



SunLine Transit Agency  
June 23, 2021  
9:50 a.m. – 10:20 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE Regular Meeting

\*\*\*\*\*

### VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Finance/Audit Committee meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

##### Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/87273327421>

Meeting ID: 872 7332 7421

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 872 7332 7421

One tap mobile  
+16699009128,,87273327421#

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom meeting:

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to June 22, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

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**ITEM**

**RECOMMENDATION**

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

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

**ITEM**

**RECOMMENDATION**

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. PRESENTATIONS**

**5. FINALIZATION OF AGENDA**

**6. 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.

**7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**8. 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.

[8a\) Checks \\$1,000 and Over Report for April 2021](#)

(PAGE 4-7)

**ITEM**

**RECOMMENDATION**

- |   |                                  |
|---|----------------------------------|
| 8b) Credit Card Statement for April 2021  | (PAGE 8-19)                      |
| 8c) Monthly Budget Variance Report for April 2021   | (PAGE 20-25)                     |
| 8d) Contracts Signed in Excess of \$25,000 for May 2021   | (PAGE 26-27)                     |
| 8e) Union & Non-Union Pension Investment Asset<br>Summary April 2021  | (PAGE 28-35)                     |
| 8f) Ridership Report for May 2021   | (PAGE 36-41)                     |
| 8g) SunDial Operational Notes for May 2021  | (PAGE 42-44)                     |
| 8h) Metrics for May 2021  | (PAGE 45-62)                     |
| 8i) Board Member Attendance for May 2021  | (PAGE 63-64)                     |
| 8j) Ratification of Provisional Appointments to the<br>Legislative Services Ad Hoc Committee                      | (PAGE 65)                        |
| <br>  |                                  |
| <b>9. FOURTH AMENDMENT TO THE CEO/GM<br/>EMPLOYMENT AGREEMENT</b><br>(Staff: Eric Vail, General Counsel)          | <b>APPROVE</b><br>(PAGE 66-70)   |
| <br>  |                                  |
| <b>10. ADOPTION OF THE FY22 OPERATING AND<br/>CAPITAL BUDGET</b><br>(Staff: Luis Garcia, Chief Financial Officer) | <b>APPROVE</b><br>(PAGE 71-180)  |
| <br>  |                                  |
| <b>11. AWARD OF CONTRACT FOR BUS SHELTER<br/>RELOCATION</b><br>(Staff: Rohan Kuruppu, Chief Planning Consultant)  | <b>APPROVE</b><br>(PAGE 181-185) |
| <br>  |                                  |
| <b>12. ADJOURN</b>  |                                  |

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

DATE: June 23, 2021

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

RE: Checks \$1,000 and Over Report for April 2021

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.

- The table below identifies the checks \$50,000 and over in the month of April which required signature from the Chair or Vice Chair.

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
GP STRATEGIES	685865	\$459,954.71
CANNONDESIGN BUILDERS, INC.	685841	\$350,108.92
CDW GOVERNMENT, INC.	685859	\$87,027.80

Recommendation:

Receive and file.



**SunLine Transit Agency  
Checks \$1,000 and Over  
April 2021**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
GP STRATEGIES	WIP-CNG Fueling Station	685865	04/07/2021	459,954.71
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	685841	04/01/2021	350,108.92
PERMA - INSURANCE	General Liability & Workers Comp Premium	686065	04/28/2021	170,053.78
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	686029	04/21/2021	122,437.24
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685888	04/07/2021	120,273.25
CDW GOVERNMENT, INC	Computer Network Software Agmt Dec 2020-Nov 2021	685859	04/07/2021	87,027.80
IMPERIAL IRRIGATION DIST	Utilities	685994	04/21/2021	64,802.28
GUARDIAN LIFE INSURANCE COMPANY THE	Employee Benefits/ LTD/STD/LIFE Ins Prem	686051	04/28/2021	49,177.49
SO CAL GAS CO.	Utilities	686022	04/21/2021	46,433.62
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	685981	04/21/2021	45,923.74
UNITED STATES TREASURY	Bank Adjustments/Fees	685948	04/14/2021	44,000.00
IMPERIAL IRRIGATION DIST	Utilities	685918	04/14/2021	23,721.82
BALLARD POWER SYSTEMS	Inventory Repair Parts	685902	04/14/2021	23,171.64
WSP USA INC.	TDM & Vanpool Program	686084	04/28/2021	20,069.58
THE LEFLORE GROUP LLC	Projects Consultant	686016	04/21/2021	19,844.70
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	685965	04/21/2021	18,158.21
CALSTART, INC.	WIP-Hydrogen FCB Lo-No	685968	04/21/2021	16,207.00
NFI PARTS	Inventory Repair Parts	685844	04/07/2021	14,962.54
OLD GREEN HOUSE LLC	Consulting Services	686071	04/28/2021	13,800.00
NFI PARTS	Inventory Repair Parts	685959	04/21/2021	12,456.23
VERIZON WIRELESS	Wireless Telephone Service	685893	04/07/2021	11,694.70
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	686076	04/28/2021	9,869.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting - General	685954	04/14/2021	9,862.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	686017	04/21/2021	9,371.93
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	685976	04/21/2021	9,120.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	685945	04/14/2021	9,043.25
ADVANCED WEB OFFSET, INC.	Printing Expense	685958	04/21/2021	7,803.26
AVAIL TECHNOLOGIES	Inventory Repair Parts	685901	04/14/2021	7,698.83
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685922	04/14/2021	6,910.31
BARRY ANINAG INVESTIGATIONS, LLC	Insurance Loss	685869	04/07/2021	6,882.50
JACKSON LEWIS P.C.	Insurance Loss	685867	04/07/2021	6,660.97
AMALGAMATED TRANSIT UNION	Union Dues	685961	04/21/2021	6,653.68
AMALGAMATED TRANSIT UNION	Union Dues	685848	04/07/2021	6,588.33
FULTON DISTRIBUTING	Emergency Preparedness Supplies	685990	04/21/2021	6,425.62
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	686072	04/28/2021	6,365.95
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	685978	04/21/2021	6,279.55
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	685938	04/14/2021	6,147.06
LINDE INC.	H2 Trailer service charge	685999	04/21/2021	5,848.56
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub	685913	04/14/2021	5,835.47

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 2021**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SONSRAY FLEET SERVICES	Inventory Repair Parts	686026	04/21/2021	5,574.73
ANDREA CARTER & ASSOCIATES	Marketing Services	685962	04/21/2021	5,500.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	686085	04/28/2021	5,066.68
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	686067	04/28/2021	4,697.90
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685937	04/14/2021	4,659.59
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	686063	04/28/2021	4,362.27
HD INDUSTRIES	Inventory Repair Parts	686052	04/28/2021	4,293.67
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	685988	04/21/2021	4,284.73
WALTERS WHOLESALE ELECTRIC CO.	Repair Parts-CNG-Indio	685951	04/14/2021	4,189.64
ROBERT HALF	Temporary Help	685936	04/14/2021	4,040.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685972	04/21/2021	3,985.54
ROBERT HALF	Temporary Help	686069	04/28/2021	3,939.00
TPX COMMUNICATIONS	Communication	686027	04/21/2021	3,838.69
ROBERT HALF	Temporary Help	686013	04/21/2021	3,787.50
NFI PARTS	Inventory Repair Parts	686035	04/28/2021	3,776.01
SOCALGAS	Utilities	685883	04/07/2021	3,618.40
TIME WARNER CABLE	Utilities	685943	04/14/2021	3,585.01
ANDREA CARTER & ASSOCIATES	Marketing Services	685842	04/01/2021	3,400.00
JESSE FRESCAS JR.	Consulting General	685920	04/14/2021	3,360.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685895	04/07/2021	3,161.60
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685953	04/14/2021	3,159.60
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	686000	04/21/2021	3,147.30
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	686056	04/28/2021	3,140.11
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685856	04/07/2021	3,137.71
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685967	04/21/2021	3,137.71
CDW GOVERNMENT, INC	Computer Supplies	685969	04/21/2021	3,131.84
SC FUELS	Lubricants- Oil	685940	04/14/2021	3,050.92
PRUDENTIAL OVERALL SUPPLY	Uniforms	686008	04/21/2021	3,025.78
I/O CONTROLS CORP #201115	Inventory Repair Parts	685993	04/21/2021	2,957.63
SPECIALTY FIELD SERVICE, INC.	Repair Parts-Fixed Route	686075	04/28/2021	2,950.00
GILLIG LLC	Inventory Repair Parts	685910	04/14/2021	2,876.11
SONSRAY FLEET SERVICES	Inventory Repair Parts	685944	04/14/2021	2,814.85
ASPEN REFRIGERANTS, INC.	Freon & Coolant	685900	04/14/2021	2,810.44
CREATIVE BUS SALES, INC,	Inventory Repair Parts	686042	04/28/2021	2,689.61
PSOMAS	WIP-CNG Fueling Station	686066	04/28/2021	2,649.57
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	686034	04/28/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685897	04/14/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685843	04/07/2021	2,532.92
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685956	04/21/2021	2,500.02

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 2021**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685928	04/14/2021	2,328.81
PLAZA TOWING, INC.	Towing Service	685931	04/14/2021	2,255.00
MEYERS FOZI & DWORK, LLP	Insurance Loss	685870	04/07/2021	2,223.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	685966	04/21/2021	2,218.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	685915	04/14/2021	2,190.53
SC FUELS	Lubricants and Oils	686019	04/21/2021	2,031.78
BROADLUX, INC.	Contract Services General	685903	04/14/2021	1,984.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	686014	04/21/2021	1,938.01
DESERT URGENT CARE	Medical Exams	685919	04/14/2021	1,835.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	686077	04/28/2021	1,809.95
TOXGUARD FLUID	Freon & Coolant	685887	04/07/2021	1,757.27
FORENSIC DRUG TESTING SERVICES	Medical Exams	685986	04/21/2021	1,739.00
WELTYS ENTERPRISES, INC.	Printing Expense	686032	04/21/2021	1,663.46
MURCHISON & CUMMING, LLP	Insurance Loss	685872	04/07/2021	1,638.50
CLEVER DEVICES LTD.	Computer Network Software Agmt	685904	04/14/2021	1,604.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685852	04/07/2021	1,494.05
MILE3 WEB DEVELOPMENT	Website Maintenance	686001	04/21/2021	1,470.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	685950	04/14/2021	1,453.78
DESERT CITY CAB	Taxi Voucher Program	685975	04/21/2021	1,384.57
SMARTDRIVE SYSTEMS, INC.	General Services	685941	04/14/2021	1,380.00
GRAINGER	Inventory Repair Parts	685911	04/14/2021	1,362.10
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	685857	04/07/2021	1,358.38
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685854	04/07/2021	1,302.06
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	685906	04/14/2021	1,202.15
ULINE, INC.	WIP-CNG Fueling Station	685889	04/07/2021	1,194.24
ZOOM VIDEO COMMUNICATION, INC.	Computer Network Software Agmt Mar 31- Jun 29	685955	04/14/2021	1,187.06
PRUDENTIAL OVERALL SUPPLY	Uniforms	685876	04/07/2021	1,127.60
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	685934	04/14/2021	1,056.59
SMARTDRIVE SYSTEMS, INC.	Inventory Repair Parts	685882	04/07/2021	1,022.30
SUN CHEMICAL	Cleaning Supplies-Vehicles	685935	04/14/2021	1,012.86
QUADIENT FINANCE USA, INC.	Postage	685933	04/14/2021	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,054,790.91			
<b>Total Checks Under \$1,000</b>	(\$12,184.06)			
<b>Total Checks</b>	\$2,042,606.85			

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

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for April 2021

Summary:

The attached report summarizes the Agency's credit card expenses for April 2021. Credit card transactions through the CEO/General Manager credit card align with a statement closing date of May 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with a statement closing date of April 30, 2021, for the reporting period.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 5/03/21**

**Name on Card: Lauren Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 4/6/2021	4/6/2021	CALPERLA	California Public Employers Labor Relations Association - Core Academy: Negotiations Simulation and Strategy Session; Isabel Acosta, Deputy Chief Transportation Officer		\$350.00
2 4/6/2021	4/6/2021	Trapeze	Trapeze - Three (3) day Virtual Course; Patricia Arellano De Mora, Operations System Specialist		\$300.00
3 4/14/2021	4/14/2021	SurveyMonkey	SurveyMonkey - One (1) Year Subscription; CEO/General Manager Performance Evaluation		\$384.00
4 4/28/2021	4/28/2021	APTA	American Public Transportation Association - 2021 Legislative Conference Registration; Brittney Sowell, Chief of Public Affairs/Clerk of the Board and Lauren Skiver, CEO/General Manager		\$650.00
<b>Credits and Charges:</b>				<b>\$0.00</b>	<b>\$1,684.00</b>

**CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT**

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/03/21
Days in Billing Cycle	31
Next Statement Date	06/03/21

For 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

Credit Line	\$40,000
Available Credit	\$38,316

**Payment Information**

New Balance	\$1,684.00
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>05/28/21</b>

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

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

**Account Summary**

Previous Balance		\$508.42
Credits	-	\$0.00
Payments	-	\$508.42
Purchases & Other Charges	+	\$1,684.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,684.00</b>

**Wells Fargo Cash Back SM Program Summary**

Previous Cash Back Balance		\$7.63
Cash Earned this Month		\$25.26
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$32.89
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$36.94

**Cash Back Notice**

Your next cash back reward is scheduled for 06/2021. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

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	\$1,684.00
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>05/28/21</b>

Print address or phone changes:

Work ( )

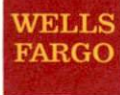
Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501  
56511  
P304





**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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$1,684.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/21. 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	\$1,684.00

**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	508.42	
			TOTAL [REDACTED]		\$508.42-

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

04/06	04/06	244921530RS6GJD1R	PAYPAL *CALPELRA 402-935-7733 CA		350.00
04/06	04/06	244921530RS6HQLWK	TRAPEZEGRP 187-741-1872 IA		300.00
04/14	04/14	2490641383EMYRZJL	SMK*SURVEYMONKEY.COM 971-2311154 CA		384.00
04/28	04/28	24639233PS66FVB9B	APTA 202-4964800 DC		650.00
			<b>TOTAL \$1,684.00</b>		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

**Wells Fargo News**

**Take advantage of the features that come with Online Banking:**

Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.

Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.

Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 04/30/2021**

**Name on Card: Liz Granillo (Accounts Payable Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	4/3/2021	4/5/2021	Amazon	Alexa for Business Account		\$ 6.40
2	4/10/2021	4/12/2021	DocuSign	License Renewal for DocuSign (AP, Procurement, HR & Executive)		\$ 1,200.00
3	4/14/2021	4/15/2021	Burrtec	Utilities Acct # 44-VC-225377 - Trash Service c/o Div 23 (Facilities)		\$ 250.75
4	4/21/2021	4/22/2021	Green Desert N.	54 Ficus Trees - 5 gallons (Retention Beautification Project Phase II)		\$ 968.96
5	4/21/2021	4/22/2021	CVWD	Utilities Acct # 226783-601148 - Water c/o Div 23 (Facilities)		\$ 79.58
6	4/21/2021	4/22/2021	CVWD	Utilities Acct # 596437-601156 - Water c/o Div 23 (Facilities)		\$ 72.03
7	4/21/2021	4/22/2021	CVWD	Utilities Acct # 596265-403818 - Water c/o Div 23 (Facilities)		\$ 104.24
8	4/21/2021	4/22/2021	CVWD	Utilities Acct # 596263-566514 - Water c/o Div 23 (Facilities)		\$ 93.02
9	4/21/2021	4/22/2021	CVWD	Utilities Acct # 226773-601132 - Water c/o Div 23 (Facilities)		\$ 86.99
10	4/21/2021	4/22/2021	CVWD	Utilities Acct # 314009-845852 - Water c/o Div 23 (Facilities)		\$ 46.38
11	4/21/2021	4/22/2021	CVWD	Utilities Acct # 314011-845854 - Water c/o Div 23 (Facilities)		\$ 205.30



**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 04/30/2021**

**Name on Card: Liz Granillo (Accounts Payable Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
12	4/21/2021	4/22/2021	CVWD	Utilities Acct # 596261-601130 - Water c/o Div 23 (Facilities)		\$ 86.99
13	4/21/2021	4/22/2021	CVWD	Utilities Acct # 711835-567044 - Water c/o Div 10 (SunFuels)		\$ 420.55
14	4/21/2021	4/22/2021	DocuSign	License Renewal for DocuSign (Safety)		\$ 291.78
15	4/21/2021	4/23/2021	IID	Utilities Acct # 50677437 - Electricity c/o Div 24 (Facilities-Indio/Coachella)		\$ 185.27
<b>Credits and Charges</b>					<b>\$0.00</b>	<b>\$4,098.24</b>



Statement Expenses

05/07/2021 10:36 AM PT  
Requested By: AMADEO, ISABELLA

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	04/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	04/30/2021
Status:	Open	Reminder Period:	05/01/2021 through 05/05/2021
Charges:	4,098.24 USD	Grace Period:	05/06/2021 through 05/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	05/08/2021 through 05/11/2021
Total Amount:	4,098.24 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/03/2021	04/05/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	6.40 USD / 6.40
	<b>Description</b> Alexa for Business Account								
	<b>FUND</b> 00		<b>DIVISION</b>						
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/10/2021	04/12/2021	No	Docusign 866-219-4318,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	1,200.00 USD / 1,200.00
	<b>Description</b> License Renewal for Docusign AP, Procurement, HR Executive								
	<b>FUND</b> 00		<b>DIVISION</b>						
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/14/2021	04/15/2021	No	Burrtec Waste And Recycli 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	250.75 USD / 250.75
	<b>Description</b> Utilities Acct 44-VC-225377								
	<b>FUND</b> 00		<b>DIVISION</b>						
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/21/2021	04/22/2021	No	Green Desert Nursery 760-360-6937,CA	5049900011 - MATERIALS AND SUPPLIES	Finance(FIN)	Yes	Yes	968.96 USD / 968.96
	<b>Description</b> 54 Ficus Trees-5 gallons								
	<b>FUND</b> 00		<b>DIVISION</b>						
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	79.58 USD / 79.58
	<b>Description</b> Utilities Acct 226783-601148								
	<b>FUND</b> 00		<b>DIVISION</b>						
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency

Date	Date			Code		Image	Submitted ‡	Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	72.03 USD / 72.03
<b>Description</b>		Utilities Acct 596437-601156						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>7.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	104.24 USD / 104.24
<b>Description</b>		Utilities Acct 596265-403818						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>8.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	93.02 USD / 93.02
<b>Description</b>		Utilities Acct 596263-566514						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>9.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
<b>Description</b>		Utilities Acct 226773-601132						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>10.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	46.38 USD / 46.38
<b>Description</b>		Utilities Acct 314009-845852						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>11.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	205.30 USD / 205.30
<b>Description</b>		Utilities Acct 314011-845854						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>12.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
<b>Description</b>		Utilities Acct 596261-601130						
<b>FUND</b>	00	<b>DIVISION</b>						
<b>13.</b>								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original



								‡	Currency
04/21/2021	04/22/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	420.55 USD / 420.55	
<b>Description</b>		Utilities Acct 711835-567044							
<b>FUND</b>	00	<b>DIVISION</b>							
<b>14.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/21/2021	04/22/2021	No	Docusign 866-219-4318,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	291.78 USD / 291.78	
<b>Description</b>		License Renewal for Docusign Safety							
<b>FUND</b>	00	<b>DIVISION</b>							
<b>15.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/21/2021	04/23/2021	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	185.27 USD / 185.27	
<b>Description</b>		Utilities Acct 50677437							
<b>FUND</b>	00	<b>DIVISION</b>							

Total Charges: 4,098.24 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 04/30/2021**

**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	4/1/2021	4/2/2021	DocuSign	DocuSign A/P		\$ 8.22
2	4/3/2021	4/5/2021	Arlo Technologies	Monthly Fees on Three (3) Contact Tracing Cameras		\$ 9.99
3	4/5/2021	4/6/2021	Amazon	IT supplies - Three (3) Stylus Pen for iPad		\$ 107.74
4	4/6/2021	4/7/2021	Live Chat	Website Chat Feature (Business, 1 month)		\$ 177.00
5	4/9/2021	4/12/2021	Freepik & Flaticon	Annual Subscription - Marketing Software		\$ 99.00
6	4/9/2021	4/12/2021	Cross Border	Cross border fees (currency conversion fees)		\$ 0.99
7	4/12/2021	4/13/2021	Microsoft	IT Support for email server *Credit is at the bottom		\$ 499.00
8	4/13/2021	4/15/2021	Orange Co. Fire Prot.	Parts & Service Labor		\$ 231.54
9	4/16/2021	4/19/2021	DocuSign	* License Renewal for SSG - Taxi DocuSign		\$ 480.00
10	4/21/2021	4/22/2021	Canva	Annual Subscription - Marketing Software		\$ 119.99
11	4/26/2021	4/27/2021	Amazon	Replacement of water filters		\$ 70.94
12	4/28/2021	4/29/2021	Microsoft	Refund of IT Support for email server	\$ (499.00)	
<b>Credits and Charges</b>					<b>(\$499.00)</b>	<b>\$ 1,804.41</b>

\* The costs will be charged to SSG



Statement Expenses

05/07/2021 10:37 AM PT  
Requested By: AMADEO, ISABELLA

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	04/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	04/30/2021
Status:	Open	Reminder Period:	05/01/2021 through 05/05/2021
Charges:	1,305.41 USD	Grace Period:	05/06/2021 through 05/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	05/08/2021 through 05/11/2021
Total Amount:	1,305.41 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
04/01/2021	04/02/2021	No	Docusign 866-219-4318,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	8.22 USD / 8.22
<b>Description</b>		Docusign - AP						
<b>FUND</b>	00	<b>DIVISION</b>		15				
04/03/2021	04/05/2021	No	Arlo Technologies Inc 408-638-3750,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	9.99 USD / 9.99
<b>Description</b>		Monthly Fees on Three Contact Tracing Cameras						
<b>FUND</b>	00	<b>DIVISION</b>		42				
04/05/2021	04/06/2021	No	Amzn Mktp Us 0t2e765t3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	107.74 USD / 107.74
<b>Description</b>		IT supplies - Three 3 Stylus Pen for Ipad						
<b>FUND</b>	00	<b>DIVISION</b>		42				
04/06/2021	04/07/2021	No	Live Chat 617-275-2400,MA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	Yes	Yes	177.00 USD / 177.00
<b>Description</b>		Website Chat Feature Business 1 month						
<b>FUND</b>	00	<b>DIVISION</b>		45				
04/09/2021	04/12/2021	No	Freepik & Flaticon Malaga	5030303260 - ADVERTISING	Finance(FIN)	Yes	Yes	99.00 USD / 99.00
<b>Description</b>		Annual Subscription						
<b>FUND</b>	00	<b>DIVISION</b>		45				
04/09/2021	04/12/2021	No	Cross Border Trans Fee	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	0.99 USD / 0.99
<b>Description</b>		Freepik Cross border fees						



FUND 00		DIVISION 45							
<b>7.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/12/2021	04/13/2021	No	Microsoft 425-6816830,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	499.00 USD / 499.00	
<b>Description</b>		IT Support							
FUND 00		DIVISION 42							
<b>8.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/13/2021	04/15/2021	No	Orange County Fire Protec 714-9749025,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	231.54 USD / 231.54	
<b>Description</b>		Parts and Service Labor							
FUND 00		DIVISION 22							
<b>9.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/16/2021	04/19/2021	No	DocuSign 866-219-4318,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	480.00 USD / 480.00	
<b>Description</b>		License renewal DocuSign SSG Taxi							
FUND 99		DIVISION 96							
<b>10.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/21/2021	04/22/2021	No	Canva 03032- 26848149 Httpscanva.co,DE	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	119.99 USD / 119.99	
<b>Description</b>		Annual Subscription							
FUND 00		DIVISION 45							
<b>11.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/26/2021	04/27/2021	No	Amzn Mktp Us 2s3v13a23 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	70.94 USD / 70.94	
<b>Description</b>		Replacement of water filters - Keurig							
FUND 00		DIVISION 23							
<b>12.</b>									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
04/28/2021	04/29/2021	No	Microsoft 425-6816830,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	(499.00) USD / (499.00)	
<b>Description</b>		Microsoft Refund of IT Support							
FUND 00		DIVISION 42							

**Total Charges: 1,305.41 USD**

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

**---End of Report---**

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

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for April 2021

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 fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget and the FYTD budget values for the month of April 2021 are equal to 10/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of April 30, 2021, the Agency's FYTD revenues are \$344,435 or 11.65% below the FYTD budget due to free fares related to COVID-19.
- As of April 30, 2021, the Agency's FYTD expenditures are \$2,061,046 or 6.06% below the FYTD budget.

Monthly Spotlight

- Fringe expenses are over the monthly budget due to new state requirements on sick pay related to COVID-19 including retroactive payments. Fringe expenses remain under budget for FYTD figures.

Recommendation:

Receive and file.



SunLine Transit Agency  
Budget Variance Report  
April 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,399,824	29,052	116,652	(87,600)	98,509	1,166,520	(1,068,011)	93.0%
Other Revenue	2,149,017	219,392	179,085	40,307	2,514,423	1,790,848	723,576	-17.0%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>248,443</b>	<b>295,737</b>	<b>(47,293)</b>	<b>2,612,932</b>	<b>2,957,368</b>	<b>(344,435)</b>	<b>26.4%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,110,722	803,991	842,560	38,569	8,062,950	8,425,602	362,652	20.3%
Operator & Mechanic Overtime	1,237,377	38,575	103,115	64,540	400,341	1,031,148	630,807	67.6%
Administration Salaries & Wages	6,295,406	481,527	524,617	43,090	4,810,340	5,246,172	435,831	23.6%
Administration Overtime	82,132	5,286	6,844	1,558	46,617	68,443	21,827	43.2%
Fringe Benefits	9,895,105	911,968	824,592	(87,376)	8,133,503	8,245,921	112,418	17.8%
Communications	243,300	18,837	20,275	1,438	182,182	202,750	20,568	25.1%
Legal Services	425,000	17,451	35,417	17,966	172,776	354,167	181,391	59.3%
Computer/Network Software Agreement	634,653	46,884	52,888	6,003	434,881	528,878	93,997	31.5%
Uniforms	85,084	2,756	7,090	4,335	53,829	70,903	17,074	36.7%
Contracted Services	522,700	43,815	43,558	(257)	378,652	435,583	56,932	27.6%
Equipment Repairs	10,858	1,342	905	(437)	5,312	9,048	3,737	51.1%
Security Services	110,000	11,271	9,167	(2,104)	108,615	91,667	(16,948)	1.3%
Fuel - CNG	1,194,687	102,347	99,557	(2,790)	1,069,297	995,573	(73,725)	10.5%
Fuel - Hydrogen	1,033,088	69,532	86,091	16,558	841,998	860,907	18,909	18.5%
Tires	226,381	18,873	18,865	(8)	160,065	188,651	28,586	29.3%
Office Supplies	73,221	2,441	6,102	3,660	33,383	61,018	27,635	54.4%
Travel/Training	151,882	831	12,657	11,826	40,476	126,568	86,093	73.4%
Repair Parts	1,486,348	155,503	123,862	(31,640)	1,209,707	1,238,623	28,916	18.6%
Facility Maintenance	48,598	1,932	4,050	2,118	25,074	40,498	15,425	48.4%
Electricity - CNG & Hydrogen	921,000	79,678	76,750	(2,928)	935,006	767,500	(167,506)	-1.5%
Natural Gas	1,095,000	83,605	91,250	7,645	894,789	912,500	17,711	18.3%
Water and Gas	7,900	219	658	439	7,108	6,583	(525)	10.0%
Insurance Losses	1,631,829	188,914	135,986	(52,928)	2,503,542	1,359,858	(1,143,684)	-53.4%
Insurance Premium - Property	24,737	2,754	2,061	(692)	30,028	20,614	(9,414)	-21.4%
Repair Claims	90,000	555	7,500	6,945	73,969	75,000	1,031	17.8%
Fuel Taxes	134,400	6,129	11,200	5,071	65,242	112,000	46,758	51.5%
Other Expenses	5,004,897	375,639	417,075	41,436	3,204,007	4,170,748	966,740	36.0%
Self Consumed Fuel	(1,936,155)	(171,880)	(161,346)	10,533	(1,911,275)	(1,613,463)	297,813	1.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>3,300,775</b>	<b>3,403,346</b>	<b>102,571</b>	<b>31,972,412</b>	<b>34,033,458</b>	<b>2,061,046</b>	<b>21.7%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,052,331)</b>			<b>\$ (29,359,480)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	509,829	519,062	9,233	4,903,896	5,190,620	286,724	21.3%
State - LTF, LCTOP	11,337,000	927,945	944,750	16,805	8,925,630	9,447,500	521,870	21.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	504,424	513,559	9,135	4,851,903	5,135,588	283,685	21.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,110,134	1,130,238	20,105	10,678,051	11,302,383	624,332	21.3%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>3,052,331</b>	<b>3,107,609</b>	<b>55,278</b>	<b>29,359,480</b>	<b>31,076,091</b>	<b>1,716,611</b>	<b>21.3%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
April 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,620,742	2,241,347	2,301,729	60,382	21,453,751	23,017,285	1,563,534	22.3%
Services	4,034,109	292,437	336,176	43,739	2,714,942	3,361,758	646,815	32.7%
Fuels & Lubricants	2,398,579	181,040	199,882	18,842	1,998,468	1,998,816	348	16.7%
Tires	226,381	18,873	18,865	(8)	160,065	188,651	28,586	29.3%
Materials and Supplies	1,962,844	184,236	163,570	(20,666)	1,515,493	1,635,703	120,211	22.8%
Utilities	2,310,240	181,147	192,520	11,373	2,055,149	1,925,200	(129,949)	11.0%
Casualty & Liability	2,780,550	277,476	231,713	(45,763)	3,465,887	2,317,125	(1,148,762)	-24.6%
Taxes and Fees	134,400	6,129	11,200	5,071	65,242	112,000	46,758	51.5%
Miscellaneous Expenses	1,308,460	89,971	109,038	19,068	454,691	1,090,383	635,692	65.2%
Self Consumed Fuel	(1,936,155)	(171,880)	(161,346)	10,533	(1,911,275)	(1,613,463)	297,813	1.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>3,300,775</b>	<b>3,403,346</b>	<b>102,571</b>	<b>31,972,412</b>	<b>34,033,458</b>	<b>2,061,046</b>	<b>21.7%</b>
<b>Revenues:</b>								
Passenger Revenue	1,399,824	29,052	116,652	(87,600)	98,509	1,166,520	(1,068,011)	93.0%
Other Revenue	2,149,017	219,392	179,085	40,307	2,514,423	1,790,848	723,576	-17.0%
<b>Total Operating Revenue</b>	<b>3,548,841</b>	<b>248,443</b>	<b>295,737</b>	<b>(47,293)</b>	<b>2,612,932</b>	<b>2,957,368</b>	<b>(344,435)</b>	<b>26.4%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,052,331)</b>			<b>\$ (29,359,480)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	509,829	519,062	9,233	4,903,896	5,190,620	286,724	21.3%
State - LTF, LCTOP	11,337,000	927,945	944,750	16,805	8,925,630	9,447,500	521,870	21.3%
Federal - CMAQ,5307,5309,5310,5311(f),5312	6,162,705	504,424	513,559	9,135	4,851,903	5,135,588	283,685	21.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,110,134	1,130,238	20,105	10,678,051	11,302,383	(624,332)	21.3%
<b>Total Subsidies</b>	<b>37,291,309</b>	<b>3,052,331</b>	<b>3,107,609</b>	<b>55,278</b>	<b>29,359,480</b>	<b>31,076,091</b>	<b>1,716,611</b>	<b>21.3%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The negative variance in passenger fares is attributed to no fare collection as of March 17, 2020. Fare collection resumed on May 2, 2021 for local fixed route and paratransit bus service.
- As of April, ridership was at 44.9% below FY20 FYTD totals.
- Total system ridership was 1,429,904 trips below FY20 FYTD amounts.

**Ridership**

	FY20-April	FY21-April	Variance	%Δ
Fixed Route	130,678	178,341	47,663	36.5%
Paratransit	3,212	7,060	3,848	119.8%
SolVan	1,296	1,376	80	6.2%
SunRide	-	275	275	-
<b>System Total</b>	<b>135,186</b>	<b>187,052</b>	<b>51,866</b>	<b>38.4%</b>

**Ridership**

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	3,057,778	1,683,349	(1,374,429)	-44.9%
Paratransit	113,222	57,207	(56,015)	-49.5%
SolVan	13,429	13,427	(2)	0.0%
SunRide	-	542	542	-
<b>System Total</b>	<b>3,184,429</b>	<b>1,754,525</b>	<b>(1,429,904)</b>	<b>-44.9%</b>

**Other Revenue**

- The positive variance is attributed to a large amount of advertising revenue, emissions credits revenue and CNG rebate revenue.

**Operator & Mechanic Salaries & Wages**

- The positive variance is primarily attributed to lower than anticipated expenses relating to level 3 service and the deferral of the new express route.

**Operator & Mechanic Overtime**

- The positive variance is primarily attributed to the low amount of overtime due to the modified service related to COVID-19.

**Administration Salaries & Wages**

- The positive variance in administrative salaries and wages is attributed to vacant positions across the Agency.

**Administration Overtime**

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

**Fringe Benefits**

- Savings in fringe expenditures are associated with vacancies across the Agency.

**Communications**

- The positive variance is primarily attributed to savings in cellular services.

**Legal Services**

- Legal services have had lower expenses related to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

**Computer/Network Software Agreement**

- Software agreement expenditures are dependent on annual renewals of software agreements.

**Uniforms**

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

**Contracted Services**

- The positive variance in expenses is primarily attributed to lower use of the public relations/marketing consultant.

**Equipment Repairs**

- Farebox repairs have been reduced due to the temporary free service related to COVID-19.

**Security Services**

- Additional security service expenditures are required in Division 2 based on modified service due to COVID-19.

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY21.

**Internal GGE Usage**

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
April FY20	89,394				
April FY21	88,551	(843)	(181)	-0.94%	-0.20%
March FY21	88,732				
FYTD April FY20	1,059,233				
FYTD April FY21	905,735	(153,498)		-14.49%	

**Fuel - Hydrogen**

- Expenditures are within an acceptable range of the budgeted amount.

**Tires**

- The lower tire expenditures are attributed to a reduction in revenue miles.

**Office Supplies**

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

**Travel/Training**

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

**Repair Parts**

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

**Facility Maintenance**

- The positive variance is due to lower monthly expenses despite emergency repairs in the month of September.

**Electricity - CNG & Hydrogen**

- The over budget in expenses for electricity expenditures is primarily attributed to increased costs associated with commissioning of the new hydrogen electrolyzer.

**Natural Gas**

- The positive variance is attributed to lower expenses for Indio.

**Outside GGE Usage**

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
April FY20	28,438				
April FY21	19,169	(9,269)	610	-32.59%	3.29%
March FY21	18,559				
FYTD April FY20	241,187				
FYTD April FY21	198,699	(42,488)		-17.62%	

**Water and Gas**

- Water and gas expenses are within an acceptable range of the budget.

**Insurance Losses**

- Over budget in this line item is due to quarterly reconciliations of losses to PERMA's estimates associated with general liability and workers compensation claims.

**Insurance Premium - Property**

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

**Repair Claims**

- Repair claim expenses are within an acceptable range of the budget.

**Fuel Taxes**

- Outside fueling sales are currently \$115,931 below FY20 FYTD amounts.
- For April, sales increased by \$3,018 from the previous month.
- The positive variance in fuel taxes is due to lower fuel consumption and fuel sales.

**Outside Fueling Revenue**

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
April FY20	\$ 76,429				
April FY21	\$ 53,392	\$ (23,038)	\$ 3,018	-30.14%	5.99%
March FY21	\$ 50,374				
FYTD April FY20	\$ 656,749				
FYTD April FY21	\$ 540,818	\$ (115,931)		-17.65%	

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

**Self-Consumed Fuel**

- The positive variance in self-consumed fuel is due to higher fuel cost.

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

DATE: June 23, 2021

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

RE: Contracts Signed Between \$25,000 and \$100,000 for May 2021

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts between \$25,000 and \$100,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

- For the month of May 2021, there were no agreements executed between \$25,000 and \$100,000.

Recommendation:

Receive and file.

**Contracts Signed Between \$25,000 and \$100,000**

**May 2021**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
There were no contracts signed between \$25,000 and \$100,000 under the CEO/General Manager's authority						

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

DATE: June 23, 2021

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

RE: Union &amp; Non-Union Pension Investment Asset Summary April 2021

Summary:

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

Asset Class		Target	Range
<b>Growth Assets</b>			
	Domestic Equity	36.0%	16% – 56%
	International Equity	19.0%	0% - 39%
	Other	0%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.0%	0% – 20%

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	41.1%	16% – 56%
	International Equity	21.3%	0% - 39%
	Other	4.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	32.0%	25% - 65%
	Other	0.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		1.2%	0% – 20%



## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	41.2%	16% – 56%
	International Equity	21.4%	0% - 39%
	Other	4.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	32.0%	25% - 65%
	Other	0.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		1.0%	0% – 20%

For the month of April, the market value of assets increased by \$1,245,142 and \$1,228,057 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
March 2021	\$37,361,347	\$37,492,998
April 2021	\$38,606,489	\$38,721,055
Increase (Decrease)	\$1,245,142	\$1,228,057

Recommendation:

Receive and file.



## Portfolio Summary and Statistics

For the Month Ending **April 30, 2021**

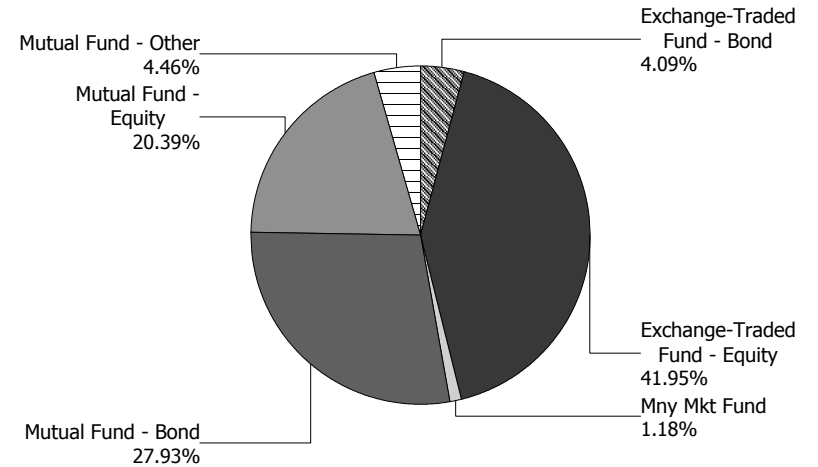
**SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620**

### Account Summary

Description	Par Value	Market Value	Percent
Mutual Fund - Other	45,458.67	1,720,583.69	4.46
Mutual Fund - Equity	251,718.36	7,871,159.70	20.39
Mutual Fund - Bond	887,567.79	10,783,260.74	27.93
Money Market Mutual Fund	454,442.33	454,442.33	1.18
Exchange-Traded Fund - Equity	106,097.00	16,197,939.70	41.95
Exchange-Traded Fund - Bond	21,329.00	1,579,103.06	4.09
<b>Managed Account Sub-Total</b>	<b>1,766,613.15</b>	<b>38,606,489.22</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>1,766,613.15</b>	<b>38,606,489.22</b>	

**Unsettled Trades** **0.00** **0.00**

### Sector Allocation





## Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2021**

### SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	3,701.00	84.11	311,290.00	87.44	323,615.44	12,325.44	0.84
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	711.00	84.52	60,091.94	87.44	62,169.84	2,077.90	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.73	68,450.58	(1,604.40)	0.18
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	11,249.00	57.68	648,853.57	59.73	671,902.77	23,049.20	1.74
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.73	57,639.45	(1,235.20)	0.15
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	111.14	200,052.00	5,563.26	0.52
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	111.14	19,671.78	(329.22)	0.05
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,580.00	108.22	170,987.13	111.14	175,601.20	4,614.07	0.45
<b>Security Type Sub-Total</b>			<b>21,329.00</b>		<b>1,534,642.01</b>	<b>687.49</b>	<b>1,579,103.06</b>	<b>44,461.05</b>	<b>4.09</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,337.00	90.96	758,336.02	110.54	921,571.98	163,235.96	2.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	38,958.00	52.12	2,030,490.96	64.44	2,510,453.52	479,962.56	6.51
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,666.00	123.10	205,083.60	217.10	361,688.60	156,605.00	0.94
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	53,983.00	169.04	9,125,286.32	217.10	11,719,709.30	2,594,422.98	30.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	217.10	157,614.60	33,236.35	0.41
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	217.10	526,901.70	154,672.95	1.36
<b>Security Type Sub-Total</b>			<b>106,097.00</b>		<b>12,615,803.90</b>	<b>1,043.38</b>	<b>16,197,939.70</b>	<b>3,582,135.80</b>	<b>41.97</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	454,442.33	1.00	454,442.33	1.00	454,442.33	0.00	1.18
<b>Security Type Sub-Total</b>			<b>454,442.33</b>		<b>454,442.33</b>	<b>1.00</b>	<b>454,442.33</b>	<b>0.00</b>	<b>1.18</b>
<b>Mutual Fund - Bond</b>									



## Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2021**

### SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	278,231.04	11.58	3,221,573.35	11.78	3,277,561.66	55,988.31	8.49
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	137,101.41	10.76	1,475,706.22	11.08	1,519,083.62	43,377.40	3.93
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	268,228.14	14.73	3,951,025.83	14.47	3,881,261.16	(69,764.67)	10.05
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	204,007.20	10.67	2,176,269.96	10.32	2,105,354.30	(70,915.66)	5.45
<b>Security Type Sub-Total</b>			<b>887,567.79</b>		<b>10,824,575.36</b>	<b>47.65</b>	<b>10,783,260.74</b>	<b>(41,314.62)</b>	<b>27.92</b>
<b>Mutual Fund - Equity</b>									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,346.97	19.31	392,900.00	21.41	435,628.64	42,728.64	1.13
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	63,815.04	23.46	1,497,318.76	29.30	1,869,780.57	372,461.81	4.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,377.82	17.41	790,155.23	21.26	964,732.41	174,577.18	2.50
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,005.92	48.24	1,206,317.61	59.76	1,494,353.49	288,035.88	3.87
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,639.28	22.10	1,318,155.85	31.26	1,864,323.85	546,168.00	4.83
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,117.75	36.37	477,149.39	48.38	634,636.54	157,487.15	1.64
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	34.60	0.03	0.00	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,415.60	21.99	536,860.13	24.89	607,704.17	70,844.04	1.57
<b>Security Type Sub-Total</b>			<b>251,718.36</b>		<b>6,218,857.00</b>	<b>270.86</b>	<b>7,871,159.70</b>	<b>1,652,302.70</b>	<b>20.38</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INSTL REALTY SHARES	19247U106	CSRIX	16,988.98	43.75	743,315.94	51.02	866,777.58	123,461.64	2.25
PRINCIPAL REAL ESTATE SECURITIES INST	74253Q580	PIREX	28,469.69	26.09	742,667.17	29.99	853,806.11	111,138.94	2.21
<b>Security Type Sub-Total</b>			<b>45,458.67</b>		<b>1,485,983.11</b>	<b>81.01</b>	<b>1,720,583.69</b>	<b>234,600.58</b>	<b>4.46</b>
<b>Managed Account Sub-Total</b>			<b>1,766,613.15</b>		<b>33,134,303.71</b>	<b>2,131.39</b>	<b>38,606,489.22</b>	<b>5,472,185.51</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$1,766,613.15</b>		<b>\$33,134,303.71</b>	<b>\$2,131.39</b>	<b>\$38,606,489.22</b>	<b>\$5,472,185.51</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$38,606,489.22</b>		



## Portfolio Summary and Statistics

For the Month Ending **April 30, 2021**

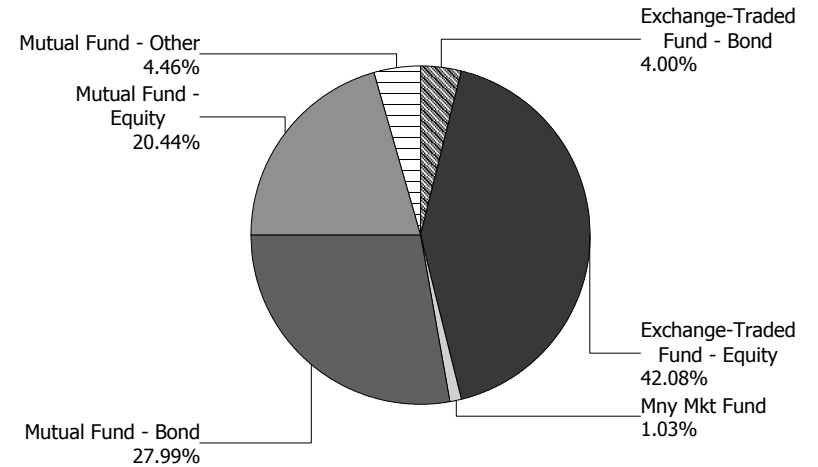
**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625**

### Account Summary

Description	Par Value	Market Value	Percent
Mutual Fund - Other	45,624.53	1,726,861.46	4.46
Mutual Fund - Equity	253,019.77	7,914,669.10	20.44
Mutual Fund - Bond	891,939.92	10,838,638.48	27.99
Money Market Mutual Fund	397,532.57	397,532.57	1.03
Exchange-Traded Fund - Equity	106,661.00	16,292,637.76	42.08
Exchange-Traded Fund - Bond	21,068.00	1,550,715.78	4.00
<b>Managed Account Sub-Total</b>	<b>1,715,845.79</b>	<b>38,721,055.15</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>1,715,845.79</b>	<b>38,721,055.15</b>	

**Unsettled Trades** **0.00** **0.00**

### Sector Allocation





## Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2021**

### SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	3,488.00	84.11	293,374.63	87.44	304,990.72	11,616.09	0.79
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	759.00	84.52	64,148.78	87.44	66,366.96	2,218.18	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	59.73	66,479.49	(1,558.20)	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	59.73	58,654.86	(1,256.96)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	11,329.00	57.68	653,468.04	59.73	676,681.17	23,213.13	1.75
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	111.14	201,496.82	5,603.44	0.52
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,584.00	108.22	171,420.01	111.14	176,045.76	4,625.75	0.45
<b>Security Type Sub-Total</b>			<b>21,068.00</b>		<b>1,506,254.35</b>	<b>576.35</b>	<b>1,550,715.78</b>	<b>44,461.43</b>	<b>4.00</b>
<b>Exchange-Traded Fund - Equity</b>									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,361.00	90.96	760,519.07	110.54	924,224.94	163,705.87	2.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	39,123.00	52.12	2,039,090.76	64.44	2,521,086.12	481,995.36	6.51
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	217.10	526,901.70	154,672.95	1.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	217.10	157,614.60	33,236.35	0.41
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,593.00	123.10	196,097.35	217.10	345,840.30	149,742.95	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	54,431.00	169.04	9,201,016.24	217.10	11,816,970.10	2,615,953.86	30.52
<b>Security Type Sub-Total</b>			<b>106,661.00</b>		<b>12,693,330.42</b>	<b>1,043.38</b>	<b>16,292,637.76</b>	<b>3,599,307.34</b>	<b>42.08</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	397,532.57	1.00	397,532.57	1.00	397,532.57	0.00	1.03
<b>Security Type Sub-Total</b>			<b>397,532.57</b>		<b>397,532.57</b>	<b>1.00</b>	<b>397,532.57</b>	<b>0.00</b>	<b>1.03</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	279,754.74	11.58	3,240,459.32	11.78	3,295,510.82	55,051.50	8.51
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	137,574.23	10.76	1,480,907.89	11.08	1,524,322.46	43,414.57	3.94



## Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2021**

### SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Mutual Fund - Bond</b>									
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	270,077.15	14.74	3,979,685.43	14.47	3,908,016.38	(71,669.05)	10.09
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	204,533.80	10.67	2,182,172.71	10.32	2,110,788.82	(71,383.89)	5.45
<b>Security Type Sub-Total</b>			<b>891,939.92</b>		<b>10,883,225.35</b>	<b>47.65</b>	<b>10,838,638.48</b>	<b>(44,586.87)</b>	<b>27.99</b>
<b>Mutual Fund - Equity</b>									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,476.44	19.31	395,400.00	21.41	438,400.52	43,000.52	1.13
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	64,106.26	23.46	1,504,021.62	29.30	1,878,313.32	374,291.70	4.85
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,584.14	17.46	796,110.47	21.26	969,118.71	173,008.24	2.50
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,216.05	48.24	1,216,539.59	59.76	1,506,911.12	290,371.53	3.89
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,909.50	22.08	1,322,687.54	31.26	1,872,771.07	550,083.53	4.84
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,202.20	36.37	480,221.17	48.38	638,722.20	158,501.03	1.65
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	105.68	0.04	0.01	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,525.20	21.99	539,270.40	24.89	610,432.12	71,161.72	1.58
<b>Security Type Sub-Total</b>			<b>253,019.77</b>		<b>6,254,250.82</b>	<b>341.94</b>	<b>7,914,669.10</b>	<b>1,660,418.28</b>	<b>20.44</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INSTL REALTY SHARES	19247U106	CSRIX	17,050.96	43.75	746,028.04	51.02	869,940.12	123,912.08	2.25
PRINCIPAL REAL ESTATE SECURITIES INST	74253Q580	PIREX	28,573.57	26.09	745,376.90	29.99	856,921.34	111,544.44	2.21
<b>Security Type Sub-Total</b>			<b>45,624.53</b>		<b>1,491,404.94</b>	<b>81.01</b>	<b>1,726,861.46</b>	<b>235,456.52</b>	<b>4.46</b>
<b>Managed Account Sub-Total</b>			<b>1,715,845.79</b>		<b>33,225,998.45</b>	<b>2,091.33</b>	<b>38,721,055.15</b>	<b>5,495,056.70</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$1,715,845.79</b>		<b>\$33,225,998.45</b>	<b>\$2,091.33</b>	<b>\$38,721,055.15</b>	<b>\$5,495,056.70</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$38,721,055.15</b>		

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

DATE: June 23, 2021

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

RE: Ridership Report for May 2021

Summary:

May 2021 total ridership shows a favorable variance compared to May 2020.

	Monthly Ridership		Monthly Variance	
	May-20	May-21	Net	Percent
Fixed Route	150,202	164,969	14,767	9.8%
SolVan	1,096	1,330	234	21.4%
SunRide	0	249	249	100.0%
Taxi Voucher*	314	382	68	17.8%
SunDial	4,027	6,809	2,782	69.1%
<b>Total</b>	<b>155,639</b>	<b>173,739</b>	<b>18,100</b>	<b>11.6%</b>

\*Taxi Voucher rides are included for the system total however they are not NTD reportable.

Fiscal year to date system ridership decreased by 1,411,850 rides or -42.3% compared to the previous fiscal year.

May 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	3,340,881
Fiscal Year 2021	1,929,031
<b>Ridership Decrease</b>	<b>(1,411,850)</b>

The attached COVID-19 Recovery charts' baseline is calendar year 2019, this allows a comparison of three (3) years. When comparing current fixed route total ridership to May 2019, the variance is a decrease of 187,766 rides or -53.2%. A decrease in ridership from April to May 2021 was anticipated due to fare collection resuming May 2<sup>nd</sup>.



Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report May 2021

Fixed Route	Description	FY 2021		FY 2020		Monthly KPI		Bikes		Wheelchairs	
		May 2021	May 2020	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	75,024	-	387,683	-	12.0	0.8	3,695	19,362	739	5,361
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	45,811	-	233,767	-	15.5	1.1	2,075	10,891	589	3,659
Route 3	Desert Hot Springs - Desert Edge	3,736	-	18,889	-	9.1	0.6	81	353	81	383
Route 4	Westfield Palm Desert - Palm Springs	14,202	-	71,376	-	8.1	0.6	745	3,669	196	716
Route 6	Coachella - Fred Waring - Westfield Palm Desert	5,451	-	22,125	-	3.6	0.3	178	1,035	68	319
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,080	-	24,821	-	10.3	0.8	487	2,303	56	379
Route 8	North Indio - Coachella -Thermal/Mecca	10,087	-	47,449	-	6.5	0.4	292	1,631	106	567
Route 9	North Shore - Mecca - Oasis	3,399	-	15,399	-	3.3	0.1	140	520	118	362
Route 200 SB	Palm Springs High School AM Tripper	129	-	154	-	11.0	0.5	4	6	-	-
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	30	-	46	-	3.1	0.2	-	1	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	39	-	46	-	5.2	0.4	-	1	-	-
Route 403 NB	Vista Chino /Sunrise PM Tripper	48	-	51	-	8.5	0.3	2	2	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	111	-	159	-	12.4	0.8	-	-	-	-
Route 501 NB	Palm Desert High School AM Tripper	35	-	61	-	2.8	0.2	-	1	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	134	-	259	-	6.8	0.4	13	19	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	342	-	460	-	15.1	1.0	14	20	-	-
Route 800 NB	Shadow Hills High School AM Tripper	455	-	612	-	20.0	1.0	1	2	1	1
Route 801 SB	Jackson / 44th PM Tripper	735	-	923	-	30.2	1.8	-	-	2	2
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	15	-	59	-	2.0	0.1	1	2	-	-
Route 803 NB	Shadow Hills High School AM Tripper	106	-	142	-	5.7	0.3	-	-	-	-
	<b>Fixed Route Total</b>	<b>164,969</b>	<b>150,202</b>	<b>1,848,318</b>	<b>3,207,980</b>	<b>10.4</b>	<b>0.7</b>	<b>7,728</b>	<b>89,566</b>	<b>1,956</b>	<b>27,899</b>
	SoIVan	1,330	1,096	14,757	14,525						
	SunRide	249	-	791	-						
	Taxi Voucher	382	314	1,149	1,127						
	SunDial	6,809	4,027	64,016	117,249	1.4	0.1				
	<b>System Total</b>	<b>173,739</b>	<b>155,639</b>	<b>1,929,031</b>	<b>3,340,881</b>	<b>6.9</b>	<b>0.5</b>				
		<b>May-21</b>	<b>May-20</b>								
	Weekdays:	20	21								
	Saturdays:	5	5								
	Sundays:	6	5								
	Total Days:	31	31								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 1,233 rides, CSUSB with 112 rides. Mobile Ticketing contributed with 7,228 rides, of which 139 were paratransit rides.

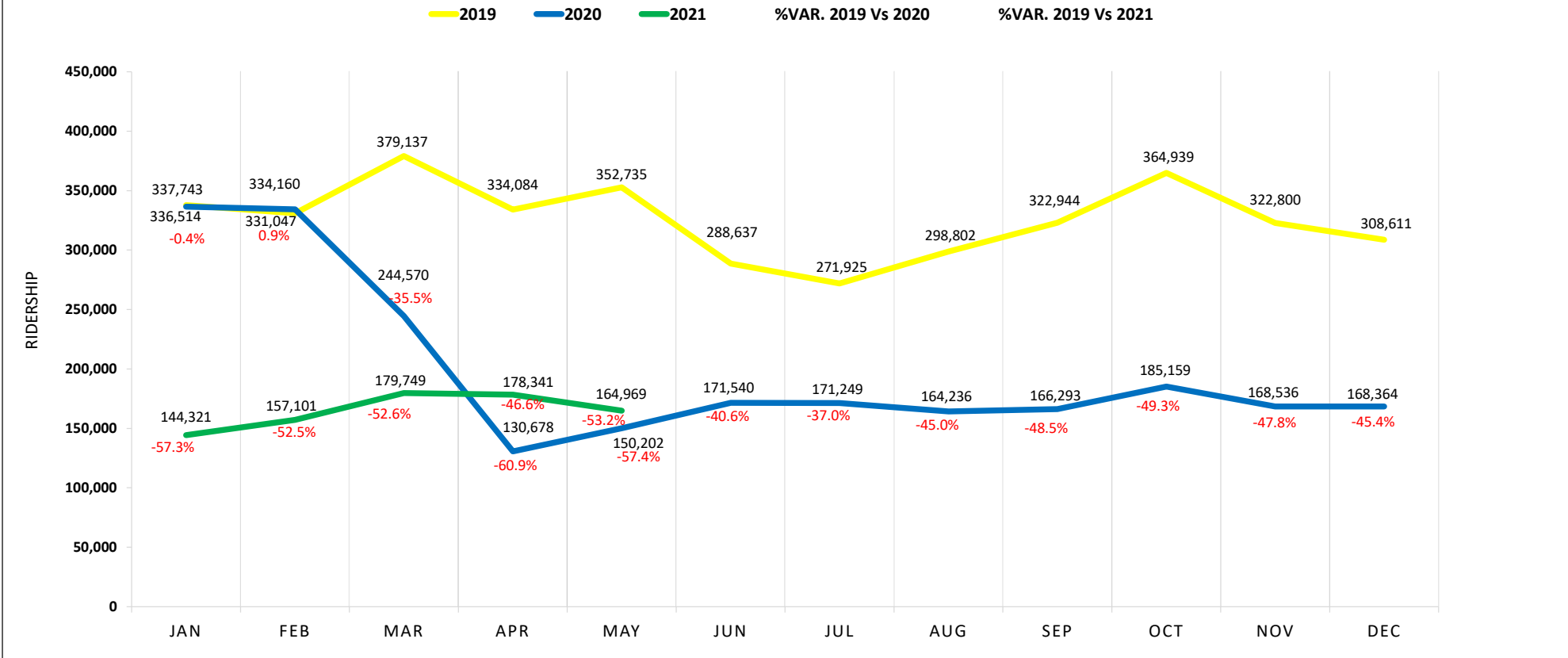


## SunLine Transit Agency Monthly Ridership Report May 2021

Fixed Route		Description	May 2021	May 2020	FY 2021 YTD	FY 2020 YTD	Monthly KPI		Bikes		Wheelchairs	
							Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Former Route 14	DHS/PS		-	25,921	156,008	473,383	-	-	-	6,507	-	2,562
Former Route 15	DHS		-	4,201	25,074	93,105	-	-	-	462	-	660
Former Route 20	DHS/PD		-	-	-	22,319	-	-	-	-	-	-
Former Route 21	PD		-	-	-	9,364	-	-	-	-	-	-
Former Route 24	PS		-	6,908	46,323	139,525	-	-	-	2,103	-	1,203
Former Route 30	CC/PS		-	24,407	153,111	491,891	-	-	-	7,374	-	2,880
Former Route 32	PD/RM/TP/CC/PS		-	8,602	60,121	198,722	-	-	-	3,279	-	872
Former Route BUZZ	PS/BUZZ		-	-	-	36,584	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD		-	-	-	53,334	-	-	-	-	-	-
Former Route 90	LQ/BD		-	3,297	18,312	105,021	-	-	-	511	-	252
Former Route 70	Indio		-	5,756	27,539	162,584	-	-	-	2,055	-	373
Former Route 80	Indio		-	2,091	36,854	75,147	-	-	-	1,480	-	434
Former Route 81	Coachella/Indio		-	2,857	16,352	57,279	-	-	-	667	-	139
Former Route 91	I/Cch/Th/Mec/Oas		-	5,347	32,262	122,339	-	-	-	1,141	-	353
Former Route 95	I/Cch/Th/Mec/NS		-	1,036	8,768	21,065	-	-	-	226	-	42
Former Route 111	PS to Indio		-	59,779	443,113	1,136,698	-	-	-	23,943	-	6,380
Former Route 220	PD to Riverside		-	-	-	9,620	-	-	-	-	-	-
<b>Fixed Route Total</b>			<b>164,969</b>	<b>150,202</b>	<b>1,848,318</b>	<b>3,207,980</b>	<b>10.4</b>	<b>0.7</b>	<b>7,728</b>	<b>89,566</b>	<b>1,956</b>	<b>27,899</b>
SolVan			1,330	1,096	14,757	14,525						
SunRide			249	-	791	-						
Taxi Voucher			382	314	1,149	1,127						
SunDial			6,809	4,027	64,016	117,249	1.3	0.1				
<b>System Total</b>			<b>173,739</b>	<b>155,639</b>	<b>1,929,031</b>	<b>3,340,881</b>	<b>5.6</b>	<b>0.5</b>				
			<b>May-21</b>	<b>May-20</b>								
	Weekdays:		20	21								
	Saturdays:		5	5								
	Sundays:		6	5								
	<b>Total Days:</b>		<b>31</b>	<b>31</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 1,233 rides, CSUSB with 112 rides. Mobile Ticketing contributed with 7,228 rides, of which 139 were paratransit rides.

## Fixed Route Ridership COVID-19 Recovery

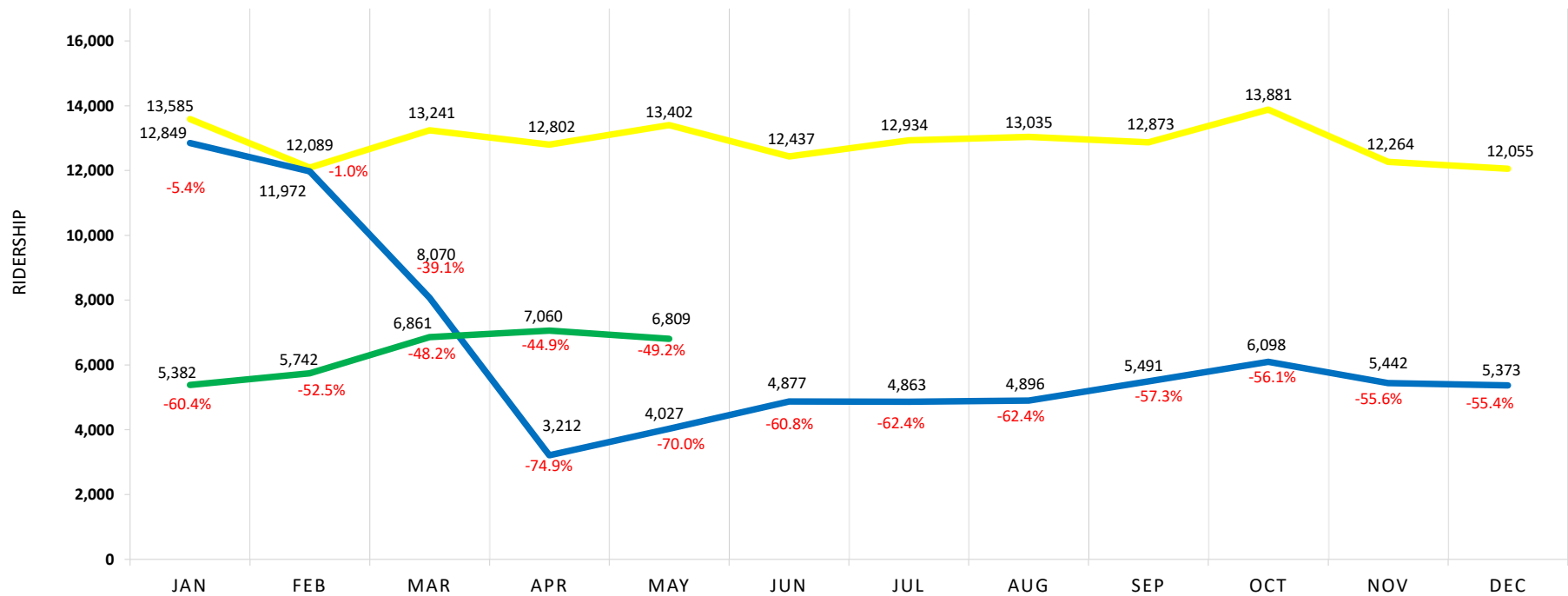


Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease. Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues. **January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.** **April 2020 was the first complete month of operation of the (Level-3) Service.** **Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.** **Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.**

Ridership:  
 FY 2019 Actual = 4,039,450  
 FY 2020 Actual = 3,379,520  
 FY 2021 SRTP Predicted = 3,761,953

## Paratransit Ridership COVID-19 Recovery

— 2019   
 — 2020   
 — 2021   
 %VAR. 2019 Vs 2020   
 %VAR. 2019 Vs 2021



Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues.

**Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.**

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

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for May 2021

Summary:

The attached report summarizes SunDial's operation for May 2021. This report identifies that the on-time performance has exceeded the Agency's internal 90% goal by 6%. There was an increase of late trips compared to May 2020, due to a 77.4% increase in total trips (2,763) and a 93.2% increase in total passengers (3,755). The total miles increased by 39,051 and mobility device boardings increased by 290.

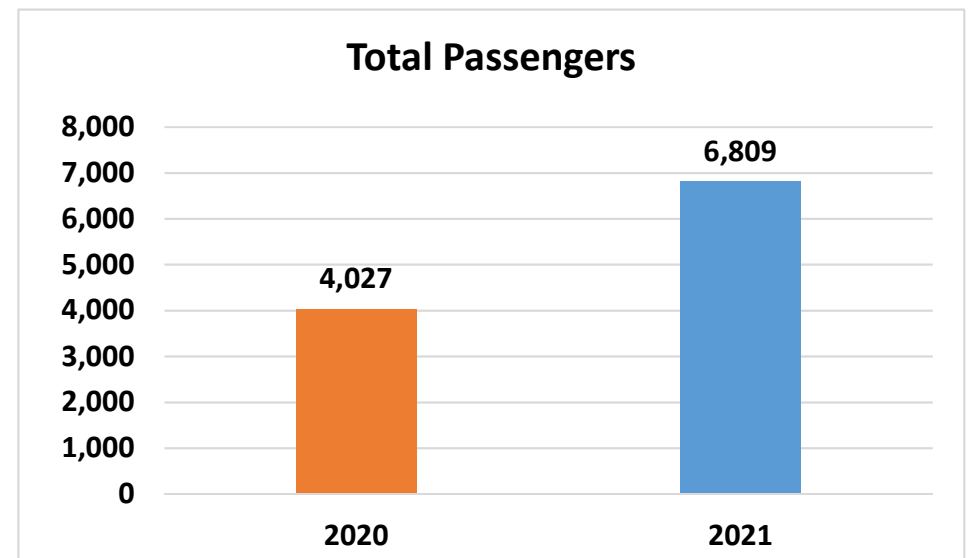
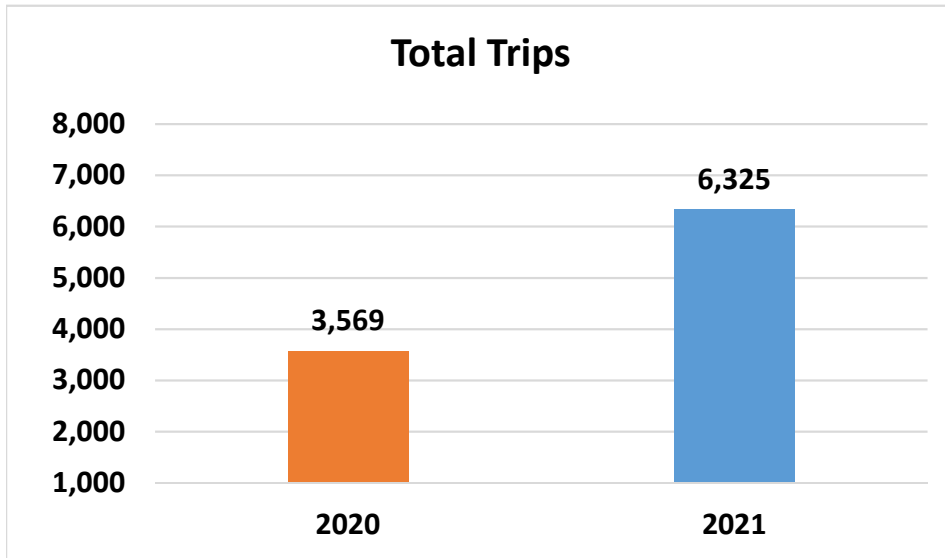
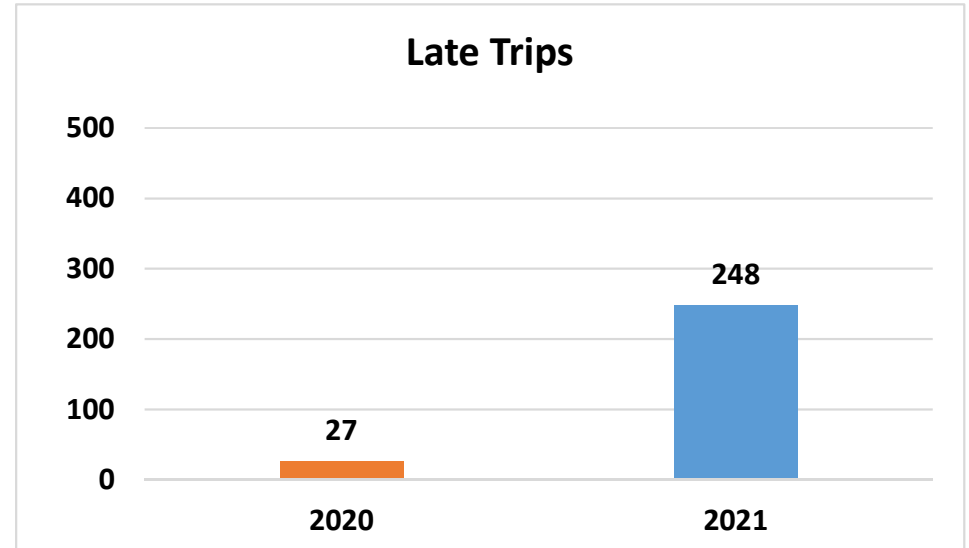
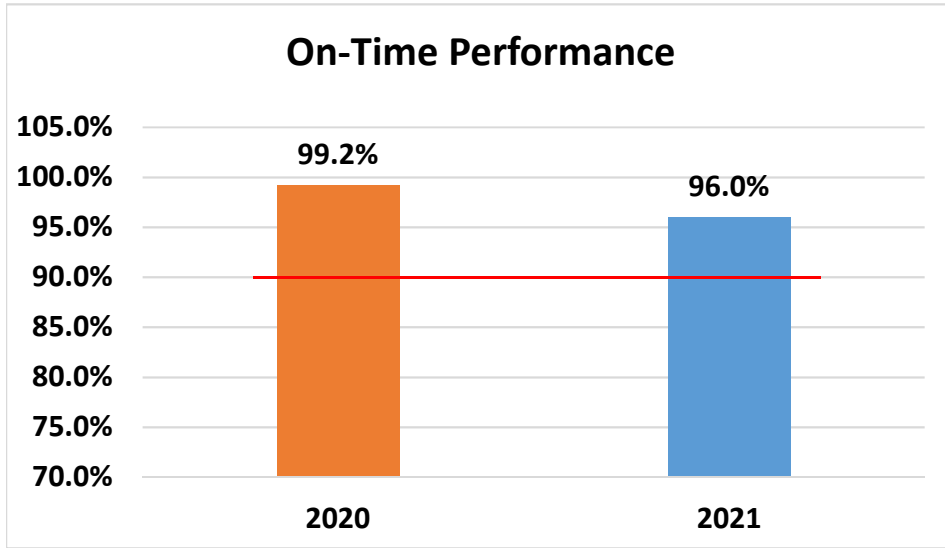
At the onset of COVID-19 in April 2020, onboard inspections and safety evaluations were paused. SunLine has since resumed these onboard inspections and evaluations, which include pre-trip and trailing evaluations and is utilizing the CDC guidelines.

Recommendation:

Receive and file.

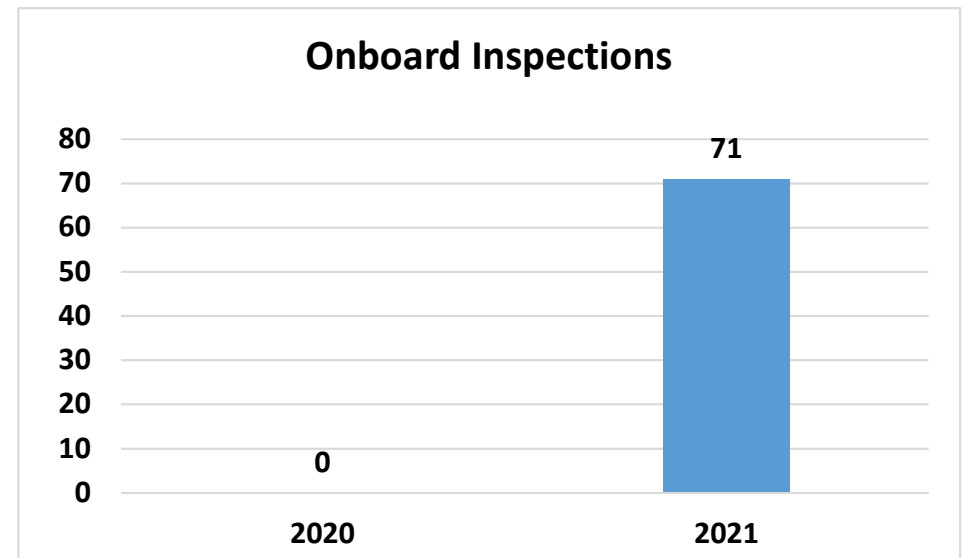
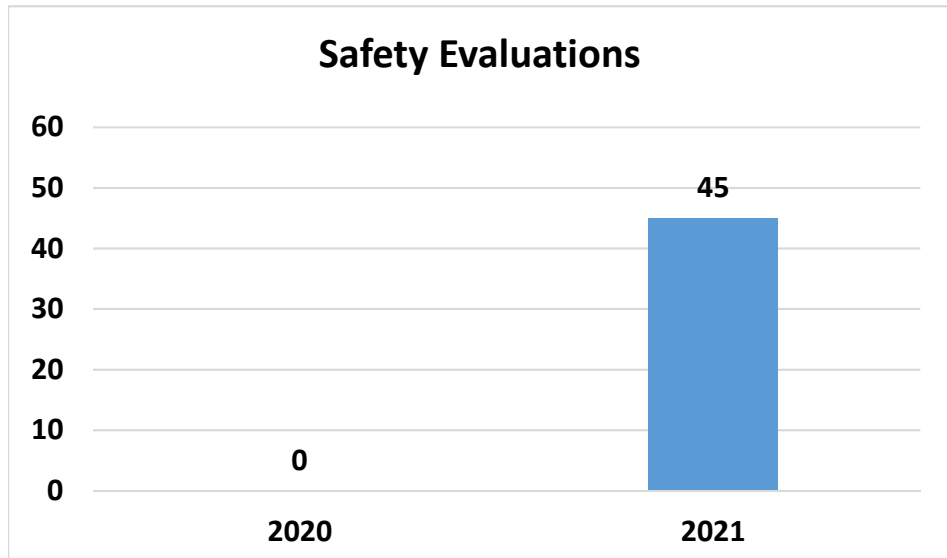
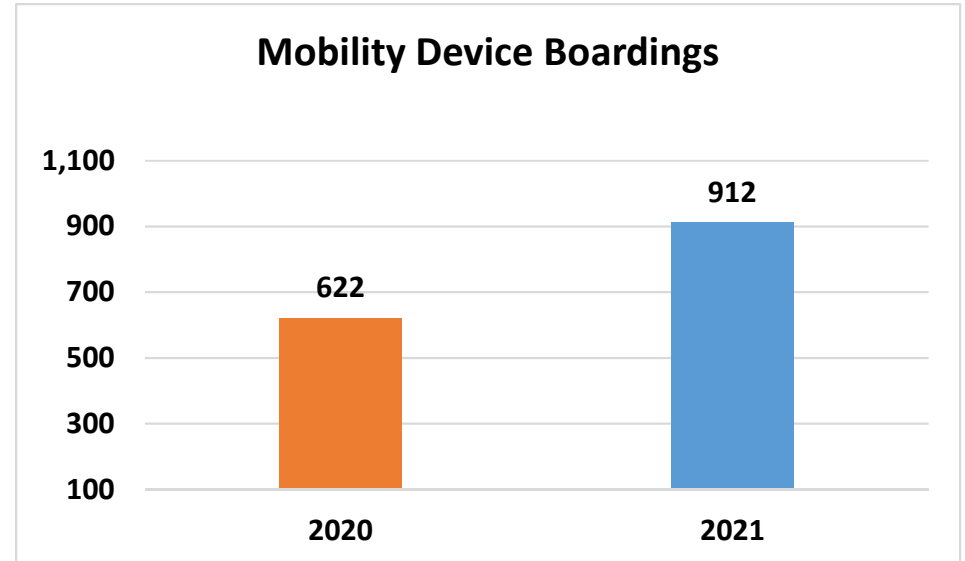
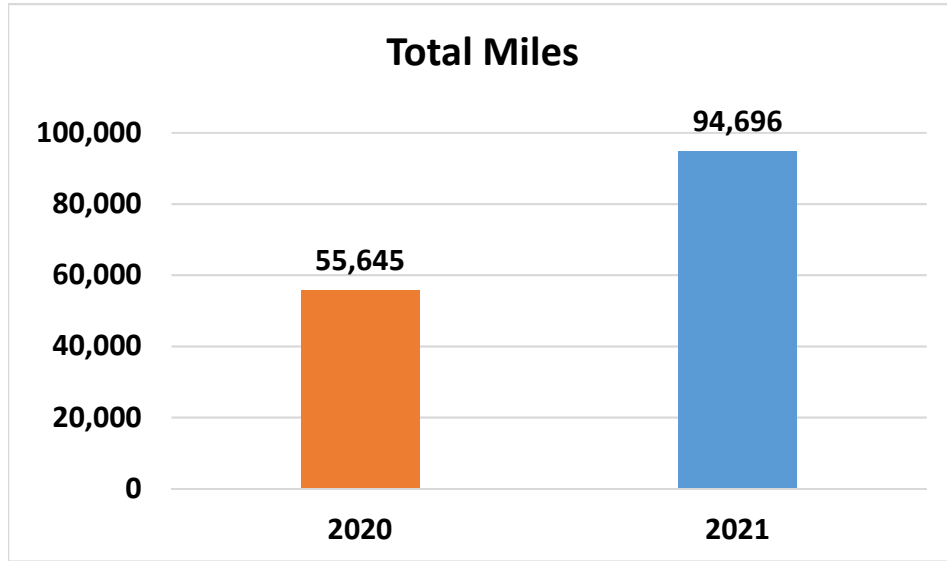
# SunDial Operational Charts

## May 2020 vs. 2021



# SunDial Operational Charts

## May 2020 vs. 2021





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

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for May 2021

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback and system performance. SunRide performance includes system-wide, trip booking method and geo-fence metrics for Desert Edge, Cook Street, Coachella and Mecca / North Shore.

Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

Monthly metrics reflecting ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus, are additions to the packet.

**Haul Pass Ridership – May 2021**

- Fare collection resumed Sunday, May 2<sup>nd</sup>, along with the Haul Pass programs
  - Haul Pass COD contributed with 1,233 rides from 84 unique riders
    - 31 Day University Pass also contributed with 48 rides
  - Haul Pass CSUSB contributed with 112 rides from 5 unique riders

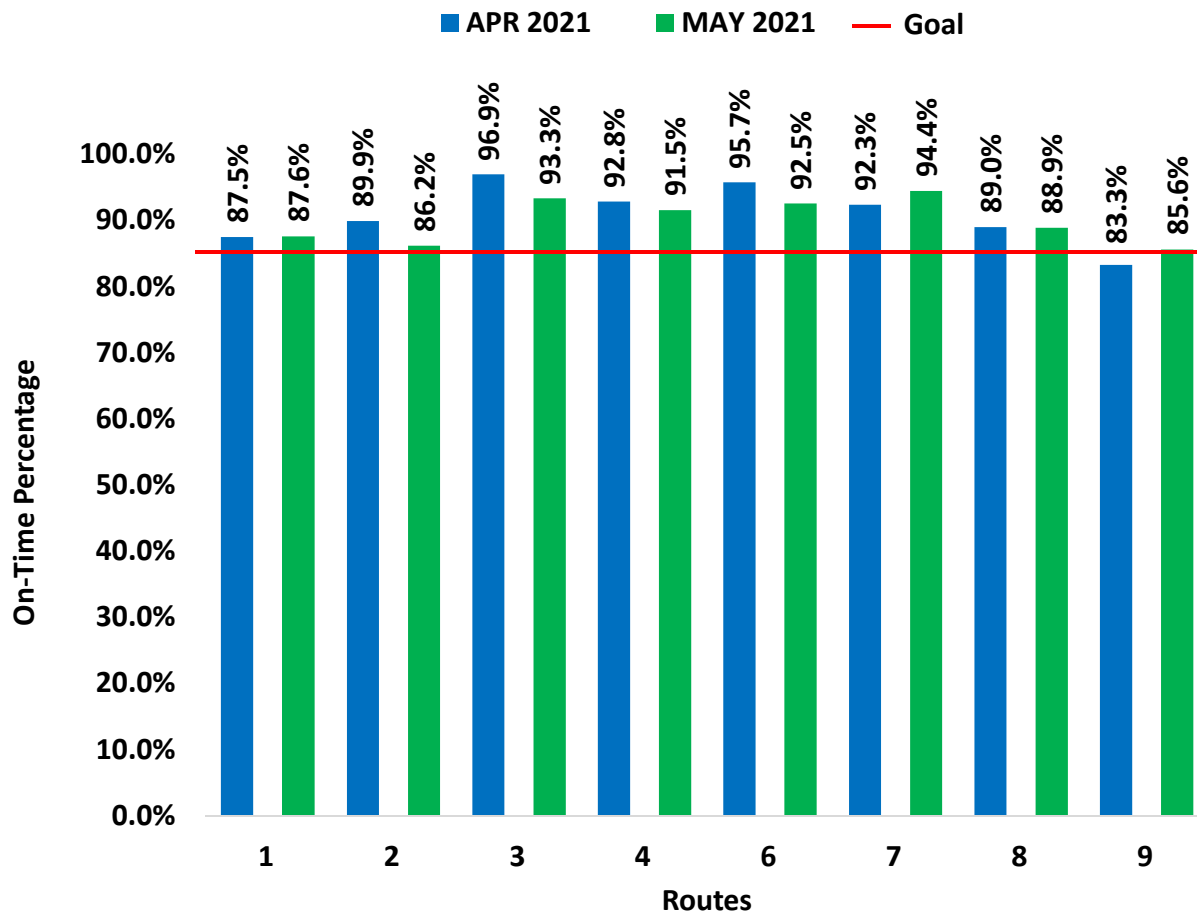
**Mobile Ticketing Ridership – May 2021**

- Fare collection resumed Sunday, May 2<sup>nd</sup>, along with the Mobile Ticketing program
  - Token Transit app contributed with 7,228 rides of which 139 were paratransit rides
    - Mobile ticketing accounts for 4.3% of the fixed route ridership

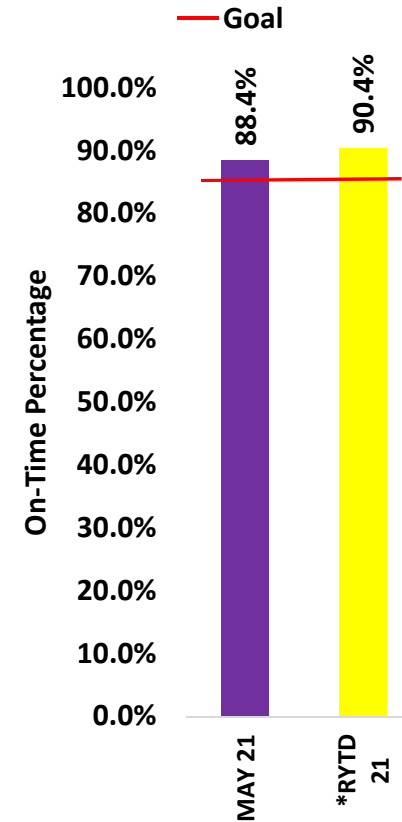
Recommendation:

Receive and file.

## On-Time Performance Percentage by



## On-Time Performance System-Wide



Route 2 on-time performance decreased from last month due to road closures and ongoing high wind conditions throughout the month. Route 3 operators were leaving late from time points and appropriate corrective measures have been taken.

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%.

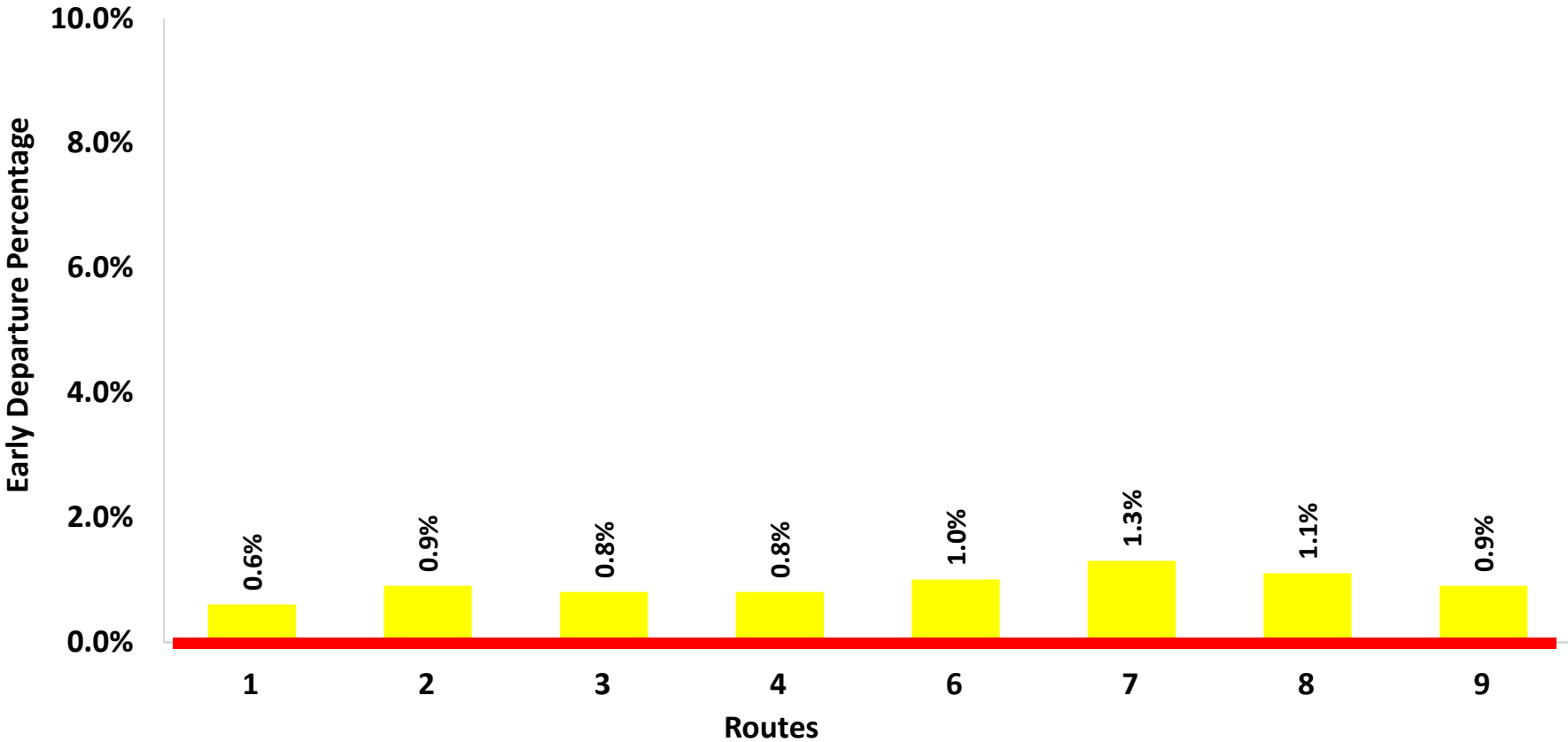
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

\* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

# Early Departures by Route RYTD

MAY 2021

\*RY21 Goal

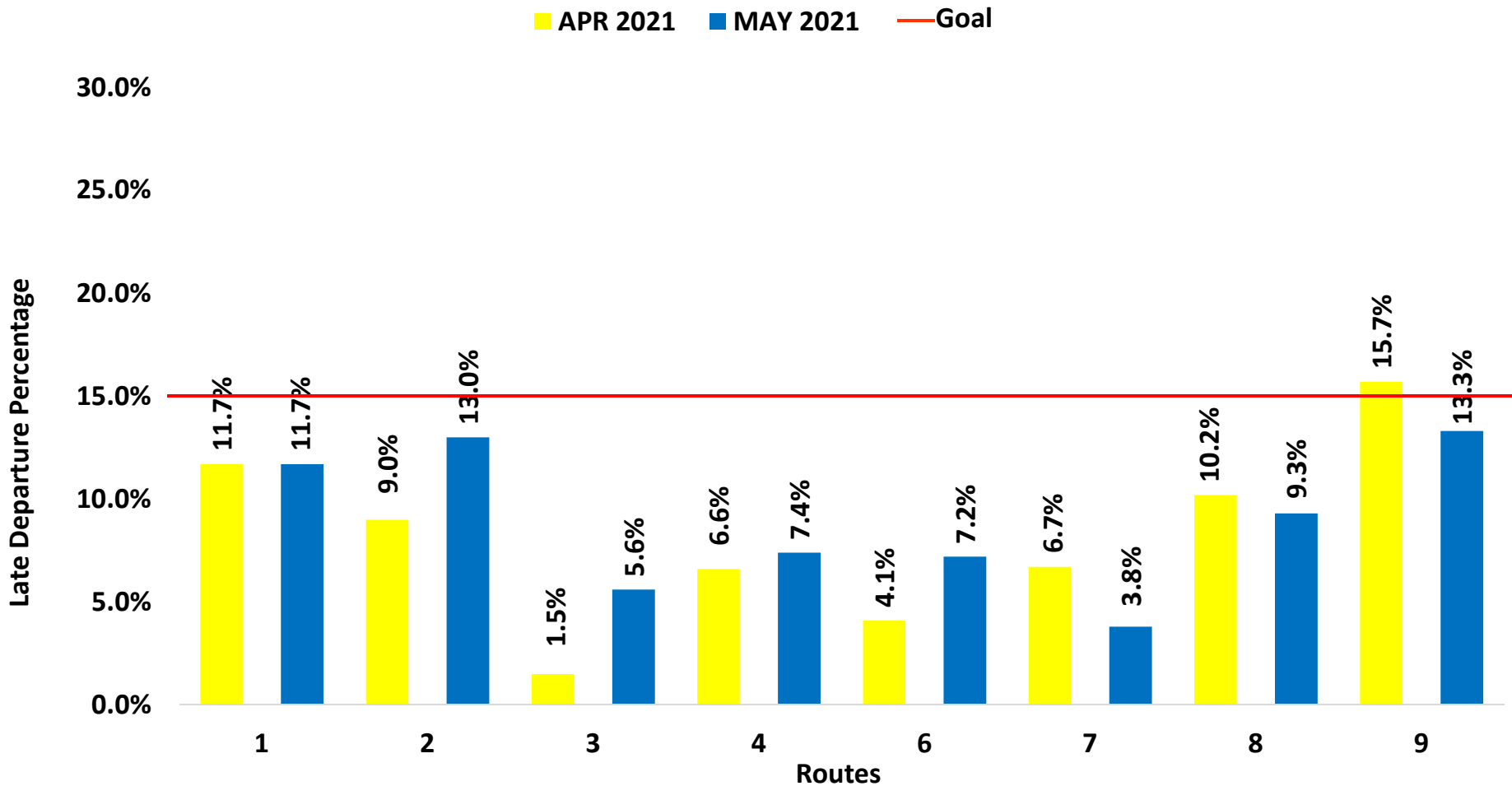


Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0% for each route.

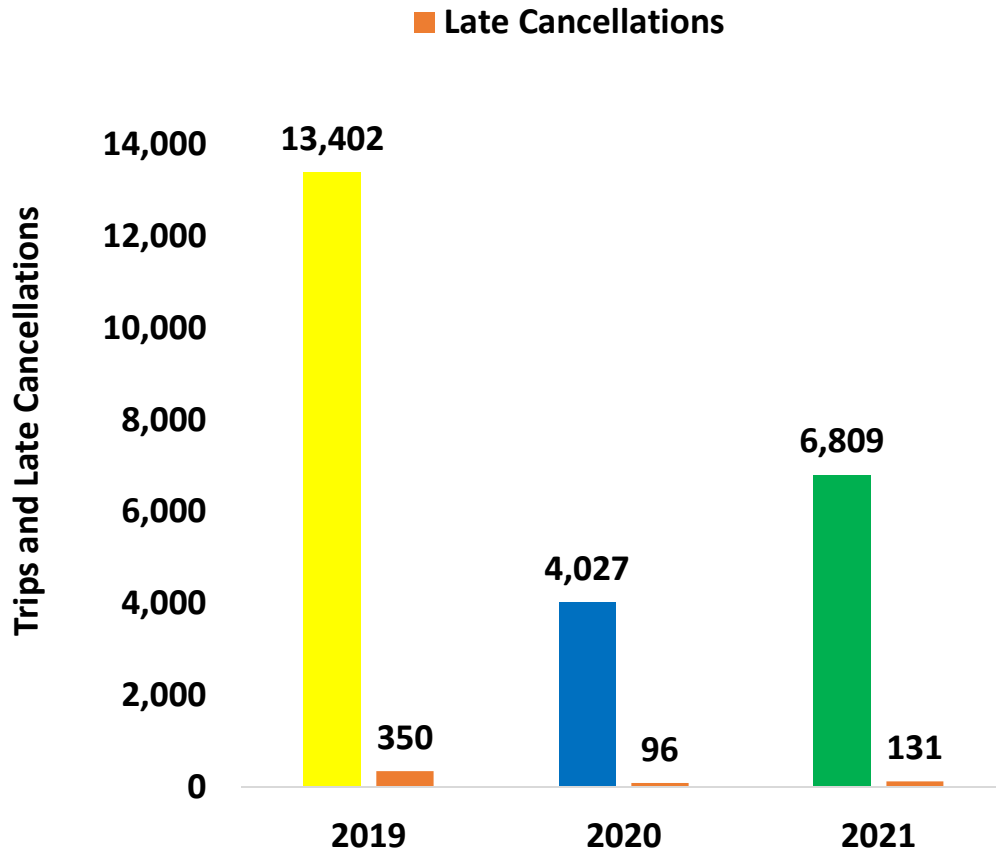
\* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

# Late Departure Percent by Route

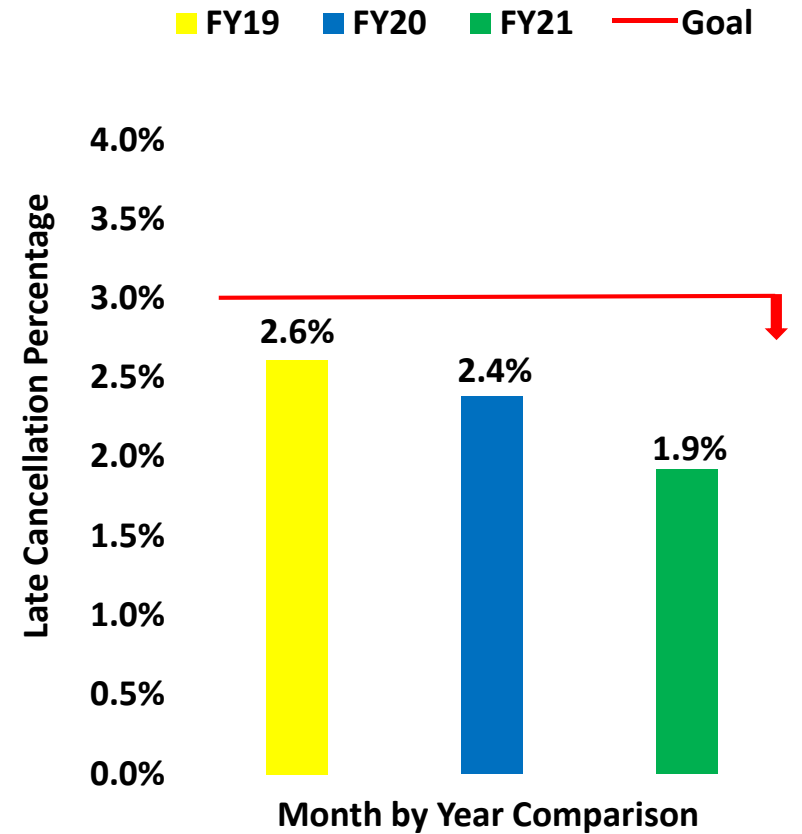


Route 2 late departures increased from last month due to road closures and ongoing high wind conditions throughout the month. Route 3 operators were leaving late from time points and appropriate corrective measures have been taken. Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%.

## Total Trips vs. Late Cancellations May



## Late Cancellation Percentage

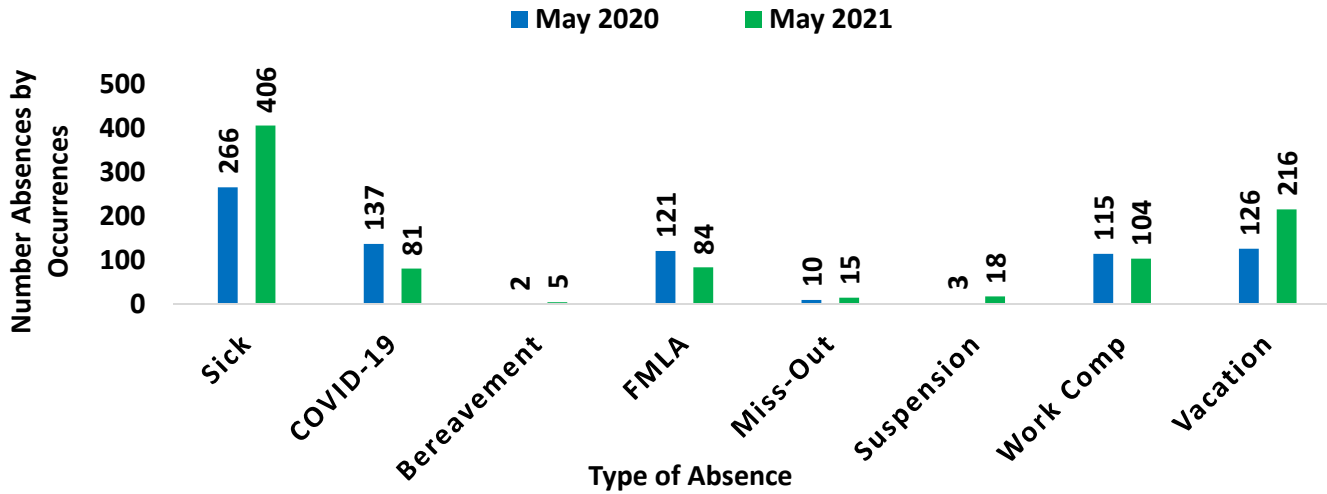


**Trip:** A one-way trip booked by the rider. A round trip is counted as two (2) trips.

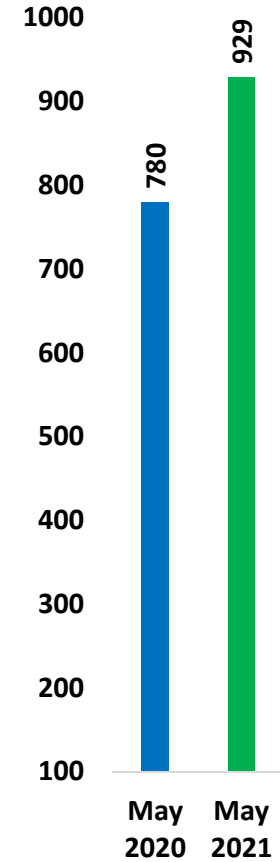
**Late Cancellation:** A trip for which a rider does not cancel two (2) hours or more before the scheduled pick-up time.

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

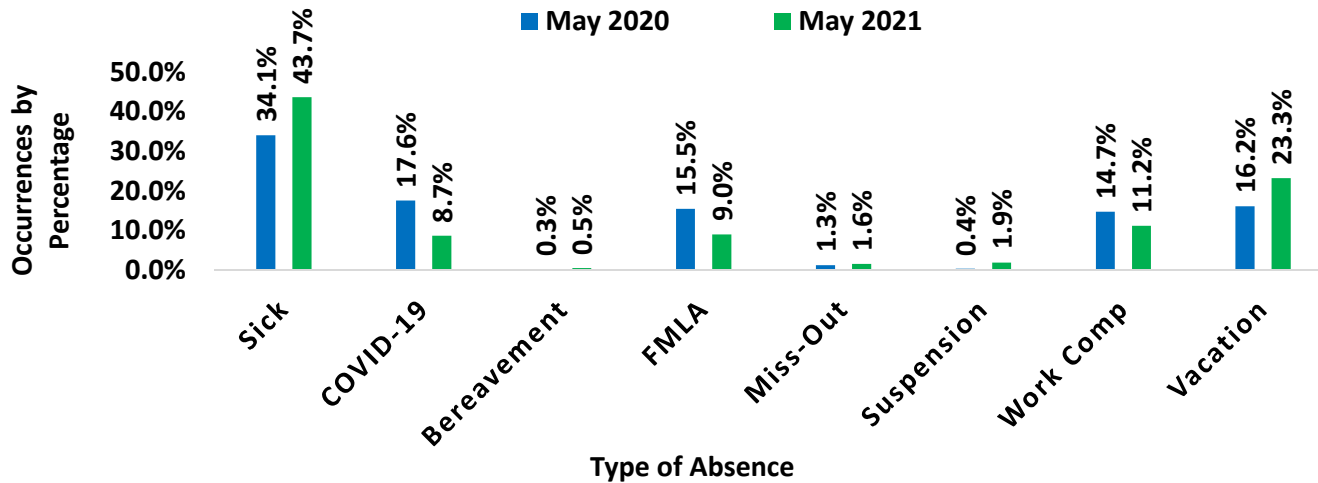
## Driver Absence Occurrences



## Total Absence Occurrences

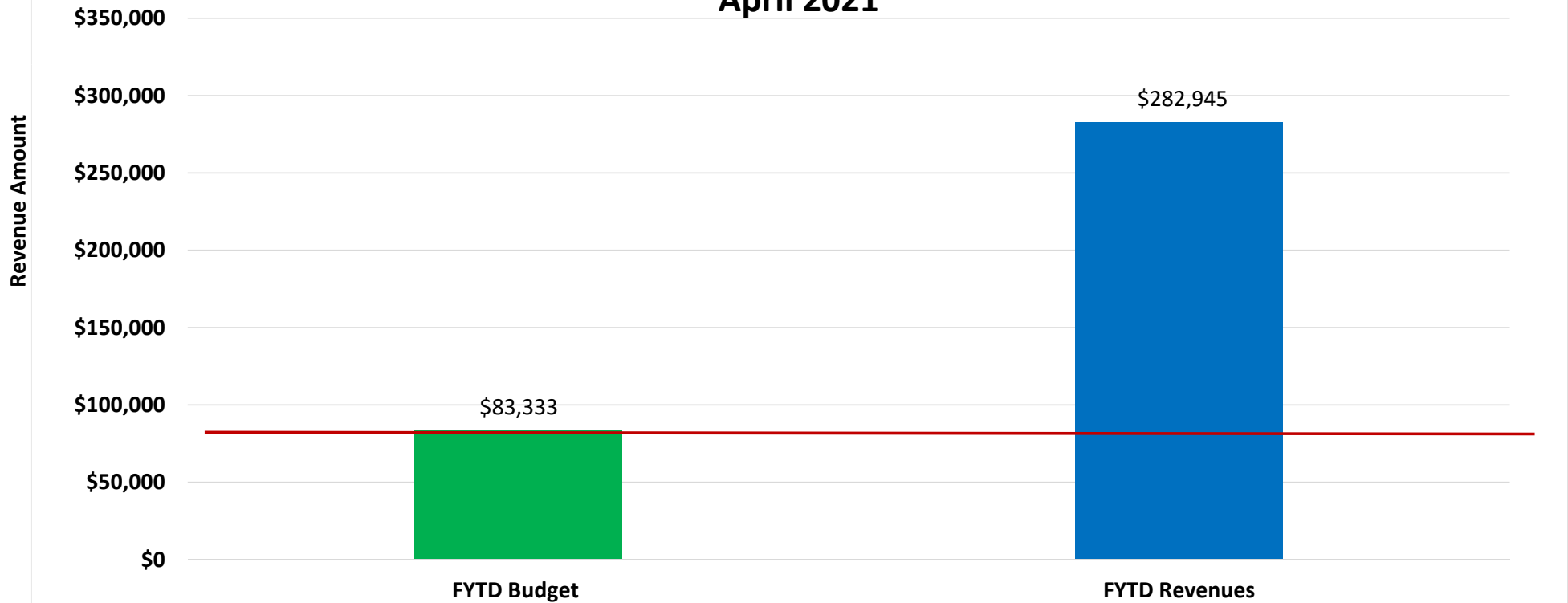


## Driver Absence Occurrences by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. Modified attendance policy in addition to protected COVID-19 absences have greatly impacted driver attendance.

### Advertising Revenue FYTD Budget vs FYTD Agency Revenue April 2021

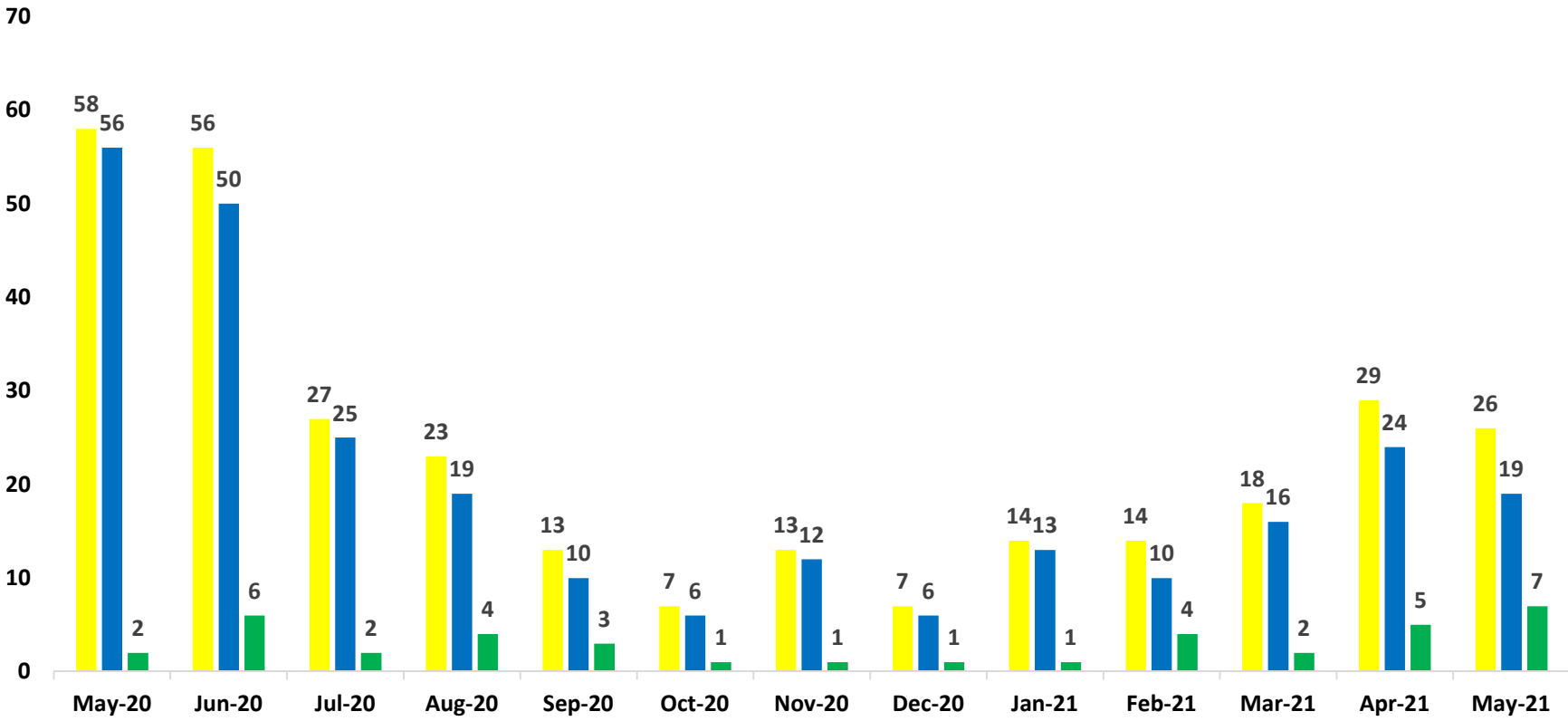


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.



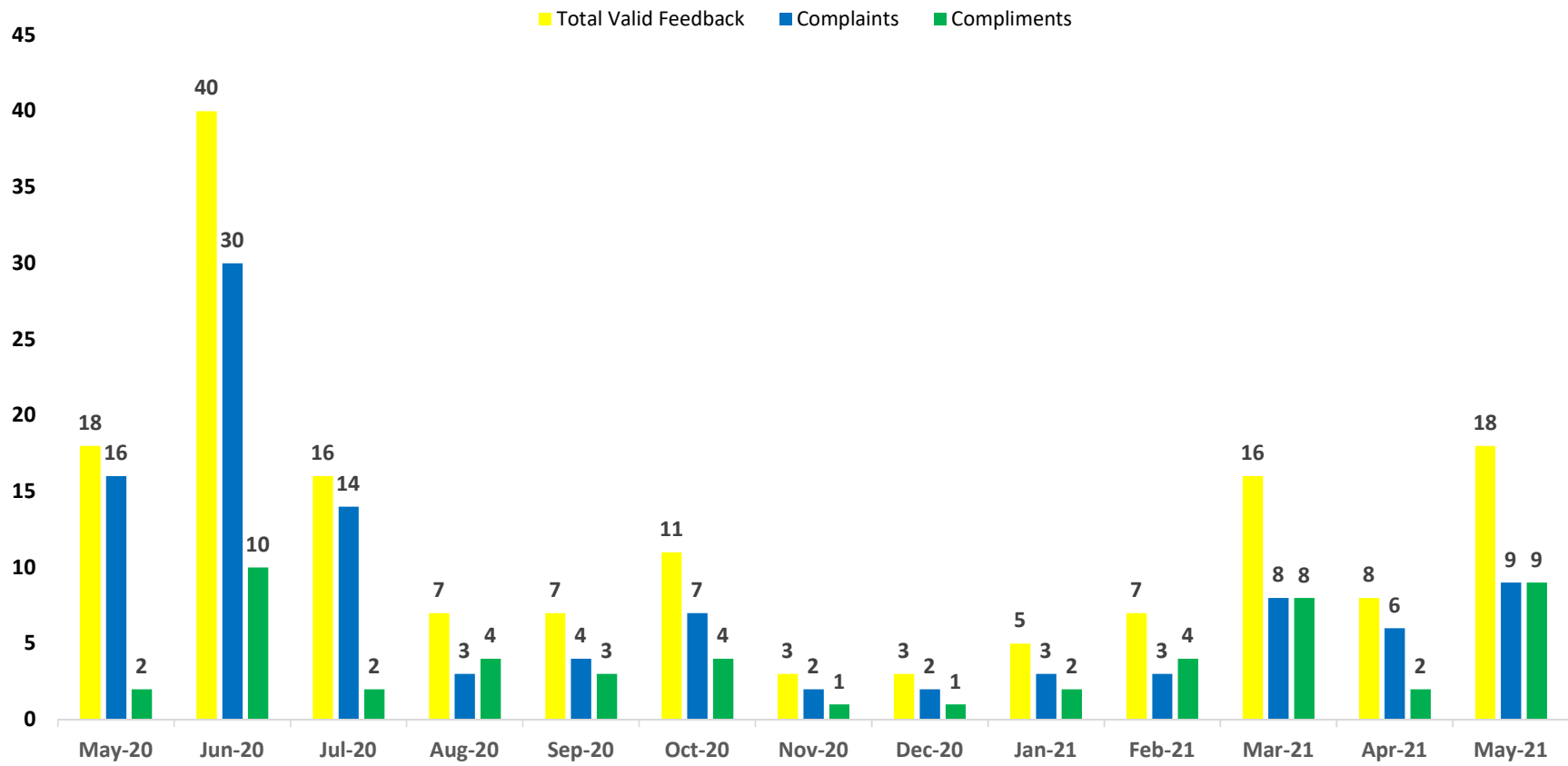
# Fixed Route Customer Feedback May 2020 through May 2021

■ Total Valid Feedback   
 ■ Complaints   
 ■ Compliments



Valid fixed route feedback comprised of compliments and complaints for May 2020 through May 2021

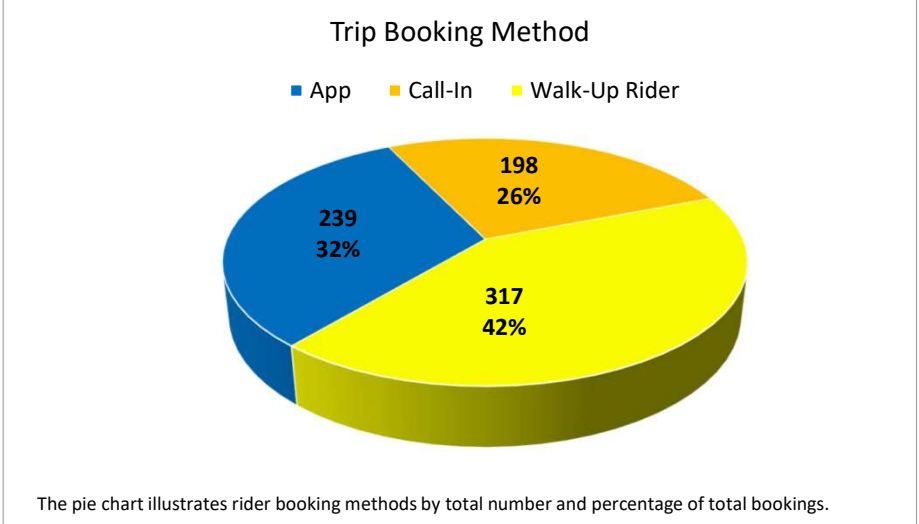
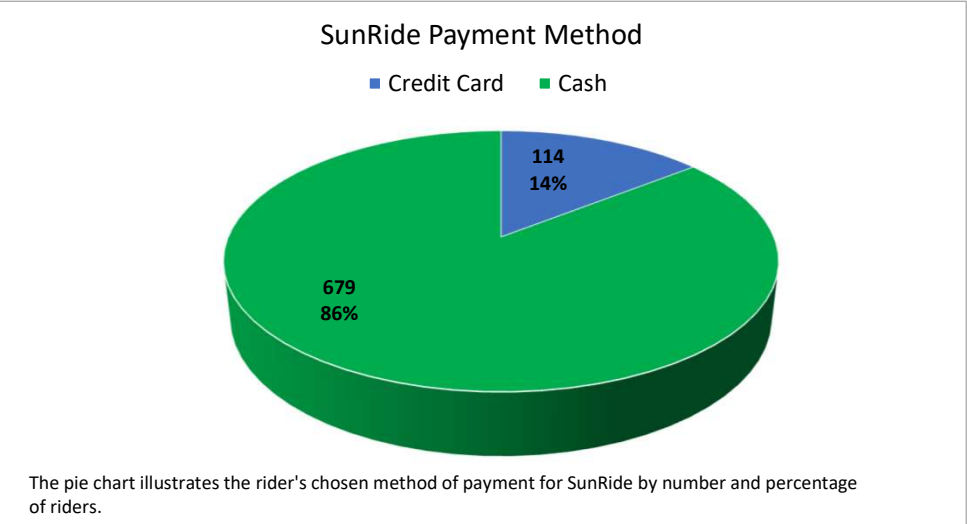
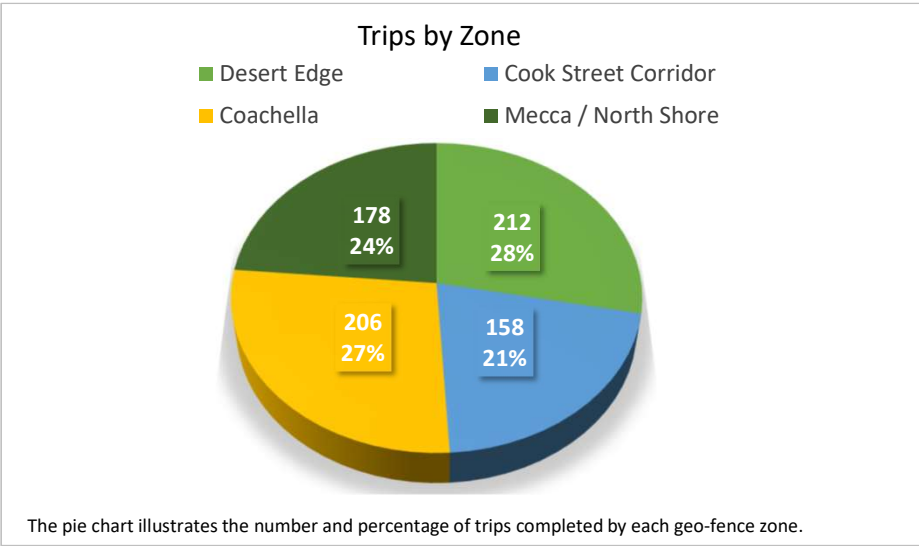
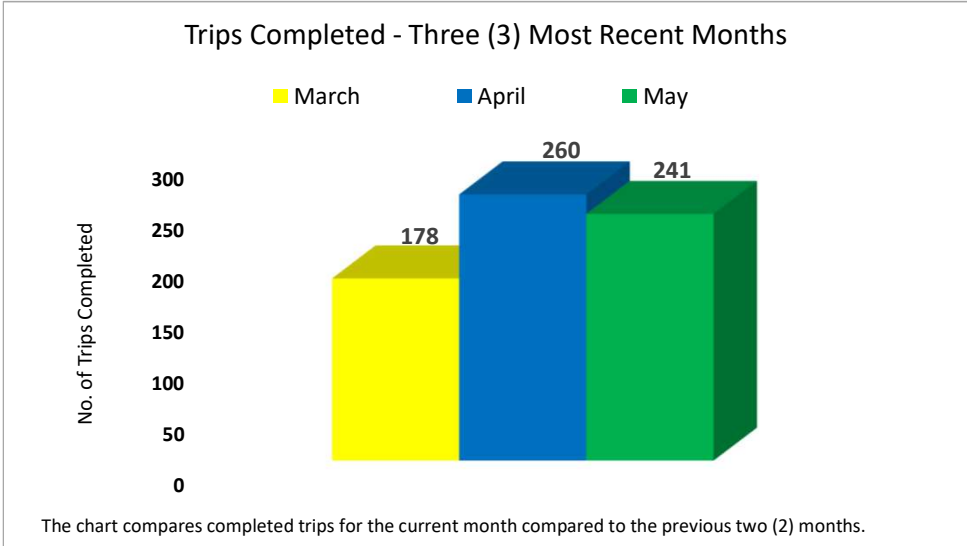
## Paratransit Customer Feedback May 2020 through May 2021



Valid paratransit feedback comprised of compliments and complaints for May 2020 through May 2021

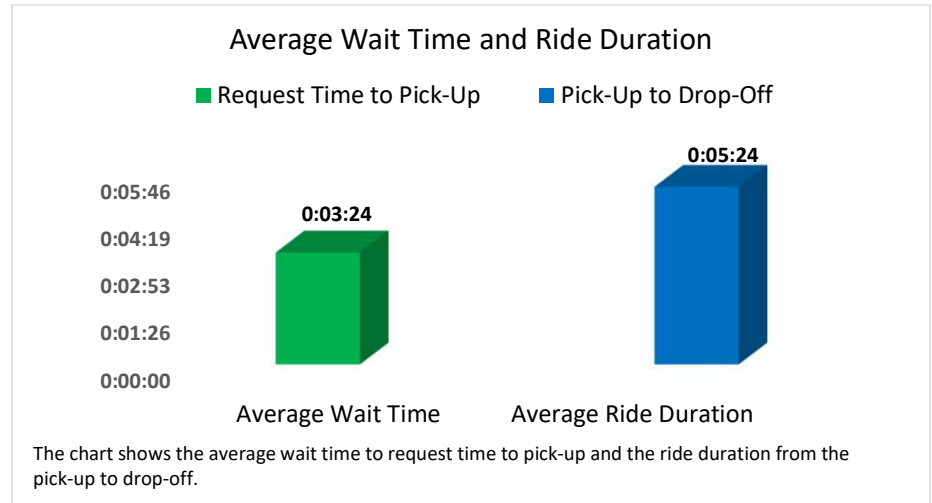
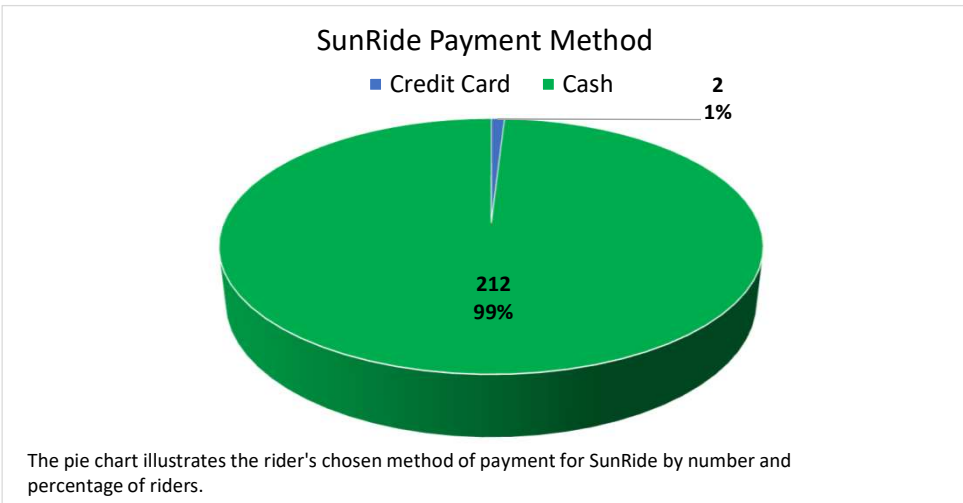
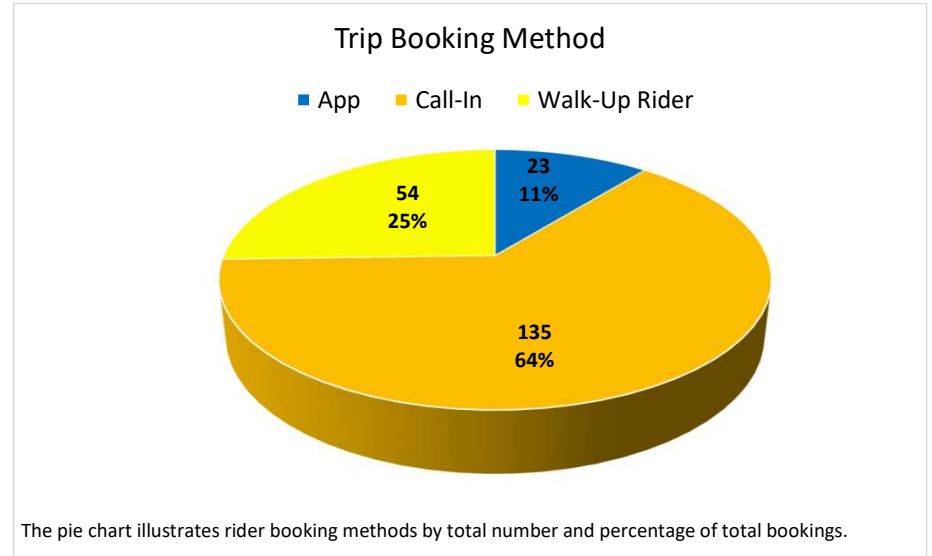
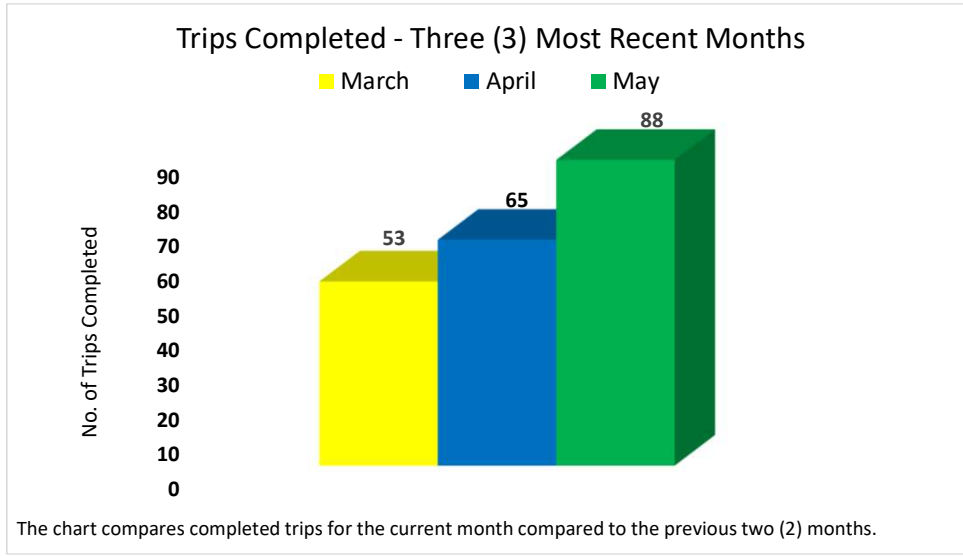
# SunRide System-Wide Metrics January 2021 through May 2021

**Total Completed Trips: 754**



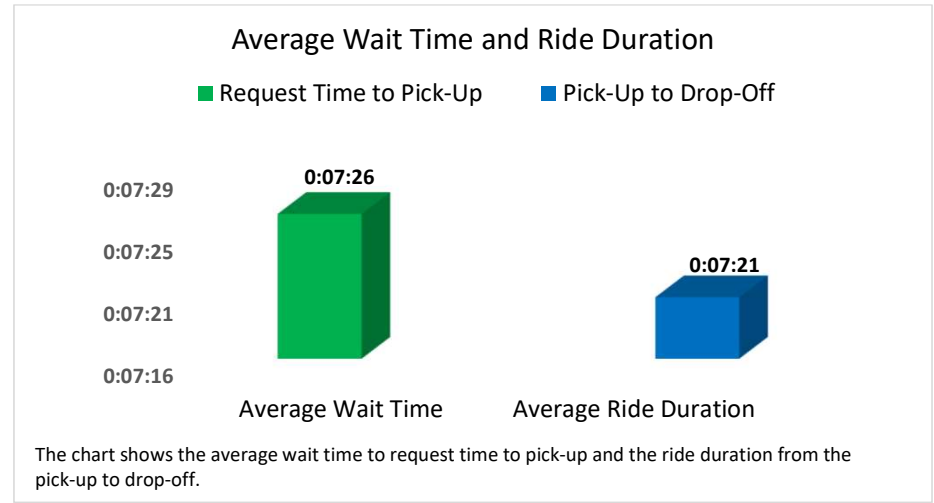
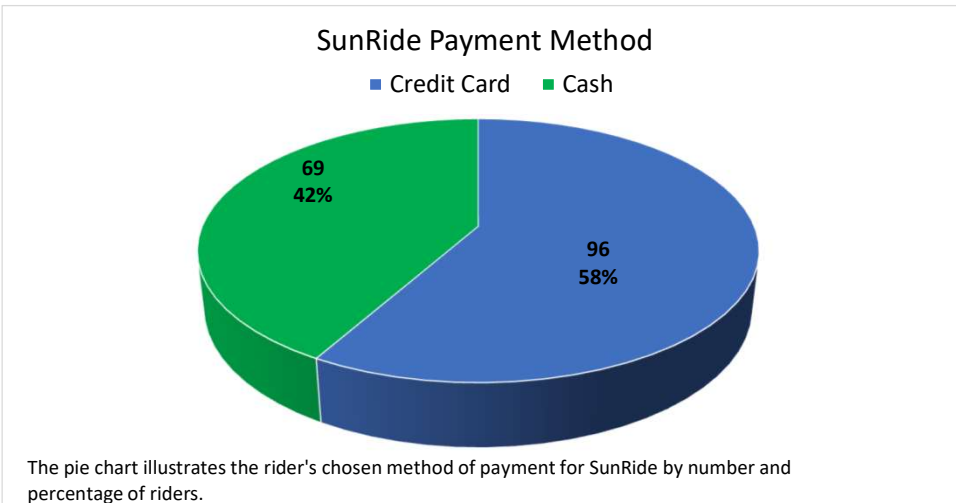
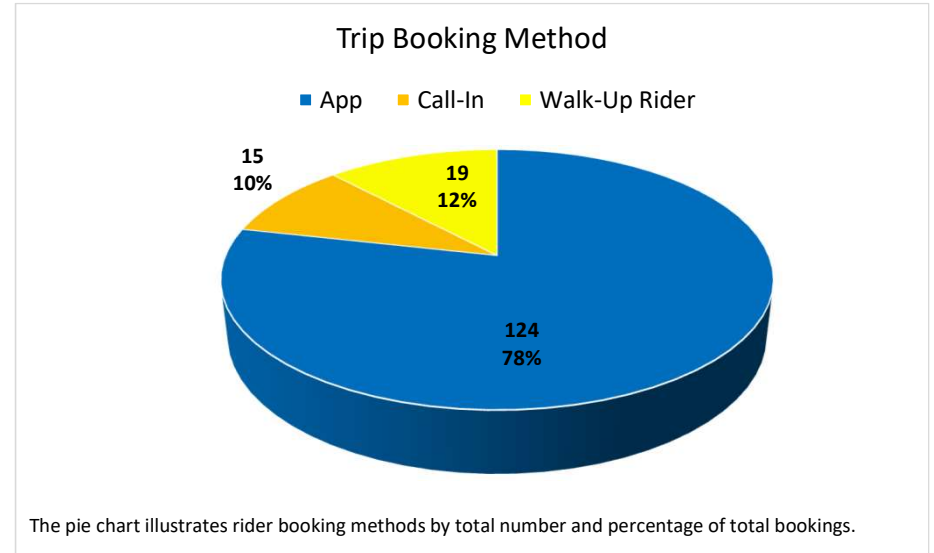
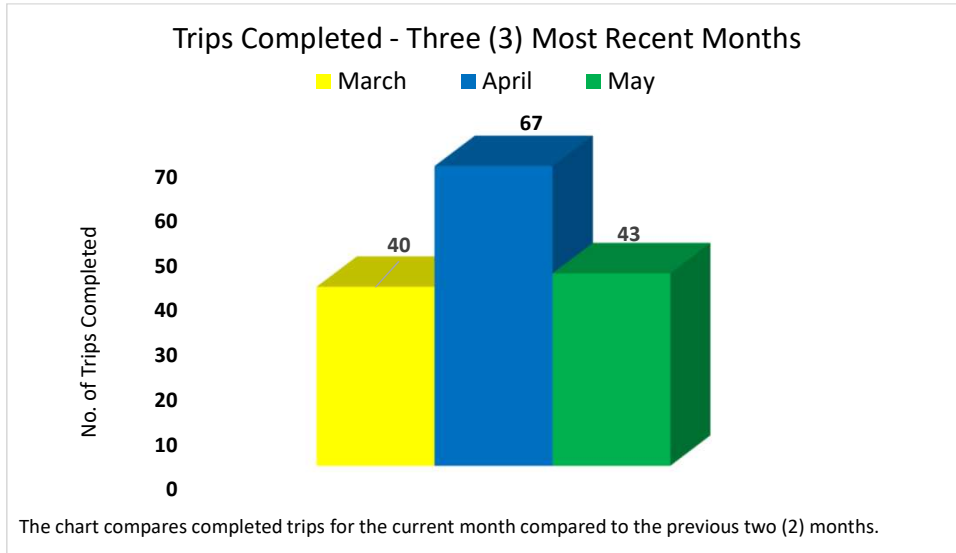
## Desert Edge Geo-Fence Metrics January 2021 through May 2021

**Total Completed Trips: 212**



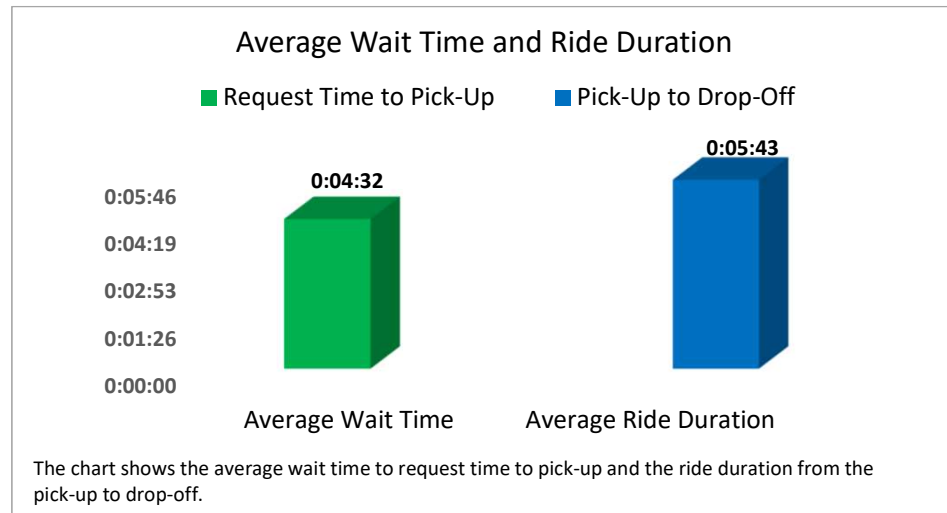
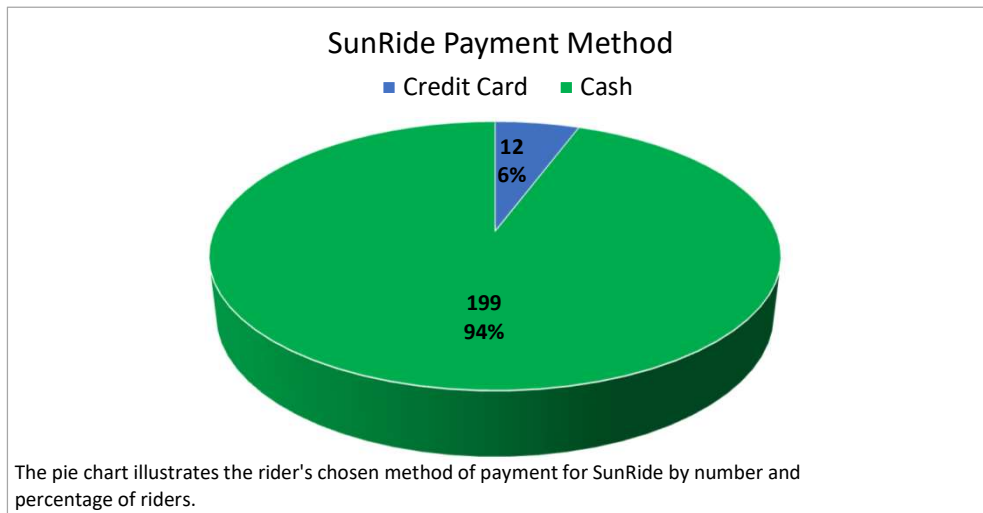
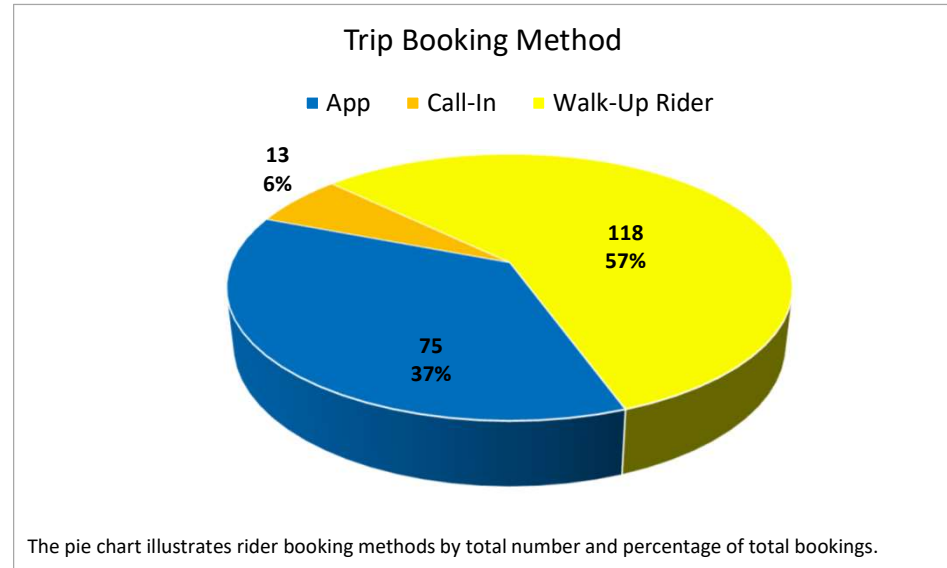
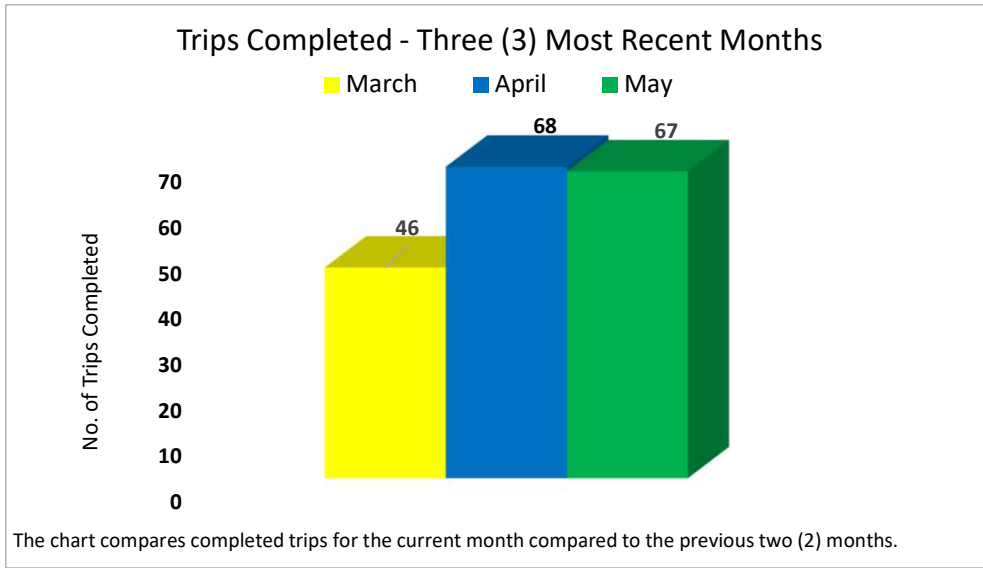
## Cook Street Corridor Geo-Fence Metrics January 2021 through May 2021

**Total Completed Trips: 158**



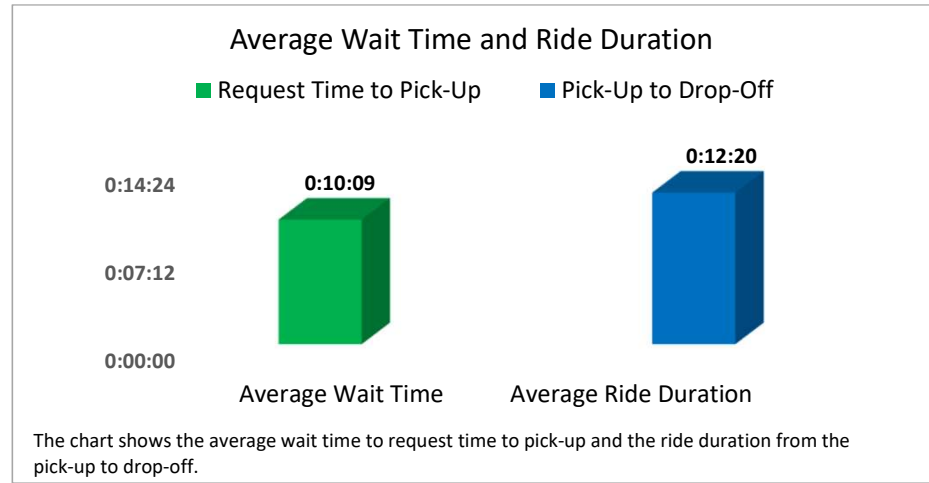
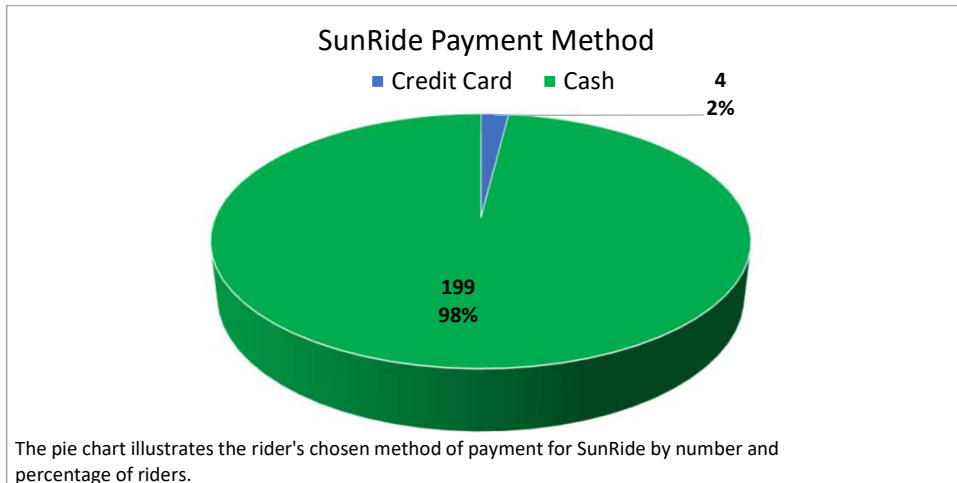
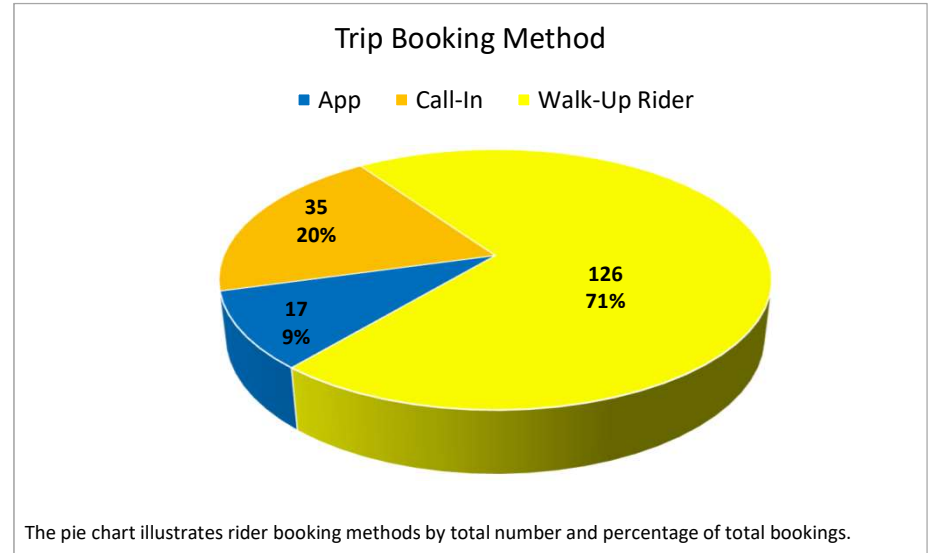
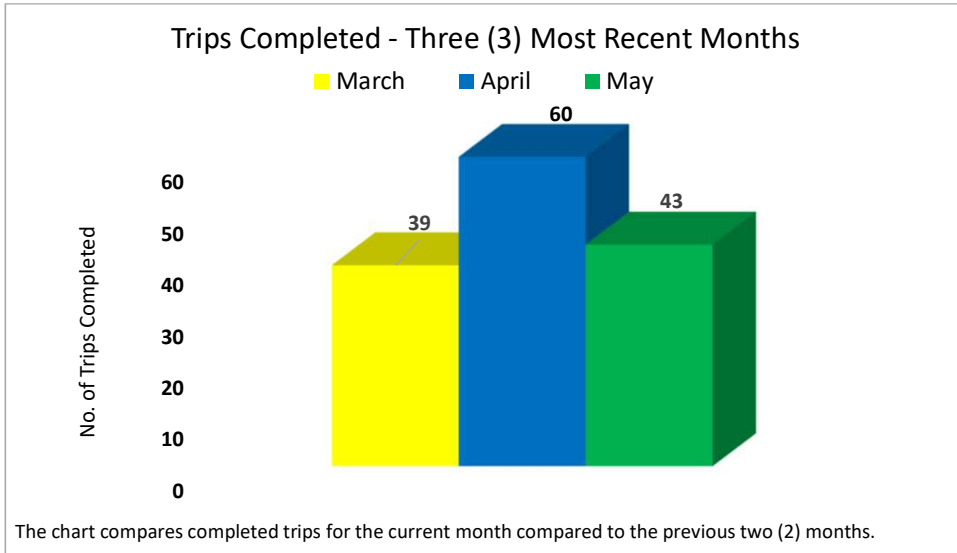
## Coachella Geo-Fence Metrics January 2021 through May 2021

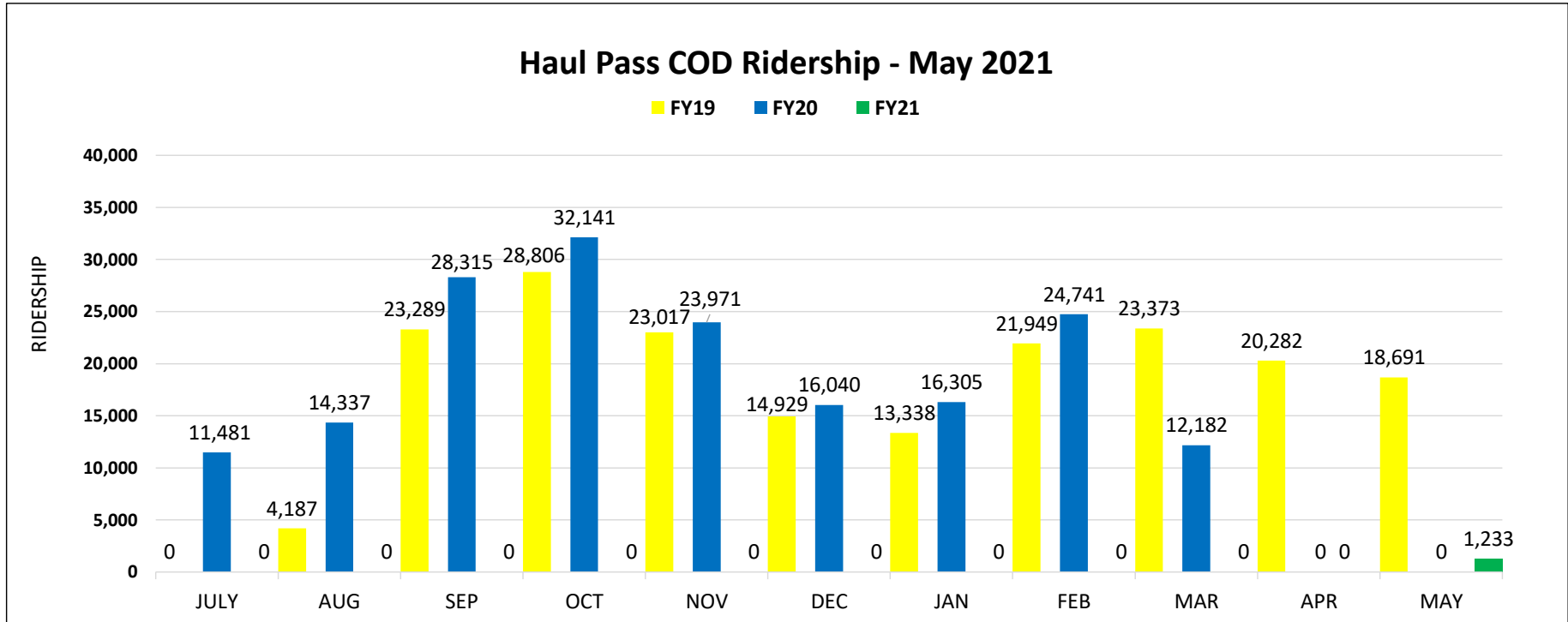
**Total Completed Trips: 206**



## Mecca/North Shore Geo-Fence Metrics January 2021 through May 2021

**Total Completed Trips: 178**





On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

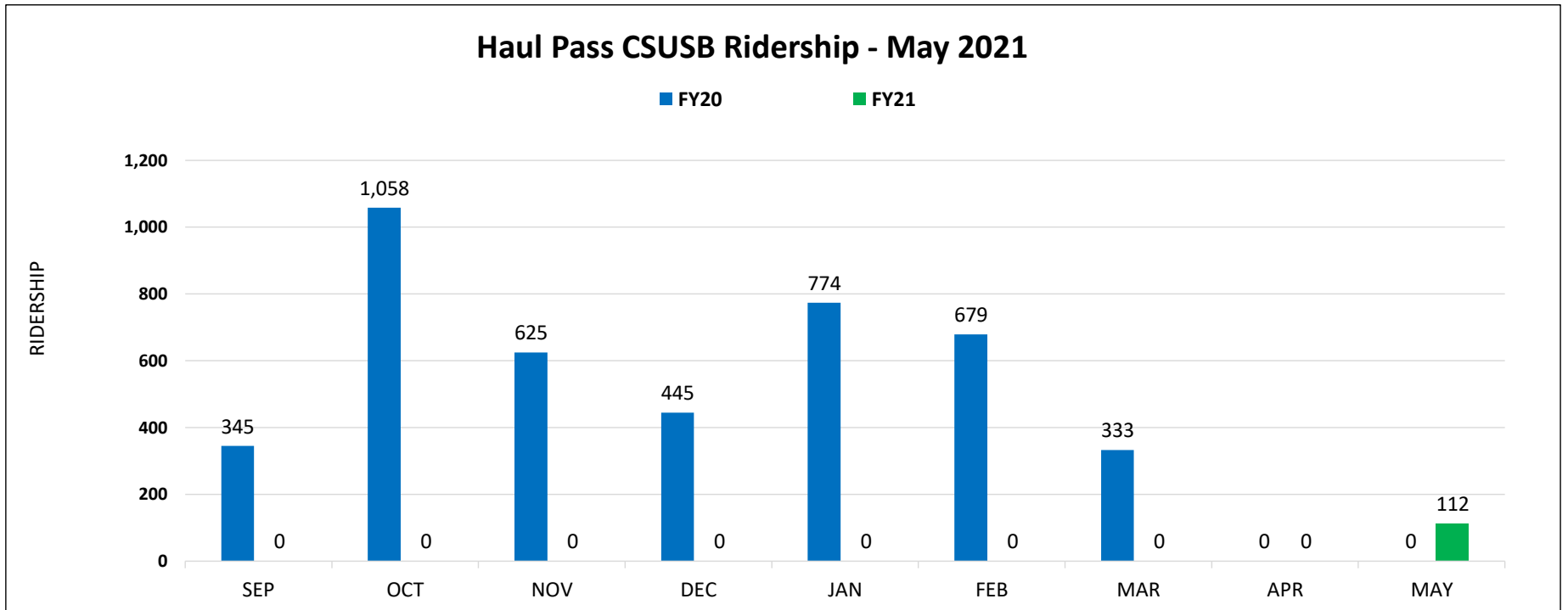
This chart represents monthly ridership on the Haul Pass COD program.

This program was introduced in August 2018.

Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues.





On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

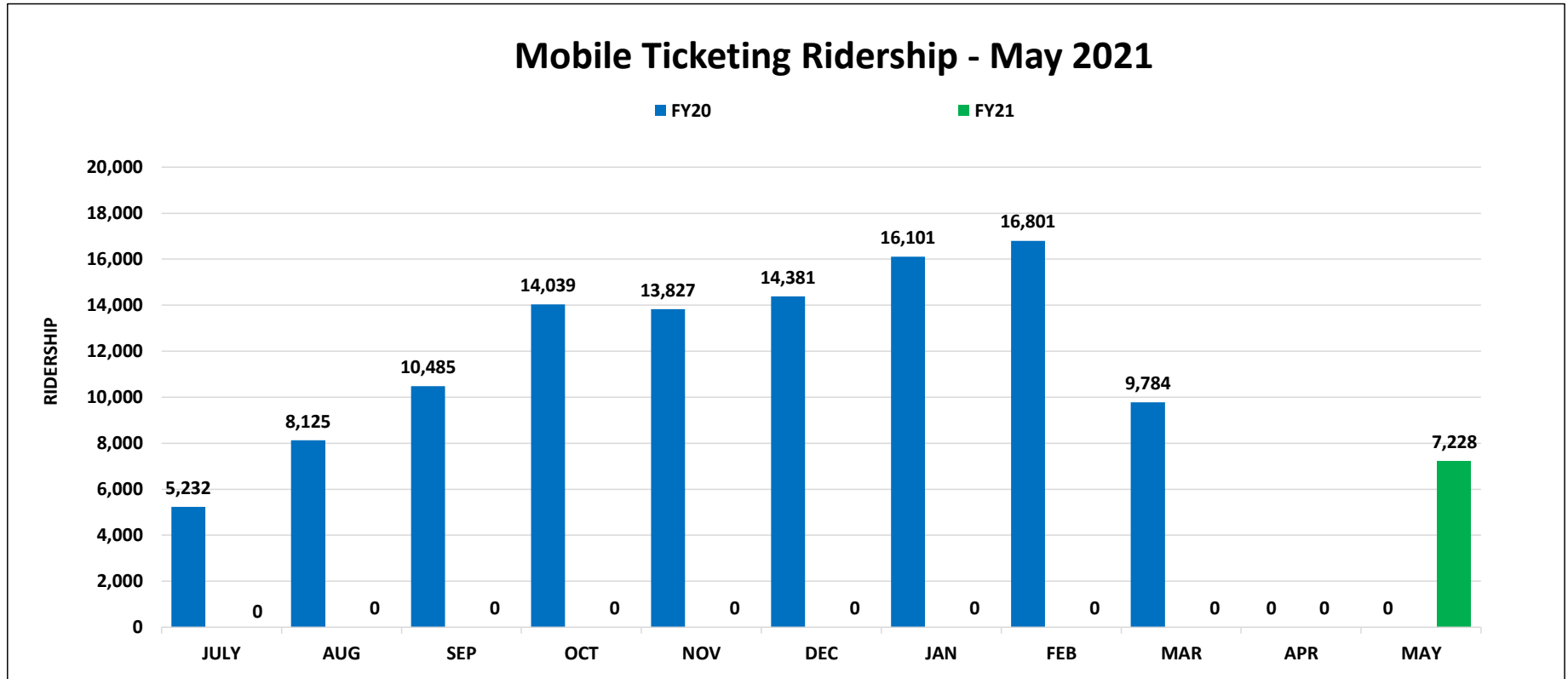
This chart represents monthly ridership on the Haul Pass CSUSB program.

This program was introduced in September 2019.

Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues.

## Mobile Ticketing Ridership - May 2021



On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

This chart represents monthly mobile ticket usage based from the token transit app data.

The total for May 2021 includes 139 paratransit mobile tickets.

Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for May 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date May 2021.

Recommendation:

Receive and file.

FY 20/21	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X		10	9	
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	X	X	X	X		10	9	
Rancho Mirage	X		X	X		X	X	X	X	X	X		10	9	
Indian Wells	X		X	X		X	X	X	X	X	X		10	9	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella	X		X			X	X	X	X	X			10	7	
County of Riverside	X		X	X			X	X	X	X	X		10	8	

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

**DARK –**

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

DATE: June 23, 2021

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ratification of Provisional Appointments to the Legislative Services Ad  
Hoc Committee

Summary:

At the May 26, 2021 Board Meeting, the Legal Services Request for Proposals item was brought forward for approval by the Board. One of the recommendations of the item was to approve an ad hoc committee which would be involved in the solicitation process. The Chairperson made provisional appointments to the Legislative Services Ad Hoc Committee: Glenn Miller, City of Indio; Robert Radi, City of La Quinta; Kathleen Kelly, City of Palm Desert and Lisa Middleton, City of Palm Springs. This receive and file item will ratify the provisional appointments.

Recommendation:

Receive and file.

## SunLine Transit Agency

<b>DATE:</b>	June 23, 2021	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Eric S. Vail, General Counsel	
<b>RE:</b>	Fourth Amendment to CEO/GM Employment Agreement	

---

### **Recommendation**

Recommend that the Board of Directors consider the Fourth Amendment to Chief Executive Officer/General Manager Lauren Skiver's ("Skiver") employment agreement with STA / SSG ("SunLine") which will extend the term of the agreement by five (5) years and increase her base salary by seven percent (7%) to \$253,080.99 per year.

### **Background**

On June 28, 2017, SunLine and Skiver entered into a new CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Ms. Skiver as its CEO/General Manager. Since that time, that Agreement has been amended three (3) times to award Ms. Skiver merit increases in her base salary after successful and positive performance evaluations. Skiver's current base salary is \$236,524.29. Section 4.2 of the agreement also provides that Ms. Skiver receives an employer contribution to her 457 deferred compensation plan equal to ten (10%) of her base salary.

At its May 26, 2021 meeting, the Board of Directors, after completing Ms. Skiver's annual performance evaluation, instructed the General Counsel to prepare a Fourth Amendment to her employment contract awarding Ms. Skiver a merit increase of seven percent (7%) to her base salary in accordance with Section 2.1.1 of the employment agreement. The Board noted that the last increase to Ms. Skiver's base salary was in 2019 and that no increase had been requested in 2020 due to the special circumstances of that year. If the Fourth Amendment is approved, Ms. Skiver would receive a seven percent (7%) increase in base salary with the new amount being \$253,080.99 and the employer's contribution to her 457 plan would adjust to \$973.39 per pay period. The increase to her base salary would take effect July 1, 2021.

### **Financial Impact**

The estimated financial impact of the aforementioned recommendation is an increase of \$18,212.37 per year inclusive of the adjustments to base salary and employer contribution to her 457 plan.

Attachment:

- [Item 9a](#) – Fourth Amendment to CEO/General Manager Employment Agreement



## FOURTH AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT

This Fourth Amendment to CEO/General Manager Employment Agreement ("Fourth Amendment"), is hereby entered into this 23rd day of June, 2021 by and between the SunLine Transit Agency, a California Joint Powers Authority ("STA"), SunLine Services Group, a California Joint Powers Authority ("SSG") (collectively referred to herein as "SunLine"), and Lauren Skiver, an individual ("Employee"). STA, SSG and Employee are collectively referred to hereinafter as the "Parties."

### RECITALS

- A. On June 28, 2017, SunLine and Employee entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Employee as its CEO/General Manager.
- B. On September 27, 2017 SunLine and Employee entered in to a First Amendment to provide an increase to Employee's base salary.
- C. On June 30, 2018 SunLine and Employee entered into a Second Amendment to the Agreement to provide for an increase to Employee's base salary and to clarify Employee's ability to work remotely on occasion as approved by the SunLine Board.
- D. On May 22, 2019 SunLine and Employee entered into a Third Amendment to the Agreement to provide for an increase to Employee's base salary.
- C. SunLine and Employee desire to amend the Agreement by this Fourth Amendment to extend the Term of the Agreement for a subsequent five (5) year period and to provide for an increase of seven percent (7%) to Employee's base compensation.

### OPERATIVE PROVISIONS

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

#### **1. AMENDMENTS.**

1.1 Term. Section 1.2 of the Agreement is hereby amended to read as follows:

**“Period of Employment.** SKIVER shall serve for a term of five (5) years, commencing on July 1, 2021, subject to the provisions contained in this Agreement concerning termination of her services or voluntary separation from service. SUNLINE shall continue to employ SKIVER from the Effective Date until the earlier of the expiration of the term or SKIVER’s employment is terminated in accordance with Section 6 [Termination] of this Agreement.”

1.2 Base Salary. Section 2.1 of the Agreement is hereby amended to read as follows:

**“Base Salary.** SKIVER shall receive an annual base salary of two hundred fifty-three thousand, eighty dollars and ninety-nine cents (\$253,080.99) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. This amount shall be effective on July 1, 2021 and thereafter until amended by the Parties. During the term of this Agreement, SKIVER's compensation shall not be subjected to any reductions as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency.”

## **2. GENERAL PROVISIONS.**

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

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

2.3 **Effective Date.** This Fourth Amendment shall not become effective until the date it has been formally approved by SunLine and executed by the appropriate authorities of SunLine and Employee. Any increase in salary or compensation afforded by this Fourth Amendment shall not become effective until July 1, 2021.

2.4 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of the Agreement as amended.

2.5 **References.** All references to the Agreement include all of the amendments, as applicable, and their respective terms and provisions. All defined terms utilized in this Fourth Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Fourth Amendment.

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

SUNLINE:

SunLine Transit Agency/SunLine Services Group

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By:

Robert Radi, Chairperson, STA/SSG Board

APPROVED AS TO FORM

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Eric S. Vail, General Counsel

Employee:

---

Lauren Skiver, CEO/General Manger

## SunLine Transit Agency

<b>DATE:</b>	June 23, 2021	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Luis Garcia, Chief Financial Officer	
<b>RE:</b>	Adoption of the FY22 Operating and Capital Budget	

---

### **Recommendation**

Recommend that the Board of Directors adopt the proposed FY22 operating and capital budgets.

### **Background**

SunLine's Budget Policy No. B-020704 requires that the budget be 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 presented to the Finance/Audit Committee and Board of Directors on May 26, 2021. During the May meetings, staff answered questions and provided the committee the opportunity for additional special meetings.

There have been no changes to the proposed draft budget presented at the May meeting. The proposed operating and capital budgets for FY22 are \$41,003,574 and \$15,074,900, respectively. The proposed operating budget for FY22 represents a 0.40% increase over the FY21 budget. Although the Agency is taking on significant activities in FY22, such as a planned full implementation of Refueled initiatives, staff felt it was prudent to move forward with a budget which fell in line with FY21 budget figures. Given the number of uncertainties for FY22, it is possible that staff may bring forward a mid-year amendment to meet Agency needs.

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. Additionally, the budgets would allow the Agency to meet its mission of providing safe and environmentally conscious public transportation services to the residents of the Coachella Valley.

### **Financial Impact**

Multiple sources of revenues and subsidies have been identified to cover the expenses reflected in this year's operating and capital budgets.

Attachment:

- [Item 10a](#) – STA FY22 Budget

FISCAL YEAR

# 2022

## ANNUAL BUDGET

# SunLine Re*fu*eled



# DRIVING THE FUTURE OF TRANSIT

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June 23, 2021

Dear SunLine Board of Directors,

In Fiscal Year 2021, SunLine was committed to being flexible and innovative to meet the needs of our customers, even in unprecedented circumstances. With the support of this body, the Agency accelerated our plans for the Refueled initiative and worked throughout the year to engage and educate riders, obtain feedback on community needs and introduce a redesigned transit network. All of this work culminated in the largest system redesign in SunLine’s 44-year history and introduced a new Consolidated Fixed Route Network and four (4) pilot zones for SunRide – our own microtransit service, which launched in January. The two (2) remaining pillars to Refueled, the 10 Commuter Link and Route 1X, are scheduled to begin in July and September, respectively.

Refueled’s goal was to analyze the changing transportation landscape and adapt SunLine’s complimentary services in order to provide a seamlessly positive user experience. We set out to transform our most productive bus corridors and offer more “one-seat rides,” meaning fewer transfers and a more comfortable and leisurely trip for customers. SunLine’s approach to launching Refueled in January 2021 (at a modified capacity to maintain safety protocols during the COVID-19 surge) showcased the Agency’s dedication to teamwork and ability to adapt in order to keep Refueled moving forward.

In addition to Refueled, SunLine proudly reached many milestones in other areas during FY21. This past fiscal year, the Agency received a \$4.9M grant from the California Energy Commission to expand our fueling infrastructure and build a new stand-alone liquid hydrogen station. SunLine also received \$5.9M in funding through the South Coast Air Quality Management District for five (5) additional hydrogen fuel cell electric buses which will amplify our conformance with the state’s Innovative Clean Transit Rule. To help reduce the cost of hydrogen production for the industry at large, a partnership was announced between SunLine and SoCalGas to test out new technologies. In addition, completing the new Operations Facility was a key focus in FY21 and will be ready for employees to move in at the beginning of the fiscal year – an excitement felt throughout the Agency.

As we start preparing for Fiscal Year 2022, SunLine is looking forward to starting the 10 Commuter Link and Route 1X which supports the Agency’s goal of expanding our offerings and attracting new riders with a more “right fit” transit system. The partnerships formed with community organizations during the course of Refueled outreach will be an asset to the Agency to ensure that we communicate with communities in the most optimal way for our riders, residents and tourists. SunLine remains committed to furthering our zero emission pathway by finding opportunities to upgrade our public fueling station infrastructure, and implement the solar microgrid project to help reduce electricity costs and offer resilience and independence from grid power.

In FY22, SunLine will have an operating budget of \$41,003,574 and a capital project budget of \$15,074,900. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run daily operations. The capital budget incorporates key projects to help further advance the Agency’s Capital Improvement Program. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants. The available funding will be used effectively and efficiently in accordance with organizational objectives. The proposed budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents. Due to prudent financial planning and utilization of emergency federal funds from the Coronavirus Aid, Relief, and Economic Security Act,

Coronavirus Response and Relief Supplemental Appropriations Act and the American Rescue Plan Act, the Agency is in a financially stable position.

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 2022 budget.

Sincerely,



Lauren Skiver  
CEO/General Manager

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

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## **ANNUAL BUDGET FISCAL YEAR 2022**

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### **BOARD OF DIRECTORS**

La Quinta: Robert Radi, Chair  
Indio: Glenn Miller, Vice Chair  
Cathedral City: Raymond Gregory  
Coachella: Denise Delgado  
Desert Hot Springs: Russell Betts  
Indian Wells: Donna Griffith  
Palm Desert: Kathleen Kelly  
Palm Springs: Lisa Middleton  
Rancho Mirage: Charles Townsend  
Riverside County: V. Manuel Perez

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

## **EXECUTIVE SUMMARY**

In 2021, SunLine implemented a bold plan to revise its transit system. The plan focused on key ridership drivers such as minimizing transfers, reducing travel times, providing SunRide as a microtransit solution, and realigning routes to growing, more productive areas. SunLine Refueled was prepared with guidance provided by the Board of Directors, input from transit riders and a robust data analysis. SunLine coordinated closely with the public as well as its member cities, the Coachella Valley Association of Governments, and the Riverside County Transportation Commission on the implementation of the changes.

Taking COVID-19 precautions and limitations into account, SunLine plans on resuming normal level 1 service in FY22 along with new services such as the 10 Commuter Link and Route 1X.

## **SERVICE & RIDERSHIP**

Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Pre COVID-19 fixed route ridership for FY21 saw an increase of 1.5% compared to FY19 ridership. FY20 would have marked two (2) consecutive years of ridership increase for the Agency. Following a significant downturn in ridership in March 2020 as a result of the COVID-19 pandemic, SunLine began to see more favorable ridership numbers in the latter half of FY21. SunLine anticipates that ridership will continue to grow after given the decline in COVID-19 cases nationwide. Aside from the return of riders, SunLine anticipates that new riders will utilize the system post Refueled implementation and the addition of new services such as SunRide, 10 Commuter Link and the Route 1X.

## **REVENUES & SUBSIDIES**

Traditionally, SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues at the state level. However, due to COVID-19, the farebox recovery ratio requirement has not been enforced given the decrease in ridership and revenues. Nevertheless, SunLine remains committed to utilizing multiple different revenue sources in order to supplement operating costs.

The proposed revenues for FY22 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY22, Local Transportation Funding (LTF) had a reduction due to utilization of emergency funding in the form of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan Act (ARPA) funding.
- Measure A funding increased for FY22 over the last fiscal year due to increased allocations from the Riverside County Transportation Commission (RCTC) which

are based on projected tax revenues. RCTC's original estimates for Measure A and LTF were very conservative and were revised at the January 2021 commission meeting. The COVID-19 pandemic had a significant impact to initial projected tax revenues but economic stimuli throughout 2020 and early 2021 alleviated a large negative impact on sales tax.

- In FY22, SunLine will use various forms of federal funding including FTA Section 5307, CARES, CRRSAA, ARPA, 5311, 5339 and Congestion Mitigation and Air Quality Improvement (CMAQ) Program. During calendar years 2020 and 2021, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act, CRRSAA and ARPA in response to COVID-19. The emergency funding for public transit agencies was divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this crisis. The funding was allocated by existing formulas established by the FTA which are largely based on Urbanized Areas (UZA).
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections for FY21. The Agency's primary goal is the safety of its operators and the public. Accordingly, revenues were down below budgetary values in FY21 due to an extension of free fares and rear door boarding through May 2, 2021.
- CNG sale estimates for FY22 are based on FY21 sales projections.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22, Sunline will be expanding the program to include high school students. The Haul Pass program for high school students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).
- The budget for FY22 reflects the Agency's strive for continual growth of the advertising program.
- State and federal emission credit projections for FY22 are based on the market price and quantity of the generated credits.

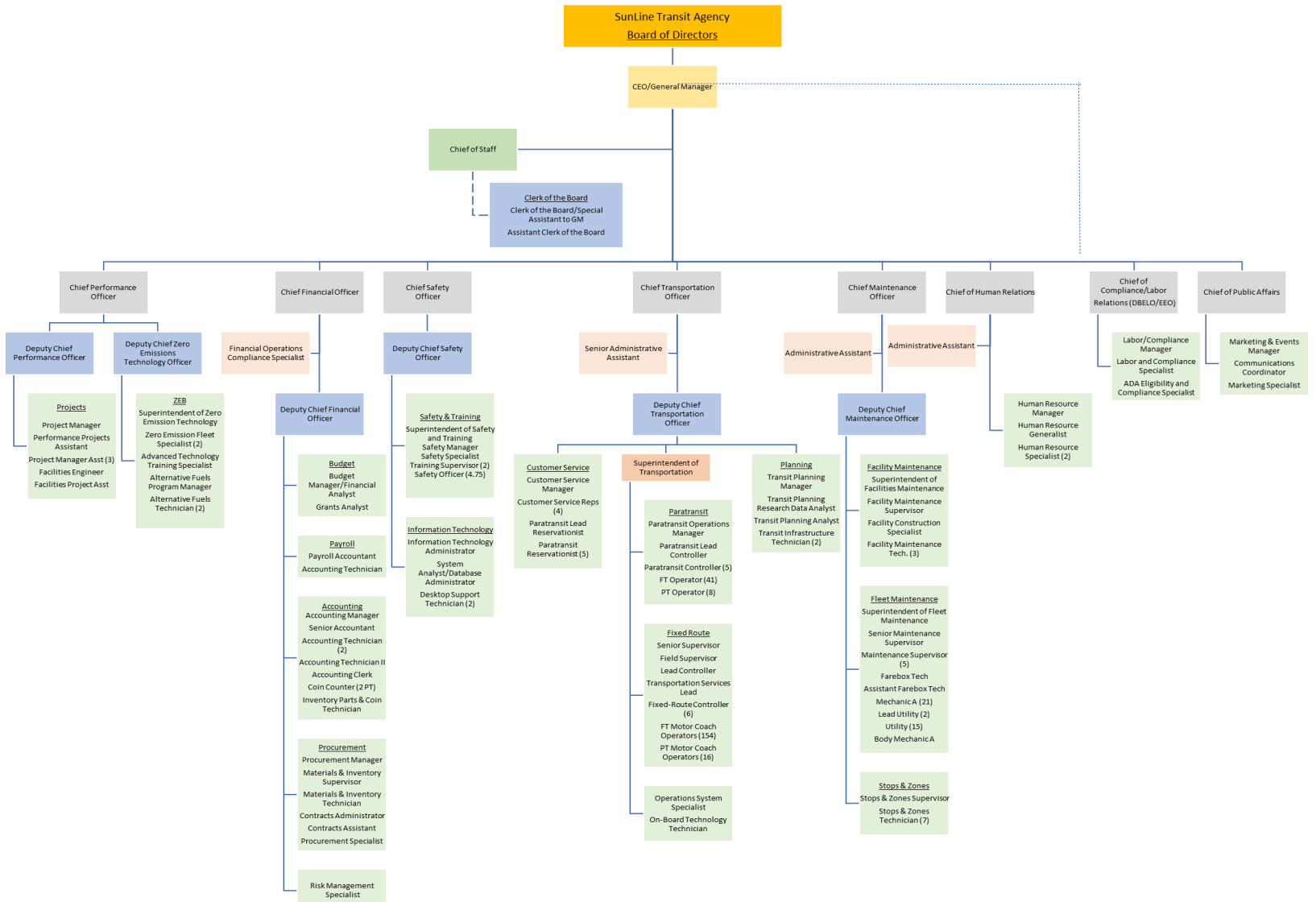
## **CAPITAL PROJECTS**

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY22 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

### **New Projects**

There are 12 new capital projects programmed in FY22. The new projects represent an emphasis on safety and projects that provide opportunities to increase revenue and are in compliance with CARB mandates on innovative clean transit regulation. The requests in FY22 will be in addition to the existing CIP. The new projects cover necessities in fleet and facilities. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
  - Expansion Motor Coach Bus
  - Replacement Paratransit Vehicles
  - Bus Refurbishment
  
- Facilities and Equipment:
  - Upgrades to Gate and Guard Shack
  - Facility Improvements
  - Public Hydrogen Station
  - Microgrid to Hydrogen Phase III
  - Maintenance Tools and Equipment
  - Bus Stop Improvements
  - Indio CNG Station Upgrade
  - Liquid Hydrogen Refueling Infrastructure
  - Coachella Transit Hub



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## AGENCY PERSONNEL SUMMARY

Department	FY21 Base FTE's	Changes to Base	Proposed New Positions	FY22 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Marketing (31)	4.00	-	-	4.00	-
Executive Office (40)	6.00	1.00	1.00	8.00	2.00
<b>HUMAN RESOURCES OFFICE</b>					
Human Resources (32)	6.00	-	-	6.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	1.00	3.00	1.00
Performance Office (44)	12.00	1.00	1.00	14.00	2.00
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	12.75	-	(1.00)	11.75	(1.00)
Information Technology (42)	4.00	-	-	4.00	-
<b>OPERATIONS OFFICE</b>					
Operations - Fixed Route (11,12)	194.00	(1.00)	2.00	195.00	1.00
Operations - Paratransit (13, 14)	56.00	-	-	56.00	-
Customer Service (45)	11.00	-	-	11.00	-
Service Planning (49)	6.00	-	(1.00)	5.00	(1.00)
<b>FINANCE OFFICE</b>					
Finance (41)	23.25	-	(0.50)	22.75	(0.50)
<b>MAINTENANCE OFFICE</b>					
Maintenance (21, 22)	52.00	(1.00)	(3.00)	48.00	(4.00)
Facilities Maintenance (23, 24)	6.00	-	-	6.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
<b>Total FTEs</b>	<b>403.00</b>	<b>-</b>	<b>(0.50)</b>	<b>402.50</b>	<b>(0.50)</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.

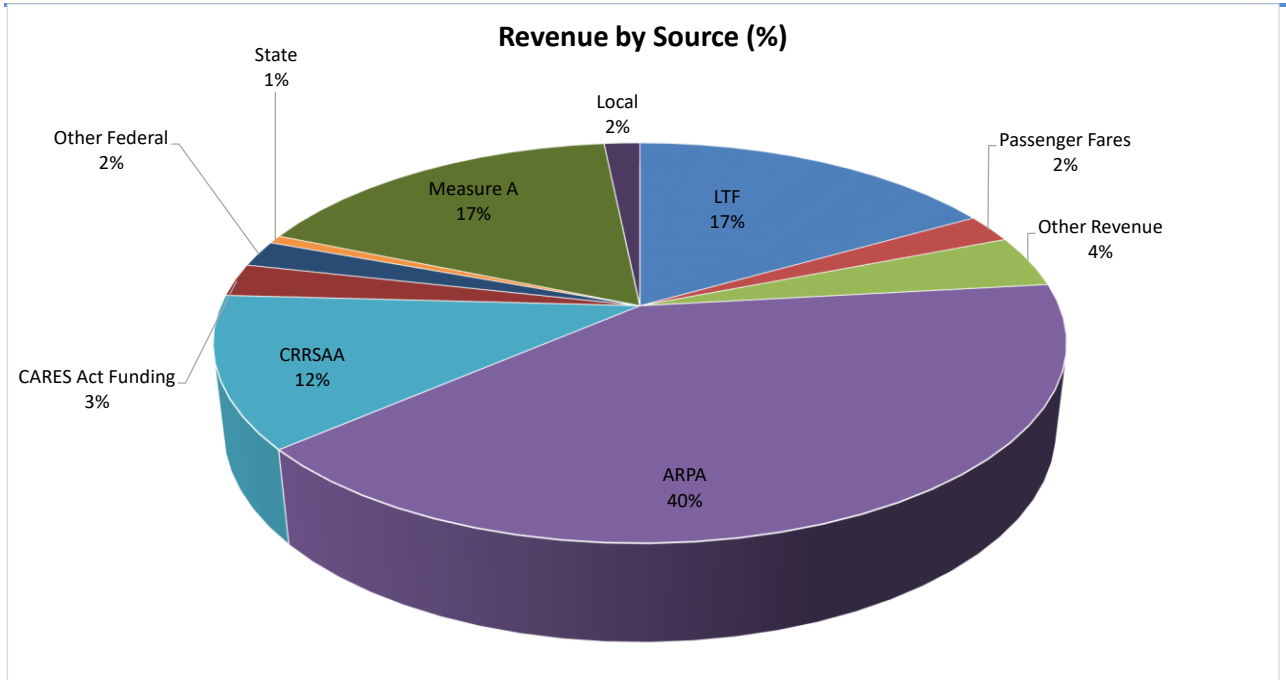
**Executive Office**

- The Executive office will be gaining two (2) FTEs for FY22. One (1) of the FTEs was a transfer from the Transportation office.

**Performance Office**

- The Performance office added three (3) total FTEs for FY22. One (1) of the additional FTEs is a transfer from the Maintenance office. The positions are required in order to support the growing zero emission vehicles and facilities.

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY21 Approved Budget	FY21 Estimates	FY21 Variance	FY22 Proposed Budget	FY22 Variance	Type
Advertising Revenue	100,000	335,950	235,950	250,000	150,000	Local
Bus Stop Maintenance Fees	122,482	122,482	-	122,482	-	Local
CARES Act FTA Section 5307	13,208,971	13,208,971	-	846,920	(12,362,051)	Federal
CARES Act FTA Section 5311	300,000	300,000	-	-	(300,000)	Federal
CARES Act FTA Section 5311(f)	53,889	53,889	-	241,264	187,375	Federal
CRRSAA FTA Section 5307	-	-	-	5,011,454	5,011,454	Federal
ARPA FTA Section 5307	-	-	-	16,579,343	16,579,343	Federal
CMAQ	662,366	191,331	(471,035)	836,257	173,891	Federal
CNG Rebate	400,000	384,048	(15,952)	-	(400,000)	Federal
COD Haul Pass	110,000	-	(110,000)	100,000	(10,000)	Local
CSUSB Haul Pass & Commuterlink	162,861	-	(162,861)	162,861	-	Local
Emissions Credits (Sales of State Fuel Credits)	600,000	1,085,595	485,595	972,444	372,444	Sales
Farebox - Fixed Route	1,247,055	145,000	(1,102,055)	861,474	(385,581)	Sales
Farebox - Paratransit	152,769	83,884	(68,885)	74,911	(77,858)	Sales
SunRide Revenue	-	-	-	2,016	2,016	Sales
FTA Section 5307	4,968,507	4,968,507	-	-	(4,968,507)	Federal
FTA Section 5310	29,627	29,627	-	-	(29,627)	Federal
FTA Section 5311	303,219	303,219	-	-	(303,219)	Federal
FTA Section 5311(f)	161,666	161,666	-	-	(161,666)	Federal
FTA Section 5312	37,320	37,320	-	37,320	-	Federal
Interest and Other Income	39,900	73,073	33,173	27,114	(12,786)	Local
Local Transportation Funds (LTF)	11,000,000	9,700,000	(1,300,000)	6,862,866	(4,137,134)	State
Low-Carbon Transit Operations Program	337,000	-	(337,000)	272,563	(64,437)	State
Measure A	5,955,883	5,955,883	-	7,000,000	1,044,117	Local
SRA Overhead Fee Revenue	27,381	27,396	15	27,396	15	Allocation
SunFuels - Outside Sales	800,000	649,901	(150,099)	676,002	(123,998)	Sales
Taxi Voucher (Passenger Sales)	59,254	39,306	(19,948)	38,887	(20,367)	Sales
<b>Total Operating Revenue</b>	<b>40,840,150</b>	<b>37,857,048</b>	<b>\$ (2,983,102)</b>	<b>41,003,574</b>	<b>163,424</b>	

Notes:

- In FY22, SunLine will utilize emergency funding from the three (3) federal relief programs: CARES Act, ARPA and CRRSAA.
- The FY21 variance reflects the difference between FY21 estimates and FY21 approved budget. The FY22 variance indicates the difference between FY22 proposed budget and FY21 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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In addition to passenger and other revenues, the Agency receives a mix of funding from federal, state, and local funding sources. These are utilized to fund the operation of nine (9) routes, connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line on hwy 111 and one (1) regional Commuter route operating between Indio and San Bernardino. The Agency's service includes complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

### **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 maintain 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.

### **CARES ACT, CRRSAA and ARPA FTA SECTION 5307**

CARES Act, CRRSAA and ARAPA funds provide assistance to prevent, prepare for, and respond to COVID-19. Eligible expenses include all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19. In addition, funds are available for operating expenses for all FTA Section 5307 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.

### **CARES ACT FTA SECTION 5311/5311(f)**

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

### **Haul Pass**

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

## **REVENUE & FUNDING SOURCES**

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

CMAQ funds will be used to support two (2) new programs in the form of the SunRide rideshare program and 1X route on hwy 111.

### **EMISSIONS CREDITS (SALES OF FUEL CREDITS)**

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

### **FAREBOX**

Farebox revenues are generated from the collection of passenger fares and ticket sales. This revenue is projected based on historical data and planned service levels. SunLine operated ten months of FY21 with free fares due to COVID-19. SunLine is projecting a conservative estimate of revenues for FY22 as ridership increases.

### **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 5312**

The purpose of FTA Section 5312 funds is to advance innovative public transportation research and development. Eligible activities include research, innovation and development, demonstration, deployment and evaluation, low or no emission vehicle component testing, and transit cooperative research program.

### **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. The program 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.

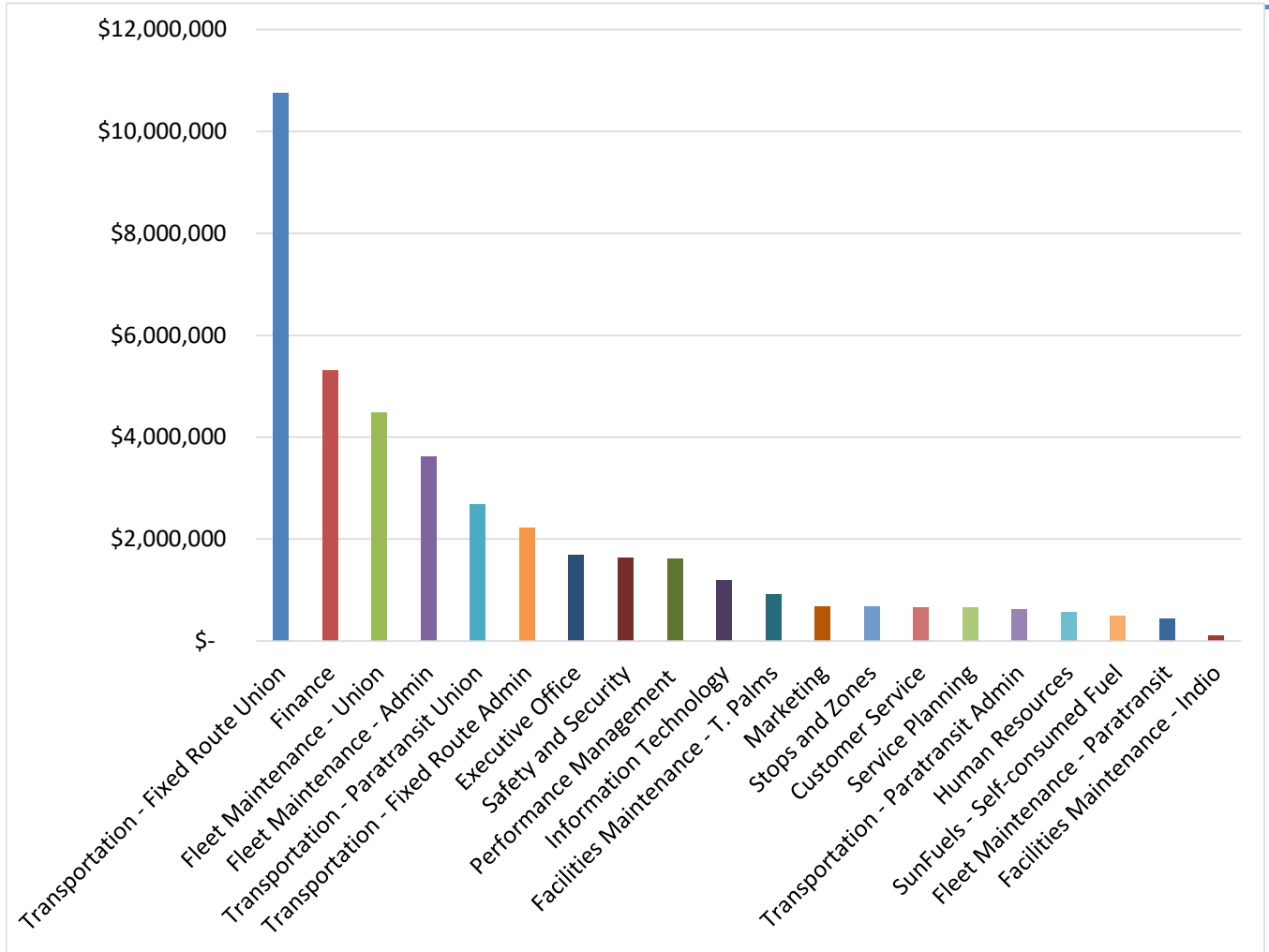
### **SRA OVERHEAD FEE REVENUE**

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

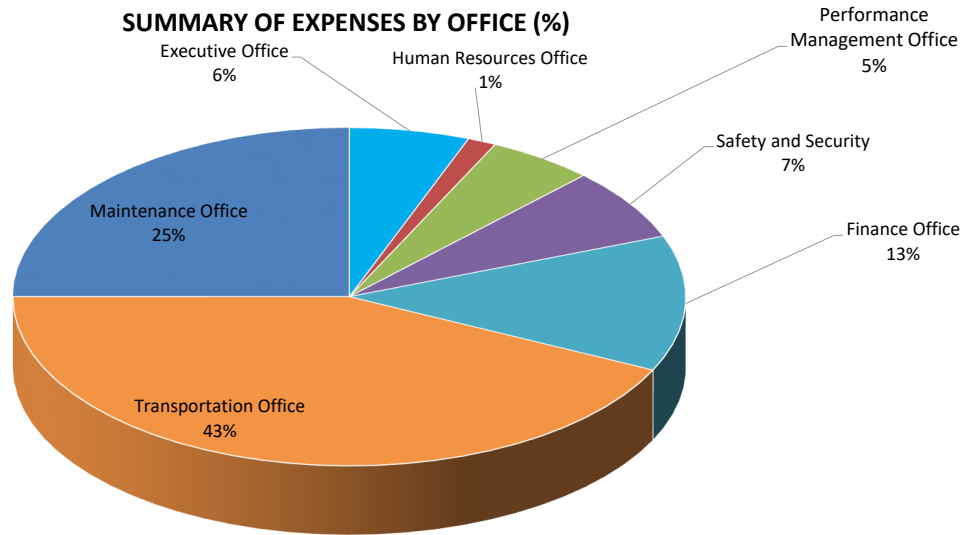


## EXPENSE SUMMARY

Division	Division Name	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
31	Marketing	613,899	681,513	67,614
40	Executive Office	1,578,298	1,682,960	104,662
<b>HUMAN RESOURCES OFFICE</b>				
32	Human Resources	591,130	562,938	(28,192)
<b>PERFORMANCE MANAGEMENT OFFICE</b>				
10	SunFuels - Self-consumed Fuel	564,873	491,391	(73,482)
44	Performance Management	1,593,761	1,612,992	19,231
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,630,477	1,636,453	5,976
42	Information Technology	1,290,583	1,193,652	(96,931)
<b>FINANCE OFFICE</b>				
41	Finance	4,847,549	5,313,086	465,537
<b>TRANSPORTATION OFFICE</b>				
11	Transportation - Fixed Route Admin	2,265,591	2,213,412	(52,179)
12	Transportation - Fixed Route Union	10,949,754	10,754,960	(194,794)
13	Transportation - Paratransit Admin	605,239	623,072	17,833
14	Transportation - Paratransit Union	2,783,777	2,680,846	(102,931)
45	Customer Service	685,691	654,058	(31,633)
49	Service Planning	717,782	650,260	(67,522)
<b>MAINTENANCE OFFICE</b>				
13	Fleet Maintenance - Paratransit	453,248	444,581	(8,667)
21	Fleet Maintenance - Admin	3,683,394	3,617,303	(66,091)
22	Fleet Maintenance - Union	4,339,789	4,482,467	142,678
23	Facilities Maintenance - T. Palms	877,041	920,119	43,078
24	Facilities Maintenance - Indio	115,120	108,903	(6,218)
25	Stops and Zones	653,154	678,608	25,454
<b>Total</b>		<b>40,840,150</b>	<b>41,003,574</b>	<b>163,424</b>

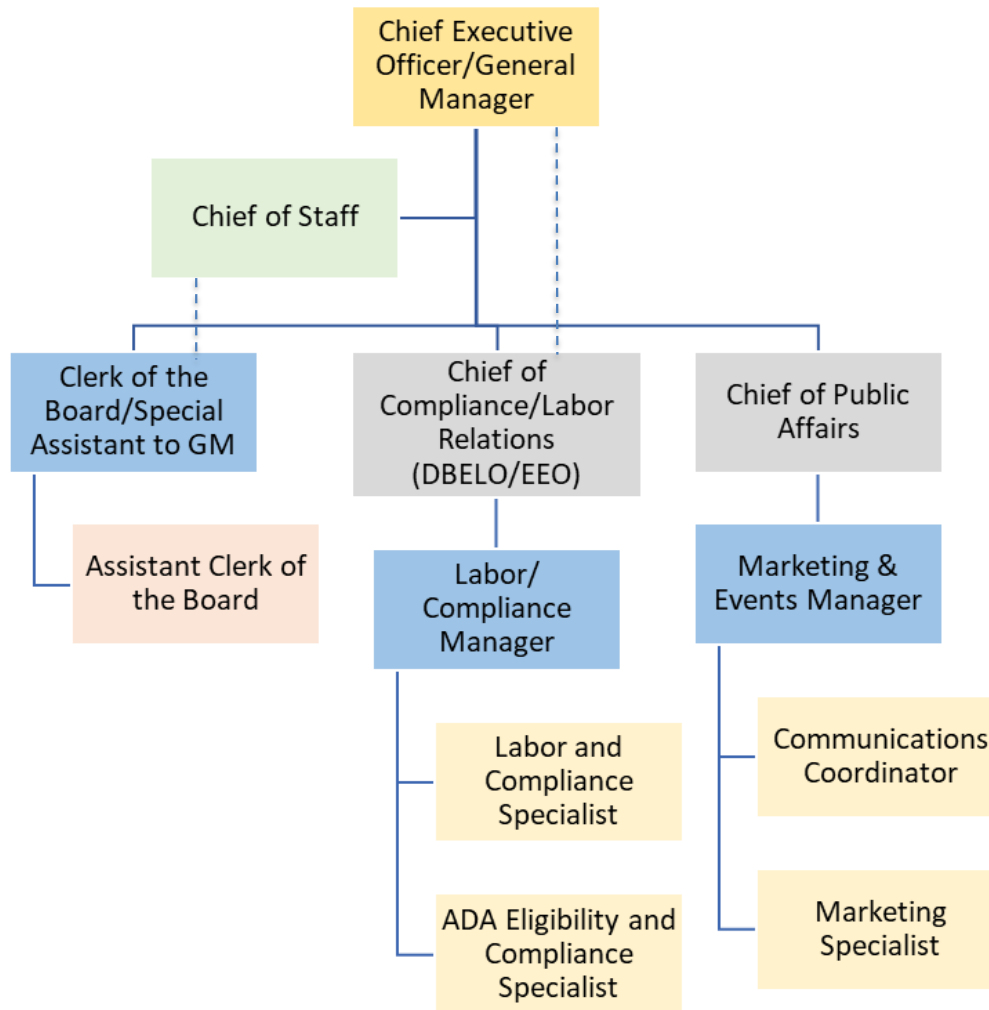


## EXPENSE SUMMARY BY OFFICE



Office	FY21 Approved Budget	FY22 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Marketing	613,899	681,513	2%
Executive Office	1,578,298	1,682,960	4%
<b>Executive Office</b>	<b>2,192,197</b>	<b>2,364,473</b>	<b>6%</b>
<b>HUMAN RESOURCES OFFICE</b>			
Human Resources	591,130	562,938	1%
<b>Human Resources Office</b>	<b>591,130</b>	<b>562,938</b>	<b>1%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
SunFuels	564,873	491,391	1%
Performance Management	1,593,761	1,612,992	4%
<b>Performance Office</b>	<b>2,158,634</b>	<b>2,104,383</b>	<b>5%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,630,477	1,636,453	4%
Information Technology	1,290,583	1,193,652	3%
<b>Safety and Security Office</b>	<b>2,921,060</b>	<b>2,830,105</b>	<b>7%</b>
<b>FINANCE OFFICE</b>			
Finance	4,847,549	5,313,086	13%
<b>Finance Office</b>	<b>4,847,549</b>	<b>5,313,086</b>	<b>13%</b>
<b>TRANSPORTATION OFFICE</b>			
Transportation - Fixed Route Admin	2,265,591	2,213,412	5%
Transportation - Fixed Route Operators	10,949,754	10,754,960	26%
Transportation - Paratransit Admin	605,239	623,072	2%
Transportation - Paratransit Operators	2,783,777	2,680,846	7%
Customer Service	685,691	654,058	2%
Service Planning	717,782	650,260	2%
<b>Transportation Office</b>	<b>18,007,834</b>	<b>17,576,608</b>	<b>43%</b>
<b>MAINTENANCE OFFICE</b>			
Fleet Maintenance - Paratransit	453,248	444,581	1%
Fleet Maintenance - Admin	3,683,394	3,617,303	9%
Fleet Maintenance - Mechanics	4,339,789	4,482,467	11%
Facilities Maintenance - T. Palms	877,041	920,119	2%
Facilities Maintenance - Indio	115,120	108,903	0.3%
Stops & Zones	653,154	678,608	2%
<b>Maintenance Office</b>	<b>10,121,746</b>	<b>10,251,980</b>	<b>25%</b>
<b>Total Expenses</b>	<b>40,840,150</b>	<b>41,003,574</b>	<b>100%</b>

# EXECUTIVE OFFICE



## EXECUTIVE OFFICE

### Division 31

#### FUNCTIONS & RESPONSIBILITIES

The Marketing team supports, brands, and promotes SunLine Transit Agency's service with the goal of heightening public awareness of SunLine Transit Agency and increasing ridership. This is accomplished through strategic planning, targeted advertising, face-to-face community engagement, public affairs outreach, media exposure, special events and a myriad of on-board communications.

#### FY22 GOALS & OBJECTIVES

- Strategically communicate improvements made to the transit network and new services available to the community.
- Build upon the new methods of outreach utilized during COVID-19 to develop interactions that are engaging and educational for riders.
- Expand partnerships created during the Refueled initiative to help spread messaging about SunLine's services to a broad audience.
- Drive brand alignment by ensuring all marketing assets and customer interactions uphold SunLine's brand by communicating one cohesive, ongoing story.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	-	-	127,105	166,095	172,325	6,230
5010201610 ADMIN SALARIES-OT	-	-	496	3,000	2,500	(500)
5029999999 TOTAL FRINGE BENEFITS	-	-	107,000	92,504	121,888	29,384
5030303240 CONTRACTED SERVICES	-	-	106,108	153,500	180,000	26,500
5030303260 ADVERTISING	-	-	73,244	87,650	91,150	3,500
5030303270 SUNLINE EVENTS EXPENSE	-	-	4,254	10,000	21,000	11,000
5030303271 MUSIC FESTIVAL	-	-	-	11,000	-	(11,000)
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	-	-	46,650	46,650	-
5030400000 TEMPORARY HELP SERVICES	-	-	16,762	10,000	10,000	-
5039900003 PRINTING EXPENSE	-	-	16,295	20,000	22,000	2,000
5049900001 OFFICE SUPPLIES	-	-	2,932	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	1,547	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	-	2,827	5,500	6,000	500
<b>Total Expenses</b>	-	-	<b>458,569</b>	<b>613,899</b>	<b>681,513</b>	<b>67,614</b>

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY19 and FY20 are included in the Community and Customer Relations department.

**EXECUTIVE OFFICE**

Division 31

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**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Chief of Public Affairs	0.00	1.00	1.00
1	Marketing & Events Manager	1.00	1.00	0.00
0	Community Engagement Specialist	1.00	0.00	(1.00)
1	Communications Coordinator	0.00	1.00	1.00
1	Marketing Specialist	2.00	1.00	(1.00)
<b>4</b>	<b>Total FTE's</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

Notes:

- Community Engagement Specialist title changed to Communications Coordinator

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	166,095	172,325	6,230
<b>5010201610 ADMIN SALARIES-OT</b>	3,000	2,500	(500)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	92,504	121,888	29,384
<b>Sub-total</b>	<b>261,599</b>	<b>296,713</b>	<b>35,114</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	3,500	3,500	-
Public relations firm	120,000	146,500	26,500
Website hosting and support	30,000	30,000	-
<b>Sub-total</b>	<b>153,500</b>	<b>180,000</b>	<b>26,500</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	1,140	1,140	-
Print, TV, radio & social media	24,542	79,756	55,214
Production costs associated with exterior bus and shelter advertisements	3,944	3,944	-
Human Trafficking Campaign (Grant Funded)	51,714	-	(51,714)
Promotional items	6,310	6,310	-
<b>Sub-total</b>	<b>87,650</b>	<b>91,150</b>	<b>3,500</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	10,000	21,000	11,000
<b>Sub-total</b>	<b>10,000</b>	<b>21,000</b>	<b>11,000</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	11,000	-	(11,000)
<b>Sub-total</b>	<b>11,000</b>	<b>-</b>	<b>(11,000)</b>
<b>5030303273 Anti-Human Trafficking Campaign</b>			
Costs associated with PSA for campaign	46,650	46,650	-
<b>Sub-total</b>	<b>46,650</b>	<b>46,650</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
Rider's Guides	20,000	22,000	2,000
<b>Sub-total</b>	<b>20,000</b>	<b>22,000</b>	<b>2,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	1,000	1,000	-
Stock Art and Digital Media	300	300	-
Palm Springs CVB	1,200	1,200	-
Rotary	500	500	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	5,500	6,000	500
<b>Sub-total</b>	<b>5,500</b>	<b>6,000</b>	<b>500</b>
<b>Total Expenses</b>	<b>613,899</b>	<b>681,513</b>	<b>67,614</b>

**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Strategically support the Agency's recovery efforts for both employee and riders following the COVID-19 pandemic.
- Support the development of the microgrid project to produce renewable Hydrogen, reduce operating costs, generate new sources of revenue through energy sales and to create an emergency clean energy hub for the Coachella Valley.
- Support legislative advocacy efforts to further SunLine's mission and help the Agency be recognized for competitive funding opportunities.
- Continue to develop the West Coast Center of Excellence as a national training center for alternative fuel technologies.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimated Actuals	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	307,602	411,791	388,470	382,409	581,824	199,415
5010201610 ADMIN SALARIES-OT	-	-	41	824	800	(24)
5010700000 ALLOCATED SALARIES	(2,330)	(3,120)	(2,943)	(2,100)	(3,000)	(900)
5029999999 TOTAL FRINGE BENEFITS	197,885	258,164	236,291	291,844	393,836	101,992
5030200000 PUBLIC NOTICES	-	385	170	3,000	1,500	(1,500)
5030300002 LEGAL SERVICES - LABOR COUNSEL	293,841	95,357	132,318	300,000	400,000	100,000
5030300005 LEGAL SVCS- GENERAL	117,806	94,157	74,782	125,000	175,000	50,000
5030400000 TEMPORARY HELP SERVICES	-	-	13,321	13,321	-	(13,321)
5049900000 PRINTING ADMINISTRATION	4,727	4,206	2,890	5,000	4,000	(1,000)
5049900001 OFFICE SUPPLIES-GENERAL	1,975	2,006	1,589	2,000	3,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	63,133	67,678	56,722	80,000	84,000	4,000
5090200000 TRAVEL-MEETINGS/TRAINING	22,217	21,930	8,032	20,000	10,000	(10,000)
5090200001 TRAINING/ WORKSHOP	17,042	12,712	-	15,000	15,000	-
5090200002 BOARD MEETING EXPENSES	4,588	1,938	2,498	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,625	6,000	7,067	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	28,075	12,658	-	25,000	-	(25,000)
5099900004 CONSULTING-GENERAL	193,245	247,027	3,977	300,000	-	(300,000)
<b>Total Expenses</b>	<b>1,256,431</b>	<b>1,232,889</b>	<b>925,224</b>	<b>1,578,298</b>	<b>1,682,960</b>	<b>104,662</b>



**EXECUTIVE OFFICE**

Division 40

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
0	Chief of Public Affairs/Clerk of the Board	1.00	0.00	(1.00)
1	Chief of Staff	0.00	1.00	1.00
1	Clerk of the Board/Special Assistant to CEO/GM	0.00	1.00	1.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	Chief of Compliance/Labor Relations (DBELO/EEO)	0.00	1.00	1.00
1	Labor/Compliance Manager	0.00	1.00	1.00
1	Labor and Compliance Specialist	0.00	1.00	1.00
0	DBELO/EEO/Compliance/Eligibility Officer	1.00	0.00	(1.00)
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
0	Special Assistant to the CEO/GM	1.00	0.00	(1.00)
<b>8</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>8.00</b>	<b>2.00</b>

Notes

- Net changes to FTEs relating to Executive office restructure is two (2). One (1) new FTE request and one (1) FTE transferred from Transportation office. New and upgraded FTEs related to the need to manage new unionization at the Agency.
- DBELO/EEO/Compliance/Eligibility Officer upgraded and retitled to Chief of Compliance/Labor Relations (DBELO/EEO)
- Labor/Compliance Manager is an upgrade of an existing FTE which was moved from the Transportation office
- Marketing duties of the Chief of Public Affairs/Clerk of the Board position segregated to new Chief of Public Affairs in marketing department. Title changed and consolidated with special Assistant to the CEO/GM

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>5010200500 ADMIN SALARIES</b>	382,409	581,824	199,415
<b>5010201610 ADMIN SALARIES-OT</b>	824	800	(24)
<b>5010700000 ALLOCATED SALARIES</b>	(2,100)	(3,000)	(900)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	291,844	393,836	101,992
<b>Sub-total</b>	<b>672,977</b>	<b>973,460</b>	<b>300,483</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO, and ADA information.	3,000	1,500	(1,500)
<b>Sub-total</b>	<b>3,000</b>	<b>1,500</b>	<b>(1,500)</b>
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Attorney fees for employee related issues & labor negotiations	300,000	400,000	100,000
<b>Sub-total</b>	<b>300,000</b>	<b>400,000</b>	<b>100,000</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	125,000	175,000	50,000
<b>Sub-total</b>	<b>125,000</b>	<b>175,000</b>	<b>50,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Costs associated with labor due to vacancies	13,321	-	(13,321)
<b>Sub-total</b>	<b>13,321</b>	<b>-</b>	<b>(13,321)</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	5,000	4,000	(1,000)
<b>Sub-total</b>	<b>5,000</b>	<b>4,000</b>	<b>(1,000)</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	2,000	3,000	1,000
<b>Sub-total</b>	<b>2,000</b>	<b>3,000</b>	<b>1,000</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

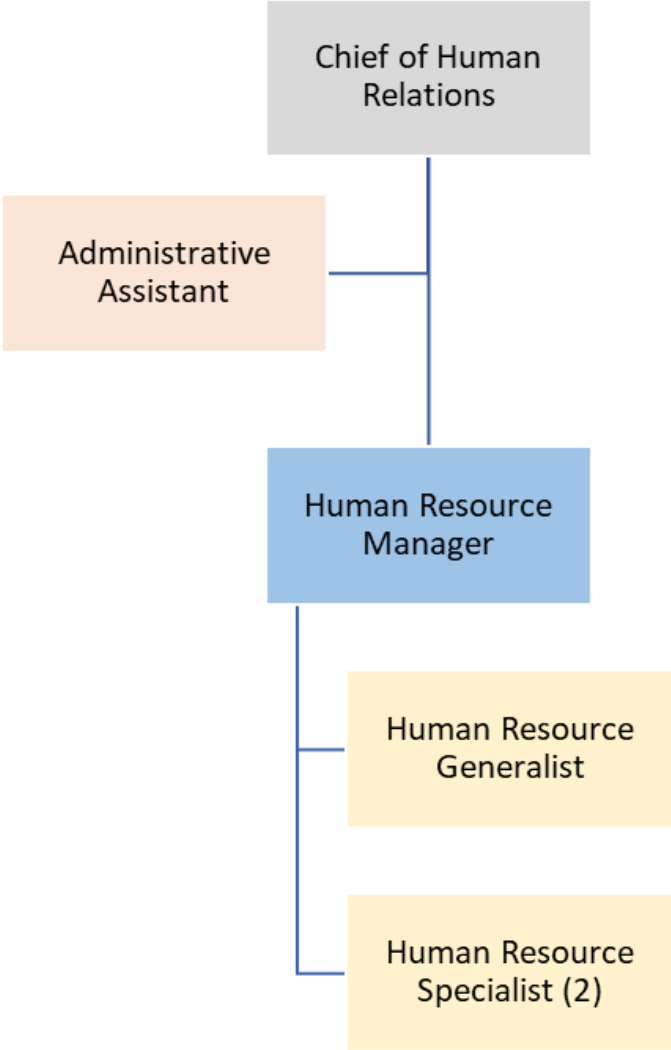
General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	40,800	40,800	-
Cal Act	1,120	1,120	-
CAL Hydrogen Bus Council	11,200	11,200	-
Cal Start	2,800	2,800	-
California Transit Association	14,400	14,400	-
Carreon Foundation Scholarship	2,800	2,800	-
Clean Cities Coachella	1,120	1,120	-
CTAA	-	4,000	4,000
CSUSB Advancement Board	2,240	2,240	-
ZEBRA	3,520	3,520	-
<b>Sub-Total</b>	<b>80,000</b>	<b>84,000</b>	<b>4,000</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA CEO Seminar	1,965	983	(983)
APTA Board Conference	2,692	1,346	(1,346)
APTA Committee Meetings	1,239	620	(620)
CalAct Autumn Conference	1,138	569	(569)
CalStart Conference - Heavy Duty	868	434	(434)
CTA Annual Conference	868	434	(434)
CTE Board Meeting	868	434	(434)
EEO, DBE, ADA Seminars	3,784	1,892	(1,892)
Fees for general administration expenses related to city & community events	2,422	1,211	(1,211)
Training for Clerk of the Board	2,703	1,352	(1,352)
ZEBS Meetings	1,453	727	(727)
<b>Sub-Total</b>	<b>20,000</b>	<b>10,000</b>	<b>(10,000)</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
West Coast Center of Excellence	2,018	2,018	-
<b>Sub-Total</b>	<b>15,000</b>	<b>15,000</b>	-

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds (Paratransit reform)	25,000	-	(25,000)
<b>Sub-total</b>	<b>25,000</b>	<b>-</b>	<b>(25,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Bus Stop Analysis	102,000	-	(102,000)
General assessments	78,000	-	(78,000)
Leadership Consulting	120,000	-	(120,000)
<b>Sub-total</b>	<b>300,000</b>	<b>-</b>	<b>(300,000)</b>
<b>Total Expenses</b>	<b>1,578,298</b>	<b>1,682,960</b>	<b>104,662</b>

# HUMAN RESOURCES OFFICE



**Human Resources Office**

**Division 32**

**FUNCTIONS & RESPONSIBILITIES**

The Human Resources department handles a range of different functions within the organization. The department is responsible for hiring, recruiting, employee benefits and employee relations. The department works diligently behind the scenes to ensure the organization runs efficiently.

**FY22 GOALS & OBJECTIVES**

- Reduce hiring, onboarding, and sunk costs through programs designed to develop and improve employee job-related knowledge.
- Improve and expand employee understanding of the benefit programs.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	150,114	109,743	221,260	243,728	260,469	16,741
510201610 ADMIN SALARIES-OT	1,983	1,747	982	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	(1,152)	(845)	(1,684)	(1,000)	(1,700)	(700)
5029999999 TOTAL FRINGE BENEFITS	136,727	111,355	134,738	171,802	164,875	(6,927)
5030300001 BENEFIT MANAGEMENT EXPENSE	10,140	14,652	15,854	16,900	23,150	6,250
5030300003 MEDICAL-EXAMS AND TESTING	32,165	31,258	20,829	30,000	35,000	5,000
5030400000 TEMPORARY HELP SERVICES	88,076	26,286	8,424	15,000	5,000	(10,000)
5039900003 PRINTING EXPENSE	385	3,375	-	3,868	3,868	-
5049900000 HR TRAINING	1,036	679	464	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,348	3,079	2,065	3,000	3,000	-
5060501000 ESTIMATED LAWSUIT EXPENSES	(5,183)	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,176	5,008	7,200	7,151	7,346	195
5090200000 TRAVEL MEETINGS/TRAINING	1,665	1,743	1,660	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE	12,632	7,934	-	14,450	7,000	(7,450)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,461	1,027	1,109	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	32,491	76,574	23,190	29,751	31,650	1,899
5090800100 EMPLOYEE RECOGNITION	10,857	6,038	-	9,700	5,000	(4,700)
5090800125 TUITION REIMBURSEMENT	13,082	554	-	15,000	7,000	(8,000)
5099900004 CONSULTING-HR	110,788	114,118	4,120	20,000	-	(20,000)
<b>Total Expenses</b>	<b>605,792</b>	<b>514,324</b>	<b>440,210</b>	<b>591,130</b>	<b>562,938</b>	<b>(28,192)</b>

**Human Resources Office**

Division 32

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**PERSONNEL SUMMARY**

<b>FY22 Physical Count</b>	<b>Classification</b>	<b>FY21 Base FTE's</b>	<b>FY22 Proposed Base FTE's</b>	<b>Variance</b>
1	Chief of Human Relations	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resource Specialist	2.00	2.00	0.00
1	Human Resource Generalist	1.00	1.00	0.00
1	Human Resource Manager	1.00	1.00	0.00
<b>6</b>	<b>Total FTE's</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>



**HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	243,728	260,469	16,741
<b>510201610 ADMIN SALARIES-OT</b>	3,500	3,000	(500)
<b>5010700000 ALLOCATED SALARIES</b>	(1,000)	(1,700)	(700)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	171,802	164,875	(6,927)
<b>Sub-total</b>	<b>418,030</b>	<b>426,644</b>	<b>8,614</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	1,200	3,000	1,800
CALPERS Admin Fees	13,000	14,000	1,000
Sterling	-	1,950	1,950
OPTUM	2,700	4,200	1,500
<b>Sub-total</b>	<b>16,900</b>	<b>23,150</b>	<b>6,250</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	17,000	20,000	3,000
VTT and licenses	13,000	15,000	2,000
<b>Sub-total</b>	<b>30,000</b>	<b>35,000</b>	<b>5,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	15,000	5,000	(10,000)
<b>Sub-total</b>	<b>15,000</b>	<b>5,000</b>	<b>(10,000)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Federal & State Regulation Posters	563	563	-
Employee Handbooks	1,325	1,325	-
Promotional materials	1,980	1,980	-
<b>Sub-total</b>	<b>3,868</b>	<b>3,868</b>	<b>-</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	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
DCEAC Membership	40	40	-
Cal Chamber HR California	1,773	1,598	(175)

**HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

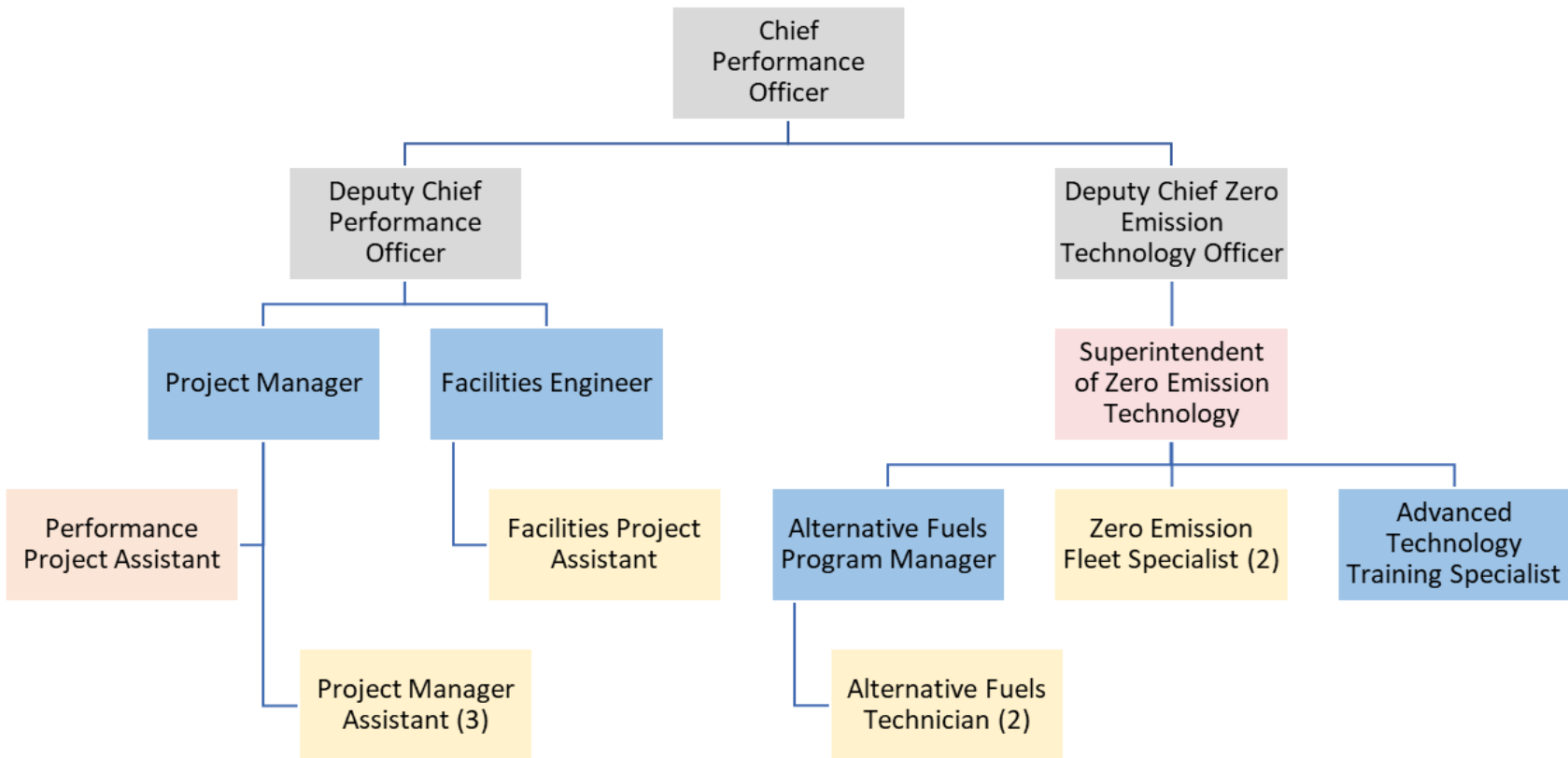
General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
Review Snap	4,681	5,051	370
SHRM	657	657	-
<b>Sub-total</b>	<b>7,151</b>	<b>7,346</b>	<b>195</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	5,280	5,280	-
<b>Sub-total</b>	<b>5,280</b>	<b>5,280</b>	<b>-</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Year End Breakfast	800	800	
Employee spring event	2,000	1,000	(1,000)
Health and Benefits fair	1,500	1,000	(500)
Holiday party	10,150	4,200	(5,950)
<b>Sub-total</b>	<b>14,450</b>	<b>7,000</b>	<b>(7,450)</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	6,000	349
Executive Officer recruiting	5,000	5,000	-
NEOGOV	19,100	20,650	1,550
<b>Sub-total</b>	<b>29,751</b>	<b>31,650</b>	<b>1,899</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Employee of the Month	700	700	
Candygrams	1,500	1,800	
Years of service awards for employees	6,000	2,000	(4,000)
Employee Referral Program	1,500	500	(1,000)
<b>Sub-total</b>	<b>9,700</b>	<b>5,000</b>	<b>(4,700)</b>

**HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	5,000	2,000	(3,000)
Graduate level courses	10,000	5,000	(5,000)
<b>Sub-total</b>	<b>15,000</b>	<b>7,000</b>	<b>(8,000)</b>
<b>5099900004 CONSULTING-HR</b>			
General consulting for training and development, benefits, and legal compliance	20,000		(20,000)
<b>Sub-total</b>	<b>20,000</b>	<b>-</b>	<b>(20,000)</b>
<b>Total Expenses</b>	<b>591,130</b>	<b>562,938</b>	<b>(28,192)</b>

# PERFORMANCE MANAGEMENT OFFICE



**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Operate a highly efficient 24/7 fueling infrastructure and aim toward 100% uptime for the stations to accommodate the Agency's fleet growth in both CNG and hydrogen vehicles.
- Maintain safe, reliable and courteous service to our internal and external customers to promote higher sales.
- Preserve the course to secure more renewable energy paths to offset demands and take full advantage of all environmental/tax credits.
- Focus on equipment upgrade for fueling station at Division II.
- Invest in new zero-emission infrastructure improvement projects to produce low cost hydrogen fuel.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	102,106	108,012	112,119	109,618	138,675	29,057
5010201610 ADMIN SALARIES-OT	1,649	2,053	1,370	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	15,923	16,841	17,675	16,000	20,000	4,000
5010700001 GRANT ALLOCATED SALARIES	(906)	(1,192)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	86,518	85,479	87,394	93,090	110,663	17,573
5030500010 CONTRACT SVC-GENERAL	48,330	28,711	17,104	28,000	25,000	(3,000)
5030500011 CONTRACT SVC-H2	59,924	27,690	4,233	10,000	107,500	97,500
5030500012 UNIFORMS	1,541	1,700	1,541	2,400	2,000	(400)
5030600900 ANSWERING SERVICES	359	359	359	420	420	-
5039900005 SHIPPING/FREIGHT	299	70	20	600	400	(200)
5039900007 INVENTORY-SALES TAX	3,518	2,849	16	3,000	2,000	(1,000)
5039900008 INVENTORY-FREIGHT CHARGES	942	1,082	73	1,500	1,000	(500)
5049900001 OFFICE SUPPLIES	203	157	364	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,733	1,944	1,340	1,000	2,500	1,500
5049900011 MAT/SUPPLIES--HYDROGEN	4,926	2,588	153	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO	1,448	1,090	807	2,000	2,000	-
5049900300 REPAIR PARTS-HYDROGEN	26,076	19,277	2,701	10,000	5,000	(5,000)
5049900400 REPAIR PARTS-CNG - TPALMS	26,293	25,482	2,382	18,328	12,000	(6,328)
5049900450 REPAIR PARTS-CNG - INDIO	19,775	4,523	8,152	20,772	15,000	(5,772)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	64,603	70,842	96,498	76,000	95,000	19,000
5050200002 ELECTRICITY-CNG INDIO	53,019	51,002	29,134	65,000	35,000	(30,000)
5050200003 ELECTRICITY-HYDROGEN	22,914	427,346	1,014,804	780,000	1,100,000	320,000
5050200004 UTILITIES WATER/SEWER		1,332	5,688	1,800	6,000	4,200
5050200020 NATURAL GAS - THOUSAND PALMS	867,794	914,234	1,030,022	865,000	1,000,000	135,000
5050200021 NATURAL GAS - INDIO	232,272	156,000	52,831	225,000	125,000	(100,000)
5050200022 NATURAL GAS - HYDROGEN	64,186	35,074	136	5,000	50,000	45,000
5070500000 FUEL TAXES	63,567	84,759	67,481	120,000	80,000	(40,000)
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	5,000	3,000	(2,000)
5090801000 BANK ADJUSTMENTS/FEES	10,134	13,564	13,603	15,000	14,000	(1,000)
5099900004 PERMITS & LICENSES	327	327	435	1,200	500	(700)
5099909000 ALLOCATED INDIRECT EXPENSES	17,025	17,946	19,352	20,000	21,000	1,000
5100200000 SELF CONSUMED FUEL	(1,579,168)	(1,799,578)	(2,320,671)	(1,936,155)	(2,487,067)	(550,912)
<b>Total Expenses</b>	<b>217,331</b>	<b>301,562</b>	<b>267,116</b>	<b>564,873</b>	<b>491,391</b>	<b>(73,482)</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

Division 10

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Alternative Fuels Program Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	2.00	1.00
<b>2</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>3.00</b>	<b>1.00</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	109,618	138,675	29,057
5010201610 ADMIN-OT	3,500	3,000	(500)
<b>5010700000 ALLOCATED SALARIES</b>	16,000	20,000	4,000
5010700001 GRANT ALLOCATED SALARIES	-	-	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	93,090	110,663	17,573
<b>Sub-total</b>	<b>222,208</b>	<b>272,338</b>	<b>50,130</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Haz mat disposal	2,000	2,000	-
POS monitor & equipment repairs	20,000	17,000	(3,000)
PRD safety valve repairs and certs	6,000	6,000	-
<b>Sub-total</b>	<b>28,000</b>	<b>25,000</b>	<b>(3,000)</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Reformer maintenance & monitoring	10,000	7,500	(2,500)
Operating and maintenance agreement for H2 electrolyzer	-	100,000	100,000
<b>Sub-total</b>	<b>10,000</b>	<b>107,500</b>	<b>97,500</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	2,400	2,000	(400)
<b>Sub-total</b>	<b>2,400</b>	<b>2,000</b>	<b>(400)</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	600	400	(200)
<b>Sub-total</b>	<b>600</b>	<b>400</b>	<b>(200)</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	3,000	2,000	(1,000)
<b>Sub-total</b>	<b>3,000</b>	<b>2,000</b>	<b>(1,000)</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,500	1,000	(500)
<b>Sub-total</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</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	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	-	500	500
Electrical hardware	-	500	500
Hardware	-	500	500
Industrial supplies	100	100	-
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
<b>Sub-total</b>	<b>1,000</b>	<b>2,500</b>	<b>1,500</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Hardware	500	500	-
Hoses & nozzles	700	700	-
Stainless steel fittings	300	300	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	900	900	-
Hardware	550	550	-
Stainless steel fittings & valves	550	550	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for compressor	10,000	5,000	(5,000)
<b>Sub-total</b>	<b>10,000</b>	<b>5,000</b>	<b>(5,000)</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Parts for dispenser	4,800	3,472	(1,328)
Parts for hoses & nozzles	9,128	5,128	(4,000)
Valve repair parts	4,400	3,400	(1,000)
<b>Sub-total</b>	<b>18,328</b>	<b>12,000</b>	<b>(6,328)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	14,772	9,772	(5,000)
Parts for dispenser	1,300	1,300	-
Parts for hoses & nozzles	4,700	3,928	(772)
<b>Sub-total</b>	<b>20,772</b>	<b>15,000</b>	<b>(5,772)</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	76,000	95,000	19,000
<b>Sub-total</b>	<b>76,000</b>	<b>95,000</b>	<b>19,000</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	65,000	35,000	(30,000)
<b>Sub-total</b>	<b>65,000</b>	<b>35,000</b>	<b>(30,000)</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	780,000	1,100,000	320,000
<b>Sub-total</b>	<b>780,000</b>	<b>1,100,000</b>	<b>320,000</b>
<b>5050200004 UTILITIES WATER/SEWER</b>			
	1,800	6,000	4,200
<b>Sub-total</b>	<b>1,800</b>	<b>6,000</b>	<b>4,200</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	865,000	1,000,000	135,000
<b>Sub-total</b>	<b>865,000</b>	<b>1,000,000</b>	<b>135,000</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	225,000	125,000	(100,000)
<b>Sub-total</b>	<b>225,000</b>	<b>125,000</b>	<b>(100,000)</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	5,000	50,000	45,000
<b>Sub-total</b>	<b>5,000</b>	<b>50,000</b>	<b>45,000</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	120,000	80,000	(40,000)
<b>Sub-total</b>	<b>120,000</b>	<b>80,000</b>	<b>(40,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Ariel Compressor	3,000	1,500	(1,500)
APTA, ACT, CalCTA	2,000	1,500	(500)
<b>Sub-total</b>	<b>5,000</b>	<b>3,000</b>	<b>(2,000)</b>
<b>5090801000 BANK ADJUSTMENTS/FEEES</b>			
Merchant transaction fees	15,000	14,000	(1,000)
<b>Sub-total</b>	<b>15,000</b>	<b>14,000</b>	<b>(1,000)</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	1,200	500	(700)
<b>Sub-total</b>	<b>1,200</b>	<b>500</b>	<b>(700)</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	21,000	1,000
<b>Sub-total</b>	<b>20,000</b>	<b>21,000</b>	<b>1,000</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(1,936,155)	(2,487,067)	(550,912)
<b>Sub-total</b>	<b>(1,936,155)</b>	<b>(2,487,067)</b>	<b>(550,912)</b>
<b>Total Expenses</b>	<b>564,873</b>	<b>491,391</b>	<b>(73,482)</b>

**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.

**FY22 GOALS & OBJECTIVES**

- Continue supporting the key capital projects and assist in obtaining grant opportunities.
- Continue to deliver innovative capital projects while managing quality, schedules and cost controls.
- Invest in a dedicated team structured to focus on the zero-emissions technology vehicles and infrastructure.
- Improve the utilization of metrics throughout the Agency with the focus on creating an online metrics dashboard.
- Enrich staff development through education and delegation of responsibilities.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	323,117	446,487	442,029	490,725	594,840	104,115
5010201610 ADMIN SALARIES-OT	597	498	-	1,236	1,200	(36)
5010700000 ALLOCATED SALARIES	(2,143)	(3,283)	(3,349)	-	(3,400)	(3,400)
5010700001 GRANT ALLOCATION	(26,960)	(13,642)	-	(15,000)	(15,000)	-
5029999999 TOTAL FRINGE BENEFITS	224,726	283,015	331,100	377,883	433,752	55,869
5030400000 TEMPORARY HELP	9,780	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	312,922	181,239	306,741	215,000	(91,741)
5039900013 CENTER OF EXCELLENCE	99,575	88,065	-	-	-	-
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	27,706	-	-	-	-
5049900000 PRINTING ADMINISTRATION	346	108	111	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	530	390	411	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,209	2,016	2,688	2,000	2,500	500
5090200000 TRAVEL-MEETINGS/TRAINING	24,505	18,398	404	30,000	10,000	(20,000)
5090200001 TRAINING/ WORKSHOP	1,394	1,677	1,660	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	9,443	15,422	-	25,000	25,000	-
5090200005 HAUL PASS	15,959	-	-	25,000	-	(25,000)
5090201000 EMPLOYEE EXPENSES	141	250	-	700	700	-
5099900004 CONSULTING-GENERAL	306,495	355,640	242,442	341,076	340,000	(1,076)
<b>Total Expenses</b>	<b>988,714</b>	<b>1,535,668</b>	<b>1,198,734</b>	<b>1,593,761</b>	<b>1,612,992</b>	<b>19,231</b>

**PERFORMANCE MANAGEMENT OFFICE**

Division 44

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
0	Administrative Analyst	1.00	0.00	(1.00)
1	Chief Performance Officer	1.00	1.00	0.00
1	Deputy Chief Zero Emission Technology Officer	0.00	1.00	1.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Superintendent of Zero Emission Technology	0.00	1.00	1.00
1	Advanced Technology Training Specialist	0.00	1.00	1.00
1	Facilities Engineer	1.00	1.00	0.00
2	Zero Emission Fleet Specialist	0.00	2.00	2.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
3	Project Manager Assistant	4.00	3.00	(1.00)
1	Facilities Project Assistant	0.00	1.00	1.00
0	Performance/Projects Department Manager	1.00	0.00	(1.00)
0	ZEB Project Administrator	1.00	0.00	(1.00)
<b>14</b>	<b>Total FTEs</b>	<b>12.00</b>	<b>14.00</b>	<b>2.00</b>

Notes

- New and retitled positions required to increase support of zero emission technology at the Agency
- ZEB Project Administrator title changed to Superintendent of Zero Emission Technology
- One (1) FTE related to the new Zero Emission Fleet Specialist positions is a transfer from the Maintenance office

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

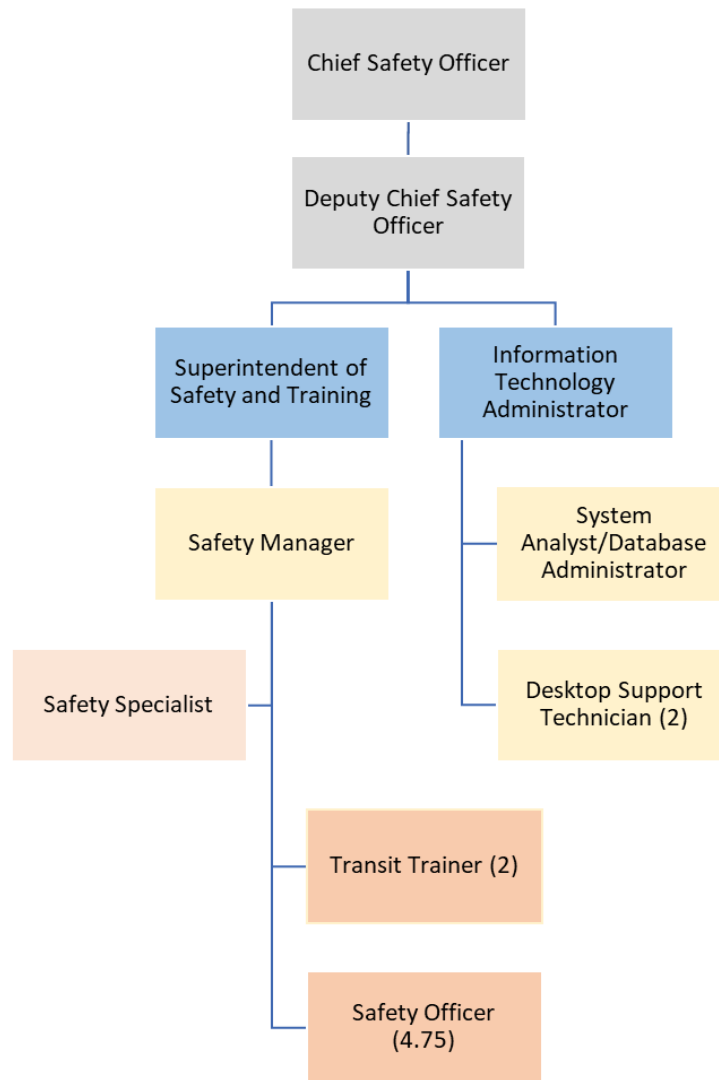
General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	490,725	594,840	104,115
<b>5010201610 ADMIN SALARIES-OT</b>	1,236	1,200	(36)
<b>5010700000 ALLOCATED SALARIES</b>	-	(3,400)	(3,400)
<b>5010700001 GRANT ALLOCATION</b>	(15,000)	(15,000)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	377,883	433,752	55,869
<b>Sub-total</b>	<b>854,844</b>	<b>1,011,392</b>	<b>156,548</b>
<b>5030300012 VAN POOL EXPENSES</b>			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	306,741	215,000	(91,741)
<b>Sub-total</b>	<b>306,741</b>	<b>215,000</b>	<b>(91,741)</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	700	700	-
<b>Sub-total</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,000	2,500	500
<b>Sub-total</b>	<b>2,000</b>	<b>2,500</b>	<b>500</b>

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
APTA seminars	11,500	-	(11,500)
Cal Act seminar	3,500	3,000	(500)
CTA seminars	3,300	3,000	(300)
CARB and CEC	4,000	-	(4,000)
FTA sponsored technology events	2,000	2,500	
National Transit Institute	2,000	-	(2,000)
Public Project Training	1,500	1,500	-
Seminar/workshop speaking engagements	2,200	-	(2,200)
<b>Sub-total</b>	<b>30,000</b>	<b>10,000</b>	<b>(20,000)</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	7,200	7,200	-
<b>Sub-total</b>	<b>7,200</b>	<b>7,200</b>	<b>-</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>5090200005 HAUL PASS</b>			
Haul Pass	25,000	-	(25,000)
<b>Sub-total</b>	<b>25,000</b>	<b>-</b>	<b>(25,000)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage reimbursement and misc. expenses	700	700	-
<b>Sub-total</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	341,076	340,000	(1,076)
<b>Sub-total</b>	<b>341,076</b>	<b>340,000</b>	<b>(1,076)</b>
<b>Total Expenses</b>	<b>1,593,761</b>	<b>1,612,992</b>	<b>19,231</b>

# 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 passengers. The Safety/Security and Training Department accomplishes this through a variety of safety and security measures including training for employees regarding safety and security regulations. The department teaches newly hired operators, providing them with the skills required to operate Agency vehicles. 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.

#### FY22 GOALS & OBJECTIVES

- Implementation of the System Safety Plan.
- Continue TSI and emergency management training for safety personnel.
- Development and implementation of a written plan utilizing the new FAAC driving simulator.
- Implement perishable skills training program for operators.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	363,384	478,015	516,356	510,455	549,845	39,390
5010201610 ADMIN SALARIES-OT	438	622	939	1,236	1,800	564
5010700000 ALLOCATED SALARIES	-	-	-	-	37,745	37,745
5029999999 TOTAL FRINGE BENEFITS	291,658	329,921	355,012	345,486	422,463	76,977
5030300001 ID BADGE SUPPLIES	1,528	2,728	-	2,700	2,000	(700)
5030300003 MEDICAL-EXAMS AND TESTING	20,403	24,930	183,351	128,000	30,000	(98,000)
5030300013 UNIFORMS	2,156	2,575	2,569	3,000	3,500	500
5030300050 EMPLOYEE INCENTIVE SERVICES	18,998	17,543	3,227	10,000	15,000	5,000
5030700000 SECURITY SERVICES	95,823	90,691	129,792	110,000	160,000	50,000
5030700005 CAMERA MAINTENANCE AGREEMENT	-	3,442	4,993	10,000	7,500	(2,500)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	191,331	250,000	250,000	-
5049900001 OFFICE SUPPLIES	2,000	1,906	2,045	1,500	2,500	1,000
5049900009 MATERIALS & SUPPLIES	19,210	13,520	8,524	15,000	20,000	5,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	-	87,877	104,841	110,000	60,000	(50,000)
5060300100 REPAIR CLAIMS	50,609	5,563	97,886	90,000	50,000	(40,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,023	863	-	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING	19,163	10,219	4,796	19,000	10,000	(9,000)
5090201000 EMPLOYEE EXPENSES	241	-	-	100	100	-
5090800000 RECRUITING EMPLOYEES	100	4,339	2,507	7,000	7,000	-
5099900004 CONSULTING-GENERAL	-	15,507	18,382	15,000	5,000	(10,000)
<b>Total Expenses</b>	<b>888,733</b>	<b>1,090,262</b>	<b>1,626,550</b>	<b>1,630,477</b>	<b>1,636,453</b>	<b>5,976</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	0.75	1.00	0.25
7	Safety Officer	8.00	4.75	(3.25)
5	Safety Manager	0.00	1.00	1.00
0	Training Supervisor	2.00	0.00	(2.00)
2	Transit Trainer	0.00	2.00	2.00
1	Safety Specialist	0.00	1.00	1.00
1	Superintendent of Safety and Training	1.00	1.00	0.00
<b>18</b>	<b>Total FTEs</b>	<b>12.75</b>	<b>11.75</b>	<b>(1.00)</b>

Notes:

- One (1) Safety Officer FTE upgraded to Safety Manager position
- Training Supervisor title changed to Transit Trainer

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	510,455	549,845	39,390
5010201610 ADMIN SALARIES-OT	1,236	1,800	564
5010700000 ALLOCATED SALARIES	-	37,745	37,745
<b>5029999999 TOTAL FRINGE BENEFITS</b>	345,486	422,463	76,977
<b>Sub-total</b>	<b>857,177</b>	<b>1,011,853</b>	<b>154,676</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	2,700	2,000	(700)
<b>Sub-total</b>	<b>2,700</b>	<b>2,000</b>	<b>(700)</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	128,000	30,000	(98,000)
<b>Sub-total</b>	<b>128,000</b>	<b>30,000</b>	<b>(98,000)</b>
<b>5030300013 UNIFORMS</b>			
Uniform rental	3,000	3,500	500
<b>Sub-total</b>	<b>3,000</b>	<b>3,500</b>	<b>500</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	-	7,500	7,500
Safety Incentive program	10,000	7,500	(2,500)
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5030700000 SECURITY SERVICES</b>			
Remote security system monitoring	-	30,000	30,000
Guard services at Divisions 1 & 2	110,000	130,000	20,000
<b>Sub-total</b>	<b>110,000</b>	<b>160,000</b>	<b>50,000</b>
<b>5030700005 CAMERA MAINTENANCE AGREEMENT</b>			
Camera maintenance	10,000	7,500	(2,500)
<b>Sub-total</b>	<b>10,000</b>	<b>7,500</b>	<b>(2,500)</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Ride Share Expenses	250,000	250,000	-
<b>Sub-total</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,500	2,500	1,000
<b>Sub-total</b>	<b>1,500</b>	<b>2,500</b>	<b>1,000</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	-	1,000	1,000
Reflective safety vest replacements	2,000	4,000	2,000
Training Supplies	2,000	2,000	-
Driver Training Material	3,000	5,000	2,000
PPE Supplies	5,000	5,000	-
<b>Sub-total</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>
<b>5049901000 EMERGENCY PREPAREDNESS SUPPLIES</b>			
Emergency equipment	110,000	60,000	(50,000)
<b>Sub-total</b>	<b>110,000</b>	<b>60,000</b>	<b>(50,000)</b>
<b>5060300100 REPAIR CLAIMS</b>			
Repair Claims	90,000	50,000	(40,000)
<b>Sub-total</b>	<b>90,000</b>	<b>50,000</b>	<b>(40,000)</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
911 Mass Contact System	1,000	1,000	-
National Safety Council	1,000	1,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
FTA Drug & Alcohol Training	2,000	-	(2,000)
TSI Training	6,000	5,000	(1,000)
Smith System Training	11,000	5,000	(6,000)
<b>Sub-total</b>	<b>19,000</b>	<b>10,000</b>	<b>(9,000)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursements	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	15,000	5,000	(10,000)
<b>Sub-total</b>	<b>15,000</b>	<b>5,000</b>	<b>(10,000)</b>
<b>Total Expenses</b>	<b>1,630,477</b>	<b>1,636,453</b>	<b>5,976</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Recruit and hire an IT Administrator.
- Build cloud disaster recovery solution for SunLine systems.
- Develop IT Steering Committee to implement management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency goals.
- Implement a network operation center to proactively alert IT to changes in the SunLine infrastructure.
- Develop a strategy to migrate systems to the cloud.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	159,514	114,094	50,434	162,914	130,966	(31,948)
5010201610 ADMIN SALARIES-OT	70	75	1,333	412	2,000	1,588
5010700000 ALLOCATED SALARIES	(1,209)	(865)	(545)	(1,086)	(600)	486
5029999999 TOTAL FRINGE BENEFITS	113,451	69,422	37,036	116,406	80,605	(35,801)
5030200006 COMMUNICATIONS	225,517	229,263	217,794	243,300	250,000	6,700
5030300009 CONTRACTED SERVICES	1,370	8,600	35,958	27,356	50,000	22,644
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	521,065	575,349	517,328	634,653	600,000	(34,653)
5030400000 TEMPORARY HELP SERVICES	19,828	27,734	89,028	27,356	10,000	(17,356)
5030500000 OFFICE EQUIPMENT MAINTENANCE	35,225	29,622	23,493	44,681	44,681	-
5049900001 OFFICE SUPPLIES	9,175	9,497	4,359	11,854	9,000	(2,854)
5049900010 COMPUTER SUPPLIES	15,432	17,752	11,131	18,237	15,000	(3,237)
5090200000 TRAVEL MEETINGS/TRAINING	14,368	854	727	4,500	2,000	(2,500)
5090200005 HAUL PASS PROGRAM EXPENSES	15,959	240	-	-	-	-
<b>Total Expenses</b>	<b>1,129,765</b>	<b>1,081,638</b>	<b>988,076</b>	<b>1,290,583</b>	<b>1,193,652</b>	<b>(96,931)</b>

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	0.00	(1.00)
1	Desktop Support Technician	1.00	2.00	1.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
<b>4</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	162,914	130,966	(31,948)
510201610 ADMIN SALARIES-OT	412	2,000	1,588
5010700000 ALLOCATED SALARIES	(1,086)	(600)	486
5029999999 TOTAL FRINGE BENEFITS	116,406	80,605	(35,801)
<b>Sub Total</b>	<b>278,646</b>	<b>212,971</b>	<b>(65,675)</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	120,000	120,000	-
Internet & cable	59,300	66,000	6,700
Phone services	64,000	64,000	-
<b>Sub-total</b>	<b>243,300</b>	<b>250,000</b>	<b>6,700</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	27,356	50,000	22,644
<b>Sub-total</b>	<b>27,356</b>	<b>50,000</b>	<b>22,644</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Adobe Acrobat	2,500	2,500	-
AVAIL	135,000	125,000	(10,000)
Barracuda Email Filter	3,000	3,000	-
Barracuda Web Filter	2,203	2,203	-
Cisco Device Support	11,000	11,000	-
Cloud Backup	20,000	20,000	-
CradlePoint Router Support Buses	26,500	26,500	-
Cummins	3,200	3,200	-
DocuSign	900	900	-
Fleet-Net	10,000	5,347	(4,653)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	2,800	2,800	-
Lansweeper	1,600	1,600	-
Microsoft EA	88,000	88,000	-
Mitel Licenses	3,000	3,000	-
New software	12,000	12,000	-
Remix	27,500	27,500	-
ShoreTel system support	12,600	12,600	-
Software - Additional	19,500	19,500	-
SourceFire	4,600	4,600	-
Syslog Watcher	400	400	-
Trackit Software	7,000	7,000	-
Trapeze	140,000	120,000	(20,000)
Tyler	55,000	55,000	-
Tyler DR	10,000	10,000	-
Veeam	16,000	16,000	-
Web filtering buses	9,000	9,000	-
ZOOM	1,350	1,350	-
<b>Sub-total</b>	<b>634,653</b>	<b>600,000</b>	<b>(34,653)</b>

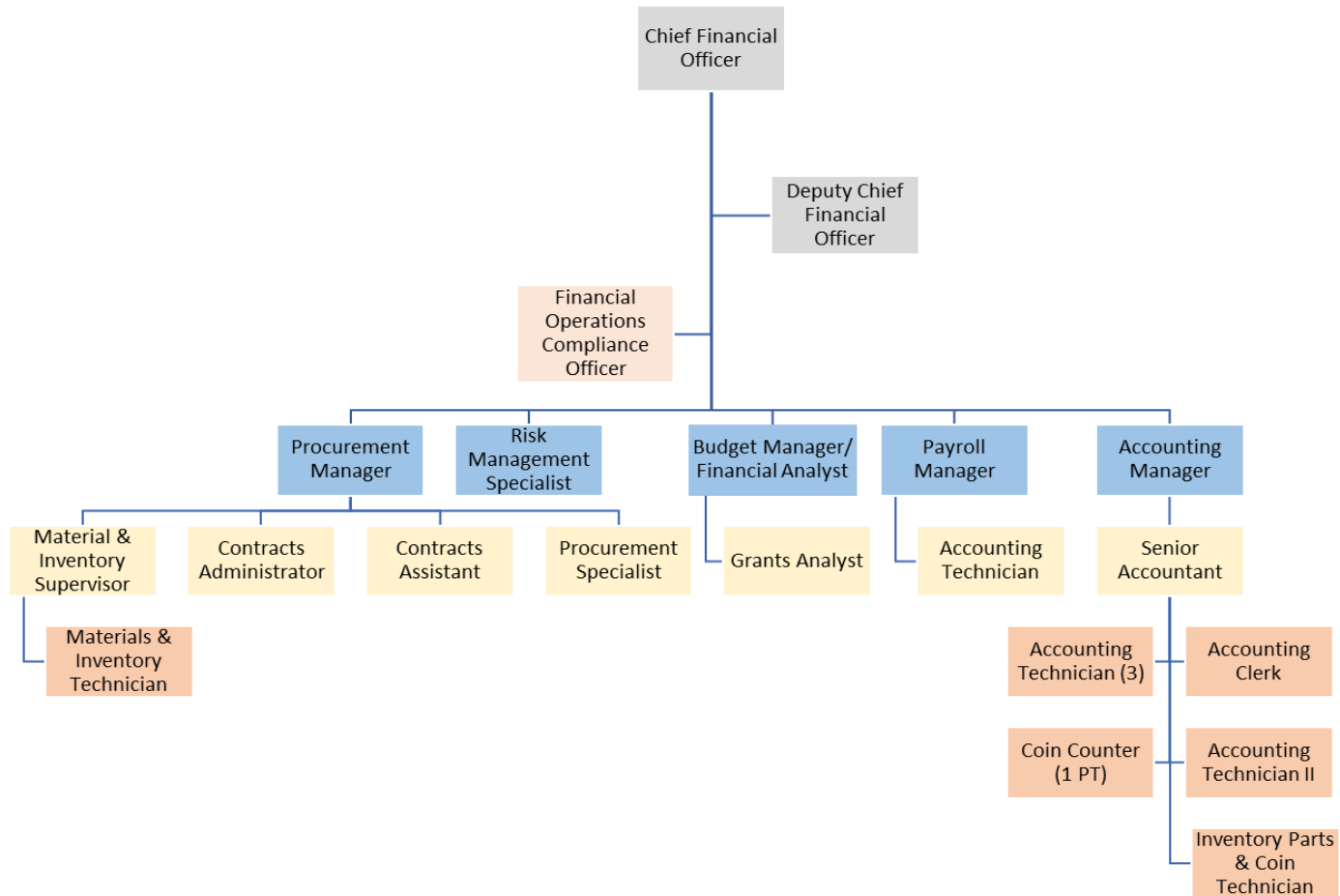
**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	27,356	10,000	(17,356)
<b>Sub-total</b>	<b>27,356</b>	<b>10,000</b>	<b>(17,356)</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	44,681	44,681	-
<b>Sub-total</b>	<b>44,681</b>	<b>44,681</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Copy paper	10,454	7,600	(2,854)
General office supplies	1,400	1,400	-
<b>Sub-total</b>	<b>11,854</b>	<b>9,000</b>	<b>(2,854)</b>
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	18,237	15,000	(3,237)
<b>Sub-total</b>	<b>18,237</b>	<b>15,000</b>	<b>(3,237)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	4,500	2,000	(2,500)
<b>Sub-total</b>	<b>4,500</b>	<b>2,000</b>	<b>(2,500)</b>
<b>Total Expenses</b>	<b>1,290,583</b>	<b>1,193,652</b>	<b>(96,931)</b>



# FINANCE OFFICE



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 Goals and Objectives**

- Support the Agency's goals and objectives by researching and applying for competitive grants.
- Increase strict budget reporting across departments.
- Analyze revenue streams and diversify revenue sources for the Agency.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	975,125	897,899	957,441	1,072,327	1,000,030	(72,297)
5010201610 ADMIN SALARIES-OT	5,501	5,288	2,933	8,000	3,500	(4,500)
5010700000 ALLOCATED SALARIES	(7,429)	(6,838)	(7,276)	(6,792)	(7,500)	(708)
5029999999 TOTAL FRINGE BENEFITS	608,433	575,860	625,160	671,685	682,882	11,197
5030200000 PUBLIC NOTICES	5,898	5,498	5,019	6,000	6,000	-
5030300009 CONTRACTED SERVICES	1,257	1,405	1,810	3,500	3,000	(500)
5030300010 ORGANIZATIONAL SERVICES	-	-	4,317	38,329	-	(38,329)
5030300015 AUDIT SERVICES	91,502	47,077	77,600	90,000	80,000	(10,000)
5030400000 TEMPORARY HELP SERVICES	37,973	81,935	182,929	30,000	10,000	(20,000)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	182,188	144,718	69,276	138,750	77,774	(60,976)
5039900012 VAN POOL EXPENSES	259,832	-	-	-	-	-
5049900001 OFFICE SUPPLIES	13,260	10,924	9,489	14,000	12,000	(2,000)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	187,508	255,072	274,430	294,358	460,200	165,842
5060100100 INSURANCE PREMIUM - PROPERTY	16,403	20,647	36,365	24,737	50,000	25,263
5060300000 INSURANCE - GENERAL LIABILITY	413,993	412,874	589,443	576,193	620,000	43,807
5060400000 INSURANCE LOSSES	17,393	659,474	2,060,740	1,255,644	1,700,000	444,356
5060401000 INSURANCE PREMIUM - WC	308,345	349,780	354,165	376,185	375,000	(1,185)
5060800000 INSURANCE-ADMIN	127,669	141,403	166,920	163,433	175,000	11,567
5079900000 PROPERTY & OTHER TAXES	143	123	175	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	310	-	-	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING	18,890	5,088	6,461	15,000	10,000	(5,000)
5090200002 MILEAGE REIMBURSEMENT	208	-	-	500	500	-
5090201000 EMPLOYEE EXPENSES	1,779	1,379	1,310	2,000	2,000	-
5090801000 BANK SERVICE FEES	17,550	14,708	4,140	25,000	15,000	(10,000)
5090801040 PASS OUTLET COMMISSION	25,331	14,345	-	22,000	15,000	(7,000)
5090801050 MOBILE TICKETING COMMISSION	449	8,086	105	20,000	15,000	(5,000)
5090801060 BAD DEBT EXPENSE	4,362	4,513	-	500	1,500	1,000
5110101050 INTEREST EXPENSE	2,425	2,685	1,058	5,000	5,000	-
<b>Total Expenses</b>	<b>3,316,297</b>	<b>3,653,944</b>	<b>5,424,009</b>	<b>4,847,549</b>	<b>5,313,086</b>	<b>465,537</b>

**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

FY22 Physical Count		Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1		Accounting Clerk	1.00	1.00	0.00
1		Accounting Manager	1.00	1.00	0.00
4		Accounting Technician	4.00	4.00	0.00
1		Accounting Technician II	1.00	1.00	0.00
1		Budget Manager/Financial Analyst	1.00	1.00	0.00
1		Chief Financial Officer	1.00	1.00	0.00
1		Coin Counter - Part Time (.75)	2.25	0.75	(1.50)
1		Inventory Parts & Coin Technician	0.00	1.00	1.00
1		Contracts Administrator	1.00	1.00	0.00
1		Contracts Assistant	1.00	1.00	0.00
1		Deputy Chief Financial Officer	1.00	1.00	0.00
1		Financial Operations Compliance Officer	1.00	1.00	0.00
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 Manager	1.00	1.00	0.00
1		Procurement Manager	1.00	1.00	0.00
1		Procurement Specialist	1.00	1.00	0.00
1		Risk Management Specialist	1.00	1.00	0.00
1		Senior Accountant	1.00	1.00	0.00
<b>23</b>		<b>Total FTEs</b>	<b>23.25</b>	<b>22.75</b>	<b>(0.50)</b>

Notes:

- Two (2) part time Coin Counter positions consolidated to one (1) new full time Inventory Parts & Coin Technician position

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>5010200500 ADMIN SALARIES</b>	1,072,327	1,000,030	(72,297)
<b>5010201610 ADMIN SALARIES-OT</b>	8,000	3,500	(4,500)
<b>5010700000 ALLOCATED SALARIES</b>	(6,792)	(7,500)	(708)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	671,685	682,882	11,197
<b>Sub-total</b>	<b>1,745,220</b>	<b>1,678,912</b>	<b>(66,308)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Advertisements for procurement solicitations	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	3,500	3,000	(500)
<b>Sub-total</b>	<b>3,500</b>	<b>3,000</b>	<b>(500)</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	38,329	-	(38,329)
<b>Sub-total</b>	<b>38,329</b>	<b>-</b>	<b>(38,329)</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	90,000	80,000	(10,000)
<b>Sub-total</b>	<b>90,000</b>	<b>80,000</b>	<b>(10,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Financial Statement & Single Audit	30,000	10,000	(20,000)
<b>Sub-total</b>	<b>30,000</b>	<b>10,000</b>	<b>(20,000)</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.	138,750	77,774	(60,976)
<b>Sub-total</b>	<b>138,750</b>	<b>77,774</b>	<b>(60,976)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	14,000	12,000	(2,000)
<b>Sub-total</b>	<b>14,000</b>	<b>12,000</b>	<b>(2,000)</b>

**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	294,358	460,200	165,842
<b>Sub-total</b>	<b>294,358</b>	<b>460,200</b>	<b>165,842</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	24,737	50,000	25,263
<b>Sub-total</b>	<b>24,737</b>	<b>50,000</b>	<b>25,263</b>
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	576,193	620,000	43,807
<b>Sub-total</b>	<b>576,193</b>	<b>620,000</b>	<b>43,807</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	1,255,644	1,700,000	444,356
<b>Sub-total</b>	<b>1,255,644</b>	<b>1,700,000</b>	<b>444,356</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	376,185	375,000	(1,185)
<b>Sub-total</b>	<b>376,185</b>	<b>375,000</b>	<b>(1,185)</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	163,433	175,000	11,567
<b>Sub-total</b>	<b>163,433</b>	<b>175,000</b>	<b>11,567</b>
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	400	400	-
<b>Sub-total</b>	<b>400</b>	<b>400</b>	<b>-</b>

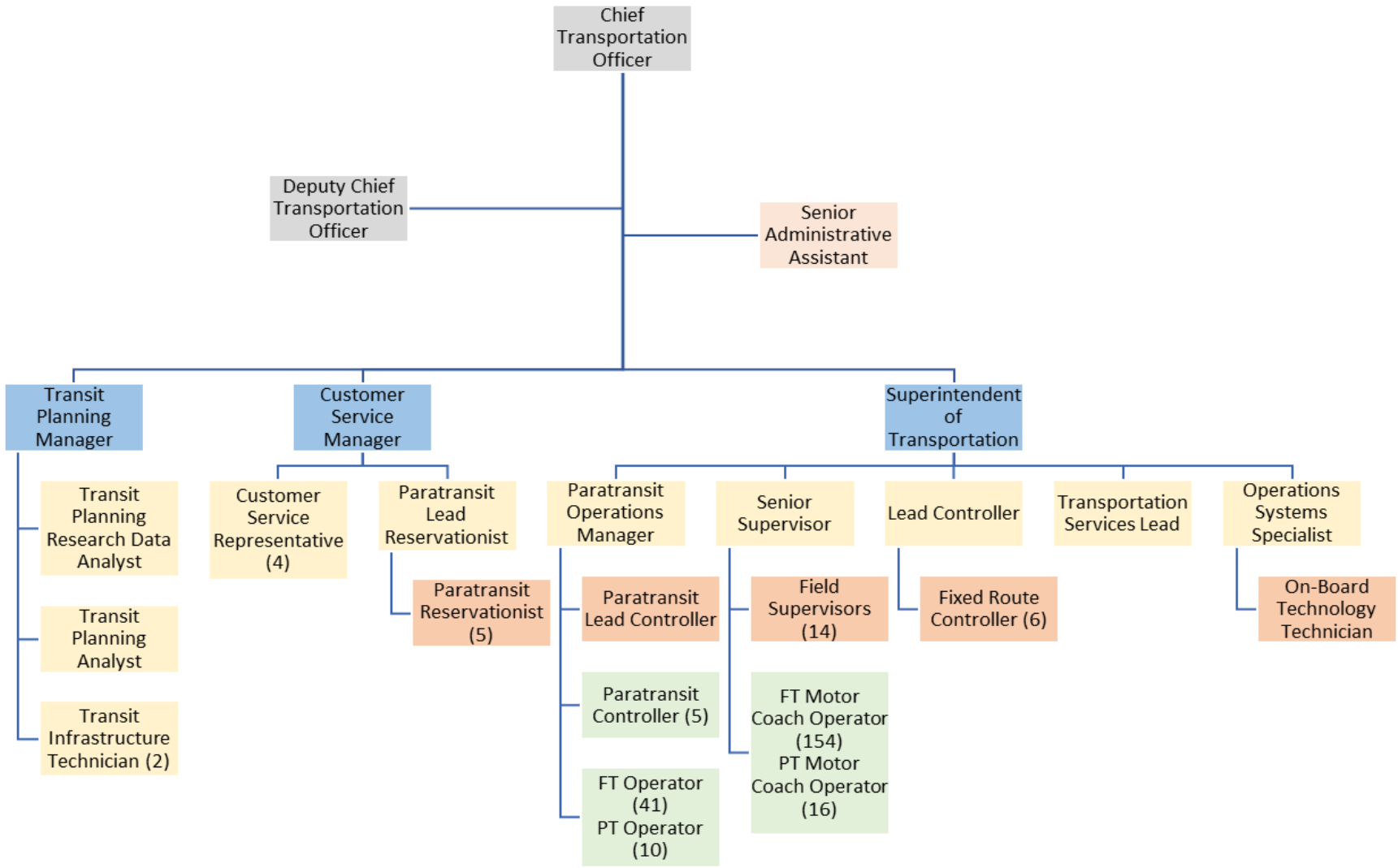
**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	11,550	6,550	(5,000)
Government Finance Officers Association Conference	3,450	3,450	-
<b>Sub-total</b>	<b>15,000</b>	<b>10,000</b>	<b>(5,000)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</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	3,500	3,500	-
Merchant and bank Fees	21,500	11,500	(10,000)
<b>Sub-total</b>	<b>25,000</b>	<b>15,000</b>	<b>(10,000)</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	22,000	15,000	(7,000)
<b>Sub-total</b>	<b>22,000</b>	<b>15,000</b>	<b>(7,000)</b>
<b>5090801050 MOBILE TICKETING COMMISSION</b>			
Mobile ticketing surcharge	20,000	15,000	(5,000)
<b>Sub-total</b>	<b>20,000</b>	<b>15,000</b>	<b>(5,000)</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	500	1,500	1,000
<b>Sub-total</b>	<b>500</b>	<b>1,500</b>	<b>1,000</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>4,847,549</b>	<b>5,313,086</b>	<b>465,537</b>

# TRANSPORTATION OFFICE





**TRANSPORTATION OFFICE**

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

**FUNCTIONS & RESPONSIBILITIES**

The Transportation 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.

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 a local SunBus route.

**FY22 GOALS & OBJECTIVES**

- Maintain full staffing to budgeted FTEs and increase extra board to 35% of full-time employees to control overtime and adjust to Refueled needs.
- Continue to find opportunities to reduce or eliminate part-time operator positions to enhance recruitment.
- Expand cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Increase utilization and update of enterprise systems agency-wide to designed single point connectivity capabilities in order to enhance productivity and efficiency.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,010,711	1,204,889	1,118,264	1,216,843	1,133,300	(83,543)
5010201610 ADMIN SALARIES-OT	10,704	45,791	38,436	41,000	70,860	29,860
5010700001 GRANT ALLOCATED SALARIES	(7,332)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	704,116	883,941	777,994	880,482	849,741	(30,741)
5030300013 UNIFORMS	37,554	39,183	34,557	40,055	55,000	14,945
5039900003 PRINTING EXPENSE	4,941	5,994	921	7,500	2,500	(5,000)
5049900001 OFFICE SUPPLIES	1,245	1,242	684	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	878	1,296	508	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	11,660	9,660	7,700	12,400	8,000	(4,400)
5090201000 EMPLOYEE EXPENSE	652	533	754	2,000	1,500	(500)
5099900004 BUS RODEO EXPENDITURES	2,191	2,340	89	2,800	-	(2,800)
5140001000 VEHICLE OPERATING LEASES	-	22,000	-	60,000	90,000	30,000
<b>Total Expenses</b>	<b>1,777,320</b>	<b>2,216,869</b>	<b>1,979,907</b>	<b>2,265,591</b>	<b>2,213,412</b>	<b>(52,179)</b>

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,930,689	6,222,270	6,187,083	6,411,982	6,351,982	(60,000)
5010101020 OPERATOR WAGES OVERTIME - FT	683,128	763,563	346,774	846,804	500,000	(346,804)
5029999999 TOTAL FRINGE BENEFITS	3,508,720	3,441,295	3,666,316	3,690,968	3,902,978	212,010
<b>Total Expenses</b>	<b>10,122,538</b>	<b>10,427,129</b>	<b>10,200,173</b>	<b>10,949,754</b>	<b>10,754,960</b>	<b>(194,794)</b>

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	400,662	335,509	324,947	352,713	338,246	(14,467)
5010201610 ADMIN SALARIES-OT	1,412	-	1,979	-	18,156	18,156
5029999999 TOTAL FRINGE BENEFITS	300,349	249,351	243,883	238,220	246,720	8,500
5030300013 PARATRANSIT UNIFORMS	7,903	5,946	5,533	12,356	18,000	5,644
5049900001 OFFICE SUPPLIES	1,061	1,168	391	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	256	435	299	750	750	-
<b>Total Expenses</b>	<b>711,643</b>	<b>592,408</b>	<b>577,033</b>	<b>605,239</b>	<b>623,072</b>	<b>17,833</b>

**TRANSPORTATION OFFICE**

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,508,890	1,655,439	1,576,943	1,690,935	1,625,252	(65,683)
5010101020 PARATRANSIT OPER WAGES OT	251,805	176,693	36,748	265,536	100,000	(165,536)
5029999999 TOTAL FRINGE BENEFITS	800,256	844,995	917,526	827,306	955,594	128,288
<b>Total Expenses</b>	<b>2,560,951</b>	<b>2,677,127</b>	<b>2,531,218</b>	<b>2,783,777</b>	<b>2,680,846</b>	<b>(102,931)</b>

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Transportation Officer	1.00	1.00	0.00
1	Deputy Chief Transportation Officer	1.00	1.00	0.00
14	Field Supervisor	14.00	14.00	0.00
6	Fixed Route Controller	5.00	6.00	1.00
0	Labor Relations Supervisor	1.00	0.00	(1.00)
1	Lead Controller	1.00	1.00	0.00
154	Motor Coach Operator - Full Time	154.00	154.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	On-Board Technology Technician	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 Lead	0.00	1.00	1.00
<b>199</b>	<b>Sub-Total</b>	<b>194.00</b>	<b>195.00</b>	<b>1.00</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
10	Paratransit Operators - Part Time (.75)	8.00	8.00	0.00
<b>58</b>	<b>Sub-Total</b>	<b>56.00</b>	<b>56.00</b>	<b>0.00</b>
<b>257</b>	<b>Total FTEs</b>	<b>250.00</b>	<b>251.00</b>	<b>1.00</b>

Notes:

- Labor Relations Supervisor retitled and moved to Executive office

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,216,843	1,133,300	(83,543)
<b>5010201610 ADMIN SALARIES-OT</b>	41,000	70,860	29,860
<b>5029999999 TOTAL FRINGE BENEFITS</b>	880,482	849,741	(30,741)
<b>Sub-total</b>	<b>2,138,325</b>	<b>2,053,901</b>	<b>(84,424)</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	30,829	40,829	10,000
Uniform rental	9,226	14,171	4,945
<b>Sub-total</b>	<b>40,055</b>	<b>55,000</b>	<b>14,945</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	7,500	2,500	(5,000)
<b>Sub-total</b>	<b>7,500</b>	<b>2,500</b>	<b>(5,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,260	1,260	-
<b>Sub-total</b>	<b>1,260</b>	<b>1,260</b>	<b>-</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	1,251	1,251	-
<b>Sub-total</b>	<b>1,251</b>	<b>1,251</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Annual	2,500	-	(2,500)
APTA Bus and Para	1,250	-	(1,250)
CTA	1,250	1,000	(250)
NTI Training	1,500	1,300	(200)
Para and Transit Certification	4,800	4,600	(200)
Trapeze Group user conference	1,100	1,100	-
<b>Sub-total</b>	<b>12,400</b>	<b>8,000</b>	<b>(4,400)</b>

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5090201000 EMPLOYEE EXPENSE</b>			
Trophies for employee recognition	2,000	1,500	(500)
<b>Sub-total</b>	<b>2,000</b>	<b>1,500</b>	<b>(500)</b>
<b>5099900004 BUS RODEO EXPENDITURES</b>			
Local Competition	2,400	-	(2,400)
Travel	400	-	(400)
<b>Sub-total</b>	<b>2,800</b>	<b>-</b>	<b>(2,800)</b>
<b>5140001000 VEHICLE OPERATING LEASES</b>			
MCI Bus Lease	60,000	90,000	30,000
<b>Sub-total</b>	<b>60,000</b>	<b>90,000</b>	<b>30,000</b>
<b>Total Expenses</b>	<b>2,265,591</b>	<b>2,213,412</b>	<b>(52,179)</b>

TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	352,713	338,246	(14,467)
<b>5010201610 ADMIN SALARIES-OT</b>	-	18,156	18,156
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	238,220	246,720	8,500
<b>Sub-total</b>	<b>590,933</b>	<b>603,122</b>	<b>12,189</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	12,356	18,000	5,644
<b>Sub-total</b>	<b>12,356</b>	<b>18,000</b>	<b>5,644</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	1,200	1,200	-
<b>Sub-total</b>	<b>1,200</b>	<b>1,200</b>	<b>-</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>605,239</b>	<b>623,072</b>	<b>17,833</b>

**TRANSPORTATION OFFICE**

**Division 45**

**FUNCTIONS & RESPONSIBILITIES**

The Community and Customer relations department is responsible for greeting and checking-in all customers that come to SunLine. They also process personalized transit requests, distribute transit information material throughout the Agency's service area and take, record and answer customers suggestions, requests, and complaints. Additionally, the department is also responsible for directing calls to appropriate departments within the Agency and follow up to confirm resolution.

**FY22 GOALS & OBJECTIVES**

- Continue cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Create and train for a COM work flow process within the department level staff to increase utilization, productivity and efficiency.
- Collaborate with the marketing team to enhance communication with front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.

**EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)**

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	335,501	464,382	322,448	343,217	334,906	(8,311)
5010201610 ADMIN SALARIES-OT	5,026	8,865	4,200	10,500	8,500	(2,000)
5029999999 TOTAL FRINGE BENEFITS	236,144	315,423	226,078	250,134	236,952	(13,182)
5030303240 CONTRACTED SERVICES	97,551	77,363	-	-	2,500	2,500
5030303260 ADVERTISING	30,368	44,142	-	-	-	-
5030303270 SUNLINE EVENTS EXPENSE	21,186	3,072	-	-	-	-
5030303271 MUSIC FESTIVAL	9,935	8,991	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	15,683	18,920	-	10,640	-	(10,640)
5039900003 PRINTING EXPENSE	52,405	47,183	7,645	40,000	40,000	-
5049900001 OFFICE SUPPLIES	4,786	5,985	265	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE	22,235	14,790	14,684	25,000	25,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,220	2,559	-	-	-	-
5090200000 TRAVEL MEETINGS/TRAINING	4,612	3,472	-	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	-	-	201	900	900	-
<b>Total Expenses</b>	<b>837,652</b>	<b>1,015,147</b>	<b>575,521</b>	<b>685,691</b>	<b>654,058</b>	<b>(31,633)</b>

Notes:

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY21 and FY22 are included in the marketing department.

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
<b>11</b>	<b>Total FTEs</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>

**TRANSPORTATION OFFICE - CUTOMER SERVICE**

**Division 45**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	343,217	334,906	(8,311)
<b>5010201610 ADMIN SALARIES-OT</b>	10,500	8,500	(2,000)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	250,134	236,952	(13,182)
<b>Sub-total</b>	<b>603,851</b>	<b>580,358</b>	<b>(23,493)</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Customer live chat for website	-	2,500	2,500
<b>Sub-total</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,640	-	(10,640)
<b>Sub-total</b>	<b>10,640</b>	<b>-</b>	<b>(10,640)</b>



**TRANSPORTATION OFFICE - CUTOMER SERVICE**

Division 45

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	40,000	40,000	-
<b>Sub-total</b>	<b>40,000</b>	<b>40,000</b>	-
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	-
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing expenses	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	-
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	1,300	1,300	-
<b>Sub-total</b>	<b>1,300</b>	<b>1,300</b>	-
<b>5090800100 EMPLOYEE RECOGNITION</b>			
	900	900	-
<b>Sub-total</b>	<b>900</b>	<b>900</b>	-
<b>Total Expenses</b>	<b>685,691</b>	<b>654,058</b>	<b>(31,633)</b>

**TRANSPORTATION OFFICE**

Division 49

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Cross training in systems for all planners to eliminate interdepartmental silos.
- Enhance collaboration with the cities, SCAG and CVAG on projects to push the importance of transit to the community.
- Explore an eco-friendly approach to operator bids to reduce paper usage and create a streamlined process.
- Monitor and analyze Refueled service to implement improvements in order to increase ridership and encourage choice riders.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	279,136	173,801	172,958	200,066	181,160	(18,906)
5010201610 ADMIN SALARIES-OT	3,615	5,133	1,729	8,100	3,000	(5,100)
5029999999 TOTAL FRINGE BENEFITS	170,452	98,091	109,572	124,133	124,900	767
5030200010 CONSULTING	30,054	356,899	276,458	345,000	330,000	(15,000)
5030400000 TEMPORARY HELP SERVICES	-	31,129	19,270	25,000	-	(25,000)
5049900001 OFFICE SUPPLIES	1,566	1,848	162	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	5,084	14,283	10,000	(4,283)
5090200001 TRAVEL TRAINING	9,166	1,194	-	-	-	-
<b>Total Expenses</b>	<b>493,989</b>	<b>668,095</b>	<b>585,234</b>	<b>717,782</b>	<b>650,260</b>	<b>(67,522)</b>

**PERSONNEL SUMMARY**

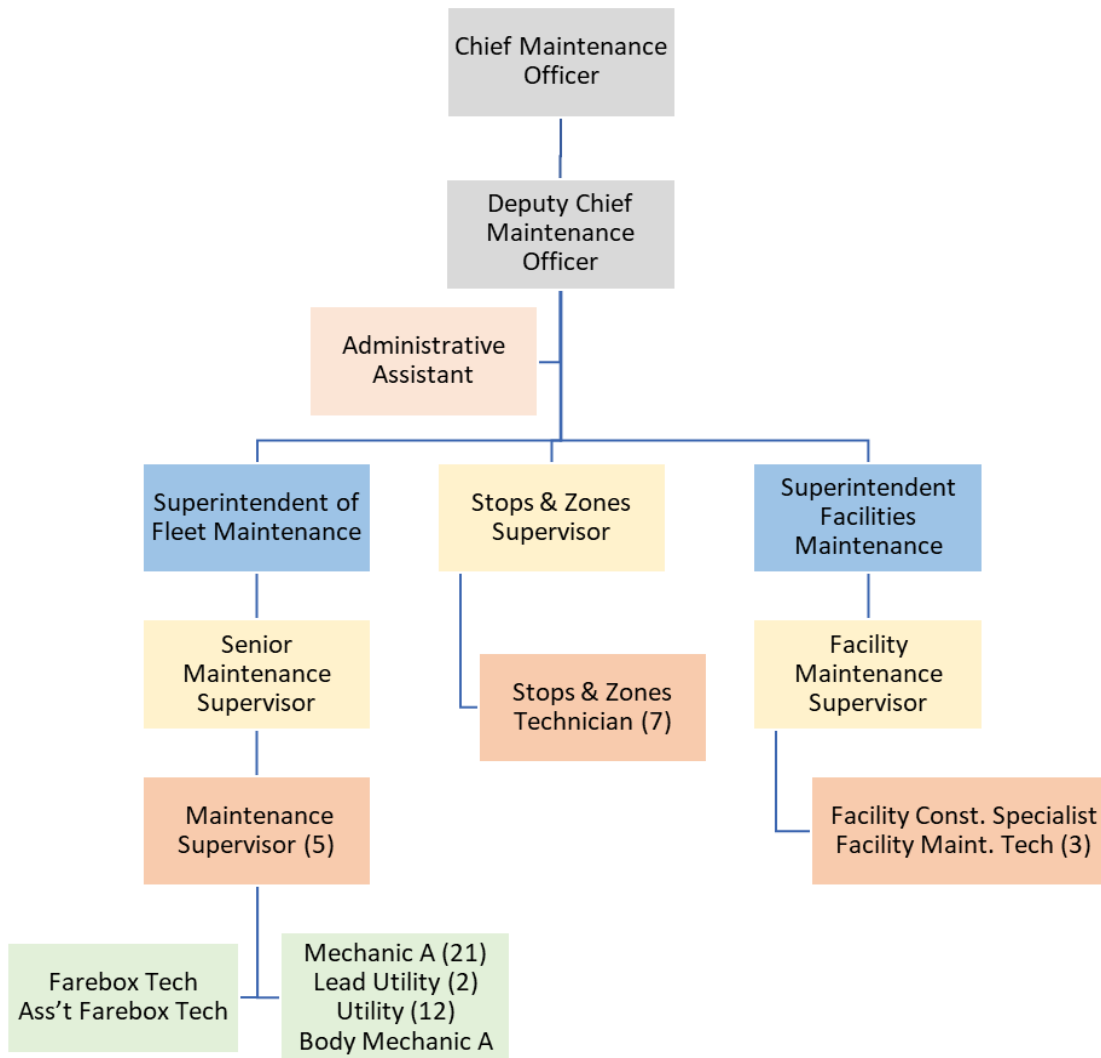
FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
0	Chief Planning officer	1.00	0.00	(1.00)
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
<b>5</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>5.00</b>	<b>(1.00)</b>

**TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	200,066	181,160	(18,906)
<b>5010201610 ADMIN SALARIES-OT</b>	8,100	3,000	(5,100)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	124,133	124,900	767
<b>Sub-total</b>	<b>332,299</b>	<b>309,060</b>	<b>(23,239)</b>
<b>5030200010 CONSULTING</b>			
Transit planning consulting services	345,000	330,000	(15,000)
<b>Sub-total</b>	<b>345,000</b>	<b>330,000</b>	<b>(15,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	25,000	-	(25,000)
<b>Sub-total</b>	<b>25,000</b>	<b>-</b>	<b>(25,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,200	1,200	-
<b>Sub-total</b>	<b>1,200</b>	<b>1,200</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/SEMINARS</b>			
Costs associated with travel such as meals & parking fees	14,283	10,000	(4,283)
<b>Sub-total</b>	<b>14,283</b>	<b>10,000</b>	<b>(4,283)</b>
<b>Total Expenses</b>	<b>717,782</b>	<b>650,260</b>	<b>(67,522)</b>

# MAINTENANCE OFFICE



**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Procure asset management software.
- Establish quarterly supervisory meetings.
- Engage Deputy CMO and Superintendent in NTI leadership training.
- Maintain MDBF (road call) to FY21 rate for fixed route.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	488,630	568,957	682,333	750,992	653,269	(97,723)
5010201610 ADMIN SALARIES-OT	603	76	274	824	800	(24)
5029999999 TOTAL FRINGE BENEFITS	318,288	358,014	433,931	516,714	411,120	(105,594)
5039900006 OUTSIDE REPAIR-FIXED ROUTE	15,535	9,346	9,086	20,000	18,000	(2,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,571	2,273	3,416	4,620	3,416	(1,204)
5040100101 LUBRICANTS-OIL	131,325	110,312	75,916	121,729	72,892	(48,837)
5040100102 FREON & COOLANT	48,485	28,825	23,711	40,000	30,529	(9,471)
5040101000 FUEL-CNG SUPPORT VEHICLES	40,140	23,554	26,338	21,788	18,333	(3,455)
5040101001 FUEL-CNG FIXED ROUTE	1,142,908	1,060,965	1,073,493	960,500	1,298,099	337,599
5040102000 FUEL-UNLEADED	5,033	4,406	2,644	7,000	9,600	2,600
5040102100 FUEL-DIESEL	-	20,856	-	-	48,000	48,000
5040102200 FUEL-HYDROGEN	315,001	583,763	1,029,969	1,033,088	845,934	(187,154)
5040200001 TIRES-FIXED ROUTE	181,441	152,940	142,774	175,056	185,000	9,944
5040200002 TIRES-SUPPORT VEHICLES	6,979	5,663	5,949	11,874	8,000	(3,874)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	114	54	-	183	183	-
5049900001 OFFICE SUPPLIES	1,653	1,922	1,683	2,107	2,107	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	815	420	68	1,250	1,250	-
5090200000 TRAVEL MEETINGS/TRAINING	4,482	1,614	17,840	14,919	10,000	(4,919)
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	233	26	663	750	772	22
5090400100 DISCOUNTS TAKEN	(68)	(194)	(216)	-	-	-
<b>Total Expenses</b>	<b>2,704,169</b>	<b>2,933,793</b>	<b>3,529,874</b>	<b>3,683,394</b>	<b>3,617,303</b>	<b>(66,091)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,462,297	1,596,780	1,603,025	1,679,664	1,690,425	10,761
5010201210 MECHANIC OVERTIME	96,106	106,771	90,999	112,500	112,500	-
5029999999 TOTAL FRINGE BENEFITS	822,015	796,660	906,699	853,374	958,583	105,209
5030300014 UNIFORMS	16,292	17,127	18,019	20,167	18,000	(2,167)
5030500001 FIRE EXTINGUISHERS	464	602	864	700	950	250
5030500002 RADIO MAINTENANCE	5,801	1,986	803	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	1,169	4,007	5,280	8,858	6,500	(2,358)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	3,233	1,039	13	2,000	2,000	-
5039900004 CONTRACT SVC-MAINT	87,300	91,925	97,647	94,415	101,100	6,685
5039900005 CONTRACT SVC-FREIGHT	8,297	4,574	3,532	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING	25,700	32,800	21,707	27,500	27,500	-
5039900007 INVENTORY-SALES TAX	87,765	114,583	104,018	101,970	110,000	8,030
5039900008 INVENTORY-FREIGHT CHARGES	12,706	14,788	15,968	16,231	16,718	487
5049900015 COSMETIC MAINTENANCE EXTERIOR	3,202	2,919	4,514	4,891	4,771	(120)
5049900016 CLEANING SUPPLIES-VEHICLES	17,457	17,082	9,369	19,052	15,000	(4,052)
5049900017 SHOP SUPPLIES MISC	35,706	35,899	33,574	35,000	35,000	-
5049900018 MECHANIC TOOLS/SHOES	16,777	21,580	28,556	33,100	35,200	2,100
5049900019 SMALL TOOLS & EQUIPMENT	9,306	14,334	14,261	16,000	16,000	-
5049900020 DECALS-FIXED ROUTE	880	2,291	953	5,665	5,665	-
5049900021 REPAIR PARTS- FIXED ROUTE	1,025,680	1,175,283	1,104,879	1,166,019	1,166,019	-
5049900022 REPAIR PARTS-SUPPORT VEHICLES	37,651	106,435	37,832	47,385	45,000	(2,385)
5049900023 VANDALISM/SEAT REPAIRS	-	-	-	611	611	-
5049900024 REPAIR PARTS-FUEL CELL	16,142	113,827	59,573	47,762	75,000	27,238
5070500000 FUEL TAXES	14,354	13,122	11,275	14,000	14,000	-
5099900004 PERMITS & LICENSES	10,019	10,714	14,211	20,000	13,000	(7,000)
<b>Total Expenses</b>	<b>3,816,319</b>	<b>4,297,128</b>	<b>4,187,568</b>	<b>4,339,789</b>	<b>4,482,467</b>	<b>142,678</b>

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,450	-	867	2,500	2,500	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	376	148	2,319	2,500	2,500	-
5039900003 GENERAL SERVICES	19,980	18,960	18,693	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG	221,283	206,783	190,897	212,399	200,000	(12,399)
5040200005 PARATRANSIT TIRES	57,234	31,260	39,533	39,268	43,000	3,732
5049900006 PARATRANSIT REPAIR PARTS	176,126	152,478	190,088	175,471	175,471	-
5049900007 PARATRANSIT GLASS REPLACEMENT	903	975	1,039	950	950	-
<b>Total Expenses</b>	<b>478,352</b>	<b>410,605</b>	<b>443,437</b>	<b>453,248</b>	<b>444,581</b>	<b>(8,667)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 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	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Maintenance Officer	1.00	1.00	0.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
0	Maintenance Advanced Tech Supervisor	1.00	0.00	(1.00)
5	Maintenance Supervisor	5.00	5.00	0.00
21	Mechanic A	21.00	21.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
12	Utility	15.00	12.00	(3.00)
<b>48</b>	<b>Total FTEs</b>	<b>52.00</b>	<b>48.00</b>	<b>(4.00)</b>

**Notes:**

- Maintenance Advanced Tech Supervisor retitled and moved to the Performance office
- Three (3) Utility positions were added in FY21 to assist with additional COVID-19 cleaning processes but were contingent on funding. Funding was not identified and the additional positions were removed.



**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	750,992	653,269	(97,723)
<b>5010201610 ADMIN SALARIES-OT</b>	824	800	(24)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	516,714	411,120	(105,594)
<b>Sub-total</b>	<b>1,268,530</b>	<b>1,065,189</b>	<b>(203,341)</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	20,000	18,000	(2,000)
<b>Sub-total</b>	<b>20,000</b>	<b>18,000</b>	<b>20,000</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	4,620	3,416	(1,204)
<b>Sub-total</b>	<b>4,620</b>	<b>3,416</b>	<b>(1,204)</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used by the fleet	121,729	72,892	(48,837)
<b>Sub-total</b>	<b>121,729</b>	<b>72,892</b>	<b>(48,837)</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	40,000	30,529	(9,471)
<b>Sub-total</b>	<b>40,000</b>	<b>30,529</b>	<b>(9,471)</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	21,788	18,333	(3,455)
<b>Sub-total</b>	<b>21,788</b>	<b>18,333</b>	<b>(3,455)</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	960,500	1,298,099	337,599
<b>Sub-total</b>	<b>960,500</b>	<b>1,298,099</b>	<b>337,599</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	7,000	9,600	2,600
<b>Sub-total</b>	<b>7,000</b>	<b>9,600</b>	<b>2,600</b>
<b>5040102100 FUEL-DIESEL</b>			
Fuel for leased MCI	-	48,000	48,000
<b>Sub-total</b>	<b>-</b>	<b>48,000</b>	<b>48,000</b>
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	1,033,088	845,934	(187,154)
<b>Sub-total</b>	<b>1,033,088</b>	<b>845,934</b>	<b>(187,154)</b>
<b>5040200001 TIRES-FIXED ROUTE</b>			
Tire lease program	175,056	185,000	9,944
<b>Sub-total</b>	<b>175,056</b>	<b>185,000</b>	<b>9,944</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5040200002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	11,874	8,000	(3,874)
<b>Sub-total</b>	<b>11,874</b>	<b>8,000</b>	<b>(3,874)</b>
<b>5040200003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	183	183	-
<b>Sub-total</b>	<b>183</b>	<b>183</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	2,107	2,107	-
<b>Sub-total</b>	<b>2,107</b>	<b>2,107</b>	<b>-</b>
<b>5049900025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,250	1,250	-
<b>Sub-total</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	14,919	10,000	(4,919)
<b>Sub-total</b>	<b>14,919</b>	<b>10,000</b>	<b>(4,919)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	750	772	22
<b>Sub-total</b>	<b>750</b>	<b>772</b>	<b>22</b>
<b>Total Expenses</b>	<b>3,683,394</b>	<b>3,617,303</b>	<b>(66,091)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>5010201200 MECHANIC WAGES</b>	1,679,664	1,690,425	10,761
<b>5010201210 MECHANIC OVERTIME</b>	112,500	112,500	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	853,374	958,583	105,209
<b>Sub-total</b>	<b>2,645,538</b>	<b>2,761,508</b>	<b>115,970</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	20,167	18,000	(2,167)
<b>Sub-total</b>	<b>20,167</b>	<b>18,000</b>	<b>(2,167)</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	700	950	250
<b>Sub-total</b>	<b>700</b>	<b>950</b>	<b>250</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles and hilltops operational	4,331	4,331	-
<b>Sub-total</b>	<b>4,331</b>	<b>4,331</b>	<b>-</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment	8,858	6,500	(2,358)
<b>Sub-total</b>	<b>8,858</b>	<b>6,500</b>	<b>(2,358)</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer on property	94,415	101,100	6,685
<b>Sub-total</b>	<b>94,415</b>	<b>101,100</b>	<b>6,685</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	8,594	8,594	-
<b>Sub-total</b>	<b>8,594</b>	<b>8,594</b>	<b>-</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	27,500	27,500	-
<b>Sub-total</b>	<b>27,500</b>	<b>27,500</b>	<b>-</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	101,970	110,000	8,030
<b>Sub-total</b>	<b>101,970</b>	<b>110,000</b>	<b>8,030</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	16,231	16,718	487
<b>Sub-total</b>	<b>16,231</b>	<b>16,718</b>	<b>487</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	4,891	4,771	(120)
<b>Sub-total</b>	<b>4,891</b>	<b>4,771</b>	<b>(120)</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags used in the cleaning of vehicles	19,052	15,000	(4,052)
<b>Sub-total</b>	<b>19,052</b>	<b>15,000</b>	<b>(4,052)</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,000	35,000	-
<b>Sub-total</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	33,100	35,200	2,100
<b>Sub-total</b>	<b>33,100</b>	<b>35,200</b>	<b>2,100</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	16,000	16,000	-
<b>Sub-total</b>	<b>16,000</b>	<b>16,000</b>	<b>-</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	5,665	5,665	-
<b>Sub-total</b>	<b>5,665</b>	<b>5,665</b>	<b>-</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	1,166,019	1,166,019	-
<b>Sub-total</b>	<b>1,166,019</b>	<b>1,166,019</b>	<b>-</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts needed to maintain support vehicles	47,385	45,000	(2,385)
<b>Sub-total</b>	<b>47,385</b>	<b>45,000</b>	<b>(2,385)</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	611	611	-
<b>Sub-total</b>	<b>611</b>	<b>611</b>	<b>-</b>
<b>5049900024 REPAIR PARTS-FUEL CELL</b>			
All parts to maintain fuel cell on buses	47,762	75,000	27,238
<b>Sub-total</b>	<b>47,762</b>	<b>75,000</b>	<b>27,238</b>
<b>5070500000 FUEL TAXES</b>			
Fuel taxes	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	20,000	13,000	(7,000)
<b>Sub-total</b>	<b>20,000</b>	<b>13,000</b>	<b>(7,000)</b>
<b>Total Expenses</b>	<b>4,339,789</b>	<b>4,482,467</b>	<b>142,678</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

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

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Repairs to paratransit fleet not performed by SunLine employees	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	20,160	20,160	-
<b>Sub-total</b>	<b>20,160</b>	<b>20,160</b>	<b>-</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	212,399	200,000	(12,399)
<b>Sub-total</b>	<b>212,399</b>	<b>200,000</b>	<b>(12,399)</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	39,268	43,000	3,732
<b>Sub-total</b>	<b>39,268</b>	<b>43,000</b>	<b>3,732</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	175,471	175,471	-
<b>Sub-total</b>	<b>175,471</b>	<b>175,471</b>	<b>-</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	950	950	-
<b>Sub-total</b>	<b>950</b>	<b>950</b>	<b>-</b>
<b>Total Expenses</b>	<b>453,248</b>	<b>444,581</b>	<b>(8,667)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

**Division 23 & 24**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Continuously assess and adjust facilities requirements in the short and long term to meet Agency needs.
- Increase operational effectiveness and efficiency of campus buildings and infrastructure.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	93,131	112,182	106,709	113,438	109,691	(3,747)
5010201210 GROUNDSKEEPER WAGES	132,207	140,009	137,052	138,970	134,402	(4,568)
5010201610 ADMIN SALARIES-OT	-	287	394	-	400	400
5010201710 GROUNDSKEEPER OVERTIME	5,259	2,216	3,802	4,297	5,400	1,103
5010700000 ALLOCATED SALARIES	(1,659)	(1,890)	(1,878)	(1,752)	(1,800)	(48)
5010700001 GRANT ALLOCATION	(8,577)	(3,895)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	151,645	153,310	166,241	151,649	179,002	27,353
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	12,693	18,446	23,949	19,570	20,857	1,287
5030500010 CONTRACT SVC-GENERAL	29,483	39,411	26,410	40,016	41,216	1,200
5030600000 CONTRACT SVC-CUSTODIAL	54,770	54,741	62,503	60,008	72,000	11,992
5030600100 AIR CONDITIONING EXPENDITURES	6,469	9,568	8,671	8,240	9,476	1,236
5030600200 UNIFORMS SERVICE EXPENDITURES	1,589	1,614	1,600	1,800	2,160	360
5030600300 RENTAL EQUIPMENT EXPENSES	4,703	4,988	496	3,000	8,000	5,000
5030600500 PEST CONTROL SERVICE	2,239	2,144	1,685	2,500	2,575	75
5030600600 CONTRACT SERVICES-A/C	6,725	9,245	7,805	7,828	14,063	6,235
5030600700 FIRE EXTINGUISHERS	792	688	680	824	824	-
5030600800 FLOOR MAT RENTAL	7,660	7,670	7,155	7,725	9,500	1,775
5030600975 RADIO REPEATER HILLTOP RENTAL	13,410	14,460	14,467	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	7,646	4,265	7,361	8,240	8,487	247
5040300200 ELECTRICAL RELATED EXPENDITURE	7,517	6,607	6,145	9,500	9,500	-
5040300600 SHOE ALLOWANCE	290	426	616	1,600	1,200	(400)
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	8,192	4,819	2,821	8,500	6,375	(2,125)
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,513	30,437	25,558	34,198	30,000	(4,198)
5049900030 CLEANING SUPPLIES-MAIN FAC	1,581	1,941	1,026	2,400	2,300	(100)
5050200001 UTILITIES MAIN FACILITY	206,627	209,560	208,735	221,450	221,450	-
5050200003 TRASH PICKUP- MAIN FACILITY	18,307	23,881	19,936	18,540	18,540	-
<b>Total Expenses</b>	<b>789,211</b>	<b>847,130</b>	<b>839,938</b>	<b>877,041</b>	<b>920,119</b>	<b>43,078</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	1,228	1,457	705	3,090	2,318	(773)
5030600000 CONTRACT SVC-CUSTODIAL	31,692	31,692	36,111	36,050	40,000	3,950
5030600100 AIR CONDITIONING EXPENDITURES	982	640	-	2,575	1,932	(643)
5030600500 PEST CONTROL SERVICE	818	858	858	927	695	(232)
5030600600 CONTRACT SERVICES-AC	302	-	-	773	580	(193)
5030600700 FIRE EXTINGUISHERS	241	-	-	515	386	(129)
5030600800 FLOOR MAT RENTAL	2,843	2,535	423	3,090	2,318	(773)
5040300100 PLUMBING RELATED EXP	1,083	612	114	1,400	1,050	(350)
5040300200 ELECTRICAL RELATED EXPENDITURE	1,734	2,242	-	2,000	1,500	(500)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	12,935	8,627	4,272	12,000	9,000	(3,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC.	-	-	-	250	188	(63)
5050200002 UTILITIES INDIO/COACHELLA FACILITY	23,863	28,668	22,199	30,900	28,448	(2,452)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	15,479	15,179	16,598	15,450	15,914	464
5050202000 UTILITIES GAS & WATER	5,418	5,920	3,498	6,100	4,575	(1,525)
<b>Total Expenses</b>	<b>98,617</b>	<b>98,431</b>	<b>84,776</b>	<b>115,120</b>	<b>108,903</b>	<b>(6,218)</b>

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 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	3.00	3.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>



**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	113,438	109,691	(3,747)
<b>5010201210 GROUNDSKEEPER WAGES</b>	138,970	134,402	(4,568)
<b>5010201610 ADMIN SALARIES-OT</b>	-	400	
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	4,297	5,400	1,103
<b>5010700000 ALLOCATED SALARIES</b>	(1,752)	(1,800)	(48)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	151,649	179,002	27,353
<b>Sub-total</b>	<b>406,602</b>	<b>427,095</b>	<b>20,493</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	3,570	3,570	-
Bio Hazard material removal	16,000	17,287	1,287
<b>Sub-total</b>	<b>19,570</b>	<b>20,857</b>	<b>1,287</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Backup Generator Service	5,941	6,119	178
Bus wash monthly PMI	7,250	7,468	218
Elevator service	3,705	3,816	111
Environmental monitoring Div. 1	6,880	7,086	206
Lease for parts storage containers	6,799	7,003	204
Shop vehicle lift service	3,705	3,816	111
Archive Storage	3,090	3,183	93
Water softener service for bus wash	2,646	2,725	79
<b>Sub-total</b>	<b>40,016</b>	<b>41,216</b>	<b>1,200</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	60,008	72,000	11,992
<b>Sub-total</b>	<b>60,008</b>	<b>72,000</b>	<b>11,992</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	8,240	9,476	1,236
<b>Sub-total</b>	<b>8,240</b>	<b>9,476</b>	<b>1,236</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	1,800	2,160	360
<b>Sub-total</b>	<b>1,800</b>	<b>2,160</b>	<b>360</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	3,000	8,000	5,000
<b>Sub-total</b>	<b>3,000</b>	<b>8,000</b>	<b>5,000</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5030600500 PEST CONTROL SERVICE</b>			
Monthly pest control maintenance	2,500	2,575	75
<b>Sub-total</b>	<b>2,500</b>	<b>2,575</b>	<b>75</b>
<b>5030600600 CONTRACT SERVICES-A/C</b>			
Bi-annual HVAC service all facilities	7,828	14,063	6,235
<b>Sub-total</b>	<b>7,828</b>	<b>14,063</b>	<b>6,235</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher inspections	824	824	-
<b>Sub-total</b>	<b>824</b>	<b>824</b>	<b>-</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Monthly rental of floor mats	7,725	9,500	1,775
<b>Sub-total</b>	<b>7,725</b>	<b>9,500</b>	<b>1,775</b>
<b>5030600975 RADIO REPEATER HILLTOP RENTAL</b>			
Rental of tower space for two way radios	14,500	14,500	-
<b>Sub-total</b>	<b>14,500</b>	<b>14,500</b>	<b>-</b>
<b>5040300100 PLUMBING RELATED EXPENDITURES</b>			
Materials for plumbing repairs	8,240	8,487	247
<b>Sub-total</b>	<b>8,240</b>	<b>8,487</b>	<b>247</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	9,500	9,500	-
<b>Sub-total</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for facility maintenance employees	1,600	1,200	(400)
<b>Sub-total</b>	<b>1,600</b>	<b>1,200</b>	<b>(400)</b>
<b>5049900002 BOARD ROOM AND ZWEIG SUPPLIES</b>			
Supplies for meetings	8,500	6,375	(2,125)
<b>Sub-total</b>	<b>8,500</b>	<b>6,375</b>	<b>(2,125)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	34,198	30,000	(4,198)
<b>Sub-total</b>	<b>34,198</b>	<b>30,000</b>	<b>(4,198)</b>
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	2,400	2,300	(100)
<b>Sub-total</b>	<b>2,400</b>	<b>2,300</b>	<b>(100)</b>
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Cable	1,500	1,500	-
Electricity	199,950	199,950	-
Gas	9,000	9,000	-
Water	11,000	11,000	-
<b>Sub-total</b>	<b>221,450</b>	<b>221,450</b>	<b>-</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	18,540	18,540	-
<b>Sub-total</b>	<b>18,540</b>	<b>18,540</b>	<b>-</b>
<b>Total Expenses</b>	<b>877,041</b>	<b>920,119</b>	<b>43,078</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	734	734	-
Storm water monitoring and testing contract	2,356	1,583	(773)
<b>Sub-total</b>	<b>3,090</b>	<b>2,318</b>	<b>(773)</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract Indio and Coachella	36,050	40,000	3,950
<b>Sub-total</b>	<b>36,050</b>	<b>40,000</b>	<b>3,950</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	2,575	1,932	(643)
<b>Sub-total</b>	<b>2,575</b>	<b>1,932</b>	<b>(643)</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	927	695	(232)
<b>Sub-total</b>	<b>927</b>	<b>695</b>	<b>(232)</b>
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	773	580	(193)
<b>Sub-total</b>	<b>773</b>	<b>580</b>	<b>(193)</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	515	386	(129)
<b>Sub-total</b>	<b>515</b>	<b>386</b>	<b>(129)</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	3,090	2,318	(773)
<b>Sub-total</b>	<b>3,090</b>	<b>2,318</b>	<b>(773)</b>
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,400	1,050	(350)
<b>Sub-total</b>	<b>1,400</b>	<b>1,050</b>	<b>(350)</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	2,000	1,500	(500)
<b>Sub-total</b>	<b>2,000</b>	<b>1,500</b>	<b>(500)</b>
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY</b>			
Materials for general repair of facilities	12,000	9,000	(3,000)
<b>Sub-total</b>	<b>12,000</b>	<b>9,000</b>	<b>(3,000)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor cleaning supplies required for maint.	250	188	(63)
<b>Sub-total</b>	<b>250</b>	<b>188</b>	<b>(63)</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	30,900	28,448	(2,452)
<b>Sub-total</b>	<b>30,900</b>	<b>28,448</b>	<b>(2,452)</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	15,450	15,914	464
<b>Sub-total</b>	<b>15,450</b>	<b>15,914</b>	<b>464</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	6,100	4,575	(1,525)
<b>Sub-total</b>	<b>6,100</b>	<b>4,575</b>	<b>(1,525)</b>
<b>Total Expenses</b>	<b>115,120</b>	<b>108,903</b>	<b>(6,218)</b>

**MAINTENANCE OFFICE - STOPS & ZONES**

**Division 25**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY22 GOALS & OBJECTIVES**

- Review the established cleaning process to improve the customer experience.

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	51,406	51,218	49,424	52,626	46,000	(6,626)
5010201500 BARGAINING SALARIES	289,632	312,924	311,561	328,141	330,015	1,874
5010201510 BARGAINING OVERTIME	7,350	6,884	4,032	8,240	3,000	(5,240)
5029999999 TOTAL FRINGE BENEFITS	200,523	203,870	224,920	201,425	228,421	26,996
5030600200 UNIFORMS	3,780	4,950	4,279	5,306	5,306	-
5030600250 EQUIPMENT RENTAL	3,082	3,999	2,048	4,500	4,500	-
5040102000 UNLEADED GASOLINE	1,169	1,748	1,701	1,900	1,957	57
5040102001 DIESEL FUEL	50	22	44	175	175	-
5040300600 SHOE ALLOWANCE	763	1,011	1,849	3,200	2,100	(1,100)
5049900001 OFFICE SUPPLIES	94	1,833	132	100	125	25
5049900029 BUS STOP SUPPLIES	39,847	36,102	54,983	47,341	56,809	9,468
5090201000 EMPLOYEE EXPENSES	131	191	-	200	200	-
<b>Total Expenses</b>	<b>597,828</b>	<b>624,754</b>	<b>654,973</b>	<b>653,154</b>	<b>678,608</b>	<b>25,454</b>

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 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>

**MAINTENANCE OFFICE: STOPS & ZONES DETAILS**

Division 25

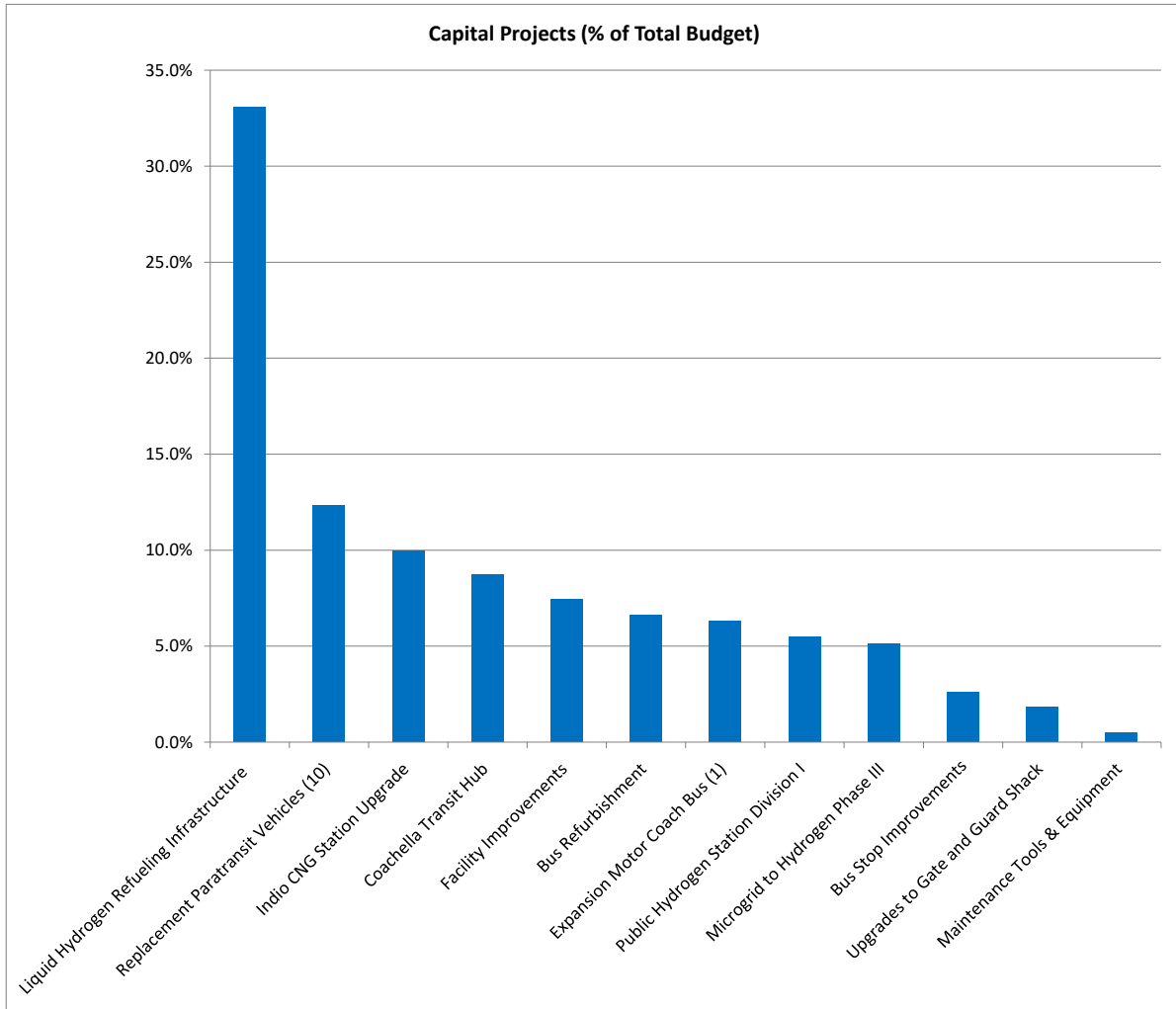
General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	52,626	46,000	(6,626)
<b>5010201500 BARGAINING SALARIES</b>	328,141	330,015	1,874
<b>5010201510 BARGAINING OVERTIME</b>	8,240	3,000	(5,240)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	201,425	228,421	26,996
<b>Sub-total</b>	<b>590,432</b>	<b>607,436</b>	<b>17,004</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	5,306	5,306	-
<b>Sub-total</b>	<b>5,306</b>	<b>5,306</b>	-
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental to move shelters	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	-
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	1,900	1,957	57
<b>Sub-total</b>	<b>1,900</b>	<b>1,957</b>	<b>57</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	175	175	-
<b>Sub-total</b>	<b>175</b>	<b>175</b>	-
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	3,200	2,100	(1,100)
<b>Sub-total</b>	<b>3,200</b>	<b>2,100</b>	<b>(1,100)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	100	125	25
<b>Sub-total</b>	<b>100</b>	<b>125</b>	<b>25</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	47,241	56,509	9,268
Traffic Control	100	300	200
<b>Sub-total</b>	<b>47,341</b>	<b>56,809</b>	<b>9,468</b>
<b>5099999999 EMPLOYEE EXPENSES</b>			
General employee expenses while conducting Agency business	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	-
<b>Total Expenses</b>	<b>653,154</b>	<b>678,608</b>	<b>25,454</b>

# CAPITAL BUDGET



## SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 12 new capital projects requested in FY22 at a total value of \$15,074,900. The most significant projects regarding cost include the liquid hydrogen refueling infrastructure, 10 replacement paratransit vehicles and an upgrade to the CNG station in Indio. The Capital Improvement Program for FY22 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.



**SUMMARY OF CAPITAL PROJECTS**

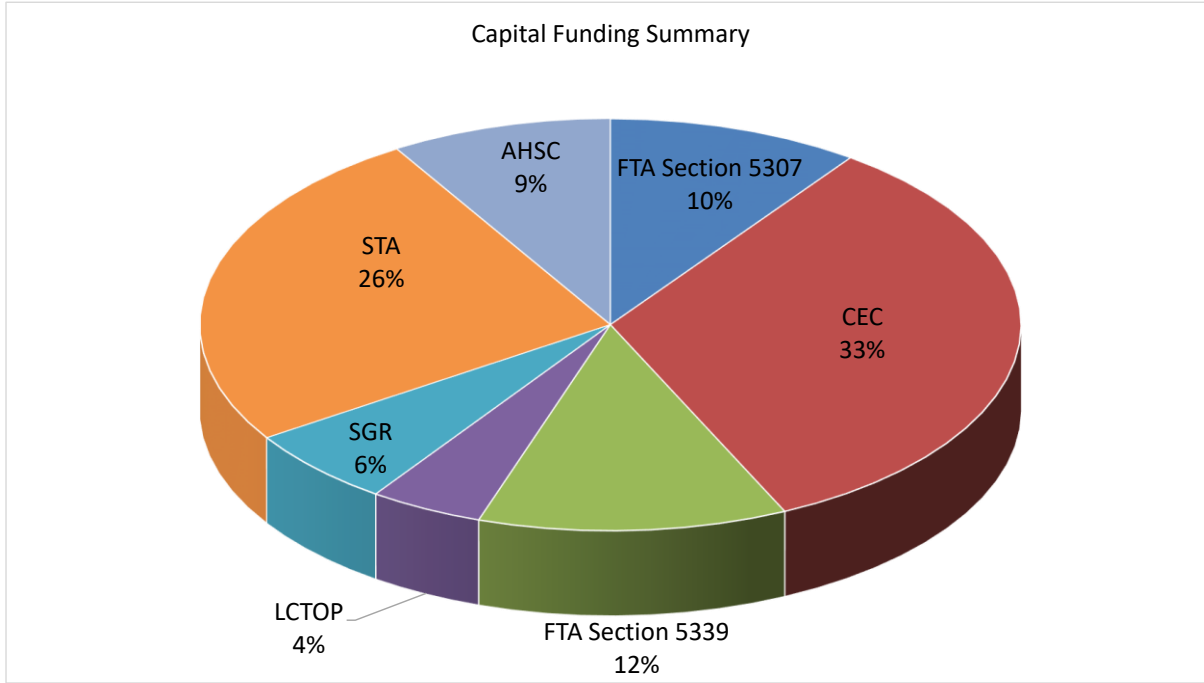
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**CAPITAL BUDGET SUMMARY**

Item Description	FY 22 Requested Budget	Estimated Project Costs at Completion
Expansion Motor Coach Bus (1)	950,000	950,000
Upgrades to Gate and Guard Shack	277,150	277,150
Facility Improvements	1,124,000	1,124,000
Public Hydrogen Station Division I	825,000	825,000
Replacement Paratransit Vehicles (10)	1,860,000	1,860,000
Microgrid to Hydrogen Phase III	775,000	775,000
Maintenance Tools & Equipment	74,000	74,000
Bus Stop Improvements	390,000	390,000
Bus Refurbishment	1,000,000	1,000,000
Indio CNG Station Upgrade	1,500,000	1,500,000
Liquid Hydrogen Refueling Infrastructure	4,986,250	4,986,250
Coachella Transit Hub	1,313,500	1,313,500
<b>TOTAL</b>	<b>15,074,900</b>	<b>15,074,900</b>

**FUNDING SUMMARY**

SunLine Transit Agency has seven (7) sources of funding for the FY22 capital budget, including various federal, state and local funding sources. These sources will fund the 12 capital projects included in the FY22 capital budget.



Funding Source	FY 21 Approved Budget	FY 22 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	465,991	-	(465,991)
FTA Section 5307	607,400	1,500,000	892,600
Affordable House & Sustainable Communities (AHSC)	-	1,313,500	1,313,500
FTA Section 5310	183,320	-	
FTA Section 5339	255,000	1,833,600	1,578,600
Low Carbon Transit Operations Program (LCTOP)	1,038,101	675,000	(363,101)
State of Good Repair (SGR)	779,796	918,150	138,354
State Transit Assistance (STA)	2,968,598	3,848,400	879,802
California Energy Commission (CEC)	-	4,986,250	4,986,250
<b>Total Funds Requested by Fiscal Year</b>	<b>6,298,206</b>	<b>15,074,900</b>	<b>8,776,694</b>

**FY22 PROJECTS BY FUNDING SOURCE**

FY22 Projects	STA	SGR	FTA Section 5307	AHSC	FTA Section 5339	LCTOP	CEC	FY22 Proposed Budget
Expansion Motor Coach Bus (1)	190,000				760,000			950,000
Upgrades to Gate and Guard Shack	55,430		221,720					277,150
Facility Improvements	288,800		835,200					1,124,000
Public Hydrogen Station Division I	825,000							825,000
Replacement Paratransit Vehicles (10)	372,000		414,400		1,073,600			1,860,000
Microgrid to Hydrogen Phase III		100,000				675,000		775,000
Maintenance Tools & Equipment	74,000							74,000
Bus Stop Improvements	361,320		28,680					390,000
Bus Refurbishment	181,850	818,150						1,000,000
Indio CNG Station Upgrade	1,500,000							1,500,000
Liquid Hydrogen Refueling Infrastructure							4,986,250	4,986,250
Coachella Transit Hub				1,313,500				1,313,500
<b>Total</b>	<b>3,848,400</b>	<b>918,150</b>	<b>1,500,000</b>	<b>1,313,500</b>	<b>1,833,600</b>	<b>675,000</b>	<b>4,986,250</b>	<b>15,074,900</b>
<b>Total FY22 Proposed Budget</b>							<b>\$</b>	<b>15,074,900</b>

**CAPITAL PROJECTS**

**Expansion Motor Coach Bus (1)**

Additional commuter bus required to fulfil service requirements and accommodate service with similar vehicle to during interruptions.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Expansion Motor Coach Bus (1)	950,000
<b>Total</b>	<b>950,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5339 IC	Federal	-	760,000	760,000
STA PUC99313	State	-	190,000	190,000
<b>Total Funds by FY</b>		-	950,000	950,000
<b>Estimated Total Funds at Completion</b>				<b>950,000</b>

**Upgrades to Gate and Guard Shack**

Modifications to existing gate, driveway and guard shack. North gate will be part of a larger project to be funded in a future year.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Upgrades to Gate and Guard Shack	277,150
<b>Total</b>	<b>277,150</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	221,720	221,720
STA PUC99313	State	-	55,430	55,430
<b>Total</b>		-	277,150	277,150
<b>Estimated Total Funds at Completion</b>				<b>277,150</b>

**CAPITAL PROJECTS**

**Facility Improvements**

Projects required to improve facilities at main facility.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Facility Improvements	1,124,000
<b>Total</b>	<b>1,124,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	State	-	835,200	835,200
STA PUC99314	State	-	288,800	288,800
	<b>Total</b>	-	1,124,000	1,124,000
<b>Estimated Total Funds at Co1mpletion</b>				1,124,000

**Public Hydrogen Station**

Upgrade of hydrogen station to provide higher PSI to allow fueling of consumer vehicles.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Public Hydrogen Station	825,000
<b>Total</b>	<b>825,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	633,012	633,012
STA PUC99314	State	-	191,988	191,988
	<b>Total</b>	-	825,000	825,000
<b>Estimated Total Funds at Completion</b>				825,000

**Replacement Paratransit Vehicles (10)**

Ten replacement CNG vehicles for paratransit service.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Paratransit Vehicles (10)	1,860,000
<b>Total</b>	<b>1,860,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	414,400	414,400
5339 IC	Federal	-	1,073,600	1,073,600
STA PUC99313	State	-	372,000	372,000
	<b>Total Funds by FY</b>	-	1,860,000	1,860,000
<b>Estimated Total Funds at Completion</b>				1,860,000

**CAPITAL PROJECTS**

**Microgrid to Hydrogen Phase III**

Additional LCTOP funding relating to microgrid project which includes solar panels and battery storage.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Microgrid to Hydrogen Phase III	775,000
<b>Total</b>	<b>775,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
LCTOP PUC99313	State	-	484,398	484,398
LCTOP PUC99314	State	-	190,602	
SGR PUC99313	State	-	100,000	100,000
<b>Total Funds by FY</b>		-	775,000	775,000
			<b>Estimated Total Funds at Completion</b>	<b>775,000</b>

**Maintenance Tools and Equipment**

Funds requested in this fiscal year will enable SunLine to improve maintenance tools and equipment in Thousand Palms, Indio, and Coachella.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Maintenance Tools and Equipment	74,000
<b>Total</b>	<b>74,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99314	State	-	74,000	74,000
<b>Total Funds by FY</b>		-	74,000	74,000
			<b>Estimated Total Funds at Completion</b>	<b>74,000</b>

**CAPITAL PROJECTS**

**Bus Stop Improvements**

Bus stop improvements to existing locations including amenities and shelters.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Bus Stop Improvements	390,000
<b>Total</b>	<b>390,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	28,680	28,680
STA PUC99313	State	-	361,320	361,320
<b>Total Funds by FY</b>		-	390,000	390,000
			<b>Estimated Total Funds at Completion</b>	390,000

**Bus Refurbishment**

This project is required to provide safe and secure transit facilities for staff and agency access

**PROJECT TYPE:**

Project Budget	Total Project Budget
Bus Refurbishment	1,000,000
<b>Total</b>	<b>1,000,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
SGR PUC99313	State	-	699,305	699,305
SGR PUC99314	State	-	118,845	118,845
STA PUC99313	State	-	181,850	181,850
<b>Total Funds by FY</b>		-	1,000,000	1,000,000
			<b>Estimated Total Funds at Completion</b>	1,000,000



**CAPITAL PROJECTS**

**Indio CNG Station Upgrade**

Improve CNG station efficiency at Indio location.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Indio CNG Station Upgrade	1,500,000
<b>Total</b>	<b>1,500,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	1,500,000	1,500,000
<b>Total Funds by FY</b>		-	1,500,000	1,500,000
			<b>Estimated Total Funds at Completion</b>	1,500,000

**Liquid Hydrogen Refueling Infrastructure**

The replacement support vehicles are needed for use by operations and maintenance staff as well as for use by administration staff.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Liquid Hydrogen Refueling Infrastructure	4,986,250
<b>Total</b>	<b>4,986,250</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
CEC Funds	State	-	4,986,250	4,986,250
<b>Total Funds by FY</b>		-	4,986,250	4,986,250
			<b>Estimated Total Funds at Completion</b>	4,986,250

**Coachella Transit Hub**

Construction of transit hub in Coachella.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Coachella Transit Hub	1,313,500
<b>Total</b>	<b>1,313,500</b>

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
AHSC	State	-	1,313,500	1,313,500
<b>Total Funds by FY</b>		-	1,313,500	1,313,500
			<b>Estimated Total Funds at Completion</b>	1,313,500

# *SunLine* **Re** *fueled* DRIVING THE FUTURE OF TRANSIT

**SunLine.org/Refueled**

 @SunLineTransit

 facebook.com/SunLineTransit

 @SunLineTransit

32505 Harry Oliver Trail | Thousand Palms, CA 92276

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**SunLine Transit Agency**

**DATE:** June 23, 2021 **ACTION**

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

**FROM:** Rohan Kuruppu, Chief Planning Consultant

**RE:** Award of Contract for Bus Shelter Relocation

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with ND Construction of Anaheim, CA to relocate 27 bus shelters as well as the construction of concrete pads in compliance with the Americans with Disabilities Act, for a total cost not to exceed \$154,700 upon approval as to form by SunLine's General Counsel.

**Background**

SunLine's Refueled Initiative consolidated 15 routes into nine (9) streamlined routes, focusing resources on the system's most productive transit corridors to reduce transfers and minimize travel time. The streamlining of bus routes required SunLine to discontinue service on some segments and to add service in areas previously not serviced, requiring SunLine to relocate bus stop signs and shelters. On February 3, 2021, staff issued Invitation for Bid (IFB) No. 21-036. The bid was publicly advertised in a newspaper of general circulation and notice was posted on the Agency's website along with a copy of the IFB documents. The bid submitted by ND Construction Co, Inc. for \$154,700 was deemed to be the lowest responsive and responsible bid.

**Financial Impact**

The financial impact of \$154,700 will be funded through a combination of transit enhancement funds in SunLine's FY19 and FY22 capital budgets.

**Attachment:**

- [Item 11a](#) – Price Analysis
- [Item 11b](#) – Solicitation List



**INVITATION FOR BIDS**  
**East Valley Refueled Bus Stops Project**  
**21-036**

**PRICE ANALYSIS**

	<b>BWW &amp; Company</b>	<b>ND Construction Company</b>	<b>Independent Cost Estimate</b>
Firm Fixed Price	\$ 255,748.00	\$ 154,700.00	\$ 98,028.00

	<b>Difference</b>	<b>Delta</b>
Difference between ND Construction Company and BWW & Company	\$ (101,048.00)	39.51%
Difference between ND Construction Company and Independent Cost Estimate	\$ 56,672.00	36.63%

There was adequate price competition since two (2) bidders independently contended for the contract that is to be awarded. Award is based on the lowest Firm Fixed Price.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder ND Construction Company, is 39.51% lower than BWW & Company. The independent cost estimate was done previously and in consideration of a previous, less complex project for shelter relocations. This project requires additional civil work to the sites and since the previous project market construction costs have escalated. These two reasons are the main factors in the difference between the low bid and independent cost estimate. SunLine's Facility Engineer performed a technical evaluation on the low bid submission and found that the low bidder's costs and labor for the project are in line with the requirements of the IFB.

Based on the results, it is determined that the price submitted by ND Construction Company is considered fair and reasonable.

Walter Watcher, Procurement Manager

## Solicitation List

### **Alvarez Quality Construction Inc.**

921 Delaware St.  
Imperial Beach, CA 91932  
(530) 870-1476  
[Awp11254@hotmail.com](mailto:Awp11254@hotmail.com)

### **Anthony's Ready-mix**

72-049 Pet Land Place  
Thousand Palms, CA 92276  
[Info.tp@anthonysreadymix.com](mailto:Info.tp@anthonysreadymix.com)

### **Archuleta Concrete Construction**

79-607 Country Club Drive  
Bermuda Dunes, CA 92203  
(760) 345-8722  
[Est.archuleta@yahoo.com](mailto:Est.archuleta@yahoo.com)

### **ALAMEDA CONSTRUCTION SERVICES, INC.**

2528 EAST 125TH STREET  
Compton, CA 90222  
[kramsey@alamedaconstruction.com](mailto:kramsey@alamedaconstruction.com)  
310-365-3277

### **BITECH CONSTRUCTION CO., INC.**

7371 WALNUT AVENUE  
BUENA PARK, CA 90620  
[bitechconstruction@gmail.com](mailto:bitechconstruction@gmail.com)

### **BWW & COMPANY**

301 9<sup>th</sup> Street, Suite 100  
Redlands, CA 92374  
714-521-1477  
[b-w-w@live.com](mailto:b-w-w@live.com)

### **Calpromax Engineering, Inc.**

14731 Franklin Ave., Suite A  
Tustin, CA 92780  
714-573-4599  
[calpromax@gmail.com](mailto:calpromax@gmail.com)

### **Construct Connect**

30 Technology Pkwy South, Suite 100,  
Norcross, GA 30092  
Phone: 323-602-5079 ext. 75309  
Fax: 866-570-8187  
[Leah.DeArce@ConstructConnect.com](mailto:Leah.DeArce@ConstructConnect.com)

### **CS Legacy Construction Inc**

909-590-2626 ext. 4  
[richard@cslegacy.net](mailto:richard@cslegacy.net)

### **Dalke & Sons Construction, Inc.**

4585 Allstate Drive  
CA 92501  
(951) 274-9880  
[barry@dalkeandsons.com](mailto:barry@dalkeandsons.com)

### **Doug Wall Construction Inc.,**

78450 Ave. 41  
Bermuda Dunes, CA 92203  
(760) 772-8446  
[info@dwallconst.com](mailto:info@dwallconst.com)

### **Excel Concrete Construction**

74431 Driftwood Suite A  
Palm Desert, CA 92260  
(760) 578-9850  
[Df.excelconcrete@yahoo.com](mailto:Df.excelconcrete@yahoo.com)

### **G&M Construction**

211 W. Mesquite Avenue  
Palm Springs, CA 92264  
(760) 322-6918  
[gmarantz@gnmconstruction.net](mailto:gmarantz@gnmconstruction.net)

### **GPF Concrete**

5150 Western Way  
Perris, CA 92571  
(951) 943-9922  
[Zapataonuemano@hotmail.com](mailto:Zapataonuemano@hotmail.com)

**Granite Construction**

38000 Monroe Street  
 Indio, CA 92203  
 (760) 775-7500  
[Carley.Cechin@gcinc.com](mailto:Carley.Cechin@gcinc.com)

**Hal Hays Construction Inc.**

4181 Latham Street  
 Riverside, CA 92501  
 951-788-0703  
[dlanza@halhays.com](mailto:dlanza@halhays.com)

**Hi-Grade Materials**

John Armando  
 (760) 998-7810  
 72-470 Varner Rd.  
 Thousand Palms, CA 92276  
[Jarmando@robarenterprises.com](mailto:Jarmando@robarenterprises.com)

**Humphrey Construction**

21314 Hideout Drive, Diamond Bar  
 Ca, 92765  
 (909)635-5945  
[rich@humphreyconstructors.com](mailto:rich@humphreyconstructors.com)

**IRONWOOD COMMERCIAL BUILDERS, INC**

3953 INDUSTRIAL WAY, SUITE E  
 CONCORD, CA 94520  
 925-609-8356  
[nbrinkerhoff@ironwoodcb.com](mailto:nbrinkerhoff@ironwoodcb.com)

**James A Shirley Construction Co.**

59160 Mesa Drive  
 Yucca Valley, CA 92284  
 (760) 228-0447  
 James A Shirley  
[Csq4u2@aol.com](mailto:Csq4u2@aol.com)

**MGB Construction, Inc.**

91 Commercial Ave.  
 Riverside, CA 92507  
 Office: (951) 342-0303  
[info@MGBconstruction.net](mailto:info@MGBconstruction.net)

**MJK Construction, Inc.**

4780 Cheyenne Way  
 Chino CA 91710  
[plawrence@mjkconstruction.com](mailto:plawrence@mjkconstruction.com)  
 909-594-9830

**Montgomery Construction Services, Inc.**

123 Worthington Street #205  
 Spring Valley, CA 91977  
 619-578-2538  
[mcsi@montcsi.com](mailto:mcsi@montcsi.com)

**ND Construction Co. Inc.**

2201 E Winston Rd. suite M  
 Anaheim, CA 92806  
 (949) 498-1799  
[nick@ndcompanies.com](mailto:nick@ndcompanies.com)

**Restora**

72120 North Shore St #A  
 Thousand Palms, CA 92276  
 (760) 343-3333  
[restora@verizon.net](mailto:restora@verizon.net)

**Rudy's Masonry Concrete**

PO Box 128  
 Thousand Palms, CA 92276  
 (760) 275-5304  
[Bids@rudymasonry.com](mailto:Bids@rudymasonry.com)

**T Smith Construction**

PO Box 13374  
 Palm Desert, CA 92255  
 (760) 404-2761  
[Todd0184@gmail.com](mailto:Todd0184@gmail.com)

**WDL Construction**

71687 Highway 111, Suite 203  
 Rancho Mirage, CA 92270  
 (760) 674-9553  
 Don Willcox  
[dwillcox@wdlconstruction.com](mailto:dwillcox@wdlconstruction.com)

**Zeus Construction**

74478 CA-111

Palm Desert, CA 92260

(760) 779-8069

[Dmargareti@aol.com](mailto:Dmargareti@aol.com)