



**ADMINISTRATIVE & FINANCE COMMITTEE**  
**THURSDAY, APRIL 9, 2015 – 8:00 A.M.**  
**OMNITRANS METRO FACILITY**  
**1700 WEST 5TH STREET**  
**SAN BERNARDINO, CA 92411**

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

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: Thursday, May 14, 2015, 8:00 a.m.  
Omnitrans Metro Facility Board Room

**C. COMMUNICATIONS FROM THE PUBLIC**

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

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

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

**E. DISCUSSION ITEMS**

- |  |    |
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| 1. Approve Administrative & Finance Committee Minutes – March 12, 2015   | 3  |
| 2. Recommend to Board of Directors, Receive and File Construction Progress Report No. 36 through March 30, 2015 - sbX E Street Corridor BRT Project                                | 7  |
| 3. Receive and File Omnitrans' Director of Finance Report on Forward Fuel Purchases for March 2015   | 16 |
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**F. ADJOURNMENT**

ITEM # \_\_\_\_\_ D1 \_\_\_\_\_

**DATE:** April 9, 2015

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

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

**FROM:** Jennifer M. Sims, Director of Procurement

**SUBJECT: DISCLOSURE(S) REGARDING RECOMMENDATIONS FOR  
ACTION BY THE ADMINISTRATIVE AND FINANCE COMMITTEE**

**FORM MOTION**

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Administrative and Finance Committee Meeting scheduled April 9, 2015.

Item	Contract	Principals & Agents	Subcontractors
E4	Authorize Award Construction Contract IPMO15-10 “E” Street From 300’ Northerly of 10 <sup>th</sup> Street to Highland Avenue Plan No. 13004	Matich Corporation Highland, California Stephen A. Matich, President, Mark T. Hickman, Vice President	<i>Smithson Electric</i> <i>Pavement Recycling</i> <i>Cal Stripe</i> <i>Surina Construction</i>

PSG/JMS

ITEM # \_\_\_\_\_ E1 \_\_\_\_\_

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES, MARCH 12, 2015**

**A. CALL TO ORDER**

Committee Chair Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, March 12, 2015.

1. Pledge of Allegiance
2. Roll Call

**Committee Members Present**

Council Member Ed Graham, City of Chino Hills – Committee Chair  
Mayor Carey Davis, City of San Bernardino  
Mayor Paul Eaton, City of Montclair  
Council Member Pat Gilbreath, City of Redlands  
Supervisor Curt Hagman, County of San Bernardino  
Mayor Ray Musser, City of Upland  
Council Member Dick Riddell, City of Yucaipa  
Council Member John Roberts, City of Fontana  
Mayor Pro Tem Sylvia Robles, City of Grand Terrace  
Mayor Pro Tem Alan Wapner, City of Ontario

**OmniTrans Administrative Staff Present**

P. Scott Graham, CEO/General Manager  
Diane Caldera, Director of Operations  
Marge Ewing, Director of Human Resources/Safety & Security  
Samuel Gibbs, Director of Internal Audit Services  
Jennifer Sims, Director of Procurement  
Don Walker, Director of Finance  
Wendy Williams, Director of Marketing & Planning  
Andres Ramirez, IPMO Program Manager  
Maurice Mansion, Treasury Manager  
Mark Crosby, Loss Prevention Supervisor  
Vicki Dennett, Executive Assistant to CEO/General Manager

**B. ANNOUNCEMENTS/PRESENTATIONS**

The next Committee Meeting is scheduled Thursday, April 9, 2015, at 8:00 a.m.

**C. COMMUNICATIONS FROM THE PUBLIC**

There were no comments from the public.

**D. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no conflict of interest issues identified.

**E. DISCUSSION ITEMS**

1. Approve Administrative & Finance Committee Minutes – February 12, 2015

M/S (Wapner/Gilbreath) that approved the Committee Minutes of February 12, 2015. Motion was unanimous by Members present.

2. Recommend to Board of Directors, Receive and File Construction Progress Report No. 35 through February 27, 2015 - sbX E Street Corridor BRT Project

IPMO Program Manager Andres Ramirez presented the Construction Progress Report No. 35 for the period through February 27, 2015.

Expenditures through 12/31/14 are \$171M; estimate at completion is \$188.1M.

The Vehicle Maintenance Facility (VMF) is approximately 85% complete, with substantial completion anticipated by April, and final completion expected by June 2015.

Building A – Maintenance Building – Bays 5-8 have been turned over to Agency for use. Battery Room work continues, and close-out documentation continues.

Building B – Bus Wash Building – The bus wash equipment installation is complete. Exterior plastering, roofing installation, mechanical, electrical, and plumbing connections all continue, and interior finishes are ongoing.

Building C – Fuel Island – The mechanical, electrical, and plumbing connections continue, and the exterior plastering is ongoing.

The Green Line closeout activities include coordinating with City of San Bernardino and the contractor for final acceptance and property turn over to the City.

Although delineator destruction and removal continues to be a problem, the biggest vandalism problem is graffiti at the sbX stations.

The 10<sup>th</sup> Street to Highland Pavement Rehabilitation bids came in higher than estimated, at \$3.4 rather vs. \$2.9 million. However, this has been accounted for within the \$188.1 million budget spend.

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

3. Receive and File Omnitrans' Director of Finance Report on Forward Fuel Purchases for February 2015

Director of Finance Donald Walker reported on the sixth month of the twelve month program. There continues to be a surplus of CNG on the open market, so prices continue to be lower than anticipated. We have experienced a total loss of over \$22K in the first six months; however, combined with the savings of fuel on the spot market, we have experienced an overall year-to-date fuel savings of \$50,000.

This item was received and filed by the Committee.

4. Recommend to Board of Directors, Continuing Control Agreement between Omnitrans and Sub-Recipients for Federal Transit Administration Funding

Treasury Manager Maurice Mansion explained that the Federal Transit Administration, during the most recent Triennial Review, recommended that Omnitrans strengthen existing language in existing sub-recipient agreements, and include stronger language in future sub-recipients related to Satisfactory Continuing Control, which requires Omnitrans to maintain control over real property, facilities and equipment until fully depreciated and there is no longer any Federal interest in the item. An example would be bus shelters, the City can request a shelter be relocated, but it cannot be removed without approval of the Federal Transit Administration.

M/S (Musser/Eaton) to recommend to the Board of Directors, authorization to the CEO/General Manager to execute continuing control agreements between Omnitrans and existing sub-recipients and to include this language in all future sub-recipient agreements.

5. Recommend to Board of Directors, Approval of Fiscal Year 2015-16 Budget Assumptions

Treasury Manager Maurice Mansion reviewed the budget assumptions to be used in preparation of the Fiscal Year 2016 budget.

Member Hagman arrived at 8:20 a.m.

This item was reviewed by the Committee and will be forwarded to the Board for approval.

**F. ADJOURNMENT**

The Administrative and Finance Committee meeting adjourned at 8:23 a.m. The next Administrative and Finance Committee Meeting is scheduled Thursday, April 9, 2015, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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Christine Vega, Administrative Secretary

ITEM # \_\_\_\_\_ E2 \_\_\_\_\_

**DATE:** April 9, 2015

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

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

**FROM:** Andres Ramirez, Program Manager

**SUBJECT:** **CONSTRUCTION PROGRESS REPORT NO. 36 THROUGH  
MARCH 30, 2015 - sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 36 for the sbX E Street Corridor BRT Project through March 30, 2015.

**BACKGROUND**

This is Construction Progress Report No. 36 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.36 for the sbX E Street Corridor BRT Project through March 30, 2015.

PSG:AR

Attachment



## **sbX E Street Corridor Bus Rapid Transit (BRT) Project**

### **Construction Progress Report No. 36**

**March 30, 2015**

**Submitted By:**

**JACOBS**

Contractor:	SBX Corridor - Griffith/Comet VMF – USS Cal Builders
Contractor Contract No.:	IPMO11-5
Project Manager:	Roger Hatton, P.E.
Omnitrans Program Manager:	Andres Ramirez



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- IV. Safety
- V. Project Budget and Cost
- VI. Change Orders and Claims
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## I. PROJECT STATUS SUMMARY

### A. Project Description

The sbX E Street Corridor BRT Project is a 15.7-mile-long transit improvement project that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. Over the past four years, the sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

The project consists mainly of three components, the E Street Corridor, the purchase of 60' articulated buses, and the modifications to the Vehicle Maintenance Facility. While the buses have been procured and the E Street Corridor is in operation, work continues on the Vehicle Maintenance Facility.

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

### B. Summary Status Update (Accomplishments)

#### E Street Corridor:

- Contractual Punch List repairs have been completed by the contractor.
- Have identified the remaining items needed for City's Final acceptance.
  - Negotiating work with contractor.
  - Property turnover is ongoing.
- 10<sup>th</sup> to Highland bids were received and pending award.
- PA System design on-going.

#### Vehicle Maintenance Facility:

##### Maintenance Building A

- Close-out documentation continues.

##### Bus Wash Facility Building B

- Finish installation all of Mechanical, Electrical, and Plumbing.
- Bus Wash equipment installation is complete.
- Installation of all Electrical lighting is complete.
- Installation of exterior stucco is complete.
- Exterior Painting is complete.
- Installation of HVAC system is complete

##### Vacuum and Fuel Facility Building C

- Finish installation all of Mechanical, Electrical, and Plumbing.
- Installation of Electrical lighting is complete.
- Installation of exterior stucco is complete.
- Exterior Painting is complete.

- Parapet Wall Metal Flashing is complete.
- Installation of HVAC system is complete.

#### Back-Up Generator E

- Start-up and testing of Back-Up Generator is complete.

#### Site Work

- Preparation for concrete pour of PCC Pavement around Buildings B and C is complete.
- Installation of 10,000 unleaded fuel tank is complete.

### **C. Upcoming Work (March 2015)**

#### **E Street Corridor:**

- Achieve final acceptance of the project.
- Continue design of the station PA System.
- Present bid for 10<sup>th</sup> to Highland to Admin and Finance Committee.
- Continue design of settlement work at World Oil.

#### **Vehicle Maintenance Facility:**

##### Bus Wash Facility Building B

- Stainless steel wall panels.
- Overhead duct work.
- Handrails.
- Electrical connections to the Bus Wash Equipment System.
- Plumbing connections to the Bus Wash Equipment System.
- Installation of the Bus Wash Softener System.
- Installation of the Fire Sprinkler system.
- Methane Detection System installation.

##### Vacuum and Fuel Facility Building C

- Lubing reels.
- Fuel Dispensers.
- Tanks Room Grate installation.
- Outside Ladders and handrails.
- Exterior Sprinkler system installation.
- Fleet Watch fuel system.
- Methane Detection system installation.

##### Temporary Fuel Island – Building D

- Transfer IDF, Genfare, Fleetwatch, Fuel Dispenser, and Fiber Optic to Permanent location at Building C.

#### Sitework

- Phase 1 - Pour East side of Building C – Portland Concrete Cement Pavement.
- Phase 2 - Pour PCC pavement West side of Building B.
- Phase 3 - Pour PCC pavement between Building B and Building C.
- Oil Separator installation will be completed.

## **PROJECT SCHEDULE**

Work at the Vehicle Maintenance Facility has been progressing as anticipated and in accordance with the revised contract schedule. The corridor work is complete and revenue service achieved as planned. All changes and time extensions for the corridor have been negotiated and closed out. Following is the schedule status update as it pertains to the VMF:

### **A. Summary of Project Schedule – Vehicle Maintenance Facility (VMF)**

With the global settlement that was achieved on January 21, 2015, the Contractor agreed to a Final Completion date of June 30th, 2015 and Substantial Completion date of April 30th, 2015 and not provided any further claims on change orders that were issued before January 21, 2015 that may have been impacted.

Contractor submitted the March 2015 schedule update no. 14 on March 11, 2015 with a data date of March 15th. Based upon the latest schedule update, the substantial completion day is still April 30th, 2015 and final completion date is still June 30th, 2015.

## **II. REQUESTS FOR INFORMATION (RFIs), SUBMITTALS, AND NON-CONFORMANCE REPORTS (NCRs)**

### **Vehicle Maintenance Facility (VMF)**

To date, the CM team has met the required timelines and no delay has come about as a result of submittal and RFI responses.

Total RFIs – 273  
Total Open – 6

Total Submittals – 392  
Total Open – 4

Total NCRs – 15  
Total Open – 0

## **III. SAFETY**

The project team considers safety to be the utmost priority. As such, the entire project team works towards a “no-lost time” goal on a daily basis.

VMF - As of March 20, 2015 there have been 56,015 “no-lost time” hours.

**IV. PROJECT BUDGET AND COST****TOTAL PROGRAM BUDGET  
BUDGET AS OF FEBRUARY 28, 2015**

Approved Budget	\$191,706,000
Cost to Date	\$171,034,151
Estimate to Complete	\$ 17,056,170
Estimate at Completion	\$188,090,321

**VMF CORRIDOR PROJECT COSTS - AS OF FEBRUARY 28, 2015**

	CURRENT AUTHORIZED	CURRENT INVOICES PAID	REMAINING CONTRACT BALANCE
<b>STV Inc.</b>	\$2,057,929	\$1,747,547	\$310,382
<b>USS Cal Builders</b>	\$15,098,290	\$11,035,382	\$4,062,908
<b>Total</b>	\$17,156,219	\$12,782,928	\$4,373,290

**VMF CONTRACT TIME**

Activity	Days	Date
Notice to Proceed		12/10/12
Calendar Days per Original Contract	425	02/08/14
CCO Time Extension to Date	241	10/7/14
Negotiated Time Extension	267	6/30/15
Total Revised Contractual Time	933	6/30/15
Calendar Days Completed as of March 30, 2015	839	
Remaining Completion Days as of March 30, 2015	94	6/26/15
Forecasted Final Completion as March 30, 2015		6/26/15
Percent Time Elapsed	89.9%	

**CHANGE ORDERS****VMF CONTRACT CHANGE ORDERS - As of March 30, 2015**

Change Order Status	Amount
Approved Change Orders	\$3,498,091
Pending / Potential Change Orders	\$282,547
Trends / Risks	\$395,000
<b>Total</b>	<b>\$4,175,638</b>

## V. Project Photographs

### VMF PROGRESS PHOTOS



**1. SETTING FUEL TANK**



**2. BUILDING B BUS WASH**



**3. BUILDING C – INSTALLING LUBE CUBE TANK**



**4. BUILDING B – DRILLING FOR WEDGE ANCHORS AT INSPECTION PIT GUIDE RAILS**

ITEM # E3

**DATE:** April 9, 2015

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

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

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

**SUBJECT: OMNITRANS' DIRECTOR OF FINANCE REPORT ON FORWARD  
FUEL PURCHASES FOR MARCH 2015**

**FORM MOTION**

Receive and file the Director of Finance's report on Omnitrans' current Forward Fuel Purchase Program for March 2015. This program was implemented on July 31, 2014, continuing our efforts to increase the predictability of fuel costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

**BACKGROUND**

This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure. The Board of Directors authorized staff to continue with the hedge program when the price is at or below \$0.92 per gallon. The current hedge fixes the price of approximately 47% of the Agency's natural gas through August 2015 at \$0.91 per gallon.

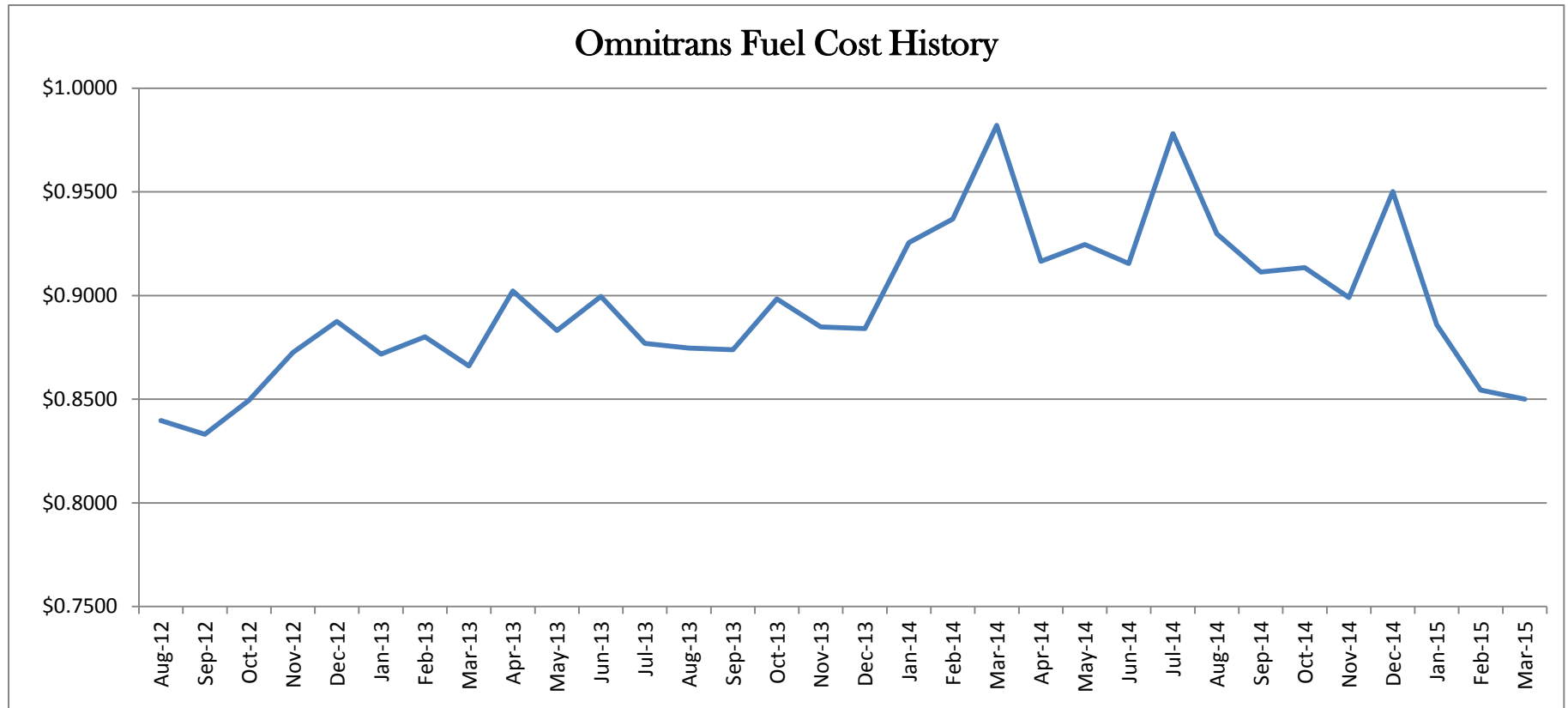
The March 2015 contracts closed \$1.026 below the hedge price. When converted into gallons, the cost is \$0.08 per gallon (\$1.026 divided by 12.1). Omnitrans will record a loss of \$15,390 on its futures position for the month of March. This loss will be added to the fuel costs for the month that will be reflected in the Agency's Monthly Expense Summary.

The net price used for Omnitrans' March 2015 fuel purchase is \$0.8500 per gallon. This includes CNG at the So Cal Index price, the gain/loss on the hedge position, liquefaction, delivery, and sales tax. (Note: We do not hedge the index differential. The gain on the hedge is based on the Henry Hub index. Clean Energy prices our deliveries off the SoCal index.) This price is after recognition of the monthly loss on the hedge position in the amount of \$15,390.

Omnitrans has experienced a total loss of \$38,100 since the implementation of the hedge program in September 2014. However the reduced cost of CNG on the spot market has provided Omnitrans with a \$119,669 below budget savings in fuel cost year-to-date. The CNG fuel

budget was estimated at \$2.84 million as of February 2015. The actual CNG fuel cost as of February 2015 was \$2.73 million or 96% of budget.

PSG:DW



ITEM # \_\_\_\_\_ E4

**DATE:** April 9, 2015

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

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

**FROM:** Jennifer M Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONSTRUCTION CONTRACT IPMO15-10, “E”  
STREET FROM 300’ NORTHERLY OF 10<sup>TH</sup> STREET TO HIGHLAND  
AVENUE PLAN NO. 13004**

### **FORM MOTION**

Recommend to the Board of Directors, to authorize the CEO/General Manager to award Contract IPMO15-10 to Match Corporation of Highland, CA, to provide construction for “E” Street from 300’ Northerly of 10<sup>th</sup> Street from to Highland Avenue Plan No. 13004 along the sbX E Street Corridor, in the amount of \$3,417,000, plus a 27% contingency of \$922,590, and a Cost Allocation Plan of 3.27% in the amount of \$141,905, for a total not-to-exceed amount of \$4,481,495.00.

### **BACKGROUND**

The sbX E Street Corridor Bus Rapid Transit Project is a 15.7 mile long transit improvement project that connects the northern portion of the City of San Bernardino with the City of Loma Linda. Along the corridor, there is a stretch of road on E Street from 300’ North of 10<sup>th</sup> Street to Highland Avenue that is in disrepair. It contains severe transverse and longitudinal cracks, potholes, and base failures.

At the time plans for construction were approved for the sbX project, the City informed Omnitrans of the need to address this stretch of road as part of the sbX project. Omnitrans committed to incorporate a 1 ½” grind and overlay of this area into the construction contract after bid. However, after performing core sampling, it was revealed that the proposed 1 ½” grind and overlay would not provide adequate support for the added bus traffic introduced by the sbX line and would deteriorate rapidly. The requirements to properly address the repairs to the road increased due to the now known existing subsurface road conditions.

The existing road conditions along this stretch of the road are causing unnecessary “wear and tear” to the buses and it is necessary to make the required repairs to the road. As this project is mutually beneficial to the City of San Bernardino, the riding public on the sbX corridor, and for

the safety and preservation of Omnitrans' investment, Omnitrans has been working with the FTA to obtain their approval, and has demonstrated, that sufficient resources are available to complete this work. A Letter of Intent was forwarded to the FTA in March and Omnitrans is currently waiting for concurrence from the FTA to move forward on this project. As the bid for this project expires on May 22, 2015, Omnitrans is presenting this item to the Committee for its recommendation for approval to the Board of Directors at its May 6, 2015 meeting. If the FTA has not responded by that time, Omnitrans will need to pull the item and rebid the project.

On July 10, 2014, Omnitrans' Board of Directors authorized staff to release Invitation for Bids IFB-IPMO15-10. Notices were published in two local newspapers of general circulation and posted on Omnitrans' online bidding system. The original Independent Cost Estimate (ICE) was \$2,475,900.90. As a result of changes to the technical specifications, the ICE was revised to a cost of \$2,960,575.90.

On January 22, 2015, a public bid opening was held at Omnitrans' Headquarters. Five (5) bids were received. Two bids were deemed responsive.

Listed below are the responsive bids received:

<b>BIDDER</b>	<b>PRICE</b>
Matich Corp.	\$3,417,000.00
Griffith Co.	\$3,901,902.00

Matich Corp. is a local company founded in 1912. Award is recommended to the lowest, responsive, responsible bidder. Price is deemed fair and reasonable as the bid is within fifteen (15) percent of the ICE.

This procurement meets the requirements of Omnitrans' procurement policies and procedures.

#### **FUNDING SOURCE**

<b>SOURCE</b>	<b>GRANT #</b>	<b>YEAR</b>	<b>PROJECT NAME</b>	<b>INTERNAL ORDER</b>	<b>AMOUNT</b>
FTA	CA-90-Y850	2011	10 <sup>th</sup> /Highland	TBD	\$ 1,459,831
Measure I	TBD	TBD	10 <sup>th</sup> /Highland	TBD	\$ 1,900,000
STA	13-10-OMN-B	2012	10 <sup>th</sup> /Highland	TBD	\$ 1,121,664
			<b>TOTAL</b>		<b>\$ 4,481,495</b>

\_\_\_\_\_ Verification of Funding Source and Availability of Funds.  
(Verified and initialed by Finance)

#### **CONCLUSION**

Approval of this item will provide maintained infrastructure to keep the sbX line operating safely along the corridor.

PSG:JMS

ITEM # E5

**DATE:** April 9, 2015

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

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

**FROM:** Maurice Mansion, Treasury Manager

**SUBJECT: FISCAL YEAR 2015-16 ANNUAL BUDGET – EXECUTIVE SUMMARY**

**FORM MOTION**

Recommend to the Board of Directors adoption of Omnitrans Fiscal Year 2015-16 Annual Budget.

**BACKGROUND**

The Agency proposes for Fiscal Year 2015-2016 an increase in the Operating Budget of \$1,207,847 or 1.6%, and an increase in the Capital Budget of \$195,248 or .6%. The total budget is as follows:

<b>Budget</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>\$ Change</b>	<b>% Change</b>
Operating Budget	\$ 75,465,190	\$ 76,673,037	\$ 1,207,847	1.6%
Capital Budget	\$ 30,302,780	\$ 30,497,948	\$ 195,168	.64%
Less Capital Used For Operating	<u>\$ (13,229,455)</u>	<u>\$ (13,229,455)</u>	<u>\$ 0</u>	<u>0%</u>
<b>TOTAL BUDGET *</b>	<b>\$ 92,538,515</b>	<b>\$ 93,941,530</b>	<b>\$ 1,403,055</b>	<b>1.6%</b>

*\*Numbers may be slightly off due to rounding*

The proposed budget for FY 2015-16 includes an operating budget of approximately \$76.7 million (excluding depreciation) and a capital budget of approximately \$30.5 million. The capital budget includes \$13.2 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$93,941,530.

The prior year FY 2014-15 operating budget was approximately \$75.5 million (excluding depreciation) and a capital budget of approximately \$30.3 million. Excluding capital used for operations, the total budget was \$92,538,515. The \$1,403,055 increase or 1.6% difference between the proposed FY 2015-16 budget and the prior year is principally related to an increase in the operating budget for ongoing expenses in the agency.

### **OPERATING BUDGET:**

The proposed FY 2015-16 operating budget of \$76,673,037 is up \$1,207,847 or 1.6% compared to FY 2014-15. The increase in the FY2015-16 budget is largely contributed to an increase in ongoing expenses for the agency.

<b>OPERATING</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2015-16 Proposed</b>	<b>Change</b>	<b>% Change</b>
Salaries and Benefits	\$ 44,257,335	\$ 43,897,574	\$ (359,761)	.81%
Services	\$ 3,090,177	\$ 3,017,737	\$ (72,440)	2.3%
Materials and Supplies	\$ 9,891,756	\$ 9,893,813	\$ 2,057	.02%
Occupancy	\$ 3,671,798	\$ 3,862,599	\$ 190,801	5.2%
Casualty and Liability	\$ 4,462,911	\$ 5,332,019	\$ 869,108	19.47%
Taxes	\$ 49,282	\$ 49,282	\$ 0	0%
Purchased Transportation	\$ 9,123,746	\$ 9,123,746	\$ 0	0%
Printing and Advertising	\$ 1,019,476	\$ 1,025,869	\$ 6,393	.63%
Miscellaneous	\$ (518,074)	\$ 53,613	\$ 571,688	(110.4)%
Leases and Rentals	\$ 416,782	\$ 416,782	\$ 0	0%
<b>TOTAL OPERATING *</b>	<b>\$ 75,465,190</b>	<b>\$ 76,673,035</b>	<b>\$ 1,207,845</b>	<b>1.6%</b>

*\* Numbers may be slightly off due to rounding*

### **CAPITAL BUDGET:**

The proposed FY 2015-16 Capital Budget includes funding to make numerous repairs and upgrades to the Agency's various areas, funding for revenue vehicles, computer equipment and software, preventative maintenance and facility infrastructure improvements.

<b>CAPITAL</b>	<b>FY 2014-15 Adopted</b>	<b>FY 2015-16 Proposed</b>	<b>Change</b>	<b>% Change</b>
Facilities	\$ 459,752	\$ 3,218,493	\$ 2,758,741	600.5%
Revenue Vehicles	\$10,825,215	\$ 11,020,000	\$ 194,785	1.8%
Service Vehicles	\$ 634,000	\$ 630,000	\$ (4,000)	-0.63%
Computer Equip. /Software	\$ 3,586,000	\$ 2,400,000	\$ (1,186,000)	-33.1%
Operating / Other	\$14,797,813	\$ 13,229,455	\$ 1,568,358	- 10.6%
<b>TOTAL CAPITAL EXPENSES*</b>	<b>\$30,302,780</b>	<b>\$ 30,497,948</b>	<b>\$ 195,168</b>	<b>.64%</b>

*\* Numbers may be slightly off due to rounding*

The major change in capital expenditures year over year is the increase in funding for facilities infrastructure.

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, Omnibus and Access services; Advertising - revenue for advertisement on our coaches' shelters and in and on the sides of our coaches; Interest - revenue from the investment with Local Agency Investment Fund (LAIF). Federal, state and local programs are additional sources of operating revenue. Capital revenue are funds collected from federal, state, local and special incentive programs which the Agency utilizes to purchase capital assets such as buses, equipment, and other depreciable assets. The Planning, Marketing, 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

	2013-14 ACTUAL	2014-15 ADOPTED	2015-16 PROPOSED	\$ / % Change FY 15 to FY 16	Notes
<b>Farebox Revenue/Other Revenue:</b>					
Passenger Fares - Fixed Routes/Omnibus	12,960,788	15,199,227	14,914,046	(285,181)	-1.88% Revised ridership forecast
Passenger Fares - Access	1,463,206	1,962,283	1,757,695	(204,588)	-10.43% Revised ridership forecast
Advertising and Other Aux Rev	492,294	475,000	615,000	140,000	29.47% Increase in advertising revenue
Interest and Other Non-Trans	197,508	85,000	85,000	-	
<b>SUB-TOTAL</b>	<b>15,113,797</b>	<b>17,721,509</b>	<b>17,371,741</b>	<b>(349,768)</b>	<b>-1.97%</b>
<b>Operating Revenue Source-Cap</b>					
LTF	36,349,721	37,478,699	38,563,419	1,084,720	2.89% Increased in funding from SANBAG
LTF- Carryover	-	-	290,710	290,710	
FTA Section 5307 Maint/Sec/Leases	9,175,525	9,297,560	9,297,560	-	0.00%
FTA Section 5307 ACCESS	1,600,000	1,600,000	1,600,000	-	0.00%
STAF - Operating Costs	1,744,044	1,735,525	1,617,711	(117,814)	-6.79%
Carl Moyer/JARC/STIP	246,811	-	-	-	
STA Maint./Security/Repeater/Tire	2,293,881	2,331,896	2,331,896	-	0.00%
Measure I & Subsidy	5,100,000	5,300,000	5,600,000	300,000	5.66%
<b>SUB-TOTAL</b>	<b>56,509,982</b>	<b>57,743,680</b>	<b>59,301,296</b>	<b>1,557,616</b>	<b>2.70%</b>
<b>Capital Revenue:</b>					
FTA Section 5307	59,132,743	16,943,440	16,941,200	(2,240)	-0.01%
FTA Section 5339	-	1,703,000	1,848,880	145,880	
FTA Section 5310	-	-	-	-	
Prop 1B	2,631,344	4,043,664	4,063,432	19,768	
STAF (SB 620)	2,611,457	2,331,895	2,331,895	0	0.00%
LTF	3,335,961	-	-	-	
Carl Moyer/	-	-	-	-	
CMAQ	20,911,511	5,152,215	5,183,975	31,760	0.62%
Prop 1B - Security	-	128,566	128,566	-	0.00%
Measure I Capital	948,538	-	-	-	
SCAQMD	-	-	-	-	
LTF carryover	-	-	-	-	
<b>CAPITAL TOTAL</b>	<b>89,571,554</b>	<b>30,302,780</b>	<b>30,497,948</b>	<b>195,168</b>	<b>0.64%</b>
Less capital used for Operating	(13,098,079)	(13,229,455)	(13,229,455)	-	0.00%
<b>TOTAL CAPITAL</b>	<b>76,473,475</b>	<b>17,073,325</b>	<b>17,268,493</b>	<b>195,168</b>	<b>1.14%</b>
<b>OPERATIONS TOTAL</b>	<b>71,623,779</b>	<b>75,465,189</b>	<b>76,673,037</b>	<b>1,207,847</b>	<b>1.60%</b>
<b>GRAND TOTAL</b>	<b>148,097,254</b>	<b>92,538,514</b>	<b>93,941,530</b>	<b>1,403,015</b>	<b>1.52%</b>

# 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, Transit Enhancements(1%) and Security (1%) under FTA

### FISCAL SUMMARY BY PROGRAM

	2013-14 ACTUAL	2014-15 ADOPTED	2015-16 PROPOSED	\$ / % Change FY 15 to FY 16	Notes
Annual Fiscal Year Programs					
Facilities	51,348,135	459,752	3,218,493	2,758,741	600.05% Increase for CNG infrastructure
Revenue Vehicles	410,414	10,825,215	11,020,000	194,785	1.80% Additional funding to get on annual bus procurement plan
Service Vehicles	295,154	634,000	630,000	(4,000)	-0.63%
Revenue Equipment	0	-	-	-	0.00%
Computer Equipment	259,328	3,586,000	2,400,000	(1,186,000)	-33.07% Normal MIS spending
Office Equipment		-	-	-	
Shops-Service Equipment	89,882	-	-	-	
Pass-Through	4,469,471	-	-	-	
Operating / Other - Capital	-	1,568,358	-	(1,568,358)	-100.00%
<b>SUBTOTAL</b>	<b>56,872,384</b>	<b>17,073,325</b>	<b>17,268,493</b>	<b>195,168</b>	<b>1.14%</b>
<b>Capital Used for Operating</b>	<b>13,962,856</b>	<b>13,229,455</b>	<b>13,229,455</b>	<b>-</b>	<b>0.00%</b>
<b>GRAND TOTAL</b>	<b>70,835,240</b>	<b>30,302,780</b>	<b>30,497,948</b>	<b>195,168</b>	<b>0.64%</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### OMNITRANS CONSOLIDATED

The agency consolidated report is the summary look at all department costs from actuals charges for FY 2013-14, adopted budget for FY 2014-15 and proposed budget costs for FY 2015-16

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	40,500,194	44,257,335	43,897,574	(359,761)	-0.81%
Services	2,312,152	3,090,177	3,017,737	(72,440)	-2.34%
Material and Supplies	8,533,634	9,891,756	9,893,813	2,057	0.02%
Occupancy	3,159,723	3,671,798	3,862,599	190,801	5.20%
Casualty and Liability	1,146,301	4,462,911	5,332,019	869,108	19.47%
Taxes	59,231	49,282	49,282	-	0.00%
Purchased Transport	9,075,431	9,123,746	9,123,746	-	0.00%
Printing and Advertising	881,218	1,019,476	1,025,869	6,393	0.63%
Miscellaneous Expenses	(1,016,737)	(518,074)	53,613	571,688	-110.35%
Leases and Rentals	489,539	416,782	416,782	-	0.00%
<b>SUBTOTAL</b>	<b>65,140,686</b>	<b>75,465,190</b>	<b>76,673,035</b>	1,207,845	1.60%
Depreciation	16,386,088	16,734,328	12,799,668	(3,934,660)	-23.51%
Capital Purchase	5,218,330	-	-	-	-
<b>SUBTOTAL</b>	<b>86,745,103</b>	<b>92,199,518</b>	<b>89,472,703</b>	(2,726,815)	-2.96%
<b>GRAND TOTAL **</b>	<b>70,359,015</b>	<b>75,465,190</b>	<b>76,673,035</b>	1,207,845	1.60%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### OPERATIONS: 1100

The Operations Department is responsible for planning, organizing, implementing, coordinating and directing service delivery for all of the agency's fixed route, paratransit and specialty transit operations provided directly and via private contractors and all fleet safety and training programs. This includes primary responsibility for service development, implementation and service delivery including final operating schedules, route alignments, actual operations, field monitoring and emergency and security response in the field. 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. We develop, manage and administer service contracts for the transit service contracted to a private provider and monitor the service delivery and performance.

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	26,665,242	29,162,876	26,344,771	(2,818,105)	-9.66%
Services	29,140	39,015	39,015	-	0.00%
Material and Supplies	102,833	113,768	113,768	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	3,637	8,133	8,133	-	0.00%
Miscellaneous Expenses	67,307	60,524	60,524	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>26,868,160</b>	<b>29,384,317</b>	<b>26,566,212</b>	<b>(2,818,105)</b>	<b>-9.59%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>26,868,160</b>	<b>29,384,317</b>	<b>26,566,212</b>	<b>(2,818,105)</b>	<b>-9.59%</b>
<b>GRAND TOTAL **</b>	<b>26,868,160</b>	<b>29,384,317</b>	<b>26,566,212</b>	<b>(2,818,105)</b>	<b>-9.59%</b>

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### MAINTENANCE: 1200

The Maintenance Department administers three areas of responsibility: Administration, Maintenance, Building/Engineering/Construction. The fiscal claiming process to leverage the use of Federal, State, and Regional funds match with local funds to pay for these infrastructure improvements. 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.

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	6,922,544	7,592,262	7,866,687	274,425	3.61%
Services	295,858	237,080	312,080	75,000	31.63%
Material and Supplies	6,272,856	6,624,070	6,624,070	-	0.00%
Occupancy	1,360,841	1,287,961	1,382,461	94,500	7.34%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	(127,986)	(57,489)	(57,489)	-	0.00%
Leases and Rentals	489,539	416,782	416,782	-	0.00%
<b>SUBTOTAL</b>	<b>15,213,652</b>	<b>16,100,666</b>	<b>16,544,591</b>	<b>443,925</b>	<b>2.76%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>15,213,652</b>	<b>16,100,666</b>	<b>16,544,591</b>	<b>443,925</b>	<b>2.76%</b>
<b>GRAND TOTAL **</b>	<b>15,213,652</b>	<b>16,100,666</b>	<b>16,544,591</b>	<b>443,925</b>	<b>2.76%</b>

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### ADMINISTRATION:           1300

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

#### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	543,813	613,993	625,169	11,176	1.82%
Services	190,696	855,000	855,000	-	0.00%
Material and Supplies	5,328	14,501	14,501	-	0.00%
Occupancy	-	2,500	2,500	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	28,300	28,300	-	0.00%
Miscellaneous Expenses	202,677	173,500	173,500	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>942,514</b>	<b>1,687,794</b>	<b>1,698,970</b>	<b>11,176</b>	<b>0.66%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>942,514</b>	<b>1,687,794</b>	<b>1,698,970</b>	<b>11,176</b>	<b>0.66%</b>
<b>GRAND TOTAL **</b>	<b>942,514</b>	<b>1,687,794</b>	<b>1,698,970</b>	<b>11,176</b>	<b>0.66%</b>

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### INFORMATION TECHNOLOGY SERVICES 1320

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

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

### FISCAL SUMMARY BY PROGRAM

	2013-2014	2014-2015	2015-2016	FY 2014-2015	
	ACTUAL	ADOPTED	PROPOSED	\$ / % Change	FY 2015-2016
Salaries and Benefits	590,065	874,242	887,371	13,128	1.50%
Services	538,205	451,340	-	(451,340)	-100.00%
Material and Supplies	19,925	27,500	29,500	2,000	7.27%
Occupancy	1,537,789	1,849,666	1,934,567	84,901	4.59%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	9,939	17,387	17,387	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,695,922</b>	<b>3,220,135</b>	<b>2,868,825</b>	<b>(351,311)</b>	<b>-10.91%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,695,922</b>	<b>3,220,135</b>	<b>2,868,825</b>	<b>(351,311)</b>	<b>-10.91%</b>
<b>GRAND TOTAL **</b>	<b>2,695,922</b>	<b>3,220,135</b>	<b>2,868,825</b>	<b>(351,311)</b>	<b>-10.91%</b>

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### MARKETING

1400

The Marketing department is responsible for coordinating and enhancing the flow of information about Omnitrans programs, projects, services, activities, and decisions:

- Between Omnitrans and current and potential customers
- Between Omnitrans and the media/press
- Between Omnitrans and the community

This includes continued and improved efforts to increase ridership and revenue to achieve agency goals.

This department serves as an internal technical communications consultant to the organization. The department is responsible for preparing informational materials to support transit operations: bus schedules, how-to guides, fare media information, etc. Marketing prepares and distributes Omnitrans internal and external newsletters and manages the Omnitrans web site to communicate Omnitrans services, programs and employment opportunities. Marketing also manages customer service functions in an effort to maintain high levels of customer satisfaction and manages and maintains Omnitrans bus stop amenities.

#### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	1,393,190	1,858,872	2,000,318	141,446	7.61%
Services	47,398	79,800	56,700	(23,100)	-28.95%
Material and Supplies	6,164	9,043	9,100	57	0.63%
Occupancy	54,623	53,400	56,100	2,700	5.06%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	819,518	857,736	871,630	13,894	1.62%
Miscellaneous Expenses	90,481	122,401	128,850	6,449	5.27%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,411,375</b>	<b>2,981,252</b>	<b>3,122,698</b>	<b>141,446</b>	<b>4.74%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,411,375</b>	<b>2,981,252</b>	<b>3,122,698</b>	<b>141,446</b>	<b>4.74%</b>
<b>GRAND TOTAL **</b>	<b>2,411,375</b>	<b>2,981,252</b>	<b>3,122,698</b>	<b>141,446</b>	<b>4.74%</b>

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### PLANNING: 1500

The Planning Department's mission is to "Making Great Communities and Transit Happen." The department is responsible for developing short and long range plans, programs, policies and funding to accomplish Omnitrans' mission and vision. Within this context the department is organized into two primary functional units – Service Planning/Scheduling and Development Services. The planning/scheduling function involves service planning, monitoring, scheduling, service policies/standards, coordination of service between neighboring transit agencies and evaluating service needs in cooperation with JPA members. The development services unit is responsible for infrastructure planning, project development, construction, transit oriented development, land use and regional mobility planning in coordination with member agencies and various public and private entities. All of these key elements are recapitulated in the Short Range Transit Plan (S RTP) which is the primary financial, planning and service policy document of Omnitrans. The S RTP is developed and maintained by the Planning Department and it is typically updated every other year. The Planning Department will be folded in with the Marketing Department starting in FY2015.

#### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016
Salaries and Benefits	491,809	-	-	-
Services	5,151	-	-	-
Material and Supplies	2,666	-	-	-
Occupancy	-	-	-	-
Casualty and Liability	-	-	-	-
Taxes	-	-	-	-
Purchased Transport	-	-	-	-
Printing and Advertising	1,135	-	-	-
Miscellaneous Expenses	8,417	-	-	-
Leases and Rentals	-	-	-	-
<b>SUBTOTAL</b>	<b>509,178</b>	-	-	-
Depreciation	-	-	-	-
<b>SUBTOTAL</b>	<b>509,178</b>	-	-	-
<b>GRAND TOTAL **</b>	<b>509,178</b>	-	-	-

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### HUMAN RESOURCES: 1600

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

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	1,150,210	1,184,902	1,199,934	15,031	1.27%
Services	456,645	336,430	336,430	-	0.00%
Material and Supplies	5,042	4,368	4,368	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	(2,024,380)	1,272,092	1,272,092	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	22,802	15,471	15,471	-	0.00%
Miscellaneous Expenses	82,987	71,353	71,353	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>(306,694)</b>	<b>2,884,616</b>	<b>2,899,648</b>	15,031	0.52%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>(306,694)</b>	<b>2,884,616</b>	<b>2,899,648</b>	15,031	0.52%
<b>GRAND TOTAL **</b>	<b>(306,694)</b>	<b>2,884,616</b>	<b>2,899,648</b>	15,031	0.52%

\*\* 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 over-sight 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

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	266,790	389,476	411,977	22,502	5.78%
Services	416,840	452,120	769,120	317,000	70.11%
Material and Supplies	301	9,045	9,045	-	0.00%
Occupancy	7,946	7,640	7,640	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	474	1,917	1,917	-	100.00%
Miscellaneous Expenses	7,445	14,360	14,360	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>699,796</b>	<b>874,558</b>	<b>1,214,059</b>	<b>339,502</b>	<b>38.82%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>699,796</b>	<b>874,558</b>	<b>1,214,059</b>	<b>339,502</b>	<b>38.82%</b>
<b>GRAND TOTAL **</b>	<b>699,796</b>	<b>874,558</b>	<b>1,214,059</b>	<b>339,502</b>	<b>38.82%</b>

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### PROCUREMENT

1700

The Procurement Department ensures compliance with best practices and requirements as outlined in the Omnitrans' Procurement policies and procedures, and FTA C4220.1F. This includes the development of templates, model contracts, standard purchase order terms and conditions, and the implementation of procedures that will ensure fair and open competition and the equitable treatment of all potential bidders. Procurement assists departments develop technical specifications and scopes of work and presents contracts to the Omnitrans Board for approval. While Departments are responsible for providing the budget, manpower and programmatic monitoring, Procurement is responsible for contract administration. The Director of the 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

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	1,352,141	1,435,187	1,484,945	49,758	3.47%
Services	8,331	17,471	17,471	-	0.00%
Material and Supplies	8,828	7,675	7,675	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	2,349	9,118	9,118	-	0.00%
Miscellaneous Expenses	15,012	9,459	9,459	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,386,661</b>	<b>1,478,910</b>	<b>1,528,668</b>	<b>49,758</b>	<b>3.36%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,386,661</b>	<b>1,478,910</b>	<b>1,528,668</b>	<b>49,758</b>	<b>3.36%</b>
<b>GRAND TOTAL **</b>	<b>1,386,661</b>	<b>1,478,910</b>	<b>1,528,668</b>	<b>49,758</b>	<b>3.36%</b>

\*\* 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

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	937,256	1,023,664	1,048,391	24,728	2.42%
Services	131,221	175,600	185,600	10,000	5.69%
Material and Supplies	7,934	10,234	10,234	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	3,006,573	2,804,034	3,673,141	869,108	30.99%
Taxes	59,231	49,282	49,282	-	0.00%
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	(1,373,016)	(929,570)	(364,331)	565,239	-60.81%
Leases and Rentals	-	-	-	-	100.00%
Other - CAP Credit				-	200.00%
<b>SUBTOTAL</b>	<b>2,769,199</b>	<b>3,133,244</b>	<b>4,602,318</b>	<b>1,469,074</b>	<b>46.89%</b>
Depreciation	14,332,205	15,606,176	11,671,516	(3,934,660)	-25.21%
Capital Purch Exp	5,218,330	-	-		100.00%
<b>SUBTOTAL</b>	<b>22,319,734</b>	<b>18,739,420</b>	<b>16,273,834</b>	<b>(2,465,586)</b>	<b>-13.16%</b>
<b>GRAND TOTAL **</b>	<b>7,987,529</b>	<b>3,133,244</b>	<b>4,602,318</b>	<b>1,469,074</b>	<b>46.89%</b>

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

**ACCESS:** 2110

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

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	116,073	117,098	117,098	-	0.00%
Services	51,222	68,846	68,846	-	0.00%
Material and Supplies	1,798,249	2,072,770	2,072,770	-	0.00%
Occupancy	91,141	85,158	85,158	-	0.00%
Casualty and Liability	149,550	128,954	128,954	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	7,543,723	7,504,913	7,504,913	-	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>9,749,957</b>	<b>9,977,739</b>	<b>9,977,739</b>	-	0.00%
Depreciation	567,178	1,128,152	1,128,152	-	0.00%
<b>SUBTOTAL</b>	<b>10,317,135</b>	<b>11,105,891</b>	<b>11,105,891</b>	-	0.00%
<b>GRAND TOTAL **</b>	<b>9,749,957</b>	<b>9,977,739</b>	<b>9,977,739</b>	-	0.00%

\*\* Less Depreciation

# DEPARTMENT

## SUMMARY OF PROGRAMS

### YUCAIPA - Omnilink

2200

This Omni link service provides curb-to-curb demand-responsive service for the general public within the City of Yucaipa and facilitates transfers to/from regular fixed route services for travel beyond its boundaries. This service is operated by a private company under contract to the Agency. The contractor is responsible for the daily activities of service delivery such as reservations, scheduling and dispatching. They hire and train their operating personnel in accordance with all Agency and legal requirements and maintain the fleet of par transit vehicles assigned to this service. In Fiscal Year 2015 Omnitrans eliminated the Omni link service and provide transit needs for Yucaipa with OMNIGO.

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016
Salaries and Benefits	4,753	-	-	-
Services	2,768	-	-	-
Material and Supplies	28,041	-	-	-
Occupancy	6,315	-	-	-
Casualty and Liability	3,497	-	-	-
Taxes	-	-	-	-
Purchased Transport	195,171	-	-	-
Printing and Advertising	-	-	-	-
Miscellaneous Expenses	-	-	-	-
Leases and Rentals	-	-	-	-
<b>SUBTOTAL</b>	<b>240,544</b>	<b>-</b>	<b>-</b>	<b>-</b>
Depreciation	-	-	-	-
<b>SUBTOTAL</b>	<b>240,544</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL **</b>	<b>240,544</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*\* Less Depreciation

## DEPARTMENT

### SUMMARY OF PROGRAMS

**CHINO HILLS:**                      **2400**

This Omnilink service provides curb-to-curb demand-responsive service for the general public within the City of Chino Hills and facilitates transfers to/from regular fixed route services for travel beyond its boundaries. This service is operated by a private company under contract to the Agency. The contractor is responsible for the daily activities of service delivery such as reservations, scheduling and dispatching. They hire and train their operating personnel in accordance with all Agency and legal requirements and maintain the fleet of paratransit vehicles assigned to this service. In Fiscal Year 2015 Omnitrans eliminated the Omnilink service and provide transit needs for Chino Hills with OMNIGO.

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016
Salaries and Benefits	-	-	-	-
Services	-	-	-	-
Material and Supplies	20,682	-	-	-
Occupancy	-	-	-	-
Casualty and Liability	2,611	-	-	-
Taxes	-	-	-	-
Purchased Transport	108,930	-	-	-
Printing and Advertising	-	-	-	-
Miscellaneous Expenses	-	-	-	-
Leases and Rentals	-	-	-	-
<b>SUBTOTAL</b>	<b>132,223</b>	-	-	-
Depreciation	-	-	-	-
<b>SUBTOTAL</b>	<b>132,223</b>	-	-	-
<b>GRAND TOTAL **</b>	<b>132,223</b>	-	-	-

\*\* Less Depreciation

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

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

**FISCAL SUMMARY BY PROGRAM**

	<b>2013-2014 ACTUAL</b>	<b>2014-2015 ADOPTED</b>	<b>2015-2016 PROPOSED</b>	<b>\$ / % Change FY 2015-2016</b>	
Salaries and Benefits	-	4,764	4,764	-	0.00%
Services	7,166	9,823	9,823	-	0.00%
Material and Supplies	243,212	327,153	327,153	-	0.00%
Occupancy	269	5,473	5,473	-	0.00%
Casualty and Liability	8,449	7,831	7,831	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	1,227,608	1,618,834	1,618,834	-	0.00%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,486,704</b>	<b>1,973,878</b>	<b>1,973,878</b>	-	0.00%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,486,704</b>	<b>1,973,878</b>	<b>1,973,878</b>	-	0.00%
<b>GRAND TOTAL **</b>	<b>1,486,704</b>	<b>1,973,878</b>	<b>1,973,878</b>	-	0.00%

\*\* 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. This portion is the non-labor related charges for sbX operations. Labor is included in the respective departments.

### FISCAL SUMMARY BY PROGRAM

	2013-2014 ACTUAL	2014-2015 ADOPTED	2015-2016 PROPOSED	\$ / % Change FY 2015-2016	
Salaries and Benefits	66,308	-	1,906,149	1,906,149	
Services	131,511	367,652	367,652	-	0.00%
Material and Supplies	11,572	671,629	671,629	-	0.00%
Occupancy	100,800	380,000	388,700	8,700	2.29%
Casualty and Liability	-	250,000	250,000	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	31,302	100,000	91,300	(8,700)	-8.70%
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>341,494</b>	<b>1,769,281</b>	<b>3,675,430</b>	1,906,149	107.74%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>341,494</b>	<b>1,769,281</b>	<b>3,675,430</b>	1,906,149	107.74%
<b>GRAND TOTAL **</b>	<b>341,494</b>	<b>1,769,281</b>	<b>3,675,430</b>	1,906,149	107.74%

\*\* Less Depreciation



# Budget

## FY 2016 Proposed Budget

**Total Budget \$ 93,941,530**

- Operating                      \$ 76,673,037
- Capital                         \$ 17,268,493

♦ Excludes Depreciation



# Budget

## FY2016 Budget Highlights

- ◆ **FY16 \$76.7 vs. FY15 \$75.5**
- ◆ **Major Cost Categories Frozen**
- ◆ **Wage Increases**
  - ◆ ATU 2.75%
  - ◆ Teamsters 2.75%
  - ◆ MC – Per Policy Manual
- ◆ **Service Maintained At Current Levels (Revenue Hours/Miles)**
- ◆ **Adjustments within the system**



# Budget

## FY2016 Budget Highlights

- ◆ **FY16 \$76.7 vs. FY15 \$75.5**
- ◆ **Revised ridership/fare based on sbX**
- ◆ **Full Year of San Bernardino TC**
  - ◆ Added 1.5 FTE headcount
  - ◆ \$317,000 additional security cost
  - ◆ \$169,500 additional maintenance cost
  - ◆ \$59,000 in additional Info Tech cost
- ◆ **Reduction in CAP : sbX completion**

# Budget

## Operating Budget: Revenue

	FY 14-15 (YE Est)	FY 15-16 (Proposed)	Variance
Fixed Route/OmniLink	14,411,128	14,914,046	502,918
Demand Response/Paratransit	1,663,280	1,757,695	94,415
Advertising and Auxillary Rev.	475,000	615,000	140,000
Interest and Non-Transp. Rev.	85,000	85,000	0
LTF Funds for Operations	37,440,212	38,563,419	1,123,207
LTF Carryover	0	290,710	290,710
FTA Section 5307 Maint. / Security	10,897,560	10,897,560	0
STA	1,735,524	1,617,711	(117,813)
JARC/NF	0	0	0
STA Maint. / Security	2,331,896	2,331,896	0
Measure I & Subsidy	5,300,000	5,600,000	300,000
<b>Total Operating Revenues</b>	<b>74,339,600</b>	<b>76,673,037</b>	<b>2,333,437</b>
<b>Percentage Change</b>			<b>3.1%</b>

# Budget

## Operating Budget: Expense

	FY 14-15 (YE Est)	FY 15-16 (Proposed)	Variance
Salary and Benefits	42,158,971	43,897,573	\$1,738,602
Services	3,090,440	3,017,737	(\$72,703)
Materials and Supplies	8,912,124	9,893,813	\$981,689
Occupancy	3,423,692	3,853,899	\$430,207
Casualty & Liability	5,949,857	5,332,019	(\$617,838)
Taxes	42,957	49,282	\$6,325
Purchased Transportation	8,913,920	9,123,746	\$209,826
Printing & Advertising	867,097	1,034,569	\$167,472
Miscellaneous	(283,977)	53,613	\$337,590
Leases and Rentals	425,863	416,785	(\$9,078)
Capital Purchase - Expense	429,086	0	(\$429,086)
<b>Total Operating Budgets</b>	<b>\$73,930,030</b>	<b>\$76,673,037</b>	<b>\$2,743,007</b>



# Budget

## Budget Comparison

### Operating Budget Comparison

- FY 14-15 Budget \$ 75,465,190
- FY 14-15 YE EST \$ 73,930,030
- FY 15-16 Budget \$ 76,673,036

### Variances

- Salaries & Benefits \$ 1,738,602
- Materials & Supplies \$ 981,689
- Occupancy \$ 430,207
- Miscellaneous Expense \$ 337,590



**OmniTrans**

2015  
2016

# Budget

## Capital Budget: Revenue

	FY 14-15 (Adopted)	FY 15-16 (Proposed)	Variance
FTA 5307	\$16,943,440	\$16,941,200	(\$2,240)
CMAQ	\$5,152,215	\$5,183,975	\$31,760
FTA 5339	\$1,703,000	\$1,848,880	\$145,880
Measure I	\$0	\$0	\$0
STAF	\$2,331,895	\$2,331,895	\$0
LTF	\$0	\$0	\$0
Prop 1B	\$4,043,664	\$4,063,432	\$19,768
Prop 1B - Security	\$128,566	\$128,566	\$0
<b>Total Capital Revenues</b>	<b>\$30,302,780</b>	<b>\$30,497,948</b>	<b>\$195,168</b>
<b>Percentage Change</b>			<b>0.6%</b>
Capital Used for Operating	\$13,229,455	\$13,229,455	\$0



# Budget

## Capital Budget: Expense

	FY 14-15 (Adopted)	FY 15-16 (Proposed)	Variance
<b>Facilities</b>	<b>\$459,752</b>	<b>\$3,218,493</b>	<b>\$2,758,741</b>
<b>Revenue Vehicles (FR/PT)</b>	<b>\$10,825,215</b>	<b>\$11,020,000</b>	<b>\$194,785</b>
<b>Service/Support Vehicles</b>	<b>\$634,000</b>	<b>\$630,000</b>	<b>(\$4,000)</b>
<b>Revenue Equipment</b>	<b>\$0</b>		<b>\$0</b>
<b>Computer Equip/Software</b>	<b>\$3,586,000</b>	<b>\$2,400,000</b>	<b>(\$1,186,000)</b>
<b>Office Equipment</b>	<b>\$0</b>		<b>\$0</b>
<b>Shop Equipment</b>	<b>\$0</b>		<b>\$0</b>
<b>Other Capital</b>	<b>\$1,568,358</b>	<b>\$0</b>	<b>(\$1,568,358)</b>
<b>Total Capital Revenues</b>	<b>\$17,073,325</b>	<b>\$17,268,493</b>	<b>\$195,168</b>
<b>Percentage Change</b>			<b>1.1%</b>
<b>Capital Used for Operating</b>	<b>\$13,229,455</b>	<b>\$13,229,455</b>	<b>\$0</b>



# Budget

## Budget Summary

- **Balanced Budget**
  - **Fixed Route/sbx Farebox Ratio is 24.68%**
  - **Access Farebox Ratio is 13.16%**

# Fiscal Year 2016 Procurement Calendar

# Brief Background

- ▶ Two Basic Procurement Tools:
  - Low Bid
  - Best Value
- ▶ Normal Procurement Process:
  - Low Bid: 4 months
  - Best Value: 6+

# FY2015

## Board of Directors Approved:

- ▶ 50 Contracts/Amendments
- ▶ Total Value \$15,900,783
- ▶ Cost Avoidance of \$547,853

# FY2016 Procurement Plan

- ▶ Identify Procurements Early
- ▶ Sequence the Calendar
- ▶ Negotiations & BAFOs

# FY2016 Procurement Plan

- ▶ Increase Efficiencies
  - More Bench Awards
  - Bundle/Consolidate Procurements
  - More Multi-Year Awards

	FY2014	FY2015	Projection: FY2016
BOD Approved	59	63	60
CEO Approved (<\$25,000/each)	274	175	140

# FY2016 Procurement Plan

- ▶ Result:
  - Maximize Resources
  - Timely Present Contracts to the Board of Directors for Award