



SunLine Transit Agency
June 20, 2018
10:45 a.m. – 11:30 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

Wellness Training Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services.

Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. COMMITTEE MEMBER COMMENTS	RECEIVE COMMENTS
7. CONSENT CALENDAR	RECEIVE & FILE
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.	
7a) Checks \$1,000 and Over Report for April 2018	(PAGE 3-7)
7b) Credit Card Statement for April 2018	(PAGE 8-11)
7c) Monthly Budget Variance Report for April 2018	(PAGE 12-19)
7d) Contracts Signed in Excess of \$25,000 May 2018	(PAGE 20-21)
7e) Union & Non-Union Pension Investment Asset Summary April 2018	(PAGE 22-24)
7f) Ridership Report for May 2018	(PAGE 25-27)
7g) SunDial Operational Notes for May 2018	(PAGE 28-31)
7h) Metrics for May 2018	(PAGE 32-43)
7i) Board Member Attendance for May 2018	(PAGE 44-45)
8. ADOPTION OF THE FISCAL YEAR 2018/19 OPERATING AND CAPITAL BUDGET (Greg Pettis, Chair of Finance/Audit Committee; Staff: Jeanette Juarez, Budget Manager/Financial Analyst)	APPROVE (PAGE 46-151)
9. CONTRACT FOR INDIO YARD REPAVING AND SITE IMPROVEMENTS (Greg Pettis, Chair of Finance/Audit Committee; Staff: Dean Holm, Superintendent of Facility Maintenance)	APPROVE (PAGE 152-154)
10. SECOND AMENDMENT TO CEO/GM EMPLOYMENT AGREEMENT (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Vail, General Counsel)	APPROVE (PAGE 155-158)
11. ADJOURN	

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2018

Summary:

The checks \$1,000 and over report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For the month of April, the largest payments issued was for the Delivery/Acceptance and Training of FC7 Battery Dominant FC Hybrid bus project which is funded primarily through the Federal Transit Administration's National Fuel Cell Bus Program.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Payment Date	Payment Amount
BAE SYSTEMS CONTROLS, INC.	BAE SYSTEMS CONTROLS	675270	04/20/2018	369,350.00
PERMA - INSURANCE	Gen Liability/WC Prem	675244	04/13/2018	135,528.95
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>675195</u>	<u>04/06/2018</u>	<u>97,130.57</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>675342</u>	<u>04/23/2018</u>	<u>96,530.70</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	675282	04/20/2018	57,916.55
WSP USA INC.	TDM & Vanpool Program	675330	04/20/2018	39,625.68
SO CAL GAS CO.	Utilities	675252	04/13/2018	31,746.00
MICHELIN NORTH AMERICA, INC.	Tire Leasing	675379	04/26/2018	26,101.04
DOUG WALL CONSTRUCTION, INC.	WIP- DIV 1 Fac Imp Transit Hub	675167	04/06/2018	24,489.42
HDR ENGINEERING, INC.	WIP-Transit Redesign and Network Analysis	675179	04/06/2018	23,355.40
HDR ENGINEERING, INC.	WIP-Transit Redesign and Network Analysis	675372	04/26/2018	22,575.15
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins. Prem</u>	<u>675247</u>	<u>04/13/2018</u>	<u>21,892.46</u>
IMPERIAL IRRIGATION DIST	Utilities	675229	04/13/2018	18,945.54
SOFTCHOICE CORP.	Computer Network Software Agreement	675189	04/06/2018	16,693.68
NEOGOV	Recruiting Employees	675292	04/20/2018	11,488.25
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	675210	04/13/2018	10,573.97
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	675260	04/13/2018	8,907.93
ADMIRAL SECURITY SERVICES, INC.	Security Services	675263	04/20/2018	8,369.71
IMPERIAL IRRIGATION DIST	Utilities	675298	04/20/2018	7,811.58
ALTON HILLIS SR.	Reimbursement Expenses	675205	04/13/2018	7,496.55
PE FACILITY SOLUTIONS, LLC	Janitorial Service	675243	04/13/2018	7,240.00
RUTAN & TUCKER, LLP	Legal Services	675387	04/26/2018	7,088.38
RUTAN & TUCKER, LLP	Legal Services	675250	04/13/2018	7,060.74
VERIZON WIRELESS	Wireless Telephone Service	675258	04/13/2018	6,832.90
NEW FLYER PARTS	Inventory Repair Parts	675348	04/26/2018	6,800.57
AMALGAMATED TRANSIT UNION	Union Dues	675332	04/23/2018	6,488.90
NEW FLYER PARTS	Inventory Repair Parts	675264	04/20/2018	6,431.06
AMALGAMATED TRANSIT UNION	Union Dues	675153	04/06/2018	6,383.46
TRAPEZE SOFTWAREGROUP, INC.	Support for 2018 Schedules	675324	04/20/2018	5,837.52
NORTON MEDICAL INDUSTRIES	Medical- Exams and Testing	675382	04/26/2018	5,199.55
YELLOW CAB OF THE DESERT	Taxi Voucher Program	675402	04/26/2018	5,138.01
NEW FLYER PARTS	Inventory Repair Parts	675151	04/06/2018	5,087.17
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	675219	04/13/2018	5,031.25
ALPHA MEDIA LLC	Advertising	675267	04/20/2018	4,998.00
NRM & ASSOCIATES	Consulting-General	675136	04/03/2018	4,991.76
SOCALGAS	Utilities	675253	04/13/2018	4,988.07
YELLOW CAB OF THE DESERT	Taxi Voucher Program	675200	04/06/2018	4,896.40
HD INDUSTRIES	Inventory Repair Parts	675294	04/20/2018	4,545.65

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Payment Date	Payment Amount
MURCHISON & CUMMING, LLP	Insurance Losses	675135	04/03/2018	4,445.94
ALEXANDER COHN, ESQ	Legal Services	675204	04/13/2018	4,375.00
NAPA AUTO PARTS	Inventory Repair Parts	675234	04/13/2018	4,154.92
SOCO GROUP INC, THE	Lubricants-Oils	675318	04/20/2018	3,978.46
PROPER SOLUTIONS	Temporary Help Service	675386	04/26/2018	3,978.00
SOCO GROUP INC, THE	Lubricants-Oils	675188	04/06/2018	3,934.18
AMERICAN CAB	Taxi Voucher Program	675353	04/26/2018	3,888.57
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	675288	04/20/2018	3,870.88
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	675320	04/20/2018	3,868.81
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675315	04/20/2018	3,646.32
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675277	04/20/2018	3,597.40
TK SERVICES, INC.	Inventory Repair Parts	675192	04/06/2018	3,595.97
AMERICAN CAB	Taxi Voucher Program	675154	04/06/2018	3,488.31
PRUDENTIAL OVERALL SUPPLY	Uniforms	675314	04/20/2018	3,451.22
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance</u>	<u>675184</u>	<u>04/06/2018</u>	<u>3,403.66</u>
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	675212	04/13/2018	3,350.88
TRANSLITE ENTERPRISES INC.	Inventory Repair Parts	675323	04/20/2018	3,288.53
ANDREA CARTER & ASSOCIATES	Marketing Service	675268	04/20/2018	3,200.00
EYE MED	Vision Insurance	675173	04/06/2018	3,165.02
TIME WARNER CABLE	Utilities	675145	04/03/2018	3,049.50
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675162	04/06/2018	2,945.36
STATE BOARD OF EQUAL	Use Sales Tax	675394	04/26/2018	2,854.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	675256	04/13/2018	2,851.50
AVAIL TECHNOLOGIES	Inventory Repair Parts	675209	04/13/2018	2,847.20
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675359	04/26/2018	2,807.03
PATRICK M. BRASSIL	Contracted Services-Hydrogen	675383	04/26/2018	2,800.00
NEW FLYER PARTS	Inventory Repair Parts	675203	04/13/2018	2,782.33
HD INDUSTRIES	Inventory Repair Parts	675369	04/26/2018	2,670.48
PROPER SOLUTIONS	Temporary Help Service	675139	04/03/2018	2,655.19
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675186	04/06/2018	2,586.00
MAGELLAN HEALTHCARE	Employee Assistance Program	675132	04/03/2018	2,542.65
BURRTEC WASTE & RECYCLING SERVICES	Utilities	675211	04/13/2018	2,420.04
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	675158	04/06/2018	2,361.43
ACCOUNTEMPS	WIP-ERP Project	675202	04/13/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675262	04/20/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675347	04/26/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675150	04/06/2018	2,358.80
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	675222	04/13/2018	2,251.28

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Vendor Name	Description	Check #	Payment Date	Payment Amount
HOME DEPOT CREDIT SERVICES	Facility Maintenance	675295	04/20/2018	2,200.78
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	675333	04/23/2018	2,187.90
FLEET-NET CORPORATION	Computer Network Software Agreement	675125	04/03/2018	2,130.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	675328	04/20/2018	2,126.68
L & T TRANSMISSION DYNAMICS, INC	Repair Parts-Support Vehicles	675346	04/26/2018	2,100.00
OFFICE DEPOT	Office Supplies	675240	04/13/2018	2,099.03
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675163	04/06/2018	2,066.02
PROPER SOLUTIONS	Temporary Help Service	675313	04/20/2018	2,040.00
PROPER SOLUTIONS	Temporary Help Service	675245	04/13/2018	2,040.00
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675218	04/13/2018	2,029.99
DESERT CITY CAB	Taxi Voucher program	675165	04/06/2018	2,007.75
LUIS GARCIA	Reimbursement Expenses	675305	04/20/2018	1,956.13
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675249	04/13/2018	1,937.95
ALEXANDER COHN, ESQ	Legal Services	675266	04/20/2018	1,875.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	675233	04/13/2018	1,857.00
FIESTA FORD, INC.	Repair Parts-Support Vehicles	675224	04/13/2018	1,809.18
PSOMAS	WIP- CNG Station	675246	04/13/2018	1,754.41
DECALS BY DESIGN, INC.	Inventory Repair Parts	675220	04/13/2018	1,717.32
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675217	04/13/2018	1,699.87
VERIZON WIRELESS	Wireless Telephone Service	675198	04/06/2018	1,638.29
SMARTDRIVE SYSTEMS, INC.	General Services	675251	04/13/2018	1,520.00
CSUSB PHILANTHROPIC FOUNDATION	Travel-Meeting/Seminars	675149	04/05/2018	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	675216	04/13/2018	1,486.95
AIR & HOSE SOURCE, INC.	Inventory Repair Parts	675116	04/03/2018	1,352.25
DESERT CITY CAB	Taxi Voucher Program	675362	04/26/2018	1,340.21
CASSEL & ASSOCIATES	Inventory Repair Parts-SunFuels	675356	04/26/2018	1,339.96
MARIA J HERRERA	Cash-Wells Fargo Bank Payroll Acct	675331	04/20/2018	1,334.84
DECALS BY DESIGN, INC.	WIP-Hydrogen FCB Lo-No	675360	04/26/2018	1,314.68
AVAIL TECHNOLOGIES	Radio Maintenance	675118	04/03/2018	1,300.00
SOCO GROUP INC, THE	Lubricants-Oils	675390	04/26/2018	1,289.28
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	675375	04/26/2018	1,205.48
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675358	04/26/2018	1,204.68
PLAZA TOWING, INC.	Contracted Services Towing	675312	04/20/2018	1,150.00
C V WATER DISTRICT	Utilities	675274	04/20/2018	1,054.85
HD INDUSTRIES	Inventory Repair Parts	675178	04/06/2018	1,024.56
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	675272	04/20/2018	1,000.00
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	675157	04/06/2018	1,000.00

**SunLine Transit Agency
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Total Checks Over \$1,000	\$1,865,551.50
Total Checks Under \$1,000	\$45,718.03
Total Checks	\$1,911,269.53

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for April 2018

Summary:

The attached report summarizes the Agency's credit card expenses for April 2018 with a statement closing date of May 2, 2018. Note that item 17, related to the Center the Excellence, is a reimbursable expense through a CTE grant.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 5/02/18

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 4/4/2018	4/4/2018	Westin Tampa Waterside	Lodging - Deposit; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$222.88
2 4/4/2018	4/4/2018	APTA	Conference Registration; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$875.00
3 4/4/2018	4/4/2018	Southwest Airlines	Flight on Southwest Airlines; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$518.20
4 4/7/2018	4/7/2018	Marriott New Port Beach	Lodging (1 Room for 3 nights); CalAct Spring Conference - Lauren Skiver, CEO/GM		\$682.86
5 4/11/2018	4/11/2018	Greet Transportation Summit & Expo	Conference Registration; Green Transportation Summit & Expo - Lauren Skiver, CEO/GM		\$50.00
6 4/17/2018	4/17/2018	Transport Thrifty Car Rental	Car Rental; Trip to SunLine for May Board Meeting - Ken Potts, Planning Consultant		\$170.43
7 4/17/2018	4/17/2018	Mario's Italian Café	Mario's Italian Café Catering; April Board Meeting - Board of Directors		\$294.80
8 4/21/2018	4/21/2018	Courtyard Marriott	Lodging (1 Room for 3 nights); Green Transportation Summit & Expo - CEO/GM Lauren Skiver		\$614.01
9 4/24/2018	4/24/2018	Hyatt Regency	Lodging (1 Room for 1 night) - Online Booking Fee; ACT Expo - Bill Loper, Alternative Fuels Program Manager		\$12.99
10 4/24/2018	4/24/2018	Hyatt Regency	Lodging (1 Room for 1 night); ACT Expo - Bill Loper, Alternative Fuels Program Manager		\$278.94
11 4/26/2018	4/26/2018	Hyatt Regency	Lodging (1 Room for 1 night); APTA Awards Deliberation for CEO/GM Lauren Skiver		\$311.37
12 4/27/2018	4/27/2018	Panda Express	Panda Express Catering; Negotiations/Arbitration Training		\$154.08
13 4/27/2018	4/27/2018	Marriott Tampa Waterside	Lodging (1 Room 6 nights); APTA 2018 Bus & Paratransit Conference for Chief Performance Officer, Tommy Edwards		\$883.05
14 4/27/2018	4/27/2018	Marriott Tampa Waterside	Lodging (1 Room 5 nights); APTA 2018 Bus & Paratransit Conference for Chief Safety Officer, Peter Gregor		\$1,101.00
15 4/30/2018	4/30/2018	LB Conv Ent Ctr	Parking; ACT Conference & Expo - Lauren Skiver, CEO/GM		\$15.00
16 5/1/2018	5/1/2018	LB Conv Ent Ctr	Parking; ACT Conference & Expo - Lauren Skiver, CEO/GM		\$15.00
17 5/2/2018	5/2/2018	Expedia	Lodging (2 Rooms for 1 night); Center of Excellence Visit - Lauren Skiver, CEO/GM and Rudy Le Flore, Chief Project Consultant <i>REIMBURSABLE THROUGH GRANT</i>		\$216.22
Credits and Charges:				\$0.00	\$6,415.83
Total:				\$6,415.83	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/02/18
Days in Billing Cycle	29
Next Statement Date	06/04/18
Credit Line	\$40,000
Available Credit	\$30,131

For 24-Hour Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Elite Card Payment Center PO Box 77066
Minneapolis, MN 55480-7766

Payment Information

New Balance	\$6,415.83
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/29/18

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$4,631.76
Credits	-	\$0.00
Payments	-	\$4,631.76
Purchases & Other Charges	+	\$6,415.83
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$6,415.83

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$46.32
Cash Earned this Month		\$64.16
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$110.48
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$267.40

Cash Back Notice

Your next cash back reward is scheduled for 06/2018.

See reverse side for important information.

DETACH HERE
Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$6,415.83
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/29/18



Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG
PO BOX 77066 29
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
65052
P405



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$6,415.83 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/29/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$6,415.83

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
04/30	04/30	F326800G800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	4,631.76	
			TOTAL [REDACTED]		\$4,631.76-

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In [REDACTED]

04/04	04/04	2443106FE0D17SYH8	APTA HOUSING OFFICE FALLS CHURCH VA		222.88
04/04	04/04	2463923FFS66GDMB8	APTA 202-4964800 DC		875.00
04/04	04/04	2469216FF2XY3H3NJ	SOUTHWES 5261431722937800-435-9792 TX		518.20
		05/04/18	LE FLORE/RUDOLPHUS		
		1 WN H	ONTARIO CHICAGO		
		2 WN H	CHICAGO TAMPA		
		3 WN S	TAMPA ONTARIO		
04/07	04/07	2469216FH2Y0MJ1PY	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		682.86
04/11	04/11	2469216FM2XLS0QHN	SOCIAL ENTERPRISES I 503-226-2377 OR		50.00
04/17	04/17	7424191FVPPND84BV	TRANSPORT*THRIFTY CAR RENTAL IE		170.43
04/17	04/17	2469216FW2X9TABHH	MARIO'S ITALIAN CAFE V PALM DESERT CA		294.80
04/21	04/21	2469216FZ2X5HT3E4	COURTYARD BY MARRIOTT TACOMA WA		614.01
04/24	04/24	2449215G2LYQB0L2	HOTELBOOKINGSERVFEE 800-727-9059 UT		12.99
04/24	04/24	2469216G22XRQ2F93	CCI*HOTEL RESCOUNTER 855-707-6654 TX		278.94
04/26	04/26	2443106G40D17S265	APTA HOUSING OFFICE FALLS CHURCH VA		311.37
04/27	04/27	2443106G6RQEFWB4	PANDA EXPRESS #745 T RANCHO MIRAGE CA		154.08
04/27	04/27	2469216G52X6HADBN	MARRIOTT TAMPA WATERSI TAMPA FL		883.05
04/27	04/27	2469216G52X6HADBY	MARRIOTT TAMPA WATERSI TAMPA FL		1,101.00
04/30	04/30	2449398G86035E55G	LB CONV & ENT CTR 5624363636 CA		15.00
05/01	05/01	2449398G960ND49GG	LB CONV & ENT CTR 5624363636 CA		15.00
05/02	05/02	2469216GA2XHW4P6	EXPEDIA 7349362267276 EXPEDIA.COM WA		216.22
			TOTAL \$6,415.83		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

Beginning with your June statement, your Payment Due Date will be assigned to the same calendar day each month. This upcoming change means that the Next Statement Date shown on your May statement may be slightly earlier than the actual next statement date. Your June statement will contain more information on this change.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of April 30, 2018, the organization's revenues net of subsidies are \$392,249 over budget or 8.6% above the YTD budget. Expenditures are \$2,348,114 under budget or 8.1% below the YTD budget.
- The net operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,984,371	250,273	248,698	1,575	2,451,116	2,486,976	(35,860)	17.9%
Other Revenue	2,469,132	263,415	205,761	57,654	2,485,719	2,057,610	428,109	-0.7%
Total Operating Revenue	5,453,503	513,688	454,459	59,230	4,936,835	4,544,586	392,249	9.5%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,537,771	726,888	794,814	67,926	7,338,614	7,948,142	609,529	23.1%
Operator & Mechanic Overtime	1,159,221	47,604	96,602	48,998	836,124	966,018	129,893	27.9%
Administration Salaries & Wages	5,338,186	420,543	444,849	24,306	4,012,116	4,448,489	436,373	24.8%
Administration Overtime	13,593	1,060	1,133	73	14,993	11,328	(3,665)	-10.3%
Fringe Benefits	9,115,420	675,866	759,618	83,752	7,033,295	7,596,183	562,888	22.8%
Communications	196,800	15,524	16,400	876	145,607	164,000	18,393	26.0%
Legal Services - General	80,000	11,004	6,667	(4,337)	92,973	66,667	(26,306)	-16.2%
Computer/Network Software Agreement	452,868	29,135	37,739	8,604	335,307	377,390	42,083	26.0%
Uniforms	112,550	2,956	9,379	6,423	53,320	93,792	40,472	52.6%
Contracted Services	458,822	31,086	38,235	7,149	312,146	382,352	70,205	32.0%
Equipment Repairs	7,500	732	625	(107)	3,537	6,250	2,713	52.8%
Security Services	103,604	8,371	8,634	262	84,036	86,337	2,301	18.9%
Fuel - CNG	1,519,757	88,758	126,646	37,888	1,096,544	1,266,464	169,920	27.8%
Fuel - Hydrogen	232,078	11,585	19,340	7,754	153,635	193,398	39,763	33.8%
Tires	252,028	18,903	21,002	2,099	190,187	210,023	19,836	24.5%
Office Supplies	72,400	7,593	6,033	(1,559)	50,636	60,333	9,697	30.1%
Travel/Training	142,033	8,263	11,836	3,573	98,371	118,361	19,990	30.7%
Repair Parts	1,287,995	102,731	107,333	4,602	1,048,177	1,073,329	25,152	18.6%
Facility Maintenance	43,000	2,849	3,583	734	32,982	35,833	2,852	23.3%
Electricity - CNG & Hydrogen	175,000	14,005	14,583	578	145,410	145,833	424	16.9%
Natural Gas	1,446,372	85,322	120,531	35,209	1,090,299	1,205,310	115,012	24.6%
Water	7,500	433	625	192	3,769	6,250	2,481	49.7%
Insurance Losses	1,136,702	77,089	94,725	17,636	992,483	947,252	(45,232)	12.7%
Insurance Premium - Property	13,315	1,049	1,110	61	12,866	11,096	(1,771)	3.4%
Repair Claims	200,000	189	16,667	16,477	31,038	166,667	135,629	84.5%
Fuel Taxes	168,200	16,597	14,017	(2,581)	178,291	140,167	(38,124)	-6.0%
Other Expenses	3,288,311	232,750	274,026	41,276	2,568,177	2,740,259	172,081	21.9%
Self Consumed Fuel	(1,681,000)	(100,385)	(140,083)	39,698	(1,236,359)	(1,400,833)	164,474	26.5%
Total Operating Expenses (Before Depreciation)	34,880,026	2,538,502	2,906,669	368,167	26,718,574	29,066,688	2,348,114	23.4%
Operating Expenses in Excess of Operating Revenue		\$ (2,024,814)			\$ (21,781,739)			
Subsidies:								
Local - Measure A	5,153,400	354,601	429,450	74,849	3,814,586	4,294,500	479,914	26.0%
State - LTF	18,753,800	1,290,433	1,562,817	272,384	13,881,707	15,628,167	1,746,460	26.0%
Federal - 5307, 5309, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	379,780	459,944	80,164	4,085,445	4,599,436	513,990	26.0%
Total Subsidies	29,426,523	2,024,814	2,452,210	427,396	21,781,739	24,522,103	2,740,364	26.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
April 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	25,164,191	1,871,961	2,097,016	225,055	19,235,142	20,970,159	1,735,018	23.6%
Services	2,639,603	205,444	219,967	14,523	2,392,333	2,199,669	(192,663)	9.4%
Fuels & Lubricants	1,925,987	106,567	160,499	53,932	1,381,777	1,604,989	223,212	28.3%
Tires	252,028	18,903	21,002	2,099	190,187	210,023	19,836	24.5%
Materials and Supplies	1,621,445	127,141	135,120	7,979	1,272,463	1,351,204	78,740	21.5%
Utilities	1,919,372	116,799	159,948	43,149	1,453,981	1,599,477	145,496	24.2%
Casualty & Liability	1,885,324	127,224	157,110	29,886	1,430,523	1,571,103	140,580	24.1%
Taxes and Fees	168,200	16,597	14,017	(2,581)	178,291	140,167	(38,124)	-6.0%
Miscellaneous Expenses	984,877	48,251	82,073	33,822	420,236	820,731	400,495	57.3%
Self Consumed Fuel	(1,681,000)	(100,385)	(140,083)	39,698	(1,236,359)	(1,400,833)	164,474	26.5%
Total Operating Expenses (Before Depreciation)	34,880,026	2,538,502	2,906,669	368,167	26,718,574	29,066,688	2,348,114	23.4%
Revenues:								
Passenger Revenue	2,984,371	250,273	248,698	1,575	2,451,116	2,486,976	(35,860)	17.9%
Other Revenue	2,469,132	263,415	205,761	57,654	2,485,719	2,057,610	428,109	-0.7%
Total Operating Revenue	5,453,503	513,688	454,459	59,230	4,936,835	4,544,586	392,249	9.5%
Net Operating Gain (Loss)		\$ (2,024,814)			\$ (21,781,739)			
Subsidies:								
Local - Measure A	5,153,400	354,601	429,450	74,849	3,814,586	4,294,500	479,914	26.0%
State - LTF	18,753,800	1,290,433	1,562,817	272,384	13,881,707	15,628,167	1,746,460	26.0%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	379,780	459,944	80,164	4,085,445	4,599,436	513,990	26.0%
Total Subsidies	29,426,523	2,024,814	2,452,210	427,396	21,781,739	24,522,103	2,740,364	26.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 168,440 trips below FY17 YTD amounts.
- Ridership is currently at 4.6% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

Passenger Revenue

	FY17-April	FY18-April	Variance	%Δ
Fixed Route	\$ 234,883	\$ 222,899	\$ (11,984)	-5.1%
Paratransit	\$ 27,458	\$ 27,373	\$ (84)	-0.3%
System Total	\$ 262,341	\$ 250,273	\$ (12,068)	-4.6%

Ridership

	FY17-April	FY18-April	Variance	%Δ
Fixed Route	339,555	338,927	(628)	-0.2%
Paratransit	13,237	12,413	(824)	-6.2%
SolVan	-	2,107	2,107	
System Total	352,792	353,447	655	0.2%

Passenger Revenue

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 2,353,559	\$ 2,179,939	\$ (173,620)	-7.4%
Paratransit	\$ 283,809	\$ 271,177	\$ (12,632)	-4.5%
System Total	\$ 2,637,368	\$ 2,451,116	\$ (186,252)	-7.1%

Ridership

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,491,807	3,315,298	(176,509)	-5.1%
Paratransit	136,934	130,127	(6,807)	-5.0%
SolVan	-	14,876	14,876	
System Total	3,628,741	3,460,301	(168,440)	-4.6%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.
The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.
- Emissions credit selling price has increased.

	YTD-April	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 91,331	\$ 38,889	\$ 52,442	134.9%
OUTSIDE FUELING REVENUE	\$ 1,298,179	\$ 1,000,000	\$ 298,179	29.8%
EMISSIONS CREDITS REVENUE	\$ 794,182	\$ 625,000	\$ 169,182	27.1%

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.
Department 12 Operations - Fixed Route has two (2) vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
Department 12 Operations - Fixed Route has six (6) operators on long-term disability.
Department 14 Operations - Paratransit has one (1) operator on long-term disability.
Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

Operator & Mechanic Overtime - Favorable

- Operator and Mechanic Overtime have a favorable variance due to staffs continued efforts to reduce costs. In FY 18 SunLine focused on redesigning transit, through the development and implementation of service changes that resulted in cost savings.

April

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	849	1,002	\$ 31,968
Paratransit	N/A	511	511	\$ 12,823
Mechanics	N/A	74	74	\$ 2,692

YTD-April

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,766	15,234	18,000	\$ 572,471
Paratransit	N/A	8,317	8,317	\$ 210,013
Mechanics	N/A	1,280	1,280	\$ 46,812

Administration Salaries & Wages - Favorable

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Grants Analyst Accounting Clerk, CAO)
- Also, consultant expenses vary throughout the year.

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime. To cover actual workload, the active employees have to work extended hours.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to vacant positions across the agency.

Communications - Favorable

- The favorable variance is mainly attributed to an allowance for additional internet circuits as well as other devices for users and buses. The IT department has adjusted its communication plan for FY 2018 and may not consume all of the communication costs.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- YTD-April SunLine had 486 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the later part of the year:
 - Barracuda - provides web filters, spam filters, and email archive
 - Keystone - support for SYSCO devices
 - Cummins Software - utilize to run diagnostics on Cummins engines
 - Lansweeper - network management tool.

Uniforms - Favorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on a need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred).

Equipment Repairs - Favorable

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed in FY 18.
Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).
- The unfavorable variance in April is due to the repair of a cashbox receiver.

Security Services - Favorable

- Security Service expenses are within an acceptable range of the budget.

Fuel - CNG - Favorable

- Internal consumption has decreased by 49,087 GGE's below FY17 YTD amounts.
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

Internal GGE Usage

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	120,684				
April FY 18	111,159	(9,525)	(151)	-7.89%	-0.14%
March FY 18	111,310				
YTD April FY 17	1,214,137				
YTD April FY 18	1,165,050	(49,087)		-4.04%	

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- There have been several breakdowns that attributed to a decrease in hydrogen fuel consumption. In April five (5) hydrogen buses were down for repairs.
FC7 was down twenty-three days
FC8 was down twenty-three days
FC6 was down for nine (9) days
FC3 was down fourteen days
FC5 was down five (5) days
- Two (2) fuel buses were down long-term for significant repairs.
FC5 was down for an APS controller from 09/13/17 to 12/17/17.
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

Tires - Favorable

- The favorable variance is primarily attributed to a decrease in total miles traveled YTD in comparison to the last fiscal year.

Office Supplies - Favorable

- Office supplies are a variable expense; costs vary throughout the year as required.
- Office supplies were unfavorable for April due to postage expenses for large mail distributions for paratransit, and the purchase of asset tags for the finance department.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts -Favorable

- The favorable variance in repair parts is mainly attributed to a budget adjustment that was executed in March to adjust for the higher repair parts expenses than initially projected. Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In April fixed route had costs of \$77,598 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For April paratransit had expenses of \$10,461 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In April support vehicle repair parts had a cost of \$6,059.82 for repair parts (e.g., preventative maintenance, tire replacement, power steering)

Facility Maintenance - Favorable

- There is a favorable variance due to lower expenses and maintenance issues in the Thousand Palms and Indio facilities.

Electricity - CNG & Hydrogen - Favorable

- Electricity expenses are within an acceptable range of the budgeted amount.

Natural Gas - Favorable

- The FY 18 budget allowed for an increase in outside CNG usage.
The favorable balance of natural gas costs is primarily attributed to an average \$0.056 decrease in internal GGE cost over YTD-FY17.
- In April there were 990 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 30,102 GGE's above FY17 YTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	50,851				
April FY 18	53,824	2,973	(990)	5.85%	-1.81%
March FY 18	54,814				
YTD April FY 17	488,941				
YTD April FY 18	519,043	30,102		6.16%	

Water and Gas - Favorable

- Gas expenses in the Indio facility follow a seasonal pattern. The large heaters have not been utilized due to a warmer winter.
- The maintenance team has put an emphasis this fiscal year on water conservation and made changes to their routines that have helped reduce water consumption.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- As of the third quarter, there are eighty-one active workers compensation claims. That is an increase of seven claims over the third quarter of the previous fiscal year. The estimated loss retention has increased \$445,694 due to the rise in claims.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the higher premium for required flood insurance.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of April, there have been a total of 71 collisions, that is a decrease of 10 collisions over the fiscal year 2017.
The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$818 compared to \$1,811 in FY 17.
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$94,352 above FY17 YTD amounts.
- For April sales have decreased \$3,967 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	\$ 126,423				
April FY 18	\$ 135,470	\$ 9,047	\$ (3,967)	7.16%	-2.85%
March FY 18	\$ 139,438				
YTD April FY 17	\$ 1,203,827				
YTD April FY 18	\$ 1,298,179	\$ 94,352		7.84%	

Other Expenses - Favorable

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

Self Consumed Fuel - Favorable

- The favorable balance is primarily attributed to a decrease in total miles traveled FY18-YTD in comparison to FY17-YTD totals.
There is a decrease of 86,979 total miles traveled in FY18 YTD in comparison to FY17 YTD.

Mileage

	March FY18	April FY18	Variance	%Δ
Fixed Route	318,299	308,448	(9,851)	-3.1%
Paratransit Passenger	99,929	99,929	-	0.0%
System Total	418,228	408,377	(9,851)	-2.4%

Mileage YTD-April

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,235,282	3,180,326	(54,956)	-1.7%
Paratransit Passenger	1,016,473	984,450	(32,023)	-3.2%
System Total	4,251,755	4,164,776	(86,979)	-2.0%

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed in Excess of \$25,000 May 2018

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of May 2018, there was one (1) contract executed:

VENDOR	PURPOSE
BAE Systems	AFCB Technical Support

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

May 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BAE	Lo-No Drive System and Integrated Parts	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$4,626,252.50	\$169,326.00	Executed Agreement Board approved

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary April 2018

Summary:

The pension asset summary demonstrates the book and market value of all assets as well as the total asset allocation for SunLine's Bargaining and Non-Bargaining retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

For the month of April, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

	Actual	Range
Equities	63.23%	35 – 75%
Fixed Income	36.17%	25 – 64%
Cash & Equivalent	0.60%	0 – 10%

Non-Union

	Actual	Range
Equities	63.28%	35 – 75%
Fixed Income	36.11%	25 – 64%
Cash & Equivalent	0.61%	0 – 10%

Recommendation:

Receive and file.

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SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

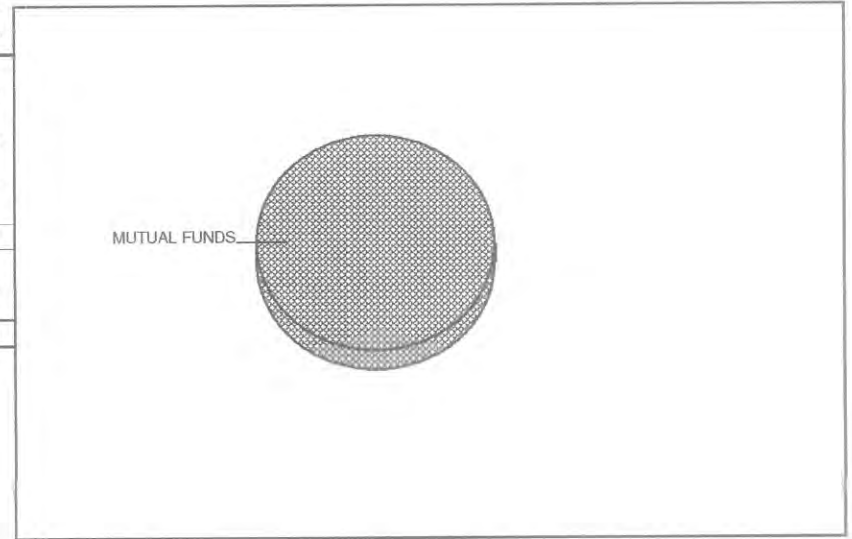
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 Period from April 1, 2018 to April 30, 2018

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ASSET SUMMARY

ASSETS	04/30/2018 MARKET	04/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	157,503.91	157,503.91	0.60
Mutual Funds-Equity	16,553,539.63	15,283,134.94	63.23
Mutual Funds-Fixed Income	9,469,813.49	9,805,540.49	36.17
Total Assets	26,180,857.03	25,246,179.34	100.00
Accrued Income	158.38	158.38	0.00
Grand Total	26,181,015.41	25,246,337.72	100.00

Estimated Annual Income **593,820.82**



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SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

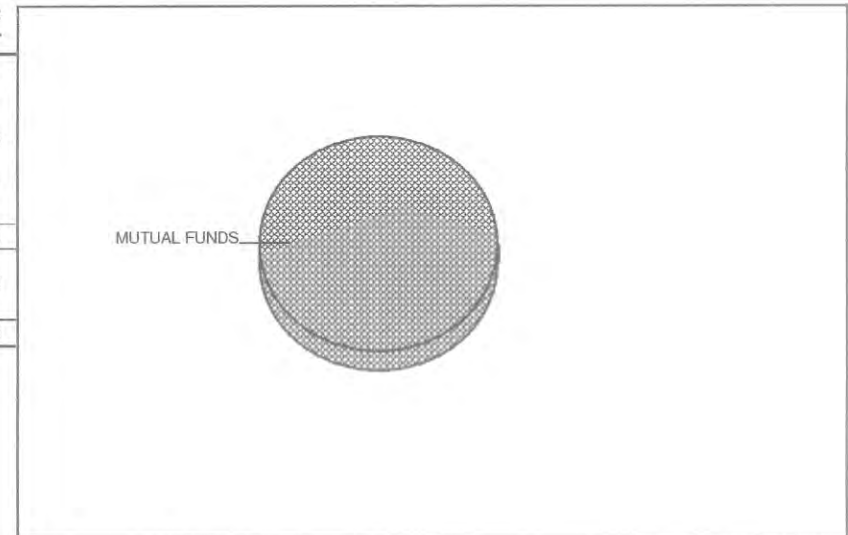
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 Period from April 1, 2018 to April 30, 2018

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ASSET SUMMARY

ASSETS	04/30/2018 MARKET	04/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	162,971.26	162,971.26	0.61
Mutual Funds-Equity	16,901,191.07	15,605,069.69	63.28
Mutual Funds-Fixed Income	9,644,605.74	9,990,421.32	36.11
Total Assets	26,708,768.07	25,758,462.27	100.00
Accrued Income	169.61	169.61	0.00
Grand Total	26,708,937.68	25,758,631.88	100.00

Estimated Annual Income **605,513.95**



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for May 2018

Summary:

System-wide ridership this May decreased -5.0% versus May 2017.

Ridership		
	17-May	18-May
Fixed Route	358,983	342,872
Van Pool	-	2,300
Sundial	14,147	13,365
System Total	373,130	358,537

May notes:

- Out of 15 fixed routes and 1 commuter, 9 routes have seen a ridership decrease.
- Service frequency increase on the Line 80 is a contributing factor to the 24.7% increase in ridership on this route.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report May 2018

Line	Fixed Route Description	May 2018	May 2017	Apr 2018	FY 2017 & 2018		FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	50,509	54,640	50,173	(4,131)	-7.6%	558,594	583,052	(24,458)	-4.2%	1,644	17,606	518	6,114
15	DHS	10,306	9,952	9,466	354	3.6%	105,912	96,435	9,477	9.8%	150	1,463	56	756
20	DHS/PD	2,265	2,286	2,406	(21)	-0.9%	22,675	23,598	(923)	-3.9%	77	876	3	90
21	PD	1,128	-	1,232	1,128	100.0%	5,445	-	5,445	100.0%	47	225	4	89
24	PS	15,822	14,467	14,770	1,355	9.4%	153,201	150,139	3,062	2.0%	423	3,920	125	1,129
30	CC/PS	53,608	57,747	53,133	(4,139)	-7.2%	584,159	638,257	(54,098)	-8.5%	1,719	21,691	396	4,756
32	PD/RM/TP/CC/PS	20,871	21,666	20,529	(795)	-3.7%	219,142	230,928	(11,786)	-5.1%	1,044	9,080	140	1,032
54	Indio/LQ/IW/PD	6,883	6,559	7,330	324	4.9%	69,068	71,143	(2,075)	-2.9%	219	2,370	25	367
70	LQ/BD	15,066	16,687	15,019	(1,621)	-9.7%	151,712	168,318	(16,606)	-9.9%	539	5,366	35	299
80	Indio	15,717	12,602	14,046	3,115	24.7%	128,497	132,214	(3,717)	-2.8%	295	2,575	110	1,130
81	Indio	8,913	8,584	8,304	329	3.8%	85,205	82,609	2,596	3.1%	43	765	29	455
90	Coachella/Indio	6,000	10,576	6,287	(4,576)	-43.3%	86,225	131,170	(44,945)	-34.3%	69	1,278	59	648
91	I/Cch/Th/Mec/Oas	15,331	18,309	13,918	(2,978)	-16.3%	164,986	165,884	(898)	-0.5%	312	3,147	32	379
95	I/Cch/Th/Mec/NS	2,240	2,129	2,264	111	5.2%	21,763	26,439	(4,676)	-17.7%	77	534	3	101
111	PS to Indio	117,065	117,229	118,910	(164)	-0.1%	1,266,901	1,292,679	(25,778)	-2.0%	4,853	48,844	767	7,421
220	PD to Riverside	1,148	1,243	1,140	(95)	-7.6%	12,818	12,249	569	4.6%	58	361	6	92
Fixed Route Total		342,872	358,983	338,927	(16,111)	-4.5%	3,658,170	3,850,790	(192,620)	-5.0%	11,569	120,994	2,308	25,010
SolVan		2,258	-	2,107	2,258	0.0%	17,134	-	17,134	100.0%				
Demand Response														
SunDial		13,365	14,147	12,413	(782)	-5.5%	143,492	151,081	(7,589)	-5.0%				
System Total		358,495	373,130	353,447	(14,635)	-3.9%	3,818,796	4,001,871	(183,075)	-4.57%				
		May-18	May-17	Apr-18										
	Weekdays:	22	22	21										
	Saturdays:	4	4	4										
	Sundays:	* 5	* 5	5										
	Total Days:	31	31	30										

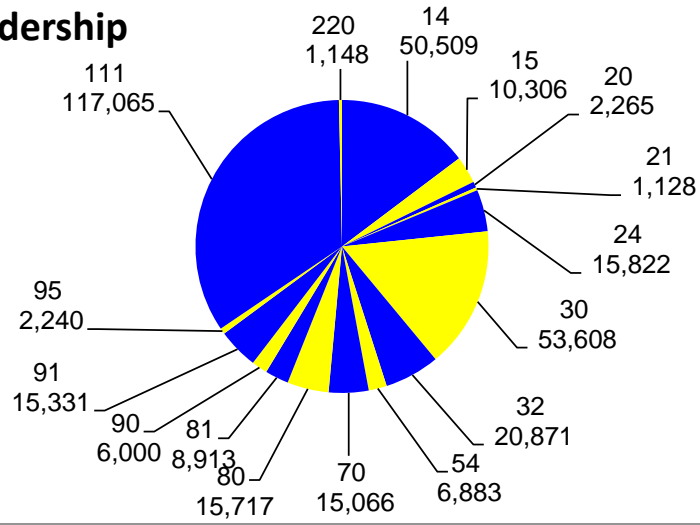
Please note:

*Running the Saturday/Sunday service May 29, 2017/ May 28, 2018 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

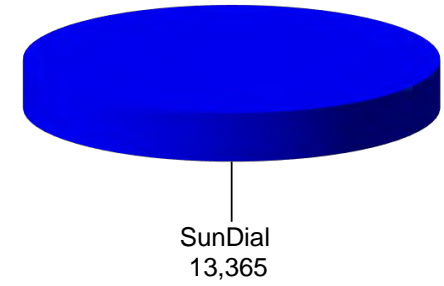
Issued:4/03/2018

SunLine Transit Agency Monthly Ridership Report May - 2018

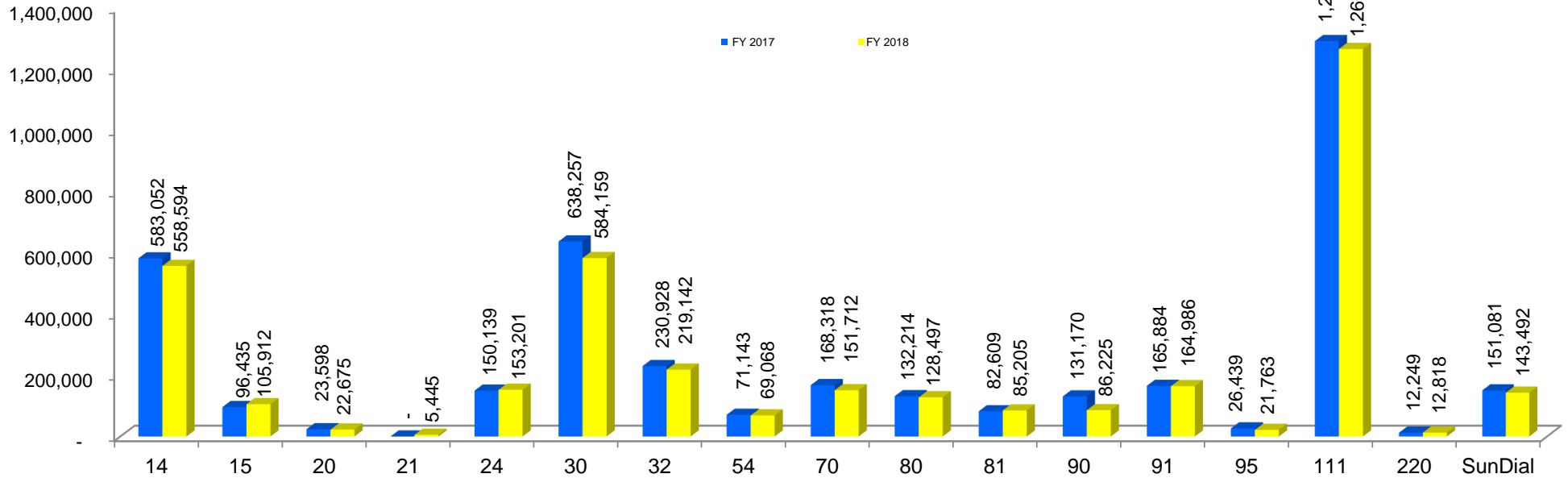
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2018

Summary:

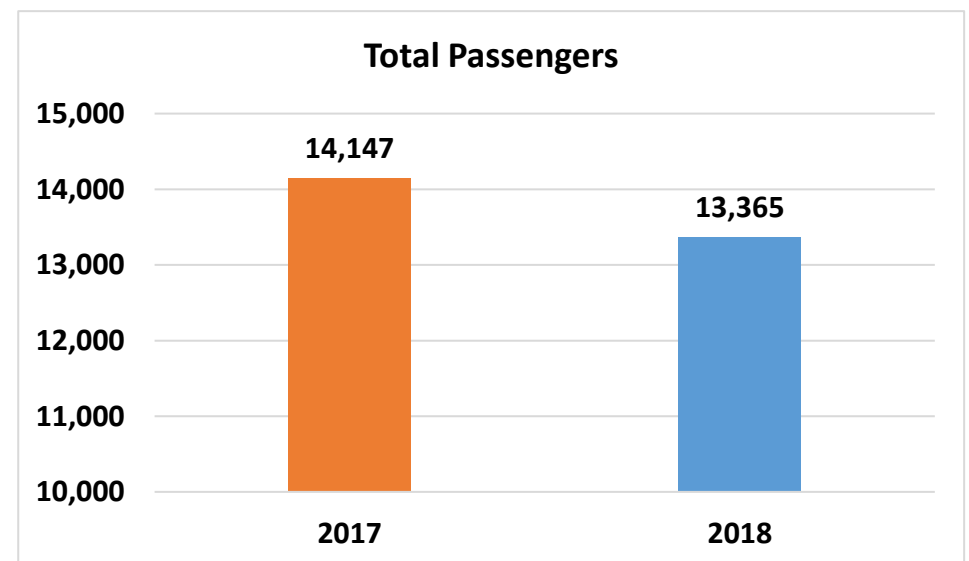
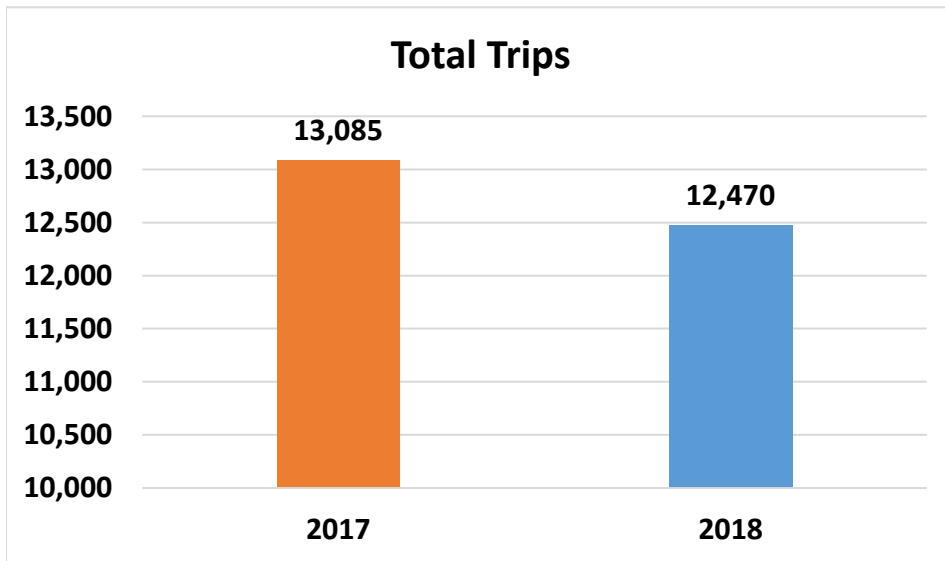
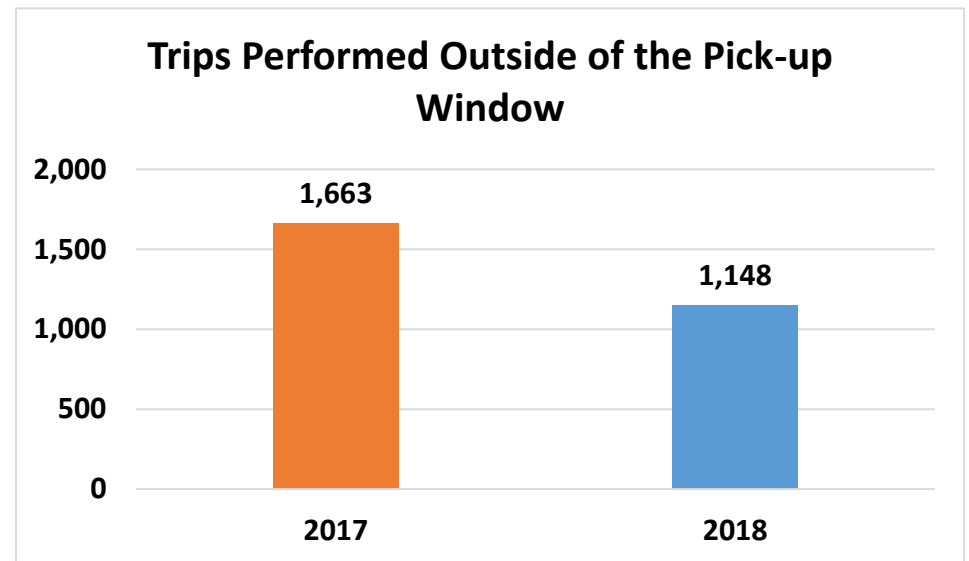
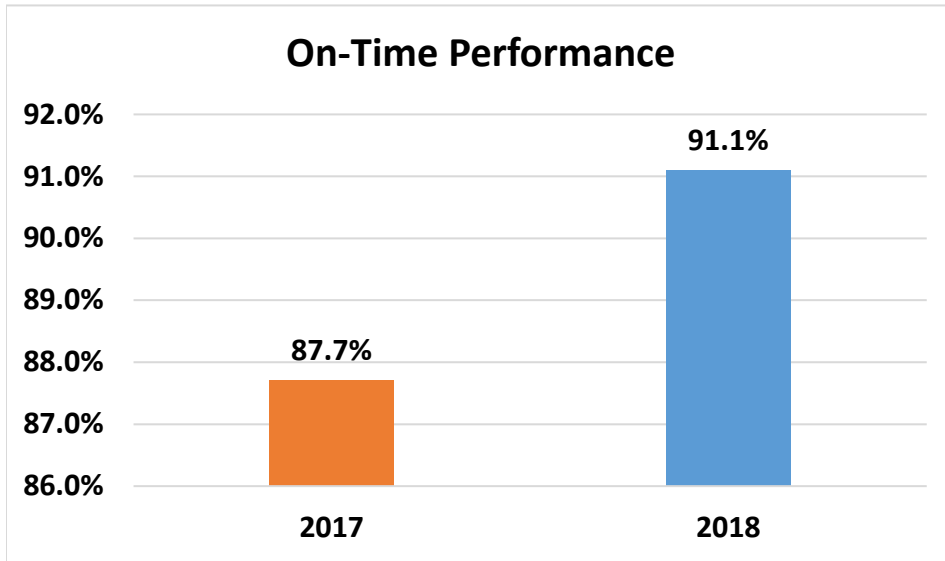
The attached report summarizes SunDial's operation for May 2018. Highlights of this report include an on-time performance percentage of 91.1% compared to 87.7% in May 2017. There was a 5.5% decrease in ridership along with a 4.7% decrease in total trips.

Recommendation:

Receive and file.

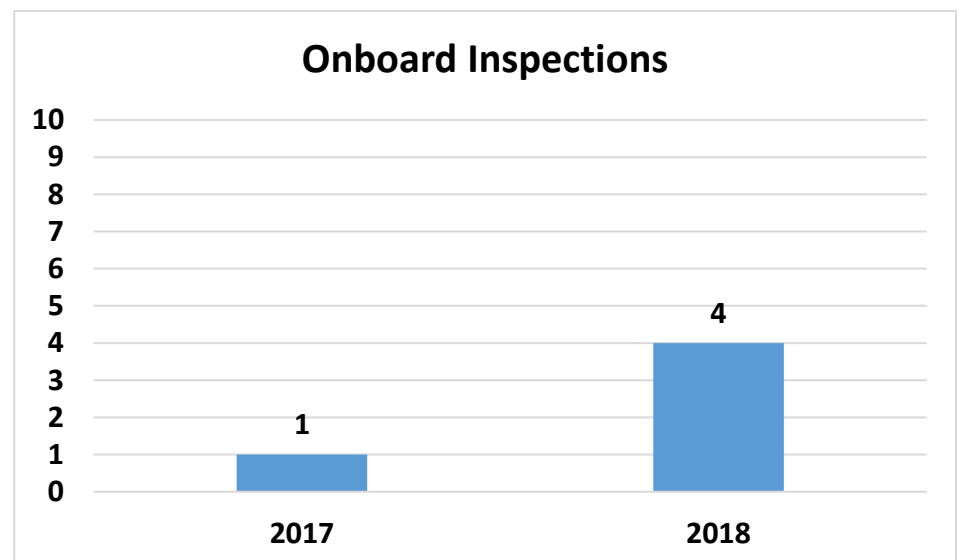
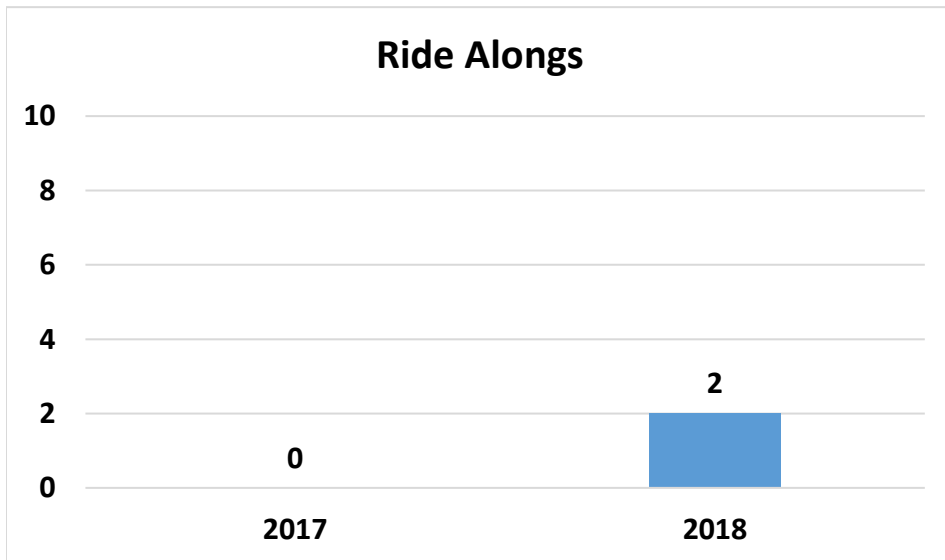
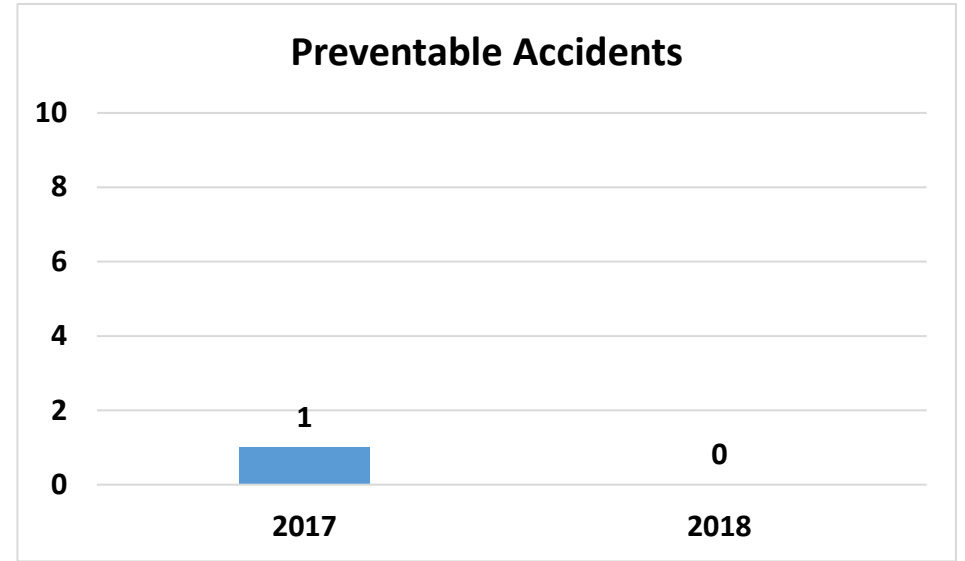
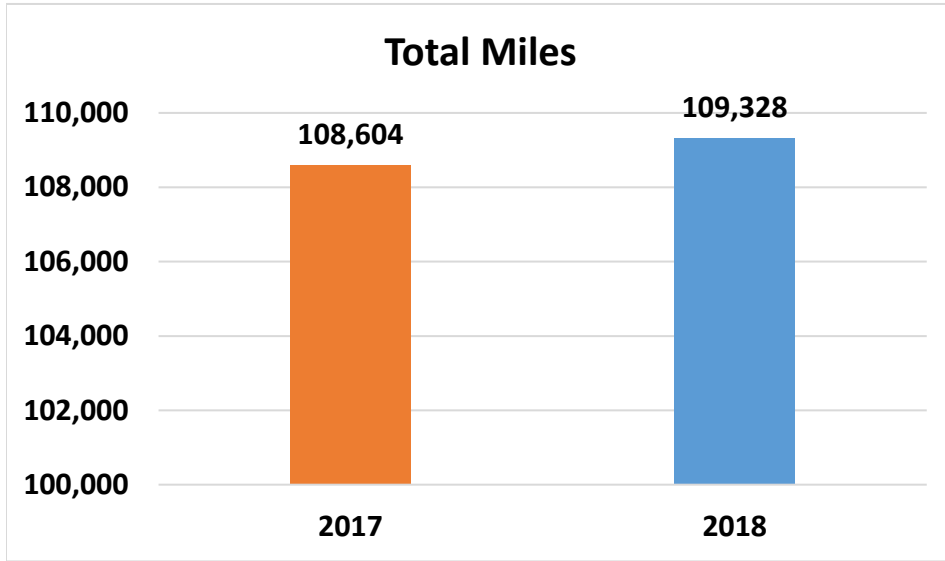
SunDial Operational Notes

MAY 2017/2018



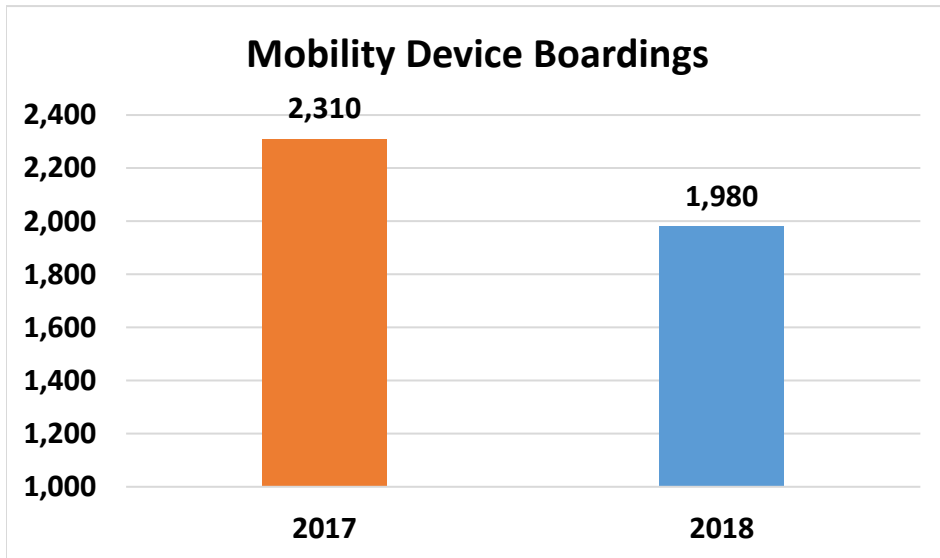
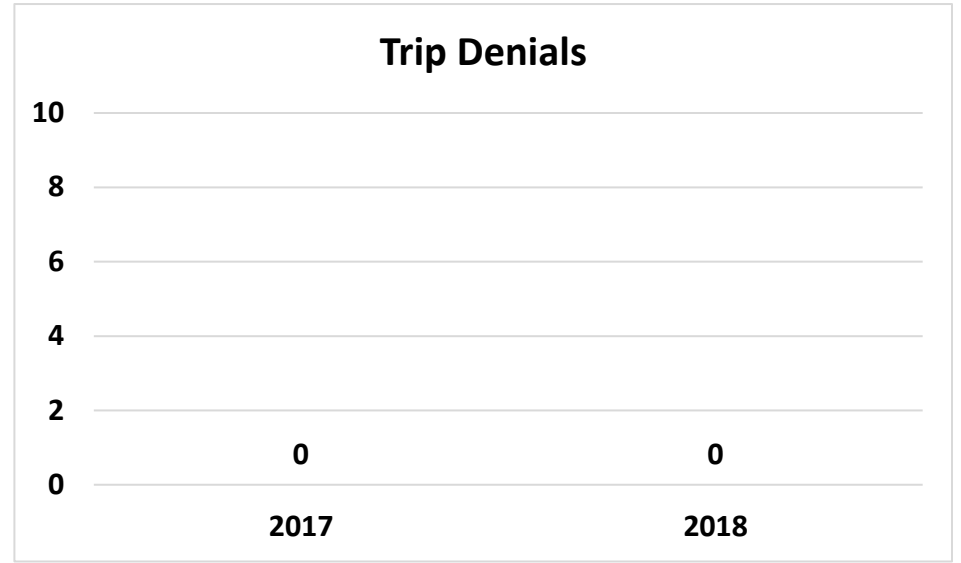
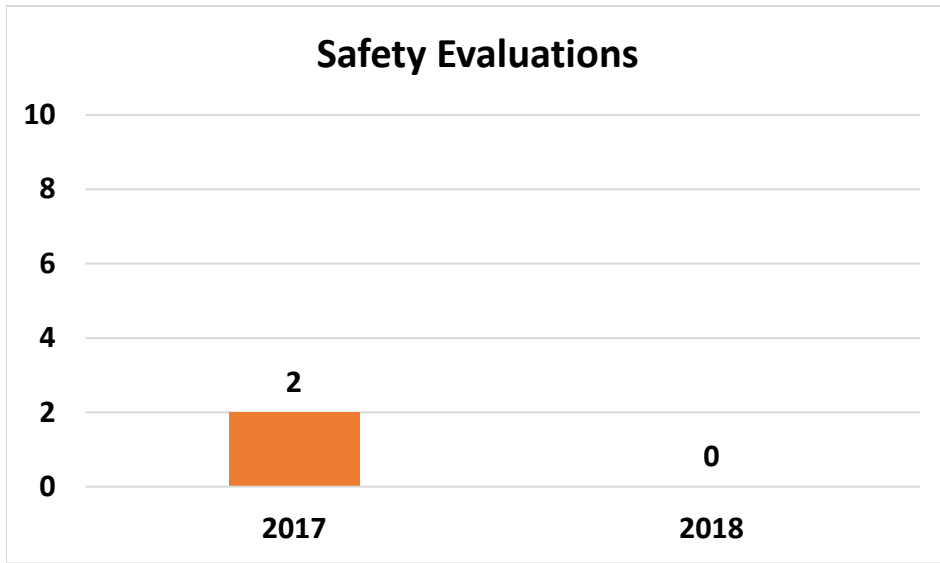
SunDial Operational Notes

MAY 2017/2018



SunDial Operational Notes

MAY 2017/2018



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for May 2018

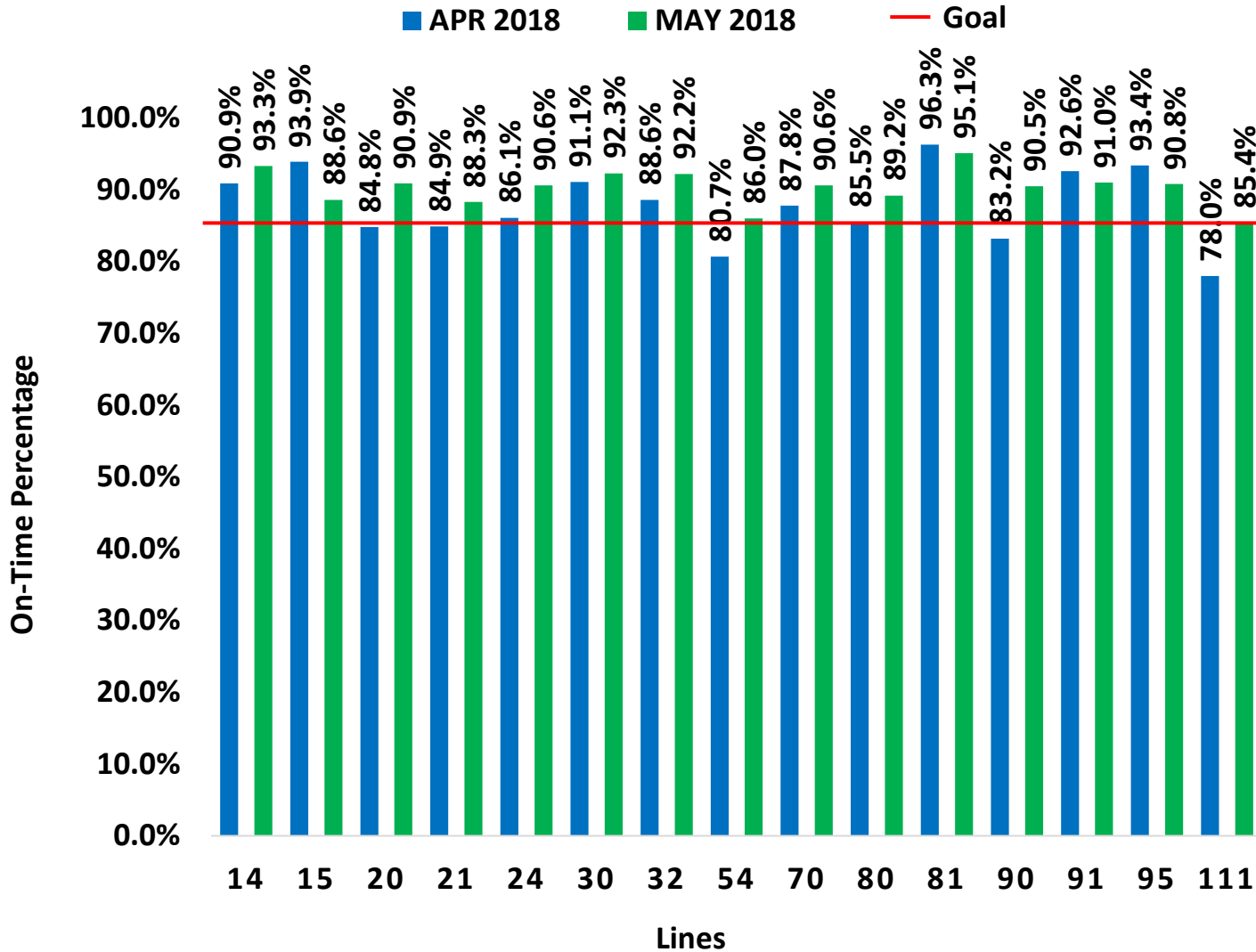
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

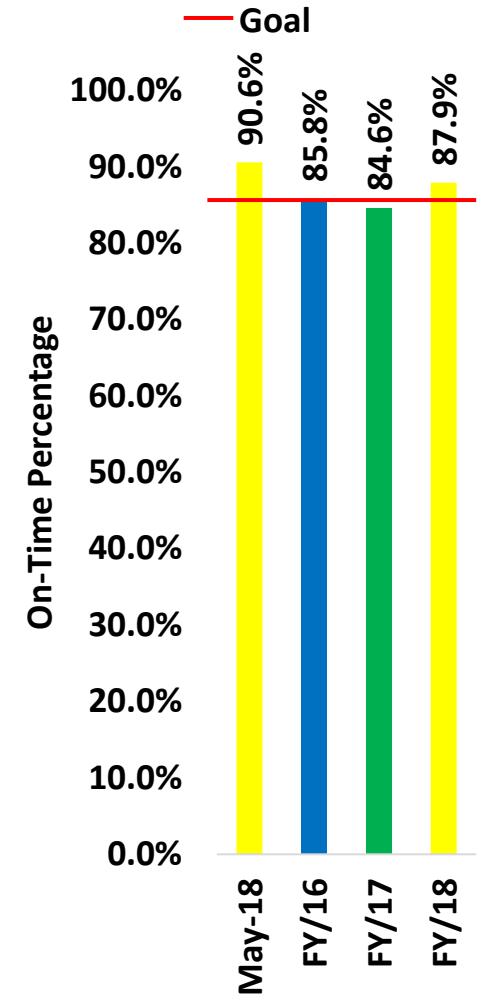
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide



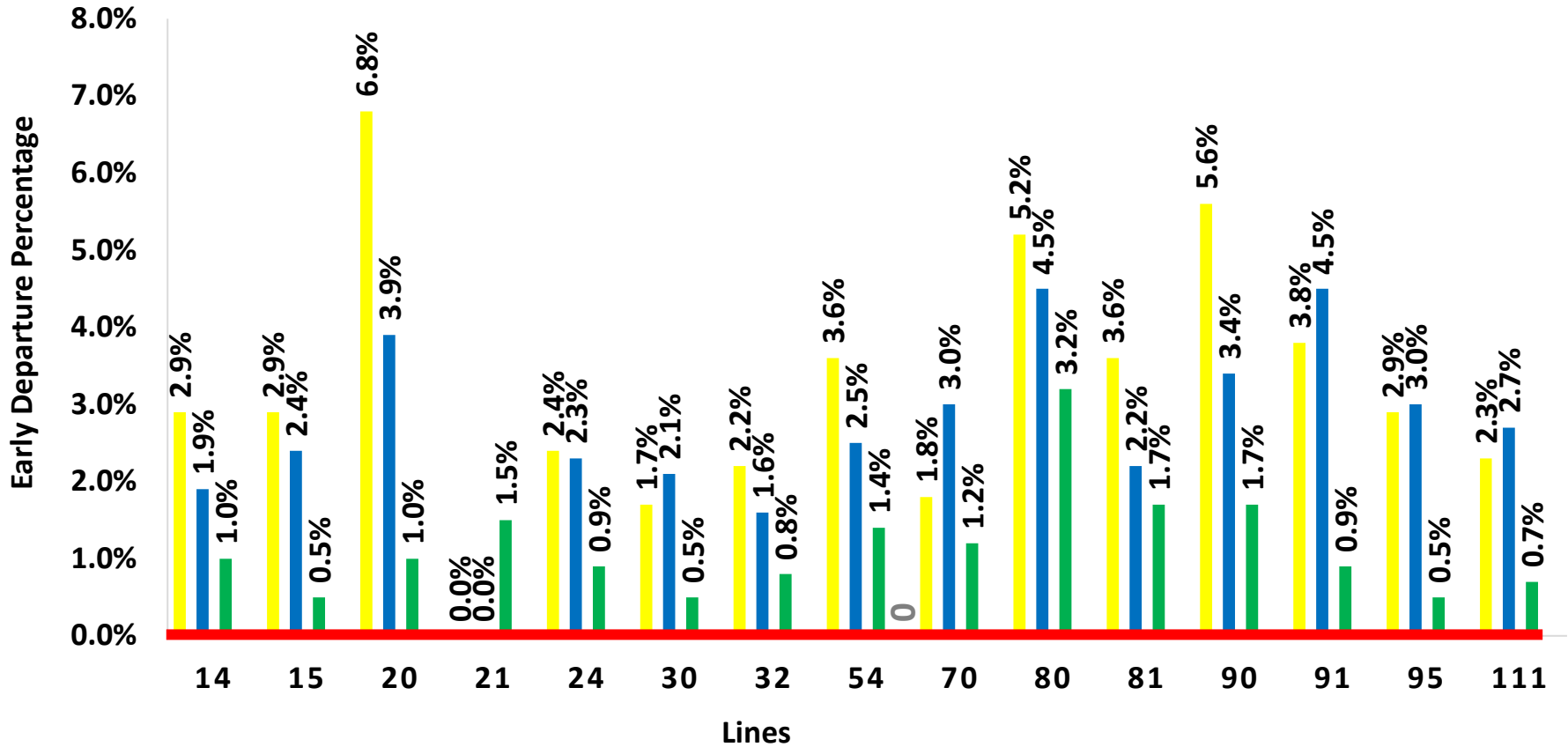
Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.

Goal: Minimum target for On Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

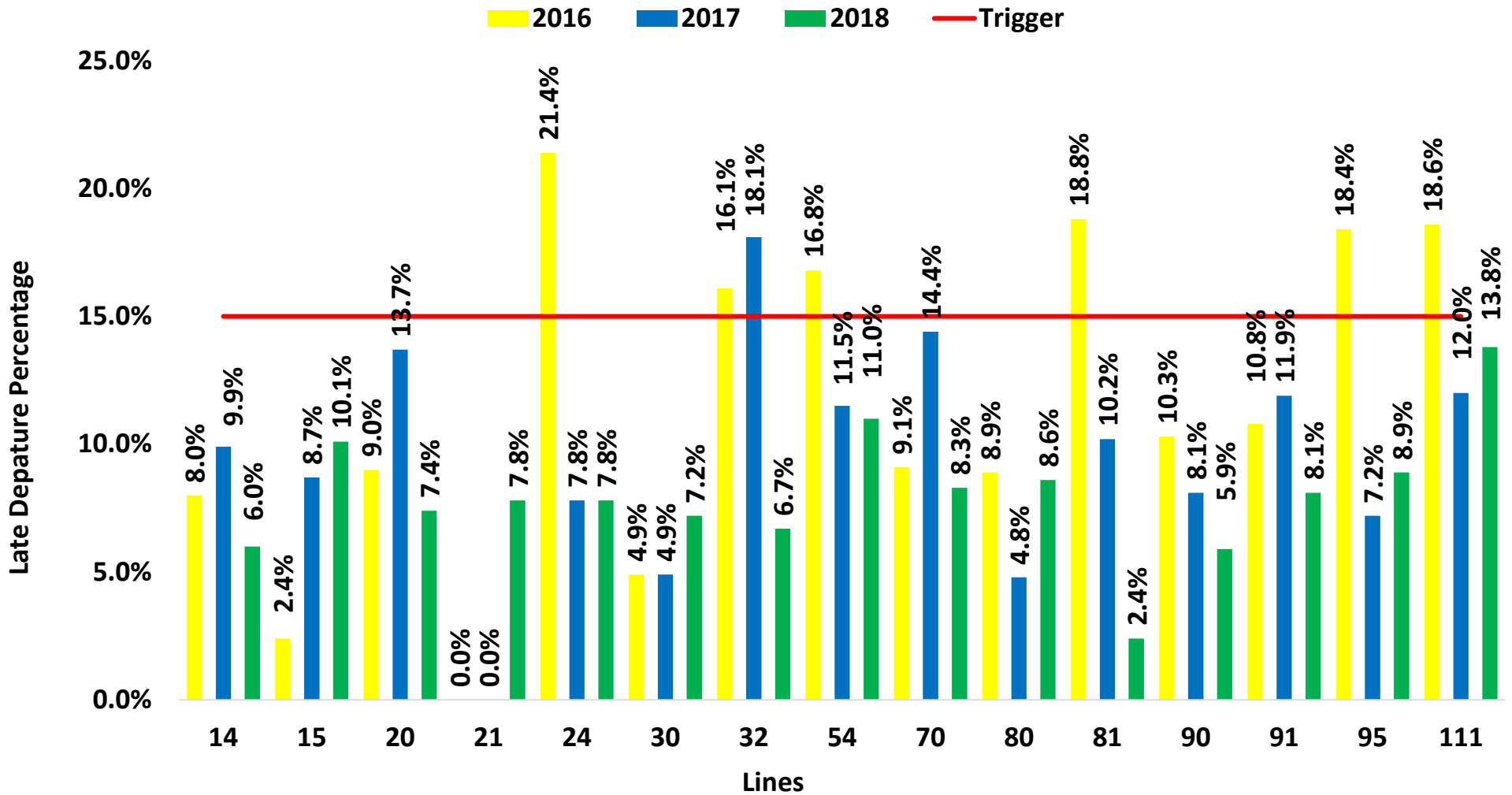
Early Departures by Line YTD

■ FY/2016
 ■ FY/2017
 ■ FY/2018
 ■ Goal



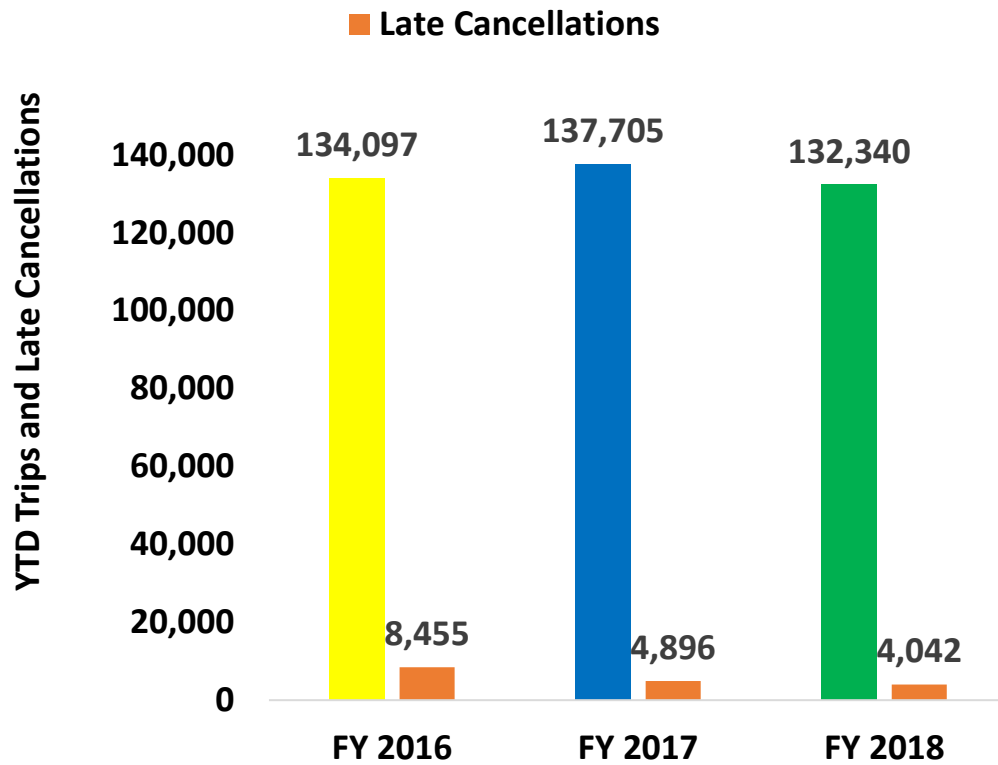
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each line.

Late Departure Percent by Line May

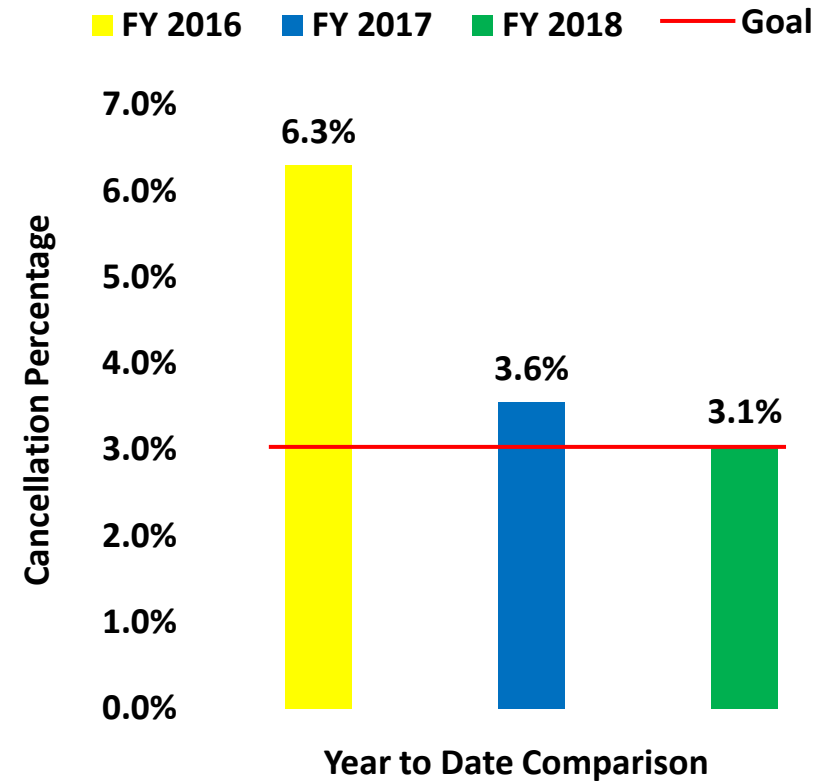


Late Definition: When a bus leaves a time point, after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations Y.T.D.



Late Cancellation Percentage Y.T.D.

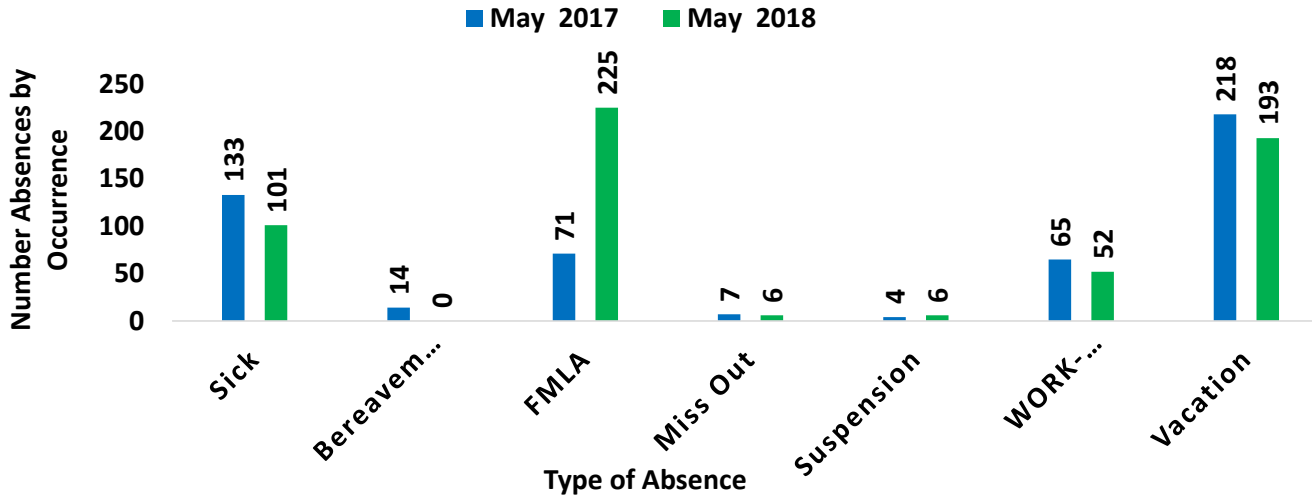


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

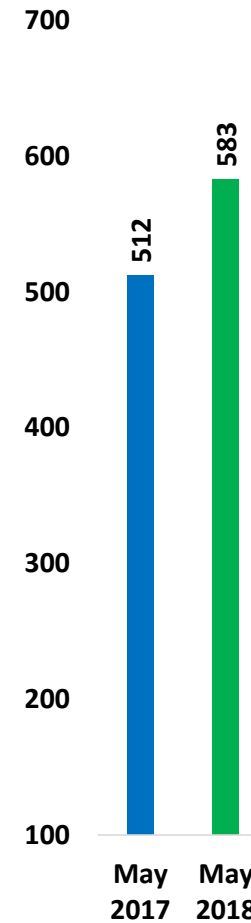
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

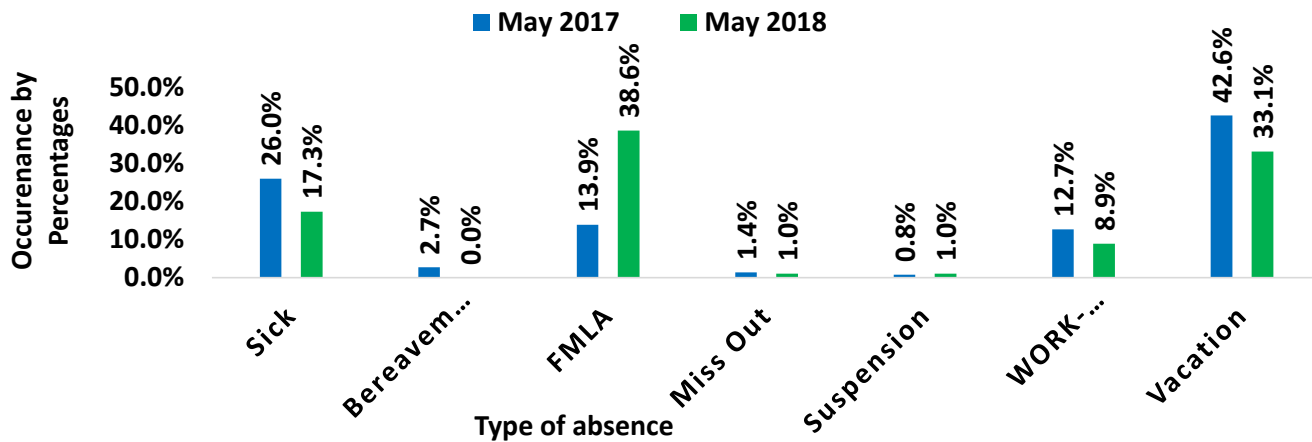
Driver Absence Occurrences



Total Absence Occurrences



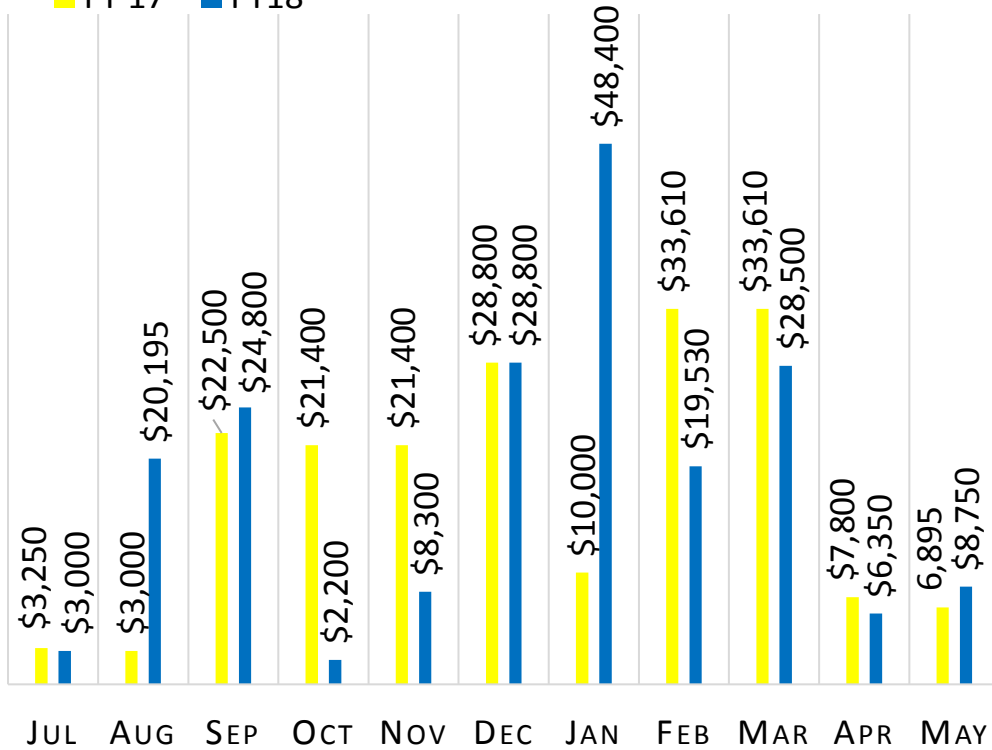
Driver Absence Occurrences by Percentages



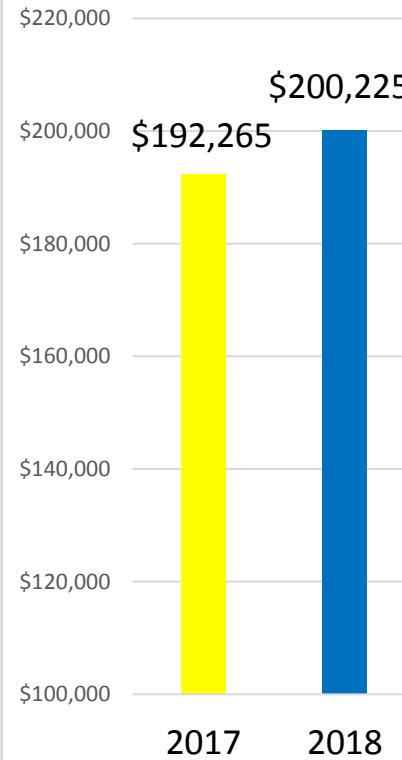
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Contracted Advertising - May - YTD FY18

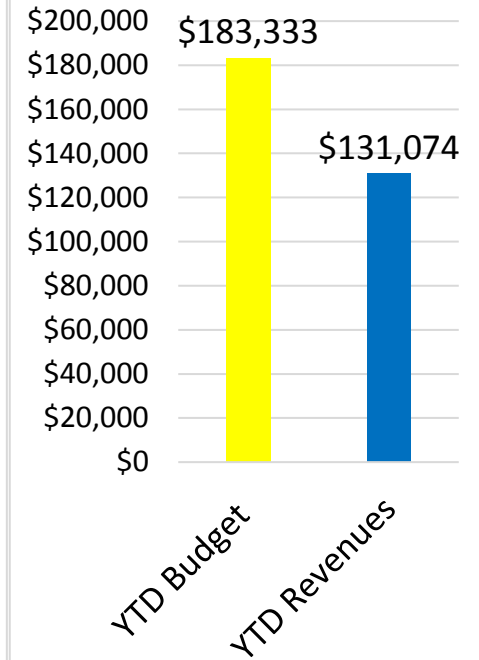
FY 17 FY18



Contracted - YTD



YTD Budget vs YTD Agency Revenue April YTD

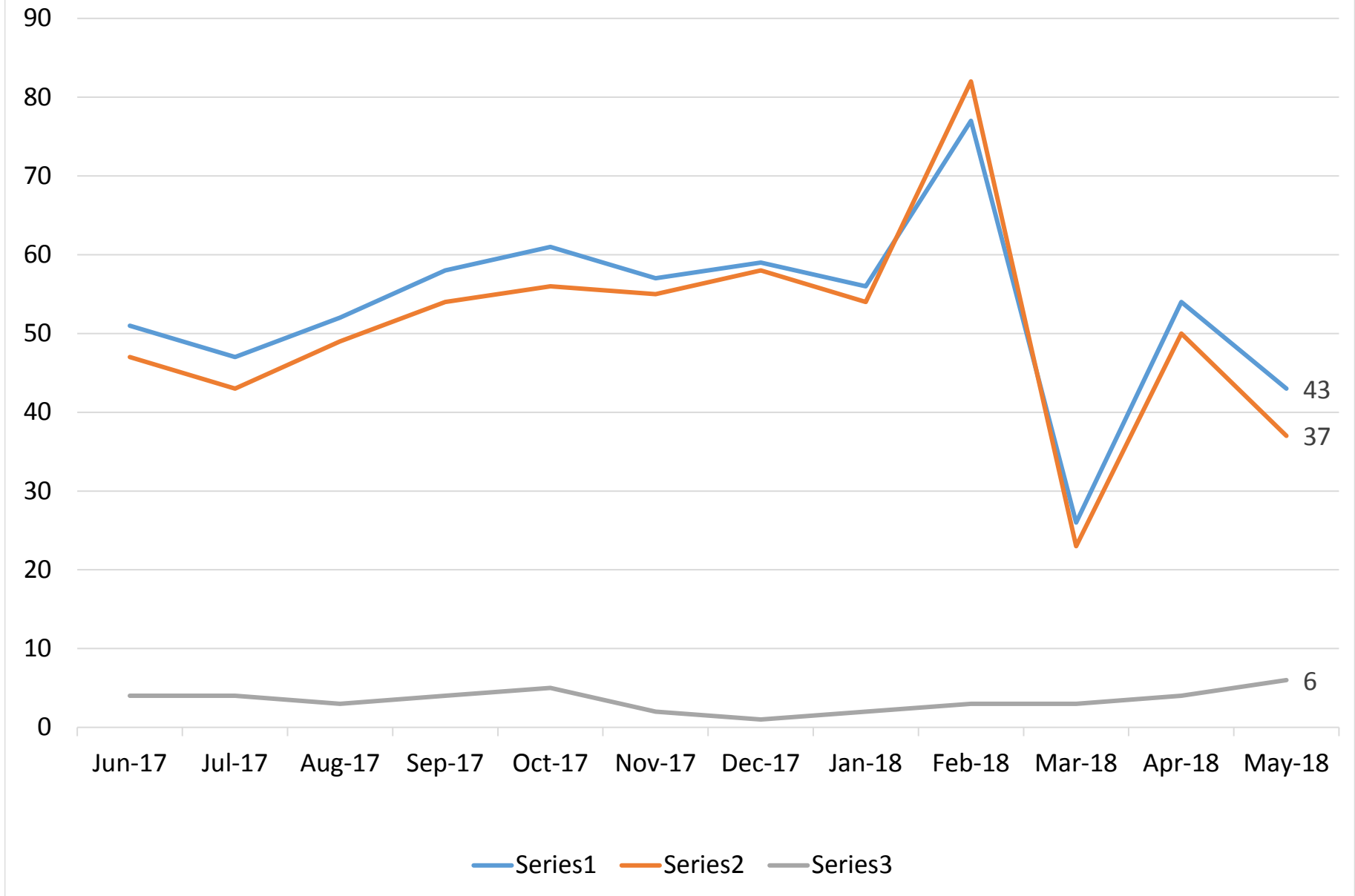


Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

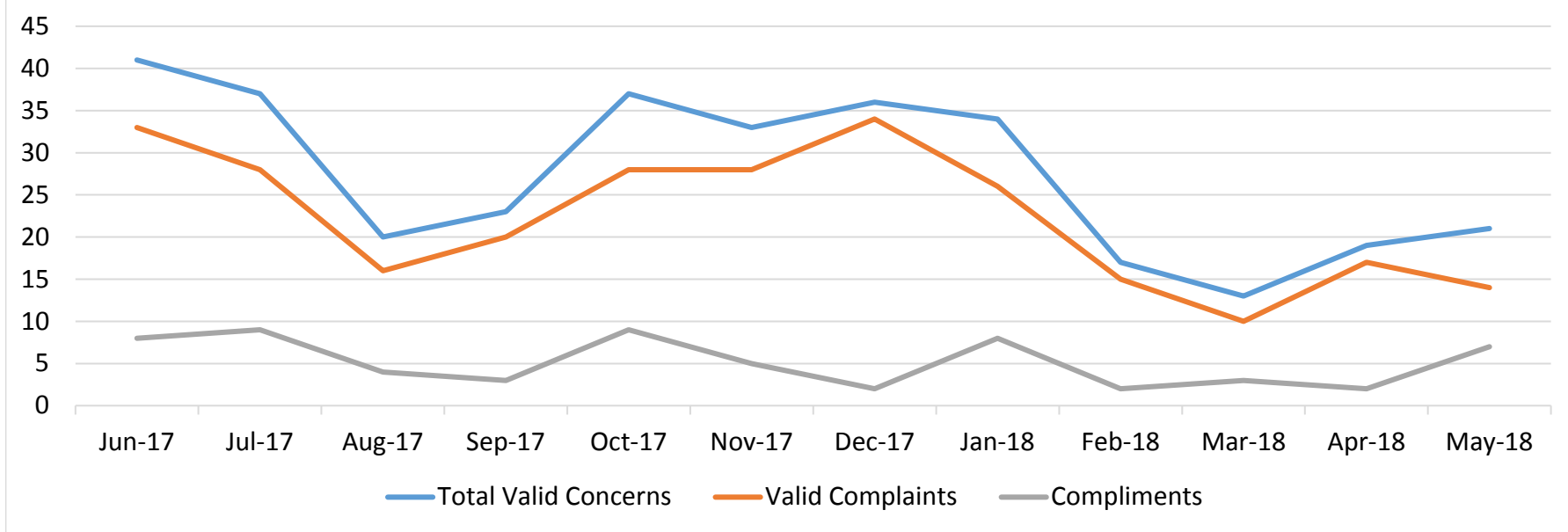
Does not include "Barter Contracts"

Tracks YTD Budget vs YTD Agency Revenue . The goal is \$220,000 .

Valid Fixed- Route Customer Comments for May 2018

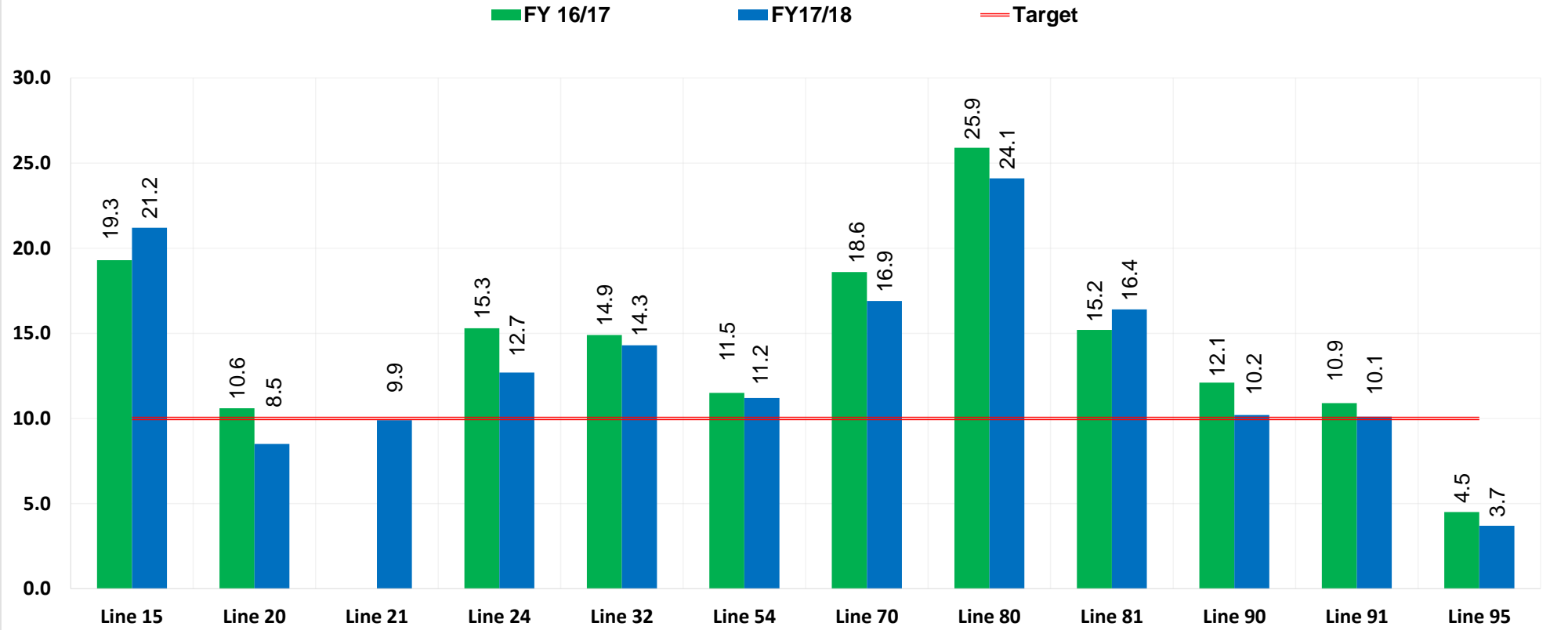


Paratransit Customer Comments for May 2018



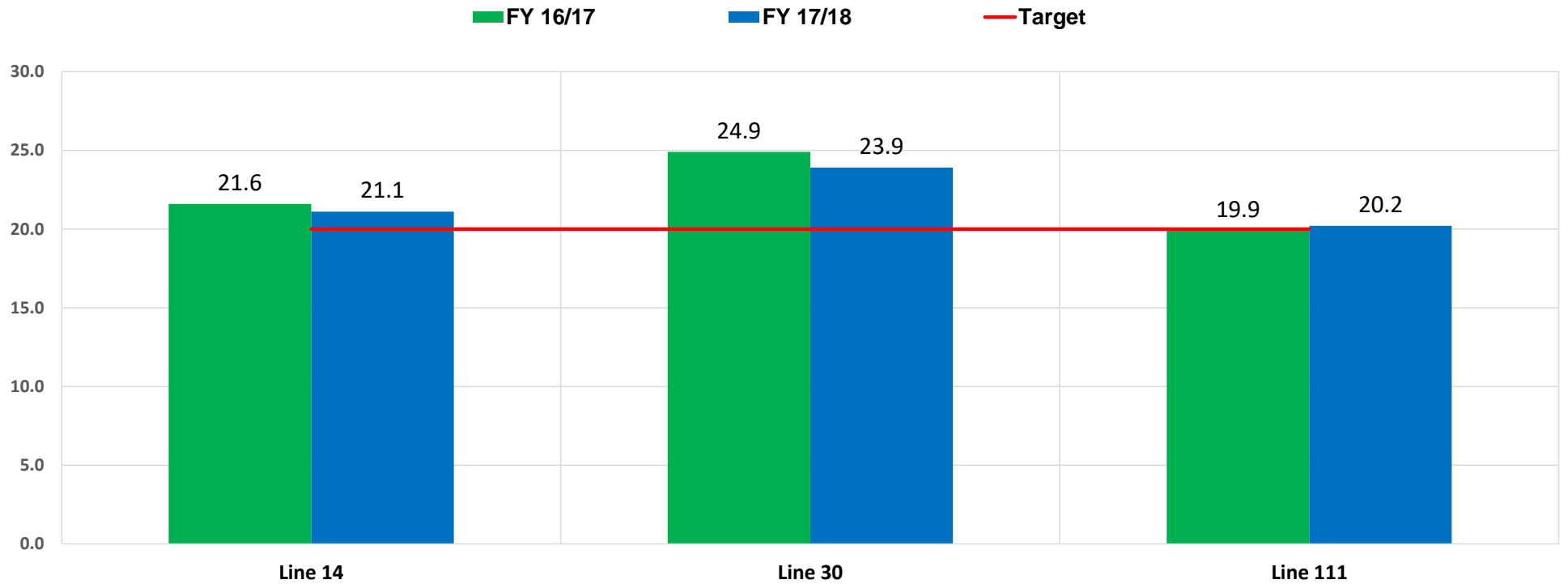
All valid Paratransit comments, by compliments and complaints for May 2018

System Performance (Local Routes) May 2018



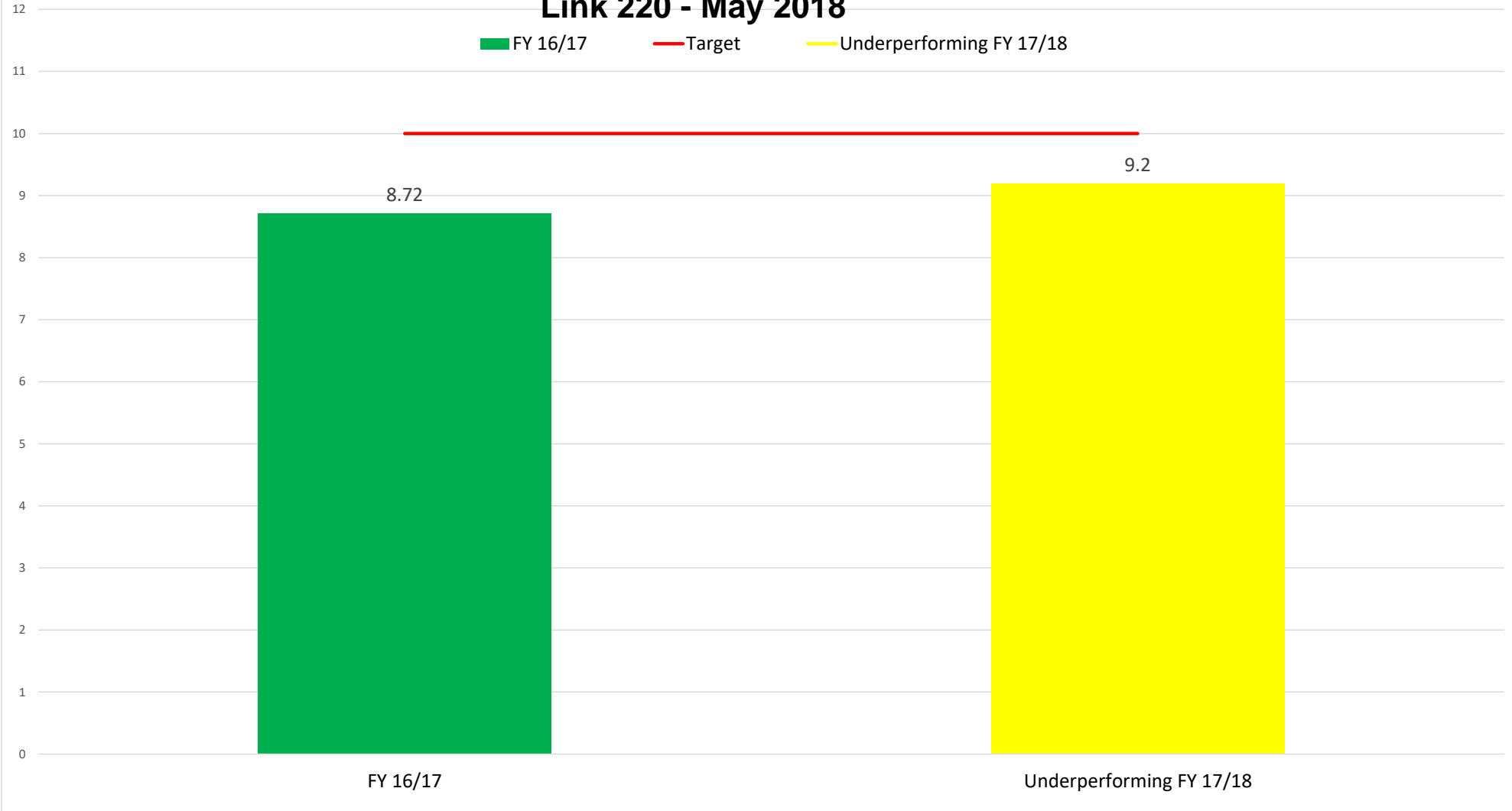
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

System Performance (Trunk Routes) May 2018



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 17/18 goal is based on board approved service standards policy.

System Performance (Market-Based Service) Link 220 - May 2018



The chart above represents the system performance on market-based service for Link 220 for Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 17/18 goal is based on board approved service standards policy.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2018

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date May 2018.

Recommendation:

Receive and file.

FY 17/18	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X			X	X	X	X	X		10	8
Palm Desert	X		X	X		X	X	X	X	X	X		10	9
Palm Springs			X	X		X		X	X	X	X		10	7
Cathedral City	X		X	X		X	X	X	X	X	X		10	9
Rancho Mirage	X		X	X		X		X		X	X		10	7
Indian Wells	X		X	X		X		X	X	X	X		10	8
La Quinta	X		X	X		X	X	X	X	X	X		10	9
Indio	X		X	X		X	X	X	X	X	X		10	9
Coachella	X		X	X				X					10	4
County of Riverside	X		X	X		X	X	X	X	X	X		10	9

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Finance/ Audit Committee
Board of Directors

FROM: Jeanette Juarez, Budget Manager/Financial Analyst

RE: Adoption of the **Fiscal Year 2018/19 Operating and Capital Budget**

Recommendation

Recommend that the Board of Directors adopt the proposed FY 2018/19 operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was distributed to Board Members on May 18, 2018, and subsequently presented to the Finance/Audit Committee on May 23, 2018. At the Finance/Audit Committee meeting, staff answered any questions and presented the Finance/Audit Committee with a timeline which included the flexibility for any required special meetings that the Finance/Audit Committee deemed necessary.

The proposed operating and capital budgets for the Fiscal Year 2018/19 are \$38,990,991 and \$6,053,623, respectively, which represents an operating budget net increase of 11.53%. Of the total percent increase, 5.08% is attributed to seven (7) grant-funded services and their respective matches. The operating budget has a net increase of 6.45%; the net increase is equal to the total increase minus the grant-funded services. The majority of the costs associated with the net increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, an increase in wages and benefits for administrative staff, an increase in service expenses, and an increase in casualty and liability expenses.

Staff believes that this budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the agency forward in its mission of providing safe and environmentally conscious public transportation services to the residents of the Coachella Valley.

Financial Impact

Sources of revenue have been identified to cover the expenses reflected in this year's capital and operating budgets.



SUNLINE TRANSIT AGENCY BUDGET
FY 2018/2019

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June 27, 2018

Dear SunLine Board of Directors,

In Fiscal Year 2018, SunLine furthered its commitment to providing the public with safe and efficient transportation in the Coachella Valley. SunLine focused its efforts on redesigning transit, through the development and implementation of service changes that resulted in cost savings. The focus was to create alternatives to meet transit demands wherever there may have been underperforming fixed route services. Adjustments were made to maximize service efficiency and reduce costs. Additionally, significant emphasis was put on public outreach to ensure riders were well informed of any changes that might affect them directly. SunLine also focused its efforts on the paratransit eligibility process to update and improve access to those who need the service. The agency will continue to strive for excellence on all levels in the Fiscal Year 2019.

The Agency's three goals for Fiscal Year 2019 are re-design transit, project management, and the year of sustainability. The goals aim to support the Agency's vision and further the development of a culture of excellence at SunLine. The re-design transit objective is to decrease cost and maximize efficiency. Project management will focus on optimizing the capital improvement program. The year of sustainability will target employee growth and development, and workforce alignment.

SunLine's performance management program includes key measurements of operational effectiveness as well as organizational development. SunLine's performance management office also consists of a capital improvement program consisting of over \$73.2M in capital funds with many of these funds being the result of successful grant competitions. The capital program is set up to deliver vehicle and infrastructure projects with monitored assurances that the projects will meet the operational needs of the agency.

The proposed operating and capital budgets for the Fiscal Year 2019 are \$38,900,991 and \$6,053,623, respectively, which represents an operating budget increase of 11.53% over the previous Fiscal Year. Of the 11.53% increase in the budget 5.03% is attributed to seven (7) grant funded services and their respective matches. The net increase of 6.45% in the operating budget is less the grant-funded services and their respective matches. The majority of the costs associated with the increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, and an increase in wages and benefits for administrative staff. The Fiscal Year 2019 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for the citizens and visitors of the Coachella Valley. We are pleased to present the budget for the Fiscal Year 2019 outlined in this document.

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2019

BOARD OF DIRECTORS

Russell Betts, Chair, Desert Hot Springs

Troy Strange, Vice Chair, Indio

Greg Pettis, Cathedral City

Emmanuel Martinez, Coachella

V. Manuel Perez, County of Riverside

Ty Peabody, Indian Wells

Robert Radi, La Quinta

Kathleen Kelly, Palm Desert

Lisa Middleton, Palm Springs

Dana Hobart, Rancho Mirage

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

EXECUTIVE SUMMARY

The Agency's Fiscal Year 2019 (FY 19) budget reflects a strategy to enhance FY 18 service levels. In FY 18 service changes were implemented that helped optimize existing routes. In FY 19 a Quick Bus initiative will be launched to the Line 111 to help maximize service levels. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits, and increased consulting fees.

SERVICE & RIDERSHIP

In FY 19, the Agency will continue to optimize the new service initiatives implemented in FY 18 and continue to develop existing routes. The budget in FY19 also recognizes the need to market our service to improve ridership and revenue potential.

Ridership for FY 19 is estimated to be at 3.7 million and 158,232 for fixed route and paratransit service, respectively. The FY 19 estimate is based on the current market and industry-wide decrease in fixed route ridership. The decrease in paratransit ridership is due to a revised no-show policy as well as ongoing changes to the certification process.

REVENUES & SUBSIDIES

Fixed Route ridership at SunLine has continued to mirror the national trend of decreasing ridership. To meet the Agency's farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced new revenue opportunities such as emission credit programs under California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act.

The proposed revenues for FY 19 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY 19 Local Transportation Funding (LTF) had a modest increase over FY 18.
- Measure A funding increased for FY 19 over the last fiscal year due to increased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.
- In FY 19 SunLine will use various forms of federal funding including FTA Section 5307, 5309, 5310, 5311, 5311(f), and 5317. Federal funding has seen a modest increase primarily due to the use of FTA Section 5309 funds to support the Hydrogen Fuel Cell Bus Fleet.
- Total passenger fare revenue is expected to reach \$2.64 million in FY 19 compared to the \$2.93 million estimated passenger fare revenue for FY 18. The revenue estimates demonstrate a conservative estimate of a continued decrease in fixed

route ridership. Paratransit fare revenue is also projected to follow the decreasing trend of paratransit demand.

- Outside fuel sales continued its yearly growing trend through FY 18. However, FY 19 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.
- The budget for FY 19 reflects the Agency's strive for continual growth of the advertising program.
- State and Federal emission credit projections for FY19 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

There are ten (10) new capital projects being requested in FY 19. The total capital request in FY 19 adds \$6,053,623 to the \$73.2M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

New Projects

The ten (10) new capital projects address key capital needs of the Agency. The requests in FY 19 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement Fixed Route Buses (3)
 - Replacement of Paratransit Vans (10)
- Facilities and Equipment:
 - Transit Enhancements
 - Expansion of Inventory Warehouse
 - Radio System Replacement
 - Roof Repair Division 1 and 2
 - Maintenance Tools and Equipment
 - Install Electric Charger for Buses - Division 2
 - Bus Simulator (2)
- Technology:
 - IT projects

SunLine Transit Agency

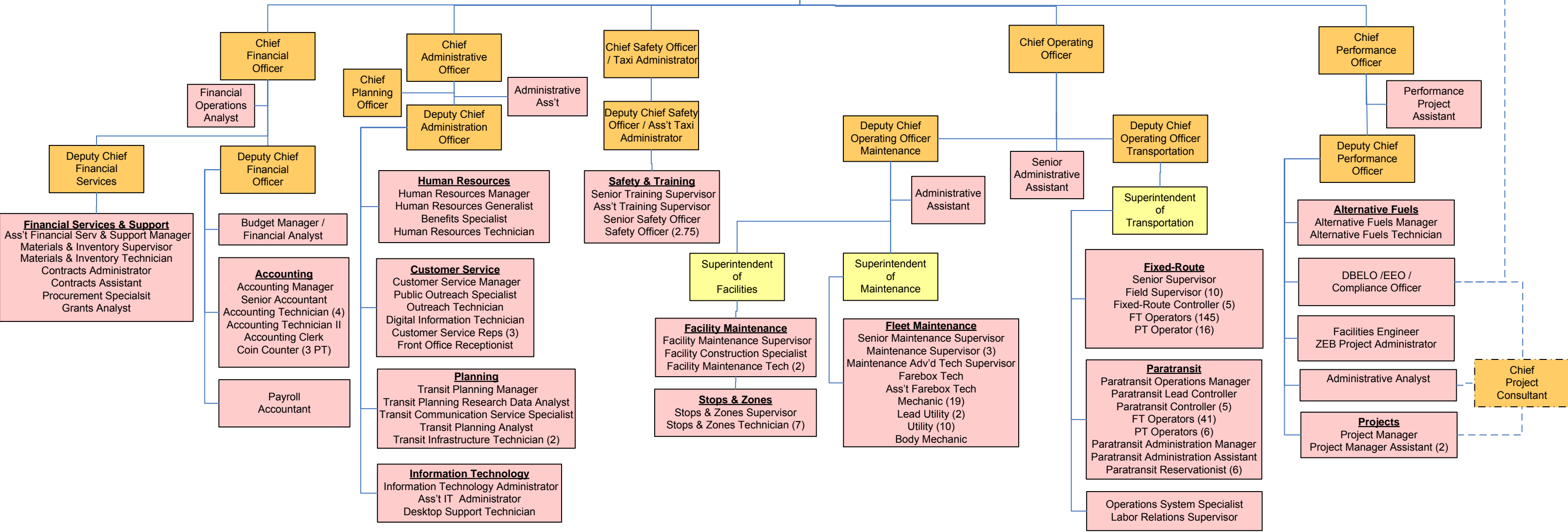
BOARD OF DIRECTORS

General Counsel

Chief Executive Officer / General Manager

Clerk of the Board / Special Ass't to CEO/GM

Special Ass't To CEO/GM



UPDATED JUNE 2018

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AGENCY PERSONNEL SUMMARY

Department	FY 18 Base FTE's	Changes to Base	Proposed New Positions	FY 19 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Executive Office (40)	3.00	-	-	3.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	7.00	(1.00)	5.00	11.00	4.00
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	6.50	-	0.75	7.25	0.75
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	178.00	(2.00)	3.00	179.00	1.00
Operations - Paratransit (13, 14)	60.50	-	-	60.50	-
Maintenance (21, 22)	42.00	-	-	42.00	-
Facilities Maintenance (23, 24)	5.00	-	-	5.00	-
Stops and Zones (25)	8.00	-	-	8.00	-
FINANCE OFFICE					
Finance (41)	22.25	(2.00)	3.00	23.25	1.00
ADMINISTRATION OFFICE					
Human Resources (32)	5.00	-	-	5.00	-
Information Technology (42)	3.00	-	-	3.00	-
Community & Customer Relations (45)	8.00	-	-	8.00	-
Service Planning (49)	7.00	(2.00)	4.00	9.00	2.00
Total FTEs	357.25	(7.00)	15.75	366.00	8.75

Notes:

- Changes to base FTEs are due to inter-department transfers, changes in employee status from part-time (PT) to full-time (FT), changes in grant funded salaries and allocations to other departments.
- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital grants.

AGENCY PERSONNEL SUMMARY

Performance Management Office

- Performance is requesting one (1) additional Project Manager Assistant, one (1) Chief Performance Officer, one (1) ZEB Project Administrator, and one (1) Facilities Engineer. The additional FTE's will assist with the Capital Improvement Program, oversee construction of the Operations Building, CNG Station, and manage the Zero Emissions Bus Technology Program.

Safety and Security Office

- The change to base FTEs is a result of additional responsibilities for the Chief and Deputy Chief Safety Officers. A portion of their time will be allocated to taxi administration instead of full-time Taxi Administrator for SunLine Regulatory Administration.

Operations Office

- Fixed Route Operations is requesting one (1) Labor Relations Supervisor to help assist the bargaining unit with all labor relations inquires. Additionally, the office is requesting to change the Lead Controller System Specialist title to Operations System Specialist. The office is also requesting to change the Senior Field Supervisor title to Senior Supervisor.

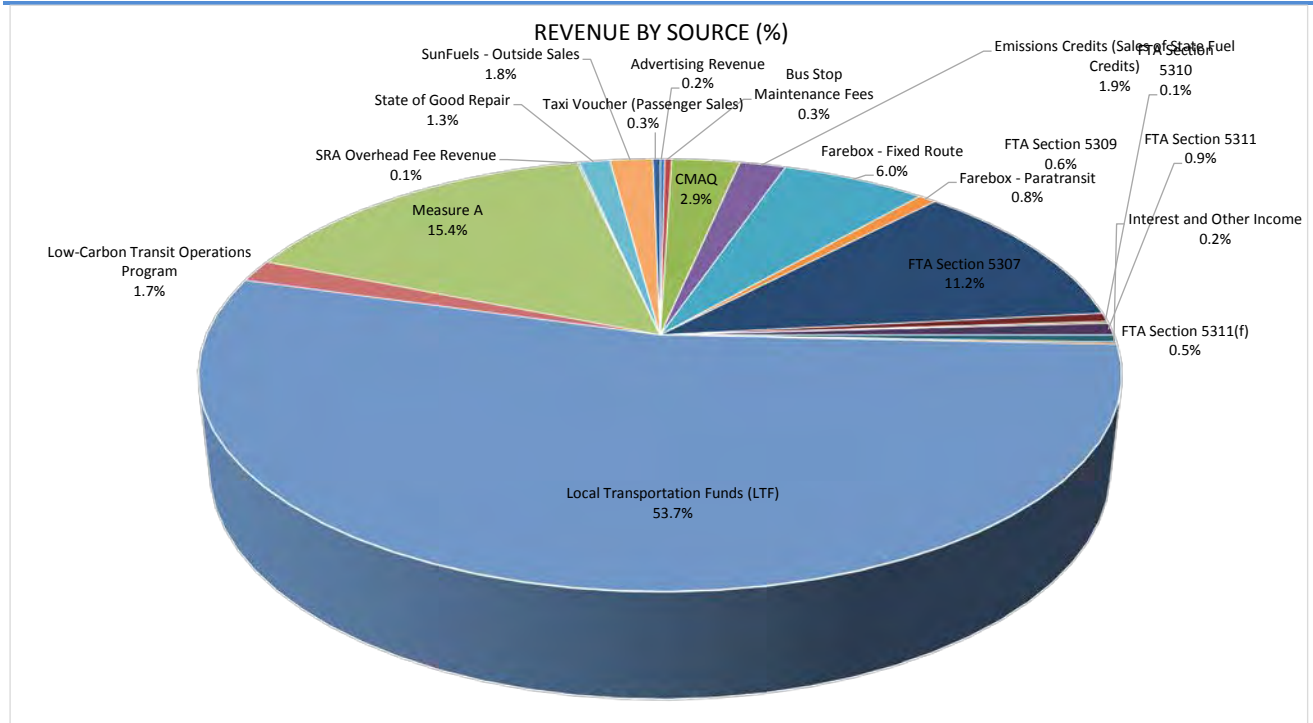
Finance Office

- The Finance office is requesting one (1) Procurement Specialist to help procure goods and services for the organization. Additionally, the office is requesting to change the Administrative Analyst to the CFO and the Financial Services and Support Manager titles to Financial Operations Analyst and Deputy Chief Financial Services, respectively.

Administration Office

- The Service Planning department is requesting one (1) Transit Communication Service Specialist and one (1) Transit Infrastructure Technician to assist with the development of the Quick Bus Service for the Line 111 and the development of short and long term goals for transit in the community. Additionally the office is requesting to change the title of the Planning and Rail Consultant and Transit Planning Assistant title to Chief Planning officer and Transit Data Research Analyst respectively.

REVENUE SUMMARY



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance	Type
Advertising Revenue	220,000	129,471	(90,529)	75,949	(144,051)	Local
Bus Stop Maintenance Fees	112,000	113,747	1,747	112,000	-	Local
CMAQ	890,429	890,429	-	1,112,218	221,789	Federal
CNG Rebate	-	-	-	-	-	Federal
Emissions Credits (Sales of State Fuel Credits)	750,000	961,921	211,921	750,000	-	Sales
Farebox - Fixed Route	2,619,095	2,609,385	(9,709)	2,350,951	(268,144)	Sales
Farebox - Paratransit	365,276	325,072	(40,205)	292,877	(72,399)	Sales
FTA Section 5307	3,968,942	3,968,942	-	4,373,399	404,457	Federal
FTA Section 5309	-	87,042	87,042	250,000	250,000	Federal
FTA Section 5310	46,667	46,667	-	58,000	11,333	Federal
FTA Section 5311	344,995	344,995	-	352,874	7,879	Federal
FTA Section 5311(f)	365,767	365,767	-	204,721	(161,046)	Federal
FTA Section 5317	-	29,520	29,520	-	-	Federal
Interest and Other Income	111,106	62,414	(48,692)	63,080	(48,026)	Local
Local Transportation Funds (LTF)	18,753,800	18,753,800	-	20,903,910	2,150,110	State
Low-Carbon Transit Operations Program	549,672	549,672	-	650,467	100,795	State
Measure A	5,153,400	5,153,400	-	6,000,000	846,600	Local
Pass through CMAQ funds	(647,149)	(647,149)	-	-	647,149	Federal
SRA Overhead Fee Revenue	29,359	32,302	2,943	34,545	5,186	Allocation
State of Good Repair	-	-	-	500,000	500,000	State
SunFuels - Outside Sales	1,200,000	1,552,545	352,545	700,000	(500,000)	Sales
Taxi Voucher (Passenger Sales)	46,667	110,671	64,004	116,000	69,333	Sales
Total Operating Revenue Net of Pass through funds	34,880,026	35,440,614	\$ 560,587	38,900,991	4,020,965	

Notes:

- Pass through items, indicated in red, are used to demonstrate an activity that is not directly related to an increase in operating costs for the Agency.
- The FY18 variance reflects the difference between FY18 estimates and FY18 approved budget. The FY19 variance indicates the difference between FY19 proposed budget and FY18 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll credits fund the other 1/2 of the program costs.

REVENUE & FUNDING SOURCES

The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside, and complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

ADVERTISING REVENUE

Advertising revenue is generated from the sale of advertising space on buses and at bus stop shelters.

BUS STOP SHELTER REVENUE

Bus stop shelter revenue is generated from the maintenance of bus shelters in cities where SunLine is not allowed to advertise on the shelters but still maintains the bus stops. This revenue offsets some of the costs associated with bus shelter maintenance that otherwise could have been compensated for by advertising revenue.

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY 19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program, the Desert Recreation District Rec Route, and a Quick Bus to the Line 111.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

Included within AB 32 is the Low Carbon Fuel Standards (LCFS) program which regulates the carbon content of transportation fuels through the designation of Regulated Parties for various types of fuels. CNG is considered a low carbon fuel and is exempt from all LCFS regulation unless the Regulated Party wishes to earn and trade their LCFS credits. Under California Air Resources Board (CARB) regulations, the Agency, as the owner of the CNG fueling stations, can earn LCFS credits for CNG Therm usage. Those credits may then be sold to other entities that have difficulty attaining the legislated standards for their carbon cap limits. These entities will be able to purchase carbon credits to offset their carbon deficits.

FAREBOX

Farebox Revenues are revenues generated from the collection of passenger fares and ticket sales. This revenue is projected based on historical data and planned service levels.

FTA SECTION 5307

Section 5307 is a Federal Urbanized Area Formula Fund authorized under MAP 21 legislation which apportions federal funding on factors such as urbanized area population and ridership.

FTA SECTION 5310

Section 5310 is a federal program intended to enhance the mobility and special needs of transit-dependent populations.

REVENUE & FUNDING SOURCES

FTA SECTION 5311/5311(f)

Section 5311 is a Federal Rural Area Formula Fund authorized under MAP 21 legislation which apportions federal funding in support of transportation services in rural areas (< 50,000 population). Section 5311(f) is funding allocated for intercity bus operations.

FTA SECTION 5309

Section 5309 is a Transit Capital Investment program that provides assistance for new and replacement of buses and facilities. Funds may be used for purchasing of buses for fleet and service expansion, bus maintenance, and administrative facilities.

FTA SECTION 5317

Section 5317 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by the elderly and disabled.

STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. These funds are to be made available for eligible transit maintenance, rehabilitation and capital projects.

INTEREST & OTHER INCOME

Interest and Other Income is comprised of interest, payroll garnishment fees, vacuum fees at fueling stations, and other non-transit revenue.

LOCAL TRANSPORTATION FUND (LTF)

This funding is derived from a 1/4 cent of the general sales tax collected statewide.

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

LCTOP funding was created from the Transit, Affordable Housing, and Sustainable Communities Program in 2014, which provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on disadvantaged communities.

MEASURE A

Measure A is local funding for specialized transportation projects approved by voters in 1988. This funding is a half-cent sales tax for Riverside County and was re-approved by voters in 2002. This funding will continue until 2039.

SUNFUELS

SunFuels revenue is generated by the sale of CNG to outside users in the Coachella Valley. The Agency makes a profit on the production of such fuels.

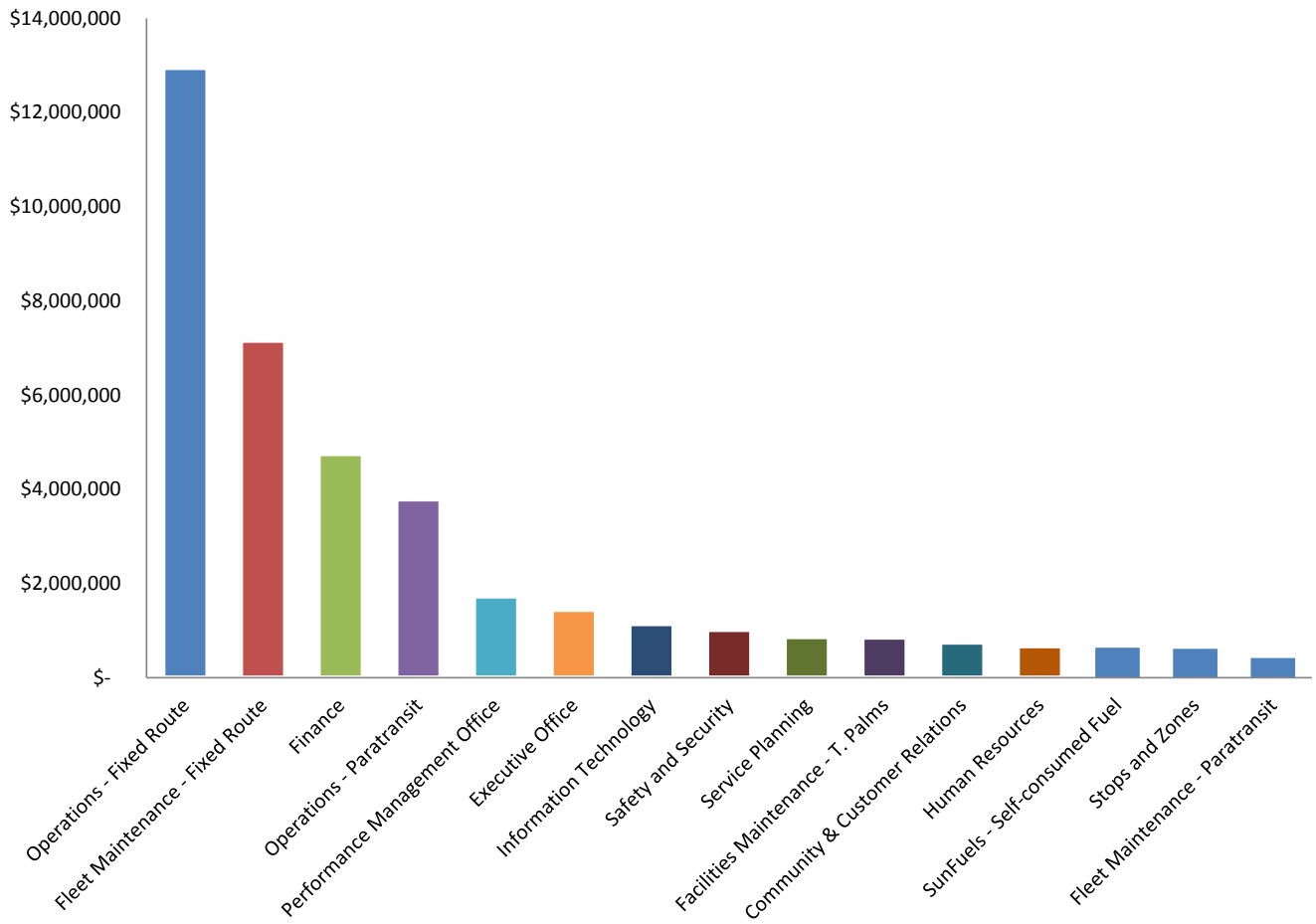
SRA OVERHEAD FEE REVENUE

SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

TAXI VOUCHER PROGRAM (Passenger Sales)

This revenue is generated from customers purchasing taxi vouchers from SunLine as part of our Taxi Voucher Program. The customer receives a match from SunLine and the FTA for the amount paid (\$1 for \$1). Customers are limited to a programmed limit per month and can reload their cards during a specific time frame.

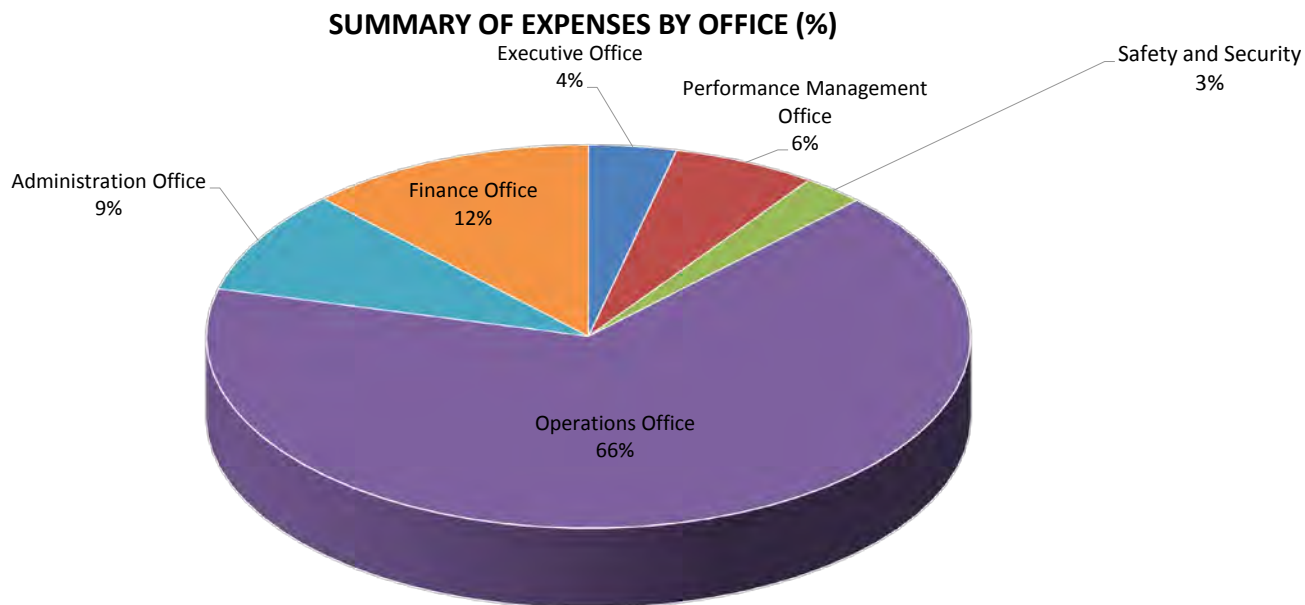
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
EXECUTIVE OFFICE				
40	Executive Office	1,247,649	1,442,092	194,443
Performance Management Office				
10	SunFuels - Self-consumed Fuel	-	638,170	638,170
44	Performance Management	751,560	1,728,332	976,772
SAFETY AND SECURITY OFFICE				
15	Safety and Security	901,555	1,016,555	115,000
OPERATIONS OFFICE				
10	SunFuels - Self-consumed Fuel	470,923	-	(470,923)
11 & 12	Operations - Fixed Route	12,404,534	12,949,322	544,788
13 & 14	Operations - Paratransit	3,617,129	3,788,694	171,565
21 & 22	Fleet Maintenance - Fixed Route	6,768,415	7,158,129	389,714
13	Fleet Maintenance - Paratransit	459,870	417,800	(42,070)
23	Facilities Maintenance - T. Palms	844,130	854,410	10,280
24	Facilities Maintenance - Indio	115,500	117,650	2,150
25	Stops and Zones	592,124	615,697	23,573
FINANCE OFFICE				
41	Finance	3,732,151	4,750,613	1,018,462
ADMINISTRATION OFFICE				
32	Human Resources	561,320	670,258	108,938
42	Information Technology	995,551	1,140,372	144,821
45	Community & Customer Relations	765,953	748,480	(17,473)
49	Service Planning	651,661	864,417	212,756
Total Net of Pass Through Expenses		34,880,026	38,900,991	4,020,965

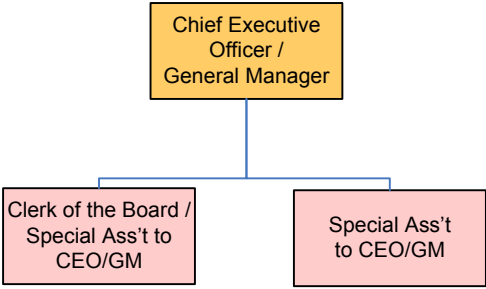
EXPENSE SUMMARY BY OFFICE



Department	FY 18 Approved Budget	FY 19 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Executive Office	1,247,649	1,442,092	4%
Executive Office	1,247,649	1,442,092	4%
PERFORMANCE MANAGEMENT OFFICE			
Performance Management	751,560	1,728,332	4%
SunFuels	-	638,170	2%
Performance Office	751,560	2,366,502	6%
SAFETY AND SECURITY OFFICE			
Safety and Security	901,555	1,016,555	3%
Safety and Security Office	901,555	1,016,555	3%
OPERATIONS OFFICE			
SunFuels	470,923	-	0%
Operations - Fixed Route & Paratransit	16,021,663	16,738,016	43%
Fleet Maintenance - Fixed Route and Paratransit	7,228,285	7,575,929	19%
Facilities Maintenance	959,630	972,060	2%
Stops and Zones	592,124	615,697	2%
Operations Office	25,272,625	25,901,702	67%
FINANCE OFFICE			
Finance	3,732,151	4,750,613	12%
Finance Office	3,732,151	4,750,613	12%
ADMINISTRATION OFFICE			
Human Resources	561,320	670,258	2%
Information Technology	995,551	1,140,372	3%
Community & Customer Relations	765,953	748,480	2%
Service Planning	651,661	864,417	2%
Administration Office	2,974,485	3,423,527	9%
Total Expenses	34,880,026	38,900,991	100%

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EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

Executive Office is responsible for the overall administration and operation of the Agency. The Executive Office provides support to the Agency Board of Directors and maintains all records of the Agency's business.

FY 19 GOALS & OBJECTIVES

- Support the commercialization of hydrogen fuel vehicles and the successful implementation of hydrogen technology projects.
- Develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.
- Develop innovative service solutions that promote and increase ridership, improve connections, and enhance mobility for the Coachella Valley.
- Create succession planning for key positions and continue to develop performance management and cultural excellence programs.
- Continue progress on transitioning all existing trailer facilities through the capital program and any available discretionary grants.

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated Actuals	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	258,435	244,120	254,931	282,871	254,734	(28,137)
5010201610 ADMIN SALARIES-OT	26	-	-	-	-	-
5010700000 ALLOCATED SALARIES	(1,958)	(1,849)	(1,931)	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	185,373	161,615	146,257	161,893	198,787	36,894
5030200000 PUBLIC NOTICES	5,656	-	-	-	-	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	224,980	252,320	249,873	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL	100,399	106,659	109,587	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION	3,170	3,226	4,539	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL	2,131	1,537	2,600	2,200	3,000	800
5049900002 OFFICE SUPPLIES-POSTAGE	4	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	46,451	47,919	59,574	52,941	68,442	15,501
5090200000 TRAVEL-MEETINGS/TRAINING	23,564	37,211	42,462	28,700	28,000	(700)
5090200001 TRAINING/ WORKSHOP	-	-	-	-	22,000	22,000
5090200002 BOARD MEETING EXPENSES	3,747	5,638	6,166	4,000	4,500	500
5090200003 BOARD MEMBER COMPENSATION	5,675	6,390	5,175	6,000	6,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	18,407	15,779	202,227	180,000	(22,227)
5099900002 MISCELLANEOUS EXPENSE	-	556	-	-	-	-
5099900004 CONSULTING-GENERAL	35,921	56,526	68,776	143,525	253,525	110,000
Total Expenses	893,573	940,275	963,787	1,247,649	1,442,092	194,443

- Added Training/Workshop GL for CEO/GM Speaking Engagements

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Clerk of the Board/ Special Assistant to	1.00	1.00	0.00
1	Special Assistant to the CEO/General	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	282,871	254,734	(28,137)
5010700000 ALLOCATED SALARIES	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	161,893	198,787	36,894
Sub-total	442,868	451,625	8,757
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	282,089	260,000	(22,089)
Legal fees for labor negotiations	-	35,000	35,000
Sub-total	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	80,000	125,000	45,000
Sub-total	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	3,100	5,000	1,900
Sub-total	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	2,200	3,000	800
Sub-total	2,200	3,000	800
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	35,028	35,028	-
Cal Act	910	910	-
CAL Hydrogen Bus Council		10,000	10,000
Cal Start	1,950	1,950	-
California Transit Association	12,053	12,054	1
Clean Cities Coachella	1,000	1,000	-
CSUSB Advancment Board	2,000	2,000	-
Dr. Carreon Foundation Scholarship	-	2,500	2,500
ZEBRA	-	3,000	3,000
Sub-Total	52,941	68,442	15,501

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
509020000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	2,500	3,136	636
Annual APTA Conference	2,500	-	(2,500)
APTA Board Conference	4,000	4,480	480
APTA Bus & Paratransit Conference	2,500	-	(2,500)
APTA Committee Meetings	1,500	1,792	292
APTA Leadership	1,000	-	(1,000)
APTA Legislative Conference	2,500	-	(2,500)
CalAct Autumn Conference	1,000	1,606	606
California Hydrogen Business Council Board	1,200		(1,200)
CalStart Conference - Heavy Duty	1,200	1,606	406
CARB Subcommittee for ZEBS	1,000	-	(1,000)
COMTO National	-	-	-
CTA Annual Conference	1,200	1,606	406
CTA Legislative Conference	1,000		(1,000)
CTE Board Meeting	1,000	1,606	606
Fees for general administration expenses related to city & community events	2,600	4,480	1,880
Training for Clerk of the Board	-	5,000	5,000
ZEBS Meetings	2,000	2,688	688
Sub-Total	28,700	28,000	(700)
509020001 TRAINING/ WORKSHOP			
Annual APTA Conference	-	4,071	4,071
APTA Bus & Paratransit Conference	-	3,167	3,167
APTA Leadership	-	2,714	2,714
APTA Legislative Conference	-	3,618	3,618
California Hydrogen Business Council Board	-	1,810	1,810
CARB Subcommittee for ZEBS	-	1,810	1,810
CTA Legislative Conference	-	1,810	1,810
West Coast Center of Excellence	-	3,000	3,000
Sub-Total	-	22,000	22,000
509020002 BOARD MEETING EXPENSES			
General board meeting costs	4,000	4,500	500
Sub-total	4,000	4,500	500
509020003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	6,000	6,000	-
Sub-total	6,000	6,000	-

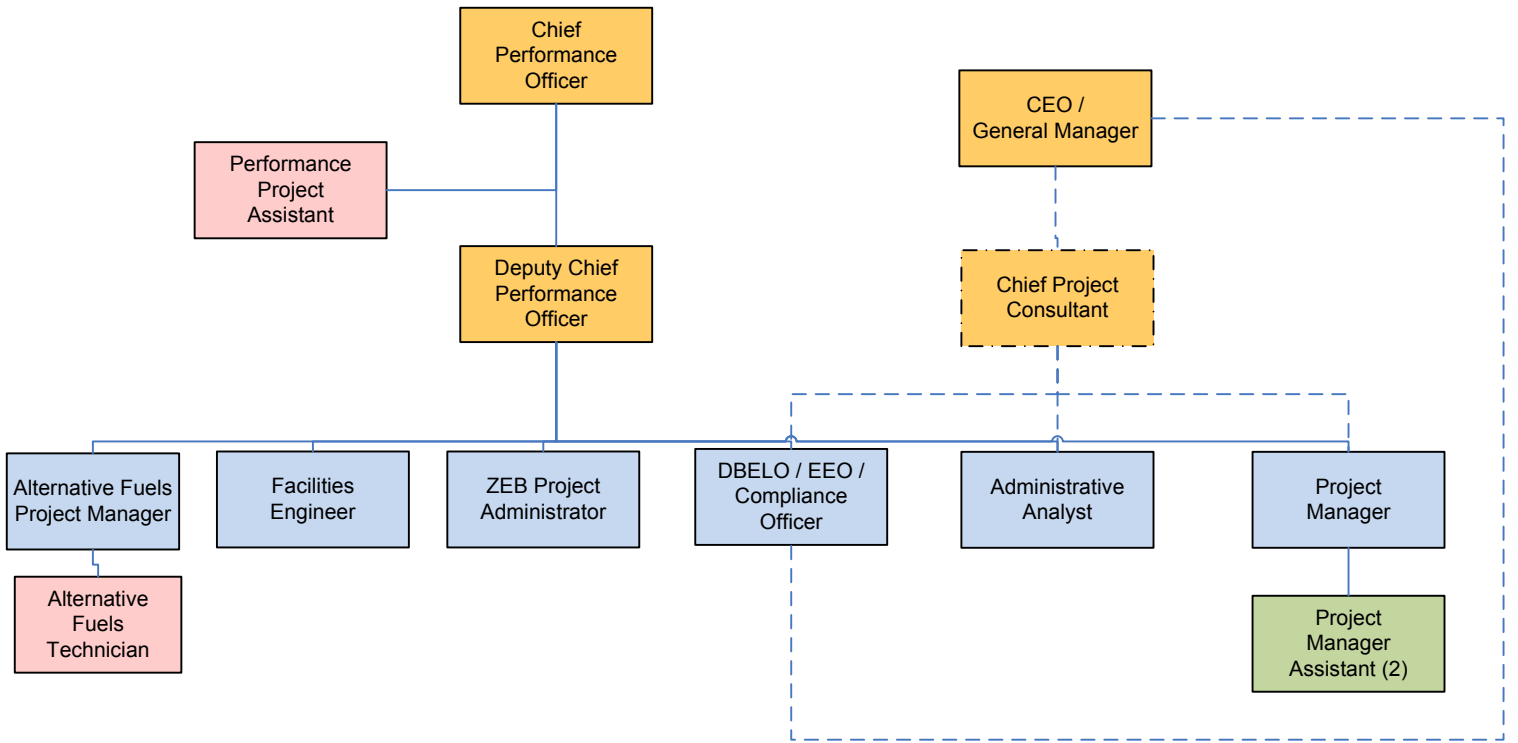
EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Year of Learning	25,000	-	(25,000)
Room for improvement funds	177,227	180,000	2,773
Sub-total	202,227	180,000	(22,227)
5099900004 CONSULTING-GENERAL			
Arbitration Services	-	35,000	35,000
Bus Stop Analysis	-	75,000	75,000
General Assessments	58,525	58,525	-
Leadership Consulting	85,000	85,000	-
Sub-total	143,525	253,525	110,000
Total Expenses	1,247,649	1,442,092	194,443

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PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

The Performance Management Office is responsible for improving the overall efficiency of the systems and processes that support SunLine's daily operations including significant capital projects.

FY 19 GOALS & OBJECTIVES

- Improve the utilization of metrics throughout the Agency.
- Improve the performance of the Agency in regards to compliance requirements.
- Implement a comprehensive Capital Improvement Plan (CIP).

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	304,115	438,210	339,766	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	516	16	1,097	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,282)	(3,303)	(2,266)	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(3,458)	(941)	(41,754)	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	140,582	185,531	112,628	182,374	315,553	133,179
5030200000 PUBLIC NOTICES	-	-	1,220	4,000	3,000	(1,000)
5030300003 MEDICAL-EXAMS AND TESTING	-	-	17,939	21,000	-	(21,000)
5030400000 TEMPORARY HELP	-	-	12,333	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE	-	-	-	-	26,000	26,000
5049900000 PRINTING ADMINISTRATION	-	-	-	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	395	314	541	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	635	1,008	-	948	1,000	52
5090200000 TRAVEL-MEETINGS/TRAINING	2,023	12,982	13,846	21,533	27,200	5,667
5090200001 TRAINING/ WORKSHOP	-	-	2,188	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES	-	1,007	239	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	-	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES	-	-	-	-	500	500
5099900002 MISCELLANEOUS EXPENSE	515	56	-	-	-	-
5099900004 CONSULTING-GENERAL	7,190	42,731	27,710	192,243	797,500	605,257
Total Expenses	450,231	677,609	485,487	751,560	1,728,332	976,772

Notes

- Medical Exams and Testing was moved to the Safety Office
- Added a Temporary Help Services GL and Center of Excellence GL
- Partial funds from the Employee Development GL moved from the Executive Office to Performance

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Administrative Analyst	0.00	1.00	1.00
1	Chief Performance Officer	0.00	1.00	1.00
1	Chief Project Consultant	1.00	1.00	0.00
1	DBELO/EEO/Compliance Officer	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	0.00	1.00	1.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
2	Project Manager Assistant	1.00	2.00	1.00
0	Senior Project Manager	1.00	0.00	(1.00)
1	ZEB Project Administrator	0.00	1.00	1.00
11	Total FTEs	7.00	11.00	4.00

Notes

- Added one additional Project Manager Assistant FTE
- Added Chief Performance Officer FTE
- Added ZEB Project Administrator FTE
- Added Facilities Engineer FTE
- Administrative Analyst FTE replaces Senior Project Manager

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	182,374	315,553	133,179
Sub-total	496,836	833,382	336,546
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO and ADA	4,000	3,000	(1,000)
Sub-total	4,000	3,000	(1,000)
5030400000 TEMPORARY HELP			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE			
Unplanned Maintenance Software	-	26,000	26,000
Sub-total	-	26,000	26,000
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	21,000	-	(21,000)
Sub-total	21,000	-	(21,000)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	500	550	50
Sub-total	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting service	948	1,000	52
Sub-total	948	1,000	52

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	7,000	7,000	-
Cal Act seminar	2,000	2,000	-
CTA seminars	2,000	2,000	-
DBE outreach	1,033	1,000	(33)
Drug and Alcohol Training	-	1,000	1,000
EEO, DBE, ADA seminars	7,500	6,000	(1,500)
FTA sponsored technology events	2,000	2,000	-
National Transit Institute		1,500	1,500
Public Project Training	-	500	500
Transit Paratransit Course University of the Pacific	-	4,200	4,200
Sub-total	21,533	27,200	5,667
5090200001 TRAINING/WORKSHOP			
DBE Workshop Expense	3,000	3,200	200
Sub-total	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES			
Access Committee Meetings	1,000	500	(500)
Sub-total	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University	-	25,000	25,000
Sub-total	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursement	-	500	500
Sub-total	-	500	500
5099900004 CONSULTING-GENERAL			
Consulting services for Capital Improvement Program	-	298,000	298,000
Subject matter experts to supplement staff	192,243	102,000	(90,243)
SunRide Ride Share Program	-	312,500	312,500
Desert Recreation District		85,000	
Sub-total	192,243	797,500	605,257
Total Expenses	751,560	1,728,332	976,772

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

SunFuels is responsible for the operation and maintenance of SunLine Transit Agency CNG and hydrogen fuel infrastructure.

FY 19 GOALS & OBJECTIVES

- Continued efforts to complete the replacement of aging CNG equipment to optimize fueling efficiency and growth.
- Complete construction of H2 and CNG stations.
- Maintain current H2 and CNG equipment to the fullest capacity.
- Maintain a high level of support to outside fuel customers.
- Create a path to secure more renewable energy paths to offset demands.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	96,352	95,615	99,735	100,645	102,826	2,181
5010201610 ADMIN SALARIES-OT	724	2,398	1,603	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	13,742	16,012	15,809	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	94,135	92,642	79,636	73,178	80,814	7,636
5030500010 CONTRACT SVC-GENERAL	21,751	15,806	14,859	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2	69,507	65,356	55,239	64,600	62,500	(2,100)
5030500012 UNIFORMS	1,014	1,367	1,556	1,550	1,550	-
5030600900 ANSWERING SERVICES	1,105	987	389	420	420	-
5039900005 SHIPPING/FREIGHT	1,372	371	78	500	1,000	500
5039900007 INVENTORY-SALES TAX	4,698	1,823	2,498	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES	1,038	867	1,295	1,000	1,500	500
5049900001 OFFICE SUPPLIES	13	138	238	200	300	100
5049900010 MAT/SUPPLIES--CNG TPALMS	3,083	698	1,860	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN	7,429	3,961	34,973	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO	3,009	1,480	767	1,000	1,500	500
5049900300 REPAIR PARTS-HYDROGEN	11,165	10,142	14,183	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS	29,924	36,117	27,024	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO	20,797	12,626	20,542	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS	66,520	71,309	71,100	75,000	73,000	(2,000)
5050200002 ELECTRICITY-CNG INDIO	79,597	72,583	78,759	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN	21,778	23,599	25,344	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS	835,405	1,000,885	899,420	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO	380,927	472,402	427,431	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN	52,160	46,768	42,384	66,372	45,000	(21,372)
5070500000 FUEL TAXES	170,201	175,429	183,610	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	1,308	1,859	2,563	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEES	9,312	8,207	8,321	8,000	8,200	200
5099900004 PERMITS & LICENSES	327	327	490	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES	11,924	12,676	17,574	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL	(1,478,840)	(1,638,504)	(1,536,840)	(1,681,000)	(1,600,000)	81,000
Total Expenses	531,477	605,945	592,438	470,923	638,170	167,247

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Alternative Fuels Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	Total FTEs	2.00	2.00	0.00

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,645	102,826	2,181
5010201610 ADMIN-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	73,178	80,814	7,636
Sub-total	189,362	201,640	12,278
5030500010 CONTRACT SVC-GENERAL			
Gas pipe corrosion testing	2,200	-	(2,200)
Haz mat disposal	1,100	2,300	1,200
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	6,000	5,000	(1,000)
Sub-total	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2			
Quarterly H2 purity testing	5,000	5,000	-
Reformer maintenance & monitoring	55,600	53,500	(2,100)
Water treatment services for H2 production	4,000	4,000	-
Sub-total	64,600	62,500	(2,100)
5030500012 UNIFORMS			
Uniform services	1,550	1,550	-
Sub-total	1,550	1,550	-
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	500	1,000	500
Sub-total	500	1,000	500
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,700	3,500	800
Sub-total	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900001 OFFICE SUPPLIES			
Office supplies	200	300	100
Sub-total	200	300	100

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	200	300	100
Electrical hardware	150	200	50
Hardware	150	150	-
Industrial supplies	125	150	25
Oil for compressor	300	600	300
Pipes, tubing & fittings	150	300	150
Stainless steel fittings	150	400	250
Sub-total	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN			
Absorbent	18,894	-	(18,894)
Hardware	1,100	1,110	10
Hoses & nozzles	800	1,000	200
Nitrogen	1,700	2,000	300
Reverse osmosis water filters	600	800	200
Stainless steel fittings	350	350	-
Stainless steel valves	450	500	50
Sub-total	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	650	750	100
Hardware	150	300	150
Stainless steel fittings & valves	200	450	250
Sub-total	1,000	1,500	500
5049900300 REPAIR PARTS-HYDROGEN			
Parts for reformer	4,000	4,000	-
Parts for compressor	3,500	3,500	-
Sub-total	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS			
Compressor rebuild parts	15,200	14,600	(600)
Parts for dispenser	6,000	5,000	(1,000)
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	5,000	4,400	(600)
Sub-total	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	4,500	11,333	6,833
Parts for dispenser	3,500	6,000	2,500
Parts for hoses & nozzles	2,000	2,667	667
Sub-total	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	75,000	73,000	(2,000)
Sub-total	75,000	73,000	(2,000)

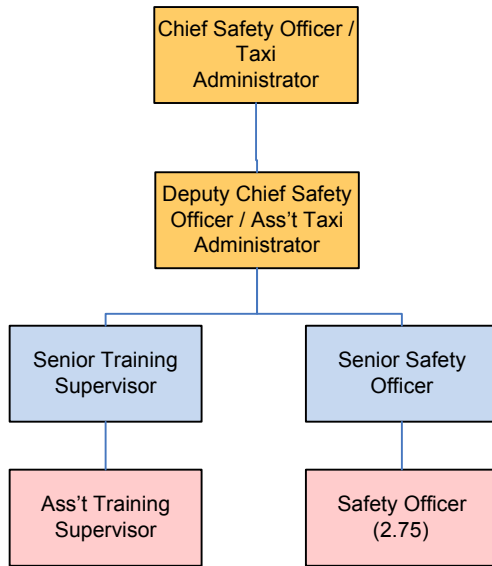
PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	70,000	69,000	(1,000)
Sub-total	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	30,000	145,000	115,000
Sub-total	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	980,000	950,000	(30,000)
Sub-total	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	400,000	395,000	(5,000)
Sub-total	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	66,372	45,000	(21,372)
Sub-total	66,372	45,000	(21,372)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	150,000	170,000	20,000
Sub-total	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING			
NGV Institute	600	600	-
NTT	1,400	1,400	-
Sub-total	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	8,000	8,200	200
Sub-total	8,000	8,200	200
5099900004 PERMITS & LICENSES			
Fees paid to the county	400	700	300
Sub-total	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	11,000	20,000	9,000
Sub-total	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,681,000)	(1,600,000)	81,000
Sub-total	(1,681,000)	(1,600,000)	81,000
Total Expenses	470,923	638,170	167,247

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

The Safety/Security and Training Department is responsible for providing a safe working environment for employees and ensuring for the safety of all passengers. The Safety/Security and Training Department accomplishes this through a variety of safety and security measures implemented at Agency properties and training of employees regarding safety and security measures. The Training Department teaches newly hired operators, providing them with the skills required to operate Agency vehicles while in revenue service and during travel to and from designated locations. Remedial training is given to employees identified as having failed to perform as trained or instructed. The Safety/Security and Training Department uses drills and simulations to test the effectiveness of safety and security measures taken.

FY 19 GOALS & OBJECTIVES

- Complete installation of new surveillance system.
- Update system safety plan to include safety management system principles.
- Ongoing NIMS and similar emergency management training for safety personnel.
- Implement perishable skills training program for operators.
- Obtain funding for driving simulators.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	220,492	245,172	299,432	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT		841	-	500	500	-
5029999999 TOTAL FRINGE BENEFITS	213,391	233,381	252,184	215,295	328,635	113,340
5030300001 ID BADGE SUPPLIES	1,491	1,651	822	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING	-	-	-	-	21,000	21,000
5030300010 CONTRACTED SERVICES	8,114	-	-	-	-	-
5030300013 UNIFORMS	3,144	2,067	2,002	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES	20,926	18,163	10,914	15,000	17,000	2,000
5030700000 SECURITY SERVICES	70,726	76,823	100,340	103,604	104,159	555
5030700001 SUSBTANCE ABUSE PROGRAM AUDITS	499	-	-	-	-	-
5049900001 OFFICE SUPPLIES	1,008	1,634	1,649	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES	5,302	12,477	7,713	10,341	10,000	(341)
5049900010 TRAINING SUPPLIES	1,269	-	-	-	-	-
5049901000 EMERGENCY PREPARDNESS SUPPLIES	4,550	5,861	-	2,269	-	(2,269)
5060300100 REPAIR CLAIMS	-	-	46,273	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	10,956	11,749	3,359	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING	9,767	13,501	16,169	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES	-	140	-	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES	-	-	-	-	8,000	8,000
5099900002 MISCELLANEOUS EXPENSE	65	362	-	-	-	-
Total Expenses	571,701	623,823	740,857	901,555	1,016,555	115,000

Notes

- Medical Exams and Testing was moved to the Safety Office from the Performance Office
- Added Recruiting GL for background checks for all new hires

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Training Supervisor	1.00	1.00	0.00
1	Chief Safety Officer/Taxi Administrator	0.75	0.75	0.00
1	Deputy Chief Safety Officer/ Asst. Taxi Administrator	0.75	0.75	0.00
3	Safety Officer	2.00	2.75	0.75
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
8	Total FTEs	6.50	7.25	0.75

Notes:

- Added one (1) part time Safety Officer
- Chief & Deputy Chief Safety Officers budgeted at .75 and .75 FTEs respectively to reflect allocated time for taxi administration responsibilities charged to SRA budget

SAFETY AND SECURITY OFFICE

Division 15

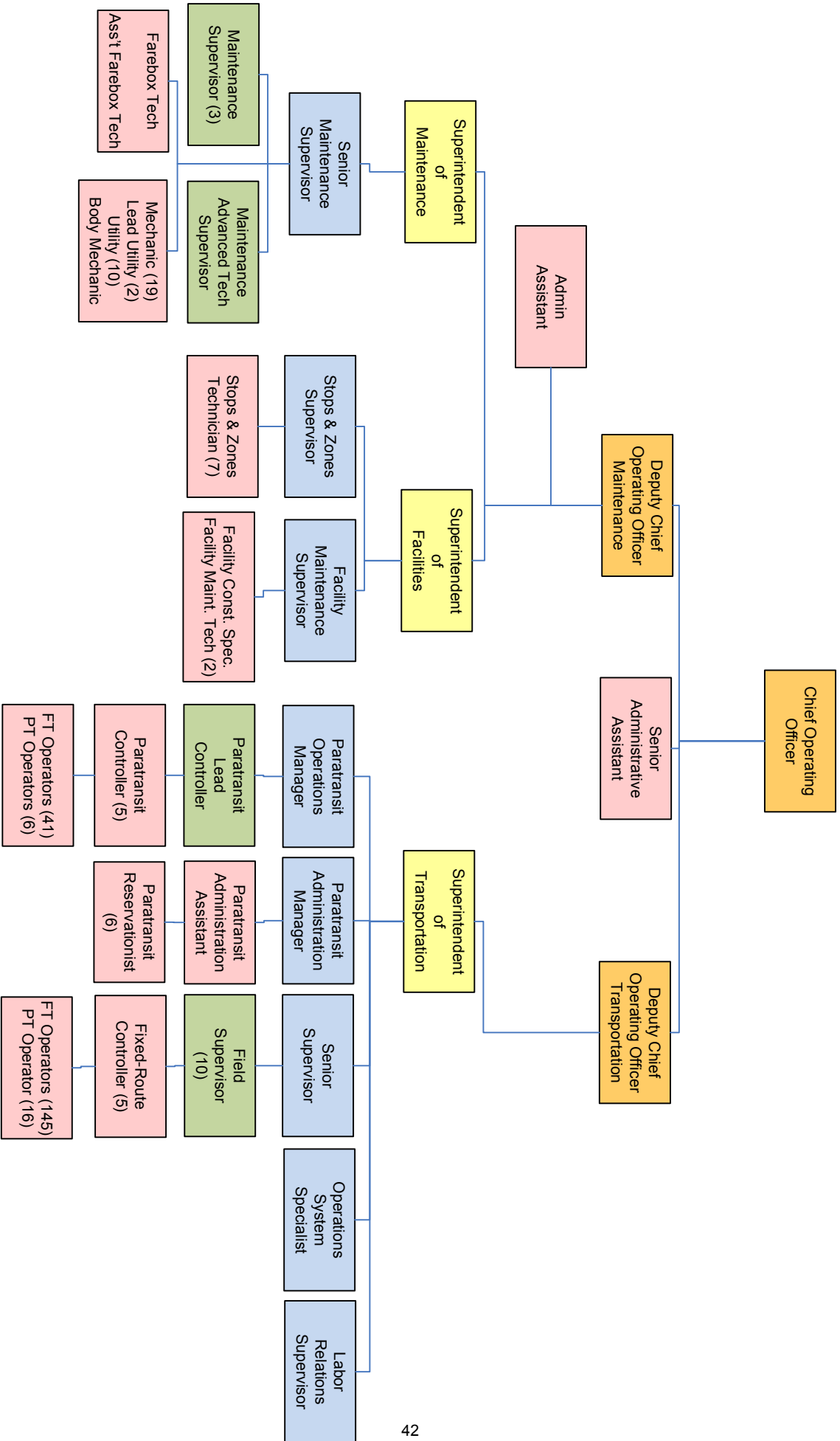
General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT	500	500	-
5029999999 TOTAL FRINGE BENEFITS	215,295	328,635	113,340
Sub-total	530,631	665,616	134,985
5030300001 ID BADGE SUPPLIES			
Access Cards	1,500	1,500	-
Sub-total	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	-	21,000	21,000
Sub-total	-	21,000	21,000
5030300013 UNIFORMS			
Reflective safety vest replacements	-	-	-
Staff shirts/hats, Etc.	500	500	-
Uniform rental	2,500	2,000	(500)
Sub-total	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	6,000	7,000	1,000
Safety Incentive program	9,000	10,000	1,000
Sub-total	15,000	17,000	2,000
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	1,440	1,440	-
Guard services at Divisions 1 & 2	102,164	102,719	555
Sub-total	103,604	104,159	555
5049900001 OFFICE SUPPLIES			
Office supplies	3,100	2,000	(1,100)
Sub-total	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES			
Banners	1,000	1,000	-
First aid /CPR supplies	1,000	1,000	-
First aid kit supplies	-	2,000	2,000
National Safety Council materials	4,000	-	(4,000)
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	1,341	2,000	659
Training Supplies	-	1,000	1,000
Sub-total	10,341	10,000	(341)
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency kits	2,269	-	(2,269)
Sub-total	2,269	-	(2,269)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5060300100 REPAIR CLAIMS			
Costs associated with repairs for damaged vehicles resulting from collisions	200,000	154,280	(45,720)
Sub-total	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	395	395	-
APTA Bus Safety Mgt program	9,860	9,860	-
Fred Pryor Membership	996	996	-
National Safety Council	749	749	-
Sub-total	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Conference	4,000	4,000	-
CTA Conference	4,000	4,000	-
FTA Drug & Alcohol Training	500	-	(500)
NHTSA conference	4,500	-	(4,500)
Risk management training	-	1,500	1,500
Sub-total	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	2,875	500	(2,375)
Sub-total	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	-	8,000	8,000
Sub-total	-	8,000	8,000
Total Expenses	901,555	1,016,555	115,000

OPERATIONS OFFICE



OPERATIONS OFFICE - TRANSPORTATION

Division 11, 12, 13 (Ops Only Portion) & 14

FUNCTIONS & RESPONSIBILITIES

Operations Office is responsible for the daily transit services provided to the public by SunBus and SunDial services. The daily service for both fixed route and paratransit encompasses over 1,120 square miles with over 4 million in annual ridership.

SunDial is a Coachella Valley, curb-to-curb paratransit service designed to meet the requirements of the Americans with Disability Act (ADA). Reservations can be scheduled up to 14 days in advance. SunDial service mirrors SunBus hours of operations and is available within 3/4 of a mile on either side of any local SunBus route (not including Commuter Link 220).

FY 19 GOALS & OBJECTIVES

- Continue developing the paratransit sub-department (Call Center/ Eligibility Center).
- Improve management/operator relations by continuing to be more visible and available with an increased supervisor workforce.
- Continue the current task force/committee with operators and staff to address and improve software and schedule time concerns.
- Continue our ladders of success program designed to train, develop and promote current and future team members through our Individual Development Program (IDP).
- Maintain full staffing to budgeted FTEs.

EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	835,008	893,344	816,891	1,015,310	1,173,236	157,926
5010201500 CUSTOMER SERVICE SALARIES	128	-	-	-	-	-
5010201610 ADMIN SALARIES-OT	355	29	607	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(30,102)	(22,881)	(22,481)	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	812,684	785,508	602,124	763,689	872,646	108,957
5030300013 UNIFORMS	49,487	85,486	40,319	62,000	66,000	4,000
5030303250 CONSULTING	17,221	-	-	-	-	-
5039900003 PRINTING EXPENSE	2,724	4,478	3,592	5,000	5,000	-
5049900001 OFFICE SUPPLIES	2,448	1,172	631	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES	3,841	254	147	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING	15,738	21,786	15,733	25,000	18,000	(7,000)
5090200001 TRAINING	150	-	-	-	-	-
5090200002 ACCESS COMMITTEE EXPENSES	838	-	-	-	-	-
5090201000 EMPLOYEE EXPENSE	899	50	315	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES	12,104	10,277	1,844	10,000	7,500	(2,500)
Total Expenses	1,723,523	1,779,503	1,459,722	1,835,049	2,115,602	280,553

EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	4,999,404	5,578,626	5,684,896	6,264,651	6,226,671	(37,980)
5010101020 OPERATOR WAGES OVERTIME - FT	683,374	807,205	732,720	700,000	662,580	(37,420)
5029999999 TOTAL FRINGE BENEFITS	3,585,863	3,761,795	3,501,177	3,604,834	3,944,469	339,635
Total Expenses	9,268,640	10,147,626	9,918,793	10,569,485	10,833,720	264,235

OPERATIONS OFFICE - TRANSPORTATION

Division 11, 12, 13 (Ops Only Portion) & 14

EXPENSE BUDGET SUMMARY - SUNDIAL OPS ADMIN (DIV 13 OPS ONLY PORTION)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,507	391,944	506,453	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	2,781	2,407	3,518	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS	353,309	372,039	371,019	419,598	444,765	25,167
5030300013 PARATRANSIT UNIFORMS	15,297	26,681	6,114	18,000	20,000	2,000
5030400000 TEMPORARY HELP SERVICES	26,747	5,709	-	-	-	-
5039900003 GENERAL SERVICES	15,497	16,540	17,520	18,000	18,000	-
5049900001 OFFICE SUPPLIES	2,754	303	2,715	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES	449	379	-	750	750	-
Total Expenses	731,340	816,003	907,340	995,759	1,058,323	62,564

EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,318,525	1,482,031	1,460,449	1,481,890	1,530,192	48,302
5010101020 PARATRANSIT OPER WAGES OT	321,298	320,988	271,693	349,521	300,000	(49,521)
5029999999 TOTAL FRINGE BENEFITS	815,280	936,689	780,923	789,959	900,179	110,220
Total Expenses	2,455,104	2,739,708	2,513,065	2,621,370	2,730,371	109,001

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
10	Field Supervisors	10.00	10.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	0.00	1.00	1.00
0	Lead Controller/System Specialist	1.00	0.00	(1.00)
145	Motor Coach Operator - Full Time	145.00	145.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Senior Field Supervisor	1.00	0.00	(1.00)
1	Senior Supervisor	0.00	1.00	1.00
1	Superintendent of Transportation	1.00	1.00	0.00
183	Sub-Total	178.00	179.00	1.00
	Paratransit			
1	Paratransit Administration Assistant	1.00	1.00	0.00
1	Paratransit Administration Manager	1.00	1.00	0.00
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
6	Paratransit Reservationist	6.00	6.00	0.00
62	Sub-Total	60.50	60.50	0.00
245	Total FTEs	238.50	239.50	1.00

Notes:

- Lead Controller/System Specialist retitled to Operations System Specialist
- Senior Filed Supervisor retitled to Field Supervisor
- Added one Full Time Motor Coach Operator

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,015,310	1,173,236	157,926
5010201610 ADMIN SALARIES-OT	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	763,689	872,646	108,957
Sub-total	1,729,499	2,016,382	286,883
5030300013 UNIFORMS			
Employee uniforms	62,000	58,000	(4,000)
Uniform Rental	-	8,000	8,000
Sub-total	62,000	66,000	4,000
5039900003 PRINTING EXPENSE			
Printing expense	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	2,200	1,400	(800)
Sub-total	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	350	570	220
Sub-total	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	3,000	3,000	-
APTA Bus and Paratransit	2,000	2,000	-
CTA	2,500	2,500	-
Leadership training (5)	2,500	-	(2,500)
NTI Training	3,000	1,500	(1,500)
Para and Transit Certification (5)	6,000	5,000	(1,000)
Trapeze Group user conference (2)	2,500	2,500	-
TSI Training	3,500	1,500	(2,000)
Sub-total	25,000	18,000	(7,000)

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Operator Name Plates	750	750	-
Trophies for employee recognition	250	-	(250)
Sub-total	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES			
APTA registration	2,500	1,700	(800)
Hotels	2,500	1,900	(600)
Local Competition	2,500	2,000	(500)
Travel	2,500	1,900	(600)
Sub-total	10,000	7,500	(2,500)
Total Expenses	1,835,049	2,115,602	280,553

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS...	419,598	444,765	25,167
Sub-total	957,009	1,015,573	58,564
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	18,000	20,000	2,000
Sub-total	18,000	20,000	2,000
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	18,000	18,000	-
Sub-total	18,000	18,000	-
5049900001 OFFICE SUPPLIES			
General office supplies	2,000	4,000	2,000
Sub-total	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES			
Driving gloves	500	500	-
Name plates	250	250	-
Sub-total	750	750	-
Total Expenses	995,759	1,058,323	62,564

OPERATIONS OFFICE - FLEET MAINTENANCE

Division 21, 22, 13 (Fleet Maintenance Portion Only)

FUNCTIONS & RESPONSIBILITIES

Fleet Maintenance is responsible for performing vehicle maintenance and inspections, mid-life overhauls, and rehabilitation of all vehicles within the fixed route and paratransit fleet. Fleet Maintenance also ensures safe and reliable vehicles to support the daily transit services provided to the public by SunBus and SunDial services.

FY 19 GOALS & OBJECTIVES

- Procure asset management software.
- High Voltage Training Certification for Supervisors and Technicians.
- Improve productivity of maintenance staff.
- Plan Center of Excellence maintenance goals and requirements.
- Update and develop Standard Operating Procedures for fleet maintenance.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	403,848	428,761	415,729	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	588	560	-	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	385,209	358,424	291,119	372,184	438,083	65,899
5030400000 TEMPORARY HELP SERVICES	9,715	-	-	-	-	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	9,351	10,073	7,365	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	10,184	2,300	4,473	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL	127,901	128,359	128,526	137,952	130,000	(7,952)
5040100102 FREON & COOLANT	35,326	16,401	37,573	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES	39,570	39,467	39,401	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE	1,070,839	1,227,122	1,115,035	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED	3,820	3,898	4,191	5,500	16,000	10,500
5040102100 FUEL-DIESEL	-	-	-	100	-	(100)
5040102200 FUEL-HYDROGEN	208,164	276,678	195,368	232,078	260,000	27,922
5040200001 TIRES-FIXED ROUTE	143,831	160,013	167,725	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES	6,282	5,684	10,869	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	21	97	100	200	100
5049900001 OFFICE SUPPLIES	3,082	2,136	762	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	110	689	660	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING	2,329	2,616	2,418	6,000	6,000	-
5090200001 TRAINING	410	(410)	-	-	-	-
5090201000 EMPLOYEE EXPENSES	389	470	-	500	500	-
5090400100 DISCOUNTS TAKEN	(878)	-	(98)	-	-	-
Total Expenses	2,460,070	2,663,263	2,421,213	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE

Division 21, 22, 13 (Fleet Maintenance Portion Only)

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,392,511	1,427,701	1,400,383	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	58,127	93,292	62,928	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	930,554	950,742	871,738	897,918	989,694	91,776
5030300014 UNIFORMS	20,381	21,890	16,620	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS		-	353	1,000	800	(200)
5030500002 RADIO MAINTENANCE	21,934	5,210	850	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,542	2,699	3,194	4,500	4,000	(500)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	5,077	1,066	350	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT	76,310	79,200	83,100	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT	6,079	7,260	6,364	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING	16,885	19,425	15,975	25,000	25,000	-
5039900007 INVENTORY-SALES TAX	100,695	95,069	100,612	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES	14,610	16,442	14,668	13,000	17,000	4,000
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,946	2,442	3,592	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES	15,924	11,305	16,175	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC	21,570	34,853	24,809	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES	15,279	17,226	15,362	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT	9,335	5,217	6,423	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE	502	-	1,152	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE	882,880	1,040,080	983,385	1,000,000	1,000,000	-
5049900022 REPAIR PARTS-SUPPORT VEHICLES	36,596	45,429	41,029	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS	782	23	-	1,000	1,000	-
5049900024 REPAIR PARTS-FUEL CELL	-	-	-	25,000	20,000	(5,000)
5070500000 FUEL TAXES	17,580	18,696	16,787	18,000	18,000	-
5099900004 PERMITS & LICENSES	7,566	10,639	14,331	15,000	16,000	1,000
Total Expenses	3,658,664	3,905,907	3,700,180	3,963,859	4,108,744	144,885

EXPENSE BUDGET SUMMARY - MAINTENANCE PARATRANSIT (DIV 13 FLEET MAINTENANCE ONLY PORTION)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,470	1,125	2,873	2,000	2,600	600
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	3,434	2,349	5,678	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG	204,234	220,186	207,857	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES	48,835	47,314	48,659	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS	162,195	121,611	171,194	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT	780	585	878	1,500	1,000	(500)
5049900200 DECALS	-	-	-	200	200	-
Total Expenses	421,949	393,171	437,137	459,870	417,800	(42,070)

OPERATIONS OFFICE - FLEET MAINTENANCE

Division 21, 22, 13 (Fleet Maintenance Portion Only)

PERSONNEL SUMMARY

FY 19 Physical Count		Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1		Administrative Assistant	1.00	1.00	0.00
1		Assistant Farebox Technician	1.00	1.00	0.00
1		Body Mechanic A	1.00	1.00	0.00
1		Deputy Chief Operating Officer - Maintenance	1.00	1.00	0.00
1		Farebox Technician	1.00	1.00	0.00
2		Lead Utility	2.00	2.00	0.00
1		Maintenance Advanced Tech. Supervisor	1.00	1.00	0.00
3		Maintenance Supervisor	3.00	3.00	0.00
19		Mechanic A	19.00	19.00	0.00
1		Senior Maintenance Supervisor	1.00	1.00	0.00
1		Superintendent of Maintenance	1.00	1.00	0.00
10		Utility	10.00	10.00	0.00
42		Total FTEs	42.00	42.00	0.00

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	372,184	438,083	65,899
Sub-total	870,235	1,046,743	176,508
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	22,082	20,000	(2,082)
Sub-total	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	5,000	4,500	(500)
Sub-total	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	137,952	130,000	(7,952)
Sub-total	137,952	130,000	(7,952)
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	30,000	56,000	26,000
Sub-total	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	40,000	42,000	2,000
Sub-total	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,254,356	1,275,492	21,136
Sub-total	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	5,500	16,000	10,500
Sub-total	5,500	16,000	10,500
5040102100 FUEL-DIESEL			
Diesel fuel for portable steam cleaner	100	-	(100)
Sub-total	100	-	(100)
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	232,078	260,000	27,922
Sub-total	232,078	260,000	27,922

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5040200001 TIRES-FIXED ROUTE			
Tire lease program	186,453	175,000	(11,453)
Sub-total	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & leased tires	10,000	14,000	4,000
Sub-total	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	100	200	100
Sub-total	100	200	100
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training	6,000	6,000	-
Sub-total	6,000	6,000	-
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	500	500	-
Sub-total	500	500	-
Total Expenses	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	897,918	989,694	91,776
Sub-total	2,513,450	2,638,444	124,994
5030300014 UNIFORMS			
Maintenance employee uniforms	20,000	18,000	(2,000)
Sub-total	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	1,000	800	(200)
Sub-total	1,000	800	(200)
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles operational	5,644	7,500	1,856
Sub-total	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment. Can normally be done in-house	4,500	4,000	(500)
Sub-total	4,500	4,000	(500)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	3,000	3,000	-
Sub-total	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT			
Tire Services	75,000	88,000	13,000
Parts cleaning tank service	10,000	-	(10,000)
Sub-total	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	10,000	9,000	(1,000)
Sub-total	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
Sub-total	25,000	25,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	100,000	110,000	10,000
Sub-total	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	13,000	17,000	4,000
Sub-total	13,000	17,000	4,000
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags, etc. used in the cleaning of vehicles	17,500	17,500	-
Sub-total	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, welding supplies, ETC. used in general repair of vehicles	32,125	35,000	2,875
Sub-total	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	18,640	19,000	360
Sub-total	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	10,000	-
Sub-total	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on vehicles	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain buses	1,000,000	1,000,000	-
Sub-total	1,000,000	1,000,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts need to maintain support vehicles	40,000	45,000	5,000
Sub-total	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900024 REPAIR PARTS- Fuel Cell			
Repair parts to maintain fuel cell on buses	25,000	20,000	(5,000)
Sub-total	25,000	20,000	(5,000)
5070500000 FUEL TAXES			
Fuel Taxes	18,000	18,000	-
Sub-total	18,000	18,000	-
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	15,000	16,000	1,000
Sub-total	15,000	16,000	1,000
Total Expenses	3,963,859	4,108,744	144,885

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,000	2,600	600
Sub-total	2,000	2,600	600
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Outside repair parts for paratransit vehicles	5,000	5,000	-
Sub-total	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	225,401	215,000	(10,401)
Sub-total	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES			
Tire lease	55,474	54,000	(1,474)
Sub-total	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	170,295	140,000	(30,295)
Sub-total	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,500	1,000	(500)
Sub-total	1,500	1,000	(500)
5049900200 DECALS			
Decals for paratransit vehicles	200	200	-
Sub-total	200	200	-
Total Expenses	459,870	417,800	(42,070)

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

Facilities Maintenance is responsible for maintenance, inspections, repairs and rehabilitation of facilities and buildings for administration and operations located in Thousand Palms, Indio, and Coachella. Facilities Maintenance ensures facilities are safe and sanitary for employees and customers.

FY 19 GOALS & OBJECTIVES

- Purchase replacement equipment for old items.
- Purchase man lift to assist in-house repairs.
- Improve material, supply storage and facility maintenance work area.

EXPENSE BUDGET SUMMARY - FACILITY MAINTENANCE THOUSAND PALMS (TP) (DIV 23)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	78632.16	110,137	105,181	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	80,329	115,350	125,817	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	1,579	1,663	6,537	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,216)	(1,721)	(1,800)	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	129,508	172,977	164,072	145,226	175,366	30,140
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	14,194	16,430	9,732	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL	34,029	33,826	21,057	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL	53,925	52,762	53,266	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES	5,723	4,734	4,539	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES	801	1,179	1,502	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES	-	608	5,270	4,000	5,000	1,000
5030600500 PEST CONTROL SERVICE	174	424	1,585	2,200	2,500	300
5030600600 CONTRACT SERVICES-A/C	6,038	5,750	6,669	8,000	7,000	(1,000)
5030600700 FIRE EXTINGUISHERS	1,403	736	398	1,000	800	(200)
5030600800 FLOOR MAT RENTAL	4,044	7,480	9,296	9,300	7,000	(2,300)
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	11,456	10,800	11,000	14,500	3,500
5040300100 PLUMBING RELATED EXPENDITURES	6,513	5,268	9,077	6,000	8,000	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE	10,857	7,393	6,741	7,500	8,000	500
5040300600 SHOE ALLOWANCE	145	231	171	350	435	85
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	15,855	15,883	757	11,806	10,000	(1,806)
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,047	26,198	31,158	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC	3,843	3,190	1,378	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY	197,903	198,298	207,045	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY	14,093	16,792	17,466	16,000	18,000	2,000
Total Expenses	695,220	807,045	797,716	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

EXPENSE BUDGET SUMMARY - FACILITY MAINTENANCE INDIO/COACHELLA (DIV 24)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	538	3,409	2,217	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL	28,414	29,154	30,837	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES	1,043	923	370	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE	741	707	806	1,000	900	(100)
5030600600 CONTRACT SERVICES-AC	-	347	444	750	750	-
5030600700 FIRE EXTINGUISHERS	-	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	3,663	1,793	2,785	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP	1,613	434	1,219	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE	2,749	1,056	1,829	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	12,666	10,295	10,738	15,000	14,000	(1,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	666	231	61	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	28,070	25,487	30,045	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	12,894	14,332	13,630	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER	5,596	7,084	4,406	7,500	7,500	-
Total Expenses	98,652	95,254	99,388	115,500	117,650	2,150

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
5	Total FTEs	5.00	5.00	0.00

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	145,226	175,366	30,140
Sub-total	398,054	422,205	24,151
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	15,000	2,500	(12,500)
Bio Hazard material removal	3,000	14,000	11,000
Sub-total	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	2,900	4,500	1,600
Bus wash monthly PMI	6,620	6,620	-
Elevator service	3,000	3,000	-
Employee drinking water	2,500	2,500	-
Environmental monitoring Div 1	6,000	6,500	500
Shop vehicle lift service	3,000	3,000	-
Water softener service for bus wash	2,400	2,500	100
Sub-total	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	58,500	54,000	(4,500)
Sub-total	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	6,000	6,500	500
Sub-total	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Maint Techs	2,000	1,600	(400)
Sub-total	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	4,000	5,000	1,000
Sub-total	4,000	5,000	1,000

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	25,000	27,000	2,000
Sub-total	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY			
Direct TV	1,500	1,500	-
Electricity	207,500	193,500	(14,000)
Gas: New Admin building and shop connected to gas	9,000	9,000	-
Water	12,000	11,000	(1,000)
Sub-total	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	16,000	18,000	2,000
Sub-total	16,000	18,000	2,000
Total Expenses	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	-	713	713
Stormwater monitoring and testing contract	4,000	2,287	(1,713)
Sub-total	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract	33,000	33,500	500
Sub-total	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,000	1,800	(200)
Sub-total	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,000	900	(100)
Sub-total	1,000	900	(100)
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	750	750	-
Sub-total	750	750	-
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	500	500	-
Sub-total	500	500	-
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,000	2,750	(250)
Sub-total	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,500	1,400	(100)
Sub-total	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,500	2,300	(200)
Sub-total	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC			
Materials for general repair of facilities	15,000	14,000	(1,000)
Sub-total	15,000	14,000	(1,000)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor supplies required for maintenance	250	250	-
Sub-total	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Division 2	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	14,500	14,000	(500)
Sub-total	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	7,500	7,500	-
Sub-total	7,500	7,500	-
Total Expenses	115,500	117,650	2,150

OPERATIONS OFFICE - STOPS AND ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

Stops & Zones is responsible for maintaining clean, safe, and sanitary bus stop facilities. Stops and Zones also coordinate with Service Planning for the relocation, installation, and removal of bus stops.

FY 19 GOALS & OBJECTIVES

- Replace pressure washer.
- Successfully train and promote three stops and zones B Technicians to A Technicians.
- Complete bus shelter lighting improvement project.
- Replace stops and zones trucks.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	46,523	29,906	39,975	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	243,727	269,856	262,563	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	4,575	6,862	3,344	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	228,337	208,073	187,189	208,633	223,999	15,366
5030600200 UNIFORMS	6,079	3,615	3,674	6,000	6,000	-
5030600250 EQUIPMENT RENTAL	3,122	1,681	1,195	5,000	4,000	(1,000)
5040101000 SUPPLIES & MATERIALS	-	43	-	-	-	-
5040102000 UNLEADED GASOLINE	1,099	453	499	500	1,800	1,300
5040102001 DIESEL FUEL	-	-	30	100	100	-
5040300600 SHOE ALLOWANCE	355	526	388	1,050	1,015	(35)
5049900001 OFFICE SUPPLIES	-	68	-	100	100	-
5049900029 BUS STOP SUPPLIES	30,734	27,828	20,085	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES	-	-	-	100	100	-
Total Expenses	564,551	548,912	518,941	592,124	615,697	23,573

Notes

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

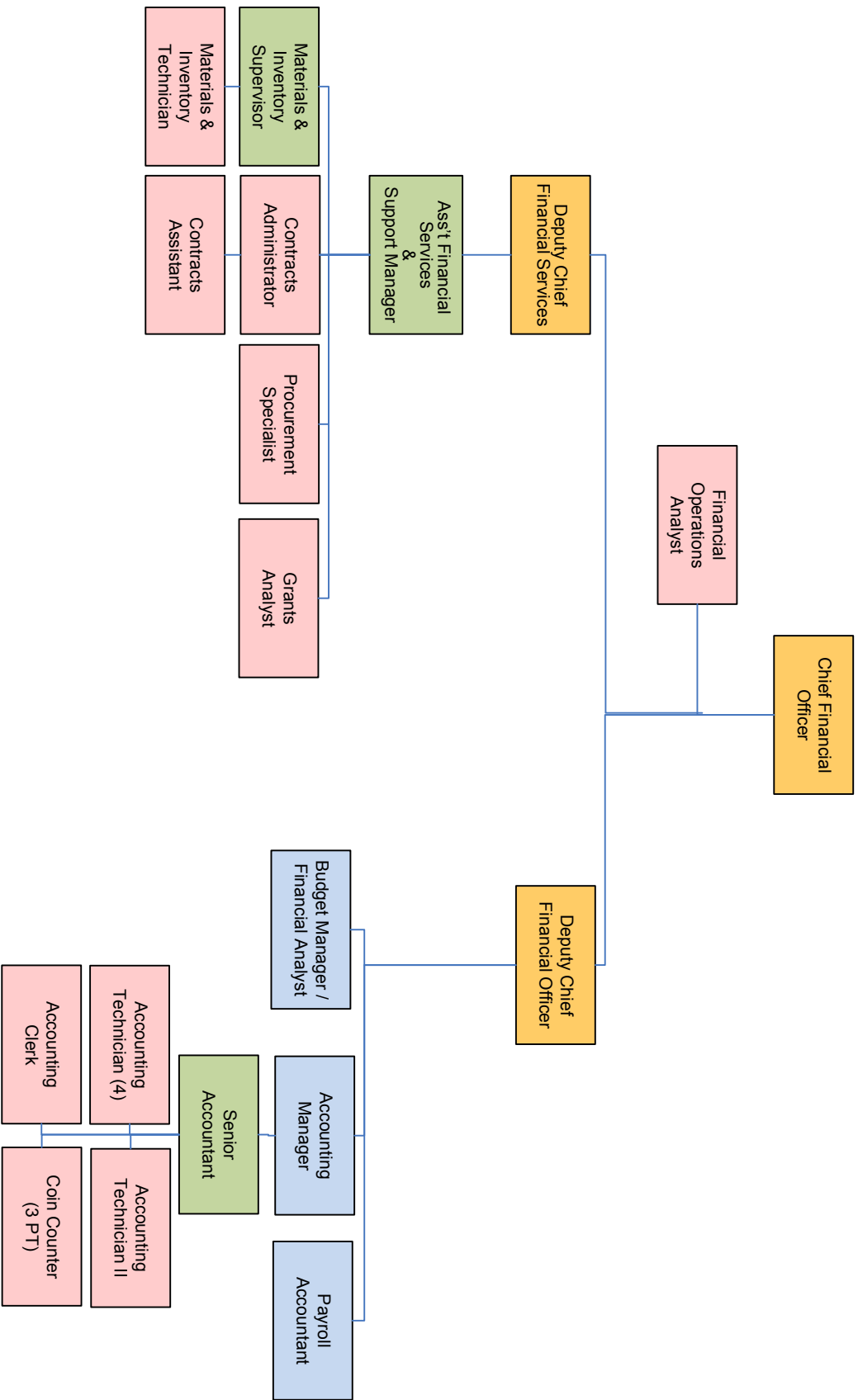
OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	208,633	223,999	15,366
Sub-total	539,274	568,582	29,308
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	6,000	6,000	-
Sub-total	6,000	6,000	-
5030600250 EQUIPMENT RENTAL			
Special equipment rental	5,000	4,000	(1,000)
Sub-total	5,000	4,000	(1,000)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	500	1,800	1,300
Sub-total	500	1,800	1,300
5040102001 DIESEL FUEL			
Portable steam equipment	100	100	-
Sub-total	100	100	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	1,050	1,015	(35)
Sub-total	1,050	1,015	(35)
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	100	100	-
Sub-total	100	100	-
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	40,000	32,000	(8,000)
Traffic Control	-	2,000	2,000
Sub-total	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES			
Employee Expenses	100	100	-
Sub-total	100	100	-
Total Expenses	592,124	615,697	23,573

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FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

The Finance Office is responsible for the budget, grant administration, accounting, sales, contracts/procurement, materials management and inventory control, cash management, investment portfolio and payroll for the Agency. The Finance Office is also responsible for the development of all financial statements, coordination of financial audits, and development of sales and tax documents and specialized reports for SunFuels.

FY 19 GOALS & OBJECTIVES

- Accurate record keeping. Provide accurate and consistent information.
- Prepare fiscally sound balanced budgets and capital improvement plan.
- Cost containment to ensure and procure the best quality at the lowest prices for materials, supplies and services.
- Complete Fare Study.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	773,899	838,417	860,847	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	1,296	8,037	4,917	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(5,873)	(6,413)	(6,559)	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	601,640	594,082	477,864	593,146	707,446	114,300
5030200000 PUBLIC NOTICES	-	6,553	5,277	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES	-	-	-	769	100,000	99,231
5030300009 CONTRACTED SERVICES	1,297	1,301	3,609	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES	64,316	55,051	80,000	68,300	80,000	11,700
5030400000 TEMPORARY HELP SERVICES	5,251	58,778	113,383	45,032	45,032	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	209,998	215,682	232,634	215,000	218,860	3,860
5039900005 ILP-NF PROGRAM EXPENSES	13,693	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	265,495	357,695	30,000	357,315	327,315
5049900001 OFFICE SUPPLIES	12,078	13,795	10,932	14,000	13,223	(777)
5049900002 OFFICE SUPPLIES-POSTAGE	22,979	20,700	1,039	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	139,724	127,279	159,506	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY	16,596	14,937	12,584	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY	217,307	205,925	234,373	301,744	380,570	78,826
5060300100 REPAIR CLAIMS	43,796	134,801	-	-	-	-
5060400000 INSURANCE LOSSES	2,078,321	601,244	808,118	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC	246,986	266,551	292,961	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN	55,033	58,435	88,245	64,920	96,802	31,882
5079900000 PROPERTY & OTHER TAXES	82	99	219	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	788	160	465	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING	18,588	24,328	17,948	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT	331	2,370	167	500	912	412
5090201000 EMPLOYEE EXPENSES	2,880	2,544	1,334	2,000	2,000	-
5090801000 BANK SERVICE FEES	23,273	28,985	22,759	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION	27,791	29,561	28,805	30,000	35,000	5,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	100	-
5099900002 MISCELLANEOUS EXPENSE	(533)	-	-	-	-	-
5110101050 INTEREST EXPENSE	388	629	1,289	650	1,500	850
Total Expenses	4,571,924	3,569,326	3,810,410	3,732,151	4,750,613	1,018,462

Notes

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	4.00	4.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
0	Administrative Analyst to the CFO	1.00	0.00	(1.00)
1	Assistant Financial Services & Support Manager	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Deputy Chief Financial Services	0.00	1.00	1.00
1	Financial Operations Analyst	0.00	1.00	1.00
0	Financial Services & Support Manager	1.00	0.00	(1.00)
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
24	Total FTEs	22.25	23.25	1.00

Notes:

- Financial Services & Support Manager retitled to Deputy Chief Financial Services
- Administrative Analyst to the CFO retitled to Financial Operations Analyst
- Added one FTE, Procurement Specialist

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	593,146	707,446	114,300
Sub-total	1,568,724	1,853,619	284,895
5030200000 PUBLIC NOTICES			
Public records requests & advertisements for procurement solicitations	8,500	8,500	-
Sub-total	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	769	100,000	99,231
Sub-total	769	100,000	99,231
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	3,052	1,368	(1,684)
Sub-total	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	68,300	80,000	11,700
Sub-total	68,300	80,000	11,700
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	45,032	45,032	-
Sub-total	45,032	45,032	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	215,000	218,860	3,860
Sub-total	215,000	218,860	3,860
5039900012 VAN POOL EXPENSES			
This is for payment of CMAQ funding & local match for the planned Van Pool program. This budget is just for the pass-through of funding.	282,077	357,315	75,238
Pass through	(252,077)	-	252,077
Sub-total	30,000	357,315	327,315

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies	14,000	13,223	(777)
Sub-total	14,000	13,223	(777)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	168,643	180,814	12,171
Sub-total	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	13,315	17,136	3,821
Sub-total	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	301,744	380,570	78,826
Sub-total	301,744	380,570	78,826
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	834,708	963,105	128,397
Sub-total	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	301,994	312,949	10,955
Sub-total	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	64,920	96,802	31,882
Sub-total	64,920	96,802	31,882

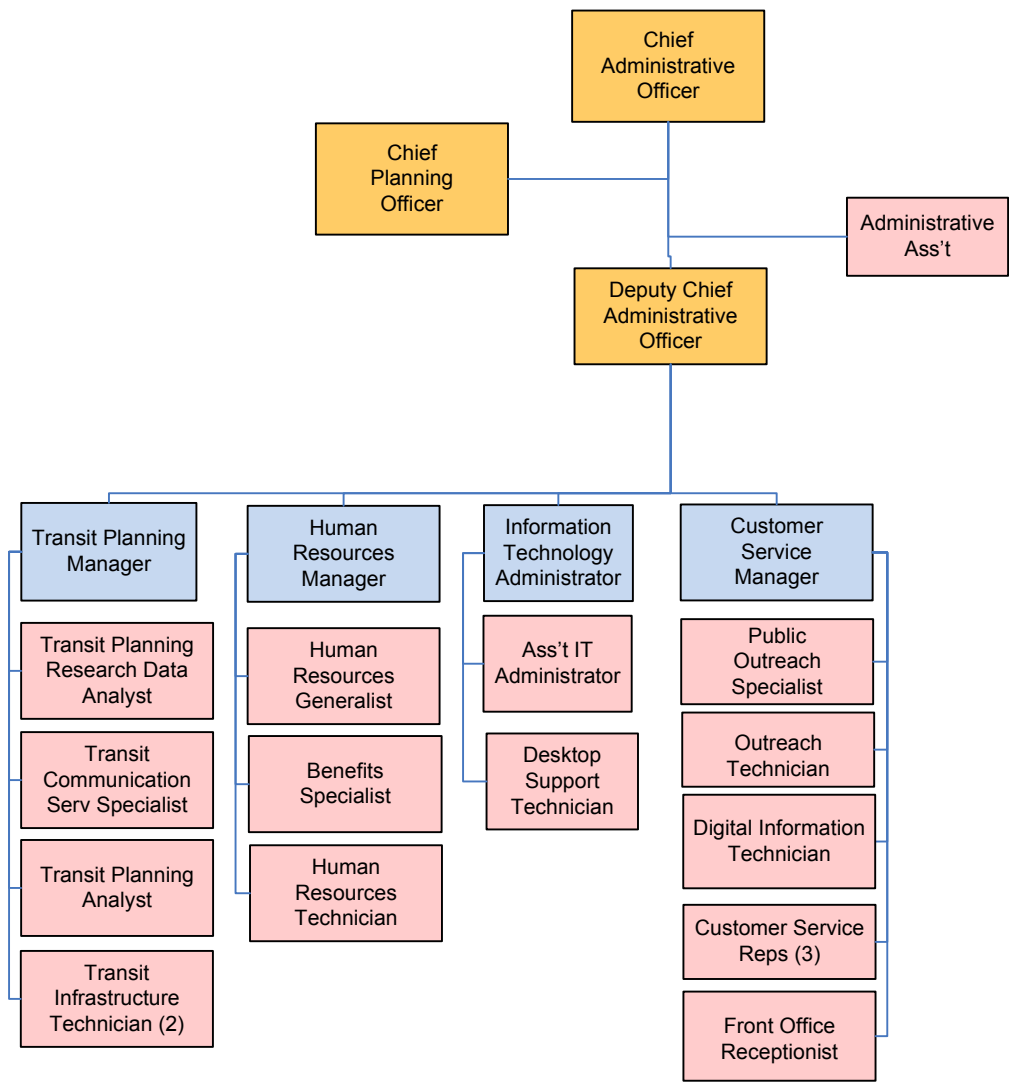
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	200	300	100
Sub-total	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	1,000	912	(88)
Sub-total	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	27,000	30,000	3,000
FTA Triennial Workshop	-	3,096	3,096
Government Finance Officers Association Conference	-	3,500	3,500
Transit Paratransit Course	-	9,000	9,000
Sub-total	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for employees	500	912	412
Sub-total	500	912	412
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	3,000	5,000	2,000
Merchant and bank Fees	29,000	30,000	1,000
Sub-total	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
Sub-total	100	100	-
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	650	1,500	850
Sub-total	650	1,500	850
Total Expenses	3,732,151	4,750,613	1,018,462

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ADMINISTRATION OFFICE



ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

FUNCTIONS & RESPONSIBILITIES

The Administration Office provides a range of support functions for SunLine Transit Agency including Human Resources, Service Planning, and Community and Customer Relations.

FY 19 GOALS & OBJECTIVES

- Focus on internal recruitment efforts through use of succession planning.
- Build a leadership program focused on growing future leaders for the agency.
- Develop a customer satisfaction policy.
- Implement the use of loyalty phrases while addressing customer comments.
- Improve efficiencies and customer experience for fixed route service.
- Enhance the fixed route system by exploring other methods for providing service.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	196,760	236,839	266,997	267,730	248,445	(19,285)
5010201610 ADMIN SALARIES-OT	454	1,185	519	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,494)	(1,803)	(2,027)	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	198,733	116,784	156,715	147,619	194,640	47,021
5030300001 BENEFIT MANAGEMENT EXPENSES	8,082	1,489	2,873	14,150	14,150	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	(108)	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	46,797	37,667	45,204	19,000	23,000	4,000
5030400000 TEMPORARY HELP SERVICES	20,913	29,937	6,602	10,000	10,000	-
5039900003 PRINTING EXPENSE	1,771	1,691	-	2,500	5,000	2,500
5049900000 HR TRAINING	4,888	2,079	52	500	1,500	1,000
5049900001 OFFICE SUPPLIES	2,702	3,078	2,493	3,500	3,500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,498	3,082	2,683	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING	2,926	2,581	3,542	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE	13,003	13,596	14,895	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	-	695	1,306	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	20,721	25,758	6,288	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION	8,356	12,363	1,199	6,000	11,000	5,000
5090800125 TUITION REIMBURSEMENT	6,223	5,684	18,629	21,000	20,000	(1,000)
5099900004 CONSULTING-HR	-	-	36,750	24,500	88,400	63,900
Total Expenses	532,225	492,704	564,721	561,320	670,258	108,938

Notes

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

EXPENSE BUDGET SUMMARY - COMMUNITY & CUSTOMER RELATIONS (DIV 45)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	234,380	249,743	252,570	275,609	270,157	(5,452)
5010201610 ADMIN SALARIES-OT	866	3,851	3,144	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	214,924	204,009	180,211	205,571	212,223	6,652
5030303240 CONTRACTED SERVICES	119,400	148,444	70,395	97,000	85,000	(12,000)
5030303260 ADVERTISING	29,364	37,736	51,984	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE	11,755	9,390	5,174	6,500	6,500	-
5030303271 MUSIC FESTIVAL	17,720	17,991	-	-	18,000	18,000
5030303280 CITY REVENUE SHARING	7,750	7,988	1,519	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	2,241	10,241	17,213	-	-	-
5039900003 PRINTING EXPENSE	71,168	61,182	62,449	80,000	80,000	-
5049900001 OFFICE SUPPLIES	2,437	7,191	2,346	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE	-	-	22,912	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,710	12,195	2,070	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING	2,452	4,740	53	5,000	3,000	(2,000)
Total Expenses	726,166	774,701	672,039	765,953	748,480	(17,473)

EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	210,512	197,189	275,219	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	315	1,957	2,163	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	172,693	151,505	177,577	228,118	277,374	49,256
5030200010 CONSULTING	90,188	132,794	13,454	75,000	145,700	70,700
5030400000 TEMPORARY HELP SERVICES	4,528	4,889	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	30,385	25,368	900	5,000	5,000	-
5049900001 OFFICE SUPPLIES	1,205	1,029	1,522	1,500	1,500	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	5,575	5,907	-	-	-
5090200001 TRAVEL TRAINING	8,418	-	-	13,800	7,000	(6,800)
5090201000 EMPLOYEE EXPENSES	85	-	-	-	-	-
5099900001 STAFF DEVELOPMENT	2,940	-	-	-	-	-
Total Expenses	521,269	520,306	476,742	651,661	864,417	212,756

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Benefits Specialist	1.00	1.00	0.00
1	Chief Administration Officer	1.00	1.00	0.00
1	Chief Planning Officer	0.00	1.00	1.00
3	Customer Service Representative	3.00	3.00	0.00
1	Customer Service Supervisor	1.00	1.00	0.00
1	Deputy Chief Administrative Officer	1.00	1.00	0.00
1	Digital Information Technician	1.00	1.00	0.00
1	Front Office Receptionist	1.00	1.00	0.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
1	Human Resources Technician	1.00	1.00	0.00
1	Outreach Technician	1.00	1.00	0.00
0	Planning and Rail Consultant	1.00	0.00	(1.00)
1	Public Outreach Specialist	1.00	1.00	0.00
1	Transit Communication Service Specialist	0.00	1.00	1.00
2	Transit Infrastructure Technician	1.00	2.00	1.00
1	Transit Planning Analyst	1.00	1.00	0.00
0	Transit Planning Assistant	1.00	0.00	(1.00)
1	Transit Planning Data Research Analyst	0.00	1.00	1.00
1	Transit Planning Manager	1.00	1.00	0.00
22	Total FTE's	20.00	22.00	2.00

Notes:

- Retitled Planning and Rail Consultant to Chief Planning Officer
- Added Transit Communication Service Specialist
- Added Transit Infrastructure Technician
- Transit Planning Data Research Analyst FTE replaces Transit Planning Assistant

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,730	248,445	(19,285)
510201610 ADMIN SALARIES-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	147,619	194,640	47,021
Sub-total	414,669	443,405	28,736
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	-	800	800
CALPERS Admin Fees	12,950	12,000	(950)
OPTUM	1,200	1,350	150
Sub-total	14,150	14,150	-
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	12,900	12,900	-
VTT and licenses	6,100	10,100	4,000
Sub-total	19,000	23,000	4,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900003 PRINTING EXPENSE			
Handbook supplements/new	150	150	-
MOU (300)	150	2,650	2,500
Promotional materials	2,200	2,200	-
Sub-total	2,500	5,000	2,500
5049900000 HR TRAINING			
Employee orientation related expenses	500	1,500	1,000
Sub-total	500	1,500	1,000
5049900001 OFFICE SUPPLIES			
Office supplies	3,500	3,500	-
Sub-total	3,500	3,500	-

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
CalChamber - HR California	1,450	-	(1,450)
CALPELRA	700	700	-
DEAC	100	-	(100)
IPMA-Human Resources	630	-	(630)
PIHRA	300	-	(300)
Review Snap	1,441	1,441	-
SHRM	380	380	-
Sub-total	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	4,500	-
Sub-total	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE			
Employee spring event	2,000	2,000	-
Health and Benefits fair	2,850	2,500	(350)
Holiday party	10,150	8,150	(2,000)
Sub-total	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	5,600	5,651	51
Executive Officer recruiting	10,500	5,000	(5,500)
NEOGOV	-	18,481	18,481
Recruitment ads	3,400	-	(3,400)
Relocation expenses for executive officers	-	-	-
Sub-total	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION			
Years of service awards for employees	6,000	11,000	5,000
Sub-total	6,000	11,000	5,000

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	7,500	8,000	500
Graduate level courses	13,500	12,000	(10,000)
Sub-total	21,000	20,000	(1,000)
5099900004 CONSULTING-HR			
Human Resource General Consulting	-	88,400	88,400
MRG consulting Expense	24,500	-	(24,500)
Sub-total	24,500	88,400	63,900
Total Expenses	561,320	670,258	108,938

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	270,157	(5,452)
510201610 ADMIN SALARIES-OT	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	205,571	212,223	6,652
Sub-total	483,180	487,380	4,200
5030303240 CONTRACTED SERVICES			
Annual report	8,000	8,000	-
Public relations firm	75,000	62,000	(13,000)
Website hosting and support	14,000	15,000	1,000
Sub-total	97,000	85,000	(12,000)
5030303260 ADVERTISING			
Mass printing costs	1,000	1,000	-
Print, TV, radio & social media	37,773	15,000	(22,773)
Production costs associated with exterior bus and shelter advertisements	8,500	8,500	-
Promotional items	5,500	5,500	-
Sub-total	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	6,500	6,500	-
Sub-total	6,500	6,500	-
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	-	18,000	18,000
Sub-total	-	18,000	18,000
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	7,000	7,000	-
Sub-total	7,000	7,000	-
5039900003 PRINTING EXPENSE			
GFI	45,000	45,000	-
Rider's Guides	35,000	35,000	-
Sub-total	80,000	80,000	-

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Business Card Stock	250	250	-
Card Stock	600	-	(600)
Laminated Pouches	168	168	-
Laminated Rolls	682	2,582	1,900
Special Project Supplies	2,125	-	(2,125)
Toner for receptionist/customer SVC printers	4,075	-	(4,075)
Sub-total	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	23,000	25,000	2,000
Sub-total	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,600	1,600	-
Costco	300	300	-
PSDRCCVA	1,200	1,200	-
Rotary	500	500	-
Sub-total	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,000	3,000	(2,000)
Sub-total	5,000	3,000	(2,000)
Total Expenses	765,953	748,480	(17,473)

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	49,256
Sub-total	556,361	705,217	148,856
5030200010 CONSULTING			
On-call planning services	35,000	35,000	-
Statistician	40,000	-	(40,000)
Transcription services	-	1,500	1,500
Transit planning consulting services	-	109,200	109,200
Sub-total	75,000	145,700	70,700
5039900010 RIVERSIDE COMMUTERLINK EXPENSES			
Riverside Commuterlink Expenses. Expenses for press ads (radio, print, billboards) for Commuter Link promotion	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	1,500	1,500	-
Sub-total	1,500	1,500	-
5090200001 TRAVEL TRAINING			
Costs associated with travel such as meals & parking fees	13,800	7,000	(6,800)
Sub-total	13,800	7,000	(6,800)
Total Expenses	651,661	864,417	212,756

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

The Information Technology (IT) division is responsible for the management of the network, computer systems, and electronic data. IT provides support for users and applications, communication systems, and facilitates user training for various systems. IT also interfaces with vendors for application improvements and issue resolution. Also, IT is responsible for data integrity management and planning for the future needs of the Agency.

FY 19 GOALS & OBJECTIVES

- Elevate the enhancement of network and system security.
- Improve systems resiliency with disaster recovery testing.
- Conduct technology training for Agency personnel.
- Provide technical advice and support for the Agency's capital program.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,290	121,580	161,028	176,929	165,412	(11,517)
5010201610 ADMIN SALARIES-OT	-	207	838	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(919)	(923)	(1,226)	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	96,903	135,757	109,841	106,184	113,325	7,141
5030200006 COMMUNICATIONS	135,998	195,462	171,281	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES	2,456	1,470	1,500	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	315,970	347,355	379,835	452,868	560,745	107,877
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE	36,346	33,331	29,582	30,000	30,000	-
5049900001 OFFICE SUPPLIES	12,340	10,907	9,305	9,200	9,200	-
5049900010 COMPUTER SUPPLIES	17,824	13,204	14,422	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING	2,978	3,212	5,874	5,000	6,000	1,000
Total Expenses	741,186	861,563	882,280	995,551	1,140,372	144,821

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	176,929	165,412	(11,517)
510201610 ADMIN SALARIES-OT	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	106,184	113,325	7,141
Sub Total	283,183	278,807	(4,376)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	43,000	43,000	-
Pacific Light Wave for Transit Hub	-	-	-
Phone services	33,800	45,000	11,200
Sub-total	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES			
Third-party IT support services	2,500	2,500	-
Sub-total	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
AVAIL	122,400	135,287	12,887
Barracuda Archive	7,935	6,000	(1,935)
Barracuda Email Filter	2,049	2,050	1
Cisco Device Support	9,500	8,000	(1,500)
Cloud Backup	15,500	30,000	14,500
Cummins	2,100	2,400	300
Fleet-Net	28,812	30,252	1,440
HP 3PAR Warranty	10,000	10,000	-
Lansweeper	1,300	1,300	-
Microsoft EA	58,000	71,000	13,000
New software	5,000	7,000	2,000
Remix	25,000	25,500	500
Router Support Buses		3,600	3,600
ShoreTel system support	10,420	10,941	521
Stancil	450	475	25
Syslog Watcher	275	275	-
Trapeze	130,727	137,265	6,538
Tyler		50,000	50,000
Tyler DR		9,000	9,000
Veeam	3,200	13,400	10,200
Web filtering buses	20,200	7,000	(13,200)
Sub-total	452,868	560,745	107,877

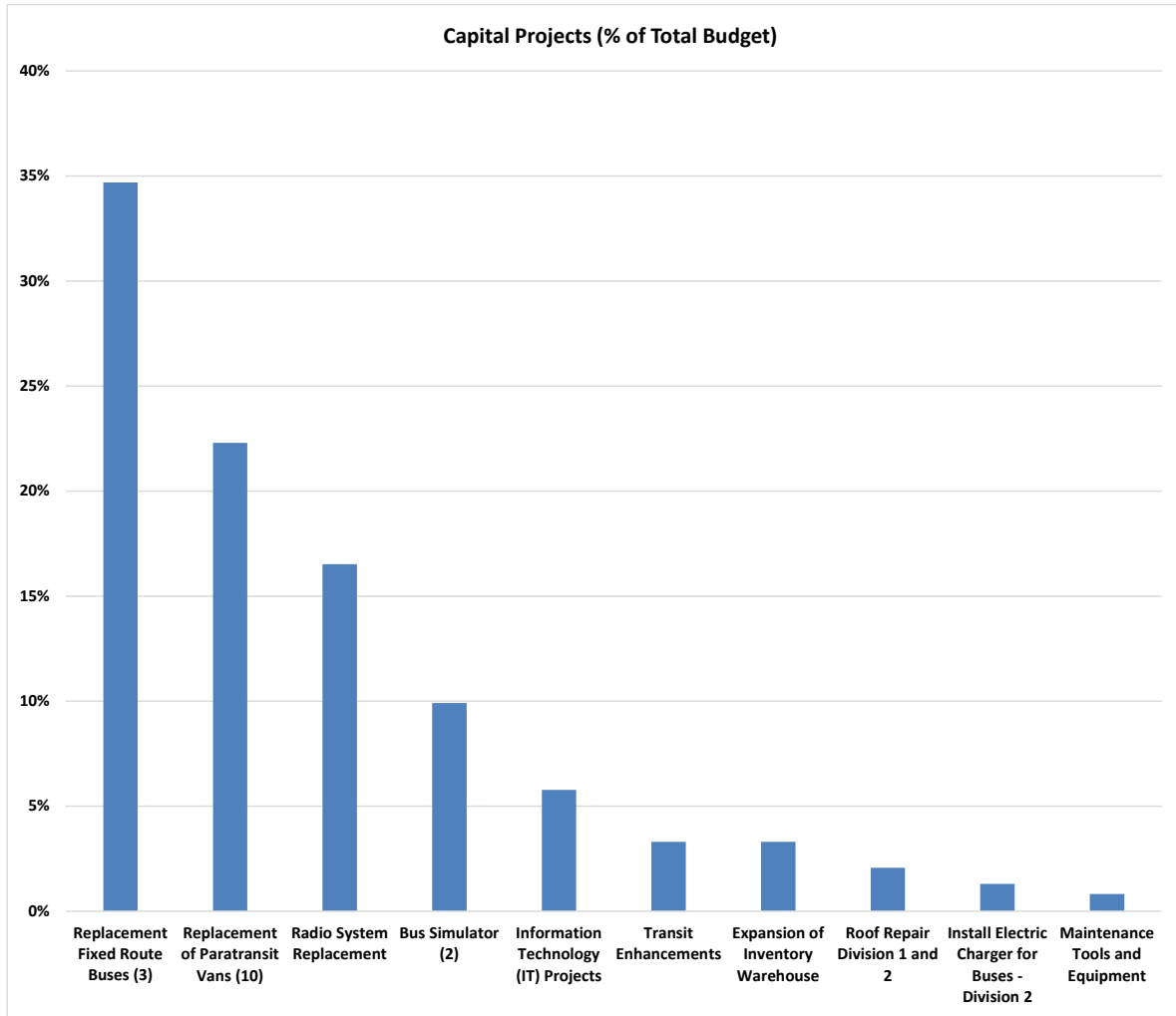
ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	29,120	29,120
Sub-total	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	28,500	28,500	-
Document shredding	1,500	1,500	-
Sub-total	30,000	30,000	-
5049900001 OFFICE SUPPLIES			
Copy paper	8,000	8,000	-
General office supplies	1,200	1,200	-
Sub-total	9,200	9,200	-
5049900010 COMPUTER SUPPLIES			
Computer supplies	16,000	16,000	-
Sub-total	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group)	5,000	6,000	1,000
Sub-total	5,000	6,000	1,000
Total Expenses	995,551	1,140,372	144,821

SUMMARY OF CAPITAL PROJECTS

There are ten (10) new capital projects requested in FY 19 at a total value of \$6,053,623. The most significant projects regarding cost include the replacement of three (3) fixed route buses, the replacement of (10) paratransit vans, and Radio System Replacement. The investments included in this capital budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities/equipment, and technology.



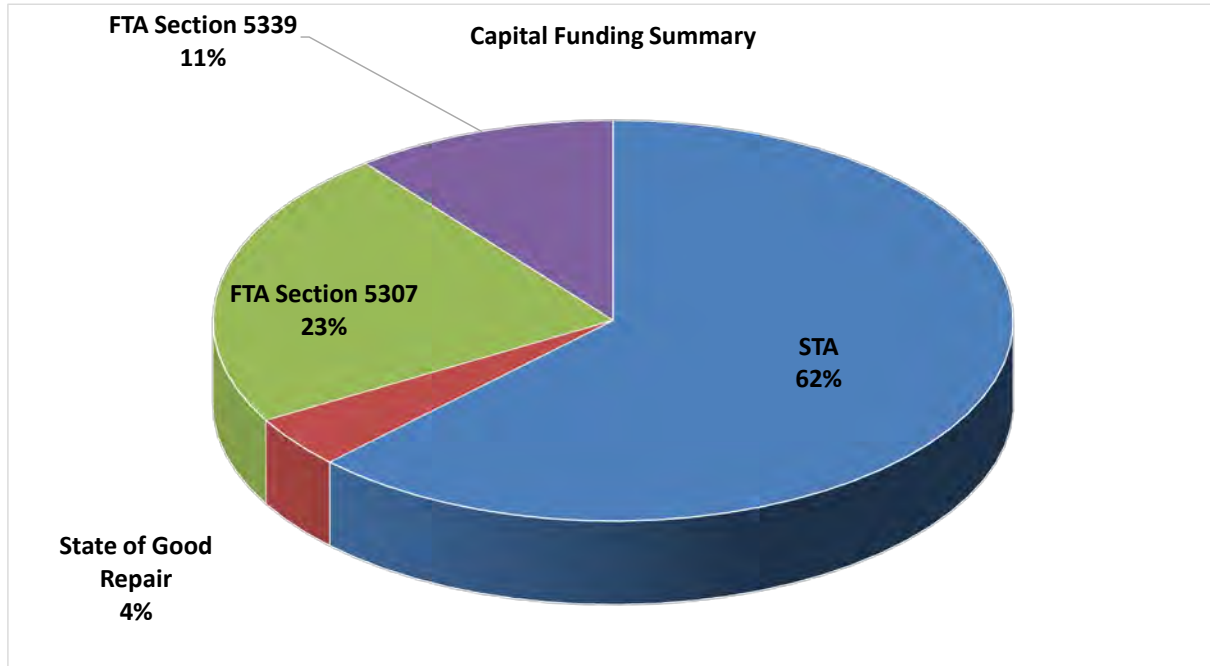
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	Expended Life to Date (Incl. FY 18)	FY 19 Requested Budget	Estimated Project Costs at Completion
Replacement Fixed Route Buses (3)		2,100,000	2,100,000
Transit Enhancements		200,000	200,000
Information Technology (IT) Projects		350,000	350,000
Expansion of Inventory Warehouse		200,000	200,000
Radio System Replacement		1,000,000	1,000,000
Replacement of Paratransit Vans (10)		1,350,000	1,350,000
Roof Repair Division 1 and 2		125,000	125,000
Maintenance Tools and Equipment		50,000	50,000
Install Electric Charger for Buses - Division 2		78,623	78,623
Bus Simulator (2)		600,000	600,000
TOTAL	-	6,053,623	6,053,623

FUNDING SUMMARY

SunLine Transit Agency has four (4) sources of funding for the FY 19 Capital Budget, including various Federal, State and local funding sources. These sources will fund the ten (10) capital projects included in the FY 19 Capital Budget.



Funding Source	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
Air Quality Improvement Program (AQIP)	3,123,591	-	(3,123,591)
FTA Section 5307	1,566,588	1,371,949	(194,639)
FTA Section 5339	446,894	644,172	197,278
Lo or No Emission Program (LoNo)	1,519,855	-	(1,519,855)
Proposition 1B (Safety & Security)	298,909	-	(298,909)
State of Good Repair (SGR)	-	253,623	253,623
State Transit Assistance (STA)	3,450,718	3,783,879	333,161
Total Funds Requested by Fiscal Year	10,406,555	6,053,623	(4,352,932)

FY 19 PROJECTS BY FUNDING SOURCE

FY 19	STA	State of Good Repair (SGR)	FTA Section 5307	FTA Section 5339	FY 19 Proposed Budget
Replacement Fixed Route Buses (3)	420,000		1,035,828	644,172	2,100,000
Transit Enhancements	143,879		56,121		200,000
Information Technology (IT) Projects	70,000		280,000		350,000
Expansion of Inventory Warehouse	200,000				200,000
Radio System Replacement	1,000,000				1,000,000
Replacement of Paratransit Vans (10)	1,350,000				1,350,000
Roof Repair Division 1 and 2		125,000			125,000
Maintenance Tools and Equipment		50,000			50,000
Install Electric Charger for Buses - Division 2		78,623			78,623
Bus Simulator (2)	600,000				600,000
Total	3,783,879	253,623	1,371,949	644,172	6,053,623
Total FY 19 Proposed Budget					\$ 6,053,623

CAPITAL PROJECTS

Replacement of Fixed Route Buses (3)

Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Fixed Route Buses (3)	2,100,000
Total	2,100,000

Funding Sources	Type	Estimated LTD Expenses	FY 19 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	420,000	420,000
FTA Section 5307	Federal	-	1,035,828	1,035,828
FTA Section 5339	Federal	-	644,172	644,172
	Total	-	2,100,000	2,100,000
			Estimated Total Funds at Completion	2,100,000

Transit Enhancements

The enhancements of bus stop systems to improve access for all customers through modernization of bus shelters, benches, kiosks, signage, and lighting to enhance security and safety.

PROJECT TYPE:

Project Budget	Total Project Budget
Transit Enhancements	200,000
Total	200,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	143,879	143,879
FTA Section 5307	Federal	-	56,121	56,121
	Total	-	200,000	200,000
			Estimated Total Funds at Completion	200,000

CAPITAL PROJECTS

Information Technology (IT) Projects

The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology (IT) Projects	350,000
Total	350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	70,000	70,000
FTA Section 5307	Federal	-	280,000	280,000
Total Funds by FY		-	350,000	350,000
			Estimated Total Funds at Completion	350,000

Expansion of Inventory Warehouse

This project will be for the construction/expansion of the inventory warehouse. As the Agency grows its fleet, additional parts are required to properly prepare for both preventative maintenance and unforeseen repairs. Additional storage space is needed to stock parts for both current and incoming vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Expansion of Inventory Warehouse	200,000
Total	200,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	200,000	200,000
Total Funds by FY		-	200,000	200,000
			Estimated Total Funds at Completion	200,000

CAPITAL PROJECTS

Radio System Replacement

The project purchases Voice over Internet Protocol (VoIP) radio system to replace current system. The new system will have the ability to monitor VoIP calls between the dispatch center, mobile workforce and revenue vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Radio System Replacement	1,000,000
Total	1,000,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,000,000	1,000,000
Total Funds by FY		-	1,000,000	1,000,000
			Estimated Total Funds at Completion	1,000,000

Replacement of Paratransit Vans (10)

Purchase of 10 vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines. The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Paratransit Vans (10)	1,350,000
Total	1,350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,350,000	1,350,000
Total Funds by FY		-	1,350,000	1,350,000
			Estimated Total Funds at Completion	1,350,000

CAPITAL PROJECTS

Roof Repair Division 1 and 2

The project will allow SunLine to repair and improve roofing of existing buildings at the Thousand Palms and Indio divisions. The project will allow for continued safety and security of staff and the general public.

PROJECT TYPE:

Project Budget	Total Project Budget
Roof Repair Division 1 and 2	125,000
Total	125,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	125,000	125,000
Total Funds by FY		-	125,000	125,000
			Estimated Total Funds at Completion	125,000

Maintenance Tools and Equipment

This project purchases major replacement tools, equipment and parts used in routine vehicle maintenance. Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	50,000
Total	50,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	50,000	50,000
Total Funds by FY		-	50,000	50,000
			Estimated Total Funds at Completion	50,000

CAPITAL PROJECTS

Install Electric Charger for Buses – Division 2

Project will install electric charging stations at SunLine’s Indio division. By installing charging stations at Division 2, the Agency will increase efficiency by cutting down deadhead time and increase productivity of daily bus operations.

PROJECT TYPE:

Project Budget	Total Project Budget
Install Electric Charger for Buses – Division 2	78,623
Total	78,623

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	78,623	78,623
Total Funds by FY		-	78,623	78,623
Estimated Total Funds at Completion				78,623

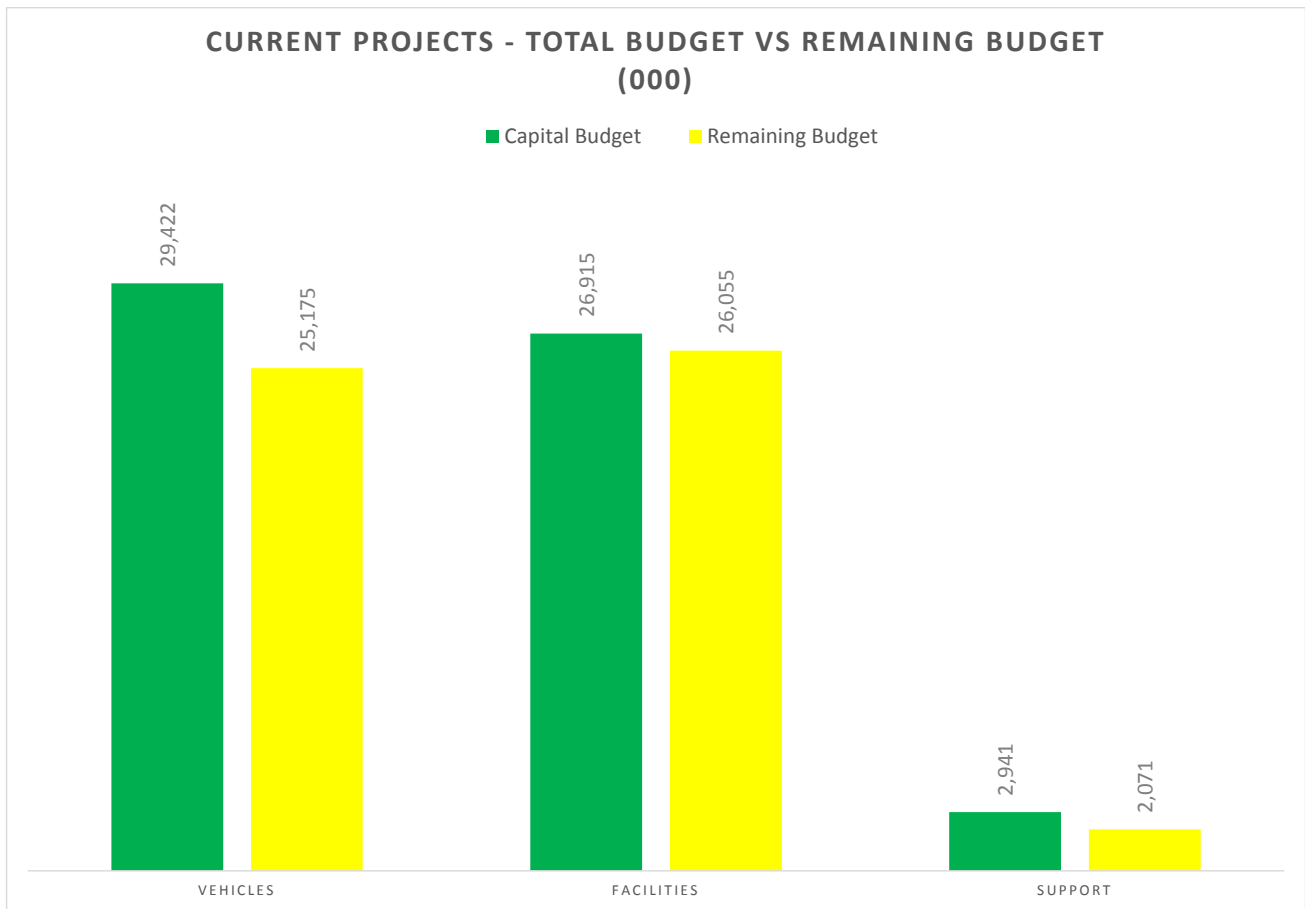
Bus Simulator (2)

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Simulator (2)	600,000
Total	600,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	600,000	600,000
Total Funds by FY		-	600,000	600,000
Estimated Total Funds at Completion				600,000

SUMMARY OF CURRENT CAPITAL PROJECTS



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SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
760.343.3456 / sunline.org

SunLine Transit Agency

DATE:	June 20, 2018	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Dean Holm, Superintendent of Facility Maintenance	
RE:	Contract for Indio Yard Repaving and Site Improvements	

Recommendation

Staff recommends that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Granite Construction not to exceed \$495,495 for repaving and improvements of the Division 2 bus yard and public fueling island, upon approval as to form by legal counsel.

Background

SunLine's Division 2 bus yard and public fueling island are in need of repaving. An engineering firm, Heptagon Seven, was contracted to provide engineered drawings, specifications and bidding documents for repaving and improvements (asphalt and concrete) of the Indio Facility. The fueling island will receive a new entrance and drive to better serve the bus stop and public fueling services. The bus yard will receive extended concrete areas to construct travel paths and service areas with new asphalt and striping in the bus area.

The work included in this project will improve water runoff from bus washing and storm water events in the bus yard. The bus stop and fueling station will have improved access and provide upgrades for the comfort of the public.

On March 20, 2018, ten (10) potential vendors were solicited, in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On March 29, 2018, three (3) potential vendors were in attendance at the pre-bid site visit. On April 20, 2018, one (1) individual bid was received from Granite Construction.

Financial Impact

The financial impact of \$495,495 was budgeted in the FY 2013/14 SRTTP utilizing funds from the Federal Transportation Administration 5307 grant.

Solicitation List

Cooley Construction, Inc.
17525 Eucalyptus St. Suite G
Hesperia, CA 92345
760-948-8400
rnye@cooleyconstruction.net

Granite Construction, Inc.
3800 Monroe St
Indio, CA
760-578-3215
carleycechin@gcinc.com

Dateland Construction, Co.
83801 Avenue 45
Indio, CA 92201
Ph.760-342-2999
Fax. 760-342-5444 (THEY WANT IFB FAXED)
dchuck@datelandconstruction.com
e.martinez@meredithandsimpson.com

Matich Corporation
1596 Harry Shepard Blvd,
San Bernardino, CA 92408
909-382-7400
mhickman@matichcorp.com

Riverside Construction Co
4225 Garner Rd,
Riverside, CA 92501
951-682-8308
Brian Pim
estimating@rivconstruct.com

Pm 10 Inc.
73-660 Hwy 111, Suite 4
Palm Desert, CA 92260
Chris Carroll
chris@pm10.com

JH Thompson & Sons Inc
79607 Country Club Dr. #2
Bermuda Dunes, CA 92203
Melissa
jjhtsons@aol.com

GL Gayler Construction Co.

PO Box 403,
Thermal CA 92274
760-3995308
gaylerconst@aol.com

Jacobsson

PO Box 14430
Palm Desert, CA 92255
760-353-8700
bids@jacobssoninc.com

J. Cardenas Inc.

(760) 955-8441
daniel@jcardenas.com
javier@jcardenas.com

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Vail, General Counsel

RE: [Second Amendment to CEO/GM Employment Agreement](#)

Recommendation

Recommend that the Board of Directors approve an amendment to Chief Executive Officer/General Manager Lauren Skiver's ("Skiver") employment agreement to increase her base compensation by five (5) percent.

Background

On June 28, 2017, SunLine and Skiver entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Ms. Skiver as its CEO/General Manager.

On September 27, 2017, SunLine and Skiver amended the Agreement to provide for a three (3) percent increase to Ms. Skiver's base compensation.

SunLine now desires to further amend the Agreement to provide for a five (5) percent increase to Ms. Skiver's base compensation and to clarify her ability to work remotely on occasion.

Financial Impact

The estimated financial impact of the aforementioned recommendation is an increase of \$10,851.99 per year.

SECOND AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT

This Second Amendment to CEO/General Manager Employment Agreement ("Second Amendment"), is hereby entered into this 20th day of June, 2018 by and between the SunLine Transit Agency, a California Joint Powers Authority ("STA"), SunLine Services Group, a California Joint Powers Authority ("SSG") (Collectively referred to herein as "SunLine"), and Lauren Skiver, an individual ("Employee"). STA, SSG & Employee are collectively referred to hereinafter as the "Parties."

RECITALS

- A. On June 28, 2017, SunLine and Employee entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Employee as its CEO/General Manager; and
- B. On September 27, 2017 SunLine and Employee amended the Agreement to provide an increase to Employee's base compensation approved by the SunLine Board.
- C. SunLine and Employee desire to amend the Agreement further to provide for an increase of five percent (5%) to Employee's base compensation and clarify Employee's ability to work remotely on occasion as approved by the SunLine Board.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this Second Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** Section 1.5 of the Agreement is hereby amended to read as follows:

"Hours of Work/Exempt Status. SKIVER shall devote the time necessary to adequately perform her duties as CEO/General Manager. The PARTIES expect that a minimum of forty hours per workweek during regular business hours, as well as additional time outside of the normal business hours, will be required to satisfy this requirement. Toward that end, SKIVER shall be allowed reasonable flexibility in working remotely, on an occasional basis, and in setting her own office hours, provided that SKIVER provides adequate onsite presence, availability, and responsiveness to the BOARD, SUNLINE staff, and members of the community, during normal SUNLINE business hours, provided that neither the flexibility in work hours nor remote work location has an adverse effect on the performance of SKIVER's duties or her conduct of SUNLINE's business. SKIVER will contemporaneously inform the chairperson of the BOARD prior to any occasion SKIVER exercises the option to work remotely. SUNLINE has determined based on

the actual duties performed, that the position of CEO/General Manager is an exempt position under applicable California and federal wage and hour law. SKIVER's compensation (whether comprised of salary or benefits or other allowances) is not based on hours worked and SKIVER shall not be entitled to any compensation for overtime hours worked."

2. AMENDMENT. Section 2.1 of the Agreement is hereby amended to read as follows:

"Base Salary. SKIVER shall receive an annual base salary of two hundred twenty seven thousand, four hundred twenty-seven dollars and twenty cents (\$227,427.20) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. During the term of this Agreement, SKIVER's compensation shall not be subjected to any reductions as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency."

3. GENERAL PROVISIONS.

3.1 Remainder Unchanged. Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the Parties.

3.2 Integration. This Second Amendment consists of pages 1 through 3 inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.

3.3 Effective Date. This Second Amendment shall not become effective until the date it has been formally approved by Sunline and executed by the appropriate authorities of Sunline and Employee.

3.4 Applicable Law. The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.

3.5 References. All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

SUNLINE:

SunLine Transit Agency

By: _____
Russell Betts, Chairman of the Board
STA/SSG

APPROVED AS TO FORM

Eric S. Vail, General Counsel

Employee:

Lauren Skiver