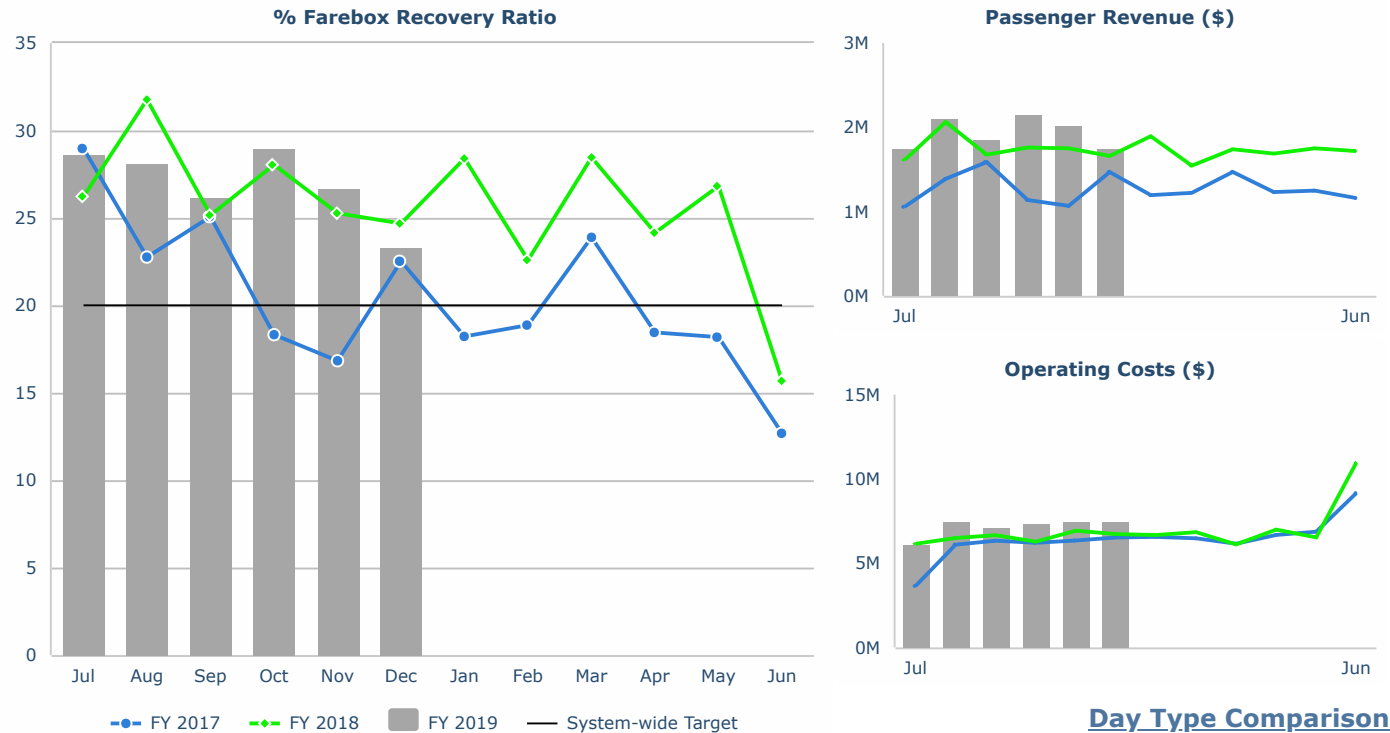
System-Wide By Program

System-Wide Target FY 2019 YTD thru December



System-Wide

Indicators	YTD thru December					
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual	Variance
% Farebox Recovery Ratio	26.82	26.97	0.56%	20.00	26.97	(98.65%)
Passenger Revenue (\$)	10,521,168	11,703,295	11.24%		11,703,295	
Operating Costs (\$)	39,230,330	43,398,078	10.62%		43,398,078	



Day Type Comparison

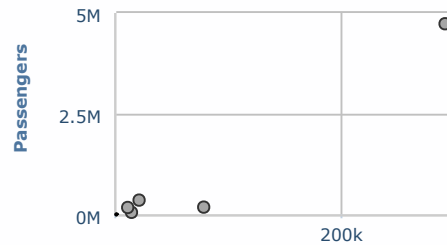
Fiscal Year Period Level Day Type

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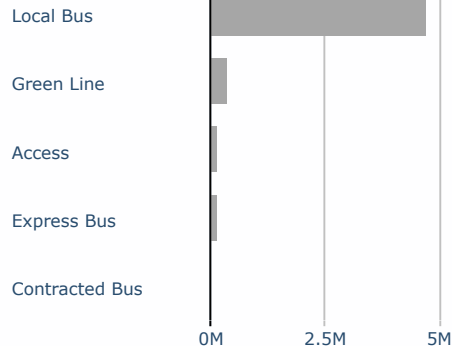
Passengers - Analysis

System-Wide By Program

FY 2019 YTD thru December



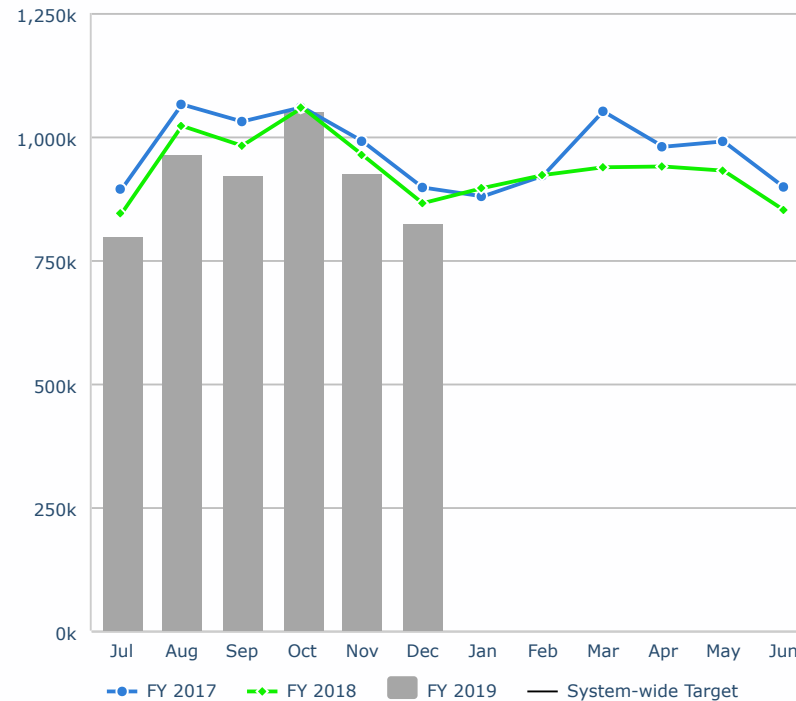
Actuals ▼ Sorted By Best ▼



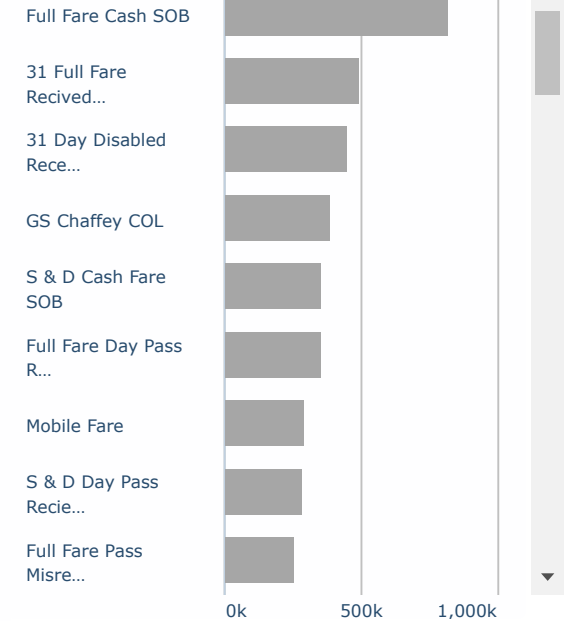
System-Wide

Indicators	YTD thru December				
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual Variance
Passengers	5,733,507	5,498,671	(4.10%)		5,498,671
Revenue Hours	413,487.78	417,418.55	0.95%		417,418.55
Passengers / Rev. Hour	13.9	13.2	(5.04%)	15.2	13.2 (13.16%)

Passengers Fare Type - All



of Passengers by Fare Type



Day Type Comparison

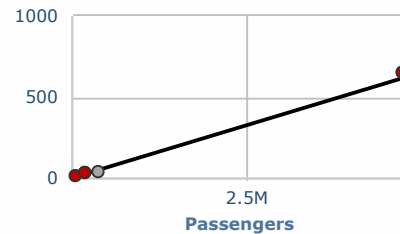
 Fiscal Year FY 2019 ▼ Period YTD thru December ▼ Level Program ▼ Day Type Total ▼

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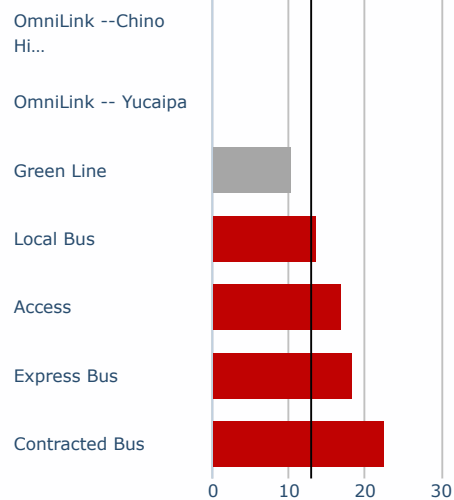
Complaints Per 100,000 Passengers - Analysis

System-Wide By Program

System-Wide Target FY 2019 YTD thru December



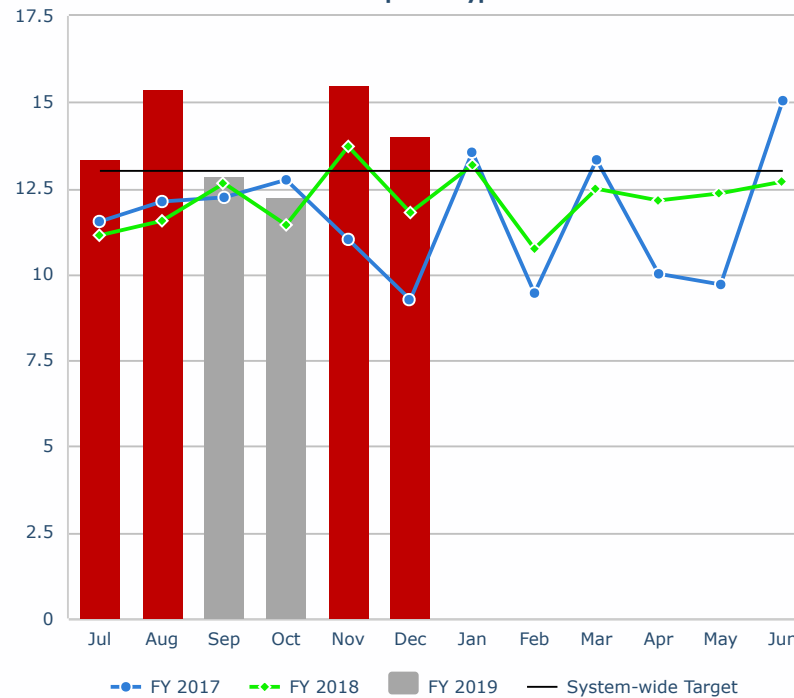
Actuals ▼ Sorted By Best ▼



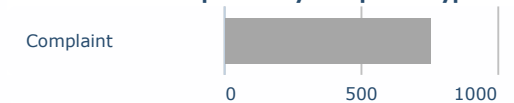
System-Wide

Indicators	YTD thru December					
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual	Variance
Complaints / 100K Pax	12.05	13.89	15.27%	13.00	13.89	6.85%
Complaints	691	764	10.56%		764	
Passengers	5,733,507	5,498,671	(4.10%)		5,498,671	

Total Complaints Per 100K Passengers Complaint Type - All



of Complaints by Complaint Type



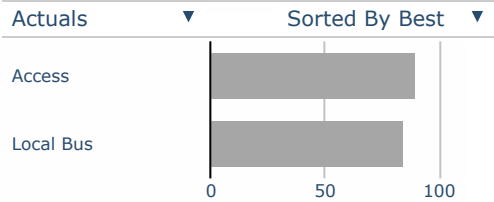
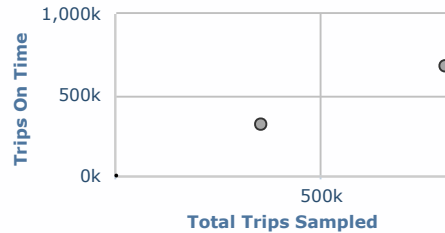
Fiscal Year Period Level

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Percentage of Trips On Time - Analysis

System-Wide By Program

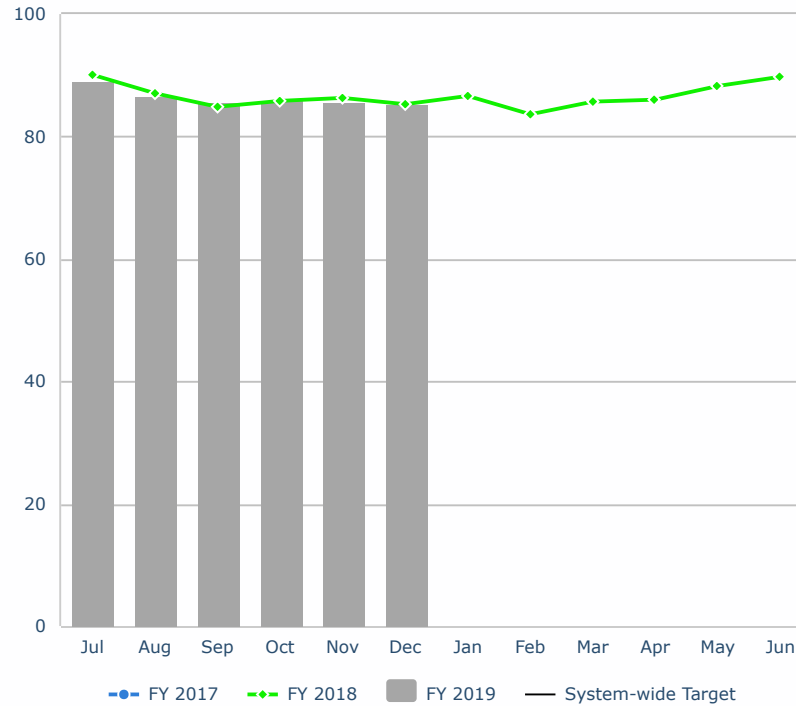
System-Wide Target FY 2019 YTD thru December



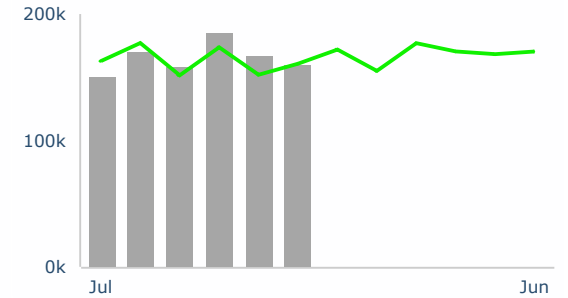
System-Wide

Indicators	YTD thru December				
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual
% Trips On-Time	86.55	86.36	(0.22%)		86.36
Trips On Time	977,736	997,748	2.05%		997,748
Total Trips Sampled	1,129,663	1,155,378	2.28%		1,155,378

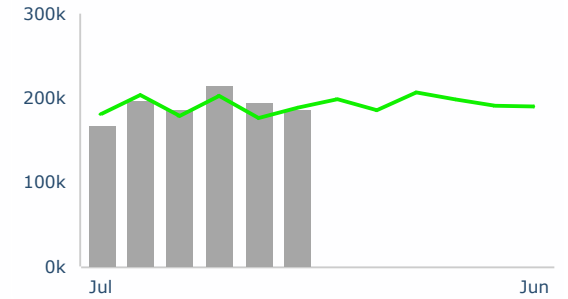
% Trips On-Time



Trips On Time



Total Trips Sampled



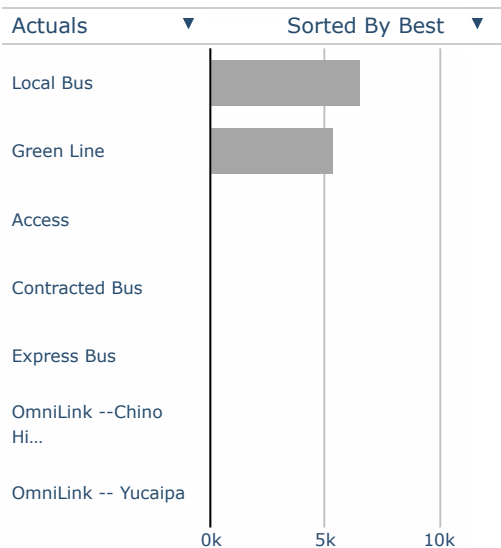
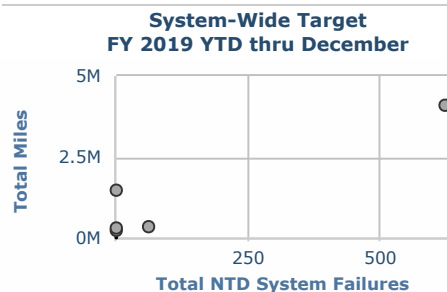
Day Type Comparison

Fiscal Year Period Level Day Type

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Total Miles Between Total NTD System Failures - Analysis

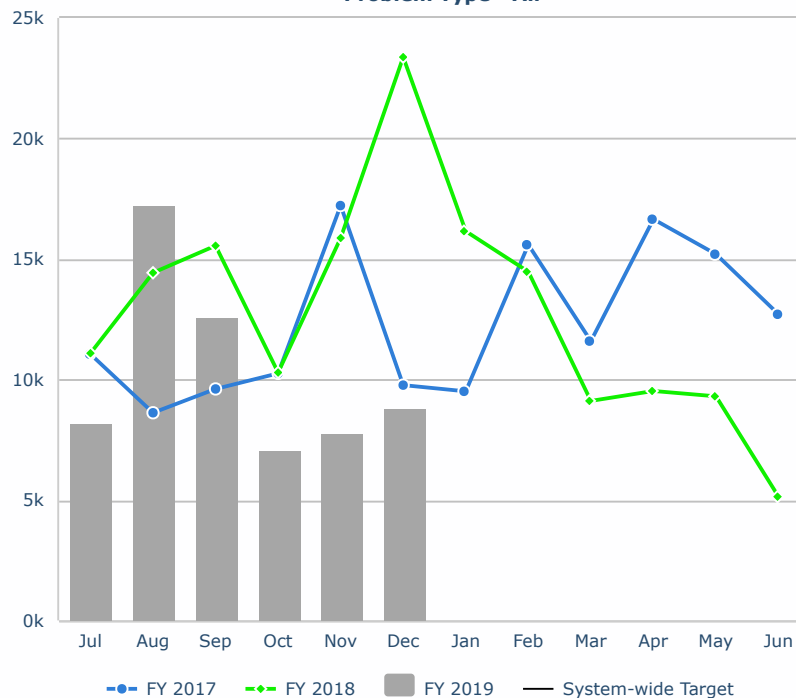
System-Wide By Program



System-Wide

Indicators	YTD thru December				
	FY 2018 Actual	FY 2019 Actual	Variance	FY 2019 Target	FY 2019 Actual
Total Miles / NTD System Failures	13,994	9,364	(33.09%)		9,364
Total Miles	6,395,263.2	6,414,425.3	0.30%		6,414,425.3
Major NTD System Failures	166	221	33.13%		221

Total Miles Per Total NTD System Failures ▼ Problem Type - All



of Total NTD System Failures by Problem Type

Fiscal Year Period Level

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ITEM # E4

DATE: February 14, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Douglas L. Stanley, Director of Special Transportation Services

**SUBJECT: CALL FOR PROJECTS - MEASURE I SPECIALIZED
TRANSPORTATION PROGRAMS**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to announce a Call for Projects - Measure I Specialized Transportation Programs for Fiscal Years 2020 and 2021.

BACKGROUND

On November 1, 2017, the Omnitrans Board of Directors authorized the CEO/General Manager to announce Omnitrans' first-ever Measure I Call for Projects as Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley. On May 2, 2018, the Omnitrans Board of Directors authorized the CEO/General Manager to award \$1,075,234 for Fiscal Years 2019 and 2020 to eight (8) proposers, which included two (2) new projects. (Attachment A)

This Call for Projects covers Fiscal Years 2020 and 2021 with approximately \$1,200,000 available each year for new projects that will improve mobility and/or coordination of transportation services and address the unmet/underserved transportation needs of seniors and/or persons with disabilities in the San Bernardino Valley. Applicants may request two years of funding per project with a maximum grant request of \$150,000 per year. Applicants may include local government authorities, human and social services agencies, tribal governments, and private non-profit and charitable organizations. The Measure I funds for this Call are funds directly allocated to Omnitrans as CTSA for San Bernardino Valley.

Measure I requires that projects selected for funding must be included in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2016-2020. The Plan identifies existing transportation services, unmet transportation needs and service gaps, as well as the prioritized goals and strategies for transportation needs of seniors and individuals with disabilities.

Proposals will be evaluated by a panel consisting of representatives from Omnitrans, SBCTA, and SBCTA's Public and Specialized Transportation Advisory and Coordination Council (PASTACC). The panel will use the criteria set forth in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2016-2020, which are:

- Adequately address the unmet/underserved and individualized transportation needs of the targeted populations.
- Demonstrate coordination efforts between public transit and human service agencies.
- Be financially sustainable and provided in a cost-effective manner.
- Include measurable goals and objectives.
- Build or increase capacity or service quality in addressing mobility needs of the target populations.
- Leverage or maximize existing transportation services and/or funding.
- Measure I funds are limited to 65% of project costs, with 35% matched by proposer.

CONCLUSION

With the Committee's recommendation, this item will be forwarded to the Board of Directors to authorize the CEO/General Manager to announce the Call for Projects - Measure I Specialized Transportation Programs for Fiscal Years 2020 and 2021. This will start the process for Omnitrans to seek new projects for the upcoming two fiscal years to enhance mobility options for seniors and persons with disabilities.

PSG:DS

Attachments: A: Current List of CTSA Measure I Partners

ATTACHMENT A CURRENT LIST OF CTSA MEASURE I PARTNERS

<u>CURRENT PARTNERS</u>	<u>AREA SERVED</u>	<u>PROJECT</u>
Anthesis (PVW)	West Valley	Disabled transportation to/from worksites in West Valley
City of Chino	Chino	Senior transportation to Senior Center, medical offices, shopping
City of Grand Terrace	Grand Terrace	Senior transportation to Senior Center
City of Highland District Council on Aging	Highland	Senior transportation to Senior Center
Loma Linda UMC Adult Day Health Care	Loma Linda, Redlands, Grand Terrace, Colton, San Bernardino	Disabled transportation to Adult Day Care
Lutheran Social Services of So Cal	San Bernardino Valley	Transportation for persons with HIV/AIDS to medical appointments and disabled transportation for chronically homeless
OPARC	West Valley	Disabled transportation to/from worksites in West Valley
Pomona Valley Community Services	West Valley	WV Volunteer Driver Reimbursement program
SB County DAAS	I.E. San Bernardino County	Free Bus Passes for seniors/disabled
City of Redlands	Redlands	Senior transportation to Senior Center, medical offices, shopping
West End YMCA	West Valley	Senior transportation to social services, medical offices, shopping

ITEM # E5

DATE: February 14, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: DIRECTOR OF STRATEGIC PLANNING AND BUSINESS
INTELLIGENCE ANALYST POSITION**

FORM MOTION

Recommend the Board of Directors approve the new positions of Director of Strategic Development and Business Systems Analyst and to update Policy 402 to include these positions.

BACKGROUND

In an effort to better align the organizational structure and resources with current and future business needs, a reorganization to develop a Strategic Development Department is proposed. The new Department is needed to address future planning and analysis as we move forward with strategic planning for both the short and long range transit plans. In addition, this Department will centralize performance measurement and monitoring for continuous improvement, seek funding sources to support strategic advancement, and develop enhanced service offerings while continuing to improve upon and effectively manage existing services. The Department will be the primary liaison with regional partners such as San Bernardino County Transportation Authority, Southern California Association of Governments, neighboring transit agencies as well as industry groups such as American Bus Benchmarking Group.

FUNDING SOURCE

There is no increase to the current budget for these two positions. Funding will be incorporated in the Fiscal Year Budgets going forward.

Department: A new department will be created for budget and monitoring.

Account: Various Wages and Benefits

_____ Verification of Funding Source and Availability of Funds
(Verified and initialed by Finance)

CONCLUSION

Recommend the Board of Directors approve the new positions of Director of Strategic Development and Business Systems Analyst and to update Policy 402 to include these positions.

Approval of this agenda item supports the Fiscal Year 2019 Management Plan, Strategic Initiative 2 – Service Expansion and Funding Growth.

PSG: SP

Attachments: A. Position Descriptions
B. Policy 402

OMNITRANS

Job Title: Director of Strategic Development
Department: Strategic Development
Reports to: CEO/General Manager
FSLA Status: Exempt- Level II
Approved By:
Pending Approval: March 6, 2019

SUMMARY

Responsible for planning, directing and coordinating all service planning, scheduling, short and long range planning, policy development, transportation planning studies, the design and development of innovative service delivery strategies, financial advocacy, and leads agency efforts in grant development. This position leads agency continuous improvement programs, business intelligence efforts and performance reporting. This position is heavily involved in community outreach and building cooperative relationships with public and private external agencies, such as developers, municipalities and local governments, regional planning agencies, and funding agencies.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs service planning, scheduling, development planning, stops and stations, business intelligence and grant development functions. Activities include developing action plans and setting policies and direction for the department and agency.

Works with the CEO/General Manager and department directors to set policies and programs for the agency.

Performs advanced professional work on a wide array of assignments that include but are not limited to project management, financial and legislative analysis, grant development, and core strategic activities.

Sets annual goals for the department consistent with the overall Omnitrans mission and objectives and ensures compliance with Department and Agency policies and procedures.

Assesses transit needs and coordinates the preparation of the Annual Service Plan, Short Range Transit Plan, and Long Range Transit Plan updates.

Ensures that service planning and scheduling activities, including data gathering and analysis, are sufficient to measure service utilization and effectiveness.

Oversees all capital project planning studies and approves capital expenditures. Provides technical assistance and support for various planning projects and activities as required. Develops and maintains the agency's capital improvement plan.

Job Title: Director of Strategic Development

Page 2

Supervises the administration of the grant application process, coordinates the capital budget preparation and prepares local, state and federal grants.

Provides assistance with planning and implementation activities for infrastructure, transit oriented development and joint development in conjunction with external agencies.

Coordinates and plans the agency's activities with the 15 cities in the County including planning commissions and other regional planning agencies. Participates in regional and long-range transit planning and serves on advisory committees. Oversees reporting to governmental agencies such as SCAG, SBCTA, FTA, etc.).

SUPERVISORY RESPONSIBILITIES

Directs the subordinate Managers who supervise employees in the Strategic Development Department, including delegating authority for department tasks. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and hiring of staff, planning and assigning work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Also provides for staff development and training, and career counseling.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. A Master's degree from an accredited university in planning, transportation planning, economics, business management, public administration, or a related field is required. This position also requires a minimum of ten years of experience with increasing levels of responsibility with a public transit agency or local state or federal jurisdiction with duties in transit or urban transportation planning.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Must be familiar with current business general office operating systems, software and programs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

This position requires knowledge of the principles and practices of transportation planning and economics. Knowledge of research methods, techniques and standard transit industry practices is also required as is knowledge of urban studies, urban planning and transit planning. The position requires knowledge of local, state, and federal laws, regulations and procedures with an emphasis on environmental analysis, project development and transit planning. The ability to analyze and interpret data and plans and recommend options is essential. This position also requires the ability to meet deadlines, prioritize duties and motivate employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands with enough dexterity to operate a computer or workstation; and reach with hands and arms. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

OMNITRANS

Job Title: Business Intelligence Analyst
Department: Strategic Development
Reports to: Director of Strategic Development
FSLA Status: Exempt- Level V
Approved By:
Pending Approval: March 6, 2019

SUMMARY

Responsible for turning business data into actionable information by clearly analyzing, visualizing and presenting findings both in written documents and presentations. Assists in the organization, direction, and management of the transit system's business performance. This includes the planning, fiscal, operational and real-time system performance metrics. Tracks and monitors service quality metrics and standards; makes recommendations that enable strategic decision-making in support of the agency's mission. Responsible for activities related to the functions specific to performance goals and objectives for the agency. Monitors all applicable data streams associated with such analysis and evaluates for quality of final product. Will assist with grant tracking and reporting.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conduct cost/benefit analysis, utilize modeling techniques and methods, understand systems engineering concepts, develop complex spreadsheets, and write a business case reports. Exercise judgment within guidelines and be able to independently provide management with the expertise necessary to identify, evaluate, and resolve business problems. Assignments are frequently complex and require proficiency in more than one functional and technical area.

Coordinates and performs professional-level analytical, administrative and programmatic work in such areas as transit planning, financial administration and reporting, operational data and reporting and data management.

Identifies, creates, and facilitate process design changes by conducting business systems and process analysis; focuses on quality improvement and data integrity; develops proposed new processes or process improvements, partners with stakeholders to ensure processes and systems provided meet long-term business strategies

Completes detailed analysis stemming from data mining including the accurate and timely reporting of all metrics related material. Researches inconsistencies and anomalies in data, interprets findings, and develops a course of action.

Responsible for statistical portion of the NTD (National Transit Database) reporting, documentation and audit review of agreed upon procedures.

Responsible for agency participation in American Bus Benchmarking Group (ABBG) reporting, clearinghouse studies, surveys and follow up questions from Imperial College. Reports to

Job Title: Business Intelligence Analyst

Page: 2

management regarding ABBG results, identifies areas for improvement, develops an action plan, monitors progress, and reports back to management prior to annual and paratransit meetings.

Responsible for the monthly and annual reporting of passenger ridership and miles. Reconciles APC, farebox and electronic fare data for accuracy and process improvements.

Monitors safety performance data of the system and individual operator's safety records. Recommends performance improvement opportunities to Transit Operations, Training, and the Director of Safety and Security.

Evaluates trends and recommends process improvement in customer service, safety incidents, and on-time performance issues.

Benchmarks agency performance to peer systems, produces special studies on identified performance improvement areas, researches best practices, and provides analysis to management staff.

Assists in the development organizational and department performance goals and objectives, strategizes improvement tasks, monitors results, and recognizes employee, department and organizational accomplishments. Recommends policies and procedures to improve system-wide and organizational performance, with an increase in productivity or efficiency.

Assists Training in the development of employees' skills and understanding of procedures and policies, developing, implementing, monitoring and overseeing adherence to performance standards including data interpretation and the ability to integrate data into decision making processes.

Conducts, manages, or serves on special projects and work team related to agency.

Assists other departments with reporting and metrics, as requested.

Prepares reports and presentations as required.

SUPERVISORY RESPONSIBILITIES

May directly supervise one or more employees; may serve as a leader of a team. Prepares budget and reviews trends. Applies supervisory responsibilities according to organizational policies and applicable laws. Interviews, hires, and trains employees; plans, schedules, timesheets, bids/vacations, assigns, and directs work; sets goals for the staff; evaluates and manages employee performance; addresses complaints and resolves employee issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university. Requires at least five years of progressively responsible experience sufficient to demonstrate complete competency and knowledge of the principles and practices of performance management. Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Extensive job history in data mining or performance metrics preferred. Public sector management experience preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Advanced experience with Microsoft Office Suite, and other computer applications relative to areas of responsibility required within planning, finance, accounting, operations, maintenance, and any/all other departments. Data visualization and analytics software such as Tableau, SQL reporting services, and/or related preferred.

OTHER SKILLS AND ABILITIES

Knowledge of:

- Business communications techniques; correct telephone etiquette.
- English grammar and usage, vocabulary, spelling, and punctuation.
- Arithmetic computations involving algebra and statistics.
- Data processing techniques.

Skills:

- Word processing and spreadsheet software.
- Data science skills.
- Planning and organizing.
- Problem analysis and decision-making.

Job Title: Business Intelligence Analyst

Page: 4

Ability to:

- Research, compile and analyze complex data and form sound conclusions.
- Recognize internal and external risk factors and develop effective solutions.
- Understand, interpret and apply labor contracts, laws and regulations.
- Optimize time and efficiency while managing multiple priorities.
- Prepare complex narrative and statistical reports.
- Direct teams in diverse roles with varying degrees and levels of experience.
- Maintain an effective working relationship with the employees throughout the company.
- Make oral presentations before senior management, employees, etc.
- Coordinate and administer projects within budget constraints.
- Work independently and in collaboration throughout agency.
- Communicate clearly and concisely both orally and in writing.
- Exercise sound judgment within the framework of policies, protocols, and service standards.
- Maintain confidential information.


PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands with enough dexterity to operate a computer or workstation; and reach with hands and arms. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

 PERSONNEL POLICY MANUAL	POLICY 402 PAGE 1 OF 3
SUBJECT Salary Ranges Management Confidential Classifications	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: September 5, 2018 <u>March 6, 2019</u>

I. Purpose
To state Omnitrans’ policy on salary ranges for Management and Confidential classifications.

II. Scope
All Departments

III. Procedure

A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.

Classification	Minimum	Monthly Mid-Point	Maximum
<u>Level I</u> (reserved for future consideration)			
<u>Level II</u>	8,563	10,632	12,702
Director of Finance			
Director of Human Resources			
Director of Information Technology			
Director of Internal Audit			
Director of Maintenance			
Director of Marketing & Planning			
Director of Operations			
Director of Procurement			
Director of Rail Operations			
Director of Safety and Regulatory Compliance			
Director of Special Transportation Services			
<u>Director of Strategic Development</u>			
<u>Level III</u>	6,995	8,666	10,338
Accounting Manager			
Contracts Manager			
Database Manager			
Development Planning Manager			
Employee Relations Manager			
Facility Manager			
Maintenance Manager			
Safety & Security Regulatory Compliance Manager			
Service Planning Manager			
Transportation Manager			
Treasury Manager			



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~September 5, 2018~~ March 6, 2019

Rail Compliance Officer

<u>Level IV</u>	6,432	7,580	8,729
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Capital Projects Services Manager

Materials Manager

Network Administrator

Senior Contract Administrator

Special Transportation Services Manager

System Coordinator

Technical Services Manager

<u>Level V</u>	5,581	6,740	7,765
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Application Developer

Application Specialist

Business Intelligence Analyst

Sr. Executive Assistant to the CEO/GM

Assistant Transportation Manager

Contract Administrator

Customer Service Manager

Dispatch Supervisor

Environmental/Occupational Health & Safety Specialist

Facility Supervisor

Fleet Safety & Training Supervisor

HR Leave Administrator

Security & Emergency Preparedness Coordinator

Maintenance Supervisor – Special Transportation Services

Marketing Manager

Network Technician

Programs Administrator – Special Transportation Services

Purchased Transportation Administrator

Safety & Regulatory Compliance Specialist

Senior Financial Analyst

Shift Supervisor

Systems Engineer

Systems Specialist

Web Designer

<u>Level VI</u>	4,916	5,890	6,865
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Accountant

Executive Staff Assistant

Field Supervisor

Fleet Safety & Training Instructor

Human Resources Analyst

Human Resources Specialist

**OmniTrans****PERSONNEL POLICY MANUAL**POLICY **402** PAGE 3 OF 3**SUBJECT****Salary Ranges
Management Confidential Classifications****APPROVED BY OMNITRANS
BOARD OF DIRECTORS**DATE: ~~September 5, 2018~~ March 6, 2019

Scheduling Analyst
 Sales Supervisor
 Stops and Stations Supervisor
 Transit Technical Trainer

<u>Level VII</u>	4,487	5,378	6,268
Contract Review Analyst			
Department Senior Secretary			
Dispatcher			
Marketing Specialist			
Planner I			
Senior Fleet Analyst			

<u>Level VIII</u>	3,914	4,559	5,204
Administrative Secretary			
Client Relations Coordinator – Special Transportation Services			
Fleet Analyst			
Human Resources Assistant			
Paratransit Eligibility Technician			
Payroll Technician			
Travel Trainer – Special Transportation Services			
Warranty Coordinator			

<u>Level IX</u>	3,224	3,767	4,308
Human Resources Clerk			
Administrative Assistant – Special Transportation Services			
Class B Technician – Special Transportation Services			

Range changes occur every two years.

Performance merit increases for employees who reach the maximum of their pay range will be treated as follows:

- The employee's base pay will be brought to the maximum of their pay range;
- Any amount in excess pay, over the maximum pay range, will not be included in the employee's base pay;
- The excess amount of the merit award will be paid in a one-time lump sum.

The CEO/GM has the authority for a special merit award up to 3% of an employee's salary for work outside routine responsibilities.

ITEM # E6

DATE: February 14, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice A. Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2020 BUDGET ASSUMPTIONS

FORM MOTION

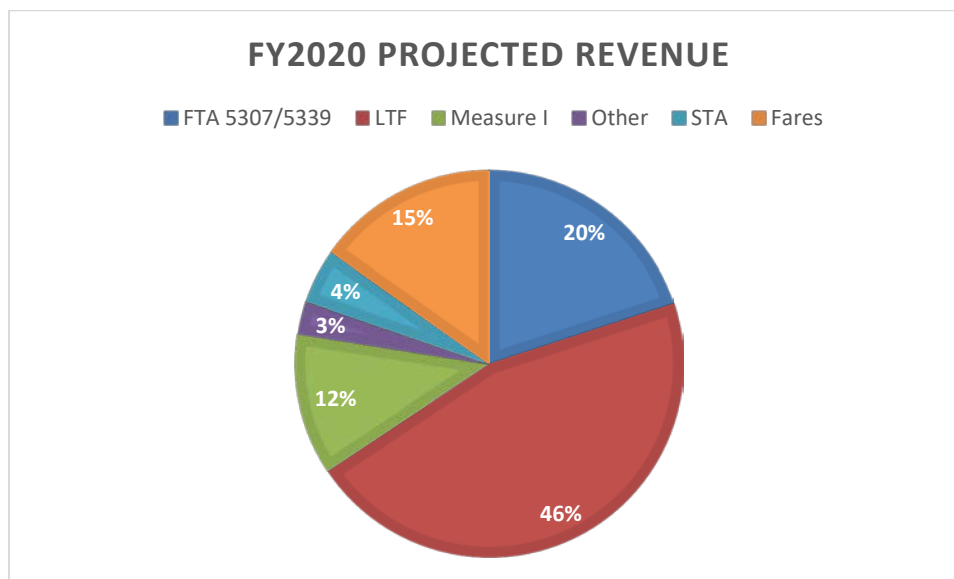
Recommend the Board of Directors approve the budget assumptions listed below to develop the Operating and Capital Budgets for Fiscal Year 2020.

BACKGROUND

There are two (2) critical components in the development of the Omnitrans' Annual Operating and Capital Budgets. The first component is determining the amount of anticipated revenue the Agency will receive for the upcoming fiscal year. The table below lists Fiscal Year (FY) 2020 projected revenues.

	<u>Source</u>	<u>Amount</u>
1.	Federal Transit Administration (FTA) 5307	\$ 16,941,200.00
2.	Federal Transit Administration (FTA) 5339	\$ 2,347,000.00
3.	Local Transportation Fund (LTF)	\$ 44,105,444.00
4.	Measure I - Omnitrans	\$ 8,236,918.00
5.	Measure I - CTSA	\$ 2,554,000.00
6.	Measure I - Rail	\$ 636,000.00
7.	Low Carbon Transit Operations Program (LCTOP)	\$ 249,270.00
8.	State Transportation Assistance Fund (STA)	\$ 4,428,811.00
9.	Congestion Mitigation and Air Quality Improvement (CMAQ)	\$ 0.00
10.	State of Good Repair - SB1	\$ 214,000.00
11.	Fares	\$ 14,228,000.00
12.	Medi-Cal Reimbursement	\$ 0.00
13.	Low Carbon Fuel Standards Credit (LCFS)	\$ 1,530,000.00
14.	Other	\$ 800,000.00
	Total	\$ 96,270,643.00

The total revenue for FY2020 is \$96,270,643 compared to \$98,372,406 for FY2019. This is a \$1,772,822 or 2.1% decrease compared to the previous fiscal year. The reduction in revenue is driven by no longer receiving Medi-Cal reimbursements and CMAQ funds received in the prior year. An increase in fare revenue, due to the planned fare increase, has helped to offset the decrease in total revenue. The pie chart below shows the various sources of revenues and the percentage of total revenue.



“Other” includes Low Carbon Transit Operations Program, State of Good Repair-Senate Bill 1, and Low Carbon Fuel Standards Credit.

The second critical component in preparing the operating and capital budgets is the assumptions used to estimate the expenses for the fiscal year. This information was obtained through research performed using the Internet, review of Agency data, including the Service Plan assumptions and the Teamsters’ and the Amalgamated Transit Union’s Memorandums of Understanding. The assumptions include the following:

Service Level	Effective Date
sbX Revenue Hours:2.0%	FY2020
Directly Operated Fixed Route Revenue Hours: -0.5%	FY2020
Contracted Fixed Route Revenue Hours: 0.0%	FY2020
Access Revenue Hours: 0.0%	FY2020
Source: Omnitrans Marketing/Planning Department, FY2020 Service Plan	

Maintenance and Administrative/Support Unit (Teamsters)	Effective Date
MOU End	June 30, 2021
Wage increase: Based on contract negotiation: 2.75%	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	July 1, 2019
Single: 100%; Plus 1: 90%; Family: 70% of medical premium	
Source: MOU effective July 1, 2016 through June 30, 2021	

Coach Operators (ATU)	Effective Date
MOU End	March 31, 2019
Wage increase: Based on contract negotiation:	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	April 1, 2019
Single: 100%; Plus 1: 85%; Family: 65% of medical premium	
Source: MOU effective April 1, 2016 through March 31, 2019 – <i>Currently Under Negotiations</i>	
Management /Confidential	Effective Date
Pay for Performance: In accordance with Personnel Policy Manual	FY2020
Benefit Package: In accordance with Personnel Policy Manual	FY2020
Source: Omnitrans Human Resources	
Insurance	Effective Date
Workers' Compensation SIR/IBNR – based on actuarial	FY2020
SDI: 1%	FY2020
Medicare 1.45%	FY2020
Source: Omnitrans Finance Department	
CalPERS	Effective Date
9.962% Employer Contribution (2% @55 Plan and 2% @62 Plan) – Miscellaneous Plan	FY2020
Employee contribution covered in employee's wages	
Source: Omnitrans Finance Department	
Unemployment	Effective Date
Annual average expected to remain at 3.9%	November 2018
Source: U.S. Department of Labor Riverside/San Bernardino/Ontario CA Metropolitan Statistical Area http://www.bls.gov/eag/eag.ca_riverside_msa.htm	
Energy /Fuel Costs /Other Credits/Other Costs	Effective Date
CNG Fuel: \$.65/therm	FY2020
Source: Finance Department	
Unleaded Fuel: \$3.30/gallon	FY2020
Source: Finance Department	
ADA Medi-Cal Reimbursement: eliminated	FY2020
Source: State of California Reimbursement	
Consumer Price Index	Effective Date
Inflation of about 3.6%	November 2018
Source: U.S. Department of Labor http://www.bls.gov/eag/eag.ca_riverside_msa.htm	

CONCLUSION

Approval of the budget assumptions will allow Omnitrans to develop the budget for FY2020, which will be presented to the Board of Directors for approval in May.

PSG:DW:MM