

ITEM # F3

DATE: June 3, 2020

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

THROUGH: Erin Rogers, Interim CEO/General Manager

FROM: Maurice Mansion, Treasury Manager

SUBJECT: FISCAL YEAR 2020-2021 ANNUAL BUDGET

FORM MOTION

Adopt Omnitrans Fiscal Year 2020-2021 Annual Budget.

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

BACKGROUND

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

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

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

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

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

*Numbers may be slightly off due to rounding

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

OPERATING BUDGET:

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

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

* Numbers may be slightly off due to rounding

CAPITAL BUDGET:

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

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

* Numbers may be slightly off due to rounding

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

ER:DW:MM

Attachment A: Summary of Programs
Attachment B: PowerPoint Presentation

DEPARTMENT
SUMMARY OF PROGRAMS

REVENUE BUDGET

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

FISCAL SUMMARY BY PROGRAM

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

DEPARTMENT
SUMMARY OF PROGRAMS

CAPITAL BUDGET

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

FISCAL SUMMARY BY PROGRAM

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

DEPARTMENT

SUMMARY OF PROGRAMS

OMNITRANS CONSOLIDATED

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation and Capital Purchase

DEPARTMENT

SUMMARY OF PROGRAMS

OPERATIONS: 1100

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MAINTENANCE: **1200**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ADMINISTRATION: 1300

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

INFORMATION TECHNOLOGY SERVICES 1320

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

MARKETING

1400

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

STRATEGIC DEVELOPMENT

1500

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

HUMAN RESOURCES: 1600

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

SAFETY AND SECURITY **1630**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

PROCUREMENT 1700

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

FINANCE: 1800

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

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

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

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

ACCESS: 2110

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Chino Hills /Micro Transit:

2400

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

OMNIGO/PURCHASED TRANSPORTATION: **2500**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

sbX Bus Rapid Transit -BRT

2600

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

CTSA: 3000

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation

DEPARTMENT

SUMMARY OF PROGRAMS

Rail - Arrow **4000**

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

FISCAL SUMMARY BY PROGRAM

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

** Less Depreciation