



SunLine Transit Agency  
May 22, 2019  
10:30 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](http://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.

6. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

**ITEM**

**RECOMMENDATION**

**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 March 2019                                                                                                            | (PAGE 3-7)                         |
| 7b) Credit Card Statement for March 2019                                                                                                                     | (PAGE 8-12)                        |
| 7c) Monthly Budget Variance Report for March 2019                                                                                                            | (PAGE 13-19)                       |
| 7d) Contracts Signed in Excess of \$25,000 April 2019                                                                                                        | (PAGE 20-21)                       |
| 7e) Union & Non-Union Pension Investment Asset<br>Summary March 2019                                                                                         | (PAGE 22-25)                       |
| 7f) Ridership Report for April 2019                                                                                                                          | (PAGE 26-28)                       |
| 7g) SunDial Operational Notes for April 2019                                                                                                                 | (PAGE 29-32)                       |
| 7h) Metrics for April 2019                                                                                                                                   | (PAGE 33-44)                       |
| 7i) Board Member Attendance for April 2019                                                                                                                   | (PAGE 45-46)                       |
| <br>                                                                                                                                                         |                                    |
| <b>8. THIRD AMENDMENT TO CEO/GM EMPLOYMENT AGREEMENT</b><br>(Staff: Eric S. Vail, General Counsel)                                                           | <b>APPROVE</b><br>(PAGE 47-49)     |
| <br>                                                                                                                                                         |                                    |
| <b>9. BARGAINING PENSION PLAN AMENDMENT</b><br>(Staff: Luis Garcia, Deputy Chief Financial Officer)                                                          | <b>APPROVE</b><br>(PAGE 50)        |
| <br>                                                                                                                                                         |                                    |
| <b>10. AWARD OF TIRE &amp; TIRE SERVICE LEASING CONTRACT</b><br>(Staff: Demetrius Genera, Deputy Chief Operating Officer – Maintenance)                      | <b>APPROVE</b><br>(PAGE 51-53)     |
| <br>                                                                                                                                                         |                                    |
| <b>11. REPLACEMENT OPERATIONS FACILITY – DESIGN BUILD CONTRACT</b><br>(Staff: Rudy Le Flore, Chief Project Consultant)                                       | <b>APPROVE</b><br>(PAGE 54-56)     |
| <br>                                                                                                                                                         |                                    |
| <b>12. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY 20 OPERATING AND CAPITAL BUDGET</b><br>(Staff: Luis Garcia, Deputy Chief Financial Officer) | <b>DISCUSSION</b><br>(PAGE 57-156) |
| <br>                                                                                                                                                         |                                    |
| <b>13. ADJOURN</b>                                                                                                                                           |                                    |

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for March 2019

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 March, the largest payment issued was to CalPERS for payment of the Group Health Insurance Premiums.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2019**

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 Filed As Name	Description	Check #	Payment Date	Payment Amount
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>678598</u>	<u>03/29/2019</u>	<u>700,502.16</u>
<b>ND CONSTRUCTION COMPANY, INC.</b>	<b>Transit Enhancements Phase 7 &amp; 8</b>	<b>678357</b>	<b>03/08/2019</b>	<b>154,666.84</b>
<b>AMERICAN SECURITY GROUP</b>	<b>WIP-Surveillance &amp; Security Camera System Upgrade</b>	<b>678481</b>	<b>03/15/2019</b>	<b>152,623.68</b>
PERMA - INSURANCE	Gen Liability/WC Prem	678582	03/25/2019	145,657.69
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678490</u>	<u>03/15/2019</u>	<u>103,362.66</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678544</u>	<u>03/22/2019</u>	<u>102,338.00</u>
<b>TOLAR MFG. CO., INC</b>	<b>WIP-Transit Enhancement Phase 7 &amp; 8</b>	<b>678484</b>	<b>03/15/2019</b>	<b>57,220.70</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	678518	03/22/2019	56,129.25
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service- General	678411	03/15/2019	41,412.00
VASQUEZ AND COMPANY LLP	IT Security Audit	678497	03/15/2019	33,250.00
PRAXAIR, INC.	Fuel-Hydrogen	678538	03/22/2019	32,737.29
SO CAL GAS CO.	Utilities	678472	03/15/2019	29,597.14
MICHELIN NORTH AMERICA, INC.	Tire Leasing	678531	03/22/2019	28,273.99
<b>NR DEVELOPMENT, INC.</b>	<b>WIP-Fencing Project</b>	<b>678620</b>	<b>03/29/2019</b>	<b>23,758.96</b>
<b>WSP USA INC.</b>	<b>DM &amp; Vanpool Program</b>	<b>678502</b>	<b>03/15/2019</b>	<b>22,651.43</b>
IMPERIAL IRRIGATION DIST	Utilities	678440	03/15/2019	21,477.04
AGREEMENT DYNAMICS, INC.	Labor Negotiations Counsel	678593	03/29/2019	19,187.41
VASQUEZ AND COMPANY LLP	IT Security Audit	678496	03/15/2019	19,000.00
NFI PARTS	Repair Parts-Fixed Route	678382	03/08/2019	18,604.47
KAMBRIAN CORPORATION	Computer Network Software Agreement	678572	03/25/2019	16,953.60
THE LEFLORE GROUP LLC	Consulting Services	678466	03/15/2019	16,078.67
NFI PARTS	Repair Parts-Fixed Route	678642	03/29/2019	14,528.71
<b>VEHICLE TECHNICAL CONSULTANTS, INC.</b>	<b>LoNo Project Bus Inspections</b>	<b>678548</b>	<b>03/22/2019</b>	<b>14,500.00</b>
<b>CART MART, INC</b>	<b>WIP-Utility Cart Parts Department</b>	<b>678552</b>	<b>03/25/2019</b>	<b>13,623.75</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services - General	678315	03/08/2019	12,488.35
BRIGHT MOMENTS	Consulting Services	678432	03/15/2019	12,352.50
BRIGHT MOMENTS	Consulting Services	678329	03/08/2019	12,015.00
GENFARE	Inventory Repair Parts	678335	03/08/2019	11,974.56
ANDREA CARTER & ASSOCIATES	Consulting Services	678312	03/08/2019	11,450.00
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign &amp; Network Analysis</b>	<b>678341</b>	<b>03/08/2019</b>	<b>10,751.70</b>
ANTHONY CARTER	Consulting Services	678406	03/15/2019	10,745.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>678590</b>	<b>03/25/2019</b>	<b>10,150.46</b>
SAFNA ENGINEERING & CONSULTING	Consulting Services	678439	03/15/2019	9,899.50
VASQUEZ AND COMPANY LLP	IT Security Audit	678396	03/08/2019	9,000.00
RIDE RIGHT, LLC	Employee Development Program-Paratransit Certification	678463	03/15/2019	8,914.43
SOFTCHOICE CORP.	Computer Network Software Agreement	678378	03/08/2019	8,240.00
<b>JESSE FRESCAS JR.</b>	<b>WIP- Utility Infrastructure Upgrade</b>	<b>678442</b>	<b>03/15/2019</b>	<b>8,240.00</b>
GENFARE	Printing Expenses	678608	03/29/2019	8,130.82
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678555	03/25/2019	7,856.35



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For the month of March 2019**

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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	678592	03/29/2019	7,775.52
AUGER CONSULTING GROUP LLC	Consulting Service	678350	03/08/2019	7,738.23
VASQUEZ AND COMPANY LLP	IT Security Audit	678498	03/15/2019	7,500.00
PE FACILITY SOLUTIONS, LLC	Janitorial Services	678364	03/08/2019	7,240.00
PE FACILITY SOLUTIONS, LLC	Janitorial Services	678624	03/29/2019	7,240.00
SOCALGAS	Utilities	678473	03/15/2019	7,163.30
SOCO GROUP INC, THE	Lubricates-Oil	678377	03/08/2019	6,839.42
CUMMINS SALES AND SERVICE	Repair Parts-Fixed Route	678514	03/22/2019	6,674.10
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678404</b>	<b>03/15/2019</b>	<b>6,113.88</b>
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	678611	03/29/2019	6,100.00
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678507</b>	<b>03/22/2019</b>	<b>6,003.72</b>
CLASSIC CLUB	Center of Excellence Event	678524	03/22/2019	5,674.98
TEC OF CALIFORNIA, INC.	Repair Parts-Fixed Route	678478	03/15/2019	5,572.34
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>678503</b>	<b>03/15/2019</b>	<b>5,463.74</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678320	03/08/2019	5,462.81
NAPA AUTO PARTS	Repair Parts-Fixed Route	678445	03/15/2019	5,431.33
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	678565	03/25/2019	5,030.32
TPX COMMUNICATIONS	Telephone Service	678588	03/25/2019	4,951.40
NFI PARTS	Inventory Repair Parts	678479	03/15/2019	4,918.99
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>678505</b>	<b>03/15/2019</b>	<b>4,812.50</b>
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Bus Wraps for 5 FCB</b>	<b>678427</b>	<b>03/15/2019</b>	<b>4,559.34</b>
CRAYONS GARDEN RESTAURANT AND CATERING	Center of Excellence Workshop Catering Service	678307	03/01/2019	4,497.68
PDC MACHINES, INC	Inventory Repair Parts	678536	03/22/2019	4,470.00
<b>NEW FLYER OF AMERICA INC.</b>	<b>Five Hydrogen Fuel Cell buses-AQIP</b>	<b>678358</b>	<b>03/08/2019</b>	<b>4,455.35</b>
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	678458	03/15/2019	4,401.55
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	678371	03/08/2019	4,307.95
KAMBRIAN CORPORATION	Computer Network Software Agreement	678347	03/08/2019	4,190.25
SOCO GROUP INC, THE	Lubricants-Oil	678640	03/29/2019	4,043.71
<b>CPAC INC.COM</b>	<b>WIP-Information Technology Projects</b>	<b>678423</b>	<b>03/15/2019</b>	<b>3,964.72</b>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	678414	03/15/2019	3,937.79
PROPER SOLUTIONS	Temporary Help	678367	03/08/2019	3,926.63
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Mar 2019</u>	<u>678462</u>	<u>03/15/2019</u>	<u>3,864.26</u>
OFFICETEAM	Temporary Help	678455	03/15/2019	3,795.20
IMPERIAL IRRIGATION DIST	Utilities	678528	03/22/2019	3,755.04
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	678416	03/15/2019	3,686.69
OFFICETEAM	Temporary Help	678622	03/29/2019	3,680.32
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	678426	03/15/2019	3,587.50
<b>TRAPEZE SOFTWARE GROUP INC.</b>	<b>WIP-ERP Project</b>	<b>678489</b>	<b>03/15/2019</b>	<b>3,562.50</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	678584	03/25/2019	3,493.52

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	678631	03/29/2019	3,352.03
GRAINGER	Stops N Zone Supplies	678337	03/08/2019	3,325.61
TIME WARNER CABLE	Utilities	678482	03/15/2019	3,315.57
PROPER SOLUTIONS	Temporary Help	678627	03/29/2019	3,120.00
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	678641	03/29/2019	3,017.29
DECALS BY DESIGN, INC.	Inventory Repair Parts	678322	03/08/2019	3,015.12
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	678487	03/15/2019	2,959.25
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	678459	03/15/2019	2,880.00
ULINE, INC.	Stops N Zones Supplies	678649	03/29/2019	2,831.30
TOPS N BARRICADES, INC.	Fixed Assets Misc. Equipment	678647	03/29/2019	2,813.91
SETON IDENTIFICATION PRODUCTS	Bus Stop Signage	678374	03/08/2019	2,780.99
<b>VORWALLER &amp; BROOKS, INC.</b>	<b>WIP- Indio Temporary Driver Lounge</b>	<b>678652</b>	<b>03/29/2019</b>	<b>2,729.00</b>
PLAZA TOWING, INC.	Towing Service	678537	03/22/2019	2,725.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678554	03/25/2019	2,703.50
KENNARD POTTS	Consulting Services for Planning Department	678306	03/01/2019	2,695.00
<b>PACKET FUSION, INC.</b>	<b>WIP- Information Technology Projects</b>	<b>678580</b>	<b>03/25/2019</b>	<b>2,665.94</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678319	03/08/2019	2,646.02
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	678395	03/08/2019	2,574.25
SOCO GROUP INC, THE	Lubricants-Oil	678474	03/15/2019	2,514.72
CREATIVE BUS SALES, INC,	Paratransit Repair Parts	678424	03/15/2019	2,468.74
ALEXANDER COHN, ESQ	Legal Services	678506	03/22/2019	2,456.94
HD INDUSTRIES	Inventory Repair Parts	678339	03/08/2019	2,399.23
FIESTA FORD, INC.	Inventory Repair Parts	678331	03/08/2019	2,371.83
PLAZA TOWING, INC.	Towing Services	678366	03/08/2019	2,250.00
CDW GOVERNMENT, INC	Laptop accessories	678318	03/08/2019	2,184.58
NORTON MEDICAL INDUSTRIES	Medical Exams	678449	03/15/2019	2,174.00
CO-AX VALVES, INC.	Repair Parts CNG	678421	03/15/2019	2,106.32
ATWORK FRANCHISE, INC.	Temporary Help	678607	03/29/2019	2,092.56
SMARTDRIVE SYSTEMS, INC.	General Services	678638	03/29/2019	2,080.00
SMARTDRIVE SYSTEMS, INC.	General Services	678471	03/15/2019	2,080.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	678408	03/15/2019	1,960.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	678435	03/15/2019	1,950.10
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	678616	03/29/2019	1,942.07
TK SERVICES, INC.	Inventory Repair Parts	678386	03/08/2019	1,902.64
VERIZON WIRELESS	Wireless Telephone Service	678499	03/15/2019	1,899.17
PERMA - INSURANCE	Insurance Loss	678365	03/08/2019	1,842.54
PAUL ASSOCIATES	Printing Expenses	678363	03/08/2019	1,696.62
PROPER SOLUTIONS	Temporary Help	678583	03/25/2019	1,683.00
GENFARE	GFI Migrate to new Server & SQL conversion	678522	03/22/2019	1,650.00

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WESTPORT DALLAS, INC.	Inventory Repair Parts	678399	03/08/2019	1,609.79
ASPEN REFRIGERANTS, INC.	Freon & Coolant	678595	03/29/2019	1,582.56
HARTFORD FIRE INSURANCE COMPANY	Insurance Policy renewal -Flood	678526	03/22/2019	1,579.00
<b>PSOMAS</b>	<b>WIP-CNG Station Replacement</b>	<b>678539</b>	<b>03/22/2019</b>	<b>1,578.97</b>
JEANETTE JUAREZ	Staff Development in Los Angeles	678530	03/22/2019	1,504.66
YOLO COUNTY TRANSPORTATION DISTRICT	Center of Excellence Event Attendees	678655	03/29/2019	1,500.00
KING COUNTY	Center of Excellence Event Attendees	678573	03/25/2019	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	678553	03/25/2019	1,486.95
TRANSIT RESOURCES, INC.	Inventory Repair Parts	678488	03/15/2019	1,484.69
SAFEWAY SIGN COMPANY	Bus Stop Supplies	678633	03/29/2019	1,463.78
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678509</b>	<b>03/22/2019</b>	<b>1,453.32</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678415</b>	<b>03/15/2019</b>	<b>1,453.32</b>
KENNARD POTTS	Consulting Services for Planning Department	678443	03/15/2019	1,452.50
<b>WINNER CHEVROLET, INC</b>	<b>WIP-Replacement &amp; Expansion of Support Vehicles</b>	<b>678400</b>	<b>03/08/2019</b>	<b>1,425.00</b>
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678557</b>	<b>03/25/2019</b>	<b>1,394.26</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	678574	03/25/2019	1,377.40
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678601</b>	<b>03/29/2019</b>	<b>1,324.02</b>
TOTALFUNDS	Postage Supplies	678486	03/15/2019	1,322.16
MURCHISON & CUMMING, LLP	Insurance Loss	678575	03/25/2019	1,322.00
360 BUSINESS CONSULTING	Website Maintenance	678309	03/08/2019	1,310.00
OFFICE DEPOT	Office Supplies	678451	03/15/2019	1,308.77
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678412	03/15/2019	1,300.68
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	678581	03/25/2019	1,267.71
IMPERIAL IRRIGATION DIST	Utilities	678610	03/29/2019	1,242.81
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678413	03/15/2019	1,237.68
GREATLAND CORPORATION	Benefit Management Expenses	678338	03/08/2019	1,195.28
ISABELLA AMADEO	Staff Development in Los Angeles	678529	03/22/2019	1,187.70
MURCHISON & CUMMING, LLP	Insurance Loss	678356	03/08/2019	1,178.50
FIESTA FORD, INC.	Lubricants-Oil	678433	03/15/2019	1,131.82
FIESTA FORD, INC.	Repair Parts Fixed Route	678520	03/22/2019	1,070.55
SAFETY-KLEEN CORPORATION	Indio Parts washer service	678468	03/15/2019	1,051.38
TIME WARNER CABLE	Utilities	678587	03/25/2019	1,035.30
BOYLIN MANAGEMENT INSTITUTE	Staff Development	678409	03/15/2019	1,000.00
360 BUSINESS CONSULTING	Webhosting Services	678591	03/29/2019	1,000.00
FRONTIER ENERGY, INC.	2019 Annual Membership	678606	03/29/2019	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,332,418.09			
<b>Total Checks Under \$1,000</b>	\$56,389.03			
<b>Total Checks</b>	\$2,388,807.12			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for March 2019

Summary:

The attached report summarizes the Agency's credit card expenses for March 2019 with a statement closing date of April 3, 2019.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 04/02/19**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	3/6/2019	3/6/2019	Panera Bread	Panera Catering Order; Ophelia Project - SunLine Visit from Coachella Valley High School		\$144.38
2	3/6/2019	3/6/2019	CALACT	Registration; CALACT 2019 Spring Conference (Conference & Evening Event) - Lauren Skiver, CEO/General Manager		\$535.00
3	3/18/2019	3/18/2019	Office Express	The Slice Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$184.26
4	3/19/2019	3/19/2019	Office Express	Jersey Mike's Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$209.68
5	3/20/2019	3/20/2019	Panda Express	Panda Express Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$201.49
6	3/20/2019	3/20/2019	LAX Airport	Parking for 4 Nights at LAX Airport; APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$193.00
7	3/21/2019	3/21/2019	Marriott Metro	Lodging for 4 Nights; APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$1,137.36
8	3/21/2019	3/21/2019	Marriott Metro	Lodging for 4 Nights; APTA Legislative Conference - Brittney Sowell, Clerk of the Board/Public Affairs Advisor		\$1,137.36
9	3/25/2019	3/25/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$249.55
10	3/25/2019	3/25/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Rudy Le Flore, Chief Project Consultant		\$249.55
11	3/26/2019	3/26/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Lauren Skiver, CEO/General Manager & Jenny Bellinger, Performance Project Assistant (ZEBRA Event) <i>(1 room subsequently canceled; credited on future credit card statement)</i>		\$499.10
12	3/26/2019	3/26/2019	CALACT	Registration; CALACT 2019 Spring Conference - Tommy Edwards, Chief Performance Officer		\$510.00
13	3/26/2019	3/26/2019	Expedia	Lodging for 2 Rooms for 2 Nights; CALACT 2019 Spring Conference - Lauren Skiver, CEO/General Manager & Tommy Edwards, Chief Performance Officer <i>(Rooms subsequently cancelled and booked directly through hotel at discounted rate)</i>		\$1,635.78

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
14	3/27/2019	3/27/2019	Office Express	California Pizza Kitchen Catering Order; March Meeting - Board of Directors		\$375.25
15	3/29/2019	3/29/2019	Handlery Hotel	Lodging for 2 Nights; Disadvantaged Business Enterprise and Small Business Summit - Tamara Miles, Compliance & Eligibility Officer		\$245.70
16	3/29/2019	3/29/2019	Handlery Hotel	Lodging for 2 Nights; Disadvantaged Business Enterprise and Small Business Summit - Tiffany Moore, ADA Eligibility & Compliance Specialist		\$245.70
17	3/29/2019	3/29/2019	Doubletree Hotels	Lodging for 5 Nights; Transit Bus System Safety - Asael Reyes, Safety Officer		\$1,440.45
18	3/29/2019	3/29/2019	Doubletree Hotels	Lodging for 5 Nights; Transit Bus System Safety - Eugene Wilson, Safety Officer		\$1,440.45
19	3/29/2019	3/29/2019	Work Zone Cam	Time Lapse Camera for Hydrogen Station/Electrolyzer and CNG Station Construction Projects		\$2,044.61
20	4/2/2019	4/2/2019	Expedia	Lodging for 1 Rooms for 2 Nights; CALACT 2019 Spring Conference - Lauren Skiver, CEO/General Manager <i>(Room cancelled and booked directly through hotel at discounted rate)</i>	\$762.90	
21	4/2/2019	4/2/2019	Expedia	Lodging for 1 Rooms for 2 Nights; CALACT 2019 Spring Conference - Tommy Edwards, Chief Performance Officer <i>(Room cancelled and booked directly through hotel at discounted rate)</i>	\$872.88	
<b>Credits and Charges:</b>					<b>\$1,635.78</b>	<b>\$12,678.67</b>

**Total: \$11,042.89**



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/03/19
Days in Billing Cycle	31
Next Statement Date	05/03/19

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

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

Credit Line	\$40,000
Available Credit	\$28,793

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

Payment Information

New Balance	\$11,042.89
<b>Current Payment Due (Minimum Payment)</b>	<b>\$553.00</b>
<b>Current Payment Due Date</b>	<b>04/28/19</b>

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		\$5,889.84
Credits	-	\$1,635.78
Payments	-	\$5,889.84
Purchases & Other Charges	+	\$12,678.67
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$11,042.89

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$110.43
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$160.43
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$155.97

Cash Back Notice

Your next cash back reward is scheduled for 06/2019.

Congratulations! You've earned \$50 bonus cash back because your total company spend was at least \$10,000 in this billing period.

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	\$11,042.89
<b>Total Amount Due (Minimum Payment)</b>	<b>\$553.00</b>
<b>Current Payment Due Date</b>	<b>04/28/19</b>

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  
58743  
MSP 308





**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	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$11,042.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/28/19. 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	\$11,042.89

**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
03/28	03/28	F3268002P00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	5,889.84	
			TOTAL 4484610004265941 \$5,889.84-		

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

03/06	03/06	2423168212DYTHKB	PANERA BREAD #601771 PALM DESERT CA		144.38
03/06	03/06	2449398218B0M6FZJ	CALACT 800-422-5228 CA		535.00
03/18	03/18	24755422E3TTV0012	THE OFFICE EXPRESS 800-3675402 CA		184.26
03/19	03/19	24755422F3TTY02E1	THE OFFICE EXPRESS 800-3675402 CA		209.68
03/20	03/20	24431062GRQEF6ABL	PANDA EXPRESS #745 T 626-799-9898 CA		201.49
03/20	03/20	24755422F7JWA4A13	LAX AIRPORT LOT P 4 LOS ANGELES CA		193.00
03/21	03/21	24692162G2XZQGXML	MARRIOTT METRO CENTER WASHINGTON DC		1,137.36
03/21	03/21	24692162G2XZQGXMQ	MARRIOTT METRO CENTER WASHINGTON DC		1,137.36
03/25	03/25	24431062M0D17SL1T	APTA HOUSING OFFICE FALLS CHURCH VA		249.55
03/25	03/25	24431062M0D17SL2B	APTA HOUSING OFFICE FALLS CHURCH VA		249.55
03/26	03/26	24431062M0D17SL3X	APTA HOUSING OFFICE FALLS CHURCH VA		499.10
03/26	03/26	24493982M8B0MFLX8	CALACT 800-422-5228 CA		510.00
03/26	03/26	24692162M2Y05LE2R	EXPEDIA 7422320406182 EXPEDIA.COM WA		1,635.78
03/27	03/27	24755422P3TWF8V8G	THE OFFICE EXPRESS 800-3675402 CA		375.25
03/29	03/29	24228992V0GRS0QGY	HANDLERY HOTEL SAN DIE SAN DIEGO CA		245.70
03/29	03/29	24228992V0GRS0QH6	HANDLERY HOTEL SAN DIE SAN DIEGO CA		245.70
03/29	03/29	24755422T7JZBQ2AL	DOUBLETREE HOTELS 213-6291200 CA		1,440.45
03/29	03/29	24755422T7JZBQ3GH	DOUBLETREE HOTELS 213-6291200 CA		1,440.45
04/01	04/01	24435652V8ANN9DDJ	WORK ZONE CAM 877-966-3101 NJ		2,044.61
04/02	04/02	74692162W2XBJ7VG7	EXPEDIA 7422320406182 EXPEDIA.COM WA	762.90	
04/02	04/02	74692162W2XBJ7VQ2	EXPEDIA 7422320406182 EXPEDIA.COM WA	872.88	
<b>TOTAL \$11,042.89</b>					
<b>LAURA SKIVER / Sub Acct Ending In 0263</b>					

**Wells Fargo News**

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Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at [wellsfargo.com/biz/online-banking](http://wellsfargo.com/biz/online-banking)

\*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for March 2019

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 1/12<sup>th</sup> 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 March 31, 2019, the organization's revenues net of subsidies are \$521,221 over budget or 15.5% above the YTD budget. Expenditures are \$4,789,449 under budget or 16.1% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
March 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,643,828	266,133	220,319	45,814	2,160,250	1,982,871	177,379	18.3%
Other Revenue	1,825,574	191,547	152,131	39,416	1,713,023	1,369,181	343,843	6.2%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>457,680</b>	<b>372,450</b>	<b>85,230</b>	<b>3,873,273</b>	<b>3,352,052</b>	<b>521,221</b>	<b>13.3%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,716,024	778,092	809,669	31,576	6,827,025	7,287,018	459,992	29.7%
Operator & Mechanic Overtime	1,083,067	74,022	90,256	16,234	721,101	812,300	91,199	33.4%
Administration Salaries & Wages	6,158,831	431,027	513,236	82,209	3,734,078	4,619,123	885,045	39.4%
Administration Overtime	44,979	1,946	3,748	1,802	19,664	33,734	14,071	56.3%
Fringe Benefits	10,643,118	679,556	886,926	207,370	6,656,840	7,982,338	1,325,498	37.5%
Communications	218,000	18,974	18,167	(808)	166,531	163,500	(3,031)	23.6%
Legal Services	527,000	50,112	43,917	(6,195)	399,201	395,250	(3,951)	24.3%
Computer/Network Software Agreement	550,745	57,674	45,895	(11,779)	340,265	413,059	72,794	38.2%
Uniforms	115,250	3,264	9,604	6,340	42,960	86,438	43,477	62.7%
Contracted Services	503,338	29,055	41,945	12,890	305,072	377,504	72,431	39.4%
Equipment Repairs	7,500	0	625	625	196	5,625	5,429	97.4%
Security Services	104,159	8,426	8,680	254	75,827	78,119	2,292	27.2%
Fuel - CNG	1,533,122	110,552	127,760	17,209	1,040,741	1,149,842	109,101	32.1%
Fuel - Hydrogen	260,000	34,417	21,667	(12,750)	264,440	195,000	(69,440)	-1.7%
Tires	243,277	18,907	20,273	1,366	182,860	182,458	(402)	24.8%
Office Supplies	68,523	5,392	5,710	318	46,489	51,392	4,903	32.2%
Travel/Training	177,996	7,657	14,833	7,176	90,038	133,497	43,459	49.4%
Repair Parts	1,296,744	126,469	108,062	(18,407)	974,848	972,558	(2,291)	24.8%
Facility Maintenance	42,750	2,805	3,563	757	31,696	32,063	367	25.9%
Electricity - CNG & Hydrogen	250,000	11,072	20,833	9,762	104,204	187,500	83,296	58.3%
Natural Gas	1,415,000	89,595	117,917	28,322	900,448	1,061,250	160,802	36.4%
Water and Gas	7,500	405	625	220	4,389	5,625	1,236	41.5%
Insurance Losses	1,276,054	295,134	106,338	(188,796)	579,556	957,041	377,484	54.6%
Insurance Premium - Property	17,136	3,550	1,428	(2,122)	12,898	12,852	(46)	24.7%
Repair Claims	144,280	20,705	12,023	(8,681)	42,641	108,210	65,569	70.4%
Fuel Taxes	188,300	4,119	15,692	11,573	61,799	141,225	79,426	67.2%
Other Expenses	4,661,712	324,151	388,476	64,325	2,490,691	3,496,284	1,005,593	46.6%
Self Consumed Fuel	(1,600,000)	(122,357)	(133,333)	10,976	(1,165,146)	(1,200,000)	34,854	27.2%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,064,720</b>	<b>3,304,534</b>	<b>239,813</b>	<b>24,951,354</b>	<b>29,740,803</b>	<b>4,789,449</b>	<b>37.1%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,607,040)</b>			<b>\$ (21,078,081)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	462,181	519,806	57,624	3,736,764	4,678,250	941,486	40.1%
State - LTF, SGR, LCTOP	22,445,242	1,663,085	1,870,437	207,352	13,446,145	16,833,932	3,387,787	40.1%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	481,774	541,841	60,067	3,895,172	4,876,570	981,397	40.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,607,040</b>	<b>2,932,084</b>	<b>325,043</b>	<b>21,078,081</b>	<b>26,388,752</b>	<b>5,310,670</b>	<b>40.1%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
March 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,646,018	1,964,643	2,303,835	339,192	17,958,708	20,734,514	2,775,805	35.0%
Services	3,724,293	317,143	310,358	(6,785)	2,205,143	2,793,219	588,076	40.8%
Fuels & Lubricants	2,000,177	157,109	166,681	9,572	1,436,764	1,500,133	63,369	28.2%
Tires	243,277	18,907	20,273	1,366	182,860	182,458	(402)	24.8%
Materials and Supplies	1,618,592	146,995	134,883	(12,113)	1,185,487	1,213,944	28,457	26.8%
Utilities	1,954,500	122,514	162,875	40,361	1,211,943	1,465,875	253,932	38.0%
Casualty & Liability	2,095,656	376,917	174,638	(202,279)	1,157,637	1,571,742	414,105	44.8%
Taxes and Fees	188,300	4,119	15,692	11,573	61,799	141,225	79,426	67.2%
Miscellaneous Expenses	1,783,591	78,731	148,633	69,902	716,158	1,337,694	621,536	59.8%
Self Consumed Fuel	(1,600,000)	(122,357)	(133,333)	10,976	(1,165,146)	(1,200,000)	34,854	27.2%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,064,720</b>	<b>3,304,534</b>	<b>239,813</b>	<b>24,951,354</b>	<b>29,740,803</b>	<b>4,789,449</b>	<b>37.1%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	266,133	220,319	45,814	2,160,250	1,982,871	177,379	18.3%
Other Revenue	1,825,574	191,547	152,131	39,416	1,713,023	1,369,181	343,843	6.2%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>457,680</b>	<b>372,450</b>	<b>85,230</b>	<b>3,873,273</b>	<b>3,352,052</b>	<b>521,221</b>	<b>13.3%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,607,040)</b>			<b>\$ (21,078,081)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	462,181	519,806	57,624	3,736,764	4,678,250	941,486	40.1%
State - LTF, SGR, LCTOP	22,445,242	1,663,085	1,870,437	207,352	13,446,145	16,833,932	3,387,787	40.1%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	481,774	541,841	60,067	3,895,172	4,876,570	981,397	40.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,607,040</b>	<b>2,932,084</b>	<b>325,043</b>	<b>21,078,081</b>	<b>26,388,752</b>	<b>5,310,670</b>	<b>40.1%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Favorable**

- In FY 19 a conservative projection was budgeted for passenger fares due to a historical decline in ridership. The favorable variance YTD in passenger revenue is attributed to a slight increase in ridership in FY 19 compared to FY 18.
- Ridership is currently at 1.4% above FY 18 YTD totals.
- Total system ridership is presently 42,574 trips above FY 18 YTD amounts.

Ridership				
	FY18-March	FY19-March	Variance	%Δ
Fixed Route	351,050	379,137	28,087	8.0%
Paratransit	13,506	13,241	(265)	-2.0%
SolVan	2,197	2,051	(146)	-6.6%
System Total	366,753	394,429	27,676	7.5%

Ridership				
	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,976,371	3,015,040	38,669	1.3%
Paratransit	117,714	116,691	(1,023)	-0.9%
SolVan	12,769	17,697	4,928	38.6%
System Total	3,106,854	3,149,428	42,574	1.4%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue and Emissions Credit Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Outside Fueling Revenue is favorable due to a budget adjustment that was executed to adjust the annual projection. There were lower sales from Burrtec than originally projected for FY 19. As of 08/23/18 Burrtec has completed its own fueling station and no longer uses SunLine as its primary source for fuel. The favorable variance will adjust in the last quarter.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-March	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 185,488	\$ 56,961	\$ 128,527	225.6%
Outside Fueling Revenue	\$ 417,540	\$ 364,766	\$ 52,774	14.5%
Emissions Credit Revenue	\$ 851,621	\$ 722,734	\$ 128,887	17.8%

**Operator & Mechanic Salaries & Wages - Favorable**

- The favorable balance is primarily attributed to vacant operator positions through FYTD 19.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
- An approved budget amendment for the BUZZ service will also increase expenses when the service began in January 2019.

**Operator & Mechanic Overtime - Favorable**

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.

March				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,634	1,786	\$ 58,682
Paratransit	N/A	449	449	\$ 11,632
Mechanics	N/A	145	145	\$ 3,704

YTD-March				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,217	13,062	14,278	\$ 469,181
Paratransit	N/A	6,638	6,638	\$ 172,134
Mechanics	N/A	2,799	2,799	\$ 71,488

**Administration Salaries & Wages - Favorable**

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Human Resources Manager, Public Outreach Specialist).
- An approved budget amendment for additional FTEs will increase expenses beginning in January 2019.

**Administration Overtime - Favorable**

- Administrative overtime expenditures are within an acceptable range of the budgeted amount.
- In January a budget adjustment was executed to increase the administrative overtime budget to account for possible overtime for employees that transitioned from exempt to non exempt positions.

**Fringe Benefits - Favorable**

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

**Communications - Unfavorable**

- The unfavorable variance in communication expenses is due to an unplanned expenditure for 44 cellular routers for paratransit vehicles and trolleys to support the Apollo video system.
- A budget adjustment was executed to cover expenditures due to additional devices.

**Legal Services - Unfavorable**

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in FY 19.
- A budget adjustment was executed to cover expenditures due to ongoing litigation cases.

**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 latter 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, contracted services AC).

**Equipment Repairs - Favorable**

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

**Security Services - Favorable**

- Security services are within an acceptable range of the budgeted amount.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 19,518 GGE's below FY18 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	111,310				
Mar. FY 19	115,496	4,186	14,456	3.76%	14.31%
Feb. FY 19	101,040				
YTD March FY 18	1,053,891				
YTD March FY 19	1,034,372	(19,518)		-1.85%	

**Fuel - Hydrogen - Unfavorable**

- The unfavorable variance is primarily attributed to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.  
A budget adjustment will be executed to cover the additional expenses incurred for the purchase of Hydrogen from an outside source.

**Tires - Unfavorable**

- The negative variance is mainly attributed to replacement paratransit vehicles that have yet to be delivered. The continued use of current vehicles increased the extension of tire leasing required. The new paratransit vehicles were delivered in March 2019.

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs vary throughout the year as required.

**Travel/Training - Favorable**

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

**Repair Parts - Unfavorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In March, fixed route had costs of \$103,770 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In March, paratransit had expenses of \$15,073 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In March, support vehicle repair parts had a cost of \$5,043 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Favorable**

- Facility maintenance expenditures are within an acceptable range of the budgeted amount.

**Electricity - CNG & Hydrogen - Favorable**

- In FY 19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in the beginning of FY 20.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

**Natural Gas - Favorable**

- In March, there was an increase of 1,474 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 305,544 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

**Outside GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	54,814				
Mar. FY 19	11,419	(43,395)	1,474	-79.17%	14.82%
Feb. FY 19	9,945				
YTD March FY 18	465,219				
YTD March FY 19	159,675	(305,544)		-65.68%	

**Water and Gas - Favorable**

- Water and gas utility expenses are within an acceptable range of the budgeted amount.

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month. In the second quarter there were two (2) credits that contributed to the favorable balance.
- In March there was a \$267,759 reconciliation for insurance premiums.
- 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.

**Insurance Premium - Property - Unfavorable**

- Insurance premium expenses are within an acceptable range of the budget. In March, the fire insurance policy was renewed attributing to higher expenses for the month.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of March, there have been a total of 82 collisions which is an increase of 14 collisions compared to FY18. The average dollar cost per collision is lower than FY 18. In FY 19, the average cost per collision is \$613 compared to \$936 in FY 18. 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 - Favorable**

- Outside fueling sales are currently \$745,169 below FY 18 YTD amounts.
- For March, sales have increased by \$5,046 from the previous month.

The favorable variance in fuel taxes is mainly attributed to a decrease in fuel sales. The FY 19 budget accounted for a decrease in sales related to the construction of a Burrtec CNG station. The station was completed on 8/23/18 Burrtec no longer uses SunLine's CNG station as its primary source for fuel.

**Outside Fueling Revenue**

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	\$ 139,438				
Mar. FY 19	\$ 31,184	\$ (108,253)	\$ 5,046	-77.64%	19.31%
Feb. FY 19	\$ 26,138				
YTD March FY 18	\$ 1,162,708				
YTD March FY 19	\$ 417,540	\$ (745,169)		-64.09%	

**Other Expenses - Favorable**

- 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 lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.
- There is a decrease of 52,677 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	March. FY18	March. FY19	Variance	%Δ
Fixed Route	318,299	324,060	5,761	1.8%
Paratransit	99,929	99,366	(563)	-0.6%
System Total	418,228	423,426	5,198	1.2%

**Mileage YTD-March**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,871,878	2,818,889	(52,989)	-1.8%
Paratransit	884,521	884,833	312	0.0%
System Total	3,756,399	3,703,722	(52,677)	-1.4%

## SunLine Transit Agency

### CONSENT CALENDAR

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 April 2019

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of April 2019, there was one (1) contract executed, and three (3) purchase orders executed:

VENDOR	PURPOSE
CPAC, Inc.	Server Upgrade
Aftermarket Parts Company	New Xcelsior Bus Glass
Eldorado National	New Eldorado Bus Glass
Valley Office Equipment	Advanced Technology Monitors

Recommendation:

Receive and file.



Contracts Signed in Excess of \$25,000

April 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
CPAC, Inc.	Server Upgrade	Replacement of aging devices.	SRTP FY2017/2018	\$ 242,588.00	\$ 72,097.14	Executed Agreement
Aftermarket Parts Company	New Xcelsior Bus Glass	Inventory parts.	FY19 Operating Budget	\$ 1,000,000.00	\$ 39,704.25	Executed Purchase Order
Eldorado National	New Eldorado Bus Glass	Inventory parts.	FY19 Operating Budget	\$ 1,000,000.00	\$ 33,504.41	Executed Purchase Order
Valley Office Equipment	Advanced Technology Monitors	Replacement upgrade technology of commercial displays and installation.	SRTP FY2017/2018	\$ 450,000.00	\$ 35,434.67	Executed Purchase Order

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Union &amp; Non-Union Pension Investment Asset Summary March 2019

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

## Union

	Actual	Range
Equities	60.19%	35 – 75%
Fixed Income	39.21%	25 – 64%
Cash & Equivalent	0.60%	0 – 10%

## Non-Union

	Actual	Range
Equities	60.25%	35 – 75%
Fixed Income	39.17%	25 – 64%
Cash & Equivalent	0.58%	0 – 10%

- For the month of March, the market value of assets increased by \$402,932 and \$384,345 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
February 2019	\$27,315,887	\$27,749,789
March 2019	\$27,718,819	\$28,134,134
Increase (Decrease)	\$402,932	\$384,345

Recommendation:

Receive and file.

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 20-01-B-61-094-01  
 100 -13-02869-01

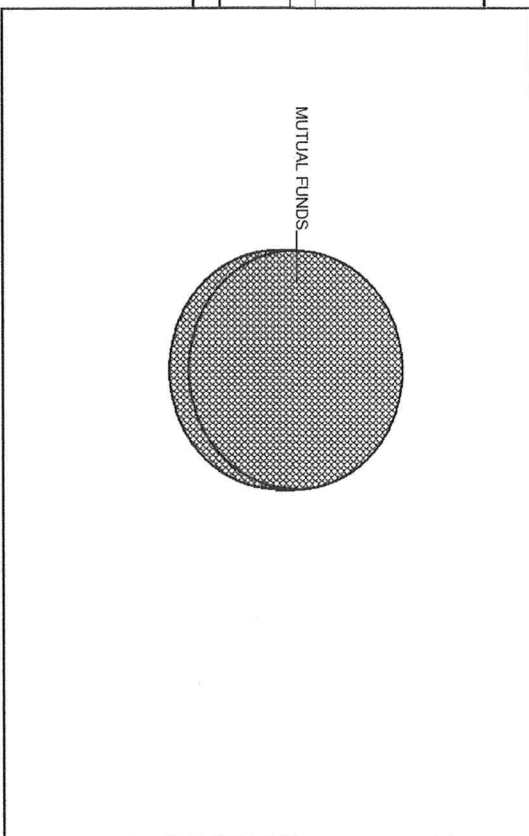
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000



Page 7 of 30  
 Period from March 1, 2019 to March 31, 2019

**ASSET SUMMARY**

ASSETS	03/31/2019 MARKET	03/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	165,635.32	165,635.32	0.60
Mutual Funds-Equity	16,684,554.50	15,518,220.08	60.19
Mutual Funds-Fixed Income	10,868,316.52	10,895,052.56	39.21
<b>Total Assets</b>	<b>27,718,506.34</b>	<b>26,578,907.96</b>	<b>100.00</b>
Accrued Income	312.87	312.87	0.00
<b>Grand Total</b>	<b>27,718,819.21</b>	<b>26,579,220.83</b>	<b>100.00</b>
Estimated Annual Income	692,812.99		



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 100 -13-02869-01

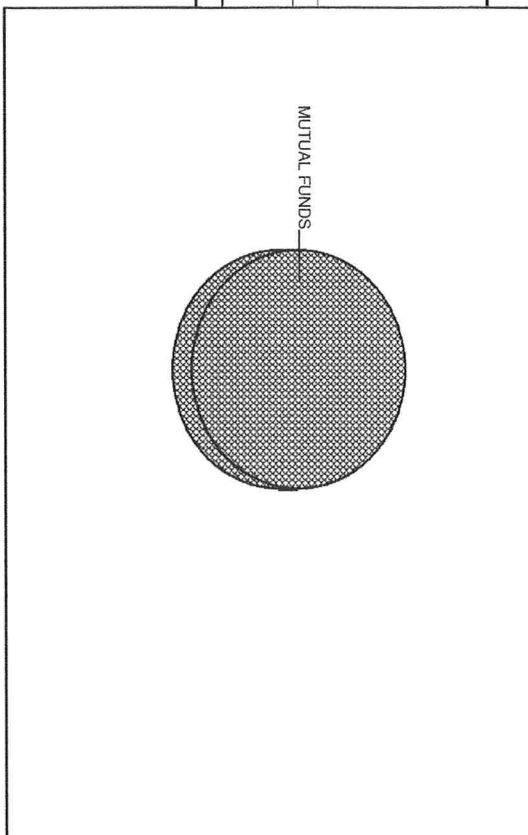
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100



Page 7 of 30  
 Period from March 1, 2019 to March 31, 2019

**ASSET SUMMARY**

ASSETS	03/31/2019 MARKET	03/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	162,342.06	162,342.06	0.58
Mutual Funds-Equity	16,951,685.27	15,767,810.89	60.25
Mutual Funds-Fixed Income	11,019,852.64	11,050,582.74	39.17
<b>Total Assets</b>	<b>28,133,879.97</b>	<b>26,980,735.69</b>	<b>100.00</b>
Accrued Income	254.13	254.13	0.00
<b>Grand Total</b>	<b>28,134,134.10</b>	<b>26,980,989.82</b>	<b>100.00</b>
Estimated Annual Income	703,006.25		



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for April 2019

Summary:

System-wide ridership in April 2019 increased 3.7% versus April 2018.

<b>Monthly Ridership</b>		
	<b>April 2018</b>	<b>April 2019</b>
Fixed Route	338,927	351,992
SolVan	2,107	1,750
Sundial	12,413	12,802
<b>System Total</b>	<b>366,544</b>	<b>353,447</b>

Year-to-date system ridership as of April 2019 has increased 1.6% in comparison to the previous fiscal year.

<b>YTD Ridership</b>	
	<b>April</b>
Fiscal Year 2018	3,460,301
Fiscal Year 2019	3,515,972
<b>Ridership Increase</b>	<b>55,671</b>

Recommendation:

Receive and file.



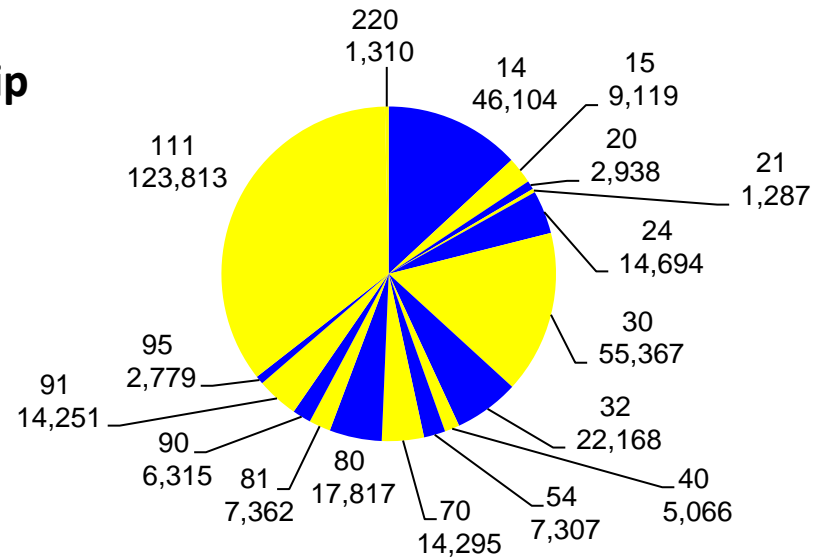
### SunLine Transit Agency Monthly Ridership Report April 2019

Route	Fixed Route Description	Apr 2019	Apr 2018	Mar 2019	FY 2018 & 2019		FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	46,104	50,173	54,183	(4,069)	-8.1%	485,807	508,085	(22,278)	-4.4%	1503	15,890	397	4,650
15	DHS	9,119	9,466	11,247	(347)	-3.7%	98,873	95,606	3,267	3.4%	181	1,620	71	848
20	DHS/PD	2,938	2,406	3,391	532	22.1%	26,890	20,410	6,480	31.7%	69	640	5	54
21	PD	1,287	1,232	1,268	55	4.5%	10,935	4,317	6,618	153.3%	22	203	6	64
24	PS	14,694	14,770	16,195	(76)	-0.5%	147,752	137,379	10,373	7.6%	472	4,992	131	1,163
30	CC/PS	55,367	53,133	53,651	2,234	4.2%	511,886	530,551	(18,665)	-3.5%	1929	17,379	386	4,011
32	PD/RM/TP/CC/PS	22,168	20,529	23,604	1,639	8.0%	209,102	198,271	10,831	5.5%	942	9,224	180	1,454
40	PS/BUZZ	5,066	-	7,921	5,066	100.0%	23,182	-	23,182	100.0%	-	-	0	6
54	Indio/LQ/IW/PD	7,307	7,330	8,409	(23)	-0.3%	67,712	62,185	5,527	8.9%	205	1,922	49	331
70	LQ/BD	14,295	15,019	17,165	(724)	-4.8%	137,229	136,646	583	0.4%	696	6,372	40	441
80	Indio	17,817	14,046	18,966	3,771	26.8%	169,850	112,780	57,070	50.6%	318	3,346	146	1,450
81	Indio	7,362	8,304	8,262	(942)	-11.3%	74,962	76,292	(1,330)	-1.7%	60	790	57	513
90	Coachella/Indio	6,315	6,287	7,169	28	0.4%	60,004	80,225	(20,221)	-25.2%	109	1,102	72	451
91	I/Cch/Th/Mec/Oas	14,251	13,918	15,923	333	2.4%	128,978	149,655	(20,677)	-13.8%	200	2,279	30	294
95	I/Cch/Th/Mec/NS	2,779	2,264	2,590	515	22.7%	23,585	19,523	4,062	20.8%	41	688	13	108
111	PS to Cch	123,813	118,910	128,030	4,903	4.1%	1,179,045	1,149,836	29,209	2.5%	4,973	49,490	914	8,701
220	PD to Riverside	1,310	1,140	1,163	170	14.9%	11,240	11,670	(430)	-3.7%	25	276	7	81
<b>Fixed Route Total</b>		<b>351,992</b>	<b>338,927</b>	<b>379,137</b>	<b>13,065</b>	<b>3.9%</b>	<b>3,367,032</b>	<b>3,315,298</b>	<b>51,734</b>	<b>1.6%</b>	<b>11,745</b>	<b>116,213</b>	<b>2,504</b>	<b>24,620</b>
SolVan		1,750	2,107	2,051	(357)	-16.9%	19,447	14,876	4,571	30.7%				
<b>Demand Response</b>														
SunDial		12,802	12,413	13,241	389	3.1%	129,493	130,127	(634)	-0.5%				
<b>System Total</b>		<b>366,544</b>	<b>353,447</b>	<b>394,429</b>	<b>13,097</b>	<b>3.7%</b>	<b>3,515,972</b>	<b>3,460,301</b>	<b>55,671</b>	<b>1.6%</b>				
		<b>Apr-19</b>	<b>Apr-18</b>	<b>Mar-19</b>										
	Weekdays:	22	21	21										
	Saturdays:	4	4	5										
	Sundays:	4	5	5										
	Total Days:	30	30	31										

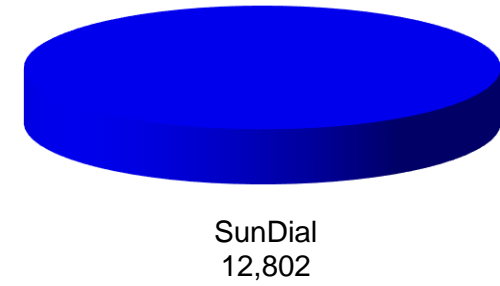
Note: Haul Pass ridership was 20,282 rides from 1,074 unique riders.

## SunLine Transit Agency Monthly Ridership Report April - 2019

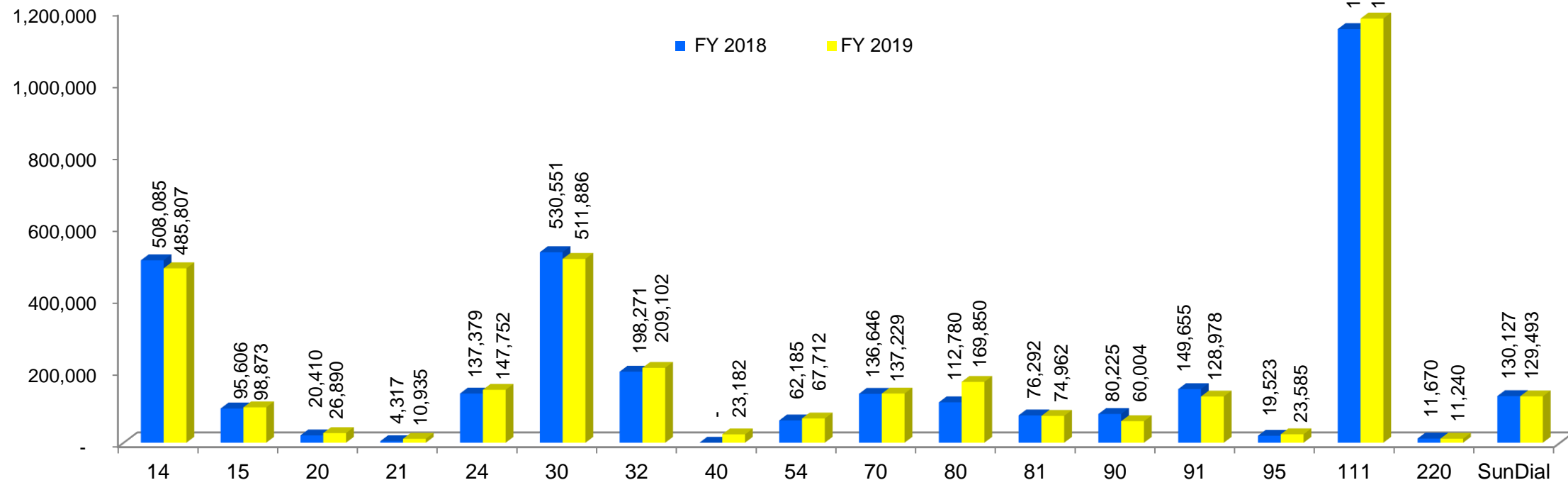
### Fixed Route Ridership



### Demand Response Ridership



### Year-to-Date System Ridership





**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for April 2019

Summary:

The attached report summarizes SunDial's operation for April 2019. Highlights of this report include continued increase in ride-alongs, onboard inspections and safety evaluations conducted by road supervisors.

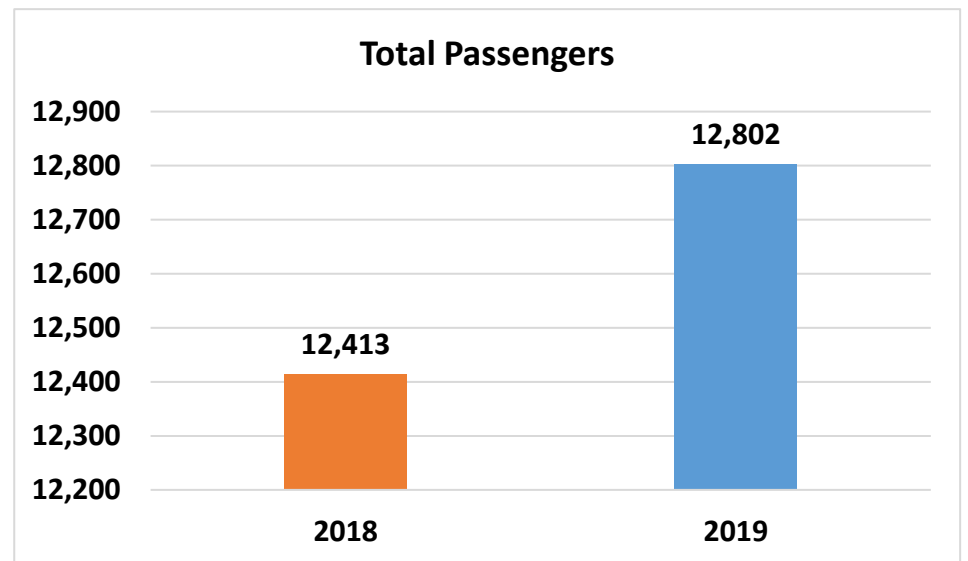
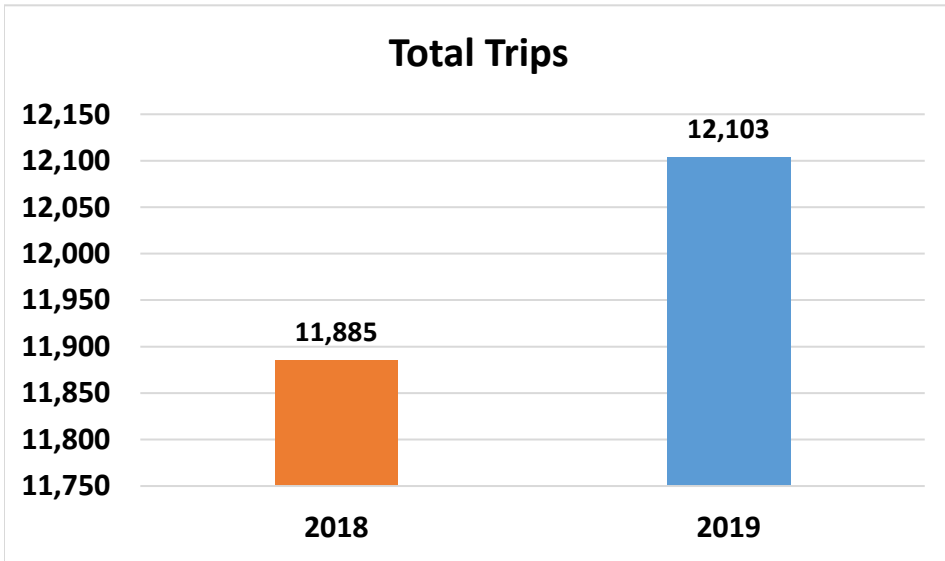
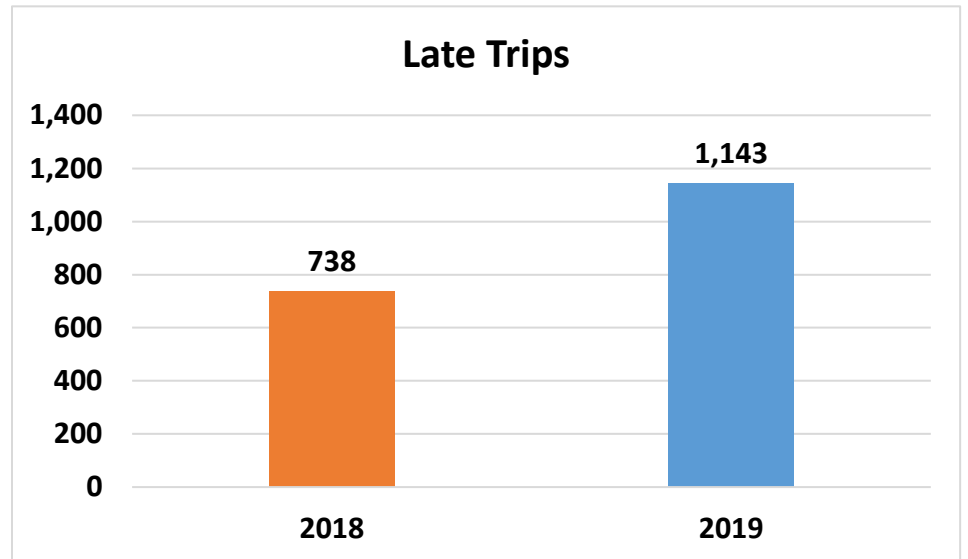
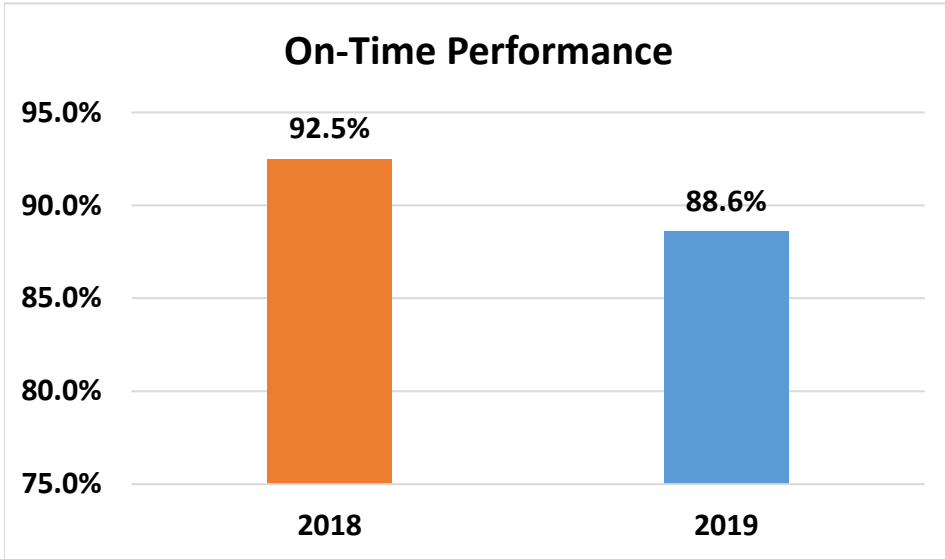
Also reflected in this report is an increase in total trips, ridership, mileage and mobility device boardings.

Recommendation:

Receive and file.

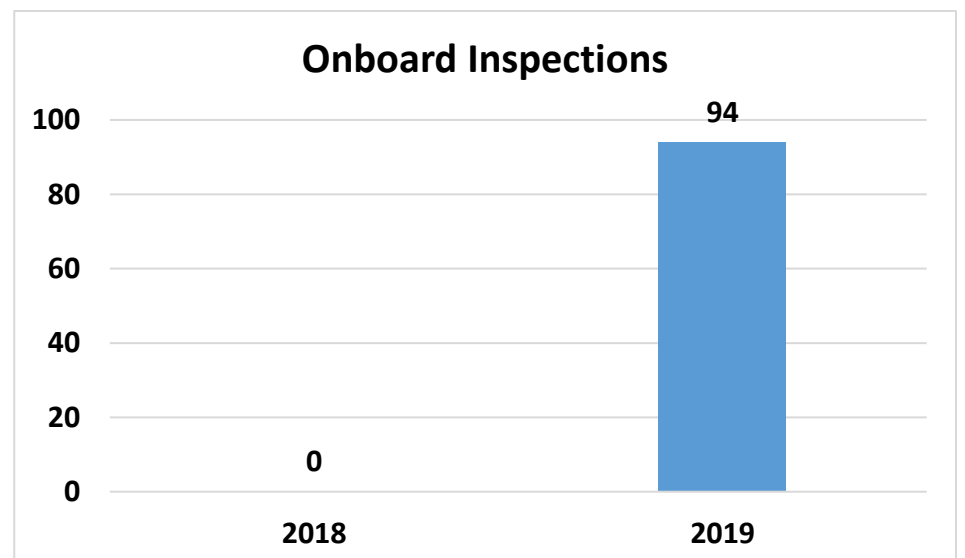
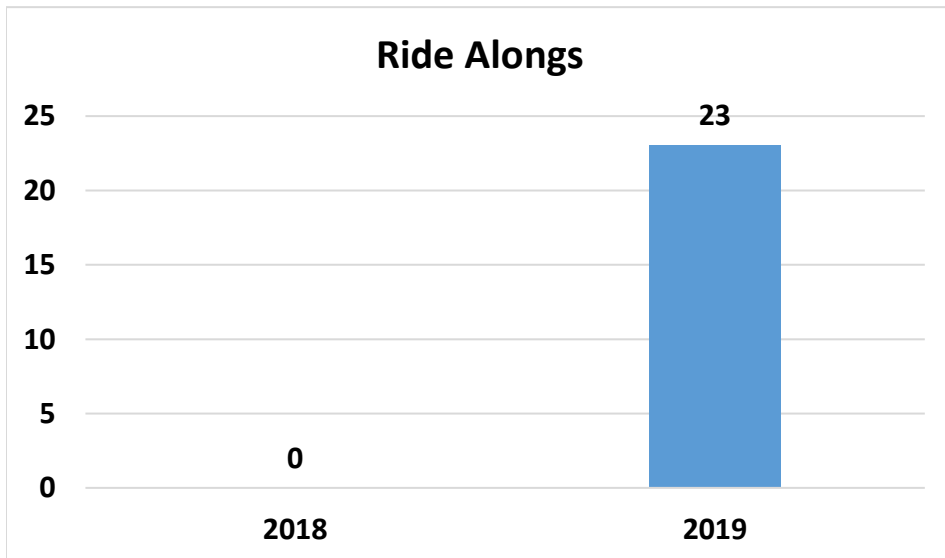
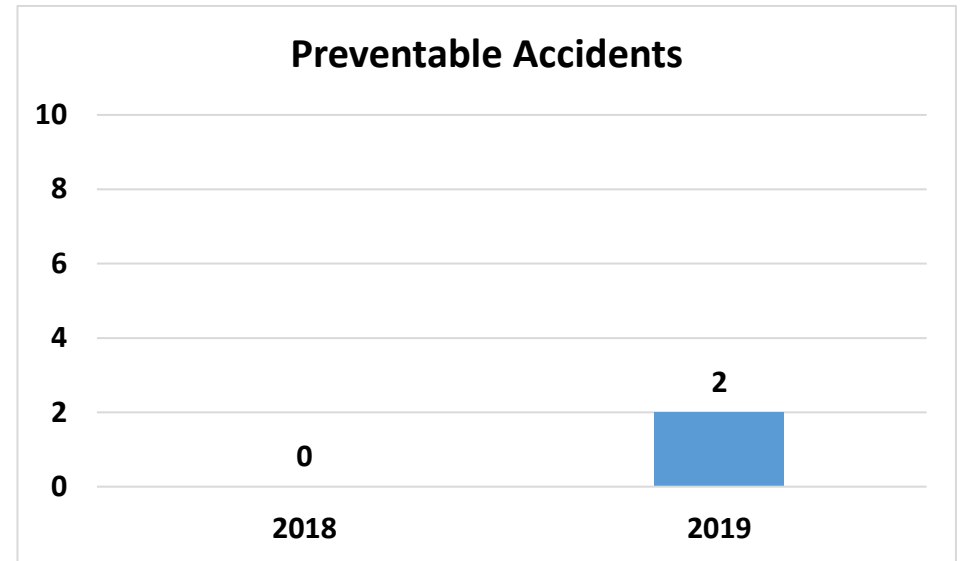
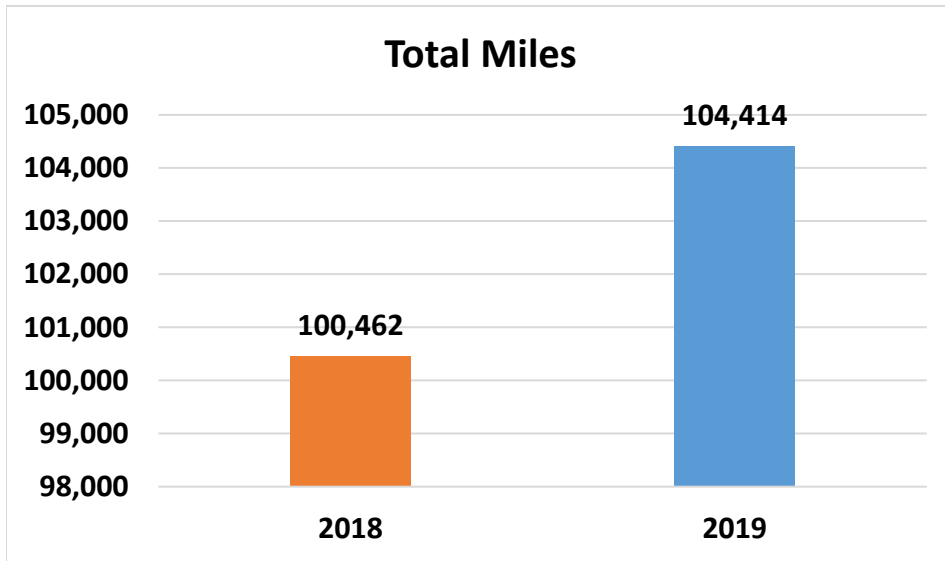
# SunDial Operational Notes

## APRIL 2018 vs 2019



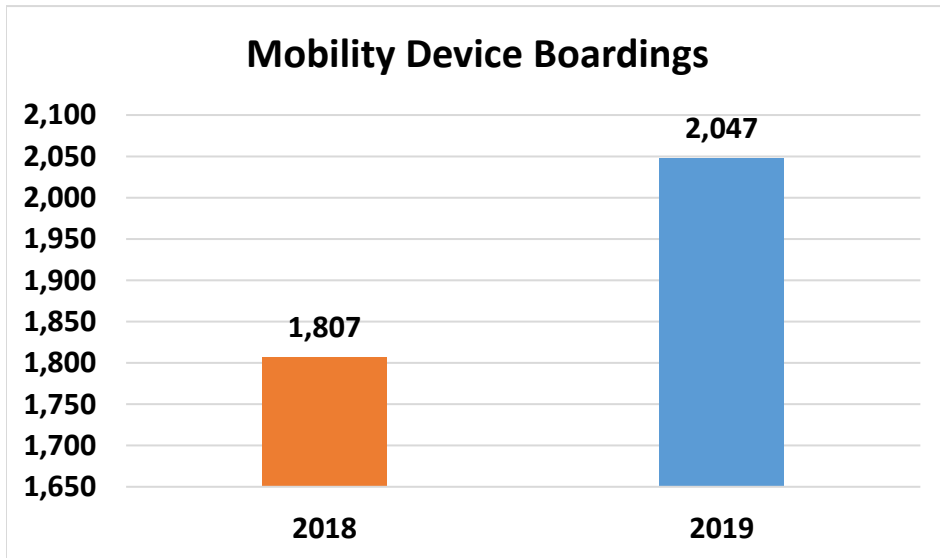
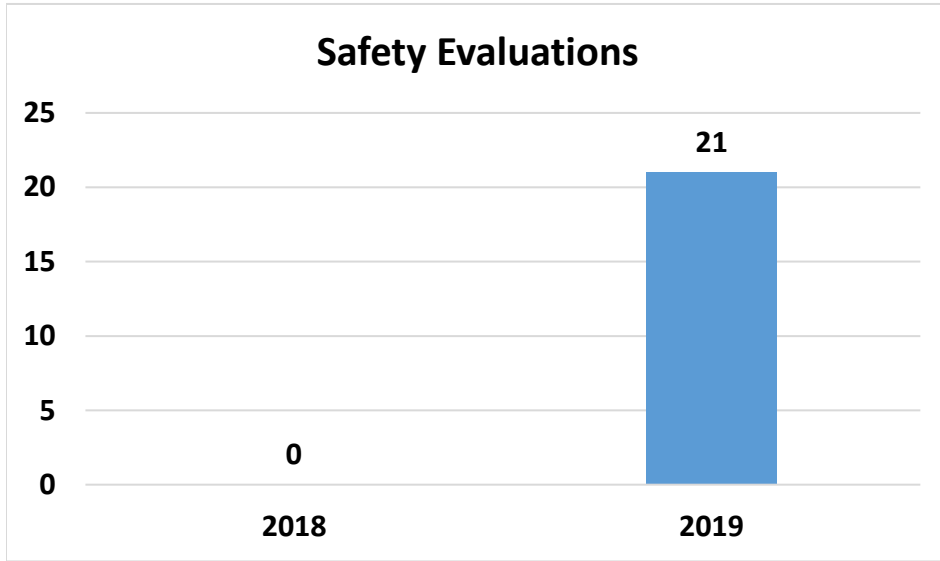
# SunDial Operational Notes

## APRIL 2018 vs 2019



# SunDial Operational Notes

## APRIL 2018 vs 2019



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for April 2019

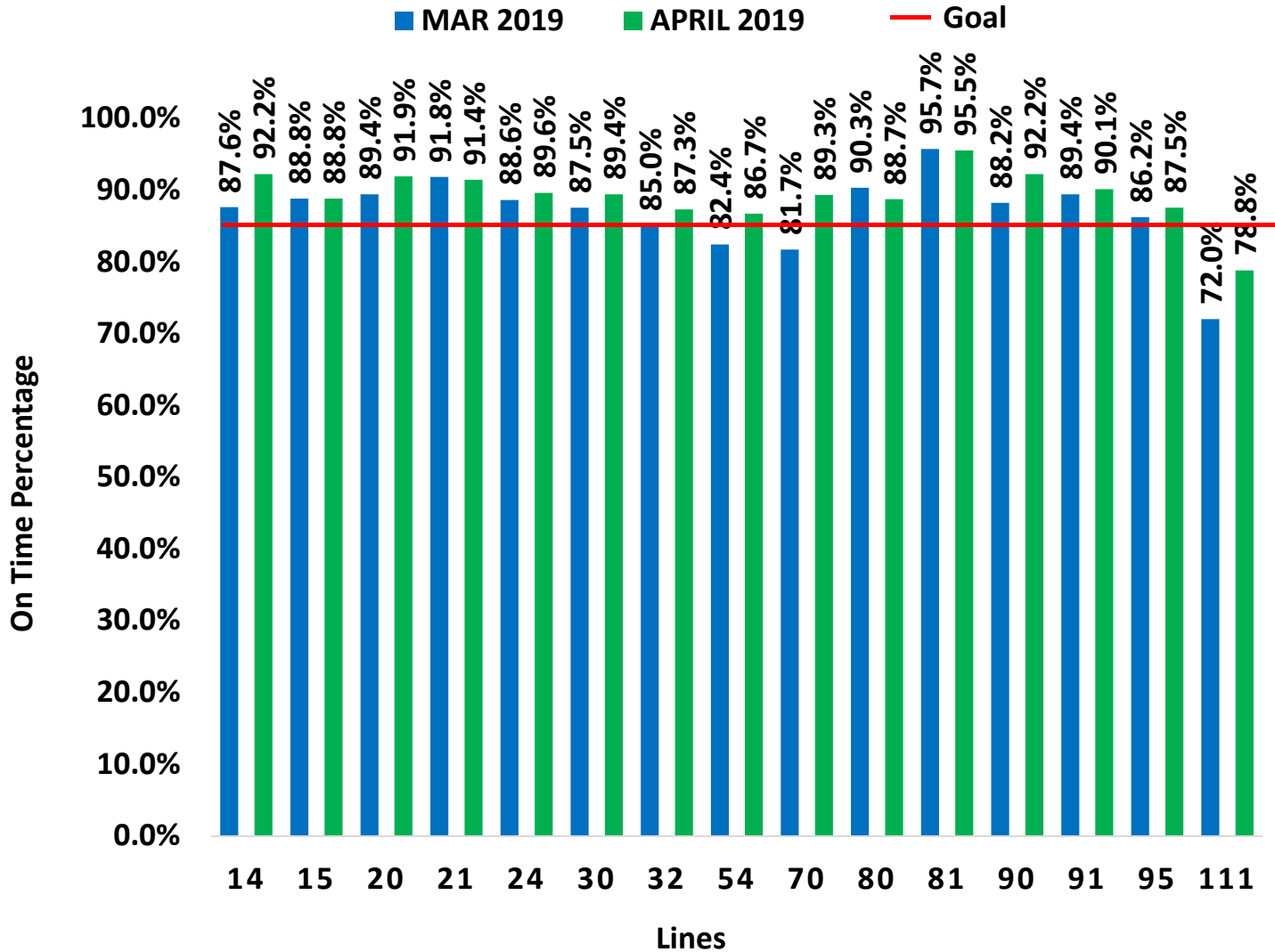
Summary:

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.

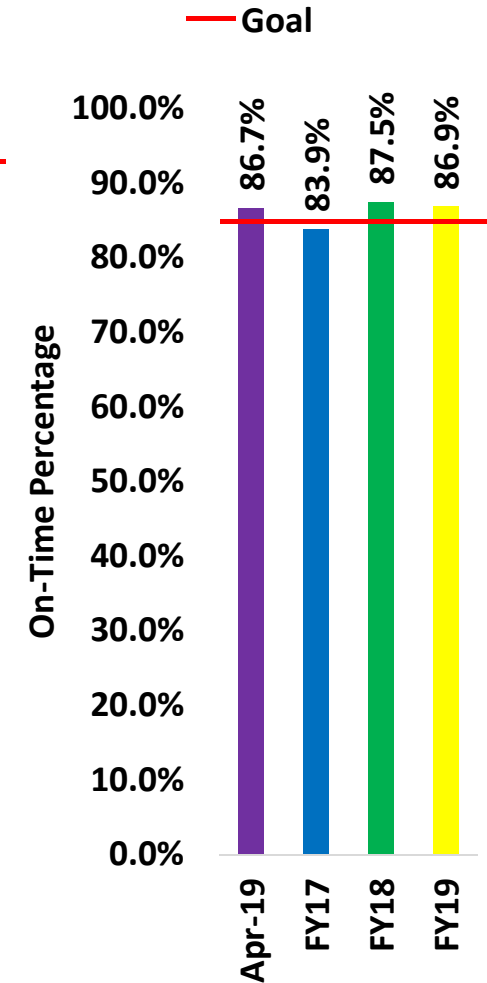
Recommendation:

Receive and file.

## On-Time Performance Percent by Line



## On Time Performance System Wide

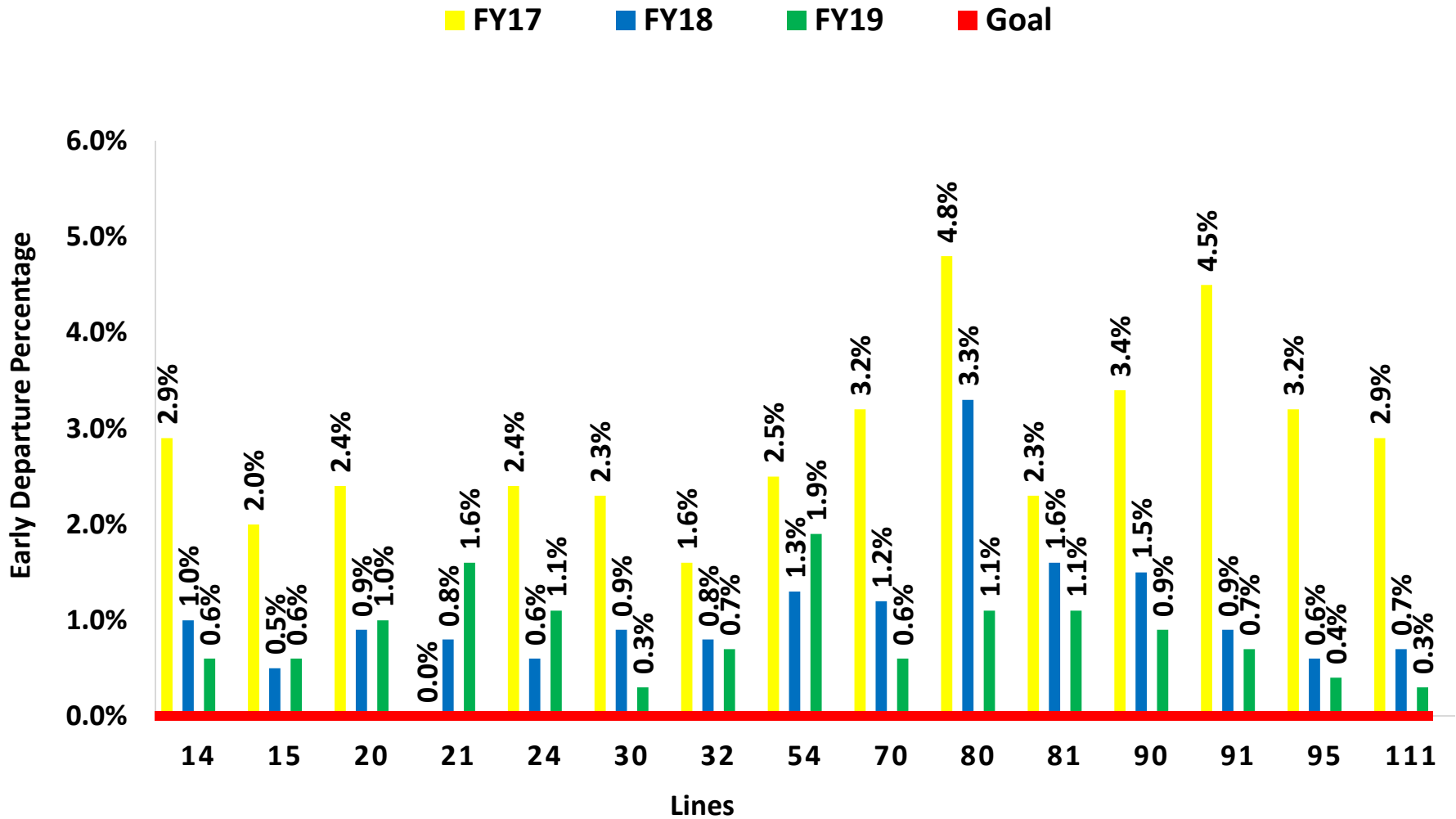


Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.

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

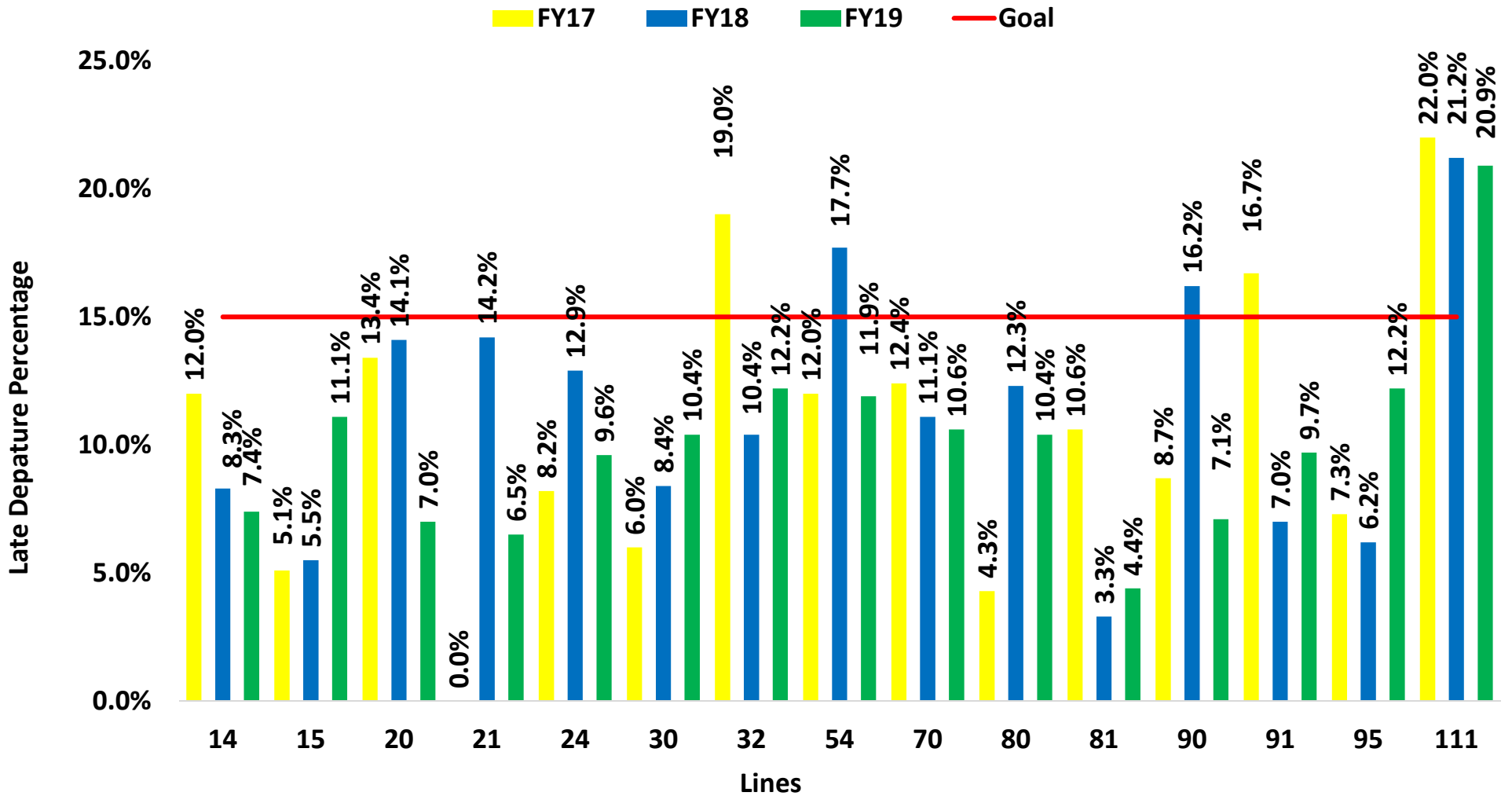
Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# Early Departures by Line YTD



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

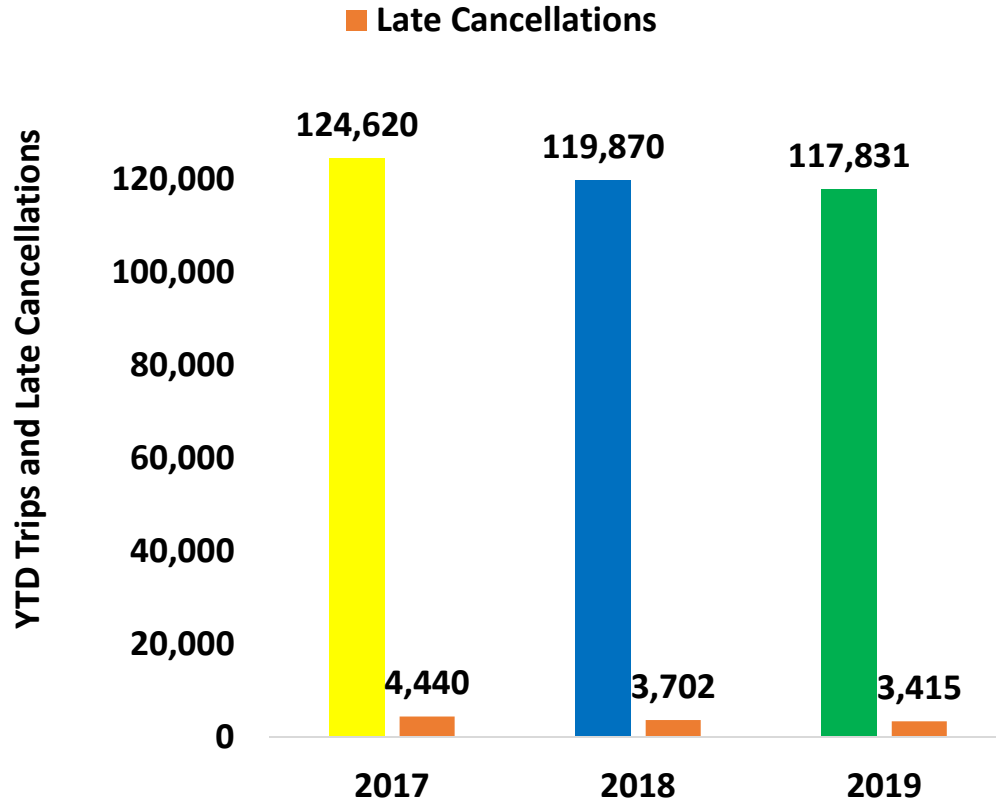
## Late Departure Percent by Line April



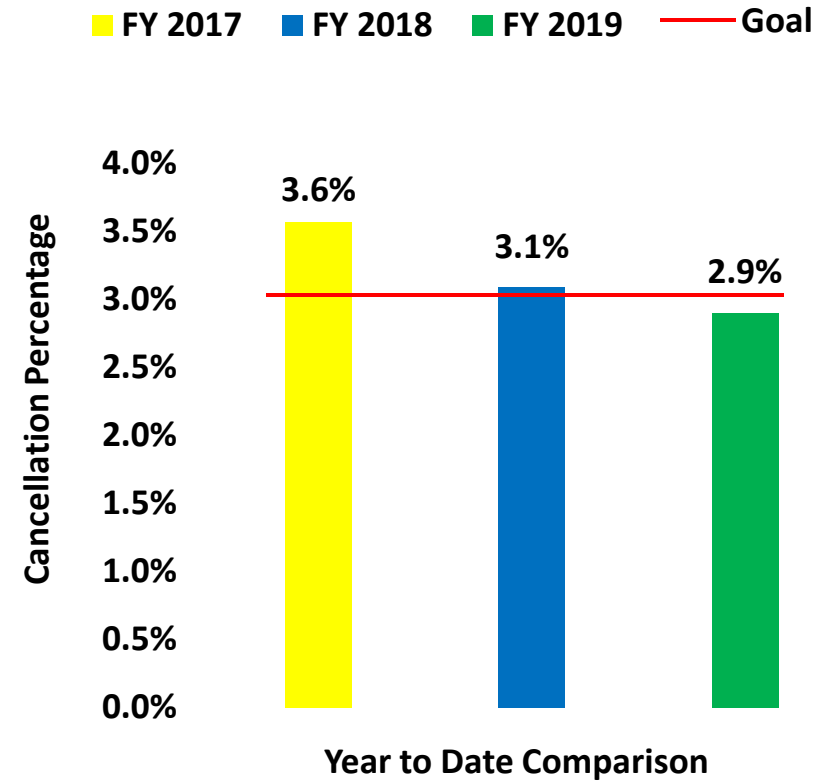
Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%



## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

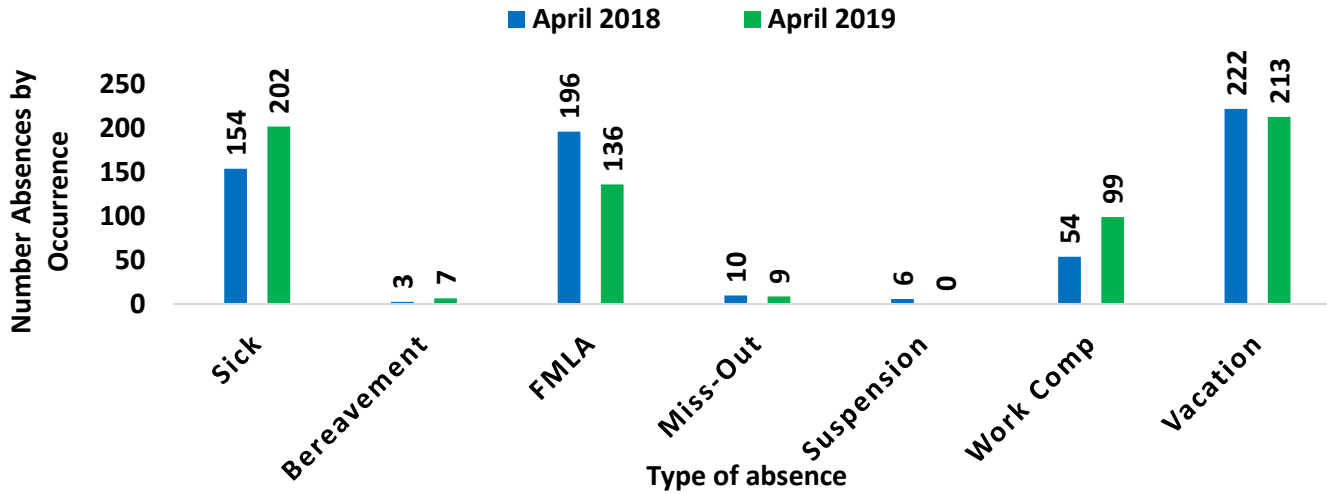


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

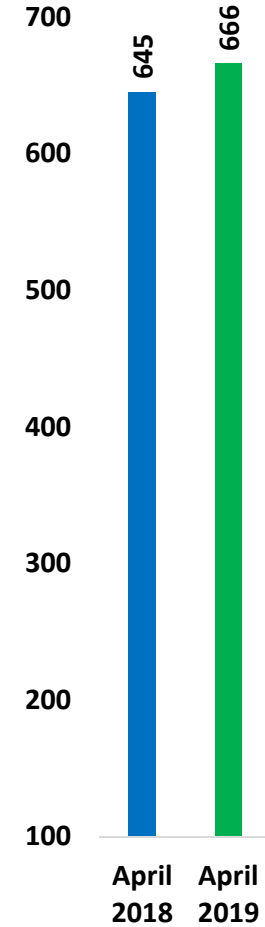
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

**Goal for Late Cancellations:** 3% or below.

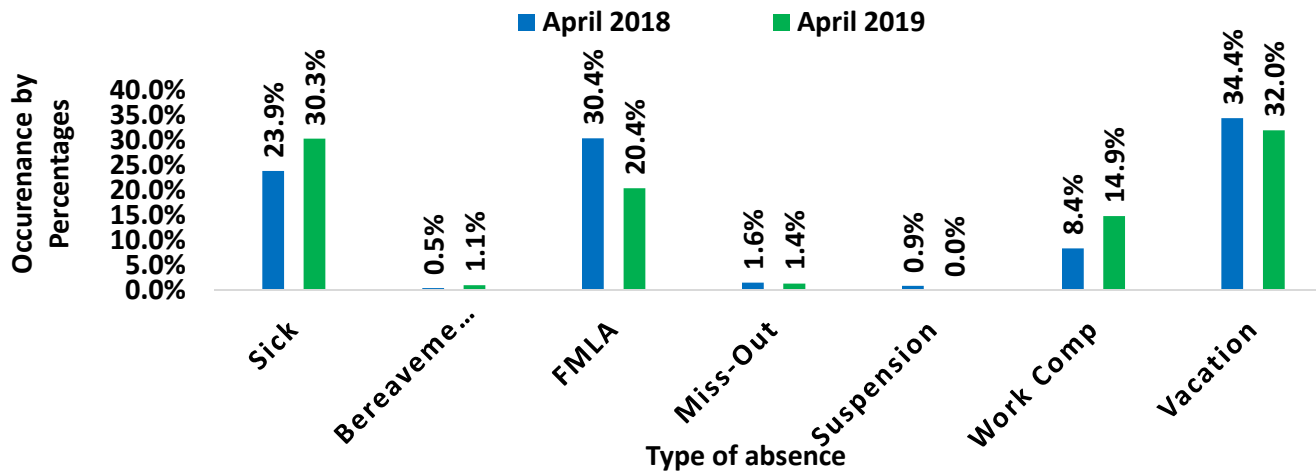
## Driver Absence Occurrences



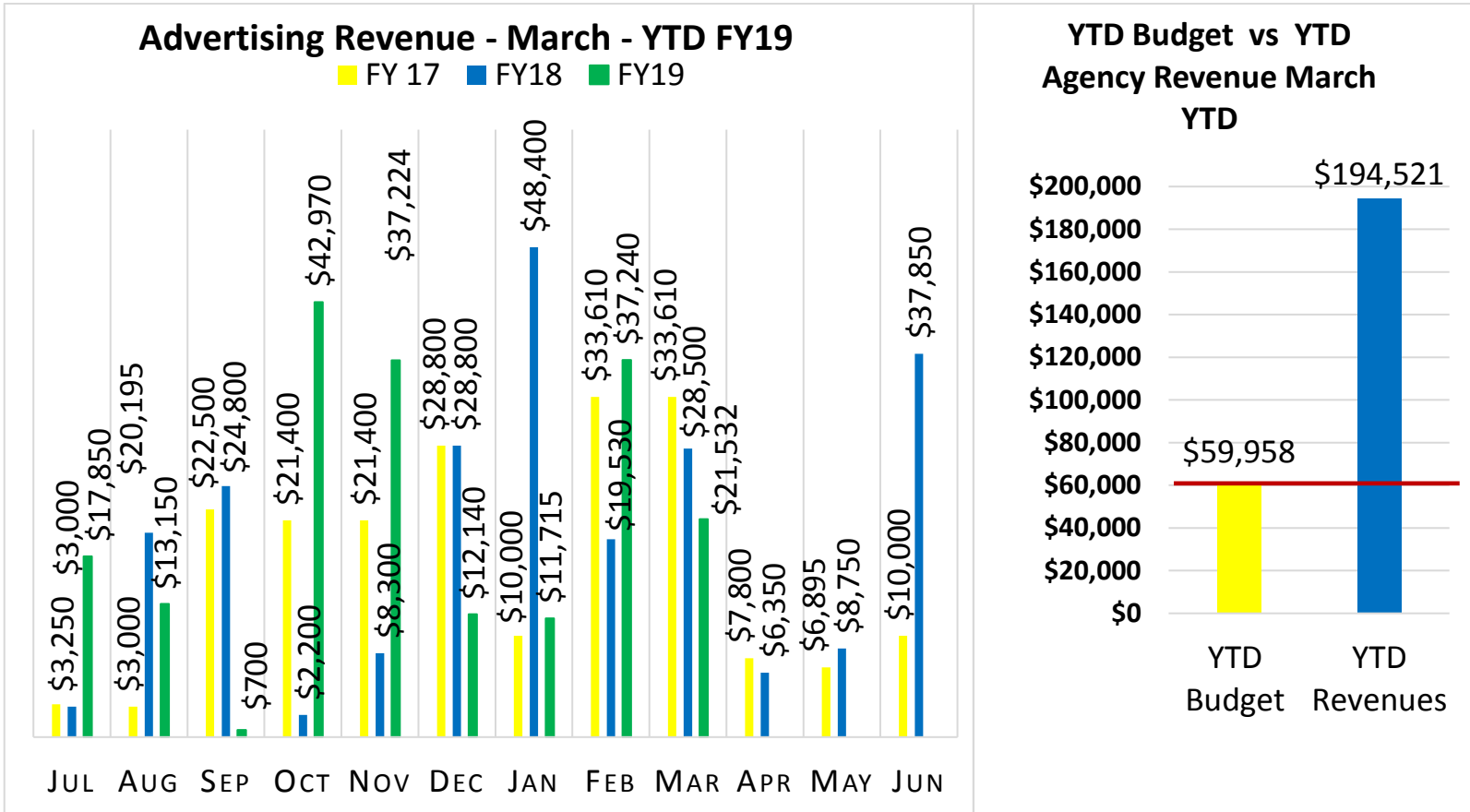
## Total Absence Occurrences



## Driver Absence Occurrences by Percentages

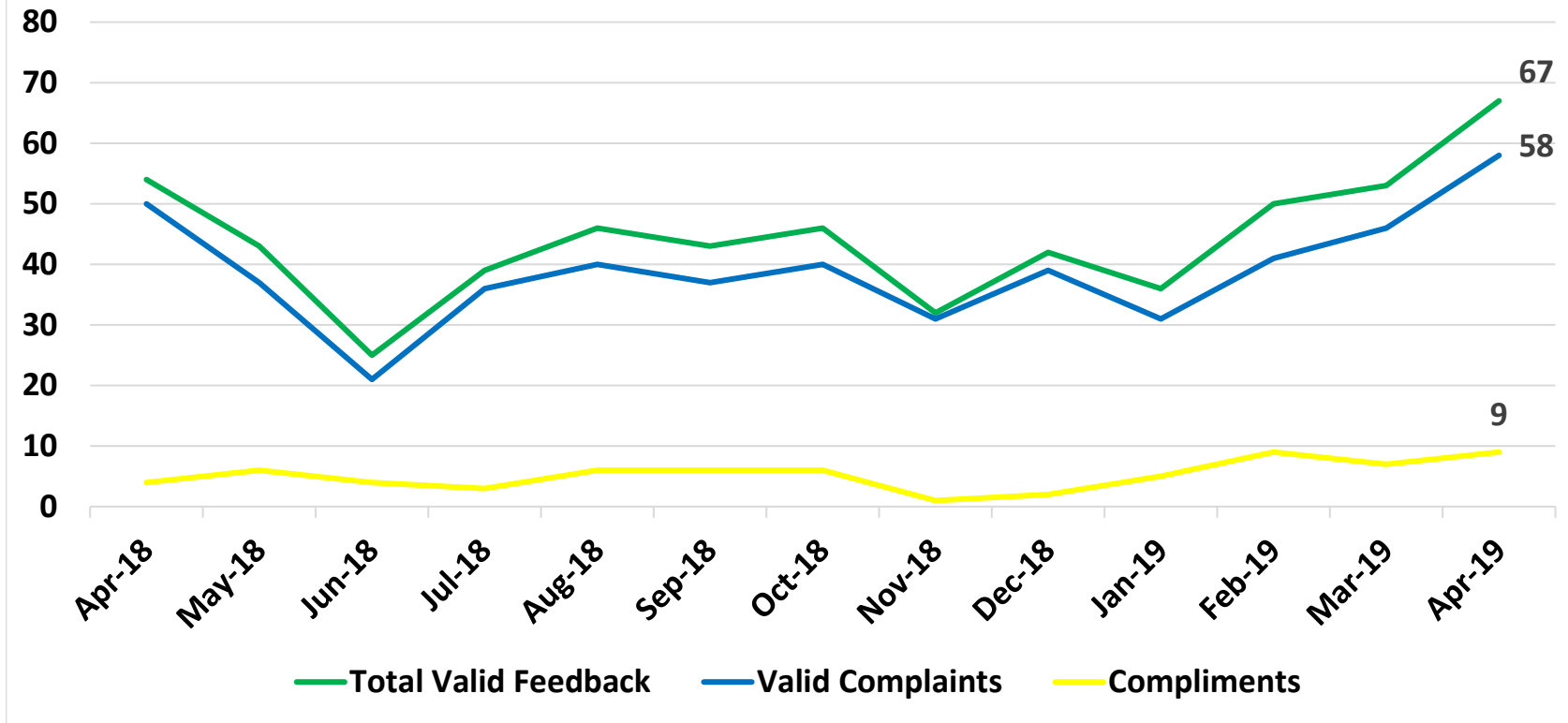


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.



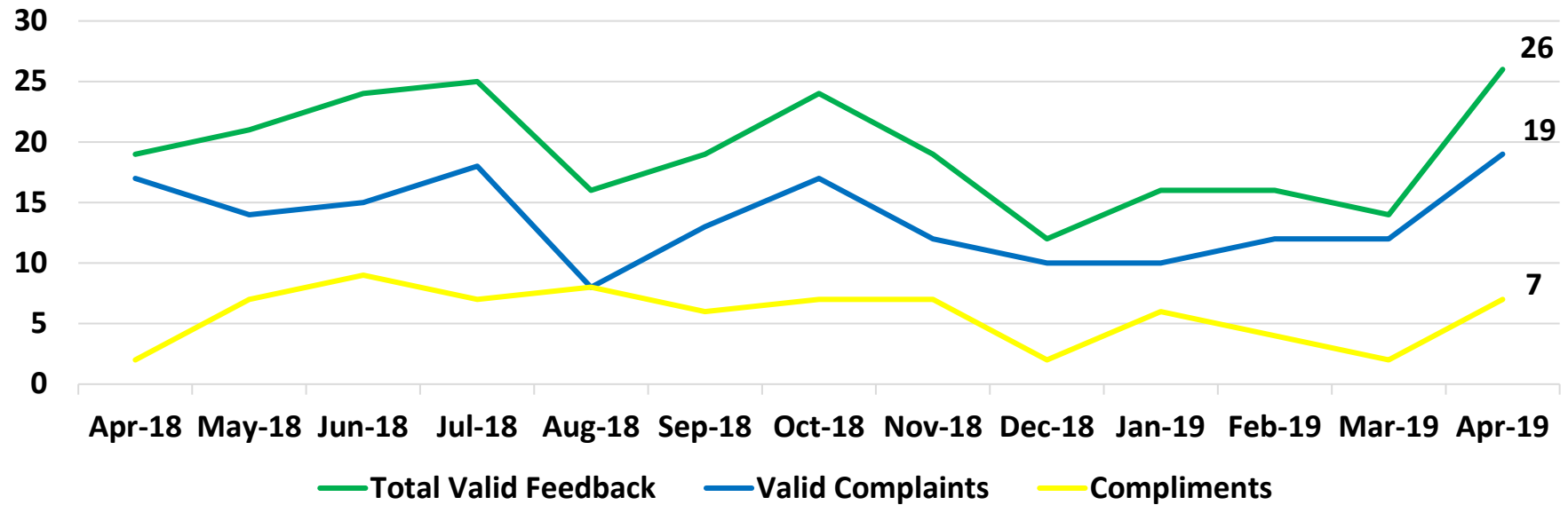
Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY19 YTD against FY18 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The Finance annual budgeted amount is \$75,949.00

## Fixed Route Customer Feedback for April 2019



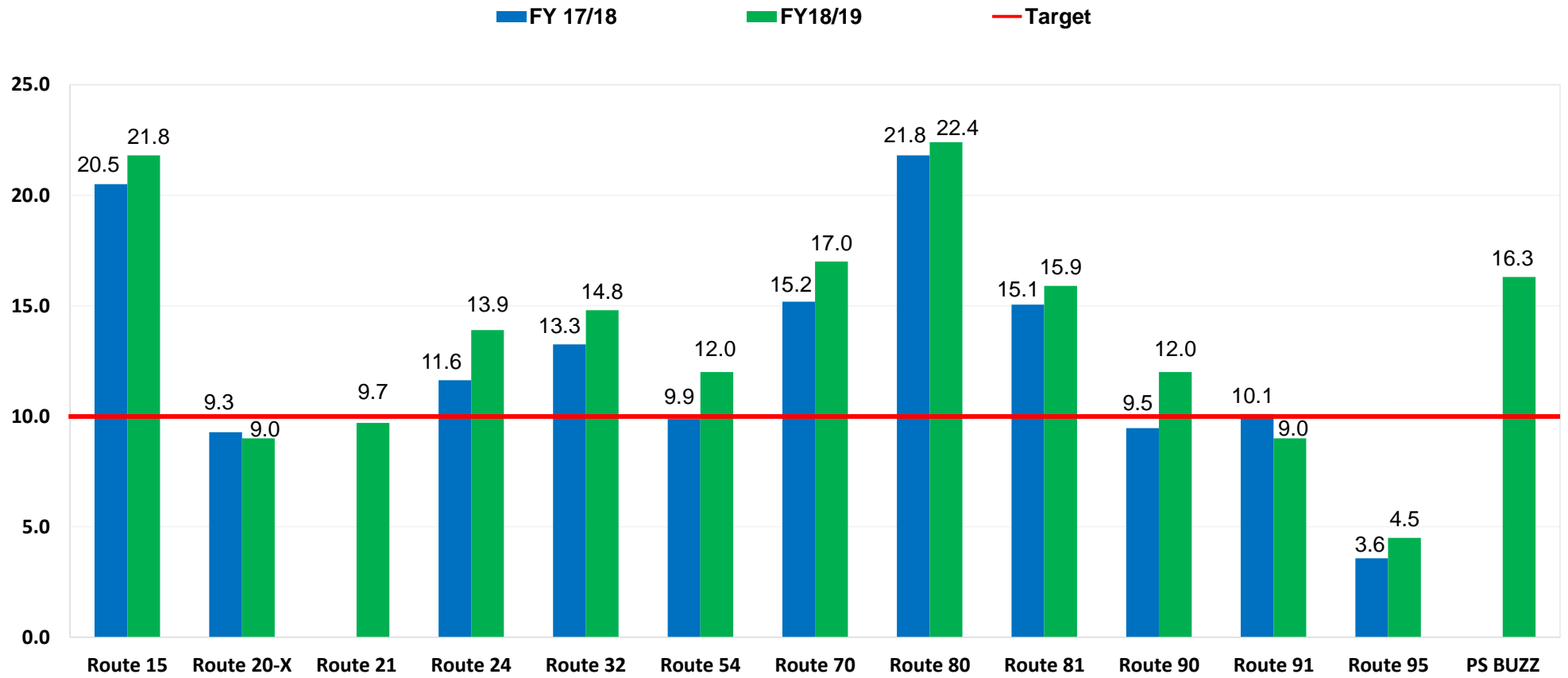
Vaield Fixed Route Feedback comprised of compliments and complaints for April 2019

## Paratransit Customer Feedback for April 2019



Valid Paratransit Feedback comprised of compliments and complaints for April 2019

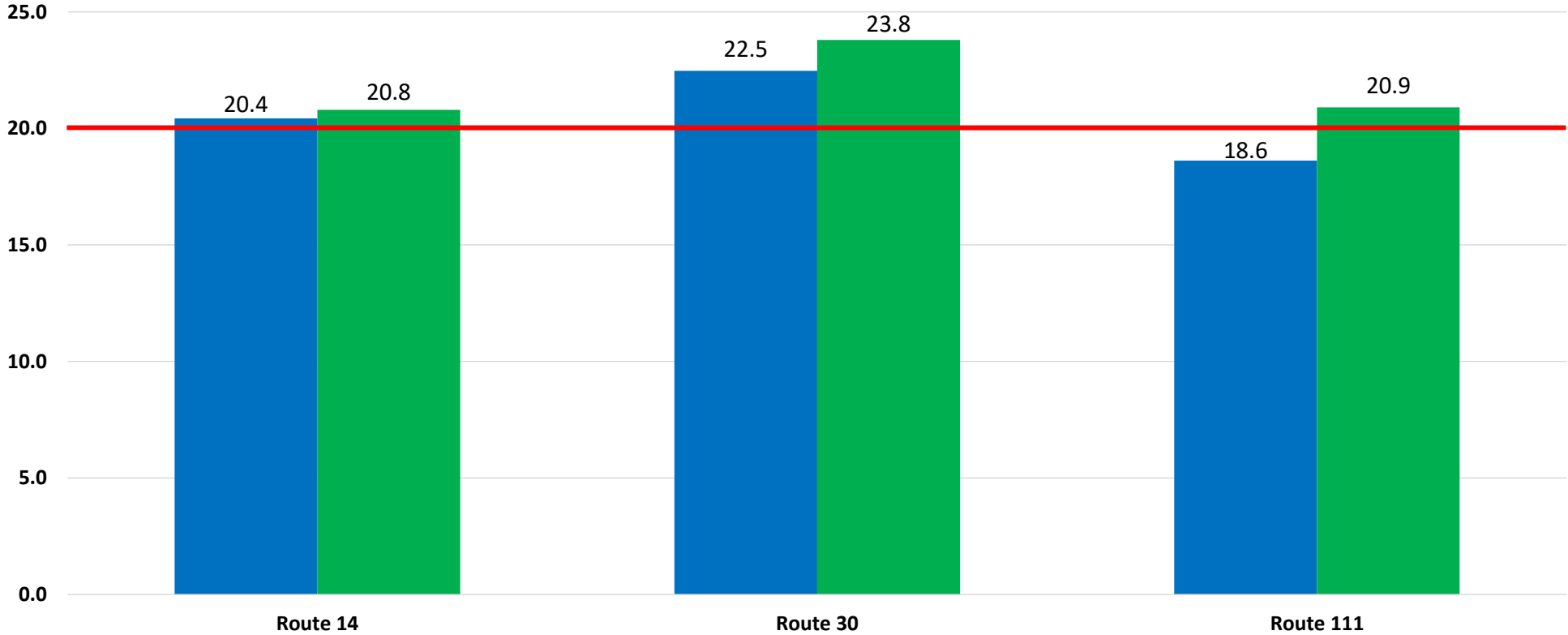
## YTD System Performance - Local Routes April 2019



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 18/19 goal is based on board approved service standards policy.

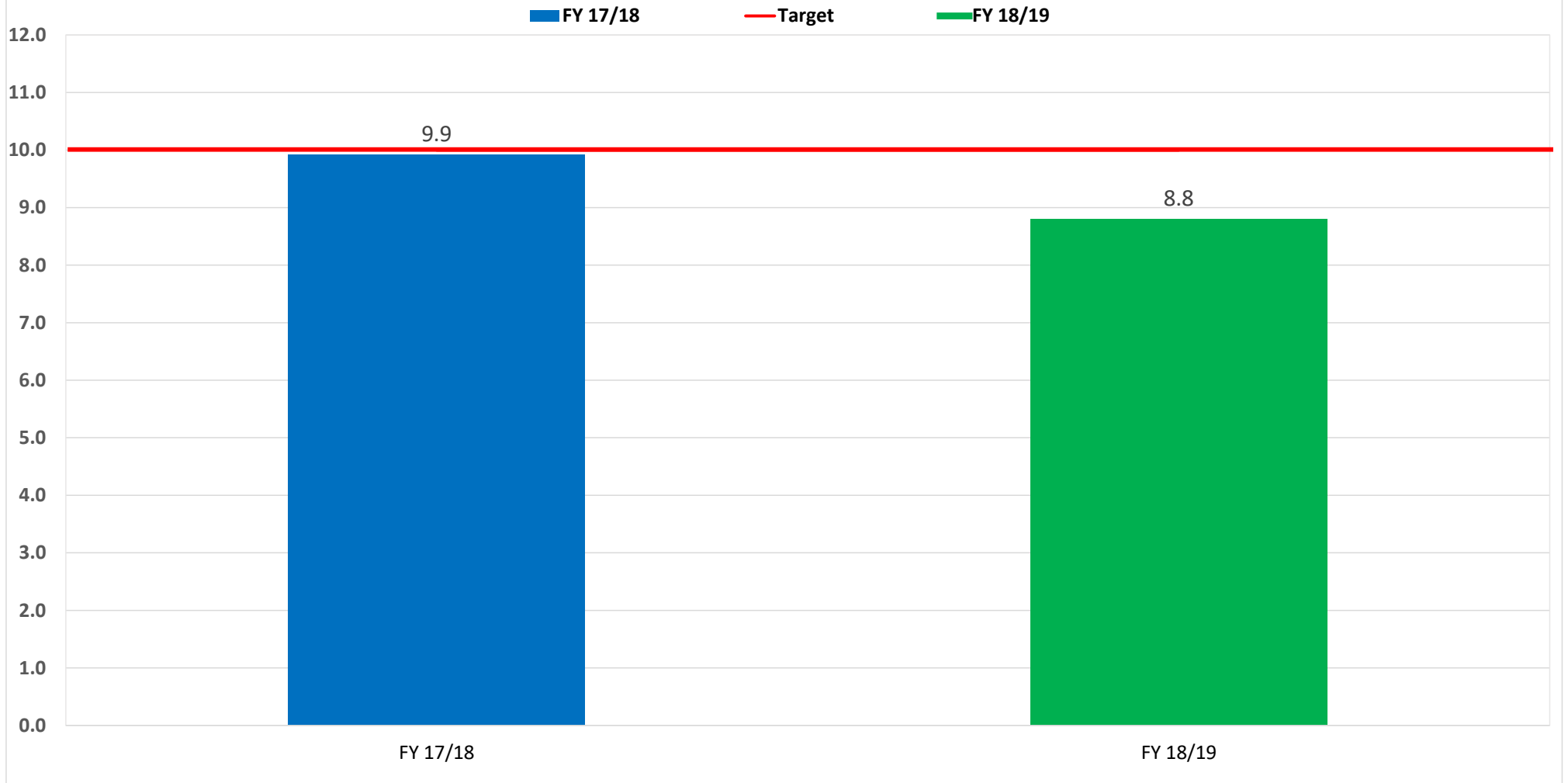
### YTD System Performance - Trunk Routes April 2019

FY 17/18      FY 18/19      Target



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 18/19 goal is based on board approved service standards policy.

## YTD System Performance - Market Based Service Commuter Link 220 - April 2019



The chart above represents the system performance target for market-based services on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 18/19 goal is based on board approved service standards policy.



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for April 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date April 2019.

Recommendation:

Receive and file.

FY 18/19	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			10	7
Palm Desert	X		X	X		X	X	X	X	X			10	8
Palm Springs	X		X	X		X	X	X	X	X			10	8
Cathedral City	X		X						X	X			10	4
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				10	7
Indio	X		X	X		X	X	X	X	X			10	8
Coachella	X		X				X	X	X				10	5
County of Riverside	X		X	X		X	X	X	X	X			10	8

**X - ATTENDED (Primary/Alternate)**

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	May 22, 2019	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Eric S. Vail, General Counsel	
<b>RE:</b>	Third Amendment to CEO/GM Employment Agreement	

---

### **Recommendation**

Recommend that the Board of Directors consider the Third Amendment to Chief Executive Officer/General Manager Lauren Skiver's ("Skiver") employment agreement with STA / SSG ("SunLine") which will increase her base compensation by four (4) 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. Since that time, that Agreement has been amended twice to adjust base compensation and clarify other provisions in the Agreement. Skiver's current base salary is \$227,427.20 plus benefits including an employer contribution of \$874.72 per pay period to a 457 deferred compensation plan.

At its April 24<sup>th</sup> meeting, the Board of Directors instructed the General Counsel to prepare the Third Amendment for the Board's consideration at its regular meeting of May 22, 2019. If the Third Amendment is approved, Skiver would receive a four percent (4%) increase in base salary with the new amount being \$236,524.29 and the employer's contribution to her 457 plan would adjust to \$909.71 per pay period. The increase to base salary would take effect July 1, 2019.

### **Financial Impact**

The estimated financial impact of the aforementioned recommendation is an increase of \$10,006.80 per year inclusive of the adjustments to base salary and employer contribution to her 457 plan.

### **THIRD AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT**

This Third Amendment to CEO/General Manager Employment Agreement ("Second Amendment"), is hereby entered into this 22nd day of May, 2019 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;
- 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. On June 30, 2018 SunLine and Employee entered into a Second Amendment to the Agreement to provide for and increase to Employee's base compensation and clarify Employee's ability to work remotely on occasion as approved by the SunLine Board; and
- C. SunLine and Employee desire to amend the Agreement further to provide for an increase of four percent (4%) to Employee's base compensation.

#### **OPERATIVE PROVISIONS**

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

1. **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 thirty-six thousand, five hundred twenty-four dollars and twenty-nine cents (\$236,524.29) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. This amount shall be effective on July 1, 2019 and thereafter until amended by the Parties. 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."

**2. GENERAL PROVISIONS.**

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

2.2 **Integration.** This Third Amendment consists of pages 1 through 2 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.

2.3 **Effective Date.** This Third 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. Any increase in salary or compensation afforded by this Third Amendment shall not become effective until July 1, 2019.

2.4 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Third Amendment.

2.5 **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/SunLine Services Group

By: \_\_\_\_\_  
Kathleen Kelly, Chairperson, STA/SSG  
Board

APPROVED AS TO FORM

\_\_\_\_\_  
Eric S. Vail, General Counsel

Employee:

\_\_\_\_\_  
Lauren Skiver

**SunLine Transit Agency**

**DATE:** May 22, 2019 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Deputy Chief Financial Officer

**RE:** Bargaining Pension Plan Amendment

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the pension plan for bargaining employees which changes the contribution requirements for employees covered under the plan. The pension plan amendment is contingent on the subsequent approval of the MOU by the Board of Directors and the Amalgamated Transit Union (ATU) Local 1277.

**Background**

In February 2019, SunLine and the ATU began labor negotiations which spanned eleven different sessions and ended on March 25, 2019. SunLine was able to negotiate changes to work rules that will benefit the Agency and its employees. The negotiations also included an increase in wages to the effect of 6%, 3% and 2% with effective dates of July 1, 2019, July 1, 2020 and July 1, 2021, respectively. The ATU agreed to an employee contribution of 3% which directly offsets a portion of the wage increase.

Prior to this year's negotiations, bargaining unit employees did not contribute to the pension. The change to 3% employee contributions now aligns with the required 3% contribution for employees under the non-bargaining pension plan. Once approved, the 3% contribution for bargaining unit employees would begin with the wage increase on July 1, 2019.

**Financial Impact**

The financial impact of this amendment will reduce the employer's contribution costs by an estimated \$351,000 in FY2020. The Agency's contributions and expenses are dependent on numerous factors including the performance of assets, employee turnover and overall compensation. These assumptions are taken into consideration each year to ensure accurate budgeting for the Agency.

**SunLine Transit Agency**

**DATE:** May 22, 2019 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Demetrius Genera, Deputy Chief Operating Officer-Maintenance

**RE:** Award of Tire & Tire Service Leasing Contract

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Michelin North America, Inc. for an estimated amount of \$560,000 for a two (2) year contract, with the opportunity for three (3) option years for an estimated amount of \$940,000 upon approval as to form by legal counsel.

**Background**

In June 2014, the Board of Directors authorized the CEO/General Manager to execute a tire and tire service lease contract with Michelin North America, Inc. which was subsequently executed by SunLine and is due to expire on June 30, 2019.

A request for proposals for the tire and tire service lease was issued on March 22, 2019. An evaluation committee reviewed the two (2) proposals received and has determined that Michelin North America, Inc. is the best value for the Agency. The new tire and tire service lease contract will accommodate SunLine's fleet through June 2024.

**Financial Impact**

The first year's estimated expenses of \$270,000 have been budgeted in the FY20 operating budget and future years will be budgeted in subsequent operating budgets.

## Solicitation List

### **Michelin North America**

One Parkway South  
Greenville, SC 29615

[Gabriel.trevino@us.michelin.com](mailto:Gabriel.trevino@us.michelin.com)

[Maxine.osborne@us.michelin.com](mailto:Maxine.osborne@us.michelin.com)

[Bryan.chander@us.michelin.com](mailto:Bryan.chander@us.michelin.com)

[Michelin.fleetsolutions@us.michelin.com](mailto:Michelin.fleetsolutions@us.michelin.com)

### **Bridgestone Americas Tire Operations LLC**

10 E. Bridgestone Blvd.  
Akron, OH 44317

[mckinneylinda@bfusa.com](mailto:mckinneylinda@bfusa.com)

[phengsavathasia@bfusa.com](mailto:phengsavathasia@bfusa.com)

### **The Goodyear Tire & Rubber Company**

200 Innovation Way  
Akron, OH 44316

[Walt\\_welker@goodyear.com](mailto:Walt_welker@goodyear.com)

[ed\\_bowman@goodyear.com](mailto:ed_bowman@goodyear.com)

### **Parkhouse Tires**

72171 Varner Rd.  
Thousand Palms, CA 92276

[RSpivey@Parkhousetire.com](mailto:RSpivey@Parkhousetire.com)





**Price Analysis**

	Michelin North America					The Goodyear Tire & Rubber Company				
	Year 1	Year 2	Option Year 1	Option Year 2	Option Year 3	Year 1	Year 2	Option Year 1	Option Year 2	Option Year 3
305/85R22.5	\$ 1,047.80	\$ 1,100.19	\$ 1,155.96	\$ 1,213.42	\$ 1,274.26	\$ 1,308.74	\$ 1,347.94	\$ 1,388.50	\$ 1,443.94	\$ 1,501.73
305/70R22.5 LR-L	\$ 8,449.44	\$ 8,867.04	\$ 9,312.48	\$ 9,771.84	\$ 10,259.04	\$ 12,564.19	\$ 12,940.03	\$ 13,329.79	\$ 13,861.54	\$ 14,415.55
275/70R22.5	\$ 1,676.96	\$ 1,761.70	\$ 1,850.90	\$ 1,944.56	\$ 2,042.68	\$ 1,451.28	\$ 1,494.55	\$ 1,539.59	\$ 1,601.14	\$ 1,665.36
225/75R16	\$ 3,570.75	\$ 3,750.84	\$ 3,937.14	\$ 4,129.65	\$ 4,340.79	\$ 2,284.04	\$ 2,352.35	\$ 2,423.14	\$ 2,520.02	\$ 2,620.62
245/75R16	\$ 28.75	\$ 30.20	\$ 31.70	\$ 33.25	\$ 34.95	\$ 24.19	\$ 24.91	\$ 25.66	\$ 26.69	\$ 27.75
Monthly	\$ 7,650.00	\$ 8,025.00	\$ 8,425.00	\$ 8,850.00	\$ 9,300.00	\$ 7,000.00	\$ 7,210.00	\$ 7,426.00	\$ 7,650.00	\$ 7,878.00
<b>Total for 1 month</b>	<b>\$ 22,423.70</b>	<b>\$ 23,534.97</b>	<b>\$ 24,713.18</b>	<b>\$ 25,942.72</b>	<b>\$ 27,251.72</b>	<b>\$ 24,632.44</b>	<b>\$ 25,369.78</b>	<b>\$ 26,132.69</b>	<b>\$ 27,103.32</b>	<b>\$ 28,109.02</b>

	Difference	Delta
Difference between Michelin North America and The Good Year Tire & Rubber Company Year 1 for 1 month	\$ (2,208.74)	8.97%

The above is a sample of what it would cost the Agency for one (1) month of tires and tire services for each year. The data used is from an invoice dated 3/26/2019 from SunLine's current Tire & Tire Services provider. Based on the results, Michelin North America is 8.97% lower than The Goodyear Tire & Rubber Company for one (1) month of services for Year 1. Although The Goodyear Tire & Rubber Company's monthly rates are lower than Michelin North America's monthly rates, The Goodyear Tire & Rubber Company's base rate per tire mile is higher than Michelin North America's rates. Based on the results it is determined that the rates submitted by Michelin North America are considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

## SunLine Transit Agency

<b>DATE:</b>	May 22, 2019	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rudy Le Flore, Chief Project Consultant	
<b>RE:</b>	Replacement Operations Facility – Design Build Contract	

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with GKK Works Inc. for an amount of \$6,436,493.36 to complete design and construction of the new Operations Facility at SunLine's Division I, subject to review and approval by SunLine's legal counsel.

### **Background**

SunLine is in the process of completing the design/build process approved by the SunLine Board of Directors for the new Operations Facility in September 2016. The Board approved Stantec to provide preliminary engineering for the new facility in July 2017. Working with the County of Riverside, Stantec has completed the preliminary engineering process and satisfied the initial Substantial Conformance permitting process. SunLine held a competition to prequalify bidders in accordance with Public Contract Code 22160. The request for qualifications was posted December 2018. SunLine prequalified two (2) firms to compete for the contract to complete the design and construction of the facility. After contractor prequalification, SunLine issued the invitation for bids in April 2019.

The bid was evaluated for responsiveness and responsibility, with the one submitted bid being determined acceptable. A price analysis was conducted and the bid price was determined as fair and reasonable.

### **Financial Impact**

The financial impact of \$6,436,493.36 will utilize approved capital project funds assigned to this project in the SunLine Short Range Transit Plan FY17-20.

Qualified Bidder's List

**GKK Works Inc.**

2355 Main Street, Suite 220

Irvine, CA 92614

949-250-1500

[bdekker@cannondesign.com](mailto:bdekker@cannondesign.com)

**Nielsen Construction California, Inc.**

3786 Rosecrans Street

San Diego, CA 92110

619-795-0041

[akovacs@nielsencc.com](mailto:akovacs@nielsencc.com)



**PRICE ANALYSIS**

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	<b>GKK Works, Inc.</b>	<b>Independent Estimate</b>	<b>Difference</b>
<b>Base Bid</b>	<b>\$6,436,493.36</b>	<b>\$5,394,980</b>	<b>17 %</b>

GKK Works Inc., (GKK) submitted an independent bid in a competitive environment. There was no information made available to GKK that there was only going to be one bid submitted. Therefore, GKK's bid was submitted in a competitive environment and received in a competitive marketplace.

Furthermore, GKK's bid is within 20 percent of the independent estimated created by the architect of the preliminary engineering documents, Stantec. Based on receiving the bid in a competitive environment and the bid being within 20 percent of the Independent Estimate, the GKK Works' bid is considered fair and reasonable. The bid amount may be subject to downward negotiations based on a more in depth analysis by the project team.

*Rudy LeFlore*

Rudy Le Flore,  
Chief Project Consultant

**SunLine Transit Agency**

**DATE:** May 22, 2019 **DISCUSSION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Deputy Chief Financial Officer

**RE:** Review and Discussion of SunLine Funding and the Draft FY 20  
Operating and Capital Budget

---

**Background**

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft budget for the Finance/Audit Committee's discussion and review.

The proposed operating and capital budgets for the Fiscal Year 2020 are \$40,840,150 and \$12,711,407, respectively, which represents an operating budget net increase of 2.99%. 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, including year one of the new agreement, an increase in wages and benefits for administrative staff, an increase in service expenses, and an increase in casualty and liability expenses. This discussion item allows the Board to either move forward with this budget for approval at the June 26, 2019 meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.



# ANNUAL BUDGET

FISCAL YEAR 2020



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June 26, 2019

Dear SunLine Board of Directors,

In Fiscal Year 2019, SunLine remained dedicated to making a difference in the Coachella Valley community and the transit industry. We implemented new programs, such as the Haul Pass, to provide expanded mobility options for our residents. SunLine also brought back the BUZZ, using our transit expertise and resources to re-launch the Palm Springs service. The Agency began construction on the largest transportation-related Hydrogen Fueling Station, which will help pave the way for the commercialization of clean air technologies. In addition to these milestones, all of SunLine's employees were involved in the creation of the Agency's first ever strategic plan, outlining goals, strategies, and performance indicators that will serve as a guide and management tool for future work.

The Agency is committed to being flexible and innovative to meet the needs of our customers. As such, our three goals for Fiscal Year 2020 are re-design transit, project management, and the year of empowerment. The goals aim to support the Agency's vision and further the development of a culture of excellence at SunLine and the service provided to the community. In this next fiscal year, we are planning a bold and innovative redesign of the entire SunLine fixed route transit network. This redesign will include streamlined routes, increased frequency, and the creation of more flexible, demand response services to better meet the needs of valley residents.

SunLine continues to develop its performance orientation by tracking key operational metrics and implementing staff development programs. Through the Performance Management Office, SunLine is in the midst of a robust infrastructure investment program. SunLine has four major infrastructure projects under various stages of concurrent development. Utilizing over \$80M in approved capital funding, the department is charged with implementing capital projects such as the first of its kind zero emissions bus maintenance facility.

The proposed operating and capital budgets for the Fiscal Year 2020 are \$40,840,150 and \$12,711,407, respectively, which represents an operating budget increase of 2.99% over the previous fiscal year. 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, including year one of the new agreement, and an increase in wages and benefits for administrative staff. The Fiscal Year 2020 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2020 budget.

Sincerely,



Lauren Skiver  
CEO/General Manager



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

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## **ANNUAL BUDGET FISCAL YEAR 2020**

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### **BOARD OF DIRECTORS**

Kathleen Kelly, Chair, Palm Desert  
Robert Radi, Vice Chair, La Quinta  
Raymond Gregory, Cathedral City  
Megan Beaman Jacinto, Coachella  
V. Manuel Perez, County of Riverside District 4  
Russell Betts, Desert Hot Springs  
Ty Peabody, Indian Wells  
Lupe Ramos Amith, Indio  
Lisa Middleton, Palm Springs  
G. Dana Hobart, Rancho Mirage

**CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**  
Lauren Skiver

## **EXECUTIVE SUMMARY**

In FY20 Sunline will focus on its redesign goal which includes streamlined routes, increased frequency through the addition of the 111 Express, and the creation of a more flexible service through the SunRide Rideshare Program. SunLine continues to identify ways to strengthen its overall financial position in order to continue to serve a diverse community of transit users. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits, and increased service expenditures to support the Agency's redesign.

## **SERVICE & RIDERSHIP**

In FY20, the Agency will continue to optimize the new service initiatives and continue to develop existing routes. The budget in FY20 also recognizes the need to market our service to improve ridership and revenue potential.

Fixed route ridership for FY19 saw an increase of 1.3% compared to FY18 ridership, achieving the reversal of ridership decline that had been recorded in the last four (4) years. Two factors contributing to the increase is the addition of the Palm Springs BUZZ service and implementation of the Haul Pass with the College of the Desert. SunLine expects the ridership in FY20 to continue moderate growth with the continuity of the redesign of service. In FY19, paratransit services saw a decrease of 1% in ridership. The decrease in paratransit ridership is due to a revised no-show policy as well as ongoing changes to the certification process. In FY20, the paratransit ridership is expected to maintain at current levels.

## **REVENUES & SUBSIDIES**

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. Additionally, in FY19, SunLine was able to acquire two new funding sources that will carry on in FY20, COD Haul Pass and the BUZZ service.

The proposed revenues for FY20 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY20, Local Transportation Funding (LTF) had a modest increase over FY19.
- Measure A funding increased for FY20 over the last fiscal year due to increased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.

- In FY20, SunLine will use various forms of federal funding including FTA Section 5307, 5309, 5310, 5311, and 5311(f). 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 \$2.79 million in FY20. The revenue estimates demonstrate a conservative estimate of a continued increase in fixed route ridership. Paratransit fare revenue is projected to follow the decreasing trend of paratransit demand.
- FY20 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.
- COD Haul Pass is a three-year project that will subsidize bus passes for local college students. Starting in FY20, COD will underwrite the cost of the passes for their students.
- In January 2019 SunLine assumed a two (2) year partnership with the city of Palm Springs to provide the Palm Springs BUZZ service.
- The budget for FY20 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 13 new capital projects being requested in FY19. The total capital request in FY20 adds \$12,711,407 to the \$80M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

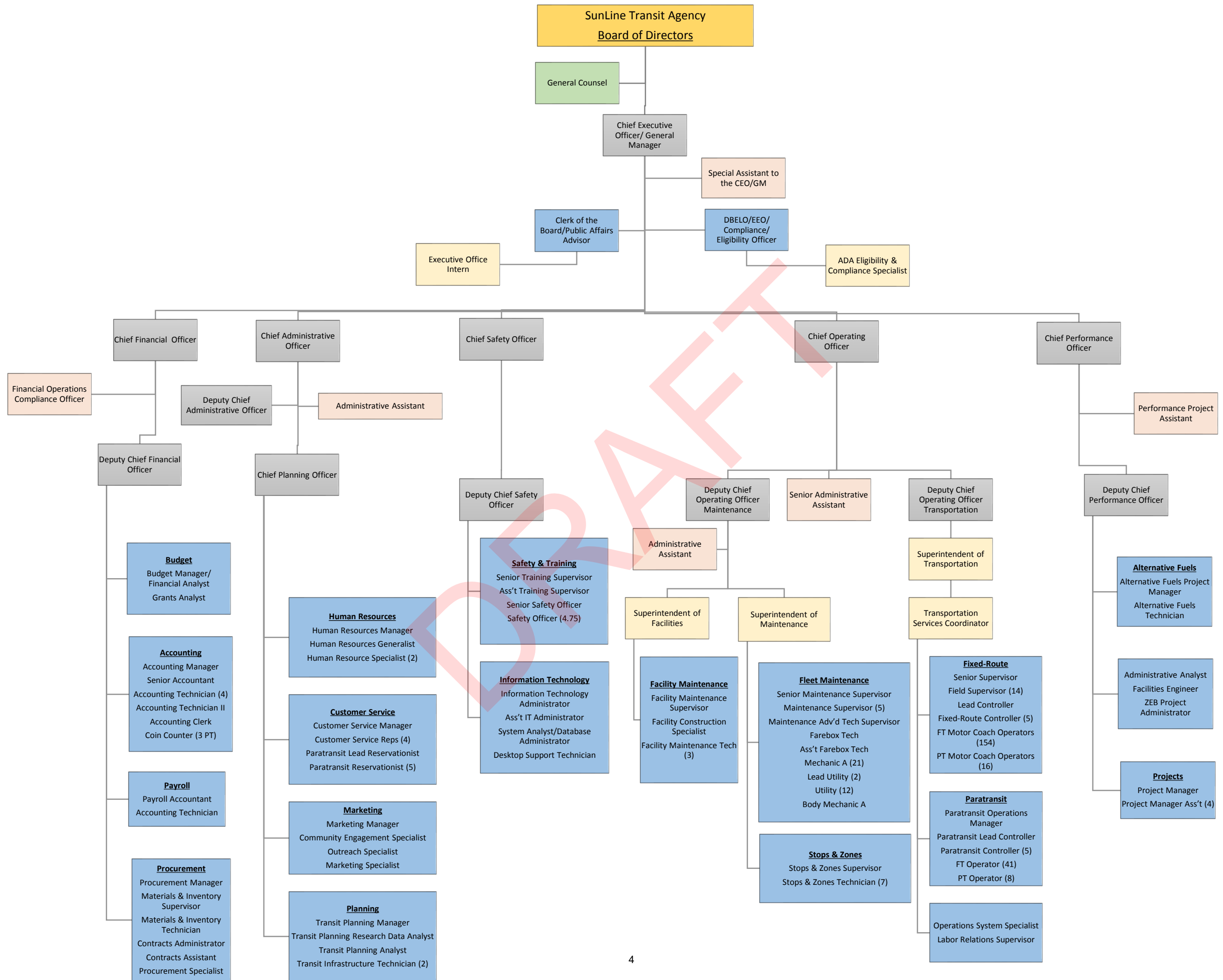
### **New Projects**

The 13 new capital projects address key capital needs of the Agency. The requests in FY20 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 six (6)
  - Replacement of Paratransit Vans four (4)
  - H2 Ride
  - New Flyer AQIP

- Facilities and Equipment:
  - Boardroom Equipment Upgrade
  - SunLine Property Expansion/Solar Farm Phase I
  - West Coast Center of Excellence Maintenance Facility
  - Facility Improvements
  - Ops Facility Phase III
  - CNG Fueling Station Phase III
  - Heavy Duty Tow Truck
- Technology:
  - Information Technology (IT) Projects
  - ITS Service Upgrade (3G to 4G)

DRAFT



## AGENCY PERSONNEL SUMMARY

Department	FY19 Base FTE's	Changes to Base	Proposed New Positions	FY20 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Executive Office (40)	5.00	-	1.00	6.00	1.00
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	9.50	(0.75)	1.00	9.75	0.25
Information Technology (42)	3.00	-	1.00	4.00	1.00
<b>OPERATIONS OFFICE</b>					
Operations - Fixed Route (11,12)	184.00	-	10.00	194.00	10.00
Operations - Paratransit (13, 14)	52.50	-	1.50	54.00	1.50
Maintenance (21, 22)	42.00	-	6.00	48.00	6.00
Facilities Maintenance (23, 24)	5.00	-	1.00	6.00	1.00
Stops and Zones (25)	8.00	-	-	8.00	-
<b>FINANCE OFFICE</b>					
Finance (41)	23.25	(3.00)	3.00	23.25	-
<b>ADMINISTRATION OFFICE</b>					
Human Resources (32)	5.00	(2.00)	2.00	5.00	-
Community & Customer Relations (45)	15.00	(4.00)	4.00	15.00	-
Service Planning (49)	8.00	-	-	8.00	-
<b>Total FTEs</b>	<b>374.25</b>	<b>(9.75)</b>	<b>30.50</b>	<b>395.00</b>	<b>20.75</b>

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, or for part time employees.

## AGENCY PERSONNEL SUMMARY

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### Executive Office

- The Executive Office is requesting two (2) part time interns each at 0.5 time allocation for a total of one (1) FTE. The interns will be trained and mentored as part of SunLine's internship program that will focus on training qualified candidates in transit operations and zero emission technologies.

### Safety and Security Office

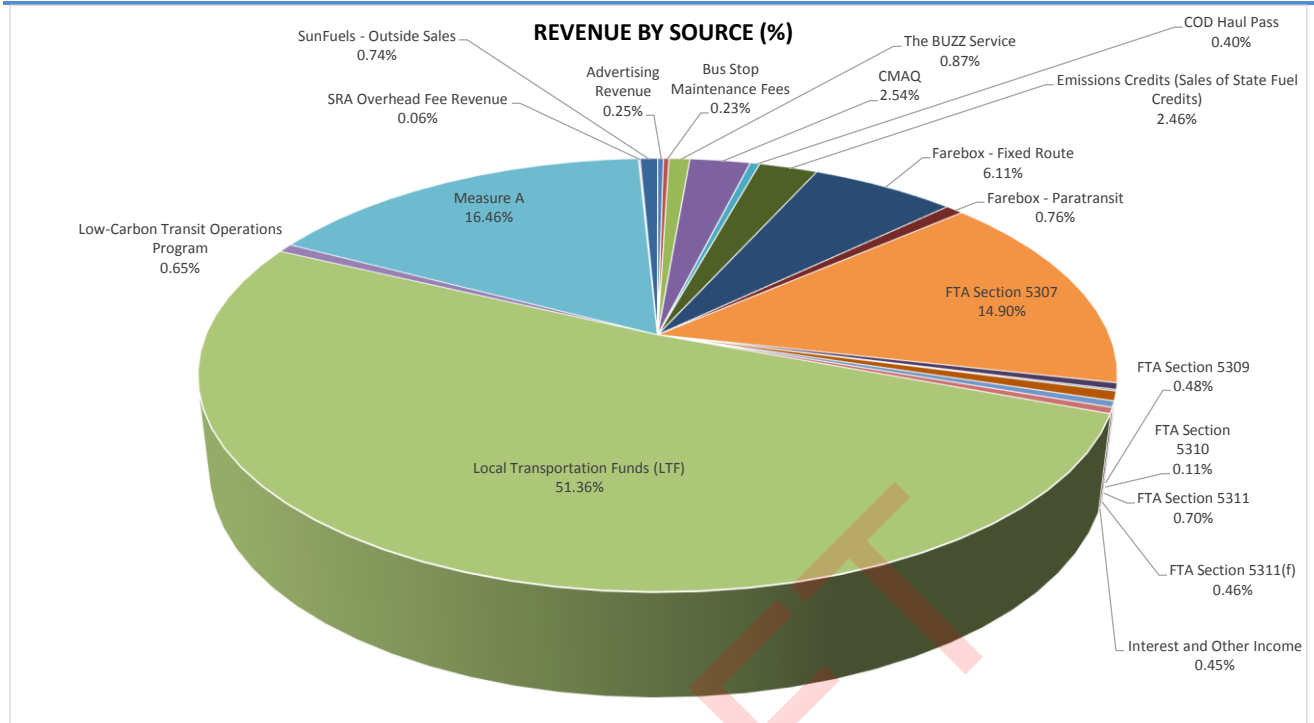
- The change to base FTEs is a result of the Chief Safety Officer no longer allocating payroll time to SunLine Regulatory Administration (SRA). Additionally, the information technology division is requesting one (1) System Analyst/Data Administrator to assist with monitoring database and application server performance, alarms, capacity levels, traffic, and other operations attributes.

### Operations Office

- Operations is requesting one (1) Lead Controller to provide leadership and oversight of control team and motor coach operators. Additionally, the office is requesting to add nine (9) FT Motor Coach Operators to help assist with the Agency's redesign and addition of the 111 Express. The office is also requesting two (2) PT Paratransit Operators to assist with the Agency's service.
- Operations is also requesting seven (7) FTE's for Operations Maintenance. The office is requesting two (2) Mechanics, two (2) Utilities, two (2) Maintenance Supervisors, and one (1) Facility Maintenance Technician. The requested FTE's are necessary to help maintain current fleet and facilities as well as the expansion of fleet and facilities.

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**REVENUE SUMMARY**



Sources of Funding (Operating)	FY19 Approved Budget	FY19 Estimates	FY19 Variance	FY20 Proposed Budget	FY20 Variance	Type
Advertising Revenue	75,949	247,317	171,368	100,000	24,051	Local
Bus Stop Maintenance Fees	112,000	117,540	5,540	94,818	(17,182)	Local
The BUZZ Service	237,667	237,667	-	356,500	118,833	Local
CMAQ	1,112,218	1,112,218	-	1,036,741	(75,477)	Federal
COD Haul Pass	-	-	-	163,167	163,167	Local
Emissions Credits (Sales of State Fuel Credits)	963,645	1,135,495	171,850	1,003,000	39,355	Sales
Farebox - Fixed Route	2,350,951	2,566,300	215,349	2,490,613	139,662	Sales
Farebox - Paratransit	292,877	314,033	21,156	309,036	16,159	Sales
FTA Section 5307	4,373,399	4,373,399	-	6,072,269	1,698,870	Federal
FTA Section 5309	250,000	250,000	-	195,402	(54,598)	Federal
FTA Section 5310	58,000	58,000	-	46,250	(11,750)	Federal
FTA Section 5311	352,874	352,874	-	286,933	(65,941)	Federal
FTA Section 5311(f)	204,721	204,721	-	186,051	(18,670)	Federal
Interest and Other Income	253,902	313,066	59,164	182,779	(71,123)	Local
Local Transportation Funds (LTF)	21,228,834	21,228,834	-	20,926,808	(302,026)	State
Low-Carbon Transit Operations Program	650,467	650,467	-	264,833	(385,634)	State
Measure A	6,000,000	6,000,000	-	6,706,363	706,363	Local
SRA Overhead Fee Revenue	34,545	34,845	300	26,087	(8,458)	Allocation
State of Good Repair	500,000	500,000	-	-	(500,000)	State
SunFuels - Outside Sales	486,355	558,719	72,364	300,000	(186,355)	Sales
Taxi Voucher (Passenger Sales)	116,000	93,870	(22,130)	92,500	(23,500)	Sales
<b>Total Operating Revenue</b>	<b>39,654,404</b>	<b>40,349,366</b>	<b>\$ 694,962</b>	<b>40,840,150</b>	<b>1,185,746</b>	



Notes:

- Two (2) new revenue sources; The BUZZ Service reimbursed through the City of Palm Springs, and the COD Haul Pass Program reimbursed through College of the Desert.
- The FY19 variance reflects the difference between FY19 estimates and FY19 approved budget. The FY20 variance indicates the difference between FY20 proposed budget and FY19 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.

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## **REVENUE & FUNDING SOURCES**

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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.

### **The BUZZ Service**

In January 2019 SunLine assumed a two (2) year partnership with the city of Palm Springs to provide the Palm Springs BUZZ service.

### **COD Haul Pass**

This is a three (3) year project that will subsidize bus passes for local college students. This is with the anticipation that, starting year two (2), participating schools will underwrite the cost or have their respective student bodies vote to adopt the Haul Pass program as a fee based inclusion during school registration.

### **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 FY19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program and 111 Express to the line 111.

## **REVENUE & FUNDING SOURCES**

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### **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.

### **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.

### **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.

## **REVENUE & FUNDING SOURCES**

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### **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**

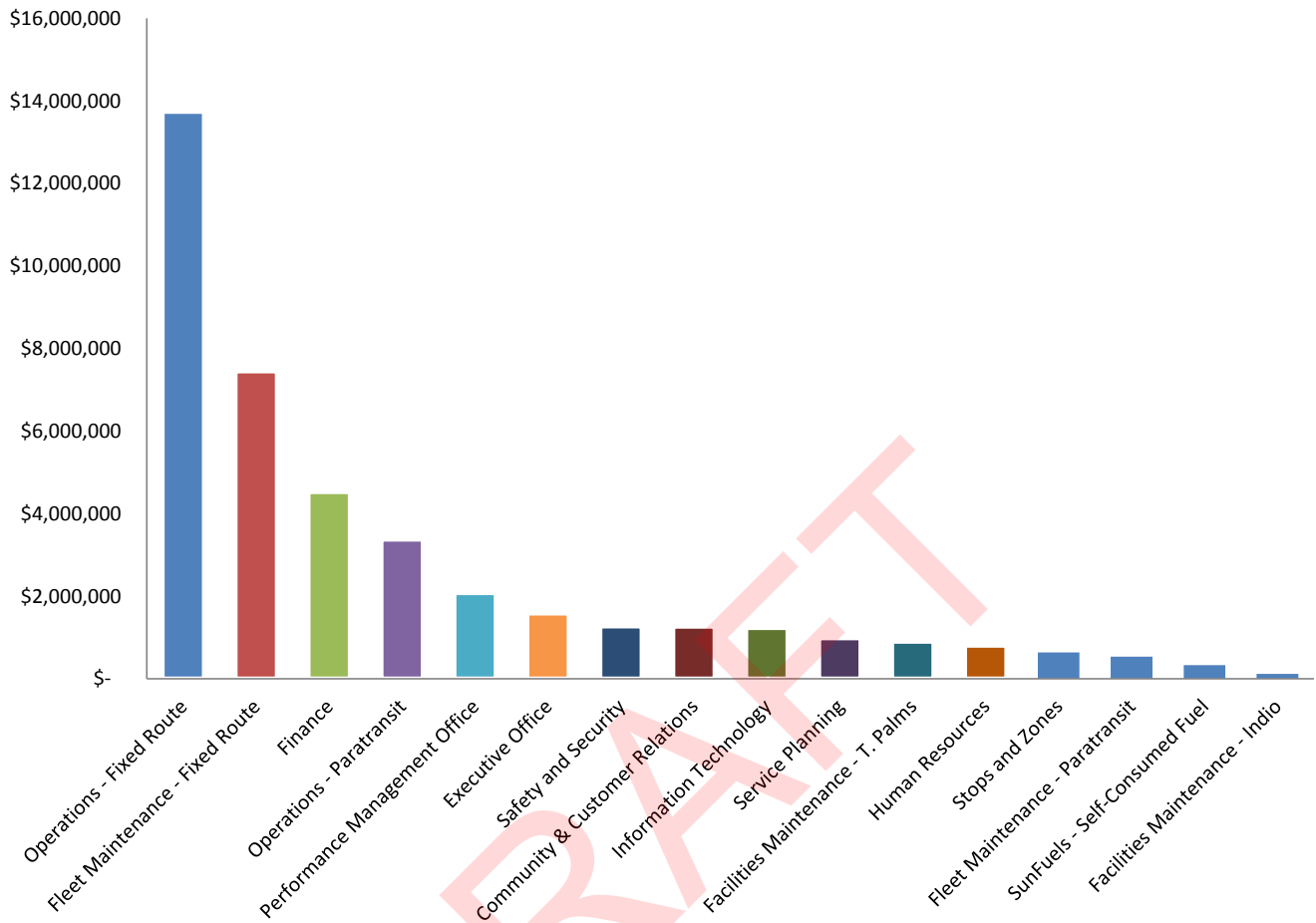
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### **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.

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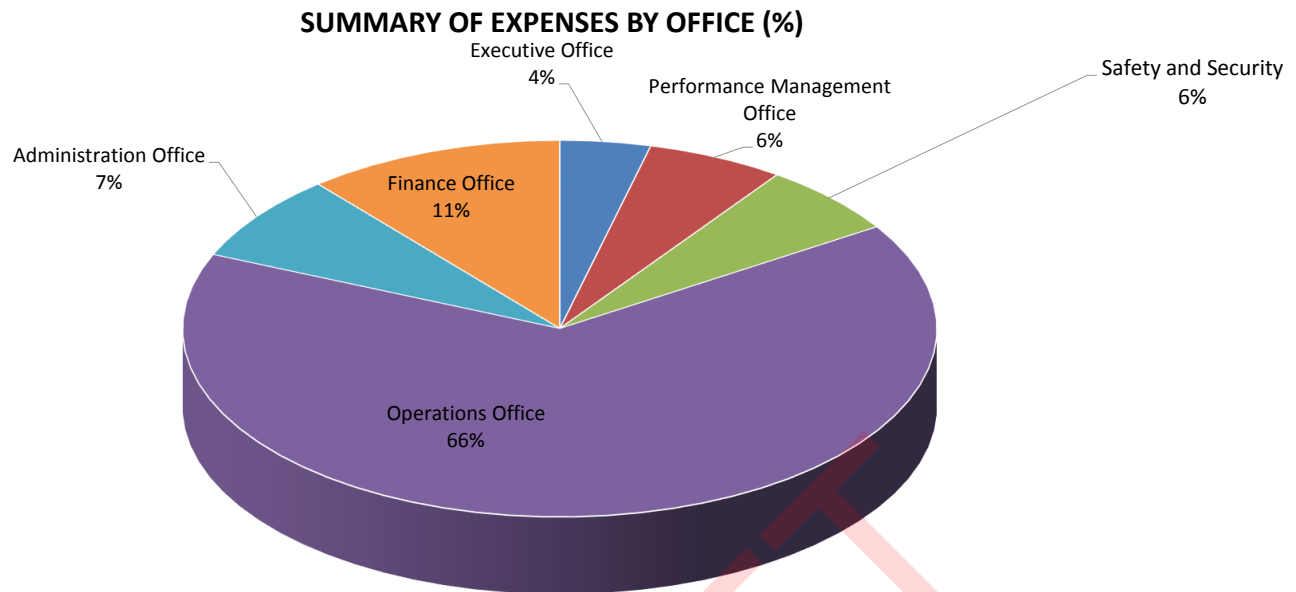
## EXPENSE SUMMARY



## EXPENSE SUMMARY

Division	Division Name	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
40	Executive Office	1,589,600	1,585,471	(4,129)
<b>Performance Management Office</b>				
10	SunFuels - Self-consumed Fuel	668,170	329,382	(338,788)
44	Performance Management	1,911,344	2,079,167	167,823
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,091,099	1,271,940	180,841
42	Information Technology	-	1,233,055	1,233,055
<b>OPERATIONS OFFICE</b>				
11 & 12	Operations - Fixed Route	13,215,824	13,738,582	522,758
13 & 14	Operations - Paratransit	3,422,837	3,376,111	(46,726)
21 & 22	Fleet Maintenance - Fixed Route	7,229,976	7,451,356	221,380
13	Fleet Maintenance - Paratransit	435,800	536,637	100,837
23	Facilities Maintenance - T. Palms	854,410	901,025	46,615
24	Facilities Maintenance - Indio	117,650	115,100	(2,550)
25	Stops and Zones	615,697	639,364	23,667
<b>FINANCE OFFICE</b>				
41	Finance	4,674,613	4,526,631	(147,982)
<b>ADMINISTRATION OFFICE</b>				
32	Human Resources	684,258	805,100	120,842
42	Information Technology	1,162,372	-	(1,162,372)
45	Community & Customer Relations	1,116,337	1,266,249	149,912
49	Service Planning	864,417	984,980	120,563
<b>Total</b>		<b>39,654,404</b>	<b>40,840,150</b>	<b>1,185,746</b>

## EXPENSE SUMMARY BY OFFICE

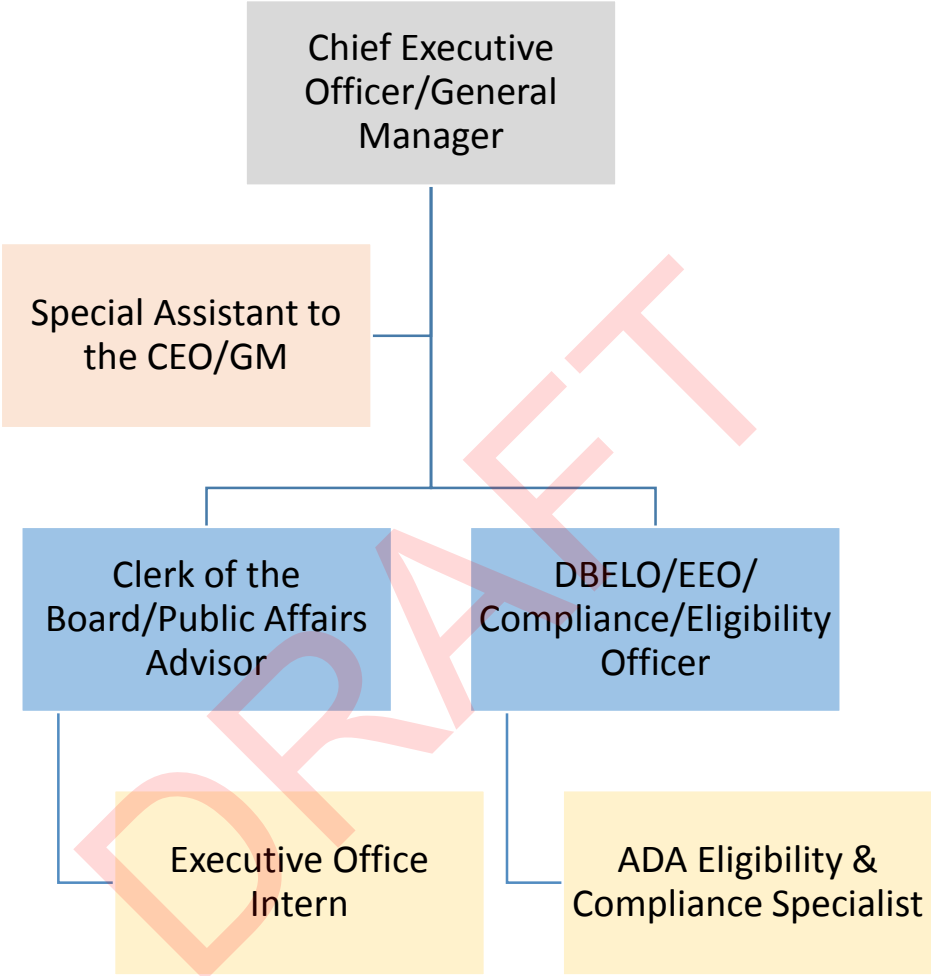


Department	FY19 Approved Budget	FY20 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	1,589,600	1,585,471	4%
<b>Executive Office</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>4%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
Performance Management	1,911,344	2,079,167	5%
SunFuels	668,170	329,382	1%
<b>Performance Office</b>	<b>2,579,514</b>	<b>2,408,549</b>	<b>6%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,091,099	1,271,940	3%
Information Technology	-	1,233,055	3%
<b>Safety and Security Office</b>	<b>1,091,099</b>	<b>2,504,995</b>	<b>6%</b>
<b>OPERATIONS OFFICE</b>			
Operations - Fixed Route & Paratransit	16,638,661	17,114,693	42%
Fleet Maintenance - Fixed Route and Paratransit	7,665,776	7,987,993	20%
Facilities Maintenance	972,060	1,016,125	2%
Stops and Zones	615,697	639,364	2%
<b>Operations Office</b>	<b>25,892,194</b>	<b>26,758,175</b>	<b>66%</b>
<b>FINANCE OFFICE</b>			
Finance	4,674,613	4,526,631	11%
<b>Finance Office</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>11%</b>
<b>ADMINISTRATION OFFICE</b>			
Human Resources	684,258	805,100	2%
Information Technology	1,162,372	-	0%
Community & Customer Relations	1,116,337	1,266,249	3%
Service Planning	864,417	984,980	2%
<b>Administration Office</b>	<b>3,827,384</b>	<b>3,056,329</b>	<b>7%</b>
<b>Total Expenses</b>	<b>39,654,404</b>	<b>40,840,150</b>	<b>100%</b>

# EXECUTIVE OFFICE

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**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.

**FY20 GOALS & OBJECTIVES**

- Support the commercialization of Hydrogen Fuel Vehicles and the successful implementation of Hydrogen Technology Projects.
- 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 to develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.
- Support legislative advocacy efforts to further SunLine's mission and provide increased transportation options for the community.
- Continue progress on improving rider and employee facilities.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimated Actuals	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	244,120	267,306	282,615	328,740	387,842	59,102
5010201610 ADMIN SALARIES-OT	-	-	-	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(1,849)	(2,025)	(2,141)	(1,896)	(2,100)	(204)
5029999999 TOTAL FRINGE BENEFITS	161,615	148,157	186,452	226,382	269,704	43,322
5030200000 PUBLIC NOTICES	-	-	-	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	252,320	216,110	401,619	402,000	400,000	(2,000)
5030300005 LEGAL SVCS- GENERAL	106,659	110,735	122,014	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION	3,226	3,026	2,555	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL	1,537	1,943	136	3,000	4,500	1,500
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	47,919	57,632	68,392	68,442	72,000	3,558
5090200000 TRAVEL-MEETINGS/TRAINING	37,211	44,510	17,843	37,000	20,000	(17,000)
5090200001 TRAINING/ WORKSHOP	-	-	13,581	22,306	15,000	(7,306)
5090200002 BOARD MEETING EXPENSES	5,638	4,237	3,960	4,500	5,000	500
5090200003 BOARD MEMBER COMPENSATION	6,390	6,077	5,100	6,000	6,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	18,407	46,029	16,631	73,000	50,000	(23,000)
5099900002 MISCELLANEOUS EXPENSE	556	-	-	-	-	-
5099900004 CONSULTING-GENERAL	56,526	69,633	139,801	287,125	223,525	(63,600)
<b>Total Expenses</b>	<b>940,275</b>	<b>973,372</b>	<b>1,258,558</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>(4,129)</b>

- Added public notices GL to distribute notices relating to DBE, EEO, and ADA information
- Added OT GL for non exempt employee(s)

**EXECUTIVE OFFICE**

**Division 40**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Authorized FTEs	FY20 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
0	Clerk of the Board/ Special Assistant to the CEO	1.00	0.00	(1.00)
1	Special Assistant to the CEO/General Manager	1.00	1.00	0.00
1	Clerk of the Board/ Public Affairs Advisor	0.00	1.00	1.00
1	DBELO/ EEO/ Compliance/Eligibility Officer	1.00	1.00	0.00
1	ADA Eligibility & Compliance Specialist	1.00	1.00	0.00
2	Executive Office Intern - 2 PT (.5)	0.00	1.00	1.00
<b>7</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Clerk of the Board/ Special Assistant to the CEO retitled to Clerk of the Board/ Public Affairs Advisor
- Adding two (2) PT interns total of one(1) FTE

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**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	328,740	387,842	59,102
<b>5010201610 ADMIN SALARIES-OT</b>	-	1,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(1,896)	(2,100)	(204)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	226,382	269,704	43,322
<b>Sub-total</b>	<b>553,227</b>	<b>656,446</b>	<b>103,219</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO, and ADA information.	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Attorney fees for employee related issues	367,000	400,000	33,000
Legal fees for labor negotiations	35,000	-	(35,000)
<b>Sub-total</b>	<b>402,000</b>	<b>400,000</b>	<b>(2,000)</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	125,000	125,000	-
<b>Sub-total</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	3,000	4,500	1,500
<b>Sub-total</b>	<b>3,000</b>	<b>4,500</b>	<b>1,500</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	35,028	37,000	1,972
Cal Act	910	1,000	90
CAL Hydrogen Bus Council	10,000	10,000	-
Cal Start	1,950	2,500	550
California Transit Association	12,054	13,000	946
Carreon foundation Scholarship	2,500	2,500	-
Clean Cities Coachella	1,000	1,000	-
CSUSB Advancement Board	2,000	2,000	-
ZEBRA	3,000	3,000	-
<b>Sub-Total</b>	<b>68,442</b>	<b>72,000</b>	<b>3,558</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA CEO Seminar	3,636	1,965	(1,671)
APTA Board Conference	4,980	2,692	(2,288)
APTA Committee Meetings	2,292	1,239	(1,053)
CalAct Autumn Conference	2,106	1,138	(968)
CalStart Conference - Heavy Duty	1,606	868	(738)
CTA Annual Conference	1,606	868	(738)
CTE Board Meeting	1,606	868	(738)
EEO, DBE, ADA Seminars	7,000	3,784	(3,216)
Fees for general administration expenses related to city & community events	4,480	2,422	(2,058)
Training for Clerk of the Board	5,000	2,703	(2,297)
ZEBS Meetings	2,688	1,453	(1,235)
<b>Sub-Total</b>	<b>37,000</b>	<b>20,000</b>	<b>(17,000)</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Annual APTA Conference	4,071	2,737	(1,334)
APTA Bus & Paratransit Conference	3,167	2,130	(1,037)
APTA Leadership	3,020	2,031	(989)
APTA Legislative Conference	3,618	2,433	(1,185)
California Hydrogen Business Council Board	1,810	1,217	(593)
CARB Subcommittee for ZEBS	1,810	1,217	(593)
CTA Legislative Conference	1,810	1,217	(593)
West Coast Center of Excellence	3,000	2,018	(982)
<b>Sub-Total</b>	<b>22,306</b>	<b>15,000</b>	<b>(7,306)</b>

**EXECUTIVE OFFICE DETAIL**

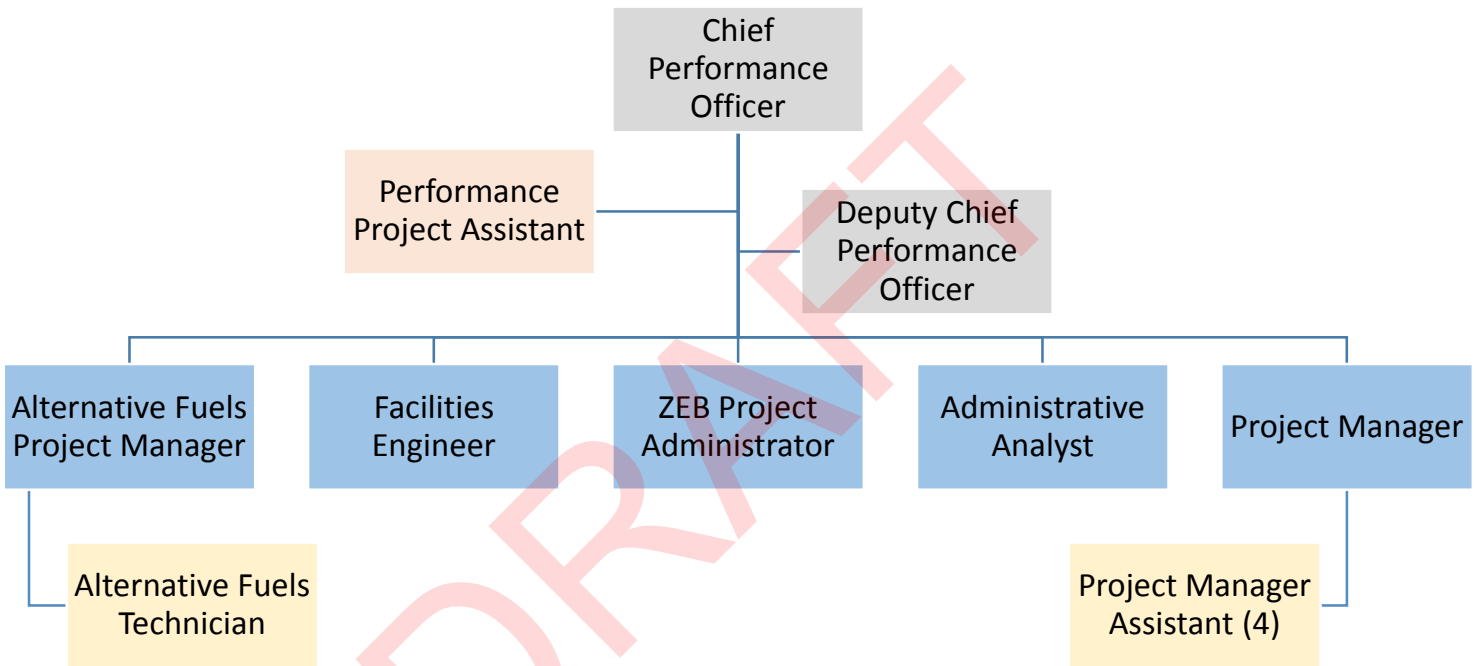
**Division 40**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	4,500	5,000	500
<b>Sub-total</b>	<b>4,500</b>	<b>5,000</b>	<b>500</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds (Paratransit reform)	73,000	50,000	(23,000)
<b>Sub-total</b>	<b>73,000</b>	<b>50,000</b>	<b>(23,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Arbitration Services	35,000	-	(35,000)
Bus Stop Analysis	75,000	75,000	-
General assessments	92,125	58,525	(33,600)
Leadership Consulting	85,000	90,000	5,000
<b>Sub-total</b>	<b>287,125</b>	<b>223,525</b>	<b>(63,600)</b>
<b>Total Expenses</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>(4,129)</b>

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# PERFORMANCE MANAGEMENT OFFICE

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**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.

**FY20 GOALS & OBJECTIVES**

- Deliver innovative capital projects while managing quality, schedules and cost controls.
- Promote team growth opportunities through education and delegating responsibilities.
- Cultivate communications with the Agency and project partners.
- Continue to evaluate metrics to enhance data utilization throughout the Agency.
- Execute the comprehensive Capital Improvement Plan.

**EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)**

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	438,210	343,304	282,455	548,388	561,077	12,689
5010201610 ADMIN SALARIES-OT	16	929	561	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(3,303)	(2,405)	(1,963)	(2,760)	(1,963)	797
5010700001 GRANT ALLOCATION	(941)	(46,252)	(3,821)	(30,000)	(40,000)	(10,000)
5029999999 TOTAL FRINGE BENEFITS	185,531	114,904	194,377	321,250	395,903	74,653
5030200000 PUBLIC NOTICES	-	1,270	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	-	17,571	-	-	-	-
5030400000 TEMPORARY HELP	-	7,865	14,670	10,000	15,000	5,000
5039900012 VAN POOL EXPENSES	-	-	-	-	350,000	350,000
5039900013 CENTER OF EXCELLENCE	-	114,887	64,076	216,822	26,000	(190,822)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	312,500	312,500
5049900000 PRINTING ADMINISTRATION	-	96	287	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	314	501	553	550	650	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,008	-	1,814	1,000	2,000	1,000
5090200000 TRAVEL-MEETINGS/TRAINING	12,982	14,050	25,150	20,200	25,000	4,800
5090200001 TRAINING/ WORKSHOP	-	1,458	2,091	1,394	3,000	1,606
5090200002 ACCESS COMMITTEE EXPENSES	1,007	195	-	-	-	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	9,475	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES	-	-	107	500	500	-
5099900002 MISCELLANEOUS EXPENSE	56	-	-	-	-	-
5099900004 CONSULTING-GENERAL	42,731	66,915	289,690	797,500	402,000	(395,500)
<b>Total Expenses</b>	<b>677,609</b>	<b>635,287</b>	<b>879,522</b>	<b>1,911,344</b>	<b>2,079,167</b>	<b>167,823</b>

Notes

- Added SunRide Rideshare Program GL for new project and related expenditures.
- Vanpool Expenses moved from the Finance Office to the Performance Office.

**PERFORMANCE MANAGEMENT OFFICE**

Division 44

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Authorized FTEs	FY20 Requested FTEs	Variance
1	Administrative Analyst	1.00	1.00	0.00
1	Chief Performance Officer	1.00	1.00	0.00
1	Chief Project Consultant	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	4.00	4.00	0.00
1	ZEB Project Administrator	1.00	1.00	0.00
<b>12</b>	<b>Total FTEs</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

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**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	548,388	561,077	12,689
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	2,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(2,760)	(1,963)	797
<b>5010700001 GRANT ALLOCATION</b>	(30,000)	(40,000)	(10,000)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	321,250	395,903	74,653
<b>Sub-total</b>	<b>837,878</b>	<b>917,017</b>	<b>79,139</b>
<b>5030400000 TEMPORARY HELP</b>			
Temporary resources with departmental needs as they arise	10,000	15,000	5,000
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5030300012 VAN POOL EXPENSES</b>			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	-	350,000	350,000
<b>Sub-total</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>
<b>5039900013 CENTER OF EXCELLENCE</b>			
West Coast Center of Excellence training material and events	190,822	-	(190,822)
Unplanned Maintenance Software (pass through FTA/CTE funds)	26,000	26,000	-
<b>Sub-total</b>	<b>216,822</b>	<b>26,000</b>	<b>(190,822)</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Start up costs for the SunRide (Micro Transit Program)	-	312,500	312,500
<b>Sub-total</b>	<b>-</b>	<b>312,500</b>	<b>312,500</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	550	650	100
<b>Sub-total</b>	<b>550</b>	<b>650</b>	<b>100</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting services (Dropbox), Construction Management Association of America membership	1,000	2,000	1,000
<b>Sub-total</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
APTA seminars	7,000	8,500	1,500
Cal Act seminar	2,000	3,500	1,500
CTA seminars	2,000	3,300	1,300
DBE Outreach	1,000	-	(1,000)
FTA sponsored technology events	2,000	2,000	
National Transit Institute	1,500	2,000	500
Public Project Training	500	1,500	1,000
Transit Paratransit Course University of the Pacific	4,200	4,200	-
<b>Sub-total</b>	<b>20,200</b>	<b>25,000</b>	<b>4,800</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	1,394	3,000	1,606
<b>Sub-total</b>	<b>1,394</b>	<b>3,000</b>	<b>1,606</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursement and misc. expenses	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	695,500	317,000	(378,500)
Subject matter experts to supplement staff	102,000	85,000	(17,000)
<b>Sub-total</b>	<b>797,500</b>	<b>402,000</b>	<b>(395,500)</b>
<b>Total Expenses</b>	<b>1,911,344</b>	<b>2,079,167</b>	<b>167,823</b>

**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.

**FY20 GOALS & OBJECTIVES**

- Operate an efficient fueling infrastructure.
- Maintain safe, reliable and courteous service to our internal and external customers.
- Begin operating the new CNG and Hydrogen stations.
- Create a path to secure more renewable energy paths to offset demands.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	95,615	100,038	100,480	102,826	104,407	1,581
5010201610 ADMIN SALARIES-OT	2,398	1,311	1,328	2,000	2,000	-
5010700000 ALLOCATED SALARIES	16,012	16,134	15,586	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	92,642	78,536	86,716	80,814	87,182	6,368
5030500010 CONTRACT SVC-GENERAL	15,806	17,934	15,073	49,000	19,000	(30,000)
5030500011 CONTRACT SVC-H2	65,356	56,056	58,197	62,500	30,000	(32,500)
5030500012 UNIFORMS	1,367	1,541	1,556	1,550	1,600	50
5030600900 ANSWERING SERVICES	987	379	359	420	420	-
5039900005 SHIPPING/FREIGHT	371	105	352	1,000	800	(200)
5039900007 INVENTORY-SALES TAX	1,823	2,876	2,011	3,500	3,500	-
5039900008 INVENTORY-FREIGHT CHARGES	867	1,213	842	1,500	1,500	-
5049900001 OFFICE SUPPLIES	138	159	171	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	698	1,240	2,199	2,100	2,000	(100)
5049900011 MAT/SUPPLIES--HYDROGEN	3,961	23,970	5,516	5,760	3,000	(2,760)
5049900012 MAT/SUPPLIES--CNG INDIO	1,480	707	1,490	1,500	1,500	-
5049900300 REPAIR PARTS-HYDROGEN	10,142	23,354	27,447	19,500	20,000	500
5049900400 REPAIR PARTS-CNG - TPALMS	36,117	27,767	18,426	32,000	30,000	(2,000)
5049900450 REPAIR PARTS-CNG - INDIO	12,626	13,664	6,130	20,000	15,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	71,309	70,441	62,937	73,000	73,000	-
5050200002 ELECTRICITY-CNG INDIO	72,583	77,245	54,725	69,000	65,000	(4,000)
5050200003 ELECTRICITY-HYDROGEN	23,599	26,446	22,038	133,000	145,000	12,000
5050200020 NATURAL GAS - THOUSAND PALMS	1,000,885	829,214	894,900	950,000	950,000	-
5050200021 NATURAL GAS - INDIO	472,402	395,163	260,061	395,000	375,000	(20,000)
5050200022 NATURAL GAS - HYDROGEN	46,768	47,271	61,318	45,000	20,000	(25,000)
5070500000 FUEL TAXES	175,429	171,318	72,010	170,000	100,000	(70,000)
5090200000 TRAVEL MEETINGS/TRAINING	1,859	2,000	-	2,000	3,000	1,000
5090801000 BANK ADJUSTMENTS/FEES	8,207	8,584	9,413	8,200	9,755	1,555
5099900004 PERMITS & LICENSES	327	327	490	700	1,200	500
5099909000 ALLOCATED INDIRECT EXPENSES	12,676	16,714	15,970	20,000	20,000	-
5100200000 SELF CONSUMED FUEL	(1,638,504)	(1,463,140)	(1,564,183)	(1,600,000)	(1,770,782)	(170,782)
<b>Total Expenses</b>	<b>605,945</b>	<b>548,566</b>	<b>233,558</b>	<b>668,170</b>	<b>329,382</b>	<b>(338,788)</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

Division 10

**PERSONNEL SUMMARY**

<b>FY20 Physical Count</b>	<b>Classification</b>	<b>FY19 Base FTE's</b>	<b>FY20 Proposed Base FTE's</b>	<b>Variance</b>
1	Alternative Fuels Project Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
<b>2</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

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**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	102,826	104,407	1,581
<b>5010201610 ADMIN-OT</b>	2,000	2,000	-
<b>5010700000 ALLOCATED SALARIES</b>	16,000	16,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	80,814	87,182	6,368
<b>Sub-total</b>	<b>201,640</b>	<b>209,589</b>	<b>7,949</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Hydrogen Trailer Inspection and Certification	30,000	-	(30,000)
Haz mat disposal	2,300	2,300	-
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	5,000	5,000	-
<b>Sub-total</b>	<b>49,000</b>	<b>19,000</b>	<b>(30,000)</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Quarterly H2 purity testing	5,000	5,000	-
Reformer maintenance & monitoring	53,500	21,000	(32,500)
Water treatment services for H2 production	4,000	4,000	-
<b>Sub-total</b>	<b>62,500</b>	<b>30,000</b>	<b>(32,500)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	1,550	1,600	50
<b>Sub-total</b>	<b>1,550</b>	<b>1,600</b>	<b>50</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	420	420	-
<b>Sub-total</b>	<b>420</b>	<b>420</b>	<b>-</b>
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	1,000	800	(200)
<b>Sub-total</b>	<b>1,000</b>	<b>800</b>	<b>(200)</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	3,500	3,500	-
<b>Sub-total</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	300	300	-
Electrical hardware	200	200	-
Hardware	150	150	-
Industrial supplies	150	150	-
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Stainless steel fittings	400	300	(100)
<b>Sub-total</b>	<b>2,100</b>	<b>2,000</b>	<b>(100)</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Hardware	1,110	610	(500)
Hoses & nozzles	1,000	500	(500)
Nitrogen	2,000	1,000	(1,000)
Reverse osmosis water filters	800	540	(260)
Stainless steel fittings	350	350	-
Stainless steel valves	500		(500)
<b>Sub-total</b>	<b>5,760</b>	<b>3,000</b>	<b>(2,760)</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	750	750	-
Hardware	300	300	-
Stainless steel fittings & valves	450	450	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	-
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	10,000	10,000	-
Parts for compressor	9,500	10,000	500
<b>Sub-total</b>	<b>19,500</b>	<b>20,000</b>	<b>500</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Compressor rebuild parts	14,600	12,600	(2,000)
Parts for dispenser	5,000	5,000	-
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	4,400	4,400	-
<b>Sub-total</b>	<b>32,000</b>	<b>30,000</b>	<b>(2,000)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	11,333	11,333	-
Parts for dispenser	6,000	1,000	(5,000)
Parts for hoses & nozzles	2,667	2,667	-
<b>Sub-total</b>	<b>20,000</b>	<b>15,000</b>	<b>(5,000)</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	73,000	73,000	-
<b>Sub-total</b>	<b>73,000</b>	<b>73,000</b>	-



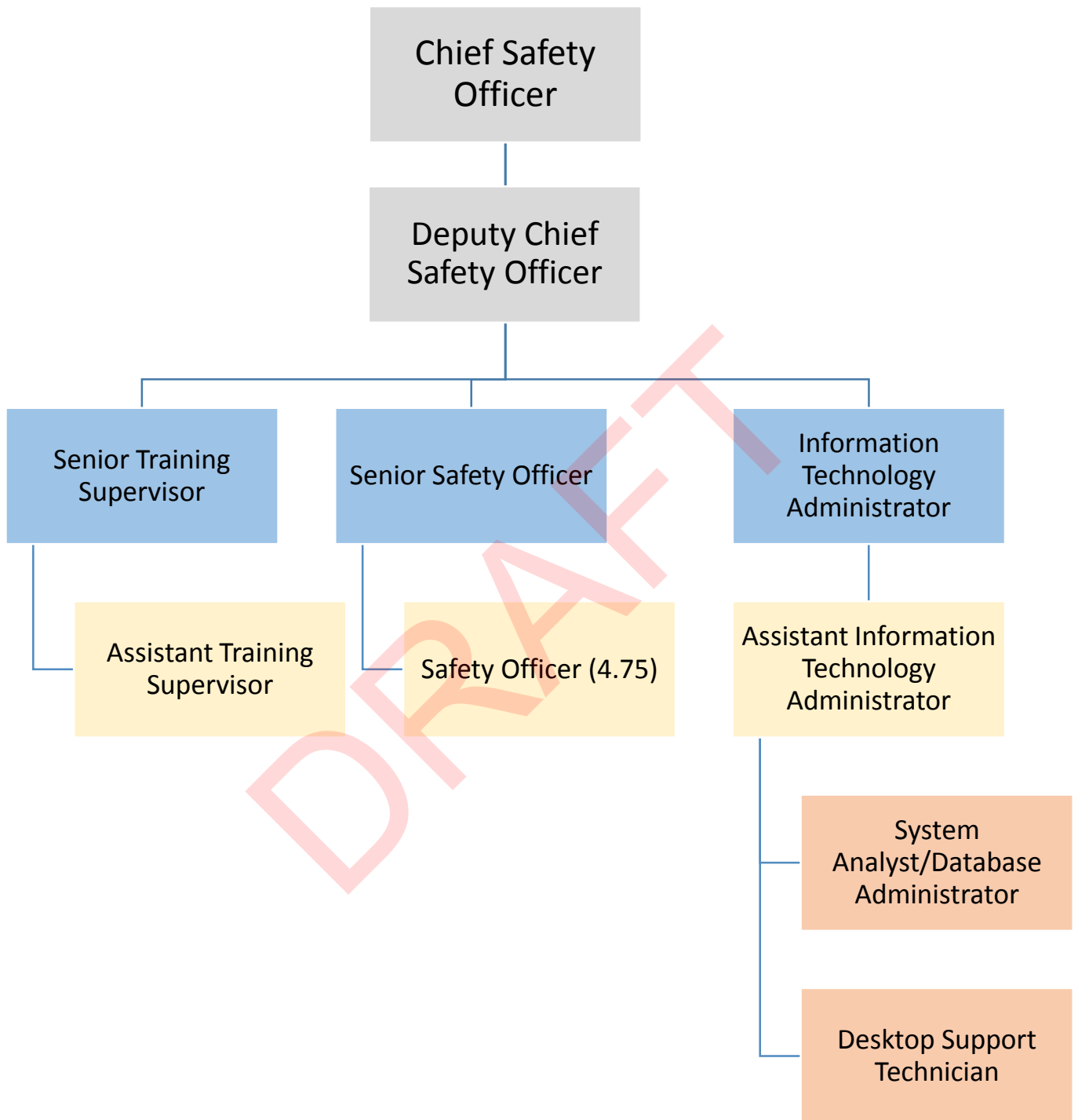
**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	69,000	65,000	(4,000)
<b>Sub-total</b>	<b>69,000</b>	<b>65,000</b>	<b>(4,000)</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	133,000	145,000	12,000
<b>Sub-total</b>	<b>133,000</b>	<b>145,000</b>	<b>12,000</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	950,000	950,000	-
<b>Sub-total</b>	<b>950,000</b>	<b>950,000</b>	<b>-</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	395,000	375,000	(20,000)
<b>Sub-total</b>	<b>395,000</b>	<b>375,000</b>	<b>(20,000)</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	45,000	20,000	(25,000)
<b>Sub-total</b>	<b>45,000</b>	<b>20,000</b>	<b>(25,000)</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	170,000	100,000	(70,000)
<b>Sub-total</b>	<b>170,000</b>	<b>100,000</b>	<b>(70,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Ariel Compressor	600	1,000	400
APTA, ACT, CalCTA	1,400	2,000	600
<b>Sub-total</b>	<b>2,000</b>	<b>3,000</b>	<b>1,000</b>
<b>5090801000 BANK ADJUSTMENTS/FEES</b>			
Merchant transaction fees	8,200	9,755	1,555
<b>Sub-total</b>	<b>8,200</b>	<b>9,755</b>	<b>1,555</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	700	1,200	500
<b>Sub-total</b>	<b>700</b>	<b>1,200</b>	<b>500</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(1,600,000)	(1,770,782)	(170,782)
<b>Sub-total</b>	<b>(1,600,000)</b>	<b>(1,770,782)</b>	<b>(170,782)</b>
<b>Total Expenses</b>	<b>668,170</b>	<b>329,382</b>	<b>(338,788)</b>

# SAFETY AND SECURITY OFFICE

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## 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.

#### FY20 GOALS & OBJECTIVES

- Update System Safety Plan to include Safety Management Systems principles.
- Increase awareness of the System Safety Plan throughout the Agency.
- Ongoing TSI and emergency management training for safety personnel.
- Implement perishable skills training program for Operators.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	245,172	293,632	294,980	382,244	464,944	82,700
5010201610 ADMIN SALARIES-OT	841	96	219	500	1,000	500
5029999999 TOTAL FRINGE BENEFITS	233,381	250,332	265,823	367,416	382,259	14,843
5030300001 ID BADGE SUPPLIES	1,651	1,540	2,193	1,500	2,700	1,200
5030300003 MEDICAL-EXAMS AND TESTING	-	-	17,660	21,000	22,000	1,000
5030300013 UNIFORMS	2,067	2,028	1,932	2,500	3,000	500
5030300050 EMPLOYEE INCENTIVE SERVICES	18,163	14,806	7,930	17,000	20,000	3,000
5030700000 SECURITY SERVICES	76,823	100,130	101,101	104,159	117,337	13,178
5030700005 CAMERA MAINTENANCE AGREEMENT	-	-	-	-	20,000	20,000
5049900001 OFFICE SUPPLIES	1,634	3,017	2,071	2,000	2,250	250
5049900009 MATERIALS & SUPPLIES	12,477	10,388	9,402	19,449	23,000	3,551
5049901000 EMERGENCY PREPARDNESS SUPPLIES	5,861	2,186	-	-	5,000	5,000
5060300100 REPAIR CLAIMS	-	34,363	32,905	144,280	124,000	(20,280)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,749	6,622	2,693	2,551	4,000	1,449
5090200000 TRAVEL MEETINGS/TRAINING	13,501	13,562	17,918	18,000	22,000	4,000
5090201000 EMPLOYEE EXPENSES	140	2,555	(2)	500	450	(50)
5090800000 RECRUITING EMPLOYEES	-	-	-	8,000	8,000	-
5099900002 MISCELLANEOUS EXPENSE	362	-	-	-	-	-
5099900004 CONSULTING-GENERAL	-	-	-	-	50,000	50,000
<b>Total Expenses</b>	<b>623,823</b>	<b>735,257</b>	<b>756,825</b>	<b>1,091,099</b>	<b>1,271,940</b>	<b>180,841</b>

#### Notes

- Added Camera Maintenance GL for new camera system
- Added a Consulting General Services GL

**SAFETY AND SECURITY OFFICE**

Division 15

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Assistant Training Supervisor	1.00	1.00	0.00
1	Chief Safety Officer	0.00	1.00	1.00
0	Chief Safety Officer	0.75	0.00	(0.75)
0	Deputy Chief Safety Officer	0.75	0.00	(0.75)
1	Deputy Chief Safety Officer	0.00	0.75	0.75
5	Safety Officer - 1 PT (.75)	4.75	4.75	0.00
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
<b>10</b>	<b>Total FTEs</b>	<b>9.25</b>	<b>9.50</b>	<b>0.25</b>

Notes:

- Taxi Administrator title dropped from both Chief Safety Officer and Deputy Chief Safety Officer
- Chief Safety Officer will no longer allocate payroll time to SRA
- Deputy Chief Safety Officer budgeted at .75 FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

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**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	382,244	464,944	82,700
<b>5010201610 ADMIN SALARIES-OT</b>	500	1,000	500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	367,416	382,259	14,843
<b>Sub-total</b>	<b>750,160</b>	<b>848,203</b>	<b>98,043</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	1,500	2,700	1,200
<b>Sub-total</b>	<b>1,500</b>	<b>2,700</b>	<b>1,200</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	21,000	22,000	1,000
<b>Sub-total</b>	<b>21,000</b>	<b>22,000</b>	<b>1,000</b>
<b>5030300013 UNIFORMS</b>			
Staff shirts/hats, Etc.	500	500	-
Uniform rental	2,000	2,500	500
<b>Sub-total</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	7,000	10,000	3,000
Safety Incentive program	10,000	10,000	-
<b>Sub-total</b>	<b>17,000</b>	<b>20,000</b>	<b>3,000</b>
<b>5030700000 SECURITY SERVICES</b>			
Emergency evacuation system monitoring	1,440	12,000	10,560
Guard services at Divisions 1 & 2	102,719	105,337	2,618
<b>Sub-total</b>	<b>104,159</b>	<b>117,337</b>	<b>13,178</b>
<b>5030700005 CAMERA MAINTENANCE AGREEMENT</b>			
Camera maintenance	-	20,000	20,000
<b>Sub-total</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,000	2,250	250
<b>Sub-total</b>	<b>2,000</b>	<b>2,250</b>	<b>250</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
Banners	1,000	1,000	-
First aid /CPR supplies	1,000	2,000	1,000
First aid kit supplies	2,000	3,000	1,000
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	2,000	4,000	2,000
Training Supplies	1,000	2,000	1,000
Driver Training Material	9,449	5,000	(4,449)
PPE Supplies	-	3,000	3,000
<b>Sub-total</b>	<b>19,449</b>	<b>23,000</b>	<b>3,551</b>
<b>5049901000 EMERGENCY PREPARDNESS SUPPLIES</b>			
Emergency equipment	-	5,000	5,000
<b>Sub-total</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>5060300100 REPAIR CLAIMS</b>			
Repair Claims	144,280	124,000	(20,280)
<b>Sub-total</b>	<b>144,280</b>	<b>124,000</b>	<b>(20,280)</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
911 Mass Contact System	395	395	-
Fred Pryor Membership	1,407	1,000	(407)
National Safety Council	749	749	-
OSHA Membership	-	1,856	1,856
<b>Sub-total</b>	<b>2,551</b>	<b>4,000</b>	<b>1,449</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Conference	4,000	4,000	-
CTA Conference	4,000	4,000	-
FTA Drug & Alcohol Training	-	3,000	3,000
Risk management training	1,500	1,000	(500)
TSI Training	8,500	10,000	1,500
<b>Sub-total</b>	<b>18,000</b>	<b>22,000</b>	<b>4,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Equipment for collision investigations	500	450	(50)
<b>Sub-total</b>	<b>500</b>	<b>450</b>	<b>(50)</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	-	50,000	50,000
<b>Sub-total</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Expenses</b>	<b>1,091,099</b>	<b>1,271,940</b>	<b>180,841</b>

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**SAFETY AND SECURITY 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 also responsible for data integrity management and planning for the future needs of the Agency.

**FY20 GOALS & OBJECTIVES**

- Implement smart storage system for self healing host infrastructure.
- Build out cloud disaster recovery solution for SunLine systems.
- Implement COBIT system management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency Goals.
- Implement Network Operation Center to proactively alert IT to changes in the SunLine infrastructure.
- Conduct Agency wide needs analysis.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,580	162,693	185,471	165,412	157,007	(8,405)
5010201610 ADMIN SALARIES-OT	207	579	84	1,000	1,500	500
5010700000 ALLOCATED SALARIES	(923)	(1,237)	(1,406)	(930)	(1,627)	(697)
5029999999 TOTAL FRINGE BENEFITS	135,757	109,837	153,680	113,325	125,922	12,597
5030200006 COMMUNICATIONS	195,462	191,030	217,745	218,000	226,000	8,000
5030300009 CONTRACTED SERVICES	1,470	1,000	2,055	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	347,355	399,388	423,885	550,745	626,053	75,308
5030400000 TEMPORARY HELP SERVICES			1,200	29,120	10,000	(19,120)
5030500000 OFFICE EQUIPMENT MAINTENANCE	33,331	30,947	32,446	35,000	30,000	(5,000)
5049900001 OFFICE SUPPLIES	10,907	9,170	7,819	9,200	9,900	700
5049900010 COMPUTER SUPPLIES	13,204	15,843	10,138	16,000	19,800	3,800
5090200000 TRAVEL MEETINGS/TRAINING	3,212	6,366	1,643	6,000	9,000	3,000
5090200005 HAUL PASS PROGRAM EXPENSES	-	-	17,445	17,000	17,000	-
<b>Total Expenses</b>	<b>861,563</b>	<b>925,615</b>	<b>1,052,205</b>	<b>1,162,372</b>	<b>1,233,055</b>	<b>70,683</b>

Notes:

- Information Technology moved from the Administration Office to the Safety and Security Office

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 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
1	System Analyst/ Database Administrator	0.00	1.00	1.00
<b>4</b>	<b>Total FTEs</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

Notes:

- Added a System Analyst/ Database Administrator



**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	165,412	157,007	(8,405)
<b>510201610 ADMIN SALARIES-OT</b>	1,000	1,500	500
<b>5010700000 ALLOCATED SALARIES</b>	(930)	(1,627)	(697)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	113,325	125,922	12,597
<b>Sub Total</b>	<b>278,807</b>	<b>282,802</b>	<b>3,995</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	120,000	120,000	-
Internet & cable	53,000	62,000	9,000
Phone services	45,000	44,000	(1,000)
<b>Sub-total</b>	<b>218,000</b>	<b>226,000</b>	<b>8,000</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Adobe Acrobat	-	2,500	2,500
AVAIL	135,287	130,500	(4,787)
Barracuda Email Filter	2,050	2,800	750
Barracuda Web filter	-	2,203	2,203
Cisco Device Support	8,000	11,000	3,000
Cloud Backup	30,000	20,000	(10,000)
CradlePoint Router Support Buses	-	24,500	24,500
Cummins	2,400	2,800	400
Fleet-Net	30,252	25,000	(5,252)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	-	2,800	2,800
Lansweeper	1,375	1,500	125
Microsoft EA	71,000	88,000	17,000
Mitel Licenses	-	3,000	3,000
New software	7,000	12,000	5,000
Remix	25,500	27,500	2,000
ShoreTel system support	10,941	12,000	1,059
SourceFire	-	4,600	4,600
Syslog Watcher	275	350	75
Trapeze	137,265	140,000	2,735
Tyler	50,000	55,000	5,000
Tyler DR	9,000	20,000	11,000
Veeam	13,400	19,000	5,600
Web filtering buses	7,000	9,000	2,000
<b>Sub-total</b>	<b>550,745</b>	<b>626,053</b>	<b>75,308</b>

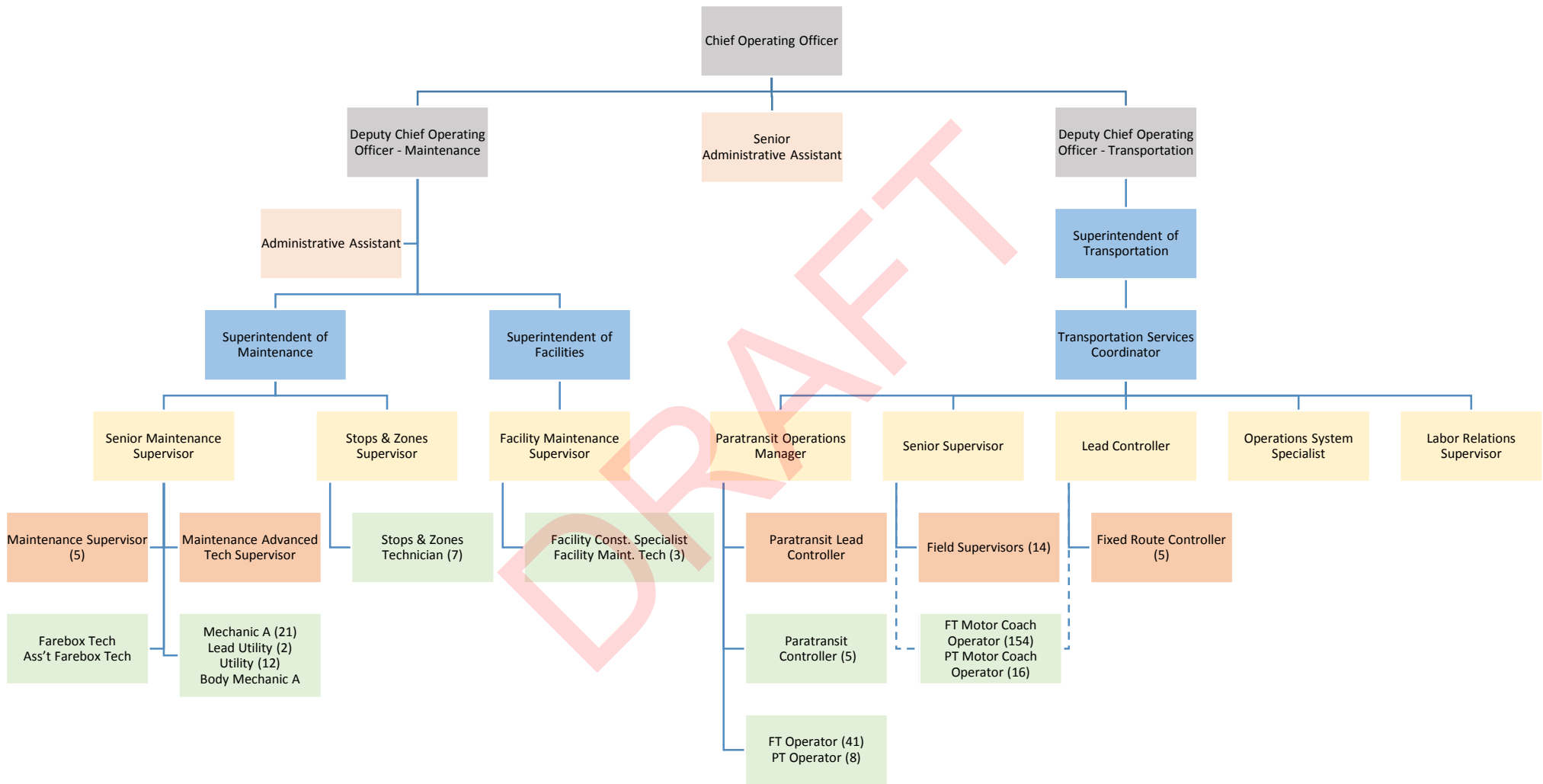
**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	29,120	10,000	(19,120)
<b>Sub-total</b>	<b>29,120</b>	<b>10,000</b>	<b>(19,120)</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	35,000	30,000	(5,000)
<b>Sub-total</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Copy paper	8,000	8,500	500
General office supplies	1,200	1,400	200
<b>Sub-total</b>	<b>9,200</b>	<b>9,900</b>	<b>700</b>
			-
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	16,000	19,800	3,800
<b>Sub-total</b>	<b>16,000</b>	<b>19,800</b>	<b>3,800</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	6,000	9,000	3,000
<b>Sub-total</b>	<b>6,000</b>	<b>9,000</b>	<b>3,000</b>
<b>5090200005 HAUL PASS PROGRAM EXPENSES</b>			
Haul Pass program expenses	17,000	17,000	-
<b>Sub-total</b>	<b>17,000</b>	<b>17,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,162,372</b>	<b>1,233,055</b>	<b>70,683</b>

# OPERATIONS OFFICE

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**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).

**FY20 GOALS & OBJECTIVES**

- Maintain full staffing to budgeting FTEs.
- Continue the ladders of success/succession program designed to train, develop and promote current and future team members through the IPD program, Sunline University and employee empowerment.
- Improve management/operator relations by continuing to be more supportive and available with an increased Field Supervisor workforce and Labor Relations Supervisor.
- Continue with the reinvigorated Operations/Planning taskforce committee with operators and staff to identify improvements to the fixed route service.
- Continue to improve transportation reliability, customer service and experience by implementing interactive customer service training to Supervisors and Operators.
- Increase utilization of enterprise systems to designed capabilities enhancing productivity and efficiency.
- Continue developing, refining and implementation of standard operating procedures for uniformity of processes and training in the Transportation department.

**EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)**

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	893,344	851,549	925,172	1,180,010	1,274,237	94,227
5010201610 ADMIN SALARIES-OT	29	404	6,028	18,225	43,092	24,867
5010700001 GRANT ALLOCATED SALARIES	(22,881)	(28,200)	(10,998)	(30,000)	-	30,000
5029999999 TOTAL FRINGE BENEFITS	785,508	596,266	648,495	948,829	970,395	21,566
5030300013 UNIFORMS	85,486	45,250	29,558	65,600	67,226	1,626
5039900003 PRINTING EXPENSE	4,478	2,748	5,084	5,000	7,274	2,274
5049900001 OFFICE SUPPLIES	1,172	1,349	808	1,400	1,260	(140)
5049900011 MATERIALS & SUPPLIES	254	98	515	970	1,251	281
5090200000 TRAVEL MEETINGS/TRAINING	21,786	23,818	12,694	18,000	16,200	(1,800)
5090201000 EMPLOYEE EXPENSE	50	345	139	750	675	(75)
5099900004 BUS RODEO EXPENDITURES	10,277	4,021	1,730	7,500	3,000	(4,500)
<b>Total Expenses</b>	<b>1,779,503</b>	<b>1,497,648</b>	<b>1,619,226</b>	<b>2,216,284</b>	<b>2,384,610</b>	<b>168,326</b>

**EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)**

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,578,626	5,715,043	5,825,489	6,324,203	6,686,540	362,337
5010101020 OPERATOR WAGES OVERTIME - FT	807,205	641,356	615,749	671,210	670,000	(1,210)
5029999999 TOTAL FRINGE BENEFITS	3,761,795	3,508,994	3,535,091	4,004,128	3,997,432	(6,696)
<b>Total Expenses</b>	<b>10,147,626</b>	<b>9,865,393</b>	<b>9,976,328</b>	<b>10,999,540</b>	<b>11,353,972</b>	<b>354,432</b>

**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	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	391,944	519,671	416,814	377,775	329,098	(48,677)
5010201610 ADMIN SALARIES-OT	2,407	2,908	1,865	1,000	-	(1,000)
5029999999 TOTAL FRINGE BENEFITS	372,039	377,923	307,018	290,941	236,977	(53,964)
5030300013 PARATRANSIT UNIFORMS	26,681	9,865	4,851	20,000	20,000	-
5030400000 TEMPORARY HELP SERVICES	5,709	-	-	-	-	-
5049900001 OFFICE SUPPLIES	303	1,819	1,071	2,000	1,200	(800)
5049900011 PARATRANSIT SUPPLIES	379	-	-	750	750	-
<b>Total Expenses</b>	<b>799,463</b>	<b>912,185</b>	<b>731,619</b>	<b>692,466</b>	<b>588,025</b>	<b>(104,441)</b>

**EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)**

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,482,031	1,457,454	1,512,763	1,530,192	1,627,575	97,383
5010101020 PARATRANSIT OPER WAGES OT	320,988	241,066	240,753	300,000	270,000	(30,000)
5029999999 TOTAL FRINGE BENEFITS	936,689	795,628	811,614	900,179	890,511	(9,668)
<b>Total Expenses</b>	<b>2,739,708</b>	<b>2,494,148</b>	<b>2,565,130</b>	<b>2,730,371</b>	<b>2,788,086</b>	<b>57,715</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Approved Budget	FY20 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
14	Field Supervisors	14.00	14.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	1.00	1.00	0.00
1	Lead Controller	0.00	1.00	1.00
154	Motor Coach Operator - Full Time	145.00	154.00	9.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
1	Transportation Services Coordinator	1.00	1.00	0.00
<b>198</b>	<b>Sub-Total</b>	<b>184.00</b>	<b>194.00</b>	<b>10.00</b>
	<b>Paratransit</b>			
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
8	Paratransit Operators - Part Time (.75)	4.50	6.00	1.50
<b>56</b>	<b>Sub-Total</b>	<b>52.50</b>	<b>54.00</b>	<b>1.50</b>
<b>254</b>	<b>Total FTEs</b>	<b>236.50</b>	<b>248.00</b>	<b>11.50</b>

Notes:

- Added a Lead Controller
- Paratransit Manager FTE moved to Operations Admin and retitled Transportation Services Coordinator
- Added nine (9) FT Motor Coach Operators
- Added two (2) PT Paratransit Operators

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,180,010	1,274,237	94,227
<b>5010201610 ADMIN SALARIES-OT</b>	18,225	43,092	24,867
<b>5010700001 GRANT ALLOCATED SALARIES</b>	(30,000)	-	30,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	948,829	970,395	21,566
<b>Sub-total</b>	<b>2,117,064</b>	<b>2,287,724</b>	<b>170,660</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	58,000	58,000	-
Uniform Rental	7,600	9,226	1,626
<b>Sub-total</b>	<b>65,600</b>	<b>67,226</b>	<b>1,626</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	5,000	7,274	2,274
<b>Sub-total</b>	<b>5,000</b>	<b>7,274</b>	<b>2,274</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,400	1,260	(140)
<b>Sub-total</b>	<b>1,400</b>	<b>1,260</b>	<b>(140)</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	970	1,251	281
<b>Sub-total</b>	<b>970</b>	<b>1,251</b>	<b>281</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Annual	3,000	3,000	-
APTA Bus and Para	2,000	-	(2,000)
CTA	2,500	2,500	-
NTI Training	1,500	1,500	-
Para and Transit Certification (5)	5,000	6,500	1,500
Trapeze Group user conference (2)	2,500	1,200	(1,300)
TSI Training	1,500	1,500	-
<b>Sub-total</b>	<b>18,000</b>	<b>16,200</b>	<b>(1,800)</b>

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090201000 EMPLOYEE EXPENSE</b>			
Operator Name Plates	750	-	(750)
Trophies for employee recognition	-	675	675
<b>Sub-total</b>	<b>750</b>	<b>675</b>	<b>(75)</b>
<b>5099900004 BUS RODEO EXPENDITURES</b>			
APTA registration	1,700	-	(1,700)
Hotels	1,900	-	(1,900)
Local Competition	2,000	2,600	600
Travel	1,900	400	(1,500)
<b>Sub-total</b>	<b>7,500</b>	<b>3,000</b>	<b>(4,500)</b>
<b>Total Expenses</b>	<b>2,216,284</b>	<b>2,384,610</b>	<b>168,326</b>

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**OPERATIONS OFFICE -TRANSPORTATION DETAIL**

**Division 13 (Paratransit - Ops Only Portion)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	377,775	329,098	(48,677)
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	-	(1,000)
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	290,941	236,977	(53,964)
<b>Sub-total</b>	<b>669,716</b>	<b>566,075</b>	<b>(103,641)</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	2,000	1,200	(800)
<b>Sub-total</b>	<b>2,000</b>	<b>1,200</b>	<b>(800)</b>
<b>5049900011 PARATRANSIT SUPPLIES</b>			
General Paratransit supplies	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	<b>-</b>
<b>Total Expenses</b>	<b>692,466</b>	<b>588,025</b>	<b>(104,441)</b>

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**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.

**FY20 GOALS & OBJECTIVES**

- Develop training programs for supervisors and technicians.
- Upgrade radio system to digital format.
- Purchase specialty tools to increase productivity.
- Develop a stronger relationship with the transportation team and treat them as internal customers.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19	FY20	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	428,761	433,071	480,529	607,660	569,775	(37,885)
5010201610 ADMIN SALARIES-OT	560	-	495	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	358,424	302,344	322,645	438,083	422,285	(15,798)
5039900006 OUTSIDE REPAIR-FIXED ROUTE	10,073	18,770	22,763	20,232	28,800	8,568
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,300	4,642	221	4,500	4,000	(500)
5040100101 LUBRICANTS-OIL	128,359	118,816	136,361	132,746	136,729	3,983
5040100102 FREON & COOLANT	16,401	30,529	36,392	56,409	45,000	(11,409)
5040101000 FUEL-CNG SUPPORT VEHICLES	39,467	38,058	45,657	42,630	49,783	7,153
5040101001 FUEL-CNG FIXED ROUTE	1,227,122	1,045,598	1,130,001	1,275,492	1,326,512	51,020
5040102000 FUEL-UNLEADED	3,898	4,634	6,412	16,000	7,000	(9,000)
5040102200 FUEL-HYDROGEN	276,678	193,161	345,034	260,000	350,000	90,000
5040200001 TIRES-FIXED ROUTE	160,013	168,105	178,545	175,000	216,000	41,000
5040200002 TIRES-SUPPORT VEHICLES	5,684	9,222	6,364	14,077	12,600	(1,477)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	21	65	-	200	200	-
5049900001 OFFICE SUPPLIES	2,136	1,907	2,162	1,750	2,045	295
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	689	825	278	1,200	1,000	(200)
5090200000 TRAVEL MEETINGS/TRAINING	2,616	3,613	6,723	6,000	6,000	-
5090200001 TRAINING	(410)	75	-	-	-	-
5090201000 EMPLOYEE EXPENSES	470	(65)	275	500	700	200
<b>Total Expenses</b>	<b>2,663,263</b>	<b>2,373,369</b>	<b>2,720,856</b>	<b>3,053,479</b>	<b>3,179,429</b>	<b>125,950</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19	FY20	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,427,701	1,424,057	1,450,575	1,578,152	1,654,391	76,239
5010201210 MECHANIC OVERTIME	93,292	65,134	101,676	100,157	120,000	19,843
5029999999 TOTAL FRINGE BENEFITS	950,742	859,937	824,996	1,006,898	951,915	(54,983)
5030300014 UNIFORMS	21,890	16,453	16,279	18,000	18,900	900
5030500001 FIRE EXTINGUISHERS	-	445	481	800	700	(100)
5030500002 RADIO MAINTENANCE	5,210	2,850	7,337	7,500	8,662	1,162
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,699	3,020	295	4,000	3,600	(400)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,066	1,407	-	3,500	3,150	(350)
5039900004 CONTRACT SVC-MAINT	79,200	83,100	87,300	88,000	91,665	3,665
5039900005 CONTRACT SVC-FREIGHT	7,260	6,804	6,511	9,000	8,343	(657)
5039900006 CONTRACT SVC - TOWING	19,425	18,025	18,675	25,000	25,000	-
5039900007 INVENTORY-SALES TAX	95,069	96,736	83,430	110,000	101,970	(8,030)
5039900008 INVENTORY-FREIGHT CHARGES	16,442	14,112	12,547	17,000	15,759	(1,241)
5049900015 COSMETIC MAINTENANCE EXTERIOR	2,442	4,632	701	5,123	4,749	(374)
5049900016 CLEANING SUPPLIES-VEHICLES	11,305	15,613	16,267	17,958	18,497	539
5049900017 SHOP SUPPLIES MISC	34,853	26,728	36,301	35,562	40,000	4,438
5049900018 MECHANIC TOOLS/SHOES	17,226	17,448	12,899	19,000	29,200	10,200
5049900019 SMALL TOOLS & EQUIPMENT	5,217	7,429	11,564	10,000	13,613	3,613
5049900020 DECALS-FIXED ROUTE	-	768	256	1,603	5,500	3,897
5049900021 REPAIR PARTS- FIXED ROUTE	1,040,080	997,398	967,186	1,019,202	1,049,778	30,576
5049900022 REPAIR PARTS-SUPPORT VEHICLES	45,429	40,878	40,561	45,542	43,000	(2,542)
5049900023 VANDALISM/SEAT REPAIRS	23	-	-	500	900	400
5049900024 REPAIR PARTS-FUEL CELL	-	6,967	24,169	20,000	28,450	8,450
5070500000 FUEL TAXES	18,696	10,293	14,297	18,000	16,200	(1,800)
5099900004 PERMITS & LICENSES	10,639	9,682	14,987	16,000	17,985	1,985
<b>Total Expenses</b>	<b>3,905,907</b>	<b>3,729,915</b>	<b>3,749,290</b>	<b>4,176,497</b>	<b>4,271,927</b>	<b>95,430</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19	FY20	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	1,125	1,970	1,275	2,600	2,600	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	2,349	4,872	-	5,000	4,500	(500)
5039900003 GENERAL SERVICES	16,540	17,760	20,760	18,000	20,160	2,160
5040101001 PARATRANSIT FUEL-CNG	220,186	200,086	219,626	215,000	225,000	10,000
5040200005 PARATRANSIT TIRES	47,314	52,090	61,021	54,000	63,000	9,000
5049900006 PARATRANSIT REPAIR PARTS	121,611	162,077	188,651	140,000	220,000	80,000
5049900007 PARATRANSIT GLASS REPLACEMENT	585	975	1,170	1,000	1,377	377
5049900200 DECALS	-	-	-	200	-	(200)
<b>Total Expenses</b>	<b>409,711</b>	<b>439,830</b>	<b>492,503</b>	<b>435,800</b>	<b>536,637</b>	<b>100,837</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE**  
**Division 21, 22, 13 (Fleet Maintenance Portion Only)**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 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
5	Maintenance Supervisor	3.00	5.00	2.00
21	Mechanic A	19.00	21.00	2.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
12	Utility	10.00	12.00	2.00
<b>48</b>	<b>Total FTEs</b>	<b>42.00</b>	<b>48.00</b>	<b>6.00</b>

**Notes:**

- Added two (2) Maintenance Supervisors
- Added two (2) Mechanic A's
- Added two (2) Utility

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**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	607,660	569,775	(37,885)
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	1,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	438,083	422,285	(15,798)
<b>Sub-total</b>	<b>1,046,743</b>	<b>993,060</b>	<b>(53,683)</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	20,232	28,800	8,568
<b>Sub-total</b>	<b>20,232</b>	<b>28,800</b>	<b>8,568</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	4,500	4,000	(500)
<b>Sub-total</b>	<b>4,500</b>	<b>4,000</b>	<b>(500)</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used by the fleet	132,746	136,729	3,983
<b>Sub-total</b>	<b>132,746</b>	<b>136,729</b>	<b>3,983</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	56,409	45,000	(11,409)
<b>Sub-total</b>	<b>56,409</b>	<b>45,000</b>	<b>(11,409)</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	42,630	49,783	7,153
<b>Sub-total</b>	<b>42,630</b>	<b>49,783</b>	<b>7,153</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	1,275,492	1,326,512	51,020
<b>Sub-total</b>	<b>1,275,492</b>	<b>1,326,512</b>	<b>51,020</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	16,000	7,000	(9,000)
<b>Sub-total</b>	<b>16,000</b>	<b>7,000</b>	<b>(9,000)</b>
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	260,000	350,000	90,000
<b>Sub-total</b>	<b>260,000</b>	<b>350,000</b>	<b>90,000</b>
<b>5040200001 TIRES-FIXED ROUTE</b>			
Tire lease program	175,000	216,000	41,000
<b>Sub-total</b>	<b>175,000</b>	<b>216,000</b>	<b>41,000</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>504020002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	14,077	12,600	(1,477)
<b>Sub-total</b>	<b>14,077</b>	<b>12,600</b>	<b>(1,477)</b>
<b>504020003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>504990001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	1,750	2,045	295
<b>Sub-total</b>	<b>1,750</b>	<b>2,045</b>	<b>295</b>
<b>504990025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,200	1,000	(200)
<b>Sub-total</b>	<b>1,200</b>	<b>1,000</b>	<b>(200)</b>
<b>509020000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	500	700	200
<b>Sub-total</b>	<b>500</b>	<b>700</b>	<b>200</b>
<b>Total Expenses</b>	<b>3,053,479</b>	<b>3,179,429</b>	<b>125,950</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,578,152	1,654,391	76,239
<b>5010201210 MECHANIC OVERTIME</b>	100,157	120,000	19,843
<b>5029999999 TOTAL FRINGE BENEFITS</b>	1,006,898	951,915	(54,983)
<b>Sub-total</b>	<b>2,685,207</b>	<b>2,726,306</b>	<b>41,099</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	18,000	18,900	900
<b>Sub-total</b>	<b>18,000</b>	<b>18,900</b>	<b>900</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	800	700	(100)
<b>Sub-total</b>	<b>800</b>	<b>700</b>	<b>(100)</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles and hilltops operational	7,500	8,662	1,162
<b>Sub-total</b>	<b>7,500</b>	<b>8,662</b>	<b>1,162</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment	4,000	3,600	(400)
<b>Sub-total</b>	<b>4,000</b>	<b>3,600</b>	<b>(400)</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	3,500	3,150	(350)
<b>Sub-total</b>	<b>3,500</b>	<b>3,150</b>	<b>(350)</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer on property	88,000	91,665	3,665
<b>Sub-total</b>	<b>88,000</b>	<b>91,665</b>	<b>3,665</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	9,000	8,343	(657)
<b>Sub-total</b>	<b>9,000</b>	<b>8,343</b>	<b>(657)</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	110,000	101,970	(8,030)
<b>Sub-total</b>	<b>110,000</b>	<b>101,970</b>	<b>(8,030)</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	17,000	15,759	(1,241)
<b>Sub-total</b>	<b>17,000</b>	<b>15,759</b>	<b>(1,241)</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	5,123	4,749	(374)
<b>Sub-total</b>	<b>5,123</b>	<b>4,749</b>	<b>(374)</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags used in the cleaning of vehicles	17,958	18,497	539
<b>Sub-total</b>	<b>17,958</b>	<b>18,497</b>	<b>539</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,562	40,000	4,438
<b>Sub-total</b>	<b>35,562</b>	<b>40,000</b>	<b>4,438</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	19,000	29,200	10,200
<b>Sub-total</b>	<b>19,000</b>	<b>29,200</b>	<b>10,200</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	13,613	3,613
<b>Sub-total</b>	<b>10,000</b>	<b>13,613</b>	<b>3,613</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	1,603	5,500	3,897
<b>Sub-total</b>	<b>1,603</b>	<b>5,500</b>	<b>3,897</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	1,019,202	1,049,778	30,576
<b>Sub-total</b>	<b>1,019,202</b>	<b>1,049,778</b>	<b>30,576</b>



**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts need to maintain support vehicles	45,542	43,000	(2,542)
<b>Sub-total</b>	<b>45,542</b>	<b>43,000</b>	<b>(2,542)</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	500	900	400
<b>Sub-total</b>	<b>500</b>	<b>900</b>	<b>400</b>
<b>5049900024 REPAIR PARTS-FUEL CELL</b>			
All parts to maintain fuel cell on buses	20,000	28,450	8,450
<b>Sub-total</b>	<b>20,000</b>	<b>28,450</b>	<b>8,450</b>
<b>5070500000 FUEL TAXES</b>			
Fuel taxes	18,000	16,200	(1,800)
<b>Sub-total</b>	<b>18,000</b>	<b>16,200</b>	<b>(1,800)</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	16,000	17,985	1,985
<b>Sub-total</b>	<b>16,000</b>	<b>17,985</b>	<b>1,985</b>
<b>Total Expenses</b>	<b>4,176,497</b>	<b>4,271,927</b>	<b>95,430</b>

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**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**Division 13 (Paratransit - Maintenance Portion Only)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	2,600	2,600	-
<b>Sub-total</b>	<b>2,600</b>	<b>2,600</b>	<b>-</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Repairs to paratransit fleet not performed by SunLine employees	5,000	4,500	(500)
<b>Sub-total</b>	<b>5,000</b>	<b>4,500</b>	<b>(500)</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	18,000	20,160	2,160
<b>Sub-total</b>	<b>18,000</b>	<b>20,160</b>	<b>2,160</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	215,000	225,000	10,000
<b>Sub-total</b>	<b>215,000</b>	<b>225,000</b>	<b>10,000</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	54,000	63,000	9,000
<b>Sub-total</b>	<b>54,000</b>	<b>63,000</b>	<b>9,000</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	140,000	220,000	80,000
<b>Sub-total</b>	<b>140,000</b>	<b>220,000</b>	<b>80,000</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	1,000	1,377	377
<b>Sub-total</b>	<b>1,000</b>	<b>1,377</b>	<b>377</b>
<b>5049900200 DECALS</b>			
Decals for paratransit vehicles	200	-	(200)
<b>Sub-total</b>	<b>200</b>	<b>-</b>	<b>(200)</b>
<b>Total Expenses</b>	<b>435,800</b>	<b>536,637</b>	<b>100,837</b>

**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.

**FY20 GOALS & OBJECTIVES**

- Purchase manlift to assist in house repairs.
- Improve material, supply storage and facility maintenance work area.
- Implement new computer software for the facility help desk program.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	110,137	108,924	106,300	114,604	118,384	3,780
5010201210 GROUNDSKEEPER WAGES	115,350	129,055	130,206	130,000	146,484	16,484
5010201710 GROUNDSKEEPER OVERTIME	1,663	4,985	3,486	4,000	4,000	-
5010700000 ALLOCATED SALARIES	(1,721)	(1,840)	(1,538)	(1,765)	(2,080)	(315)
5010700001 GRANT ALLOCATION	-	-	(1,619)	-	-	-
5029999999 TOTAL FRINGE BENEFITS	172,977	164,199	176,893	175,366	179,842	4,476
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	16,430	11,830	12,861	16,500	19,000	2,500
5030500010 CONTRACT SVC-GENERAL	33,826	25,316	20,938	28,620	38,850	10,230
5030600000 CONTRACT SVC-CUSTODIAL	52,762	53,768	54,770	54,000	58,260	4,260
5030600100 AIR CONDITIONING EXPENDITURES	4,734	6,020	9,704	6,500	8,000	1,500
5030600200 UNIFORMS SERVICE EXPENDITURES	1,179	1,519	1,607	1,600	1,800	200
5030600300 RENTAL EQUIPMENT EXPENSES	608	3,513	7,054	5,000	5,000	-
5030600500 PEST CONTROL SERVICE	424	1,582	1,578	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C	5,750	6,823	9,057	7,000	7,000	-
5030600700 FIRE EXTINGUISHERS	736	466	331	800	800	-
5030600800 FLOOR MAT RENTAL	7,480	8,734	7,721	7,000	7,500	500
5030600975 RADIO REPEATER HILLTOP RENTAL	11,456	10,800	13,200	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	5,268	6,167	5,941	8,000	8,000	-
5040300200 ELECTRICAL RELATED EXPENDITURE	7,393	6,162	10,312	8,000	8,000	-
5040300600 SHOE ALLOWANCE	231	114	435	435	435	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	15,883	2,885	6,041	10,000	10,000	-
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,198	24,949	30,098	27,000	30,000	3,000
5049900030 CLEANING SUPPLIES-MAIN FAC	3,190	2,664	1,709	1,750	1,750	-
5050200001 UTILITIES MAIN FACILITY	198,298	193,036	213,530	215,000	215,000	-
5050200003 TRASH PICKUP- MAIN FACILITY	16,792	17,161	17,364	18,000	18,000	-
<b>Total Expenses</b>	<b>807,045</b>	<b>788,831</b>	<b>837,978</b>	<b>854,410</b>	<b>901,025</b>	<b>46,615</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	3,409	3,011	1,573	3,000	3,000	-
5030600000 CONTRACT SVC-CUSTODIAL	29,154	31,122	31,692	33,500	35,000	1,500
5030600100 AIR CONDITIONING EXPENDITURES	923	1,843	1,473	1,800	2,500	700
5030600500 PEST CONTROL SERVICE	707	807	810	900	900	-
5030600600 CONTRACT SERVICES-AC	347	296	-	750	750	-
5030600700 FIRE EXTINGUISHERS	-	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	1,793	2,800	2,917	2,750	3,000	250
5040300100 PLUMBING RELATED EXP	434	985	802	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE	1,056	1,219	2,061	2,300	2,300	-
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	10,295	15,276	11,528	14,000	14,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	231	224	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	25,487	27,987	26,272	35,000	30,000	(5,000)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,332	14,091	15,022	14,000	15,000	1,000
5050202000 UTILITIES GAS & WATER	7,084	4,442	5,976	7,500	6,500	(1,000)
<b>Total Expenses</b>	<b>95,254</b>	<b>104,104</b>	<b>100,127</b>	<b>117,650</b>	<b>115,100</b>	<b>(2,550)</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 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
3	Facility Maintenance Technician	2.00	3.00	1.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Added one (1) Facility Maintenance Technician

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	114,604	118,384	3,780
<b>5010201210 GROUNDSKEEPER WAGES</b>	130,000	146,484	16,484
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	4,000	4,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,765)	(2,080)	(315)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	175,366	179,842	4,476
<b>Sub-total</b>	<b>422,205</b>	<b>446,630</b>	<b>24,425</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	2,500	3,500	1,000
Bio Hazard material removal	14,000	15,500	1,500
<b>Sub-total</b>	<b>16,500</b>	<b>19,000</b>	<b>2,500</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Backup Generator Service	5,138	5,768	630
Bus wash monthly PMI	7,039	7,039	-
Elevator service	3,597	3,597	-
Environmental monitoring Div. 1	6,680	6,680	-
Lease for parts storage containers	-	6,600	6,600
Shop vehicle lift service	3,597	3,597	-
Archive Storage	-	3,000	3,000
Water softener service for bus wash	2,569	2,569	-
<b>Sub-total</b>	<b>28,620</b>	<b>38,850</b>	<b>10,230</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	54,000	58,260	4,260
<b>Sub-total</b>	<b>54,000</b>	<b>58,260</b>	<b>4,260</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	6,500	8,000	1,500
<b>Sub-total</b>	<b>6,500</b>	<b>8,000</b>	<b>1,500</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	1,600	1,800	200
<b>Sub-total</b>	<b>1,600</b>	<b>1,800</b>	<b>200</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5030600500 PEST CONTROL SERVICE</b>			
Monthly pest control maintenance	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	-
<b>5030600600 CONTRACT SERVICES-A/C</b>			
Bi-annual HVAC service all facilities	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	-
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher inspections	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	-
<b>5030600800 FLOOR MAT RENTAL</b>			
Monthly rental of floor mats	7,000	7,500	500
<b>Sub-total</b>	<b>7,000</b>	<b>7,500</b>	<b>500</b>
<b>5030600975 RADIO REPEATER HILLTOP RENTAL</b>			
Rental of tower space for two way radios	14,500	14,500	-
<b>Sub-total</b>	<b>14,500</b>	<b>14,500</b>	-
<b>5040300100 PLUMBING RELATED EXPENDITURES</b>			
Materials for plumbing repairs	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	-
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	-
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for facility maintenance employees	435	435	-
<b>Sub-total</b>	<b>435</b>	<b>435</b>	-
<b>5049900002 BOARD ROOM AND ZWEIG SUPPLIES</b>			
Supplies for meetings	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	27,000	30,000	3,000
<b>Sub-total</b>	<b>27,000</b>	<b>30,000</b>	<b>3,000</b>
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	1,750	1,750	-
<b>Sub-total</b>	<b>1,750</b>	<b>1,750</b>	<b>-</b>
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Cable	1,500	1,500	-
Electricity	193,500	193,500	-
Gas	9,000	9,000	-
Water	11,000	11,000	-
<b>Sub-total</b>	<b>215,000</b>	<b>215,000</b>	<b>-</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	18,000	18,000	-
<b>Sub-total</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>854,410</b>	<b>901,025</b>	<b>46,615</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY19	FY20	Variance
	Approved Budget	Proposed Budget	
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	713	713	-
Storm water monitoring and testing contract,	2,287	2,287	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	-
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract Indio and	33,500	35,000	1,500
<b>Sub-total</b>	<b>33,500</b>	<b>35,000</b>	<b>1,500</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	1,800	2,500	700
<b>Sub-total</b>	<b>1,800</b>	<b>2,500</b>	<b>700</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	900	900	-
<b>Sub-total</b>	<b>900</b>	<b>900</b>	-
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	-
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	-
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	2,750	3,000	250
<b>Sub-total</b>	<b>2,750</b>	<b>3,000</b>	<b>250</b>
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,400	1,400	-
<b>Sub-total</b>	<b>1,400</b>	<b>1,400</b>	-
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	2,300	2,300	-
<b>Sub-total</b>	<b>2,300</b>	<b>2,300</b>	-
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY</b>			
Materials for general repair of facilities	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	-



**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor cleaning supplies required for maint.	250	250	-
<b>Sub-total</b>	<b>250</b>	<b>250</b>	<b>-</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	35,000	30,000	(5,000)
<b>Sub-total</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	14,000	15,000	1,000
<b>Sub-total</b>	<b>14,000</b>	<b>15,000</b>	<b>1,000</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	7,500	6,500	(1,000)
<b>Sub-total</b>	<b>7,500</b>	<b>6,500</b>	<b>(1,000)</b>
<b>Total Expenses</b>	<b>117,650</b>	<b>115,100</b>	<b>(2,550)</b>

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## 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 coordinates with Service Planning for the relocation, installation, and removal of bus stops.

#### FY20 GOALS & OBJECTIVES

- Replace pressure washers.
- Complete Phase II of the bus shelter lighting improvement project.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	29,906	43,650	50,616	53,406	55,008	1,602
5010201500 BARGAINING SALARIES	269,856	257,247	284,572	283,477	307,946	24,469
5010201510 BARGAINING OVERTIME	6,862	3,776	8,932	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	208,073	183,267	195,754	223,999	212,130	(11,869)
5030600200 UNIFORMS	3,615	3,581	3,761	6,000	6,180	180
5030600250 EQUIPMENT RENTAL	1,681	2,340	3,827	4,000	5,000	1,000
5040101000 SUPPLIES & MATERIALS	43	-	-	-	-	-
5040102000 UNLEADED GASOLINE	453	333	-	1,800	600	(1,200)
5040102001 DIESEL FUEL	-	20	-	100	100	-
5040300600 SHOE ALLOWANCE	526	397	421	1,015	2,800	1,785
5049900001 OFFICE SUPPLIES	68	40	141	100	2,000	1,900
5049900029 BUS STOP SUPPLIES	27,828	40,111	41,754	34,000	39,700	5,700
5090201000 EMPLOYEE EXPENSES	-	83	-	100	200	100
<b>Total Expenses</b>	<b>548,912</b>	<b>534,844</b>	<b>589,778</b>	<b>615,697</b>	<b>639,364</b>	<b>23,667</b>

#### PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 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
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

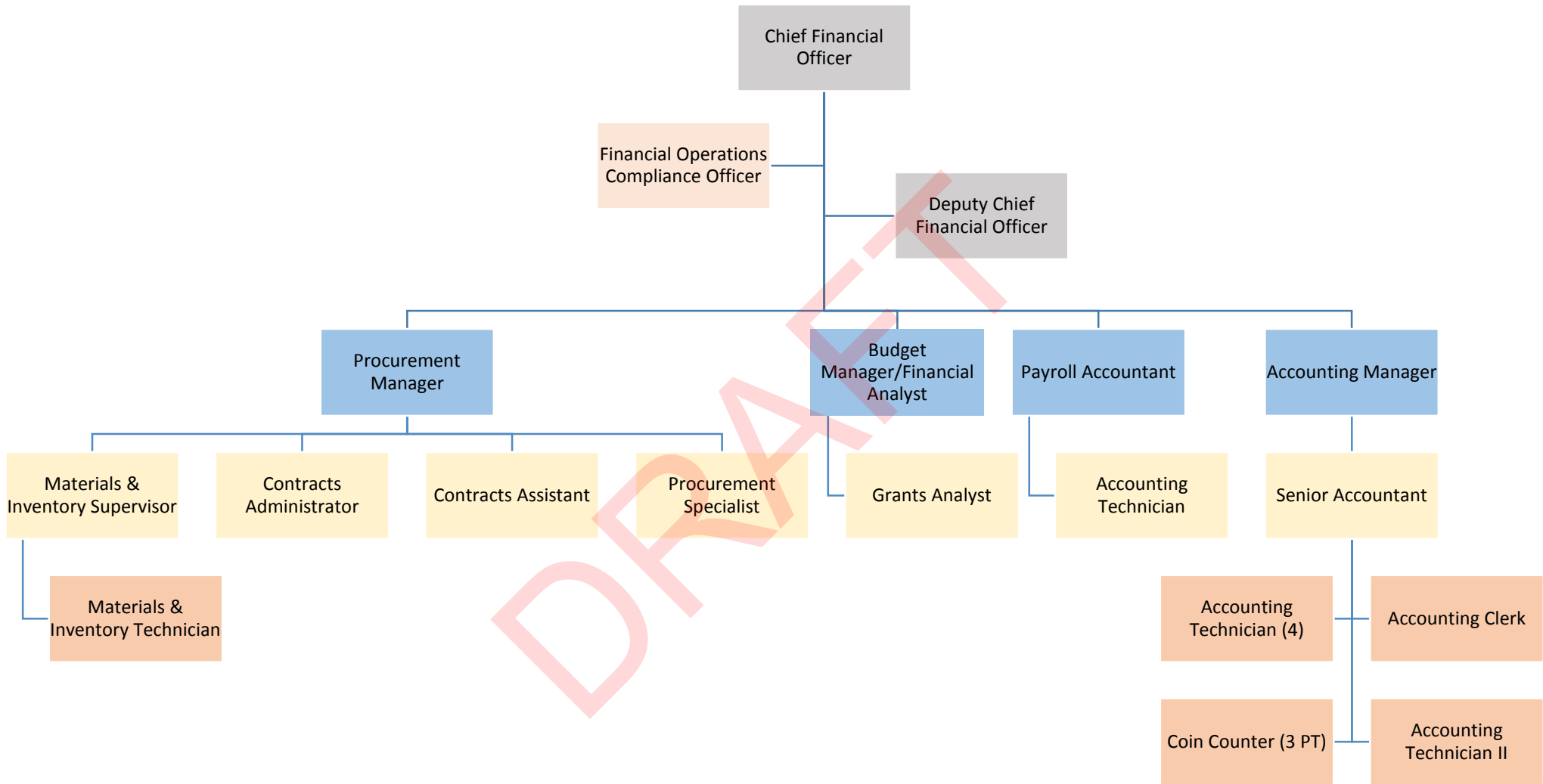
**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

Division 25

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	53,406	55,008	1,602
<b>5010201500 BARGAINING SALARIES</b>	283,477	307,946	24,469
<b>5010201510 BARGAINING OVERTIME</b>	7,700	7,700	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	223,999	212,130	(11,869)
<b>Sub-total</b>	<b>568,582</b>	<b>582,784</b>	<b>14,202</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	6,000	6,180	180
<b>Sub-total</b>	<b>6,000</b>	<b>6,180</b>	<b>180</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental to move shelters	4,000	5,000	1,000
<b>Sub-total</b>	<b>4,000</b>	<b>5,000</b>	<b>1,000</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	1,800	600	(1,200)
<b>Sub-total</b>	<b>1,800</b>	<b>600</b>	<b>(1,200)</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	1,015	2,800	1,785
<b>Sub-total</b>	<b>1,015</b>	<b>2,800</b>	<b>1,785</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	100	2,000	1,900
<b>Sub-total</b>	<b>100</b>	<b>2,000</b>	<b>1,900</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	32,000	37,700	5,700
Traffic Control	2,000	2,000	-
<b>Sub-total</b>	<b>34,000</b>	<b>39,700</b>	<b>5,700</b>
<b>5099999999 EMPLOYEE EXPENSES</b>			
General employee expenses while conducting Agency business	100	200	100
<b>Sub-total</b>	<b>100</b>	<b>200</b>	<b>100</b>
<b>Total Expenses</b>	<b>615,697</b>	<b>639,364</b>	<b>23,667</b>

# FINANCE OFFICE

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**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.

**FY20 GOALS & OBJECTIVES**

- Implement new elements of Credit Card Policy to increase efficiencies in the purchasing and accounts payable process.
- Conduct quarterly meetings with Chiefs and their selected staff to review status of capital project funding to further advance the Capital Improvement Program.
- Improve interdepartmental relationships through implementation of monthly budget reviews with senior staff across various departments.
- Improve efficiency and timeliness of procurements and improve inventory levels via an expansion of the warehouse.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	838,417	873,210	945,032	1,145,719	1,109,057	(36,662)
5010201610 ADMIN SALARIES-OT	8,037	4,306	4,826	6,754	7,692	938
5010700000 ALLOCATED SALARIES	(6,413)	(6,648)	(7,196)	(6,300)	(7,707)	(1,407)
5029999999 TOTAL FRINGE BENEFITS	594,082	479,974	602,443	707,446	764,885	57,439
5030200000 PUBLIC NOTICES	6,553	6,371	6,042	8,500	7,650	(850)
5030300009 CONTRACTED SERVICES	1,301	3,150	1,991	1,368	8,600	7,232
5030300010 ORGANIZATIONAL SERVICES		140	-	24,000	94,262	70,262
5030300015 AUDIT SERVICES	55,051	86,033	81,549	80,000	90,000	10,000
5030400000 TEMPORARY HELP SERVICES	58,778	113,221	48,489	45,032	30,000	(15,032)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	215,682	208,855	134,552	218,860	185,000	(33,860)
5039900012 VAN POOL EXPENSES	265,495	362,120	242,638	357,315	-	(357,315)
5049900001 OFFICE SUPPLIES	13,795	12,121	17,170	13,223	13,223	-
5049900002 OFFICE SUPPLIES-POSTAGE	20,700	1,039	-			-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	127,279	159,506	187,508	180,814	207,833	27,019
5060100100 INSURANCE PREMIUM - PROPERTY	14,937	14,964	14,021	17,136	18,626	1,490
5060300000 INSURANCE - GENERAL LIABILITY	205,925	245,649	380,764	380,570	412,175	31,605
5060300100 REPAIR CLAIMS	134,801					-
5060400000 INSURANCE LOSSES	601,244	797,857	126,064	963,105	963,105	-
5060401000 INSURANCE PREMIUM - WC	266,551	292,960	308,345	312,949	349,418	36,469
5060800000 INSURANCE-ADMIN	58,435	86,676	129,249	96,802	147,737	50,935
5079900000 PROPERTY & OTHER TAXES	99	146	214	300	300	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	160	310	465	912	800	(112)
5090200000 TRAVEL MEETINGS/TRAINING	24,328	22,357	22,766	45,596	29,000	(16,596)
5090200002 MILEAGE REIMBURSEMENT	2,370	111	312	912	700	(212)
5090201000 EMPLOYEE EXPENSES	2,544	1,375	1,544	2,000	2,000	-
5090801000 BANK SERVICE FEES	28,985	27,286	20,211	35,000	35,000	-
5090801040 PASS OUTLET COMMISSION	29,561	28,580	26,295	35,000	55,000	20,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	100	-
5110101050 INTEREST EXPENSE	629	1,245	2,610	1,500	2,175	675
<b>Total Expenses</b>	<b>3,569,326</b>	<b>3,822,914</b>	<b>3,297,903</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>(147,982)</b>

Notes

- Moved Vanpool GL to the Performance Office

**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
5	Accounting Technician	4.00	5.00	1.00
1	Accounting Technician II	1.00	1.00	0.00
0	Assistant Financial Services & Support Manager	1.00	0.00	(1.00)
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
0	Deputy Chief Financial Services	1.00	0.00	(1.00)
0	Financial Operations Analyst	1.00	0.00	(1.00)
1	Financial Operations Compliance Officer	0.00	1.00	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 Manager	0.00	1.00	1.00
1	Procurement Specialist	1.00	1.00	0.00
1	Senior Accountant	1.00	1.00	0.00
<b>24</b>	<b>Total FTEs</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>

Notes:

- Eliminated the Assistant Financial Services & Support Manager position
- Deputy Chief Financial Services retitled to Procurement Manager
- Added one (1) FTE Accounting Technician
- Financial Operations Analyst retitled to Financial Operations Compliance Officer

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,145,719	1,109,057	(36,662)
<b>5010201610 ADMIN SALARIES-OT</b>	6,754	7,692	938
<b>5010700000 ALLOCATED SALARIES</b>	(6,300)	(7,707)	(1,407)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	707,446	764,885	57,439
<b>Sub-total</b>	<b>1,853,619</b>	<b>1,873,927</b>	<b>20,308</b>
<b>5030200000 PUBLIC NOTICES</b>			
Advertisements for procurement solicitations	8,500	7,650	(850)
<b>Sub-total</b>	<b>8,500</b>	<b>7,650</b>	<b>(850)</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	1,368	8,600	7,232
<b>Sub-total</b>	<b>1,368</b>	<b>8,600</b>	<b>7,232</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	24,000	94,262	70,262
<b>Sub-total</b>	<b>24,000</b>	<b>94,262</b>	<b>70,262</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	80,000	90,000	10,000
<b>Sub-total</b>	<b>80,000</b>	<b>90,000</b>	<b>10,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Financial Statement & Single Audit	45,032	30,000	(15,032)
<b>Sub-total</b>	<b>45,032</b>	<b>30,000</b>	<b>(15,032)</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	218,860	185,000	(33,860)
<b>Sub-total</b>	<b>218,860</b>	<b>185,000</b>	<b>(33,860)</b>
<b>5039900012 VAN POOL EXPENSES</b>			
This is for payment of CMAQ funding & local match for the planned Vanpool program. This budget is just for the pass-through of funding.	357,315	-	(357,315)
<b>Sub-total</b>	<b>357,315</b>	<b>-</b>	<b>(357,315)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	13,223	13,223	-
<b>Sub-total</b>	<b>13,223</b>	<b>13,223</b>	<b>-</b>



**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	180,814	207,833	27,019
<b>Sub-total</b>	<b>180,814</b>	<b>207,833</b>	<b>27,019</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	17,136	18,626	1,490
<b>Sub-total</b>	<b>17,136</b>	<b>18,626</b>	<b>1,490</b>
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	380,570	412,175	31,605
<b>Sub-total</b>	<b>380,570</b>	<b>412,175</b>	<b>31,605</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	963,105	963,105	-
<b>Sub-total</b>	<b>963,105</b>	<b>963,105</b>	<b>-</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	312,949	349,418	36,469
<b>Sub-total</b>	<b>312,949</b>	<b>349,418</b>	<b>36,469</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	96,802	147,737	50,935
<b>Sub-total</b>	<b>96,802</b>	<b>147,737</b>	<b>50,935</b>
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

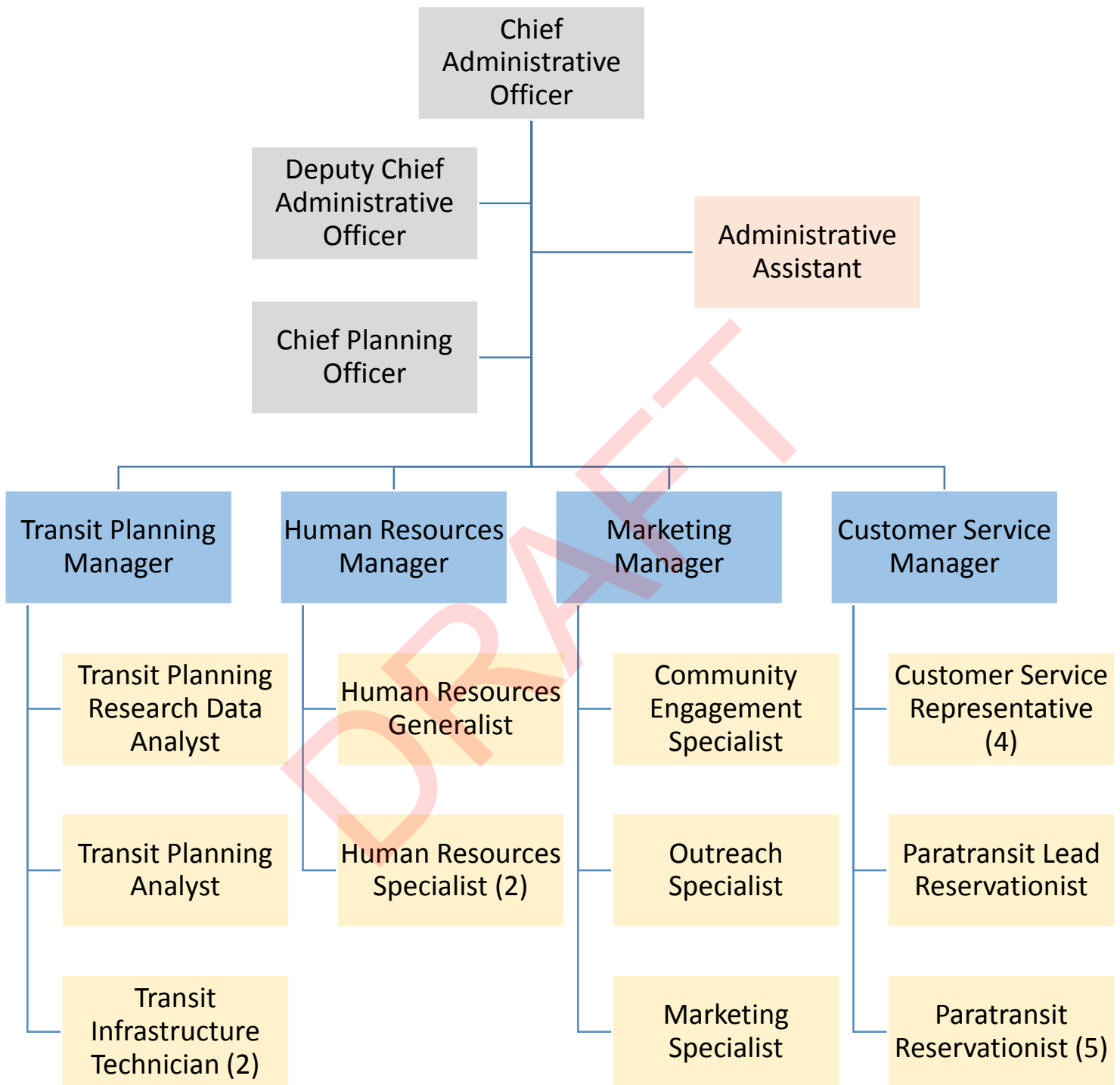
**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	912	800	(112)
<b>Sub-total</b>	<b>912</b>	<b>800</b>	<b>(112)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	30,000	25,500	(4,500)
FTA Triennial Workshop	3,096	-	(3,096)
Government Finance Officers Association Conference	3,500	3,500	-
Transit Paratransit Course	9,000	-	(9,000)
<b>Sub-total</b>	<b>45,596</b>	<b>29,000</b>	<b>(16,596)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	912	700	(212)
<b>Sub-total</b>	<b>912</b>	<b>700</b>	<b>(212)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	5,000	5,000	-
Merchant and bank Fees	30,000	30,000	-
<b>Sub-total</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	35,000	55,000	20,000
<b>Sub-total</b>	<b>35,000</b>	<b>55,000</b>	<b>20,000</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	1,500	2,175	675
<b>Sub-total</b>	<b>1,500</b>	<b>2,175</b>	<b>675</b>
<b>Total Expenses</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>(147,982)</b>

# ADMINISTRATION OFFICE

DRAFT



**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.

**FY20 GOALS & OBJECTIVES**

- Position HR as a unit that is focused on assisting with employee issues.
- Increase candidate pool for hiring.
- Increase HR team knowledge.
- Combine positions for HR Technician and Benefit Specialist.
- Provide more efficient service change to reduce the number of hours it takes to produce bid packets by implementing electronic bidding.
- Reduce manual calculations by the Planning team.
- Perform service changes ahead of schedule: produce a major bid in May, end trippers and reformulate routes for summer when less people are in the Coachella Valley.
- Centralized location for reporting requirements that is accessible to the entire Planning Department.
- Obtain an updated inventory for bus and bus shelter advertising and develop a target monetary goal.
- Generate Customer Service training program that creates a culture of customer service among all employees to be included in SunLine U and New Employee Orientation.
- Create a forum for communicating quickly from the Operations Department to the Customer Service Department.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	236,839	260,545	144,397	248,445	246,149	(2,296)
5010201610 ADMIN SALARIES-OT	1,185	751	1,518	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(1,803)	(1,980)	(1,105)	(1,680)	(1,873)	(193)
5029999999 TOTAL FRINGE BENEFITS	116,784	153,964	142,355	194,640	199,449	4,809
5030300001 BENEFIT MANAGEMENT EXPENSES	1,489	2,392	3,521	14,150	13,880	(270)
5030300003 MEDICAL-EXAMS AND TESTING	37,667	43,856	27,219	23,000	25,000	2,000
5030400000 TEMPORARY HELP SERVICES	29,937	6,915	96,521	24,000	45,000	21,000
5039900003 PRINTING EXPENSE	1,691	-	578	5,000	3,455	(1,545)
5049900000 HR TRAINING	2,079	313	884	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,078	2,749	2,503	3,500	3,000	(500)
5060501000 ESTIMATED LAWSUIT EXPENSES	-	355,183	(5,183)	-	100,000	100,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,082	1,789	6,941	2,521	4,758	2,237
5090200000 TRAVEL MEETINGS/TRAINING	2,581	6,635	402	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE	13,596	10,319	14,681	12,650	10,150	(2,500)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	695	1,028	278	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	25,758	31,930	26,512	29,132	29,132	-
5090800100 EMPLOYEE RECOGNITION	12,363	1,377	2,981	11,000	7,500	(3,500)
5090800125 TUITION REIMBURSEMENT	5,684	21,140	11,467	20,000	20,000	-
5099900004 CONSULTING-HR	-	31,700	101,145	88,400	90,000	1,600
<b>Total Expenses</b>	<b>492,704</b>	<b>930,604</b>	<b>577,614</b>	<b>684,258</b>	<b>805,100</b>	<b>120,842</b>

**ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning**

Division 32, 45 & 49

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	249,743	255,586	315,127	408,590	530,172	121,582
5010201610 ADMIN SALARIES-OT	3,851	3,423	5,193	8,000	12,000	4,000
5029999999 TOTAL FRINGE BENEFITS	204,009	183,682	217,269	366,047	451,577	85,530
5030303240 CONTRACTED SERVICES	148,444	84,427	92,058	120,000	113,000	(7,000)
5030303260 ADVERTISING	37,736	58,249	5,638	40,000	32,000	(8,000)
5030303270 SUNLINE EVENTS EXPENSE	9,390	5,167	17,514	16,500	5,000	(11,500)
5030303271 MUSIC FESTIVAL	17,991	-	9,935	9,935	10,000	65
5030303280 CITY REVENUE SHARING	7,988	1,738		7,000	-	(7,000)
5030400000 TEMPORARY HELP SERVICES	10,241	11,475		20,165	12,000	(8,165)
5039900003 PRINTING EXPENSE	61,182	57,238	47,419	80,000	60,000	(20,000)
5049900001 OFFICE SUPPLIES	7,191	7,053	1,845	5,000	6,000	1,000
5049900002 OFFICE SUPPLIES-POSTAGE	-	22,517	23,531	25,000	27,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	12,195	1,730	1,980	3,600	3,000	(600)
5090200000 TRAVEL MEETINGS/TRAINING	4,740	222	6,168	6,500	4,500	(2,000)
<b>Total Expenses</b>	<b>774,701</b>	<b>692,506</b>	<b>743,679</b>	<b>1,116,337</b>	<b>1,266,249</b>	<b>149,912</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	197,189	286,725	311,418	424,343	313,354	(110,989)
5010201610 ADMIN SALARIES-OT	1,957	1,818	4,460	3,500	6,000	2,500
5029999999 TOTAL FRINGE BENEFITS	151,505	186,771	193,503	277,374	215,106	(62,268)
5030200010 CONSULTING	132,794	(11,879)	16,622	145,700	435,420	289,720
5030400000 TEMPORARY HELP SERVICES	4,889	-	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	25,368	600	-	5,000	-	(5,000)
5049900001 OFFICE SUPPLIES	1,029	1,227	1,664	1,500	1,700	200
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	-	-	13,400	13,400
5090200001 TRAVEL TRAINING	5,575	8,657	13,629	7,000	-	(7,000)
<b>Total Expenses</b>	<b>520,306</b>	<b>473,920</b>	<b>541,297</b>	<b>864,417</b>	<b>984,980</b>	<b>120,563</b>

**ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning**

Division 32, 45 & 49

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
0	Benefits Specialist	1.00	0.00	(1.00)
1	Chief Administrative Officer	1.00	1.00	0.00
1	Chief Planning Officer	1.00	1.00	0.00
1	Community Engagement Specialist	0.00	1.00	1.00
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	3.00	4.00	1.00
1	Deputy Chief Administrative Officer	1.00	1.00	0.00
0	Digital Information Technician	1.00	0.00	(1.00)
0	Front Office Receptionist	1.00	0.00	(1.00)
2	Human Resource Specialist	0.00	2.00	2.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
0	Human Resources Technician	1.00	0.00	(1.00)
1	Marketing Manager	0.00	1.00	1.00
1	Marketing Specialist	0.00	1.00	1.00
1	Outreach Specialist	0.00	1.00	1.00
0	Outreach Technician	1.00	0.00	(1.00)
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
0	Public Outreach Specialist	1.00	0.00	(1.00)
0	Transit Communication Service Specialist	1.00	0.00	(1.00)
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
<b>28</b>	<b>Total FTE's</b>	<b>28.00</b>	<b>28.00</b>	<b>0.00</b>

Notes:

- Eliminated Benefits Specialist position
- Added a Human Resource Specialist
- Retitled Human Resource Technician to Human Resource Specialist
- Retitled Transit Communication Service Specialist to Community Engagement Specialist
- Retitled Public Outreach Specialist to Marketing Manager
- Retitled Digital Information Technician to Marketing Specialist
- Retitled Outreach Technician to Outreach Specialist
- Retitled Front Office Receptionist to Customer Service Representative

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	248,445	246,149	(2,296)
<b>510201610 ADMIN SALARIES-OT</b>	2,000	2,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,680)	(1,873)	(193)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	194,640	199,449	4,809
<b>Sub-total</b>	<b>443,405</b>	<b>445,725</b>	<b>2,320</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	800	800	-
CALPERS Admin Fees	12,000	12,000	-
OPTUM	1,350	1,080	(270)
<b>Sub-total</b>	<b>14,150</b>	<b>13,880</b>	<b>(270)</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	12,900	14,000	1,100
VTT and licenses	10,100	11,000	900
<b>Sub-total</b>	<b>23,000</b>	<b>25,000</b>	<b>2,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	24,000	45,000	21,000
<b>Sub-total</b>	<b>24,000</b>	<b>45,000</b>	<b>21,000</b>
<b>5039900003 PRINTING EXPENSE</b>			
Handbook supplements/new	150	150	-
MOU copies	2,650	1,325	(1,325)
Promotional materials	2,200	1,980	(220)
<b>Sub-total</b>	<b>5,000</b>	<b>3,455</b>	<b>(1,545)</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies to organize EE Files	3,500	3,000	(500)
<b>Sub-total</b>	<b>3,500</b>	<b>3,000</b>	<b>(500)</b>



**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5060501000 ESTIMATED LAWSUIT EXPENSES</b>			
Estimated amount of loss	-	100,000	100,000
<b>Sub-total</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
CALPERLA	700	3,489	2,789
Review Snap	1,441	509	(932)
SHRM	380	760	380
<b>Sub-total</b>	<b>2,521</b>	<b>4,758</b>	<b>2,237</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Employee spring event	2,000	2,000	-
Health and Benefits fair	2,500	-	(2,500)
Holiday party	8,150	8,150	-
<b>Sub-total</b>	<b>12,650</b>	<b>10,150</b>	<b>(2,500)</b>
<b>5090201001 EMPLOYEE WELLNESS PLAN EXPENSE</b>			
Promotional materials related to SunLine's health programs	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background checks	5,651	5,651	-
Executive Officer recruiting	5,000	5,000	-
NEOGOV	18,481	18,481	-
<b>Sub-total</b>	<b>29,132</b>	<b>29,132</b>	<b>-</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Years of service awards for employees	11,000	6,000	(5,000)
Employee Referral Program	-	1,500	1,500
<b>Sub-total</b>	<b>11,000</b>	<b>7,500</b>	<b>(3,500)</b>

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	8,000	8,000	-
Graduate level courses	12,000	12,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5099900004 CONSULTING-HR</b>			
General consulting for training and development, benefits, and legal compliance	88,400	90,000	1,600
<b>Sub-total</b>	<b>88,400</b>	<b>90,000</b>	<b>1,600</b>
<b>Total Expenses</b>	<b>684,258</b>	<b>805,100</b>	<b>120,842</b>

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**ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL**

Division 45

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	408,590	530,172	121,582
<b>5010201610 ADMIN SALARIES-OT</b>	8,000	12,000	4,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	366,047	451,577	85,530
<b>Sub-total</b>	<b>782,637</b>	<b>993,749</b>	<b>211,112</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	8,000	3,500	(4,500)
Public relations firm	97,000	84,500	(12,500)
Website hosting and support	15,000	25,000	10,000
<b>Sub-total</b>	<b>120,000</b>	<b>113,000</b>	<b>(7,000)</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	1,000	1,000	-
Print, TV, radio & social media	25,000	22,000	(3,000)
Production costs associated with exterior bus and shelter advertisements	8,500	3,500	(5,000)
Promotional items	5,500	5,500	-
<b>Sub-total</b>	<b>40,000</b>	<b>32,000</b>	<b>(8,000)</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	16,500	5,000	(11,500)
<b>Sub-total</b>	<b>16,500</b>	<b>5,000</b>	<b>(11,500)</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	9,935	10,000	65
<b>Sub-total</b>	<b>9,935</b>	<b>10,000</b>	<b>65</b>
<b>5030303280 CITY REVENUE SHARING</b>			
Cost associated with advertising in various cities	7,000	-	(7,000)
<b>Sub-total</b>	<b>7,000</b>	<b>-</b>	<b>(7,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	20,165	12,000	(8,165)
<b>Sub-total</b>	<b>20,165</b>	<b>12,000</b>	<b>(8,165)</b>

**ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL**

**Division 45**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	45,000	42,000	(3,000)
Rider's Guides	35,000	18,000	(17,000)
<b>Sub-total</b>	<b>80,000</b>	<b>60,000</b>	<b>(20,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	5,000	6,000	1,000
<b>Sub-total</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing expenses	25,000	27,000	2,000
<b>Sub-total</b>	<b>25,000</b>	<b>27,000</b>	<b>2,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	1,600	1,000	(600)
Costco	300	300	-
PSDRCCVA	1,200	1,200	-
Rotary	500	500	-
<b>Sub-total</b>	<b>3,600</b>	<b>3,000</b>	<b>(600)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	6,500	4,500	(2,000)
<b>Sub-total</b>	<b>6,500</b>	<b>4,500</b>	<b>(2,000)</b>
<b>Total Expenses</b>	<b>1,116,337</b>	<b>1,266,249</b>	<b>149,912</b>

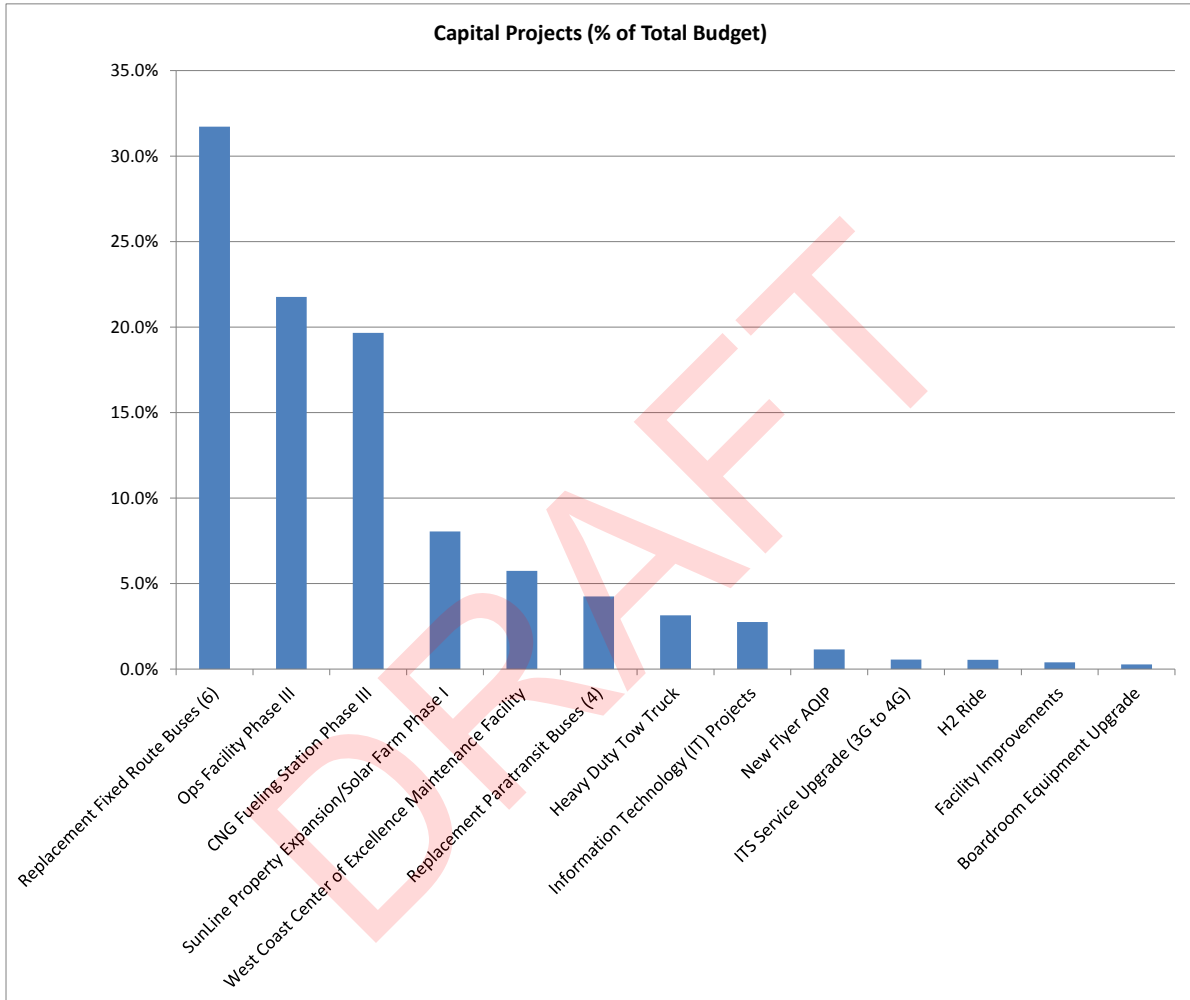
**ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	424,343	313,354	(110,989)
<b>5010201610 ADMIN SALARIES-OT</b>	3,500	6,000	2,500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	277,374	215,106	(62,268)
<b>Sub-total</b>	<b>705,217</b>	<b>534,460</b>	<b>(170,757)</b>
<b>5030200010 CONSULTING</b>			
On-call planning services	35,000	40,000	5,000
Statistician	-	40,000	40,000
Transcription services	1,500	1,500	-
Transit planning consulting services	109,200	353,920	244,720
<b>Sub-total</b>	<b>145,700</b>	<b>435,420</b>	<b>289,720</b>
<b>5039900010 RIVERSIDE COMMUTERLINK EXPENSES</b>			
Riverside Commuterlink Expenses. (These are expenses for press ads (radio, print, billboards) for Commuter Link promotion.)	5,000	-	(5,000)
<b>Sub-total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,500	1,700	200
<b>Sub-total</b>	<b>1,500</b>	<b>1,700</b>	<b>200</b>
<b>5090200000 TRAVEL MEETINGS/SEMINARS</b>			
Costs associated with travel such as meals & parking fees	-	13,400	13,400
<b>Sub-total</b>	<b>-</b>	<b>13,400</b>	<b>13,400</b>
<b>5090200001 TRAVEL TRAINING</b>			
Costs associated with travel such as meals & parking fees	7,000	-	(7,000)
<b>Sub-total</b>	<b>7,000</b>	<b>-</b>	<b>(7,000)</b>
<b>Total Expenses</b>	<b>864,417</b>	<b>984,980</b>	<b>120,563</b>

## SUMMARY OF CAPITAL PROJECTS

There are 13 new capital projects requested in FY20 at a total value of \$12,711,407. The most significant projects regarding cost include the replacement of six (6) fixed route buses, CNG fueling station phase III, and the new operations building phase III. 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**

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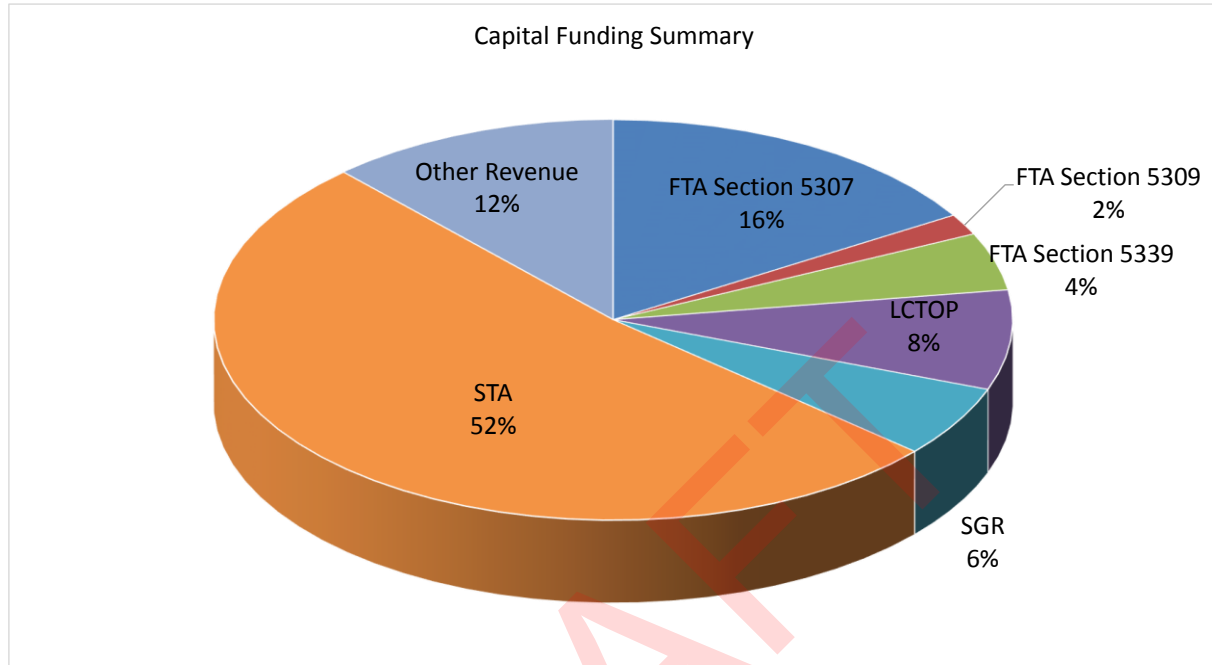
**CAPITAL BUDGET SUMMARY**

Item Description	FY 20 Requested Budget	Estimated Project Costs at Completion
Replacement Fixed Route Buses six (6)	4,032,000	4,032,000
Information Technology (IT) Projects	350,000	350,000
Boardroom Equipment Upgrade	35,000	35,000
ITS Service Upgrade (3G to 4G)	70,000	70,000
Replacement Paratransit Buses four (4)	540,000	540,000
SunLine Property Expansion/Solar Farm Phase I	1,022,832	1,022,832
West Coast Center of Excellence Maintenance Facility	730,403	730,403
Facility Improvements	50,000	50,000
H2 Ride	69,172	69,172
New Flyer AQIP	146,000	146,000
Ops Facility Phase III	2,766,000	2,766,000
CNG Fueling Station Phase III	2,500,000	2,500,000
Heavy Duty Tow Truck	400,000	400,000
<b>TOTAL</b>	<b>12,711,407</b>	<b>12,711,407</b>

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## FUNDING SUMMARY

SunLine Transit Agency has seven (7) sources of funding for the FY20 capital budget, including various federal, state and local funding sources. These sources will fund the 13 capital projects included in the FY20 capital budget.



Funding Source	FY 19 Approved Budget	FY 20 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	750,000	-	(750,000)
FTA Section 5307	1,371,949	2,066,395	694,446
FTA Section 5309		215,172	215,172
FTA Section 5339	465,933	593,070	127,137
Low Carbon Transit Operations Program (LCTOP)	-	1,022,832	1,022,832
Local Transportation Funds (LTF)	2,116,000	-	(2,116,000)
State of Good Repair (SGR)	253,623	730,403	476,780
State Transit Assistance (STA)	4,149,618	6,583,535	2,433,917
Other Revenue	-	1,500,000	1,500,000
<b>Total Funds Requested by Fiscal Year</b>	<b>9,107,123</b>	<b>12,711,407</b>	<b>3,604,284</b>



**FY 20 PROJECTS BY FUNDING SOURCE**

FY 20 Projects	STA	State of Good Repair (SGR)	FTA Section 5307	FTA Section 5309	FTA Section 5339	LCTOP	Other Revenue	FY 20 Proposed Budget
Replacement Fixed Route Buses (6)	1,372,535		2,066,395		593,070			4,032,000
Information Technology (IT) Projects	350,000							350,000
Boardroom Equipment Upgrade	35,000							35,000
ITS Service Upgrade (3G to 4G)	70,000							70,000
Replacement Paratransit Buses (4)	540,000							540,000
SunLine Property Expansion/Solar Farm Phase I						1,022,832		1,022,832
West Coast Center of Excellence Maintenance Facility		730,403						730,403
Facility Improvements	50,000							50,000
H2 Ride				69,172				69,172
New Flyer AQIP				146,000				146,000
Ops Facility Phase III	2,766,000							2,766,000
CNG Fueling Station Phase III	1,000,000						1,500,000	2,500,000
Heavy Duty Tow Truck	400,000							400,000
<b>Total</b>	<b>6,583,535</b>	<b>730,403</b>	<b>2,066,395</b>	<b>215,172</b>	<b>593,070</b>	<b>1,022,832</b>	<b>1,500,000</b>	<b>12,711,407</b>
<b>Total FY20 Proposed Budget</b>								<b>\$ 12,711,407</b>

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**CAPITAL PROJECTS**

**Replacement Fixed Route Buses (6)**

Purchase of six (6) fixed route buses to replace existing CNG bus fleet that will meet their useful life as outlined by the FTA guidelines.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Fixed Route Buses (6)	4,032,000
<b>Total</b>	<b>4,032,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	Local	-	1,372,535	1,372,535
FTA Section 5307	Federal	-	2,066,395	2,066,395
FTA Section 5339	Federal	-	593,070	593,070
<b>Total Funds by FY</b>		-	4,032,000	4,032,000
			<b>Estimated Total Funds at Completion</b>	4,032,000

**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
<b>Total</b>	<b>350,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	350,000	350,000
<b>Total</b>		-	350,000	350,000
			<b>Estimated Total Funds at Completion</b>	350,000

**CAPITAL PROJECTS**

**Boardroom Equipment Upgrade**

Replace standalone voting system with an integrated online voting management solution, addition of tablets to the dais for Board Member use in tracking items and new audio equipment for live and virtual meetings.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Boardroom Equipment Upgrade	35,000
<b>Total</b>	<b>35,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	35,000	35,000
<b>Total</b>		-	35,000	35,000
<b>Estimated Total Funds at Completion</b>				35,000

**ITS Service Upgrade (3G to 4G)**

Upgrade AVL system from 3G cellular network to 4G.

**PROJECT TYPE:**

Project Budget	Total Project Budget
ITS Service Upgrade (3G to 4G)	70,000
<b>Total</b>	<b>70,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	70,000	70,000
<b>Total</b>		-	70,000	70,000
<b>Estimated Total Funds at Completion</b>				70,000

**Replacement Paratransit Buses (4)**

Purchase of four (4) buses to replace existing SunDial vehicles that will meet useful life as outlined by FTA guidelines.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Paratransit Buses (4)	540,000
<b>Total</b>	<b>540,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	540,000	540,000
<b>Total Funds by FY</b>		-	540,000	540,000
<b>Estimated Total Funds at Completion</b>				540,000

**CAPITAL PROJECTS**

**SunLine Property Expansion/Solar Farm Phase I**

The land purchase will help with future growth of the Agency to assist with SunLine's expanded zero emission program in solar and hydrogen related projects.

**PROJECT TYPE:**

Project Budget	Total Project Budget
SunLine Property Expansion/Solar Farm Phase I	1,022,832
<b>Total</b>	<b>1,022,832</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
Low Carbon Transit Operations Program (LCTOP)	State	-	1,022,832	1,022,832
<b>Total Funds by FY</b>		-	1,022,832	1,022,832
			<b>Estimated Total Funds at Completion</b>	1,022,832

**West Coast Center of Excellence Maintenance Facility**

The maintenance bay training facility will provide comprehensive workforce training programs to zero emission transportation technologies that support commercial operation of zero emission buses.

**PROJECT TYPE:**

Project Budget	Total Project Budget
West Coast Center of Excellence Maintenance Facility	730,403
<b>Total</b>	<b>730,403</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	730,403	730,403
<b>Total Funds by FY</b>		-	730,403	730,403
			<b>Estimated Total Funds at Completion</b>	730,403

**CAPITAL PROJECTS**

**Facility Improvements**

This project is necessary for upgrading the aging facility and equipment at the various SunLine locations, including HVAC, plumbing, electrical and others as needed.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Facility Improvements	50,000
<b>Total</b>	<b>50,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	50,000	50,000
<b>Total Funds by FY</b>		-	50,000	50,000
			<b>Estimated Total Funds at Completion</b>	50,000

**H2 Ride**

Project to own and operate two (2) hydrogen fuel cell powered 32 feet shuttle buses.

**PROJECT TYPE:**

Project Budget	Total Project Budget
H2 Ride	69,172
<b>Total</b>	<b>69,172</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
FTA Section 5309	Federal	-	69,172	69,172
<b>Total Funds by FY</b>		-	69,172	69,172
			<b>Estimated Total Funds at Completion</b>	69,172

**CAPITAL PROJECTS**

**New Flyer AQIP**

This project will purchase additional bus equipment and inspection services for the five (5) hydrogen fuel cell buses purchased via AQIP grant.

**PROJECT TYPE:**

Project Budget	Total Project Budget
New Flyer AQIP	146,000
<b>Total</b>	<b>146,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
FTA Section 5309	Federal	-	146,000	146,000
<b>Total Funds by FY</b>		-	146,000	146,000
<b>Estimated Total Funds at Completion</b>				146,000

**Ops Facility Phase III**

The operations facility replacement project will allow SunLine to rebuild a functional operations building at the Thousand Palms site.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Ops Facility Phase III	2,766,000
<b>Total</b>	<b>2,766,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	2,766,000	2,766,000
<b>Total Funds by FY</b>		-	2,766,000	2,766,000
<b>Estimated Total Funds at Completion</b>				2,766,000

**CNG Fueling Station Phase III**

This project will allow SunLine to replace existing CNG fueling station with a new CNG fueling station.

**PROJECT TYPE:**

Project Budget	Total Project Budget
CNG Fueling Station Phase III	2,500,000
<b>Total</b>	<b>2,500,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,000,000	1,000,000
Other Revenue	State	-	1,500,000	1,500,000
<b>Total Funds by FY</b>		-	2,500,000	2,500,000
<b>Estimated Total Funds at Completion</b>				2,500,000

**CAPITAL PROJECTS**

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**Heavy Duty Tow Truck**

Purchase of one (1) heavy duty tow truck tractor and Landoll trailer to pick up disabled buses and vehicles and to tow buses to bus conferences when driving is not efficient.

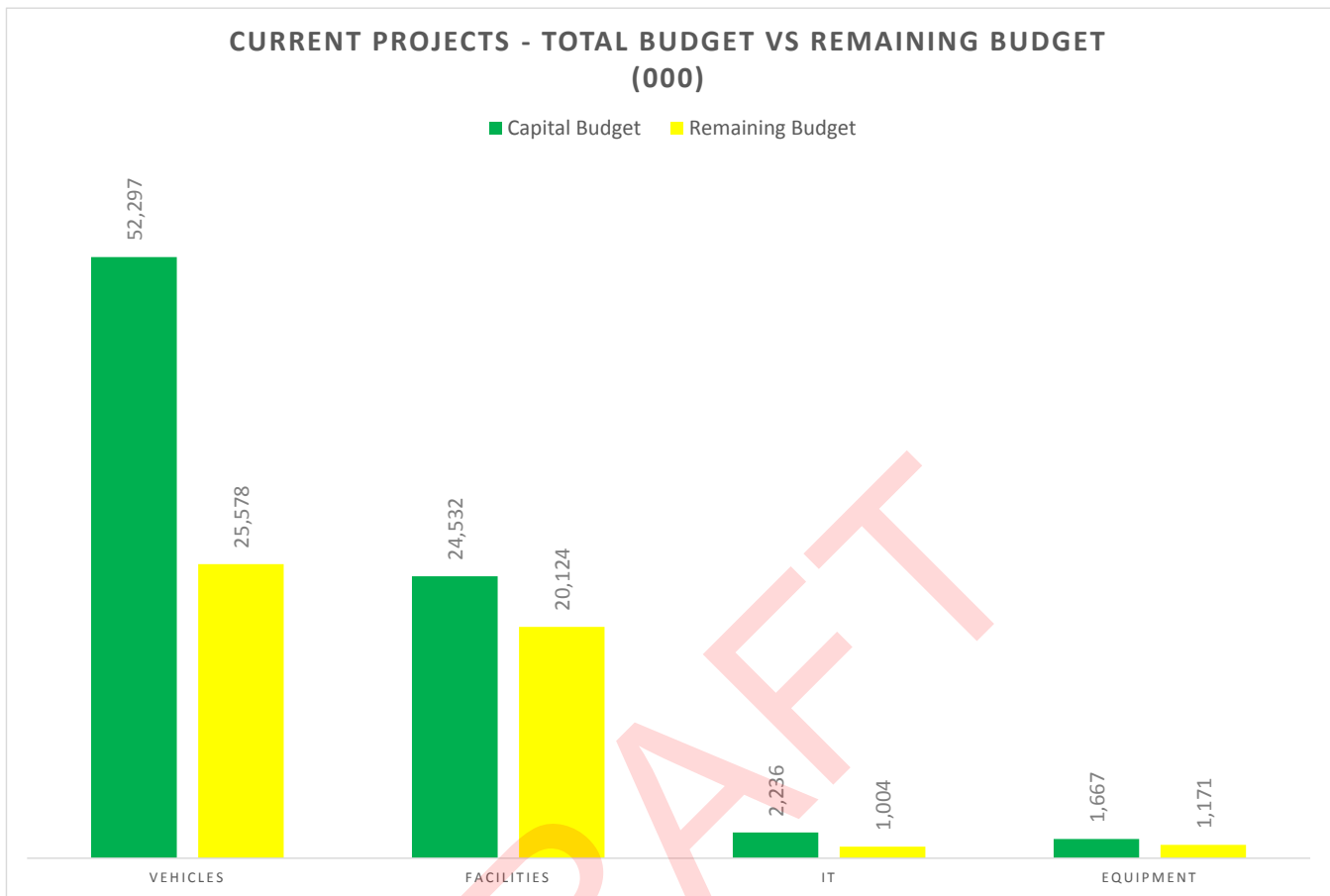
**PROJECT TYPE:**

Project Budget	Total Project Budget
Heavy Duty Tow Truck	400,000
<b>Total</b>	<b>400,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	400,000	400,000
<b>Total Funds by FY</b>		-	400,000	400,000
			<b>Estimated Total Funds at Completion</b>	400,000

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## SUMMARY OF CURRENT CAPITAL PROJECTS



**Note:**

The chart represents the capital budget vs. remaining budget separated into four (4) categories. Equipment encompasses items such as farebox tools and radio equipment.