



## ADMINISTRATIVE & FINANCE COMMITTEE WORKSHOP

**Monday, April 9, 2012 – 1:30 p.m.**

**Omnitrans Metro Facility**

**1700 West 5<sup>th</sup> Street**

**San Bernardino, CA 92411**

The Administrative & Finance Committee meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California.

### **A. CALL TO ORDER**

### **B. ANNOUNCEMENTS/PRESENTATIONS**

1. Next Committee Meeting: May 14, 2012 at 1:30 p.m.  
Omnitrans Metro Facility Board Room

### **C. DISCLOSURE**

3

### **D. AGENDA ITEMS**

- |  |    |
|--|----|
| 1. Approve Administrative & Finance Committee Minutes – February 13, 2012  | 5  |
| 2. Receive & File Forward Fuel Purchase Program Update for March 2012  | 10 |
| 3. Receive & File College Free Pass Program Update   | 14 |
| 4. Receive & File Construction Progress Report No 4 through March 2012 – sbX E Street Corridor BRT Project   | 16 |
| 5. Receive and Forward to Board of Directors for Approval – Additional Spend Authority for the Construction Contract for the sbX E Street Corridor BRT Project   | 29 |
| 6. Receive & Forward to Board of Directors for Approval - Award of Sole Source Contract for Additional Right-of-Way Services for the sbX Project through Construction Phase and Final Conveyance of Right-of-Way Properties  | 31 |
| 7. Receive & Forward to Board of Directors for Approval - Award of Consultant Contract for sbX Staff Augmentation for Utility, Scheduling and Environmental Compliance Consultant Services   | 33 |
| 8. Receive and Forward to Board of Directors for Receipt and File –SAP Enterprise Planning Project Implementation Update   | 36 |
| 9. Receive and Forward to Board of Directors for Approval – De-obligate Federal Transit Administration and State Transit Assistance Funds and Re-obligate to IT Application and Infrastructure Enhancement Project and Execute Contract for SAP Enterprise Resource Planning (ERP) Enhancement Project | 39 |
| 10. Receive and Forward to Board of Directors for Approval – De-obligate and Reobligate Federal Transit Administration, State Transit Assistance and Local Transportation Funds to Fund Existing Capital Projects  | 43 |



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11. Review & Forward to Board of Directors for Adoption – Fiscal Year 2012-13 Annual  
Budget – Executive Summary

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**E. REMARKS AND ANNOUNCEMENTS**

**F. ADJOURNMENT**



**DATE:** April 9, 2012

**TO:** Committee Chair Alan Wapner and Members of the Administrative & Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

**FROM:** Jennifer Sims, Director of Procurement *[Signature]*

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

**FORM MOTION**

Staff hereby provides the listing of principals and subcontractors associated with action items on the agenda for the April 9, 2012 Administrative & Finance Committee Meeting.

Item No.	Contract	Principals & Agents	Subcontractors
D-5	Authorize Additional Spend Authority for the Construction Contract of the sbX E Street Corridor BRT Project	<i>Griffith/Comet Electric Joint Venture</i> <i>Santa Fe Springs, CA</i> <i>Sadaqat Rana, Project Manager</i>	<i>Kimley Horn &amp; Associates</i> <i>Canoga Park, CA</i> <i>B&amp;C Transit</i> <i>Oakland, CA</i> <i>Adkan Engineers</i> <i>Riverside, CA</i> <i>Landscape Ctr.</i> <i>Riverside, CA</i> <i>ADS Signs</i> <i>Corona, CA</i> <i>Southwest Steel</i> <i>Henderson, NV</i> <i>Bithell Inc.</i> <i>Covina, CA</i> <i>Amber Steel</i> <i>Rialto, CA</i> <i>JP Striping</i> <i>Beaumont, CA</i> <i>JC Supply</i> <i>Ontario, CA</i> <i>CPR Trucking</i> <i>Sylmar, CA</i> <i>RJ La Londe</i> <i>Signal, CA</i> <i>RMA Group</i> <i>Rancho Cucamonga, CA</i> <i>Iteris, Inc.</i> <i>Santa Ana, CA</i>

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Item No.	Contract	Principals & Agents	Subcontractors
			<b>CGO Construction</b> <i>Ontario, CA</i> <b>Cindy Trump Inc./Lindys</b> <i>La Habra, CA</i> <b>Ace Fence Co.</b> <i>La Puente, CA</i> <b>DC Directional Drilling, Inc.</b> <i>Perris, CA</i> <b>Smithson Electric, Inc.</b> <i>Orange, CA</i>
D-6	Award Sole Source Contract – Additional Right-of-Way Services for sbX Project through the Construction phase & Final Conveyance of Right- of-Way Properties	<b>Overland Pacific &amp; Cutler, Inc.</b> <i>Riverside, CA</i> <i>Theresa Armistead, Project</i> <i>Manager</i>	None
D-7	Approve Award of Contract for sbX Staff Augmentation for Utility, Scheduling and Environmental Compliance Consultant Services	<b>APSI Construction Management</b> <i>Irvine, CA</i> <i>Atul Apte, CCM, LEED AP</i> <i>Operations Manager</i>	None
D-9	Approve SAP Enterprise Resource Planning Enhancement Project	<b>SAP America, Inc.</b> <i>New Town Square, PA</i> <i>Garrett Histed</i> <i>Vice President, State &amp; Local West</i>	None

MV





Item D-1

**ADMINISTRATIVE & FINANCE COMMITTEE  
MINUTES  
February 13, 2012**

The Administrative & Finance Committee meeting was called to order by Chair Alan Wapner at 1:30 p.m. on February 13, 2012.

Committee Members Attending

Councilmember Alan Wapner, City of Ontario, Committee Chair  
Mayor Paul Eaton, City of Montclair  
Mayor Pro Tem Lee Ann Garcia, City of Grand Terrace  
Mayor Pro Tem Frank Gonzales, City of Colton  
Mayor Ed Graham, City of Chino Hills  
Mayor Pro Tem John Roberts, City of Fontana

Committee Members Absent

Mayor Pro Tem Paul Foster, City of Redlands  
Supervisor Gary Ovitt, County of San Bernardino

Omnitrans Staff & Others Attending

Milo Victoria, CEO/General Manager  
Robert Miller, Chief Financial Officer  
Marjorie Ewing, Director of Human Resources  
Samuel Gibbs, Director of Internal Audit Services  
Wendy Williams, Director of Marketing  
Don Walker, Director of Finance  
Jack Dooley, Director of Maintenance  
Scott Graham, Director of Operations  
Rohan Kuruppu, Director of Planning & Development Services  
Maurice Mansion, Treasury Manager  
Milind Joshi, sbX Program Manager  
Bart Hayashi, sbX Planning Manager  
Jonathan Wu, sbX Construction Manager  
Jeremiah Bryant, Service Planning & Scheduling Manager  
Debra NiCastro, Sr. Contracts Specialist  
Beth Kranda, VTrans  
Carol Angier, Administrative Secretary

**C. Conflict of Interest**

None.

**D. Agenda Items**

1. Approve Administrative & Finance Committee Minutes of January 9, 2012

M/S (Graham/Garcia) to approve the minutes of the January 9, 2012 Committee meeting. Motion was unanimous by members present.

2. Approve Special Administrative & Finance Committee Minutes of January 24, 2012

M/S (Garcia/Graham) to approve the minutes of the Special January 24, 2012 Committee meeting. Motion was unanimous by members present.

3. Approve Continued Administrative & Finance Committee Minutes of January 26, 2012

M/S (Eaton/Roberts) to approve the minutes of the Continued January 26, 2012 Committee meeting. Motion was unanimous by members present.

4. Receive & Forward to the Board Construction Progress Reports No. 1 and No. 2 through January 2012 – sbX E Street Corridor Project

sbX Construction Manager Wu said construction started three weeks ago on the sbX BRT Project. All encroachment permits have been received from the City of Loma Linda and San Bernardino. Construction is taking place on the west side of E Street, and construction on Hospitality Lane will start in a few weeks. There was some discussion on the Potential Change Orders listed, specifically for item #1 - Permit Plan Changes requested by the City of San Bernardino (after the plans had already been approved) and item #23 - City of San Bernardino Water Meter and Fire Hydrant Connections to the Main. CEO/General Manager Victoria said these Change Orders are being reviewed and have not been approved yet. Parson will be reviewing the requests, along with staff. Chair Wapner expressed concern that the Permit Plan Changes Change Order is in excess of \$4 million. He said if the price cannot be negotiated down, this would require going to the Board as a policy discussion, as well as discussion with the City of San Bernardino on this issue. The Committee directed staff to obtain more information on Proposed Change Orders #1 and #23 for Committee discussion in the future.

M/S (Garcia/Graham) to receive and forward to the Board of Directors for receipt and file the Construction Progress Reports No. 1 and 2 for the sbX E Street Corridor Project through January 2012 to include more information on the Proposed Change Order #1 (San Bernardino Permit Plan Changes) and Proposed Change Order #23 (San Bernardino Water Meter and Fire Hydrant Connections to the Main). Motion was unanimous by members present.

5. Receive and Forward to the Board Parsons Change Order for Omnitrans sbX/BRT Design, Operating and Maintenance Policy & Manual

Director of Planning & Development Services Kuruppu said Omnitrans spent approximately \$17 million to design the sbX BRT bus stops. This information is spread out among a copious amount of documentation. These bus stop standards will also be used for future BRT projects in our service area. Also, there are no BRT design standards in the nation, and the Federal Transit Association suggested that

Omnitrans issue a sole-source contract to Parsons to compile all the information and develop a BRT Design, Operating, and Maintenance Policy and Manual. These standards will then be used nation-wide, as well as within our service area. This work will not be funded through the sbX Project, but the FTA will authorize funding to perform this work separately. Parsons has all of this documentation and the design patents. By Parsons doing this work, it will help streamline the design process. Member Garcia asked if staff would provide information on the FTA funding sources for this agenda item at the March Board Meeting. Director of Planning & Development Services Kuruppu said this information would be included.

M/S (Garcia/Eaton) to recommend approval to the Board of Directors to authorize the CEO/General Manager to execute a sole source contract with Parsons for the completion of Omnitrans sbX/BRT Design, Operating and Maintenance Policy and Manual, for an amount not to exceed \$392,300. Motion was unanimous by members present.

6. Receive & File College Free Pass Program Status Update

Director of Marketing Williams said the College Free Pass pilot program continues to be successful. As of today, there have been 750,000 trips using the program with 11,000 unique trips. This represents 19 percent of the enrolled students using the program. Staff is moving forward with the community colleges to present this program to their student government to include the college free pass as part of the college fees. Cal State San Bernardino informed staff they will not be presenting this program to their student government for referendum this year due to other increases in college fees. They requested permission from Omnitrans to continue the pilot program one more year. Staff informed them this is a one-year pilot program only. Member Garcia asked what Omnitrans will do if only some of the participating colleges elect to approve the program in their fees. Director of Marketing Williams said the colleges that continue the program will be allowed to use their student IDs to ride free, while the ones that do not will be discontinued.

Regarding the comments made at the Board on including Access student ridership to the program, Director of Marketing Williams said staff will offer participating college students authorized to use Access service a 20 percent discount on Access fares. This will be presented to the Board in March for approval.

Member Graham asked about the status of the City of Rialto's payment into the program. CEO/General Manager Victoria said he has called the Rialto City Clerk three times, and Director of Marketing Williams has also made repeated attempts to call staff at Rialto on this. He said staff will draft a letter to the City of Rialto for the Committee Chair to sign on this issue.

This was a receive and file agenda item.

7. Receive and File Forward Fuel Purchase Update – January 2012

Chief Financial Officer (CFO) Miller said Omnitrans is now using Morgan Stanley as the broker for our fuel hedging. When the hedge was through Clean Energy, the cost was 54 cents per gallon; the hedge price is now 27 cents per gallon. Omnitrans is also saving \$360,000 per year on lower administration costs than with Clean Energy. To date Omnitrans has a \$40,000 favorable fuel variance. CFO Miller stated that a mistake was made when the hedge was established in January 2012 by hedging 180,000 gallon per month. This was 30,000 gallons more than originally

proposed on the new hedge. This mistake has been corrected. CFO Miller said the mistake was easily corrected through Morgan Stanley. This would have been much more difficult to resolve through the previous hedge contract.

Morgan Stanley sends Omnitrans an account statement daily. A copy of the daily report goes to the CEO/General Manager, Director of Finance, and the Chief Financial Officer for them to check the report independently.

This was a receive and file agenda item.

8. Receive & File Chief Financial Officer's Report on the Commercial Opportunities that have Resulted from Omnitrans' Investment Activities

Chief Financial Officer Miller said Omnitrans has experienced success over the years in adapting to market situations for transit. Omnitrans is now at a point to benefit from those successes. An example is the Enterprise Resource Planning (ERP) system that has been configured for transit operations. Omnitrans owns this configured software, it is reusable, and can be used by any transit agency. The FTA is interested in using the reconfigured ERP software at a lower cost. Omnitrans has a marketing opportunity for redistributing and selling the ERP software. Another example is the land Omnitrans purchased for the Mid-Valley facility. It can have a dual purpose for both transit and commercial development use that will also bring in a profit for Omnitrans. Chair Wapner said he is glad Omnitrans is looking outside the box and is favorable of the commercial opportunities endeavor Omnitrans is following.

This was a receive and file agenda item.

9. Receive & Recommend to Board of Directors Release of Invitation for Bids IFB-IPMO12-10, Vehicle Maintenance Facility Construction for sbX E-Street Corridor Project

sbX Planning Manager Hayashi said the IFB for the Vehicle Maintenance Facility construction will be released at the March 7 Board of Directors Meeting, the bid deadline is May 1, the contract award will be July 11, and the construction will start August 6.

M/S (Eaton/Garcia) to receive and forward to the Board of Directors for approval to release IFB-IPMO12-10, Vehicle Maintenance Facility Construction for sbX E-Street Corridor Project to modify the East Valley Vehicle Maintenance Facility to accommodate up to twenty-three sixty-foot articulated buses. Motion was unanimous by members present.

10. Authorize Amendment of FY12 Budget and 2008-2013 Short Range Transit Plan to Add Local Transit Funding Awarded as Part of the Article 3 Transit Stop Access Program

Treasury Manager Mansion said the additional funding will be used to improve 16 bus stops within our service area. Article 3 funding is strictly for bus stops and cannot be directed for any other use.

M/S (Graham/Gonzales) to authorize the CEO/General Manager to amend the Fiscal Year 2012 Capital Budget and the 2008-2013 Short Range Transit Plan (S RTP) to add \$78,369 of Local Transportation Funds awarded as part of the Transportation

Development Act, Article 3 Transit Stop Access Program. Motion was unanimous by members present.

11. Receive & Forward to the Board Budget Assumptions for Preparing the Fiscal Year 2012-2013 Budget

Treasury Manager Mansion said staff has not yet received written notice from SANBAG on the funding they will give Omnitrans next fiscal year, but there have been several conversations on this issue. Based on the conversations, Omnitrans prepared the budget assumptions for preparing the FY12-13 budget.

M/S (Roberts/Eaton) to receive and forward to the Board of Directors the Fiscal Year 2012-2013 Budget Assumptions allowing Omnitrans staff to develop the Operating and Capital Budgets for Fiscal Year 2012-2013. Motion was unanimous by members present.

The Administrative & Finance Committee meeting adjourned at 2:35 p.m. Chair Wapner said he and Member Eaton will not be able to attend the scheduled March 12 Committee meeting. He instructed staff to determine what will be on the agenda for March to determine if the meeting should be cancelled or rescheduled.




Carol Angier, Recording Secretary






**DATE:** April 9, 2012 Item #D2

**TO:** Committee Chair Alan D. Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager 

**FROM:** Robert Miller, Chief Financial Officer 

**SUBJECT:** **OMNITRANS CHIEF FINANCIAL OFFICER'S REPORT ON  
FORWARD FUEL PURCHASES FOR MARCH 2012**

### **FORM MOTION**

Receive and file Omnitrans Chief Financial Officer's report on forward fuel purchases for March 2012. This program was implemented on May 6, 2009 to increase the predictability of Omnitrans costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

### **SUMMARY AND BACKGROUND**

This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure.

This report highlights activities taken under the Board action of November 2011 authorizing staff to hedge up to 150,000 gallons per month of CNG on the NYMEX exchange through Morgan Stanley. The report includes a summary of the hedge that has been established. The presentation has been streamlined as the basic hedge structure has been simplified. Please advise if you require additional information.

#### **Natural gas market- lower commodity prices reduce Omnitrans fuel costs:**

A new hedge was established on January 17, 2012 fixing the price of 150,000 gallons of fuel per month for Omnitrans beginning in February 2012 through June 2014. Over the last month the price for natural gas has been declining as the supply has been increasing due to new recovery technology and a mild winter has moderated demand. The new hedge was established at a price of \$.277 per gallon of LNG.

Once each month the Agency will use the Morgan Stanley daily statement to record the financial results from the hedge position. The gain or loss on the current contract will be closed against fuel acquired during the month. The gain or loss on the out month contracts will be recorded on

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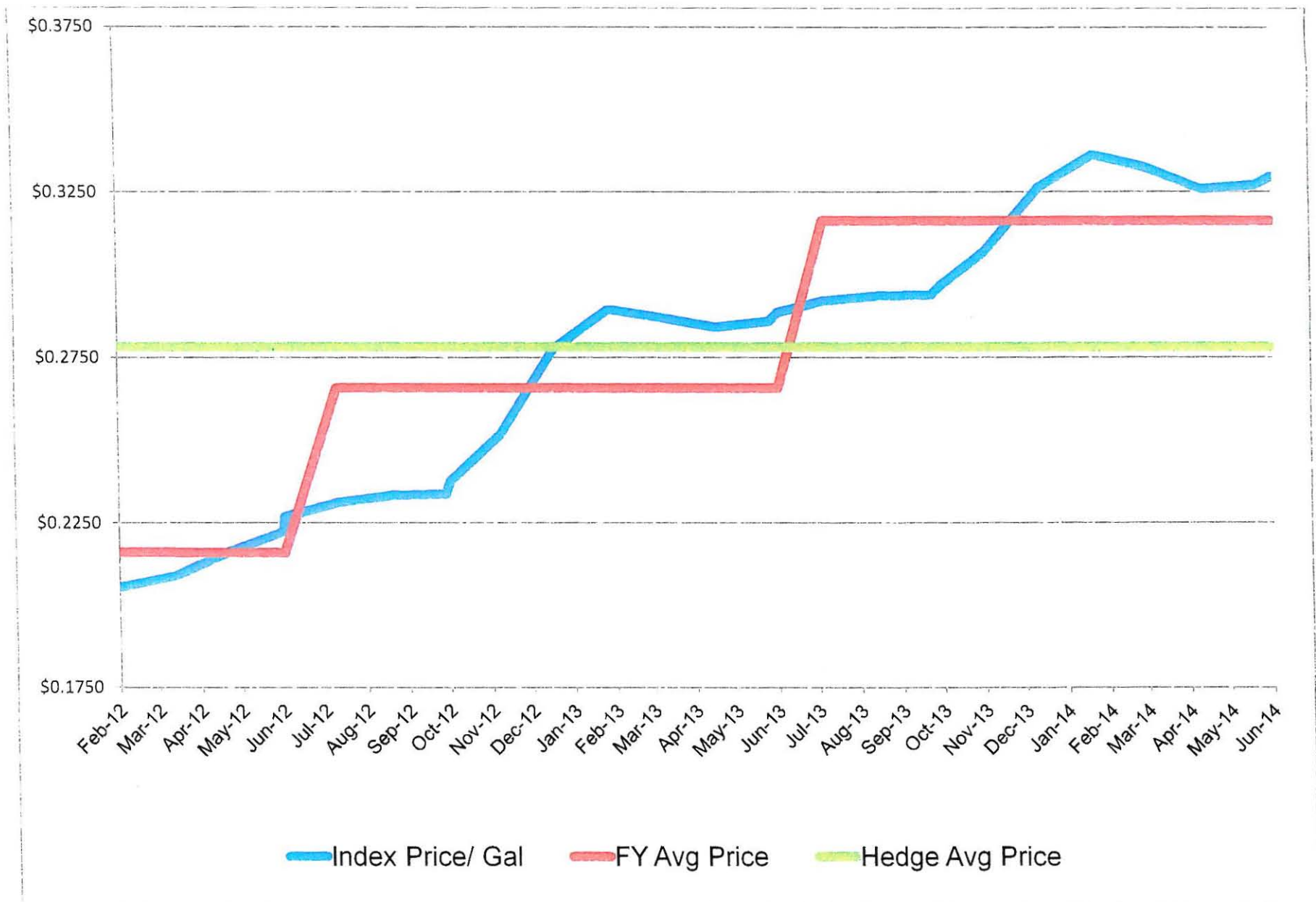
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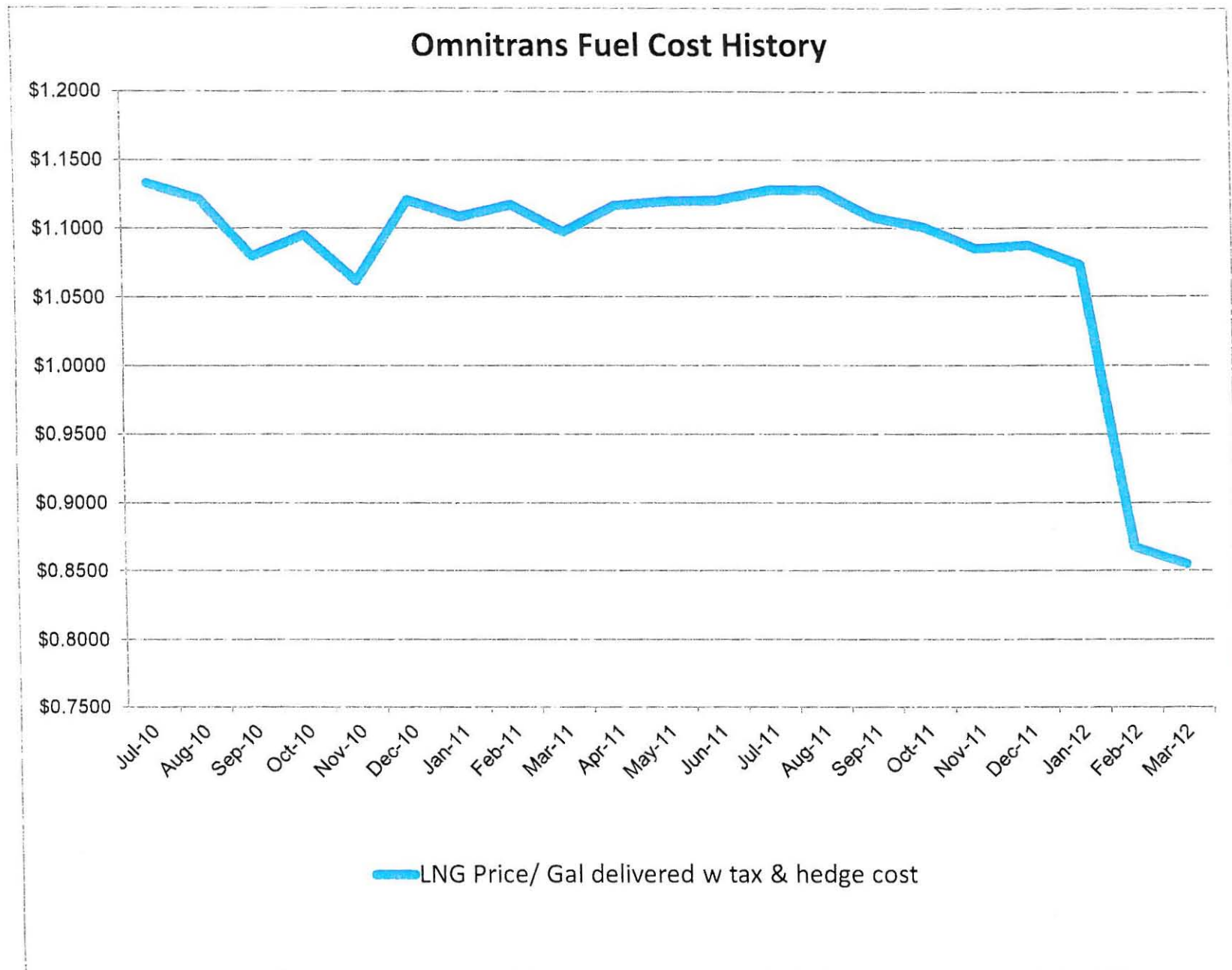
agency purchased another 190,000 gallons of fuel off the spot price of \$.220 per gallon. The favorable spot market pricing resulted in a favorable price variance to budget in February for Omnitrans in the amount of approximately \$97,200.

I have attached two charts. The first highlights Omnitrans cost of hedged fuel during the current hedge; February 2012 through June 2014. The second chart tracks Omnitrans total cost of LNG delivered into the tanks at our facilities.

MV:rm









**DATE:** April 9, 2012 Item #D3

**TO:** Committee Chair Alan D. Wapner and  
Members of the Administrative & Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager

**FROM:** Wendy Williams, Director of Marketing

**SUBJECT: COLLEGE FREE PASS PROGRAM STATUS UPDATE**

### **FORM MOTION**

Receive and file an update on the “Go Smart” college free ride pilot program for 2011-12.

### **BACKGROUND AND SUMMARY**

With funding support from Omnitrans JPA members and participating local colleges, Omnitrans implemented a one-year pilot program offering fare free trips to enrolled students at California State University San Bernardino, Chaffey College, Crafton Hills College, and San Bernardino Valley College for the 2011-12 academic year. The program began at community colleges on August 15 and at CSUSB on September 22. College students swipe their identification cards in Omnitrans fare boxes to validate their eligibility and to track student usage. To date, over 1,000,000 trips have been taken and attributed to over 11,900 unique ID cards. This represents approximately 22 percent of enrolled students. Refer to the chart below for weekly activity.

Referendums to approve student fees to support the program beyond the one-year pilot were scheduled for community colleges.

Chaffey College: March 29 – April 5

Crafton Hills College: April 19 – 20

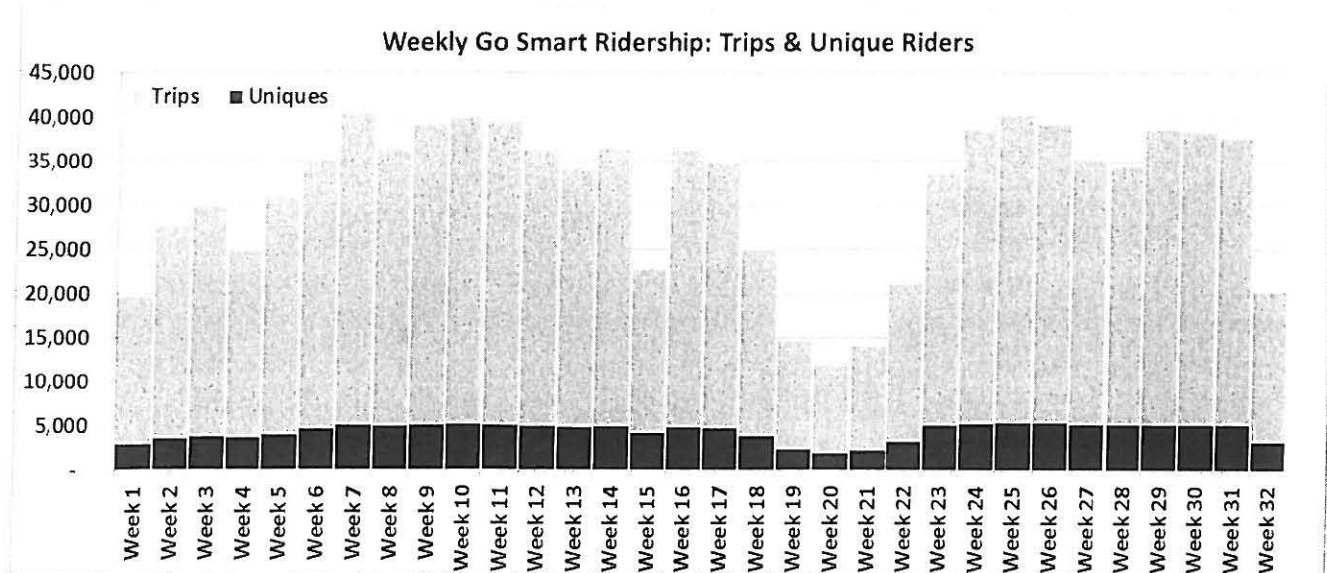
Valley College: April 27 and 30.

A successful vote will establish a five-year agreement at each college to collect \$7.50 per student in fall and spring semesters. Students with less than 6 credit hours will pay \$7.00. Summer sessions will be free to students enrolled the prior spring. Students who rely on Access will receive a 20 percent discount on Access ticket purchases. CSUSB decided not to hold a student referendum this spring due to competing ballot issues; they plan to identify funds to continue the pilot program in 2012-13.

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In the first semester, this program eliminated over 68 tons of carbon emissions compared to driving. Reports of emission reductions by city will be provided to contributing jurisdictions so that they can submit data as required by the South Coast Air Quality Management District, the source of AB2766 funds used.



**Status of Commitment from JPA members (as of March 26, 2012)**

JPA Member	Amount	Status
County of San Bernardino	\$8,000	Paid
Chino	\$18,375	Paid
Chino Hills	\$8,175	Paid
Colton	\$14,895	Invoiced
Fontana	\$93,165	Paid
Grand Terrace	\$5,775	Paid
Highland	\$12,000	Paid
Loma Linda	\$12,180	Paid
Montclair	\$7,305	Paid
Ontario	\$40,830	Paid
Rancho Cucamonga	\$91,545	Paid
Redlands	\$15,000	Paid
Rialto	\$51,375	Recommended by staff, tabled by Council on 7/12/11
San Bernardino	\$141,765	Paid three quarterly installments
Upland	\$23,445	Paid
Yucaipa	\$34,725	Paid
<b>TOTAL</b>	<b>\$578,555</b>	

MV: WW



**DATE:** April 9, 2012 **Item #D4**

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

**FROM:** Milind Joshi, sbX Program Manager *[Signature]*

**SUBJECT:** **CONSTRUCTION PROGRESS REPORT NO. 4 THROUGH MARCH  
2012 - sbX E STREET CORRIDOR BRT PROJECT**

**FORM MOTION**

Receive and forward to the Board of Directors Construction Progress Report No. 4 for the sbX E Street Corridor BRT Project through March 2012.

**SUMMARY AND BACKGROUND**

This is Construction Progress Report No. 4 for the sbX E Street Corridor Project.

**CONCLUSION**

Receive and forward to the Board of Directors Construction Progress Report No. 4 for the sbX E Street Corridor BRT Project through March 2012.

MV:MJ

Attachment





### **Construction Progress This Month:**

- Continued processing RFI's and submittals
- Continued coordination for utility relocations
- Continued construction of the Kendall/Palm Park & Ride Facility; installed drainage system, sanitary sewer, curb & gutter, and started foundation of the restroom and bus platform.
- Continued roadway excavation, tree removals, water service and fire hydrant relocations, storm drain systems and started placement of curb & gutter, driveways and bus pads along E Street
- Continued installation of temporary traffic signals along E Street.
- Continued water service and fire hydrant relocations along Hospitality Lane.
- Met with Council member John Valdivia to discuss his concerns pertaining to the project construction. We will provide project progress updates to the council member.
- Conducted monthly Public Construction Status Meeting at 201 North East Street on 14 March. Only 2 people attended the first meeting held on 8 February; approximately 20 people were in attendance at the second meeting. Discussed the project status, notification requirements and accessibility during construction.

### **Construction Planned for the Next Month:**

- Continue construction of the Kendall/Palm Park & Ride facility
- Continue installation of curb & gutter, sidewalk, drive ways, and bus pads along E Street
- Continue installation of temporary traffic signals along E Street
- Continue Installation/extension of water services, fire hydrants, and water meters relocations along E Street and Hospitality Lane.
- Start demolitions along the north side of Hospitality Lane
- Continue storm drain and sanitary sewer improvements along E Street

### **Areas of Concern and Proposed Solutions:**

- Received encroachment permit from the City of San Bernardino on 01/27/12; the first contract day of construction was 12/21/11. The actual start of construction has been delayed due to the permitting issue with the City of San Bernardino. The baseline schedule has been returned to the contractor for corrections. Once the baseline schedule is approved; the contractor will submit a recovery schedule so we can evaluate the impact of the delay. The revised baseline schedule is due back from the Contractor on 3/23/12
- Caltrans and the Kendall Plaza have raised concerns pertaining to inadequate draining design at the Kendall/Palm Station. Parsons revised the plans associated with drainage and landscape. The design changes are acceptable and this issue is resolved.
- Caltrans Encroachment permit for Hospitality and Carnegie; waiting for Caltrans Traffic Signal Section in Sacramento to review additional information provided by Parsons.
- Waiting for the Flood Control District Permit for the Redlands Park & Ride Station.
- The project has started with a significant amount of changes and contract change orders need to be processed in a timely manner to avoid delays to the project. The amount of contingency will need to be increased to make funding available for these change orders. IPMO plans to request an additional 10% contingency during the May Board Meeting.
- Verizon and SCE Transmission and Distribution relocation plans are complete and coordination for the relocation efforts is ongoing. SCE and Verizon relocations are scheduled to start on 3 April; however, SCE Transmission relocations are depended on receipt of payment from Omnitrans; payment is scheduled for 1 April. Parsons is

preparing plan revisions to include service from the SCE and Verizon service points to the stations.

- There is a conflict between an SCE vault and the curb design near the Souplantation Restaurant on Hospitality Lane; the existing vault is in the curb line and will need to be relocated. We are coordinating this issue with SCE.
- Glenborough/Rancon representing business owners along Hospitality Lane have expressed concerns about the impact of construction to the businesses. Water service to Northrop Grumman, BNSF and a pre-school were shut-off by the water Department after the contractor broke a corps stop that was not located in the plan location. The water service was restored. We are meeting with them to keep them informed of scheduled work.
- The project eliminated parking spaces used by customers of Pride Envelope on 850 E Street. The Redevelopment Agency was in the process of acquiring new parking spaces but the Redevelopment Agency is being disbanded. We have met with the owner and the contractor is taking actions to minimize disruption to business operations. We are also exploring the option of changing Union Street to a one-way street and allowing parking on this street. The property owners are in favor of this option and it will solve Pride Envelope's parking issue.



**Contract Change Orders:**

- None to date.

**Potential Change Orders:**

PCO	Description	Estimated Cost	Time Extension Contract Calendar Days
1	Permit Plan Changes requested by the City	\$489,754	TBD
2	Permit Plan Changes, additional changes	\$150,000	TBD
3	Permit Plan Changes pertaining to the Gage Canal, G & M Oil Gas Station and Station Utility Service Pedestals	\$1,200,000	TBD
4	Project Signs changed from Wood to Aluminum	\$3,600	0
5	Ad Panels - rejected	0	0
6	SWPPP training	\$9,394	0
7	Street Conduit Forensic study	\$4,650	0
8	Additional Insurance Requirements	\$214,365	0
9	Caltrans Kendall/Palm Encroachment Permit	\$50,000	0
10	Revise Station Limits and Elevations	0	0
11	Station Glass Dimension Revisions	0	0
12	Partnering Session Supplies for Team Building	\$9,524	0
13	Station Elevation Modifications for Marshall and Baseline	0	0
14	Electrical Service Modifications for Street Lights	\$433,500	TBD
15	Electrical Plan Changes	TBD	TBD
16	Taper revisions at Parcels B235, B237, B239	0	TBD
17	177 lf of 6" DIP missing from bid list	\$6,726	TBD
18	Drainage Plan and Profile Kendall/Palm Station East	\$80,000	TBD
19	Lowering Catch Basin for Street Light Foundation	\$35,000	TBD
20	Missing bid item for 1-1/2" PVC pipe at Kendall/Palm	\$7,000	TBD
21	Flow line modifications at Benton, Prospect, Anderson & Redlands stations	TBD	TBD
22	Potholing along E Street for curb & gutter excavation	0	TBD
23	Water Meter and Fire Hydrant Connections to the Main	\$2,594,555	TBD
24	Additional traffic signal requirements	\$59,477	TBD
25	Addition of two bus stops at Kendall/Palm	\$35,000	TBD
26	Redesign of median fountain area at Court Station	TBD	TBD
27	Kendall at Palm Traffic Signal Revisions	TBD	TBD
28	Kendall at Palm additional local bus station – Part 2 – electrical, landscape, signage and striping additions	TBD	TBD



PCO	Description	Estimated Cost	Time Extension
			Contract Calendar Days
29	Gage Canal Changes	TBD	TBD
30	Bus Stop No. 2 Revisions	TBD	TBD
31	Planter curb additions at Shell Gas Station	TBD	TBD
32	Graded channel at north end of Kendall/Palm	TBD	TBD
33	E Street/North Mall Way bay taper & median removal	TBD	TBD
34	Optional traffic signal at Hospitality and private drive	TBD	TBD
35	E Street/North Mall Way bay taper	TBD	TBD
36	Flow line modifications to Hospitality at Tippecanoe, Hospitality at Carnegie, Kendall at Little Mountain and the CSUSB stations	TBD	TBD
37			
38			
<b>TOTALS</b>		<b>\$5,382,545</b>	<b>TBD</b>

**Contract Statistics:****Contract Time**

Activity	Days	Date
Notice to Proceed		11/21/11
Calendar Days per Original Contract	731	
Original Completion Date		12/21/13
Calendar Days Completed	93	
CCO Time Extension to Date	0	
Required Completion Date as of 22 March 2012		12/21/13
Forecasted Completion Date as of 22 March 2012		12/21/13
Percent Time Elapsed	12.72%	

**Contract Cost**

	Change Order Approved Amount	Project Cost
Original Contract Amount		\$64,700,603.05
CCO's to Date		\$0
Total Authorization to Date		\$64,700,603.05
Pending CCO's		\$5,382,545
Forecasted Cost at Completion		\$70,083,148.05
Contract Items as of 29 February 2012		\$4,387,542.75
Materials on Hand as of 29 February 2012		\$0
CCO's Paid as of 29 February 2012		\$0
DBE Contract Amount		\$644,0663.50
DBE Paid to Date		\$14,620.00
DBE Contract Goal		9.95%
DBE Percentage of Total Earned to Date		0.33%
Amount Earned as of 29 February 2012		\$4,387,542.75
Retention Held		\$438,754.16
Percent Complete (% paid)		6.78%

**Construction Management Services Cost**

	<b>Change Order Approved Amount</b>	<b>Project Cost</b>
Original Contract Amount		\$3,898,769.00
CCO's to Date		\$1,803,526.90
Total Authorization to Date		\$5,702,295.90
Pending CCO's		\$0
Forecasted Cost at Completion		\$5,696,295
Total Billed as of 27 January 2012		\$1,073,923.15
DBE Contract Amount		\$789,333.00
DBE Paid to Date		\$43,459.77
DBE Percentage of Contract		13.84%
DBE Percentage of Total Earned to Date		4.05%
Percent of Budget Expended		18.83%

We added Primavera Contract Manager to assist with document control; a new server to provide the capacity to store documents at a remote location, provided additional staff for administrative and document control services, and inspection staff was also added sooner than planned. Also due to early extensive contract change orders, we added estimators to assist with estimating the costs of the change orders. Our current budget does not appear to be adequate for this project, so we are preparing an estimate to complete to provide a forecast of costs to complete the project.

**Progress Photos:**



**Installation of the 36" RCP storm drain system at the Palm/Kendall Park & Ride**





**Formwork and reinforcement for the restroom slab on grade at the Palm/Kendall Park & Ride**



**Formwork for Bus Platform at Palm/Kendall Park & Ride**



**Compaction of sub-grade on E Street between 9<sup>th</sup> and 10<sup>th</sup> Streets**



**Placement of Curb & Gutter on E Street at Victoria Street**





**DATE:** April 9, 2012 **Item #D5**

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager

**FROM:** Milind Joshi, sbX Program Manager

**SUBJECT:** **AUTHORIZE ADDITIONAL SPEND AUTHORITY FOR THE  
CONSTRUCTION CONTRACT OF THE sbX E STREET CORRIDOR  
BRT PROJECT**

### **FORM MOTION**

Receive and forward to the Board of Directors for approval of additional spending authority of \$6,500,760, 10% of the construction contract value from the project contingency for Contract No. IPMO11-5 Griffith/Comet Electric Joint Venture, Santa Fe Springs, CA, vested in the Omnitrans CEO/General Manager, or his designee, to manage the potential construction change orders arising during the course of construction and to ensure that construction activities progress without any time delays.

### **BACKGROUND & ANALYSIS**

In July 2011, the Board of Directors approved a 5% contingency spending authority of \$3,250,380 on the \$65,007,603 award of the sbX E Street Corridor BRT Project construction contract to Griffith/Comet Joint Venture of Santa Fe Springs, California.

In October 2011, the Board of Directors granted spending authority of the 5% contingency amount to the Omnitrans CEO/General Manager, or his designee, provided the change orders have been vetted and approved by Omnitrans sbX Change Control Board (CCB).

Since the start of construction activities in January 2012, staff provides a Monthly Construction Status Report to the Administrative & Finance Committee and to the Board of Directors highlighting details of change orders, potential change orders and potential claims, along with other key information on construction related activities.

Staff maintains and updates a Change Order Log and Risk Register to identify potential risks, the financial and schedule impacts, and proposed mitigation actions. Based on the Risk Register and the specific field conditions during the construction activities, potential change orders are

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identified, quantified, monitored and tracked. Staff utilizes the Risk Register to identify potential risks and the mitigation plan to reduce, eliminate or transfer them, to reduce or eliminate the potential cost exposure.

It is not uncommon that the change order percentage for similar construction projects with similar types of complexities, e.g., unknown underground conditions, insufficient information on existing roadway designs, utility conflicts, miscellaneous design changes, and other unforeseen situations, ranges up to 20%.

As of March 26, 2012, the CCB has vetted and approved three change orders totaling \$3,242,415. The approved change orders are within the original Board-approved contingency spending authority of \$3,250,380. However, the available contingency spending authority to the Project has now been depleted and this poses additional schedule and financial risk to the Project because of the inability of the CEO/General Manager to execute any potential change orders in a timely manner to avoid Project schedule slippage and the resulting delay claims.

Staff requests an additional 10% contingency spending authority in the amount of \$6,500,760, to address the potential cost exposure that has been identified, quantified and assessed in the Change Order Log and Risk Register. With the approval of the additional spending authority, the total approved contingency amount for the construction contract will be \$9,751,140, 15% of the original construction contract award of \$65,007,603. The total approved contingency spending authority amount is within the \$19,629,242 budget savings (Internal Engineer's Final Cost Estimate/Budget less the winning contractor's bid) realized during the favorable market conditions at the time of the construction contract award.

### **FUNDING SOURCE**

This portion of the Project is funded through the Federal Transit Administration Small Starts Section 5309 Funds.

<b>FUNDING</b>	<b>GRANT #</b>	<b>FISCAL YEAR</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
FTA 5309	CA-03-0816	2011	sbX E Street BRT	\$6,500,760
			<b>TOTAL</b>	<b>\$6,500,760</b>



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

### **CONCLUSION**

Receive and forward to the Board of Directors for approval of additional spending authority of \$6,500,760, 10% of the construction contract value from the project contingency for Contract No. IPMO11-5 Griffith/Comet Electric Joint Venture, Santa Fe Springs, CA, vested in the Omnitrans CEO/General Manager, or his designee, to manage the potential construction change orders arising during the course of construction and to ensure that construction activities progress without any time delays.

MV:MJ:DN





**DATE:** April 9, 2012 Item #D6

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager

**FROM:** Milind Joshi, sbX Program Manager

**SUBJECT:** **AWARD SOLE SOURCE CONTRACT - ADDITIONAL RIGHT-OF-WAY SERVICES FOR THE SBX PROJECT THROUGH THE CONSTRUCTION PHASE AND FINAL CONVEYANCE OF THE RIGHT-OF-WAY PROPERTIES**

### **FORM MOTION**

Review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the sole source contract with Overland Pacific & Cutler, Inc. ("OPC"), Riverside, CA, in the amount of \$132,400, plus a 10% contingency of \$13,240, for a not to exceed amount of \$145,640 for right-of-way consultant services through the construction phase and final conveyance of the right-of-way properties for the sbX Project.

### **BACKGROUND & ANALYSIS**

As the sbX Project has entered into the construction phase, there are still ongoing right-of-way activities that are necessary until all right-of-way properties have been conveyed to the appropriate parties. The Federal Transit Administration ("FTA") is aware of the right-of-way obligations still required of the Project and strongly recommends that Omnitrans augment its current staff to include right-of-way consultant services.

OPC provided right-of-way services during the design phase of the project as a sub-consultant to the Construction Management Services agreement with Jacobs, expiring March 6, 2012. It could take 6 to 8 months to award a contract through a Request for Proposal and bring the successful consultant up to speed. As a result continued service from OPC is the most efficient resource and found to be in the best interest of Omnitrans.

Staff has estimated the remaining scope of work as described below.

- Review of SANBAG acquisition and legal status reports
- Meetings with the acquisition consultant and legal team

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- Monitor right-of-way budget
- Monitor eminent domain cases
- FTA reporting and meeting participation
- Applicable Real Estate Management Plan (RAMP) updates
- Construction coordination
- Assist in the lease agreement negotiations with Caltrans
- Monitor the transferring of property rights to appropriate parties
- Project closeout activities
- Other miscellaneous right-of-way items

The cost for the right-of-way consultant services, augmenting the sbX staff, has been based on a 21-month period assuming 30 hours per month and including an allowance for supervisory review time. The contract amount will be on a time and materials basis, not to exceed amount. The total contract amount and associated contingency for the contract is as follows:

Contract not to exceed amount	= \$ 132,400
10% contingency	= \$ 13,240
<b>Total</b>	<b>= \$145,640</b>

An independent cost estimate has found the proposal by OPC to be fair and reasonable. The proposed total costs for right-of-way staff augmentation will not increase the sbX budget.

#### **FUNDING SOURCE**

<b>FUNDING</b>	<b>GRANT #</b>	<b>FISCAL YEAR</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
FTA 5307	CA-90-Y681	2009	sbX E Street BRT	\$116,512
LTF	S-08/11-024	2009	sbX E Street BRT	\$ 29,128
			<b>TOTAL</b>	<b>\$145,640</b>



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

#### **CONCLUSION**

For the foregoing reasons, staff recommends that the Administrative & Finance Committee review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the sole source contract with Overland Pacific & Cutler, Inc., Riverside, CA, in the amount of \$132,400, plus a 10% contingency of \$13,240, for a not to exceed amount of \$145,640, for right-of-way consultant services through the construction phase and final conveyance of the right-of-way properties for the sbX Project.

MV:MJ





**DATE:** April 9, 2012 **Item #D7**

**TO:** Committee Chair Alan Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager

**FROM:** Milind Joshi, sbX Program Manager

**SUBJECT:** **AWARD CONSULTANT CONTRACT FOR SBX STAFF  
AUGMENTATION FOR UTILITY, SCHEDULING AND  
ENVIRONMENTAL COMPLIANCE CONSULTANT SERVICES**

### **FORM MOTION**

Review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the consultant contract with APSI Construction Management, Irvine, CA, in the amount of \$90,000, plus a 10% contingency of \$9,000, for a total not to exceed amount of \$99,000 for utility, scheduling and environmental compliance consultant services to augment the sbX staff.

### **BACKGROUND & ANALYSIS**

As the sbX Project has entered into the construction phase, staff recognizes that there is a need for additional resources to keep the Project running efficiently. Critical to the on-going construction activities are the coordination of the existing utilities relocations, construction schedule maintenance and Project environmental compliance. The Federal Transit Administration ("FTA") is aware of these components of the Project and is strongly recommending that Omnitrans augment current staff to include utility coordination, scheduling and environmental compliance consultant services. The basis for staff augmentation is as follows:

#### **Utility Coordination**

As the sbX Project has entered into the construction phase, it has been determined that designated oversight is required for utility relocation and new service construction to prevent and/or reduce third party construction delays. Based on the Project's needs, we have estimated the utility coordination scope of work as described below.

- Provide Third Party Oversight for utility coordination and monitoring on behalf of Omnitrans.

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- Work closely with Jacobs (CM Consultant) and Griffith-Comet JV (Contractor) through Omnitrans.
- Review the construction plans ahead to identify any potential utility conflicts.
- Provide proactive recommendations to Omnitrans/Jacobs to address utility conflicts.
- Review design changes to identify any potential utility issues and offer recommendations, as requested.
- If requested, work with the Right Of Way (ROW) coordinator and/or designer to identify any potential issues with utilities through Omnitrans.
- Coordinate with Utility Providers to obtain permits and assist Omnitrans to complete any related documentation.
- Any other related work as requested by Omnitrans.
- Represent Omnitrans at the Utility Companies as and when requested.
- Provide reports summarizing: observations, concerns, and recommendations to assist Omnitrans to complete the project as scheduled on a monthly or as needed basis.

#### Schedule Management

The maintenance of the construction schedule is critical to the management of the Project. A third-party firm will help construct and guide our schedule in terms of design, logic and complexity. The proposed scope of work for the scheduling consultant is described below.

- Provide Third Party Oversight for schedule review and monitoring on behalf of Omnitrans.
- Work closely with Jacobs (CM Consultant) and Griffith-Comet JV (Contractor) through Omnitrans.
- Review and monitor the baseline schedule and subsequent updates on a regular basis (frequency to be decided).
- Review and validate Time Impact Analysis (TIA) when presented by contractor.
- Provide proactive suggestions to Omnitrans/Jacobs to recover the schedule as and when necessary.
- Provide schedule monitoring support to Omnitrans in conjunction with Jacobs (CM Consultant) when requested.
- Participate in meetings as requested.
- Provide miscellaneous services as requested.
- Provide reports summarizing: observations, concerns, and recommendations to assist Omnitrans to complete the project as scheduled on a monthly and/or as needed basis.

#### Environmental Compliance

Oversight will be necessary to establish the framework and processes necessary to ensure that all environmental and other compliance requirements are achieved during construction of the sbX Project. The proposed scope of the environmental compliance consultant is described below.

- Provide Third Party Oversight for schedule review and monitoring on behalf of Omnitrans.
- Work closely with Parsons (Designer), Jacobs (CM Consultant), Griffith-Comet JV (Contractor) through Omnitrans.

- Review the construction plans in advance to identify any potential environmental issues.
- Monitor MMRP (Mitigation and Monitoring Report Program) on a periodic basis or on as-needed basis.
- Provide proactive suggestions to the team to ensure environmental compliance.
- Provide SWPPP (Storm Water Prevention Planning Program) monitoring assistance to Omnitrans, if requested.
- Any additional related services as requested by Omnitrans.
- Provide reports summarizing: observations, concerns, and recommendations to assist Omnitrans to complete the project as scheduled on a monthly or as needed basis.

#### *Method of Procurement*

A competitive informal Request For Proposal (RFP) was issued for a qualification-based procurement. Three consultants were solicited and all three were responsive to the RFP. The resultant contract shall be a Time and Material contract.

#### Cost

The cost for the consultant services augmenting the sbX staff has been estimated on a time and material basis not to exceed amount, with a 10% contingency. The costs have been estimated based on a period of performance of six (6) months. The costs will cover the entire scope and not fixed to any particular scope item providing flexibility on how actual costs will be allocated. The total contract amount and associated contingency for the contract is as follows:

Contract not to exceed amount	= \$90,000
<u>10% contingency</u>	<u>= \$ 9,000</u>
<b>Total</b>	<b>= \$99,000</b>

The proposed total costs for staff augmentation will not increase the sbX budget.

#### **FUNDING SOURCE**

<b>FUNDING</b>	<b>GRANT #</b>	<b>FISCAL YEAR</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
FTA 5307	CA-90-Y681	2009	sbX E Street BRT	\$79,200
LTF	S-08/11-024	2009	sbX E Street BRT	\$19,800
			<b>TOTAL</b>	<b>\$99,000</b>

AW

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

#### **CONCLUSION**

For the foregoing reasons, staff recommends that the Administrative & Finance Committee review and recommend to the Board of Directors authorization for the CEO/General Manager to execute the consultant contract with APSI Construction Management, Irvine, CA, in the amount of \$90,000, plus a 10% contingency of \$9,000, for a not to exceed amount of \$99,000 for utility, scheduling and environmental compliance consultant services to augment the sbX staff.

MV:BH:dn





**DATE:** April 9, 2012 Item #D8

**TO:** Committee Chair Alan D. Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

**FROM:** William Tsuei, Director of Information Technology *[Signature]*

**SUBJECT: SAP ENTERPRISE RESOURCE PLANNING (ERP) PROJECT  
IMPLEMENTATION UPDATE**

**FORM MOTION**

Received and forward to the Board of Directors for receipt and file Omnitrans' update on the SAP Enterprise Resource Planning (ERP) Project implementation.

**BACKGROUND & SUMMARY**

In May 2008, Omnitrans Board of Directors approved four phases of SAP ERP project implementation. The ERP project integrates Omnitrans' internal and external management information across the entire organization, including finance/accounting, procurement, human resources, maintenance, etc. The purpose the ERP is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders.

The ERP project was implemented successfully within budget and on time. The following tables provide a summary of the cost associated with the implementation, and the benefits gained from the different phases of the project:



### Omnitrans SAP ERP Project Implementation

Phase	I	II	III	IV	Total
Board Approved	May-08	Apr-09	May-10	Nov-10	
Approved Budget	\$ 4,837,590	\$ 6,445,810	\$ 750,000	\$545,150	\$12,578,550
Approved Contingency	\$ 483,759	\$ 644,581	\$ 75,000	\$ 54,515	\$ 1,257,855
Total Approved Project	\$ 5,321,349	\$ 7,090,391	\$ 825,000	\$599,665	\$13,836,405
Actual Spending	\$ 4,837,590	\$ 6,490,470	\$ 750,000	\$552,650	\$12,630,710
Pending Invoices				\$60,400	\$60,400
Available Funds	\$ 483,759	\$ 599,921	\$ 75,000	\$ (13,385)	\$ 1,145,295
Functional Areas Covered	Full Finance	Core HR,	Project Systems	Pub. Sector Procurement	
	Basic HR,	Core Procurement			
	Basic Procurement	Maintenance Payroll			

During the four (4) year implementation cycle, Omnitrans recaptured over \$2.4 million in employee wages and benefits for employees assigned directly to the project implementation. Additionally, Omnitrans was able to recapture approximately \$447,000 in operating cost as a result of the Federal Transit Administration (FTA) approved Cost Allocation Plan (CAP). Omnitrans' CAP is currently at 3.27%.

The benefits Omnitrans gained from SAP ERP implementation are highlighted below:

### Highlights of Omnitrans SAP ERP Project Implementation Benefit Gained

Finance/Accounting	Tighten and automated control over budget, grants, and funds
	Fund control placed on requisition level to prevent overspending for both capital and operating budgets
	Tightly integrated financial posting with procurement and workflow processes
	Significant reduction of payroll processing time with 100% accuracy on payroll results
	Significant reduction in month end closing process and year- end closing process
Procurement	Improved efficiency in processing purchase orders
	Improved inventory control with forecasting capability
	Twenty percent (20%) reduction of inventory in conjunction with \$60,000 in labor savings
	More accurate cycle count (99%)
	Enhanced file documentation and organization facilitates third party audit services
Human Resources	Single point of all employee records, including time attendance, benefits, talent management.
	Automated all HR routines with one system to reduce paperwork
	One hundred percent (100%) adherence to union rules for represented employees
Maintenance	Improved recording keeping on work orders, including parts, labor hours and progress tracking
	Tightly integrated work order with MRP function to automate parts procurement and forecasting

Information Technology	Improved IT platform stabilization
	Improved security control on user access
	Governance Rules and Compliance (GRC) enablement that improve internal control and ease of audit support
	Formalized project implementation methodology under CMMI framework
	Repeated process improvement on existing systems supported

### **CONCLUSION**

Received and forward to the Board of Directors for receipt and file Omnitrans' update on the SAP Enterprise Resource Planning (ERP) Project implementation.

MV:wt



**DATE:** April 9, 2012 Item #D9

**TO:** Committee Chair Alan D. Wapner and  
Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

**FROM:** William Tsuei, Director of Information Technology *[Signature]*

**SUBJECT: SAP ENTERPRISE RESOURCE PLANNING (ERP) ENHANCEMENT  
PROJECT**

### **FORM MOTION**

- 1) Receive and forward to the Board of Directors for approval a recommendation authorizing the CEO/General Manager to de-obligate \$843,190 of Federal Transit Administration (FTA) funds and \$210,799 of State Transit Assistance (STA) funds as shown in the Funding Source section, and re-obligate these funds to the IT Application and Infrastructure Enhancement Project; and
- 2) Receive and forward to the Board of Directors for approval a recommendation authorizing the CEO/General Manager to execute a contract for the SAP Enterprise Resource Planning (ERP) Enhancement Project with SAP America, Inc., New Town Square, PA, in the amount of \$160,000, plus a 10% contingency of \$16,000, and a Cost Allocation Plan (CAP) of \$5,755 (3.27% of total contract amount), for an amount not-to-exceed \$181,755.

### **BACKGROUND & SUMMARY**

The goals of the project are as follows:

- Identify and implement functionality that was contemplated in the initial system design.
- Enhance functionality to address user requests that have resulted from use of the system at Omnitrans.
- Review the template configuration in advance of commercial deployment at additional transit properties.

The cost associated with this project will be funded by the grant funding presented in the table below.

<b>FUND</b>	<b>YEAR</b>	<b>GRANT NUMBER</b>	<b>DESCRIPTION</b>	<b>(PROJ #)</b>	<b>Dollar Amount</b>
<b>De-Obligate</b>					
<b>FTA</b>	FY2010	CA-90-Y681	Software Licensing & Upgrades	D1022003F	<b>\$73,908</b>
<b>FTA</b>	FY2011	CA-90-Y850	Software Licensing & Upgrades	D1122003F	<b>\$40,000</b>
<b>FTA</b>	FY2011	CA-90-Y850	Network Infrastructure	D1122004F	<b>\$9,282</b>
<b>FTA</b>	FY2012	CA-90-Y939	Computer Hardware Replacements	D1222001F	<b>\$240,000</b>
<b>FTA</b>	FY2012	CA-90-Y939	Visitor Management	D1222002F	<b>\$80,000</b>
<b>FTA</b>	FY2012	CA-90-Y939	Major Software Application	D1222006F	<b>\$400,000</b>
<b>Re-Obligate</b>					
<b>FTA</b>			IT Application and Infrastructure Enhancement Project	TBD	<b>\$843,190</b>

<b>De-Obligate</b>					
<b>STAF</b>	FY2010	10-09-OMNB	Software Licensing & Upgrades	D1022003F	<b>\$18,478</b>
<b>STAF</b>	FY2011	11-03-OMNB	Software Licensing & Upgrades	D1122003F	<b>\$10,000</b>
<b>STAF</b>	FY2011	11-03-OMNB	Network Infrastructure	D1122004F	<b>\$2,321</b>
<b>STAF</b>	FY2012	TBD	Computer Hardware Replacements	D1222001F	<b>\$60,000</b>
<b>STAF</b>	FY2012	TBD	Visitor Management	D1222002F	<b>\$20,000</b>
<b>STAF</b>	FY2012	TBD	Major Software Application	D1222006S	<b>\$100,000</b>
<b>Re-Obligate</b>					
<b>STAF</b>			IT Application and Infrastructure Enhancement Project	TBD	<b>\$210,799</b>
<b>New Funding</b>					
<b>FTA</b>	FY2013	TBD	IT Application and Infrastructure Enhancement Project	TBD	<b>\$200,000</b>
<b>STA</b>	FY2013	TBD	IT Application and Infrastructure Enhancement Project	TBD	<b>\$50,000</b>
			<b>Total Funding</b>	<b>TOTAL</b>	<b>\$1,303,989</b>



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



The plan for the enhancement project is divided into two (2) phases. Phase I of the project is to contract with SAP Professional Services division to conduct the overall landscape review of the existing SAP ERP platform implemented. Phase II is to contract out the enhancement implementation project with a 3<sup>rd</sup> party consulting company based on the list highlighted below and the findings of the SAP landscape review.

Phase I of the project will be a SAP ERP landscape review to be conducted by SAP Professional Services. SAP will bring domain experts with both technical and operational knowledge to interact with both the user and technical community at Omnitrans. The effort will focus not only on functionality but also ease of deployment issues in order to position the template for reuse. Phase I will be completed at a cost not to exceed \$160,000 plus a 10% contingency, and Omnitrans 3.27% Cost Allocation Plan and includes the cost of internal labor in IT assigned to the effort.

Phase II of the project will be completed largely by CIBER, the systems integration vendor that has worked with Omnitrans on the deployment of the SAP ERP solution. While a final cost estimate will not be available until the end of Phase I when the scope of work can be detailed, IT estimates that the cost when added to our spend to date will be less than the capital funding previously authorized by the Board for the SAP project. The final cost estimate will be brought back to the Board at the July Board meeting.

Listed below are the major enhancements anticipated from this project. The Omnitrans' SAP Project Team comprised of representatives from the user community and the technical staff met to identify opportunities to continuously improve the administrative processes that support Agency operations.

#### **Highlights of Omnitrans SAP ERP Project Potential Improvement Areas**

Finance/Accounting	Streamline funding control to Project System module
	Significant reduction in month end closing process & year-end closing process
Procurement	Change fund checking control point from requisition process to PO approval process
	Streamline contract builder process and content
	Enable digital content to the PO and vendors
Human Resources	Employee Self Serve/Manager Self Serve
	E-Recruitment
Maintenance	Mobility solution for data input
	CHP Reporting Compliance
	Reporting capabilities for road call, vehicle inventory, fuel management and vehicle assignment history
	Query capability to lookup parts, vendor payments and work order history
Info.Technology	Implement GRC module
	Implement EHP5
	Implement BW
	Fine tuning Business Object Ad Hoc reporting capability

## **CONCLUSION**

For the foregoing reasons, staff recommends the following:

- 1) Receive and forward to the Board of Directors for approval a recommendation authorizing the CEO/General Manager to de-obligate \$843,190 of Federal Transit Administration (FTA) funds and \$210,799 of State Transit Assistance (STA) funds as shown in the Funding Source section, and re-obligate these funds to the IT Application and Infrastructure Enhancement Project; and
- 2) Receive and forward to the Board of Directors for approval a recommendation authorizing the CEO/General Manager to execute a contract for the SAP Enterprise Resource Planning (ERP) Enhancement Project with SAP America, Inc., New Town Square, PA, in the amount of \$160,000, plus a 10% contingency of \$16,000, and a Cost Allocation Plan (CAP) of \$5,755 (3.27% of total contract amount), for an amount not-to-exceed \$181,755.

MV:wt



**DATE:** April 9, 2012 **Item #D10**

**TO:** Committee Chair Alan D. Wapner and Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager *[Signature]*

**FROM:** Maurice Mansion, Treasury Manager *MAM*

**SUBJECT: DEOBLIGATE AND REOBLIGATE FTA, STAF AND LTF FUNDING TO FUND EXISTING CAPITAL PROJECTS**

### **FORM MOTION**

Authorize the CEO/General Manager to de-obligate \$7,537,292 of Federal Transit Administration (FTA) funds, \$4,739,535 of State Transit Assistance (STAF) funds and \$6,174,177 of Local Transportation Funds (LTF) as shown in the Funding Source section, and re-obligate these funds to the projects detailed below.

### **SUMMARY AND BACKGROUND**

As part of our continued effort to close out prior years' grant funding in accordance with San Bernardino Associated Governments (SANBAG) requirements, the Agency recommend utilizing the remaining funds from completed and closed projects to complete existing projects. Each year, the Agency must deobligate and reobligate lapsed funds to:

- 1) Their current projects and obtain a new grant allocation,
- 2) Deobligate and Reobligate funds to new projects or,
- 3) Return unused funds back to SANBAG

We have identified funding from prior years' grants that need to deobligated, and reobligated to assist with the funding of existing and new projects.

The Agency has identified the following new projects to receive funding:

- Purchase 40 Foot CNG Coaches - \$1,500,000
- sbX BRT Guidelines - \$404,205
- WV Hoist - \$179,554
- Engine Dynamometer - \$80,669

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Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.

- Redlands Shelter Upgrades - \$53,780
- Agency Rebranding – \$51,746
- 4th Street Tranfer Mall Fence - \$130,037

The reobligation of prior years' grant funding will allow the Agency to fund the new projects identified above and retain funds with projects that are not completed. The actions identified below are necessary to complete this task.

### FUNDING SOURCES

	<u>Projects</u>	<u>FTA</u>	<u>STA</u>	<u>LTF</u>	<u>Grant Number</u>
<b>De-obligate</b>					
	Facilities: Paratransit Exp/Upgrade Mid-Valley (match)			\$400,560	S-07/11-036
	sbX:Pre. Eng/Envir/Final Design (match)			1,676,938	S-07/11-036
	Facilities: Midvalley Facility (match)	1,050,200		223,558	S-08/11-024
	Operations/Other: Preventative Maintenance (match)			1,508,862	S-08/11-024
	Facilities:Transit Enhancements (match)	94,664		13,775	S-08/11-024
	Transit Enhancements (match)	80,000		20,000	S-08/11-024
	Transit Enhancements (match)	37,100		9,275	S-08/11-024
	SB Transit Terminal - Land	0		399,927	S-08/11-024
	Mid Valley West Valley Paratransit (match)	1,166,722		155,677	S-08/11-024
	Yucaipa Transcenter (match)	228,897		58,473	S-08/11-024
	Yucaipa Transcenter (match)	0		1,500,000	S-08/11-024
	Service Vehicles: 6 Relief Vehicles (match)			55,479	S-08/11-024
	Facilities: ERP Phase III	6,534		254	S-08/11-024
	Facilities: San Bernardino Transit Center (match)	0		117,183	S-09/06-037
	Computer Equip.: Enterprise Resource Planning System	0		34,216	S-09/06-037
	<b>SUBTOTAL LTF FUNDED MATCH</b>	<b>2,664,117</b>	<b>0</b>	<b>6,174,177</b>	
<b>Re-obligate</b>					
	Facilities: San Bernardino Transit Center (match)	0	0	117,183	S-09/06-037
	sbX:Pre. Eng/Envir/Final Design (match)			1,676,938	S-07/11-036
	Facilities: Midvalley Facility (match)	1,050,200		223,558	S-08/11-024
	SB Transit Terminal - Land	0		399,927	S-08/11-024
	Mid Valley West Valley Paratransit (match)	1,166,722		155,677	S-08/11-024
	Service Vehicles: 6 Relief Vehicles (match)			55,479	S-08/11-024
	Facilities: ERP Phase III	6,534		254	S-08/11-024



	Computer Equip.: Enterprise Resource Planning System	0	0	34,216	S-09/06-037
	<b>Same Projects New Grant</b>	<b>2,223,456</b>	<b>0</b>	<b>2,663,232</b>	<b>TBD</b>
<b>Re-obligate</b>					
	Facilities: Paratransit Exp/Upgrade Mid-Valley (match)			\$400,560	S-07/11-036
	Operations/Other: Preventative Maintenance (match)			1,508,862	S-08/11-024
	Facilities: Transit Enhancements (match)	94,664		13,775	S-08/11-024
	Transit Enhancements (match)	80,000		20,000	S-08/11-024
	Transit Enhancements (match)	37,100		9,275	S-08/11-024
	Yucaipa Transcenter (match)	228,897		58,473	S-08/11-024
	<b>sbX</b>	<b>440,661</b>	<b>0</b>	<b>2,010,945</b>	<b>TBD</b>
<b>Re-obligate</b>					
	Yucaipa Transcenter (match)			1,500,000	S-08/11-024
	<b>40 Ft CNG Buses FY2012 5309 Match</b>			<b>1,500,000</b>	<b>TBD</b>
	<b>SUBTOTAL LTF FUNDED MATCH</b>	<b>2,664,117</b>	<b>0</b>	<b>6,174,177</b>	
<b>De-obligate</b>		<u>FTA</u>	<u>STA</u>	<u>LTF</u>	
	EV - Fall Protection	55,363	767		08-06-OMN-B <sup>R</sup>
	I St. - Maint. Shop Interior re-painting	96	24		08-06-OMN-B <sup>R</sup>
	I St. - Replace evaporative coolers	1,213	304		08-06-OMN-B <sup>R</sup>
	New Warehouse Racking	24,910	6,227		08-06-OMN-B <sup>R</sup>
	WV - Steam Rack Hoist	6,134	1,532		08-06-OMN-B <sup>R</sup>
	WV - Yard Crack Fill	3	1		08-06-OMN-B <sup>R</sup>
	WV - Fall Protection	11	4		08-06-OMN-B <sup>R</sup>
	WV - Replace Maint. Supervisors flooring	29	7		08-06-OMN-B <sup>R</sup>
	WV - Re-Stripe bus yard	20,758	5,190		08-06-OMN-B <sup>R</sup>
	WV - Steam Rack Hoist Drainage	16,043	4,162		08-06-OMN-B <sup>R</sup>
	LCNG Station Upgrades	8,313	2,106		08-06-OMN-B <sup>R</sup>
	Ontario Transit Terminal	200,640	50,160		08-06-OMN-B <sup>R</sup>
	Paratransit Expansion/Upgrade		854,276		08-06-OMN-B <sup>R</sup>
	Stops & Zones	7,118	2,222		08-06-OMN-B <sup>R</sup>
	San Bernardino Transit Terminal <sup>R</sup>	620,000	80,328		08-06-OMN-B <sup>R</sup>
	Mid-Valley Access Site (Phase I) - Construction <sup>R</sup>	0	32,031		08-06-OMN-B <sup>R</sup>

Rev. Vehicles: (7) Access Vehicles (5310) <sup>R</sup>	0	4,808	08-06-OMN-B <sup>R</sup>
Replacement Buses	1,181	420,236	08-06-OMN-B <sup>R</sup>
Upgrade Hybrid Buses (45 & 47)	352,886	88,222	08-06-OMN-B <sup>R</sup>
Electric Fan Engine Cooling System <sup>R</sup>	5,892	1,484	08-06-OMN-B <sup>R</sup>
Rev. Equip: Vehicle Transponder	58,127	14,531	08-06-OMN-B <sup>R</sup>
Service Vehicles: Rpl Support Vehicle	277,050	69,263	08-06-OMN-B <sup>R</sup>
Shop Equip.: Rpl Shop Equipment	1,685	420	08-06-OMN-B <sup>R</sup>
Office Equip.: Rpl Shop Equipment	5,539	1,386	08-06-OMN-B <sup>R</sup>
IT Department Copier Lease	32,306	9,996	08-06-OMN-B <sup>R</sup>
Operating/Other: Transit Enhancements	135,405	33,851	08-06-OMN-B <sup>R</sup>
EV - Parking - Security Upgrades	12,040	3,010	08-06-OMN-B <sup>R</sup>
Upgrade Security Camera/Key Cards	0	3,264	08-06-OMN-B <sup>R</sup>
Facilities: EV - VAV Box for the Count Room	13,318	3,329	09-09-OMN-B
EV - Lighting Upgrade	12,907	3,227	09-09-OMN-B
EV - Roof Maintenance (M&O Building)	17,210	4,302	09-09-OMN-B
EV- Roof Replacement (Bus Wash Bldg)	30,117	7,529	09-09-OMN-B
I St. - Replace Space Heater	1,734	434	09-09-OMN-B
New Warehouse Racking	25,814	6,453	09-09-OMN-B
WV - Upgrade Lube Room Pumps	5	1	09-09-OMN-B
WV - Install Camera System for Shop	18,814	4,704	09-09-OMN-B
Midvalley Facility		38,992	09-09-OMN-B
WV - Security Enhancements	73,600	18,400	09-09-OMN-B
LCNG Station Upgrades	64,535	16,134	09-09-OMN-B
Ontario Transit Terminal	0	54,345	09-09-OMN-B
Chino Transit Terminal	252,868	63,558	09-09-OMN-B
Stops & Zones	39,918	9,922	09-09-OMN-B
Service Vehicles: Electric Vehicle for WV	1	2,623	09-09-OMN-B
Replacement Planning Dept Car	24,000	6,000	09-09-OMN-B
Shop Equip.: Replacement Shop Equipment	50,134	12,534	09-09-OMN-B
Bus Hoist <sup>R</sup>	58,623	14,656	09-09-OMN-B
Vapor Recover System <sup>R</sup>	9,489	2,372	09-09-OMN-B
Computer Equip.: Hardware replacement and additions	46,942	13,364	09-09-OMN-B
Licensing & Upgrades	260,481	65,121	09-09-OMN-B
Major Software Applications	332,071	119,544	09-09-OMN-B
Network Infrastructure Replacement	14,621	3,089	09-09-OMN-B
Communications Infrastructure	466	116	09-09-OMN-B
New ERP System Implementation	11,938	2,855	09-09-OMN-B
Operating/Other: Transit Enhancements	140,320	35,080	09-09-OMN-B
CCTV/Access	160,000	40,000	09-09-OMN-B
Emergency Duress System	6,400	1,600	09-09-OMN-B
Emergency Ops Center-Web Access <sup>R</sup>	60,000	15,000	09-09-OMN-B

Facilities: 1% Enhancement (match)	0	3,193	09-10-OMN-B
Mid Valley/WV Paratransit (match)		125,320	09-10-OMN-B
Bar Code Scan/Fleet Watch (match)	88,101	21,974	09-10-OMN-B
San Bernardino Transit Center (match)	335,529	1,151,874	09-10-OMN-B
Transit Enhancements-Ontario Transcenter		5,087	09-10-OMN-B
Yucaipa Transcenter	0	1	09-10-OMN-B
TE - Construct Bus Shelters	33,066	8,927	09-10-OMN-B
TE - Construct Landscaping/Scenic Beautification	25,729	6,946	09-10-OMN-B
TE - Construct Bike Access Facil. & Equipment on Buses	33,067	8,927	09-10-OMN-B
Replace Carpet in Buildings (Maint. & Ops)	1,191	297	09-10-OMN-B
Maint. For W.V. Parking Lot	2	242	09-10-OMN-B
Lighting Repl. For "I" Street	74	19	09-10-OMN-B
Shelf Units	12,000	3,000	09-10-OMN-B
EV Restructure Facility	0	6,027	09-10-OMN-B
Chino Transcenter	153,040	45,678	09-10-OMN-B
WV Bus Wash Bldg. Improvements	6,534	1,632	09-10-OMN-B
Stops & Zones	0	15	09-10-OMN-B
16 Rpl. CNG Buses	0	2	09-10-OMN-B
Rev. Equipment:Voice/Data Communication Project	0	849,690	09-10-OMN-B
Support Vehicles: Parts Truck, (9) Relief Vehicles, (3) Supervisor Vehicles	56,520	234	09-10-OMN-B
6 Service/Relief Vehicles	36	14,192	09-10-OMN-B
6 Vans	7,355	23,437	09-10-OMN-B
6 Relief Cars	36	9	09-10-OMN-B
1 Staff Car - Lease	17,200	4,300	09-10-OMN-B
Computer Equipment: MIS	2,896	1,709	09-10-OMN-B
Web Server (Contracts & Procurement)	2,675	669	09-10-OMN-B
GIS Software Update	61	-14	09-10-OMN-B
AVL Servers & Workstations	1,681	423	09-10-OMN-B
Hardware Replacements	357	158	09-10-OMN-B
Hardware Additions	20	2	09-10-OMN-B
IS Support Hardware & Software	993	248	09-10-OMN-B
Software Licensing & Upgrades	6,280	1,555	09-10-OMN-B
Upgrades of Major Software Applications	2,464	579	09-10-OMN-B
Shop Equip.: Replace/ Rebuild Brake Lathes (EV Rebuild Shop)	989	248	09-10-OMN-B
Vehicle Exhaust Collection System	4	3	09-10-OMN-B
Bank Note Processing System	106,312	26,579	09-10-OMN-B
Furniture & Office Equipment: Copiers	0	385	09-10-OMN-B
Other: LNG/CNG System Risk Management	5,865	1,466	09-10-OMN-B
Facilities: San Bernardino Transit Center (1) (local)	0	113,468	09-15-OMN-B

	San Bernardino Transit Center (2)	0	36,713		09-15-OMN-B
	I St. - Guard Shack & Fuel Canopy	0	964		09-15-OMN-B
	Rev. Vehicles: 40 foot CNG Bus	0	6,423		09-15-OMN-B
	Van Purchase	0	8,338		09-15-OMN-B
	Office Equip.: Folder/Inserter & Label Printer	0	3,500		09-15-OMN-B
	Atlas CNG Station Demolition & Reconfiguration	48,000			
	Public/Employee Parking Lot Security Lift-Arm Gates and Tire Spikes	56,030			
	<b>SUBTOTAL STA FUNDED MATCH</b>	<b>4,873,175</b>	<b>4,739,535</b>	<b>0</b>	
<b>Re-obligate</b>					
	Ontario Transit Terminal	200,640	50,160		TBD
	Paratransit Expansion/Upgrade		854,276		TBD
	Stops & Zones	7,118	2,222		TBD
	San Bernardino Transit Terminal <sup>R</sup>	620,000	80,328		TBD
	Mid-Valley Access Site (Phase I) - Construction <sup>R</sup>	0	32,031		TBD
	Rev. Vehicles: (7) Access Vehicles (5310) <sup>R</sup>	0	4,808		TBD
	Replacement Buses	1,181	420,236		TBD
	Upgrade Hybrid Buses (45 & 47)	352,886	88,222		TBD
	Service Vehicles: Rpl Support Vehicle	277,050	69,263		TBD
	Office Equip.: Rpl Shop Equipment	5,539	1,386		TBD
	IT Department Copier Lease	32,306	9,996		TBD
	Midvalley Facility		38,992		TBD
	Ontario Transit Terminal	0	54,345		TBD
	Chino Transit Terminal	252,868	63,558		TBD
	Stops & Zones	39,918	9,922		TBD
	Service Vehicles: Electric Vehicle for WV	1	2,623		TBD
	Replacement Planning Dept Car	24,000	6,000		TBD
	Computer Equip.:Hardware replacement and additions	46,942	13,364		TBD
	Licensing & Upgrades	260,481	65,121		TBD
	Major Software Applications	332,071	119,544		TBD
	Network Infrastructure Replacement	14,621	3,089		TBD
	Communications Infrastructure	466	116		TBD
	New ERP System Implementation	11,938	2,855		TBD
	Mid Valley/WV Paratransit (match)		125,320		TBD
	San Bernardino Transit Center (match)	635,529	1,151,874		TBD
	Transit Enhancements-Ontario Transcenter		5,087		TBD
	Yucaipa Transcenter	0	1		TBD
	Chino Transcenter	153,040	45,678		TBD
	Stops & Zones	0	15		TBD



	16 Rpl. CNG Buses	0	2		TBD
	Support Vehicles: Parts Truck, (9) Relief Vehicles, (3) Supervisor Vehicles	56,520	234		TBD
	6 Service/Relief Vehicles	36	14,192		TBD
	6 Vans	7,355	23,437		TBD
	6 Relief Cars	36	9		TBD
	1 Staff Car - Lease	17,200	4,300		TBD
	Computer Equipment: MIS	2,896	1,709		TBD
	Web Server (Contracts & Procurement)	2,675	669		TBD
	GIS Software Update	61	-14		TBD
	AVL Servers & Workstations	1,681	423		TBD
	Hardware Replacements	357	158		TBD
	Hardware Additions	20	2		TBD
	IS Support Hardware & Software	993	248		TBD
	Software Licensing & Upgrades	6,280	1,555		TBD
	Upgrades of Major Software Applications	2,464	579		TBD
	Facilities: San Bernardino Transit Center (1) (local)	0	113,468		TBD
	San Bernardino Transit Center (2)	0	36,713		TBD
	1 St. - Guard Shack & Fuel Canopy	0	964		TBD
	Rev. Vehicles: 40 foot CNG Bus	0	6,423		TBD
	Bank Note Processing System	106,312	26,579		TBD
	WV - Install Camera System for Shop	18,814	4,704		TBD
	Rev. Equip: Vehicle Transponder	58,127	14,531		TBD
	Emergency Duress System	6,400	1,600		TBD
	CCTV/Access	160,000	40,000		TBD
	Upgrade Security Camera/Key Cards	0	3,264		TBD
	Other: LNG/CNG System Risk Management	5,865	1,466		TBD
	Rev. Equipment:Voice/Data Communication Project	0	810,328		TBD
	Shop Equip.: Replacement Shop Equipment	50,134	12,534		TBD
	Van Purchase	0	8,338		TBD
	<b>Same Projects New Grant</b>	<b>3,772,821</b>	<b>4,448,847</b>	<b>0</b>	<b>TBD</b>
<b>Re-obligate</b>					
	Operating/Other:Transit Enhancements	135,405	33,851		TBD
	Operating/Other:Transit Enhancements	140,320	35,080		TBD
	Facilities: 1% Enhancement (match)	0	3,193		TBD
	TE - Construct Bus Shelters	33,066	8,927		TBD
	TE - Construct Landscaping/Scenic Beautification	25,729	6,946		TBD
	TE - Construct Bike Access Facil. & Equipment on Buses	33,067	8,927		TBD

				TBD
	<b>sbX</b>	<b>367,587</b>	<b>96,924</b>	<b>TBD</b>
	<b>New Project Deob/Reobligations</b>			
<b>De-obligate</b>				
	WV - Security Enhancements	73,600	18,400	TBD
	Emergency Ops Center-Web Access <sup>R</sup>	60,000	15,000	TBD
	EV - Fall Protection	55,363	767	TBD
	EV - Parking - Security Upgrades	12,040	3,010	TBD
	Bar Code Scan/Fleet Watch (match)	88,101	21,974	TBD
	Facilities: EV - VAV Box for the Count Room	13,318	3,329	TBD
	WV - Re-Stripe bus yard	20,758	5,190	TBD
	Rev. Equipment:Voice/Data Communication Project	0	13,355	TBD
<b>Re-obligate</b>				TBD
	<b>sbX BRT Guidelines</b>	<b>323,180</b>	<b>81,025</b>	<b>TBD</b>
<b>De-obligate</b>				TBD
	New Warehouse Racking	24,910	6,227	TBD
	WV - Steam Rack Hoist	6,134	1,532	TBD
	WV - Steam Rack Hoist Drainage	16,043	4,162	TBD
	New Warehouse Racking	25,814	6,453	TBD
	Bus Hoist <sup>R</sup>	58,623	14,656	TBD
	Shelf Units	12,000	3,000	TBD
<b>Re-obligate</b>				TBD
	<b>WV Hoist</b>	<b>143,524</b>	<b>36,030</b>	<b>TBD</b>
<b>De-obligate</b>				TBD
	LCNG Station Upgrades	64,535	16,134	TBD
<b>Re-obligate</b>				TBD
	<b>Engine Dyno</b>	<b>64,535</b>	<b>16,134</b>	<b>TBD</b>
<b>De-obligate</b>				TBD
	EV - Lighting Upgrade	12,907	3,227	TBD
	EV- Roof Replacement (Bus Wash Bldg)	30,117	7,529	TBD
<b>Re-obligate</b>				TBD
	<b>Redlands Shelter Upgrades</b>	<b>43,024</b>	<b>10,756</b>	<b>TBD</b>
<b>De-obligate</b>				TBD
	LCNG Station Upgrades	8,313	2,106	TBD
	Electric Fan Engine Cooling System <sup>R</sup>	5,892	1,484	TBD
	Shop Equip.: Rpl Shop Equipment	1,685	420	TBD
	EV - Roof Maintenance (M&O Building)	17,210	4,302	TBD
	I St. - Replace Space Heater	1,734	434	TBD
	WV Bus Wash Bldg. Improvements	6,534	1,632	TBD
<b>Re-obligate</b>				TBD
	<b>Rebranding Project</b>	<b>41,368</b>	<b>10,378</b>	<b>TBD</b>
<b>De-obligate</b>				TBD
	Atlas CNG Station Demolition & Reconfiguration	48,000	0	TBD

	Public/Employee Parking Lot Security Lift-Arm Gates and Tire Spikes	56,030	0		TBD
	Rev. Equipment:Voice/Data Communication Project	0	26,007		TBD
Re-obligate					TBD
	<b>4th Street Transit Mall Fence</b>	<b>104,030</b>	<b>26,007</b>		TBD
					TBD
De-obligate					TBD
	I St. - Maint. Shop Interior re-painting	96	24		TBD
	I St. - Replace evaporative coolers	1,213	304		TBD
	WV - Yard Crack Fill	3	1		TBD
	WV - Fall Protection	11	4		TBD
	WV - Replace Maint. Supervisors flooring	29	7		TBD
	WV - Upgrade Lube Room Pumps	5	1		TBD
	Vapor Recover System	9,489	2,372		TBD
					TBD
	Replace Carpet in Buildings (Maint.& Ops)	1,191	297		TBD
	Maint. For W.V. Parking Lot	2	242		TBD
	Lighting Repl. For "I" Street	74	19		TBD
	EV Restructure Facility	0	6,027		TBD
	Shop Equip.: Replace/ Rebuild Brake Lathes (EV Rebuild Shop)	989	248		TBD
	Vehicle Exhaust Collection System	4	3		TBD
	Furniture & Office Equipment: Copiers	0	385		TBD
					TBD
	Office Equip.: Folder/Inserter & Label Printer	0	3,500		TBD
Re-obligate					
	<b>Facilities Upgrades</b>	<b>13,106</b>	<b>13,434</b>		
	<b>SUBTOTAL STA NEW PROJECTS</b>	<b>732,767</b>	<b>193,764</b>	<b>0</b>	
	<b>SUBTOTAL STA FUNDED MATCH</b>	<b>4,873,175</b>	<b>4,739,535</b>	<b>0</b>	
	<b>Grand Total</b>	<b>7,537,292</b>	<b>4,739,535</b>	<b>6,174,177</b>	

## CONCLUSION

Authorize the CEO/General Manager to de-obligate \$7,537,292 of Federal Transit Administration (FTA) funds, \$4,739,535 of State Transit Assistance Funds (STAF) and \$6,174,177 of Local Transportation Funds (LTF) as shown in the Funding Source section, and re-obligate these funds to the projects detailed above.

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**DATE:** April 9, 2012

Item #D11

**TO:** Committee Chair Alan D. Wapner and Members of the Administrative and Finance Committee

**THROUGH:** Milo Victoria, CEO/General Manager

**FROM:** Maurice Mansion, Treasury Manager

**SUBJECT: FISCAL YEAR 2012-13 ANNUAL BUDGET – EXECUTIVE SUMMARY**

The Agency proposes for Fiscal Year 2012-2013 an increase in the Operating Budget of \$349,203 or .51% and a decrease in the Capital Budget of \$5,704,588 or 17.05%. The total budget is as follows:

Budget	FY 2011-12	FY 2012-13	\$ Change	% Change
Operating Budget	\$ 68,923,504	\$ 69,272,707	\$ 349,203	.51%
Capital Budget	\$ 33,453,320	\$ 27,748,732	\$(5,704,588)	(17.05)%
Less Capital Used For Operating	\$ (14,219,422)	\$ (13,269,422)	\$ 950,000	(6.68)%
<b>TOTAL BUDGET *</b>	<b>\$ 88,157,402</b>	<b>\$ 83,752,017</b>	<b>\$(4,405,385)</b>	<b>(5.0)%</b>

*\*Depreciation is not included*

The proposed budget for FY 2012-13 includes an operating budget of approximately \$69.3 million (excluding depreciation) and a capital budget of approximately \$27.7 million. The capital budget includes \$13.3 million used to pay for operating expenditures. Thus, the total proposed expenditures for Omnitrans are budgeted at \$83,752,017.

The prior year FY 2011-12 operating budget was approximately \$68.9 million (excluding depreciation) and a capital budget of approximately \$33.5 million. Excluding capital used for operations, the total budget was \$88,157,402. The \$4,405,385 decrease or 5.0% difference between the proposed FY 2012-13 budget and the prior year is principally related to a decrease in capital funding needed for revenue vehicles.

#### **OPERATING BUDGET:**

The proposed FY 2012-13 operating budget of \$69,272,707 is up \$349,203 or .51% to FY 2011-12. The operating budget assumes no increases in wages across all pay categories and no increase in benefit buckets for the represented units.

Omnitrans • 1700 West Fifth Street • San Bernardino, CA 92411  
Phone: 909-379-7100 • Web site: [www.omnitrans.org](http://www.omnitrans.org) • Fax: 909-889-5779

Serving the communities of Chino, Chino Hills, Colton, County of San Bernardino, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa.



<b>OPERATING</b>	<b>FY 2011-12 Adopted</b>	<b>FY 2012-13 Proposed</b>	<b>Change</b>	<b>% Change</b>
Salaries and Benefits	\$ 41,071,311	\$ 41,715,416	\$ 644,104	1.57%
Services	\$ 3,053,194	\$ 3,113,848	\$ 60,654	1.99%
Materials and Supplies	\$ 9,754,443	\$ 9,626,859	\$ (127,584)	(1.31)%
Occupancy	\$ 2,787,692	\$ 2,806,839	\$ 19,147	.69%
Casualty and Liability	\$ 2,494,586	\$ 2,500,587	\$ 6,001	.24%
Taxes	\$ 63,000	\$ 60,000	\$ (3,000)	(4.76)%
Purchased Transportation	\$ 8,504,882	\$ 8,896,180	\$ 391,298	4.6%
Printing and Advertising	\$ 953,000	\$ 948,600	\$ (4,400)	(.46)%
Miscellaneous	\$ (193,688)	\$ (903,351)	\$ (709,663)	366.4%
Leases and Rentals	\$ 435,084	\$ 507,729	\$ 72,645	16.7%
<b>TOTAL OPERATING *</b>	<b>\$ 68,923,504</b>	<b>\$ 69,272,707</b>	<b>\$ 349,203</b>	<b>.51%</b>

\* Depreciation is not included

### **CAPITAL BUDGET:**

The proposed FY 2012-13 Capital Budget includes funding to make numerous repairs and upgrades to the Agency's various areas, funding for preventative maintenance and security and a decrease in funding for the purchase of new revenue vehicles.

<b>CAPITAL</b>	<b>FY 2011-12 Adopted</b>	<b>FY 2012-13 Proposed</b>	<b>Change</b>	<b>% Change</b>
Facilities	\$ 554,663	\$ 4,426,467	\$ 3,871,804	698.05%
Revenue Vehicles	\$14,263,400	\$ 5,098,500	\$ (9,164,900 )	(64.25)%
Service Vehicles	\$ 392,081	\$ 470,000	\$ 77,919	19.9 %
Computer Equip. /Software	\$ 1,980,783	\$ 2,684,343	\$ 703,560	35.2%
Shop Equipment	\$ 0	\$ 0	\$ 0	0%
Operating / Other	\$16,262,393	\$15,069,422	\$ (1,192,971)	(7.3)%
<b>TOTAL CAPITAL EXPENSES*</b>	<b>\$ 33,453,320</b>	<b>\$ 27,748,732</b>	<b>\$ (5,704,588 )</b>	<b>(17.1)%</b>

\*Depreciation is not included

The major change in capital expenditures year over year is the decrease in funding for revenue vehicles. However, the agency is pursuing discretionary grant opportunities to replace funding needed for revenue vehicles.

Overall, Omnitrans' management continues a fiscally sound approach to Omnitrans' finances ensuring that expenditures do not exceed the resources available. Our goal is to enhance financial stability with an emphasis on cost reduction and operational efficiency.

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# DEPARTMENT

## SUMMARY OF PROGRAMS

### REVENUE BUDGETS

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

### FISCAL SUMMARY BY PROGRAM

	2010-11 ACTUAL	2011-12 ADOPTED	2012-13 PROPOSED	\$ / % Change FY 12 to FY 13	NOTES
<b>Farebox Revenue/Other Revenue:</b>					
Passenger Fares - Fixed Routes/Omnibus	13,232,241	13,471,793	13,487,268	15,474	0.11% Ridership growth in discounted fare categories; Senior/Disabled/Student.
Passenger Fares - Access	1,375,938	1,444,956	1,505,612	60,656	4.20% Driven by rising ridership.
Advertising and Other Aux Rev	918,885	905,000	650,000	(255,000)	-28.18% Reduction in Advertising revenue based on current market conditions
Interest and Other Non-Trans	-560,896	0	32,000	32,000	Variable income driven by loss/gain on assets and rental income
<b>SUB-TOTAL</b>	<b>14,966,168</b>	<b>15,821,749</b>	<b>15,674,879</b>	<b>(146,870)</b>	<b>-0.93%</b>
<b>Operating Revenue Source-Cap</b>					
LTF	31,568,120	29,916,098	31,568,120	1,652,022	5.52% Increase in LTF funding year over year
LTF- Carryover	-	1,500,000	-	(1,500,000)	No carryover from prior year.
FTA Section 5307 Maint/Sec/Leases	9,313,002	10,095,538	9,297,560	(797,978)	-7.90% Reduction in operating costs charged to capital funds
FTA Section 5307 ACCESS	-	1,600,000	1,600,000		No change
STAF - Operating Costs	3,181,794	2,316,235	3,160,287	844,052	Reduction in advertising income requires use of additional STA funds
Carl Moyer/JARC/STIP	375,202	300,000	750,000	450,000	Increase in JARC grant to cover OMNIBUS services
LTF Maint./Security/Repeater/Tire	2,328,251	2,523,884	2,371,862	(152,022)	-6.02% Reduction in operating costs charged to capital funds
Measure I & Subsidy	6,284,630	4,850,000	4,850,000	-	0.00% No change
<b>SUB-TOTAL</b>	<b>53,050,999</b>	<b>53,101,755</b>	<b>53,597,829</b>	<b>496,074</b>	<b>0.93%</b>
<b>Capital Revenue:</b>					
FTA Section 5307	17,749,951	16,941,200	16,941,200	-	0.00% No change
FTA Section 5309	-	-	-	-	
FTA Section 5310	-	-	-	-	
Prop 1B	-	-	748,911	748,911	Prop 1B funds utilized for local share
STAF (SB 620)	796,797	2,295,265	762,000	(1,533,265)	Using Prop 1B funds to cover local match
LTF	1,295,941	2,523,884	2,371,862	(152,022)	-6.02% Reduction in Operating costs charged to capital reduces use of LTF funds
Carl Moyer/	120,752	-	-	-	
CMAQ	1,033	9,900,000	5,098,500	(4,801,500)	SANBAG reduced the amount of available CMAQ funds
Prop 1B - Security	-	128,566	128,566	-	No change
Measure I Capital	677,009	1,664,405	1,697,693	33,288	2.00% Marginal increase in Measure I capital funds. Used for sbX
SCAQMD	-	-	-	-	
LTF carryover	-	-	-	-	
<b>CAPITAL TOTAL</b>	<b>20,641,483</b>	<b>33,453,320</b>	<b>27,748,732</b>	<b>(5,704,588)</b>	<b>-17.05%</b>
Less capital used for Operating	(11,641,253)	(14,219,422)	(13,269,422)	950,000	-6.68%
<b>TOTAL CAPITAL</b>	<b>9,000,230</b>	<b>19,233,898</b>	<b>14,479,310</b>	<b>(4,754,588)</b>	<b>-24.72%</b>
<b>OPERATIONS TOTAL</b>	<b>68,017,167</b>	<b>68,923,504</b>	<b>69,272,708</b>	<b>349,204</b>	<b>0.51%</b>
<b>GRAND TOTAL</b>	<b>77,017,397</b>	<b>88,157,402</b>	<b>83,752,018</b>	<b>(4,405,384)</b>	<b>-5.00%</b>

## **DEPARTMENT**

### **SUMMARY OF PROGRAMS**

#### **CAPITAL BUDGETS**

Each year Omnitrans develops a multi-year capital budget program. The development of the service plan numbers directly relate to new equipment purchases, spares, and vehicle and equipment replacement cycles managed by the Maintenance department. The capital budget reflects the work of all departments during the capital budget creation. There are eight (8) prime areas of capital purchase Omnitrans makes in a year. These are: Facilities, Revenue Vehicles, Service Vehicles, Revenue Equipment, Computer Equipment, Office Equipment, Shop and Service Equipment and Other. The Other category maintains those capital funds which are committed to Preventative Maintenance, Transit Enhancements(1%) and Security (1%) under FTA

#### **FISCAL SUMMARY BY PROGRAM**

	<b>2010-11 ACTUAL</b>	<b>2011-12 ADOPTED</b>	<b>2012-13 PROPOSED</b>	<b>\$ / % Change FY 12 to FY 13</b>		<b>NOTES</b>
<b>Annual FY 12-13 Programs</b>						
Facilities	8,101,730	554,663	4,426,467	3,871,804	698.05%	Increase facility and TransCenters expenditures
Revenue Vehicles	3,244,074	14,263,400	5,098,500	(9,164,900)	-64.25%	Reduction in CMAQ funding from SANBAG
Service Vehicles	148,118	392,081	470,000	77,919	19.87%	Increased to cover leases of service vehicles
Revenue Equipment		-		-	0.00%	
Computer Equipment	3,896,290	1,980,783	2,684,343	703,560	35.52%	Potential cost of Trapeze replacement
Office Equipment	30,531	-	-	-		
Shops-Service Equipment	23,908	-		-		
Pass-Through	5,229,132		-	-		
Operating / Other - Capital	-	2,042,971	1,800,000	(242,971)	-11.89%	
<b>SUBTOTAL</b>	<b>20,673,783</b>	<b>19,233,898</b>	<b>14,479,310</b>	<b>(4,754,588)</b>	<b>-24.72%</b>	
<b>Capital Used for Operating</b>	<b>11,984,155</b>	<b>14,219,422</b>	<b>13,269,422</b>	<b>(950,000)</b>	<b>-6.68%</b>	
<b>GRAND TOTAL</b>	<b>32,657,938</b>	<b>33,453,320</b>	<b>27,748,732</b>	<b>(5,704,588)</b>	<b>-17.05%</b>	

## DEPARTMENT

### SUMMARY OF PROGRAMS

#### OMNITRANS CONSOLIDATED

The agency consolidated report is the summary look at all department costs from actuals charges for FY 2010-11, adopted budget for FY 2011-12 and proposed budget costs for FY 2012-13

#### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013		Notes
Salaries and Benefits	40,384,060	41,071,311	41,715,416	644,104	1.57%	Medical premiums increased by 10%. Also, BOD approved 2012 market compensation plan.
Services	1,638,070	3,053,194	3,113,848	60,654	1.99%	Minor increase driven by efforts in HR. This should drive IBNR claims down reducing overall insurance claims costs.
Material and Supplies	7,221,839	9,754,443	9,626,859	(127,584)	-1.31%	Decrease driven by reduction in LNG. The reduction was minimize by increase in Unleaded fuel and loss of CNG tax credit.
Occupancy	2,769,132	2,787,692	2,806,839	19,147	0.69%	Increased based on utility rate increases.
Casualty and Liability	4,674,142	2,494,586	2,500,587	6,001	0.24%	Minor increase based on excess workers compensation insurance premium.
Taxes	51,903	63,000	60,000	(3,000)	-4.76%	Reduction based on past run rates.
Purchased Transport	8,121,332	8,504,882	8,896,180	391,298	4.60%	Increase due to contract increase and increase in ACCESS and OMNIGO service.
Printing and Advertising	931,927	953,000	948,600	(4,400)	-0.46%	Minor decrease in advertising expenditures.
Miscellaneous Expenses	26,038	(193,688)	(903,351)	(709,663)	366.40%	Increase driven by Cost Allocation credit for sbX capital expenditures.
Leases and Rentals	523,580	435,084	507,729	72,645	16.70%	Increase in the tire lease.
<b>SUBTOTAL</b>	<b>66,342,024</b>	<b>68,923,504</b>	<b>69,272,707</b>	<b>349,203</b>	<b>0.51%</b>	
Depreciation	13,865,124	15,769,390	17,244,963	1,475,573	9.36%	
Capital Purchase	341,789	-	-	-		
<b>SUBTOTAL</b>	<b>80,548,937</b>	<b>84,692,894</b>	<b>86,517,670</b>	<b>1,824,776</b>	<b>2.15%</b>	
<b>GRAND TOTAL **</b>	<b>66,683,813</b>	<b>68,923,504</b>	<b>69,272,707</b>	<b>349,203</b>	<b>0.51%</b>	

\*\* Less Depreciation



**OMNITRANS**  
**OMNITRANS- EXPENSE REPORT FOR CONSOLIDATED**

GL ACCT		A	B	C	D	E	FY13
					FY 12		Bud
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12YTD Dec	ANNUAL BUDGET	Proposed BDGT	vsFY12Bud
501100	Regular Pay - Operator	13,536,481.08	13,084,588.40	6,542,294.20	13,632,751.00	13,572,728.26	(60,022.74)
501130	Regular Pay - Others	10,215,861.16	10,241,455.30	5,120,727.65	9,986,125.79	10,405,448.51	419,322.72
501310	Overtime Pay - Operatc	1,366,972.67	1,556,305.78	778,152.89	1,300,000.00	1,300,000.00	-
501340	Overtime Pay - Other	96,435.91	105,717.32	52,858.66	138,880.22	98,000.00	(40,880.22)
<b>TOTAL SALARIES</b>		<b>25,215,750.82</b>	<b>24,988,066.80</b>	<b>12,494,033.40</b>	<b>25,057,757.01</b>	<b>25,376,176.77</b>	<b>318,419.76</b>
502210	PERS Employer Expen	2,738,513.55	2,966,999.98	1,483,499.99	2,939,962.78	3,072,948.93	132,986.15
502240	PERS Reimbursement	1,441,811.95	1,479,099.08	739,549.54	1,618,936.13	1,653,590.61	34,654.48
502270	PacifiCare COPD	1,851,506.81	1,808,772.22	904,386.11	2,056,713.64	2,046,624.28	(10,089.36)
502320	Health Saving Acct Exp	131,579.43	109,445.44	54,722.72	146,943.86	146,943.86	-
502330	Life Insurance Expense	115,364.49	107,378.72	53,689.36	130,359.56	131,005.92	646.36
502360	Employers Medicare T	411,579.32	401,140.64	200,570.32	420,532.75	427,446.54	6,913.79
502370	LTD CO PD Expense	72,311.95	68,521.98	34,260.99	78,744.62	79,448.13	703.51
502390	Unemployment Insuran	192,015.30	219,957.32	400,262.35	225,000.00	225,000.00	-
502420	Workers Compensation	410,957.25	281,321.92	53,529.15	290,000.00	290,000.00	-
502450	Sick Leave Expense	1,167,353.80	1,099,332.66	230,477.98	1,276,638.09	1,354,039.15	77,401.07
502480	Holiday Pay Expense	981,405.13	1,274,477.80	752,103.31	1,229,003.95	1,244,954.92	15,950.98
502490	Floating Holiday Pay Ex	163,634.59	132,000.00	131,345.15	131,209.60	131,209.60	-
502510	Vacation Pay Expense	1,772,732.63	1,849,183.12	783,680.97	1,943,029.71	1,967,086.59	24,056.88
502600	SDI Reimbursement Ex	95,440.59	95,821.12	47,910.56	141,610.90	147,457.65	5,846.75
502630	EE Bond Expense	-	-	-	-	-	-
502690	Jury Duty Leave Expen	51,299.17	32,246.08	16,123.04	83,587.27	84,761.02	1,173.76
502720	Military Duty Leave Exp	15,546.14	14,883.52	7,441.76	8,783.50	-	(8,783.50)
502780	Deferred Compensation	306,582.57	290,246.58	145,123.29	347,207.16	221,019.75	(126,187.41)
502790	Bonus Pay	55,547.36	-	-	-	-	-
502880	Kaiser COPD	3,193,054.59	3,113,324.56	1,556,662.28	2,945,290.70	3,115,701.82	170,411.11
<b>TOTAL FRINGE BENEFITS</b>		<b>15,168,236.62</b>	<b>15,344,152.74</b>	<b>8,075,318.87</b>	<b>16,013,554.20</b>	<b>16,339,238.77</b>	<b>325,684.57</b>
503060	Professional & Technic	675,990.05	1,145,756.90	539,028.99	1,337,854.00	1,480,294.00	142,440.00
503110	Contract Maintenance S	132,469.92	96,983.14	48,491.57	200,000.00	182,000.00	(18,000.00)
503160	Custodial Services Exp	77,231.22	77,231.00	35,105.10	85,000.00	82,000.00	(3,000.00)
503210	Security Services Expe	513,597.47	364,193.30	182,096.65	491,460.00	424,194.00	(67,266.00)
503260	Fare collection service	80,091.28	78,590.58	39,295.29	90,880.00	93,880.00	3,000.00
503310	Contract Labor Expens	21,112.40	41,252.36	20,455.18	73,500.00	42,500.00	(31,000.00)
503360	Employee Physicals Ex	47,228.48	66,295.34	33,147.67	40,000.00	66,300.00	26,300.00
503990	Other Services	90,349.07	113,663.60	56,831.80	734,500.00	742,680.00	8,180.00
<b>TOTAL SERVICES</b>		<b>1,638,069.89</b>	<b>1,983,966.22</b>	<b>954,452.25</b>	<b>3,053,194.00</b>	<b>3,113,848.00</b>	<b>60,654.00</b>
504000	Discounts Received	(59.94)	(61.90)	(30.95)	-	-	-
504010	Bus & Other Rolling St	2,835,838.60	2,821,833.84	1,385,456.46	3,111,488.00	2,952,000.00	(159,488.00)
504020	Tires & Tubes	6,171.82	7,889.30	3,944.65	7,500.00	7,500.00	-
504030	Preventative Maintenan	-	2,000.00	-	5,000.00	2,000.00	(3,000.00)
504060	Workshop Clearing Acc	(482,767.34)	(482,767.34)	(320,104.11)	(500,000.00)	(500,000.00)	-
504090	LNG/CNG Fuels	4,602,982.12	4,461,763.92	2,230,881.96	4,775,347.00	3,672,019.00	(1,103,328.00)
504100	Gasoline	1,862,974.04	2,050,674.20	1,025,337.10	2,369,963.00	2,931,790.36	561,827.36
504110	Diesel Fuel	214.06	395.14	197.57	1,000.00	1,000.00	-
504120	Oil	19,156.99	19,156.99	7,299.18	63,107.00	68,175.00	5,068.00
504130	Lubricants & Chemicals	17,644.69	17,644.69	6,327.40	62,838.00	51,825.00	(11,013.00)
504140	CNG Fuel Tax Credit	(1,972,219.95)	(636,507.85)	(636,507.85)	(565,450.00)	-	565,450.00
504190	Computer Supplies	35,063.38	36,940.68	18,470.34	30,000.00	30,000.00	-
504200	Washer & Cleaner Sup	69,372.10	83,854.50	41,927.25	92,500.00	87,500.00	(5,000.00)
504210	Office Supplies	60,716.02	67,591.36	24,208.13	79,000.00	87,000.00	8,000.00
504220	Small Tools	23,272.09	23,103.72	15,915.04	25,850.00	27,850.00	2,000.00
504230	Clothing & Safety Supp	138,141.03	153,440.96	41,590.10	150,450.00	165,200.00	14,750.00
504240	Tool Allowance	10,978.47	17,193.70	8,596.85	24,850.00	22,000.00	(2,850.00)
504900	Price Variance	(7,398.72)	(4,643.00)	(2,321.50)	-	-	-

**OMNITRANS**  
**OMNITRANS- EXPENSE REPORT FOR CONSOLIDATED**

GL ACCT	A	B	C	D	E	
				FY 12	FY13	FY13
				ANNUAL		Bud
CODE DESCRIPTION	FY11 Act	FY12 YE EST	FY 12YTD Dec	BUDGET	Proposed BDGT	vsFY12Bud
504910 Inventory Adjustment	1,241.82	1,631.94	815.97	20,000.00	20,000.00	-
504990 Other Materials & Supp	517.61	529.80	264.90	1,000.00	1,000.00	-
<b>TOTAL MATERIALS &amp; SUPPLIE</b>	<b>7,221,838.89</b>	<b>8,641,664.65</b>	<b>3,852,268.49</b>	<b>9,754,443.00</b>	<b>9,626,859.36</b>	<b>(127,583.64)</b>
505020 Util Other than Propulsi	660,177.43	649,374.24	264,413.91	711,530.00	782,580.00	71,050.00
505030 Telephone	212,790.21	227,807.40	113,903.70	200,009.00	200,009.00	-
505040 Data communication Li	31,409.27	16,377.10	8,188.55	20,000.00	20,000.00	-
505060 Repairs & Maint - Build	702,618.42	702,618.00	281,118.52	731,003.00	688,900.00	(42,103.00)
505110 Repairs & Maint - Equip	14,114.61	19,531.08	9,765.54	17,000.00	18,000.00	1,000.00
505160 Repairs & Maint - Office	26,826.64	20,446.68	4,756.22	35,400.00	24,600.00	(10,800.00)
505170 R & M Software [Contr	1,031,075.83	1,031,075.00	359,957.06	969,000.00	969,000.00	-
505210 Repairs & Maint Groun	34,759.70	48,261.72	24,130.86	48,000.00	48,000.00	-
505230 Repairs & Maint Stops	55,360.10	55,750.00	16,913.51	55,750.00	55,750.00	-
505960 Other Occupancy Expe	-	-	-	-	-	-
<b>TOTAL OCCUPANCY</b>	<b>2,769,132.21</b>	<b>2,771,241.22</b>	<b>1,083,147.87</b>	<b>2,787,692.00</b>	<b>2,806,839.00</b>	<b>19,147.00</b>
506110 Property/Official & Emp	413,082.60	346,816.32	173,408.16	419,146.00	414,146.00	(5,000.00)
506160 Gen Liab & Veh Liab/Lc	1,318,638.32	1,195,944.96	597,972.48	1,440,765.00	1,440,765.00	-
506180 General Auto PD/PL Ur	(147,490.02)	436,767.36	218,383.68	560,675.00	560,676.00	1.00
506310 Worker's Comp Excess	64,567.24	65,955.96	32,977.98	74,000.00	85,000.00	11,000.00
506360 Worker's Comp Self Ins	3,025,344.28	3,000,000.00	-	-	-	-
<b>TOTAL CASUALTY &amp; LIABILITY</b>	<b>4,674,142.42</b>	<b>5,045,484.60</b>	<b>1,022,742.30</b>	<b>2,494,586.00</b>	<b>2,500,587.00</b>	<b>6,001.00</b>
507040 Vehicle Licence Registr	-	-	-	-	-	-
507050 Fuel & Lubricant taxes	41,132.00	47,000.00	1.00	50,000.00	47,000.00	(3,000.00)
507990 Other Taxes	10,771.12	5,836.26	2,918.13	13,000.00	13,000.00	-
<b>TOTAL TAXES</b>	<b>51,903.12</b>	<b>52,836.26</b>	<b>2,919.13</b>	<b>63,000.00</b>	<b>60,000.00</b>	<b>(3,000.00)</b>
508220 Purchased Transportati	8,057,851.37	8,698,741.74	4,349,370.87	8,436,628.95	8,832,698.93	396,069.98
508900 Purch Trans Lease Cos	12,697.22	9,909.00	4,954.50	14,851.00	12,696.27	(2,154.73)
508990 Purch Trans Lease Cos	50,784.10	39,635.30	19,817.65	53,402.00	50,785.05	(2,616.95)
<b>TOTAL PURCH TRANSPORT</b>	<b>8,121,332.69</b>	<b>8,748,286.04</b>	<b>4,374,143.02</b>	<b>8,504,881.95</b>	<b>8,896,180.25</b>	<b>391,298.30</b>
509080 Advertising/Promotion I	652,579.28	636,131.98	101,815.20	674,750.00	704,700.00	29,950.00
509230 Printing Charges	279,348.12	272,199.92	140,481.64	278,250.00	243,900.00	(34,350.00)
<b>TOTAL PRINTING &amp; AVERTISIN</b>	<b>931,927.40</b>	<b>908,331.90</b>	<b>242,296.84</b>	<b>953,000.00</b>	<b>948,600.00</b>	<b>(4,400.00)</b>
508000 Interest Expense	6,589.50	4,575.86	2,287.93	7,000.00	7,000.00	-
509010 Memberships, Dues, Pt	73,870.40	83,822.00	41,969.49	99,912.00	100,782.00	870.00
509020 Travel & Meetings	150,133.50	190,991.70	88,463.45	193,750.00	215,900.00	22,150.00
509030 Postage and Express M	10,687.57	19,474.54	12,407.34	22,000.00	19,500.00	(2,500.00)
509070 Bad Debt expense /NSI	-	-	-	5,000.00	5,000.00	-
509100 Bus Pass Sales Discou	69,432.52	71,000.00	28,756.18	71,000.00	75,000.00	4,000.00
509200 Safety Training	28,355.61	42,352.36	13,826.90	35,900.00	43,620.00	7,720.00
509210 Employee Training	78,242.26	77,684.90	28,997.98	131,550.00	148,150.00	16,600.00
509220 Educational Reimburse	24,739.44	20,000.00	2,736.00	20,000.00	20,000.00	-
509240 Outside Freight	831.90	1,200.82	579.91	8,000.00	12,000.00	4,000.00
509250 Bank charges	24,759.14	24,292.48	12,146.24	35,000.00	35,000.00	-
509260 Employee Recognition	59,808.52	62,149.68	16,108.46	70,700.00	71,700.00	1,000.00
509970 PO Invoice Over Under	2.15	-	-	-	-	-
509990 Other Miscellaneous Ex	4,028.15	3,461.98	1,007.62	6,500.00	10,500.00	4,000.00
590300 Distributed Labor - Mair	(159,405.12)	(151,173.02)	(75,586.51)	-	-	-
590400 Allocated Indirect Labor	(346,037.70)	(738,827.36)	(369,413.68)	(900,000.00)	(1,667,503.16)	(767,503.16)
<b>TOTAL MISCELLANEOUS EXPE</b>	<b>26,037.84</b>	<b>(288,994.06)</b>	<b>(195,712.69)</b>	<b>(193,688.00)</b>	<b>(903,351.16)</b>	<b>(709,663.16)</b>

**OMNITRANS**  
**OMNITRANS- EXPENSE REPORT FOR CONSOLIDATED**

SL ACCT		A	B	C	D	E	
					FY 12	FY13	FY13
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12YTD Dec	ANNUAL BUDGET	Proposed BDGT	Bud vsFY12Bud
512340	Leases/Rentals - Other	1,862.12	128.62	64.31	15,084.00	15,084.00	-
512400	Capital Lease - Tires	521,718.18	521,718.00	166,660.80	420,000.00	492,645.00	72,645.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>523,580.30</b>	<b>521,846.62</b>	<b>166,725.11</b>	<b>435,084.00</b>	<b>507,729.00</b>	<b>72,645.00</b>
513200	Deprec Exp - Bus Shell	10,053.97	8,105.80	4,052.90	8,105.78	67,505.78	59,400.00
513210	Deprec Exp - Buildings	888,928.65	888,928.66	444,464.33	888,928.65	888,928.65	-
513220	Deprec Exp - Building It	792,489.26	797,908.50	398,954.25	790,600.80	821,748.09	31,147.29
513230	Deprec Exp - Land Imp	144,872.72	145,300.66	72,650.33	164,718.02	137,468.83	(27,249.19)
513300	Deprec Exp - Support V	259,164.32	240,878.66	120,439.33	206,128.91	217,180.18	11,051.27
513310	Deprec Exp - Fixed Ro	6,541,120.40	6,491,100.94	3,245,550.47	7,213,145.25	6,012,412.91	(1,200,732.34)
513320	Deprec Exp - Access R	726,382.37	663,798.18	331,899.09	1,224,212.36	563,592.78	(660,619.58)
513400	Deprec Exp - Furniture	-	-	-	-	-	-
513410	Deprec Exp - Machiner	214,017.78	223,395.84	111,697.92	265,002.89	487,330.36	222,327.47
513420	Deprec Exp - Office Eq	1,766,115.45	1,797,363.80	898,681.90	1,777,672.88	1,822,500.19	44,827.31
513430	Deprec Exp - Comput	1,429,309.83	5,514,677.90	2,757,338.95	3,230,874.36	6,226,294.97	2,995,420.61
<b>TOTAL DEPRECIATION</b>		<b>12,772,454.75</b>	<b>16,771,458.94</b>	<b>8,385,729.47</b>	<b>15,769,389.90</b>	<b>17,244,962.74</b>	<b>1,475,572.84</b>
564900	Capital Purch expense	84,993.68	55,842.60	27,921.30	-	-	-
564960	Pass Through To Other	2,775,248.12	-	-	-	-	-
564990	Capital Purch expense	251,759.62	125,689.94	62,844.97	-	-	-
<b>TOTAL CAPITAL PURCH EXPEN</b>		<b>3,112,001.42</b>	<b>181,532.54</b>	<b>90,766.27</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>82,226,408.37</b>	<b>85,669,874.47</b>	<b>40,548,830.33</b>	<b>84,692,894.06</b>	<b>86,517,669.74</b>	<b>1,824,775.67</b>
<b>TOTAL EXPENSES NET DEPRE</b>		<b>69,453,953.62</b>	<b>68,898,415.53</b>	<b>32,163,100.86</b>	<b>68,923,504.16</b>	<b>69,272,707.00</b>	<b>349,202.83</b>
<b>GRAND TOTAL EXPENSES NE</b>		<b>69,453,953.62</b>	<b>68,898,415.53</b>	<b>32,163,100.86</b>	<b>68,923,504.16</b>	<b>69,272,707.00</b>	<b>349,202.83</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### OPERATIONS: 1100

The Operations Department is responsible for planning, organizing, implementing, coordinating and directing service delivery for all of the agency's fixed route, paratransit and specialty transit operations provided directly and via private contractors and all fleet safety and training programs. This includes primary responsibility for service development, implementation and service delivery including final operating schedules, route alignments, actual operations, field monitoring and emergency and security response in the field. Our State and Federal DOT certified Instructors provide initial and periodic training for our operating personnel in all aspects of agency policy and procedure, legal requirements, vehicles and related equipment as well as administer our National Safety Council fleet safety program. We develop, manage and administer service contracts for the transit service contracted to private providers and monitor their service delivery and performance.

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	26,935,709	27,430,340	27,584,833	154,493	0.56%
Services	30,100	30,100	30,100	-	0.00%
Material and Supplies	93,713	96,850	96,850	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	7,634	10,000	10,000	-	0.00%
Miscellaneous Expenses	84,916	90,642	90,642	-	0.00%
Leases and Rentals	1,166	10,000	10,000	-	0.00%
<b>SUBTOTAL</b>	<b>27,153,240</b>	<b>27,667,932</b>	<b>27,822,425</b>	<b>154,493</b>	<b>0.56%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>27,153,240</b>	<b>27,667,932</b>	<b>27,822,425</b>	<b>154,493</b>	<b>0.56%</b>
<b>GRAND TOTAL **</b>	<b>27,153,240</b>	<b>27,667,932</b>	<b>27,822,425</b>	<b>154,493</b>	<b>0.56%</b>

\*\* Less Depreciation



## OMNITRANS

## 1100- EXPENSE REPORT FOR OPERATION

GL ACCT CODE	DESCRIPTION	A	B	C	D	E	Variance
		FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators	13,536,481.08	13,084,588.40	6,542,294.20	13,632,751.00	13,572,728.26	(60,022.74)
501130	Regular Pay - Others	2,214,979.94	2,117,994.36	1,058,997.18	2,049,269.75	2,160,305.47	111,035.72
501310	Overtime Pay - Operator	1,366,972.67	1,556,305.78	778,152.89	1,300,000.00	1,300,000.00	0.00
501340	Overtime Pay - Other	65,468.17	54,631.56	27,315.78	55,000.00	55,000.00	0.00
<b>TOTAL SALARIES</b>		<b>17,183,901.86</b>	<b>16,813,520.10</b>	<b>8,406,760.05</b>	<b>17,037,020.75</b>	<b>17,088,033.74</b>	<b>51,012.98</b>
502210	PERS Employer Expense	1,817,085.48	1,948,001.58	974,000.79	1,915,938.00	2,006,441.05	90,503.05
502240	PERS Reimbursement Expense	909,964.77	938,667.18	469,333.59	1,049,204.00	1,049,203.59	(0.41)
502270	PacificCare COPD	1,193,608.56	1,134,427.74	567,213.87	1,379,571.22	1,268,802.02	(110,769.20)
502320	Health Saving Acct Expense	131,579.43	109,445.44	54,722.72	146,943.86	146,943.86	0.00
502330	Life Insurance Expense	81,166.00	73,707.28	36,853.64	88,130.12	88,020.14	(109.98)
502360	Employers Medicare Tax Expense	275,151.32	266,384.84	133,192.42	286,234.72	288,075.97	1,841.25
502370	LTD CO PD Expense	23,423.36	21,282.48	10,641.24	26,398.06	26,919.36	521.30
502390	Unemployment Insurance expense	-	-	-	0.00	-	0.00
502420	Workers Compensation Expense	-	-	-	0.00	-	0.00
502450	Sick Leave Expense	764,261.44	901,067.00	290,283.69	901,067.80	907,236.54	6,168.74
502480	Holiday Pay Expense	617,500.52	825,978.00	392,868.19	825,978.82	831,633.49	5,654.68
502490	Floating Holiday Pay Expense	133,414.96	132,000.00	131,345.15	131,209.60	131,209.60	0.00
502510	Vacation Pay Expense	1,210,470.49	1,337,568.00	527,853.41	1,337,568.34	1,348,005.37	10,437.04
502600	SDI Reimbursement Expense	26,440.44	24,350.10	12,175.05	29,590.61	31,194.52	1,603.92
502630	EE Bond Expense	-	-	-	0.00	-	0.00
502690	Jury Duty Leave Expense	40,414.34	18,496.46	9,248.23	53,147.04	53,488.91	341.87
502720	Military Duty Leave Expense	10,113.02	14,224.96	7,112.48	8,783.50	0.00	(8,783.50)
502780	Deferred Compensation Expense	48,169.13	47,638.80	23,819.40	47,444.28	55,044.34	7,600.06
502790	Bonus Pay	26,427.64	-	-	-	-	0.00
502880	Kaiser COPD	2,442,616.33	2,376,439.38	1,188,219.69	2,166,109.20	2,264,580.12	98,470.92
<b>TOTAL FRINGE BENEFITS</b>		<b>9,751,807.23</b>	<b>10,169,679.24</b>	<b>4,828,883.56</b>	<b>10,393,319.15</b>	<b>10,496,798.88</b>	<b>103,479.73</b>
503060	Professional & Technical Fees	30,100.00	13,646.70	6,823.35	30,100.00	30,100.00	0.00
503110	Contract Maintenance Services	-	-	-	-	0.00	0.00
503160	Custodial Services Expense	-	-	-	-	0.00	0.00
503210	Security Services Expense	-	-	-	-	0.00	0.00
503260	Fare collection service expense	-	-	-	-	0.00	0.00
503310	Contract Labor Expense	-	-	-	-	0.00	0.00
503360	Employee Physicals Expense	-	-	-	-	0.00	0.00
503990	Other Services	-	-	-	-	0.00	0.00
<b>TOTAL SERVICES</b>		<b>30,100.00</b>	<b>13,646.70</b>	<b>6,823.35</b>	<b>30,100.00</b>	<b>30,100.00</b>	<b>0.00</b>
504000	Discounts Received	-	-	-	-	-	-
504010	Bus & Other Rolling Stock Parts	2,370.44	2,500.00	-	2,500.00	2,500.00	0.00
504020	Tires & Tubes	-	-	-	-	0.00	0.00
504030	Preventative Maintenance	-	-	-	-	0.00	0.00
504060	Workshop Cleaning Account	-	-	-	-	0.00	0.00
504090	LNG/CNG Fuels	-	-	-	-	0.00	0.00
504100	Gasoline	-	-	-	-	0.00	0.00
504110	Diesel Fuel	-	-	-	-	0.00	0.00
504120	Oil	-	-	-	-	0.00	0.00
504130	Lubricants & Chemicals	-	-	-	-	0.00	0.00
504140	CNG Fuel Tax Credit	-	-	-	-	0.00	0.00
504190	Computer Supplies	-	-	-	0.00	0.00	0.00
504200	Washer & Cleaner Supplies	-	-	-	-	0.00	0.00
504210	Office Supplies	20,597.70	20,000.00	7,642.96	21,000.00	21,000.00	0.00
504220	Small Tools	-	-	-	350.00	350.00	0.00
504230	Clothing & Safety Supplies	70,227.72	71,000.00	15,074.70	72,000.00	72,000.00	0.00
504240	Tool Allowance	-	-	-	-	0.00	0.00
504900	Price Variance	-	-	-	-	0.00	0.00
504910	Inventory Adjustment	-	-	-	-	0.00	0.00
504990	Other Materials & Supplies	517.61	529.80	264.90	1,000.00	1,000.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>93,713.47</b>	<b>94,029.80</b>	<b>22,982.56</b>	<b>96,850.00</b>	<b>96,850.00</b>	<b>-</b>
505020	Util Other than Propulsion Power	-	-	-	-	0.00	0.00
505030	Telephone	-	-	-	-	0.00	0.00
505040	Data communication Lines	-	-	-	-	0.00	0.00
505060	Repairs & Maint - Buildings	-	-	-	-	0.00	0.00
505110	Repairs & Maint - Equipment	-	-	-	-	0.00	0.00
505160	Repairs & Maint - Office Equipment	-	-	-	-	0.00	0.00
505170	R & M Software [Contracts]	-	-	-	-	0.00	0.00

## OMNITRANS

## 1100- EXPENSE REPORT FOR OPERATION

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Stations		-			0.00	0.00
505960	Other Occupancy Expense		-		0.00	0.00	0.00
<b>TOTAL OCCUPANCY</b>		-	-	-	0.00	0.00	0.00
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	Gen Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-			0.00	0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		0.00	0.00	0.00	0.00	0.00	0.00
507040	Vehicle Licence Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		-	-	-	0.00	0.00	0.00
508220	Purchased Transportation		-			0.00	0.00
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		-	-	-	-	-	0.00
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges	7,634.32	7,700.00	2,278.57	10,000.00	10,000.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		7,634.32	7,700.00	2,278.57	10,000.00	10,000.00	0.00
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscript	3,017.41	4,670.12	2,335.06	3,392.00	3,392.00	0.00
509020	Travel & Meetings	22,108.20	22,108.00	5,872.15	23,600.00	23,600.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training	21,947.57	21,900.00	8,515.79	24,400.00	24,400.00	0.00
509210	Employee Training	14,709.71	14,709.00	595.79	15,050.00	15,050.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank charges		-			0.00	0.00
509260	Employee Recognition	20,986.43	21,000.00	6,610.40	21,700.00	21,700.00	0.00
509970	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense	2,146.91	2,200.00	376.63	2,500.00	2,500.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		84,916.23	86,587.12	24,305.82	90,642.00	90,642.00	0.00
512340	Leases/Rentals - Other	1,166.42	-		10,000.00	10,000.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		1,166.42	-	-	10,000.00	10,000.00	0.00
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicle		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		-	-	-	0.00	0.00	0.00
564900	Capital Purch expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		-	-		0.00	0.00	0.00
<b>TOTAL EXPENSES</b>		27,153,239.53	27,185,162.96	13,292,033.91	27,667,931.90	27,822,424.61	154,492.71

# DEPARTMENT

## SUMMARY OF PROGRAMS

### MAINTENANCE: 1200

The Maintenance Department administers three areas of responsibility: Administration, Maintenance, Building/Engineering/Construction. The fiscal claiming process to leverage the use of Federal, State, and Regional funds match with local funds to pay for these infrastructure improvements. The major program is the maintenance of the revenue vehicles to meet operating schedules, the repair and body work for the revenue fleet, passenger vehicles and vans, as well as light and heavy duty trucks. The program in addition maintains and repairs Omnitrans generators, compressors, and power equipment as well as performing specific tasks relating to general welding and fabrication for the department. The Building/Engineering/Construction program assists with and ensures Omnitrans facilities meet City, State, and Federal regulations and standards. All major remodels, repairs and maintenance of all facilities and buildings are managed through the Maintenance Department.

Omnitrans Maintenance Department Mission Statement: To provide clean, safe, and reliable vehicles, equipment, and facilities to Omnitrans internal and external customers.

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	6,836,045	6,847,431	6,958,587	111,155	1.62%
Services	257,892	360,000	337,180	(22,820)	-6.34%
Material and Supplies	5,345,839	7,322,740	6,734,442	(588,298)	-8.03%
Occupancy	1,356,266	1,464,003	1,483,950	19,947	1.36%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	250	400	150	60.00%
Miscellaneous Expenses	(112,980)	63,570	83,620	20,050	31.54%
Leases and Rentals	521,718	420,000	492,645	72,645	17.30%
<b>SUBTOTAL</b>	<b>14,204,780</b>	<b>16,477,994</b>	<b>16,090,824</b>	<b>(387,171)</b>	<b>-2.35%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>14,204,780</b>	<b>16,477,994</b>	<b>16,090,824</b>	<b>(387,171)</b>	<b>-2.35%</b>
<b>GRAND TOTAL **</b>	<b>14,204,780</b>	<b>16,477,994</b>	<b>16,090,824</b>	<b>(387,171)</b>	<b>-2.35%</b>

\*\* Less Depreciation

**OMNITRANS**  
**1200- EXPENSE REPORT FOR MAINTENANCE**

GL ACCT CODE	DESCRIPTION	A	B	C	D	E	Variance
		FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGE	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators	-	-	-	-	-	-
501130	Regular Pay - Others	4,263,619.57	4,251,467.26	2,125,733.63	4,176,642.43	4,254,093.67	77,451.25
501310	Overtime Pay - Operator	-	-	-	-	-	-
501340	Overtime Pay - Other	23,510.53	34,868.64	17,434.32	60,000.00	35,000.00	(25,000.00)
<b>TOTAL SALARIES</b>		<b>4,287,130.10</b>	<b>4,286,335.90</b>	<b>2,143,167.95</b>	<b>4,236,642.43</b>	<b>4,289,093.67</b>	<b>52,451.25</b>
502210	PERS Employer Expense	492,065.54	543,472.32	271,736.16	543,297.94	553,289.05	9,991.11
502240	PERS Reimbursement Expense	251,291.75	250,976.08	125,488.04	253,548.84	269,999.61	16,450.77
502270	PacifiCare COPD	345,943.50	341,093.28	170,546.64	351,184.08	393,704.78	42,520.70
502320	Health Saving Acct Expense	-	-	-	-	-	-
502330	Life Insurance Expense	16,675.92	15,870.76	7,935.38	20,530.64	20,862.40	331.76
502360	Employers Medicare Tax Expense	71,910.45	67,939.50	33,969.75	71,163.69	72,472.37	1,308.68
502370	LTD CO PD Expense	12,498.75	11,511.42	5,755.71	13,330.72	13,330.72	-
502390	Unemployment Insurance expense	-	-	-	-	-	-
502420	Workers compensation expense	-	-	-	-	-	-
502450	Sick Leave Expense	212,902.15	129,089.52	64,544.76	166,515.78	230,681.28	64,165.50
502480	Holiday Pay Expense	197,028.82	241,069.84	120,534.92	207,639.47	211,457.84	3,818.37
502490	Floating Holiday Pay Expense	-	-	-	-	-	-
502510	Vacation Pay Expense	317,627.64	283,600.68	141,800.34	341,830.86	346,405.20	4,574.34
502600	SDI Reimbursement Expense	33,218.73	30,841.22	15,420.61	58,894.09	59,977.13	1,083.05
502630	EE Bond Expense	-	-	-	-	-	-
502690	Jury Duty Leave Expense	1,908.43	8,339.14	4,169.57	13,213.42	13,456.41	242.99
502720	Military Duty Leave Expense	5,433.12	658.56	329.28	-	-	-
502780	Deferred Compensation Expense	144,439.73	119,167.58	59,583.79	152,665.50	25,077.78	(127,587.72)
502790	Bonus Pay	16,885.81	-	-	-	-	-
502880	Kaiser COPD	429,084.28	412,555.90	206,277.95	416,973.84	458,778.41	41,804.57
<b>TOTAL FRINGE BENEFITS</b>		<b>2,548,914.62</b>	<b>2,456,185.80</b>	<b>1,228,092.90</b>	<b>2,610,788.86</b>	<b>2,669,492.98</b>	<b>58,704.12</b>
503060	Professional & Technical Fees	-	-	-	-	-	-
503110	Contract Maintenance Services	132,469.92	96,983.14	48,491.57	200,000.00	182,000.00	(18,000.00)
503160	Custodial Services Expense	77,231.22	77,231.00	35,105.10	85,000.00	82,000.00	(3,000.00)
503210	Security Services Expense	-	-	-	-	-	-
503260	Fare Collection Service Expense	-	-	-	-	-	-
503310	Contract Labor Expense	19,431.90	37,961.34	18,980.67	25,000.00	15,000.00	(10,000.00)
503360	Employee Physicals Expense	-	-	-	-	-	-
503990	Other Services	28,759.24	37,844.94	18,922.47	50,000.00	58,180.00	8,180.00
<b>TOTAL SERVICES</b>		<b>257,892.28</b>	<b>250,020.42</b>	<b>121,499.81</b>	<b>360,000.00</b>	<b>337,180.00</b>	<b>(22,820.00)</b>
504000	Discounts Received	-	-	-	-	-	-
504010	Bus & Other Rolling Stock Parts	2,819,333.84	2,819,333.84	1,385,456.46	3,066,988.00	2,900,000.00	(166,988.00)
504020	Tires & Tubes	6,171.82	7,889.30	3,944.65	7,500.00	7,500.00	-
504030	Preventative Maintenance	-	-	-	-	-	-
504060	Workshop Clearing Account	(482,767.34)	(482,767.34)	(320,104.11)	(500,000.00)	(500,000.00)	-
504090	LNG/CNG Fuels	4,602,982.12	4,461,763.92	2,230,881.96	4,775,347.00	3,672,019.00	(1,103,328.00)
504100	Gasoline	173,075.89	266,213.92	133,106.96	174,310.00	295,223.00	120,913.00
504110	Diesel Fuel	214.06	395.14	197.57	1,000.00	1,000.00	-
504120	Oil	19,156.99	19,156.99	7,299.18	63,107.00	68,175.00	5,068.00
504130	Lubricants & Chemicals	17,644.69	17,644.69	6,327.40	62,838.00	51,825.00	(11,013.00)
504140	CNG Fuel Tax Credit	(1,972,219.95)	(636,507.85)	(636,507.85)	(565,450.00)	-	565,450.00
504190	Computer Supplies	-	-	-	-	-	-
504200	Washer & Cleaner Supplies	69,377.10	83,854.50	41,927.25	92,500.00	87,500.00	(5,000.00)
504210	Office Supplies	3,279.00	5,984.86	2,992.43	7,500.00	12,000.00	4,500.00
504220	Small Tools	22,862.53	22,863.00	15,794.68	24,000.00	26,000.00	2,000.00
504230	Clothing & Safety Supplies	61,906.91	61,906.00	24,681.61	68,250.00	71,200.00	2,950.00
504240	Tool Allowance	10,978.47	17,193.70	8,596.85	24,850.00	22,000.00	(2,850.00)
504900	Price Variance	(7,398.72)	(4,643.00)	(2,321.50)	-	-	-
504910	Inventory Adjustment	1,241.82	1,631.94	815.97	20,000.00	20,000.00	-
504990	Other Materials & Supplies	-	-	-	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>5,345,839.23</b>	<b>6,661,913.61</b>	<b>2,903,089.51</b>	<b>7,322,740.00</b>	<b>6,734,442.00</b>	<b>(588,298.00)</b>
505020	Util Other than Propulsion Power	602,100.28	602,100.00	240,776.79	650,000.00	721,050.00	71,050.00
505030	Telephone	-	-	-	-	-	-
505040	Data Communication Lines	-	-	-	-	-	-
505060	Repairs & Maint - Buildings	702,618.42	702,618.00	281,118.52	731,003.00	688,900.00	(42,103.00)
505110	Repairs & Maint - Equipment	14,114.61	19,531.08	9,765.54	17,000.00	18,000.00	1,000.00
505160	Repairs & Maint - Office Equipment	2,672.70	2,673.00	-	18,000.00	8,000.00	(10,000.00)
505170	R & M Software [Contracts]	-	-	-	-	-	-



**OMNITRANS**  
**1200- EXPENSE REPORT FOR MAINTENANCE**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGE	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds	34,759.70	48,261.72	24,130.86	48,000.00	48,000.00	-
505230	Repairs & Maint Stops & Stations	-	-	-	-	-	-
505960	Other Occupancy Expense	-	-	-	-	-	-
<b>TOTAL OCCUPANCY</b>		<b>1,356,265.71</b>	<b>1,375,183.80</b>	<b>555,791.71</b>	<b>1,464,003.00</b>	<b>1,483,950.00</b>	<b>19,947.00</b>
506110	Property/Official & Emp Liab Insurance	-	-	-	-	-	-
506160	General Liab & Veh Liab/Loss Insurance	-	-	-	-	-	-
506180	General Auto PD/PL Uninsured Ded/IBNR	-	-	-	-	-	-
506310	Worker's Comp Excess/Employer's Liab Ex	-	-	-	-	-	-
506360	Worker's Comp Self Insured IBNR	-	-	-	-	-	-
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
507040	Vehicle Licence Registration Fees	-	-	-	-	-	-
507050	Fuel & Lubricant taxes	-	-	-	-	-	-
507990	Other Taxes	-	-	-	-	-	-
<b>TOTAL TAXES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508220	Purchased Transportation	-	-	-	-	-	-
508900	Purch Trans Lease Cost - LTF	-	-	-	-	-	-
508990	Purch Trans Lease Cost - FTA	-	-	-	-	-	-
<b>TOTAL PURCH TRANSPORT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
509080	Advertising/Promotion Media	-	-	-	-	-	-
509230	Printing Charges	-	-	-	250.00	400.00	150.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>250.00</b>	<b>400.00</b>	<b>150.00</b>
508000	Interest Expense	-	-	-	-	-	-
509010	Memberships, Dues, Pub, Subscript	2,590.64	6,286.34	3,143.17	2,820.00	2,820.00	-
509020	Travel & Meetings	29,009.59	30,957.62	15,478.81	24,850.00	34,500.00	9,650.00
509030	Postage and Express Mail	(42.54)	(1,578.00)	(1,578.00)	-	-	-
509070	Bad Debt expense /NSF	-	-	-	-	-	-
509100	Bus Pass Sales Discounts	-	-	-	-	-	-
509200	Safety Training	499.56	500.00	50.20	1,500.00	2,800.00	1,300.00
509210	Employee Training	8,495.96	8,495.00	3,164.09	17,400.00	22,000.00	4,600.00
509220	Educational Reimbursements	-	-	-	-	-	-
509240	Outside Freight	3.43	-	-	5,000.00	9,000.00	4,000.00
509250	Bank charges	-	-	-	-	-	-
509260	Employee Recognition	5,784.35	5,785.00	1,185.59	12,000.00	12,500.00	500.00
509970	PO Invoice Over Under	-	-	-	-	-	-
509990	Other Miscellaneous Expense	84.43	-	-	-	-	-
590300	Distributed Labor - Maintenance - Direc	(159,405.12)	(151,173.02)	(75,586.51)	-	-	-
590400	Allocated Indirect Labor & Benefits	-	-	-	-	-	-
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>(112,979.70)</b>	<b>(100,727.06)</b>	<b>(54,142.65)</b>	<b>63,570.00</b>	<b>83,620.00</b>	<b>20,050.00</b>
512340	Leases/Rentals - Other	-	-	-	-	-	-
512400	Capital Lease - Tires	521,718.18	521,718.00	166,660.80	420,000.00	492,645.00	72,645.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>521,718.18</b>	<b>521,718.00</b>	<b>166,660.80</b>	<b>420,000.00</b>	<b>492,645.00</b>	<b>72,645.00</b>
513200	Deprec Exp - Bus Shelters	-	-	-	-	-	-
513210	Deprec Exp - Buildings	-	-	-	-	-	-
513220	Deprec Exp - Building Improvements	-	-	-	-	-	-
513230	Deprec Exp - Land Improvements	-	-	-	-	-	-
513300	Deprec Exp - Support Vehicles	-	-	-	-	-	-
513310	Deprec Exp - Fixed Route Revenue Vehicle	-	-	-	-	-	-
513320	Deprec Exp - Access Revenue Vehicles	-	-	-	-	-	-
513400	Deprec Exp - Furniture and Fixtures	-	-	-	-	-	-
513410	Deprec Exp - Machinery and Shop Equipme	-	-	-	-	-	-
513420	Deprec Exp - Office Equipment	-	-	-	-	-	-
513430	Deprec Exp - Computers and Software	-	-	-	-	-	-
<b>TOTAL DEPRECIATION</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
564900	Capital Purch expense - Local	-	-	-	-	-	-
564960	Pass Through To Other Agency	-	-	-	-	-	-
564990	Capital Purch expense - Federal	-	-	-	-	-	-
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>14,204,780.42</b>	<b>15,450,630.47</b>	<b>7,064,160.03</b>	<b>16,477,994.28</b>	<b>16,090,823.65</b>	<b>(387,170.63)</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### ADMINISTRATION: 1300

The Administration department budget currently includes budgets for the CEO/General Manager, the Chief Financial Officer, the Director of Internal Audit Services and their administrative support staff. The CEO/General Manager serves as the Chief Executive Officer for Omnitrans. Appointed by the Board, the CEO/General Manager is responsible for the overall administration of all Omnitrans departments and oversees the enforcement of all pertinent State/Federal laws. This office is responsible on a day-to-day basis for the efficient performance of all operations, responsible for implementing Board policy and formulating staff recommendations for Board review on policy matters. Included in this program are legislative relations/policy analysis, administrative analysis, and general oversight of operations. The CEO/General Manager oversees the preparation of the budget and is responsible for the administration of the budget once adopted by the Board. Administration carries out the duties assisting in preparation of Board agendas, minutes, maintaining all official documents of the Omnitrans records of proceedings, deeds, agreements, contracts, filing annual disclosure statements, and coordination of board committees. The Chief Financial Officer reports to the CEO/General Manager and is responsible for the administrative aspects of the agency. The CFO has responsibility for finance, procurement and information technology. The Director of Internal Audit Services reports to the CEO/General Manager and is responsible for all internal audit functions. This position is responsible for determining risk assessments and appropriate internal audits. The Director of Internal Audit Services also reports indirectly to the Board of Directors, Administrative & Finance Committee which also is the audit committee.

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	S / % Change FY 2012-2013	
Salaries and Benefits	717,874	718,268	737,402	19,134	2.66%
Services	198,652	887,000	887,000	-	0.00%
Material and Supplies	6,544	14,500	14,500	-	0.00%
Occupancy	-	2,500	2,500	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	13,110	28,300	28,300	-	0.00%
Miscellaneous Expenses	120,545	173,500	173,500	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,056,724</b>	<b>1,824,068</b>	<b>1,843,202</b>	<b>19,134</b>	<b>1.05%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,056,724</b>	<b>1,824,068</b>	<b>1,843,202</b>	<b>19,134</b>	<b>1.05%</b>
<b>GRAND TOTAL **</b>	<b>1,056,724</b>	<b>1,824,068</b>	<b>1,843,202</b>	<b>19,134</b>	<b>1.05%</b>

\*\* Less Depreciation

**OMNITRANS**  
**1300- EXPENSE REPORT FOR ADMINISTRATION**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100	Regular Pay - Operators						0.00
501130	Regular Pay - Others	470,381.01	494,544.92	247,272.46	474,774.88	481,925.44	7,150.56
501310	Overtime Pay - Operator						0.00
501340	Overtime Pay - Other						0.00
<b>TOTAL SALARIES</b>		<b>470,381.01</b>	<b>494,544.92</b>	<b>247,272.46</b>	<b>474,774.88</b>	<b>481,925.44</b>	<b>7,150.56</b>
502210	PERS Employer Expense	54,854.33	60,077.70	30,038.85	60,941.11	61,865.18	924.07
502240	PERS Reimbursement Expense	37,662.21	37,942.78	18,971.39	38,535.48	39,119.81	584.33
502270	PacificCare COPD	15,443.32	17,251.20	8,625.60	18,009.55	19,910.35	1,900.80
502320	Health Saving Acct Expense				0.00		0.00
502330	Life Insurance Expense	2,805.75	2,757.60	1,378.80	3,381.30	3,381.30	0.00
502360	Employers Medicare Tax Expense	8,170.95	8,506.52	4,253.26	7,982.35	8,103.39	121.04
502370	LTD CO PD Expense	7,979.90	6,590.78	3,295.39	7,261.02	7,261.02	0.00
502390	Unemployment Insurance expense				0.00		0.00
502420	Workers Compensation Expense				0.00		0.00
502450	Sick Leave Expense	22,554.57	4,984.00	2,492.00	25,408.74	25,793.28	384.54
502480	Holiday Pay Expense	22,031.73	25,409.28	12,704.64	23,291.35	23,643.84	352.49
502490	Floating Holiday Pay Expense				0.00		0.00
502510	Vacation Pay Expense	41,059.79	29,749.96	14,874.98	24,918.39	25,340.80	422.41
502600	SDI Reimbursement Expense	4,274.94	2,672.96	1,336.48	6,606.08	6,706.25	100.17
502630	EE Bond Expense				0.00		0.00
502690	Jury Duty Leave Expense				2,117.40	2,149.44	32.04
502720	Military Duty Leave Expense				0.00		0.00
502780	Deferred Compensation Expense	12,806.56	15,439.96	7,719.98	2,725.84	5,109.78	2,383.94
502790	Bonus Pay				0.00		0.00
502880	Kaiser COPD	17,848.84	24,127.00	12,063.50	22,314.34	27,091.68	4,777.34
<b>TOTAL FRINGE BENEFITS</b>		<b>247,492.89</b>	<b>235,509.74</b>	<b>117,754.87</b>	<b>243,492.95</b>	<b>255,476.12</b>	<b>11,983.17</b>
503060	Professional & Technical Fees	141,768.60	96,891.60	48,445.80	205,000.00	205,000.00	0.00
503110	Contract Maintenance Services					0.00	0.00
503160	Custodial Services Expense					0.00	0.00
503210	Security Services Expense					0.00	0.00
503260	Fare collection service expense					0.00	0.00
503310	Contract Labor Expense					0.00	0.00
503360	Employee Physicals Expense					0.00	0.00
503990	Other Services	56,883.29	73,909.54	36,954.77	682,000.00	682,000.00	0.00
<b>TOTAL SERVICES</b>		<b>198,651.89</b>	<b>170,801.14</b>	<b>85,400.57</b>	<b>887,000.00</b>	<b>887,000.00</b>	<b>0.00</b>
504000	Discounts Received						
504010	Bus & Other Rolling Stock Parts					0.00	0.00
504020	Tires & Tubes					0.00	0.00
504030	Preventative Maintenance					0.00	0.00
504060	Workshop Cleaning Account					0.00	0.00
504090	LNG/CNG Fuels					0.00	0.00
504100	Gasoline					0.00	0.00
504110	Diesel Fuel					0.00	0.00
504120	Oil					0.00	0.00
504130	Lubricants & Chemicals					0.00	0.00
504140	CNG Fuel Tax Credit					0.00	0.00
504190	Computer Supplies					0.00	0.00
504200	Washer & Cleaner Supplies					0.00	0.00
504210	Office Supplies	6,543.53	5,788.56	2,894.28	14,500.00	14,500.00	0.00
504220	Small Tools					0.00	0.00
504230	Clothing & Safety Supplies					0.00	0.00
504240	Tool Allowance					0.00	0.00
504900	Price Variance					0.00	0.00
504910	Inventory Adjustment					0.00	0.00
504990	Other materials & supplies					0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>6,543.53</b>	<b>5,788.56</b>	<b>2,894.28</b>	<b>14,500.00</b>	<b>14,500.00</b>	<b>-</b>
505020	Utility Other than Propulsion Power					0.00	0.00
505030	Telephone				1,500.00	1,500.00	0.00
505040	Data communication Lines					0.00	0.00
505060	Repairs & Maint - Buildings					0.00	0.00
505110	Repairs & Maint - Equipment					0.00	0.00
505160	Repairs & Maint - Office Equipment				1,000.00	1,000.00	0.00
505170	R & M Software (Contracts)					0.00	0.00

**OMNITRANS**  
**1300- EXPENSE REPORT FOR ADMINISTRATION**

GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-			0.00	0.00
<b>TOTAL OCCUPANCY</b>		-	-	-	2,500.00	2,500.00	0.00
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	General Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-			0.00	0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		-	-	-	-	-	-
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant Taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		-	-	-	-	-	-
508220	Purchased Transportation		-			0.00	0.00
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		-	-	-	-	-	-
509080	Advertising/Promotion Media	13,110.00	-		28,000.00	28,000.00	0.00
509230	Printing Charges		-		300.00	300.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		13,110.00	-	-	28,300.00	28,300.00	0.00
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscript	58,076.94	59,027.92	29,513.96	75,000.00	75,000.00	0.00
509020	Travel & Meetings	61,519.21	74,823.18	37,411.59	89,000.00	89,000.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training	166.48	-		5,500.00	5,500.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank charges		-			0.00	0.00
509260	Employee Recognition	0.00	-		1,000.00	1,000.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense	781.92	793.38	396.69	3,000.00	3,000.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		120,544.55	134,644.48	67,322.24	173,500.00	173,500.00	0.00
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		-	-	-	-	-	-
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		-	-	-	-	-	-
564900	Capital Purch expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>							
<b>TOTAL EXPENSES</b>		1,056,723.87	1,041,288.84	520,644.42	1,824,067.83	1,843,201.56	19,133.74



# DEPARTMENT

## SUMMARY OF PROGRAMS

### INFORMATION TECHNOLOGY SERVICES      1320

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

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	439,943	461,088	412,300	(48,789)	-10.58%
Services	61,269	609,800	609,800	-	0.00%
Material and Supplies	36,166	31,500	31,500	-	0.00%
Occupancy	1,242,132	1,144,000	1,144,000	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	39,756	81,000	81,000	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,819,267</b>	<b>2,327,388</b>	<b>2,278,600</b>	<b>(48,789)</b>	<b>-2.10%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,819,267</b>	<b>2,327,388</b>	<b>2,278,600</b>	<b>(48,789)</b>	<b>-2.10%</b>
<b>GRAND TOTAL **</b>	<b>1,819,267</b>	<b>2,327,388</b>	<b>2,278,600</b>	<b>(48,789)</b>	<b>-2.10%</b>

\*\* Less Depreciation

**OMNITRANS**  
**1320- EXPENSE REPORT FOR INFO TECH**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100	Regular Pay - Operators		-				0.00
501130	Regular Pay - Others	276,907.93	393,269.12	196,634.56	270,590	251,830	(18,759.95)
501310	Overtime Pay - Operator		-				0.00
501340	Overtime Pay - Other		-				0.00
<b>TOTAL SALARIES</b>		<b>276,907.93</b>	<b>393,269.12</b>	<b>196,634.56</b>	<b>270,589.60</b>	<b>251,829.66</b>	<b>(18,759.95)</b>
502210	PERS Employer Expense	31,615.82	47,195.24	23,597.62	36,578.84	32,257.60	(4,321.24)
502240	PERS Reimbursement Expense	21,699.91	29,806.60	14,903.30	23,130.25	20,397.76	(2,732.49)
502270	PacificCare COPD	50,139.62	67,702.00	33,851.00	54,347.24	52,188.88	(2,158.36)
502320	Health Saving Acct Expense		-		0		0.00
502330	Life Insurance Expense	1,310.46	1,908.24	954.12	1,790.10	1,551.42	(238.68)
502360	Employers Medicare Tax Expense	4,648.92	6,404.44	3,202.22	4,791.27	4,225.25	(566.02)
502370	LTD CO PD Expense	3,091.24	4,399.04	2,199.52	3,703.44	3,209.65	(493.79)
502390	Unemployment Insurance Expense		-		0		0.00
502420	Workers Compensation Expense		-		0		0.00
502450	Sick Leave Expense	14,274.51	4,595.18	2,297.59	20,334.29	13,449.07	(6,885.22)
502480	Holiday Pay Expense	10,528.55	19,959.36	9,979.68	18,639.76	12,328.32	(6,311.45)
502490	Floating Holiday Pay Expense		-		0		0.00
502510	Vacation Pay Expense	20,239.28	7,456.36	3,728.18	19,174.00	12,668.76	(6,505.24)
502600	SDI Reimbursement Expense	3,550.09	4,725.80	2,362.90	3,965.19	3,496.76	(468.43)
502630	EE Bond Expense		-		-		0.00
502690	Jury Duty Leave Expense		528.30	264.15	1,694.52	1,120.76	(573.77)
502720	Military Duty Leave Expense		-		0		0.00
502780	Deferred Compensation Expense	2,420.28	4,082.60	2,041.30	2,349.95	3,575.87	1,225.93
502790	Bonus Pay		-				0.00
502880	Kaiser COPD	(483.25)	-		-	-	0.00
<b>TOTAL FRINGE BENEFITS</b>		<b>163,035.43</b>	<b>198,763.16</b>	<b>99,381.58</b>	<b>190,498.85</b>	<b>160,470.09</b>	<b>(30,028.76)</b>
503060	Professional & Technical Fees	61,269.38	507,482.72	253,741.36	609,800.00	609,800.00	0.00
503110	Contract Maintenance Services		-			0.00	0.00
503160	Custodial Services Expense		-			0.00	0.00
503210	Security Services Expense		-			0.00	0.00
503260	Fare Collection Service Expense		-			0.00	0.00
503310	Contract Labor Expense		-			0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		<b>61,269.38</b>	<b>507,482.72</b>	<b>253,741.36</b>	<b>609,800.00</b>	<b>609,800.00</b>	<b>0.00</b>
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts		-			0.00	0.00
504020	Tires & Tubes		-			0.00	0.00
504030	Preventative Maintenance		-			0.00	0.00
504060	Workshop clearing account		-			0.00	0.00
504090	LNG/CNG Fuels		-			0.00	0.00
504100	Gasoline		-			0.00	0.00
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies	35,063.38	36,940.68	18,470.34	30,000.00	30,000.00	0.00
504200	Washer & Cleaner Supplies		-				0.00
504210	Office Supplies	1,102.97	350.70	175.35	1,500.00	1,500.00	0.00
504220	Small Tools		-		0.00	0.00	0.00
504230	Clothing & Safety Supplies		-			0.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other Materials & Supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>36,166.35</b>	<b>37,291.38</b>	<b>18,645.69</b>	<b>31,500.00</b>	<b>31,500.00</b>	<b>-</b>
505020	Utility Other than Propulsion Power		-		0.00	0.00	0.00
505030	Telephone	166,529.44	192,317.30	96,158.65	150,000.00	150,000.00	0.00
505040	Data Communication Lines	31,409.27	16,377.10	8,188.55	20,000.00	20,000.00	0.00
505060	Repairs & Maint - Buildings		-		0.00	0.00	0.00
505110	Repairs & Maint - Equipment		-		0.00	0.00	0.00
505160	Repairs & Maint - Office Equipment	13,118.19	6,773.68	3,386.84	5,000.00	5,000.00	0.00
505170	R & M Software [Contracts]	1,031,075.83	1,031,075.00	359,957.06	969,000.00	969,000.00	0.00

OMNITRANS							
1320- EXPENSE REPORT FOR INFO TECH							
GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>		<b>1,242,132.73</b>	<b>1,246,543.08</b>	<b>467,691.10</b>	<b>1,144,000.00</b>	<b>1,144,000.00</b>	<b>0.00</b>
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	General Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508220	Purchased Transportation		-			0.00	0.00
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges		-			0.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508000	Interest Expense		-		0.00	0.00	0.00
509010	Memberships, Dues, Pub, Subscript		-		0.00	0.00	0.00
509020	Travel & Meetings	14,614.23	20,612.96	10,306.48	12,000.00	12,000.00	0.00
509030	Postage and Express Mail		-		0.00	0.00	0.00
509070	Bad Debt Expense /NSF		-		0.00	0.00	0.00
509100	Bus Pass Sales Discounts		-		0.00	0.00	0.00
509200	Safety Training	5,083.28	9,952.36	4,976.18	5,000.00	5,000.00	0.00
509210	Employee Training	20,058.21	38,420.58	19,210.29	64,000.00	64,000.00	0.00
509220	Educational Reimbursements		-		0.00	0.00	0.00
509240	Outside Freight		-		0.00	0.00	0.00
509250	Bank charges		-		0.00	0.00	0.00
509260	Employee Recognition		-		0.00	0.00	0.00
	PO Invoice Over Under		-		0.00	0.00	0.00
509990	Other Miscellaneous Expense		-		0.00	0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-		0.00	0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>39,755.72</b>	<b>68,985.90</b>	<b>34,492.95</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>0.00</b>
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicle		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
564900	Capital Purch expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>1,819,267.54</b>	<b>2,452,335.36</b>	<b>1,070,587.24</b>	<b>2,327,388.45</b>	<b>2,278,599.75</b>	<b>(48,788.70)</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### MARKETING

1400

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

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

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	1,252,036	1,297,705	1,432,169	134,464	10.36%
Services	50,093	59,700	69,050	9,350	15.66%
Material and Supplies	5,056	5,700	7,200	1,500	26.32%
Occupancy	65,826	67,150	66,350	(800)	-1.19%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	872,239	873,250	860,200	(13,050)	-1.49%
Miscellaneous Expenses	84,349	97,500	100,500	3,000	3.08%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,329,599</b>	<b>2,401,005</b>	<b>2,535,469</b>	134,464	5.60%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>2,329,599</b>	<b>2,401,005</b>	<b>2,535,469</b>	134,464	5.60%
<b>GRAND TOTAL **</b>	<b>2,329,599</b>	<b>2,401,005</b>	<b>2,535,469</b>	134,464	5.60%

\*\* Less Depreciation



**OMNITRANS**  
**1400- EXPENSE REPORT FOR MARKETING**

GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators		-		0.00		0.00
501130	Regular Pay - Others	763,567.15	747,290.06	373,645.03	748,697.25	819,515.96	70,818.71
501310	Overtime Pay - Operator		-		0.00		0.00
501340	Overtime Pay - Other	33.05	443.84	221.92	0.00	0.00	0.00
<b>TOTAL SALARIES</b>		<b>763,600.20</b>	<b>747,733.90</b>	<b>373,866.95</b>	<b>748,697.25</b>	<b>819,515.96</b>	<b>70,818.71</b>
502210	PERS Employer Expense	88,306.42	93,189.08	46,594.54	99,326.22	108,435.59	9,109.37
502240	PERS Reimbursement Expense	55,305.10	55,843.24	27,921.62	62,807.91	68,568.12	5,760.21
502270	PacificCare COPD	69,968.32	71,801.36	35,900.68	69,904.54	85,753.54	15,849.00
502320	Health Saving Acct Expense		-	-	0.00		0.00
502330	Life Insurance Expense	3,292.08	3,179.70	1,589.85	4,643.08	4,974.84	331.76
502360	Employers Medicare Tax Expense	13,470.94	13,334.86	6,667.43	13,010.21	14,203.40	1,193.19
502370	LTD CO PD Expense	4,426.53	4,233.86	2,116.93	4,758.78	4,758.78	0.00
502390	Unemployment Insurance expense		-				0.00
502420	Workers Compensation Expense		-				0.00
502450	Sick Leave Expense	37,524.53	15,829.42	7,914.71	42,852.69	46,605.12	3,752.43
502480	Holiday Pay Expense	33,198.40	41,474.78	20,737.39	39,281.63	42,721.36	3,439.73
502490	Floating Holiday Pay Expense		-		0.00		0.00
502510	Vacation Pay Expense	55,730.83	58,199.98	29,099.99	63,125.74	66,818.40	3,692.66
502600	SDI Reimbursement Expense	8,310.20	7,806.38	3,903.19	10,767.07	11,754.54	987.47
502630	EE Bond Expense		-		0.00		0.00
502690	Jury Duty Leave Expense	983.21	4,193.34	2,096.67	3,571.06	3,883.76	312.70
502720	Military Duty Leave Expense		-				0.00
502780	Deferred Compensation Expense	41,249.55	38,075.56	19,037.78	64,212.80	65,922.23	1,709.43
502790	Bonus Pay	2,698.75					0.00
502880	Kaiser COPD	73,970.86	67,055.52	33,527.76	70,745.83	88,253.35	17,507.52
<b>TOTAL FRINGE BENEFITS</b>		<b>488,435.72</b>	<b>474,217.08</b>	<b>237,108.54</b>	<b>549,007.56</b>	<b>612,653.02</b>	<b>63,645.46</b>
503060	Professional & Technical Fees	48,412.38	57,700.00	19,171.77	57,700.00	66,550.00	8,850.00
503110	Contract Maintenance Services		-		0.00	0.00	0.00
503160	Custodial Services Expense		-		0.00	0.00	0.00
503210	Security Services Expense		-		0.00	0.00	0.00
503260	Fare Collection Service Expense		-		0.00	0.00	0.00
503310	Contract Labor Expense	1,680.50	2,000.00	829.00	2,000.00	2,500.00	500.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		<b>50,092.88</b>	<b>59,700.00</b>	<b>20,000.77</b>	<b>59,700.00</b>	<b>69,050.00</b>	<b>9,350.00</b>
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts		-			0.00	0.00
504020	Tire s & Tubes		-			0.00	0.00
504030	Preventative Maintenance		-			0.00	0.00
504060	Workshop Clearing Account		-			0.00	0.00
504090	LNG/CNG Fuels		-			0.00	0.00
504100	Gasoline		-			0.00	0.00
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-			0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies	3,365.85	4,000.00	2,570.76	3,500.00	4,500.00	1,000.00
504220	Small Tools		-			0.00	0.00
504230	Clothing & Safety Supplies	1,689.69	2,200.00	643.36	2,200.00	2,700.00	500.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other Materials & Supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>5,055.54</b>	<b>6,200.00</b>	<b>3,214.12</b>	<b>5,700.00</b>	<b>7,200.00</b>	<b>1,500.00</b>
505020	Utility Other than Propulsion Power		-		0.00	0.00	0.00
505030	Telephone	(569.69)	-		0.00	0.00	0.00
505040	Data communication Lines		-		0.00	0.00	0.00
505060	Repairs & Maint - Buildings		-		0.00	0.00	0.00
505110	Repairs & Maint - Equipment		-		0.00	0.00	0.00
505160	Repairs & Maint - Office Equipment	11,035.75	11,000.00	1,369.38	11,400.00	10,600.00	(800.00)
505170	R & M Software [Contracts]		-		0.00	0.00	0.00

**OMNITRANS**  
**1400- EXPENSE REPORT FOR MARKETING**

GL ACCT	A	B	C	D	E	Variance
CODE DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
505210 Repairs & Maint Grounds		-		0.00	0.00	0.00
505230 Repairs & Maint Stops & Stations	55,360.10	55,750.00	16,913.51	55,750.00	55,750.00	0.00
505960 Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>	<b>65,826.16</b>	<b>66,750.00</b>	<b>18,282.89</b>	<b>67,150.00</b>	<b>66,350.00</b>	<b>(800.00)</b>
506110 Property/Official & Emp Liab Insurance		-			0.00	0.00
506160 Gen Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180 General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310 Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360 Worker's Comp Self Insured IBNR		-				
<b>TOTAL CASUALTY &amp; LIABILITY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
507040 Vehicle License Registration Fees		-			0.00	0.00
507050 Fuel & Lubricant taxes		-			0.00	0.00
507990 Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508220 Purchased Transportation		-			0.00	0.00
508900 Purch Trans Lease Cost - LTF		-			0.00	0.00
508990 Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
509080 Advertising/Promotion Media	603,640.01	613,250.00	90,374.21	613,250.00	643,200.00	29,950.00
509230 Printing Charges	268,599.45	260,000.00	135,953.11	260,000.00	217,000.00	(43,000.00)
<b>TOTAL PRINTING &amp; AVERTISING</b>	<b>872,239.46</b>	<b>873,250.00</b>	<b>226,327.32</b>	<b>873,250.00</b>	<b>860,200.00</b>	<b>(13,050.00)</b>
508000 Interest Expense		-		0.00	0.00	0.00
509010 Memberships, Dues, Pub, Subscript	1,620.58	1,200.00	658.49	1,200.00	1,200.00	0.00
509020 Travel & Meetings	2,637.83	2,500.00	2,276.57	2,500.00	3,500.00	1,000.00
509030 Postage and Express Mail	10,422.34	20,500.00	13,709.07	20,500.00	18,000.00	(2,500.00)
509070 Bad Debt expense /NSF		-		0.00		0.00
509100 Bus Pass Sales Discounts	69,432.52	71,000.00	28,756.18	71,000.00	75,000.00	4,000.00
509200 Safety Training		-		0.00		0.00
509210 Employee Training		-		2,000.00	2,000.00	0.00
509220 Educational Reimbursements		-		0.00		0.00
509240 Outside Freight	235.42	150.00	54.50	300.00	300.00	0.00
509250 Bank Charges		-		0.00	0.00	0.00
509260 Employee Recognition		-		0.00	500.00	500.00
PO Invoice Over Under		-			0.00	0.00
509990 Other Miscellaneous Expense		-			0.00	0.00
590300 Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400 Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>84,348.69</b>	<b>95,350.00</b>	<b>45,454.81</b>	<b>97,500.00</b>	<b>100,500.00</b>	<b>3,000.00</b>
512340 Leases/Rentals - Other		-			0.00	0.00
512400 Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
513200 Deprec Exp - Bus Shelters		-				
513210 Deprec Exp - Buildings		-				
513220 Deprec Exp - Building Improvements		-				
513230 Deprec Exp - Land Improvements		-				
513300 Deprec Exp - Support Vehicles		-				
513310 Deprec Exp - Fixed Route Revenue Vehicl		-				
513320 Deprec Exp - Access Revenue Vehicles		-				
513400 Deprec Exp - Furniture and Fixtures		-				
513410 Deprec Exp - Machinery and Shop Equipme		-				
513420 Deprec Exp - Office Equipment		-				
513430 Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
564900 Capital Purch expense - Local		-				
564960 Pass Through To Other Agency		-				
564990 Capital Purch expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>2,329,598.65</b>	<b>2,323,200.98</b>	<b>924,255.40</b>	<b>2,401,004.81</b>	<b>2,535,468.98</b>	<b>134,464.16</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### PLANNING: 1500

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	S / % Change FY 2012-2013	
Salaries and Benefits	453,321	501,406	514,977	13,571	2.71%
Services	-	46,500	50,000	3,500	7.53%
Material and Supplies	1,186	2,000	2,000	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	3,976	4,000	12,500	8,500	212.50%
Miscellaneous Expenses	26,382	14,000	26,500	12,500	89.29%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>484,866</b>	<b>567,906</b>	<b>605,977</b>	<b>38,071</b>	<b>6.70%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>484,866</b>	<b>567,906</b>	<b>605,977</b>	<b>38,071</b>	<b>6.70%</b>
<b>GRAND TOTAL **</b>	<b>484,866</b>	<b>567,906</b>	<b>605,977</b>	<b>38,071</b>	<b>6.70%</b>

\*\* Less Depreciation

**OMNITRANS**  
**1500- EXPENSE REPORT FOR PLANNING**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100	Regular Pay - Operators		-		-	-	-
501130	Regular Pay - Others	279,718.13	313,920.54	156,960.27	306,328.59	314,518.96	8,190.37
501310	Overtime Pay - Operator		-		-	-	-
501340	Overtime Pay - Other	41.72	-		-	-	-
<b>TOTAL SALARIES</b>		<b>279,759.85</b>	<b>313,920.54</b>	<b>156,960.27</b>	<b>306,328.59</b>	<b>314,518.96</b>	<b>8,190.37</b>
502210	PERS Employer Expense	32,424.03	39,185.10	19,592.55	39,902.40	40,961.39	1,058.99
502240	PERS Reimbursement Expense	22,258.84	24,747.30	12,373.65	25,231.87	25,901.51	669.64
502270	PacifiCare COPD	14,485.36	12,995.98	6,497.99	13,544.52	15,009.72	1,465.20
502320	Health Saving Acct Expense		-		-	-	-
502330	Life Insurance Expense	1,111.20	1,340.48	670.24	1,591.20	1,591.20	-
502360	Employers Medicare Tax Expense	4,865.40	5,422.72	2,711.36	5,226.60	5,365.31	138.71
502370	LTD CO PD Expense	3,315.90	3,664.00	1,832.00	3,962.40	3,962.40	-
502390	Unemployment Insurance expense		-		-	-	-
502420	Workers Compensation Expense		-		-	-	-
502450	Sick Leave Expense	18,059.57	3,902.68	1,951.34	16,636.31	17,077.92	441.61
502480	Holiday Pay Expense	13,101.54	16,620.16	8,310.08	15,249.95	15,654.76	404.81
502490	Floating Holiday Pay Expense		-		-	-	-
502510	Vacation Pay Expense	26,977.51	19,282.46	9,641.23	20,854.26	21,346.80	492.54
502600	SDI Reimbursement Expense	3,146.38	3,108.52	1,554.26	4,325.46	4,440.26	114.80
502630	EE Bond Expense		-		-	-	-
502690	Jury Duty Leave Expense	574.99	-		1,386.36	1,423.16	36.80
502720	Military Duty Leave Expense		-		-	-	-
502780	Deferred Compensation Expense	7,164.10	7,040.22	3,520.11	7,110.74	7,193.16	82.42
502790	Bonus Pay		-		-	-	-
502880	Kaiser COPD	26,076.73	41,817.28	20,908.64	40,055.40	40,530.60	475.20
<b>TOTAL FRINGE BENEFITS</b>		<b>173,561.55</b>	<b>179,126.90</b>	<b>89,563.45</b>	<b>195,077.48</b>	<b>200,458.20</b>	<b>5,380.72</b>
503060	Professional & Technical Fees		-		-	25,000.00	25,000.00
503110	Contract Maintenance Services		-		-	-	-
503160	Custodial Services Expense		-		-	-	-
503210	Security Services Expense		-		-	-	-
503260	Fave collection service expense		-		-	-	-
503310	Contract Labor Expense	0.00	1,291.02	645.51	46,500.00	25,000.00	(21,500.00)
503360	Employee Physicals Expense		-		-	-	-
503990	Other Services		-		-	-	-
<b>TOTAL SERVICES</b>		<b>-</b>	<b>1,291.02</b>	<b>645.51</b>	<b>46,500.00</b>	<b>50,000.00</b>	<b>(21,500.00)</b>
504000	Discounts Received		-		-	-	-
504010	Bus & Other Rolling Stock Parts		-		-	-	-
504020	Tire s & Tubes		-		-	-	-
504030	Preventative Maintenance		-		-	-	-
504060	Workshop Clearing Account		-		-	-	-
504090	LNG/CNG Fuels		-		-	-	-
504100	Gasoline		-		-	-	-
504110	Diesel Fuel		-		-	-	-
504120	Oil		-		-	-	-
504130	Lubricants & Chemicals		-		-	-	-
504140	CNG Fuel Tax Credit		-		-	-	-
504190	Computer Supplies		-		-	-	-
504200	Washer & Cleaner Supplies		-		-	-	-
504210	Office Supplies	1,185.86	1,720.56	860.28	2,000.00	2,000.00	-
504220	Small Tools		-		-	-	-
504230	Clothing & Safety Supplies		-		-	-	-
504240	Tool Allowance		-		-	-	-
504900	Price Variance		-		-	-	-
504910	Inventory Adjustment		-		-	-	-
504990	Other materials & supplies		-		-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>1,185.86</b>	<b>1,720.56</b>	<b>860.28</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>
505020	Utility Other than Propulsion Power		-		-	-	-
505030	Telephone		-		-	-	-
505040	Data communication Lines		-		-	-	-
505060	Repairs & Maint - Buildings		-		-	-	-
505110	Repairs & Maint - Equipment		-		-	-	-
505160	Repairs & Maint - Office Equipment		-		-	-	-
505170	R & M Software [Contracts]		-		-	-	-



OMNITRANS							
1500- EXPENSE REPORT FOR PLANNING							
		A	B	C	D	E	
GL ACCT					FY12	FY13	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	ANNUAL BUDGET	Proposed Bud	FY13 vs FY12
505210	Repairs & Maint Grounds		-			-	-
505230	Repairs & Maint Slops & Salations		-			-	-
505960	Other Occupancy Expense		-				-
TOTAL OCCUPANCY							
506110	Prop/Official & Emp Liab Insurance		-			-	-
506160	Gen Liab & Veh Liab/Loss Insurance		-			-	-
506180	General Auto PD/PL Uninsured Ded/IBNR		-			-	-
506310	Worker's Comp Excess/Employer's Liab Ex		-			-	-
506360	Worker's Comp Self Insured IBNR		-			-	-
TOTAL CASUALTY & LIABILITY		-	-	-	-	-	-
507040	Vehicle License Registration Fees		-			-	-
507050	Fuel & Lubricant Taxes		-			-	-
507990	Other Taxes		-			-	-
TOTAL TAXES							
508220	Purchased Transportation		-			-	-
508900	Purch Trans Lease Cost - LTF		-			-	-
508990	Purch Trans Lease Cost - FTA		-			-	-
TOTAL PURCH TRANSPORT							
509080	Advertising/Promotion Media	2,884.10	-		2,500.00	2,500.00	-
509230	Printing Charges	1,092.17	2,233.44	1,116.72	1,500.00	10,000.00	8,500.00
TOTAL PRINTING & AVERTISING		3,976.27	2,233.44	1,116.72	4,000.00	12,500.00	8,500.00
508000	Interest Expense					-	-
509010	Memberships, Dues, Pub, Subscript	881.80	70.00	35.00	1,500.00	1,500.00	-
509020	Travel & Meetings	5,300.90	10,704.38	5,352.19	7,500.00	12,000.00	4,500.00
509030	Postage and Express Mail		-			-	-
509070	Bad Debt expense /NSF		-			-	-
509100	Bus Pass Sales Discounts		-			-	-
509200	Safety Training		-			-	-
509210	Employee Training	19,094.69	2,003.54	1,001.77	4,000.00	8,000.00	4,000.00
509220	Educational Reimbursements		-			-	-
509240	Outside Freight		-			-	-
509250	Bank charges		-			-	-
509260	Employee Recognition		-			-	-
	PO Invoice Over Under		-			-	-
509990	Other Miscellaneous Expense	1,104.89	468.60	234.30	1,000.00	5,000.00	4,000.00
590300	Distributed Labor - Maintenance - Direc		-			-	-
590400	Allocated Indirect Labor & Benefits		-			-	-
TOTAL MISCELLANEOUS EXPENSE		26,382.28	13,246.52	6,623.26	14,000.00	26,500.00	12,500.00
512340	Leases/Rentals - Other		-			-	-
512400	Capital Lease - Tires		-			-	-
TOTAL LEASES & RENTALS		-	-	-	-	-	-
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
TOTAL DEPRECIATION		-	-	-	-	-	-
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
TOTAL CAPITAL PURCH EXPENSE							
TOTAL EXPENSES		484,865.81	511,538.98	255,769.49	567,906.07	605,977.16	13,071.09

# DEPARTMENT

## SUMMARY OF PROGRAMS

### HUMAN RESOURCES: 1600

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	S / % Change FY 2012-2013	
Salaries and Benefits	1,373,333	1,233,558	1,267,866	34,307	2.78%
Services	290,915	286,454	406,754	120,300	42.00%
Material and Supplies	5,108	4,000	4,000	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	3,122,273	113,146	124,146	11,000	9.72%
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	27,564	27,000	27,000	-	0.00%
Miscellaneous Expenses	76,815	85,800	85,800	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>4,896,007</b>	<b>1,749,958</b>	<b>1,915,566</b>	165,607	9.46%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>4,896,007</b>	<b>1,749,958</b>	<b>1,915,566</b>	165,607	9.46%
<b>GRAND TOTAL **</b>	<b>4,896,007</b>	<b>1,749,958</b>	<b>1,915,566</b>	165,607	9.46%

\*\* Less Depreciation

OMNITRANS 1600- EXPENSE REPORT FOR HR							
		A	B	C	D	E	
GL ACCT					FY12	FY13	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	ANNUAL BUDGET	Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators						
501130	Regular Pay - Others	479,323.66	427,798.98	213,899.49	426,308	444,772	18,464.53
501310	Overtime Pay - Operator						
501340	Overtime Pay - Other	285.92	82.62	41.31			
<b>TOTAL SALARIES</b>		<b>479,609.58</b>	<b>427,881.60</b>	<b>213,940.80</b>	<b>426,307.95</b>	<b>444,772.48</b>	<b>18,464.53</b>
502210	PERS Employer Expense	53,913.79	53,673.82	26,836.91	55,337.98	57,738.99	2,401.02
502240	PERS Reimbursement Expense	37,016.87	33,897.04	16,948.52	34,992.40	36,510.66	1,518.26
502270	PacificCare COPD	45,429.94	43,414.40	21,707.20	45,299.23	50,117.23	4,818.00
502320	Health Saving Acct Expense				0		
502330	Life Insurance Expense	2,165.73	1,975.26	987.63	2,519.40	2,519.40	
502360	Employers Medicare Tax Expense	8,272.56	7,600.50	3,800.25	5,998.70	6,258.97	260.27
502370	LTD CO PD Expense	5,639.48	5,132.76	2,566.38	5,654.74	5,654.74	
502390	Unemployment Insurance expense	192,015.30	219,957.32	109,978.66	225,000.00	225,000.00	
502420	Workers Compensation Expense	410,957.25	281,321.92	140,660.96	290,000.00	290,000.00	
502450	Sick Leave Expense	21,658.82	9,861.56	4,930.78	23,071.94	24,072.96	1,001.02
502480	Holiday Pay Expense	21,662.64	23,073.60	11,536.80	21,149.28	22,066.68	917.60
502490	Floating Holiday Pay Expense				0		
502510	Vacation Pay Expense	30,219.63	33,208.44	16,604.22	27,440.19	28,662.40	1,222.21
502600	SDI Reimbursement Expense	5,992.42	5,602.90	2,801.45	5,998.70	6,258.97	260.27
502630	EE Bond Expense	0.00					
502690	Jury Duty Leave Expense	1,035.03	408.32	204.16	1,922.66	2,006.08	83.42
502720	Military Duty Leave Expense				0		
502780	Deferred Compensation Expense	8,351.64	10,460.12	5,230.06	9,742.98	12,470.12	2,727.14
502790	Bonus Pay	600.00					
502880	Kaiser COPD	48,792.06	47,869.68	23,934.84	53,122.08	53,755.68	633.60
<b>TOTAL FRINGE BENEFITS</b>		<b>893,723.16</b>	<b>777,457.64</b>	<b>388,728.82</b>	<b>807,250.27</b>	<b>823,093.08</b>	<b>15,842.82</b>
503060	Professional & Technical Fees	240,531.29	286,904.82	143,452.41	242,954.00	336,954.00	94,000.00
503110	Contract Maintenance Services						
503160	Custodial Services Expense						
503210	Security Services Expense	3,155.19	2,261.68	1,130.84	3,500.00	3,500.00	
503260	Fare Collection Service Expense						
503310	Contract Labor Expense						
503360	Employee Physicals Expense	47,228.48	66,295.34	33,147.67	40,000.00	66,300.00	26,300.00
503990	Other Services						
<b>TOTAL SERVICES</b>		<b>290,914.96</b>	<b>355,461.84</b>	<b>177,730.92</b>	<b>286,454.00</b>	<b>406,754.00</b>	<b>120,300.00</b>
504000	Discounts Received						
504010	Bus & Other Rolling Stock Parts						
504020	Tire s & Tubes						
504030	Preventative Maintenance						
504060	Workshop clearing account						
504090	LNG/CNG Fuels						
504100	Gasoline						
504110	Diesel Fuel						
504120	Oil						
504130	Lubricants & Chemicals						
504140	CNG Fuel Tax Credit						
504190	Computer Supplies						
504200	Washer & Cleaner Supplies	-5.00					
504210	Office Supplies	5,112.63	2,883.90	1,441.95	4,000.00	4,000.00	
504220	Small Tools						
504230	Clothing & Safety Supplies						
504240	Tool Allowance						
504900	Price Variance						
504910	Inventory Adjustment						
504990	Other materials & supplies						
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>5,107.63</b>	<b>2,883.90</b>	<b>1,441.95</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>-</b>
505020	Utility Other than Propulsion Power						
505030	Telephone						
505040	Data Communication Lines						
505060	Repairs & Maint - Buildings						
505110	Repairs & Maint - Equipment						
505160	Repairs & Maint - Office Equipment						
505170	R & M Software (Contracts)						

OMNITRANS 1600- EXPENSE REPORT FOR HR						
GL ACCT		A	B	C	D	E
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud
						Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			-
505230	Repairs & Maint Stops & Satations		-			-
505960	Other Occupancy Expense		-			-
<b>TOTAL OCCUPANCY</b>		-	-	-	-	-
506110	Property/Official & Emp Liab Insurance	32,361 00	39,145 92	19,572 96	39,146 00	39,146 00
506160	General Liab & Veh Liab/Loss Insurance		-			-
506180	General Auto PD/PL Uninsured Ded/IBNR		-			-
506310	Worker's Comp Excess/Employer's Liab E	64,567 24	65,955 96	32,977 98	74,000 00	85,000 00
506360	Worker's Comp Self Insured IBNR	3,025,344 28	3,000,000 00			
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>3,122,272.52</b>	<b>3,105,101.88</b>	<b>52,550.94</b>	<b>113,146.00</b>	<b>124,146.00</b>
507040	Vehicle License Registration Fees		-			-
507050	Fuel & Lubncant taxes		-			-
507990	Other Taxes		-			-
<b>TOTAL TAXES</b>		-	-	-	-	-
508220	Purchased Transportation		-			-
508900	Purch Trans Lease Cost - LTF		-			-
508990	Purch Trans Lease Cost - FTA		-			-
<b>TOTAL PURCH TRANSPORT</b>		-	-	-	-	-
509080	Advertising/Promotion Media	26,761 18	17,617 50	8,808 75	25,000 00	25,000 00
509230	Printing Charges	803 03	(60 00)	(30 00)	2,000 00	2,000 00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>27,564.21</b>	<b>17,557.50</b>	<b>8,778.75</b>	<b>27,000.00</b>	<b>27,000.00</b>
508000	Interest Expense		-			-
509010	Memberships, Dues, Pub Subscript	3,501 74	7,516 46	3,758 23	7,800 00	7,800 00
509020	Travel & Meetings	6,653 34	12,284 72	6,142 36	10,000 00	10,000 00
509030	Postage and Express Mail	102 54	552 54	276 27	1,000 00	1,000 00
509070	Bad Debl expense /NSF		-			-
509100	Bus Pass Sales Discounts		-			-
509200	Safety Training	(20 00)				
509210	Employee Training	8,890 12	1,038 00	519 00	12,000 00	12,000 00
509220	Educational Reimbursements	24,739 44	20,000 00	2,736 00	20,000 00	20,000 00
509240	Outside Freight		-			-
509250	Bank charges		-			-
509260	Employee Recognition	33,037 74	35,000 00	8,130 13	35,000 00	35,000 00
	PO Invoice Over Under		-			-
509990	Other Miscellaneous Expense	-90 00	-			-
590300	Distributed Labor - Maintenance - Direc		-			-
590400	Allocated Indirect Labor & Benefits		-			-
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>76,814.92</b>	<b>76,391.72</b>	<b>21,561.99</b>	<b>85,800.00</b>	<b>85,800.00</b>
512340	Leases/Rentals - Other		-			-
512400	Capital Lease - Tires		-			-
<b>TOTAL LEASES &amp; RENTALS</b>		-	-	-	-	-
513200	Deprec Exp - Bus Shelters		-			-
513210	Deprec Exp - Buildings		-			-
513220	Deprec Exp - Building Improvements		-			-
513230	Deprec Exp - Land Improvements		-			-
513300	Deprec Exp - Support Vehicles		-			-
513310	Deprec Exp - Fixed Route Revenue Vehicl		-			-
513320	Deprec Exp - Access Revenue Vehicles		-			-
513400	Deprec Exp - Furniture and Fixtures		-			-
513410	Deprec Exp - Machinery and Shop Equipme		-			-
513420	Deprec Exp - Office Equipment		-			-
513430	Deprec Exp - Computers and Software		-			-
<b>TOTAL DEPRECIATION</b>		-	-	-	-	-
564900	Capital Purch Expense - Local		-			-
564950	Pass Through To Other Agency		-			-
564990	Capital Purch Expense - Federal		-			-
<b>TOTAL CAPITAL PURCH EXPENSE</b>		-	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>4,896,006.98</b>	<b>4,762,736.08</b>	<b>864,734.17</b>	<b>1,749,958.22</b>	<b>1,915,565.56</b>
						<b>165,607.35</b>



# DEPARTMENT

## SUMMARY OF PROGRAMS

### SAFETY AND SECURITY

1630

Under the general administration of the CEO/General Manager, the Safety and Security Section is responsible for all physical plant/transit system safety compliance and Security/Public Safety Programs. Many of these programs are under the over-sight of the Federal Transit Administration, Transportation Safety Administration/Department of Homeland Security as well as State, County, and Local Public Safety and Safety & Environmental Compliance agencies. Omnitrans has an ongoing internal process of reviewing operations, procedures, and processes, as well as interfacing with local public Law, Fire, and Emergency Service first response agencies for external coordination, support and feedback. The Director and 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 Director 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

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	349,959	357,414	385,067	27,653	7.74%
Services	459,302	465,800	430,390	(35,410)	-7.60%
Material and Supplies	3,880	13,000	23,800	10,800	83.08%
Occupancy	10,559	9,600	9,600	-	0.00%
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	1,219	3,000	3,000	-	100.00%
Miscellaneous Expenses	11,881	20,700	37,990	17,290	83.53%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>836,800</b>	<b>869,514</b>	<b>889,847</b>	20,333	2.34%
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>836,800</b>	<b>869,514</b>	<b>889,847</b>	20,333	2.34%
<b>GRAND TOTAL **</b>	<b>836,800</b>	<b>869,514</b>	<b>889,847</b>	20,333	2.34%

\*\* Less Depreciation

**OMNITRANS**  
**1630- EXPENSE REPORT FOR SAFETY & SECURITY**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100 Regular Pay - Operators							0.00
501130 Regular Pay - Others		224,512.36	171,059.54	85,529.77	224,994	241,983	16,988.85
501310 Overtime Pay - Operator			-				0.00
501340 Overtime Pay - Other			-				0.00
<b>TOTAL SALARIES</b>		<b>224,512.36</b>	<b>171,059.54</b>	<b>85,529.77</b>	<b>224,993.87</b>	<b>241,982.72</b>	<b>16,988.85</b>
502210 PERS Employer Expense		25,518.06	20,994.96	10,497.48	28,653.68	30,713.85	2,060.17
502240 PERS Reimbursement Expense		17,520.63	13,253.96	6,626.98	18,118.86	19,421.58	1,302.73
502270 PacifiCare COPD		25,205.95	17,742.80	8,871.40	27,289.68	30,206.88	2,917.20
502320 Health Saving Acct Expense			-				0.00
502330 Life Insurance Expense		1,156.51	810.22	405.11	1,458.60	1,458.60	0.00
502360 Employers Medicare Tax Expense		3,715.73	3,052.38	1,526.19	3,753.19	4,023.04	269.85
502370 LTD CO PD Expense		2,680.04	1,921.84	960.92	2,912.26	2,912.26	0.00
502390 Unemployment Insurance Expense			-				0.00
502420 Workers Compensation Expense			-				0.00
502450 Sick Leave Expense		11,147.51	194.00	97.00	11,946.07	12,848.64	902.57
502480 Holiday Pay Expense		10,744.08	8,773.30	4,386.65	10,950.56	11,777.92	827.36
502490 Floating Holiday Pay Expense			-				0.00
502510 Vacation Pay Expense		10,664.64	9,314.38	4,657.19	9,955.06	10,707.20	752.14
502600 SDI Reimbursement Expense		2,882.80	2,271.96	1,135.98	3,106.09	3,329.41	223.32
502630 EE Bond Expense			-				0.00
502690 Jury Duty Leave Expense		1,149.65	-		995.51	1,070.72	75.21
502720 Military Duty Leave Expense			-		0.00	0.00	0.00
502780 Deferred Compensation Expense		853.49	1,138.68	569.34	0.00	1,175.20	1,175.20
502790 Bonus Pay			-				0.00
502880 Kaiser COPD		12,207.34	11,967.98	5,983.99	13,280.52	13,438.92	158.40
<b>TOTAL FRINGE BENEFITS</b>		<b>125,446.43</b>	<b>91,436.46</b>	<b>45,718.23</b>	<b>132,420.07</b>	<b>143,084.23</b>	<b>10,664.16</b>
503060 Professional & Technical Fees		37,276.95	61,102.12	30,551.06	65,800.00	80,390.00	14,590.00
503110 Contract Maintenance Services			-		0.00	0.00	0.00
503160 Custodial Services Expense			-		0.00	0.00	0.00
503210 Security Services Expense		422,024.72	314,054.34	157,027.17	400,000.00	350,000.00	(50,000.00)
503260 Fare collection service expense			-			0.00	0.00
503310 Contract Labor Expense			-			0.00	0.00
503360 Employee Physicals Expense			-			0.00	0.00
503990 Other Services			-			0.00	0.00
<b>TOTAL SERVICES</b>		<b>459,301.67</b>	<b>375,156.46</b>	<b>187,578.23</b>	<b>465,800.00</b>	<b>430,390.00</b>	<b>(35,410.00)</b>
504000 Discounts Received			-				
504010 Bus & Other Rolling Stock Parts			-		0.00	0.00	0.00
504020 Tires & Tubes			-		0.00	0.00	0.00
504030 Preventative Maintenance			2,000.00		5,000.00	2,000.00	(3,000.00)
504060 Workshop clearing account			-		0.00	0.00	0.00
504090 LNG/CNG Fuels			-		0.00	0.00	0.00
504100 Gasoline			-		0.00	0.00	0.00
504110 Diesel Fuel			-		0.00	0.00	0.00
504120 Oil			-		0.00	0.00	0.00
504130 Lubricants & Chemicals			-		0.00	0.00	0.00
504140 CNG Fuel Tax Credit			-		0.00	0.00	0.00
504190 Computer Supplies			-		0.00	0.00	0.00
504200 Washer & Cleaner Supplies			-		0.00	0.00	0.00
504210 Office Supplies		2,271.35	5,500.00	49.95	3,000.00	5,500.00	2,500.00
504220 Small Tools			-		0.00	0.00	0.00
504230 Clothing & Safety Supplies		1,608.82	16,000.00	22.95	5,000.00	16,300.00	11,300.00
504240 Tool Allowance			-		0.00	0.00	0.00
504900 Price Variance			-		0.00	0.00	0.00
504910 Inventory Adjustment			-		0.00	0.00	0.00
504990 Other materials & supplies			-		0.00	0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>3,880.17</b>	<b>23,500.00</b>	<b>72.90</b>	<b>13,000.00</b>	<b>23,800.00</b>	<b>10,800.00</b>
505020 Utility Other than Propulsion Power			-			0.00	0.00
505030 Telephone		10,559.33	7,840.70	3,920.35	9,600.00	9,600.00	0.00
505040 Data communication Lines			-			0.00	0.00
505060 Repairs & Maint - Buildings			-			0.00	0.00
505110 Repairs & Maint - Equipment			-			0.00	0.00
505160 Repairs & Maint - Office Equipment			-			0.00	0.00
505170 R & M Software [Contracts]			-			0.00	0.00

OMNITRANS 1630- EXPENSE REPORT FOR SAFETY & SECURITY							
GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Salations		-			0.00	0.00
505960	Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>		<b>10,559.33</b>	<b>7,840.70</b>	<b>3,920.35</b>	<b>9,600.00</b>	<b>9,600.00</b>	<b>0.00</b>
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	Gen Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508220	Purchased Transportation		-			0.00	0.00
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
509080	Advertising/Promotion Media		-		0.00	0.00	0.00
509230	Printing Charges	1,219.15	2,326.48	1,163.24	3,000.00	3,000.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>1,219.15</b>	<b>2,326.48</b>	<b>1,163.24</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
508000	Interest Expense		-		0.00	0.00	0.00
509010	Memberships, Dues, Pub, Subscript	2,593.66	994.62	497.31	3,700.00	4,570.00	870.00
509020	Travel & Meetings	4,957.01	10,000.00	2,122.88	6,000.00	13,000.00	7,000.00
509030	Postage and Express Mail		-		0.00	0.00	0.00
509070	Bad Debt expense /NSF		-		0.00	0.00	0.00
509100	Bus Pass Sales Discounts		-		0.00	0.00	0.00
509200	Safety Training	845.20	10,000.00	284.73	5,000.00	11,420.00	6,420.00
509210	Employee Training	3,484.81	8,000.00	1,080.00	6,000.00	9,000.00	3,000.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank Charges		-			0.00	0.00
509260	Employee Recognition		-			0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>11,880.68</b>	<b>28,994.62</b>	<b>3,984.92</b>	<b>20,700.00</b>	<b>37,990.00</b>	<b>17,290.00</b>
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>836,799.79</b>	<b>700,314.26</b>	<b>327,967.64</b>	<b>869,513.93</b>	<b>889,846.95</b>	<b>20,333.02</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

### PROCUREMENT

1700

The central Procurement Department will act in a technical role, responsible for higher level tasks such as ensuring the enforcement of best practices and procedures as outlined by the FTA. This would include the development of templates, model contracts and assisting departments with technical advice regarding the preparation and presentation of contracts to the Board. It is recommended that departments assume responsibility for processing large contracts where the department will be providing the budget, manpower and programmatic monitoring. The Procurement function would be responsible for providing standardized terms and conditions that conform with FTA and internal procurement requirements. The Director of the Procurement is responsible for monitoring the integrity of the procurement system, measuring procurements and practices and would also be responsible for identifying cost saving opportunities such as consolidating multiple small value purchases into larger contracts that may benefit from economies of scale.

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	1,009,792	1,140,455	1,296,792	156,337	13.71%
Services	5,195	3,500	3,500	-	0.00%
Material and Supplies	8,039	11,500	11,500	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	-	-	-	-	
Printing and Advertising	6,184	7,200	7,200	-	0.00%
Miscellaneous Expenses	2,990	10,100	10,100	-	0.00%
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,032,200</b>	<b>1,172,755</b>	<b>1,329,092</b>	<b>156,337</b>	<b>13.33%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,032,200</b>	<b>1,172,755</b>	<b>1,329,092</b>	<b>156,337</b>	<b>13.33%</b>
<b>GRAND TOTAL **</b>	<b>1,032,200</b>	<b>1,172,755</b>	<b>1,329,092</b>	<b>156,337</b>	<b>13.33%</b>

\*\* Less Depreciation



**OMNITRANS**  
**1700- EXPENSE REPORT FOR PROCUREMENT**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100	Regular Pay - Operators		-				0.00
501130	Regular Pay - Others	604,676.59	657,420.64	328,710.32	656,141.25	762,883.52	106,742.27
501310	Overtime Pay - Operator		-				0.00
501340	Overtime Pay - Other	7,096.52	15,492.50	7,746.25	23,880.22	8,000.00	(15,880.22)
<b>TOTAL SALARIES</b>		<b>611,773.11</b>	<b>672,913.14</b>	<b>336,456.57</b>	<b>680,021.47</b>	<b>770,883.52</b>	<b>90,862.05</b>
502210	PERS Employer Expense	69,214.17	79,217.24	39,608.62	76,431.94	93,610.14	17,178.20
502240	PERS Reimbursement Expense	38,868.40	42,663.86	21,331.93	52,769.08	60,743.54	7,974.46
502270	PacifiCare COPD	39,592.69	51,093.66	25,546.83	38,199.72	69,550.80	31,351.08
502320	Health Saving Acct Expense		-				0.00
502330	Life Insurance Expense	2,741.84	2,788.84	1,394.42	2,386.80	2,718.30	331.50
502360	Employers Medicare Tax Expense	10,892.83	11,155.48	5,577.74	11,240.83	13,052.40	1,811.57
502370	LTD CO PD Expense	2,801.95	3,103.94	1,551.97	3,419.52	4,095.52	676.00
502390	Unemployment Insurance Expense		-				0.00
502420	Workers Compensation Expense		-				0.00
502450	Sick Leave Expense	34,953.85	16,710.98	8,355.49	35,779.85	41,546.10	5,766.25
502480	Holiday Pay Expense	25,958.82	36,798.24	18,399.12	32,798.20	38,083.93	5,285.73
502490	Floating Holiday Pay Expense		-		0.00		0.00
502510	Vacation Pay Expense	40,086.66	34,635.90	17,317.95	47,529.19	54,189.83	6,660.64
502600	SDI Reimbursement Expense	5,761.37	6,199.16	3,099.58	9,302.75	10,801.99	1,499.23
502630	EE Bond Expense		-				0.00
502690	Jury Duty Leave Expense	550.20	330.20	165.10	2,981.65	3,462.18	480.52
502720	Military Duty Leave Expense		-				0.00
502780	Deferred Compensation Expense	24,821.07	27,051.78	13,525.89	41,187.68	26,530.07	(14,657.61)
502790	Bonus Pay	8,935.16	-				0.00
502880	Kaiser COPD	92,839.54	80,692.60	40,346.30	106,406.50	107,523.77	1,117.27
<b>TOTAL FRINGE BENEFITS</b>		<b>398,018.55</b>	<b>392,441.88</b>	<b>196,220.94</b>	<b>460,433.71</b>	<b>525,908.56</b>	<b>65,474.84</b>
503060	Professional & Technical Fees	488.40	1,000.00		1,000.00	1,000.00	0.00
503110	Contract Maintenance Services		-			0.00	0.00
503160	Custodial Services Expense		-			0.00	0.00
503210	Security Services Expense		-			0.00	0.00
503260	Fare Collection Service Expense		-			0.00	0.00
503310	Contract Labor Expense		-		0.00	0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services	4,706.54	1,909.12	954.56	2,500.00	2,500.00	0.00
<b>TOTAL SERVICES</b>		<b>5,194.94</b>	<b>2,909.12</b>	<b>954.56</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>
504000	Discounts Received		-				
504010	Bus & Other Rolling Stk Parts		-			0.00	0.00
504020	Tires & Tubes		-			0.00	0.00
504030	Preventative Maintenance		-			0.00	0.00
504060	Workshop clearing account		-			0.00	0.00
504090	LNG/CNG Fuels		-			0.00	0.00
504100	Gasoline		-			0.00	0.00
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-			0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies	4,921.91	6,362.78	3,181.39	7,000.00	7,000.00	0.00
504220	Small Tools	409.56	240.72	120.36	1,500.00	1,500.00	0.00
504230	Clothing & Safety Supplies	2,707.89	2,334.96	1,167.48	3,000.00	3,000.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other Materials & Supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>8,039.36</b>	<b>8,938.46</b>	<b>4,469.23</b>	<b>11,500.00</b>	<b>11,500.00</b>	<b>-</b>
505020	Util Other than Propulsion Power		-			0.00	0.00
505030	Telephone		-			0.00	0.00
505040	Data Communication Lines		-			0.00	0.00
505060	Repairs & Maint - Buildings		-			0.00	0.00
505110	Repairs & Maint - Equipment		-			0.00	0.00
505160	Repairs & Maint - Office Equipment		-			0.00	0.00
505170	R & M Software [Contracts]		-			0.00	0.00

OMNITRANS 1700- EXPENSE REPORT FOR PROCUREMENT							
GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>		-	-	-	-	-	-
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	Gen Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		-	-	-	-	-	-
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		-	-	-	-	-	-
508220	Purchased Transportation		-			0.00	0.00
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		-	-	-	-	-	-
509080	Advertising/Promotion Media	6,183.99	5,264.48	2,632.24	6,000.00	6,000.00	0.00
509230	Printing Charges		-		1,200.00	1,200.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		6,183.99	5,264.48	2,632.24	7,200.00	7,200.00	0.00
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscriptn	192.63	3,686.54	1,843.27	2,500.00	2,500.00	0.00
509020	Travel & Meetings	840.46	2,468.74	1,234.37	1,300.00	1,300.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training	1,363.44	3,600.00	2,717.65	3,600.00	3,600.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight	593.05	1,050.82	525.41	2,700.00	2,700.00	0.00
509250	Bank charges		-			0.00	0.00
509260	Employee Recognition		-		0.00	0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		2,989.58	10,806.10	6,320.70	10,100.00	10,100.00	0.00
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		-	-	-	-	-	-
513200	Deprec Exp - Bus Shellers		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicle		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		-	-	-	-	-	-
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital PurchExpense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		-	-	-	-	-	-
<b>TOTAL EXPENSES</b>		1,032,199.53	1,093,273.18	547,054.24	1,172,755.18	1,329,092.07	156,336.89

# DEPARTMENT

## SUMMARY OF PROGRAMS

**FINANCE:** 1800

The Finance Department is responsible for the control of all financial activities for Omnitrans, including the collection and disbursement of funds and ensuring that adequate resources are available. The department has three programs: Finance Administration, Accounting and Accounting Services.

**Finance Administration:** provides administrative support and direction to all finance programs as well as other Omnitrans Departments. Administrative functions include setting financial goals and objectives, planning financial policy, budget development, agency payroll, and budget training, administers self-insurance portions of Omnitrans risk programs.

**Accounting Section:** Is charged with all the accounting functions in Omnitrans:  
Accounts Payable/Receivables - Responsible for the payment of outstanding obligations owed by Omnitrans, tracking end of period adjustments, fixed assets and project/grant management.

**Accounting Services:** Is responsible for payroll services, daily cash collections, and assists the Director in tracking of funds in LAIF.

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	895,693	942,125	983,904	41,779	4.43%
Services	186,989	207,000	210,000	3,000	1.45%
Material and Supplies	12,275	15,000	15,000	-	0.00%
Occupancy	-	-	-	-	
Casualty and Liability	1,438,724	2,109,038	2,104,039	(4,999)	-0.24%
Taxes	51,903	63,000	60,000	(3,000)	-4.76%
Purchased Transport	-	-	-	-	
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	(308,615)	(830,500)	(1,593,003)	(762,503)	91.81%
Leases and Rentals	-	-	-	-	100.00%
Other - CAP Credit				-	200.00%
<b>SUBTOTAL</b>	<b>2,276,970</b>	<b>2,505,663</b>	<b>1,779,940</b>	<b>(725,723)</b>	<b>-28.96%</b>
Depreciation	12,052,971	14,545,178	16,681,370	2,136,192	14.69%
Capital Purch Exp	341,789	-	-		100.00%
<b>SUBTOTAL</b>	<b>14,671,730</b>	<b>17,050,841</b>	<b>18,461,310</b>	<b>1,410,469</b>	<b>8.27%</b>
<b>GRAND TOTAL **</b>	<b>2,618,759</b>	<b>2,505,663</b>	<b>1,779,940</b>	<b>(725,723)</b>	<b>-28.96%</b>

\*\* Less Depreciation

## OMNITRANS

## 1800- EXPENSE REPORT FOR FINANCE

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
501100 Regular Pay - Operators			-	-	-	-	-
501130 Regular Pay - Others		563,484.66	595,596.08	297,798.04	568,205	589,445	21,240.40
501310 Overtime Pay - Operator							-
501340 Overtime Pay - Other			198.16	99.08	-	-	-
<b>TOTAL SALARIES</b>		<b>563,484.66</b>	<b>595,794.24</b>	<b>297,897.12</b>	<b>568,204.96</b>	<b>589,445.36</b>	<b>21,240.40</b>
502210 PERS Employer Expense		64,849.69	72,781.96	36,390.98	73,330.43	77,411.85	4,081.42
502240 PERS Reimbursement Expense		44,270.51	45,483.70	22,741.85	53,581.31	56,708.29	3,126.98
502270 PacificCare COPD		47,662.38	46,756.28	23,378.14	53,530.44	55,546.66	2,016.22
502320 Health Saving Acct Expense							-
502330 Life Insurance Expense		2,554.88	2,661.56	1,330.78	3,414.84	3,414.84	-
502360 Employers Medicare Tax Expense		9,171.19	10,003.98	5,001.99	9,605.16	10,140.40	535.24
502370 LTD CO PD Expense		5,578.22	5,818.82	2,909.41	6,410.56	6,410.56	-
502380 Unemployment Insurance expense							-
502420 Workers Compensation Expense							-
502450 Sick Leave Expense		27,831.11	12,815.34	6,407.67	30,573.49	32,277.12	1,703.63
502480 Holiday Pay Expense		26,078.88	31,825.44	15,912.72	28,025.70	29,587.36	1,561.66
502490 Floating Holiday Pay Expense							-
502510 Vacation Pay Expense		39,641.63	28,286.24	14,143.12	43,029.85	45,338.00	2,308.15
502600 SDI Reimbursement Expense		6,885.13	7,288.94	3,644.47	7,949.10	8,392.05	442.95
502630 EE Bond Expense							-
502690 Jury Duty Leave Expense		4,331.07	-	-	2,547.79	2,689.76	141.97
502720 Military Duty Leave Expense							-
502780 Deferred Compensation Expense		14,102.16	17,988.04	8,994.02	17,616.82	16,770.63	(846.19)
502790 Bonus Pay							-
502880 Kaiser COPD		39,251.95	40,162.16	20,081.08	44,304.84	49,771.13	5,466.29
<b>TOTAL FRINGE BENEFITS</b>		<b>332,208.80</b>	<b>321,872.46</b>	<b>160,936.23</b>	<b>373,920.33</b>	<b>394,458.64</b>	<b>20,538.31</b>
503060 Professional & Technical Fees		115,884.42	120,000.00	36,328.77	125,000.00	125,000.00	-
503110 Contract Maintenance Services							-
503160 Custodial Services Expense							-
503210 Security Services Expense							-
503260 Fare Collection Service Expense		71,104.59	69,945.58	34,972.79	82,000.00	85,000.00	3,000.00
503310 Contract Labor Expense							-
503360 Employee Physicals Expense							-
503990 Other Services							-
<b>TOTAL SERVICES</b>		<b>186,989.01</b>	<b>189,945.58</b>	<b>71,301.56</b>	<b>207,000.00</b>	<b>210,000.00</b>	<b>3,000.00</b>
504000 Discounts Received		(59.94)	(61.90)	(30.95)			-
504010 Bus & Other Rolling Stock Parts							-
504020 Tire s & Tubes							-
504030 Preventative Maintenance							-
504060 Workshop clearing account							-
504090 LNG/CNG Fuels							-
504100 Gasoline							-
504110 Diesel Fuel							-
504120 Oil							-
504130 Lubricants & Chemicals							-
504140 CNG Fuel Tax Credit							-
504190 Computer Supplies							-
504200 Washer & Cleaner Supplies							-
504210 Office Supplies		12,335.22	15,000.00	2,398.78	15,000.00	15,000.00	-
504220 Small Tools							-
504230 Clothing & Safety Supplies							-
504240 Tool Allowance							-
504900 Price Variance							-
504910 Inventory Adjustment							-
504990 Other Materials & Supplies							-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>12,275.28</b>	<b>14,938.10</b>	<b>2,367.83</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-</b>
505020 Utility Other than Propulsion Power							-
505030 Telephone							-
505040 Data communication Lines							-
505060 Repairs & Maint - Buildings							-
505110 Repairs & Maint - Equipment							-
505160 Repairs & Maint - Office Equipment							-
505170 R & M Software [Contracts]							-



## OMNITRANS

## 1800- EXPENSE REPORT FOR FINANCE

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds	-	-	-	-	-	-
505230	Repairs & Maint Stops & Satations	-	-	-	-	-	-
505960	Other Occupancy Expense	-	-	-	-	-	-
<b>TOTAL OCCUPANCY</b>							
506110	Property/Official & Emp Liab Insurance	380,721.60	307,670.40	153,835.20	380,000.00	375,000.00	(5,000.00)
506160	General Liab & Veh Liab/Loss Insurance	1,222,121.72	1,100,388.96	550,194.48	1,284,038.00	1,284,038.00	-
506180	General Auto PD/PL Uninsured Ded/IBNR	(164,119.03)	431,417.56	215,708.78	445,000.00	445,001.00	1.00
506310	Worker's Comp Excess/Employer's Liab	-	-	-	-	-	-
506360	Worker's Comp Self Insured IBNR	-	-	-	-	-	-
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>1,438,724.29</b>	<b>1,839,476.92</b>	<b>919,738.46</b>	<b>2,109,038.00</b>	<b>2,104,039.00</b>	<b>(4,999.00)</b>
507040	Vehicle License Registration Fees	-	-	-	-	-	-
507050	Fuel & Lubricant taxes	41,132.00	47,000.00	1.00	50,000.00	47,000.00	(3,000.00)
507990	Other Taxes	10,771.12	5,836.26	2,918.13	13,000.00	13,000.00	-
<b>TOTAL TAXES</b>		<b>51,903.12</b>	<b>52,836.26</b>	<b>2,919.13</b>	<b>63,000.00</b>	<b>60,000.00</b>	<b>(3,000.00)</b>
508220	Purchased Transportation	-	-	-	-	-	-
508900	Purch Trans Lease Cost - LTF	-	-	-	-	-	-
508990	Purch Trans Lease Cost - FTA	-	-	-	-	-	-
<b>TOTAL PURCH TRANSPORT</b>		-	-	-	-	-	-
509080	Advertising/Promotion Media	-	-	-	-	-	-
509230	Printing Charges	-	-	-	-	-	-
<b>TOTAL PRINTING &amp; AVERTISING</b>		-	-	-	-	-	-
508000	Interest Expense	6,589.50	4,575.86	2,287.93	7,000.00	7,000.00	-
509010	Memberships, Dues, Pub, Subscript	1,395.00	370.00	185.00	2,000.00	2,000.00	-
509020	Travel & Meetings	2,492.73	4,532.10	2,266.05	17,000.00	17,000.00	-
509030	Postage and Express Mail	205.23	-	-	500.00	500.00	-
509070	Bad Debt expense /NSF	-	-	-	5,000.00	5,000.00	-
509100	Bus Pass Sales Discounts	-	-	-	-	-	-
509200	Safety Training	-	-	-	-	-	-
509210	Employee Training	1,978.84	1,418.78	709.39	2,000.00	7,000.00	5,000.00
509220	Educational Reimbursements	-	-	-	-	-	-
509240	Outside Freight	-	-	-	-	-	-
509250	Bank charges	24,759.14	24,292.48	12,146.24	35,000.00	35,000.00	-
509260	Employee Recognition	-	364.68	182.34	1,000.00	1,000.00	-
509970	PO Invoice Over/Under	2.15	-	-	-	-	-
509990	Other Miscellaneous Expense	-	-	-	-	-	-
590300	Distributed Labor - Maintenance - Direc	-	-	-	-	-	-
590400	Allocated Indirect Labor & Benefits	(346,037.70)	(738,827.36)	(369,413.68)	(900,000.00)	(1,667,503.16)	(767,503.16)
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>(308,615.11)</b>	<b>(703,273.46)</b>	<b>(351,636.73)</b>	<b>(830,500.00)</b>	<b>(1,593,003.16)</b>	<b>(762,503.16)</b>
512340	Leases/Rentals - Other	-	-	-	-	-	-
512400	Capital Lease - Tires	-	-	-	-	-	-
<b>TOTAL LEASES &amp; RENTALS</b>		-	-	-	-	-	-
513200	Deprec Exp - Bus Shelters	10,053.97	8,105.80	4,052.90	8,105.78	67,505.78	-
513210	Deprec Exp - Buildings	888,928.65	888,928.66	444,464.33	888,928.65	888,928.65	-
513220	Deprec Exp - Building Improvements	792,489.26	797,908.50	398,954.25	790,600.80	821,748.09	-
513230	Deprec Exp - Land Improvements	144,872.72	145,300.66	72,650.33	164,718.02	137,468.83	-
513300	Deprec Exp - Support Vehicles	259,164.32	240,878.66	120,439.33	206,128.91	217,180.18	-
513310	Deprec Exp - Fixed Route Revenue Vehicl	6,541,120.40	6,491,100.94	3,245,550.47	7,213,145.25	6,012,412.91	-
513320	Deprec Exp - Access Revenue Vehicles	6,898.50	-	-	-	-	-
513400	Deprec Exp - Furniture and Fixtures	-	-	-	-	-	-
513410	Deprec Exp - Machinery and Shop Eqpmt	214,017.78	223,395.84	111,697.92	265,002.89	487,330.36	-
513420	Deprec Exp - Office Equipment	1,766,115.45	1,797,363.80	898,681.90	1,777,672.88	1,822,500.19	-
513430	Deprec Exp - Computers and Software	1,429,309.83	5,514,677.90	2,757,338.95	3,230,874.36	6,226,294.97	-
<b>TOTAL DEPRECIATION</b>		<b>12,052,970.88</b>	<b>16,107,660.76</b>	<b>8,053,830.38</b>	<b>14,545,177.54</b>	<b>16,681,369.96</b>	-
564900	Capital Purch Expense - Local	84,993.68	55,842.60	27,921.30	-	-	-
564960	Pass Through To Other Agency	2,775,248.12	-	-	-	-	-
564990	Capital Purch Expense - Federal	251,759.62	125,689.94	62,844.97	-	-	-
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>3,112,001.42</b>	<b>181,532.54</b>	<b>90,766.27</b>	-	-	-
<b>TOTAL EXPENSES</b>		<b>17,441,942.35</b>	<b>18,600,783.40</b>	<b>9,248,120.25</b>	<b>17,050,840.83</b>	<b>18,461,309.80</b>	<b>(725,723.45)</b>
<b>TOTAL EXPENSES NET DEPRECIATION</b>		<b>2,276,970.05</b>	<b>2,311,590.10</b>	<b>1,103,523.60</b>	<b>2,505,663.29</b>	<b>1,779,939.84</b>	<b>(725,723.45)</b>

# DEPARTMENT

## SUMMARY OF PROGRAM

**ACCESS:** 2110

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	115,573	135,949	135,949	-	0.00%
Services	88,918	88,564	66,831	(21,733)	-24.54%
Material and Supplies	1,500,183	1,917,887	2,262,686	344,799	17.98%
Occupancy	88,332	93,909	93,909	-	0.00%
Casualty and Liability	103,776	239,200	239,200	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	6,834,423	7,019,498	7,269,907	250,409	3.57%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	618	-	-	-	
<b>SUBTOTAL</b>	<b>8,731,823</b>	<b>9,495,007</b>	<b>10,068,482</b>	<b>573,475</b>	<b>6.04%</b>
Depreciation	719,484	1,224,212	563,593	(660,620)	-53.96%
<b>SUBTOTAL</b>	<b>9,451,307</b>	<b>10,719,219</b>	<b>10,632,074</b>	<b>(87,145)</b>	<b>-0.81%</b>
<b>GRAND TOTAL **</b>	<b>8,731,823</b>	<b>9,495,007</b>	<b>10,068,482</b>	<b>573,475</b>	<b>6.04%</b>

\*\* Less Depreciation

OMNITRANS							
2110- EXPENSE REPORT FOR ACCESS CONSOLIDATED							
GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators		-		0.00		0.00
501130	Regular Pay - Others	71,775.15	68,309.16	34,154.58	80,872.99	80,872.99	0.00
501310	Overtime Pay - Operator		-		0.00	0.00	0.00
501340	Overtime Pay - Other		-		0.00	0.00	0.00
<b>TOTAL SALARIES</b>		<b>71,775.15</b>	<b>68,309.16</b>	<b>34,154.58</b>	<b>80,872.99</b>	<b>80,872.99</b>	<b>0.00</b>
502210	PERS Employer Expense	8,325.90	8,850.34	4,425.17	9,821.79	9,821.79	0.00
502240	PERS Reimbursement Expense	5,719.22	5,589.76	2,794.88	6,739.83	6,739.83	0.00
502270	PacificCare COPD	3,836.51	4,277.26	2,138.63	5,517.77	5,517.77	0.00
502320	Health Saving Acct Expense		-		0.00	0.00	0.00
502330	Life Insurance Expense	368.70	363.44	181.72	493.20	493.20	0.00
502360	Employers Medicare Tax Expense	1,257.42	1,283.56	641.78	1,466.55	1,466.55	0.00
502370	LTD CO PD Expense	842.57	829.30	414.65	896.74	896.74	0.00
502390	Unemployment Insurance expense		-		0.00	0.00	0.00
502420	Workers Compensation Expense		-		0.00	0.00	0.00
502450	Sick Leave Expense	2,090.66	262.96	131.48	2,342.88	2,342.88	0.00
502480	Holiday Pay Expense	3,431.45	3,343.40	1,671.70	5,762.97	5,762.97	0.00
502490	Floating Holiday Pay Expense		-		0.00	0.00	0.00
502510	Vacation Pay Expense	4,065.38	7,585.94	3,792.97	7,302.07	7,302.07	0.00
502600	SDI Reimbursement Expense	932.07	915.44	457.72	1,062.60	1,062.60	0.00
502630	EE Bond Expense		-				0.00
502690	Jury Duty Leave Expense	340.24	(47.98)	(23.99)	7.89	7.89	0.00
502720	Military Duty Leave Expense		-		0.00	0.00	0.00
502780	Deferred Compensation Expense	2,125.09	2,084.96	1,042.48	2,068.30	2,068.30	0.00
502790	Bonus Pay		-				0.00
502880	Kaiser COPD	10,462.15	10,256.90	5,128.45	11,593.27	11,593.27	0.00
<b>TOTAL FRINGE BENEFITS</b>		<b>43,797.36</b>	<b>45,595.28</b>	<b>22,797.64</b>	<b>55,075.87</b>	<b>55,075.87</b>	<b>0.00</b>
503060	Professional & Technical Fees	258.63	1,028.94	514.47	500.00	500.00	0.00
503110	Contract Maintenance Services		-				0.00
503160	Custodial Services Expense		-				0.00
503210	Security Services Expense	79,672.56	41,619.92	20,809.96	79,184.00	57,451.00	(21,733.00)
503260	Fare Collection Service Expense	8,986.69	8,645.00	4,322.50	8,880.00	8,880.00	0.00
503310	Contract Labor Expense		-			0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		<b>88,917.88</b>	<b>51,293.86</b>	<b>25,646.93</b>	<b>88,564.00</b>	<b>66,831.00</b>	<b>(21,733.00)</b>
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts	14,134.32	-	-	39,000.00	38,500.00	(500.00)
504020	Tires & Tubes		-		0.00	0.00	0.00
504030	Preventative Maintenance		-		0.00	0.00	0.00
504060	Workshop clearing account		-		0.00	0.00	0.00
504090	LNG/CNG Fuels		-		0.00	0.00	0.00
504100	Gasoline	1,486,048.97	1,586,247.22	793,123.61	1,878,887.00	2,224,185.92	345,298.92
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-		0.00	0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies		-		0.00	0.00	0.00
504220	Small Tools		-			0.00	0.00
504230	Clothing & Safety Supplies		-			0.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other materials & supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>1,500,183.29</b>	<b>1,586,247.22</b>	<b>793,123.61</b>	<b>1,917,887.00</b>	<b>2,262,685.92</b>	<b>344,798.92</b>
505020	Utility Other than Propulsion Power	52,061.21	42,376.98	21,188.49	55,000.00	55,000.00	0.00
505030	Telephone	36,271.13	27,649.40	13,824.70	38,909.00	38,909.00	0.00
505040	Data communication Lines		-			0.00	0.00
505060	Repairs & Maint - Buildings		-			0.00	0.00
505110	Repairs & Maint - Equipment		-			0.00	0.00
505160	Repairs & Maint - Office Equipment		-			0.00	0.00
505170	R & M Software (Contracts)		-			0.00	0.00

OMNITRANS 2110- EXPENSE REPORT FOR ACCESS CONSOLIDATED							
GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>		<b>88,332.34</b>	<b>70,026.38</b>	<b>35,013.19</b>	<b>93,909.00</b>	<b>93,909.00</b>	<b>0.00</b>
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	General Liab & Veh Liab/Loss Insurance	87,146.60	86,347.20	43,173.60	139,200.00	139,200.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBN	16,629.01	5,349.80	2,674.90	100,000.00	100,000.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>103,775.61</b>	<b>91,697.00</b>	<b>45,848.50</b>	<b>239,200.00</b>	<b>239,200.00</b>	<b>-</b>
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508220	Purchased Transportation	6,774,970.28	7,334,827.36	3,667,413.68	6,955,497.68	7,216,837.16	261,339.48
508900	Purch Trans Lease Cost - LTF	11,891.22	9,909.00	4,954.50	14,000.00	10,613.92	(3,386.08)
508990	Purch Trans Lease Cost - FTA	47,561.10	39,635.30	19,817.65	50,000.00	42,455.67	(7,544.33)
<b>TOTAL PURCH TRANSPORT</b>		<b>6,834,422.60</b>	<b>7,384,371.66</b>	<b>3,692,185.83</b>	<b>7,019,497.68</b>	<b>7,269,906.75</b>	<b>250,409.07</b>
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges		-		0.00	0.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscript		-		0.00	0.00	0.00
509020	Travel & Meetings		-		0.00	0.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training		-			0.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank Charges		-			0.00	0.00
509260	Employee Recognition		-			0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-		0.00	0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
512340	Leases/Rentals - Other	618.40	-		0.00	0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>618.40</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles	719,483.87	663,798.18	331,899.09	1,224,212.36	563,592.78	0.00
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		<b>719,483.87</b>	<b>663,798.18</b>	<b>331,899.09</b>	<b>1,224,212.36</b>	<b>563,592.78</b>	<b>-</b>
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>9,451,306.50</b>	<b>9,961,338.74</b>	<b>4,980,669.37</b>	<b>10,719,218.90</b>	<b>10,632,074.31</b>	<b>573,474.99</b>
<b>TOTAL EXPENSES - net Depreciation</b>		<b>8,731,822.63</b>	<b>9,297,540.56</b>	<b>4,648,770.28</b>	<b>9,495,006.54</b>	<b>10,068,481.53</b>	<b>573,474.99</b>



# DEPARTMENT

## SUMMARY OF PROGRAMS

### YUCAIPA - Omnilink

2200

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	4,710	5,571	5,571	-	0.00%
Services	8,745	8,745	3,197	(5,548)	-63.44%
Material and Supplies	21,014	37,634	57,754	20,120	53.46%
Occupancy	6,016	6,530	6,530	-	0.00%
Casualty and Liability	6,673	24,833	24,833	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	227,327	224,788	241,227	16,440	7.31%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	77	5,084	5,084	-	0.00%
<b>SUBTOTAL</b>	<b>274,563</b>	<b>313,185</b>	<b>344,196</b>	<b>31,011</b>	<b>9.90%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>274,563</b>	<b>313,185</b>	<b>344,196</b>	<b>31,011</b>	<b>9.90%</b>
<b>GRAND TOTAL **</b>	<b>274,563</b>	<b>313,185</b>	<b>344,196</b>	<b>31,011</b>	<b>9.90%</b>

\*\* Less Depreciation

CS - 8

OMNITRANS  
2200-EXPENSE REPORT FOR YUCAIPA COMMUNITY LINK

GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators		-		0.00	0.00	0.00
501130	Regular Pay - Others	2,915.01	2,784.64	1,392.32	3,302.28	3,302.28	0.00
501310	Overtime Pay - Operator		-		0.00	0.00	0.00
501340	Overtime Pay - Other		-		0.00	0.00	0.00
<b>TOTAL SALARIES</b>		<b>2,915.01</b>	<b>2,784.64</b>	<b>1,392.32</b>	<b>3,302.28</b>	<b>3,302.28</b>	<b>0.00</b>
502210	PERS Employer Expense	340.32	360.64	180.32	402.45	402.45	0.00
502240	PERS Reimbursement Expense	233.74	227.58	113.79	276.31	276.31	0.00
502270	PacifiCare COPD	190.66	216.26	108.13	315.65	315.65	0.00
502320	Health Saving Acct Expense		-		0.00	0.00	0.00
502330	Life Insurance Expense	15.42	15.34	7.67	20.28	20.28	0.00
502360	Employers Medicare Tax Expense	51.61	51.86	25.93	59.49	59.49	0.00
502370	LTD CO PD Expense	34.01	33.74	16.87	36.38	36.38	0.00
502390	Unemployment Insurance expense		-		0.00	0.00	0.00
502420	Workers compensation expense		-		0.00	0.00	0.00
502450	Sick Leave Expense	95.08	20.02	10.01	108.24	108.24	0.00
502480	Holiday Pay Expense	139.70	152.40	76.20	236.26	236.26	0.00
502490	Floating Holiday Pay Expense		-		0.00	0.00	0.00
502510	Vacation Pay Expense	176.36	294.78	147.39	301.77	301.77	0.00
502600	SDI Reimbursement Expense	38.44	37.74	18.87	43.17	43.17	0.00
502630	EE Bond Expense		-				0.00
502690	Jury Duty Leave Expense	12.01	(1.70)	(0.85)	1.97	1.97	0.00
502720	Military Duty Leave Expense		-		0.00	0.00	0.00
502780	Deferred Compensation Expense	79.77	78.28	39.14	82.27	82.27	0.00
502790	Bonus Pay		-				0.00
502880	Kaiser COPD	387.76	380.16	190.08	384.89	384.89	0.00
<b>TOTAL FRINGE BENEFITS</b>		<b>1,794.88</b>	<b>1,867.10</b>	<b>933.55</b>	<b>2,269.11</b>	<b>2,269.11</b>	<b>0.00</b>
503060	Professional & Technical Fees		-		0.00	0.00	0.00
503110	Contract Maintenance Services		-				0.00
503160	Custodial Services Expense		-				0.00
503210	Security Services Expense	8,745.00	6,226.36	3,113.18	8,745.00	3,197.00	(5,548.00)
503260	Fare collection service expense		-			0.00	0.00
503310	Contract Labor Expense		-			0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		<b>8,745.00</b>	<b>6,226.36</b>	<b>3,113.18</b>	<b>8,745.00</b>	<b>3,197.00</b>	<b>(5,548.00)</b>
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts		-		0.00	3,000.00	3,000.00
504020	Tires & Tubes		-		0.00	0.00	0.00
504030	Preventative Maintenance		-		0.00	0.00	0.00
504060	Workshop clearing account		-		0.00	0.00	0.00
504090	LNG/CNG Fuels		-		0.00	0.00	0.00
504100	Gasoline	21,014.10	41,575.80	20,787.90	37,634.00	54,753.60	17,119.60
504110	Diesel Fuel		-				0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-			0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies		-			0.00	0.00
504220	Small Tools		-			0.00	0.00
504230	Clothing & Safety Supplies		-			0.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other Materials & Supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>21,014.10</b>	<b>41,575.80</b>	<b>20,787.90</b>	<b>37,634.00</b>	<b>57,753.60</b>	<b>20,119.60</b>
505020	Utility Other than Propulsion Power	6,015.94	4,897.26	2,448.63	6,530.00	6,530.00	0.00
505030	Telephone		-		0.00	0.00	0.00
505040	Data Communication Lines		-			0.00	0.00
505060	Repairs & Maint - Buildings		-			0.00	0.00
505110	Repairs & Maint - Equipment		-			0.00	0.00
505160	Repairs & Maint - Office Equipment		-			0.00	0.00
505170	R & M Software (Contracts)		-			0.00	0.00

**OMNITRANS**  
**2200-EXPENSE REPORT FOR YUCAIPA COMMUNITY LINK**

GL ACCT CODE	DESCRIPTION	A	B	C	D	E	Variance FY13 vs FY12
		FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-				0.00
<b>TOTAL OCCUPANCY</b>		<b>6,015.94</b>	<b>4,897.26</b>	<b>2,448.63</b>	<b>6,530.00</b>	<b>6,530.00</b>	<b>0.00</b>
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	General Liab & Veh Liab/Loss Insura	6,672.96	6,458.16	3,229.08	12,636.00	12,636.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-		12,197.00	12,197.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		<b>6,672.96</b>	<b>6,458.16</b>	<b>3,229.08</b>	<b>24,833.00</b>	<b>24,833.00</b>	<b>-</b>
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-		0.00	0.00	0.00
<b>TOTAL TAXES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
508220	Purchased Transportation	227,327.31	184,650.68	92,325.34	224,787.57	241,227.36	16,439.79
508900	Purch Trans Lease Cost - LTF		-			0.00	0.00
508990	Purch Trans Lease Cost - FTA		-			0.00	0.00
<b>TOTAL PURCH TRANSPORT</b>		<b>227,327.31</b>	<b>184,650.68</b>	<b>92,325.34</b>	<b>224,787.57</b>	<b>241,227.36</b>	<b>16,439.79</b>
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges		-			0.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscript		-		0.00	0.00	0.00
509020	Travel & Meetings		-		0.00	0.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training		-			0.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank charges		-			0.00	0.00
509260	Employee Recognition		-			0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
512340	Leases/Rentals - Other	77.30	128.62	64.31	5,084.00	5,084.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>		<b>77.30</b>	<b>128.62</b>	<b>64.31</b>	<b>5,084.00</b>	<b>5,084.00</b>	<b>0.00</b>
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>274,562.50</b>	<b>248,588.62</b>	<b>124,294.31</b>	<b>313,184.96</b>	<b>344,196.35</b>	<b>31,011.39</b>

# DEPARTMENT

## SUMMARY OF PROGRAMS

**CHINO HILLS:** 2400

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

### FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	-	-	-	-	
Services	-	31	-	(31)	-100.00%
Material and Supplies	31,866	24,372	37,805	13,433	55.12%
Occupancy	-	-	-	-	
Casualty and Liability	2,697	8,369	8,369	-	0.00%
Taxes	-	-	-	-	
Purchased Transport	117,882	115,012	127,717	12,706	11.05%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>152,445</b>	<b>147,784</b>	<b>173,891</b>	<b>26,108</b>	<b>17.67%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>152,445</b>	<b>147,784</b>	<b>173,891</b>	<b>26,108</b>	<b>17.67%</b>
<b>GRAND TOTAL **</b>	<b>152,445</b>	<b>147,784</b>	<b>173,891</b>	<b>26,108</b>	<b>17.67%</b>

\*\* Less Depreciation



OMNITRANS 2400- EXPENSE REPORT FOR CHINO HILLS							
GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators		-			0.00	0.00
501130	Regular Pay - Others		-			0.00	0.00
501310	Overtime Pay - Operator		-			0.00	0.00
501340	Overtime Pay - Other		-			0.00	0.00
<b>TOTAL SALARIES</b>		-	-	-	-	-	-
502210	PERS Employer Expense		-			0.00	0.00
502240	PERS Reimbursement Expense		-			0.00	0.00
502270	PacifiCare COPD		-			0.00	0.00
502320	Health Saving Acct Expense		-			0.00	0.00
502330	Life Insurance Expense		-			0.00	0.00
502360	Employers Medicare Tax Expense		-			0.00	0.00
502370	LTD CO PD Expense		-			0.00	0.00
502390	Unemployment Insurance expense		-			0.00	0.00
502420	Workers Compensation Expense		-			0.00	0.00
502450	Sick Leave Expense		-			0.00	0.00
502480	Holiday Pay Expense		-			0.00	0.00
502490	Floating Holiday Pay Expense		-			0.00	0.00
502510	Vacation Pay Expense		-			0.00	0.00
502600	SDI Reimbursement Expense		-			0.00	0.00
502630	EE Bond Expense		-			0.00	0.00
502690	Jury Duty Leave Expense		-			0.00	0.00
502720	Military Duty Leave Expense		-			0.00	0.00
502780	Deferred Compensation Expense		-			0.00	0.00
502790	Bonus Pay		-				0.00
502880	Kaiser COPD		-			0.00	0.00
<b>TOTAL FRINGE BENEFITS</b>		-	-	-	-	-	-
503060	Professional & Technical Fees		-		0.00	0.00	0.00
503110	Contract Maintenance Services		-			0.00	0.00
503160	Custodial Services Expense		-			0.00	0.00
503210	Security Services Expense		31.00	15.50	31.00	0.00	(31.00)
503260	Fare collection Service Expense		-			0.00	0.00
503310	Contract Labor Expense		-			0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		-	31.00	15.50	31.00	0.00	(31.00)
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts		-		3,000.00	3,000.00	0.00
504020	Tire s & Tubes		-		0.00	0.00	0.00
504030	Preventative Maintenance		-		0.00	0.00	0.00
504060	Workshop clearing account		-		0.00	0.00	0.00
504090	LNG/CNG Fuels		-		0.00	0.00	0.00
504100	Gasoline	31,865.91	38,711.02	19,355.51	21,372.00	34,805.12	13,433.12
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-			0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies		-			0.00	0.00
504220	Small Tools		-			0.00	0.00
504230	Clothing & Safety Supplies		-			0.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other materials & supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		31,865.91	38,711.02	19,355.51	24,372.00	37,805.12	13,433.12
505020	Utility Other than Propulsion Power		-			0.00	0.00
505030	Telephone		-		0.00	0.00	0.00
505040	Data communication Lines		-			0.00	0.00
505060	Repairs & Maint - Buildings		-			0.00	0.00
505110	Repairs & Maint - Equipment		-			0.00	0.00
505160	Repairs & Maint - Office Equipment		-			0.00	0.00
505170	R & M Software (Contracts)		-			0.00	0.00

**OMNITRANS**  
**2400- EXPENSE REPORT FOR CHINO HILLS**

GL ACCT CODE	DESCRIPTION	A	B	C	D	E	Variance FY13 vs FY12
		FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Salations		-			0.00	0.00
505960	Other Occupancy Expense		-		0.00	0.00	0.00
<b>TOTAL OCCUPANCY</b>		-	-	-	0.00	0.00	0.00
506110	Property/Official & Emp Liab Insurance		-		0.00	0.00	0.00
506160	Gen Liab & Veh Liab/Loss Insurance	2,697.04	2,750.64	1,375.32	4,891.00	4,891.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-		3,478.00	3,478.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-				
<b>TOTAL CASUALTY &amp; LIABILITY</b>		2,697.04	2,750.64	1,375.32	8,369.00	8,369.00	-
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		-	-	-	-	-	-
508220	Purchased Transportation	113,853.69	40,524.10	20,262.05	110,758.62	125,614.18	14,855.56
508900	Purch Trans Lease Cost - LTF	806.00	-		851.00	420.60	(430.40)
508990	Purch Trans Lease Cost - FTA	3,223.00	-		3,402.00	1,682.40	(1,719.60)
<b>TOTAL PURCH TRANSPORT</b>		117,882.69	40,524.10	20,262.05	115,011.62	127,717.18	12,705.56
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges		-			0.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		-	-	-	-	-	-
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscript		-			0.00	0.00
509020	Travel & Meetings		-			0.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training		-			0.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank Charges		-			0.00	0.00
509260	Employee Recognition		-			0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>					0.00	0.00	0.00
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>					0.00	0.00	0.00
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>							
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>							
<b>TOTAL EXPENSES</b>		152,445.64	82,016.76	41,008.38	147,783.62	173,891.30	26,107.68

## DEPARTMENT

SUMMARY OF PROGRAMSOMNIGO/PURCHASED TRANSPORTATION: 2500

Omnitrans uses purchased transportation to provide two types of fixed route service: 1) weekend service on routes that consistently have low weekend loads; and, 2) OmniGo local circulator service. The use of purchased transportation on weekends is designed to match a smaller cutaway vehicle with a 16-18 passenger capacity to routes that rarely see more than 16 passengers on board at one time. During FY2011, this was routes 20 and 29. OmniGo service is a neighborhood shuttle service that uses the same smaller vehicles in regular fixed route service. The OmniGo program was designed to augment OmniLink after multiple years when the standalone version of OmniLink did not meet standard.

FISCAL SUMMARY BY PROGRAM

	2010-2011 ACTUAL	2011-2012 ADOPTED	2012-2013 PROPOSED	\$ / % Change FY 2012-2013	
Salaries and Benefits	-	-	-	-	
Services	-	-	10,046	10,046	
Material and Supplies	150,969	257,760	327,823	70,063	27.18%
Occupancy	-	-	-	-	
Casualty and Liability	-	-	-	-	
Taxes	-	-	-	-	
Purchased Transport	941,700	1,145,585	1,257,329	111,744	9.75%
Printing and Advertising	-	-	-	-	
Miscellaneous Expenses	-	-	-	-	
Leases and Rentals	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,092,669</b>	<b>1,403,345</b>	<b>1,595,198</b>	<b>191,853</b>	<b>13.67%</b>
Depreciation	-	-	-	-	
<b>SUBTOTAL</b>	<b>1,092,669</b>	<b>1,403,345</b>	<b>1,595,198</b>	<b>191,853</b>	<b>13.67%</b>
<b>GRAND TOTAL **</b>	<b>1,092,669</b>	<b>1,403,345</b>	<b>1,595,198</b>	<b>191,853</b>	<b>13.67%</b>

\*\* Less Depreciation

OMNITRANS							
2500- EXPENSE REPORT FOR OMNIGO							
GL ACCT		A	B	C	D	E	Variance
CODE	DESCRIPTION	FY11 Act	FY12 YE EST	FY 12 YTD Dec	FY12 ANNUAL BUDGET	FY13 Proposed Bud	FY13 vs FY12
501100	Regular Pay - Operators		-			0.00	0.00
501130	Regular Pay - Others		-			0.00	0.00
501310	Overtime Pay - Operator		-			0.00	0.00
501340	Overtime Pay - Other		-			0.00	0.00
<b>TOTAL SALARIES</b>		-	-	-	-	-	-
502210	PERS Employer Expense		-			0.00	0.00
502240	PERS Reimbursement Expense		-			0.00	0.00
502270	PacifiCare COPD		-			0.00	0.00
502320	Health Saving Acct Expense		-			0.00	0.00
502330	Life Insurance Expense		-			0.00	0.00
502360	Employers Medicare Tax Expense		-			0.00	0.00
502370	LTD CO PD Expense		-			0.00	0.00
502390	Unemployment Insurance expense		-			0.00	0.00
502420	Workers Compensation Expense		-			0.00	0.00
502450	Sick Leave Expense		-			0.00	0.00
502480	Holiday Pay Expense		-			0.00	0.00
502490	Floating Holiday Pay Expense		-			0.00	0.00
502510	Vacation Pay Expense		-			0.00	0.00
502600	SDI Reimbursement Expense		-			0.00	0.00
502630	EE Bond Expense		-			0.00	0.00
502690	Jury Duty Leave Expense		-			0.00	0.00
502720	Military Duty Leave Expense		-			0.00	0.00
502780	Deferred Compensation Expense		-			0.00	0.00
502790	Bonus Pay		-			0.00	0.00
502880	Kaiser COPD		-			0.00	0.00
<b>TOTAL FRINGE BENEFITS</b>		-	-	-	-	-	-
503060	Professional & Technical Fees		-		0.00	0.00	0.00
503110	Contract Maintenance Services		-			0.00	0.00
503160	Custodial Services Expense		-			0.00	0.00
503210	Security Services Expense		-			10,046.00	10,046.00
503260	Fare collection Service Expense		-			0.00	0.00
503310	Contract Labor Expense		-			0.00	0.00
503360	Employee Physicals Expense		-			0.00	0.00
503990	Other Services		-			0.00	0.00
<b>TOTAL SERVICES</b>		-	-	-	0.00	10,046.00	10,046.00
504000	Discounts Received		-				
504010	Bus & Other Rolling Stock Parts		-			5,000.00	5,000.00
504020	Tire s & Tubes		-			0.00	0.00
504030	Preventative Maintenance		-			0.00	0.00
504060	Workshop clearing account		-			0.00	0.00
504090	LNG/CNG Fuels		-			0.00	0.00
504100	Gasoline	150,969.17	117,926.24	58,963.12	257,760.00	322,822.72	65,062.72
504110	Diesel Fuel		-			0.00	0.00
504120	Oil		-			0.00	0.00
504130	Lubricants & Chemicals		-			0.00	0.00
504140	CNG Fuel Tax Credit		-			0.00	0.00
504190	Computer Supplies		-			0.00	0.00
504200	Washer & Cleaner Supplies		-			0.00	0.00
504210	Office Supplies		-			0.00	0.00
504220	Small Tools		-			0.00	0.00
504230	Clothing & Safety Supplies		-			0.00	0.00
504240	Tool Allowance		-			0.00	0.00
504900	Price Variance		-			0.00	0.00
504910	Inventory Adjustment		-			0.00	0.00
504990	Other materials & supplies		-			0.00	0.00
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		150,969.17	117,926.24	58,963.12	257,760.00	327,822.72	70,062.72
505020	Utility Other than Propulsion Power		-			0.00	0.00
505030	Telephone		-		0.00	0.00	0.00
505040	Data communication Lines		-			0.00	0.00
505060	Repairs & Maint - Buildings		-			0.00	0.00
505110	Repairs & Maint - Equipment		-			0.00	0.00
505160	Repairs & Maint - Office Equipment		-			0.00	0.00
505170	R & M Software [Contracts]		-			0.00	0.00



**OMNITRANS  
2500- EXPENSE REPORT FOR OMNIGO**

GL ACCT CODE	DESCRIPTION	A FY11 Act	B FY12 YE EST	C FY 12 YTD Dec	D FY12 ANNUAL BUDGET	E FY13 Proposed Bud	Variance FY13 vs FY12
505210	Repairs & Maint Grounds		-			0.00	0.00
505230	Repairs & Maint Stops & Satations		-			0.00	0.00
505960	Other Occupancy Expense		-		0.00	0.00	0.00
<b>TOTAL OCCUPANCY</b>		-	-	-	0.00	0.00	0.00
506110	Property/Official & Emp Liab Insurance		-			0.00	0.00
506160	Gen Liab & Veh Liab/Loss Insurance		-			0.00	0.00
506180	General Auto PD/PL Uninsured Ded/IBNR		-			0.00	0.00
506310	Worker's Comp Excess/Employer's Liab Ex		-			0.00	0.00
506360	Worker's Comp Self Insured IBNR		-			0.00	0.00
<b>TOTAL CASUALTY &amp; LIABILITY</b>		-	-	-	-	-	-
507040	Vehicle License Registration Fees		-			0.00	0.00
507050	Fuel & Lubricant taxes		-			0.00	0.00
507990	Other Taxes		-			0.00	0.00
<b>TOTAL TAXES</b>		-	-	-	-	-	-
508220	Purchased Transportation	941,700.09	1,138,739.60	569,369.80	1,145,585.08	1,249,020.23	103,435.15
508900	Purch Trans Lease Cost - LTF		-			1,661.75	1,661.75
508990	Purch Trans Lease Cost - FTA		-			6,646.98	6,646.98
<b>TOTAL PURCH TRANSPORT</b>		941,700.09	1,138,739.60	569,369.80	1,145,585.08	1,257,328.96	111,743.88
509080	Advertising/Promotion Media		-			0.00	0.00
509230	Printing Charges		-			0.00	0.00
<b>TOTAL PRINTING &amp; AVERTISING</b>		-	-	-	-	-	-
508000	Interest Expense		-			0.00	0.00
509010	Memberships, Dues, Pub, Subscrip		-			0.00	0.00
509020	Travel & Meetings		-			0.00	0.00
509030	Postage and Express Mail		-			0.00	0.00
509070	Bad Debt expense /NSF		-			0.00	0.00
509100	Bus Pass Sales Discounts		-			0.00	0.00
509200	Safety Training		-			0.00	0.00
509210	Employee Training		-			0.00	0.00
509220	Educational Reimbursements		-			0.00	0.00
509240	Outside Freight		-			0.00	0.00
509250	Bank Charges		-			0.00	0.00
509260	Employee Recognition		-			0.00	0.00
	PO Invoice Over Under		-			0.00	0.00
509990	Other Miscellaneous Expense		-			0.00	0.00
590300	Distributed Labor - Maintenance - Direc		-			0.00	0.00
590400	Allocated Indirect Labor & Benefits		-			0.00	0.00
<b>TOTAL MISCELLANEOUS EXPENSE</b>					0.00	0.00	0.00
512340	Leases/Rentals - Other		-			0.00	0.00
512400	Capital Lease - Tires		-			0.00	0.00
<b>TOTAL LEASES &amp; RENTALS</b>					0.00	0.00	0.00
513200	Deprec Exp - Bus Shelters		-				
513210	Deprec Exp - Buildings		-				
513220	Deprec Exp - Building Improvements		-				
513230	Deprec Exp - Land Improvements		-				
513300	Deprec Exp - Support Vehicles		-				
513310	Deprec Exp - Fixed Route Revenue Vehicl		-				
513320	Deprec Exp - Access Revenue Vehicles		-				
513400	Deprec Exp - Furniture and Fixtures		-				
513410	Deprec Exp - Machinery and Shop Equipme		-				
513420	Deprec Exp - Office Equipment		-				
513430	Deprec Exp - Computers and Software		-				
<b>TOTAL DEPRECIATION</b>							
564900	Capital Purch Expense - Local		-				
564960	Pass Through To Other Agency		-				
564990	Capital Purch Expense - Federal		-				
<b>TOTAL CAPITAL PURCH EXPENSE</b>							
<b>TOTAL EXPENSES</b>		1,092,669.26	1,256,665.84	628,332.92	1,403,345.08	1,595,197.68	191,852.60