



ADMINISTRATIVE AND FINANCE COMMITTEE

THURSDAY, APRIL 11, 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, May 9, 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.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – February 14, 2019 4
2. Recommend the Board of Directors Approve Updates to Policy 402 for Years 2012-2019 – Suzanne Pfeiffer 8
3. Recommend the Board of Directors Approve Proposed Fiscal Year 2020 Management Plan – P. Scott Graham 30
4. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2019-2020 Annual Budget – Maurice Mansion 56
5. Recommend the Board of Directors Authorize the CEO to Award Contract MKP19-19, Advertising and Design Services – Eugenia Pinheiro 87

F. ADJOURNMENT

ITEM # D1

DATE: April 11, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR
ACTION BY THE OMNITRANS BOARD OF DIRECTORS**

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Administrative & Finance Committee Meeting scheduled April 11, 2019.

Item	Contract	Principals & Agents	Subcontractors
#E5	Authorize Award Contract MKP19-19 Advertising and Design Services	<i>Celtis Ventures, Inc. Redondo Beach, CA Matt Raymond, President</i>	<i>N/A</i>

PSG:EFP

CONFLICT OF INTEREST FORM

PURPOSE: This form is provided to assist members of the Omnitrans Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to Omnitrans Board/Committee agenda items.

INSTRUCTIONS: Under certain circumstances, Omnitrans Board Members may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board Members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completing form to the Recording Secretary prior to leaving the meeting.

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

1. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
2. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____
3. I have a disqualifying campaign contribution of over \$250 from _____
(Name of Company and/or Individual)
and therefore I am abstaining from participation on Agenda Item _____, Subject: _____

FINANCIAL INTEREST

1. I have a financial interest of _____
State income, real property interest or business position

Identify company or property location
2. I have a financial interest of _____
State income, real property interest or business position

SIGNATURE

Board Member Signature	Date
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ITEM # E1

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, FEBRUARY 14, 2019**

A. CALL TO ORDER

Committee Chair Sam Spagnolo called the regular meeting of the Administrative and Finance Committee to order at 8:03 a.m., Thursday, February 14, 2019.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Mayor Pro Tem David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Supervisor Curt Hagman, County of San Bernardino
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario

Omnitrans Administrative Staff Present

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
Maurice Mansion, Treasury Manager
Doua Yang, Systems Engineer

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 November 15, 2018

M/S (Wapner/Dailey) that approved the Committee Minutes of November 15, 2018. Motion was passed unanimously by Members present.

2. Receive and Forward to the Board of Directors, Omnitrans' Fiscal Year Ended June 30, 2018 Audit Reports

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

Member Wapner had some questions regarding the status of the Agency's CalPERS unfunded liability. Mr. Walker responded that the Agency recently received a bill for approximately one million dollars, which represents the unfunded balance for this year¹.

There were some questions regarding how often the auditors are changed and if the same auditing firm will be used going forward. Mr. Walker responded that the auditor was selected by SBCTA for a 5-year contract and this is their second year.

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

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

Deputy General Manager, Erin Rogers, reviewed the Strategic Initiatives and Key Performance Indicators FY19 Second Quarter Reports.

Supervisor Hagman arrived at 8:26 a.m. during the discussion on Item #E3.

¹ Following the meeting, Mr. Walker provided additional information regarding the CalPERS unfunded balance and premiums.

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

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

Director of Special Transportation Services, Doug Stanley, presented a brief background on this item as detailed in the staff report.

M/S (Dailey/Avila) that authorized the CEO/General Manager to announce a Call for Projects - Measure I Specialized Transportation Programs for Fiscal Years 2020 and 2021. Motion was passed unanimously by Members present.

5. Recommend the Board of Directors Approve the New Positions of Director of Strategic Development and Business Intelligence Analyst and Update to Policy 402 to Include these Positions

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

Member Wapner questioned how the costs for both positions would be cost neutral. Ms. Pfeiffer responded that the costs for this fiscal year would be covered through vacant positions and explained that there would be some upcoming vacancies that will cover future funding. Member Wapner expressed concern regarding the vacant positions still being included in the budget. Deputy General Manager, Erin Rogers responded that some positions would be eliminated from the next fiscal year budget. She further stated that all vacant positions will be evaluated prior to being filled. Member Wapner also questioned why new positions were being created rather than utilizing any cost savings towards future deficits.

Chairman Dailey referred to the Business Intelligence (BI) Analyst position and asked how the job functions of this position would be assessed. Ms. Pfeiffer responded that the plan was to hire the Director of Strategic Development first who will have the expertise in the job functions related to the BI Analyst and mentioned that various other methods are used to analyze the job functions.

Member Wapner asked the total compensation costs to Omnitrans for these positions. The Committee had additional questions and asked that information regarding the cost breakdown be provided.²

M/S (Dailey/Avila) that recommended 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. Motion was approved by Members present, with the exception of Member Wapner who opposed.

² Following the meeting, the cost breakdown was provided to the Board for their information.

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

Treasury Manager, Maurice Mansion, presented a brief background on this item as detailed in the staff report.

Member Wapner asked why the projected revenues were listed in dollar amounts and the expenditures were listed as percentages. Mr. Mansion responded that the draft budget would be presented at next month's meeting with the detailed information.

Chairman Dailey commented, as we proceed the dollar amounts will begin to emerge.

Member Spagnolo suggested that the word "projections" be used instead of "assumptions."

Supervisor Hagman expressed some concern regarding the long-term projections in terms of service efficiencies and funding. Ms. Rogers responded that Omnitrans and SBCTA are in the process of developing the Short-Range Transit Plan, which will align with the long-term planning and funding allocations.

M/S (Hagman/Roberts) that recommended the Board of Directors approve the budget assumptions listed below to develop the Operating and Capital Budgets for Fiscal Year 2020. Motion was approved by Members present, with the exception of Member Wapner who opposed.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 9:17 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, March 14, 2019, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Araceli Barajas, Sr. Executive Asst.to the CEO
Clerk of the Board

ITEM # E2

DATE: April 11, 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: POLICY 402: SALARY RANGES MANAGEMENT CONFIDENTIAL
CLASSIFICATIONS UPDATES REQUIRED BY CALPERS**

FORM MOTION

Recommend the Board of Directors approve updates to Policy 402 for years 2012-2019.

BACKGROUND

In August 2018, a CalPERS audit was completed. At that time, CalPERS noted that Policy 402 did not list a “time period” for the pay ranges. The policy was updated in September 2018 to add the word “monthly.” However, in January 2019, Omnitrans was notified that CalPERS requires pay schedules to include annual, monthly, weekly, and hourly rates of pay to accommodate all types of pay categories. Staff has prepared pay schedules, under Policy 402, dated back to 2012 in order to comply with the audit findings. CalPERS requires Board approval for all pay schedules.

CONCLUSION

To ensure compliance with CalPERS requirements, staff recommends the Board of Directors approve updates to Policy 402 for years 2012-2019.

PSG:SP

Attachments: Policy 402 dated from 2012-2019



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: March 7, 2012

ORIGINAL EFFECTIVE DATE: March 7, 2012

REVISED APPROVED DATE: May 1, 2019

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.
- B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Chief Financial Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Department Director	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Accounting Manager Employee Relations Manager Facility Manager Maintenance Manager Planning & Scheduling Manager Transportation Manager Treasury Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Contracts Manager Database Administrator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

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Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,226.46	\$ 2,688.46	\$ 3,097.38
	Assistant to the CEO/GM		Monthly	\$ 4,824.00	\$ 5,825.00	\$ 6,711.00
	Assistant Transportation Manager		Annual	\$ 57,888.00	\$ 69,900.00	\$ 80,532.00
	Community Outreach Specialist					
	Dispatch Supervisor					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Planner II					
	Planning Project Manager					
	Safety & Regulatory Compliance Specialist					
	Senior Buyer					
	Senior Financial Analyst					
	Shift Supervisor					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 1,903.85	\$ 2,281.38	\$ 2,658.46
	Applications Specialist		Monthly	\$ 4,125.00	\$ 4,943.00	\$ 5,760.00
	Contracts Specialist		Annual	\$ 49,500.00	\$ 59,316.00	\$ 69,120.00
	Customer Service Supervisor					
	Field Supervisor					
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Human Resources Specialist					
	Loss Prevention & Security Supervisor					
	Materials Supervisor					
	Operations Analyst					
	Operations Services Supervisor					
	Sales Supervisor					
	Stops and Stations Supervisor					
7	Dispatcher	Non-Exempt	Hourly	\$ 22.14	\$ 26.54	\$ 30.93
			Bi-weekly	\$ 1,771.38	\$ 2,123.08	\$ 2,474.77
			Monthly	\$ 3,838.00	\$ 4,600.00	\$ 5,362.00
	Marketing Specialist	Exempt	Annual	\$ 46,056.00	\$ 55,200.00	\$ 64,344.00
	Planner I					
8	Purchasing Specialist					
	Administrative Secretary	Non-Exempt	Hourly	\$ 18.95	\$ 22.07	\$ 25.19
	Department Senior Secretary		Bi-weekly	\$ 1,515.69	\$ 1,765.38	\$ 2,015.54
	Fleet Analyst		Monthly	\$ 3,284.00	\$ 3,825.00	\$ 4,367.00
	Human Resources Assistant		Annual	\$ 39,408.00	\$ 45,900.00	\$ 52,404.00
	Payroll Technician					
9	Warranty Coordinator					
	Human Resources Clerk	Non-Exempt	Hourly	\$ 15.91	\$ 18.58	\$ 21.26
			Bi-weekly	\$ 1,272.92	\$ 1,486.62	\$ 1,700.77
			Monthly	\$ 2,758.00	\$ 3,221.00	\$ 3,685.00
			Annual	\$ 33,096.00	\$ 38,652.00	\$ 44,220.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: March 7, 2012

ORIGINAL EFFECTIVE DATE: March 7, 2012

REVISED APPROVED DATE: May 1, 2019

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Program Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Construction Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Design Manager Planning Manager-Capital Projects Project Control Manager Public Relations Manager Quality Assurance Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Construction Safety Manager Public Relations Specialist Right-of-Way & Utilities Manager Senior Contracts Specialist	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00
6	Project Analyst	Exempt	Bi-weekly Monthly Annual	\$ 1,903.85 \$ 4,125.00 \$ 49,500.00	\$ 2,281.38 \$ 4,943.00 \$ 59,316.00	\$ 2,658.46 \$ 5,760.00 \$ 69,120.00
7	Document Control Analyst	Exempt	Bi-weekly Monthly Annual	\$ 22.14 \$ 1,771.38 \$ 3,838.00 \$ 46,056.00	\$ 26.54 \$ 2,123.08 \$ 4,600.00 \$ 55,200.00	\$ 30.93 \$ 2,474.77 \$ 5,362.00 \$ 64,344.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly Monthly Annual	\$ 18.95 \$ 1,515.69 \$ 3,284.00 \$ 39,408.00	\$ 22.07 \$ 1,765.38 \$ 3,825.00 \$ 45,900.00	\$ 25.19 \$ 2,015.54 \$ 4,367.00 \$ 52,404.00



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POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 10, 2013

ORIGINAL EFFECTIVE DATE: July 10, 2013

REVISED APPROVED DATE: May 1, 2019

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.
- B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1		Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Department Director	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Accounting Manager Contracts Manager Employee Relations Manager Facility Manager Maintenance Manager Planning & Scheduling Manager Transportation Manager Treasury Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Database Administrator Technical Services Manager System Coordinator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00



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				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,226.46	\$ 2,688.46	\$ 3,097.38
	Application Specialist		Monthly	\$ 4,824.00	\$ 5,825.00	\$ 6,711.00
	Assistant to the CEO/GM		Annual	\$ 57,888.00	\$ 69,900.00	\$ 80,532.00
	Assistant Transportation Manager					
	Community Outreach Specialist					
	Contract Administrator					
	Dispatch Supervisor					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Planner II					
	Planning Project Manager					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 1,903.85	\$ 2,281.38	\$ 2,658.46
	Customer Service Supervisor		Monthly	\$ 4,125.00	\$ 4,943.00	\$ 5,760.00
	Field Supervisor		Annual	\$ 49,500.00	\$ 59,316.00	\$ 69,120.00
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Human Resources Specialist					
	Loss Prevention & Security Supervisor					
	Materials Supervisor					
	Operations Analyst					
	Operations Services Supervisor					
	Sales Supervisor					
	Stops and Stations Supervisor					
7	Dispatcher	Non-Exempt	Hourly	\$ 22.14	\$ 26.54	\$ 30.93
			Bi-weekly	\$ 1,771.38	\$ 2,123.08	\$ 2,474.77
			Monthly	\$ 3,838.00	\$ 4,600.00	\$ 5,362.00
	Contract Review Analyst	Exempt	Annual	\$ 46,056.00	\$ 55,200.00	\$ 64,344.00
	Marketing Specialist					
8	Administrative Secretary	Non-Exempt	Hourly	\$ 18.95	\$ 22.07	\$ 25.19
	Department Senior Secretary		Bi-weekly	\$ 1,515.69	\$ 1,765.38	\$ 2,015.54
	Fleet Analyst		Monthly	\$ 3,284.00	\$ 3,825.00	\$ 4,367.00
	Human Resources Assistant		Annual	\$ 39,408.00	\$ 45,900.00	\$ 52,404.00
	Payroll Technician					
9	Warranty Coordinator	Non-Exempt	Hourly	\$ 15.91	\$ 18.58	\$ 21.26
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The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
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2	Construction Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
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4	Construction Safety Manager Construction Safety & QA Specialist Public Relations Specialist Right-of-Way & Utilities Manager Senior Contract Administrator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00
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7	Document Control Analyst	Exempt	Bi-weekly Monthly Annual	\$ 22.14 \$ 1,771.38 \$ 3,838.00 \$ 46,056.00	\$ 26.54 \$ 2,123.08 \$ 4,600.00 \$ 55,200.00	\$ 30.93 \$ 2,474.77 \$ 5,362.00 \$ 64,344.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly Monthly Annual	\$ 18.95 \$ 1,515.69 \$ 3,284.00 \$ 39,408.00	\$ 22.07 \$ 1,765.38 \$ 3,825.00 \$ 45,900.00	\$ 25.19 \$ 2,015.54 \$ 4,367.00 \$ 52,404.00



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II. Scope

All Departments

III. Procedure

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2	Director of Finance Director of HR and Safety & Regulatory Compliance Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Accounting Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Service Planning Manager Transportation Manager Treasury Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Database Administrator Materials Manager Network Administrator Safety & Regulatory Compliance Manager Technical Services Manager System Coordinator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 1, 2014

ORIGINAL EFFECTIVE DATE: July 1, 2014

REVISED APPROVED DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,226.46	\$ 2,688.46	\$ 3,097.38
	Application Specialist		Monthly	\$ 4,824.00	\$ 5,825.00	\$ 6,711.00
	Assistant to the CEO/GM		Annual	\$ 57,888.00	\$ 69,900.00	\$ 80,532.00
	Assistant Transportation Manager					
	Contract Administrator					
	Customer Service Manager					
	Dispatch Supervisor					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Marketing Manager					
	Planner II					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 1,961.08	\$ 2,349.69	\$ 2,738.31
	Field Supervisor		Monthly	\$ 4,249.00	\$ 5,091.00	\$ 5,933.00
	Fleet Safety & Training Instructor		Annual	\$ 50,988.00	\$ 61,092.00	\$ 71,196.00
	Human Resources Analyst					
	Human Resources Specialist					
	Loss Prevention & Security Supervisor					
	Operations Analyst					
	Operations Services Supervisor					
	Sales Supervisor					
	Stops and Stations Supervisor					
7	Dispatcher	Non-Exempt	Hourly	\$ 22.81	\$ 27.33	\$ 31.86
	Department Senior Secretary		Bi-weekly	\$ 1,824.46	\$ 2,186.77	\$ 2,549.08
	Contract Review Analyst	Exempt	Monthly	\$ 3,953.00	\$ 4,738.00	\$ 5,523.00
			Annual	\$ 47,436.00	\$ 56,856.00	\$ 66,276.00
8	Administrative Secretary	Non-Exempt	Hourly	\$ 19.52	\$ 22.73	\$ 25.95
	Fleet Analyst		Bi-weekly	\$ 1,561.38	\$ 1,818.46	\$ 2,076.00
	Human Resources Assistant		Monthly	\$ 3,383.00	\$ 3,940.00	\$ 4,498.00
	Payroll Technician		Annual	\$ 40,596.00	\$ 47,280.00	\$ 53,976.00
	Warranty Coordinator					
9	Human Resources Clerk	Non-Exempt	Hourly	\$ 16.39	\$ 19.14	\$ 21.90
			Bi-weekly	\$ 1,311.23	\$ 1,531.38	\$ 1,752.00
			Monthly	\$ 2,841.00	\$ 3,318.00	\$ 3,796.00
			Annual	\$ 34,092.00	\$ 39,816.00	\$ 45,552.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 1, 2014

ORIGINAL EFFECTIVE DATE: July 1, 2014

REVISED APPROVED DATE: May 1, 2019

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Program Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Construction Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Quality Assurance Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Construction Safety Manager Senior Contract Administrator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00
6	Project Analyst	Exempt	Bi-weekly Monthly Annual	\$ 1,961.08 \$ 4,249.00 \$ 50,988.00	\$ 2,349.69 \$ 5,091.00 \$ 61,092.00	\$ 2,738.31 \$ 5,933.00 \$ 71,196.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly Monthly Annual	\$ 19.52 \$ 1,561.38 \$ 3,383.00 \$ 40,596.00	\$ 22.73 \$ 1,818.46 \$ 3,940.00 \$ 47,280.00	\$ 25.95 \$ 2,076.00 \$ 4,498.00 \$ 53,976.00



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SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 1, 2015

ORIGINAL EFFECTIVE DATE: July 1, 2015

REVISED EFFECTIVE DATE: May 1, 2019

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 Safety & Regulatory Compliance 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.

B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Deputy General Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Director of Finance Director of HR and Safety & Regulatory Compliance Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Accounting Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Service Planning Manager Transportation Manager Treasury Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Database Administrator Materials Manager Network Administrator Safety & Regulatory Compliance Manager Technical Services Manager System Coordinator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 1, 2015

ORIGINAL EFFECTIVE DATE: July 1, 2015

REVISED EFFECTIVE DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,226.46	\$ 2,688.46	\$ 3,097.38
	Application Specialist		Monthly	\$ 4,824.00	\$ 5,825.00	\$ 6,711.00
	Executive Assistant to the CEO/GM		Annual	\$ 57,888.00	\$ 69,900.00	\$ 80,532.00
	Assistant Transportation Manager					
	Contract Administrator					
	Customer Service Manager					
	Dispatch Supervisor					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Security & Emergency Preparedness Coordinator					
	Marketing Manager					
	Planner II					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 1,961.08	\$ 2,349.69	\$ 2,738.31
	Field Supervisor		Monthly	\$ 4,249.00	\$ 5,091.00	\$ 5,933.00
	Fleet Safety & Training Instructor		Annual	\$ 50,988.00	\$ 61,092.00	\$ 71,196.00
	Human Resources Analyst					
	Human Resources Specialist					
	Network Technician					
	Scheduling Analyst					
	Operations Services Supervisor					
7	Sales Supervisor	Non-Exempt	Hourly	\$ 22.81	\$ 27.33	\$ 31.86
	Stops and Stations Supervisor		Bi-weekly	\$ 1,824.46	\$ 2,186.77	\$ 2,549.08
	Dispatcher		Monthly	\$ 3,953.00	\$ 4,738.00	\$ 5,523.00
	Department Senior Secretary		Annual	\$ 47,436.00	\$ 56,856.00	\$ 66,276.00
	Contract Review Analyst					
8	Marketing Specialist	Non-Exempt	Hourly	\$ 19.52	\$ 22.73	\$ 25.95
	Planner I		Bi-weekly	\$ 1,561.38	\$ 1,818.46	\$ 2,076.00
	Administrative Secretary		Monthly	\$ 3,383.00	\$ 3,940.00	\$ 4,498.00
	Fleet Analyst		Annual	\$ 40,596.00	\$ 47,280.00	\$ 53,976.00
	Human Resources Assistant					
9	Payroll Technician	Non-Exempt	Hourly	\$ 16.39	\$ 19.14	\$ 21.90
	Warranty Coordinator		Bi-weekly	\$ 1,311.23	\$ 1,531.38	\$ 1,752.00
	Human Resources Clerk		Monthly	\$ 2,841.00	\$ 3,318.00	\$ 3,796.00
			Annual	\$ 34,092.00	\$ 39,816.00	\$ 45,552.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: July 1, 2015

ORIGINAL EFFECTIVE DATE: July 1, 2015

REVISED EFFECTIVE DATE: May 1, 2019

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Program Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,921.69 \$ 8,497.00 \$ 101,964.00	\$ 4,868.77 \$ 10,549.00 \$ 126,588.00	\$ 5,815.38 \$ 12,600.00 \$ 151,200.00
2	Construction Manager	Exempt	Bi-weekly Monthly Annual	\$ 3,415.38 \$ 7,400.00 \$ 88,800.00	\$ 4,240.62 \$ 9,188.00 \$ 110,256.00	\$ 5,066.31 \$ 10,977.00 \$ 131,724.00
3	Quality Assurance Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,844.00 \$ 6,162.00 \$ 73,944.00	\$ 3,523.85 \$ 7,635.00 \$ 91,620.00	\$ 4,203.69 \$ 9,108.00 \$ 109,296.00
4	Construction Safety Manager Senior Contract Administrator	Exempt	Bi-weekly Monthly Annual	\$ 2,615.54 \$ 5,667.00 \$ 68,004.00	\$ 3,082.15 \$ 6,678.00 \$ 80,136.00	\$ 3,549.23 \$ 7,690.00 \$ 92,280.00
6	Project Analyst	Exempt	Bi-weekly Monthly Annual	\$ 1,961.08 \$ 4,249.00 \$ 50,988.00	\$ 2,349.69 \$ 5,091.00 \$ 61,092.00	\$ 2,738.31 \$ 5,933.00 \$ 71,196.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly Monthly Annual	\$ 19.52 \$ 1,561.38 \$ 3,383.00 \$ 40,596.00	\$ 22.73 \$ 1,818.46 \$ 3,940.00 \$ 47,280.00	\$ 25.95 \$ 2,076.00 \$ 4,498.00 \$ 53,976.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: May 4, 2016

ORIGINAL EFFECTIVE DATE: July 6, 2016

REVISED APPROVED DATE: May 1, 2019

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 Safety & Regulatory Compliance 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.

B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Deputy General Manager Legal Counsel	Exempt	Bi-weekly Monthly Annual	\$ 4,195.85 \$ 9,091.00 \$ 109,092.00	\$ 5,209.38 \$ 11,287.00 \$ 135,444.00	\$ 6,222.46 \$ 13,482.00 \$ 161,784.00
2	Director of Finance Director of HR and Safety & Regulatory Compliance Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Special Transportation Services Director of Rail Operations	Exempt	Bi-weekly Monthly Annual	\$ 3,654.46 \$ 7,918.00 \$ 95,016.00	\$ 4,537.38 \$ 9,831.00 \$ 117,972.00	\$ 5,420.77 \$ 11,745.00 \$ 140,940.00
3	Accounting Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,042.92 \$ 6,593.00 \$ 79,116.00	\$ 3,770.31 \$ 8,169.00 \$ 98,028.00	\$ 4,497.69 \$ 9,745.00 \$ 116,940.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: May 4, 2016

ORIGINAL EFFECTIVE DATE: July 6, 2016

REVISED APPROVED DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
4	Database Administrator	Exempt	Bi-weekly	\$ 2,798.31	\$ 3,297.69	\$ 3,797.54
	Materials Manager		Monthly	\$ 6,063.00	\$ 7,145.00	\$ 8,228.00
	Network Administrator		Annual	\$ 72,756.00	\$ 85,740.00	\$ 98,736.00
	Technical Services Manager					
5	System Coordinator	Exempt				
	Application Developer		Bi-weekly	\$ 2,382.00	\$ 2,876.31	\$ 3,313.85
	Application Specialist		Monthly	\$ 5,161.00	\$ 6,232.00	\$ 7,180.00
	Executive Assistant to the CEO/GM		Annual	\$ 61,932.00	\$ 74,784.00	\$ 86,160.00
	Assistant Transportation Manager					
	Contract Administrator					
	Customer Service Manager					
	Dispatch Supervisor					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	HR Leave Administrator					
	Security & Emergency					
	Preparedness Coordinator					
	Maintenance Supervisor-STS					
	Marketing Manager					
	Office Administrator-STS					
	Programs Administrator-STS					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 2,098.15	\$ 2,514.00	\$ 2,929.85
	Field Supervisor		Monthly	\$ 4,546.00	\$ 5,447.00	\$ 6,348.00
	Fleet Safety & Training Instructor		Annual	\$ 54,552.00	\$ 65,364.00	\$ 76,176.00
	Human Resources Analyst					
	Human Resources Specialist					
	Network Technician					
	Scheduling Analyst					
	Operations Services Supervisor					
	Sales Supervisor					
	Stops and Stations Supervisor					
7	Dispatcher	Non-Exempt	Hourly	\$ 24.40	\$ 29.24	\$ 34.09
	Department Senior Secretary		Bi-weekly	\$ 1,951.85	\$ 2,339.54	\$ 2,727.23
		Exempt	Monthly	\$ 4,229.00	\$ 5,069.00	\$ 5,909.00
	Contract Review Analyst		Annual	\$ 50,748.00	\$ 60,828.00	\$ 70,908.00
	Marketing Specialist					
	Planner I					

**PERSONNEL POLICY MANUAL**

POLICY 402 PAGE 3 OF 3

SUBJECT**Salary Ranges
Management Confidential Classifications****APPROVED BY OMNITRANS
BOARD OF DIRECTORS****ORIGINAL APPROVED DATE:** May 4, 2016**ORIGINAL EFFECTIVE DATE:** July 6, 2016**REVISED APPROVED DATE:** May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary	Non-Exempt	Hourly	\$ 20.88	\$ 24.32	\$ 27.76
	Fleet Analyst		Bi-weekly	\$ 1,670.31	\$ 1,945.38	\$ 2,220.92
	Human Resources Assistant		Monthly	\$ 3,619.00	\$ 4,215.00	\$ 4,812.00
	Payroll Technician		Annual	\$ 43,428.00	\$ 50,580.00	\$ 57,744.00
	Warranty Coordinator					
9	Human Resources Clerk	Non-Exempt	Hourly	\$ 17.53	\$ 20.48	\$ 23.43
	Administrative Assistant-STS		Bi-weekly	\$ 1,402.62	\$ 1,638.46	\$ 1,874.31
	Class B Technician-STS		Monthly	\$ 3,039.00	\$ 3,550.00	\$ 4,061.00
	Client Relations Coordinator-STS		Annual	\$ 36,468.00	\$ 42,600.00	\$ 48,732.00
	Travel Trainer-STS					

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	Program Manager	Exempt	Bi-weekly	\$ 4,195.85	\$ 5,209.38	\$ 6,222.46
			Monthly	\$ 9,091.00	\$ 11,287.00	\$ 13,482.00
			Annual	\$ 109,092.00	\$ 135,444.00	\$ 161,784.00
2	Construction Manager	Exempt	Bi-weekly	\$ 3,654.46	\$ 4,537.38	\$ 5,420.77
			Monthly	\$ 7,918.00	\$ 9,831.00	\$ 11,745.00
			Annual	\$ 95,016.00	\$ 117,972.00	\$ 140,940.00
3	Quality Assurance Manager	Exempt	Bi-weekly	\$ 3,042.92	\$ 3,770.31	\$ 4,497.69
			Monthly	\$ 6,593.00	\$ 8,169.00	\$ 9,745.00
			Annual	\$ 79,116.00	\$ 98,028.00	\$ 116,940.00
4	Construction Safety Manager Senior Contract Administrator	Exempt	Bi-weekly	\$ 2,798.31	\$ 3,297.69	\$ 3,797.54
			Monthly	\$ 6,063.00	\$ 7,145.00	\$ 8,228.00
			Annual	\$ 72,756.00	\$ 85,740.00	\$ 98,736.00
6	Project Analyst	Exempt	Bi-weekly	\$ 2,098.15	\$ 2,514.00	\$ 2,929.85
			Monthly	\$ 4,546.00	\$ 5,447.00	\$ 6,348.00
			Annual	\$ 54,552.00	\$ 65,364.00	\$ 76,176.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly	\$ 20.88	\$ 24.32	\$ 27.76
			Monthly	\$ 1,670.31	\$ 1,945.38	\$ 2,220.92
			Annual	\$ 3,619.00	\$ 4,215.00	\$ 4,812.00
				\$ 43,428.00	\$ 50,580.00	\$ 57,744.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: March 1, 2017

ORIGINAL EFFECTIVE DATE: March 1, 2017

REVISED APPROVED DATE: May 1, 2019

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 Safety & Regulatory Compliance 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.
- B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	Director of Finance Director of HR SRC Director of Information Technology Director of Internal Audit Director of Maintenance Director of Marketing & Planning Director of Operations Director of Procurement Director of Special Transportation Services Director of Rail Operations	Exempt	Bi-weekly Monthly Annual	\$ 3,837.23 \$ 8,314.00 \$ 99,768.00	\$ 4,764.46 \$ 10,323.00 \$ 123,876.00	\$ 5,691.69 \$ 12,332.00 \$ 147,984.00
3	Accounting Manager Contracts Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,134.31 \$ 6,791.00 \$ 81,492.00	\$ 3,883.38 \$ 8,414.00 \$ 100,968.00	\$ 4,632.46 \$ 10,037.00 \$ 120,444.00



PERSONNEL POLICY MANUAL

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SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: March 1, 2017

ORIGINAL EFFECTIVE DATE: March 1, 2017

REVISED APPROVED DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
4	Database Administrator	Exempt	Bi-weekly	\$ 2,882.31	\$ 3,396.46	\$ 3,911.54
	Materials Manager		Monthly	\$ 6,245.00	\$ 7,359.00	\$ 8,475.00
	Network Administrator		Annual	\$ 74,940.00	\$ 88,308.00	\$ 101,700.00
	Senior Contract Administrator					
5	Special Transportation Services Manager	Exempt				
	System Coordinator					
	Technical Services Manager					
	Application Developer		Bi-weekly	\$ 2,501.08	\$ 3,020.31	\$ 3,479.54
	Application Specialist		Monthly	\$ 5,419.00	\$ 6,544.00	\$ 7,539.00
	Sr. Executive Assistant to the CEO/GM		Annual	\$ 65,028.00	\$ 78,528.00	\$ 90,468.00
	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-STS					
	Marketing Manager					
	Programs Administrator-STS					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 2,202.92	\$ 2,639.54	\$ 3,076.15
	Executive Staff Assistant		Monthly	\$ 4,773.00	\$ 5,719.00	\$ 6,665.00
	Field Supervisor		Annual	\$ 57,276.00	\$ 68,628.00	\$ 79,980.00
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Human Resources Specialist					
	Network Technician					
	Scheduling Analyst					
	Sales Supervisor					
	Stops and Stations Supervisor					
	Transit Technical Trainer					



PERSONNEL POLICY MANUAL

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SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

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ORIGINAL EFFECTIVE DATE: March 1, 2017

REVISED APPROVED DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
7	Dispatcher	Non-Exempt	Hourly	\$ 25.13	\$ 30.12	\$ 35.11
	Department Senior Secretary		Bi-weekly	\$ 2,010.46	\$ 2,409.69	\$ 2,808.92
	Contract Review Analyst	Exempt	Monthly	\$ 4,356.00	\$ 5,221.00	\$ 6,086.00
	Marketing Specialist Planner I		Annual	\$ 52,272.00	\$ 62,652.00	\$ 73,032.00
8	Administrative Secretary	Non-Exempt	Hourly	\$ 21.92	\$ 25.53	\$ 29.15
	Fleet Analyst		Bi-weekly	\$ 1,753.85	\$ 2,042.77	\$ 2,332.15
	Human Resources Assistant		Monthly	\$ 3,800.00	\$ 4,426.00	\$ 5,053.00
	Paratransit Eligibility Technician Payroll Technician Warranty Coordinator		Annual	\$ 45,600.00	\$ 53,112.00	\$ 60,636.00
9	Human Resources Clerk	Non-Exempt	Hourly	\$ 18.06	\$ 21.10	\$ 24.13
	Administrative Assistant-STS		Bi-weekly	\$ 1,444.62	\$ 1,687.85	\$ 1,930.62
	Class B Technician-STS		Monthly	\$ 3,130.00	\$ 3,657.00	\$ 4,183.00
	Client Relations Coordinator-STS Travel Trainer-STS		Annual	\$ 37,560.00	\$ 43,884.00	\$ 50,196.00

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1						
2	Construction Manager	Exempt	Bi-weekly	\$ 3,837.23	\$ 4,764.46	\$ 5,691.69
			Monthly	\$ 8,314.00	\$ 10,323.00	\$ 12,332.00
			Annual	\$ 99,768.00	\$ 123,876.00	\$ 147,984.00
3	Quality Assurance Manager	Exempt	Bi-weekly	\$ 3,134.31	\$ 3,883.38	\$ 4,632.46
			Monthly	\$ 6,791.00	\$ 8,414.00	\$ 10,037.00
			Annual	\$ 81,492.00	\$ 100,968.00	\$ 120,444.00
4	Construction Safety Manager	Exempt	Bi-weekly	\$ 2,882.31	\$ 3,396.46	\$ 3,911.54
			Monthly	\$ 6,245.00	\$ 7,359.00	\$ 8,475.00
			Annual	\$ 74,940.00	\$ 88,308.00	\$ 101,700.00
6	Project Analyst	Exempt	Bi-weekly	\$ 2,202.92	\$ 2,639.54	\$ 3,076.15
			Monthly	\$ 4,773.00	\$ 5,719.00	\$ 6,665.00
			Annual	\$ 57,276.00	\$ 68,628.00	\$ 79,980.00
8	Administrative Secretary - Capital Projects	Non-Exempt	Bi-weekly	\$ 21.92	\$ 25.53	\$ 29.15
			Monthly	\$ 1,753.85	\$ 2,042.77	\$ 2,332.15
			Annual	\$ 3,800.00	\$ 4,426.00	\$ 5,053.00
				\$ 45,600.00	\$ 53,112.00	\$ 60,636.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 1 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

ORIGINAL APPROVED DATE: September 5, 2018

ORIGINAL EFFECTIVE DATE: September 5, 2018

REVISED APPROVED DATE: May 1, 2019

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.

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration)					
2	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 & Regulatory Compliance Director of Special Transportation Services (STS)	Exempt	Bi-weekly Monthly Annual	\$ 3,952.15 \$ 8,563.00 \$102,756.00	\$ 4,907.08 \$ 10,632.00 \$127,584.00	\$ 5,862.46 \$ 12,702.00 \$152,424.00
3	Accounting Manager Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00
4	Capital Projects Services Manager Materials Manager Network Administrator Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

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Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,575.85	\$ 3,110.77	\$ 3,583.85
	Application Specialist		Monthly	\$ 5,581.00	\$ 6,740.00	\$ 7,765.00
	Sr. Executive Assistant to the CEO/GM		Annual	\$ 66,972.00	\$ 80,880.00	\$ 93,180.00
	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-STS					
	Marketing Manager					
	Network Technician					
	Programs Administrator-STS					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Systems Specialist					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 2,268.92	\$ 2,718.46	\$ 3,168.46
	Executive Staff Assistant		Monthly	\$ 4,916.00	\$ 5,890.00	\$ 6,865.00
	Field Supervisor		Annual	\$ 58,992.00	\$ 70,680.00	\$ 82,380.00
	Fleet Safety & Training Instructor					
	Human Resources Analyst					
	Human Resources Specialist					
	Scheduling Analyst					
	Sales Supervisor					
	Stops and Stations Supervisor					
	Transit Technical Trainer					
7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16
	Department Senior Secretary		Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92
			Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00
	Contract Review Analyst	Exempt	Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00
	Marketing Specialist					
	Planner I					
	Senior Fleet Analyst					



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 3 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

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REVISED APPROVED DATE: May 1, 2019

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary	Non-Exempt	Hourly	\$ 22.58	\$ 26.30	\$ 30.02
	Client Relations Coordinator-STS		Bi-weekly	\$ 1,806.46	\$ 2,104.15	\$ 2,401.85
	Fleet Analyst		Monthly	\$ 3,914.00	\$ 4,559.00	\$ 5,204.00
	Human Resources Assistant		Annual	\$ 46,968.00	\$ 54,708.00	\$ 62,448.00
	Paratransit Eligibility Technician					
	Payroll Technician					
9	Travel Trainer-STS	Non-Exempt				
	Warranty Coordinator					
	Human Resources Clerk		Hourly	\$ 18.60	\$ 21.73	\$ 24.85
	Administrative Assistant-STS		Bi-weekly	\$ 1,488.00	\$ 1,738.62	\$ 1,988.31
	Class B Technician-STS		Monthly	\$ 3,224.00	\$ 3,767.00	\$ 4,308.00
			Annual	\$ 38,688.00	\$ 45,204.00	\$ 51,696.00

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 # E3

DATE: April 11, 2019

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

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: PROPOSED FISCAL YEAR 2020 MANAGEMENT PLAN

FORM MOTION

Recommend the Board of Directors approve the Proposed Fiscal Year 2020 Management Plan, which outlines the CEO/General Manager's annual operational plan.

This item was reviewed by the Executive Committee at its April 5, 2019 meeting.

BACKGROUND

OmniTrans contracted with Insight Strategies, Inc. to develop the Fiscal Year 2020 Management Plan. (Attachment A) In development of the plan, Ms. Teri Fisher, CEO and Managing Partner guided the Senior Leadership Team through a structured collaborative process to define the initiatives for OmniTrans in Fiscal Year 2020. The 12-month Management Plan was derived from the Fiscal Year 2017-2020 Strategic Plan adopted by the Board of Directors in April 2016. The Management Plan aligns with OmniTrans' Short Range Transit Plan for Fiscal Year 2015-2020 – *OmniConnects*, as well as the San Bernardino County Transportation Authority Fiscal Year 2015-2019 Short Range Transit Plan. In addition, a recent Board of Directors Workshop, which was held as a kick-off to the upcoming strategic planning process, further informed the focus of the FY2020 Management Plan.

The Management Plan for Fiscal Year 2020 is focused on five Strategic Initiatives:

1. Customer Focused Service and Development
2. Safety and Security
3. Employee Engagement and Development
4. Innovation and Technology
5. Financial Stability and Funding Growth

Each initiative consists of five sections:

1. Strategic Initiative Objective – Statement of need and purpose focused on FY20.

2. Actions – Key activities for FY20 necessary to complete the Initiative.
3. Accountability Measures – Milestones and/or indicators used to articulate quarterly progress and achievements.
4. Support for the Omnitrans Strategic Plan FY17-FY20 – Identifies the Strategic Goals, Outcomes, Performance Indicators and Strategies. Each Strategic Initiative supports to ensure continuing alignment with the 3-year Strategic Plan.
5. Leadership Team Members – responsible for coordinating implementation for the Strategic Initiative and documenting/reporting on its progress.

A cross-cutting team of Senior Leadership Members is assigned to each initiative and will meet monthly to evaluate progress of each initiative to address any challenges that arise and implement corrective action where tasks are not achieved. The plan will be communicated to all staff to ensure there is sufficient understanding and quarterly reports tracking the progress of the performance indicators will be provided to the Board of Directors.

CONCLUSION

Recommend the Board of Directors approve the Proposed Fiscal Year 2020 Management Plan. The Management Plan is intended to provide clear objectives that align with the Strategic Plan and the Short Range Transit Plan.

PSG: ER

Attachment A: FY 2020 Management Plan



OmniTrans

Connecting Our Community.

MANAGEMENT PLAN

FY2020

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Acronyms

CMAQ	Congestion Mitigation and Air Quality
CTP	Countywide Transportation Plan
DCEO	Deputy Chief Executive Officer
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Plan
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Funds
RTP	Regional Transportation Plan
SGR	State of Good Repair
SBCTA	San Bernardino County Transportation Authority
SCAG	Southern California Association of Governments (6 Counties: Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura)
SCS	Sustainable Communities Strategy
SLT	Senior Leadership Team
S RTP	Short-Range Transit Plan
SSERPP	System Security Emergency Response Preparedness Plan
STA	State Transit Assistance
TAM	Transit Asset Management
TNC	Transportation Network Companies
TSA	Transportation Security Administration
TOD	Transit Oriented Development
WVC	West Valley Connector

Letter from the CEO/General Manager

It is a pleasure to introduce the FY 2020 Management Plan and thank the Board of Directors for their support throughout the last fiscal year. FY 2019 was a year of new beginnings, changes, and challenges. Our Senior Leadership Team and the Leadership Development Academy have infused the Agency with many new ideas and energy to meet the expanding challenges and opportunities that are facing us in FY2020. Ensuring compliance with the Innovative Clean Transit Regulation is already in motion. Staff has been working with SBCTA on providing information for the Electrification Study in order to deliver an all-electric transit fleet by 2040; Arrow Rail is scheduled to start revenue service in late 2021. Omnitrans is scheduled to release a Request for Proposals for a rail operations and maintenance contract in the Fall of 2019. Most importantly, staff is working on the development of a Strategic Plan that will come before the Board in Fall 2019. This plan will address adjustments to the changing transit environment as discussed in the Strategic Planning Workshop. It will offer our customers choices and seamless connections with a public transit system that is both financially sustainable and responsive to the transit needs of the communities we serve.

An area of particular note in the Annual Management Plan is the long-term financial sustainability of the Agency. In May 2018, the Financial White Paper was presented to the Board of Directors forecasting a potential long-term operating deficit as SBCTA indicated that the 3 percent growth in LTF is anticipated to continue through 2027. The White Paper forecasted a balanced budget only through Fiscal Year 2020 (FY2020) with operating deficits beginning in FY2021 as estimated cost growth (3.7%) would exceed projected revenue growth. One short-term strategy to close this gap for the next three years is to use the \$5.6 million in Omnitrans' LTF carryover that Omnitrans has saved during the last few years. The carryover was possible through Omnitrans' cost cutting strategies implemented since FY 2014, that included: transitioning to pipeline gas, organizational restructuring, increase in employee health cost contributions, and alternative fuel credits. Collectively, these independent actions approved by the Board in prior years can sustain operations; enabling the Agency to deliver a balanced budget through 2023. Fiscal Stability and Funding Growth is again at the core of Omnitrans' Management Plan.

I am extremely proud of the staff's efforts and their ability to look at the future with anticipation and excitement. This will be readily apparent when the Strategic Plan is brought before the Board later this year.

Very Respectfully,

A handwritten signature in black ink, appearing to read "P. Scott Graham".

P. Scott Graham
CEO/General Manager

Executive Summary

Omnitrans is responsible for developing and operating an integrated public transportation system in the San Bernardino Valley. The public transportation system plays a vital role in the valley-wide multi-modal transportation network. There are emerging challenges with meeting the changing needs of residents of the communities we serve within a tightly constrained fiscal environment. We have met these challenges through focusing on effective and innovative utilization of partnerships, programs and resources, which could not have been realized without the support of our Board of Directors, the San Bernardino County Transportation Authority, and the Federal Transit Administration.

Last year's Management Plan focused on continued efforts to improve service to our customers, identify operating efficiencies, reduce costs and develop our employees. Operationally, the emphasis was on ensuring reliable and safe service to our customers. We accomplished this by accelerating the Coach Operator hiring process to ensure service reliability. We remained focused on meeting daily operational challenges while implementing initiatives to position the Agency to respond to future opportunities and challenges.

The long-term financial sustainability of the Agency remains at the forefront. In May 2018, Omnitrans staff alerted the Board of Directors of the potential for a long-term operating deficit in the Financial White Paper. The White Paper showed that Omnitrans can maintain a balanced operating budget through Fiscal Year 2020 (FY2020) with operating deficits beginning in FY2021 as estimated cost growth exceeds projected revenue growth. This has been further compounded by a capital deficit due to newly enacted electric bus regulations. The White Paper also identified approximately \$4.5 million in annual savings initiatives and revenue generating measures that Omnitrans had utilized to maintain a balanced budget over the previous five years.

While Omnitrans will deliver a balanced operating budget for FY2020, policy level decisions are needed to inform the development of the Short-Range Transit Plan (SRTP) and the development of a new multi-year Strategic Plan. A Board of Directors Workshop was held as a kick-off to this process. In addition, the Omnitrans Executive Committee acted to recommend an ad-hoc committee of members of the Omnitrans and San Bernardino County Transportation Authority Boards be formed to work collaboratively to address these issues.

Further direction and policy decisions related to these issues will create the strategic framework for the Agency as it plans the services to be delivered during the next 5-7 years. A key goal ahead is to adapt to the changing needs of our customers and the communities we serve in this constrained fiscal environment. In doing this, we must be cautious in our approach to avoid impacting the viability of the transit system and ultimately causing further ridership decline.

The Management Plan for FY2020 focuses on assertively and proactively pursuing additional funding opportunities, evaluating existing service levels and developing strategies to address these challenges. As such, the Strategic Initiatives for the FY 2020 Management Plan and central themes of the actions associated are:

- 1. Customer Focused Service and Development**
- 2. Safety and Security**
- 3. Employee Engagement and Development**
- 4. Innovation and Technology**
- 5. Financial Stability and Funding Growth**

Cost Efficiencies Implemented

Over the past five years, Omnitrans has implemented a wide variety of cost-cutting strategies. Collectively, these initiatives have saved approximately \$4.5 million per year. In an environment with decreasing ridership and declining fare revenue, this has allowed existing service levels to be maintained.

Management Plan Themes:

ENERGY COSTS AND SAVINGS: We have continued to increase our return on investment in the CNG fueling infrastructure by fueling the Access buses at the East and West Valley facilities. In addition, we have made significant progress in evaluating and planning the use of solar energy and stored energy solutions to offset future energy costs. This will become increasingly important as we continue to position the Agency to meet the California Air Resource Board (CARB) Innovative Clean Transit Regulation (ICT).

PLANNING AND SERVICE: The completion of the 2019-2025 Short-Range Transit Plan (SRTP) was deferred by the Board of Directors due to several uncertain factors including future funding allocations, the final disposition of the CARB's ICT, and the schedule for the West Valley Connector (WVC) Project. Pending policy direction will inform the development of the recast 2021-2025 SRTP and a new multi-year Strategic Plan. This Management Plan contains activities which will focus on evaluating current service levels and evaluating new service concepts such as micro-transit.

TECHNOLOGY: Significant progress was made towards compliance with the Federal Transit Administration (FTA) Transit Asset Management System (TAM). In the coming year, a vendor will be selected to provide the software solution and implementation of the various elements of this regulation. In addition, several technology optimization projects are in process to modernize processes and increase efficiency. Another technology advancement will be to implement paratransit on-line booking software to improve efficiency and Access customer service.

The Strategic Initiatives of *Customer Focused Service and Development, Innovation & Technology, and Financial Stability & Funding Growth* target the challenges that come with anticipated revenue uncertainties.

Rising Operational Costs and Upcoming Challenges

Other factors that have impacted operating costs since the White Paper include escalation in Safety and Security costs which increased from approximately \$400,000 in 2013 to \$1.2 million in 2018, an annual growth of approximately 25%. Casualty and Liability costs have increased by 7.7% per year and now total \$7.8M annually. In addition, the cost of employee benefits continues to rise. In the coming year, strategies will be identified to mitigate these cost increases. Other on-going challenges include attracting and retaining high quality Managers and Directors, compliance with regulatory mandates such as the Innovative Clean Transit Regulation (Zero Emission Bus Rule) and the Public Transportation Agency Safety Plan (PTASP).

Management Plan Themes:

OPERATIONAL COSTS AND STAFFING: Succession planning and employee development continue with the Leadership Development Academy (LDA) which will expand to include a Supervisor track in the coming year. The intern program will continue to provide workplace experiences for young professionals at Omnitrans. For the first time in over a decade, Coach Operator positions are fully staffed. We will continue to review staffing levels and utilization for operational efficiencies and effectiveness. In addition, we are currently in contract negotiations and have identified provisions in the Coach Operator Collective Bargaining Agreement that can improve cost efficiencies and improve the Coach Operator work environment.

FUNDING CHALLENGES: To mitigate future projected shortfalls in operational funding, we plan to 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. To advance the Arrow Rail services, we will be implementing the three-party agreement with SBCTA and Metrolink, contracting for Operations and Maintenance of Equipment, and working to identify solutions for rail feeder service. Omnitrans will also be exploring innovative partnerships with city, county, and other stakeholders for opportunities to implement transit-oriented development (TOD).

Strategic Initiatives of *Customer Focused Service Development, Employee Engagement & Development and Financial Stability & Funding Growth*, all contain actions that address rising operational costs with a variety of methods and strategies.

Future Service Demand

Management Plan Themes:

PLANNED DEVELOPMENT AND POPULATION GROWTH: With the completion of the 2021-2025 Short-Range Transit Plan (SRTTP), Omnitrans will have detailed service implementation plans for both financially constrained and unconstrained environments. Important to the future of Omnitrans is an outreach plan designed to inform and expand political and private support for projects and initiatives in order to obtain sufficient funding to sustain quality service to our customers. In addition, we will continue to develop our partnerships with city, county, and other stakeholders on opportunities to implement transit-oriented development (TOD).

SAFETY AND SECURITY: Both safety and security remain a top priority as Omnitrans develops and grows. To create a safety culture that protects our customers, employees and assets, we will create a Public Transportation Agency Safety Plan (PTASP) which incorporates a Safety Management System (SMS) and complies with the new FTA regulations. We will continue to evaluate and guarantee Agency readiness according to the System Security Emergency Response Preparedness Plan. To prepare for any incident involving loss of data or critical infrastructure, we are creating a detailed failover/recovery operational plan. In addition, we will continue to explore new safety technology and equipment to enhance the safety features of our fleet and the safety of our Coach Operators.

Strategic Initiatives of *Customer Focused Service & Development, Safety & Security, Financial Stability & Funding Growth, and Innovation & Technology* feature actions intended to anticipate and meet future service demands.

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Introduction

Introduction

The Vision and Mission Statement remain at the core of all Omnitrans' plans, including this one.

Omnitrans' Vision

Omnitrans' vision for Transit in the San Bernardino Valley is a values and customer based vision where:

- *The San Bernardino Valley's multimodal transit system supports the local economy.*
- *Omnitrans' service is reliable, not just in the narrow sense of on-time performance, but in a broader manner: Omnitrans' service is worthy of the customer's trust.*
- *Customers have a high-quality experience using Omnitrans.*
- *Omnitrans maximizes value to the community with every transit dollar available.*

Omnitrans' Mission Statement

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

This Plan

The Management Plan for FY 2020 centers on five Strategic Initiatives:

1. Customer Focused Service and Development
2. Safety and Security
3. Employee Engagement and Development
4. Innovation and Technology
5. Financial Stability and Funding Growth

The Senior Leadership Team (SLT) used a specific set of criteria in selecting the Strategic Initiatives for FY2020. The guideposts for decision making are as follows:

- a. Regulatory Mandates and Compliance
- b. Return on Investment (Qualitative and Quantitative)
- c. Community and Customer Impact
- d. Long Term Viability of Omnitrans

Each Strategic Initiative includes five elements:

1. **Strategic Initiative Objective**—Statement of need and purpose focused on FY 2020.
2. **Actions**—Key activities for FY2020 necessary to complete the Initiative.
3. **Accountability Measures**—Milestones and/or indicators used to articulate quarterly progress and achievements. All completion target dates are in fiscal year 2020.
4. **Support for the Omnitrans Strategic Plan FY2017-2020**—Identifies the Strategic Goals and Outcomes therein, that each Strategic Initiative supports to ensure continuing alignment with the Strategic Plan.

5. Ownership of SLT members:

- **Lead Department**—SLT member responsible for executing and coordinating implementation across functions of the Strategic Initiative and documenting/reporting on its progress.
- **Cross-functional Action Teams**—Support required by other departments in delivering on the actions.

Furthermore, the Strategic Initiatives for Management Plan FY2020 remain in alignment with the goals of the Omnitrans' Strategic Plan FY2017-2020.

1. Safety and Security—Develop and enhance an integrated, responsive safety and security system to protect customers, employees and assets.
2. Service and Operations—Improve and expand public transportation service to our customers and community.
3. Technology—Increase capacity to provide new, innovative technology solutions and enhance existing ones.
4. Finance—Optimize funding opportunities while maintaining fiscal stewardship.
5. Marketing—Increase the awareness and use of Omnitrans within the community we serve.
6. Organizational and Workforce Excellence—Improve organizational systems to cultivate Omnitrans as an employer of choice.

Lastly, this Management Plan for FY2020 also demonstrates support for San Bernardino County Transportation Authority's (SBCTA) Mission of developing an accessible, efficient and multi-modal transportation system and performance targets of congestion reduction, economic vitality and environmental sustainability. It further reaffirms the vital role of Omnitrans in a valley-wide multi-modal transportation network that offers multiple transportation options to residents to resolve transportation and traffic congestion issues.

Implementation

Elements that are essential for successful implementation of the Management Plan for FY2020:

1. Monthly meetings of the SLT dedicated to discussion and evaluation of progress on the Management Plan and addressing questions or challenges that may arise in execution.
2. Each Strategic Initiative in the Management Plan is assigned to a cross-functional team that will take responsibility for the initiative.
3. Accountability Measures that facilitate meaningful quarterly reporting to the Board of Directors on progress for each Strategic Initiative.
4. Directors will communicate the plan to staff to ensure there is understanding of the Management Plan's Strategic Initiatives and how each employee understands their expected contribution to its execution.

Finally, as a mechanism for reporting progress to the Board, oversight by the CEO/DCEO and Directors of the Management Plan will involve:

- Monthly review by SLT;
- Quarterly progress report to the Board of Directors;
- Implement corrective action where tasks are not achieved, or achieved on time;
- Ensure that resources will be available when needed;
- Adjust Strategic Actions if needed to achieve Strategic Initiatives.

The Management Plan for FY2020 demonstrates Omnitrans' commitment to ongoing collaboration with our Board of Directors and our partners—in particular, the San Bernardino County Transportation Authority (SBCTA).

Strategic Initiatives for FY 2020

OmniTrans Management Plan FY20

Working Document

A. Strategic Initiative: Customer Focused Service & Development

Objective Statement: Attract and retain customers by delivering high-quality service, while planning for and implementing new or enhanced service.

Actions	Accountability Measures	Completed by:			
		Q1	Q2	Q3	Q4
1. Partner with San Bernardino County Transportation Authority to advance Arrow Rail Project	a. Finalize Independent Cost Estimates & Scope for Operations & Maintenance Contractor with San Bernardino County Transportation Authority				X
	b. Model & Develop Arrow Timetable/Schedule with San Bernardino County Transportation Authority & Mott McDonald				X
2. Complete Fiscal Year 21-25 Short-Range Transit Plan	a. Present Board with Framework of Service alternatives to inform policy decisions.		X		
	b. Draft Short-Range Transit Plan, Constrained Service Plan, and Financial Plan			X	
	c. Complete Short-Range Transit Plan Public Hearings			X	
	c. Board approval of FY 2021-2025 Short-Range Transit Plan				X
3. Expand Health and Human Services Transportation Projects	a. Contact City-operated senior centers for Health and Human Services transportation opportunities or interest to and from centers	X			
	b. Select two senior centers and develop capital and operating budgets necessary to provide cost-effective Health and Human Services		X		

	transportation to and from center(s)				
	c. Award Measure I funds for transportation projects			X	
4. Develop/Launch Agency-wide Customer Service Excellence Program	a. Define elements of Customer Service Excellence Program		X		
	b. Launch messaging, employee training and recognition programs		X		
	c. Evaluate results (employees trained and recognized; American Bus Benchmarking Group customer satisfaction survey results)				X
5. Cultivate Ridership Building Partnerships	a. Partner with warehouse and logistics employers to increase ridership		X		
	b. Partner with GoSmart program participants to increase ridership		X		
	c. Partner with Developers and Cities on infill developments to encourage transit supportive development to increase ridership			X	
6. Plan/Implement Micro Transit Pilot Project	a. Draft recommendations and implementation plan completed		X		
	b. If found feasible and recommended, begin implementation of MicroTransit				X
7. Plan/Implement Improved Bus service	a. Support San Bernardino County Transportation Authority's efforts to complete environmental clearance for West Valley Connector project		X		
	b. Identify funding and timeline to implement the West Valley Connector rapid transit line				X
	c. Implement increased frequency on Route 83 (serving Chino, Ontario, Upland)				X
	d. Modify Service on Routes 11 and 22 to attract ridership	X			

Supports Strategic Plan Goals:

- **Service & Operations:** Improve and expand public transportation service to our customers and community.
- **Marketing:** Increase the awareness and use of Omnitrans within the community we serve.

Outcomes:

- Position agency to implement future rail service
- Provide the Board of Directors with the information needed to make policy level decisions regarding future service levels
- Identify future service needs and develop constrained and unconstrained plans to address those needs
- Increased customer satisfaction
- Improved service in west valley portion of service area
- Increased ridership

Leads:

Wendy Williams, Director of Marketing, Trischelle Baysden, Director of Rail, Jeremiah Bryant, Service Planning Manager

Cross-functional Goal Team: All Departments

B. Strategic Initiative: Safety & Security

Objective Statement: Create a safety culture to protect customers, employees, and assets by developing an agency safety plan that aligns with Federal Transit Administration requirements.

Actions	Accountability Measures	Completed by:			
		Q1	Q2	Q3	Q4
1. Planning and Development of Public Transportation Agency Safety Plan	a. Asses Risk Management by implementing the following actions: <ul style="list-style-type: none"> Hazard Identification and analysis Safety Risk Evaluation and Mitigation Establishment of committee 		X		
	b. Develop protocols for monitoring and measuring plan effectiveness			X	
	c. Develop an Employee Reporting System (Mandatory and Voluntary) and Accountability Measures				X

Supports Strategic Plan Goals:

- **Safety and Security:** Develop and enhance an integrated, responsive safety and security system to protect customers, employees and assets.

Outcomes:

- Create a more robust Safety Culture
- Provide trend data (Key Performance Indicators) leading vs. lagging indicators
- Expectation of decreased incidents and accidents
- Expectation of increased employee awareness and reporting
- Provide a structured safety decision making and resources allocation process

Leads:

Suzanne Pfeiffer, Director of Human Resources and Shawn Brophy, Director of Operations

Cross-functional Goal Team: All Departments

C. Strategic Initiative: Employee Engagement & Development

Objective Statement: Align and develop employees with organizational goals and leadership competencies.

Actions	Accountability Measures	Completed by:			
		Q1	Q2	Q3	Q4
1. Develop a compensation policy & performance management tool that aligns performance and behaviors to organizational mission and goals	a. Develop a compensation philosophy and update policy	X			
	b. Develop Performance Management tool to assess and ensure that employees are carrying out their duties in an effective manner		X		
	c. Procure a Performance Management Software for efficiencies			X	
	d. Implement New Performance Management tool and compensation plan				X
2. Implement Learning Management System	a. Perform a Needs Assessment	X			
	b. Procure Learning Management System software			X	
	c. Implement Learning Management System				X
3. Expand Leadership Development Academy to include supervisors	a. Perform a Training Needs Assessment	X			
	b. Establish a Training Plan and develop Specific Measurable Achievable Relevant Timebound Goals for plan	X			
	c. Roll out Training Plan		X		
	d. Evaluate and redirect as necessary			X	
4. Develop a formal internship program	a. Assess current status and needs	X			
	b. Develop formal plan		X		
	c. Implement plan			X	

5. Develop a formal Onboarding process	a. Work with Leadership Development Academy Team Unum to review project	X			
	b. Establish project implementation plan		X		
	c. Implement new onboarding process			X	
	d. Evaluate process				X

Supports Strategic Plan Goals:

- **Organizational and Workforce Excellence:** Improve organizational systems to cultivate Omnitrans as an employer of choice.

Outcomes:

- Increased accountability
- Re-establish performance expectations
- Alignment of goals across agency
- Increased employee engagement
- Align rewards and compensation to strategic goals
- Encourage and reward a growth mindset

Lead:

Suzanne Pfeiffer, Director of Human Resources

Cross-functional Goal Team: All Departments

D. Strategic Initiative: Innovation & Technology

Objective Statement: Introduce new technologies to optimize current processes and comply with new regulatory requirements.

Actions	Accountability Measures	Completed by:			
		Q1	Q2	Q3	Q4
1. Participate in the county-wide Zero Emissions Bus Study	a. Meet with representatives at Zero Emissions Bus facilities in the region for lessons learned	X			
	b. Provide agency requirements to San Bernardino County Transportation Authority's Consultant		X		
2. Develop strategy for meeting California Air Resources Board requirements for Zero Emissions Bus technology	a. Identify funding opportunities for infrastructure requirements			X	
	b. Complete Zero Emissions Bus Rollout Plan by California Air Resources Board deadline				X
3. Transit Asset Management/Enterprise Asset Management Technology adoption	a. Award Transit Asset Management / Enterprise Asset Management Implementation Project	X			
	b. Complete Phase I (Process Review)		X		
	c. Complete Phase II (Best Practices / Recommended Tech Implementation)			X	
	d. Complete Phase III (Implementation)				X
4. Process improvement/process automations	a. Ariba / OpenText Implementation			X	
	b. TransTrack Reporting Project			X	
	c. Family and Medical Leave Act / Timekeeping Project				X
	d. Paratransit Online Booking			X	

Supports Strategic Plan Goals:

- **Technology-** Increase capacity to provide new, innovative technology solutions and enhance existing ones.
- **Finance-** Optimize funding opportunities while maintaining fiscal stewardship.

Outcomes:

- Meet the California Air Resources Board Innovative Clean Transit Regulation
- Reduce fuel cost/greenhouse gas emissions
- Improved processes and automations of keys Omnitrans systems and data input / transfers

Lead:

Connie Raya, Director of Maintenance

Cross-functional Goal Team: Strategic Development, Finance, IT

E. Strategic Initiative: Financial Stability and Funding Growth

Objective Statement: Increase revenue and control operating costs to position Omnitrans for the future.

Actions	Accountability Measures	Completed by:			
		Q1	Q2	Q3	Q4
1. Maximize return on investments	a. Implement a short-term investment strategy utilizing the Board approved Investment Policy to maximize the return on investment for the short term	X			
2. Increase grant funding	a. Continually research available grants and apply for relevant grants measured by number or grants applied for and grants received	X	X	X	X
	b. Board approved Strategic Capital Plan to better position agency for grant success				X
	c. Seek opportunities to leverage existing funding sources for competitive state and federal sources measured by competitive grant funding received				X
3. Implement Fare Increase	a. Implement fare increase effective Sept. 3, 2019	X			
4. Manage operating costs to not exceed prior year level	a. Manage “controllable” maintenance and administrative costs at or below previous fiscal year levels	X	X	X	X
5. Advocate for future funding and more strategic partnerships (local, regional, federal)	a. Actively and continually network and seek partnership with local, state, regional and federal agencies	X	X	X	X

Supports Strategic Plan Goals:

- **Finance Goal:** Optimize funding opportunities while maintaining fiscal stewardship.
- **Service and Operations Goal:** Improve and expand public transportation service to our customers and community.

Outcomes:

- Minimize operating and capital costs while striving to achieve cost efficiencies
- Increase funding for the agency with a focus on competitive grants
- Improved financial and operational efficiency
- Long term financial sustainability of Omnitrans

Lead:

Donald Walker, Director of Finance

Cross-functional Goal Team: All Departments

ITEM # E4

DATE: April 11, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2019-2020 ANNUAL BUDGET – EXECUTIVE SUMMARY

FORM MOTION

Recommend to the Board of Directors adoption of Omnitrans Fiscal Year 2019-20 Annual Budget.

BACKGROUND

The Agency proposes for Fiscal Year 2019-2020 an increase in the Operating Budget of \$1,169,657 or 1.3%, and a decrease in the Capital Budget of \$24,724,490 or 51.1%. The total budget is as follows:

Budget	FY 2018-19	FY 2019-20	\$ Change	% Change
Operating Budget	\$ 89,368,283	\$ 90,537,941	\$ 1,169,657	1.3%
Capital Budget	\$ 48,395,802	\$ 23,671,312	\$(24,724,490)	-51.1%
Less Capital Used For Operating	<u>\$ (17,525,582)</u>	<u>\$ (17,566,874)</u>	<u>\$ 41,292</u>	<u>.2%</u>
TOTAL BUDGET *	\$ 120,238,503	\$ 96,642,379	\$(23,596,124)	-19.6%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2019-20 includes an operating budget of approximately \$90.5 million (excluding depreciation) and a capital budget of approximately \$23.7 million. The capital budget includes \$17.6 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$96,642,379.

OPERATING BUDGET:

The proposed FY 2019-20 operating budget of \$90,537,941 is up \$1,276,934 or 1.4% compared to FY 2019YE estimate. The increase in the FY2019-20 budget is largely contributed to an increase in ongoing expenses for the agency.

OPERATING	FY 2018-19 Year End Estimate	FY 2019-20 Proposed	Change	% Change
Salaries and Benefits	\$ 52,270,489	\$ 54,461,826	\$ 2,191,338	4.2%
Services	\$ 3,823,956	\$ 3,961,842	\$ 137,886	3.6%
Materials and Supplies	\$ 7,689,765	\$ 6,633,175	\$ (1,056,590)	-13.7%
Occupancy	\$ 4,947,558	\$ 5,683,023	\$ 735,465	14.9%
Casualty and Liability	\$ 8,211,950	\$ 7,105,809	\$ (1,106,141)	-13.5%
Taxes	\$ 55,000	\$ 55,000	\$ 0	0 %
Purchased Transportation	\$ 10,911,888	\$ 11,831,424	\$ 919,536	8.4%
Printing and Advertising	\$ 924,614	\$ 1,015,683	\$ (74,581)	-8.7%
Miscellaneous	\$ 425,789	\$ 11,853	\$ (469,979)	-110.4%
Leases and Rentals	\$ 0	\$ 0	\$ 0	0 %
TOTAL OPERATING *	\$ 89,261,008	\$ 90,537,941	\$ 1,276,934	1.4%

* Numbers may be slightly off due to rounding

CAPITAL BUDGET:

The proposed FY 2019-20 Capital Budget includes funding for revenue vehicles, preventative maintenance, pass-through funding and facility infrastructure improvements.

CAPITAL	FY 2018-19 Adopted	FY 2019-20 Proposed	Change	% Change
Facilities	\$ 2,600,734	\$ 2,184,681	\$ (416,053)	-16.0%
Revenue Vehicles	\$28,269,486	\$ 2,697,000	\$ (25,572,486)	-90.5%
Service Vehicles	\$ 0	\$ 0	\$ 0	
Computer Equip. /Software	\$ 0	\$ 0	\$ 0	
Pass-Through	\$ 0	\$ 1,222,757	\$ 1,222,757	100%
Operating / Other	\$17,525,582	\$ 17,566,874	\$ 41,292	.2%
TOTAL CAPITAL EXPENSES*	\$48,395,802	\$ 23,671,311	\$ (24,724,491)	-51.1%

* Numbers may be slightly off due to rounding

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

PSG:DW:MM

DEPARTMENT

SUMMARY OF PROGRAMS

REVENUE BUDGET

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

FISCAL SUMMARY BY PROGRAM

	2017-18 ACTUAL	2018-19 ADOPTED	2018-19 YE EST	2019-20 PROPOSED	\$ / % Change FY19YE to FY 20		Notes
Farebox Revenue/Other Revenue:							
Passenger Fares - Fixed Routes	10,944,276	11,466,849	12,042,000	12,577,000	535,000	4.67%	Anticipated fare increase to start in September FY20
Passenger Fares - Access	1,511,451	1,535,748	1,406,000	1,581,000	175,000	11.40%	Anticipated fare increase to start in September FY20
Advertising and Other Aux Rev	604,433	655,000	657,075	655,000	(2,075)	-0.32%	
Interest and Other Non-Trans	-98,528	1,530,000	1,698,243	1,580,000	(118,243)		
SUB-TOTAL	12,961,633	15,187,597	15,803,318	16,393,000	589,682	3.88%	
Operating Revenue Source-Cap							
LTF	41,573,611	42,820,819	42,820,819	44,105,444	1,284,625	3.00%	3% Increase of LTF through SBCTA
LTF- Carryover	-	-	-	-	-		
FTA Section 5307 Maint/Leases	9,183,730	12,740,465	12,070,050	16,043,011	3,972,961	31.18%	Increase of FTA 5307 Funds to fund Preventive Maintenance
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000	698,188	(901,812)	-56.36%	Reduction of 5307 funds to cover ACCESS costs
FTA - CTSA - JARC/NF/5310		209,125	209,125	139,246	(69,879)		JARC/NF funds used for operating costs
STAF - Operating Costs	1,392,654	908,128	908,128	1,618,456	710,328	78.22%	STAF funds used for operating costs
Carl Moyer/JARC/STIP/LCTOP	698,084	450,000	422,727	294,270	(128,457)		Allocation of FY19 LCTOP funds
STA Maint./Repeater/Tire	2,299,913	3,185,116	3,185,116	825,674	(2,359,442)	-74.08%	STAF funds used for operating costs
Measure I & Subsidy	6,100,000	7,873,772	7,839,439	8,236,918	397,479	5.05%	Increased allocation of Measure I
Measure I - CTSA	-	2,270,798	2,270,798	1,331,243	(939,555)	-41.38%	Removed pass-through items from Operating Costs
Measure I - Rail	-	622,463	622,463	783,490	161,027	25.87%	Additional FTE
Other Funds - MediCAL Billing/TCC Funds	2,011,128	1,500,000	-	69,000	69,000		
SUB-TOTAL	64,859,120	74,180,686	71,948,666	74,144,940	2,196,274	2.96%	
Capital Revenue:							
FTA Section 5307	10,260,366	16,941,200	16,941,200	16,941,200	-	0.00%	
FTA Section 5339	-	1,723,500	1,260,509	2,347,000	1,086,491		Anticipated increase in FTA 5339 Funds
FTA Section 5310	-	-	-	350,000	350,000		Anticipated FTA 5310 Funds
Prop 1B	4,969,595	8,787,314	4,110,195	-	(4,110,195)	-46.77%	Spending down prior years' funding
STAF (SB 620)	-	3,185,116	3,185,116	2,810,355	(374,761)	-11.77%	Used Toll credits to offset Preventive Maintenance
LTF	196,972	-	-	-	-		
CMAQ	13,377,217	16,358,672	5,560,000	-	(5,560,000)	-33.99%	Funding received in prior year
TCC - Sub Recipient	-	1,400,000	-	-	-		
Prop 1B - Security	-	-	-	-	-		
Measure I Capital	-	-	-	1,222,757	1,222,757		CTSA pass through funds
CAPITAL TOTAL	28,804,151	48,395,802	31,057,020	23,671,312	(7,385,708)	-15.26%	
Less capital used for Operating	(15,524,504)	(17,525,582)	(17,508,150)	(17,566,874)	(58,724)	0.34%	
TOTAL CAPITAL	13,279,648	30,870,220	13,548,870	6,104,438	(7,444,432)	-24.12%	
OPERATIONS TOTAL	77,820,753	89,368,283	87,751,984	90,537,940	2,785,956	3.12%	
GRAND TOTAL	91,100,401	120,238,503	101,300,854	96,642,378	(23,596,125)	-19.62%	

DEPARTMENT

SUMMARY OF PROGRAMS

CAPITAL BUDGET

Each year Omnitrans develops a multi-year capital budget program. The development of the service plan numbers directly relate to new equipment purchases, spares, and vehicle and equipment replacement cycles managed by the Maintenance department. The capital budget reflects the work of all departments during the capital budget creation. There are eight (8) prime areas of capital purchase Omnitrans makes in a year. These are: Facilities, Revenue Vehicles, Service Vehicles, Revenue Equipment, Computer Equipment, Office Equipment, Shop and Service Equipment and Other. The Other category maintains those capital funds which are committed to Preventative Maintenance and Leases under FTA guidelines.

FISCAL SUMMARY BY PROGRAM

	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 PROPOSED	\$ / % Change FY 19 to FY 20		Notes
Annual Fiscal Year Programs						
Facilities	4,626,870	2,600,734	2,184,681	(416,053)	-16.00%	Capital Funds used for Preventive Maintenance
Revenue Vehicles	20,826,724	28,269,486	2,697,000	(25,572,486)	-90.46%	Funding advanced in FY19 Budget
Service Vehicles	744,360	-	-	-		
Revenue Equipment	0	-	-	-		
Computer Equipment	1,131,298	-	-	-		
Office Equipment		-	-	-		
Shops-Service Equipment	210,020			-		
Pass-Through	1,690,894	-	1,222,757	1,222,757		CTSA pass through
Operating / Other - Capital	156,176	-	-	-		
SUBTOTAL	29,386,342	30,870,220	6,104,438	(24,765,782)	-80.23%	
Capital Used for Operating	16,959,139	17,525,582	17,566,873	41,291	0.24%	
GRAND TOTAL	46,345,481	48,395,802	23,671,311	(24,724,491)	-51.09%	

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2017-2018, adopted budget for FY 2018-19, Year-End Estimate FY 2018-19 and proposed budget costs for FY 2019-20.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	53,154,387	52,872,804	52,270,489	54,461,826	2,191,338	4.19%
Services	2,831,695	5,214,559	3,823,956	3,961,842	137,886	3.61%
Material and Supplies	5,584,044	6,458,329	7,689,765	6,633,175	(1,056,590)	-13.74%
Occupancy	4,219,833	4,991,144	4,947,558	5,683,023	735,465	14.87%
Casualty and Liability	7,869,167	6,779,537	8,211,950	7,105,809	(1,106,141)	-13.47%
Taxes	34,106	55,000	55,000	55,000	-	0.00%
Purchased Transport	8,947,264	11,331,281	10,911,888	11,831,424	919,536	8.43%
Printing and Advertising	861,669	1,039,158	924,614	850,033	(74,581)	-8.07%
Miscellaneous Expenses	(287,944)	177,660	425,789	(44,191)	(469,979)	-110.38%
Leases and Rentals	-	448,812	-	-	-	
SUBTOTAL	83,214,220	89,368,284	89,261,008	90,537,941	1,276,934	1.43%
Depreciation	16,540,760	19,548,314	18,480,919	18,844,776	363,857	1.97%
Capital Purchase	3,905,320	-	662,502	-	(662,502)	
SUBTOTAL	103,660,300	108,916,598	108,404,428	109,382,717	978,289	0.90%
GRAND TOTAL **	87,119,540	89,368,284	89,261,008	90,537,941	1,276,934	1.43%

** Less Depreciation and Capital Purchase

DEPARTMENT

SUMMARY OF PROGRAMS

OPERATIONS: 1100

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

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	29,826,858	32,429,968	30,738,465	33,883,384	3,144,919	10.23%
Services	14,554	39,000	17,000	12,000	(5,000)	-29.41%
Material and Supplies	74,731	109,248	113,904	109,048	(4,856)	-4.26%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	5,424	8,133	-	8,133	8,133	
Miscellaneous Expenses	76,247	79,710	75,683	74,710	(973)	-1.29%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	29,997,813	32,666,059	30,945,053	34,087,275	3,142,223	10.15%
Depreciation	-	-	-	-	-	
SUBTOTAL	29,997,813	32,666,059	30,945,053	34,087,275	3,142,223	10.15%
GRAND TOTAL **	29,997,813	32,666,059	30,945,053	34,087,275	3,142,223	10.15%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: **1200**

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

	<u>FISCAL SUMMARY BY PROGRAM</u>					\$ / % Change FY 2019YE-2020
	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED		
Salaries and Benefits	8,046,214	8,733,468	8,365,727	9,117,134	751,407	8.98%
Services	506,854	588,000	497,852	472,000	(25,852)	-5.19%
Material and Supplies	3,536,192	4,431,650	5,788,941	5,182,159	(606,782)	-10.48%
Occupancy	1,759,756	2,344,398	2,339,396	2,824,500	485,104	20.74%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(60,264)	(54,827)	(76,946)	(59,445)	17,501	-22.74%
Leases and Rentals	-	418,000	-	-	-	
SUBTOTAL	13,788,752	16,460,689	16,914,971	17,536,348	621,377	3.67%
Depreciation	-	-	-	-	-	
SUBTOTAL	13,788,752	16,460,689	16,914,971	17,536,348	621,377	3.67%
GRAND TOTAL **	13,788,752	16,460,689	16,914,971	17,536,348	621,377	3.67%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ADMINISTRATION: 1300

The Administration department budget currently includes budgets for the CEO/General Manager, Deputy CEO/General Manager and their administrative support staff. The CEO/General Manager serves as the Chief Executive Officer for Omnitrans. Appointed by the Board, the CEO/General Manager is responsible for the overall administration of all Omnitrans departments and oversees the enforcement of all pertinent State/Federal laws. This office is responsible on a day-to-day basis for the efficient performance of all operations, responsible for implementing Board policy and formulating staff recommendations for Board review on policy matters. Included in this program are legislative relations/policy analysis, administrative analysis, and general oversight of operations. The CEO/General Manager oversees the preparation of the budget and is responsible for the administration of the budget once adopted by the Board. Administration carries out the duties assisting in preparation of Board agendas, minutes, maintaining all official documents of the Omnitrans records of proceedings, deeds, agreements, contracts, filing annual disclosure statements, and coordination of board committees.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	935,175	892,883	1,092,781	891,591	(201,190)	-18.41%
Services	169,934	625,000	405,000	620,225	215,225	53.14%
Material and Supplies	10,743	14,501	10,660	14,500	3,840	36.02%
Occupancy	-	2,500	2,500	2,500	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	6,588	28,300	28,000	15,300	(12,700)	
Miscellaneous Expenses	151,640	173,500	187,741	167,000	(20,741)	-11.05%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,274,079	1,736,684	1,726,681	1,711,116	(15,565)	-0.90%
Depreciation	-	-	-	-		
SUBTOTAL	1,274,079	1,736,684	1,726,681	1,711,116	(15,565)	-0.90%
GRAND TOTAL **	1,274,079	1,736,684	1,726,681	1,711,116	(15,565)	-0.90%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

INFORMATION TECHNOLOGY SERVICES 1320

The Information Technology Services department is charged with managing all technology deployed at Omnitrans to include onboard bus systems, surveillance systems, data storage systems, regional network infrastructure, 70+ key business applications, datacenter and company computer hardware as well as functional support for all technology related systems. Additionally, the ITS Department supports Omnitrans with custom development of reports and programs in support of company functions.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	1,026,721	1,169,473	1,166,306	1,322,637	156,331	13.40%
Services	-	-	-	-	-	
Material and Supplies	37,298	29,500	32,825	41,500	8,675	26.43%
Occupancy	1,917,931	1,855,658	2,034,855	2,056,670	21,815	1.07%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	10,924	32,387	1,071	27,853	26,782	2499.71%
Leases and Rentals	-	30,812	-	-	-	
SUBTOTAL	2,992,873	3,117,830	3,235,057	3,448,660	213,603	6.60%
Depreciation	-	-	-	-	-	
SUBTOTAL	2,992,873	3,117,830	3,235,057	3,448,660	213,603	6.60%
GRAND TOTAL **	2,992,873	3,117,830	3,235,057	3,448,660	213,603	6.60%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING

1400

At Omnitrans, the marketing, public relations, and customer service functions fall within the Marketing Department. The marketing/public relations section is responsible for all community outreach efforts and customer communications, both printed and electronic, paid advertising, publicity and media relations. Omnitrans utilizes an advertising agency to provide advertising and design services including creative development, graphic design, media buying and webmaster responsibilities. The customer service section provides customer assistance in the Agency's call center and San Bernardino Transit Center seven days a week. This section also manages fare media sales, reduced fare ID cards, lost and found and reception. The department director oversees advertising revenue contracts, the advertising agency and serves as the Agency's public information officer.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	2,288,586	2,402,064	2,249,947	1,232,526	(1,017,421)	-45.22%
Services	82,552	68,000	45,498	65,000	19,502	42.86%
Material and Supplies	12,563	10,525	8,965	4,700	(4,265)	-47.57%
Occupancy	60,822	69,100	61,674	9,500	(52,174)	-84.60%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	788,108	853,825	853,000	679,600	(173,400)	-20.33%
Miscellaneous Expenses	128,246	129,850	163,512	136,275	(27,237)	-16.66%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	3,360,877	3,533,364	3,382,596	2,127,601	(1,254,995)	-37.10%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,360,877	3,533,364	3,382,596	2,127,601	(1,254,995)	-37.10%
GRAND TOTAL **	3,360,877	3,533,364	3,382,596	2,127,601	(1,254,995)	-37.10%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

STRATEGIC DEVELOPMENT

1500

The Strategic Development Department prepares the Agency's short range transit plan, annual service plan, development of new service, and monitors existing service to recommend changes. They also handle public outreach related to service and fare changes and system development. The 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.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020
Salaries and Benefits	-	-	-	1,310,242	1,310,242
Services	-	-	-	10,000	10,000
Material and Supplies	-	-	-	5,575	5,575
Occupancy	-	-	-	59,500	59,500
Casualty and Liability	-	-	-	-	-
Taxes	-	-	-	-	-
Purchased Transport	-	-	-	-	-
Printing and Advertising	-	-	-	13,000	13,000
Miscellaneous Expenses	-	-	-	12,675	12,675
Leases and Rentals	-	-	-	-	-
SUBTOTAL	-	-	-	1,410,992	1,410,992
Depreciation	-	-	-	-	-
SUBTOTAL	-	-	-	1,410,992	1,410,992
GRAND TOTAL **	-	-	-	1,410,992	1,410,992

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

HUMAN RESOURCES: **1600**

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

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	4,470,478	1,522,236	1,705,619	1,768,509	62,890	3.69%
Services	538,068	500,500	531,692	527,500	(4,192)	-0.79%
Material and Supplies	4,214	5,500	10,064	10,500	436	4.33%
Occupancy	-	-	-	-	-	
Casualty and Liability	3,453,384	2,428,423	2,785,891	2,864,836	78,945	2.83%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	13,280	30,000	28,800	30,000	1,200	4.17%
Miscellaneous Expenses	77,663	142,539	89,092	150,589	61,497	69.03%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	8,557,086	4,629,198	5,151,158	5,351,934	200,776	3.90%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	8,557,086	4,629,198	5,151,158	5,351,934	200,776	3.90%
					-	
GRAND TOTAL **	8,557,086	4,629,198	5,151,158	5,351,934	200,776	3.90%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY

1630

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

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	439,107	1,368,620	383,669	527,133	143,464	37.39%
Services	857,797	978,373	980,267	1,099,831	119,564	12.20%
Material and Supplies	4,160	9,000	1,812	9,000	7,188	396.81%
Occupancy	10,795	15,000	11,545	15,000	3,455	29.92%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	1,534	3,000	1,616	3,000	1,384	-
Miscellaneous Expenses	7,772	73,500	11,115	42,250	31,135	280.12%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,321,166	2,447,494	1,390,024	1,696,213	306,190	22.03%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,321,166	2,447,494	1,390,024	1,696,213	306,190	22.03%
GRAND TOTAL **	1,321,166	2,447,494	1,390,024	1,696,213	306,190	22.03%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT

1700

The Procurement Department's mission is to serve, support and collaborate with internal and external customers to procure goods and services in a timely and accurate manner in compliance with regulatory requirements. The Procurement Department ensures compliance with Omnitrans' Procurement Policies and Procedures, Federal Transit Administration (FTA) Circular 4220.1F, and best practices. This includes the development of solicitations, contracts, standard terms and conditions, and the implementation of practices to ensure fair and open competition and the equitable treatment of all prospective contractors and consultants. Procurement assists departments in the development of technical specifications and scopes of work. Procurement is responsible for contract administration. The Director of Procurement monitors the integrity of the procurement system, measures procurements against contractual requirements, and identifies cost saving & avoidance opportunities such as consolidating procurements to benefit from economies of scale.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	1,512,142	1,681,804	1,601,873	1,526,228	(75,645)	-4.72%
Services	8,870	17,500	9,224	17,500	8,276	89.72%
Material and Supplies	9,696	7,700	8,212	7,700	(512)	-6.23%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	6,041	9,200	9,000	9,200	200	2.22%
Miscellaneous Expenses	6,275	9,400	8,618	8,375	(243)	-2.82%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,543,024	1,725,604	1,636,928	1,569,003	(67,924)	-4.15%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,543,024	1,725,604	1,636,928	1,569,003	(67,924)	-4.15%
GRAND TOTAL **	1,543,024	1,725,604	1,636,928	1,569,003	(67,924)	-4.15%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: 1800

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

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

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

Accounting Services: Is responsible for payroll services, daily cash collections, and assists the Director in tracking of funds in LAIF.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	1,134,544	1,202,340	977,196	1,122,940	145,744	14.91%
Services	197,622	185,600	140,558	185,600	45,042	32.05%
Material and Supplies	7,545	10,000	7,599	10,000	2,401	31.59%
Occupancy	-	-	-	-	-	
Casualty and Liability	3,708,882	3,734,765	4,801,183	4,069,473	(731,710)	-15.24%
Taxes	34,106	55,000	55,000	55,000	-	0.00%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(692,018)	(485,699)	(62,150)	(682,473)	(620,323)	998.10%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit					-	
SUBTOTAL	4,390,681	4,702,006	5,919,386	4,760,540	(1,158,847)	-19.58%
Depreciation	15,189,104	17,569,897	16,802,567	17,434,951	632,384	3.76%
Capital Purch Exp	3,905,320	-	662,502	-	(662,502)	
SUBTOTAL	23,485,105	22,271,903	23,384,455	22,195,491	(1,188,964)	-5.08%
GRAND TOTAL **	4,390,681	4,702,006	5,919,386	4,760,540	(1,158,847)	-19.58%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

Access is part of the Special Transportation Services Department. Access Service is contracted out to a private transportation company to provide Americans with Disabilities Act (ADA) mandated public transportation service for those unable to independently use the fixed route bus service in southwestern San Bernardino County for all or some of their trips. Access operates with commercial cutaway minibuses.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	342,396	353,991	364,523	368,275	3,752	1.03%
Services	87,153	100,486	100,486	108,214	7,728	7.69%
Material and Supplies	1,264,707	1,207,050	1,106,760	571,179	(535,581)	-48.39%
Occupancy	140,743	129,000	127,893	131,000	3,107	2.43%
Casualty and Liability	299,107	420,263	202,710	-	(202,710)	-100.00%
Taxes	-	-	-	-	-	
Purchased Transport	7,644,173	10,197,966	9,401,458	10,207,078	805,620	8.57%
Printing and Advertising	-	-	-	2,000	2,000	
Miscellaneous Expenses	5,205	15,000	-	7,500	7,500	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,783,484	12,423,757	11,303,831	11,395,246	91,416	0.81%
Depreciation	1,351,656	1,978,417	1,678,352	1,409,825	(268,527)	-16.00%
SUBTOTAL	11,135,140	14,402,174	12,982,183	12,805,071	(177,112)	-1.36%
GRAND TOTAL **	9,783,484	12,423,757	11,303,831	11,395,246	91,416	0.81%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

The Consolidated Transportation Service Agency (CTSA) is part of the Special Transportation Services Department (STS). Its mission is to promote the mobility of seniors and individuals with disabilities through increasing mobility options available to them. In addition to operating several in-house mobility programs: Travel Training; Volunteer Driver Mileage Reimbursement; RIDE-Taxi and RIDE-Lyft, CTSA develops funding partnerships with local government authorities, human and social services agencies, and private non-profit organizations to provide capital and operating assistance for programs that transport seniors and individuals with disabilities in the Omnitrans service area.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	680,567	754,008	625,936	867,913	241,977	38.66%
Services	-	1,510,950	647,524	212,600	(434,924)	-67.17%
Material and Supplies	-	78,050	(21,221)	81,750	102,971	-485.23%
Occupancy	159	93,015	89,876	101,880	12,005	13.36%
Casualty and Liability	-	4,500	-	4,500	4,500	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	21,100	4,198	21,100	16,902	-
Miscellaneous Expenses	366	18,300	13,983	41,500	27,517	196.80%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	681,092	2,479,923	1,360,295	1,331,243	(29,052)	-2.14%
Depreciation	-	-	-	-	-	
SUBTOTAL	681,092	2,479,923	1,360,295	1,331,243	(29,052)	-2.14%
GRAND TOTAL **	681,092	2,479,923	1,360,295	1,331,243	(29,052)	-2.14%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OMNIGO/PURCHASED TRANSPORTATION: **2500**

OmniGo service is contracted out to a private transportation company to provide two types of fixed route service: 1) weekend service on routes that consistently have low weekend loads; and, 2) OmniGo local circulator service. Weekend OmniGo service matches a smaller commercial cutaway vehicle with a 16-18 passenger capacity to routes with low productivity. OmniGo local circulator service is a neighborhood shuttle service in fixed route mode, connecting with regular fixed route service using the same smaller vehicles to match capacity with lower demand areas.

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	3,910	-	3,049	-	(3,049)	
Services	-	-	-	-	-	
Material and Supplies	149,986	111,150	96,272	53,944	(42,328)	-43.97%
Occupancy	5,484	5,473	4,677	5,473	797	17.03%
Casualty and Liability	21,793	24,586	22,561	-	(22,561)	-100.00%
Taxes	-	-	-	-	-	
Purchased Transport	1,303,091	1,133,315	1,510,430	1,624,346	113,916	7.54%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,484,263	1,274,524	1,636,989	1,683,763	46,775	2.86%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,484,263	1,274,524	1,636,989	1,683,763	46,775	2.86%
					-	
GRAND TOTAL **	1,484,263	1,274,524	1,636,989	1,683,763	46,775	2.86%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

sbX Bus Rapid Transit -BRT

2600

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

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	2,580,655	-	2,678,633	-	(2,678,633)	
Services	368,291	392,974	392,973	423,196	30,223	7.69%
Material and Supplies	472,210	434,455	519,950	508,620	(11,330)	
Occupancy	308,888	477,000	275,143	477,000	201,857	73.36%
Casualty and Liability	386,001	167,000	399,605	167,000	(232,605)	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	40,695	85,600	-	68,700	68,700	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	4,156,739	1,557,029	4,266,304	1,644,516	(2,621,788)	-61.45%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	4,156,739	1,557,029	4,266,304	1,644,516	(2,621,788)	-61.45%
					-	
GRAND TOTAL **	4,156,739	1,557,029	4,266,304	1,644,516	(2,621,788)	-61.45%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Rail - Arrow

4000

The Rail Department primary responsibility is to manage and operate the new rail service name the ARROW. The ARROW is commuter rail service that will originate at the San bernardino Transit Center and run to the City of Redlands

FISCAL SUMMARY BY PROGRAM

	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 YE EST	2019-2020 PROPOSED	\$ / % Change FY 2019YE-2020	
Salaries and Benefits	-	361,948	316,766	523,314	206,549	65.21%
Services	-	208,176	53,519	208,176	154,657	288.97%
Material and Supplies	-	-	5,021	23,000	17,979	
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	44,000	14,068	29,000	14,932	106.14%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	-	614,124	389,374	783,490	394,116	101.22%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	-	614,124	389,374	783,490	394,116	101.22%
					-	
GRAND TOTAL **	-	614,124	389,374	783,490	394,116	101.22%

** Less Depreciation



BUDGET

**Administrative & Finance Committee
April 11, 2019**

FY2020 Budget Highlights

- **FY 20 \$90.5M vs. FY19YE \$89.3M**
 - **Operating Budget Increased by 1.4%**
- **Service Maintained At Current Levels**
- **Continue to Evaluate Staffing Needs**
- **1 Proposed FTE Increase in Rail Budget**
 - **No Impact On Core Omnitrans**
 - **Rail Budget Covered By Rail Measure I**

FY2020 Revenue Assumptions

- **Fare Increase Effective September**
 - **Medi-Cal Removed From Budget - \$1.5M**
 - **FTA 5307 Funds Utilized to Offset Impact of Medi-Cal revenue**

Total Budget: Core/STS/Rail

	OMNI Core	STS	Rail	TOTAL
Salary and Benefits	53,070,599	867,913	523,314	\$54,461,826
Services	3,541,066	212,600	208,176	\$3,961,842
Materials and Supplies	6,528,425	81,750	23,000	\$6,633,175
Occupancy	5,581,143	101,880	0	\$5,683,023
Casualty & Liability	7,101,309	4,500	0	\$7,105,809
Taxes	55,000	0	0	\$55,000
Purchased Transportation	11,831,424	0	0	\$11,831,424
Printing & Advertising	828,933	21,100	0	\$850,033
Miscellaneous	(114,691)	41,500	29,000	(\$44,191)
Leases and Rentals	0	0	0	\$0
Total Budget	\$88,423,208	\$1,331,243	\$783,490	\$90,537,941

Operating Budget: Revenue

	FY 18-19 Budget	FY 19-20 Proposed	Variance
Fixed Route/OmniGo Fares	11,466,849	12,577,000	1,110,151
ACCESS Fares	1,535,748	1,581,000	45,252
Advertising and Auxillary Rev.	655,000	655,000	0
Interest and Non-Transp. Rev.	1,530,000	1,580,000	50,000
LTF Funds for Operations	42,820,819	44,105,444	1,284,625
LTF Carryover	0	0	0
FTA Section 5307 Maint. /Leases	14,340,465	16,741,200	2,400,735
STA	908,128	1,618,456	710,328
STA Maint. /Leases	3,185,116	825,674	(2,359,442)
Measure I & Subsidy	7,873,772	8,236,918	363,146
Measure I Rail	622,463	783,490	161,027
Measure I - CTSA	2,270,798	1,331,243	(939,555)
JARC/New Freedom	209,125	139,246	(69,879)
MediCAL Reimbursement	1,500,000	0	(1,500,000)
TCC Funds	0	69,000	69,000
LCTOP	450,000	294,270	(155,730)
Total Operating Revenues	89,368,283	90,537,941	1,169,658

Operating Budget: Expense

	FY 18-19 (YE Est)	FY 19-20 (Proposed)	Variance
Salary and Benefits	52,270,489	54,461,826	\$2,191,337
Services	3,823,956	3,961,842	\$137,886
Materials and Supplies	7,689,765	6,633,175	(\$1,056,590)
Occupancy	4,947,558	5,683,023	\$735,465
Casualty & Liability	8,211,950	7,105,809	(\$1,106,141)
Taxes	55,000	55,000	\$0
Purchased Transportation	10,911,888	11,831,424	\$919,536
Printing & Advertising	924,614	850,033	(\$74,581)
Miscellaneous	425,789	(44,191)	(\$469,980)
Total Operating Budgets	\$89,261,009	\$90,537,941	\$1,276,932
Percentage Change			1.4%

** Depreciation is not included*

Budget Comparisons

Operating Budget Comparison

- FY 18-19 YE EST \$ 89,261,008
- FY 19-20 Budget \$ 90,537,941
-

Variances

- Salaries & Benefits \$ 2,191,338
- Purchased Transport \$ 919,536
- Occupancy \$ 735,465
- Casualty & Liability \$ (1,106,141)
- Materials & Supplies \$ (1,056,590)

Budget Comparisons

Variances

- **Salaries & Benefits** \$ 2,191,338
 - Normal S&B wage impact
- **Purchased Transport** \$ 919,536
 - Impact of Contract Increase
 - Contractor Assumes Insurance Liability
- **Occupancy** \$ 735,465
 - Increased Energy and Maintenance Costs
- **Casualty & Liability** \$ (1,106,141)
 - Contractor Assumes Liability
 - Actuarial Analysis
- **Materials & Supplies** \$ (1,056,590)
 - Reduction in Fuel Costs

Capital Budget: Revenue

	FY 18-19 (Adopted)	FY 19-20 (Proposed)	Variance
FTA 5307	\$16,941,200	\$16,941,200	\$0
CMAQ	\$16,358,672	\$0	(\$16,358,672)
FTA 5339	\$1,723,500	\$2,347,000	\$623,500
STAF	\$3,185,116	\$2,810,355	(\$374,761)
Prop 1B	\$8,787,314	\$0	(\$8,787,314)
TCC - Subrecipient	\$1,400,000	\$0	(\$1,400,000)
FTA 5310	\$0	\$350,000	\$350,000
Measure I Cap- Pass Through	\$0	\$1,222,757	\$1,222,757
Total Capital Revenues	\$48,395,802	\$23,671,312	-\$24,724,490
Percentage Change			-51.1%
Capital Used for Operating	\$17,525,582	\$17,566,874	\$41,292

Capital Budget: Expense

	FY 18-19 (Adopted)	FY 19-20 (Proposed)	Variance
Facilities	\$2,600,734	\$2,184,681	(\$416,053)
Revenue Vehicles (FR/PT)	\$28,269,486	\$2,697,000	(\$25,572,486)
Service/Support Vehicles	\$0	\$0	\$0
Pass-Through	\$0	\$1,222,757	\$1,222,757
Computer Equip/Software	\$0	\$0	\$0
Total Capital Expense	\$30,870,220	\$6,104,438	-\$24,765,782
Percentage Change			-80.2%
Capital Used for Operating	\$17,525,582	\$17,566,873	\$41,291

THANK YOU

ITEM # E5

DATE: April 11, 2019

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

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Eugenia F. Pinheiro, Contracts Manager

**SUBJECT: AUTHORIZE AWARD – CONTRACT MKP19-19
ADVERTISING & DESIGN SERVICES**

FORM MOTION

Recommend the Board of Directors authorize the CEO/General Manager to award Contract MKP19-19 to Celtis Ventures, Inc. (Celtis) of Redondo Beach, CA, for the provision of Advertising & Design Services for a three (3) year base period beginning July 1, 2019 and ending June 30, 2022, with the authority to exercise two (2) single option years ending no later than June 30, 2024, for a total not-to-exceed amount of \$3,501,653, should all options be exercised.

BACKGROUND

Omnitrans requires a firm to provide Advertising and Design Services to assist staff in the development of innovative marketing strategies. Contractor shall provide advertising services, media analysis and production, buying services, graphic design, and website design and maintenance.

On January 9, 2019, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-MKP19-19. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

Six proposals were received by the February 11, 2019 deadline. All were deemed responsive and evaluated in accordance with the selection criteria included in the RFP and were ranked from highest to lowest to establish the competitive range.

Selection Criteria	Total Possible Points	Celtis Ventures, Inc. of Redondo Beach, CA	Industrial Strength Advertising & Design of Calabasas, CA	HyattWard Advertising, Inc. of Redlands, CA	PAVLOV Advertising LLC of Fort Worth, TX	In the Wee hours LLC of Manhattan Beach, CA	Rundle Enterprises, Inc. dba All Source Of Lake Arrowhead, CA
Qualifications of the Firm	30	28.00	25.50	26.00	25.00	20.00	17.50
Quality Work Plan/Approach	30	29.00	25.00	24.00	25.50	21.00	16.00
Examples of Work	20	18.67	18.67	18.00	15.33	13.00	13.00
Technical Total	80	75.67	69.17	68.00	65.83	54.00	46.50

The following three (3) firms scored the highest technically and were invited to participate in presentations / interviews. Including pricing score, the firms are listed from highest to lowest.

Selection Criteria	Total Possible Points	Celtis Ventures, Inc.	HyattWard Advertising, Inc.	Industrial Strength Advertising & Design
Technical Total	80	75.67	68.00	69.17
Price	20	18.76	20.00	18.07
Total	100	94.43	88.00	87.24
Price Comparison*		\$639,916	\$600,244	\$664,289

**Price comparison utilized annual usage estimated at 590 hours, 4 radios and 2 television ads, percentage rates and \$450,000 in campaigns.*

The resulting negotiations with the highest ranked firm, Celtis Ventures, Inc. (Celtis) resulted in an overall price reduction of 17%. Celtis' demonstrated their ability to deliver the most comprehensive plan to move Omnitrans into the next generation of advertising opportunities including, digital advertising, web-enhancements, video production, creative design videos, animations for use in social media, and in-house video production. The firm's executive staff has extensive experience of transit specific marketing with clients such as, Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC), and Ventura County Transportation Commission (VCTC). Celtis offers a full spectrum of media planning and buying as well as active management of social and digital campaigns. Its experience with multiple rail launches will assist Omnitrans to effectively market its move into a multi-modal transit organization. Key staff are bilingual with successful experience in implementing Spanish-language campaigns.

Celtis ranked highest technically and provided the best overall value to meet Omnitrans' requirements. Celtis' proposed average annual pricing of \$639,916 is within the competitive range and nine percent less than the Independent Cost Estimate (ICE) of \$700,330. Pricing is therefore deemed fair and reasonable.

This procurement meets the requirements of Omnitrans' Procurement Policies and Procedures.

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Marketing and Planning Department's Operating budget as follows:

Department Number	1400
Expenditure Codes	509080

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

Short Range Transit Plan/Strategic Initiative Supported - This procurement supports the 2017-2020 Agency Strategic Plan Marketing Goal: Increase the awareness and use of Omnitrans within the community we serve.

CONCLUSION

By proceeding with this award, Omnitrans will be able to continue deliver effective advertising and marketing campaigns to increase community awareness of Omnitrans.

PSG:EFP:CVM