



SunLine Transit Agency  
June 24, 2020  
10:10 a.m. – 10:50 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE Regular Meeting

\*\*\*\*\*

### VIA VIDEOCONFERENCE

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

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

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

<https://us02web.zoom.us/j/89273892908>

Meeting ID: 892 7389 2908

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 892 7389 2908

One tap mobile  
+16699009128,,89273892908#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to May 11, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

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**ITEM**

**RECOMMENDATION**

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

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

**ITEM**

**RECOMMENDATION**

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. PRESENTATIONS**

**5. FINALIZATION OF AGENDA**

**6. PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

**7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**8. CONSENT CALENDAR**

**RECEIVE & FILE**

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

[8a\) Checks \\$1,000 and Over Report for April 2020](#)

(PAGE 4-8)

[8b\) Credit Card Statement for April 2020](#)

(PAGE 9-12)

[8c\) Monthly Budget Variance Report for April 2020](#)

(PAGE 13-19)

**ITEM**

**RECOMMENDATION**

- |  |                                      |
|--|--------------------------------------|
| 8d) Contracts Signed in Excess of \$25,000 May 2020  | (PAGE 20-21)                         |
| 8e) Union & Non-Union Pension Investment Asset<br>Summary April 2020   | (PAGE 22-25)                         |
| 8f) Ridership Report for May 2020  | (PAGE 26-28)                         |
| 8g) SunDial Operational Notes for May 2020   | (PAGE 29-32)                         |
| 8h) Metrics for May 2020   | (PAGE 33-43)                         |
| 8i) Board Member Attendance for May 2020   | (PAGE 44-45)                         |
| <b>9. APPROVAL OF FINANCIAL AUDIT SERVICES</b><br>(Staff: Rhonda Williams, Deputy Chief Financial Officer)                   | <b>APPROVE</b><br>(PAGE 46-50)       |
| <b>10. ADOPTION OF THE FY21 OPERATING AND<br/>CAPITAL BUDGET</b><br>(Staff: Rhonda Williams, Deputy Chief Financial Officer) | <b>APPROVE</b><br>(PAGE 51-167)      |
| <b>11. PURCHASE OF FIVE HYDROGEN FUEL CELL BUSES</b><br>(Staff: Tony Cohen, Chief Maintenance Officer)                       | <b>APPROVE</b><br>(PAGE 168)         |
| <b>12. SUNLINE FUTURE FUNDING PROJECTION</b><br>(Staff: Rhonda Williams, Deputy Chief Financial Officer)                     | <b>INFORMATION</b><br>(PAGE 169-182) |
| <b>13. ADJOURN</b>   |                                      |

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

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for April 2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were or will be reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For April, the largest payments issued was to GP Strategies for payment of work in progress of the new CNG Fueling Station. State Transit Assistance (STA) funds are being utilized.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>GP STRATEGIES</b>	<b>WIP-CNG Fueling Station</b>	<b>682389</b>	<b>04/03/2020</b>	<b>327,263.44</b>
<b>CANNONDESIGN BUILDERS, INC.</b>	<b>WIP-Operation Facility</b>	<b>682494</b>	<b>04/13/2020</b>	<b>309,908.86</b>
<b>GP STRATEGIES</b>	<b>WIP-CNG Fueling Station</b>	<b>682519</b>	<b>04/17/2020</b>	<b>293,609.87</b>
PERMA - INSURANCE	General Liability & Workers Comp Premium	682402	04/03/2020	158,022.48
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682562</u>	<u>04/21/2020</u>	<u>104,951.19</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682412</u>	<u>04/03/2020</u>	<u>101,962.58</u>
<b>JESSUP AUTO PLAZA</b>	<b>WIP-Purchase of 2 Expansion Support Vehicles</b>	<b>682660</b>	<b>04/29/2020</b>	<b>56,115.10</b>
HDR ENGINEERING, INC.	Planning Consultant	682392	04/03/2020	55,112.47
HDR ENGINEERING, INC.	Planning Consultant	682647	04/29/2020	52,578.01
SO CAL GAS CO.	Utilities	682547	04/17/2020	48,638.69
HDR ENGINEERING, INC.	Planning Consultant	682393	04/03/2020	44,912.12
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>682594</u>	<u>04/24/2020</u>	<u>40,804.19</u>
HDR ENGINEERING, INC.	Planning Consultant	682391	04/03/2020	39,938.75
IMPERIAL IRRIGATION DIST	Utilities	682527	04/17/2020	39,340.03
HDR ENGINEERING, INC.	Planning Consultant	682394	04/03/2020	37,342.30
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>682671</b>	<b>04/29/2020</b>	<b>35,730.49</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	682587	04/24/2020	32,987.47
PERMA - INSURANCE	Insurance Loss	682541	04/17/2020	31,181.00
<b>AVAIL TECHNOLOGIES</b>	<b>WIP- IT Service Upgrade 3G to 4G</b>	<b>682426</b>	<b>04/10/2020</b>	<b>29,113.74</b>
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682554	04/17/2020	25,287.00
<b>MOLINA MANUFACTURING, INC.</b>	<b>WIP-Replacement of 6 Fixed Route Buses (Bus Upholstery)</b>	<b>682397</b>	<b>04/03/2020</b>	<b>23,243.33</b>
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682492</b>	<b>04/10/2020</b>	<b>23,139.53</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	682429	04/10/2020	23,061.21
IMPERIAL IRRIGATION DIST	Utilities	682495	04/13/2020	22,152.53
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	682603	04/24/2020	22,020.31
NFI PARTS	Inventory Repair Parts	682502	04/17/2020	20,468.95
NFI PARTS	Inventory Repair Parts	682564	04/24/2020	19,118.11
THE LEFLORE GROUP LLC	Projects Consultant	682560	04/21/2020	15,987.30
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682627</b>	<b>04/24/2020</b>	<b>13,326.34</b>
OLD GREEN HOUSE LLC	Planning Consultant	682472	04/10/2020	13,125.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682672	04/29/2020	12,487.50
<b>JOHNSON EQUIPMENT COMANY</b>	<b>WIP-Replacement &amp; Expansion of Support Vehicles</b>	<b>682451</b>	<b>04/10/2020</b>	<b>12,065.73</b>
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	682601	04/24/2020	11,065.00
HD INDUSTRIES	Inventory Repair Parts	682595	04/24/2020	10,659.58
TK SERVICES, INC.	Inventory Repair Parts	682549	04/17/2020	10,224.98
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>682612</b>	<b>04/24/2020</b>	<b>10,162.10</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	682611	04/24/2020	10,136.35
VERIZON WIRELESS	Wireless Telephone Service	682623	04/24/2020	9,891.69

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 2020**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<b>GRAINGER</b>	<b>WIP- Fixed Assets-Structures</b>	<b>682520</b>	<b>04/17/2020</b>	<b>9,005.16</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	682419	04/10/2020	7,806.58
<b>YELLOW CAB OF THE DESERT</b>	<b>Microtransit Contracted Taxi Services</b>	<b>682417</b>	<b>04/03/2020</b>	<b>7,586.93</b>
MUNICIPAL RESOURCE GROUP LLC	Human Resource Consultant	682532	04/17/2020	7,426.51
GRAVES & KING LLP	Insurance Loss	682593	04/24/2020	7,078.95
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>682555</b>	<b>04/21/2020</b>	<b>6,682.51</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>682371</b>	<b>04/03/2020</b>	<b>6,596.44</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682540	04/17/2020	6,095.16
NFI PARTS	Inventory Repair Parts	682369	04/03/2020	6,045.93
THE LEARNING & PERFORMANCE IMPROVEMENT	Safety Consultant	682454	04/10/2020	5,906.25
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits May 2020</u>	<u>682610</u>	<u>04/24/2020</u>	<u>5,820.98</u>
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682406	04/03/2020	5,563.52
SHUTTLE BUS LEASING	Lease of MCI Commuter Bus	682663	04/29/2020	5,500.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	682515	04/17/2020	5,460.17
JACKSON LEWIS P.C.	Insurance Loss	682599	04/24/2020	5,392.50
IMPERIAL IRRIGATION DIST	Utilities	682596	04/24/2020	5,119.90
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682545	04/17/2020	5,105.93
NFI PARTS	Inventory Repair Parts	682420	04/10/2020	4,845.29
EIDE BAILLY LLP	Auditing Services	682382	04/03/2020	4,500.00
BROADLUX, INC.	Contract Service/Repair Parts-CNG	682377	04/03/2020	4,488.52
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Emergency Preparedness Supplies	682582	04/24/2020	4,393.50
TPX COMMUNICATIONS	Communications	682551	04/17/2020	4,369.60
<b>AIR &amp; LUBE SYSTEMS INC</b>	<b>WIP- Fixed Assets-Facility Improvements</b>	<b>682421</b>	<b>04/10/2020</b>	<b>4,241.07</b>
JESSE FRESCAS JR.	Projects Consultant	682496	04/13/2020	4,160.00
ANTHONY COHEN	Relocation Reimbursement Expenses	682424	04/10/2020	4,088.61
DESERT URGENT CARE	Medical Exams	682597	04/24/2020	4,010.00
JANEK CORPORATION THE	Inventory Repair Parts	682651	04/29/2020	3,963.50
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682418</b>	<b>04/03/2020</b>	<b>3,961.50</b>
ANDREA CARTER & ASSOCIATES	Marketing Consultant	682423	04/10/2020	3,950.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	682508	04/17/2020	3,875.61
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	682433	04/10/2020	3,696.26
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP-Operation Facility</b>	<b>682639</b>	<b>04/29/2020</b>	<b>3,600.00</b>
ASCI SECURITY	Contract Services	682501	04/17/2020	3,450.88
SOCALGAS	Utilities	682478	04/10/2020	3,437.59
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>682378</b>	<b>04/03/2020</b>	<b>3,241.25</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>682556</b>	<b>04/21/2020</b>	<b>3,241.25</b>
TIME WARNER CABLE	Utilities	682484	04/10/2020	3,212.07
HOME DEPOT CREDIT SERVICES	Facility Maintenance	682523	04/17/2020	3,189.73
NAPA AUTO PARTS	Inventory Repair Parts	682533	04/17/2020	3,176.54

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
NFI PARTS	Inventory Repair Parts	682628	04/29/2020	3,175.49
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>682626</b>	<b>04/24/2020</b>	<b>3,133.83</b>
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	682485	04/10/2020	3,120.00
DREAMY GALLERY	Emergency Preparedness Supplies	682571	04/24/2020	3,013.13
TK SERVICES, INC.	Inventory Repair Parts	682666	04/29/2020	2,944.04
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682473	04/10/2020	2,906.92
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP-Operation Facility</b>	<b>682498</b>	<b>04/13/2020</b>	<b>2,861.81</b>
GRAINGER	Inventory Repair Parts	682447	04/10/2020	2,606.38
PARKHOUSE TIRE, INC.	Tires- Fixed Route	682464	04/10/2020	2,552.95
GILLIG LLC	Inventory Repair Parts	682518	04/17/2020	2,543.51
AMETZA ARIZONA, LLC.	Lubricants & Oils	682631	04/29/2020	2,525.48
AMETZA ARIZONA, LLC.	Lubricants & Oils	682570	04/24/2020	2,525.48
OFFICETEAM	Temporary Help	682608	04/24/2020	2,333.60
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682400	04/03/2020	2,300.99
RHONDA M. WILLIAMS	Relocation Reimbursement Expenses	682470	04/10/2020	2,232.53
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	682487	04/10/2020	2,229.48
FIESTA FORD, INC.	Inventory Repair Parts	682513	04/17/2020	2,220.83
HD INDUSTRIES	Inventory Repair Parts	682522	04/17/2020	2,105.16
ELDORADO NATIONAL (CALIFORNIA), INC.	Repair Parts- Fixed Route	682586	04/24/2020	2,064.04
AUTOZONE COMMERCIAL	Inventory Repair Parts	682425	04/10/2020	2,000.02
AMETZA ARIZONA, LLC.	Lubricants & Oils	682372	04/03/2020	1,957.25
<b>STRONG'S TRUCK &amp; VAN UPFITTERS</b>	<b>WIP- Replacement &amp; Expansion of Support Vehicles</b>	<b>682481</b>	<b>04/10/2020</b>	<b>1,946.55</b>
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	682431	04/10/2020	1,791.13
PRUDENTIAL OVERALL SUPPLY	Uniforms	682661	04/29/2020	1,762.35
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682544	04/17/2020	1,696.93
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>682381</b>	<b>04/03/2020</b>	<b>1,638.97</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682578	04/24/2020	1,594.58
ATWORK FRANCHISE, INC.	Temporary Help	682387	04/03/2020	1,580.59
SMARTDRIVE SYSTEMS, INC.	General Services	682477	04/10/2020	1,580.00
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682507	04/17/2020	1,530.10
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682637	04/29/2020	1,490.15
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Sales Tax Jan-Mar 2020	682574	04/24/2020	1,488.00
MILE3 WEB DEVELOPMENT	Website Maintenance	682459	04/10/2020	1,478.00
AIR & LUBE SYSTEMS INC	Contract Services	682630	04/29/2020	1,466.25
KORD FIRE PROTECTION	Inventory Repair Parts	682456	04/10/2020	1,465.50
DESERT URGENT CARE	Medical Exams	682449	04/10/2020	1,425.00
VALLEY REPROGRAPHICS LLC	Printing Administration	682488	04/10/2020	1,416.91
SAFETY-KLEEN CORPORATION	Contract Services	682475	04/10/2020	1,410.79
ZOOM VIDEO COMMUNICATION, INC.	Emergency Preparedness Supplies	682493	04/10/2020	1,349.10

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	682650	04/29/2020	1,335.97
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	682430	04/10/2020	1,295.01
FULTON DISTRIBUTING	Cleaning Supplies	682589	04/24/2020	1,275.44
KELLY PAPER COMPANY	Copy Paper	682652	04/29/2020	1,266.87
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>682580</b>	<b>04/24/2020</b>	<b>1,250.90</b>
SOUTHWEST NETWORKS, INC.	IT Support Services	682479	04/10/2020	1,250.00
ATWORK FRANCHISE, INC.	Temporary Help	682517	04/17/2020	1,208.68
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	682482	04/10/2020	1,173.44
OFFICETEAM	Temporary Help	682461	04/10/2020	1,166.80
OFFICETEAM	Temporary Help	682399	04/03/2020	1,137.63
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682436	04/10/2020	1,128.73
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Emergency Preparedness Supplies	682440	04/10/2020	1,109.25
VERIZON WIRELESS	Wireless Telephone Service	682416	04/03/2020	1,095.69
OPW FUELING COMPONENTS	Inventory Repair Parts	682657	04/29/2020	1,086.54
BROADLUX, INC.	Contract Service	682428	04/10/2020	1,045.47
C V WATER DISTRICT	Utilities	682509	04/17/2020	1,036.19
IMAGE 360 - PALM DESERT	Safety Banners	682476	04/10/2020	1,034.40
<b>Total Checks Over \$1,000</b>	\$2,441,782.34			
<b>Total Checks Under \$1,000</b>	\$41,704.34			
<b>Total Checks</b>	\$2,483,486.68			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for April 2020

Summary:

The attached report summarizes the Agency's credit card expenses for April 2020 with a statement closing date of May 3, 2020.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 05/03/20**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	4/14/2020	4/14/2020	APTA	Refund for APTA Registration; 2020 APTA Mobility Conference, Todd McDaniel, Chief Transportation Officer <i>(cancelled due to COVID-19)</i>	\$975.00	
2	4/25/2020	4/25/2020	The Home Depot	Home Depot purchase of spray bottles for sanitizer <b>*COVID-19 response item</b>		\$42.41
<b>Credits and Charges:</b>					<b>\$975.00</b>	<b>\$42.41</b>



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/03/20
Days in Billing Cycle	30
Next Statement Date	06/03/20

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

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

Credit Line	\$40,000
Available Credit	\$39,957

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

Payment Information

New Balance	\$42.41
Current Payment Due (Minimum Payment)	\$42.41
Current Payment Due Date	05/28/20

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		\$17,942.34
Credits	-	\$975.00
Payments	-	\$16,967.34
Purchases & Other Charges	+	\$42.41
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$42.41

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$211.65
Cash Earned this Month		\$9.33
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$202.32
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$126.17

Cash Back Notice

Your next cash back reward is scheduled for 06/2020.

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$42.41
Total Amount Due (Minimum Payment)	\$42.41
Current Payment Due Date	05/28/20



Print address or phone changes:

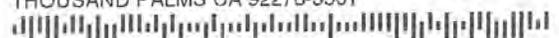
Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA 13260  
32505 HARRY OLIVER TRL 6304  
THOUSAND PALMS CA 92276-3501





**Rate Information**

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$42.41 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$932.59-

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
04/28	04/28	F326800G700CHGDDA	AUTOMATIC PAYMENT - THANK YOU	16,967.34	
			TOTAL [REDACTED] \$16,967.34-		
Transaction Summary For LAURA SKIVER					
Sub Account Number Ending In [REDACTED]					
04/14	04/14	7463923FVS66LB0WF	APTA 202-4964800 DC	975.00	
04/25	04/25	2461043G509FSNTBJ	THE HOME DEPOT #0667 RANCHO MIRAGE CA		42.41
			TOTAL \$932.59-		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

**Wells Fargo News**

**What can alerts do for your business?\***

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

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

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

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

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for April 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of April 30, 2020, the Agency's revenues net of subsidies are \$1,953,722 over budget or 51.0% over the FYTD budget. Expenditures are \$3,877,909 under budget or 11.4% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
April 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,799,649	19,935	223,972	(204,037)	2,013,727	2,351,705	(337,979)	28.1%
Other Revenue	1,773,184	235,043	147,765	87,278	3,769,354	1,477,653	2,291,701	-112.6%
Total Operating Revenue	4,572,833	254,978	371,737	(116,759)	5,783,081	3,829,358	1,953,722	-26.5%
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,276,452	823,909	856,371	32,462	8,147,236	8,563,710	416,474	20.7%
Operator & Mechanic Overtime	1,071,700	71,250	89,308	18,059	953,080	893,083	(59,996)	11.1%
Administration Salaries & Wages	6,294,403	490,425	524,534	34,108	4,618,474	5,245,335	626,862	26.6%
Administration Overtime	79,284	6,429	6,607	178	57,642	66,070	8,428	27.3%
Fringe Benefits	10,737,317	749,775	894,776	145,002	7,479,301	8,947,764	1,468,463	30.3%
Communications	226,000	17,896	18,833	938	193,706	188,333	(5,373)	14.3%
Legal Services	525,000	6,197	43,750	37,553	160,633	437,500	276,867	69.4%
Computer/Network Software Agreement	626,053	47,319	52,171	4,853	434,517	521,711	87,194	30.6%
Uniforms	118,706	4,644	9,892	5,248	61,000	98,922	37,922	48.6%
Contracted Services	491,193	42,674	40,933	(1,741)	362,839	409,328	46,488	26.1%
Equipment Repairs	11,750	0	979	979	4,787	9,792	5,005	59.3%
Security Services	117,337	10,329	9,778	(551)	70,802	97,781	26,979	39.7%
Fuel - CNG	1,551,295	82,363	129,275	46,911	1,096,101	1,292,746	196,645	29.3%
Fuel - Hydrogen	350,000	52,545	29,167	(23,379)	453,189	291,667	(161,522)	-29.5%
Tires	291,800	19,851	24,317	4,466	169,128	243,167	74,038	42.0%
Office Supplies	75,028	4,665	6,252	1,588	43,903	62,523	18,621	41.5%
Travel/Training	142,475	1,340	11,873	10,533	77,331	118,729	41,398	45.7%
Repair Parts	1,407,128	114,058	117,261	3,203	1,196,866	1,172,607	(24,259)	14.9%
Facility Maintenance	45,750	3,785	3,813	27	34,516	38,125	3,609	24.6%
Electricity - CNG & Hydrogen	283,000	61,153	23,583	(37,569)	404,339	235,833	(168,505)	-42.9%
Natural Gas	1,335,000	66,235	111,250	45,015	942,220	1,112,500	170,280	29.4%
Water and Gas	6,500	850	542	(309)	6,283	5,417	(866)	3.3%
Insurance Losses	1,312,523	133,963	109,377	(24,586)	1,060,839	1,093,769	32,930	19.2%
Insurance Premium - Property	18,626	1,517	1,552	35	17,614	15,522	(2,092)	5.4%
Repair Claims	53,488	184	4,457	4,274	5,199	44,573	39,374	90.3%
Fuel Taxes	116,500	9,962	9,708	(253)	79,443	97,083	17,640	31.8%
Other Expenses	5,046,624	351,390	420,552	69,162	3,498,413	4,205,520	707,108	30.7%
Self Consumed Fuel	(1,770,782)	(134,908)	(147,565)	12,657	(1,473,854)	(1,475,652)	1,798	16.8%
Total Operating Expenses (Before Depreciation)	40,840,150	3,039,796	3,403,346	363,549	30,155,549	34,033,458	3,877,909	26.2%
Operating Expenses in Excess of Operating Revenue		<u>\$ (2,784,818)</u>			<u>\$ (24,372,468)</u>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	554,857	602,169	47,312	4,856,058	6,021,692	1,165,634	32.8%
State - LTF, LCTOP	21,191,641	1,627,219	1,765,970	138,751	14,241,268	17,659,701	3,418,433	32.8%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	602,742	654,137	51,395	5,275,142	6,541,372	1,266,230	32.8%
Total Subsidies	36,267,317	2,784,818	3,022,276	237,458	24,372,468	30,222,764	5,850,296	32.8%
Net Operating Gain (Loss) After Subsidies	\$ -	<u>\$ -</u>			<u>\$ -</u>			

SunLine Transit Agency  
Budget Variance Report  
April 2020

Description	FY20 Total Budget	Current Month			Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	
<b>Operating Expenses:</b>								
Wages & Benefits	28,459,156	2,141,787	2,371,596	229,809	21,255,733	23,715,963	2,460,230	25.3%
Services	4,093,405	268,046	341,117	73,071	2,634,132	3,411,171	777,040	35.6%
Fuels & Lubricants	2,140,724	151,008	178,394	27,386	1,689,527	1,783,937	94,410	21.1%
Tires	291,800	19,851	24,317	4,466	169,128	243,167	74,038	42.0%
Materials and Supplies	1,868,028	164,238	155,669	(8,569)	1,474,013	1,556,690	82,677	21.1%
Utilities	1,902,500	146,299	158,542	12,242	1,586,608	1,585,417	(1,192)	16.6%
Casualty & Liability	2,155,119	202,546	179,593	(22,953)	1,759,400	1,795,933	36,532	18.4%
Taxes and Fees	116,500	9,962	9,708	(253)	79,443	97,083	17,640	31.8%
Miscellaneous Expenses	1,583,700	70,968	131,975	61,007	981,419	1,319,750	338,331	38.0%
Self Consumed Fuel	(1,770,782)	(134,908)	(147,565)	12,657	(1,473,854)	(1,475,652)	1,798	16.8%
Total Operating Expenses (Before Depreciation)	40,840,150	3,039,796	3,403,346	363,549	30,155,549	34,033,458	3,877,909	26.2%
<b>Revenues:</b>								
Passenger Revenue	2,799,649	19,935	223,972	(204,037)	2,013,727	2,351,705	(337,979)	28.1%
Other Revenue	1,773,184	235,043	147,765	87,278	3,769,354	1,477,653	2,291,701	-112.6%
Total Operating Revenue	4,572,833	254,978	371,737	(116,759)	5,783,081	3,829,358	1,953,722	-26.5%
Net Operating Gain (Loss)		\$ (2,784,818)			\$ (24,372,468)			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	7,226,030	554,857	602,169	47,312	4,856,058	6,021,692	1,165,634	32.8%
State - LTF, SGR, LCTOP	21,191,641	1,627,219	1,765,970	138,751	14,241,268	17,659,701	3,418,433	32.8%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	602,742	654,137	51,395	5,275,142	6,541,372	1,266,230	32.8%
Total Subsidies	36,267,317	2,784,818	3,022,276	237,458	24,372,468	30,222,764	5,850,296	32.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For April ridership is at 9.4% below FY19 FYTD totals.
- Total system ridership is 331,173 trips below FY19 FYTD amounts.

**Ridership**

	FY19-April	FY20-April	Variance	%Δ
Fixed Route	351,992	130,678	(221,314)	-62.9%
Paratransit	12,802	3,212	(9,590)	-74.9%
SolVan	1,750	1,296	(454)	-25.9%
System Total	366,544	135,186	(231,358)	-63.1%

**Ridership**

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,367,032	3,058,148	(308,884)	-9.2%
Paratransit	129,493	113,222	(16,271)	-12.6%
SolVan	19,447	13,429	(6,018)	-30.9%
System Total	3,515,972	3,184,799	(331,173)	-9.4%

**Other Revenue - Favorable**

- The favorable variance is attributed to an increase in outside fueling revenue, advertising revenue, and accrued CNG rebate revenue.
- CNG rebate revenue has a large positive variance due to accrued revenue. Congress passed a funding bill that includes renewal of compressed natural gas (CNG) tax credits. This incentive originally expired on December 31, 2017, but was retroactively extended through December 31, 2020. SunLine accrued \$2M in CNG rebate revenue in FY20.

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

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

**Operator & Mechanic Overtime - Unfavorable**

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

**April**

	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833	\$ 68,236	\$ (12,403)
Paratransit	\$ 22,500	\$ (9,672)	\$ 32,172
Mechanics	\$ 10,000	\$ 12,686	\$ (2,686)
Stops and Zones	\$ 642	\$ -	\$ 642

**FYTD-April**

	FYTD Budget	FYTD OT Expense	Variance
Fixed Route	\$ 558,333	\$ 686,175	\$ (127,841)
Paratransit	\$ 225,000	\$ 166,214	\$ 58,786
Mechanics	\$ 100,000	\$ 93,737	\$ 6,263
Stops and Zones	\$ 6,417	\$ 5,355	\$ 1,062

**Administration Salaries & Wages - Favorable**

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

**Administration Overtime - Favorable**

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules. Savings in admirative overtime are attributed to staffs efforts to minimize overtime costs.

**Fringe Benefits - Favorable**

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., 457 match contribution, health plan increase).

**Communications - Unfavorable**

- The unfavorable variance FYTD is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.
- Additionally, in February emergency phones were upgraded to replace 3G devices.

**Legal Services - Favorable**

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

**Computer/Network Software Agreement - Favorable**

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
  - Barracuda - provides web filters, spam filters, and email archive
  - Keystone - support for CISCO devices
  - Cummins Software - utilize to run diagnostics on Cummins engines
  - Lansweeper - network management tool

**Uniforms - Favorable**

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

**Contracted Services - Favorable**

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

**Equipment Repairs - Favorable**

- Equipment repair cost vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

- Savings are attributed to lower services required at the transit hub in Division I.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 92,956 GGE's below FY19 FYTD amounts.  
The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

**Internal GGE Usage**

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
April FY19	111,159				
April FY20	89,394	(21,765)	(9,630)	-19.58%	-9.72%
March FY20	99,024				
FYTD April FY19	1,159,237				
FYTD April FY20	1,065,281	(93,956)		-8.10%	

**Fuel - Hydrogen - Unfavorable**

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

**Tires - Favorable**

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

**Travel/Training - Favorable**

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

**Repair Parts - Unfavorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In April, fixed route had costs of \$100,275 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement).
- In April, paratransit had expenses of \$8,501 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement).
- In April, support vehicle repair parts had a cost of \$4,405 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement).

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Unfavorable**

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

**Natural Gas - Favorable**

- In April, there was a decrease of 5,257 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 68,337 GGE's above FY19 FYTD amounts.
- There has been an average increase in outside fuel sales November through March.

**Outside GGE Usage**

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
April FY19	12,764				
April FY20	28,438	15,674	(5,257)	122.80%	-15.60%
March FY20	33,695				
FYTD April FY19	172,441				
FYTD April FY20	240,778	68,337		39.63%	

**Water and Gas - Unfavorable**

- The unfavorable variance is attributed to additional water and sewer costs for the hydrogen station. A budget adjustment will be executed to offset the negative variance.

**Insurance Losses - Favorable**

- The Favorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

**Insurance Premium - Property - Unfavorable**

- The unfavorable variance is due to the annual flood insurance premium paid in March.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Favorable**

- Outside fueling sales are currently \$199,710 above FY19 FYTD amounts.
- For April, sales have decreased by \$13,319 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

**Outside Fueling Revenue**

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
April FY19	\$ 33,870				
April FY20	\$ 76,929	\$ 43,060	\$ (13,319)	127.13%	-14.76%
March FY20	\$ 90,248				
FYTD April FY19	\$ 451,409				
FYTD April FY20	\$ 651,119	\$ 199,710		44.24%	

**Other Expenses - Favorable**

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

**Self Consumed Fuel - Favorable**

- Self consumed fuel expenses are within an acceptable range of the budget.

**Mileage**

	April FY19	April FY20	Variance	%Δ
Fixed Route	319,697	302,137	(17,560)	-5.5%
Paratransit	99,973	44,421	(55,552)	-55.6%
System Total	419,670	346,558	(73,112)	-17.4%

**Mileage FYTD-April**

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,138,586	3,158,183	19,597	0.6%
Paratransit	984,806	924,374	(60,432)	-6.1%
System Total	4,123,392	4,082,557	(40,835)	-1.0%

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

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for May 2020

Summary:

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

- For the month of May 2020, there were four (4) purchase orders and one (1) amendment executed between \$25,000 and \$100,000:

<b>VENDOR</b>	<b>PURPOSE</b>
Desert Business Interiors	Indio Improvements FF&E
Desert Business Interiors	Knoll Dividends for Cubicles
Creative Bus Sales	Driver Barriers – Paratransit
Trapeze	Trapeze Ops
BMI Consulting	Public Works Technical Support

Recommendation:

Receive and file.

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

May 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Desert Business Interiors	Indio Improvements FF&E	Furniture for the Indio facility improvements.	S RTP 2018/2019	\$ 40,000.00	\$ 36,227.42	Executed purchase order
Desert Business Interiors	Knoll Dividends for Cubicles	Dividers for cubicles.	Pending FEMA application	\$ 64,003.50	\$ 64,003.50	Executed purchase order
Creative Bus Sales	Driver Barriers - Paratransit	Driver barriers for the paratransit vehicles.	Pending FEMA application	\$ 37,190.33	\$ 37,190.33	Executed purchase order
Trapeze	Trapeze Ops	License renewal for Trapeze Ops.	FY21 Operating Budget	\$ 52,373.00	\$ 52,373.00	Executed purchase order
BMI Consulting	Public Works Technical Support	Technical support for public works projects.	FY21 Operating Budget	\$ 75,000.00	\$ 75,000.00	Executed amendment

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

DATE: June 24, 2020

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

RE: Union &amp; Non-Union Pension Investment Asset Summary April 2020

Summary:

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

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

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

## Union

	Actual	Range
Equities	53.52%	35 – 75%
Fixed Income	45.82%	25 – 64%
Cash & Equivalent	0.66%	0 – 10%

## Non-Union

	Actual	Range
Equities	53.52%	35 – 75%
Fixed Income	45.85%	25 – 64%
Cash & Equivalent	0.63%	0 – 10%

- For the month of April, the market value of assets increased by \$1,998,982 and \$1,998,547 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value - Non-Union
March 2020	\$27,163,610	\$27,391,711
April 2020	\$29,162,592	\$29,390,258
Increase (Decrease)	\$1,998,982	\$1,998,547

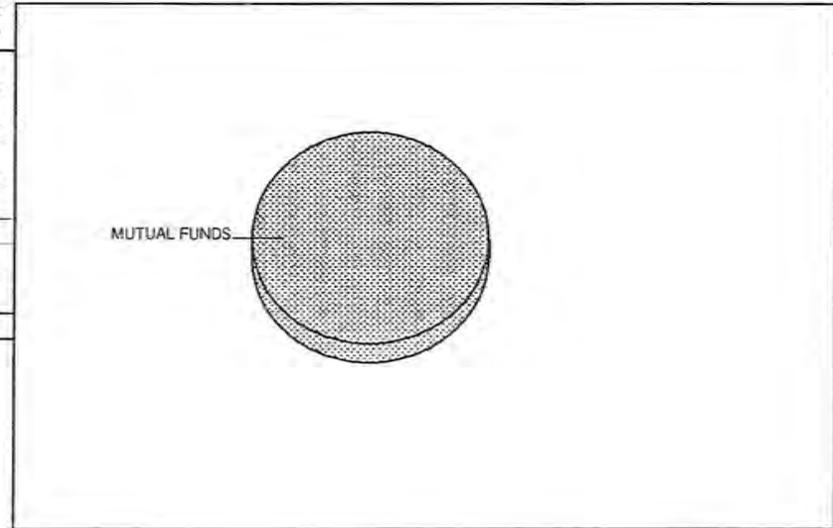
Recommendation:

Receive and file.

**ASSET SUMMARY**

ASSETS	04/30/2020 MARKET	04/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	192,958.56	192,958.56	0.66
Mutual Funds-Equity	15,606,822.72	14,845,061.54	53.52
Mutual Funds-Fixed Income	13,362,774.71	13,325,096.69	45.82
<b>Total Assets</b>	<b>29,162,555.99</b>	<b>28,363,116.79</b>	<b>100.00</b>
Accrued Income	35.70	35.70	0.00
<b>Grand Total</b>	<b>29,162,591.69</b>	<b>28,363,152.49</b>	<b>100.00</b>

Estimated Annual Income                      753,889.86



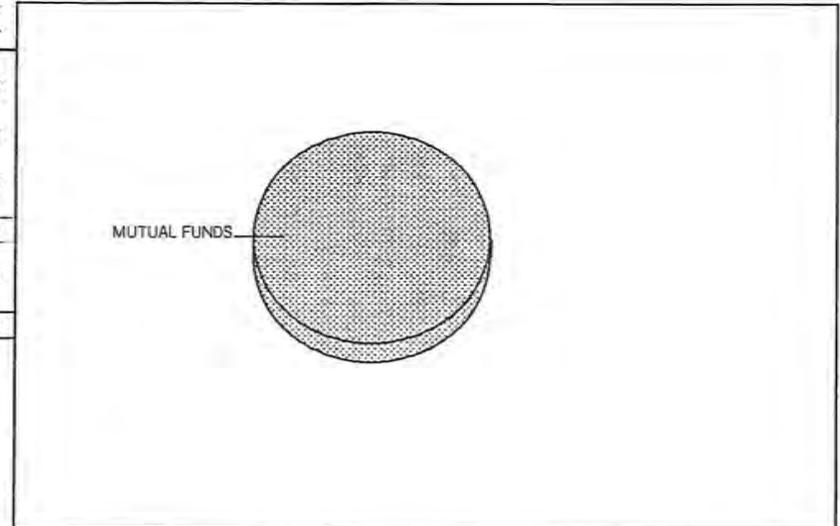
**ASSET SUMMARY MESSAGES**

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

**ASSET SUMMARY**

ASSETS	04/30/2020 MARKET	04/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	186,521.78	186,521.78	0.63
Mutual Funds-Equity	15,728,393.76	14,966,022.87	53.52
Mutual Funds-Fixed Income	13,475,308.91	13,439,443.24	45.85
<b>Total Assets</b>	<b>29,390,224.45</b>	<b>28,591,987.89</b>	<b>100.00</b>
Accrued Income	33.48	33.48	0.00
<b>Grand Total</b>	<b>29,390,257.93</b>	<b>28,592,021.37</b>	<b>100.00</b>

Estimated Annual Income                      759,972.40



**ASSET SUMMARY MESSAGES**

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

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

DATE: June 24, 2020

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

RE: Ridership Report for May 2020

Summary:

	Monthly Ridership		Variance	
	May 2019	May 2020	Net	Percent
Fixed Route	371,857	150,202	(221,655)	-59.6%
SolVan	1,811	1,096	(715)	-39.5%
Sundial	13,402	4,027	(9,375)	-70.0%
<b>System Total*</b>	<b>387,070</b>	<b>155,325</b>	<b>(231,745)</b>	<b>-59.9%</b>

\* The COVID-19 Pandemic of 2020 caused a major national and global disruption with the closures of businesses, schools, entertainment venues and the enforcement of national and statewide public health policies. In May 2020, the adverse effects of COVID-19 on SunLine's ridership peaked. SunLine's systemwide ridership dropped by 231,745 rides or (59.9%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 562,918 rides or (14.4%) compared to the previous fiscal year.

May 2020 Year-to-date Ridership	
Fiscal Year 2019	3,903,042
Fiscal Year 2020	3,340,124
<b>Ridership decrease</b>	<b>(562,918)</b>

Recommendation:

Receive and file.



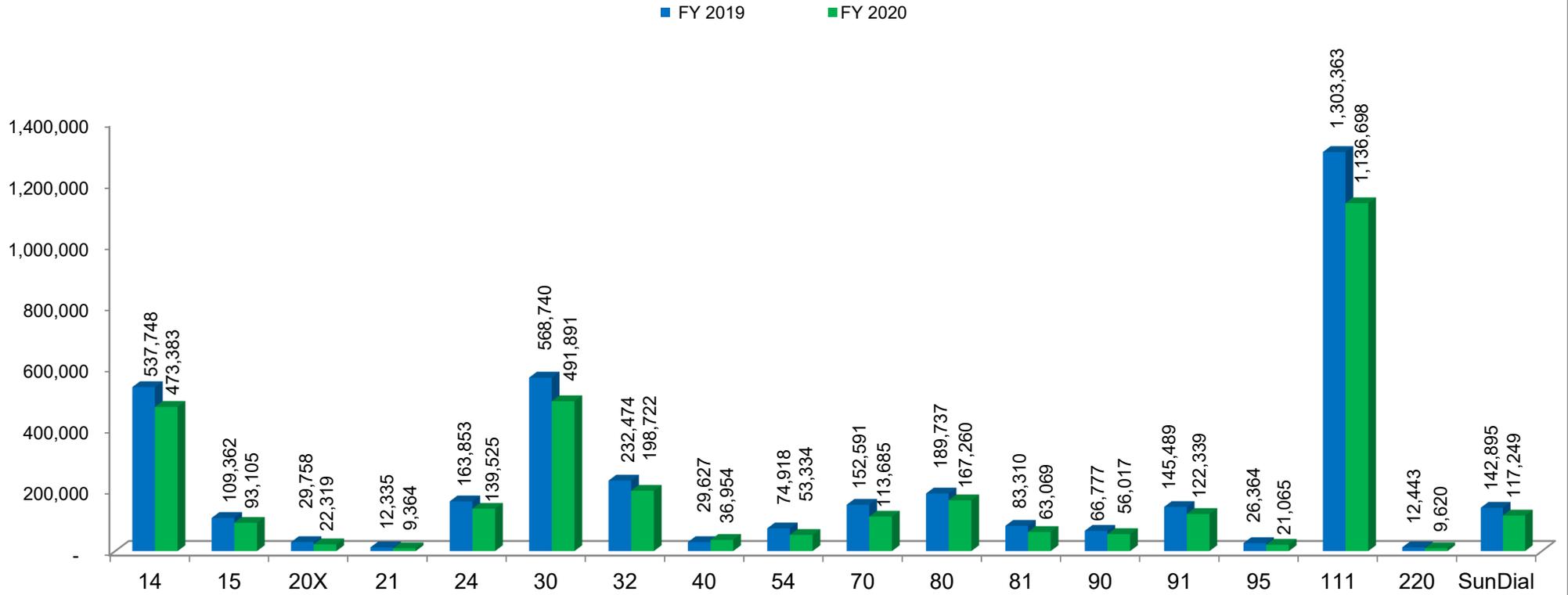
## SunLine Transit Agency Monthly Ridership Report May 2020

		FY 2020 & 2019												
		May 2020	May 2019	Apr 2020	Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	25,921	51,941	21,158	(26,020)	-50.1%	473,383	537,748	(64,365)	-12.0%	1,386	17,210	409	4,049
15	DHS	4,201	10,489	4,413	(6,288)	-59.9%	93,105	109,362	(16,257)	-14.9%	153	1,788	122	1,591
20X	DHS/PD	-	2,868	-	(2,868)	-100.0%	22,319	29,758	(7,439)	-25.0%	-	482	-	39
21	PD	-	1,400	-	(1,400)	-100.0%	9,364	12,335	(2,971)	-24.1%	-	277	-	101
24	PS	6,908	16,101	5,955	(9,193)	-57.1%	139,525	163,853	(24,328)	-14.8%	442	5,579	90	1,576
30	CC/PS	24,407	56,854	21,988	(32,447)	-57.1%	491,891	568,740	(76,849)	-13.5%	1,468	18,764	443	4,657
32	PD/RM/TP/CC/PS	8,602	23,372	7,044	(14,770)	-63.2%	198,722	232,474	(33,752)	-14.5%	676	9,429	138	1,737
40	PS/BUZZ	-	6,445	-	(6,445)	-100.0%	36,954	29,627	7,327	24.7%	-	-	-	-
54	Indio/LQ/IW/PD	-	7,206	-	(7,206)	-100.0%	53,334	74,918	(21,584)	-28.8%	-	1,836	-	366
70	LQ/BD	3,297	15,362	3,019	(12,065)	-78.5%	113,685	152,591	(38,906)	-25.5%	412	5,743	32	376
80	Indio	5,756	19,887	4,789	(14,131)	-71.1%	167,260	189,737	(22,477)	-11.8%	341	3,252	116	2,046
81	Indio	2,091	8,348	1,885	(6,257)	-75.0%	63,069	83,310	(20,241)	-24.3%	92	777	39	302
90	Coachella/Indio	2,857	6,773	2,230	(3,916)	-57.8%	56,017	66,777	(10,760)	-16.1%	60	836	15	748
91	I/Cch/Th/Mec/Oas	5,347	16,511	6,116	(11,164)	-67.6%	122,339	145,489	(23,150)	-15.9%	178	2,083	51	531
95	I/Cch/Th/Mec/NS	1,036	2,779	1,007	(1,743)	-62.7%	21,065	26,364	(5,299)	-20.1%	37	443	5	89
111	PS to Indio	59,779	124,318	51,074	(64,539)	-51.9%	1,136,698	1,303,363	(166,665)	-12.8%	4,635	51,677	1,039	11,000
220	PD to Riverside	-	1,203	-	(1,203)	-100.0%	9,620	12,443	(2,823)	-22.7%	-	349	-	95
<b>Fixed Route Total</b>		<b>150,202</b>	<b>371,857</b>	<b>130,678</b>	<b>(221,655)</b>	<b>-59.6%</b>	<b>3,208,350</b>	<b>3,738,889</b>	<b>(530,539)</b>	<b>-14.2%</b>	<b>9,880</b>	<b>120,525</b>	<b>2,499</b>	<b>29,303</b>
<b>SolVan</b>		1,096	1,811	1,296	(715)	-39.5%	14,525	21,258	(6,733)	-31.7%				
<b>Demand Response</b>														
<b>SunDial</b>		4,027	13,402	3,212	(9,375)	-70.0%	117,249	142,895	(25,646)	-17.9%				
<b>System Total</b>		<b>155,325</b>	<b>387,070</b>	<b>135,186</b>	<b>(231,745)</b>	<b>-59.9%</b>	<b>3,340,124</b>	<b>3,903,042</b>	<b>(562,918)</b>	<b>-14.4%</b>				
		<b>May-20</b>	<b>May-19</b>	<b>Apr-20</b>										
Weekdays:		20	22	22										
Saturdays:		5	4	4										
Sundays:		6	5	4										
Total Days:		31	31	30										

\*On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for May 2020.

**SunLine Transit Agency  
Monthly Ridership Report  
May - 2020**

## Year-to-Date System Ridership



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

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for May 2020

Summary:

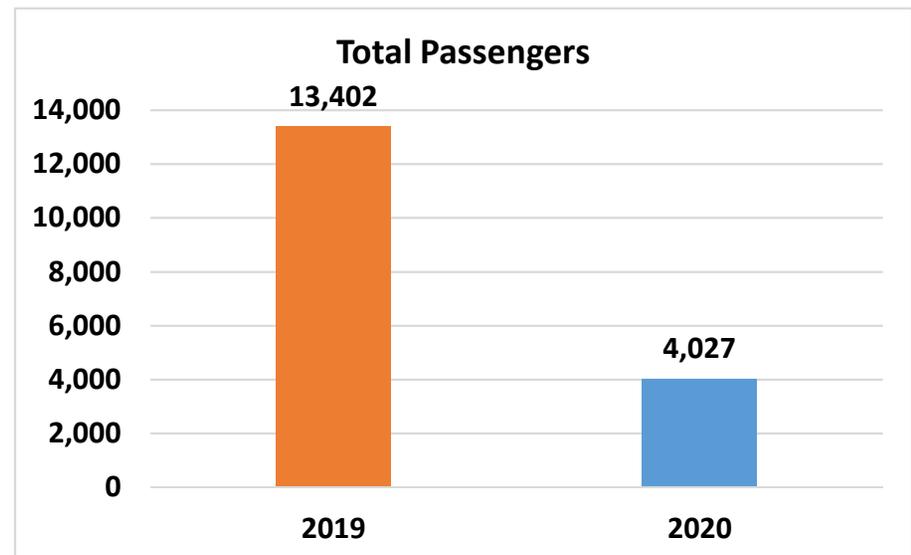
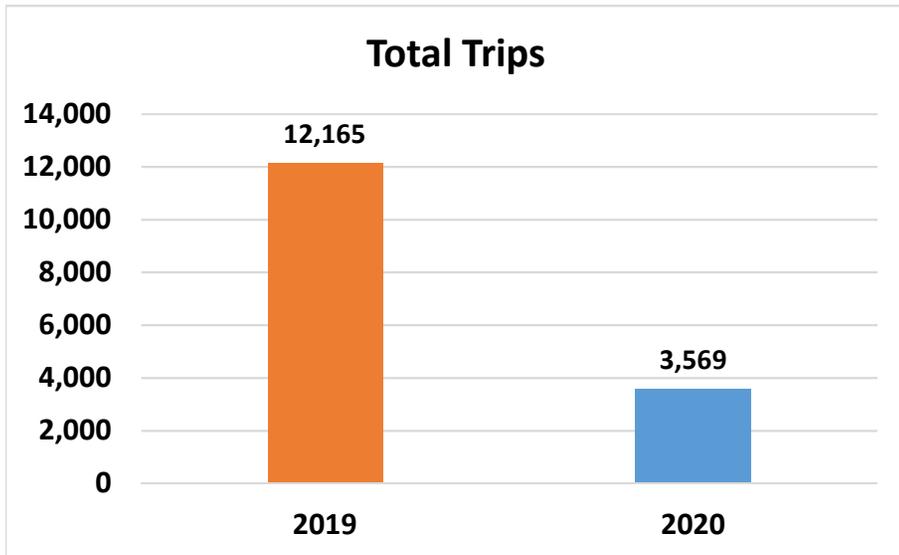
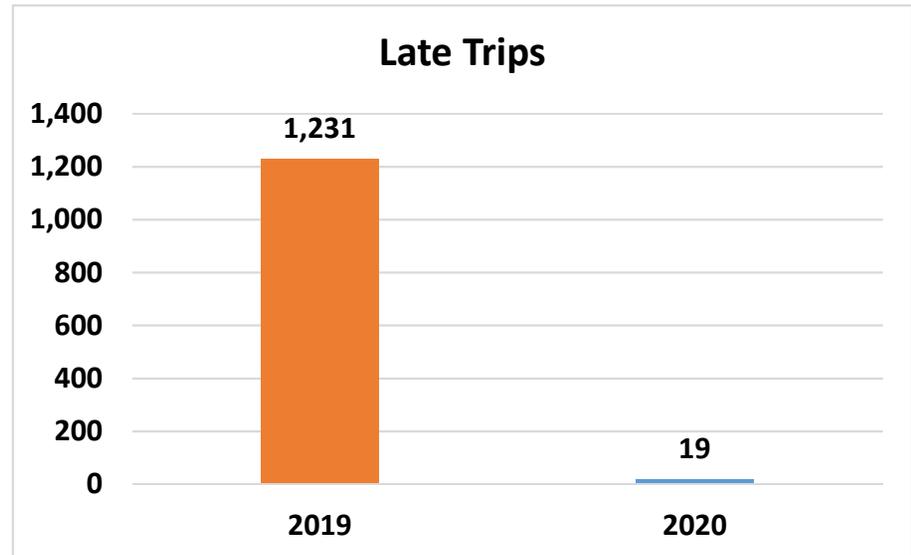
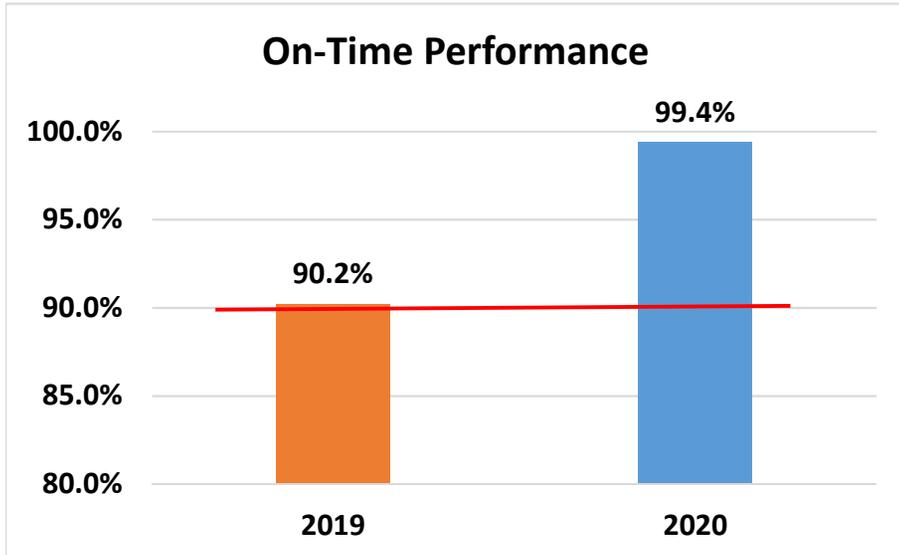
The attached report summarizes SunDial's operation for May 2020. The on-time performance for the month was 99.4%, there was a total of 19 late trips compared to last year which had 1,231. COVID-19 has had a major impact on paratransit trips and ridership for three months in a row. The total trips decreased 70.6% from the the same period last year and the total passengers decreased 69.9%. The total miles traveled dropped 53.4% and the total mobility device boardings decreased by 69%. Ride alongs, on-board inspections and safety evaluations were not completed due to social distancing measures.

Recommendation:

Receive and file.

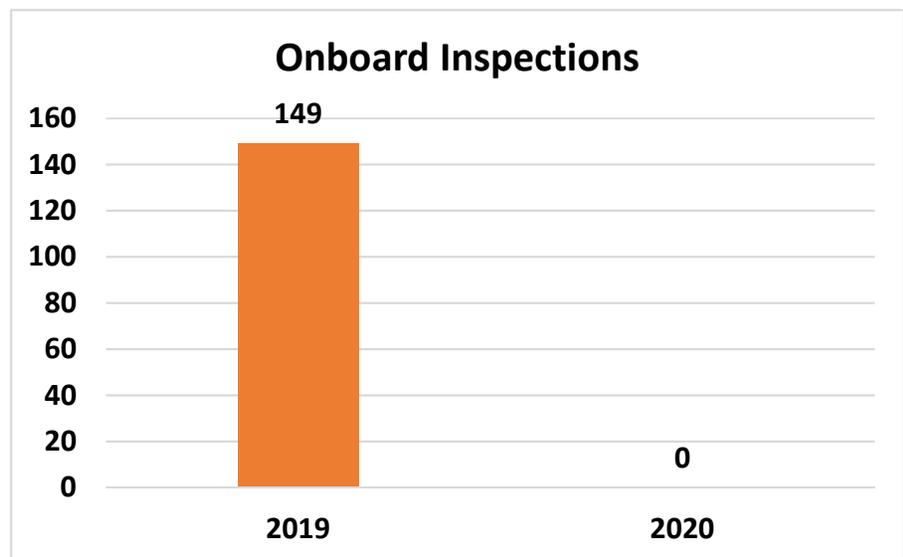
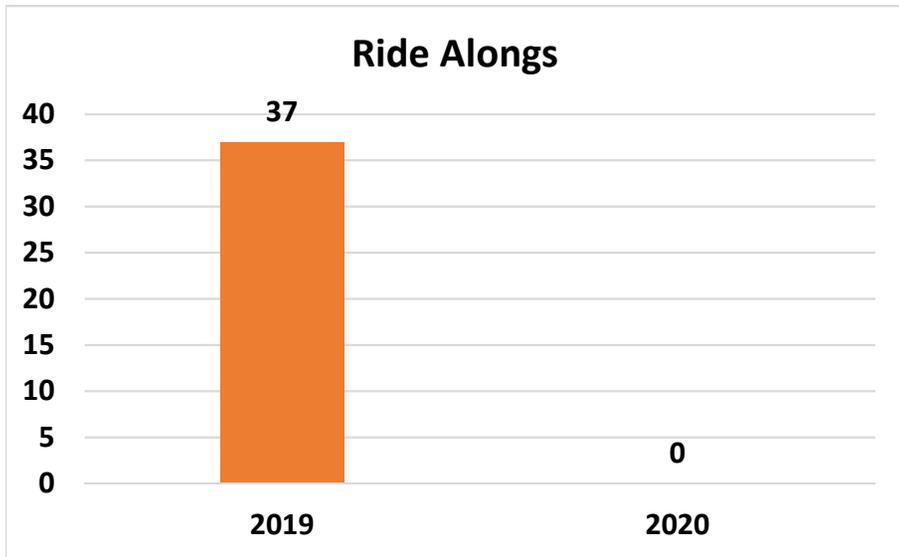
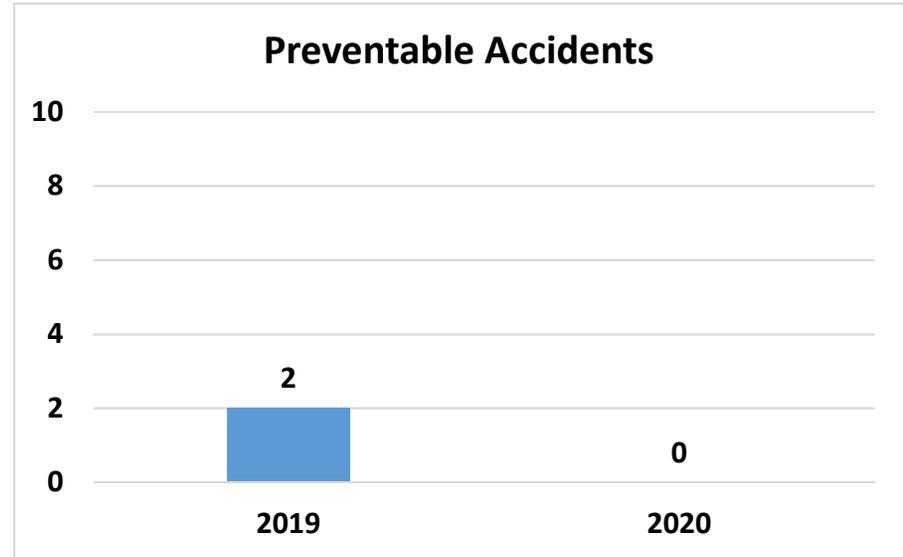
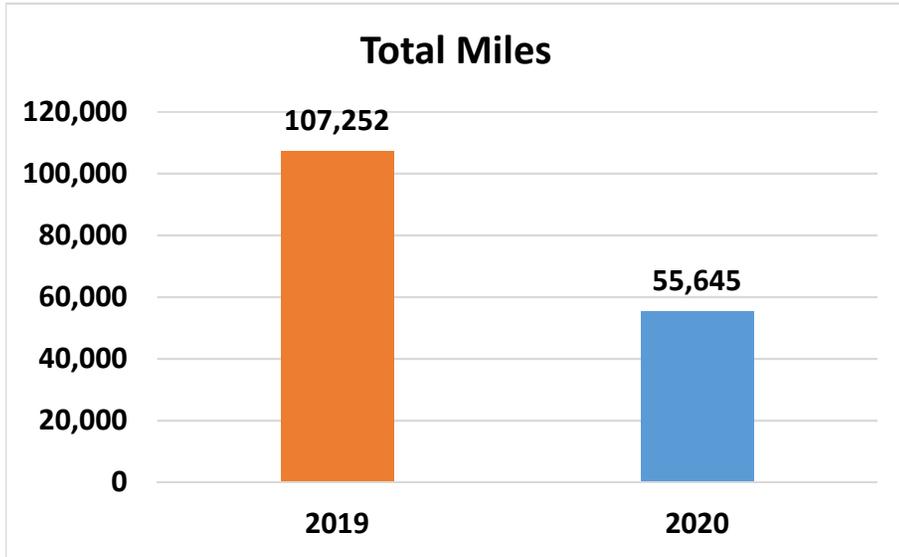
# SunDial Operational Notes

## MAY 2019 vs. 2020



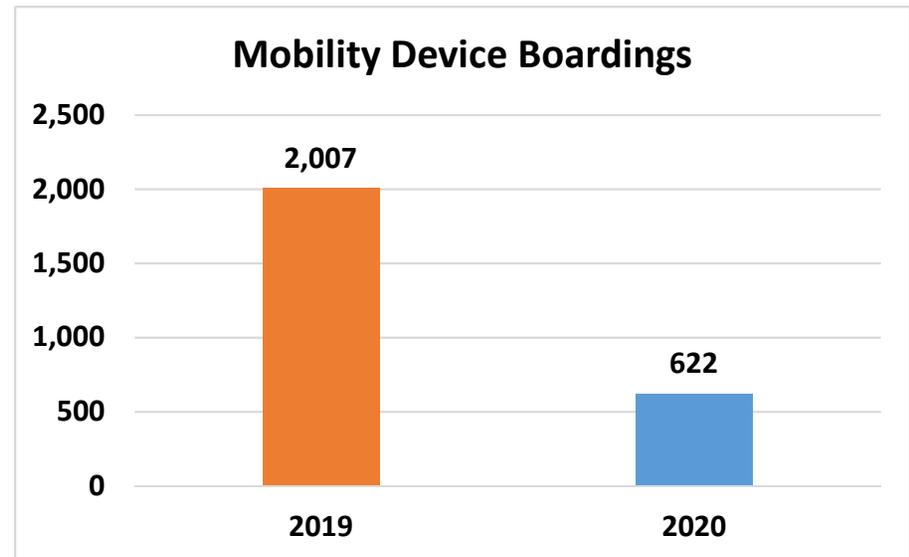
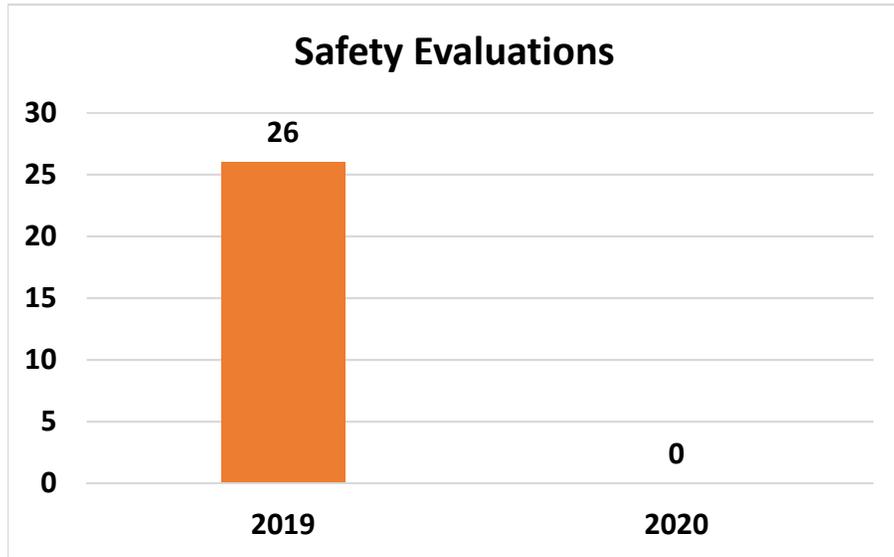
# SunDial Operational Notes

## MAY 2019 vs. 2020



# SunDial Operational Notes

## MAY 2019 vs. 2020



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

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2020

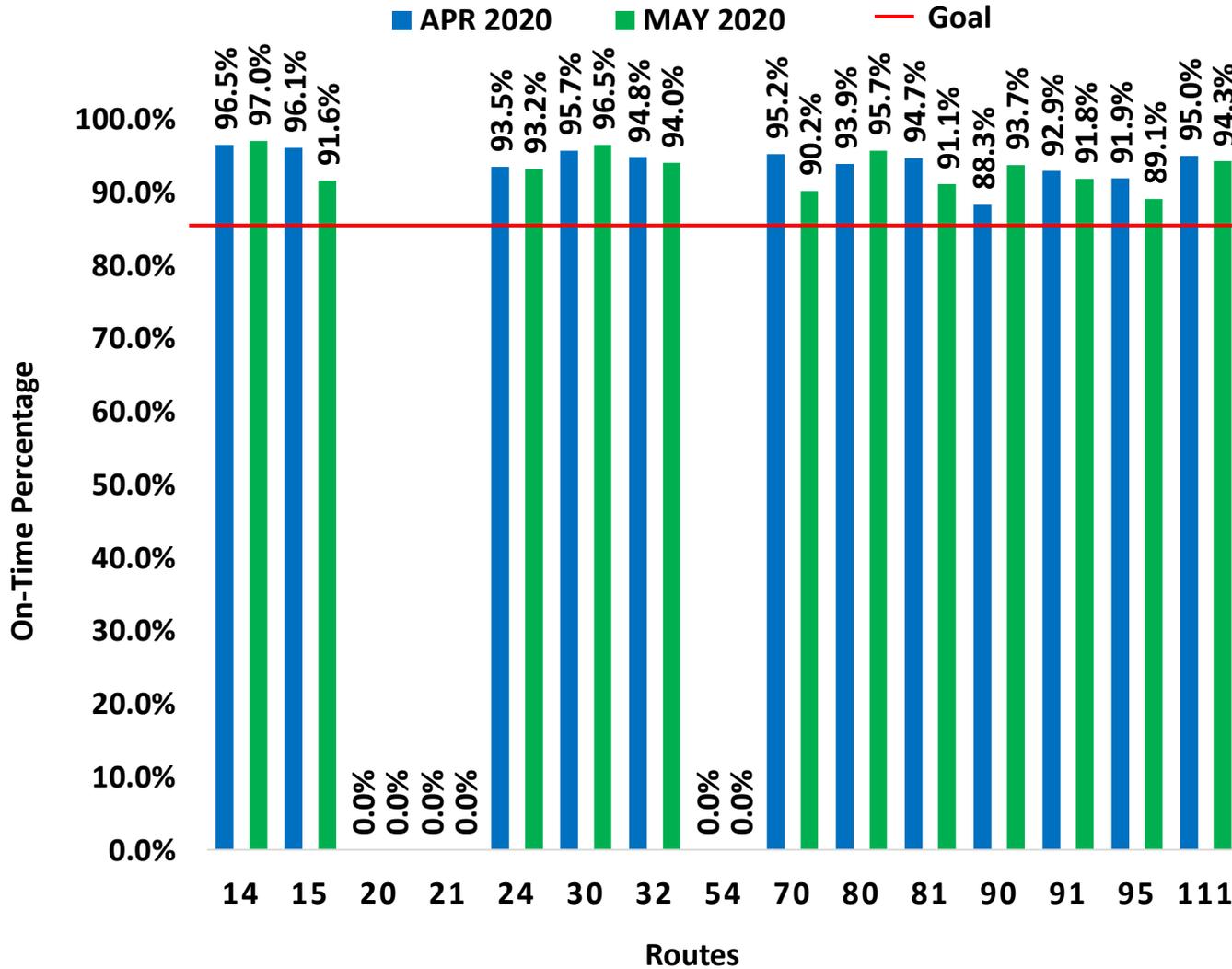
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

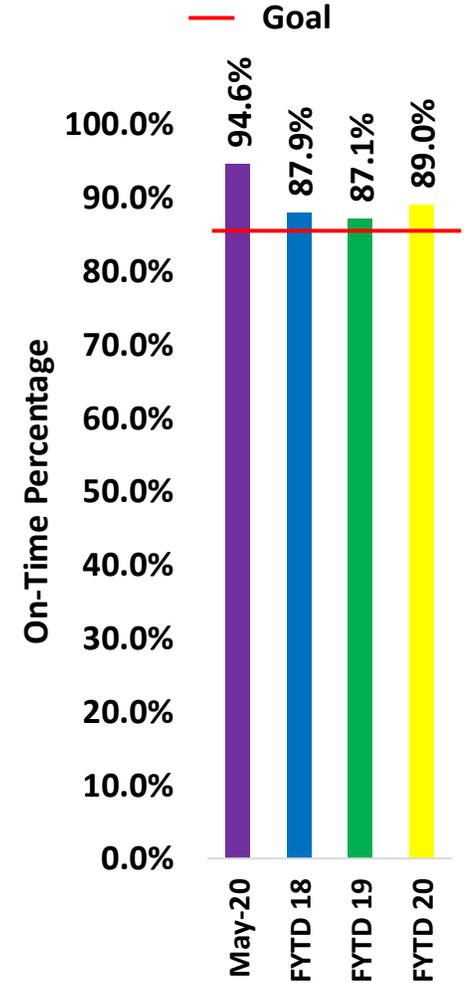
Recommendation:

Receive and file.

## On-Time Performance Percent by Route



## On-Time Performance System Wide



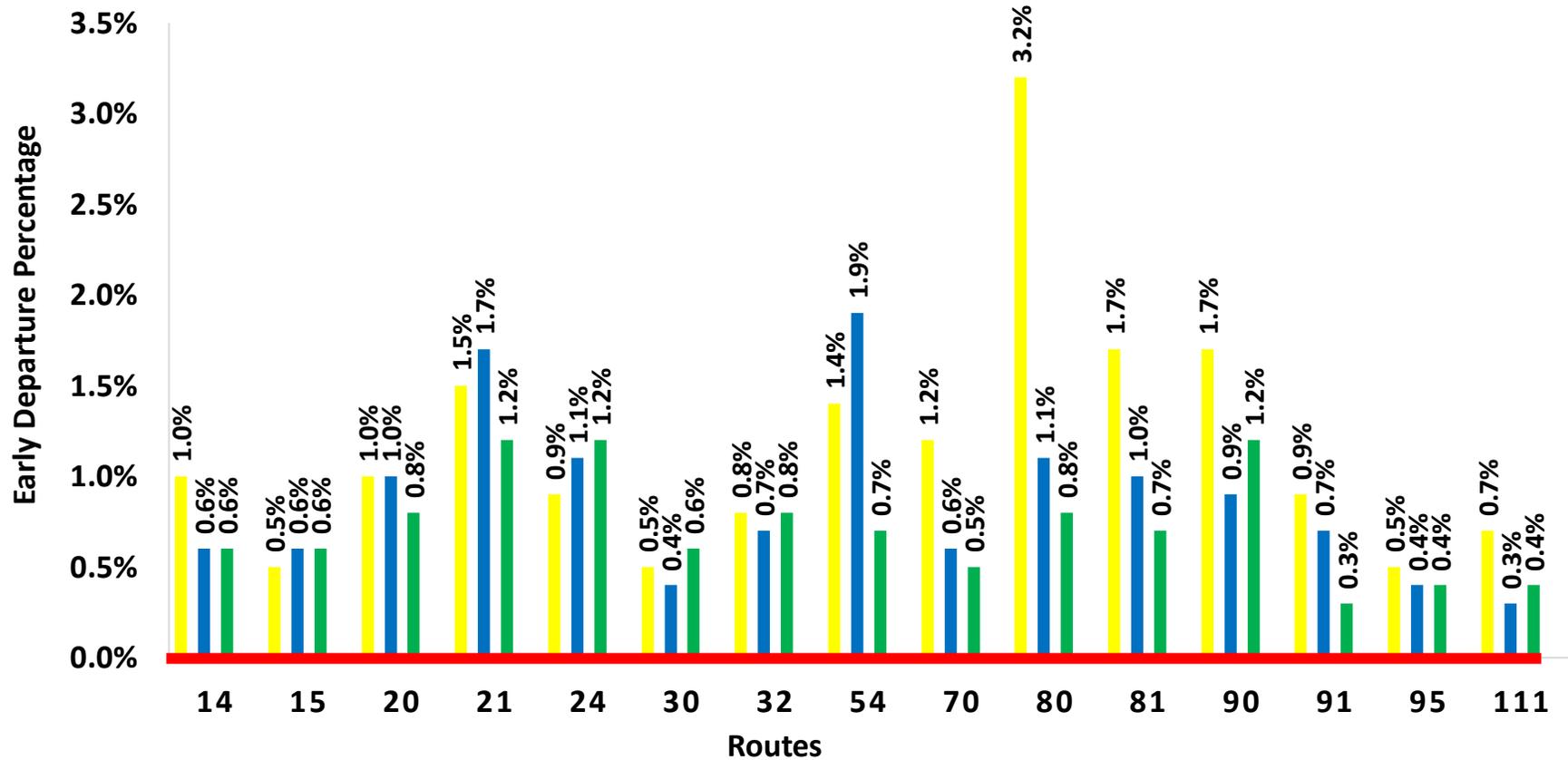
Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

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

## Early Departures by Route FYTD

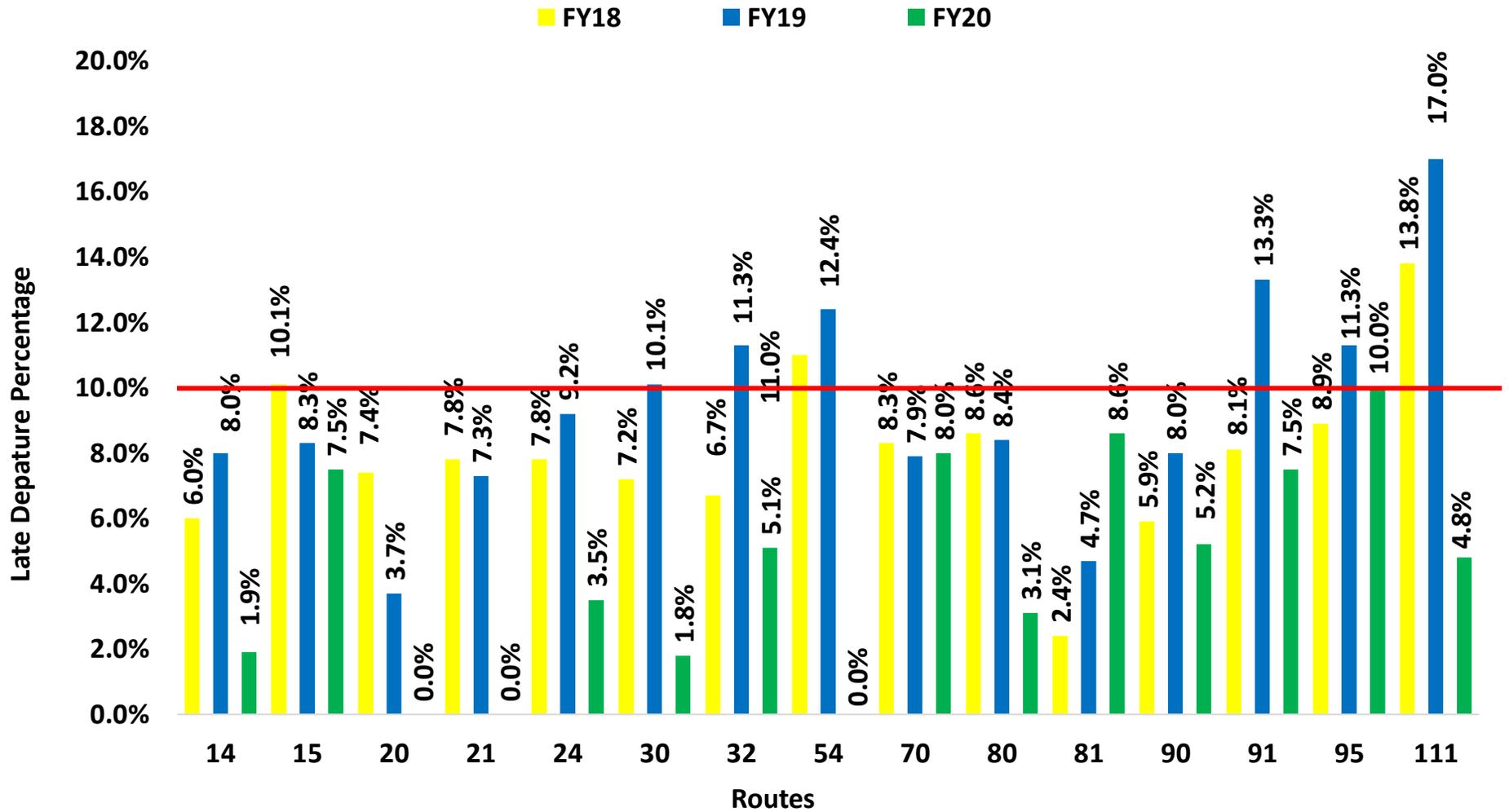
FY18    FY19    FY20    Goal



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

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

## Late Departure Percent by Route May

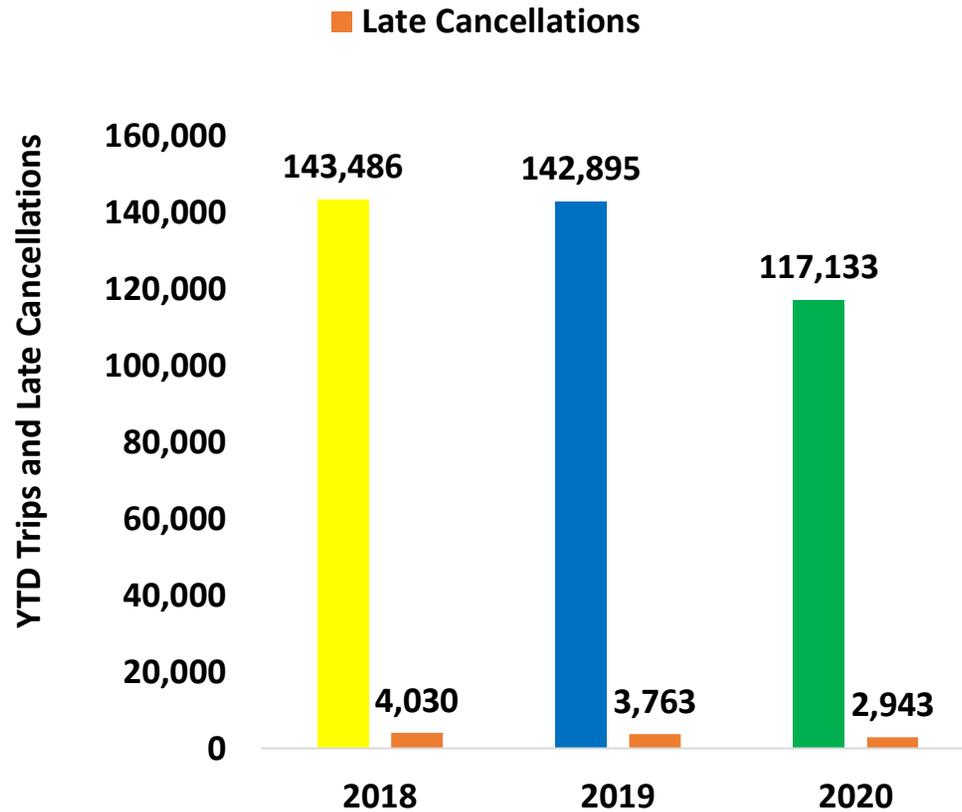


Late Definition: When a bus leaves a time point after the scheduled departure time.

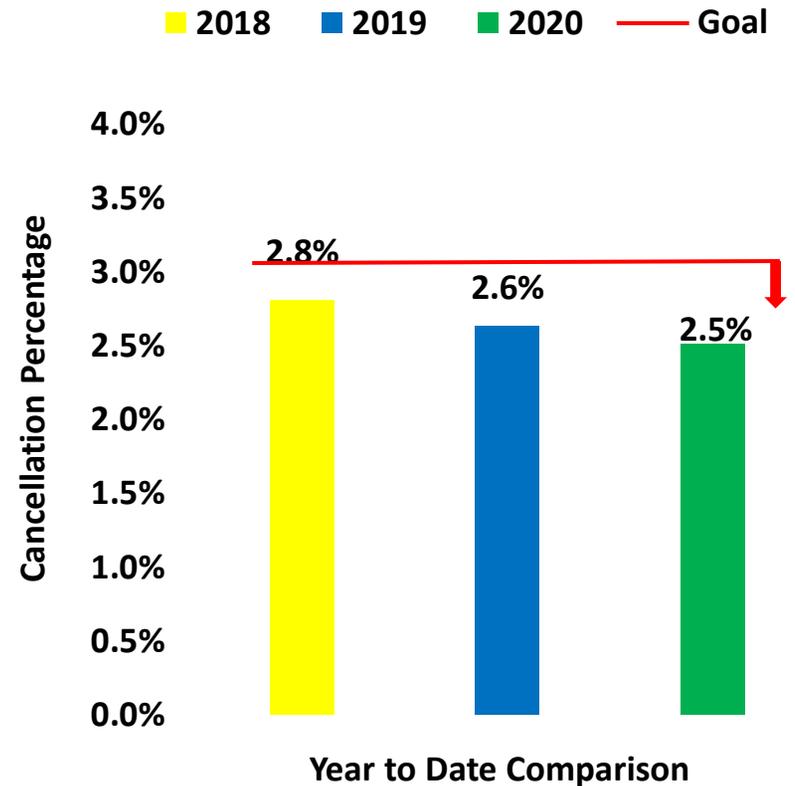
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 10%.

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

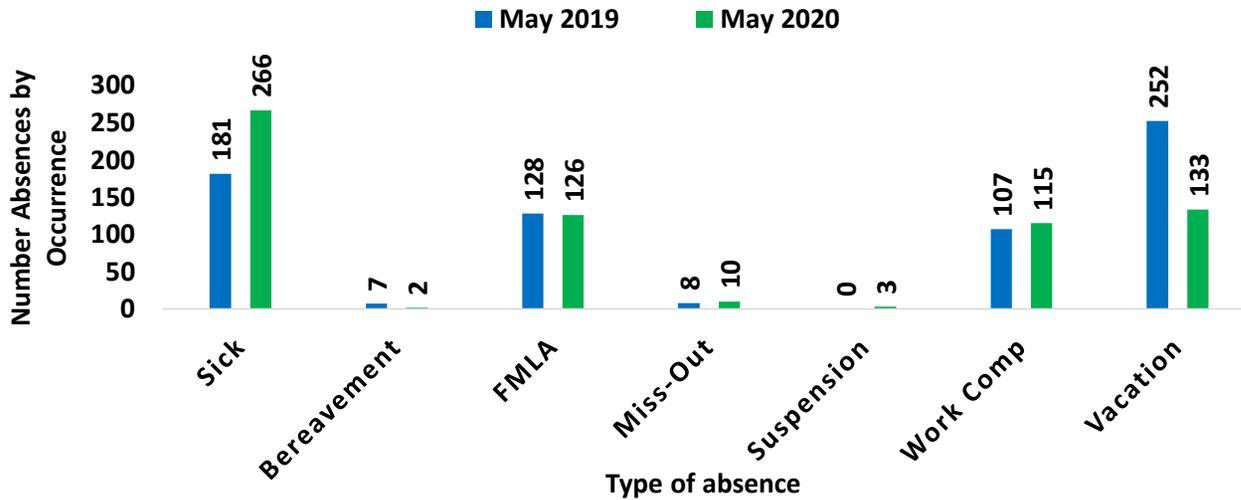


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

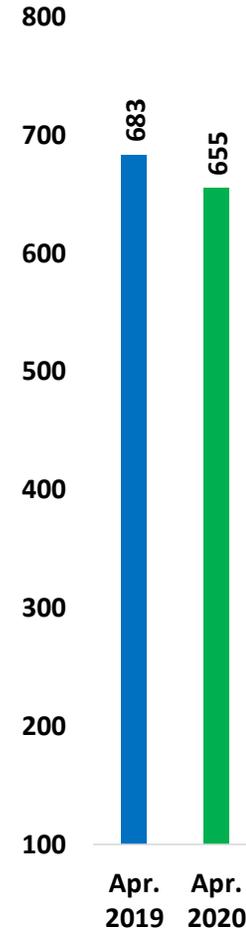
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

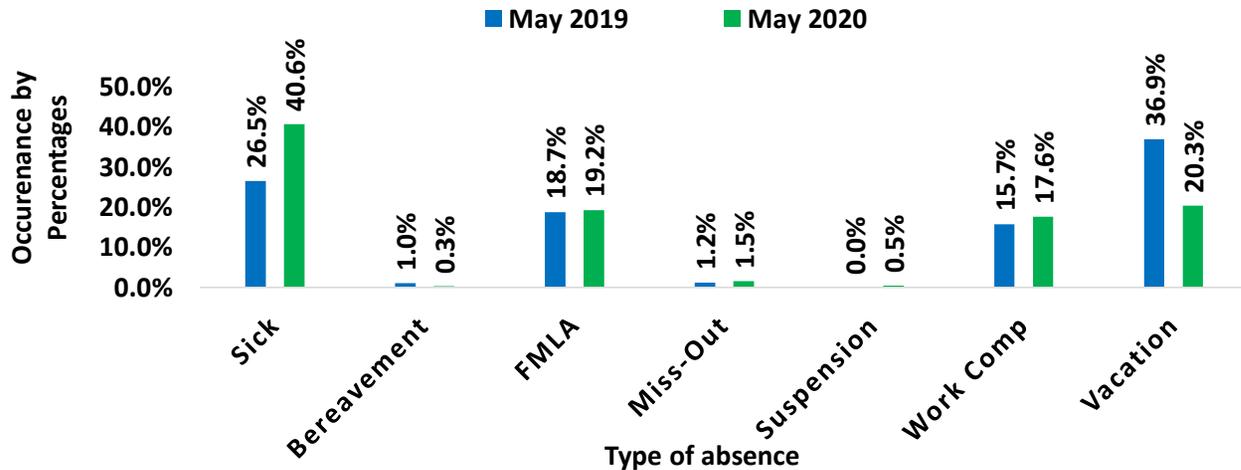
## Driver Absence Occurrences



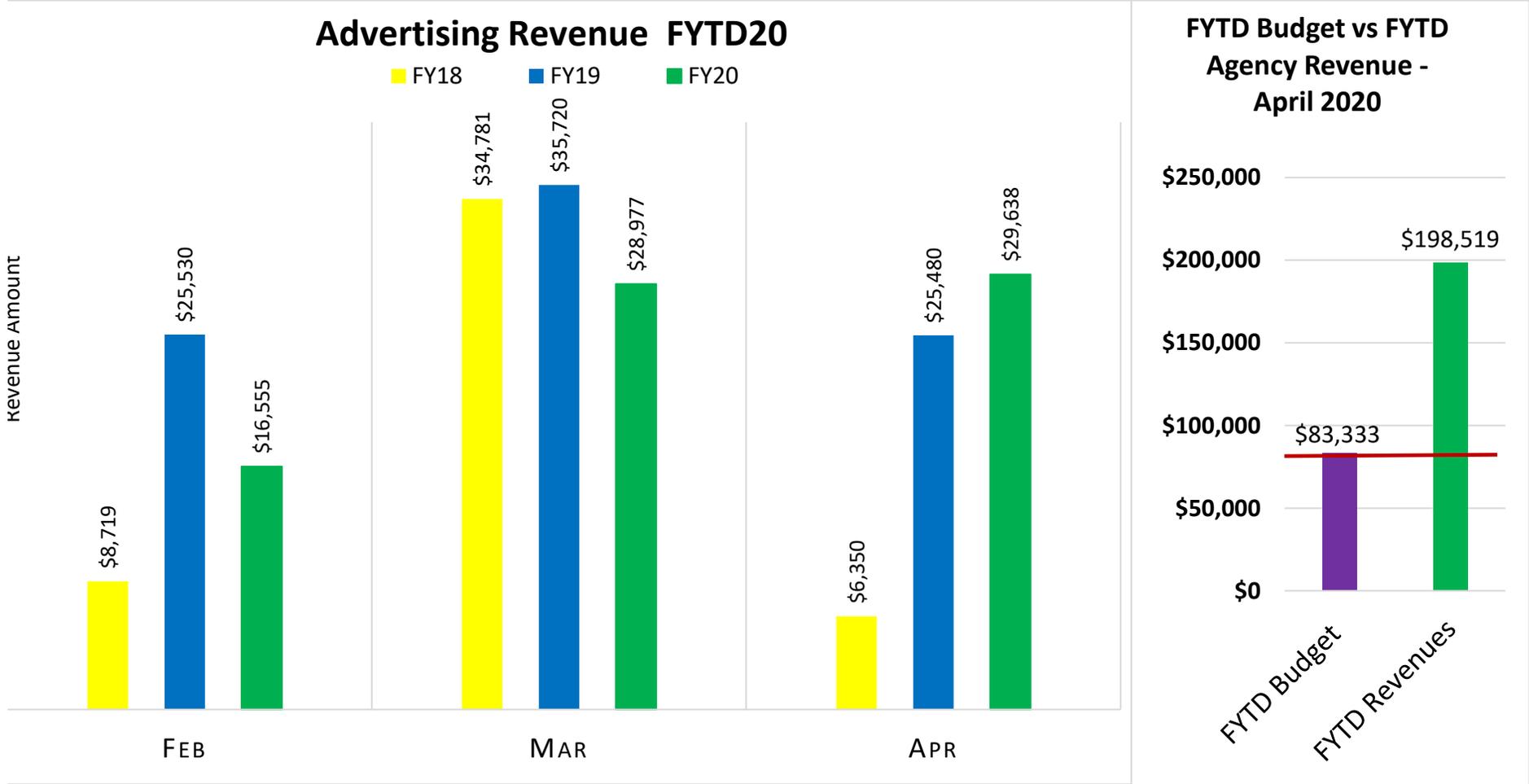
## Total Absence Occurrences



## Driver Absence Occurrences by Percentages

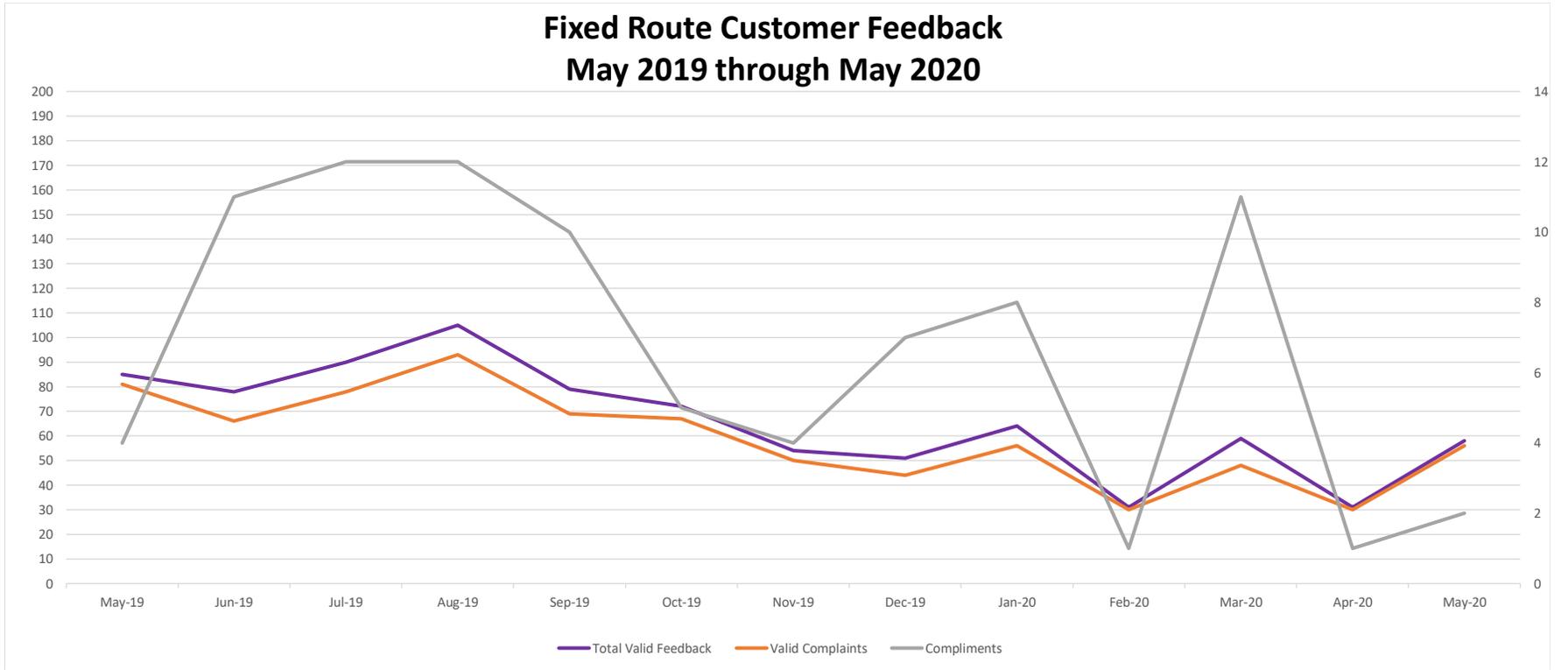


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unscheduled for Fixed Route drivers.



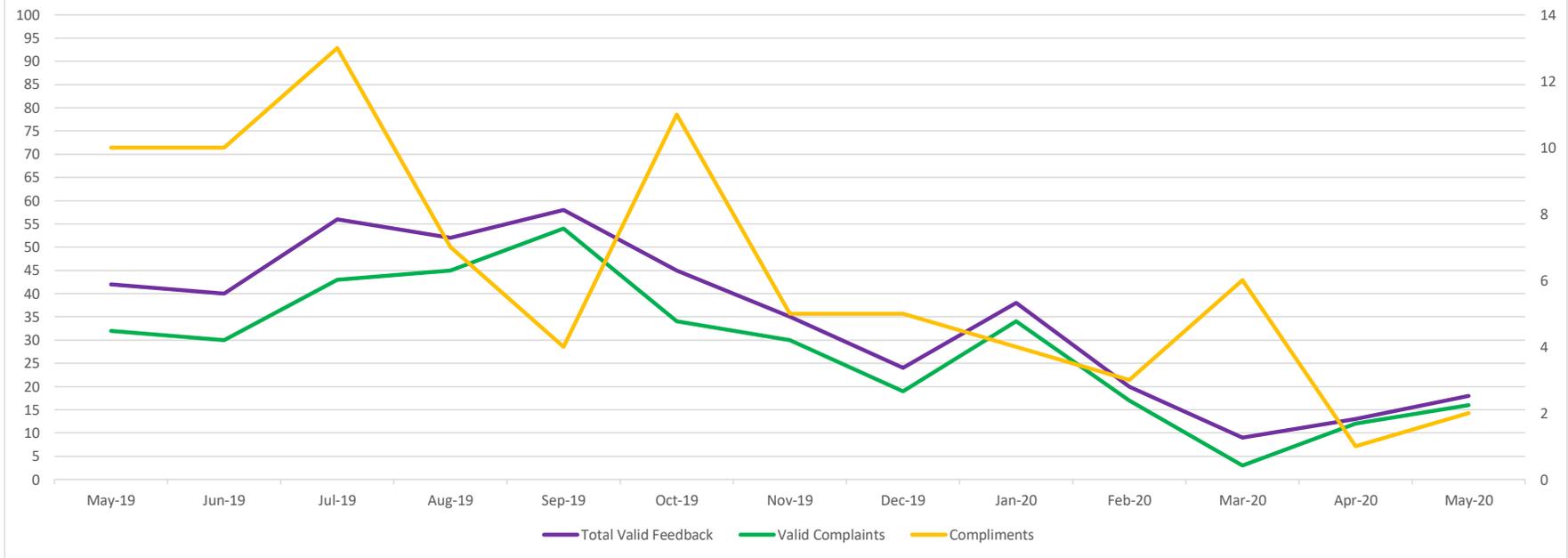
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budgeted amount for FY20 is \$100,000.

### Fixed Route Customer Feedback May 2019 through May 2020



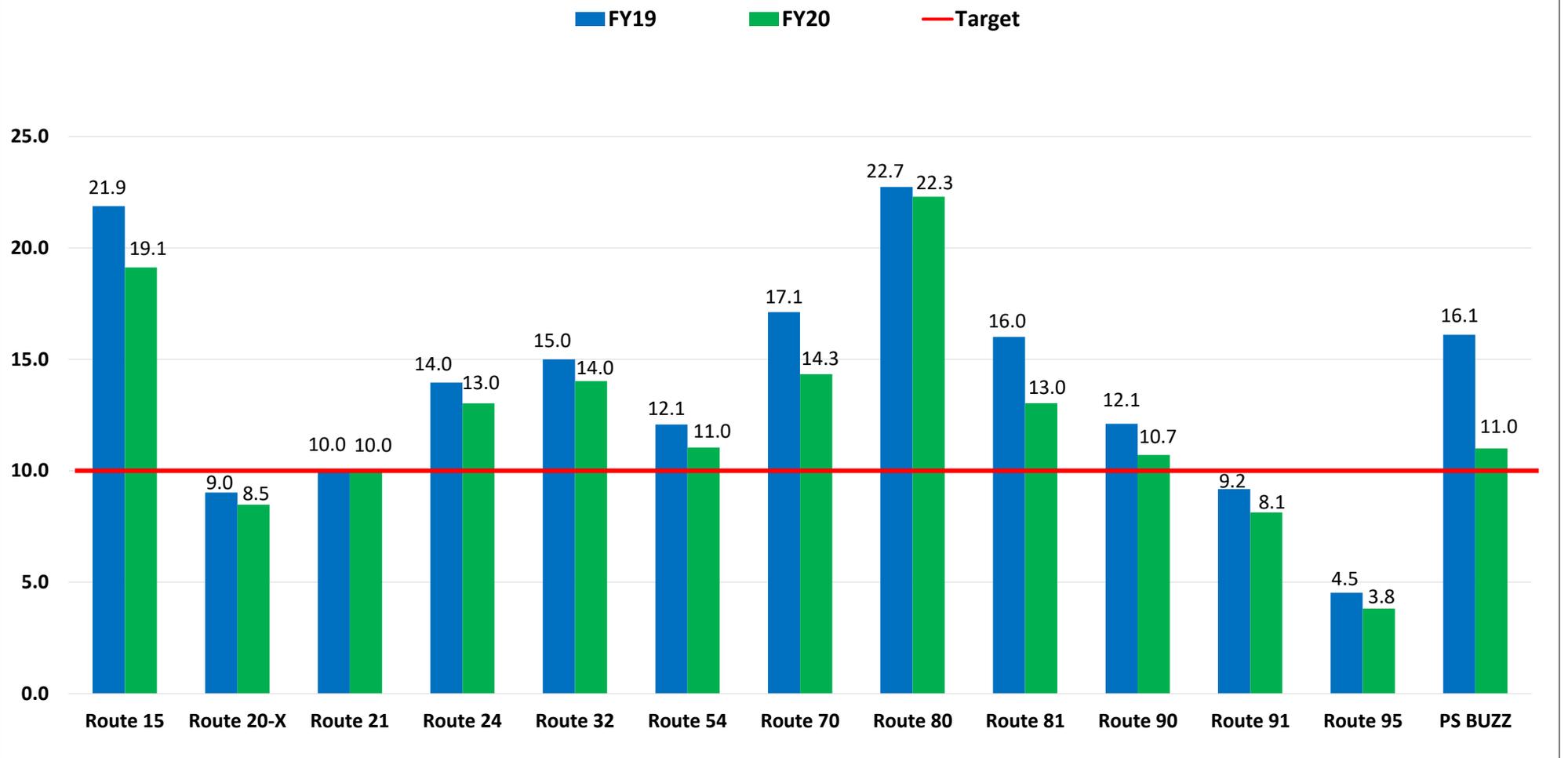
Valid fixed route feedback comprised of compliments and complaints for May 2020

## Paratransit Customer Feedback May 2019 through May 2020



Valid paratransit feedback comprised of compliments and complaints for May 2020

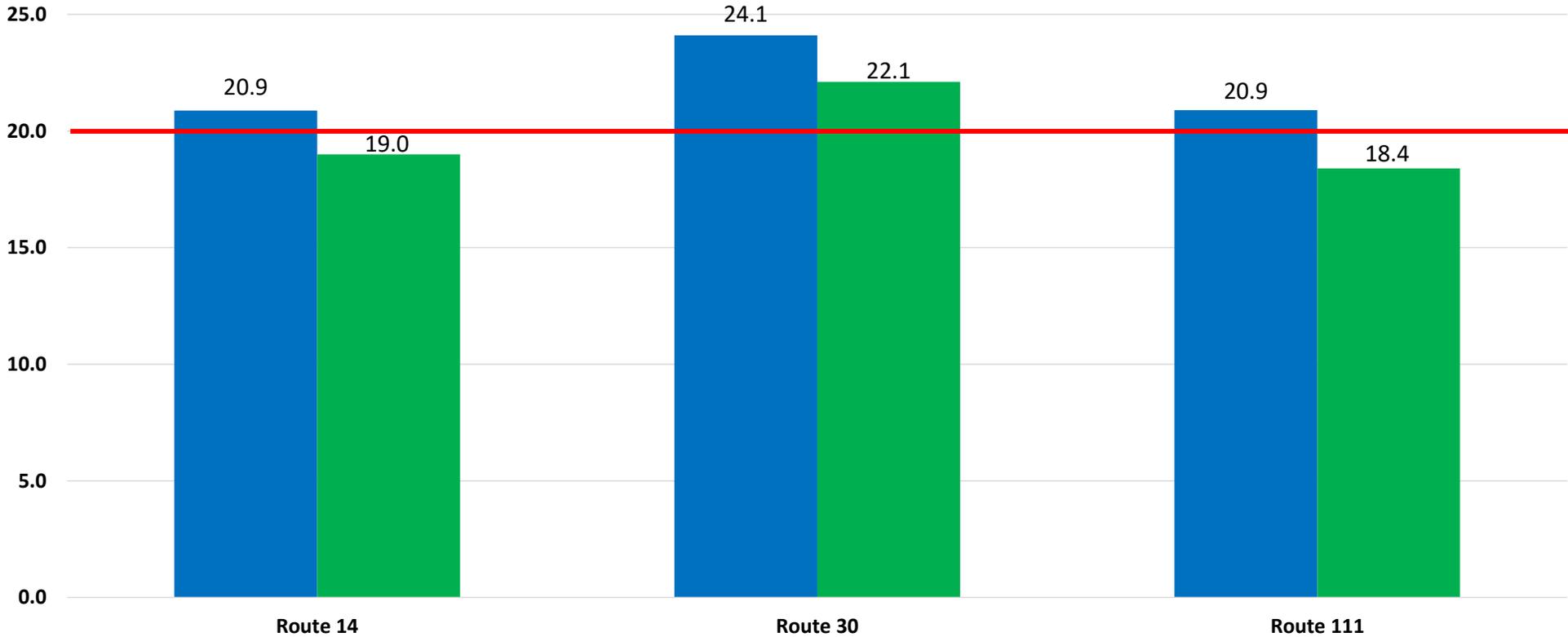
## FYTD System Performance - Local Routes



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

### FYTD System Performance - Trunk Routes

FY19      FY20      Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for May 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date May 2020.

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X		10	9	
Palm Desert	X		X	X		X	X	X	X	X	X		10	9	
Palm Springs			X	X		X		X	X	X	X		10	7	
Cathedral City	X		X	X		X	X	X	X	X	X		10	9	
Rancho Mirage	X		X	X			X	X	X	X	X		10	8	
Indian Wells	X		X	X		X	X	X	X	X	X		10	9	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella			X	X				X	X		X		10	5	
County of Riverside	X			X		X	X	X	X	X	X		10	8	

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

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	<b>June 24, 2020</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rhonda Williams, Deputy Chief Financial Officer</b>	
<b>RE:</b>	<b>Approval of Financial Audit Services</b>	

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Vasquez and Company LLP for a one (1) year contract with four (4) option years, in an amount not to exceed \$296,290 for financial audit services related to SunLine Transit Agency (STA) and SunLine Services Group (SSG).

### **Background**

SunLine's financial auditors complete multiple required yearly audits for the Agency. The Joint Powers Agreement requires SunLine Transit Agency and SunLine Services Group have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. Furthermore, the Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in federal awards during a fiscal year undergo a Single Audit. This audit requirement further ensures that federal funds are expended properly.

A new solicitation was issued on May 6, 2020. A total of 34 potential vendors were solicited, in addition to being advertised on SunLine's website, local newspaper the Desert Sun. On June 8, 2020, six (6) proposals were received from Brown Armstrong, DavisFarr, Vasquez & Company LLP, CliftonLarsonAllen, The Pun Group and CDWL. The proposals were evaluated by a committee of three (3) staff members, and it was determined by the committee that Vasquez & Company LLP was the best value for the Agency.

### **Financial Impact**

The financial impact of \$296,290 over five (5) years will be budgeted in STA and SSG's yearly operating budgets.

Solicitation List**BDO, LLP**

1888 Century Park East, 4th Floor  
Century City, CA 90067  
626-510-5315  
[cwolverton@bdo.com](mailto:cwolverton@bdo.com)

**Boos & Associates**

5260 N Palm Ave, Suite 120  
Fresno, CA 93704  
[cpa@booscpa.com](mailto:cpa@booscpa.com)

**Bowman Certified Public Accountant**

10100 Trinity Pkwy, Suite 310  
Stockton, CA 95219  
[admin@cpabowman.com](mailto:admin@cpabowman.com)

**BPM**

[Bfinnegan@bpmcpa.com](mailto:Bfinnegan@bpmcpa.com)

**Brown Armstrong, CPA**

4200 Truxtun Avenue, Suite 300  
Bakersfield, CA 93309  
661-324-4971  
[info@bacpas.com](mailto:info@bacpas.com)

**CWDL**

5151 Murphy Canyon Road, Ste. 135  
San Diego, CA 92123  
[info@cwdlcpa.com](mailto:info@cwdlcpa.com)

**Charles Z. Fedak & Company, CPAS**

6081 Orange Avenue, 2<sup>nd</sup> Floor  
Cypress, CA 90630  
[info@czfcpa.com](mailto:info@czfcpa.com)

**Christy White**

348 Olive Street  
San Diego, CA 92103  
[info@christywhite.com](mailto:info@christywhite.com)

**Citrin Cooperman**

[mstephens@citrincooperman.com](mailto:mstephens@citrincooperman.com)

**CliftonLarsonAllen LLP**

1925 Century Park East, 16th Floor  
Los Angeles, California 90067  
[Karlye.Broten@CLAconnect.com](mailto:Karlye.Broten@CLAconnect.com)  
602-604-3626

**CMM**

5820 Canoga Ave., Suite 300  
Woodland Hills, ca 91367  
[cmm@cmmcpas.com](mailto:cmm@cmmcpas.com)

**CohnReznick**

1900 Avenue of the Stars, 28<sup>th</sup> Floor  
Los Angeles, CA 90067  
[contact@cohnreznick.com](mailto:contact@cohnreznick.com)

**Daniells Phillips Vaughan & Bock**

300 New Stine Road  
Bakersfield, CA 93309  
[info@dpyvb.com](mailto:info@dpyvb.com)

**Davis Farr LLP**

2301 Dupont Drive, Suite 200  
Irvine, CA 92612  
949-474-2020  
[admin@davisfarr.com](mailto:admin@davisfarr.com)

**Duffy, Kruspodin LLP**

4304 Park Blvd.  
San Diego, CA 92103  
[info@dkllpcpa.com](mailto:info@dkllpcpa.com)

**Fechter & Company**

3445 American River Drive, Suite A  
Sacramento, CA 95864  
[cfechter@fechtercpa.com](mailto:cfechter@fechtercpa.com)

**Fineman West & Company**

801 S. Figueroa Street, Suite 1000  
Los Angeles, CA 90017  
213-688-9898  
[info@fwllp.com](mailto:info@fwllp.com)

**Gilbert CPAS**

2880 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833  
916-646-6464  
[info@gilbertcpa.com](mailto:info@gilbertcpa.com)

**Grant Thornton**

949-608-5227  
[Alan.herrmann@us.gt.com](mailto:Alan.herrmann@us.gt.com)

**Harshwal & Company, LLP**

16870 W. Bernardo Drive  
Suite 250  
San Diego, CA 92127  
858-939-0017  
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**Hayashi Wayland**

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**Price Analysis**

	<b>Brown Armstrong Accountancy Corporation</b>	<b>Vasquez &amp; Company, LLP</b>
Year 1	\$ 61,812.00	\$ 58,200.00
Option Year 1	\$ 63,667.00	\$ 58,200.00
Option Year 2	\$ 65,577.00	\$ 58,200.00
Option Year 3	\$ 67,543.00	\$ 59,946.00
Option Year 4	\$ 69,570.00	\$ 61,744.00
Total for 5 Years	\$ 328,169.00	\$ 296,290.00

Difference between Brown Armstrong and Vasquez Five Year Total Not to Exceed	\$ 31,879.00
Delta	10.76%

There was adequate price competition since six (6) proposers independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation. Only rates for the top two (2) evaluated proposers were compared.

Based on the findings, the Total Not to Exceed price submitted by the highest evaluated proposer, Vasquez & Company, LLP is 10.76% lower than Brown Armstrong. Evaluations were based on evaluation criteria listed in the Request for Proposals and ranked in order of importance: Experience and Past Performance, Experience of Key Personnel, Detailed Work Plan and Price Proposal.

Based on the results, it is determined that the price submitted by Vasquez & Company, LLP is considered fair and reasonable.

## SunLine Transit Agency

<b>DATE:</b>	June 24, 2020	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rhonda Williams, Deputy Chief Financial Officer	
<b>RE:</b>	Adoption of the FY21 Operating and Capital Budget	

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### **Recommendation**

Recommend that the Board of Directors adopt the proposed FY21 operating and capital budgets.

### **Background**

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was presented to the Finance/Audit Committee on May 12, 2020; at the meeting staff answered questions and provided the Committee the opportunity for additional special meetings. Per the recommendation of the Finance/Audit Committee the draft budget was distributed to the Board of Directors on May 22, 2020.

The proposed operating and capital budgets for FY21 are \$40,840,150 and \$6,298,206, respectively. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The Capital Improvement Program for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

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

### **Financial Impact**

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

# ANNUAL BUDGET



FISCAL YEAR 2021



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June 24, 2020

Dear SunLine Board of Directors,

In Fiscal Year 2020, SunLine remained dedicated to making a difference in the Coachella Valley community and the transit industry despite unprecedented challenges surrounding the COVID-19 pandemic. In the first half of the fiscal year, SunLine Transit Agency achieved exciting milestones through new and rebranded programs as outlined in the annual strategic plan.

In the midst of a global pandemic, SunLine staff quickly adjusted to each procedural change within the Agency. The dedication and forethought of this team during the COVID-19 pandemic has brought about new opportunities for engagement, education and increased unity in the Coachella Valley community as a whole. I am incredibly proud of the organization's response to this crisis. Our employees understand the critical nature of the service we provide and made serving the Coachella Valley community a priority.

In order to keep essential workers and the Coachella Valley moving forward during the COVID-19 pandemic, SunLine pivoted resources and programs with the goal of contributing to the health and safety of our employees and riders while providing a critical infrastructure service of transportation. SunLine Transit Agency was one of the first to implement rear door boarding, suspend fare collection and activate the "face coverings" policy. Also, in an effort to stimulate community engagement and unity, the Agency proudly launched the #CoachellaValleyStrong Campaign with two themed buses, 70 bus shelter ads, and multiple ways for community involvement.

As we move ahead and plan for Fiscal Year 2021, the Agency is committed to being flexible and innovative to meet the needs of our customers, even in unprecedented circumstances. While ridership and services are presently limited, SunLine is proactively taking necessary actions to ensure that ridership will rebound. Notably, SunLine launched a pilot rideshare program, SunRide, in partnership with College of the Desert. This program is a key component in the SunLine Refueled campaign. The Agency plans to accelerate our Refueled campaign that will redesign the transit network and launch new services. Staff is focused on the future and bringing the service back to pre-pandemic service levels with less transfers and productivity producing improvements.

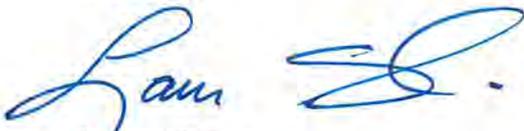
Aside from COVID-19, SunLine proudly reached many milestones in other areas during FY20: This past fiscal year, the Agency successfully completed the construction of the new hydrogen electrolyzer, the largest transit-related hydrogen production station in the nation, which has created infrastructure that promotes low- and zero-emission technology for the region. SunLine also received funding through the VW Mitigation Settlement Awards to amplify its conformance with the state's Innovative Clean Transit Regulation. SunLine continues to develop its performance orientation by tracking key operational metrics and implementing staff development programs.

In Fiscal Year 2021, SunLine will have an operating budget of \$40,840,150 and a capital project budget of \$6,298,206. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for Fiscal Year 2021 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures such as a first-of-its-kind solar microgrid. SunLine's CIP

represents a unique opportunity to make long term investments in SunLine's operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board's Innovative Clean Transit Regulation. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The proposed budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2021 budget.

Sincerely,



Lauren Skiver  
CEO/General Manager

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

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## **ANNUAL BUDGET FISCAL YEAR 2021**

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### **BOARD OF DIRECTORS**

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

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

## **EXECUTIVE SUMMARY**

In 2019, SunLine completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to growing, more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders and a robust data analysis. The adoption of these Refueled recommendations in principle will open the door for an outreach effort. SunLine will coordinate closely with its member cities, the Coachella Valley Association of Governments, and the Riverside County Transportation Commission. SunLine will work with the input of the public and its planning partners to jointly develop and deliver transit redesign.

SunLine has three (3) funded service changes planned for FY21:

- Microtransit
- 10 Commuter Link Service between Indio and San Bernardino
- Implement Route 111X weekday express service between Indio and Palm Springs

The implementation of these changes depends on the transit ridership and recovery from the COVID-19 pandemic.

## **SERVICE & RIDERSHIP**

There is a strong correlation between service performance, surrounding population, and employment densities—the more people with access to a route, the higher the route’s potential ridership. Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Pre COVID-19 Fixed route ridership for FY20 saw an increase of 1.5% compared to FY19 ridership. FY20 would have marked two (2) consecutive years of ridership increase for the Agency. Following a significant downturn in ridership in March 2020 as a result of the COVID-19 pandemic, SunLine expects it may take a year or more for ridership to rebound.

In FY21 SunLine’s Refueled system redesign is aimed at improving transit service to increase ridership. Response and recovery from the COVID-19 pandemic will be an immediate focus of SunLine’s plans. SunLine will develop plans and communication tools to reassure its riders and encourage them to use public transit again. As part of this recovery effort, SunLine will highlight how the Refueled improvements will provide faster, more frequent service to help restore ridership.

## **REVENUES & SUBSIDIES**

To meet the Agency’s farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced other revenue opportunities.

For example, the Low Carbon Fuel Standard (LCFS) credits. LCFS is a market-based incentive program intended to reduce the carbon intensity of transportation fuels within the state.

The proposed revenues for FY21 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY21, Local Transportation Funding (LTF) had a reduction due to a decrease in allocation based on projected tax revenues. Additionally, less LTF for FY21 was programmed due to available CARES Act funding.
- Measure A funding reduced for FY21 over the last fiscal year due to decreased allocations from the Riverside County Transportation Commission (RCTC) based on projected tax revenues. The COVID-19 pandemic had a significant impact to initial projected tax revenues.
- In FY21, SunLine will use various forms of federal funding including FTA Section 5307, 5310, 5311, 5311(f), 5312, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program . Additionally, in FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health, and economic, crisis.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections for FY21.
- CNG sale estimates for FY21 are based on FY20 sales projections.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley’s colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21, Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).
- The budget for FY21 reflects the Agency’s strive for continual growth of the advertising program.
- State and federal emission credit projections for FY21 are based on the market price and quantity of the generated credits.

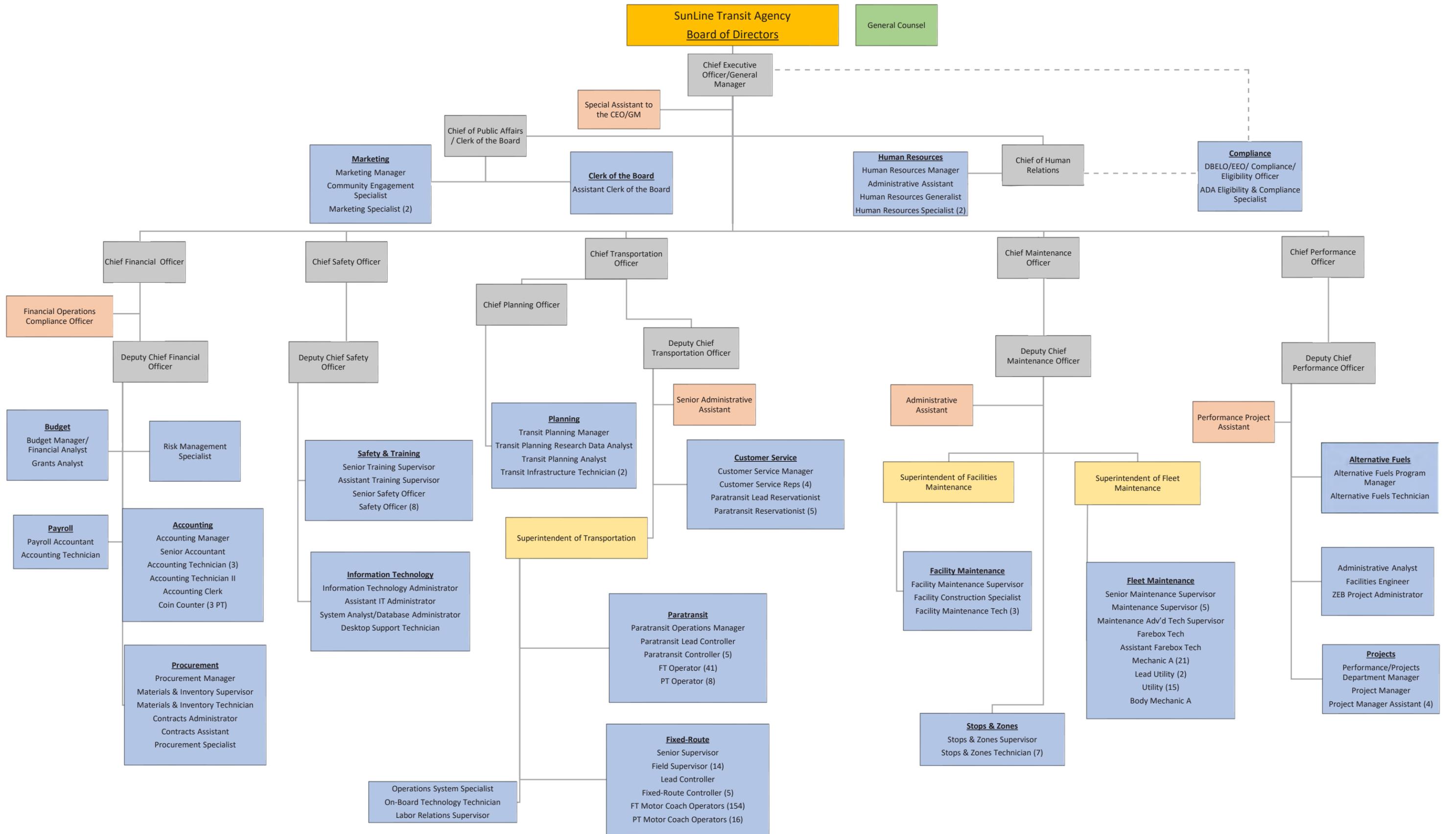
## **CAPITAL PROJECTS**

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

### **New Projects**

There are 15 new capital projects programmed in FY21. The new projects represent an emphasis on safety and projects that provide opportunities to increase revenue and are in compliance with CARB mandates on innovative clean transit regulation. The requests in FY21 will be in addition to the existing CIP. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
  - Replacement Bus
  - Replacement Support Vehicles
  - SunRide Vehicle Purchase (4)
  - Vans for Service Expansion (3)
  
- Facilities and Equipment:
  - Facility Improvements
  - Maintenance Tools and Equipment
  - Microgrid to Hydrogen Phase II
  - Operations, Division II, & Electrolyzer Access Control Surveillance
  - Perimeter Lighting Division I
  - Public Hydrogen Station
  - Safety Enhancement Projects
  - SunLine Center of Excellence in Zero Emissions Technology
  - Upgrade Division I Fence
  
- Technology:
  - Information Technology Projects
  - Purchase Computer Hardware



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## AGENCY PERSONNEL SUMMARY

Department	FY20 Base FTE's	Changes to Base	Proposed New Positions	FY21 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Marketing (31)	-	4.00	-	4.00	4.00
Human Resources (32)	6.00	-	-	6.00	-
Executive Office (40)	6.00	-	-	6.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	9.50	-	3.25	12.75	3.25
Information Technology (42)	4.00	-	-	4.00	-
<b>OPERATIONS OFFICE</b>					
Operations - Fixed Route (11,12)	194.00	-	-	194.00	-
Operations - Paratransit (13, 14)	54.00	-	-	54.00	-
Customer Service (45)	15.00	(4.00)	-	11.00	(4.00)
Service Planning (49)	6.00	-	-	6.00	-
<b>FINANCE OFFICE</b>					
Finance (41)	23.25	-	-	23.25	-
<b>MAINTENANCE OFFICE</b>					
Maintenance (21, 22)	49.00	-	3.00	52.00	3.00
Facilities Maintenance (23, 24)	6.00	-	-	6.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
<b>Total FTEs</b>	<b>394.75</b>	<b>-</b>	<b>6.25</b>	<b>401.00</b>	<b>6.25</b>

**Notes:**

- Changes to base FTEs are due to inter-department transfers, changes in employee status from part-time (PT) to full-time (FT), changes in grant funded salaries, and allocations to other departments.
- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital grants, or for part time employees.

**Executive Office**

- The Executive Office will be gaining four (4) existing FTE's that were transferred from the Transportation Office. A new division was created, Division 31 Marketing, to separate marketing duties from Division 45 Customer Service. The four (4) positions were moved from Division 45 to Division 31.

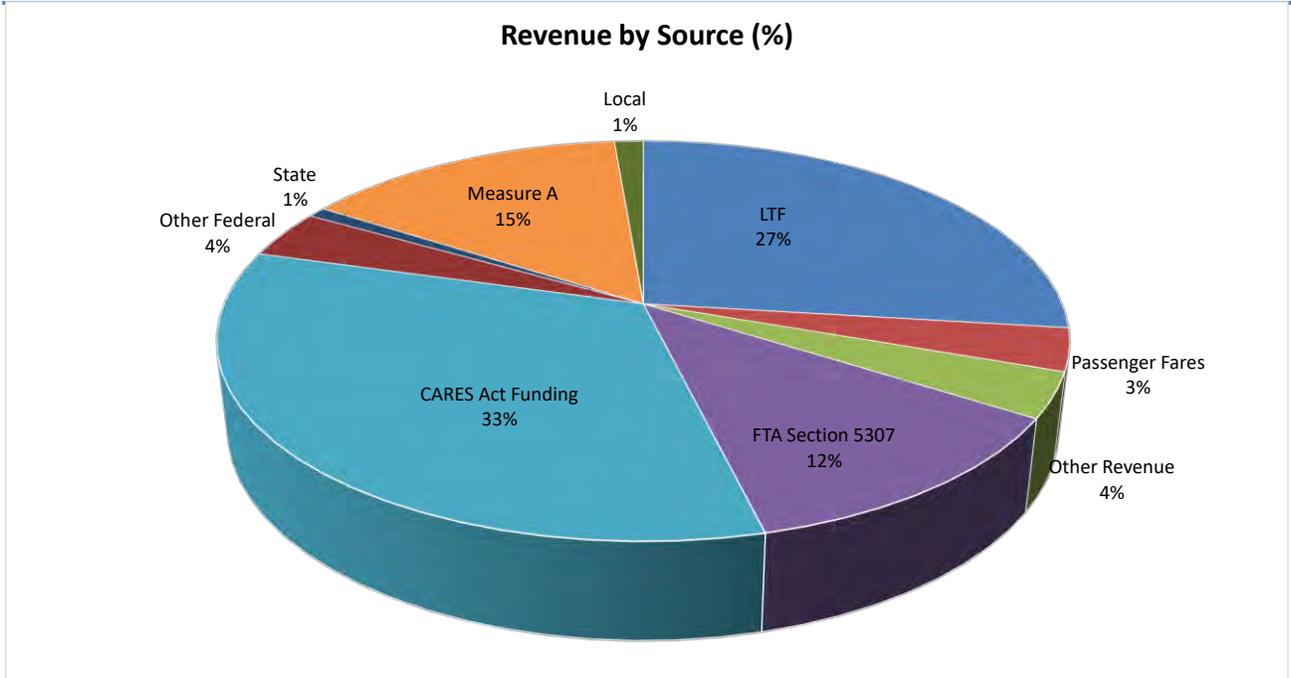
**Safety Office**

- The Safety Office added three and a quarter (3.25) Safety Officers to assist with new COVID-19 temperature screening procedures for all staff. Positions are pending funding.

**Maintenance Office**

- The Maintenance Office added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY20 Approved Budget	FY20 Estimates	FY20 Variance	FY21 Proposed Budget	FY21 Variance	Type
Advertising Revenue	100,000	225,175	125,175	100,000	-	Local
Bus Stop Maintenance Fees	94,818	122,482	27,664	122,482	27,664	Local
The BUZZ Service	356,500	207,958	(148,542)	-	(356,500)	Local
CARES Act FTA Section 5307	-	2,000,000	2,000,000	13,208,971	13,208,971	Federal
CARES Act FTA Section 5311	-	375,782	375,782	300,000	300,000	Federal
CARES Act FTA Section 5311(f)	-	-	-	53,889	53,889	Federal
CMAQ	1,036,741	350,618	(686,123)	662,366	(374,375)	Federal
CNG Rebate	-	2,103,014	2,103,014	400,000	400,000	Federal
COD Haul Pass	163,167	168,032	4,865	110,000	(53,167)	Local
CSUSB Haul Pass	-	-	-	162,861	162,861	Local
Emissions Credits (Sales of State Fuel Credits)	1,003,000	625,036	(377,964)	600,000	(403,000)	Sales
Farebox - Fixed Route	2,490,613	1,689,363	(801,250)	1,247,055	(1,243,558)	Sales
Farebox - Paratransit	309,036	219,915	(89,121)	152,769	(156,267)	Sales
FTA Section 5307	6,072,269	6,072,269	-	4,968,507	(1,103,762)	Federal
FTA Section 5309	195,402	195,402	-	-	(195,402)	Federal
FTA Section 5310	46,250	46,250	-	29,627	(16,623)	Federal
FTA Section 5311	286,933	286,933	-	303,219	16,286	Federal
FTA Section 5311(f)	186,051	186,051	-	161,666	(24,385)	Federal
FTA Section 5312	-	-	-	37,320	37,320	Federal
Interest and Other Income	182,779	48,336	(134,443)	39,900	(142,879)	Local
Local Transportation Funds (LTF)	20,926,808	14,000,620	(6,926,188)	11,000,000	(9,926,808)	State
Low-Carbon Transit Operations Program	264,833	46,745	(218,088)	337,000	72,167	State
Measure A	6,706,363	6,206,363	(500,000)	5,955,883	(750,480)	Local
SRA Overhead Fee Revenue	26,087	26,087	-	27,381	1,294	Allocation
SunFuels - Outside Sales	300,000	765,586	465,586	800,000	500,000	Sales
Taxi Voucher (Passenger Sales)	92,500	93,984	1,484	59,254	(33,246)	Sales
<b>Total Operating Revenue</b>	<b>40,840,150</b>	<b>36,062,000</b>	<b>\$ (4,778,150)</b>	<b>40,840,150</b>	<b>-</b>	

Notes:

- In FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health and economic crisis.
- The FY20 variance reflects the difference between FY20 estimates and FY20 approved budget. The FY21 variance indicates the difference between FY21 proposed budget and FY20 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll Credits fund the other 1/2 of the program costs.

## **REVENUE & FUNDING SOURCES**

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The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Indio and San Bernardino, 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 maintain the bus stops. This revenue offsets some of the costs associated with bus shelter maintenance that otherwise could have been compensated for by advertising revenue.

### **CARES ACT FTA SECTION 5307**

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

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

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

### **Haul Pass**

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21 Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

## **REVENUE & FUNDING SOURCES**

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

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY20 CMAQ funds will be used to launch two (2) new programs the SunRide Ride Share Program and 111 Express to the line 111.

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

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

### **FAREBOX**

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

### **FTA SECTION 5307**

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

### **FTA SECTION 5310**

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

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

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

### **FTA SECTION 5312**

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

### **INTEREST & OTHER INCOME**

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

### **LOCAL TRANSPORTATION FUND (LTF)**

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

### **LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

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

## **REVENUE & FUNDING SOURCES**

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### **MEASURE A**

Measure A is local funding for specialized transportation projects approved by voters in 1988. This funding is a half-cent sales tax for Riverside County and was re-approved by voters in 2002. This funding will continue until 2039.

### **SUNFUELS**

SunFuels revenue is generated by the sale of CNG to outside users in the Coachella Valley. The Agency makes a profit on the production of such fuels.

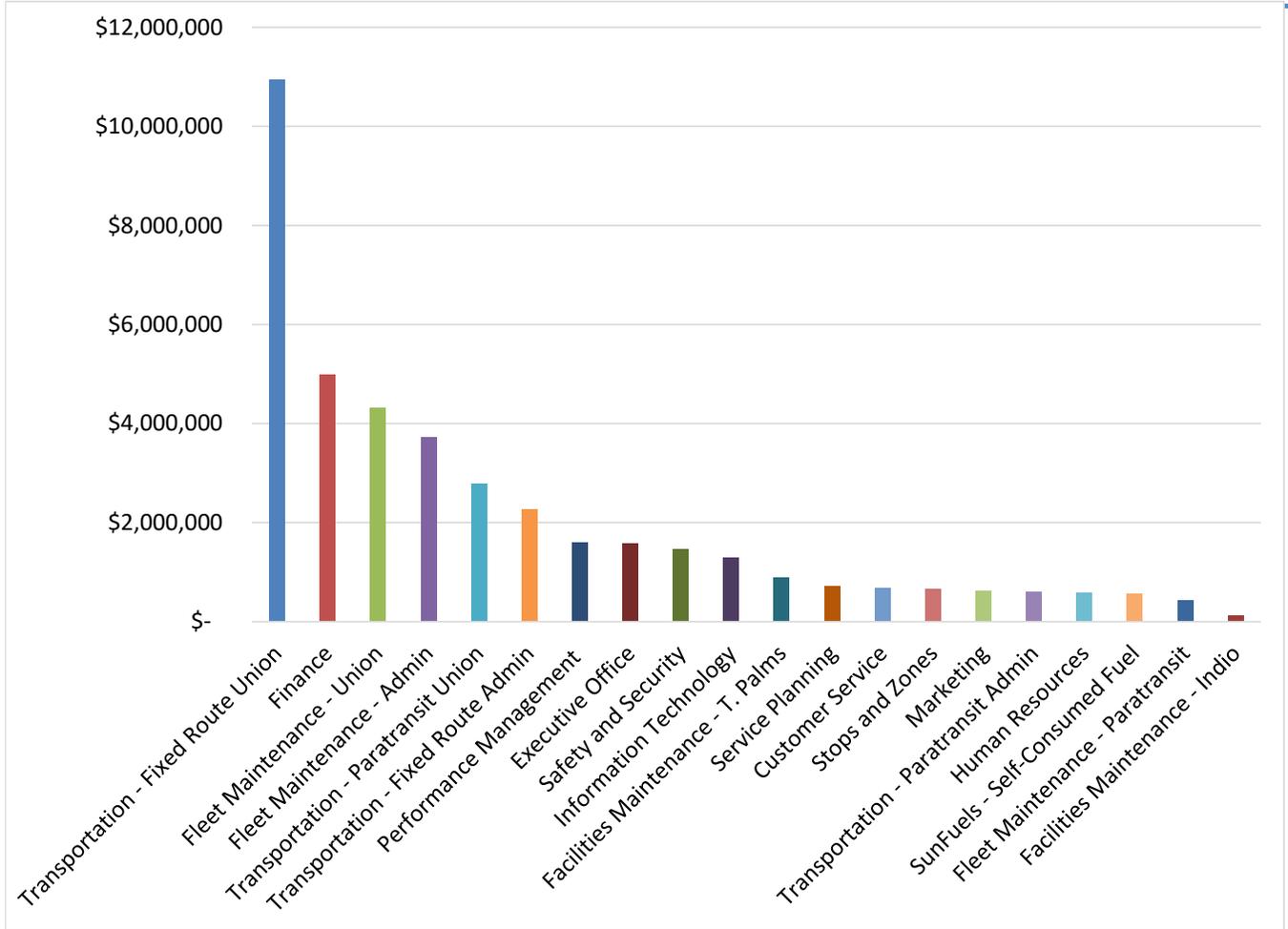
### **SRA OVERHEAD FEE REVENUE**

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

### **TAXI VOUCHER PROGRAM (Passenger Sales)**

This revenue is generated from customers purchasing taxi vouchers from SunLine as part of our Taxi Voucher Program. The customer receives a match from SunLine and the FTA for the amount paid (\$1 for \$1). Customers are limited to a programmed limit per month and can reload their cards during a specific time frame.

## EXPENSE SUMMARY

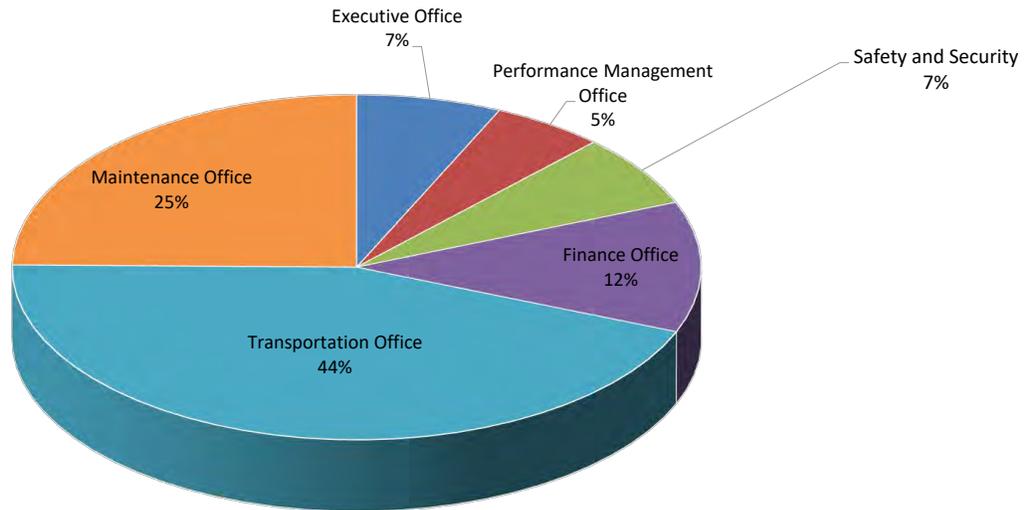


## EXPENSE SUMMARY

Division	Division Name	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
31	Marketing	-	613,899	613,899
32	Human Resources	757,837	591,130	(166,707)
40	Executive Office	1,717,734	1,578,298	(139,436)
<b>PERFORMANCE MANAGEMENT OFFICE</b>				
10	SunFuels - Self-consumed Fuel	329,382	564,873	235,491
44	Performance Management	2,079,167	1,593,761	(485,406)
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,231,428	1,471,387	239,959
42	Information Technology	1,279,567	1,292,673	13,106
<b>FINANCE OFFICE</b>				
41	Finance	4,435,631	4,997,549	561,918
<b>TRANSPORTATION OFFICE</b>				
11	Transportation - Fixed Route Admin	2,426,610	2,265,591	(161,019)
12	Transportation - Fixed Route Union	11,353,972	10,949,754	(404,218)
13	Transportation - Paratransit Admin	588,025	605,239	17,214
14	Transportation - Paratransit Union	2,788,086	2,783,777	(4,309)
45	Customer Service	1,266,249	685,691	(580,558)
49	Service Planning	942,980	717,782	(225,198)
<b>MAINTENANCE OFFICE</b>				
13	Fleet Maintenance - Paratransit	536,637	428,248	(108,389)
21	Fleet Maintenance - Admin	3,179,429	3,723,394	543,965
22	Fleet Maintenance - Union	4,271,927	4,326,789	54,862
23	Facilities Maintenance - T. Palms	901,025	882,041	(18,984)
24	Facilities Maintenance - Indio	115,100	115,120	20
25	Stops and Zones	639,364	653,154	13,790
<b>Total</b>		<b>40,840,150</b>	<b>40,840,150</b>	-

## EXPENSE SUMMARY BY OFFICE

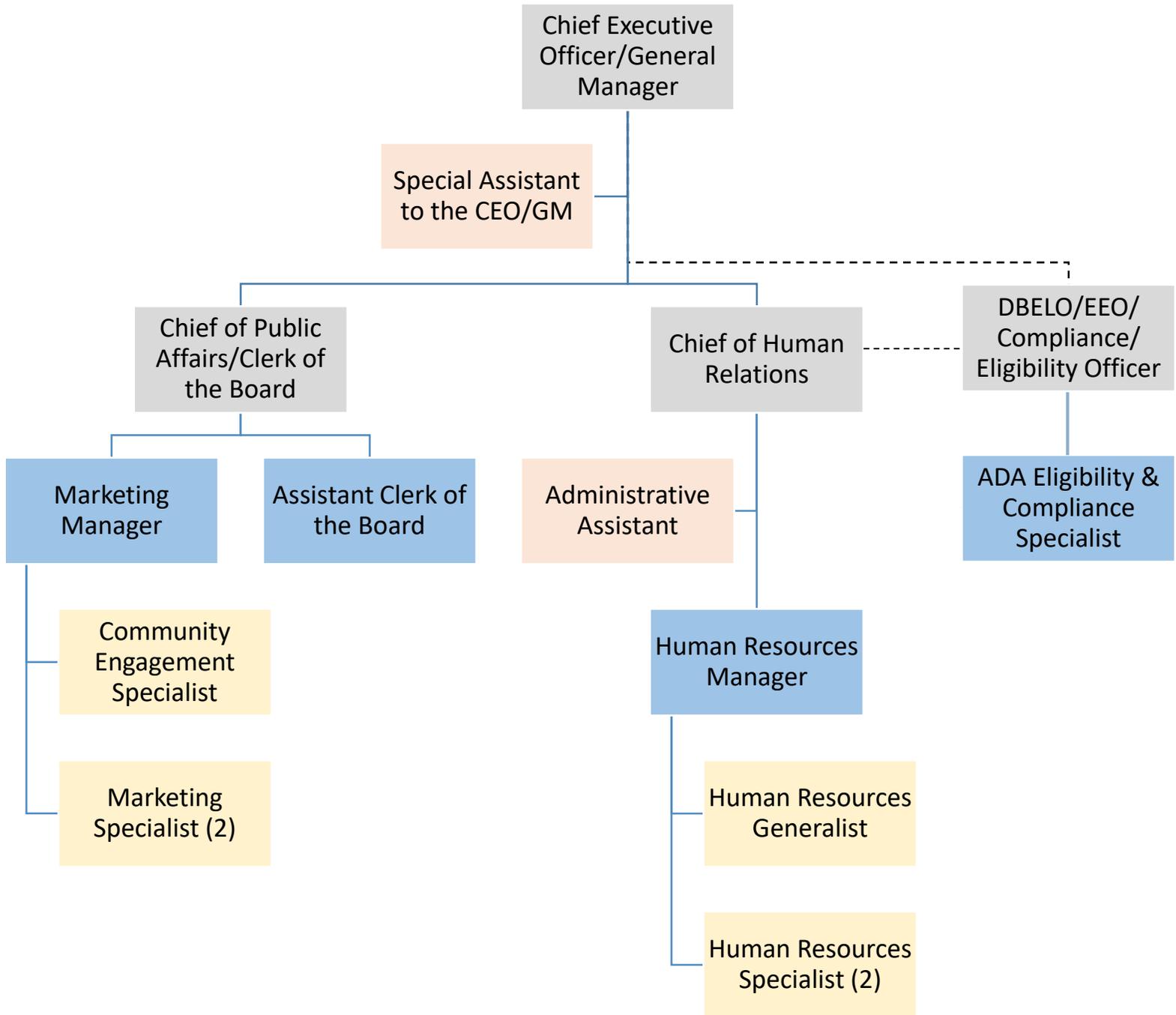
**SUMMARY OF EXPENSES BY OFFICE (%)**



Office	FY20 Approved Budget	FY21 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Marketing	-	613,899	2%
Human Resources	757,837	591,130	1%
Executive Office	1,717,734	1,578,298	4%
<b>Executive Office</b>	<b>2,475,571</b>	<b>2,783,327</b>	<b>7%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
SunFuels	329,382	564,873	1%
Performance Management	2,079,167	1,593,761	4%
<b>Performance Office</b>	<b>2,408,549</b>	<b>2,158,634</b>	<b>5%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,231,428	1,471,387	4%
Information Technology	1,279,567	1,292,673	3%
<b>Safety and Security Office</b>	<b>2,510,995</b>	<b>2,764,060</b>	<b>7%</b>
<b>FINANCE OFFICE</b>			
Finance	4,435,631	4,997,549	12%
<b>Finance Office</b>	<b>4,435,631</b>	<b>4,997,549</b>	<b>12%</b>
<b>TRANSPORTATION OFFICE</b>			
Transportation - Fixed Route Admin	2,426,610	2,265,591	6%
Transportation - Fixed Route Operators	11,353,972	10,949,754	27%
Transportation - Paratransit Admin	588,025	605,239	1%
Transportation - Paratransit Operators	2,788,086	2,783,777	7%
Customer Service	1,266,249	685,691	2%
Service Planning	942,980	717,782	2%
<b>Transportation Office</b>	<b>19,365,922</b>	<b>18,007,834</b>	<b>44%</b>
<b>MAINTENANCE OFFICE</b>			
Fleet Maintenance - Paratransit	536,637	428,248	1%
Fleet Maintenance - Admin	3,179,429	3,723,394	9%
Fleet Maintenance - Mechanics	4,271,927	4,326,789	11%
Facilities Maintenance - T. Palms	901,025	882,041	2%
Facilities Maintenance - Indio	115,100	115,120	0%
Stops & Zones	639,364	653,154	2%
<b>Maintenance Office</b>	<b>9,643,482</b>	<b>10,128,746</b>	<b>25%</b>
<b>Total Expenses</b>	<b>40,840,150</b>	<b>40,840,150</b>	<b>100%</b>

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# EXECUTIVE OFFICE



**EXECUTIVE OFFICE**

**Division 31**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Implement the Refueled marketing and outreach plan to strategically communicate the improvements made to the transit network.
- Drive engagement and education with riders regarding enhanced health and safety measures maintained post COVID-19.
- Launch multi-layered campaigns to build awareness of SunLine’s initiatives.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	-	-	-	166,095	166,095
5010201610 ADMIN SALARIES-OT	-	-	-	-	3,000	3,000
5029999999 TOTAL FRINGE BENEFITS	-	-	-	-	92,504	92,504
5030303240 CONTRACTED SERVICES	-	-	-	-	153,500	153,500
5030303260 ADVERTISING	-	-	-	-	87,650	87,650
5030303270 SUNLINE EVENTS EXPENSE	-	-	-	-	10,000	10,000
5030303271 MUSIC FESTIVAL	-	-	-	-	11,000	11,000
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	10,000	10,000
5039900003 PRINTING EXPENSE	-	-	-	-	20,000	20,000
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	-	-	-	46,650	46,650
5049900001 OFFICE SUPPLIES	-	-	-	-	5,000	5,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	3,000	3,000
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	-	5,500	5,500
<b>Total Expenses</b>	-	-	-	-	<b>613,899</b>	<b>613,899</b>

- In FY21 Division 45 Community and Customer Relations was split into two (2) departments. The Marketing department is now its own entity to better meet Agency needs.

**EXECUTIVE OFFICE**

**Division 31**

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**PERSONNEL SUMMARY**

<b>FY21 Physical Count</b>	<b>Classification</b>	<b>FY20 Base FTE's</b>	<b>FY21 Proposed Base FTE's</b>	<b>Variance</b>
1	Community Engagement Specialist	0.00	1.00	1.00
1	Marketing Manager	0.00	1.00	1.00
2	Marketing Specialist	0.00	2.00	2.00
<b>4</b>	<b>Total FTE's</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>

Notes:

- In FY21 four (4) positions were moved from Division 45 to Division 31. The positions moved were the Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	-	166,095	166,095
<b>5010201610 ADMIN SALARIES-OT</b>	-	3,000	3,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	-	92,504	92,504
<b>Sub-total</b>	-	<b>261,599</b>	<b>261,599</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	-	3,500	3,500
Public relations firm	-	120,000	120,000
Website hosting and support	-	30,000	30,000
<b>Sub-total</b>	-	<b>153,500</b>	<b>153,500</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	-	1,140	1,140
Print, TV, radio & social media	-	24,542	24,542
Production costs associated with exterior bus and shelter advertisements	-	3,944	3,944
Human Trafficking Campaign (Grant Funded)	-	51,714	46,650
Promotional items	-	6,310	6,310
<b>Sub-total</b>	-	<b>87,650</b>	<b>87,650</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	-	10,000	10,000
<b>Sub-total</b>	-	<b>10,000</b>	<b>10,000</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	-	11,000	11,000
<b>Sub-total</b>	-	<b>11,000</b>	<b>11,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	-	10,000	10,000
<b>Sub-total</b>	-	<b>10,000</b>	<b>10,000</b>

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	-	-	-
Rider's Guides	-	20,000	20,000
<b>Sub-total</b>	-	<b>20,000</b>	<b>20,000</b>
<b>5030303273 Anti-Human Trafficking Campaign</b>			
Costs associated with PSA for campaign	-	46,650	46,650
<b>Sub-total</b>	-	<b>46,650</b>	<b>46,650</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	-	5,000	5,000
<b>Sub-total</b>	-	<b>5,000</b>	<b>5,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	-	1,000	1,000
Costco	-	-	-
Stock Art and Digital Media	-	300	300
Palm Springs CVB	-	1,200	1,200
Rotary	-	500	500
<b>Sub-total</b>	-	<b>3,000</b>	<b>3,000</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	-	5,500	5,500
<b>Sub-total</b>	-	<b>5,500</b>	<b>5,500</b>
<b>Total Expenses</b>	-	<b>613,899</b>	<b>613,899</b>

**EXECUTIVE OFFICE**

**Division 32**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Position HR as a unit that is focused on assisting with employee affairs.
- Increase candidate pool for hiring.
- Increase HR team knowledge.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	267,730	168,945	103,608	208,167	213,028	4,861
510201610 ADMIN SALARIES-OT	1,000	2,000	1,901	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	(799)	(1,873)	(1,000)	873
5029999999 TOTAL FRINGE BENEFITS	147,619	182,440	105,401	172,511	162,502	(10,009)
5030300001 BENEFIT MANAGEMENT EXPENSE	14,150	9,150	14,793	13,880	16,900	3,020
5030300003 MEDICAL-EXAMS AND TESTING	19,000	33,500	34,440	25,000	30,000	5,000
5030400000 TEMPORARY HELP SERVICES	25,000	104,000	32,558	30,000	15,000	(15,000)
5039900003 PRINTING EXPENSE	2,500	5,000	4,500	3,455	3,868	413
5049900000 HR TRAINING	8,500	1,500	838	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,500	3,500	2,351	3,000	3,000	-
5060501000 ESTIMATED LAWSUIT EXPENSES	350,000	-	-	2,737	-	(2,737)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,001	2,521	6,677	4,758	7,151	2,393
5090200000 TRAVEL MEETINGS/TRAINING	4,500	4,500	2,324	4,500	5,280	780
5090201000 EMPLOYEE EVENT EXPENSE	15,000	12,650	10,579	10,150	14,450	4,300
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,500	1,500	911	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	19,500	29,132	87,649	79,132	29,751	(49,381)
5090800100 EMPLOYEE RECOGNITION	6,000	11,000	4,289	7,500	9,700	2,200
5090800125 TUITION REIMBURSEMENT	21,000	20,000	326	15,000	15,000	-
5099900004 CONSULTING-HR	24,500	137,199	151,284	174,920	60,000	(114,920)
<b>Total Expenses</b>	<b>934,320</b>	<b>726,857</b>	<b>563,630</b>	<b>757,837</b>	<b>591,130</b>	<b>(166,707)</b>

**EXECUTIVE OFFICE**

Division 32

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer	1.00	0.00	(1.00)
1	Chief of Human Relations	0.00	1.00	1.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resources Specialist	2.00	2.00	0.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
<b>6</b>	<b>Total FTE's</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

Notes:

- Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer retitled to Chief of Human Relations.

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	208,167	213,028	4,861
<b>510201610 ADMIN SALARIES-OT</b>	2,000	3,500	1,500
<b>5010700000 ALLOCATED SALARIES</b>	(1,873)	(1,000)	873
<b>5029999999 TOTAL FRINGE BENEFITS</b>	172,511	162,502	(10,009)
<b>Sub-total</b>	<b>380,805</b>	<b>378,030</b>	<b>(2,775)</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	800	1,200	400
CALPERS Admin Fees	12,000	13,000	1,000
OPTUM	1,080	2,700	1,620
<b>Sub-total</b>	<b>13,880</b>	<b>16,900</b>	<b>3,020</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	14,000	17,000	3,000
VTT and licenses	11,000	13,000	2,000
<b>Sub-total</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	30,000	15,000	(15,000)
<b>Sub-total</b>	<b>30,000</b>	<b>15,000</b>	<b>(15,000)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Federal & State Regulation Posters	-	563	563
Employee Handbooks	1,382	1,325	(57)
Promotional materials	2,073	1,980	(93)
<b>Sub-total</b>	<b>3,455</b>	<b>3,868</b>	<b>413</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies to organize EE Files	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5060501000 ESTIMATED LAWSUIT EXPENSES</b>			
Estimated amount of loss	2,737	-	(2,737)
<b>Sub-total</b>	<b>2,737</b>	<b>-</b>	<b>(2,737)</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
DCEAC Membership	-	40	40
Cal Chamber HR California	-	1,773	1,773
Review Snap	3,998	4,681	683
SHRM	760	657	(103)
<b>Sub-total</b>	<b>4,758</b>	<b>7,151</b>	<b>2,393</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	4,500	5,280	780
<b>Sub-total</b>	<b>4,500</b>	<b>5,280</b>	<b>780</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Year End Breakfast	-	800	
Employee spring event	2,000	2,000	-
Health and Benefits fair	-	1,500	1,500
Holiday party	8,150	10,150	2,000
<b>Sub-total</b>	<b>10,150</b>	<b>14,450</b>	<b>4,300</b>
<b>5090201001 EMPLOYEE WELLNESS PLAN EXPENSE</b>			
Promotional materials related to SunLine's health programs	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background checks	15,035	5,651	(9,384)
Executive Officer recruiting	13,452	5,000	(8,452)
NEOGOV	50,645	19,100	(31,545)
<b>Sub-total</b>	<b>79,132</b>	<b>29,751</b>	<b>(49,381)</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Employee of the Month	-	700	
Candygrams	-	1,500	
Years of service awards for employees	6,000	6,000	-
Employee Referral Program	1,500	1,500	-
<b>Sub-total</b>	<b>7,500</b>	<b>9,700</b>	<b>2,200</b>

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	6,000	5,000	(1,000)
Graduate level courses	9,000	10,000	1,000
<b>Sub-total</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>5099900004 CONSULTING-HR</b>			
General consulting for training and development, benefits, and legal compliance	174,920	60,000	(114,920)
<b>Sub-total</b>	<b>174,920</b>	<b>60,000</b>	<b>(114,920)</b>
<b>Total Expenses</b>	<b>757,837</b>	<b>591,130</b>	<b>(166,707)</b>

**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

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

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimated Actuals	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,306	328,740	394,082	424,887	395,730	(29,157)
5010201610 ADMIN SALARIES-OT	-	-	-	1,000	824	(176)
5010700000 ALLOCATED SALARIES	(2,025)	(1,896)	(2,986)	(2,100)	(2,100)	-
5029999999 TOTAL FRINGE BENEFITS	148,157	226,382	250,653	296,922	291,844	(5,078)
5030200000 PUBLIC NOTICES	-	3,000	513	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	216,110	402,000	91,834	400,000	300,000	(100,000)
5030300005 LEGAL SVCS- GENERAL	110,735	125,000	114,081	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION	3,026	5,000	5,608	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL	1,943	3,000	1,664	4,500	2,000	(2,500)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	57,632	68,442	73,896	77,000	80,000	3,000
5090200000 TRAVEL-MEETINGS/TRAINING	44,510	37,000	22,956	20,000	20,000	-
5090200001 TRAINING/ WORKSHOP	-	22,306	18,391	15,000	15,000	-
5090200002 BOARD MEETING EXPENSES	4,237	4,500	2,584	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,077	7,000	5,467	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	46,029	73,000	16,595	50,000	25,000	(25,000)
5099900004 CONSULTING-GENERAL	69,633	286,125	275,570	280,525	300,000	19,475
<b>Total Expenses</b>	<b>973,372</b>	<b>1,589,600</b>	<b>1,270,907</b>	<b>1,717,734</b>	<b>1,578,298</b>	<b>(139,436)</b>

**EXECUTIVE OFFICE**

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Division 40

**PERSONNEL SUMMARY**

<b>FY21 Physical Count</b>	<b>Classification</b>	<b>FY20 Authorized FTEs</b>	<b>FY21 Requested FTEs</b>	<b>Variance</b>
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Public Affairs/Clerk of the Board	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	DBELO/EEO/Compliance/Eligibility Officer	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
1	Special Assistant to the CEO/GM	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	424,887	395,730	(29,157)
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	824	(176)
<b>5010700000 ALLOCATED SALARIES</b>	(2,100)	(2,100)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	296,922	291,844	(5,078)
<b>Sub-total</b>	<b>720,709</b>	<b>686,298</b>	<b>(34,411)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO, and ADA information.	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Attorney fees for employee related issues	400,000	300,000	(100,000)
Legal fees for labor negotiations	-	-	-
<b>Sub-total</b>	<b>400,000</b>	<b>300,000</b>	<b>(100,000)</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	125,000	125,000	-
<b>Sub-total</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	4,500	2,000	(2,500)
<b>Sub-total</b>	<b>4,500</b>	<b>2,000</b>	<b>(2,500)</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	39,270	40,800	1,530
Cal Act	1,078	1,120	42
CAL Hydrogen Bus Council	10,780	11,200	420
Cal Start	2,618	2,800	182
California Transit Association	13,860	14,400	540
Carreon Foundation Scholarship	2,618	2,800	182
Clean Cities Coachella	1,078	1,120	42
CSUSB Advancement Board	2,156	2,240	84
ZEBRA	3,542	3,520	(22)
<b>Sub-Total</b>	<b>77,000</b>	<b>80,000</b>	<b>3,000</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA CEO Seminar	1,965	1,965	-
APTA Board Conference	2,692	2,692	-
APTA Committee Meetings	1,239	1,239	-
CalAct Autumn Conference	1,138	1,138	-
CalStart Conference - Heavy Duty	868	868	-
CTA Annual Conference	868	868	-
CTE Board Meeting	868	868	-
EEO, DBE, ADA Seminars	3,784	3,784	-
Fees for general administration expenses related to city & community events	2,422	2,422	-
Training for Clerk of the Board	2,703	2,703	-
ZEBS Meetings	1,453	1,453	-
<b>Sub-Total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
West Coast Center of Excellence	2,018	2,018	-
<b>Sub-Total</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>

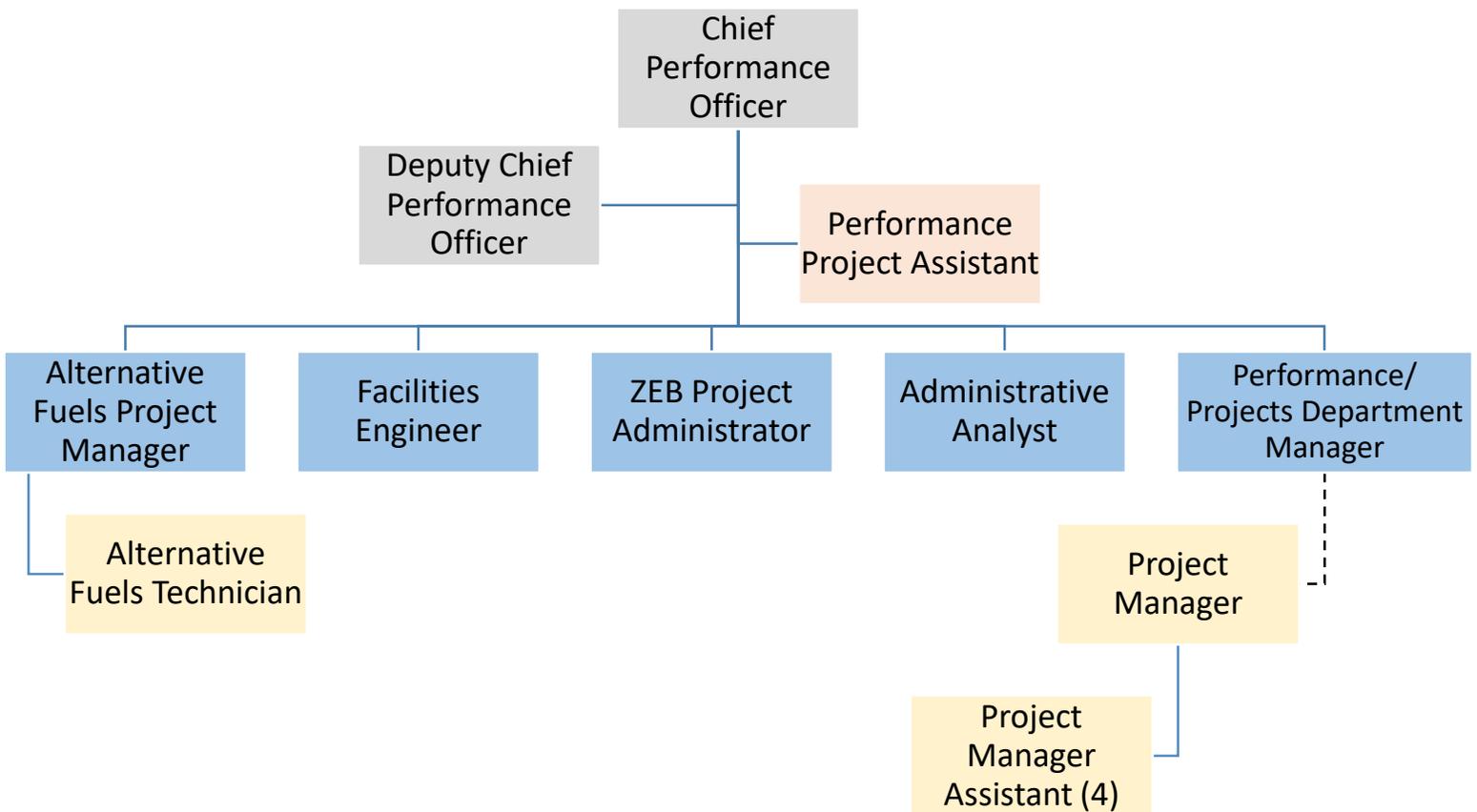
**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds (Paratransit reform)	50,000	25,000	(25,000)
<b>Sub-total</b>	<b>50,000</b>	<b>25,000</b>	<b>(25,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Bus Stop Analysis	92,573	102,000	9,427
General assessments	72,936	78,000	5,064
Leadership Consulting	115,016	120,000	4,984
<b>Sub-total</b>	<b>280,525</b>	<b>300,000</b>	<b>19,475</b>
<b>Total Expenses</b>	<b>1,717,734</b>	<b>1,578,298</b>	<b>(139,436)</b>

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# PERFORMANCE MANAGEMENT OFFICE



**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Operate a highly efficient 24/7 fueling infrastructure and aim toward 100% uptime for the stations to accommodate the Agency's fleet growth in both CNG and Hydrogen vehicles.
- Maintain safe, reliable and courteous service to our internal and external customers to promote higher sales.
- Continue to commission and transition to the new CNG and Hydrogen stations and begin component training off/onsite.
- Create a path to secure more renewable energy paths to offset demands and take full advantage of all environmental/ tax credits.
- Focus on equipment upgrade for fueling station at Division II.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,038	102,826	105,434	104,407	109,618	5,211
5010201610 ADMIN SALARIES-OT	1,311	2,000	1,948	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,134	16,000	16,459	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	78,536	80,814	84,527	87,182	93,090	5,908
5030500010 CONTRACT SVC-GENERAL	17,934	49,000	29,632	19,000	28,000	9,000
5030500011 CONTRACT SVC-H2	56,056	62,500	36,387	40,000	10,000	(30,000)
5030500012 UNIFORMS	1,541	1,550	1,752	1,600	2,400	800
5030600900 ANSWERING SERVICES	379	420	359	420	420	-
5039900005 SHIPPING/FREIGHT	105	1,000	57	800	600	(200)
5039900007 INVENTORY-SALES TAX	2,876	3,500	3,635	3,500	3,000	(500)
5039900008 INVENTORY-FREIGHT CHARGES	1,213	1,500	1,322	1,500	1,500	-
5049900001 OFFICE SUPPLIES	159	300	36	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,240	2,100	1,792	2,000	1,000	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN	23,970	1,500	3,095	3,000	1,500	(1,500)
5049900012 MAT/SUPPLIES--CNG INDIO	707	5,760	674	1,500	2,000	500
5049900300 REPAIR PARTS-HYDROGEN	23,354	19,500	24,362	20,000	10,000	(10,000)
5049900400 REPAIR PARTS-CNG - TPALMS	27,767	32,000	23,517	30,000	18,328	(11,672)
5049900450 REPAIR PARTS-CNG - INDIO	13,664	20,000	5,923	15,000	20,772	5,772
5050200001 ELECTRICITY-CNG THOUSAND PALMS	70,441	73,000	69,644	73,000	76,000	3,000
5050200002 ELECTRICITY-CNG INDIO	77,245	69,000	58,544	65,000	65,000	-
5050200003 ELECTRICITY-HYDROGEN	26,446	108,000	329,394	145,000	780,000	635,000
5050200004 UTILITIES WATER/SEWER	-	-	1,005	-	1,800	1,800
5050200020 NATURAL GAS - THOUSAND PALMS	829,214	950,000	930,903	950,000	865,000	(85,000)
5050200021 NATURAL GAS - INDIO	395,163	395,000	190,372	365,000	225,000	(140,000)
5050200022 NATURAL GAS - HYDROGEN	47,271	70,000	35,029	20,000	5,000	(15,000)
5070500000 FUEL TAXES	171,318	170,000	78,885	100,000	120,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	2,000	2,000	-	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES	8,584	8,200	13,168	9,755	15,000	5,245
5099900004 PERMITS & LICENSES	327	700	435	1,200	1,200	-
5099909000 ALLOCATED INDIRECT EXPENSES	16,714	20,000	17,785	20,000	20,000	-
5100200000 SELF CONSUMED FUEL	(1,463,140)	(1,600,000)	(1,785,261)	(1,770,782)	(1,936,155)	(165,373)
<b>Total Expenses</b>	<b>548,566</b>	<b>668,170</b>	<b>280,812</b>	<b>329,382</b>	<b>564,873</b>	<b>235,491</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

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Division 10

**PERSONNEL SUMMARY**

<b>FY20 Physical Count</b>	<b>Classification</b>	<b>FY20 Base FTE's</b>	<b>FY21 Proposed Base FTE's</b>	<b>Variance</b>
1	Alternative Fuels Project Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
<b>2</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	104,407	109,618	5,211
5010201610 ADMIN-OT	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	87,182	93,090	5,908
<b>Sub-total</b>	<b>209,589</b>	<b>222,208</b>	<b>12,619</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Haz mat disposal	2,300	2,000	(300)
POS monitor & equipment repairs	11,700	20,000	8,300
PRD safety valve repairs and certs	5,000	6,000	1,000
<b>Sub-total</b>	<b>19,000</b>	<b>28,000</b>	<b>9,000</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Quarterly H2 purity testing	5,000	-	(5,000)
Reformer maintenance & monitoring	31,000	10,000	(21,000)
Water treatment services for H2 production	4,000	-	(4,000)
<b>Sub-total</b>	<b>40,000</b>	<b>10,000</b>	<b>(30,000)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	1,600	2,400	800
<b>Sub-total</b>	<b>1,600</b>	<b>2,400</b>	<b>800</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	420	420	-
<b>Sub-total</b>	<b>420</b>	<b>420</b>	<b>-</b>
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	800	600	(200)
<b>Sub-total</b>	<b>800</b>	<b>600</b>	<b>(200)</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	3,500	3,000	(500)
<b>Sub-total</b>	<b>3,500</b>	<b>3,000</b>	<b>(500)</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	300	-	(300)
Electrical hardware	200	-	(200)
Hardware	150	-	(150)
Industrial supplies	150	100	(50)
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Stainless steel fittings	300	-	(300)
<b>Sub-total</b>	<b>2,000</b>	<b>1,000</b>	<b>(1,000)</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Hardware	610	500	(110)
Hoses & nozzles	500	700	200
Nitrogen	1,000	-	(1,000)
Reverse osmosis water filters	540	-	(540)
Stainless steel fittings	350	300	(50)
Stainless steel valves	-	-	-
<b>Sub-total</b>	<b>3,000</b>	<b>1,500</b>	<b>(1,500)</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	750	900	150
Hardware	300	550	250
Stainless steel fittings & valves	450	550	100
<b>Sub-total</b>	<b>1,500</b>	<b>2,000</b>	<b>500</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	10,000	-	(10,000)
Parts for compressor	10,000	10,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>10,000</b>	<b>(10,000)</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Compressor rebuild parts	12,600	-	(12,600)
Parts for dispenser	5,000	4,800	(200)
Parts for hoses & nozzles	8,000	9,128	1,128
Valve repair parts	4,400	4,400	-
<b>Sub-total</b>	<b>30,000</b>	<b>18,328</b>	<b>(11,672)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	11,333	14,772	3,439
Parts for dispenser	1,000	1,300	300
Parts for hoses & nozzles	2,667	4,700	2,033
<b>Sub-total</b>	<b>15,000</b>	<b>20,772</b>	<b>5,772</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	73,000	76,000	3,000
<b>Sub-total</b>	<b>73,000</b>	<b>76,000</b>	<b>3,000</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	65,000	65,000	-
<b>Sub-total</b>	<b>65,000</b>	<b>65,000</b>	<b>-</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	145,000	780,000	635,000
<b>Sub-total</b>	<b>145,000</b>	<b>780,000</b>	<b>635,000</b>
<b>5050200004 UTILITIES WATER/SEWER</b>			
	-	1,800	
<b>Sub-total</b>	<b>-</b>	<b>1,800</b>	<b>1,800</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	950,000	865,000	(85,000)
<b>Sub-total</b>	<b>950,000</b>	<b>865,000</b>	<b>(85,000)</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	365,000	225,000	(140,000)
<b>Sub-total</b>	<b>365,000</b>	<b>225,000</b>	<b>(140,000)</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	20,000	5,000	(15,000)
<b>Sub-total</b>	<b>20,000</b>	<b>5,000</b>	<b>(15,000)</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	100,000	120,000	20,000
<b>Sub-total</b>	<b>100,000</b>	<b>120,000</b>	<b>20,000</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Ariel Compressor	1,000	3,000	2,000
APTA, ACT, CalCTA	2,000	2,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>5,000</b>	<b>2,000</b>
<b>5090801000 BANK ADJUSTMENTS/FEEES</b>			
Merchant transaction fees	9,755	15,000	5,245
<b>Sub-total</b>	<b>9,755</b>	<b>15,000</b>	<b>5,245</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	1,200	1,200	-
<b>Sub-total</b>	<b>1,200</b>	<b>1,200</b>	<b>-</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(1,770,782)	(1,936,155)	(165,373)
<b>Sub-total</b>	<b>(1,770,782)</b>	<b>(1,936,155)</b>	<b>(165,373)</b>
<b>Total Expenses</b>	<b>329,382</b>	<b>564,873</b>	<b>235,491</b>

**PERFORMANCE MANAGEMENT OFFICE**

**Division 44**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Develop integrated project team to continue support on key capital projects and assist in obtaining grant opportunities.
- Improve the utilization of metrics throughout the Agency with the focus on creating a metrics dashboard on line.
- Deliver innovative capital projects while managing quality, schedules and cost controls.
- Enrich performance staff development through education and delegation of responsibilities.
- Project Management Documentation training and adherence.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	343,304	548,388	439,153	561,077	490,725	(70,352)
5010201610 ADMIN SALARIES-OT	929	1,000	664	2,000	1,236	(764)
5010700000 ALLOCATED SALARIES	(2,405)	(2,760)	(3,194)	(1,963)	-	1,963
5010700001 GRANT ALLOCATION	(46,252)	(30,000)	(18,189)	(40,000)	(15,000)	25,000
5029999999 TOTAL FRINGE BENEFITS	114,904	321,250	276,109	395,903	377,883	(18,020)
5030200000 PUBLIC NOTICES	1,270	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	17,571	-	-	-	-	-
5030400000 TEMPORARY HELP	7,865	10,000	-	15,000	-	(15,000)
5039900012 VAN POOL EXPENSES	-	-	320,717	294,569	306,741	12,172
5039900013 CENTER OF EXCELLENCE	114,887	216,822	88,065	111,431	-	(111,431)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	29,901	282,500	-	(282,500)
5049900000 PRINTING ADMINISTRATION	96	500	144	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	501	550	520	650	700	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,000	2,688	2,000	2,000	-
5090200000 TRAVEL-MEETINGS/TRAINING	14,050	20,200	24,028	25,000	30,000	5,000
5090200001 TRAINING/ WORKSHOP	1,458	1,394	2,236	3,000	7,200	4,200
5090200002 ACCESS COMMITTEE EXPENSES	195	-	-	-	-	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	25,000	6,745	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES	-	500	334	500	700	200
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	66,915	797,500	298,536	402,000	341,076	(60,924)
5090200005 HAUL PASS	-	-	-	-	25,000	25,000
<b>Total Expenses</b>	<b>635,287</b>	<b>1,911,344</b>	<b>1,468,457</b>	<b>2,079,167</b>	<b>1,593,761</b>	<b>(485,406)</b>

Notes

- Added Haul Pass GL for new project and related expenditures.
- Moved SunRide Ride Share Program to Division 15

**PERFORMANCE MANAGEMENT OFFICE**

Division 44

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Administrative Analyst	1.00	1.00	0.00
1	Chief Performance Officer	1.00	1.00	0.00
0	Chief Performance Consultant	1.00	0.00	(1.00)
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	4.00	4.00	0.00
1	Performance/Projects Department Manager	0.00	1.00	1.00
1	ZEB Project Administrator	1.00	1.00	0.00
<b>12</b>	<b>Total FTEs</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

Notes

- Renamed Chief Performance Consultant FTE to Performance/Projects Department Manager

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	561,077	490,725	(70,352)
<b>5010201610 ADMIN SALARIES-OT</b>	2,000	1,236	(764)
<b>5010700000 ALLOCATED SALARIES</b>	(1,963)	-	1,963
<b>5010700001 GRANT ALLOCATION</b>	(40,000)	(15,000)	25,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	395,903	377,883	(18,020)
<b>Sub-total</b>	<b>917,017</b>	<b>854,844</b>	<b>(62,173)</b>
<b>5030400000 TEMPORARY HELP</b>			
Temporary resources with departmental needs as they arise	15,000	-	(15,000)
<b>Sub-total</b>	<b>15,000</b>	<b>-</b>	<b>(15,000)</b>
<b>5030300012 VAN POOL EXPENSES</b>			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	294,569	306,741	12,172
<b>Sub-total</b>	<b>294,569</b>	<b>306,741</b>	<b>12,172</b>
<b>5039900013 CENTER OF EXCELLENCE</b>			
West Coast Center of Excellence training material and events	26,000	-	(26,000)
Unplanned Maintenance Software (pass through FTA/CTE funds)	85,431		(85,431)
<b>Sub-total</b>	<b>111,431</b>	<b>-</b>	<b>(111,431)</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Start up costs for the SunRide (Micro Transit Program)	282,500	-	(282,500)
<b>Sub-total</b>	<b>282,500</b>	<b>-</b>	<b>(282,500)</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	650	700	50
<b>Sub-total</b>	<b>650</b>	<b>700</b>	<b>50</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>

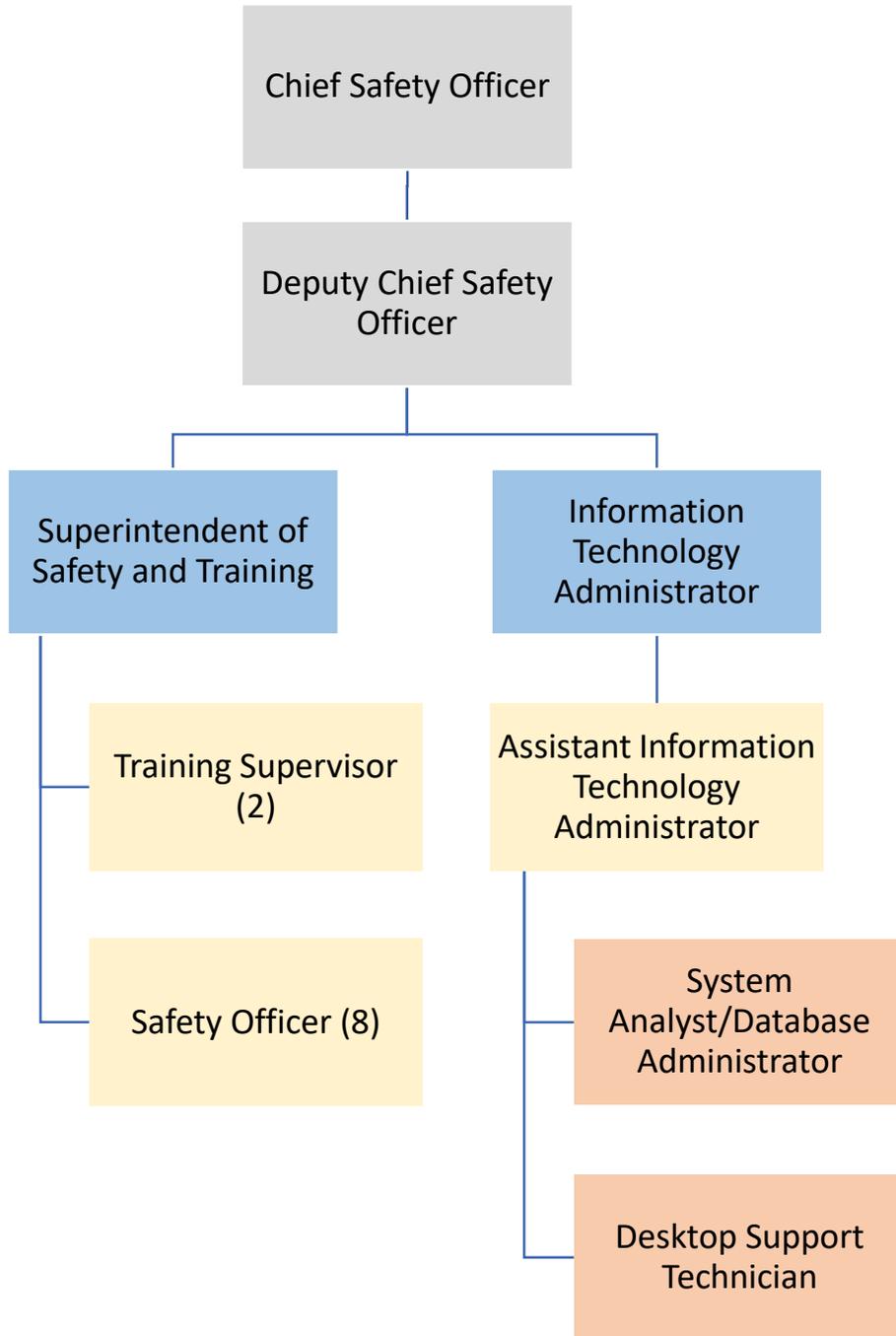
**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>509020000 TRAVEL-MEETINGS/TRAINING</b>			
APTA seminars	8,500	11,500	3,000
Cal Act seminar	3,500	3,500	-
CTA seminars	3,300	3,300	-
CARB and CEC	-	4,000	4,000
FTA sponsored technology events	2,000	2,000	
National Transit Institute	2,000	2,000	-
Public Project Training	1,500	1,500	-
Seminar/workshop speaking engagements	4,200	2,200	(2,000)
<b>Sub-total</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>509020001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	3,000	7,200	4,200
<b>Sub-total</b>	<b>3,000</b>	<b>7,200</b>	<b>4,200</b>
<b>509020004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursement and misc. expenses	500	700	200
<b>Sub-total</b>	<b>500</b>	<b>700</b>	<b>200</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	317,000	341,076	24,076
Subject matter experts to supplement staff	85,000	-	(85,000)
<b>Sub-total</b>	<b>402,000</b>	<b>341,076</b>	<b>(60,924)</b>
<b>5090200005 Haul Pass</b>			
Haul Pass	-	25,000	25,000
<b>Sub-total</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Expenses</b>	<b>2,079,167</b>	<b>1,593,761</b>	<b>(485,406)</b>

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# SAFETY AND SECURITY OFFICE



## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY21 GOALS & OBJECTIVES

- Increase awareness of the System Safety Plan throughout the Agency.
- Ongoing TSI and emergency management training for safety personnel.
- Implement perishable skills training program for Operators.
- Conversion of current access control to be integrated to video surveillance access control.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved	FY21	Variance
5010200500 ADMIN SALARIES	293,632	382,244	476,215	464,944	507,034	42,090
5010201610 ADMIN SALARIES-OT	96	500	368	1,000	1,236	236
5029999999 TOTAL FRINGE BENEFITS	250,332	367,416	324,343	382,259	351,817	(30,442)
5030300001 ID BADGE SUPPLIES	1,540	1,500	2,298	2,700	2,700	-
5030300003 MEDICAL-EXAMS AND TESTING	-	21,000	20,021	22,000	30,000	8,000
5030300013 UNIFORMS	2,028	2,500	2,610	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES	14,806	17,000	9,406	20,000	20,000	-
5030700000 SECURITY SERVICES	100,130	104,159	80,630	117,337	110,000	(7,337)
5030700005 CAMERA MAINTENANCE AGREEMENT	-	-	4,590	20,000	10,000	(10,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	250,000	250,000
5049900001 OFFICE SUPPLIES	3,017	2,000	1,687	2,250	1,500	(750)
5049900009 MATERIALS & SUPPLIES	10,388	19,449	14,950	23,000	25,000	2,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	2,186	-	7,043	35,000	60,000	25,000
5060300100 REPAIR CLAIMS	34,363	144,280	6,688	53,488	50,000	(3,488)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	6,622	2,551	1,151	4,000	2,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING	13,562	18,000	13,626	22,000	25,000	3,000
5090201000 EMPLOYEE EXPENSES	2,555	500	-	450	100	(350)
5090800000 RECRUITING EMPLOYEES	-	8,000	4,800	8,000	7,000	(1,000)
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	-	-	17,842	50,000	15,000	(35,000)
<b>Total Expenses</b>	<b>735,257</b>	<b>1,091,099</b>	<b>988,265</b>	<b>1,231,428</b>	<b>1,471,387</b>	<b>239,959</b>

#### Notes

**SAFETY AND SECURITY OFFICE**

**Division 15**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Assistant Training Supervisor	1.00	0.00	(1.00)
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	0.75	0.75	0.00
8	Safety Officer	4.75	8.00	3.25
0	Senior Safety Officer	1.00	0.00	(1.00)
2	Training Supervisor	0.00	2.00	2.00
0	Senior Training Supervisor	1.00	0.00	(1.00)
1	Superintendent of Safety and Training	0.00	1.00	1.00
<b>13</b>	<b>Total FTEs</b>	<b>9.50</b>	<b>12.75</b>	<b>3.25</b>

Notes:

- Added 3.25 Safety Officers to assist with new COVID-19 tempetaure screening procedures for all staff. Positions are pending funding.
- Assistant Training Supervisor and Senior Training Supervisor retitled to Training Supervisor
- Senior Safety Officer retitled to Superintendent of Safety and Training
- Deputy Chief Safety Officer budgeted as a partime FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	464,944	507,034	42,090
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	1,236	236
<b>5029999999 TOTAL FRINGE BENEFITS</b>	382,259	351,817	(30,442)
<b>Sub-total</b>	<b>848,203</b>	<b>860,087</b>	<b>11,884</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	2,700	2,700	-
<b>Sub-total</b>	<b>2,700</b>	<b>2,700</b>	<b>-</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	22,000	30,000	8,000
<b>Sub-total</b>	<b>22,000</b>	<b>30,000</b>	<b>8,000</b>
<b>5030300013 UNIFORMS</b>			
Staff shirts/hats, Etc.	500	-	(500)
Uniform rental	2,500	3,000	500
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	10,000	10,000	-
Safety Incentive program	10,000	10,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5030700000 SECURITY SERVICES</b>			
Emergency evacuation system monitoring	12,000	-	(12,000)
Guard services at Divisions 1 & 2	105,337	110,000	4,663
<b>Sub-total</b>	<b>117,337</b>	<b>110,000</b>	<b>(7,337)</b>
<b>5030700005 CAMERA MAINTENANCE AGREEMENT</b>			
Camera maintenance	20,000	10,000	(10,000)
<b>Sub-total</b>	<b>20,000</b>	<b>10,000</b>	<b>(10,000)</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Ride Share Expenses	-	250,000	250,000
<b>Sub-total</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,250	1,500	(750)
<b>Sub-total</b>	<b>2,250</b>	<b>1,500</b>	<b>(750)</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
Banners	1,000	1,000	-
First aid /CPR supplies	2,000	2,000	-
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	3,000	5,000	2,000
<b>Sub-total</b>	<b>23,000</b>	<b>25,000</b>	<b>2,000</b>
<b>5049901000 EMERGENCY PREPAREDNESS SUPPLIES</b>			
Emergency equipment	35,000	60,000	25,000
<b>Sub-total</b>	<b>35,000</b>	<b>60,000</b>	<b>25,000</b>
<b>5060300100 REPAIR CLAIMS</b>			
Repair Claims	53,488	50,000	(3,488)
<b>Sub-total</b>	<b>53,488</b>	<b>50,000</b>	<b>(3,488)</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
911 Mass Contact System	395	1,000	605
Fred Pryor Membership	1,000	-	(1,000)
National Safety Council	749	1,000	251
OSHA Membership	1,856	-	(1,856)
<b>Sub-total</b>	<b>4,000</b>	<b>2,000</b>	<b>(2,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Conference	4,000	2,500	(1,500)
CTA Conference	4,000	2,500	(1,500)
FTA Drug & Alcohol Training	3,000	2,000	(1,000)
Risk Management Training	1,000	-	(1,000)
TSI Training	10,000	6,000	(4,000)
Smith System Training	-	12,000	12,000
<b>Sub-total</b>	<b>22,000</b>	<b>25,000</b>	<b>3,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Equipment for collision investigations	450	-	(450)
Mileage Reimbursments	-	100	100
<b>Sub-total</b>	<b>450</b>	<b>100</b>	<b>(350)</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	8,000	7,000	(1,000)
<b>Sub-total</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	50,000	15,000	(35,000)
<b>Sub-total</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
<b>Total Expenses</b>	<b>1,231,428</b>	<b>1,471,387</b>	<b>239,959</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Build out cloud disaster recovery solution for SunLine systems.
- Develop IT Steering Committee to implement management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency Goals.
- Implement Network Operation Center to proactively alert IT to changes in the SunLine infrastructure.
- Hire consultant to conduct agency wide needs analysis.
- Hire consultant to conduct penetration test / advise on security improvement.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,693	165,412	117,199	185,956	172,004	(13,952)
5010201610 ADMIN SALARIES-OT	579	1,000	-	1,500	412	(1,088)
5010700000 ALLOCATED SALARIES	(1,237)	(930)	(888)	(1,627)	(1,086)	541
5029999999 TOTAL FRINGE BENEFITS	109,837	113,325	70,417	143,485	116,406	(27,079)
5030200006 COMMUNICATIONS	191,030	225,518	234,414	226,000	243,300	17,300
5030300009 CONTRACTED SERVICES	1,000	2,500	3,700	10,125	27,356	17,231
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	399,388	525,745	516,265	626,053	627,653	1,600
5030400000 TEMPORARY HELP SERVICES	-	27,002	20,584	10,000	27,356	17,356
5030500000 OFFICE EQUIPMENT MAINTENANCE	30,947	35,000	31,747	30,000	44,681	14,681
5049900001 OFFICE SUPPLIES	9,170	9,200	6,356	9,900	11,854	1,954
5049900010 COMPUTER SUPPLIES	15,843	22,500	11,655	19,800	18,237	(1,563)
5090200000 TRAVEL MEETINGS/TRAINING	6,366	19,100	1,139	1,375	4,500	3,125
5090200005 HAUL PASS PROGRAM EXPENSES	-	17,000	320	17,000	-	(17,000)
<b>Total Expenses</b>	<b>925,615</b>	<b>1,162,372</b>	<b>1,012,907</b>	<b>1,279,567</b>	<b>1,292,673</b>	<b>13,106</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
<b>4</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	185,956	172,004	(13,952)
<b>510201610 ADMIN SALARIES-OT</b>	1,500	412	(1,088)
<b>5010700000 ALLOCATED SALARIES</b>	(1,627)	(1,086)	541
<b>5029999999 TOTAL FRINGE BENEFITS</b>	143,485	116,406	(27,079)
<b>Sub Total</b>	<b>329,314</b>	<b>287,736</b>	<b>(41,578)</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	120,000	120,000	-
Internet & cable	62,000	59,300	(2,700)
Phone services	44,000	64,000	20,000
<b>Sub-total</b>	<b>226,000</b>	<b>243,300</b>	<b>17,300</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	10,125	27,356	17,231
<b>Sub-total</b>	<b>10,125</b>	<b>27,356</b>	<b>17,231</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Adobe Acrobat	2,500	2,500	-
AVAIL	130,500	135,000	4,500
Barracuda Email Filter	2,800	3,000	200
Barracuda Web Filter	2,203	2,203	-
Cisco Device Support	11,000	11,000	-
Cloud Backup	20,000	20,000	-
CradlePoint Router Support Buses	24,500	26,500	2,000
Cummins	2,800	3,200	400
DocuSign	-	900	900
Fleet-Net	25,000	10,000	(15,000)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	2,800	2,800	-
Lansweeper	1,500	1,600	100
Microsoft EA	88,000	88,000	-
Mitel Licenses	3,000	3,000	-
New software	12,000	12,000	-
Remix	27,500	27,500	-
ShoreTel system support	12,000	12,600	600
Software - Additional	-	19,500	19,500
SourceFire	4,600	4,600	-
Syslog Watcher	350	400	50
Trapeze	140,000	140,000	-
Tyler	55,000	55,000	-
Tyler DR	20,000	10,000	(10,000)
Veeam	19,000	16,000	(3,000)
Web filtering buses	9,000	9,000	-
ZOOM	-	1,350	1,350
<b>Sub-total</b>	<b>626,053</b>	<b>627,653</b>	<b>1,600</b>

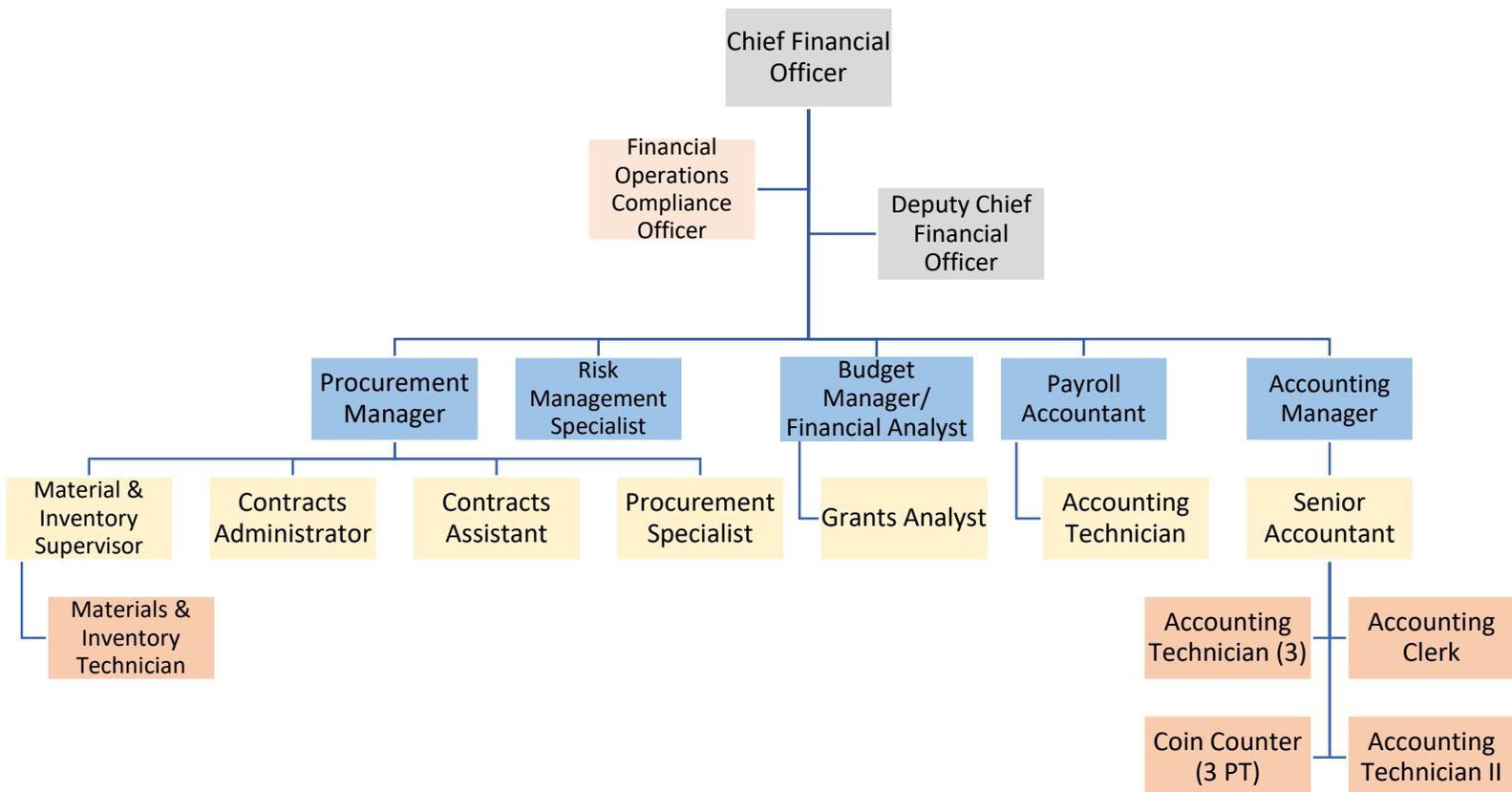
**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,000	27,356	17,356
<b>Sub-total</b>	<b>10,000</b>	<b>27,356</b>	<b>17,356</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	30,000	44,681	14,681
<b>Sub-total</b>	<b>30,000</b>	<b>44,681</b>	<b>14,681</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Copy paper	8,500	10,454	1,954
General office supplies	1,400	1,400	-
<b>Sub-total</b>	<b>9,900</b>	<b>11,854</b>	<b>1,954</b>
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	19,800	18,237	(1,563)
<b>Sub-total</b>	<b>19,800</b>	<b>18,237</b>	<b>(1,563)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	1,375	4,500	3,125
<b>Sub-total</b>	<b>1,375</b>	<b>4,500</b>	<b>3,125</b>
<b>5090200005 HAUL PASS PROGRAM EXPENSES</b>			
Haul Pass Program expenses	17,000	-	(17,000)
<b>Sub-total</b>	<b>17,000</b>	<b>-</b>	<b>(17,000)</b>
<b>Total Expenses</b>	<b>1,279,567</b>	<b>1,292,673</b>	<b>13,106</b>

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# FINANCE OFFICE



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 Goals and Objectives**

- Identify and maximize software utilization by staff in order to create efficiencies.
- Increase intradepartmental development through training.
- Analyze revenue streams and diversify revenue sources for the Agency.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	873,210	1,122,779	886,557	1,109,057	1,072,327	(36,730)
5010201610 ADMIN SALARIES-OT	4,306	6,754	5,544	7,692	8,000	308
5010700000 ALLOCATED SALARIES	(6,648)	(6,300)	(6,759)	(7,707)	(6,792)	915
5029999999 TOTAL FRINGE BENEFITS	479,974	707,446	557,849	764,885	671,685	(93,200)
5030200000 PUBLIC NOTICES	6,371	8,500	3,684	7,650	6,000	(1,650)
5030300009 CONTRACTED SERVICES	3,150	1,368	1,874	8,600	3,500	(5,100)
5030300010 ORGANIZATIONAL SERVICES	140	21,600	-	3,262	38,329	35,067
5030300015 AUDIT SERVICES	86,033	102,940	62,769	90,000	90,000	-
5030400000 TEMPORARY HELP SERVICES	113,221	45,032	54,788	30,000	30,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	208,855	218,860	173,332	185,000	138,750	(46,250)
5039900012 VAN POOL EXPENSES	362,120	357,315	242,638	-	-	-
5049900001 OFFICE SUPPLIES	12,121	13,223	12,206	13,223	14,000	777
5049900002 OFFICE SUPPLIES-POSTAGE	1,039	-	-	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	159,506	180,814	255,072	207,833	294,358	86,525
5060100100 INSURANCE PREMIUM - PROPERTY	14,964	17,136	21,463	18,626	24,737	6,111
5060300000 INSURANCE - GENERAL LIABILITY	245,649	380,570	414,087	412,175	576,193	164,018
5060400000 INSURANCE LOSSES	797,857	963,105	883,490	963,105	1,405,644	442,539
5060401000 INSURANCE PREMIUM - WC	292,960	312,949	352,346	349,418	376,185	26,767
5060800000 INSURANCE-ADMIN	86,676	96,802	142,660	147,737	163,433	15,696
5079900000 PROPERTY & OTHER TAXES	146	300	164	300	400	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	310	912	-	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING	22,357	45,596	9,481	29,000	15,000	(14,000)
5090200002 MILEAGE REIMBURSEMENT	111	912	-	700	500	(200)
5090201000 EMPLOYEE EXPENSES	1,375	2,000	1,380	2,000	2,000	-
5090801000 BANK SERVICE FEES	27,286	35,000	16,777	55,000	25,000	(30,000)
5090801040 PASS OUTLET COMMISSION	28,580	35,000	19,127	35,000	22,000	(13,000)
5090801050 MOBILE TICKETING COMMISSION	-	-	10,756	-	20,000	20,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	500	400
5110101050 INTEREST EXPENSE	1,245	1,500	2,812	2,175	5,000	2,825
<b>Total Expenses</b>	<b>3,822,914</b>	<b>4,672,113</b>	<b>4,124,097</b>	<b>4,435,631</b>	<b>4,997,549</b>	<b>561,918</b>

**Notes**

- Moved Vanpool GL to the Performance Office

**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	5.00	4.00	(1.00)
1	Accounting Technician II	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Financial Operations Compliance Officer	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Manager	1.00	1.00	0.00
1	Procurement Specialist	1.00	1.00	0.00
1	Risk Management Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
<b>24</b>	<b>Total FTEs</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>

Notes:

- One (1) Accounting Technician FTE retitled to Risk Management Specialist

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,109,057	1,072,327	(36,730)
<b>5010201610 ADMIN SALARIES-OT</b>	7,692	8,000	308
<b>5010700000 ALLOCATED SALARIES</b>	(7,707)	(6,792)	915
<b>5029999999 TOTAL FRINGE BENEFITS</b>	764,885	671,685	(93,200)
<b>Sub-total</b>	<b>1,873,927</b>	<b>1,745,220</b>	<b>(128,707)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Advertisements for procurement solicitations	7,650	6,000	(1,650)
<b>Sub-total</b>	<b>7,650</b>	<b>6,000</b>	<b>(1,650)</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	8,600	3,500	(5,100)
<b>Sub-total</b>	<b>8,600</b>	<b>3,500</b>	<b>(5,100)</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	3,262	38,329	35,067
<b>Sub-total</b>	<b>3,262</b>	<b>38,329</b>	<b>35,067</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	90,000	90,000	-
<b>Sub-total</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Financial Statement & Single Audit	30,000	30,000	-
<b>Sub-total</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	185,000	138,750	(46,250)
<b>Sub-total</b>	<b>185,000</b>	<b>138,750</b>	<b>(46,250)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	13,223	14,000	777
<b>Sub-total</b>	<b>13,223</b>	<b>14,000</b>	<b>777</b>

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	207,833	294,358	86,525
<b>Sub-total</b>	<b>207,833</b>	<b>294,358</b>	<b>86,525</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	18,626	24,737	6,111
<b>Sub-total</b>	<b>18,626</b>	<b>24,737</b>	<b>6,111</b>
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	412,175	576,193	164,018
<b>Sub-total</b>	<b>412,175</b>	<b>576,193</b>	<b>164,018</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	963,105	1,405,644	442,539
<b>Sub-total</b>	<b>963,105</b>	<b>1,405,644</b>	<b>442,539</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	349,418	376,185	26,767
<b>Sub-total</b>	<b>349,418</b>	<b>376,185</b>	<b>26,767</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	147,737	163,433	15,696
<b>Sub-total</b>	<b>147,737</b>	<b>163,433</b>	<b>15,696</b>
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	300	400	100
<b>Sub-total</b>	<b>300</b>	<b>400</b>	<b>100</b>

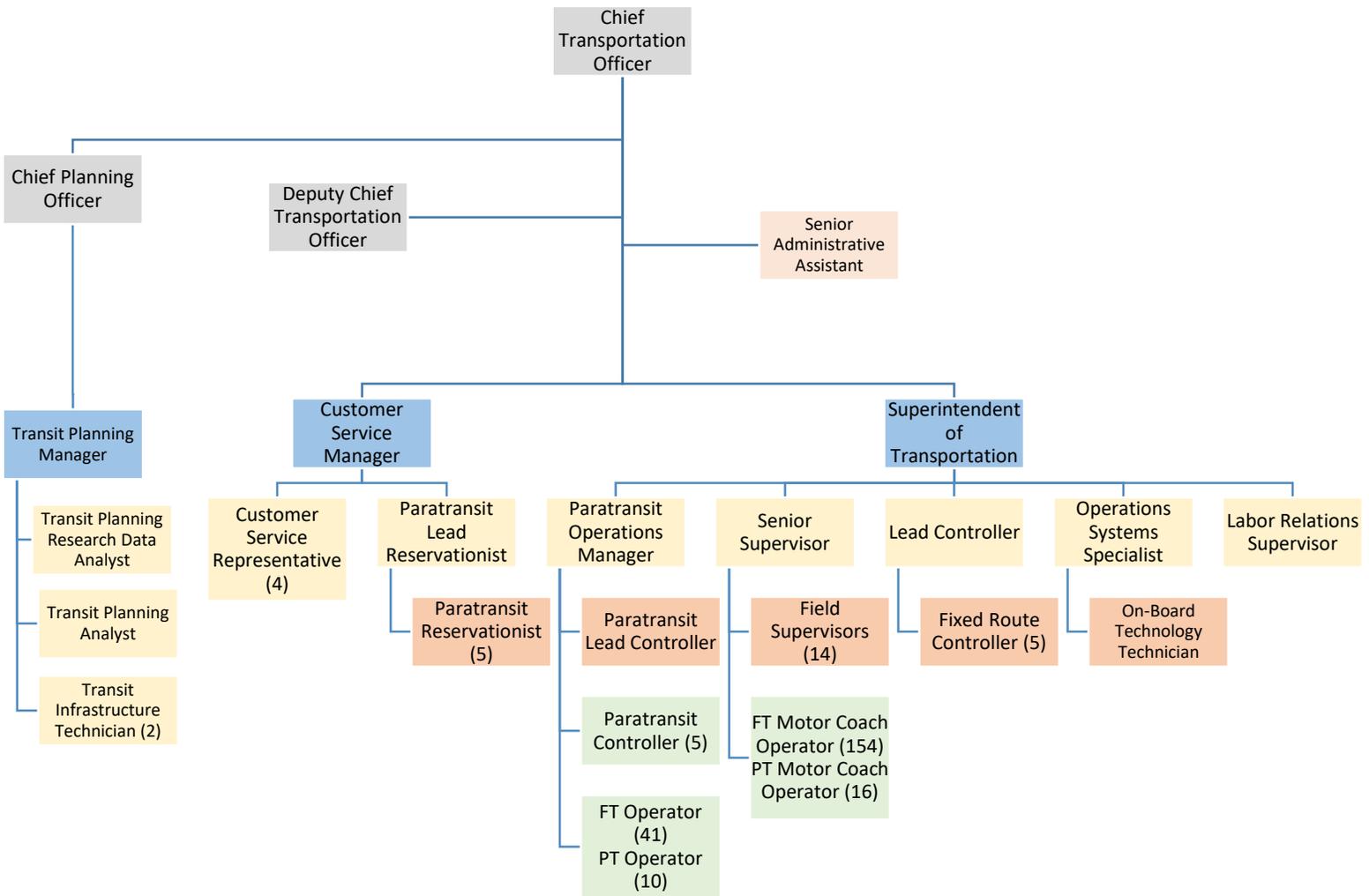
**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	25,500	11,550	(13,950)
FTA Triennial Workshop	-	-	-
Government Finance Officers Association Conference	3,500	3,450	(50)
Transit Paratransit Course	-	-	-
<b>Sub-total</b>	<b>29,000</b>	<b>15,000</b>	<b>(14,000)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	700	500	(200)
<b>Sub-total</b>	<b>700</b>	<b>500</b>	<b>(200)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	8,250	3,500	(4,750)
Merchant and bank Fees	46,750	21,500	(25,250)
<b>Sub-total</b>	<b>55,000</b>	<b>25,000</b>	<b>(30,000)</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	35,000	22,000	(13,000)
<b>Sub-total</b>	<b>35,000</b>	<b>22,000</b>	<b>(13,000)</b>
<b>5090801050 MOBILE TICKETING COMMISSION</b>			
Mobile ticketing surcharge	-	20,000	20,000
<b>Sub-total</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	100	500	400
<b>Sub-total</b>	<b>100</b>	<b>500</b>	<b>400</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	2,175	5,000	2,825
<b>Sub-total</b>	<b>2,175</b>	<b>5,000</b>	<b>2,825</b>
<b>Total Expenses</b>	<b>4,435,631</b>	<b>4,997,549</b>	<b>561,918</b>

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# TRANSPORTATION OFFICE



**TRANSPORTATION OFFICE**

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

**FUNCTIONS & RESPONSIBILITIES**

The Transportation Office is responsible for the daily transit services provided to the public by SunBus and SunDial services. The daily service for both fixed route and paratransit encompasses over 1,120 square miles 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).

**FY21 GOALS & OBJECTIVES**

- Continue to Maintain full staffing to budgeting FTEs/Increase extra board to 35% of fulltime routes to maintain budgeted overtime.
- Explore the effect of eliminating part-time operator positions to enhance recruitment.
- Evaluate TSI and NTL for training opportunities to meet industry norms; create a departmental training schedule standard.
- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.
- Pioneer increase utilization of enterprise systems agency wide to designed single point connectivity capabilities and enhance productivity and efficiency.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	851,549	1,180,010	-	1,274,237	1,216,843	(57,394)
5010201610 ADMIN SALARIES-OT	404	18,225	41,484	43,092	41,000	(2,092)
5010700001 GRANT ALLOCATED SALARIES	(28,200)	(30,000)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	596,266	948,829	880,482	970,395	880,482	(89,913)
5030300013 UNIFORMS	45,250	65,600	40,808	67,226	40,055	(27,171)
5039900003 PRINTING EXPENSE	2,748	5,000	5,099	7,274	7,500	226
5049900001 OFFICE SUPPLIES	1,349	1,400	764	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	98	970	7	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	23,818	18,000	11,555	16,200	12,400	(3,800)
5090201000 EMPLOYEE EXPENSE	345	750	557	675	2,000	1,325
5099900004 BUS RODEO EXPENDITURES	4,021	7,500	3,271	3,000	2,800	(200)
5140001000 VEHICLE OPERATING LEASES	-	-	-	42,000	60,000	18,000
<b>Total Expenses</b>	<b>1,497,648</b>	<b>2,216,284</b>	<b>984,026</b>	<b>2,426,610</b>	<b>2,265,591</b>	<b>(161,019)</b>

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,715,043	6,324,203	6,205,121	6,686,540	6,411,982	(274,558)
5010101020 OPERATOR WAGES OVERTIME - FT	641,356	671,210	823,917	670,000	846,804	176,804
5029999999 TOTAL FRINGE BENEFITS	3,508,994	4,004,128	3,395,038	3,997,432	3,690,968	(306,464)
<b>Total Expenses</b>	<b>9,865,393</b>	<b>10,999,540</b>	<b>10,424,076</b>	<b>11,353,972</b>	<b>10,949,754</b>	<b>(404,218)</b>

**TRANSPORTATION OFFICE**

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

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	519,671	400,775	338,548	329,098	352,713	23,615
5010201610 ADMIN SALARIES-OT	2,908	1,000	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	377,923	309,941	237,561	236,977	238,220	1,243
5030300013 PARATRANSIT UNIFORMS	9,865	18,020	6,176	20,000	12,356	(7,644)
5049900001 OFFICE SUPPLIES	1,819	2,000	811	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	-	750	139	750	750	-
<b>Total Expenses</b>	<b>912,185</b>	<b>732,486</b>	<b>583,235</b>	<b>588,025</b>	<b>605,239</b>	<b>17,214</b>

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,457,454	1,530,192	1,676,307	1,627,575	1,690,935	63,360
5010101020 PARATRANSIT OPER WAGES OT	241,066	300,000	234,515	270,000	265,536	(4,464)
5029999999 TOTAL FRINGE BENEFITS	795,628	900,179	844,949	890,511	827,306	(63,205)
<b>Total Expenses</b>	<b>2,494,148</b>	<b>2,730,371</b>	<b>2,755,770</b>	<b>2,788,086</b>	<b>2,783,777</b>	<b>(4,309)</b>

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
0	Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Chief Transportation Officer	0.00	1.00	1.00
0	Deputy Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Deputy Chief Transportation Officer	0.00	1.00	1.00
14	Field Supervisor	14.00	14.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	1.00	1.00	0.00
1	Lead Controller	1.00	1.00	0.00
154	Motor Coach Operator - Full Time	154.00	154.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	On-Board Technology Technician	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
0	Transportation Services Coordinator	1.00	0.00	(1.00)
<b>198</b>	<b>Sub-Total</b>	<b>194.00</b>	<b>194.00</b>	<b>0.00</b>
	<b>Paratransit</b>			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
8	Paratransit Operators - Part Time (.75)	6.00	6.00	0.00
<b>56</b>	<b>Sub-Total</b>	<b>54.00</b>	<b>54.00</b>	<b>0.00</b>
<b>254</b>	<b>Total FTEs</b>	<b>248.00</b>	<b>248.00</b>	<b>0.00</b>

**Notes:**

- Chief Operating Officer - Transportation retitled to Chief Transportation Officer
- Deputy Chief Operating Officer - Transportation retitled to Deputy Chief Transportation Officer
- Retitled Transportation Services Coordinator to On-Board Technology Technician

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,274,237	1,216,843	(57,394)
<b>5010201610 ADMIN SALARIES-OT</b>	43,092	41,000	(2,092)
<b>5010700001 GRANT ALLOCATED SALARIES</b>	-	-	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	970,395	880,482	(89,913)
<b>Sub-total</b>	<b>2,287,724</b>	<b>2,138,325</b>	<b>(149,399)</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	58,000	30,829	(27,171)
Uniform rental	9,226	9,226	-
<b>Sub-total</b>	<b>67,226</b>	<b>40,055</b>	<b>(27,171)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	7,274	7,500	226
<b>Sub-total</b>	<b>7,274</b>	<b>7,500</b>	<b>226</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,260	1,260	-
<b>Sub-total</b>	<b>1,260</b>	<b>1,260</b>	<b>-</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	1,251	1,251	-
<b>Sub-total</b>	<b>1,251</b>	<b>1,251</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Annual	3,000	2,500	(500)
APTA Bus and Para	-	1,250	1,250
CTA	2,500	1,250	(1,250)
NTI Training	1,500	1,500	-
Para and Transit Certification	6,500	4,800	(1,700)
Trapeze Group user conference	1,200	1,100	(100)
TSI Training	1,500	-	(1,500)
<b>Sub-total</b>	<b>16,200</b>	<b>12,400</b>	<b>(3,800)</b>

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090201000 EMPLOYEE EXPENSE</b>			
Trophies for employee recognition	675	2,000	1,325
<b>Sub-total</b>	<b>675</b>	<b>2,000</b>	<b>1,325</b>
<b>5099900004 BUS RODEO EXPENDITURES</b>			
Local Competition	2,600	2,400	(200)
Travel	400	400	-
<b>Sub-total</b>	<b>3,000</b>	<b>2,800</b>	<b>(200)</b>
<b>5140001000 VEHICLE OPERATING LEASES</b>			
MCI Bus Lease	42,000	60,000	18,000
<b>Sub-total</b>	<b>42,000</b>	<b>60,000</b>	<b>18,000</b>
<b>Total Expenses</b>	<b>2,426,610</b>	<b>2,265,591</b>	<b>(161,019)</b>

**TRANSPORTATION OFFICE -TRANSPORTATION DETAIL**

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

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	329,098	352,713	23,615
<b>5010201610 ADMIN SALARIES-OT</b>	-	-	-
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	236,977	238,220	1,243
<b>Sub-total</b>	<b>566,075</b>	<b>590,933</b>	<b>24,858</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	20,000	12,356	(7,644)
<b>Sub-total</b>	<b>20,000</b>	<b>12,356</b>	<b>(7,644)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	1,200	1,200	-
<b>Sub-total</b>	<b>1,200</b>	<b>1,200</b>	-
<b>5049900011 PARATRANSIT SUPPLIES</b>			
General Paratransit supplies	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	-
<b>Total Expenses</b>	<b>588,025</b>	<b>605,239</b>	<b>17,214</b>

**TRANSPORTATION OFFICE**

**Division 45**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	385,590	457,304	530,172	343,217	(186,955)
5010201610 ADMIN SALARIES-OT	2,000	8,000	9,525	12,000	10,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	205,571	347,047	308,333	451,577	250,134	(201,443)
5030303240 CONTRACTED SERVICES	97,000	120,000	113,000	113,000	-	(113,000)
5030303260 ADVERTISING	52,773	35,500	32,000	32,000	-	(32,000)
5030303270 SUNLINE EVENTS EXPENSE	6,500	21,000	5,000	5,000	-	(5,000)
5030303271 MUSIC FESTIVAL	-	9,935	10,000	10,000	-	(10,000)
5030303280 CITY REVENUE SHARING	7,000	7,000	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	-	20,165	25,227	12,000	10,640	(1,360)
5039900003 PRINTING EXPENSE	80,000	80,000	54,369	60,000	40,000	(20,000)
5049900001 OFFICE SUPPLIES	7,900	5,000	3,052	6,000	4,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE	23,000	25,000	18,055	27,000	25,000	(2,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,600	3,600	3,000	3,000	-	(3,000)
5090200000 TRAVEL MEETINGS/TRAINING	5,000	6,500	4,629	4,500	1,300	(3,200)
5090800100 EMPLOYEE RECOGNITION	-	-	-	-	900	900
<b>Total Expenses</b>	<b>765,953</b>	<b>1,074,337</b>	<b>1,043,494</b>	<b>1,266,249</b>	<b>685,691</b>	<b>(580,558)</b>

Notes:

- In FY21 Division 45 was renamed Customer Service. Also, marketing functions were separated from the department and moved to Division 31 Marketing.

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
0	Community Engagement Specialist	1.00	0.00	(1.00)
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
0	Marketing Manager	1.00	0.00	(1.00)
0	Marketing Specialist	2.00	0.00	(2.00)
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
<b>11</b>	<b>Total FTEs</b>	<b>15.00</b>	<b>11.00</b>	<b>(4.00)</b>

Notes:

- Four (4) positions were moved from Division 45 to Division 31. The positions moved were Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists.

**TRANSPORTATION OFFICE - CUTOMER SERVICE**

**Division 45**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	530,172	343,217	(186,955)
<b>5010201610 ADMIN SALARIES-OT</b>	12,000	10,500	(1,500)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	451,577	250,134	(201,443)
<b>Sub-total</b>	<b>993,749</b>	<b>603,851</b>	<b>(389,898)</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	3,500	-	(3,500)
Public relations firm	84,500	-	(84,500)
Website hosting and support	25,000	-	(25,000)
<b>Sub-total</b>	<b>113,000</b>	<b>-</b>	<b>(113,000)</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	1,000	-	(1,000)
Print, TV, radio & social media	22,000	-	(22,000)
Production costs associated with exterior bus and shelter advertisements	3,500	-	(3,500)
Promotional items	5,500	-	(5,500)
<b>Sub-total</b>	<b>32,000</b>	<b>-</b>	<b>(32,000)</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	5,000	-	(5,000)
<b>Sub-total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	10,000	-	(10,000)
<b>Sub-total</b>	<b>10,000</b>	<b>-</b>	<b>(10,000)</b>
<b>5030303280 CITY REVENUE SHARING</b>			
Cost associated with advertising in various cities	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	12,000	10,640	(1,360)
<b>Sub-total</b>	<b>12,000</b>	<b>10,640</b>	<b>(1,360)</b>

**TRANSPORTATION OFFICE - CUTOMER SERVICE**

**Division 45**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	42,000	40,000	(2,000)
Rider's Guides	18,000	-	(18,000)
<b>Sub-total</b>	<b>60,000</b>	<b>40,000</b>	<b>(20,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	6,000	4,000	(2,000)
<b>Sub-total</b>	<b>6,000</b>	<b>4,000</b>	<b>(2,000)</b>
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing expenses	27,000	25,000	(2,000)
<b>Sub-total</b>	<b>27,000</b>	<b>25,000</b>	<b>(2,000)</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	1,000	-	(1,000)
Costco	300	-	(300)
PSDRCCVA	1,200	-	(1,200)
Rotary	500	-	(500)
<b>Sub-total</b>	<b>3,000</b>	<b>-</b>	<b>(3,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	4,500	1,300	(3,200)
<b>Sub-total</b>	<b>4,500</b>	<b>1,300</b>	<b>(3,200)</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
	-	900	900
<b>Sub-total</b>	<b>-</b>	<b>900</b>	<b>900</b>
<b>Total Expenses</b>	<b>1,266,249</b>	<b>685,691</b>	<b>(580,558)</b>

**TRANSPORTATION OFFICE**

Division 49

**FUNCTIONS & RESPONSIBILITIES**

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

**FY21 GOALS & OBJECTIVES**

- Cross training in systems for all planners to eliminate interdepartmental silos (run cutting, rostering, scheduling, etc.)
- Continue collaboration with the cities, SCAG and CVAG on Smart Cities signal prioritization project to push the importance of better traffic flow on major corridors.
- Explore an Eco-friendly approach to operator bids to reduce paper usage and create a streamline process.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	174,685	271,354	200,066	(71,288)
5010201610 ADMIN SALARIES-OT	1,200	3,500	6,366	6,000	8,100	2,100
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	103,533	215,106	124,133	(90,973)
5030200010 CONSULTING	75,000	103,101	307,460	435,420	345,000	(90,420)
5030400000 TEMPORARY HELP SERVICES	-	-	35,282	-	25,000	25,000
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	5,000	5,000	-	-	-	-
5049900001 OFFICE SUPPLIES	1,500	1,500	236	1,700	1,200	(500)
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	1,592	13,400	14,283	883
5090200001 TRAVEL TRAINING	13,800	7,000	-	-	-	-
<b>Total Expenses</b>	<b>651,661</b>	<b>821,818</b>	<b>629,155</b>	<b>942,980</b>	<b>717,782</b>	<b>(225,198)</b>

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
1	Chief Planning officer	1.00	1.00	0.00
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

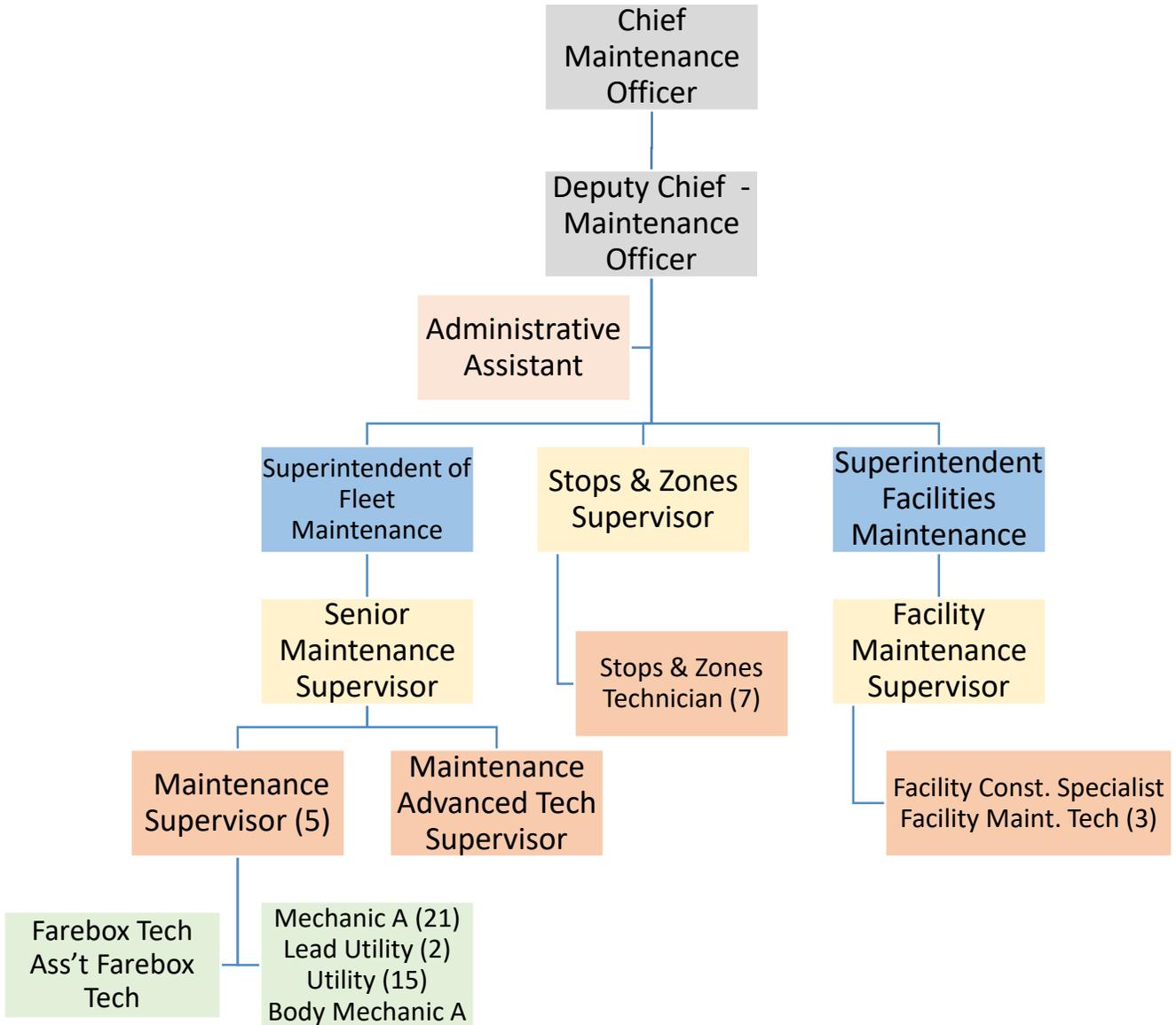
**TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	271,354	200,066	(71,288)
<b>5010201610 ADMIN SALARIES-OT</b>	6,000	8,100	2,100
<b>5029999999 TOTAL FRINGE BENEFITS</b>	215,106	124,133	(90,973)
<b>Sub-total</b>	<b>492,460</b>	<b>332,299</b>	<b>(160,161)</b>
<b>5030200010 CONSULTING</b>			
On-call planning services	40,000	-	(40,000)
Statistician	40,000	-	(40,000)
Transcription services	1,500	-	(1,500)
Transit planning consulting services	353,920	345,000	(8,920)
<b>Sub-total</b>	<b>435,420</b>	<b>345,000</b>	<b>(90,420)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	-	25,000	25,000
<b>Sub-total</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,700	1,200	(500)
<b>Sub-total</b>	<b>1,700</b>	<b>1,200</b>	<b>(500)</b>
<b>5090200000 TRAVEL MEETINGS/SEMINARS</b>			
Costs associated with travel such as meals & parking fees	13,400	14,283	883
<b>Sub-total</b>	<b>13,400</b>	<b>14,283</b>	<b>883</b>
<b>Total Expenses</b>	<b>942,980</b>	<b>717,782</b>	<b>(225,198)</b>

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# MAINTENANCE OFFICE



**MAINTENANCE 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.

**FY21 GOALS & OBJECTIVES**

- Procure Asset Management Software.
- Establish Certified Apprentice Program.
- Establish Supervisory Quarterly Meetings.
- Review Shop Supervisor coverage and assignments.
- Engage Deputy CMO and Superintendent in NTI Leadership training.
- S&Z cleaning plan and tracking system.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	433,071	597,983	520,625	569,775	750,992	181,217
5010201610 ADMIN SALARIES-OT	-	1,000	101	1,000	824	(176)
5029999999 TOTAL FRINGE BENEFITS	302,344	438,083	334,875	422,285	516,714	94,429
5039900006 OUTSIDE REPAIR-FIXED ROUTE	18,770	20,232	8,811	28,800	20,000	(8,800)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	4,642	4,500	3,031	4,000	4,620	620
5040100101 LUBRICANTS-OIL	118,816	132,746	108,275	136,729	136,729	-
5040100102 FREON & COOLANT	30,529	56,409	25,294	45,000	40,000	(5,000)
5040101000 FUEL-CNG SUPPORT VEHICLES	38,058	42,630	23,129	49,783	21,788	(27,995)
5040101001 FUEL-CNG FIXED ROUTE	1,045,598	1,182,492	1,105,981	1,276,512	960,500	(316,012)
5040102000 FUEL-UNLEADED	4,634	16,000	4,680	7,000	7,000	-
5040102100 FUEL-DIESEL	-	-	25,472	50,000	20,000	(30,000)
5040102200 FUEL-HYDROGEN	193,161	353,000	534,192	350,000	1,033,088	683,088
5040200001 TIRES-FIXED ROUTE	168,105	181,442	161,068	216,000	175,056	(40,944)
5040200002 TIRES-SUPPORT VEHICLES	9,222	14,077	5,286	12,600	11,874	(726)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	65	200	72	200	183	(17)
5049900001 OFFICE SUPPLIES	1,907	1,750	2,333	2,045	2,107	62
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	825	1,200	560	1,000	1,250	250
5090200000 TRAVEL MEETINGS/TRAINING	3,613	6,000	2,152	6,000	19,919	13,919
5090200001 TRAINING	75	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	(65)	500	-	700	750	50
<b>Total Expenses</b>	<b>2,373,369</b>	<b>3,050,244</b>	<b>2,865,937</b>	<b>3,179,429</b>	<b>3,723,394</b>	<b>543,965</b>

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,424,057	1,548,152	1,575,076	1,654,391	1,679,664	25,273
5010201210 MECHANIC OVERTIME	65,134	100,157	108,068	120,000	112,500	(7,500)
5029999999 TOTAL FRINGE BENEFITS	859,937	988,898	792,174	946,915	853,374	(93,541)
5030300014 UNIFORMS	16,453	18,000	17,203	18,900	20,167	1,267
5030500001 FIRE EXTINGUISHERS	445	800	803	700	700	-
5030500002 RADIO MAINTENANCE	2,850	7,500	2,018	8,662	4,331	(4,331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	3,020	4,000	5,343	8,600	8,858	258
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,407	3,500	1,040	3,150	2,000	(1,150)
5039900004 CONTRACT SVC-MAINT	83,100	88,000	91,967	91,665	94,415	2,750
5039900005 CONTRACT SVC-FREIGHT	6,804	9,000	5,157	8,343	8,594	251
5039900006 CONTRACT SVC - TOWING	18,025	26,800	33,533	25,000	27,500	2,500
5039900007 INVENTORY-SALES TAX	96,736	110,000	112,441	101,970	101,970	-
5039900008 INVENTORY-FREIGHT CHARGES	14,112	17,000	13,772	15,759	16,231	472
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,632	5,123	2,271	4,749	4,891	142
5049900016 CLEANING SUPPLIES-VEHICLES	15,613	17,958	16,617	18,497	19,052	555
5049900017 SHOP SUPPLIES MISC	26,728	35,562	38,781	40,000	35,000	(5,000)
5049900018 MECHANIC TOOLS/SHOES	17,448	19,000	19,785	29,200	33,100	3,900
5049900019 SMALL TOOLS & EQUIPMENT	7,429	10,000	18,684	13,613	16,000	2,387
5049900020 DECALS-FIXED ROUTE	768	1,603	2,219	5,500	5,665	165
5049900021 REPAIR PARTS- FIXED ROUTE	997,398	1,019,202	1,194,612	1,049,778	1,166,019	116,241
5049900022 REPAIR PARTS-SUPPORT VEHICLES	40,878	45,542	37,710	43,000	47,385	4,385
5049900023 VANDALISM/SEAT REPAIRS	-	500	-	900	611	(289)
5049900024 REPAIR PARTS-FUEL CELL	6,967	18,200	29,931	28,450	34,762	6,312
5070500000 FUEL TAXES	10,293	18,000	13,594	16,200	14,000	(2,200)
5099900004 PERMITS & LICENSES	9,682	16,000	14,037	17,985	20,000	2,015
<b>Total Expenses</b>	<b>3,729,915</b>	<b>4,128,497</b>	<b>4,146,833</b>	<b>4,271,927</b>	<b>4,326,789</b>	<b>54,862</b>

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	1,970	2,450	-	2,600	2,500	(100)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	4,872	376	-	4,500	2,500	(2,000)
5039900003 GENERAL SERVICES	17,760	19,980	18,960	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG	200,086	221,283	222,541	225,000	237,399	12,399
5040200005 PARATRANSIT TIRES	52,090	57,234	32,611	63,000	39,268	(23,732)
5049900006 PARATRANSIT REPAIR PARTS	162,077	176,126	127,473	220,000	125,471	(94,529)
5049900007 PARATRANSIT GLASS REPLACEMENT	975	903	260	1,377	950	(427)
<b>Total Expenses</b>	<b>439,830</b>	<b>478,352</b>	<b>401,845</b>	<b>536,637</b>	<b>428,248</b>	<b>(108,389)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Maintenance	1.00	0.00	(1.00)
1	Deputy Chief Maintenance Officer	0.00	1.00	1.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
1	Maintenance Advanced Tech Supervisor	1.00	1.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
21	Mechanic A	21.00	21.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	
15	Utility	12.00	15.00	3.00
<b>53</b>	<b>Total FTEs</b>	<b>49.00</b>	<b>52.00</b>	<b>3.00</b>

**Notes:**

- Deputy Chief Operations Officer - Maintenance Retitled Deputy Chief Maintenance Officer
- Added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	569,775	750,992	181,217
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	824	(176)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	422,285	516,714	94,429
<b>Sub-total</b>	<b>993,060</b>	<b>1,268,530</b>	<b>275,470</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	28,800	20,000	20,000
<b>Sub-total</b>	<b>28,800</b>	<b>20,000</b>	<b>20,000</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	4,000	4,620	620
<b>Sub-total</b>	<b>4,000</b>	<b>4,620</b>	<b>620</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used by the fleet	136,729	136,729	-
<b>Sub-total</b>	<b>136,729</b>	<b>136,729</b>	<b>-</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	45,000	40,000	(5,000)
<b>Sub-total</b>	<b>45,000</b>	<b>40,000</b>	<b>(5,000)</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	49,783	21,788	(27,995)
<b>Sub-total</b>	<b>49,783</b>	<b>21,788</b>	<b>(27,995)</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for leased MCI	50,000	20,000	(30,000)
<b>Sub-total</b>	<b>50,000</b>	<b>20,000</b>	<b>(30,000)</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	1,276,512	960,500	(316,012)
<b>Sub-total</b>	<b>1,276,512</b>	<b>960,500</b>	<b>(316,012)</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	350,000	1,033,088	683,088
<b>Sub-total</b>	<b>350,000</b>	<b>1,033,088</b>	<b>683,088</b>
<b>5040200001 TIRES-FIXED ROUTE</b>			
Tire lease program	216,000	175,056	(40,944)
<b>Sub-total</b>	<b>216,000</b>	<b>175,056</b>	<b>(40,944)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5040200002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	12,600	11,874	(726)
<b>Sub-total</b>	<b>12,600</b>	<b>11,874</b>	<b>(726)</b>
<b>5040200003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	200	183	(17)
<b>Sub-total</b>	<b>200</b>	<b>183</b>	<b>(17)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	2,045	2,107	62
<b>Sub-total</b>	<b>2,045</b>	<b>2,107</b>	<b>62</b>
<b>5049900025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,000	1,250	250
<b>Sub-total</b>	<b>1,000</b>	<b>1,250</b>	<b>250</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	6,000	19,919	13,919
<b>Sub-total</b>	<b>6,000</b>	<b>19,919</b>	<b>13,919</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	700	750	50
<b>Sub-total</b>	<b>700</b>	<b>750</b>	<b>50</b>
<b>Total Expenses</b>	<b>3,179,429</b>	<b>3,723,394</b>	<b>543,965</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,654,391	1,679,664	25,273
<b>5010201210 MECHANIC OVERTIME</b>	120,000	112,500	(7,500)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	946,915	853,374	(93,541)
<b>Sub-total</b>	<b>2,721,306</b>	<b>2,645,538</b>	<b>(75,768)</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	18,900	20,167	1,267
<b>Sub-total</b>	<b>18,900</b>	<b>20,167</b>	<b>1,267</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	700	700	-
<b>Sub-total</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles and hilltops operational	8,662	4,331	(4,331)
<b>Sub-total</b>	<b>8,662</b>	<b>4,331</b>	<b>(4,331)</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment	8,600	8,858	258
<b>Sub-total</b>	<b>8,600</b>	<b>8,858</b>	<b>258</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	3,150	2,000	(1,150)
<b>Sub-total</b>	<b>3,150</b>	<b>2,000</b>	<b>(1,150)</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer on property	91,665	94,415	2,750
<b>Sub-total</b>	<b>91,665</b>	<b>94,415</b>	<b>2,750</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	8,343	8,594	251
<b>Sub-total</b>	<b>8,343</b>	<b>8,594</b>	<b>251</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	25,000	27,500	2,500
<b>Sub-total</b>	<b>25,000</b>	<b>27,500</b>	<b>2,500</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	101,970	101,970	-
<b>Sub-total</b>	<b>101,970</b>	<b>101,970</b>	<b>-</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	15,759	16,231	472
<b>Sub-total</b>	<b>15,759</b>	<b>16,231</b>	<b>472</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	4,749	4,891	142
<b>Sub-total</b>	<b>4,749</b>	<b>4,891</b>	<b>142</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags used in the cleaning of vehicles	18,497	19,052	555
<b>Sub-total</b>	<b>18,497</b>	<b>19,052</b>	<b>555</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	40,000	35,000	(5,000)
<b>Sub-total</b>	<b>40,000</b>	<b>35,000</b>	<b>(5,000)</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	29,200	33,100	3,900
<b>Sub-total</b>	<b>29,200</b>	<b>33,100</b>	<b>3,900</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	13,613	16,000	2,387
<b>Sub-total</b>	<b>13,613</b>	<b>16,000</b>	<b>2,387</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	5,500	5,665	165
<b>Sub-total</b>	<b>5,500</b>	<b>5,665</b>	<b>165</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	1,049,778	1,166,019	116,241
<b>Sub-total</b>	<b>1,049,778</b>	<b>1,166,019</b>	<b>116,241</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts needed to maintain support vehicles	43,000	47,385	4,385
<b>Sub-total</b>	<b>43,000</b>	<b>47,385</b>	<b>4,385</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	900	611	(289)
<b>Sub-total</b>	<b>900</b>	<b>611</b>	<b>(289)</b>
<b>5049900024 REPAIR PARTS-FUEL CELL</b>			
All parts to maintain fuel cell on buses	28,450	34,762	6,312
<b>Sub-total</b>	<b>28,450</b>	<b>34,762</b>	<b>6,312</b>
<b>5070500000 FUEL TAXES</b>			
Fuel taxes	16,200	14,000	(2,200)
<b>Sub-total</b>	<b>16,200</b>	<b>14,000</b>	<b>(2,200)</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	17,985	20,000	2,015
<b>Sub-total</b>	<b>17,985</b>	<b>20,000</b>	<b>2,015</b>
<b>Total Expenses</b>	<b>4,271,927</b>	<b>4,326,789</b>	<b>54,862</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

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

General Ledger Code	FY20	FY21	Variance
	Approved Budget	Proposed Budget	
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	2,600	2,500	(100)
<b>Sub-total</b>	<b>2,600</b>	<b>2,500</b>	<b>(100)</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Repairs to paratransit fleet not performed by SunLine employees	4,500	2,500	(2,000)
<b>Sub-total</b>	<b>4,500</b>	<b>2,500</b>	<b>(2,000)</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	20,160	20,160	-
<b>Sub-total</b>	<b>20,160</b>	<b>20,160</b>	<b>-</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	225,000	237,399	12,399
<b>Sub-total</b>	<b>225,000</b>	<b>237,399</b>	<b>12,399</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	63,000	39,268	(23,732)
<b>Sub-total</b>	<b>63,000</b>	<b>39,268</b>	<b>(23,732)</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	220,000	125,471	(94,529)
<b>Sub-total</b>	<b>220,000</b>	<b>125,471</b>	<b>(94,529)</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	1,377	950	(427)
<b>Sub-total</b>	<b>1,377</b>	<b>950</b>	<b>(427)</b>
<b>Total Expenses</b>	<b>536,637</b>	<b>428,248</b>	<b>(108,389)</b>

**MAINTENANCE 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.

**FY21 GOALS & OBJECTIVES**

- Continuously assesses and adjusts the portfolio holdings to match facilities requirements in the short term and in the future.
- Increase operational effectiveness & efficiency of campus buildings and infrastructure.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,924	114,604	110,626	118,384	113,438	(4,946)
5010201210 GROUNDSKEEPER WAGES	129,055	130,000	135,762	146,484	138,970	(7,514)
5010201710 GROUNDSKEEPER OVERTIME	4,985	4,000	2,133	4,000	4,297	297
5010700000 ALLOCATED SALARIES	(1,840)	(1,765)	(1,833)	(2,080)	(1,752)	328
5010700001 GRANT ALLOCATION	-	-	(3,895)	-	-	
5029999999 TOTAL FRINGE BENEFITS	164,199	175,366	153,620	176,842	151,649	(25,193)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	11,830	16,500	19,729	19,000	19,570	570
5030500010 CONTRACT SVC-GENERAL	25,316	31,020	37,377	38,850	40,016	1,166
5030600000 CONTRACT SVC-CUSTODIAL	53,768	55,200	54,770	58,260	60,008	1,748
5030600100 AIR CONDITIONING EXPENDITURES	6,020	6,500	4,980	8,000	8,240	240
5030600200 UNIFORMS SERVICE EXPENDITURES	1,519	1,600	1,624	1,800	1,800	-
5030600300 RENTAL EQUIPMENT EXPENSES	3,513	5,000	6,651	8,000	8,000	-
5030600500 PEST CONTROL SERVICE	1,582	2,500	2,300	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C	6,823	7,000	7,768	7,000	7,828	828
5030600700 FIRE EXTINGUISHERS	466	800	597	800	824	24
5030600800 FLOOR MAT RENTAL	8,734	7,662	7,716	7,500	7,725	225
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	14,500	14,460	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	6,167	8,000	4,868	8,000	8,240	240
5040300200 ELECTRICAL RELATED EXPENDITURE	6,162	8,000	8,430	8,000	9,500	1,500
5040300600 SHOE ALLOWANCE	114	435	568	435	1,600	1,165
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	2,885	9,338	5,982	10,000	8,500	(1,500)
5049900026 FACILITY MAINTENANCE-MAIN FAC	24,949	27,000	30,178	30,000	34,198	4,198
5049900030 CLEANING SUPPLIES-MAIN FAC	2,664	1,750	2,145	1,750	2,400	650
5050200001 UTILITIES MAIN FACILITY	193,036	215,000	218,387	215,000	221,450	6,450
5050200003 TRASH PICKUP- MAIN FACILITY	17,161	18,000	24,998	18,000	18,540	540
<b>Total Expenses</b>	<b>788,831</b>	<b>858,010</b>	<b>849,938</b>	<b>901,025</b>	<b>882,041</b>	<b>(18,984)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	3,011	3,000	931	3,000	3,090	90
5030600000 CONTRACT SVC-CUSTODIAL	31,122	32,300	31,692	35,000	36,050	1,050
5030600100 AIR CONDITIONING EXPENDITURES	1,843	1,800	853	2,500	2,575	75
5030600500 PEST CONTROL SERVICE	807	900	858	900	927	27
5030600600 CONTRACT SERVICES-AC	296	750	-	750	773	23
5030600700 FIRE EXTINGUISHERS	-	500	-	500	515	15
5030600800 FLOOR MAT RENTAL	2,800	2,750	2,747	3,000	3,090	90
5040300100 PLUMBING RELATED EXP	985	1,400	661	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE	1,219	2,300	2,737	2,300	2,000	(300)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	15,276	14,000	8,652	14,000	12,000	(2,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	224	250	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	27,987	35,000	29,120	30,000	30,900	900
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,091	14,000	15,103	15,000	15,450	450
5050202000 UTILITIES GAS & WATER	4,442	7,500	6,239	6,500	6,100	(400)
<b>Total Expenses</b>	<b>104,104</b>	<b>116,450</b>	<b>99,592</b>	<b>115,100</b>	<b>115,120</b>	<b>20</b>

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintenance Technician	3.00	3.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	118,384	113,438	(4,946)
<b>5010201210 GROUNDSKEEPER WAGES</b>	146,484	138,970	(7,514)
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	4,000	4,297	297
<b>5010700000 ALLOCATED SALARIES</b>	(2,080)	(1,752)	328
<b>5029999999 TOTAL FRINGE BENEFITS</b>	176,842	151,649	(25,193)
<b>Sub-total</b>	<b>443,630</b>	<b>406,602</b>	<b>(37,028)</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	3,500	3,570	70
Bio Hazard material removal	15,500	16,000	500
<b>Sub-total</b>	<b>19,000</b>	<b>19,570</b>	<b>570</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Backup Generator Service	5,768	5,941	173
Bus wash monthly PMI	7,039	7,250	211
Elevator service	3,597	3,705	108
Environmental monitoring Div. 1	6,680	6,880	200
Lease for parts storage containers	6,600	6,799	199
Shop vehicle lift service	3,597	3,705	108
Archive Storage	3,000	3,090	90
Water softener service for bus wash	2,569	2,646	77
<b>Sub-total</b>	<b>38,850</b>	<b>40,016</b>	<b>1,166</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	58,260	60,008	1,748
<b>Sub-total</b>	<b>58,260</b>	<b>60,008</b>	<b>1,748</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	8,000	8,240	240
<b>Sub-total</b>	<b>8,000</b>	<b>8,240</b>	<b>240</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	1,800	1,800	-
<b>Sub-total</b>	<b>1,800</b>	<b>1,800</b>	<b>-</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>



**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	30,000	34,198	4,198
<b>Sub-total</b>	<b>30,000</b>	<b>34,198</b>	<b>4,198</b>
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	1,750	2,400	650
<b>Sub-total</b>	<b>1,750</b>	<b>2,400</b>	<b>650</b>
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Cable	1,500	1,500	-
Electricity	193,500	199,950	6,450
Gas	9,000	9,000	-
Water	11,000	11,000	-
<b>Sub-total</b>	<b>215,000</b>	<b>221,450</b>	<b>6,450</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	18,000	18,540	540
<b>Sub-total</b>	<b>18,000</b>	<b>18,540</b>	<b>540</b>
<b>Total Expenses</b>	<b>901,025</b>	<b>882,041</b>	<b>(18,984)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY20	FY21	Variance
	Approved Budget	Proposed Budget	
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	713	734	21
Storm water monitoring and testing contract,	2,287	2,356	69
<b>Sub-total</b>	<b>3,000</b>	<b>3,090</b>	<b>90</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract Indio and Coachella	35,000	36,050	1,050
<b>Sub-total</b>	<b>35,000</b>	<b>36,050</b>	<b>1,050</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	2,500	2,575	75
<b>Sub-total</b>	<b>2,500</b>	<b>2,575</b>	<b>75</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	900	927	27
<b>Sub-total</b>	<b>900</b>	<b>927</b>	<b>27</b>
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	750	773	23
<b>Sub-total</b>	<b>750</b>	<b>773</b>	<b>23</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	500	515	15
<b>Sub-total</b>	<b>500</b>	<b>515</b>	<b>15</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	3,000	3,090	90
<b>Sub-total</b>	<b>3,000</b>	<b>3,090</b>	<b>90</b>
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,400	1,400	-
<b>Sub-total</b>	<b>1,400</b>	<b>1,400</b>	<b>-</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	2,300	2,000	(300)
<b>Sub-total</b>	<b>2,300</b>	<b>2,000</b>	<b>(300)</b>
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY</b>			
Materials for general repair of facilities	14,000	12,000	(2,000)
<b>Sub-total</b>	<b>14,000</b>	<b>12,000</b>	<b>(2,000)</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor cleaning supplies required for maint.	250	250	-
<b>Sub-total</b>	<b>250</b>	<b>250</b>	<b>-</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	30,000	30,900	900
<b>Sub-total</b>	<b>30,000</b>	<b>30,900</b>	<b>900</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	15,000	15,450	450
<b>Sub-total</b>	<b>15,000</b>	<b>15,450</b>	<b>450</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	6,500	6,100	(400)
<b>Sub-total</b>	<b>6,500</b>	<b>6,100</b>	<b>(400)</b>
<b>Total Expenses</b>	<b>115,100</b>	<b>115,120</b>	<b>20</b>

## MAINTENANCE OFFICE - STOPS & ZONES

### Division 25

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY21 GOALS & OBJECTIVES

- Review the cleaning process to improve customer experience.
- Develop a work tracking program.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	43,650	53,406	50,386	55,008	52,626	(2,382)
5010201500 BARGAINING SALARIES	257,247	283,477	307,933	307,946	328,141	20,195
5010201510 BARGAINING OVERTIME	3,776	7,700	7,140	7,700	8,240	540
5029999999 TOTAL FRINGE BENEFITS	183,267	217,999	204,649	212,130	201,425	(10,705)
5030600200 UNIFORMS	3,581	6,000	4,968	6,180	5,306	(874)
5030600250 EQUIPMENT RENTAL	2,340	4,000	3,831	5,000	4,500	(500)
5040101000 SUPPLIES & MATERIALS	-	-	-	-	-	-
5040102000 UNLEADED GASOLINE	333	1,800	1,795	600	1,900	1,300
5040102001 DIESEL FUEL	20	100	-	100	175	75
5040300600 SHOE ALLOWANCE	397	1,015	1,124	2,800	3,200	400
5049900001 OFFICE SUPPLIES	40	100	2,246	2,000	100	(1,900)
5049900029 BUS STOP SUPPLIES	40,111	40,000	38,641	39,700	47,341	7,641
5090201000 EMPLOYEE EXPENSES	83	100	146	200	200	-
<b>Total Expenses</b>	<b>534,844</b>	<b>615,697</b>	<b>622,860</b>	<b>639,364</b>	<b>653,154</b>	<b>13,790</b>

#### PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**MAINTENANCE OFFICE: STOPS & ZONES DETAILS**

Division 25

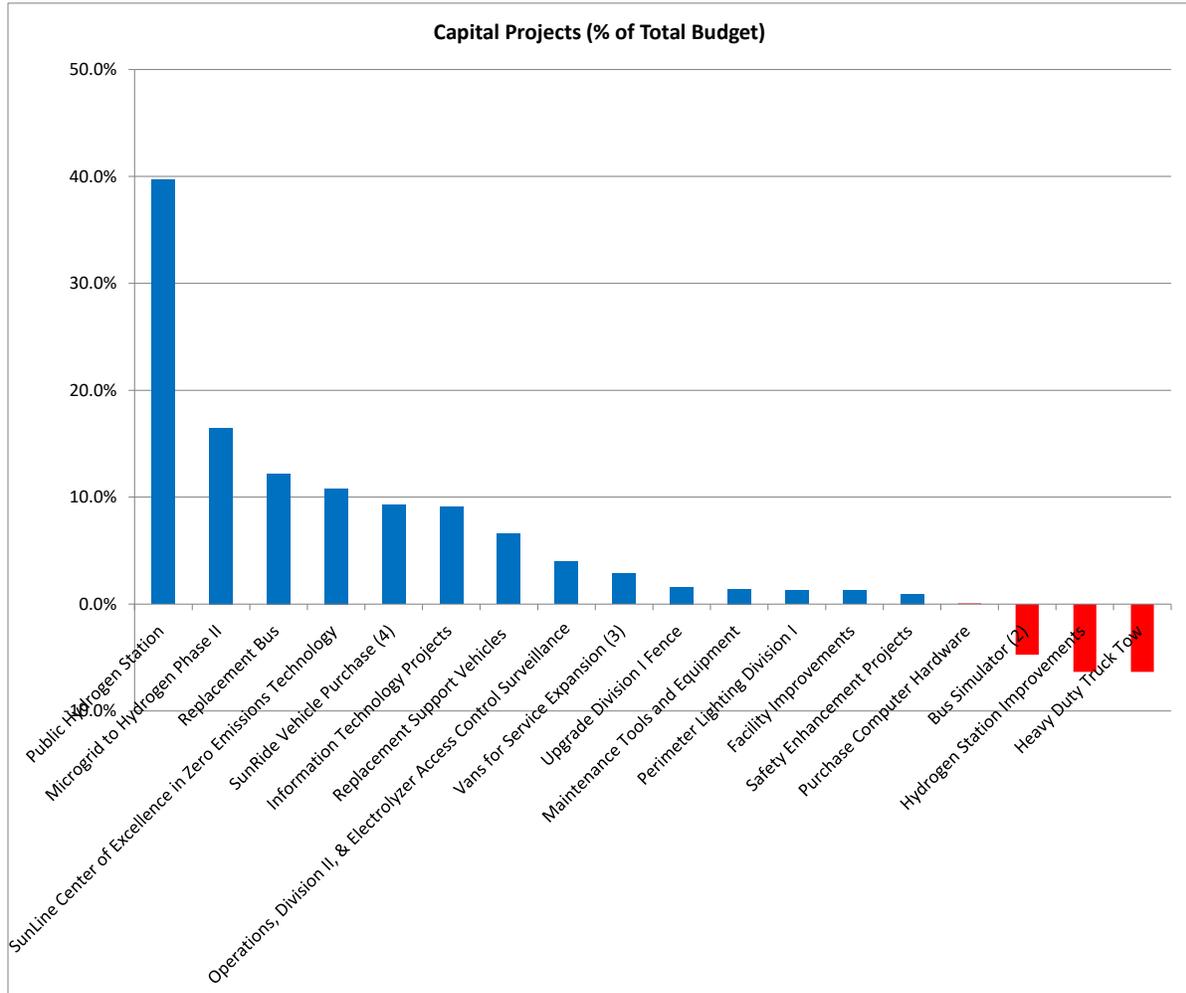
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	55,008	52,626	(2,382)
<b>5010201500 BARGAINING SALARIES</b>	307,946	328,141	20,195
<b>5010201510 BARGAINING OVERTIME</b>	7,700	8,240	540
<b>5029999999 TOTAL FRINGE BENEFITS</b>	212,130	201,425	(10,705)
<b>Sub-total</b>	<b>582,784</b>	<b>590,432</b>	<b>7,648</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	6,180	5,306	(874)
<b>Sub-total</b>	<b>6,180</b>	<b>5,306</b>	<b>(874)</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental to move shelters	5,000	4,500	(500)
<b>Sub-total</b>	<b>5,000</b>	<b>4,500</b>	<b>(500)</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	600	1,900	1,300
<b>Sub-total</b>	<b>600</b>	<b>1,900</b>	<b>1,300</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	100	175	75
<b>Sub-total</b>	<b>100</b>	<b>175</b>	<b>75</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	2,800	3,200	400
<b>Sub-total</b>	<b>2,800</b>	<b>3,200</b>	<b>400</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	2,000	100	(1,900)
<b>Sub-total</b>	<b>2,000</b>	<b>100</b>	<b>(1,900)</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and Traffic Control	37,700	47,241	9,541
<b>Sub-total</b>	<b>39,700</b>	<b>47,341</b>	<b>7,641</b>
<b>5099999999 EMPLOYEE EXPENSES</b>			
General employee expenses while conducting Agency business	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>Total Expenses</b>	<b>639,364</b>	<b>653,154</b>	<b>13,790</b>

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# CAPITAL BUDGET

## SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 15 new capital projects requested in FY21 at a total value of \$6,298,206. The most significant projects regarding cost include the Microgrid to Hydrogen Phase II, the Public Hydrogen Station, and the purchase of a Replacement Bus. The Capital Improvement Program for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.



**SUMMARY OF CAPITAL PROJECTS**

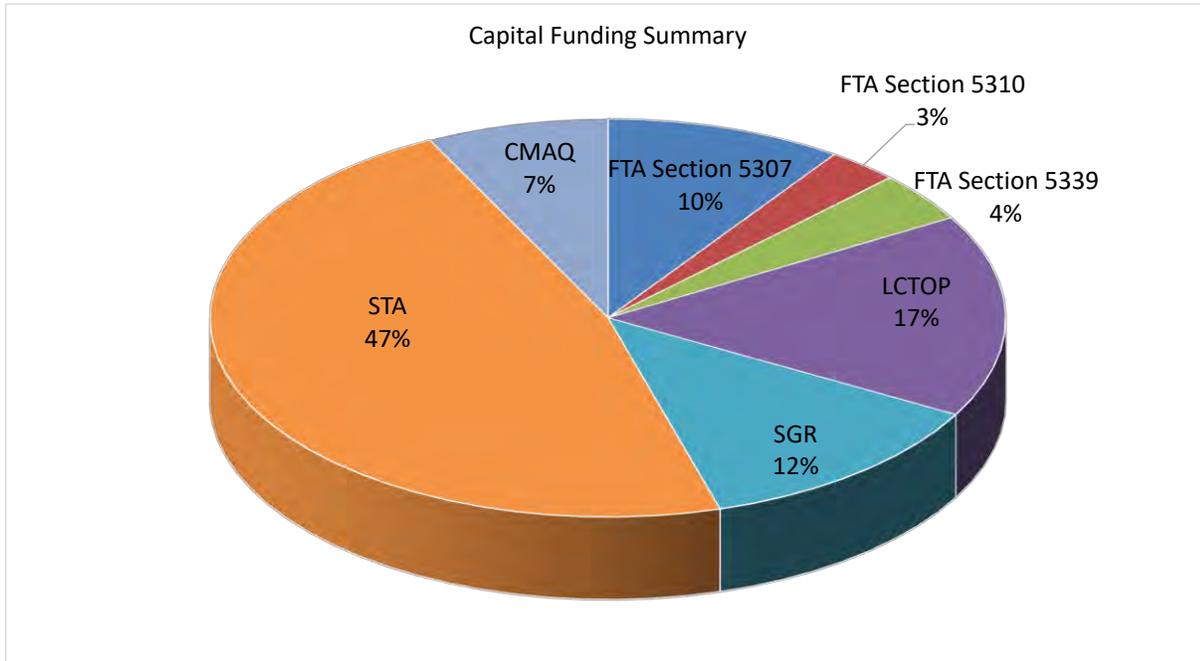
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**CAPITAL BUDGET SUMMARY**

Item Description	FY 20 Requested Budget	Estimated Project Costs at Completion
Microgrid to Hydrogen Phase II	1,038,101	1,038,101
Replacement Bus	768,000	768,000
SunRide Vehicle Purchase (4)	582,489	582,489
Vans for Service Expansion (3)	179,200	179,200
Purchase Computer Hardware	4,120	4,120
SunLine Center of Excellence in Zero Emissions Technology	679,796	679,796
Public Hydrogen Station	2,500,000	2,500,000
Safety Enhancement Projects	60,000	60,000
Upgrade Division I Fence	100,000	100,000
Maintenance Tools and Equipment	89,500	89,500
Replacement Support Vehicles	415,000	415,000
Information Technology Projects	570,800	570,800
Operations, Division II, & Electrolyzer Access Control	250,000	250,000
Perimeter Lighting Division I	80,000	80,000
Facility Improvements	80,000	80,000
Hydrogen Station Improvements	(400,000)	(400,000)
Heavy Duty Truck Tow	(400,000)	(400,000)
Bus Simulator (2)	(298,800)	(298,800)
<b>TOTAL</b>	<b>6,298,206</b>	<b>6,298,206</b>

**FUNDING SUMMARY**

SunLine Transit Agency has seven (7) sources of funding for the FY21 capital budget, including various federal, state and local funding sources. These sources will fund the 15 capital projects included in the FY21 capital budget.



Funding Source	FY 20 Approved Budget	FY 21 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	-	465,991	465,991
FTA Section 5307	2,066,395	607,400	(1,458,995)
FTA Section 5309	215,172	-	(215,172)
FTA Section 5310	-	183,320	
FTA Section 5339	593,070	255,000	(338,070)
Low Carbon Transit Operations Program (LCTOP)	1,022,832	1,038,101	15,269
State of Good Repair (SGR)	730,403	779,796	49,393
State Transit Assistance (STA)	6,583,535	2,968,598	(3,614,937)
Other Revenue	1,500,000	-	(1,500,000)
<b>Total Funds Requested by Fiscal Year</b>	<b>12,711,407</b>	<b>6,298,206</b>	<b>(6,413,201)</b>

**FY21 PROJECTS BY FUNDING SOURCE**

FY21 Projects	STA	SGR	FTA Section 5307	FTA Section 5310	FTA Section 5339	LCTOP	LTF	CMAQ	FY21 Proposed Budget
Microgrid to Hydrogen Phase II						1,038,101			1,038,101
Replacement Bus	153,600		359,400		255,000				768,000
SunRide Vehicle Purchase (4)	116,498							465,991	582,489
Vans for Service Expansion (3)				179,200					179,200
Purchase Computer Hardware				4,120					4,120
SunLine Center of Excellence in Zero Emissions Technology		679,796							679,796
Public Hydrogen Station	2,100,000						400,000		2,500,000
Safety Enhancement Projects	12,000		48,000						60,000
Upgrade Division I Fence		100,000							100,000
Maintenance Tools and Equipment	89,500								89,500
Replacement Support Vehicles	415,000								415,000
Information Technology Projects	570,800								570,800
Operations, Division II, & Electrolyzer Access Control Surveillance	50,000		200,000						250,000
Perimeter Lighting Division I	80,000								80,000
Facility Improvements	80,000								80,000
Hydrogen Station Improvements							(400,000)		(400,000)
Heavy Duty Truck Tow	(400,000)								(400,000)
Bus Simulator (2)	(298,800)								(298,800)
<b>Total</b>	<b>2,968,598</b>	<b>779,796</b>	<b>607,400</b>	<b>183,320</b>	<b>255,000</b>	<b>1,038,101</b>	<b>-</b>	<b>465,991</b>	<b>6,298,206</b>
<b>Total FY21 Proposed Budget</b>									<b>\$ 6,298,206</b>

**CAPITAL PROJECTS**

**Microgrid to Hydrogen**

The solar microgrid to hydrogen project will assist in the sustainable production of renewable energy to help power the Agency's electrolyzer to deliver hydrogen fuel to SunLine's transit fleet

**PROJECT TYPE:**

Project Budget	Total Project Budget
Microgrid to Hydrogen	1,038,101
<b>Total</b>	<b>1,038,101</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LCTOP PUC99313	Local	-	864,077	864,077
LCTOP PUC99314	Local	-	174,024	174,024
<b>Total Funds by FY</b>		-	<b>1,038,101</b>	<b>1,038,101</b>
			<b>Estimated Total Funds at Completion</b>	<b>1,038,101</b>

**Replacement Bus**

The purchase of one (1) fixed route bus will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Bus	768,000
<b>Total</b>	<b>768,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	359,400	359,400
OTHER FED	Federal	-	255,000	255,000
STA PUC99313	State	-	153,600	153,600
<b>Total</b>		-	<b>768,000</b>	<b>768,000</b>
			<b>Estimated Total Funds at Completion</b>	<b>768,000</b>

**CAPITAL PROJECTS**

**SunRide Vehicle Purchase (4)**

SunRide is designed to bridge the first/last mile gap of travel. The service would be used for short trips under 3 miles defined in service zones.

**PROJECT TYPE:**

Project Budget	Total Project Budget
SunRide Vehicle Purchase (4)	582,489
<b>Total</b>	<b>582,489</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
CMAQ OB	State	-	465,991	465,991
STA PUC99313	State	-	116,498	116,498
<b>Total</b>		-	582,489	582,489
<b>Estimated Total Funds at Co1mpletion</b>				582,489

**Vans for Service Expansion (3)**

Meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Vans for Service Expansion (3)	179,200
<b>Total</b>	<b>179,200</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	179,200	179,200
<b>Total</b>		-	179,200	179,200
<b>Estimated Total Funds at Completion</b>				179,200

**Purchase Computer Hardware**

Hardware for a service that will meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Purchase Computer Hardware	4,120
<b>Total</b>	<b>4,120</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	4,120	4,120
<b>Total Funds by FY</b>		-	4,120	4,120
<b>Estimated Total Funds at Completion</b>				4,120

**CAPITAL PROJECTS**

**SunLine Center of Excellence in Zero Emissions Technology**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
SunLine Center of Excellence in Zero Emissions Technology	679,796
<b>Total</b>	<b>679,796</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99313	State	-	665,719	665,719
SGR PUC99314	State	-	14,077	14,077
<b>Total Funds by FY</b>		-	679,796	679,796
			<b>Estimated Total Funds at Completion</b>	<b>679,796</b>

**Public Hydrogen Station**

SunLine's current hydrogen station is being utilized to refuel SunLine's fleet of hydrogen powered electric fuel cell buses at 350 bar with no public access to the station. The upgraded 700 bar public station will be accessible to light and heavy duty vehicles. This project will provide an additional source of revenue by selling hydrogen fuel and will support SunLine's future fleet.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Public Hydrogen Station	2,500,000
<b>Total</b>	<b>2,500,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LTF OB	State	-	400,000	400,000
STA OB	State	-	400,000	400,000
STA PUC99313	State	-	875,215	875,215
STA PUC99314	State	-	824,785	824,785
<b>Total Funds by FY</b>		-	2,500,000	2,500,000
			<b>Estimated Total Funds at Completion</b>	<b>2,500,000</b>

**CAPITAL PROJECTS**

**Safety Enhancement Projects**

This project is needed to upgrade the current guard shack at SunLine's Division II facility. The upgrade will include security enhancements for occupant safety, proper securement of IT, and video equipment. In addition, the installation of a security film on the stairwell glass panels will assist in the event of the glass panels breaking the film and will keep the panels in place.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Safety Enhancement Projects	60,000
<b>Total</b>	<b>60,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	48,000	48,000
STA PUC99313	State	-	12,000	12,000
<b>Total Funds by FY</b>		-	60,000	60,000
<b>Estimated Total Funds at Completion</b>				60,000

**Project Name: Upgrade Division I Fence**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Upgrade Division I Fence	100,000
<b>Total</b>	<b>100,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99314	State	-	100,000	100,000
<b>Total Funds by FY</b>		-	100,000	100,000
<b>Estimated Total Funds at Completion</b>				100,000

**CAPITAL PROJECTS**

**Maintenance Tools and Equipment**

This project is necessary for upgrading aging equipment at the various SunLine locations, including equipment for oil storage, and a shop floor sweeper, and golf carts.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Maintenance Tools and Equipment	89,500
<b>Total</b>	<b>89,500</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	89,500	89,500
<b>Total Funds by FY</b>		-	89,500	89,500
<b>Estimated Total Funds at Completion</b>				89,500

**Replacement Support Vehicles**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Support Vehicles	415,000
<b>Total</b>	<b>415,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	415,000	415,000
<b>Total Funds by FY</b>		-	415,000	415,000
<b>Estimated Total Funds at Completion</b>				415,000

**Information Technology Projects**

The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Information Technology Projects	570,800
<b>Total</b>	<b>570,800</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	298,800	298,800
STA PUC99313	State	-	272,000	272,000
<b>Total Funds by FY</b>		-	570,800	570,800
<b>Estimated Total Funds at Completion</b>				570,800

**CAPITAL PROJECTS**

**Operations, Division II, & Electrolyzer Access Control Surv.**

Improve safety and surveillance at SunLine's Operations Facility, Division II Facility, and Electrolyzer.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Operations, Division II, & Electrolyzer	250,000
<b>Total</b>	<b>250,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	200,000	200,000
STA PUC99313	State	-	50,000	50,000
<b>Total Funds by FY</b>		-	250,000	250,000
			<b>Estimated Total Funds at Completion</b>	250,000

**Perimeter Lighting Division I**

The enhancement of perimeter lighting is required to provide safe and secure transit facilities for staff and vehicles

**PROJECT TYPE:**

Project Budget	Total Project Budget
Perimeter Lighting Division I	80,000
<b>Total</b>	<b>80,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
<b>Total Funds by FY</b>		-	80,000	80,000
			<b>Estimated Total Funds at Completion</b>	80,000

**Facility Improvements**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Facility Improvements	80,000
<b>Total</b>	<b>80,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
<b>Total Funds by FY</b>		-	80,000	80,000
			<b>Estimated Total Funds at Completion</b>	80,000

**CAPITAL PROJECTS**

**Hydrogen Station Improvements**

Project to make improvements in regards to the Agency’s hydrogen station and assistance in the expansion of the hydrogen fueling capacities.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Hydrogen Station Improvements	(400,000)
<b>Total</b>	<b>(400,000)</b>

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

**Heavy Duty Tow Truck**

The purchase of one (1) heavy duty tow truck tractor and trailer will ensure SunLine’s ability to tow our vehicles and maintain service reliability and reduce maintenance costs.

**PROJECT TYPE:**

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

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

**Bus Simulator (2)**

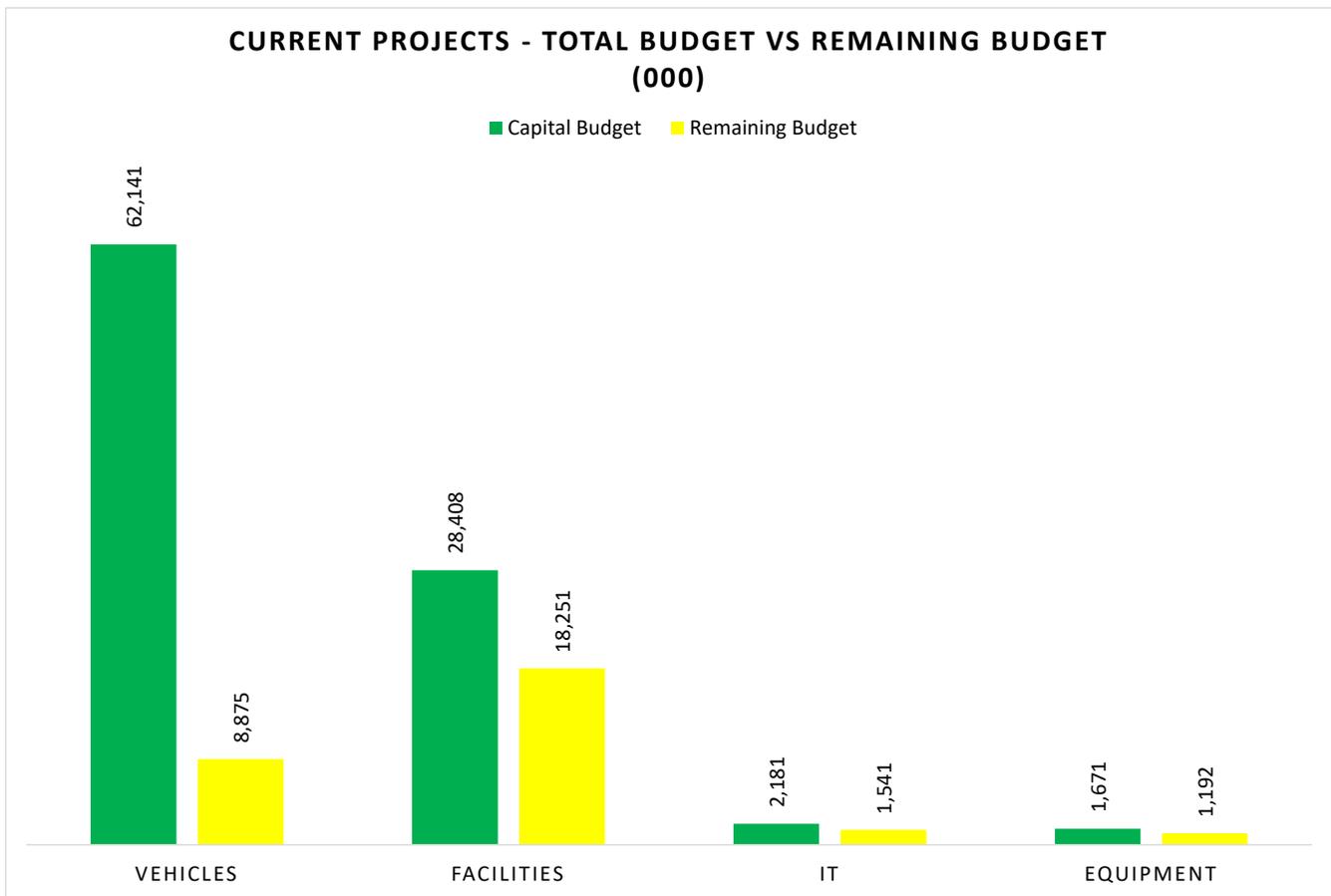
This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Bus Simulator (2)	(298,800)
<b>Total</b>	<b>(298,800)</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	(298,800)	(298,800)
<b>Total Funds by FY</b>		-	(298,800)	(298,800)
			<b>Estimated Total Funds at Completion</b>	<b>(298,800)</b>

**SUMMARY OF CURRENT CAPITAL PROJECTS**



**Note:**

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

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**TOGETHER  
WE ARE STRONGER**

THANK YOU TO ALL OF THOSE  
WHO HAVE KEPT US MOVING

[SunLine.org/cvstrong](http://SunLine.org/cvstrong) #CoachellaValleyStrong

The advertisement is displayed on a bus stop shelter. It features a central graphic with the text "TOGETHER WE ARE STRONGER" and "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING". The graphic is surrounded by several gears of different colors (blue, white, purple) containing icons of various transit workers: a driver, a maintenance worker, a customer service representative, a transit police officer, a transit worker, a transit worker, a transit worker, and a transit worker. The SunLine logo is at the bottom center, with the website "SunLine.org/cvstrong" and the hashtag "#CoachellaValleyStrong" on either side.

## SunLine Transit Agency

<b>DATE:</b>	<b>June 24, 2020</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Tony Cohen, Chief Maintenance Officer</b>	
<b>RE:</b>	<b>Purchase of Five (5) Hydrogen Fuel Cell Buses</b>	

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with New Flyer of America, Inc. to purchase five (5) 40-foot low floor Hydrogen Fuel Cell buses, for a total cost not to exceed \$5,954,922 including tax, upon approval as to form by general counsel.

### **Background**

This procurement will replace five (5) Compressed Natural Gas (CNG) buses that have passed their useful life cycle in accordance with FTA guidelines. The expansion of SunLine's zero emission fleet meets the spirit of the Board's 1993 directive to operate the most environmental friendly, alternatively fueled vehicles available. Further, this purchase enhances SunLine's position as an industry leader and advocate for hydrogen as a transportation power source and helps the organization towards meeting the goals of the State of California's Innovative Clean Transit (ICT) plan.

SunLine will use an existing State of California purchase agreement to procure the five (5) Hydrogen Fuel Cell buses from New Flyer of America, Inc.

In October, 2019 SunLine applied for a competitive grant from the Volkswagen Mitigation Environmental funds to purchase three (3) Hydrogen Fuel Cell buses. In April 2020, a notice of approval was received by SunLine. These funds, combined with Board approved federal and state funding sources programmed in FY16 and FY20, provides SunLine the opportunity to acquire a total of five (5) Hydrogen Fuel Cell buses.

### **Financial Impact**

The financial impact of \$5,954,922 will utilize Volkswagen Mitigation Environmental funds in the amount of \$1,200,000 as well as \$4,754,922 budgeted in the FY16 and FY20 Short Range Transit Plans, utilizing federal and state funding.

**SunLine Transit Agency**

**DATE:** June 24, 2020 **INFORMATION**

**TO:** Finance/Audit Committee

**FROM:** Rhonda Williams, Deputy Chief Financial Officer

**RE:** SunLine Future Funding Projection

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**Background**

At the May 12, 2020 Finance/Audit Committee meeting, staff was asked to develop Agency funding projections for FY22. Staff performed extensive research to gather the best estimates to project the economic impacts of the COVID-19 pandemic on SunLine's funding. Staff analyzed 12 funding categories and developed best, middle, and worst case scenarios for FY22. The categories with the most room for unpredictability include; Local Transportation Funds (LTF), Measure A, and farebox revenues. These sources of revenue are generated through a quarter-cent of the general sales tax collected statewide, half-cent sales tax for transportation improvements in Riverside County, and fare collection from passengers, respectively. Normally, traditional forecasting includes the gathering of historical data to form a projection. However, social distancing implemented due to COVID-19 has caused an economic shutdown creating a unique economy unlike anything ever experienced, that it lowered the confidence level of the information produced through this method. To help develop better projections, staff looked to expert sources to help analyze the current state of the economy and develop a timeline of when the economy is expected to recover. Sources used include the Congressional Budget Office (CBO), University of California Los Angeles (UCLA) Anderson Forecast, and the California Department of Finance.

The presentation provided includes analysis of the correlation between employment and consumer spending that helps predict SunLine's financial position through FY22. The presentation illustrates that the economic estimates for the next two (2) years show gradual recovery and growth. SunLine will use all available federal legislature assistance and state funding to get through the new economic environment. Sound financial management and the Agency's ability to effectively utilize available resources will enable SunLine to continue to operate and place itself in a good financial position. The Agency will continue to monitor the economic forecast, revenues, subsidies, and expenses to provide the Finance/Audit Committee quarterly reports.



# Funding Projections

June 24, 2020



# Agenda

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- Introduction
- Gross Domestic Product
- Legislative Action
- Consumer Price Index – Riverside
- Unemployment Rate California
- California Economic Payroll Forecast
- Resumption of Economic Activity
- FY22 Funding Projections
- Local Transportation Fund Balance FY22
- Questions

# Introduction

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- Staff was asked to produce operating funding projection FY22
- Examined 12 funding categories
- Funding with higher volatility rate include:
  - Local Transportation Funds
  - Measure A
  - Farebox Revenue
- Used three (3) sources to develop an economic projection
- Correlation between consumer spending and employment rate to predict local funding

# Gross Domestic Product (GDP)

Table 2.

## Projected Growth of Real GDP and Its Components

Percent

	2020				Annual Rate <sup>a</sup>	
	Actual, Q1	Q2	Q3	Q4	2020	2021
Real GDP	-1.2	-11.2	5.0	2.5	-5.6	4.2
Components of Real GDP						
Consumer spending <sup>b</sup>	-1.9	-11.6	8.0	2.5	-4.1	1.2
Business fixed investment <sup>c</sup>	-2.2	-12.2	-2.1	0.3	-15.8	13.4
Residential investment <sup>d</sup>	4.9	-16.9	-1.0	-0.1	-13.8	16.7
Purchases by federal, state, and local governments <sup>e</sup>	0.2	-2.1	-0.6	1.5	-1.0	1.1
Federal	0.4	2.3	0.4	0.4	3.6	-0.2
State and local	*	-4.7	-1.2	2.2	-3.8	2.0
Exports	-2.2	-21.2	15.0	3.5	-8.3	7.6
Imports	-4.1	-16.4	8.1	1.7	-11.9	8.4

Sources: Congressional Budget Office; Bureau of Economic Analysis.

# Legislative and Other Actions

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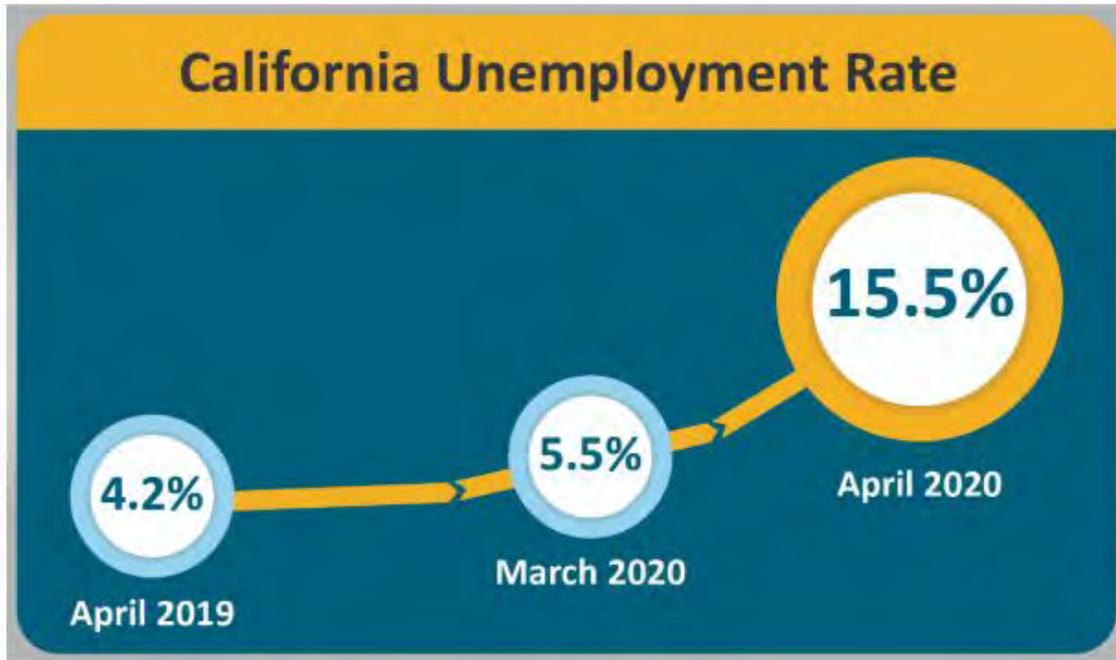
- Coronavirus Preparedness and Response Supplemental Appropriations Act
- Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Paycheck Protection Program and Health Care Enhancement Act

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# Consumer Price Index - Riverside

Consumer Price Index	Calendar Year Averages						Percent Change from Prior Year					
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
<b>RIVERSIDE **</b>												
CPI-U ALL ITEMS	102.8	105.7	106.5	109.7	113.7	117.5	NA	2.9	0.8	3.0	3.7	3.4
Core CPI-U	102.1	105.1	107.5	109.7	112.0	114.3	NA	2.9	2.3	2.1	2.1	2.1
Food	101.5	104.0	106.6	107.7	110.5	113.5	NA	2.4	2.5	1.0	2.6	2.7
Food at Home	100.5	101.1	103.0	104.0	105.5	107.3	NA	0.6	2.0	0.9	1.5	1.7
Food Away from Home	102.4	106.6	110.2	111.5	115.8	120.3	NA	4.1	3.4	1.2	3.8	3.9
Alcoholic Beverages	100.8	100.3	101.1	103.3	104.3	105.2	NA	-0.5	0.8	2.1	1.0	0.9
Shelter	102.3	107.0	111.4	115.9	120.2	124.5	NA	4.6	4.1	4.0	3.7	3.6
Residential Rent	102.1	106.7	111.1	115.1	118.9	122.8	NA	4.5	4.1	3.6	3.3	3.2
Homeowners' Equiv. Rent	102.0	107.1	111.7	116.2	120.5	124.9	NA	4.9	4.3	4.0	3.7	3.6
Fuel and Utilities	102.8	107.2	110.7	115.9	120.6	125.0	NA	4.3	3.3	4.6	4.1	3.6
House Furnishings & Ops	99.0	100.2	99.3	99.6	100.5	101.5	NA	1.1	-0.8	0.3	0.9	1.1
Apparel	103.8	100.8	97.4	96.7	97.2	97.9	NA	-2.8	-3.5	-0.7	0.5	0.7
Transportation	106.9	108.8	98.9	102.3	109.3	115.5	NA	1.8	-9.1	3.4	6.8	5.7
Gasoline	116.3	121.2	84.7	90.9	108.4	121.5	NA	4.2	-30.1	7.3	19.2	12.1
Medical Care	100.4	103.2	107.7	111.0	114.7	118.0	NA	2.8	4.3	3.0	3.3	2.9
Recreation*	101.2	101.5	100.8	100.4	102.9	103.9	NA	0.3	-0.7	-0.3	2.4	1.0
Education & Communication*	101.4	104.4	107.5	111.1	114.4	117.6	NA	3.0	3.0	3.4	2.9	2.8
Other Goods & Services	102.8	105.9	108.8	110.9	113.3	115.6	NA	3.1	2.7	2.0	2.1	2.1
CPI-W ALL ITEMS	102.8	105.8	107.1	110.4	114.5	118.5	NA	3.0	1.2	3.1	3.7	3.4

# Unemployment Rate - California



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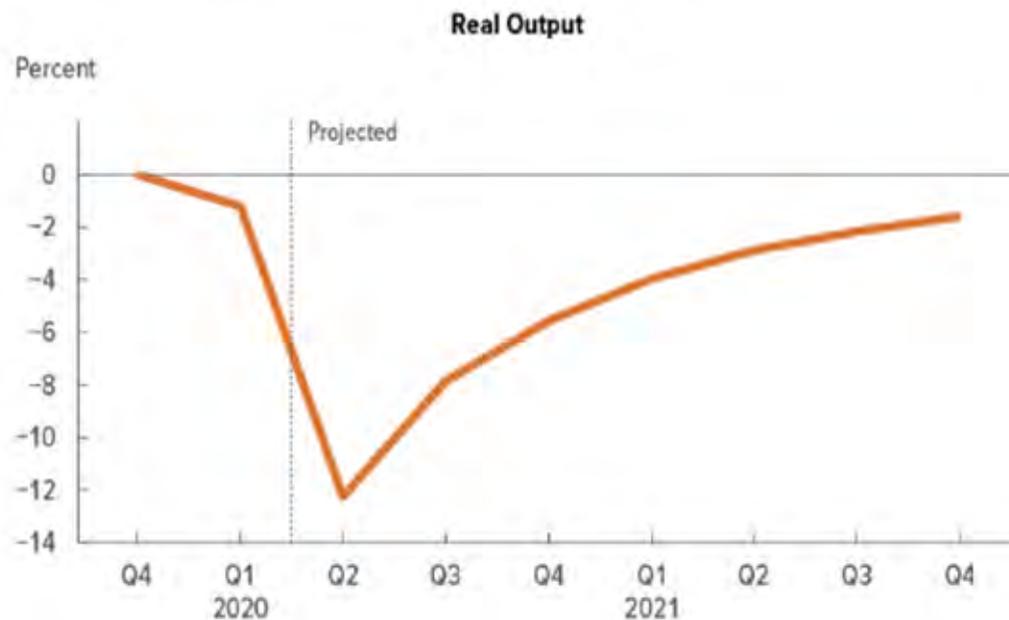
# California Economic Payroll Forecast

California Wages and Salaries (Billion Current Dollars)												
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
Total Wages and Salaries	1,262.2	1,328.0	1,158.3	1,195.6	1,271.7	1,363.5	6.2	5.2	-12.8	3.2	6.4	7.2
Farm and Related	13.2	13.9	13.3	13.2	13.5	13.9	-3.4	5.9	-4.4	-0.7	1.9	2.8
Mining	2.5	2.6	2.1	2.2	2.3	2.5	4.3	3.2	-18.6	3.3	4.7	6.7
Construction	62.7	67.3	58.8	49.7	55.9	62.4	10.1	7.4	-12.7	-15.5	12.5	11.6
Manufacturing	129.0	130.2	106.9	111.3	116.7	125.6	4.6	0.9	-17.9	4.1	4.9	7.6
Trade, Transportation, Warehousing and Utilities	169.4	179.7	140.2	146.7	159.9	176.9	4.4	6.1	-22.0	4.7	9.0	10.6
Retail, Wholesale Trade and Utilities	131.7	135.5	96.8	100.1	108.8	120.3	2.4	2.9	-28.5	3.4	8.7	10.6
Retail Trade	64.3	65.9	47.1	48.7	52.7	57.8	3.2	2.4	-28.5	3.4	8.2	9.7
Wholesale Trade and Utilities	67.3	69.6	49.7	51.4	56.1	62.5	1.5	3.4	-28.6	3.3	9.3	11.4
Transport and Warehousing	37.7	44.2	43.3	46.6	51.1	56.6	12.5	17.2	-2.0	7.6	9.5	10.8
Information	100.6	104.9	93.3	99.6	108.7	118.9	11.5	4.3	-11.0	6.8	9.1	9.4
Financial Activities	96.4	101.4	85.7	88.7	92.2	98.0	3.5	5.2	-15.4	3.4	4.0	6.2
Professional and Business Services	248.5	264.5	225.4	237.4	253.9	270.0	8.9	6.4	-14.8	5.3	6.9	6.4
Professional, Scientific, Tech Services & Mgt	195.3	208.1	189.3	199.8	212.7	225.2	10.2	6.6	-9.0	5.5	6.5	5.9
Administrative, Waste Mgt and Remediation	53.1	56.3	36.1	37.6	41.2	44.8	4.1	6.0	-35.9	4.2	9.4	8.8
Educational and Health Services	145.8	154.8	163.7	171.7	179.9	190.2	5.8	6.2	5.7	4.9	4.8	5.8
Educational Services	20.3	21.1	20.2	20.8	22.1	24.2	4.4	4.3	-4.4	2.7	6.7	9.2
Health Services	125.5	133.6	143.4	150.9	157.7	166.1	6.0	6.5	7.4	5.2	4.5	5.3
Leisure and Hospitality	69.0	74.6	44.6	45.5	50.0	55.6	6.8	8.1	-40.2	2.1	9.8	11.2
Other Services	34.1	35.8	21.7	22.0	23.9	26.3	4.4	5.3	-39.5	1.6	8.3	10.0
Government	191.3	198.3	202.6	207.5	214.8	223.3	4.4	3.7	2.1	2.4	3.6	3.9
Federal	32.4	33.4	36.1	35.0	36.1	37.5	4.5	3.1	7.9	-2.9	3.1	4.0
Civilian	21.2	22.0	24.2	23.0	23.9	25.0	4.2	3.8	10.3	-4.9	3.9	4.5
Defense	11.3	11.5	11.9	12.0	12.2	12.5	5.1	1.8	3.3	1.1	1.7	2.9
State & Local	158.9	164.9	166.5	172.4	178.7	185.8	4.4	3.8	1.0	3.6	3.6	3.9

# Resumption of Economic Activity

Figure 2.

Output and Employment Measured as the Difference From the Fourth Quarter of 2019



The coronavirus pandemic and the social distancing measures implemented to contain it have adversely affected both the overall demand and overall supply of goods and services in the economy, causing output to plunge. Although economic conditions improve markedly by the fourth quarter of 2021 in CBO's projections, inflation-adjusted output remains 1.6 percent lower than it was in the fourth quarter of 2019.

# FY22 Funding Estimates

Revenue Source	Worst	Middle	Best
Local Transportation Funds	15,435,447	17,331,692	19,227,936
Local Transportation Funds Reserve	10,609,820	7,621,081	4,632,342
Measure A	4,700,734	4,938,514	5,176,294
FTA Section 5307	4,968,507	4,968,507	4,968,507
FTA Section 5311	303,219	303,219	303,219
FTA Section 5311 (f)	161,666	161,666	161,666
CARES Act 5307	821,920	821,920	821,920
CARES Act 5311	300,000	300,000	300,000
CARES Act 5311(f)	53,889	53,889	53,889
LCTOP	226,085	226,085	226,085
CMAQ	662,366	662,366	662,366
Other Revenues	2,421,878	2,576,680	2,731,482
Farebox Revenue	1,399,824	2,099,737	2,799,649
<b>Total Budget</b>	<b>42,065,355</b>	<b>42,065,355</b>	<b>42,065,355</b>

# Local Transportation Funds Reserve

	Worst	Middle	Best
Estimated LTF Reserve	17,369,880	17,369,880	17,369,880
FY22 Draw Down	10,609,820	7,621,081	4,632,342
<b>Estimated FY23 Reserve Balance</b>	<b>6,760,060</b>	<b>9,748,799</b>	<b>12,737,538</b>

# Conclusion

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- Continue to monitor economic activity
- Provide quarterly updates
- Use available funding projections to align with Refueled initiative and strategic plan
- Refueled initiative to attract ridership and service
- Allow flexibility to make adjustments as deemed necessary

# Questions?

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