



FINANCE/AUDIT COMMITTEE AGENDA

June 28, 2017
10:30 a.m. – 11:00 a.m.
Wellness Center
SunLine Transit Agency
Thousand Palms, CA

Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of Agenda**
4. **Presentations**
5. **Public Comments**
Anyone wishing to address the Finance/Audit Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.
6. **Committee Member Comments**

----- RECEIVE AND FILE -----

7. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
 - a) Checks over \$1,000 report for April 2017 (pages 1-3)
 - b) Credit Card Statement for April 2017 (pages 4-8)
 - c) Monthly Budget Variance Report for April 2017 (page 9)
 - d) Contracts Signed in Excess of \$25,000 April 2017 (page 10)
 - e) Union & Non Union Pension Investment Asset Summary April 2017 (pages 11-12)
 - f) Quarterly Capital Project Update (pages 13-14)
 - g) Ridership Report for April 2017 (pages 15-16)
 - h) SunDial Operational Notes for April 2017 (pages 17-19)

- i) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (pages 20-28)
- j) Board Member Attendance (page 29)

----- INFORMATION -----

8. **New Bus Lift Installation Unforeseen Circumstances**

(Greg Pettis, Chair of Finance/Audit Committee;

Staff: Dean Holm)

Air & Lube was originally contracted to install in-ground lifts for SunLine. SunLine was notified of an unforeseen condition of excessive thickness of concrete surrounding the existing in ground lift #1 and Lift #2, and the discovery of contaminated soil. (pages 30-31)

----- ACTION -----

9. **Adoption of the Fiscal Year 2018 Operating & Capital Budget**

Approve

(Greg Pettis, Chair of Finance/Audit Committee;

Staff: Luis Garcia)

Recommend that the Board of Directors adopt the proposed FY18 Operating and Capital Budgets. (pages 32-33)

10. **Resolution No. 0765 to Obtain Federal Grant Funding**

Approve

(Greg Pettis, Chair of Finance/Audit Committee;

Staff: Ramon Aguiar)

Recommend that the Board of Directors approve the attached Resolution No. 0765 that grants authorization to the CEO/General Manager to direct the agency staff to apply for grants and obtain funds for the new fiscal year. (pages 34-37)

11. **CEO/General Manager's Contract**

Approve

(Greg Pettis, Chair of Finance/Audit Committee;

Staff: Lauren Skiver)

Recommend that the Board of Directors approve the updated employment contract for the CEO\General Manager. (pages 38-49)

12. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2017

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
CalPERS	Group Health Ins	671371	4/7/2017	\$316,680.16
CREATIVE BUS SALES, INC.	WIP-FY16 Replace Vehs	671375	4/7/2017	\$123,277.10
CREATIVE BUS SALES, INC.	WIP-FY16 Replace Vehs	671377	4/7/2017	\$123,277.10
CREATIVE BUS SALES, INC.	WIP-FY16 Replace Vehs	671376	4/7/2017	\$123,277.10
PERMA - Insurance	Gen Lib/WC	671467	4/14/2017	\$119,159.62
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671438</u>	<u>4/7/2017</u>	<u>\$92,535.91</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671558</u>	<u>4/21/2017</u>	<u>\$92,451.09</u>
BP ENERGY COMPANY	CNG	671485	4/21/2017	\$72,647.08
SO CAL GAS CO.	Utilities	671548	4/21/2017	\$41,133.54
WSP USA INC.	Van Pool	671410	4/7/2017	\$32,768.48
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>0000034</u>	<u>4/5/2017</u>	<u>\$31,266.53</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	671521	4/21/2017	\$24,719.74
ERMA EMPLOYMENT RISK	Insurance Losses	671506	4/21/2017	\$21,340.80
IMPERIAL IRRIGATION DIST	Utilities	671516	4/21/2017	\$20,518.03
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	671486	4/21/2017	\$18,359.34
TRANSIT PRODUCTS & SERVICES	Repair Parts	671436	4/7/2017	\$15,787.20
BYD COACH & BUS LLC	WIP-Electric Buses Lease	671488	4/21/2017	\$14,591.51
PVC CONSULTING, LLC	Project Management FC3-6	671415	4/7/2017	\$10,300.00
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671432	4/7/2017	\$10,274.01
ANDREA CARTER & ASSOCIATES	Marketing Consultant	671366	4/7/2017	\$9,900.00
CYNTHIA L. HENSON	Staff Development	671576	4/28/2017	\$9,537.50
S & A SYSTEMS, INC.	F/A-Bus Shelters & Amenities	671544	4/21/2017	\$8,796.21
IMPERIAL IRRIGATION DIST	Utilities	671588	4/28/2017	\$8,644.30
CTE	Consulting	671496	4/21/2017	\$8,495.10
COMPLETE COACH WORKS	Repair Claims	671494	4/21/2017	\$8,419.72
S & A SYSTEMS, INC.	F/A-Bus Shelters & Amenities	671420	4/7/2017	\$8,045.74
PE FACILITY SOLUTIONS LLC	Janitorial Service	671411	4/7/2017	\$6,924.00
PE FACILITY SOLUTIONS LLC	Janitorial Service	671600	4/28/2017	\$6,924.00
AMALGAMATED TRANSIT UNION	Union Dues	671365	4/7/2017	\$6,156.84
AMALGAMATED TRANSIT UNION	Union Dues	671476	4/21/2017	\$6,144.85
HEPTAGON SEVEN	WIP-YARD REPAVEMENT	671587	4/28/2017	\$6,019.39
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671553	4/21/2017	\$5,883.58
TK SERVICES, INC.	Bus Repair Parts	671433	4/7/2017	\$5,836.23
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671567	4/21/2017	\$5,515.09
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671392	4/7/2017	\$5,443.41
VERIZON WIRELESS	Wireless Cell Service	671471	4/14/2017	\$5,425.95
NAPA AUTO PARTS	Vehicle Repair Parts	671595	4/28/2017	\$5,385.94
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671607	4/28/2017	\$5,095.95
FIESTA FORD, INC.	Repair Parts/Support	671386	4/7/2017	\$5,048.95



SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2017

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
STRICKLAND KENNY INC.	Lubricants & Oils	671551	4/21/2017	\$5,006.93
ANDREA CARTER & ASSOCIATES	Marketing Consultant	671479	4/21/2017	\$4,650.00
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>671566</i>	<i>4/21/2017</i>	<i>\$4,356.93</i>
STRICKLAND KENNY INC.	Lubricants & Oils	671429	4/7/2017	\$4,356.00
ACCONTEMPS	Temporary Help	671473	4/21/2017	\$3,893.52
<u>RELIANCE STANDARD</u>	<u>PPO DENTAL</u>	671540	4/21/2017	<u>\$3,806.52</u>
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671581	4/28/2017	\$3,606.25
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>671477</i>	<i>4/21/2017</i>	<i>\$3,596.37</i>
PRUDENTIAL OVERALL SUPPLY	Uniforms	671537	4/21/2017	\$3,418.15
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	671372	4/7/2017	\$3,394.69
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	671563	4/21/2017	\$3,362.64
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>671478</i>	<i>4/21/2017</i>	<i>\$3,220.36</i>
GREEN ENVIRONMENTAL	Hazardous Waste	671391	4/7/2017	\$3,196.20
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	671593	4/28/2017	\$3,165.29
CUMMINS PACIFIC, LLC	Bus Repair Parts	671497	4/21/2017	\$3,077.27
RECARO NORTH AMERICA, INC.	Bus Seats	671417	4/7/2017	\$3,063.24
TIME WARNER CABLE	Utilities	671469	4/14/2017	\$3,045.56
4IMPRINT, INC.	Advertisement	671472	4/21/2017	\$2,832.28
ALLIED UNIVERSAL SECURITY SERVICES	Security Services	671475	4/21/2017	\$2,824.89
BURRTEC WASTE & RECYCLING	Facility Trash Removal	671487	4/21/2017	\$2,815.78
CREATIVE BUS SALES, INC.	Bus Repair Parts	671449	4/14/2017	\$2,764.25
CUMMINS PACIFIC, LLC	Bus Repair Parts	671378	4/7/2017	\$2,670.44
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671489	4/21/2017	\$2,646.02
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671370	4/7/2017	\$2,646.02
SOCALGAS	Indio Facility Gas	671549	4/21/2017	\$2,641.58
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	671458	4/14/2017	\$2,633.73
MAGALDI & MAGALDI, INC.	Repair Parts	671591	4/28/2017	\$2,539.56
<i>PVC CONSULTING, LLC</i>	<i>Project Management FC3-6</i>	<i>671538</i>	<i>4/21/2017</i>	<i>\$2,500.00</i>
<i>ACCONTEMPS</i>	<i>WIP-ERP Project</i>	<i>671363</i>	<i>4/7/2017</i>	<i>\$2,448.00</i>
TK SERVICES, INC.	Bus Repair Parts	671554	4/21/2017	\$2,411.88
MAGALDI & MAGALDI, INC.	Repair Parts	671400	4/7/2017	\$2,287.17
SARAH SYED	Employee Reimbursement	671422	4/7/2017	\$2,206.20
OFFICE DEPOT	Office Supplies	671526	4/21/2017	\$2,181.55
ACCONTEMPS	Temporary Help	671443	4/14/2017	\$2,160.00
ACCONTEMPS	Temporary Help	671569	4/28/2017	\$2,140.50
FLEET-NET CORPORATION	Software & Licenses	671455	4/14/2017	\$2,130.00
FLEET-NET CORPORATION	Software & Licenses	671509	4/21/2017	\$2,130.00
ST. BOARD OF EQUALIZATION	Sales Tax	671610	4/28/2017	\$2,063.00
TOTALFUNDS BY HASLER	Postage Supplies	671555	4/21/2017	\$2,000.00



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Vendor Name	Description	Check #	Check	Amount
CUMMINS PACIFIC, LLC	Bus Repair Parts	671575	4/28/2017	\$1,992.27
GRAINGER	Facility Maintenance	671390	4/7/2017	\$1,984.04
GRAINGER	Facility Maintenance	671585	4/28/2017	\$1,916.34
NANCY L. JOSEPH	Taxi Voucher Reimbursement	671525	4/21/2017	\$1,839.52
DESERT AIR CONDITIONING, INC.	A/C Repair	671380	4/7/2017	\$1,802.87
CREATIVE BUS SALES, INC.	Bus Repair Parts	671574	4/28/2017	\$1,738.68
INSPECTORATE AMERICA	Oil Sample Jars	671397	4/7/2017	\$1,707.38
CREATIVE BUS SALES, INC.	Bus Repair Parts	671495	4/21/2017	\$1,687.88
PROPER SOLUTIONS	Temporary Help	671535	4/21/2017	\$1,620.00
MCLARENS	Insurance Losses	671461	4/14/2017	\$1,599.62
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	671550	4/21/2017	\$1,592.35
HARTFORD INSURANCE CO.	Flood Insurance	671393	4/7/2017	\$1,577.00
ROMAINE ELECTRIC CORP.	Repair Parts	671418	4/7/2017	\$1,459.40
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671468	4/14/2017	\$1,440.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671426	4/7/2017	\$1,440.00
ALLIED UNIVERSAL	Security Services	671570	4/28/2017	\$1,434.63
DESERT CITY CAB	Taxi Voucher Program	671502	4/21/2017	\$1,388.60
MARIA ZAPANTA	Employee Reimbursement	671459	4/14/2017	\$1,386.64
MURCHISON & CUMMING, LLP	Insurance Losses	671524	4/21/2017	\$1,373.41
OFFICETEAM	Temporary Services	671597	4/28/2017	\$1,342.69
SMART CHEMISTRY CORPORATION	Hydrogen Samples	671425	4/7/2017	\$1,300.00
MAKAI SOLUTIONS	Security Equipment	671401	4/7/2017	\$1,286.13
PROACTIVE WELDING ZONE, INC	Welding Services	671413	4/7/2017	\$1,275.00
GRAINGER	Facility Maintenance	671513	4/21/2017	\$1,258.66
TOXGUARD FLUID	Coolant Recycling	671435	4/7/2017	\$1,257.53
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	671583	4/28/2017	\$1,231.08
AIR & HOSE SOURCE, INC.	Repair Parts	671474	4/21/2017	\$1,200.77
DESERT CITY CAB	Taxi Voucher Program	671501	4/21/2017	\$1,185.43
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	671408	4/7/2017	\$1,139.66
SAFETY-KLEEN CORPORATION	Solvent Tank Service	671604	4/28/2017	\$1,079.57
ORANGE COUNTY FIRE PROTECTION	Inventory Repair Parts	671407	4/7/2017	\$1,034.40
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671484	4/21/2017	\$1,000.00

Total of Checks Over \$1,000	\$1,604,467.41
Total of Checks Under \$1,000	\$45,262.86
Total of All Checks for the Month	\$1,649,730.27
Total Amount of Checks Prior Years Same Month	\$1,591,707.39



Wells Fargo
SunLine Transit Agency Visa Credit Card Statement
Closing Date: May 2, 2017

Lauren Skiver – Detail

04/04/17	Panda Express	Executive Leadership Team Meeting	\$ 168.09
04/05/17	Hilton Hotel	2017 FTA Drug & Alcohol Program/V Mora, Compliance Officer	\$ 183.57
04/12/17	Expedia	Global Transportation Summit/L Skiver, CEO/GM (\$700 to be reimbursed from CTE)	\$ 1,340.36
04/13/17	CTA	CTA Registration/R. Le Flore	\$ 175.00
04/13/17	Swillotel Chicago	Trapeze User Conference	\$ 840.60
04/20/17	Panda Express	Executive Leadership Team Meeting	\$ 168.09
04/24/17	Shell Oil	Fuel/L Skiver, CEO/GM	\$ 13.02
04/24/17	Dickey's	April Board Meeting – Lunch	\$ 422.49

Total Amount \$3,311.22

Credits: \$ 183.57

Total Amount \$3,127.65





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	11.990%	.03284%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.740%	.06778%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$3,311.22 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/30/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

THE ENCLOSED CUSTOMER AGREEMENT HAS AN IMPORTANT CHANGE TO THE "CREDIT LIMIT" SECTION. PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS. IT REPLACES ALL PRIOR VERSIONS. THANK YOU FOR CHOOSING WELLS FARGO.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$3,127.65

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
05/01	05/01	F3268003T00CHGDDA		
		AUTOMATIC PAYMENT - THANK YOU	8,356.08	
		TOTAL 4484610004265941 \$8,356.08-		

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In ~~5958~~

04/04	04/05	24431062ZRQEFBX6N	PANDA EXPRESS #745 T RANCHO MIRAGE CA	168.09	✓
04/05	04/05	2475542327K1XR5YW	HILTON HOTELS 504-5610500 LA	183.57	✓
04/12	04/12	24692163600WS9XGT	EXPEDIA7258683148617 EXPEDIA.COM WA	900.72	✓
04/12	04/12	247170537TB6RSKG8	AIR CANADA 0147964294969 BELLEVUE WA	223.83	✓
		05/13/17	SKIVER/LAURA LE		
		1 AC K	LOS ANGELES MONTREAL		
		11578626	EXPEDIA.COM		
04/12	04/12	247170537TB6RSVL4	AIR CANADA 0147964294972 BELLEVUE WA	215.81	✓
		05/17/17	SKIVER/LAURA LE		
		1 AC K	MONTREAL LOS ANGELES		
		11578626	EXPEDIA.COM		
04/13	04/13	2412157380032B8X7	CALIFORNIA TRANSIT ASS 916-4464656 CA	175.00	✓
04/13	04/13	24906043815E1NVBA	SWISSOTEL CHICAGO CHICAGO IL	840.60	✓
04/18	04/18	74755423Q4ZANJ8FP	HILTON HOTELS NEW ORLEANS LA	183.57	✓
04/20	04/20	24431063FRQEFMJ9D	PANDA EXPRESS #745 T RANCHO MIRAGE CA	168.09	✓
04/24	04/24	24316053KFZ02S7QS	SHELL OIL 57444713804 REDLANDS CA	13.02	✓
04/24	04/24	24692163K00T0GL51	DICKEYS CA-1305 PALM SPRING CA	422.49	✓
			TOTAL \$3,127.65		
			LAURA SKIVER / Sub Acct Ending In 5958		

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Elite Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/02/17
Days in Billing Cycle	28
Next Statement Date	06/02/17
Credit Line	\$40,000
Available Credit	\$34,922

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6415
Carol Stream, IL 60197-6415

Payment Information

New Balance	\$3,311.22
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/30/17

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		\$8,539.65
Credits	-	\$183.57
Payments	-	\$8,356.08
Purchases & Other Charges	+	\$3,311.22
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$3,311.22

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$81.00
Cash Earned this Month		\$31.28
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$112.28
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$193.10

Cash Back Notice

Your next cash back reward is scheduled for 06/2017.

See reverse side for important information.

5596 0018 YTG 1 7 2 170502 0 PAGE 1 of 4 1 0 3268 1000 ELA3 01DR5596 3305



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	\$3,311.22
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/30/17

05000003311220044846100042659418

Print address or phone changes:

Work ()

Amount Enclosed.



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA 3305

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501 1105



If your card is ever lost or stolen:

Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

Questions about your statement:

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs
Visit us at www.wellsfargo.com**

Important Payment Information:

Payments made at a Wells Fargo branch. When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

Payments by mail. Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

Payments by phone. If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

Payments made using Wells Fargo Online Banking or Wells Fargo Mobile. If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

Automatic Payments. You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

Timing of payments by mail or payments made at a Wells Fargo branch. Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

When a payment is considered late. If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.



SunLine Transit Agency
Budget Variance Report
April 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	262,340	278,260	(15,921)	2,592,993	2,782,601	(189,608)
Other Revenue	2,767,887	230,143	230,657	(514)	3,290,366	2,306,573	983,793
Total Operating Revenue	6,107,008	492,483	508,917	(16,434)	5,883,359	5,089,173	794,186
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,334,128	677,307	777,844	100,537	7,279,913	7,778,440	498,527
Operator & Mechanic Overtime	983,000	108,552	81,917	(26,636)	1,025,926	819,167	(206,760)
Administration Salaries & Wages	5,451,610	359,848	454,301	94,453	3,790,824	4,543,008	752,185
Administration Overtime	5,000	2,834	417	(2,417)	17,343	4,167	(13,176)
Fringe Benefits	8,915,841	712,751	742,987	30,236	7,062,356	7,429,868	367,512
Communications	203,000	20,552	16,917	(3,635)	166,440	169,167	2,727
Legal Services - General	75,000	11,241	6,250	(4,991)	73,609	62,500	(11,109)
Computer/Network Software Agreement	350,050	27,975	29,171	1,195	293,667	291,708	(1,959)
Uniforms	149,320	6,668	12,443	5,775	135,549	124,433	(11,116)
Contracted Services	584,786	38,647	48,732	10,085	415,433	487,322	71,889
Equipment Repairs	7,500	876	625	(251)	3,094	6,250	3,156
Security Services	74,600	6,060	6,217	156	64,134	62,167	(1,968)
Fuel - CNG	1,326,852	120,319	110,571	(9,748)	1,229,713	1,105,710	(124,003)
Fuel - Hydrogen	231,000	14,420	19,250	4,830	235,702	192,500	(43,202)
Tires	211,500	15,996	17,625	1,629	180,702	176,250	(4,452)
Office Supplies	79,002	3,463	6,584	3,121	50,472	65,835	15,363
Travel/Training	158,395	8,887	13,200	4,312	91,080	131,996	40,915
Repair Parts	978,500	153,929	81,542	(72,387)	1,096,237	815,417	(280,820)
Facility Maintenance	43,000	3,314	3,583	269	37,972	35,833	(2,138)
Electricity - CNG & Hydrogen	190,000	14,504	15,833	1,330	136,365	158,333	21,968
Natural Gas	1,268,112	116,049	105,676	(10,373)	1,272,539	1,056,760	(215,779)
Water	6,000	425	500	75	6,496	5,000	(1,496)
Insurance Losses	768,827	57,810	64,069	6,259	851,289	640,689	(210,600)
Insurance Premium - Property	12,000	3,401	1,000	(2,401)	12,839	10,000	(2,839)
Repair Claims	60,000	30,680	5,000	(25,680)	119,318	50,000	(69,318)
Fuel Taxes	167,700	17,353	13,975	(3,378)	160,135	139,750	(20,385)
Other Expenses	3,360,558	283,766	280,047	(3,719)	2,317,915	2,800,465	482,550
Self Consumed Fuel	(1,521,170)	(134,796)	(126,764)	(8,032)	(1,360,179)	(1,267,642)	(92,537)
Total Operating Expenses (Before Depreciation)	33,474,111	2,682,831	2,789,509	106,678	26,766,882	27,895,093	1,128,210
Operating Expenses in Excess of Operating Revenue		\$ (2,190,348)			\$ (20,883,523)		
Subsidies:							
Local - Measure A	5,835,696	467,065	486,308	19,243	4,453,153	4,863,080	409,927
State - LTF, LCTOP	19,185,848	1,535,555	1,598,821	63,266	14,640,501	15,988,207	1,347,706
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	187,729	195,463	7,735	1,789,869	1,954,633	164,763
Total Subsidies	27,367,103	2,190,348	2,280,592	90,244	20,883,523	22,805,919	1,922,396
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



Contracts Signed in Excess of \$25,000

April 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Air & Lube Systems	Wireless Hoist	Purchase replacement	SRTP 2012/2013	\$ 50,000.00	\$ 31,907.90	Executed Agreement
Softchoice	Veeam Enterprise Backup System	Urgent need for Agency in terms of protection of data.	SRTP 2016/2017	\$ 300,000.00	\$ 34,990.56	Executed Agreement
The Howard Nyhart Company	Actuarial Services	Exercise option year for actuarial services. Services to be paid for out of retirement plans.	N/A	N/A	\$ 71,000.00	Executed Amendment - Board Approved 4/22/2015



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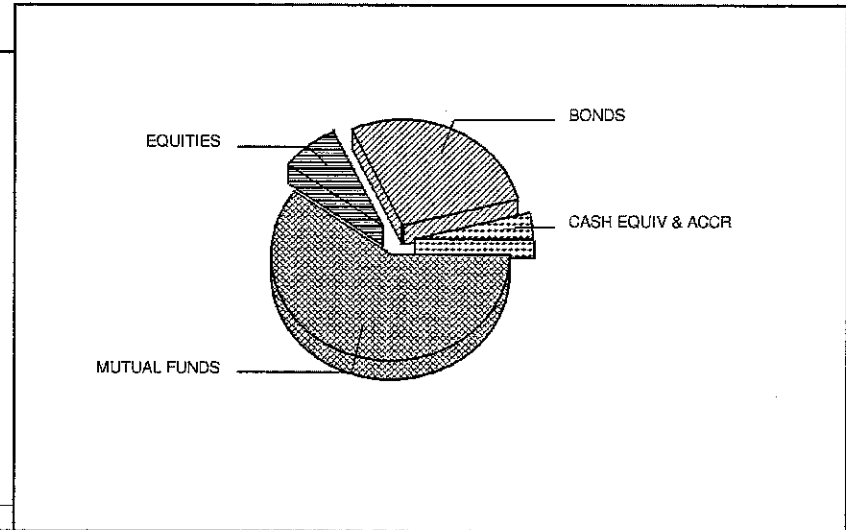


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 68
 Period from April 1, 2017 to April 30, 2017

ASSET SUMMARY

ASSETS	04/30/2017 MARKET	04/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	704,074.05	704,074.05	2.97
U.S. Government Issues	3,312,116.14	3,340,462.37	13.97
Corporate Issues	3,046,183.00	3,101,603.00	12.84
Foreign Issues	101,385.00	100,870.00	0.43
Municipal Issues	252,412.50	264,637.50	1.06
Domestic Common Stocks	1,713,936.67	1,380,207.91	7.23
Foreign Stocks	105,372.27	94,994.36	0.44
Mutual Funds-Equity	12,520,353.88	10,099,486.54	52.79
Mutual Funds-Fixed Income	1,927,535.45	1,830,222.00	8.13
Total Assets	23,683,368.96	20,916,557.73	99.86
Accrued Income	33,583.58	33,583.58	0.14
Grand Total	23,716,952.54	20,950,141.31	100.00

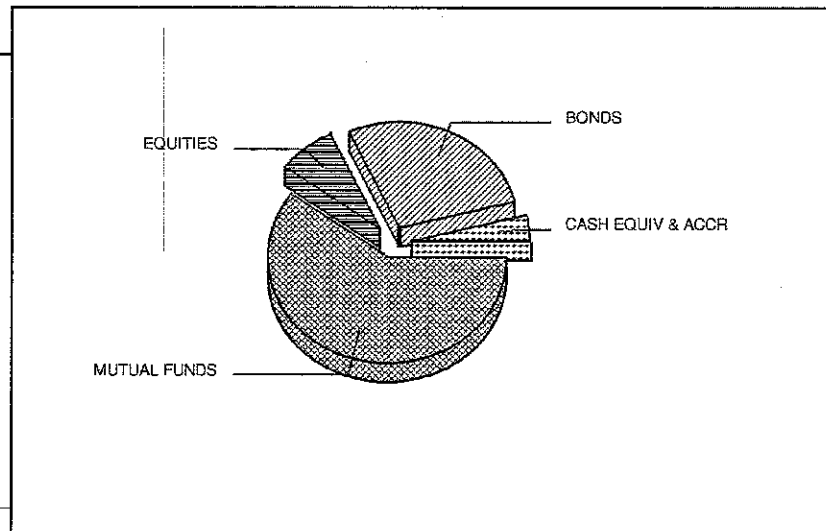


Estimated Annual Income 462,583.68



ASSET SUMMARY

ASSETS	04/30/2017 MARKET	04/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	791,240.70	791,240.70	3.22
U.S. Government Issues	3,190,906.27	3,207,287.04	13.01
Corporate Issues	3,448,659.00	3,502,905.00	14.06
Foreign Issues	101,385.00	100,870.00	0.41
Municipal Issues	252,412.50	264,637.50	1.03
Domestic Common Stocks	1,776,971.83	1,429,752.92	7.24
Foreign Stocks	109,348.03	98,579.50	0.45
Mutual Funds-Equity	12,929,496.85	10,415,681.14	52.71
Mutual Funds-Fixed Income	1,895,039.81	1,801,205.66	7.73
Total Assets	24,495,459.99	21,612,159.46	99.86
Accrued Income	34,865.82	34,865.82	0.14
Grand Total	24,530,325.81	21,647,025.28	100.00



Estimated Annual Income 473,301.33



QUARTERLY CAPITAL PROJECT UPDATE 2ND QUARTER 2017

Project Title	Brief Description	Current Status	Current Funding
New CNG Fueling Station	This CNG Station will be located at the Thousand Palms facility and replace the existing Station that has exceeded its useful life.	Preliminary Design Complete, Equipment Out for Bid.	\$5,500,778
Solar Canopies	Complete solar canopies at the SunLine's Administrative building parking in Thousand Palms .	Preliminary Engineering underway.	\$657,197
New Operations Facility	The Operations Facility replacement project will allow SunLine to complete demolition, removal and rebuild an Operations Building in Thousand Palms.	Preliminary Architectural & Engineering out for bids.	\$7,000,000
(5) Hydrogen Fuel Cell Buses – LoNo	Buses are required to meet growing demand for transit services. SunLine would like to continue its leadership in alternative fuels by acquiring the additional hydrogen fuel cell buses.	Finalizing contract agreements with project partners.	\$13,103,860
(5) Hydrogen Buses & Onsite Hydrogen Fueling Station	This project will deploy (5) new 40' fuel cell electric buses and include upgrading SunLine's existing hydrogen refueling station with a new electrolyzer.	Project has started. Project kickoff meeting was held this month with project partners.	\$16,836,791
(4) Zero Emission Electric Buses	Purchase four zero emission buses (3 for replacement, 1 for expanded service) for cleaner and more frequent service on SunLine routes serving disadvantaged communities, accelerating SunLine's efforts to transition to an all zero-emission fleet.	SunLine is in the process of procuring these 4 buses.	\$3,223,799
Center of Excellence in Zero Emission Vehicle Training	Training facility in Thousand Palms to provide a comprehensive workforce training program in Zero emissions transportation technologies and maintain SunLine's zero emission buses.	Grant not received from FTA.	\$1,688,055
Transportation Demand Management – Vanpool	Program will assist riders in identifying the correct mode of transportation given their particular transportation needs. This project will help reduce single occupant vehicle trips within Coachella Valley to surrounding areas which will help improve air quality and ease congestion. This program features a Vanpool Pilot program to assist in the agricultural community and large employers.	SunLine contractor WSP has executed contract with Van leasing company to provide Vans. Project team working with California Vanpool Authority to have vans available for agricultural communities.	\$1,990,000



QUARTERLY CAPITAL PROJECT UPDATE 2ND QUARTER 2017

(1) Battery Dominant Fuel Cell Buss	Project will provide a cost-effective and innovative system-level architecture supporting near term fuel cell commercialization. This new configuration will rely less on the fuel cell for propulsion and more on the battery system.	Bus is at the manufacturing line. Estimated shipping date to SunLine September 2017.	\$5,151,307
Indio Division Yard Repaving	Project to repave the existing bus yard and staff car parking area along with CNG public fueling station in Indio operating division.	Engineering Design complete. Project will go out for bids to procure contractor.	\$595,079
(25) Transit Stop Enhancements	Enhance existing bus stops, purchase and install twenty five new shelters, including site improvements.	Contractor has installed the shelters.	\$361,804
Replacement Thousand Palms Maintenance Bay Bus Lift	Purchase two bus lifts to replace existing worn out bus lifts at Thousand Palms maintenance division.	Lift is being installed.	\$400,000
New Accounting Tool (ERP/Tyler)	This project is to provide the agency a modern accounting tool to help improve financial management.	Software Product implementation is underway.	\$699,222
(15) Paratransit Vans	Purchase thirteen replacement CNG SunDial paratransit vans that have met their useful life. Purchase two expansion CNG SunDial paratransit vans for additional complementary demand response service for expanded fixed route service.	15 vans have been delivered.	\$1,853,125
New SunLine Main Entrance Sign	Install new sign for the Main Entrance of the SunLine's Administrative building	Documents being reviewed before going out for solicitation.	\$24,200





SunLine Transit Agency Monthly Ridership Report April 2017

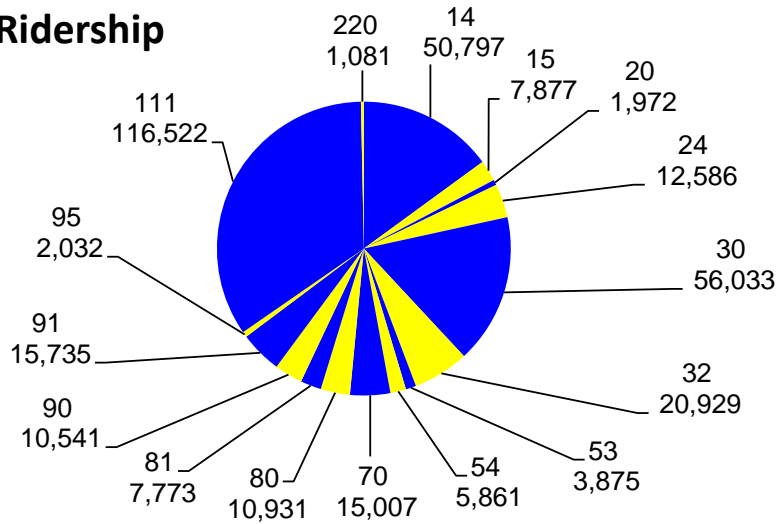
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Apr 2017	Apr 2016	Mar 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	50,797	55,008	62,062	(4,211)	-7.7%	528,412	545,623	(17,211)	-3.2%	1,786	17,440	528	4,744
15	DHS	7,877	9,617	10,162	(1,740)	-18.1%	86,483	88,762	(2,279)	-2.6%	162	1,759	57	473
20	DHS/PD	1,972	1,945	2,832	27	1.4%	21,312	6,736	14,576	216.4%	81	656	14	94
24	PS	12,586	14,244	15,560	(1,658)	-11.6%	135,671	137,775	(2,104)	-1.5%	313	3,417	143	1,451
30	CC/PS	56,033	61,989	64,990	(5,956)	-9.6%	580,509	609,399	(28,890)	-4.7%	2,284	19,963	532	4,248
32	PD/RM/TP/CC/PS	20,929	23,122	24,583	(2,193)	-9.5%	209,262	230,673	(21,411)	-9.3%	884	7,482	134	1,141
53	PD/IW	3,875	5,412	4,796	(1,537)	-28.4%	41,368	47,678	(6,310)	-13.2%	100	1,209	11	194
54	Indio/LQ/IW/PD	5,861	7,999	8,514	(2,138)	-26.7%	64,584	76,679	(12,095)	-15.8%	177	2,076	32	279
70	LQ/BD	15,007	16,009	19,386	(1,002)	-6.3%	151,631	159,692	(8,061)	-5.0%	583	4,552	60	464
80	Indio	10,931	12,694	13,526	(1,763)	-13.9%	119,612	125,462	(5,850)	-4.7%	212	2,471	93	906
81	Indio	7,773	6,505	9,107	1,268	19.5%	74,025	72,774	1,251	1.7%	118	805	79	652
90	Coachella/Indio	10,541	13,975	12,025	(3,434)	-24.6%	120,594	163,597	(43,003)	-26.3%	240	2,469	101	1,310
91	I/Cch/Th/Mec/Oas	15,735	17,366	17,670	(1,631)	-9.4%	147,575	167,386	(19,811)	-11.8%	343	3,660	32	331
95	I/Cch/Th/Mec/NS	2,032	4,047	2,456	(2,015)	-49.8%	24,310	30,701	(6,391)	-20.8%	87	602	6	37
111	PS to Indio	116,522	125,778	129,871	(9,256)	-7.4%	1,175,450	1,201,717	(26,267)	-2.2%	4,945	47,419	761	7,896
220	PD to Riverside	1,081	1,207	1,172	(126)	-10.4%	11,006	11,237	(231)	-2.1%	19	265	16	135
Fixed route total		339,552	376,917	398,712	(37,365)	-9.9%	3,491,804	3,675,891	(184,087)	-5.0%	12,334	116,245	2,599	24,355
Demand Response														
SunDial		13,237	13,847	14,408	(610)	-4.4%	136,934	134,949	1,985	1.5%				
System total		352,789	390,764	413,120	(37,975)	-9.7%	3,628,738	3,810,840	(182,102)	-4.8%				
		Apr-17	Apr-16	Mar-17										
Weekdays:		20	21	23										
Saturdays:		5	5	4										
Sundays:		5	4	4										
Total Days:		30	30	31										

Please note:

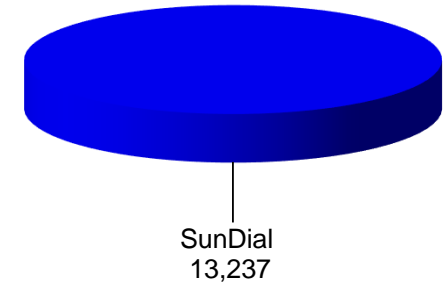


SunLine Transit Agency Monthly Ridership Report April - 2017

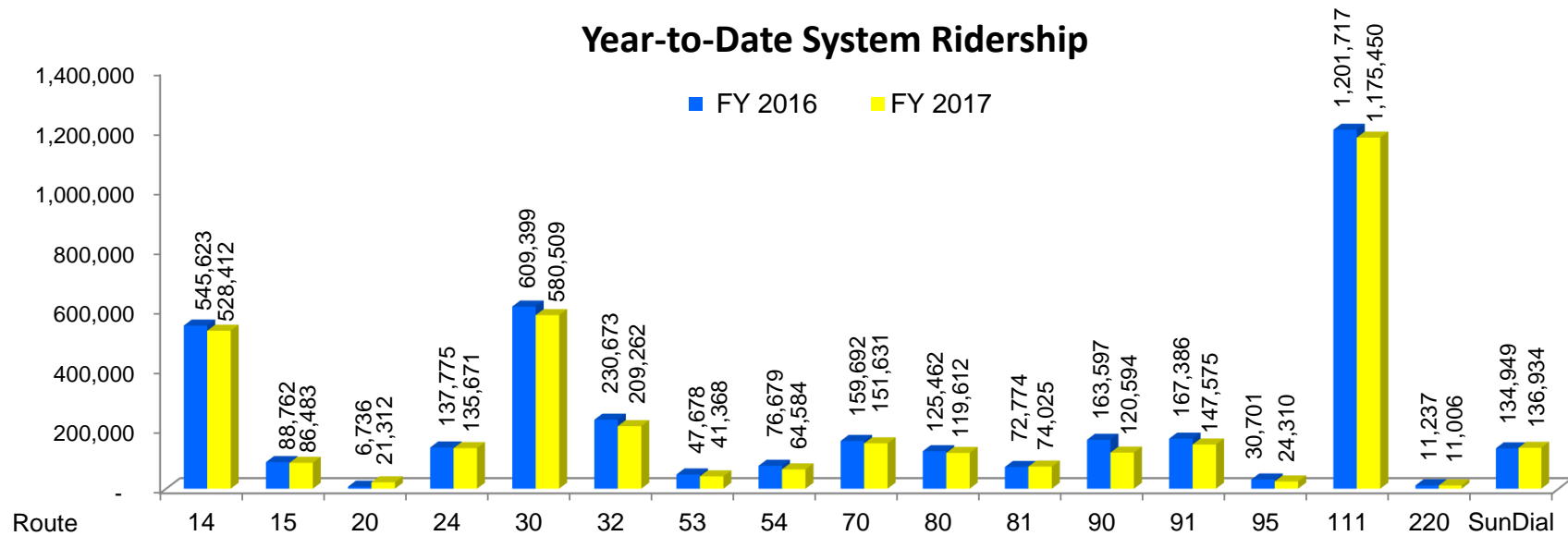
Fixed Route Ridership



Demand Response Ridership



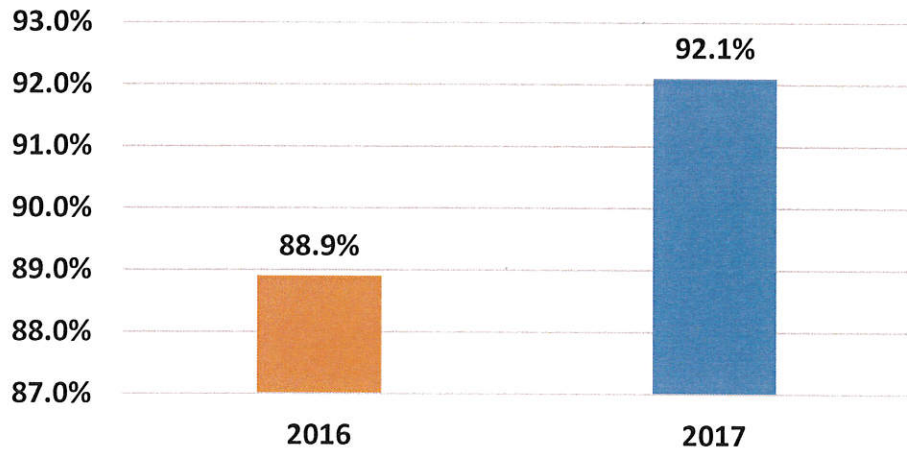
Year-to-Date System Ridership



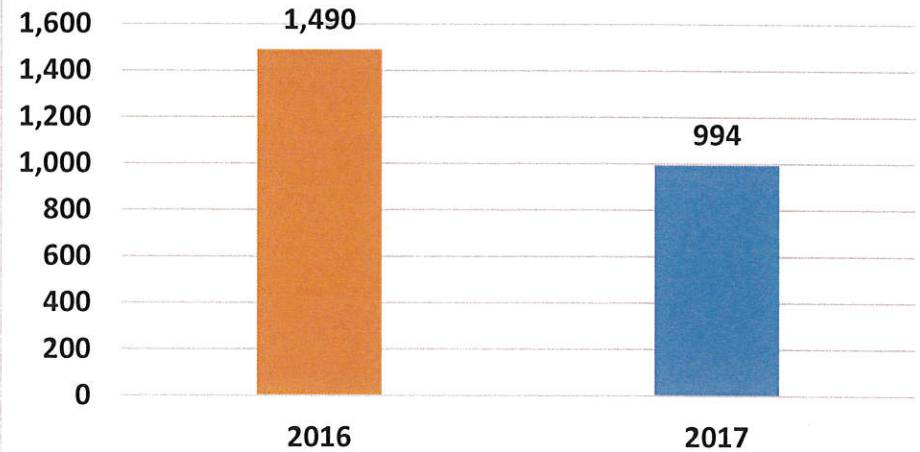
SunDial Operational Notes

APRIL 2016 Vs 2017

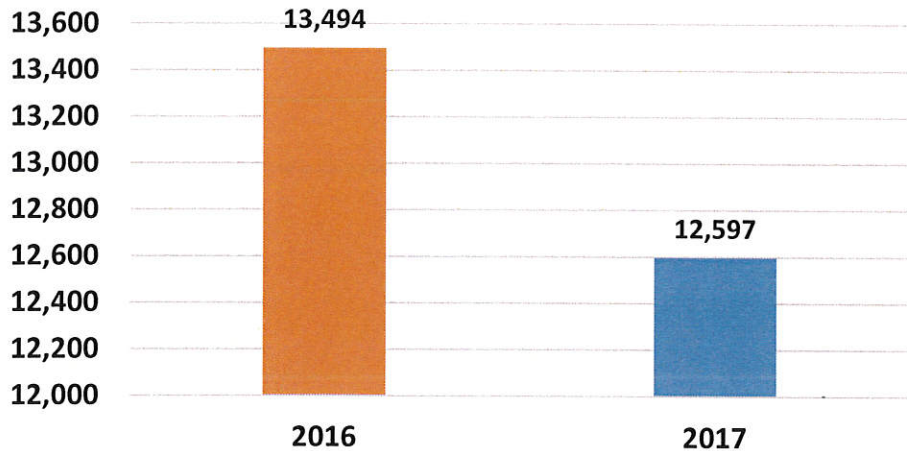
On-Time Performance



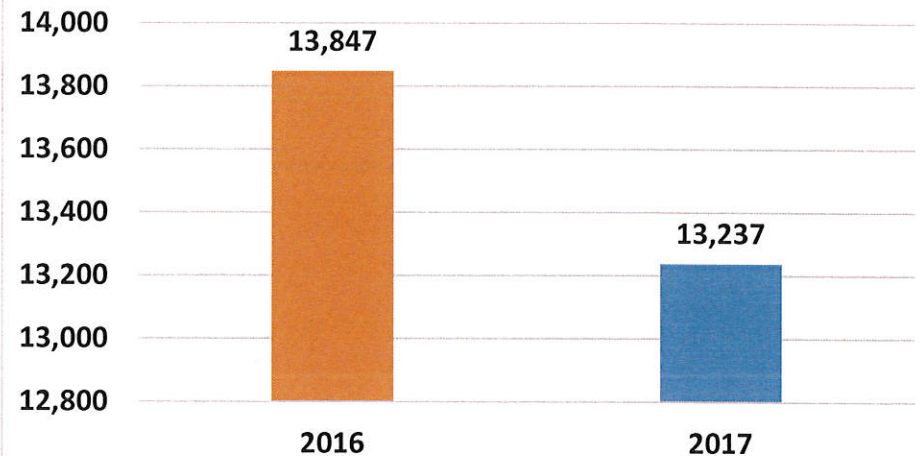
Late Trips



Total Trips



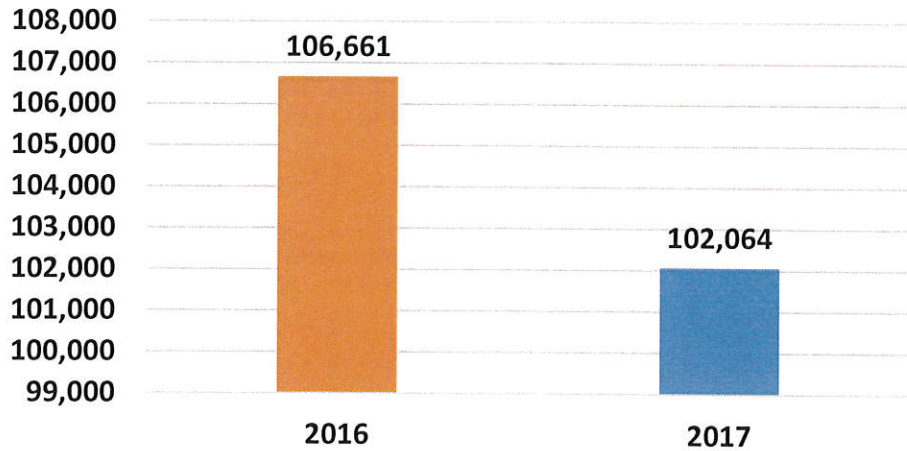
Total Passengers



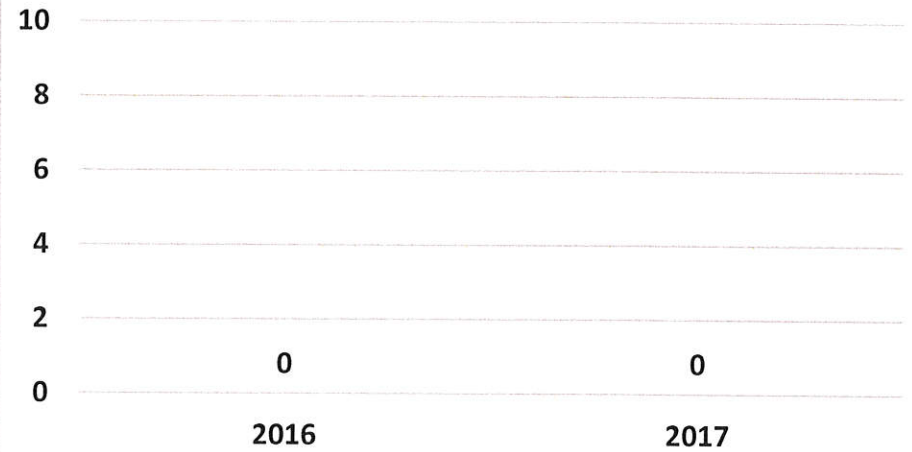
SunDial Operational Notes

APRIL 2016 Vs 2017

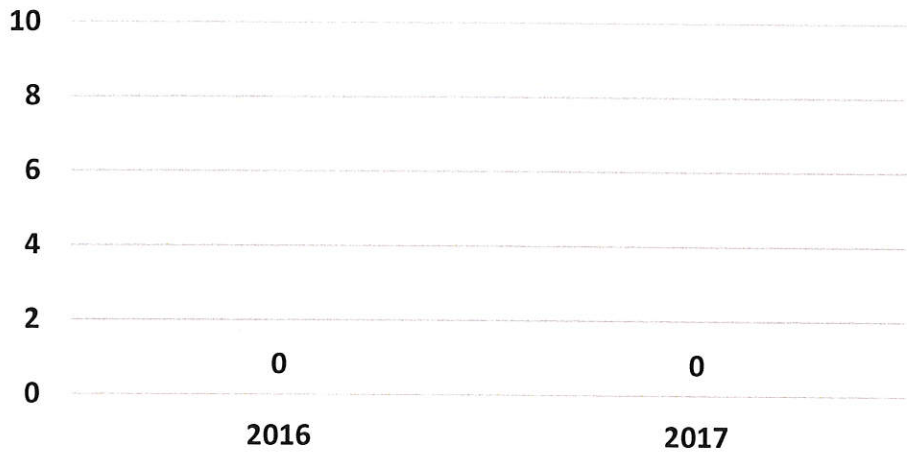
Total Miles



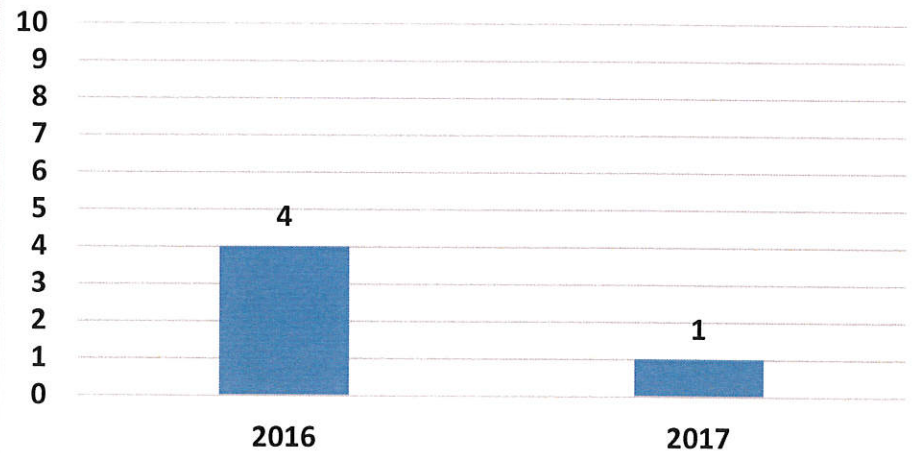
Preventable Accidents



Ride Alongs



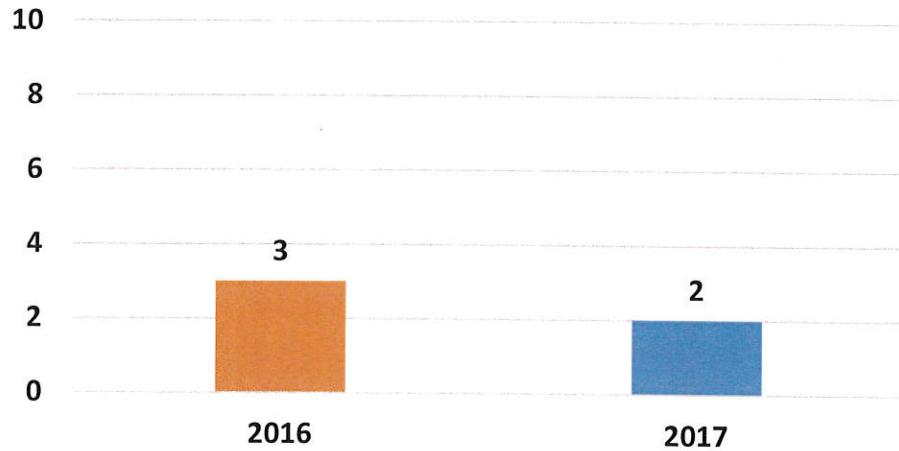
Onboard Inspections



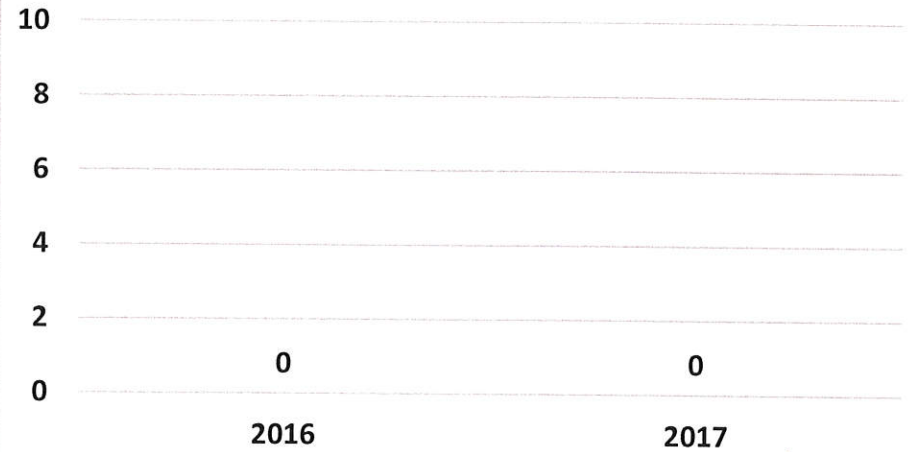
SunDial Operational Notes

APRIL 2016 Vs 2017

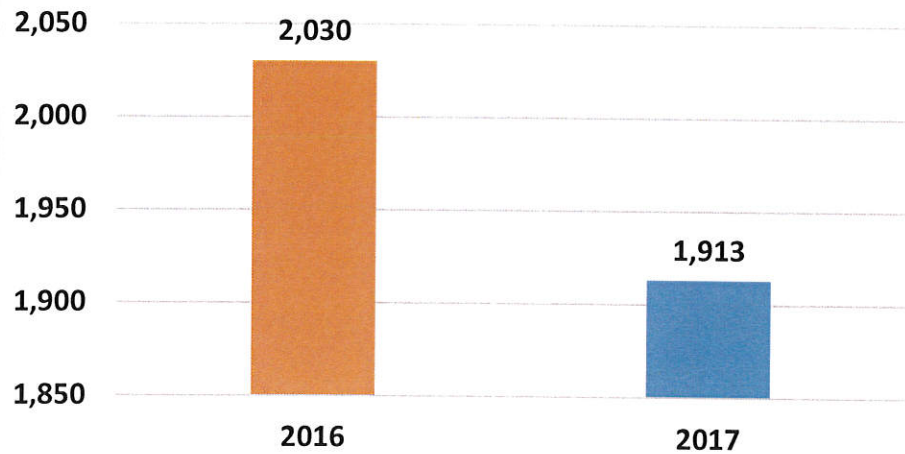
Safety Evaluations



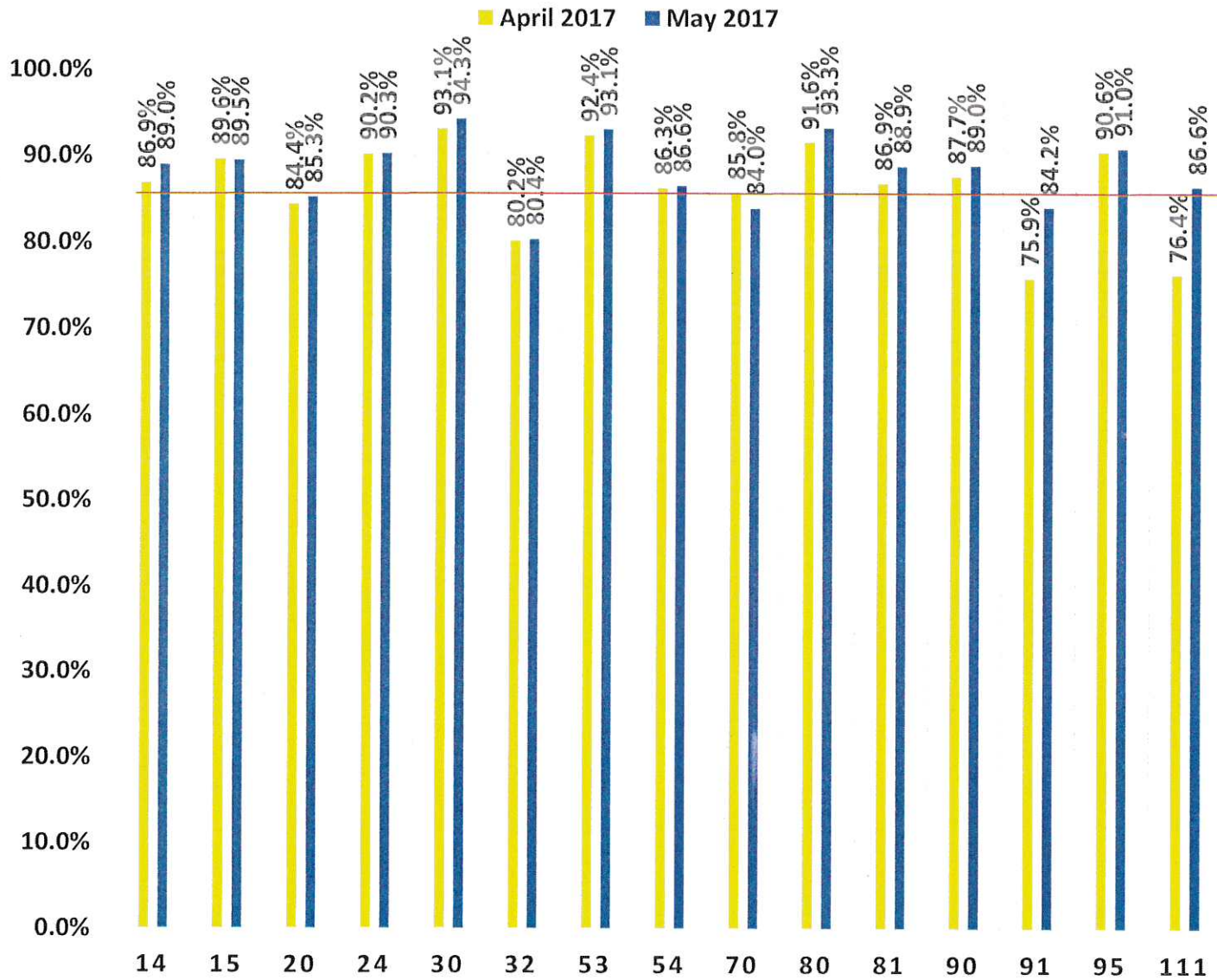
Trip Denials



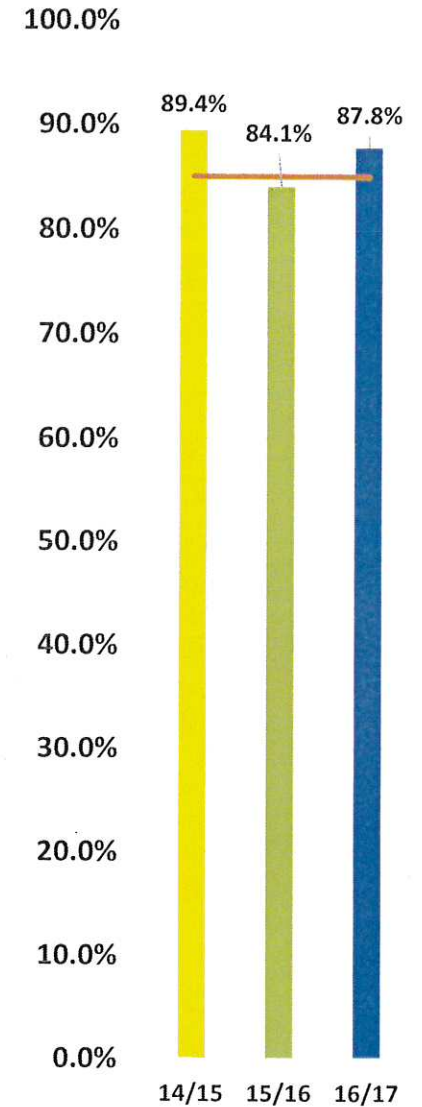
Mobility Device Boardings



ON TIME PERFORMANCE % BY LINE MAY 2017



On Time Performance System Wide



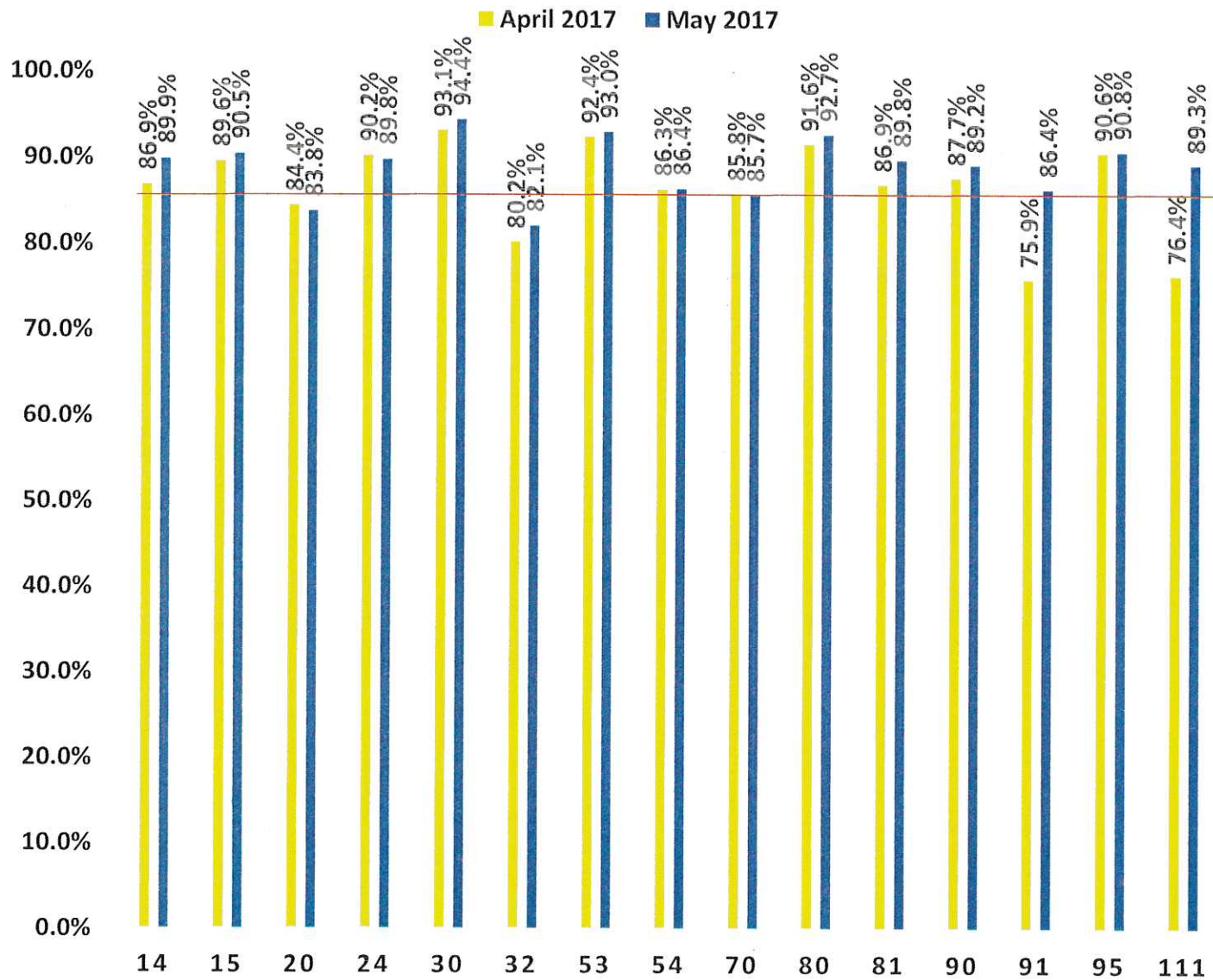
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

Goal: minimum target for On Time performance is 85%.

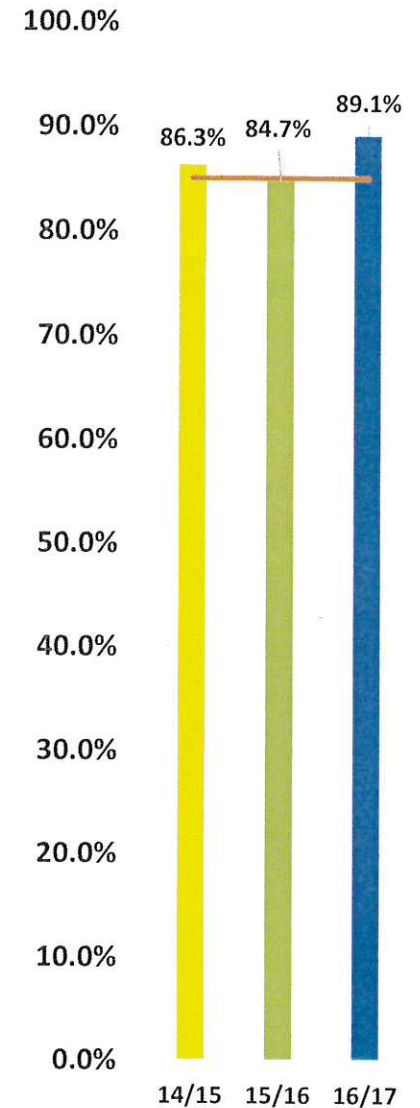
Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues



ON TIME PERFORMANCE % BY LINE - MAY 7 2017



On Time Performance System Wide



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

Goal: minimum target for On Time performance is 85%.

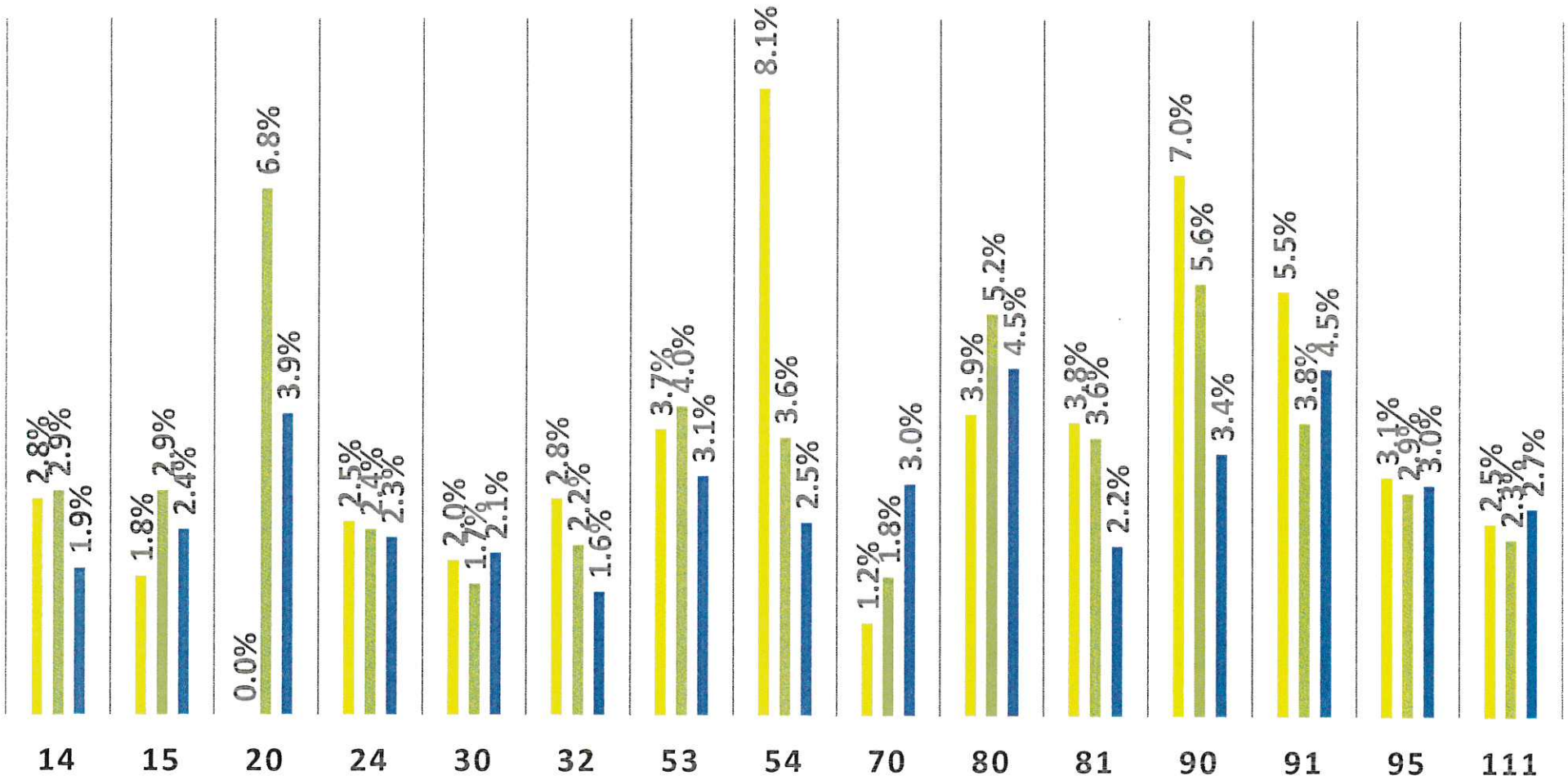
This chart reflects the beginning of the new bid, starting May 7, 2017

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues



EARLY DEPARTURES BY LINE - MAY YEAR TOTALS

■ 2014/2015 ■ 2015/2016 ■ 2016/2017

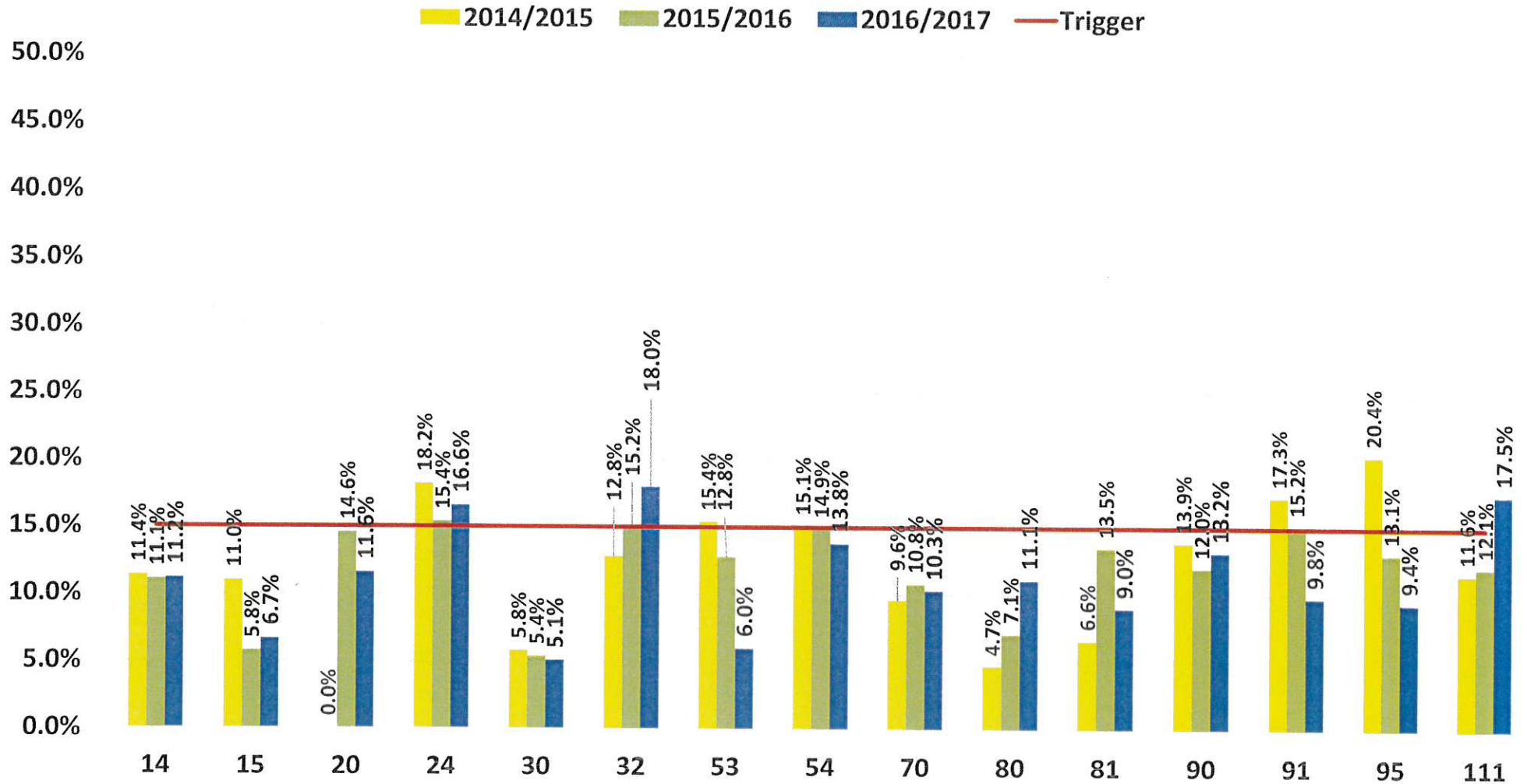


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

Goal: to reduce early departures to 0% for each line.



LATE DEPARTURES BY LINE - MAY YEAR TOTALS

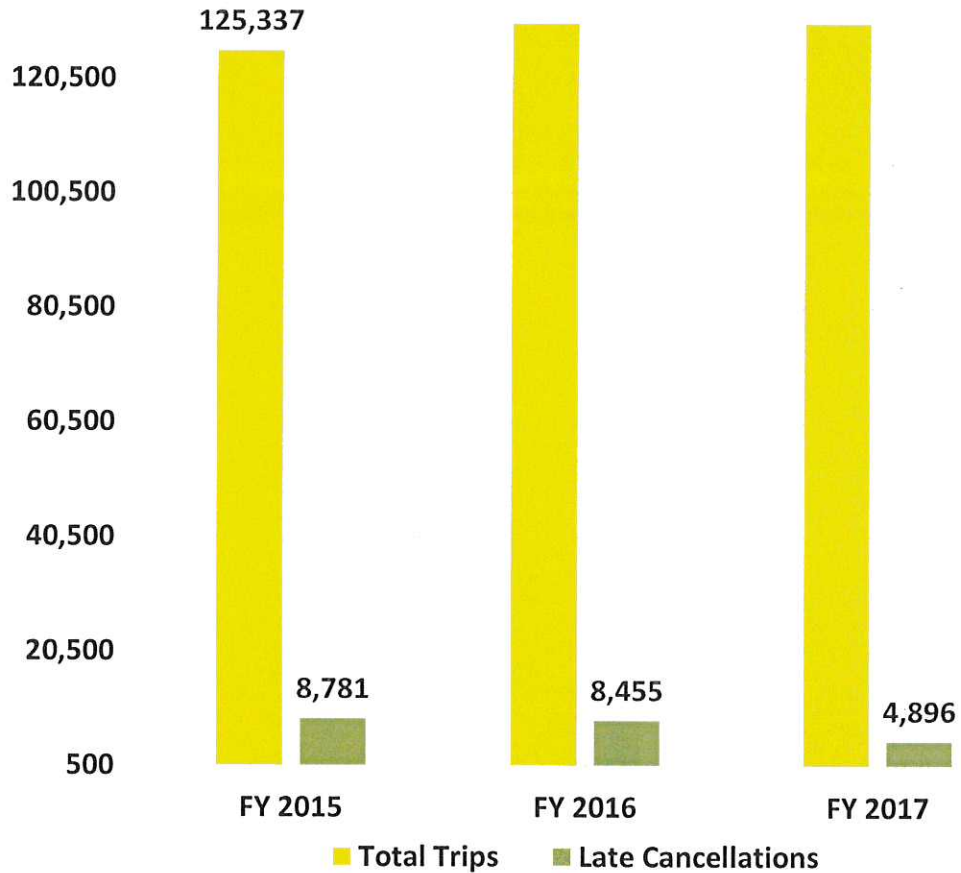


Definition: When a bus leaves a time point behind the scheduled departure time greater than 5 minutes

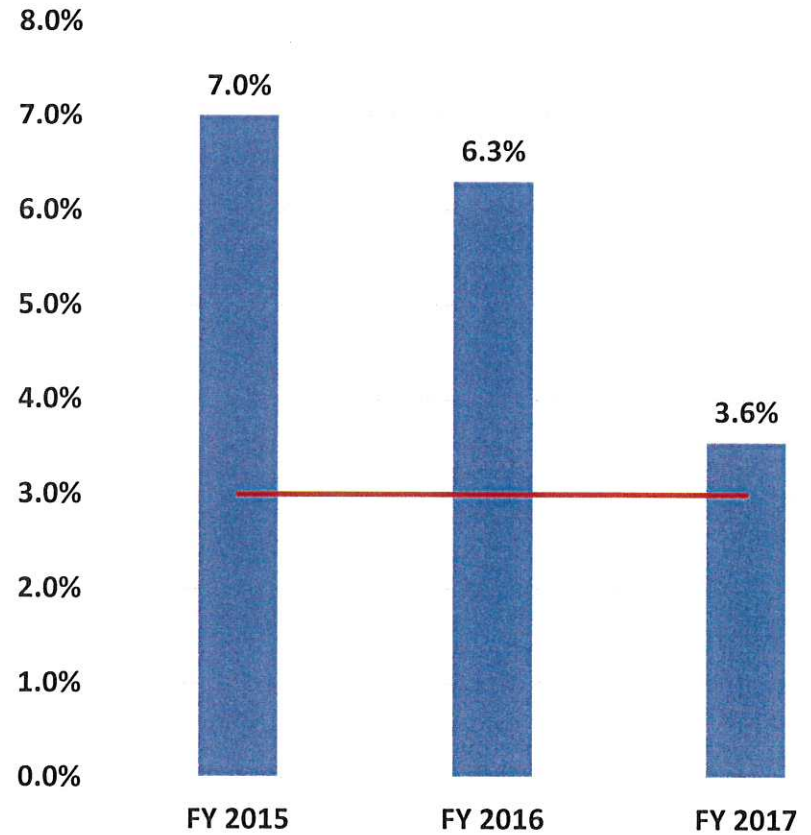
Goal: to reduce late departures to 15% for each line.



**TOTAL TRIPS VS LATE CANCELLATIONS
Y.T.D.**



**LATE CANCELLATION PERCENTAGE
Y.T.D.**



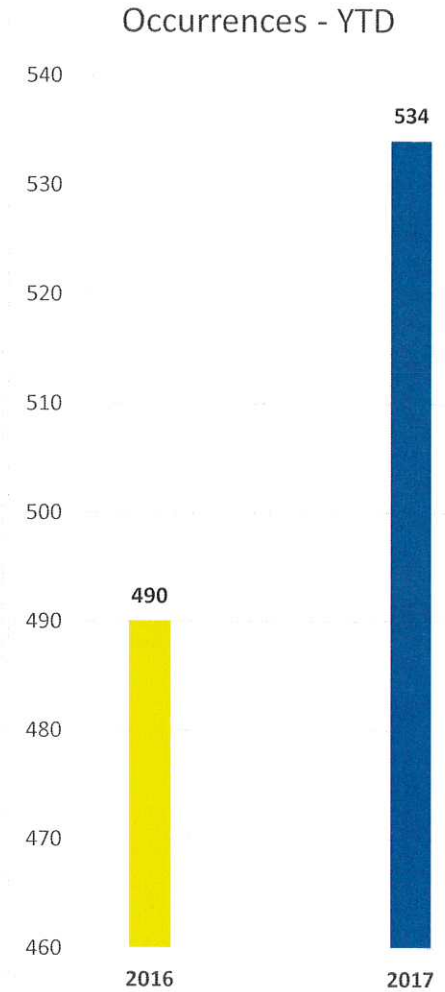
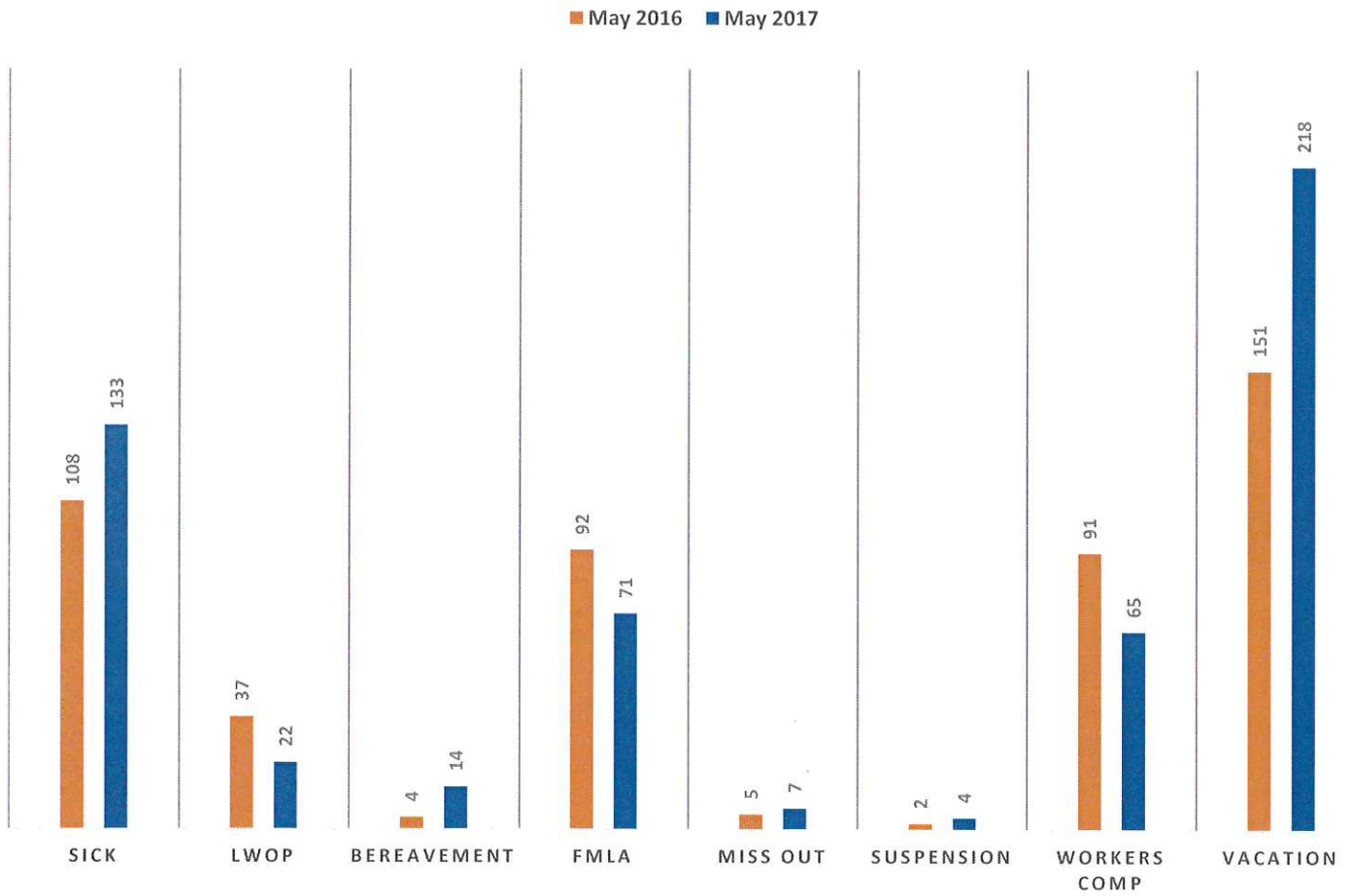
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

Goal for Late Cancellations: 3% or below.



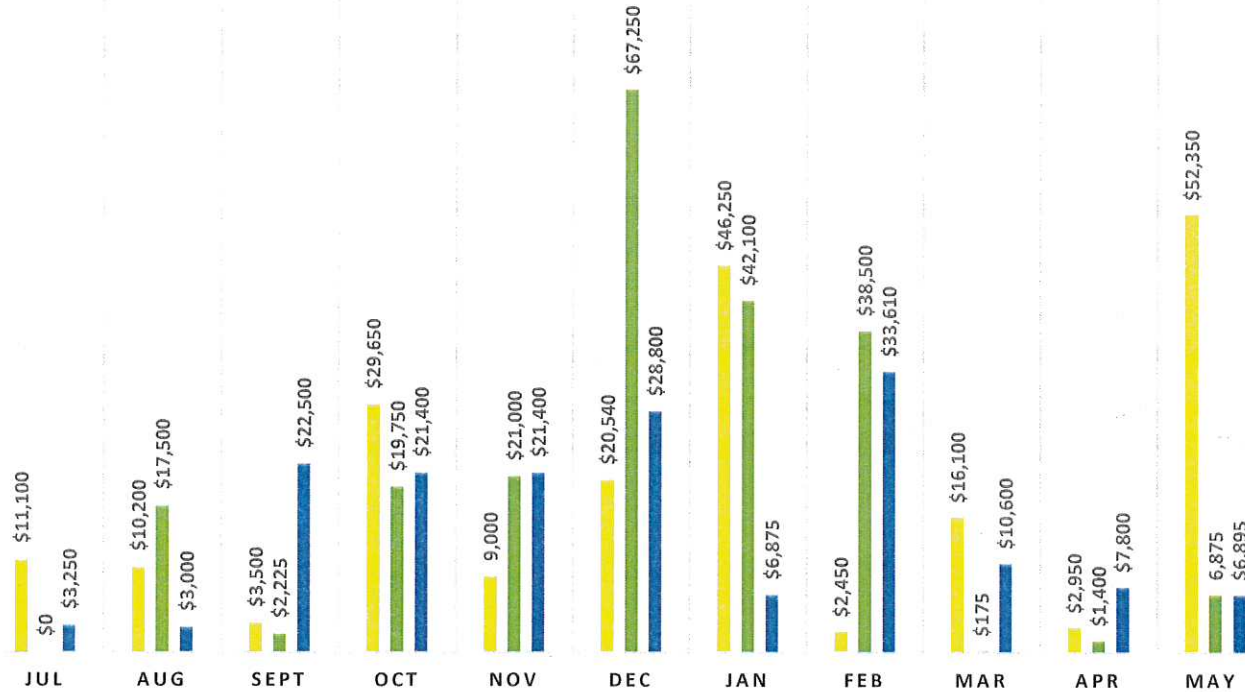
DRIVER ABSENCE OCCURRENCES - YTD



Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.



MAY 2017 ADVERTISING



YTD TOTALS

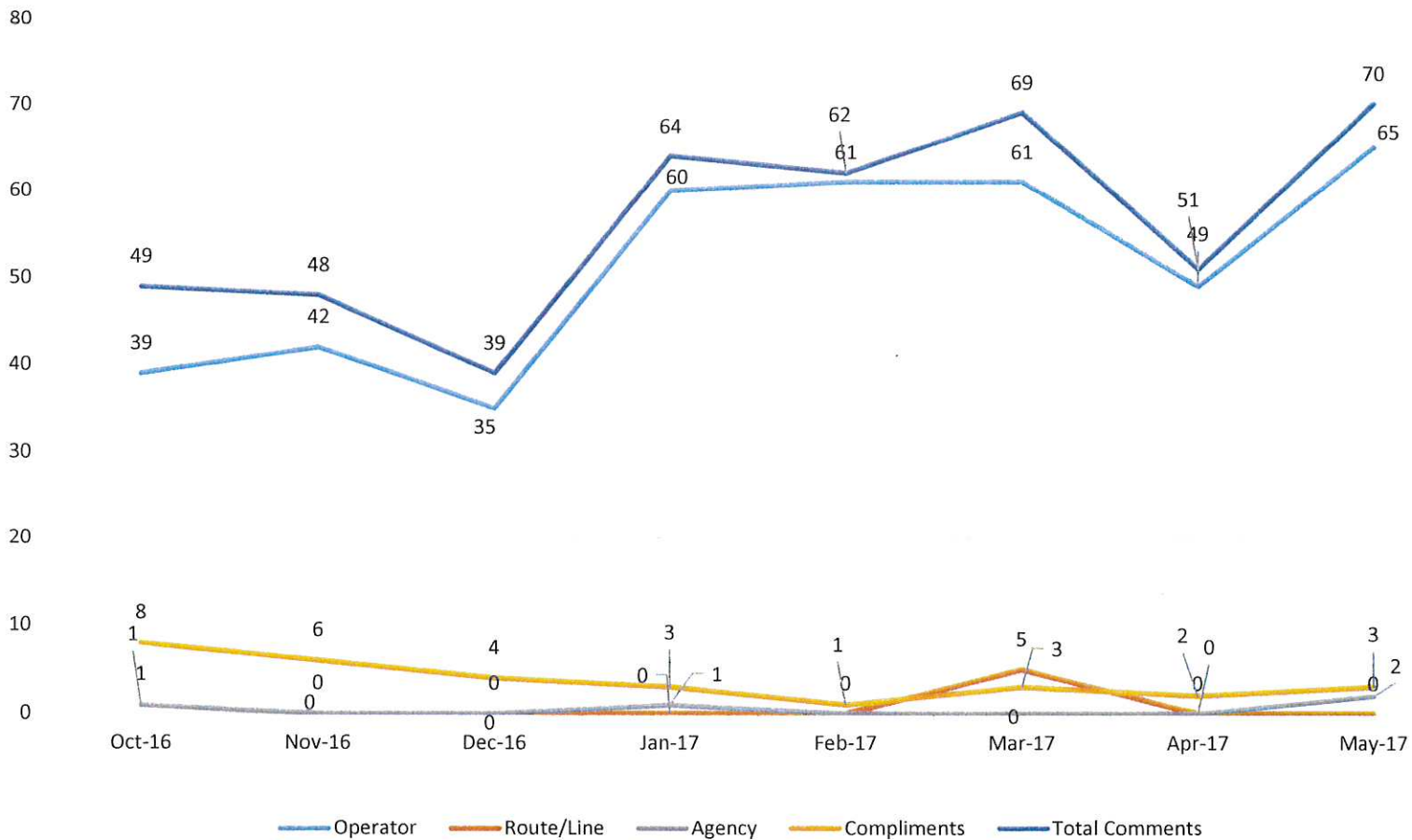


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

The goal is \$173,202 for FY 17



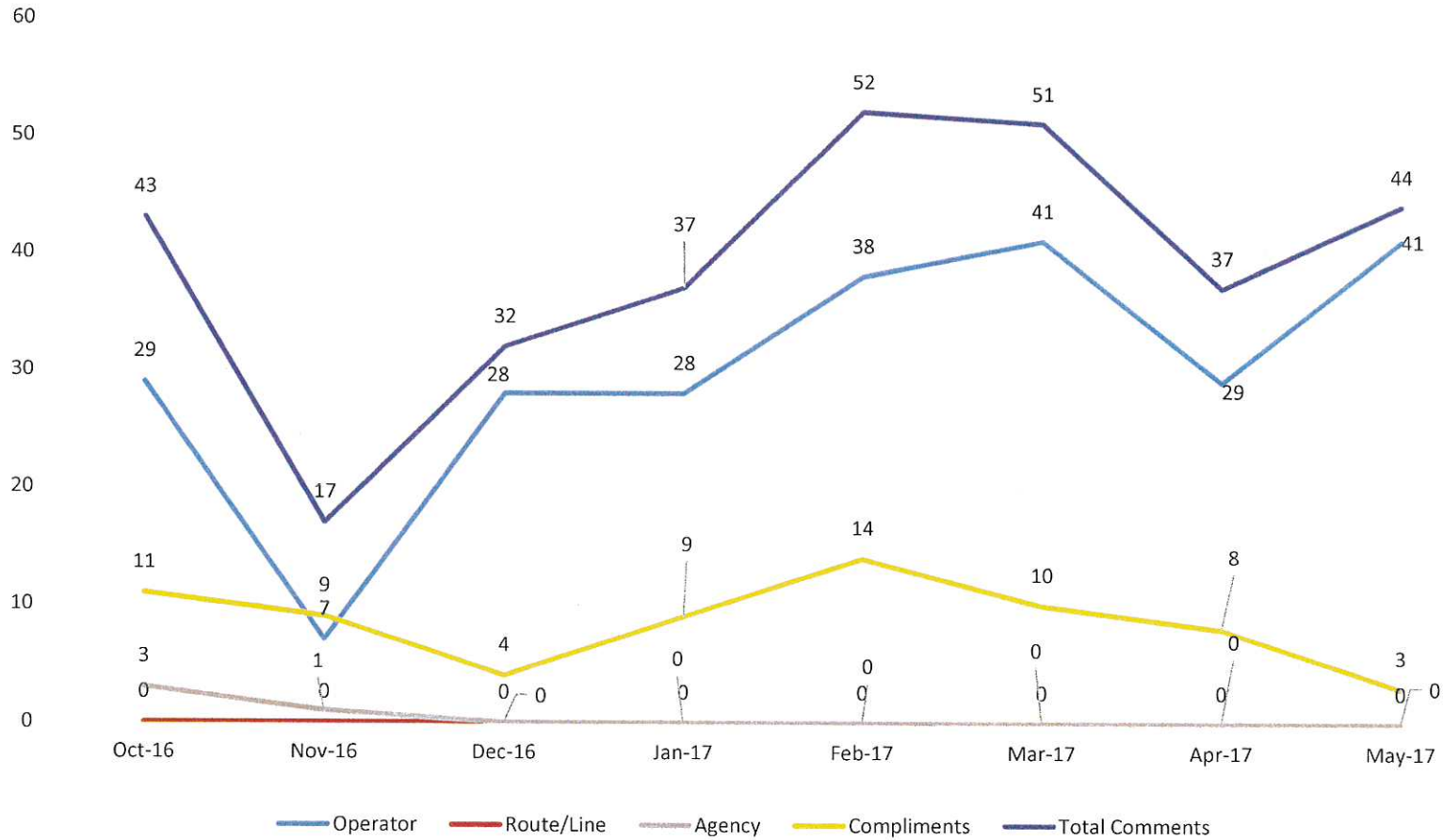
May 2017 Fixed Route Comments



The comments for May 2017 include 65 operator comments and 3 Operator compliment. Of the 65 comments all were reviewed and 31 were deemed not to be valid by the Operations Investigator. 6 operators were counseled or spoken to and 1 received Discipline.



May 2017 SunDial Comments



The comments for May 2017 include 41 operator comments, and 3 Operator compliment. Of the 41 comments all were reviewed and 8 were deemed not to be valid by the SunDial Investigator. 6 operators were counseled or spoken to and 1 received Discipline.



FY 16/17	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X	X	X		10	9
Palm Desert			X	X		X		X	X	X	X		10	7
Palm Springs			X	X		X	X		X	X			10	6
Cathedral City	X		X	X			X	X	X	X	X		10	8
Rancho Mirage			X	X		X	X	X	X	X	X		10	8
Indian Wells	X		X			X	X	X	X	X	X		10	8
La Quinta	X		X	X		X	X	X	X	X	X		10	9
Indio			X	X		X	X	X	X	X	X		10	8
Coachella	X		X	X				X		X	X		10	6
County of Riverside	X		X			X	X	X	X	X	X		10	8

X - ATTENDED (Primary/Alternate)

DARK –



SunLine Transit Agency

DATE: June 28, 2017 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent Facility Maintenance

RE: New Bus Lift Installation Unforeseen Circumstances

Background

SunLine was notified of an unforeseen condition of excessive thickness of concrete surrounding the existing in ground lift #1 and lift #2, Change directive was issued to track this item as a time and material basis. lift #1 work consisted of five (5) days of work to remove concrete, two (2) days were considered to be contract portion of this work.

Air & Lube Systems continued with removal of the concrete and were preparing a detailed cost estimate. March 8, 2017, SunLine was informed there was contaminated soil surrounding areas of lift #2. After an onsite meeting, Air & Lube Systems was to continue removal of concrete, and as soil that was located in contaminated sections was excavated, the soil was removed to a protected storage pile.

Lift #2 work consisted ten (10) days of work, two (2) days were considered to be contract portion of this work. The additional days of work were due to the removal of contaminated soil.

Soil samples were taken and lab analyzed. Riverside County Hazardous materials unit was contacted and met with SunLine on site and provided direction for abatement of the material, based on the lab reports. This material is considered contaminated but not classified as hazardous under Title 40 of the Code of Federal regulations part 29.

Due to the removal of contaminated soil, the excavated area for the lift installation became larger than shown on the approved plans. Air & Lube Systems consulted with an engineer, for a plan to return the excavated area to a smaller size, suitable, for the installation of lift #2.

Summary

SunLine CEO/General Manager has met with the Chairman of the Board and received approval of a change order to be executed for Air and Lube Systems, pursuant to Purchasing Policies and procedures section 1.2.3 – B).

Project 16-002 Change Order 01 - Part 1 is for removal and disposal of excessive thickness of concrete and removal of contaminated soil, in the amount of \$37,082.77 for labor and direct cost associated with the work. Part 2 is for work associated with the third party Engineers recommendation of work pertaining to the size of area from removal of soil, in the amount of \$27,334.75.

How Price was Determined Fair and Reasonable

SunLine, was diligent in working with Air and Lube Systems and the third party engineer to reduce cost. Thru negotiations we were able to agree on a fair and reasonable amount for a change order saving over \$15,000.00

Fiscal Impact

Air & Lube Systems original contract cost for this work is \$310,210. Change order is in the amount of \$64,417.52. This project was estimated at \$400,000.00 of capital funds budgeted in the FY15 SRTP. This change order brings the total cost of this contract to \$374,627.52

Dean Holm



SunLine Transit Agency

DATE: June 28, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Adoption of the [Fiscal Year 2018 Operating & Capital Budget](#)

Recommendation

Recommend that the Board of Directors adopt the proposed FY18 Operating and Capital Budgets.

Background

SunLine policy requires that the budget be submitted to the Finance Committee for discussion. Upon the recommendation of the Finance Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was distributed to Board Members on May 18, 2017, and subsequently presented to the Finance Committee on May 24, 2017. At this meeting, staff answered any questions and presented the Committee with a timeline which included the flexibility for any required special meetings that the Committee deemed necessary.

The FY18 Operating Budget reflects a 4.20% increase over FY17 which is primarily attributed to increased insurance expenses, increases for wages, and an increase in legal fees. The 4.20% represents a reduction in proposed budget increases compared to the 9.81% & 8.70% increases in FY16 & FY17, respectively.

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

Financial Impact

Sources of revenue have been identified to cover the expenses reflected in this year's Capital and Operating Budgets.

Luis Garcia





ANNIVERSARY
1977 - 2017



ANNUAL BUDGET

FISCAL YEAR 2018

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June 9, 2017

Dear SunLine Board of Directors,

In the fiscal year 2017, SunLine furthered its commitment to providing the public with safe and efficient transportation in the Coachella Valley. SunLine invested staff resources that have been diligently attempting to reverse the national trend of decreasing ridership through the implementation of a Ridership Project Action Team (PAT). To attract ridership, the PAT has reviewed many alternatives such as the addition of Wi-Fi and mobile ticketing. As a result, SunLine was able to support the expansion of customer amenities in October 2016 with the implementation of Wi-Fi on all fixed route buses. Since the implementation of the Wi-Fi, the internet service has been heavily utilized by customers and further benefits the Agency by allowing staff to view live onboard footage to better respond to possible incidents. The ridership PAT will continue their goal of attracting riders in fiscal year 2018 by examining additional options and measuring progress.

For the fiscal year 2018, SunLine will be focusing on creating efficiencies throughout the Agency. One of the areas of focus will be the Agency's paratransit service. SunLine's paratransit service is the most costly service currently offered to the public. As such, it is imperative that costs be controlled to avoid unnecessary growth. Paratransit growth will be primarily controlled by modernizing and improving the current eligibility process. A more substantial eligibility process would approve eligible customers who require the service and would provide training on successfully using SunLine's fixed route service to ineligible customers. Additionally, SunLine will achieve a number of different milestones on various significant capital projects including the new operations building, CNG fueling station, hydrogen station and hydrogen buses.

The proposed operating and capital budgets for the fiscal year 2018 are \$34,880,026 and \$10,406,555, respectively, which represents an operating budget increase of 4.20% over the previous fiscal year. The majority of the costs associated with the increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees. The fiscal year 2018 operating and capital budgets were derived through a collaborative effort among staff with a common goal to reduce costs wherever possible.

SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for the citizens and visitors of the Coachella Valley. We are pleased to present the budget for the fiscal year 2018 outlined within this document.

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2018

BOARD OF DIRECTORS

Russell Betts, Chair, Desert Hot Springs

Troy Strange, Vice Chair, Indio

V. Manuel Perez, County of Riverside

Ginny Foat, Palm Springs

Dana Hobart, Rancho Mirage

Kathleen Kelly, Palm Desert

Emmanuel Martinez, Coachella

Ty Peabody, Indian Wells

Greg Pettis, Cathedral City

Robert Radi, La Quinta

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

EXECUTIVE SUMMARY

The Agency's Fiscal Year 2018 (FY18) budget reflects a strategy to sustain FY17 service levels, including recently implemented service initiatives, as well as optimizing existing routes. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits and increased consulting fees.

SERVICE & RIDERSHIP

In FY18, the Agency will continue to optimize the new service initiatives implemented in FY17 and continue to develop existing routes. The budget in FY18 also recognizes the need to market our service to improve ridership and revenue potential.

Ridership for FY18 is estimated to be at 4 million & 174,825 for fixed route and paratransit service, respectively. The FY18 estimate is based on the current market and industry-wide decrease in Fixed Route ridership.

REVENUES & SUBSIDIES

Fixed Route ridership at SunLine has continued to mirror the national trend of decreasing ridership. To meet the Agency's farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue and has embraced new revenue opportunities such as emission credit programs under the California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act.

The proposed revenues for FY18 consist of a mix of passenger fares, federal, state, local funding and other revenues, with main assumptions being:

- FY18 Local Transportation Funding (LTF) has remained at similar levels to FY17. Increased operating costs were supported by additional Federal Section 5307 funding utilized for operating purposes to preserve LTF for future use.
- Measure A funding declined for FY18 over the last fiscal year due to decreased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.
- Total passenger fare revenue is expected to reach \$2.98 million in FY18 compared to the \$3.17 million estimated actuals for FY17. The revenue estimates demonstrate a conservative estimate of a continued decrease in Fixed Route ridership by approximately 5%. Paratransit fare revenue is projected to follow the increasing trend of paratransit demand.
- Outside fuel sales continued its yearly growing trend through FY17. However, FY18 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.

- Under the previous administration, the President of the United States approved the Federal CNG rebate through the calendar year 2016. There has been no indication that the new administration will approve the CNG rebate for the calendar year 2017. Accordingly, there is no CNG rebate revenue budgeted for FY18.
- Advertising revenue has a tremendous amount of potential and continues to be a valuable source of revenue. The budget for FY18 reflects the Agency's strive for continual growth of the advertising program.
- State and Federal emission credit projections have increased for FY18 based on the market price and quantity of the generated credits.

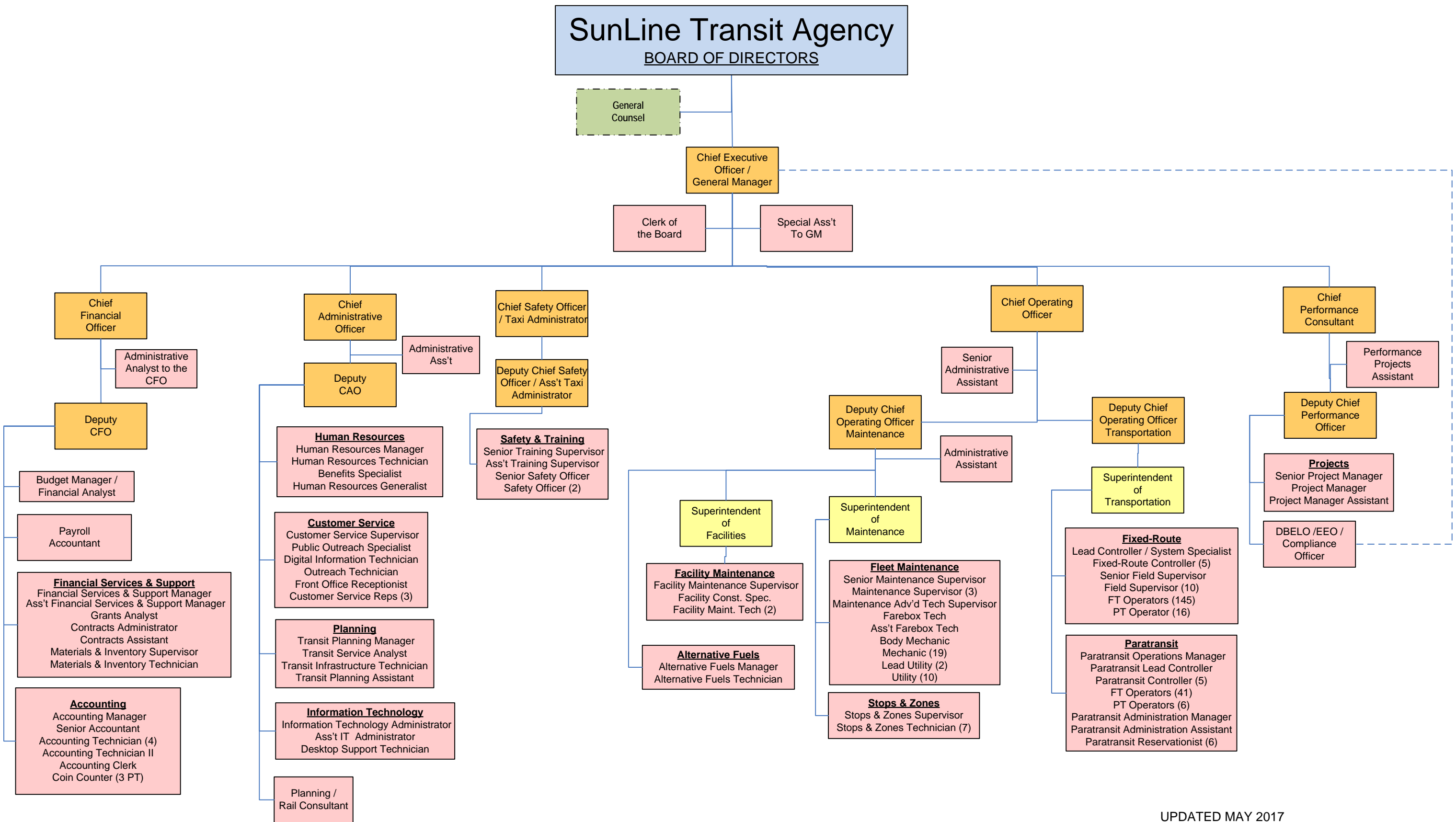
CAPITAL PROJECTS

There are ten (10) new capital projects being requested in FY18. The total capital request in FY18 adds \$10,406,555 to the \$57M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities as well as the accumulation of funds for a new operations building.

New Projects

The ten (10) new capital projects address key capital needs of the Agency. The new requests in FY18 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities, and technology. They support replacement & rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement of three (3) fixed route buses
 - Bus rehabilitation
 - Replacement of non-revenue support vehicles (2 supervisor, 2 safety)
 - Continuation of capital bus lease
 - Programming of remaining funds for AQIP project regarding five (5) hydrogen buses & electrolyzer.
- Facilities and Equipment:
 - Phase 2 of the new operations facility
 - Facility improvements
 - Transit enhancements for bus shelters
 - Center of Excellence facility
- Technology:
 - IT projects



UPDATED MAY 2017

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AGENCY PERSONNEL SUMMARY

Department	FY 17 Base FTE's	Changes to Base	Proposed New Positions	FY 18 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Executive Office (40)	3.00	-	-	3.00	-
PERFORMANCE MANAGEMENT OFFICE					
Performance Office (44)	7.00	-	-	7.00	-
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	7.00	(0.50)	-	6.50	(0.50)
OPERATIONS OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Operations - Fixed Route (11,12)	177.00	-	1.00	178.00	1.00
Operations - Paratransit (13, 14)	58.50	-	2.00	60.50	2.00
Maintenance (21, 22)	42.00	-	-	42.00	-
Facilities Maintenance (23, 24)	5.00	-	-	5.00	-
Stops and Zones (25)	8.00	-	-	8.00	-
FINANCE OFFICE					
Finance (41)	22.25	-	-	22.25	-
ADMINISTRATION OFFICE					
Human Resources (32)	5.00	-	-	5.00	-
Information Technology (42)	3.00	-	-	3.00	-
Community & Customer Relations (45)	8.00	-	-	8.00	-
Service Planning (49)	7.00	-	-	7.00	-
Total FTEs	354.75	(0.50)	3.00	357.25	2.50

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.

AGENCY PERSONNEL SUMMARY

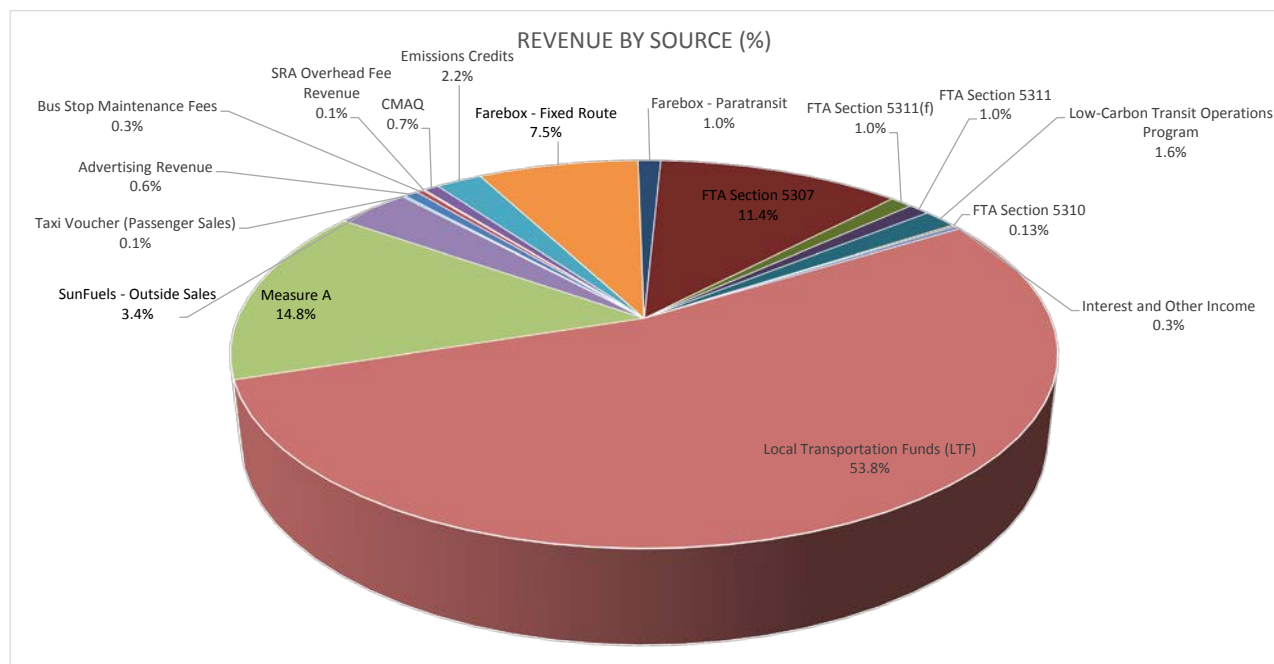
Safety and Security Office

- The change to base FTEs is a result of additional responsibilities for the Chief and Deputy Chief Safety Officers. A portion of their time will be allocated to taxi administration instead of one full-time Taxi Administrator for SunLine Regulatory Administration.

Operations Office

- Fixed Route Operations is requesting one (1) Controller which will be offset by a consolidation of the Lead Controller and Controller System Specialist positions. The resulting consolidated position is labeled as the Lead Controller/System Specialist.
- Paratransit Operations is requesting one (1) Paratransit Administration Manager and one (1) Paratransit Administration Assistant to ensure the growing costs of Paratransit are controlled.
- The Operations Office is requesting one (1) additional position resulting from the bifurcation of the approved Deputy Chief Operating Officer into a DCOO of Maintenance and a DCOO of Transportation.

REVENUE SUMMARY



Sources of Funding (Operating)	FY 17 Approved Budget	FY 17 Estimates	FY 17 Variance	FY 18 Proposed Budget	FY 18 Variance	Type
Advertising Revenue	173,202	191,046	17,844	220,000	46,798	Local
Bus Stop Maintenance Fees	59,508	112,009	52,501	112,000	52,492	Local
SRA Overhead Fee Revenue	29,359	29,359	-	29,359	-	Allocation
CMAQ	1,015,644	252,077	(763,567)	890,429	(125,215)	Federal
Pass through CMAQ funds	(814,476)	(252,077)	562,399	(647,149)	167,327	
CNG Rebate	500,000	835,406	335,406	-	(500,000)	Federal
Emissions Credits (Sales of State Fuel Credits)	542,361	1,058,000	515,639	750,000	207,639	Sales
Farebox - Fixed Route	3,007,673	2,766,691	(240,982)	2,619,095	(388,578)	Sales
Farebox - Paratransit	331,448	343,123	11,675	365,276	33,828	Sales
FTA Section 5307	1,374,632	1,374,632	-	3,968,942	2,594,310	Federal
FTA Section 5311(f)	-	-	-	365,767	365,767	Federal
FTA Section 5311	641,572	641,572	-	344,995	(296,577)	Federal
FTA Section 5316 - North Shore & Commuter Link	13,093	13,093	-	-	(13,093)	Federal
FTA Section 5317	57,488	57,488	-	-	(57,488)	Federal
Low-Carbon Transit Operations Program	539,373	539,373	-	549,672	10,299	State
FTA Section 5310	57,606	57,606	-	46,667	(10,939)	Federal
Interest and Other Income	60,332	101,398	41,066	111,106	50,774	Local
Local Transportation Funds (LTF)	18,646,475	17,037,098	(1,609,377)	18,753,800	107,325	State
Measure A	5,835,696	5,835,696	-	5,153,400	(682,296)	Local
SunFuels - Outside Sales	1,300,000	1,402,111	102,111	1,200,000	(100,000)	Sales
Taxi Voucher (Passenger Sales)	103,125	102,788	(337)	46,667	(56,458)	Sales
Total Operating Revenue Net of Pass through funds	33,474,111	32,498,490	\$ (975,621)	34,880,026	1,405,915	

Notes:

- Pass through items, indicated in red, are used to demonstrate an activity that is not directly related to an increase in operating costs for the Agency.
- The FY17 variance reflects the difference between FY17 estimates and FY17 approved budget. The FY18 variance indicates the difference between FY18 proposed budget and FY17 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

The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) local routes, one (1) Commuter Link 220 service, and complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

ADVERTISING REVENUE

Advertising revenue is generated from the sale of advertising space on buses and at bus stop shelters.

BUS STOP SHELTER REVENUE

Bus Stop Shelter Revenue is generated from the maintenance of bus shelters in cities where SunLine is not allowed to advertise on the shelters but still, maintains the bus stops. This revenue offsets some of the costs associated with bus shelter maintenance that otherwise could have been compensated for by advertising revenue.

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

Farebox Revenues are revenues generated from the collection of passenger fares and ticket sales. This revenue is projected based on historical data and planned service levels.

FTA SECTION 5307

Section 5307 is a Federal Urbanized Area Formula Fund authorized under MAP 21 legislation which apportions federal funding on factors such as urbanized area population and ridership.

FTA SECTION 5310

Section 5310 is a federal program intended to enhance the mobility and special needs of transit-dependent populations.

FTA SECTION 5311/5311(f)

Section 5311 is a Federal Rural Area Formula Fund authorized under MAP 21 legislation which apportions federal funding in support of transportation services in rural areas (< 50,000 population). Section 5311(f) is funding allocated for intercity bus operations.

REVENUE & FUNDING SOURCES

FTA SECTION 5316

Section 5316 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. This funding was utilized towards the operating costs of the Commuter Link 220, Line 95 and, ridesharing programs.

FTA SECTION 5317

Section 5317 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by the elderly and disabled.

INTEREST & OTHER INCOME

Interest and Other Income is comprised of interest, insurance recoveries, payroll garnishment fees, vacuum fees at fueling stations, and other non-transit revenue.

LOCAL TRANSPORTATION FUND (LTF)

This funding is derived from a 1/4 cent of the general sales tax collected statewide.

Low-Carbon Transit Operations Program (LCTOP)

LCTOP funding was created from the Transit, Affordable Housing, and Sustainable Communities Program in 2014, which provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on disadvantaged communities.

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.

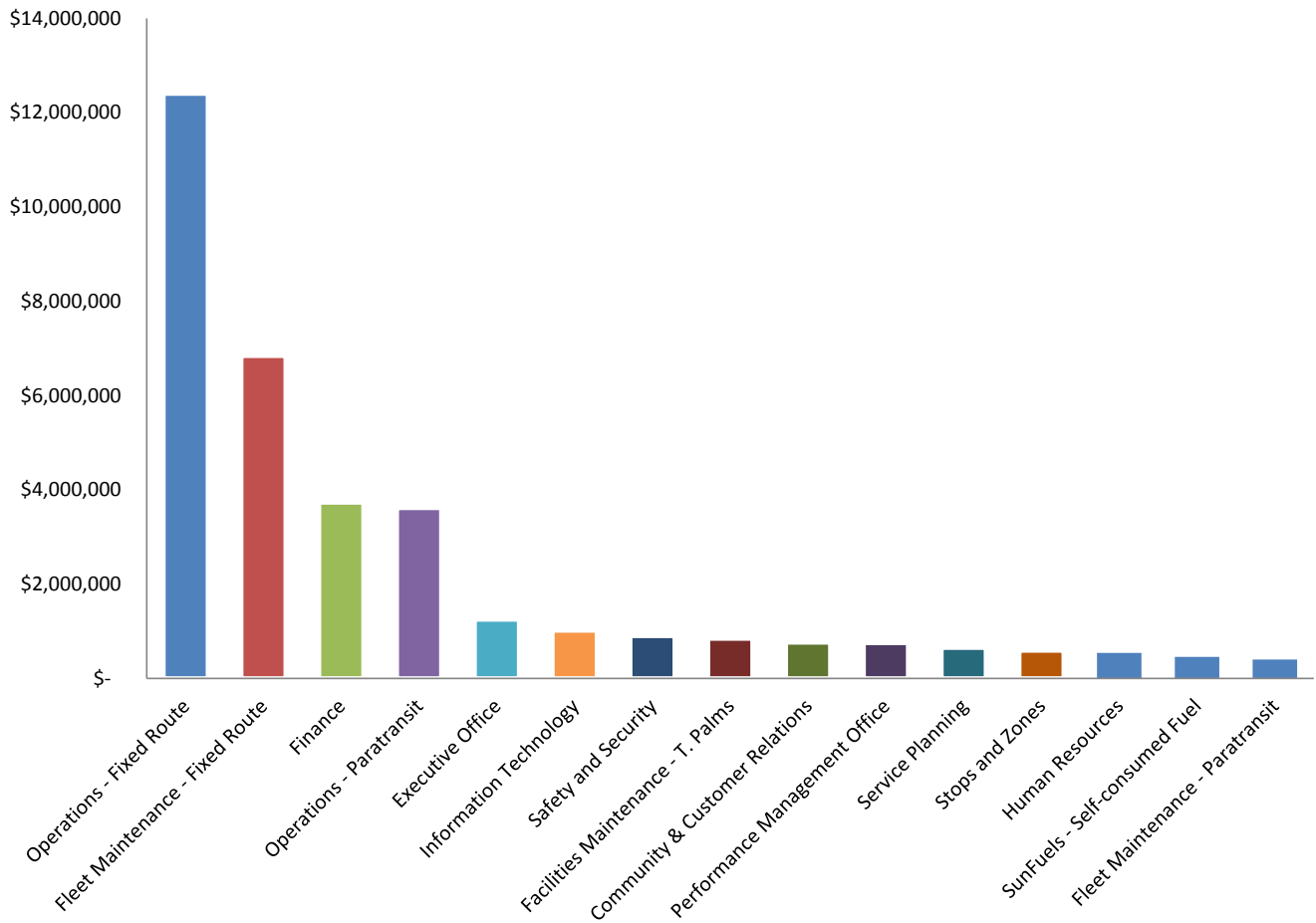
SRA Overhead Fee Revenue

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.

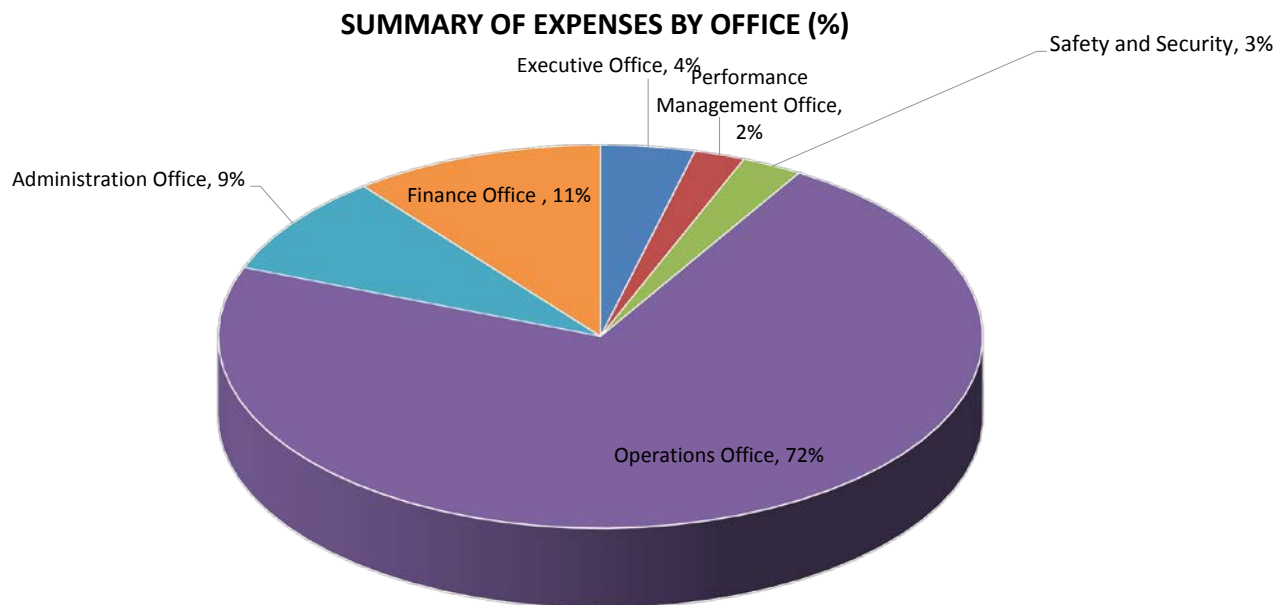
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
EXECUTIVE OFFICE				
40	Executive Office	1,130,182	1,250,423	120,241
44	Performance Management Office	962,828	751,560	(211,268)
SAFETY AND SECURITY OFFICE				
15	Safety and Security	705,199	901,555	196,356
OPERATIONS OFFICE				
10	SunFuels - Self-consumed Fuel	470,230	455,657	(14,573)
11 & 12	Operations - Fixed Route	11,965,627	12,404,534	438,907
13 & 14	Operations - Paratransit	3,354,803	3,617,129	262,326
21 & 22	Fleet Maintenance - Fixed Route	6,295,838	6,843,199	547,361
13	Fleet Maintenance - Paratransit	365,552	399,158	33,606
23	Facilities Maintenance - T. Palms	929,380	845,324	(84,056)
24	Facilities Maintenance - Indio	106,000	115,500	9,500
25	Stops and Zones	594,684	592,124	(2,560)
FINANCE OFFICE				
41	Finance	3,537,985	3,732,151	194,166
ADMINISTRATION OFFICE				
32	Human Resources	633,563	540,120	(93,443)
42	Information Technology	859,399	1,016,751	157,352
45	Community & Customer Relations	835,871	763,180	(72,691)
49	Service Planning	726,970	651,661	(75,309)
Total Net of Pass Through Expenses		33,474,111	34,880,026	1,405,915

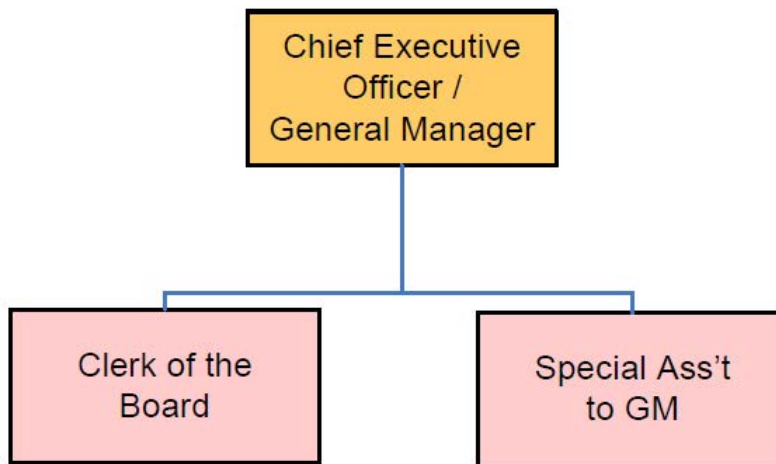
EXPENSE SUMMARY BY OFFICE



Department	FY 17 Approved Budget	FY 18 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Executive Office	1,130,182	1,250,423	4%
Executive Office	1,130,182	1,250,423	4%
PERFORMANCE MANAGEMENT OFFICE			
Performance Management Office	962,828	751,560	2%
Performance Office	962,828	751,560	2%
SAFETY AND SECURITY OFFICE			
Safety and Security	705,199	901,555	3%
Safety and Security Office	705,199	901,555	3%
OPERATIONS OFFICE			
SunFuels	470,230	455,657	1%
Operations - Fixed Route & Paratransit	15,320,430	16,021,663	46%
Fleet Maintenance - Fixed Route and Paratransit	6,661,390	7,242,357	21%
Facilities Maintenance	1,035,380	960,824	3%
Stops and Zones	594,684	592,124	2%
Operations Office	24,082,114	25,272,625	72%
FINANCE OFFICE			
Finance	3,537,985	3,732,151	11%
Finance Office	3,537,985	3,732,151	11%
ADMINISTRATION OFFICE			
Human Resources	633,563	540,120	2%
Information Technology	859,399	1,016,751	3%
Community & Customer Relations	835,871	763,180	2%
Service Planning	726,970	651,661	2%
Administration Office	3,055,803	2,971,712	9%
Total Expenses	33,474,111	34,880,026	100%

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EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Support the commercialization of Hydrogen Fuel Vehicles and the successful implementation of Hydrogen Technology Projects.
- Develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimated Actuals	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	281,414	258,435	276,766	314,359	282,871	(31,488)
5010201610 ADMIN SALARIES-OT	13	26	-	-	-	-
5010700000 ALLOCATED SALARIES	(10,479)	(1,958)	(2,097)	(2,100)	(1,896)	204
5010700001 GRANT ALLOCATION	-	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	166,694	185,373	155,825	178,845	161,893	(16,952)
5030200000 PUBLIC NOTICES	3,894	5,656	-	-	-	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	-	224,980	339,198	125,000	282,089	157,089
5030300005 LEGAL SVCS- GENERAL	-	100,399	93,803	75,000	80,000	5,000
5049900000 PRINTING ADMINISTRATION	2,444	3,170	3,607	3,500	3,100	(400)
5049900001 OFFICE SUPPLIES-GENERAL	1,189	2,131	2,194	3,500	2,200	(1,300)
5049900002 OFFICE SUPPLIES-POSTAGE	16	4	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	43,430	46,451	54,364	45,050	52,941	7,891
5090200000 TRAVEL-MEETINGS/TRAINING	14,830	23,564	40,296	30,000	28,700	(1,300)
5090200002 BOARD MEETING EXPENSES	3,846	3,747	4,597	4,500	4,000	(500)
5090200003 BOARD MEMBER COMPENSATION	6,725	5,675	6,735	12,000	6,000	(6,000)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	40,611	140,528	205,000	64,472
5099900002 MISCELLANEOUS EXPENSE	9,402	-	835	-	-	-
5099900004 CONSULTING-GENERAL	-	35,921	69,739	200,000	143,525	(56,475)
Total Expenses	523,418	893,573	1,086,472	1,130,182	1,250,423	120,241

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Authorized FTEs	FY 18 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Clerk of the Board	1.00	1.00	0.00
1	Special Assistant to the General Manager	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

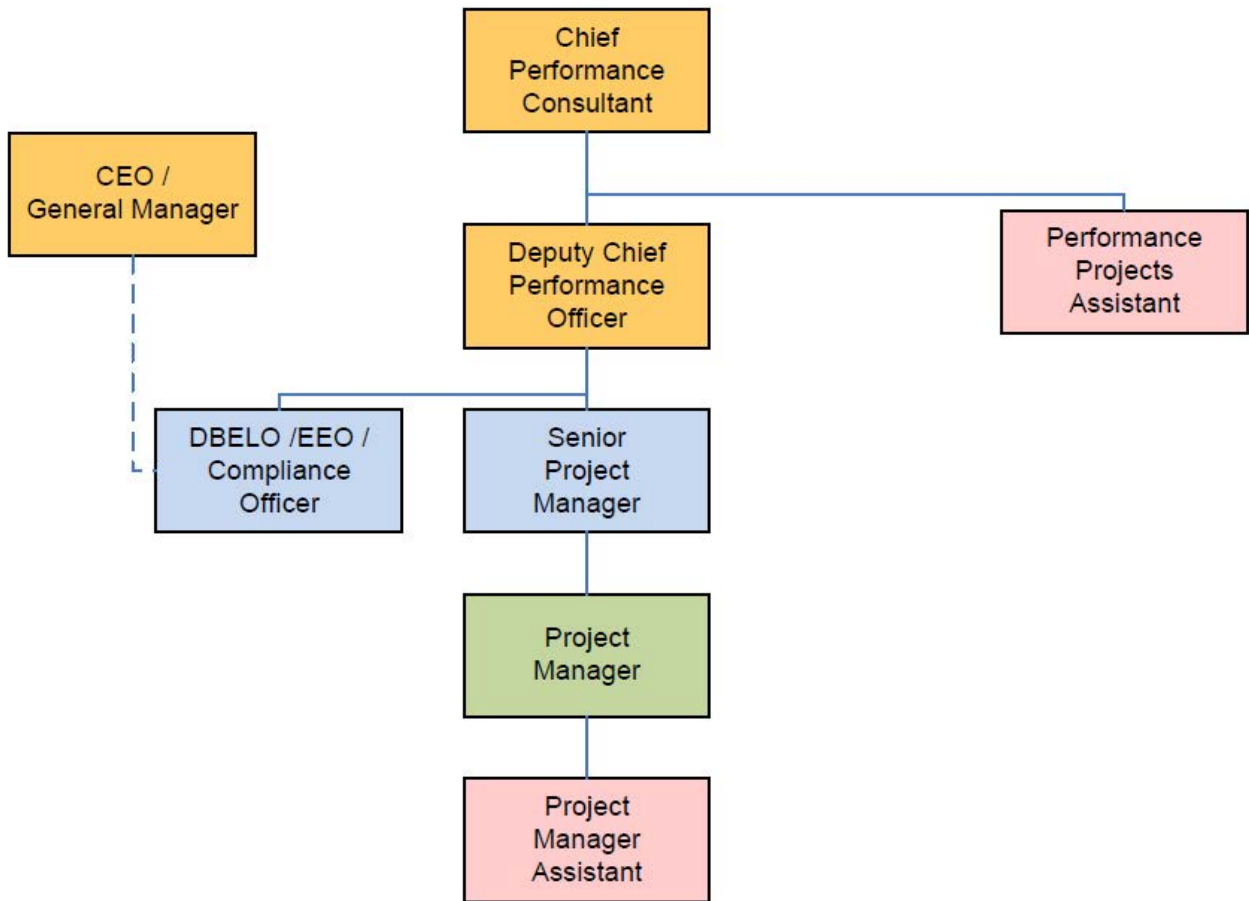
General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,359	282,871	(31,488)
5010700000 ALLOCATED SALARIES	(2,100)	(1,896)	204
5029999999 TOTAL FRINGE BENEFITS	178,845	161,893	(16,952)
Sub-total	491,104	442,868	(48,236)
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	125,000	282,089	157,089
Sub-total	125,000	282,089	157,089
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	75,000	80,000	5,000
Sub-total	75,000	80,000	5,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	3,500	3,100	(400)
Sub-total	3,500	3,100	(400)
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	3,500	2,200	(1,300)
Sub-total	3,500	2,200	(1,300)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	28,000	35,028	7,028
California Transit Association	10,500	12,053	1,553
Conference of Minority Transit Officials	3,350	-	(3,350)
CalAct	700	910	210
Cal-Start	1,500	1,950	450
Clean Cities Coachella Valley Region	1,000	1,000	-
CSUSB Philanthropic	-	2,000	2,000
Sub-Total	45,050	52,941	7,891

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
509020000 TRAVEL-MEETINGS/TRAINING			
Annual APTA Conference	2,500	2,500	-
COMTO National	2,500	-	(2,500)
Annual APTA CEO Seminar	2,500	2,500	-
APTA Legislative Conference	2,500	2,500	-
APTA Bus & Paratransit Conference	2,500	2,500	-
APTA Leadership	1,000	1,000	-
CalAct Autumn Conference	1,000	1,000	-
CTE Board Meeting	1,000	1,000	-
ZEBS Meetings	2,000	2,000	-
California Hydrogen Business Council Board	1,200	1,200	-
CARB Subcommittee for ZEBS	1,000	1,000	-
CalStart Conference - Heavy Duty	1,200	1,200	-
CTA Annual Conference	-	1,200	1,200
CTA Legislative Conference	1,000	1,000	-
APTA Board Conference	4,000	4,000	-
APTA Committee Meetings	1,500	1,500	-
Fees for general administration expenses related to city & community events	2,600	2,600	-
Sub-Total	30,000	28,700	(1,300)
509020002 BOARD MEETING EXPENSES			
General board meeting costs	4,500	4,000	(500)
Sub-total	4,500	4,000	(500)
509020003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	6,000	(6,000)
Sub-total	12,000	6,000	(6,000)
509020004 EMPLOYEE DEVELOPMENT PROGRAM			
Year of Learning	-	25,000	25,000
Room for improvement funds	140,528	180,000	39,472
Sub-total	140,528	205,000	64,472
509990004 CONSULTING-GENERAL			
General assessments	200,000	58,525	(141,475)
Leadership Consulting	-	85,000	85,000
Sub-total	200,000	143,525	(56,475)
Total Expenses	1,130,182	1,250,423	120,241

PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Improve the utilization of metrics throughout the Agency.
- Improve the performance of the Agency in regards to compliance requirements.
- Complete operational and facility studies.
- Implement a comprehensive Capital Improvement Plan (CIP).

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	374,861	304,115	454,454	471,739	347,222	(124,517)
5010201610 ADMIN SALARIES-OT	1,649	516	-	-	-	-
5010700000 ALLOCATED SALARIES	(2,773)	(2,282)	(3,429)	(2,000)	(2,760)	(760)
5010700001 GRANT ALLOCATION	(160,666)	(3,458)	-	(7,000)	(30,000)	(23,000)
5029999999 TOTAL FRINGE BENEFITS	194,234	140,582	163,780	268,589	183,598	(84,991)
5030200000 PUBLIC NOTICES	-	-	-	3,000	4,000	1,000
5030300003 MEDICAL-EXAMS AND TESTING	-	-	-	-	21,000	21,000
5049900000 PRINTING ADMINISTRATION	-	-	-	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	170	395	375	500	500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	635	-	1,000	1,000	-
5090200000 TRAVEL-MEETINGS/TRAINING	15,840	2,023	9,603	22,500	22,500	-
5090200001 TRAINING/ WORKSHOP	-	-	-	-	3,000	3,000
5090200002 ACCESS COMMITTEE EXPENSES	-	-	1,036	1,000	1,000	-
5099900002 MISCELLANEOUS EXPENSE	18	515	-	3,000	-	(3,000)
5099900004 CONSULTING-GENERAL	11,095	7,190	61,055	200,000	200,000	-
Total Expenses	434,430	450,231	686,874	962,828	751,560	(211,268)

Notes

- A partial amount of Medical Exams and Testing was moved from Human Resources.
- Miscellaneous Expense was moved to Training Expense Workshop.

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Authorized FTEs	FY 18 Requested FTEs	Variance
1	Chief Performance Consultant	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
1	Senior Project Manager	1.00	1.00	0.00
1	DBELO/EEO/Compliance Officer	1.00	1.00	0.00
1	Project Manager Assistant	1.00	1.00	0.00
1	Performance Projects Assistant	0.00	1.00	1.00
0	Administrative Analyst	1.00	0.00	(1.00)
7	Total FTEs	7.00	7.00	0.00

Notes

- Administrative Analyst position reorganized to Performance Projects Assistant

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	471,739	347,222	(124,517)
5010700000 ALLOCATED SALARIES	(2,000)	(2,760)	(760)
5010700001 GRANT ALLOCATION	(7,000)	(30,000)	(23,000)
5029999999 TOTAL FRINGE BENEFITS	268,589	183,598	(84,991)
Sub-total	731,328	498,060	(233,268)
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO and ADA	3,000	4,000	1,000
Sub-total	3,000	4,000	1,000
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	-	21,000	21,000
Sub-total	-	21,000	21,000
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	500	500	-
Sub-total	500	500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting service	1,000	1,000	-
Sub-total	1,000	1,000	-
5090200000 TRAVEL-MEETINGS/TRAINING			
EEO, DBE, ADA seminars	7,500	7,500	-
APTA seminars	7,000	7,000	-
DBE outreach	2,000	2,000	-
CTA seminars	2,000	2,000	-
Cal Act seminar	2,000	2,000	-
FTA sponsored technology events	2,000	2,000	-
Sub-total	22,500	22,500	-
5090200001 TRAINING/WORKSHOP			
DBE Workshop Expense	-	3,000	3,000
Sub-total	-	3,000	3,000

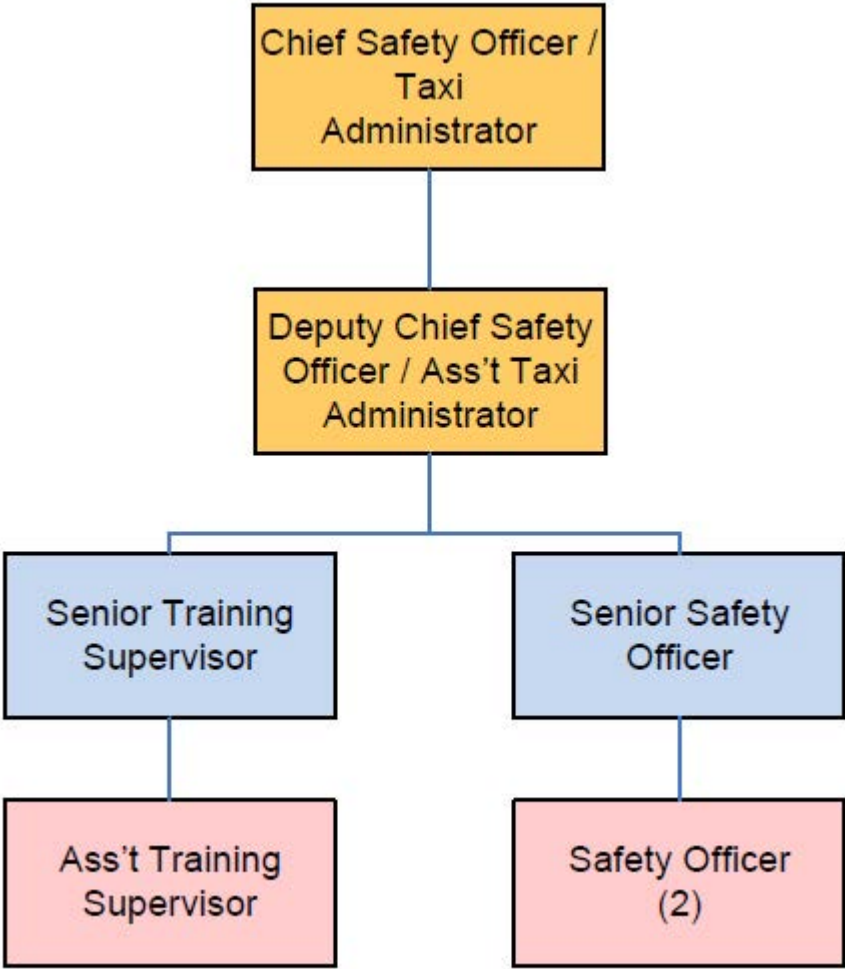
PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5090200002 ACCESS COMMITTEE EXPENSES			
Access Committee Meetings	1,000	1,000	-
Sub-total	1,000	1,000	-
5099900002 MISCELLANEOUS EXPENSE			
DBE workshop	3,000	-	(3,000)
Sub-total	3,000	-	(3,000)
5099900004 CONSULTING-GENERAL			
Subject matter experts to supplement staff	200,000	200,000	-
Sub-total	200,000	200,000	-
Total Expenses	962,828	751,560	(211,268)

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

The Safety and Security Department is responsible for providing a safe working environment for employees and ensuring the safety of all passengers. The Safety and Security Department investigates and documents all traffic collisions, passenger injuries and incidents that might cause a liability to the Agency. The Safety and Security Department is also responsible for reporting to various Federal and State regulatory agencies such as Cal-OSHA and the National Transit Database. As part of the responsibility of providing and ensuring safety, the Safety and Security Department trains all new Fixed Route and Paratransit Operators, conducts on-going perishable skills training and remedial training for employees involved in preventable incidents.

FY 18 GOALS & OBJECTIVES

- Identify and obtain funding for Mobile Technology.
- Install new state of the art surveillance system at all SunLine properties.
- Implement "Safety Assurance" phase of Safety Management Systems.
- Complete NIMS training for designated personnel.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	136,031	220,492	238,223	319,678	314,836	(4,842)
5010201610 ADMIN SALARIES-OT			513		500	500
5029999999 TOTAL FRINGE BENEFITS	117,129	213,391	215,452	207,663	215,295	7,632
5030300001 ID BADGE SUPPLIES	1,242	1,491	1,102	1,000	1,500	500
5030300010 CONTRACTED SERVICES	8,114	8,114	-	-	-	-
5030300013 UNIFORMS	4,354	3,144	2,402	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES	17,655	20,926	5,615	20,000	15,000	(5,000)
5030700000 SECURITY SERVICES	66,298	70,726	77,838	74,600	103,604	29,004
5030700001 SUSBSTANCE ABUSE PROGRAM AUDITS	5,322	499	-	-	-	-
5049900001 OFFICE SUPPLIES	410	1,008	2,269	2,950	3,100	150
5049900009 MATERIALS & SUPPLIES	5,076	5,302	8,605	19,000	10,341	(8,659)
5049900010 TRAINING SUPPLIES	1,227	1,269	-	-	-	-
5049901000 EMERGENCY PREPARADNESS SUPPLIES	5,075	4,550	2,270	6,000	2,269	(3,731)
5060300100 REPAIR CLAIMS	-	-	-	-	200,000	200,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,503	10,956	11,404	11,160	12,000	840
5090200000 TRAVEL MEETINGS/TRAINING	1,213	9,767	17,275	37,273	17,235	(20,038)
5090201000 EMPLOYEE EXPENSES	-	-	210	2,875	2,875	-
5099900002 MISCELLANEOUS EXPENSE	43	65	-	-	-	-
Total Expenses	370,691	571,701	583,178	705,199	901,555	196,356

Notes

- Repair Claims account moved from Finance Dept.

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Chief Safety Officer/Taxi Administrator	1.00	0.75	(0.25)
1	Deputy Chief Safety Officer/ Asst. Taxi Administrator	1.00	0.75	(0.25)
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
1	Assistant Training Supervisor	1.00	1.00	0.00
2	Safety Officer	2.00	2.00	0.00
7	Total FTEs	7.00	6.50	(0.50)

Notes:

- Chief & Deputy Chief Safety Officers budgeted at .75 FTEs to reflect allocated time for taxi administration responsibilities charged to SRA budget.

SAFETY AND SECURITY OFFICE

Division 15

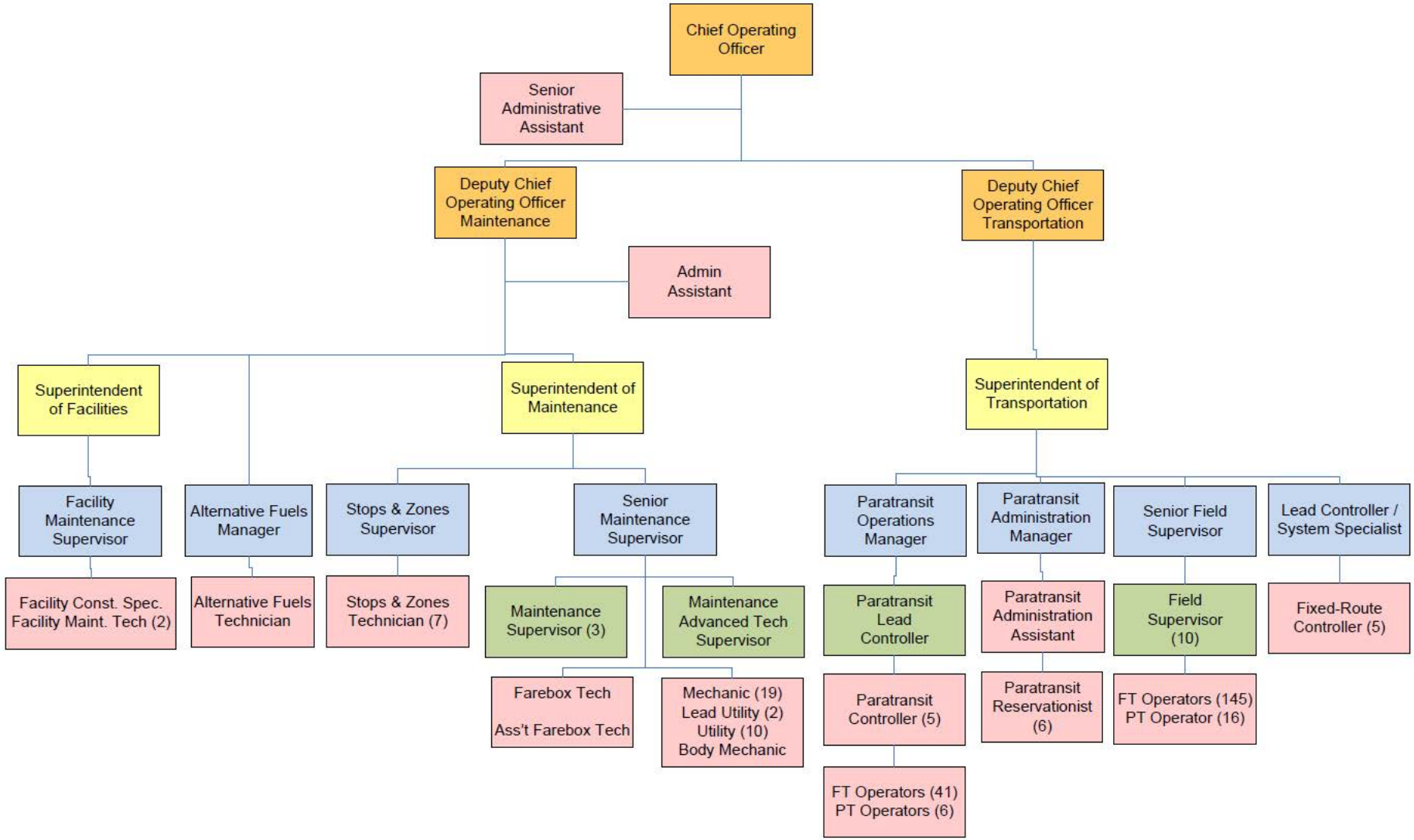
General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	319,678	314,836	(4,842)
5010201610 ADMIN SALARIES-OT	-	500	500
5029999999 TOTAL FRINGE BENEFITS	207,663	215,295	7,632
Sub-total	527,341	530,631	3,290
5030300001 ID BADGE SUPPLIES			
Access Cards	1,000	1,500	500
Sub-total	1,000	1,500	500
5030300013 UNIFORMS			
Uniform rental	2,500	2,500	-
Staff shirts/hats, Etc.	500	500	-
Sub-total	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	8,000	6,000	(2,000)
Safety Incentive program	12,000	9,000	(3,000)
Sub-total	20,000	15,000	(5,000)
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	1,440	1,440	-
Guard services at Divisions 1 & 2	73,160	102,164	29,004
Sub-total	74,600	103,604	29,004
5049900001 OFFICE SUPPLIES			
Office supplies	2,950	3,100	150
Sub-total	2,950	3,100	150
5049900009 MATERIALS & SUPPLIES			
National Safety Week recognition	5,000	3,000	(2,000)
First aid /CPR supplies	2,000	1,000	(1,000)
Banners	3,000	1,000	(2,000)
National Safety Council materials	6,000	4,000	(2,000)
Reflective safety vest replacements	3,000	1,341	(1,659)
Sub-total	19,000	10,341	(8,659)
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency kits	6,000	2,269	(3,731)
Sub-total	6,000	2,269	(3,731)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5060300100 REPAIR CLAIMS			
Costs associated with repairs for damaged vehicles resulting from collisions	-	200,000	200,000
Sub-total	-	200,000	200,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
National Safety Council	749	749	-
Fred Pryor Membership	996	996	-
911 Mass Contact System	395	395	-
APTA Bus Safety Mgt program	9,020	9,860	840
Sub-total	11,160	12,000	840
5090200000 TRAVEL MEETINGS/TRAINING			
CTA Conference	8,000	4,000	(4,000)
APTA Conference	9,200	4,000	(5,200)
FTA Drug & Alcohol Training	2,000	500	(1,500)
NHTSA conference	8,500	4,500	(4,000)
TSI Training	9,573	4,235	(5,338)
Sub-total	37,273	17,235	(20,038)
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	2,875	2,875	-
Sub-total	2,875	2,875	-
Total Expenses	705,199	901,555	196,356

OPERATIONS OFFICE



OPERATIONS OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Complete construction of new CNG facility.
- Complete replacement of public fuel dispensers for Thousand Palms & Indio fueling stations.
- Begin construction on new Hydrogen fueling station.
- Maintain a high level of fuel dispensing capacity for internal and public sales.
- Update and develop standard operating procedures for Sun Fuels.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	81,451	96,352	94,470	99,714	100,645	931
5010201610 ADMIN SALARIES-OT	2,260	724	2,323	-	1,000	1,000
5010700000 ALLOCATED SALARIES	13,384	13,742	15,521	14,568	14,539	(29)
5029999999 TOTAL FRINGE BENEFITS	63,257	94,135	81,158	73,657	73,178	(479)
5030500010 CONTRACT SVC-GENERAL	27,572	21,751	16,077	21,000	21,000	-
5030500011 CONTRACT SVC-H2	71,053	69,507	69,581	65,000	65,000	-
5030500012 UNIFORMS	1,301	1,014	1,308	1,300	1,550	250
5030600900 ANSWERING SERVICES	1,077	1,105	1,059	1,200	420	(780)
5039900005 SHIPPING/FREIGHT	540	1,372	318	2,000	1,000	(1,000)
5039900007 INVENTORY-SALES TAX	3,160	4,698	824	2,500	1,000	(1,500)
5039900008 INVENTORY-FREIGHT CHARGES	1,097	1,038	481	1,250	1,000	(250)
5049900001 OFFICE SUPPLIES	159	13	184	200	200	-
5049900010 MAT/SUPPLIES--CNG TPALMS	3,522	3,083	886	2,250	1,225	(1,025)
5049900011 MAT/SUPPLIES--HYDROGEN	15,218	7,429	3,174	7,000	5,000	(2,000)
5049900012 MAT/SUPPLIES--CNG INDIO	1,469	3,009	1,432	2,250	1,000	(1,250)
5049900300 REPAIR PARTS-HYDROGEN	10,564	11,165	9,698	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS	21,963	29,924	29,098	40,000	35,000	(5,000)
5049900450 REPAIR PARTS-CNG - INDIO	9,934	20,797	2,906	15,000	10,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	66,871	66,520	70,176	75,000	75,000	-
5050200002 ELECTRICITY-CNG INDIO	65,650	79,597	69,109	80,000	70,000	(10,000)
5050200003 ELECTRICITY-HYDROGEN	24,104	21,778	23,197	35,000	30,000	(5,000)
5050200020 NATURAL GAS - THOUSAND PALMS	903,902	835,405	1,019,808	840,000	980,000	140,000
5050200021 NATURAL GAS - INDIO	395,615	380,927	475,193	358,112	400,000	41,888
5050200022 NATURAL GAS - HYDROGEN	48,855	52,160	46,985	70,000	70,000	-
5070500000 FUEL TAXES	133,778	170,201	172,434	150,000	150,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	1,308	2,287	3,500	2,000	(1,500)
5090801000 BANK ADJUSTMENTS/FEES	10,340	9,312	7,749	12,000	8,000	(4,000)
5099900004 PERMITS & LICENSES	347	327	435	400	400	-
5099909000 ALLOCATED INDIRECT EXPENSES	10,962	11,924	12,268	11,000	11,000	-
5100200000 SELF CONSUMED FUEL	(1,499,690)	(1,478,840)	(1,633,843)	(1,521,170)	(1,681,000)	(159,830)
Total Expenses	489,714	531,477	596,299	470,231	455,657	(14,574)

OPERATIONS OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Alternative Fuels Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	Total FTEs	2.00	2.00	0.00

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	99,714	100,645	931
5010201610 ADMIN-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	14,568	14,539	(29)
5029999999 TOTAL FRINGE BENEFITS	73,657	73,178	(479)
Sub-total	187,939	189,362	1,423
5030500010 CONTRACT SVC-GENERAL			
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	6,000	6,000	-
Haz mat disposal	1,100	1,100	-
Gas pipe corrosion testing	2,200	2,200	-
Sub-total	21,000	21,000	-
5030500011 CONTRACT SVC-H2			
Reformer maintenance & monitoring	56,000	56,000	-
Water treatment services for H2 production	4,000	4,000	-
Quarterly H2 purity testing	5,000	5,000	-
Sub-total	65,000	65,000	-
5030500012 UNIFORMS			
Uniform services	1,300	1,550	250
Sub-total	1,300	1,550	250
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	1,200	420	(780)
Sub-total	1,200	420	(780)
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	2,000	1,000	(1,000)
Sub-total	2,000	1,000	(1,000)
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,500	1,000	(1,500)
Sub-total	2,500	1,000	(1,500)
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,250	1,000	(250)
Sub-total	1,250	1,000	(250)
5049900001 OFFICE SUPPLIES			
Office supplies	200	200	-
Sub-total	200	200	-

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	600	200	(400)
Oil for compressor	400	300	(100)
Industrial supplies	150	125	(25)
Pipes, tubing & fittings	350	150	(200)
Hardware	300	150	(150)
Stainless steel fittings	150	150	-
Electrical hardware	300	150	(150)
Sub-total	2,250	1,225	(1,025)
5049900011 MAT/SUPPLIES--HYDROGEN			
Nitrogen	2,400	1,700	(700)
Reverse osmosis water filters	600	600	-
Stainless steel fittings	500	350	(150)
Stainless steel valves	600	450	(150)
Hardware	1,700	1,100	(600)
Hoses & nozzles	1,200	800	(400)
Sub-total	7,000	5,000	(2,000)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	1,000	650	(350)
Stainless steel fittings & valves	650	200	(450)
Hardware	600	150	(450)
Sub-total	2,250	1,000	(1,250)
5049900300 REPAIR PARTS-HYDROGEN			
Parts for reformer	4,000	4,000	-
Parts for compressor	3,500	3,500	-
Sub-total	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS			
Parts for hoses & nozzles	10,000	8,000	(2,000)
Parts for dispenser	6,000	6,000	-
Valve repair parts	6,000	5,000	(1,000)
Compressor rebuild parts	18,000	16,000	(2,000)
Sub-total	40,000	35,000	(5,000)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	6,500	4,500	(2,000)
Parts for hoses & nozzles	3,000	2,000	(1,000)
Parts for dispenser	5,500	3,500	(2,000)
Sub-total	15,000	10,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	75,000	75,000	-
Sub-total	75,000	75,000	-

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	80,000	70,000	(10,000)
Sub-total	80,000	70,000	(10,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	35,000	30,000	(5,000)
Sub-total	35,000	30,000	(5,000)
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	840,000	980,000	140,000
Sub-total	840,000	980,000	140,000
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	358,112	400,000	41,888
Sub-total	358,112	400,000	41,888
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	70,000	70,000	-
Sub-total	70,000	70,000	-
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	150,000	150,000	-
Sub-total	150,000	150,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
NGV Institute	1,300	600	(700)
NTT	2,200	1,400	(800)
Sub-total	3,500	2,000	(1,500)
5090801000 BANK ADJUSTMENTS/FEES			
Merchant transaction fees	12,000	8,000	(4,000)
Sub-total	12,000	8,000	(4,000)
5099900004 PERMITS & LICENSES			
Fees paid to the county	400	400	-
Sub-total	400	400	-
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	11,000	11,000	-
Sub-total	11,000	11,000	-
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,521,170)	(1,681,000)	(159,830)
Sub-total	(1,521,170)	(1,681,000)	(159,830)
Total Expenses	470,231	455,657	(14,574)

OPERATIONS OFFICE - TRANSPORTATION

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY 18 GOALS & OBJECTIVES

- Initiate the plan to create a Paratransit sub-department for the implementation of a new eligibility process.
- Create a training program to train, develop and promote team members for paratransit eligibility sub-department.
- Improve management/operator relations by continuing to be more visible and available with an increased supervisor workforce.
- Continue the current task force/committee with operators and staff to address and improve software and schedule time concerns.
- Continue our ladders of success program designed to train, develop and promote current and future team members through our Individual Development Program (II
- Maintain full staffing to budgeting FTEs.
- Update and develop standard operating procedures for Transportation.

EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	801,832	835,008	920,057	931,538	1,015,310	83,772
5010201500 CUSTOMER SERVICE SALARIES	-	128	-	-	-	-
5010201610 ADMIN SALARIES-OT	484	355	-	500	500	-
5010700001 GRANT ALLOCATED SALARIES	-	(30,102)	(26,127)	(50,000)	(50,000)	-
5029999999 TOTAL FRINGE BENEFITS	643,512	812,684	692,847	701,167	763,689	62,522
5030300013 UNIFORMS	41,948	49,487	108,038	89,920	62,000	(27,920)
5030303250 CONSULTING	-	17,221	-	5,000	-	(5,000)
5039900003 PRINTING EXPENSE	2,977	2,724	3,508	4,000	5,000	1,000
5049900001 OFFICE SUPPLIES	2,484	2,448	1,482	2,000	2,200	200
5049900011 MATERIALS & SUPPLIES	2,898	3,841	231	300	350	50
5090200000 TRAVEL MEETINGS/TRAINING	6,017	15,738	24,830	40,000	25,000	(15,000)
5090200001 TRAINING	16,384	150	-	-	-	-
5090200002 ACCESS COMMITTEE EXPENSES	682	838	33	-	-	-
5090201000 EMPLOYEE EXPENSE	1,521	899	67	1,500	1,000	(500)
5099900004 BUS RODEO EXPENDITURES	12,600	12,104	2,808	10,000	10,000	-
Total Expenses	1,533,338	1,723,523	1,727,773	1,735,925	1,835,049	99,124

EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	4,859,283	4,999,404	5,588,885	6,106,646	6,264,651	158,005
5010101020 OPERATOR WAGES OVERTIME - FT	633,727	683,374	787,910	650,000	700,000	50,000
5029999999 TOTAL FRINGE BENEFITS	3,277,775	3,585,863	3,399,925	3,473,056	3,604,834	131,778
Total Expenses	8,770,785	9,268,640	9,776,720	10,229,702	10,569,485	339,783

OPERATIONS OFFICE - TRANSPORTATION

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

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

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	330,320	314,507	381,336	453,410	536,411	83,001
5010201610 ADMIN SALARIES-OT	2,505	2,781	2,637	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	312,328	353,309	319,956	375,839	419,598	43,759
5030300013 PARATRANSIT UNIFORMS	12,059	15,297	31,695	23,600	18,000	(5,600)
5030400000 TEMPORARY HELP SERVICES	-	26,747	7,613	-	-	-
5039900003 GENERAL SERVICES	14,880	15,497	16,293	17,000	18,000	1,000
5049900001 OFFICE SUPPLIES	2,069	2,754	322	2,500	2,000	(500)
5049900011 PARATRANSIT SUPPLIES	-	449	505	1,500	750	(750)
Total Expenses	674,160	731,340	760,358	874,849	995,759	120,910

EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,218,334	1,318,525	1,480,528	1,494,889	1,481,890	(12,999)
5010101020 PARATRANSIT OPER WAGES OT	256,692	321,298	330,758	275,000	349,521	74,521
5029999999 TOTAL FRINGE BENEFITS	767,004	815,280	806,081	760,065	789,959	29,894
Total Expenses	2,242,030	2,455,104	2,617,366	2,529,954	2,621,370	91,416

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Operating Officer	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Field Supervisor	1.00	1.00	0.00
10	Field Supervisors	10.00	10.00	0.00
1	Deputy Chief Operating Officer - Transportation	0.00	1.00	1.00
1	Lead Controller/System Specialist	0.00	1.00	1.00
0	Lead Controller	1.00	0.00	(1.00)
5	Fixed Route Controller	4.00	5.00	1.00
0	Controller System Specialist	1.00	0.00	(1.00)
145	Motor Coach Operator - Full Time	145.00	145.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
182	Sub-Total	177.00	178.00	1.00
	Paratransit			
1	Paratransit Operations Manager	1.00	1.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Administration Manager	0.00	1.00	1.00
1	Paratransit Administration Assistant	0.00	1.00	1.00
6	Paratransit Reservationist	6.00	6.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
62	Sub-Total	58.50	60.50	2.00
244	Total FTEs	235.50	238.50	3.00

Notes:

- Lead Controller and Controller System Specialist consolidated into new Lead Controller/System Specialist position.

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	931,538	1,015,310	83,772
5010201610 ADMIN SALARIES-OT	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(50,000)	(50,000)	-
5029999999 TOTAL FRINGE BENEFITS	701,167	763,689	62,522
Sub-total	1,583,205	1,729,499	146,294
5030300013 UNIFORMS			
Employee uniforms	89,920	62,000	(27,920)
Sub-total	89,920	62,000	(27,920)
5030303250 CONSULTING			
Leadership consulting	5,000	-	(5,000)
Sub-total	5,000	-	(5,000)
5039900003 PRINTING EXPENSE			
Printing expense	4,000	5,000	1,000
Sub-total	4,000	5,000	1,000
5049900001 OFFICE SUPPLIES			
Office supplies	2,000	2,200	200
Sub-total	2,000	2,200	200
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	300	350	50
Sub-total	300	350	50
5090200000 TRAVEL MEETINGS/TRAINING			
Leadership training (5)	7,500	2,500	(5,000)
NTI Training	4,000	3,000	(1,000)
TSI Training	6,000	3,500	(2,500)
Para and Transit Certification (6)	9,000	6,000	(3,000)
Trapeze Group user conference (2)	5,000	2,500	(2,500)
APTA Annual	2,500	3,000	500
APTA Legislative Conference	2,500	2,000	(500)
CTA	1,500	2,500	1,000
COMTO National Meeting and Training	2,000	-	(2,000)
Sub-total	40,000	25,000	(15,000)

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Industrial work gloves	1,000	750	(250)
Trophies for employee recognition	500	250	(250)
Sub-total	1,500	1,000	(500)
5099900004 BUS RODEO EXPENDITURES			
APTA registration	2,500	2,500	-
Hotels	2,500	2,500	-
Travel	2,500	2,500	-
Local Competition	2,500	2,500	-
Sub-total	10,000	10,000	-
Total Expenses	1,735,925	1,835,049	99,124

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	453,410	536,411	83,001
5010201610 ADMIN SALARIES-OT	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS...	375,839	419,598	43,759
Sub-total	830,249	957,009	126,760
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	23,600	18,000	(5,600)
Sub-total	23,600	18,000	(5,600)
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	17,000	18,000	1,000
Sub-total	17,000	18,000	1,000
5049900001 OFFICE SUPPLIES			
General office supplies	2,500	2,000	(500)
Sub-total	2,500	2,000	(500)
5049900011 PARATRANSIT SUPPLIES			
Thomas Guides	1,500	-	(1,500)
Driving gloves	-	500	500
Name plates	-	250	250
Sub-total	1,500	750	(750)
Total Expenses	874,849	995,759	120,910

OPERATIONS OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Upgrade current radio systems to digital.
- Refinish and re-seal shop floor at Div. I after new lift post installation.
- Improve fleet readiness and decrease overtime by providing continued education to Supervisors and Technicians.
- Procure new asset management software.
- Update and develop standard operating procedures for fleet maintenance.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17	FY 18	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	404,033	403,848	422,994	590,904	497,051	(93,853)
5010201610 ADMIN SALARIES-OT	97	588	565	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(569)		-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	281,135	385,209	331,494	379,875	372,184	(7,691)
5030400000 TEMPORARY HELP SERVICES	-	9,715	-	-	-	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	16,563	9,351	11,049	70,000	30,000	(40,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	3,688	10,184	1,521	7,500	5,000	(2,500)
5040100101 LUBRICANTS-OIL	114,204	127,901	135,344	135,000	140,000	5,000
5040100102 FREON & COOLANT	21,856	35,326	18,174	21,500	30,000	8,500
5040101000 FUEL-CNG SUPPORT VEHICLES	34,412	39,570	38,573	37,000	40,000	3,000
5040101001 FUEL-CNG FIXED ROUTE	1,099,794	1,070,839	1,223,034	1,086,000	1,294,974	208,974
5040102000 FUEL-UNLEADED	6,495	3,820	4,226	5,000	5,500	500
5040102100 FUEL-DIESEL	-	-	-	100	100	-
5040102200 FUEL-HYDROGEN	158,301	208,164	295,043	231,000	250,000	19,000
5040200001 TIRES-FIXED ROUTE	167,484	143,831	159,940	145,000	188,000	43,000
5040200002 TIRES-SUPPORT VEHICLES	14,774	6,282	7,289	15,000	10,000	(5,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	120	-	-	500	100	(400)
5049900001 OFFICE SUPPLIES	1,973	3,082	2,389	3,000	3,000	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	855	110	918	1,500	1,200	(300)
5090200000 TRAVEL MEETINGS/TRAINING	2,058	2,329	3,487	10,000	6,000	(4,000)
5090200001 TRAINING	5,178	410	(547)	-	-	-
5090201000 EMPLOYEE EXPENSES	208	389	627	500	500	-
5090400100 DISCOUNTS TAKEN	(213)	(878)	-	-	-	-
Total Expenses	2,332,444	2,460,070	2,656,121	2,739,379	2,874,609	135,230

OPERATIONS OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17	FY 18	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,334,521	1,392,511	1,445,198	1,466,178	1,515,532	49,354
5010201210 MECHANIC OVERTIME	50,565	58,127	95,538	50,000	100,000	50,000
5010700000 ALLOCATED SALARIES	(20,657)		-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	896,743	930,554	848,315	857,781	897,918	40,137
5030300014 UNIFORMS	16,757	20,381	23,707	22,000	20,000	(2,000)
5030500001 FIRE EXTINGUISHERS	-		-	1,000	1,000	-
5030500002 RADIO MAINTENANCE	12,093	21,934	6,947	7,500	7,500	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	446	2,542	1,963	4,500	4,500	-
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,110	5,077	994	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT	74,087	76,310	79,200	90,000	85,000	(5,000)
5039900005 CONTRACT SVC-FREIGHT	4,708	6,079	9,115	6,000	10,000	4,000
5039900006 CONTRACT SVC - TOWING	19,135	16,885	21,100	20,000	25,000	5,000
5039900007 INVENTORY-SALES TAX	80,267	100,695	92,299	100,000	100,000	-
5039900008 INVENTORY-FREIGHT CHARGES	11,528	14,610	12,131	12,500	13,000	500
5049900015 COSMETIC MAINTENANCE EXTERIOR	5,263	4,946	2,574	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES	15,023	15,924	11,835	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC	30,235	21,570	32,606	38,222	35,000	(3,222)
5049900018 MECHANIC TOOLS/SHOES	15,539	15,279	13,395	18,500	18,640	140
5049900019 SMALL TOOLS & EQUIPMENT	3,324	9,335	6,788	5,000	10,000	5,000
5049900020 DECALS-FIXED ROUTE	1,601	502	-	1,000	1,000	-
5049900021 REPAIR PARTS- FIXED ROUTE	810,698	882,880	1,076,597	775,000	1,000,000	225,000
5049900022 REPAIR PARTS-SUPPORT VEHICLES	41,875	36,596	42,402	40,000	40,000	-
5049900023 VANDALISM/SEAT REPAIRS	-	782	30	1,000	1,000	-
5049900024 REPAIR PARTS-FUEL CELL	-	-	5,673	-	25,000	25,000
5070500000 FUEL TAXES	17,072	17,580	17,811	17,500	18,000	500
5099900004 PERMITS & LICENSES	8,210	7,566	13,862	13,000	15,000	2,000
Total Expenses	3,430,142	3,658,664	3,860,083	3,572,181	3,968,590	396,409

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

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17	FY 18	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,350	2,470	1,033	4,000	2,000	(2,000)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	8,970	3,434	3,132	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG	206,019	204,234	217,584	203,852	230,458	26,606
5040200005 PARATRANSIT TIRES	54,833	48,835	52,379	51,000	60,000	9,000
5049900006 PARATRANSIT REPAIR PARTS	74,932	162,195	113,338	100,000	100,000	-
5049900007 PARATRANSIT GLASS REPLACEMENT	1,255	780	520	1,500	1,500	-
5049900200 DECALS	-	-	-	200	200	-
Total Expenses	348,359	421,949	387,986	365,552	399,158	33,606

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

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Deputy Chief Operating Officer - Maintenance	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
3	Maintenance Supervisor	3.00	3.00	0.00
1	Maintenance Advanced Tech. Supervisor	1.00	1.00	0.00
19	Mechanic A	19.00	19.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
10	Utility	10.00	10.00	0.00
1	Farebox Technician	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
42	Total FTEs	42.00	42.00	0.00

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	590,904	497,051	(93,853)
5010201610 ADMIN SALARIES-OT	-	1,000	1,000
5029999999 TOTAL FRINGE BENEFITS	379,875	372,184	(7,691)
Sub-total	970,779	870,235	(100,544)
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	70,000	30,000	(40,000)
Sub-total	70,000	30,000	(40,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	7,500	5,000	(2,500)
Sub-total	7,500	5,000	(2,500)
5040100101 LUBRICANTS-OIL			
All lubes and oils used the fleet	135,000	140,000	5,000
Sub-total	135,000	140,000	5,000
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	21,500	30,000	8,500
Sub-total	21,500	30,000	8,500
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	37,000	40,000	3,000
Sub-total	37,000	40,000	3,000
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,086,000	1,294,974	208,974
Sub-total	1,086,000	1,294,974	208,974
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	5,000	5,500	500
Sub-total	5,000	5,500	500
5040102100 FUEL-DIESEL			
Diesel fuel for portable steam cleaner	100	100	-
Sub-total	100	100	-
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	231,000	250,000	19,000
Sub-total	231,000	250,000	19,000

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5040200001 TIRES-FIXED ROUTE			
Tire lease program	145,000	188,000	43,000
Sub-total	145,000	188,000	43,000
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	15,000	10,000	(5,000)
Sub-total	15,000	10,000	(5,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	500	100	(400)
Sub-total	500	100	(400)
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	3,000	3,000	-
Sub-total	3,000	3,000	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,500	1,200	(300)
Sub-total	1,500	1,200	(300)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training	10,000	6,000	(4,000)
Sub-total	10,000	6,000	(4,000)
5090201000 EMPLOYEE EXPENSES			
Small employee moral related expenses such as trophies & plaques	500	500	-
Sub-total	500	500	-
Total Expenses	2,739,379	2,874,609	135,230

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,466,178	1,515,532	49,354
5010201210 MECHANIC OVERTIME	50,000	100,000	50,000
5029999999 TOTAL FRINGE BENEFITS	857,781	897,918	40,137
Sub-total	2,373,959	2,513,450	139,491
5030300014 UNIFORMS			
Maintenance employee uniforms	22,000	20,000	(2,000)
Sub-total	22,000	20,000	(2,000)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	1,000	1,000	-
Sub-total	1,000	1,000	-
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles operational	7,500	7,500	-
Sub-total	7,500	7,500	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment. Can normally be done in-house.	4,500	4,500	-
Sub-total	4,500	4,500	-
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	3,000	3,000	-
Sub-total	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer, on property	80,000	75,000	(5,000)
Parts cleaning tank service	10,000	10,000	-
Sub-total	90,000	85,000	(5,000)
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	6,000	10,000	4,000
Sub-total	6,000	10,000	4,000
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	20,000	25,000	5,000
Sub-total	20,000	25,000	5,000

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	100,000	100,000	-
Sub-total	100,000	100,000	-
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	12,500	13,000	500
Sub-total	12,500	13,000	500
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags, ETC. used in the cleaning of vehicles.	17,500	17,500	-
Sub-total	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, welding supplies, ETC. used in general repair of vehicles.	38,222	35,000	(3,222)
Sub-total	38,222	35,000	(3,222)
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	18,500	18,640	140
Sub-total	18,500	18,640	140
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment.	5,000	10,000	5,000
Sub-total	5,000	10,000	5,000
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	775,000	1,000,000	225,000
Sub-total	775,000	1,000,000	225,000

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts need to maintain support vehicles	40,000	40,000	-
Sub-total	40,000	40,000	-
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900021 REPAIR PARTS- Fuel Cell			
Repair parts to maintain fuel cell on buses		25,000	25,000
Sub-total	-	25,000	25,000
5070500000 FUEL TAXES			
Fuel Taxes	17,500	18,000	500
Sub-total	17,500	18,000	500
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	13,000	15,000	2,000
Sub-total	13,000	15,000	2,000
Total Expenses	3,572,181	3,968,590	396,409

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	4,000	2,000	(2,000)
Sub-total	4,000	2,000	(2,000)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Outside repair parts for paratransit vehicles	5,000	5,000	-
Sub-total	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	203,852	230,458	26,606
Sub-total	203,852	230,458	26,606
5040200005 PARATRANSIT TIRES			
Tire lease	51,000	60,000	9,000
Sub-total	51,000	60,000	9,000
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	100,000	100,000	-
Sub-total	100,000	100,000	-
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900200 DECALS			
Decals for paratransit vehicles	200	200	-
Sub-total	200	200	-
Total Expenses	365,552	399,158	33,606

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Update and develop standard operating procedures for Facility Maintenance.
- Purchase man lift to assist in-house repairs.
- Increase training for preventative maintenance of equipment.
- Centralize materials and supplies of facility maintenance.

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

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	85065.13	78,632	111,338	118,167	127,694	9,527
5010201210 GROUNDSKEEPER WAGES	114,815	80,329	109,123	128,381	124,609	(3,772)
5010201610 ADMIN SALARIES-OT	106	-	-	-	-	-
5010201710 GROUNDSKEEPER OVERTIME	2,630	1,579	2,115	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(1,534)	(1,216)	(1,686)	(1,200)	(1,475)	(275)
5029999999 TOTAL FRINGE BENEFITS	167,889	129,508	153,736	125,482	145,226	19,744
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	15,643	14,194	12,818	15,000	18,000	3,000
5030500010 CONTRACT SVC-GENERAL	32,804	34,029	30,075	39,200	29,720	(9,480)
5030600000 CONTRACT SVC-CUSTODIAL	46,565	53,925	52,895	150,000	60,000	(90,000)
5030600100 AIR CONDITIONING EXPENDITURES	5,818	5,723	3,572	6,000	6,000	-
5030600200 UNIFORMS SERVICE EXPENDITURES	1,821	801	1,076	2,000	2,000	-
5030600300 RENTAL EQUIPMENT EXPENSES	468	-	810	1,000	4,000	3,000
5030600500 PEST CONTROL SERVICE	520	174	418	1,000	2,200	1,200
5030600600 CONTRACT SERVICES-A/C	3,267	6,038	4,379	7,000	8,000	1,000
5030600700 FIRE EXTINGUISHERS	711	1,403	736	1,000	1,000	-
5030600800 FLOOR MAT RENTAL	3,554	4,044	6,894	4,500	4,500	-
5030600950 LEASED PROPERTY SERVICES	2,034	-	-	-	-	-
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	10,800	13,258	11,000	11,000	-
5040300100 PLUMBING RELATED EXPENDITURES	6,857	6,513	5,639	5,000	6,000	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE	12,014	10,857	8,919	7,500	7,500	-
5040300600 SHOE ALLOWANCE	183	145	309	350	350	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	9,639	15,855	18,462	13,000	13,000	-
5049900026 FACILITY MAINTENANCE-MAIN FAC	32,566	26,047	30,786	25,000	25,000	-
5049900030 CLEANING SUPPLIES-MAIN FAC	2,104	3,843	4,157	3,000	3,000	-
5050200001 UTILITIES MAIN FACILITY	200,405	197,903	206,553	250,000	230,000	(20,000)
5050200003 TRASH PICKUP- MAIN FACILITY	14,944	14,093	16,748	15,000	16,000	1,000
Total Expenses	771,687	695,220	793,132	929,380	845,324	(84,056)

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	-	538	3,655	4,000	4,000	-
5030600000 CONTRACT SVC-CUSTODIAL	12,360	28,414	28,764	45,500	33,000	(12,500)
5030600100 AIR CONDITIONING EXPENDITURES	-	1,043	1,114	2,000	2,000	-
5030600500 PEST CONTROL SERVICE	705	741	685	1,000	1,000	-
5030600600 CONTRACT SERVICES-AC	293	-	463	750	750	-
5030600700 FIRE EXTINGUISHERS	190	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	2,087	3,663	1,475	3,500	3,000	(500)
5040300100 PLUMBING RELATED EXP	604	1,613	346	1,500	1,500	-
5040300200 ELECTRICAL RELATED EXPENDITURE	750	2,749	1,374	2,500	2,500	-
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	7,183	12,666	11,267	15,000	15,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC	-	666	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	26,517	28,070	24,247	35,000	30,000	(5,000)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,700	12,894	14,498	14,000	14,500	500
5050202000 UTILITIES GAS & WATER	5,962	5,596	8,094	6,000	7,500	1,500
Total Expenses	71,352	98,652	95,982	131,500	115,500	(16,000)

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Superintendent of Facilities	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
1	Facility Construction Specialist	1.00	1.00	0.00
5	Total FTEs	5.00	5.00	0.00

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	118,167	127,694	9,527
5010201210 GROUNDSKEEPER WAGES	128,381	124,609	(3,772)
5010201710 GROUNDSKEEPER OVERTIME	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(1,200)	(1,475)	(275)
5029999999 TOTAL FRINGE BENEFITS	125,482	145,226	19,744
Sub-total	372,830	398,054	25,224
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	13,000	15,000	2,000
Bio Hazard material removal	2,000	3,000	1,000
Sub-total	15,000	18,000	3,000
5030500010 CONTRACT SVC-GENERAL			
Shop vehicle lift service	9,780	4,000	(5,780)
Backup Generator Service	-	4,500	4,500
Water softener service for bus wash	2,400	2,400	-
Property camera and alarms	13,000	3,000	(10,000)
Environmental monitoring Div 1	4,200	6,000	1,800
Bus wash monthly PMI	6,620	6,620	-
Employee drinking water	3,200	3,200	-
Sub-total	39,200	29,720	(9,480)
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	150,000	60,000	(90,000)
Sub-total	150,000	60,000	(90,000)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	6,000	6,000	-
Sub-total	6,000	6,000	-
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Maint Techs	2,000	2,000	-
Sub-total	2,000	2,000	-
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	1,000	4,000	3,000
Sub-total	1,000	4,000	3,000

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	1,000	2,200	1,200
Sub-total	1,000	2,200	1,200
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	7,000	8,000	1,000
Sub-total	7,000	8,000	1,000
5030600700 FIRE EXTINGUISHERS			
Fire sprinkler inspections for shop	1,000	1,000	-
Sub-total	1,000	1,000	-
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats used in TP	4,500	4,500	-
Sub-total	4,500	4,500	-
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	11,000	11,000	-
Sub-total	11,000	11,000	-
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	5,000	6,000	1,000
Sub-total	5,000	6,000	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	7,500	7,500	-
Sub-total	7,500	7,500	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	350	350	-
Sub-total	350	350	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Food and drinks for meetings	13,000	13,000	-
Sub-total	13,000	13,000	-

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	25,000	25,000	-
Sub-total	25,000	25,000	-
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	3,000	3,000	-
Sub-total	3,000	3,000	-
5050200001 UTILITIES MAIN FACILITY			
Water	12,000	12,000	-
Direct TV	1,500	1,500	-
Electricity: New Admin with some old	221,500	207,500	(14,000)
Gas: New Admin building and shop connected to gas	15,000	9,000	(6,000)
Sub-total	250,000	230,000	(20,000)
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	15,000	16,000	1,000
Sub-total	15,000	16,000	1,000
Total Expenses	929,380	845,324	(84,056)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Stormwater monitoring and testing contract,	3,050	4,000	950
filtered drinking water dispenser lease	950	-	(950)
Sub-total	4,000	4,000	-
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract	45,500	33,000	(12,500)
Sub-total	45,500	33,000	(12,500)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,000	2,000	-
Sub-total	2,000	2,000	-
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,000	1,000	-
Sub-total	1,000	1,000	-
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	750	750	-
Sub-total	750	750	-
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	500	500	-
Sub-total	500	500	-
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,500	3,000	(500)
Sub-total	3,500	3,000	(500)
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,500	1,500	-
Sub-total	1,500	1,500	-
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC			
Materials for general repair of facilities	15,000	15,000	-
Sub-total	15,000	15,000	-

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor supplies required for maintenance	250	250	-
Sub-total	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	35,000	30,000	(5,000)
Sub-total	35,000	30,000	(5,000)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	14,000	14,500	500
Sub-total	14,000	14,500	500
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	6,000	7,500	1,500
Sub-total	6,000	7,500	1,500
Total Expenses	131,500	115,500	(16,000)

OPERATIONS OFFICE - STOPS AND ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Update and develop standard operation procedures for Stops and Zones.
- Upgrade bus shelter lighting to more efficient LED light fixtures.
- Provide Supervisor development training for newly promoted supervisor.
- Improve measures that address shelter lighting vandalism.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	47,256	46,523	25,237	55,489	47,243	(8,245)
5010201500 BARGAINING SALARIES	234,657	243,727	271,980	266,416	275,698	9,281
5010201510 BARGAINING OVERTIME	5,234	4,575	6,844	6,000	7,700	1,700
5029999999 TOTAL FRINGE BENEFITS	232,171	228,337	185,674	200,029	208,633	8,604
5030600200 UNIFORMS	4,976	6,079	3,705	7,500	6,000	(1,500)
5030600250 EQUIPMENT RENTAL	718	3,122	1,126	20,000	5,000	(15,000)
5040102000 UNLEADED GASOLINE	178	1,099	185	1,000	500	(500)
5040102001 DIESEL FUEL	-	-	-	100	100	-
5040300600 SHOE ALLOWANCE	434	355	481	1,050	1,050	-
5049900001 OFFICE SUPPLIES	70	-	66	100	100	-
5049900029 BUS STOP SUPPLIES	21,418	30,734	33,657	36,000	40,000	4,000
5050200001 UTILITIES - SHELTERS	167	-	-	1,000	-	(1,000)
5090201000 EMPLOYEE EXPENSES	-	-	-	-	100	100
Total Expenses	547,277	564,551	528,954	594,684	592,124	(2,560)

Notes

- Created new Employee Expenses account for FY18

PERSONNEL SUMMARY

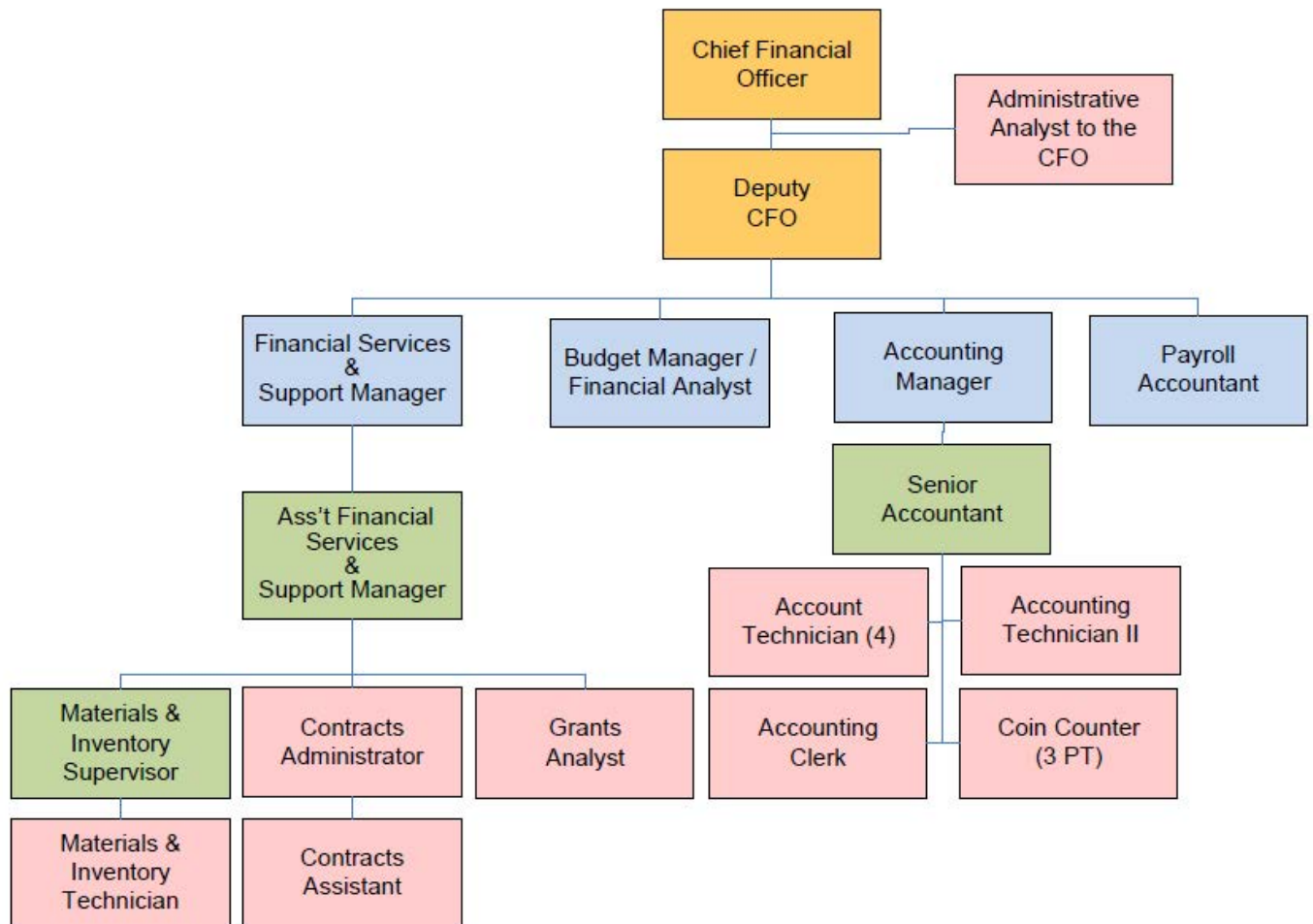
FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	55,489	47,243	(8,245)
5010201500 BARGAINING SALARIES	266,416	275,698	9,281
5010201510 BARGAINING OVERTIME	6,000	7,700	1,700
5029999999 TOTAL FRINGE BENEFITS	200,029	208,633	8,604
Sub-total	527,934	539,274	11,340
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	7,500	6,000	(1,500)
Sub-total	7,500	6,000	(1,500)
5030600250 EQUIPMENT RENTAL			
Special equipment rental	20,000	5,000	(15,000)
Sub-total	20,000	5,000	(15,000)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	1,000	500	(500)
Sub-total	1,000	500	(500)
5040102001 DIESEL FUEL			
Portable steam equipment	100	100	-
Sub-total	100	100	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	1,050	1,050	-
Sub-total	1,050	1,050	-
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	100	100	-
Sub-total	100	100	-
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	36,000	40,000	4,000
Sub-total	36,000	40,000	4,000
5090201000 EMPLOYEE EXPENSES			
Employee Expenses	-	100	100
Sub-total	-	100	100
5050200001 UTILITIES - SHELTERS			
Electricity for shelters connected to power	1,000	-	(1,000)
Sub-total	1,000	-	(1,000)
Total Expenses	594,684	592,124	(2,560)

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Implement efficiencies in payment processes.
- Implement a fuel hedging strategy.
- Improve investment strategy.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	738,585	773,899	940,422	1,030,331	977,485	(52,846)
5010201610 ADMIN SALARIES-OT	5,560	1,296	7,004	3,500	4,393	893
5010700000 ALLOCATED SALARIES	(9,488)	(5,873)	(7,178)	(6,500)	(6,300)	200
5010700001 GRANT ALLOCATED SALARIES	(3,752)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	458,463	601,640	585,494	640,495	593,146	(47,349)
5030200000 PUBLIC NOTICES	-	-	7,979	5,200	8,500	3,300
5030300010 ORGANIZATIONAL SERVICES	-	-	-	-	769	769
5030300009 CONTRACTED SERVICES	1,292	1,297	68	500	3,052	2,552
5030300015 AUDIT SERVICES	75,688	64,316	77,130	65,316	68,300	2,984
5030400000 TEMPORARY HELP SERVICES	-	5,251	20,035	-	45,032	45,032
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	-	209,998	238,884	150,000	215,000	65,000
5039900005 ILP-NF PROGRAM EXPENSES	-	13,693	-	-	-	-
5039900012 VAN POOL EXPENSES	-	-	189,058	105,524	30,000	(75,524)
5049900001 OFFICE SUPPLIES	14,611	12,078	16,472	16,000	14,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE	-	22,979	25,372	21,000	-	(21,000)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	-	139,724	143,189	143,457	168,643	25,186
5060100100 INSURANCE PREMIUM - PROPERTY	-	16,596	14,158	12,000	13,315	1,315
5060300000 INSURANCE - GENERAL LIABILITY	-	217,307	206,304	206,387	301,744	95,357
5060300100 REPAIR CLAIMS	-	43,796	132,956	201,000	-	(201,000)
5060400000 INSURANCE LOSSES	-	2,078,321	890,349	500,000	834,708	334,708
5060401000 INSURANCE PREMIUM - WC	-	246,986	299,869	268,827	301,994	33,167
5060800000 INSURANCE-ADMIN	-	55,033	66,966	58,036	64,920	6,884
5079900000 PROPERTY & OTHER TAXES	193	82	148	200	200	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	788	240	1,000	1,000	-
5090200000 TRAVEL MEETINGS/TRAINING	5,073	18,588	23,279	17,612	27,000	9,388
5090200002 MILEAGE REIMBURSEMENT	665	331	601	700	500	(200)
5090201000 EMPLOYEE EXPENSES	1,652	2,880	3,313	2,000	2,000	-
5090801000 BANK SERVICE FEES	13,831	23,273	34,571	16,000	32,000	16,000
5090801040 PASS OUTLET COMMISSION	29,840	27,791	33,447	29,000	30,000	1,000
5090801060 BAD DEBT EXPENSE	4,545	-	-	100	100	-
5099900002 MISCELLANEOUS EXPENSE	-	(533)	-	-	-	-
5110101050 INTEREST EXPENSE	187	388	650	300	650	350
Total Expenses	1,336,943	4,571,924	3,950,782	3,487,985	3,732,151	244,166

Notes

- Office Supplies-Postage account moved into Community and Customer Relations department
- Repair Claims account moved into the Safety and Security Office.

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Chief Financial Officer	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Administrative Analyst to the CFO	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Senior Accountant	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
4	Accounting Technician	4.00	4.00	0.00
1	Accounting Clerk	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	Financial Services & Support Manager	0.00	1.00	1.00
1	Assistant Financial Services & Support Manager	0.00	1.00	1.00
0	Risk Management Specialist	1.00	0.00	(1.00)
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
0	Procurement Manager	1.00	0.00	(1.00)
1	Contracts Assistant	1.00	1.00	0.00
23	Total FTEs	22.25	22.25	0.00

Notes:

- Procurement Manager & Risk Management Specialist retitled to Financial Services & Support Manager and Assistant Financial Services & Support Manager, respectively.

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,030,331	977,485	(52,846)
5010201610 ADMIN SALARIES-OT	3,500	4,393	893
5010700000 ALLOCATED SALARIES	(6,500)	(6,300)	200
5029999999 TOTAL FRINGE BENEFITS	640,495	593,146	(47,349)
Sub-total	1,667,826	1,568,724	(99,102)
5030200000 PUBLIC NOTICES			
Public records requests & advertisements for procurement solicitations	5,200	8,500	3,300
Sub-total	5,200	8,500	3,300
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	-	769	769
Sub-total	-	769	769
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	500	3,052	2,552
Sub-total	500	3,052	2,552
5030300015 AUDIT SERVICES			
FY 15 Financial Statement & Single Audit	65,316	68,300	2,984
Sub-total	65,316	68,300	2,984
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	45,032	45,032
Sub-total	-	45,032	45,032
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	150,000	215,000	65,000
Sub-total	150,000	215,000	65,000
5039900012 VAN POOL EXPENSES			
This is for payment of CMAQ funding & local match for the planned Van Pool program. This budget is just for the pass-through of funding.	920,000	282,077	(637,923)
Pass through	(814,476)	(252,077)	562,399
Sub-total	105,524	30,000	(75,524)

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies	16,000	14,000	(2,000)
Sub-total	16,000	14,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing costs	21,000	-	(21,000)
Sub-total	21,000	-	(21,000)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	143,457	168,643	25,186
Sub-total	143,457	168,643	25,186
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	12,000	13,315	1,315
Sub-total	12,000	13,315	1,315
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	206,387	301,744	95,357
Sub-total	206,387	301,744	95,357
5060300100 REPAIR CLAIMS			
Costs associated with repairs for damaged vehicles resulting from collisions	201,000	-	(201,000)
Sub-total	201,000	-	(201,000)
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	500,000	834,708	334,708
Sub-total	500,000	834,708	334,708
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	268,827	301,994	33,167
Sub-total	268,827	301,994	33,167
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	58,036	64,920	6,884
Sub-total	58,036	64,920	6,884

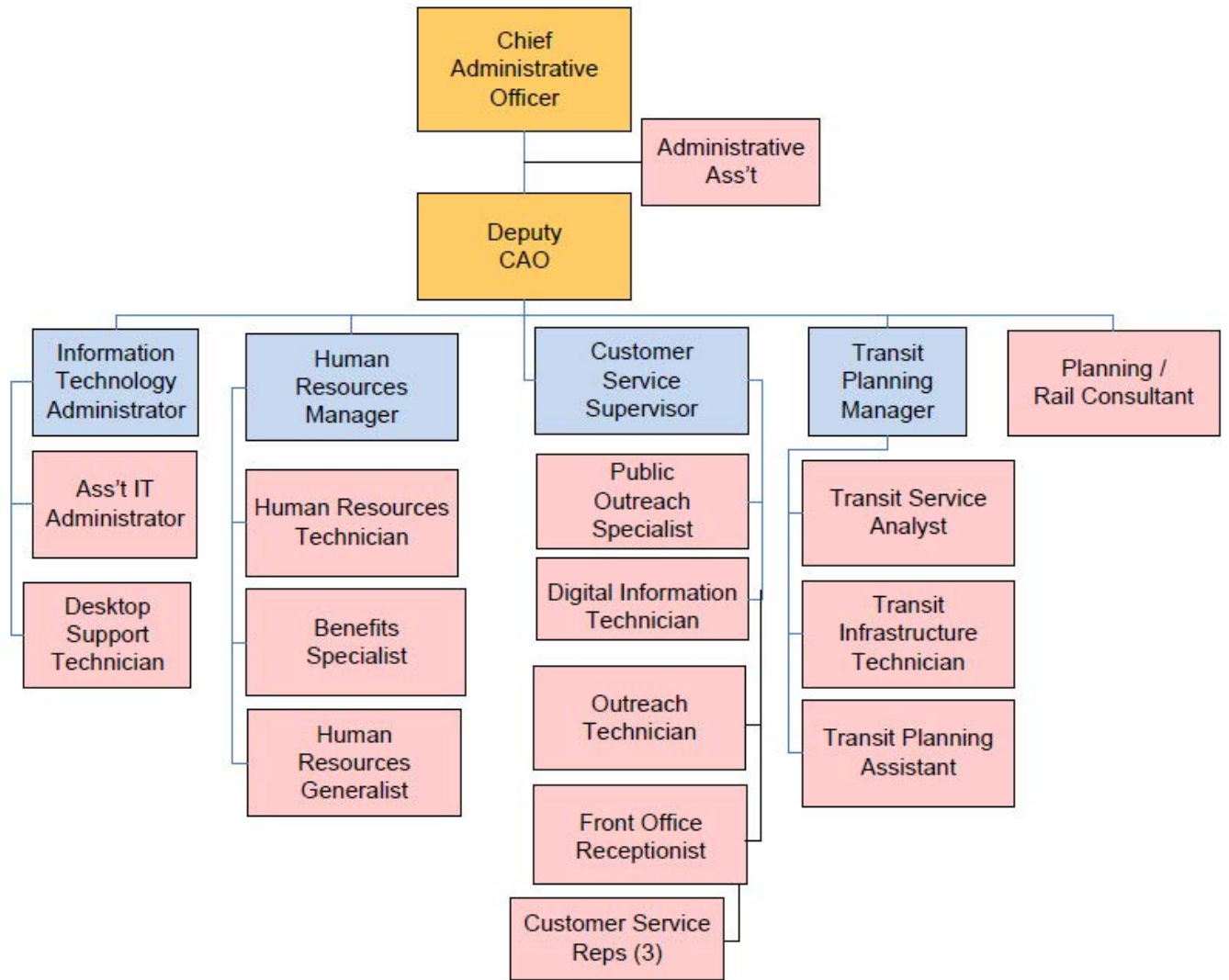
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	200	200	-
Sub-total	200	200	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	1,000	1,000	-
Sub-total	1,000	1,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	17,612	27,000	9,388
Sub-total	17,612	27,000	9,388
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for employees	700	500	(200)
Sub-total	700	500	(200)
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	2,532	3,000	468
Merchant and bank Fees	13,468	29,000	15,532
Sub-total	16,000	32,000	16,000
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	29,000	30,000	1,000
Sub-total	29,000	30,000	1,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
Sub-total	100	100	-
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	300	650	350
Sub-total	300	650	350
Total Expenses	3,487,985	3,732,151	244,166

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ADMINISTRATION OFFICE



ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Implement scheduled outreach events with a focus on SunLine brand.
- Deploy marketing efforts to increase Fixed Route ridership.
- Improve recruiting efforts by Human Resources department to attract additional talent through “out of the box” thinking.
- Shift focus on Fixed Route service to provide changes for routes through decision science directed to enhancing customer experience.
- Transforming Fixed Route service for improved efficiencies.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,311	196,760	240,804	262,419	232,530	(29,889)
5010201610 ADMIN SALARIES-OT	56	454	1,004	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(1,222)	(1,494)	(1,961)	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	84,019	198,733	113,917	173,158	147,619	(25,539)
5030300001 BENEFIT MANAGEMENT EXPENSES	33,651	8,082	1,786	-	14,150	14,150
5030300002 LEGAL SERVICES - LABOR COUNSEL	30,005	(108)	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	40,279	46,797	38,244	49,810	19,000	(30,810)
5030400000 TEMPORARY HELP SERVICES	16,502	20,913	38,263	10,000	10,000	-
5039900003 PRINTING EXPENSE	1,630	1,771	2,537	4,500	2,500	(2,000)
5049900000 HR TRAINING	2,445	4,888	58	1,860	500	(1,360)
5049900001 OFFICE SUPPLIES	1,920	2,702	2,973	3,677	3,500	(177)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	200	1,498	2,495	2,559	5,001	2,442
5090200000 TRAVEL MEETINGS/TRAINING	975	2,926	1,178	5,123	4,500	(623)
5090201000 EMPLOYEE EVENT EXPENSE	2,689	13,003	11,966	18,368	15,000	(3,368)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	261	-	1,043	1,760	1,500	(260)
5090800000 RECRUITING EMPLOYEES	17,997	20,721	32,569	47,551	30,000	(17,551)
5090800100 EMPLOYEE RECOGNITION	165	8,356	10,470	16,458	15,000	(1,458)
5090800125 TUITION REIMBURSEMENT	5,427	6,223	9,000	38,000	30,000	(8,000)
5099900001 STAFF DEVELOPMENT	4,370	396	-	-	10,000	10,000
Total Expenses	362,677	532,621	506,347	633,563	540,120	(93,443)

Notes

- Moved a portion of the Medical Exams and Testing expense into the Performance Office under DBELO/EEO/Compliance Officer

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

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

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	210,486	234,380	281,442	274,838	275,609	771
5010201610 ADMIN SALARIES-OT	1,524	866	4,060	-	2,000	2,000
5029999999 TOTAL FRINGE BENEFITS	196,397	214,924	199,514	195,176	205,571	10,395
5030303240 CONTRACTED SERVICES	35,795	119,400	194,809	143,000	97,000	(46,000)
5030303260 ADVERTISING	16,073	29,364	27,371	69,658	50,000	(19,658)
5030303270 SUNLINE EVENTS EXPENSE	13,950	11,755	8,249	13,000	6,500	(6,500)
5030303271 MUSIC FESTIVAL	14,813	17,720	26,868	20,000	-	(20,000)
5030303272 EMPLOYEE HOLIDAY GALA	5,394	-	-	-	-	-
5030303280 CITY REVENUE SHARING	6,915	7,750	9,900	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	-	2,241	-	-	-	-
5039900003 PRINTING EXPENSE	107,861	71,168	71,123	86,524	80,000	(6,524)
5049900001 OFFICE SUPPLIES	2,770	2,437	6,078	8,075	7,900	(175)
5049900002 OFFICE SUPPLIES-POSTAGE	-	-	-	-	23,000	23,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,350	11,710	14,017	13,600	3,600	(10,000)
5090200000 TRAVEL MEETINGS/TRAINING	1,027	2,452	6,709	5,000	5,000	-
Total Expenses	624,356	726,166	850,139	835,871	763,180	(72,691)

Notes

- Moved Office Supplies - Postage account from the Finance Office.

EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	167,159	210,512	218,202	315,699	327,043	11,344
5010201610 ADMIN SALARIES-OT	2,380	315	2,293	-	1,200	1,200
5029999999 TOTAL FRINGE BENEFITS	129,623	172,693	138,286	212,471	228,118	15,647
5030200010 CONSULTING	164,763	90,188	177,143	150,000	75,000	(75,000)
5030400000 TEMPORARY HELP SERVICES	-	4,528	-	-	-	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	188,337	-	-	-	-	-
5039900005 ILP-NF PROGRAM EXPENSES	52,309	-	-	-	-	-
5039900007 CVAG-JARC PROGRAM EXPENSES	19,535	-	-	-	-	-
5039900008 RCTC-JARC PROGRAM EXPENSES	6,303	-	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	15,500	30,385	31,905	32,500	5,000	(27,500)
5039900011 RCTC - NEW FREEDOM PROGRAM EXPENSES	3,232	-	-	-	-	-
5039900012 RIDERSHIP STUDY	73,583	-	-	-	-	-
5049900001 OFFICE SUPPLIES	933	1,205	805	1,500	1,500	-
5090200001 TRAVEL TRAINING	492	8,418	7,881	14,800	13,800	(1,000)
5090201000 EMPLOYEE EXPENSES	-	85	-	-	-	-
5099900001 STAFF DEVELOPMENT	2,665	2,940	-	-	-	-
Total Expenses	826,813	521,269	576,515	726,970	651,661	(75,309)

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Chief Administration Officer	1.00	1.00	0.00
1	Deputy Chief Administration Officer	1.00	1.00	0.00
1	Planning/Rail Consultant	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Front Office Receptionist	1.00	1.00	0.00
1	Transit Infrastructure Technician	1.00	1.00	0.00
1	Transit Service Analyst	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
1	Human Resources Technician	1.00	1.00	0.00
1	Digital Information Technician	1.00	1.00	0.00
0	Drug & Alcohol Compliance Officer	1.00	0.00	(1.00)
1	Human Resources Generalist	0.00	1.00	1.00
1	Public Outreach Specialist	1.00	1.00	0.00
1	Customer Service Supervisor	1.00	1.00	0.00
1	Transit Planning Assistant	1.00	1.00	0.00
1	Benefits Specialist	1.00	1.00	0.00
1	Outreach Technician	1.00	1.00	0.00
3	Customer Service Representative	3.00	3.00	0.00
20	Total FTE's	20.00	20.00	0.00

Notes:

- Drug & Alcohol responsibilities transferred to Compliance Officer in Performance Office. Human Resources Generalist FTE replaces Drug & Alcohol Compliance Officer in HR Department.

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

- Implement software for Human Resources tracking and reporting for employees.
- Deploy mobile ticketing system for easily accessible bus pass purchases.
- Streamline software systems to reduce errors and exceptions thereby reducing working hours.
- Enhancement of the Disaster Recovery and Business Continuity plans.
- Integrate technology systems into the Agency Safety Management System.
- Conduct technology training for Agency personnel.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimates	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	62,731	121,290	139,809	141,785	176,929	35,144
5010201610 ADMIN SALARIES-OT	-	-	144	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(1,171)	(919)	(1,060)	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	40,722	96,903	106,835	92,494	106,184	13,690
5030200006 COMMUNICATIONS	113,688	135,998	224,140	203,000	218,000	15,000
5030300009 CONTRACTED SERVICES	53,156	2,456	-	3,000	2,500	(500)
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	274,458	315,970	460,465	350,050	452,868	102,818
5030500000 OFFICE EQUIPMENT MAINTENANCE	26,083	36,346	30,812	30,000	30,000	-
5049900001 OFFICE SUPPLIES	8,637	12,340	3,958	14,000	9,200	(4,800)
5049900010 COMPUTER SUPPLIES	19,987	17,824	6,163	18,000	16,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING	2,275	2,978	-	8,000	5,000	(3,000)
Total Expenses	600,565	741,186	971,265	859,399	1,016,751	157,352

PERSONNEL SUMMARY

FY 178 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Information Technology Administrator	1.00	1.00	0.00
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	262,419	232,530	(29,889)
510201610 ADMIN SALARIES-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	173,158	147,619	(25,539)
Sub-total	433,897	379,469	(54,428)
5030300001 BENEFIT MANAGEMENT EXPENSE			
OPTUM	-	1,200	1,200
CALPERS Admin Fees	-	12,950	12,950
Sub-total	-	14,150	14,150
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	43,789	12,900	(30,889)
VTT and licenses	6,021	6,100	79
Sub-total	49,810	19,000	(30,810)
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900003 PRINTING EXPENSE			
Handbook supplements/new	150	150	-
MOU (300)	150	150	-
Promotional materials	4,200	2,200	(2,000)
Sub-total	4,500	2,500	(2,000)
5049900000 HR TRAINING			
Employee orientation related expenses	1,860	500	(1,360)
Sub-total	1,860	500	(1,360)
5049900001 OFFICE SUPPLIES			
Office supplies	3,677	3,500	(177)
Sub-total	3,677	3,500	(177)

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
509010000 MEMBERSHIPS & SUBSCRIPTIONS			
Review Snap	-	1,441	1,441
IPMA-Human Resources	630	630	-
CALPELRA	700	700	-
SHRM	380	380	-
PIHRA	300	300	-
DEAC	100	100	-
CalChamber - HR California	449	1,450	1,001
Sub-total	2,559	5,001	2,442
509020000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,123	4,500	(623)
Sub-total	5,123	4,500	(623)
5090201000 EMPLOYEE EVENT EXPENSE			
Holiday event/EOQ plaques	500	-	(500)
Holiday party	11,518	10,150	(1,368)
Employee spring event	2,000	2,000	-
Additional incentive/summer	500	-	(500)
Health and Benefits fair	3,850	2,850	(1,000)
Sub-total	18,368	15,000	(3,368)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,760	1,500	(260)
Sub-total	1,760	1,500	(260)
5090800000 RECRUITING EMPLOYEES			
Recruitment ads	3,400	3,400	-
Background checks	5,651	5,651	-
Executive Officer recruiting	18,500	10,500	(8,000)
Relocation expenses for executive officers	20,000	10,449	(9,551)
Sub-total	47,551	30,000	(17,551)
5090800100 EMPLOYEE RECOGNITION			
Years of service awards for employees	16,458	15,000	(1,458)
Sub-total	16,458	15,000	(1,458)

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	20,000	12,000	(8,000)
Graduate level courses	18,000	18,000	-
Sub-total	38,000	30,000	(8,000)
5099900001 STAFF DEVELOPMENT			
Westgate Transit Certificate Program	-	10,000	10,000
Sub-total	-	10,000	10,000
Total Expenses	633,563	540,120	(93,443)

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	274,838	275,609	771
510201610 ADMIN SALARIES-OT	-	2,000	2,000
5029999999 TOTAL FRINGE BENEFITS	195,176	205,571	10,395
Sub-total	470,014	483,180	13,166
5030303240 CONTRACTED SERVICES			
Website hosting	50,000	14,000	(36,000)
Public relations firm	75,000	75,000	-
Annual report	8,000	8,000	-
Update to SunLine videos	10,000	-	(10,000)
Sub-total	143,000	97,000	(46,000)
5030303260 ADVERTISING			
Yellow Pages	4,508	-	(4,508)
Print, TV, radio & social media	50,000	35,000	(15,000)
Production costs associated with exterior bus and shelter advertisements	8,650	8,500	(150)
Mass printing costs	1,000	1,000	-
Promotional items	5,500	5,500	-
Sub-total	69,658	50,000	(19,658)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	10,000	6,500	(3,500)
Promotional materials at events	3,000	-	(3,000)
Sub-total	13,000	6,500	(6,500)
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	20,000	-	(20,000)
Sub-total	20,000	-	(20,000)
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	7,000	7,000	-
Sub-total	7,000	7,000	-
5039900003 PRINTING EXPENSE			
Rider's Guides	41,524	35,000	(6,524)
GFI	45,000	45,000	-
Sub-total	86,524	80,000	(6,524)

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Business Card Stock	250	250	-
Laminated Pouches	168	168	-
Laminated Rolls	682	682	-
Card Stock	600	600	-
Toner for receptionist/customer svc printers	4,075	4,075	-
Special Project Supplies	2,300	2,125	(175)
Sub-total	8,075	7,900	(175)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	-	23,000	23,000
Sub-total	-	23,000	23,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
CV Economic Partnership	10,000	-	(10,000)
Rotary	500	500	-
Costco	300	300	-
City Chamber Memberships	1,600	1,600	-
PSDRCCVA	1,200	1,200	-
Sub-total	13,600	3,600	(10,000)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,000	5,000	-
Sub-total	5,000	5,000	-
Total Expenses	835,871	763,180	(72,691)

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	315,699	327,043	11,344
5010201610 ADMIN SALARIES-OT	-	1,200	1,200
5029999999 TOTAL FRINGE BENEFITS	212,471	228,118	15,647
Sub-total	528,170	556,361	28,191
5030200010 CONSULTING			
Transcription services	5,000	-	(5,000)
On-call planning services	85,000	35,000	(50,000)
Grant writer	60,000	-	(60,000)
Statistician	-	40,000	40,000
Sub-total	150,000	75,000	(75,000)
5039900010 RIVERSIDE COMMUTERLINK EXPENSES			
Riverside Commuterlink Expenses. These are expenses for press ads (radio, print, billboards) for Commuter Link promotion.	32,500	5,000	(27,500)
Sub-total	32,500	5,000	(27,500)
5049900001 OFFICE SUPPLIES			
Office supplies	1,500	1,500	-
Sub-total	1,500	1,500	-
5090200001 TRAVEL TRAINING			
Costs associated with travel such as meals & parking fees	14,800	13,800	(1,000)
Sub-total	14,800	13,800	(1,000)
Total Expenses	726,970	651,661	(75,309)

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	141,785	176,929	35,144
510201610 ADMIN SALARIES-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	92,494	106,184	13,690
Sub Total	233,349	283,183	49,834
5030200006 COMMUNICATIONS			
Cellular services	108,320	120,000	11,680
Phone services	52,000	50,000	(2,000)
Internet & cable	40,380	43,000	2,620
Music services for phone lines	1,300	-	(1,300)
Phone line support	1,000	-	(1,000)
Pacific Light Wave for Transit Hub	-	5,000	5,000
Sub-total	203,000	218,000	15,000
5030300009 CONTRACTED SERVICES			
Third-party IT support services	3,000	2,500	(500)
Sub-total	3,000	2,500	(500)
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Fleet-Net	28,812	28,812	-
Trapeze	117,830	130,727	12,897
Cummins	1,800	2,100	300
New software	5,000	5,000	-
Support Contract for Cisco & HP	3,009	-	(3,009)
Keystone Support for Cisco Devices	-	9,500	9,500
AVAIL	126,957	122,400	(4,557)
(Axcient) Southwest Networks	36,392	15,500	(20,892)
Lansweeper	1,200	1,300	100
Stancil	500	450	(50)
Safari Books Online	1,000	-	(1,000)
ShoreTel	8,500	10,420	1,920
Barracuda web filter service	2,900	-	(2,900)
Barracuda spam filter service	1,900	2,049	149
Syslog Watcher	250	275	25
Microsoft Enterprise Agreement	14,000	58,000	44,000
Remix	-	25,000	25,000
Barracuda E-Mail Archiver Support	-	7,935	7,935
3PAR Device Support	-	10,000	10,000
Veam support	-	3,200	3,200
Zscaler - Management/Filter for Wi-Fi on buses	-	20,200	20,200
Sub-total	350,050	452,868	102,818

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

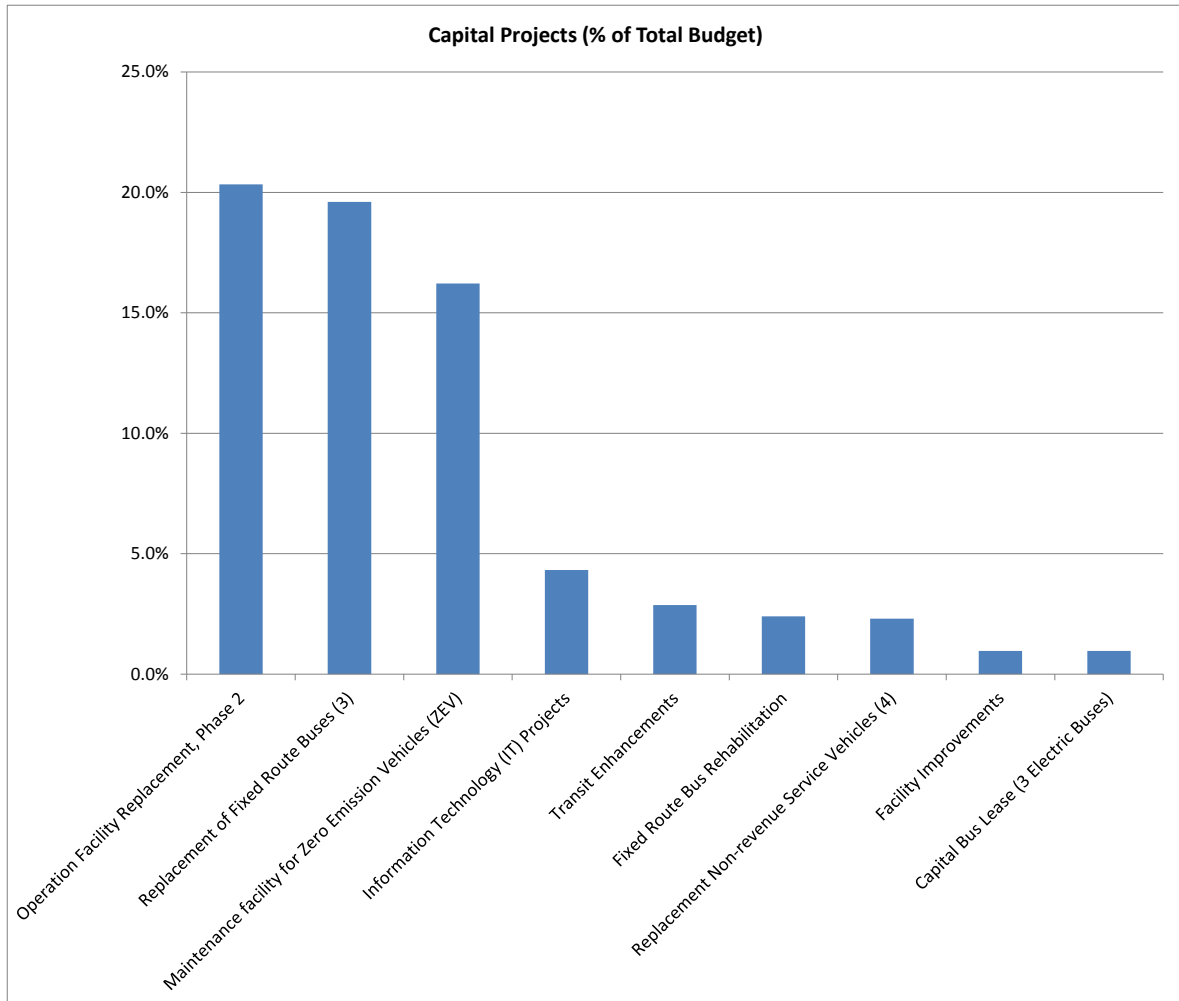
Division 42

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	27,500	28,500	1,000
Document shredding	2,500	1,500	(1,000)
Sub-total	30,000	30,000	-
5049900001 OFFICE SUPPLIES			
General office supplies	1,000	1,200	200
Copy paper	10,000	8,000	(2,000)
Stationary	3,000	-	(3,000)
Sub-total	14,000	9,200	(4,800)
5049900010 COMPUTER SUPPLIES			
Computer supplies	18,000	16,000	(2,000)
Sub-total	18,000	16,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	8,000	5,000	(3,000)
Sub-total	8,000	5,000	(3,000)
Total Expenses	859,399	1,016,751	157,352

CAPITAL BUDGET

SUMMARY OF CAPITAL PROJECTS

There are ten (10) new capital projects requested in FY18 at a total value of \$10,406,555. The most significant projects regarding cost include the replacement of (3) fixed route buses and phase 2 of a new operations building. The inclusion of \$3.1M for the hydrogen station and bus project adds the remaining value of the existing Air Quality Improvement Program (AQIP) grant awarded in December of 2016. The investments included in this Capital Budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities/equipment, and technology.



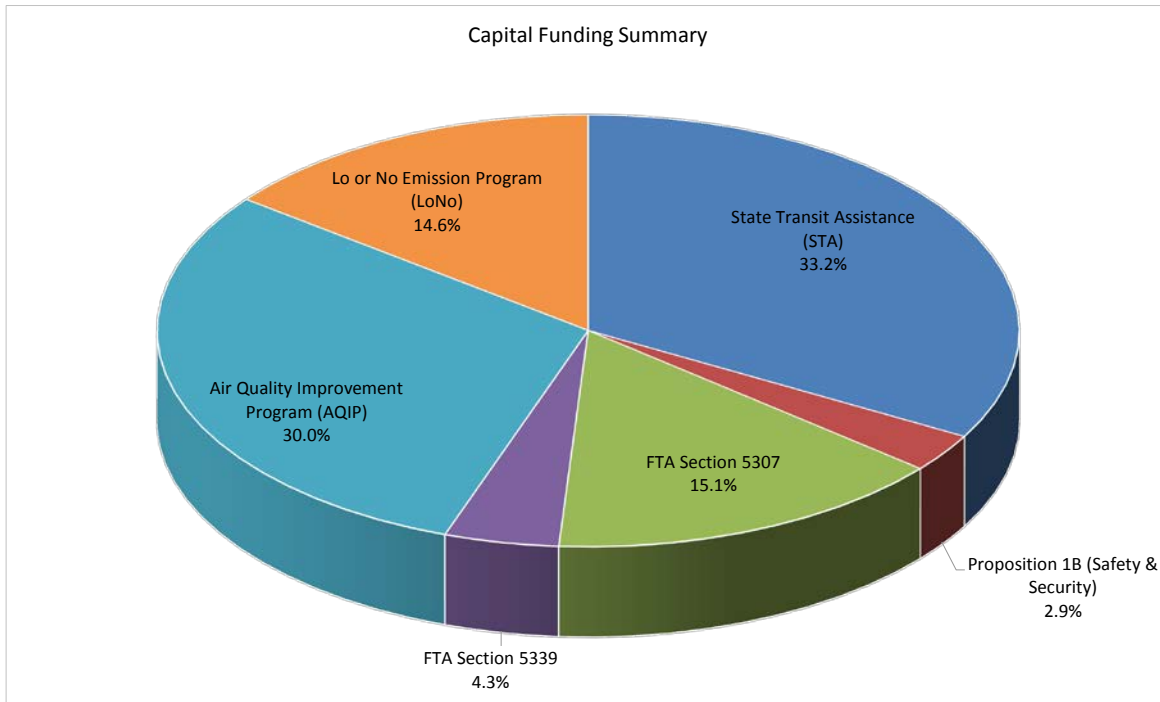
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	Expended Life to Date (Incl. FY 17)	FY 18 Requested Budget	Estimated Project Costs at Completion
Operation Facility Replacement, Phase 2	-	2,116,000	2,116,000
Replacement of Fixed Route Buses (3)	-	2,040,000	2,040,000
Transit Enhancements	-	298,909	298,909
Information Technology (IT) Projects	-	450,000	450,000
Fixed Route Bus Rehabilitation	-	250,000	250,000
Facility Improvements	-	100,000	100,000
Replacement Non-revenue Service Vehicles (4)	-	240,000	240,000
Maintenance facility for Zero Emission Vehicles (ZEV)	-	1,688,055	1,688,055
Capital Bus Lease (3 Electric Buses)	-	100,000	100,000
Hydrogen Electric Hybrid FCB and Hydrogen	-	3,123,591	3,123,591
TOTAL	-	10,406,555	10,406,555

FUNDING SUMMARY

SunLine Transit Agency has six (6) sources of funding for the FY 18 Capital Budget, including various Federal, State and Local funding sources. These sources will fund the ten (10) capital projects included in the FY 18 Capital Budget.



Funding Source	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
State Transit Assistance (STA)	3,533,078	3,450,718	(82,360)
Proposition 1B (Safety & Security)	373,551	298,909	(74,642)
Proposition 1B (PTMISEA)	117,802	-	(117,802)
FTA Section 5307	4,625,368	1,566,588	(3,058,780)
FTA Section 5339	942,874	446,894	(495,980)
Air Quality Improvement Program (AQIP)	9,463,200	3,123,591	(6,339,609)
Lo or No Emission Program (LoNo)	-	1,519,855	1,519,855
Total Funds Requested by Fiscal Year	19,055,873	10,406,555	(8,649,318)

FY 18 PROJECTS BY FUNDING SOURCE

FY 18	STA	Prop 1B Transit Security	FTA Section 5307	FTA Section 5339	LoNo	AQIP	FY 18 Proposed Budget
Operation Facility Replacement, Phase 2	2,116,000						2,116,000
Replacement of Fixed Route Buses (3)	858,518		734,588	446,894			2,040,000
Transit Enhancements		298,909					298,909
Information Technology (IT) Projects	90,000		360,000				450,000
Fixed Route Bus Rehabilitation	50,000		200,000				250,000
Facility Improvements	20,000		80,000				100,000
Replacement Non-revenue Service Vehicles (4)	48,000		192,000				240,000
Maintenance facility for Zero Emission Vehicles (ZEV)	168,200				1,519,855		1,688,055
Capital Bus Lease (3 Electric Buses)	100,000						100,000
Hydrogen Electric Hybrid FCB and Hydrogen Station						3,123,591	3,123,591
Total	3,450,718	298,909	1,566,588	446,894	1,519,855	3,123,591	10,406,555
Total FY 18 Proposed Budget							\$ 10,406,555

CAPITAL PROJECTS

Operation Facility Replacement, Phase 2

The operations facility replacement project will allow SunLine to complete demolition, removal, and rebuild a functional operations building at the Thousand Palms site.

PROJECT TYPE:

Project Budget	Total Project Budget
Operation Facility Replacement, Phase 2	2,116,000
Total	2,116,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	2,116,000	2,116,000
Total Funds by FY		-	2,116,000	2,116,000
			Estimated Total Funds at Completion	2,116,000

Replacement of Fixed Route Buses (3)

Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Fixed Route Buses (3)	2,040,000
Total	2,040,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	858,518	858,518
FTA Section 5307	Federal	-	734,588	734,588
FTA Section 5339	Federal	-	446,894	446,894
Total		-	2,040,000	2,040,000
			Estimated Total Funds at Completion	2,040,000

CAPITAL PROJECTS

Transit Enhancements

The enhancement of the bus stop system to improve access for persons with disabilities and the general public through modernization of bus shelters, benches kiosks, signage, and lighting to enhance security and safety for all SunLine customers.

PROJECT TYPE:

Project Budget	Total Project Budget
Transit Enhancements	298,909
Total	298,909

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
Prop 1B (Safety and Security)	State	-	298,909	298,909
Total		-	298,909	298,909
Estimated Total Funds at Completion				298,909

Information Technology (IT) Projects

The project supports the purchase of a variety of IT equipment, software, and hardware. The use of the IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology (IT) Projects	450,000
Total	450,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	90,000	90,000
FTA Section 5307	Federal	-	360,000	360,000
Total Funds by FY		-	450,000	450,000
Estimated Total Funds at Completion				450,000

Fixed Route Bus Rehabilitation

Funding would enable SunLine to rehabilitate aging buses in its fleet to ensure reliable operation up to its useful life.

PROJECT TYPE:

Project Budget	Total Project Budget
Fixed Route Bus Rehabilitation	250,000
Total	250,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	50,000	50,000
FTA Section 5307	Federal	-	200,000	200,000
Total Funds by FY		-	250,000	250,000
Estimated Total Funds at Completion				250,000

CAPITAL PROJECTS

Facility Improvements

Funds requested for this fiscal year will enable SunLine to improve existing facilities at the Thousand Palms, Indio, and Coachella. This project is necessary to maintain and improve the facility and grounds at SunLine sites.

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvements	100,000
Total	100,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	20,000	20,000
FTA Section 5307	Federal	-	80,000	80,000
Total Funds by FY		-	100,000	100,000
			Estimated Total Funds at Completion	100,000

Replacement Non-revenue Service Vehicles (4)

Support vehicles are used primarily as relief vehicles for drivers beginning or ending their shifts mid-route. Additionally, the non-revenue vehicles allow support staff to perform many daily job functions. SunLine's support vehicles comply with FTA regulations and follow the Agency's initiative of utilizing alternative fuels.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Non-revenue Service Vehicles (4)	240,000
Total	240,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	48,000	48,000
FTA Section 5307	Federal	-	192,000	192,000
Total Funds by FY		-	240,000	240,000
			Estimated Total Funds at Completion	240,000

CAPITAL PROJECTS

Maintenance facility for Zero Emission Vehicles (ZEV)

In 2016, SunLine received a competitive award under FTA's Low or No Emission (LoNo) program to support the Agency's Center of Excellence facility. The maintenance bay training facility will provide comprehensive workforce training programs in zero-emission transportation technologies that support the commercial operation of zero-emission vehicles. The facility will serve two purposes: (1) Maintain SunLine's zero emission buses and (2) provide an interactive learning center for Zero Emission Buses (ZEB) maintenance.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance facility for Zero Emission Vehicles (ZEV)	1,688,055
Total	1,688,055

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	168,200	168,200
Low or No Emissions (LoNo)	Federal	-	1,519,855	1,519,855
Total Funds by FY		-	1,688,055	1,688,055
Estimated Total Funds at Completion				1,688,055

Capital Bus Lease (3 Electric Buses)

Funds requested to continue lease of three (3) fixed route buses. The buses will be used on Line 20 that provide enhancement connection and express service between the City of Desert Hot Springs and the City of Palm Desert and the surrounding communities.

PROJECT TYPE:

Project Budget	Total Project Budget
Capital Bus Lease (3 Electric Buses)	100,000
Total	100,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	100,000	100,000
Total Funds by FY		-	100,000	100,000
Estimated Total Funds at Completion				100,000

CAPITAL PROJECTS

Hydrogen Electric Hybrid FCB and Hydrogen Station

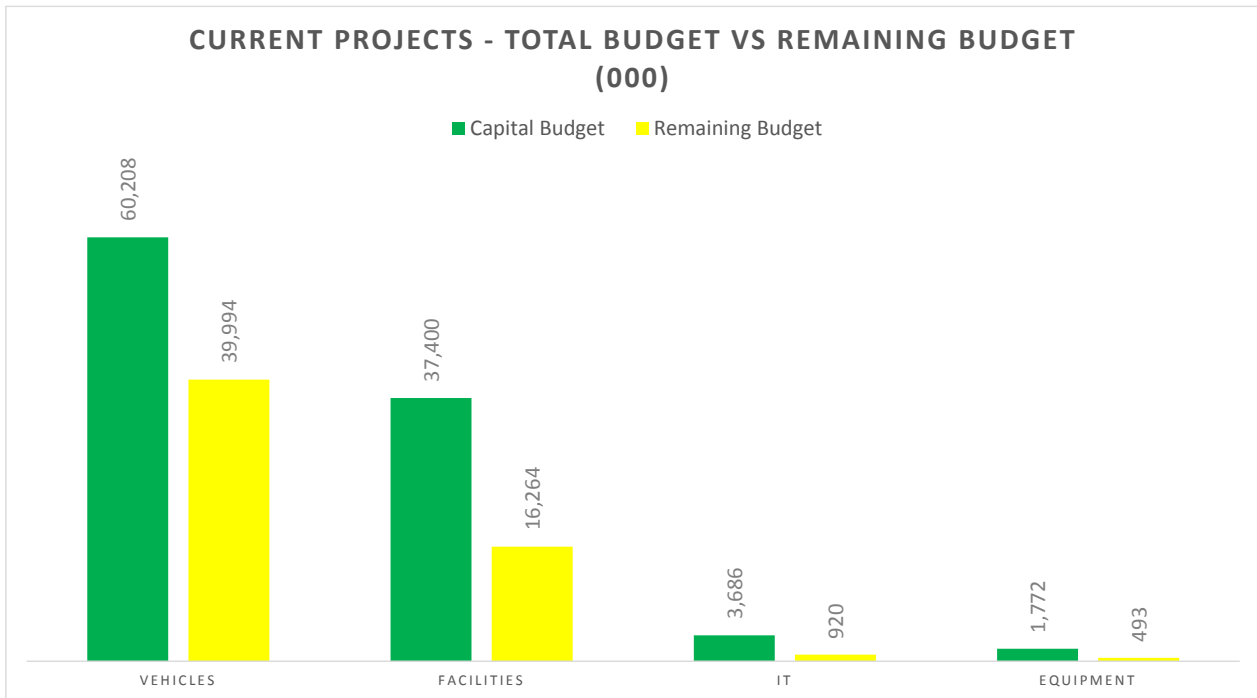
The inclusion of the \$3M under the Air Quality Improvement Program (AQIP) award allows SunLine to record the remainder of the existing project. The initial award allowed only \$9M which was programmed in the FY17 SRTP. The remaining \$3M was subsequently approved in December of 2016. The project will enable SunLine to purchase five (5) fuel cell buses and also electrolyzer for on-site generation of hydrogen.

PROJECT TYPE:

Project Budget	Total Project Budget
Hydrogen Electric Hybrid FCB and	3,123,591
Total	3,123,591

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
Air Quality Improvement Program (AQIP)	State	-	3,123,591	3,123,591
Total Funds by FY		-	3,123,591	3,123,591
			Estimated Total Funds at Completion	3,123,591

SUMMARY OF CURRENT CAPITAL PROJECTS



SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
760.343.3456 / sunline.org



SunLine Transit Agency

DATE: June 28, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Assistant Financial Services & Support Manager

RE: [Resolution No. 0765 to Obtain Federal Grant Funding](#)

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 0765 providing authorization to the CEO/General Manager to direct the agency staff to apply for grants and obtain funds for the new fiscal year.

Background

Each year FTA requires a Resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to apply for operating and capital funds, pursuant to Sections; 5304, 5307, 5308, 5309, 5310, 5311, 5311(f), 5312, 5316, 5317, 5339 and CMAQ.

Financial Impact

The Resolution is necessary to obtain operating and capital subsidies listed in the FY18 budget in the amounts of:

5307	\$ 5,535,530
5310	\$ 46,667
5311	\$ 344,995
5311(f)	\$ 365,767
5339	\$ 446,894

and to apply for discretionary grants as identified during the course of the fiscal year.

Ramon Aguiar



SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0765

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER SECTIONS 5304, 5307, 5308, 5309, 5310, 5311, 5311(f), 5312, 5316, 5317, 5339 OR CMAQ FUNDING OF THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED FOR FISCAL YEAR 2017/2018

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

1) The CEO/General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5308, 5309, 5310, 5311, 5311(f), 5312, 5316, 5317, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.

2) The CEO/General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The CEO/General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The CEO/General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The CEO/General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 28th DAY OF JUNE, 2017

ATTEST:

Isabel Acosta
Interim Clerk Of The Board
SunLine Transit Agency

Russell Betts
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, Isabel Acosta, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Isabel Acosta
Interim Clerk Of The Board
SunLine Transit Agency



SunLine Transit Agency

DATE: June 28, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: General Counsel

RE: [CEO\General Manager Employment Contract](#)

Recommendation

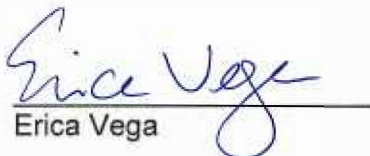
Recommend that the Board of Directors approve the updated employment contract for the CEO\General Manager.

Background

SunLine's CEO\General Manager's current contract expires on October 27, 2017. An updated form and language has been instituted to provide enhanced clarity regarding the responsibilities, requirements, and compensation for the CEO\General Manager. Language changes include an annual contribution into SunLine's 457 plan of 10% of annual salary, increased severance from 6 months to 8 months for "not for cause" terminations, and language allowing flexible work locations. This agreement will begin upon signature and extend for a four year period.

Fiscal Impact

The fiscal impact of the employment contract for contribution into SunLine's 457 plan is approximately \$21,000. Salary increases based on merit will be evaluated annually.


Erica Vega



**EMPLOYMENT AGREEMENT
For the Position Of
CEO/GENERAL MANAGER**

This Employment Agreement ("Agreement") is made and entered into this _____ day of _____, 2017 by and between the SUNLINE TRANSIT AGENCY, a California Joint Powers Authority ("STA"), and SunLine Services Group, a California Joint Powers Authority ("SSG"), (collectively, "SUNLINE,") and LAUREN SKIVER, an individual ("SKIVER"), on the terms and conditions set forth in this Agreement. (SUNLINE and SKIVER are collectively referred to as the "PARTIES.")

RECITALS

A. STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the "BOARD."

B. The BOARD desires to continue employing the services of SKIVER as CEO / General Manager of SUNLINE, in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

C. SKIVER desires to continue employment as CEO / General Manager of SUNLINE in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

D. As of the date of this Agreement, SKIVER continues to work under that existing General Manager Employment Agreement dated October 28, 2013, as amended, between the Parties ("Prior Agreement"). The Prior Agreement will expire of its own terms without further action required by either of the PARTIES on October 27, 2017, however the PARTIES desire the Agreement to supersede and replace the Prior Agreement before its expiration date such that the Agreement shall become effective July 1, 2017 and shall supersede and replace the Prior Agreement in all respects after being approved by the BOARD and executed by the Chair of the BOARD and SKIVER ("Effective Date").

OPERATIVE PROVISIONS

In consideration of the promises and covenants contained herein, the PARTIES agree as follows:

1. Position and Duties.

1.1 **Position.** SKIVER accepts continued employment with SUNLINE as its CEO/General Manager and shall perform all functions, duties and services set forth in Section 1.4 [Duties] of this Agreement. SKIVER shall provide service at the direction and under the supervision of the BOARD. It is the intent of the PARTIES that the CEO/General Manager shall keep the BOARD adequately apprised of all significant policy, fiscal and operational matters of SUNLINE. Toward that end, SKIVER shall

report directly to the BOARD and will periodically, or as may be otherwise specifically requested by the BOARD, provide status reports to the BOARD on her activities and those of SUNLINE.

1.2 Period of Employment / Commencement Date. SKIVER shall serve for a term of four (4) years, 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.

1.3 No Property Interest in Employment Position. Except as expressly provided for in this Agreement, the terms of SUNLINE's Employee Handbook (2016), personnel policies, procedures, resolutions, memoranda of understanding, or collective bargaining agreements (collectively "Personnel Policies"), all as may be amended from time to time, shall not apply to SKIVER, and nothing in this Agreement is intended to, or does, confer upon SKIVER any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the BOARD to terminate her employment as provided in Section 6 [Termination] of this Agreement. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of SUNLINE to terminate the services of SKIVER as provided in Section 6 [Termination]. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of SKIVER to resign at any time from this position with SUNLINE, subject only to the provisions set forth in Section 6 [Termination] of this Agreement.

1.4 Duties. SKIVER shall serve as the CEO/General Manager of SUNLINE and shall be vested with the powers, duties, and responsibilities set forth in the General CEO/Manager job classification, attached here to as Exhibit "A" and Section 4 of the STA Joint Powers Agreement and Section 2.11 and 2.11.1 of the SSG Joint Powers Agreement, as may they may be amended from time to time, the terms of which are incorporated herein by reference. It is the intent of the BOARD for the CEO/General Manager to function as the chief executive officer of SUNLINE's organization and as the administrative head of all SUNLINE Departments (except the Office of the General Counsel). SKIVER shall abide by all policies and decisions made or authorized by the BOARD, as well as all applicable federal, state, and local laws, regulations, or ordinances. SKIVER shall personally, or by direction, provide leadership, guidelines, and direction to ensure that BOARD policies are carried out. Without additional compensation, SKIVER shall provide such other services as are customary and appropriate to the position of CEO/General Manager of a transit agency, together with such additional services assigned from time to time by the BOARD, as may be consistent with California law. If SUNLINE has additional duties and obligations imposed upon it by outside agencies, SKIVER, as CEO/General Manager, is obliged to play such a role as the circumstances require. SKIVER shall devote her best efforts and full-time attention to the performance of these duties.

1.4.1 Professional and Ethical Conduct. In performing her duties as CEO/General Manager, SKIVER shall be subject to the standards of conduct set forth in the Employee Handbook (2016), as may be amended from time to time, at the following sections:

(a) Agency Vision, Mission Statement, Goals and Values;

(b) Section 1 "General" including Purpose and Designation of Authority, Affirmative Action/ Equal Employment Opportunity, Harassment, Discrimination and Retaliation Prevention, Code of Ethics and Business Conduct, Standards of Conduct / At-Will Employment, Safety, Violence in the Workplace, Drug-Free Workplace, Immigration Law Compliance, and ADA/FEHA, (but expressly excluding Progressive Discipline and Labor Relationship Philosophy); and

(c) Section 8 "Conduct" including all subsections; and

(d) Section 9 "Other" including all subsections.

1.5 **Hours of Work/Exempt Status**. SKIVER shall devote the time necessary to adequately perform her duties as CEO/General Manager. The PARTIES expect that a minimum of forty hours per workweek during regular business hours, as well as additional time outside of the normal business hours, will be required to satisfy this requirement. Toward that end, SKIVER shall be allowed reasonable flexibility in working remotely, on an occasional basis, and in setting her own office hours, provided that SKIVER provides adequate onsite presence, availability, and responsiveness to the BOARD, SUNLINE staff, and members of the community, during normal SUNLINE business hours, provided that neither the flexibility in work hours nor remote work location has an adverse effect on the performance of SKIVER's duties or her conduct of SUNLINE's business. SKIVER will contemporaneously inform the chairperson of the BOARD prior to any occasion SKIVER exercises the option to work remotely. The authorization to work remotely shall be for an initial trial period of six (6) months and shall terminate unless the parties mutually agree in writing to extend the authorization to work remotely. SUNLINE has determined based on the actual duties performed, that the position of CEO/General Manager is an exempt position under applicable California and federal wage and hour law. SKIVER's compensation (whether comprised of salary or benefits or other allowances) is not based on hours worked and SKIVER shall not be entitled to any compensation for overtime hours worked.

1.6 **Regional and Professional Activity**. The BOARD desires SKIVER to be active in national, statewide, regional and professional organizations that will contribute to her professional development and standing and that will contribute to the advancement of SUNLINE's interests and standing. Toward that end, SKIVER may, upon advance notice to and approval from the BOARD, undertake such activities as are directly related to her professional development or that advance the interests and standing of SUNLINE. Activities that have been preapproved by the BOARD are the annual conferences of the American Public Transportation Association ("APTA,") and

California Transit Association (“CTA”), California Hydrogen Business Council, CALSTART, Coachella Valley Economic Partnership, Palm Desert Sunset Rotary, and California State University, San Bernardino, Advancement Board (“Preapproved Organizations” SUNLINE agrees to budget and pay for the dues and subscriptions of the CEO/General Manager necessary for her participation in the Preapproved Organizations and SUNLINE agrees to reimburse, as provided in Section 1.8 [Reimbursement] of this Agreement, SKIVER’s reasonable and necessary travel, business and subsistence expenses for the activities described herein. This provision applies to SKIVER instead “Dues and Membership Fee” in Section 6 of SUNLINE Employee Handbook.

1.7 Other Activity. In accordance with applicable California law and SUNLINE policy, during the period of her employment, SKIVER shall not accept, without the express prior written consent of the BOARD, any other employment, or engage, directly or indirectly, in any other business, commercial, or professional activity (except as permitted under Section 1.6 [Regional and Professional Activity]), whether or not to pecuniary advantage, that is or may be competitive with SUNLINE, that might cause a conflict of interest with SUNLINE, or that otherwise might interfere with the business or operation of SUNLINE or the satisfactory performance of SKIVER’s duties as CEO / General Manager.

1.8 Reimbursement. SUNLINE shall reimburse SKIVER for actual and reasonable travel, subsistence, and other business expenses incurred by SKIVER in the performance of her duties and approved in SUNLINE’s budget. All reimbursements shall be subject to and in accordance with applicable California law. This provision applies to SKIVER instead of “Travel and Conference Expenses” Section 6 of SUNLINE Employee Handbook.

1.9 Education Reimbursement. SKIVER shall be eligible for the same education reimbursement as is provided to SUNLINE full-time employees under “Educational Reimbursement” in Section 6 of SUNLINE Employee Handbook.

2. Compensation.

2.1 Base Salary. SKIVER shall receive an annual base salary of two hundred and ten thousand, two hundred and sixty seven dollars and 20 cents (\$210,267.20) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. During the term of this Agreement, SKIVER’s compensation shall not be subjected to any reduction as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency.

2.1.1 Merit Increase. After completion of the annual evaluation as provided for in Section 2.2 [Evaluation], the BOARD, in its sole discretion, may award SKIVER a merit increase in base salary.

2.1.2 **Adjustments to Compensation.** Any other adjustment in compensation, including base salary, merit increases, and adjustment in benefits or other compensation, shall be at the discretion of the BOARD.

2.2 **Evaluation.** The BOARD intends to annually evaluate the performance of SKIVER as CEO/General Manager to be completed by the BOARD meeting in June of each calendar year, unless SKIVER and the BOARD agree, for a particular year and occasioned by scheduling conflicts due to press of work or preplanned absences. The evaluation shall be in accordance with criteria developed by the BOARD and will assess the extent to which SKIVER has performed her duties as CEO/General Manager in a manner that meets or exceeds the BOARD expectations and the extent to which SKIVER has achieved goals or objectives set by the BOARD for SKIVER and/or SUNLINE. Failure to complete a performance evaluation in a calendar year or within the time provided herein does not violate any provision of this Agreement and shall not constitute a breach of this Agreement or entitle SKIVER to any monetary damages of any kind. Any evaluation of SKIVER's performance shall be considered and discussed with SKIVER in accordance with this Agreement, the Ralph M. Brown Act, and any other applicable state law that specially applies to the CEO/General Manager position.

2.3 **Benefits.**

2.3.1 **Health Insurance.** SUNLINE agrees that during the period of employment it will make available to SKIVER, her spouse and her eligible dependents the same policies of health, dental, and vision/eye care insurance as SUNLINE makes available to its full-time employees. SUNLINE further agrees that during the period of her employment with SUNLINE, it will pay 100% of the insurance premiums for the SUNLINE provided health, dental, and vision/eye care policies for SKIVER, her spouse and her eligible dependents, but SKIVER will pay any out-of-pocket costs, required co-pays, out-of-coverage costs, and similar expenses. Subsections "Medical/Health, Dental and Vision Insurance" and "Agency Paid Continuation of Medical, Dental and Vision Insurance" of Section 5 "Benefits" of the Employee Handbook shall apply to SKIVER to the extent consistent with this Section 2.3.1. To the extent Section 5 of the Employee Handbook is inconsistent with this Section, then this Section 2.3.1 shall govern.

2.3.2 **Life Insurance & Disability Insurance.** SUNLINE shall provide to SKIVER the same Life Insurance, Long-Term Disability Insurance, and Short Term-Disability Insurance as provided to full-time employees of SUNLINE. Subsections "Life Insurance," "Long-Term Disability Insurance" and "Short-Term Disability Insurance" in Section 5 "Benefits" of the Employee Handbook shall apply to SKIVER.

2.3.3 **SUNLINE Provided Vehicle.** During the period of employment, SUNLINE will provide SKIVER with access to and use of a SUNLINE Chevrolet Tahoe or similar type and quality of vehicle ("SUNLINE Vehicle") for SUNLINE business during and after regular operating hours, including travel to and from her residence and work, out of area travel while on SUNLINE business, and incidental personal use while

in the course of SUNLINE business. Although the SUNLINE Vehicle is being provided as a take-home vehicle, it is not to be used for personal use unrelated to SUNLINE business, except as expressly provided herein. At Skiver's election, SUNLINE shall provide fuel for the SUNLINE Vehicle, or shall reimburse the actual cost of fuel purchased by Skiver, or provide her with mileage reimbursement at the IRS rate. SUNLINE shall provide for property damage, liability, and uninsured motorist insurance coverage for the SUNLINE Vehicle and SKIVER. SUNLINE shall provide or pay for all required maintenance, routine or otherwise, of the SUNLINE Vehicle. SKIVER shall use her best efforts to keep the vehicle in reasonable repair, shall obey all traffic laws relating to operation of the vehicle and shall use due care and caution in its operation.

2.3.4 **Business Related Equipment.** SUNLINE shall supply SKIVER with a cell phone and such other personal data device as reasonably required by the CEO/General Manager and approved by the BOARD, or as is currently in use within SUNLINE and provided to SUNLINE management employees.

3. **Vacation and Leave.**

3.1 **Vacation Leave Benefits.** SKIVER shall accrue Earned Time Off ("ETO") as an exempt employee with a length of service between 0-9 years, at the rate and up to the maximum accrual, as provided in Subsection "Vacation" of Section 3 "Work Time and Compensation" of the Employee Handbook.

3.2 **Holidays.** SKIVER shall have the same holidays as SUNLINE provides to all non-represented full time employees, as provided in Subsection "Holidays" of Section 3 "Work Time and Compensation" of the Employee Handbook.

3.3 **Sick Leave and Other Leave.** SKIVER shall be entitled to accrue and use sick leave and other leaves (e.g. FMLA/CFRA, Bereavement, etc.), as SUNLINE provides to exempt, full-time employees under Section 4 "Attendance and Leaves" of the Employee Handbook.

4. **Retirement.**

4.1 **Pension.** SUNLINE will enroll SKIVER in and will pay SKIVER's mandatory pension contribution to the SUNLINE provided pension, in the same manner and subject to the same terms as SUNLINE provides to exempt full-time employees.

4.2 **Deferred Compensation.** In addition to the pension benefits provided by SKIVER in Section 4.1 above, during the period of her employment, SKIVER shall be entitled to participate in SUNLINE's deferred compensation program (the 457(b) plan) provided SUNLINE continues to maintain these plans for SUNLINE employees. SUNLINE agrees to annually contribute to SKIVER's 457(b) account an amount equal to Ten Percent (10%) of SKIVER's Base Salary, provided that such amount may not exceed the amount that SKIVER may place into the 457(b) plan as pre-tax income under U.S. Internal Revenue Service regulation or applicable federal laws. SKIVER may, at her sole discretion, contribute additional amounts up to the maximum allowable

contribution, as provided under U.S. Internal Revenue Service regulations and applicable federal laws. In the event that the IRS should modify the existing regulations in a manner that materially changes the amount that may be contributed to a 457(b) plan, the PARTIES agree to meet and confer and negotiate in good faith the appropriate contribution by SUNLINE to SKIVER's 457(b) plan.

5. **Suspension.**

5.1 **Administrative Leave.** SKIVER may be suspended by the BOARD with full pay and benefits at any time and for any reason during the term of this Agreement. Subsection "Grievance Procedures" of Section 2 "Employment" and subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook shall not apply to SKIVER.

6. **Termination.**

6.1 **By SUNLINE Not for Cause.** Except as provided in Section 6.3 below, SUNLINE may terminate SKIVER for any reason, and at any time, without cause, by providing SKIVER 30 days' prior written notice of termination and a payment equal to eight (8) months' Base Salary, as existing on the date of the notice of termination ("Severance Payment"), less applicable deductions, plus applicable accrued and unused paid leave, together with continued payment of premiums for SUNLINE health insurance for up to a maximum of six (6) month after termination or until SKIVER obtains other full time employment, whichever occurs sooner. The Severance Payment shall be made to SKIVER on the final date of employment. SUNLINE may dismiss SKIVER notwithstanding anything to the contrary contained in or arising from any Employee Handbook provision, including without limitation Subsection "Grievance Procedures" of Section 2 "Employment" or subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook, or any past practices relating to the employment, discipline, or termination of SUNLINE's employees. In exchange for the Severance Payment SKIVER agrees to execute a settlement, waiver, and release document prepared by the City Attorney in which SKIVER agrees not to commence any legal or administrative actions against SUNLINE, its officials, officers and employees, and waives and releases SUNLINE and its officials, officers, and employees from any liabilities, known or unknown, owing to SKIVER, arising from or related to SKIVER's employment with SUNLINE, except for such compensation, including retirement benefits, legally due.

6.2 **By Employee Not for Cause.** SKIVER may terminate her employment for any reason, and at any time, with or without cause, by providing 30 days' advance written notice to the BOARD, unless the PARTIES otherwise agree in writing. SKIVER shall be entitled to any earned salary and any accumulated leave or accrued benefits to which she is entitled under the Employee Handbook or applicable California or federal law. SKIVER shall not be entitled to the Severance Payment or any similar payment.

6.2.1 Separation from Employment due to Death. In the event that SKIVER dies during the term of this Agreement and while employed as CEO / General Manager, the terms of Section 6.2. shall be deemed to apply. Any payment due shall be provided to SKIVER's beneficiaries or those entitled to her estate.

6.3 By SunLine for Cause. Upon the affirmative vote of a majority of the membership of the BOARD, SUNLINE may terminate this Agreement at any time by providing SKIVER written notice of her termination for cause. No severance or any further salary shall be paid in the event SKIVER's employment is terminated for cause except for accrued and unused paid leave, as provided for in the Employee Handbook. For purposes of this Agreement, cause for termination shall include, but not be limited to, the following: (1) acts or omissions violating the conduct requirements of Section 1.4.1 "Professional and Ethical Conduct" of this Agreement; (2) evidence of theft or attempted theft, embezzlement, misappropriation, misuse or gift of public funds or property; (3) criminal conviction for violation of Government Code section 1090 et seq.; (4) assessment of any penalty of more than \$1,500 by the Fair Political Practices Commission for a violation of any California conflict of interest or public ethics law or regulations; (5) willful or persistent material breach of duties; (5) engaging in prohibited retaliation, or discrimination or harassment of employees, or any third party while on SUNLINE premises; (6) conviction of a felony; (7) engaging in any act of violence against an employee or officer of SUNLINE or against any third party of SUNLINE; or (8) engaging in any other conduct constituting gross negligence, malfeasance, fraud, bribery, or crimes of moral turpitude. SKIVER expressly waives any rights provided for employees under SUNLINE's Employee Handbook, including without limitation, subsection "Grievance Procedures" of Section 2 "Employment" or subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook, or under California or federal law to any form of pre or post-termination hearing, appeal, or other administrative process pertaining to termination, except when SKIVER has a California or federal constitutional right to a name clearing hearing.

6.4 Termination Obligations. SKIVER agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined in Section 7, below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by her incident to her employment belongs to SUNLINE and shall be returned promptly to SUNLINE upon termination of SKIVER's employment. SKIVER's obligations under this subsection shall survive the termination of her employment and the expiration of this Agreement.

6.5 Benefits Upon Termination. All benefits to which SKIVER is entitled under this Agreement shall cease upon SKIVER's termination in accordance with this Section 6, unless expressly continued either under this Agreement, under any specific written policy or benefit plan applicable to SKIVER, or unless otherwise required by law.

6.6 Reimbursement Under Certain Circumstances. The Parties Acknowledge that Government Code Section 53243.4 may require SKIVER to reimburse SUNLINE for certain payments made by SUNLINE to SKIVER during the

term of her employment with SUNLINE should she be convicted of a crime as provided in Section 53243.4.

7. **Proprietary Information.**

During her employment by SUNLINE, SKIVER shall use and/or disclose Proprietary Information, as defined herein, only for the benefit of SUNLINE and as is or may be necessary to perform her job responsibilities under this Agreement, and not for SKIVER's own personal interest or gain. SKIVER shall at all times use her best efforts to keep Proprietary information secure and confidential. Following termination or separation from SUNLINE, SKIVER shall not use or disclose any Proprietary Information except with the express written consent of SUNLINE's Board or under express order of a court of competent jurisdiction. SKIVER's obligations under this Section shall survive the termination of her employment and the expiration of this Agreement. "Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulae, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and customer lists, generated by SUNLINE employees, agents, and contractors for SUNLINE or licensed or sold or otherwise conveyed to SUNLINE. "Proprietary Information" shall not include any writing which is required to be disclosed under the California Public Records Act, as such Act may be amended from time to time.

8. **Conflict Of Interest.**

SKIVER represents and warrants to SUNLINE that she presently has no interest, and represents that she will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or interfere in any way with performance of her services under this Agreement.

9. **General Provisions.**

9.1 **Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to SUNLINE at the address below, and or at the last known address maintained in SKIVER's personnel file. SKIVER agrees to notify SUNLINE in writing of any change in her address during her employment with SUNLINE. Notice of change of address shall be effective only when accomplished in accordance with this Section.

SUNLINE's Notice Address:

SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Attn: Chairman and Members of the Board

General Manager's Address: [Deliver to last updated address in personnel file]

9.2 **Indemnification.** Subject to, in accordance with, and to the extent provided by the California Tort Claims Act [Government Code Section 810 *et seq.*] SUNLINE will indemnify, defend, and hold SKIVER harmless from and against any action, demand, suit, monetary judgment or other legal or administrative proceeding, and any liability, injury, loss or other damages, including punitive damages, arising out of any act or omission occurring during SKIVER's tenure as CEO / General Manager.

9.3 **Bonding.** SUNLINE shall bear the full cost of any fidelity or other bonds required of the CEO / General Manager under any law, ordinance, regulations, or as may otherwise be required by SUNLINE for performance of SKIVER's duties.

9.4 **Integration.** This Agreement is intended to be the final, complete, and exclusive statement of the terms of SKIVER's employment by SUNLINE. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of SKIVER, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of SUNLINE, now or in the future, apply to SKIVER and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9.5 **Amendments.** This Agreement may not be amended except in a written document signed by SKIVER, approved by the BOARD and signed by the Chairperson of the BOARD.

9.6 **Waiver.** Failure to exercise or enforce any right under this Agreement shall not constitute a waiver of such right, or of any other rights under this Agreement.

9.7 **Assignment.** SKIVER shall not assign any rights or obligations under this Agreement. SUNLINE may, upon prior written notice to SKIVER, assign its rights and obligations hereunder.

9.8 **Severability.** If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

9.9 **Attorneys' Fees.** In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, each party shall bear its own attorneys' fees and costs.

9.10 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue proper only in Riverside County, State of California.

9.11 Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended, or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

9.12 Acknowledgment. SKIVER acknowledges that she has had the opportunity to consult legal counsel in regard to this Agreement, that she has read and understands this Agreement, that she is fully aware of its legal effect, and that she has entered into it freely and voluntarily and based on her own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, SUNLINE has caused this Agreement to be signed and executed on its behalf by the Chairman of the BOARD, and SKIVER has signed and executed this Agreement, as of the date first indicated above.

Lauren Skiver

SUNLINE

Lauren Skiver

Russell Betts, Chairman of the Board
STA/SSG

APPROVED AS TO FORM:

Eric S. Vail, General Counsel

