



SunLine Transit Agency
May 25, 2022
10:30 a.m. – 11:20 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular 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/89252180493>

Meeting ID: 892 5218 0493

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 892 5218 0493

One tap mobile
+16699009128,,89252180493#

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: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to May 24, 2022 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. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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 March 2022](#)

(PAGE 4-9)

[8b\) Credit Card Statement for March 2022](#)

(PAGE 10-21)

[8c\) Monthly Budget Variance Report for March 2022](#)

(PAGE 22-26)

[8d\) Contracts Signed in Excess of \\$25,000 for
April 2022](#)

(PAGE 27-28)

ITEM

RECOMMENDATION

- | | |
|--|-------------------------------------|
| 8e) Union & Non-Union Pension Investment Asset
Summary March 2022 | (PAGE 29-38) |
| 8f) Quarterly Performance Summary for Q1 of Calendar
Year 2022 | (PAGE 39-43) |
| 8g) Ridership Report for April 2022 | (PAGE 44-47) |
| 8h) SunDial Operational Notes for April 2022 | (PAGE 48-50) |
| 8i) Metrics for April 2022 | (PAGE 51-70) |
| 8j) Board Member Attendance for April 2022 | (PAGE 71-72) |
| 9. PURCHASE OF THREE (3) MICROTRANSIT ADA
ACCESSIBLE MINI VANS
(Staff: Frank Rytych, Chief Maintenance Officer) | APPROVE
(PAGE 73) |
| 10. AWARD OF CONTRACT FOR SECURITY GUARD
SERVICES
(Staff: Bryan Valenzuela, Deputy Chief Safety Officer) | APPROVE
(PAGE 74-79) |
| 11. THOUSAND PALMS LAND ACQUISITION
(Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE
(PAGE 80-113) |
| 12. REVIEW AND DISCUSSION OF SUNLINE FUNDING
AND THE DRAFT FY23 OPERATING AND
CAPITAL BUDGET
(Staff: Luis Garcia, Controller/Assistant Chief Financial
Officer) | DISCUSSION
(PAGE 114-238) |
| 13. ADJOURN | |

SunLine Transit Agency**CONSENT CALENDAR**

DATE: May 25, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for March 2022

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

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

Vendor	Check #	Amount
<i>Alvarez & Marsal Public Sector Services</i>	<i>688889</i>	<i>\$200,000.00</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
March 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	689022	03/23/2022	366,937.41
ALVAREZ & MARSAL PUBLIC SECTOR SERVICES,	Consulting-General	688889	03/08/2022	200,000.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	689052	03/23/2022	189,260.57
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688943	03/10/2022	119,516.94
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689133	03/31/2022	117,600.18
IMPERIAL IRRIGATION DIST	Utilities	688982	03/16/2022	87,028.74
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	688972	03/16/2022	74,042.00
SO CAL GAS CO.	Utilities	689002	03/16/2022	51,513.39
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	689048	03/23/2022	30,761.59
TRAPEZE SOFTWARE GROUP INC.	WIP-Trapeze Upgrade	689008	03/16/2022	28,358.75
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	689107	03/31/2022	26,823.19
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	688965	03/16/2022	24,613.53
ROBERT HALF	Temporary Help	688999	03/16/2022	24,479.19
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	689113	03/31/2022	23,207.10
WSP USA INC.	TDM & Vanpool Program	689012	03/16/2022	22,584.18
NFI PARTS	Inventory Repair Parts	688956	03/16/2022	20,438.08
WHITE'S STEEL, INC	WIP- Operations Facility	689139	03/31/2022	18,370.00
THE LEFLORE GROUP LLC	Projects Consultant	689059	03/23/2022	17,831.10
HDR ENGINEERING, INC.	Consulting	689039	03/23/2022	17,619.17
GST	Computer/Network Software Agreement	688849	03/02/2022	17,356.50
NICE AMERICA RESEARCH	Hydrogen Fuel	688922	03/10/2022	17,245.39
TEC EQUIPMENT, INC.	Inventory Repair Parts	689062	03/23/2022	17,074.75
ROBERT HALF	Temporary Help	689057	03/23/2022	16,954.43
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689013	03/16/2022	16,630.50
HD INDUSTRIES	Inventory Repair Parts	689097	03/31/2022	14,710.00
ROBERT HALF	Temporary Help	689123	03/31/2022	14,009.11
NAPA AUTO PARTS	Inventory Repair Parts	689116	03/31/2022	13,890.37
UNUM	Group Dental & Vision Premiums	688938	03/10/2022	13,807.66
IMPERIAL IRRIGATION DIST	Utilities	688914	03/10/2022	13,199.95
FLEET REFINISHING	Repair Claim	689034	03/23/2022	12,009.04
CALIFORNIA STATE UNIVERSITY, SAN	WIP-Bus Stop Improvements	688900	03/10/2022	11,907.14
BEST BUY BUSINESS ADVANTAGE ACCOUNT	WIP- Operations Facility- IT Equipment	688861	03/02/2022	11,777.05
VERIZON WIRELESS	Wireless Telephone Service	688948	03/10/2022	11,542.22
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	688857	03/02/2022	11,475.00
MURCHISON & CUMMING, LLP	Insurance Loss	689047	03/23/2022	11,451.65
NFI PARTS	Inventory Repair Parts	688819	03/02/2022	10,378.34
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	688977	03/16/2022	10,225.69
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689140	03/31/2022	9,967.50
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	688905	03/10/2022	9,240.00

**SunLine Transit Agency
Checks \$1,000 and Over
March 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CPAC INC.COM	Computer/Network Software Agreement	689025	03/23/2022	8,831.75
LUMINATOR TECHNOLOGY GROUP, INC.	Computer/Network Software Agreement	688918	03/10/2022	8,689.00
OLD GREEN HOUSE LLC	Planning Consultant	689058	03/23/2022	8,400.00
HD INDUSTRIES	Repair Parts-Fixed Route	688913	03/10/2022	8,236.93
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689083	03/31/2022	8,185.12
NFI PARTS	Inventory Repair Parts	689072	03/31/2022	8,109.79
MSC INDUSTRIAL SUPPLY CO	Shop Supplies Misc	688985	03/16/2022	8,096.26
MOTOR COACH INDUSTRIES, INC.	Bus lease	688920	03/10/2022	8,081.25
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688961	03/16/2022	8,000.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688866	03/02/2022	7,166.98
OPW FUELING COMPONENTS	Inventory Repair Parts	689120	03/31/2022	6,841.61
SONSRAY FLEET SERVICES	Inventory Repair Parts	689006	03/16/2022	6,662.12
AMALGAMATED TRANSIT UNION	Union Dues	688893	03/10/2022	6,396.77
GILLIG LLC	Inventory Repair Parts	689093	03/31/2022	6,355.01
AMALGAMATED TRANSIT UNION	Union Dues	689074	03/31/2022	6,336.23
CDW GOVERNMENT, INC	Fixed Assets-Computer Equipment	688831	03/02/2022	6,325.60
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689089	03/31/2022	6,271.74
SC FUELS	Lubricants- Oil	688875	03/02/2022	5,938.26
BEST BEST & KRIEGER LLP	Legal Services-General	688964	03/16/2022	5,720.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689000	03/16/2022	5,561.19
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	688928	03/10/2022	5,538.35
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	688879	03/02/2022	5,450.00
JOSEPH MICHAEL REDMOND	Contracted Services	689105	03/31/2022	5,340.00
NFI PARTS	Inventory Repair Parts	689017	03/23/2022	5,200.31
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689016	03/23/2022	5,190.57
COMPLETE COACH WORKS	Outside Repair-Fixed Route	688833	03/02/2022	5,141.11
SOUTHWEST PLUMBING, INC.	WIP- Operations Facility	688937	03/10/2022	4,948.36
SOCALGAS	Utilities	689003	03/16/2022	4,872.67
ROBERT HALF	Temporary Help	688870	03/02/2022	4,697.75
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	688946	03/10/2022	4,567.28
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	689131	03/31/2022	4,500.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	689125	03/31/2022	4,431.18
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub	689099	03/31/2022	4,017.35
TPX COMMUNICATIONS	Communication Service	689067	03/23/2022	4,009.61
ALPHA MEDIA LLC	Advertising	688892	03/10/2022	3,960.00
GENFARE	Printing Expense	689036	03/23/2022	3,946.96
BIG TEX TRAILERS WORLD, INC.	Repair Claims	689076	03/31/2022	3,881.86
NAPA AUTO PARTS	Inventory Repair Parts	688986	03/16/2022	3,834.28
GRAINGER	Facility Maintenance	688850	03/02/2022	3,814.32

**SunLine Transit Agency
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Liquid Hydrogen Refueling Infrastructure	688953	03/10/2022	3,800.37
STATEWIDE SERVICES, INC.	WIP- Operations Facility	688939	03/10/2022	3,775.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688895	03/10/2022	3,600.00
TIME WARNER CABLE	Utilities	689005	03/16/2022	3,548.65
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	688839	03/02/2022	3,522.48
KONIKOW ELECTRIC, INC.	WIP-Five Replacement Zero Emission	689011	03/16/2022	3,400.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	688974	03/16/2022	3,394.83
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688886	03/02/2022	3,355.50
CREATIVE BUS SALES, INC,	Inventory Repair Parts	688834	03/02/2022	3,345.23
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	689068	03/23/2022	3,290.00
IMPERIAL IRRIGATION DIST	Utilities	689100	03/31/2022	3,258.66
SMITH SYSTEM DRIVER IMPROVEMENT	Travel Meetings/Seminars	688888	03/03/2022	3,203.95
GILLIG LLC	Inventory Repair Parts	688846	03/02/2022	3,129.50
AARVIG & ASSOCIATES, APC	Insurance Loss	689014	03/23/2022	3,003.97
CMD CORPORATION	Inventory Repair Parts	689081	03/31/2022	2,954.78
MILE3 WEB DEVELOPMENT	Website Maintenance	688919	03/10/2022	2,940.00
AVAIL TECHNOLOGIES	Inventory Repair Parts	688827	03/02/2022	2,929.12
GILLIG LLC	Inventory Repair Parts	689037	03/23/2022	2,837.15
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689078	03/31/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688899	03/10/2022	2,732.30
PARKHOUSE TIRE, INC.	Inventory Repair Parts	688996	03/16/2022	2,679.07
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	688933	03/10/2022	2,679.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688818	03/02/2022	2,628.99
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688890	03/10/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688955	03/16/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689071	03/31/2022	2,606.52
PLAZA TOWING, INC.	Towing Service	689055	03/23/2022	2,580.00
AGREEMENT DYNAMICS, INC.	Legal Services-Labor Counsel	688821	03/02/2022	2,550.00
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	688828	03/02/2022	2,431.01
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	689053	03/23/2022	2,385.59
HOME DEPOT CREDIT SERVICES	Facility Maintenance	688980	03/16/2022	2,295.51
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689142	03/31/2022	2,153.40
KUNA FM	Anti-Human Trafficking Campaign	688917	03/10/2022	2,105.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	689132	03/31/2022	2,064.68
QUADIENT FINANCE USA, INC.	Postage	688997	03/16/2022	2,010.72
AMERICAN MOVING PARTS	Inventory Repair Parts	688825	03/02/2022	1,977.14
CALSTART, INC.	Membership & Subscriptions	689079	03/31/2022	1,950.00
DA GRAPHICS	Contracted Services	688971	03/16/2022	1,800.00
OFFICE DEPOT	Office Supplies	688923	03/10/2022	1,791.54

**SunLine Transit Agency
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SONSRAY FLEET SERVICES	Inventory Repair Parts	689066	03/23/2022	1,776.03
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	688841	03/02/2022	1,770.13
VALLEY OFFICE EQUIPMENT, INC.	Copier Services	688947	03/10/2022	1,762.21
VINCENT PRINTING COMPANY, INC.	Advertising	688949	03/10/2022	1,761.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688898	03/10/2022	1,728.03
FULTON DISTRIBUTING	Cleaning Supplies	688843	03/02/2022	1,725.35
DESERT URGENT CARE	Medical Exams & Testing	689101	03/31/2022	1,715.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	689035	03/23/2022	1,678.75
GLOBAL EQUIPMENT CO. INC.	Small Tools & Equipment	688848	03/02/2022	1,667.96
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	689020	03/23/2022	1,639.45
SONSRAY FLEET SERVICES	Inventory Repair Parts	688878	03/02/2022	1,603.30
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688897	03/10/2022	1,600.34
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	688975	03/16/2022	1,525.00
HOLLAND GLASS AND MIRROR	Repair Claims	688840	03/02/2022	1,500.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689141	03/31/2022	1,479.50
AMERICAN SECURITY GROUP	Security Services	688824	03/02/2022	1,475.00
LIFECOM, INC.	Contract Services - General	689044	03/23/2022	1,449.07
IMPERIAL IRRIGATION DIST	Utilities	689040	03/23/2022	1,437.38
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689060	03/23/2022	1,413.91
OMNITRACS, LLC	General Services	688925	03/10/2022	1,380.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	688880	03/02/2022	1,361.20
MANUEL ALCALA	Travel Meetings/Seminars	689111	03/31/2022	1,357.46
C V WATER DISTRICT	Utilities	689024	03/23/2022	1,326.07
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689031	03/23/2022	1,287.99
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689026	03/23/2022	1,255.48
AIR & LUBE SYSTEMS INC	Facility Maintenance	688960	03/16/2022	1,235.34
GRAINGER	Shop Supplies	688978	03/16/2022	1,208.38
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	688872	03/02/2022	1,206.58
JESSUP AUTO PLAZA	Repair Parts-Support Vehicles	688868	03/02/2022	1,200.98
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	689049	03/23/2022	1,197.99
FULTON DISTRIBUTING	Cleaning Supplies	688976	03/16/2022	1,153.30
VINCENT PRINTING COMPANY, INC.	Advertising	689136	03/31/2022	1,152.00
ISABEL ACOSTA	Travel Meetings/Seminars	689103	03/31/2022	1,119.68
OFFICE DEPOT	Office Supplies	688989	03/16/2022	1,118.09
PRUDENTIAL OVERALL SUPPLY	Uniforms	689056	03/23/2022	1,080.03
WELTYS ENTERPRISES, INC.	Advertising	688951	03/10/2022	1,069.24
GRAINGER	Shop Supplies	688912	03/10/2022	1,016.75
ROBERT HALF	Temporary Help	688930	03/10/2022	1,011.66
ROBERTO VALADEZ	Reimbursement Expense	688931	03/10/2022	1,000.00

**SunLine Transit Agency
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
MARCOS MENDOZA	Reimbursement Expense	689045	03/23/2022	1,000.00
THERESA DIXON	Reimbursement Expense	689064	03/23/2022	1,000.00
Total Checks Over \$1,000	\$2,122,486.14			
Total Checks Under \$1,000	\$37,714.18			
Total Checks	\$2,160,200.32			

SunLine Transit Agency

CONSENT CALENDAR

DATE: May 25, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for March 2022

Summary:

The attached report summarizes the Agency's credit card expenses for March 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of April 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of March 31, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 4/3/2022

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	3/4/2022	3/6/2022	Hilton	Smith System Training in Ontario, CA - Lodging for 5 Nights; Anthony Parham, Transit Trainer		\$898.88
2	3/8/2022	3/9/2022	Panera	Panera Catering Order; ATU and SunLine Negotiations Meeting		\$289.24
3	3/8/2022	3/10/2022	Southwest Airlines	Southwest Airlines Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager		\$632.99
4	3/8/2022	3/10/2022	American Airlines	American Airlines Flight from Fort Worth, TX to Palms Springs, CA for Travel from ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager		\$388.60
5	3/8/2022	3/10/2022	Isleta Hotel	2022 New Mexico Transit Road-ee Conference and Expo in Albuquerque, NM - Lodging for 2 Nights; Harman Singh, Deputy Chief Performance Officer		\$252.28
6	3/9/2022	3/10/2022	Guacamoles	Guacamoles Catering Order; ATU and SunLine Negotiations Meeting		\$231.50
7	3/10/2022	3/11/2022	Jersey Mike's	Jersey Mike's Catering Order; ATU and SunLine Negotiations Meeting		\$293.18
8	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Manuel Alcala, Transit Planning Analyst		\$974.46
9	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Isabel Acosta, Chief Transportation Officer		\$974.46
10	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Jeff Guidry, Superintendent of Transportation		\$974.46
11	3/11/2022	3/13/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging Deposit for 1 Night; Lauren Skiver, CEO/General Manager		\$297.72
12	3/11/2022	3/13/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging Deposit for 1 Night; Brittney Sowell, Chief of Staff		\$297.72

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
13	3/16/2022	3/17/2022	Red Robin	Red Robin Catering Order; ATU and SunLine Negotiations Meeting		\$326.16
14	3/16/2022	3/17/2022	Alaska Airlines	Alaska Airlines Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager's WiFi Fee		\$20.00
15	3/16/2022	3/17/2022	LAX Parking	Parking in Los Angeles, CA for travel to APTA 2022 Legislative Conference; Lauren Skiver, CEO/General Manager		\$300.00
16	3/16/2022	3/18/2022	Alaska Airlines	Alaska Airlines Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager's Luggage Fee		\$30.00
17	3/16/2022	3/18/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging for 4 Nights; Lauren Skiver, CEO/General Manager		\$1,397.79
18	3/16/2022	3/18/2022	Palm Springs Airport	Parking in Palm Springs, CA for travel to ThinkTransit Executive Summit; Lauren Skiver, CEO/General Manager		\$60.00
19	3/25/2022	3/27/2022	Omni Hotel	ThinkTransit Executive Summit in Fort Worth, TX - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$770.64
20	3/29/2022	3/31/2022	American Airlines	American Airlines Flight from Fort Worth, TX to Palms Springs, CA for Travel from ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager's Main Cabin Fee		\$66.46
21	3/30/2022	3/31/2022	Red Robin	Red Robin Catering Order; Lunch budget meeting with Chiefs		\$171.66
22	4/1/2022	4/3/2022	Westin Hotel	Regional Workshop: Hydrogen Hub Opportunity in Thousand Palms, CA - Lodging Deposit for 1 Night; Jack Brouwer, Featured speaker		\$508.49
Credits and Charges:					\$0.00	\$10,156.69



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	04/03/22
Next Statement Date	05/03/22

For Customer Service Call:
800-231-5511

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

Monthly Spending Limit*	\$40,000
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*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$10,156.69
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$10,156.69

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
03/04	03/06	2475542EG7W1NYX3N	HILTON ADVPURCH8002367113MEMPHIS TN		898.88
03/08	03/09	2475542EL3TNS6R2G	FOODJA - THE OFFICE EXPRE800-3675402 CA		289.24
03/08	03/10	2469216EL2XGS10MN	SOUTHWES 5261492518054800-435-9792 TX		632.99
		03/20/22	SKIVER/LAURA LEE		
		1 WN L	PALM SPRINGS PHOENIX		
		2 WN L	PHOENIX DALLAS		
03/08	03/10	2494300ELA16SLRLO	AMERICAN AIR0017720588189FORT WORTH TX		388.60
		03/24/22	SKIVER/LAURA LEE		
		1 AA L	FORT WORTH PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
03/08	03/10	2494300ELMV6NK23F	ISLETA HOTEL 5057243800 NM		252.28
03/09	03/10	2475542EM3TP0R3FJ	FOODJA - THE OFFICE EXPRE800-3675402 CA		231.50
03/10	03/11	2475542EN3TPBT8TV	FOODJA - THE OFFICE EXPRE800-3675402 CA		293.18
03/11	03/13	2469216EP2XVZVFL2	SOUTHWES 5261493974451800-435-9792 TX		974.46
		03/20/22	ALCALA/MANUEL		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2469216EP2XVZW35J	SOUTHWES 5261493974452800-435-9792 TX		974.46
		03/20/22	ACOSTA/ISABEL		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2469216EP2XVZW35S	SOUTHWES 5261493974453800-435-9792 TX		974.46
		03/20/22	GUIDRY/JEFF		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		

See reverse side for important information.

The transactions detailed on this statement are for informational use only.

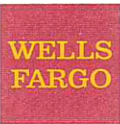
Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

Print address or phone changes: _____

Work () _____

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

SUNLINE TRANSIT
 LAURA SKIVER
 32505 HARRY OLIVER TRL
 THOUSAND PALMS CA 92276-3501
 60446 R303



Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2494300ENM0EL3W5T	GRAND HYATT WASHINGTON 8558690846 DC		297.72
03/11	03/13	2494300ENM0EL3Y5P	GRAND HYATT WASHINGTON 8558690846 DC		297.72
03/16	03/17	2444500EVEJ1VAVHE	RED ROBIN NO 253 760-324-8310 CA		326.16
03/16	03/17	2449215EVS15BLVGY	PP*COACH TRANS WASHINGTON DC		20.00
03/16	03/17	2478930EV07BEPONK	P4 LAX SMARTPARKING LOS ANGELES CA		300.00
03/16	03/18	2443106EW11SQ1R6H	ALASKA AIR 0272131853588SEATTLE WA		30.00
		03/16/22	SKIVER/LAURA LEE		
		1 AS O	WASHINGTON LOS ANGELES		
		55600005			
03/16	03/18	2494300EWM0EGJFK7	GRAND HYATT WASHINGTON WASHINGTON DC		1,397.79
03/23	03/24	2443106F2BLPYBBW	PALM SPRINGS AIRPORT PALM SPRINGS CA		60.00
03/25	03/27	2475542F57JY1GS18	OMNI FORT WORTH HOTEL 817-5356664 TX		770.64
03/29	03/31	2494300F9WESP2ATP	AMERICAN AIR0010650546727FORT WORTH TX		66.46
		03/29/22	SKIVER/LAURA LEE		
		1 AA Y	RVU FEE		
03/30	03/31	2444500F9EJ16F2ZR	RED ROBIN NO 253 RANCHO MIRAGECA		171.66
04/01	04/03	2475542FB7JZSQNFR	WESTIN (WESTIN HOTELS) 760-3285955 CA		508.49
04/03	04/03	000000000000COMPC	TOTAL PURCHASES \$10,156.69		
			TOTAL \$10,156.69		

All transactions detailed above have been billed to the company control account.

Wells Fargo News

Take advantage of the features that come with Online Banking:

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

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

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

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 3/31/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/28/2022	3/1/2022	Sam's Club	Bottled water for employees		\$ 30.35
2	3/2/2022	3/2/2022	Amazon	Computer cable		\$ 24.87
3	3/2/2022	3/3/2022	Amazon	Alexa for Business subscription		\$ 6.40
4	3/2/2022	3/3/2002	Amazon	Faucet control valve for admin sink		\$ 74.28
5	3/2/2022	3/7/2022	Sam's Club	Standing Desk Converter		\$ 215.48
6	3/3/2022	3/3/2022	Amazon	XCEL oil filter		\$ 484.65
7	3/3/2022	3/4/2022	SurveyMonkey	Advantage Annual Plan		\$ 384.00
8	3/3/2022	3/4/2022	Quickesign LLC	Software to automatically update infoboards		\$ 199.00
9	3/5/2022	3/7/2022	Amazon	Laptop battery charger		\$ 54.52
10	3/9/2022	3/9/2022	Amazon	Electric contact cleaner		\$ 22.62
11	3/10/2022	3/11/2022	Wheller Fleet Solutions	Amber LED lights		\$ 78.66
12	3/10/2022	3/11/2022	Doug Mockett & Co	No-Touch door handles		\$ 338.75
13	3/14/2022	3/15/2022	Amazon	Electric contact cleaner		\$ 15.41
14	3/15/2022	3/16/2022	Amazon	Computer hard drives		\$ 160.55
15	3/15/2022	3/16/2022	Amazon	Computer hard drives		\$ 119.57

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
16	3/16/2022	3/17/2022	Amazon	Computer hard drives		\$ 438.06
17	3/18/2022	3/21/2022	Sam's Club	Standing Desk Converters		\$ 1,508.35
18	3/21/2022	3/21/2022	Facebook	COVID - mask promotion ads		\$ 10.00
19	3/22/2022	3/23/2022	Wells Fargo	Canadian currency fee for Review Studio		\$ 1.80
20	3/22/2022	3/23/2022	Review Studio	Document review software		\$ 180.00
21	3/22/2022	3/23/2022	Wells Fargo	Canadian currency fee for Sillworks Ltd.		\$ 10.47
22	3/22/2022	3/23/2022	Sillworks Ltd.	Server hard drive replacements, IT equipment		\$ 1,047.31
23	3/25/2022	3/25/2022	Facebook	COVID - mask promotion ads		\$ 10.12
24	3/27/2022	3/28/2022	Facebook	COVID - mask promotion ads		\$ 10.00
25	3/28/2022	3/29/2022	Wells Fargo	Canadian currency fee for Sillworks Ltd.		\$ 11.81
26	3/28/2022	3/29/2022	Sillworks Ltd.	Server hard drive replacements, IT equipment		\$ 1,181.47
27	3/29/2029	3/30/2022	Facebook	COVID - mask promotion ads		\$ 15.00
Credits and Charges					\$0.00	\$ 6,633.50



Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	3/1/2022 - 3/31/2022	Currency	US Dollar

Reporting Period

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 2/28/2022	3/1/2022	Sams Club #6609	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			30.35
2 3/2/2022	3/2/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			24.87
3 3/2/2022	3/3/2022	Amazon Web Services	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			6.40
4 3/2/2022	3/3/2022	Amazon.Com*1w2a383l0 Amzn	General Ledger Code: 5040300100 Fund: 00 Division: 23	X			74.28

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 3/2/2022	3/7/2022	Samsclub.Com	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			215.48
6 3/3/2022	3/3/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 41	X			484.65
7 3/3/2022	3/4/2022	Surveymonk* T 42293123	General Ledger Code: 5090100000 Fund: 00 Division: 44	X			384.00
8 3/3/2022	3/4/2022	Quickesign	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			199.00
9 3/5/2022	3/7/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			54.52
10 3/9/2022	3/9/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 21	X			22.62

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 3/10/2022	3/11/2022	Wheeler Fleet Solutions	General Ledger Code: 5049900022 Fund: 00 Division: 41	X			78.66
12 3/10/2022	3/11/2022	Dmc	General Ledger Code: 5049900026 Fund: 00 Division: 23	X			338.75
13 3/14/2022	3/15/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 21	X			15.41
14 3/15/2022	3/16/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			160.55
15 3/15/2022	3/16/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			119.57
16 3/16/2022	3/17/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			438.06

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 3/18/2022	3/21/2022	Samsclub.Com	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			1,508.35
18 3/21/2022	3/21/2022	Facebk *9zjhedbf2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.00
19 3/22/2022	3/23/2022	Wells Fargo	General Ledger Code: 5090100000 Fund: 00 Division: 45	X			1.80
20 3/22/2022	3/23/2022	Reviewstudio.Com	General Ledger Code: 5090100000 Fund: 00 Division: 45	X			180.00
21 3/22/2022	3/23/2022	Wells Fargo	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			10.47
22 3/22/2022	3/23/2022	Sillworks Ltd	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			1,047.31

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 3/25/2022	3/25/2022	Facebk Mdnvrc7eg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.12
24 3/27/2022	3/28/2022	Facebk 9cmf9cbeg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.00
25 3/28/2022	3/29/2022	Wells Fargo	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			11.81
26 3/28/2022	3/29/2022	Sillworks Ltd	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			1,181.47
27 3/29/2022	3/30/2022	Facebk W5legc3fg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			15.00

Transaction Count: 27

Total: 6,633.50

SunLine Transit Agency**CONSENT CALENDAR**

DATE: May 25, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for March 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of March 2022 are equal to 9/12^{ths} of the yearly budget.

Year to Date Summary

- As of March 31, 2022, the Agency's FYTD revenues are \$1,728,561 or 75.50% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of March 31, 2022, the Agency's FYTD expenditures are \$1,213,847 or 3.95% below the FYTD budget.

Monthly Spotlight

- The category of Other Expenses had a negative variance attributed to consulting expenses and temporary help to assist with vacancies within the Agency.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
March 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	149,275	78,200	71,075	1,170,663	703,800	466,863	-24.8%
Other Revenue	2,114,326	77,992	176,194	(98,202)	2,847,443	1,585,745	1,261,698	-34.7%
Total Operating Revenue	3,052,726	227,267	254,394	(27,127)	4,018,105	2,289,545	1,728,561	-31.6%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,799,741	799,197	816,645	17,448	6,865,070	7,349,806	484,736	29.9%
Operator & Mechanic Overtime	918,833	78,730	76,569	(2,161)	701,495	689,125	(12,370)	23.7%
Administration Salaries & Wages	6,360,353	549,579	530,029	(19,549)	4,369,390	4,770,265	400,875	31.3%
Administration Overtime	119,516	5,292	9,960	4,667	52,402	89,637	37,235	56.2%
Fringe Benefits	10,475,957	811,126	872,996	61,870	7,062,826	7,856,968	794,142	32.6%
Communications	250,000	20,203	20,833	631	184,000	187,500	3,500	26.4%
Legal Services	575,000	67,851	47,917	(19,935)	329,497	431,250	101,753	42.7%
Computer/Network Software Agreement	600,000	64,052	50,000	(14,052)	503,427	450,000	(53,427)	16.1%
Uniforms	103,966	7,459	8,664	1,205	50,364	77,975	27,611	51.6%
Contracted Services	654,628	47,296	54,552	7,257	344,616	490,971	146,355	47.4%
Equipment Repairs	8,500	196	708	513	8,286	6,375	(1,911)	2.5%
Security Services	160,000	14,644	13,333	(1,310)	103,646	120,000	16,354	35.2%
Fuel - CNG	1,516,432	150,704	126,369	(24,335)	1,344,129	1,137,324	(206,805)	11.4%
Fuel - Hydrogen	845,934	88,661	70,495	(18,167)	822,095	634,451	(187,645)	2.8%
Tires	226,183	15,284	18,849	3,565	145,222	169,637	24,416	35.8%
Office Supplies	70,392	6,458	5,866	(592)	42,460	52,794	10,334	39.7%
Travel/Training	96,680	11,502	8,057	(3,445)	59,897	72,510	12,613	38.0%
Repair Parts	1,436,101	133,868	119,675	(14,193)	919,987	1,077,076	157,089	35.9%
Facility Maintenance	41,300	2,937	3,442	505	33,646	30,975	(2,671)	18.5%
Electricity - CNG & Hydrogen	1,230,000	101,102	102,500	1,398	881,566	922,500	40,934	28.3%
Natural Gas	1,175,000	135,263	97,917	(37,346)	1,309,417	881,250	(428,167)	-11.4%
Water and Gas	10,575	914	881	(32)	8,191	7,931	(260)	22.5%
Insurance Losses	1,850,000	119,441	154,167	34,726	1,251,544	1,387,500	135,956	32.3%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	59,207	37,500	(21,707)	-18.4%
Repair Claims	200,000	8,182	16,667	8,485	39,965	150,000	110,035	80.0%
Fuel Taxes	94,400	2,998	7,867	4,868	68,789	70,800	2,011	27.1%
Other Expenses	4,621,150	425,620	385,096	(40,525)	4,084,711	3,465,863	(618,848)	11.6%
Self Consumed Fuel	(2,487,067)	(239,365)	(207,256)	32,110	(2,107,011)	(1,865,300)	241,711	15.3%
Total Operating Expenses (Before Depreciation)	41,003,574	3,435,771	3,416,965	(18,807)	29,538,834	30,752,681	1,213,847	28.0%
Operating Expenses in Excess of Operating Revenue		\$ (3,208,504)			\$ (25,520,728)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	614,029	605,238	(8,791)	4,884,041	5,447,146	563,105	32.8%
State - LTF, LCTOP	7,135,429	603,255	594,619	(8,636)	4,798,347	5,351,572	553,225	32.8%
Federal	23,552,558	1,991,220	1,962,713	(28,507)	15,838,340	17,664,419	1,826,078	32.8%
Total Subsidies	37,950,848	3,208,504	3,162,571	(45,934)	25,520,728	28,463,136	2,942,408	32.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
March 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,674,400	2,243,924	2,306,200	62,276	19,051,183	20,755,800	1,704,617	31.2%
Services	4,081,926	421,054	340,161	(80,894)	3,087,680	3,061,445	(26,235)	24.4%
Fuels & Lubricants	2,525,519	255,026	210,460	(44,566)	2,292,011	1,894,139	(397,871)	9.2%
Tires	226,183	15,284	18,849	3,565	145,222	169,637	24,416	35.8%
Materials and Supplies	1,857,038	161,202	154,753	(6,448)	1,252,747	1,392,779	140,032	32.5%
Utilities	2,699,927	260,274	224,994	(35,280)	2,449,116	2,024,945	(424,171)	9.3%
Casualty & Liability	3,355,200	247,934	279,600	31,666	2,381,424	2,516,400	134,976	29.0%
Taxes and Fees	94,400	2,998	7,867	4,868	68,789	70,800	2,011	27.1%
Miscellaneous Expenses	976,048	67,441	81,337	13,896	917,674	732,036	(185,638)	6.0%
Self Consumed Fuel	(2,487,067)	(239,365)	(207,256)	32,110	(2,107,011)	(1,865,300)	241,711	15.3%
Total Operating Expenses (Before Depreciation)	41,003,574	3,435,771	3,416,965	(18,807)	29,538,834	30,752,681	1,213,847	28.0%
Revenues:								
Passenger Revenue	938,400	149,275	78,200	71,075	1,170,663	703,800	466,863	-24.8%
Other Revenue	2,114,326	77,992	176,194	(98,202)	2,847,443	1,585,745	1,261,698	-34.7%
Total Operating Revenue	3,052,726	227,267	254,394	(27,127)	4,018,105	2,289,545	1,728,561	-31.6%
Net Operating Gain (Loss)		\$ (3,208,504)			\$ (25,520,728)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	614,029	605,238	(8,791)	4,884,041	5,447,146	563,105	32.8%
State - LTF, LCTOP	7,135,429	603,255	594,619	(8,636)	4,798,347	5,351,572	553,225	32.8%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,991,220	1,962,713	(28,507)	15,838,340	17,664,419	1,826,078	32.8%
Total Subsidies	37,950,848	3,208,504	3,162,571	(45,934)	25,520,728	28,463,136	2,942,408	32.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of March, ridership was at 7.2% above FY21 FYTD totals.
- Total system ridership was 112,558 trips above FY21 FYTD amounts.

Ridership

	FY21-March	FY22-March	Variance	%Δ
Fixed Route	179,749	213,938	34,189	19.0%
Paratransit	6,861	9,349	2,488	36.3%
SolVan	1,512	1,621	109	7.2%
SunRide	199	419	220	-
System Total	188,321	225,327	37,006	19.7%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,505,008	1,589,218	84,210	5.6%
Paratransit	50,147	74,738	24,591	49.0%
SolVan	12,051	12,356	305	2.5%
SunRide	293	3,745	3,452	-
System Total	1,567,499	1,680,057	112,558	7.2%

Other Revenue

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators to cover absences.

Administration Salaries & Wages

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

Administration Overtime

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

Fringe Benefits

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

Communications

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

Legal Services

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

- The positive variance in contracted services is attributed to expenses which have not yet been incurred.

Equipment Repairs

- The unfavorable variance is primarily attributed to unexpected repairs to a bus lift in the month of September.

Security Services

- Savings in security services are attributed to incurring expenses later than anticipated for remote security monitoring services.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

Fuel - Hydrogen

- The negative variance is attributed to higher cost per kilogram of H2.

Tires

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

Electricity - CNG & Hydrogen

- Electricity expenses are within an acceptable range of the budget.

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

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

Repair Claims

- Repair claim expenses have been less than anticipated. Expenses for work on vehicles will be incurred once the work is complete.

Fuel Taxes

- Outside fuel sales are currently \$245,359 above FY21 FYTD amounts.
- For March, sales increased by \$11,004 from the previous month.
- Fuel Tax expenses are within an acceptable range of the budget.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
March FY21	\$ 50,374				
March FY22	\$ 59,972	\$ 9,598	\$ 11,004	19.05%	22.47%
February FY22	\$ 48,968				
FYTD March FY21	\$ 487,426				
FYTD March FY22	\$ 732,815	\$ 245,389		50.34%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to increased expenses for consulting services.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for April 2022

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 into under the CEO/General Manager's authority.

- For the month of April 2022, there were four (4) agreements and one (1) amendment executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
Resource Environmental Inc	Modular Trailer Demolition	\$67,000.00
Heptagon Seven Consulting	Due Diligence for Ramon Rd. Land Acquisition	\$51,036.17
Isabella Amadeo	Consulting	\$25,000.00
Total Care Work Injury Clinic	Occupational Health Services	\$39,225.00
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Negotiations	\$34,000.00

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000
April 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Resource Environmental, Inc.	Modular Trailer Demolition	Final demo of old trailers	FY22	\$100,000.00	\$67,000.00	Executed Agreement
Heptagon Seven Consulting	Due Diligence for Ramon Rd. Land Acquisition	To ensure Ramon Road parcel is suitable for purchase	FY22	\$55,000.00	\$51,036.17	Executed Agreement
Isabella Amadeo	Consulting	Temporary assistance for Finance Department	FY22 FY23	\$25,000.00	\$25,000.00	Executed Agreement
Total Care Work Injury Clinic	Occupational Health Services	Pre-employment physicals, testing & medical services	FY22 FY23	\$40,000.00	\$39,225.00	Executed Agreement
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Negotiations	Labor Negotiations (amendment executed under CEO/GM authority)	FY22	\$34,000.00	\$34,000.00	Amendment

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for March 2022

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.9%	16% - 56%
	International Equity	17.3%	0% - 39%
	Other	4.6%	0% - 20%
Income Assets			
	Fixed Income	37.2%	25% - 65%
	Other	2.8%	0% - 20%
Real Return Assets		2.5%	0% - 20%
Cash Equivalents		0.5%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.9%	16% - 56%
	International Equity	17.3%	0% - 39%
	Other	4.6%	0% - 20%
Income Assets			
	Fixed Income	37.2%	25% - 65%
	Other	2.8%	0% - 20%
Real Return Assets		2.5%	0% - 20%
Cash Equivalents		0.7%	0% - 20%

For the month of March, the market value of assets increased by \$236,936 and \$260,045 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
February 2022	\$38,597,521	\$38,611,417
March 2022	\$38,834,457	\$38,871,462
Increase (Decrease)	\$236,936	\$260,045

Recommendation:

Receive and file.

Portfolio Summary and Statistics

For the Month Ending **March 31, 2022**

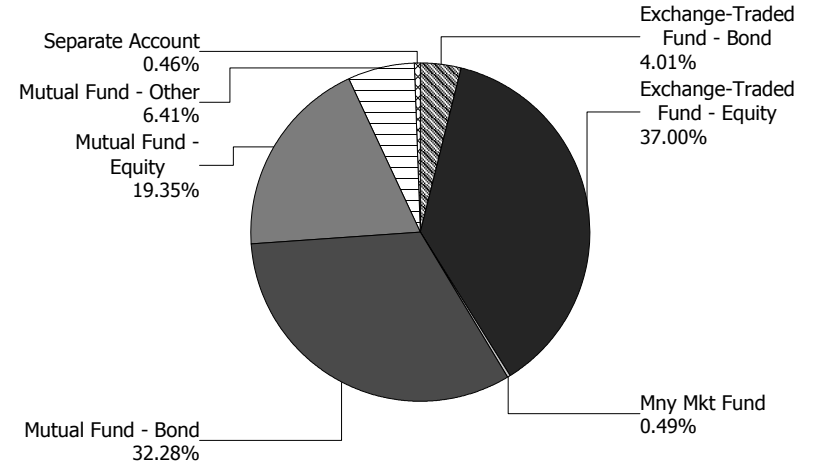
SUNLINE EMPLOYEES RETIREMENT BARGAINING

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	179,293.95	179,293.95	0.46
Mutual Fund - Other	158,211.69	2,490,853.69	6.41
Mutual Fund - Equity	269,725.90	7,515,832.79	19.35
Mutual Fund - Bond	1,173,934.13	12,536,405.73	32.28
Money Market Mutual Fund	190,682.53	190,682.53	0.49
Exchange-Traded Fund - Equity	134,066.00	14,365,816.01	37.00
Exchange-Traded Fund - Bond	36,406.00	1,555,572.12	4.01
Managed Account Sub-Total	2,142,320.20	38,834,456.82	100.00%
Accrued Interest		0.00	
Total Portfolio	2,142,320.20	38,834,456.82	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	54.87	131,084.43	(12,996.16)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	54.87	366,751.08	(18,788.72)	0.94
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	54.87	62,881.02	(7,173.96)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	54.87	34,622.97	(1,148.42)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	54.87	34,732.71	(1,341.96)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	54.87	52,949.55	(5,925.10)	0.14
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,884.00	39.22	544,524.93	36.42	505,655.28	(38,869.65)	1.30
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	36.42	366,895.08	(26,997.31)	0.94
Security Type Sub-Total			36,406.00		1,668,813.40	402.06	1,555,572.12	(113,241.28)	4.00

Exchange-Traded Fund - Equity									
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	25,042.00	16.68	417,700.56	17.64	441,740.88	24,040.32	1.14
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	24,046.00	17.14	412,148.44	17.64	424,171.44	12,023.00	1.09
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	268.34	712,711.04	(21,407.36)	1.84
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	884.00	106.82	94,428.35	107.88	95,365.92	937.57	0.25
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,234.00	106.97	132,000.86	107.88	133,123.92	1,123.06	0.34
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,257.00	107.25	134,813.12	107.88	135,605.16	792.04	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,251.00	117.36	381,537.03	107.88	350,717.88	(30,819.15)	0.90
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	59.74	416,925.46	(39,291.77)	1.07
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	59.74	33,036.22	(2,549.33)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	59.74	1,386,147.22	176,806.86	3.57
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	227.67	351,977.82	2,257.47	0.91
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	42,982.00	169.04	7,265,677.28	227.67	9,785,711.94	2,520,034.66	25.20
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	227.67	98,581.11	(2,706.25)	0.25
Security Type Sub-Total			134,066.00		11,724,574.89	1,597.37	14,365,816.01	2,641,241.12	37.00

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	190,682.53	1.00	190,682.53	1.00	190,682.53	0.00	0.49
Security Type Sub-Total			190,682.53		190,682.53	1.00	190,682.53	0.00	0.49
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	316,050.31	11.65	3,682,088.61	10.89	3,441,787.91	(240,300.70)	8.86
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	214,551.01	10.82	2,321,034.19	10.33	2,216,311.90	(104,722.29)	5.71
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	64,206.58	5.65	362,769.77	5.35	343,505.22	(19,264.55)	0.88
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	85,554.27	9.75	833,828.35	9.67	827,309.79	(6,518.56)	2.13
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	254,226.99	14.79	3,759,582.14	13.45	3,419,353.02	(340,229.12)	8.80
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	239,344.97	10.56	2,528,055.42	9.56	2,288,137.89	(239,917.53)	5.89
Security Type Sub-Total			1,173,934.13		13,487,358.48	59.25	12,536,405.73	(950,952.75)	32.27
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,427.07	19.35	356,568.28	18.13	334,082.75	(22,485.53)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	53,867.37	25.10	1,352,166.16	26.77	1,442,029.62	89,863.46	3.71
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	36,354.69	18.76	682,049.01	17.42	633,298.75	(48,750.26)	1.63
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	5,703.00	156.46	892,270.23	157.71	899,420.13	7,149.90	2.32
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,300.74	49.58	1,006,459.83	62.22	1,263,111.78	256,651.95	3.25
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	55,800.01	23.09	1,288,280.44	25.77	1,437,966.22	149,685.78	3.70
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	47,912.73	13.82	661,923.10	13.12	628,614.95	(33,308.15)	1.62
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	10,333.00	49.67	513,188.51	48.03	496,293.99	(16,894.52)	1.28
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	32.07	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,027.29	22.02	463,028.24	18.12	381,014.57	(82,013.67)	0.98
Security Type Sub-Total			269,725.90		7,215,933.83	419.36	7,515,832.79	299,898.96	19.35
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.65	46.25	671,535.35	55.39	804,243.24	132,707.89	2.07

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Other									
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,419.13	6.65	794,120.33	7.42	886,089.96	91,969.63	2.28
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.91	27.53	668,170.10	32.98	800,520.49	132,350.39	2.06
Security Type Sub-Total			158,211.69		2,133,825.78	95.79	2,490,853.69	357,027.91	6.41
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV007	SA425	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.19
Security Type Sub-Total			179,293.95		179,293.95	500.00	179,293.95	0.00	0.48
Managed Account Sub-Total			2,142,320.20		36,600,482.86	3,074.83	38,834,456.82	2,233,973.96	100.00
Securities Sub-Total			\$2,142,320.20		\$36,600,482.86	\$3,074.83	\$38,834,456.82	\$2,233,973.96	100.00%
Accrued Interest							\$0.00		
Total Investments							\$38,834,456.82		

Portfolio Summary and Statistics

For the Month Ending **March 31, 2022**

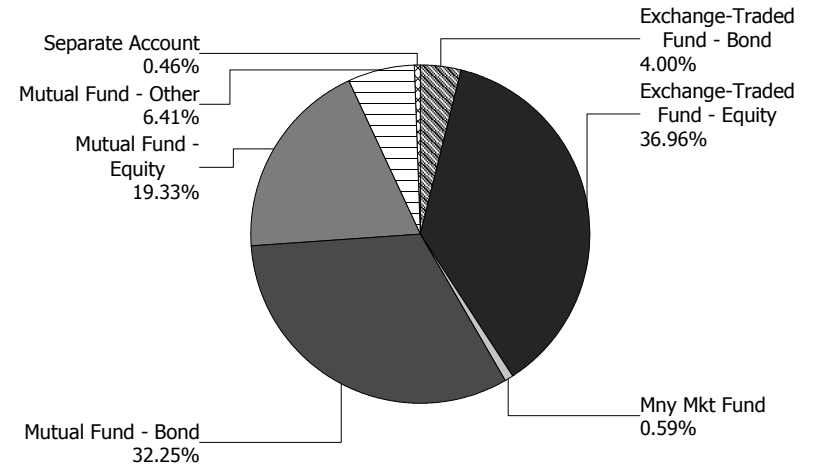
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	179,293.95	179,293.95	0.46
Mutual Fund - Other	158,213.21	2,490,841.24	6.41
Mutual Fund - Equity	269,710.95	7,514,945.67	19.33
Mutual Fund - Bond	1,173,929.07	12,535,429.13	32.25
Money Market Mutual Fund	230,648.77	230,648.77	0.59
Exchange-Traded Fund - Equity	134,055.00	14,364,935.16	36.96
Exchange-Traded Fund - Bond	36,409.00	1,555,367.73	4.00
Managed Account Sub-Total	2,182,259.95	38,871,461.65	100.00%
Accrued Interest		0.00	
Total Portfolio	2,182,259.95	38,871,461.65	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	54.87	365,818.29	(18,740.93)	0.94
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	54.87	34,622.97	(1,148.42)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	54.87	53,882.34	(6,029.48)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	54.87	34,732.71	(1,341.96)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	54.87	131,962.35	(13,083.20)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	54.87	61,070.31	(6,967.38)	0.16
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	36.42	505,618.86	(38,866.85)	1.30
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	36.42	367,659.90	(27,053.59)	0.95
Security Type Sub-Total			36,409.00		1,668,599.54	402.06	1,555,367.73	(113,231.81)	4.01

Exchange-Traded Fund - Equity									
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	24,045.00	17.14	412,131.30	17.64	424,153.80	12,022.50	1.09
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	25,041.00	16.68	417,683.88	17.64	441,723.24	24,039.36	1.14
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	268.34	714,321.08	(21,455.72)	1.84
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	107.88	350,610.00	(30,809.68)	0.90
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	107.88	135,497.28	791.41	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	107.88	133,016.04	1,122.15	0.34
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	107.88	95,581.68	939.69	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	59.74	37,755.68	(2,913.52)	0.10
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	59.74	411,190.42	(38,751.29)	1.06
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	59.74	1,386,864.10	176,898.30	3.57
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	227.67	98,581.11	(2,706.25)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	227.67	353,116.17	2,264.77	0.91
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	42,968.00	169.04	7,263,310.72	227.67	9,782,524.56	2,519,213.84	25.17
Security Type Sub-Total			134,055.00		11,724,279.60	1,597.37	14,364,935.16	2,640,655.56	36.97

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	230,648.77	1.00	230,648.77	1.00	230,648.77	0.00	0.59
Security Type Sub-Total			230,648.77		230,648.77	1.00	230,648.77	0.00	0.59
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	316,016.30	11.66	3,683,291.82	10.89	3,441,417.45	(241,874.37)	8.85
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	214,488.94	10.82	2,321,203.55	10.33	2,215,670.78	(105,532.77)	5.70
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	64,373.86	5.65	363,714.24	5.35	344,400.17	(19,314.07)	0.89
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	85,543.83	9.75	833,729.22	9.67	827,208.81	(6,520.41)	2.13
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	254,193.62	14.79	3,758,807.32	13.45	3,418,904.20	(339,903.12)	8.80
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	239,312.52	10.57	2,528,509.49	9.56	2,287,827.72	(240,681.77)	5.89
Security Type Sub-Total			1,173,929.07		13,489,255.64	59.25	12,535,429.13	(953,826.51)	32.26
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,461.23	19.35	357,229.27	18.13	334,702.08	(22,527.19)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	53,856.78	25.09	1,351,416.59	26.77	1,441,745.92	90,329.33	3.71
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	36,351.02	18.76	682,003.74	17.42	633,234.74	(48,769.00)	1.63
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	5,701.00	156.46	891,959.44	157.71	899,104.71	7,145.27	2.31
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,296.89	49.58	1,006,384.71	62.22	1,262,872.40	256,487.69	3.25
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	55,788.60	23.07	1,287,079.05	25.77	1,437,672.19	150,593.14	3.70
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	47,905.00	13.81	661,705.54	13.12	628,513.57	(33,191.97)	1.62
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	10,332.00	49.67	513,139.76	48.03	496,245.96	(16,893.80)	1.28
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITXX	0.00	75.00	0.03	110.81	0.04	0.01	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,018.44	22.02	462,835.94	18.12	380,854.06	(81,981.88)	0.98
Security Type Sub-Total			269,710.95		7,213,754.07	498.10	7,514,945.67	301,191.60	19.34
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.49	46.24	671,321.18	55.39	804,234.56	132,913.38	2.07

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Other									
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,421.45	6.65	794,092.52	7.42	886,107.16	92,014.64	2.28
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.27	27.52	667,930.47	32.98	800,499.52	132,569.05	2.06
Security Type Sub-Total			158,213.21		2,133,344.17	95.79	2,490,841.24	357,497.07	6.41
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV008	SA426	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.17
Security Type Sub-Total			179,293.95		179,293.95	500.00	179,293.95	0.00	0.46
Managed Account Sub-Total			2,182,259.95		36,639,175.74	3,153.57	38,871,461.65	2,232,285.91	100.04
Securities Sub-Total			\$2,182,259.95		\$36,639,175.74	\$3,153.57	\$38,871,461.65	\$2,232,285.91	100.04%
Accrued Interest							\$0.00		
Total Investments							\$38,871,461.65		

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for the First Quarter of Calendar Year
2022

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the first quarter of calendar year 2022. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets posted negative returns of -6.15% and -6.16% in the first quarter of calendar year 2022, respectively. The pension plans utilize a conservative 6% return assumption. Expected returns for pension plans typically focus on long term performance. Over a 30-year timeframe, asset returns are expected to exceed and fall below the 6% assumption.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	38,834,457	100.00	-6.15	-6.15	3.12	10.68	N/A	9.09	07/01/2017
<i>PFM Blended Benchmark</i>			-5.55	-5.55	2.08	9.38	N/A	8.17	07/01/2017
Domestic Equity	13,826,327	35.60	-5.73	-5.73	11.06	N/A	N/A	11.06	04/01/2021
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	11.92	04/01/2021
Vanguard Total Stock Market ETF	10,236,271	26.36	-5.45	-5.45	11.67	18.14	15.36	34.80	04/01/2020
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	34.87	04/01/2020
Invesco S&P 500 Equal Weight ETF	899,420	2.32	-2.76	-2.76	12.90	16.78	13.67	2.56	03/01/2022
<i>S&P 500</i>			-4.60	-4.60	15.65	18.92	15.99	3.71	03/01/2022
Jensen Quality Growth Fund	1,263,112	3.25	-7.55	-7.55	17.20	17.32	17.07	17.32	04/01/2019
<i>S&P 500</i>			-4.60	-4.60	15.65	18.92	15.99	18.92	04/01/2019
iShares Core S&P Mid-Cap ETF	712,711	1.84	-4.89	-4.89	4.51	14.08	11.04	2.70	10/01/2021
<i>S&P MidCap 400</i>			-4.88	-4.88	4.59	14.14	11.10	2.73	10/01/2021
iShares Core S&P Small-Cap ETF	714,813	1.84	-5.65	-5.65	1.12	13.52	10.86	1.76	02/01/2022
<i>S&P SmallCap 600</i>			-5.62	-5.62	1.23	13.58	10.89	1.77	02/01/2022
International Equity	6,560,795	16.89	-10.97	-10.97	-6.44	N/A	N/A	-6.44	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	-1.48	04/01/2021
Vanguard Total International Stock ETF	1,836,109	4.73	-6.07	-6.07	-1.78	7.82	6.82	22.53	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	21.32	04/01/2020
J. O. Hambro International Select	1,437,966	3.70	-14.30	-14.30	-6.66	8.76	8.59	8.27	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	5.87	07/01/2017
Harding Loevner International Equity	1,442,030	3.71	-10.97	-10.97	-4.20	9.26	8.15	11.97	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	14.51	07/01/2020
Vanguard FTSE Developed Markets ETF	496,294	1.28	-6.04	-6.04	0.73	8.58	7.19	0.34	03/01/2022
<i>MSCI EAFE (net)</i>			-5.91	-5.91	1.16	7.78	6.72	0.64	03/01/2022
Artisan International Small-Mid	334,083	0.86	-12.71	-12.71	-7.99	12.77	11.66	-7.47	01/01/2021
Virtus KAR International Small-Mid Cap	381,015	0.98	-20.49	-20.49	-16.26	6.14	8.05	-12.91	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			-6.63	-6.63	-1.31	8.54	7.03	2.28	01/01/2021
Hartford Schroders Emerging Markets Equity	633,299	1.63	-8.75	-8.75	-16.24	5.91	6.84	1.86	03/01/2018
<i>MSCI EM (net)</i>			-6.97	-6.97	-11.37	4.94	5.98	1.20	03/01/2018
Other Growth	1,604,764	4.13	-5.33	-5.33	17.03	N/A	N/A	17.03	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021
Cohen & Steers Inst Realty Shares	804,243	2.07	-5.95	-5.95	23.42	14.02	12.02	23.42	04/01/2021
Principal RE Securities Inst Fund	800,520	2.06	-5.19	-5.19	23.75	12.68	11.53	23.75	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,848,042	35.66	-5.84	-5.84	-3.45	1.95	N/A	2.24	07/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
Baird Core Plus	3,441,788	8.86	-6.14	-6.14	-4.13	2.39	2.75	2.51	07/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
DoubleLine Core Fixed Income	2,216,312	5.71	-4.88	-4.88	-3.19	1.64	2.22	1.73	09/01/2017
PGIM Total Return Bond Fund	3,419,353	8.80	-6.50	-6.50	-3.29	2.20	2.95	2.34	09/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.73	09/01/2017
Voya Intermediate Bond	2,288,138	5.89	-6.28	-6.28	-4.26	2.20	2.68	0.19	01/01/2020
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	-0.19	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	683,022	1.76	-7.01	-7.01	-4.88	2.84	3.15	0.62	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-7.24	-7.24	-4.92	2.94	3.32	0.74	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	343,505	0.88	-3.21	-3.21	0.78	4.57	4.62	-0.83	06/01/2021
<i>ICE BofAML High Yield Master II</i>			-4.51	-4.51	-0.31	4.39	4.56	-1.67	06/01/2021
MFS Emerging Markets Debt	628,615	1.62	-7.94	-7.94	-6.26	1.49	2.23	-7.94	01/01/2022
<i>JPM EMBI Global Diversified</i>			-10.02	-10.02	-7.44	0.01	1.69	-10.02	01/01/2022
Pacific Funds Floating Rate Income	827,310	2.13	0.02	0.02	3.29	3.52	3.54	-0.39	02/01/2022
<i>Credit Suisse Leveraged Loan Index</i>			-0.10	-0.10	3.22	4.10	4.05	-0.46	02/01/2022
Other Income	1,051,844	2.71	-7.04	-7.04	N/A	N/A	N/A	-5.36	09/01/2021
iShares Preferred and Income Securities ETF	872,550	2.25	-6.94	-6.94	-0.67	4.99	4.07	-5.19	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			-6.92	-6.92	-0.43	5.81	N/A	-5.06	09/01/2021
ATEL Private Debt Partners II[CE]	110,538	0.28	0.00	0.00	N/A	N/A	N/A	0.00	10/01/2021
<i>CPI + 11%</i>			5.42	5.42	20.50	15.67	14.73	10.54	10/01/2021
NB Secondary Opportunities Fund V Offshore	68,756	0.18	N/A	N/A	N/A	N/A	N/A	N/A	04/01/2022
<i>CA US Private Equity Index</i>			0.00	0.00	26.56	23.36	19.74	N/A	04/01/2022
Real Return	1,752,002	4.51	23.12	23.12	N/A	N/A	N/A	31.56	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Invesco Opt Yield Diversified Commodity	865,912	2.23	25.72	25.72	57.95	18.36	11.73	N/A	04/01/2022
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	N/A	04/01/2022
PIMCO Commodity Real Return Strategy	886,090	2.28	24.35	24.35	52.80	19.76	11.07	35.12	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Cash Equivalent	190,683	0.49	0.01	0.01	0.03	0.64	N/A	0.98	07/01/2017
First American Prime Obligation - Z	190,683	0.49	0.01	0.01	0.04	0.73	1.12	1.13	07/01/2017

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	38,871,462	100.00	-6.16	-6.16	3.12	10.69	N/A	9.08	07/01/2017
<i>PFM Blended Benchmark</i>			-5.55	-5.55	2.08	9.38	N/A	8.17	07/01/2017
Domestic Equity	13,825,225	35.57	-5.73	-5.73	11.05	N/A	N/A	11.05	04/01/2021
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	11.92	04/01/2021
Vanguard Total Stock Market ETF	10,234,222	26.33	-5.45	-5.45	11.67	18.14	15.36	34.80	04/01/2020
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	34.87	04/01/2020
Invesco S&P 500 Equal Weight ETF	899,105	2.31	-2.76	-2.76	12.90	16.78	13.67	2.56	03/01/2022
<i>S&P 500</i>			-4.60	-4.60	15.65	18.92	15.99	3.71	03/01/2022
Jensen Quality Growth Fund	1,262,872	3.25	-7.55	-7.55	17.20	17.32	17.07	17.32	04/01/2019
<i>S&P 500</i>			-4.60	-4.60	15.65	18.92	15.99	18.92	04/01/2019
iShares Core S&P Mid-Cap ETF	714,321	1.84	-4.89	-4.89	4.51	14.08	11.04	2.70	10/01/2021
<i>S&P MidCap 400</i>			-4.88	-4.88	4.59	14.14	11.10	2.73	10/01/2021
iShares Core S&P Small-Cap ETF	714,705	1.84	-5.65	-5.65	1.12	13.52	10.86	1.76	02/01/2022
<i>S&P SmallCap 600</i>			-5.62	-5.62	1.23	13.58	10.89	1.77	02/01/2022
International Equity	6,560,265	16.88	-10.97	-10.97	-6.44	N/A	N/A	-6.44	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	-1.48	04/01/2021
Vanguard Total International Stock ETF	1,835,810	4.72	-6.07	-6.07	-1.78	7.82	6.82	22.53	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	21.32	04/01/2020
J. O. Hambro International Select	1,437,672	3.70	-14.30	-14.30	-6.66	8.76	8.59	8.27	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	5.87	07/01/2017
Harding Loevner International Equity	1,441,746	3.71	-10.97	-10.97	-4.20	9.26	8.15	11.97	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	14.51	07/01/2020
Vanguard FTSE Developed Markets ETF	496,246	1.28	-6.04	-6.04	0.73	8.58	7.19	0.34	03/01/2022
<i>MSCI EAFE (net)</i>			-5.91	-5.91	1.16	7.78	6.72	0.64	03/01/2022
Artisan International Small-Mid	334,702	0.86	-12.71	-12.71	-7.99	12.77	11.66	-7.47	01/01/2021
Virtus KAR International Small-Mid Cap	380,854	0.98	-20.49	-20.49	-16.26	6.14	8.05	-12.91	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			-6.63	-6.63	-1.31	8.54	7.03	2.28	01/01/2021
Hartford Schroders Emerging Markets Equity	633,235	1.63	-8.75	-8.75	-16.24	5.91	6.84	1.86	03/01/2018
<i>MSCI EM (net)</i>			-6.97	-6.97	-11.37	4.94	5.98	1.20	03/01/2018
Other Growth	1,604,734	4.13	-5.33	-5.33	17.04	N/A	N/A	17.04	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021
Cohen & Steers Inst Realty Shares	804,235	2.07	-5.95	-5.95	23.42	14.02	12.02	23.42	04/01/2021
Principal RE Securities Inst Fund	800,500	2.06	-5.19	-5.19	23.75	12.68	11.53	23.75	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,846,032	35.62	-5.84	-5.84	-3.45	1.95	N/A	2.24	07/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
Baird Core Plus	3,441,417	8.85	-6.14	-6.14	-4.13	2.39	2.75	2.51	07/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
DoubleLine Core Fixed Income	2,215,671	5.70	-4.88	-4.88	-3.19	1.64	2.22	1.73	09/01/2017
PGIM Total Return Bond Fund	3,418,904	8.80	-6.50	-6.50	-3.29	2.20	2.95	2.34	09/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.73	09/01/2017
Voya Intermediate Bond	2,287,828	5.89	-6.28	-6.28	-4.26	2.20	2.68	0.19	01/01/2020
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	-0.19	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	682,089	1.75	-7.01	-7.01	-4.88	2.84	3.15	0.62	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-7.24	-7.24	-4.92	2.94	3.32	0.74	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	344,400	0.89	-3.21	-3.21	0.78	4.57	4.62	-0.83	06/01/2021
<i>ICE BofAML High Yield Master II</i>			-4.51	-4.51	-0.31	4.39	4.56	-1.67	06/01/2021
MFS Emerging Markets Debt	628,514	1.62	-7.94	-7.94	-6.26	1.49	2.23	5.71	06/01/2006
<i>JPM EMBI Global Diversified</i>			-10.02	-10.02	-7.44	0.01	1.69	8.00	01/01/1994
Pacific Funds Floating Rate Income	827,209	2.13	0.02	0.02	3.29	3.52	3.54	-0.39	02/01/2022
<i>Credit Suisse Leveraged Loan Index</i>			-0.10	-0.10	3.22	4.10	4.05	-0.46	02/01/2022
Other Income	1,052,573	2.71	-7.04	-7.04	N/A	N/A	N/A	-5.36	09/01/2021
iShares Preferred and Income Securities ETF	873,279	2.25	-6.94	-6.94	-0.67	4.99	4.07	-5.19	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			-6.92	-6.92	-0.43	5.81	N/A	-5.06	09/01/2021
ATEL Private Debt Partners II[CE]	110,538	0.28	0.00	0.00	N/A	N/A	N/A	0.00	10/01/2021
<i>CPI + 11%</i>			5.42	5.42	20.50	15.67	14.73	10.54	10/01/2021
NB Secondary Opportunities Fund V Offshore	68,756	0.18	N/A	N/A	N/A	N/A	N/A	N/A	04/01/2022
<i>CA US Private Equity Index</i>			0.00	0.00	26.56	23.36	19.74	N/A	04/01/2022
Real Return	1,751,984	4.51	23.13	23.13	N/A	N/A	N/A	31.56	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Invesco Opt Yield Diversified Commodity	865,877	2.23	25.72	25.72	57.95	18.36	11.73	N/A	04/01/2022
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	N/A	04/01/2022
PIMCO Commodity Real Return Strategy	886,107	2.28	24.35	24.35	52.80	19.76	11.07	35.12	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Cash Equivalent	230,649	0.59	0.01	0.01	0.03	0.63	N/A	0.98	07/01/2017
First American Prime Obligation - Z	230,649	0.59	0.01	0.01	0.04	0.73	1.12	1.13	07/01/2017

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report April 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Apr-22	Apr-21	Net	Percent
Fixed Route	196,568	178,341	18,227	10.2%
SolVan	1,498	1,376	122	8.9%
SunRide	383	275	108	28.2%
Taxi Voucher*	233	398	165	-70.8%
SunDial	8,784	7,060	1,724	24.4%
Total	207,466	187,450	20,016	10.7%

*Taxi Voucher rides are included in the system total, however, they are not NTD reportable.

April 2022 Fiscal Year To Date Ridership	
Fiscal Year 2022	1,889,953
Fiscal Year 2021	1,758,215
Ridership Variance	131,738

Fiscal year to date system ridership is up by 131,738 rides or 7.5% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



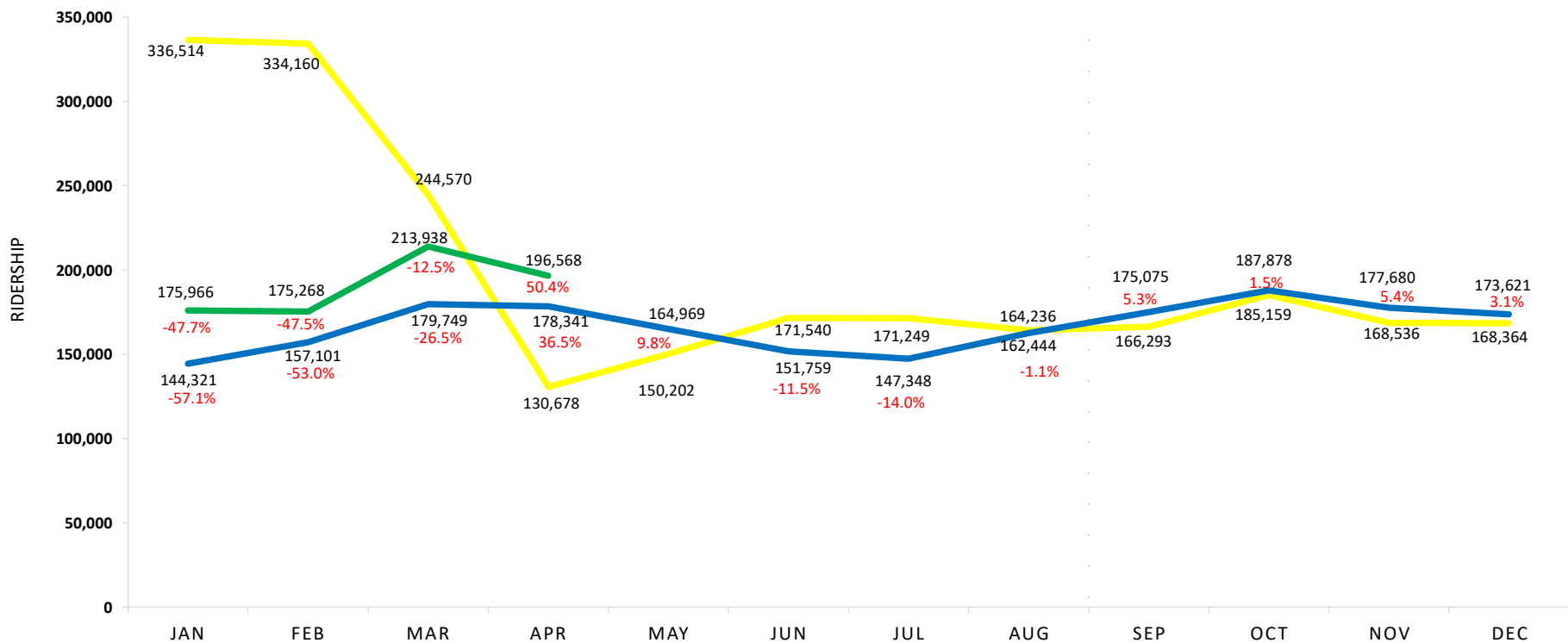
SunLine Transit Agency Monthly Ridership Report April 2022

Fixed Route	Description	Apr 2022	Apr 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	82,305	83,360	733,392	312,659	12.7	0.8	3,713	33,683	564	6,445
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	49,630	50,630	481,411	187,956	17.7	1.3	1,601	17,337	412	4,499
Route 3	Desert Hot Springs - Desert Edge	4,860	3,917	48,988	15,153	11.6	0.7	123	930	43	547
Route 4	Westfield Palm Desert - Palm Springs	16,773	15,138	155,052	57,174	8.5	0.6	779	6,164	146	1,072
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,484	-	9,984	-	5.4	0.2	86	477	3	59
Route 6	Coachella - Fred Waring - Westfield Palm Desert	7,711	4,885	63,886	16,674	5.1	0.4	257	2,071	61	429
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,651	5,946	53,721	19,741	10.3	0.8	333	3,012	40	512
Route 8	North Indio - Coachella - Thermal/Mecca	12,413	10,135	106,480	37,362	7.2	0.5	408	2,886	80	690
Route 9	North Shore - Mecca - Oasis	6,406	3,583	54,856	12,000	5.9	0.3	61	592	18	424
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	2,799	-	17,025	-	10.3	0.1	15	138	4	39
Route 200 SB*	Palm Springs High School AM Tripper	279	25	2,831	25	31.8	1.5	4	8	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	80	16	1,434	16	14.9	1.0	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	43	7	425	7	9.5	0.7	-	4	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	130	3	1,114	3	29.5	1.0	-	2	-	1
Route 500 SB*	Westfield Palm Desert PM Tripper	305	45	2,296	48	35.7	2.2	1	101	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	21	95	26	13.1	0.9	1	27	-	2
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	456	120	3,418	125	22.1	1.4	11	65	-	6
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	763	115	7,830	118	49.7	3.3	-	35	1	7
Route 800 NB*	Shadow Hills High School AM Tripper	764	144	15,000	157	89.6	4.4	-	18	-	4
Route 801 SB*	Jackson / 44th PM Tripper	1,705	171	18,286	188	129.7	7.7	-	1	-	19
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	707	44	3,602	44	23.5	1.2	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	1,304	36	4,454	36	41.9	2.1	-	1	-	1
Fixed Route Total		196,568	178,341	1,785,786	1,683,349	11.4	0.7	7,393	67,557	1,372	14,766
SolVan		1,498	1,376	13,854	13,427						
SunRide		383	275	4,128	568						
Taxi Voucher		233	398	2,663	3,664						
SunDial		8,784	7,060	83,522	57,207	0.7	0.1				
System Total		207,466	187,450	1,889,953	1,758,215	8.9	0.6				
		Apr-22	Apr-21								
Weekdays:		21	22								
Saturdays:		5	4								
Sundays:		4	4								
Total Days:		30	30								

*Routes 5 and 10 were not active in April 2021. Tripper 501 is no longer active on Level 2 since Route 5 started operations. Tripper 401 is not in service for Level 2.

Fixed Route Ridership COVID-19 Recovery

— 2020
 — 2021
 — 2022
 %VAR. 2020 vs 2021
 %VAR. 2020 vs 2022



Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021.

On October 17, 2021, SunLine commenced operations under Level 2.

Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

Ridership:

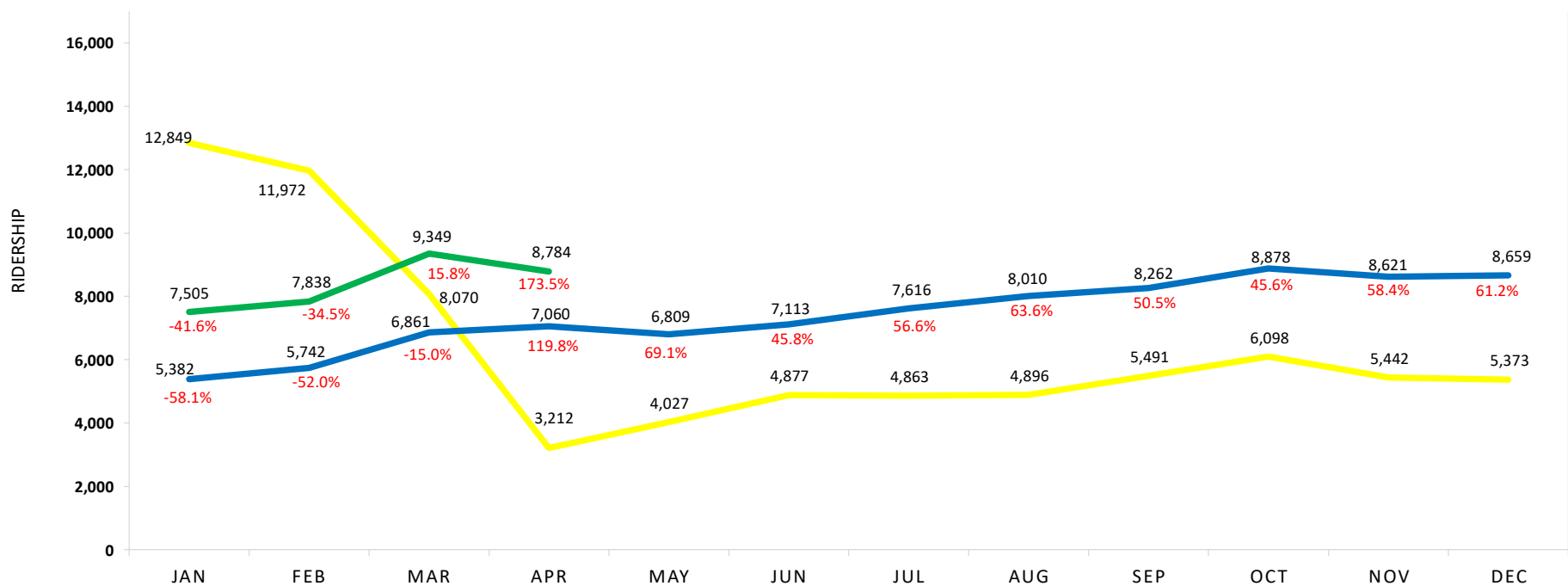
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

2020 2021 2022 %VAR. 2020 vs 2021 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for April 2022

Summary:

The attached report summarizes SunDial's operation for the month of April 2022. This report identifies that the on-time performance for April did not meet the internal service goal by 0.6%. As we continue to face our challenges with a shortage of workforce, SunDial has maintained an on-time performance of 89.3% fiscal year to date. We continue to exceed above our internal service standard goal of 85%. The total miles for April 2022 decreased by 13,197 compared to April 2021. Mobility device boardings for April 2022 increased by 247 compared to April 2021. Road Supervisors performed 58 onboard inspections and 63 safety evaluations which include pre-trip inspections and trailing evaluations.

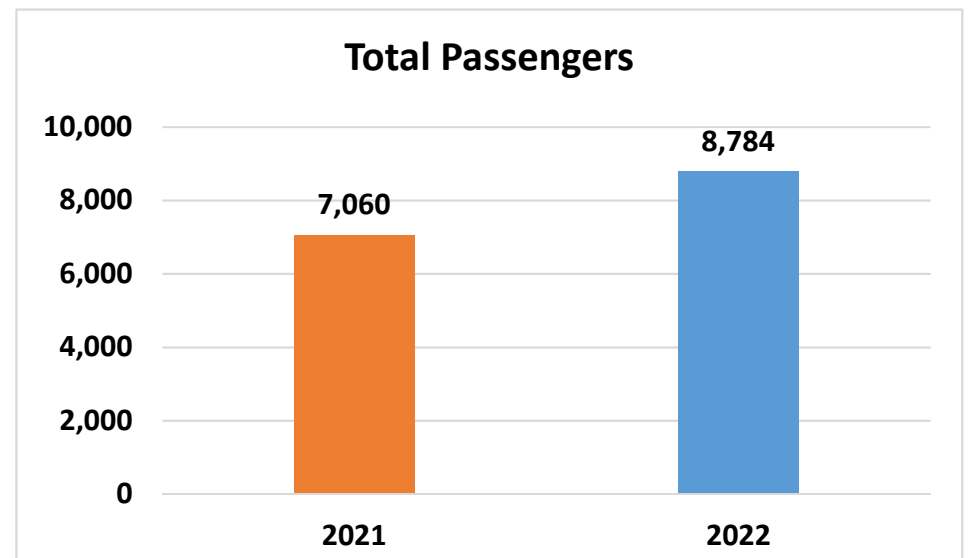
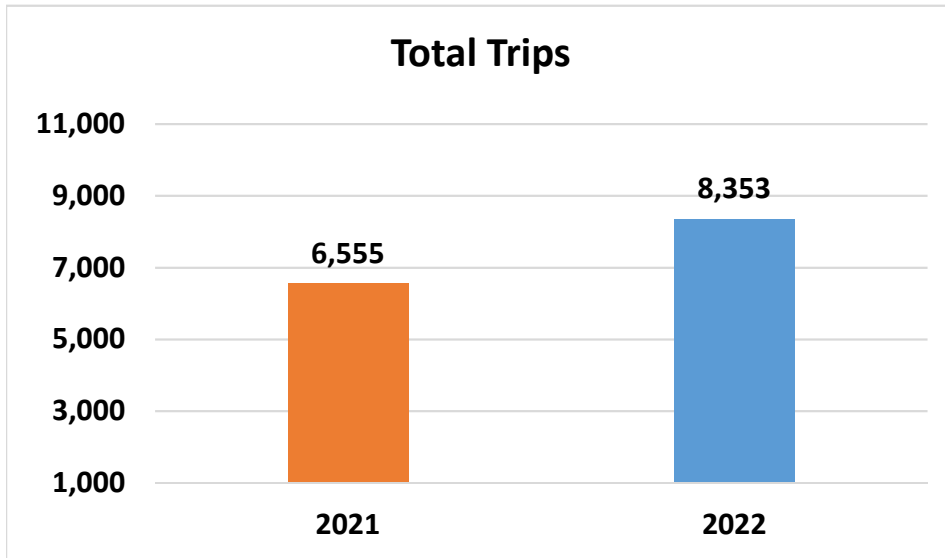
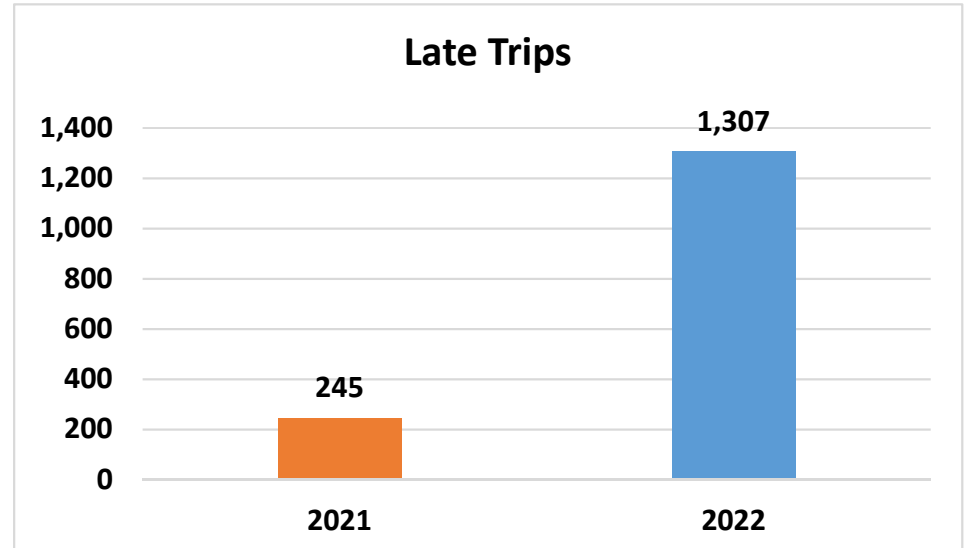
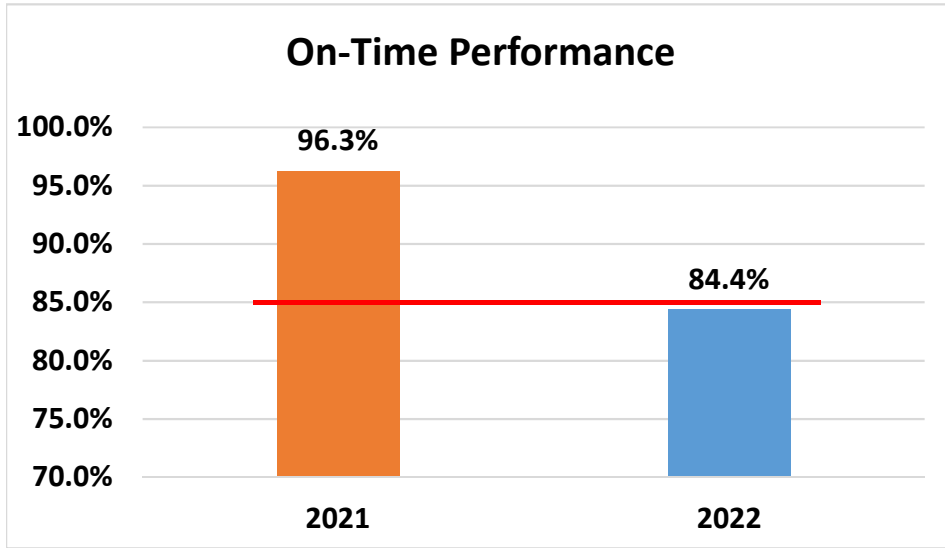
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. There was an increase of late trips compared to April 2021, due to a 27.4% increase in total trips of 1,798. There was also a 24.4% increase in total passengers of 1,724. Training classes are currently being held with new operator trainees. These new hires will be evenly allocated between Fixed route and Paratransit.

Recommendation:

Receive and file.

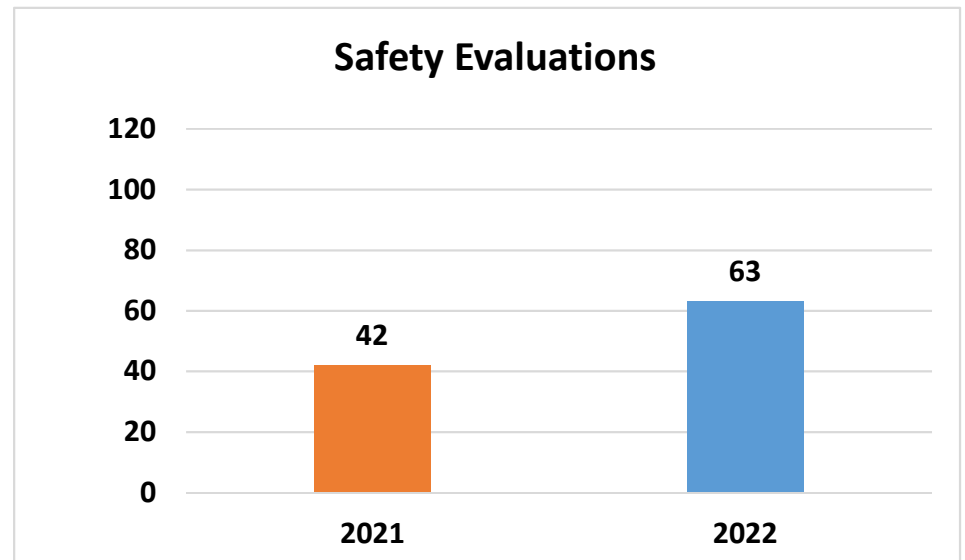
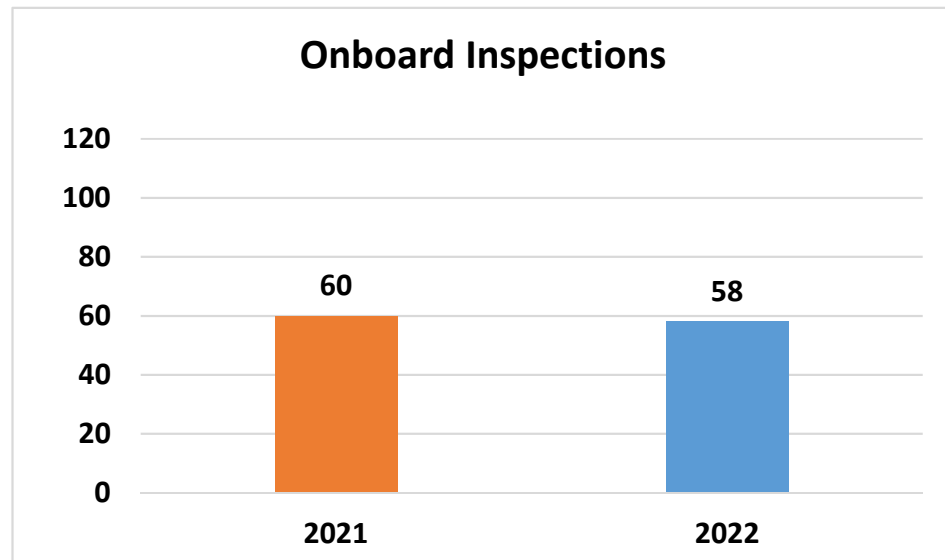
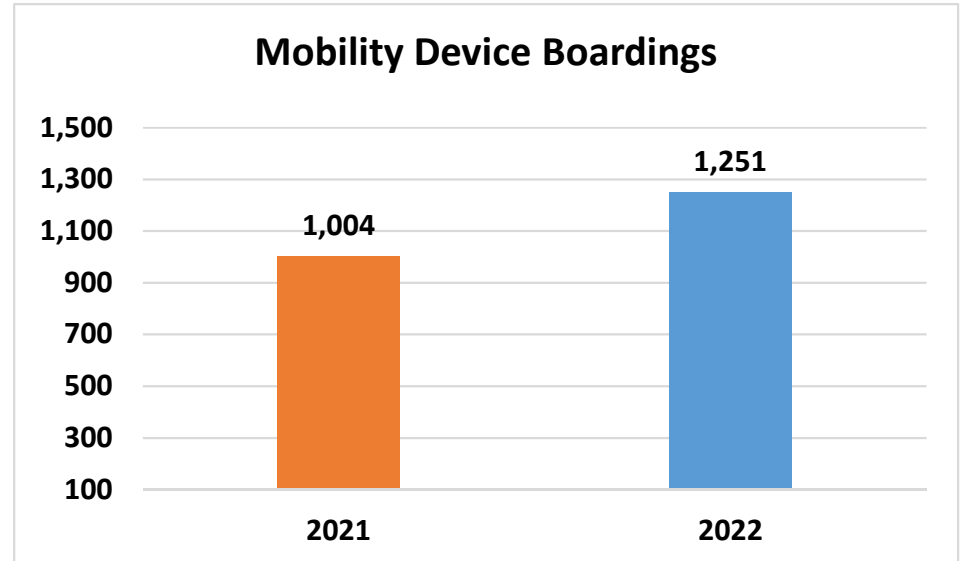
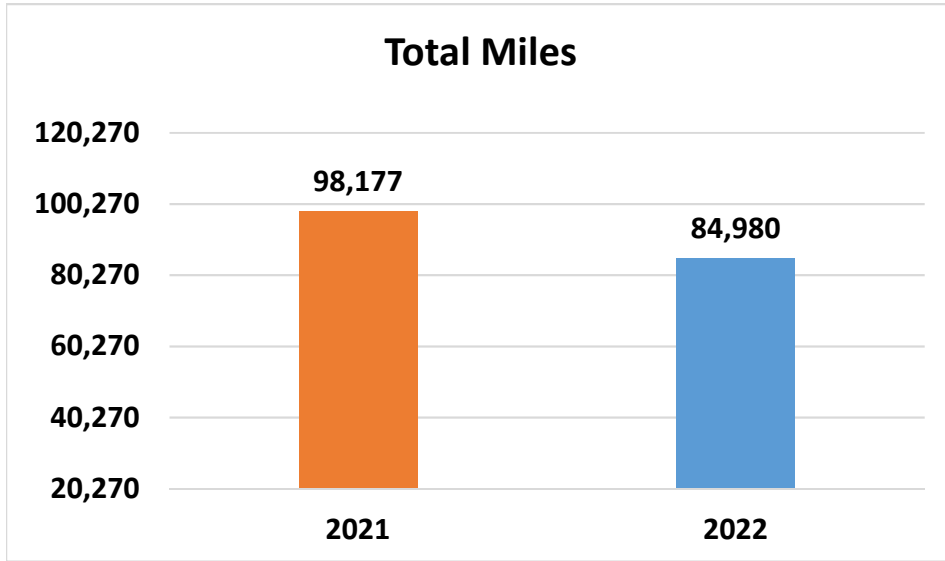
SunDial Operational Charts

April 2021 vs. April 2022



SunDial Operational Charts

April 2021 vs. April 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 25, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for April 2022

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer complaints, paratransit customer complaints, advertising revenue and system performance. SunRide performance includes system-wide, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella and Mecca/North Shore. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

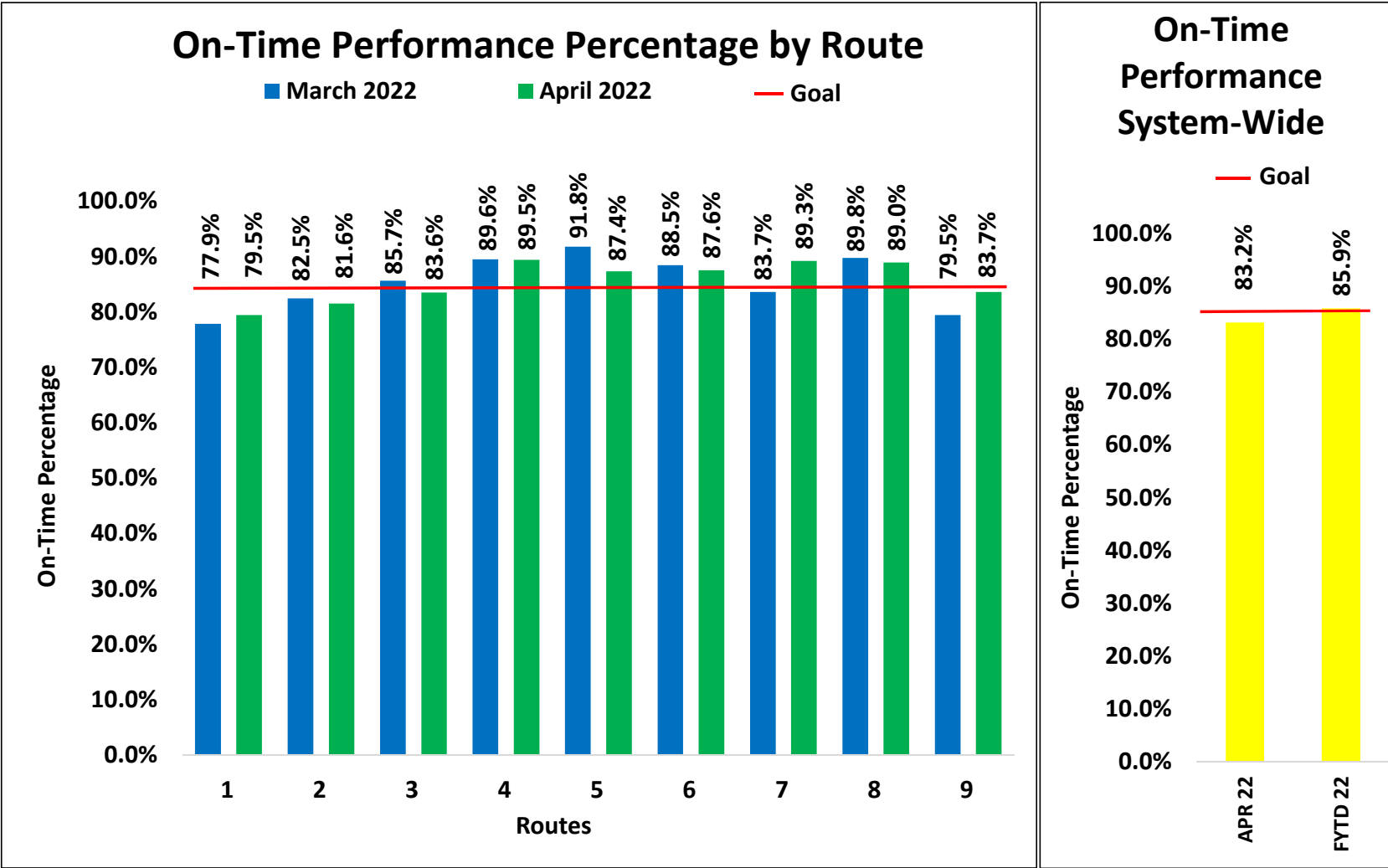
- Coachella shines as the top geo-fence with 42% of the trips.
- Three of the four geo-fences are well above FY2021 trips completed.
- SunRide On-Time Performance soared above goals in 8 of 8 data points while simultaneously exceeding customer satisfaction goals by 40% or higher in every geo-fence area.
- Decreases in Coachella and Palm Desert were the result of the loss of a regular rider in each respective geo-fence.
- Mecca/North Shore search boundaries to be expanded with hub filtering by ¼ mile. Hub filtering increases the search boundaries without increasing geo-fence boundaries, allowing a rider to request up to ¼ mile outside the geofence and then walk to the closest stop within the geo-fence. The SunRide PAT team will continue working on efforts to increase ridership in this geo-fence.

Fixed Route

- Fixed route on-time performance has increased 0.5% from March 2022 to April 2022.
- Routes 1, 2, 3 and 9 did not meet the Agency goal of 85% for the month due to detours, road closures at Gene Autry due to weather conditions, events such as Coachella Fest, Stage Coach and Village Fest as well as heavy traffic.
- Early departures had a decrease of 0.1% when compared to the previous month. We attribute this to the continuance of proactive field supervision and internal monitoring along with operator coaching.
- Late Departures had an increase on Route 2 and 3, due to road closures and events valley wide.
- In April 2022, High School Haul Pass saw a decrease in ridership due to Spring Break for PSUSD from 04/11/2022 - 04/22/2022 and DSUSD the week of 04/18/2022 - 04/22/2022. Ridership is forecasted to increase the following month.

Recommendation:

Receive and file.



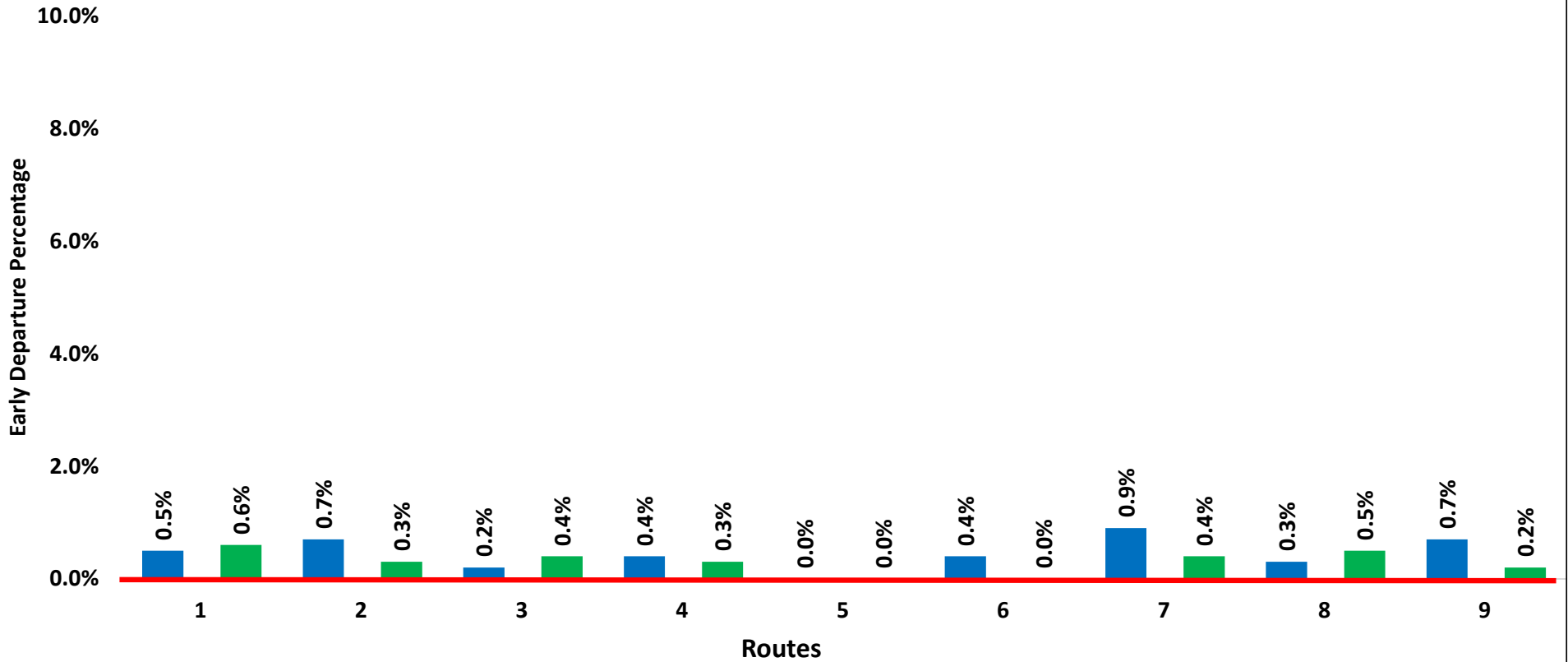
On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Exceptions: Detours, road closures, events and heavy traffic.

Early Departure Percentage by Route

■ March 2022 ■ April 2022

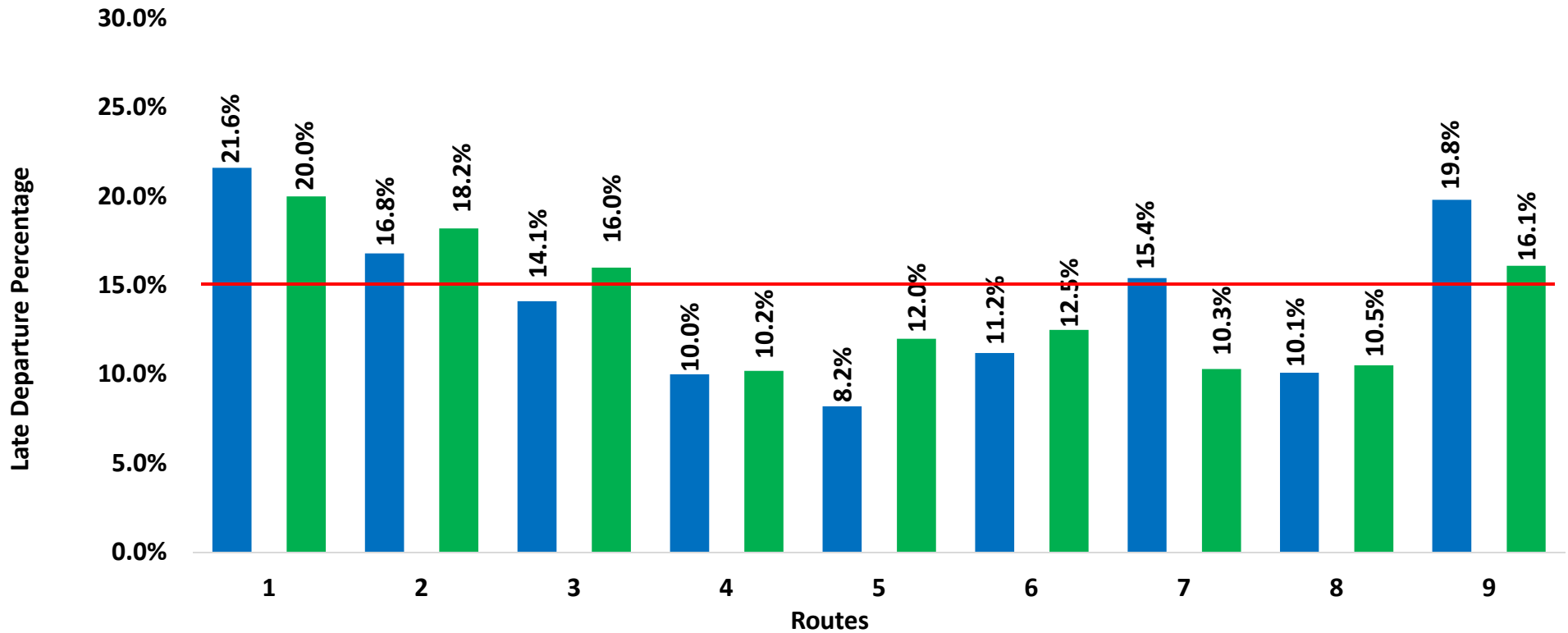


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

■ March 2022 ■ April 2022 — Goal

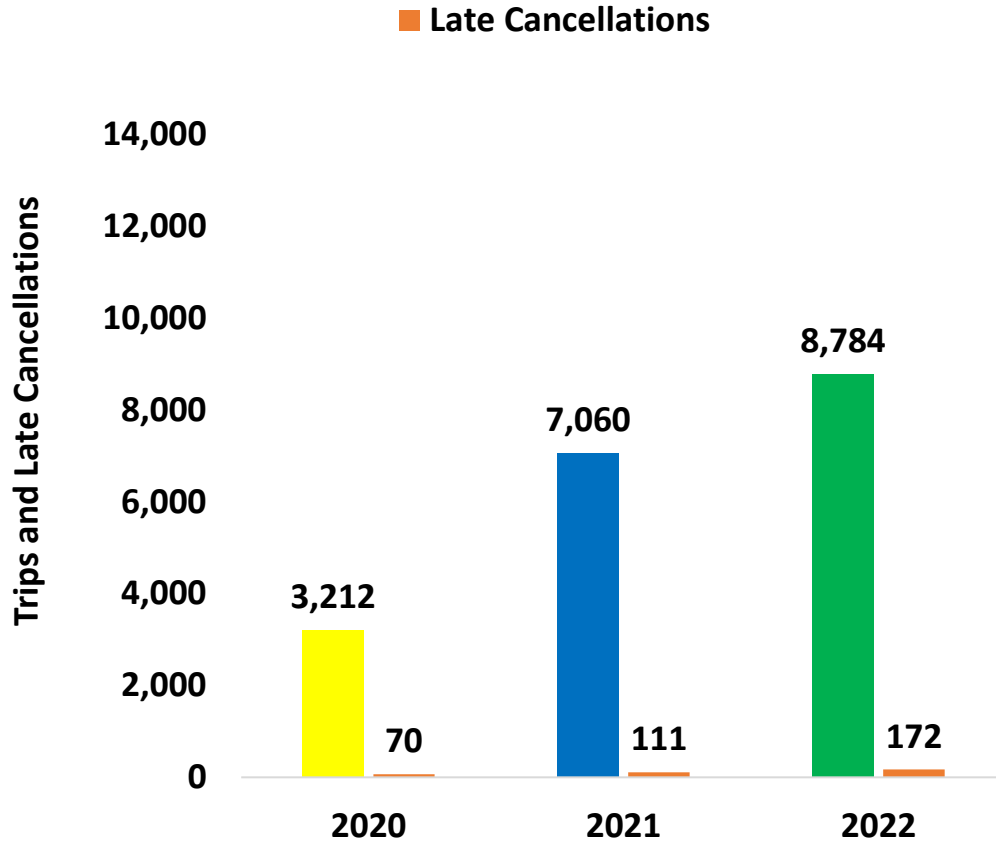


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

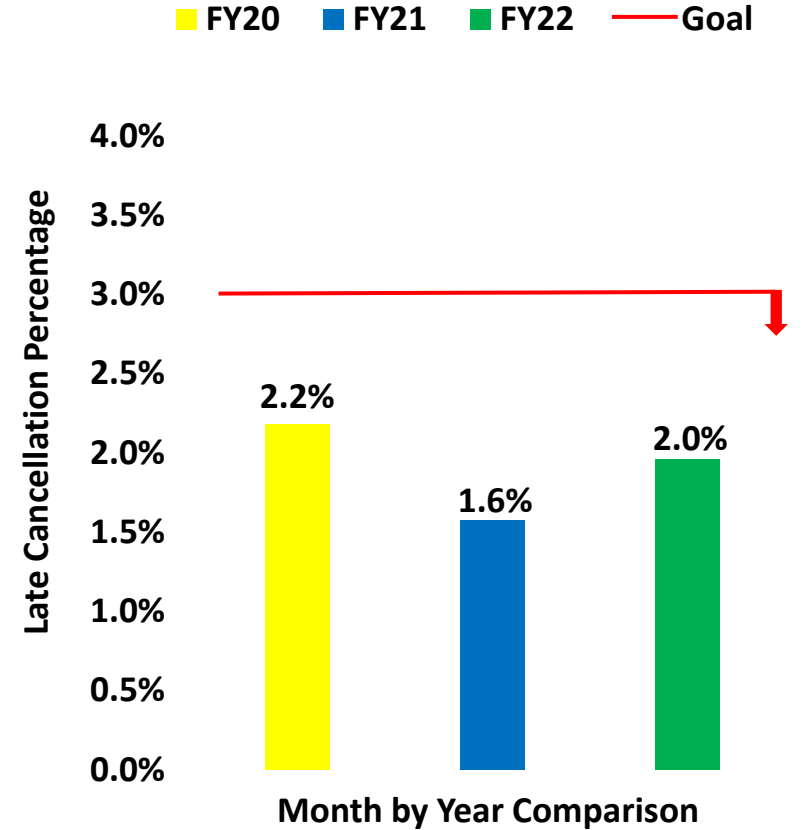
Goal: To ensure late departures remain below 15%.

Note: Detours, road closures, events and heavy traffic.

Total Trips vs. Late Cancellations April



Late Cancellation Percentage



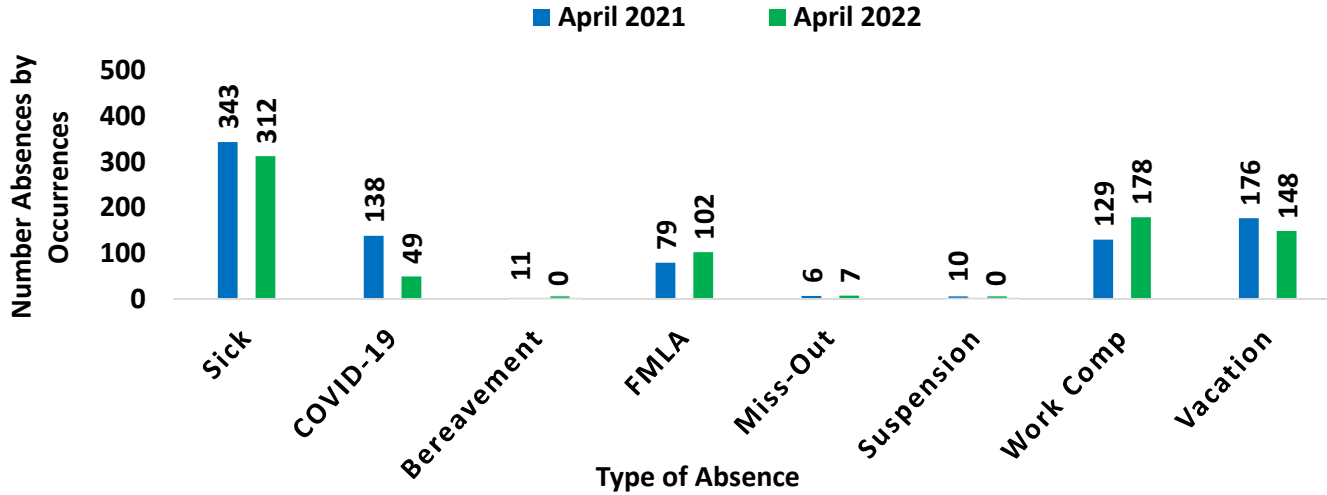
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

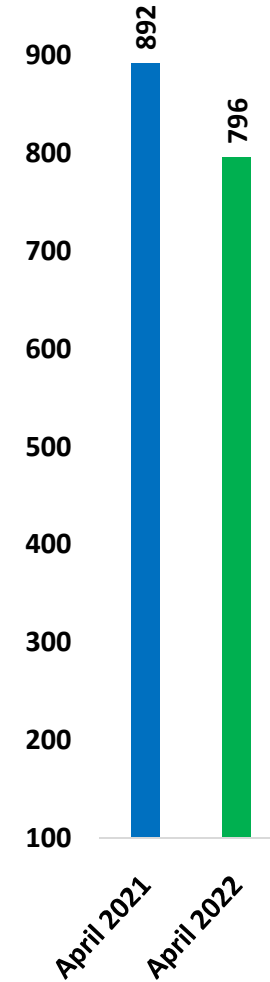
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

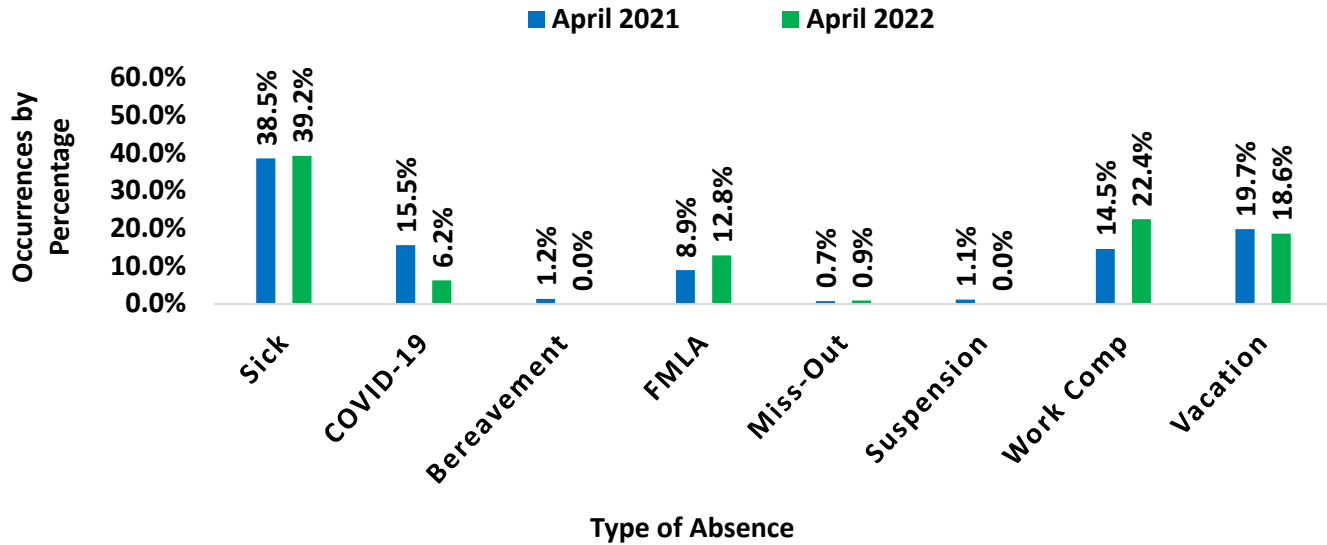
Operator Absence by Type



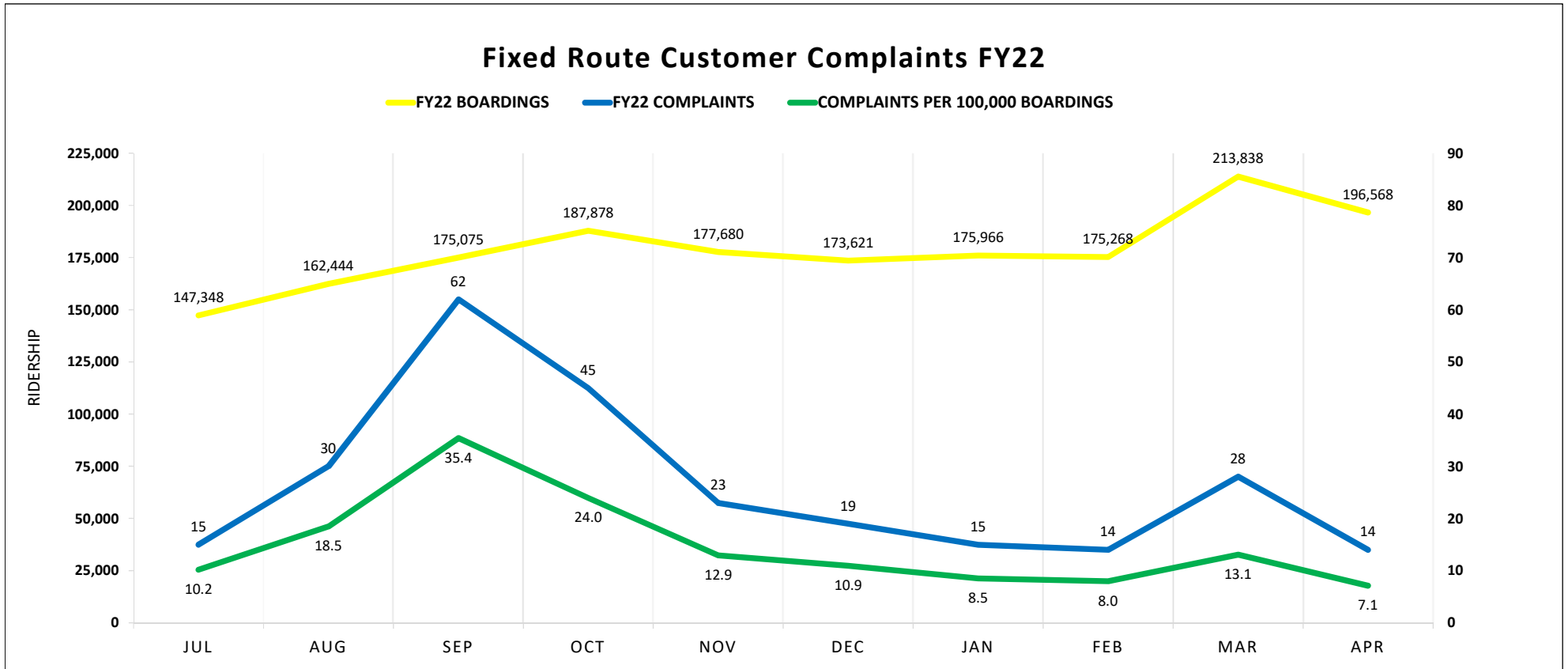
Total Absence Occurrences



Operator Absence Type by Percentage



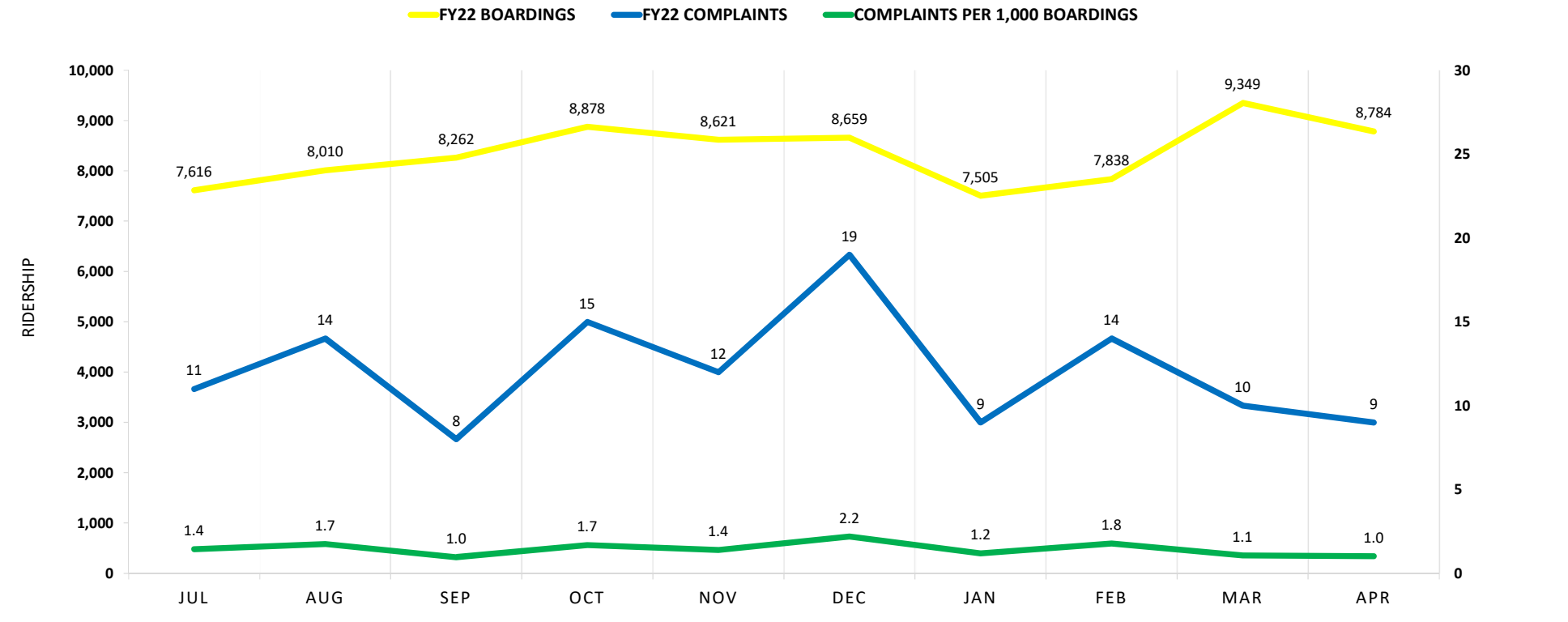
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for March 2022 when compared to March 2021.



This Chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system. In the month of September, we saw an increase in customer complaints. We attribute this to the implementation of Level 1 service, which caused some interruptions in service due to the lack of workforce.

For the month of April, 99.99% of our total rides did not receive a complaint

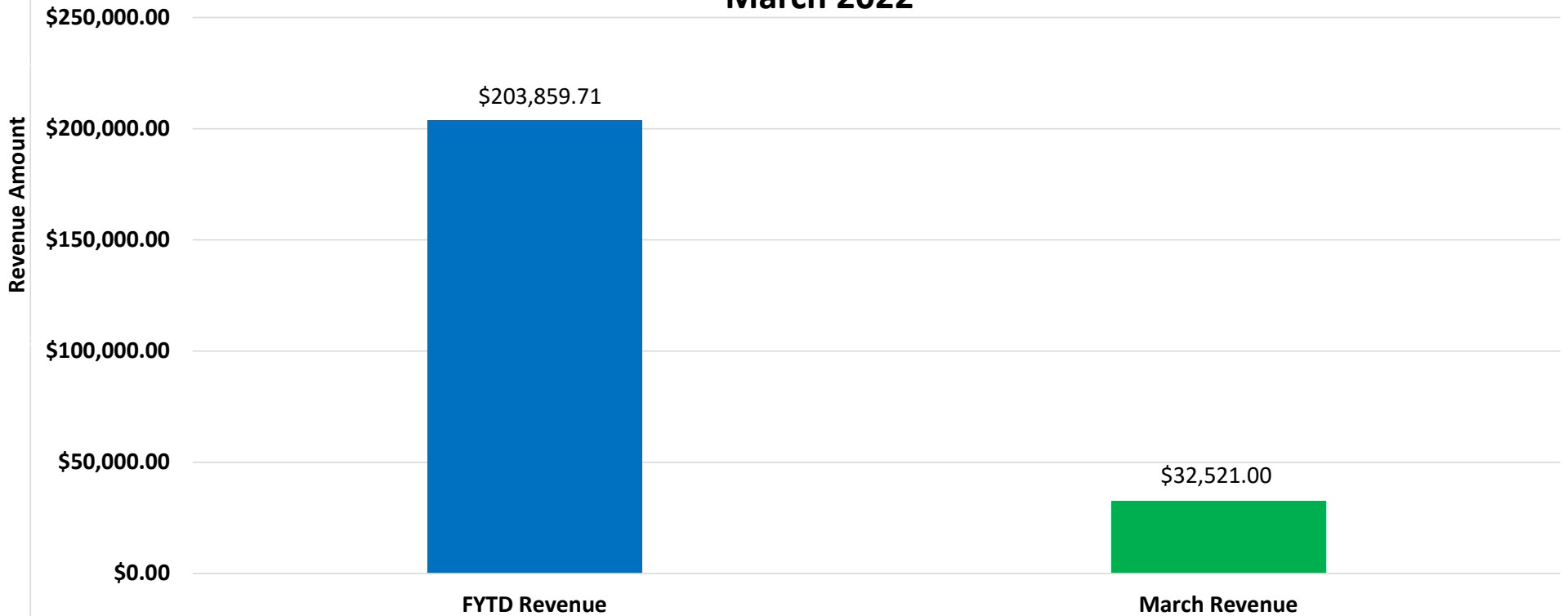
Paratransit Customer Complaints FY22



This Chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of April, 99.90% of our total rides did not receive a complaint

Advertising Revenue FYTD Budget vs FYTD Agency Revenue March 2022



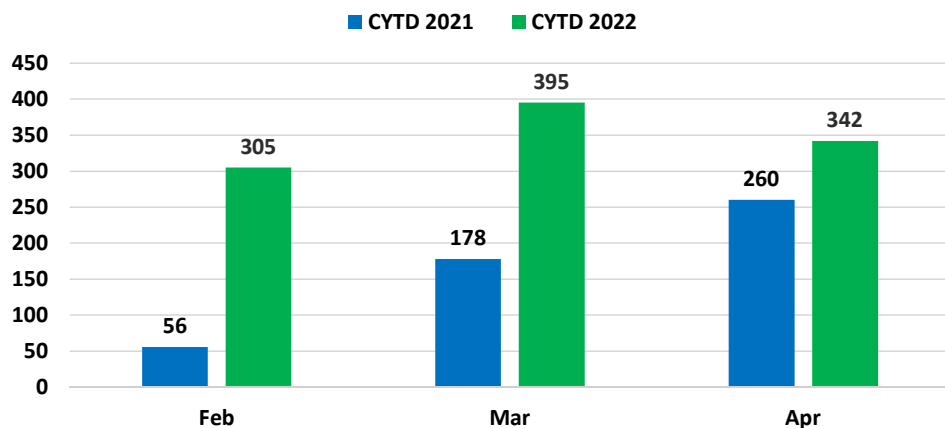
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (Advertising revenues follow Finance Department reporting from the previous two (2) months)

SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 1,348

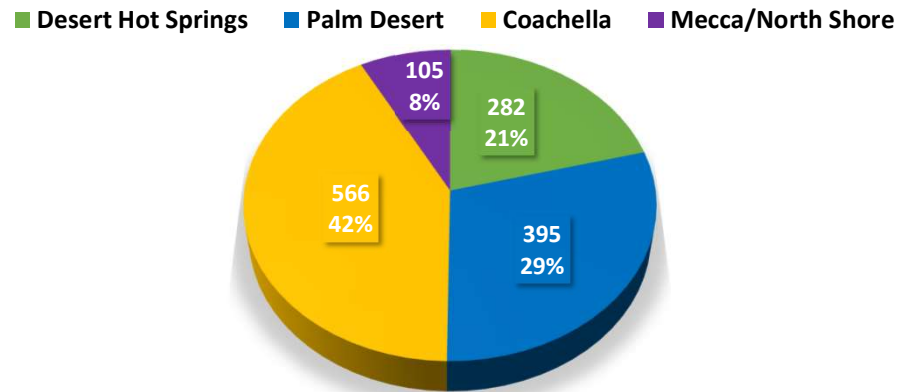
Total Number of Passengers: 1,431

Completed Rides - Three Month Comparison



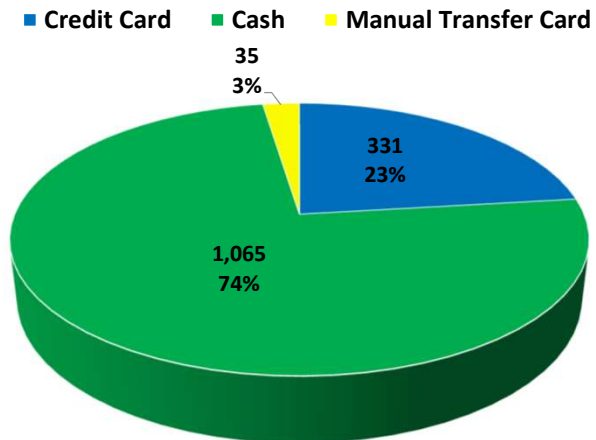
The chart compares completed trips for the current month compared to the previous two (2) months.

**Trips by Zone
CYTD 2022**



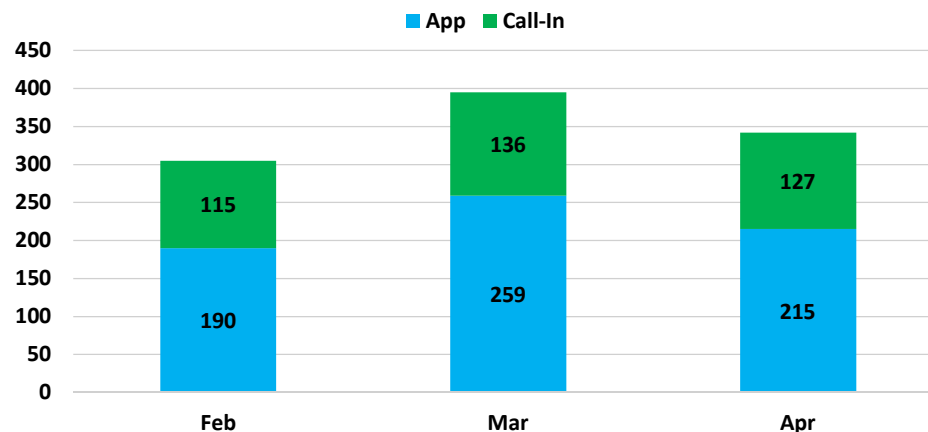
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone for CYTD 2022.

SunRide Payment Method



The pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for CYTD.

Trip Booking Method

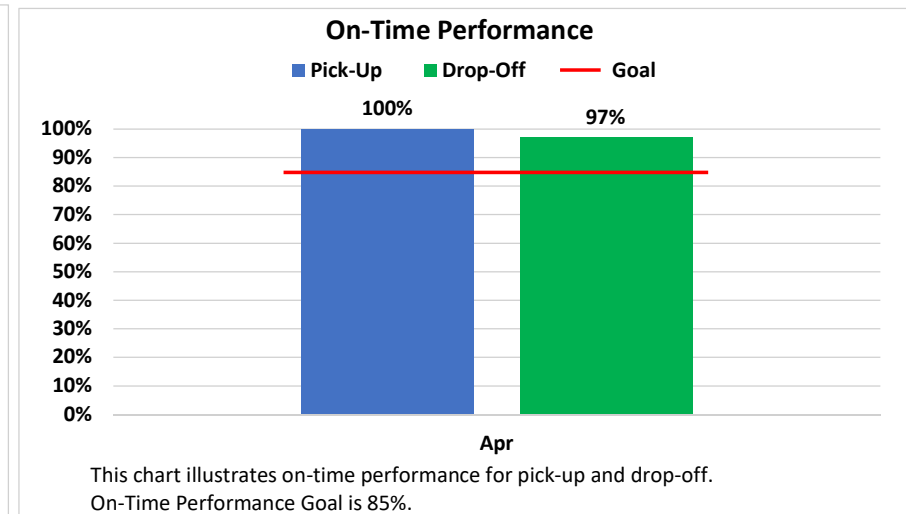
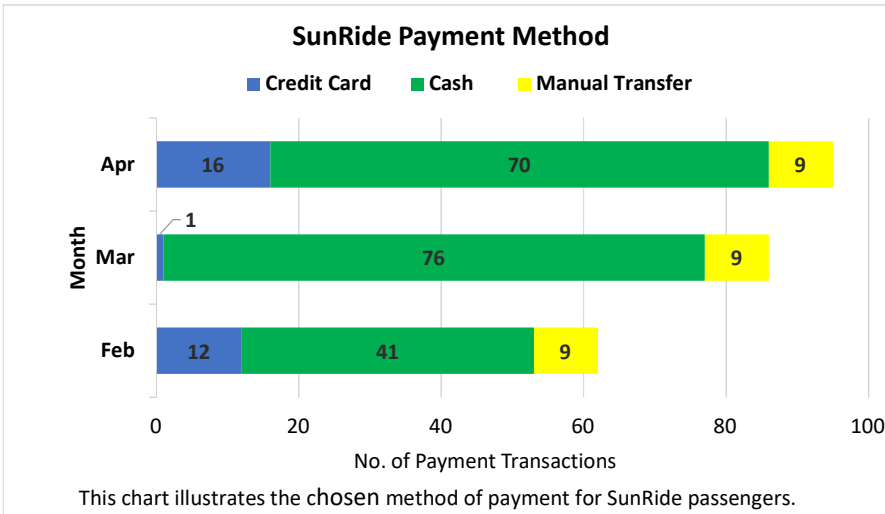
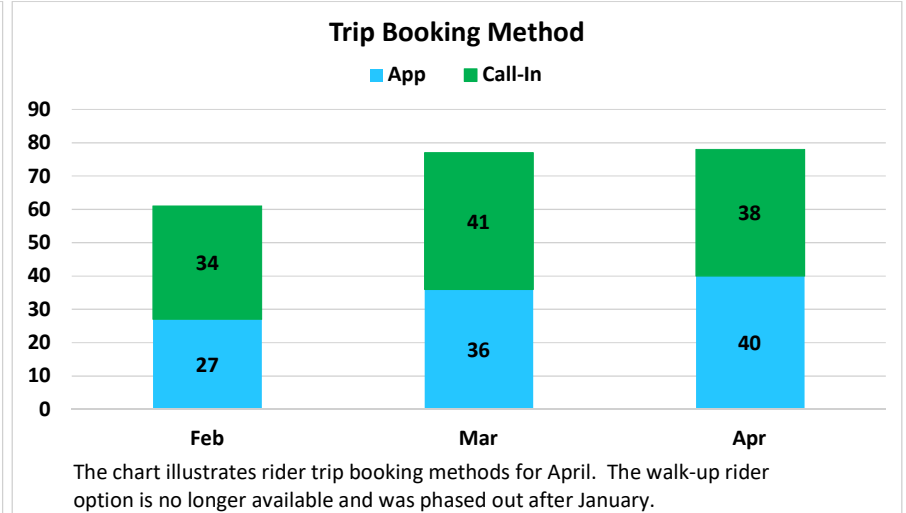
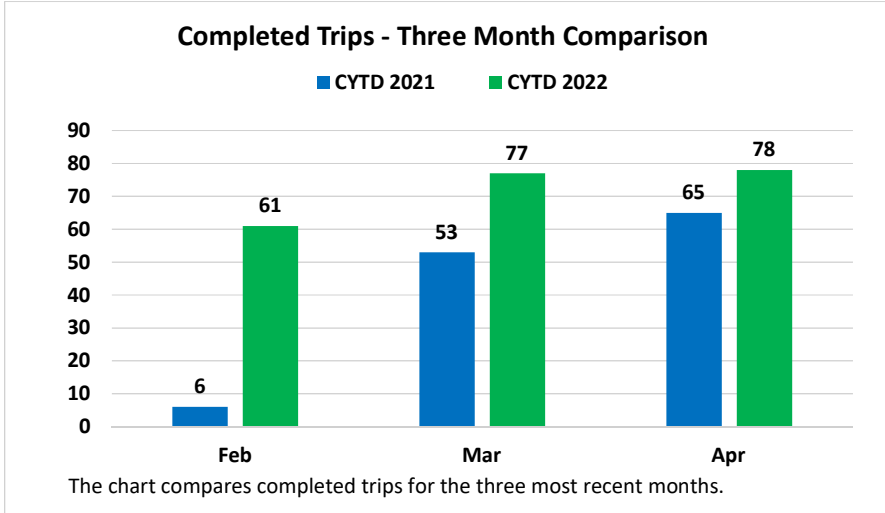


This chart illustrates rider trip booking methods for the three most recent months. The walk-up rider option is no longer available and was phased out in January.

Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

Total Completed Trips: 282

Total Number of Passengers: 309



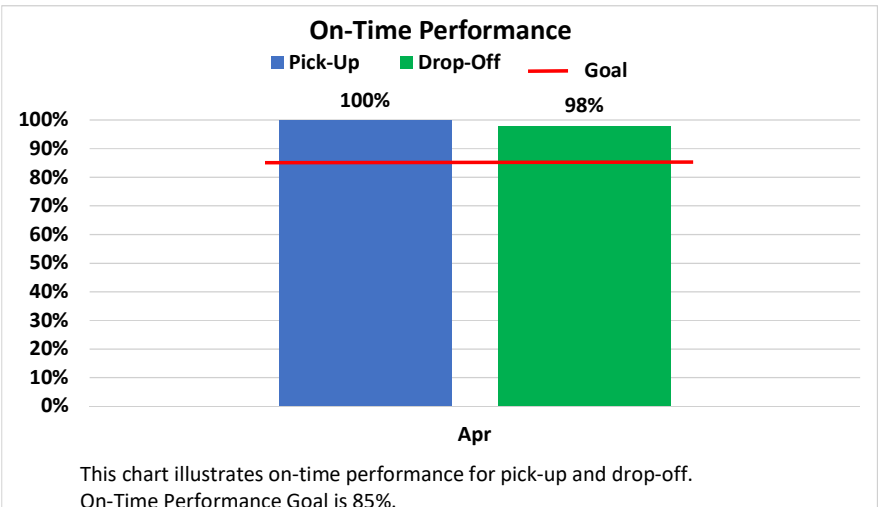
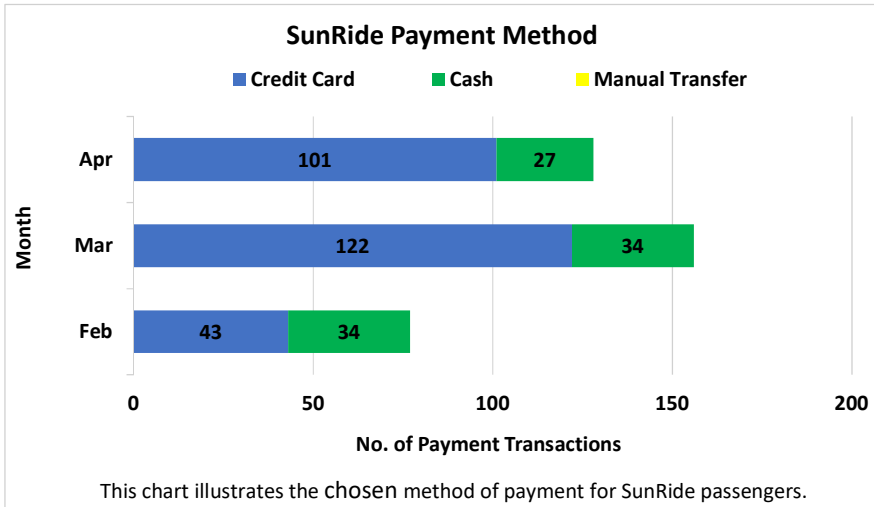
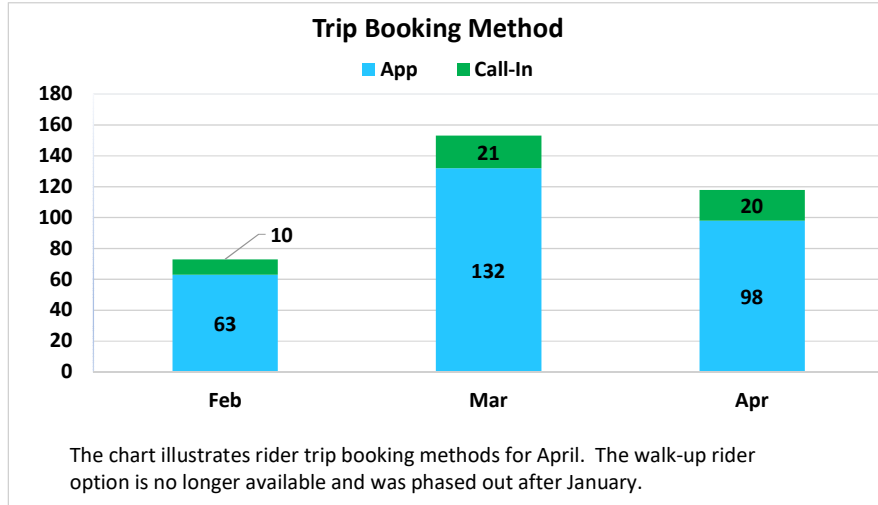
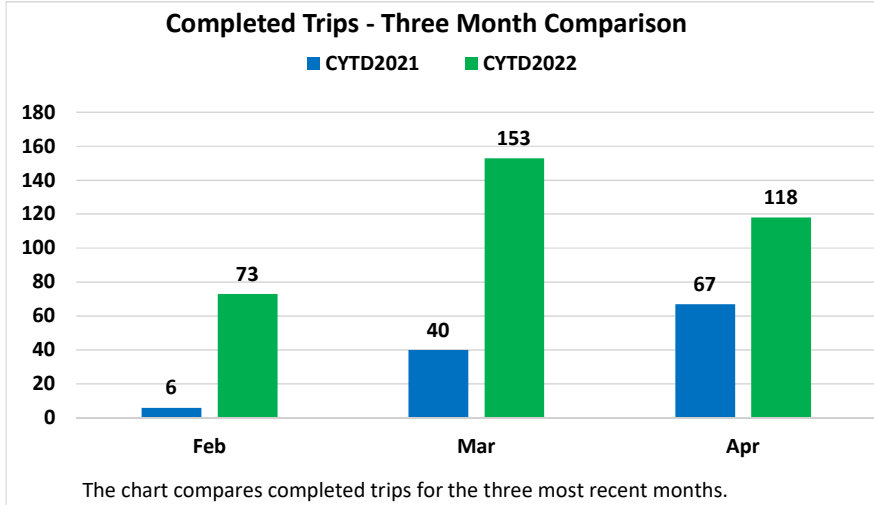
Customer Satisfaction Rating
Avg. rider trip rating 4.8
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 395

Total Number of Passengers: 412



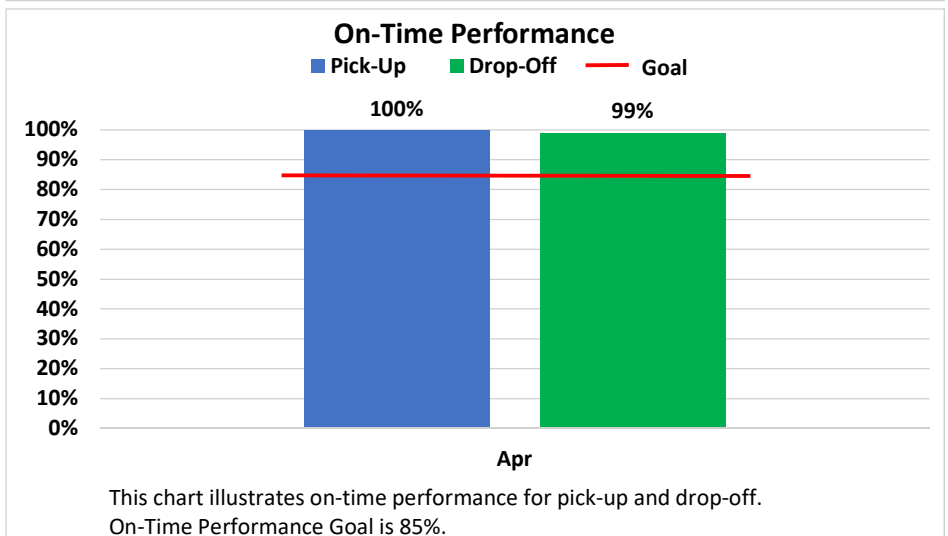
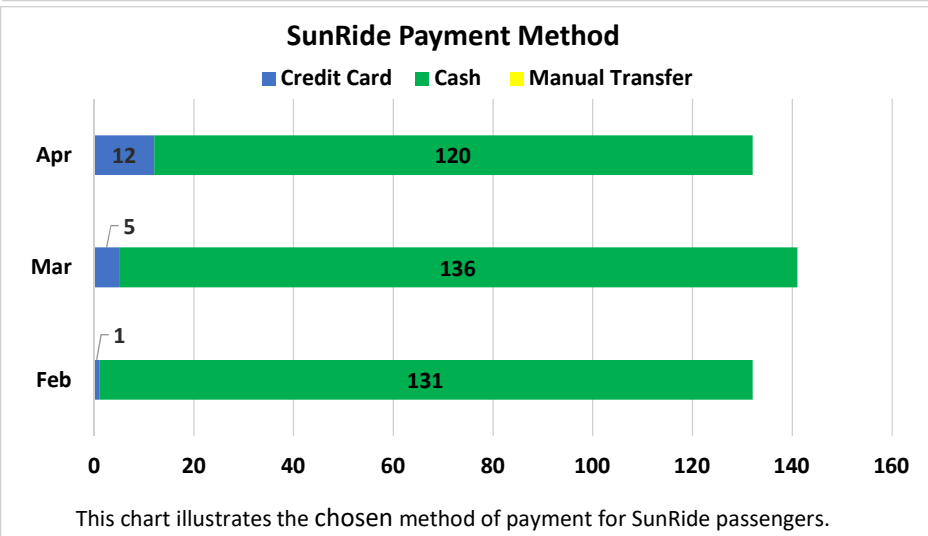
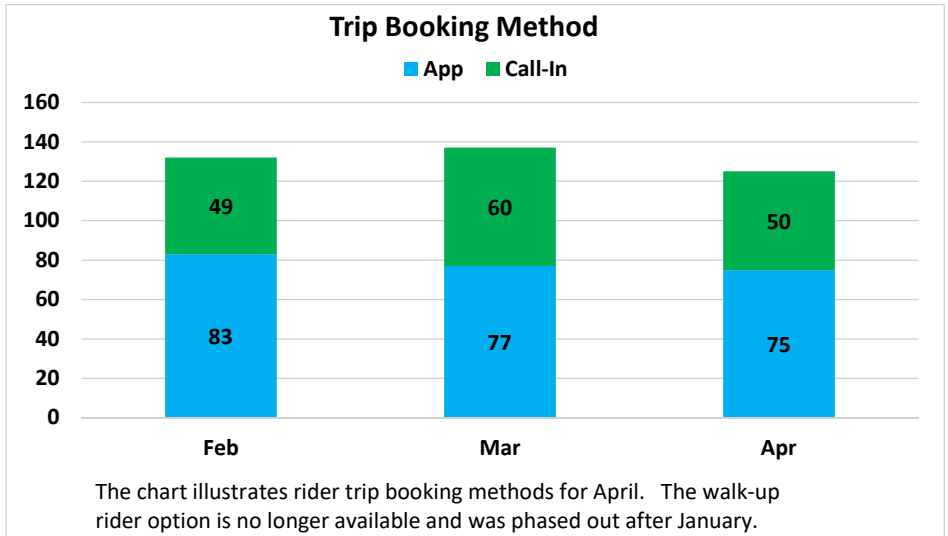
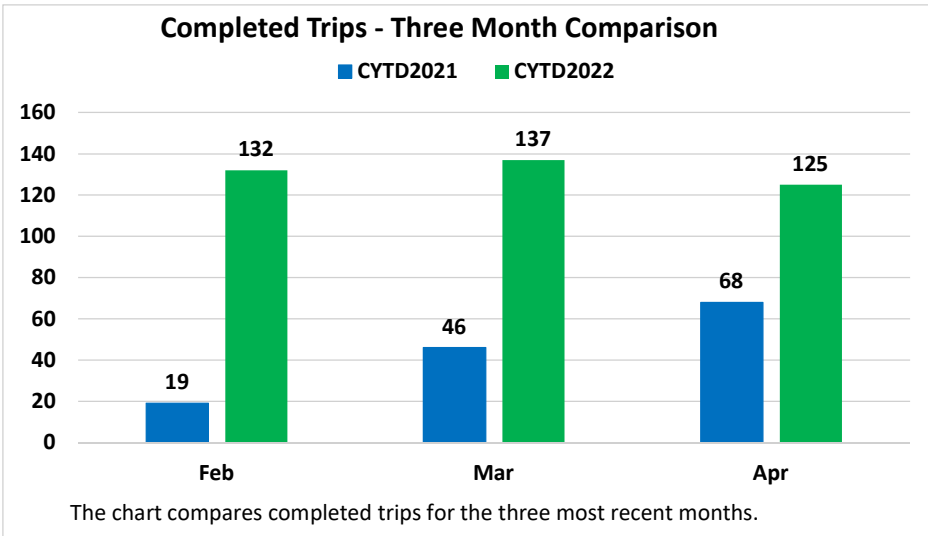
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 566

Total Number of Passengers: 583



Customer Satisfaction Rating
Avg. rider trip rating: 4.7
Goal: 4.5

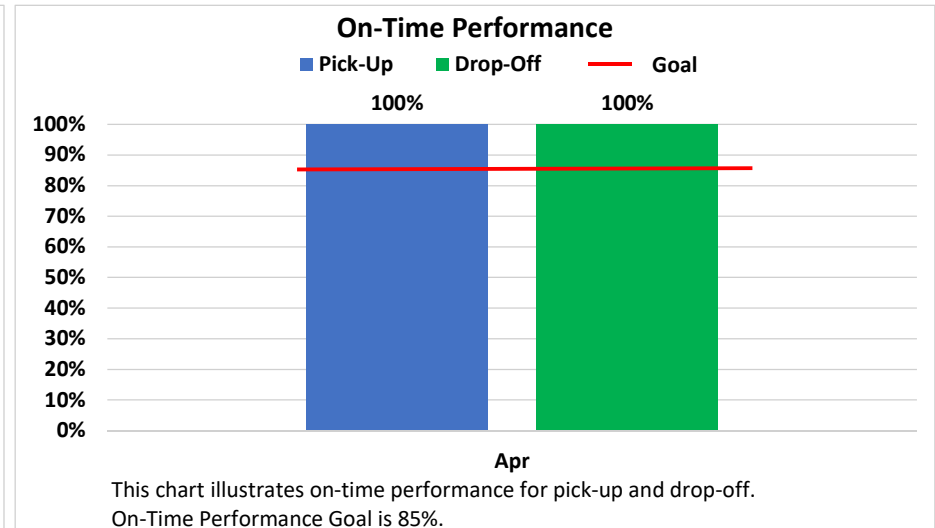
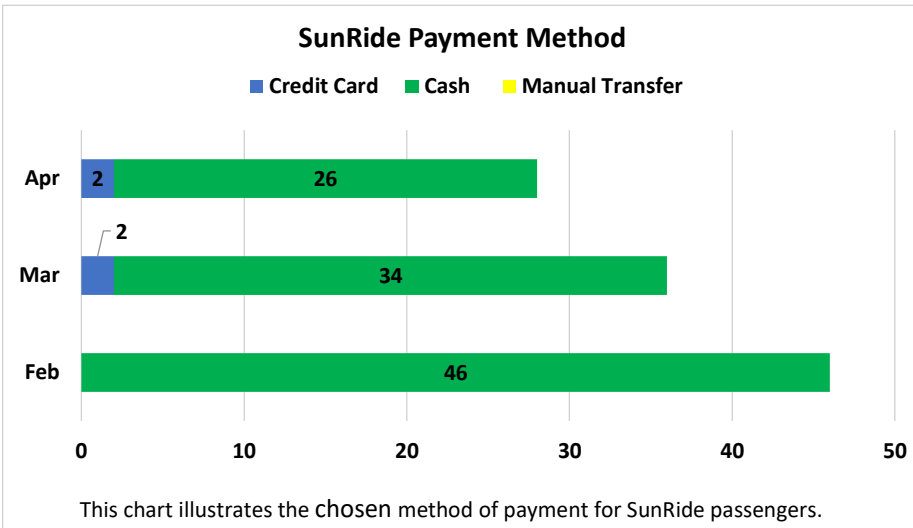
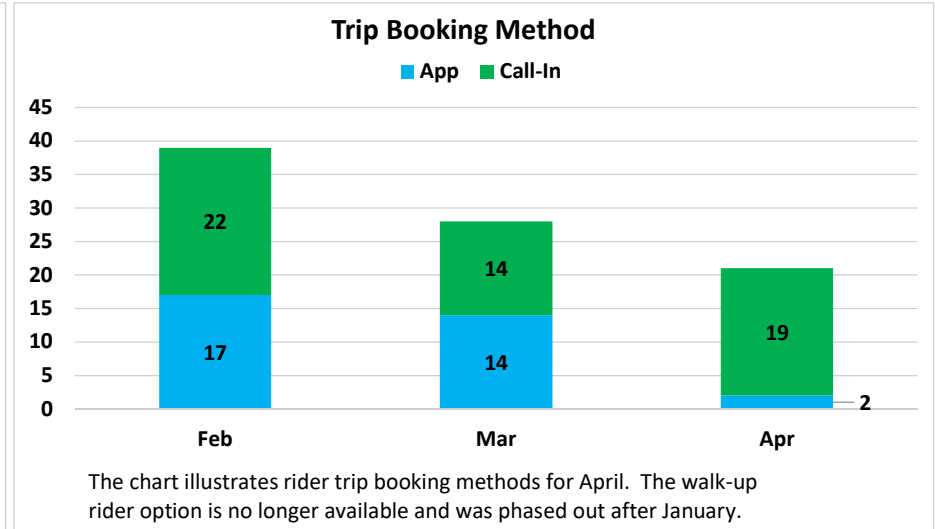
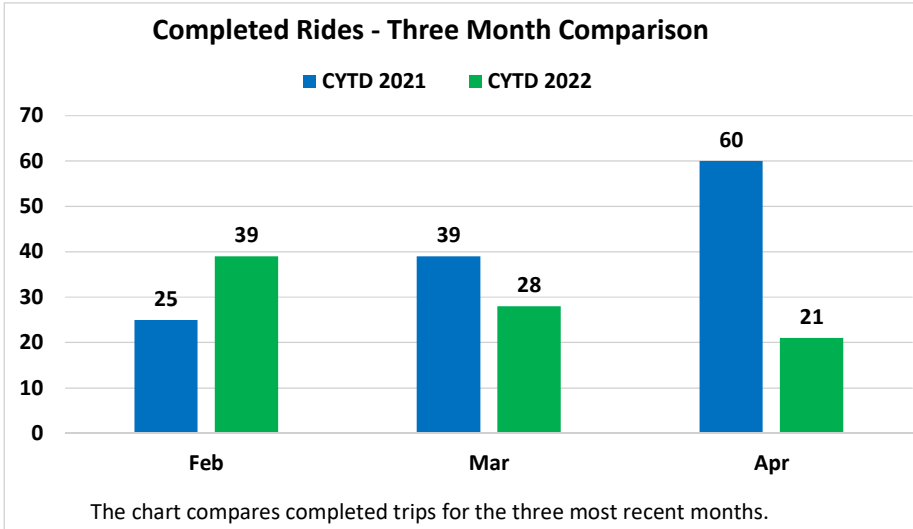


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 105

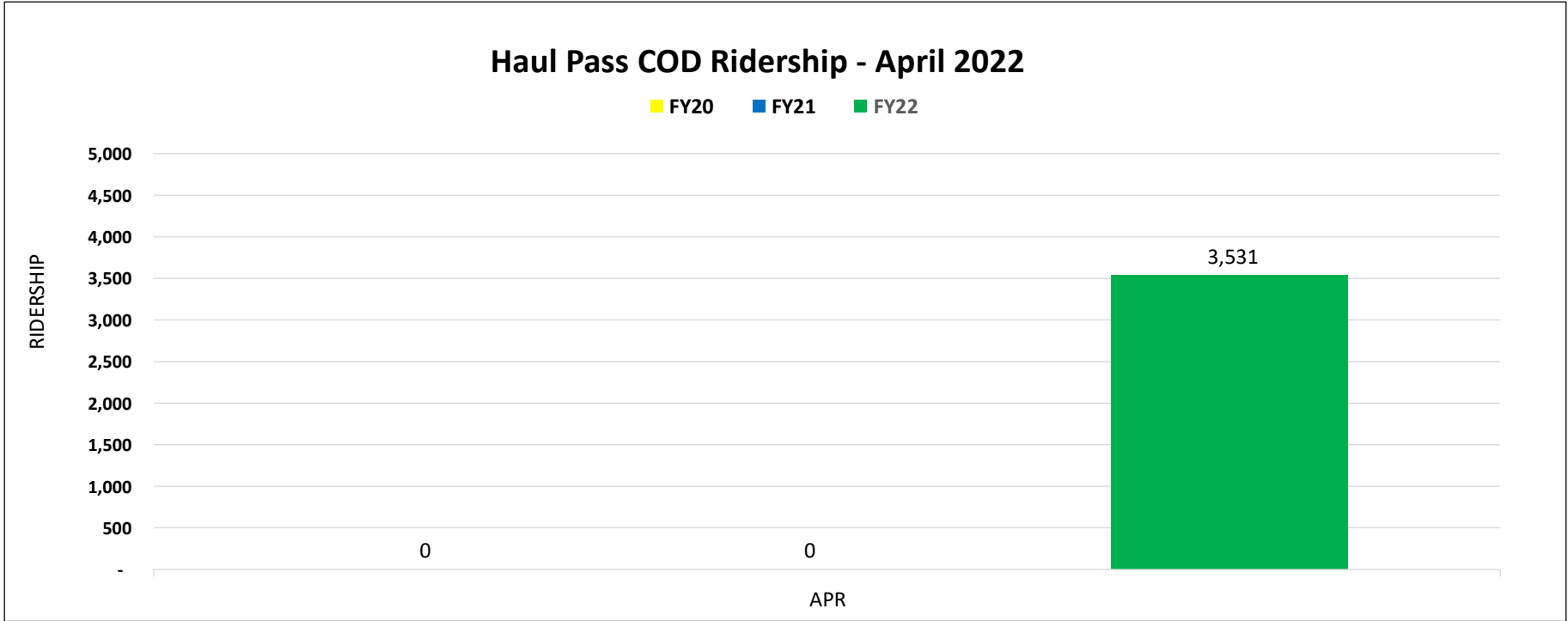
Total Number of Passengers: 127



Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5

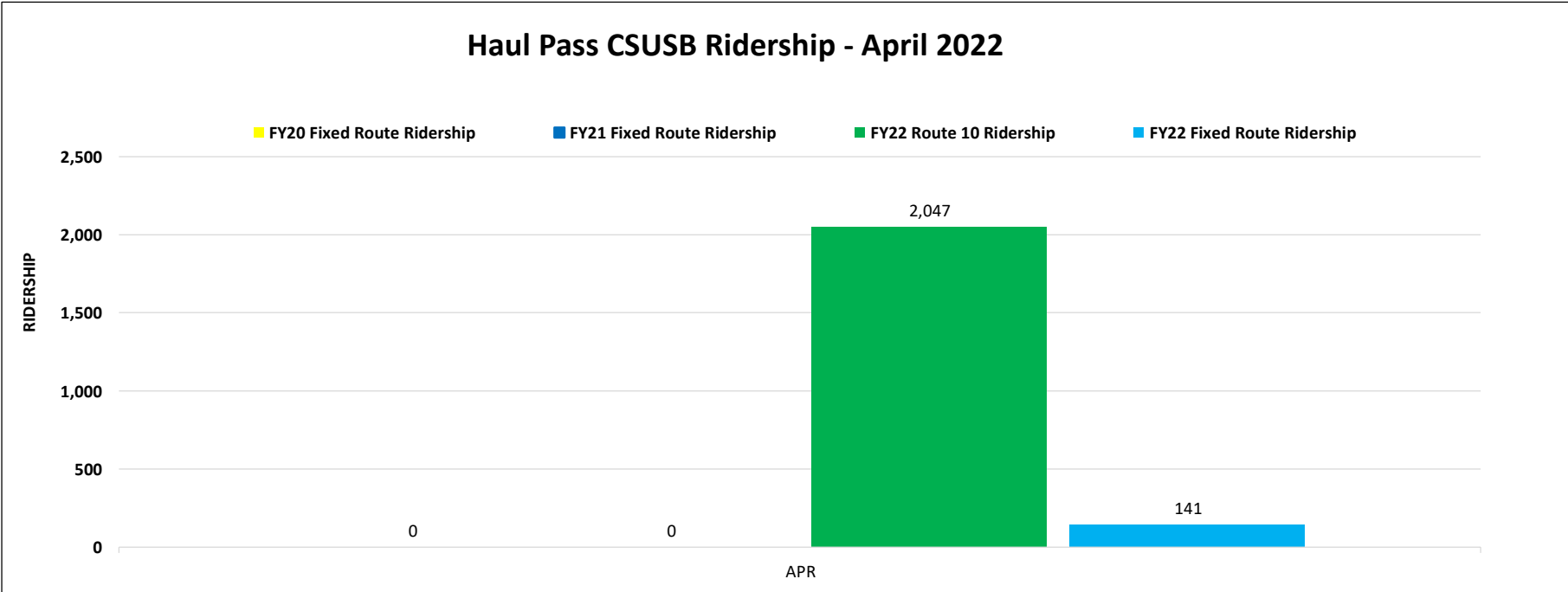


EXCEEDS GOAL!



The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 3,531 rides from 216 unique riders.
 In April 2021, SunLine was not collecting fares.
 On October 17, 2021, SunLine commenced operations under Level 2.

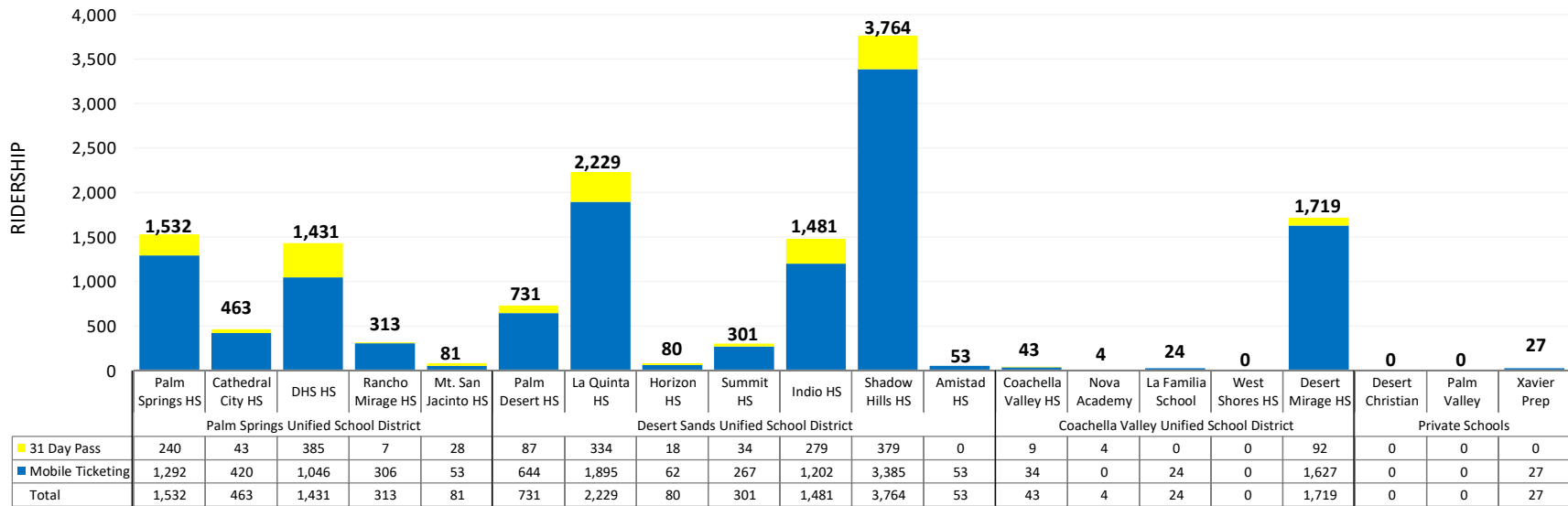
Haul Pass CSUSB Ridership - April 2022



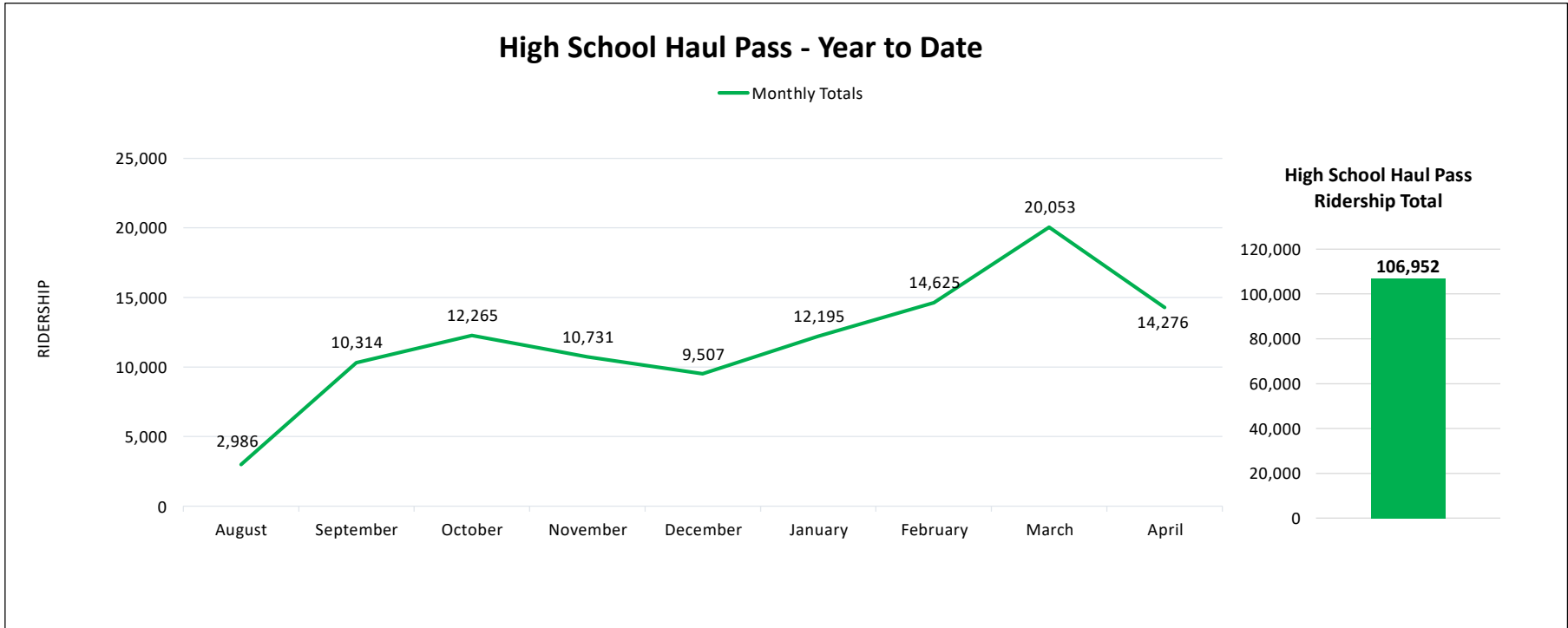
The Haul Pass CSUSB program was introduced in September 2019.
 This chart represents monthly ridership on the Haul Pass CSUSB.
 Haul Pass CSUSB contributed with 2,188 rides from 188 unique riders and a total of 2,047 rides from the Route 10.
 In April 2021, SunLine was not collecting fares.
 On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - April 2022

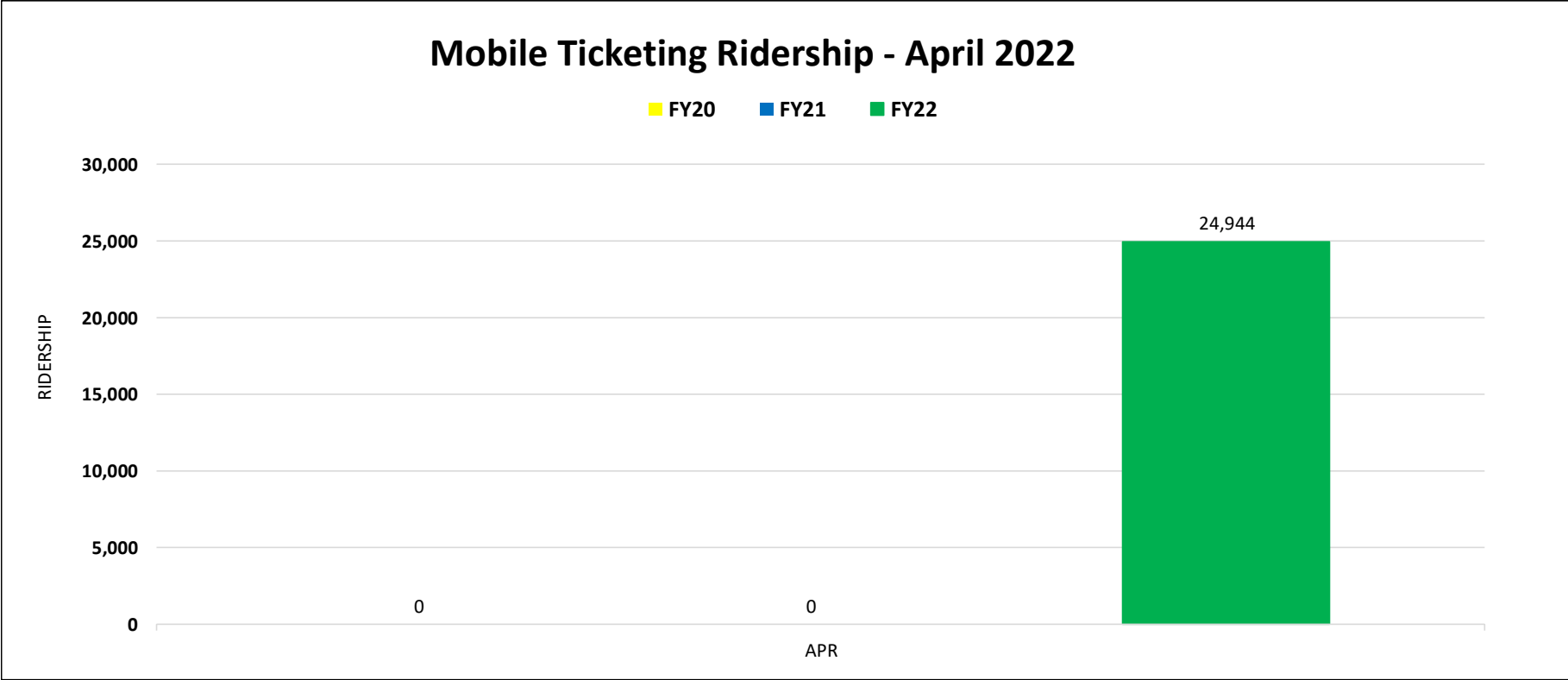
■ Mobile Ticketing ■ 31 Day Pass



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of April 2022 are 1,956 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for April 2022 includes 132 paratransit mobile tickets. A total of 1,671 unique users used mobile ticketing in the month of April. In April 2021, SunLine was not collecting fares. On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: May 25, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for April 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date April 2022.

Recommendation:

Receive and file.

FY 21/22	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			10	8	
Palm Desert	X		X	X		X	X	X	X	X			10	8	
Palm Springs	X		X	X		X	X	X	X	X			10	8	
Cathedral City	X		X	X		X	X	X	X	X			10	8	
Rancho Mirage	X		X	X		X	X	X	X	X			10	8	
Indian Wells	X		X			X	X	X	X	X			10	7	
La Quinta	X		X	X		X	X	X	X	X			10	8	
Indio	X		X	X		X	X	X	X	X			10	8	
Coachella	X		X	X		X	X	X	X				10	7	
County of Riverside	X		X	X		X	X	X	X	X			10	8	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: May 25, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Frank Rytych, Chief Maintenance Officer

RE: Purchase of Three (3) Microtransit ADA Accessible Mini Vans

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Creative Bus Sales Inc. to purchase three (3) Braun low floor accessible mini-vans, for a total cost not to exceed \$168,175.65 including tax, upon approval as to form by General Counsel.

Background

This procurement will provide the necessary mobility equipment to serve the upcoming expansion zones in SunLine's microtransit service. The microtransit service will be operated utilizing SunLine vehicles under contract our local taxi companies.

SunLine will use an existing state contract provided by CalAct purchase agreement to procure the three (3) ADA accessible mini vans from Creative Bus Sales Inc. These vans will be fitted with COVID-19 protective barriers.

Financial Impact

The financial impact of \$168,175.65 will utilize funds programed in the FY22 capital funds.

SunLine Transit Agency

DATE: May 25, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Bryan Valenzuela, Deputy Chief Safety Officer

RE: Award of Contract for Security Guard Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a one (1) year security guard services contract, with four (4) one (1) year option years, with United Security Services in the amount not to exceed \$762,296, upon approval as to form by General Counsel.

Background

SunLine Transit Agency contracts with an outside provider for its security guard services. In May 2017, SunLine Board of Directors approved a contract with Admiral Security Services, Inc. for security guard services. The contract will conclude on June 30, 2022.

The Request for Proposal solicitation was selected as the procurement method in order to award the contract based on established criteria: experience and past performance, key personnel and price. This provided competition on quality and cost.

A firm fixed price type contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contract to control costs and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.

On March 21, 2022, 46 companies were solicited to provide security guard services. The solicitation was advertised in the local newspaper and on SunLine's website. On April 21, 2022, five (5) proposals were received. A three-member evaluation committee comprised of SunLine's Deputy Chief Safety Officer, Superintendent of Safety and Training, and Safety Specialist independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP.

According to the evaluations, United Security Services was determined as the contractor representing the best value to SunLine. United Security Services prices were

determined to be fair and reasonable based on a price analysis and adequate price competition.

Financial Impact

The estimated contract cost over five (5) years is \$762,296. The first year expenditures have been budgeted in the FY23 operating budget and future years will continue funding in subsequent budget years.

Attachments:

- [Item 10a](#) – Price Analysis
- [Item 10b](#) – Solicitation List



REQUEST FOR PROPOSAL
Security Guard Services
22-060

PRICE ANALYSIS

	United Security Services 2022 BAFO	Admiral Security Services 2022 BAFO	Absolute International Security 2022 BAFO
Year 1	\$ 140,799.00	\$ 131,352.00	\$ 148,933.00
Year 2 (Option)	\$ 146,407.00	\$ 131,352.00	\$ 156,006.00
Year 3 (Option)	\$ 152,217.00	\$ 135,293.00	\$ 162,573.00
Year 4 (Option)	\$ 158,279.00	\$ 139,334.00	\$ 168,636.00
Year 5 (Option)	\$ 164,594.00	\$ 143,527.00	\$ 175,203.00
Total - 5 Years	\$ 762,296.00	\$ 680,858.00	\$ 811,351.00

	Difference	Delta
Difference between United and Admiral 2022 BAFO proposals	\$ 81,438.00	10.68%
Difference between United and Absolute 2022 BAFO proposals	\$ (49,055.00)	-6.44%

There was adequate price competition since five (5) bidders independently contended for the contract that is to be awarded. From the five (5) proposals, three (3) companies were within competitive range and requested to provide Best and Final Offers. Award is based on the highest evaluated proposal score for the evaluation criteria elements; Experience/Past Performance, Key Personnel and Price.

Based upon the results noted above, it is determined that the price submitted by United Security Services is considered fair and reasonable and represents the best value to the Agency.

Sara G. Parrin
5/11/2022

Solicitation List – 22-060

Allied Universal
41945 Boardwalk, Ste T
Palm Desert, CA 92211
(760) 200-2865
Suzie.Salazar@aus.com

American Guard Services, Inc.
1299 E. Artesia Blvd.
Carson, CA 90746
(310) 645-6200
Nagah Abdelshahid
NAbdelshahid@americanguardservices.com

Andrade Protective Services, Inc.
PO Box 5627
La Quinta, CA 92248
Steve Andrade
Apsvcs.ca@netzero.com

Israeli Protection Services
42335 Washington St., Ste F203
Palm Desert, CA 92211
(760) 779-9224
info@israeliprotectionservices.com

Nationwide Guard Services, Inc.
9327 Fairway View Pl., Suite 200
Rancho Cucamonga, CA 91730
(909) 608-1112
Marie Bennett
mbennett@nwguards.com

O'Linn Security, Inc.
1027 S. Palm Canyon Dr.
Palm Springs, CA 92264
(760) 320-5303
jason@olinnsecurityinc.com

Real Protection Private Security Corp.
2272 Colorado Blvd. #1185
Eagle Rock, CA 90041
(323) 273-3256
Real_Protection@yahoo.com

Trident Security Group
Pedro De La Cruz
(323) 800-1919
pedro@tridentsg.com

US Security Associates, Inc.
41-921 Beacon Hill
Palm Desert, CA 92211
(323) 706-9469
kburnett@ussecurityassociates.com

VT Security Services
6840 65th Street Suite 150
Sacramento, CA 95828
(800) 956-8461
admin@vtsecurityservices.com

Academy World Protection (DBE)
896 N. Redding Way #B
Upland, CA 91786
(808) 360-2392
Vincent De Paul Diallo
info@academyworldprotectioninc.com

Admiral Security Services, Inc. (DBE)
2151 Salvio St., Suite 260
Concord, CA 94520
(888) 471-1128
Mohamed S. Ahmed
operations@admiralss.com

Alpha Mega Security, Inc. (DBE)
71 N. San Gabriel Blvd.
Pasadena, CA 91107
(323) 728-8818
ichen@alphamegasecurity.com

Always Protective Services, LLC
15068 Rosecrans Ave. #164
La Mirada, CA 90638
(714) 253-6544
Heather Magill
hmagill@alwaysprotectiveservices.com

Askari Security Services, Inc. (DBE)
5150 Candlewood St., #16H
Lakewood, CA 90712
(562) 606-0053
office@askari.org

City National Security
9841 Airport Blvd. Suite 806
Los Angeles, CA 90045
(310) 641-6666
Chiraz.z@citynationalsecurity.com

Comprehensive Securiry Services, Inc.
10535 East Stockton Blvd, Suite A
Elk Grove, CA 95624
(916) 683-3605
Bashir Choudry
bashircss@aol.com

Solicitation List – 22-060

Emergency Security Protection (DBE)
25875 Horado Ln.
Moreno Valley, CA 92551
(951) 322-9350
Legette Mitchell
sifilm@yahoo.com

Intercept Security
5657 1/2 Stockton Boulevard
Sacramento, CA 95824
(916) 685-9221
Margarita Holman
margarita@interceptsecurity.us

Knight Shield Security, LLC
PO Box 13163
Sacramento, CA 95813
(800) 779-8481
Howard Story Jr.
info@kssguards.com

National Eagle Security, Inc.
3200 Wilshire Blvd. #1208
Los Angeles, CA 90010
(213) 637-0200
Jean Akre
nesbestone@yahoo.com

Nextline Protection Services
16045 Sherman Way #363
Van Nuys, CA 91406
(323) 248-7481
John Anosike
Anosike.john.u@gmail.com

North American Security & Investigations,
Inc.
550 E. Carson Plaza Dr. #222
Carson, CA 90746
(323) 634-1911
Arthur Lopez
kim@nasi-pi.com

Nu-Way Security & Investigative Services,
Inc.
16899 B Street
Victorville, CA 92394
(760) 243-7577
Willie Patton
info@nuwaysecurity.com

Prime International Security, Inc.
110 S. La Brea #480
Inglewood, CA 90301
(310) 670-4919
Akubuo Okorie
primesec@aol.com

Prudent Security
111 N. La Brea Blvd.
Suite 616 Inglewood, CA 90301
(310) 968-9131
Michael Prudent
prudentsecurityinc@gmail.com

Security Now
5362 W. Olympic Blvd. #9
Los Angeles, CA 90036
(323) 252-5821
Dawud Abdul-Baaqee
dawud@securitynow911.com

Servexo Protective Services
879 W. 190th St. #400
Gardena, CA 90248
(323) 527-9994
Max Vasquez
mvasquez@servexousa.com

SLS Private Security
409 S. Commonwealth Avenue #1
Los Angeles, CA 90020
(213) 255-1162
Jeffrey Asante
msene@slspro.com

Supreme Security Services, Inc.
3517 Cameo Drive #84
Oceanside, CA 92056
(760) 415-7399
Lorenzo Middlebrook
supremesecurity@cox.net

Triumph, Inc.
6920 La Tijera Blvd, Ste 208B
Los Angeles, CA 90045
(310) 780-0432
pnvoundi@ugsca.com

Ultimate Security Services, Inc.
5250 W. Centry Blvd, Suite 502
Los Angeles, CA 90045
(310) 649-4400
admin@ultimatesecurityservice.com

Solicitation List – 22-060

Warren Security Services
591 Stahlman Drive
Bull City, AZ 86442
(760) 686-9488
Barbara Wiedenhoft
warrenonlythebestwilldo@yahoo.com

Rainmaker Government Proposal Services
904-494-4044 x1002
Laura.goldey@rainmakergps.com

Alltech Industries, Inc
hperez@alltechguards.com
323 450 2168

West Shield Investigations
1611 Bolsa Chica Road #A
Huntington Beach, CA 92649
(877) 899-8585
Allen Cardoza
allen@transportingteens.com

Absolute International Security (DBE)
llin@absolutesecurityintl.com

Added 3/22/22
All Time Alert Security (ATAS) LLC (DBE)
info@alltimealertsecurityservices.com

Allied Protection Services (DBE)
Lbrooks869@aol.com

Briggs International Inc (DBE)
23briggssi@gmail.com

Close Range International, Inc. (DBE)
steve@closerangepi.com

Confidential Matters LLC (DBE)
confidentialmattersllc@gmail.com

DSI Security Services
kburnett@dsisecurity.com

GSG Protective Services
corey@gsgprotective.com

Good Guard Security
procurement@goodguardsecurity.com

United Security Services
www.unitedweguard.com
800 505 1234 x 195
Ussconsultant195@gmail.com
sepand@unitedweguard.com

SunLine Transit Agency

DATE: May 25, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore Chief Project Consultant

RE: Thousand Palms Land Acquisition

Recommend

Recommend that the Board of Directors take the following actions:

- 1) Ratify the Real Property Acquisition Agreement with The Mario San Paolo Living Trust in the amount of \$1,800,000, for the procurement of approximately 5.8 acres of real property ("Property");
- 2) Authorize the CEO/General Manager to execute agreements for environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$300,000;
- 3) Authorize the CEO/General Manager to take all actions and sign all documents as contemplated by the Real Property Acquisition Agreement; and
- 4) Condition the future use of the Property on the compliance with the California Environmental Quality Act in accordance with 14 C.C.R. Section 15004.

Background

On April 22, 2020, the Board of Directors authorized the CEO/General Manager to negotiate and execute an agreement for ten (10) acres of land located at the southeast corner of Haskell Road and Harry Oliver Trail.

The landowner subsequently hired a consultant to conduct a flood risk analysis where it was reported that most of the owner's acreage is in a one-hundred-year flood zone. Based on the outcome of the flood risk analysis and discussions between SunLine and the owner, it was determined that the sale and acquisition of such property would not be in both parties' best interest. Therefore, the owner withdrew the offer to sell the land to SunLine.

In January 2022, staff advised the Board that a new opportunity has been made available to SunLine for the acquisition of approximately 5.87 acres of land, adjacent to, and north

of, SunLine's current property at Division I in Thousand Palms (the "Property"). In comparison to the ten (10) acres, the Property could be of great value to SunLine as it includes 33 parcels with street-to-street, mixed-used zoning that will considerably reduce civil and construction costs. The location of the property offers the Agency an opportunity for direct access to SunLine's Division I and Ramon Road.

Staff believes there are various potential uses for the Property that could greatly benefit SunLine. These potential uses include, but are not limited to, construction of a commercial fueling station, site for energy storage, site for solar canopies, or additional green energy storage technologies. The intent is for SunLine to utilize the Property to help SunLine achieve its goals of energy resiliency, providing cleaner and more cost-efficient sources of hydrogen, and improving its revenue potential relative to the dispensing of hydrogen.

SunLine obtained an appraisal that placed the value of the land at \$2,040,000, and staff issued a non-binding Letter of Intent to the owners to purchase the Property for \$1,800,000. The parties subsequently negotiated a purchase and sale agreement with the following terms;

- Purchase Price: \$1,800,000
- Deposit: \$54,000 (refundable to SunLine if SunLine terminates the agreement during the due diligence period)
- Due Diligence Period: 120 days
- Close of Escrow: 150 days (with option for seller to extend close of escrow by an additional 150 days to enable seller to utilize this transaction as part of an exchange of like-kind property under Internal Revenue Code Section 1031)
- Both parties to pay their own escrow fees
- Title insurance and transfer taxes to be paid by seller

The CEO/General Manager executed the purchase and sale agreement subject to ratification by the SunLine Board of Directors.

Staff is currently in the process of, and will continue for the next several weeks, performing due diligence on the Property to determine suitable potential uses. Staff requests that the Board ratify the Real Property Acquisition Agreement and authorize the CEO/General Manager to execute agreements for environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$300,000. Further, staff requests that the Board authorize the CEO/General Manager to take all actions and sign all documents as contemplated by the Real Property Acquisition Agreement. Lastly, staff requests that the Board condition the future use of the Property on the compliance with the California Environmental Quality Act in accordance with 14 C.C.R. Section 15004.

In all, this purchase will position the Agency to provide improved operational choices for its customers.

Financial Impact

The financial impact of \$2,100,000 will be from the Low Carbon Transit Operations Program funds allocated to SunLine and the Local Transit Funds of \$400,000 allocated for these purposes.

Attachments:

- [Item 11a](#) – Copy of Purchase and Sale Agreement
- [Item 11b](#) – Land Purchase Image
- [Item 11c](#) – January 2022 Information Item Land Purchase
- [Item 11d](#) – April 22, 2020 Action Item Land Acquisition
- [Item 11e](#) – Minutes from the April 22, 2020 Board Meeting



DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code) (C.A.R. Form AD, Revised 12/21)

(If checked) This form is being provided in connection with a transaction for a leasehold interest exceeding one year as per Civil Code section 2079.13(j), (k), and (l).

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A Fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
(b) A duty of honest and fair dealing and good faith.
(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

BUYER'S AGENT

A Buyer's agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller.

To the Buyer: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
(b) A duty of honest and fair dealing and good faith.
(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more salespersons and broker associates, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
(b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the Seller's willingness to accept a price less than the listing price or the Buyer's willingness to pay a price greater than the price offered.

SELLER AND BUYER RESPONSIBILITIES

Either the purchase agreement or a separate document will contain a confirmation of which agent is representing you and whether that agent is representing you exclusively in the transaction or acting as a dual agent. Please pay attention to that confirmation to make sure it accurately reflects your understanding of your agent's role.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction.

If you are a Buyer, you have the duty to exercise reasonable care to protect yourself, including as to those facts about the property which are known to you or within your diligent attention and observation.

Both Sellers and Buyers should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction. This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on page 2. Read it carefully. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE SECOND PAGE.

Buyer Seller Landlord Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022

Agent Del Gagnon Co., Inc. DRE Lic. # 00792827

By Adam Gagnon Adam Gagnon DRE Lic. # 01808178 Date 3/7/2022



DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP (AD PAGE 1 OF 2)

CIVIL CODE SECTIONS 2079.13 - 2079.24 (2079.16 APPEARS ON THE FRONT)

2079.13. As used in Sections 2079.7 and 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained. The agent in the real property transaction bears responsibility for that agent's salespersons or broker associates who perform as agents of the agent. When a salesperson or broker associate owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the salesperson or broker associate functions. (b) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee of real property. (c) "Commercial real property" means all real property in the state, except (1) single-family residential real property, (2) dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, (3) a mobilehome, as defined in Section 798.3, (4) vacant land, or (5) a recreational vehicle, as defined in Section 799.29. (d) "Dual agent" means an agent acting, either directly or through a salesperson or broker associate, as agent for both the seller and the buyer in a real property transaction. (e) "Listing agreement" means a written contract between a seller of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer, including rendering other services for which a real estate license is required to the seller pursuant to the terms of the agreement. (f) "Seller's agent" means a person who has obtained a listing of real property to act as an agent for compensation. (g) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the seller's agent. (h) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property. (i) "Offer to purchase" means a written contract executed by a buyer acting through a buyer's agent that becomes the contract for the sale of the real property upon acceptance by the seller. (j) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property, and includes (1) single-family residential property, (2) multiunit residential property with more than four dwelling units, (3) commercial real property, (4) vacant land, (5) a ground lease coupled with improvements, or (6) a manufactured home as defined in Section 18007 of the Health and Safety Code, or a mobilehome as defined in Section 18008 of the Health and Safety Code, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code. (k) "Real property transaction" means a transaction for the sale of real property in which an agent is retained by a buyer, seller, or both a buyer and seller to act in that transaction, and includes a listing or an offer to purchase. (l) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration. (m) "Seller" means the transferor in a real property transaction and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor of real property. (n) "Buyer's agent" means an agent who represents a buyer in a real property transaction.

2079.14. A seller's agent and buyer's agent shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and shall obtain a signed acknowledgment of receipt from that seller and buyer, except as provided in Section 2079.15, as follows: (a) The seller's agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement. (b) The buyer's agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase. If the offer to purchase is not prepared by the buyer's agent, the buyer's agent shall present the disclosure form to the buyer not later than the next business day after receiving the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16 Reproduced on Page 1 of this AD form.

2079.17(a) As soon as practicable, the buyer's agent shall disclose to the buyer and seller whether the agent is acting in the real property transaction as the buyer's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the buyer's agent prior to or coincident with execution of that contract by the buyer and the seller, respectively. (b) As soon as practicable, the seller's agent shall disclose to the seller whether the seller's agent is acting in the real property transaction as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the seller's agent prior to or coincident with the execution of that contract by the seller.

CONFIRMATION: (c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

Seller's Brokerage Firm _____ DO NOT COMPLETE. SAMPLE ONLY _____ License Number _____
Is the broker of (check one): the seller; or both the buyer and seller. (dual agent)
Seller's Agent _____ DO NOT COMPLETE. SAMPLE ONLY _____ License Number _____
Is (check one): the Seller's Agent. (salesperson or broker associate) both the Buyer's and Seller's Agent. (dual agent)
Buyer's Brokerage Firm _____ DO NOT COMPLETE. SAMPLE ONLY _____ License Number _____
Is the broker of (check one): the buyer; or both the buyer and seller. (dual agent)
Buyer's Agent _____ DO NOT COMPLETE. SAMPLE ONLY _____ License Number _____
Is (check one): the Buyer's Agent. (salesperson or broker associate) both the Buyer's and Seller's Agent. (dual agent)

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14. An agent's duty to provide disclosure and confirmation of representation in this section may be performed by a real estate salesperson or broker associate affiliated with that broker.

2079.18 (Repealed pursuant to AB-1289)

2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21 (a) A dual agent may not, without the express permission of the seller, disclose to the buyer any confidential information obtained from the seller. (b) A dual agent may not, without the express permission of the buyer, disclose to the seller any confidential information obtained from the buyer. (c) "Confidential information" means facts relating to the client's financial position, motivations, bargaining position, or other personal information that may impact price, such as the seller is willing to accept a price less than the listing price or the buyer is willing to pay a price greater than the price offered.

(d) This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22 Nothing in this article precludes a seller's agent from also being a buyer's agent. If a seller or buyer in a transaction chooses to not be represented by an agent, that does not, of itself, make that agent a dual agent.

2079.23 A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

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AD REVISED 12/21 (PAGE 2 OF 2)

DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP (AD PAGE 2 OF 2)





FAIR HOUSING & DISCRIMINATION ADVISORY

(C.A.R. Form FHDA, 10/20)

1. **EQUAL ACCESS TO HOUSING FOR ALL:** All housing in California is available to all persons. Discrimination as noted below is prohibited by law. Resources are available for those who have experienced unequal treatment under the law.
2. **FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION AGAINST IDENTIFIED PROTECTED CLASSES:**
 - A. **FEDERAL FAIR HOUSING ACT ("FHA")** Title VIII of the Civil Rights Act; 42 U.S.C. §§ 3601-3619; Prohibits discrimination in sales, rental or financing of residential housing against persons in protected classes;
 - B. **CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT ("FEHA")** California Government Code ("GC") §§12900-12996,12955; 2 California Code of Regulations ("CCR") §§12005-12271; Prohibits discrimination in sales, rental or financing of housing opportunity against persons in protected classes by providers of housing accommodation and financial assistance services as related to housing;
 - C. **CALIFORNIA UNRUH CIVIL RIGHTS ACT ("Unruh")** California Civil Code ("CC") §51; Prohibits business establishments from discriminating against, and requires full and equal accommodation, advantages, facilities, privileges, and services to persons in protected classes;
 - D. **AMERICANS WITH DISABILITIES ACT ("ADA")** 42 U.S.C. §§12181-12189; Title III of the ADA prohibits discrimination based on disability in public accommodations; and
 - E. **OTHER FAIR HOUSING LAWS:** Section 504 of Rehabilitation Act of 1973 29 U.S.C. §794; Ralph Civil Rights Act CC §51.7.; California Disabled Persons Act; CC §§54-55.32; any local city or county fair housing ordinances, as applicable.
3. **POTENTIAL LEGAL REMEDIES FOR UNLAWFUL DISCRIMINATION: Violations of fair housing laws may result in monetary civil fines, injunctive relief, compensatory and/or punitive damages, and attorney fees and costs.**
4. **PROTECTED CLASSES/CHARACTERISTICS:** Whether specified in Federal or State law or both, discrimination against persons if based on that person's belonging to, association with, or perceived membership to, any of the following classes or categories is prohibited.

Race	Color	Ancestry	National Origin	Religion
Sex	Sexual Orientation	Gender	Gender Identity	Gender Expression
Marital Status	Familial Status (family with a child or children under 18)	Source of Income (e.g., Section 8 Voucher)	Disability (Mental & Physical)	Medical Condition
Citizenship	Primary Language	Immigration Status	Military/Veteran Status	Age
Criminal History (non-relevant convictions)			Any arbitrary characteristic	

5. **THE CALIFORNIA DEPARTMENT OF REAL ESTATE REQUIRES TRAINING AND SUPERVISION TO PREVENT HOUSING DISCRIMINATION BY REAL ESTATE LICENSEES:**
 - A. California Business & Professions Code ("B&PC") §10170.5(a)(4) requires 3 hours of training on fair housing for DRE license renewal; Real Estate Regulation §2725(f) requires brokers who oversee salespersons to be familiar with the requirements of federal and state laws relating to the prohibition of discrimination.
 - B. Violation of DRE regulations or real estate laws against housing discrimination by a real estate licensee may result in the loss or suspension of the licensee's real estate license. B&PC §10177(l)(1); 10 CCR §2780
6. **REALTOR® ORGANIZATIONS PROHIBIT DISCRIMINATION:** NAR Code of Ethics Article 10 prohibits discrimination in employment practices or in rendering real estate license services against any person because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity by REALTORS®.
7. **WHO IS REQUIRED TO COMPLY WITH FAIR HOUSING LAWS?**
 Below is a non-exclusive list of providers of housing accommodations or financial assistance services as related to housing who are most likely to be encountered in a housing transaction and who must comply with fair housing laws.
 - Sellers
 - Landlords
 - Sublessors
 - Real estate licensees
 - Real estate brokerage firms
 - Property managers
 - Mobilehome parks
 - Homeowners Associations ("HOAs");
 - Banks and Mortgage lenders
 - Insurance companies
 - Government housing services
8. **EXAMPLES OF CONDUCT THAT MAY NOT BE MOTIVATED BY DISCRIMINATORY INTENT BUT COULD HAVE A DISCRIMINATORY EFFECT:**
 - A. Prior to acceptance of an offer, asking for or offering buyer personal information or letters from the buyer, especially with photos. Those types of documents may inadvertently reveal, or be perceived as revealing, protected status information thereby increasing the risk of (i) actual or unconscious bias, and (ii) potential legal claims against sellers and others by prospective buyers whose offers were rejected.
 - B. Refusing to rent (i) an upper level unit to an elderly tenant out of concern for the tenant's ability to navigate stairs or (ii) a house with a pool to a person with young children out of concern for the children's safety.
9. **EXAMPLES OF UNLAWFUL OR IMPROPER CONDUCT BASED ON A PROTECTED CLASS OR CHARACTERISTIC:**
 - A. Refusing to negotiate for a sale, rental or financing or otherwise make a housing opportunity unavailable; failing to present offers due to a person's protected status;
 - B. Refusing or failing to show, rent, sell or finance housing; "channeling" or "steering" a prospective buyer or tenant to or away from a particular area due to that person's protected status or because of the racial, religious or ethnic composition of the neighborhood;
 - C. "Blockbusting" or causing "panic selling" by inducing a listing, sale or rental based on the grounds of loss of value of property, increase in crime, or decline in school quality due to the entry or prospective entry of people in protected categories into the neighborhood;
 - D. Making any statement or advertisement that indicates any preference, limitation, or discrimination;



- E. Inquiring about protected characteristics (such as asking tenant applicants if they are married, or prospective purchasers if they have children or are planning to start a family);
- F. Using criminal history information before otherwise affirming eligibility, and without a legally sufficient justification;
- G. Failing to assess financial standards based on the portion of the income responsible by a tenant who receives government subsidies (such as basing an otherwise neutral rent to income ratio on the whole rent rather than just the part of rent that is the tenant's responsibility);
- H. Denying a home loan or homeowner's insurance;
- I. Offering inferior terms, conditions, privileges, facilities or services;
- J. Using different qualification criteria or procedures for sale or rental of housing such as income standards, application requirements, application fees, credit analyses, sale or rental approval procedures or other requirements;
- K. Harassing a person;
- L. Taking an adverse action based on protected characteristics;
- M. Refusing to permit a reasonable modification to the premises, as requested by a person with a disability (such as refusing to allow a wheel chair bound tenant to install, at their expense, a ramp over front or rear steps, or refusing to allow a physically disabled tenant from installing, at their own expense, grab bars in a shower or bathtub);
- N. Refusing to make reasonable accommodation in policies, rules, practices, or services for a person with a disability (such as the following, if an actual or prospective tenant with a disability has a service animal or support animal):
 - (i) Failing to allow that person to keep the service animal or emotional support animal in rental property,
 - (ii) Charging that person higher rent or increased security deposit, or
 - (iii) Failing to show rental or sale property to that person who is accompanied by the service animal or support animal, and;
- O. Retaliating for asserting rights under fair housing laws.

10. EXAMPLES OF POSITIVE PRACTICES:

- A. Real estate licensees working with buyers or tenants should apply the same objective property selection criteria, such as location/neighborhood, property features, and price range and other considerations, to all prospects.
- B. Real estate licensees should provide complete and objective information to all clients based on the client's selection criteria.
- C. Real estate licensees should provide the same professional courtesy in responding to inquiries, sharing of information and offers of assistance to all clients and prospects.
- D. Housing providers should not make any statement or advertisement that directly or indirectly implies preference, limitation, or discrimination regarding any protected characteristic (such as "no children" or "English-speakers only").
- E. Housing providers should use a selection process relying on objective information about a prospective buyer's offer or tenant's application and not seek any information that may disclose any protected characteristics (such as using a summary document, e.g. C.A.R. Form SUM-MO, to compare multiple offers on objective terms).

11. FAIR HOUSING RESOURCES: If you have questions about your obligations or rights under the Fair Housing laws, or you think you have been discriminated against, you may want to contact one or more of the sources listed below to discuss what you can do about it, and whether the resource is able to assist you.

- A. Federal: https://www.hud.gov/program_offices/fair_housing_equal_opp
- B. State: <https://www.dfeh.ca.gov/housing/>
- C. Local: local Fair Housing Council office (non-profit, free service)
- D. DRE: <https://www.dre.ca.gov/Consumers/FileComplaint.html>
- E. Local Association of REALTORS®. List available at: <https://www.car.org/en/contactus/rosters/localassociationroster>.
- F. Any qualified California fair housing attorney, or if applicable, landlord-tenant attorney.

12. LIMITED EXCEPTIONS TO FAIR HOUSING REQUIREMENTS: No person should rely on any exception below without first seeking legal advice about whether the exception applies to their situation. Real estate licensees are not qualified to provide advice on the application of these exceptions.

- A. Legally compliant senior housing is exempt from FHA, FEHA and Unruh as related to age or familial status only;
- B. An owner of a single-family residence who resides at the property with one lodger may be exempt from FEHA for rental purposes, PROVIDED no real estate licensee is involved in the rental;
- C. An owner of a single-family residence may be exempt from FHA for sale or rental purposes, PROVIDED (i) no real estate licensee is involved in the sale or rental and (ii) no discriminatory advertising is used, and (iii) the owner owns no more than three single-family residences. Other restrictions apply;
- D. An owner of residential property with one to four units who resides at the property, may be exempt from FHA for rental purposes, PROVIDED no real estate licensee is involved in the rental; and
- E. Both FHA and FEHA do not apply to roommate situations. See, *Fair Housing Council v Roommate.com LLC*, 666 F.3d 1216 (2019).
- F. Since both the 14th Amendment of the U.S. Constitution and the Civil Rights Act of 1866 prohibit discrimination based on race; the FHA and FEHA exemptions do not extend to discrimination based on race.

Buyer/Tenant and Seller/Landlord have read, understand and acknowledge receipt of a copy of this Fair Housing & Discrimination Advisory.

Buyer/Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022
45F815048BB043A DocuSigned by:

Buyer/Tenant _____ Date _____

Seller/Landlord Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022
DA7B9B41261A474...

Seller/Landlord _____ Date _____

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POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER - DISCLOSURE AND CONSENT

(C.A.R. Form PRBS, Revised 12/21)

A real estate broker (Broker), whether a corporation, partnership or sole proprietorship, may represent more than one buyer or seller. This multiple representation can occur through an individual licensed as a broker or salesperson or through different individual broker's or salespersons (associate licensees) acting under the Broker's license. The associate licensees may be working out of the same or different office locations.

Multiple Buyers: Broker (individually or through its associate licensees) may be working with many prospective buyers at the same time. These prospective buyers may have an interest in, and make offers on, the same properties. Some of these properties may be listed with Broker and some may not. Broker will not limit or restrict any particular buyer from making an offer on any particular property whether or not Broker represents other buyers interested in the same property.

Multiple Sellers: Broker (individually or through its associate licensees) may have listings on many properties at the same time. As a result, Broker will attempt to find buyers for each of those listed properties. Some listed properties may appeal to the same prospective buyers. Some properties may attract more prospective buyers than others. Some of these prospective buyers may be represented by Broker and some may not. Broker will market all listed properties to all prospective buyers whether or not Broker has another or other listed properties that may appeal to the same prospective buyers.

Dual Agency: If Seller is represented by Broker, Seller acknowledges that broker may represent prospective buyers of Seller's property and consents to Broker acting as a dual agent for both seller and buyer in that transaction. If Buyer is represented by Broker, buyer acknowledges that Broker may represent sellers of property that Buyer is interested in acquiring and consents to Broker acting as a dual agent for both buyer and seller with regard to that property.

In the event of dual agency, seller and buyer agree that: a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the buyer's or seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the seller's willingness to accept a price less than the listing price or the buyer's willingness to pay a price greater than the price offered; and except as set forth above, a dual agent is obligated to disclose known facts materially affecting the value or desirability of the Property to both parties.

Offers not necessarily confidential: Buyer is advised that seller or listing agent may disclose the existence, terms, or conditions of buyer's offer unless all parties and their agent have signed a written confidentiality agreement. Whether any such information is actually disclosed depends on many factors, such as current market conditions, the prevailing practice in the real estate community, the listing agent's marketing strategy and the instructions of the seller.

Buyer and seller understand that Broker may represent more than one buyer or more than one seller and even both buyer and seller on the same transaction and consents to such relationships.

Seller and/or Buyer acknowledges reading and understanding this Possible Representation of More Than One Buyer or Seller, Disclosure and Consent and agrees to the agency possibilities disclosed.

Seller Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022
DocuSigned by: D4789B41261A474...

Seller _____ Date _____

Buyer Lauren Skiver SunLine Transit Agency Date 3/7/2022
DocuSigned by: 45F615848BB043A...

Buyer _____ Date _____

Buyer's Brokerage Firm Del Gagnon Co., Inc. DRE Lic # 00792827 Date _____
DocuSigned by: Adam Gagnon

By Adam Gagnon DRE Lic # 01808178 Date 3/7/2022

Adam Gagnon

Seller's Brokerage Firm Del Gagnon Co., Inc. DRE Lic # 00792827 Date _____
DocuSigned by: Adam Gagnon

By Adam Gagnon DRE Lic # 01808178 Date 3/8/2022

Adam Gagnon

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PRBS REVISED 12/21 (PAGE 1 OF 1)

POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (PRBS PAGE 1 OF 1)



WIRE FRAUD AND ELECTRONIC FUNDS TRANSFER ADVISORY (C.A.R. Form WFA, Revised 12/21)

Property Address: 5.57 Acres Vacant Land, Ramon Rd, Thousand Palms, CA 92276 ("Property").

WIRE FRAUD AND ELECTRONIC FUNDS TRANSFERS ADVISORY:

The ability to communicate and conduct business electronically is a convenience and reality in nearly all parts of our lives. At the same time, it has provided hackers and scammers new opportunities for their criminal activity. Many businesses have been victimized and the real estate business is no exception.

While wiring or electronically transferring funds is a welcome convenience, we all need to exercise extreme caution. Emails attempting to induce fraudulent wire transfers have been received and have appeared to be legitimate. Reports indicate that some hackers have been able to intercept emailed transfer instructions, obtain account information and, by altering some of the data, redirect the funds to a different account. It also appears that some hackers were able to provide false phone numbers for verifying the wiring or funds transfer instructions. In those cases, the victim called the number provided to confirm the instructions, and then unwittingly authorized a transfer to somewhere or someone other than the intended recipient.

ACCORDINGLY, YOU ARE ADVISED:

- 1. Obtain phone numbers and account numbers only from Escrow Officers, Property Managers, or Landlords at the beginning of the transaction.
2. DO NOT EVER WIRE OR ELECTRONICALLY TRANSFER FUNDS PRIOR TO CALLING TO CONFIRM THE TRANSFER INSTRUCTIONS. ONLY USE A PHONE NUMBER YOU WERE PROVIDED PREVIOUSLY. Do not use any different phone number or account number included in any emailed transfer instructions.
3. Orally confirm the transfer instruction is legitimate and confirm the bank routing number, account numbers and other codes before taking steps to transfer the funds.
4. Avoid sending personal information in emails or texts. Provide such information in person or over the telephone directly to the Escrow Officer, Property Manager, or Landlord.
5. Take steps to secure the system you are using with your email account. These steps include creating strong passwords, using secure WiFi, and not using free services.

If you believe you have received questionable or suspicious wire or funds transfer instructions, immediately notify your bank, and the other party, and the Escrow Office, Landlord, or Property Manager. The sources below, as well as others, can also provide information:

Federal Bureau of Investigation: https://www.fbi.gov/; the FBI's IC3 at www.ic3.gov; or 310-477-6565

National White Collar Crime Center: http://www.nw3c.org/

On Guard Online: https://www.onguardonline.gov/

NOTE: There are existing alternatives to electronic and wired fund transfers such as cashier's checks. By signing below, the undersigned acknowledge that each has read, understands and has received a copy of this Wire Fraud and Electronic Funds Transfer Advisory.

Buyer/Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022
Buyer/Tenant Date
Seller/Landlord Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022
Seller/Landlord Date

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WFA REVISED 12/21 (PAGE 1 OF 1)

WIRE FRAUD AND ELECTRONIC FUNDS TRANSFER ADVISORY (WFA PAGE 1 OF 1)



VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

(C.A.R. FORM VLPA, Revised 12/21)

Date Prepared: March 1, 2022

1. OFFER:

- A. THIS IS AN OFFER FROM SunLine Transit Agency ("Buyer").
 Individual(s), A Corporation, A Partnership, An LLC, An LLP, or Other a California Joint Powers Authority.
- B. THE PROPERTY to be acquired is 5.57 Acres Vacant Land, Ramon Rd, situated in Thousand Palms (City), Riverside (County), California, 92276 (Zip Code), Assessor's Parcel No(s) 693-020-036 ("Property").
Further Described As Formerly known as APN's 693-020-001 through 018, and 021 through 035
 (Postal/Mailing address may be different from city jurisdiction. Buyer is advised to investigate.)
- C. THE TERMS OF THE PURCHASE ARE SPECIFIED BELOW AND ON THE FOLLOWING PAGES.
- D. Buyer and Seller are referred to herein as the "Parties." Brokers and Agents are **not** Parties to this Agreement.

2. AGENCY:

- A. **DISCLOSURE:** The Parties each acknowledge receipt of a "Disclosure Regarding Real Estate Agency Relationships" (C.A.R. Form AD) if represented by a real estate licensee. Buyer's Agent is not legally required to give to Seller's Agent the AD form Signed by Buyer. Seller's Agent is not legally obligated to give to Buyer's Agent the AD form Signed by Seller.
- B. **CONFIRMATION:** The following agency relationships are here confirmed for this transaction.
Seller's Brokerage Firm Del Gagnon Co., Inc. License Number 00792827
 Is the broker of (check one): the Seller; or both the Buyer and Seller (Dual Agent).
Seller's Agent Adam Gagnon License Number 01808178
 Is (check one): the Seller's Agent (Salesperson or broker associate); or both the Buyer's and Seller's Agent (Dual Agent).
Buyer's Brokerage Firm Del Gagnon Co., Inc. License Number 00792827
 Is the broker of (check one): the Buyer; or both the Buyer and Seller (Dual Agent).
Buyer's Agent Adam Gagnon License Number 01808178
 Is (check one): the Buyer's Agent (Salesperson or broker associate); or both the Buyer's and Seller's Agent (Dual Agent).
- C. More than one Brokerage represents Seller, Buyer. See, Additional Broker Acknowledgement (C.A.R. Form ABA).
- D. **POTENTIALLY COMPETING BUYERS AND SELLERS:** The Parties each acknowledge receipt of a "Possible Representation of More than One Buyer or Seller - Disclosure and Consent" (C.A.R. Form PRBS).

3. TERMS OF PURCHASE AND ALLOCATION OF COSTS: The items in this paragraph are contractual terms of the Agreement. Referenced paragraphs provide further explanation. This form is 16 pages. The Parties are advised to read all 16 pages.

Paragraph #	Paragraph Title or Contract Term	Terms and Conditions	Additional Terms	
A	5, 5B	Purchase Price	\$ <u>1,800,000.00</u>	<input checked="" type="checkbox"/> All Cash
B		Close of Escrow (COE)	<input checked="" type="checkbox"/> <u>150</u> Days after Acceptance OR on <input type="checkbox"/> _____ (date) (mm/dd/yyyy)	
C	39A	Expiration of Offer	3 calendar days after all Buyer Signature(s) or _____ (date) at 5PM or <input type="checkbox"/> AM/ <input type="checkbox"/> PM	
D(1)	5A(1)	Initial Deposit Amount	\$ <u>54,000.00</u> (<u>3.0</u> % of purchase price) (% number above is for calculation purposes and is not a contractual term)	within 3 (or <u>7</u>) business days after Acceptance by wire transfer OR <input type="checkbox"/> _____
D(2)	5A(2)	<input type="checkbox"/> Increased Deposit (Money placed into escrow after the initial deposit. Use form DID at time increased deposit is made.)	\$ _____ (_____ % of purchase price) (% number above is for calculation purposes and is not a contractual term)	Upon removal of all contingencies OR <input type="checkbox"/> _____ (date) OR <input type="checkbox"/> _____
E(1)	5C(1)	Loan Amount(s): First Interest Rate _____ Points	\$ _____ (_____ % of purchase price) Fixed rate or <input type="checkbox"/> Initial adjustable rate, not to exceed _____ % Buyer to pay zero points or up to _____ % of the loan amount	Conventional or, if checked, <input type="checkbox"/> FHA <input type="checkbox"/> VA (CAR Forms FVAC, HID attached) <input type="checkbox"/> Seller Financing <input type="checkbox"/> Assumed Financing <input type="checkbox"/> Subject To Financing <input type="checkbox"/> Other: _____
E(2)	5C(2)	Additional Financed Amount Interest Rate _____ Points	\$ _____ (_____ % of purchase price) Fixed rate or <input type="checkbox"/> Initial adjustable rate, not to exceed _____ % Buyer to pay zero points or up to _____ % of the loan amount	Conventional or, if checked, <input type="checkbox"/> Seller Financing <input type="checkbox"/> Assumed Financing <input type="checkbox"/> Subject To Financing <input type="checkbox"/> Other: _____
E(3)	7A	Occupancy Type	Investment, or if checked, <input type="checkbox"/> Primary <input type="checkbox"/> Secondary	
F	5D	Balance of Down Payment	\$ <u>1,746,000.00</u>	
		PURCHASE PRICE TOTAL	\$ <u>1,800,000.00</u>	

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VLPA REVISED 12/21 (PAGE 1 OF 16)

Buyer's Initials LS / _____

Seller's Initials MS / _____

VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 1 OF 16)

Del Gagnon Co., Inc., 73612 Highway 111 Palm Desert CA 92260
Adam Gagnon

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201

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www.lwolf.com

Vacant Land, EQUAL HOUSING OPPORTUNITY

	Paragraph #	Paragraph Title or Contract Term	Terms and Conditions	Additional Terms
G(1)	5E	Seller Credit, if any, to Buyer	<input type="checkbox"/> \$ _____ (_____ % of purchase price) (% number above is for calculation purposes and is not a contractual term)	Seller credit to be applied to closing costs OR <input type="checkbox"/> Other: _____
G(2)	ADDITIONAL FINANCE TERMS: _____			
H(1)	5B	Verification of All Cash (sufficient funds)	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
H(2)	6A	Verification of Down Payment and Closing Costs	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
H(3)	6B	Verification of Loan Application	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
I	Intentionally Left Blank			
J	19	Final Verification of Condition	5 (or _____) Days prior to COE	
K	26	Assignment Request	17 (or _____) Days after Acceptance	
L	8	CONTINGENCIES	TIME TO REMOVE CONTINGENCIES	
L(1)	8A	Loan(s)	17 (or _____) Days after Acceptance	<input type="checkbox"/> No loan contingency
L(2)	8B	Appraisal: Appraisal contingency based upon appraised value at a minimum of purchase price or <input type="checkbox"/> \$ _____	17 (or _____) Days after Acceptance	<input checked="" type="checkbox"/> No appraisal contingency Removal of appraisal contingency does not eliminate appraisal cancellation rights in FVAC.
L(3)	8C	<input type="checkbox"/> Purchase of Manufactured Home Buyer has (or <input type="checkbox"/> has not) entered into contract to purchase a personal property manufactured home	17 (or _____) Days after Acceptance <input type="checkbox"/> Shall remain in effect until the Close of Escrow of the Property	REMOVAL OR WAIVER OF CONTINGENCY: Any contingency in L(1)-L(7) may be removed or waived by checking the applicable box above or attaching a Contingency Removal (C.A.R. Form CR) and checking the applicable box therein. Removal or Waiver at time of offer is against Agent advice. See paragraph 8J. <input type="checkbox"/> CR attached
L(4)	8D	<input type="checkbox"/> Construction Loan Financing A draw from the construction loan will not (or will) be used to finance the Property	17 (or _____) Days after Acceptance	
L(5)	8E, 15	Investigation of Property	17 (or <u>120</u>) Days after Acceptance	
		Informational Access to Property Buyer's right to access the Property for informational purposes only is NOT a contingency and does NOT create additional cancellation rights for Buyer.	17 (or _____) Days after Acceptance	
L(6)	8F, 17A	Review of Seller Documents	17 (or <u>30</u>) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(7)	8G, 16A	Preliminary ("Title") Report	17 (or <u>30</u>) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(8)	8H, 11D	Common Interest Disclosures required by Civil Code § 4525 or this Agreement		
L(9)	8I, 9B(2)	Review of leased or liened items (Such as for solar panels or propane tanks or PACE or HERO liens)	17 (or _____) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(10)	8L	Sale of Buyer's Property Sale of Buyer's property is not a contingency, UNLESS checked here: <input type="checkbox"/> C.A.R. Form COP attached		
M		Possession	Time for Performance	
M		Vacant Lot Delivery Property to be delivered subject to tenant rights, if any, except _____	Upon notice of recordation On COE Date	
N		Documents/Fees/Compliance	Time for Performance	
N(1)	17A	Seller Delivery of Documents	7 (or <u>14</u>) Days after Acceptance	
N(2)	22B	Sign and return Escrow Holder General Provisions, Supplemental Instructions	5 (or <u>14</u>) Days after receipt	
N(3)	11D(2)	Time to pay fees for ordering HOA Documents	3 (or _____) Days after Acceptance	
N(4)	35	Evidence of representative authority	3 Days after Acceptance	



O	Intentionally Left Blank			
P	Items Included and Excluded			
P(1)	9	Items Included - All items specified in Paragraph 9B are included and the following, if checked: <input type="checkbox"/> _____; <input type="checkbox"/> _____; <input type="checkbox"/> _____.		
P(2)		Excluded Items: <input type="checkbox"/> _____; <input type="checkbox"/> _____; <input type="checkbox"/> _____;		
Q	Allocation of Costs			
	Paragraph #	Item Description	Who Pays (if Both is checked, cost to be split equally unless Otherwise Agreed)	Additional Terms
Q(1)	11E	Natural Hazard Zone Disclosure Report, including tax information	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____ _____ <input checked="" type="checkbox"/> Provided by: <u>Seller's Choice</u>	<input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Other _____
Q(2)	15B(1)(D)	Environmental Survey	<input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	Escrow Holder: <u>Liberty Escrow</u>
Q(3)		_____ Report	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
Q(4)	22B	Escrow Fees	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____ <input checked="" type="checkbox"/> Each to pay their own fees	
Q(5)	16	Owner's title insurance policy	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	
Q(6)		Buyer's Lender title insurance policy	Buyer	Unless Otherwise Agreed, Buyer shall purchase any title insurance policy insuring Buyer's lender.
Q(7)		County transfer tax, fees	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	Unless Otherwise Agreed, Seller shall pay for separate HOA move-out fee and Buyer shall pay for separate move-in fee. Applies if separately billed or itemized with cost in transfer fee.
Q(8)		City transfer tax, fees	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	
Q(9)	11D(2)	OA fee for preparing disclosures	Seller	
Q(10)		OA certification fee	Buyer	
Q(11)		OA transfer fees	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	Unless Otherwise Agreed, Seller shall pay for separate HOA move-out fee and Buyer shall pay for separate move-in fee. Applies if separately billed or itemized with cost in transfer fee.
Q(12)		Private transfer fees	Seller, or if checked, <input type="checkbox"/> Buyer <input type="checkbox"/> Both _____	
Q(13)		_____ fees or costs	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
Q(14)		_____ fees or costs	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
R	Additional Tenancy Documents <input type="checkbox"/> Income and Expense Statements <input type="checkbox"/> Tenant Estoppel Certificate			
S	OTHER TERMS: <u>This Agreement is contingent upon approval by the SunLine Transit Agency Board of Directors ("Board"). The Board shall approve this Agreement within 120 days of the Agreement being fully executed by the Parties. In the event the Agreement is not approved by the Board as set forth herein, the Agreement shall automatically terminate.</u>			

4. PROPERTY ADDENDA AND ADVISORIES: (check all that apply)

A. PROPERTY TYPE ADDENDA: This Agreement is subject to the terms contained in the Addenda checked below:

- Probate Agreement Purchase Addendum (C.A.R. Form PA-PA)
- Other _____

B. OTHER ADDENDA: This Agreement is subject to the terms contained in the Addenda checked below:

- Addendum # 1 (C.A.R. Form ADM)
- Back Up Offer Addendum (C.A.R. Form BUO)
- Assumed Financing Addendum (C.A.R. Form AFA)
- Septic, Well, Property Monument and Propane Addendum (C.A.R. Form SWPI)
- Buyer Intent to Exchange Addendum (C.A.R. Form BXA)
- Seller Intent to Exchange Addendum (C.A.R. Form SXA)
- Other _____
- Short Sale Addendum (C.A.R. Form SSA)
- Court Confirmation Addendum (C.A.R. Form CCA)

C. BUYER AND SELLER ADVISORIES: (Note: All Advisories below are provided for reference purposes only and are not intended to be incorporated into this Agreement.)

- Buyer's Vacant Land Additional Inspection Advisory (C.A.R. Form BVLIA)
- Fair Housing and Discrimination Advisory (C.A.R. Form FHDA)
- Wire Fraud Advisory (C.A.R. Form WFA)
- Cal. Consumer Privacy Act Advisory (C.A.R. Form CCPA)
(Parties may also receive a privacy disclosure from their own Agent.)
- Wildfire Disaster Advisory (C.A.R. Form WDFDA)
- Statewide Buyer and Seller Advisory (C.A.R. Form SBSA)
- Trust Advisory (C.A.R. Form TA)
- Short Sale Information and Advisory (C.A.R. Form SSIA)
- REO Advisory (C.A.R. Form REO)
- Probate Advisory (C.A.R. Form PA)
- Other _____



5. **ADDITIONAL TERMS AFFECTING PURCHASE PRICE:** Buyer represents that funds will be good when deposited with Escrow Holder.
- A. DEPOSIT:**
- (1) **INITIAL DEPOSIT:** Buyer shall deliver deposit directly to Escrow Holder. If a method other than wire transfer is specified in **paragraph 3D(1)** and such method is unacceptable to Escrow Holder, then upon notice from Escrow Holder, delivery shall be by wire transfer.
 - (2) **INCREASED DEPOSIT:** Increased deposit to be delivered to Escrow Holder in the same manner as the Initial Deposit. If the Parties agree to liquidated damages in this Agreement, they also agree to incorporate the increased deposit into the liquidated damages amount by signing a new liquidated damages clause (C.A.R. Form DID) at the time the increased deposit is delivered to Escrow Holder.
 - (3) **RETENTION OF DEPOSIT: Paragraph 36, if initialed by all Parties or otherwise incorporated into this Agreement, specifies a remedy for Buyer's default. Buyer and Seller are advised to consult with a qualified California real estate attorney before adding any other clause specifying a remedy (such as release or forfeiture of deposit or making a deposit non-refundable) for failure of Buyer to complete the purchase. Any such clause shall be deemed invalid unless the clause independently satisfies the statutory liquidated damages requirements set forth in the Civil Code.**
- B. ALL CASH OFFER:** If an all cash offer is specified in **paragraph 3A**, no loan is needed to purchase the Property. This Agreement is NOT contingent on Buyer obtaining a loan. Buyer shall, within the time specified in **paragraph 3H(1)**, Deliver written verification of funds sufficient for the purchase price and closing costs.
- C. LOAN(S):**
- (1) **FIRST LOAN:** This loan will provide for conventional financing **UNLESS** FHA, VA, Seller Financing (C.A.R. Form SFA), Assumed Financing, Subject To Financing, or Other is checked in **paragraph 3E(1)**.
 - (2) **ADDITIONAL FINANCED AMOUNT:** If an additional financed amount is specified in **paragraph 3E(2)**, that amount will provide for conventional financing **UNLESS** Seller Financing (C.A.R. Form SFA), Assumed Financing, Subject To Financing, or Other is checked in **paragraph 3E(2)**.
 - (3) **BUYER'S LOAN STATUS:** Buyer authorizes Seller and Seller's Authorized Agent to contact Buyer's lender(s) to determine the status of any Buyer's loan specified in **paragraph 3E**, or any alternate loan Buyer pursues, whether or not a contingency of this Agreement. If the contact information for Buyer's lender(s) is different from that provided under the terms of **paragraph 6B**, Buyer shall Deliver the updated contact information within 1 Day of Seller's request.
 - (4) **ASSUMED OR SUBJECT TO FINANCING:** Seller represents that Seller is not delinquent on any payments due on any loans. If the Property is acquired subject to an existing loan, Buyer and Seller are advised to consult with legal counsel regarding the ability of an existing lender to call the loan due, and the consequences thereof.
- D. BALANCE OF PURCHASE PRICE (DOWN PAYMENT) (including all-cash funds)** to be deposited with Escrow Holder pursuant to Escrow Holder instructions.
- E. LIMITS ON CREDITS TO BUYER:** Any credit to Buyer, from any source, for closing or other costs that is agreed to by the Parties ("Contractual Credit") shall be disclosed to Buyer's lender, if any, and made at Close Of Escrow. If the total credit allowed by Buyer's lender ("Lender Allowable Credit") is less than the Contractual Credit, then (i) the Contractual Credit from Seller shall be reduced to the Lender Allowable Credit, and (ii) in the absence of a separate written agreement between the Parties, there shall be no automatic adjustment to the purchase price to make up for the difference between the Contractual Credit and the Lender Allowable Credit.
6. **ADDITIONAL FINANCING TERMS:**
- A. VERIFICATION OF DOWN PAYMENT AND CLOSING COSTS:** Written verification of Buyer's down payment and closing costs may be made by Buyer or Buyer's lender or loan broker pursuant to **paragraph 6B**.
- B. VERIFICATION OF LOAN APPLICATIONS:** Buyer shall Deliver to Seller, within the time specified in **paragraph 3H(3)** a letter from Buyer's lender or loan broker stating that, based on a review of Buyer's written application and credit report, Buyer is prequalified or preapproved for any NEW loan specified in **paragraph 3E**. If any loan specified in **paragraph 3E** is an adjustable rate loan, the prequalification or preapproval letter shall be based on the qualifying rate, not the initial loan rate.
- C. BUYER STATED FINANCING:** Seller is relying on Buyer's representation of the type of financing specified (including, but not limited to, as applicable, all cash, amount of down payment, or contingent or non-contingent loan). Seller has agreed to a specific closing date, purchase price, and to sell to Buyer in reliance on Buyer's specified financing. Buyer shall pursue the financing specified in this Agreement, even if Buyer also elects to pursue an alternative form of financing. Seller has no obligation to cooperate with Buyer's efforts to obtain any financing other than that specified in this Agreement but shall not interfere with closing at the purchase price on the COE date (**paragraph 3B**) even if based upon alternate financing. Buyer's inability to obtain alternate financing does not excuse Buyer from the obligation to purchase the Property and close escrow as specified in this Agreement.
7. **CLOSING AND POSSESSION:**
- A. OCCUPANCY:** Buyer intends to occupy the Property as indicated in **paragraph 3E(3)**. Occupancy may impact available financing.
- B. CONDITION OF PROPERTY ON CLOSING:**
- (1) Unless Otherwise Agreed: (i) the Property shall be delivered "**As-Is**" in its PRESENT physical condition as of the date of Acceptance; (ii) the Property, including pool, spa, landscaping and grounds, is to be maintained in substantially the same condition as on the date of Acceptance; and (iii) all debris and personal property not included in the sale shall be removed by Close Of Escrow or at the time possession is delivered to Buyer, if not on the same date. If items are not removed when possession is delivered to Buyer, all items shall be deemed abandoned. Buyer, after first Delivering to Seller written notice to remove the items within **3 Days**, may pay to have such items removed or disposed of and may bring legal action, as per this Agreement, to receive reasonable costs from Seller.
 - (2) **Buyer is strongly advised to conduct investigations of the entire Property in order to determine its present condition. Seller and Agents may not be aware of all defects affecting the Property or other factors that Buyer considers important. Property improvements may not be built according to code, in compliance with current Law, or have had all required permits issued and/or finalized.**
- C.** Seller shall, on Close Of Escrow unless Otherwise Agreed and even if Seller remains in possession, provide keys, passwords, codes and/or means to operate all locks, mailboxes, and all items included in either **paragraph 3P** or **paragraph 9**. If the Property is a condominium or located in a common interest development, Seller shall be responsible for securing or providing any such items for Association amenities, facilities, and access. Buyer may be required to pay a deposit to the Owners' Association ("OA") to obtain keys to accessible OA facilities.

8. CONTINGENCIES AND REMOVAL OF CONTINGENCIES:**A. LOAN(S):**

- (1) This Agreement is, **unless otherwise specified in paragraph 3L(1) or an attached CR form**, contingent upon Buyer obtaining the loan(s) specified. If contingent, Buyer shall act diligently and in good faith to obtain the designated loan(s). **If there is no appraisal contingency or the appraisal contingency has been waived or removed, then failure of the Property to appraise at the purchase price does not entitle Buyer to exercise the cancellation right pursuant to the loan contingency if Buyer is otherwise qualified for the specified loan and Buyer is able to satisfy lender's non-appraisal conditions for closing the loan.**
- (2) Buyer is advised to investigate the insurability of the Property as early as possible, as this may be a requirement for lending. Buyer's ability to obtain insurance for the Property, including fire insurance, is part of Buyer's Investigation of Property contingency. Failure of Buyer to obtain insurance may justify cancellation based on the Investigation contingency but not the loan contingency.
- (3) Buyer's contractual obligations regarding deposit, balance of down payment and closing costs **are not contingencies** of this Agreement, unless Otherwise Agreed.
- (4) If there is an appraisal contingency, removal of the loan contingency shall not be deemed removal of the appraisal contingency.
- (5) **NO LOAN CONTINGENCY:** If "No loan contingency" is checked in **paragraph 3L(1)**, obtaining any loan specified is NOT a contingency of this Agreement. If Buyer does not obtain the loan specified, and as a result is unable to purchase the Property, Seller may be entitled to Buyer's deposit or other legal remedies.

B. APPRAISAL:

- (1) This Agreement is, **unless otherwise specified in paragraph 3L(2) or an attached CR form**, contingent upon a written appraisal of the Property by a licensed or certified appraiser at no less than the amount specified in **paragraph 3L(2)**, without requiring repairs or improvements to the Property. Appraisals are often a reliable source to verify square footage of the subject Property. However, the ability to cancel based on the measurements provided in an appraisal falls within the Investigation of Property contingency. The appraisal contingency is solely limited to the value determined by the appraisal. For any cancellation based upon this appraisal contingency, Buyer shall Deliver a Copy of the written appraisal to Seller, upon request by Seller.
- (2) **NO APPRAISAL CONTINGENCY:** If "No appraisal contingency" is checked in **paragraph 3L(2)**, then Buyer may not use the loan contingency specified in **paragraph 3L(1)** to cancel this Agreement if the sole reason for not obtaining the loan is that the appraisal relied upon by Buyer's lender values the property at an amount less than that specified in **paragraph 3L(2)**. If Buyer is unable to obtain the loan specified solely for this reason, Seller may be entitled to Buyer's deposit or other legal remedies.

C. MANUFACTURED HOME PURCHASE: If checked in **paragraph 3L(3)**, this Agreement is contingent upon Buyer acquiring a personal property manufactured home to be placed on the Property after Close Of Escrow.

D. CONSTRUCTION LOAN FINANCING: If checked in **paragraph 3L(4)**, this Agreement is contingent upon Buyer obtaining a construction loan.

E. INVESTIGATION OF PROPERTY: This Agreement is, as specified in **paragraph 3L(5)**, contingent upon Buyer's acceptance of the condition of, and any other matter affecting, the Property.

F. REVIEW OF SELLER DOCUMENTS: This Agreement is, as specified in **paragraph 3L(6)**, contingent upon Buyer's review of Seller's documents required in **paragraph 17A**.

G. TITLE:

- (1) This Agreement is, as specified in **paragraph 3L(7)**, contingent upon Buyer's ability to obtain the title policy provided for in **paragraph 16G** and on Buyer's review of a current Preliminary Report and items that are disclosed or observable even if not on record or not specified in the Preliminary Report, and satisfying Buyer regarding the current status of title. Buyer is advised to review all underlying documents and other matters affecting title, including, but not limited to, any documents or deeds referenced in the Preliminary Report and any plotted easements.
- (2) Buyer has **5 Days** after receipt to review a revised Preliminary Report, if any, furnished by the Title Company and cancel the transaction if the revised Preliminary Report reveals material or substantial deviations from a previously provided Preliminary Report.

H. CONDOMINIUM/PLANNED DEVELOPMENT DISCLOSURES (IF APPLICABLE): This Agreement is, as specified in **paragraph 3L(8)**, contingent upon Buyer's review of Common Interest Disclosures required by Civil Code § 4525 and under **paragraph 11D** ("CI Disclosures").

I. BUYER REVIEW OF LEASED OR LIENED ITEMS CONTINGENCY: Buyer's review of and ability and willingness to assume any lease, maintenance agreement or other ongoing financial obligation, or to accept the Property subject to any lien, disclosed pursuant to **paragraph 9B(2)**, is, as specified in **paragraph 3L(9)**, a contingency of this Agreement. Any assumption of the lease shall not require any financial obligation or contribution by Seller. Seller, after first Delivering a Notice to Buyer to Perform, may cancel this Agreement if Buyer, by the time specified in **paragraph 3L(9)**, refuses to enter into any necessary written agreements to accept responsibility for all obligations of Seller-disclosed leased or liened items.

J. REMOVAL OR WAIVER OF CONTINGENCIES WITH OFFER: **Buyer shall have no obligation to remove a contractual contingency unless Seller has provided all required documents, reports, disclosures, and information pertaining to that contingency.** If Buyer does remove a contingency without first receiving all required information from Seller, Buyer is relinquishing any contractual rights that apply to that contingency. **If Buyer removes or waives any contingencies without an adequate understanding of the Property's condition or Buyer's ability to purchase, Buyer is acting against the advice of Agent.**

K. REMOVAL OF CONTINGENCY OR CANCELLATION:

- (1) **For any contingency specified in paragraph 3L or 8, Buyer shall, within the applicable period specified, remove the contingency or cancel this Agreement.**
- (2) For the contingencies for review of Seller Documents, Preliminary Report, and Condominium/Planned Development Disclosures, Buyer shall, within the time specified in **paragraph 3L** or **5 Days** after receipt of the applicable Seller Documents, Preliminary Report, or CI Disclosures, whichever occurs later, remove the applicable contingency in writing or cancel this Agreement.
- (3) If Buyer does not remove a contingency within the time specified, Seller, after first giving Buyer a Notice to Buyer to Perform (C.A.R. Form NBP), shall have the right to cancel this Agreement.

L. SALE OF BUYER'S PROPERTY: This Agreement and Buyer's ability to obtain financing are NOT contingent upon the sale of any property owned by Buyer unless the Sale of Buyer's Property (C.A.R. Form COP) is checked as a contingency of this Agreement in **paragraph 3L(10)**.

9. ITEMS INCLUDED IN AND EXCLUDED FROM SALE:

A. NOTE TO BUYER AND SELLER: Items listed as included or excluded in the Multiple Listing Service (MLS), flyers, marketing materials, or disclosures are NOT included in the purchase price or excluded from the sale unless specified in this paragraph or **paragraph 3P** or as Otherwise Agreed. Any items included herein are components of the Property and are not intended to affect the price. All items are transferred without Seller warranty.

B. ITEMS INCLUDED IN SALE:

- (1) All EXISTING fixtures and fittings that are attached to the Property;
- (2) **LEASED OR LIENED ITEMS AND SYSTEMS:** Seller, within the time specified in **paragraph 3N(1)**, shall (i) disclose to Buyer if any item or system specified in **paragraph 3P** or **9B** or otherwise included in the sale is leased, or not owned by Seller, or is subject to any maintenance or other ongoing financial obligation, or specifically subject to a lien or other encumbrance or loan, and (ii) Deliver to Buyer all written materials (such as lease, warranty, financing, etc.) concerning any such item.
- (3) Seller represents that all items included in the purchase price, unless Otherwise Agreed, (i) are owned by Seller and shall be transferred free and clear of liens and encumbrances, except the items and systems identified pursuant to **paragraph 9B(2)**, and (ii) are transferred without Seller warranty regardless of value. Seller shall cooperate with the identification of any software or applications and Buyer's efforts to transfer any services needed to operate any Smart Home Features or other items included in this Agreement, including, but not limited to, utilities or security systems.
- (4) A complete inventory of all personal property of Seller currently used in the operation of the Property and included in the purchase price shall be delivered to Buyer within the time specified in **paragraph 3N(1)**.
- (5) Seller shall deliver title to the personal property by Bill of Sale, free of all liens and encumbrances, and without warranty of condition.
- (6) As additional security for any note in favor of Seller for any part of the purchase price, Buyer shall execute a UCC-1 Financing Statement to be filed with the Secretary of State, covering the personal property included in the purchase, replacement thereof, and insurance proceeds.

C. ITEMS EXCLUDED FROM SALE: Unless Otherwise Agreed, all items specified in **paragraph 3P(2)** are excluded from the sale.

10. ALLOCATION OF COSTS FOR INSPECTIONS, REPORTS AND CERTIFICATES: Paragraphs 3Q(1-3) and (5) only determines who is to pay for the inspection, test, certificate or service ("Report") mentioned; **it does not determine who is to pay for any work recommended or identified in the Report. Agreements for payment of required work should be specified elsewhere in paragraph 3Q, or 3S, or in a separate agreement (such as C.A.R. Forms RR, RRRR, ADM or AEA).**

11. SELLER DISCLOSURES:

A. WITHHOLDING TAXES: Buyer and Seller hereby instruct Escrow Holder to withhold the applicable required amounts to comply with federal and California withholding Laws and forward such amounts to the Internal Revenue Service and Franchise Tax Board, respectively. However, no federal withholding is required if, prior to Close Of Escrow, Seller Delivers (i) to Buyer and Escrow Holder a fully completed affidavit (C.A.R. Form AS) sufficient to avoid withholding pursuant to federal withholding Law (FIRPTA); **OR (ii)** to a qualified substitute (usually a title company or an independent escrow company) a fully completed affidavit (C.A.R. Form AS) sufficient to avoid withholding pursuant to federal withholding Law AND the qualified substitute Delivers to Buyer and Escrow Holder an affidavit signed under penalty of perjury (C.A.R. Form QS) that the qualified substitute has received the fully completed Seller's affidavit and the Seller states that no federal withholding is required; **OR (iii)** to Buyer other documentation satisfying the requirements under Internal Revenue Code § 1445 (FIRPTA). No withholding is required under California Law if, prior to Close Of Escrow, Escrow Holder has received sufficient documentation from Seller that no withholding is required, and Buyer has been informed by Escrow Holder.

B. MEGAN'S LAW DATABASE DISCLOSURE: Notice: Pursuant to § 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Seller nor Agent are required to check this website. If Buyer wants further information, Agent recommends that Buyer obtain information from this website during Buyer's investigation contingency period. Agents do not have expertise in this area.)

C. NOTICE REGARDING GAS AND HAZARDOUS LIQUID TRANSMISSION PIPELINES: This notice is being provided simply to inform you that information about the general location of gas and hazardous liquid transmission pipelines is available to the public via the National Pipeline Mapping System (NPMS) Internet Web site maintained by the United States Department of Transportation at <http://www.npms.phmsa.dot.gov/>. To seek further information about possible transmission pipelines near the Property, you may contact your local gas utility or other pipeline operators in the area. Contact information for pipeline operators is searchable by ZIP Code and county on the NPMS Internet Website. (Neither Seller nor Agent are required to check this website. If Buyer wants further information, Agent recommends that Buyer obtain information from this website during Buyer's investigation contingency period. Agents do not have expertise in this area.)

D. CONDOMINIUM/PLANNED DEVELOPMENT DISCLOSURES:

- (1) Seller shall, within the time specified in **paragraph 3N(1)**, disclose to Buyer whether the Property is a condominium or is located in a planned development, other common interest development, or otherwise subject to covenants, conditions, and restrictions (C.A.R. Form SPQ or ESD).
- (2) If the Property is a condominium or is located in a planned development or other common interest development with a OA, Seller shall, within the time specified in **paragraph 3N(3)**, order from, and pay any required fee for the following items to the OA (C.A.R. Form HOA-IR): (i) Copies of any documents required by Law (C.A.R. Form HOA-RS); (ii) disclosure of any pending or anticipated claim or litigation by or against the OA; (iii) a statement containing the location and number of designated parking and storage spaces; (iv) Copies of the most recent 12 months of OA minutes for regular and special meetings; (v) the names and contact information of all OAs governing the Property; (vi) pet restrictions; and (vii) smoking restrictions ("CI Disclosures"). Seller shall itemize and Deliver to Buyer all CI Disclosures received from the OA and any CI Disclosures in Seller's possession. Seller shall, as directed by Escrow Holder, deposit funds into escrow or direct to OA or management company to pay for any of the above.

E. NATURAL AND ENVIRONMENTAL HAZARDS: Seller shall, within the time specified in **paragraph 3N(1)**, if required by Law: (i) Deliver to Buyer the earthquake guide and environmental hazards booklet, and for all residential property with 1-4 units and any manufactured or mobile home built before January 1, 1960, fully complete and Deliver the Residential Earthquake Risk Disclosure Statement; and (ii) even if exempt from the obligation to provide a NHD, disclose if the Property is located in a Special Flood Hazard Area; Potential Flooding (Inundation) Area; Very High Fire Hazard Zone; State Fire Responsibility Area; Earthquake Fault Zone; Seismic Hazard Zone; and (iii) disclose any other zone as required by Law and provide any other information required for those zones.

- F. ADDITIONAL DISCLOSURES:** Within the time specified in **paragraph 3N(1)**, if Seller has actual knowledge, Seller shall provide to Buyer, in writing, the following information:
- (1) **LEGAL PROCEEDINGS:** Any lawsuits by or against Seller, threatening or affecting the Property, including any lawsuits alleging a defect or deficiency in the Property or common areas, or any known notices of abatement or citations filed or issued against the Property.
 - (2) **AGRICULTURAL USE:** Whether the Property is subject to restrictions for agricultural use pursuant to the Williamson Act (Government Code §§ 51200-51295).
 - (3) **DEED RESTRICTIONS:** Any deed restrictions or obligations.
 - (4) **FARM USE:** Whether the Property is in, or adjacent to, an area with Right to Farm rights (Civil Code § 3482.5 and § 3482.6).
 - (5) **ENDANGERED SPECIES:** Presence of endangered, threatened, "candidate" species, or wetlands on the Property.
 - (6) **ENVIRONMENTAL HAZARDS:** Any substances, materials, or products that may be an environmental hazard including, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, and contaminated soil or water on the Property.
 - (7) **COMMON WALLS:** Any features of the Property shared in common with adjoining landowners, such as walls, fences, roads, and driveways, and agriculture and domestic wells whose use or responsibility for maintenance may have an effect on the Property.
 - (8) **LANDLOCKED:** The absence of legal or physical access to the Property.
 - (9) **EASEMENTS/ENCROACHMENTS:** Any encroachments, easements, or similar matters that may affect the Property.
 - (10) **SOIL FILL:** Any fill (compacted or otherwise), or abandoned mining operations on the Property.
 - (11) **SOIL PROBLEMS:** Any slippage, sliding, flooding, drainage, grading, or other soil problems.
 - (12) **EARTHQUAKE DAMAGE:** Major damage to the Property of any of the structures from fire, earthquake, floods, or landslides.
 - (13) **ZONING ISSUES:** Any zoning violations, non-conforming uses, or violations of "setback" requirements.
 - (14) **NEIGHBORHOOD PROBLEMS:** Any neighborhood noise problems, or other nuisances.
 - (15) **SURVEY, PLANS, PERMITS AND ENGINEERING DOCUMENTS:** If in Seller's possession, Copies of surveys, plans, specifications, permits and approvals, development plans, licenses, and engineering documents, if any, prepared on Seller's behalf on in Seller's possession.
 - (16) **VIOLATION NOTICES:** Seller shall disclose any notice of violations of any Law filed or issued against the Property.
- G. MELLO-ROOS TAX; 1915 BOND ACT:** Within the time specified in **paragraph 3N(1)**, Seller shall: (i) make a good faith effort to obtain a notice from any local agencies that levy a special tax or assessment on the Property (or, if allowed, substantially equivalent notice), pursuant to the Mello-Roos Community Facilities Act, and Improvement Bond Act of 1915, and (ii) promptly Deliver to Buyer any such notice obtained.
- H. KNOWN MATERIAL FACTS:** Seller shall, within the time specified in **paragraph 3N(1)**, DISCLOSE KNOWN MATERIAL FACTS AND DEFECTS affecting the Property, including, but not limited to, known insurance claims within the past five years, or provide Buyer with permission to contact lender to get such information (C.A.R. Form ARC), and make any and all other disclosures required by Law.
- I. SELLER VACANT LAND QUESTIONNAIRE:** Seller shall, within the time specified in **paragraph 3N(1)**, complete and provide Buyer with a Seller Vacant Land Questionnaire (C.A.R. Form VLQ).
- J. SUBSEQUENT DISCLOSURES:** In the event Seller, prior to Close Of Escrow, becomes aware of adverse conditions materially affecting the Property, or any material inaccuracy in disclosures, information, or representations previously provided to Buyer, Seller shall promptly Deliver a subsequent or amended disclosure or notice, in writing, covering those items. **However, a subsequent or amended disclosure shall not be required for conditions and material inaccuracies of which Buyer is otherwise aware or which are disclosed in reports provided to or obtained by Buyer or ordered and paid for by Buyer.**
- 12. TENANCY RELATED DISCLOSURES:** Within the time specified in **paragraph 3N(1)**, and subject to Buyer's right of review, Seller shall disclose, make available or Deliver, as applicable, to Buyer, the following information:
- A. RENTAL/SERVICE AGREEMENTS:** (i) All current leases, rental agreements, service contracts, and other agreements pertaining to the operation of the Property; (ii) A rental statement including names of tenants, rental rates, period or rental, date of last rent increase, security deposits, rental concessions, rebates or other benefits, if any, and a list of delinquent rents and their duration. Seller represents that no tenant is entitled to any rebate, concession, or other benefit, except as set forth in these documents. Seller represents that the documents to be furnished are those maintained in the ordinary and normal course of business.
 - B. INCOME AND EXPENSE STATEMENTS:** If checked in **paragraph 3R**, the books and records for the Property, if any, including a statement of income and expense for the 12 months preceding Acceptance. Seller represents that the books and records are those maintained in the ordinary and normal course of business and used by Seller in the computation of federal and state income tax returns.
 - C. TENANT ESTOPPEL CERTIFICATES:** If checked in **paragraph 3R**, Tenant Estoppel Certificates (C.A.R. Form TEC). Tenant Estoppel Certificates shall be completed by Seller or Seller's agent and delivered to tenant(s) for tenant(s) to sign and acknowledge: (i) that tenant(s)' rental or lease agreements are unmodified and in full force and effect, (or if modified, stating all such modifications); (ii) that no lessor defaults exist; and (iii) stating the amount of any prepaid rent or security deposit. Seller shall exercise good faith to obtain tenant(s)' signature(s), but Seller cannot guarantee tenant(s)' cooperation. In the event Seller cannot obtain signed Tenant Estoppel Certificates within the time specified above, Seller shall notify Buyer and provide the unsigned one that was provided to tenant(s). If, after the time specified for Seller to Deliver the TEC to Buyer, any tenant(s) sign and return a TEC to Seller, Seller shall Deliver that TEC to Buyer.
 - D. SELLER REPRESENTATIONS:** Unless otherwise disclosed under **paragraph 11, paragraph 12**, or under any disclosure Delivered to Buyer:
 - (1) Seller represents that Seller has no actual knowledge that any tenant(s): (i) has any current pending lawsuit(s), investigation(s), Inquiry(ies), action(s), or other proceeding(s) affecting the Property of the right to use and occupy it; (ii) has any unsatisfied mechanics or materialman lien(s) affecting the Property; and (iii) is the subject of a bankruptcy. If Seller receives any such notice, prior to Close Of Escrow, Seller shall immediately notify Buyer.
 - (2) Seller represents that no tenant is entitled to any rebate, concessions, or other benefit, except as set forth in the rental service agreements.
 - (3) Seller represents that the documents to be furnished are those maintained in the ordinary and normal course of business and the income and expense statements are and used by Seller in the computation of federal and state income tax returns.
- 13. CHANGES DURING ESCROW:**
- A.** Prior to Close Of Escrow, Seller may engage in the following acts ("Proposed Changes"), subject to Buyer's rights in **paragraph 13B:** (i) rent or lease any vacant unit or other part of the premises; (ii) alter, modify, or extend any existing rental or lease agreement; (iii) enter into, alter, modify, or extend any service contract(s); or (iv) change the status of the condition of the Property.



- B. (1) At least **7 Days** prior to any Proposed Changes, Seller shall Deliver written notice to Buyer of such Proposed Change
- (2) Within **5 Days** after receipt of such notice, Buyer, in writing, may give Seller notice of Buyer's objection to the Proposed Changes in which case Seller shall not make the Proposed Changes.
- 14. SECURITY DEPOSITS:** Security deposits, if any, to the extent they have not been applied by Seller in accordance with any rental agreement and current Law, shall be transferred to Buyer on Close Of Escrow. Seller shall notify each tenant, in compliance with the California Civil Code.
- 15. BUYER'S INVESTIGATION OF PROPERTY AND MATTERS AFFECTING PROPERTY:**
 - A. Buyer shall, within the time specified in **paragraph 3L(5)**, have the right, at Buyer's expense unless Otherwise Agreed, to conduct inspections, investigations, tests, surveys and other studies ("Buyer Investigations").
 - B. Buyer Investigations include, but are not limited to:
 - (1) Inspections regarding any physical attributes of the Property or items connected to the Property, such as:
 - (A) A general inspection.
 - (B) An inspection for lead-based paint and other lead-based paint hazards.
 - (C) An inspection specifically for wood destroying pests and organisms. Any inspection for wood destroying pests and organisms shall be prepared by a registered Structural Pest Control company; shall cover the main building and attached structures; may cover detached structures; shall NOT include water tests of shower pans on upper level units unless the owners of property below the shower consent; shall NOT include roof coverings; and, if the Property is a unit in a condominium or other common interest subdivision, the inspection shall include only the separate interest and any exclusive-use areas being transferred, and shall NOT include common areas; and shall include a report ("Pest Control Report") showing the findings of the company which shall be separated into sections for evident infestation or infections (Section 1) and for conditions likely to lead to infestation or infection (Section 2).
 - (D) A phase one environmental survey, paid for and obtained by the party indicated in **paragraph 3Q(2)**. If Buyer is responsible for obtaining and paying for the survey, Buyer shall act diligently and in good faith to obtain such survey within the time specified in **paragraph 3L(5)**. Buyer has **5 Days** after receiving the survey to remove this portion of the Buyer's Investigation contingency.
 - (E) Any other specific inspections of the physical condition of the land and improvements.
 - (2) All other Buyer Investigations, such as insurance, not specified above. See, Buyer's Vacant Land Additional Inspection Advisory (C.A.R. Form BVLIA) for more.
 - (3) A review of reports, disclosures or information prepared by or for Seller and Delivered to Buyer pursuant to **paragraphs 3, 11, 12, 13, 16A, and 17A**.
 - C. Without Seller's prior written consent, Buyer shall neither make nor cause to be made: (i) invasive or destructive Buyer Investigations, except for minimally invasive testing required to prepare a Pest Control Report, which shall not include any holes or drilling through stucco or similar material; or (ii) inspections by any governmental building or zoning inspector or government employee, unless required by Law.
 - D. Seller shall make the Property available for all Buyer Investigations. Seller is not obligated to move any existing personal property. Seller shall have water, gas, electricity and all operable pilot lights on for Buyer's Investigations and through the date possession is delivered to Buyer. Buyer shall, (i) by the time specified in **paragraph 3L(5)**, complete Buyer Investigations and satisfy themselves as to the condition of the Property, and either remove the contingency or cancel this Agreement, and (ii) by the time specified in **paragraph 3L(5)** or **3 Days** after receipt of any Investigation report, whichever is later, give Seller at no cost, complete Copies of all such reports obtained by Buyer, which obligation shall survive the termination of this Agreement. This Delivery of Investigation reports shall not include any appraisal, except an appraisal received in connection with an FHA or VA loan.
 - E. **Buyer indemnity and Seller protection for entry upon the Property:** Buyer shall: (i) keep the Property free and clear of liens; (ii) repair all damage arising from Buyer Investigations; and (iii) indemnify and hold Seller harmless from all resulting liability, claims, demands, damages and costs. Buyer shall carry, or Buyer shall require anyone acting on Buyer's behalf to carry, policies of liability, workers' compensation and other applicable insurance, defending and protecting Seller from liability for any injuries to persons or property occurring during any Buyer Investigations or work done on the Property at Buyer's direction prior to Close Of Escrow. Seller is advised that certain protections may be afforded Seller by recording a "Notice of Non-Responsibility" (C.A.R. Form NNR) for Buyer Investigations and work done on the Property at Buyer's direction. Buyer's obligations under this paragraph shall survive the termination of this Agreement.
 - F. **BUYER IS STRONGLY ADVISED TO INVESTIGATE THE CONDITION AND SUITABILITY OF ALL ASPECTS OF THE PROPERTY AND ALL MATTERS AFFECTING THE VALUE OR DESIRABILITY OF THE PROPERTY, INCLUDING BUT NOT LIMITED TO, THE ITEMS SPECIFIED BELOW. IF BUYER DOES NOT EXERCISE THESE RIGHTS, BUYER IS ACTING AGAINST THE ADVICE OF BROKERS. BUYER UNDERSTANDS THAT ALTHOUGH CONDITIONS ARE OFTEN DIFFICULT TO LOCATE AND DISCOVER, ALL REAL PROPERTY CONTAINS CONDITIONS THAT ARE NOT READILY APPARENT AND THAT MAY AFFECT THE VALUE OR DESIRABILITY OF THE PROPERTY. BUYER AND SELLER ARE AWARE THAT BROKERS DO NOT GUARANTEE, AND IN NO WAY ASSUME RESPONSIBILITY FOR, THE CONDITION OF THE PROPERTY. BROKERS HAVE NOT AND WILL NOT VERIFY ANY OF THE ITEMS IN PARAGRAPH 15, UNLESS OTHERWISE AGREED IN WRITING.**
 - G. **SIZE, LINES, ACCESS, AND BOUNDARIES:** Lot size, property lines, legal or physical access, and boundaries including features of the Property shared in common with adjoining landowners, such as walls, fences, roads, and driveways, whose use or responsibility for maintenance may have an effect on the Property and any encroachments, easements, or similar matters that may affect the Property. (Fences, hedges, walls, and other natural or constructed barriers or markers do not necessarily identify true Property boundaries. Property lines may be verified by survey.) (Unless otherwise specified in writing, any numerical statements by Brokers regarding lot size are APPROXIMATIONS ONLY, which have not been and will not be verified, and should not be relied upon by Buyer.)
 - H. **ZONING AND LAND USE:** Past, present, or proposed laws, ordinances, referendums, initiatives, votes, applications, and permits affecting the current use of the Property, future development, zoning, building, size, governmental permits and inspections. Any zoning violations, non-conforming uses, or violations of "setback" requirements. (Buyer should also investigate whether these matters affect Buyer's intended use of the Property.)
 - I. **UTILITIES AND SERVICES:** Availability, costs, restrictions, and location of utilities and services, including but not limited to, sewerage, sanitation, septic and leach lines, water, electricity, gas, telephone, cable TV, and drainage.
 - J. **ENVIRONMENTAL HAZARDS:** Potential environmental hazards, including but not limited to, asbestos, lead-based paint and other lead contamination, radon, methane, other gases, fuel, oil or chemical storage tanks, contaminated soil or water, hazardous waste, waste disposal sites, electromagnetic fields, nuclear sources, and other substances, including mold (airborne, toxic, or otherwise), fungus or similar contaminant, materials, products, or conditions.



- K. GEOLOGIC CONDITIONS:** Geologic/seismic conditions, soil and terrain stability, suitability and drainage including slippage, sliding, flooding, drainage, grading, fill (compacted or otherwise), or other soil problems.
- L. NATURAL HAZARD ZONE:** Special Flood Hazard Areas, Potential Flooding (Inundation) Areas, Very High Hazard Zones, State Fire Responsibility Areas, Earthquake Fault Zones, Seismic Hazard Zones, or any other zone for which disclosure is required by Law.
- M. PROPERTY DAMAGE:** Major damage to the Property of any of the structures or non-structural systems and components and any personal property included in the sale from fire, earthquake, floods, landslides, or other causes.
- N. NEIGHBORHOOD, AREA, AND PROPERTY CONDITIONS:** Neighborhood or are conditions, including Agricultural Use Restrictions pursuant to the Williamson Act (Government Code §§ 51200-51295), Right to Farm Laws (Civil Code § 3482.5 and § 3482.6), schools, proximity and adequacy of law enforcement, crime statistics, the proximity of registered felons or offenders, fire protection, other government services, availability, adequacy, and cost of any speed-wired, wireless internet connections, or other telecommunications or other technology services and installations, proximity to commercial, industrial, or agricultural activities, existing and proposed transportation, construction and development that may affect noise, view, or traffic, airport noise, noise or odor from any source, abandoned mining operations on the Property, wild and domestic animals, other nuisances, hazards, or circumstances, protected species, wetland properties, botanical diseases, historic or other governmentally protected sites or improvements, cemeteries, facilities and condition of common areas of common interest subdivisions, and possible lack of compliance with any governing documents or Owners' Association requirements, conditions, and influences of significance to certain cultures and/or religions, and personal needs, requirements, and preferences of Buyer.
- O. COMMON INTEREST SUBDIVISIONS; OWNER ASSOCIATIONS:** Facilities and condition of common areas (facilities such as pools, tennis courts, walkways, or other areas co-owned in undivided interest with others), Owners' Association that has any authority over the subject property, CC&Rs, or other deed restrictions or obligations, and possible lack of compliance with any Owners' Association requirements.
- P. SPECIAL TAX:** Any local agencies that levy a special tax on the Property pursuant to the Mello-Roos Community facilities Act or Improvement Bond Act of 1915.
- Q. RENTAL PROPERTY RESTRICTIONS:** Some cities and counties impose restrictions that limit the amount of rent that can be charged, the maximum number of occupants, and the right of landlord to terminate a tenancy.
- R. MANUFACTURED HOME PLACEMENT:** Conditions that may affect the ability to place and use a manufactured home on the Property.
- 16. TITLE AND VESTING:**
- A.** Buyer shall, within the time specified in **paragraph 3N(1)**, be provided a current Preliminary Report by the person responsible for paying for the title report in **paragraph 3Q(5)**. If Buyer is responsible for paying, Buyer shall act diligently and in good faith to obtain such Preliminary Report within the time specified. The Preliminary Report is only an offer by the title insurer to issue a policy of title insurance and may not contain every item affecting title. The company providing the Preliminary Report shall, prior to issuing a Preliminary Report, conduct a search of the General Index for all Sellers except banks or other institutional lenders selling properties they acquired through foreclosure (REOs), corporations, and government entities.
- B.** Title is taken in its present condition subject to all encumbrances, easements, covenants, conditions, restrictions, rights and other matters, whether of record or not, as of the date of Acceptance except for: **(i)** monetary liens of record unless Buyer is assuming those obligations or taking the Property subject to those obligations; and **(ii)** those matters which Seller has agreed to remove in writing. For any lien or matter not being transferred upon sale, Seller will take necessary action to deliver title free and clear of such lien or matter.
- C.** Seller shall within **7 Days** after request, give Escrow Holder necessary information to clear title.
- D.** Seller shall, within the time specified in **paragraph 3N(1)**, disclose to Buyer all matters known to Seller affecting title, whether of record or not.
- E.** If Buyer is a legal entity and the Property purchase price is at least \$300,000 and the purchase price is made without a bank loan or similar form of external financing, a Geographic Targeting Order (GTO) issued by the Financial Crimes Enforcement Network, U.S. Department of the Treasury, requires title companies to collect and report certain information about the Buyer, depending on where the Property is located. Buyer agrees to cooperate with the title company's effort to comply with the GTO.
- F.** Buyer shall, after Close Of Escrow, receive a recorded grant deed or any other conveyance document required to convey title (For example, for stock cooperative or tenancy in common, respectively, an assignment of stock certificate or assignment of seller's interest in the real property), including oil, mineral and water rights if currently owned by Seller. Title shall vest as designated in Buyer's vesting instructions. The recording document shall contain Buyer's post-closing mailing address to enable Buyer's receipt of the recorded conveyance document from the County Recorder. **THE MANNER OF TAKING TITLE MAY HAVE SIGNIFICANT LEGAL AND TAX CONSEQUENCES. CONSULT AN APPROPRIATE PROFESSIONAL.**
- G.** Buyer shall receive a Standard Coverage Owner's CLTA policy of title insurance. An ALTA policy or the addition of endorsements may provide greater coverage for Buyer. A title company, at Buyer's request, can provide information about the availability, desirability, coverage, and cost of various title insurance coverages and endorsements. If Buyer desires title coverage other than that required by this paragraph, Buyer shall instruct Escrow Holder in writing and shall pay any increase in cost.
- 17. TIME PERIODS; REMOVAL OF CONTINGENCIES; CANCELLATION RIGHTS:** The following time periods may only be extended, altered, modified or changed by mutual written agreement. Any removal of contingencies or cancellation under this paragraph by either Buyer or Seller must be exercised in good faith and in writing (C.A.R. Form CR or CC).
- A. SELLER DELIVERY OF DOCUMENTS:** Seller shall, within the time specified in **paragraph 3N(1)**, Deliver to Buyer all reports, disclosures and information ("Reports") for which Seller is responsible as specified in **paragraphs 9B, 11A, 11D, 11E, 11F, 11G, 11H, 11I, 11J, 12A, 12B, 12C, 16A, 16D and 35.**
- B. BUYER REVIEW OF DOCUMENTS; REPAIR REQUEST; CONTINGENCY REMOVAL OR CANCELLATION**
- (1)** Buyer has the time specified in **paragraph 3** to: **(i)** perform Buyer Investigations; review all disclosures, reports, lease documents to be assumed by Buyer pursuant to **paragraph 9B(2)**, and other applicable information, which Buyer receives from Seller; and approve all matters affecting the Property; and **(ii)** Deliver to Seller Signed Copies of Statutory and Other Disclosures Delivered by Seller in accordance with **paragraph 11.**
- (2)** Buyer may, within the time specified in **paragraph 3L(5)**, request that Seller make repairs or take any other action regarding the Property (C.A.R. Form RR). Seller has no obligation to agree to or respond to Buyer's requests (C.A.R. Form RR or RRRR). If Seller does not agree or does not respond, Buyer is not contractually entitled to have the repairs or other requests made and may only cancel based on contingencies in this Agreement.

- (3) Buyer shall, by the end of the times specified in **paragraph 3L** (or as Otherwise Agreed), Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement (C.A.R. Form CR or CC). However, if any report, disclosure, or information for which Seller is responsible, is not Delivered within the time specified in **paragraph 3N(1)**, then Buyer has **5 Days** after Delivery of any such items, or the times specified in **paragraph 3L**, whichever is later, to Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement. If Delivery of any Report occurs after a contractual contingency pertaining to that Report has already been waived or removed, the Delivery of the Report does not revive the contingency.
- (4) **Continuation of Contingency:** Even after the end of the time specified in **paragraph 3L** and before Seller cancels, if at all, pursuant to **paragraph 17C**, Buyer retains the right, in writing, to either **(i)** remove remaining contingencies, or **(ii)** cancel this Agreement based on a remaining contingency. Once Buyer's written removal of all contingencies is Delivered to Seller, Seller may not cancel this Agreement pursuant to **paragraph 17C(1)**.
- C. SELLER RIGHT TO CANCEL:**
- (1) **SELLER RIGHT TO CANCEL; BUYER CONTINGENCIES:** If, by the time specified in this Agreement, Buyer does not Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement, then Seller, after first Delivering to Buyer a Notice to Buyer to Perform (C.A.R. Form NBP), may cancel this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees incurred by Buyer.
- (2) **SELLER RIGHT TO CANCEL; BUYER CONTRACT OBLIGATIONS:** Seller, after first Delivering to Buyer a Notice to Buyer to Perform, may cancel this Agreement if, by the time specified in this Agreement, Buyer does not take the following action(s): **(i)** Deposit funds as required by **paragraph 3D(1)** or **3D(2)** or if the funds deposited pursuant to **paragraph 3D(1)** or **3D(2)** are not good when deposited; **(ii)** Deliver updated contact information for Buyer's lender(s) as required by **paragraph 5C(3)**; **(iii)** Deliver verification, or a satisfactory verification if Seller reasonably disapproves of the verification already provided, as required by **paragraph 5B** or **6A**; **(iv)** Deliver a letter as required by **paragraph 6B**; **(v)** In writing assume or accept leases or liens specified in **paragraph 8I**; **(vi)** Cooperate with the title company's effort to comply with the GTO as required by **paragraph 16E**; **(vii)** Sign or initial a separate liquidated damages form for an increased deposit as required by **paragraph 5A(2)** and **36**; **(viii)** Provide evidence of authority to Sign in a representative capacity as specified in **paragraph 35**; or **(ix)** Perform any additional Buyer contractual obligation(s) included in this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees allocated to Seller in this Agreement and already paid by Escrow prior to cancellation of this Agreement and notification to Escrow.
- (3) **SELLER RIGHT TO CANCEL; SELLER CONTINGENCIES:** Seller may cancel this Agreement by good faith exercise of any Seller contingency included in this Agreement, or Otherwise Agreed, so long as that contingency has not already been removed or waived in writing.
- D. BUYER RIGHT TO CANCEL:**
- (1) **BUYER RIGHT TO CANCEL; SELLER CONTINGENCIES:** If, by the time specified in this Agreement, Seller does not Deliver to Buyer a removal of the applicable contingency or cancellation of this Agreement, then Buyer, after first Delivering to Seller a Notice to Seller to Perform (C.A.R. Form NSP), may cancel this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees allocated to Seller in the Agreement and already paid by Escrow prior to cancellation of this Agreement and notification to Escrow.
- (2) **BUYER RIGHT TO CANCEL; SELLER CONTRACT OBLIGATIONS:** If, by the time specified, Seller has not Delivered any item specified in **paragraph 3N(1)** or Seller has not performed any Seller contractual obligation included in this Agreement by the time specified, Buyer, after first Delivering to Seller a Notice to Seller to Perform, may cancel this Agreement.
- (3) **BUYER RIGHT TO CANCEL; BUYER CONTINGENCIES:** Buyer may cancel this Agreement by good faith exercise of any Buyer contingency included in **paragraph 8**, or Otherwise Agreed, so long as that contingency has not already been removed in writing.
- E. NOTICE TO BUYER OR SELLER TO PERFORM:** The Notice to Buyer to Perform or Notice to Seller to Perform shall: **(i)** be in writing; **(ii)** be Signed by the applicable Buyer or Seller; and **(iii)** give the other Party at least **2 Days** after Delivery (or until the time specified in the applicable paragraph, whichever occurs last) to take the applicable action. A Notice to Buyer to Perform or Notice to Seller to Perform may not be Delivered any earlier than **2 Days** prior to the Scheduled Performance Day to remove a contingency or cancel this Agreement or meet an obligation specified in **paragraph 17**, whether or not the Scheduled Performance Day falls on a Saturday, Sunday or legal holiday. If a Notice to Buyer to Perform or Notice to Seller to Perform is incorrectly Delivered or specifies a time less than the agreed time, the notice shall be deemed invalid and void and Seller or Buyer shall be required to Deliver a new Notice to Buyer to Perform or Notice to Seller to Perform with the specified timeframe.
- F. EFFECT OF REMOVAL OF CONTINGENCIES:**
- (1) **REMOVAL OF BUYER CONTINGENCIES:** If Buyer removes any contingency or cancellation rights, unless Otherwise Agreed, Buyer shall conclusively be deemed to have: **(i)** completed all Buyer Investigations, and review of reports and other applicable information and disclosures pertaining to that contingency or cancellation right; **(ii)** elected to proceed with the transaction; and **(iii)** assumed all liability, responsibility and expense for the non-delivery of any reports, disclosures or information outside of Seller's control and for any Repairs or corrections pertaining to that contingency or cancellation right, or for the inability to obtain financing.
- (2) **REMOVAL OF SELLER CONTINGENCIES:** If Seller removes any contingency or cancellation rights, unless Otherwise Agreed, Seller shall conclusively be deemed to have: **(i)** satisfied themselves regarding such contingency, **(ii)** elected to proceed with the transaction; and **(iii)** given up any right to cancel this Agreement based on such contingency.
- G. DEMAND TO CLOSE ESCROW:** Before Buyer or Seller may cancel this Agreement for failure of the other Party to close escrow pursuant to this Agreement, Buyer or Seller must first Deliver to the other Party a Demand to Close Escrow (C.A.R. Form DCE). The DCE shall: **(i)** be Signed by the applicable Buyer or Seller; and **(ii)** give the other Party at least **3 Days** after Delivery to close escrow. A DCE may not be Delivered any earlier than **3 Days** prior to the Scheduled Performance Day for the Close Of Escrow. If a DCE is incorrectly Delivered or specifies a time less than the agreed time, the DCE shall be deemed invalid and void and Seller or Buyer shall be required to Deliver a new DCE.

- H. EFFECT OF CANCELLATION ON DEPOSITS:** If Buyer or Seller gives written notice of cancellation pursuant to rights duly exercised under the terms of this Agreement, the Parties agree to Sign and Deliver mutual instructions to cancel the sale and escrow and release deposits, if any, to the Party entitled to the funds, less (i) fees and costs paid by Escrow Holder on behalf of that Party, if required by this Agreement; and (ii) any escrow cancellation fee charged to that party. Fees and costs may be payable to service providers and vendors for services and products provided during escrow. A release of funds will require mutual Signed release instructions from the Parties, judicial decision or arbitration award. **A Party may be subject to a civil penalty of up to \$1,000 for refusal to Sign cancellation instructions if no good faith dispute exists as to which Party is entitled to the deposited funds (Civil Code § 1057.3). Note: Neither Agents nor Escrow Holder are qualified to provide any opinion on whether either Party has acted in good faith or which Party is entitled to the deposited funds. Buyer and Seller are advised to seek the advice of a qualified California real estate attorney regarding this matter.**
- 18. REPAIRS:** Repairs shall be completed prior to final verification of condition unless Otherwise Agreed. Repairs to be performed at Seller's expense may be performed by Seller or through others, provided that the work complies with applicable Law, including governmental permit, inspection and approval requirements. Repairs shall be performed in a good, skillful manner with materials of quality and appearance comparable to existing materials. Buyer acknowledges that exact restoration of appearance or cosmetic items following all Repairs may not be possible. Seller shall: (i) obtain invoices and paid receipts for Repairs performed by others; (ii) prepare a written statement indicating the Repairs performed by Seller and the date of such Repairs; and (iii) provide Copies of invoices and paid receipts and statements to Buyer prior to final verification of condition.
- 19. FINAL VERIFICATION OF CONDITION:** Buyer shall have the right to make a final verification of the Property condition within the time specified in **paragraph 3J**, NOT AS A CONTINGENCY OF THE SALE, but solely to confirm: (i) the Property is maintained pursuant to **paragraph 7B**; (ii) Repairs have been completed as agreed; and (iii) Seller has complied with Seller's other obligations under this Agreement (C.A.R. Form VP).
- 20. PRORATIONS OF PROPERTY TAXES AND OTHER ITEMS:** Unless Otherwise Agreed, the following items shall be PAID CURRENT and prorated between Buyer and Seller as of Close Of Escrow: real property taxes and assessments, interest, Seller rental payments, OA regular assessments due prior to Close Of Escrow, premiums on insurance assumed by Buyer, payments on bonds and assessments assumed by Buyer, and payments on Mello-Roos and other Special Assessment District bonds and assessments that are now a lien. Seller shall pay any OA special or emergency assessments due prior to Close Of Escrow. The following items shall be assumed by Buyer WITHOUT CREDIT toward the purchase price: prorated payments on Mello-Roos and other Special Assessment District bonds and assessments and OA special or emergency assessments that are due after Close Of Escrow. Property will be reassessed upon change of ownership. Any supplemental tax bills delivered to Escrow Holder prior to closing shall be prorated and paid as follows: (i) for periods after Close Of Escrow, by Buyer; and (ii) for periods prior to Close Of Escrow, by Seller (see C.A.R. Form SPT or SBSA for further information). Seller agrees all service fees, maintenance costs and utility bills will be paid current up and through the date of Close Of Escrow. TAX BILLS AND UTILITY BILLS ISSUED AFTER CLOSE OF ESCROW SHALL BE HANDLED DIRECTLY BETWEEN BUYER AND SELLER. Prorations shall be made based on a 30-day month.
- 21. BROKERS AND AGENTS:**
- A. COMPENSATION:** Seller or Buyer, or both, as applicable, agree to pay compensation to Broker as specified in a separate written agreement between Broker and that Seller or Buyer. Compensation is payable upon Close Of Escrow, or if escrow does not close, as otherwise specified in the agreement between Broker and that Seller or Buyer.
- B. SCOPE OF DUTY:** Buyer and Seller acknowledge and agree that Agent: (i) Does not decide what price Buyer should pay or Seller should accept; (ii) Does not guarantee the condition of the Property; (iii) Does not guarantee the performance, adequacy or completeness of inspections, services, products or repairs provided or made by Seller or others; (iv) Does not have an obligation to conduct an inspection of common areas or areas off the site of the Property; (v) Shall not be responsible for identifying defects on the Property, in common areas, or offsite unless such defects are visually observable by an inspection of reasonably accessible areas of the Property or are known to Agent; (vi) Shall not be responsible for inspecting public records or permits concerning the title or use of Property; (vii) Shall not be responsible for identifying the location of boundary lines or other items affecting title; (viii) Shall not be responsible for verifying square footage, representations of others or information contained in Investigation reports, Multiple Listing Service, advertisements, flyers or other promotional material; (ix) Shall not be responsible for determining the fair market value of the Property or any personal property included in the sale; (x) Shall not be responsible for providing legal or tax advice regarding any aspect of a transaction entered into by Buyer or Seller; and (xi) Shall not be responsible for providing other advice or information that exceeds the knowledge, education and experience required to perform real estate licensed activity. Buyer and Seller agree to seek legal, tax, insurance, title and other desired assistance from appropriate professionals.
- C. BROKERAGE:** Neither Buyer nor Seller has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as specified in this Agreement, in connection with any act relating to the Property, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this Agreement. Buyer and Seller each agree to indemnify and hold the other, the Brokers specified herein and their agents, harmless from and against any costs, expenses or liability for compensation claimed inconsistent with the warranty and representation in this paragraph.
- 22. JOINT ESCROW INSTRUCTIONS TO ESCROW HOLDER:**
- A. The following paragraphs, or applicable portions thereof, of this Agreement constitute the joint escrow instructions of Buyer and Seller to Escrow Holder, which Escrow Holder is to use along with any related counter offers and addenda, and any additional mutual instructions to close the escrow: paragraphs 1, 3A, 3B, 3D-G, 3N(2), 3Q, 3S, 4A, 4B, 5A(1-2) 5D, 5E, 11A, 11D(2), 16 (except 16D), 17H, 20, 21A, 22, 26, 32, 34, 35, 39, 40, and paragraph 3 of the Real Estate Brokers Section. If a Copy of the separate compensation agreement(s) provided for in paragraph 21A or paragraph 3 of the Real Estate Brokers Section is deposited with Escrow Holder by Agent, Escrow Holder shall accept such agreement(s) and pay out from Buyer's or Seller's funds, or both, as applicable, the Broker's compensation provided for in such agreement(s). The terms and conditions of this Agreement not set forth in the specified paragraphs are additional matters for the information of Escrow Holder, but about which Escrow Holder need not be concerned.**
- B. Buyer and Seller will receive Escrow Holder's general provisions, if any, directly from Escrow Holder. To the extent the general provisions are inconsistent or conflict with this Agreement, the general provisions will control as to the duties and obligations of Escrow Holder only. Buyer and Seller shall Sign and return Escrow Holder's general provisions or supplemental instructions within the time specified in paragraph 3N(2). Buyer and Seller shall execute additional instructions, documents and forms provided by Escrow Holder that are reasonably necessary to close the escrow and, as directed by Escrow Holder, within 3 Days, shall pay to Escrow Holder or OA or OA management company or others any fee required by paragraphs 3, 8, 11, or elsewhere in this Agreement.**

- C. A Copy of this Agreement including any counter offer(s) and addenda shall be delivered to Escrow Holder within **3 Days** after **Acceptance**. Buyer and Seller authorize Escrow Holder to accept and rely on Copies and Signatures as defined in this Agreement as originals, to open escrow and for other purposes of escrow. The validity of this Agreement as between Buyer and Seller is not affected by whether or when Escrow Holder Signs this Agreement. Escrow Holder shall provide Seller's Statement of Information to Title Company when received from Seller, if a separate company is providing title insurance. If Seller delivers an affidavit to Escrow Holder to satisfy Seller's FIRPTA obligation under **paragraph 11A**, Escrow Holder shall deliver to Buyer, Buyer's Agent, and Seller's Agent a Qualified Substitute statement that complies with federal Law. If Escrow Holder's Qualified Substitute statement does not comply with federal law, the Parties instruct escrow to withhold all applicable required amounts under **paragraph 11A**.
- D. Agents are not a party to the escrow except for the sole purpose of receiving compensation pursuant to **paragraph 21A and paragraph 3 of the Real Estate Brokers Section**. If a Copy of the separate compensation agreement(s) provided for in either of those paragraphs is deposited with Escrow Holder by Agent, Escrow Holder shall accept such agreement(s) and pay out from Buyer's or Seller's funds, or both, as applicable, the Broker's compensation provided for in such agreement(s). Buyer and Seller irrevocably assign to Brokers compensation specified in **paragraph 21A**, and irrevocably instruct Escrow Holder to disburse those funds to Brokers at Close Of Escrow or pursuant to any other mutually executed cancellation agreement. Compensation instructions can be amended or revoked only with the written consent of Brokers. Buyer and Seller shall release and hold harmless Escrow Holder from any liability resulting from Escrow Holder's payment to Broker(s) of compensation pursuant to this Agreement.
- E. Buyer and Seller acknowledge that Escrow Holder may require invoices for expenses under this Agreement. Buyer and Seller, upon request by Escrow Holder, within **3 Days** or within a sufficient time to close escrow, whichever is sooner, shall provide any such invoices to Escrow Holder.
- F. Upon receipt, Escrow Holder shall provide Buyer, Seller, and each Agent verification of Buyer's deposit of funds pursuant to **paragraph 5A(1) and 5A(2)**. Once Escrow Holder becomes aware of any of the following, Escrow Holder shall immediately notify each Agent: (i) if Buyer's initial or any additional deposit or down payment is not made pursuant to this Agreement, or is not good at time of deposit with Escrow Holder; or (ii) if Buyer and Seller instruct Escrow Holder to cancel escrow.
- G. A Copy of any amendment that affects any paragraph of this Agreement for which Escrow Holder is responsible shall be delivered to Escrow Holder within **3 Days** after mutual execution of the amendment.
23. **SELECTION OF SERVICE PROVIDERS:** Agents do not guarantee the performance of any vendors, service or product providers ("Providers"), whether referred by Agent or selected by Buyer, Seller or other person. Buyer and Seller may select ANY Providers of their own choosing.
24. **MULTIPLE LISTING SERVICE ("MLS"):** Agents are authorized to report to the MLS that an offer has been accepted and, upon Close Of Escrow, the sales price and other terms of this transaction shall be provided to the MLS to be published and disseminated to persons and entities authorized to use the information on terms approved by the MLS. Buyer acknowledges that: (i) any pictures, videos, floor plans (collectively, "Images") or other information about the Property that has been or will be inputted into the MLS or internet portals, or both, at the instruction of Seller or in compliance with MLS rules, will not be removed after Close Of Escrow; (ii) California Civil Code § 1088(c) requires the MLS to maintain such Images and information for at least three years and as a result they may be displayed or circulated on the Internet, which cannot be controlled or removed by Seller or Agents; and (iii) Seller, Seller's Agent, Buyer's Agent, and MLS have no obligation or ability to remove such Images or information from the Internet.
25. **ATTORNEY FEES AND COSTS:** In any action, proceeding, or arbitration between Buyer and Seller arising out of this Agreement, the prevailing Buyer or Seller shall be entitled to reasonable attorney fees and costs from the non-prevailing Buyer or Seller, except as provided in **paragraph 37A**.
26. **ASSIGNMENT:** Buyer shall have the right to assign all of Buyer's interest in this Agreement to Buyer's own trust or to any wholly owned entity of Buyer that is in existence at the time of such assignment. Otherwise, Buyer shall not assign all or any part of Buyer's interest in this Agreement without first having obtained the separate written consent of Seller to a specified assignee. Such consent shall not be unreasonably withheld. Prior to any assignment, Buyer shall disclose to Seller the name of the assignee and the amount of any monetary consideration between Buyer and assignee. Buyer shall provide assignee with all documents related to this Agreement including, but not limited to, the Agreement and any disclosures. If assignee is a wholly owned entity or trust of Buyer, that assignee does not need to re-sign or initial all documents provided. Whether or not an assignment requires seller's consent, at the time of assignment, assignee shall deliver a letter from assignee's lender that assignee is prequalified or preapproved as specified in **paragraph 6B**. Should assignee fail to deliver such a letter, Seller, after first giving Assignee an Notice to Buyer to Perform, shall have the right to terminate the assignment. Buyer shall, within the time specified in **paragraph 3K**, Deliver any request to assign this Agreement for Seller's consent. If Buyer fails to provide the required information within this time frame, Seller's withholding of consent shall be deemed reasonable. Any total or partial assignment shall not relieve Buyer of Buyer's obligations pursuant to this Agreement unless Otherwise Agreed by Seller (C.A.R. Form AOAA).
27. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon, and inure to the benefit of, Buyer and Seller and their respective successors and assigns, except as otherwise provided herein.
28. **ENVIRONMENTAL HAZARD CONSULTATION:** Buyer and Seller acknowledge: (i) Federal, state, and local legislation impose liability upon existing and former owners and users of real property, in applicable situations, for certain legislatively defined, environmentally hazardous substances; (ii) Agent(s) has/have made no representation concerning the applicability of any such Law to this transaction or to Buyer or to Seller, except as otherwise indicated in this Agreement; (iii) Agent(s) has/have made no representation concerning the existence, testing, discovery, location, and evaluation of/for, and risks posed by, environmentally hazardous substances, if any, located on or potentially affecting the Property; and (iv) Buyer and Seller are each advised to consult with technical and legal experts concerning the existence, testing, discover, location and evaluation of/for, and risks posed by, environmentally hazardous substances, in any, located on or potentially affecting the Property.
29. **AMERICANS WITH DISABILITIES ACT:** The Americans With Disabilities Act ("ADA") prohibits discrimination against individuals with disabilities. The ADA affects almost all commercial facilities and public accommodations. Residential properties are not typically covered by the ADA, but may be governed by its provisions if used for certain purposes. The ADA can require, among other things, that building be made readily accessible to the disabled. Different requirements apply to new construction, alterations to existing buildings, and removal of barriers in existing buildings. Compliance with the ADA may require significant costs. Monetary and injunctive remedies may be incurred if the Property is not in compliance. A real estate broker or agent does not have the technical expertise to determine whether a building is in compliance with ADA requirements, or to advise a principal on those requirements. Buyer and Seller are advised to contact a qualified California real estate attorney, contractor, architect, engineer, or other qualified professional of Buyer or Seller's own choosing to determine to what degree, if any, the ADA impacts that principal or this transaction.
30. **EQUAL HOUSING OPPORTUNITY:** The Property is sold in compliance with federal, state and local anti-discrimination Laws.

31. **COPIES:** Seller and buyer each represent that Copies of all reports, certificates, approvals, and other documents that are furnished to the other are true, correct, and unaltered Copies of the original documents, if the originals are in the possession of the furnishing party.
32. **DEFINITIONS and INSTRUCTIONS:** The following words are defined terms in this Agreement, shall be indicated by initial capital letters throughout this Agreement, and have the following meaning whenever used:
- A. **"Acceptance"** means the time the offer or final counter offer is fully executed, in writing, by the recipient Party and is Delivered to the offering Party or that Party's Authorized Agent.
- B. **"Agent"** means the Broker, salesperson, broker-associate or any other real estate licensee licensed under the brokerage firm identified in **paragraph 2B**.
- C. **"Agreement"** means this document and any counter offers and any incorporated addenda or amendments, collectively forming the binding agreement between the Parties. Addenda and amendments are incorporated only when Signed and Delivered by all Parties.
- D. **"As-is"** condition: Seller shall disclose known material facts and defects as specified in this Agreement. Buyer has the right to inspect the Property and, within the time specified, request that Seller make repairs or take other corrective action, or exercise any contingency cancellation rights in this Agreement. Seller is only required to make repairs specified in this Agreement or as Otherwise Agreed.
- E. **"Authorized Agent"** means an individual real estate licensee specified in the Real Estate Broker Section.
- F. **"C.A.R. Form"** means the most current version of the specific form referenced or another comparable form agreed to by the Parties.
- G. **"Close Of Escrow"**, including "COE", means the date the grant deed, or other evidence of transfer of title, is recorded for any real property, or the date of Delivery of a document evidencing the transfer of title for any non-real property transaction.
- H. **"Copy"** means copy by any means including photocopy, facsimile and electronic.
- I. **Counting Days** is done as follows unless Otherwise Agreed: (1) The first Day after an event is the first full calendar date following the event, and ending at 11:59 pm. For example, if a Notice to Buyer to Perform (C.A.R. form NBP) is Delivered at 3 pm on the 7th calendar day of the month, or Acceptance of a counter offer is personally received at 12 noon on the 7th calendar day of the month, then the 7th is Day "0" for purposes of counting days to respond to the NBP or calculating the Close Of Escrow date or contingency removal dates and the 8th of the month is Day 1 for those same purposes. (2) All calendar days are counted in establishing the first Day after an event. (3) All calendar days are counted in determining the date upon which performance must be completed, ending at 11:59 pm on the last day for performance ("Scheduled Performance Day"). (4) After Acceptance, if the Scheduled Performance Day for any act required by this Agreement, including Close Of Escrow, lands on a Saturday, Sunday, or legal holiday, the performing party shall be allowed to perform on the next day that is not a Saturday, Sunday or legal holiday ("Allowable Performance Day"), and ending at 11:59 pm. (5) For the purposes of COE, any day that the Recorder's office in the County where the Property is located is closed, the COE shall occur on the next day the Recorder's office in that County is open. (6) COE is considered Day 0 for purposes of counting days Seller is allowed to remain in possession, if permitted by this Agreement.
- J. **"Day"** or **"Days"** means calendar day or days. However, delivery of deposit to escrow is based on business days.
- K. **"Deliver", "Delivered" or "Delivery"** of documents, unless Otherwise Agreed, means and shall be effective upon personal receipt of the document by Buyer or Seller or their Authorized Agent. Personal receipt means (i) a Copy of the document, or as applicable, link to the document, is in the possession of the Party or Authorized Agent, regardless of the Delivery method used (i.e. e-mail, text, other), or (ii) an Electronic Copy of the document, or as applicable, link to the document, has been sent to any of the designated electronic delivery addresses specified in the Real Estate Broker Section on page 16. After Acceptance, Agent may change the designated electronic delivery address for that Agent by, in writing, Delivering notice of the change in designated electronic delivery address to the other Party. Links could be, for example, to DropBox or GoogleDrive or other functionally equivalent program. If the recipient of a link is unable or unwilling to open the link or download the documents or otherwise prefers Delivery of the documents directly, Recipient of a link shall notify the sender in writing, within **3 Days** after Delivery of the link (C.A.R. Form RFR). In such case, Delivery shall be effective upon Delivery of the documents and not the link. Failure to notify sender within the time specified above shall be deemed consent to receive, and Buyer opening, the document by link.
- L. **"Electronic Copy"** or "Electronic Signature" means, as applicable, an electronic copy or signature complying with California Law. Buyer and Seller agree that electronic means will not be used by either Party to modify or alter the content or integrity of this Agreement without the knowledge and consent of the other Party.
- M. **"Law"** means any law, code, statute, ordinance, regulation, rule or order, which is adopted by a controlling city, county, state or federal legislative, judicial or executive body or agency.
- N. **"Legally Authorized Signer"** means an individual who has authority to Sign for the principal as specified in **paragraph 39** or **paragraph 40**.
- O. **"Otherwise Agreed"** means an agreement in writing, signed by both Parties and Delivered to each.
- P. **"Repairs"** means any repairs (including pest control), alterations, replacements, modifications or retrofitting of the Property provided for under this Agreement.
- Q. **"Sign" or "Signed"** means either a handwritten or Electronic Signature on an original document, Copy or any counterpart.
33. **TERMS AND CONDITIONS OF OFFER:** This is an offer to purchase the Property on the terms and conditions herein. The individual Liquidated Damages and Arbitration of Disputes paragraphs are incorporated in this Agreement if initialed by all Parties or if incorporated by mutual agreement in a Counter Offer or addendum. **If at least one but not all Parties initial, a Counter Offer is required until agreement is reached.** Seller has the right to continue to offer the Property for sale and to accept any other offer at any time prior to notification of Acceptance and to market the Property for backup offers after Acceptance. The Parties have read and acknowledge receipt of a Copy of the offer and agree to the confirmation of agency relationships. If this offer is accepted and Buyer subsequently defaults, Buyer may be responsible for payment of Brokers' compensation. This Agreement and any supplement, addendum or modification, including any Copy, may be Signed in two or more counterparts, all of which shall constitute one and the same writing. By signing this offer or any document in the transaction, the Party Signing the document is deemed to have read the document in its entirety.
34. **TIME OF ESSENCE; ENTIRE CONTRACT; CHANGES:** Time is of the essence. All understandings between the Parties are incorporated in this Agreement. Its terms are intended by the Parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. Except as Otherwise Agreed, this Agreement shall be interpreted, and disputes shall be resolved in accordance with the Laws of the State of California. **Neither this Agreement nor any provision in it may be extended, amended, modified, altered or changed, except in writing Signed by Buyer and Seller.**

VLPA REVISED 12/21 (PAGE 13 OF 16)

Buyer's Initials



Seller's Initials




VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 13 OF 16)

35. LEGALLY AUTHORIZED SIGNER: Wherever the signature or initials of the Legally Authorized Signer identified in paragraph 39 and 40 appear on this Agreement or any related documents, it shall be deemed to be in a representative capacity for the entity described and not in an individual capacity, unless otherwise indicated. The Legally Authorized Signer (i) represents that the entity for which that person is acting already exists and is in good standing to do business in California and (ii) shall Deliver to the other Party and Escrow Holder, as specified in paragraph 3N(4), evidence of authority to act in that capacity (such as but not limited to: applicable portion of the trust or Certification Of Trust (Probate Code § 18100.5), letters testamentary, court order, power of attorney, corporate resolution, or formation documents of the business entity).

36. LIQUIDATED DAMAGES:

If Buyer fails to complete this purchase because of Buyer's default, Seller shall retain, as liquidated damages, the deposit actually paid. Release of funds will require mutual, Signed release instructions from both Buyer and Seller, judicial decision or arbitration award. AT THE TIME OF ANY INCREASED DEPOSIT BUYER AND SELLER SHALL SIGN A SEPARATE LIQUIDATED DAMAGES PROVISION INCORPORATING THE INCREASED DEPOSIT AS LIQUIDATED DAMAGES (C.A.R. FORM DID).

Buyer's Initials LS /

Seller's Initials MSP /

37. MEDIATION:

- A. The Parties agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration or court action. The mediation shall be conducted through the C.A.R. Real Estate Mediation Center for Consumers (www.consumermediation.org) or through any other mediation provider or service mutually agreed to by the Parties. The Parties also agree to mediate any disputes or claims with Agents(s), who, in writing, agree to such mediation prior to, or within a reasonable time after, the dispute or claim is presented to the Agent. Mediation fees, if any, shall be divided equally among the Parties involved, and shall be recoverable under the prevailing party attorney fees clause. If, for any dispute or claim to which this paragraph applies, any Party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, then that Party shall not be entitled to recover attorney fees, even if they would otherwise be available to that Party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.
B. ADDITIONAL MEDIATION TERMS: (i) Exclusions from this mediation agreement are specified in paragraph 38B; (ii) The obligation to mediate does not preclude the right of either Party to seek a preservation of rights under paragraph 38C; and (iii) Agent's rights and obligations are further specified in paragraph 38D.

38. ARBITRATION OF DISPUTES:

- A. The Parties agree that any dispute or claim in Law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The Parties also agree to arbitrate any disputes or claims with Agents(s), who, in writing, agree to such arbitration prior to, or within a reasonable time after, the dispute or claim is presented to the Agent. The arbitration shall be conducted through any arbitration provider or service mutually agreed to by the Parties, OR [] . The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of transactional real estate Law experience, unless the Parties mutually agree to a different arbitrator. Enforcement of, and any motion to compel arbitration pursuant to, this agreement to arbitrate shall be governed by the procedural rules of the Federal Arbitration Act, and not the California Arbitration Act, notwithstanding any language seemingly to the contrary in this Agreement. The Parties shall have the right to discovery in accordance with Code of Civil Procedure § 1283.05. The arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction.
B. EXCLUSIONS: The following matters are excluded from mediation and arbitration: (i) Any matter that is within the jurisdiction of a probate, small claims or bankruptcy court; (ii) an unlawful detainer action; and (iii) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code § 2985.
C. PRESERVATION OF ACTIONS: The following shall not constitute a waiver nor violation of the mediation and arbitration provisions: (i) the filing of a court action to preserve a statute of limitations; (ii) the filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies; or (iii) the filing of a mechanic's lien.
D. AGENTS: Agents shall not be obligated nor compelled to mediate or arbitrate unless they agree to do so in writing. Any Agents(s) participating in mediation or arbitration shall not be deemed a party to this Agreement.
E. "NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Buyer's Initials LS /

Seller's Initials MSP /



39. OFFER

- A. **EXPIRATION OF OFFER:** This offer shall be deemed revoked and the deposit, if any, shall be returned to Buyer unless by the date and time specified in **paragraph 3C**, the offer is Signed by Seller and a Copy of the Signed offer is Delivered to Buyer or Buyer's Authorized Agent. **Seller has no obligation to respond to an offer made.**
- B. **ENTITY BUYERS:** (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)
 - (1) One or more Buyers is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.
 - (2) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not in an individual capacity. See **paragraph 35** for additional terms.
 - (3) The name(s) of the Legally Authorized Signer(s) is/are: Lauren Skiver.
 - (4) If a trust, identify Buyer as trustee(s) of the trust or by simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust). If the entity is a trust or under probate, the following is the full name of the trust or probate case, including case #: _____

C. The VLPA has 16 pages. Buyer acknowledges receipt of, and has read and understands, every page and all attachments that make up the Agreement.

- D. **BUYER SIGNATURE(S):**

(Signature) By, Lauren Skiver Date: 3/7/2022
DocuSigned by: 456615648BB043A
 Printed name of BUYER: SunLine Transit Agency
 Printed Name of Legally Authorized Signer: Lauren Skiver Title, if applicable, CEO
 (Signature) By, _____ Date: _____
 Printed name of BUYER: _____
 Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
 IF MORE THAN TWO SIGNERS, USE Additional Signature Addendum (C.A.R. Form ASA).

40. ACCEPTANCE

- A. **ACCEPTANCE OF OFFER:** Seller warrants that Seller is the owner of the Property or has the authority to execute this Agreement. Seller accepts the above offer and agrees to sell the Property on the above terms and conditions. Seller has read and acknowledges receipt of a Copy of this Agreement and authorizes Agent to Deliver a Signed Copy to Buyer. **Seller's acceptance is subject to the attached Counter Offer or Back-Up Offer Addendum, or both, checked below.** Seller shall return and include the entire agreement with any response.
 - Seller Counter Offer** (C.A.R. Form SCO or SMCO)
 - Back-Up Offer Addendum** (C.A.R. Form BUO)
- B. **Entity Sellers:** (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure form (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)
 - (1) One or more Sellers is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.
 - (2) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not in an individual capacity. See **paragraph 35** for additional terms.
 - (3) The name(s) of the Legally Authorized Signer(s) is/are: Mario San Paolo.
 - (4) If a trust, identify Seller as trustee(s) of the trust or by simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust). If the entity is a trust or under probate, the following is the full name of the trust or probate case, including case #: The Mario San Paolo Living Trust

C. The VLPA has 16 pages. Seller acknowledges receipt of, and has read and understands, every page and all attachments that make up the Agreement.

- D. **SELLER SIGNATURE(S):**

(Signature) By, Mario San Paolo Date: 3/8/2022
DocuSigned by: DA788D41261A474
 Printed name of SELLER: The Mario San Paolo Living Trust
 Printed Name of Legally Authorized Signer: Mario San Paolo Title, if applicable, Trustee
 (Signature) By, _____ Date: _____
 Printed name of SELLER: _____
 Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
 IF MORE THAN TWO SIGNERS, USE Additional Signature Addendum (C.A.R. Form ASA).

OFFER NOT ACCEPTED: _____ / _____ No Counter Offer is being made. This offer was not accepted by Seller _____ (date)
Seller's Initials

REAL ESTATE BROKERS SECTION:

- 1. **Real Estate Agents are not parties to the Agreement between Buyer and Seller.**
- 2. **Agency relationships are confirmed as stated in paragraph 2.**
- 3. **Cooperating Broker Compensation:** Seller's Broker agrees to pay Buyer's Broker and Buyer's Broker agrees to accept, out of Seller's Broker's proceeds in escrow, the amount specified in the MLS, provided Buyer's Broker is a Participant of the MLS in which the Property is offered for sale or a reciprocal MLS. If Seller's Broker and Buyer's Broker are not both Participants of the MLS, or a reciprocal MLS, in which the Property is offered for sale, then compensation must be specified in a separate written agreement (C.A.R. Form CBC). Declaration of License and Tax (C.A.R. Form DLT) may be used to document that tax reporting will be required or that an exemption exists.
- 4. **Presentation of Offer:** Pursuant to the National Association of REALTORS® Standard of Practice 1-7, if Buyer's Agent makes a written request, Seller's Agent shall confirm in writing that this offer has been presented to Seller.
- 5. **Agents' Signatures and designated electronic delivery address:**

A. Buyer's Brokerage Firm Del Gagnon Co., Inc. Lic. # 00792827
 By Adam Gagnon Adam Gagnon Lic. # 01808178 Date 3/7/2022
 By D949C37EDE0B445... Lic. # _____ Date _____

- More than one agent from the same firm represents Buyer. Additional Agent Acknowledgement (C.A.R. Form AAA) attached.
- More than one brokerage firm represents Buyer. Additional Broker Acknowledgement (C.A.R. Form ABA) attached.

Designated Electronic Delivery Address(es):

Email adam@delgagnonco.com Text # _____

Alternate: _____

if checked, Delivery shall be made to the alternate designated electronic delivery address only.

Address 73-612 Highway 111 City Palm Desert State CA Zip 92260

B. Seller's Brokerage Firm Del Gagnon Co., Inc. Lic. # 00792827
 By Adam Gagnon Adam Gagnon Lic. # 01808178 Date 3/8/2022
 By D949C37EDE0B445... Lic. # _____ Date _____

- More than one agent from the same firm represents Seller. Additional Agent Acknowledgement (C.A.R. Form AAA) attached.
- More than one brokerage firm represents Seller. Additional Broker Acknowledgement (C.A.R. Form ABA) attached.

Designated Electronic Delivery Address(es) (To be filled out by Seller's Agent):

Email adam@delgagnonco.com Text # (760)346-1101

Alternate: _____

if checked, Delivery shall be made to the alternate designated electronic delivery address only.

Address 73-612 Highway 111 City Palm Desert State CA Zip 92260

ESCROW HOLDER ACKNOWLEDGMENT:

Escrow Holder acknowledges receipt of a Copy of this Agreement, (if checked, a deposit in the amount of \$ _____), Counter Offer numbers _____ and _____, and agrees to act as Escrow Holder subject to **paragraph 19** of this Agreement, any supplemental escrow instructions and the terms of Escrow Holder's general provisions.

Escrow Holder is advised by _____ that the date of Acceptance of the Agreement is _____

Escrow Holder Liberty Escrow Escrow # _____

By _____ Kristy Cordell Date _____

Address 200 N. Sunrise Way #A, Palm Springs CA 92262

Phone/Fax/E-mail 7603222050/7603222157/kristy@libertyescrowinc.com

Escrow Holder has the following license number # _____

Department of Financial Protection and Innovation, Department of Insurance, Department of Real Estate.

PRESENTATION OF OFFER: AG / _____ Seller's Brokerage Firm presented this offer to Seller on 3/7/2022 (date).

Broker or Designee Initials

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VLPA REVISED 12/21 (PAGE 16 OF 16)

Buyer's Initials LS / _____ Seller's Initials MSP / _____





BUYER'S VACANT LAND ADDITIONAL INSPECTION ADVISORY

(C.A.R. Form BVLIA, 11/13)

Property Address: 5.57 Acres Vacant Land, Ramon Rd, Thousand Palms, CA 92276 ("Property").

A. IMPORTANCE OF PROPERTY INVESTIGATION: The physical condition of the land and improvements being purchased is not guaranteed by either Seller or Brokers. For this reason, you should conduct thorough investigations of the Property personally and with professionals who should provide written reports of their investigations. A general physical inspection typically does not cover all aspects of the Property nor items affecting the Property that are not physically located on the Property. If the professionals recommend further investigations, including a recommendation by a pest control operator to inspect inaccessible areas of the Property, you should contact qualified experts to conduct such additional investigations. Additionally, some inspections, such as those listed below, may be of particular importance when purchasing vacant land.

B. BUYER RIGHTS AND DUTIES: You have an affirmative duty to exercise reasonable care to protect yourself, including discovery of the legal, practical and technical implications of disclosed facts, and the investigation and verification of information and facts that you know or that are within your diligent attention and observation. The purchase agreement gives you the right to investigate the Property. If you exercise this right, and you should, you must do so in accordance with the terms of that agreement. This is the best way for you to protect yourself. It is extremely important for you to read all written reports provided by professionals and to discuss the results of inspections with the professional who conducted the inspection. You have the right to request that Seller make repairs, corrections or take other action based upon items discovered in your investigations or disclosed by Seller. If Seller is unwilling or unable to satisfy your requests, or you do not want to purchase the Property in its disclosed and discovered condition, you have the right to cancel the agreement if you act within specific time periods. If you do not cancel the agreement in a timely and proper manner, you may be in breach of contract.

C. SELLER RIGHTS AND DUTIES: Seller is required to disclose to you material facts known to him/her that affect the value or desirability of the Property. However, Seller may not be aware of some Property defects or conditions. Seller does not have an obligation to inspect the Property for your benefit nor is Seller obligated to repair, correct or otherwise cure known defects that are disclosed to you or previously unknown defects that are discovered by you or your inspectors during escrow. The purchase agreement obligates Seller to make the Property available to you for investigations.

D. BROKER OBLIGATIONS: Brokers do not have expertise in all areas and therefore cannot advise you on many items, such as soil stability, geologic or environmental conditions, hazardous or illegal controlled substances, structural conditions of the foundation or other improvements, or the condition of the roof, plumbing, heating, air conditioning, electrical, sewer, septic, waste disposal, or other system. The only way to accurately determine the condition of the Property is through an inspection by an appropriate professional selected by you. If Broker gives you referrals to such professionals, Broker does not guarantee their performance. You may select any professional of your choosing. If you have entered into a written agreement with a Broker, the specific terms of that agreement will determine the nature and extent of that Broker's duty to you. **YOU ARE STRONGLY ADVISED TO INVESTIGATE THE CONDITION AND SUITABILITY OF ALL ASPECTS OF THE PROPERTY. IF YOU DO NOT DO SO, YOU ARE ACTING AGAINST THE ADVICE OF BROKERS.**

E. YOU ARE ADVISED TO CONDUCT INVESTIGATIONS OF THE ENTIRE PROPERTY, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

- 1. FINANCE:** Financing the purchase of vacant land finance and especially financing construction loans for the improvement of vacant land can provide particular challenges, including subordination agreements and insurance requirements. Buyer is advised to seek the assistance of reputable lenders in assistance with their decisions regarding financing of the property.
- 2. CONSTRUCTION COSTS:** If Buyer is contemplating building improvements on the property, Buyer is advised that they will have to contact directly any contractors, service providers, suppliers, architects, utility companies regarding the costs of improvements. Buyer is advised to get written bids from all such persons regarding their decision to develop the property.
- 3. UTILITIES:** Unimproved property may or may not have utilities available to the property. Buyer(s) is advised to obtain information from the public or private utility provider about the availability and cost of providing utilities to the property and whether necessary easements are in place to allow such utilities to the property.
- 4. ENVIRONMENTAL SURVEY:** Unimproved land may have had or may have hazardous materials stored upon or under the land or been used by persons engaged in activities exposing the land to hazardous materials. The land may also be host to protected vegetation or animal life. Buyer(s) is advised to satisfy themselves as what hazards or protected plant or animal life are on the property and what impact they may have on Buyer's future plans for the property by seeking the help of a qualified professional.

Buyer's Initials (LS) (_____)

Seller's Initials (MSP) (_____)

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BVLIA 11/13 (PAGE 1 OF 2)

BUYER'S VACANT LAND ADDITIONAL INSPECTION ADVISORY (BVLIA PAGE 1 OF 2)

- 5. **NATURAL HAZARDS REPORTS:** Buyer(s) is advised that while certain disclosures are required by state, federal and local laws, hazard disclosure companies can provide additional disclosures for both natural and man-made hazards or nuisances for a cost. Buyer is advised to seek the advice of a natural hazards reporting company regarding additional reports and disclosures that buyer may wish to obtain.
- 6. **SUBDIVISION OF THE PROPERTY:** If Buyer's plans include future subdivision of the property (whether under the Subdivision Map Act of the Subdivided Lands Law) multiple, complex issues regarding city, county, state, and federal laws may be presented. Buyer is strongly advised to seek the advice of California legal counsel familiar with federal, state and local subdivision requirements.

Buyer and Seller acknowledge and agree that Broker: **(i)** Does not decide what price Buyer should pay or Seller should accept; **(ii)** Does not guarantee the condition of the Property; **(iii)** Does not guarantee the performance, adequacy or completeness of inspections, services, products or repairs provided or made by Seller or others; **(iv)** Does not have an obligation to conduct an inspection of common areas or areas off the site of the Property; **(v)** Shall not be responsible for identifying defects on the Property, in common areas, or offsite unless such defects are visually observable by an inspection of reasonably accessible areas of the Property or are known to Broker; **(vi)** Shall not be responsible for inspecting public records or permits concerning the title or use of Property; **(vii)** Shall not be responsible for identifying the location of boundary lines or other items affecting title; **(viii)** Shall not be responsible for verifying square footage, representations of others or information contained in Investigation reports, Multiple Listing Service, advertisements, flyers or other promotional material; **(ix)** Shall not be responsible for providing legal or tax advice regarding any aspect of a transaction entered into by Buyer or Seller; and **(x)** Shall not be responsible for providing other advice or information that exceeds the knowledge, education and experience required to perform real estate licensed activity. Buyer and Seller agree to seek legal, tax, insurance, title and other desired assistance from appropriate professionals.

By signing below, Buyer and Seller each acknowledge that they have read, understand, accept and have received a Copy of this Advisory. Buyer is encouraged to read it carefully.

SELLER DocuSigned by:
Mario San Paolo _____ Date 3/8/2022
079989417611414
The Mario San Paolo Living Trust

SELLER _____ Date _____

BUYER DocuSigned by:
Lauren Skiver _____ Date 3/7/2022
65F615848B9043A
SunLife Transit Agency

BUYER _____ Date _____

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**CALIFORNIA CONSUMER PRIVACY ACT ADVISORY,
DISCLOSURE AND NOTICE**
(C.A.R. Form CCPA, Revised 12/21)

The California Consumer Privacy Act (commencing with Civil Code § 1798.100) ("CCPA") grants to California residents certain rights in their private, personal information ("PI") that is collected by companies with whom they do business. Under the CCPA, PI is defined broadly to encompass non-public records information that could reasonably be linked directly or indirectly to you, PI could potentially include photographs of, or sales information about, your property.

During the process of buying and selling real estate your PI will be collected and likely shared with others, including real estate licensees, a Multiple Listing Service, real estate internet websites, service providers, lenders, and title and escrow companies, to name several possibilities. Businesses that are covered by the CCPA are required to grant you various rights in your PI, including the right to know what PI is collected, "opt out" or stop the transfer of your PI to others, and the right to request that the business delete your PI entirely. You may get one or more notices regarding your CCPA rights from businesses you interact with in a real estate transaction. However, not all businesses that receive or share your PI are obligated to comply with the CCPA. Also, even businesses that are otherwise covered under the CCPA may have a legal obligation to maintain PI, notwithstanding your instruction to the contrary. For instance, regardless of whether they are covered by CCPA, under California law, brokers and Multiple Listing Services are required to maintain their records for 3 years. If you wish to exercise your rights under CCPA, where applicable, you should contact the respective business directly.

You can obtain more information about the CCPA and your rights under the law from the State of California Department of Justice (oag.ca.gov/privacy/ccpa).

I/we acknowledge receipt of a copy of this California Consumer Privacy Act Advisory, Disclosure and Notice.

DocuSigned by:
Buyer/Seller/Landlord/Tenant Lauren Skiver Date 3/7/2022
45F6159488B043A
SunLine Transit Agency

Buyer/Seller/Landlord/Tenant _____ Date _____

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CCPA REVISED 12/21 (PAGE 1 OF 1)

CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (CCPA PAGE 1 OF 1)



- 10 Acres East – Land Acquisition Withdrawn in 2020
- 5.8 Acres North – Current Proposed Land Acquisition

SunLine Transit Agency

DATE: January 26, 2022 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Thousand Palms Land Acquisition

Background

This item is intended to keep the Board apprised of SunLine's land pursuits. On April 22, 2020, the Board of Directors authorized the CEO/General Manager to negotiate and execute an agreement for ten (10) acres of land located at the southeast corner of Haskell Road and Harry Oliver Trail. A copy of this Board action is attached to this report for reference as attachment b.

The landowner subsequently hired a consultant to conduct a flood risk analysis where it was reported that most of the owner's acreage is in a one-hundred-year flood zone. Based on the outcome of the flood risk analysis and discussions between SunLine and the owner, it was determined that the sale and acquisition of such property would not be in both party's best interest. Therefore, the owner withdrew the offer to sell the land to SunLine.

A new opportunity has been made available to SunLine for the acquisition of approximately 5.87 acres of land, adjacent to, and North of, SunLine's current property at Division I in Thousand Palms. In comparison to the ten (10) acres, this 5.87 acres of land is of great value to SunLine as it includes 33 parcels with street-to-street, mixed-used zoning that will considerably reduce civil and construction costs. The location of the property offers the Agency an opportunity for direct access to SunLine's Division I and Ramon Road. SunLine has obtained an appraisal and is providing a nonbinding letter of intent to the owner to see if a deal can be reached. This is being managed in consultation with SunLine counsel.

This land purchase will help facilitate SunLine's goals of energy resiliency, providing cleaner and more cost effective sources of hydrogen, and improving its revenue potential relative to the dispensing of hydrogen. In all, this purchase will position the Agency to provide improved operational choices for its customers.

Attachment:

- Land Purchase Image
- April 22, 2020 Board Report for Item 12, Harry Oliver Trail Land Acquisition
- Action Minutes from April 22, 2022 for Item 12
-

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Tommy D. Edwards, Chief Performance Officer

RE: Harry Oliver Trail Land Acquisition

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute:

1. Real Property Acquisition Agreement and Joint Escrow Instruction (Agreement) with the Lazar Family in the amount of \$1,000,000, for the procurement of ten (10) acres of land, subject to review and approval by SunLine's general counsel; and
2. An environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$100,000.

Background

The Lazar Family is the current owner of a 75 acre parcel of which ten (10) acres are located directly across SunLine's Division I in Thousand Palms, at the southeast corner of Haskell Road and Harry Oliver Trail (Property). The owner has agreed to sell the Property and the Agency has agreed to procure the Property to develop its infrastructure that will support the expansion of its zero-emissions fleet.

Under the Agreement, both parties agreed to comply with due diligence requirements. Prior to the close of escrow, there will be a due diligence period of 90 days (with an option to extend the period by an additional 30 days). During this due diligence period, SunLine will have access to inspect the physical condition of the Property. This inspection will include a Phase 1 environmental assessment and other environmental testing, a geological investigation, and surveying. During this time, the seller will also be required to engage a consultant to prepare a flood hazard assessment of the Property, which will be shared with SunLine. Lastly, during the due diligence period, SunLine will have an opportunity to inspect and approve any exceptions to title to the Property. Prior to the end of the due diligence period, SunLine must approve the condition of the property and title; otherwise, the Agreement will be terminated.

The acquisition of the Property will offer SunLine the opportunity to install a solar microgrid, on a portion of the land. This will support the substantial energy required to

power the Agency's hydrogen electrolyzer by harnessing the infinite power of the sun and storing it onsite. The solar microgrid is a first-of-its-kind, self-sustained, onsite solar, plus battery storage that will provide clean, renewable energy used specifically to deliver hydrogen power to SunLine's transit fleet. In the long term, the solar microgrid will offset the incremental cost of producing hydrogen or charging buses by averting the utility cost from the public electrical grid. It will assist SunLine in complying with the California Air Resources Board's Innovative Clean Transit mandate and will offer the Agency an opportunity to earn Low Carbon Fuel Standard credits by reducing greenhouse gas emissions.

The remaining portion of the Property gives SunLine the additional space required to build future Agency related infrastructure.

Financial Impact

The financial impact of \$1,100,000 will utilize FY20 Low Carbon Transit Operations Program grant funds and FY19 Local Transportation Funds.

ACTION MINUTES FOR ITEM 12

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:03 p.m. on Wednesday, April 22, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Dennis Woods, SunLine Agency Board Member (Alternate), City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

ITEM 12 - HARRY OLIVER TRAIL LAND ACQUISITION

Following an oral report by Tommy Edwards, Chief Performance Officer, Board Member Hobart provided comments and moved to approve the Harry Oliver Trail Land Acquisition. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

SunLine Transit Agency

DATE: May 25, 2022 **DISCUSSION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Controller/Assistant Chief Financial Officer

RE: Review and Discussion of SunLine Funding and the Draft FY23
Operating and Capital Budget

Background

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft budget for the Finance/Audit Committee's discussion and review.

The proposed operating and capital budgets for the Fiscal Year 2023 are \$46,085,647 and \$25,477,005, respectively. The proposed operating budget for FY23 represents a sustainable 7.94% increase after recognition of \$1,824,582 in funded projects. The proposed FY23 budget includes cost increases to improve service and account for industry-wide challenges such as recruitment and retention of employees, ridership recovery, and inflation.

The capital budget incorporates key projects to help further advance the Agency's capital improvement program. The capital improvement program for FY23 focuses on improving rider experience, improving facilities and equipment for employees, and continuing SunLine's investment in alternative fuel technology. This discussion item allows the Board to either move forward with this budget for approval at the June Board meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

Attachments:

- [Item 12a](#) – FY23 Operating and Capital Budget Presentation
- [Item 12b](#) – FY23 Budget Book



FY23 Operating and Capital Budget

May 25, 2022

Gloria Salazar, Finance Consultant

Luis Garcia, Controller/Assistant Chief Financial Officer

Operating Budget



Accomplishments in FY22 to Celebrate

- Awarded \$13.3M in federal, state and local grants for capital projects
- Ridership increased by 7.2% as of fiscal year-to-date April 30, 2022 compared to the same period of last year.

Accomplishments in FY22 to Celebrate

- Completed the following projects
 - Purchase of 5 Eldorado Fuel cell buses (Low No funding)
 - Trailer Demo (SunFuels, Coin room)
 - Retention Beautification Phase II
 - Purchase of Driver Simulator
 - Purchase of 4 CNG fixed route buses
 - East Valley - Refueled Bus Stops
 - Purchase of administrative vehicles (2)
 - Driver door barrier

Total cost for completed projects: \$16M

Accomplishments in FY22 to Celebrate

- Began work on the following capital projects:
 - H2 Ride Hydrogen shuttle bus demonstration
 - NICE mobile liquid hydrogen demonstration project
 - Modular building demonstration
 - Hybrid meeting set-up for board room
 - Liquid hydrogen refueling infrastructure
 - SunRide microtransit pilot -Software App
 - Purchase shop service CNG vehicles
 - Access control replacement
 - Surveillance camera addition & replacement
 - Radio replacement for fixed route buses – Phase I
 - Purchase 3 microtransit vehicles
 - West Coast Centre of excellence – Training

Total cost for projects started in FY22: \$7.3M

Accomplishments in FY22 to Celebrate

- Received two (2) awards:
 - Urban Transportation System of the Year by the Community Transportation Association of America
 - Public Awareness award from Caltrans for Excellence in Transportation

Industry-wide Challenges

- Recruitment and retention of employees
 - affecting recovery plan
 - affecting business continuity
- Ridership recovery
- Inflation (need to manage to sustain business)

Goals for 2023

- Amplify recruitment efforts in order to begin increasing the level of service to pre-COVID level
 - Investment in advertising and use of third party
 - Investment in training (leadership and technical)
 - Outsourcing
- Continue to evaluate key performance indicators to determine the best service design (considering any changes in preferences, travel patterns, and behavior of our customers) to begin recovery
 - Pilot projects (trial and error)
 - Studies (surveys, independent studies, etc)
- Continue to be critical and diligent in financial planning (sustainability)



Operating Budget Summary

- FY22 Operating Budget - \$41,003,574
- Proposed FY23 Operating Budget - \$46,085,646
 - Includes \$1,824,582 for funded projects
 - 7.94% increase net of funded initiatives

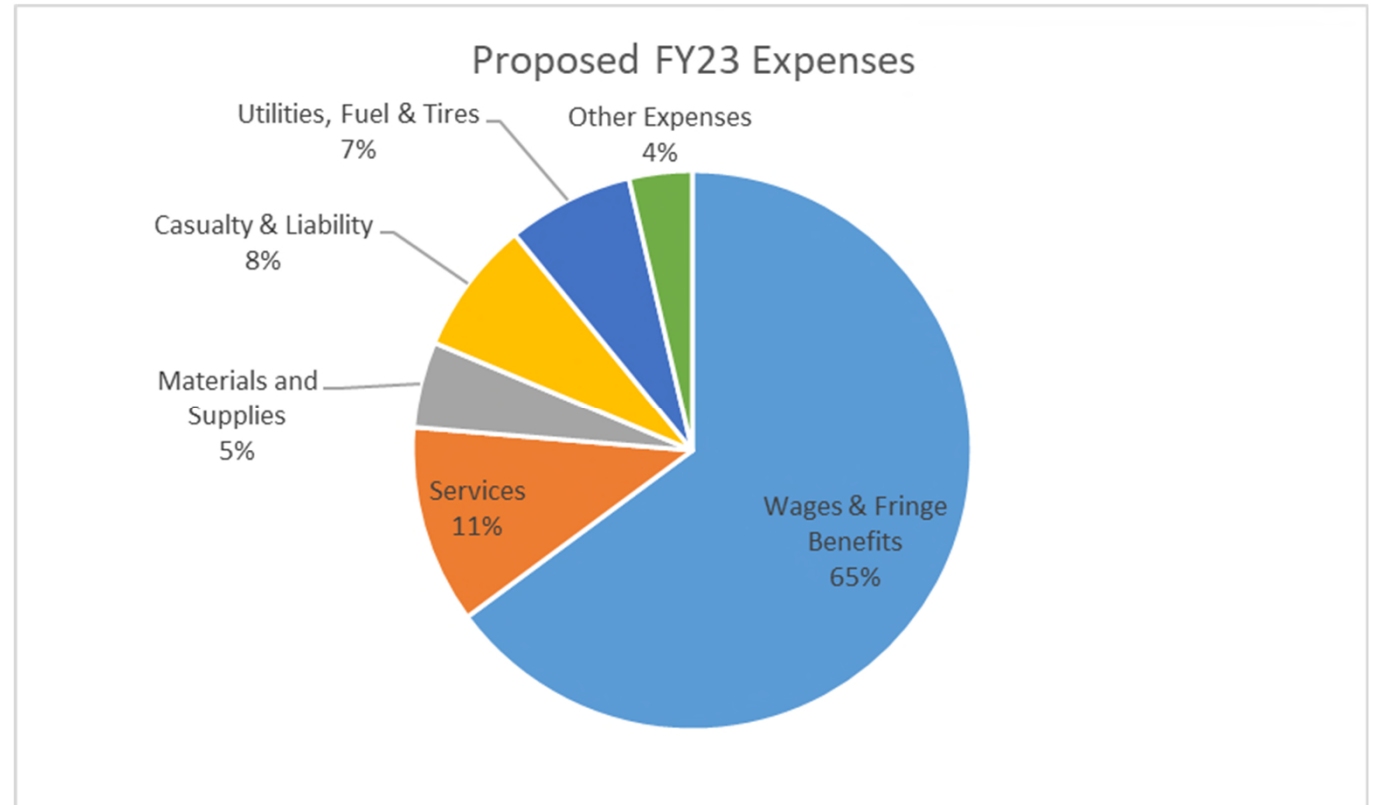
Proposed FY23 Operating Budget	
Base Budget	\$ 44,261,064
Funded - Center of Excellence & Clean Cities	\$ 482,500
Funded - Route 1X	\$ 325,491
Funded - Vanpool	\$ 204,700
Funded -Commuterlink 10	\$ 248,985
Funded - Recruitment incentives	\$ 200,000
Funded - SunRide	\$ 362,906
Total FY23 Budget	\$ 46,085,646

Operating Budget Summary

- Balanced Budget – Sustainable and compliant
- SunLine only increased 0.40% over the three (3) year period of FY20 – FY22

Expense Summary

- Service industry
- Assumptions for wages
- Includes costs for funded initiatives
 - SunRide
 - Center of Excellence
 - Route 1X



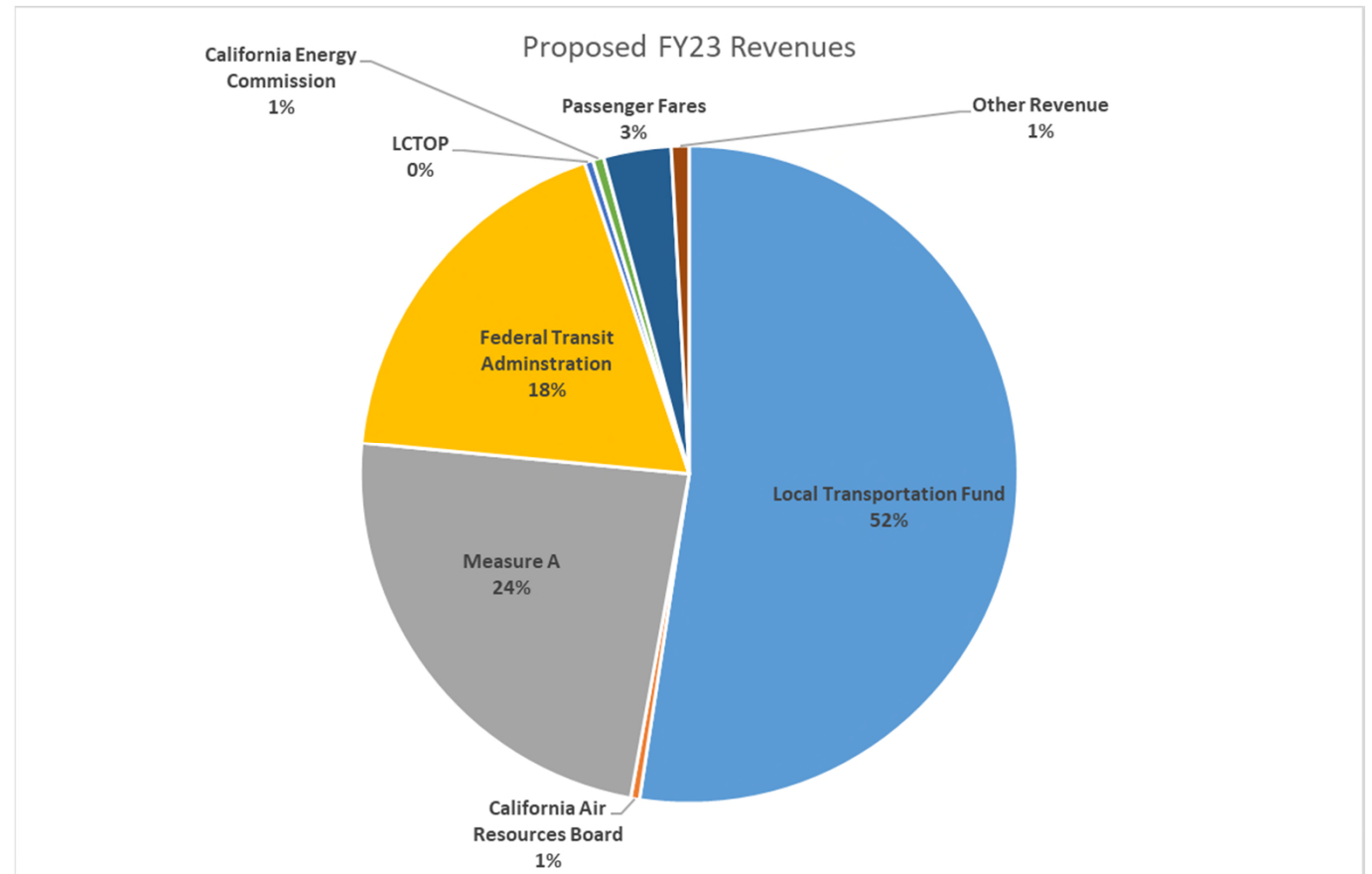
Expense Comparison

Expense Category	Proposed FY23 Expenses	FY22 Approved Budget	Increase (Decrease)	Percentage Change
Wages & Fringe Benefits	\$ 29,893,236	\$ 27,674,400	\$ 2,218,836	8.0%
Services	\$ 5,284,960	\$ 4,081,926	\$ 1,203,034	29.5%
Materials and Supplies	\$ 2,306,061	\$ 1,856,620	\$ 449,441	24.2%
Casualty & Liability	\$ 3,561,934	\$ 3,355,200	\$ 206,734	6.2%
Utilities, Fuel & Tires	\$ 3,360,725	\$ 2,962,430	\$ 398,295	13.4%
Other Expenses	\$ 1,678,730	\$ 1,072,998	\$ 605,732	56.5%
Total	\$ 46,085,646	\$ 41,003,574	\$ 5,082,072	12.4%

- Includes \$1.8M in funded initiatives
- Supports Agency's zero emission programs

Revenue Summary

- Primary source for operating funding
 - LTF
 - Measure A
 - FTA



Revenue Summary Cont.

- LTF main funding source
 - Conservative FY23 RCTC Estimate: \$23,443,000

Revenue Category	Proposed FY23 Revenues
Local Transportation Fund	\$ 24,157,511
California Air Resources Board	\$ 200,000
Measure A	\$ 10,900,000
Federal Transit Administration	\$ 8,453,462
LCTOP	\$ 192,172
California Energy Commission	\$ 250,000
Passenger Fares	\$ 1,529,001
Other Revenue	\$ 403,500
Total	\$ 46,085,646

Capital Budget



Capital Budget Summary

- Demonstrates aggressive pursuit of available funding
 - \$13,209,070 competitive funding
- Continue SunLine's investment in increasing zero emissions technology and infrastructures
- Additions to existing capital program

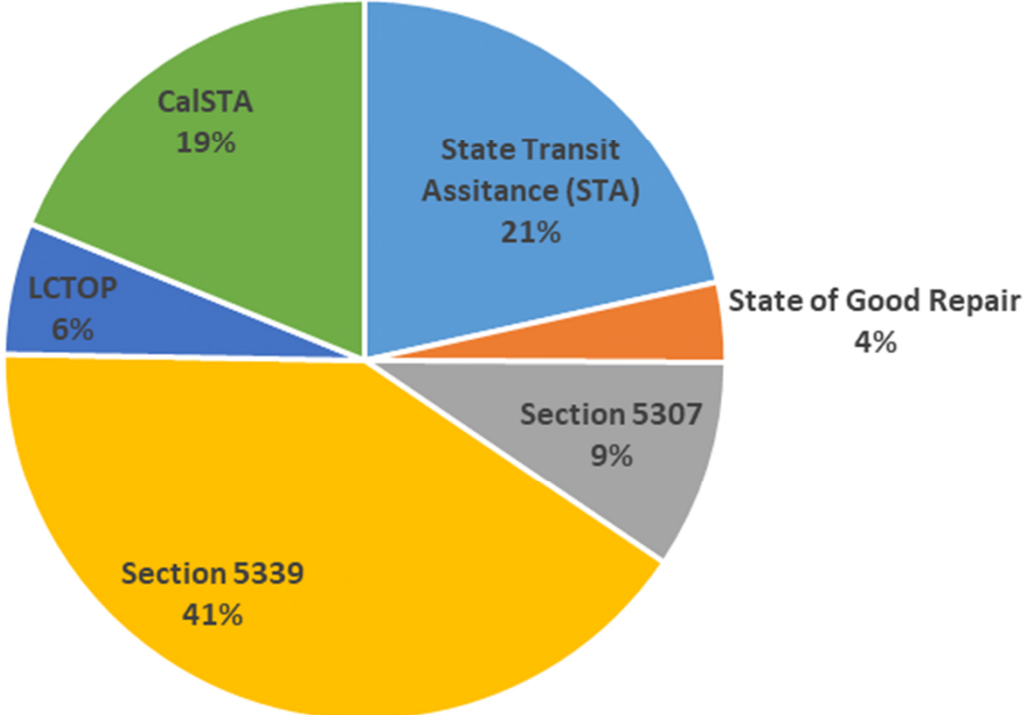
Proposed Capital Budget by Project

Project	Amount
Facility Improvement Projects	\$ 1,200,000
Over the Road Hydrogen Fuel Cell Coach (2)	\$ 4,800,000
Liquid Hydrogen Trailer Project	\$ 3,800,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	\$ 9,209,070
Radio Replacement Phase II & Upgrade to ITS	\$ 2,798,000
Microgrid to Hydrogen Phase IV	\$ 1,607,935
Indio CNG Station Phase II	\$ 500,000
IT Projects	\$ 250,000
Bus Stops and Amenities	\$ 300,000
Real Time Surveillance System	\$ 90,000
Equipment	\$ 322,000
Software Expansion	\$ 600,000
Total	\$ 25,477,005

Proposed Capital Budget by Funding Source



FY23 Capital Budget by Funding Source



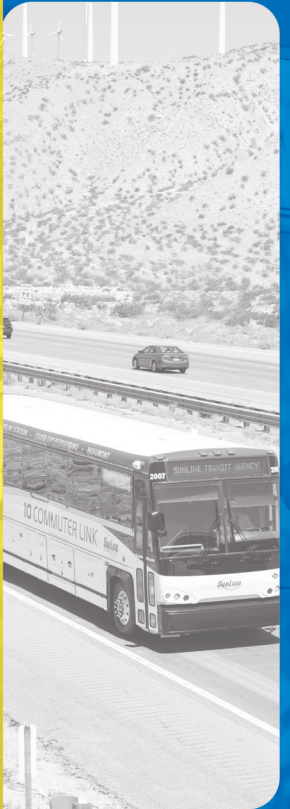
Next Steps

- No action required on budget today
- Answer any questions
- If necessary, allow time for special Finance/Audit Committee prior to June Board Meeting
- Approval of FY23 Budget required at June 22, 2022 Board meeting

Questions?

Thank
You





Emme Hanson
8th Grade
Palm Valley School

ANNUAL BUDGET

FY2023

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1 - 13
EXECUTIVE OFFICE	14 - 22
Marketing	16 - 18
Executive	19 - 22
HUMAN RESOURCES OFFICE	23 - 28
PERFORMANCE MANAGEMENT OFFICE	29 - 38
SunFuels	31 - 35
Performance	36 - 38
SAFETY AND SECURITY OFFICE.....	39 - 49
Safety and Security	41 - 45
Information Technology	46 - 49
FINANCE OFFICE	50 - 56
TRANSPORTATION OFFICE	57- 67
Transportation.....	59 - 63
Customer Service.....	64 - 65
Planning	66 - 67
MAINTENANCE OFFICE	68 - 87
Fleet Maintenance	70 - 78
Facility Maintenance	79 - 85
Stops & Zones	86 - 87
CAPITAL BUDGET	88 - 99

June 22, 2022

Dear SunLine Board of Directors,

In Fiscal Year 2022, SunLine Transit Agency remained dedicated to making a difference in the Coachella Valley community and the transit industry. Our SunLine Refueled initiative continued to roll out new services and the Agency successfully launched the 10 Commuter Link regional route, providing access from the eastern Coachella Valley to San Bernardino in partnership with the California State University, San Bernardino. We grew our microtransit service, SunRide, by offering an enhanced app user experience and expanding upon the pilot zones. As a result, systemwide ridership increased by 7.2% as of fiscal year-to-date compared to the same period last year.

While navigating the ongoing pandemic, our team planned community outreach programs to the fullest extent possible, and was able to bring back our Pack the Bus Backpack and School Supplies Drive and Fill the Bus Holiday Food Drive in 2021. SunLine was also recognized with top honors from the Caltrans Excellence in Transportation Awards and Urban Transportation System of the Year Award from the Community Transit Agency Association. We were very proud to have been selected for our accomplishments, which was a collective effort of all SunLine team members.

In addition, SunLine reached many milestones in other areas during the fiscal year. The new Operations Facility completed construction and all staff were moved from trailers more than three (3) decades old into the new state-of-the-art building. The Agency led a successful demonstration of a mobile hydrogen fueling system at our Indio division for the first time in SunLine's history. The Agency also received a \$8.4M grant from the Federal Transit Administration's Bus and Bus Facilities program for four (4) fuel cell electric buses and the rehabilitation of 10 CNG buses.

The proposed operating and capital budgets for Fiscal Year 2023 are \$46,085,646 and \$25,477,005, respectively. In the operating budget, \$1,824,582 is attributed to grant funded projects. The net increase of 7.94% in the operating budget is less the grant-funded services. The majority of the costs associated with the increase can be attributed to wages and benefits related to recruitment and retention. The Fiscal Year 2023 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley residents and visitors. We are pleased to present to you the details for the Fiscal Year 2023 budget outlined in the following document.

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2023

BOARD OF DIRECTORS

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

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Lauren Skiver

EXECUTIVE SUMMARY

In 2022, SunLine completed one (1) full year of its Refueled initiative. The plan focused on key ridership drivers such as minimizing transfers, reducing travel times, providing SunRide as a microtransit solution, and realigning routes to growing, more productive areas. SunLine plans on resuming normal level one (1) service in FY23 along with new services such as the Route 1X and expanded zones for microtransit. The move to full service will be primarily dependent on acquiring and training the necessary operators.

SERVICE & RIDERSHIP

SunLine has experienced an increase in ridership for FY22. SunLine anticipates that ridership will continue to grow with the implementation of full service. Ridership has experienced slow growth nationwide and SunLine has experienced similar issues.

REVENUES & SUBSIDIES

Traditionally, SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues with state funding. However, due to COVID-19, the farebox recovery ratio requirement has not been enforced due to the decrease in ridership and revenues. Nevertheless, SunLine's budget is still compliant with the farebox requirement.

The proposed revenues for FY23 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- The utilization of Local Transportation Funding (LTF) has an increased for FY23 due to the fact that SunLine has expended the vast majority of emergency federal funding.
- Measure A funding increased for FY23 over the last fiscal year due to increased allocations from the Riverside County Transportation Commission (RCTC) which are based on projected tax revenues. RCTC's original conservative estimates for Measure A and LTF were revised at the January 2022 commission meeting. The COVID-19 pandemic had a large impact to initial projected tax revenues but economic stimuli throughout 2020 and early 2021 alleviated a large negative impact on sales tax.
- In FY23, SunLine will use various forms of federal funding including FTA Section 5307, CARES, ARPA, 5311, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections

for FY21. The Agency has experienced an increase in revenue which aligns with projected ridership increases.

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

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CAPITAL PROJECTS

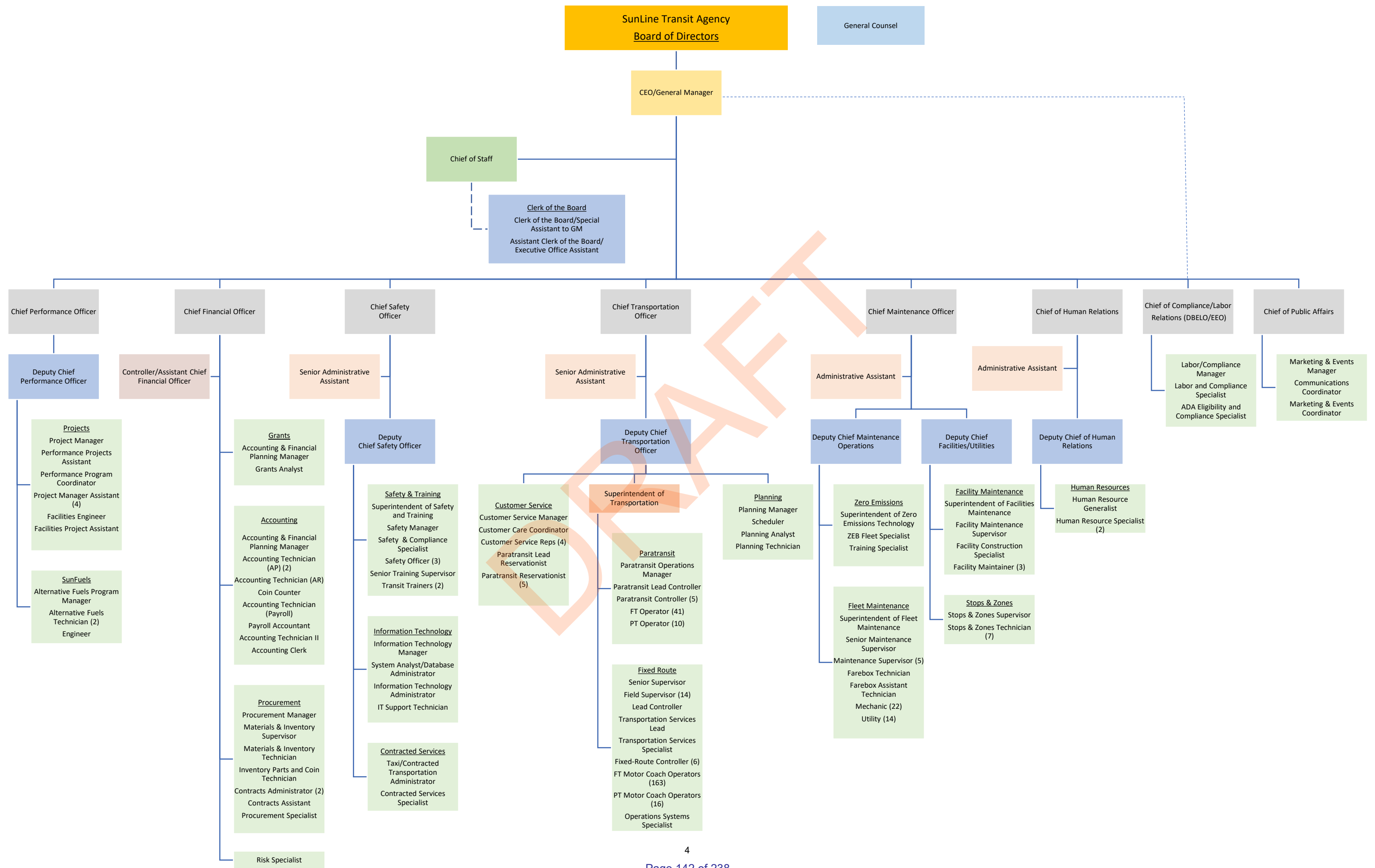
The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY23 focuses on the riders, employee equipment and facilities and continuing SunLine's investment in alternative fuel technology for vehicles and infrastructures.

New Projects

There are 12 new capital projects programmed in FY23. The FY23 capital budget reflects over \$13.2 million in competitive funds that the Agency was awarded. The new projects represent an emphasis on innovation while aligning with the Agency's Board approved Innovative Clean Transit (ICT) plan. The requests in FY23 will be in addition to the existing CIP. The new projects cover necessities in fleet and facilities. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Over the Road Hydrogen Fuel Cell Coach
 - CNG Bus Rehab (10) and Hydrogen Bus (4) Purchase

- Facilities, IT and Equipment:
 - Indio CNG Station Phase II
 - Facility Improvement Projects
 - Liquid Hydrogen Trailer Project
 - Microgrid to Hydrogen Phase IV
 - IT Projects
 - Bus Stops and Amenities
 - Real Time Surveillance System
 - Radio Replacement Phase II & Upgrade to ITS
 - Maintenance Equipment
 - Software Expansion



AGENCY PERSONNEL SUMMARY

Department	FY22 Base FTE's	Changes to Base	Proposed New Positions	FY23 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Marketing (31)	4.00	-	-	4.00	-
Executive Office (40)	8.00	-	-	8.00	-
HUMAN RESOURCES OFFICE					
Human Resources (32)	6.00	-	-	6.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	3.00	-	1.00	4.00	1.00
Performance Office (44)	14.00	(5.00)	2.00	11.00	(3.00)
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	11.75	(1.75)	3.75	13.75	2.00
Information Technology (42)	4.00	-	-	4.00	-
TRANSPORTATION OFFICE					
Operations - Fixed Route (11,12)	195.00	-	9.00	204.00	9.00
Operations - Paratransit (13, 14)	56.00	(0.50)	-	55.50	(0.50)
Customer Service (45)	11.00	1.00	-	12.00	1.00
Service Planning (49)	5.00	(1.00)	-	4.00	(1.00)
FINANCE OFFICE					
Finance (41)	22.75	-	0.25	23.00	0.25
MAINTENANCE OFFICE					
Maintenance (21, 22)	48.00	4.00	-	52.00	4.00
Facilities Maintenance (23, 24)	6.00	1.00	1.00	8.00	2.00
Stops & Zones (25)	8.00	-	-	8.00	-
Total FTEs	402.50	(2.25)	17.00	417.25	14.75

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.

Performance Office

- The Performance Office is requesting total of three (3) new FTEs for FY23. After transfers to the Maintenance Office, the net impact is a decrease of two (2) FTEs.

Transportation

- Nine (9) additional FTEs are proposed in Fixed Route to accommodate the move to level 1 service.
- One half (0.5) of an FTE is being removed as a result of a reconciliation of PT paratransit employees.
- There is one (1) transfer of a position from Planning to Customer Service.

Finance

- One (1) part time employee was converted into full time resulting in an increase of 0.25 FTEs.

AGENCY PERSONNEL SUMMARY

Maintenance Office

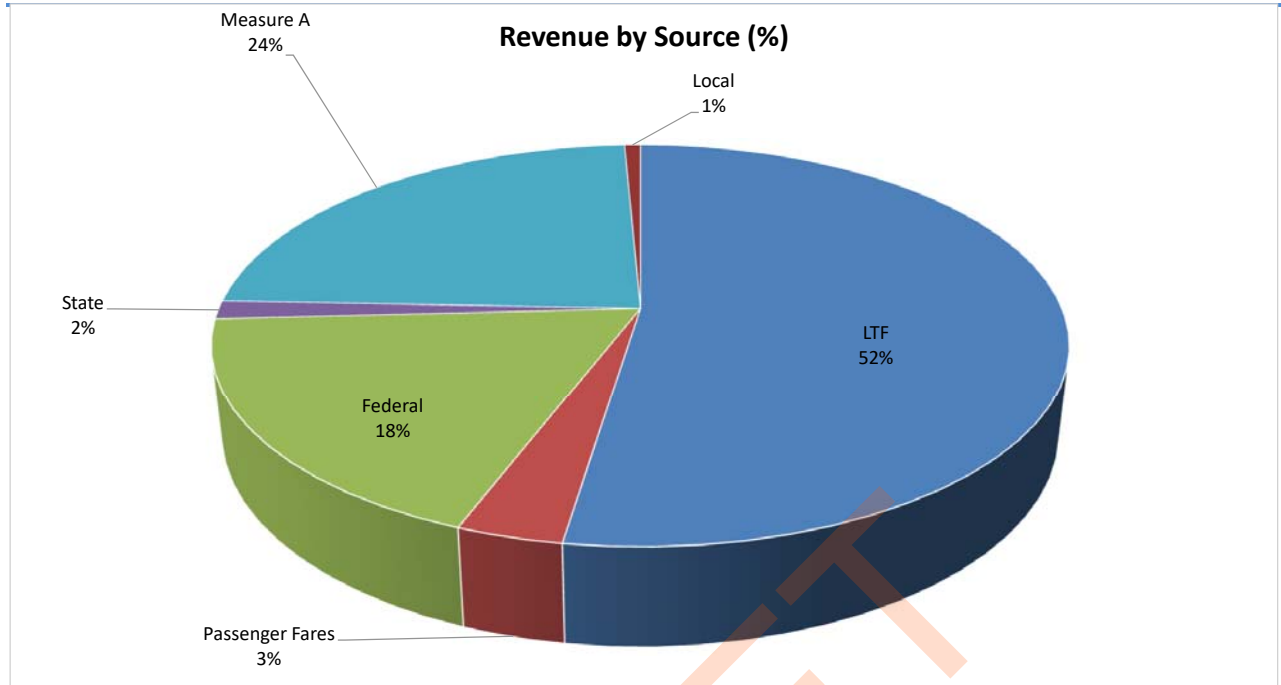
- Five (5) FTEs were transferred from the Performance Office into the Maintenance Office.
- One (1) FTE is being added to assist with the maintaining of the Agency's facilities.

Safety and Security

- Two (2) FTEs are being added in Safety to facilitate the training of new operators and manage the growing services such as microtransit.

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REVENUE SUMMARY



Sources of Funding (Operating)	FY22 Approved Budget	FY22 Estimates	FY22 Variance	FY23 Proposed Budget	FY23 Variance	Type
Advertising Revenue	250,000	271,813	21,813	-	(250,000)	Local
Bus Stop Maintenance Fees	122,482	121,839	(643)	-	(122,482)	Local
CARES Act FTA Section 5307	846,920	846,920	-	-	(846,920)	Federal
CARES Act FTA Section 5311	-	-	-	832,331	832,331	Federal
CARES Act FTA Section 5311(f)	241,264	303,219	61,955	-	(241,264)	Federal
CRRSAA FTA Section 5307	5,011,454	5,011,454	-	-	(5,011,454)	Federal
ARPA FTA Section 5307	16,579,343	16,579,343	-	200,000	(16,379,343)	Federal
CMAQ	836,257	492,000	(344,257)	893,098	56,841	Federal
Clean Cities	-	-	-	35,000	35,000	State
California Energy Commission	-	-	-	250,000	250,000	State
Haul Pass & Commuterlink	262,861	262,861	-	331,000	68,139	Local
Emissions Credits (Sales of State Fuel Credits)	972,444	1,243,566	271,122	-	(972,444)	Sales
Farebox - Fixed Route	861,474	1,334,923	473,449	1,303,543	442,069	Sales
Farebox - Paratransit	74,911	211,249	136,338	210,816	135,905	Sales
SunRide Revenue	2,016	14,712	12,696	14,642	12,626	Sales
FTA Section 5307	-	-	-	5,869,769	5,869,769	Federal
California Air Resource Board	-	-	-	200,000	200,000	State
FTA Section 5311	-	-	-	409,279	409,279	Federal
FTA Section 5311(f)	-	-	-	248,985	248,985	Federal
FTA Section 5312	37,320	37,320	-	-	(37,320)	Federal
Interest and Other Income	27,114	28,561	1,447	-	(27,114)	Local
Local Transportation Funds (LTF)	6,862,866	5,705,844	(1,157,022)	24,157,511	17,294,645	State
Low-Carbon Transit Operations Program	272,563	272,563	-	192,172	(80,391)	State
Measure A	7,000,000	7,000,000	-	10,900,000	3,900,000	Local
SRA Overhead Fee Revenue	27,396	27,396	-	-	(27,396)	Allocation
SunFuels - Outside Sales	676,002	898,820	222,818	-	(676,002)	Sales
Taxi Voucher (Passenger Sales)	38,887	339,171	300,284	37,500	(1,387)	Sales
Total Operating Revenue	41,003,574	41,003,574	\$ -	46,085,646	5,082,072	

Notes:

- The majority of the emergency federal funding has been utilized in FY20, FY21 and FY22.
- The FY22 variance reflects the difference between FY22 estimates and FY22 approved budget. The FY23 variance indicates the difference between FY23 proposed budget and FY22 approved budget.

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REVENUE & FUNDING SOURCES

In addition to passenger and other revenues, the Agency receives a mix of funding from federal, state, and local funding sources. These are utilized to fund the operation of nine (9) routes, connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line on hwy 111 and one (1) regional Commuter route operating between Indio and San Bernardino. The Agency's service includes complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

CARES ACT FTA SECTION 5311

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

HAUL PASS

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

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds are used to support the SunRide, Route 1X and Vanpool programs.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

Farebox revenues are generated from the collection of passenger fares and ticket sales. This revenue is

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.

CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD

The California Energy Commission (CEC) and California Air Resources Board (CARB) are two State agencies that focus on reducing green house gas emissions. Funding for FY23 will be utilized for training and curriculum for the Center of Excellence.

REVENUE & FUNDING SOURCES

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.

CLEAN CITIES

In 2021, SunLine became a member of the Clean Cities Program. Under this Program, SunLine was designated as Clean Cities Coordinator for the Coachella Valley. The Program was formed in 1993 by the U.S. Department of Energy in coordination with the Environmental Protection Agency. SunLine has leveraged its designation as Coordinator to receive funding to support various data tracking and reporting activities related to our existing use, and production of alternative fuels.

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.

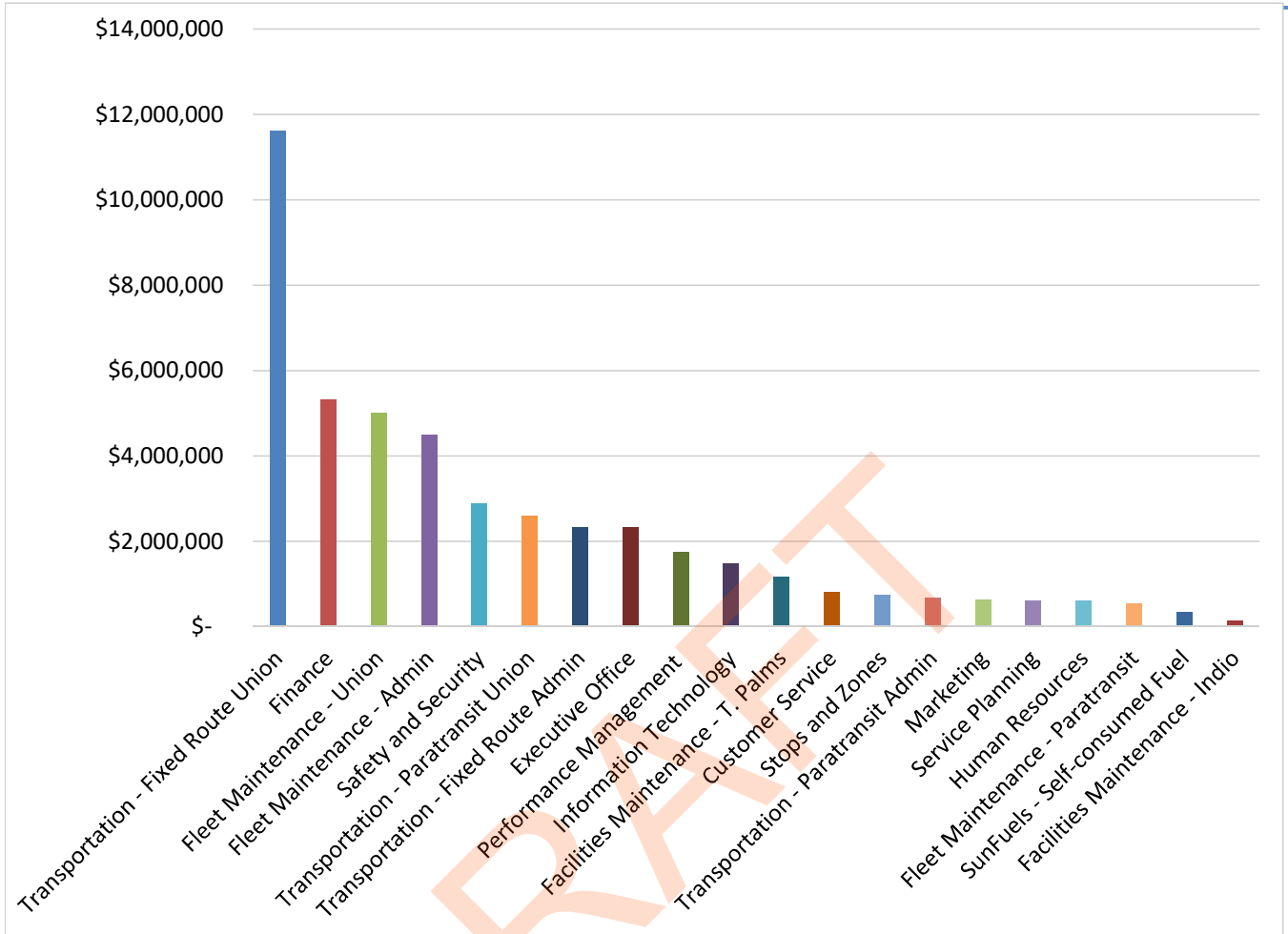
MEASURE A

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.

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.

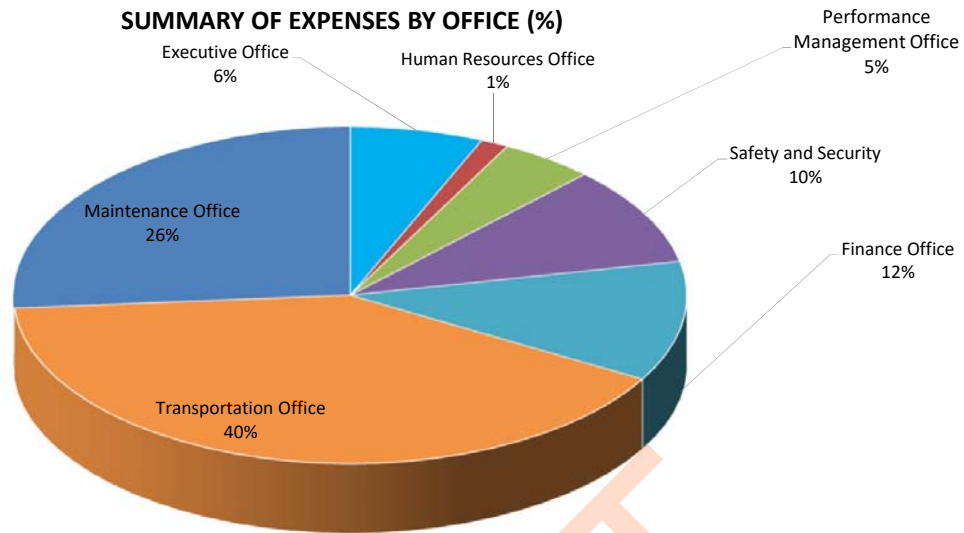
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY22 Approved Budget	FY23 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	631,513	626,863	(4,650)
40	Executive Office	1,807,960	2,318,897	510,937
HUMAN RESOURCES OFFICE				
32	Human Resources	565,038	614,956	49,918
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed Fuel	491,391	341,971	(149,420)
44	Performance Management	1,612,992	1,750,624	137,632
SAFETY AND SECURITY OFFICE				
15	Safety and Security	1,786,453	2,900,373	1,113,920
42	Information Technology	1,193,652	1,481,102	287,450
FINANCE OFFICE				
41	Finance	5,088,086	5,313,340	225,254
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,212,112	2,320,777	108,665
12	Transportation - Fixed Route Union	10,754,960	11,620,299	865,339
13	Transportation - Paratransit Admin	623,072	679,454	56,382
14	Transportation - Paratransit Union	2,680,846	2,604,014	(76,832)
45	Customer Service	654,058	807,716	153,658
49	Service Planning	650,260	618,766	(31,494)
MAINTENANCE OFFICE				
13	Fleet Maintenance - Paratransit	446,081	532,699	86,618
21	Fleet Maintenance - Admin	3,657,303	4,504,054	846,751
22	Fleet Maintenance - Union	4,440,167	5,001,656	561,489
23	Facilities Maintenance - T. Palms	919,218	1,164,344	245,126
24	Facilities Maintenance - Indio	109,803	130,479	20,676
25	Stops and Zones	678,608	753,263	74,655
Total		41,003,574	46,085,646	5,082,072

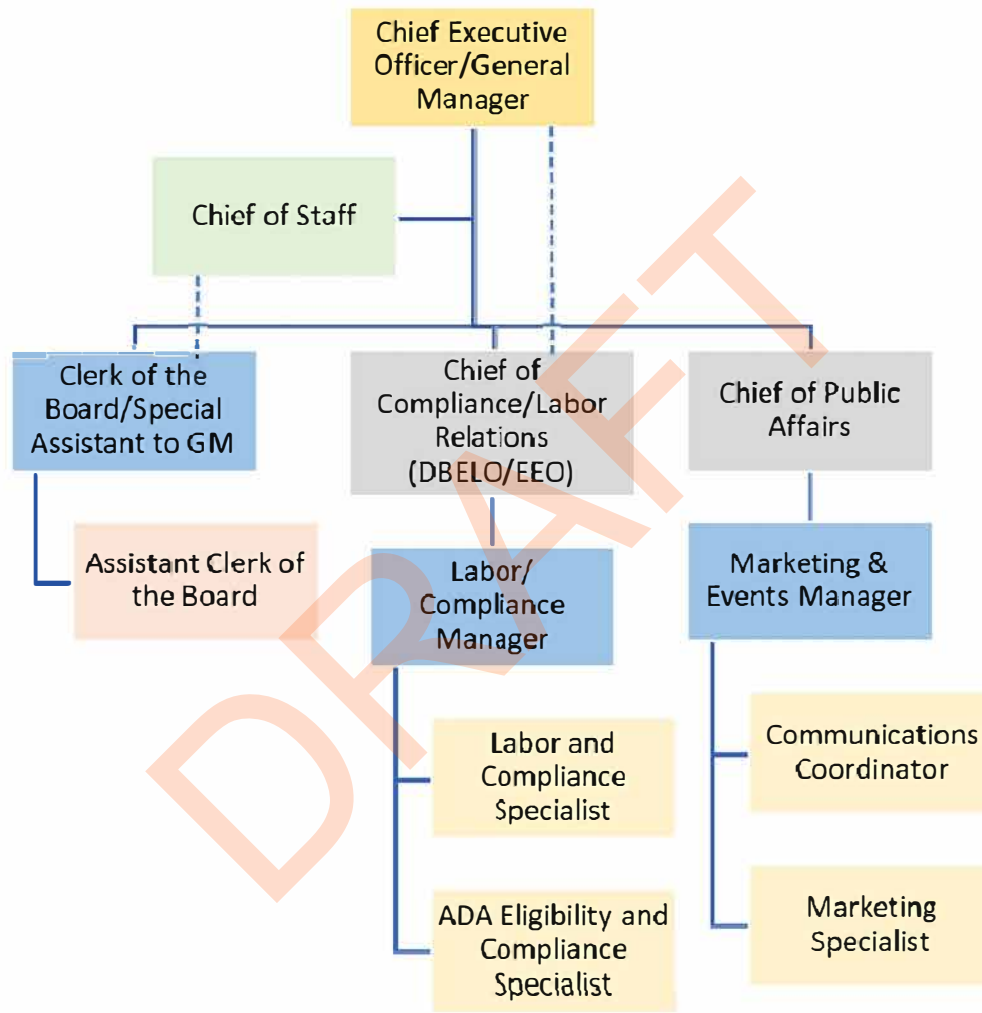
EXPENSE SUMMARY BY OFFICE



Office	FY22 Approved Budget	FY23 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Marketing	631,513	626,863	1%
Executive Office	1,807,960	2,318,897	5%
Executive Office	2,439,473	2,945,759	6%
HUMAN RESOURCES OFFICE			
Human Resources	565,038	614,956	1%
Human Resources Office	565,038	614,956	1%
PERFORMANCE MANAGEMENT OFFICE			
SunFuels	491,391	341,971	1%
Performance Management	1,612,992	1,750,624	4%
Performance Office	2,104,383	2,092,595	5%
SAFETY AND SECURITY OFFICE			
Safety and Security	1,786,453	2,900,373	6%
Information Technology	1,193,652	1,481,102	3%
Safety and Security Office	2,980,105	4,381,475	10%
FINANCE OFFICE			
Finance	5,088,086	5,313,340	12%
Finance Office	5,088,086	5,313,340	12%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,212,112	2,320,777	5%
Transportation - Fixed Route Operators	10,754,960	11,620,299	25%
Transportation - Paratransit Admin	623,072	679,454	1%
Transportation - Paratransit Operators	2,680,846	2,604,014	6%
Customer Service	654,058	807,716	2%
Service Planning	650,260	618,766	1%
Transportation Office	17,575,308	18,651,026	40%
MAINTENANCE OFFICE			
Fleet Maintenance - Paratransit	446,081	532,699	1%
Fleet Maintenance - Admin	3,657,303	4,504,054	10%
Fleet Maintenance - Mechanics	4,440,167	5,001,656	11%
Facilities Maintenance - T. Palms	919,218	1,164,344	3%
Facilities Maintenance - Indio	109,803	130,479	0.3%
Stops & Zones	678,608	753,263	2%
Maintenance Office	10,251,180	12,086,494	26%
Total Expenses	41,003,574	46,085,646	100%

EXECUTIVE OFFICE

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EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

SunLine's Marketing Department implements community outreach programs, organizes events, coordinates internal volunteers, writes and releases publicity material such as press releases, and develops public relations strategies that promote the Agency's mission.

FY23 GOALS & OBJECTIVES

- Restore and increase ridership - Build trust that resonates with loyal customers, potential customers, stakeholders and employees.
- Increase advertising revenue - Leverage SunLine's broad out-of-home advertising network.
- Expand awareness of clean energy initiatives - Position SunLine as a leader in zero-emission technologies and green energy.
- Improve customer satisfaction - Welcome our riders back by reinforcing the benefits of riding SunLine's services.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	161,131	156,469	172,325	134,376	(37,949)
5010201610 ADMIN SALARIES-OT	-	753	1,471	2,500	3,000	500
5029999999 TOTAL FRINGE BENEFITS	-	104,685	109,528	121,888	94,337	(27,551)
5030303240 CONTRACTED SERVICES	-	114,120	106,020	120,000	234,000	114,000
5030303260 ADVERTISING	-	70,337	93,987	101,150	91,150	(10,000)
5030303270 SUNLINE EVENTS EXPENSE	-	4,384	24,592	21,000	21,000	-
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	300	38,925	46,650	-	(46,650)
5030400000 TEMPORARY HELP SERVICES	-	12,571	15,448	10,000	10,000	-
5039900003 PRINTING EXPENSE	-	20,025	20,940	22,000	25,000	3,000
5049900001 OFFICE SUPPLIES	-	2,774	1,789	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,930	1,457	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	3,465	5,680	6,000	6,000	-
Total Expenses	-	496,475	576,307	631,513	626,863	(4,650)

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

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Chief of Public Affairs	1.00	1.00	0.00
1	Marketing & Events Manager	1.00	1.00	0.00
1	Communications Coordinator	1.00	1.00	0.00
1	Marketing Specialist	1.00	1.00	0.00
4	Total FTE's	4.00	4.00	0.00

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	172,325	134,376	(37,949)
5010201610 ADMIN SALARIES-OT	2,500	3,000	500
5029999999 TOTAL FRINGE BENEFITS	121,888	94,337	(27,551)
Sub-total	296,713	231,713	(65,000)
5030303240 CONTRACTED SERVICES			
Annual report	3,500	4,000	500
Public relations firm	86,500	195,000	108,500
Website hosting and support	30,000	35,000	5,000
Sub-total	120,000	234,000	114,000
5030303260 ADVERTISING			
Mass printing costs	1,140	1,140	-
Print, TV, radio & social media	89,756	79,756	(10,000)
Production costs associated with exterior bus and shelter advertisements	3,944	3,944	-
Promotional items	6,310	6,310	-
Sub-total	101,150	91,150	(10,000)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	21,000	21,000	-
Sub-total	21,000	21,000	-
5030303273 Anti-Human Trafficking Campaign			
Costs associated with PSA for campaign	46,650	-	(46,650)
Sub-total	46,650	-	(46,650)
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
Rider's Guides	22,000	25,000	3,000
Sub-total	22,000	25,000	3,000
5049900001 OFFICE SUPPLIES			
Office Supplies	5,000	5,000	-
Sub-total	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,000	1,000	-
Stock Art and Digital Media	300	300	-
Palm Springs CVB	1,200	1,200	-
Rotary	500	500	-
Sub-total	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	6,000	6,000	-
Sub-total	6,000	6,000	-
Total Expenses	631,513	626,863	(4,650)

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimated Actuals	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	411,791	386,456	503,782	581,824	586,107	4,282
5010201610 ADMIN SALARIES-OT	-	31	17	800	-	(800)
5010700000 ALLOCATED SALARIES	(3,120)	(2,876)	(3,814)	(3,000)	4,303	7,303
5029999999 TOTAL FRINGE BENEFITS	258,164	247,103	349,269	393,836	432,992	39,156
5030200000 PUBLIC NOTICES	385	128	204	1,500	1,500	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	95,357	162,804	342,875	400,000	200,000	(200,000)
5030300005 LEGAL SVCS- GENERAL	94,157	71,667	96,454	175,000	198,485	23,485
5030300006 LEGAL SVCS-SPECIAL	-	-	-	-	30,000	30,000
5030400000 TEMPORARY HELP SERVICES	-	13,321	-	-	-	-
5049900000 PRINTING ADMINISTRATION	4,206	2,167	3,888	4,000	4,000	-
5049900001 OFFICE SUPPLIES-GENERAL	2,006	1,496	1,909	3,000	2,200	(800)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	67,678	59,827	64,081	84,000	91,810	7,810
5090200000 TRAVEL-MEETINGS/TRAINING	21,930	7,912	27,651	10,000	28,000	18,000
5090200001 TRAINING/ WORKSHOP	12,712	-	10,000	15,000	18,000	3,000
5090200002 BOARD MEETING EXPENSES	1,938	2,406	4,039	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,000	8,200	8,367	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	12,658	-	-	-	3,000	3,000
5099900002 MISCELLANEOUS EXPENSE	-	92	-	-	1,500	1,500
5099900004 CONSULTING-GENERAL	247,027	11,537	338,370	125,000	700,000	575,000
Total Expenses	1,232,889	972,271	1,747,090	1,807,960	2,318,897	510,937

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Authorized FTEs	FY23 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Staff	1.00	1.00	0.00
1	Clerk of the Board/Special Assistant to CEO/GM	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	Chief of Compliance/Labor Relations (DBELO/EEO)	1.00	1.00	0.00
1	Labor/Compliance Manager	1.00	1.00	0.00
1	Labor and Compliance Specialist	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
8	Total FTEs	8.00	8.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	581,824	586,107	4,282
5010201610 ADMIN SALARIES-OT	800	-	(800)
5010700000 ALLOCATED SALARIES	(3,000)	4,303	7,303
5029999999 TOTAL FRINGE BENEFITS	393,836	432,992	39,156
Sub-total	973,460	1,023,402	49,941
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO, and ADA information.	1,500	1,500	-
Sub-total	1,500	1,500	-
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues & labor negotiations	400,000	200,000	(200,000)
Sub-total	400,000	200,000	(200,000)
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	175,000	198,485	23,485
Sub-total	175,000	198,485	23,485
5030300006 LEGAL SVCS-SPECIAL			
Specialized legal services	-	30,000	30,000
Sub-total	-	30,000	30,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	4,000	4,000	-
Sub-total	4,000	4,000	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	3,000	2,200	(800)
Sub-total	3,000	2,200	(800)

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	40,800	40,800	-
Form 700 submittal subscription	-	1,500	1,500
SHRM	-	500	500
Compliance training subscription	-	2,000	2,000
Cal Act	1,120	1,219	99
CAL Hydrogen Bus Council	11,200	12,188	988
Cal Start	2,800	3,047	247
California Transit Association	14,400	15,670	1,270
Carreon Foundation Scholarship	2,800	3,047	247
Clean Cities Coachella	1,120	1,219	99
CTAA	4,000	4,353	353
CSUSB Advancement Board	2,240	2,438	198
ZEBRA	3,520	3,830	310
Sub-Total	84,000	91,810	7,810
5090200000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	983	2,459	1,477
APTA Board Conference	1,346	3,369	2,023
APTA Committee Meetings	620	1,551	931
CalAct Autumn Conference	569	1,424	855
CalStart Conference - Heavy Duty	434	1,086	652
CTA Annual Conference	434	1,086	652
CTE Board Meeting	434	1,086	652
EEO, DBE, ADA Seminars	1,892	4,736	2,844
Fees for general administration expenses related to city & community events	1,211	3,031	1,820
Training for Clerk of the Board & Compliance staff	1,352	6,351	5,000
ZEBS Meetings	727	1,819	1,092
Sub-Total	10,000	28,000	18,000

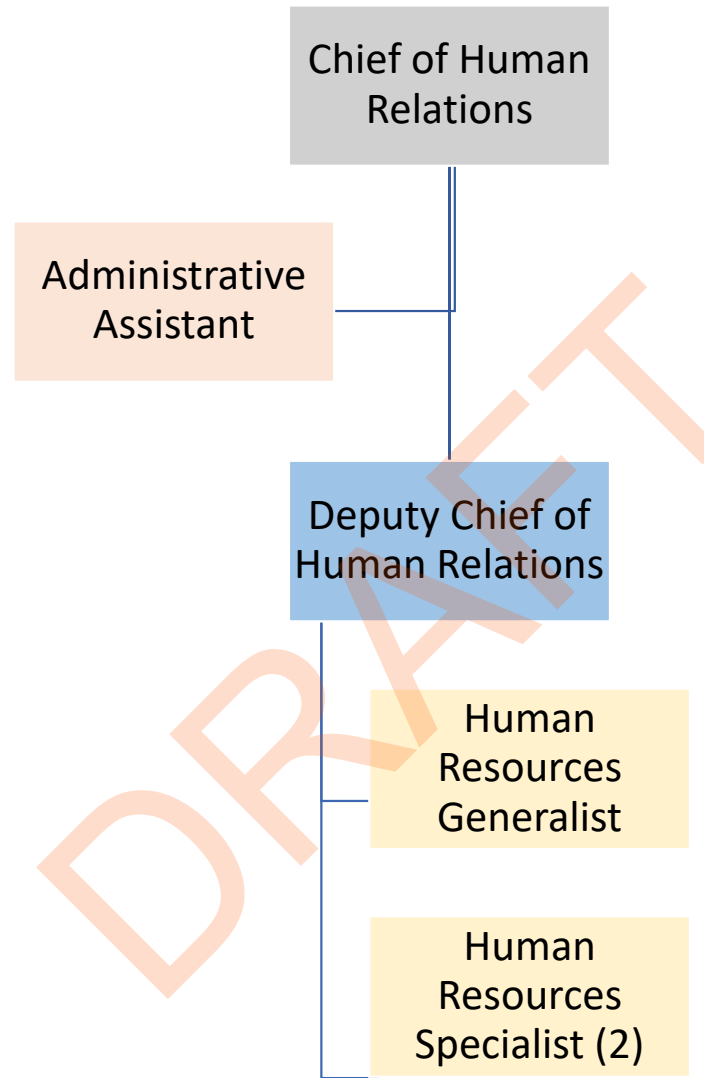
EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090200001 TRAINING/ WORKSHOP			
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	-
Training for Clerk of the Board & Compliance staff	-	3,000	3,000
West Coast Center of Excellence	2,018	2,018	-
Sub-Total	15,000	18,000	3,000
5090200002 BOARD MEETING EXPENSES			
General board meeting costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	12,000	-
Sub-total	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Employee recognition	-	3,000	3,000
Sub-total	-	3,000	3,000
5099900002 MISCELLANEOUS EXPENSE			
Employee recognition	-	1,500	1,500
Sub-total	-	1,500	1,500
5099900004 CONSULTING-GENERAL			
General assessments	125,000	650,000	525,000
Leadership Consulting	-	50,000	50,000
Sub-total	125,000	700,000	575,000
Total Expenses	1,807,960	2,318,897	510,937

HUMAN RESOURCES OFFICE

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Human Resources Office

Division 32

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	109,743	226,950	251,533	260,469	284,093	23,624
510201610 ADMIN SALARIES-OT	1,747	1,060	1,469	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(845)	(1,696)	(1,917)	(1,700)	(2,238)	(538)
5029999999 TOTAL FRINGE BENEFITS	111,355	142,932	153,745	164,875	190,719	25,844
5030300001 BENEFIT MANAGEMENT EXPENSE	14,652	15,515	21,746	23,150	25,396	2,246
5030300003 MEDICAL-EXAMS AND TESTING	31,258	23,605	31,992	35,000	35,000	-
5030400000 TEMPORARY HELP SERVICES	26,286	6,318	74,119	5,000	5,000	-
5039900003 PRINTING EXPENSE	3,375	-	235	3,868	3,868	-
5049900000 HR TRAINING	679	348	968	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,079	1,891	3,588	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,008	5,400	7,251	7,346	7,857	511
5090200000 TRAVEL MEETINGS/TRAINING	1,743	1,245	213	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE	7,934	167	3,713	9,100	7,000	(2,100)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,027	1,546	892	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	76,574	23,232	31,125	31,650	31,981	331
5090800100 EMPLOYEE RECOGNITION	6,038	11,679	4,316	5,000	5,000	-
5090800125 TUITION REIMBURSEMENT	554	2,240	5,200	7,000	7,000	-
5099900004 CONSULTING-HR	114,118	3,090	-	-	-	-
Total Expenses	514,324	465,523	590,186	565,038	614,956	49,918

Human Resources Office

Division 32

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Chief of Human Relations	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resource Specialist	2.00	2.00	0.00
1	Human Resource Generalist	1.00	1.00	0.00
1	Deputy Chief of Human Relations	0.00	1.00	1.00
0	Human Resource Manager	1.00	0.00	(1.00)
6	Total FTE's	6.00	6.00	0.00

Notes:

- Human Resource Manager upgraded to Deputy Chief of Human Relations.

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HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	260,469	284,093	23,624
510201610 ADMIN SALARIES-OT	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(1,700)	(2,238)	(538)
5029999999 TOTAL FRINGE BENEFITS	164,875	190,719	25,844
Sub-total	426,644	475,574	48,930
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	3,000	4,000	1,000
CALPERS Admin Fees	14,000	13,806	(194)
Sterling	1,950	1,950	-
OPTUM	4,200	5,640	1,440
Sub-total	23,150	25,396	2,246
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	20,000	20,000	-
VTT and licenses	15,000	15,000	-
Sub-total	35,000	35,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	5,000	5,000	-
Sub-total	5,000	5,000	-
5039900003 PRINTING EXPENSE			
Federal & State Regulation Posters	563	563	-
Employee Handbooks	1,325	1,325	-
Promotional materials	1,980	1,980	-
Sub-total	3,868	3,868	-
5049900000 HR TRAINING			
Employee orientation related expenses	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies to organize EE Files	3,000	3,000	-
Sub-total	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
DCEAC Membership	40	40	-
Cal Chamber HR California	1,598	1,598	-

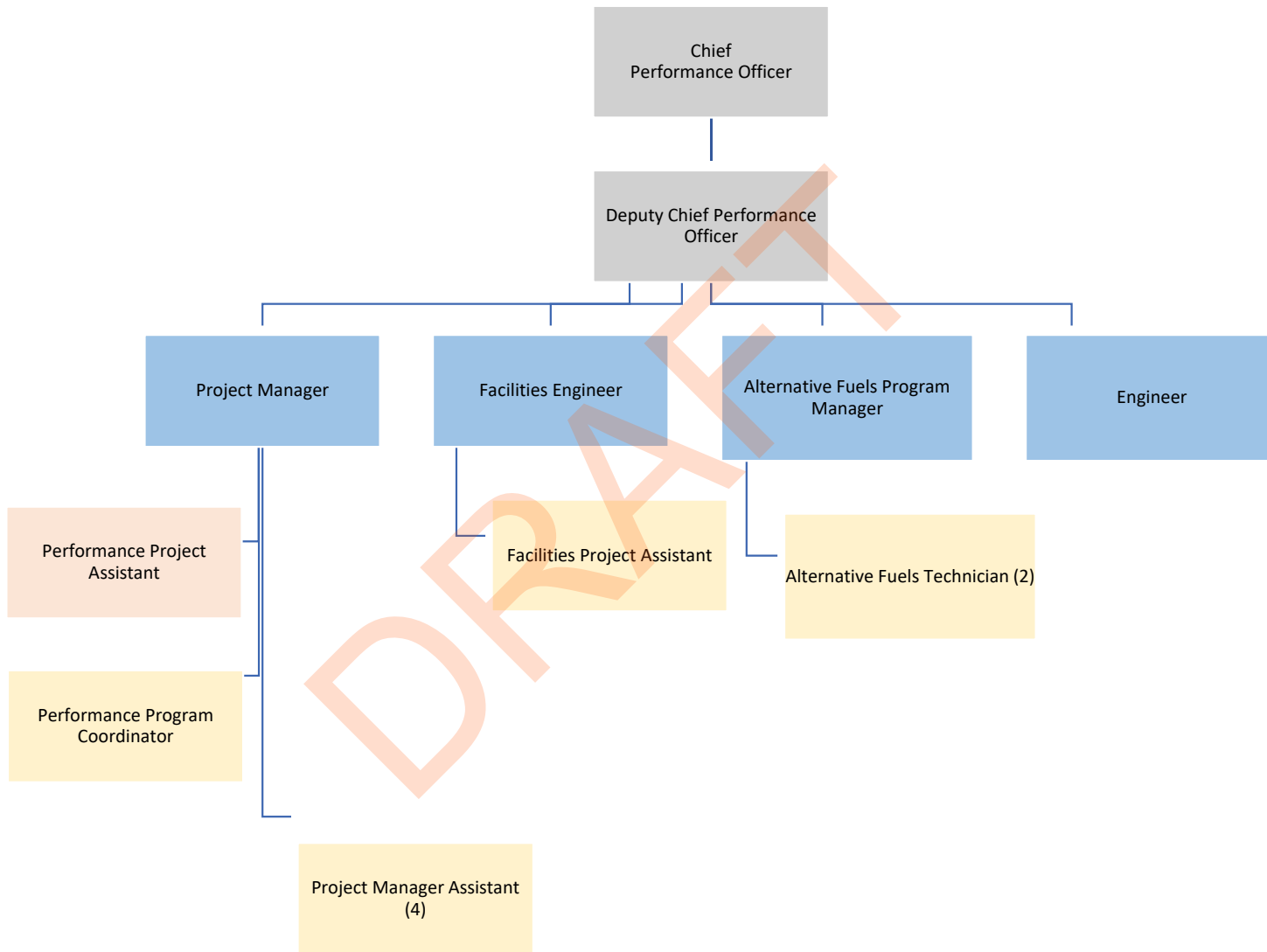
HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
Review Snap	5,051	5,562	511
SHRM	657	657	-
Sub-total	7,346	7,857	511
509020000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,280	5,280	-
Sub-total	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE			
Year End Breakfast	2,900	1,800	
Employee spring event	1,000	-	(1,000)
Health and Benefits fair	1,000	1,000	-
Holiday party	4,200	4,200	-
Sub-total	9,100	7,000	(2,100)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	6,000	6,000	-
Executive Officer recruiting	5,000	5,000	-
NEOGOV	20,650	20,981	331
Sub-total	31,650	31,981	331
5090800100 EMPLOYEE RECOGNITION			
Employee of the Month	700	700	
Candygrams	1,800	1,800	
Years of service awards for employees	2,000	2,000	-
Employee Referral Program	500	500	-
Sub-total	5,000	5,000	-
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	2,000	2,000	-
Graduate level courses	5,000	5,000	-
Sub-total	7,000	7,000	-
Total Expenses	565,038	614,956	49,918

PERFORMANCE MANAGEMENT OFFICE

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,012	113,019	116,354	138,675	230,993	92,318
5010201610 ADMIN SALARIES-OT	2,053	1,445	1,753	3,000	-	(3,000)
5010700000 ALLOCATED SALARIES	16,841	17,403	18,750	20,000	26,376	6,376
5010700001 GRANT ALLOCATED SALARIES	(1,192)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	85,479	90,438	103,328	110,663	174,008	63,345
5030500010 CONTRACT SVC-GENERAL	28,711	18,429	31,824	25,000	32,000	7,000
5030500011 CONTRACT SVC-H2	27,690	3,375	267	107,500	7,500	(100,000)
5030500012 UNIFORMS	1,700	1,541	1,541	2,000	2,000	-
5030600900 ANSWERING SERVICES	359	359	359	420	420	-
5039900005 SHIPPING/FREIGHT	70	15	1,007	400	1,000	600
5039900007 INVENTORY-SALES TAX	2,849	178	3,490	2,000	2,000	-
5039900008 INVENTORY-FREIGHT CHARGES	1,082	54	722	1,000	1,000	-
5049900001 OFFICE SUPPLIES	157	164	95	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,944	1,005	913	2,500	3,000	500
5049900011 MAT/SUPPLIES--HYDROGEN	2,588	115	795	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO	1,090	1,276	710	2,000	1,500	(500)
5049900300 REPAIR PARTS-HYDROGEN	19,277	2,736	5,858	5,000	20,000	15,000
5049900400 REPAIR PARTS-CNG - TPALMS	25,482	8,517	25,589	12,000	16,000	4,000
5049900450 REPAIR PARTS-CNG - INDIO	4,523	10,011	9,065	15,000	10,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	70,842	99,184	125,486	95,000	150,000	55,000
5050200002 ELECTRICITY-CNG INDIO	51,002	30,771	49,417	35,000	45,000	10,000
5050200003 ELECTRICITY-HYDROGEN	427,346	1,023,169	1,000,519	1,100,000	1,150,000	50,000
5050200004 UTILITIES WATER/SEWER	1,332	5,251	5,937	6,000	6,500	500
5050200020 NATURAL GAS - THOUSAND PALMS	914,234	1,048,314	1,554,018	1,000,000	1,100,000	100,000
5050200021 NATURAL GAS - INDIO	156,000	67,822	191,689	125,000	175,000	50,000
5050200022 NATURAL GAS - HYDROGEN	35,074	180	183	50,000	50,000	-
5070500000 FUEL TAXES	84,759	73,403	80,882	80,000	56,598	(23,402)
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	3,000	3,000	-
5090801000 BANK ADJUSTMENTS/FEEES	13,564	14,355	15,794	14,000	14,000	-
5099900004 PERMITS & LICENSES	327	327	868	500	600	100
5099909000 ALLOCATED INDIRECT EXPENSES	17,946	19,445	24,174	21,000	28,838	7,838
5100200000 SELF CONSUMED FUEL	(1,799,578)	(2,333,650)	(2,809,349)	(2,487,067)	(2,967,162)	(480,095)
Total Expenses	301,562	318,653	562,042	491,391	341,971	(149,420)

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Alternative Fuels Program Manager	1.00	1.00	0.00
1	Engineer	0.00	1.00	1.00
2	Alternative Fuels Technician	2.00	2.00	0.00
4	Total FTEs	3.00	4.00	1.00

Notes

- One (1) new position request to assist with increased production of alternative fuels.

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	138,675	230,993	92,318
5010201610 ADMIN-OT	3,000	-	(3,000)
5010700000 ALLOCATED SALARIES	20,000	26,376	6,376
5010700001 GRANT ALLOCATED SALARIES	-	-	
5029999999 TOTAL FRINGE BENEFITS	110,663	174,008	63,345
Sub-total	272,338	431,377	159,039
5030500010 CONTRACT SVC-GENERAL			
Haz mat disposal	2,000	2,560	560
POS monitor & equipment repairs	17,000	21,760	4,760
PRD safety valve repairs and certs	6,000	7,680	1,680
Sub-total	25,000	32,000	7,000
5030500011 CONTRACT SVC-H2			
Reformer maintenance & monitoring	7,500	7,500	-
Operating and maintenance agreement for H2 electrolyzer	100,000	-	(100,000)
Sub-total	107,500	7,500	(100,000)
5030500012 UNIFORMS			
Uniform services	2,000	2,000	-
Sub-total	2,000	2,000	-
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	400	1,000	600
Sub-total	400	1,000	600
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,000	2,000	-
Sub-total	2,000	2,000	-
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	300	300	-
Sub-total	300	300	-

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	500	600	100
Electrical hardware	500	600	100
Hardware	500	600	100
Industrial supplies	100	120	20
Oil for compressor	600	720	120
Pipes, tubing & fittings	300	360	60
Sub-total	2,500	3,000	500
5049900011 MAT/SUPPLIES--HYDROGEN			
Hardware	500	500	-
Hoses & nozzles	700	700	-
Stainless steel fittings	300	300	-
Sub-total	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	900	675	(225)
Hardware	550	413	(138)
Stainless steel fittings & valves	550	413	(138)
Sub-total	2,000	1,500	(500)
5049900300 REPAIR PARTS-HYDROGEN			
Parts for compressor	5,000	20,000	15,000
Sub-total	5,000	20,000	15,000
5049900400 REPAIR PARTS-CNG - TPALMS			
Parts for dispenser	3,472	4,629	1,157
Parts for hoses & nozzles	5,128	6,837	1,709
Valve repair parts	3,400	4,533	1,133
Sub-total	12,000	16,000	4,000
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	9,772	6,515	(3,257)
Parts for dispenser	1,300	867	(433)
Parts for hoses & nozzles	3,928	2,619	(1,309)
Sub-total	15,000	10,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	95,000	150,000	55,000
Sub-total	95,000	150,000	55,000

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	35,000	45,000	10,000
Sub-total	35,000	45,000	10,000
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	1,100,000	1,150,000	50,000
Sub-total	1,100,000	1,150,000	50,000
5050200004 UTILITIES WATER/SEWER			
	6,000	6,500	500
Sub-total	6,000	6,500	500
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	1,000,000	1,100,000	100,000
Sub-total	1,000,000	1,100,000	100,000
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	125,000	175,000	50,000
Sub-total	125,000	175,000	50,000
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	50,000	50,000	-
Sub-total	50,000	50,000	-
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	80,000	56,598	(23,402)
Sub-total	80,000	56,598	(23,402)
5090200000 TRAVEL MEETINGS/TRAINING			
Ariel Compressor	1,500	1,500	-
APTA, ACT, CalCTA	1,500	1,500	-
Sub-total	3,000	3,000	-
5090801000 BANK ADJUSTMENTS/FEES			
Merchant transaction fees	14,000	14,000	-
Sub-total	14,000	14,000	-
5099900004 PERMITS & LICENSES			
Fees paid to the county	500	600	100
Sub-total	500	600	100
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	21,000	28,838	7,838
Sub-total	21,000	28,838	7,838
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(2,487,067)	(2,967,162)	(480,095)
Sub-total	(2,487,067)	(2,967,162)	(480,095)
Total Expenses	491,391	341,971	(149,420)

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.

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	446,487	454,689	524,599	594,840	456,020	(138,820)
5010201610 ADMIN SALARIES-OT	498	-	-	1,200	-	(1,200)
5010700000 ALLOCATED SALARIES	(3,283)	(3,394)	(3,974)	(3,400)	(4,344)	(944)
5010700001 GRANT ALLOCATION	(13,642)	-	-	(15,000)	-	15,000
5029999999 TOTAL FRINGE BENEFITS	283,015	310,900	368,302	433,752	359,104	(74,648)
5030400000 TEMPORARY HELP	-	-	-	-	-	-
5039900012 VAN POOL EXPENSES	312,922	197,976	239,269	215,000	-	(215,000)
5039900013 CENTER OF EXCELLENCE	88,065	-	-	-	482,500	482,500
5039900014 SUNRIDE RIDE SHARE EXPENSES	27,706	-	-	-	-	-
5049900000 PRINTING ADMINISTRATION	108	83	506	500	750	250
5049900001 OFFICE SUPPLIES-GENERAL	390	615	285	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,016	2,016	2,016	2,500	3,000	500
5090200000 TRAVEL-MEETINGS/TRAINING	18,398	666	12,245	10,000	15,000	5,000
5090200001 TRAINING/ WORKSHOP	1,677	1,257	1,332	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	15,422	7,976	14,770	25,000	30,000	5,000
5090201000 EMPLOYEE EXPENSES	250	-	643	700	700	-
5099900004 CONSULTING-GENERAL	355,640	276,476	343,526	340,000	399,994	59,994
Total Expenses	1,535,668	1,249,260	1,503,519	1,612,992	1,750,624	137,632

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22	FY23	Variance
		Authorized FTEs	Requested FTEs	
1	Chief Performance Officer	1.00	1.00	0.00
0	Deputy Chief Zero Emission Technology Officer	1.00	0.00	(1.00)
1	Deputy Chief Performance Officer	1.00	1.00	0.00
0	Superintendent of Zero Emission Technology	1.00	0.00	(1.00)
0	Advanced Technology Training Specialist	1.00	0.00	(1.00)
1	Facilities Engineer	1.00	1.00	0.00
0	Zero Emission Fleet Specialist	2.00	0.00	(2.00)
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	3.00	4.00	1.00
1	Facilities Project Assistant	1.00	1.00	0.00
1	Performance Program Coordinator	0.00	1.00	1.00
11	Total FTEs	14.00	11.00	(3.00)

Notes

- One (1) new position requested to assist with growing capital projects and one (1) funded position related to the Center of Excellence.
- Deputy Chief of Zero Emissions Technology Officer, Superintendent of Zero Emission Technology, Advanced Technology Training Specialist, and two (2) Zero Emission Fleet Specialists were moved to the Maintenance Office.

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	594,840	456,020	(138,820)
5010201610 ADMIN SALARIES-OT	1,200	-	(1,200)
5010700000 ALLOCATED SALARIES	(3,400)	(4,344)	(944)
5010700001 GRANT ALLOCATION	(15,000)	-	15,000
5029999999 TOTAL FRINGE BENEFITS	433,752	359,104	(74,648)
Sub-total	1,011,392	810,780	(200,612)
5030300012 VAN POOL EXPENSES			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	215,000	-	(215,000)
Sub-total	215,000	-	(215,000)
5039900013 CENTER OF EXCELLENCE			
Training expenses related to the Center of Excellence	-	482,500	482,500
Sub-total	-	482,500	482,500
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	750	250
Sub-total	500	750	250
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	700	700	-
Sub-total	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,500	3,000	500
Sub-total	2,500	3,000	500
5090200000 TRAVEL-MEETINGS/TRAINING			
Cal Act seminar	3,000	4,500	1,500
CTA seminars	3,000	4,500	1,500
FTA sponsored technology events	2,500	3,750	1,250
Public Project Training	1,500	2,250	750
Sub-total	10,000	15,000	5,000
5090200001 TRAINING/ WORKSHOP			
Workshop/seminars for Performance staff development	7,200	7,200	-
Sub-total	7,200	7,200	-

PERFORMANCE MANAGEMENT OFFICE DETAIL

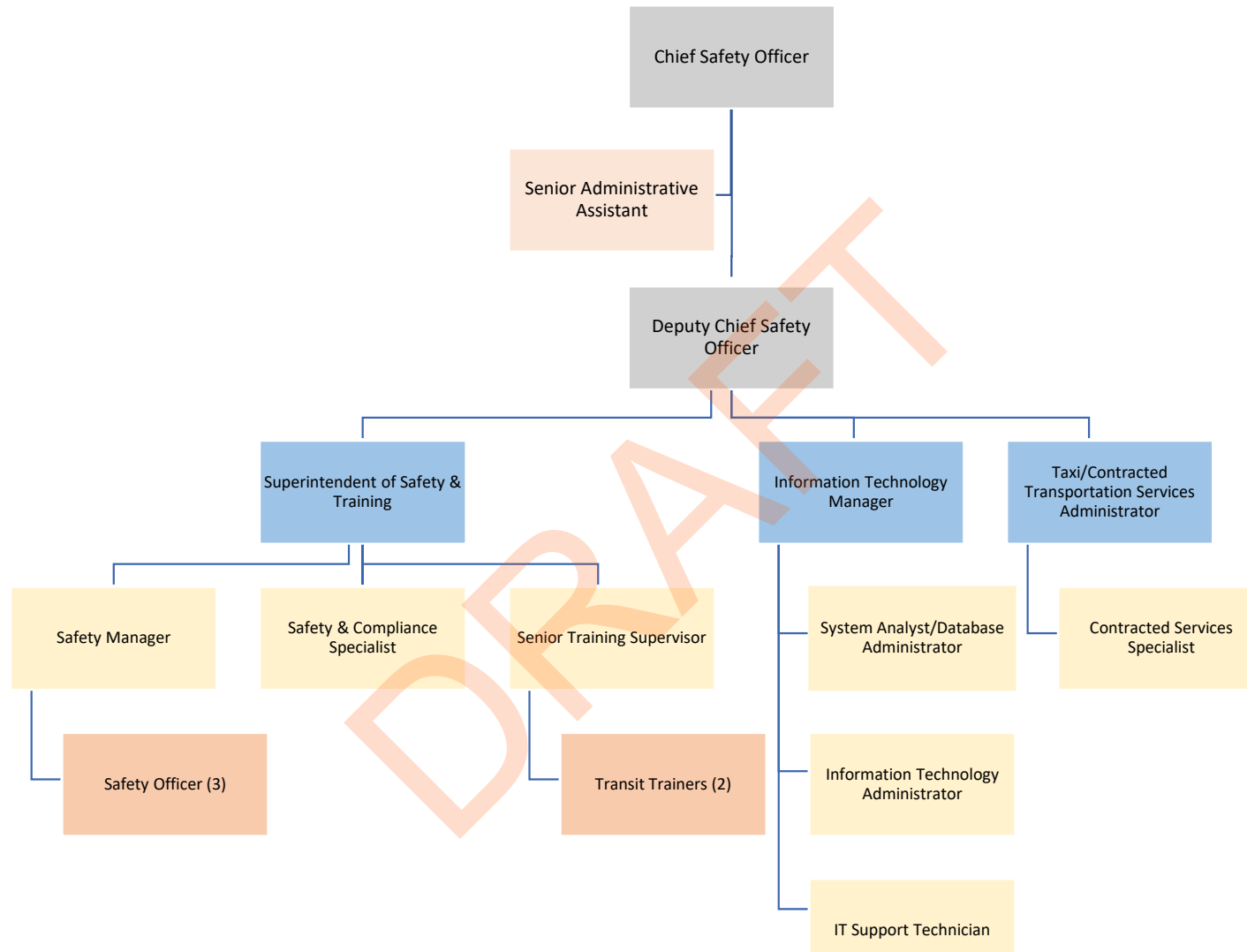
Division 44

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University (Agency wide staff development courses)	25,000	30,000	5,000
Sub-total	25,000	30,000	5,000
5090201000 EMPLOYEE EXPENSES			
Mileage reimbursement and misc. expenses	700	700	-
Sub-total	700	700	-
5099900004 CONSULTING-GENERAL			
Department consultants to aid with project management	340,000	399,994	59,994
Sub-total	340,000	399,994	59,994
Total Expenses	1,612,992	1,750,624	137,632

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SAFETY AND SECURITY OFFICE

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SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

The Safety department is responsible for designing, delivering and administering programs and services designed to meet the Agency’s legal requirements for safety conscious operators and staff. The Safety department is also responsible for providing a safe work environment that is free of safety environmental hazards. It is the responsibility of the Safety department to implement the Agency’s Safety and Security programs, Operator safety training programs, and evaluating Operator safety performance. In addition, the Safety department is responsible for updating the Public Transportation Safety Program to be in compliance with the new Bipartisan Infrastructure Law requirements.

FY23 GOALS & OBJECTIVES

- Utilize operating, technical, and management principals with a goal of reducing the threats and vulnerabilities of a transit system to the lowest practical level.
- Conduct an infrastructure survey for the new Operations Building by the U.S. Department of Homeland Security.
- To provide the highest level of safety that is practical and keep risks as low as reasonably practical.
- Implement the Public Transportation Safety Program.
- Identify and mitigate new hazards that are introduced with the use of new technology.
- Create an effective and efficient standardized training program that is in compliance with the entry-level driver training (ELDT).

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	478,015	519,663	495,514	549,845	694,987	145,142
5010201610 ADMIN SALARIES-OT	622	848	723	1,800	6,000	4,200
5010700000 ALLOCATED SALARIES	-	-	46,753	37,745	-	(37,745)
5029999999 TOTAL FRINGE BENEFITS	329,921	370,276	393,762	422,463	543,626	121,163
5030300001 ID BADGE SUPPLIES	2,728	-	2,442	2,000	3,000	1,000
5030300003 MEDICAL-EXAMS AND TESTING	24,930	154,119	27,729	30,000	32,000	2,000
5030300013 UNIFORMS	2,575	2,651	2,479	3,500	3,160	(340)
5030300050 EMPLOYEE INCENTIVE SERVICES	17,543	3,182	2,544	15,000	15,000	-
5030700000 SECURITY SERVICES	90,691	130,536	138,195	160,000	200,000	40,000
5030700005 CAMERA MAINTENANCE AGREEMENT	3,442	4,670	7,159	7,500	15,000	7,500
5039900012 VANPOOL EXPENSES	-	-	-	-	251,000	251,000
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	190,047	376,090	250,000	774,000	524,000
5049900001 OFFICE SUPPLIES	1,906	1,600	2,524	2,500	3,000	500
5049900009 MATERIALS & SUPPLIES	13,520	11,567	15,803	20,000	20,000	-
5049900010 TRAINING SUPPLIES	-	-	-	-	10,000	10,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	87,877	107,274	102,040	60,000	100,000	40,000
5060300100 REPAIR CLAIMS	5,563	74,253	53,286	200,000	200,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	863	395	527	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING	10,219	9,153	9,855	10,000	15,000	5,000
5090201000 EMPLOYEE EXPENSES	-	-	-	100	100	-
5090800000 RECRUITING EMPLOYEES	4,339	2,768	4,741	7,000	7,000	-
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	500	500
5099900004 CONSULTING-GENERAL	15,507	14,634	-	5,000	5,000	-
Total Expenses	1,090,262	1,597,636	1,682,166	1,786,453	2,900,373	1,113,920

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22	FY23	Variance
		Base FTE's	Proposed Base FTE's	
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	1.00	1.00	0.00
3	Safety Officer	4.75	3.00	(1.75)
1	Senior Administrative Assistant	0.00	1.00	1.00
1	Taxi/Contracted Transportation Services Administrator	0.00	1.00	1.00
1	Contracted Services Specialist	0.00	0.75	0.75
1	Safety Manager	1.00	1.00	0.00
1	Senior Training Supervisor	0.00	1.00	1.00
1	Safety and Compliance Specialist	0.00	1.00	1.00
2	Transit Trainer	2.00	2.00	0.00
0	Safety Specialist	1.00	0.00	(1.00)
1	Superintendent of Safety and Training	1.00	1.00	0.00
14	Total FTEs	11.75	13.75	2.00

Notes:

- One (1) Safety Specialist upgraded to Safety and Compliance Specialist position.
- 1.75 Safety Officer FTEs were utilized to accommodate new positions due to an increase in microtransit service and an increased need for training supervision.

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SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	549,845	694,987	145,142
5010201610 ADMIN SALARIES-OT	1,800	6,000	4,200
5010700000 ALLOCATED SALARIES	37,745	-	(37,745)
5029999999 TOTAL FRINGE BENEFITS	422,463	543,626	121,163
Sub-total	1,011,853	1,244,613	232,760
5030300001 ID BADGE SUPPLIES			
Access Cards	2,000	3,000	1,000
Sub-total	2,000	3,000	1,000
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	30,000	32,000	2,000
Sub-total	30,000	32,000	2,000
5030300013 UNIFORMS			
Uniform rental	3,500	3,160	(340)
Sub-total	3,500	3,160	(340)
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	7,500	7,500	-
Safety Incentive program	7,500	7,500	-
Sub-total	15,000	15,000	-
5030700000 SECURITY SERVICES			
Remote security system monitoring	30,000	30,000	-
Guard services at Divisions 1 & 2	130,000	170,000	40,000
Sub-total	160,000	200,000	40,000
5030700005 CAMERA MAINTENANCE AGREEMENT			
Camera maintenance	7,500	15,000	7,500
Sub-total	7,500	15,000	7,500
5039900012 VANPOOL EXPENSES			
Vanpool Expenses	-	251,000	251,000
Sub-total	-	251,000	251,000
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Microtransit Expenses	250,000	774,000	524,000
Sub-total	250,000	774,000	524,000

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies	2,500	3,000	500
Sub-total	2,500	3,000	500
5049900009 MATERIALS & SUPPLIES			
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	1,000	1,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	5,000	5,000	-
Sub-total	20,000	20,000	-
5049900010 TRAINING SUPPLIES			
DMV/FMCSA/FTA Training Materials	-	10,000	10,000
Sub-total	-	10,000	10,000
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency equipment	60,000	100,000	40,000
Sub-total	60,000	100,000	40,000
5060300100 REPAIR CLAIMS			
Repair Claims	200,000	200,000	-
Sub-total	200,000	200,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	1,000	1,000	-
National Safety Council	1,000	1,000	-
Sub-total	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
TSI Training	5,000	7,500	2,500
Smith System Training	5,000	7,500	2,500
Sub-total	10,000	15,000	5,000

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursements	100	100	-
Sub-total	100	100	-
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	7,000	7,000	-
Sub-total	7,000	7,000	-
5099900002 MISCELLANEOUS EXPENSE			
Replacement of Agency keys	-	500	500
Sub-total	-	500	500
5099900004 CONSULTING-GENERAL			
Consulting Services	5,000	5,000	-
Sub-total	5,000	5,000	-
Total Expenses	1,786,453	2,900,373	1,113,920

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SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

- Provide support to departments to meet Agency goals.
- Create and implement an enhanced cyber security program and processes.
- Implement a business continuity process by refining the Disaster Recovery Plan and scheduling and tracking offline system backups.
- Implement network operations center to alert when there are system outages.
- Develop a strategy to migrate applications to the cloud.
- Hire Systems Analyst.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	114,094	59,257	109,662	130,966	195,587	64,621
5010201610 ADMIN SALARIES-OT	75	1,180	185	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(865)	(562)	(832)	(600)	(1,709)	(1,109)
5029999999 TOTAL FRINGE BENEFITS	69,422	40,637	66,481	80,605	117,838	37,233
5030200006 COMMUNICATIONS	229,263	221,574	245,697	250,000	277,879	27,879
5030300009 CONTRACTED SERVICES	8,600	38,441	19,311	50,000	50,000	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	575,349	522,461	659,063	600,000	750,000	150,000
5030400000 TEMPORARY HELP SERVICES	27,734	66,771	-	10,000	10,000	-
5030500000 OFFICE EQUIPMENT MAINTENANCE	29,622	25,348	27,700	44,681	44,659	(22)
5049900001 OFFICE SUPPLIES	9,497	4,977	5,452	9,000	10,000	1,000
5049900010 COMPUTER SUPPLIES	17,752	17,337	23,160	15,000	19,848	4,848
5090200000 TRAVEL MEETINGS/TRAINING	854	545	958	2,000	5,000	3,000
5090200005 HAUL PASS PROGRAM EXPENSES	240	-	-	-	-	-
Total Expenses	1,081,638	997,964	1,156,836	1,193,652	1,481,102	287,450

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
0	Assistant Information Technology Administrator	1.00	0.00	(1.00)
1	Information Technology Manager	0.00	1.00	1.00
1	IT 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
4	Total FTEs	4.00	4.00	0.00

Notes:

- One (1) Assistant IT Administrator upgraded to IT Administrator and one (1) position was retitled to IT Manager.

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	130,966	195,587	64,621
510201610 ADMIN SALARIES-OT	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(600)	(1,709)	(1,109)
5029999999 TOTAL FRINGE BENEFITS	80,605	117,838	37,233
Sub Total	212,971	313,716	100,745
5030200006 COMMUNICATIONS			
Cellular services	120,000	147,879	27,879
Internet & cable	66,000	66,000	-
Phone services	64,000	64,000	-
Sub-total	250,000	277,879	27,879
5030300009 CONTRACTED SERVICES			
Third-party IT support services	50,000	50,000	-
Sub-total	50,000	50,000	-

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SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	2,500	3,000	500
AVAIL	125,000	150,000	25,000
Barracuda Email Filter	3,000	3,600	600
Barracuda Web Filter	2,203	2,644	441
Cisco Device Support	11,000	13,200	2,200
Cloud Backup	20,000	24,000	4,000
CradlePoint Router Support Buses	26,500	31,800	5,300
Cummins	3,200	3,840	640
DocuSign	900	1,080	180
Fleet-Net	5,347	6,416	1,069
HP 3PAR Warranty	10,000	12,000	2,000
KnowB4	2,800	3,360	560
Lansweeper	1,600	1,920	320
Microsoft EA	88,000	105,600	17,600
Mitel Licenses	3,000	3,600	600
New software	12,000	44,400	32,400
Remix	27,500	33,000	5,500
ShoreTel system support	12,600	15,120	2,520
Software - Additional	19,500	23,400	3,900
SourceFire	4,600	5,520	920
Syslog Watcher	400	480	80
Trackit Software	7,000	8,400	1,400
Trapeze	120,000	144,000	24,000
Tyler	55,000	66,000	11,000
Tyler DR	10,000	12,000	2,000
Veeam	16,000	19,200	3,200
Web filtering buses	9,000	10,800	1,800
ZOOM	1,350	1,620	270
Sub-total	600,000	750,000	150,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	44,681	44,659	(22)
Sub-total	44,681	44,659	(22)

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

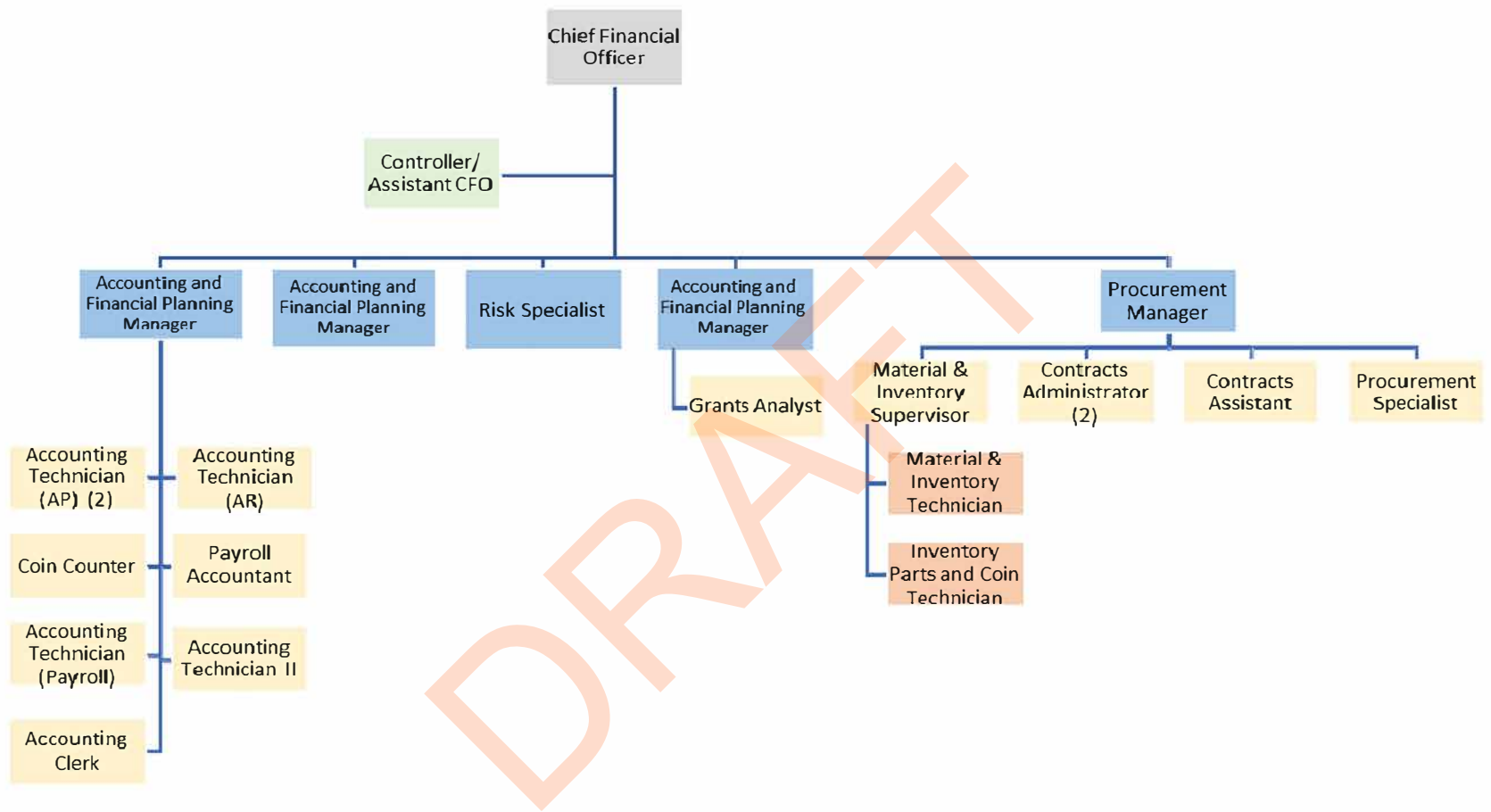
Division 42

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Copy paper	7,600	8,200	600
General office supplies	1,400	1,800	400
Sub-total	9,000	10,000	1,000
5049900010 COMPUTER SUPPLIES			
Computer supplies	15,000	19,848	4,848
Sub-total	15,000	19,848	4,848
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	2,000	5,000	3,000
Sub-total	2,000	5,000	3,000
Total Expenses	1,193,652	1,481,102	287,450

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FINANCE OFFICE

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FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY23 Goals and Objectives

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

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	897,899	937,635	816,316	1,000,030	981,388	(18,642)
5010201610 ADMIN SALARIES-OT	5,288	2,308	2,475	3,500	4,365	865
5010700000 ALLOCATED SALARIES	(6,838)	(7,009)	(6,271)	(7,500)	(9,937)	(2,437)
5029999999 TOTAL FRINGE BENEFITS	575,860	634,384	573,645	682,882	668,190	(14,692)
5030200000 PUBLIC NOTICES	5,498	5,313	2,495	6,000	6,000	-
5030300009 CONTRACTED SERVICES	1,405	1,358	2,259	3,000	10,000	7,000
5030300010 ORGANIZATIONAL SERVICES	-	3,237	-	-	-	-
5030300015 AUDIT SERVICES	47,077	67,708	33,805	80,000	65,000	(15,000)
5030303240 MANAGEMENT CONSULTING	-	-	-	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES	81,935	189,344	400,079	10,000	10,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	144,718	74,013	67,602	77,774	75,000	(2,774)
5049900001 OFFICE SUPPLIES	10,924	9,461	8,358	12,000	12,000	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	255,072	274,430	392,925	460,200	496,212	36,012
5060100100 INSURANCE PREMIUM - PROPERTY	20,647	35,536	78,943	50,000	79,394	29,394
5060300000 INSURANCE - GENERAL LIABILITY	412,874	588,722	791,289	620,000	913,033	293,033
5060400000 INSURANCE LOSSES	659,474	2,315,889	1,305,902	1,475,000	1,250,000	(225,000)
5060401000 INSURANCE PREMIUM - WC	349,780	351,599	392,253	375,000	400,000	25,000
5060800000 INSURANCE-ADMIN	141,403	165,650	191,248	175,000	223,295	48,295
5079900000 PROPERTY & OTHER TAXES	123	131	174	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	690	800	5,000	4,200
5090200000 TRAVEL MEETINGS/TRAINING	5,088	5,273	2,820	10,000	15,000	5,000
5090200002 MILEAGE REIMBURSEMENT	-	-	-	500	500	-
5090201000 EMPLOYEE EXPENSES	1,379	1,245	990	2,000	5,000	3,000
5090801000 BANK SERVICE FEES	14,708	49,740	10,668	15,000	20,000	5,000
5090801040 PASS OUTLET COMMISSION	14,345	2,492	4,784	15,000	10,000	(5,000)
5090801050 MOBILE TICKETING COMMISSION	8,086	1,857	13,666	15,000	17,000	2,000
5090801060 BAD DEBT EXPENSE	4,513	6,510	309	5,000	5,000	-
5110101050 INTEREST EXPENSE	2,685	911	-	1,500	1,500	-
Total Expenses	3,653,944	5,717,738	5,087,423	5,088,086	5,313,340	225,254

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY23 Physical Count		Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1		Accounting Clerk	1.00	1.00	0.00
0		Accounting Manager	1.00	0.00	(1.00)
3		Accounting and Financial Planning Manager	0.00	3.00	3.00
1		Controller/Asst. Chief Financial Officer	0.00	1.00	1.00
4		Accounting Technician	4.00	4.00	0.00
1		Accounting Technician II	1.00	1.00	0.00
0		Budget Manager/Financial Analyst	1.00	0.00	(1.00)
1		Chief Financial Officer	1.00	1.00	0.00
1		Coin Counter	0.75	1.00	0.25
1		Inventory Parts & Coin Technician	1.00	1.00	0.00
2		Contracts Administrator	1.00	2.00	1.00
1		Contracts Assistant	1.00	1.00	0.00
0		Deputy Chief Financial Officer	1.00	0.00	(1.00)
0		Financial Operations Compliance Officer	1.00	0.00	(1.00)
1		Grants Analyst	1.00	1.00	0.00
1		Materials & Inventory Supervisor	1.00	1.00	0.00
1		Materials & Inventory Technician	1.00	1.00	0.00
1		Payroll Accountant	1.00	1.00	0.00
1		Procurement Manager	1.00	1.00	0.00
1		Procurement Specialist	1.00	1.00	0.00
1		Risk Specialist	1.00	1.00	0.00
0		Senior Accountant	1.00	0.00	(1.00)
23		Total FTEs	22.75	23.00	0.25

Notes:

- One (1) part time Coin Counter position converted to full time.
- Accounting Manager, Budget Manager/Financial Analyst, and Senior Accountant positions consolidated into new Accounting and Financial Planning Manager position.
- Deputy CFO retitled to Controller/Asst. CFO.
- Financial Operations Compliance Officer FTE used for Contracts Administrator.

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,000,030	981,388	(18,642)
5010201610 ADMIN SALARIES-OT	3,500	4,365	865
5010700000 ALLOCATED SALARIES	(7,500)	(9,937)	(2,437)
5029999999 TOTAL FRINGE BENEFITS	682,882	668,190	(14,692)
Sub-total	1,678,912	1,644,006	(34,906)
5030200000 PUBLIC NOTICES			
Advertisements for procurement solicitations	6,000	6,000	-
Sub-total	6,000	6,000	-
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	3,000	10,000	7,000
Sub-total	3,000	10,000	7,000
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	80,000	65,000	(15,000)
Sub-total	80,000	65,000	(15,000)
5030303240 MANAGEMENT CONSULTING			
Financial consultant expenses	-	50,000	50,000
Sub-total	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES			
Financial Statement & Single Audit	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	77,774	75,000	(2,774)
Sub-total	77,774	75,000	(2,774)
5049900001 OFFICE SUPPLIES			
Office supplies	12,000	12,000	-
Sub-total	12,000	12,000	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	460,200	496,212	36,012
Sub-total	460,200	496,212	36,012
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	50,000	79,394	29,394
Sub-total	50,000	79,394	29,394

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	620,000	913,033	293,033
Sub-total	620,000	913,033	293,033
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	1,475,000	1,250,000	(225,000)
Sub-total	1,475,000	1,250,000	(225,000)
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	375,000	400,000	25,000
Sub-total	375,000	400,000	25,000
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	175,000	223,295	48,295
Sub-total	175,000	223,295	48,295
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	400	400	-
Sub-total	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	800	5,000	4,200
Sub-total	800	5,000	4,200
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	6,550	9,825	3,275
Government Finance Officers Association Conference	3,450	5,175	1,725
Sub-total	10,000	15,000	5,000
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for all agency employees	500	500	-
Sub-total	500	500	-
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms and other employee expenses	2,000	5,000	3,000
Sub-total	2,000	5,000	3,000
5090801000 BANK SERVICE FEES			
Armored truck service	3,500	4,250	750
Merchant and bank Fees	11,500	15,750	4,250
Sub-total	15,000	20,000	5,000

FINANCE OFFICE DETAIL

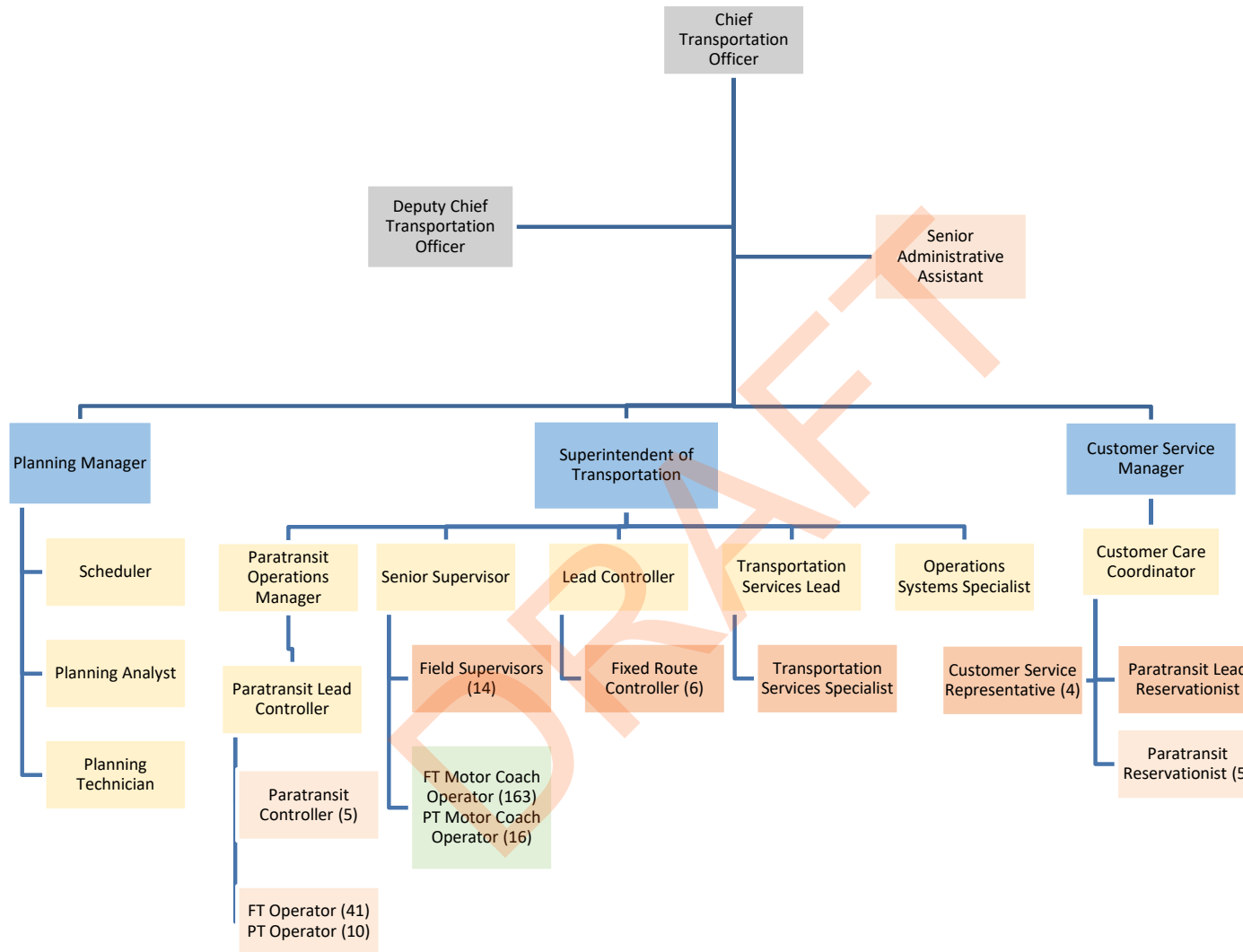
Division 41

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	15,000	10,000	(5,000)
Sub-total	15,000	10,000	(5,000)
5090801050 MOBILE TICKETING COMMISSION			
Mobile ticketing surcharge	15,000	17,000	2,000
Sub-total	15,000	17,000	2,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	5,000	5,000	-
Sub-total	5,000	5,000	-
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	1,500	1,500	-
Sub-total	1,500	1,500	-
Total Expenses	5,088,086	5,313,340	225,254

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TRANSPORTATION OFFICE

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TRANSPORTATION OFFICE

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

FUNCTIONS & RESPONSIBILITIES

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

SunDial is a Coachella Valley curb-to-curb paratransit service designed to meet the requirements of the Americans with Disability Act (ADA). Reservations can be scheduled up to 14 days in advance. SunDial service mirrors SunBus hours of operations and is available within 3/4 of a mile on either side of a local SunBus route.

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,204,889	1,110,172	1,035,821	1,096,581	1,276,146	179,565
5010201610 ADMIN SALARIES-OT	45,791	39,181	37,187	70,860	50,000	(20,860)
5029999999 TOTAL FRINGE BENEFITS	883,941	808,062	750,478	849,741	903,776	54,035
5030300013 UNIFORMS	39,183	36,719	34,866	55,000	76,344	21,344
5030400000 TEMPORARY HELP SERVICES	-	7,895	30,416	36,719	-	(36,719)
5039900003 PRINTING EXPENSE	5,994	3,595	2,942	2,500	2,500	-
5049900001 OFFICE SUPPLIES	1,242	1,277	1,006	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	1,296	600	1,716	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	9,660	7,910	3,892	6,700	8,000	1,300
5090201000 EMPLOYEE EXPENSE	533	777	1,235	1,500	1,500	-
5099900004 BUS RODEO EXPENDITURES	2,340	67	-	-	-	-
5140001000 VEHICLE OPERATING LEASES	22,000	-	96,975	90,000	-	(90,000)
Total Expenses	2,216,869	2,016,256	1,996,534	2,212,112	2,320,777	108,665

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	6,222,270	6,174,812	5,962,406	6,351,982	6,940,232	588,250
5010101020 OPERATOR WAGES OVERTIME - FT	763,563	362,333	621,062	500,000	700,000	200,000
5029999999 TOTAL FRINGE BENEFITS	3,441,295	3,671,151	3,507,505	3,902,978	3,980,067	77,089
Total Expenses	10,427,129	10,208,296	10,090,973	10,754,960	11,620,299	865,339

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	335,509	333,368	346,452	338,246	367,200	28,954
5010201610 ADMIN SALARIES-OT	-	2,508	17,914	18,156	21,000	2,844
5029999999 TOTAL FRINGE BENEFITS	249,351	250,823	260,569	246,720	271,254	24,534
5030300013 PARATRANSIT UNIFORMS	5,946	5,055	2,517	18,000	20,000	2,000
5049900001 OFFICE SUPPLIES	1,168	736	386	1,200	-	(1,200)
5049900011 PARATRANSIT SUPPLIES	435	520	917	750	-	(750)
Total Expenses	592,408	593,011	628,755	623,072	679,454	56,382

TRANSPORTATION OFFICE

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

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,655,439	1,537,455	1,370,251	1,531,986	1,575,730	43,744
5010101020 PARATRANSIT OPER WAGES OT	176,693	107,380	213,147	193,266	220,000	26,734
5029999999 TOTAL FRINGE BENEFITS	844,995	908,000	763,103	955,594	808,284	(147,310)
Total Expenses	2,677,127	2,552,835	2,346,501	2,680,846	2,604,014	(76,832)

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
Fixed Route				
1	Chief Transportation Officer	1.00	1.00	0.00
1	Deputy Chief Transportation Officer	1.00	1.00	0.00
14	Field Supervisor	14.00	14.00	0.00
6	Fixed Route Controller	6.00	6.00	0.00
1	Transportation Services Specialist	0.00	1.00	1.00
1	Lead Controller	1.00	1.00	0.00
163	Motor Coach Operator - Full Time	154.00	163.00	9.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
0	On-Board Technology Technician	1.00	0.00	(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
1	Transportation Services Lead	1.00	1.00	0.00
208	Sub-Total	195.00	204.00	9.00
Paratransit				
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
10	Paratransit Operators - Part Time (.75)	8.00	7.50	(0.50)
58	Sub-Total	56.00	55.50	(0.50)
266	Total FTEs	251.00	259.50	8.50

Notes:

- On-Board Technology Technician retitled to Transportation Services Specialist.

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,096,581	1,276,146	179,565
5010201610 ADMIN SALARIES-OT	70,860	50,000	(20,860)
5029999999 TOTAL FRINGE BENEFITS	849,741	903,776	54,035
Sub-total	2,017,182	2,229,922	212,740
5030300013 UNIFORMS			
Employee uniforms	40,829	56,674	15,845
Uniform rental	14,171	19,670	5,499
Sub-total	55,000	76,344	21,344
5030400000 TEMPORARY HELP SERVICES			
Printing expense	36,719	-	(36,719)
Sub-total	36,719	-	(36,719)
5039900003 PRINTING EXPENSE			
Printing expense	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900001 OFFICE SUPPLIES			
Office supplies	1,260	1,260	-
Sub-total	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	1,251	1,251	-
Sub-total	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING			
CTA	1,000	1,000	-
NTI Training	-	1,300	1,300
Para and Transit Certification	4,600	4,600	-
Trapeze Group user conference	1,100	1,100	-
Sub-total	6,700	8,000	1,300

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Trophies for employee recognition	1,500	1,500	-
Sub-total	1,500	1,500	-
5140001000 VEHICLE OPERATING LEASES			
MCI Bus Lease	90,000		(90,000)
Sub-total	90,000	-	(90,000)
Total Expenses	2,212,112	2,320,777	108,665

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TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	338,246	367,200	28,954
5010201610 ADMIN SALARIES-OT	18,156	21,000	2,844
5029999999 TOTAL FRINGE BENEFITS...	246,720	271,254	24,534
Sub-total	603,122	659,454	56,332
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	18,000	20,000	2,000
Sub-total	18,000	20,000	2,000
5049900001 OFFICE SUPPLIES			
General office supplies	1,200	-	(1,200)
Sub-total	1,200	-	(1,200)
5049900011 PARATRANSIT SUPPLIES			
General Paratransit supplies	750	-	(750)
Sub-total	750	-	(750)
Total Expenses	623,072	679,454	56,382

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TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	464,382	331,361	326,847	334,906	405,244	70,338
5010201610 ADMIN SALARIES-OT	8,865	3,640	5,515	8,500	11,000	2,500
5029999999 TOTAL FRINGE BENEFITS	315,423	233,456	231,935	231,696	312,772	81,076
5030303240 CONTRACTED SERVICES	77,363	-	-	2,500	2,500	-
5030303260 ADVERTISING	44,142	-	-	-	-	-
5030303270 SUNLINE EVENTS EXPENSE	3,072	-	-	-	-	-
5030303271 MUSIC FESTIVAL	8,991	-	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	18,920	-	7,885	5,256	5,000	(256)
5039900003 PRINTING EXPENSE	47,183	7,427	23,147	40,000	40,000	-
5049900001 OFFICE SUPPLIES	5,985	2,720	1,070	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE	14,790	14,498	25,330	25,000	25,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,559	-	-	-	-	-
5090200000 TRAVEL MEETINGS/TRAINING	3,472	-	-	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	-	438	425	900	900	-
Total Expenses	1,015,147	593,542	622,155	654,058	807,716	153,658

Notes:

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY21 through FY23 are included in the marketing department.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
1	Customer Service Manager	1.00	1.00	0.00
1	Customer Care Coordinator	0.00	1.00	1.00
4	Customer Service Representative	4.00	4.00	0.00
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
12	Total FTEs	11.00	12.00	1.00

Notes:

- One (1) Planning Technician was moved from the Planning department and reclassified as a Customer Care Coordinator.

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	334,906	405,244	70,338
5010201610 ADMIN SALARIES-OT	8,500	11,000	2,500
5029999999 TOTAL FRINGE BENEFITS	231,696	312,772	81,076
Sub-total	575,102	729,016	153,914
5030303240 CONTRACTED SERVICES			
Customer live chat for website	2,500	2,500	-
Sub-total	2,500	2,500	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	5,256	5,000	(256)
Sub-total	5,256	5,000	(256)
5039900003 PRINTING EXPENSE			
GFI	40,000	40,000	-
Sub-total	40,000	40,000	-
5049900001 OFFICE SUPPLIES			
Office Supplies	4,000	4,000	-
Sub-total	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	25,000	25,000	-
Sub-total	25,000	25,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	1,300	1,300	-
Sub-total	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	900	900	-
Sub-total	900	900	-
Total Expenses	654,058	807,716	153,658

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.

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY -PLANNING (49)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	173,801	180,946	167,755	181,160	175,455	(5,705)
5010201610 ADMIN SALARIES-OT	5,133	1,664	2,301	3,000	3,084	84
5029999999 TOTAL FRINGE BENEFITS	98,091	113,832	90,952	113,517	113,027	(490)
5030200010 CONSULTING	356,899	230,531	161,892	330,000	291,000	(39,000)
5030400000 TEMPORARY HELP SERVICES	31,129	19,270	11,383	11,383	25,000	13,617
5049900001 OFFICE SUPPLIES	1,848	751	686	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	-	10,000	10,000	-
5090200001 TRAVEL TRAINING	1,194	3,813	-	-	-	-
Total Expenses	668,095	550,807	434,969	650,260	618,766	(31,494)

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
1	Scheduler	0.00	1.00	1.00
1	Planning Analyst	0.00	1.00	1.00
1	Planning Manager	0.00	1.00	1.00
1	Planning Technician	0.00	1.00	1.00
0	Transit Infrastructure Technician	2.00	0.00	(2.00)
0	Transit Planning Analyst	1.00	0.00	(1.00)
0	Transit Planning Manager	1.00	0.00	(1.00)
0	Transit Planning Research Data Analyst	1.00	0.00	(1.00)
4	Total FTEs	5.00	4.00	(1.00)

Notes:

- One (1) Planning Technician was reclassified and moved to the Community and Customer Relations department.
- The four (4) remaining employees were retitled in order to more closely align with industry standard titles.

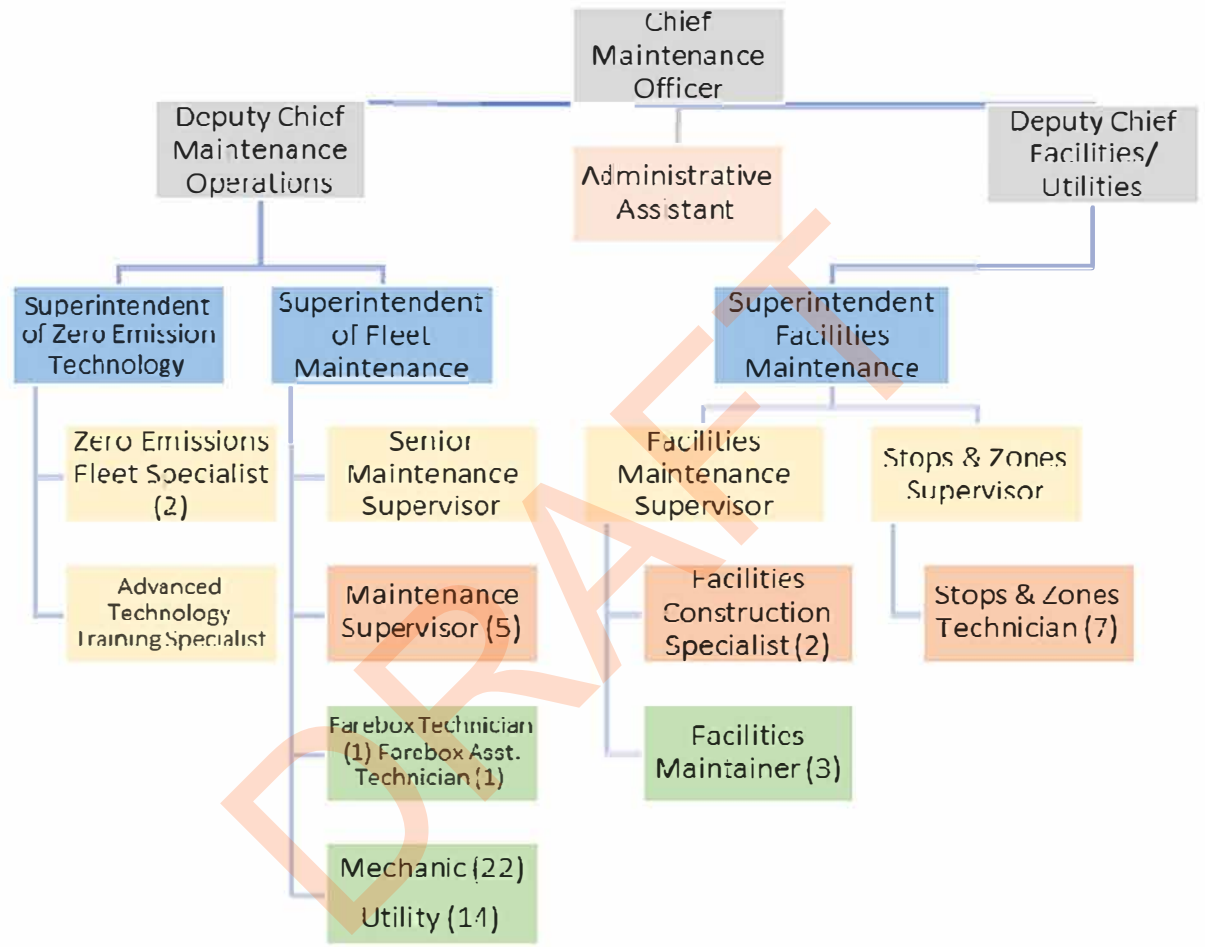
TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	181,160	175,455	(5,705)
5010201610 ADMIN SALARIES-OT	3,000	3,084	84
5029999999 TOTAL FRINGE BENEFITS	113,517	113,027	(490)
Sub-total	297,677	291,566	(6,111)
5030200010 CONSULTING			
Transit planning consulting services	330,000	291,000	(39,000)
Sub-total	330,000	291,000	(39,000)
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	11,383	25,000	13,617
Sub-total	11,383	25,000	13,617
5049900001 OFFICE SUPPLIES			
Office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS			
Costs associated with travel such as meals & parking fees	10,000	10,000	-
Sub-total	10,000	10,000	-
Total Expenses	650,260	618,766	(31,494)

MAINTENANCE OFFICE

DRAFT



MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	568,957	691,693	588,779	653,269	831,036	177,767
5010201610 ADMIN SALARIES-OT	76	279	359	800	2,000	1,200
5029999999 TOTAL FRINGE BENEFITS	358,014	456,547	354,861	411,120	587,239	176,119
5030400000 TEMPORARY HELP SERVICES	-	-	19,209	-	1,500	1,500
5039900006 OUTSIDE REPAIR-FIXED ROUTE	9,346	16,972	63,629	68,000	74,000	6,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,273	2,586	6,218	3,416	8,000	4,584
5040100101 LUBRICANTS-OIL	110,312	72,900	76,632	72,892	91,115	18,223
5040100102 FREON & COOLANT	28,825	24,593	36,618	30,529	60,000	29,471
5040101000 FUEL-CNG SUPPORT VEHICLES	23,554	27,155	38,390	18,333	33,687	15,354
5040101001 FUEL-CNG FIXED ROUTE	1,060,965	1,063,515	1,569,028	1,298,099	1,299,300	1,201
5040102000 FUEL-UNLEADED	4,406	3,686	10,143	9,600	26,000	16,400
5040102100 FUEL-DIESEL	20,856	25	39,697	48,000	35,000	(13,000)
5040102200 FUEL-HYDROGEN	583,763	1,037,212	1,100,143	845,934	1,250,000	404,066
5040200001 TIRES-FIXED ROUTE	152,940	148,320	149,859	175,000	178,950	3,950
5040200002 TIRES-SUPPORT VEHICLES	5,663	6,117	3,783	8,000	6,000	(2,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	54	-	-	183	205	22
5049900001 OFFICE SUPPLIES	1,922	1,852	1,461	2,107	3,000	893
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	420	341	128	1,250	1,250	-
5090200000 TRAVEL MEETINGS/TRAINING	1,614	13,520	4,457	10,000	15,000	5,000
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	26	533	269	772	772	-
5090400100 DISCOUNTS TAKEN	(194)	(189)	-	-	-	-
Total Expenses	2,933,793	3,567,659	4,063,661	3,657,303	4,504,054	846,751

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,596,780	1,607,457	1,479,964	1,690,425	1,747,656	57,231
5010201210 MECHANIC OVERTIME	106,771	94,218	89,232	112,500	130,000	17,500
5029999999 TOTAL FRINGE BENEFITS	796,660	914,656	862,363	958,583	1,028,793	70,210
5030300014 UNIFORMS	17,127	17,936	17,408	18,000	23,500	5,500
5030500001 FIRE EXTINGUISHERS	602	648	933	950	2,728	1,778
5030500002 RADIO MAINTENANCE	1,986	3,837	456	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	4,007	7,471	12,136	6,500	30,000	23,500
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,039	10	-	2,000	4,000	2,000
5039900004 CONTRACT SVC-MAINT	91,925	97,310	101,100	101,100	126,275	25,175
5039900005 CONTRACT SVC-FREIGHT	4,574	3,595	1,819	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING	32,800	24,775	40,939	44,000	35,000	(9,000)
5039900007 INVENTORY-SALES TAX	114,583	113,213	85,829	110,000	132,000	22,000
5039900008 INVENTORY-FREIGHT CHARGES	14,788	19,392	12,415	16,718	20,897	4,179
5049900015 COSMETIC MAINTENANCE EXTERIOR	2,919	3,717	630	3,971	4,771	800
5049900016 CLEANING SUPPLIES-VEHICLES	17,082	9,590	15,871	15,000	19,000	4,000
5049900017 SHOP SUPPLIES MISC	35,899	31,705	48,651	35,000	43,750	8,750
5049900018 MECHANIC TOOLS/SHOES	21,580	28,019	31,054	35,200	50,000	14,800
5049900019 SMALL TOOLS & EQUIPMENT	14,334	11,166	18,769	16,000	64,000	48,000
5049900020 DECALS-FIXED ROUTE	2,291	837	2,144	5,665	50,000	44,335
5049900021 REPAIR PARTS- FIXED ROUTE	1,175,283	1,160,423	947,414	1,166,019	1,357,500	191,481
5049900022 REPAIR PARTS-SUPPORT VEHICLES	106,435	48,324	33,580	45,000	56,250	11,250
5049900023 VANDALISM/SEAT REPAIRS	-	-	-	611	611	-
5049900024 REPAIR PARTS-FUEL CELL	113,827	61,562	11,035	17,000	35,000	18,000
5070500000 FUEL TAXES	13,122	11,082	10,803	14,000	14,000	-
5099900004 PERMITS & LICENSES	10,714	10,064	15,778	13,000	13,000	-
Total Expenses	4,297,128	4,281,005	3,840,322	4,440,167	5,001,656	561,489

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	-	2,530	3,270	4,000	4,000	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	148	2,425	462	2,500	2,500	-
5039900003 GENERAL SERVICES	18,960	18,160	16,560	20,160	24,560	4,400
5040101001 PARATRANSIT FUEL-CNG	206,783	205,788	331,792	200,000	266,340	66,340
5040200005 PARATRANSIT TIRES	31,260	41,877	41,264	43,000	52,010	9,010
5049900006 PARATRANSIT REPAIR PARTS	152,478	181,644	120,687	175,471	176,339	868
5049900007 PARATRANSIT GLASS REPLACEMENT	975	945	608	950	950	-
5049900200 DECALS	-	-	-	-	6,000	6,000
Total Expenses	410,605	453,370	514,643	446,081	532,699	86,618

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
0	Body Mechanic A	1.00	0.00	(1.00)
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Maintenance Officer	1.00	1.00	0.00
1	Superintendent of Zero Emission Technology	0.00	1.00	1.00
2	Zero Emission Fleet Specialist	0.00	2.00	2.00
1	Advanced Technology Training Specialist	0.00	1.00	1.00
1	Farebox Technician	1.00	1.00	0.00
0	Lead Utility	2.00	0.00	(2.00)
0	Maintenance Advanced Tech Supervisor	0.00	0.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
22	Mechanic	21.00	22.00	1.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
14	Utility	12.00	14.00	2.00
52	Total FTEs	48.00	52.00	4.00

Notes:

- Mechanic and Utility positions consolidated into one Mechanic and Utility classification.
- Superintendent of Zero Emission Technology, Advanced Technology Training Specialist, and two (2) Zero Emission Fleet Specialists were transferred from the Performance Office.

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	653,269	831,036	177,767
5010201610 ADMIN SALARIES-OT	800	2,000	1,200
5029999999 TOTAL FRINGE BENEFITS	411,120	587,239	176,119
Sub-total	1,065,189	1,420,275	355,086
5030400000 TEMPORARY HELP SERVICES			
Temporary administrative assistance	-	1,500	1,500
Sub-total	-	1,500	1,500
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	68,000	74,000	6,000
Sub-total	68,000	74,000	6,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	3,416	8,000	4,584
Sub-total	3,416	8,000	4,584
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	72,892	91,115	18,223
Sub-total	72,892	91,115	18,223
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	30,529	60,000	29,471
Sub-total	30,529	60,000	29,471
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	18,333	33,687	15,354
Sub-total	18,333	33,687	15,354
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,298,099	1,299,300	1,201
Sub-total	1,298,099	1,299,300	1,201
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	9,600	26,000	16,400
Sub-total	9,600	26,000	16,400
5040102100 FUEL-DIESEL			
Fuel for leased MCI	48,000	35,000	(13,000)
Sub-total	48,000	35,000	(13,000)

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	845,934	1,250,000	404,066
Sub-total	845,934	1,250,000	404,066
5040200001 TIRES-FIXED ROUTE			
Tire lease program	175,000	178,950	3,950
Sub-total	175,000	178,950	3,950
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	8,000	6,000	(2,000)
Sub-total	8,000	6,000	(2,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	183	205	22
Sub-total	183	205	22
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	2,107	3,000	893
Sub-total	2,107	3,000	893
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,250	1,250	-
Sub-total	1,250	1,250	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training and workshops	10,000	15,000	5,000
Sub-total	10,000	15,000	5,000
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	772	772	-
Sub-total	772	772	-
Total Expenses	3,657,303	4,504,054	846,751

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,690,425	1,747,656	57,231
5010201210 MECHANIC OVERTIME	112,500	130,000	17,500
5029999999 TOTAL FRINGE BENEFITS	958,583	1,028,793	70,210
Sub-total	2,761,508	2,906,449	144,941
5030300014 UNIFORMS			
Maintenance employee uniforms	18,000	23,500	5,500
Sub-total	18,000	23,500	5,500
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	950	2,728	1,778
Sub-total	950	2,728	1,778
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles and hilltops operational	4,331	4,331	-
Sub-total	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment	6,500	30,000	23,500
Sub-total	6,500	30,000	23,500
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	2,000	4,000	2,000
Sub-total	2,000	4,000	2,000
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer on property	101,100	126,275	25,175
Sub-total	101,100	126,275	25,175
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	8,594	8,594	-
Sub-total	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	44,000	35,000	(9,000)
Sub-total	44,000	35,000	(9,000)

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	110,000	132,000	22,000
Sub-total	110,000	132,000	22,000
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	16,718	20,897	4,179
Sub-total	16,718	20,897	4,179
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	3,971	4,771	800
Sub-total	3,971	4,771	800
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags used in the cleaning of vehicles	15,000	19,000	4,000
Sub-total	15,000	19,000	4,000
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,000	43,750	8,750
Sub-total	35,000	43,750	8,750
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	35,200	50,000	14,800
Sub-total	35,200	50,000	14,800
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	16,000	64,000	48,000
Sub-total	16,000	64,000	48,000
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	5,665	50,000	44,335
Sub-total	5,665	50,000	44,335
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	1,166,019	1,357,500	191,481
Sub-total	1,166,019	1,357,500	191,481

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts needed to maintain support vehicles	45,000	56,250	11,250
Sub-total	45,000	56,250	11,250
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	611	611	-
Sub-total	611	611	-
5049900024 REPAIR PARTS-FUEL CELL			
All parts to maintain fuel cell on buses	17,000	35,000	18,000
Sub-total	17,000	35,000	18,000
5070500000 FUEL TAXES			
Fuel taxes	14,000	14,000	-
Sub-total	14,000	14,000	-
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	13,000	13,000	-
Sub-total	13,000	13,000	-
Total Expenses	4,440,167	5,001,656	561,489

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	4,000	4,000	-
Sub-total	4,000	4,000	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Repairs to paratransit fleet not performed by SunLine employees	2,500	2,500	-
Sub-total	2,500	2,500	-
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	20,160	24,560	4,400
Sub-total	20,160	24,560	4,400
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	200,000	266,340	66,340
Sub-total	200,000	266,340	66,340
5040200005 PARATRANSIT TIRES			
Tire lease	43,000	52,010	9,010
Sub-total	43,000	52,010	9,010
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	175,471	176,339	868
Sub-total	175,471	176,339	868
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	950	950	-
Sub-total	950	950	-
5049900200 DECALS			
Decal replacements	-	6,000	6,000
Sub-total	-	6,000	6,000
Total Expenses	446,081	532,699	86,618

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	112,182	106,013	94,857	109,691	166,055	56,364
5010201210 GROUNDSKEEPER WAGES	140,009	141,104	134,480	134,402	141,454	7,052
5010201610 ADMIN SALARIES-OT	287	295	-	400	-	(400)
5010201710 GROUNDSKEEPER OVERTIME	2,216	3,434	5,465	5,400	8,000	2,600
5010700000 ALLOCATED SALARIES	(1,890)	(1,866)	(1,779)	(1,800)	(3,845)	(2,045)
5010700001 GRANT ALLOCATION	(3,895)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	153,310	161,622	185,171	179,002	284,789	105,787
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	18,446	19,267	16,149	20,857	24,811	3,954
5030500010 CONTRACT SVC-GENERAL	39,411	33,659	20,319	39,116	38,820	(296)
5030600000 CONTRACT SVC-CUSTODIAL	54,741	63,190	67,944	72,000	71,455	(545)
5030600100 AIR CONDITIONING EXPENDITURES	9,568	8,009	11,180	9,476	20,000	10,524
5030600200 UNIFORMS SERVICE EXPENDITURES	1,614	1,596	1,623	2,160	2,300	140
5030600300 RENTAL EQUIPMENT EXPENSES	4,988	1,331	2,069	8,000	8,000	-
5030600500 PEST CONTROL SERVICE	2,144	1,550	1,812	3,775	3,746	(29)
5030600600 CONTRACT SERVICES-A/C	9,245	7,754	2,849	14,063	13,956	(107)
5030600700 FIRE EXTINGUISHERS	688	802	1,031	824	1,191	367
5030600800 FLOOR MAT RENTAL	7,670	7,034	6,538	9,500	9,500	-
5030600975 RADIO REPEATER HILLTOP RENTAL	14,460	14,468	14,472	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	4,265	5,682	1,787	8,487	8,932	445
5040300200 ELECTRICAL RELATED EXPENDITURE	6,607	4,804	13,139	9,500	9,924	424
5040300600 SHOE ALLOWANCE	426	756	522	1,200	3,000	1,800
5049900001 OFFICE SUPPLIES	-	-	-	-	300	300
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	4,819	2,544	4,345	6,375	6,375	-
5049900026 FACILITY MAINTENANCE-MAIN FAC	30,437	24,375	33,025	30,000	38,000	8,000
5049900030 CLEANING SUPPLIES-MAIN FAC	1,941	770	2,468	2,300	2,300	-
5050200001 UTILITIES MAIN FACILITY	209,560	208,134	276,543	221,450	267,954	46,504
5050200003 TRASH PICKUP- MAIN FACILITY	23,881	19,613	20,647	18,540	22,826	4,286
Total Expenses	847,130	835,939	916,656	919,218	1,164,344	245,126

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	1,457	705	961	2,318	2,318	-
5030600000 CONTRACT SVC-CUSTODIAL	31,692	36,503	37,234	40,000	43,000	3,000
5030600100 AIR CONDITIONING EXPENDITURES	640	-	294	1,932	1,932	(0)
5030600500 PEST CONTROL SERVICE	858	802	996	1,595	1,595	-
5030600600 CONTRACT SERVICES-AC	-	-	-	580	580	-
5030600700 FIRE EXTINGUISHERS	-	273	-	386	386	-
5030600800 FLOOR MAT RENTAL	2,535	317	367	2,318	2,318	-
5040300100 PLUMBING RELATED EXP	612	85	321	1,050	2,050	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE	2,242	76	99	1,500	5,000	3,500
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	8,627	7,150	10,571	9,000	9,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC.	-	-	173	188	300	112
5050200002 UTILITIES INDIO/COACHELLA FACILITY	28,668	20,859	27,102	28,448	37,000	8,552
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILIT	15,179	16,375	16,129	15,914	18,000	2,087
5050202000 UTILITIES GAS & WATER	5,920	3,412	4,947	4,575	7,001	2,426
Total Expenses	98,431	86,558	99,194	109,803	130,479	20,676

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
2	Facility Construction Specialist	1.00	2.00	1.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintainer	3.00	3.00	0.00
1	Deputy Chief of Facilities	0.00	1.00	1.00
1	Superintendent of Facilities	1.00	1.00	0.00
8	Total FTEs	6.00	8.00	2.00

Notes:

- One (1) Facility Construction Specialist was added.
- The Deputy Chief of Zero Emission Technology was moved from the Performance Office and retitled to the Deputy Chief of Facilities.

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	109,691	166,055	56,364
5010201210 GROUNDSKEEPER WAGES	134,402	141,454	7,052
5010201610 ADMIN SALARIES-OT	400	-	
5010201710 GROUNDSKEEPER OVERTIME	5,400	8,000	2,600
5010700000 ALLOCATED SALARIES	(1,800)	(3,845)	(2,045)
5029999999 TOTAL FRINGE BENEFITS	179,002	284,789	105,787
Sub-total	427,095	596,454	169,359
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	3,570	4,247	677
Bio Hazard material removal	17,287	20,564	3,277
Sub-total	20,857	24,811	3,954
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	5,807	5,763	(44)
Bus wash monthly PMI	7,087	7,033	(54)
Elevator service	3,622	3,594	(27)
Environmental monitoring Div. 1	6,725	6,674	(51)
Lease for parts storage containers	6,646	6,596	(50)
Shop vehicle lift service	3,622	3,594	(27)
Archive Storage	3,021	2,998	(23)
Water softener service for bus wash	2,586	2,567	(20)
Sub-total	39,116	38,820	(296)
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	72,000	71,455	(545)
Sub-total	72,000	71,455	(545)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	9,476	20,000	10,524
Sub-total	9,476	20,000	10,524
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Main Techs	2,160	2,300	140
Sub-total	2,160	2,300	140
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	8,000	8,000	-
Sub-total	8,000	8,000	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	3,775	3,746	(29)
Sub-total	3,775	3,746	(29)
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	14,063	13,956	(107)
Sub-total	14,063	13,956	(107)
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	824	1,191	367
Sub-total	824	1,191	367
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats	9,500	9,500	-
Sub-total	9,500	9,500	-
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	14,500	14,500	-
Sub-total	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	8,487	8,932	445
Sub-total	8,487	8,932	445
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	9,500	9,924	424
Sub-total	9,500	9,924	424
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	1,200	3,000	1,800
Sub-total	1,200	3,000	1,800
5049900001 OFFICE SUPPLIES			
Office supplies	-	300	300
Sub-total	-	300	300
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Supplies for meetings	6,375	6,375	-
Sub-total	6,375	6,375	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	30,000	38,000	8,000
Sub-total	30,000	38,000	8,000
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	2,300	2,300	-
Sub-total	2,300	2,300	-
5050200001 UTILITIES MAIN FACILITY			
Cable	1,500	1,815	315
Electricity	199,950	241,939	41,989
Gas	9,000	10,890	1,890
Water	11,000	13,310	2,310
Sub-total	221,450	267,954	46,504
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	18,540	22,826	4,286
Sub-total	18,540	22,826	4,286
Total Expenses	919,218	1,164,344	245,126

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY22	FY23	Variance
	Approved Budget	Proposed Budget	
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	734	734	-
Storm water monitoring and testing contract	1,583	1,583	-
Sub-total	2,318	2,318	-
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract Indio and Coachella	40,000	43,000	3,000
Sub-total	40,000	43,000	3,000
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	1,932	1,932	(0)
Sub-total	1,932	1,932	(0)
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,595	1,595	-
Sub-total	1,595	1,595	-
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	580	580	-
Sub-total	580	580	-
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	386	386	-
Sub-total	386	386	-
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	2,318	2,318	-
Sub-total	2,318	2,318	-
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,050	2,050	1,000
Sub-total	1,050	2,050	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	1,500	5,000	3,500
Sub-total	1,500	5,000	3,500
5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY			
Materials for general repair of facilities	9,000	9,000	-
Sub-total	9,000	9,000	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor cleaning supplies required for maint.	188	300	112
Sub-total	188	300	112
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	28,448	37,000	8,552
Sub-total	28,448	37,000	8,552
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	15,914	18,000	2,087
Sub-total	15,914	18,000	2,087
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	4,575	7,001	2,426
Sub-total	4,575	7,001	2,426
Total Expenses	109,803	130,479	20,676

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MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	51,218	49,640	54,684	46,000	59,651	13,651
5010201500 BARGAINING SALARIES	312,924	313,294	286,189	330,015	338,021	8,006
5010201510 BARGAINING OVERTIME	6,884	3,440	5,241	3,000	9,000	6,000
5029999999 TOTAL FRINGE BENEFITS	203,870	226,456	230,939	228,421	253,935	25,514
5030600200 UNIFORMS	4,950	4,227	3,776	5,306	5,306	-
5030600250 EQUIPMENT RENTAL	3,999	2,755	952	4,500	4,500	-
5040102000 UNLEADED GASOLINE	1,748	1,915	2,100	1,957	3,000	1,043
5040102001 DIESEL FUEL	22	33	-	175	175	-
5040300600 SHOE ALLOWANCE	1,011	1,638	554	2,100	4,200	2,100
5049900001 OFFICE SUPPLIES	1,833	99	160	125	125	-
5049900029 BUS STOP SUPPLIES	36,102	46,143	59,141	56,809	75,000	18,191
5090201000 EMPLOYEE EXPENSES	191	-	218	200	350	150
Total Expenses	624,754	649,641	643,955	678,608	753,263	74,655

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

Division 25

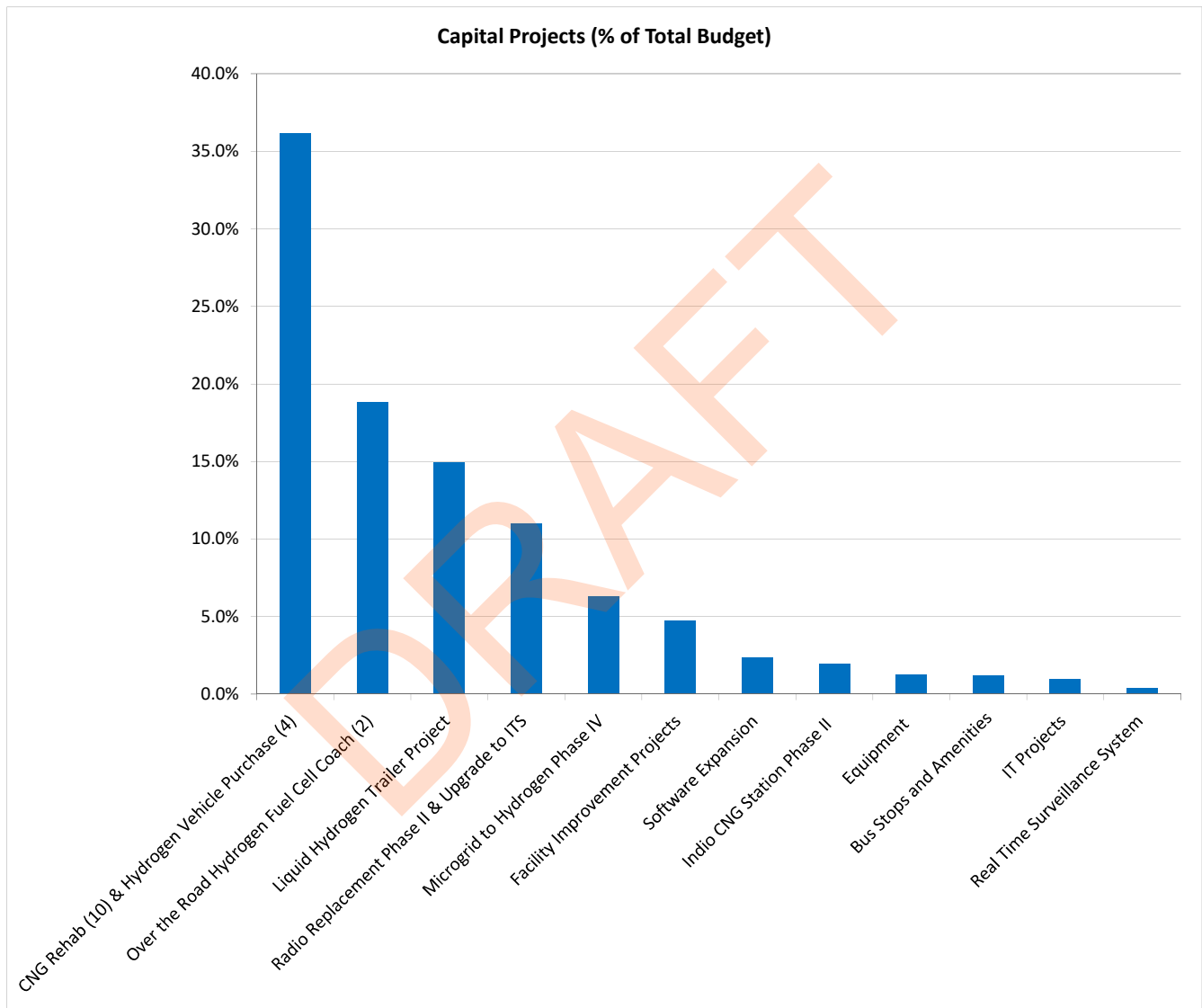
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	46,000	59,651	13,651
5010201500 BARGAINING SALARIES	330,015	338,021	8,006
5010201510 BARGAINING OVERTIME	3,000	9,000	6,000
5029999999 TOTAL FRINGE BENEFITS	228,421	253,935	25,514
Sub-total	607,436	660,607	53,171
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	5,306	5,306	-
Sub-total	5,306	5,306	-
5030600250 EQUIPMENT RENTAL			
Special equipment rental to move shelters	4,500	4,500	-
Sub-total	4,500	4,500	-
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	1,957	3,000	1,043
Sub-total	1,957	3,000	1,043
5040102001 DIESEL FUEL			
Portable steam equipment	175	175	-
Sub-total	175	175	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	2,100	4,200	2,100
Sub-total	2,100	4,200	2,100
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	125	125	-
Sub-total	125	125	-
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	56,509	74,604	18,095
Traffic Control	300	396	96
Sub-total	56,809	75,000	18,191
5099999999 EMPLOYEE EXPENSES			
General employee expenses while conducting Agency business	200	350	150
Sub-total	200	350	150
Total Expenses	678,608	753,263	74,655

CAPITAL BUDGET

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SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 12 new capital projects requested in FY23 at a total value of \$25,477,005. The most significant projects regarding cost include the CNG rehab and purchase of fuel cell buses, over the road hydrogen coach and the liquid hydrogen trailer project.



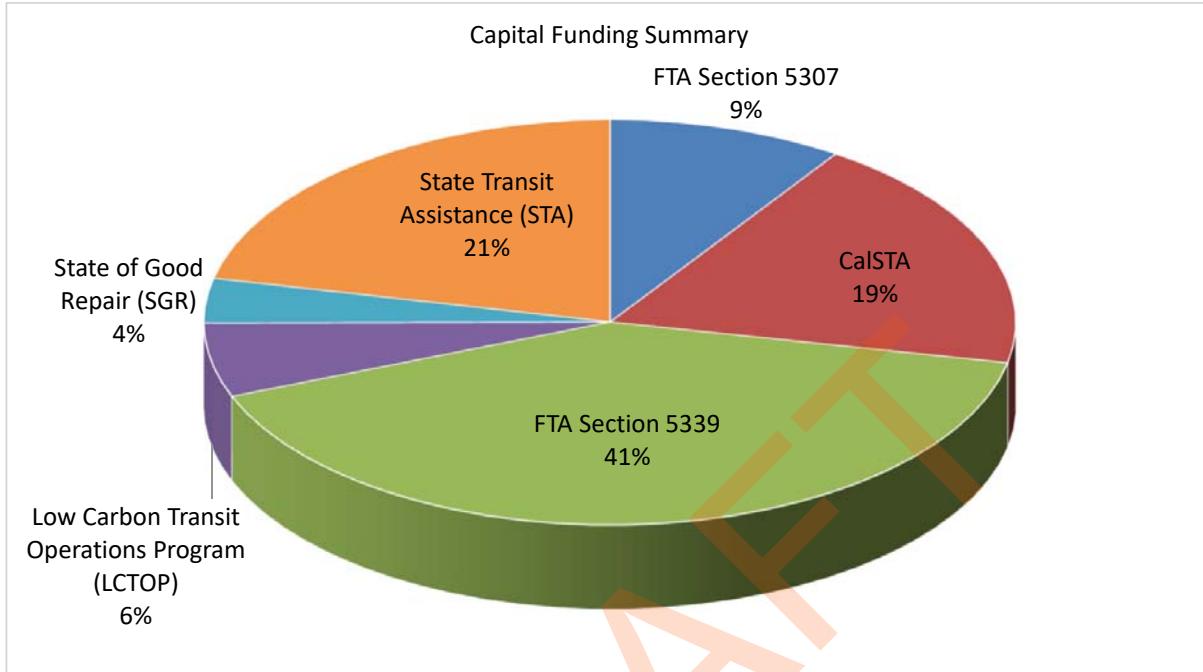
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	FY 23 Proposed Budget
Indio CNG Station Phase II	500,000
Facility Improvement Projects	1,200,000
Liquid Hydrogen Trailer Project	3,800,000
Over the Road Hydrogen Fuel Cell Coach (2)	4,800,000
Microgrid to Hydrogen Phase IV	1,607,935
IT Projects	250,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	9,209,070
Real Time Surveillance System	90,000
Radio Replacement Phase II & Upgrade to ITS	2,798,000
Equipment	322,000
Software Expansion	600,000
Bus Stops and Amenities	300,000
TOTAL	25,477,005

FUNDING SUMMARY

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



Funding Source	FY 22 Approved Budget	FY 23 Proposed Budget	Variance
FTA Section 5307	1,500,000	2,391,259	891,259
Affordable House & Sustainable Communities (AHSC)	1,313,500	-	(1,313,500)
CalSTA	-	4,800,000	-
FTA Section 5339	1,833,600	10,393,811	8,560,211
Low Carbon Transit Operations Program (LCTOP)	675,000	1,500,000	825,000
State of Good Repair (SGR)	918,150	907,935	(10,215)
State Transit Assistance (STA)	3,848,400	5,484,000	1,635,600
California Energy Commission (CEC)	4,986,250	-	(4,986,250)
Total Funds Requested by Fiscal Year	15,074,900	25,477,005	10,402,105

FY23 PROJECTS BY FUNDING SOURCE

FY23 Projects	STA	SGR	FTA Section 5307	FTA Section 5339	LCTOP	CalSTA	FY23 Proposed Budget
Facility Improvement Projects	240,000		960,000				1,200,000
Over the Road Hydrogen Fuel Cell Coach (2)						4,800,000	4,800,000
Liquid Hydrogen Trailer Project	3,800,000						3,800,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)		800,000		8,409,070			9,209,070
Radio Replacement Phase II & Upgrade to ITS	559,600		253,659	1,984,741			2,798,000
Microgrid to Hydrogen Phase IV		107,935			1,500,000		1,607,935
Indio CNG Station Phase II	500,000						500,000
IT Projects	50,000		200,000				250,000
Bus Stops and Amenities	60,000		240,000				300,000
Real Time Surveillance System	90,000						90,000
Equipment	64,400		257,600				322,000
Software Expansion	120,000		480,000				600,000
Total	5,484,000	907,935	2,391,259	10,393,811	1,500,000	4,800,000	25,477,005
Total FY23 Proposed Budget							\$ 25,477,005

CAPITAL PROJECTS

Facility Improvement Projects

Project will include demolition and repaving of current bus yard at Division I. Repair Division I maintenance roof and replace swamp coolers.

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvement Projects	1,200,000
Total	1,200,000

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	960,000
STA	State	240,000
Total Funds		1,200,000

Over the Road Hydrogen Fuel Cell Coach (2)

Design, assembly, and delivery of two (2) fuel cell electric over the road coaches. Project will include extended coach testing – operation of the two coach buses in revenue service on the Route 10 Commuter Link for one (1) year.

PROJECT TYPE:

Project Budget	Total Project Budget
Over the Road Hydrogen Fuel Cell Coach (2)	4,800,000
Total	4,800,000

Funding Sources	Type	Estimated Expenses
CalSTA	State	4,800,000
Total Funds		4,800,000

CAPITAL PROJECTS

Liquid Hydrogen Trailer Project

New liquid hydrogen station to serve as fueling resiliency for the expanding fuel cell bus fleet.

PROJECT TYPE:

Project Budget	Total Project Budget
Liquid Hydrogen Trailer Project	3,800,000
Total	3,800,000

Funding Sources	Type	Estimated Expenses
STA	State	3,800,000
Total Funds		3,800,000

CNG Rehab (10) & Hydrogen Vehicle Purchase (4)

Rehab 10 CNG and replace four (4) Hydrogen Fuel Cell fixed route vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	9,209,070
Total	9,209,070

Funding Sources	Type	Estimated Expenses
SGR	State	800,000
Section 5339	Federal	8,409,070
Total Funds		9,209,070

CAPITAL PROJECTS

Radio Replacement Phase II & Upgrade to ITS

Replace radio & ITS for all vehicles which are becoming obsolete. New VOIP communication system will replace the exiting radio technology.

PROJECT TYPE:

Project Budget	Total Project Budget
Radio Replacement Phase II & Upgrade to ITS	2,798,000
Total	2,798,000

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	253,659.00
Section 5339	Federal	1,984,741.00
STA	State	559,600.00
Total Funds		2,798,000

Microgrid to Hydrogen Phase IV

Additional LCTOP funding relating to microgrid project which includes the purchase of land, solar panels, and battery storage. The project will reduce electricity expenses and cost of hydrogen production, lowers the Agency's carbon intensity level, and provides resiliency in hydrogen production and electrical storage.

PROJECT TYPE:

Project Budget	Total Project Budget
Microgrid to Hydrogen Phase IV	1,607,935
Total	1,607,935

CAPITAL PROJECTS

Funding Sources		Type	Estimated Expenses
LCTOP		State	1,500,000
SGR PUC99313		State	107,935
		Total Funds	1,607,935

Indio CNG Station Phase II

Improve Indio CNG station at Indio location. CNG station at Indio requires upgrades to improve efficiency and increase its useful life .

PROJECT TYPE:

Project Budget	Total Project Budget
Indio CNG Station Phase II	500,000
Total	500,000

Funding Sources		Type	Estimated Expenses
STA		State	500,000
		Total Funds	500,000

CAPITAL PROJECTS

IT Projects

This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics.

PROJECT TYPE:

Project Budget	Total Project Budget
IT Projects	250,000
Total	250,000

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	200,000
STA	State	50,000
	Total Funds	250,000

Bus Stops and Amenities

On-going bus stops and amenities improvement program will replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy and address nonemergency safety and accessibility improvements.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Stops and Amenities	300,000
Total	300,000

CAPITAL PROJECTS

Funding Sources		Type	Estimated Expenses
Section 5307		Federal	240,000
STA		State	60,000
Total Funds			300,000

Real Time Surveillance System

This project is to add real time video surveillance to all agency support vehicles in order to improve safety on all Agency vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Real Time Surveillance System	90,000
Total	90,000

Funding Sources		Type	Estimated Expenses
STA		State	90,000
Total Funds			90,000

CAPITAL PROJECTS

Equipment

Purchase vehicle lift, repair existing lifts, and procure new coolant and drain carts.

PROJECT TYPE:

Project Budget	Total Project Budget
Equipment	322,000
Total	322,000

Funding Sources	Type	Estimated Expenses
STA	State	64,400
Section 5307	Federal	257,600
	Total Funds	322,000

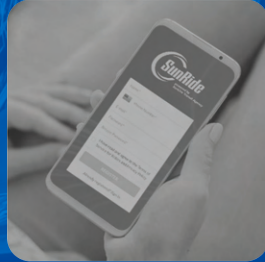
Software Expansion

Expand modules of existing Trapeze software and procure new business intelligence system to automate reporting a facilitate the presentation and transfer of information.

PROJECT TYPE:

Project Budget	Total Project Budget
Software Expansion	600,000
Total	600,000

Funding Sources	Type	Estimated Expenses
STA	State	120,000
Section 5307	Federal	480,000
	Total Funds	600,000



SunLine

TRANSIT AGENCY

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