



**BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 3, 2020 – 8:00 A.M.**

GUIDANCE FOR PUBLIC ACCESS TO THE BOARD OF DIRECTORS MEETING
MEETING ACCESSIBLE VIA ZOOM AT: <https://omnitrans.zoom.us/j/81386164063>

TELECONFERENCE

Dial: 1 669 900 6833
Meeting ID: 813 8616 4063

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

There will be no physical location for this meeting. Members of the public wishing to participate via teleconference, can do so by dialing the following number: 1 669-900-6833, Meeting ID: 813 8616 4063. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Tuesday, June 2, 2020 at 5:00 p.m. Comments received will be read into the record.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Board's Secretary prior to June 2, 2020 at 5:00 p.m. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY).

A. CALL TO ORDER

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

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: Wednesday, July 1, 2020 – 8:00 a.m.
OmniTrans Metro Facility Board Room
2. Employee of the Quarter Presentation

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. Interested persons who wish to make a public comment, may submit comments in writing to BoardSecretary@omnitrans.org. Comments must be submitted by Tuesday, June 2, 2020 at 5:00 p.m. Comments received will be read into the record for up to 3 minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

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.



BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 3, 2020 – 8:00 A.M.

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.

- | | |
|---|-----|
| 1. Approve Board Minutes – May 6, 2020 | 7 |
| 2. Receive and File Operations & Safety Committee Minutes – August 28, 2019 (O&S 5/20/20) | 13 |
| 3. Receive and File Operations & Safety Committee Minutes – February 19, 2020 (O&S 5/20/20) | 16 |
| 4. Receive and File Administrative & Finance Committee Minutes – April 9, 2020 (A&F 5/14/20) | 19 |
| 5. Receive and File Agency Management Report FY2020 Third Quarter Report – <i>Maurice Mansion</i> (O&S 5/20/20) | 23 |
| 6. Receive and File Management Plan Strategic Initiatives and Key Performance Indicators, FY2020 Third Quarter Report – <i>Jeremiah Bryant</i> (O&S 5/20/20) | 33 |
| 7. Authorize Interim CEO/General Manager to Execute the Fare Agreement with San Bernardino County Transportation Authority – <i>Jeremiah Bryant</i> (A&F 5/14/20) | 59 |
| 8. Authorize Release – Invitation for Bids – IFB-MNT21-05, Flex Paratransit Bus Modifications – <i>Art Torres</i> | 67 |
| 9. Authorize Award – Contracts MNT21-04 (A-C), Automatic Transmission Fluid – <i>Art Torres</i> | 69 |
| 10. Authorize Award – Contracts MNT20-69 (A-D), Bus Filters – <i>Art Torres</i> | 71 |
| 11. Authorize Award – Contract PRC20-58, Consulting Services for Disadvantaged Business Enterprise (DBE) and Labor Compliance – <i>Art Torres</i> | 73 |
| 12. Authorize Award – Contract STS20-19, Supply of Compressed Natural Gas (CNG) – <i>Art Torres</i> (A&F 5/14/20) | 76 |
| 13. Authorize Award – Contract SDD20-71, Grant Services – <i>Art Torres</i> (A&F 5/14/20) | 78 |
| 14. Authorize Award – Contract HRS20-34, Broker Services for Supplemental Insurance – <i>Art Torres</i> (A&F 5/14/20) | 118 |

F. DISCUSSION ITEMS

- | | |
|---|-----|
| 1. Receive and File Safety and Security Update – <i>Jerome Rogers</i> (O&S 5/20/20) | 120 |
| 2. Adopt Fiscal Year 2020-2021 Management Plan – <i>Jeremiah Bryant</i> | 137 |
| 3. Adopt Fiscal Year 2020-2021 Annual Budget – <i>Maurice Mansion</i> | 163 |
| 4. CEO/General Manager's Report – <i>Erin Rogers</i> | 200 |

G. PUBLIC HEARING

There is no Public Hearing Scheduled

H. BOARD BUSINESS

Closed Session



**BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 3, 2020 – 8:00 A.M.**

H. BOARD BUSINESS CONTINUED

Closed Session

1. Public Employee Evaluation Pursuant to Section 54967, Title: Interim/CEO General Manager – *Steve DeBaun*

I. REMARKS AND ANNOUNCEMENT


J. ADJOURNMENT

ITEM # D1

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM:  Art Torres, Director of Procurement

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

FORM MOTION

Staff hereby provides a listing of principals and subcontractors associated with action items on the agenda for the Board of Director's Meeting scheduled June 3, 2020.

Item	Contract	Principals & Agents	Subcontractors
#E9	Authorize Award Contracts MNT21-04 (A-C) Automatic Transmission Fluid	<i>Van De Pol Petroleum Enterprises, Inc. Santa Fe Springs, CA Bill Curry Regional Sales Manager</i>	N/A
		<i>SC Commercial, LLC dba SC Fuels Orange, CA Sherry Thomas President</i>	N/A
		<i>Petroleum and More Field Services Temecula, CA TJ Casey Scollard President</i>	N/A
#E10	Authorize Award Contracts MNT20-69 (A-D) Bus Filters	<i>Kirk's Automotive, Inc. Detroit, MI Robert Kirkman President</i>	N/A
		<i>Locomotive Climate Solutions LLC, Temecula, CA Peter Kadlubski Owner</i>	N/A

Item	Contract	Principals & Agents	Subcontractors
		<i>Muncie Reclamation and Supply dba Muncie Transit Muncie, IN Becky Huff Contract Manager</i>	N/A
		<i>Vehicle Maintenance Program Boca Raton, FL Lindi Brooks President</i>	N/A
#E11	Authorize Award Contract PRC20-58 Consulting Services for Disadvantaged Business Enterprise (DBE) and Labor Compliance	<i>GCAP Services, Inc. Costa Mesa, CA Edward Salcedo, Jr., President</i>	N/A
#E12	Authorize Award Contract STS20-19 Compressed Natural Gas	<i>Clean Energy Newport Beach, CA Robert M. Vreeland Chief Financial Officer</i>	NA
#E13	Authorize Award Contract SDD20-71 Grant Services	<i>Blais & Associates, Inc. Irvine, CA Neil Blais President and CEO</i>	N/A
#E14	Authorize Award Contract HRS20-34 Broker Services for Supplemental Insurance	<i>USI Insurance Services, LLC Torrance, CA Gary Delaney Senior Vice President</i>	N/A

ER:AT

CONFLICT OF INTEREST FORM

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

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

BOARD MEMBER INFORMATION

BOARD MEMBER NAME	CITY/COUNTY NAME	MEETING DATE

CAMPAIGN CONTRIBUTIONS

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

FINANCIAL INTEREST

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

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

SIGNATURE

Board Member Signature	Date
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ITEM # E1

**BOARD OF DIRECTORS' MEETING
MINUTES OF MAY 6, 2020**

A. CALL TO ORDER

In accordance with Governor Newsom's Executive Orders N-25-20, N-29-20, and N-35-20, the May 6, 2020, Board Meeting was held via teleconference. Chairman David Avila called the meeting of the Omnitrans Board of Directors to order at 8:00 a.m., Wednesday, May 6, 2020.

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

BOARD MEMBERS PRESENT

Mayor David Avila, City of Yucaipa – Chairman
Mayor John Dutrey, City of Montclair – Vice Chair
Council Member Ron Dailey, City of Loma Linda
Mayor Paul Foster, City of Redlands
Supervisor Josie Gonzales, County of San Bernardino
Supervisor Curt Hagman, County of San Bernardino
Council Member Penny Lilburn, City of Highland
Mayor Darcy McNaboe, City of Grand Terrace
Council Member Cynthia Moran, City of Chino Hills
Mayor Frank Navarro, City of Colton
Council Member John Roberts, City of Fontana
Mayor Deborah Robertson, City of Rialto
Supervisor Dawn Rowe, County of San Bernardino
Supervisor Janice Rutherford, County of San Bernardino
Council Member Sam Spagnolo, City of Rancho Cucamonga
Mayor Debbie Stone, City of Upland
Mayor Eunice Ulloa, City of Chino
Mayor John Valdivia, City of San Bernardino
Council Member Alan Wapner, City of Ontario

BOARD MEMBERS NOT PRESENT

None

OMNITRANS' ADMINISTRATIVE STAFF PRESENT

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Alex Chen, Director of Information Technology
Suzanne Pfeiffer, Director of Human Resources
Nicole Ramos, Director of Marketing & Communications
Connie Raya, Director of Maintenance
Jerome Rogers, Director of Safety & Regulatory Compliance
Art Torres, Director of Procurement
Don Walker, Director of Finance
Kevin Bleich, Rail Analyst
Melissa Castillo, Marketing Manager
Barbara Erwin, Safety & Regulatory Compliance Manager
Marcos Espinoza, Network Engineer
Dylan Firth, Security Specialist
Zachary Foy, Scheduling Analyst
Regina Gonzalez, Human Resources Technician
Liz Gutierrez, Executive Staff Assistant
Jose Hernandez, Marketing Specialist
Frank Holland, Sr. Contracts Administrator
Angelica Jara, Contracts Review Analyst
Arianna Maldonado, Programs Administrator
Ray Maldonado, Employee Relations Manager
Maurice Mansion, Treasury Manager
Caroljo Mitcham, Sr. Fleet Analyst
Aaron Moore, Deputy Director of Operations/Special Transportation Services
Harry Morck, Network Administrator
Christine Van Matre, Contracts Administrator
Regina Verdugo, Administrative Assistant
Teresa Villa, Contracts Manager
Carolann Williams, Scheduling Analyst

LEGAL COUNSEL

Steve DeBaun, Legal Counsel
Joe Ortiz, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Board Meeting: June 3, 2020, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Possible Conflict of Interest Issues.

E. CONSENT CALENDAR

1. Approve Board Minutes – April 1, 2020
2. Receive and File Plans & Programs Committee Minutes – January 22, 2020
3. Receive and File Executive Committee Minutes – February 7, 2020
4. Receive and File Administrative & Finance Committee Minutes – March 12, 2020
5. Receive and File Equal Employment Opportunity Program 2020 through 2024
6. Receive and File Consolidation Study Monthly Update
7. Receive and File FY2021-2025 Strategic Plan Update
8. Ratify New Policy 621 – FMLA Leave Expansion and Emergency Paid Sick Leave
9. Approve Omnitrans Zero-Emission Bus Rollout Plan
10. Adopt Resolution No. 321-2020, Submittal of Omnitrans Zero Emission Bus Rollout Plan to the California Air Resource Board (CARB)
11. Adopt Resolution No. 322-2020, Authorizing the Interim CEO/General Manager to Execute All Required Documents and any Amendments Required to File Funding Applications with Federal, State, and Local Funding Sources
12. Adopt the Public Transportation Safety Agency Plan
13. Adopt an Oppose Position on AB 2011 (Holden) and SB 1390 (Portantino)
14. Authorize Release – Invitation for Bids – IFB-ITS20-62, Microsoft Software Assurance
15. Authorize Award – Contract MNT20-33, Bus Paint and Body Repairs
16. Authorize Sole Source Award – Feron Real Property Lease Agreement

Member Dailey asked that Item #E6, Consolidation Study Monthly Update be listed as a discussion item on future agendas to ensure that the full Board is aware of the activities associated with the study.

M/S (Dutrey/Spagnolo) that approved Consent Calendar. Roll call vote was taken and the motion was passed unanimously.

F. DISCUSSION ITEMS

1. Adopt Omnitrans Connect Forward Fiscal Year 2020-2021 Service Plan

Director of Strategic Development, Jeremiah Bryant provided a brief background on this item as detailed in the staff report.

Member Hagman thanked staff for the effort put into the report. He referred to the rapidly changing environment due to the pandemic and asked how the Board could support the

Interim CEO/General Manager during this time to keep the Agency flexible and moving forward. Interim CEO/General Manager, Erin Rogers thanked Member Hagman for his support and stated that by approving this item, it would provide staff the flexibility needed to align the service with the demand until September.

Vice Chair Dutrey expressed support for Scenario C and clarified that should there be a need for additional changes past the September timeframe, the plan would be updated and vetted through a public process. Ms. Rogers responded that it would.

M/S (Dutrey/Lilburn) that adopted the Omnitrans ConnectForward Fiscal Year 2020-2021. Roll call vote was taken, and the motion was passed unanimously.

Due to technical issues, Supervisor Gonzales was unable to vote and asked Member Roberts to vote in favor of the plan on her behalf via text message. ¹

Chairman Avila announced that he was having technical difficulties and asked that Vice Chair Dutrey preside over the remainder of the meeting.

Vice Chair Dutrey recognized Ms. Rogers and the staff for all their work on this item.

2. Authorize Award – TransitMaster and Fleet Operation Systems software License and Maintenance Renewal

Director of Procurement, Art Torres, provided a brief background on this item as detailed in the staff report.

M/S (Dailey/Roberts) that authorized the Interim CEO/General Manager to award a sole source Purchase Order to Trapeze Software Group, Inc. of Cedar Rapids, IA, for the annual renewal of user licenses for Omnitrans' TransitMaster Software and Equipment Maintenance in the amount of \$906,946, and the Trapeze Fleet Operations System in the amount of \$1,169,196, for three (3) years beginning July 1, 2020 and ending June 30, 2023, for a total amount of 2,076,142, plus a ten percent contingency of \$207,614, for a total not-to-exceed amount of \$2,283,756. Roll call vote was taken, and motion was passed unanimously.

3. CEO/General Manager's Report

Interim CEO/General Manager, Erin Rogers provided the CEO/General Manager's Report. She apologized for what appeared to be a hacker in today's meeting and assured the Members the appropriate action would be taken to minimize the risk of it happening again in the future.

¹ Following the meeting, Legal Counsel advised that Supervisor Gonzales' vote could not be included because the Brown Act does not authorize proxy voting.

G. PUBLIC HEARING

There was no Public Hearing Scheduled.

H. BOARD BUSINESS

Closed Session

1. Conference with Labor Negotiator, Suzanne Pfeiffer, Concerning Labor Negotiations with Amalgamated Transit Union Local No. 1704 and Teamsters Local 166, Pursuant to Government Code Section 54957.6
2. Public Employee Evaluation Pursuant to Section 54967, Title: Interim CEO/General Manager

The Board Adjourned into Closed Session at 8:52 a.m.

The Board reconvened at 9:48 a.m. with no reportable action.

Open Session

1. Discussion and Possible Adoption of Proposed Reduction in Force Plan Affecting Amalgamated Transit Union Local no. 1704 and Teamsters Local 166 Personnel as Necessitated by the Covid-19 Pandemic

M/S (Stone/Roberts) to align the workforce with the service levels as discussed during Closed Session. Legal Counsel, Joe Ortiz asked that the record reflect up to 150 operators and up to 15 mechanics positions would be affected. Roll call vote was taken and Members Moran, Roberts, Lilburn, Dailey, Dutrey, Wapner, Spagnolo, Foster, Valdivia, Stone, Avila and Rowe voted in favor. Member Robertson opposed. The motion passed.

Member Robertson noted for the record that she took an opposed position because the reduction was not solely due to COVID-19. There were discussions regarding reducing the operations and services levels prior to COVID-19.

I. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

J. ADJOURNMENT

Member Hagman asked that the meeting be adjourned in memory of former San Bernardino Supervisor Dennis Hansberger who passed away this morning.

The Board adjourned 9:54 a.m. in memory of former Supervisor Hansberger. The next meeting is scheduled Wednesday, June 3, 2020, at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

**OPERATIONS AND SAFETY COMMITTEE
MINUTES
AUGUST 28, 2019**

A. CALL TO ORDER

The Operations and Safety Committee Meeting was called to order by Committee Chair John Roberts at 9:00 a.m., Wednesday, August 28, 2019.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member John Roberts – Committee Chair
Mayor Pro Tem David Avila, City of Yucaipa
Council Member Ron Dailey, City of Loma Linda
Mayor John Dutrey, City of Montclair
Council Member Sam Spagnolo, City of Rancho Cucamonga

Committee Members Not Present

Council Member Alan Wapner, City of Ontario
Supervisor Josie Gonzales, County of San Bernardino

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Erin Rogers, Deputy General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Jacob Harms, Director of Information Technology
Aaron Moore, Director of Special Transportation Services
Suzanne Pfeiffer, Director of Human Resources
Connie Raya, Director of Maintenance
Wendy Williams, Director of Marketing & Planning
Adrienne Fernandez, Executive Staff Assistant
Omar Bryant, Maintenance Manager
Maurice Mansion, Treasury Manager
Harry Morck, Network Administrator
Eugenia Pinheiro, Contracts Manager
Krystal Turner, Contracts Administrator

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION 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 Operations and Safety Committee Meeting Minutes – February 27, 2019

M/S (Spagnolo/Avila) that approved the Committee Minutes February 27, 2019. Roll call vote was taken, and the motion was passed unanimously by Members present with the exception of Member Dutrey, who abstained.

2. Receive and Forward to the Board of Directors, Update on Redlands Passenger Rail Project

Director of Rail, Trischelle Baysden, provided a brief background on this item as detailed in the staff report.

The Members had some questions regarding the project timeline and the location of the maintenance facility. Ms. Baysden provided additional information.

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

3. Receive and Forward to the Board of Directors, Overview of Public Transportation Agency Safety Plan (PTASP)

Director of Operations, Shawn Brophy, provided a brief background on this item as detailed in the staff report.

Member Spagnolo asked if all federal and state transportation agencies are required to have this plan and asked if the plan would also apply to the Arrow Service. Mr. Brophy responded that agencies who receive federal funds are required to have the plan and noted that a plan was being developed for the Arrow Service.

Member Dutrey asked about the plan's submission requirements. Mr. Brophy responded that the plan would be reviewed/recertified annually.

Member Dutrey asked if incident data is tracked and made available to the Board. CEO/General Manager, P. Scott Graham responded that the information is available and is provided periodically to the Committee/Board along with peer data.

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

4. Receive and File Update on Safety and Security Outreach Campaign

Director of Operations, Shawn Brophy, provided a brief background on this item as detailed in the staff report.

Member Avila asked if Crafton Hills and San Bernardino Valley Colleges were included in the outreach campaign. Mr. Brophy responded that staff planned to meet with all campuses with police presence in the region; however, did not have the details with him. Members Avila and Spagnolo volunteered to help with this program if needed.

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

Member Dutrey left meeting at 9:30 a.m. and returned at 9:35 a.m.

5. Receive and File an Informational Update on the Omnitrans/SBCTA Ad Hoc Committee

Director of Strategic Development, Jeremiah Bryant, provided a brief background on this item as detailed in the staff report.

Member Avila expressed some concern regarding the service reductions particularly related to the Access program; and asked if other options would be available for the customers. Mr. Bryant responded that additional options were being looked at and noted that an extensive outreach and communication plan would be conducted prior to the plan moving forward.

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

F. ADJOURNMENT

The Operations and Safety Committee adjourned at 10:05 a.m. The next Committee Meeting is scheduled Wednesday, November 27, 2019, at 9:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

**OPERATIONS AND SAFETY COMMITTEE
MINUTES
FEBRUARY 19, 2020**

A. CALL TO ORDER

The Operations and Safety Committee Meeting was called to order by Committee Chair John Roberts at 9:03 a.m., Wednesday, February 19, 2020.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Council Member John Roberts – Committee Chair
Mayor David Avila, City of Yucaipa
Mayor John Dutrey, City of Montclair s
Supervisor Curt Hagman, County – Via Teleconference
Council Member Alan Wapner, City of Ontario – Via Teleconference

Committee Members Not Present

Supervisor Josie Gonzales, County of San Bernardino
Sam Spagnolo, City of Rancho Cucamonga

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

Omnitrans Administrative Staff Present

Erin Rogers, Interim CEO/General Manager
Trischelle Baysden, Director of Rail
Shawn Brophy, Director of Operations
Jeremiah Bryant, Director of Strategic Development
Alex Chen, Interim Director of Information Technology
Aaron Moore, Deputy Director of Special Transportation Services/Operations
Suzanne Pfeiffer, Director of Human Resources
Nicole Ramos, Interim Director of Marketing
Araceli Barajas, Sr. Exec. Asst. to CEO/Clerk of the Board
Marcos Espinoza, Network Engineer

B. ANNOUNCEMENTS/PRESENTATIONS

There were no announcements.

C. COMMUNICATION 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 Operations and Safety Committee Meeting Minutes – August 28, 2019

Committee Chair Roberts noted a correction to Item #E1 on the agenda. Item #E1, states Approve *Plans & Programs Committee* Minutes of August 28, 2019; however, should state Approve *Operations & Safety Committee Minutes* of August 28, 2019.

The item was continued for approval at the May 20, 2020, meeting.

2. Receive and Forward to the Board of Directors, Safety and Security Update

Supervisor Hagman joined the meeting via teleconference at 9:04 a.m.

Director of Operations, Shawn Brophy, provided a brief background on this item as detailed in the staff report.

The Committee engaged in a brief discussion regarding lighting at bus stops. Mr. Brophy provided additional information regarding how bus stops that need additional lighting are identified. He stated that various forms of data are used to make the determination. Interim CEO/General Manager, Erin Rogers explained that the focus on safety continues to be a top priority and stated that staff would continue to track and monitor the data to improve this area.

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

3. Receive and Forward to the Board of Directors, Zero Emission Bus Regulations Roll-Out Plan Update

Maintenance Manager, Omar Bryant, provided a brief background on this item as detailed in the staff report.

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

4. Recommend the Board of Directors Authorize the Interim CEO/General Manager to Sign the Interagency Service Agreement between Omnitrans and Sunline Transit Agency

Director of Strategic Development, Jeremiah Bryant, provided a brief background on this item as detailed in the staff report.

M/S (Wapner/Avila) that recommended the Board of Directors, authorize the Interim CEO/General Manager to sign the Interagency Service Agreement between Omnitrans and Sunline Transit Agency. Roll call vote was taken, and the motion was passed unanimously by Members present

5. CEO/General Manager's Report

Ms. Rogers did not have anything to report.

F. ADJOURNMENT

The Operations and Safety Committee adjourned at 9:27 a.m. The next Committee Meeting is scheduled Wednesday, May 20, 2020, at 9:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

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

ITEM # E4

**ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, APRIL 9, 2020**

A. CALL TO ORDER

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

1. Pledge of Allegiance
2. Roll Call

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS NOT PRESENT

None

OMNITRANS ADMINISTRATIVE STAFF PRESENT

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

LEGAL COUNSEL

Steve DeBaun, Legal Counsel

B. ANNOUNCEMENTS/PRESENTATIONS

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

C. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no Conflict of Interest Issues.

E. DISCUSSION ITEMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Committee received and forwarded this item to the Board.

5. CEO/General Manager's Report

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

Ms. Rogers reported on the following items:

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

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

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

F. ADJOURNMENT

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

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

Prepared by:

Liz Gutierrez

Executive Staff Assistant

ITEM # E5

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

**SUBJECT: AGENCY MANAGEMENT REPORT – FISCAL YEAR 2020 THIRD
QUARTER REPORT**

This item was reviewed by the Operations & Safety Committee at its May 20, 2020 meeting and forwarded to the Board of Directors to receive and file.

AGENCY RESULTS

The third quarter operational results in this report represents the period covering 1/01/2020 – 3/31/2020.

OPERATING REVENUE

Third quarter Operating Revenues of \$22.8M are \$0.06M under budget. The third quarter negative variance is driven by the over accrual of prior year's Preventive Maintenance. The FY20 preventive maintenance accrual was adjusted to correct the accounts receivable balance.

OPERATING EXPENSE

Third quarter Operating Expenses of \$21.4M are \$1.5M under budget. The third quarter positive variance is primarily driven by expenditures in Labor & Benefits, Services and Occupancy being less than planned.

RIDERSHIP

During the third quarter, Omnitrans carried a total 2,417,531 passengers. This consisted of 2,347,419 on Fixed Route service and 70,112 on Access routes. Year-to-Date (YTD) Omnitrans carried a total of 7,950,837 passengers. This reflects a total system decrease of 2.0% when compared to the third quarter of last year. Fixed Route ridership decreased 127,735 or 1.6% and Access ridership decreased 33,705 or 12.5% compared to the same period last year.

REVENUE HOURS/REVENUE MILES

Omnitrans provided a total of 200,200 revenue hours for the third quarter, reflecting a decrease of 6,497 hours or 4.5% compared to the same quarter last year. YTD Omnitrans provided a total of 619,909 revenue hours or a .5% decrease over last year. Omnitrans logged a total of 2,715,893 revenue miles during the quarter, reflecting a decrease of 128,771 revenue miles or 4.5% when compared to same quarter last year. YTD Omnitrans logged 8,516,996 revenue miles, a decrease of .02% compared to last year.

FAREBOX RECOVERY RATIO

Third quarter Passenger Revenue for Fixed Route is \$4,633,233 compared to \$4,750,851 for the same period last year. The decrease in Passenger Revenue is attributed to the beginning decrease in ridership due to the impact of the COVID 19 pandemic. The farebox recovery ratio for Fixed Route is 26.1% for the Third quarter. The minimum required farebox recovery ratio for fixed route is 20%.

Passenger Revenue for Access is \$918,925 versus (\$477,996) for the same quarter last year. This is an increase of 292.3%. The increase is driven by the write-off the Medi-Cal reimbursement from the state that occurred in the third quarter of Fiscal Year 2019. The farebox recovery ratio for Access is 25.1% for the third quarter. The minimum required farebox recovery ratio for Access is 10%.

FINANCIALS

Total Salaries and Benefits of \$12,785,407 are \$830,050 under budget for the third quarter. Year to date (YTD) Salaries and Benefits are \$38,014,749 or \$2,831,620 under budget. The third quarter and YTD positive variances are driven by headcount being lower than planned and the timing of sick and vacation accruals.

Total Services is \$735,554 or \$242,407 under budget in the third quarter. YTD Services are \$2,020,078 or \$938,303 under budget. The third quarter and YTD positive variances are primarily driven by the timing of services.

Materials and Supplies is \$1,656,767 or \$42,277 under budget for the third quarter. YTD Materials and Supplies are \$5,054,898 or \$10,733 under budget. The third quarter and YTD minimal positive variances are driven by material and supplies being on plan.

Occupancy consists of Utilities, Data Communication Lines, Repairs and Maintenance to Buildings, Equipment and Software. Third quarter expenses are \$1,245,100 or \$134,906 under budget. YTD Occupancy expenditures are \$3,460,591 or \$710,927 under budget. The third quarter and YTD positive variances are driven by utilities and repairs and maintenance on the buildings being less than planned.

Casualty & Liability is \$2,081,462 or \$75,253 over budget for the third quarter. YTD casualty and Liability is \$6,033,652 or 15,025 over budget. The third quarter and YTD negative variances are driven by insurance premiums being higher than planned.

Purchase Transportation is \$2,656,682 or \$301,174 under budget for the third quarter. YTD Purchase Transportation is \$8,323,957 or \$549,611 under budget. The third quarter and YTD positive variances are driven by the decline in ridership on ACCESS.

Printing and Advertising is \$170,646 or \$45,112 under budget for the third quarter. YTD Printing and Advertising is \$497,699 or \$155,576 under budget. The third quarter and YTD positive variances are driven by the timing of printing and advertising charges.

ER:DW:MM

Attachment A: Agency Management Report FY20 Third Quarter Report

**PERFORMANCE STATISTICS
FISCAL YEAR 2020
Third Quarter**

	<u>Current Quarter</u>		<u>YR/YR</u>	<u>Year-To-Date</u>		<u>YR/YR</u>
	<u>Second Quarter 2020</u>	<u>Second Quarter 2019</u>	<u>inc/(dec)</u> <u>CURRENT</u>	<u>Second Quarter 2020</u>	<u>Second Quarter 2019</u>	<u>inc/(dec)</u> <u>YTD</u>
Total Passenger Revenue & Subsidy						
Fixed Route	\$4,633,233	\$4,750,851	-2.5%	\$14,966,087	\$14,216,383	5.3%
Demand Response	\$918,925	-\$477,996	-292.2%	\$2,788,440	\$1,759,767	58.5%
Total Passengers						
Fixed Route	2,347,419	2,513,181	-6.6%	7,714,516	7,842,251	-1.6%
Demand Response	70,112	87,821	-20.2%	236,321	270,016	-12.5%
Farebox Recovery Ratio						
Fixed Route/OmniLink	26.12%	25.75%		28.79%	26.42%	
Access	25.08%	-11.59%		24.50%	14.46%	
Total Passengers per Revenue Hour						
Fixed Route	14.2	15.0	-4.8%	15.3	15.5	-1.7%
Demand Response	2.0	2.3	-13.1%	2.0	2.3	-12.5%
Revenue per Passenger						
Fixed Route	\$1.97	\$1.89	4.4%	\$1.94	\$1.81	7.0%
Demand Response	\$11.47	(\$5.44)	-310.7%	\$11.80	\$6.52	81.0%
Cost per Passenger						
Fixed Route	\$7.56	\$7.34	2.9%	\$6.74	\$6.86	-1.8%
Demand Response	\$52.25	\$46.95	11.3%	\$48.16	\$45.07	6.9%
Cost per Revenue Hour						
Fixed Route	\$107.59	\$109.80	-2.0%	\$102.82	\$106.50	-3.5%
Demand Response	\$103.76	\$107.26	-3.3%	\$96.61	\$103.30	-6.5%

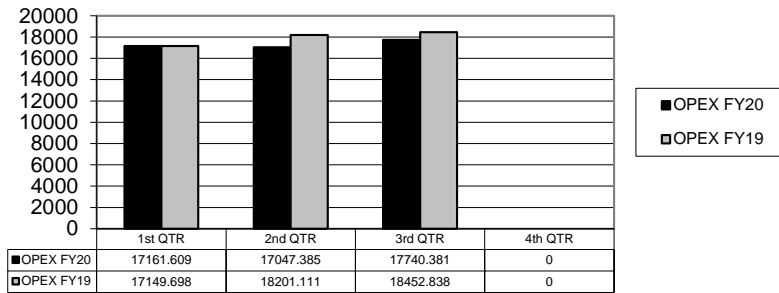
Staffing

(includes PT Operators, Operators on leave, excludes Rail,STS)

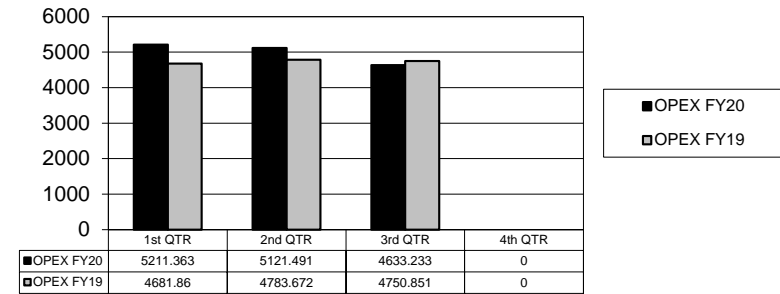
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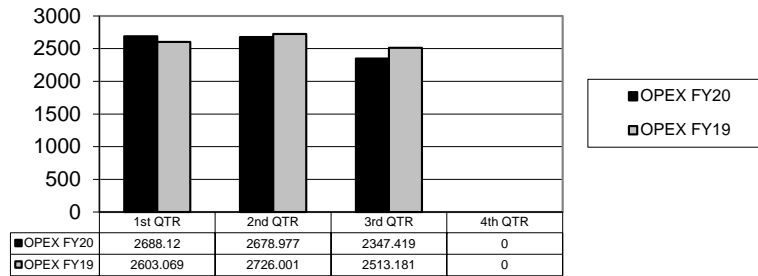
Fixed Route Operating Expense *Thousands*



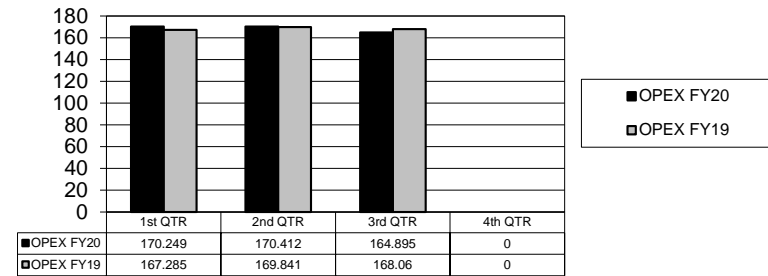
Fixed Route Passenger Revenue *Thousands*



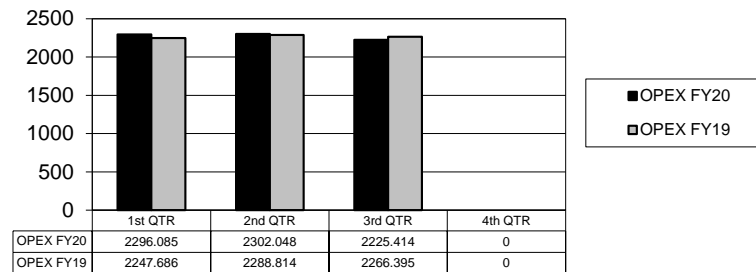
Fixed Route Ridership *Thousands*



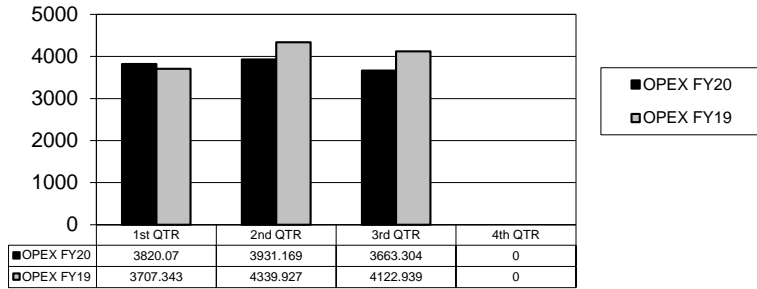
Fixed Route Revenue Hours *Thousands*



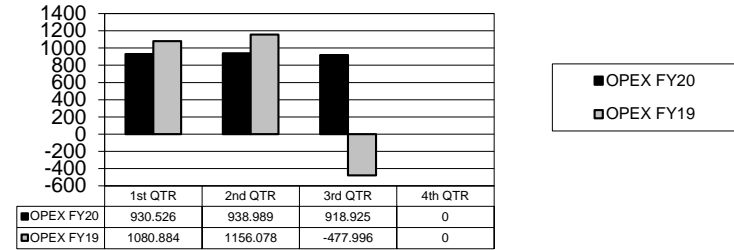
Fixed Route Revenue Miles *Thousands*



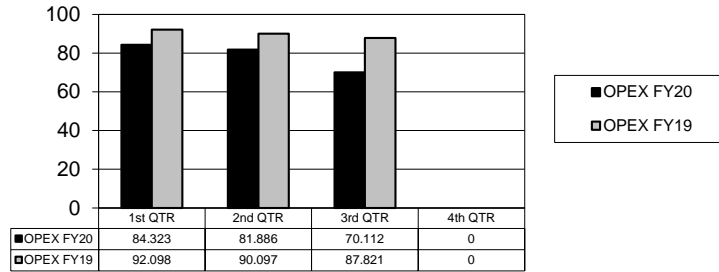
Demand Response Operating Expense
Thousands



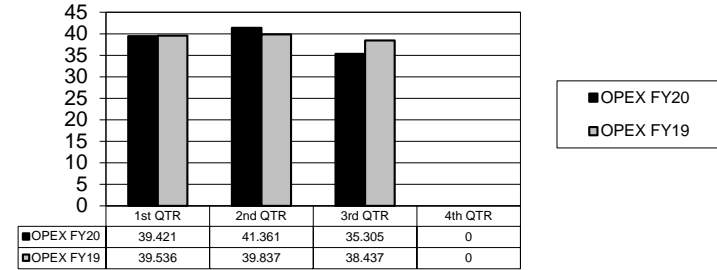
Demand Response Passenger Revenue
Thousands



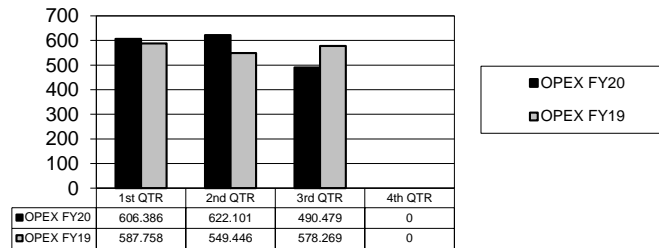
Demand Response Ridership
Thousands



Demand Response Revenue Hours
Thousands



Demand Response Revenue Miles
Thousands



Statement of Operations

Fiscal Year: 2020

CURRENT QUARTER: Third Quarter (January, February, March)

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of</u> <u>Budget</u>	<u>Operating Revenues</u>
3,088,771	3,539,500	(450,729)	87%	Passenger Fares
53,987	83,750	(29,763)	64%	Measure I Subsidy - Fares
1,975,480	1,975,480	(0)	100%	Measure I - Operating
332,810	332,811	(0)	100%	Measure I CTSA - Operating
71,109	195,873	(124,764)	36%	Measure I Rail - Operating
537,845	382,500	155,345	141%	LCFS - Credits
295,845	73,568	222,278	402%	LCTOP Operating
283,541	163,750	119,791	173%	Auxillary Transportation Revenue
973,992	12,500	961,492	0%	Non-Transportation Revenue
11,026,361	11,026,361	0	100%	LTF Operating
634,371	634,371	(0)	100%	STAF Operating
0	17,250	(17,250)	0%	Other - TCC Program
80,701	34,812	45,890	0%	JARC - Operating Assistance
3,445,599	4,391,719	(946,120)	78%	Capital Funds for Operations
22,800,412	22,864,243	(63,831)	100%	Total Revenues

Operating Expenses

8,090,304	8,940,385	850,081	90%	Labor
4,695,103	4,675,072	(20,031)	100%	Fringe Benefits
735,554	977,960	242,407	75%	Services
1,656,767	1,699,044	42,277	98%	Materials and Supplies
1,245,100	1,380,006	134,906	90%	Occupany
2,081,462	2,006,209	(75,253)	104%	Casualty and Liability
32,091	13,750	(18,341)	233%	Taxes and Fees
2,656,682	2,957,856	301,174	90%	Purchased Transportation
170,646	215,758	45,112	79%	Printing and Advertising
39,977	(1,798)	(41,774)	-2224%	Miscellaneous Expense
0	0	0		Lease and Rental
21,403,685	22,864,242	1,460,557	94%	Total Operating Expense
1,396,727	1	1,396,727		Net Gain (Net Loss)

YEAR-TO-DATE: March 2020

<u>Actual</u>	<u>Budget</u>	<u>Fav/(Unf)</u>	<u>% of</u> <u>Budget</u>
10,362,792	10,618,500	(255,708)	98%
185,244	251,250	(66,006)	74%
5,926,439	5,926,439	0	100%
998,432	998,432	0	100%
281,620	587,618	(305,998)	48%
2,111,936	1,147,500	964,436	184%
300,097	220,703	79,394	136%
550,699	491,250	59,449	112%
743,839	37,500	706,339	1984%
33,079,083	33,079,083	0	100%
1,903,112	1,903,112	0	100%
-	51,750	(51,750)	0%
283,475	104,435	179,040	0%
10,957,682	13,175,156	(2,217,474)	83%
67,684,449	68,592,727	(908,277)	99%
25,245,146	26,821,154	1,576,007	94%
12,769,603	14,025,216	1,255,613	91%
2,028,078	2,956,381	928,303	69%
5,054,898	5,065,631	10,733	100%
3,460,591	4,171,517	710,927	83%
6,033,652	6,018,627	(15,025)	100%
34,804	41,250	6,446	84%
8,323,957	8,873,568	549,611	94%
497,699	653,275	155,576	76%
(84,512)	(33,893)	50,619	249%
-	-	0	0%
63,363,917	68,592,727	5,228,810	92%
4,320,533	(0)	4,320,533	

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Joseph Mercurio, 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 quarterly 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 January-March, 2020. Sufficient funds are available to meet the obligations of the Agency for the next thirty-one days.

ER:JM

OMNITRANS
Treasurer's Report
Quarter ending March 2020

Institution - Investment Type	Description	Starting Balance	Deposits	Disbursements	Interest Yield	Ending Balance
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Cash and Investments Under the Direction of the Treasurer

Local Agency Investment Fund		\$ 56,905,821.51			2.03%	
	Interest for QTR	\$ 353,680.22	\$ (5,650,000.00)	\$ (4,000,000.00)	1.94%	
			\$ (3,300,000.00)		1.92%	
					1.74%	
		\$ 57,259,501.73	\$ (12,950,000.00)			
Net LAIF Funds			\$ 44,309,501.73			\$ 44,309,501.73
Fair Marketing Value	Fair Value Factor				1.007481015	\$ 44,640,981.78
Union Bank Money Market GMRA		\$ 3,421,847.48			1.12%	
	Interest	\$ 8,679.04			1.00%	
		\$ 92,204.96	\$ (134,534.44)		0.25%	
		\$ 3,522,731.48	\$ (134,534.44)			
			\$ 3,388,197.04			\$ 3,388,197.04
Union Bank Money Market Caltrans Capital Project Funds		\$ 12,505,615.70			1.12%	
	Interest	\$ 30,288.12			1.00%	
			\$ (462,707.24)		0.25%	
		\$ 12,535,903.82	\$ (462,707.24)			
			\$ 12,073,196.58			\$ 12,073,196.58
Union Bank Money Market West Valley Corridor Project		\$ 150,335.12			1.12%	
	Interest	\$ 371.28			1.00%	
		\$ 150,706.40			0.25%	
			\$ 150,706.40			\$ 150,706.40
Union Bank Money Market CTSA		\$ 7,524,121.20			1.12%	
	Interest	\$ 19,649.90			1.00%	
		\$ 826,120.87	\$ (635,216.35)		0.25%	
		\$ 8,369,891.97	\$ (635,216.35)			
			\$ 7,734,675.62			\$ 7,734,675.62
Chase Bank -CTSA ACH Debit		\$ 21,945.32				
		\$ 31,056.24	\$ (24,378.78)			
		\$ 53,001.56	\$ (24,378.78)			
			\$ 28,622.78			\$ 28,622.78
		\$ 902,833.08				
	Passenger	\$ 3,105,662.59				
	Grants' Revenue	\$ 10,833,982.66				
	Miscellaneous Revenue	\$ 894,900.33				
	Transfers From (To) LAIF	\$ 12,950,000.00				
	Transfers From (To) GMRA	\$ 597,241.68	\$ (246,371.41)			
	Transfers From (To) CTSA	\$ 615,201.35	\$ (671,954.42)			
	Accounts Payable		\$ (18,624,683.91)			
	Payroll and Payroll Taxes		\$ (7,691,483.68)			
	Employee Benefits		\$ (1,652,915.87)			
	Bank Service Charge		\$ (11,358.03)			
Net Union Bank Operating Funds		\$ 29,899,821.69	\$ (28,898,767.32)			\$ 1,001,054.37
		\$ 9,200.00				
Petty Cash						\$ 9,200.00

Cash and Investments Under the Direction of Fiscal Agents

Union Bank	\$ 150,000.00					
Pacific Claims Management		\$ 150,000.00				\$ 150,000.00
Total Cash & Investments						\$ 69,176,634.57

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: _____
Joseph Mercurio, Accounting Manager

Approved by: _____
Erin Rogers, Interim 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: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

FROM: Erin Rogers, Interim CEO/General Manager

SUBJECT: PAYROLLS AND WARRANTS FOR JANUARY - MARCH 2020

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

Payroll Period	Amount	Register #
01/01/20-03/31/20	\$ 792,721.94	01-02
02/01/20-02/29/20	\$ 814,242.33	03-04
03/01/20-03/31/20	\$ 821,233.74	05-06

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

Payroll Period	Amount	Register #
01/01/20-01/31/20	\$2,332,587.11	01-02
02/01/20-02/29/20	\$2,154,725.51	03-04
03/01/20-03/31/20	\$2,153,231.28	05-06

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

Register Date	Amount	Register #
01/01/20-01/31/20	\$ 8,411,174.12	1059-1064
02/01/20-02/29/20	\$ 3,939,068.17	1065-1069
03/01/20-03/31/20	\$ 6,274,441.62	1070-1075

I, Erin Rogers, Interim 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.

ER:JM

ITEM # E6

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

**SUBJECT: MANAGEMENT PLAN STRATEGIC INITIATIVES AND KEY
PERFORMANCE INDICATORS FISCAL YEAR 2020 THIRD
QUARTER REPORT**

FORM MOTION

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, Third Quarter Report.

This item was reviewed by the Operations & Safety Committee at its May 20, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

In May 2019, the Board of Directors approved five Strategic Initiatives in the FY2020 Management Plan. The five FY2020 Strategic Initiatives are:

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

These initiatives were developed through a collaborative process with the Senior Leadership Team and align with Omnitrans Short Range Transit Plan, and the San Bernardino County Transportation Authority's (SBCTA) Short Range Transit Plan. Progress made on the Strategic Initiatives is reported to the Board of Directors quarterly (Attachment A). This report is focused on the actions and accountability measures that support each of the five Strategic Initiatives.

Additionally, each quarter Omnitrans staff prepares the Key Performance Indicators (KPI's) report to present to the Board. The attached report is the Third Quarter Report for Fiscal Year 2020 (Attachment B).

CONCLUSION

Receive and file the 2020 Management Plan Strategic Initiatives and Key Performance Indicators, Third Quarter Reports.

ER: JB: VC

Attachments: A. Strategic Initiatives
B. Key Performance Indicators (KPIs)
C. PowerPoint Presentation

Omnitrans Management Plan FY2020



A. Strategic Initiative: Customer Focused Service & Development

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

Lead Department(s): Marketing, Rail, Strategic Development

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Partner with San Bernardino County Transportation Authority to advance Arrow Rail Project	a. Finalize Independent Cost Estimates & Scope for Operations & Maintenance Contractor with San Bernardino County Transportation Authority	Plan				X
		Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	
	b. Model & Develop Arrow Timetable/Schedule with San Bernardino County Transportation Authority & Mott McDonald	Plan				X
		Action	SBCTA working with Mott McDonald on Arrow schedules. Omnitrans will not make schedules.	Participated in Arrow Timetable Development Workshops until transfer of service.	Timetable workshop #3 held for April 9, 2020.	
2. Complete Fiscal Year 21-25 Short-Range Transit Plan	a. Present Board with Framework of Service alternatives to inform policy decisions	Plan		X		
		Action	Presented Ad Hoc Committee recommendation, service reduction scale and guiding principles to committees and Board.	ConnectForward plan guiding principles and scale of service change approved. Draft plan developed. Presented to all cities.	Completed.	
	b. Draft Short-Range Transit Plan, Constrained Service Plan, and Financial Plan	Plan			X	
		Action	Developing draft plan as presented to Ad Hoc Committee and Board.	Draft service changes presented to JPA members and Board of Directors.	Draft completed for ConnectForward Annual Service Plan. SRTP will be finalized in FY2021.	
	c. Complete Short-Range Transit Plan Public Hearings	Plan			X	
		Action	On track for Q3.	Call for public hearing issued in Q2.	Completed ConnectForward Annual Service Plan Public Meetings. The SRTP will be finalized in FY2021.	
	d. Board approval of FY 2021-2025 Short-Range Transit Plan	Plan				X
		Action	On track for Q4.	On track for Q4.	ConnectForward Annual Service Plan developed. Presented to committee. Full SRTP will be completed in FY2021.	

OmniTrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Health and Human Services Transportation Projects	a. Contact City-operated senior centers for Health and Human Services transportation opportunities or interest to and from centers	Plan	X			
		Action	Reached out to multiple senior centers on Measure I Call for Projects encouraging all senior centers to apply for call.	Additional senior centers contacted in Q2 along with other trip generators for seniors and individuals with disabilities.	Additional call for projects issued to expand service offerings.	
	b. Select two senior centers and develop capital and operating budgets necessary to provide cost effective Health and Human Services transportation to and from center(s)	Plan		X		
		Action	In addition to existing programs with Senior Centers in Grand Terrace, Redlands, and Highland, two new programs were awarded funds in Fontana and Yucaipa.	Funding agreements are being finalized and the programs are being implemented by the selected partners.	Holding workshops for senior centers and non-profits so that more potential partners submit grants and eventually can be awarded funding.	
	c. Award Measure I funds for transportation projects	Plan			X	
		Action	On track for Q2; ahead of schedule.	Assist in procurement projects related to Measure I.	Initial projects awarded; now focused on secondary call for projects following Board approval of Regional Mobility Partner program.	
4. Develop/ Launch Agency-wide Customer Service Excellence Program	a. Define elements of Customer Service Excellence Program	Plan		X		
		Action	Presented program framework to Executive Office and Senior Leadership team.	Program elements finalized.	Employees surveyed; directors interviewed; individualized department programs completed.	
	b. Launch messaging, employee training and recognition programs	Plan		X		
		Action	On track for Q2.	Customer Service Manager has met with Operations training staff to coordinate initial program launch in Q3.	Initial launch delayed due to COVID-19 health crisis.	
	c. Evaluate results (employees trained and recognized; American Bus Benchmarking Group customer satisfaction survey results)	Plan				X
		Action	On track for Q4.	On track for Q4.	Dependent upon launch date.	

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
5. Cultivate Ridership Building Partnerships	a. Partner with warehouse and logistics employers to increase ridership	Plan		X		
		Action	Partnered with Amazon LGB 7 & 8 locations to provide collateral and participate in rideshare fairs for all staff to promote Routes 12 and 22.	Met with Amazon regional staff to establish quarterly on-site rideshare promotion at warehouses and quarterly ridership reporting. Management meeting set in Q3 to reintroduce corporate pass program.	Initial meeting with FedEx to discuss potential Fontana partnership and pass program potential; invitation to present to regional warehouse HR staff group discussed. Consulted with Amazon re: bus accessibility plans/rideshare programs at two new sites; outreach and progress delayed due to COVID-19 health crisis.	
	b. Partner with GoSmart program participants to increase ridership	Plan		X		
		Action	Participated in and sponsored new student welcome events at all partner campuses; launched digital campaign aimed at students.	Supported outreach events at San Bernardino Valley College and Crafton Hills College. Completed two-pronged digital campaign with 588,000 impressions over several channels.	Participated in outreach at California State University San Bernardino and Crafton Hills College. Met with new Chancellor of San Bernardino Community College District to promote partnership. Second phase of advertising campaign paused due to COVID-19 health crisis.	
	c. Partner with Developers and Cities on infill developments to encourage transit supportive development to increase ridership	Plan			X	
		Action	Added bus stops in Renaissance Marketplace in Rialto. Reviewed development plans for cities. Provided suggestions for bus stop amenities and improvements to be made by developers.	Reviewed and provided comments on plans for developments throughout service area.	Reviewed and provided comments on plans for developments throughout service area.	
		Plan		X		

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
6. Plan/ Implement Micro Transit Pilot Project	a. Draft recommendations and implementation plan completed	Action	Micro Transit Pilot recommended for Chino Hills in line with service realignment strategies. Micro Transit option included contracted services RFP.	MicroTransit included in Purchased Transit RFP. Proposals received and contract award scheduled for March Board Meeting. Procurement is supporting STS efforts through RFP process.	MicroTransit awarded in Purchased Transportation Contract. Partners are First Transit and RideCo.	
	b. If found feasible and recommended, begin implementation of MicroTransit	Plan				X
		Action	Will be further assessed when response to RFP is received. Scheduled for January Board.	Plan to implement Pilot in Chino Hills as part of ConnectForward service changes.	Chino Hills MicroTransit Pilot moving forward as part of ConnectForward Annual Service Plan.	
7. Plan/ Implement Improved Bus service	a. Support San Bernardino County Transportation Authority's efforts to complete environmental clearance for West Valley Connector project	Plan		X		
		Action	Attended public hearings and Locally Preferred Alternative selection workshop with SBCTA.	Reviewed final environmental document and participated in FTA environmental conference calls.	Participated in FTA environmental clearance conference calls. Environmental document scheduled for SBCTA Board approval 5/6/2020.	
	b. Identify funding and timeline to implement the West Valley Connector rapid transit line	Plan				X
		Action	Participated in meetings with and provided support to SBCTA.	Partnered with SBCTA on State TIRCP funding application for electric buses for WVC project. Participated in meetings and provided input on project design.	SBCTA was awarded \$15 million TIRCP funding for electric vehicles. Omnitrans and SBCTA working toward applying for FTA Small Starts grant in Q4. Omnitrans staff providing input on design and draft project agreements.	
	c. Implement increased frequency on Route 83 (serving Chino, Ontario, Upland)	Plan				X
		Action	Enhanced service to begin in May as described in the FY2020 Service Plan.	Service to begin in May 2020. Buses have arrived.	Service ready to be implemented. Service start date delayed by COVID-19 pandemic.	
	d. Modify Service on Routes 11 and 22 to attract ridership	Plan	X			
		Action	Implemented in September 2019 Service change.	Complete.	Complete.	

Omnitrans Management Plan FY2020



B. Strategic Initiative: Safety & Security

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

Lead Department(s): Human Resources, Operations

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Planning and Development of Public Transportation Agency Safety Plan (PTASP)	a. Assess Risk Management by implementing the following actions: • Hazard Identification and analysis • Safety Risk Evaluation and Mitigation • Establishment of committee	Plan		X		
		Action	Process underway for Risk Management, Hazard Identification and Risk Evaluation. Developing staff level Safety and Security Committees: monthly staff committee and quarterly senior management. Receive, approve and monitor Certificates of Insurance to mitigate contractual risks	Document near completion. Assessment of risk reporting processes has been conducted and a flow chart of mitigation steps is being reviewed. Safety and Security Committees are slated to commence early in Q3. Document on track for Q3 completion and Q4/Q1 FY21 implementation.	PTASP completed and presented to board.	
	b. Develop protocols for monitoring and measuring plan effectiveness	Plan			X	
		Action	Reviewing software applications to assist in documenting processes. On track for Q3.	Continuing process of procuring appropriate software for this application. Identifying if there is a need for a full RFP process. On Track for Q3.	Plan has been completed and adopted by the Board.	
	c. Develop an Employee Reporting System (Mandatory and Voluntary) and Accountability Measures	Plan				X
		Action	Several mechanisms already in place. Plan will articulate processes. On track for Q4	On track for Q4.	Reporting systems are in place to ensure compliance. Additionally, new Director of Safety and Regulatory Compliance will be following up on procurement of database reporting and tracking software systems.	

Omnitrans Management Plan FY2020



C. Strategic Initiative: Employee Engagement & Development

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

Lead Department(s): Human Resources

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Develop a compensation policy & performance management tool that aligns performance and behaviors to organizational mission and goals	a. Develop a compensation philosophy and update policy	Plan	X			
		Action	Reviewed compensation best practices. Obtained examples from other transits. Created a draft Compensation Philosophy.	Compensation Survey complete. Policies in draft to be brought to the board in Q4.	Policy update completed and approved by Board.	
	b. Develop Performance Management tool to assess and ensure that employees are carrying out their duties in an effective manner	Plan		X		
		Action	On track for Q2.	On hold for FY21 to align with the agency Strategic Plan.	Will be completed in FY2021 to align with new Strategic Plan.	
	c. Procure a Performance Management Software for efficiencies	Plan			X	
		Action	On track for Q3.	No solicitation needed. Recommend NeoGov which is the current contractor for applicant tracking.	Completed	
	d. Implement New Performance Management tool and compensation plan	Plan				X
		Action	On track for Q4.	On hold for FY21 to align with the agency Strategic Plan. (See section b, above).	Will be completed in FY2021 to align with new Strategic Plan.	
2. Implement Learning Management System	a. Perform a Needs Assessment	Plan	X			
		Action	Needs assessment has been completed.	Completed.	Completed.	
	b. Procure Learning Management System software	Plan			X	
		Action	On track for Q3.	Recommend NeoGov which is the current contractor for applicant tracking.	RFP to be issued in in Q4.	
	c. Implement Learning Management System	Plan				X
		Action	On track for Q4.	On track for Q4.	Will be continued into FY2021.	
		Plan	X			

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Expand Leadership Development Academy to include supervisors	a. Perform a Training Needs Assessment	Action	Training needs assessment complete.	Completed.	Completed.	
	b. Establish a Training Plan and develop Specific Measurable Achievable Relevant Timebound Goals for plan	Plan	X			
		Action	Training plan has been developed. SMART goals for training plan is complete.	Completed.	Completed.	
	c. Roll out Training Plan	Plan		X		
		Action	Classes start on November 6.	Classes continue. Mentors have been assigned to participants.	Completed.	
	d. Evaluate and redirect as necessary	Plan			X	
		Action	On track for Q3	On track for Q3.	Classes on hold due to COVID-19.	
4. Develop a formal internship program	a. Assess current status and needs	Plan	X			
		Action	Interviewed Directors to review current practices and determine Intern needs. Working with CSUSB to establish best practices.	Completed.	Completed.	
	b. Develop formal plan	Plan		X		
		Action	Draft plan in development.	Draft plan is complete and in review.	Completed.	
	c. Implement plan	Plan			X	
		Action	On track for Q3	On track for Q3.	Draft plan in final review.	
5. Develop a formal Onboarding process	a. Work with Leadership Development Academy Team Unum to review project	Plan	X			
		Action	LDA Director Track presented full recommendations to Human Resources.	Completed.	Completed.	
	b. Establish project implementation plan	Plan		X		
		Action	Project plan draft is complete. HR Team is developing onboarding templates for both HR and Departments to utilize. Viewed demo on current software additions to evaluate a paperless onboarding process.	Onboarding template completed. Currently in procurement process for onboarding software module.	Completed.	
		Plan			X	

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	c. Implement new onboarding process	Action	On track for Q3	On track for Q3.	Procured NeoGov module. Implementation in process.	
	d. Evaluate process	Plan				X
		Action	On track for Q4	On track for Q4.	On track for Q4.	

Omnitrans Management Plan FY2020



D. Strategic Initiative: Innovation & Technology

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

Lead Department(s): Finance, Information Technology, Strategic Development

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Participate in the county-wide Zero Emissions Bus Study	a. Meet with representatives at Zero Emissions Bus facilities in the region for lessons learned	Plan	X			
		Action	Conducted site visits to Foothill, Sunline, OCTA, VVTA to discuss lessons learned and infrastructure concerns.	Attended sessions on ZEB at CTA Conference in Monterey to learn from agencies who have already implemented ZEB technology.	Completed.	
	b. Provide agency requirements to San Bernardino County Transportation Authority's Consultant	Plan		X		
		Action	Site visits to E.V., W.V. and SBTC to review requirements. Provided data to WSP consultants.	Provided additional information as requested.	Final review with WSP. Document on track for Q4.	
2. Develop strategy for meeting California Air Resources Board requirements for Zero Emissions Bus technology	a. Identify funding opportunities for infrastructure requirements	Plan			X	
		Action	Applied for Low-No Grant. Hiring grant writing consultant. Working with SCE on Charge Ready program for infrastructure.	Working with SCE on Charge Ready Program for Infrastructure.	Applied for VW Funding for Vehicles, which may allow backfill funding for infrastructure. Working on Carl Moyer Grants.	
	b. Complete Zero Emissions Bus Rollout Plan by California Air Resources Board deadline	Plan				X
		Action	Presented at P&P Committee On track for Q4. Evaluating ability to purchase ZEBs off of existing state contracts.	Began a draft template for the Rollout Plan. Compiling information for the plan.	Rollout Plan complete. Approved by Board in May. On track to submit to CARB in Q4.	
3. Transit Asset Management/ Enterprise Asset Management Technology adoption	a. Award Transit Asset Management / Enterprise Asset Management Implementation Project	Plan	X			
		Action	Pending on award. Evaluating most cost-effective options to meet requirements.	Omnitrans issued RFP for EAM. Proposals received were more expensive than anticipated and proposals did also not meet needs. Omnitrans has refined scope only for FTA's requirements first and is currently under development.	The revised TAM project has been openly tendered with an RFP.	

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
	b. Complete Phase I (Process Review)	Plan		X		
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	
	c. Complete Phase II (Best Practices / Recommended Tech Implementation)	Plan			X	
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	
	d. Complete Phase III (Implementation)	Plan				X
		Action	Pending completion of TAM/EAM award or alternative more cost-effective approach.	New schedule to be developed following reissued RFP. (See comment above).	See comment above.	
4. Process improvement/ process automations	a. Ariba / OpenText Implementation	Plan			X	
		Action	On Track for Q3	A demonstration will be provided, and a feasibility study will be initiated.	Feasibility study in process.	
	b. TransTrack Reporting Project	Plan			X	
		Action	Working with vendor to verify the accuracy of the data and report.	Vendor provided a punch list for review and will be closing out the project during Q3.	Completed.	
	c. Family and Medical Leave Act / Timekeeping Project	Plan				X
		Action	Project design document phase is ongoing.	Completed milestone 2 – PDD acceptance. It is in configuration phase now and will be completed in Q3.	Training in process.	
	d. Paratransit Online Booking	Plan			X	
		Action	The architecture of PASS-Web is nearing completion. Initial 26 user test in progress.	PASS-Web initial rollout completed with 1,475 Access passengers invited to participate. Two additional roll-out phases are planned.	Completed.	

Omnitrans Management Plan FY2020



E. Strategic Initiative: Financial Stability & Funding Growth

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

Lead Department(s): Finance

Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
1. Maximize return on investments	a. Implement a short-term investment strategy utilizing the Board approved Investment Policy to maximize the return on investment for the short term	Plan	X			
		Action	Maximum deposit at LAIF increased from \$40M to \$65M. Average deposit at LAIF for Q1 was \$64.6M with \$366K in earned interest. The interest rate was 2.45% for Q1.	Completed.	Completed. Average deposit at LAIF for Q3 was \$44.3M with \$250K in earned interest. The interest rate was 2.03% for Q3.	
2. Increase grant funding	a. Continually research available grants and apply for relevant grants measured by number or grants applied for and grants received	Plan	X	X	X	X
		Action	Awarded \$193,126 of TDA Article 3 funds by SBCTA for shelters and benches at bus stops, with no local matching funds required. Hired grant writing consultant to assist in developing grant applications related to ZEB fleet and infrastructure.	Prepared information for VW Mitigation funding application for electric buses, which grant writing consultant will be submitting in Q3. Developed a ZEB resolution for Board approval in Q3, which will help obtain future ZEB funding.	ZEB resolution approved by Board. Submitted application for VW Mitigation funds for electric buses. Submitted application for FTA Low-No grant for three electric cutaway vehicles and three chargers. Submitted application for FTA Buses and Bus Facilities grant for "T" Street facility rehabilitation project.	
	b. Board approved Strategic Capital Plan to better position agency for grant success	Plan				X
		Action	On track for Q4.	On track for Q4.	Will be completed in FY2021.	
	c. Seek opportunities to leverage existing funding sources for competitive state and federal sources measured by competitive grant funding received	Plan				X
		Action	Hiring grant writing consultant. Working with cities on AHSC grant partnerships.	Hired a grant writing consultant who will be submitting application for VW Mitigation funds for electric buses in Q3. Currently developing solicitation for one-year grant writing/grant planning consultant services.	Grant services contract will be presented to Board of Directors for award in Q4. Grant needs assessment will be conducted by grant services consultant in early FY2021.	
		Plan	X			

Omnitrans Management Plan FY2020



Strategic Actions	Accountability Measures		Q1	Q2	Q3	Q4
3. Implement Fare Increase	a. Implement fare increase effective Sept. 3, 2019	Action	Fare increase implemented on September 3, 2019.	Completed.	Completed.	
4. Manage operating costs to not exceed prior year level	a. Manage “controllable” maintenance and administrative costs at or below previous fiscal year levels	Plan	X	X	X	X
		Action	Operating cost for FY2020 Q1 was \$20.9M compared to \$20.8M for previous year. A \$134.7K increase or 0.6% increase, under the 2.3% increase anticipated in the budget.	Operating cost for FY2020 Q2 was \$20.9M compared to \$22.5M for previous year. A \$1.6 million or 7.1% decrease, under the 2.3% increase anticipated in the budget.	Operating cost for FY2020 Q3 was \$21.4M compared to \$22.6M for previous year. A \$1.2 million or 5.3% decrease under previous year Q3 cost.	
5. Advocate for future funding and more strategic partnerships (local, regional, federal)	a. Actively and continually network and seek partnership with local, state, regional and federal agencies	Plan	X	X	X	X
		Action	Continuing to build partnerships with various agencies to seek potential funding sources, such as participating in AQMD AB617 air quality improvement plan community steering committee, and three cities’ active transportation plan technical advisory committees.	Partnered with City of Grand Terrace to find funding for a premium bus shelter, which was installed in Q2. VA Ambulatory facility in Loma Linda is funding and installing a premium bus shelter in Q3. City of Loma Linda purchasing two standard bus shelters which Omnitrans will install on Barton Road in Q3. Providing input on three cities’ Active Transportation Plans, which will provide for future funding applications for bus stop improvements, sidewalk connections to bus stops, and amenities.	Partnering with several agencies’ grant applications, due in Q4, for Active Transportation Program funding to include bus stop accessibility improvements and amenities. Will be kicking off work on Bus Stop Safety Improvement Plan (funded by SCAG planning grant) in Q4, with input from a multi-agency interdisciplinary technical advisory committee.	



OMNITRANS PERFORMANCE INDICATOR REPORT

Fiscal Year 2020

Key Performance Indicators & Level/Level Item		Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1. Cost Effectiveness							
Cost Per Hour - Fixed Route (non-sbX)		< \$106.00	\$101.06	\$99.09	\$98.66	\$105.56	
Cost Per Hour - Access		< \$96.00	\$99.53	\$96.91	\$98.38	\$103.76	
Cost Per Hour - sbX		< \$139.00	\$127.40	\$124.47	\$122.05	\$136.09	
Fare Recovery Ratio - Fixed Route (non-sbX)	TDA Formula	> 20.00%	29.50%	31.18%	30.67%	26.73%	
	Before Local Rev	> 20.00%	18.48%	19.96%	19.44%	16.11%	
Fare Recovery Ratio - sbx	TDA Formula	> 20.00%	21.00%	21.39%	22.29%	19.42%	
	Before Local Rev	> 20.00%	12.29%	12.50%	13.24%	11.21%	
Fare Recovery Ratio - Access	TDA Formula	> 10.00%	24.50%	24.36%	24.09%	25.08%	
	Before Local Rev	> 10.00%	8.99%	8.92%	8.98%	9.07%	
2. Service Performance							
Ridership Growth - Systemwide		>= (4.70%)	(1.98%)	2.86%	(1.96%)	(7.05%)	
Productivity - Passengers Per Hour - Fixed Route		>= 14.50	15.26	15.79	15.72	14.24	
Productivity - Passengers Per Hour - Access		>= 2.30	2.07	2.14	2.07	1.99	
Complaints Per 100,000 Boardings - Systemwide		<= 13.00	18.21	19.98	17.93	16.50	
Percent of Valid Complaints - Systemwide			17.67%	16.96%	17.77%	18.54%	
Complaints Per 100,000 Boardings - Fixed Route		<= 13.00	17.84	19.53	17.39	16.40	
Complaints Per 100,000 Boardings - Access		<= 19.00	30.47	34.39	35.42	19.97	
Compliments Per 100,000 Boardings - Systemwide		>= 1.00	1.04	0.94	1.16	1.03	
Compliments Per 100,000 Boardings - Fixed Route		>= 1.00	1.01	0.89	1.16	0.98	
Compliments Per 100,000 Boardings - Access		>= 0.50	2.12	2.37	1.22	2.85	
3. Reliability							
Valid Mechanical - Miles Between Failures - DO Fixed Route		> 8,000.00	6,830	5,748	7,144	8,037	
Loss of Service Hours Per Qtr - Operations - DO Fixed Route		<= 600	107	46	23	38	
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route		< 840	245	75	124	45	
Equipment Availability - DO Fixed Route		= 100.00%	100.00%	100.00%	100.00%	100.00%	
On-time Performance - Fixed Route		> 85.00%	81.60%	81.36%	79.59%	85.55%	
On-time Performance - Access		> 88.00%	88.34%	87.46%	89.00%	88.43%	

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
4. Budget						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	97.52%	98.58%	97.28%	96.69%	
2020 - Operating Revenue		\$66,891,984	\$22,540,113	\$22,244,301	\$22,107,569	
2019 - Operating Revenue		\$65,076,947	\$20,832,283	\$22,665,071	\$21,579,593	
2018 - Operating Revenue		\$62,319,404	\$20,106,551	\$20,735,957	\$21,476,897	
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	92.40%	91.80%	91.80%	93.60%	
2020 - Operating Expense		\$63,363,917	\$20,981,679	\$20,978,554	\$21,403,685	
2019 - Operating Expense		\$65,973,856	\$20,857,041	\$22,541,038	\$22,575,778	
2018 - Operating Expense		\$58,851,764	\$19,302,768	\$19,927,562	\$19,621,433	
5. Safety & Security						
Employee Injuries (FY 2020)	< 86	69	31	19	19	
Losses & Claims (FY 2020)	< 80	58	12	22	24	
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.00	1.10	0.70	1.30	
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		5.27	5.04	5.73	5.02	
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route	= 0.00	0.00	0.00	0.00	0.00	
6. Labor						
Turnover	< 10.00%	12.80%	4.75%	4.25%	3.80%	
Absenteeism Operators	< 185,000	92,061	30,699	29,004	32,358	
Training (FY 2020)	>= 5,000	2,226	569	715	942	
Training - ATU Represented (FY 2020)	>= 10,500	18,598	3,393	8,215	6,990	
Training - Teamsters Represented (FY 2020)	>= 696	1,373	335	641	397	



FY2020 MANAGEMENT PLAN Q3 REPORT: STRATEGIC INITIATIVES & KPIs

BOARD OF DIRECTORS
June 3, 2020



FY2020 MANAGEMENT PLAN: FIVE STRATEGIC INITIATIVES

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

CUSTOMER-FOCUSED SERVICE & DEVELOPMENT

- Arrow Rail: **Transition to Metrolink**
- Short-Range Transit Plan: **ConnectForward Annual Plan Adopted & Current SRTP to be extended**
- Health & Human Services
- Customer Service Excellence Program
- Ridership Building Partnerships
- MicroTransit: **Chino Hills pilot approved with ConnectForward Annual Plan**
- Improved Bus Service: **WVC TIRCP Grant \$15 million & Environmental Clearance**

SAFETY AND SECURITY

- **Public Transit Agency Safety Plan:** Plan completed and presented to Board

EMPLOYEE ENGAGEMENT AND DEVELOPMENT

- **Compensation Policy & Performance Management Tool:** Policy Update Completed, Tool to follow Strategic Plan
- **Learning Management System**
- **Leadership Development Academy:** Supervisor LDA Class began but put on hold due to COVID
- **Formal Internship Program**
- **Formal Onboarding Process**

INNOVATION AND TECHNOLOGY

- County-wide Zero Emission Bus (ZEB) Study
- Strategy for CARB ZEB requirements: **Roll out plan approved by Board. Applied for VW Funding. Working on Carl Moyer Grants.**
- Transit Asset Management: **RFP on street.**
- Process improvements: **Completed Paratransit Online Booking & Data Reporting Project**

FINANCIAL SUSTAINABILITY AND FUNDING GROWTH

- Maximize return on investments
- Increase grant funding: ZEB Resolution, VW Grant Application, FTA Low-No Grant Application, FTA Bus & Bus Facilities Grant Application. Grant Services RFP.
- Implemented Fare increase
- Manage operating costs: FY20 Q3 costs -5.3% vs. FY19
- Advocate for future funding

Key Performance Indicators & Level/Level Item			Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1. Cost Effectiveness								
Cost Per Hour - Fixed Route (non-sbX)		< \$106,00		\$101.06	\$99.09	\$98.66	\$105.56	
Cost Per Hour - Access		< \$96,00		\$99.53	\$96.91	\$98.38	\$103.76	
Cost Per Hour - sbX		< \$139,00		\$127.40	\$124.47	\$122.05	\$136.09	
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	Before Local Rev	> 10,00%		8.99%	8.92%	8.98%	9.07%	
2. Service Performance								
Ridership Growth - Systemwide		>= (4.70%)		(1.98%)	2.86%	(1.96%)	(7.05%)	
Productivity - Passengers Per Hour - Fixed Route		>= 14.50		15.26	15.79	15.72	14.24	
Productivity - Passengers Per Hour - Access		>= 2.30		2.07	2.14	2.07	1.99	
Complaints Per 100,000 Boardings - Systemwide		<= 13.00		18.21	19.98	17.93	16.50	
Percent of Valid Complaints - Systemwide				17.67%	16.96%	17.77%	18.54%	
Complaints Per 100,000 Boardings - Fixed Route		<= 13.00		17.84	19.53	17.39	16.40	
Complaints Per 100,000 Boardings - Access		<= 19.00		30.47	34.39	35.42	19.97	
Compliments Per 100,000 Boardings - Systemwide		>= 1.00		1.04	0.94	1.16	1.03	
Compliments Per 100,000 Boardings - Fixed Route		>= 1.00		1.01	0.89	1.16	0.98	
Compliments Per 100,000 Boardings - Access		>= 0.50		2.12	2.37	1.22	2.85	
3. Reliability								
Valid Mechanical - Miles Between Failures - DO Fixed Route		> 8,000.00		6,830	5,748	7,144	8,037	
Loss of Service Hours Per Qtr - Operations - DO Fixed Route		<= 600		107	46	23	38	
Loss of Service Hours Per Qtr - Maintenance - DO Fixed Route		< 840		245	75	124	45	
Equipment Availability - DO Fixed Route		= 100.00%		100.00%	100.00%	100.00%	100.00%	
On-time Performance - Fixed Route		> 85,00%		81.60%	81.36%	79.59%	85.55%	56
On-time Performance - Access		> 88,00%		88.34%	87.46%	89.00%	88.43%	

Key Performance Indicators & Level/Level Item	Annual Performance Target	YTD	Qtr 1	Qtr 2	Qtr 3	Qtr 4
4. Budget						
Operating Revenue - Actuals to Budget - Systemwide	> 95.0%	97.52%	98.58%	97.28%	96.69%	
2020 - Operating Revenue		\$66,891,984	\$22,540,113	\$22,244,301	\$22,107,569	
2019 - Operating Revenue		\$65,076,947	\$20,832,283	\$22,665,071	\$21,579,593	
2018 - Operating Revenue		\$62,319,404	\$20,106,551	\$20,735,957	\$21,476,897	
Operating Expense - Actuals to Budget - Systemwide	<= 100.0%	92.40%	91.80%	91.80%	93.60%	
2020 - Operating Expense		\$63,363,917	\$20,981,679	\$20,978,554	\$21,403,685	
2019 - Operating Expense		\$65,973,856	\$20,857,041	\$22,541,038	\$22,575,778	
2018 - Operating Expense		\$58,851,764	\$19,302,768	\$19,927,562	\$19,621,433	
5. Safety & Security						
Employee Injuries (FY 2020)	< 86	69	31	19	19	
Losses & Claims (FY 2020)	< 80	58	12	22	24	
Preventable Safety Events Per 100,000 Miles - DO Fixed Route	< 1.0	1.00	1.10	0.70	1.30	
Non-Preventable Safety Events Per 100,000 Miles - DO Fixed Route		5.27	5.04	5.73	5.02	
Uncategorized Accidents Per 100,000 Miles - DO Fixed Route	= 0.00	0.00	0.00	0.00	0.00	
6. Labor						
Turnover	< 10.00%	12.80%	4.75%	4.25%	3.80%	
Absenteeism Operators	< 185,000	92,061	30,699	29,004	32,358	
Training (FY 2020)	>= 5,000	2,226	569	715	942	
Training - ATU Represented (FY 2020)	>= 10,500	18,598	3,393	8,215	6,990	
Training - Teamsters Represented (FY 2020)	>= 696	1,373	335	641	397	



THANK YOU

ITEM # E7

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

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

FORM MOTION

Authorize the Interim CEO/General Manager to execute the fare agreement with San Bernardino County Transportation Authority.

This item was reviewed by Omnitrans' legal counsel.

This item was reviewed by the Administrative & Finance Committee at its May 14, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

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

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

If the 300 daily pedestrians use this service, the maximum possible revenue to Omnitrans from this agreement is approximately \$1.4 million over the four years, or \$350,000 per year. Based on past experience, it is anticipated that less than 33% of these potential trips will actually be taken bringing the anticipated annual revenue to approximately \$115,000 per year.

CONCLUSION

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

ER: JB

Attachment: A. Fare Agreement



OmniTrans Agreement with San Bernardino County Transportation Authority Fare Agreement

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

1. Fare Agreement

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

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

2. Implementation

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

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

3. Invoice and Payment Contacts

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

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

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

4. Agreement

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

5. Term and Termination

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

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

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

6. Hold Harmless

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

7. Announcements

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

8. Assignment

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

9. Compliance with Laws

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

10. Confidentiality

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

11. Insurance

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

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

12. Subcontractors

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

13. Survival

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

14. Independent Contractors.

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

15. Inspection of Records

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



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

16. Notification

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

To San Bernardino County Transportation Authority:

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

Phone: 909-884-8276

Email pbeauchamp@gosbcta.com

To OmniTrans:

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

Customer Service Manager

Phone: 909-379-7157

Fax: 909-888-0524

email: melissa.castillo@omnitrans.org

APPROVED BY San Bernardino County Transportation Authority

APPROVED BY OMNITRANS

Darcy McNaboe
President, Board of Directors

Erin Rogers
Interim CEO/GM
OmniTrans

Approved as to Form:

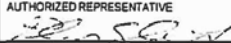
Approved as to Form:

Julianna Tillquist
General Counsel

Steve DeBaun
General Counsel

Exhibit A

Certificate of Insurance

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

ITEM # E8

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE RELEASE - IFB-MNT21-05
FLEX PARATRANSIT BUS MODIFICATIONS**

FORM MOTION

Authorize the Interim CEO/General Manager to release Invitation for Bids IFB-MNT21-05 for the provision of Flex Paratransit Bus Modifications.

BACKGROUND

To align with the service changes scheduled to begin September 2020, Omnitrans is seeking the services of a contractor to modify ten (10) paratransit vehicles. The project includes installation of destination signs, passenger exit signals and bike racks for the purpose of providing fixed route service.

In accordance with Procurement Policy 2000, Section 2.3.5.1. and FTA Circular 4220.1F, Board authorization and use of a formal procurement procedure is required to release Invitation for Bids for procurements exceeding \$150,000. The Independent Cost Estimate for this project is \$169,120.

FUNDING SOURCES

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

FUNDING	YEAR	PROJECT NAME	INTERNAL ORDER	AMOUNT
FTA CA-90-Z009	FY2013	Paratransit Bus Modifications	A1320102F	\$118,384
FTA CA-90-Z009	FY2013	Paratransit Bus Modifications	A1340302F	\$16,912
STA 13-04-OMN-B	FY2013	Paratransit Bus Modifications	A1320102S	\$25,368

Prop1B 09/10-8-34C	FY2017	Paratransit Bus Modifications	A1720411B	\$8,456
Total				\$169,120

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

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

CONCLUSION

By proceeding with this solicitation, Omnitrans will be prepared to provide the vehicles required for the service changes scheduled for September 2020.

ER:AT:CV

ITEM # E9

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACTS MNT21-04 (A-C)
AUTOMATIC TRANSMISSION FLUID**

FORM MOTION

Authorize the Interim CEO/General Manager to award Contracts MNT21-04 (A-C) as listed below for the provision of Automatic Transmission Fluid. Contract durations shall be for a two (2) year base period beginning June 3, 2020 and ending June 2, 2022 in the aggregate amount of \$140,400.

List of Contracts for authorization:

Contract Number	Contractor
MNT21-04A	Van De Pol Enterprises, Inc. of Stockton, CA
MNT21-04B	SC Commercial, LLC of Orange, CA
MNT21-04C	Petroleum and More Field Services of Temecula, CA

BACKGROUND

Omnitrans requires lubricants such as automatic transmission fluid to perform preventative maintenance on Omnitrans' fleet of revenue vehicles. The awarded supplier(s) will provide and deliver automatic transmission fluid to Omnitrans' East Valley and West Valley facilities.

Solicitations under \$150,000 are informal procurements and do not require Board approval for release. In accordance with Procurement Policy 2000, Section 2.3.4.2., awards over \$50,000 require Board approval.

On March 31, 2020, staff released Request for Quotes RFQ-MNT21-04. The solicitation was posted on Omnitrans' online bidding system. Seven (7) bids were received by the April 23, 2020 deadline and all bids were found to be responsive.

Oil companies no longer honor fixed pricing. A bench of Contractors will be established, and pricing shall remain fixed for quarterly intervals beginning, and re-quoted the first business day of

September, December, March, and June. The lowest-priced bidder at each quarterly interval will provide automatic transmission fluid to Omnitrans for that quarter.

Listed below is the per-gallon price:

Automatic Transmission Fluid	*Total Price Per Gallon
Van De Pol Enterprises, Inc.	\$23.39
SC Commercial, LLC	\$25.59
Petroleum and More Field Services	\$25.75

*Pricing is inclusive of fixed margin and delivery charges.

Award is recommended to the lowest, responsive and responsible bidders. Pricing is deemed fair and reasonable based on competition.

FUNDING SOURCE

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

Department Number 1200
Expenditure Codes 504130

_____ 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 FY2015-2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to perform preventative maintenance as needed on Omnitrans fleet of vehicles.

ER:AT:KT

ITEM # E10

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACTS MNT20-69 (A-D)
BUS FILTERS**

FORM MOTION

Authorize the CEO/General Manager to award Contracts MNT20-69(A-D) as listed below for the provision of Bus Filters for a three (3) year period beginning July 19, 2020, and ending July 18, 2023, in an aggregate amount of \$200,100 plus a ten percent contingency of \$20,010, for a total not-to-exceed amount of \$220,110.

List of contracts for authorization:

Contract Number	Contractor
MNT20-69A	Kirk's Automotive, Inc., Detroit, MI
MNT20-69B	Locomotive Climate Solutions LLC, Temecula, CA
MNT20-69C	Muncie Reclamation and Supply dba Muncie Transit Supply, Muncie, IN
MNT20-69D	Vehicle Maintenance Program, Boca Raton FL

BACKGROUND

Omnitrans owns, operates, and maintains a fleet of New Flyer buses as part of its revenue fleet. Bus filters delivered under these contracts will be used in the maintenance of these vehicles. Current contract MNT18-09 expires July 18, 2020.

On April 1, 2020 Omnitrans' Board of Directors authorized the release of the Invitation for Bids IFB-MNT20-69. Notices were published in two local newspapers of general circulation, two minority papers, and posted on Omnitrans' online bidding system. Eleven bids were received by the May 4, 2020 deadline. Nine were deemed responsive.

Award is made to the lowest responsive and responsible bidder for each filter. When inventory is not available from the lowest bidder, Omnitrans has the option to order from the next lowest bidder, on an as needed basis.

FUNDING SOURCE

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

Department	1200
Expenditure Code	504010

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

Short Range Transit Plan/Strategic Initiative Supported – This procurement supports Omnitrans' Short Range Transit Plan FY2015-2020 goal to expand, maintain and improve existing vehicles, facilities and passenger amenities.

CONCLUSION

By proceeding with these awards, Omnitrans will have the ability to repair and maintain its fleet of buses.

ER:AT:CV

ITEM # E11

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

**SUBJECT: AUTHORIZE AWARD – CONTRACT PRC20-58
CONSULTING SERVICES FOR DISADVANTAGED BUSINESS
ENTERPRISE (DBE) AND LABOR COMPLIANCE**

FORM MOTION

Authorize the Interim CEO/General Manager to award Contract PRC20-58 to GCAP Services, Inc. of Costa Mesa, CA for the provision of Consulting Services for Disadvantaged Business Enterprise (DBE) and Labor Compliance for a three (3) year period beginning June 2020 and ending June 2023, with the authority to exercise two (2) single option years ending no later than June 2025, in the amount of \$510,000, plus a ten percent contingency of \$51,000, for a total not-to-exceed amount of \$561,000.

BACKGROUND

The services of a consultant are necessary to assist Omnitrans in meeting the Federal Transit Administration (FTA) requirements outlined in Omnitrans' DBE Program and to provide Labor Compliance Services as mandated by the State of California Department of Industrial Relations (DIR).

On March 3, 2020, the Board of Directors approved release of Request for Proposals RFP-PRC20-58. San Bernardino County Transportation Authority (SBCTA) and Omnitrans collaborated in a joint solicitation to benefit from economies of scale. Notices were published in two local newspapers of general circulation, two minority papers, and posted on Omnitrans' online bidding system.

Five (5) proposals were received by the April 7, 2020 deadline. Four were deemed responsive and evaluated in accordance with the selection criteria and are ranked from highest to lowest.

<u>Criteria:</u>	Weight Factors	GCAP Services, Inc.	Padilla & Associates, Inc.	Alliant Consulting, Inc.	Booth Management Consulting, LLC
Experience	25	22.08	22.50	16.67	13.33
Staff Qualifications	25	23.33	25.00	17.50	12.50
Understanding of Project	35	31.50	33.83	20.42	19.25
Technical Total	85	76.91	81.33	54.59	45.08
Cost / Price	15	11.68	4.14	3.81	10.61
Grand Total	100	88.59	85.47	58.40	55.69

The two firms within the competitive range were invited to participate in a presentation/interview.

	Scoring Summary					
	GCAP Services			Padilla & Associates		
	Score	Weight	Weighted Score	Score	Weight	Weighted Score
Proposal	88.59	40%	35.44	85.47	40%	34.19
Interview	86.00	60%	51.60	83.00	60%	49.80
Score			87.04			83.99
Rank			1			2

GCAP Services, Inc. scored highest overall and offered the lowest pricing. They offer a team of professionals experienced in assisting agencies with the FTA DBE requirements and Department of Industrial Relations (DIR) labor compliance regulations. Their approach to the project is very detailed and comprehensive. GCAP is the incumbent consultant with both Omnitrans and SBCTA for DBE consulting and has successfully guided both agencies in meeting their DBE compliance requirements. They also offer pricing significantly less than the competitors. During negotiations, GCAP agreed to hold their hourly rates firm for the three-year base period of the contract, resulting in a savings of approximately \$20,000. The option years allow for a 3% escalation.

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

FUNDING SOURCE

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

Department Number 1700
Expenditure Code 503060

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

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

CONCLUSION

By proceeding with this award, Omnitrans will have the ability to meet its DBE and labor compliance obligations.

ER:AT:CV

ITEM # _____ E12

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

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

This item was reviewed by the Administrative & Finance Committee at its May 14, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

On March 4, 2020, Omnitrans' Board of Directors authorized the release of Request for Proposals RFP-ST20-19. Notices were published in two (2) local newspapers of general circulation and posted on Omnitrans' online bidding system.

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

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

Staff surveyed potential sources that chose not to submit a bid. Two of the firms surveyed do not support the specified fuel card system nor fuel management reporting requirements. Another firm stated that there was not enough volume for them to participate. Staff determined that the limited number of responses was unrelated to any term or specifications and deemed the process valid.

The current agreement with Clean Energy offers pricing of \$.32 off the pump price at the time of fueling. The new pricing offered is fixed for the three-year base period and the option years, for \$.30 off the pump price at the time of fueling. Clean Energy offered tiered pricing which would amount to \$.40 off the pump price if a higher quantity is purchased, however Omnitrans cannot commit to the required increased volume of approximately 20%. Agreeing to the fixed price offered is the most beneficial to the agency.

Award is recommended to Clean Energy, in the amount of \$1,789,150. A detailed cost analysis was performed, and pricing is deemed fair and reasonable.

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

FUNDING SOURCE

The cost associated with this procurement is budgeted in the Special Transportation Services Department's operating budget as follows:

Department	1200, 2110, 2500
Expenditure Code	504090

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

CONCLUSION

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

ER:AT:FH

ITEM # E13

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

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

This item was reviewed by the Administrative and Finance Committee at its May 14, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

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

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

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

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

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

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

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

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

FUNDING SOURCE

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

Department Number 1500
Expenditure Code 503060

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

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

CONCLUSION

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

ER:AT:CV

Attachment: A. Contract SDD20-71, Grant Services



CONTRACT AGREEMENT

between

CONSULTANT)

Blais & Associates, Inc.)

4017 Moonlight Drive)

Little Elm, TX 75068)

(hereinafter "CONSULTANT"))

Contact: Dawn Olsgaard)

Telephone: (949) 589-6338)

Email: dolsgaard@blaisassoc.com)

Remit Address)

same)

And)

CONTRACT DOCUMENTS

CONTRACT NO. SDD20-71

GRANT SERVICES

Contract Amount:

Not to Exceed: \$131,400

Omnitrans)

1700 West Fifth Street)

San Bernardino, CA 92411)

(hereinafter "OMNITRANS"))

Omnitrans Project Manager:

Name: Anna Jaiswal

Title: Development Planning Mgr.

Telephone: (909) 379-7256

Email:

anna.jaiswal@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 – POLICY 707 PROHIBITING WEAPONS IN THE WORKPLACE

ATTACHMENT C – PRICING SCHEDULE

This Agreement is made and entered into as of this ____ day of _____, 2020 by and between Omnitrans (hereinafter referred to as "OMNITRANS") and Blais & Associates, Inc. (hereinafter referred to as "CONSULTANT").

RECITALS

WHEREAS, OMNITRANS is a joint powers authority organized under Section 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, CONSULTANT 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. CONSULTANT 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 consultant or entity. CONSULTANT will cooperate fully with OMNITRANS' staff or other consultant or entity that may be providing similar or the same Work for OMNITRANS.

2. PERIOD OF PERFORMANCE

The term of this Agreement shall be three years from the date of execution of this Agreement and continue in effect through _____, unless terminated as specified in Section 10 and 11 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.

Omnitrans' election to extend the Agreement beyond the Initial Term shall not diminish its right to terminate the Agreement for Omnitrans' convenience or CONSULTANTS default as provided elsewhere in this Agreement.

3. CONTRACT OPTIONS

- A. Omnitrans will have the unilateral right in the contract by which, for a specified time, Omnitrans may elect to purchase additional services called for by the contract, or may elect to extend the term of the contract. The requirements below apply:
 - 1) Any options that were requested by Omnitrans and/or contained in the Consultant's PROPOSAL or offer must have been evaluated in making the contract award prior to exercising any such options.
 - 2) Since Consultant's proposed pricing for the option years and additional services are considered in evaluating the Consultant's original proposal and form the basis for awarding the contract, Consultant shall be bound by the proposal pricing for additional services and/or option years, unless otherwise provided herein.
- B. Omnitrans will provide a minimum of thirty days (30) written notice to the Consultant of Omnitrans' exercise of its option to extend the contract years. Omnitrans may give notice of its exercise of the option for additional services at any time during the term of the contract. The minimum time for the written notice may be waived by mutual agreement.

4. COMPENSATION

For CONSULTANT's full and complete performance of its obligations under this Agreement, OMNITRANS shall pay CONSULTANT on a FIXED PRICE basis at the fully burdened fixed rates shown in Attachment C, and subject to the maximum cumulative payment obligation.

OMNITRANS' maximum cumulative payment obligation under this Agreement shall not exceed One Hundred Thirty-One Thousand Four Hundred Dollars (\$131,400), including all amounts payable to CONSULTANT 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.

5. INVOICING AND PAYMENT

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

CONSULTANT 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 CONSULTANT, 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, CONSULTANT shall immediately reimburse OMNITRANS the entire overpayment or, at its sole discretion, OMNITRANS may deduct such overpayment amount from monies due to CONSULTANT under this Agreement or any other Agreement between OMNITRANS and CONSULTANT.

- C. Prompt Payment Clause

Omnitrans has, by a contract clause pursuant to 49 CFR 26.29; "Prompt Payment Mechanisms for Recipients", adopted a prompt payment provision on all DOT-assisted contracts, to facilitate timely payment to all subconsultants. This provision, governing the payment to subconsultants (DBEs and non-DBEs), requires the Prime Consultant to issue payment to all subconsultants for satisfactory work performed, no later than seven (7) days from Consultant's receipt of payment from Omnitrans. A provision will also apply to the disbursement of retention proceeds withheld by Prime Consultant, requiring the prompt return of retention payments from Consultant to the subconsultant no later than seven (7) days Omnitrans after the subconsultant's work is satisfactorily completed. Prime Consultant will incorporate these prompt payment provisions in all subcontract agreements issued by Prime Consultant with respect to this Contract.

In accordance with §26.29 “Prompt Payment Provisions”, Omnitrans at its discretion, utilizes the following method to comply with the prompt payment of retainage requirement:

Hold retainage from the Prime Consultant and require a contract clause obligating Prime Consultant to make prompt and full payment of any retainage kept by Prime Consultant to the subconsultant within 7 days after the subconsultant’s work is satisfactorily completed.

Failure to comply with these prompt payment provisions or delay in issuing payment without prior written approval from Omnitrans will constitute noncompliance, which will result in the application of appropriate administrative sanctions, including, but not limited to, a penalty of 1% of the amount due per month to the affected subconsultant for every month that payment is not made.

Consultant will not be reimbursed for work performed by subconsultants unless and until the consultant ensures that the subconsultants are promptly paid for the work performed. Consultant shall include a prompt payment clause that complies with local, state, and federal prompt payment requirements in all subcontracts entered into under this contract. Should consultant fail to meet subconsultant prompt payment requirements for two (2) consecutive subconsultant payments without good cause, OMNITRANS may impose appropriate penalties for failure to comply with prompt payment requirements.

6. AUDIT AND INSPECTION OF RECORDS

CONSULTANT 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 CONSULTANT for a period of three (3) years after completion of this Agreement unless OMNITRANS’ written permission is given to CONSULTANT to dispose of material prior to this time.

7. 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:

Omnitrans
1700 West Fifth Street
San Bernardino, CA 92411
Attn: Christine Van Matre
Title: Contract Administrator

To CONSULTANT:

Blais & Associates, Inc.
4017 Moonlight Drive
Little Elm, TX 75068
Attn: Neil Blais
Title: President and CEO
(469) 579-5905 / (949) 589-6338
nblais@blaisassoc.com

8. OMNITRANS' AND CONSULTANT'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: Anna Jaiswal, Development Planning 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 CONSULTANT which have not been performed to OMNITRANS' satisfaction.
 3. Subject to the review and acceptance by OMNITRANS, negotiate with CONSULTANT 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. Consultant's Key Personnel

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

<u>Name</u>	<u>Role</u>
Dawn Olsgaard, Director dolsgaard@blaisassoc.com	Grant Writing / Project Manager
Sharon Campbell, Research Associate scampbell@blaisassoc.com	Grant Research
Ursula Drake, Director udrake@blaisassoc.com	Grant Management

Any proposed/substitution or replacement by Consultant of Consultant'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 indeed possess such expertise and experience.

OMNITRANS awarded this Agreement to CONSULTANT based on OMNITRANS' confidence and reliance on the expertise of CONSULTANT's key personnel described above. CONSULTANT shall not reassign key personnel or assign other personnel to key personnel roles until CONSULTANT obtains prior written approval from OMNITRANS.

9. DISPUTE RESOLUTION

Any disputes between the successful CONSULTANT 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.

10. 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 CONSULTANT specifying the nature, extent, and effective date of the termination. Upon receipt of the notice of termination, CONSULTANT 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.

11. TERMINATION FOR BREACH OF AGREEMENT

- A. If CONSULTANT 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 CONSULTANT written notice of such default. If CONSULTANT 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 CONSULTANT's breach of this Agreement.
- B. If a federal or state proceeding for relief of debtors is undertaken by or against CONSULTANT, or if CONSULTANT makes an assignment for the benefit of creditors, then OMNITRANS may immediately terminate this Agreement.
- C. If CONSULTANT violates Section 29, 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 CONSULTANT 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 CONSULTANT 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 10, 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.

12. ASSIGNMENT

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

13. SUBCONTRACTING

- A. OMNITRANS hereby consents to CONSULTANT's subcontracting of portions of the Work to the parties identified below for the functions described in CONSULTANT's proposal. CONSULTANT shall include in each subcontract agreement the stipulation that CONSULTANT, not OMNITRANS, is solely responsible for payment to the subconsultant for all amounts owing and that the subconsultant shall have no claim, and shall take no action against OMNITRANS, Member Agencies or officers, directors, employees or sureties thereof for nonpayment by CONSULTANT.
- B. CONSULTANT shall not, without the express written consent of Omnitrans, either:
 - a. Substitute any person, firm, or corporation as subconsultant in place of the subconsultants identified below; or
 - b. Permit any subcontract to be assigned or transferred; or
 - c. Allow work to be performed by anyone other than the original subconsultant listed below.

Subconsultant's Name and Address	License #	Work to Be Performed
---	------------------	-----------------------------

N/A

- C. CONSULTANT shall report subconsultant awards and payments via a Web-based system on a monthly basis unless Omnitrans approves in writing the use of a Subconsultants Paid Report and Payment Verification form.

14. INDEPENDENT CONSULTANT

CONSULTANT's relationship to OMNITRANS in the performance of this Agreement is that of an independent Consultant. CONSULTANT's personnel performing Work under this Agreement shall at all times be under CONSULTANT's exclusive direction and control and shall be employees of CONSULTANT and not employees of OMNITRANS. CONSULTANT 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.

15. INSURANCE

A. INSURANCE REQUIREMENTS

1) General Requirements for Consultant

- a. Without limiting or diminishing the Consultant's obligation to indemnify or hold Omnitrans harmless, Consultant shall procure, prior to commencement of the services required under this contract and maintain for the duration of the contract at its own expense, insurance of the kinds and in the amounts as indicated below;
- b. Provide Omnitrans with valid original certificates of insurance and endorsements showing Omnitrans as an additional insured.

2) Deductibles or Self-Insured Retention (SIR)

SIR must be declared to and approved by Omnitrans. At the option of Omnitrans, either: the insurer shall reduce or eliminate such deductibles or SIR or Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3) Other Insurance Provisions

a. Commercial General Liability and Automobile Liability

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and

completed operations liability, personal and advertising injury covering claims which may arise from or out of Consultant's performance of its obligations hereunder and if Consultant's vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Consultant shall maintain liability insurance for all owned, non-owned or hired vehicles so used. Policy shall name Omnitrans, its officers, officials, employees, agents and volunteers as additional insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations of the scope of protection afforded Omnitrans, its officers, officials, employees, agents, and volunteers.

1. For any claims related to this project, Consultant's insurance coverage shall be primary insurance as respects Omnitrans, its officers, officials, employees, agents, and volunteers. Any insurance and/or deductibles and/or self-insured retentions or self-insured programs maintained by Omnitrans, its officers, officials, employees, agents, and volunteers shall be excess of Consultant's insurance and shall not be construed as contributory.
2. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to Omnitrans.

b. Workers' Compensation

If the Consultant has employees as defined by the State of California, the Consultant shall maintain statutory Workers' compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of Omnitrans and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

c. Care, Custody, and Control

Consultant shall insure any Omnitrans property while under its Care, Custody, and Control according to the requirements listed in the insurance coverage required.

4) Acceptability of Insurers

Insurance companies shall be State of California admitted or approved and have a current **A.M. Best's** rating of no less than **A:VIII**.

5) Verification of Coverage

- a. Consultant shall furnish Omnitrans with original endorsements affecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All insurance certificates and endorsements are to be received and approved by Omnitrans before work commences.
- b. As an alternative, Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
- c. In lieu of purchasing insurance and providing original endorsements and or certificates of insurance, the Consultant may provide proof of self-insurance; such proof must be to the satisfaction of Omnitrans.

6) Subconsultants

Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.

7) Notification of Terminated Insurance

Insurance shall not be terminated or expire without thirty (30) days written or electronic notice, and are required to be maintained in force until completion of the contract.

B. MINIMUM INSURANCE COVERAGE

If the Consultant maintains broader coverage and/or higher limits than the minimum requirements shown below, Omnitrans requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant.

- 1) ☒ **Commercial General Liability including Products/Completed Operations:** \$1,000,000; per occurrence for bodily and property damage liability and \$2,000,000 aggregate; *Omnitrans named and endorsed as an Additional Insured.*
- 2) ☒ **Automobile Liability:** \$1,000,000; per occurrence for bodily and property damage liability and aggregate; *Omnitrans named and endorsed as an Additional Insured.*
- 3) ☐ **Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$ 3,000,000 aggregate or,

- 4) ☒ **Professional Liability:** \$1,000,000; per occurrence and aggregate.
- 5) ☒ **Workers' Compensation:** statutory limits or,
- 6) ☐ **Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- 7) ☒ **Employer's Liability:** \$1,000,000; per occurrence.
- 8) ☐ **Environmental Liability:** \$1,000,000; per occurrence and aggregate; *Omnitrans named and endorsed as an Additional Insured.*
- 9) ☐ **Umbrella Policy:** \$4,000,000; per occurrence and aggregate Additional coverage for the above policies, *Omnitrans Additional Insured.*
- 10) ☐ **Hazardous Materials Endorsement:** All drivers making deliveries of products specified on this solicitation shall have Hazardous Materials Endorsements on their Commercial Drivers License, and such other Endorsements as may be required by relevant laws and/or regulations.
- 11) ☐ **Builders Risk Insurance:** Consultant shall maintain in force, at its own expense, Builder's Risk insurance on all risks of direct physical loss basis, excluding damage caused by an act of God, pursuant to California Public Contract Code §7105, for an amount equal to the full completed value of the covered structure or replacement value of alterations or additions. The policy shall include Omnitrans, Consultant and its subconsultants as loss payee as their interest may appear. Omnitrans shall not be responsible for the theft of any materials, equipment in the possession and control of Consultant.
- 12) ☐ **Installation Floater Insurance:** Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this Agreement, a Builder's Risk Installation Floater for coverage of Consultant's labor, materials and equipment to be used for completion of the work performed under this Agreement. The minimum amount of coverage to be carried shall be equal to the full amount of the Consultant's labor, equipment, materials, or fixtures to be installed, in transit, or stored off-site or on-site during the performance of this Agreement. The policy shall include as loss payee, Omnitrans, the Consultant, and its sub-consultants as their interest may appear. Omnitrans shall not be responsible for the theft of any materials, equipment in the possession and control of Consultant.

16. INDEMNITY

CONSULTANT 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 CONSULTANT) arising from or connected with any alleged act and/or omission of CONSULTANT, its officers, directors, employees, agents, Subconsultants or suppliers. This indemnity shall survive termination or expiration of this Agreement and/or final payment thereunder.

17. 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, CONSULTANT shall perform the Work, as amended.

18. RIGHTS IN TECHNICAL DATA

- A. No material or technical data prepared by CONSULTANT under this Agreement is to be released by CONSULTANT 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. CONSULTANT 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.

19. 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 CONSULTANT'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.

20. OWNERSHIP RIGHTS

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 Consultant, its Third Party Software Consultants 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 CONSULTANT, 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, Consultant shall require all of its subconsultants and suppliers (including without limitation its Third Party Software Consultants) 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. Consultant shall execute any documents as OMNITRANS may from time to time reasonably request to effectuate the terms of this paragraph.

21. 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. CONSULTANT, by his/her endorsement hereon agrees that all rights to any work(s) created or produced are waived, and that ownership rests with OMNITRANS. CONSULTANT 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, consultants or subconsultants.

22. SUBMITTAL OF CLAIMS BY CONSULTANT

CONSULTANT 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 CONSULTANT.

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

23. EQUAL OPPORTUNITY

CONSULTANT 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. CONSULTANT shall take action to ensure that applicants and employees are treated without regard to the above.

24. STANDARD OF PERFORMANCE

- A. CONSULTANT shall perform and exercise, and require its subconsultants to perform and exercise due professional care and competence in the performance of the Work in accordance with the requirements of this Agreement. CONSULTANT 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 CONSULTANT'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.

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

To ensure compliance with OMNITRANS' Ethics Policy, CONSULTANT shall provide written notice to OMNITRANS disclosing the identity of any individual who CONSULTANT 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 CONSULTANT. CONSULTANT'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.

26. DISQUALIFYING POLITICAL CONTRIBUTIONS

In the event of a proposed amendment to this Agreement, CONSULTANT shall provide prior to the execution of such amendment, a written statement disclosing any contribution(s) of \$250 or more made by CONSULTANT or its subconsultant(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 CONSULTANT or subconsultant(s).

27. COMPLIANCE WITH LAW

- A. CONSULTANT 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. CONSULTANT shall also comply with all Federal, state and local laws and ordinances.
- B. Government regulations that directly affect the CONSULTANT'S performance of this contract and unforeseen impacts, which neither party could have contemplated at the onset of the contract and have an unconscionable impact on the CONSULTANT may be given special pricing consideration. The parties, in good faith, shall review established rates and may adopt any mutually agreed new rates, which shall only be effective as agreed upon by the parties. Thorough documentation including all cost elements is required to support the Consultant's claim to any relief under this clause.

28. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

N/A

29. COMPLIANCE WITH LOBBYING POLICIES

- A. CONSULTANT 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 CONSULTANT (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.

30. PUBLIC RECORDS ACT

- A. All records, documents, drawings, plans, specifications and other material relating to conduct of OMNITRANS' business, including materials submitted

by CONSULTANT 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 CONSULTANT. OMNITRANS will endeavor to notify CONSULTANT 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 consultants.
- C. In the event of litigation concerning the disclosure of any material submitted by CONSULTANT, OMNITRANS' sole involvement will be as a stake holder, retaining the material until otherwise ordered by a court. CONSULTANT, 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.

31. 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.

32. FORCE MAJEURE

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

33. CONFIDENTIALITY

CONSULTANT agrees that for and during the entire term of this Agreement, any information, data, figures, records, findings and the like received or generated by

CONSULTANT 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, CONSULTANT 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.

34. CONSULTANT'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 CONSULTANT for advertising or public relations purposes prior to publication. CONSULTANT shall not allow OMNITRANS related copy to be published in its advertisements and public relations programs prior to receiving such approval. CONSULTANT shall ensure that all published information is factual and that it does not in any way imply that OMNITRANS endorses CONSULTANT's firm, service, and/or product.
- B. CONSULTANT 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 CONSULTANT receives a complaint from a citizen or the community, CONSULTANT 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.

35. 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.

36. 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.

36. LICENSING, PERMITS AND INSPECTION COSTS

- A. The CONSULTANT 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 consultants and subconsultants 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. CONSULTANT further warrants that it shall not retain or employ an unlicensed subconsultant to perform work on this Project. CONSULTANT shall notify OMNITRANS immediately and in writing of its employees', agents', consultants' or subconsultants' 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. CONSULTANT 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.

37. PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) the provisions of this Agreement, and any and all of its Amendments, Appendices, Exhibits and Attachments; (2) provisions of RFP-SDD20-71 and any and all of its Addenda, Appendices, Exhibits and Attachments; and (3) CONSULTANT's proposal dated March 18, 2020, its Appendices, Exhibits, Attachments and Best & Final Offer dated April 6, 2020.

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 CONSULTANT 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

BLAIS & ASSOCIATES, INC.

Erin Rogers
Interim CEO/General Manager

Neil Blais
President and CEO

Date

Date

Federal Tax I.D. No. 43-3083595

DP _____

ATTACHMENT A – SCOPE OF WORK
RFP-SDD20-71
GRANT SERVICES

I. PURPOSE

- A. Consultant shall provide Grant Services, including grant research, grant planning, and grant application writing.
- B. The services to be performed by the consultant under this specification consist of furnishing all materials and qualified workforce necessary to provide the services described within this scope of work.

II. BACKGROUND

- A. Omnitrans is the public transit provider for the San Bernardino Valley area in the County of San Bernardino, California, which includes the cities of Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland, and Yucaipa, and unincorporated portions of the County of San Bernardino. Established in 1976 through a joint powers agreement, Omnitrans provides approximately 11 million passenger trips per year on its 34 fixed bus routes.
- B. Omnitrans seeks to obtain additional funding through available grant sources for upcoming projects such as: zero-emission buses and related infrastructure; “I” Street paratransit facility rehabilitation; West Valley paratransit facility; rooftop solar and battery storage project; passenger amenities at bus stops and stations; or similar projects.
- C. Consultant shall help Omnitrans to research and identify possible funding sources for operations or capital projects, plan ahead how to take maximum advantage of funding sources available, and write winning applications for grant funding.

III. SUMMARY OF WORK

- A. **Location of work** – Consultant may work remotely but must be available for in-person meetings at Omnitrans’ facilities or other designated locations with Omnitrans’ Project Manager, other Omnitrans staff, or other stakeholders, as necessary to perform the work contained in this Scope of Services and at the request of Omnitrans’ Project Manager.
- B. **Duration of work** – Three years.
- C. **Response Times** – Because grant application deadlines sometimes create urgency, Consultant is expected to have a designated staff person at any given time during business hours Monday through Friday who will be available to respond to Omnitrans’ inquiries within one (1) business day via telephone or email.
- D. **Schedule** – Consultant shall submit a workplan and schedule of services to be performed under the Consultant to Omnitrans’ Project Manager upon award of contract. The workplan and schedule must be reviewed and approved by Omnitrans

prior to starting work. The workplan and schedule shall be updated and resubmitted to Omnitrans' Project Manager if changes become necessary. An update on work progress shall be submitted to Omnitrans' Project Manager at least once a month along with the submittal of the monthly invoice.

- E. **Communication** – Consultant shall keep Omnitrans' Project Manager informed of project progress and any substantial issues that arise in completion of the scope of services, through project status update conference calls as needed.

IV. TASKS

Consultant shall be responsible for completing the following tasks:

A. Funding Needs Assessment

- i. Work with Omnitrans staff to identify and compile into a table the agency's short-term and long-term needs for operational and capital funding, including a list of potential projects for which funding will be needed in the next 36 months, complete with approximate costs, phases, and expected timelines (based on information provided by Omnitrans staff).
- ii. Consultant shall facilitate one to two (1-2) meetings as needed with Omnitrans staff and solicit staff's input in order to develop the Funding Needs Assessment. Consultant shall provide agendas to all attendees at least one business day prior to each meeting, and Consultant shall give Omnitrans' Project Manager at least one business day to provide input into the agenda before Consultant finalizes agenda and provides it to all meeting attendees. Consultant shall compile and provide notes summarizing each meeting to all attendees within five (5) business days of each meeting, and then revise notes upon receiving feedback from Omnitrans' Project Manager or other staff.
- iii. Consultant shall revise the Funding Needs Assessment as requested by Omnitrans' Project Manager.

B. Grant Funding Research

- i. Consultant shall conduct research to identify potential funding sources that would be a good fit for Omnitrans' candidate projects, including, but not limited to, Federal, State, regional, local, foundation, and private funding sources that support Omnitrans' funding needs and priorities. Funding sources can include but not be limited to grants, loans, vouchers, waivers, rebates, financing programs, or donations.
- ii. Consultant shall compile research into a table for Omnitrans' review, including timelines/due dates, eligibility, grant purpose, local match requirements, and other requirements of each funding source. Table shall

be a living document to be continuously updated by Consultant throughout one-year contract term.

- iii. Funding sources should include but not be limited to the following purposes:
 - 1. Zero-emission buses and/or supporting infrastructure.
 - 2. Renewable energy and energy efficiency projects.
 - 3. Public transit passenger amenities.
 - 4. Public transit technology.
 - 5. Bus operations and maintenance facility planning, design, construction, and rehabilitation.
 - 6. Other projects developed during the needs assessment.
- iv. Consultant shall assist Omnitrans with evaluating whether a funding source is a good fit for a candidate project and evaluate the likelihood of receiving the funding, in order to assist Omnitrans' decision of whether to pursue that funding source.

C. Funding Application Development

- i. It is estimated that Omnitrans will need assistance with submitting two (2) grant applications per year, for a total of six (6) grant applications during the term of this Scope of Services. More than 6 applications may be able to be submitted if fewer hours of work are needed for each application.
- ii. Consultant shall develop funding applications with the input of Omnitrans staff, including the following:
 - 1. Application narrative such as project purpose and need, justification of how the project meets goals and objectives of the funding source, Omnitrans' eligibility for the funding source, and Omnitrans' approach for implementing the project and meeting the requirements of the funding source.
 - 2. Cost estimate of project.
 - 3. Benefits of project.
 - 4. Timeline for completing project.
 - 5. Letters of support.
 - 6. Any other documentation required for funding source.

- iii. Upon start of work on the funding application, Consultant shall provide Omnitrans with a summary of requirements for funding, along with a timeline and checklist of what information is needed from which source by what date in order to complete the grant application satisfactorily by the deadline.
- iv. Omnitrans will provide all inputs/data needed to support the application. Consultant shall compile the information into a presentable format to make a winning application and shall provide Omnitrans with suggestions on what other data or information needs to be collected to support the application. Consultant shall also provide Omnitrans with drafts of letters or resolutions that need to be executed by Omnitrans for submission with funding applications.
- v. Consultant shall provide Omnitrans at least three to five (3-5) business days to review and provide comments on materials before submission.
- vi. Consultant shall submit final application materials and provide an electronic copy of complete submission package to Omnitrans. Omnitrans may also elect to submit application packages directly to the funding source.
- vii. Omnitrans also expects Consultant to provide Omnitrans staff with creative suggestions for questions and requests to make of funding agencies / funding sources, when funding source guidelines leave room for interpretation of how funding can be used.

V. DELIVERABLES

- A. Schedule and workplan, to be revised as needed.
- B. Weekly status update calls as needed while working on specific grants.
- C. Monthly progress reports and invoices.
- D. Meeting agenda and notes.
- E. Table summarizing Omnitrans' funding needs (living document to be revised as needed).
- F. Table summarizing funding opportunities (living document to be revised as needed).
- G. Summary of each funding opportunity to be applied for, including requirements of funding, and checklist and timeline of information needed.
- H. Six (6) funding applications, with electronic copy of full package submitted.

VI. QUALITY OF WORKMANSHIP

All work shall be performed in accordance with the industry standard, and to the complete satisfaction of Omnitrans.

* End Scope of Work *



PERSONNEL POLICY MANUAL

POLICY 707 PAGE 1 OF 6

SUBJECT
PROHIBITING WEAPONS IN THE WORKPLACE

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: June 7, 2017

I. Purpose

It is the policy of Omnitrans to maintain a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the Agency prohibits the possession of firearms and weapons in the work place, regardless of any license or permit that an individual may have which otherwise authorizes the individual to carry firearms or weapons.

It is illegal and a criminal violation to possess weapons in public buildings (California Penal Code 171b and 171.7).

II. Scope

This policy applies to all Omnitrans employees, including but not limited to staffing agency workers and contractors working for or with the Agency at any time, regardless of whether the Agency is the actual employer.

Possession of firearms and weapons is prohibited at all Omnitrans' offices, parking lots, agency vehicles and job sites, and in all Agency vehicles.

The following person/s are exempt from this policy as stated: a guard of a contract carrier operating an armored vehicle, and any law enforcement officer who is carrying out official duties engaged in protecting and preserving property or life within the scope of his or her employment.

Omnitrans will strictly enforce this policy. Violation of this policy will result in immediate disciplinary action, up to and including termination.

III. Procedure

A. COMMUNICATION OF POLICY

(a) Each employee of the Agency shall receive a copy of this policy at the time of his/her hire and shall sign a copy of the acknowledgment. Employees who were employed before the effective date of this policy shall also receive a copy of this policy and shall sign a copy of the acknowledgment. A copy of the signed acknowledgment and of all new and revised policies throughout the employee's employment shall be maintained in each employee's personnel file.

(b) A copy of this policy shall be attached to each contractor's contract, and shall become a part of its contract. The contractor shall be responsible for communicating this policy to its employees and any subcontractors to which the contractor sublets any portion of its contract.



PERSONNEL POLICY MANUAL

POLICY 707 PAGE 2 OF 6

SUBJECT
PROHIBITING WEAPONS IN THE WORKPLACE

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: June 7, 2017

B. PROHIBITED CONDUCT

(a) The transportation of firearms or weapons in Agency vehicles is prohibited. This includes but is not limited to:

- (1) to and from work,
- (2) when conducting Agency business,
- (3) at all times in Agency-owned or leased vehicles.

(b) The possession or carrying of permitted and non-permitted firearms or weapons while at Agency buildings, parking lots, sponsored events, and job sites.

(c) Exception: Power actuated tools which are manufactured for the use of fastening building materials and sanctioned tools for the purpose of performing Agency job duties are not subject to this policy.

C. SEARCH

(a) Omnitrans reserves the right to conduct reasonable, unannounced searches of Agency premises and personal searches of employees and others while entering, on, or leaving Agency premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage. Searches will be conducted when the Agency has a reasonable suspicion to believe that a particular employee may be in possession of a weapon or firearm.

(b) "Reasonable suspicion" is defined as a suspicion that is based on specific personal observations such as an employee's manner, disposition, behavior, speech, information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable, or a suspicion that is based on other surrounding circumstances.

(c) Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. Refusal violates Agency policy and constitutes an act of insubordination constituting disciplinary action, up to and including separation of the employment relationship. Non-employees who refuse to allow an inspection will not be permitted on Agency premises and will be required to immediately leave the premises. Employees will be relieved of all duties while pending investigation.

D. DISCIPLINE

(a) Violations of any portion of this policy will subject the employee to discipline. 10



PERSONNEL POLICY MANUAL

POLICY 707 PAGE 3 OF 6

SUBJECT

PROHIBITING WEAPONS IN THE WORKPLACE

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

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up to and including separation of employment.

(b) Violations by a contractor's employee or subcontractor of any portion of this policy may constitute a breach of contract and regardless will mandate the immediate removal of the contractor's employee from Agency premises, prohibition against the individual accessing Agency premises in the future, and may also constitute a breach of contract.

E. REPORT OF VIOLATIONS

1. Employee Violations

Employees are required to report violations of this policy without regard to the relationship between the individual who initiates the prohibited behavior and the individual reporting it. An employee who believes that another employee may be in violation of this policy must report the alleged violation to the employee's manager or supervisor, the department director, security, or the appropriate departmental Human Resources representative.

Departments are responsible for implementing this policy. The Agency will promptly investigate allegations of violations of this policy.

Omnitrans reserves the right to authorize searches for prohibited weapons on its property when a violation is reported or when probable cause or reasonable suspicion is present consistent with law.

Employees should be aware that there is no reasonable expectation of privacy with respect to weapons in the workplace. The Agency's right to conduct searches includes, but is not limited to, such areas and items as lockers, desks, workstations, offices, purses, briefcases, bags, toolboxes, and lunch bags.

Searches of the employee's work area and belongings, as described above, may be conducted by the Security & Emergency Preparedness Coordinator, or designee. Searches of all types, including surrounding agency property, personal property and the employee may be conducted by law enforcement in accordance with law should reasonable suspicion be present. Any weapon found in violation of this policy may be confiscated. Refusal to permit a search may result in discipline, up to and including separation.

2. Visitor Violations

Visitors are not allowed to carry a weapon on the premises. Any visitor carrying a weapon into a posted no-carry agency facility is creating an elevated risk to security and safety that warrants a response leading to compliance with the law. If the visitor

**SUBJECT
PROHIBITING WEAPONS IN THE WORKPLACE****APPROVED BY OMNITRANS
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poses an immediate risk to security or safety, law enforcement shall be notified immediately by calling 9-911. The visitor shall be considered an immediate risk to safety and security if he/she is acting in an aggressive, belligerent, confrontational, suspicious or in an otherwise questionable manner while carrying a weapon.

F. FALSE REPORTS

Employees making intentionally false and malicious complaints of weapons in the workplace will be subject to disciplinary action, up to and including separation and/or will be reported to the proper authorities as appropriate.

G. ROLES AND RESPONSIBILITIES

Employees are responsible for understanding and complying with the Policy Prohibiting Weapons in the Workplace.

Whenever there is a question as to whether an instrument, article or substance is considered a weapon in violation of this policy, it is the employee's responsibility to seek clarification. Employees seeking clarification should direct their questions to the agency's Security & Emergency Preparedness Coordinator at 909-379-7117 prior to bringing the item(s) to Omnitrans work sites and events, as well as agency-owned or leased facilities or vehicles.

H. SAFETY FIRST

In applying this policy, no employee shall take any action that will risk his or her own safety or the safety of other individuals. No attempt should ever be made by an employee to restrain or forcibly evict an armed person from agency premises.

An individual's continued non-compliance after being properly informed of the law (California Penal Code 171 (b)) will result in notification to law enforcement and discipline, up to and including separation of employment. Employees should notify security immediately.

An employee who feels an imminent danger to his or her own safety or the safety or security of others, should avoid any interaction with the individual. Immediately contact law enforcement by calling 9-911 and security at 909-379-7117.

I. ANTI-RETALIATION PROVISION

Omnitrans strictly prohibits any retaliation against an employee who has reported a possible breach of policy. If an employee feels that he or she has been subjected to retaliation in violation of this policy, the employee must immediately report it to his or her supervisor or other designated Human Resources representative.



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J. DEFINITIONS

1. **Firearm or weapon includes, but is not limited to:** A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant.

- A firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to handguns, pistols, revolvers, shotguns, rifles, and bb guns;
- A gun that can discharge a shot or a projectile by means of an explosive or gas, or compressed air;
- A device designed to be used as a weapon, from which can be expelled a projectile by the force of any explosion or force of combustion;
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- Any destructive device;
- Any device designed as a weapon and capable of producing great bodily harm, including but not limited to, stun guns, stun batons;
- An electric weapon such as a taser gun;
- Any combustible or flammable liquid, or other substance, device, or instrumentality that, in a manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm;
- Any knife that is carried with intention or calculation to produce death or great bodily harm having a blade length in excess of four (4) inches, the blade of which is fixed or is capable of being fixed in an unguarded position by the use of one or two hands. Switchblades are specifically prohibited. (Knives intended to be used as eating utensils, and stored or maintained in office kitchens or lunchrooms do not represent a violation of this policy.)

2. **Office:** All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the agency.

3. **Parking lot:** All lots at permanent facility, park and rides, lots at project sites, any lot that the agency designates as a parking lot that is not at a permanent facility or project site.

4. **Agency vehicle:** All agency-owned buses/vehicles, all agency-leased buses/vehicles, all agency-rental buses/vehicles, and all personal vehicles for which the owner receives a vehicle allowance, all personal vehicles where the owner receives reimbursement for mileage.



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5. **Search:** To examine in order to find something concealed.

6. **Job sites:** Any and all locations where the agency conducts business.

SIGNS

1. At each entrance to buildings, parking lots, and project sites, a sign shall be posted in a location that is conspicuous to all who could enter a building, parking lot, or project site.
2. Signs shall have wording or pictogram that prohibits firearms, weapons and give notice of video surveillance. Signs shall be vandalism resistant and of the quality that they will not fade due to the elements.

ATTACHMENT C - PRICING SCHEDULE
SDD20-71, GRANT SERVICES

TASK	DESCRIPTION	Unit of Measure	Quantity	Unit Price	TOTALS
1	FUNDING NEEDS ASSESSMENT (One time - Lump Sum)	Lump Sum	1	\$ 5,400	\$5,400
2	GRANT RESEARCH (Monthly)	Month	36	\$ 1,470	\$52,920
3	FUNDING APPLICATION DEVELOPMENT	Application	7	\$ 10,440	\$73,080
	GRAND TOTAL				\$131,400

ATTACHMENT C - PRICING SCHEDULE

SDD20-71, GRANT SERVICES

COST ELEMENTS

					Project: Grant Services	
1	LABOR					
	LABOR CATEGORY (Please add additional categories as necessary)	*Billing Rate \$/HR	Hours	Extended Cost	Basis	
1	Project Manager (Lead Associate)	\$105.00	548.00	\$57,540.00	Blended rate to include labor, overhead, & profit	
2	Grant Writers (Support to Project Manager)	\$105.00	278.00	\$29,190.00	Blended rate to include labor, overhead, & profit	
3	Research Analyst	\$105.00	313.00	\$32,865.00	Blended rate to include labor, overhead, & profit	
4	Quality Control/Quality Assurance	\$105.00	39.00	\$4,095.00	Blended rate to include labor, overhead, & profit	
5	Executive Oversight	\$105.00	72.00	\$7,560.00	Blended rate to include labor, overhead, & profit	
6	Grant Management, Optional, Not Quoted	\$105.00	0.00	\$0.00		
7				\$0.00		
8				\$0.00		
9				\$0.00		
*Please Define Rate and Calculation:		Regular Rate: \$105.00 = Labor rate + (labor rate X overhead rate) + profit rate	Overhead Rate: 45%			
		Overtime Rate: \$157.50 = Labor rate + (labor rate X 0.5) + (labor rate X overhead rate) + profit rate	Profit Rate: 8%			
		Holiday Rate: \$210.00 = Labor rate + (labor rate X 1) + (labor rate X overhead rate) + profit rate	Labor Escalation Rate: 2.5% annually			
TOTAL - LABOR (Hours/Costs)				\$131,250.00		
2	EXPENSES					
	ITEM CATEGORY (Please add additional categories as necessary)	Rates	Units	Extended Cost	Basis	
1	Travel	150.00	1.00	\$150.00	Mileage and tolls for on-site visits for Needs Assessment: 104 miles roundtrip (Irvine to SB City) x .575 = \$60 per trip + \$15 tolls = \$75 per trip; allowance for two on-site visits for Needs Assessment	
2				\$0.00		
3				\$0.00		
4				\$0.00		
5				\$0.00		
6				\$0.00		
7				\$0.00		
8				\$0.00		
9				\$0.00		
10				\$0.00		
TOTAL - Other Direct Costs				\$150.00		
TOTAL COSTS (Cost Element 1 + Cost Element 2)				\$131,400.00		

Omnitrans Grant Services

Hours and Labor Categories for Each Task
Three-year performance period

Tasks	Labor/Consulting/Materials/Equipment/Labor				Project Manager	Grant Writers (Support)	Research Analyst	Quality Control	Executive Oversight	Grant Mgmt. (Optional)	Total
	Price (Unit Cost)	Units (HR, Mile, LS, Month, etc.)	Quantity	Total							
1. Needs Assessment (50 hrs + Travel Costs)				\$5,400							50
On-Site Meeting (initial meeting to interview staff, tour sites, etc.); includes prep and travel time	\$105	HR	8	\$840	8						8
Develop Needs Assessment (Grant Strategy) Document	\$105	HR	38	\$3,990	8		25	4	1		38
Present Needs Assessment (On-Site Meeting); conference call optional; includes travel time if on-site	\$105	HR	4	\$420	4						4
				\$0							
<i>Travel On-Site Meeting #1</i>				\$0							
Mileage: Irvine to San Bernardino City (roundtrip)	\$0.575	Mile	104	\$60							
Tolls	\$15	LS	1	\$15							
				\$0							
<i>Travel On-Site Meeting #2 (can conduct by conference call if desired)</i>				\$0							
Mileage: Irvine to San Bernardino City (roundtrip)	\$0.575	Mile	104	\$60							
Tolls	\$15	LS	1	\$15							
				\$0							
				\$0							
2. Grant Research (216 hrs + Fact Sheet Service @ ~288 hrs)				\$52,920							504
Fixed Monthly Fee for Fact Sheet service (notification), attending workshops/webinars, etc. (approx. 8 hrs/mo x 36 mos = ~303 hrs); this line item can be reduced and hours shifted to #3 depending on desires	\$840	Month	36	\$30,240			288				288
Consultation (align needs assessment w/ funding opportunities, score project ideas, provide updates, go/no go consultation, monthly Grant Activity Report call, develop roll-up report, etc.) (6 hrs/mo x 36 mos)	\$105	HR	216	\$22,680	180				36		216
				\$0							
				\$0							
3. Funding Application Development (assumes turnkey development) (696 hours)				\$73,080							696
Grant Application No. 1 - assume high-level complexity (e.g., FHWA BUILD for electric buses)	\$105	HR	220	\$23,100	110	88		11	11		220
Grant Application No. 2 - assume high-level complexity (e.g., CalSTA Transit & Intercity Rail Capital	\$105	HR	160	\$16,800	80	64		8	8		160
Grant Application No. 3 - assume mid-level complexity (e.g., FTA Bus and Bus Facilities Program)*	\$105	HR	91	\$9,555	46	36		5	5		91
Grant Application No. 4 - assume mid-level complexity (e.g., FTA Low-No Grant Program)	\$105	HR	75	\$7,875	38	30		4	4		75
Grant Application No. 5 - assume low-level complexity (e.g., Caltrans Sustainable Transportation Planning)	\$105	HR	60	\$6,300	30	24		3	3		60
Grant Application No. 6 - assume low-level complexity (e.g., Volkswagen Settlement)	\$105	HR	50	\$5,250	25	20		3	3		50
Grant Application No. 7 - assume low-level complexity (e.g., Carl Moyer)	\$105	HR	40	\$4,200	20	16		2	2		40
				\$0							
<i>Examples cited within parenthesis, and the corresponding hours, are based on real historical labor from previous calls. The hours are subject to change based on the requirements for new solicitations/calls but deemed reliable for estimating purposes.</i>				\$0							
<i>Hard, direct costs including travel and cost for reprographics (for hard copy submissions) are included in the estimates above) and deemed de minimis</i>				\$0							
				\$0							
				\$0							
Totals				\$131,400	548	278	313	39	72	-	1,250

*rounded total for Grant Application No. 3 to force balance with Pricing Form Pg 2

ITEM # E14

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Art Torres, Director of Procurement

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

FORM MOTION

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

This item was reviewed by the Administrative & Finance Committee at its May 14, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

Omnitrans is not responsible for paying commissions or fees, as they are paid by the Insurance Carriers directly to the Broker. These services are required to maximize employee benefits and contain costs for both Omnitrans and its employees.

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

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

Criteria:	Possible Points	USI	Alliant	Keenan Associates	Burnham Benefits	Chimienti Associates
Qualifications of Firm	15	11.00	10.50	12.00	11.00	8.50
Quality of Work Plan	40	28.67	30.67	26.67	28.00	22.67
Experience	20	16.00	14.67	15.33	15.33	13.67
Technical	75	55.67	55.84	54.00	54.33	44.84
Cost / Price	25	25.00	24.00	20.00	0	0
Total	100	80.67	79.83	74.00	54.33	44.84

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

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

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

Six of the nine ancillary insurance benefits covered under this contract are voluntary employee benefits which are not funded by Omnitrans. Utilizing a fee-based contract would lead to additional costs to Omnitrans for the employee funded plans.

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

FUNDING SOURCE

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

Department Number Various
Expenditure Code Various

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

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

CONCLUSION

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

ER:AT:FH

ITEM # F1

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jerome Rogers, Director of Safety, Security & Regulatory Compliance

SUBJECT: SAFETY AND SECURITY UPDATE

FORM MOTION

Receive and file this presentation on safety and security incidents, measures, and initiatives.

This item was reviewed by the Operations & Safety Committee at its May 20, 2020 meeting and forwarded to the Board of Directors to receive and file.

BACKGROUND

Omnitrans continues to focus on safety measures to increase system safety for customers and Coach Operators. The results show a significant reduction in the number of preventable accidents, and safety and security incidents. Omnitrans has experienced a 22% reduction in preventable accidents in Q3 2020 versus Q3 2019, and a 14% reduction in safety and security incidents.

In response to the COVID-19 pandemic, Omnitrans has implemented additional processes and procedures to protect the health and safety of our employees and customers. As we enter the second month of this crisis, we continue to respond to the changing conditions in real time. Measures were taken immediately to enhance the cleaning and disinfecting of our fleet and facilities. We began rear door boarding to provide social distancing for our Coach Operators. Modifications and mitigation measures were put in place in the facilities to ensure social distancing, including remote working arrangements when possible. As we begin to evaluate phasing employees back into the work place, a Return to Work procedure has been developed which requires any employee who has been on a leave of absence for more than one work week, to have a temperature check and complete a questionnaire regarding COVID related exposure and symptoms. Full body scanners will be installed at various facility access points to monitor elevated temperatures. Floor decals will be placed within the facilities to ensure proper distancing is maintained. Additionally, driver barriers will soon be installed on buses to help facilitate social distancing while returning to fare collection practices.

CONCLUSION

Receive and file the attached staff report and presentation on safety and security incidents, measures, and initiatives.

ER: JR

Attachment A: PowerPoint Presentation



SAFETY & SECURITY UPDATE

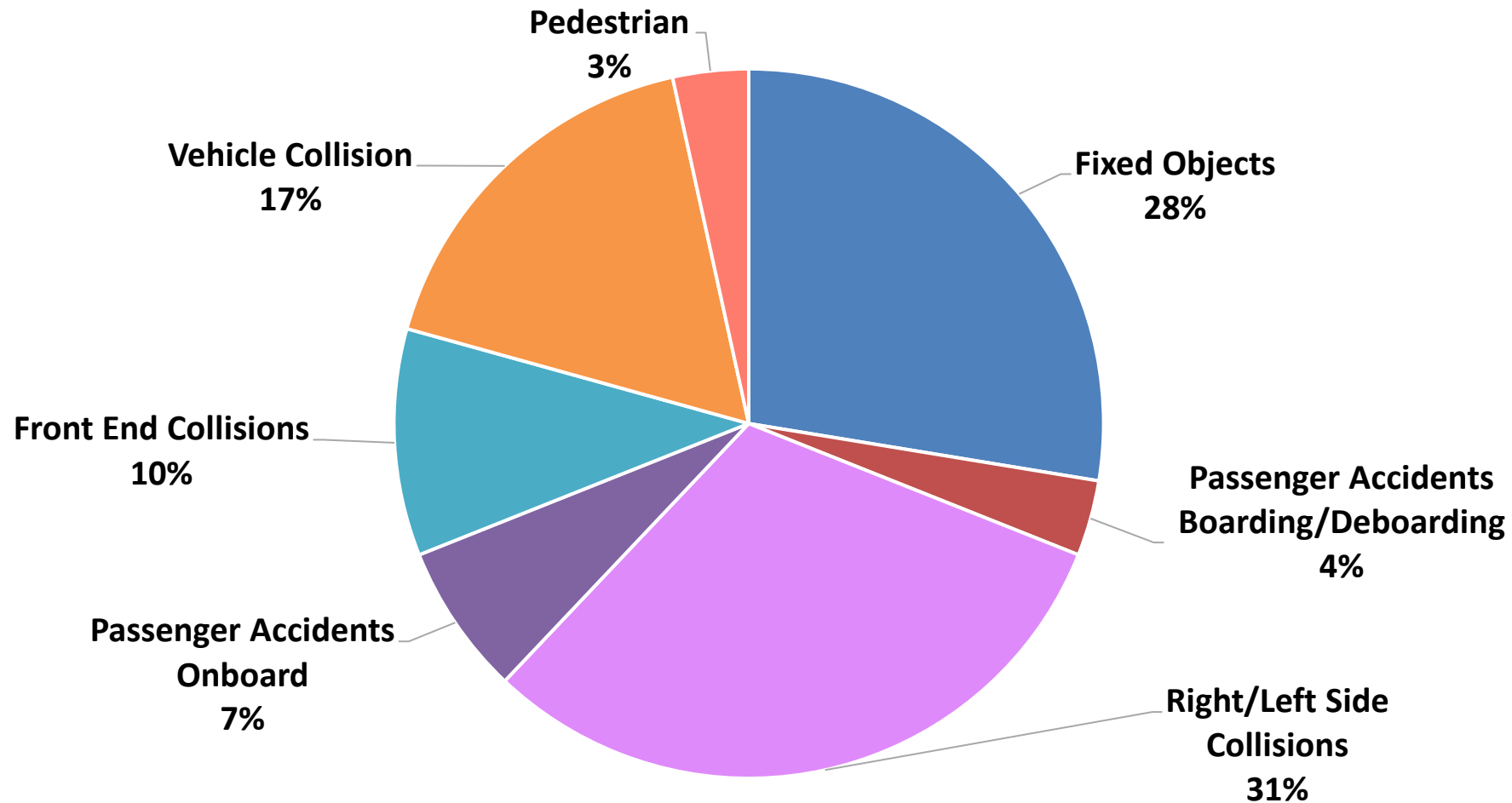
BOARD OF DIRECTORS
June 3, 2020



OVERVIEW

- In the 3rd quarter of FY20 there was a 22% reduction in preventable accidents from the previous year
- There has been a 14% reduction in overall Security Incidents in the 3rd quarter of FY20 from the previous year
- Ongoing safety campaigns to raise awareness and enhance safety culture
- COVID-19 mitigation measures

PREVENTABLE ACCIDENT FREQUENCY/ 100,000 MILES



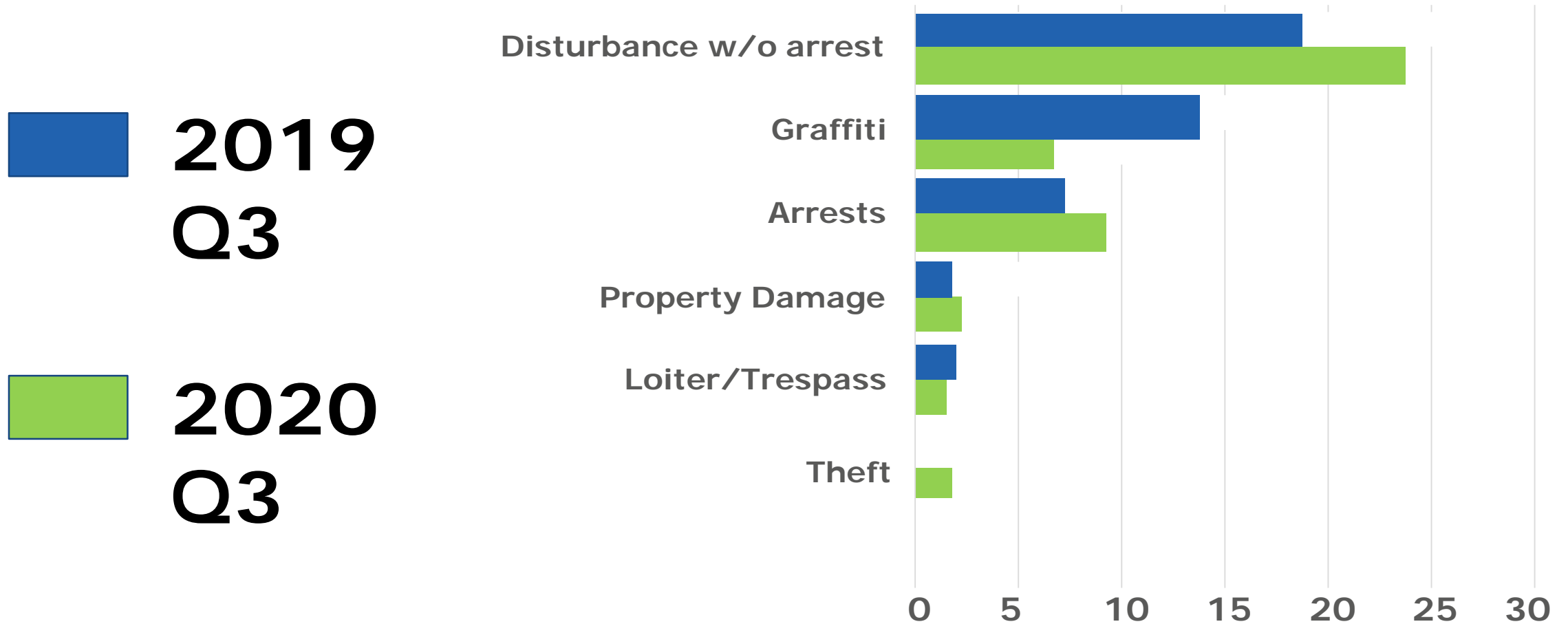
**RATES PER
100K
MILES**

FY19- 1.52

**FY20- 1.20
(-22% YOY)**

**ABBG-1.24
(-4%)**

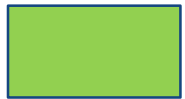
SECURITY INCIDENTS: SBTC



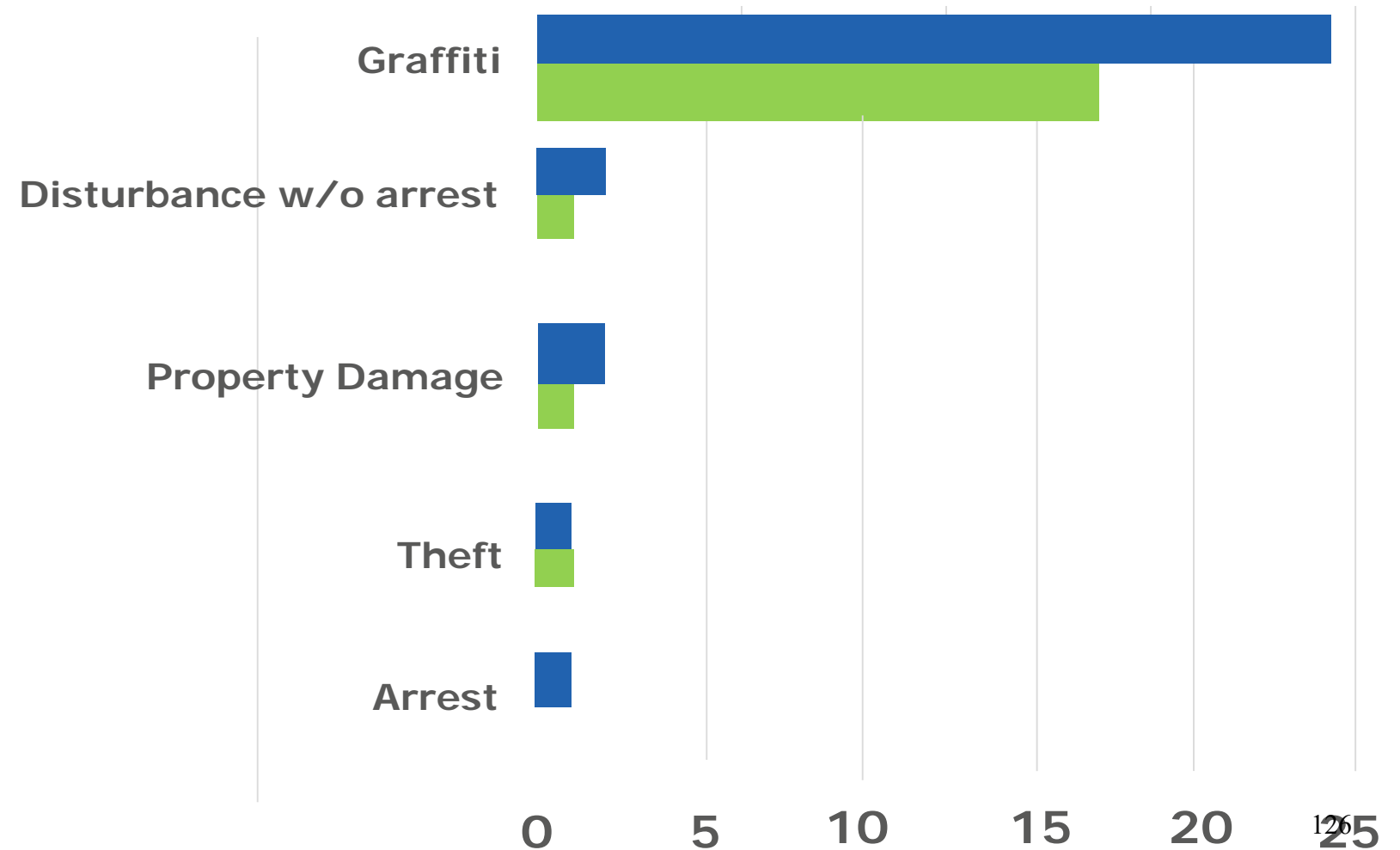
SECURITY INCIDENTS: SBX STATIONS



**2019
Q3**



**2020
Q3**



COVID-19 MITIGATION MEASURES

- Established Situational Response Team
- Employee Communication
- Personal Protective Equipment
- Policies, Procedures and Processes

COVID-19 MITIGATION EMPLOYEE COMMUNICATION

- Create awareness about COVID-19 through newsletters and safety campaigns
- Updated outdoor digital display boards with reminders about social distancing and hand washing
- Provided daily update to employees via the Employee Emergency Hotline
- Weekly OmniBlast informational memos
- All hands meetings
- Emergency text messaging



COVID-19 MITIGATION

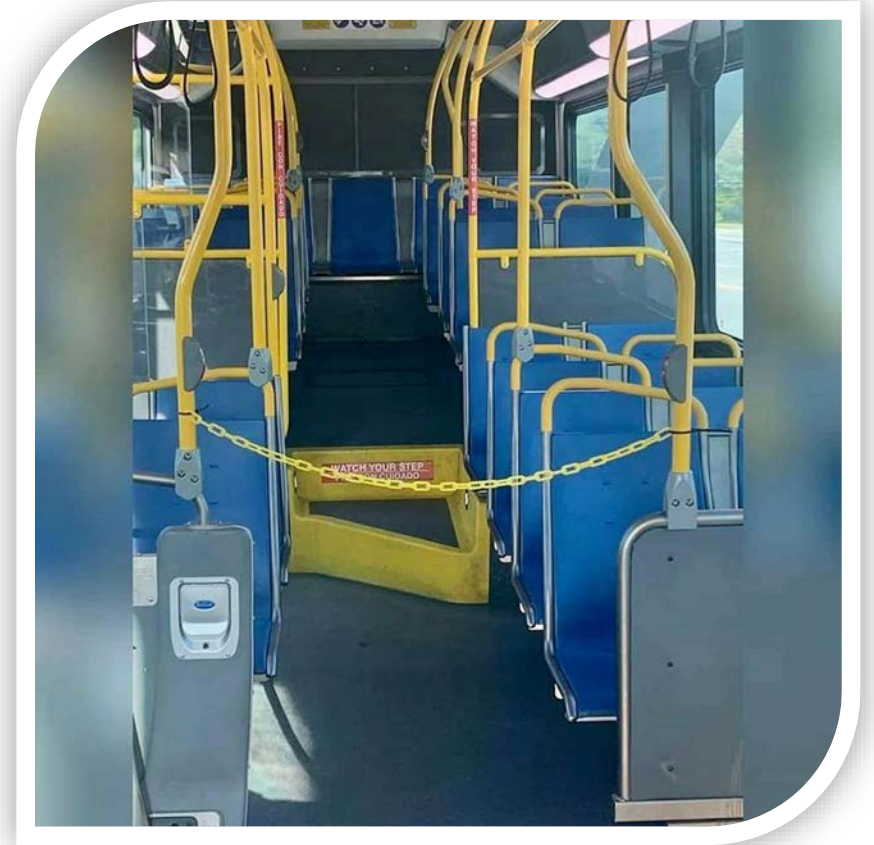
PERSONAL PROTECTIVE EQUIPMENT

- Purchased and implemented hand sanitizing stations throughout all facilities
- Provided hand sanitizers, gloves and masks for all employees
- Implemented requirements for face coverings; provided all employees cloth masks
- Instituted a policy requiring all passengers to wear a face covering while on buses. (now a strong recommendation)
- Provided eye protection for employees performing the disinfecting process



COVID-19 MITIGATION POLICIES, PROCEDURES AND PROCESSES

- Created enhanced disinfecting procedures for buses and facilities
 - Purchased Electrostatic disinfecting/sanitizing equipment
- Enacted rear door boarding on all buses to enhance social distancing for Coach Operators (stop collecting fares)
- Created and implemented a Remote Work Policy
- Board approved Emergency Administrative Leave Policies (Policy 620, 621) to promote social distancing and ensure continuity of pay



COVID-19 Mitigation Policies, Processes and Procedures Continued

- Created and implemented a Return to Work Screening Process
- Implemented floor markers to promote social distancing
- Closed off areas where social distancing is not possible
- Closed off public access for lobbies at SBTC and both divisions



COVID-19 MITIGATION CONTINUED

WALK THROUGH BODY TEMPERATURE DETECTOR

- Non-contact detection mode
- Real time display of human body temperature
- Visual & sound alarm signals abnormal temperature
- Tracking for abnormal temperatures
- Adopts a single infrared detector

Model:

CSE-1008 Walk Through Body Temperature Detector



Product Information

The CSE-1008 walk through human body temperature detector, features a non-contact IR temperature sensing system, is lightweight for easy relocation, and simple operation for all users. It solves the problem of rapid and non-contact screening of abnormal body temperature with high screening accuracy, greatly reducing the probability of staff being exposed to infection, and improving the efficiency of detection and clearance in high traffic situations.

- ♦ Non-contact detection mode, 3/4"-2" detection distance
- ♦ Real time display of human body temperature
- ♦ Visual & sound alarm signals abnormal temperature over 98.6°F
- ♦ Tracking for abnormal temperatures over 98.6°F
- ♦ Adopts a single infrared detector, dual detector optional
- ♦ Safe for human use

Performance



COVID-19 MITIGATION CONTINUED COACH OPERATOR PROTECTIVE SHIELD

- Custom made Plexiglass shield
- Easily accessible
- Provides protection for Coach Operators



NEXT STEPS

- Administrative staff working remotely phased back into the office
- Targeting June 1st to resume fare collection
- Continue to monitor and report ridership and finances
- Adjust service and personnel based on resumption triggers
- Formalize Plan and Supporting Documents
 - COVID-19 Preparedness and Response Plan
 - Recovery and Service Resumption Plan
 - Management Plan Goals: Business Resumption & Safety, Security and Resilience

THANK YOU OPERATORS!

The following customer message came into our website last night. What you do matters – thank you!

“I would like to express my gratitude for drivers continuing their jobs during this health crisis. I rely on public transportation to get to work. I'm on 4 buses per day. Every driver that I have come in contact with has been courteous and professional. THANK YOU Omni, THANK YOU Omni drivers...”



THANK YOU

ITEM # _____ F2 _____

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Jeremiah Bryant, Director of Strategic Development

SUBJECT: FISCAL YEAR 2020-2021 MANAGEMENT PLAN

FORM MOTION

Adopt the proposed Fiscal Year 2020-2021 Management Plan, which outlines the Agency's high-level goals and strategic initiatives for the year.

BACKGROUND

The annual Management Plan is one of a quartet of plans that collectively establish the strategies, service levels, marketing efforts and budget for each fiscal year. These four plans are typically presented and adopted together.

Fiscal Year 2020-2021 (FY2021) Plan development has been far from typical due to the COVID-19 pandemic. In May 2020, the Board approved the FY2021 Service Plan establishing a baseline service level called "Scenario C," which was built upon a staggered service resumption path. Scenario C is the baseline for the FY2021 Budget and influenced the development of the FY2021 Management Plan. The Budget and Management Plan are both presented at the June 2020 Board meeting. The FY2021 Marketing Plan will complete the annual plans quartet in July 2020.

From the outset, the FY2021 Management Plan was going to be a year focused on change. Omnitrans was changing based on 1) new executive leadership, 2) planned implementation of the ConnectForward service reductions, 3) a committed focus to long-term financial sustainability and, 4) the evolving technology and business models influencing the transportation industry. The COVID-19 pandemic accelerated the pace of change.

The FY2021 Management Plan responds to the change drivers and proposes four key Strategic Initiatives:

- 1. Business Resumption**
- 2. Safety, Security and Resiliency**
- 3. Customer and Employee Engagement**
- 4. Financial Management and Strategic Development**

The FY2021 Management Plan was developed by the Senior Leadership Team (SLT), led by a project management team consisting of the Interim CEO/General Manager, Director of Strategic Development, Director of Human Resources and Director of Marketing and Communication. The project management team was supported by consulting firms MIG and Anrab Associates. The SLT, project management and consulting teams are also working on the development of the FY2021-2025 Strategic Plan.

Collectively, these teams used four guiding themes to develop the strategic initiatives above:

- Essential Service for Customers and Employees
- Alignment of Service Levels with Available Funding
- Innovation and Efficiency
- Regional Mobility

The attached FY2021 Management Plan describes in detail each of the Strategic Initiatives and includes:

- Strategic Initiative Objective: Statement of need and purpose
- Actions: Key activities necessary to support the Initiative
- Accountability Measures: Milestones and/or indicators that can be used to report progress
- Strategic Plan Goals: Identifies the Strategies Goals from the Strategic Plan the initiative supports
- Outcomes: What is expected to be accomplished through completion of the initiative
- Leads: The Senior Leadership Team members that will be leading the initiative.

A cross functional team is assigned to each initiative that will work collaboratively to accomplish each initiative. The plan will be shared with all staff to bring about agencywide alignment and to aid in the development of annual work plans for each department and each staff member. The SLT will track progress monthly and discuss variances with the interim CEO/GM. Quarterly progress reports will be presented to the Board along with the Agency's quarterly key performance indicators.

CONCLUSION

Adopting the FY2021 Management Plan works to ensure alignment between the Board of Directors and Omnitrans Senior Leadership Team in directing agency priorities for the upcoming fiscal year.

ER: JB

Attachment A: FY2021 Management Plan

Attachment B: PowerPoint Presentation



MANAGEMENT PLAN

FY2021



Letter from the Chief Executive Officer / General Manager

To the Omnitrans Community:

One year ago, we knew 2020 would be a year of change for Omnitrans, but none of us could have imagined how the changes the COVID-19 health crisis, as well as organizational transformation, would impact the Agency. As families, businesses, indeed all of us, have had to adapt to a “temporary new normal,” while we are faced with a “new normal” that will be much different than how we lived and operated prior to the pandemic.

I am pleased to report that with the support of the Board of Directors, Omnitrans has risen to the challenge. Despite ridership plunging 65% percent since the state's “Stay-at-Home” order, the Agency has focused on providing service to essential workers. We provide a safe, clean, and efficient trip for customers who depend on us. And our frontline staff have risen to the level of essential workers themselves in the process of doing their jobs.

In fact, every part of the Agency has responded to meet the challenge. Through collaboration and teamwork, the Senior Leadership Team (SLT) and our staff have directed their attention to meeting the immediate needs of our customers and employees while moving the business of the Agency forward. They have also remained focused on how Omnitrans transitions from the current restrictions to more normal business activity. This Management Plan reflects these dual objectives: preparing for service resumption and preparing for long-term future service, operations, and financial sustainability.

This is the last annual Management Plan associated with the FY2017-2020 Strategic Plan. The last Management Plan of any strategic plan represents a moment of organizational transition. As a result, this Management Plan focuses on four Strategic Initiatives intended to move the Agency forward in the current conditions and is consistent with the overall direction of the FY2017-2020 Strategic Plan.

- Business Resumption
- Safety, Security and Resiliency
- Customer and Employee Engagement
- Financial Management and Strategic Development

Business Resumption will be the dominant initiative for the first six months of the next fiscal year. As the Agency transitions to more steady-state service in the second half of the fiscal year, the other three initiatives will take prominence. The following themes are guiding our efforts.

- **Essential Service for Customers and Employees:** Omnitrans is an essential service supporting essential workers and riders. The Agency must

deliver safe, clean, and efficient service to our customers and employees. Marketing and employee engagement strongly support this effort.

- **Alignment of Service Levels with Available Funding:** Connecting the community requires an efficient organization delivering the best service it can afford. The fiscal challenges of the COVID-19 situation will require managing resources to deliver the essential service needed. Pursuing federal and state grant and stimulus funding is a priority now and in FY 2021. The Agency's overall long-term fiscal health remains an issue of concern that will continue to be addressed in the coming year.
- **Innovation and Efficiency:** The COVID-19 crisis has forced the Agency to innovate at all levels of the organization to respond to the day-to-day needs of our customers and employees. In adapting to this "temporary new normal," staff has delivered safe, clean, and efficient service. Staff is also strategizing on how Omnitrans can do business more efficiently and more innovatively. We look forward to tapping into the ingenuity of our employees in FY 2021 and beyond.
- **Regional Mobility:** Consideration of Omnitrans' consolidation with SBCTA remains a management priority in FY 2021. Both agencies play integral roles in providing mobility to San Bernardino Valley residents and businesses. The issue of how the agencies complement one another—and the structure of that relationship—is a key near-term effort, as well as a consideration in the development of the Omnitrans FY 2021-2025 Strategic Plan.

COVID-19 has disrupted the public's trust in many public and private institutions. During the coming year, transit agencies must focus on ensuring the public has confidence that agencies are responsibly cleaning and disinfecting buses, amenities and facilities while also prioritizing the health and safety of customers. As such, Omnitrans will work at all levels of the agency to restore and maintain the trust the public has in our services.

Omnitrans remains committed to its Vision and Mission in the face of COVID-19 more than ever. The people who work for Omnitrans are committed to contributing to the regional mobility landscape of the San Bernardino Valley by connecting its communities with the best transit service available. We understand the critical role we play in helping to keep the San Bernardino Valley economy moving in tough times. We also look forward to the future and helping our neighbors get around the Valley as we emerge from this crisis.

Sincerely,



Erin Rogers
Interim CEO/General Manager

Overview & Strategic Initiatives for FY2021

Guiding this Management Plan are the Omnitrans Vision and Mission.

Omnitrans' Vision

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

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

Omnitrans' Mission Statement

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

This Plan

The Senior Leadership Team applied the following criteria in establishing the Strategic Initiatives for the FY2021 Management Plan.

- Providing safe, clean, and efficient essential transit services during the COVID-19 restrictions and afterward during business resumption
- Enhancing safety, security, and resiliency throughout the Agency
- Engaging customers, community stakeholders, and employees in developing service offerings
- Incorporating technology and operational efficiencies to improve business practices
- Aligning service with available funding

Each Strategic Initiative includes five elements:

1. Strategic Initiative Objective—Statement of need and purpose focused on FY 2021.
2. Actions—Key activities for FY 2021 necessary to complete the Initiative.

3. Accountability Measures—Milestones and/or indicators used to articulate quarterly progress and achievements. All completion target dates are in fiscal year 2021.
4. Support for the Omnitrans Strategic Plan FY2017-2020—Identifies the Strategic Goals and Outcomes, that each Strategic Initiative supports to ensure continuing alignment with the Strategic Plan.
5. Lead Department(s)—SLT members responsible for executing and coordinating implementation and reporting across functions of the Strategic Initiative.

Implementation

The FY 2021 Management Plan provides a framework for the workplans of individual departments during the fiscal year. Directors will communicate the Plan to staff to ensure employees understand how their performance impacts the Strategic Initiatives. In addition, the Management Plan is predicated on departments collaborating to achieve the objectives of the Strategic Initiatives. At both the departmental and interdepartmental levels, the focus of the Management Plan is on improving the Agency's performance. Key to the implementation of the Management Plan is regular progress reporting.

- Monthly meetings of the SLT will be dedicated to discussing and evaluating progress on the Management Plan and addressing challenges that may arise in execution
- The CEO and Directors will provide quarterly progress updates to the Board of Directors, highlighting successful strategies and corrective actions required to achieve Accountability Measures

OmniTrans Management Plan FY21

A. Strategic Initiative: Business Resumption

Objective Statement: Resume and refine service to support evolving community needs and conditions consistent with state and local COVID-19 restrictions.

Actions	Accountability Measures	Timeframe:			
		Q1	Q2	Q3	Q4
1. Maintain essential service focus	a. Develop and define indicators for service changes via demand (e.g., school trips, Connect Forward, customer confidence)	X	X		
	b. Implement and market service changes based on defined indicators	X	X		
	c. Demonstrate to riders and stakeholders the ways in which all levels of the agency deliver safe, clean efficient mobility services	X	X	X	X
2. Align services with funding available	a. Manage available financial resources to support service levels	X	X	X	X
	b. Explore, pursue and strategically utilize stimulus funding	X	X	X	X
	c. Coordinate procurement with local, regional, and state partners to source essential items	X	X	X	X
	d. Complete FY2021-25 SRTP				X
3. Develop lessons learned from COVID-19 emergency response	a. Update customer service/ marketing, operations, maintenance, safety, emergency service deployment, procurement and administrative plans to enhance resiliency	X	X		
4. Update workforce operations and management protocols	a. Establish and implement plans for working on-site safely	X	X		
	b. Establish and implement plans for extended remote working	X	X		
5. Inform local, federal and State representatives on community service needs and opportunities for new funding	a. Continue outreach to community stakeholders and elected officials to support Business Resumption efforts	X	X		
	b. Leverage stakeholder resources to pursue stimulus funding	X	X	X	X

Supports Strategic Plan Goals:

- **Safety and Security**—Provide a safe and clean transit experience for customers and safe and clean buses and facilities for employees.
- **Service and Operations**—Provide essential transit service and resume and restore service consistent with state and local COVID-19 requirements and demand.
- **Technology**—Increase capacity to provide technology solutions to enhance customer experience and improve operations.
- **Finance**—Manage funding and financial opportunities to support essential services, business resumption, and long-term sustainable funding.
- **Marketing**—Position Omnitrans as an essential community mobility provider and rebuild ridership.
- **Organizational and Workforce Excellence**—Continue to manage and support both on-site and remote work environments.

Outcomes:

- **Maintain** safe and clean essential transit service
- **Restore** and resume safe and clean service consistent with post COVID-19 restrictions
- **Rebuild** ridership to pre-crisis levels
- **Align** service to available financial resources
- **Pursue** operational and workforce innovations to adapt to post COVID-19 restrictions
- **Restore** trust as a valued, regional mobility provider

Leads: Senior Leadership Team

B. Strategic Initiative: Safety, Security and Resiliency

Objective Statement: Ensure safety, security and resiliency are essential elements of all aspects of Agency services, operations, and culture.

Actions	Accountability Measures	Timeframe:			
		Q1	Q2	Q3	Q4
1. Implement elements of the Agency Safety Plan	a. Implement Learning Management System			X	
2. Develop and implement Continuity of Operations Plan	a. Complete plan				X
3. Develop Integrated Clean Transit training	a. Provide training to Maintenance employees working on electric vehicles and charging equipment			X	X
4. Enhance Agency risk management strategy	a. Reduce casualty and liability and workers compensation costs	X	X	X	X

Supports Strategic Plan Goals:

- **Safety and Security**—Instill prevalent safety culture.
- **Service and Operations**—Upgrade Agency plans to comply with evolving federal and State regulations
- **Technology**—Facilitate transition to zero emission bus service
- **Finance**—Reduce insurance costs

Outcomes:

- **Implement** the elements the Agency Safety Plan and Continuity of Operations Plan
- **Enhance** maintenance and operations workforce training for electric bus service
- **Increase** Agency focus on risk management, resiliency and fully embedding a safety culture
- **Incorporate** safety and cleanliness policies and procedures to meet customer and employee needs

Leads: Jerome Rogers, Safety and Regulatory Compliance; Connie Raya, Maintenance; Shawn Brophy, Operations; Suzanne Pfeiffer, Human Resources; Alex Chen, IT

C. Strategic Initiative: Customer and Employee Engagement

Objective Statement: Align customer marketing and workforce development to evolving service offerings.

Actions	Accountability Measures	Timeframe:			
		Q1	Q2	Q3	Q4
1. Implement service changes	a. Market service changes to customer base, community, and employers	X	X	X	X
	b. Manage and train workforce for service changes	X	X	X	X
	c. Pursue organizational innovations to support service changes	X	X	X	X
2. Communicate and partner with local, federal, and State representatives on service changes	a. Continue outreach to community stakeholders and elected officials on aligning service to ridership demand and financial resources	X	X	X	X
3. Implement MicroTransit Chino Hills Pilot	a. Initiate new OmniRide MicroTransit service	X	X	X	X
	b. Market service to Chino Hills community	X	X	X	X
	c. Monitor defined indicators for pilot		X	X	X
4. Expand Community Stakeholder Partnerships	a. Increase the number of Regional Mobility Partners (RMPs)		X	X	X
5. Develop a compensation policy and performance management tool that aligns performance to organization mission and goals	a. Implement new policy and tool following approval of strategic plan				X
	b. Implement and expand professional development initiatives at all levels of Agency to focus on meeting performance goals	X	X	X	X

Supports Strategic Plan Goals:

- **Marketing**—Continue customer-focused outreach on service changes to connect the community

- **Organizational and Workforce Development**—Provide employee training for new service levels and offerings; ensure professional development opportunities for staff
- **Service and Operations**—Adapt service levels and offerings to evolving transit ridership needs in Valley communities

Outcomes:

- **Manage** customers' and employees' needs for safe, clean, and efficient transit service
- **Position** Omnitrans as a forward-looking mobility provider
- **Enhance** workforce development and training to support evolving service levels and organizational needs
- **Evaluate** potential of MicroTransit with OmniRide Chino Hills pilot
- **Increase** connectivity and ridership among Regional Mobility Partners

Leads: Nicole Ramos, Marketing; Suzanne Pfeiffer, Human Resources;
Shawn Brophy, Operations; Jeremiah Bryant, Strategic Development

D.Strategic Initiative: Financial Management and Strategic Development

Objective Statement: Manage the Agency's financial structure to scale with service levels and align service planning with changing transit landscape.

Actions	Accountability Measures	Timeframe:			
		Q1	Q2	Q3	Q4
1. Manage operating costs	a. Manage "controllable" costs consistent with service level	X	X	X	X
	b. Initiate procurement process efficiencies to reduce costs and increase efficiencies	X	X	X	X
2. Advocate for future funding and strategic partnerships (local, regional, federal)	a. Actively and continually network and partner with community stakeholders, and with local, state, regional and federal agencies			X	X
	b. Partner with local, state, and regional entities to achieve economies of scale on large purchases	X	X	X	X
3. Manage long-term financial forecasts	a. Align service with funding levels		X	X	X
	b. Align funding to meet mandates (e.g., ICT) and risk management		X	X	X
4. Pursue grant funding opportunities	a. Apply for federal and state discretionary grants	X	X	X	X
	b. Seek grant partnerships with local and regional agencies and industry partners	X	X	X	X
5. Develop FY 2021-2025 Strategic Plan	a. Complete FY 2021-2025 Strategic Plan	X	X		
	b. Educate staff and community partners on key strategies		X	X	X
	c. Restructure Management Plan FY22 to align with Strategic Plan			X	X
6. Participate in SBCTA Consolidation Study and Innovative Transit Review	a. Develop sustainable funding and financing approach to transit	X	X		
	b. Support collaborative regional mobility policy direction	X	X	X	X

Supports Strategic Plan Goals:

- **Finance**—Manage financial resources to meet the Agency’s service levels, workforce development, operations, maintenance and safety, security, and resiliency needs
- **Service and Operations**—Provide safe, clean, and efficient transit service for customers and employees

Outcomes:

- **Increase** grant funding to offset anticipated loss of farebox and sales tax revenues
- **Pursue** financial and technology innovations to increase revenues and manage costs
- **Pursue** procurement strategies to manage costs and enhance efficiency
- **Complete** FY 2021-2025 Strategic Plan
- **Complete** SBCTA Consolidation Study process

Leads: **Don Walker, Finance**; Jeremiah Bryant, Strategic Development; Art Torres, Procurement



FY2021 MANAGEMENT PLAN

BOARD OF DIRECTORS MEETING
June 3, 2020



MANAGEMENT PLAN



- Agency's high-level goals & strategic initiatives
- Key element of annual plans quartet
- Based on 2017-2020 Strategic Plan; Developing New Strategic Plan
- Developed by Senior Leadership Team with support from MIG and Anrab Associates

Multiple changes planned pre-COVID

- New executive leadership
- ConnectForward service reductions
- Commitment to long-term financial sustainability
- Evolving technology & business models

COVID accelerated pace of change



PLANNED TRANSITION YEAR

GUIDING THEMES

- Essential Service for Customers and Employees
- Alignment of Service Levels with Available Funding
- Innovation and Efficiency
- Regional Mobility



STRATEGIC INITIATIVES

1. Business Resumption
2. Safety, Security & Resiliency
3. Customer and Employee Engagement
4. Financial Management & Strategic Development



BUSINESS RESUMPTION

Resume and refine service to support evolving community needs and conditions consistent with state and local COVID-19 restrictions.

1. Maintain essential service focus
2. Align services with funding available
3. Develop lessons learned from COVID-19 emergency response
4. Update workforce operations and management protocols
5. Inform local, federal and State representatives on community service needs and opportunities for new funding

Outcomes:

- Safe, Clean Service
- Restore Service
- Rebuild Ridership
- Align Service to Financials
- Pursue Innovation
- Restore Trust

SAFETY, SECURITY AND RESILIENCY

Ensure safety, security and resiliency are essential elements of all aspects of agency services, operations, and culture.

1. Implement elements of the Agency Safety Plan
2. Develop and implement Continuity of Operations Plan
3. Develop Integrated Clean Transit training
4. Enhance agency risk management strategy

Outcomes:

- Implement Plans
- Enhance Training
- Focused Risk Management
- Enhanced Safety and Cleanliness

CUSTOMER AND EMPLOYEE ENGAGEMENT

Align customer marketing and workforce development to evolving service offerings.

1. Implement service changes
2. Communicate and partner with local, federal and State representatives on service changes
3. Implement MicroTransit Chino Hills Pilot
4. Expand Community Stakeholder Partnerships
5. Develop a compensation policy and performance management tool that aligns performance to organization mission and goals

Outcomes:

- Meet customer & employee needs
- Forward-looking mobility provider
- Workforce development
- Intro MicroTransit
- Increase connectivity

FINANCIAL MANAGEMENT & STRATEGIC DEVELOPMENT

Manage the agency's financial structure to scale with service levels and align service planning with changing transit landscape.

1. Advocate for future funding and strategic partnerships
2. Manage long-term financial forecasts
3. Pursue grant funding opportunities
4. Develop FY 2021-2025 Strategic Plan
5. Participate in SBCTA Consolidation Study and Innovative Transit Review

Outcomes:

- Grant Funding
- Innovative Funding, Efficiencies, Procurement Strategies
- Complete Strategic Plan & Consolidation Study

REPORTING

Senior Leadership Team:

- Monthly progress reports
- Team meetings

Board of Directors:

- Quarterly progress reports

A. Strategic Initiative: Customer Focused Service & Development

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

Lead Department(s): Marketing, Rail, Strategic Development

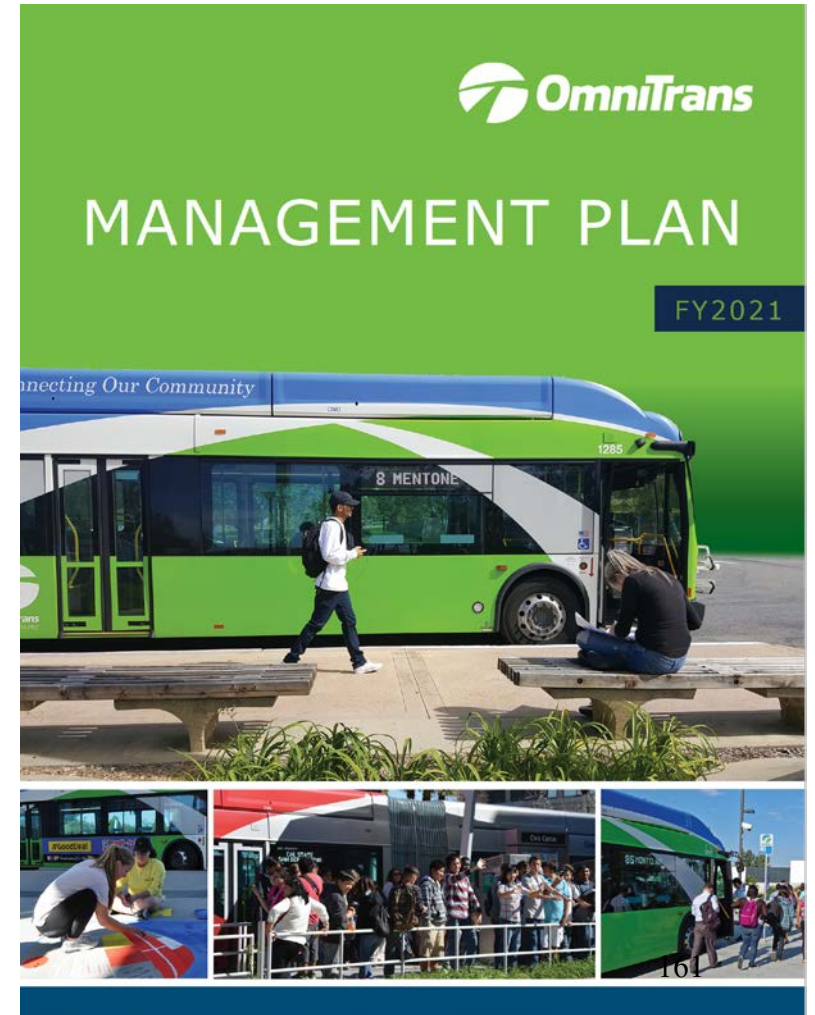
Strategic Actions	Accountability Measures	Q1	Q2	Q3	Q4
1. Partner with Santa Ana to finalize Independent Cost Estimate and Scope for Transportation Operations & Maintenance Contractor with San Bernardino County Transportation Authority	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
2. Model & Develop Arrow Timetable Schedule with San Bernardino County Transportation Authority & Mont McDonald	Plan Action	SBCTA working with Mont McDonald on Arrow schedule. Omnitrans will not make schedules.	Participated in Arrow Timetable Development Workshops until transfer of service.	Timetable workshop #3 held for April 9, 2020.	X
3. Complete Fiscal Year 21-25 Short-Range Transit Plan Alternatives to decisions	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
4. Develop/ Launch Agency-wide Customer Service Excellence Program	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
5. Expand Health and Human Services Transportation Projects	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
6. Draft Short-Range Transit Plan, Constraints and Financial Plan	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
7. Complete Short-Range Transit Plan Public	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
8. Board approval 2025 Short-Range	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
9. Define element Service Excellence Project	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
10. Launch means training and rec programs	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
11. Evaluate results trained and rec American Bus B Group customer survey results	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
12. Support San Bernardino County Transportation Authority's efforts to complete environmental clearance for West Valley Connector project	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
13. Identify funding and timeline to implement the West Valley Connector rapid transit line	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
14. Implement increased frequency on Route 83 (serving Chino, Ontario, Upland)	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X
15. Modify Service on Routes 11 and 22 to attract ridership	Plan Action	SBCTA evaluating shifting Arrow to Metrolink instead of Omnitrans. During quarter, Omnitrans continued to partner with SBCTA and Metrolink on Arrow Project.	Continued support while transfer of Arrow service occurs from Omnitrans to Metrolink.	MOU draft between SBCTA and Metrolink in final review, scheduled to be presented at Metrolink May 2020 Board Meeting.	X

CONCLUSION

Recommend Adoption of the FY2021 Management Plan

Focused on:

- Business Resumption
- Safety, Security and Resiliency
- Customer and Employee Engagement
- Financial Management and Strategic Development





THANK YOU

ITEM # F3

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2020-2021 ANNUAL BUDGET

FORM MOTION

Adopt Omnitrans Fiscal Year 2020-2021 Annual Budget.

This item was reviewed by the Administrative and Finance Committee at its May 14, 2020 meeting and recommended to the Board of Directors for approval.

BACKGROUND

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

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

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

The Fiscal Year 2020-21 budget proposal includes a decrease in the Operating Budget of \$10,761,466 or 11.8%, and an increase in the Capital Budget of \$3,257,341 or 14.2% compared to Fiscal Year 2019-20. The total budget is as follows:

Budget	FY 2020-21	FY 2019-20	Incr./(Decr.)	\$ Change
Operating Budget	\$ 80,695,502	\$ 91,456,968	\$ (10,761,466)	-11.8%
Capital Budget	\$ 26,226,877	\$ 22,969,536	\$ 3,257,341	14.2%
Less Capital Used For Operating	<u>\$ (16,741,200)</u>	<u>\$ (17,566,874)</u>	<u>\$ (825,674)</u>	<u>-4.7%</u>
TOTAL BUDGET *	\$ 90,181,179	\$ 96,859,630	\$ (6,678,450)	-6.9%

**Numbers may be slightly off due to rounding*

The proposed budget for FY 2020-21 includes an operating budget of approximately \$80.7 million (excluding depreciation) and a capital budget of approximately \$26.2 million. The capital budget includes \$16.7 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$90,181,179.

OPERATING BUDGET:

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

OPERATING	FY 2020-21 Proposed	FY 2019-20 Budget	Incr./(Decr.)	% Change
Salaries and Benefits	\$ 46,129,350	\$ 54,461,826	\$ (8,332,476)	-15.3%
Services	\$ 3,436,667	\$ 3,961,842	\$ (525,175)	-13.3%
Materials and Supplies	\$ 5,386,846	\$ 6,633,175	\$ (1,246,329)	-18.8%
Occupancy	\$ 4,814,940	\$ 5,683,023	\$ (868,083)	-15.3%
Casualty and Liability	\$ 8,450,752	\$ 8,024,836	\$ 425,916	5.3%
Taxes	\$ 40,000	\$ 55,000	\$ (15,000)	-27.3 %
Purchased Transportation	\$ 11,225,897	\$ 11,831,424	\$ (605,527)	-5.1%
Printing and Advertising	\$ 789,300	\$ 850,033	\$ (60,733)	-7.1%
Miscellaneous	\$ 421,750	\$ (44,191)	\$ 465,941	1,054.4%
TOTAL OPERATING *	\$ 80,695,502	\$ 91,456,968	\$ (10,761,466)	-11.8%

** Numbers may be slightly off due to rounding*

CAPITAL BUDGET:

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

CAPITAL	FY 2020-21 Proposed	FY 2019-20 Budget	Incr./(Decr.)	% Change
Facilities	\$ 1,843,334	\$ 1,482,905	\$ 360,429	24.3%
Revenue Vehicles	\$ 5,988,029	\$ 2,697,000	\$ 3,291,029	122.0%
Pass-Through	\$ 1,654,314	\$ 1,222,757	\$ 431,557	35.3%
Operating / Other	\$16,741,200	\$ 17,566,874	\$ (825,674)	-4.7%
TOTAL CAPITAL EXPENSES*	\$26,226,877	\$ 22,969,536	\$ 3,257,341	14.2%

** Numbers may be slightly off due to rounding*

Overall, Omnitrans' management continues a fiscally conservative approach to Omnitrans' finances ensuring that expenditures do not exceed the resources available and align with the Board approved service resumption plan (Scenario C). Omnitrans remains committed to enhance financial sustainability with an emphasis on cost reduction, operational efficiency, and aligning service levels with ridership demand and available funding.

ER:DW:MM

Attachment A: Summary of Programs
Attachment B: PowerPoint Presentation

DEPARTMENT
SUMMARY OF PROGRAMS

REVENUE BUDGET

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

FISCAL SUMMARY BY PROGRAM

	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 YE EST	2020-21 PROPOSED	\$ / % Change FY20 to FY 21		Notes
Farebox Revenue/Other Revenue:							
Passenger Fares - Fixed Routes	11,931,021	12,577,000	12,968,240	9,425,060	(3,151,940)	-25.1%	Reduction based on COVID-19 Virus
Passenger Fares - Access	1,342,368	1,581,000	1,382,077	1,374,940	(206,060)	-13.0%	Reduction based on COVID-19 Virus
Advertising and Other Aux Rev	776,764	655,000	657,075	600,000	(55,000)	-8.4%	Advertising revenue down based on economic downturn from COVID 19
Interest and Other Non-Trans	2,861,283	1,580,000	2,130,595	1,667,000	87,000	5.5%	
SUB-TOTAL	16,911,436	16,393,000	17,137,987	13,067,000	(3,326,000)	-20.3%	
Operating Revenue Source-Cap							
LTF	42,820,819	44,105,444	44,105,444	14,586,287	(29,519,157)	-66.9%	Reduction based on COVID-19 Virus
LTF- Carryover	-	-	-	-	-		
FTA Section 5307/CARES Maint/Leases	9,438,061	16,043,011	12,070,050	12,820,113	(3,222,898)	-20.1%	Service reduction reduced costs and funding source
FTA Section 5307 ACCESS	1,600,000	698,188	1,600,000	3,921,087	3,222,899	461.6%	Increase use of Federal funds to fund ACCESS
FTA Section 5307 CARES - Other	-	-	-	26,546,837	26,546,837		COVID 19 Funding source for Operations
FTA - CTSA - JARC/NF/5310	402,741	139,246	202,774	-	(139,246)	-100.0%	JARC/NF funds no longer available
STAF - Operating Costs	908,128	2,537,483	2,537,483	-	(2,537,483)	-100.0%	\$95,000 for SBTC gate not part of FY21 Budget but part of prior allocation
Carl Moyer/JARC/STIP/LCTOP	402,741	294,270	147,135	1,200,000	905,730	307.8%	LCTOP funds used to fund Route 87
STA Maint./Repeater/Tire	2,299,913	825,674	111,200	-	(825,674)	-100.0%	Replaced with SGR Funding
SB1 - State of Good Repair Prevent Maint	-	-	-	884,292	884,292		New funding source to pay for Preventive Maintenance
Measure I & Subsidy	7,873,772	8,236,918	8,236,918	6,993,150	(1,243,768)	-15.1%	Based on estimated revenue from SBCTA
Measure I - CTSA	2,270,798	1,331,243	1,331,243	676,736	(654,507)	-49.2%	Reduced staffing and other costs
Measure I - Rail	390,439	783,490	421,022	-	(783,490)	-100.0%	Moved to SCRRA
Other Funds - MediCAL Billing/TCC Funds	-	69,000	-	-	(69,000)	-100.0%	
SUB-TOTAL	68,407,412	75,063,967	70,763,269	67,628,502	(7,435,465)	-9.9%	
Capital Revenue:							
FTA Section 5307	10,260,366	16,941,200	16,941,200	8,677,207	(8,263,993)	-48.8%	COVID 19 Funds
FTA CARES	-	-	-	8,263,993	8,263,993		Reduction based on used of COVID 19 Funds
FTA Section 5339	-	2,347,000	1,260,509	2,355,819	8,819	0.4%	Based on estimated revenue from SBCTA
FTA Section 5310	-	350,000	-	392,610	42,610	12.2%	Based on estimated revenue from SBCTA
Prop 1B	4,969,595	-	4,110,195	-	-		
STAF (SB 620)	-	2,108,579	2,108,579	-	(2,108,579)	-100.0%	STA not used for Capital Maintenance
SB1-SGR	-	-	-	1,643,334	1,643,334		SGR Funds for Capital Projects
LTF	196,972	-	-	-	-		
CMAQ	13,377,217	-	5,560,000	-	-		
LCTOP Funds	-	-	-	3,239,600	3,239,600		LCTOP funds used for ZEB and Infrastructure procurement
TCC - Sub Recipient	-	-	-	-	-		
Prop 1B - Security	-	-	-	-	-		
Measure I Capital - CTSA	-	1,222,757	-	1,654,314	431,557	35.3%	Balance of Measure Funds to Community Partner programs
CAPITAL TOTAL	28,804,151	22,969,536	29,980,483	26,226,877	3,257,341	14.2%	
Less capital used for Operating	(17,767,643)	(17,566,874)	(14,983,521)	(16,741,200)	825,674	-4.7%	
TOTAL CAPITAL	11,036,508	5,402,662	14,996,962	9,485,677	4,083,015	75.6%	
OPERATIONS TOTAL	85,318,848	91,456,967	87,901,256	80,695,502	(10,761,465)	-11.8%	
GRAND TOTAL	96,355,356	96,859,629	102,898,218	90,181,179	(6,678,450)	-6.9%	

DEPARTMENT

SUMMARY OF PROGRAMS

CAPITAL BUDGET

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

FISCAL SUMMARY BY PROGRAM

	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 PROPOSED	\$ / % Change FY 20 to FY 21		Notes
Annual Fiscal Year Programs						
Facilities	3,357,801	1,482,905	1,843,334	360,429	24.31%	Facility expenditures for budget year
Revenue Vehicles	3,172,296	2,697,000	5,988,029	3,291,029	122.03%	Additional LCTOP funds and FTA 5310 funds for ZEB procurement and ACCESS vehicles
Service Vehicles	494,104	-	-	-		
Revenue Equipment	54,213	-	-	-		
Computer Equipment	611,081	-	-	-		
Office Equipment		-	-	-		
Shops-Service Equipment				-		
Pass-Through - CTSA	854,709	1,222,757	1,654,314	431,557	35.29%	Funding available for Community Programs
Operating/Other - Capital	106,918					
		-	-	-		
SUBTOTAL	8,651,122	5,402,662	9,485,677	4,083,015	75.57%	
Capital Used for Operating	14,584,471	17,566,874	16,741,200	(825,674)	-4.70%	
GRAND TOTAL	23,235,593	22,969,536	26,226,877	3,257,341	14.18%	

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation and Capital Purchase

DEPARTMENT

SUMMARY OF PROGRAMS

OPERATIONS: 1100

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: **1200**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ADMINISTRATION: 1300

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

INFORMATION TECHNOLOGY SERVICES 1320

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING

1400

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

STRATEGIC DEVELOPMENT

1500

The Strategic Development Department prepares the Agency's short range transit plan, annual service plan, development of new service, and monitors existing service to recommend changes. They also handle public outreach related to service and fare changes and system development. The department will centralize performance measurement and monitoring for continuous improvement, seek funding sources to support strategic advancement, and develop enhanced service offerings while continuing to improve upon and effectively manage existing services. The Department will be the primary liaison with regional partners such as San Bernardino County Transportation Authority, Southern California Association of Governments, neighboring transit agencies as well as industry groups such as American Bus Benchmarking Group.

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

HUMAN RESOURCES: 1600

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY

1630

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT

1700

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: **1800**

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

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

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

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: **2110**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Chino Hills /Micro Transit:

2400

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OMNIGO/PURCHASED TRANSPORTATION: **2500**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

sbX Bus Rapid Transit -BRT

2600

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Rail - Arrow **4000**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation



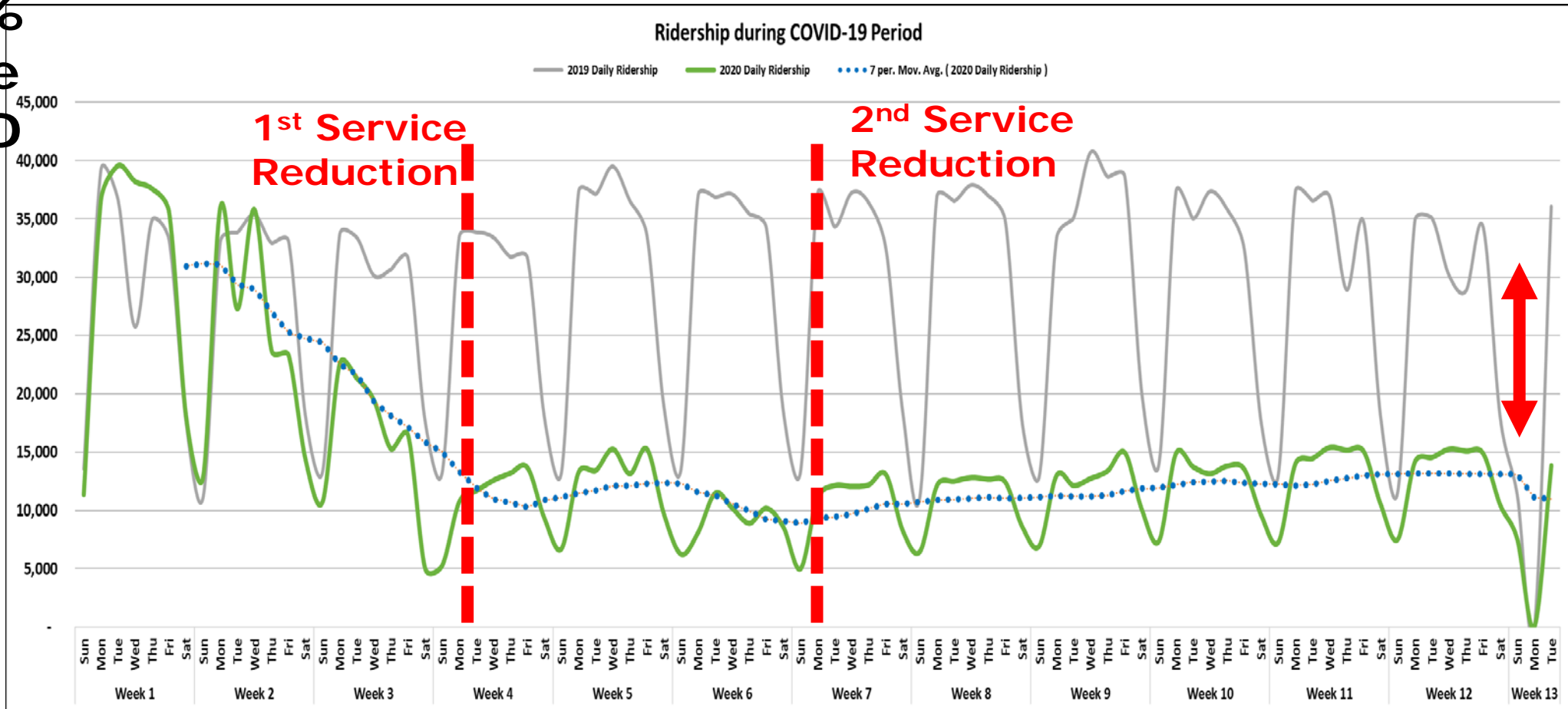
FISCAL YEAR 2021 BUDGET

BOARD OF DIRECTORS MEETING
June 3, 2020

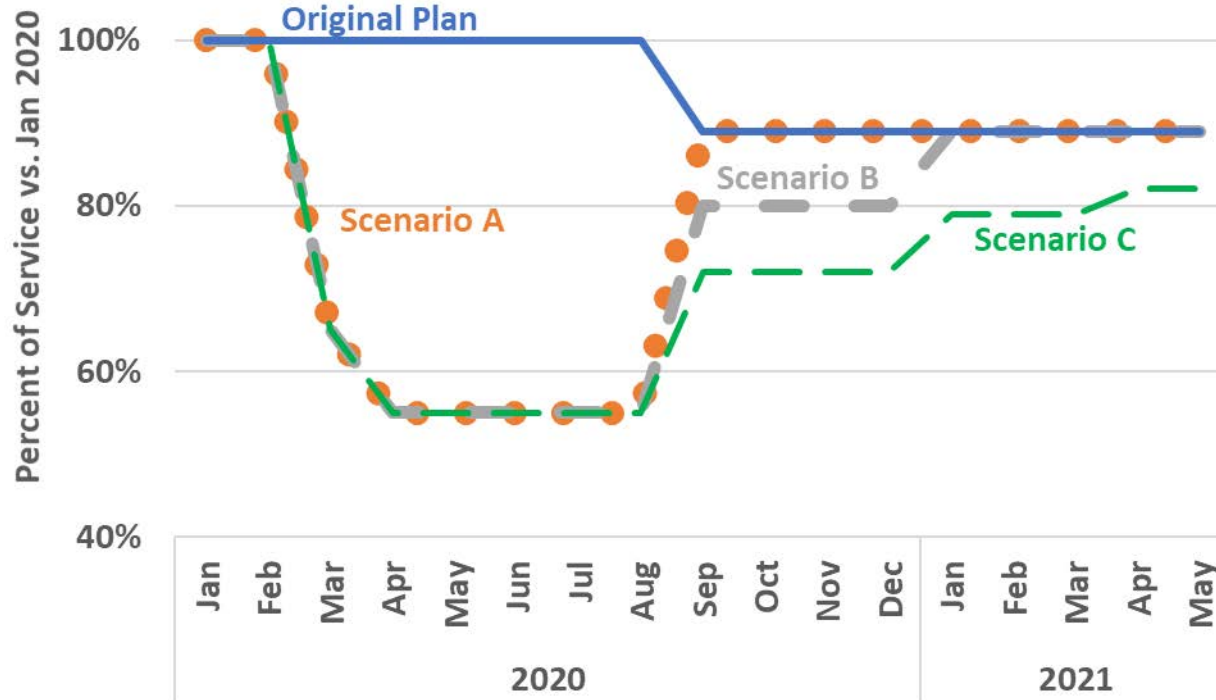


COVID-19 RIDERSHIP IMPACT

+1.8%
before
COVID



SERVICE PLAN: ANNUAL SERVICE LEVELS



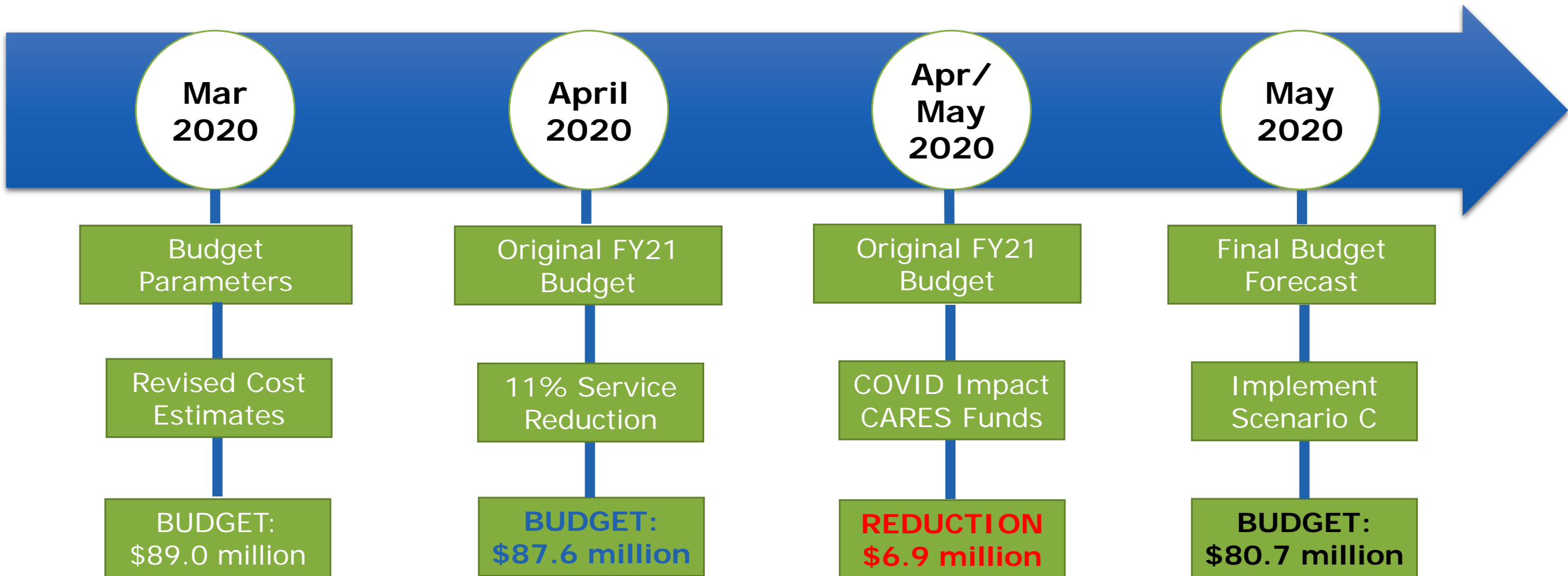
Original Plan:

- 11% reduction, \$5M savings

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

Scenario B: Staggered resumption.

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



**UPDATE BOARD MONTHLY ON FINANCIALS
AND RIDERSHIP**

	FY2020 Budget	FY2021 Original Budget	FY2021 Revised Budget*
Operators (ATU)	433	368	318
Maintenance & Clerical (Teamsters)	123	115	108
Administration	136	123	122 [†]
Total	692	606	548

*End of fiscal year estimate. Scenario C has phased staffing levels. Start of year will be ≈100 fewer than end of year figure

†Hiring freeze impacts an additional 5 current vacant administrative positions

STAFFING ADJUSTMENTS

FY21 BUDGET - UPDATE

- **Original Budget FY2020-21: \$87.6 million**
- **Proposed Budget FY2020-21: \$80.7 million**
 - Based on Scenario C Service Resumption
 - Additional \$6.9 million in Savings
- **Revisions Drove Reductions in Salary & Benefits, Material & Supplies and Purchase Transportation**
- **FTA CARES Act for Omnitrans - \$53.3 million**

FISCAL YEAR 21 BUDGET - OPERATING

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

*Changed from initial proposal

FY21 BUDGET - VARIANCE DRIVERS

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

FISCAL YEAR 21 BUDGET

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

FY21 BUDGET VS FY20 BUDGET

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

FTA CARES FUNDS - UPDATE

- **FTA CARES FUNDS: \$53.3 million**
- **Proposed Use FY20: \$15.5 million**
 - Reduced local revenue (LTF, Fares, STA, Measure I)
 - Additional COVID-19 Expenses
 - Leave/Supplies/Safety Items
- **Proposed Use FY21: \$34.6 million**
 - Allows LTF and other sources to be set aside for future
- **Proposed Remaining Balance: \$2.3 million**

FY21 OPERATING BUDGET - REVENUE

Source	FY 2021 Proposed	FY 2021 Revised	Comments
Fares	\$10,800,000	\$10,800,000	
LCFS Credits	\$1,612,000	\$1,612,000	
Other	\$655,000	\$655,000	
FTA 5307	\$16,741,200	\$8,677,207	Cover PM cost allowable in CARES
State Transportation Assistant	\$1,058,799	\$0	Reduced full amount based on economic conditions. Cover with CARES funds
LCTOP	\$1,200,000	\$1,200,000	
SB1- State of Good Repair	\$884,292	\$884,292	
Measure I - S&D	\$6,993,150	\$6,993,150	
Measure I - CTSA	\$676,736	\$676,736	
Local Transportation Fund	\$29,172,573	\$14,586,287	Reduced based on economic conditions
FTA CARES	\$10,901,752	\$34,610,830	Used for COVID 19 expenses and loss revenue
Total	\$80,695,502	\$80,695,502	

FY21 CAPITAL BUDGET - REVENUE

Source	TYPE	FY 2021 Proposed	Uses
FTA 5339	Federal	\$2,355,819	Bus and Bus Facilities – ZEB and Infrastructure
FTA 5310	Federal	\$392,610	ACCESS Vehicles
FTA 5307	Federal	\$200,000	1% Security FTA requirement
LCTOP	State	\$3,239,600	ZEB and Infrastructure
SB1 State of Good Repair	State	\$1,643,334	Facilities
Measure I	Local	\$1,654,314	Funds for Community Partners through STS
Total		\$9,485,677	

NEXT STEPS

- **Seek Board Approval of Fiscal Year 2021 Budget**
- **FY2021 Monthly Revenue, Cost, Ridership Updates To Administrative & Finance Committee with Triggers to Initiate Budget Amendment if Needed**



THANK YOU

ITEM # F4

DATE: June 3, 2020

TO: Board Chair David Avila and Members of the Omnitrans Board of Directors

FROM: Erin Rogers, Interim CEO/General Manager

SUBJECT: CEO/GENERAL MANAGER'S REPORT

California Highway Patrol Inspection – On May 12-14 at the East Valley facility and May 20-21 at the West Valley facility, the California Highway Patrol (CHP) conducted their annual Terminal Inspection. The inspection included a thorough inspection of 35 vehicles, along with the vehicle maintenance records. In addition, 54 Coach Operator records were reviewed for driver credentials, hours of service, training records, DMV pull-notice, and drug and alcohol testing program records. Omnitrans received a Satisfactory rating, CHP's highest rating.

California Transit Association Executive Committee Meeting – The California Transit Association held its Executive Committee meeting on May 26. Topics of discussion included transportation legislative, regulatory and funding issues in the wake of the pandemic. The Association has been very active advocating at the State and Federal level for increased funding and statutory and administrative relief to transit agencies. Omnitrans is slated to host CTA's 55th Annual Fall Conference in Ontario in October.

Omnitrans Resumes Fare Collection – On June 1, after completion of the installation of the driver barriers to provide protection for our Coach Operators, Omnitrans intends to resume fare collection. Rear door boarding and ceasing fare collection was one of the first actions taken by the Board of Directors in early March in response to the pandemic. CARES Act finding will be used to offset the loss in fare revenue during this time.

Innovative Transit Review Kick-Off Meeting – As part of the Consolidation Study effort, an Innovative Transit Review will be conducted by the WSP consultant team. As part of this project, a kick-off meeting was held on May 27 of the project working group of Omnitrans, SBCTA and WSP consultant staff. Topics of discussion included new mobility options including on-demand microtransit service and other industry trends.

ER