



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, MAY 14, 2020– 8:00 A.M.

GUIDANCE FOR PUBLIC ACCESS TO THE BOARD OF DIRECTORS MEETING
MEETING ACCESSIBLE VIA ZOOM AT: <https://us04web.zoom.us/j/759856880>

TELECONFERENCE

Dial: **1 669 900 6833**
Meeting ID: **861 2083 7085**

*This meeting is being conducted in accordance with Governor Newsom's
Executive Orders N-25-20, N-29-20 and N-35-20*

There will be no physical location for this meeting. Members of the public wishing to participate via teleconference, can do so by dialing the following number: **1 669-900-6833**, Meeting ID: **861 2083 7085**. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Wednesday, May 13, 2020 at 5:00 p.m. Comments received will be read into the record.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Board's Secretary prior to May 13, 2020 at 5:00 p.m. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY).

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, June 11, 2020, 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. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Wednesday, May 13, 2020 at 5:00 p.m. Comments received will be read into the record for up to 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.



ADMINISTRATIVE AND FINANCE COMMITTEE
THURSDAY, MAY 14, 2020– 8:00 A.M.

E. DISCUSSION ITEMS

- | | |
|--|----|
| 1. Approve Administrative & Finance Committee Minutes – April 9, 2020 | 5 |
| 2. Recommend the Board of Directors Adopt Omnitrans Fiscal Year 2020-21 Annual Budget Proposal – <i>Maurice Mansion</i> | 9 |
| 3. Recommend the Board of Directors Authorize Interim CEO/General Manager to Execute the Fare Agreement with San Bernardino County Transportation Authority – <i>Jeremiah Bryant</i> | 41 |
| 4. Recommend the Board of Directors Authorize Award – Request for Proposals – RFP-STS20-19, Supply of Compressed Natural Gas (CNG) – <i>Art Torres</i> | 49 |
| 5. Recommend the Board of Directors Authorize Award – Contract SDD20-71, Grant Services – <i>Art Torres</i> | 51 |
| 6. Recommend the Board of Directors Authorize Award – Contract HRS20-34, Broker Services for Supplemental Insurance – <i>Art Torres</i> | 54 |
| 7. CEO/General Manager's Report – <i>Erin Rogers</i> | |

F. ADJOURNMENT

ITEM # D1

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**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 May 14, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E4	Authorize Award Contract RFP-STS20-19 Compressed Natural Gas	<i>Clean Energy Newport Beach, CA Robert M. Vreeland Chief Financial Officer</i>	N/A
#E5	Authorize Award Contract SDD20-71 Grant Services	<i>Blais & Associates, Inc. Irvine, CA Neil Blais, President and CEO</i>	N/A
#E6	Authorize Award Contract – HRS20-34 Broker Services for Supplemental Insurance	<i>USI Insurance Services, LLC Torrance, CA Gary Delaney Senior Vice President</i>	N/A

ER:AT

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, APRIL 9, 2020**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the April 9, 2020, Administrative & Finance Committee was held via teleconference. Committee Chair Sam Spagnolo called the meeting to order at 8:00 a.m., Thursday, April 9, 2020.

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

Council Member Sam Spagnolo, City of Rancho Cucamonga – Committee Chair
Mayor David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor John Dutrey, City of Montclair
Supervisor Curt Hagman, County of San Bernardino
Council Member Alan Wapner, City of Ontario
Supervisor Josie Gonzales, County of San Bernardino

BOARD MEMBERS NOT PRESENT

None

OMNITRANS ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Planning
Alex Chen, Director of Information Technology
Aaron Moore, Deputy Director of Operations/Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Nicole Ramos, Director of Marketing & Communications
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Security
Art Torres, Director of Procurement
Araceli Barajas, Sr. Executive Asst. to CEO/Clerk of the Board
Kevin Bleich, Rail Operations Analyst
Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator
Marcos Espinoza, Network Engineer

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, May 14, 2020, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

1. Approve Administrative and Finance Committee Minutes – March 12, 2020

M/S (Dailey/Avila) that approved Administrative & Finance Committee Minutes March 12, 2020. Roll call vote was taken and the motion was passed unanimously by Members present.

2. Recommend the Board of Directors Provide Guidance Regarding Omnitrans Fiscal Year 2020-21 Annual Budget

Interim CEO/General Manager, Erin Rogers provided some background information and stated that had the situation been business as usual, this item would be requesting the Committee's approval of the FY2020-21 Budget. However, due to the COVID-19 pandemic and its' impact to the Agency, staff is presenting a tentative budget and requesting guidance from the Committee. She highlighted the following two items:

- Omnitrans received information regarding the Cares Act funding that will be allocated to the Agency.
- Some elements of the plan to reduce service by 11% scheduled for September 2020, were implemented early in addition to other service reductions due to the pandemic.

Ms. Rogers introduced Treasury Manager, Maurice Mansion to review the presentation.

Treasury Manager, Maurice Mansion, reviewed the FY 2020-21 Budget presentation.

The Committee engaged in a robust discussion regarding the proposed budget and the potential changes based on some uncertainties related to the pandemic. There were also some questions regarding funding allocations from SBCTA. Ms. Rogers and Mr. Mansion responded to the Committee's questions.

Member Dailey asked for clarification regarding the motion. Erin provided additional information.

M/S (Avila/Hagman) that approved the initial budget proposal with the understanding that a revised budget will be presented to the Committee in May. Roll call vote was taken and the motion was passed unanimously by Members present.

3. Recommend the Board of Directors Adopt an Opposed Position on AB 2011 (Holden) and SB 1390 (Portantino)

Interim CEO/General Manager, Erin Rogers, provided a brief background on this item as detailed in the staff report.

M/S (Wapner/Hagman) that recommended the Board of Directors adopt an opposed position on AB 2011 (Holden) and SB 1390 (Portantino). Roll call vote was taken and the motion was passed with Member Dutrey voting to oppose SB1390 (Portantino) and abstaining on AB 2011 (Holden).

4. Receive and Forward Equal Opportunity Program, 2020 through 2024

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

Member Dailey had some questions regarding the language used in the report. Ms. Pfeiffer explained that the report includes FTA's standard language.

The Committee received and forwarded this item to the Board.

5. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers provided the CEO/General Manager's Report.

Ms. Rogers reported on the following items:

- The Agency continues to be flexible with changes associated with COVID-19. Disposable masks will be provided to all employees and customers are being asked to wear masks on the buses.
- Service will be reduced as of Monday April 13th. The public has been advised and details regarding the changes will be sent to the City Managers.
- Omnitrans is partnering with The Way World Outreach Church and Helping Hands Pantry to assist with food deliveries to those in need during this health crisis. Both organizations are based in San Bernardino and serve residents throughout the service area. To-date 700 deliveries have been made by Omnitrans using excess capacity on our Access fleet.
- The new Safety & Security Director, Jerome Rogers was introduced to the Board.

Committee Chair Spagnolo requested that the Board be included in any updates regarding service so that they can share with their respective communities.

Vice Chair Dutrey asked if Coach Operators were calling in sick. Ms. Rogers provided information regarding the number of Coach Operators out on leave.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:55 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, May 14, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Liz Gutierrez

Executive Staff Assistant

ITEM # E2

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2020-21 ANNUAL BUDGET

FORM MOTION

Recommend the Board of Directors approve Omnitrans Fiscal Year 2020-21 Annual Budget.

BACKGROUND

Staff developed the Fiscal Year 2020-21 Budget prior to the onset of the COVID-19 pandemic. This unprecedented crisis is having a significant impact on Omnitrans' ridership, revenue, and the economy. Prior to this health crisis, staff developed a balanced budget that included a 11% service reduction and other cost-saving measures.

At the April 9, 2020 Administrative and Finance Committee meeting, staff presented a budget totaling \$87.6 million and due to the on-going uncertainty, staff proposed to refine the budget and return to the committee as more information became available. Since that time, Omnitrans received notification of the CARES Act funding allocation and the Board of Directors approved a service resumption plan.

The Board approved service resumption plan includes a conservative assumption about ridership levels, staffing needs and forecasts for economic recovery. In revising the budget to align with these assumptions, the budget is further reduced by an additional \$6.9 million. Staff proposes a Fiscal Year 2020-21 Operating Budget of \$80.7 million.

The Fiscal Year 2020-21 budget proposal includes a decrease in the Operating Budget of \$10,761,466 or 11.8%, and an increase in the Capital Budget of \$3,371,636 or 14.7% compared to Fiscal Year 2019-20. The total budget is as follows:

Budget	FY 2020-21	FY 2019-20	Incr./ (Decr.)	\$ Change
Operating Budget	\$ 80,695,502	\$ 91,456,968	\$ (10,761,466)	-11.8%
Capital Budget	\$ 26,341,172	\$ 22,969,536	\$ 3,371,636	14.7%
Less Capital Used For Operating	\$ (16,741,200)	\$ (17,566,874)	\$ (826,674)	-4.7%
TOTAL BUDGET *	\$ 90,295,474	\$ 96,859,630	\$ (6,564,155)	-6.8%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2020-21 includes an operating budget of approximately \$80.7 million (excluding depreciation) and a capital budget of approximately \$26.3 million. The capital budget includes \$16.7 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$90,295,474.

OPERATING BUDGET:

The proposed FY 2020-21 operating budget of \$80,695,502 is down \$10,761,466 or 11.8% compared to FY 2020. The decrease in the FY2020-21 budget is largely contributed to the original 11% service reduction and the additional impact of service reductions made in response to COVID-19.

OPERATING	FY 2020-21 Proposed	FY 2019-20 Budget	Incr./(Decr.)	% Change
Salaries and Benefits	\$ 46,129,350	\$ 54,461,826	\$ (8,332,476)	-15.3%
Services	\$ 3,436,667	\$ 3,961,842	\$ (525,175)	-13.3%
Materials and Supplies	\$ 5,386,846	\$ 6,633,175	\$ (1,246,329)	-18.8%
Occupancy	\$ 4,814,940	\$ 5,683,023	\$ (868,083)	-15.3%
Casualty and Liability	\$ 8,450,752	\$ 8,024,836	\$ 425,916	5.3%
Taxes	\$ 40,000	\$ 55,000	\$ (15,000)	-27.3 %
Purchased Transportation	\$ 11,225,897	\$ 11,831,424	\$ (605,527)	-5.1%
Printing and Advertising	\$ 789,300	\$ 850,033	\$ (60,733)	-7.1%
Miscellaneous	\$ 421,750	\$ (44,191)	\$ 465,941	1,054.4%
TOTAL OPERATING *	\$ 80,695,502	\$ 91,456,968	\$ (9,104,542)	-11.8%

** Numbers may be slightly off due to rounding*

CAPITAL BUDGET:

The proposed FY 2020-21 Capital Budget includes funding for revenue vehicles, preventative maintenance, pass-through funding and facility infrastructure improvements.

CAPITAL	FY 2020-21 Proposed	FY 2019-20 Budget	Incr./(Decr.)	% Change
Facilities	\$ 1,562,210	\$ 1,482,905	\$ 79,305	5.4%
Revenue Vehicles	\$ 6,383,448	\$ 2,697,000	\$ 3,686,448	136.7%
Pass-Through	\$ 1,654,314	\$ 1,222,757	\$ 431,557	35.3%
Operating / Other	\$16,741,200	\$ 17,566,874	\$ (825,674)	-4.7%
TOTAL CAPITAL EXPENSES*	\$26,341,172	\$ 22,969,536	\$ 3,371,636	14.7%

** Numbers may be slightly off due to rounding*

Overall, Omnitrans' management continues a fiscally conservative 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.

ER:DW:MM

Attachment A: Summary of Programs

Attachment B: Budget Presentation

DEPARTMENT
SUMMARY OF PROGRAMS

REVENUE BUDGET

The revenue budget is 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, OmniGo 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 Strategic Business, 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

	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 YE EST	2020-21 PROPOSED	\$ / % Change FY20 to FY 21		Notes
Farebox Revenue/Other Revenue:							
Passenger Fares - Fixed Routes	11,931,021	12,577,000	12,968,240	9,425,060	(3,151,940)	-25.06%	Reduction based on COVID-19 Virus
Passenger Fares - Access	1,342,368	1,581,000	1,382,077	1,374,940	(206,060)	-13.03%	Reduction based on COVID-19 Virus
Advertising and Other Aux Rev	776,764	655,000	657,075	600,000	(55,000)	-8.40%	Advertising revenue down based on economic downturn from COVID 19
Interest and Other Non-Trans	2,861,283	1,580,000	2,130,595	1,667,000	87,000	5.51%	
SUB-TOTAL	16,911,436	16,393,000	17,137,987	13,067,000	(3,326,000)	-20.29%	
Operating Revenue Source-Cap							
LTF	42,820,819	44,105,444	44,105,444	29,172,573	(14,932,871)	-33.86%	Reduction based on COVID-19 Virus
LTF- Carryover	-	-	-	-	-	-	
FTA Section 5307 Maint/Leases	9,438,061	16,043,011	12,070,050	12,820,113	(3,222,898)	-20.09%	Service reduction reduced costs and funding source
FTA Section 5307 ACCESS	1,600,000	698,188	1,600,000	3,921,087	3,222,899	461.61%	Increase use of Federal funds to fund ACCESS
FTA Section 5307 CARES - Other	-	-	-	10,566,752	10,566,752		
FTA - CTSA - JARC/NF/5310	402,741	139,246	202,774	-	(139,246)	-100.00%	JARC/NF funds no longer available
STAF - Operating Costs	908,128	2,537,483	2,537,483	1,058,799	(1,478,684)	-58.27%	Service reduction reduced costs
Carl Moyer/JARC/STIP/LCTOP	402,741	294,270	147,135	1,200,000	905,730	307.79%	LCTOP funds used to fund Route 87
STA Maint./Repeater/Tire	2,299,913	825,674	111,200	-	(825,674)	-100.00%	Replaced with SGR Funding
SB1 - State of Good Repair Prevent Maint	-	-	-	884,292	884,292		New funding source to pay for Preventive Maintenance
Measure I & Subsidy	7,873,772	8,236,918	8,236,918	7,328,150	(908,768)	-11.03%	Based on estimated revenue from SBCTA
Measure I - CTSA	2,270,798	1,331,243	1,331,243	676,736	(654,507)	-49.17%	Reduced staffing and other costs
Measure I - Rail	390,439	783,490	421,022	-	(783,490)	-100.00%	Moved to SCRRRA
Other Funds - MediCAL Billing/TCC Funds	-	69,000	-	-	(69,000)	-100.00%	
SUB-TOTAL	68,407,412	75,063,967	70,763,269	67,628,502	(7,435,465)	-9.91%	
Capital Revenue:							
FTA Section 5307	10,260,366	16,941,200	16,941,200	16,941,200	-	0.00%	
FTA Section 5339	-	2,347,000	1,260,509	2,355,819	8,819	0.38%	Based on estimated revenue from SBCTA
FTA Section 5310	-	350,000	-	788,029	438,029	125.15%	Based on estimated revenue from SBCTA
Prop 1B	4,969,595	-	4,110,195	-	-	-	
STAF (SB 620)	-	2,108,579	2,108,579	-	(2,108,579)	-100.00%	STA not used for Capital Maintenance
SB1-SGR	-	-	-	1,362,210	1,362,210		SGR Funds for Caoital Projects
LTF	196,972	-	-	-	-	-	
CMAQ	13,377,217	-	5,560,000	-	-	-	
LCTOP Funds	-	-	-	3,239,600	3,239,600		LCTOP funds used for ZEB and Infrastructure procurement
TCC - Sub Recipient	-	-	-	-	-	-	
Prop 1B - Security	-	-	-	-	-	-	
Measure I Capital - CTSA	-	1,222,757	-	1,654,314	431,557	35.29%	Balance of Measure Funds to Community Partner programs
CAPITAL TOTAL	28,804,151	22,969,536	29,980,483	26,341,172	3,371,636	14.68%	
Less capital used for Operating	(17,767,643)	(17,566,874)	(14,983,521)	(16,741,200)	825,674	-4.70%	
TOTAL CAPITAL	11,036,508	5,402,662	14,996,962	9,599,972	4,197,310	77.69%	
OPERATIONS TOTAL	85,318,848	91,456,967	87,901,256	80,695,502	(10,761,465)	-11.77%	
GRAND TOTAL	96,355,356	96,859,629	102,898,218	90,295,474	(6,564,155)	-6.78%	

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

	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED	\$ / % Change FY 20 to FY 21		Notes
Annual Fiscal Year Programs						
Facilities	3,357,801	1,482,905	1,562,210	79,305	5.35%	Facility expenditures for budget year
Revenue Vehicles	3,172,296	2,697,000	6,383,448	3,686,448	136.69%	Additional LCTOP funds for ZEB procurement
Service Vehicles	494,104	-	-	-		
Revenue Equipment	54,213	-	-	-		
Computer Equipment	611,081	-	-	-		
Office Equipment		-	-	-		
Shops-Service Equipment				-		
Pass-Through - CTSA	854,709	1,222,757	1,654,314	431,557	35.29%	Funding available for Community Programs
Operating/Other - Capital	106,918					
		-	-	-		
SUBTOTAL	8,651,122	5,402,662	9,599,972	4,197,310	77.69%	
Capital Used for Operating	14,584,471	17,566,874	16,741,200	(825,674)	-4.70%	
GRAND TOTAL	23,235,593	22,969,536	26,341,172	3,371,636	14.68%	

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

The Agency's consolidated report is the summary look at all department costs from actuals charges for FY 2018-2019, adopted budget for FY 2019-20, Year-End Estimate FY 2019-20 and proposed budget costs for FY 2020-21.

FISCAL SUMMARY BY PROGRAM

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	55,356,401	54,461,826	52,326,348	46,129,350	(8,332,476)	-15.30%
Services	3,783,584	3,961,842	2,933,601	3,436,667	(525,175)	-13.26%
Material and Supplies	7,585,990	6,633,175	6,720,735	5,386,846	(1,246,329)	-18.79%
Occupancy	5,096,134	5,683,023	4,579,825	4,814,940	(868,083)	-15.28%
Casualty and Liability	7,812,623	8,024,836	7,865,747	8,450,752	425,916	5.31%
Taxes	13,627	55,000	37,755	40,000	(15,000)	-27.27%
Purchased Transport	10,764,903	11,831,424	11,936,551	11,225,897	(605,527)	-5.12%
Printing and Advertising	893,427	850,033	755,568	789,300	(60,733)	-7.14%
Miscellaneous Expenses	3,507,694	(44,191)	100,326	421,750	465,941	-1054.39%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	94,814,382	91,456,968	87,256,455	80,695,502	(10,761,466)	-11.77%
Depreciation	18,797,140	18,844,776	19,054,910	19,124,076	279,300	1.48%
Capital Purchase	9,061,090	-	2,802,496	-	-	
SUBTOTAL	122,672,612	110,301,744	109,113,861	99,819,578	(10,482,166)	-9.50%
GRAND TOTAL **	103,875,472	91,456,968	87,256,455	80,695,502	(10,761,466)	-11.77%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	30,586,329	33,883,384	31,230,352	24,464,663	(9,418,721)	-27.80%
Services	18,641	12,000	-	10,000	(2,000)	-16.67%
Material and Supplies	127,223	124,049	105,988	109,000	(15,049)	-12.13%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	4,411	8,133	-	8,000	(133)	-1.64%
Miscellaneous Expenses	53,194	74,710	68,346	73,750	(960)	-1.28%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	30,789,797	34,102,276	31,404,686	24,665,413	(9,436,863)	-27.67%
Depreciation	-	-	-	-	-	
SUBTOTAL	30,789,797	34,102,276	31,404,686	24,665,413	(9,436,863)	-27.67%
GRAND TOTAL **	30,789,797	34,102,276	31,404,686	24,665,413	(9,436,863)	-27.67%

** 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.

FISCAL SUMMARY BY PROGRAM

	2018-2019	2019-2020	2019-2020	2020-2021	\$ / % Change FY 2019-2020	
Salaries and Benefits	8,520,908	9,117,134	8,671,416	7,895,415	(1,221,718)	-13.40%
Services	495,548	472,000	471,673	444,783	(27,217)	-5.77%
Material and Supplies	6,157,200	5,675,778	5,518,395	4,523,138	(1,152,640)	-20.31%
Occupancy	2,496,557	2,907,500	1,968,736	1,978,500	(929,000)	-31.95%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	(51,091)	(59,445)	(7,294)	(44,812)	14,633	-24.62%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	17,619,123	18,112,967	16,622,927	14,797,024	(3,315,943)	-18.31%
Depreciation	-	-	-	-	-	
SUBTOTAL	17,619,123	18,112,967	16,622,927	14,797,024	(3,315,943)	-18.31%
GRAND TOTAL **	17,619,123	18,112,967	16,622,927	14,797,024	(3,315,943)	-18.31%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	1,074,031	891,591	759,819	832,938	(58,654)	-6.58%
Services	349,979	620,225	270,618	600,225	(20,000)	-3.22%
Material and Supplies	9,984	14,500	7,556	10,000	(4,500)	-31.03%
Occupancy	-	2,500	-	-	(2,500)	-100.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	9,163	15,300	-	-	(15,300)	-100.00%
Miscellaneous Expenses	171,547	167,000	150,831	166,100	(900)	-0.54%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	1,614,704	1,711,116	1,188,824	1,609,263	(101,854)	-5.95%
Depreciation	-	-	-	-		
SUBTOTAL	1,614,704	1,711,116	1,188,824	1,609,263	(101,854)	-5.95%
GRAND TOTAL **	1,614,704	1,711,116	1,188,824	1,609,263	(101,854)	-5.95%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	1,258,515	1,322,637	1,277,580	1,248,686	(73,950)	-5.59%
Services	-	-	-	-	-	
Material and Supplies	43,832	41,500	41,000	41,500	-	0.00%
Occupancy	2,273,286	2,436,670	2,325,585	2,574,140	137,470	5.64%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	6,047	27,853	746	20,225	(7,628)	-27.39%
Leases and Rentals	-	-	-	-	-	
SUBTOTAL	3,581,680	3,828,660	3,644,911	3,884,551	55,891	1.46%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,581,680	3,828,660	3,644,911	3,884,551	55,891	1.46%
GRAND TOTAL **	3,581,680	3,828,660	3,644,911	3,884,551	55,891	1.46%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING

1400

At Omnitrans, the marketing, public relations, communications and customer service functions fall within the Marketing Department. The marketing/public relations section is responsible for all community outreach efforts, internal and external 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, and media buying 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	2,308,689	1,232,526	1,213,436	1,056,892	(175,634)	-14.25%
Services	64,684	65,000	60,228	65,000	-	0.00%
Material and Supplies	9,662	4,700	4,797	4,700	-	0.00%
Occupancy	67,670	9,500	9,000	9,500	-	0.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	851,670	748,300	725,000	731,600	(16,700)	-2.23%
Miscellaneous Expenses	150,076	136,275	192,620	202,650	66,375	48.71%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	3,452,450	2,196,301	2,205,082	2,070,342	(125,959)	-5.74%
Depreciation	-	-	-	-	-	
SUBTOTAL	3,452,450	2,196,301	2,205,082	2,070,342	(125,959)	-5.74%
GRAND TOTAL **	3,452,450	2,196,301	2,205,082	2,070,342	(125,959)	-5.74%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	-	1,310,242	1,224,458	1,436,969	126,727	9.67%
Services	-	10,000	-	125,000	115,000	1150.00%
Material and Supplies	-	5,575	5,575	5,575	-	0.00%
Occupancy	11,057	73,500	70,000	73,500	-	0.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	13,000	10,500	13,000	-	0.00%
Miscellaneous Expenses	-	12,675	13,923	12,375	(300)	-2.37%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	11,057	1,424,992	1,324,456	1,666,419	241,427	16.94%
Depreciation	-	-	-	-	-	
SUBTOTAL	11,057	1,424,992	1,324,456	1,666,419	241,427	16.94%
GRAND TOTAL **	11,057	1,424,992	1,324,456	1,666,419	241,427	16.94%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	4,735,829	1,768,509	2,918,477	4,414,585	2,646,076	149.62%
Services	565,386	527,500	534,355	459,400	(68,100)	-12.91%
Material and Supplies	6,910	10,500	5,892	8,000	(2,500)	-23.81%
Occupancy	-	-	-	-	-	
Casualty and Liability	3,609,861	2,864,836	3,134,169	3,357,834	492,998	17.21%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	17,330	30,000	10,570	15,000	(15,000)	-50.00%
Miscellaneous Expenses	124,175	150,589	139,655	148,739	(1,850)	-1.23%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	9,059,489	5,351,934	6,743,117	8,403,558	3,051,624	57.02%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	9,059,489	5,351,934	6,743,117	8,403,558	3,051,624	57.02%
					-	
GRAND TOTAL **	9,059,489	5,351,934	6,743,117	8,403,558	3,051,624	57.02%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY

1630

The Safety and Security Department 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	409,678	527,133	383,050	1,207,286	680,153	129.03%
Services	1,304,615	1,523,026	1,084,001	1,209,938	(313,088)	-20.56%
Material and Supplies	1,856	9,000	36	5,500	(3,500)	-38.89%
Occupancy	14,727	15,000	15,000	15,000	-	0.00%
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	808	3,000	840	3,000	-	0.00%
Miscellaneous Expenses	13,255	42,250	20,291	30,125	(12,125)	-28.70%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,744,940	2,119,409	1,503,218	2,470,849	351,440	16.58%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,744,940	2,119,409	1,503,218	2,470,849	351,440	16.58%
					-	
GRAND TOTAL **	1,744,940	2,119,409	1,503,218	2,470,849	351,440	16.58%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT

1700

It is Omnitrans's policy to ensure that Disadvantaged Business Enterprise (DBE), as defined in 49 CFR Part 26 (Code of Federal Regulations), have an equal opportunity to receive and participate in Department of Transportation (DOT) assisted contracts. The Procurement Department affords the same opportunity for all business enterprises to participate in our procurement and contracting solicitations by providing a fair and equitable bidding process. The Procurement Department ensures compliance with Omnitrans' Procurement Policies and Procedures, Federal Transit Administration (FTA) Circular 4220.1F, and best practices. Our mission is to serve, support and collaborate with internal and external customers to procure goods and services, assist in the development of solicitations, and contracts, champion inventory integrity, ensure parts availability in a cost effective, timely and accurate manner in support of the agency's best interests. Procurement assists departments in the development of technical specifications and scopes of work. Procurement is responsible for contract administration. The Director of Procurement leads the department in safeguarding the integrity of the procurement system, monitors procurements against contractual requirements, and identifies cost savings such as collaborative procurements and any other available cost savings/avoidance opportunities.

FISCAL SUMMARY BY PROGRAM

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	1,572,972	1,526,228	1,679,310	1,677,258	151,029	9.90%
Services	3,110	17,500	29,460	125,000	107,500	614.29%
Material and Supplies	11,890	7,700	8,002	9,000	1,300	16.88%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	7,666	9,200	4,076	9,200	-	0.00%
Miscellaneous Expenses	7,389	8,375	6,023	8,775	400	4.78%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,603,026	1,569,003	1,726,872	1,829,233	260,229	16.59%
Depreciation	-	-	-	-	-	
SUBTOTAL	1,603,026	1,569,003	1,726,872	1,829,233	260,229	16.59%
GRAND TOTAL **	1,603,026	1,569,003	1,726,872	1,829,233	260,229	16.59%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: 1800

The Finance Department is responsible for acquiring, managing, and reporting all financial transactions for Omnitrans, including the collection and disbursement of funds. Ensuring there is adequate resources available for ongoing operations is priority. The department has three (3) areas: Accounting, Grants Administration, and Disbursement.

Accounting: This area is responsible for collecting funds, recording transactions, and financial reporting through various reports on a daily, weekly, monthly, quarterly and yearly schedule.

Grants Administration: This area is responsible for preparing and submitting grant applications, tracking and reporting to federal, state and local agencies all activities associated with any grant awarded.

Disbursement: This area is responsible for the weekly payment of invoices from customers, and the biweekly payroll for employees.

FISCAL SUMMARY BY PROGRAM

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	1,076,713	1,122,940	1,108,713	1,165,187	42,248	3.76%
Services	175,117	185,600	211,052	215,000	29,400	15.84%
Material and Supplies	5,443	10,000	6,769	10,000	-	0.00%
Occupancy	-	-	-	-	-	
Casualty and Liability	4,011,707	5,155,500	4,731,578	5,088,418	(67,082)	-1.30%
Taxes	13,627	55,000	37,755	40,000	(15,000)	-27.27%
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	3,004,629	(682,473)	(498,222)	(351,402)	331,071	-48.51%
Leases and Rentals	-	-	-	-	-	
Other - CAP Credit					-	
SUBTOTAL	8,287,236	5,846,567	5,597,645	6,167,203	320,637	5.48%
Depreciation	17,157,063	17,434,951	17,679,184	17,940,250	505,299	2.90%
Capital Purch Exp	9,061,090	-	2,802,496	-	-	
SUBTOTAL	34,505,388	23,281,518	26,079,325	24,107,453	825,936	3.55%
GRAND TOTAL **	8,287,236	5,846,567	5,597,645	6,167,203	320,637	5.48%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

Access is part of the Special Transportation Services Division of the Operations 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	366,476	368,275	315,805	323,861	(44,414)	-12.06%
Services	99,139	108,214	103,850	112,321	4,107	3.79%
Material and Supplies	1,101,543	571,179	978,618	571,097	(82)	-0.01%
Occupancy	138,369	131,000	119,240	128,000	(3,000)	-2.29%
Casualty and Liability	172,254	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	9,231,464	10,207,078	10,324,327	9,135,755	(1,071,323)	-10.50%
Printing and Advertising	-	2,000	-	-	(2,000)	-100.00%
Miscellaneous Expenses	2,902	7,500	-	3,100	(4,400)	-58.67%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	11,112,147	11,395,246	11,841,840	10,274,134	(1,121,112)	-9.84%
					-	
Depreciation	1,640,078	1,409,825	1,375,726	1,183,826	(225,999)	-16.03%
SUBTOTAL	12,752,224	12,805,071	13,217,566	11,457,960	(1,347,111)	-10.52%
GRAND TOTAL **	11,112,147	11,395,246	11,841,840	10,274,134	(1,121,112)	-9.84%

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Chino Hills /Micro Transit:

2400

Omnitrans is piloting a MicroTransit service in the City of Chino Hills. MicroTransit service is similar as on-demand, automatically dispatched service using smaller vehicles. This combination allows Omnitrans to better match real-time demand with service levels. The MicroTransit service will be branded as a new service within Omnitrans' Family of Services and will be operated by the same contractor that runs OmniAccess and OmniGo service.

FISCAL SUMMARY BY PROGRAM

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020YE-2021
Salaries and Benefits	-	-	-	-	-
Services	-	-	-	-	-
Material and Supplies	-	-	-	-	-
Occupancy	-	-	-	-	-
Casualty and Liability	-	-	-	-	-
Taxes	-	-	-	-	-
Purchased Transport	-	-	-	619,754	619,754
Printing and Advertising	-	-	-	-	-
Miscellaneous Expenses	-	-	-	-	-
Leases and Rentals	-	-	-	-	-
					-
SUBTOTAL	-	-	-	619,754	619,754
					-
Depreciation	-	-	-	-	-
SUBTOTAL	-	-	-	619,754	619,754
					-
GRAND TOTAL **	-	-	-	619,754	619,754

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	3,102	-	3,244	-	-	
Services	-	-	-	-	-	
Material and Supplies	111,173	53,944	58,509	85,336	31,392	58.19%
Occupancy	5,127	5,473	5,281	5,300	(173)	-3.16%
Casualty and Liability	18,801	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	1,533,439	1,624,346	1,612,223	1,470,388	(153,958)	-9.48%
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	-	
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,671,642	1,683,763	1,679,258	1,561,024	(122,739)	-7.29%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,671,642	1,683,763	1,679,258	1,561,024	(122,739)	-7.29%
					-	
GRAND TOTAL **	1,671,642	1,683,763	1,679,258	1,561,024	(122,739)	-7.29%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021
Salaries and Benefits	2,412,792	-	524,962	-	-
Services	-	-	-	-	-
Material and Supplies	-	-	-	-	-
Occupancy	-	-	-	-	-
Casualty and Liability	-	-	-	-	-
Taxes	-	-	-	-	-
Purchased Transport	-	-	-	-	-
Printing and Advertising	-	-	-	-	-
Miscellaneous Expenses	-	-	-	-	-
Leases and Rentals	-	-	-	-	-
SUBTOTAL	2,412,792	-	524,962	-	-
Depreciation	-	-	-	-	-
SUBTOTAL	2,412,792	-	524,962	-	-
GRAND TOTAL **	2,412,792	-	524,962	-	-

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

The Consolidated Transportation Service Agency (CTSA) is part of the Special Transportation Services (STS) in the Operations Department. 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	697,030	867,913	755,516	405,610	(462,303)	-53.27%
Services	668,112	212,600	166,929	70,000	(142,600)	-67.07%
Material and Supplies	(12,567)	81,750	(23,617)	4,000	(77,750)	-95.11%
Occupancy	89,341	101,880	66,983	31,000	(70,880)	-69.57%
Casualty and Liability	-	4,500	-	4,500	-	0.00%
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	2,380	21,100	4,581	9,500	(11,600)	-54.98%
Miscellaneous Expenses	9,681	41,500	1,976	152,125	110,625	266.57%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	1,453,977	1,331,243	972,367	676,735	(654,508)	-49.17%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	1,453,977	1,331,243	972,367	676,735	(654,508)	-49.17%
GRAND TOTAL **	1,453,977	1,331,243	972,367	676,735	(654,508)	-49.17%

** 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

	2018-2019 ACTUAL	2019-2020 ADOPTED	2019-2020 YE EST	2020-2021 PROPOSED	\$ / % Change FY 2020-2021	
Salaries and Benefits	333,338	523,314	260,209	-	(523,314)	-100.00%
Services	39,252	208,176	1,435	-	(208,176)	-100.00%
Material and Supplies	11,842	23,000	3,214	-	(23,000)	-100.00%
Occupancy	-	-	-	-	-	
Casualty and Liability	-	-	-	-	-	
Taxes	-	-	-	-	-	
Purchased Transport	-	-	-	-	-	
Printing and Advertising	-	-	-	-	-	
Miscellaneous Expenses	15,892	29,000	11,431	-	(29,000)	-100.00%
Leases and Rentals	-	-	-	-	-	
					-	
SUBTOTAL	400,323	783,490	276,289	-	(783,490)	-100.00%
					-	
Depreciation	-	-	-	-	-	
SUBTOTAL	400,323	783,490	276,289	-	(783,490)	-100.00%
					-	
GRAND TOTAL **	400,323	783,490	276,289	-	(783,490)	-100.00%

** Less Depreciation

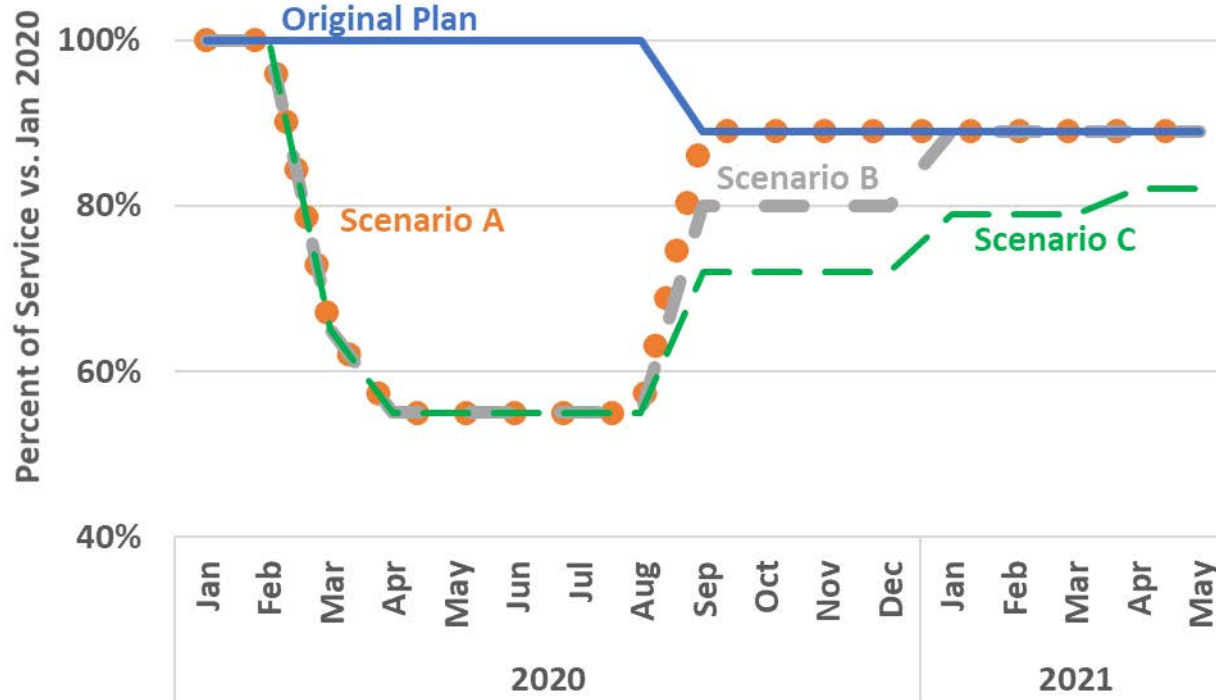


FISCAL YEAR 2021 BUDGET

**Administration and Finance Committee
May 14, 2020**



SERVICE PLAN: ANNUAL SERVICE LEVELS



Original Plan:

- 11% reduction, \$5M savings

Scenario A: Emergency service levels to September. Return to plan.

Scenario B: Staggered resumption.

Scenario C: Staggered resumption but ends lower than initial plan.

FY21 BUDGET - UPDATE

- **Original Budget FY2020-21: \$87.6 million**
- **Proposed Budget FY2020-21: \$80.7 million**
 - Based on Scenario C Service Resumption
 - Additional \$6.9 million in Savings
- **Revisions Drove Reductions in Salary & Benefits And Material & Supplies**
- **FTA CARES Act for Omnitrans - \$52.3 million**

FISCAL YEAR 21 BUDGET - OPERATING

	FY21 Original Proposal	FY21 Proposed	Variance	% Change
Salary & Benefits*	\$50,973,454	\$46,129,350	(\$4,844,104)	(8.5%)
Services	\$3,436,666	\$3,436,667	-	-
Materials & Supplies*	\$6,254,287	\$5,386,846	(\$867,441)	(13.8%)
Occupancy	\$4,814,940	\$4,814,940	-	-
Casualty & Liability	\$8,450,752	\$8,450,752	-	-
Taxes	\$40,000	\$40,000	-	-
Purchase Trans*	\$12,396,890	\$11,225,897	(1,170,993)	(9.4%)
Printing & Advertising	\$789,300	\$789,300	-	-
Miscellaneous	\$421,750	\$421,750	-	-
Total	\$87,578,040	\$80,695,502	(\$6,882,538)	(7.9%)

FY21 BUDGET - VARIANCE DRIVERS

- **Salary & Benefits - \$4,844,104**
 - Reduction in Service Drove Reduction in Staff
- **Materials & Supplies - \$867,441**
 - Reduction in Service Drives Lower CNG and Maintenance Costs
- **Purchase Transportation - \$1,170,993**
 - Reduction in Service Drives Lower Purchase Transportation Costs

FISCAL YEAR 21 BUDGET

Element	FY21 Proposed	% of Budget
Salary & Benefits	\$46,129,350	57%
Services	\$3,436,667	4%
Materials & Supplies	\$5,386,846	7%
Occupancy	\$4,814,940	6%
Casualty & Liability	\$8,450,752	10%
Taxes	\$40,000	-
Purchase Transportation	\$11,225,897	14%
Printing & Advertising	\$789,300	1%
Miscellaneous	\$421,750	1%
Total	\$80,695,502	

FY21 BUDGET VS FY20 BUDGET

	FY21 Proposed	FY20 Budget	Variance	% Change
Salary & Benefits	\$46,129,350	\$54,461,826	(\$8,332,476)	(15.3%)
Services	\$3,436,667	\$3,961,842	(\$525,175)	(13.3%)
Materials & Supplies	\$5,386,846	\$6,633,175	(\$1,246,329)	(18.8%)
Occupancy	\$4,814,940	\$5,683,023	(\$868,083)	(15.3%)
Casualty & Liability	\$8,450,752	\$8,024,836	\$425,916	5.3%
Taxes	\$40,000	\$55,000	(\$15,000)	(27.3%)
Purchase Trans	\$11,225,897	\$11,831,424	(\$605,527)	(5.1%)
Printing & Advertising	\$789,000	\$850,033	(\$60,733)	(7.1%)
Miscellaneous	\$421,750	(\$44,191)	\$465,941	1,054.4%
Total	\$80,695,502	\$91,456,968	(\$10,761,466)	(11.8%) ³⁶

FY21 OPERATING BUDGET - REVENUE

Source	TYPE	FY 2021 Proposed	Uses
Fares	Agency	\$10,800,000	Operating – Agency Costs
LCFS Credits	Agency	\$1,612,000	Operating – Agency Costs
Other	Agency	\$655,000	Operating – Agency Costs
FTA 5307	Federal	\$16,741,200	Capitalized Maintenance/ACCESS/Tire lease \$200,000 used for Capital Assets
State Transportation Assistant	State	\$1,058,799	Operating – Agency Cost
LCTOP	State	\$1,200,000	Operating – Route 87 Costs
SB1- State of Good Repair	State	\$884,292	Capitalized Maintenance
Measure I - S&D	Local	\$6,993,150	Operating – ACCESS
Measure I - CTSA	Local	\$676,736	Operating – CTSA Costs Balance used for Partner Projects and Capital
Local Transportation Fund	Local	\$29,172,573	Operating – Agency Cost
FTA CARES	Federal	\$10,566,752	Operating – Agency Cost
Total		\$80,695,502	

FY21 CAPITAL BUDGET - REVENUE

Source	TYPE	FY 2021 Proposed	Uses
FTA 5339	Federal	\$2,355,819	Bus and Bus Facilities – ZEB and Infrastructure
FTA 5310	Federal	\$788,029	ACCESS Vehicles
FTA 5307	Federal	\$200,000	1% Security FTA requirement
LCTOP	State	\$3,239,600	ZEB and Infrastructure
SB1 State of Good Repair	State	\$1,362,210	Facilities
Measure I	Local	\$1,654,314	Funds for Community Partners through STS
Total		\$9,599,972	

NEXT STEPS

- **Seeking Committee Guidance/Recommendation**
- **June Board: Seek Board Approval on Budget**
- **FY2021 Monthly Revenue, Cost, Ridership Updates To Administrative & Finance Committee with Triggers to Initiate Budget Amendment if Needed**



THANK YOU

ITEM # E3

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

**SUBJECT: MT. VERNON VIADUCT FARE AGREEMENT WITH SAN
BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

FORM MOTION

Recommend the Board of Directors authorize the Interim CEO/General Manager to execute the fare agreement with San Bernardino County Transportation Authority.

This item was reviewed by Omnitrans' legal counsel.

BACKGROUND

The San Bernardino County Transportation Authority (SBCTA) is embarking on a multi-year construction project to replace the Mt. Vernon Viaduct which is anticipated to begin in Summer 2020 and be completed in 2024. The latest pedestrian and bicyclists count show that an average of 300 pedestrians/bicyclists traverse the bridge on a typical weekday. As part of the project, SBCTA needs to implement a construction mitigation effort for this pedestrian movement. The next nearest pedestrian/bicyclist crossing is approximately one mile away.

Omnitrans and SBCTA staff explored multiple options to provide regular transit service or a dedicated shuttle for this effort. After reviewing the options, the most cost-effective approach was determined to be to use existing Omnitrans local routes that serve both sides of the Viaduct with a transfer at or near the San Bernardino Transit Center.

Signage will be placed at both sides of the Viaduct and at the nearest bus stops to inform pedestrians/bicyclists of the opportunity to take Omnitrans local routes to complete their trip. Omnitrans will record these boardings on the farebox and bill SBCTA monthly at a reduced rate of \$1.50 per boarding compared to the full-fare rate of \$2.00 per boarding. The fare reduction assumes that some portion of the riders will qualify for senior, disabled, student or veteran discounts.

If the 300 daily pedestrians use this service, the maximum possible revenue to Omnitrans from this agreement is approximately \$1.4 million over the four years, or \$350,000 per year. Based on

past experience, it is anticipated that less than 33% of these potential trips will actually be taken bringing the anticipated annual revenue to approximately \$115,000 per year.

CONCLUSION

Authorizing this fare agreement allows Omnitrans to partner with SBCTA on a fare agreement to provide construction mitigation and an option for pedestrians to travel around the Mt. Vernon Viaduct, while it is under construction.

ER: JB

Attachments: A. Fare Agreement



OmniTrans Agreement with San Bernardino County Transportation Authority Fare Agreement

This Agreement is entered into between OmniTrans and San Bernardino County Transportation Authority. OmniTrans and San Bernardino County Transportation Authority agree to the terms outlined in this agreement as a construction mitigation effort which aims to provide “fare-free” rides on OmniTrans buses for pedestrians and bicyclists on the Mount Vernon Viaduct between Kingman Avenue and 2nd Street. This Agreement shall be effective upon execution of this Agreement and through the end and completion of the Mt. Vernon Viaduct Replacement construction project (“Program Term”). The purpose of this Agreement is to provide transit access to pedestrians and bicyclists impacted by the elimination of access to Mount Vernon Viaduct crossing, subject to the following terms and conditions:

1. Fare Agreement

San Bernardino County Transportation Authority shall pay OmniTrans the rate of \$1.50 per boarding (Note 2 boardings per trip) for the Program Term. OmniTrans will invoice the **San Bernardino County Transportation Authority** monthly for the number of pedestrian/bicyclist trips recorded by OmniTrans fare collection equipment. Payment by **San Bernardino County Transportation Authority** is net 30 days.

- A. OmniTrans shall allow pedestrians boarding at the intersections of 5th and Mount Vernon or 2nd and Mount Vernon to board and transfer without requiring payment of fare at the time of boarding. These pedestrians/bicyclists will be provided a ticket that allows for a second boarding at the San Bernardino Transit Center for use for no more than one-hour after issuance to allow for a connection to the other side of the Mt. Vernon Viaduct. The ticket will only be valid on routes that connect to the Mt. Vernon Viaduct. Total boardings will be tabulated and reported for monthly billing via invoicing to be paid by **San Bernardino County Transportation Authority** within thirty days of invoicing.

2. Implementation

OmniTrans and **San Bernardino County Transportation Authority** shall work together to provide customer education messaging for pedestrians and bicyclists impacted utilizing a wide range of communication methods, including but not limited to **San Bernardino County Transportation Authority** and OmniTrans postings at/near the construction boundaries and the nearest bus stops to the Mt. Vernon Viaduct.

OmniTrans shall provide **San Bernardino County Transportation Authority** with monthly ridership reports.

3. Invoice and Payment Contacts

Contacts for invoices, payments and any correspondence initiated pursuant to this Agreement shall be sent to:

Melissa Castillo
Customer Service Manager
OmniTrans
1700 W. Fifth St.
San Bernardino, CA 92411
909-379-7157
melissa.castillo@omnitrans.org

Paula Beauchamp
Director of Project Delivery
SBCTA
1170 W. Third St., 2nd Floor
San Bernardino, CA 92410
909-884-8276
pbeauchamp@gosbcta.com;
ap@gosbcta.com

4. Agreement

This Agreement and any attachments constitute the full and complete understanding and agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, understandings and agreements between the parties related to the subject matter hereof. This Agreement may not be amended or modified except by means of a written amendment executed by all parties and expressly stating that it is an amendment or modification to the Agreement. Nothing in this Agreement shall be construed to give third-party beneficiary rights to any entity or person not a party to this agreement. This Agreement is to be interpreted under the terms of California law. Disputes that the parties cannot resolve directly will be resolved in a court of competent jurisdiction.

5. Term and Termination

The term of this Agreement shall be as noted above unless terminated earlier as set forth below:

- A. Either party may terminate this Agreement for convenience by providing the other party with thirty (30) days written notice of termination prior to the end of any month. In the event of such termination, **San Bernardino County Transportation Authority** is responsible for any outstanding payments of the fares for prior months. Thereafter OmniTrans shall have no further claims against **San Bernardino County Transportation Authority** under this Agreement.
- B. OmniTrans may terminate this Agreement for cause if **San Bernardino County Transportation Authority** breaches any material provision of this Agreement and fails to cure such breach within ten (10) calendar days of receipt of written notice from OmniTrans. If OmniTrans so terminates for cause, then **San Bernardino County Transportation Authority** shall pay OmniTrans its payment for fees up to the date of actual termination within thirty (30) days of such date.
- C. **San Bernardino County Transportation Authority** may terminate this Agreement at any time for cause if OmniTrans breaches any material provision of this Agreement and fails to cure such breach within ten (10) calendar days of receipt of written notice from **San Bernardino County Transportation Authority**. If **San Bernardino County Transportation Authority** so terminates for default, then **San Bernardino County Transportation Authority** shall pay OmniTrans its payment for fees up to the date of actual termination within thirty (30) days of such date.

- D. Bus fare arrangement shall commence and terminate upon the dates specified by SBCTA. SBCTA will provide 30 days' notice for the beginning and end dates of the bus pass service, based on the actual construction schedule when the Mt. Vernon Viaduct will be out of service to pedestrians and bicyclists. In no event will this agreement extend beyond June 1, 2025 without an amendment to this Agreement.

6. Hold Harmless

Omnitrans will be responsible for damage caused by the negligent or intentional acts or omissions of its officers, agents and employees occurring in the performance of this Agreement and will indemnify, defend and hold harmless the **San Bernardino County Transportation Authority** for the same, including payment for reasonable attorney's fees. **San Bernardino County Transportation Authority** shall be responsible for damage caused by the negligent or intentional acts or omissions of its officers, agents and employees occurring in the performance of this Agreement and will indemnify, defend and hold harmless Omnitrans for the same, including payment for reasonable attorney's fees. It is the intention of Omnitrans and **San Bernardino County Transportation Authority** that the provisions herein be interpreted to impose on each party responsibility for the negligence of their respective officers, agents and employees.

7. Announcements

The parties may issue joint press releases approved in advance by both parties. In addition, the parties may promote this Program provided the other party approves such use in advance.

8. Assignment

Neither party shall assign all or any part of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, that this Agreement may be assigned by either party without the consent of the other to an affiliate or to any third party who succeeds to substantially all of its business or assets. In the event of a valid assignment, this Agreement will inure to the benefit of and be binding upon each party and its respective successors and permitted assigns.

9. Compliance with Laws

The parties will comply with all applicable laws, ordinances, rules, and regulations governing their respective duties or responsibilities under this Agreement.

10. Confidentiality

Both Omnitrans and **San Bernardino County Transportation Authority** recognize that in the course of this Agreement information will be exchanged consisting of confidential or business information ("Confidential Information"). Each party shall treat the other party's Confidential Information as it would treat its own confidential or business information.

11. Insurance

Omnitrans shall maintain the insurance types and coverage amounts through the duration of this Agreement as set forth in the certificate of insurance attached as Exhibit A. Any inquiries by **San Bernardino County Transportation Authority** or its agent to Omnitrans concerning insurance shall be made to the following: Director of Finance, Omnitrans, 1700 W. Fifth St., San Bernardino, CA 92411. Omnitrans shall endeavor to provide **San Bernardino County Transportation Authority** ten

(10) days written notice of the cancellation or material change to any insurance required by this Agreement. With respect to any Professional Errors and Omissions coverage or Cyber Coverage set forth in the certificate of insurance, any insurance that is written on a claims-made basis shall stay in effect for two years after the termination of the Agreement, which may be complied with through the purchase a 2-Year Tail Policy. Omnitrans waives all rights against **San Bernardino County Transportation Authority**, affiliates and subsidiaries, all of their respective officers, directors, employees, and agents for recovery of damages to the extent these damages are covered by the above reference insurance.

12. Subcontractors

Subject to the terms and conditions of this Agreement, Omnitrans will provide services as may be requested from time to time by **San Bernardino County Transportation Authority** either directly or in conjunction with such subcontractors as it may select. In the event that Omnitrans desires to utilize subcontractors, it must provide advance notice to **San Bernardino County Transportation Authority**. For the purposes of this Agreement, Omnitrans shall be defined to include any and all subcontractors used to provide the services that are the subject of this Agreement.

13. Survival

The expiration or termination of this Agreement for any reason will not release either party from any liabilities or obligations set forth herein or therein which (a) the parties have expressly agreed will survive any such expiration or termination or (b) remain to be performed or by their nature would be intended to be applicable following any such expiration or termination.

14. Independent Contractors.

The parties and their respective employees and representatives are and shall be independent contractors with respect to the other party and neither party by virtue of this Agreement shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party. Each party shall be solely responsible for all wages, taxes, withholding, workers compensation, insurance and any other obligation on behalf of any of its employees, agents, representative or contractors and shall indemnify the other party with respect to any claims by such persons.

15. Inspection of Records

- A. **San Bernardino County Transportation Authority** shall permit an authorized representative of Omnitrans, during standard business hours, to examine, inspect and audit all records and accounts pertaining to this program and this Agreement. **San Bernardino County Transportation Authority** shall make such items readily accessible to Omnitrans, within five (5) business days of Omnitrans notice to **San Bernardino County Transportation Authority** during the term of this Agreement and for a period of one (1) year from the date of expiration or termination of the Agreement.
- B. Omnitrans shall permit an authorized representative of **San Bernardino County Transportation Authority**, during standard business hours, to examine, inspect and audit all records and accounts pertaining to this program and this Agreement. Omnitrans shall make such items readily accessible to **San Bernardino County Transportation Authority**, within five (5) business days of **San Bernardino County Transportation Authority** notice to



OmniTrans, during the term of this Agreement and for a period of one (1) year from the date of expiration or termination of the Agreement.

16. Notification

All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person, via electronic mail, or by depositing said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and addressed as follows. Delivery shall be effective when sent:

To San Bernardino County Transportation Authority:

San Bernardino County Transportation Authority
Director of Project Delivery
1170 W. Third St., 2nd Floor
San Bernardino, CA 92410
ATTENTION: Paula Beauchamp

Phone: 909-884-8276

Email pbeauchamp@gosbcta.com

To OmniTrans:

OmniTrans
Marketing
1700 West Fifth Street
San Bernardino, CA 92411
ATTENTION: Melissa Castillo

Customer Service Manager

Phone: 909-379-7157

Fax: 909-888-0524

email: melissa.castillo@omnitrans.org

APPROVED BY San Bernardino County Transportation Authority

APPROVED BY OMNITRANS

_____ / /

_____ / /

Darcy McNaboe
President, Board of Directors

Erin Rogers
Interim CEO/GM
OmniTrans

Approved as to Form:

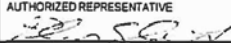
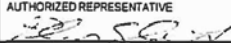
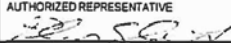
Approved as to Form:

Julianna Tillquist
General Counsel

Steve DeBaun
General Counsel

Exhibit A

Certificate of Insurance

CERTIFICATE OF COVERAGE				DATE (MM/DD/YYYY) 04/25/2017																															
PRODUCER Alliant Insurance Services 100 Pine Street, 11 th Floor San Francisco, CA 94111 (415) 403-1400			<small>THIS CERTIFICATE IS ISSUED AS A MATTER OF EVIDENCE ONLY AND CONFERES NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM(S) OF COVERAGE BELOW.</small> <small>THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING COVERAGE PROVIDER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</small> <small>IMPORTANT: IF THE CERTIFICATE HOLDER IS AN ADDITIONAL COVERED PARTY, THE MEMORANDUM OF COVERAGE MUST BE ENDORSED. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).</small> <small>IMPORTANT: IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE MEMORANDUM(S) OF COVERAGE AN ENDORSEMENT MAY BE REQUIRED. A STATEMENT ON THE CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).</small>																																
NAMED COVERED PARTY Omnitrans 1700 West Fifth Street San Bernardino, CA 92411 Attn: Caroljo Micham			PROGRAM AFFORDING COVERAGE A: California Transit Systems Joint Powers Authority B: C:																																
COVERAGES <small>THIS IS TO CERTIFY THAT THE COVERAGE IS AFFORDED TO THE ABOVE NAMED MEMBER, AS PROVIDED BY THE MEMORANDUM(S) OF COVERAGE, FOR THE PERIOD SHOWN BELOW, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE PROGRAM DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUM(S) OF COVERAGE. THE FOLLOWING COVERAGE IS IN EFFECT</small>																																			
JPA LTR	TYPE OF COVERAGE <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> MANUSCRIPT FORM <small>GEN'L AGGREGATE LIMIT APPLIES PER:</small> <input type="checkbox"/> MEMOR-ANDUM <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEMORANDUM NUMBER 1718-L-35	COVERAGE EFFECTIVE DATE (MM/DD/YYYY) 05/01/17	COVERAGE EXPIRATION DATE (MM/DD/YYYY) 05/01/18	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">LIMITS</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">EACH OCCURRENCE</td> <td style="text-align: right; padding: 2px;">\$ 1,000,000</td> </tr> <tr> <td style="padding: 2px;">FIRE DAMAGE (Any one fire)</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">MED EXPENSE (Any one person)</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">PERSONAL & ADV INJURY</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">GENERAL AGGREGATE</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">PRODUCTS-COMP/OP AGG</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td colspan="2" style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td colspan="2" style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">WC STATUTORY LIMITS</td> <td style="text-align: right; padding: 2px;">OTHER</td> </tr> <tr> <td style="padding: 2px;">E.L. EACH ACCIDENT</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: right; padding: 2px;">\$</td> </tr> </tbody> </table>	LIMITS		EACH OCCURRENCE	\$ 1,000,000	FIRE DAMAGE (Any one fire)	\$	MED EXPENSE (Any one person)	\$	PERSONAL & ADV INJURY	\$	GENERAL AGGREGATE	\$	PRODUCTS-COMP/OP AGG	\$			COMBINED SINGLE LIMIT (Ea accident)	\$		\$			WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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FIRE DAMAGE (Any one fire)	\$																																		
MED EXPENSE (Any one person)	\$																																		
PERSONAL & ADV INJURY	\$																																		
GENERAL AGGREGATE	\$																																		
PRODUCTS-COMP/OP AGG	\$																																		
COMBINED SINGLE LIMIT (Ea accident)	\$																																		
	\$																																		
WC STATUTORY LIMITS	OTHER																																		
E.L. EACH ACCIDENT	\$																																		
E.L. DISEASE - EA EMPLOYEE	\$																																		
E.L. DISEASE - POLICY LIMIT	\$																																		
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS																																		
	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY <small>ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?</small> <small>IF YES, DESCRIBED UNDER SPECIAL PROVISION BELOW</small>																																		
	OTHER																																		
	OTHER																																		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL/PROVISIONS This Certificate is hereby issued as Evidence of Coverage only.																																			
<table style="width: 100%;"> <tr> <td style="width: 40%; vertical-align: top;"> CERTIFICATE HOLDER Omnitrans 1700 West Fifth Street San Bernardino, CA 92411 </td> <td style="width: 10%; text-align: center; vertical-align: top;"> OMNI-050 </td> <td style="width: 50%; vertical-align: top;"> CANCELLATION <small>SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.</small> AUTHORIZED REPRESENTATIVE  </td> </tr> </table>						CERTIFICATE HOLDER Omnitrans 1700 West Fifth Street San Bernardino, CA 92411	OMNI-050	CANCELLATION <small>SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.</small> AUTHORIZED REPRESENTATIVE 																											
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ITEM # E4

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – RFP-STS20-19
SUPPLY OF COMPRESSED NATURAL GAS (CNG)**

FORM MOTION

Recommend the Board of Directors authorize the Interim CEO/General Manager to award Contract STS20-19 to Clean Energy of Newport Beach, CA for the provision of Supply of Compressed Natural Gas (CNG) for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023 with the authority to exercise two (2) single option years ending no later than June 30, 2025, in the amount of \$1,789,150, should all options be exercised.

BACKGROUND

Omnitrans requires a contractor to provide off-site CNG fueling and fuel management services for its fleet of paratransit vehicles operated from its facilities in Rancho Cucamonga and San Bernardino. Services include providing CNG fuel, tracking and reporting of all fuel purchases, and the issuance of fuel cards to paratransit contractor's employees. The current contract expires on June 30, 2020.

On March 4, 2020, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-STS20-19. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

One (1) proposal was received by the April 8, 2020 deadline and was deemed responsive. The single proposal was evaluated in accordance with the selection criteria included in the RFP and the pricing offered is considered advantageous to the agency. The Evaluation Committee's recommendation for this item was audited by a designated reviewer.

In accordance with Omnitrans Procurement Policy 2010 Section 2.1, awarding a contract in response to a single bid is allowed when it can be determined that the lack of competition was not due to unfavorable terms and conditions or unduly restrictive specifications.

Staff surveyed potential sources that chose not to submit a bid. As a result of the survey, staff determined that the limited number of responses was unrelated to any term or specifications and deemed the process valid.

Award is recommended to Clean Energy, in the amount of \$1,789,150. A detailed cost analysis was performed, and pricing is 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 Special Transportation Services Department's operating budget as follows:

Department	1200, 2110, 2500
Expenditure Code	504090

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

CONCLUSION

By proceeding with this award, Omnitrans will continue to benefit from competitive alternative fuel pricing and continue to maintain its ability to fuel its vehicles for its paratransit services off-site.

ER:AT:FH

ITEM # E5

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

SUBJECT: AUTHORIZE AWARD – CONTRACT SDD20-71, GRANT SERVICES

FORM MOTION

Recommend the Board of Directors authorize the Interim CEO/General Manager to award Contract SDD20-71 to Blais & Associates, Inc. of Irvine, CA for the provision of Grant Services for a three (3) year period beginning June 2020 and ending no later than June 2023, in the amount of \$131,400, plus a ten percent contingency of \$13,140, for a total not-to-exceed amount of \$144,540.

BACKGROUND

Omnitrans has several major capital projects that require additional funding beyond Omnitrans' regular formula allocations, including but not limited to:

- Zero-emission buses and infrastructure to comply with the State of California's Innovative Clean Transit Regulation
- Solar power generation and storage to mitigate increased electrical costs for electric vehicles
- Facility upgrades to maintain a state of good repair at Omnitrans' operating and maintenance facilities
- Improved passenger amenities

Omnitrans requires the services of an experienced consultant to provide grant services, including facilitating a needs assessment workshop, conducting research into possible grant funding opportunities, and writing persuasive grant applications. Grant application windows are often short and the amount of preparation needed to develop a winning grant application is extensive. Omnitrans will greatly benefit by having a grant expert develop effective strategies to take advantage of funding sources as they become available.

On February 25, 2020, staff released Request for Proposals RFP-SDD20-71 which was posted on Omnitrans' online bidding system.

Five (5) proposals were received by the March 19, 2020 deadline. All were deemed responsive and evaluated in accordance with the selection criteria included in the RFP and were ranked from highest to lowest.

Selection Criteria	Total Possible Points	Blais & Associates, Inc.	Evan Brooks Associates, Inc.	Townsend Public Affairs, Inc.	Global Urban Strategies, Inc.	Susan Hafner, Multimodal Solutions
Qualifications of the Firm	35	32.67	29.17	30.33	23.33	22.75
Quality Work Plan	25	24.17	20.83	20.83	16.67	16.67
Experience	20	19.33	18.67	16.33	14.00	12.67
Technical Total	80	76.17	68.67	67.49	54.00	52.09
Price	20	17.53	20.00	17.61	17.50	15.91
Total	100	93.70	88.67	85.10	71.50	68.00
Proposed Price		\$133,772	\$117,250	\$133,200	\$134,000	\$147,400

Blais & Associates, Inc. scored highest technically and overall. They offer a team of professionals experienced in writing winning competitive grants for transit agencies and propose a very strong approach to the work with emphasis on customizing each application. They offered a Best & Final Offer in the amount of \$131,400, which resulted in a \$2,372 price reduction and one additional grant application.

The Evaluation Committee's recommendation for this item was audited by a designated reviewer.

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

FUNDING SOURCE

The required services will be budgeted in the Strategic Development Department's operating budget as follows:

Department Number 1500

Expenditure Code 503060

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

Short Range Transit Plan/Strategic Initiative Supported – Strategic Plan FY 2017 – 2020, Finance Goal, Optimize funding opportunities while maintaining fiscal stewardship, Outcomes: 1. Increased diversification of funding sources; and 2. Increased sustainable funding sources.

CONCLUSION

By proceeding with this award, Omnitrans will maximize opportunities for winning available grant funds to advance critical projects.

ER:AT:CV

ITEM # E6

DATE: May 14, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT HRS20-34
BROKER SERVICES FOR SUPPLEMENTAL INSURANCE**

FORM MOTION

Recommend the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-34 to USI Insurance Services LLC, of Torrance, CA for the provision of Broker Services for Supplemental Insurance for a three (3) year base period beginning July 1, 2020 and ending June 30, 2023, with the authority to exercise two (2) single option years ending no later than June 30, 2025.

BACKGROUND

Omnitrans utilizes the services of a broker of record to market and place Omnitrans' Dental Insurance, Life Insurance, Cancer Insurance, Employee Assistance Program, Long Term Disability and Flexible Spending Arrangement Plans. The current contract expires June 30, 2020.

Commissions or fees are paid by the insurance carriers to the Broker and not by Omnitrans. These services are required to maximize benefits for employees and contain costs for both Omnitrans and its employees.

On January 8, 2020, Omnitrans' Board of Directors authorized the release of Request for Proposals (RFP) RFP-HRS20-34. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

Five (5) proposals were received by the February 18, 2020 deadline and all were deemed responsive and evaluated in accordance with the selection criteria included in the RFP and were ranked from highest to lowest final score.

The two (2) firms with the highest technical scores were requested to submit Best and Final Offers (BAFO's). Alliant Insurance Services, Inc. offered no change to the pricing originally offered. USI Insurance Services LLC decreased their original pricing making their offer the overall lowest pricing and the most advantageous offer for Omnitrans.

The firm's workplan demonstrates a thorough understanding of Omnitrans' requirements as identified in the RFP. USI Insurance Services has over 40 years of experience providing employee benefits.

Award is recommended to USI Insurance Services LLC based on the evaluation of the written proposals, and the firm's qualifications and experience. Price is deemed fair and reasonable based on competition.

The Evaluation Committee's recommendation for this item was audited by a designated reviewer.

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

FUNDING SOURCE

The required services will be budgeted in each departments' operating budget for Fiscal Years 2021 through 2025.

Department Number Various

Expenditure Code Various

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

Short Range Transit Plan/Strategic Initiative Supported – N/A

CONCLUSION

By proceeding with this award, Omnitrans will have a broker of record to market and place the agencies supplemental insurances.

ER:AT:FH