



SUNLINE TRANSIT AGENCY BUDGET
FY 2018/2019

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MEMBERS: Desert Hot Springs Palm Springs Cathedral City Rancho Mirage
Palm Desert Indian Wells La Quinta Indio Coachella Riverside County

June 27, 2018

Dear SunLine Board of Directors,

In Fiscal Year 2018, SunLine furthered its commitment to providing the public with safe and efficient transportation in the Coachella Valley. SunLine focused its efforts on redesigning transit, through the development and implementation of service changes that resulted in cost savings. The focus was to create alternatives to meet transit demands wherever there may have been underperforming fixed route services. Adjustments were made to maximize service efficiency and reduce costs. Additionally, significant emphasis was put on public outreach to ensure riders were well informed of any changes that might affect them directly. SunLine also focused its efforts on the paratransit eligibility process to update and improve access to those who need the service. The agency will continue to strive for excellence on all levels in the Fiscal Year 2019.

The Agency's three goals for Fiscal Year 2019 are re-design transit, project management, and the year of sustainability. The goals aim to support the Agency's vision and further the development of a culture of excellence at SunLine. The re-design transit objective is to decrease cost and maximize efficiency. Project management will focus on optimizing the capital improvement program. The year of sustainability will target employee growth and development, and workforce alignment.

SunLine's performance management program includes key measurements of operational effectiveness as well as organizational development. SunLine's performance management office also consists of a capital improvement program consisting of over \$73.2M in capital funds with many of these funds being the result of successful grant competitions. The capital program is set up to deliver vehicle and infrastructure projects with monitored assurances that the projects will meet the operational needs of the agency.

The proposed operating and capital budgets for the Fiscal Year 2019 are \$38,900,991 and \$6,053,623, respectively, which represents an operating budget increase of 11.53% over the previous Fiscal Year. Of the 11.53% increase in the budget 5.03% is attributed to seven (7) grant funded services and their respective matches. The net increase of 6.45% in the operating budget is less the grant-funded services and their respective matches. 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, and an increase in wages and benefits for administrative staff. The Fiscal Year 2019 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

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 2019 outlined in this document.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren Skiver", is written over a large, stylized, light-colored scribble or watermark.

Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2019

BOARD OF DIRECTORS

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CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

EXECUTIVE SUMMARY

The Agency's Fiscal Year 2019 (FY 19) budget reflects a strategy to enhance FY 18 service levels. In FY 18 service changes were implemented that helped optimize existing routes. In FY 19 a Quick Bus initiative will be launched to the Line 111 to help maximize service levels. 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 FY 19, the Agency will continue to optimize the new service initiatives implemented in FY 18 and continue to develop existing routes. The budget in FY19 also recognizes the need to market our service to improve ridership and revenue potential.

Ridership for FY 19 is estimated to be at 3.7 million and 158,232 for fixed route and paratransit service, respectively. The FY 19 estimate is based on the current market and industry-wide decrease in fixed route ridership. The decrease in paratransit ridership is due to a revised no-show policy as well as ongoing changes to the certification process.

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 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 FY 19 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY 19 Local Transportation Funding (LTF) had a modest increase over FY 18.
- Measure A funding increased for FY 19 over the last fiscal year due to increased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.
- In FY 19 SunLine will use various forms of federal funding including FTA Section 5307, 5309, 5310, 5311, 5311(f), and 5317. Federal funding has seen a modest increase primarily due to the use of FTA Section 5309 funds to support the Hydrogen Fuel Cell Bus Fleet.
- Total passenger fare revenue is expected to reach \$2.64 million in FY 19 compared to the \$2.93 million estimated passenger fare revenue for FY 18. The revenue estimates demonstrate a conservative estimate of a continued decrease in fixed

route ridership. Paratransit fare revenue is also projected to follow the decreasing trend of paratransit demand.

- Outside fuel sales continued its yearly growing trend through FY 18. However, FY 19 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.
- The budget for FY 19 reflects the Agency's strive for continual growth of the advertising program.
- State and Federal emission credit projections for FY19 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

There are ten (10) new capital projects being requested in FY 19. The total capital request in FY 19 adds \$6,053,623 to the \$73.2M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

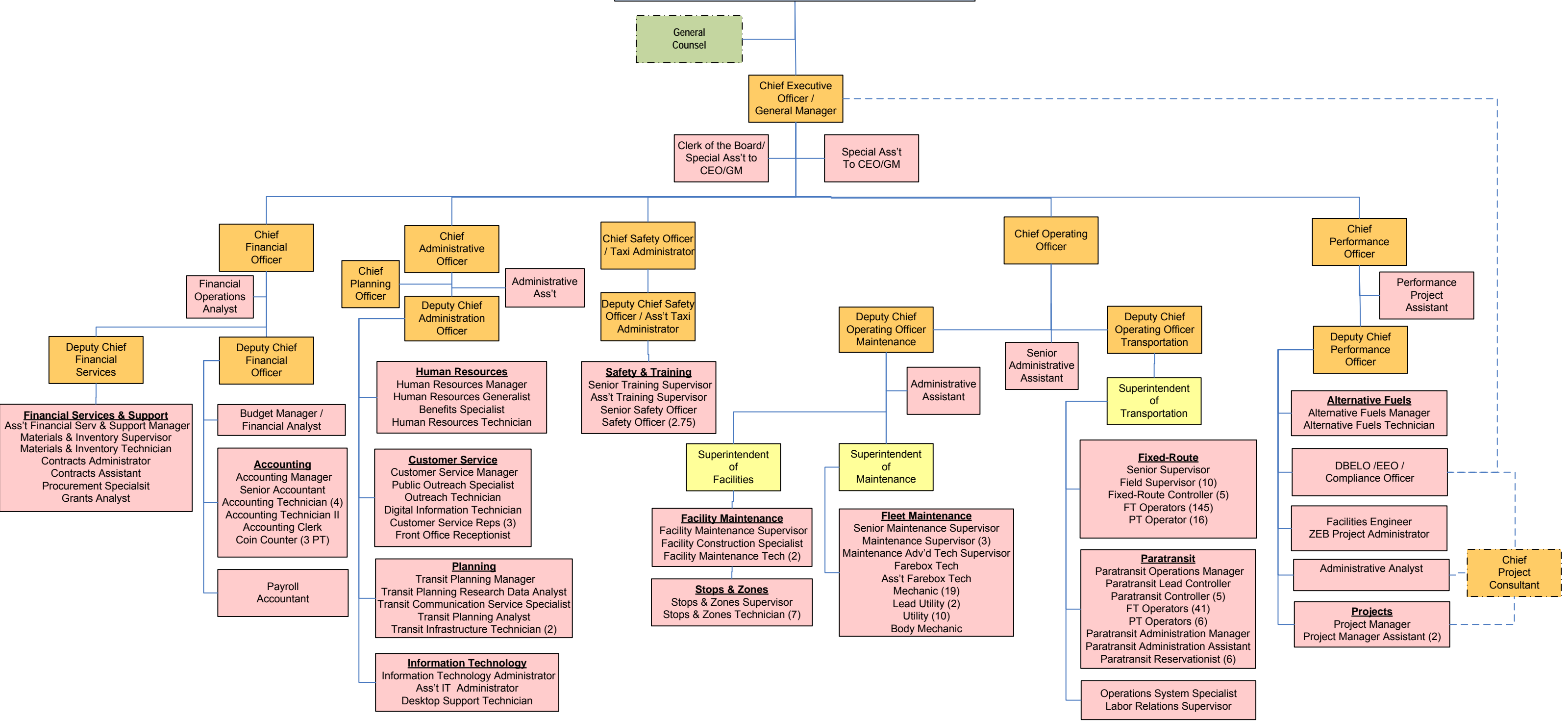
New Projects

The ten (10) new capital projects address key capital needs of the Agency. The requests in FY 19 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement Fixed Route Buses (3)
 - Replacement of Paratransit Vans (10)
- Facilities and Equipment:
 - Transit Enhancements
 - Expansion of Inventory Warehouse
 - Radio System Replacement
 - Roof Repair Division 1 and 2
 - Maintenance Tools and Equipment
 - Install Electric Charger for Buses - Division 2
 - Bus Simulator (2)
- Technology:
 - IT projects

SunLine Transit Agency

BOARD OF DIRECTORS



UPDATED JUNE 2018

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AGENCY PERSONNEL SUMMARY

Department	FY 18 Base FTE's	Changes to Base	Proposed New Positions	FY 19 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Executive Office (40)	3.00	-	-	3.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	7.00	(1.00)	5.00	11.00	4.00
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	6.50	-	0.75	7.25	0.75
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	178.00	(2.00)	3.00	179.00	1.00
Operations - Paratransit (13, 14)	60.50	-	-	60.50	-
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	(2.00)	3.00	23.25	1.00
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	(2.00)	4.00	9.00	2.00
Total FTEs	357.25	(7.00)	15.75	366.00	8.75

Notes:

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

AGENCY PERSONNEL SUMMARY

Performance Management Office

- Performance is requesting one (1) additional Project Manager Assistant, one (1) Chief Performance Officer, one (1) ZEB Project Administrator, and one (1) Facilities Engineer. The additional FTE's will assist with the Capital Improvement Program, oversee construction of the Operations Building, CNG Station, and manage the Zero Emissions Bus Technology Program.

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 full-time Taxi Administrator for SunLine Regulatory Administration.

Operations Office

- Fixed Route Operations is requesting one (1) Labor Relations Supervisor to help assist the bargaining unit with all labor relations inquires. Additionally, the office is requesting to change the Lead Controller System Specialist title to Operations System Specialist. The office is also requesting to change the Senior Field Supervisor title to Senior Supervisor.

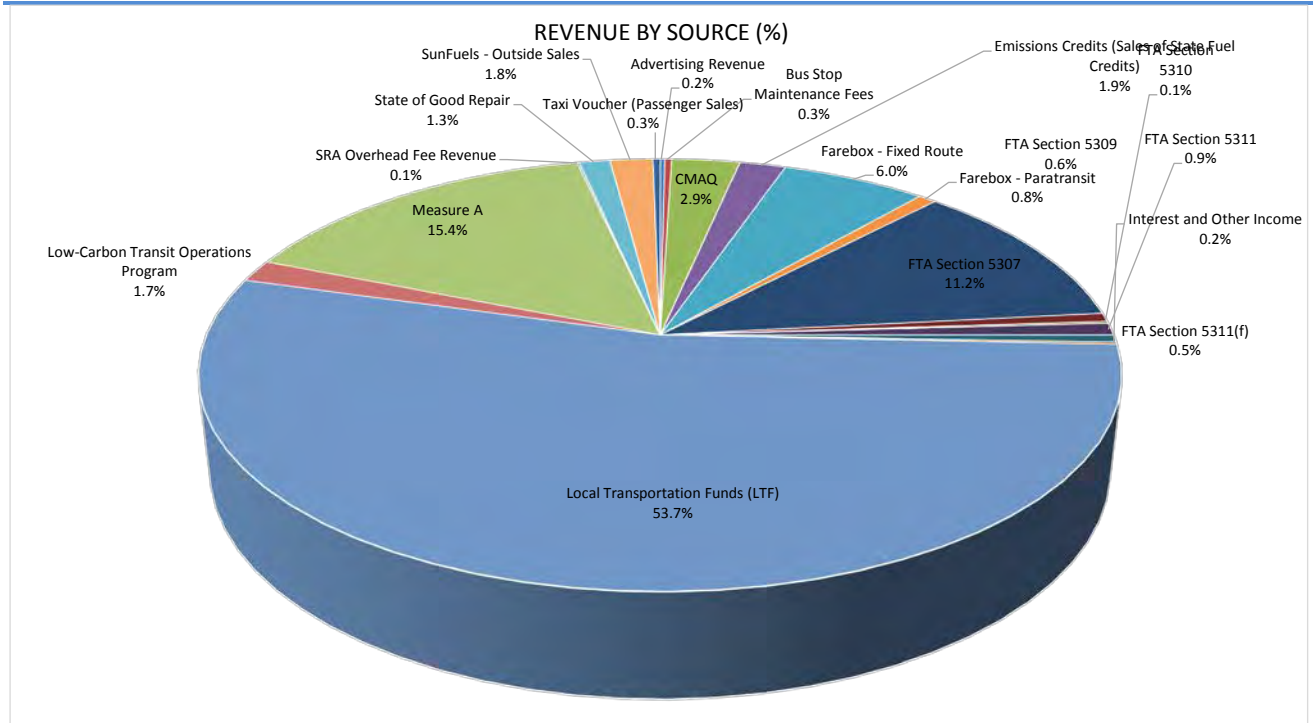
Finance Office

- The Finance office is requesting one (1) Procurement Specialist to help procure goods and services for the organization. Additionally, the office is requesting to change the Administrative Analyst to the CFO and the Financial Services and Support Manager titles to Financial Operations Analyst and Deputy Chief Financial Services, respectively.

Administration Office

- The Service Planning department is requesting one (1) Transit Communication Service Specialist and one (1) Transit Infrastructure Technician to assist with the development of the Quick Bus Service for the Line 111 and the development of short and long term goals for transit in the community. Additionally the office is requesting to change the title of the Planning and Rail Consultant and Transit Planning Assistant title to Chief Planning officer and Transit Data Research Analyst respectively.

REVENUE SUMMARY



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance	Type
Advertising Revenue	220,000	129,471	(90,529)	75,949	(144,051)	Local
Bus Stop Maintenance Fees	112,000	113,747	1,747	112,000	-	Local
CMAQ	890,429	890,429	-	1,112,218	221,789	Federal
CNG Rebate	-	-	-	-	-	Federal
Emissions Credits (Sales of State Fuel Credits)	750,000	961,921	211,921	750,000	-	Sales
Farebox - Fixed Route	2,619,095	2,609,385	(9,709)	2,350,951	(268,144)	Sales
Farebox - Paratransit	365,276	325,072	(40,205)	292,877	(72,399)	Sales
FTA Section 5307	3,968,942	3,968,942	-	4,373,399	404,457	Federal
FTA Section 5309	-	87,042	87,042	250,000	250,000	Federal
FTA Section 5310	46,667	46,667	-	58,000	11,333	Federal
FTA Section 5311	344,995	344,995	-	352,874	7,879	Federal
FTA Section 5311(f)	365,767	365,767	-	204,721	(161,046)	Federal
FTA Section 5317	-	29,520	29,520	-	-	Federal
Interest and Other Income	111,106	62,414	(48,692)	63,080	(48,026)	Local
Local Transportation Funds (LTF)	18,753,800	18,753,800	-	20,903,910	2,150,110	State
Low-Carbon Transit Operations Program	549,672	549,672	-	650,467	100,795	State
Measure A	5,153,400	5,153,400	-	6,000,000	846,600	Local
Pass through CMAQ funds	(647,149)	(647,149)	-	-	647,149	Federal
SRA Overhead Fee Revenue	29,359	32,302	2,943	34,545	5,186	Allocation
State of Good Repair	-	-	-	500,000	500,000	State
SunFuels - Outside Sales	1,200,000	1,552,545	352,545	700,000	(500,000)	Sales
Taxi Voucher (Passenger Sales)	46,667	110,671	64,004	116,000	69,333	Sales
Total Operating Revenue Net of Pass through funds	34,880,026	35,440,614	\$ 560,587	38,900,991	4,020,965	

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 FY18 variance reflects the difference between FY18 estimates and FY18 approved budget. The FY19 variance indicates the difference between FY19 proposed budget and FY18 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) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside, 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. In FY 19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program, the Desert Recreation District Rec Route, and a Quick Bus to the Line 111.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

FTA SECTION 5310

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

REVENUE & FUNDING SOURCES

FTA SECTION 5311/5311(f)

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

FTA SECTION 5309

Section 5309 is a Transit Capital Investment program that provides assistance for new and replacement of buses and facilities. Funds may be used for purchasing of buses for fleet and service expansion, bus maintenance, and administrative facilities.

FTA SECTION 5317

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

STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. These funds are to be made available for eligible transit maintenance, rehabilitation and capital projects.

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

LCTOP funding was created from the Transit, Affordable Housing, and Sustainable Communities Program in 2014, 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.

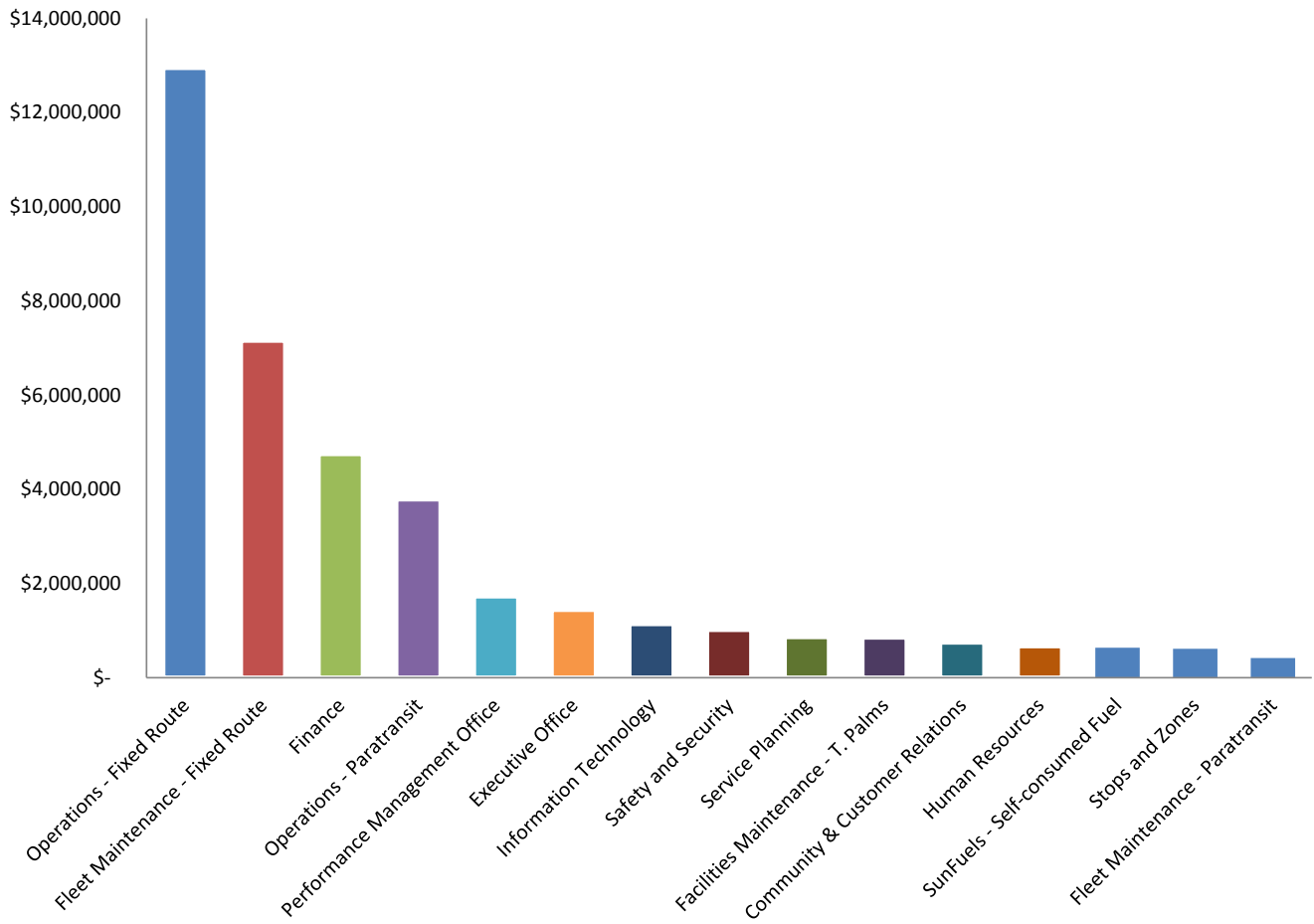
SRA OVERHEAD FEE REVENUE

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.

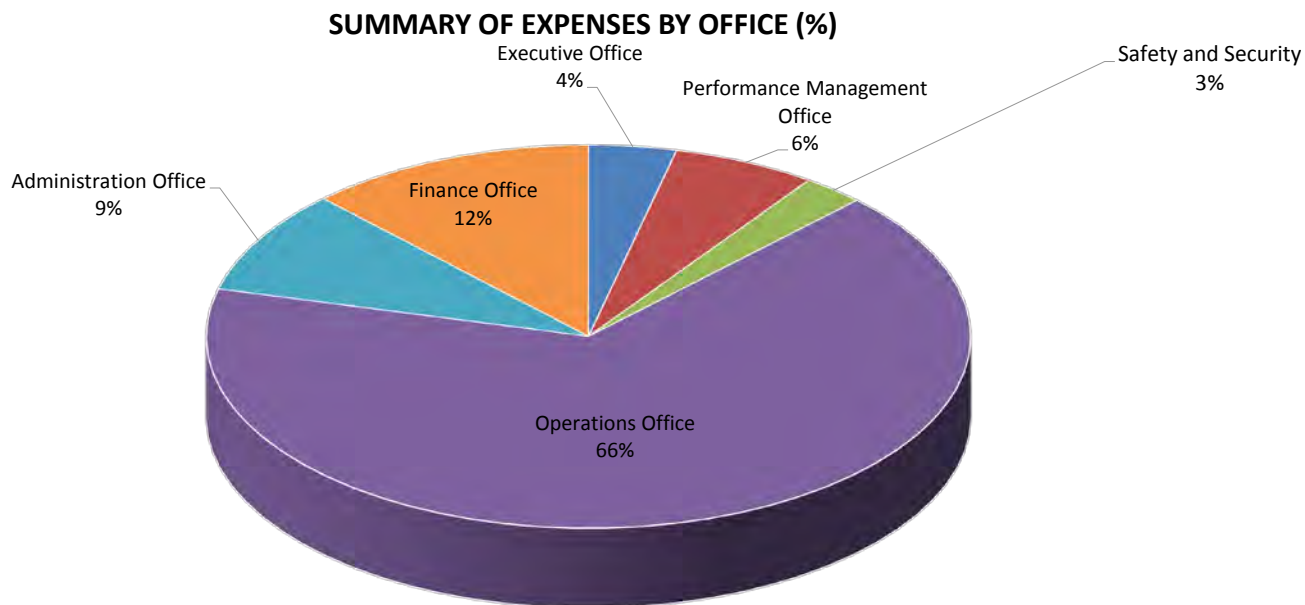
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
EXECUTIVE OFFICE				
40	Executive Office	1,247,649	1,442,092	194,443
Performance Management Office				
10	SunFuels - Self-consumed Fuel	-	638,170	638,170
44	Performance Management	751,560	1,728,332	976,772
SAFETY AND SECURITY OFFICE				
15	Safety and Security	901,555	1,016,555	115,000
OPERATIONS OFFICE				
10	SunFuels - Self-consumed Fuel	470,923	-	(470,923)
11 & 12	Operations - Fixed Route	12,404,534	12,949,322	544,788
13 & 14	Operations - Paratransit	3,617,129	3,788,694	171,565
21 & 22	Fleet Maintenance - Fixed Route	6,768,415	7,158,129	389,714
13	Fleet Maintenance - Paratransit	459,870	417,800	(42,070)
23	Facilities Maintenance - T. Palms	844,130	854,410	10,280
24	Facilities Maintenance - Indio	115,500	117,650	2,150
25	Stops and Zones	592,124	615,697	23,573
FINANCE OFFICE				
41	Finance	3,732,151	4,750,613	1,018,462
ADMINISTRATION OFFICE				
32	Human Resources	561,320	670,258	108,938
42	Information Technology	995,551	1,140,372	144,821
45	Community & Customer Relations	765,953	748,480	(17,473)
49	Service Planning	651,661	864,417	212,756
Total Net of Pass Through Expenses		34,880,026	38,900,991	4,020,965

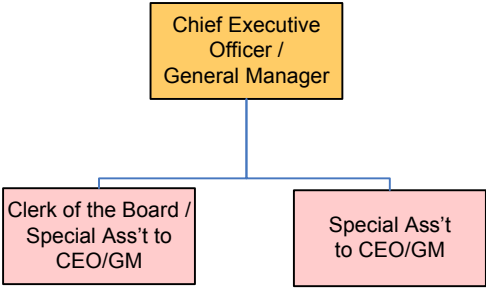
EXPENSE SUMMARY BY OFFICE



Department	FY 18 Approved Budget	FY 19 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Executive Office	1,247,649	1,442,092	4%
Executive Office	1,247,649	1,442,092	4%
PERFORMANCE MANAGEMENT OFFICE			
Performance Management	751,560	1,728,332	4%
SunFuels	-	638,170	2%
Performance Office	751,560	2,366,502	6%
SAFETY AND SECURITY OFFICE			
Safety and Security	901,555	1,016,555	3%
Safety and Security Office	901,555	1,016,555	3%
OPERATIONS OFFICE			
SunFuels	470,923	-	0%
Operations - Fixed Route & Paratransit	16,021,663	16,738,016	43%
Fleet Maintenance - Fixed Route and Paratransit	7,228,285	7,575,929	19%
Facilities Maintenance	959,630	972,060	2%
Stops and Zones	592,124	615,697	2%
Operations Office	25,272,625	25,901,702	67%
FINANCE OFFICE			
Finance	3,732,151	4,750,613	12%
Finance Office	3,732,151	4,750,613	12%
ADMINISTRATION OFFICE			
Human Resources	561,320	670,258	2%
Information Technology	995,551	1,140,372	3%
Community & Customer Relations	765,953	748,480	2%
Service Planning	651,661	864,417	2%
Administration Office	2,974,485	3,423,527	9%
Total Expenses	34,880,026	38,900,991	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. The Executive Office provides support to the Agency Board of Directors and maintains all records of the Agency's business.

FY 19 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.
- Develop innovative service solutions that promote and increase ridership, improve connections, and enhance mobility for the Coachella Valley.
- Create succession planning for key positions and continue to develop performance management and cultural excellence programs.
- Continue progress on transitioning all existing trailer facilities through the capital program and any available discretionary grants.

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated Actuals	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	258,435	244,120	254,931	282,871	254,734	(28,137)
5010201610 ADMIN SALARIES-OT	26	-	-	-	-	-
5010700000 ALLOCATED SALARIES	(1,958)	(1,849)	(1,931)	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	185,373	161,615	146,257	161,893	198,787	36,894
5030200000 PUBLIC NOTICES	5,656	-	-	-	-	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	224,980	252,320	249,873	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL	100,399	106,659	109,587	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION	3,170	3,226	4,539	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL	2,131	1,537	2,600	2,200	3,000	800
5049900002 OFFICE SUPPLIES-POSTAGE	4	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	46,451	47,919	59,574	52,941	68,442	15,501
5090200000 TRAVEL-MEETINGS/TRAINING	23,564	37,211	42,462	28,700	28,000	(700)
5090200001 TRAINING/ WORKSHOP	-	-	-	-	22,000	22,000
5090200002 BOARD MEETING EXPENSES	3,747	5,638	6,166	4,000	4,500	500
5090200003 BOARD MEMBER COMPENSATION	5,675	6,390	5,175	6,000	6,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	18,407	15,779	202,227	180,000	(22,227)
5099900002 MISCELLANEOUS EXPENSE	-	556	-	-	-	-
5099900004 CONSULTING-GENERAL	35,921	56,526	68,776	143,525	253,525	110,000
Total Expenses	893,573	940,275	963,787	1,247,649	1,442,092	194,443

- Added Training/Workshop GL for CEO/GM Speaking Engagements

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Clerk of the Board/ Special Assistant to	1.00	1.00	0.00
1	Special Assistant to the CEO/General	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	282,871	254,734	(28,137)
5010700000 ALLOCATED SALARIES	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	161,893	198,787	36,894
Sub-total	442,868	451,625	8,757
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	282,089	260,000	(22,089)
Legal fees for labor negotiations	-	35,000	35,000
Sub-total	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	80,000	125,000	45,000
Sub-total	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	3,100	5,000	1,900
Sub-total	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	2,200	3,000	800
Sub-total	2,200	3,000	800
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	35,028	35,028	-
Cal Act	910	910	-
CAL Hydrogen Bus Council		10,000	10,000
Cal Start	1,950	1,950	-
California Transit Association	12,053	12,054	1
Clean Cities Coachella	1,000	1,000	-
CSUSB Advancment Board	2,000	2,000	-
Dr. Carreon Foundation Scholarship	-	2,500	2,500
ZEBRA	-	3,000	3,000
Sub-Total	52,941	68,442	15,501

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
509020000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	2,500	3,136	636
Annual APTA Conference	2,500	-	(2,500)
APTA Board Conference	4,000	4,480	480
APTA Bus & Paratransit Conference	2,500	-	(2,500)
APTA Committee Meetings	1,500	1,792	292
APTA Leadership	1,000	-	(1,000)
APTA Legislative Conference	2,500	-	(2,500)
CalAct Autumn Conference	1,000	1,606	606
California Hydrogen Business Council Board	1,200		(1,200)
CalStart Conference - Heavy Duty	1,200	1,606	406
CARB Subcommittee for ZEBS	1,000	-	(1,000)
COMTO National	-	-	-
CTA Annual Conference	1,200	1,606	406
CTA Legislative Conference	1,000		(1,000)
CTE Board Meeting	1,000	1,606	606
Fees for general administration expenses related to city & community events	2,600	4,480	1,880
Training for Clerk of the Board	-	5,000	5,000
ZEBS Meetings	2,000	2,688	688
Sub-Total	28,700	28,000	(700)
509020001 TRAINING/ WORKSHOP			
Annual APTA Conference	-	4,071	4,071
APTA Bus & Paratransit Conference	-	3,167	3,167
APTA Leadership	-	2,714	2,714
APTA Legislative Conference	-	3,618	3,618
California Hydrogen Business Council Board	-	1,810	1,810
CARB Subcommittee for ZEBS	-	1,810	1,810
CTA Legislative Conference	-	1,810	1,810
West Coast Center of Excellence	-	3,000	3,000
Sub-Total	-	22,000	22,000
509020002 BOARD MEETING EXPENSES			
General board meeting costs	4,000	4,500	500
Sub-total	4,000	4,500	500
509020003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	6,000	6,000	-
Sub-total	6,000	6,000	-

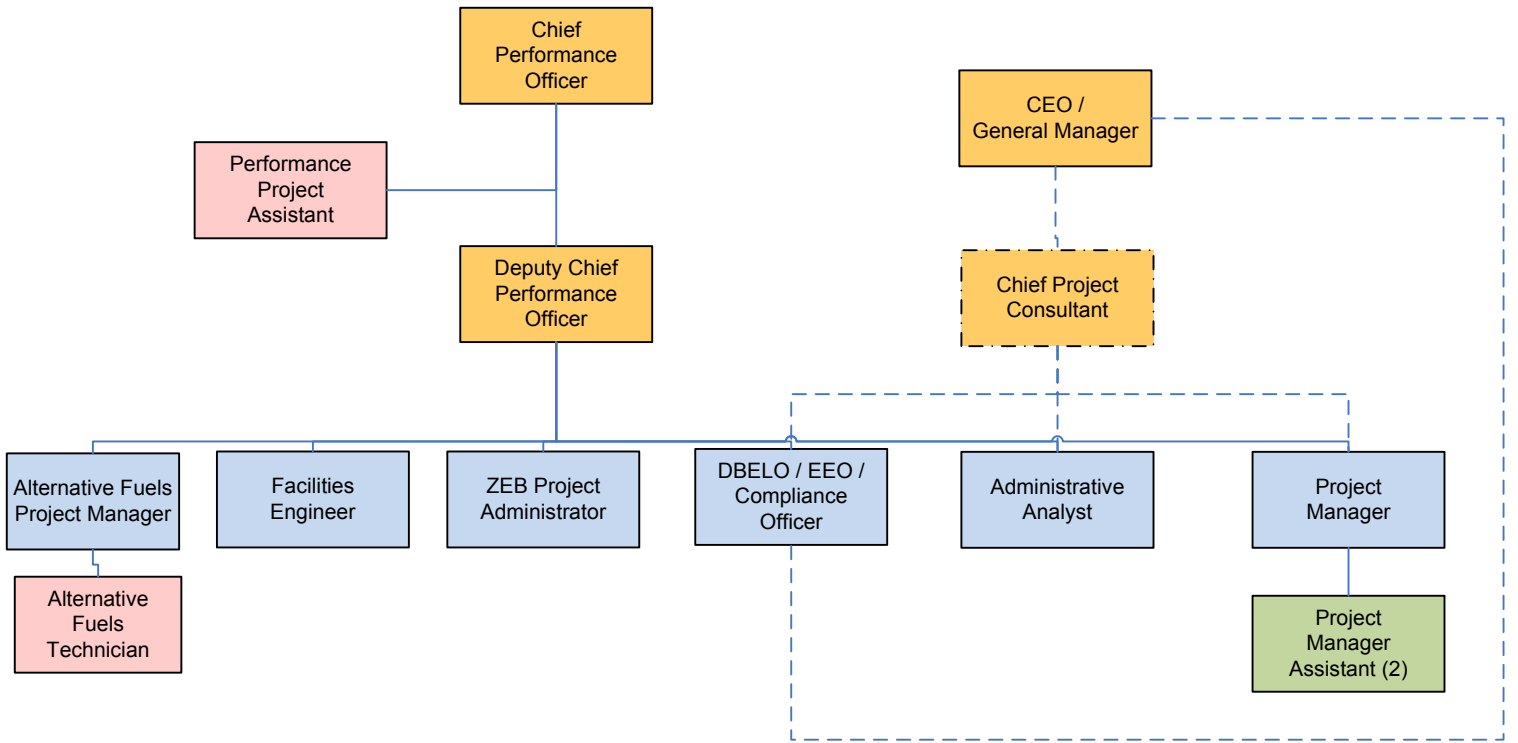
EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Year of Learning	25,000	-	(25,000)
Room for improvement funds	177,227	180,000	2,773
Sub-total	202,227	180,000	(22,227)
5099900004 CONSULTING-GENERAL			
Arbitration Services	-	35,000	35,000
Bus Stop Analysis	-	75,000	75,000
General Assessments	58,525	58,525	-
Leadership Consulting	85,000	85,000	-
Sub-total	143,525	253,525	110,000
Total Expenses	1,247,649	1,442,092	194,443

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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 significant capital projects.

FY 19 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	304,115	438,210	339,766	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	516	16	1,097	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,282)	(3,303)	(2,266)	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(3,458)	(941)	(41,754)	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	140,582	185,531	112,628	182,374	315,553	133,179
5030200000 PUBLIC NOTICES	-	-	1,220	4,000	3,000	(1,000)
5030300003 MEDICAL-EXAMS AND TESTING	-	-	17,939	21,000	-	(21,000)
5030400000 TEMPORARY HELP	-	-	12,333	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE	-	-	-	-	26,000	26,000
5049900000 PRINTING ADMINISTRATION	-	-	-	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	395	314	541	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	635	1,008	-	948	1,000	52
5090200000 TRAVEL-MEETINGS/TRAINING	2,023	12,982	13,846	21,533	27,200	5,667
5090200001 TRAINING/ WORKSHOP	-	-	2,188	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES	-	1,007	239	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	-	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES	-	-	-	-	500	500
5099900002 MISCELLANEOUS EXPENSE	515	56	-	-	-	-
5099900004 CONSULTING-GENERAL	7,190	42,731	27,710	192,243	797,500	605,257
Total Expenses	450,231	677,609	485,487	751,560	1,728,332	976,772

Notes

- Medical Exams and Testing was moved to the Safety Office
- Added a Temporary Help Services GL and Center of Excellence GL
- Partial funds from the Employee Development GL moved from the Executive Office to Performance

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Administrative Analyst	0.00	1.00	1.00
1	Chief Performance Officer	0.00	1.00	1.00
1	Chief Project Consultant	1.00	1.00	0.00
1	DBELO/EEO/Compliance Officer	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	0.00	1.00	1.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
2	Project Manager Assistant	1.00	2.00	1.00
0	Senior Project Manager	1.00	0.00	(1.00)
1	ZEB Project Administrator	0.00	1.00	1.00
11	Total FTEs	7.00	11.00	4.00

Notes

- Added one additional Project Manager Assistant FTE
- Added Chief Performance Officer FTE
- Added ZEB Project Administrator FTE
- Added Facilities Engineer FTE
- Administrative Analyst FTE replaces Senior Project Manager

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	182,374	315,553	133,179
Sub-total	496,836	833,382	336,546
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO and ADA	4,000	3,000	(1,000)
Sub-total	4,000	3,000	(1,000)
5030400000 TEMPORARY HELP			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE			
Unplanned Maintenance Software	-	26,000	26,000
Sub-total	-	26,000	26,000
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	550	50
Sub-total	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting service	948	1,000	52
Sub-total	948	1,000	52

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	7,000	7,000	-
Cal Act seminar	2,000	2,000	-
CTA seminars	2,000	2,000	-
DBE outreach	1,033	1,000	(33)
Drug and Alcohol Training	-	1,000	1,000
EEO, DBE, ADA seminars	7,500	6,000	(1,500)
FTA sponsored technology events	2,000	2,000	-
National Transit Institute		1,500	1,500
Public Project Training	-	500	500
Transit Paratransit Course University of the Pacific	-	4,200	4,200
Sub-total	21,533	27,200	5,667
5090200001 TRAINING/WORKSHOP			
DBE Workshop Expense	3,000	3,200	200
Sub-total	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES			
Access Committee Meetings	1,000	500	(500)
Sub-total	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University	-	25,000	25,000
Sub-total	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursement	-	500	500
Sub-total	-	500	500
5099900004 CONSULTING-GENERAL			
Consulting services for Capital Improvement Program	-	298,000	298,000
Subject matter experts to supplement staff	192,243	102,000	(90,243)
SunRide Ride Share Program	-	312,500	312,500
Desert Recreation District		85,000	
Sub-total	192,243	797,500	605,257
Total Expenses	751,560	1,728,332	976,772

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Continued efforts to complete the replacement of aging CNG equipment to optimize fueling efficiency and growth.
- Complete construction of H2 and CNG stations.
- Maintain current H2 and CNG equipment to the fullest capacity.
- Maintain a high level of support to outside fuel customers.
- Create a path to secure more renewable energy paths to offset demands.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	96,352	95,615	99,735	100,645	102,826	2,181
5010201610 ADMIN SALARIES-OT	724	2,398	1,603	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	13,742	16,012	15,809	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	94,135	92,642	79,636	73,178	80,814	7,636
5030500010 CONTRACT SVC-GENERAL	21,751	15,806	14,859	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2	69,507	65,356	55,239	64,600	62,500	(2,100)
5030500012 UNIFORMS	1,014	1,367	1,556	1,550	1,550	-
5030600900 ANSWERING SERVICES	1,105	987	389	420	420	-
5039900005 SHIPPING/FREIGHT	1,372	371	78	500	1,000	500
5039900007 INVENTORY-SALES TAX	4,698	1,823	2,498	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES	1,038	867	1,295	1,000	1,500	500
5049900001 OFFICE SUPPLIES	13	138	238	200	300	100
5049900010 MAT/SUPPLIES--CNG TPALMS	3,083	698	1,860	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN	7,429	3,961	34,973	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO	3,009	1,480	767	1,000	1,500	500
5049900300 REPAIR PARTS-HYDROGEN	11,165	10,142	14,183	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS	29,924	36,117	27,024	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO	20,797	12,626	20,542	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS	66,520	71,309	71,100	75,000	73,000	(2,000)
5050200002 ELECTRICITY-CNG INDIO	79,597	72,583	78,759	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN	21,778	23,599	25,344	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS	835,405	1,000,885	899,420	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO	380,927	472,402	427,431	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN	52,160	46,768	42,384	66,372	45,000	(21,372)
5070500000 FUEL TAXES	170,201	175,429	183,610	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	1,308	1,859	2,563	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEES	9,312	8,207	8,321	8,000	8,200	200
5099900004 PERMITS & LICENSES	327	327	490	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES	11,924	12,676	17,574	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL	(1,478,840)	(1,638,504)	(1,536,840)	(1,681,000)	(1,600,000)	81,000
Total Expenses	531,477	605,945	592,438	470,923	638,170	167,247

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 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

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,645	102,826	2,181
5010201610 ADMIN-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	73,178	80,814	7,636
Sub-total	189,362	201,640	12,278
5030500010 CONTRACT SVC-GENERAL			
Gas pipe corrosion testing	2,200	-	(2,200)
Haz mat disposal	1,100	2,300	1,200
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	6,000	5,000	(1,000)
Sub-total	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2			
Quarterly H2 purity testing	5,000	5,000	-
Reformer maintenance & monitoring	55,600	53,500	(2,100)
Water treatment services for H2 production	4,000	4,000	-
Sub-total	64,600	62,500	(2,100)
5030500012 UNIFORMS			
Uniform services	1,550	1,550	-
Sub-total	1,550	1,550	-
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	500	1,000	500
Sub-total	500	1,000	500
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,700	3,500	800
Sub-total	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900001 OFFICE SUPPLIES			
Office supplies	200	300	100
Sub-total	200	300	100

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	200	300	100
Electrical hardware	150	200	50
Hardware	150	150	-
Industrial supplies	125	150	25
Oil for compressor	300	600	300
Pipes, tubing & fittings	150	300	150
Stainless steel fittings	150	400	250
Sub-total	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN			
Absorbent	18,894	-	(18,894)
Hardware	1,100	1,110	10
Hoses & nozzles	800	1,000	200
Nitrogen	1,700	2,000	300
Reverse osmosis water filters	600	800	200
Stainless steel fittings	350	350	-
Stainless steel valves	450	500	50
Sub-total	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	650	750	100
Hardware	150	300	150
Stainless steel fittings & valves	200	450	250
Sub-total	1,000	1,500	500
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			
Compressor rebuild parts	15,200	14,600	(600)
Parts for dispenser	6,000	5,000	(1,000)
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	5,000	4,400	(600)
Sub-total	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	4,500	11,333	6,833
Parts for dispenser	3,500	6,000	2,500
Parts for hoses & nozzles	2,000	2,667	667
Sub-total	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	75,000	73,000	(2,000)
Sub-total	75,000	73,000	(2,000)

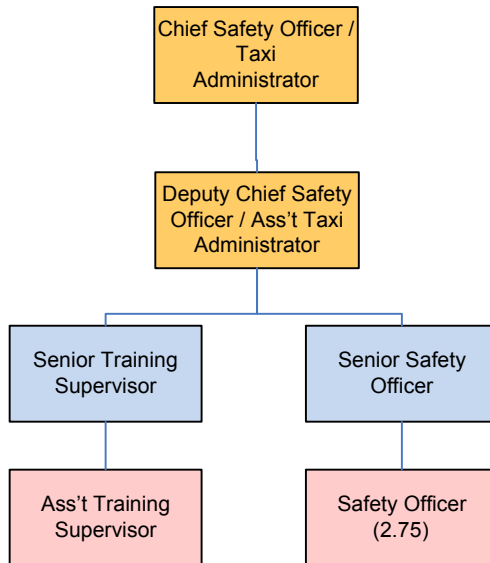
PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	70,000	69,000	(1,000)
Sub-total	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	30,000	145,000	115,000
Sub-total	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	980,000	950,000	(30,000)
Sub-total	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	400,000	395,000	(5,000)
Sub-total	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	66,372	45,000	(21,372)
Sub-total	66,372	45,000	(21,372)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	150,000	170,000	20,000
Sub-total	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING			
NGV Institute	600	600	-
NTT	1,400	1,400	-
Sub-total	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	8,000	8,200	200
Sub-total	8,000	8,200	200
5099900004 PERMITS & LICENSES			
Fees paid to the county	400	700	300
Sub-total	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	11,000	20,000	9,000
Sub-total	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,681,000)	(1,600,000)	81,000
Sub-total	(1,681,000)	(1,600,000)	81,000
Total Expenses	470,923	638,170	167,247

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Complete installation of new surveillance system.
- Update system safety plan to include safety management system principles.
- Ongoing NIMS and similar emergency management training for safety personnel.
- Implement perishable skills training program for operators.
- Obtain funding for driving simulators.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	220,492	245,172	299,432	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT		841	-	500	500	-
5029999999 TOTAL FRINGE BENEFITS	213,391	233,381	252,184	215,295	328,635	113,340
5030300001 ID BADGE SUPPLIES	1,491	1,651	822	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING	-	-	-	-	21,000	21,000
5030300010 CONTRACTED SERVICES	8,114	-	-	-	-	-
5030300013 UNIFORMS	3,144	2,067	2,002	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES	20,926	18,163	10,914	15,000	17,000	2,000
5030700000 SECURITY SERVICES	70,726	76,823	100,340	103,604	104,159	555
5030700001 SUSBTANCE ABUSE PROGRAM AUDITS	499	-	-	-	-	-
5049900001 OFFICE SUPPLIES	1,008	1,634	1,649	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES	5,302	12,477	7,713	10,341	10,000	(341)
5049900010 TRAINING SUPPLIES	1,269	-	-	-	-	-
5049901000 EMERGENCY PREPARDNESS SUPPLIES	4,550	5,861	-	2,269	-	(2,269)
5060300100 REPAIR CLAIMS	-	-	46,273	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	10,956	11,749	3,359	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING	9,767	13,501	16,169	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES	-	140	-	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES	-	-	-	-	8,000	8,000
5099900002 MISCELLANEOUS EXPENSE	65	362	-	-	-	-
Total Expenses	571,701	623,823	740,857	901,555	1,016,555	115,000

Notes

- Medical Exams and Testing was moved to the Safety Office from the Performance Office
- Added Recruiting GL for background checks for all new hires

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Training Supervisor	1.00	1.00	0.00
1	Chief Safety Officer/Taxi Administrator	0.75	0.75	0.00
1	Deputy Chief Safety Officer/ Asst. Taxi Administrator	0.75	0.75	0.00
3	Safety Officer	2.00	2.75	0.75
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
8	Total FTEs	6.50	7.25	0.75

Notes:

- Added one (1) part time Safety Officer
- Chief & Deputy Chief Safety Officers budgeted at .75 and .75 FTEs respectively to reflect allocated time for taxi administration responsibilities charged to SRA budget

SAFETY AND SECURITY OFFICE

Division 15

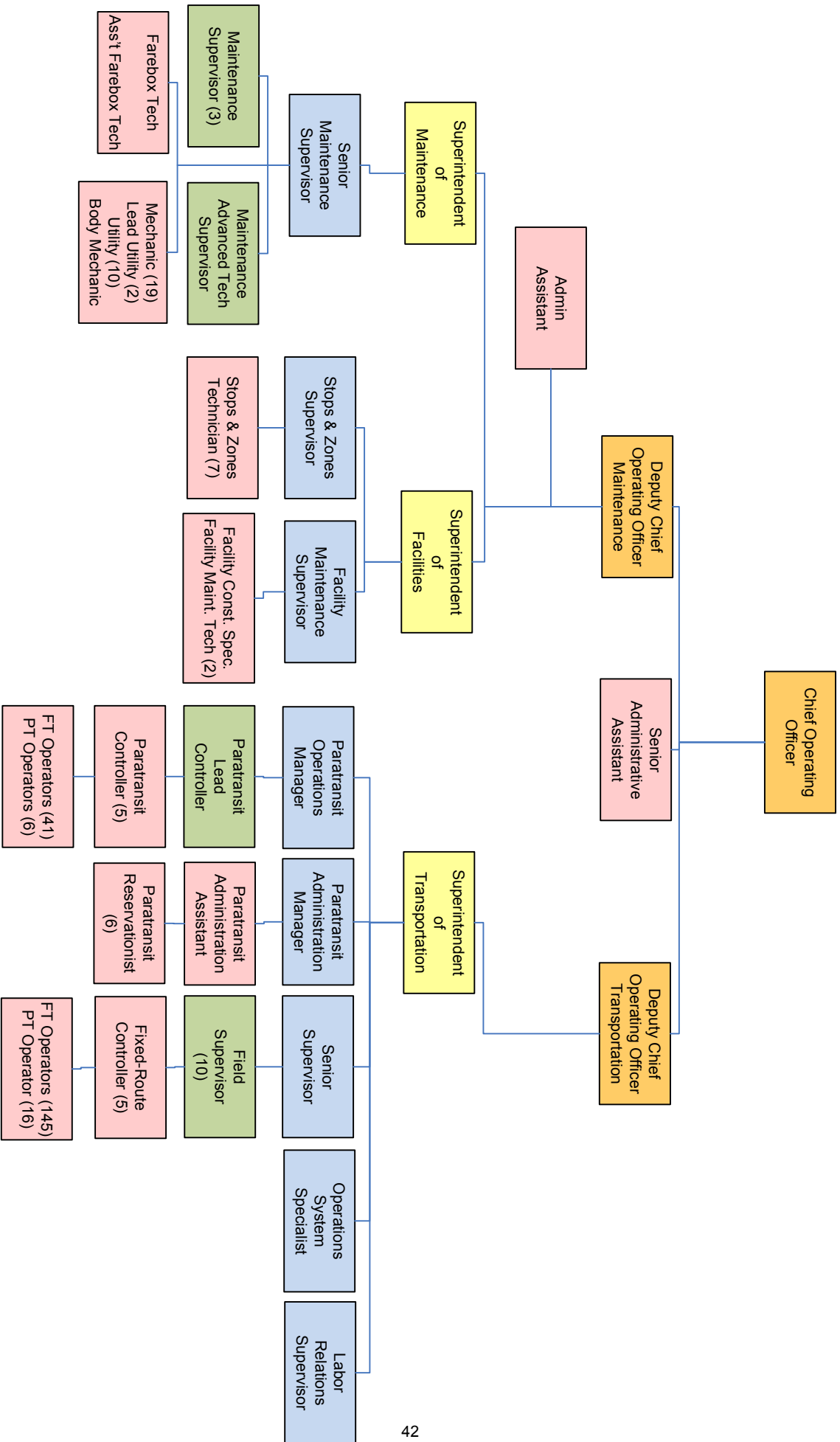
General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT	500	500	-
5029999999 TOTAL FRINGE BENEFITS	215,295	328,635	113,340
Sub-total	530,631	665,616	134,985
5030300001 ID BADGE SUPPLIES			
Access Cards	1,500	1,500	-
Sub-total	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	-	21,000	21,000
Sub-total	-	21,000	21,000
5030300013 UNIFORMS			
Reflective safety vest replacements	-	-	-
Staff shirts/hats, Etc.	500	500	-
Uniform rental	2,500	2,000	(500)
Sub-total	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	6,000	7,000	1,000
Safety Incentive program	9,000	10,000	1,000
Sub-total	15,000	17,000	2,000
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	1,440	1,440	-
Guard services at Divisions 1 & 2	102,164	102,719	555
Sub-total	103,604	104,159	555
5049900001 OFFICE SUPPLIES			
Office supplies	3,100	2,000	(1,100)
Sub-total	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES			
Banners	1,000	1,000	-
First aid /CPR supplies	1,000	1,000	-
First aid kit supplies	-	2,000	2,000
National Safety Council materials	4,000	-	(4,000)
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	1,341	2,000	659
Training Supplies	-	1,000	1,000
Sub-total	10,341	10,000	(341)
5049901000 EMERGENCY PREPAREDNESS SUPPLIES			
Emergency kits	2,269	-	(2,269)
Sub-total	2,269	-	(2,269)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5060300100 REPAIR CLAIMS			
Costs associated with repairs for damaged vehicles resulting from collisions	200,000	154,280	(45,720)
Sub-total	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	395	395	-
APTA Bus Safety Mgt program	9,860	9,860	-
Fred Pryor Membership	996	996	-
National Safety Council	749	749	-
Sub-total	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Conference	4,000	4,000	-
CTA Conference	4,000	4,000	-
FTA Drug & Alcohol Training	500	-	(500)
NHTSA conference	4,500	-	(4,500)
Risk management training	-	1,500	1,500
Sub-total	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	2,875	500	(2,375)
Sub-total	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	-	8,000	8,000
Sub-total	-	8,000	8,000
Total Expenses	901,555	1,016,555	115,000

OPERATIONS OFFICE



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 19 GOALS & OBJECTIVES

- Continue developing the paratransit sub-department (Call Center/ Eligibility Center).
- 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 (IDP).
- Maintain full staffing to budgeted FTEs.

EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	835,008	893,344	816,891	1,015,310	1,173,236	157,926
5010201500 CUSTOMER SERVICE SALARIES	128	-	-	-	-	-
5010201610 ADMIN SALARIES-OT	355	29	607	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(30,102)	(22,881)	(22,481)	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	812,684	785,508	602,124	763,689	872,646	108,957
5030300013 UNIFORMS	49,487	85,486	40,319	62,000	66,000	4,000
5030303250 CONSULTING	17,221	-	-	-	-	-
5039900003 PRINTING EXPENSE	2,724	4,478	3,592	5,000	5,000	-
5049900001 OFFICE SUPPLIES	2,448	1,172	631	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES	3,841	254	147	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING	15,738	21,786	15,733	25,000	18,000	(7,000)
5090200001 TRAINING	150	-	-	-	-	-
5090200002 ACCESS COMMITTEE EXPENSES	838	-	-	-	-	-
5090201000 EMPLOYEE EXPENSE	899	50	315	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES	12,104	10,277	1,844	10,000	7,500	(2,500)
Total Expenses	1,723,523	1,779,503	1,459,722	1,835,049	2,115,602	280,553

EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	4,999,404	5,578,626	5,684,896	6,264,651	6,226,671	(37,980)
5010101020 OPERATOR WAGES OVERTIME - FT	683,374	807,205	732,720	700,000	662,580	(37,420)
5029999999 TOTAL FRINGE BENEFITS	3,585,863	3,761,795	3,501,177	3,604,834	3,944,469	339,635
Total Expenses	9,268,640	10,147,626	9,918,793	10,569,485	10,833,720	264,235

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 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,507	391,944	506,453	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	2,781	2,407	3,518	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS	353,309	372,039	371,019	419,598	444,765	25,167
5030300013 PARATRANSIT UNIFORMS	15,297	26,681	6,114	18,000	20,000	2,000
5030400000 TEMPORARY HELP SERVICES	26,747	5,709	-	-	-	-
5039900003 GENERAL SERVICES	15,497	16,540	17,520	18,000	18,000	-
5049900001 OFFICE SUPPLIES	2,754	303	2,715	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES	449	379	-	750	750	-
Total Expenses	731,340	816,003	907,340	995,759	1,058,323	62,564

EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,318,525	1,482,031	1,460,449	1,481,890	1,530,192	48,302
5010101020 PARATRANSIT OPER WAGES OT	321,298	320,988	271,693	349,521	300,000	(49,521)
5029999999 TOTAL FRINGE BENEFITS	815,280	936,689	780,923	789,959	900,179	110,220
Total Expenses	2,455,104	2,739,708	2,513,065	2,621,370	2,730,371	109,001

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
10	Field Supervisors	10.00	10.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	0.00	1.00	1.00
0	Lead 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
1	Operations System Specialist	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Senior Field Supervisor	1.00	0.00	(1.00)
1	Senior Supervisor	0.00	1.00	1.00
1	Superintendent of Transportation	1.00	1.00	0.00
183	Sub-Total	178.00	179.00	1.00
	Paratransit			
1	Paratransit Administration Assistant	1.00	1.00	0.00
1	Paratransit Administration Manager	1.00	1.00	0.00
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
6	Paratransit Reservationist	6.00	6.00	0.00
62	Sub-Total	60.50	60.50	0.00
245	Total FTEs	238.50	239.50	1.00

Notes:

- Lead Controller/System Specialist retitled to Operations System Specialist
- Senior Filed Supervisor retitled to Field Supervisor
- Added one Full Time Motor Coach Operator

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,015,310	1,173,236	157,926
5010201610 ADMIN SALARIES-OT	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	763,689	872,646	108,957
Sub-total	1,729,499	2,016,382	286,883
5030300013 UNIFORMS			
Employee uniforms	62,000	58,000	(4,000)
Uniform Rental	-	8,000	8,000
Sub-total	62,000	66,000	4,000
5039900003 PRINTING EXPENSE			
Printing expense	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	2,200	1,400	(800)
Sub-total	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	350	570	220
Sub-total	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	3,000	3,000	-
APTA Bus and Paratransit	2,000	2,000	-
CTA	2,500	2,500	-
Leadership training (5)	2,500	-	(2,500)
NTI Training	3,000	1,500	(1,500)
Para and Transit Certification (5)	6,000	5,000	(1,000)
Trapeze Group user conference (2)	2,500	2,500	-
TSI Training	3,500	1,500	(2,000)
Sub-total	25,000	18,000	(7,000)

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Operator Name Plates	750	750	-
Trophies for employee recognition	250	-	(250)
Sub-total	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES			
APTA registration	2,500	1,700	(800)
Hotels	2,500	1,900	(600)
Local Competition	2,500	2,000	(500)
Travel	2,500	1,900	(600)
Sub-total	10,000	7,500	(2,500)
Total Expenses	1,835,049	2,115,602	280,553

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS...	419,598	444,765	25,167
Sub-total	957,009	1,015,573	58,564
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	18,000	20,000	2,000
Sub-total	18,000	20,000	2,000
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	18,000	18,000	-
Sub-total	18,000	18,000	-
5049900001 OFFICE SUPPLIES			
General office supplies	2,000	4,000	2,000
Sub-total	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES			
Driving gloves	500	500	-
Name plates	250	250	-
Sub-total	750	750	-
Total Expenses	995,759	1,058,323	62,564

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 19 GOALS & OBJECTIVES

- Procure asset management software.
- High Voltage Training Certification for Supervisors and Technicians.
- Improve productivity of maintenance staff.
- Plan Center of Excellence maintenance goals and requirements.
- Update and develop Standard Operating Procedures for fleet maintenance.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	403,848	428,761	415,729	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	588	560	-	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	385,209	358,424	291,119	372,184	438,083	65,899
5030400000 TEMPORARY HELP SERVICES	9,715	-	-	-	-	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	9,351	10,073	7,365	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	10,184	2,300	4,473	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL	127,901	128,359	128,526	137,952	130,000	(7,952)
5040100102 FREON & COOLANT	35,326	16,401	37,573	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES	39,570	39,467	39,401	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE	1,070,839	1,227,122	1,115,035	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED	3,820	3,898	4,191	5,500	16,000	10,500
5040102100 FUEL-DIESEL	-	-	-	100	-	(100)
5040102200 FUEL-HYDROGEN	208,164	276,678	195,368	232,078	260,000	27,922
5040200001 TIRES-FIXED ROUTE	143,831	160,013	167,725	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES	6,282	5,684	10,869	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	21	97	100	200	100
5049900001 OFFICE SUPPLIES	3,082	2,136	762	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	110	689	660	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING	2,329	2,616	2,418	6,000	6,000	-
5090200001 TRAINING	410	(410)	-	-	-	-
5090201000 EMPLOYEE EXPENSES	389	470	-	500	500	-
5090400100 DISCOUNTS TAKEN	(878)	-	(98)	-	-	-
Total Expenses	2,460,070	2,663,263	2,421,213	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,392,511	1,427,701	1,400,383	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	58,127	93,292	62,928	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	930,554	950,742	871,738	897,918	989,694	91,776
5030300014 UNIFORMS	20,381	21,890	16,620	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS		-	353	1,000	800	(200)
5030500002 RADIO MAINTENANCE	21,934	5,210	850	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,542	2,699	3,194	4,500	4,000	(500)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	5,077	1,066	350	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT	76,310	79,200	83,100	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT	6,079	7,260	6,364	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING	16,885	19,425	15,975	25,000	25,000	-
5039900007 INVENTORY-SALES TAX	100,695	95,069	100,612	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES	14,610	16,442	14,668	13,000	17,000	4,000
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,946	2,442	3,592	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES	15,924	11,305	16,175	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC	21,570	34,853	24,809	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES	15,279	17,226	15,362	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT	9,335	5,217	6,423	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE	502	-	1,152	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE	882,880	1,040,080	983,385	1,000,000	1,000,000	-
5049900022 REPAIR PARTS-SUPPORT VEHICLES	36,596	45,429	41,029	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS	782	23	-	1,000	1,000	-
5049900024 REPAIR PARTS-FUEL CELL	-	-	-	25,000	20,000	(5,000)
5070500000 FUEL TAXES	17,580	18,696	16,787	18,000	18,000	-
5099900004 PERMITS & LICENSES	7,566	10,639	14,331	15,000	16,000	1,000
Total Expenses	3,658,664	3,905,907	3,700,180	3,963,859	4,108,744	144,885

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,470	1,125	2,873	2,000	2,600	600
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	3,434	2,349	5,678	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG	204,234	220,186	207,857	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES	48,835	47,314	48,659	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS	162,195	121,611	171,194	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT	780	585	878	1,500	1,000	(500)
5049900200 DECALS	-	-	-	200	200	-
Total Expenses	421,949	393,171	437,137	459,870	417,800	(42,070)

OPERATIONS OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	372,184	438,083	65,899
Sub-total	870,235	1,046,743	176,508
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	22,082	20,000	(2,082)
Sub-total	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	5,000	4,500	(500)
Sub-total	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	137,952	130,000	(7,952)
Sub-total	137,952	130,000	(7,952)
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	30,000	56,000	26,000
Sub-total	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	40,000	42,000	2,000
Sub-total	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,254,356	1,275,492	21,136
Sub-total	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	5,500	16,000	10,500
Sub-total	5,500	16,000	10,500
5040102100 FUEL-DIESEL			
Diesel fuel for portable steam cleaner	100	-	(100)
Sub-total	100	-	(100)
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	232,078	260,000	27,922
Sub-total	232,078	260,000	27,922

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5040200001 TIRES-FIXED ROUTE			
Tire lease program	186,453	175,000	(11,453)
Sub-total	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & leased tires	10,000	14,000	4,000
Sub-total	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	100	200	100
Sub-total	100	200	100
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training	6,000	6,000	-
Sub-total	6,000	6,000	-
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	500	500	-
Sub-total	500	500	-
Total Expenses	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	897,918	989,694	91,776
Sub-total	2,513,450	2,638,444	124,994
5030300014 UNIFORMS			
Maintenance employee uniforms	20,000	18,000	(2,000)
Sub-total	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	1,000	800	(200)
Sub-total	1,000	800	(200)
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles operational	5,644	7,500	1,856
Sub-total	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment. Can normally be done in-house	4,500	4,000	(500)
Sub-total	4,500	4,000	(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			
Tire Services	75,000	88,000	13,000
Parts cleaning tank service	10,000	-	(10,000)
Sub-total	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	10,000	9,000	(1,000)
Sub-total	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
Sub-total	25,000	25,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	100,000	110,000	10,000
Sub-total	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	13,000	17,000	4,000
Sub-total	13,000	17,000	4,000
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	32,125	35,000	2,875
Sub-total	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	18,640	19,000	360
Sub-total	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	10,000	-
Sub-total	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on vehicles	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain buses	1,000,000	1,000,000	-
Sub-total	1,000,000	1,000,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts need to maintain support vehicles	40,000	45,000	5,000
Sub-total	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900024 REPAIR PARTS- Fuel Cell			
Repair parts to maintain fuel cell on buses	25,000	20,000	(5,000)
Sub-total	25,000	20,000	(5,000)
5070500000 FUEL TAXES			
Fuel Taxes	18,000	18,000	-
Sub-total	18,000	18,000	-
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	15,000	16,000	1,000
Sub-total	15,000	16,000	1,000
Total Expenses	3,963,859	4,108,744	144,885

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,000	2,600	600
Sub-total	2,000	2,600	600
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	225,401	215,000	(10,401)
Sub-total	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES			
Tire lease	55,474	54,000	(1,474)
Sub-total	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	170,295	140,000	(30,295)
Sub-total	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,500	1,000	(500)
Sub-total	1,500	1,000	(500)
5049900200 DECALS			
Decals for paratransit vehicles	200	200	-
Sub-total	200	200	-
Total Expenses	459,870	417,800	(42,070)

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 19 GOALS & OBJECTIVES

- Purchase replacement equipment for old items.
- Purchase man lift to assist in-house repairs.
- Improve material, supply storage and facility maintenance work area.

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	78632.16	110,137	105,181	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	80,329	115,350	125,817	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	1,579	1,663	6,537	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,216)	(1,721)	(1,800)	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	129,508	172,977	164,072	145,226	175,366	30,140
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	14,194	16,430	9,732	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL	34,029	33,826	21,057	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL	53,925	52,762	53,266	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES	5,723	4,734	4,539	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES	801	1,179	1,502	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES	-	608	5,270	4,000	5,000	1,000
5030600500 PEST CONTROL SERVICE	174	424	1,585	2,200	2,500	300
5030600600 CONTRACT SERVICES-A/C	6,038	5,750	6,669	8,000	7,000	(1,000)
5030600700 FIRE EXTINGUISHERS	1,403	736	398	1,000	800	(200)
5030600800 FLOOR MAT RENTAL	4,044	7,480	9,296	9,300	7,000	(2,300)
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	11,456	10,800	11,000	14,500	3,500
5040300100 PLUMBING RELATED EXPENDITURES	6,513	5,268	9,077	6,000	8,000	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE	10,857	7,393	6,741	7,500	8,000	500
5040300600 SHOE ALLOWANCE	145	231	171	350	435	85
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	15,855	15,883	757	11,806	10,000	(1,806)
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,047	26,198	31,158	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC	3,843	3,190	1,378	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY	197,903	198,298	207,045	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY	14,093	16,792	17,466	16,000	18,000	2,000
Total Expenses	695,220	807,045	797,716	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	538	3,409	2,217	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL	28,414	29,154	30,837	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES	1,043	923	370	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE	741	707	806	1,000	900	(100)
5030600600 CONTRACT SERVICES-AC	-	347	444	750	750	-
5030600700 FIRE EXTINGUISHERS	-	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	3,663	1,793	2,785	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP	1,613	434	1,219	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE	2,749	1,056	1,829	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	12,666	10,295	10,738	15,000	14,000	(1,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	666	231	61	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	28,070	25,487	30,045	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	12,894	14,332	13,630	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER	5,596	7,084	4,406	7,500	7,500	-
Total Expenses	98,652	95,254	99,388	115,500	117,650	2,150

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
1	Superintendent of Facilities	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 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	145,226	175,366	30,140
Sub-total	398,054	422,205	24,151
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	15,000	2,500	(12,500)
Bio Hazard material removal	3,000	14,000	11,000
Sub-total	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	2,900	4,500	1,600
Bus wash monthly PMI	6,620	6,620	-
Elevator service	3,000	3,000	-
Employee drinking water	2,500	2,500	-
Environmental monitoring Div 1	6,000	6,500	500
Shop vehicle lift service	3,000	3,000	-
Water softener service for bus wash	2,400	2,500	100
Sub-total	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	58,500	54,000	(4,500)
Sub-total	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	6,000	6,500	500
Sub-total	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Maint Techs	2,000	1,600	(400)
Sub-total	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	4,000	5,000	1,000
Sub-total	4,000	5,000	1,000

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	2,200	2,500	300
Sub-total	2,200	2,500	300
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	8,000	7,000	(1,000)
Sub-total	8,000	7,000	(1,000)
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	1,000	800	(200)
Sub-total	1,000	800	(200)
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats used in Division 1	9,300	7,000	(2,300)
Sub-total	9,300	7,000	(2,300)
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	11,000	14,500	3,500
Sub-total	11,000	14,500	3,500
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	6,000	8,000	2,000
Sub-total	6,000	8,000	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	7,500	8,000	500
Sub-total	7,500	8,000	500
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	350	435	85
Sub-total	350	435	85
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Food and drinks for meetings	11,806	10,000	(1,806)
Sub-total	11,806	10,000	(1,806)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	25,000	27,000	2,000
Sub-total	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY			
Direct TV	1,500	1,500	-
Electricity	207,500	193,500	(14,000)
Gas: New Admin building and shop connected to gas	9,000	9,000	-
Water	12,000	11,000	(1,000)
Sub-total	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	16,000	18,000	2,000
Sub-total	16,000	18,000	2,000
Total Expenses	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	-	713	713
Stormwater monitoring and testing contract	4,000	2,287	(1,713)
Sub-total	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract	33,000	33,500	500
Sub-total	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,000	1,800	(200)
Sub-total	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,000	900	(100)
Sub-total	1,000	900	(100)
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	3,000	2,750	(250)
Sub-total	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,500	1,400	(100)
Sub-total	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,500	2,300	(200)
Sub-total	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC			
Materials for general repair of facilities	15,000	14,000	(1,000)
Sub-total	15,000	14,000	(1,000)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 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 Division 2	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	14,500	14,000	(500)
Sub-total	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	7,500	7,500	-
Sub-total	7,500	7,500	-
Total Expenses	115,500	117,650	2,150

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 19 GOALS & OBJECTIVES

- Replace pressure washer.
- Successfully train and promote three stops and zones B Technicians to A Technicians.
- Complete bus shelter lighting improvement project.
- Replace stops and zones trucks.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	46,523	29,906	39,975	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	243,727	269,856	262,563	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	4,575	6,862	3,344	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	228,337	208,073	187,189	208,633	223,999	15,366
5030600200 UNIFORMS	6,079	3,615	3,674	6,000	6,000	-
5030600250 EQUIPMENT RENTAL	3,122	1,681	1,195	5,000	4,000	(1,000)
5040101000 SUPPLIES & MATERIALS	-	43	-	-	-	-
5040102000 UNLEADED GASOLINE	1,099	453	499	500	1,800	1,300
5040102001 DIESEL FUEL	-	-	30	100	100	-
5040300600 SHOE ALLOWANCE	355	526	388	1,050	1,015	(35)
5049900001 OFFICE SUPPLIES	-	68	-	100	100	-
5049900029 BUS STOP SUPPLIES	30,734	27,828	20,085	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES	-	-	-	100	100	-
Total Expenses	564,551	548,912	518,941	592,124	615,697	23,573

Notes

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 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

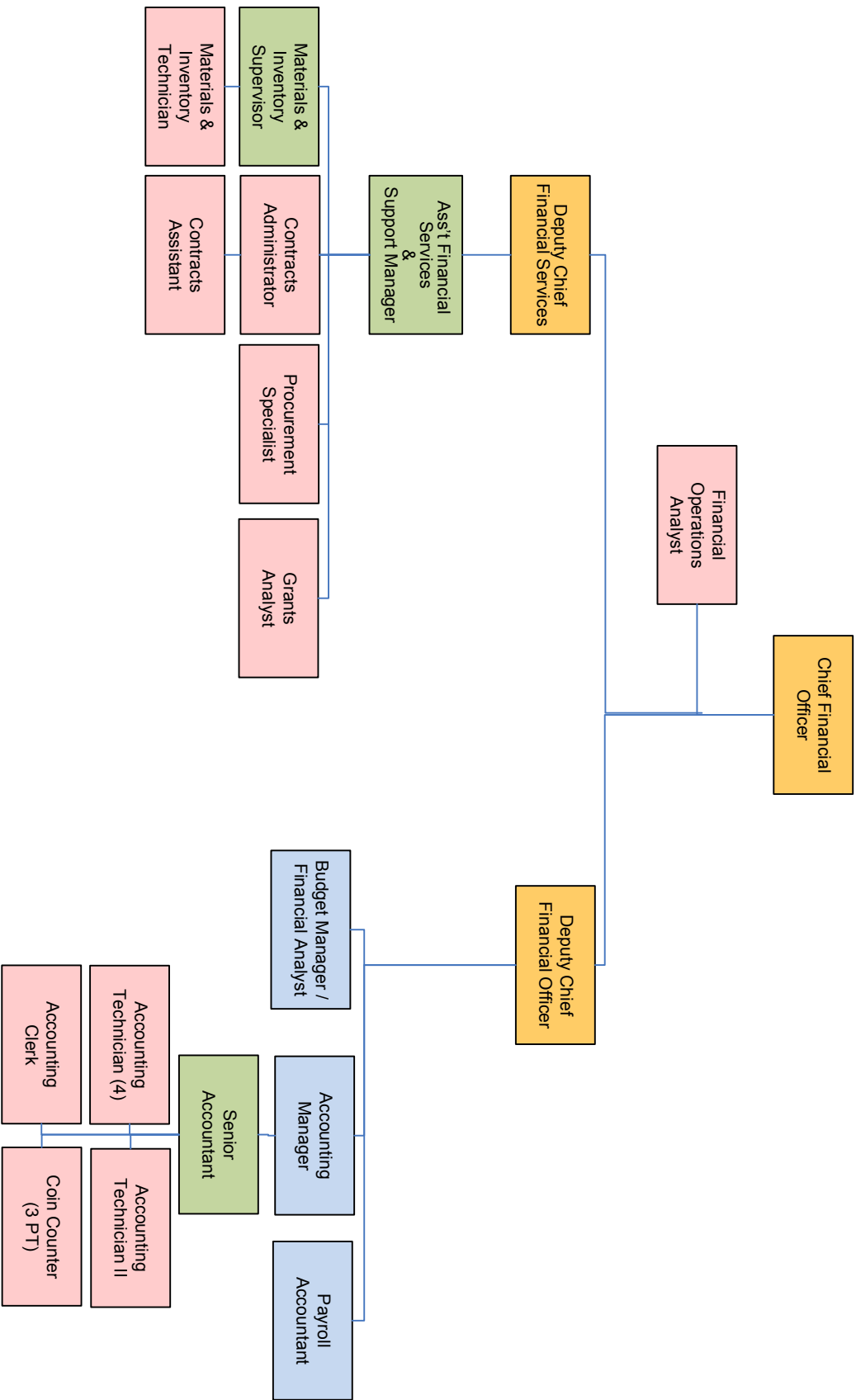
OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	208,633	223,999	15,366
Sub-total	539,274	568,582	29,308
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	6,000	6,000	-
Sub-total	6,000	6,000	-
5030600250 EQUIPMENT RENTAL			
Special equipment rental	5,000	4,000	(1,000)
Sub-total	5,000	4,000	(1,000)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	500	1,800	1,300
Sub-total	500	1,800	1,300
5040102001 DIESEL FUEL			
Portable steam equipment	100	100	-
Sub-total	100	100	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	1,050	1,015	(35)
Sub-total	1,050	1,015	(35)
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	40,000	32,000	(8,000)
Traffic Control	-	2,000	2,000
Sub-total	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES			
Employee Expenses	100	100	-
Sub-total	100	100	-
Total Expenses	592,124	615,697	23,573

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FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Accurate record keeping. Provide accurate and consistent information.
- Prepare fiscally sound balanced budgets and capital improvement plan.
- Cost containment to ensure and procure the best quality at the lowest prices for materials, supplies and services.
- Complete Fare Study.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	773,899	838,417	860,847	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	1,296	8,037	4,917	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(5,873)	(6,413)	(6,559)	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	601,640	594,082	477,864	593,146	707,446	114,300
5030200000 PUBLIC NOTICES	-	6,553	5,277	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES	-	-	-	769	100,000	99,231
5030300009 CONTRACTED SERVICES	1,297	1,301	3,609	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES	64,316	55,051	80,000	68,300	80,000	11,700
5030400000 TEMPORARY HELP SERVICES	5,251	58,778	113,383	45,032	45,032	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	209,998	215,682	232,634	215,000	218,860	3,860
5039900005 ILP-NF PROGRAM EXPENSES	13,693	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	265,495	357,695	30,000	357,315	327,315
5049900001 OFFICE SUPPLIES	12,078	13,795	10,932	14,000	13,223	(777)
5049900002 OFFICE SUPPLIES-POSTAGE	22,979	20,700	1,039	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	139,724	127,279	159,506	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY	16,596	14,937	12,584	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY	217,307	205,925	234,373	301,744	380,570	78,826
5060300100 REPAIR CLAIMS	43,796	134,801	-	-	-	-
5060400000 INSURANCE LOSSES	2,078,321	601,244	808,118	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC	246,986	266,551	292,961	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN	55,033	58,435	88,245	64,920	96,802	31,882
5079900000 PROPERTY & OTHER TAXES	82	99	219	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	788	160	465	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING	18,588	24,328	17,948	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT	331	2,370	167	500	912	412
5090201000 EMPLOYEE EXPENSES	2,880	2,544	1,334	2,000	2,000	-
5090801000 BANK SERVICE FEES	23,273	28,985	22,759	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION	27,791	29,561	28,805	30,000	35,000	5,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	100	-
5099900002 MISCELLANEOUS EXPENSE	(533)	-	-	-	-	-
5110101050 INTEREST EXPENSE	388	629	1,289	650	1,500	850
Total Expenses	4,571,924	3,569,326	3,810,410	3,732,151	4,750,613	1,018,462

Notes

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	4.00	4.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
0	Administrative Analyst to the CFO	1.00	0.00	(1.00)
1	Assistant Financial Services & Support Manager	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Deputy Chief Financial Services	0.00	1.00	1.00
1	Financial Operations Analyst	0.00	1.00	1.00
0	Financial Services & Support Manager	1.00	0.00	(1.00)
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
24	Total FTEs	22.25	23.25	1.00

Notes:

- Financial Services & Support Manager retitled to Deputy Chief Financial Services
- Administrative Analyst to the CFO retitled to Financial Operations Analyst
- Added one FTE, Procurement Specialist

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	593,146	707,446	114,300
Sub-total	1,568,724	1,853,619	284,895
5030200000 PUBLIC NOTICES			
Public records requests & advertisements for procurement solicitations	8,500	8,500	-
Sub-total	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	769	100,000	99,231
Sub-total	769	100,000	99,231
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	3,052	1,368	(1,684)
Sub-total	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	68,300	80,000	11,700
Sub-total	68,300	80,000	11,700
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.	215,000	218,860	3,860
Sub-total	215,000	218,860	3,860
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.	282,077	357,315	75,238
Pass through	(252,077)	-	252,077
Sub-total	30,000	357,315	327,315

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies	14,000	13,223	(777)
Sub-total	14,000	13,223	(777)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	168,643	180,814	12,171
Sub-total	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	13,315	17,136	3,821
Sub-total	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	301,744	380,570	78,826
Sub-total	301,744	380,570	78,826
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	834,708	963,105	128,397
Sub-total	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	301,994	312,949	10,955
Sub-total	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	64,920	96,802	31,882
Sub-total	64,920	96,802	31,882

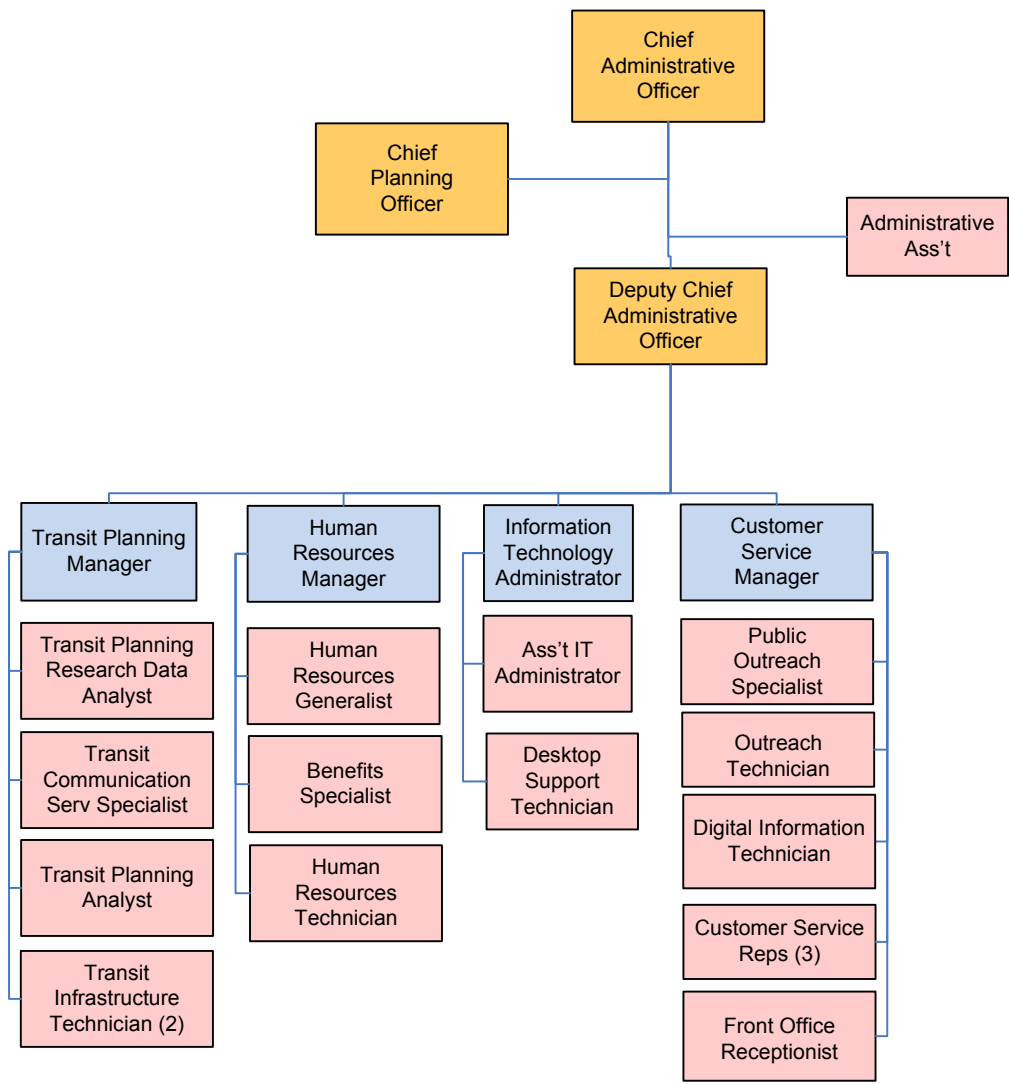
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	200	300	100
Sub-total	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	1,000	912	(88)
Sub-total	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	27,000	30,000	3,000
FTA Triennial Workshop	-	3,096	3,096
Government Finance Officers Association Conference	-	3,500	3,500
Transit Paratransit Course	-	9,000	9,000
Sub-total	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for employees	500	912	412
Sub-total	500	912	412
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	3,000	5,000	2,000
Merchant and bank Fees	29,000	30,000	1,000
Sub-total	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
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	650	1,500	850
Sub-total	650	1,500	850
Total Expenses	3,732,151	4,750,613	1,018,462

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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 19 GOALS & OBJECTIVES

- Focus on internal recruitment efforts through use of succession planning.
- Build a leadership program focused on growing future leaders for the agency.
- Develop a customer satisfaction policy.
- Implement the use of loyalty phrases while addressing customer comments.
- Improve efficiencies and customer experience for fixed route service.
- Enhance the fixed route system by exploring other methods for providing service.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	196,760	236,839	266,997	267,730	248,445	(19,285)
5010201610 ADMIN SALARIES-OT	454	1,185	519	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,494)	(1,803)	(2,027)	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	198,733	116,784	156,715	147,619	194,640	47,021
5030300001 BENEFIT MANAGEMENT EXPENSES	8,082	1,489	2,873	14,150	14,150	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	(108)	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	46,797	37,667	45,204	19,000	23,000	4,000
5030400000 TEMPORARY HELP SERVICES	20,913	29,937	6,602	10,000	10,000	-
5039900003 PRINTING EXPENSE	1,771	1,691	-	2,500	5,000	2,500
5049900000 HR TRAINING	4,888	2,079	52	500	1,500	1,000
5049900001 OFFICE SUPPLIES	2,702	3,078	2,493	3,500	3,500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,498	3,082	2,683	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING	2,926	2,581	3,542	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE	13,003	13,596	14,895	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	-	695	1,306	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	20,721	25,758	6,288	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION	8,356	12,363	1,199	6,000	11,000	5,000
5090800125 TUITION REIMBURSEMENT	6,223	5,684	18,629	21,000	20,000	(1,000)
5099900004 CONSULTING-HR	-	-	36,750	24,500	88,400	63,900
Total Expenses	532,225	492,704	564,721	561,320	670,258	108,938

Notes

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	234,380	249,743	252,570	275,609	270,157	(5,452)
5010201610 ADMIN SALARIES-OT	866	3,851	3,144	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	214,924	204,009	180,211	205,571	212,223	6,652
5030303240 CONTRACTED SERVICES	119,400	148,444	70,395	97,000	85,000	(12,000)
5030303260 ADVERTISING	29,364	37,736	51,984	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE	11,755	9,390	5,174	6,500	6,500	-
5030303271 MUSIC FESTIVAL	17,720	17,991	-	-	18,000	18,000
5030303280 CITY REVENUE SHARING	7,750	7,988	1,519	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	2,241	10,241	17,213	-	-	-
5039900003 PRINTING EXPENSE	71,168	61,182	62,449	80,000	80,000	-
5049900001 OFFICE SUPPLIES	2,437	7,191	2,346	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE	-	-	22,912	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,710	12,195	2,070	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING	2,452	4,740	53	5,000	3,000	(2,000)
Total Expenses	726,166	774,701	672,039	765,953	748,480	(17,473)

EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	210,512	197,189	275,219	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	315	1,957	2,163	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	172,693	151,505	177,577	228,118	277,374	49,256
5030200010 CONSULTING	90,188	132,794	13,454	75,000	145,700	70,700
5030400000 TEMPORARY HELP SERVICES	4,528	4,889	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	30,385	25,368	900	5,000	5,000	-
5049900001 OFFICE SUPPLIES	1,205	1,029	1,522	1,500	1,500	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	5,575	5,907	-	-	-
5090200001 TRAVEL TRAINING	8,418	-	-	13,800	7,000	(6,800)
5090201000 EMPLOYEE EXPENSES	85	-	-	-	-	-
5099900001 STAFF DEVELOPMENT	2,940	-	-	-	-	-
Total Expenses	521,269	520,306	476,742	651,661	864,417	212,756

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Benefits Specialist	1.00	1.00	0.00
1	Chief Administration Officer	1.00	1.00	0.00
1	Chief Planning Officer	0.00	1.00	1.00
3	Customer Service Representative	3.00	3.00	0.00
1	Customer Service Supervisor	1.00	1.00	0.00
1	Deputy Chief Administrative Officer	1.00	1.00	0.00
1	Digital Information Technician	1.00	1.00	0.00
1	Front Office Receptionist	1.00	1.00	0.00
1	Human Resources Generalist	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	Outreach Technician	1.00	1.00	0.00
0	Planning and Rail Consultant	1.00	0.00	(1.00)
1	Public Outreach Specialist	1.00	1.00	0.00
1	Transit Communication Service Specialist	0.00	1.00	1.00
2	Transit Infrastructure Technician	1.00	2.00	1.00
1	Transit Planning Analyst	1.00	1.00	0.00
0	Transit Planning Assistant	1.00	0.00	(1.00)
1	Transit Planning Data Research Analyst	0.00	1.00	1.00
1	Transit Planning Manager	1.00	1.00	0.00
22	Total FTE's	20.00	22.00	2.00

Notes:

- Retitled Planning and Rail Consultant to Chief Planning Officer
- Added Transit Communication Service Specialist
- Added Transit Infrastructure Technician
- Transit Planning Data Research Analyst FTE replaces Transit Planning Assistant

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,730	248,445	(19,285)
510201610 ADMIN SALARIES-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	147,619	194,640	47,021
Sub-total	414,669	443,405	28,736
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	-	800	800
CALPERS Admin Fees	12,950	12,000	(950)
OPTUM	1,200	1,350	150
Sub-total	14,150	14,150	-
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	12,900	12,900	-
VTT and licenses	6,100	10,100	4,000
Sub-total	19,000	23,000	4,000
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	2,650	2,500
Promotional materials	2,200	2,200	-
Sub-total	2,500	5,000	2,500
5049900000 HR TRAINING			
Employee orientation related expenses	500	1,500	1,000
Sub-total	500	1,500	1,000
5049900001 OFFICE SUPPLIES			
Office supplies	3,500	3,500	-
Sub-total	3,500	3,500	-

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
CalChamber - HR California	1,450	-	(1,450)
CALPELRA	700	700	-
DEAC	100	-	(100)
IPMA-Human Resources	630	-	(630)
PIHRA	300	-	(300)
Review Snap	1,441	1,441	-
SHRM	380	380	-
Sub-total	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	4,500	-
Sub-total	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE			
Employee spring event	2,000	2,000	-
Health and Benefits fair	2,850	2,500	(350)
Holiday party	10,150	8,150	(2,000)
Sub-total	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	5,600	5,651	51
Executive Officer recruiting	10,500	5,000	(5,500)
NEOGOV	-	18,481	18,481
Recruitment ads	3,400	-	(3,400)
Relocation expenses for executive officers	-	-	-
Sub-total	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION			
Years of service awards for employees	6,000	11,000	5,000
Sub-total	6,000	11,000	5,000

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	7,500	8,000	500
Graduate level courses	13,500	12,000	(10,000)
Sub-total	21,000	20,000	(1,000)
5099900004 CONSULTING-HR			
Human Resource General Consulting	-	88,400	88,400
MRG consulting Expense	24,500	-	(24,500)
Sub-total	24,500	88,400	63,900
Total Expenses	561,320	670,258	108,938

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	270,157	(5,452)
510201610 ADMIN SALARIES-OT	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	205,571	212,223	6,652
Sub-total	483,180	487,380	4,200
5030303240 CONTRACTED SERVICES			
Annual report	8,000	8,000	-
Public relations firm	75,000	62,000	(13,000)
Website hosting and support	14,000	15,000	1,000
Sub-total	97,000	85,000	(12,000)
5030303260 ADVERTISING			
Mass printing costs	1,000	1,000	-
Print, TV, radio & social media	37,773	15,000	(22,773)
Production costs associated with exterior bus and shelter advertisements	8,500	8,500	-
Promotional items	5,500	5,500	-
Sub-total	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	6,500	6,500	-
Sub-total	6,500	6,500	-
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	-	18,000	18,000
Sub-total	-	18,000	18,000
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	7,000	7,000	-
Sub-total	7,000	7,000	-
5039900003 PRINTING EXPENSE			
GFI	45,000	45,000	-
Rider's Guides	35,000	35,000	-
Sub-total	80,000	80,000	-

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Business Card Stock	250	250	-
Card Stock	600	-	(600)
Laminated Pouches	168	168	-
Laminated Rolls	682	2,582	1,900
Special Project Supplies	2,125	-	(2,125)
Toner for receptionist/customer SVC printers	4,075	-	(4,075)
Sub-total	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	23,000	25,000	2,000
Sub-total	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,600	1,600	-
Costco	300	300	-
PSDRCCVA	1,200	1,200	-
Rotary	500	500	-
Sub-total	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,000	3,000	(2,000)
Sub-total	5,000	3,000	(2,000)
Total Expenses	765,953	748,480	(17,473)

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	49,256
Sub-total	556,361	705,217	148,856
5030200010 CONSULTING			
On-call planning services	35,000	35,000	-
Statistician	40,000	-	(40,000)
Transcription services	-	1,500	1,500
Transit planning consulting services	-	109,200	109,200
Sub-total	75,000	145,700	70,700
5039900010 RIVERSIDE COMMUTERLINK EXPENSES			
Riverside Commuterlink Expenses. Expenses for press ads (radio, print, billboards) for Commuter Link promotion	5,000	5,000	-
Sub-total	5,000	5,000	-
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	13,800	7,000	(6,800)
Sub-total	13,800	7,000	(6,800)
Total Expenses	651,661	864,417	212,756

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. Also, IT is responsible for data integrity management and planning for the future needs of the Agency.

FY 19 GOALS & OBJECTIVES

- Elevate the enhancement of network and system security.
- Improve systems resiliency with disaster recovery testing.
- Conduct technology training for Agency personnel.
- Provide technical advice and support for the Agency's capital program.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,290	121,580	161,028	176,929	165,412	(11,517)
5010201610 ADMIN SALARIES-OT	-	207	838	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(919)	(923)	(1,226)	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	96,903	135,757	109,841	106,184	113,325	7,141
5030200006 COMMUNICATIONS	135,998	195,462	171,281	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES	2,456	1,470	1,500	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	315,970	347,355	379,835	452,868	560,745	107,877
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE	36,346	33,331	29,582	30,000	30,000	-
5049900001 OFFICE SUPPLIES	12,340	10,907	9,305	9,200	9,200	-
5049900010 COMPUTER SUPPLIES	17,824	13,204	14,422	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING	2,978	3,212	5,874	5,000	6,000	1,000
Total Expenses	741,186	861,563	882,280	995,551	1,140,372	144,821

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	176,929	165,412	(11,517)
510201610 ADMIN SALARIES-OT	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	106,184	113,325	7,141
Sub Total	283,183	278,807	(4,376)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	43,000	43,000	-
Pacific Light Wave for Transit Hub	-	-	-
Phone services	33,800	45,000	11,200
Sub-total	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES			
Third-party IT support services	2,500	2,500	-
Sub-total	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
AVAIL	122,400	135,287	12,887
Barracuda Archive	7,935	6,000	(1,935)
Barracuda Email Filter	2,049	2,050	1
Cisco Device Support	9,500	8,000	(1,500)
Cloud Backup	15,500	30,000	14,500
Cummins	2,100	2,400	300
Fleet-Net	28,812	30,252	1,440
HP 3PAR Warranty	10,000	10,000	-
Lansweeper	1,300	1,300	-
Microsoft EA	58,000	71,000	13,000
New software	5,000	7,000	2,000
Remix	25,000	25,500	500
Router Support Buses		3,600	3,600
ShoreTel system support	10,420	10,941	521
Stancil	450	475	25
Syslog Watcher	275	275	-
Trapeze	130,727	137,265	6,538
Tyler		50,000	50,000
Tyler DR		9,000	9,000
Veeam	3,200	13,400	10,200
Web filtering buses	20,200	7,000	(13,200)
Sub-total	452,868	560,745	107,877

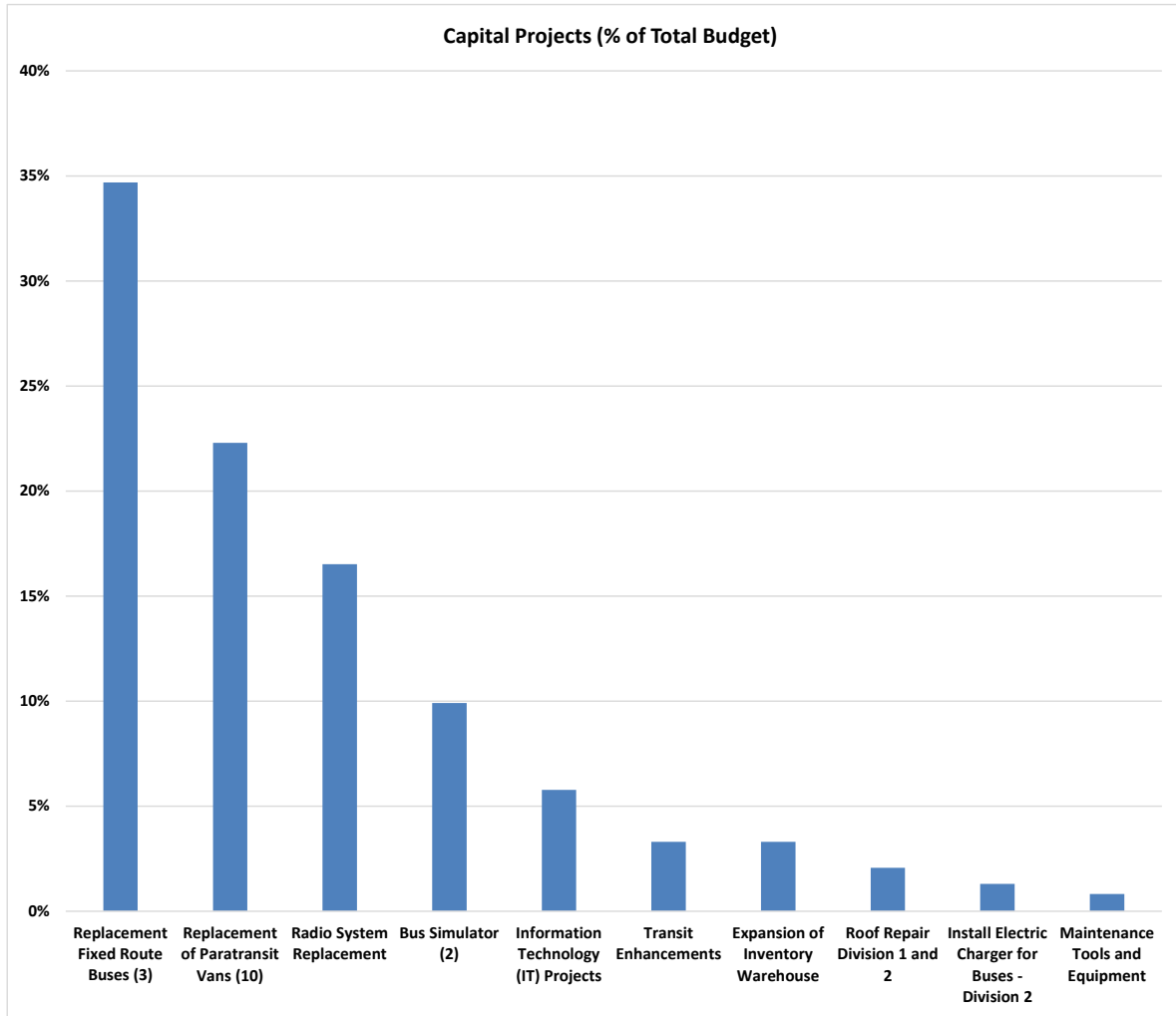
ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	29,120	29,120
Sub-total	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	28,500	28,500	-
Document shredding	1,500	1,500	-
Sub-total	30,000	30,000	-
5049900001 OFFICE SUPPLIES			
Copy paper	8,000	8,000	-
General office supplies	1,200	1,200	-
Sub-total	9,200	9,200	-
5049900010 COMPUTER SUPPLIES			
Computer supplies	16,000	16,000	-
Sub-total	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group)	5,000	6,000	1,000
Sub-total	5,000	6,000	1,000
Total Expenses	995,551	1,140,372	144,821

SUMMARY OF CAPITAL PROJECTS

There are ten (10) new capital projects requested in FY 19 at a total value of \$6,053,623. The most significant projects regarding cost include the replacement of three (3) fixed route buses, the replacement of (10) paratransit vans, and Radio System Replacement. 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.



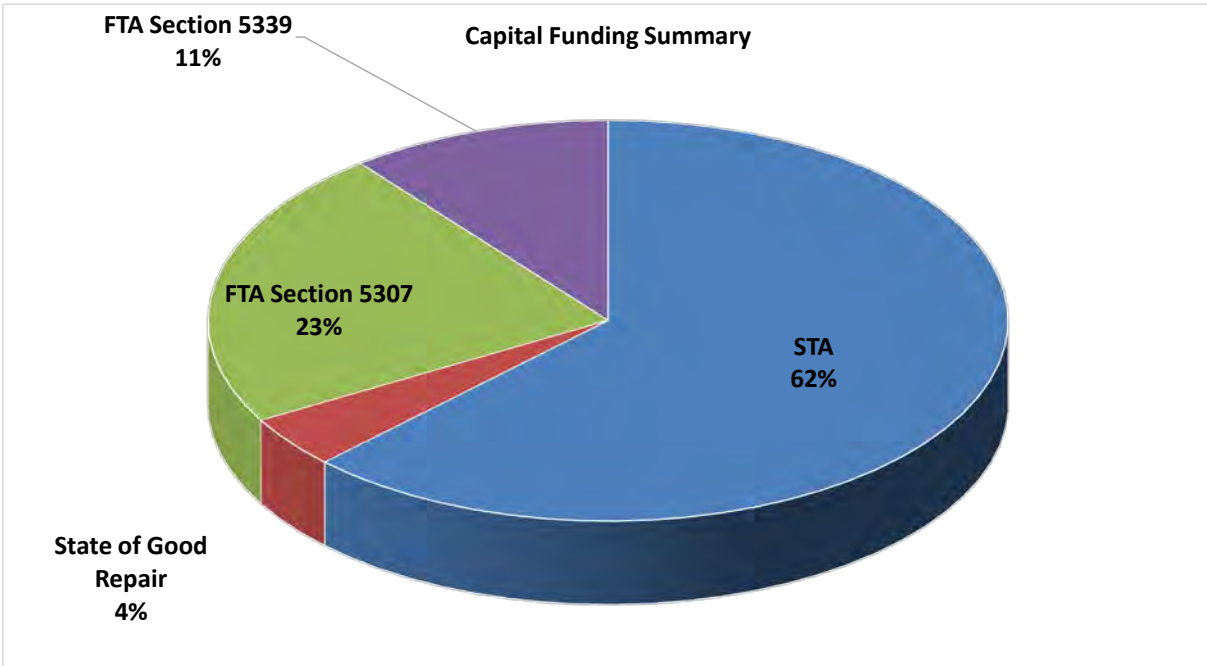
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	Expended Life to Date (Incl. FY 18)	FY 19 Requested Budget	Estimated Project Costs at Completion
Replacement Fixed Route Buses (3)		2,100,000	2,100,000
Transit Enhancements		200,000	200,000
Information Technology (IT) Projects		350,000	350,000
Expansion of Inventory Warehouse		200,000	200,000
Radio System Replacement		1,000,000	1,000,000
Replacement of Paratransit Vans (10)		1,350,000	1,350,000
Roof Repair Division 1 and 2		125,000	125,000
Maintenance Tools and Equipment		50,000	50,000
Install Electric Charger for Buses - Division 2		78,623	78,623
Bus Simulator (2)		600,000	600,000
TOTAL	-	6,053,623	6,053,623

FUNDING SUMMARY

SunLine Transit Agency has four (4) sources of funding for the FY 19 Capital Budget, including various Federal, State and local funding sources. These sources will fund the ten (10) capital projects included in the FY 19 Capital Budget.



Funding Source	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
Air Quality Improvement Program (AQIP)	3,123,591	-	(3,123,591)
FTA Section 5307	1,566,588	1,371,949	(194,639)
FTA Section 5339	446,894	644,172	197,278
Lo or No Emission Program (LoNo)	1,519,855	-	(1,519,855)
Proposition 1B (Safety & Security)	298,909	-	(298,909)
State of Good Repair (SGR)	-	253,623	253,623
State Transit Assistance (STA)	3,450,718	3,783,879	333,161
Total Funds Requested by Fiscal Year	10,406,555	6,053,623	(4,352,932)

FY 19 PROJECTS BY FUNDING SOURCE

FY 19	STA	State of Good Repair (SGR)	FTA Section 5307	FTA Section 5339	FY 19 Proposed Budget
Replacement Fixed Route Buses (3)	420,000		1,035,828	644,172	2,100,000
Transit Enhancements	143,879		56,121		200,000
Information Technology (IT) Projects	70,000		280,000		350,000
Expansion of Inventory Warehouse	200,000				200,000
Radio System Replacement	1,000,000				1,000,000
Replacement of Paratransit Vans (10)	1,350,000				1,350,000
Roof Repair Division 1 and 2		125,000			125,000
Maintenance Tools and Equipment		50,000			50,000
Install Electric Charger for Buses - Division 2		78,623			78,623
Bus Simulator (2)	600,000				600,000
Total	3,783,879	253,623	1,371,949	644,172	6,053,623
Total FY 19 Proposed Budget					\$ 6,053,623

CAPITAL PROJECTS

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)	2,100,000
Total	2,100,000

Funding Sources	Type	Estimated LTD Expenses	FY 19 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	420,000	420,000
FTA Section 5307	Federal	-	1,035,828	1,035,828
FTA Section 5339	Federal	-	644,172	644,172
	Total	-	2,100,000	2,100,000
			Estimated Total Funds at Completion	2,100,000

Transit Enhancements

The enhancements of bus stop systems to improve access for all customers through modernization of bus shelters, benches, kiosks, signage, and lighting to enhance security and safety.

PROJECT TYPE:

Project Budget	Total Project Budget
Transit Enhancements	200,000
Total	200,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	143,879	143,879
FTA Section 5307	Federal	-	56,121	56,121
	Total	-	200,000	200,000
			Estimated Total Funds at Completion	200,000

CAPITAL PROJECTS

Information Technology (IT) Projects

The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology (IT) Projects	350,000
Total	350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	70,000	70,000
FTA Section 5307	Federal	-	280,000	280,000
Total Funds by FY		-	350,000	350,000
			Estimated Total Funds at Completion	350,000

Expansion of Inventory Warehouse

This project will be for the construction/expansion of the inventory warehouse. As the Agency grows its fleet, additional parts are required to properly prepare for both preventative maintenance and unforeseen repairs. Additional storage space is needed to stock parts for both current and incoming vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Expansion of Inventory Warehouse	200,000
Total	200,000

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

CAPITAL PROJECTS

Radio System Replacement

The project purchases Voice over Internet Protocol (VoIP) radio system to replace current system. The new system will have the ability to monitor VoIP calls between the dispatch center, mobile workforce and revenue vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Radio System Replacement	1,000,000
Total	1,000,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,000,000	1,000,000
Total Funds by FY		-	1,000,000	1,000,000
			Estimated Total Funds at Completion	1,000,000

Replacement of Paratransit Vans (10)

Purchase of 10 vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines. The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Paratransit Vans (10)	1,350,000
Total	1,350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,350,000	1,350,000
Total Funds by FY		-	1,350,000	1,350,000
			Estimated Total Funds at Completion	1,350,000

CAPITAL PROJECTS

Roof Repair Division 1 and 2

The project will allow SunLine to repair and improve roofing of existing buildings at the Thousand Palms and Indio divisions. The project will allow for continued safety and security of staff and the general public.

PROJECT TYPE:

Project Budget	Total Project Budget
Roof Repair Division 1 and 2	125,000
Total	125,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	125,000	125,000
Total Funds by FY		-	125,000	125,000
			Estimated Total Funds at Completion	125,000

Maintenance Tools and Equipment

This project purchases major replacement tools, equipment and parts used in routine vehicle maintenance. Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	50,000
Total	50,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	50,000	50,000
Total Funds by FY		-	50,000	50,000
			Estimated Total Funds at Completion	50,000

CAPITAL PROJECTS

Install Electric Charger for Buses – Division 2

Project will install electric charging stations at SunLine’s Indio division. By installing charging stations at Division 2, the Agency will increase efficiency by cutting down deadhead time and increase productivity of daily bus operations.

PROJECT TYPE:

Project Budget	Total Project Budget
Install Electric Charger for Buses – Division 2	78,623
Total	78,623

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	78,623	78,623
Total Funds by FY		-	78,623	78,623
Estimated Total Funds at Completion				78,623

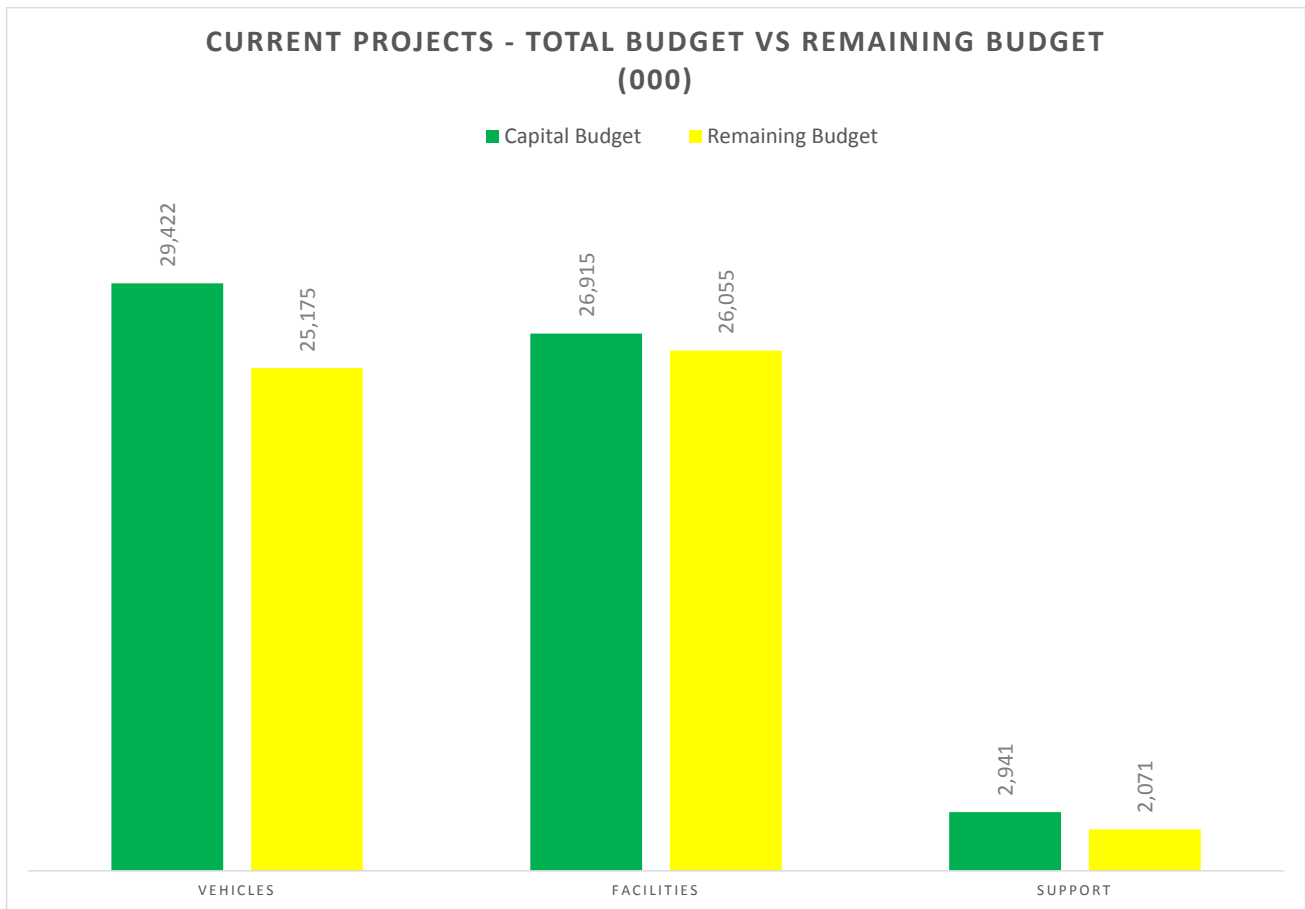
Bus Simulator (2)

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Simulator (2)	600,000
Total	600,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	600,000	600,000
Total Funds by FY		-	600,000	600,000
Estimated Total Funds at Completion				600,000

SUMMARY OF CURRENT CAPITAL PROJECTS



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