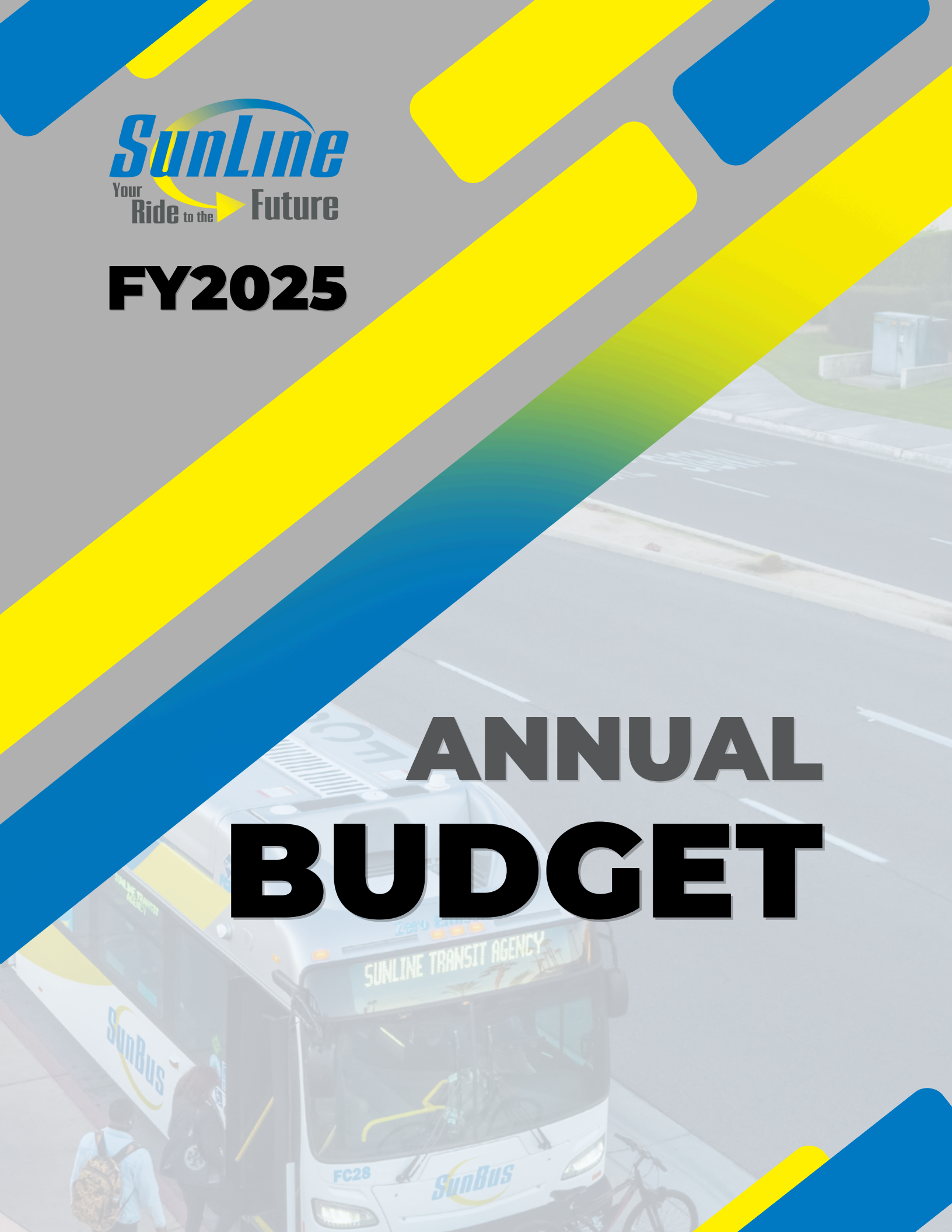




**FY2025**

# ANNUAL BUDGET



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# **SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA**

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## **ANNUAL BUDGET FISCAL YEAR 2025**

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### **BOARD OF DIRECTORS**

Palm Springs: Lisa Middleton, Chair  
Coachella: Denise Delgado, Vice Chair  
Cathedral City: Nancy Ross  
Desert Hot Springs: Russell Betts  
Indian Wells: Ty Peabody  
Indio: Glenn Miller  
La Quinta: John Peña  
Palm Desert: Kathleen Kelly  
Rancho Mirage: Lynn Mallotto  
Riverside County: V. Manuel Perez

**CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**  
Mona Babauta

## **SERVICE & RIDERSHIP**

SunLine has experienced a continual increase in ridership for FY24. SunLine anticipates that ridership will continue to grow. Ridership has experienced slow growth nationwide, however, SunLine appears to have recovered ridership quicker than some of its peers.

The Agency's newest service, SunRide, has been a contributor to the overall increase in ridership. In FY24, SunLine introduced new microtransit zones and monitored existing SunRide resources to ensure they were efficient and effective.

## **REVENUES & SUBSIDIES**

SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues with state funding. Although farebox revenue has decreased compared to revenues prior to COVID-19, SunLine's budget is still compliant with the farebox requirement outlined in the Transportation Development Act.

The proposed revenues for FY25 consist of a mix of passenger fares, federal, state, local funding, and other revenues with the main assumptions being as follows:

- The utilization of Local Transportation Funding (LTF) has an increased for FY25 due to an overall increase in available LTF funding throughout the state which is driven by sales taxes.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine has experienced an increase in passenger revenue which aligns with projected ridership increases.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22, Sunline expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

## **CAPITAL PROJECTS**

The capital budget incorporates key projects to help further advance the Agency’s Capital Improvement Program (CIP). The CIP for FY25 focuses on riders, replacing employee equipment and facilities and continuing SunLine’s investment in alternative fuel technology for vehicles and infrastructure.

### **New Projects**

There are 14 capital projects being requested in FY25 for a total amount of \$21.8M which include new projects and additional funding for existing projects. These projects represent an emphasis on innovation while aligning with the Agency’s Board approved Innovative Clean Transit (ICT) plan. The requests in FY25 will be in addition to the existing CIP. These projects cover the replacement of aging facilities and equipment. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology. The most notable new projects for FY25 include studies, planning and engineering required to properly replace the Agency’s aging facilities and equipment.

Project Description	Capital Project Number	Total Amount of Funds
Microgrid	SL-25-01	625,000
Facility Maintenance Upgrade & Equipment	SL-25-02	400,000
IT Projects	SL-25-03	100,000
Bus Stop Improvement	SL-25-04	300,000
Safety Enhancements	SL-25-05	50,000
Project Management and Administration	SL-25-06	100,000
Bus Rehabilitation	SL-25-07	200,000
Purchase of Specialized Tools and Fueling Equipment	SL-25-08	50,000
Office Furniture and Equipment	SL-25-09	50,000
Construction of New Maintenance Facility	SL-25-10	16,000,000
A&E of New Maintenance Facility	SL-25-11	2,978,027
Purchase of One (1) Fuel Cell Hydrogen Electric Bus	SL-25-12	1,100,000
Radio System Replacement Phase III	SL-25-13	2,361,500
Studies	SL-25-14	500,000
IT Projects	SL-24-10	(320,000)
Purchase of Paratransit Vehicles (15 )	SL-24-09	(2,667,554)
<b>Sub-total Capital</b>		<b>21,826,973</b>

## Existing Projects

The following table represents the Agency’s existing capital program. The new capital projects proposed for FY25 would be in addition to the projects identified below.

Project	Project Description	Project Status	Total Project Funding Balance
<b>Vehicles &amp; Vehicle Improvements</b>			<b>\$ 34,996,139</b>
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	\$ 9,742,374
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started. Staff will be working with FTA for a potential change from battery to fuel cell bus types.	7,064,109
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	1,391,356

Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	450,304
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	382,147

Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. However, there have been issues that the manufacturer needs to address before the vehicles are placed into revenue service. The project team will begin the process to close this project once the vehicle is repaired and officially placed into service.	45,857
<b>Sub-total Fixed Route Vehicles</b>			<b>20,493,236</b>
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 and the vehicles are expected in May 2024.	2,322,092
<b>Sub-total Demand Response Vehicles</b>			<b>5,922,092</b>
Micro Transit Expansion (4)	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	Both vehicles have been received and the project will be closed out.	170,576
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	36,178
<b>Sub-total Micro Transit Vehicles</b>			<b>206,753</b>



Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	209,661
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	159,400
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	A revised project initiation has been completed and procurement will begin in the second quarter of calendar year 2024.	119,971
<b>Sub-total Support Vehicles</b>			<b>489,032</b>
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Staff is working with the vendor and FTA to change the scope of the project to have different buses refurbished.	3,400,000
Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
<b>Sub-total Bus Rehabilitation</b>			<b>3,905,853</b>
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000

Radio Replacements Phase 1	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	Board approved agreement with Clever Devices at the February 2024 meeting. Project with vendor will begin in the second quarter of CY2024.	1,012,221
<b>Sub-total Radio Replacements</b>			<b>3,810,221</b>
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	Vehicle has been delivered but it is not yet ready to be placed into service.	68,952
<b>Sub-total Others</b>			<b>168,952</b>
<b>Facilities &amp; Stations</b>			<b>\$ 40,229,455</b>
Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	Project is anticipated to be commissioned in June 2024.	8,954,923

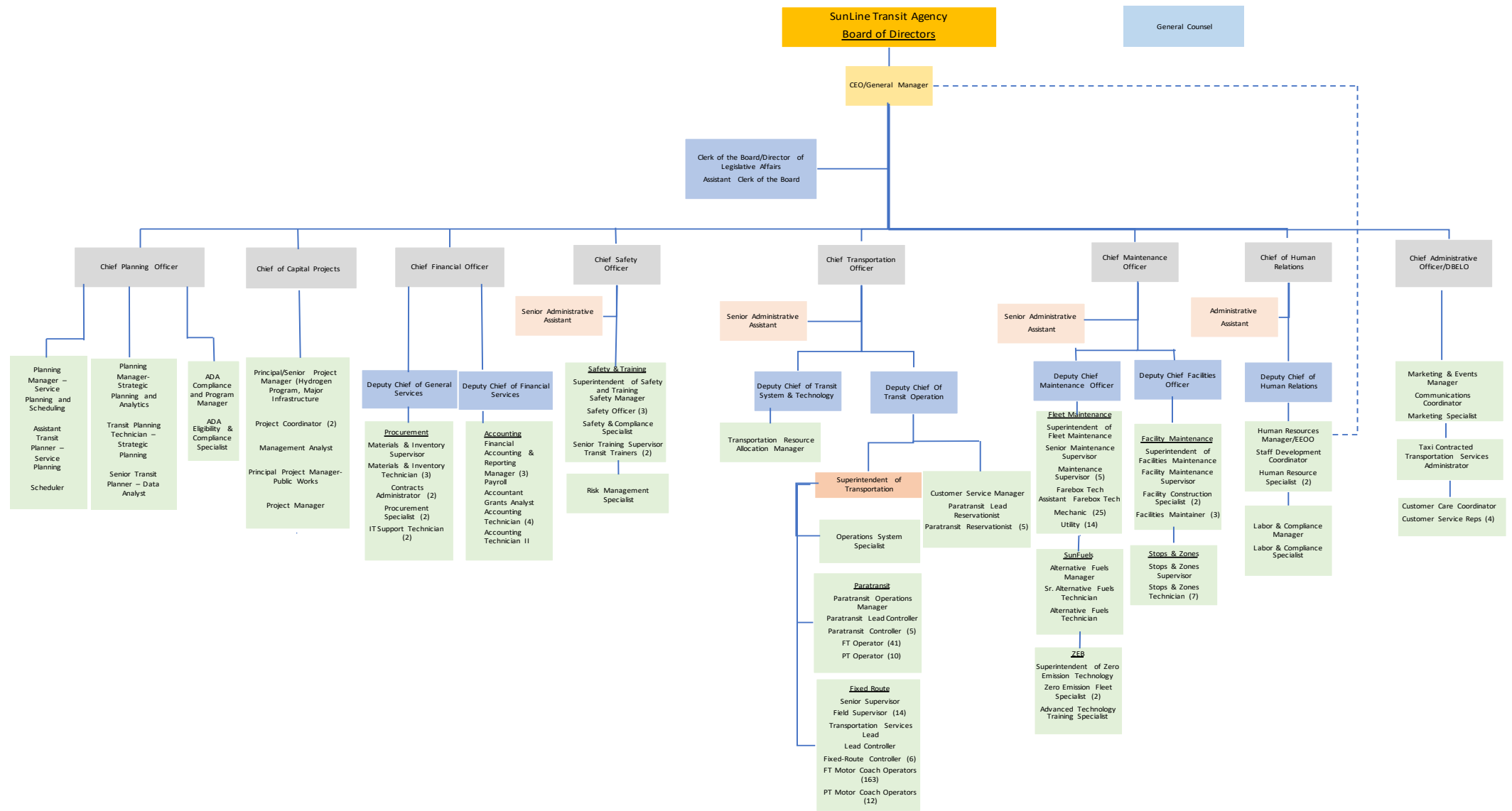
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Utility upgrades are currently being planned and discussed with IID to support power requirements of new station and backup generator.	3,523,000
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Bids received were higher than what was originally anticipated by the project team. Staff is currently reviewing the scope and will look to allocate additional funding.	3,498,926
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to stored onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	The vendor has initiated construction and is anticipated to be completed in the Q3 of CY24.	1,886,224
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,277,000
Electrolyzer	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	Contractor failed to meet site acceptance test by the December 2023 deadline. Staff is actively working on the next steps of the project.	784,359

Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project ongoing.	969,444
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	800,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Ongoing.	573,429
SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of calendar year 2024.	494,200
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	Project being revised to replace existing generator with a new generator capable of supporting the new liquid hydrogen station as well as the operations and maintenance buildings.	362,382
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack	Project not started.	277,150

	at the main entrance to the Thousand Palms facility.		
Facility Improvements	This project will support the purchase of facility improvements.	Ongoing.	324,000
Maintenance Facility Modernization (Study)	The project would assist the Agency conduct a study for future plans for the maintenance facility.	Project has been initiated.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Ongoing.	153,923
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Ongoing.	32,942
Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surround the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of the second quarter of calendar year 2024.	98,000
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Build and construction of an operations facility.	Project completed.	25,764
<b>Equipment</b>			<b>\$ 17,282,731</b>

Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	16,679,854
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	280,877
<b>Systems</b>			<b>\$ 2,649,184</b>
Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	584,600
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	694,789
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Training is being conducted in April and initial go-live is scheduled for May 2024.	230,963

Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of the second quarter of calendar year 2024.	106,458
Safety Projects	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project is to add real time video surveillance to all Agency support vehicles.	Project not started.	90,000
Timekeeping Software Integration	This project is to replace an existing timekeeping interface between two software systems within the Agency.	Project has been completed.	82,374
Safety Enhancements	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000
<b>Grand Total</b>			<b>\$ 112,655,579</b>





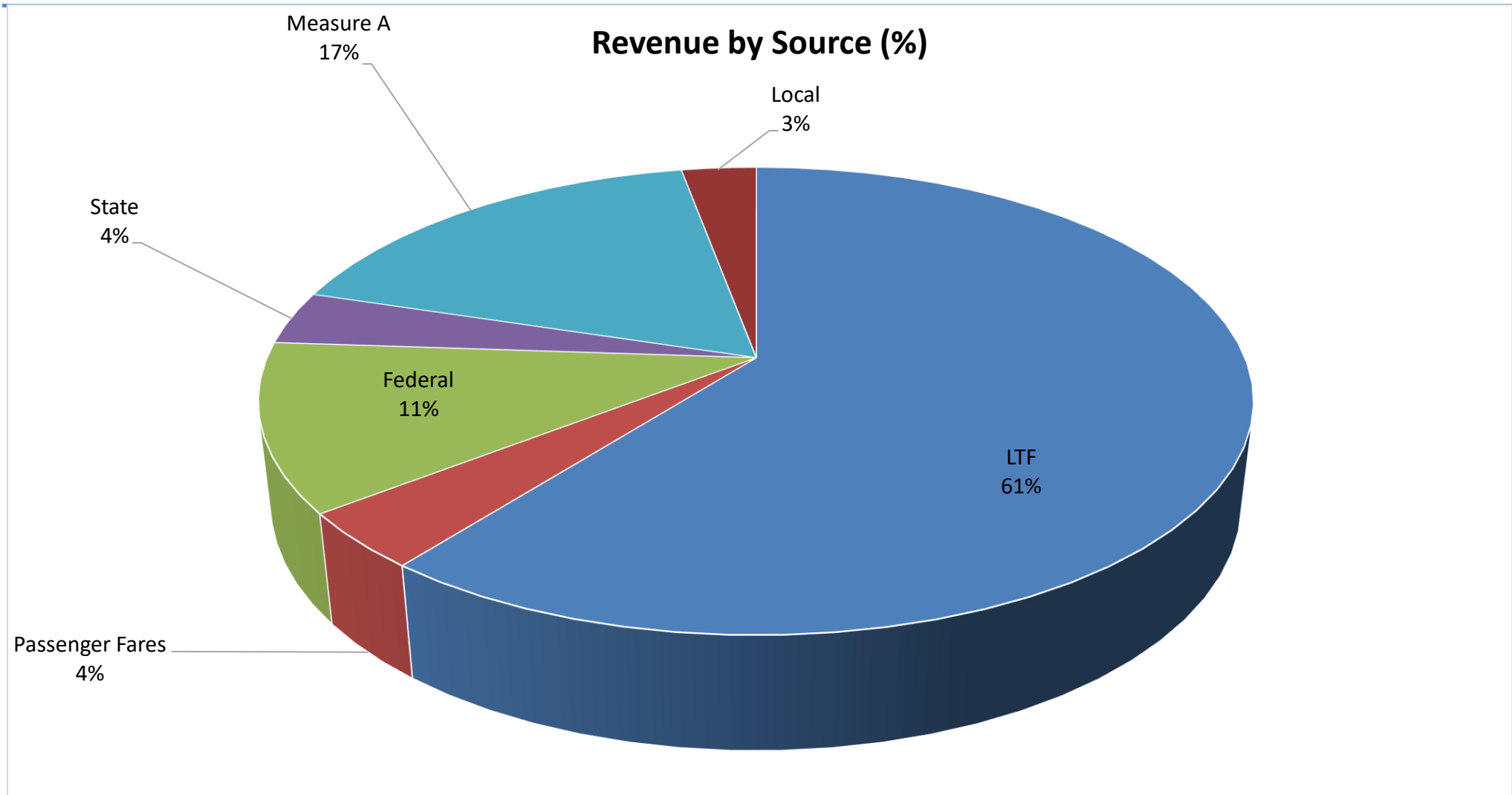
## AGENCY PERSONNEL SUMMARY

Department	FY24 Approved FTE's	FY25 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>			
Executive Office (40)	8.00	3.00	(5.00)
<b>HUMAN RESOURCES OFFICE</b>			
Human Resources (32)	6.00	9.00	3.00
<b>CAPITAL PROJECT DELIVERY OFFICE</b>			
Capital Project Delivery (44)	12.00	4.00	(8.00)
<b>ADMINISTRATIVE OFFICE</b>			
Marketing (31)	4.00	6.00	2.00
Customer Service (45)	12.00	6.00	(6.00)
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security (15)	13.75	12.00	(1.75)
<b>TRANSPORTATION OFFICE</b>			
Operations - Fixed Route (11,12)	204.00	178.00	(26.00)
Operations - Paratransit (13, 14)	55.50	59.00	3.50
<b>PLANNING OFFICE</b>			
Planning (49)	4.00	8.00	4.00
<b>FINANCE OFFICE</b>			
Finance (41)	22.00	22.00	-
Information Technology (42)	4.00	2.00	(2.00)
<b>MAINTENANCE OFFICE</b>			
Maintenance (21, 22)	52.00	53.00	1.00
SunFuels (10)	3.00	3.00	-
Facilities Maintenance (23, 24)	8.00	8.00	-
Stops & Zones (25)	8.00	8.00	-
<b>Total FTEs</b>	<b>416.25</b>	<b>381.00</b>	<b>(35.25)</b>

Notes:

- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital grants, or for part time employees.

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY24 Approved Budget	FY24 Estimates	FY24 Variance	FY25 Proposed Budget	FY25 Variance	Type
Emission Credit Revenue	-	100,000	100,000	1,840,663	1,840,663	Local
CARES Act FTA Section 5311(f)	208,681	208,681	-		(208,681)	Federal
ARPA FTA Section 5311	410,551	410,551	-		(410,551)	Federal
ARPA FTA Section 5307	325,000	325,000	-	120,000	(205,000)	Federal
CMAQ	680,000	680,000	-	380,000	(300,000)	Federal
Clean Cities	50,000	-	(50,000)		(50,000)	State
California Energy Commission	200,000	10,000	(190,000)	100,000	(100,000)	State
Haul Pass & Commuterlink	181,000	181,000	-	181,000	-	Local
Farebox - Fixed Route	1,332,606	1,400,000	67,394	1,491,935	159,329	Sales
Farebox - Paratransit	197,937	190,000	(7,937)	299,958	102,021	Sales
SunRide Revenue	20,421	50,000	29,579	25,000	4,579	Sales
FTA Section 5307	7,452,669	7,452,669	-	4,285,218	(3,167,451)	Federal
California Air Resource Board	200,000	-	(200,000)	200,000	-	State
FTA Section 5311	417,464	417,464	-	429,768	12,304	Federal
FTA Section 5311(f)	300,000	300,000	-	300,000	-	Federal
Local Transportation Funds (LTF)	25,925,542	25,925,542	-	28,829,900	2,904,358	State
Low-Carbon Transit Operations Program	433,333	433,333	-	1,458,436	1,025,103	State
Measure A	8,275,000	8,275,000	-	8,238,000	(37,000)	Local
SunFuels - Outside Sales	819,670	1,100,000	280,330	1,200,000	380,330	Sales
Taxi Voucher (Passenger Sales)	37,500	37,500	-	37,500	-	Sales
<b>Total Operating Revenue</b>	<b>47,467,374</b>	<b>47,496,740</b>	<b>\$ 29,366</b>	<b>49,417,378</b>	<b>1,950,004</b>	

Notes:

- The FY24 variance reflects the difference between FY24 estimates and FY24 approved budget. The FY25 variance indicates the difference between FY25 proposed budget and FY24 approved budget.

## **REVENUE & FUNDING SOURCES**

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In addition to passenger and other revenues, the Agency receives a mix of funding from federal, state, and local funding sources. These are utilized to fund the operation of nine (9) 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 on hwy 111 and one (1) regional Commuter route operating between Indio and San Bernardino. The Agency's service includes complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

### **CARES ACT & ARPA FTA SECTION 5311 & 5311(f)**

The CARES Act & ARPA funding includes provisions for new transit funding to assist transit providers during the COVID-19 pandemic. Eligible expenses include Projects for preventing, preparing for, and responding to the COVID-19 disease such as: operating costs to maintain service, lost revenue due to COVID-19 public health emergency, purchase of personal protective equipment associated with response to the pandemic, administrative leave salaries for operations personnel.

### **HAUL PASS**

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22 SunLine expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

### **CONGESTION MITIGATION & AIR QUALITY (CMAQ)**

CMAQ funds are used to support the SunRide and the proposed Route 1X.

### **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 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.

### **CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD**

The California Energy Commission (CEC) and California Air Resources Board (CARB) are two State agencies that focus on reducing green house gas emissions. Funding for FY24 will be utilized for training and curriculum for the Center of Excellence.

## **REVENUE & FUNDING SOURCES**

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### **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.

### **CLEAN CITIES**

In 2021, SunLine became a member of the Clean Cities Program. Under this Program, SunLine was designated as Clean Cities Coordinator for the Coachella Valley. The Program was formed in 1993 by the U.S. Department of Energy in coordination with the Environmental Protection Agency. SunLine has leveraged its designation as Coordinator to receive funding to support various data tracking and reporting activities related to our existing use, and production of alternative fuels.

### **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. The program provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on disadvantaged communities.

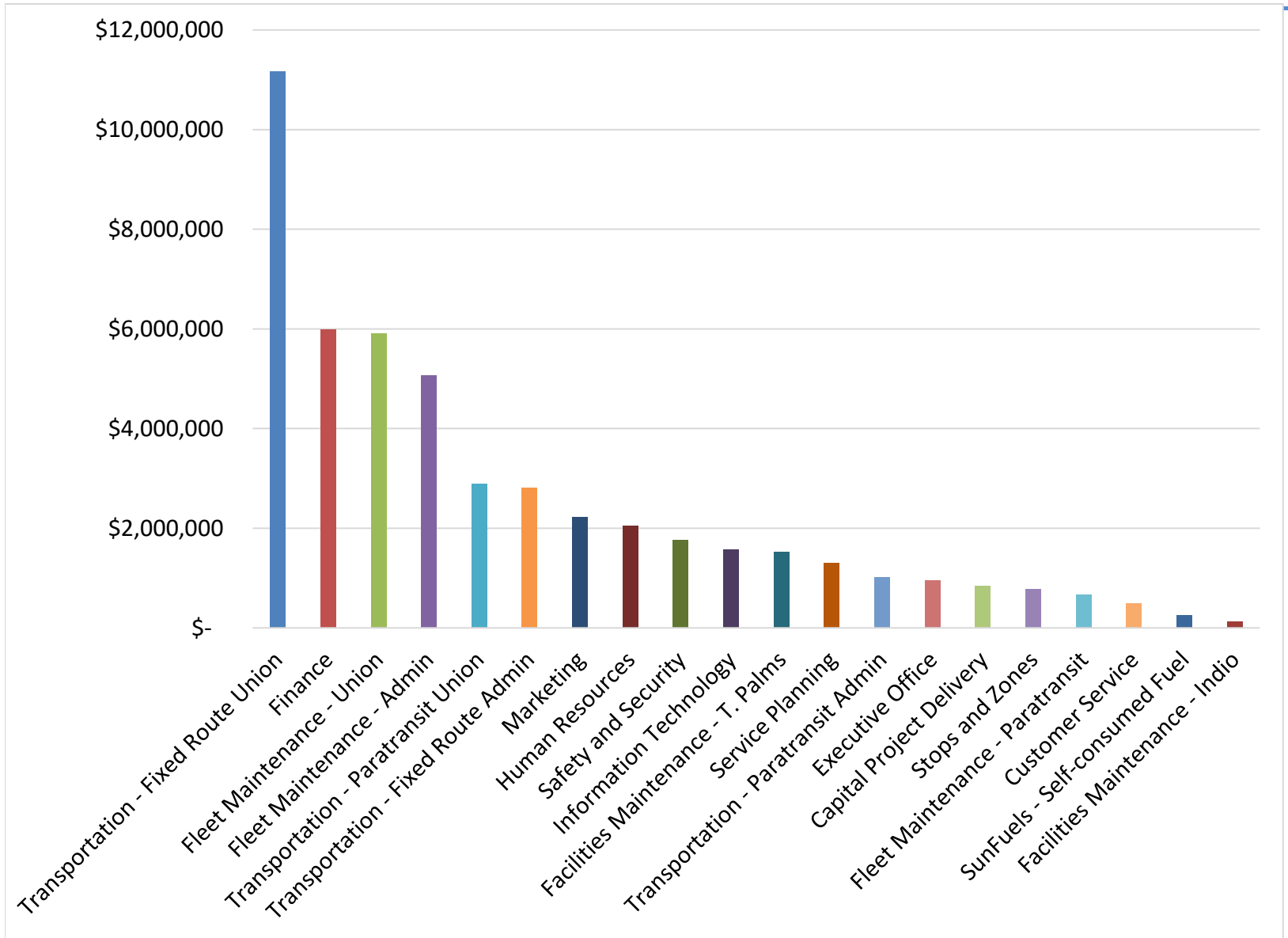
### **MEASURE A**

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.

### **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 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.

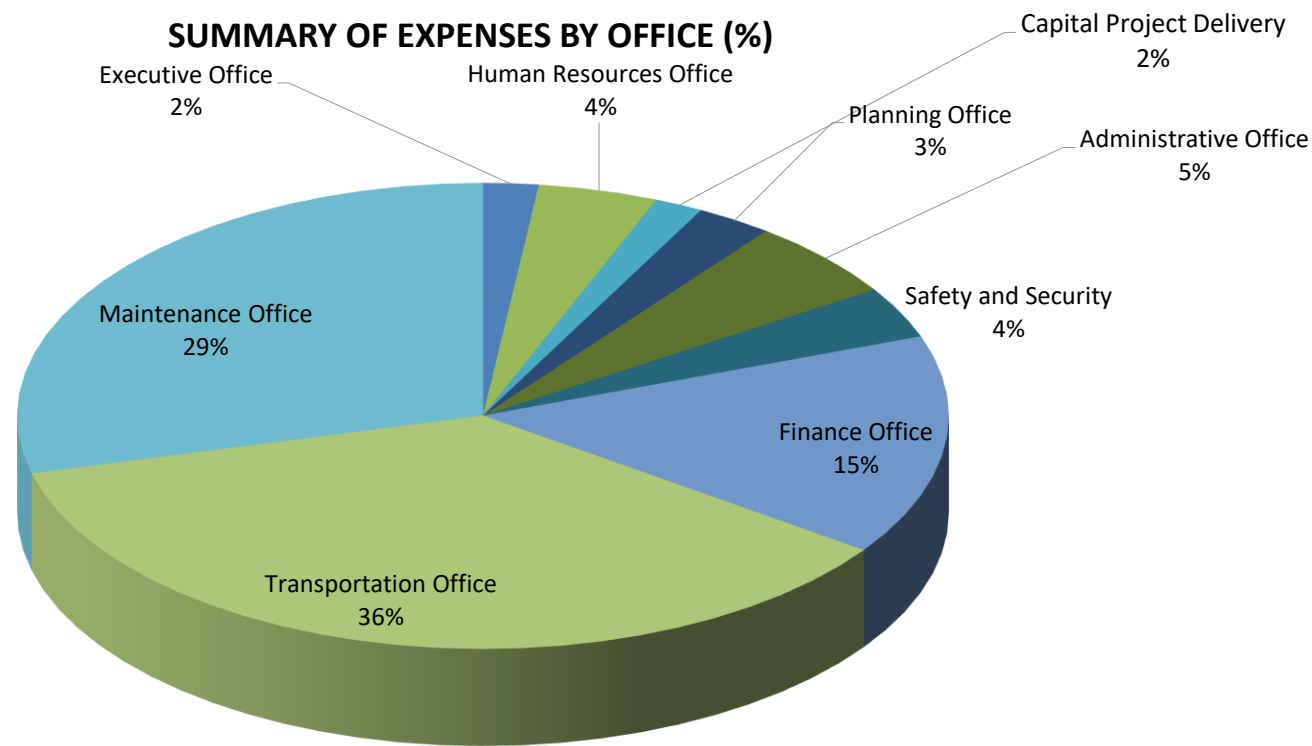
# EXPENSE SUMMARY



## EXPENSE SUMMARY

Division	Division Name	FY24 Approved Budget	FY25 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
40	Executive Office	2,090,657	946,981	(1,143,676)
<b>ADMINISTRATIVE OFFICE</b>				
31	Marketing	729,046	2,219,209	1,490,163
45	Customer Service	798,838	487,878	(310,960)
<b>HUMAN RESOURCES OFFICE</b>				
32	Human Resources	793,435	2,054,730	1,261,295
<b>CAPITAL PROJECT DELIVERY OFFICE</b>				
44	Capital Project Delivery	1,545,181	835,509	(709,672)
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	2,716,819	1,769,513	(947,306)
<b>FINANCE OFFICE</b>				
41	Finance	5,460,039	5,986,703	526,664
42	Information Technology	1,711,571	1,579,094	(132,477)
<b>TRANSPORTATION OFFICE</b>				
11	Transportation - Fixed Route Admin	2,431,209	2,817,622	386,413
12	Transportation - Fixed Route Union	10,608,196	11,167,500	559,304
13	Transportation - Paratransit Admin	724,898	1,024,557	299,659
14	Transportation - Paratransit Union	2,769,620	2,890,155	120,535
<b>PLANNING OFFICE</b>				
49	Service Planning	550,393	1,308,073	757,680
<b>MAINTENANCE OFFICE</b>				
10	SunFuels	819,669	254,919	(564,750)
13	Fleet Maintenance - Paratransit	714,591	670,551	(44,040)
21	Fleet Maintenance - Admin	5,742,244	5,073,699	(668,545)
22	Fleet Maintenance - Union	5,021,865	5,906,781	884,916
23	Facilities Maintenance - T. Palms	1,349,549	1,524,971	175,422
24	Facilities Maintenance - Indio	125,095	123,250	(1,845)
25	Stops and Zones	764,459	775,684	11,225
<b>Total</b>		<b>47,467,374</b>	<b>49,417,378</b>	<b>1,950,004</b>

**EXPENSE SUMMARY BY OFFICE**



Office	FY24 Approved Budget	FY25 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	2,090,657	946,981	2%
<b>Executive Office</b>	<b>2,090,657</b>	<b>946,981</b>	<b>2%</b>
<b>ADMINISTRATIVE OFFICE</b>			
Marketing	729,046	2,219,209	4%
Customer Service	798,838	487,878	1%
<b>Administrative Office</b>	<b>1,527,884</b>	<b>2,707,087</b>	<b>5%</b>
<b>HUMAN RESOURCES OFFICE</b>			
Human Resources	793,435	2,054,730	4%
<b>Human Resources Office</b>	<b>793,435</b>	<b>2,054,730</b>	<b>4%</b>
<b>CAPITAL PROJECT DELIVERY OFFICE</b>			
Capital Project Delivery	1,545,181	835,509	2%
<b>Performance Office</b>	<b>1,545,181</b>	<b>835,509</b>	<b>2%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	2,716,819	1,769,513	4%
<b>Safety and Security Office</b>	<b>2,716,819</b>	<b>1,769,513</b>	<b>4%</b>
<b>FINANCE OFFICE</b>			
Finance	5,460,039	5,986,703	12%
Information Technology	1,711,571	1,579,094	3%
<b>Finance Office</b>	<b>7,171,610</b>	<b>7,565,798</b>	<b>15%</b>
<b>PLANNING OFFICE</b>			
Service Planning	550,393	1,308,073	3%
<b>Planning Office</b>	<b>550,393</b>	<b>1,308,073</b>	<b>3%</b>
<b>TRANSPORTATION OFFICE</b>			
Transportation - Fixed Route Admin	2,431,209	2,817,622	6%
Transportation - Fixed Route Operators	10,608,196	11,167,500	23%
Transportation - Paratransit Admin	724,898	1,024,557	2%
Transportation - Paratransit Operators	2,769,620	2,890,155	6%
<b>Transportation Office</b>	<b>16,533,923</b>	<b>17,899,834</b>	<b>36%</b>
<b>MAINTENANCE OFFICE</b>			
SunFuels	819,669	254,919	1%
Fleet Maintenance - Paratransit	714,591	670,551	1%
Fleet Maintenance - Admin	5,742,244	5,073,699	10%
Fleet Maintenance - Mechanics	5,021,865	5,906,781	12%
Facilities Maintenance - T. Palms	1,349,549	1,524,971	3%
Facilities Maintenance - Indio	125,095	123,250	0.2%
Stops & Zones	764,459	775,684	2%
<b>Maintenance Office</b>	<b>14,537,472</b>	<b>14,329,855</b>	<b>29%</b>
<b>Total Expenses</b>	<b>47,467,374</b>	<b>49,417,378</b>	<b>100%</b>

# EXECUTIVE OFFICE



Chief Executive  
Officer/General Manager

Clerk of the Board/Director  
of Legislative Affairs

Assistant Clerk of the Board

**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

The 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.

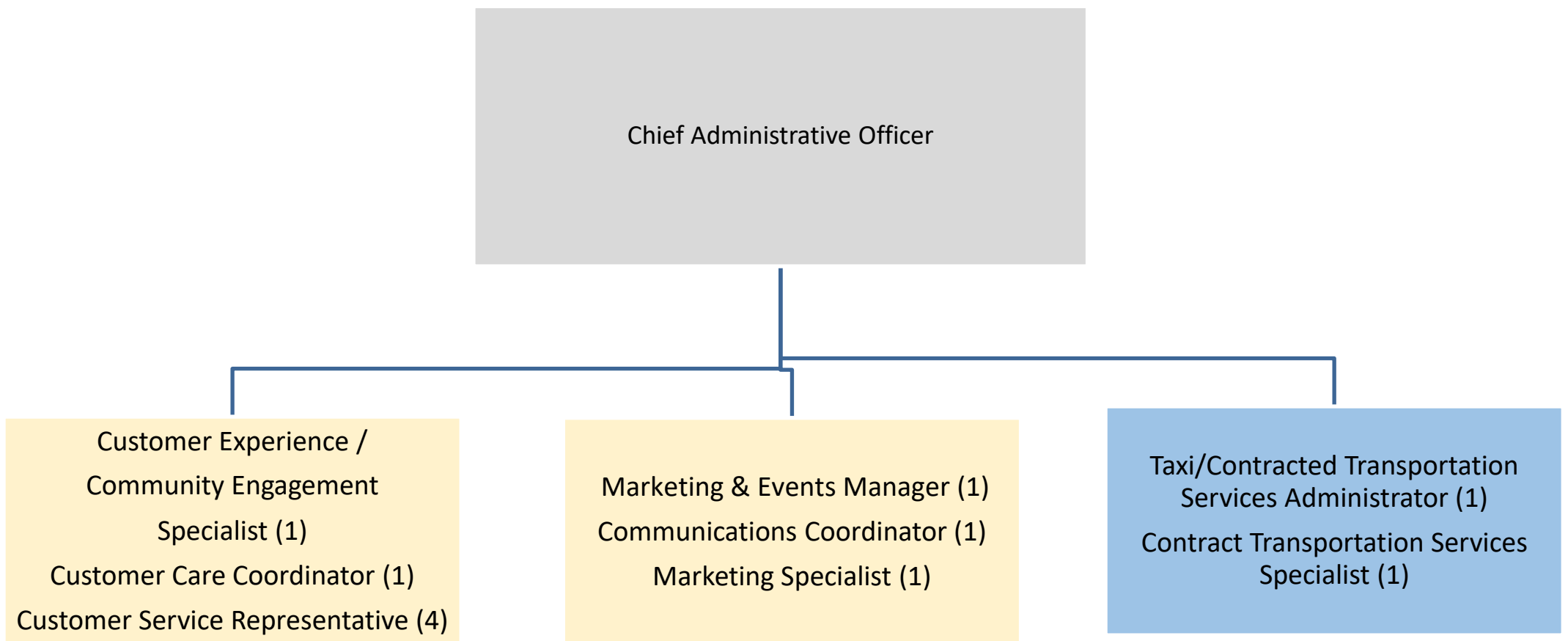
**EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	534,576	670,067	710,036	600,023	389,698	(210,325)
5010201610 ADMIN SALARIES-OT	199	919	822	1,750	-	(1,750)
5010700000 ALLOCATED SALARIES	(4,049)	(5,081)	(5,406)	(4,825)	(6,217)	(1,392)
5029999999 TOTAL FRINGE BENEFITS	366,927	308,891	292,695	431,499	256,500	(174,999)
5030200000 PUBLIC NOTICES	153	-	-	1,000	-	(1,000)
5030300002 LEGAL SERVICES - LABOR COUNSEL	445,767	563,451	540,407	300,000	-	(300,000)
5030300005 LEGAL SVCS- GENERAL	108,858	82,340	167,302	100,000	-	(100,000)
5030300006 LEGAL SVCS-SPECIAL	-	-	126,435	-	-	-
5030303250 CONSULTING	-	-	52,200	100,000	100,000	-
5030303290 ORGANIZATIONAL SERVICES	-	-	-	350,000	-	(350,000)
5049900000 PRINTING ADMINISTRATION	2,916	4,723	1,032	6,500	2,500	(4,000)
5049900001 OFFICE SUPPLIES-GENERAL	2,301	2,138	2,125	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	70,505	72,001	76,067	91,810	80,000	(11,810)
5090200000 TRAVEL-MEETINGS/SEMINARS	42,356	29,336	23,622	50,000	65,000	15,000
5090200001 TRAINING/ WORKSHOP	7,500	4,478	66	18,000	-	(18,000)
5090200002 BOARD MEETING EXPENSES	3,748	4,085	3,593	10,000	8,500	(1,500)
5090200003 BOARD MEMBER COMPENSATION	8,500	7,504	6,225	10,000	18,000	8,000
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	23,802	-	3,000	-	(3,000)
5099900002 MISCELLANEOUS EXPENSE	-	2,305	32,597	18,900	30,000	11,100
5099900004 CONSULTING-GENERAL	428,769	342,468	-	-	-	-
<b>Total Expenses</b>	<b>2,019,026</b>	<b>2,113,428</b>	<b>2,029,818</b>	<b>2,090,657</b>	<b>946,981</b>	<b>(1,143,676)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief Executive Officer/General Manager
1	Clerk of the Board/Special Assistant to CEO/GM
1	Assistant Clerk of the Board
<b>3</b>	<b>Total FTE's</b>

# ADMINISTRATIVE OFFICE



**ADMINISTRATION OFFICE - MARKETING**

**Division 31**

**FUNCTIONS & RESPONSIBILITIES**

SunLine's Marketing Department plays a vital role in connecting with the community and promoting the Agency's mission. The Marketing department is dedicated to fostering relationships with the community through events and impactful outreach efforts. This helps build trust and transparency. The department coordinates events, recruits and oversees volunteers, creates press releases, and develops public relation strategies to promote SunLine's mission. The team aims to cultivate strong community connections, create a top-of-mind customer experience, enhance brand visibility, and communicate SunLine's commitment to excellence in public transportation services. Ultimately, the Marketing team strives for SunLine's brand to be the top choice for riders.

**EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	128,574	104,562	187,839	207,331	407,490	200,159
5010201610 ADMIN SALARIES-OT	1,064	1,964	2,348	3,000	5,000	2,000
5029999999 TOTAL FRINGE BENEFITS	88,763	63,554	174,180	172,565	286,219	113,654
5030303240 CONTRACTED SERVICES	111,145	155,233	145,737	180,000	220,000	40,000
5030303260 ADVERTISING	86,524	61,564	81,095	95,010	115,500	20,490
5030303270 SUNLINE EVENTS EXPENSE	20,772	16,360	5,056	21,000	30,000	9,000
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	39,377	7,020	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	11,986	2,046	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	21,949	23,868	44,744	30,140	55,000	24,860
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	1,000,000	1,000,000
5049900000 TRAINING	-	-	-	-	5,000	5,000
5049900001 OFFICE SUPPLIES-GENERAL	3,877	5,236	472	5,000	6,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,454	1,740	773	4,000	4,000	-
5090200000 TRAVEL MEETINGS/SEMINARS	4,260	4,888	5,693	6,000	25,000	19,000
5090201000 EMPLOYEE EVENT EXPENSE	-	-	-	-	50,000	50,000
5090800100 EMPLOYEE RECOGNITION	-	-	-	-	5,000	5,000
<b>Total Expenses</b>	<b>520,745</b>	<b>448,034</b>	<b>647,936</b>	<b>729,046</b>	<b>2,219,209</b>	<b>1,490,163</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief Administrative Officer
1	Marketing & Events Manager
1	Taxi/Contracted Transportation Services Administrator
1	Contracted Transportation Services Specialist
1	Communications Coordinator
1	Marketing Specialist
<b>6</b>	<b>Total FTE's</b>

**ADMINISTRATION OFFICE - CUSTOMER SERVICE**

**Division 45**

**FUNCTIONS & RESPONSIBILITIES**

The Community and Customer Relations Department are the first point of contact for anyone visiting SunLine, ensuring a welcoming and informative experience. They go beyond basic service by providing tailored transit plans to meet individual needs. They distribute informational materials throughout the Coachella Valley to keep the community informed about SunLine's services. They act as a bridge between customers and SunLine by receiving, recording, and addressing suggestions, requests, and complaints. They ensure inquiries are directed to the right department within SunLine and follow up to confirm issues are resolved. In essence, the Community and Customer Relations Department plays a vital role in building positive relationships with riders and ensuring a smooth and efficient transit experience for everyone.

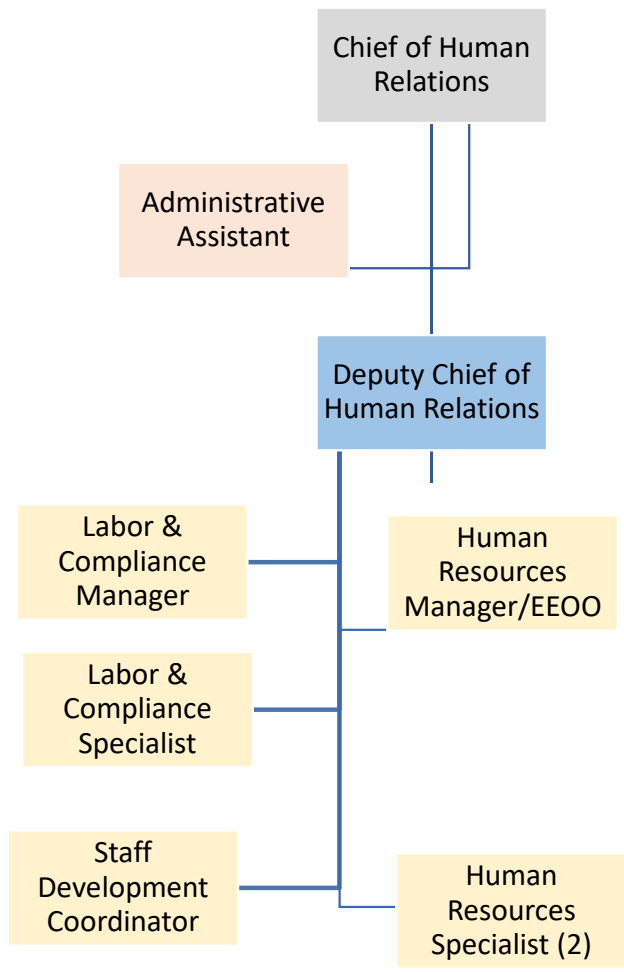
**EXPENSE BUDGET SUMMARY - COSTUMER SERVICE (45)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	355,255	407,050	416,950	406,547	239,031	(167,516)
5010201510 BARGAINING SALARIES-OT	-	-	2,600	-	-	-
5010201610 ADMIN SALARIES-OT	4,252	5,189	2,984	8,500	8,500	-
5029999999 TOTAL FRINGE BENEFITS	240,934	267,779	267,269	315,091	166,807	(148,284)
5030303240 CONTRACTED SERVICES	2,453	2,500	4,500	2,500	3,540	1,040
5030400000 TEMPORARY HELP SERVICES	5,257	-	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	20,970	21,980	-	30,000	30,000	-
5049900001 OFFICE SUPPLIES	3,952	3,527	883	4,000	4,000	-
5049900002 OFFICE SUPPLIES - POSTAGE	24,395	21,886	16,424	25,000	27,000	2,000
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	624	1,300	2,500	1,200
5090800100 EMPLOYEE RECOGNITION	821	677	96	900	1,500	600
<b>Total Expenses</b>	<b>658,290</b>	<b>730,589</b>	<b>712,328</b>	<b>798,838</b>	<b>487,878</b>	<b>(310,960)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Customer Experience/Community Engagement Specialist
1	Customer Care Coordinator
4	Customer Service Representative
<b>6</b>	<b>Total FTEs</b>

# HUMAN RESOURCES OFFICE





**Human Resources Office**

**Division 32**

**FUNCTIONS & RESPONSIBILITIES**

The Human Resources Department is an essential part of the Agency, responsible for managing our most valuable asset: our employees. Our HR team provides support in areas such as recruitment, compensation and benefits, employee relations, performance management, and training and development. With a focus on attracting, developing, and retaining top talent, we strive to create a positive work culture and foster a sense of community within our organization. As we continue to grow and expand, the HR Department plays a critical role in ensuring our employees are engaged, motivated, and have the resources they need to succeed.

**EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24	FY25	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	259,420	327,531	408,578	314,352	553,577	239,225
5010201610 ADMIN SALARIES-OT	1,294	1,186	1,397	3,000	2,000	(1,000)
5010700000 ALLOCATED SALARIES	(1,975)	(2,490)	(3,093)	(2,654)	(3,557)	(903)
5029999999 TOTAL FRINGE BENEFITS	157,356	211,214	281,389	231,043	355,322	124,279
5030300001 BENEFIT MANAGEMENT EXPENSES	20,450	24,263	29,885	25,396	25,396	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	-	-	-	-	487,176	487,176
5030300003 MEDICAL-EXAMS AND TESTING	29,321	19,923	19,952	35,000	35,000	-
5030300005 LEGAL SVCS- GENERAL	-	-	-	-	100,000	100,000
5030300006 LEGAL SVCS-SPECIAL	-	-	-	-	100,000	100,000
5030303250 CONSULTING	-	-	8,775	12,000	200,000	188,000
5030400000 TEMPORARY HELP SERVICES	55,589	-	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	1,412	2,560	1,730	3,868	2,500	(1,368)
5049900000 HR TRAINING	726	687	1,251	1,500	1,500	-
5049900001 OFFICE SUPPLIES	1,694	2,948	2,837	4,000	4,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,438	5,886	9,682	8,185	9,000	815
5090200000 TRAVEL MEETINGS/SEMINARS	1,625	426	10,632	5,280	10,000	4,720
5090201000 EMPLOYEE EXPENSE	2,785	4,112	44,332	46,000	40,000	(6,000)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,173	1,562	1,337	1,500	3,000	1,500
5090800000 RECRUITING EMPLOYEES	30,904	39,842	4,746	82,365	50,000	(32,365)
5090800100 EMPLOYEE RECOGNITION	4,739	422	400	10,600	10,600	-
5090800125 TUITION REIMBURSEMENT	3,900	8,367	15,644	7,000	20,000	13,000
5099900001 STAFF DEVELOPMENT	-	-	-	-	44,215	44,215
<b>Total Expenses</b>	<b>575,849</b>	<b>648,436</b>	<b>839,474</b>	<b>793,435</b>	<b>2,054,730</b>	<b>1,261,295</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief of Human Relations
1	Administrative Assistant
2	Human Resources Specialist
1	Labor & Compliance Manager
1	Labor & Compliance Specialist
1	Staff Development Coordinator
1	Deputy Chief of Human Relations
1	Human Resources Manager/EEEO
<b>9</b>	<b>Total FTE's</b>

# CAPITAL PROJECT DELIVERY OFFICE

Chief of Capital Projects

Sr. Project Manager

Project Coordinator (2)

**CAPITAL PROJECT DELIVERY OFFICE**

Division 44

**FUNCTIONS & RESPONSIBILITIES**

The Capital Project Delivery Office is responsible for supporting SunLine's daily operations by managing and delivering significant capital projects.

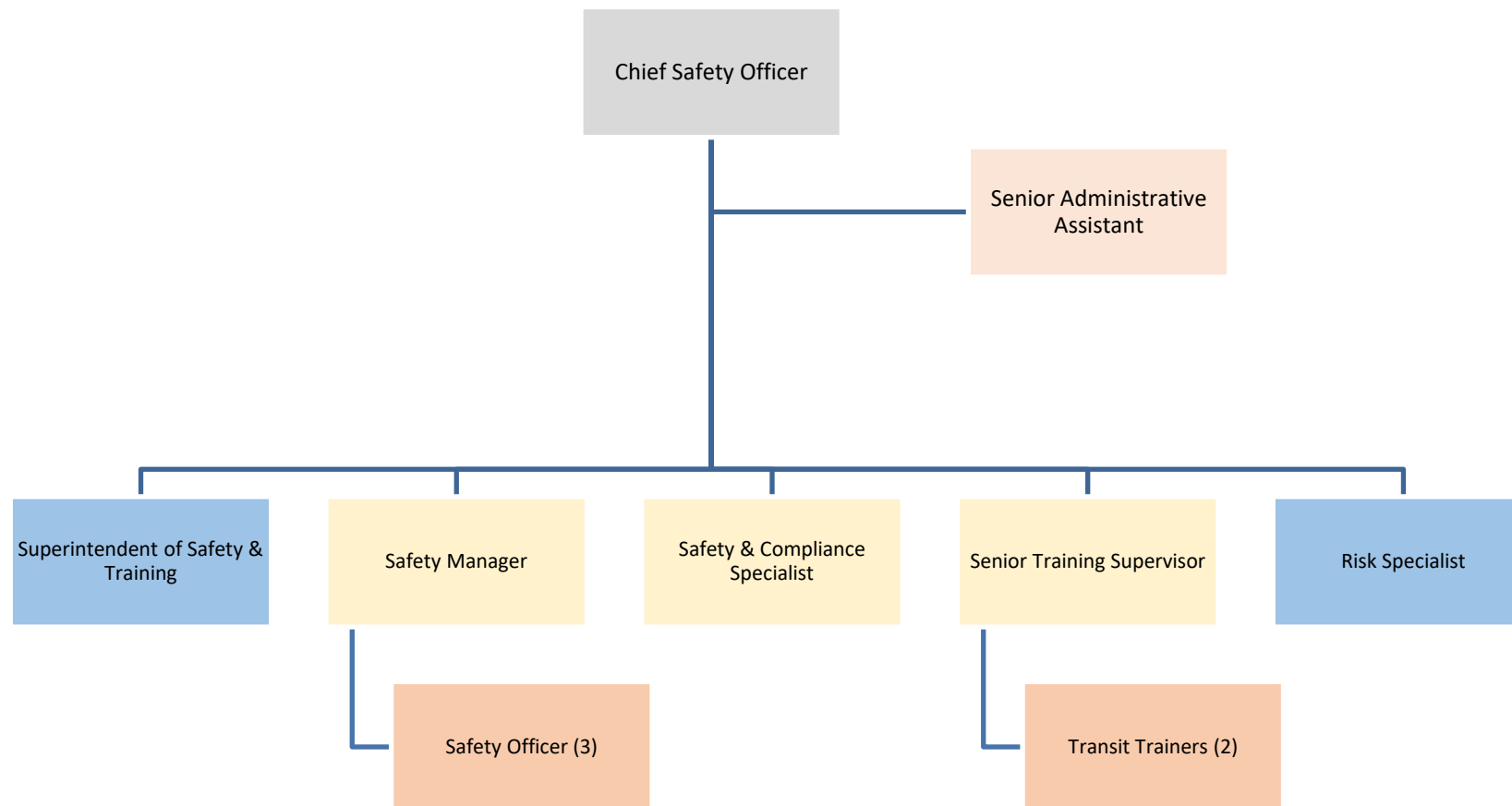
**EXPENSE BUDGET SUMMARY - CAPITAL PROJECT DELIVERY (DIV 44)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	502,528	475,585	216,334	557,463	315,683	(241,780)
5010201610 ADMIN SALARIES-OT	-	199	-	500	-	(500)
5010700000 ALLOCATED SALARIES	(3,807)	(3,607)	(1,616)	(4,250)	-	4,250
5029999999 TOTAL FRINGE BENEFITS	348,485	258,240	167,869	392,918	171,026	(221,892)
5030303250 CONSULTING	-	-	87,477	100,000	20,000	(80,000)
5039900012 VAN POOL EXPENSES	242,301	-	-	-	-	-
5039900013 CENTER OF EXCELLENCE - CARB	-	25,324	20,946	200,000	200,000	-
5039900015 CLEAN CITIES COALITION	384	8,122	-	50,000	-	(50,000)
5039900016 CENTER OF EXCELLENCE - CEC	-	-	1,847	200,000	100,000	(100,000)
5049900000 PRINTING ADMINISTRATION	454	324	-	750	400	(350)
5049900001 OFFICE SUPPLIES-GENERAL	1,173	713	516	900	1,500	600
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,587	1,613	2,414	4,000	4,000	-
5090200000 TRAVEL-MEETINGS/SEMINARS	9,436	7,213	7,544	15,000	15,000	-
5090200001 TRAINING/ WORKSHOP	999	-	6,750	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	13,623	19,683	13,966	20,000	-	(20,000)
5090201000 EMPLOYEE EXPENSES	482	384	-	700	700	-
5099900004 CONSULTING-GENERAL	374,055	340,447	-	-	-	-
5120001000 RENTAL OF TRAILER	6,012	-	-	-	-	-
<b>Total Expenses</b>	<b>1,497,713</b>	<b>1,134,242</b>	<b>524,049</b>	<b>1,545,181</b>	<b>835,509</b>	<b>(709,672)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief of Capital Projects
2	Project Coordinator
1	Sr. Project Manager
<b>4</b>	<b>Total FTEs</b>

# SAFETY AND SECURITY OFFICE



## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

The mission of the Safety Department is to maintain a positive safety culture in the organization. To achieve this, they put systems in place to identify, address, and resolve safety concerns across the system. The department also consult with other departments and contractors to minimize human and economic losses to the public, employees, and SunLine Transit Agency. Additionally, the department aims to identify hazardous conditions and reduce potential injuries, accidents, and property damage, while ensuring the safety of employees, customers, facilities, and equipment.

The staff reviews policies and procedures, monitors the operation of all services, and takes a proactive role in identifying measures to address hazards. They investigate all accidents and injuries and make recommendations for preventive measures based on identified trends. The Safety department leads the organization-wide efforts to implement safety management systems (SMS).

Furthermore, the department is responsible for ensuring the safety, protection, and integrity of the transportation system. They continually collaborate with law enforcement and other regional first responders to ensure effective planning for and response to emergencies. The Safety department also maintains the access control and video components for the system.

#### EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

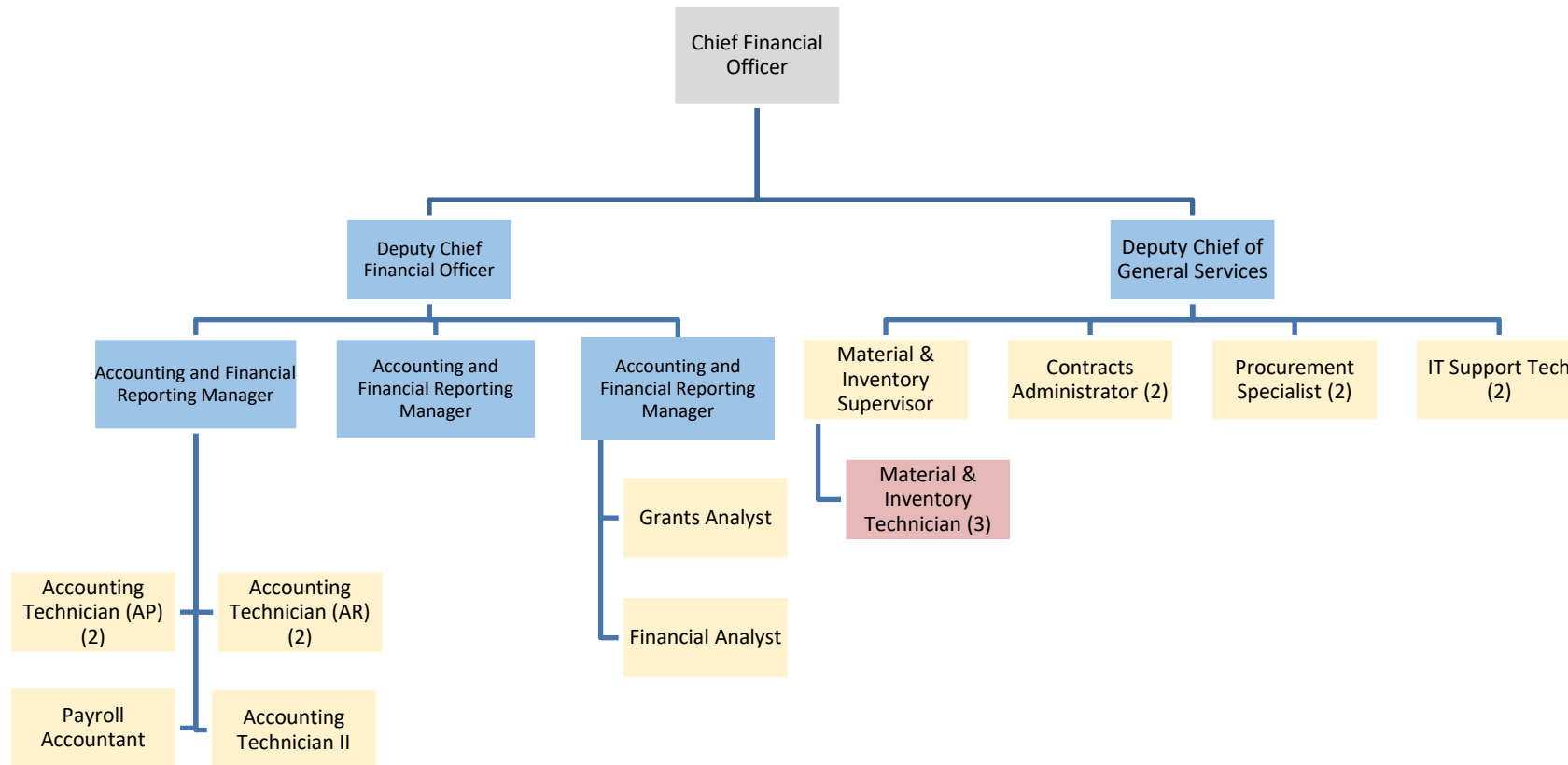
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24	FY25	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	515,324	647,309	675,080	711,120	757,594	46,474
5010201510 BARGAINING SALARIES-OT	-	-	608	-	1,500	1,500
5010201610 STAFF OT	920	4,292	7,804	6,000	9,200	3,200
5010700000 ALLOCATED SALARIES	40,324	-	-	(49,965)	-	49,965
5029999999 TOTAL FRINGE BENEFITS	396,228	463,472	454,176	543,080	504,919	(38,161)
5030300001 ID BADGE SUPPLIES	1,832	3,484	3,469	3,000	6,000	3,000
5030300003 MEDICAL-EXAMS AND TESTING	28,007	33,175	32,001	32,000	32,000	-
5030300010 CONTRACTED SERVICES	-	-	1,425	10,000	15,000	5,000
5030300013 UNIFORMS	3,134	239	-	1,160	-	(1,160)
5030300050 EMPLOYEE INCENTIVE SERVICES	2,208	9,650	3,223	8,000	20,000	12,000
5030303250 CONSULTING	-	-	-	-	15,000	15,000
5030700000 SECURITY SERVICES	145,753	324,599	468,458	370,947	168,000	(202,947)
5030700001 SUSSTANCE ABUSE PROGRAM AUDITS	-	-	-	-	-	-
5030700005 CAMERA MAINTENANCE AGREEMENT	8,598	1,152	-	7,000	-	(7,000)
5039900012 VANPOOL EXPENSES	-	186,899	68,193	55,000	-	(55,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	379,366	717,449	865,279	850,000	-	(850,000)
5049900001 OFFICE SUPPLIES	2,178	2,687	3,420	3,000	3,000	-
5049900009 MATERIALS & SUPPLIES	15,308	14,213	12,050	20,000	20,000	-
5049900010 TRAINING SUPPLIES	-	154	3,122	4,000	10,000	6,000
5049901000 EMERGENCY PREPARDNESS SUPPLIES	79,183	19,996	19,019	19,577	40,000	20,423
5060300100 REPAIR CLAIMS	98,599	176,332	86,643	85,000	100,000	15,000
5060400000 INSURANCE LOSSES	-	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	794	594	920	2,300	5,300	3,000
5090200000 TRAVEL MEETINGS/SEMINARS	8,988	18,063	28,775	25,000	52,000	27,000
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	-	3,153	31,614	100	-	(100)
5090800000 RECRUITING EMPLOYEES	5,753	7,275	5,598	10,000	10,000	-
5099900002 MISCELLANEOUS EXPENSE	-	483	339	500	-	(500)
<b>Total Expenses</b>	<b>1,732,495</b>	<b>2,634,668</b>	<b>2,771,215</b>	<b>2,716,819</b>	<b>1,769,513</b>	<b>(947,306)</b>

#### PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Safety Officer
1	Risk Specialist
3	Safety Officer
1	Senior Administrative Assistant
1	Safety Manager
1	Senior Training Supervisor
1	Safety and Compliance Specialist
2	Transit Trainer
1	Superintendent of Safety and Training
<b>12</b>	<b>Total FTEs</b>

# FINANCE OFFICE





**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

The Finance department 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 department is also responsible for the development of all financial statements, coordination of financial audits and development of documents and specialized reports for SunFuels.

**EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	807,945	785,063	922,255	1,054,280	1,200,000	145,720
5010201610 ADMIN SALARIES-OT	2,275	6,643	8,373	6,500	10,000	3,500
5010700000 ALLOCATED SALARIES	(6,184)	(5,998)	(7,133)	(8,500)	(8,203)	297
5029999999 TOTAL FRINGE BENEFITS	559,599	528,723	570,114	765,848	730,615	(35,233)
5030200000 PUBLIC NOTICES	2,438	5,119	7,896	4,000	10,000	6,000
5030300009 CONTRACTED SERVICES	6,636	5,029	45	95,000	173,000	78,000
5030300010 ORGANIZATIONAL SERVICES		(2,025)	-	-	-	-
5030300015 AUDIT SERVICES	41,693	51,200	124,676	63,000	87,000	24,000
5030303240 MANAGEMENT CONSULTING	-	54,000	-	-	-	-
5030303250 CONSULTING	-	-	58,288	77,085	15,000	(62,085)
5030400000 TEMPORARY HELP SERVICES	532,271	282,783	20,198	10,000	-	(10,000)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	65,425	72,729	65,717	69,000	69,000	-
5049900001 OFFICE SUPPLIES	11,128	11,757	13,361	12,000	12,500	500
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	392,924	267,773	306,802	305,673	323,000	17,327
5060100100 INSURANCE PREMIUM - PROPERTY	79,706	135,417	192,561	125,000	200,000	75,000
5060300000 INSURANCE - GENERAL LIABILITY	791,013	1,297,314	1,602,541	1,500,000	1,610,540	110,540
5060400000 INSURANCE LOSSES	1,255,339	2,305,122	746,624	639,253	750,000	110,747
5060401000 INSURANCE PREMIUM - WC	388,405	616,105	477,986	440,000	485,000	45,000
5060800000 INSURANCE - ADMIN	187,906	197,085	194,994	215,000	210,000	(5,000)
5079900000 PROPERTY & OTHER TAXES	116	87	689	400	500	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	460	538	-	1,500	1,000	(500)
5090200000 TRAVEL MEETINGS/SEMINARS	2,400	4,344	1,947	13,000	15,000	2,000
5090200002 MILEAGE REIMBURSEMENT	-	-	490	500	500	-
5090201000 EMPLOYEE EXPENSES	1,092	1,432	1,821	3,000	3,000	-
5090801000 BANK SERVICE FEES	11,017	21,161	35,721	15,000	38,452	23,452
5090801030 PR PENALTY/INTEREST EXPENSE	-	-	-	1,000	1,000	-
5090801040 PASS OUTLET COMMISSION	4,868	6,644	4,345	8,000	7,300	(700)
5090801050 MOBILE TICKETING COMMISSION	14,728	18,888	16,809	19,000	40,000	21,000
5090801060 BAD DEBT EXPENSE	1,643	1,617	1,042	500	2,500	2,000
5110101050 INTEREST EXPENSE	456	14,209	125,840	25,000	-	(25,000)
<b>Total Expenses</b>	<b>5,155,298</b>	<b>6,682,757</b>	<b>5,494,001</b>	<b>5,460,039</b>	<b>5,986,703</b>	<b>526,664</b>

**FINANCE OFFICE**

Division 41

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**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Financial Analyst
3	Accounting and Financial Reporting Manager
1	Deputy Chief Financial Officer
4	Accounting Technician
1	Accounting Technician II
1	Chief Financial Officer
2	Contracts Administrator
1	Grants Analyst
1	Materials & Inventory Supervisor
3	Materials & Inventory Technician
1	Payroll Accountant
1	Deputy Chief of General Services
2	Procurement Specialist
<b>22</b>	<b>Total FTEs</b>

**FINANCE OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

The Information Technology (IT) department 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. Additionally, IT interfaces with vendors for application improvements and issue resolution. IT is also responsible for data integrity management and planning for the future needs of the Agency.

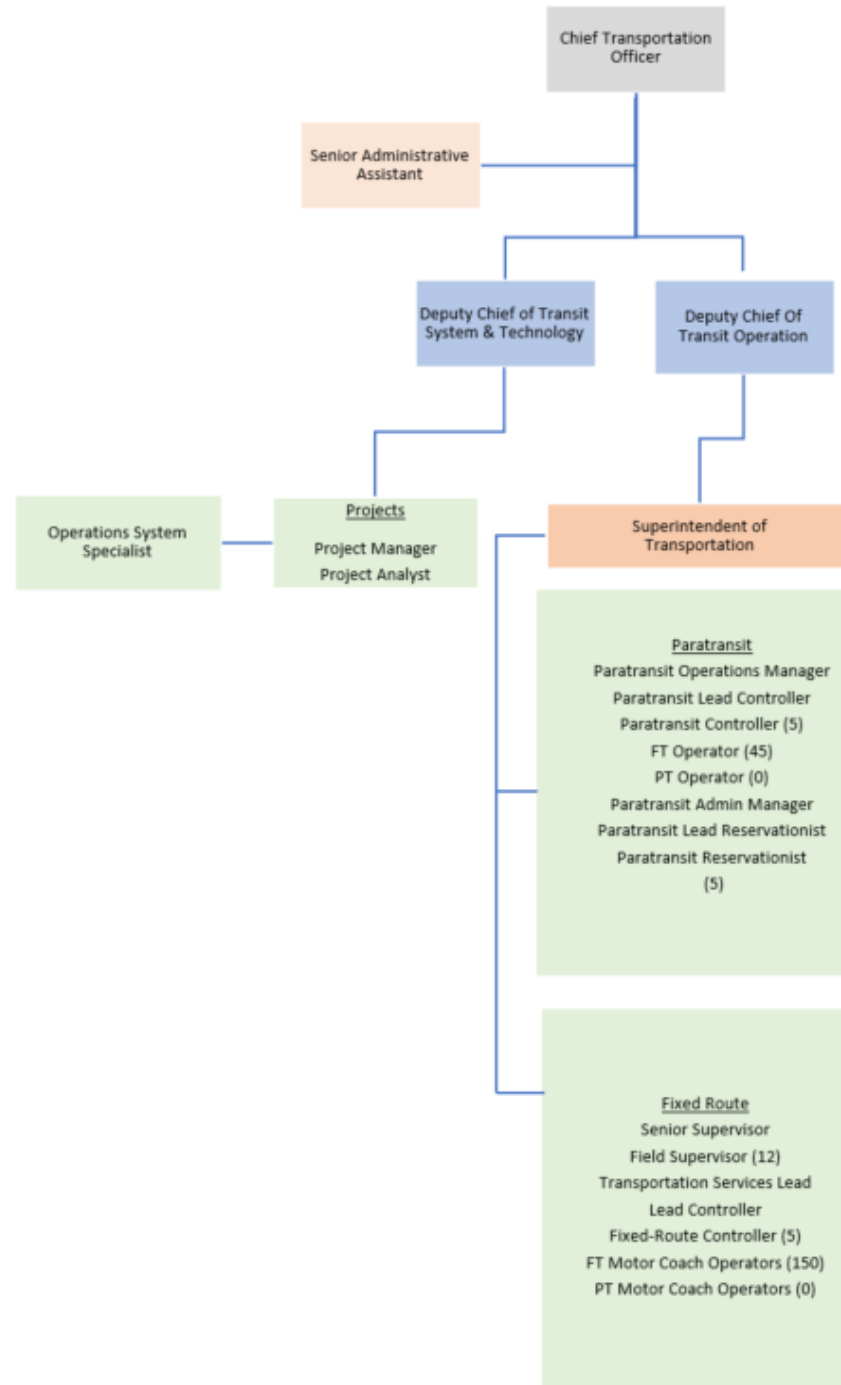
**EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	123,587	93,053	49,354	244,611	107,652	(136,959)
5010201610 ADMIN SALARIES-OT	161	266	904	2,000	2,200	200
5010700000 ALLOCATED SALARIES	(938)	(707)	(390)	(2,200)	(2,200)	-
5029999999 TOTAL FRINGE BENEFITS	78,030	59,794	28,515	182,422	74,278	(108,144)
5030200006 COMMUNICATIONS	245,264	247,851	287,783	230,400	287,782	57,382
5030300009 CONTRACTED SERVICES	16,410	25,341	37,603	100,000	250,000	150,000
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	666,149	755,825	626,716	861,455	796,582	(64,873)
5030400000 TEMPORARY HELP SERVICES	-	10,980	-	25,000	-	(25,000)
5030500000 OFFICE EQUIPMENT MAINTENANCE	30,576	34,144	27,684	25,083	29,000	3,917
5049900001 OFFICE SUPPLIES	5,515	6,715	6,743	7,800	7,800	-
5049900010 COMPUTER SUPPLIES	5,471	20,453	17,559	25,000	21,000	(4,000)
5090200000 TRAVEL MEETINGS/SEMINARS	692	29	-	10,000	5,000	(5,000)
<b>Total Expenses</b>	<b>1,170,918</b>	<b>1,253,743</b>	<b>1,082,470</b>	<b>1,711,571</b>	<b>1,579,094</b>	<b>(132,477)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
2	IT Support Technician
<b>2</b>	<b>Total FTEs</b>

# TRANSPORTATION OFFICE



**TRANSPORTATION OFFICE**

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

**FUNCTIONS & RESPONSIBILITIES**

The Transportation Office plays a pivotal role in managing the daily transit services crucial for addressing the evolving mobility demands of the Coachella Valley. This encompasses overseeing the SunBus Fixed Route and SunDial Paratransit services. The SunLine's fixed route network is extensive, encompassing nine local routes spanning the Coachella Valley. Moreover, SunLine offers commuter express services that extend beyond its service area, facilitating connections between the Coachella Valley and San Bernardino. This connection facilitates seamless transitions to Metrolink trains and routes served by various regional transit agencies such as the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit.

For individuals with disabilities who are unable to utilize the fixed-route transit system, ADA Paratransit services offer essential accessibility. Paratransit Reservationists play a vital role in this process, assisting in scheduling rides, catering to special requirements such as mobility devices, accompanying clients, and ensuring the accommodation of service animals.

Furthermore, the Transportation Projects team extends its support beyond routine operations by engaging in transportation and maintenance projects that fall outside the realm of large-scale capital construction. This multifaceted approach underscores the commitment to ensuring comprehensive and efficient transportation services while accommodating diverse needs within the community.

**EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,111,176	1,127,839	1,375,604	1,293,505	1,581,944	288,439
5010201500 CUSTOMER SERVICE SALARIES	-	-	46,232	-	-	-
5010201510 BARGAINING SALARIES-OT	-	-	4,154	-	-	-
5010201610 ADMIN SALARIES-OT	35,118	42,067	61,183	52,500	63,172	10,672
5029999999 TOTAL FRINGE BENEFITS	775,634	837,728	981,150	996,326	1,082,522	86,196
5030300013 UNIFORMS	43,792	22,840	35,225	67,368	45,224	(22,144)
5030400000 TEMPORARY HELP SERVICES	20,277	-	-	-	-	-
5039900003 PRINTING EXPENSE	1,962	2,450	2,377	9,500	9,500	-
5049900001 OFFICE SUPPLIES	1,212	1,168	2,217	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	1,144	1,273	695	1,250	2,000	750
5090200000 TRAVEL MEETINGS/SEMINARS	9,604	2,850	18,935	8,000	19,000	11,000
5090201000 EMPLOYEE EXPENSE	1,202	1,291	1,361	1,500	3,000	1,500
5099900004 BUS RODEO EXPENDITURES	-	-	-	-	10,000	10,000
5140001000 VEHICLE OPERATING LEASES	96,975	-	-	-	-	-
<b>Total Expenses</b>	<b>2,098,095</b>	<b>2,039,506</b>	<b>2,529,133</b>	<b>2,431,209</b>	<b>2,817,622</b>	<b>386,413</b>

**EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,954,646	5,536,725	6,457,446	6,075,035	6,844,892	769,857
5010101020 OPERATOR WAGES OVERTIME - FT	653,411	898,234	825,671	775,000	775,000	-
5029999999 TOTAL FRINGE BENEFITS	3,484,181	3,224,839	3,454,154	3,758,161	3,547,608	(210,553)
<b>Total Expenses</b>	<b>10,092,237</b>	<b>9,659,799</b>	<b>10,737,271</b>	<b>10,608,196</b>	<b>11,167,500</b>	<b>559,304</b>

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	357,550	395,190	362,811	362,511	510,534	148,023
5010201500 BARGAINING SALARIES	-	-	648	-	-	-
5010201510 BARGAINING SALARIES-OT	-	-	1,378	-	-	-
5010201610 ADMIN SALARIES-OT	13,851	14,770	9,966	19,000	18,239	(761)
5029999999 TOTAL FRINGE BENEFITS	275,855	301,539	284,272	314,155	468,784	154,629
5030300013 PARATRANSIT UNIFORMS	5,087	5,171	8,350	28,032	25,800	(2,232)
5049900001 OFFICE SUPPLIES	922	11	570	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	628	-	29	-	-	-
<b>Total Expenses</b>	<b>653,893</b>	<b>716,681</b>	<b>668,024</b>	<b>724,898</b>	<b>1,024,557</b>	<b>299,659</b>

**TRANSPORTATION OFFICE**

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

**EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,317,262	1,363,306	1,596,076	1,555,611	1,761,840	206,229
5010101020 PARATRANSIT OPER WAGES OT	225,741	282,779.00	271,790	250,000	250,000	-
5029999999 TOTAL FRINGE BENEFITS	752,512	738,569	837,180	964,009	878,315	(85,694)
<b>Total Expenses</b>	<b>2,295,515</b>	<b>2,384,654</b>	<b>2,705,046</b>	<b>2,769,620</b>	<b>2,890,155</b>	<b>120,535</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief Transportation Officer
1	Deputy Chief of Transit Operations
1	Deputy Chief of Transit System & Technology
12	Field Supervisor
5	Fixed Route Controller
1	Lead Controller
150	Motor Coach Operator - Full Time
1	Operations System Specialist
1	Senior Administrative Assistant
1	Project Manager
1	Project Analyst
1	Senior Supervisor
1	Superintendent of Transportation
1	Transportation Services Lead
5	Paratransit Controller
1	Paratransit Lead Controller
1	Paratransit Operations Manager
1	Paratransit Admin Manager
5	Paratransit Reservationist
1	Paratransit Lead Reservationst
45	Paratransit Operators - Full Time
<b>237</b>	<b>Total FTEs</b>



# PLANNING OFFICE



**PLANNING OFFICE**

Division 49

**FUNCTIONS & RESPONSIBILITIES**

The Planning department is responsible for developing short and long range plans, programs, policies, managing detours, administering the bus stop improvements program, fulfilling reporting requirements, planning and scheduling fixed route bus service to support operations, land use and regional mobility planning in coordination with member agencies and various public and private entities to accomplish Sunline's operational and capital mission and vision.

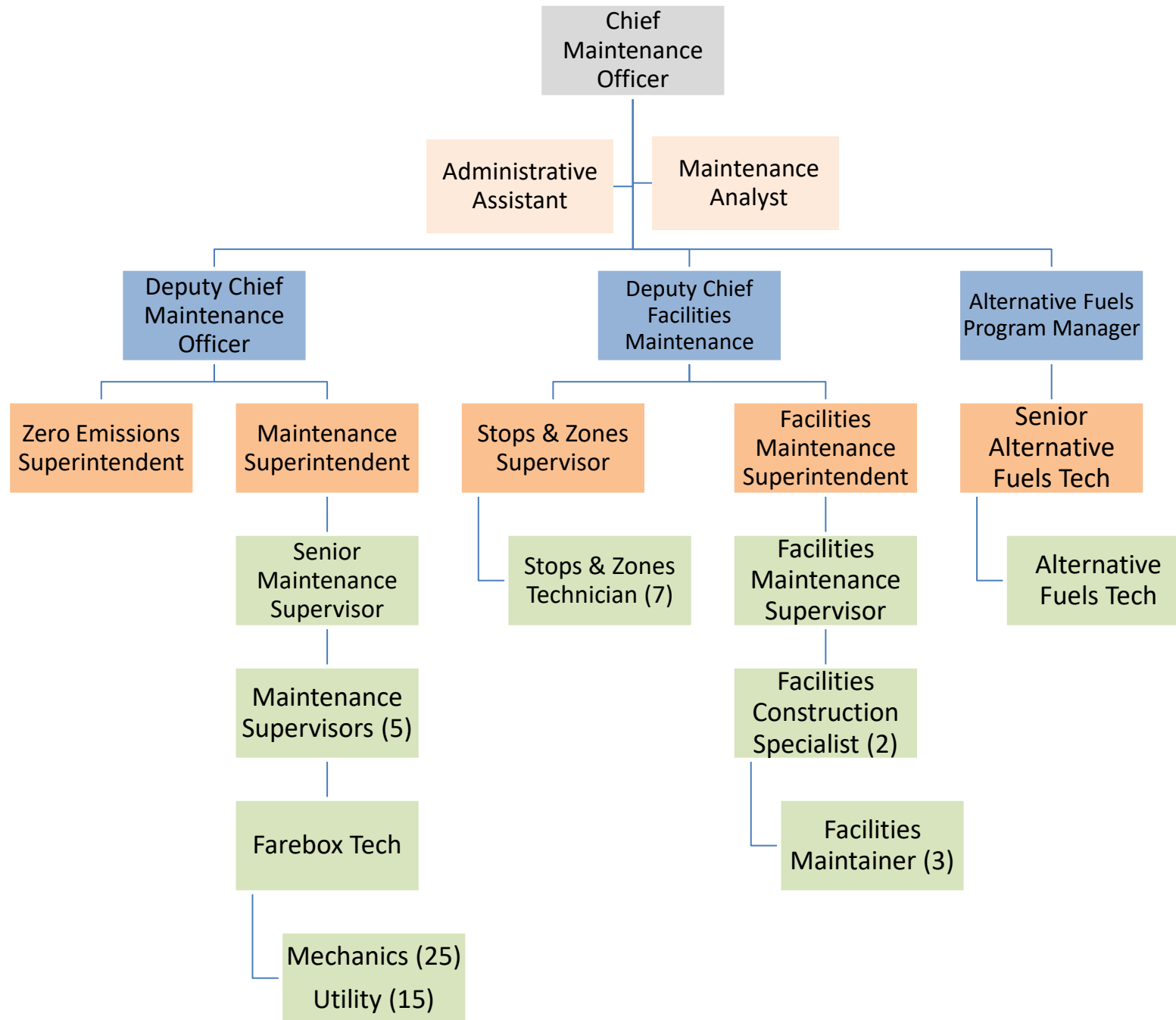
**EXPENSE BUDGET SUMMARY - PLANNING (49)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,874	187,108	209,430	203,556	400,620	197,064
5010201610 ADMIN SALARIES-OT	1,950	2,092	1,558	3,250	3,250	-
5029999999 TOTAL FRINGE BENEFITS	93,528	108,580	115,530	118,460	235,003	116,543
5030200010 CONSULTING	242,666	147,726	1,575	-	-	-
5030303250 CONSULTING	-	-	151,538	205,487	600,000	394,513
5030400000 TEMPORARY HELP SERVICES	11,383	4,865	-	5,000	-	(5,000)
5049900001 OFFICE SUPPLIES	1,176	1,048	162	1,200	1,200	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	30,000	30,000
5090200000 TRAVEL-MEETINGS/SEMINARS	9,280	6,481	3,027	13,440	28,000	14,560
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	10,000	10,000
<b>Total Expenses</b>	<b>522,857</b>	<b>457,901</b>	<b>482,820</b>	<b>550,393</b>	<b>1,308,073</b>	<b>757,680</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Chief Planning Office
1	Manager of Schedules & Performance
1	Senior Planning Analyst
1	Transit Infrastructure Technician
1	Planning Analyst
1	Planning Manager
1	Principal/Senior Planning Analyst
1	ADA Eligibility & Compliance Specialist
<b>8</b>	<b>Total FTEs</b>

# MAINTENANCE OFFICE



**MAINTENANCE OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

Effective maintenance of the H2 and CNG fueling stations is critical for ensuring these essential infrastructure assets' safety, reliability, and compliance. By implementing rigorous maintenance practices, such as; routine inspections, calibration checks, leak detection, emergency shutdown systems, pressure monitoring, and preventative maintenance, SunLine Transit Agency safeguards the performance and lifespan of our H2 and CNG fueling stations.

**EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	118,940	108,149	198,852	172,751	223,042	50,291
5010201610 ADMIN SALARIES-OT	1,684	1,049	2,513	-	3,500	3,500
5010700000 ALLOCATED SALARIES	18,779	20,826	20,070	23,200	25,000	1,800
5029999999 TOTAL FRINGE BENEFITS	114,337	115,049	138,601	155,254	155,723	469
5030500009 CONTRACT SVC- O&M	-	-	-	-	373,000	373,000
5030500010 CONTRACT SVC-GENERAL	29,086	25,884	20,917	35,000	35,000	-
5030500011 CONTRACT SVC-H2	3,231	1,337	10,493	22,500	-	(22,500)
5030500012 UNIFORMS	1,541	1,392	1,653	3,000	2,000	(1,000)
5030600900 ANSWERING SERVICES	359	368	382	420	400	(20)
5039900005 SHIPPING/FREIGHT	770	225	240	1,000	1,000	-
5039900007 INVENTORY-SALES TAX	2,675	4,918	8,468	13,000	17,500	4,500
5039900008 INVENTORY-FREIGHT CHARGES	828	1,628	2,137	4,500	4,500	-
5049900001 OFFICE SUPPLIES	132	278	232	500	500	-
5049900010 MAT/SUPPLIES--CNG TPALMS	685	1,510	410	5,040	8,000	2,960
5049900011 MAT/SUPPLIES--HYDROGEN	596	189	2,151	3,000	7,000	4,000
5049900012 MAT/SUPPLIES--CNG INDIO	682	160	532	2,500	4,000	1,500
5049900300 REPAIR PARTS-HYDROGEN	5,360	17,338	21,897	27,000	30,000	3,000
5049900400 REPAIR PARTS-CNG - TPALMS	19,364	25,656	72,298	80,000	80,000	-
5049900450 REPAIR PARTS-CNG - INDIO	10,751	9,711	25,501	20,000	2,500	(17,500)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	125,827	131,151	147,770	140,000	150,000	10,000
5050200002 ELECTRICITY-CNG INDIO	45,922	33,829	32,951	40,000	40,000	-
5050200003 ELECTRICITY-HYDROGEN	1,056,541	1,331,241	797,338	1,350,000	900,000	(450,000)
5050200004 UTILITIES WATER/SEWER	6,068	8,415	8,069	12,000	12,000	-
5050200020 GAS-CNG THOUSAND PALMS	1,653,368	2,764,172	1,760,424	2,025,000	1,850,000	(175,000)
5050200021 GAS-CNG INDIO	185,208	199,894	89,857	495,000	175,000	(320,000)
5050200022 GAS-HYDROGEN	183	182	207	15,000	5,000	(10,000)
5070500000 FUEL TAXES	75,293	110,208	99,032	100,000	110,000	10,000
5090200000 TRAVEL MEETINGS/SEMINARS	-	100	-	5,000	25,000	20,000
5090801000 BANK ADJUSTMENTS/FEES	16,577	23,490	23,010	25,000	25,000	-
5099900004 PERMITS & LICENSES	651	434	3,576	1,200	7,500	6,300
5099909000 ALLOCATED INDIRECT EXPENSES	24,355	31,586	37,202	35,000	45,000	10,000
5100200000 SELF CONSUMED FUEL	(2,937,570)	(4,009,829)	(2,895,860)	(3,992,196)	(4,062,246)	(70,050)
<b>Total Expenses</b>	<b>582,224</b>	<b>960,542</b>	<b>630,922</b>	<b>819,669</b>	<b>254,919</b>	<b>(564,750)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Alternative Fuels Program Manager
1	Sr. Alternative Fuels Technician
1	Alternative Fuels Technician
<b>3</b>	<b>Total FTEs</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**FUNCTIONS & RESPONSIBILITIES**

Maintaining the SunLine transit bus fleet is essential for ensuring safe, efficient, and reliable transportation services for the passengers of the Coachella Valley. By investing in proactive maintenance practices and allocating resources strategically, we aim to maximize the reliability, safety, and longevity of our fleet while optimizing operational costs. Through implementing preventive, corrective, and predictive maintenance practices, leveraging advanced fleet management systems, and investing in technician training, we optimize the performance, safety, and sustainability of our bus fleet.

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	612,397	572,978	601,458	794,089	734,058	(60,031)
5010201510 BARGAINING SALARIES-OT	-	-	1,285	-	-	
5010201610 ADMIN SALARIES-OT	368	12,352	72,963	3,250	-	(3,250)
5029999999 TOTAL FRINGE BENEFITS	350,879	426,971	384,782	559,163	477,834	(81,329)
5030303250 CONSULTING	-	-	68,517	50,000	150,000	100,000
5030400000 TEMPORARY HELP SERVICES	12,806	7,834	-	1,500	2,500	1,000
5039900006 OUTSIDE REPAIR-FIXED ROUTE	58,767	82,571	42,175	74,000	50,000	(24,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	4,145	2,226	5,480	4,000	4,000	-
5039900008 AT BUS WARRANTY	-	-	-	-	-	-
5040100101 LUBRICANTS-OIL	77,709	88,381	93,965	96,500	96,500	-
5040100102 FREON & COOLANT	37,071	37,416	48,483	40,000	50,000	10,000
5040101000 FUEL-CNG SUPPORT VEHICLES	37,242	61,026	32,292	51,834	35,000	(16,834)
5040101001 FUEL-CNG FIXED ROUTE	1,507,315	2,103,134	1,630,561	2,049,894	1,486,455	(563,439)
5040102000 FUEL-UNLEADED	12,637	16,726	8,628	26,000	17,600	(8,400)
5040102100 FUEL-DIESEL	45,228	45,668	54,539	-	50,000	50,000
5040102200 FUEL-HYDROGEN	1,134,635	1,377,506	844,483	1,418,612	659,356	(759,256)
5040102300 FUEL- LIQUID HYDROGEN	-	-	-	-	784,471	784,471
5040103000 FUEL-FUEL CELL	-	-	-	-	-	-
5040200001 TIRES-FIXED ROUTE	149,749	153,784	152,930	178,950	165,000	(13,950)
5040200002 TIRES-SUPPORT VEHICLES	4,906	7,381	10,160	10,000	13,000	3,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	-	-	205	-	(205)
5040200004 TIRES-FUEL CELL	-	-	-	-	-	-
5049900001 OFFICE SUPPLIES	2,161	5,002	1,627	3,000	2,500	(500)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	745	1,150	375	1,500	1,500	-
5090200000 TRAVEL MEETINGS/SEMINARS	8,683	13,334	12,634	10,000	15,000	5,000
5090200001 TRAINING	-	-	-	-	10,000	10,000
5090201000 EMPLOYEE EXPENSES	637	933	1,334	1,000	2,500	1,500
5090400100 DISCOUNTS TAKEN	-	(12)	-	-	-	-
5120001000 RENTAL OF TRAILER	-	6,012	6,313	8,000	6,025	(1,975)
5140001000 VEHICLE OPERATING LEASES	-	24,244	263,500	360,747	260,400	(100,347)
<b>Total Expenses</b>	<b>4,058,080</b>	<b>5,046,616</b>	<b>4,338,483</b>	<b>5,742,244</b>	<b>5,073,699</b>	<b>(668,545)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,505,548	1,580,036	2,102,092	1,678,986	2,228,217	549,231
5010201210 MECHANIC OVERTIME	103,980	195,052	320,639	185,000	200,000	15,000
5029999999 TOTAL FRINGE BENEFITS	854,768	884,049	1,020,879	1,059,652	1,126,564	66,912
5030300014 UNIFORMS	16,278	15,870	17,398	20,000	20,000	-
5030500001 FIRE EXTINGUISHERS	950	1,306	-	2,728	1,500	(1,228)
5030500002 RADIO MAINTENANCE	870	2,144	-	4,331	4,000	(331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	8,090	8,447	15,470	10,000	25,000	15,000
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	788	1,208	1,561	4,000	1,500	(2,500)
5039900004 CONTRACT SVC-MAINT	101,100	126,823	128,100	130,000	135,000	5,000
5039900005 CONTRACT SVC-FREIGHT	1,260	4,279	1,084	4,500	4,500	-
5039900006 CONTRACT SVC - TOWING	38,961	52,421	51,652	45,000	75,000	30,000
5039900007 INVENTORY-SALES TAX	97,249	123,550	124,760	122,000	125,000	3,000
5039900008 INVENTORY-FREIGHT CHARGES	19,921	20,233	19,210	20,897	20,000	(897)
5049900015 COSMETIC MAINTENANCE EXTERIOR	420	3,388	1,379	4,771	4,000	(771)
5049900016 CLEANING SUPPLIES-VEHICLES	15,216	13,169	21,923	19,000	25,000	6,000
5049900017 SHOP SUPPLIES MISC	40,489	39,324	51,036	40,000	60,000	20,000
5049900018 MECHANIC TOOLS/SHOES	27,019	24,239	33,494	37,000	47,500	10,500
5049900019 SMALL TOOLS & EQUIPMENT	15,224	26,423	28,222	20,000	35,000	15,000
5049900020 DECALS-FIXED ROUTE	1,429	40,371	2,183	15,000	15,000	-
5049900021 REPAIR PARTS- FIXED ROUTE	1,144,576	1,457,768	1,544,301	1,400,000	1,550,000	150,000
5049900022 REPAIR PARTS-SUPPORT VEHICLES	38,192	63,503	72,596	70,000	70,000	-
5049900023 VANDALISM/SEAT REPAIRS	-	-	31	1,000	-	(1,000)
5049900024 REPAIR PARTS-FUEL CELL	15,818	12,775	16,586	100,000	100,000	-
5070500000 FUEL TAXES	10,656	10,795	11,275	14,000	14,000	-
5099900004 PERMITS & LICENSES	6,627	11,876	13,446	14,000	20,000	6,000
<b>Total Expenses</b>	<b>4,065,429</b>	<b>4,719,049</b>	<b>5,599,318</b>	<b>5,021,865</b>	<b>5,906,781</b>	<b>884,916</b>

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING	3,140	1,800	5,064	4,500	6,500	2,000
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	1,019	484	1,649	2,500	2,500	-
5039900003 GENERAL SERVICES	16,560	16,560	21,420	24,560	24,000	(560)
5040101001 PARATRANSIT FUEL-CNG	317,553	468,136	388,524	429,192	398,551	(30,641)
5040200005 PARATRANSIT TIRES	40,782	42,141	52,166	70,000	56,000	(14,000)
5049900006 PARATRANSIT REPAIR PARTS	161,543	145,541	179,597	176,339	176,000	(339)
5049900007 PARATRANSIT GLASS REPLACEMENT	405	920	188	1,500	1,000	(500)
5049900200 DECALS	-	-	-	6,000	6,000	-
<b>Total Expenses</b>	<b>541,002</b>	<b>675,582</b>	<b>648,608</b>	<b>714,591</b>	<b>670,551</b>	<b>(44,040)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Administrative Assistant
1	Chief Maintenance officer
1	Deputy Chief Maintenance Officer
1	Superintendent of Zero Emission Technology
1	Maintenance Analyst
1	Farebox Technician
0	Maintenance Advanced Tech Supervisor
5	Maintenance Supervisor
25	Mechanic
1	Senior Maintenance Supervisor
1	Superintendent of Maintenance
15	Utility
<b>53</b>	<b>Total FTEs</b>



**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

**Division 23 & 24**

**FUNCTIONS & RESPONSIBILITIES**

The state of good repair for SunLine facilities, and assets is essential for ensuring safety, performance, and functionality. By prioritizing infrastructure maintenance, safety and security systems, environmental controls, ADA accessibility, and equipment maintenance SunLine can ensure the reliability, safety, and accessibility of their facilities.

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	89,301	202,993	69,145	253,811	127,685	(126,126)
5010201210 GROUNDSKEEPER WAGES	145,607	177,542	235,263	134,373	311,239	176,866
5010201610 ADMIN SALARIES-OT	-	225	985	-	-	-
5010201710 GROUNDSKEEPER OVERTIME	6,144	7,724	12,224	8,500	16,785	8,285
5010700000 ALLOCATED SALARIES	(1,826)	(2,943)	(2,431)	(3,542)	(2,796)	746
5029999999 TOTAL FRINGE BENEFITS	199,519	220,487	205,821	334,831	307,358	(27,473)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	15,174	20,890	49,287	35,234	50,000	14,766
5030500010 CONTRACT SVC-GENERAL	29,926	49,346	55,391	50,319	65,200	14,881
5030600000 CONTRACT SVC-CUSTODIAL	72,048	80,919	82,280	83,500	90,000	6,500
5030600100 AIR CONDITIONING EXPENDITURES	8,825	15,873	14,958	20,000	20,000	-
5030600200 UNIFORMS SERVICE EXPENDITURES	1,425	1,450	2,034	2,300	2,300	-
5030600300 RENTAL EQUIPMENT EXPENSES	4,746	3,930	6,391	6,000	7,500	1,500
5030600500 PEST CONTROL SERVICE	2,781	3,260	3,716	3,746	4,500	754
5030600600 CONTRACT SERVICES-A/C	10,606	9,572	24,439	13,956	21,500	7,544
5030600700 FIRE EXTINGUISHERS	823	1,160	529	1,435	1,200	(235)
5030600800 FLOOR MAT RENTAL	6,258	6,231	6,347	9,500	7,500	(2,000)
5030600975 RADIO REPEATER HILLTOP RENTAL	14,472	28,866	32,460	24,000	18,000	(6,000)
5040300100 PLUMBING RELATED EXPENDITURES	6,518	5,902	12,980	8,932	12,000	3,068
5040300200 ELECTRICAL RELATED EXPENDITURE	10,370	15,454	14,373	18,924	20,000	1,076
5040300600 SHOE ALLOWANCE	842	1,091	778	1,500	2,500	1,000
5049900001 OFFICE SUPPLIES	-	151	51	300	500	200
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	3,986	6,254	2,658	8,700	7,000	(1,700)
5049900026 FACILITY MAINTENANCE-MAIN FAC	29,044	37,920	56,266	40,150	72,500	32,350
5049900030 CLEANING SUPPLIES-MAIN FAC	2,368	1,627	1,134	2,300	2,500	200
5050200001 UTILITIES MAIN FACILITY	255,807	271,570	305,111	267,954	330,000	62,046
5050200003 TRASH PICKUP- MAIN FACILITY	20,189	25,692	28,676	22,826	30,000	7,174
<b>Total Expenses</b>	<b>934,951</b>	<b>1,193,185</b>	<b>1,220,868</b>	<b>1,349,549</b>	<b>1,524,971</b>	<b>175,422</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	770	2,209	402	2,433	2,400	(33)
5030600000 CONTRACT SVC-CUSTODIAL	34,827	25,105	30,012	40,000	35,000	(5,000)
5030600100 AIR CONDITIONING EXPENDITURES	1,246	1,203	673	1,932	2,000	68
5030600300 RENTAL EQUIPMENT EXPENSES	-	-	-	-	-	-
5030600500 PEST CONTROL SERVICE	1,178	1,395	1,534	1,595	1,700	105
5030600600 CONTRACT SERVICES-AC	580	575	1,616	580	2,000	1,420
5030600700 FIRE EXTINGUISHERS	252	289	-	386	350	(36)
5030600800 FLOOR MAT RENTAL	636	41	-	2,318	500	(1,818)
5040300100 PLUMBING RELATED EXP	1,028	503	2,631	2,050	2,500	
5040300200 ELECTRICAL RELATED EXPENDITURE	993	4,685	2,375	2,500	2,500	-
5049900027 FACILITY MAINT-INDIO FAC	8,393	8,659	9,234	9,000	12,000	3,000
5049900031 CLEANING SUPPLIES-INDIO FACILI	185	279	-	300	300	-
5050200002 UTILITIES INDIO/COACHELLA	25,496	24,234	29,502	37,000	37,000	-
5050200004 TRASH PICKUP-INDIO/COACHELLA	16,671	17,597	20,222	18,000	21,000	3,000
5050202000 UTILITIES GAS & WATER	4,545	3,274	4,145	7,001	4,000	(3,001)
<b>Total Expenses</b>	<b>96,800</b>	<b>90,050</b>	<b>102,345</b>	<b>125,095</b>	<b>123,250</b>	<b>(2,295)</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
2	Facility Construction Specialist
1	Facility Maintenance Supervisor
3	Facility Maintainer
1	Deputy Chief of Facilities
1	Superintendent of Facilities
<b>8</b>	<b>Total FTEs</b>

**MAINTENANCE OFFICE - STOPS & ZONES**

**Division 25**

**FUNCTIONS & RESPONSIBILITIES**

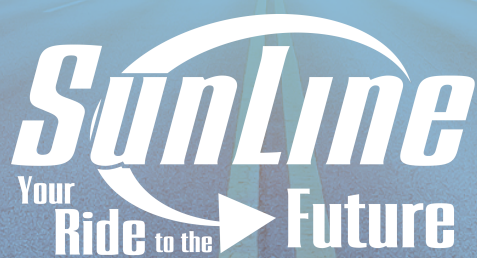
Prioritizing the maintenance of transit bus stops is crucial for ensuring the safety, comfort, and accessibility of passengers using public transportation. The Stops and Zones department focuses on maintaining structural integrity, accessibility compliance, cleaning and sanitation, shelter maintenance, signage and information displays, lighting and security, and passenger amenities. By focusing on these aspects of transit bus stop maintenance, SunLine Transit Agency creates a safe, comfortable, and accessible environment for passengers to wait for buses, ultimately enhancing the overall public transportation experience.

**EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)**

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	53,886	66,356	97,903	60,643	-	(60,643)
5010201500 BARGAINING SALARIES	302,627	312,140	288,567	332,971	404,276	71,305
5010201510 BARGAINING OVERTIME	4,052	5,370	9,796	7,500	-	(7,500)
5029999999 TOTAL FRINGE BENEFITS	236,221	223,492	269,001	271,795	279,908	8,113
5030600200 UNIFORMS	3,709	3,674	3,783	5,500	4,500	(1,000)
5030600250 EQUIPMENT RENTAL	3,517	2,070	3,708	4,500	4,500	-
5040102000 UNLEADED GASOLINE	2,353	2,692	2,323	3,000	3,000	-
5040102001 DIESEL FUEL	-	63	34	175	200	25
5040300600 SHOE ALLOWANCE	881	2,139	1,780	2,500	2,500	-
5049900001 OFFICE SUPPLIES	107	64	-	125	300	175
5049900029 BUS STOP SUPPLIES	55,808	76,201	60,738	75,400	75,000	(400)
5090201000 EMPLOYEE EXPENSES	146	248	-	350	1,500	1,150
<b>Total Expenses</b>	<b>663,306</b>	<b>694,510</b>	<b>737,632</b>	<b>764,459</b>	<b>775,684</b>	<b>11,225</b>

**PERSONNEL SUMMARY**

FY25 Proposed FTE's	Classification
1	Stops & Zones Supervisor
7	Stops & Zones Technician
<b>8</b>	<b>Total FTEs</b>



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