



BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 3, 2016 – 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The Board of Directors 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 Board Secretary at least three (3) business days prior to the Board Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, September 7, 2016 – 8:00 a.m.
Omnitrans Metro Facility Board Room
2. Presentation: Employee of the Quarter – Three Recipients

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 Board of Directors, 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

1. Note agenda item 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 on the appropriate item.

E. CONSENT CALENDAR

The following items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion, unless the Board directs that an item be held for further discussion under Agenda Item F, Discussion Items. Any person wishing to address consent items should address the Board under Agenda Item #E19, Action on Consent Calendar.

- | | |
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| 1. Approve Board Minutes – July 6, 2016 | 6 |
| 2. Receive and File Executive Committee Minutes - June 10, 2016 | 10 |
| 3. Receive and File Administrative and Finance Committee Minutes – June 9, 2016 | 13 |
| 4. Receive and File Agency Management Report – Fiscal Year 2016 4 th Quarter | 16 |
| 5. Receive and File Affirmative Action Status Report – As of July 11, 2016 | 25 |



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E. CONSENT CALENDAR CONTINUED

6. Receive and File Construction Progress Report No. 48 through June 30, 2016 – sbX E Street Corridor BRT Project	26
7. Receive and File sbX E Street Corridor BRT Project Quarterly Report – June 2016	34
8. Receive and File Fiscal Year 2016 Management Plan Strategic Initiatives – Fourth Quarter Report	37
9. Receive and File Fiscal Year 2016 Key Performance Indicators – Fourth Quarter Report	67
10. Authorize Assignments – Contracts IPMO13-145, Verizon Managed Router Services; OPS10-01, Onboard Video Surveillance System; OPS15-198, Onboard Video Surveillance System Paratransit Vehicles; SAS14-09, Security Services; MNT14-243C, Transmission Parts; OPS16-01, Modular Wheelchair Restraint Stations and Passive Rear-Facing Systems; and MNT16-14H, New Flyer Bus Parts	68
11. Authorize Release, Invitation for Bids IFB-IPMO17-16 – Vehicle Maintenance Facility (VMF) Modification Work	70
12. Authorize Release, Request for Proposals RFP-ITS17-17 – Next Generation Firewall Replacement	72
13. Authorize Release, Invitation for Bids IFB-MNT17-01, Rebuilt Parts and Services	74
14. Authorize Release, Invitation for Bids IFB-MNT17-05, Standby Generator and Automatic Transfer Switch Service	76
15. Authorize Release, Invitation for Bids IFB-MNT17-24, John Deere Bus Parts II	78
16. Approve New Position and Approve Position and Budget Transfer	80
17. Approval of Re-Evaluation of Existing Positions	86
18. Press Articles and Letters of Interest to the Board	94
19. Action on Consent Calendar	

F. DISCUSSION ITEMS

The following items do not legally require any public testimony, although the Chair may open the meeting for public input.

1. CEO/General Manager's Report	96
2. Offer Surplus Vehicles to Joint Powers Authority Member Entities First, 501(c)(3) Organizations and Authorize Release to Auction Remaining Surplus Assets	97
3. Authorize Award – Contract MNT17-10, Twenty-Seven Fuel Efficient Mid-Size Sedans	100

G. PUBLIC HEARING

There is no Public Hearing scheduled.



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H. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator P. Scott Graham concerning labor negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6
2. Conference with Labor Negotiator P. Scott Graham concerning labor negotiations with Teamsters Union Local No. 166 regarding the Maintenance and Administrative/Support Unit, pursuant to Government Code Section 54957.6
3. Conference with Legal Counsel George Ordonez, pursuant to Government Code Section 54956.9(a), Case No. CIVDS1400420, Robert Miller vs. Omnitrans

I. REMARKS AND ANNOUNCEMENTS

J. ADJOURNMENT

ITEM # D1

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, 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 Board of Director's Meeting scheduled August 3, 2016.

Item	Contract	Principals & Agents	Subcontractors
#E10	Authorize Assignments: Contract IPMO13-145 Verizon Managed Router Services Contract OPS10-01 Onboard Video Surveillance System Contract OPS15-198 Onboard Video Surveillance System Paratransit Vehicles Contract SAS14-09 Security Services Contract MNT14-243C Transmission Parts Contract OPS16-01 Modular Wheelchair Restraint Stations and Passive Rear-Facing Systems Contract MNT16-14H New Flyer Bus Parts	<i>Frontier Communications</i> <i>Norwalk, CT</i> <i>Daniel McCarthy</i> <i>President and CEO</i> <i>SDI Presence, LLC</i> <i>Chicago, IL</i> <i>David A. Gupta</i> <i>CEO</i> <i>The After Market Parts Company</i> <i>LLC</i> <i>Delaware, OH</i> <i>Ian Smart</i> <i>Executive Vice President</i>	<i>Transit Solutions,</i> <i>LLC</i> <i>Zelienople, PA</i> <i>Quality Mobile</i> <i>Installations</i> <i>Fort Worth, TX</i>
#F2	Authorize Release to Auction Remaining Surplus Assets	<i>Bar None Auction Corporation</i> <i>Sacramento, CA</i> <i>Joseph "Zeb" Seidel</i> <i>President</i>	<i>None</i>
#F3	Authorize Award Contract MNT17-10 Twenty-Seven Fuel Efficient Mid-Size Sedans	<i>Enterprise Fleet Management, Inc.</i> <i>Anaheim, CA 92807</i> <i>Richard Murrell</i> <i>Regional Sales Manager</i>	<i>None</i>

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 _____

**BOARD OF DIRECTORS' MEETING
MINUTES OF JULY 6, 2016**

A. CALL TO ORDER

Chairman Sam Spagnolo called the regular meeting of the Omnitrans Board of Directors to order at 8:02 a.m., Wednesday, July 6, 2016, at the Omnitrans Facility located at 1700 West 5th Street, San Bernardino, California.

1. Invocation
2. Pledge of Allegiance
3. Roll Call

BOARD MEMBERS PRESENT

Mayor Pro Tem Sam Spagnolo, City of Rancho Cucamonga – Chairman
Council Member Ron Dailey, City of Loma Linda – Vice Chairman
Mayor Carey Davis, City of San Bernardino
Mayor Richard DeLaRosa, City of Colton
Mayor Paul Eaton, City of Montclair
Council Member Pat Gilbreath, City of Redlands
Supervisor Josie Gonzales, County of San Bernardino
Council Member Ed Graham, City of Chino Hills
Council Member Penny Lilburn, City of Highland
Mayor Ray Musser, City of Upland
Council Member Dick Riddell, City of Yucaipa
Council Member John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Mayor Pro Tem Sylvia Robles, City of Grand Terrace
Supervisor Janice Rutherford, County of San Bernardino
Council Member Alan Wapner, City of Ontario
Mayor Dennis Yates, City of Chino

BOARD MEMBERS NOT PRESENT

Supervisor Curt Hagman, County of San Bernardino
Supervisor Robert Lovingood, County of San Bernardino
Supervisor James Ramos, County of San Bernardino

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Marge Ewing, Director of Human Resources, Safety & Regulatory Compliance
Samuel Gibbs, Director of Internal Audit
Jacob Harms, Director of Information Technology
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing & Planning
Barbara Erwin, Safety & Regulatory Compliance Manager
Jeremiah Bryant, Service Planning Manager
Anna Jaiswal, Development Planning Manager
Maurice Mansion, Treasury Manager
Omar Bryant, East Valley Maintenance Manager
Ray Maldonado, Employee Relations Manager
Tom Dahlin, IPMO Safety Manager
Eugenia Pinheiro, Contracts Manager
Krystal Turner, Contracts Administrator
Ross Hrinko, Safety & Regulatory Compliance Specialist
Terry Morocco, Safety & Regulatory Compliance Specialist
Mark Crosby, Security & Emergency Preparedness Coordinator
Vicki Dennett, Executive Assistant to CEO/General Manager
Bethany Fernley, Administrative Secretary

LEGAL COUNSEL

Eric S. Vail, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, August 3, 2016, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

1. There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – June 1, 2016
2. Receive and File Executive Committee Minutes – April 5, 2016
3. Receive and File Administrative and Finance Committee Minutes – April 14, 2016
4. Receive and File Construction Progress Report No. 47 through April 30, 2016 – sbX E Street Corridor BRT Project

5. Authorize Release, Invitation for Bids IFB-MNT17-15, Paint and Carpet Replacement and Installation
6. Press Articles and Letters of Interest to the Board

M/S (Eaton/Graham) that approved the Consent Calendar. Motion was unanimous by Members present, with the exception of Member Davis, who abstained from Item E-2.

Member Dailey arrived at 8:05 a.m.

F. DISCUSSION ITEMS

1. CEO/General Manager's Report

CEO/General Manager P. Scott Graham reviewed the CEO/General Manager's Report. Mr. Graham introduced Legal Counsel Eric Vail from Burke, Williams & Sorensen, replacing County Counsel Carol Greene.

2. Authorize Award, Contract ITS16-93 – Internet Services

M/S (Musser/DeLaRosa) that authorized the CEO/General Manager to award Contract ITS16-93 to Level 3 Communications, LLC of Broomfield, CO, for the provision of Internet Services at the speed of 100Mbps for a three-year period in the amount of \$62,604, with the option to increase the speed up to 1024Mbps for an additional amount not to exceed \$33,228, and \$15,000 for the Dynamic Capacity, bringing the total contract not-to-exceed amount to \$110,832, plus a ten percent contingency of \$11,083, for a total amount not-to-exceed amount of \$121,915. Motion was unanimous by members present.

3. Authorize Award – Contract MKP16-37 – Ruben Campos Park Bus Stop Improvements

M/S (Gilbreath/Musser) that authorized the CEO/General Manager to award Contract MKP16-37 to Hillcrest Contracting, Inc., of Corona, CA, for the provision of Ruben Campos park Bus Stop Improvements in the amount of \$226,309.10, plus a ten percent contingency of \$22,631, for a total not-to-exceed amount of \$248,940.10. Motion was unanimous by Members present.

4. Authorize Award, Contract OPS16-17 Audible Pedestrian Warning Systems

M/S (Gonzales/Musser) that authorized the CEO/General Manager to award Contract OPS16-17 to Clever Devices Ltd., of Woodbury NY, for the provision of up to eighty Audible Pedestrian Warning Systems in an amount not to exceed \$188,916.80, including sales tax. Motion was unanimous by Members present.

5. Amend Fiscal Year 2017 Budget and 2015-2020 Short Range Transit Plan to Transfer Funds – Legal Services

M/S (Yates/Dailey) that authorized the CEO/General Manager to amend the Fiscal Year 2017 Operating Budget and the 2015-2020 Short Range Transit Plan (SRTP) to transfer

funding of \$221,545 from Salary and Benefits for In-House Legal Counsel to Professional and Technical Services in the Administration Cost Center (1300). Motion was unanimous by Members present.

G. PUBLIC HEARING

There is no Public Hearing scheduled.

H. BOARD BUSINESS

Closed Session

Member Robertson arrived during Closed Session.

The Board adjourned to Closed Session at 8:18 a.m.

1. Conference with Labor Negotiator P. Scott Graham concerning labor negotiations with Amalgamated Transit Union Local No. 1704 regarding the Coach Operator Unit, pursuant to Government Code Section 54957.6
2. Conference with Labor Negotiator P. Scott Graham concerning labor negotiations with Teamsters Union Local No. 166 regarding the Maintenance and Administrative/Support Unit, pursuant to Government Code Section 54957.6
3. Conference with Legal Counsel Dennis Walsh, pursuant to Government Code Section 54956.9(a), Case No. CIVDS1400420, Robert Miller vs. Omnitrans.

Open Session reconvened at 8:47 a.m. with no reportable action.

I. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

J. ADJOURNMENT

The Board adjourned at 8:48 a.m. The next regular meeting is scheduled Wednesday, August 3, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary

ITEM # _____ E2 _____

**EXECUTIVE COMMITTEE MEETING
MINUTES
JUNE 10, 2016**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair Sam Spagnolo at 8:03 a.m., Friday, June 10, 2016.

COMMITTEE MEMBERS ATTENDING

Mayor Pro Tem Sam Spagnolo, City of Rancho Cucamonga – Board Chair
Council Member Penny Lilburn, City of Highland
Council Member John Roberts, City of Fontana
Council Member Alan Wapner, City of Ontario – via teleconference

COMMITTEE MEMBERS ABSENT

Council Member Ron Dailey, City of Loma Linda – Board Vice Chair
Council Member Ed Graham, City of Chino Hills

OMNITRANS STAFF ATTENDING

P. Scott Graham, CEO/General Manager

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, July 1, 2016, 9:00 a.m.
Omnitrans Metro Facility

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 Executive Committee Minutes –April 5, 2016

M/S (Lilburn/Roberts) that approved the Executive Committee Minutes of April 5, 2016. Motion was unanimous by Members present.

2. Recommend to Move Forward to Board, First Responder Recognition at San Bernardino Transit Center

In addition to the U.S. and California flags being displayed at the San Bernardino Transit Center, CEO/General Manager Graham expressed his desire to construct some type of monument recognizing first responders (fire, police, and military) and requested the Committee's support to pursue and present an authorization to release a solicitation to the Board of Directors.

The Committee expressed full support and directed that suggestions for the monument (bench, wall or plaque), to include a cost estimate, be presented to the Executive Committee for review prior to moving forward. The Committee suggested Omnitrans avoid any type of water or bronze feature and to inquire about financial assistance from member entities.

3. Update on VTrans Transition

CEO/General Manager Graham reported that all former administrative VTrans' staff has been relocated to Omnitrans; Maintenance personnel remain at the Maintenance facility in Ontario. About one-third of the furniture not needed by Omnitrans remains in the VTrans' leased space and will be moved soon. Referencing a request recently approved at SANBAG for office furniture, Member Wapner suggested that Ray Wolfe be contacted to see if SANBAG could utilize it rather than purchase new furniture. If not, staff was directed to look into whether we can sell it to the community partners for \$1. Any remaining furniture would then be sent to auction. Applications are coming in and interviews for the Director of Special Transit Services will be scheduled in the next few weeks. Until a Director is hired, bi-weekly meetings will be held with staff.

VTrans' Legal Counsel Jennifer Gore has been in contact with the leasing agent for the space to discuss early termination and buy-out of the lease per direction of the VTrans' Board of Directors. She will provide an update in Closed Session at the VTrans Board Meeting on June 15. It is 'business as usual' with the community partners. Held first meeting with community partner, Senior Community Services, regarding the services they provide, and will continue to calendar meetings with the other partners. Administratively, there have been a couple of late payments as staff gets up to speed on the process, but this was expected and should work itself out in a month or two.

4. General Counsel for Omnitrans – Selection Process

When notification was received from the County on February 23, 2016, that the County would no longer provide legal services to the Agency after June 30, 2016, Omnitrans sought Committee and Board approval to hire in-house legal counsel. The new position was approved in May 2016 for the Fiscal Year 2017 budget. At the time the position was developed, we hoped that Carol Greene would apply for the position at Omnitrans because of her wealth of knowledge and history with Omnitrans. Although honored, recent events preclude her from applying for the position.

The plan was to post and advertise for in-house legal counsel on July 1, but upon further consideration, it is believed that the salary range for the position will not attract quality candidates. Further, with the additional responsibility of maintenance and operations of the Redlands Passenger Rail Project, it is believed that it would be more cost effective for Omnitrans to issue a formal procurement for a General Counsel legal firm that would also have rail experience. The solicitation would be advertised with APTA, the League of Cities, as well as a few other sources suggested by Ms. Greene. The Committee directed that the Board be notified that Omnitrans will not be hiring in-house counsel and that a solicitation for General Counsel Legal Services will be presented to the Board of Directors in the next month or two. In the interim, the law firm of Burke, Williams and Sorenson, currently under contract with Omnitrans, will be providing legal services, including representation at the Board of Directors' meetings.

F. BOARD BUSINESS

There was no Closed Session scheduled.

G. REMARKS AND ANNOUNCEMENTS

The CEO/General Manager announced that all member entities have approved the Amended and Restated Joint Powers Agreement. Once all signatures are received from the member entities (three remaining) it will be forwarded to the Secretary of State. As the Amended and Restated JPA gives Omnitrans powers, subject to statutory restrictions of the County of San Bernardino (formerly the City of San Bernardino), staff is reviewing its Procurement Procedures and will make the necessary changes to comply.

H. ADJOURNMENT

The Executive Committee adjourned at 8:33 a.m. The next Executive Committee Meeting is scheduled Friday, July 1, 2016, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

Vicki Osborne Dennett, Executive Assistant to CEO/General Manager

ITEM # E3

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, JUNE 9, 2016**

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, June 9, 2016.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member Ed Graham, City of Chino Hills
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
Council Member Alan Wapner, City of Ontario

Others Present

Mayor Pro-Tem Sam Spagnolo, City of Rancho Cucamonga

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Samuel Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Andres Ramirez, IPMO Manager
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Wendy Williams, Director of Marketing/Planning
Omar Bryant, East Valley Maintenance Manager
Maurice Mansion, Treasury Manager
Michael Crawford, Intern, Internal Audit Services

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, July 14, 2016, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – April 14, 2016

M/S (Eaton/Spagnolo) that approved the Committee Minutes of April 14, 2016. Motion was unanimous by Members present; Member Graham abstained.

2. Recommend the Board of Directors Receive and File Construction Progress Report No. 47 through April 30, 2016 – sbX E Street Corridor BRT Project

IPMO Manager Andres Ramirez presented this item. E Street and Baseline asphalt has been removed, and pavement work begun. The PA system contract has been awarded and the NTP will be issued later this month. The VMF final acceptance documents are being prepared for contract closeout. When queried, Member Davis said the city has received a few minor complaints from the community regarding construction, which is par for the course. He added that he has noticed an increase in sbX ridership since the SBTC was opened. Member Gilbreath asked about impact on businesses along the corridor, and said that the Lotus Garden Restaurant has been negatively impacted by placement of the delineators. A new Golden Corral Restaurant is under construction near Mimi's Restaurant on Hospitality.

Member Robles arrived at 8:04 a.m.

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

Member Musser arrived at 8:07 a.m.

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

Finance Director Don Walker presented this item, discussing the continuous downward trend of Omnitrans' fuel cost over the last 17 months, starting at a high of \$0.855 per gallon to the current price of \$0.646 per gallon, \$0.239 below budget. This equates to an estimated monthly saving of \$92,374. Mr. Walker will continue to monitor and report to this committee.

This item was received and filed.

4. Receive and File SAP Contract Limit Project - Presentation

IT Director Jacob Harms discussed this item, presented in response to Board Members' request for staff to test and implement a solution in SAP to prevent the issue of creating purchase orders that exceeded approved contract amounts. In answer to a question, all PO's are issued through the SAP system. The previous manual internal check system was tedious and error-prone, thus the technical solution.

This item was received and filed.

F. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:23 a.m.

The next Administrative and Finance Committee Meeting is scheduled Thursday, July 14, 2016, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary

ITEM # E4

AGENCY MANAGEMENT REPORT

Fourth QUARTER 2016 **FISCAL YEAR 2016**

Agency Results

Operating Revenue

Fourth Quarter Operating Revenue of \$21,011,848 is \$1,843,589 over budget. Year-to-Date (YTD) Operating Revenue of \$76,626,814 is \$49,223 under budget. The positive variance for the quarter is driven by recognition of prior year LTF funding, and \$601,529 in Medi-Cal reimbursements. The negative variance of \$46,223 at fiscal year-end is mainly attributed to reduced passenger fares offset by prior year LTF funding and Medi-Cal reimbursement recognition.

Operating Expense

Fourth Quarter Operating Expense of \$19,168,259 is \$330,934 under budget. YTD Operating Expense of 73,699,676 is \$2,973,361 under budget. The positive variance for fourth quarter and year to date is due to the budgetary recognition of fuel tax credit in addition to the declining price in fuel.

Ridership

During the Fourth Quarter, Omnitrans carried a total 3,098,264 passengers. This consisted of 2,988,933 on Fixed Route service and 109,331 on Demand Response routes. This reflects a total system decrease of 8% when compared to the same quarter last year. YTD, Omnitrans carried a total 12,817,471 passengers. This reflects a total system decrease of 11.1% when compared to last year.

Revenue Hours/Revenue Miles

YTD, Omnitrans provided a total of 830,929 revenue hours reflecting an increase of .99% versus the same quarter last year. Omnitrans logged a total of 11,322,348 revenue miles during the quarter, reflecting an increase of .99% when compared to same quarter last year. The primary reason for the increase in revenue hours and revenue miles is the popularity of Express Route 290 and sbX, where ridership is continuing to increase.

Farebox Recovery Ratio

YTD farebox revenue for Fixed Route is \$12,168,316 versus \$13,625,575 for the same quarter last year. This is a decrease of 10.7%. At fiscal year end, the farebox recovery ratio is 20.70%. When cost associated with new service is excluded, the farebox recovery ratio is 21.49%. YTD revenue for Access is \$1,647,149 versus \$1,578,094 for the same period last year. This is an increase of 4.4%. The farebox recovery ratio at fiscal year-end is 18.54%.

Financials

Total Salaries and Benefits of \$11,478,897 are \$446,898 over budget for the Fourth Quarter. YTD Salaries and Benefits of \$45,146,963 are \$1,018,965 over budget. The current quarter's and YTD variance is driven by the allocation of budget and an increase in overtime.

Total Services are \$659,049 or \$37,005 under budget in Fourth Quarter. YTD Total Services are \$2,320,677 or \$463,537 under budget. The quarter and YTD positive variance is driven by the timing of services.

Materials and Supplies were \$1,808,932 for the Fourth Quarter or \$634,022 under budget. YTD Materials and Supplies are \$5,964,295 or \$3,807,518 under budget. The YTD and Fourth quarter's variance is principally driven by gasoline and CNG being less than planned, and recognition of Alternative Fuel Tax Credit as an offset to fuel expense.

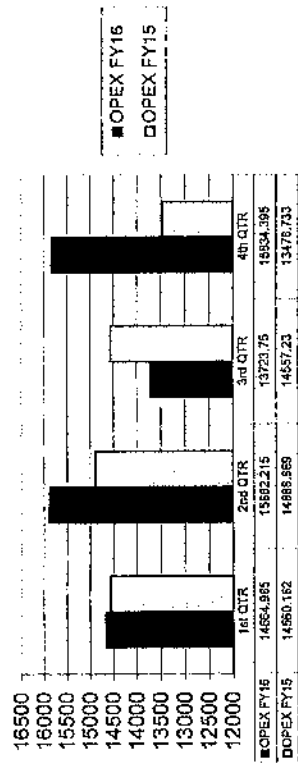
Purchased Transportation is \$2,297,052 or \$16,115 under budget in the Fourth Quarter. YTD Purchased Transportation is \$8,976,622 or \$147,124 under budget. The Fourth quarter and year to date positive variance is related to the change in contractors from First Transit to MV Transportation.

Other Expenses are \$3,255,264 or \$643,143 over budget in Fourth Quarter. YTD Other Expenses are \$11,291,118 or \$842,636 over budget. The current quarter and YTD variance is primarily driven by casualty and liability accruals being higher than planned.

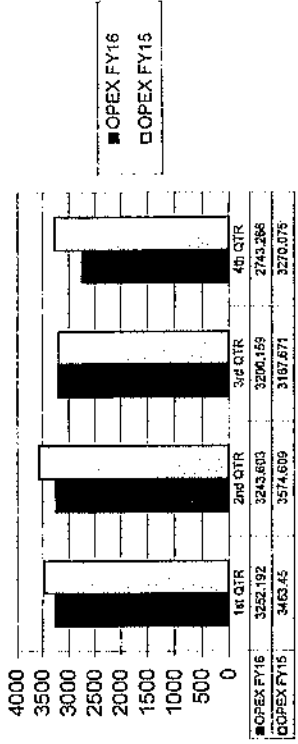
**PERFORMANCE STATISTICS
FISCAL YEAR 2016
Fourth Quarter 2016**

	<u>Current Quarter</u>		<u>YR/YR inc/(dec) CURRENT</u>	<u>Year-To-Date</u>		<u>YR/YR inc/(dec) YTD</u>
	<u>Fourth Quarter 2016</u>	<u>Fourth Quarter 2015</u>		<u>Fourth Quarter 2016</u>	<u>Fourth Quarter 2015</u>	
Total Passenger Revenue & Subsidy						
Fixed Route	\$2,743,266	\$3,398,944	-19.3%	\$12,439,220	\$13,620,959	-8.7%
Demand Response	\$1,037,202	\$469,029	121.1%	\$2,365,443	\$1,776,585	32.6%
Total Passengers						
Fixed Route	2,988,933	3,249,515	-8.0%	12,379,517	13,924,880	-11.1%
Demand Response	109,331	117,641	-7.1%	437,954	469,042	-6.6%
Farebox Recovery Ratio						
Fixed Route/OminiLink	17.91%	19.10%		21.49%	22.78%	
Access	31.36%	13.55%		18.54%	13.68%	
Total Passengers per Revenue Hour						
Fixed Route	18.2	20.3	-10.2%	18.7	22.0	-14.8%
Demand Response	2.5	2.7	-6.6%	2.6	2.7	-3.7%
Revenue per Passenger						
Fixed Route	0.92	1.05	-12.3%	1.00	0.98	2.7%
Demand Response	9.49	3.99	137.9%	5.38	3.79	42.0%
Cost per Passenger						
Fixed Route	5.30	4.89	8.3%	4.86	4.30	12.9%
Demand Response	30.27	28.99	4.4%	29.00	27.55	5.3%
Cost per Revenue Hour						
Fixed Route	96.57	99.36	-2.8%	90.99	92.72	-1.9%
Demand Response	76.87	78.81	-2.5%	74.56	73.57	1.3%
	<u>Actual</u>	<u>Target</u>				
On Time Performance						
Fixed Route	86.14%	90%				
Demand Response	86.67%	90%				
Headcount	665	666				
(includes PT Operators, excludes IPMO)						

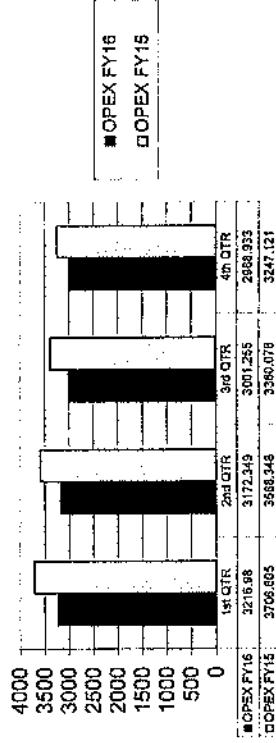
Fixed Route Operating Expense Thousands



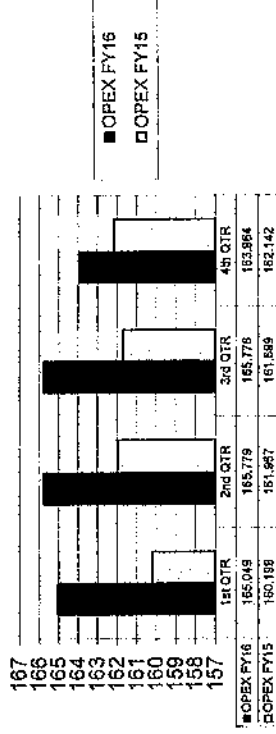
Fixed Route Passenger Revenue Thousands



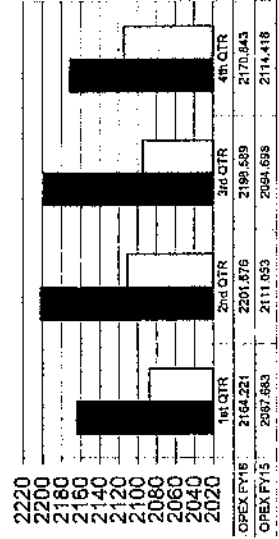
Fixed Route Ridership Thousands



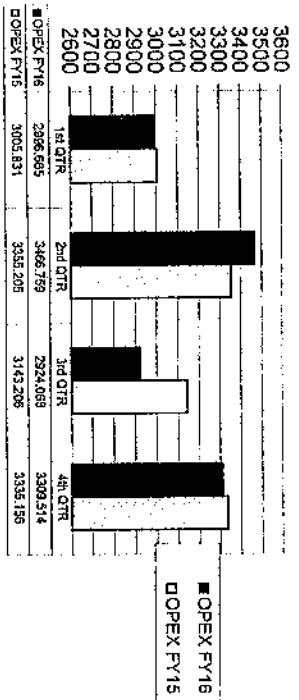
Fixed Route Revenue Hours Thousands



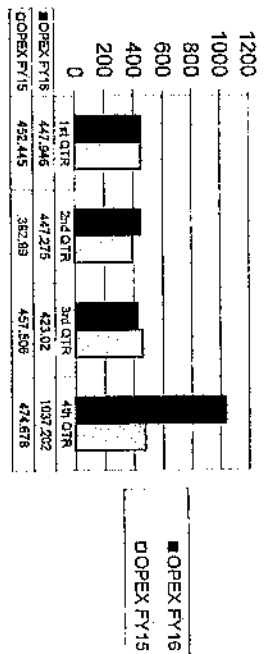
Fixed Route Revenue Miles Thousands



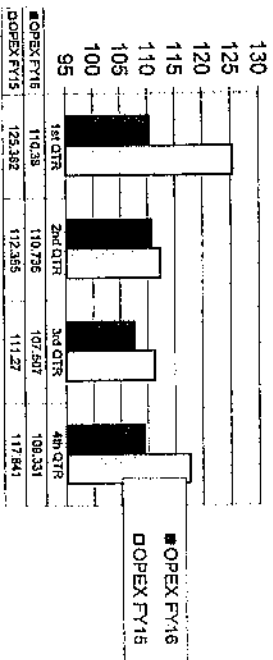
Demand Response Operating Expense Thousands



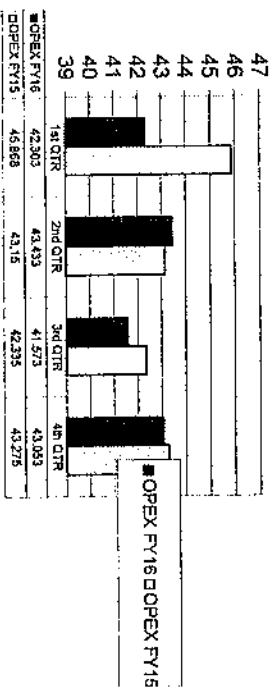
Demand Response Passenger Revenue Thousands



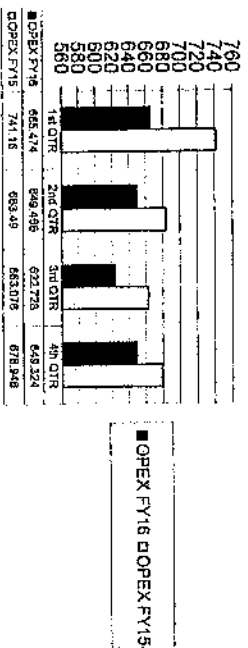
Demand Response Ridership Thousands



Demand Response Revenue Hours Thousands



Demand Response Revenue Miles Thousands



Statement of Operations Fiscal Year: 2016

CURRENT QUARTER: Fourth Quarter (April, May, June)

YEAR-TO-DATE: June 2016

	Actual	Budget	Fav/(Unf)	% of Budget	Operating Revenues	Actual	Budget	Fav/(Unf)	% of Budget
	3,095,914	4,167,935	(1,072,021)	68%	Passenger Fares	13,863,406	16,671,741	(2,808,335)	83%
	83,024	82,432	592	0%	Measure I Subsidy - Fares	329,727	329,727	0	100%
	1,317,572	1,317,568	4	100%	Measure I Subsidy - Operating	5,270,273	5,270,273	0	100%
	601,529	0	601,529	0%	Medi-Cal Reimbursement	601,529	0	601,529	0%
	89,260	153,750	(64,490)	165%	Auxiliary Transportation Revenue	693,049	615,000	78,049	113%
	(106,255)	21,250	(127,505)	0%	Non-Transportation Revenue	(318,513)	85,000	(403,513)	-375%
	12,224,932	9,713,533	2,511,400	123%	LTF Operating	41,324,280	38,854,130	2,470,150	106%
	404,427	404,428	(1)	100%	STAF Operating	1,617,708	1,617,711	(3)	100%
	0	0	0	0%	JARC - Operating Assistance	0	0	0	0%
	3,301,445	3,307,364	(5,919)	104%	Capital Funds for Operations	13,242,355	13,229,455	12,900	100%
	21,011,848	19,168,259	1,843,589	112%	Total Revenues	76,623,814	76,673,037	(49,223)	100%
					Operating Expenses				
	7,415,751	6,753,311	662,441	128%	Labor	28,621,780	27,013,243.19	(1,608,536)	106%
	4,063,146	4,278,689	(215,543)	126%	Fringe Benefits	16,525,184	17,114,754.80	589,571	97%
	659,049	696,063	(37,005)	36%	Services	2,320,677	2,784,213.91	463,537	83%
	1,808,932	2,442,953	(634,022)	-16%	Materials and Supplies	5,964,295	9,771,813.85	3,807,518	61%
	1,065,256	1,009,426	55,831	112%	Occupancy	3,605,065	4,037,699.16	432,634	89%
	1,593,526	1,304,005	289,521	80%	Casualty and Liability	6,016,674	5,216,018.90	(800,655)	115%
	12,964	12,321	643	125%	Taxes and Fees	59,614	49,282.00	(10,332)	121%
	2,297,052	2,280,937	16,115	95%	Purchased Transportation	8,976,622	9,123,746.32	147,124	98%
	270,423	255,342	15,081	192%	Printing and Advertising	873,749	1,021,369.16	147,620	86%
	(36,914)	31,028	(67,942)	22%	Miscellaneous Expense	(156,035)	124,113.40	280,149	-126%
	0	104,196	(104,196)	-323%	Lease and Rental	0	416,782.36	416,782	0%
	350,010	0	350,010		Capital Purchase Expense	892,051	-	(892,051)	
	19,499,193	19,168,259	330,934	97%	Total Operating Expense	73,699,676	76,673,037	2,973,361	96%
	1,512,655	0	1,512,655		Net Gain (Net Loss)	2,924,138	(10)	(3,922,584)	
	11,478,897	11,031,999	446,898	104%	Sal & Ben	45,146,963	44,127,998	(1,018,965)	102%
	3,255,264	2,612,121	643,143	125%	Other	11,291,118	10,855,265	(435,853)	104%

DATE: August 3, 2016
TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors
THROUGH: P. Scott Graham, CEO/General Manager
FROM: Mae Sung, Accounting Manager
SUBJECT: INVESTMENT STATUS

FORM MOTION

Receive and file this report on the status of the Agency's investments.

BACKGROUND

California Government Code requires the monthly reporting of investments of public agency funds to its governing body.

SUMMARY

All of the Agency's investments are invested with the Local Agency Investment Fund (LAIF) and Union Bank. Please refer to the attachment for the investment activity of the Agency for the period of April – June 2016. Sufficient funds are available to meet the obligations of the Agency for the next thirty-one days.

PSG:MS

OMNITRANS
Treasurer's Report
Quarter ending June 2016

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Interest Yield	Ending Balance
Cash and Investments Under the Direction of the Treasurer						
Local Agency Investment Fund		\$ 15,538,638.74			0.51%	
	Interest for QTR		\$ 15,784.95		0.46%	
				\$ (3,900,000.00)	0.52%	
			\$ 10,800,000.00		0.55%	
				\$ (4,000,000.00)	0.55%	
				\$ (4,000,000.00)	0.58%	
			\$ 26,354,423.69	\$ (11,900,000.00)		
Net LAIF Funds				\$ 14,454,423.69		\$ 14,454,423.69
Fair Marketing Value	Fair Value Factor				1.000621222	\$ 14,463,403.10
Union Bank Money Market GMRA		\$ 949,923.51				
	Interest		\$ 23.88		0.01%	
				\$ (5,447.96)		
			\$ 949,947.39	\$ (5,447.96)		
				\$ 944,499.43		\$ 944,499.43
Union Bank Money Market Caltrans Capital Project Funds		\$ 18,419,379.63			0.03%	
	Interest		\$ 27,546.44			
			\$ 1,445,720.00	\$ (307,971.11)		
			\$ 750,000.00			
			\$ 2,223,266.44	\$ (307,971.11)		
				\$ 20,334,674.96		\$ 20,334,674.96
Union Bank CDs		\$ 6,034,606.12				
			\$ 20,892.89			
				\$ (750,000.00)		
			\$ 6,055,499.01	\$ (750,000.00)		\$ 5,305,499.01
-15960717.69		\$ 496,564.41				
	Passenger		\$ 3,332,853.22			
	Grants' Revenue		\$ 23,462,317.79			
	Miscellaneous Revenue		\$ 169,053.66			
	Transfers From (To) LAIF		\$ 11,900,000.00	\$ (10,800,000.00)		
	Transfers From (To) Money Market		\$ 313,419.07	\$ (1,445,720.00)		
	Accounts Payable			\$ (17,420,916.12)		
	Payroll and Payroll Taxes			\$ (6,984,067.51)		
	Employee Benefits			\$ (1,157,925.24)		
	Bank Service Charge			\$ (15,404.42)		
			\$ 39,674,208.15	\$ (37,824,033.29)		
Net Union Bank Operating Funds				\$ 1,850,174.86		\$ 1,850,174.86
		\$ 5,700.00				
Petty Cash			\$3,500.00	\$ 9,200.00		\$ 9,200.00

Cash and Investments Under the Direction of Fiscal Agents

Union Bank	\$ 75,000.00				
Workmens' Comp. Adjuster					
Pacific Claims Management				\$	75,000.00
Total Cash & Investments					\$ 42,982,451.36

I hereby certify that the investment portfolio of OMNITRANS complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds and Union Bank of California. Pending any future actions by the Omnitrans Board or any unforeseen catastrophe, OMNITRANS has an adequate cash flow to meet its expenditure requirements for the next six months.

Prepared by: _____
Mae Sung, Accounting Manager

Approved by: _____
P. Scott Graham, CEO/General Manager, Treasurer

@ Source of Market Value: California State Pooled Money Investment Board Report.
(1) Union: "Summary of Market Value" posted on monthly fiscal agent statements.
(2) LAIF: "Pooled Money Investment Account Market Valuation".
Master Control Account is the controlling account for all the zero balance accounts with Union including: Accounts Payable Account (General Account) and Payroll Account.
Interest earned by the Master Control account is used as a partial offset to the monthly bank service charges.

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: PAYROLLS AND WARRANTS FOR APRIL - JUNE 2016

Approve the Agency's gross payroll for Management/Confidential Employees as follows:

Payroll Period	Amount	Register #
04/01/16-04/30/16	\$655,429.55	08-09
05/01/16-05/31/16	\$679,617.40	10-11
06/01/16-06/30/16	\$689,934.42	12-13

Approve the Agency's gross payroll for Represented Employees as follows:

Payroll Period	Amount	Register #
04/01/16-04/30/16	\$1,865,731.58	08-09
05/01/16-05/31/16	\$1,877,259.64	10-11
06/01/16-06/30/16	\$1,897,937.83	12-13

Approve the Register of Demands, dated as follows, and authorize the issuance of warrants:

Register Date	Amount	Register #
04/01/16-04/30/16	\$ 9,182,526.68	814-819
05/01/16-05/31/16	\$ 4,169,376.24	820-824
06/01/16-06/30/16	\$ 4,066,513.20	825-830

I, P. Scott Graham, CEO/General Manager of Omnitrans, declare that the above Register of Demands has been audited as required by Section 37202 and 37208 of the Government Code, and said documents are accurate and correct.

PSG:MS

Submitted for the
Board Meeting of:
August 3, 2016

**OMNITRANS
AFFIRMATIVE ACTION STATUS REPORT
WITH PERSONNEL APPOINTMENTS BY DEPARTMENT
As of July 11, 2016**

DEPARTMENT	Total Positions*	MALE ETHNIC COMPOSITION								FEMALE ETHNIC COMPOSITION								Existing Vacancies	INTERVIEWED										APPOINTED									
		C	B	H	AS	AI	2+	IWD	VET	C	B	H	AS	AI	2+	IWD	VET	* ** 14	C	B	H	AS	AI	NH/PI	2+	IWD	VET	C	B	H	AS	AI	NH/PI	2+	IWD	VET		
OPERATIONS	473	51	99	102	6	0	6	8	40	31	100	49	1	2	12	4	3		4	9	4	1	0	0	0	0	0	0	4	2	1	0	0	0	0	0		
MAINTENANCE	107	29	12	54	5	1	1	4	15	3	0	1	1	0	0	0	0	0	9	6	28	1	0	0	1	2	1	0	2	9	0	0	0	0	1	1		
EXECUTIVE OFFICE	5	1	1	0	0	0	0	0	1	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
INFORMATION TECH. SERVICES	8	2	0	1	4	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
MARKETING/ PLANNING	31	4	0	6	1	0	1	0	1	4	0	13	0	0	1	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
HUMAN RESOURCES/ SAFETY/SECURITY	13	3	0	1	0	0	0	1	1	5	0	3	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PROCUREMENT	20	4	1	8	0	0	0	1	3	3	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
FINANCE	12	0	2	0	2	0	0	0	1	2	0	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SPECIAL TRANSPORTATION SERVICES	11	1	0	1	0	0	1	0	0	1	0	5	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
IPMO	3	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
AGENCY TOTALS	683	96	115	174	18	1	10	14	64	52	102	75	4	3	15	10	3	* 18	13	15	32	2	0	0	1	2	1	0	6	11	1	0	0	0	1	1		

C = Caucasian IWD = Individuals With Disabilities
B = Black VET = Protected Veterans
H = Hispanic
AS = Asian
AI= American Indian
2+ = Two or More Races
NH/PI = Native Hawaiian or Other Pacific Islander

COMPLETED BY:

Meredith Tshilonda

*Reflects numbers from
the **FY16** budget

**includes 7 temporary 5-week trainee positions

PERCENTAGES

C	B	H	AS	AI	2+	IWD	VET
148	217	249	22	4	25	24	67
22%	33%	37%	3%	0.6%	4%	4%	10%
							665

ITEM # E6

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

**SUBJECT: CONSTRUCTION PROGRESS REPORT NO. 48 THROUGH
JUNE 30, 2016 – sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and file Construction Progress Report No. 48 for the sbX E Street Corridor BRT Project through June 30, 2016.

This item was reviewed by the Administrative and Finance Committee at its July 14 2016, meeting, and recommended for receipt and file.

BACKGROUND

This is Construction Progress Report No. 48 for the sbX E Street Corridor Project.

CONCLUSION

Receive and file Construction Progress Report No.48 for the sbX E Street Corridor BRT Project through June 30, 2016.

PSG:AR

Attachment

**sbX E Street Corridor
Bus Rapid Transit (BRT) Project
Construction Progress Report No. 48**

June 30, 2016

Prepared By:

**Omnitrans
Integrated Project Management Office**

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

Contractor Contract No.: IPMO11-5

Omnitrans Program Manager: Andres Ramirez



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

I. PROJECT STATUS SUMMARY

A. Project Description

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

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

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

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

B. Summary Status Update

E Street Corridor:

10th to Highland:

- Project moving forward. Concrete sidewalks, curb and gutter, and ADA ramps are complete.
- East Side of Road
 - Road demolition complete.
 - Cement treated base complete.
 - Base paving complete.
- Final Completion Date is September 8, 2016.



Saw cutting at Baseline Station



Repaving underway on E Street



Repaving E Street



Fresh Paved Roadbed

PA System:

- Contract awarded June 1 by Board of Directors.
- Contract execution in progress.

Traffic Signal Synchronization:

- Closeout continues.
- Preparation for final adjustments started.

Vehicle Maintenance Facility:

Project Final Completion

- All contractual items turned over.
- All issues resolved and payments made.
- As-Builts being prepared.
- Final acceptance to be issued.

Completion of Work Removed from Contract

- Design firm completed drawings and specifications.
- To be presented at July 2016 A&F Committee Meeting for release in August.
- Award projected for September 30 Board of Directors Meeting.

II. PROJECT SCHEDULE

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

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

III. SAFETY

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

	Through May 2016
E Street Corridor	
Corridor Construction including final Work	425,441
10 th to Highland	12,563
PA System	0
Vehicle Maintenance Facility	64,436
Total	502,440

V. PROJECT BUDGET AND COST

The project continues to be within budget. We currently have zero open claims on the project. A breakdown of the project costs and projections is detailed in the following tables:

Total Project Budget Summary Budget as of May 31, 2016

Approved Budget	\$191,706,000
Cost to Date	\$182,995,919
Estimate to Complete	
Corridor Project	\$ 2,373,122
10 th to Highland	\$ 3,245,433
Estimate at Completion	\$188,614,474

Budget By Contract Packages 31-May-2016								(Contract Award + Approved Changes)		(Approved Current Budget- Committed)	Forecast		
											Potential Uses of Contingency		
	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	Committed	Expenditure Authorization Remaining	Remaining Contingency	Pending Commitments/ Potential Changes	Trends/Risks	Estimate At Completion
BRT Construction													
Griffith/Comet JV	90,780,000	84,637,000	87,760,263	81,238,395	96.2%	64,937,853	16,365,742	81,303,595	6,456,668	3,333,405	-	-	81,303,595
Art			68,000	68,000		68,000	-	68,000	-	(68,000)	-	-	68,000
Other Direct Payments			48,401	57,357		48,401	-	48,401	-	(48,401)	-	-	48,401
Delineators				70,991		89,943	(18,952)	70,991	(70,991)	(70,991)	-	-	70,991
PA System				-		563,875	-	563,875	(563,875)	(563,875)	56,388	-	620,263
Miscellaneous Work				-		17,500	-	17,500	(17,500)	(17,500)	100,000	125,000	242,500
BRT Design													
Parsons	19,193,400	17,849,400	18,097,876	19,024,200	107.0%	16,464,092	3,725,637	20,189,729	(2,091,853)	(2,340,329)	(1,334,545)	-	18,855,185
PA System				67,500		83,000	-	83,000	(83,000)	(83,000)	8,300	-	91,300
Miscellaneous Work				-		-	-	-	-	-	-	-	-
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	14,537,925	178.8%	10,579,786	3,955,349	14,535,135	(36,983)	(6,404,135)	750,000	-	15,285,135
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,862,813	186.7%	951,029	1,048,727	1,999,756	(581,624)	(992,156)	-	-	1,999,756
Carlin Environmental			27,800	18,380		10,000	9,800	19,800	8,000	(19,800)	-	-	19,800
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	15,192,458	92.4%	15,483,572	(436,483)	15,047,089	931,004	1,580,911	-	-	15,047,089
Other Vehicle Equipment			318,853	173,484		318,853	-	318,853	-	(318,853)	-	-	318,853
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,416,608	110.2%	10,971,135	350,111	11,321,246	417,154	(964,246)	-	-	11,321,246
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,174,205	117.1%	1,174,205	-	1,174,205	(16,982)	(171,205)	50,000	-	1,224,205
Project Admin. And Management													
Jacobs	6,638,000	6,632,000	11,852,647	12,969,303	195.6%	3,898,769	9,070,534	12,969,303	(1,116,656)	(6,337,303)	-	-	12,969,303
Other													
IPMO	17,624,000	15,012,450	14,722,701	14,913,009	99.3%	15,172,701	(300,000)	14,872,701	(150,000)	139,749	-	-	14,872,701
Insurance	1,113,000	1,112,000	500,000	-	0.0%	500,000	(500,000)	-	500,000	1,112,000	-	-	-
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	373,436	37.3%	1,000,000	(527,136)	472,864	527,136	527,136	-	-	472,864
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,401,239	-	8,401,239	(320,689)	(320,689)	-	-	8,401,239
Survey	1,464,000	1,463,000	464,000	-	0.0%	25,000	(25,000)	-	464,000	1,463,000	-	-	-
Start-Up	720,000	720,000	700,000	-	0.0%	-	-	-	700,000	720,000	700,000	-	700,000
Sub-Total	177,676,000	173,633,000	188,431,091	181,559,302	104.6%	150,758,953	32,718,329	183,477,281	4,953,809	(9,844,281)	330,143	125,000	183,932,424
Unallocated Contingency	14,030,000	18,073,000	4,498,666					9,844,281		8,228,719			7,773,576
10th to Highland Projected Costs			4,606,687	1,436,617	31.2%	3,901,000	96,863	3,997,863	608,824	(3,997,863)	634,187	50,000	4,682,050
Remaining Unallocated Contingency													3,091,526
Total	191,706,000	191,706,000	188,539,111	182,995,919	95.5%								191,706,000

IPMO/sbX Project Cost Report										
Period Ended 31-May-2016										
Description	Current Budget	Approved Current Budget	Expenditures \$ %		Remaining Budget	Committed \$ %		Estimate to Complete	Estimate at Completion	Budget Forecast Variance
BRT Construction	\$ 84,637,000	\$ 84,637,000	\$ 81,434,742	96.2%	3,202,258	\$ 82,072,362	97.0%	\$ 281,388	\$ 82,353,749	\$ 2,283,251
Vehicle Maintenance Facility (VMF) Construction	\$ 8,131,000	\$ 8,131,000	\$ 14,537,925	178.8%	(6,406,925)	\$ 14,535,135	178.8%	\$ 750,000	\$ 15,285,135	\$ (7,154,135)
Vehicles - Design & Manufacturing	\$ 16,628,000	\$ 16,628,000	\$ 15,365,942	92.4%	1,262,058	\$ 15,365,942	92.4%	\$ -	\$ 15,365,942	\$ 1,262,058
ROW Acquisition Services	\$ 10,357,000	\$ 10,357,000	\$ 11,416,608	110.2%	(1,059,608)	\$ 11,321,246	109.3%	\$ -	\$ 11,321,246	\$ (964,246)
3rd Party Utilities Design & Relocation	\$ 1,003,000	\$ 1,003,000	\$ 1,174,205	117.1%	(171,205)	\$ 1,174,205	117.1%	\$ 50,000	\$ 1,224,205	\$ (221,205)
BRT Design	\$ 17,849,400	\$ 17,849,400	\$ 19,091,700	107.0%	(1,242,300)	\$ 20,272,729	113.6%	\$ (1,326,245)	\$ 18,946,485	\$ (1,097,085)
VMF Design	\$ 1,007,600	\$ 1,007,600	\$ 1,881,193	186.7%	(873,593)	\$ 2,019,556	200.4%	\$ -	\$ 2,019,556	\$ (1,011,956)
Other Professional, Technical & Management Services	\$ 34,020,000	\$ 34,020,000	\$ 36,656,987	107.8%	(2,636,987)	\$ 36,716,107	107.9%	\$ 700,000	\$ 37,416,107	\$ (3,396,107)
Allocated Contingency (Construction Contract)	\$ -	\$ -			-	\$ -	0.0%	\$ -	\$ -	\$ -
SUB-TOTAL	\$ 173,633,000	\$ 173,633,000	\$ 181,559,302	104.6%	(7,926,302)	\$ 183,477,281	105.7%	455,143	183,932,424	(10,299,424)
Unallocated Contingency	\$ 18,073,000	\$ 18,073,000	\$ -		18,073,000	\$ -	0.0%	\$ -	\$ -	\$ 18,073,000
10th to Highland	\$ -	\$ 4,682,050	\$ 1,436,617	30.7%	3,245,433	\$ 3,901,000	83.3%	\$ 3,245,433	\$ 4,682,050	\$ -
TOTAL	\$ 191,706,000	\$ 191,706,000	\$ 182,995,919	95.5%	\$ 13,392,131	\$ 187,378,281	97.7%	\$ 3,700,576	\$ 188,614,474	\$ 7,773,576

ITEM # E7

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

SUBJECT: sbX E STREET CORRIDOR BRT PROJECT QUARTERLY REPORT –
JUNE 2016

FORM MOTION

Receive and file sbX Quarterly Report for the sbX E Street Corridor BRT Project through June 2016.

BACKGROUND

At the October 2012 Board of Directors' meeting, the Omnitrans Board of Directors requested staff submit an update of the sbX Corridor BRT Project for review on a quarterly basis.

This is the Quarterly Report through June 2016 for the sbX E Street Corridor Project.

CONCLUSION

Receive and file sbX Quarterly Report for the sbX E Street Corridor BRT Project through June 2016.

PSG:AR

Attachment

sbX Project Quarterly Update – August 2016

For Period: April 2016 to June 2016

Safety:

As of June 30, 2015, the construction team has performed over 502,440 labor-hours of work without any Lost Time Injuries.

Budget:

The project is fully funded. Based on the current projections, the project is expected to be completed within the approved budget. All change orders are being managed through the project contingency line item included in the approved budget.

Approved Budget:	\$191,706,000
Cost-To-Date (5/31/16):	\$182,995,919
Estimate-At-Completion:	\$188,614,474

Schedule:

60-Foot Articulated Buses: In Operation
Revenue Operations Start: April 28, 2014 – Achieved.
Vehicle Maintenance Facility: Operational as of June 16, 2015

Corridor Construction:

E Street Corridor:

10th to Highland:

- Concrete work completed
- East side paving completed
- Side streets paved
- West side prep work and demolition underway
- Projected Completion 9/8/16

PA System:

- Contract awarded on June 1, 2016 by Board of Directors
- Contract execution in progress
- Projected Completion 2/28/17

Traffic Signal Synchronization:

- Close out underway.

Vehicle Maintenance Facility:

Project Final Completion:

- Facility operational and in use
- Contract Closeout in progress

Completion of Work Removed from Contract:

- Solicitation approved for release at A&F Committee
- Solicitation to be presented at August BOD meeting
- Projected completion 2/28/17

sbX Project Quarterly Update – August 2016

FTA Quarterly Review Meeting:

The FTA determined that a Quarterly Meeting was not necessary in June 2016. Monthly phone conference calls are being made with FTA and PMOC oversight.

ITEM # E8

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: FISCAL YEAR 2016 MANAGEMENT PLAN STRATEGIC INITIATIVES

FORM MOTION

Receive and File Fiscal Year 2016 Management Plan Strategic Initiatives, Fourth Quarter Report.

BACKGROUND

In May 2015, the Board of Directors approved six Strategic Initiatives for Fiscal Year 2016. These initiatives were developed through a collaborative process with the Senior Leadership Team and align with the CEO/General Manager's goals, Omnitrans Short Range Transit Plan, "OmniConnects", as well as SANBAG's Short Range Transit Plan. Progress of each performance indicator defined in the Strategic Initiatives has been reported to the Board of Directors quarterly. The attached report is the final 4th Quarter Report for Fiscal Year 2016.

Provided below is an overall Executive Summary of the year-end results of each initiative:

STRATEGIC INITIATIVE 1 – FUEL COST REDUCTION

Contract was awarded to Design/Build/Maintain the Compressed Natural Gas Infrastructure at East and West Valley. The target date to begin fueling was identified as June 2016, but was revised to the end of January 2017 due to re-solicitation of the project. Once operational, this is expected to reduce fuel costs by nearly \$1M annually.

Twenty-six Compressed Natural Gas (CNG) Paratransit vehicles are now in service; this should result in reduced fuel costs of \$170K in Fiscal Year 2017.

Total fuel reduction in Fiscal Year 2016 vs. Fiscal Year 2015 is \$0.3M!

STRATEGIC INITIATIVE 2 – NEW BUS TECHNOLOGY

Lower workers' compensation costs for Fiscal Year 2016 are attributed to improved bus technology (wheelchair restraints, QPods). For the year, only \$11,854.35 paid to date as a result of wheelchair incidents, compared to the prior year of over \$86,000!

STRATEGIC INITIATIVE 3 –WEST VALLEY CONNECTOR

Design contract awarded and preliminary design is in progress. Work continues on identifying funding and finalizing route alignment. Overall, not all targets met on this initiative for Fiscal Year 2016, but we are still on target for applying for Small Starts money in early 2017.

STRATEGIC INITIATIVE 4 –SAN BERNARDINO TRANSIT CENTER (SBTC)

Omnitrans commenced operations at the San Bernardino Transit Center in September 2015! YTD, the average weekday ridership at the SBTC was slightly below the goal of 6,000, with 4,679 boardings. Ridership on the sbX was 2,918, slightly above the goal of 2,891, with the Express Service coming in at 1,049 boardings against the goal of 1,300.

The overall customer satisfaction rating based on American Bus Benchmarking Group Survey is 82%, below the goal of >85%. However, an intercept survey conducted by Omnitrans of 219 riders reflected a 92% satisfaction rating for safety and security of the facility.

Deliverables yet to be completed are landscaping (contract scheduled for award in September 2016), fencing (projected for 9/30/16), and the emergency generator (projected for March 2017).

STRATEGIC INITIATIVE 5 – SEPTEMBER SERVICE CHANGE

The service change implemented in September was designed to streamline service, improve efficiencies and attract new customers. Streamlining of the routes positively impacted the Average MPH. Year-to-date, the Average MPH was 13.2, exceeding the goal of >13.0. On Time Performance also exceeded the goal of >85%, with a year-to-date result of 85.2%. Ridership was down 11% for the year. Fare Box Recovery for the year was 21.49%, exceeding the goal of >20%.

STRATEGIC INITIATIVE 6 –CONSISTENT STAFFING LEVELS

Lost service due to manpower in Maintenance for the year averaged 47.58 hours per month, above the target goal of <35. In Operations, lost service averaged 399.28 for the year, above the goal of <250. Overtime for both Maintenance and Operations are also well above the goal for the year.

The average time to hire for both Union and Management Confidential Levels 7-9 positions exceeded the goal. Management Confidential Levels 1-6 averaged a bit higher than goal. Vacancy rate for all Management Confidential positions exceeded the goal, while the vacancy rate for Union positions is slightly above the goal.

PSG

Fiscal Year 2016 Management Plan Fourth Quarter Report

April – June 2016

ITEM #E8

Strategic Initiative 1 Fuel Cost Reduction

Goal for Strategic Initiative 1

Develop and implement a comprehensive fuel cost reduction plan.

Supports SRTP Goals

- Maximize cost recovery while charging a fair fare.
- Support initiatives that are financially and environmentally sustainable in the short and long term.

Outcomes

1. Reduced fuel budget

Strategic Actions

1. Install pipeline gas fueling system at East Valley

Actions	Proj. Date	Comp. Date	Comments
Feasibility Study	Apr 2015	Apr 2015	Completed.
Funding	Dec 2015	May 2016	Q1 - \$8M in funding identified for the project. \$3M remains unidentified. Q2 - \$3M of unidentified funding can be funded with Congestion Mitigation and Air Quality (CMAQ) funds. Any CMAQ funds used must be returned to fund bus replacement. Q4 - Options were identified to complete funding with Local funds.

Procure - Design/Build and Maintain contractor	Jan 2016	May 2016	<p>Q1 - On schedule for completion in 2nd Qtr. Close RFP & evaluate proposals in Nov 2015. Request Board approval in Dec 2015. Award & issue NTP in January.</p> <p>Q2 - Proposals were evaluated and a recommendation for award and issue a NTP is scheduled for the March 2016 Board.</p> <p>Q3 - Project was solicited for a second time.</p> <p>Q4 - Project was awarded to GP Strategies at the May 2016 Board Meeting.</p>
Construct	Jan 2016	May 2016	Q4 - NTP was issued and preliminary work has begun. Working with SoCal Edison on providing power to run compressors.
Start Fueling	Jun 2016	Pending	Q4 - Fueling scheduled revised to begin at the end of January 2017 due to re-solicitation of project.

2. Commence phasing in of CNG Para-transit Vehicles

Actions	FY15	FY16	Comments
Delivery of vehicles	N/A	13	Thirteen (13) paratransit vehicles went into service Aug 2015.
Enter into MOU for Fueling	N/A	Completed	Contract with Clean Energy to fuel CNG Paratransit vehicles at CNG fueling station in Ontario, CA.
Repeated vehicle orders	N/A	13	<p>Took delivery of thirteen (13) vehicles in March 2016. Scheduled to begin service in 4th Quarter.</p> <p>Q4 - Twenty six (26) CNG paratransit vehicles are now in service.</p>

Performance Indicators:

1. Operational budget reduction for fuel (Paratransit)

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Fuel Costs	\$1.7M	\$1.5M	\$2.1M	\$0.37M	\$0.26M	\$0.26M	\$0.33M	\$1.2M	Q2 - Actual fuel cost for quarter is \$262,729 or 51% of budget. Q3 - Actual fuel cost for quarter is \$256,541 or 49.6% of budget. Q4 - Actual fuel cost for quarter is \$326,741 or 63.2% of budget. FY2016 fuel cost for Access services consist of \$1.01M for unleaded, and \$0.12M for CNG. The total fuel cost is \$0.3M less than previous year.

2. Increased number of vehicles using CNG (Paratransit)

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
CNG Vehicles in service	N/A	N/A	13	13	13	13	26	26	Thirteen (13) CNG paratransit vehicles placed in service Aug 2015. Took delivery of thirteen (13) vehicles in 3rd Quarter. Scheduled to begin service in 4th Quarter. Q4 - Twenty six (26) CNG paratransit vehicles are now in service.

3. Completed installation of first phase of pipeline gas facility (East Valley)

Performance Indicator	Proj. Date	Comp. Date	Comments
Phase 1 / EV	June 2016	Ongoing	Phase 1 - Pipeline fueling at EV & WV facilities revised to begin at the end of January 2017. Phase 2 - Pipeline fueling at I St. is scheduled to begin in FY 2018. Phase 3 - Pipeline fueling at the 2nd Paratransit facility is scheduled to begin in FY2019.

Rationale

Reduce agency operational costs by reducing the cost of fuel; Take advantage of operational cost-reduction opportunities by streamlining the fueling process.

Fixed Route

By changing LNG fueling facilities to pipeline gas, the necessity to deliver LNG to each facility is eliminated; thus reducing costs to procure fuel and costs associated with liability insurance risk.

Current Projected Cost of LNG for FY 2016 (East Valley) \$3,477,825

Projected Cost of Pipeline CNG for FY2017 (East Valley) \$2,477,825

Projected Cost Savings per year (Full potential/forecasted savings beg. FY17) \$1,000,000

Paratransit

By changing the Paratransit fleet from unleaded fleet to CNG fleet, the cost of fueling is reduced based on the differential in cost between unleaded fuel and CNG fuel

Projected Savings of converting from Unleaded to CNG (starting July 1, 2015) - \$22,500

Leadership Team Members: Directors of Maintenance, Finance (Lead), Procurement

Fiscal Year 2016 Management Plan Fourth Quarter Report

April – June 2016

Strategic Initiative 2 New Bus Technology

Goal for Strategic Initiative 2

Introduce New Bus Technology that will reduce operating costs.

Supports SRTP Goals

- Support initiatives that are financially and environmentally sustainable in the short and long term.
- Maximize cost recovery while charging a fair fare.

Outcomes

1. Lower operating costs (reduction in workers comp, & passenger liability)
2. Increase safety
3. Reduce fuel costs

Strategic Actions

1. Secure funding – Federal & State Grants (Zero Emissions, Prop 1B, 5310).

Actions	Proj. Date	Comp. Date	Comments
Funding Secured	Unk	Unk	Q1- CTE/CAL Grant Application deadline for electric buses is Jan. 2016. Q2 - CTE/CAL Grant Application deadline for electric buses will be submitted 1/28/16. Q3 - Submitted grant denied; New funding opportunity available, Finance will be submitting for grant by May 13, 2016. Q4 - Did not submit for grant due to lack of local match available; Submitting new grant on 7/29 for fuel infrastructure.

2. Develop contingency funding plan if zero emissions grant is not awarded.

Actions	Proj. Date	Comp. Date	Comments
Contingency Plan	Unk	Unk	Out of Omnitrans' control.

3. Develop a Procurement Plan for design infrastructure & equipment, purchase & install equipment and provide training. Procurement Plan(s) are to include:

Actions	Proj. Date	Comp. Date	Comments
5 Electric buses & charging stations	Unk	Unk	Q1 - Once funding is secured, project can take up to 12 months for completion. Q2 - BYD was approved by Board in Jan 2016, contingent upon grant; Once funding secured, project can take up to 12 months for completion. Q3 - Submitted grant denied; New funding opportunity available, Finance will be submitting for grant by May 13, 2016. Q4 - Did not submit for grant due to lack of local match available; still searching for new funding opportunities.
Audible turn signals	11/2015		Q1 - Part of equipment on 15 new buses per year for 5 years; Additional RFP on hold due to funding. Q2 - Revised and will go to the Board in March. Q3 - Out to bid on Plant Bid; closed April 12, 2016. Q4 - Awarded; Notice to Proceed 7/21; meeting being set up Clever Devices for project schedule plan development.
Expand TSP (local service)	Unk	Unk	Q1 - Research being conducted with cities to implement TSP; see who's interested in partnering/MOU. Q2 - City of San Bernardino and Ontario have shown interest in implementing TSP; Future meeting to be arranged. Q3 - Attended Summit to gather information on OPTICOM as another GPS/TSP alternative to Trapeze; Working with Procurement for possible solicitation. Q4 - Possible partnership with City of Redlands.

Design Vehicles (current CNG bus buy)	6/2015	9/2015	<p>Q1 - 13 CNG paratransit vehicles went into service</p> <p>Q2 - NTP for 13 additional CNG vehicles signed 10/6/15; projected arrival 4/1/16; to be 100% in 6 years.</p> <p>Q3 - 13 additional CNG vehicles are in service; Will begin procurement for next 13 CNG vehicles to stay on track of 6 year plan.</p> <p>Q4 - On schedule with Paratransit CNG vehicles; replacing 30 gasoline relief vehicles with 12 electric and 15 hybrid vehicles to be awarded at August Board. In addition, charging stations to be installed for the electric vehicles.</p>
3-way restraints (Q-pods)	11/2015		<p>Q1 - Part of equipment on 15 new buses per year for 5 years; RFP solicitation approved by Board on 10/7/15 for an additional 15 Q-Pods per year for 5 years; totaling 150 over next 5 years.</p> <p>Q2 - Bid evaluation completed; goes to Board in March.</p> <p>Q3 - First bus being scheduled for installation; project changed to have all back fill buses (80) complete by end of September 2016.</p> <p>Q4 - Equipment installed in pilot bus and accepted; Notice to Proceed with ordering parts given 7/22/16; 4-6 weeks parts delivery.</p>
Rear facing wheelchair system	11/2015		<p>Q1 - Part of equipment on 15 new buses per year for 5 years; RFP solicitation approved by Board on 10/7/15 for an additional 15 Q-Pods per year for 5 years; totaling 150 over next 5 years.</p> <p>Q2 - Bid evaluation completed; goes to Board in March.</p> <p>Q3 - First bus being scheduled for installation; project changed to have all back fill buses (80) complete by end of September 2016.</p> <p>Q4 - Equipment installed in pilot bus and accepted; Notice to Proceed with ordering parts given 7/22/16; 4-6 weeks parts delivery.</p>

Performance Indicators:

1. Short term: Reduction of operating costs (\$)

Performance Indicator	FY14	FY15	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Workers Comp.	\$60,170.75	\$86,888.68	\$3,860.05	0.00	\$1,808.81	\$6,185.49	\$11,854.35	All employee claim costs related to wheelchair incidents.

2. Mid-term: Decreased maintenance costs; reduced fuel costs; reduced emissions

This project is on hold awaiting forward motion pending grant funding.

3. Long-term: Improved safety

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Passenger Incidents	7	9	7	1	3	0	4	8	Wheelchair Incidents relating to passengers tipping over or falling out of mobility device. Q-Pods to be installed over the next 5 years. Q4 - 2 pax fell out of device sleeping; 2 fell forward, but lap belt held pax in chair.
Employee Injuries	5	5	2	3	0	1	5	9	Employee injuries relating to wheelchair incidents.

Rationale:

Fiscally responsible: improve efficiencies & maximize resources; Provide increased safety to the public, riders, and Operators; More environmentally friendly

External Factors

Funding: Federal grants require a local match.

Board Approval: Additional parts/tooling required. The Board may find benefit in remaining standardized with the CNG fleet; Procurement timeframe: Scope of Work (SOW), Independent Cost Estimate (ICE), bid solicitation, installation

Equipment lead times: Electronic buses are made to order and are in high demand.
Infrastructure support in providing electrical charging stations.

Leadership Team Members

Directors of **Operations (Lead)**, Maintenance, Finance, Procurement, IT

Fiscal Year 2016 Management Plan Fourth Quarter Report

April – June 2016

Strategic Initiative 3 West Valley Connector

Goal for Strategic Initiative 3

Advance West Valley Connector design and pursue grant funding opportunities.

Supports SRTP Goals

- Support the local economy by providing connections to where people want to go
- Enhance Omnitrans' network design to increase ridership and minimize costs by reducing redundancy

Outcomes

1. Readiness for construction
2. Aligned funding

Strategic Actions

1. Award contract for design contract (involving stakeholders)

Milestone	Proj. Date	Comp. Date	Comments
Design contract award	09/2015	09/02/2015	Q1 - Award recommended by Plans and Programs Committee on 8/10/2015. Board approved contract for Architectural, Engineering and Final Design awarded to Parsons Transportation Group, Inc., on 9/2/2015. Q2 - Notice to Proceed (NTP) issued on 11/17/2015.

2. Prepare and submit on time grant proposals for Phases 2 and 3

Milestone	Proj. Date	Comp. Date	Comments
Identify funding sources	1/2016		Potential sources identified including: proceeds from Mid-Valley land sale, FTA small starts grant, ATP grant, Measure I, Cap and Trade, local in-kind, IFD, AQMD. This task will be completed in FY2017 per Parsons' project time line.
Obtain funding awards	1/2017		

3. Timely board approvals for each project phases

Board Approval Item	Proj. Date	Comp. Date	Comments
Award Design Firm Contract	9/2015	9/2/2015	Contract for Architectural, Engineering and Final Design awarded to Parsons Transportation Group, Inc., on 9/2/2015.
Release Construction Management RFP	2/2016		Pursuing on-call construction management services.
Award Construction Management Firm Contract	6/2016		Pursuing on-call construction management services.
Release Construction IFB	6/2017		
Award Construction Firm Contract	10/2017		

Performance Indicators:

1. On time project deliverables

Deliverable	Proj. Date	Comp. Date	Comments
Project implementation agreements with cities / property owners	10/2017		Q4: Draft of agreements with five cities completed, in discussion with city staff.
Environment clearance	2/2017		Environmental scoping period began in March 2016.Q4: Scoping and public meetings completed. Technical studies in progress.
Phasing and Funding Plan Complete	1/2016		Delayed as we await alignment decision. Funding plan in development.
Design Complete	2/2017		Q4: Preliminary design in progress.

2. Manage budget prediction / adherence

Performance Indicator	Board Approved Budgeted	Spent to date	Comments
Design and Environmental	\$11.9M	\$1.6M	Completed project implementation plans and routing options analysis, and made progress on preliminary engineering and environmental scoping. Q4: Completed environmental scoping and held public scoping meetings. Completed geotechnical, survey, and mapping work. Environmental technical studies and preliminary design are in progress.

3. Funding Strategy

Performance Indicator	Projected Cost	Funding Source / Grant	Comments
60 foot vehicles	\$25M		
Dedicated lanes	\$50M		
Phase 1 construction	\$25M		

Rationale:

The goal of the West Valley Connector Corridor project is to provide faster, more frequent, and more direct bus service to connect major destinations throughout the western part of the San Bernardino Valley, as well as providing enhanced amenities for passengers. This project is part of a system of ten planned bus rapid transit (BRT) corridors, including the sbX Green Line in San Bernardino and Loma Linda that began operation in April 2014.

Omnitrans' BRT system will help to alleviate traffic congestion long-term by providing high-quality, faster premium bus service that will attract new riders to Omnitrans' system.

Part of system wide corridor plan

Improves regional mobility

External Factors

Further study is required regarding alternative routing, particularly how best to serve Rancho Cucamonga (Haven or Milliken), and finalize corridor routing alignment and station locations; Public and stakeholder input are needed to achieve consensus.

Funding is available to construct a rapid line with enhanced stations operating in mixed flow traffic, however funding for 3.5 miles of dedicated lanes and 60-foot articulated buses has not been identified yet. A financing and phasing plan must be developed for project;

Board approval of design/ agreement on route

Funding shortfalls (beyond Phase I)

Fiscal Year 2016 Management Plan Third Fourth Report

April – June 2016

Strategic Initiative 4 San Bernardino Transit Center

Goal for Strategic Initiative 4

Commence bus operations at the San Bernardino Transit Center.

Supports SRTP Goals

- Expand, maintain and improve existing vehicles, facilities, and passenger amenities
- Deliver safe, reliable, clean, frequent, convenient, comfortable and equitable service

Outcomes

1. Increase ridership
2. Increase connectivity (metro-link)
3. Increase customer satisfaction

Strategic Actions

1. Complete facility

Actions	Proj. Date	Comp. Date	Comments
Substantial Completion	8/2015	8/2015	
Punch List	10/2015	12/31/15	Q1 - Minor items; Following up on pending items. Q2 - All items have been corrected to Omnitrans and SANBAG's satisfaction.

Final Completion	10/2015		Not including fence, generator or landscape; The permanent fence was approved for release for bid by the Board January 2016; Generator and landscaping - SANBAG committee approved construction management firm for project; will go to Board for approval in February; Final construction documents pending City building department review/ approval; Estimated release at May Board; Estimated award at September Board. Q3 - Estimated release at May Board; Estimated award at September Board. Q4 - No change
Beneficial Occupancy	8/2015	8/2015	
Begin Service	9/2015	9/2015	

2. Realign service

Actions	Proj. Date	Comp. Date	Comments
Enterprise System adjustments	8/2015	9/2015	Physical Elements: Rte Maps, Headways, Run Bids, Stops, Turn Sheet, Deadheads, Rte/Block Mileage; Electronic: BSM, FX Sch Data, Trapeze Map Edit, TransitMaster Import, Rte Surveying, NexTrip, VMS; Training: SBTC Testing, Familiarization, Pedestrian Safety Items
Marketing campaign	9/2015	8/2015	Connect at the Center campaign included: Newspaper, online, website, social media, bus cards, exterior bus ads, bus shelter ads, retail posters, 215 FWY digital marquee. Advertising began 8/31/15.
Staff expansion for SBTC	8/2015	8/2015	2 Full-Time Customer Service; 1 Part-Time Customer Service hired.

3. Complete service contracts / contracts outside of SANBAG scope

Actions	Proj. Date	Comp. Date	Comments
Custodial Service Contract	9/2015	9/2015	Public restrooms, lobby, trash cans, plus employee areas.
Security Service Contract	7/2015	7/2015	Multiple year contract; 2 yr base ends 6/30/16 with 3 option years 7/1/16 - 6/30/19.
Vending Service Contract	8/2015	8/2015	Amendment to current contract with Employee Recreation Committee (ERC).
Landscaping	8/2015	8/10/2016	Contract for landscape maintenance.

4. Ensure facility is safe and secure for customers

Actions	Proj. Date	Comp. Date	Comments
Video Surveillance / PA system	7/2015	9/2015	Video/PA is operational; PA expansion ongoing.
Signage / Striping	9/2015	9/2015	Completed.
Security Services	7/2015	7/2015	Security provided 24/7.
Fence	12/2015		Q2 - Temporary fencing is up. The permanent fence was approved for release for bid by the Board January 2016. Q3 - Contract awarded, pre-construction meeting scheduled 4/14/16. Q4 - Material ordered. Projected completion 9/30/2016.

Performance Indicators:

1. Ridership (on all connecting routes)

Ridership	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
SBTC avg weekday boardings	6,000	N/A	4,997	5,114	3925	4679	
sbX	2,891	N/A	2,853	2,972	2928	2,918	
Express	1,300	1,004	1,080	1,048	1063	1,049	

2. Overall customer satisfaction levels

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Complaints	1,581	1,590	<1,590	536	453	8	23	989	Q1 - Reflects all complaints Valid/Not Valid/Unknown prior to SBTC opening. Q2 - No complaints for SBTC. Q3 - 8 comments/ requests, reflects SBTC only. Q4 - reflects SBTC only.
Compliments	245	218	>220	34	37	1	2	72	Q3 - Reflects SBTC only Q4 - reflects SBTC only
Customer Satisfaction Rating (ABBG Survey)	82.6%	82.6%	>85%	80.4%	80.4%	80.4%	81.9%	81.9%	

3. Timely deliverables

Performance Indicators	Proj. Date	Comp. Date	Comments
Facility sign off	8/2015	8/2015	
Landscape	7/2016		Q2 - SANBAG committee approved construction management firm for project; will go to Board for approval in February; Final construction documents pending City building department review/approval; Estimated release at May Board; Estimated award at September Board. Q3 - Contract awarded, pre-construction meeting scheduled 4/14/16. Q4 - Release for construction in July and award in September 2016.
Fencing	12/2015		Q2 - Temporary fencing is up; The permanent fence was approved for release for bid by the Board January 2016. Q3 - Contract awarded, pre-construction meeting scheduled 4/14/16. Q4 - Material ordered. Projected completion 9/30/2016.
Flooring	9/2015	9/2015	Completed with new look.
VMS (Variable Message Sign)	9/2015	8/2015	Nextrip operational; working on accuracy of displayed real time information.
Emergency Generator	12/2016		Q2 - SANBAG committee approved construction management firm for project; will go to Board for approval in February; Final construction documents pending City building department review/approval; Estimated release at May Board; Estimated award at September Board. Q3 - Still waiting on approval from planning/land development. Release of IFB has been pushed back to June if it doesn't make the May committee. Q4 - IFB released for construction at SANBAG's July meeting. Completion expected by March 2017.

4. Safety record

Transit Center Items	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Liability Claims	0	0	0	0	0	All liability claims reflect SBTC only.
Accident / Incidents	4 Accidents 9 Incidents	1 Accident 10 Incidents	2 Accidents 12 Incidents	5 Accidents 9 Incidents	12 Accidents 40 Incidents	All Accidents/Incidents reflect <u>SBTC only</u> . Q1 - 3 Preventable Q2 - 1 Preventable Q3 - 1 Preventable Q4 - 2 Preventable

Rationale

Expand, maintain and improve existing vehicles, facilities, and passenger amenities

Deliver safe, reliable, clean, frequent, convenient, comfortable and equitable service

External Factors

Potential delays on out of scope projects, although will not affect commencement of operation.

Enhances amenities and improved connectivity achieved with SBTC completion will help make transit more attractive to new riders and help retain existing riders. When the rail line is extended in future years, we will see additional benefit.

Leadership Team Members

Directors of Marketing, IT, HR/Safety, **Operations (Lead)** Maintenance

Fiscal Year 2016 Management Plan Fourth Quarter Report

April – June 2016

Strategic Initiative 5 September Service Change

Goal for Strategic Initiative 5

Implement September Service Changes as outlined in the SRTP, to streamline service, improve efficiencies and attract new customers.

Supports SRTP Goals

- Enhance Omnitrans' network design to increase ridership and minimize costs by reducing redundancy.
- Deliver safe, reliable, clean, frequent, convenient, comfortable and equitable service.
- Expand, maintain and improve existing vehicles, facilities and passenger amenities.

Outcomes

1. Increase ridership
2. Increase mobility and connectivity
3. Reduce redundancies (equipment)
4. Increase productivity

Strategic Actions

1. Implement marketing campaign
 - a. Communicate changes to customers

Actions	Proj. Date	Comp. Date	Comments
Service Change Publications and Online Information Available	8/2015	8/7/2015	Service change brochure available on board and online. Busbook preview available online.
Outreach ambassadors at Transit Centers	9/2015	9/8-9/15	Ambassadors were at 6 major transfer centers at am and pm peak hours on the first two days of the service change.

b. Raise awareness of general public

Actions	Proj. Date	Comp. Date	Comments
SBTC focused campaign	9/2015	8/31/2015	Connect at the Center campaign included: newspaper, online, website, social media, bus cards, exterior bus ads, bus shelter ads, retail posters, 215 Freeway digital marquee. Advertising began on 8/31/15.
Freeway Express (290) launch campaign	9/2015	8/24/2015	Skip the Stress. Ride Freeway Campaign included: radio (Eng/Sp), newspaper (Eng/Sp), online, website, social media, bus cards, exterior bus ads, bus wrap, bus shelter ads, retail posters, direct mail, take-ones, 215 Freeway digital marquee. Advertising began on 08/24/15.
West Valley Realignment campaign	10/2015	10/31/2015	Rideshare Week (10/5-9/2015) advertising campaign mentioned service improvements. Additional direct mail with free ride coupon sent to target demographics in West Valley cities in later October.

2. Route realignment

Actions	Proj. Date	Comp. Date	Comments
Bidding Process for operators	8/2015	8/27/2015	Run bid began on 07/20 and concluded on 08/27.
Scheduling	6/2015	6/30/2015	Schedules were finalized on 6/30.
Route tracing	7/2015	7/31/2015	Route tracing was completed during July.

3. Move Bus Stop Signs

Proj. Date	Comp. Date	Comments
9/2015	9/30/15	Over 1,200 bus stop decals changed or stops moved, removed. Numerous shelters, benches also relocated.

4. Revise Schedules & Schedule Books

Proj. Date	Comp. Date	Comments
8/2015	8/20/2015	Online bus schedules available on 08/07/15. Printed schedules received on 08/20/15 and subsequently distributed on board and at various locations throughout the service area.

5. Bid Runs

Proj. Date	Comp. Date	Comments
8/2015	8/27/2015	Bid run for coach operators was completed on 08/27.

6. Route Familiarization – training, rest areas, end of lines, etc.

Proj. Date	Comp. Date	Comments
8/2015	8/31/2015	Route familiarization was completed during August.

Performance Indicators:

1. Increase ridership

Performance Indicator	FY15	FY16	FY16 KPI % Change	Actual % Change	Comments
Ridership Q1	3,831,711	3,327,360	+1.2%	-13.2%	July: -11.7%, Aug: -15.0%, Sept: -12.7% Ridership negatively impacted by year-over-year fare increase, this impact should reduce over the next quarter.
Ridership Q2	3,699,777	3,283,085	+1.2%	-11.2%	Oct.: -14.1%; Nov.: -9.4%; Dec.: -8.3%
Ridership Q3	3,491,347	3,121,918	+1.2%	-10.6%	Jan: -15.4%; Feb. - 6.0%; Mar. - 10.3%
Ridership Q4	3,367,156	2,989,662	+1.2%	-11.2%	April: -14.0%, May: -7.8%, June: -11.6%
Ridership YTD	14,389,991	12,806,079	+1.2%	-11.0%	

2. Reduce travel time

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Avg MPH	12.8	13.0	>13.0	13.1	13.3	13.3	13.2	13.2	Exceeded goal. September service changes positively impacted average speed/travel time.
On Time Performance	86.2%	86%	>85%	86.5%	82%	86.2%	86.4%	85.2%	Exceeded goal for Q4 and fiscal year.

3. Increase fare box recovery

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Fare Box Recovery	25.6%	23.7%	>20%	22.18%	20.42%	23.32%	17.91%	21.49%	Exceeding goal.

4. Increase customer satisfaction

Performance Indicator	FY16 KPI	FY15 Q4	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	Comments
Complaints (Average per 100K riders for quarter)	12	12.4	14.1	13.7	15.1	14.8	Not meeting goal.
Compliments (Average per 100K riders for quarter)	1.6	1.7	1.1	1.1	1.9	1.0	Exceeding goal.
Customer Satisfaction Rating (ABBG Survey)	85%	82.6%	80.4%	80.4%	80.4%	81.9%	

Rationale & Justification

Service changes are in response to customer and stakeholder requests, coach operator suggestions, and completion of the San Bernardino Transit Center. This will deliver improved operational efficiency, streamlined service for customers and enhance multimodal connectivity; also a central location for connecting to other transportation agencies (i.e. MARTA, VVTA).

External Factors

Impact on ATU labor contract

With any major service change, there is a period of adaptation by customers, as well as Omnitrans' coach operators. Additional adjustments may be necessary. Construction delays and/or completion of change orders (i.e. variable messages signs, IT infrastructure, security)

Operator Preparedness – learning newly designated route stop locations for connections

Leadership Team Members

Directors of **Marketing (Lead)**, Operations

Fiscal Year 2016 Management Plan Fourth Quarter Report

April – June 2016

Strategic Initiative 6 Consistent Staffing Levels

Goal for Strategic Initiative 6

Maintain consistency of staffing levels throughout the Agency

Supports SRTP Goals

- Deliver safe, reliable, clean, frequent, convenient, comfortable, and equitable service.
- Expand, maintain, and improve existing vehicles, facilities, and passenger amenities.

Outcomes

1. Maximize staff across the agency
2. Reduce of overtime
3. Improved pull out and service

Strategic Actions

1. HR to provide staff for all union classifications and level 7-9

Actions	Proj. Date	Comp. Date	Comments
Implement plan	7/1/15	6/30/16	Personnel requisitions are processed throughout the year.

2. Procure temporary agency agreement for skilled positions

Actions	Proj. Date	Comp. Date	Comments
Execute agreement	1/6/16	12/2/15	Q2 - Contracts approved for award by the Board December 2015.

3. Develop internal staff for advancement

Actions (# of employees)	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Succession planning Project	8	13	N/A	12	12	12	12	12	
Leadership Action Program	5	6	10	10	10	0	0	10	Graduation December 15, 2015.
Toastmasters	14	10	15	10	10	10	10	10	
Out of class / relief positions	14	9	<14	7	5	2	3	17	
Outside training events	65	77	N/A	30	13	22	18	83	
Tuition reimbursement	33	30	30	2	5	6	8	21	

4. Negotiate mutually beneficial language with Unions to reduce absenteeism

Actions	Proj. Date	Comp. Date	Comments
Union negotiation	1/4/16	6/30/16	ATU contract ends 3/30/16. Meetings April 18 - 20, 2016. Teamsters contract ends 6/30/16. Meetings scheduled thru May 2016.

Performance Indicators:

1. Lost service

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Lost Service due to Maint. (Avg per month)	562 hours	771 hours	<35	46.52	76.06	30.58	37.15	47.58	Shortage of manpower.

Lost Service due to Operations (Avg per month)	890	535	<250	85.21	84.69	539.10	968.14	399.28	
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2. Reduced overtime (hours)

Performance Indicator	FY14	FY15	FY16 KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
Unscheduled Overtime Maint.	3,119	7,345	<375	2,446.97	2,492.93	2827.82	3092.64	10,860.36	
Unscheduled Overtime Ops.	61,348	67,218	15,240	12,633.41	13,613.39	14,038	14893	55,177.80	

3. Reduce average time to hire (weeks)

Performance Indicator	FY14	FY15	KPI	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
1-6 position levels	15	21	16	34.3	6	21.93	14.86	19.27	Q4 2 positions filled
7-9 position levels	0	33	15	16	0	16.86	0	8.21	Q4 -0 position filled
Union	17	21	16	13	15	10.1	12.78	12.72	Q4 -26 positions filled

4. Reduce Vacancy Rate

Performance Indicator	FY14	FY15	FY16 Q1	FY16 Q2	FY16 Q3	FY16 Q4	FY16 YTD	Comments
1-6 position levels	9.2%	3.2%	6.25%	2.08%	3.23%	4.12%	3.92%	
7-9 position levels	9.5%	4.8%	12.5%	0	4.35%	3.33%	5.05%	
Union	6.9%	1.6%	1.63%	0.9%	4.16%	2.2%	2.22%	

Rationale

Absenteeism, employee turnover, vacancies, and need for expansion affect the level of service and reliability of service that Omnitrans is able to provide.

Having the ability to rapidly staff vacant positions at any level, including the ability to provide temporary staff, allows Omnitrans to have a tool to address the needs of the Agency to prevent loss of revenue service. This should reduce the average time to hire by five weeks.

External Factors

Workers Compensation, FMLA, Kin Care, Unscheduled Absences: Unscheduled occurrences will always affect the success of this initiative.

Union negotiations: Negotiated language in the Union agreements could limit the ability to fill positions.

Position requirements and workforce availability: The availability of the personnel with the skills required for a position have an impact on the ability to staff vacant positions.

Leadership Team Members

Directors of **HR/Safety (Lead)**, Operations, Maintenance, Procurement

Omnitrans Performance Indicators							
Fiscal Year 2016							
Key Performance Indicators	FY16 Goal	Comments	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD
1. Cost Effectiveness							
Fare Recovery Ratio - Fixed Route *Note - Senate Bill 508 passed in October 2015, and effective January 1, 2016, allows Measure I funding in calculating farebox and will be used in FY16 calculations, if required.	>20%	Target Not Met - Declining farebox revenue and increased cost associated with capturing all cost associated with FY2016.	22.18%	20.42%	23.32%	17.91%	21.49%
Fare Recovery Ratio - Access	>10 %	Target Met	14.95%	12.90%	14.47%	31.36%	18.54%
2. Service Performance							
Ridership - Growth	1.20%	Ridership continues to perform below goal. This is a regional trend impacted by low gasoline prices, and other economic factors	-13.20%	-11.30%	-10.60%	-11.20%	-11.00%
Complaints - Systemwide (Per 100,000 boardings)	10 complaints (Goal to be changed to Valid/Invalid complaints)	Not meeting goal, but trending downward.	14.1 Total (3.5 valid)	13.7 (5.5 valid)	15.1 (7.3 valid)	14.8 (5.2 valid)	14.9 (5.4 valid)
Compliments - Systemwide (Per 100,000 boardings)	1 Compliment	Met goal	1.1	1.1	1.9	1	1.3
3. Reliability							
Loss of Service - Operations	<250 hours per month (measured as monthly average)	Target not met; manpower shortage, absenteeism, Industry, FMLA, retirements	85.21	84.7	539.1	982.03	422.76
Loss of Service - Maintenance	<35 hours per month (measured as monthly average)	Heavy deadlines due to various No Parts in Stock	46.52	76.06	30.58	37.15	47.58
On-time Performance- Fixed Route	>85%	Target Met	86.50%	82.00%	86.30%	86.51%	85.33%
On-time Performance- Demand Response	92% - 95% - per contract (SRTP has 88%)	Target not met; Q1 new; each quarter showed improvement	84.77%	89.34%	90.6	91.90%	89.15%
4. Budget							
Operating Revenue	>95%	Target Met	95.80%	106.70%	87.75%	109.62%	99.94%
Operating Expenses	≤100%	Target met	92.20%	100.90%	86.85%	99.90%	94.96%
5. Labor							
Operations Absenteeism - Represented - Uncontrolled	<101,200 per year	Target Met	23,168	23,752	22,792	24,648	94,360

ITEM # E10

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

SUBJECT: AUTHORIZE ASSIGNMENTS – CONTRACTS IPMO13-145, VERIZON MANAGED ROUTER SERVICES; OPS10-01, ONBOARD VIDEO SURVEILLANCE SYSTEM; OPS15-198, ONBOARD VIDEO SURVEILLANCE SYSTEM (OBVSS) PARATRANSIT VEHICLES; SAS14-09, SECURITY SERVICES; MNT14-243C, TRANSMISSION PARTS; OPS16-01, MODULAR WHEELCHAIR RESTRAINT STATIONS AND PASSIVE REAR-FACING SYSTEMS; AND MNT16-14H, NEW FLYER BUS PARTS

FORM MOTION

Authorize the CEO/General Manager to approve the assignment of Contracts:

IPMO13-145 awarded June 5, 2013 to Verizon Business Network Services, Inc., for the provision of Managed Router Services and Transparent Local Area Network (LAN) to Frontier Communications of Rochester, New York;

OPS10-01 awarded February 3, 2010 to SDI (System Development. Integration LLC) for the provision of Onboard Video Surveillance System (OBVSS), and OPS15-198 awarded May 6, 2015 to SDI Solutions LLC for the provision of Onboard Video Surveillance System (OBVSS) Paratransit Vehicles, to SDI Presence, LLC, of Chicago, Illinois;

SAS14-09 awarded February 5, 2014 to General Security Service, Inc. for the provision of Security Services, to GSSi, LLC, of Wilmington, California; and

MNT14-243C, awarded September 2, 2014 for the provision of Transmission Parts, OPS16-01, awarded March 2, 2016 for the provision of Modular Wheelchair Restraint Stations and Passive Rear-Facing Systems, and MNT16-14H, awarded March 2, 2016 for the provision of New Flyer Bus Parts, all to New Flyer Industries Canada ULC of Winnipeg, Manitoba, Canada to The Aftermarket Parts Company, LLC of Delaware, Ohio.

BACKGROUND

Omnitrans has received notifications of the aforementioned acquisitions and their agreements to assume and perform all of the obligations and liabilities of the assigned contracts.

Contractor reassignments must be approved by Omnitrans. As these contracts were approved by the Board of Directors, Board action is required.

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

FUNDING SOURCES

There is no additional cost associated with these assignments.

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

CONCLUSION

Approval of these assignments will allow Omnitrans to continue to provide Managed Router Services and Transparent Local Area Network (LAN) services, Onboard Video Surveillance System services, Security Services, Transmission Parts, Wheelchair Restraint Systems and New Flyer Bus Parts.

PSG:JMS:KAM

ITEM # E11

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-IPMO17-16
VEHICLE MAINTENANCE FACILITY (VMF) MODIFICATION WORK**

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-IPMO17-16 for the provision of Vehicle Maintenance Facility (VMF) Modification Work.

This item was reviewed by the Administrative & Finance Committee at its July 14, 2016, meeting, and recommended for approval by the Board of Directors.

BACKGROUND

The sbX Project was comprised of three components; procuring the 60' bus coaches, construction of the E Street BRT Corridor and remodel of the Vehicle Maintenance Facility Construction (VMF) at Omnitrans. The remodel at the Facility was necessitated by the 60' length of the new sbX coaches.

On June 15, 2015, Omnitrans terminated work on Contract IFB-IPMO12-10 with USS Cal Builders for the construction of the VMF and operational use of the Maintenance Facility commenced. Unfinished work remaining included the vacuum system, removal of the temporary canopy and related concrete work was removed from the contract via a deductive change order. Omnitrans staff has been working with the design team (STV) to develop the solicitation package to complete the remaining tasks.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for goods/services exceeding \$100,000. The Independent Cost Estimate for this project is \$580,000.

FUNDING SOURCE

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
STA	11-03-OMN-B	2011	VMF	1110101S	\$104,304.79
STA	10-09-OMN-B	2010	VMF	X10V20101S	\$192,091.78
LTF	S-1407-28	2014	VMF	X14101032L	\$54,442.30
LTF	S-08/11-024	2009	VMF	X09V70053L	\$86,836.86
LTF	S-07/11-036	2008	VMF	X08V70053L	\$142,324.27
					\$580,000.00

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

Short Range Transit Plan/Strategic Initiative Supported – Enhance Omnitrans’ network design to increase ridership and minimize costs by reducing redundancy; and Expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this solicitation, Omnitrans will be able to complete the Vehicle Maintenance Facility Maintenance Construction project.

PSG:JMS:KAM

ITEM # E12

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – RFP-ITS17-17
NEXT GENERATION FIREWALL REPLACEMENT**

FORM MOTION

Authorize the CEO/General Manager to release Request for Proposals RFP-ITS17-17 for the provision of a Next Generation Firewall Replacement for a three (3) year base period and two (2) single year options.

BACKGROUND

On July 6, 2016, the Board of Directors approved award of Contract ITS16-93 to Level 3 Communications, LLC to increase Omnitrans' internet speed from 10Mbps to 100Mbps. In an effort to support the increased internet speed and protect Omnitrans' network, Omnitrans is seeking bids to upgrade the existing firewall solution with a Next Generation Firewall (NGFW) solution. A NGFW is an integrated network platform that combines a traditional firewall with other network device filtering functions such as application firewall, the use of in-line deep packet inspection and an intrusion prevention system.

The NGFW will be utilized at Omnitrans' East Valley, West Valley, I Street, Feron, and San Bernardino Transit Center locations and shall include hardware, software, support and training.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Request for Proposals for procurements for good/services exceeding \$100,000. The Independent Cost Estimate for this project is \$124,322, if all options are exercised.

FUNDING SOURCE

FUNDING	GRANT #	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-90-Z112	2014	IT Firewall	D1422025F	\$ 99,458
Prop 1B	Prop 1B	2014	IT Firewall	D1422025B	\$ 24,864
Total					\$124,322

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

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will support increased internet speeds and protect the Agency's network.

PSG:JMS:KT

ITEM # E13

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

SUBJECT: AUTHORIZE RELEASE – IFB-MNT17-01, REBUILT PARTS AND SERVICES

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT17-01 for Rebuilt Parts and Services for three base years and two single option years.

BACKGROUND

Omnitrans uses rebuilt major components to extend the useful life of its buses and reduce costs for components such as air compressors, alternators, charge air coolers, transmissions and many others.

Omnitrans currently contracts with multiple firms to provide rebuilt parts and services. Contract MNT14-69 base term expired May 6, 2016. Due to obsolescence of components, Omnitrans elected not to exercise the remaining three option years and is seeking new bids.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for construction procurements exceeding \$100,000. The Independent Cost Estimate (ICE) for this project is \$3,117,687, if all options are exercised.

FUNDING SOURCES

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

Department	1200
Expenditure Code	504010

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

Short Range Transit Plan/Strategic Initiative Supported – This project helps to fulfill a goal in the Omnitrans Short Range Transit Plan to “expand, maintain and improve existing vehicles, facilities and passenger amenities.”

CONCLUSION

By proceeding with the release of this solicitation, Omnitrans will achieve increased efficiencies and extend the useful life of these components.

PSG:JMS:CVM

ITEM # E14

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE – IFB-MNT17-05, STANDBY GENERATOR
AND AUTOMATIC TRANSFER SWITCH (ATS) SERVICE**

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT17-05 for Standby Generator and Automatic Transfer Switch (ATS) Service for three base years and two single option years.

BACKGROUND

The standby emergency power systems are required to backup Omnitrans critical systems and equipment.

Omnitrans currently contracts for maintenance and repair services for its standby generators and ATS at the East Valley, West Valley and I-Street facilities. An audit of contract MNT14-04 revealed that the scope of work was subject to prevailing wages. Therefore, in order to comply with Labor Code section 1725.5 enforced and monitored by the Department of Industrial Relations (DIR), Omnitrans will not exercise the remaining two option years.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for construction procurements exceeding \$100,000. The Independent Cost Estimate (ICE) for this project is \$180,000.

FUNDING SOURCES

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

Department 1200
Expenditure Code 505060

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

Short Range Transit Plan/Strategic Initiative Supported – This project helps to fulfill a goal in the Omnitrans Short Range Transit Plan to “expand, maintain and improve existing vehicles, facilities and passenger amenities.”

CONCLUSION

By proceeding with the release of this solicitation, Omnitrans will be able to maintain its standby emergency power systems.

PSG:JMS:CVM

ITEM # E15

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

SUBJECT: AUTHORIZE RELEASE – IFB-MNT17-24, JOHN DEERE BUS PARTS II

FORM MOTION

Authorize the CEO/General Manager to release Invitation for Bids IFB-MNT17-24 for the provision of John Deere Bus Parts II for a base period beginning August 2016 and ending January 2019 with two (2) single year options ending no later than January 5, 2021.

BACKGROUND

Omnitrans owns, operates and maintains a fleet of John Deere powered buses as part of its revenue fleet. Parts delivered under the contracts resulting from this solicitation will be used in the repair and maintenance of these vehicles.

In accordance with the Procurement Policy 2000, Section 2.3.5.1.3 and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements for good/services exceeding \$100,000. The Independent Cost Estimate for this project is \$736,625, if all options are exercised.

FUNDING SOURCE

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

Department Number	1200
Expenditure Code	504010

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

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Short Range Transit Plan goal to expand, maintain and improve existing vehicles, facilities, and passenger amenities.

CONCLUSION

By proceeding with this solicitation, Omnitrans will have ability to repair and maintain Omnitrans' fleet of buses.

PSG:JMS:KT

ITEM # E16

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

FROM: P. Scott Graham, CEO/General Manager

**SUBJECT: APPROVE NEW POSITION AND
APPROVE POSITION AND BUDGET TRANSFER**

FORM MOTION

Approve:

1. New position, Executive Staff Assistant, Level VI, and transfer associated costs for salary and benefits of \$82,474 (mid-point salary and benefits) for Fiscal Year 2017 from Miscellaneous Expense to Salary and Benefits in the Administration Cost Center; and
2. Authorize the transfer of the Administrative Secretary position and the corresponding budget from the Executive Office to the Human Resources/Safety & Regulatory Compliance Department.

This item was reviewed by the Executive Committee at its July 1, 2016, meeting, and the Administrative and Finance Committee at its July 14, 2016 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

To prepare for the addition of the Deputy General Manager within the next few months, as well the retirement of the Senior Executive Assistant (SEA) in early 2017, the CEO/General Manager is proposing reorganization of the Executive Office.

1. Approve new position of Executive Staff Assistant. This position will provide administrative duties on behalf of the Deputy General Manager. In addition, some of the duties of the Senior Executive Assistant, such as preparing, recording and transcribing minutes of all Board/Committee meetings, will be assigned to this position, with close oversight provided by the SEA. Transitioning some of the clerical duties to the new position will allow the SEA to work more closely with the CEO/General Manager and government officials.

2. Transfer Administrative Secretary position from Executive Office to Human Resources/Safety & Regulatory Department. A primary responsibility of the Administrative Secretary is the processing of accident reports and liability claims filed as a result of bus accidents/incidents. Historically, this responsibility was handled by the Human Resources Department; however, prior administration brought this role to the Executive Office. As Human Resources/Safety & Regulatory Compliance handles workers' compensation claims, it makes sense that all risk-related claims be handled by the same department; therefore, it is being recommended that this function and position be transferred back to that department.

FUNDING SOURCE

The cost associated with Form Motion 1 for Fiscal Year 2017 is estimated to be \$82,474 and is available in the Administration cost center; costs associated with the position will be transferred to Salary and Benefits. There is no additional cost associated with Form Motion 2, but it will require a budget line item transfer from the Executive Office to the Human Resources/Safety & Regulatory Compliance Department.

Department: 1300, 1600
Expenditure Code: Various

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

CONCLUSION

Reorganization of the Executive Office is needed to prepare for the addition of the Deputy General Manager. The new position, Executive Staff Assistant, will work closely with the Deputy General Manager and take over some of the clerical duties of the Senior Executive Assistant, which will allow the Senior Executive Assistant to assist the CEO/General Manager on high priority projects and prepare the CEO/General Manager for high level meetings.

PSG

OMNITRANS

New Job Description

Job Title: Executive Staff Assistant
Department: Executive Office
Reports To: Senior Executive Assistant to the CEO/GM
FLSA Status: Non-Exempt Level VI
Approved By: Proposed for Approval August 3, 2016
Revised Date:

SUMMARY Under general direction, perform a variety of confidential and highly responsible, administrative duties on behalf of the Deputy Manager and Board of Directors. This position serves the Board of Directors with administrative responsibilities, preparation and disbursement of monthly agendas, and recording/transcription of monthly Board meeting minutes. Responsible for working with the Deputy Manager and other managerial staff assisting with administration on various projects as assigned. This is the second level in the Executive Assistant series.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Prepare Board of Directors regular and committee meeting agendas and related documents in accordance with legal requirements; coordinate with various departments for supporting documentation; and publish official notices as required.

Attend regular monthly and committee meetings of the Board of Directors; record actions taken at meetings; process documents approved at Board meetings to the Senior Executive Assistant to the CEO including resolutions, agreements, and contracts; and prepare and distribute minutes of the meetings. Maintain spreadsheet of Board actions.

Compose agenda items and resolutions following legal procedures and recognize when certain Agency business items must be placed on the agenda and how the Board should conduct business during Board meetings.

Responsible for the preparation of Board Room and information for distribution at the Board of Directors and committee meetings.

Conduct administrative functions for Deputy Manager and other Administrative staff; compose correspondence; and develop forms.

Process Board Members' stipend.

Job Title: Executive Staff Assistant

Department: Executive Office

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Serve as Filing Officer for the preparation of the Fair Political Practices Commission. Statement of Economic Interests Form 700 for completion by Board of Directors, selected staff, legal counsel, and consultants, including explaining procedures, filing forms with the Clerk of the Board of Supervisors, updating Agency Conflict of Interest Code, and submitting resolution to the Board of Supervisors for approval on a biennial basis.

File Statement of Facts Roster of Public Agencies with Secretary of State.

Maintain Agency records such as minutes, resolutions, agreements, contracts, and policies; implement and maintain filing system for Agency business and correspondence. Records Coordinator for department.

Respond to request for records according to the California Public Records Act.

Open, review, and distribute mail to appropriate staff.

Provide assistance and information to the general public and cities; take calls from public when other staff is not available; screen office calls and visitors.

Order and oversee ordering supplies, prepares purchase requisitions and processes invoices.

Serve as back up to the Senior Executive Assistant to the CEO/GM.

Perform other related duties as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

Knowledge of:

Brown Act and California Public Records Act; Fair Political Practices Commission Conflict of Interest Code; Agency resolutions, policies, and bylaws.
Standard office procedures, methods and computer equipment.

Job Title: Executive Staff Assistant

Department: Executive Office

Page 3

English usage, spelling, vocabulary, grammar, and punctuation.

Principles of business letter writing.

Practices used in minute taking and preparation.

Principles and procedures of record keeping.

Word processing methods, techniques and programs.

Public relations and information techniques.

Mathematical principles, numerical, alphabetical, and subject matter filing systems.

Principles and practices used in dealing with the public.

Ability to:

Understand and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Prepare complete and concise agendas packets for the Board of Directors.

Work independently.

Exercise good judgment and maintain confidentiality of critical and sensitive information, records, and reports.

Take minutes at meetings and respond to correspondence.

Type at a minimum rate of 60 words per minute.

Respond to questions from the public and Agency personnel regarding policies and procedures.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Operate modern office equipment including computer equipment and software.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE

Associates' degree (A. A.) from a two-year college or university; and three to five years in secretarial or business science, or an equivalent combination of education and experience. Administrative experience supporting a Board of Directors, City Council, or similar public agency environment is highly desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Job Title: Executive Staff Assistant

Department: Executive Office

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MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Ability to type at least 60 wpm. Must be able to compile and transcribe meeting minutes. Ability to communicate effectively both orally and in writing. Ability to transcribe to typed copy from recorded dictation. Ability to keep confidential information. Ability to organize and plan workload. Ability to juggle multiple responsibilities. Ability to establish and maintain effective working relationships with others. Ability to maintain a professional image and effectively deal with the public. Knowledge of English grammar and punctuation. Knowledge of personal computers and basic office equipment. Ability to work effectively with elected officials.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to talk or hear and to use hands to finger, handle or feel. The employee is regularly required to walk or sit. The employee is occasionally required to stand, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ITEM # E17

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Marjorie Ewing, Director of Human Resources Safety & Regulatory Compliance

SUBJECT: APPROVAL OF THE RE-EVALUATION OF EXISTING POSITIONS

FORM MOTION

Approve:

1. The re-evaluation of Operations Services Supervisor from Level VI to Level V, with a new title of Purchased Transportation Administrator, effective August 3, 2016; and
2. The removal of the Paratransit Eligibility Technician from the represented Teamsters Union Local No. 166 to the Management Confidential classification, Level VIII. (The Union has concurred to this transfer.)

This item was reviewed by the Executive Committee at its July 1, 2016, meeting, and the Administrative and Finance Committee at its July 14, 2016 meeting, and recommended to the Board of Directors for approval.

BACKGROUND

The re-evaluation process is a critical part of Omnitrans' Salary Administration Program. Based on the completion of the Position Information Questionnaire and review by the Director of Operations and the Director of Human Resources & Safety Regulatory Compliance, the Operations Services Supervisor (current title) is responsible for monitoring contracts for purchased transportation performance by analyzing productivity, cost effectiveness, customer satisfaction, regulatory compliance, and contract adherence. A new title of Purchased Transportation Administrator better fits the duties of this position and is consistent in other transit agencies of similar size. This position has grown since 2009 with every aspect of paratransit relating to ADA eligibility and procurement process for purchased transportation services. Supervisory responsibilities have also increased. The proposed Job Description is attached.

The ADA Eligibility program was transitioned from the Marketing Department as a paper review eligibility process. Since that time, the FTA regulations now require the ADA Paratransit

Technician to conduct in-person interviews requiring frequent decisions and recommendations in determining eligibility for Access. The position is required to provide a level of privacy in regard to the applicant's personal medical conditions. This process allows the Agency to physically observe the applicant and qualify those who truly need the Access service. The duties defined in the proposed Job Description supports the recommendation to move the position to a Management and Confidential classification.

FUNDING SOURCE

There is no additional cost associated with Form Motion 1. There is an estimated \$27,000 increase in Fiscal Year 2017 salary and benefit budget line items for Form Motion 2.

Department: 3000
Expenditure Code: Various

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

CONCLUSION

Approval of the title change to Purchased Transportation Administrator and the transfer of the Paratransit Eligibility Technicians from the Union to a Management/Confidential classification better aligns these positions with their expanded duties.

PSG: DC

OMNITRANS Position Description

Job Title: ~~Operations Services Supervisor~~
~~Purchased Transportation Administrator~~
Department: ~~Operations~~ Special Transit Services
Reports To: ~~Transportation Manager~~ Director of Special Transit Services
FLSA Status: Exempt, ~~Level VI~~ Level V
Approved By: Board of Directors
Approved Date: June 1, 1999
Revised: Proposed August 3, 2016

SUMMARY

Oversight of ADA eligibility determination by processing of In-Person applications for ADA certification; maintains records of ADA applications and eligibility; participates in unit and agency outreach events for feedback, presentation, improvements and enhancements; monitors contracts for purchased transportation by performing the following personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

Monitors performance of service contractors by analyzing productivity, cost effectiveness, customer satisfaction, regulatory compliance, contract adherence and overall contract performance; ~~Receives~~ and answer service complaints, requests for information, and correspondence.

Develops and implements methods to gather, record, monitor and analyze routes, passenger loads and capacities and prepares statistical reports for review.

Prepares presentations relative to the overall performance of purchased transportation and other reports as required; develops, recommends, prepares reviews and implements transit operational procedures; prepares and monitors contract budgets for purchased transportation.

Manages the National Transit Database (NTD) data collection from contracted services and assists in integrating statistical information into the OMNITRANS NTD.

Coordinates routing schedules for disabled subscription services with contract providers; Recommends specific transit service levels to ensure compliance with the Americans' with Disabilities Act regulations and requirements.

Coordinates the quarterly vehicle maintenance inspection program with contractors; conducts monthly audits on driver credentials, drug program, training quality for all positions; conducts facilities check for cleanliness, safety hazards, neatness, etc.

Assesses transit equipment needs and assists in the development of vehicle specifications. Participates in the procurement process. Prepares Independent Cost Estimates (ICEs) and Scopes of Work (SOWs).

Enforces and rates on a scale contractor safety performance including rules and regulations compliance and implements corrective action; reviews accident/incidents to determine preventability of contract services.

Represents the Agency at Paratransit related meetings; coordinates transportation activities with other City departments, divisions, and outside agencies; tracks and submits invoices for Bus Bridge services provided.

SUPERVISORY RESPONSIBILITIES

Provides work direction to others, ~~but does not have direct performance appraisal responsibility~~ selects, trains, supervises and evaluates Paratransit Eligibility Technicians and interns.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; and five to seven years related experience in contract administration, ADA compliant paratransit operations or any equivalent Combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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

CERTIFICATES, LICENSES, REGULATIONS

Possession of valid California driver's license (Class C) and good driving record.

REASONING ABILITY

Ability to solve practical ~~define~~ problems, collect data, establish, and draw valid conclusions ~~deal with a variety of concrete variables in situations where only standardization exists.~~ Ability to interpret an extensive variety of instructions furnished in written, oral mathematical or diagram, or schedule form

and deal with several abstract and concrete variables. ~~Ability to analyze statistical data accurately, draw sound conclusions and make appropriate decisions or recommendations.~~

COMPUTER SKILLS

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

OTHER SKILLS AND ABILITIES

Knowledge of transit operations, and a general knowledge of vehicle design, operation and maintenance. Ability to write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, responses, recommend contract awards and administer contracts. Ability to negotiate contracts; interpret and apply contract principles to proposals or current contracts. Knowledge of federal and state public transportation regulations and laws applicable to contracts and procurement; Knowledge of the Americans' with Disabilities Act.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

OMNITRANS Job Description

Job Title: Paratransit Eligibility Technician
Department: ~~Operations~~—Special Transit Services
Reports to: ~~Operations Services Supervisor~~
Purchased Transportation Administrator
FSLA Status: ~~Represented Hourly~~ Non-Exempt, Level VIII
Approved By: B.O.D.
Approved Date: December 3, 2008
Revised: ~~September 14, 2011~~ Proposed August 3, 2016

SUMMARY

Under moderate direction, provides administrative support to process applications for ADA certification and identification cards and performs related duties as required. ~~provides clerical support for the Operations Department;~~ Receives, verifies, all applications and paratransit services and issues all identification cards.

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

Determines eligibility through a thorough review of the written application and interpretation of the regulatory guidelines of the ADA, policies, practices, and procedures. Conducts “In Person” eligibility interviews including re-certification. Confers with applicant’s medical professionals as needed to verify functional abilities of applicant with relation to their medical condition. The position is required to provide a high level of privacy possible in regard to applicant’s personal medical position.

Receives and responds to all public inquiries regarding paratransit eligibility and services.

Receives and processes temporary requests for services for visitors with disabilities per ADA regulations.

Provides support in the processing of applications for ADA certification/ identification cards; maintains records of ADA applicants.

Participates in unit and agency outreach events.

Types, proofreads and may draft letters, reports, statistical summaries and memos; provides basic clerical support including limited desktop publishing tasks.

~~Input information and maintain Operations Department desktop files.~~

Operates common office equipment; Filing.

Performs related duties as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

High School Diploma and a minimum of two (2) years recent clerical experience, one to two years of customer service. Experience working with diverse cultures, socio-economic populations, and persons with disabilities. Proficiency in the use of word processing, spreadsheet and database software application programs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Must be familiar with personal computers, word processing, and spreadsheet software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Knowledge of:

Correct English usage, grammar, spelling, vocabulary and punctuation.

Modern office methods and practices including filing systems, business correspondence, and receptionist techniques.

Ability to:

Accurately keyboard at 40 words per minute.

Maintain a variety of detailed records and gather and compile data necessary to prepare reports. Perform basic arithmetic calculations quickly and accurately.

Meet the public in situations requiring tact and diplomacy. Establish and maintain effective working relationships with a variety of individuals.

Communicate effectively verbally and in writing in a positive and effective manner with a wide variety of individuals.

DESIRABLE QUALIFICATIONS

Knowledge of:

Medical terminology, conditions and disabilities.

Disability issues and techniques for dealing with individuals with disabilities.

Applicable codes, regulations, policies and standards of work assigned.

Bilingual (Spanish) is desirable.

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

While performing the duties of this job, the employee is frequently required to talk or hear and use hands to finger, handle or feel. The employee is regularly required to sit, and is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Inland Valley Daily Bulletin (<http://www.dailybulletin.com>)

ITEM #E18

Proposed service could shuttle passengers between Ontario airport, hotels, local malls, and the arena

By Neil Nisperos, Inland Valley Daily Bulletin

Thursday, July 14, 2016



ONTARIO >> Omnitrans is in preliminary discussions with the Greater Ontario Convention & Visitors Bureau to create a shuttle service that would ferry travelers between the Ontario International Airport, hotels in the area, entertainment venues and shopping destinations.

Officials with the public transportation agency said they hope to develop some kind of a public-private partnership for developing a route or multiple routes that would connect the airport with the hotels but also serve some of the other entertainment and shopping destinations and Metrolink.

A timeline for possible implementation, is still being developed, Omnitrans spokeswoman Wendy Williams said.

"It's being discussed. We've had some preliminary discussions with the Greater Ontario Convention & Visitors Bureau. We've presented the concept at their quarterly meeting," she said.

The talks follow some significant shakeups at potential future bus stops: The airport is in the process of changing hands so that it is controlled locally and the city-owned Citizens Business Bank Arena is now managed by SMG World, which oversees the Ontario Convention Center and the California Welcome Center at Ontario Mills.

"The idea of having this type of shuttle service is a great way to connect the major destinations in the greater Ontario region, so when we have visitors that come through the airport, it makes it easier for them to get to Ontario Mills, the California Welcome Center and the Convention Center," said Sue Oxart, spokeswoman for the Convention Center, the California Welcome Center and the arena.

"It also allows people to use the Metrolink so when we have visitors coming from Los Angeles or San Diego, they can use a programmed shuttle service to go to Ontario Mills, or to go to events at the Citizens Business Bank Arena," she added.

Omnitrans envisions the shuttles as being part of its OmniGo service, which currently serves the communities of Chino Hills, Grand Terrace and Yucaipa, Williams said. The current service features smaller-sized, 16-passenger vehicles and fixed route fares, enabling residents of those communities to access major destinations, including schools, senior centers and shopping centers.

The frequency of the OmniGo vehicles ranges from 30 to 70 minutes and the routes provide service on weekends, according to Omnitrans.

Williams said the new shuttle service, if approved, could prompt hotels to curtail their own shuttle services.

“It could also potentially minimize the number of vehicles going in and out of the airport,” Williams said. “It’s good for air quality and congestion as well.”

Oxarart agreed.

“You can be transporting several guests at one time, instead of individually. It cuts costs all the way around,” she said. “It helps the economy by providing easier transportation for people to move around to the major destinations, and it also reduces the costs of these individual transportation modes we have right now.”

Peggy Hazlett, CEO of the Ontario Chamber of Commerce, supports the idea of a new shuttle service connecting major destinations in the region.

“I think it’s an essential service that needs to be provided for connectivity to link the hotels and the airport to our major shopping destinations, like Ontario Mills and Victoria Gardens,” Hazlett said. “The (Greater Ontario) Convention & Visitors Bureau provides a service that brings tourism to our communities, so we need to do our part to provide connectivity to these destinations via the shuttle service.”

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URL: <http://www.dailybulletin.com/general-news/20160714/proposed-service-could-shuttle-passengers-between-ontario-airport-hotels-local-malls-and-the-arena>

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ITEM # _____ F1 _____

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER'S REPORT

Mr. Nathan Churan, has been hired as the Director for Special Transit Services. Mr. Churan has hit the ground running and is working with SANBAG to develop the CTSA (Consolidated Transportation Service Agency) budget for Fiscal Year 2017, as well as meeting with community partners.

On July 26, 2016, the Family Service Association picked up the 40' bus authorized for donation by the Board of Directors for use in the Mobile Fresh Program in San Bernardino County. The transfer went smoothly and they were very excited to receive it!

Redlands Passenger Rail Meeting on held on July 27. Request for Proposals (RFP) for the DMU rail cars has been evaluated through SANBAG and Omnitrans procurement departments. SANBAG/Omnitrans will perform legal review. RFP responses from bidders due October 23. Legal review for SANBAG Rail Agreement with Omnitrans should be completed in August.

PSG

ITEM # _____ F2 _____

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Samuel Gibbs, Director of Internal Audit Services

SUBJECT: SURPLUS VEHICLES FOR DISPOSAL

FORM MOTION

To offer surplus vehicles listed in Attachment A in “As Is Condition” to:

1. Joint Powers Authority (JPA) member entities first, then 501(c)(3) organizations; and
2. Authorize the CEO/General Manager to release to auction any remaining surplus assets listed on Attachment A through the current contracted agent, Bar None Auctions, Rancho Cordova, California.

BACKGROUND

On November 5, 2014, the Board of Directors approved offering fully depreciated capital assets to JPA member entities or other governmental entities first, then to 501(c)(3) organizations in “*As Is Condition*” prior to sale at public auction. The CEO/General Manager will release to auction all remaining surplus assets listed on Attachment A through Bar None Auctions. Consideration will be given to each JPA member entity on a first-come, first served basis. All requests should be submitted to the CEO/General Manager on the attached form within 30 days of the August 3, 2016, Board Meeting.

CONCLUSION

With the approval to release the remaining items to auction, valuable storage space will be freed up and Omnitrans will no longer have to maintain liability coverage on the surplus assets, thereby adding an additional benefit to disposing of the equipment.

PSG:SG

Property For Auction**Attachment "A"**

Vehicle Number	VIN	Mileage	Condition	Description (Year, Make, Model)
9001	1FDXE45S36HB29907	299,079	Fair	2006 Ford Aerotech
9002	1FDXE45S76HB29909	303,539	Fair	2006 Ford Aerotech
9003	1FDXE45S36HB37618	307,953	Fair	2006 Ford Aerotech
9005	1FDXE45S36HB37320	304,808	Poor	2006 Ford Aerotech
9008	1FDXE45S36HB37636	299,884	Fair	2006 Ford Aerotech
9015	1FDXE45S66HB37645	308,979	Very Poor	2006 Ford Aerotech
9031	1FDXE45S56DB18771	315,880	Very Poor	2006 Ford Starcraft
9034	1FDXE45S46DB18776	303,126	Very Poor	2006 Ford Starcraft
9037	1FDXE45S96DB18787	283,680	Very Poor	2006 Ford Starcraft
9042	1FDXE45S36DB18753	276,968	Very Poor	2006 Ford Starcraft
9043	1FDXE45S56DB18740	299,166	Very Poor	2006 Ford Starcraft
9050	1FDXE45S26DB18761	301,916	Poor	2006 Ford Starcraft
9210	1GBDV13WX8D143930	201,902	Poor	2008 Chevrolet Uplander

Request for Surplus Vehicle/Equipment

JPA Member Referral

Referral Guidelines

1. To refer a Governmental entity, nonprofit organization, or other community service organization please complete this form and return it to the CEO/General Manager, along with a copy of the prospective recipient's profile.
2. All requests for surplus vehicles/equipment must be made within 30 days after the availability list is approved by the Omnitrans' Board of Directors.

Referee Information

Name: _____ Date: _____
 Location: _____ Phone Number: _____
 Contact Person: _____ E-Mail: _____

Request Information

Requested Vehicle/Equip: _____

 Intended Use: _____

For Omnitrans Use Only

Date Received: _____ CEO/GM Approval: _____
 Date Completed: _____ Completed By: _____

ITEM # F3

DATE: August 3, 2016

TO: Board Chair Sam Spagnolo and Members of the Omnitrans Board of Directors

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Jennifer M. Sims, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT MNT17-10
TWENTY-SEVEN FUEL EFFICIENT MID-SIZE SEDANS**

FORM MOTION

Authorize the CEO/General Manager to award Contract MNT17-10 to Enterprise Fleet Management, Inc. of Anaheim, CA, for the provision of Twenty-Seven Fuel Efficient Mid-Size Sedans in the amount of \$764,908.14, and Maintenance Services for five years from date of delivery in an amount not to exceed \$121,392, for a total contract not-to-exceed amount of \$886,300.14, plus a contingency of \$12,000 and a 3.27% Cost Allocation Plan (CAP) of \$23,186, for a total project amount not to exceed \$921,486.14.

BACKGROUND

On June 1, 2016, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-MNT17-10 for the provision of Twenty-seven Fuel Efficient Mid-size Sedans with the option for maintenance services. The solicitation requested proposals for twelve electric powered vehicles and fifteen vehicles powered by compressed natural gas (CNG), gasoline, or hybrid. Staff recommends limiting the introduction of electric vehicles to twelve to verify their long-term reliability for this application and minimize the impact to operations during a brownout.

As part of Omnitrans' Leadership Action Program (LAP), staff conducted an analysis of relief vehicle usage and costs. The analysis included a lease vs. purchase analysis and carpool vs. individual relief vehicle practices. The LAP Project determined that the implementation of a carpooling system would increase efficiencies and reduce the number of relief vehicles needed from thirty down to twenty-seven and that purchasing vehicles was more cost effective than leasing. Additionally, according to a recent change to FTA regulations, capital funds cannot be used for leasing vehicles. It is anticipated purchasing the vehicles will allow for an additional year of service (leasing is typically a five-year program), thereby reducing life-cycle costs. The purchasing of relief vehicles will also permit Omnitrans to take advantage of the \$10,000 rebate for each electric vehicle (\$120,000) and an additional fuel savings of approximately \$1,076 per vehicle, per year, or \$12,912 annually.

Notices were published in two local newspapers of general circulation and the solicitation was posted on Omnitrans' online bidding system. Five proposals were received by the July 1, 2016 deadline, all were deemed responsive. Omnitrans did not receive proposals for CNG vehicles. This type of propulsion in mid-sized sedans is no longer available. Proposers certified Buy America compliance for the vehicles proposed.

The following firms were evaluated in accordance with the selection criteria included in the RFP and are ranked from highest score to lowest score:

Selection Criteria	Total Points Possible	Enterprise Fleet Management	South Bay Toyota	Fritts Ford	Nissan of Stockton	Fairway Ford
Meet Technical Specifications	25	22.50	14.17	9.17	2.50	3.33
Quality of Work Plan	20	17.33	11.33	6.67	10.67	3.33
Experience	20	19.33	9.33	10.67	8.00	6.00
Technical Score	65	59.16	34.83	26.51	21.17	12.66
Cost/Price	35	21.10	30.10	31.49	28.27	31.10
Totals	100	80.26	64.93	58.00	49.44	43.76

Enterprise Fleet Management scored highest technically, offering the most comprehensive maintenance plan. The maintenance plan includes preventive maintenance and repair, two axles of brakes and four tires per vehicle. Staff negotiated a reduction of \$23,841 to the maintenance plan. This purchase of twelve Electric 2016 Nissan Leaf SV Hatchbacks and fifteen Hybrid 2016 Ford C-Max SE Hatchbacks reduces Omnitrans' fleet of non-revenue vehicles using fuel efficient propulsion systems.

The purchase price of \$886,300 is \$10,120 less than the lease awarded five years ago at \$896,420 (calculated for twenty-seven vehicles), and is \$89,450 less than the Independent Cost Estimate of \$975,750.

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

FUNDING SOURCE

The cost associated with this procurement is budgeted in Omnitrans' Capital budget as follows:

FUNDING	GRANT	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA	CA-Z280-00	2015	Non-Revenue Vehicle	D1521111F	\$504,000
FTA	TBD	2016	Non-Revenue Vehicle	D1621111F	228,226
Prop1B	Prop1B	2015	Non-Revenue Vehicle	D1521101B	130,000
Prop1B	Prop1B	2016	Non-Revenue Vehicle	D1621111B	47,260
Total					\$909,486

The cost associated for the \$12,000 contingency is budgeted in the Maintenance Department's Operating budget as follows:

Department	1200
Expenditure Code	504010

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

Short Range Transit Plan/Strategic Initiative Supported - This procurement supports Omnitrans' Short Range Transit Plan Goal – Expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to replace its fleet of non-revenue vehicles upon lease expiration.

PSG:JMS:CVM



CONTRACT AGREEMENT

between

Enterprise Fleet Management, Inc.
1400 N. Kellogg Dr. Suite G
Anaheim, CA 92807

CONTRACT DOCUMENTS

CONTRACT NO. MNT17-10

**27 FUEL EFFICIENT MID-SIZE
SEDANS**

(hereinafter "CONTRACTOR")
Telephone: (714) 463-7623
Email: jennifer.d.bokma@efleets.com

And

Contract Amount: \$886,300.14

Omnitrans
1700 West Fifth Street
San Bernardino, CA 92411
(hereinafter "OMNITRANS")

Omnitrans Project Manager:

Name: Mike Bonacio
Title: Technical Services Manager
Telephone: (909) 379-7179
Fax: (909) 379-7379
Email: mike.bonacio@omnitrans.org

Contract Administrator:

Name: Christine Van Matre
Title: Contract Administrator
Telephone: (909) 379-7122
Email: christine.vanmatre@omnitrans.org



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ATTACHMENT A – SCOPE OF WORK

ATTACHMENT B – REGULATORY REQUIREMENTS

This Agreement is made and entered into as of this _____ day of _____, 2016 by and between Omnitrans (hereinafter referred to as "OMNITRANS") and Enterprise Fleet Management, Inc. (hereinafter referred to as "CONTRACTOR").

RECITALS

WHEREAS, OMNITRANS is a joint powers authority organized under Sections 6500 et seq. of the California Government Code with power to contract for services described in Attachment A to this Agreement entitled "Attachment A, Scope of Work" (hereinafter referred to as "Work");

WHEREAS, CONTRACTOR has indicated it is qualified to perform such services and (1) has reviewed all the available data furnished by OMNITRANS pertinent to the Work to be rendered; (2) has inspected and reviewed the Work to be rendered; (3) will exercise the ordinary care and skill expected of a practitioner in its profession; and (4) is willing to accept responsibility of performing the Work set forth in this Agreement for the compensation and in accordance with the terms, requirements and conditions herein specified;

NOW, THEREFORE, for the consideration hereinafter stated, the parties agree as follows:

1. SCOPE OF WORK

- A. CONTRACTOR will perform the Work and related tasks as described in Attachment A, Scope of Work hereto and is incorporated by reference into and made a part of this Agreement.
- B. This is a non-exclusive Agreement, whereby OMNITRANS may, at its sole discretion, augment or supplant the Work with its own forces or forces of another contractor or entity. CONTRACTOR will cooperate fully with OMNITRANS' staff or other contractor or entity that may be providing similar or the same Work for OMNITRANS.

2. PERIOD OF PERFORMANCE

The term of this Agreement shall be from the date of execution of this Agreement and continue in effect through _____, unless terminated as specified in Section 9 and 10 of this Agreement. Omnitrans has no obligation to purchase any specified amount of products/services. All applicable indemnification provisions in this Agreement shall remain in effect following the termination of this Agreement.

3. COMPENSATION

For CONTRACTOR's full and complete performance of its obligations under this Agreement, OMNITRANS shall pay CONTRACTOR on a FIXED PRICE basis at

the fully burdened fixed rates shown below and subject to the maximum cumulative payment obligation.

12	Electric 2016 Nissan Leaf SV Hatchback.....	\$354,923.64
	5-Year Maintenance.....	\$54,252.00
15	Hybrid 2016 Ford C-Max SE Hatchback.....	\$409,984.50
	5-Year Maintenance.....	\$67,140.00

OMNITRANS' maximum cumulative payment obligation under this Agreement shall not exceed Eight Hundred Eighty-Six Thousand Three Hundred Dollars and fourteen cents (\$886,300.14), including all amounts payable to CONTRACTOR for all costs, including but not limited to direct labor, other direct costs, subcontracts, indirect costs including, but not limited to, leases, materials, taxes, insurance, and profit.

4. INVOICING AND PAYMENT

- A. CONTRACTOR shall invoice OMNITRANS on a monthly basis no later than the 15th of each month. CONTRACTOR shall furnish information as may be requested by OMNITRANS to substantiate the validity of an invoice.

CONTRACTOR shall submit invoices in duplicate to:

OMNITRANS
1700 West Fifth Street
San Bernardino, CA 92411
Attn: Accounts Payable
Accountspayable@omnitrans.org

A separate invoice shall be used for each shipment. Each invoice shall include, at minimum, the following information:

- Contract number
- Invoice number
- Description of delivery
- Delivery Date
- Total quantity delivered
- Information as requested by OMNITRANS

- B. OMNITRANS shall remit payment within thirty (30) calendar days of approval of the invoices by OMNITRANS' Project Manager.

In the event OMNITRANS should overpay CONTRACTOR, such overpayment shall not be construed as a waiver of OMNITRANS' right to obtain reimbursement for the overpayment. Upon discovering any

overpayment, either on its own or upon notice of OMNITRANS, CONTRACTOR shall immediately reimburse OMNITRANS the entire overpayment or, at its sole discretion, OMNITRANS may deduct such overpayment amount from monies due to CONTRACTOR under this Agreement or any other Agreement between OMNITRANS and CONTRACTOR.

5. AUDIT AND INSPECTION OF RECORDS

CONTRACTOR agrees that OMNITRANS or any duly authorized representative shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time cards, employment records or other records relating to this Agreement. Such material, including all pertinent cost, accounting, financial records, and proprietary data must be kept and maintained by CONTRACTOR for a period of three (3) years after completion of this Agreement unless OMNITRANS' written permission is given to CONTRACTOR to dispose of material prior to this time.

6. NOTIFICATION

All notices hereunder concerning this Agreement and the Work to be performed shall be physically transmitted by courier, overnight, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

To OMNITRANS:

To CONTRACTOR:

Omnitrans
1700 West Fifth Street
San Bernardino, CA 92411
Attn: Christine Van Matre, Contract
Administrator
krystal.turner@omnitrans.org

Enterprise Fleet Management, Inc.
1400 N. Kellogg Dr. Suite G
Anaheim, CA 92807
Attn: Richard Murrell, Regional Sales
Manager
jennifer.d.bokma@efleets.com

7. OMNITRANS' AND CONTRACTOR'S REPRESENTATIVES

A. OMNITRANS' Project Manager

Contracting Officer: OMNITRANS' CEO/General Manager or his authorized designee who has authority to execute contracts on behalf of OMNITRANS.

Project Manager: Mike Bonacio, Technical Services Manager

- a. Except as expressly specified in this Agreement, the Contracting Officer may exercise any powers, rights and/or privileges that have been lawfully delegated by OMNITRANS. Nothing in this Agreement should be construed to bind OMNITRANS for acts of its

officers, employees, and/or agents that exceed the delegation of authority specified herein.

- b. The Contracting Officer has delegated to the Project Manager certain powers and duties in connection with this Agreement. The Project Manager is the authorized representative of the Contracting Officer for matters related to this Agreement. The Project Manager or his/her designee is empowered to:
 - 1. Have general oversight of the Work and this Agreement, including the power to enforce compliance with this Agreement.
 - 2. Reserve the right to remove any portion of the Work from CONTRACTOR which have not been performed to OMNITRANS' satisfaction.
 - 3. Subject to the review and acceptance by OMNITRANS, negotiate with CONTRACTOR all adjustments pertaining to this Agreement for revision.
- c. In addition to the foregoing, the Project Manager shall have those rights and powers expressly set forth in other sections of this Agreement.

B. Contractor's Key Personnel

The following are CONTRACTOR's key personnel and their associated roles in the Work to be provided:

<u>Name</u>	<u>Role</u>
Aly McCrea	Account Fleet Coordinator
Jenifer Bokma	Senior Account Manager
Richard Murrell	Regional Sales Manager

Any propose/substitution or replacement by Contractor of Contractor's key personnel shall ensure that such person possesses the same or better expertise and experience than the key personnel being substituted or replaced. Omnitrans reserves the right to interview such person to ascertain and verify if such proposed substitution or replacement does in deed possess such expertise and experience.

OMNITRANS awarded this Agreement to CONTRACTOR based on OMNITRANS' confidence and reliance on the expertise of CONTRACTOR's key personnel described above. CONTRACTOR shall

not reassign key personnel or assign other personnel to key personnel roles until CONTRACTOR obtains prior written approval from OMNITRANS.

8. DISPUTE RESOLUTION

Any disputes between the successful CONTRACTOR and OMNITRANS relating to the implementation or administration of the Contract shall be resolved in accordance with this section.

- A. The parties shall first attempt to resolve the dispute informally in meetings or communications between proposer and OMNITRANS.
- B. If the dispute remains unresolved fifteen (15) days after it first arises, proposer may request that Omnitrans' CEO/General Manager issue a recommended decision on the matter in dispute. Omnitrans' CEO/General Manager shall issue the recommended decision in writing and provide a copy to proposer.
- C. If the dispute remains unresolved after review by Omnitrans' CEO/General Manager, either party may seek judicial resolution of the dispute in an appropriate Court of the State of California.
- D. Pending final resolution of a dispute under this section, proposer shall proceed diligently with performance in accordance with the Contract and Omnitrans' CEO/General Manager's recommended decision.

9. TERMINATION FOR CONVENIENCE

OMNITRANS may terminate this Agreement in whole or in part for OMNITRANS' convenience. Omnitrans' CEO/General Manager shall terminate this Agreement by a written Notice of Termination to CONTRACTOR specifying the nature, extent, and effective date of the termination. Upon receipt of the notice of termination, CONTRACTOR shall immediately discontinue all Work affected and deliver all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether completed or in process, to Omnitrans' CEO/General Manager. OMNITRANS shall make an equitable adjustment in the Agreement for Work already performed, but shall not allow anticipated profit on unperformed services. Force Majeure shall apply.

10. TERMINATION FOR BREACH OF AGREEMENT

- A. If CONTRACTOR fails to perform any of the provisions of this Agreement or so fails to make progress as to endanger timely performance of this Agreement, OMNITRANS may give CONTRACTOR written notice of such default. If CONTRACTOR does not cure such default or provide a plan to cure such default which is acceptable to OMNITRANS within the time

permitted by OMNITRANS, then OMNITRANS may terminate this Agreement due to CONTRACTOR's breach of this Agreement.

- B. If a federal or state proceeding for relief of debtors is undertaken by or against CONTRACTOR, or if CONTRACTOR makes an assignment for the benefit of creditors, then OMNITRANS may immediately terminate this Agreement.
- C. If CONTRACTOR violates Section 26, Compliance with Lobbying Policies, of this Agreement, then OMNITRANS may immediately terminate this Agreement.
- D. In the event OMNITRANS terminates this Agreement as provided in this Section, OMNITRANS may procure, upon such terms and in such manner as OMNITRANS may deem appropriate, Work similar in scope and level of effort to those so terminated, and CONTRACTOR shall be liable to OMNITRANS for all of its costs and damages, including, but not limited, any excess costs for such Work.
- E. All finished or unfinished documents and materials produced or procured under this Agreement shall become OMNITRANS' property upon date of such termination.
- F. If, after notice of termination of this Agreement under the provisions of this Section, it is determined for any reason that CONTRACTOR was not in default under the provisions of this Section, or that the default was excusable under the terms of this Agreement, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 8, Termination for Convenience.
- G. The rights and remedies of OMNITRANS provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

11. ASSIGNMENT

This Agreement, any interest herein or claim hereunder, may not be assigned by CONTRACTOR either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by CONTRACTOR, without the prior written consent of OMNITRANS. Consent by OMNITRANS shall not be deemed to relieve CONTRACTOR of its obligations to comply fully with all terms and conditions of this Agreement.

12. SUBCONTRACTING

OMNITRANS hereby consents to CONTRACTOR's subcontracting of portions of the Work to the parties identified below for the functions described in CONTRACTOR's proposal. CONTRACTOR shall include in each subcontract

agreement the stipulation that CONTRACTOR, not OMNITRANS, is solely responsible for payment to the subcontractor for all amounts owing and that the subcontractor shall have no claim, and shall take no action against OMNITRANS, Member Agencies or officers, directors, employees or sureties thereof for nonpayment by CONTRACTOR.

Subcontractor's Name and Address

Work to Be Performed

N/A

13. INDEPENDENT CONTRACTOR

CONTRACTOR's relationship to OMNITRANS in the performance of this Agreement is that of an independent Contractor. CONTRACTOR's personnel performing Work under this Agreement shall at all times be under CONTRACTOR's exclusive direction and control and shall be employees of CONTRACTOR and not employees of OMNITRANS. CONTRACTOR shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.

14. INSURANCE

Throughout the duration of this Agreement, CONTRACTOR shall maintain the following minimum insurance coverage, which shall be full-coverage insurance not subject to self-insurance provisions. CONTRACTOR shall not of its own initiative cause such insurance to be canceled or materially changed during the term of this Agreement.

- A. **Commercial General Liability including Products/Completed Operations:** \$1,000,000 per occurrence for bodily and property damage liability and \$2,000,000 aggregate; *Endorsement naming Omnitrans as Additional Insured.*
- B. **Automobile Liability:** \$1,000,000 combined single limit bodily and property damage liability per accident; *Endorsement naming Omnitrans as Additional Insured.*
- C. **Workers' Compensation:** statutory limits or, a State-Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California; *waiver of subrogation that includes Omnitrans.*

- D. **Employers Liability** Applicable to the work being performed, with a limit no less than \$1,000,000 per claim or occurrence and \$2,000,000 aggregate;

Additional Insured:

Omnitrans, its officers, officials, employees, agents, and volunteers.

15. INDEMNITY

CONTRACTOR shall indemnify, defend and hold harmless OMNITRANS, and its member agencies, and their officers, directors, employees and agents from and against any and all liability, expense (including, but not limited to, defense costs and attorneys' fees), claims, causes of action, and lawsuits for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury or property damage (including property of CONTRACTOR) arising from or connected with any alleged act and/or omission of CONTRACTOR, its officers, directors, employees, agents, Subcontractors or suppliers. This indemnity shall survive termination or expiration of this Agreement and/or final payment thereunder.

16. REVISIONS IN SCOPE OF WORK

By written notice or order, OMNITRANS may, from time to time, order work suspension or make changes to this Agreement. Changes in the Work shall be mutually agreed to and incorporated into an amendment to this Agreement. Upon execution of an amendment, CONTRACTOR shall perform the Work, as amended.

17. RIGHTS IN TECHNICAL DATA

- A. No material or technical data prepared by CONTRACTOR under this Agreement is to be released by CONTRACTOR to any other person or entity except as necessary for the performance of the Work. All press releases or information concerning the Work that might appear in any publication or dissemination, including but not limited to, newspapers, magazines, and electronic media, shall first be authorized in writing by OMNITRANS.
- B. The originals of all letters, documents, reports and other products and data produced under this Agreement shall become the property of OMNITRANS without restriction or limitation on their use and shall be made available upon request to OMNITRANS at any time. Original copies of such shall be delivered to OMNITRANS upon completion of the Work or termination of the Work. CONTRACTOR shall be permitted to retain copies of such items for the furtherance of its technical proficiency; however, publication of this material is subject to the prior written approval

of OMNITRANS. The provisions of this paragraph shall survive termination or expiration of this Agreement and/or final payment thereunder.

18. OWNERSHIP OF REPORTS AND DOCUMENTS

The originals of all letters, documents, reports and other products and data produced under this Agreement shall be delivered to, and become the sole and exclusive property of OMNITRANS. Copies may be made for CONTRACTOR's records, but shall not be furnished to others without prior written authorization from OMNITRANS. Such deliverables shall be deemed works made for hire, and all rights in copyright therein shall be retained by OMNITRANS.

19. OWNERSHIP RIGHTS

- A. In the event OMNITRANS rightfully obtains copies of Proprietary Data under the terms of the separate License Agreement and Escrow Agreement that govern rights in Documentation, Software and Intellectual Property created and/or developed by Contractor, its Third Party Software Contractors and its Suppliers as part of the Project, any derivative works and associated documentation created by or on behalf of OMNITRANS by Permitted Programmers (as defined in the License Agreement) shall be the sole and exclusive property of OMNITRANS (collectively, "OMNITRANS Intellectual Property"), and OMNITRANS may use, disclose and exercise dominion and full rights of ownership, in any manner in OMNITRANS Intellectual Property in connection with the use, operation and maintenance of a transportation system administered by OMNITRANS. No use of OMNITRANS Intellectual Property shall be made for any purpose other than in conjunction with a transportation system administered by CONTRACTOR, and OMNITRANS shall not sell, lease, rent, give away or otherwise disclose any OMNITRANS Intellectual Property to any outside third party other than Permitted Programmers. To the extent there may be any question of rights of ownership or use in any OMNITRANS Intellectual Property, Contractor shall require all of its subcontractors and suppliers (including without limitation its Third Party Software Contractors) to assign to OMNITRANS, all worldwide right, title and interest in and to all OMNITRANS Intellectual Property in a manner consistent with the foregoing terms of this paragraph. Contractor shall execute any documents as OMNITRANS may from time to time reasonably request to effectuate the terms of this paragraph.
- B. All documentation and Software which predates this Contract and which otherwise owned by Contractor or its Third Party Software Contractors, and all Documentation and Software which is created by Contractor or its Third Party Software Contractors shall be Licensed Software or Licensed Documentation, as appropriate. All Licensed Software and Licensed

Documentation shall be governed by the License Agreement by and between the parties of event date herewith.

20. WORK FOR HIRE

Any work created or produced as a part of this Agreement that may be defined under Section 101, Title 17, USC will be considered “work for hire” as it pertains to ownership rights. CONTRACTOR, by his/her endorsement hereon agrees that all rights to any work(s) created or produced are waived, and that ownership rests with OMNITRANS. CONTRACTOR further agrees to ensure transfer of all rights to such work(s), as defined under federal copyright law, that may be created or produced under this Agreement by its suppliers, contractors or subcontractors.

21. SUBMITTAL OF CLAIMS BY CONTRACTOR

CONTRACTOR shall file any and all claims with OMNITRANS’ Project Manager in writing within thirty (30) days of the event or occurrence giving rise to the claim. The claim shall be in sufficient detail to enable OMNITRANS to ascertain the claim’s basis and amount, and shall describe the date, place and other pertinent circumstances of the event or occurrence giving rise to the claim and the indebtedness, obligation, injury, loss or damages allegedly incurred by CONTRACTOR.

Even though a claim may be filed and/or in review by OMNITRANS, CONTRACTOR shall continue to perform in accordance with this Agreement.

22. EQUAL OPPORTUNITY

CONTRACTOR shall not discriminate against, or grant preferential treatment to, any individual or group, or any employee or applicant for employment because of race, age, religion, color, ethnicity, sex, national origin, ancestry, physical disability, mental disability, political affiliation, sexual orientation, marital status or other status protected by law. CONTRACTOR shall take action to ensure that applicants and employees are treated without regard to the above.

23. STANDARD OF PERFORMANCE

- A. CONTRACTOR shall perform and exercise, and require its subcontractors to perform and exercise due professional care and competence in the performance of the Work in accordance with the requirements of this Agreement. CONTRACTOR shall be responsible for the professional quality, technical accuracy, completeness and coordination of the Work, it being understood that OMNITRANS will be relying upon such professional quality, accuracy, completeness and coordination in utilizing the Work. The foregoing obligations and standards shall constitute the “Standard of Performance” for purposes of this Agreement. The provisions of this

paragraph shall survive termination or expiration of this Agreement and/or final payment thereunder.

- B. All workers shall have sufficient skill and experience to perform the Work assigned to them. OMNITRANS shall have the right, at its sole discretion, to require the immediate removal of CONTRACTOR's personnel at any level assigned to the performance of the Work at no additional fee or cost to OMNITRANS, if OMNITRANS considers such removal in its best interests and requests such removal in writing and such request is not done for illegal reasons. Further, an employee who is removed from performing Work under this Agreement under this Article shall not be re-assigned to perform Work in any other capacity under this Agreement without OMNITRANS' prior written approval.

24. NOTIFICATION OF EMPLOYMENT OF OMNITRANS BOARD MEMBERS/ALTERNATES AND EMPLOYEES

To ensure compliance with OMNITRANS' Ethics Policy, CONTRACTOR shall provide written notice to OMNITRANS disclosing the identity of any individual who CONTRACTOR desires to employ or retain under a contract, and who (1) presently serves as a Board Member/Alternate or an employee of OMNITRANS, or (2) served as a Board Member/Alternate or an employee of OMNITRANS within the previous 12 months of the date of the proposed employment or retention by CONTRACTOR. CONTRACTOR's written notice shall indicate whether the individual will be an officer, principal or shareholder of the entity and/or will participate in the performance of this Agreement.

25. DISQUALIFYING POLITICAL CONTRIBUTIONS

In the event of a proposed amendment to this Agreement, CONTRACTOR shall provide prior to the execution of such amendment, a written statement disclosing any contribution(s) of \$250 or more made by CONTRACTOR or its subcontractor(s) to Omnitrans Board Members/Alternates or employees within the preceding twelve (12) months of the date of the proposed amendment. Applicable contributions include those made by any agent/person/entity on behalf of CONTRACTOR or subcontractor(s).

26. COMPLIANCE WITH LAW

CONTRACTOR shall familiarize itself with and perform the Work required under this Agreement in conformity with requirements and standards of OMNITRANS, municipal and public agencies, public and private utilities, special districts, and railroad agencies whose facilities and work may be affected by Work under this Agreement. CONTRACTOR shall also comply with all Federal, state and local laws and ordinances.

27. COMPLIANCE WITH LOBBYING POLICIES

- A. CONTRACTOR agrees that if it is a Lobbyist Employer or if it has retained a Lobbying Firm or Lobbyist, as such terms are defined by OMNITRANS in its Ethics Policy, it shall comply or ensure that its Lobbying Firm and Lobbyist complies with OMNITRANS' Ethics Policy.
- B. If CONTRACTOR (Lobbyist Employer) or its Lobbying Firm or Lobbyist fails to comply, in whole or in part, with OMNITRANS' Ethics Policy, such failure shall be considered a material breach of this Agreement and OMNITRANS shall have the right to immediately terminate or suspend this Agreement.

28. PUBLIC RECORDS ACT

- A. All records, documents, drawings, plans, specifications and other material relating to conduct of OMNITRANS' business, including materials submitted by CONTRACTOR in its proposal and during the course of performing the Work under this Agreement, shall become the exclusive property of OMNITRANS and may be deemed public records. Said materials may be subject to the provisions of the California Public Records Act. OMNITRANS' use and disclosure of its records are governed by this Act.
- B. OMNITRANS will not advise as to the nature or content of documents entitled to protection from disclosure under the California Public Records Act, including interpretations of the Act or the definitions of trade secret, confidential or proprietary. OMNITRANS will accept materials clearly and prominently labeled "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY" as determined by CONTRACTOR. OMNITRANS will endeavor to notify CONTRACTOR of any request of the disclosure of such materials. Under no circumstances, however, will OMNITRANS be liable or responsible for the disclosure of any labeled materials whether the disclosure is required by law or a court order or occurs through inadvertence, mistake or negligence on the part of OMNITRANS or its officers, employees and/or contractors.
- C. In the event of litigation concerning the disclosure of any material submitted by CONTRACTOR, OMNITRANS' sole involvement will be as a stake holder, retaining the material until otherwise ordered by a court. CONTRACTOR, at its sole expense and risk, shall be responsible for prosecuting or defending any action concerning the materials, and shall defend, indemnify and hold OMNITRANS harmless from all costs and expenses, including attorneys' fees, in connection with such action.

29. WAIVER/INVALIDITY

No waiver of a breach of any provision of this Agreement by either party shall constitute a waiver of any other breach of the provision, or of any other breach of the provision of the Agreement. Failure of either party to enforce any provision of this Agreement at any time shall not be construed as a waiver of that provision.

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

30. FORCE MAJEURE

Performance of each and all CONTRACTOR's and OMNITRANS' covenants herein shall be subject to such delays as may occur without CONTRACTOR's or OMNITRANS' fault from acts of God, strikes, riots, or from other similar causes beyond CONTRACTOR's or OMNITRANS' control.

31. CONFIDENTIALITY

CONTRACTOR agrees that for and during the entire term of this Agreement, any information, data, figures, records, findings and the like received or generated by CONTRACTOR in the performance of this Agreement, shall be considered and kept as the private and privileged records of OMNITRANS and will not be divulged to any person, firm, corporation, or other entity except on the direct prior written authorization of OMNITRANS. Further, upon expiration or termination of this Agreement for any reason, CONTRACTOR agrees that it will continue to treat as private and privileged any information, data, figures, records, findings and the like, and will not release any such information to any person, firm, corporation or other entity, either by statement, deposition, or as a witness, except upon direct prior written authority of OMNITRANS.

32. CONTRACTOR'S INTERACTION WITH THE MEDIA AND THE PUBLIC

- A. OMNITRANS shall review and approve in writing all OMNITRANS related copy proposed to be used by CONTRACTOR for advertising or public relations purposes prior to publication. CONTRACTOR shall not allow OMNITRANS related copy to be published in its advertisements and public relations programs prior to receiving such approval. CONTRACTOR shall ensure that all published information is factual and that it does not in any way imply that OMNITRANS endorses CONTRACTOR's firm, service, and/or product.
- B. CONTRACTOR shall refer all inquiries from the news media to OMNITRANS, and shall comply with the procedures of OMNITRANS' Public Affairs staff regarding statements to the media relating to this Agreement or the Work.

- C. If CONTRACTOR receives a complaint from a citizen or the community, CONTRACTOR shall inform OMNITRANS as soon as possible and inform OMNITRANS of any action taken to alleviate the situation.
- D. The provisions of this Article shall survive the termination or expiration of this Agreement.

33. GOVERNING LAW

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of California, and the proper venue of any action brought hereunder is and shall be the County of San Bernardino, California.

34. MODIFICATIONS TO AGREEMENT

Unless specified otherwise in the Agreement, this Agreement may only be modified by written mutual consent evidenced by signatures of representatives authorized to enter into and modify the Agreement. In order to be effective, amendments may require prior approval by OMNITRANS' Board of Directors, and in all instances require prior signature of an authorized representative of OMNITRANS.

35. LICENSING, PERMITS AND INSPECTION COSTS

- A. The FIRM warrants that it has all necessary licenses and permits required by the laws of the United States, State of California, and the County of San Bernardino, the Local Jurisdictions, and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of the Agreement. Further, FIRM warrants that its employees, agents, and contractors and subcontractors shall conduct themselves in compliance with such laws and licensure requirements including, without limitation, compliance with laws applicable to nondiscrimination, sexual harassment and ethical behavior throughout the duration of this Agreement. FIRM further warrants that it shall not retain or employ an unlicensed subcontractor to perform work on this Project. FIRM shall notify OMNITRANS immediately and in writing of its employees', agents', contractors' or subcontractors' inability to obtain or maintain, irrespective of the pendency of any appeal, any such licenses, permits, approvals, certificates, waivers, exemptions. Such inability shall be cause for termination of this Agreement.
- B. Contractor shall procure all permits and licenses; pay all charges, assessments and fees, as may be required by the ordinances and regulations of the public agencies having jurisdiction over the areas in which the work is located, and shall comply with all the terms and conditions thereof and with all lawful orders and regulations of each such

public agency relating to construction operations under the jurisdiction of such agency.

36. PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, (2) Attachment A, Technical Specifications, (3) Attachment B, Regulatory Requirements, (4) provisions of RFP-MNT17-10, and (5) CONTRACTOR's proposal dated June 30, 2016.

37. ENTIRE AGREEMENT

This Agreement, and any attachments or documents incorporated herein by inclusion or by reference, constitutes the complete and entire agreement between OMNITRANS and CONTRACTOR and supersedes any prior representations, understandings, communications, commitments, agreements or proposals, oral or written.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date shown below, and effective on the date first hereinabove written.

OMNITRANS

ENTERPRISE FLEET MANAGEMENT,
INC.

P. SCOTT GRAHAM
CEO/General Manager

RICHARD MURRELL
Regional Sales Manager

Date

Date

Federal Tax I.D. No. 43-1697807

DP _____

CM _____

ATTACHMENT A – SCOPE OF WORK
MNT17-10
27 FUEL EFFICIENT MID-SIZE SEDANS

1. GENERAL REQUIREMENTS

- A. Twelve (12) sedans shall be all-battery electric propulsion.
- B. Fifteen (15) hybrid technology powered sedans.
- C. All vehicles must conform to Federal “Buy America” requirements.
- D. All vehicles shall have a minimum range of one hundred (100) miles after being fully charged/fueled.
- E. Fuel economy estimates must be provided. Estimates shall be in gasoline gallon equivalent (GGE).
- E. All vehicles, parts and materials furnished to Omnitrans in the completion of the contract shall be new and must meet all requirements described herein. No used or rebuilt vehicles or parts shall be accepted.
- F. 100,000 mile per vehicle full maintenance package that shall include but not be limited to prescribed fluid and filter changes, brake relines, broken glass replacements and all power and drive train repairs.

2. BODY

The exterior body panels shall be fabricated steel and shall have a smooth finish.

3. SAFETY EQUIPMENT

- A. The vehicles shall comply with all U.S. Department of Transportation and State of California safety standards applicable at date of manufacture.
- B. The vehicles shall be equipped with the manufacturer’s standard seat belts in both the front and rear.
- C. The vehicles shall be equipped with driver and passenger side air bag restraint system.

4. STEERING

- A. The vehicles shall be equipped with variable, ratio-type power steering.
- B. The steering mechanism shall be self-centering.

5. BRAKES

- A. The service brakes shall be power-assisted front and rear disc type.
- B. The emergency brake shall be mechanical-type, actuated by steel cables to the rear wheels.
- C. Vehicles shall be equipped with anti-lock brake systems.

6. WHEELS AND TIRES

- A. Wheels and tires shall be the same offset for interchangeability.
- B. Tires for the all-electric sedans shall be, at a minimum, manufacturer’s standard steel belted radial tubeless. type *specific* to the electric vehicle.
- C. All others shall be, at a minimum, manufacturer’s standard steel belted radial tubeless.

- D. The Contractor shall furnish one (1) spare tire as specified above, mounted on a full-sized rim shipped loose with each vehicle, where possible.

7. PAINTING AND TRIM

- A. The exterior color shall be white base with clear coat paint.
- B. The interior color shall be the manufacturer's standard grey.
- C. The vehicles shall be equipped with body-side molding and door edge guards which are color keyed vinyl or black.
- D. The vehicles shall be equipped with the manufacturer's standard floor covering.

8. SEATING

- A. Five-passenger seating shall be provided which consists of two (2) bucket seats in the front and one (1) bench-type seat in the rear.
- B. Seats shall be covered in manufacturer's standard cloth/vinyl material.
- C. Upholstery color shall be manufacturer's standard gray. Seat batting shall be of heavy-duty construction to minimize distortion from constant use of the vehicle.

9. FLOOR

Color-matched rubber floor mats shall be provided in both the front and rear.

10. WINDOWS

- A. Windows shall be equipped with safety glass throughout the vehicles.
- B. The windshield shall be constructed of glare retardant glass; factory tinted windows shall be provided throughout the vehicle.
- C. All glass shall meet applicable Federal safety standards.
- D. Windows shall be power actuated.

11. SUN VISORS

Interior sun visors, mounted on the windshield header, shall be provided for both the driver and the passenger.

12. MIRRORS

- A. Fully adjustable outside rear view mirrors shall be provided on the left and right sides.
- B. The left and right hand mirrors shall be remote controlled from within the vehicle.
- C. An inside, day/night rear view mirror shall be provided.

13. WINDSHIELD WIPERS

The vehicles shall be equipped with:

- A. Two (2) electrically operated, multi-speed windshield wipers with interval feature of the self-parking type, with one (1) motor operating both wipers.
- B. A windshield washer.

14. INSTRUMENT PANEL

- A. The vehicles shall be equipped with the manufacturer's standard instrument panel to include a speedometer with odometer.
- B. Gauges or tell face lights must be provided to indicate:
 - 1) Low oil pressure
 - 2) Water /engine coolant temperature
 - 3) Alternator condition
 - 4) Headlight high beam on
 - 5) Turn signal action
 - 6) Fuel level
 - 7) Voltage
 - 8) Air bag
 - 9) Emissions,
 - 10) Check engine
 - 11) Parking brake on
 - 12) Fasten safety belt warning
 - 13) Headlight on reminder
- C. Switches must be provided for:
 - 1) Headlight and dimmer
 - 2) Emergency flashers
 - 3) Windshield wipers
 - 4) Turn signals.

15. INTERIOR LIGHTING

The manufacturer's standard interior lighting shall be provided and include a dome light.

16. EXTERIOR LIGHTING

- A. The manufacturer's standard headlights shall be provided.
- B. The vehicles shall be provided with directional signals.
- C. Traffic hazard warning signals shall be incorporated into the signal light system.
- D. The vehicles shall be equipped with back-up lights.
- E. The vehicles shall be equipped with brake lights.

17. HEATING/AIR CONDITIONING SYSTEM

- A. The vehicles shall be equipped with a heating and ventilation system capable of maintaining a comfortable inside temperature.

- B. The defrost system shall be an integral part of the heating system.
- C. The vehicles shall be equipped with a rear window defroster.
- D. The vehicles shall be equipped with a four-season air conditioning system, installed and fully integrated with the heating system. Air conditioning shall comply with all current EPA refrigerant requirements.

18. MANUALS

Owner manual for each vehicle and all warranty information documents shall be provided for each make and model.

19. RADIO AND CLOCK

An AM/FM radio with CD player and electronic tuning and integral electronic digital clock shall be provided.

20. KEYS

All vehicles shall use the same locking/ignition key.

21. WARRANTY

- A. A three (3) year/36,000 mile bumper-to-bumper warranty for labor and materials shall be provided.
- B. The body shall have a minimum five-year corrosion protection warranty.
- C. Warranties are in addition to any statutory remedies or warranties imposed on the Contractor.

22. DELIVERY

- A. Vehicle shall be delivered the last week of February 2017.
- B. Delivery shall be determined by the signed receipt of Omnitrans' designated Project Manager at the point of delivery and may be preceded by a cursory inspection of the vehicles.
- C. The point of delivery shall be:
Omnitrans- Maintenance Department
Mike Bonacio, Technical Services Manager
1700 West Fifth Street
San Bernardino, CA 92411-2499
- D. Delivery shall be FOB point of delivery by common carrier driveaway.
- E. The agreed upon date of delivery shall be determined by mutual agreement between Contractor and Omnitrans' designated Project Manager.
- F. The vehicles shall be delivered Monday through Friday; no vehicles may be delivered Saturdays, Sundays or holidays. Hours of delivery shall be between 8:00 a.m. and 4:00 p.m.

23. TITLE

Adequate documents for securing the vehicle in San Bernardino, California, shall be provided to Omnitrans at the time each vehicle is received by Omnitrans. Contractor shall provide complete vehicle registration services up to and including delivery of valid license plates.

24. VEHICLE ACCEPTANCE

- A. Within five (5) calendar days after arrival at the designated point of delivery, Omnitrans shall notify the Contractor of its acceptance or rejection of the vehicles.
- B. Contractor will, in good faith, attempt to resolve Omnitrans' claims in a manner satisfactory to all parties and Contractor will provide commercially reasonable assistance to Omnitrans in any communications and/or negotiations with the Vehicle's manufacturer with respect to claims relating to each vehicle.
- C. Warranty repairs will be referred to the appropriate dealer.

“End Scope of Work”