



SunLine Transit Agency  
June 26, 2019  
11:30 a.m. – 12:00 p.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 April 2019 (PAGE 3-7)
- 7b) Credit Card Statement for April 2019 (PAGE 8-12)
- 7c) Monthly Budget Variance Report for April 2019 (PAGE 13-19)
- 7d) Contracts Signed in Excess of \$25,000 May 2019 (PAGE 20-21)
- 7e) Union & Non-Union Pension Investment Asset Summary April 2019 (PAGE 22-25)
- 7f) Ridership Report for May 2019 (PAGE 26-28)
- 7g) SunDial Operational Notes for May 2019 (PAGE 29-32)
- 7h) Metrics for May 2019 (PAGE 33-44)
- 7i) Board Member Attendance for May 2019 (PAGE 45-46)

**8. ADOPTION OF THE FY20 OPERATING AND CAPITAL BUDGET**

**APPROVE**  
(PAGE 47-155)

(Staff: Luis Garcia, Deputy Chief Financial Officer)

**9. PURCHASE OF REPLACEMENT FIXED ROUTE BUSES**

**APPROVE**  
(PAGE 156)

(Staff: Demetrius Genera, Deputy Chief Operating Officer – Maintenance & Tommy D. Edwards, Chief Performance Officer)

**10. ADJOURN**

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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for April 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 April, the largest payment issued was payment for FC14 and FC15 (2 of 5) hydrogen electric fuel cell buses which is funded primarily through AQIP.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of April 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
<b>NEW FLYER OF AMERICA INC.</b>	<b>WIP-Five Hydrogen Fuel Cell buses-AQIP</b>	<b>678808</b>	<b>04/16/2019</b>	<b>834,204.80</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>678667</u>	<u>04/05/2019</u>	<u>354,317.46</u>
<b>PLANET SOLAR, INC.</b>	<b>WIP-Admin Building Solar Carport Phase 2</b>	<b>678809</b>	<b>04/16/2019</b>	<b>304,503.13</b>
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Yard Repavement</b>	<b>678758</b>	<b>04/12/2019</b>	<b>264,125.18</b>
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Yard Repavement</b>	<b>678807</b>	<b>04/16/2019</b>	<b>195,487.53</b>
PERMA - INSURANCE	Gen Liability/WC Prem	678779	04/12/2019	146,051.69
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678718</u>	<u>04/05/2019</u>	<u>102,625.16</u>
<u>THE GUARDIAN LIFE INSURANCE COMPANY</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>678799</u>	<u>04/12/2019</u>	<u>96,140.31</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678910</u>	<u>04/24/2019</u>	<u>95,368.85</u>
<b>DOUG WALL CONSTRUCTION</b>	<b>WIP-Electric Bus Chargers Indio</b>	<b>678751</b>	<b>04/12/2019</b>	<b>57,435.00</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	678880	04/24/2019	52,921.71
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign &amp; Network Analysis</b>	<b>678760</b>	<b>04/12/2019</b>	<b>49,065.79</b>
SO CAL GAS CO.	Utilities	678791	04/12/2019	33,553.51
<u>THE GUARDIAN LIFE INSURANCE COMPANY</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>678712</u>	<u>04/05/2019</u>	<u>32,822.17</u>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	678875	04/24/2019	31,936.10
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP- Operations Facility</b>	<b>678859</b>	<b>04/19/2019</b>	<b>27,572.63</b>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	678893	04/24/2019	26,191.72
<b>UNITED RENTALS, INC.</b>	<b>WIP-Forklift Replacement DIV 2</b>	<b>678803</b>	<b>04/12/2019</b>	<b>25,462.01</b>
NFI PARTS	Inventory Repair Parts	678860	04/19/2019	24,825.08
VERIZON WIRELESS	Wireless Telephone Service	678724	04/05/2019	24,592.36
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>678806</b>	<b>04/12/2019</b>	<b>24,284.12</b>
COMPLETE COACH WORKS	Repair Claims	678669	04/05/2019	20,334.03
IMPERIAL IRRIGATION DIST	Utilities	678762	04/12/2019	20,083.90
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678866</u>	<u>04/19/2019</u>	<u>19,222.58</u>
HD INDUSTRIES	Inventory Repair Parts	678683	04/05/2019	18,008.24
THE LEFLORE GROUP LLC	Consulting Services	678856	04/19/2019	17,032.36
BRIGHT MOMENTS	Consulting Services	678882	04/24/2019	11,992.50
ANTHONY CARTER	Consulting Services	678813	04/19/2019	11,410.00
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign &amp; Network Analysis</b>	<b>678888</b>	<b>04/24/2019</b>	<b>10,237.22</b>
AGREEMENT DYNAMICS, INC.	Labor Negotiations Counsel	678810	04/19/2019	9,642.59
SOCO GROUP INC, THE	Lubricates-Oil	678905	04/24/2019	9,153.66
TEC OF CALIFORNIA, INC.	Repair Parts-Fixed Route	678797	04/12/2019	8,709.62
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP-Replacement &amp; Expansion of Paratransit</b>	<b>678727</b>	<b>04/12/2019</b>	<b>8,637.86</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	678871	04/24/2019	8,490.35
GENFARE	Printing Expense	678680	04/05/2019	8,359.19
NFI PARTS	Inventory Repair Parts	678710	04/05/2019	8,346.82
TRAPEZE SOFTWARE GROUP INC.	Consulting Services	678717	04/05/2019	8,150.41
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678818	04/19/2019	8,116.72
ANDREA CARTER & ASSOCIATES	Consulting Services	678731	04/12/2019	7,861.03

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of April 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
PE FACILITY SOLUTIONS, LLC	Janitorial Services	678778	04/12/2019	7,240.00
<b>CPAC INC.COM</b>	<b>WIP-Information Technology Projects</b>	<b>678745</b>	<b>04/12/2019</b>	<b>6,346.04</b>
SOCALGAS	Utilities	678792	04/12/2019	6,335.82
360 BUSINESS CONSULTING	Webhosting & Maintenance Services	678726	04/12/2019	6,302.20
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	678814	04/19/2019	6,148.16
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678657</b>	<b>04/05/2019</b>	<b>6,031.26</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678873</b>	<b>04/24/2019</b>	<b>6,031.26</b>
JESSE FRESCAS JR.	Consulting Services	678764	04/12/2019	5,920.00
FIESTA FORD, INC.	Inventory Repair Parts	678678	04/05/2019	5,771.42
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP-Surveillance &amp; Security Camera Sys Upgrade</b>	<b>678750</b>	<b>04/12/2019</b>	<b>5,220.00</b>
CPAC INC.COM	Computer Network Software Agreement	678878	04/24/2019	5,133.22
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678670	04/05/2019	5,020.48
TPX COMMUNICATIONS	Telephone Service	678909	04/24/2019	4,921.16
ROBERT HALF TECHNOLOGY	Temporary Help	678702	04/05/2019	4,819.58
HENSON CONSULTING GROUP, LLC	Consulting Services	678819	04/19/2019	4,531.25
NEOGOV	Recruiting Employees	678927	04/26/2019	4,475.95
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	678828	04/19/2019	4,401.86
GENFARE	Equipment Repairs & Haul Pass Program Expenses	678885	04/24/2019	4,132.50
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Mar 2019</u>	<u>678699</u>	<u>04/05/2019</u>	<u>4,073.36</u>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	678665	04/05/2019	3,862.20
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	678918	04/26/2019	3,714.00
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	678930	04/26/2019	3,625.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	678783	04/12/2019	3,573.43
HD INDUSTRIES	Inventory Repair Parts	678835	04/19/2019	3,561.68
IMPERIAL IRRIGATION DIST	Utilities	678889	04/24/2019	3,555.44
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	678739	04/12/2019	3,376.12
TK SERVICES, INC.	Inventory Repair Parts	678864	04/19/2019	3,155.50
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678671	04/05/2019	3,062.59
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678923	04/26/2019	3,019.79
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678736	04/12/2019	2,997.74
NAPA AUTO PARTS	Inventory Repair Parts	678934	04/26/2019	2,984.78
COMPLETE COACH WORKS	Inventory Repair Parts	678743	04/12/2019	2,973.90
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	678716	04/05/2019	2,959.25
<b>TOPS N BARRICADES, INC.</b>	<b>Fixed Assets-Misc Equipment</b>	<b>678865</b>	<b>04/19/2019</b>	<b>2,813.91</b>
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	678777	04/12/2019	2,800.00
4IMPRINT, INC.	Employee Incentive Service	678656	04/05/2019	2,670.26
TK SERVICES, INC.	Inventory Repair Parts	678713	04/05/2019	2,657.93
OFFICETEAM	Temporary Help	678937	04/26/2019	2,486.91
MODINE MANUFACTURING COMPANY	Repair Parts-Fixed Route	678894	04/24/2019	2,481.31

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ROMAINE ELECTRIC CORP.	Inventory Repair Parts	678855	04/19/2019	2,464.20
ASPEN REFRIGERANTS, INC.	Freon & Coolant	678660	04/05/2019	2,451.98
ALLIED REFRIGERATION, INC	Freon & Coolant	678729	04/12/2019	2,424.38
INTEROP	Travel-Meeting/Seminars	678842	04/19/2019	2,399.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678746	04/12/2019	2,297.96
NORTON MEDICAL INDUSTRIES	Medical Exams	678849	04/19/2019	2,273.55
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678749</b>	<b>04/12/2019</b>	<b>2,192.20</b>
KORD FIRE PROTECTION	Inventory Repair Parts	678688	04/05/2019	2,118.41
GENFARE	Inventory Repair Parts	678833	04/19/2019	2,101.66
<b>PSOMAS</b>	<b>WIP-CNG Station Replacement</b>	<b>678784</b>	<b>04/12/2019</b>	<b>2,017.58</b>
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	678837	04/19/2019	2,007.75
SAMUEL MESTER	Tuition Reimbursement	678789	04/12/2019	2,000.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	678661	04/05/2019	1,960.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	678846	04/19/2019	1,942.48
ROBERT HALF TECHNOLOGY	Temporary Help	678901	04/24/2019	1,848.00
SARDO BUS & COACH UPHOLSTERY	Repair Parts-Fixed Route	678790	04/12/2019	1,828.69
UP IN SMOKE CATERING	Employee Development Program	678912	04/24/2019	1,800.00
UP IN SMOKE CATERING	Sunline Event Expense	678867	04/19/2019	1,800.00
TK SERVICES, INC.	Inventory Repair Parts	678801	04/12/2019	1,764.06
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678876</b>	<b>04/24/2019</b>	<b>1,715.13</b>
OPENAPPS, INC.	Contract Service - General	678771	04/12/2019	1,708.65
OFFICE DEPOT	Office Supplies	678692	04/05/2019	1,670.07
HD INDUSTRIES	Inventory Repair Parts	678929	04/26/2019	1,663.10
NFI PARTS	Inventory Repair Parts	678947	04/26/2019	1,639.57
THE TRANSIT & PARATRANSIT COMPANY	Materials & Supplies	678903	04/24/2019	1,585.00
CLAIREMONT EQUIPMENT	Facility Maintenance Equipment Rental	678741	04/12/2019	1,547.50
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678666</b>	<b>04/05/2019</b>	<b>1,453.32</b>
OFFICE DEPOT	Office Supplies	678896	04/24/2019	1,436.50
PLAZA TOWING, INC.	Towing Services	678698	04/05/2019	1,425.00
COMPLETE COACH WORKS	Inventory Repair Parts	678922	04/26/2019	1,424.99
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	678931	04/26/2019	1,420.65
UPS	Shipping Service	678913	04/24/2019	1,414.32
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	678788	04/12/2019	1,371.66
PROPER SOLUTIONS	Temporary Help	678940	04/26/2019	1,326.00
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>678872</b>	<b>04/24/2019</b>	<b>1,284.68</b>
<b>SOFTCHOICE CORP.</b>	<b>WIP-Information Technology Projects</b>	<b>678793</b>	<b>04/12/2019</b>	<b>1,207.12</b>
IMPERIAL IRRIGATION DIST	Utilities	678840	04/19/2019	1,202.58
AIR & LUBE SYSTEMS INC	Contract Service - General	678811	04/19/2019	1,194.41
OFFICETEAM	Temporary Help	678770	04/12/2019	1,186.00

**SunLine Transit Agency  
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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
OFFICETEAM	Temporary Help	678696	04/05/2019	1,186.00
EMMANUEL ACUAHILT NAYOTL	Pass Outlet Business Closed on 2/22/19	678675	04/05/2019	1,167.50
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	678938	04/26/2019	1,165.52
GEYSER EQUIPMENT, LLC	Repair Parts - Support Vehicles	678681	04/05/2019	1,093.88
PJ'S DESERT TROPHIES & GIFTS	Employee Recognition	678780	04/12/2019	1,053.07
C V WATER DISTRICT	Utilities	678816	04/19/2019	1,045.60
SUN CHEMICAL	Cleaning Supplies-Vehicles	678786	04/12/2019	1,039.79
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678817	04/19/2019	1,007.67
STARK AREA REGIONAL TRANSIT AUTHORITY	Center of Excellence Event Attendees	678708	04/05/2019	1,000.00
TOTALFUNDS	Postage Supplies	678802	04/12/2019	1,000.00
ANDREA CARTER & ASSOCIATES	Sunline Event & Contracted Service	678658	04/05/2019	1,000.00
<b>Total Checks Over \$1,000</b>	\$3,262,789.83			
<b>Total Checks Under \$1,000</b>	\$47,734.90			
<b>Total Checks</b>	\$3,310,524.73			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for April 2019

Summary:

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

Recommendation:

Receive and file.



**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 05/03/19**

**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	4/3/2019	4/4/2019	Firehouse Subs	Firehouse Subs Catering Order; SunLine University Track 3B Joint Session with City of La Quinta		\$164.83
2	4/5/2019	4/5/2019	PayPal	Registration; SCAG 2019 Regional Conference & General Assembly - Lauren Skiver, CEO/General Manager		\$250.00
3	4/5/2019	4/5/2019	PayPal	Registration; SCAG 2019 Regional Conference & General Assembly - Vicky Castaneda, Interim Chief Administrative Officer		\$250.00
4	4/5/2019	4/5/2019	PayPal	Registration; SCAG 2019 Regional Conference & General Assembly - Victor A. Duran, Transit Planning Manager		\$250.00
5	4/5/2019	4/5/2019	PayPal	Registration; SCAG 2019 Regional Conference & General Assembly - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$250.00
6	4/9/2019	4/9/2019	SQ Raul Robles	Taco Truck Catering; 2019 Spring Employee Gathering (Deposit)		\$200.00
7	4/18/2019	4/18/2019	APTA Housing	Lodging Deposit; 2019 APTA Mobility Conference - Lauren Skiver, CEO/General Manager <i>(Room cancelled and refund for deposit provided)</i>	\$249.55	
8	4/18/2019	4/18/2019	SQ Raul Robles	Taco Truck Catering; 2019 Earth Day Event (Deposit)		\$200.00
9	4/18/2019	4/18/2019	LAX Airport	Parking for 5 Days at LAX Airport; 2019 Think Transit: Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$320.00
10	4/18/2019	4/18/2019	Marriott Tampa	Lodging for 4 Nights; 2019 Think Transit: Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$2,362.28
11	4/18/2019	4/18/2019	Absolute Storage	Deposit and Payment for Storage Unit for SunLine Transit Agency		\$282.27
12	4/19/2019	4/19/2019	Panera Bread	Panera Catering Order; Ad Hoc Committee Meeting		\$55.37
13	4/23/2019	4/23/2019	American Airlines	Flight on American Airlines from PSP to SDF; 2019 APTA Mobility Conference (ZEBRA Meeting) - Jenny Bellinger, Performance Project Assistant		\$796.49
14	4/23/2019	4/23/2019	APTA	Registration; 2019 APTA Mobility Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$900.00

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
15	4/23/2019	4/23/2019	United	Flight on American Airlines from ONT to SDF; 2019 APTA Mobility Conference (ZEBRA Meeting) - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$934.50
16	4/24/2019	4/24/2019	Gladstein Neandross	Registration; ACT Expo 2019 - Bill Loper, Alternative Fuels Program Manager		\$50.00
17	4/24/2019	4/24/2019	Office Express	Manhattan in the Desert Catering Order; April Board of Directors Meeting		\$408.37
18	4/24/2019	4/24/2019	Loews Hotels	Lodging for 1 Night (04/23); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer		\$276.48
19	4/26/2019	4/26/2019	Loews Hotels	Fees for Lodging; CALACT's 35th Anniversary Conference & Expo - Lauren Skiver, CEO/General Manager		\$21.89
20	4/26/2019	4/26/2019	Loews Hotels	Lodging for 2 Nights; CALACT's 35th Anniversary Conference & Expo - Lauren Skiver, CEO/General Manager		\$451.68
21	4/27/2019	4/27/2019	Loews Hotels	Lodging for additional night (04/26); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer <i>(Was refunded and will be displayed as a credit on future credit card statement)</i>		\$174.00
22	4/27/2019	4/27/2019	Loews Hotels	Lodging for 2 Nights (04/24 & 04/25); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer		\$503.52
<b>Credits and Charges:</b>					<b>\$249.55</b>	<b>\$9,101.68</b>

**Total: \$8,852.13**



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/03/19
Days in Billing Cycle	30
Next Statement Date	06/03/19
Credit Line	\$40,000
Available Credit	\$30,898

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

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

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

Payment Information

New Balance	\$9,101.68
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/28/19

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		\$11,042.89
Credits	-	\$249.55
Payments	-	\$10,793.34
Purchases & Other Charges	+	\$9,101.68
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$9,101.68

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$160.43
Cash Earned this Month		\$88.52
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$248.95
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$155.97

Cash Back Notice

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

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	\$9,101.68
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/28/19

05000009101680044846100042659410

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  
59092 MSP 301



**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 - \$9,101.68 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/19. 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	\$8,852.13

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
04/28	04/28	F3268003N00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$10,793.34-	10,793.34	

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

04/03	04/04	24224432Y2Y2KK57B	FIREHOUSE SUBS #12 PALM DESERT CA		164.83
04/05	04/05	24492152ZS1DYR8KN	PAYPAL *SOUTHERNCAL 402-935-7733 CA		250.00
04/05	04/05	24492152ZS1DYSY5W	PAYPAL *SOUTHERNCAL 402-935-7733 CA		250.00
04/05	04/05	24492152ZS1DYXWFK	PAYPAL *SOUTHERNCAL 402-935-7733 CA		250.00
04/05	04/05	24492152ZS1DZ1170	PAYPAL *SOUTHERNCAL 402-935-7733 CA		250.00
04/09	04/09	2469216332XHAKFEA	SQ *GOSQ.COM RAUL ROBLES gosq.com CA		200.00
04/18	04/18	74431063D0D17RN6P	APTA HOUSING OFFICE FALLS CHURCH VA	249.55	
04/18	04/18	24692163Q2XNXQ3ET	SQ *GOSQ.COM RAUL ROBLES gosq.com CA		200.00
04/18	04/18	24755423D4ZAYTZN4	LAX AIRPORT LOT P 6 LOS ANGELES CA		320.00
04/19	04/19	24692163D2X94N5BX	MARRIOTT TAMPA WATERSI TAMPA FL		2,362.28
04/23	04/23	24071053JJ82SSV88	ABSOLUTE STORAGE THOUSAND PALM CA		282.27
04/23	04/23	24231683H2DYHNMDT	PANERA BREAD #601771 314-984-3495 CA		55.37
04/23	04/23	24431063JWESNMAK0	AMERICAN AIR0012350578662 FORT WORTH TX		796.49
		05/19/19	BELLINGER/JENNIFER		
		1 AA M	PALM SPRINGS FORT WORTH		
		2 AA M	FORT WORTH LOUISVILLE		
		3 AA G	LOUISVILLE FORT WORTH		
		4 AA G	FORT WORTH PALM SPRINGS		
04/24	04/24	24639233KS66K9787	APTA 202-4964800 DC		900.00
04/24	04/24	24692163K2XJA2XJZ	UNITED 0162450075040800-932-2732 TX		934.50
		05/18/19	MCDANIEL/TODD		
		1 UA H	ONTARIO DENVER		
		2 UA H	DENVER LOUISVILLE		
		3 UA E	LOUISVILLE DENVER		
		4 UA E	DENVER ONTARIO		
04/24	04/24	24755423J85SR4R67	GLADSTEIN NEANDROSS ASSO310-3141934 CA		50.00
04/24	04/24	24755423K3S4SK4WB	THE OFFICE EXPRESS 800-3675402 CA		408.37
04/24	04/24	24755423K4ZQPW7Y	LOEWS HOTELS 619-4244000 CA		276.48
04/26	04/26	24755423M7WHKQ0BL	LOEWS HOTELS 619-4244000 CA		21.89
04/26	04/26	24755423M7WHKQ17P	LOEWS HOTELS 619-4244000 CA		451.68
04/27	04/27	24755423N7K7VW9N4	LOEWS HOTELS 619-4244000 CA		174.00
04/27	04/27	24755423N7K7VW95M	LOEWS HOTELS 619-4244000 CA		503.52
			<b>TOTAL \$8,852.13</b>		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for April 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 April 30, 2019, the organization's revenues net of subsidies are \$727,326 over budget or 19.5% above the YTD budget. Expenditures are \$5,166,193 under budget or 15.6% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
April 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	219,486	220,319	(833)	2,379,736	2,203,190	176,546	10.0%
Other Revenue	1,825,574	355,568	152,131	203,437	2,072,091	1,521,312	550,780	-13.5%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>575,055</b>	<b>372,450</b>	<b>202,605</b>	<b>4,451,828</b>	<b>3,724,502</b>	<b>727,326</b>	<b>0.4%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,686,024	874,388	807,169	(67,219)	7,701,413	8,071,686	370,273	20.5%
Operator & Mechanic Overtime	1,083,067	95,661	90,256	(5,405)	825,807	902,556	76,749	23.8%
Administration Salaries & Wages	6,089,831	470,985	507,486	36,501	4,205,063	5,074,859	869,796	30.9%
Administration Overtime	44,979	2,682	3,748	1,066	22,346	37,482	15,137	50.3%
Fringe Benefits	10,613,118	703,778	884,426	180,648	7,360,618	8,844,265	1,483,646	30.6%
Communications	218,000	18,457	18,167	(291)	184,988	181,667	(3,322)	15.1%
Legal Services	527,000	(14,767)	43,917	58,683	384,434	439,167	54,733	27.1%
Computer/Network Software Agreement	550,745	53,872	45,895	(7,977)	394,137	458,954	64,817	28.4%
Uniforms	113,270	3,403	9,439	6,036	46,363	94,392	48,029	59.1%
Contracted Services	505,738	44,050	42,145	(1,905)	349,123	421,448	72,326	31.0%
Equipment Repairs	7,500	4,206	625	(3,581)	4,402	6,250	1,848	41.3%
Security Services	104,159	6,869	8,680	1,811	82,696	86,799	4,104	20.6%
Fuel - CNG	1,440,122	117,277	120,010	2,733	1,158,018	1,200,102	42,084	19.6%
Fuel - Hydrogen	353,000	14,083	29,417	15,333	278,523	294,167	15,644	21.1%
Tires	243,277	20,952	20,273	(679)	203,812	202,731	(1,081)	16.2%
Office Supplies	68,523	4,763	5,710	947	51,252	57,103	5,851	25.2%
Travel/Training	177,996	9,117	14,833	5,716	99,156	148,330	49,174	44.3%
Repair Parts	1,344,744	98,802	112,062	13,260	1,073,650	1,120,620	46,969	20.2%
Facility Maintenance	42,750	7,984	3,563	(4,422)	39,680	35,625	(4,055)	7.2%
Electricity - CNG & Hydrogen	250,000	11,103	20,833	9,730	115,307	208,333	93,026	53.9%
Natural Gas	1,415,000	93,215	117,917	24,702	993,663	1,179,167	185,503	29.8%
Water and Gas	7,500	449	625	176	4,838	6,250	1,412	35.5%
Insurance Losses	1,276,054	34,413	106,338	71,925	613,969	1,063,378	449,409	51.9%
Insurance Premium - Property	17,136	1,168	1,428	260	14,066	14,280	214	17.9%
Repair Claims	144,280	699	12,023	11,324	43,341	120,233	76,893	70.0%
Fuel Taxes	188,300	4,726	15,692	10,966	66,525	156,917	90,391	64.7%
Other Expenses	4,742,292	367,755	395,191	27,436	2,858,446	3,951,910	1,093,464	39.7%
Self Consumed Fuel	(1,600,000)	(131,346)	(133,333)	1,987	(1,296,492)	(1,333,333)	36,841	19.0%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,918,744</b>	<b>3,304,534</b>	<b>385,789</b>	<b>27,879,144</b>	<b>33,045,337</b>	<b>5,166,193</b>	<b>29.7%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,343,690)</b>			<b>\$ (23,427,316)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	415,494	519,806	104,312	4,153,241	4,678,250	525,009	33.4%
State - LTF, SGR, LCTOP	22,445,242	1,495,088	1,870,437	375,349	14,944,770	16,833,932	1,889,161	33.4%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	433,107	541,841	108,734	4,329,304	4,876,570	547,265	33.4%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,343,690</b>	<b>2,932,084</b>	<b>588,394</b>	<b>23,427,316</b>	<b>26,388,752</b>	<b>2,961,436</b>	<b>33.4%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
April 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	27,517,018	2,147,494	2,293,085	145,591	20,115,248	22,930,849	2,815,601	26.9%
Services	3,756,694	260,036	313,058	53,022	2,465,179	3,130,578	665,399	34.4%
Fuels & Lubricants	2,000,177	149,441	166,681	17,240	1,586,206	1,666,814	80,609	20.7%
Tires	243,277	20,952	20,273	(679)	203,812	202,731	(1,081)	16.2%
Materials and Supplies	1,672,592	134,721	139,383	4,662	1,320,208	1,393,826	73,618	21.1%
Utilities	1,954,500	124,158	162,875	38,717	1,336,101	1,628,750	292,649	31.6%
Casualty & Liability	2,095,656	93,749	174,638	80,889	1,251,386	1,746,380	494,994	40.3%
Taxes and Fees	188,300	4,726	15,692	10,966	66,525	156,917	90,391	64.7%
Miscellaneous Expenses	1,826,190	114,813	152,183	37,370	830,971	1,521,825	690,854	54.5%
Self Consumed Fuel	(1,600,000)	(131,346)	(133,333)	1,987	(1,296,492)	(1,333,333)	36,841	19.0%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,918,744</b>	<b>3,304,534</b>	<b>385,789</b>	<b>27,879,144</b>	<b>33,045,337</b>	<b>5,166,193</b>	<b>29.7%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	219,486	220,319	(833)	2,379,736	2,203,190	176,546	10.0%
Other Revenue	1,825,574	355,568	152,131	203,437	2,072,091	1,521,312	550,780	-13.5%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>575,055</b>	<b>372,450</b>	<b>202,605</b>	<b>4,451,828</b>	<b>3,724,502</b>	<b>727,326</b>	<b>0.4%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,343,690)</b>			<b>\$ (23,427,316)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	415,494	519,806	104,312	4,153,241	5,198,056	1,044,815	33.4%
State - LTF, SGR, LCTOP	22,445,242	1,495,088	1,870,437	375,349	14,944,770	18,704,368	3,759,598	33.4%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	433,107	541,841	108,734	4,329,304	5,418,411	1,089,106	33.4%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,343,690</b>	<b>2,932,084</b>	<b>588,394</b>	<b>23,427,316</b>	<b>29,320,835</b>	<b>5,893,519</b>	<b>33.4%</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 1.6% above FY 18 YTD totals.
- Total system ridership is presently 55,671 trips above FY 18 YTD amounts.

Ridership				
	FY18-April	FY19-April	Variance	%Δ
Fixed Route	338,927	351,992	13,065	3.9%
Paratransit	12,413	12,802	389	3.1%
SolVan	2,107	1,750	(357)	-16.9%
System Total	353,447	366,544	13,097	3.7%

Ridership				
	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,315,298	3,367,032	51,734	1.6%
Paratransit	130,127	129,493	(634)	-0.5%
SolVan	14,876	19,447	4,571	30.7%
System Total	3,460,301	3,515,972	55,671	1.6%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue, Emissions Credit Revenue, and CNG Rebate 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.
- CNG Rebate Revenue recognition of deferred revenue from FY18.

	YTD-April	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 214,468	\$ 63,291	\$ 151,177	238.9%
CNG Rebate Revenue	\$ 123,728	\$ -	\$ 123,728	-
Outside Fueling Revenue	\$ 451,409	\$ 405,296	\$ 46,113	11.4%
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.

April				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,695	1,847	\$ 60,707
Paratransit	N/A	1,281	1,281	\$ 33,208
Mechanics	N/A	267	267	\$ 6,808

YTD-April				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,217	14,909	16,126	\$ 529,888
Paratransit	N/A	7,919	7,919	\$ 205,342
Mechanics	N/A	3,066	3,066	\$ 78,296

**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).

**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.

**Legal Services - Favorable**

- 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 13,700 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
Apr. FY 18	111,159				
Apr. FY 19	116,977	5,818	1,481	5.23%	1.28%
Mar. FY 19	115,496				
YTD April FY 18	1,165,050				
YTD April FY 19	1,151,349	(13,700)		-1.18%	

**Fuel - Hydrogen - Favorable**

- Larger expenses due to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.  
A budget adjustment was 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 - Favorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In April, fixed route had costs of \$78,809 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In April, paratransit had expenses of \$7,715 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)  
A budget adjustment was executed to cover additional costs for paratransit parts, due to aging fleet repairs.
- In April, support vehicle repair parts had a cost of \$753 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Unfavorable**

- Facility maintenance had larger expenses in April due to the purchase of a roll up door, rental of a power rake and saw, a circuit break replacement, and a fire alarm device relocation.

**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 April, there was an increase of 1,345 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 346,351 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
Apr. FY 18	53,571				
Apr. FY 19	12,764	(40,807)	1,345	-76.17%	11.78%
Mar. FY 19	11,419				
YTD April FY 18	518,790				
YTD April FY 19	172,439	(346,351)		-66.76%	

**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.
- 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 - Favorable**

- Insurance premium expenses are within an acceptable range of the budget.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of April there have been a total of 91 collisions which is an increase of 22 collisions compared to FY18.  
The average dollar cost per collision is lower than FY 18. In FY 19, the average cost per collision is \$499 compared to \$817 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 \$846,769 below FY 18 YTD amounts.
- For April, sales have increased by \$2,685 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
Apr. FY 18	\$ 135,470				
Apr. FY 19	\$ 33,870	\$ (101,601)	\$ 2,685	-75.00%	8.61%
Mar. FY 19	\$ 31,184				
YTD April FY 18	\$ 1,298,179				
YTD April FY 19	\$ 451,409	\$ (846,769)		-65.23%	

**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 41,384 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	Apr. FY18	Apr. FY19	Variance	%Δ
Fixed Route	308,448	319,697	11,249	3.6%
Paratransit	99,929	99,973	44	0.0%
System Total	408,377	419,670	11,293	2.8%

**Mileage YTD-April**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,180,326	3,138,586	(41,740)	-1.3%
Paratransit	984,450	984,806	356	0.0%
System Total	4,164,776	4,123,392	(41,384)	-1.0%

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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of May 2019, there were two (2) contracts executed, and two (2) amendments executed:

<b>VENDOR</b>	<b>PURPOSE</b>
CALSTART	CALSTART Data Collection
Zen and the Art of Clean Energy Solutions	VW Mitigation Fund
Prudential Overall Supply	Uniforms
Admiral Security Services	Security Guard Services

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

May 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
CALSTART	CALSTART Data Collection	CALSTART will be collecting data related to the LowNo buses and their operation as well as administering a workshop to educate transit fleets on how to get to scale.	S RTP 2015/2016	\$ 151,307.00	\$ 151,307.00	Executed Agreement
Zen and the Art of Clean Energy Solutions	VW Mitigation Fund	Technical support for VW Mitigation fund and for the development of a CARB roll-out plan that addresses the deployment of rolling stock and fueling infrastructure.	FY19 Operating Budget	\$ 797,500.00	\$ 84,000.00	Executed Agreement
Prudential Overall Supply	Uniforms	Exercising option year for Uniforms for the Agency.	FY20 Operating Budget	\$ 151,320.00	\$ 151,320.00	Executed Amendment
Admiral Security Services	Security Guard Services	Exercising option year for Security Guard Services for the Agency.	FY20 Operating Budget	\$ 83,587.84	\$ 83,587.84	Executed Amendment

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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary April 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 April, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

	Actual	Range
Equities	60.86%	35 – 75%
Fixed Income	38.50%	25 – 64%
Cash & Equivalent	0.64%	0 – 10%

Non-Union

	Actual	Range
Equities	60.90%	35 – 75%
Fixed Income	38.44%	25 – 64%
Cash & Equivalent	0.66%	0 – 10%

- For the month of April, the market value of assets increased by \$607,181 and \$628,199 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
March 2019	\$27,718,819	\$28,134,134
April 2019	\$28,326,000	\$28,762,333
Increase (Decrease)	\$607,181	\$628,199

Recommendation:

Receive and file.

00291301  
 20-01-B-61-124-01  
 100-13-02869-01

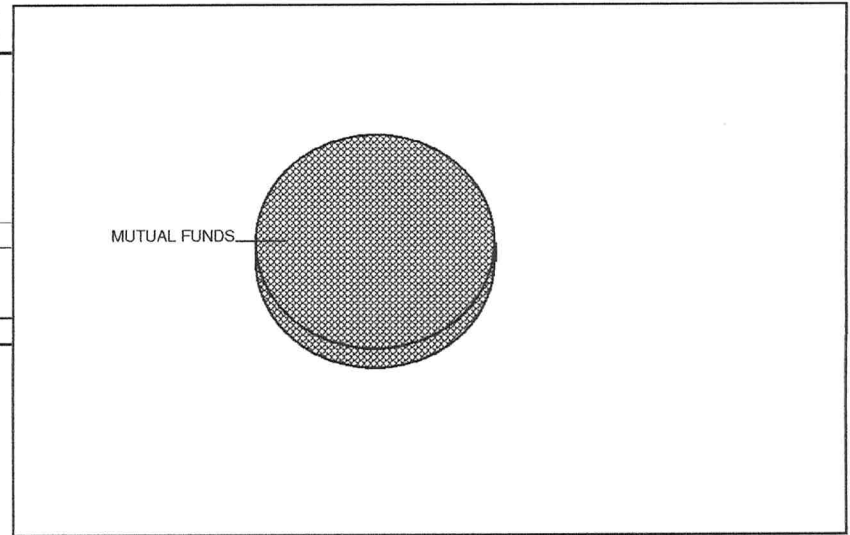


SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 22  
 Period from April 1, 2019 to April 30, 2019

**ASSET SUMMARY**

ASSETS	04/30/2019 MARKET	04/30/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	181,852.12	181,852.12	0.64
Mutual Funds-Equity	17,238,789.00	15,518,220.08	60.86
Mutual Funds-Fixed Income	10,905,107.34	10,927,443.76	38.50
<b>Total Assets</b>	<b>28,325,748.46</b>	<b>26,627,515.96</b>	<b>100.00</b>
Accrued Income	252.16	252.16	0.00
<b>Grand Total</b>	<b>28,326,000.62</b>	<b>26,627,768.12</b>	<b>100.00</b>
Estimated Annual Income	697,898.22		



**ASSET SUMMARY MESSAGES**

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



00291301  
 20- -01-B -61 -124-01  
 100 -13-02869-01



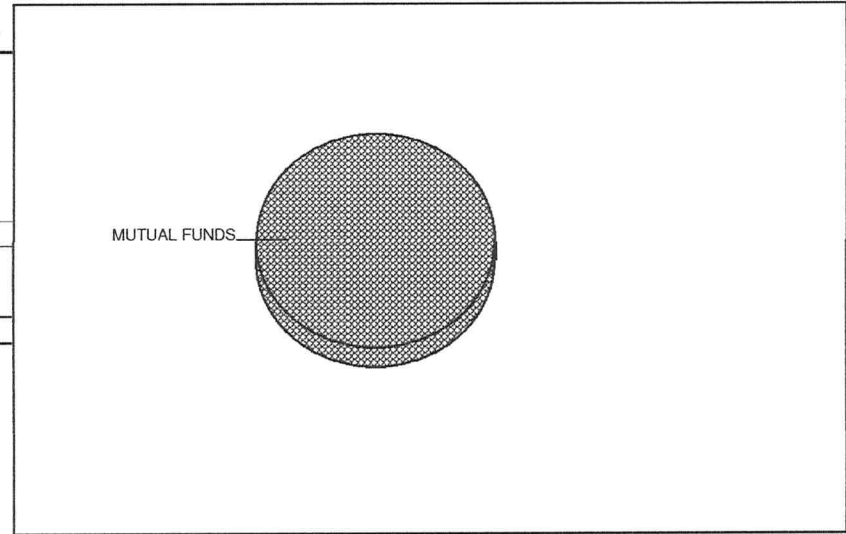
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 22  
 Period from April 1, 2019 to April 30, 2019

**ASSET SUMMARY**

<b>ASSETS</b>	<b>04/30/2019 MARKET</b>	<b>04/30/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	190,409.68	190,409.68	0.66
Mutual Funds-Equity	17,514,496.58	15,767,810.89	60.90
Mutual Funds-Fixed Income	11,057,194.47	11,083,429.52	38.44
<b>Total Assets</b>	<b>28,762,100.73</b>	<b>27,041,650.09</b>	<b>100.00</b>
Accrued Income	232.45	232.45	0.00
<b>Grand Total</b>	<b>28,762,333.18</b>	<b>27,041,882.54</b>	<b>100.00</b>

**Estimated Annual Income**                      **708,431.13**



**ASSET SUMMARY MESSAGES**

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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

DATE: June 26, 2019

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

RE: Ridership Report for May 2019

Summary:

System-wide ridership in May 2019 increased 8.0% versus May 2018.

<b>Monthly Ridership</b>		
	<b>May 2018</b>	<b>May 2019</b>
Fixed Route	342,872	371,857
SolVan	2,258	1,811
SunDial	13,365	13,402
<b>System Total</b>	<b>358,495</b>	<b>387,070</b>

Year-to-date system ridership as of May 2019 has increased 2.2% in comparison to the previous fiscal year.

<b>YTD Ridership</b>	
	<b>May</b>
Fiscal Year 2018	3,818,796
Fiscal Year 2019	3,903,042
<b>Ridership Increase</b>	<b>84,246</b>

Recommendation:

Receive and file.



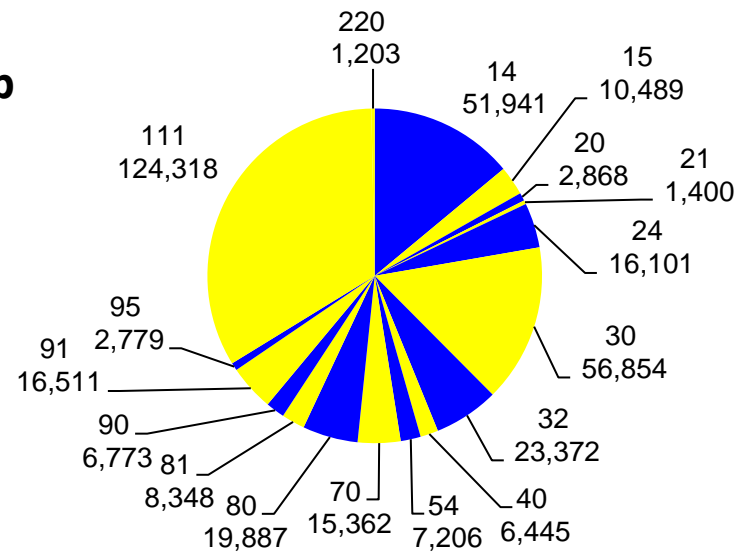
## SunLine Transit Agency Monthly Ridership Report May 2019

Route	Fixed Route Description	May 2019	May 2018	Apr 2019	FY 2018 & 2019 Month Var.	% Var.	FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	51,941	50,509	46,104	1,432	2.8%	537,748	558,594	(20,846)	-3.7%	1435	17,325	341	4,991
15	DHS	10,489	10,306	9,119	183	1.8%	109,362	105,912	3,450	3.3%	182	1,802	103	951
20-X	DHS/PD	2,868	2,265	2,938	603	26.6%	29,758	22,675	7,083	31.2%	51	691	2	56
21	PD	1,400	1,128	1,287	272	24.1%	12,335	5,445	6,890	126.5%	47	250	4	68
24	PS	16,101	15,822	14,694	279	1.8%	163,853	153,201	10,652	7.0%	446	5,438	129	1,292
30	CC/PS	56,854	53,608	55,367	3,246	6.1%	568,740	584,159	(15,419)	-2.6%	1757	19,136	391	4,402
32	PD/RM/TP/CC/PS	23,372	20,871	22,168	2,501	12.0%	232,474	219,142	13,332	6.1%	1031	10,255	186	1,640
40	PS/BUZZ	6,445	-	5,066	6,445	100.0%	29,627	-	29,627	100.0%	-	-	1	7
54	Indio/LQ/IW/PD	7,206	6,883	7,307	323	4.7%	74,918	69,068	5,850	8.5%	258	2,180	73	404
70	LQ/BD	15,362	15,066	14,295	296	2.0%	152,591	151,712	879	0.6%	655	7,027	43	484
80	Indio	19,887	15,717	17,817	4,170	26.5%	189,737	128,497	61,240	47.7%	324	3,670	180	1,630
81	Indio	8,348	8,913	7,362	(565)	-6.3%	83,310	85,205	(1,895)	-2.2%	97	887	53	566
90	Coachella/Indio	6,773	6,000	6,315	773	12.9%	66,777	86,225	(19,448)	-22.6%	123	1,225	88	539
91	I/Cch/Th/Mec/Oas	16,511	15,331	14,251	1,180	7.7%	145,489	164,986	(19,497)	-11.8%	166	2,445	33	327
95	I/Cch/Th/Mec/NS	2,779	2,240	2,779	539	24.1%	26,364	21,763	4,601	21.1%	58	746	14	122
111	PS to Cch	124,318	117,065	123,813	7,253	6.2%	1,303,363	1,266,901	36,462	2.9%	4,942	54,432	957	9,658
220	PD to Riverside	1,203	1,148	1,310	55	4.8%	12,443	12,818	(375)	-2.9%	34	310	8	89
<b>Fixed Route Total</b>		<b>371,857</b>	<b>342,872</b>	<b>351,992</b>	<b>28,985</b>	<b>8.5%</b>	<b>3,738,889</b>	<b>3,658,170</b>	<b>80,719</b>	<b>2.2%</b>	<b>11,606</b>	<b>127,819</b>	<b>2,606</b>	<b>27,226</b>
SolVan		1,811	2,258	1,750	(447)	-19.8%	21,258	17,134	4,124	24.1%				
<b>Demand Response</b>														
SunDial		13,402	13,365	12,802	37	0.3%	142,895	143,492	(597)	-0.4%				
<b>System Total</b>		<b>387,070</b>	<b>358,495</b>	<b>366,544</b>	<b>28,575</b>	<b>8.0%</b>	<b>3,903,042</b>	<b>3,818,796</b>	<b>84,246</b>	<b>2.2%</b>				
		<b>May-19</b>	<b>May-18</b>	<b>Apr-19</b>										
	Weekdays:	22	22	21										
	Saturdays:	4	4	5										
	Sundays:	* 5	* 5	5										
	Total Days:	31	31	31										

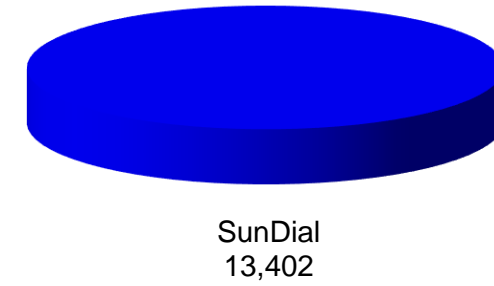
Note: Haul Pass ridership was 18,691 rides from 1,010 unique riders.

## SunLine Transit Agency Monthly Ridership Report May - 2019

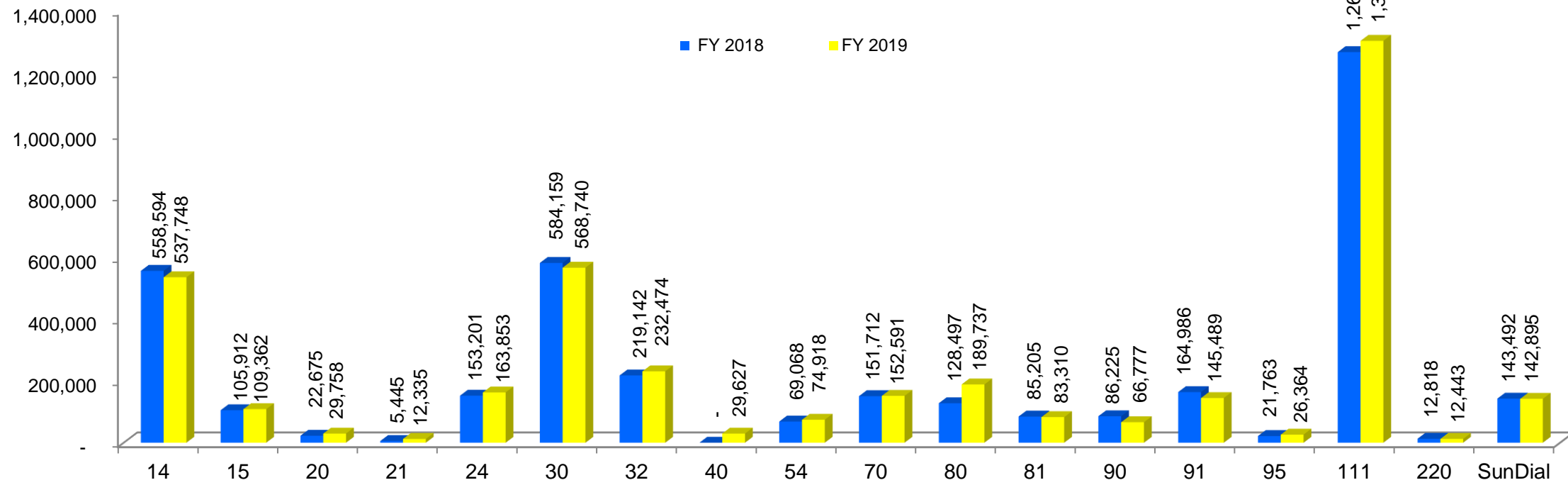
### Fixed Route Ridership



### Demand Response Ridership



### Year-to-Date System Ridership



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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for May 2019

Summary:

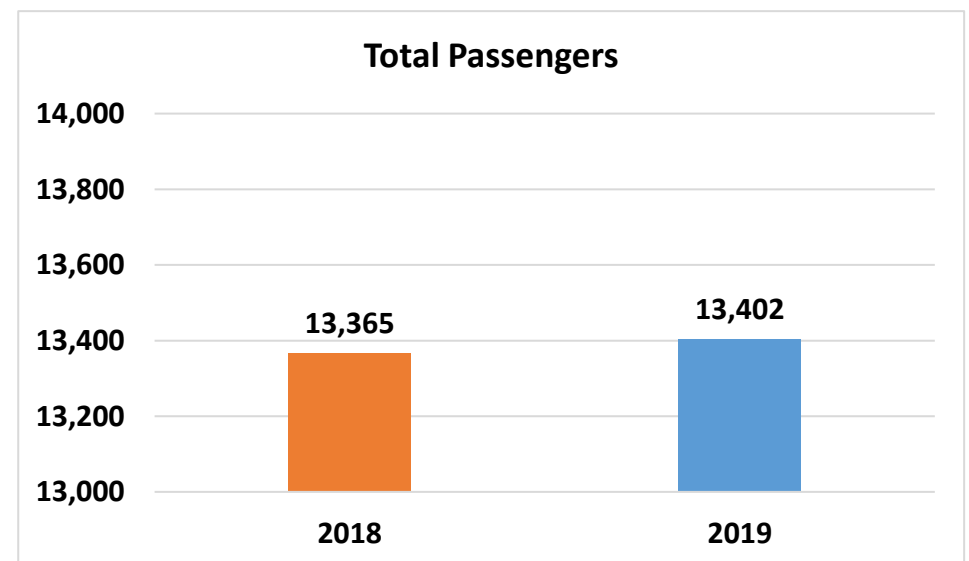
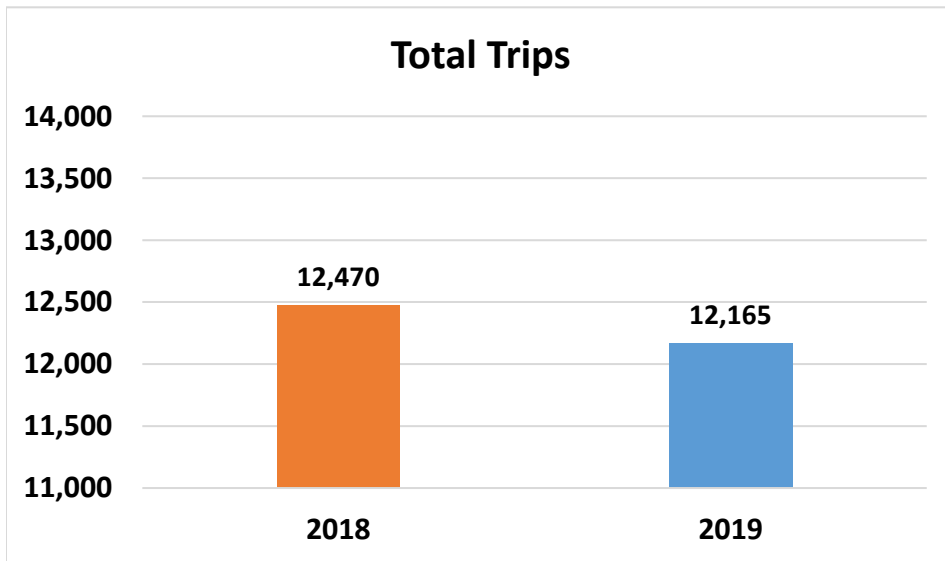
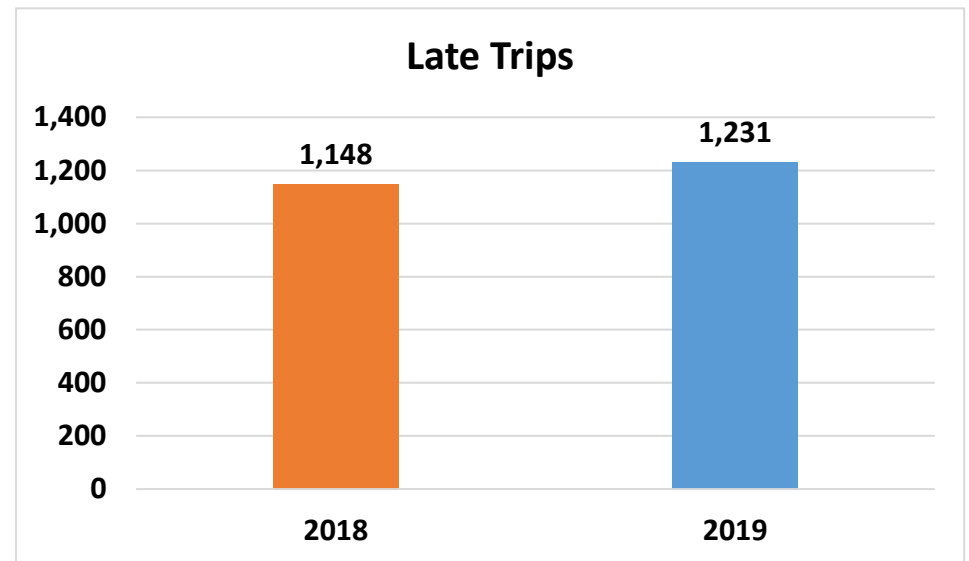
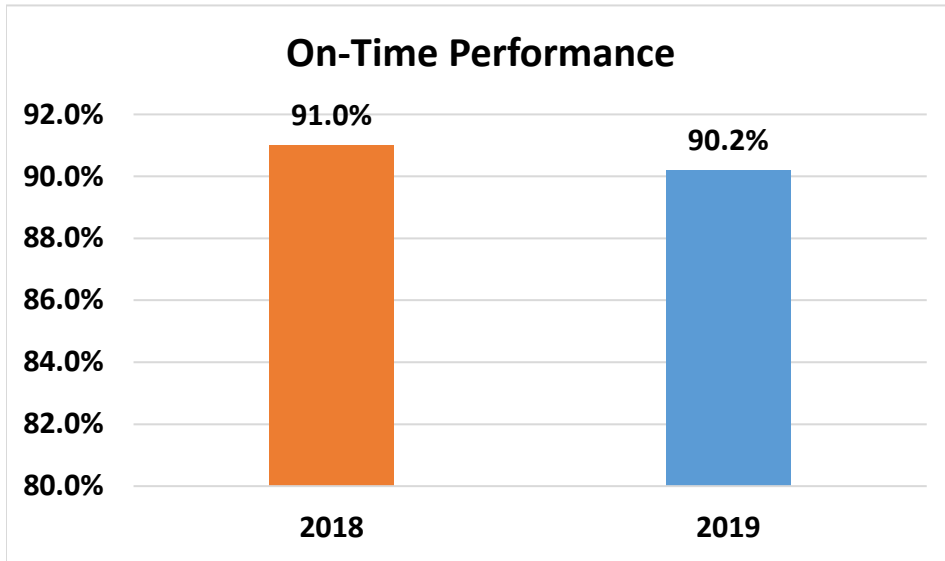
The attached report summarizes SunDial's operation for May 2019. Highlights of this report include a continued increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors.

Recommendation:

Receive and file.

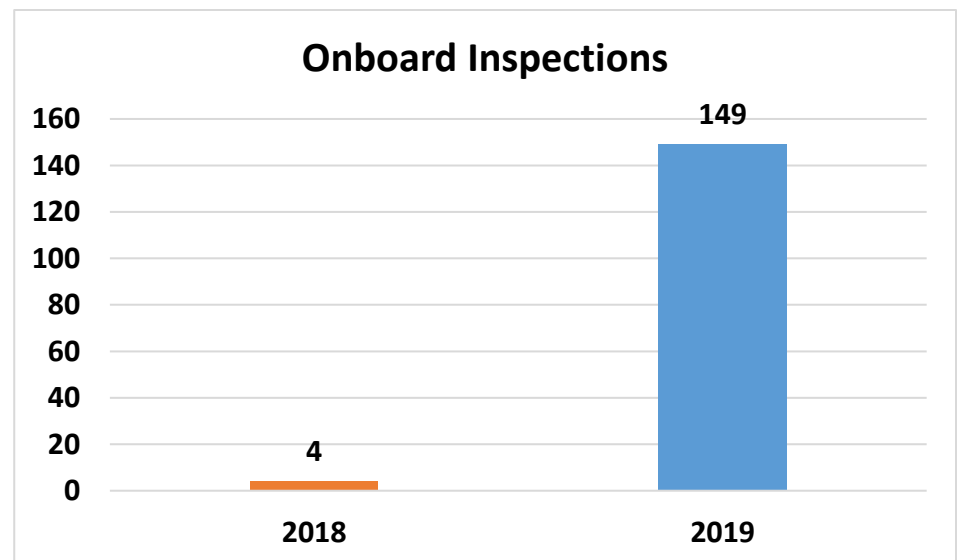
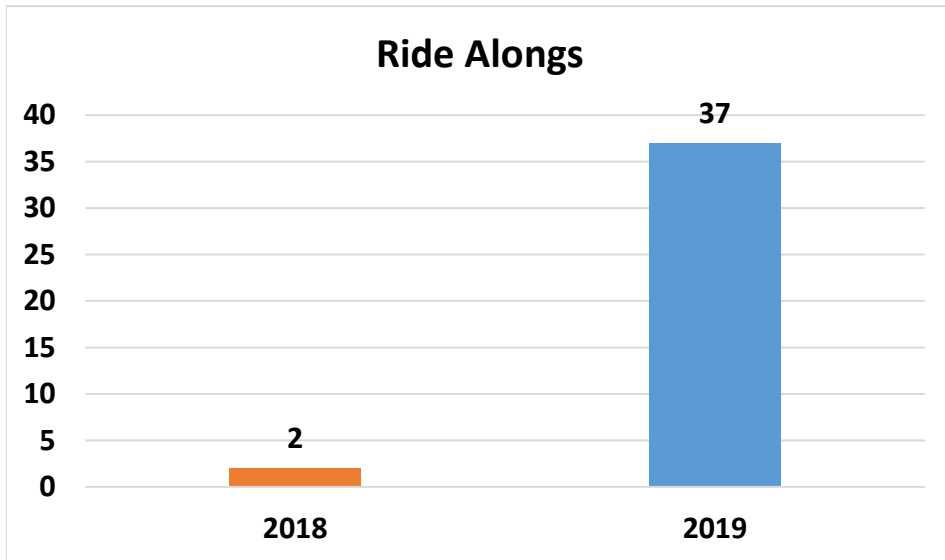
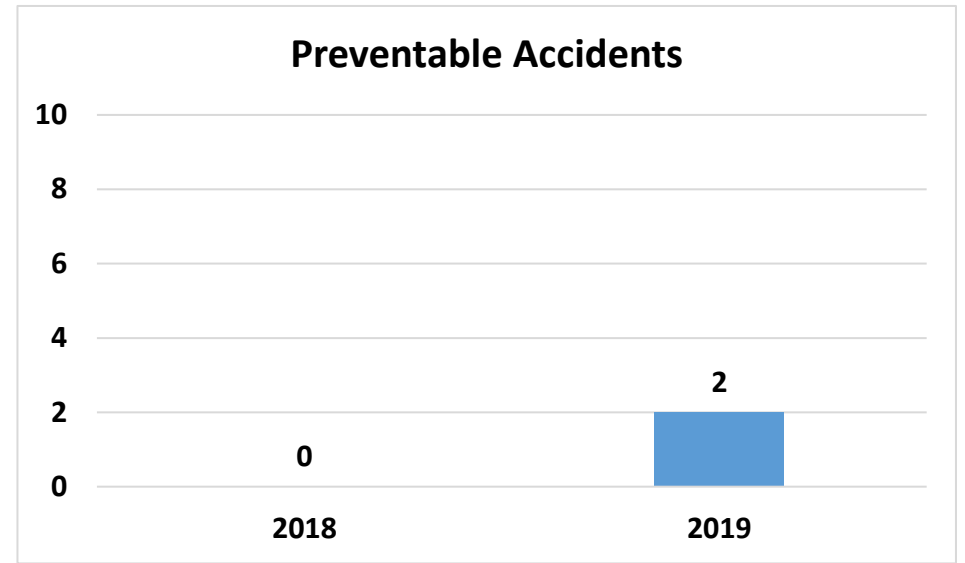
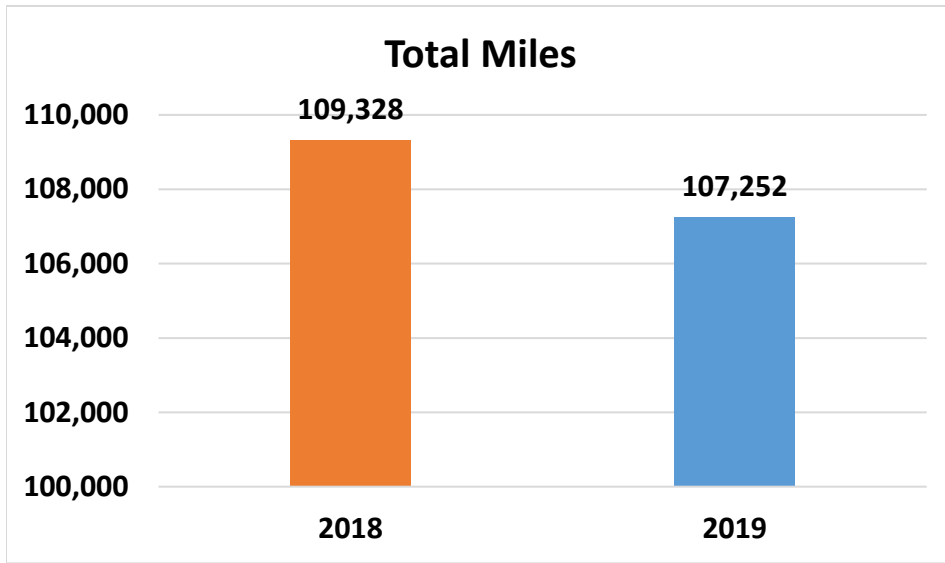
# SunDial Operational Notes

## MAY 2018/2019



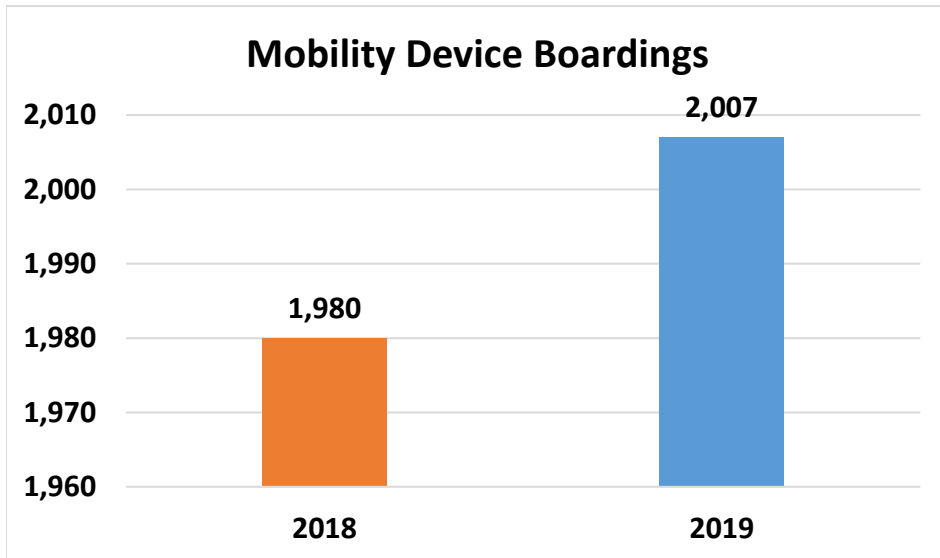
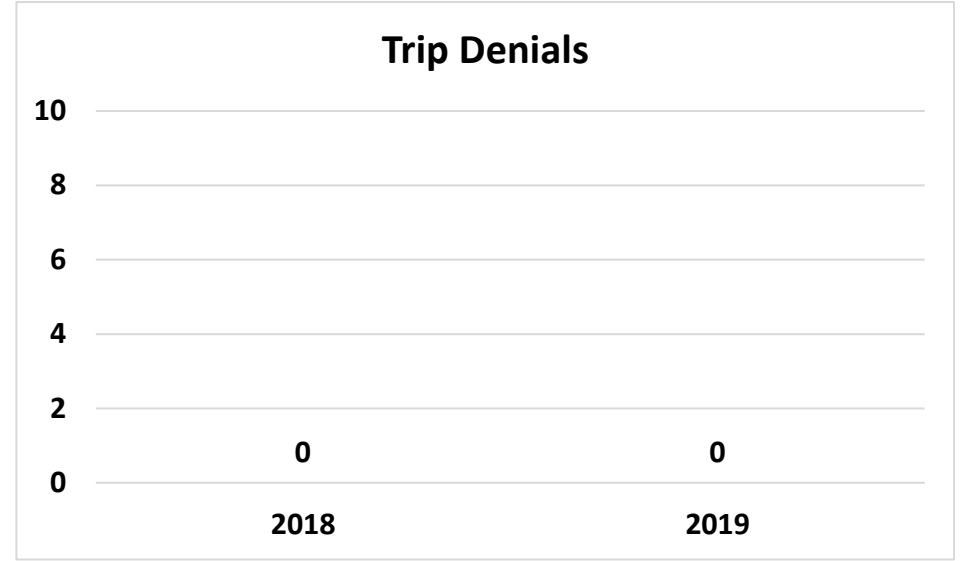
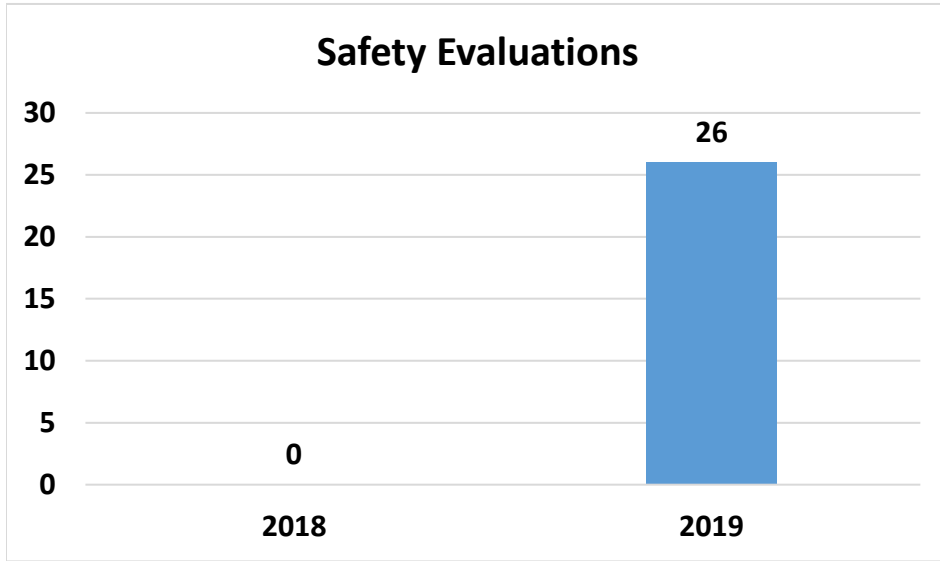
# SunDial Operational Notes

## MAY 2018/2019



# SunDial Operational Notes

## MAY 2018/2019





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

DATE: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2019

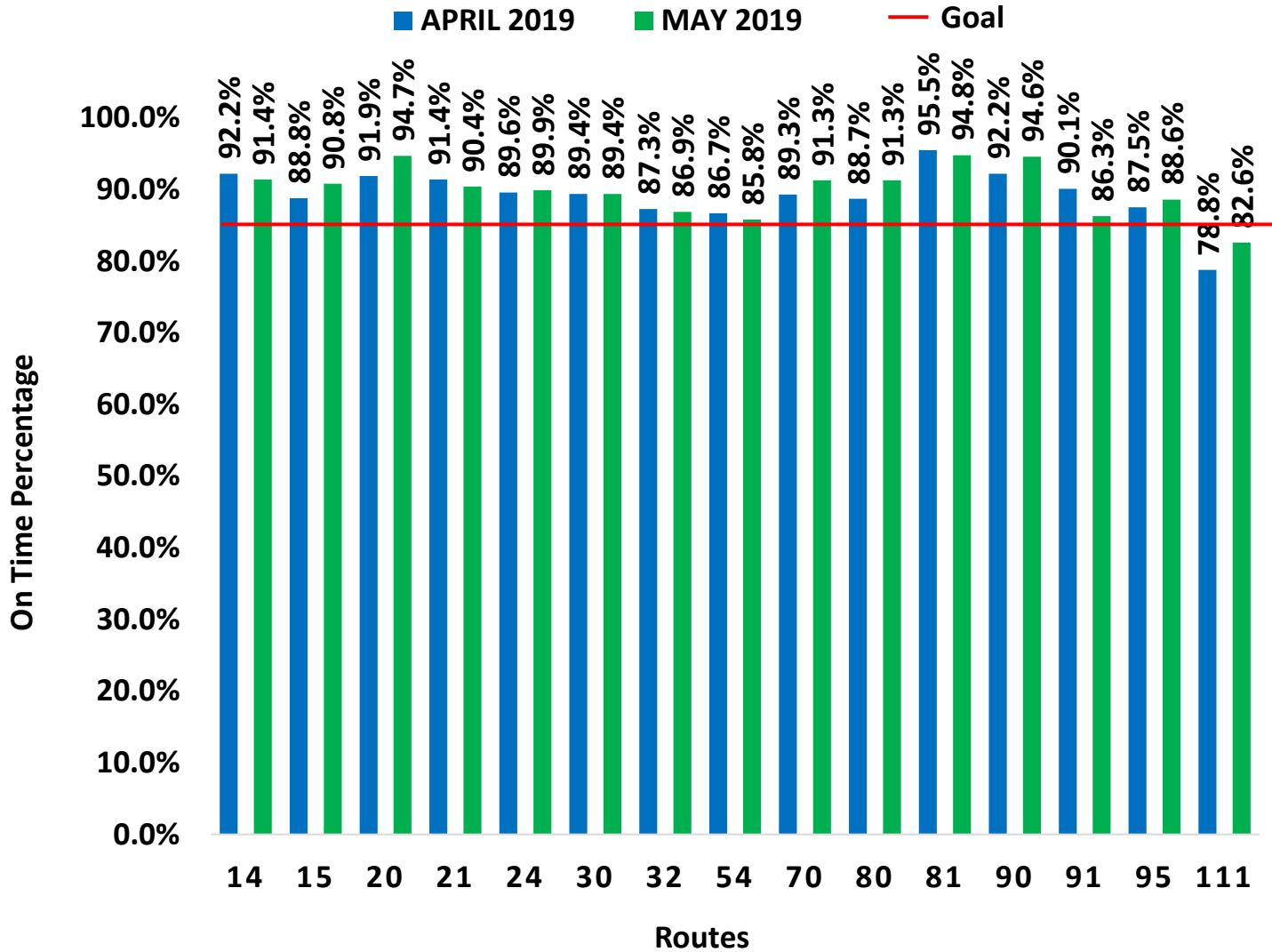
Summary:

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.

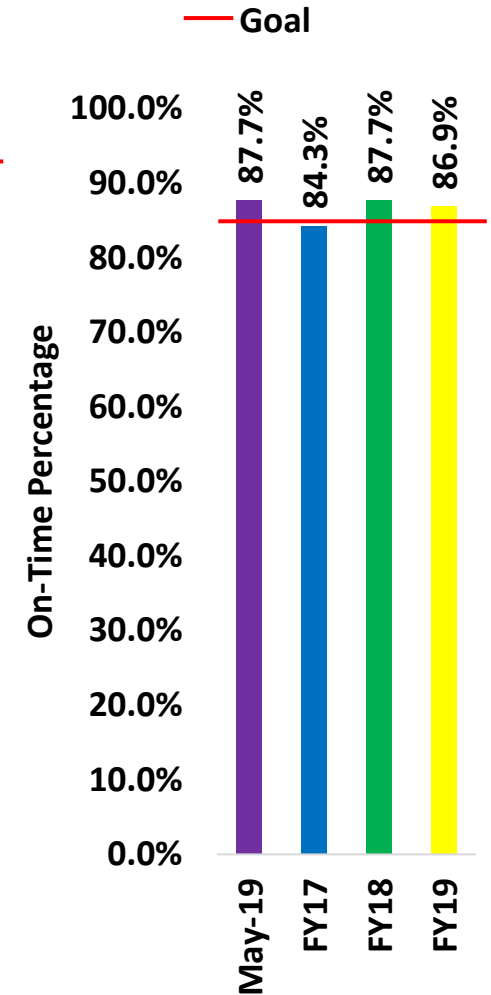
Recommendation:

Receive and file.

# On-Time Performance Percent by Route



# On Time Performance System Wide



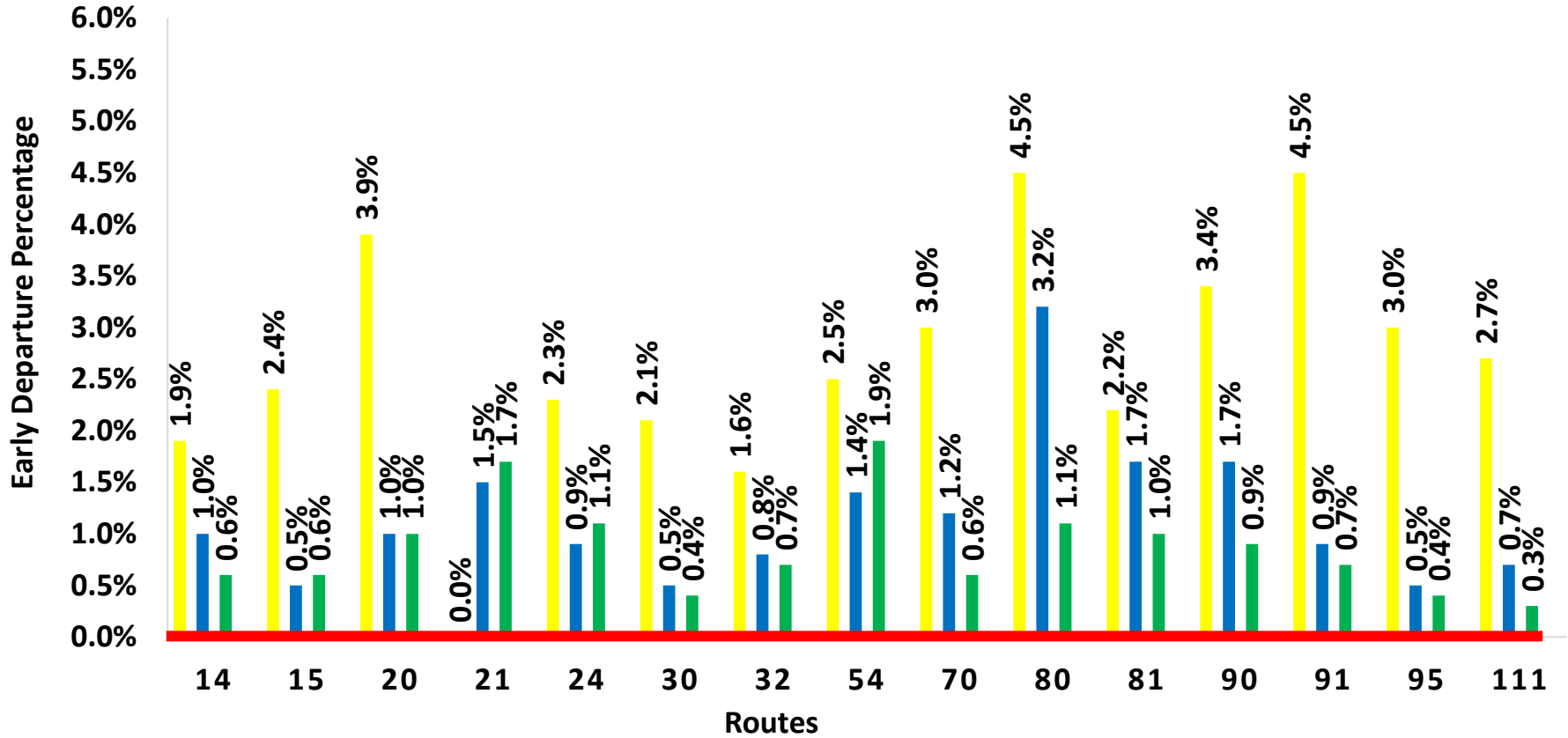
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.

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

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

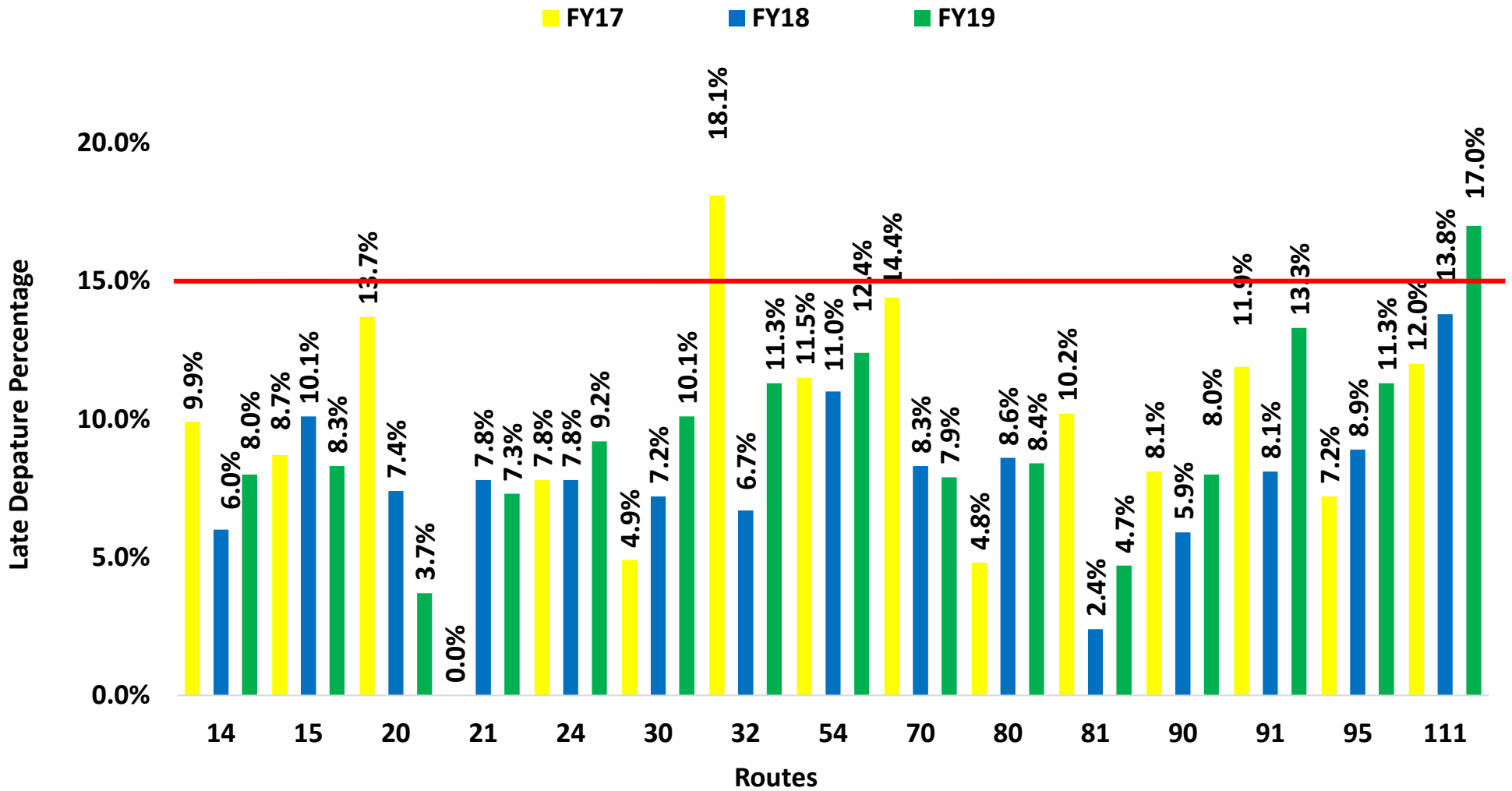
# Early Departures by Route YTD

FY17    FY18    FY19    Goal



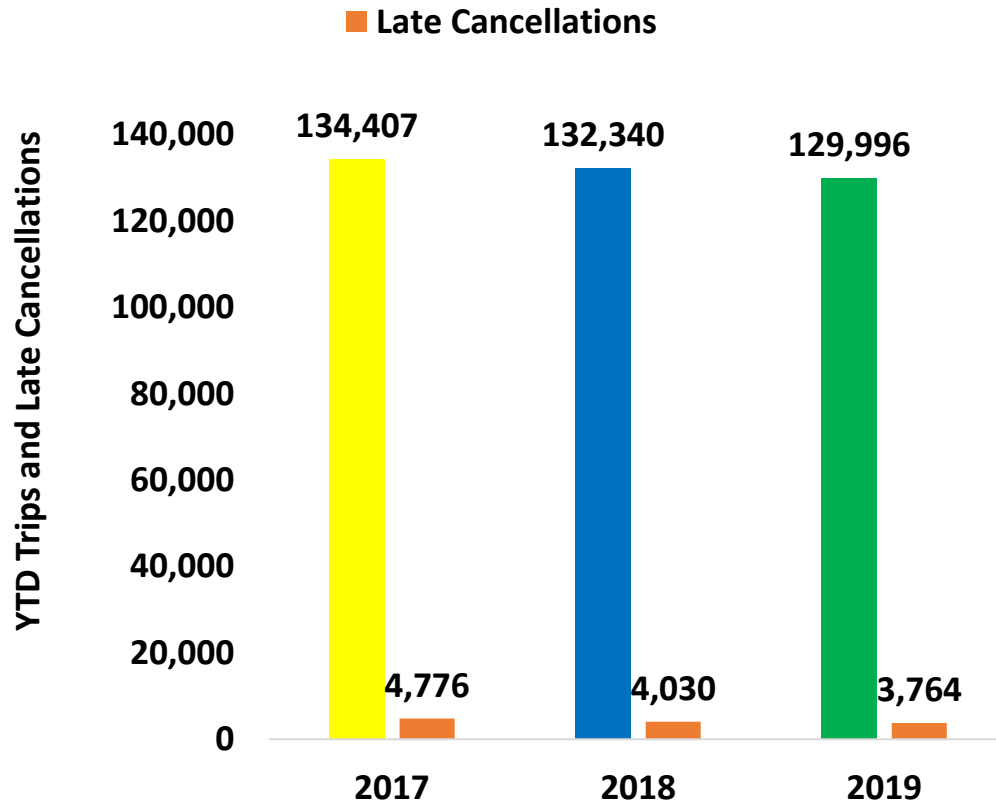
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each route.

# Late Departure Percent by Route May

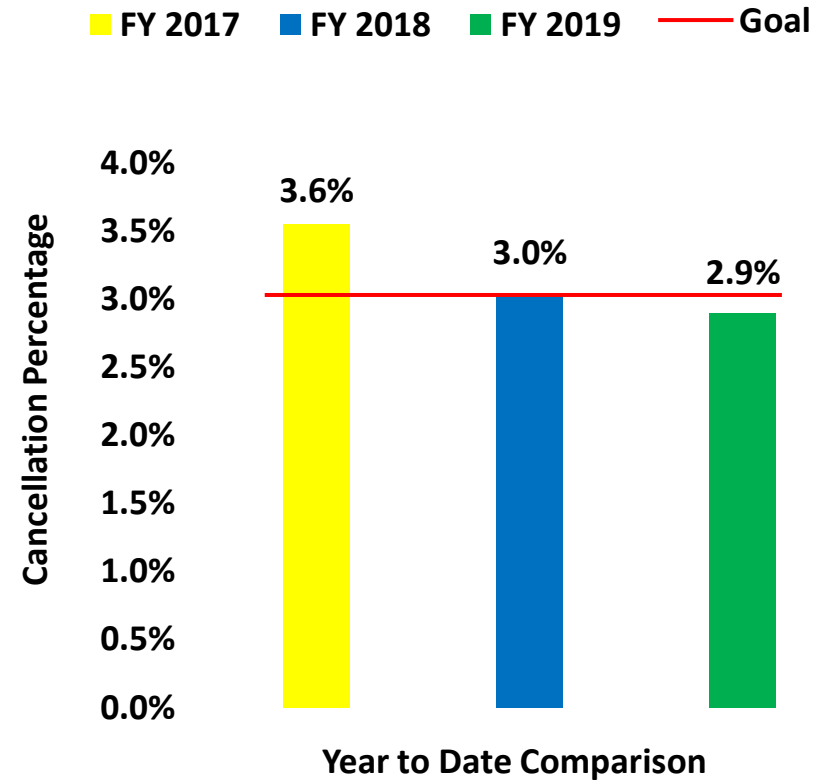


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

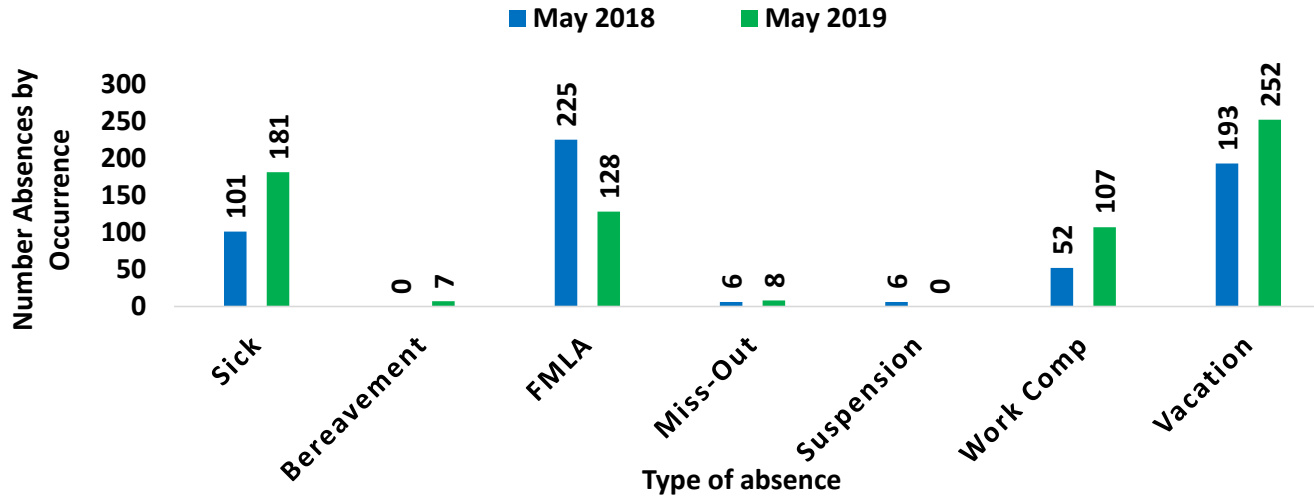


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

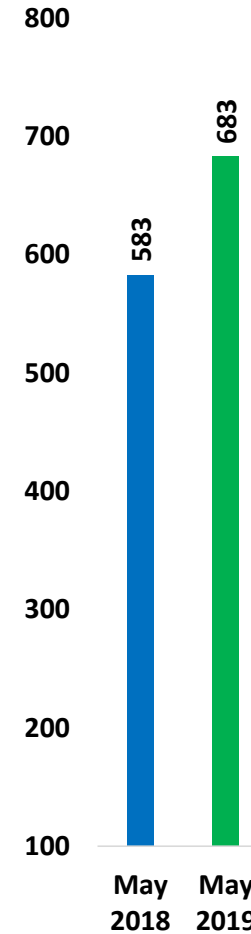
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

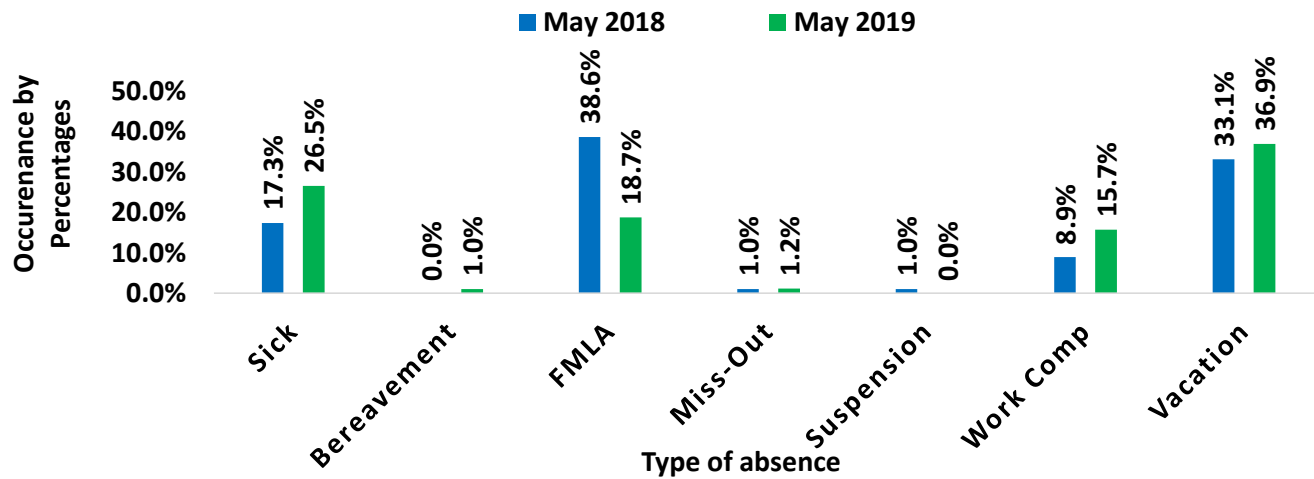
## Driver Absence Occurrences



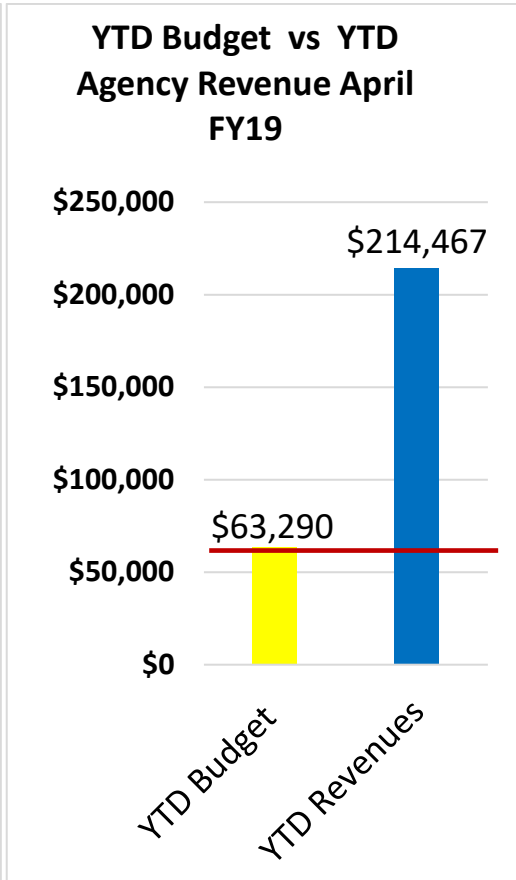
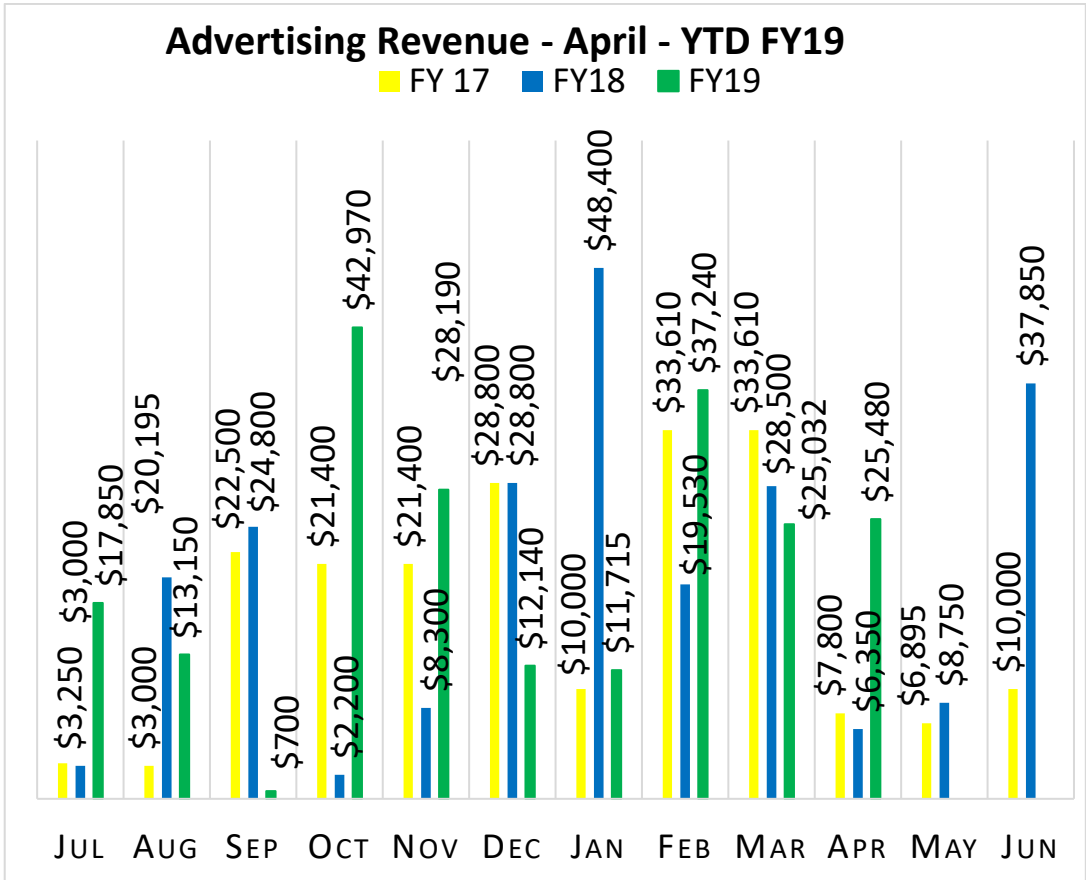
## Total Absence Occurrences



## Driver Absence Occurrences by Percentages

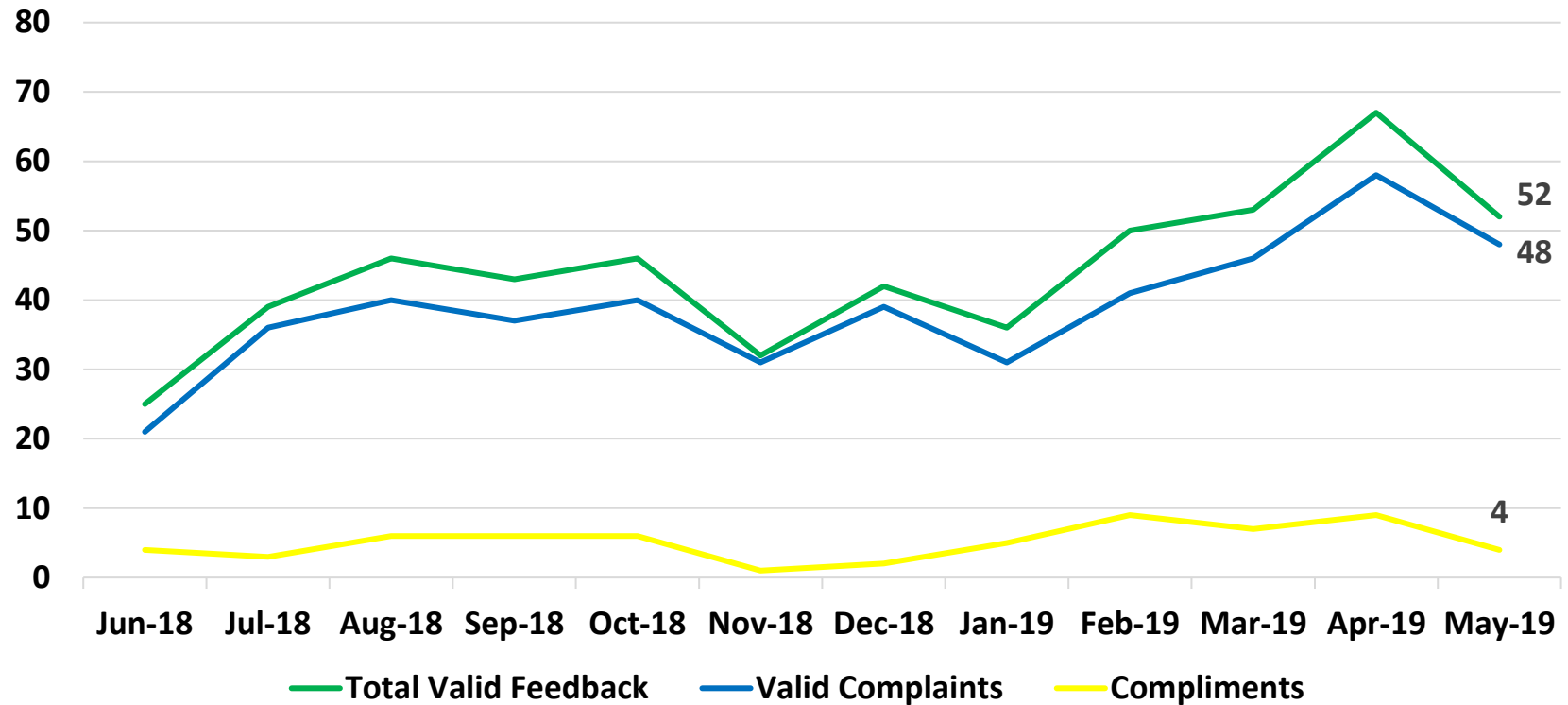


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.



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 annual budgeted amount is \$75,949.00

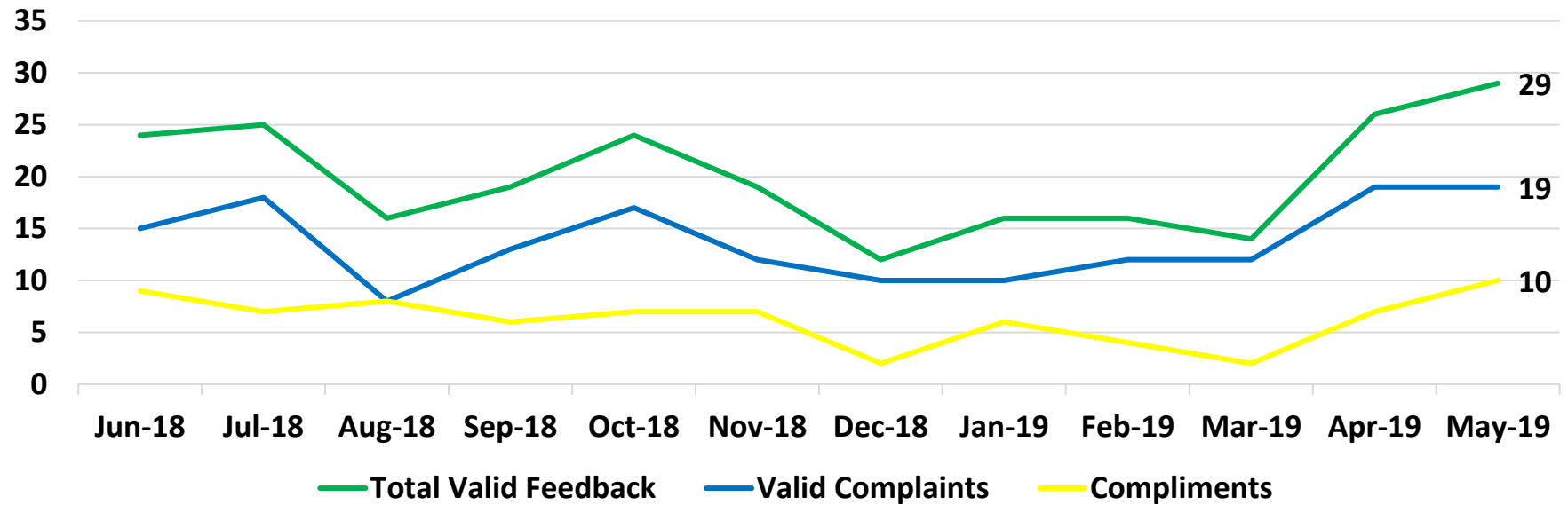
## Fixed Route Customer Feedback for May 2019



Valid Fixed Route Feedback comprised of compliments and complaints for May 2019

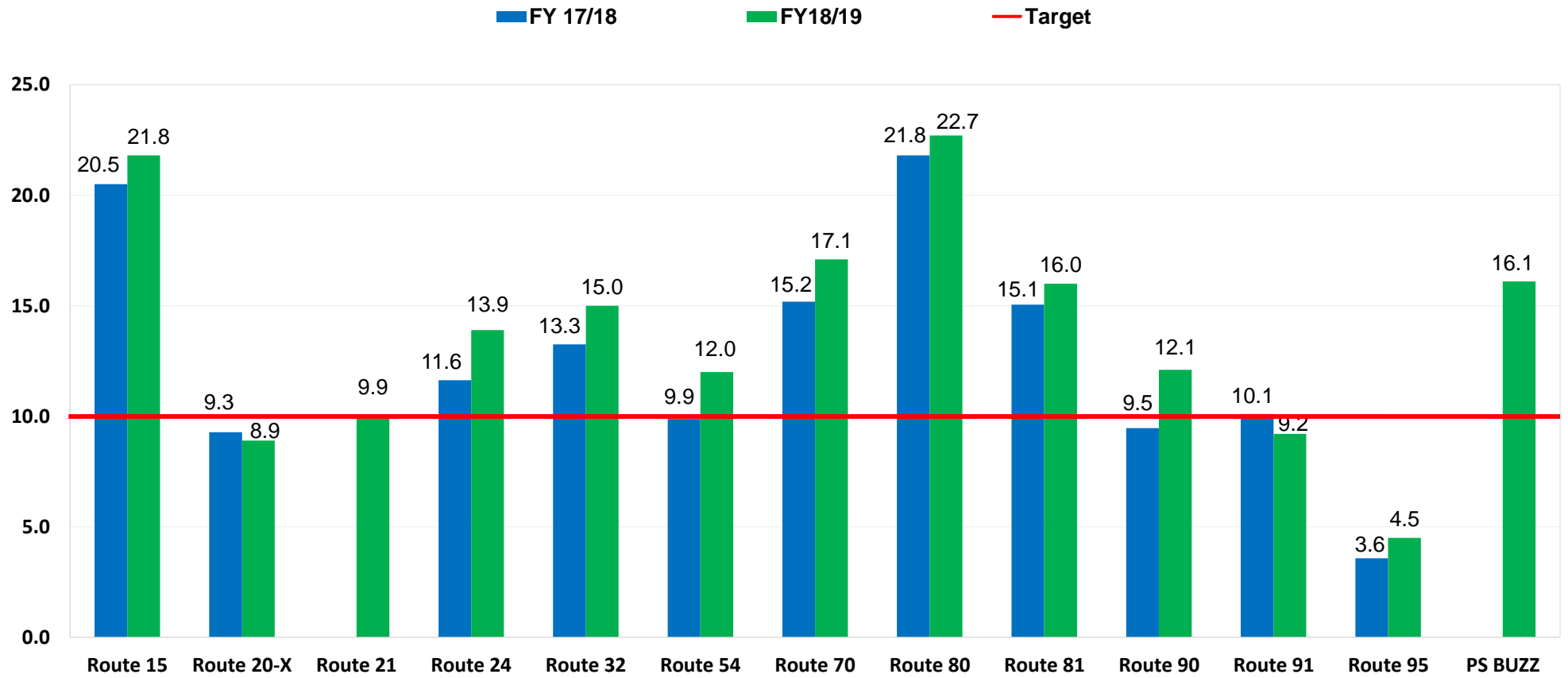


## Paratransit Customer Feedback for May 2019



Valid Paratransit Feedback comprised of compliments and complaints for May 2019

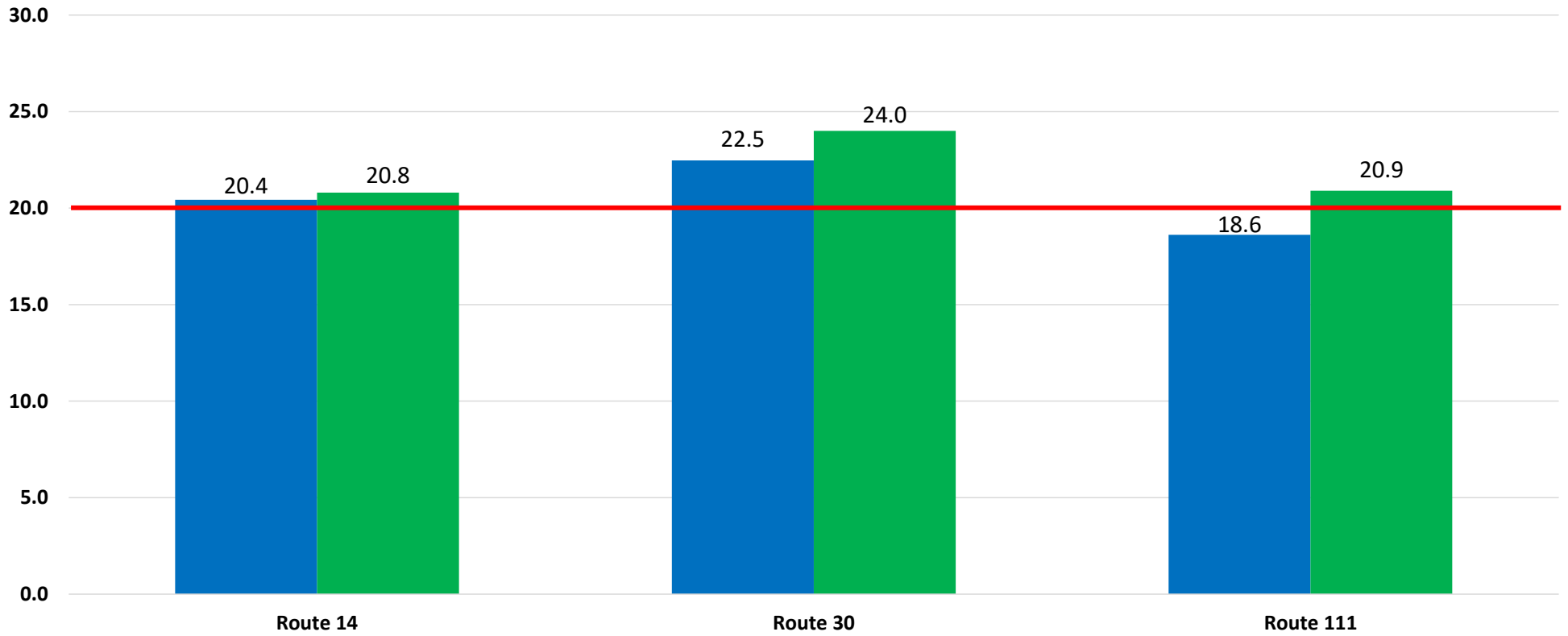
## YTD System Performance - Local Routes May 2019



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.

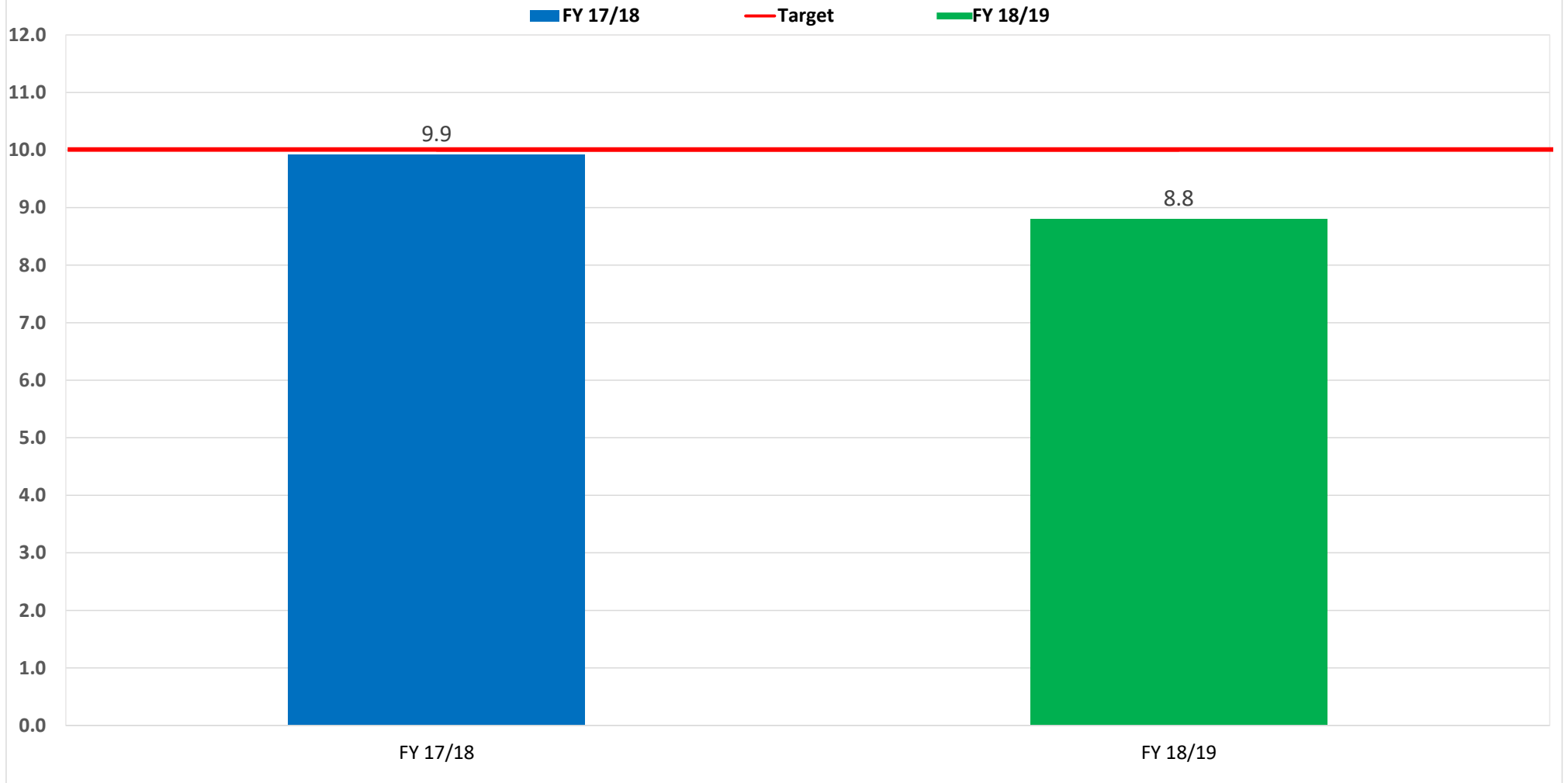
### YTD System Performance - Trunk Routes May 2019

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 - May 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: June 26, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for May 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date May 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	X		10	8
Palm Desert	X		X	X		X	X	X	X	X	X		10	9
Palm Springs	X		X	X		X	X	X	X	X	X		10	9
Cathedral City	X		X						X	X	X		10	5
Rancho Mirage	X		X	X		X		X	X	X			10	7
Indian Wells	X		X	X		X	X	X	X	X	X		10	9
La Quinta	X		X	X		X	X	X	X		X		10	8
Indio	X		X	X		X	X	X	X	X	X		10	9
Coachella	X		X				X	X	X		X		10	6
County of Riverside	X		X	X		X	X	X	X	X	X		10	9

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

**DARK –**

## SunLine Transit Agency

**DATE:** June 26, 2019 **ACTION**

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

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

**RE:** Adoption of the FY20 Operating and Capital Budget

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### **Recommendation**

Recommend that the Board of Directors adopt the proposed FY20 operating and capital budgets.

### **Background**

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was distributed to Board members on May 17, 2019, and subsequently presented to the Finance/Audit Committee on May 22, 2019. At the Finance/Audit Committee meeting, staff answered any questions and presented the Finance/Audit Committee with a timeline which included the flexibility for any required special meetings that the Finance/Audit Committee deemed necessary.

The proposed operating and capital budgets for FY20 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 (1) 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.

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

### **Financial Impact**

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

# 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**

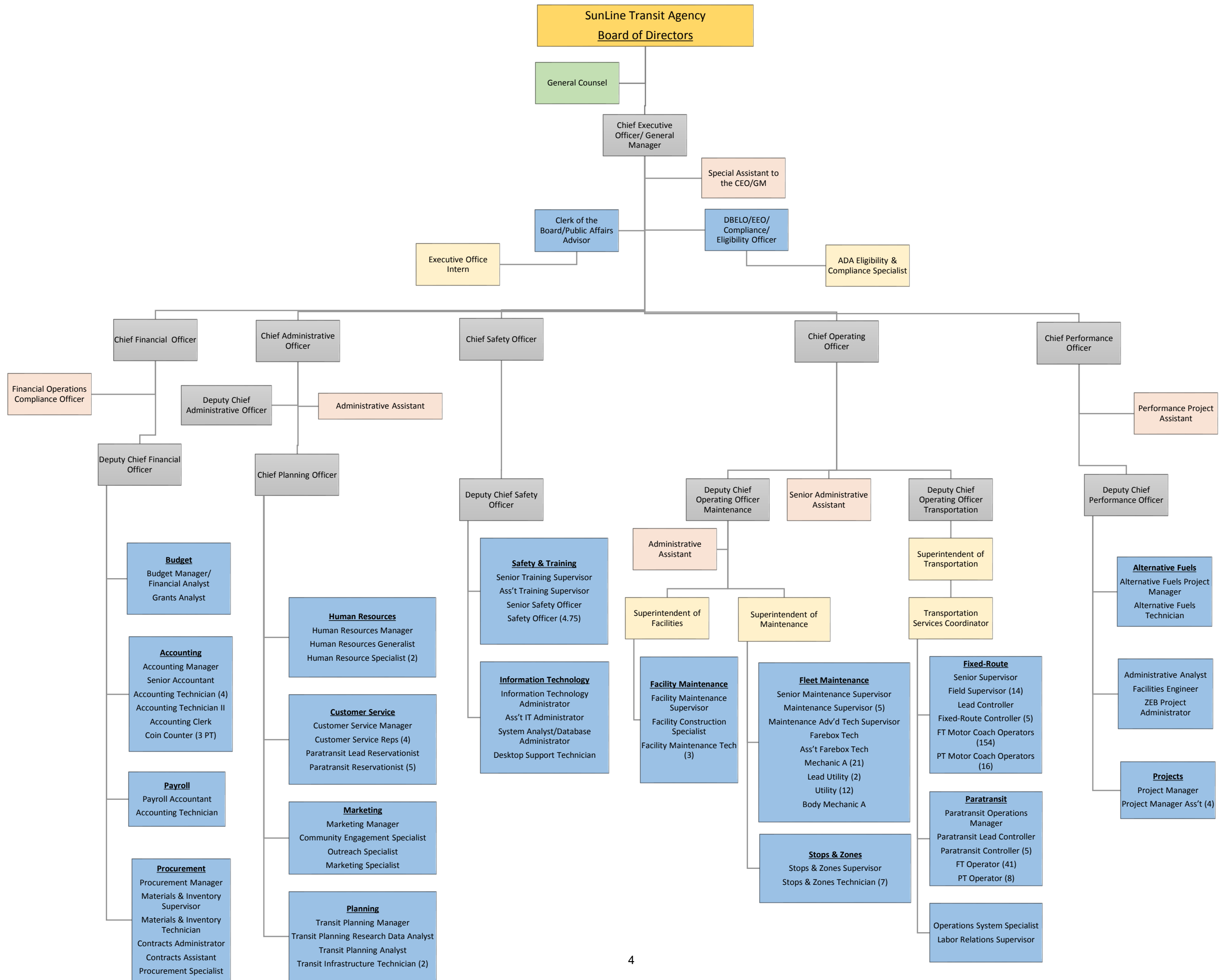
There are 13 new capital projects being requested in FY19. The total capital request in FY20 adds \$12,711,407 to the \$80M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

### **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)



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## 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)	9.25	(0.75)	1.00	9.50	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>374.00</b>	<b>(9.75)</b>	<b>30.50</b>	<b>394.75</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.

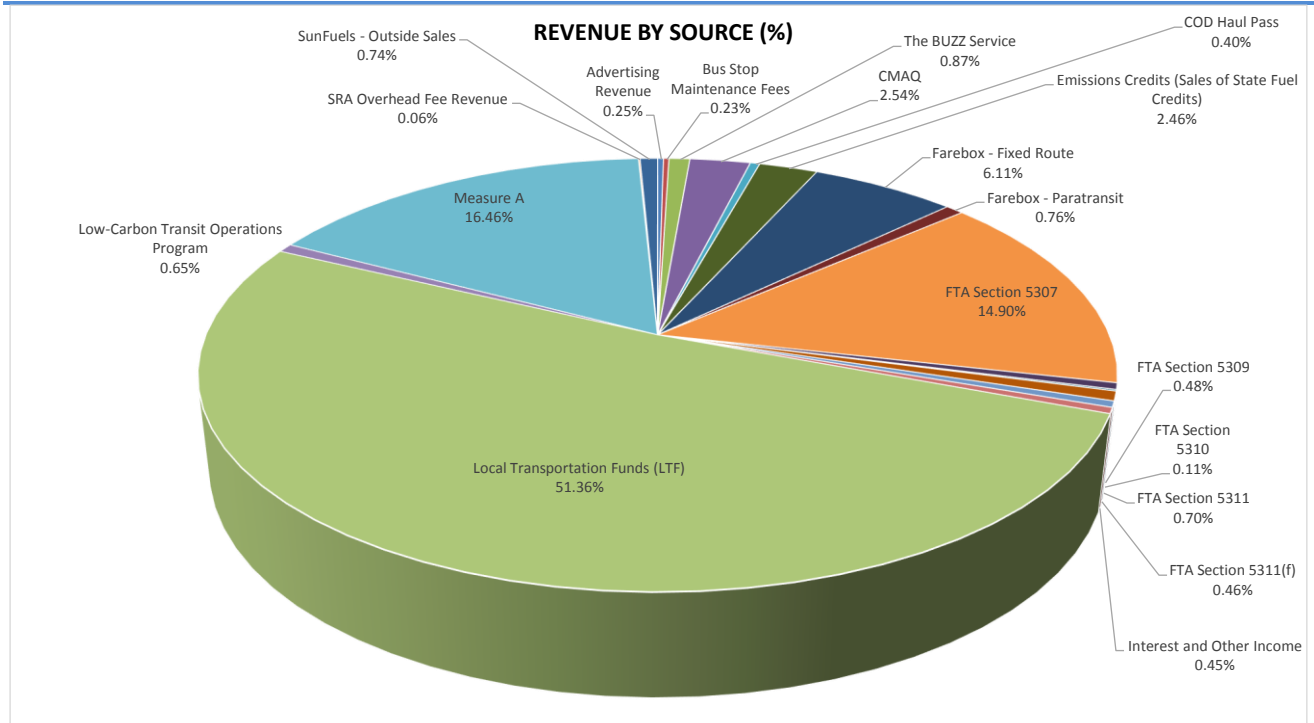
### **Safety and Security Office**

- 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.

**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.

## **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 FY20 CMAQ funds will be used to launch two (2) 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**

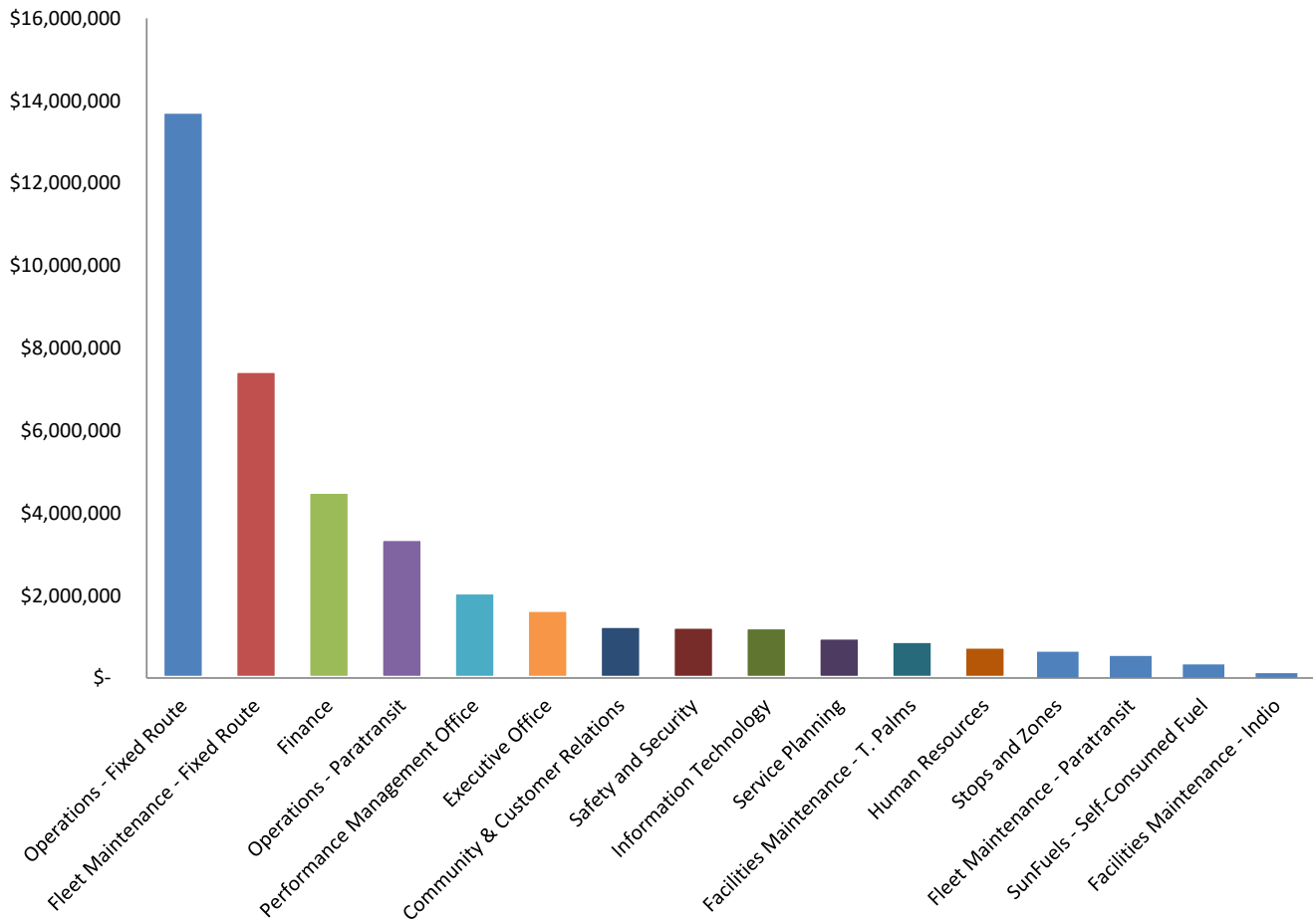
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### **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.

## EXPENSE SUMMARY

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## EXPENSE SUMMARY

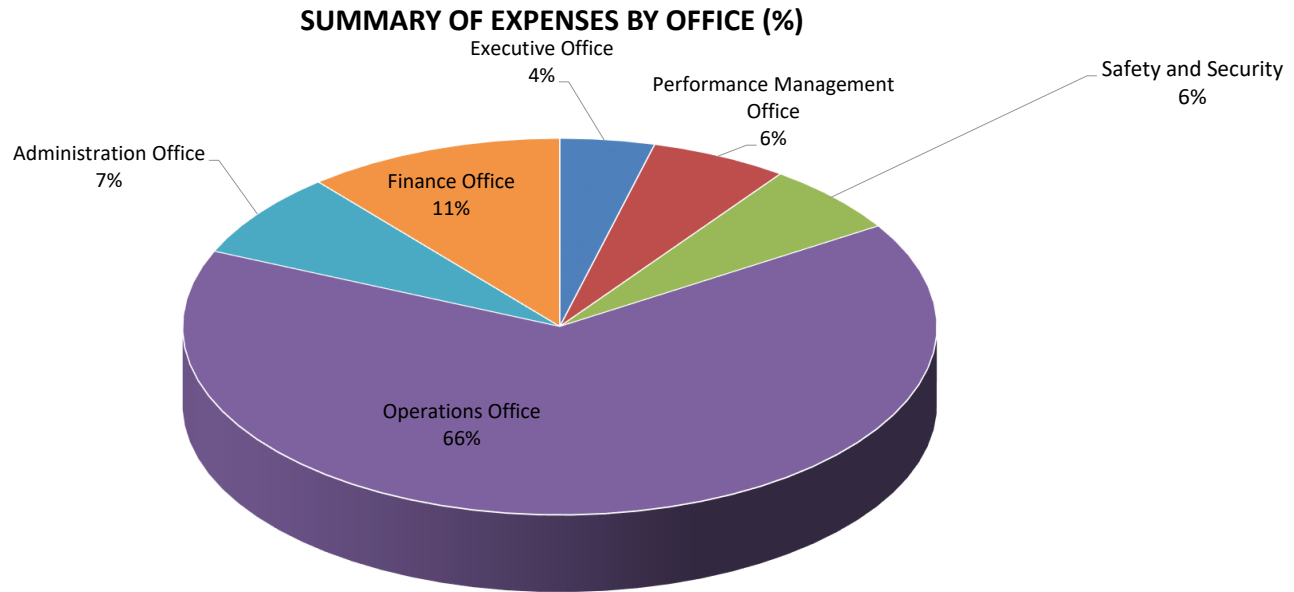
Division	Division Name	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
40	Executive Office	1,589,600	1,655,734	66,134
<b>Performance Management Office</b>				
10	SunFuels - Self-consumed Fuel	668,170	329,382	(338,788)
44	Performance Management	1,911,344	2,079,167	167,823
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,091,099	1,247,940	156,841
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	4,520,631	(153,982)
<b>ADMINISTRATION OFFICE</b>				
32	Human Resources	684,258	764,837	80,579
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>

### Phase I Redesign Costing

In this next fiscal year, the Agency is 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. The changes are captured in both the FY20 budget and the FY20 Short Range Transit Plan (SRTP). The cost for these services are based on projected implementation from September 2019 to June 2020.

Route	Current Cost	Proposed Cost	Variance
111	3,681,247	3,950,844	269,597
2	2,803,073	2,954,287	151,215
3	294,674	294,674	-
4	1,607,404	1,656,837	49,433
5	308,956	370,836	61,881
111-X	-	422,814	422,814
<b>Total</b>			<b>954,940</b>

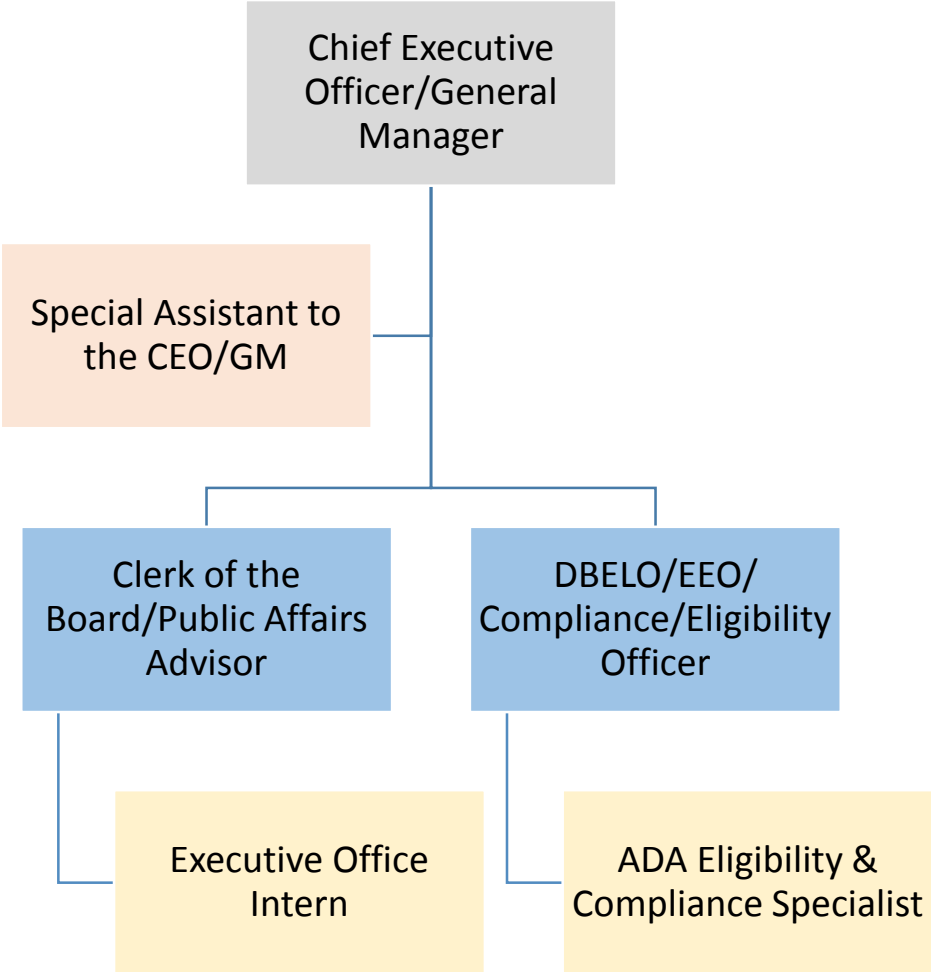
## EXPENSE SUMMARY BY OFFICE



Department	FY19 Approved Budget	FY20 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	1,589,600	1,655,734	4%
<b>Executive Office</b>	<b>1,589,600</b>	<b>1,655,734</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	1,247,940	3%
Information Technology	-	1,233,055	3%
<b>Safety and Security Office</b>	<b>1,091,099</b>	<b>2,480,995</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	4,520,631	11%
<b>Finance Office</b>	<b>4,674,613</b>	<b>4,520,631</b>	<b>11%</b>
<b>ADMINISTRATION OFFICE</b>			
Human Resources	684,258	764,837	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>3,016,066</b>	<b>7%</b>
<b>Total Expenses</b>	<b>39,654,404</b>	<b>40,840,150</b>	<b>100%</b>

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# EXECUTIVE OFFICE



**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

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

**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	424,887	96,147
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	296,922	70,540
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	12,000	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>1,655,734</b>	<b>66,134</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**

<b>FY20 Physical Count</b>	<b>Classification</b>	<b>FY19 Authorized FTEs</b>	<b>FY20 Requested FTEs</b>	<b>Variance</b>
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 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

**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	328,740	424,887	96,147
<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	296,922	70,540
<b>Sub-total</b>	<b>553,227</b>	<b>720,709</b>	<b>167,482</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>

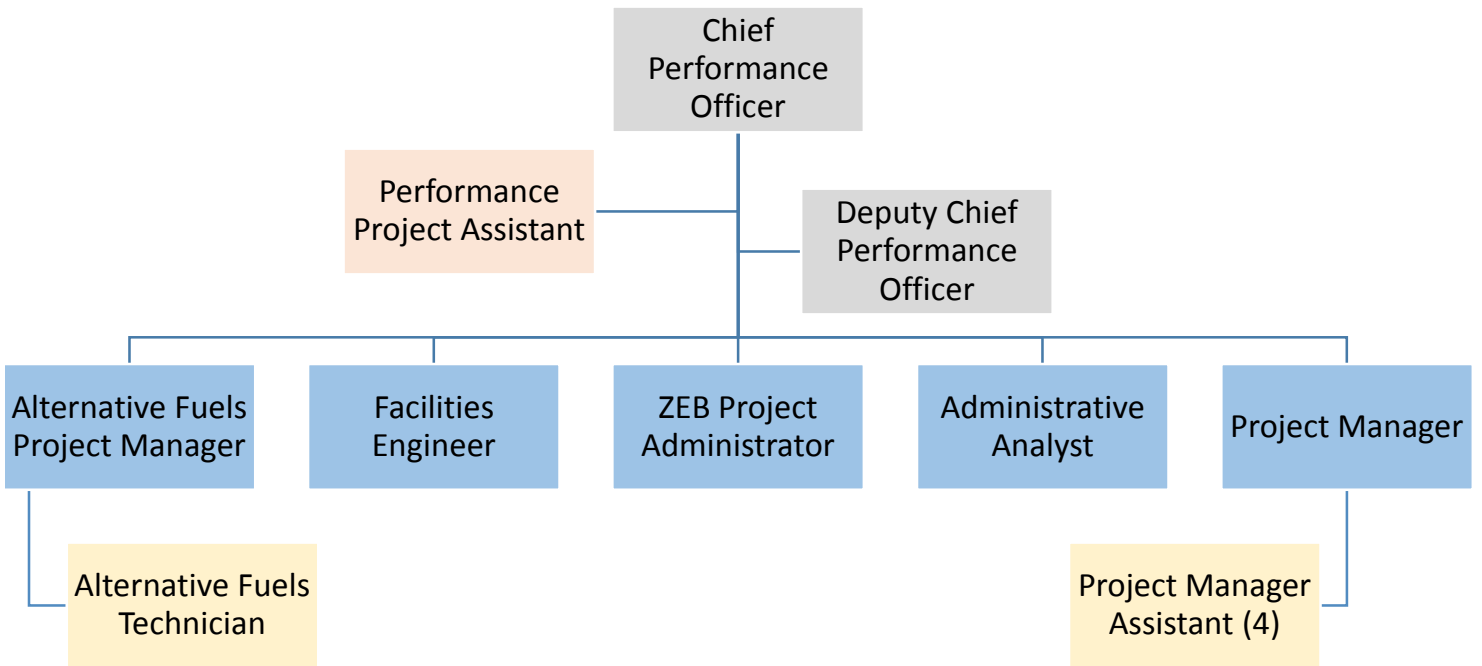
**EXECUTIVE OFFICE DETAIL**

**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	12,000	6,000
<b>Sub-total</b>	<b>6,000</b>	<b>12,000</b>	<b>6,000</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>1,655,734</b>	<b>66,134</b>

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# PERFORMANCE MANAGEMENT OFFICE



**PERFORMANCE MANAGEMENT OFFICE**

**Division 44**

**FUNCTIONS & RESPONSIBILITIES**

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

**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**

<b>FY20 Physical Count</b>	<b>Classification</b>	<b>FY19 Authorized FTEs</b>	<b>FY20 Requested FTEs</b>	<b>Variance</b>
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>

**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**

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Division 10

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
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>

**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**

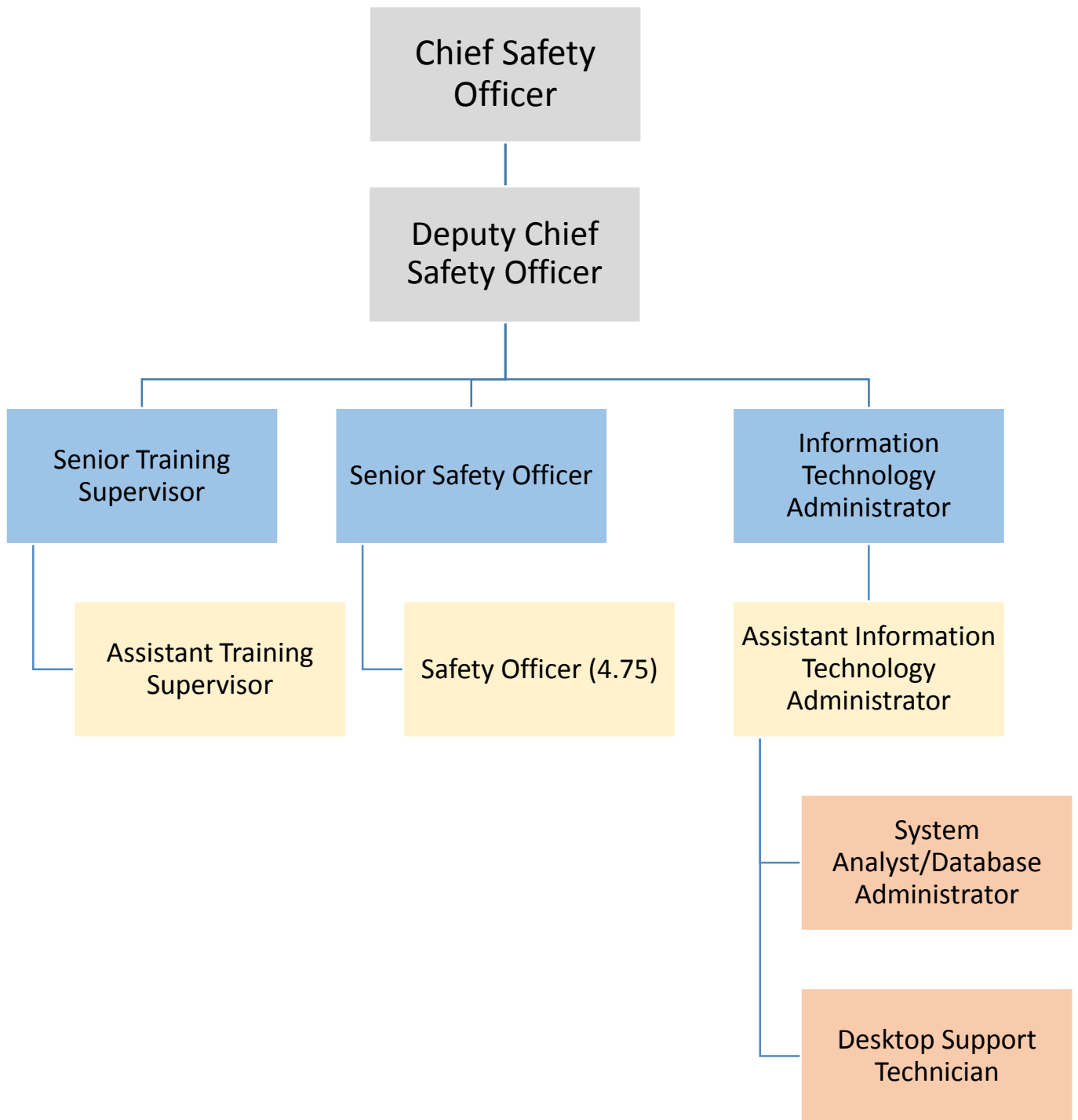
**Division 10**

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>

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# SAFETY AND SECURITY OFFICE





**SAFETY AND SECURITY OFFICE**

**Division 15**

**FUNCTIONS & RESPONSIBILITIES**

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

**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	100,000	(44,280)
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>1,247,940</b>	<b>156,841</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/Taxi Administrator	0.75	0.00	(0.75)
0	Deputy Chief Safety Officer/ Asst. Taxi Administrator	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

**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	100,000	(44,280)
<b>Sub-total</b>	<b>144,280</b>	<b>100,000</b>	<b>(44,280)</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>1,247,940</b>	<b>156,841</b>

**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**

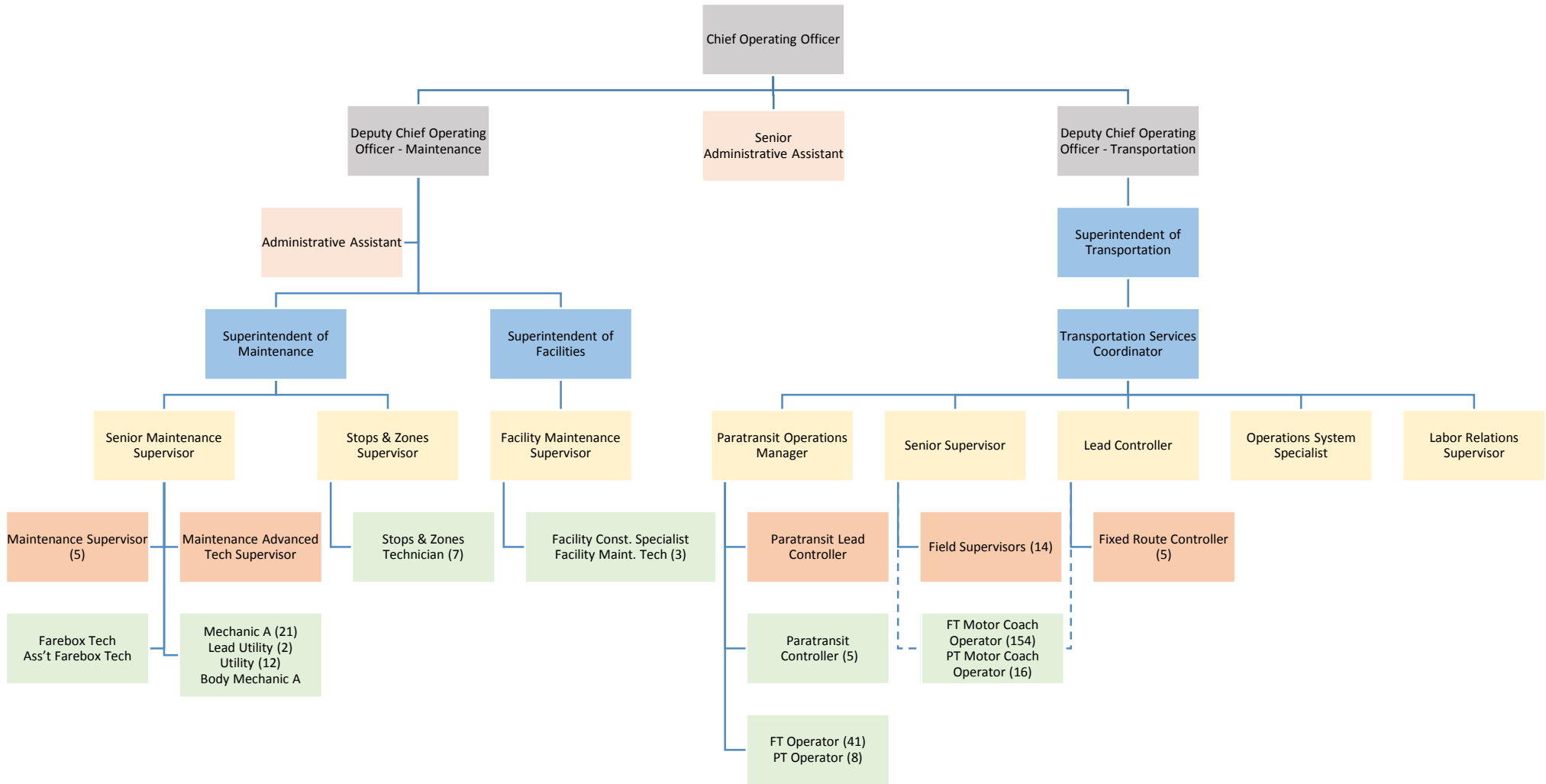
**Division 42**

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>



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# OPERATIONS OFFICE



**OPERATIONS OFFICE - TRANSPORTATION**

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

**FUNCTIONS & RESPONSIBILITIES**

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

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

**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>

**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>



**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

**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>5049900025 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>



**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>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>



## 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>

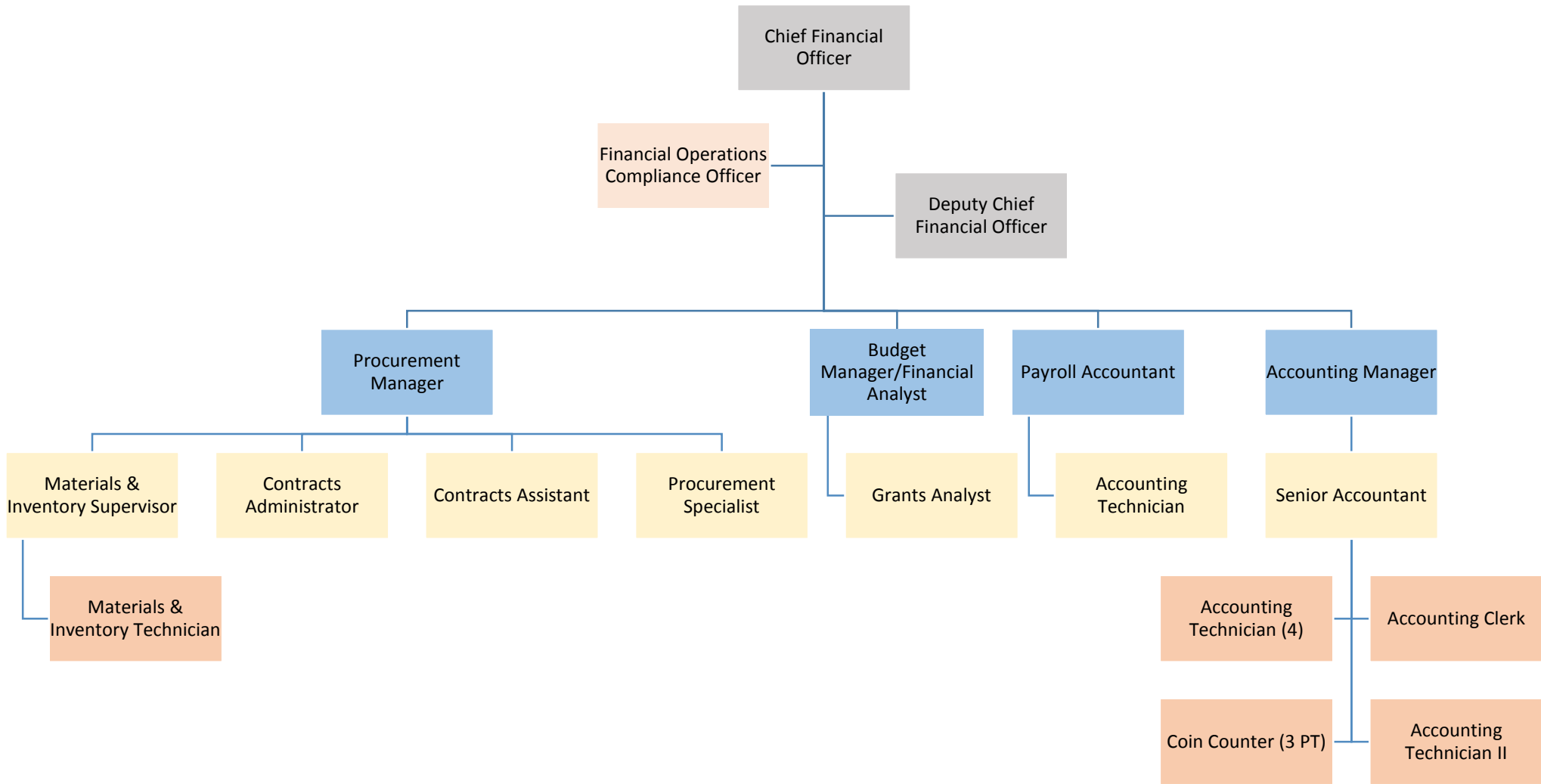
**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

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>

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# FINANCE OFFICE



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**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	88,262	64,262
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>4,520,631</b>	<b>(153,982)</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	88,262	64,262
<b>Sub-total</b>	<b>24,000</b>	<b>88,262</b>	<b>64,262</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>

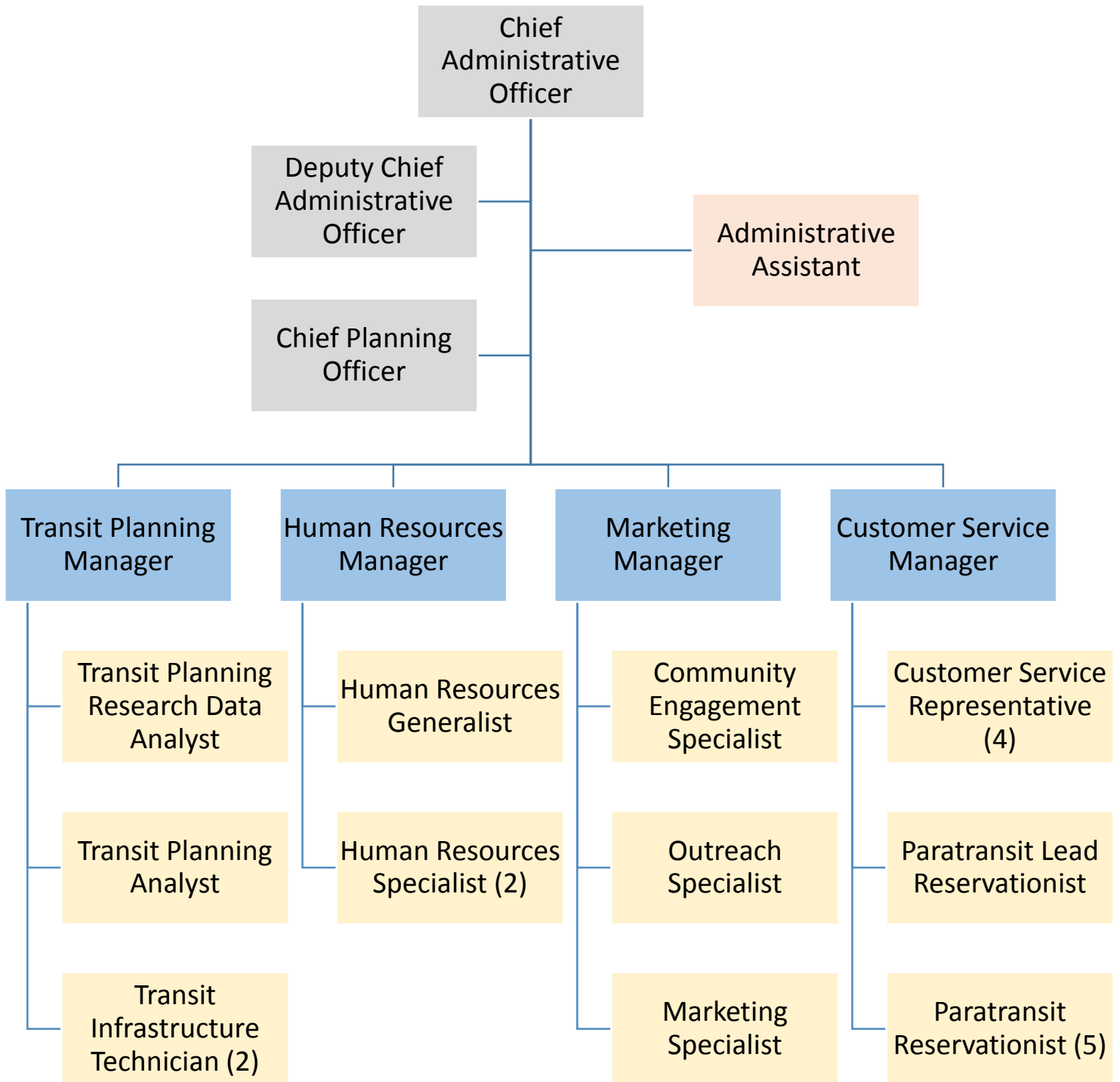
**FINANCE OFFICE DETAIL**

**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>4,520,631</b>	<b>(153,982)</b>

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# ADMINISTRATION OFFICE



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

Division 32, 45 & 49

**FUNCTIONS & RESPONSIBILITIES**

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

**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)	-	59,737	59,737
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>764,837</b>	<b>80,579</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	-	59,737	59,737
<b>Sub-total</b>	<b>-</b>	<b>59,737</b>	<b>59,737</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
CALPERLA	700	-	(700)
Review Snap	1,441	3,998	2,557
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>764,837</b>	<b>80,579</b>

**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**

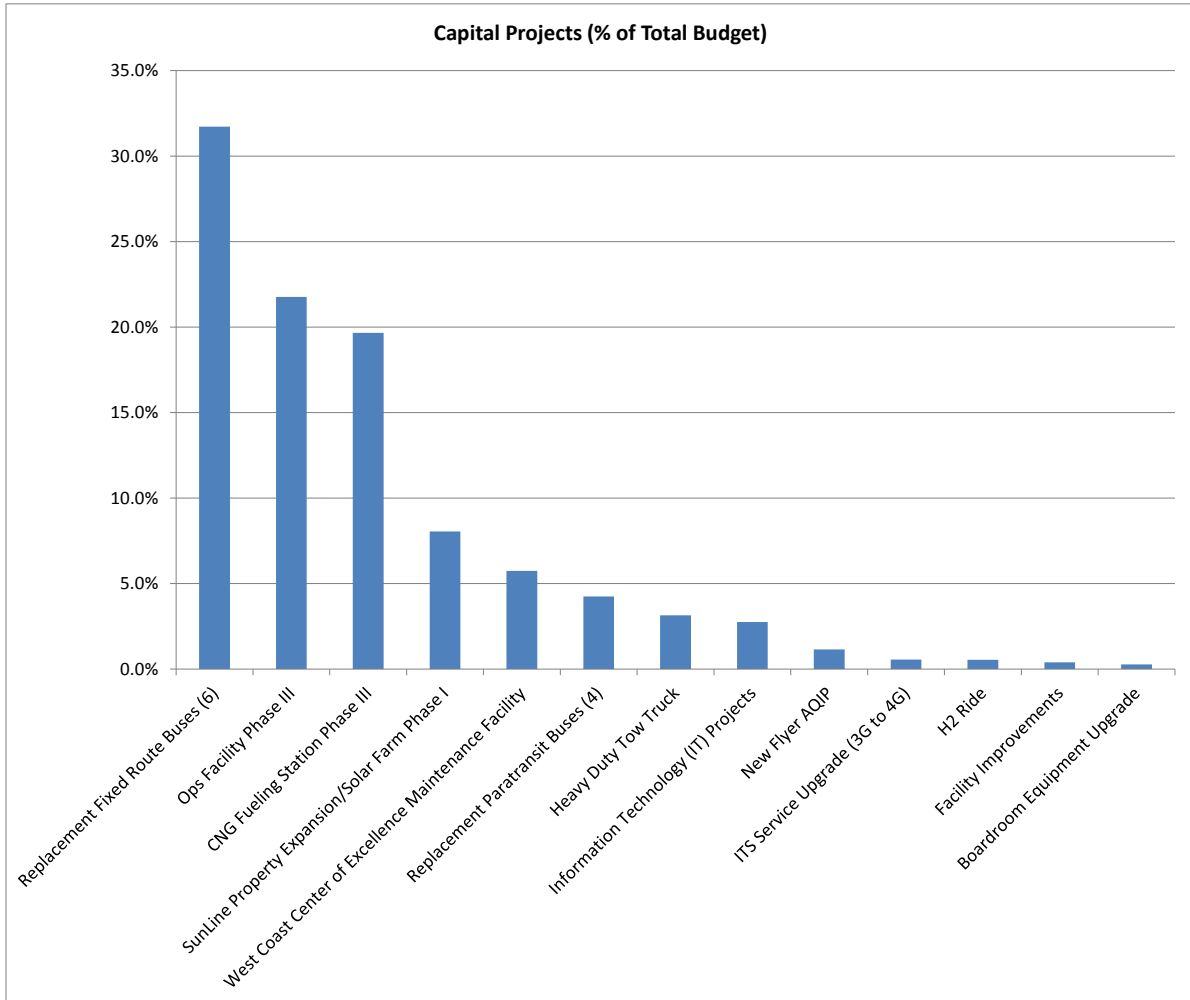
Division 49

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>

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## 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**

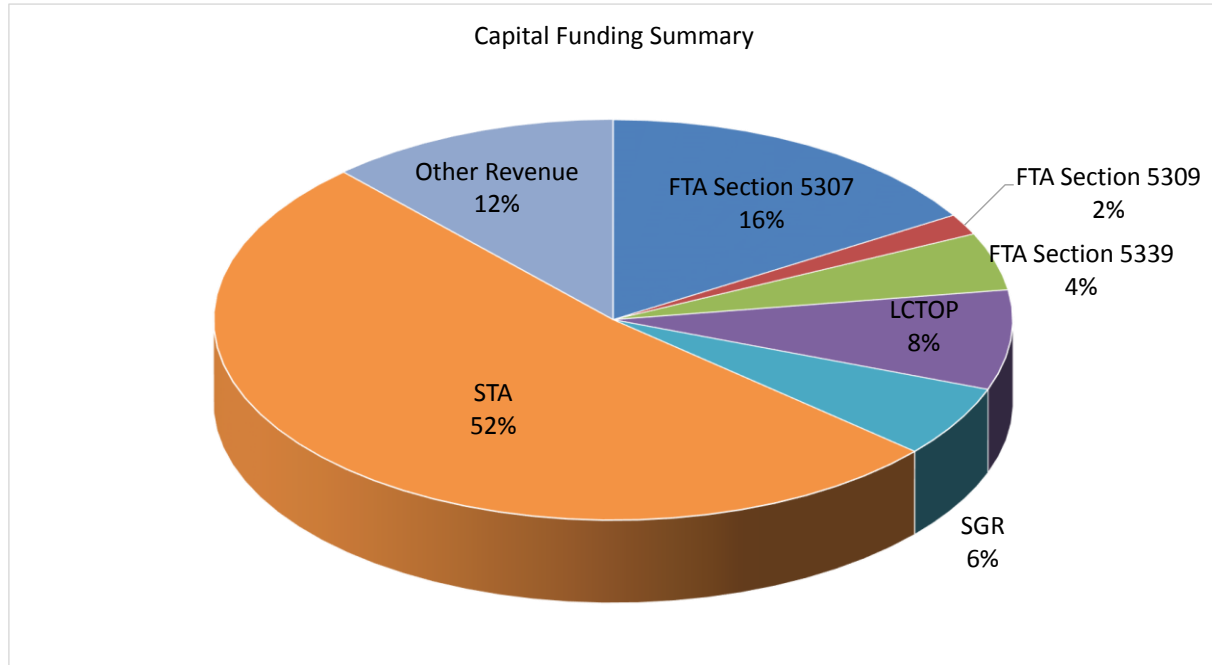
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**CAPITAL BUDGET SUMMARY**

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>

## 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>

**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>	<b>1,022,832</b>

**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>	<b>730,403</b>

**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**

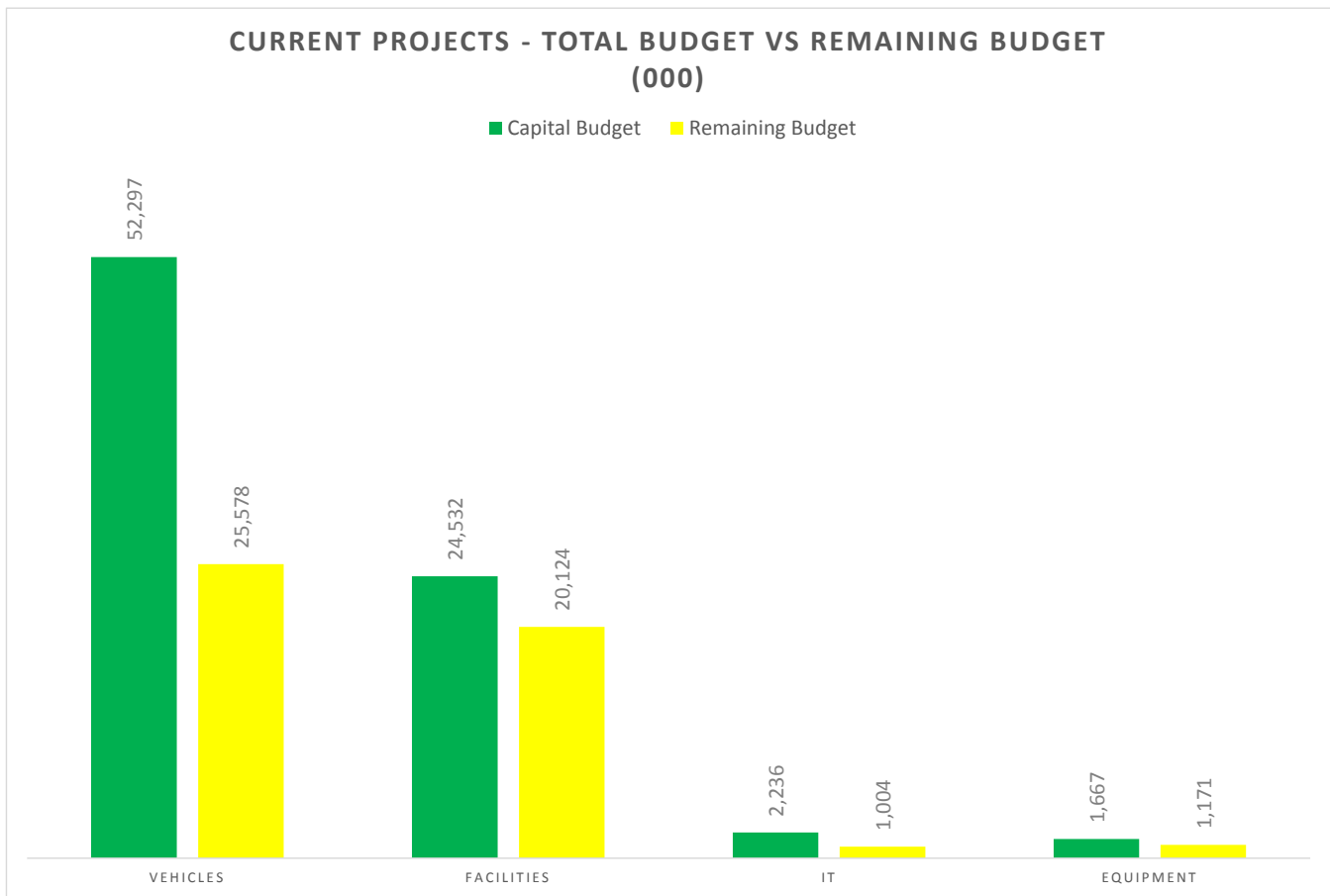
Purchase of one (1) heavy duty tow truck tractor and Landoll trailer to pick up disabled buses and vehicles and to tow buses to bus conferences when driving is not efficient.

**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

## 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.

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## SunLine Transit Agency

**DATE:** June 26, 2019 **ACTION**

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

**FROM:** Demetrius Genera, Deputy Chief Operating Officer – Maintenance  
Tommy D. Edwards, Chief Performance Officer

**RE:** Purchase of Replacement Fixed Route Buses

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute contracts with New Flyer of America, Inc. and their subsidiary, Motor Coach Industries (MCI), to purchase six (6) replacement 40-foot low floor Compressed Natural Gas (CNG) buses and two (2) MCI D4500 CNG over the road coaches, respectively. Total cost not to exceed \$5,708,624, including tax.

### **Background**

In 2015, OmniTrans completed a solicitation that included SunLine Transit Agency for the procurement of 40-foot low floor CNG buses, which granted SunLine the ability to purchase up to 24 buses. The contract was awarded to New Flyer of America, Inc. for heavy duty Xcelsior buses. In July 2016, SunLine purchased six (6) of the available options under this solicitation. If approved, this purchase would utilize six (6) of the remaining 18 options.

The two (2) MCI D4500 CNG over the road coaches will be purchased off the competitively bid state purchasing agreement between CALACT/MBTA. The contract was recently awarded in 2019 and provides a bus purchase platform for transit agencies.

SunLine currently operates 61 fixed route CNG buses; eight (8) of them have met the end of their useful life. As part of the Fleet Replacement Plan and Capital Funding Plan, remaining fixed route buses will be replaced over a multi-year period.

### **Financial Impact**

The financial impact of \$5,708,624 was budgeted in the FY16 through FY19 SRTPs, utilizing Federal Transit Administration 5307 & 5339 grants, State Transit Assistance and Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds.