



ANNIVERSARY
1977 - 2017



ANNUAL BUDGET

FISCAL YEAR 2018

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1 - 14
EXECUTIVE OFFICE	16 - 21
PERFORMANCE MANAGEMENT OFFICE	22 – 26
SAFETY AND SECURITY OFFICE	28 - 33
OPERATIONS OFFICE	34 - 63
SunFuels	36 - 40
Transportation.....	41 - 45
Fleet Maintenance	46 - 54
Facility Maintenance	55 - 61
Stops and Zones	62 - 63
FINANCE OFFICE	64 - 70
ADMINISTRATION OFFICE	72 - 85
Human Resources	78 - 80
Community & Customer Relations	81 - 82
Service Planning	83
Information Technology	84 - 85
CAPITAL BUDGET	86 - 96

June 9, 2017

Dear SunLine Board of Directors,

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

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

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

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

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2018

BOARD OF DIRECTORS

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CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

EXECUTIVE SUMMARY

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

SERVICE & RIDERSHIP

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

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

REVENUES & SUBSIDIES

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

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

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

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

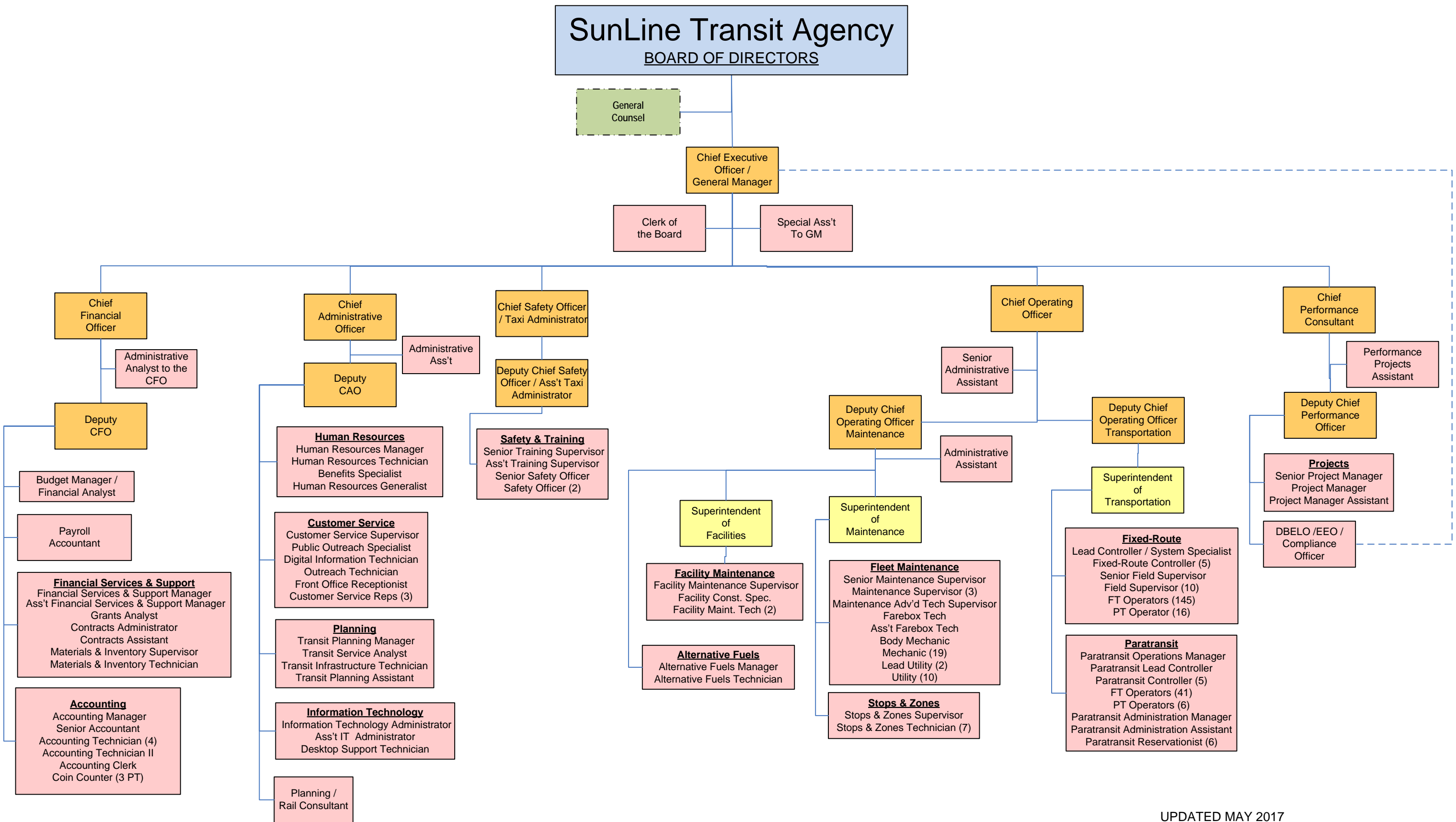
CAPITAL PROJECTS

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

New Projects

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

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



UPDATED MAY 2017

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AGENCY PERSONNEL SUMMARY

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

Notes:

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

AGENCY PERSONNEL SUMMARY

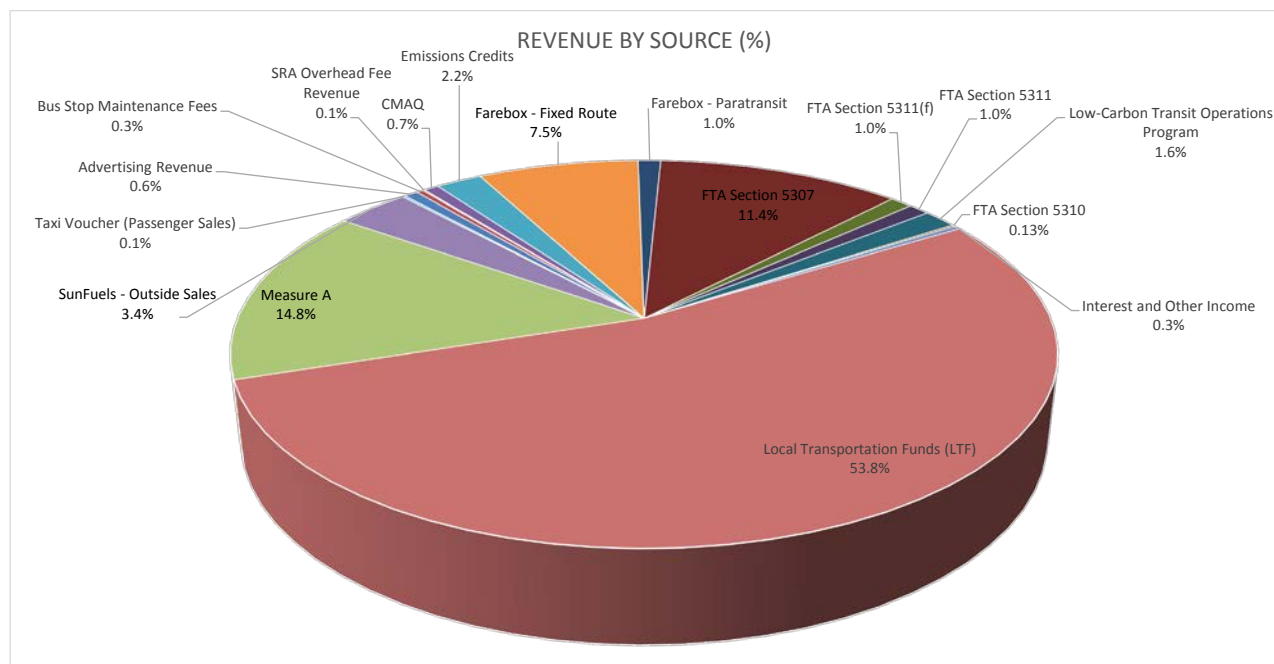
Safety and Security Office

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

Operations Office

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

REVENUE SUMMARY



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

Notes:

- Pass through items, indicated in red, are used to demonstrate an activity that is not directly related to an increase in operating costs for the Agency.
- The FY17 variance reflects the difference between FY17 estimates and FY17 approved budget. The FY18 variance indicates the difference between FY18 proposed budget and FY17 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll credits fund the other 1/2 of the program costs.

REVENUE & FUNDING SOURCES

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

ADVERTISING REVENUE

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

BUS STOP SHELTER REVENUE

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

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

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

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

FTA SECTION 5310

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

FTA SECTION 5311/5311(f)

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

REVENUE & FUNDING SOURCES

FTA SECTION 5316

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

FTA SECTION 5317

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

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

Low-Carbon Transit Operations Program (LCTOP)

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

MEASURE A

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

SUNFUELS

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

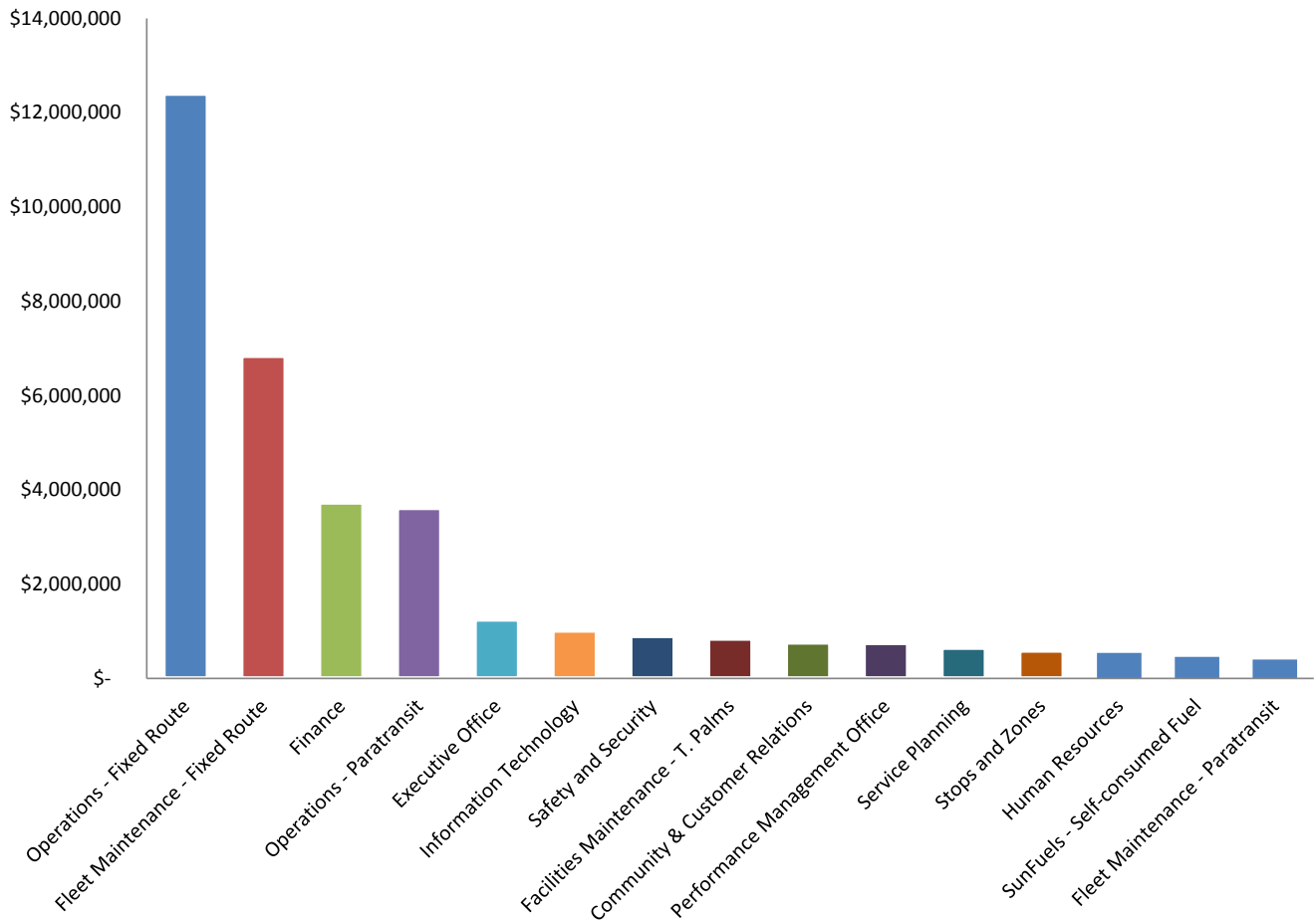
SRA Overhead Fee Revenue

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

TAXI VOUCHER PROGRAM (Passenger Sales)

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

EXPENSE SUMMARY

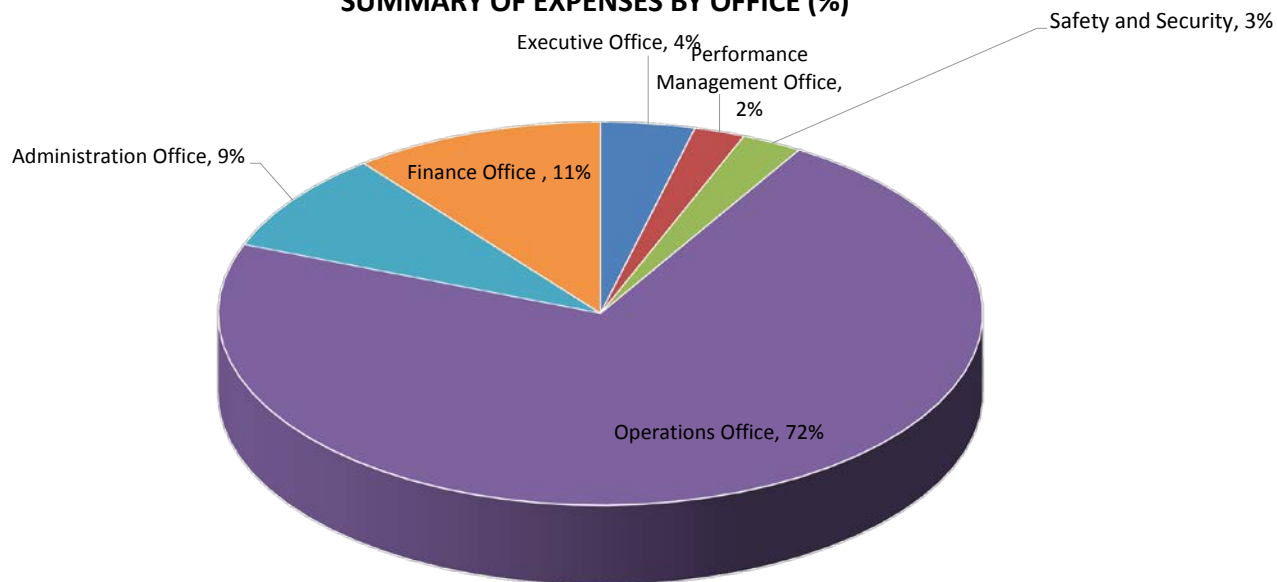


EXPENSE SUMMARY

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

EXPENSE SUMMARY BY OFFICE

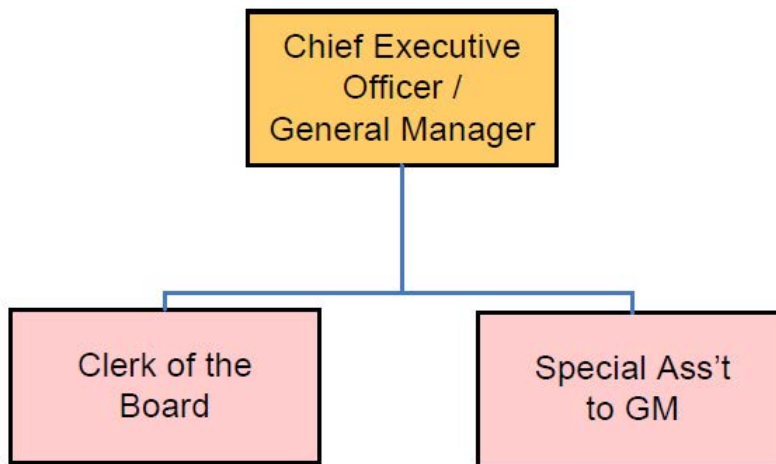
SUMMARY OF EXPENSES BY OFFICE (%)



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

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EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

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

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

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

EXECUTIVE OFFICE DETAIL

Division 40

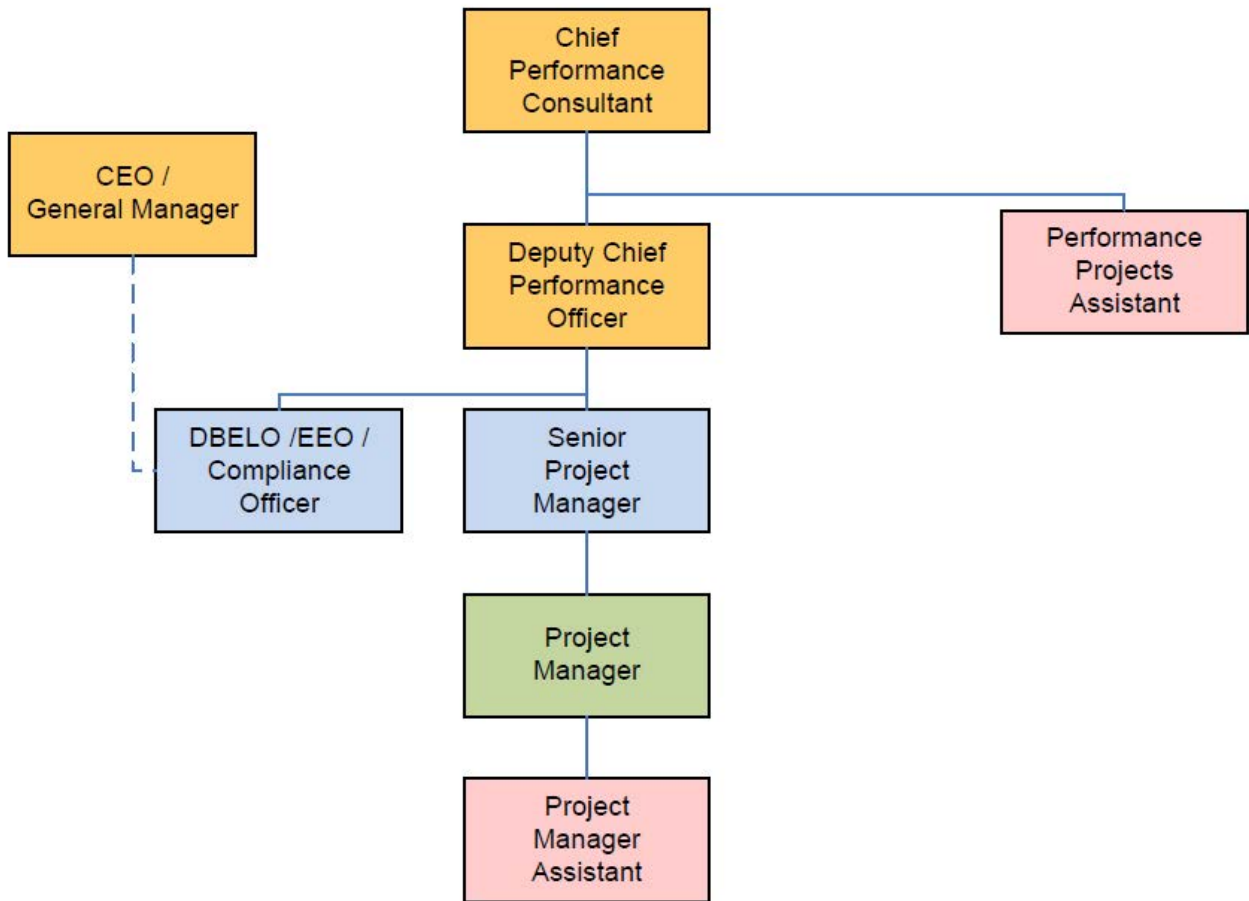
General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,359	282,871	(31,488)
5010700000 ALLOCATED SALARIES	(2,100)	(1,896)	204
5029999999 TOTAL FRINGE BENEFITS	178,845	161,893	(16,952)
Sub-total	491,104	442,868	(48,236)
5030300002 LEGAL SERVICES - LABOR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

EXECUTIVE OFFICE DETAIL

Division 40

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

PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

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

Notes

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

PERSONNEL SUMMARY

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

Notes

- Administrative Analyst position reorganized to Performance Projects Assistant

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

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

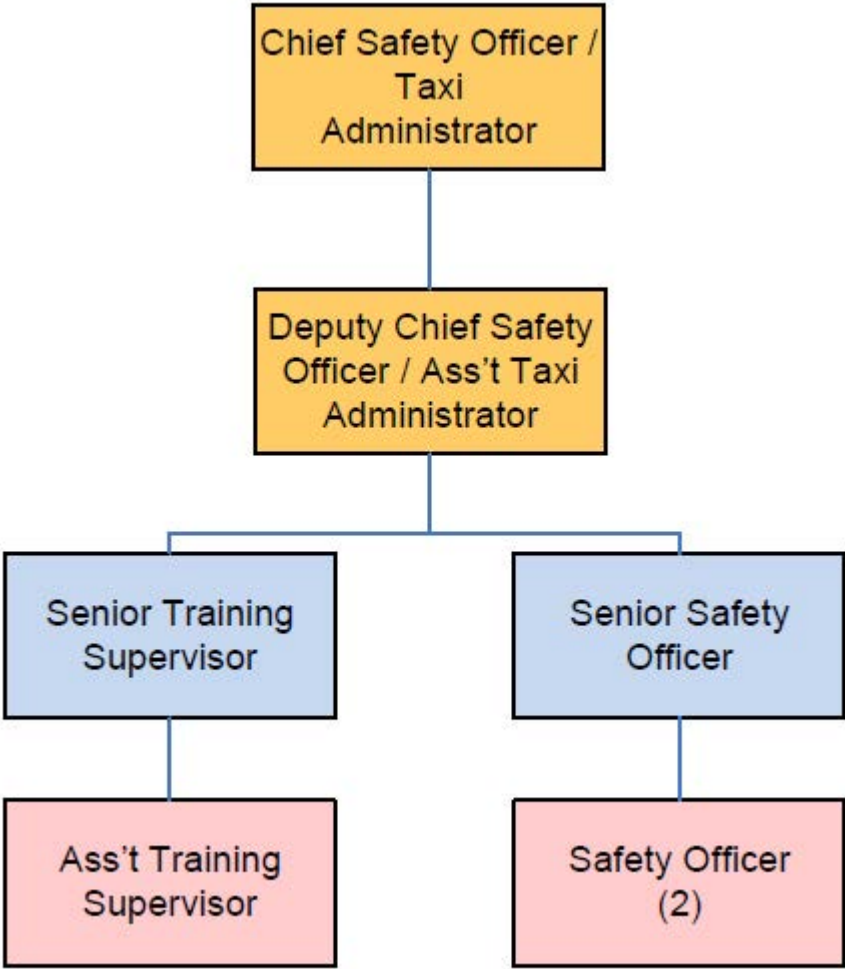
PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

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

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

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

Notes

- Repair Claims account moved from Finance Dept.

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

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

Notes:

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

SAFETY AND SECURITY OFFICE

Division 15

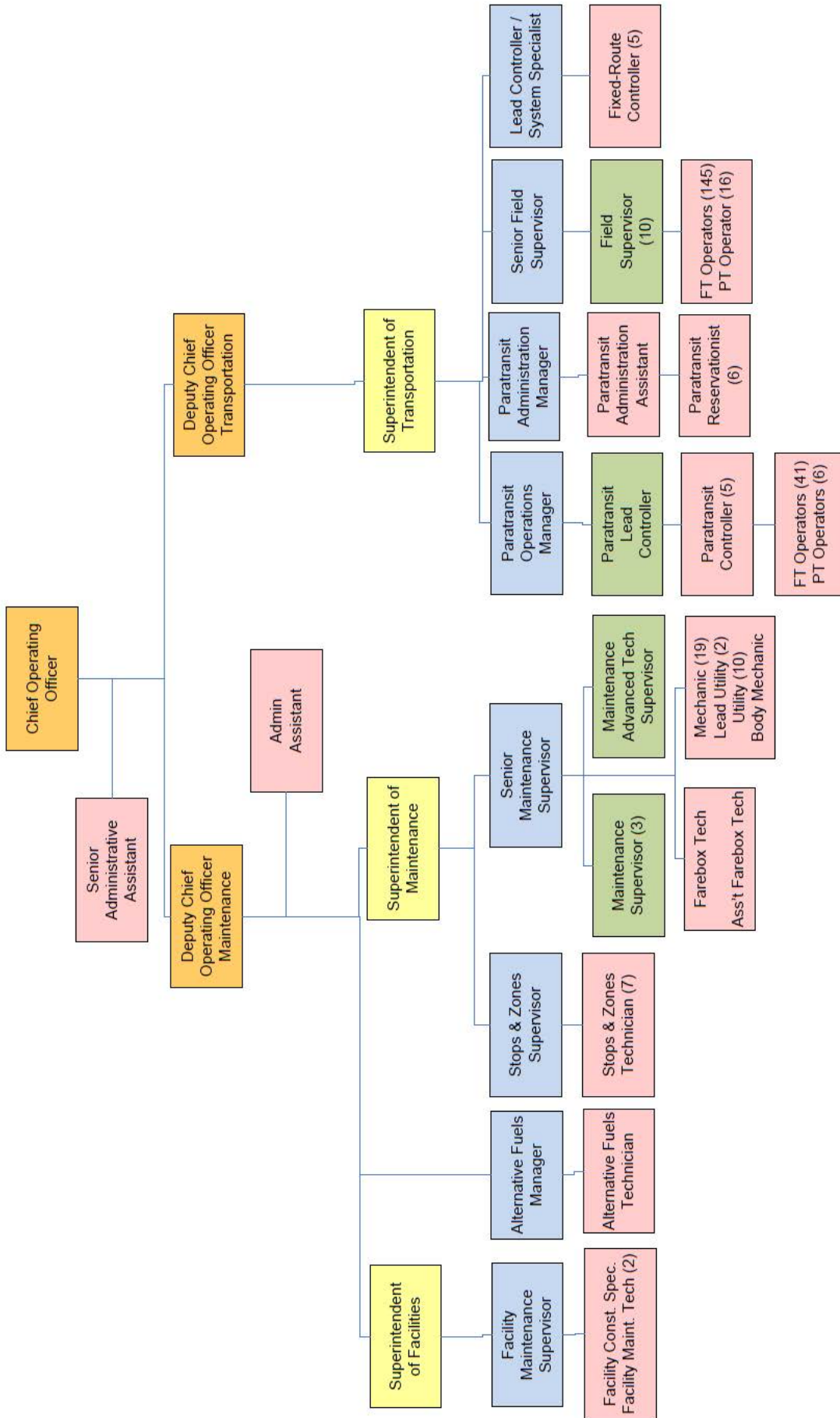
General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010200500 ADMIN SALARIES	319,678	314,836	(4,842)
5010201610 ADMIN SALARIES-OT	-	500	500
5029999999 TOTAL FRINGE BENEFITS	207,663	215,295	7,632
Sub-total	527,341	530,631	3,290
5030300001 ID BADGE SUPPLIES			
Access Cards	1,000	1,500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

SAFETY AND SECURITY OFFICE

Division 15

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

OPERATIONS OFFICE



OPERATIONS OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

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

OPERATIONS OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

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

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

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

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

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

OPERATIONS OFFICE - SUNFUELS DETAILS

Division 10

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

OPERATIONS OFFICE - TRANSPORTATION

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)

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

EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)

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

OPERATIONS OFFICE - TRANSPORTATION

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

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

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

EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)

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

PERSONNEL SUMMARY

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

Notes:

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

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

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

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

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

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

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

OPERATIONS OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

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

OPERATIONS OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)

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

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

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

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

PERSONNEL SUMMARY

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

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

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

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

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

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

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

PERSONNEL SUMMARY

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

OPERATIONS OFFICE - STOPS AND ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

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

Notes

- Created new Employee Expenses account for FY18

PERSONNEL SUMMARY

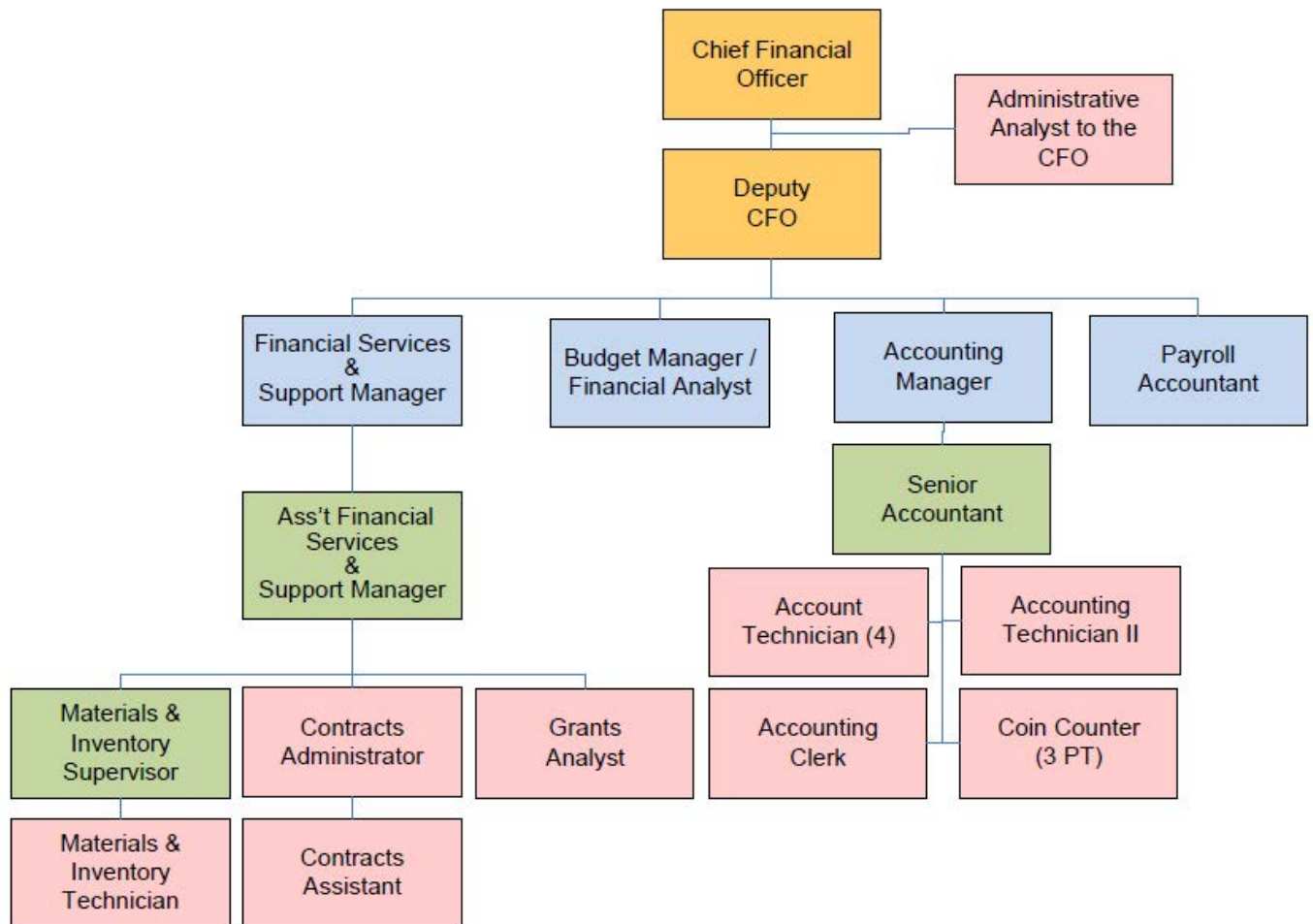
FY 18 Physical Count	Classification	FY 17 Base FTE's	FY 18 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

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

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

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

Notes

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

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

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

Notes:

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

FINANCE OFFICE DETAIL

Division 41

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

FINANCE OFFICE DETAIL

Division 41

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

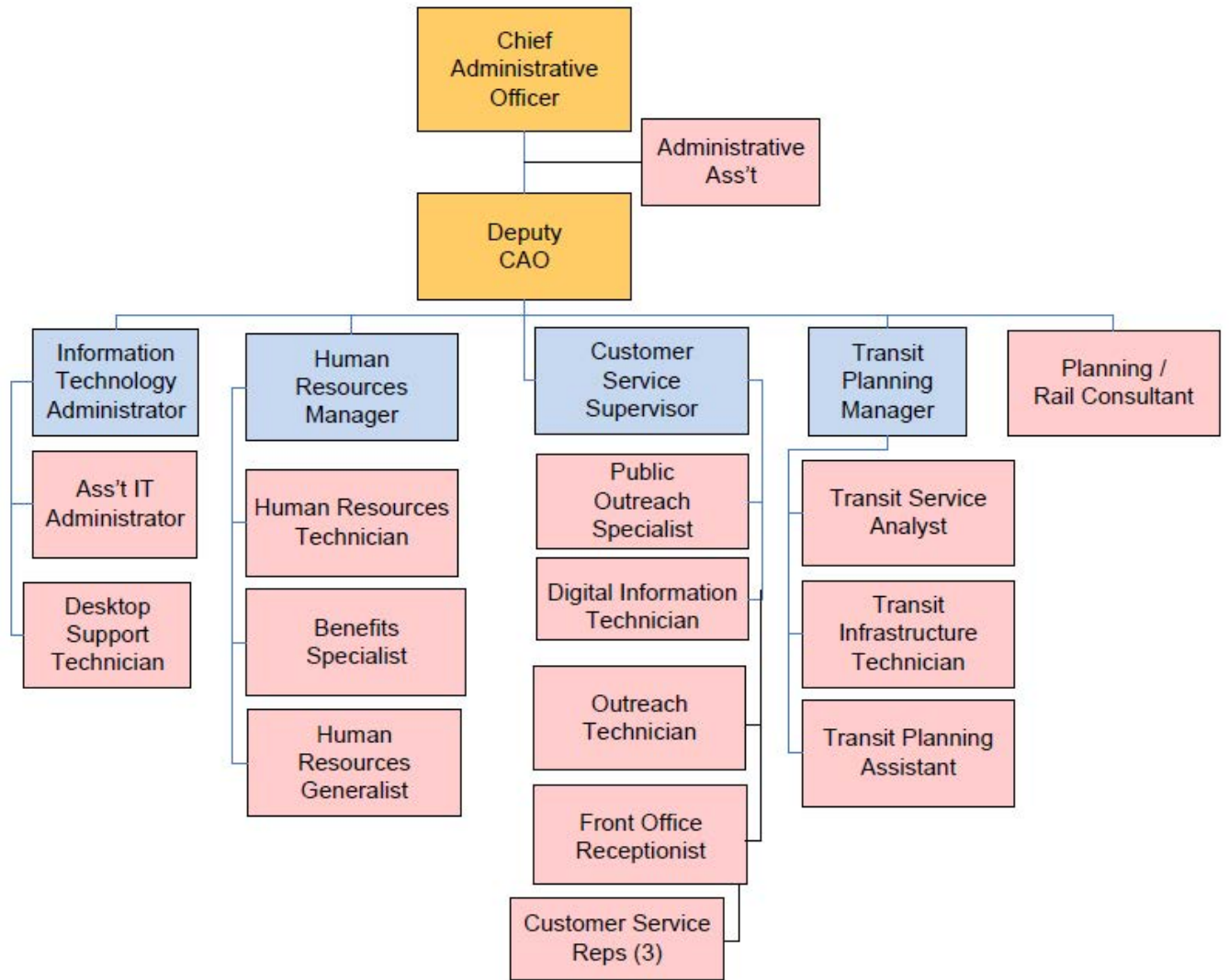
FINANCE OFFICE DETAIL

Division 41

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

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ADMINISTRATION OFFICE



ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

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

Notes

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

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

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

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

Notes

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

EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)

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

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

PERSONNEL SUMMARY

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

Notes:

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

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY 18 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

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

PERSONNEL SUMMARY

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

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

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

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

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

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

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

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

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

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

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

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

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

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

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

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

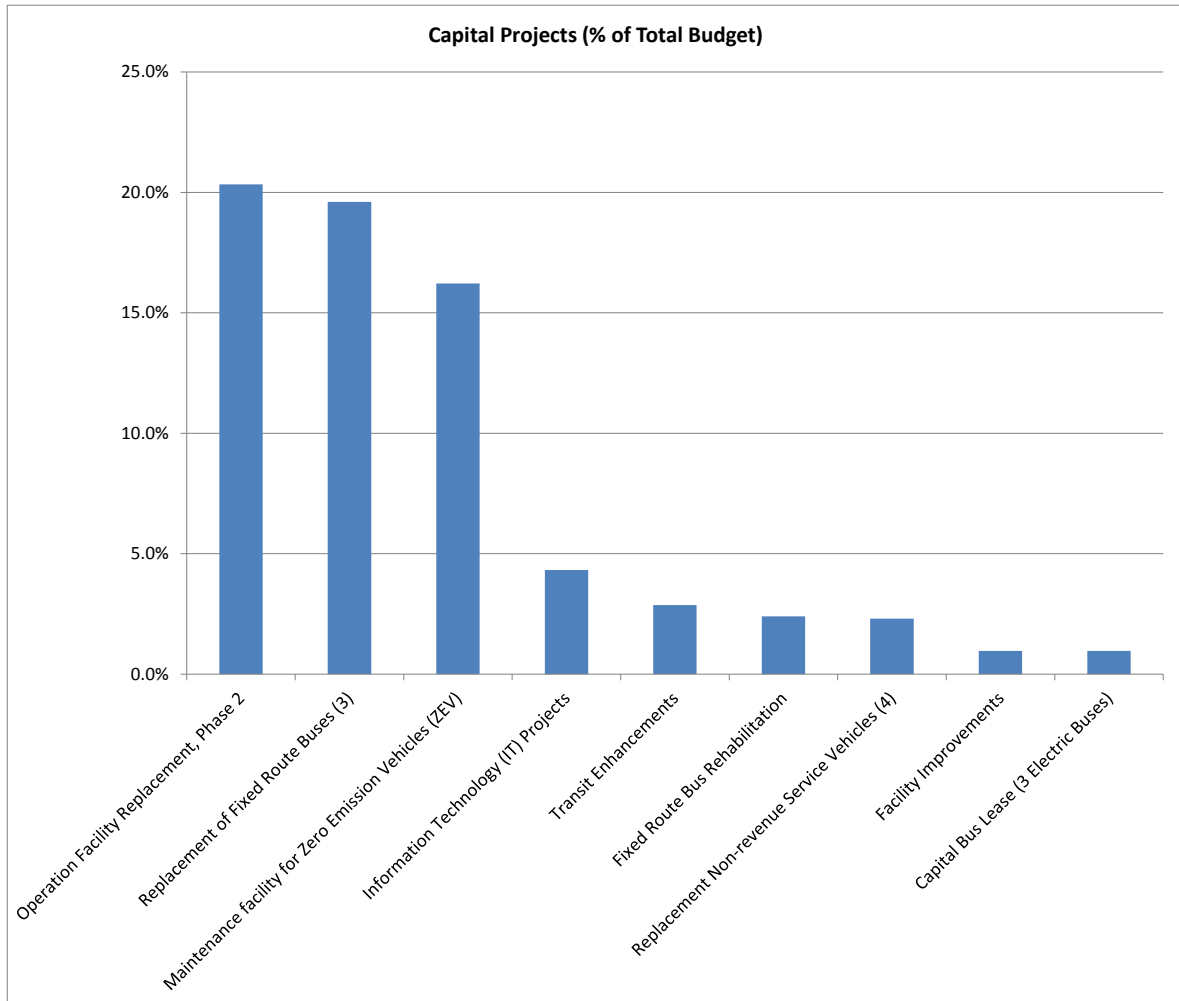
Division 42

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

CAPITAL BUDGET

SUMMARY OF CAPITAL PROJECTS

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



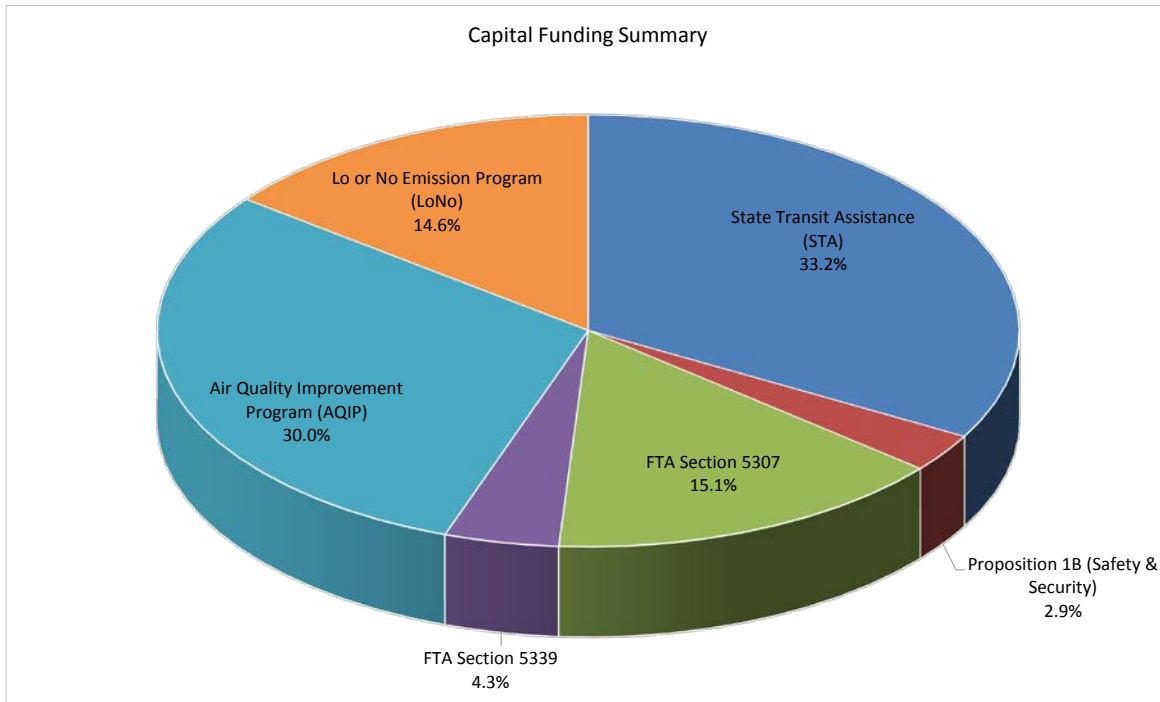
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

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

FUNDING SUMMARY

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



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

FY 18 PROJECTS BY FUNDING SOURCE

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

CAPITAL PROJECTS

Operation Facility Replacement, Phase 2

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

PROJECT TYPE:

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

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

Replacement of Fixed Route Buses (3)

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Transit Enhancements

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

PROJECT TYPE:

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

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

Information Technology (IT) Projects

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

PROJECT TYPE:

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

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

Fixed Route Bus Rehabilitation

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Facility Improvements

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

PROJECT TYPE:

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

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

Replacement Non-revenue Service Vehicles (4)

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Maintenance facility for Zero Emission Vehicles (ZEV)

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

PROJECT TYPE:

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

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

Capital Bus Lease (3 Electric Buses)

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Hydrogen Electric Hybrid FCB and Hydrogen Station

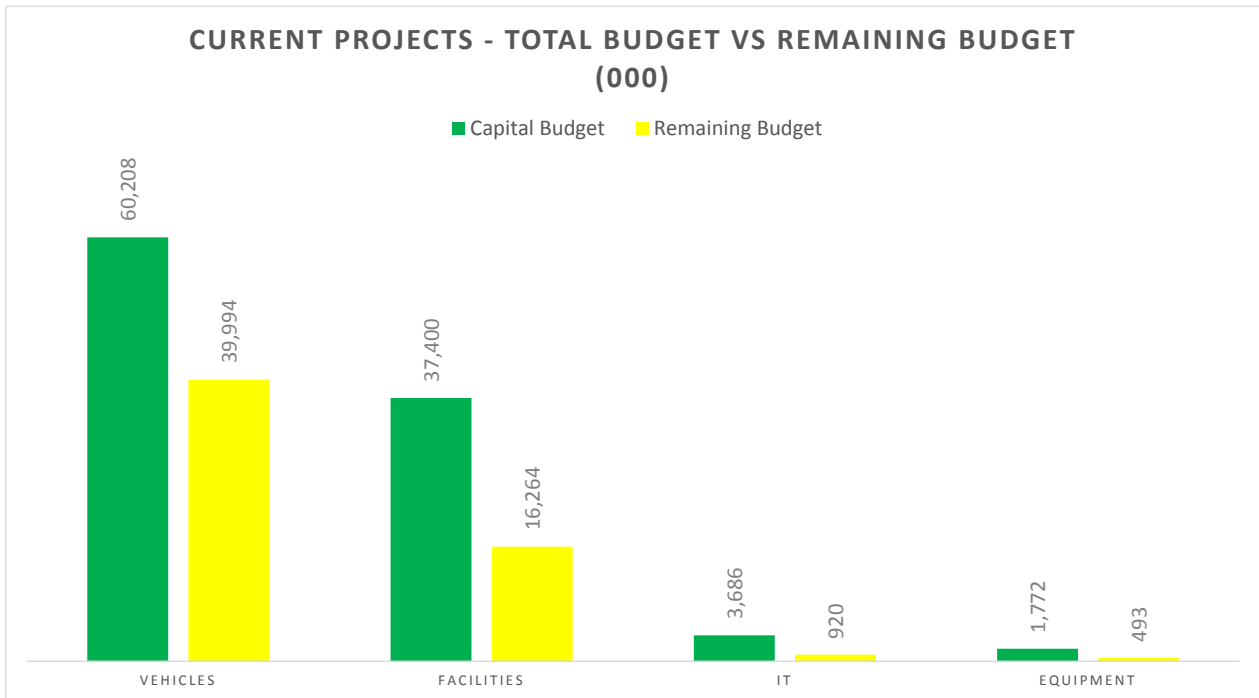
The inclusion of the \$3M under the Air Quality Improvement Program (AQIP) award allows SunLine to record the remainder of the existing project. The initial award allowed only \$9M which was programmed in the FY17 SRTP. The remaining \$3M was subsequently approved in December of 2016. The project will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

PROJECT TYPE:

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

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

SUMMARY OF CURRENT CAPITAL PROJECTS



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