



AGENDA
EXECUTIVE COMMITTEE MEETING
FRIDAY, FEBRUARY 7, 2020 – 9:00 A.M.
OMNITRANS
1700 WEST FIFTH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or Limited English Proficiency services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee 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

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: March 6, 2020 – 9:00 a.m.
Omnitrans Metro Facility

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 Executive Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

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. DISCUSSION ITEMS

- | | |
|--|----|
| 1. Approve Executive Committee Minutes – January 10, 2020 | 2 |
| 2. Recommend the Board of Directors Approve, Staffing and Compensation Changes and Corresponding Update to Policy 402 – <i>Meredith Tshilonda & Suzanne Pfeiffer</i> | 6 |
| 3. Recommend the Board of Directors Approve, Proposed Parameters Used to Develop the Omnitrans Operating and Capital Budgets for Fiscal Year 2021 – <i>Maurice Mansion</i> | 21 |
| 4. Recommend the Board of Directors Approve, Proposed Guidelines for the Measure I Regional Mobility Partnership Program and Authorize the Interim CEO/General Manager to Discontinue the Special Transportation Department Maintenance Program and Terminate the Current Lease for the Maintenance Facility Located in Ontario – <i>Aaron Moore</i> | 24 |
| 5. CEO/General Manager's Report – <i>Erin Rogers</i> | |

F. REMARKS AND ANNOUNCEMENTS

G. ADJOURNMENT

ITEM # E1

**EXECUTIVE COMMITTEE MEETING
MINUTES
JANUARY 10, 2020**

A. CALL TO ORDER

The Executive Committee Meeting was called to order by Chair David Avila at 9:00 a.m., Friday, January 10, 2020, at the Omnitrans Administrative Offices.

COMMITTEE MEMBERS ATTENDING

Mayor David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chairman
Council Member Ron Dailey, City of Loma Linda
Mayor Pro Tem Penny Lilburn, City of Highland
Council Member Sam Spagnolo, City of Rancho Cucamonga
Council Member John Roberts, City of Fontana

OMNITRANS STAFF ATTENDING

Erin Rogers, Interim CEO/General Manager
Jeremiah Bryant, Director of Strategic Development
Art Torres, Director of Procurement

OTHERS IN ATTENDANCE

Beatriz Valdez – SBCTA

B. ANNOUNCEMENTS/PRESENTATIONS

Next Committee Meeting: Friday, February 7, 2020, 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 – October 4, 2019

M/S (Spagnolo/Dutrey) that approved the Executive Committee Minutes of October 4, 2019. Motion was passed unanimously by Members present.

2. Receive and Forward to the Board of Directors, Consolidation Study Monthly Update

Interim CEO/General Manager, Erin Rogers provided a brief background on this item as detailed in the staff report and introduced Jeremiah Bryant, Director of Strategic Development to present this item.

Mr. Bryant reviewed the project milestones and schedule.

The Members asked if the report of the previous study was provided to the Board. Ms. Rogers explained that the study was conducted in 2015 and noted that a link to the report was sent to the Board and is still available on the SBCTA website.

The Committee requested that the report be provided to the Board.

Vice Chair Dutrey expressed concern regarding potential scheduling conflicts with how this item would be presented to the Omnitrans and SBCTA Committees and Boards. He also suggested that the Ad Hoc Committee be reconvened to review the study reports and stressed the importance of an equitable review by both Boards. Ms. Rogers mentioned that each deliverable would be provided concurrently to both Omnitrans and SBCTA staff.

Ms. Beatriz Valdez from SBCTA provided additional information and explained that the purpose of the study is to determine the efficiency of consolidating the two agencies. She stated that the first milestone will be a report with the pros and cons. Ms. Valdez confirmed that the information will be provided to both SBCTA and Omnitrans concurrently and stated the idea is to be transparent and allow for feedback from multiple parties.

Member Dailey asked who will make the final decision regarding consolidation once the report is complete.

A brief discussion ensued regarding who would make the recommendation/decision on the consolidation.

Ms. Rogers stated that at the last Board Meeting, Supervisor Hagman asked about the potential legal ramifications as a result of the study and recommended that Omnitrans seek a legal perspective on this issue. She noted that Omnitrans legal counsel will be providing a legal opinion, which will be provided to the Board.

The consensus of the Committee was to recommend that the Ad Hoc be reconvened to review the consolidation study reports in more detail.

Member Spagnolo asked that the names of the city and transit agency staff participating on the Technical Advisory Committee be included in the future board reports and updates.

The Committee received and forwarded this item to the Board.

3. Recommend the Board of Directors Authorize the Interim CEO/General Manager to Award Contract HRS20-24 for the Provision of Strategic Planning Consulting Services

Interim CEO/General Manager, Erin Rogers provided a brief background on this item as detailed in the staff report and introduced Art Torres, Director of Procurement to present this item.

Member Lilburn asked about the consultant's background and experience. Ms. Rogers provided additional information about the firm's qualifications. She noted that in addition to working on the Agency's Strategic Plan, they will also be looking at the consolidation study and peer review information.

Member Dailey asked that staff ensure proper coordination as the study and other important projects move forward. He asked that should staff see any potential issues or conflicts, that the issues be brought forward to the elected officials to discuss.

M/S (Spagnolo/Dutrey) that recommend the Board of Directors authorize the Interim CEO/General Manager to award Contract HRS20-24 to MIG, Inc. of Berkeley, CA for the provision of Strategic Planning Consulting Services for a one (1) year base period beginning February 5, 2020 and ending February 4, 2021 in the amount of \$235,655 with the authority to exercise three (3) single option years extending the contract to no later than February 4, 2024 in the amount of \$28,830, plus a ten percent contingency of \$26,449 for a total not-to-exceed amount of \$290,934, should all options be exercised. Motion was passed unanimously by Members present.

4. CEO/General Manger's Report

Interim CEO/General Manager, Erin Rogers stated that staff will be reaching out to schedule individual meetings with the Board Members to provide an update on the upcoming Board items including FY21 staffing and budget assumptions.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Committee adjourned at 10: 22 a.m. The next Executive Committee Meeting is scheduled Friday, February 7, 2020, at 9:00 a.m., with location posted on the Omnitrans website and at the Omnitrans San Bernardino Metro Facility.

Prepared by:

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

ITEM # E2

DATE: February 7, 2020

TO: Board Chair David Avila and Members of the Executive Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Suzanne Pfeiffer, Director of Human Resources

**SUBJECT: FY21 STAFFING AND COMPENSATION REVIEW AND UPDATE TO
POLICY 402**

FORM MOTION

Recommend the Board of Directors approve staffing and compensation changes and corresponding update to Policy 402.

BACKGROUND

This year's recommendation on compensation and staffing are a result of a comprehensive review and analysis. These recommendations address several areas: fiscal responsibility/financial sustainability, provide career paths for employees, reward employees, and continue to attract and retain an experienced and skilled work force.

The goal was to evaluate each position and determine whether it meets the current business needs of the organization, if the position could be better utilized in another area, or if the position can be eliminated. A year ago, we began this evaluation process as positions became vacant. We will continue this practice going forward.

Details

- 1) Each department reviewed the following: staffing levels, job descriptions, reporting structure, and position classifications.
- 2) A particular focus was on administrative support positions in response to the 11% service reduction. Some of the recommended position eliminations are vacant. Other positions that are currently filled will be eliminated through attrition and pending retirements.
- 3) Human Resources performed it's bi-annual compensation review. The details of this compensation review informed the recommended changes to Policy 402 - Salary Ranges, Management and Confidential Classifications (Policy 402).

- 4) All policies related to this comprehensive analysis were reviewed and revised. Policy 402 is included in this Board item (Attachment A) for approval. Other Policy changes will be brought forward for discussion and approval at future meetings.
- 5) Customer Service staffing and offices hours were evaluated for efficiency and to minimize impact on customers.

Recommendations

As a result of this evaluation, staff recommends the following:

Eliminate Positions

1. Positions Directly Associated with Service Reduction

The ConnectForward Plan reduces service by 71,000 service hours. The corresponding reduction in operating personnel:

Operations:

Coach Operators (45-50) (ATU)

Maintenance:

Mechanic Helper (3) (Teamsters)

Tire Worker (1) (Teamsters)

The Coach Operator workforce will be reduced through attrition. We will stop hiring Coach Operators in June and the required reduction is projected to be achieved by September.

2. Administrative Support Positions

The comprehensive staffing review has identified the following administrative support positions to be eliminated or re-purposed* to fill a different business need within the organization:

Operations:

Administrative Clerk (1) (Teamsters)

Field Supervisors (1)

Fleet Safety and Training Instructor (1)

Marketing:

Marketing Manager* (1) (FTE to be used for Service Planning Manager)

Sales Supervisor* (1) (FTE to be use for an Outreach Coordinator)

Customer Service Rep I (1.5)

Human Resources:

Human Resources Assistant (1)

Information Technology

Systems Specialist (1)

Strategic Development

Stops and Stations Worker (1) (Teamsters)

These administrative positions are either vacant or will be vacant by July. No lay-off of personnel is anticipated at this time. All positions will continue to be evaluated as they become vacant. The net proposed reduction of administrative support personnel is 7.5 positions for an estimated annual cost savings of approximately \$500,000.

3. Special Transportation Services Department (CTSA) Positions

In addition to the positions listed above, the following Special Transportation Services Department positions will be eliminated.

Administrative Assistant (1)

Travel Trainer (2)

Office Manager (1)

These positions are funded through Measure I and therefore do not impact the operating budget. However, the review indicated that based on current business needs, these positions are no longer necessary.

Reclassification of Positions and Incumbents

During this review it was determined that several positions required re-classification due to additional duties and/or the salary survey showed the classifications were under market. These reclassifications and restructuring also provide for future employee advancement opportunities. It is not the intent to increase the salaries of the individuals in these positions unless their current salary is below the new proposed salary range. This impacts two employees for a total cost increase of approximately \$1,600 annually.

Department	Current Classification	Current Level	Recommended Classification	Recommended Level
Operations	Assistant Transit Manager	5	Operations Manager	4
	Transportation Manager	3	Deputy Director	2
Maintenance	Fleet Analyst	8	Sr. Admin Asst.	7
	Maintenance Manager (only 1 position)	3	Deputy Director	2
	Capital Projects Manager	4	Capital Projects Manager	3
Finance	Accountant (only 1 position)	6	Sr. Accountant	5
Strategic Development and Marketing	Administrative Assistant	8	Sr. Admin Asst	7
Marketing	Customer Service Manager	5	Customer Service Manager	4

Adjust Salary Ranges

In addition to an annual compensation review, Human Resources performs a more comprehensive bi-annual review and analysis of all non-represented classifications. The market survey indicated that certain levels are under market and it is recommended to adjust accordingly. For example, Director level positions have been consistently below market by over 9%. In addition, level 5 is also under market approximately 8%. With an average under market for all levels at 5.5%. Due

to several anticipated retirements, senior leadership has almost all new members. Several positions took a long time to fill and our Director of Safety and Security is still vacant after over a year.

In addition, over time the salary levels have gotten out of alignment. The range between minimum and maximum should be approximately 50%. Changes are recommended to better align the salary ranges and ensure consistency between the salary ranges.

These adjustments are reflected in the proposed revisions to Policy 402 (Attachment A). This is clean-up based on the compensation survey; it is not the intent to impact employees' current salaries.

Cap Annual Merit Increase

While the Board approved Policy 404 allows for 5% merit increases, the budget proposal for FY21 will assume all merit increases will be capped at 3%. Equaling an annual savings of approximately \$125,000 dollars.

While we are not proposing a permanent change, we will be reviewing all Performance Management (Evaluation) tools, policies and merit increases as part of the Management Plan and on-going processes.

Reduce Office Hours for Customer Service Staff

Beginning in May 2020, the Omnitrans Customer Service Call Center and San Bernardino Transit Center will be closed on Sundays as a cost reduction measure. Call volume reduces by more than 50% on Sundays vs. weekdays, and customer information is available via the Omnitrans website and Transit App. Additionally, the Omnitrans call center will begin operation one hour later, at 8 am, on weekdays. The result of this change is the elimination of 1.5 Customer Service FTE with cost savings estimated to be approximately \$65,000.


In summary, the total annual savings associated with the proposed changes is approximately \$690,000.

CONCLUSION

Recommend the Board of Directors approve staffing and compensation changes and corresponding update to Policy 402.

ER:SP

Attachments: A. Policy 402 Redline Version
B. PowerPoint Presentation

 PERSONNEL POLICY MANUAL	POLICY 402 PAGE 1 OF 3
SUBJECT Salary Ranges Management Confidential Classifications	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: July 10, 2019 <u>March 4, 2020</u>

I. Purpose

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

II. Scope

All Departments

III. Procedure

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

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
1	(reserved for future consideration) Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing & Communications Director of Operations Director of Procurement Director of Safety & Risk Management Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development	Exempt	Bi-weekly Monthly Annual	\$4,419.85 \$9,576.33 \$114,916.00	\$5,524.81 \$11,970.42 \$143,645.00	\$6,629.77 \$14,364.50 \$172,374.00
2	Director of Finance Director of Human Resources Director of Information Technology Director of Maintenance Director of Marketing Director of Operations Director of Procurement Director of Rail Operations Director of Safety & Regulatory Compliance Director of Special Transportation Services (STS) Director of Strategic Development Deputy Director of Operations Deputy Director of Maintenance	Exempt	Bi-weekly Monthly Annual	\$3,952.15 \$8,563.00 \$102,756.00 \$3,877.08 \$8,400.33 \$100,804.00	\$4,907.08 \$10,632.00 \$127,584.00 \$4,846.35 \$10,500.38 \$126,005.00	\$5,862.46 \$12,702.00 \$152,424.00 \$5,815.59 \$12,600.45 \$151,205.00



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 2 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: ~~July 10, 2019~~ March 4, 2020

3	Accounting Manager Capital Projects Services Manager (moved from Level 4) Contracts Manager Database Manager Development Planning Manager Employee Relations Manager Facility Manager Maintenance Manager Safety & Regulatory Compliance Manager Service Planning Manager Transportation Manager (1 re-classed to Deputy Director, Level 2; 1 re-classed to Operations Manager, Level 4) Treasury Manager Rail Compliance Officer	Exempt	Bi-weekly Monthly Annual	\$ 3,228.46 \$ 6,995.00 \$ 83,940.00 \$3,400.93 \$7,368.69 \$88,424.00	\$ 3,999.69 \$ 8,666.00 \$ 103,992.00 \$4,251.16 \$9,210.86 \$110,530.00	\$ 4,771.38 \$ 10,338.00 \$ 124,056.00 \$5,101.40 \$11,053.03 \$132,636.00
4	Capital Projects Services Manager (moved to Level 3) Customer Service Manager (market adjustment; moved from Level 5) Materials Manager Network Administrator Operations Manager (title change & re-class from Assistant Transportation Manager, Level 5 and Transportation Manager, Level 3) Senior Contract Administrator Special Transportation Services Manager System Coordinator Technical Services Manager	Exempt	Bi-weekly Monthly Annual	\$ 2,968.62 \$ 6,432.00 \$ 77,184.00 \$2,983.27 \$6,463.76 \$77,565.00	\$ 3,498.46 \$ 7,580.00 \$ 90,960.00 \$3,729.09 \$8,079.70 \$96,956.00	\$ 4,028.77 \$ 8,729.00 \$ 104,748.00 \$4,474.91 \$9,695.64 \$116,348.00

**OmniTrans****PERSONNEL POLICY MANUAL**

POLICY 402 PAGE 3 OF 3

SUBJECT**Salary Ranges
Management Confidential Classifications****APPROVED BY OMNITRANS
BOARD OF DIRECTORS**DATE: July 10, 2019 March 4, 2020

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
5	Application Developer	Exempt	Bi-weekly	\$ 2,575.85	\$ 3,110.77	\$ 3,583.85
	Application Specialist		Monthly	\$ 5,581.00	\$ 6,740.00	\$ 7,765.00
	Assistant Transportation Manager		Annual	\$ 66,972.00	\$ 80,880.00	\$ 93,180.00
	(title change & re-class to Operations Manager, Level 4)			\$2,616.91	\$3,271.13	\$3,925.36
	Business Intelligence Analyst			\$5,669.96	\$7,087.46	\$8,504.95
	Contract Administrator			\$68,040.00	\$85,049.00	\$102,059.00
	Customer Service Manager (market adjustment, moved to Level 4)					
	Dispatch Supervisor					
	Environmental/Occupational Health & Safety Specialist (re-titled to Safety & Regulatory Compliance Specialist)					
	Facility Supervisor					
	Fleet Safety & Training Supervisor					
	Sr. Human Resources Analyst					
	Security & Emergency Preparedness Coordinator Specialist (title change only)					
	Maintenance Supervisor-STC					
	Marketing Manager					
	Network Engineer					
	Programs Administrator-STC					
	Purchased Transportation Administrator					
	Safety & Regulatory Compliance Specialist					
	Senior Accountant (1 of 2 Accountant positions re-classified)					
	Sr. Executive Assistant to the CEO/Clerk of the Board					
	Senior Financial Analyst					
	Shift Supervisor					
	Systems Engineer					
	Systems Specialist					
	Web Designer					
6	Accountant	Exempt	Bi-weekly	\$ 2,268.92	\$ 2,718.46	\$ 3,168.46
	Executive Staff Assistant		Monthly	\$ 4,916.00	\$ 5,890.00	\$ 6,865.00
	Field Supervisor		Annual	\$ 58,992.00	\$ 70,680.00	\$ 82,380.00
	Fleet Safety & Training Instructor			\$2,295.53	\$2,869.42	\$3,443.30
	Human Resources Analyst			\$4,973.65	\$6,217.07	\$7,460.48
	Community Outreach Coordinator (new position; FTE from eliminated Sales Supervisor)			\$59,684.00	\$74,605.00	\$89,526.00
	Scheduling Analyst					
	Sales Supervisor					
	Stops and Stations Supervisor					
	Transit Technical Trainer					



PERSONNEL POLICY MANUAL

POLICY 402 PAGE 4 OF 3

SUBJECT

Salary Ranges Management Confidential Classifications

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: July 10, 2019 March 4, 2020

7	Dispatcher	Non-Exempt	Hourly	\$ 25.89	\$ 31.03	\$ 36.16
	Department Senior Secretary		Bi-weekly	\$ 2,070.92	\$ 2,482.15	\$ 2,892.92
	Senior Administrative Assistant (title change only)		Monthly	\$ 4,487.00	\$ 5,378.00	\$ 6,268.00
		Exempt	Annual	\$ 53,844.00	\$ 64,536.00	\$ 75,216.00
	Contract Review Analyst			\$25.17	\$31.46	\$37.76
	Marketing Specialist			\$2,013.62	\$2,517.03	\$3,020.44
	Planner I			\$4,362.85	\$5,453.57	\$6,544.28
	Rail Operations Analyst			\$52,354.00	\$65,443.00	\$78,531.00
	Senior Fleet Analyst					

Job Level	Job Title	FLSA	Salary Breakdown	Pay Range		
				Minimum	Mid-Point	Maximum
8	Administrative Secretary	Non-Exempt	Hourly	\$ 22.58	\$ 26.30	\$ 30.02
	Administrative Assistant (title change only)		Bi-weekly	\$ 1,806.46	\$ 2,104.15	\$ 2,401.85
	Client Relations Coordinator-STS		Monthly	\$ 3,914.00	\$ 4,559.00	\$ 5,204.00
	Fleet Analyst (position re-classed to Sr. Admin. Assistant, Level 7)		Annual	\$ 46,968.00	\$ 54,708.00	\$ 62,448.00
	Human Resources Technician			\$21.33	\$26.66	\$32.00
	Paratransit Eligibility Technician			\$1,706.46	\$2,133.08	\$2,559.69
	Payroll Technician			\$3,697.33	\$4,621.67	\$5,546.00
	Travel Trainer-STS			\$44,368.00	\$55,460.00	\$66,552.00
	Warranty Coordinator					
9	Human Resources Assistant	Non-Exempt	Hourly	\$ 18.60	\$ 21.73	\$ 24.85
	Administrative Assistant-STS		Bi-weekly	\$ 1,488.00	\$ 1,738.62	\$ 1,988.34
	Class B Technician-STS		Monthly	\$ 3,224.00	\$ 3,767.00	\$ 4,308.00
			Annual	\$ 38,688.00	\$ 45,204.00	\$ 51,696.00
				\$18.08	\$22.60	\$27.12
				\$1,446.15	\$1,807.69	\$2,169.23
				\$3,133.33	\$3,916.67	\$4,700.00
				\$37,600.00	\$47,000.00	\$56,400.00

Range changes occur every two years.

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

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

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



COMPENSATION STUDY

EXECUTIVE COMMITTEE

February 7, 2020





COMPENSATION STUDY OVERVIEW

Compensation Study conducted for Management & Confidential salary ranges every two years.

- We compare salaries to relevant labor market of organizations from which we draw or lose employees:
 - Third-party surveys
 - Transits and local public employers with similar positions

Goals of the study:

- Meet the market using survey data and peer comparisons
 - Current range spreads and midpoint differentials vary widely
 - Adjust ranges to a constant midpoint differential and consistent range spread of 50%.



Current Challenges:

- 19 employees at top of salary range.
- 22 more will likely reach top at next performance evaluation.
- At least 3 employees who had reached the top left for other organizations.
- Director level is over 9% under market. Level 5 is about 8% under market. All levels average 5.5% under market.
- Difficulty hiring and retaining employees. Lack of applicants.
- Inconsistent range spreads and midpoint differentials cause issues with pay compression (new hires and promotions).

EXPECTED OUTCOMES

- Attract and retain skilled workforce
- Provide career paths for employees
- Increase morale



- Constant midpoint progression
- Consistent range spread of 50%
- Set midpoint at market; minimum at 80%, maximum at 120%

Proposed Range Adjustments



- Set midpoints to meet the market
- Align market rates, midpoint differentials and range spreads
- Proposed increases are to levels only, not individual employees (unless they fall out of the new range).

Proposed Market Adjustments



- Ranges at Market
- No employees at top of range
- Wider range spreads give better flexibility in hiring.
- Only 2 employees below minimum; \$1,599 total to bring to new minimum.

Proposed Results





EXAMPLE – LEVELS 4, 5 & 6

Current Level 4

Minimum	Midpoint	Maximum
\$77,184	\$90,960	\$104,748

Market Rate: \$97,671

7.4% Below Market

Range Spread: 36%

Midpoint Differential: 12%

Proposed Level 4

Minimum	Midpoint	Maximum
\$77,565	\$96,956	\$116,348

Market Rate: \$97,548

0.6% Below Market

Range Spread: 50%

Midpoint Differential: 14%

Current Level 5

Minimum	Midpoint	Maximum
\$66,972	\$80,880	\$93,180

Market Rate: \$87,421

8% Below Market

Range Spread: 39%

Midpoint Differential: 14%

Proposed Level 5

Minimum	Midpoint	Maximum
\$68,040	\$85,049	\$102,059

Market Rate: \$85,662

1% Below Market

Range Spread: 50%

Midpoint Differential: 14%

Current Level 6

Minimum	Midpoint	Maximum
\$58,992	\$70,680	\$82,380

Market Rate: \$72,807

3% Below Market

Range Spread: 40%

Midpoint Differential: 10%

Proposed Level 6

Minimum	Midpoint	Maximum
\$59,684	\$74,605	\$89,526

Market Rate: \$72,807

2% Above Market

Range Spread: 50%

Midpoint Differential: 14%



THANK YOU

ITEM # E3
DATE: February 7, 2020

TO: Board Chair David Avila and Members of the Executive Committee

FROM: Maurice A. Mansion, Treasury Manager

THROUGH: Erin Rogers, Interim CEO/General Manager

SUBJECT: FISCAL YEAR 2021 BUDGET DEVELOPMENT UPDATE

FORM MOTION

Recommend the Board of Directors approve the proposed parameters used to develop the Omnitrans Operating and Capital Budgets for Fiscal Year 2021.

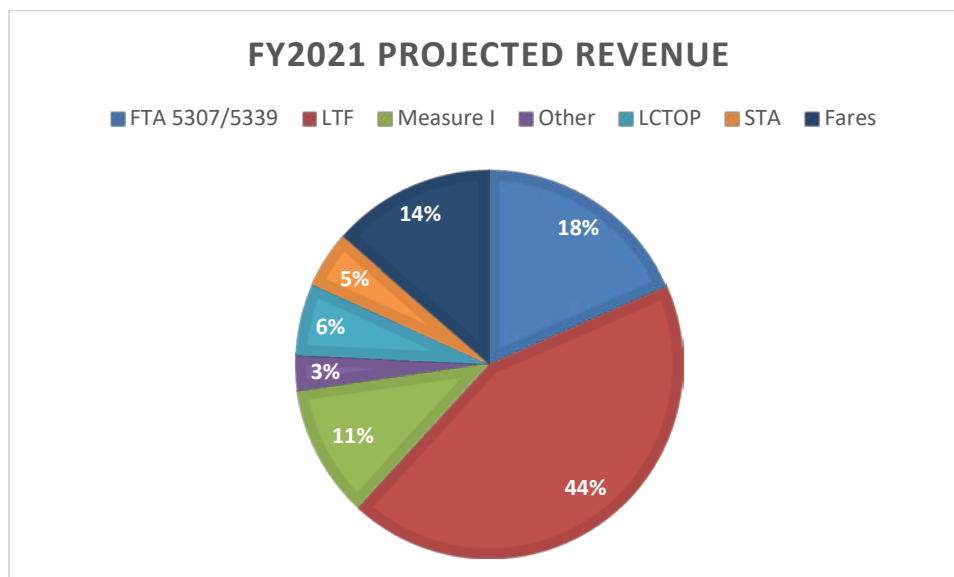
BACKGROUND

The development of the Fiscal Year 2021 (FY21) budget is underway. The budget for FY 21 will include the Board approved 11 percent service reduction, which will be implemented in September 2020. In addition, the budget proposal will include a corresponding reduction in operating personnel including Coach Operators and Maintenance workers. A comprehensive staffing evaluation has also been conducted and a reduction in administrative personnel is included in the budget development assumptions.

There are two (2) critical components to the development of the Omnitrans' Annual Operating and Capital Budgets. The first component is determining the amount of anticipated revenue the Agency will receive for the upcoming fiscal year. The table below lists Fiscal Year (FY) 2021 projected revenues.

	<u>Source</u>	<u>Amount</u>
1.	Federal Transit Administration (FTA) 5307	\$16,941,200.00
2.	Federal Transit Administration (FTA) 5339	\$ 2,355,819.00
3.	Local Transportation Fund (LTF)	\$45,428,607.00
4.	Measure I - Omnitrans	\$8,726,358.00
5.	Measure I - CTSA	\$2,908,700.00
6.	Low Carbon Transit Operations Program (LCTOP)	\$5,900,000.00
7.	State Transportation Assistance Fund (STA)	\$4,929,027.00
8.	State of Good Repair - SB1	\$214,000.00
9.	Fares	\$14,303,106.00
10.	Low Carbon Fuel Standards Credit (LCFS)	\$1,612,000.00
11.	Other	\$800,000.00
	Total	\$ 104,118,823.00

The total projected revenue for FY2021 is \$104,118,823 compared to \$96,270,643 for FY2020. This is a \$7,848,180 or 8.2% increase compared to the previous fiscal year. The increase in revenue is principally driven by \$5.6 million in LCTOP funds compared to the prior year. The pie chart below shows the various sources of revenues and the percentage of total revenue.



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

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

Service Level	Effective Date
General Public Fixed Route Service: -11.0%	FY2021
Access Revenue Hours: -1%	FY2021
Service reduction effective September 2020	
Source: Omnitrans Strategic Development Department	
Maintenance and Administrative/Support Unit (Teamsters)	Effective Date
MOU End	June 30, 2021
Wage increase: Based on contract negotiation: 3.00%	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	
Single: 100%; Plus 1: 90%; Family: 70% of medical premium	
Source: MOU effective July 1, 2016 through June 30, 2021	
Coach Operators (ATU)	Effective Date
MOU End	March 31, 2019
Wage increase: Based on contract negotiation:	
Step progression increase	MOU qualifications
Benefits Package: Medical Benefits:	
Single: 100%; Plus 1: 85%; Family: 65% of medical premium	

Source: MOU effective April 1, 2016 through March 31, 2019 –
Currently Under Negotiations

Management /Confidential	Effective Date
Pay for Performance: Propose capped at 3%*	FY2021
Benefit Package: In accordance with Personnel Policy Manual	FY2021
Source: Omnitrans Human Resources	

*Policy 404 allows up to 5 percent, propose cap at 3 percent

Insurance	Effective Date
Workers' Compensation SIR/IBNR – based on actuarial	FY2021
SDI: 1%	FY2021
Medicare 1.45%	FY2021
Source: Omnitrans Finance Department	

CalPERS	Effective Date
10.819% Employer Contribution (2% @55 Plan and 2% @62 Plan) – Miscellaneous Plan	FY2021
Employee contribution deducted from employee's wages	
Unfunded Accrued Liability: \$2,114,295	
Source: CalPERS Actuarial Office	

Unemployment	Effective Date
Unemployment rate:3.5%	December 2019
Source: U.S. Department of Labor	
Riverside/San Bernardino/Ontario CA Metropolitan Statistical Area	
http://www.bls.gov/eag/eag.ca_riverside_msa.htm	

Energy /Fuel Costs /Other Credits/Other Costs	Effective Date
CNG Fuel: \$.65/therm	FY2021
Source: Finance Department	
Unleaded Fuel: \$3.30/gallon	FY2021
Source: Finance Department	
Low Carbon Fuel Standard Credits: Remain in effect	FY2021
Source: Finance Department	

Consumer Price Index	Effective Date
Inflation of about 2.9%	November 2019
Source: U.S. Department of Labor	
http://www.bls.gov/eag/eag.ca_riverside_msa.htm	

CONCLUSION

Recommend the Board of Directors approve the proposed parameters used to develop the Omnitrans Operating and Capital Budgets for Fiscal Year 2021.

ER:DW:MM

ITEM # _____ E4 _____

DATE: February 7, 2020

TO: Board Chair David Avila and Members of the Executive Committee

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Aaron Moore, Director of Special Transportation Services

SUBJECT: MEASURE I REGIONAL MOBILITY PARTNERSHIP PROGRAM

FORM MOTION

Recommend the Omnitrans Board of Directors:

- 1) Approve the proposed Policy Guidelines for the Measure I Regional Mobility Partnership Program.
- 2) Authorize the Interim CEO/General Manager to discontinue the Special Transportation Services (STS) Department Maintenance Program and terminate the current lease for the maintenance facility located in Ontario.

BACKGROUND

In November of 2015 the San Bernardino County Transportation Authority (SBCTA) designated Omnitrans as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley subregion. Consequently, Omnitrans is now the designated recipient of the Measure I funding which is allocated for the formation and operation of a CTSA within the region. At the same time, the former CTSA, Valley Transportation Services (VTrans) was incorporated into a newly established department of Special Transportation Services (STS) at Omnitrans. This department manages the CTSA and mobility management efforts initiated by the Agency. The STS Department inherited a maintenance program and facility from VTrans, along with several other mobility management programs. These transportation programs operated in partnership with several community nonprofit agencies that receive Measure I funding. A comprehensive review of these programs was conducted and identified that formal, written procedures to inform program administration are needed. The Regional Mobility Planning (RMP) Partnership Program Guidelines have been developed to formalize and continue these efforts and to govern the budgeting and dissemination of the Senior and Disabled Measure I funds the Agency receives.

RMP Proposed Policy Guidelines

The RMP Policy Guidelines have been developed with four primary purposes in mind:

- To create a strategy for the dissemination of Measure I funds.
- To provide the guidance necessary for budgeting Measure I funding and developing forecasts for future funding allocations and program development.
- To increase transparency to the management of the Measure I funds currently allocated to Omnitrans.
- To provide guidance to the staff of participating agencies or to those eligible agencies which may be interested in participating in the program.

The Measure I Regional Mobility Partnership Program Guidelines (Attachment A) define the program objectives as follows:

- provide funding for local, community-based transportation programs which provide service to seniors and individuals with disabilities throughout the San Bernardino Valley region.
- allow Omnitrans JPA members, human health and service agencies, local private nonprofit and charitable organizations and other eligible agencies to develop and implement transportation programs for seniors and disabled individuals in their community.
- provide transportation options and mobility programs which compliment rather than duplicate, as well as expand the reach of Omnitrans fixed route and Access paratransit service.
- create additional mobility programs which enhance the coordination and efficiencies of transportation services provided throughout the San Bernardino Valley region in accordance with the guidance provided by the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County¹.
- develop and establish innovative and creative transportation models which improve the delivery of mobility services to seniors and individuals with disabilities in the San Bernardino Valley region.

Participation in the Omnitrans RMP is contingent upon maintaining Measure I eligibility. In accordance with the guidelines to maintain Measure I eligibility, the participating transportation programs must:

- serve the demographics identified in the Measure I ordinance
- submit a Service Plan
- enter into a cooperative funding agreement with Omnitrans that defines the conditions of use of the RMP funds

¹ This plan, which was developed by AMMA Transit Planning for the San Bernardino County Transportation Authority (SBCTA), is a unified comprehensive strategy for public transportation service delivery that identifies the transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, and lays out strategies for meeting these needs and prioritizing services.

- adhere strictly to the funding and reporting guidelines as outlined in the applicable cooperative service agreements
- address one or more of the unmet transportation needs identified in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County.

As is outlined in the RMP, Omnitrans will work with each entity, during annually scheduled site visits, to recertify the Measure I eligibility of the transportation and mobility programs operated by participating agencies.

The RMP Policy Guidelines also establish the Measure I funding allocation process. Under the RMP, funding will be distributed to eligible agencies through an annual, competitive Measure I Call for Projects. The method and criteria for agency and project selection are included in the annual Call for Projects application and instructions package that is made available as part of this process. Further, the proposed Policy Guidelines stipulate that if an annual Call for Projects is undersubscribed, Omnitrans may utilize the remaining funds in the development and support of new and innovative transportation programs that meet the Measure I Guidelines and support the goals of the Coordinated Plan. Other significant provisions of the proposed RMP Policy Guidelines include match requirements, service plan adoption, reporting requirements, auditing and inspection of records.

Maintenance Program and Facility

As part of the comprehensive review of these programs, the performance and productivity of the Maintenance Program was also conducted. The original intent of the maintenance facility has not been realized due to underutilization of the facility. Currently, only two of the fourteen nonprofit partners use this facility to maintain their program vehicles. When leadership from the program participants were surveyed to determine the cause, most indicated that the facility was too far from their operations base and that they had already established a relationship a local maintenance shop.

Omnitrans entered into a five-year lease for this facility. The annual cost of the facility is approximately \$346,500, detailed below.

Lease	\$63,000
Salaries and Benefits	\$190,000
Parts	\$70,000
Custodial	\$2,000
Repairs – Buildings and Equipment	\$7,000
Utilities	\$4,500
Misc. Expenses	\$10,000
Total	\$346,500

With a little less than four years remaining on the lease for the maintenance facility, the total cost of the maintenance program for the remainder of the lease period will be approximately \$1.2 million.

If the Maintenance Program was discontinued, there would be a cost of approximately \$250,000 associated with buying out the remaining portion of the lease. In addition, funds would need to be allocated to the two program participants utilizing the facility to cover the cost of maintenance services using a local shop facility. With this amount added to the total of the lease buy out, the total expense is approximately \$300,000. Based on this information, staff recommends discontinuing the maintenance program and proceeding with the necessary steps to terminate the lease on the facility. This action will result in a net savings of approximately \$900,000 through the term of the facility lease.

CONCLUSION

Recommend the Board of Directors approve the Measure I Regional Mobility Partnership Program Policy Guidelines and authorize the Interim CEO/General Manager to discontinue the associated maintenance program and terminate the lease for the maintenance facility located in Ontario.

ER:AM

Attachments: A. Measure I Regional Mobility Partnership Program - Policy Guidelines
B. PowerPoint Presentation

Omnitrans Measure I Regional Mobility Partnership Program - Policy Guidelines

1.0 Overview and Program Purpose

The Omnitrans Measure I Regional Mobility Partnership Program (RMP) provides funding to support the development and sustainability of programs that provide transportation services to seniors and individuals with disabilities throughout the San Bernardino Valley region. The RMP is an expansion of the effort originally established by V-Trans and then continued by Omnitrans once designated as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley region in 2015. The RMP Program Guidelines have been developed to formalize and continue these efforts utilizing the Measure I¹ funding Omnitrans receives for this purpose.

2.0 Program Objectives

- To provide funding for local, community-based transportation programs which provide service to seniors and individuals with disabilities throughout the San Bernardino Valley region.
- To allow Omnitrans JPA members, human health and service agencies, local private nonprofit and charitable organizations and other eligible agencies to develop and implement transportation programs for seniors and disabled individuals in their community.
- To provide transportation options and mobility programs which compliment rather than duplicate, as well as expand the reach of Omnitrans fixed route and Access paratransit service.
- To create additional mobility programs which enhance the coordination and efficiencies of transportation services provided throughout the San Bernardino Valley region in accordance with the guidance provided by the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County².
- To develop and establish innovative and creative transportation models which improve the delivery of mobility services to seniors and individuals with disabilities in the San Bernardino Valley region.

¹ Measure I is the half-cent sales tax collected throughout San Bernardino County for transportation improvements. In accordance with the terms stipulated in Measure I, 8% of the generated revenue must be designated to support transportation programs and efforts specifically designed to meet the transportation needs of seniors and individuals with disabilities, with at least 2% of the collected revenue directed to the creation and sustainability of a regional Consolidated Transit Service Agency (CTSA).

² This plan, which was developed by AMMA Transit Planning for the San Bernardino County Transportation Authority (SBCTA), is a unified comprehensive strategy for public transportation service delivery that identifies the transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, and lays out strategies for meeting these needs and prioritizing services.

3.0 Program Eligibility Requirements

Participation in the Omnitrans RMP is contingent upon maintaining Measure I eligibility. To maintain Measure I eligibility, the transportation programs operated by participating local governmental authorities, human health and service agencies, local private nonprofit and charitable organizations and other eligible agencies must:

- serve the demographics identified in the Measure I ordinance
- submit a Service Plan as described in Section 7.0
- enter into a cooperative funding agreement with Omnitrans that defines the conditions of use of the RMP funds
- adhere strictly to the funding and reporting guidelines as outlined in the applicable cooperative service agreements
- address one or more of the unmet transportation needs identified in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County.

Omnitrans will work with each entity, during annually scheduled site visits, to recertify the Measure I eligibility of the transportation and mobility programs operated by participating agencies.

4.0 Funding Allocation Method & Distribution

Funding will be distributed to eligible agencies through an annual, competitive Measure I Call for Projects. The method and criteria for agency and project selection are included in the application and instructions package that is distributed as part of the annual Call for Projects. If an annual Call for Projects is undersubscribed, Omnitrans may utilize remaining funds in the development and support of new and innovative transportation programs that meet the requirements of the Measure I Guidelines and support the goals of the Coordinated Plan.

Maximum program funding allocations are based on the actual Measure I revenues received by Omnitrans to be used in support of the RMP program. Funding will be distributed in accordance with the distribution method outlined in the cooperative funding agreement between Omnitrans and each agency. All RMP funds must be expended within three years of receipt unless otherwise stipulated in the individually executed cooperative funding agreements.

Omnitrans, at its discretion, may grant a two-year extension not to exceed five years from the date of the initial funding allocation. Participating agencies requesting an extension beyond the initial funding must submit a justification letter and updated project/program budget for review and approval by Omnitrans at least 90 days prior to the end of the last fiscal year outlined in the applicable cooperative funding agreement.

5.0 Match Requirements

Participating local government authorities and other eligible agencies must provide a minimum twenty percent (20%) match of the total annual program expenditures. Match funding may be comprised of cash subsidies, fare revenues, donations, agency owned assets or capital, or in-kind contributions such as salaries and benefits for the participating agency employees who perform work on the program. In order to ensure program stability, Omnitrans requires that at least five percent (5%) of the twenty percent (20%) match be comprised of cash subsidies or fare revenue. Participating and eligible agencies are not required to contribute the minimum match requirement on a monthly basis; however, the minimum twenty percent (20%) match requirement must be met by the end of each fiscal year, defined as June 30.

6.0 Service Guidelines

The services provided under the RMP are available to seniors (aged 62+) and individuals with disabilities. The RMP funds are specified for use in developing transportation programs and mobility options which serve the specified demographics in the County of San Bernardino Valley subarea.

Participating agencies have discretion in how the transportation service is operated. Transportation and mobility management programs may be operated using direct employees, contract employees, or volunteers

Participating agencies whose program offers subsidized taxi service, or the transportation services provided by a Transportation Network Company (TNC), for the identified demographics must ensure that any trips provided utilizing Measure I funds are consistent with the trip types as specified in these guidelines.

7.0 Driver Training

Program participants must ensure that its vehicle operators, or its contracted operators, are properly licensed and trained to proficiency to perform essential transportation related duties safely, and in a manner which treats its riders with respect and dignity. Should a participating agency require assistance with driver training, Omnitrans will provide training at no cost. Participating and eligible agencies will need to complete and submit a separate driver training program application in order to be considered for participation in this program.

8.0 Service Plan Adoption

Program participants must submit an RMP Service Plan (see Exhibit A). The Service Plan must be submitted using a template provided by Omnitrans and must be adopted by the participating or eligible agency's governing body and approved by Omnitrans. Any revision to the adopted RMP Service Plan must be submitted to Omnitrans in advance for review and approval. Revisions to the trips listed on the service plan will require an amendment to cooperative funding agreement prior to implementing a change in program services.

9.0 Insurance

Participating agencies shall procure and maintain insurance coverage as specified in the RMP cooperative agreements with Omnitrans.

10.0 Marketing and Outreach

Participating agencies shall participate as appropriate in Omnitrans Marketing and outreach efforts to encourage the use of fixed route transit service by seniors and individuals with disabilities.

11.0 Recognition of Omnitrans Sponsorship

Participating agencies shall note Omnitrans sponsorship and the support of Measure I funding in any promotional material for transportation services funded by Omnitrans and shall display an Omnitrans provided decal on vehicles used in this program, excluding taxis and Transportation Network Company vehicles which may be subsidized by program participants.

12.0 Vehicle Maintenance

Program participants shall perform or ensure that a contracted vendor performs maintenance of all vehicles used in the RMP, including but not limited to:

- Daily pre-trip inspections and completion of checklists identifying each vehicle component and system inspected.
- Scheduled preventative maintenance that meets or exceeds the vehicle manufacturer's standards.
- Maintaining maintenance records for each vehicle funded under the RMP for a minimum of five years.
- If required, cooperation in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.

Adherence to this program requirement will be verified each year during an annual site visit conducted by Omnitrans staff (refer to Section 14.0).

13.0 Eligible Expenses

Program participants shall ensure that Measure I funds, are used for eligible direct program related expenses which may include contract service providers, staff time, vehicle maintenance, fuel, insurance, vehicle acquisition, program supplies and materials, marketing materials, and community outreach. Additional items may be considered and outlined within individual RMP cooperative agreements. All program expenses are subject to audit.

14.0 Program Revenue

Participating agencies must maintain adequate controls for collecting and reporting program revenue, including donations, fees, and cash fares. Program revenue must be used to support the transportation service and may be used as part of the participating agencies' 20 percent local match requirement.

15.0 Reporting

Participating agencies are required to submit reports using templates provided by Omnitrans. The required metrics may vary and be adjusted dependent upon the nature of the transportation program being operated by the participating agency. Required reporting data will include, but not be limited to, the following:

A. Operational Reports

- Number of Trips by Category
- Vehicle Service Hours
- Vehicle Service Miles

Operational reports are due no later than thirty (30) days after the end of the service month.

B. Financial Reports

- Program Cost Detail by Expense Category and Percentage of Total Operating Cost
- Fares, Fees and Other Operating Revenue
- Participating and Eligible Agency Total Contribution Source
- Participating and Eligible Agency Share as Percentage of Total Operating Cost
- Cumulative Participating and Eligible Agency Share to Date
- Omnitrans Contribution (RMP Funding)
- Omnitrans Contribution as Percentage of Total Operating Cost

Financial reports are due on a monthly basis not later than thirty (30) days after the end of the month. Financial Summary reports are due on a quarterly basis not later than sixty (60) days after the end of the quarter. Monthly and Quarterly reports must be certified by the participating and eligible agency's Finance Director or Finance Director's financial designee. Participating agencies shall be required to maintain supporting documentation to substantiate reporting data. Supporting documentation may include, but is not limited to, actual receipts, contractor invoices, trip sheets, payroll, timesheets, fuel logs, and maintenance records/receipts.

C. Annual Self-Certification and Site Visit Documentation

Participating agencies shall certify their compliance with these Guidelines annually by having their Program Manager or Program Manager's designee sign a completed version of the annual self-certification document and site visit packet provided by Omnitrans. Eligible agencies shall also submit all compliance-related documents requested by Omnitrans. Completed self-certification documents and annual site visit packages must be

submitted to Omnitrans within ninety (90) days of the end of the fiscal year.

Failure to meet the established reporting deadlines for any of these reports may result in withholding or loss of future funding.

16.0 Audits and Inspection of Records

Measure I funding is subject to audit. Participating and eligible agencies shall maintain program documentation and records for a period of no less than five years. Program documents and records, including but not limited to payroll, trip sheets, invoices, vehicle maintenance, fuel, and other program-related expenses, shall be available for review by Omnitrans RMP administrators, auditors, and authorized agents upon request. Participating and eligible agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in withholding or loss of future funding. Failure to comply with the approved Service Plan may impact program eligibility and may require remediation including repayment of funds and/or reduction in overall allocation.

Audits shall be conducted by Omnitrans, or other authorized agent, as determined by Omnitrans.



Regional Mobility Program Agency Service Plan

Cities and eligible agencies participating in the Omnitrans Regional Mobility Program (RMP) must complete the following Service Plan in order to receive RMP funding. The Service Plan must be developed in accordance with RMP Guidelines and submitted to Omnitrans for review and approval.

Participant Information:

Agency _____ Date _____

Program Contact _____

Phone _____ Email _____

Service Description:

1. Program goals and objectives:

2. Indicate how RMP service will be operated: *(Please check all that apply)*

☐

Directly-Operated

☐

Subsidized Bus Fare

☐

Contract Service Provider

☐

Other (Please Describe)

☐

Volunteers

3. Please provide a description of the types of trips your agency will provide using the RMP funding.

4. Fare structure:

5. Number of vehicles:

6. Projected annual ridership:

7. Source(s) of 20 percent match funding:

IN WITNESS WHEREOF, (Agency Name) has formally adopted the

Regional Mobility Program Agency Service Plan as written above.

AGENCY REPRESENTATIVE

(Signature)

Name: _____

Title: _____

OMNITRANS REPRESENTATIVE

(Signature)

Name: _____

Title: _____



MEASURE I REGIONAL MOBILITY PARTNERSHIP (RMP) PROGRAM GUIDELINES

**EXECUTIVE COMMITTEE
FEBRUARY 7, 2020**





BACKGROUND

SBCTA designated Omnitrans as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley in November 2015.

- Previous CTSA (VTrans) was consolidated into Omnitrans
- Omnitrans inherited programs established by Vtrans
- Measure I includes funding for CTSA functions



COMPREHENSIVE PROGRAM REVIEW

Key Findings:

- Formal written procedures and guidelines are needed
- Recommendation to discontinue vehicle maintenance program





PROGRAM GUIDELINES - PURPOSE

- To create a strategy for distributing Measure I funds
- To provide guidance to the Measure I budgeting process
- To increase transparency of the management of Measure I funds
- To provide guidance to current and potential partner agency regarding Measure I funded programs



KEY OBJECTIVES

1. To provide funding for local, community-based senior and disabled transportation programs
2. To allow eligible agencies to develop senior and disabled transportation programs
3. To create mobility programs which compliment and enhance Omnitrans' Access service
4. To enhance the coordination and efficacy of transportation in the San Bernardino Valley
5. To create innovative mobility options for seniors and disabled individuals



PROGRAM ELIGIBILITY REQUIREMENTS

- Must serve demographics identified in Measure I
- Development of a formal Service Plan
- A cooperative funding agreement with Omnitrans
- Strict adherence to the funding agreement
- Address unmet needs identified in the Public Transit-Human Service Coordination Plan



**Public Transit – Human Services
Transportation Coordination Plan for
San Bernardino County,
2016 - 2020**

February 2017



FUNDING DISTRIBUTION

- Funding for current projects is allocated in accordance with demonstrated need
- Funding for new projects is awarded through an annual competitive Call for Projects (CFP)
- Participating agencies must provide a 20% match
- Funding match may be comprised of cash subsidies, fare revenues, donations, agency owned assets or capital, or in-kind contributions
- If an annual CFP is undersubscribed, Omnitrans may use remaining funds to develop new, innovative transportation programs that meet the requirements of Measure I and support the objectives of the Coordinated Plan



MAINTENANCE PROGRAM

A program and facility inherited from VTrans

- Determined to be underperforming and unproductive
- The marginal benefits are outweighed by the cost of continued operation

Cost to Continue the Maintenance Program		
Annual Cost	Number of Years	Total
\$ 346,500.00	3.5	\$ 1,212,750.00



MAINTENANCE PROGRAM

The cost to discontinue the program while providing additional maintenance funding to the impacted nonprofits is approximately \$310,000

Cost to Discontinue the Maintenance Program		
Remaining Lease	Agency Maint Allowance	Total
\$ 249,114.60	\$ 60,000.00	\$ 309,114.60



MAINTENANCE PROGRAM

The savings garnered by discontinuing the maintenance program is approximately \$900,000

Savings Garnered from Discontinuance	
Cost to Continue	\$ 1,211,000.00
Cost to Discontinue	\$ 309,114.60
Savings	\$ 901,885.40

Staff recommendation is to discontinue the maintenance program

RECOMMENDATIONS

- Approving the Policy Guidelines allows for consistent implementation and usage of Measure I Funds
- Authorizing the lease termination in order to achieve savings of \$900,000



THANK YOU