



**AGENDA
FINANCE COMMITTEE**

**May 23, 2012
11:15 a.m. – 12:00 p.m.**

**G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Consent Calendar**
 - a) Transit checks over \$1,000 for April, 2012 (Pages 1-2)
 - b) SSG/SRA checks over \$1,000 for April, 2012 (Page 3)
 - c) Credit card statement for April, 2012 (Pages 4-6)
 - d) SunLine Transit Monthly Budget Report for April, 2012 (To be provided at June Board meeting.)
 - e) SSG/SRA Monthly Budget Report for April, 2012, (To be provided at June Board meeting)
 - f) Contract Report – nothing to report.
5. **Award of Contract for Security Guard Services (Jack Stevens)** **Approve**
(Jack Stevens)
Discuss request to the Board to authorize SunLine General Manager to award a contract for Security Guard Services. (Page 7)
6. **Award of Contract for Zweig Building AV System (Tommy Edwards)** **Approve**
(Tommy Edwards)
Discuss request to the Board to authorize General Manager to approve award of a contract for the Zweig Building AV System. (Page 8)
7. **Award of Contract for Internet Service Provider (ISP)** **Approve**
(Naomi Nightingale)
Discuss request to the Board to authorize General Manager to approve award of a contract for internet service provider. (Page 9)

----- INFORMATION -----

8. **Budget Update** (C. Mikel Oglesby) **Information**
Provide an update to the Committee on the preliminary draft
FY 2013 budget.
9. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2012

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

Vendor Name	Description	Check #	Check	Amount
HEALTH NET	Group Health Ins Prem	653990	4/12/2012	\$205,188.28
UNION BANK	Pension Deposits	654187	4/27/2012	\$78,943.79
UNION BANK	Pension Deposits	654080	4/17/2012	\$78,549.81
PERMA - Insurance	Gen Lib/WC	654102	4/19/2012	\$74,467.01
SO CAL GAS CO.	Utilities	654103	4/19/2012	\$66,863.60
<u>ST. BOARD OF EQUALIZATION</u>	<u>Use Tax (Otr)</u>	<u>654105</u>	<u>4/19/2012</u>	<u>\$27,115.23</u>
C.V.A.G.	Federal JARC Funding	654118	4/27/2012	\$24,038.25
GOODYEAR TIRE & RUBBER COMPANY,	Bus Tire Lease	653986	4/12/2012	\$20,097.06
<u>ELDORADO NATIONAL (CALIFORNIA),</u>	<u>Fuel Cell Bus</u>	<u>654135</u>	<u>4/27/2012</u>	<u>\$20,000.00</u>
IMPERIAL IRRIGATION DIST	Utilities	654000	4/12/2012	\$15,621.38
RCTC	Federal JARC Funding	654168	4/27/2012	\$13,732.66
<u>LEFLORE GROUP LLC, THE</u>	<u>Project Management</u>	<u>654003</u>	<u>4/12/2012</u>	<u>\$13,585.00</u>
HARTFORD LIFE	Employee Benefits	654145	4/27/2012	\$10,335.12
PERMA - Insurance	Gen Lib/WC	654165	4/27/2012	\$9,612.61
<u>DESERT AIR CONDITIONING, INC.</u>	<u>New Unit 2 in Div 2</u>	<u>654129</u>	<u>4/27/2012</u>	<u>\$8,072.00</u>
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	654127	4/27/2012	\$6,924.20
METLIFE SBC	Dental Insurance	654005	4/12/2012	\$6,852.29
COLONIAL LIFE & ACCIDENT	Supplemental Insurance	654124	4/27/2012	\$6,648.77
PRO FINANCIAL SERVICES	Finance Consultant	654166	4/27/2012	\$6,000.00
<u>MIKE COX ELECTRIC, INC. THE</u>	<u>Electrical Services</u>	<u>654155</u>	<u>4/27/2012</u>	<u>\$5,656.00</u>
ZACHARY WAYNE JOHNSON	Directors Workshop	654194	4/27/2012	\$4,776.93
MOORE MAINTENANCE & JANITORIAL	Janitorial Servs	654064	4/17/2012	\$4,633.00
G & K SERVICES	Uniform service	653983	4/12/2012	\$4,342.37
ALEXANDER COHN, ESQ	Legal Services	653961	4/12/2012	\$4,142.67
ALLIED REFRIGERATION, INC	Bus A/C Parts	653962	4/12/2012	\$4,064.28
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>654112</u>	<u>4/27/2012</u>	<u>\$4,024.42</u>
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>654036</u>	<u>4/17/2012</u>	<u>\$3,994.24</u>
TELEPACIFIC COMMUNICATIONS	Telephone Service	654180	4/27/2012	\$3,390.01
FACTORY MOTOR PARTS COMPANY	Repair Parts	654054	4/17/2012	\$3,165.54
JIM'S DESERT RADIATOR	Outside Repair-Fixed Route	654061	4/17/2012	\$3,161.81
<u>AMERICAN CAB</u>	<u>Taxi Voucher Program</u>	<u>654113</u>	<u>4/27/2012</u>	<u>\$2,876.00</u>
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>654119</u>	<u>4/27/2012</u>	<u>\$2,739.73</u>
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>654042</u>	<u>4/17/2012</u>	<u>\$2,736.72</u>
CARQUEST OF THE DESERT	Repair Parts	653971	4/12/2012	\$2,674.40
SMARTDRIVE SYSTEMS, INC.	Security Equipment	654020	4/12/2012	\$2,480.00
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	653973	4/12/2012	\$2,353.26
NEW FLYER	Bus Parts	654159	4/27/2012	\$2,284.64
KENNY STRICKLAND, INC.	Lubricants & Oils	654002	4/12/2012	\$2,277.21
EYE MED	Employee Benefits	653977	4/12/2012	\$2,225.36

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2012**

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

Vendor Name	Description	Check #	Check	Amount
DELL MARKETING L.P.	WIP-ITS Project-ARRA	654050	4/17/2012	\$2,092.40
TRANSPORTATION MANAGEMENT	Bus Route Planning	654184	4/27/2012	\$2,079.02
SMITH SYSTEMS DRIVER	Training Supplies	654021	4/12/2012	\$2,055.00
FLEET-NET CORPORATION	Software & Licenses	653979	4/12/2012	\$2,040.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	654026	4/12/2012	\$1,931.53
ALLIEDBARTON SECURITY SERVICES	Security Services	654111	4/27/2012	\$1,683.14
ALLIEDBARTON SECURITY SERVICES	Security Services	654088	4/19/2012	\$1,683.14
IMPERIAL IRRIGATION DIST	Utilities	654148	4/27/2012	\$1,639.90
HOME DEPOT CRD SRVS	Facility Maintenance	653999	4/12/2012	\$1,600.57
VERIZON WIRELESS	Wireless Cell Service	654084	4/17/2012	\$1,600.29
VERIZON	Communications	654083	4/17/2012	\$1,563.38
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	654191	4/27/2012	\$1,472.39
<u>YELLOW CAB OF THE DESERT</u>	<u>Taxi Voucher Program</u>	<u>654087</u>	<u>4/17/2012</u>	<u>\$1,444.00</u>
OFFICETEAM	Temporary Services	654012	4/12/2012	\$1,293.28
BURRTEC WASTE & RECYCLING	Facility Trash Removal	654116	4/27/2012	\$1,274.89
COURTYARD BY MARRIOTT	Directors Workshop	654046	4/17/2012	\$1,258.12
UTC FIRE & SECURITY	Security Camera Equipment	654028	4/12/2012	\$1,191.97
KENNY STRICKLAND, INC.	Lubricants & Oils	654062	4/17/2012	\$1,181.71
<u>FRANCHISE TAX BOARD</u>	<u>Taxes Payable</u>	<u>654139</u>	<u>4/27/2012</u>	<u>\$1,163.61</u>
RECARO NORTH AMERICA, INC.	Bus Seats	654169	4/27/2012	\$1,137.63
<u>SHERIFF'S COURT SERVICES - EAST</u>	<u>Employee Garnishment</u>	<u>654175</u>	<u>4/27/2012</u>	<u>\$1,099.67</u>
TRANSIT RESOURCES, INC.	Bus wheel chair parts	654183	4/27/2012	\$1,069.78
PARKHOUSE TIRES INC	Revenue/Non-Rev Tires	654015	4/12/2012	\$1,048.03
VICTOR M. DURAN	Staff Development	654029	4/12/2012	\$1,040.44
OFFICETEAM	Temporary Services	654068	4/17/2012	\$1,033.68
TOTALFUNDS BY HASLER	Postage Supplies	654108	4/19/2012	\$1,022.42
TK SERVICES, INC.	Bus Repair Parts	654182	4/27/2012	\$1,015.55
DESERT ALARM, INC.	Security Camera Services	654130	4/27/2012	\$1,000.00

Total of Checks Over \$1,000	\$800,361.19
Total of Checks Under \$1,000	\$45,556.24
Total of All Checks for the Month	\$845,917.43

Total Amount of Checks Prior Years Same Month

\$2,482,958.12

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of April 2012

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

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089515	4/17/2012	\$9,718.88
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089524	4/27/2012	\$9,595.67
LEFLORE GROUP LLC, THE	Project Management	089512	4/17/2012	\$2,660.00

Total of Checks Over \$1,000 \$21,974.55

Total of Checks Under \$1,000 \$4,453.82

Total of All Checks for the Month \$26,428.37

Total Amount of Checks Prior Years Same Month \$72,935.75



April Statement for activity from Mar. 23, 2012 through Apr. 19, 2012
 SUNLINE TRANSIT
 C MIKEL OGLESBY

Inquiries: 1-866-552-8855
 BUS 13 Page 1 of 2

Your Visa® Business Card account at a glance Account:

Activity Summary	
Previous Balance	\$1,367.78
Payments	\$1,367.78CR
Other Credits	\$0.00
Purchases	\$0.00
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Past Due Amount	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$0.00
Credit Line	\$34,000.00
Available Credit	\$34,000.00
Statement Close Date	Apr. 19, 2012
Days in Billing Cycle	28

Payment Information	
New Balance	\$0.00
Minimum Payment Due (Current Month)	\$0.00
Minimum Payment Due (Past Due)	\$0.00
Total New Minimum Payment Due	\$0.00
Payment-Due-Date	May 17, 2012
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
Payments and Other Credits					
04/04	04/04		PAYMENT THANK YOU	\$1,367.78CR	-----
Fees Charged					
04/19			ANNUAL MEMBERSHIP FEE	\$0.00	-----
			TOTAL FEES FOR THIS PERIOD	\$0.00	-----

Continued on Next Page

No payment is required, however please use coupon when making additional payments. CPN 000648533

Zero Balance

To change your address or for Cardmember Service please call:
 1-866-552-8855 **Every Hour! Every Day!**

000034151 1 MB 0.404 106481567892690 P

SUNLINE TRANSIT
 C MIKEL OGLESBY
 32505 HARRY OLIVER TRL
 THOUSAND PLMS CA 92276-3501



Your Account Number:

Your account has a zero balance, but please remember that your available credit is \$34,000.00.



April Statement for activity from Mar. 23, 2012 through Apr. 19, 2012
 SUNLINE TRANSIT
 C MIKEL OGLESBY (CPN 000648533)

Inquiries: 1-866-552-8855
 Page 2 of 2

2012 Totals Year-to-Date	
Total Fees Charged in 2012	\$0.00
Total Interest Charged in 2012	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$0.00	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Important Messages

ACTION NEEDED: Contact us to select a new AutoPay date! Due to a change in our payment processing system, it is necessary to select a new AutoPay date (the date your payment is automatically made each month).

To easily change your AutoPay date via the web: Log onto your account at myaccountaccess.com --> Select "Manage Payments" --> Select "View Autopay" --> Select Edit" --> Under "Payment Day", select your new payment date. Or, you may call Cardmember Service at 800-208-7215 to select a new AutoPay date - it is quick and easy!

To contact us regarding your account..

By Telephone:
Every Hour! Every Day!
 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

Send Inquiries to:
 Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353

Send Payments to:
 Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179-0408

Online
 visit our website:
myaccountaccess.com

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: April 19, 2012

Credit:

04/04/12 Payment

\$1,367.78 CR

Note: All travel is included in the Board approved FY 2012 budget.

SunLine Transit Agency

DATE: May 23, 2012 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Award of Contract for Security Guard Services

Recommended Action

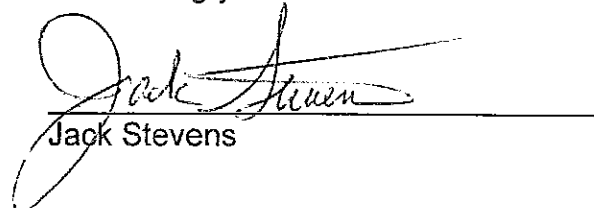
Recommend that the Board of Directors authorize SunLine General Manager to approve award of a contract for Security Guard Services upon review as to form and legality by Legal Counsel.

Background

SunLine Transit Agency contracts with an outside provider for its Security Guard Services. In May of 2008, SunLine Board of Directors approved an agreement between Allied Barton, Inc and SunLine for Security Guard Services. The current agreement will conclude June 30, 2012. SunLine staff has prepared an RFP asking for these services for a period of two (2) years, with three (3) single year options available.

Financial Impact

SunLine's estimated cost for this service is \$60,000-\$65,000 per year. These expenditures would be included in the budget for fiscal year 2012/2013 and in succeeding years.



Jack Stevens

SunLine Transit Agency

DATE: May 23, 2012 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief of Staff

RE: Award of Contract for Internet Service Provider (ISP)

Recommended Action

Recommend that the Board of Directors authorize SunLine General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel.

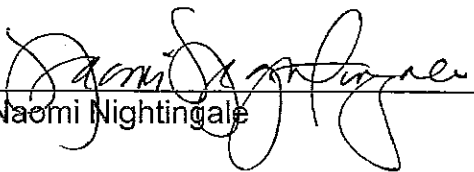
Background

SunLine currently has Internet access via TelePacific over a copper T1 line that provides 1.5 megabits per second. The Time Warner contract proposal provides Internet access for 23 servers and 86 workstations, with more capacity and faster service that is needed to accommodate current need and future growth. The proposed services will provide 45 megabits per second for approximately \$200 per month above our current rate.

Financial Impact

These expenditures would be included in the budget for fiscal year 2012/2013 and in succeeding years.

<u>Value summary</u>	<u>Monthly</u>	<u>Annual</u>
Current Costs - Excluding Taxes	Monthly	Annual
	\$1,893.76	\$22,725.12
Proposed Costs - Excluding Taxes	\$2,540.00	\$30,480.00
Difference	\$ 646.24	\$ 7,754.88



Naomi Nightingale